

InfoMap Quick Start Guide Rev08-31-10

1. Disable or turn **off** pop-up **blockers** on your browser -- Internet Explorer: Tools > Pop-up Blocker > Turn off pop-up blocker -- Firefox: Tools > Options > Content > Turn off pop-up blocker
2. To show tool names and functions, mouse/hover over the tools in the toolboxes.
3. To use tools, typically you will click on a tool, then click on the map window. For example, click on the „**Pan**“ button (which looks like a hand) then click on your map while holding down the left mouse button to drag or move the map around.
4. To zoom in on a map location, click the „**Zoom In**“ tool and then click the map location that you want to zoom to, or click and hold the left mouse button to drag a box around the area that you want to zoom in on.
5. Use the „**Full Extent**“ tool to zoom out as far as possible.
6. Click „**Layer List**“ folders to view map data layers, and check or uncheck a box to turn a layer on or off. If the layer checkbox is greyed out, click on the layer name then “Zoom to Visible Scale” to display the layer.
7. To make layer(s) active, click on the  icon to the right of a layer checkbox. Making a layer active will allow you to use the „**Identify**“ or „**Show All Layer Attributes**“ tools.
8. Click (underlined) layer names in the Layer List to select **Layer Actions** such as “Zoom to Visible Extent” or “Hide Labels.”
9. Use the „**Identify**“ tool to see a list of the active layer’s attributes at a particular point.
10. Use the „**Identify Visible**“ tool to display a list of all layers turned on and their attributes at a particular point, whether the layers are active or not.
11. Select a layer, then use the „**Show All Layer Features**“ tool (Identification toolbox), to show all features from that layer and their attributes.
12. To search for a street address select '**Address**' from the „**Search**“ toolbox. Enter the Street Name and (optional) number to find the street and/or address. You must select the street from the list of valid options.
13. Select '**Points of Interest**' from the „**Search**“ toolbox to search for parks, libraries, schools and more.
14. Use the „**Text**“ tool from the Markup toolbox to label map features. Click on the map, type your text in the window that opens, then click Submit.
15. **Print** and **Email** tools are available in the „**Tasks**“ toolbox.

*For more information, click on the 'Help' or 'Feedback' links (top right).
For technical help call 407-836-0066 or email gis@ocfl.net.*