

HOW TO USE THE MARKUP TOOL

The mark up tool lets you add texts, shapes, lines, dots, and highlight locations on the basemap.

1. To find the markup tool. Click on the tools tab.
2. When the tools box open. Click on the tool that says markup.
3. The Markup tool box will open.
4. If you want to place a dot on the basemap click on the dot button.
5. After you click on the dot button you will see you can change the opacity of the dot.
6. Left click on the basemap where you want to place the dot.
7. If you want to add a line click on the line button.
8. You will see you can change the color of the line and the opacity.
9. To add a line on the basemap take your mouse and hold down on the left mouse button and drag from where you want to start the line to where you want to end the line.
10. If you want to make a box or highlight a location. Click on the tool that looks like a square.
11. You can change the background color as well as the opacity.
12. You can also create a shape by clicking on the box that looks like a pentagon.
13. Left click to make your shape and double left click to end or close your shape.
14. You can also change the background color and opacity of your shape.
15. To add text to the basemap. Click on the text box. Look for the box that has a capital T.
You can change the font color, font size, font style, font family, and font weight.
16. Left click on the basemap where you want to place the text.
17. The text box will open. You can type your text there.
18. Once you are done typing hit the enter key on your keyboard. That is the only way to get your text to show up on the basemap.
19. If you want to delete your markups click the clear tab and that will delete your markups.