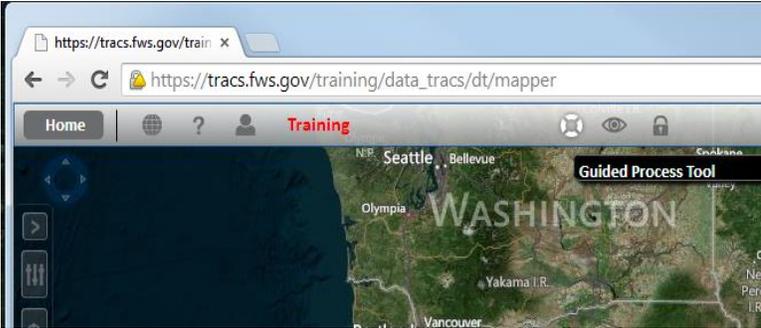
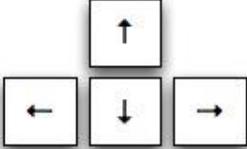


TRACS Quick Reference Guide

| TRACS Mapper - General Navigation | |
|--|---|
| Tip / Shortcut | Action |
| <p>“Hover to Discover”</p> | <p>There are 4 toolbars available on the TRACS Mapper. The Mapper Toolbar, Feature Editor, Navigation Toolbar, and Layer Manager are translucent. Place your cursor over the toolbar to access it. Hover over each icon to view its description.</p>  |
| <p>Toggle Click (Left Click)</p> <p>  minimize dock  maximize dock  Toggle Map </p> | <p>Toggle click on an item in the map to activate / deactivate the tool.</p> <p>Click the Dock Arrows to minimize or maximize the Feature Editor and Layer Manager.</p> <p>Click the Toggle Map icon to disable map navigation.</p> |
| <p>Zoom with Mouse Scroll Wheel</p>  | <p>Use the scroll wheel on the mouse to zoom in and out on the map.</p> |
| <p>Zoom with keyboard +/-</p> <p>   </p> | <p>Use the +/- to zoom in and out on the map.</p> |

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| | |
|--|---|
| <p>Shift + Left Click</p> | <p>Shift, left-click, and drag to create a red outline of the area to zoom in.</p>  |
| <p>Pan with keyboard arrow keys</p>  | <p>Use the arrow keys to move from left, right, up and down. (It is possible to move in a diagonal direction by hitting the desired arrow keys simultaneously).</p> |
| <p>Pan diagonally with keyboard</p>  | <p>The Home and End keys pan diagonally to the left. The Page Up and Page Down keys pan diagonally to the right.</p> |

TRACS Quick Reference Guide

Mapper Toolbar

Mapper Toolbar

The Mapper Toolbar is located at the top of the Mapper. It remains translucent until the cursor hovers over it.



Figure 1

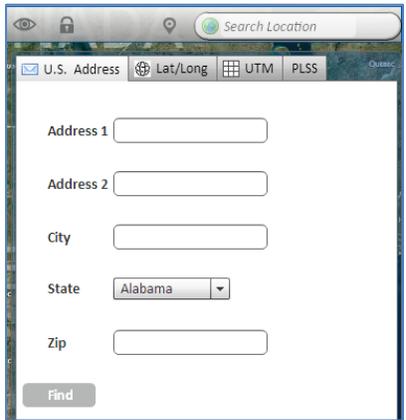
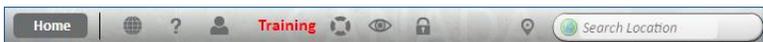
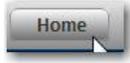


Figure 2

The components of the **Mapper Toolbar** are listed below with a brief description.



-  **Home** Returns to **TRACS Dashboard**.
-  Displays the **Available Basemaps** in TRACS. The **Bing Hybrid** map is the default. Basemaps are used to display locations by features and characteristics. (see [Figure 1](#))
-  **Help Desk** allows you to submit a help desk request to the TRACS support team.
-  **Logs out** of TRACS ending the current session.
-  **Guided Process Tool** guides an end-user through the data entry process.
-  **Identify Visible Map Features** to view summary information for visible map features.
-  **Toggle Map Navigation** to lock the basemap and disable navigation.
-  **Reverse Geocode** to obtain geographic coordinates and street address for a specific location.

Search Location by address or coordinates. The **globe icon** allows users to enter more detailed search criteria by U.S. Address, Latitude/Longitude, UTM or PLSS. (see [Figure 2](#))

TRACS Quick Reference Guide

Navigation Toolbar

Navigation Toolbar

The Navigation Bar is located at the upper left of the Mapper. It remains translucent until the cursor hovers over it. (See [Figure 3](#))



[Figure 3](#)



[Figure 4](#)

The components of the **Navigation toolbar** are listed below with a brief description.



Clicking on the arrows pans the screen up (North), down (South), left (West) and right (East).



Clicking the spaces between the arrows pans the screen diagonally. (Northwest, Northeast, Southwest, Southeast)

The slide bar moves up and down to zoom in (+) or out (-).



Pan Mode to grab and move the map in any direction by left clicking and dragging the cursor on the map.



Zoom In Mode to zoom in on a particular area by drawing a box using the Click and Drag function.



Zoom Out Mode to zoom out on a particular area by drawing a box using the Click and Drag function.

Note about Zoom: Whether you zoom by scroll bar or shortcut key, the zoom in/out control lets you view the map at fixed scales.



Show Map Scale to toggle the map scale located at the center bottom of the basemap. The scale shows the ratio between map distance and ground distance.

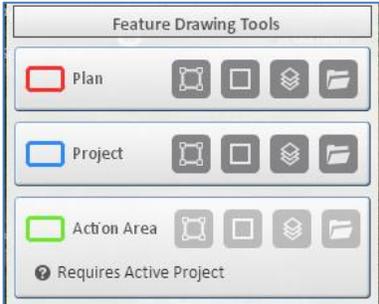
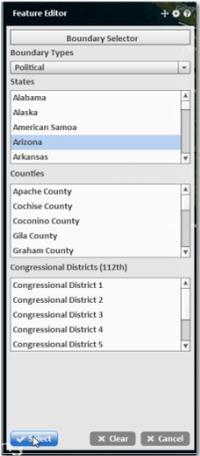


Show Mouse Coordinates displays the latitude/longitude at the cursor location.



Show Overview Map to view a world street map superimposed on the current basemap. This is useful for determining street location when viewing satellite imagery. (See [Figure 4](#))

TRACS Quick Reference Guide

| Feature Editor Dock | |
|--|--|
| <p>Feature Editor Toolbar</p>  <p>The Feature Editor Toolbar is located at the upper left of the Mapper. It remains hidden until the Restore dock icon is clicked.</p> | <p>The components of the Feature Editor Toolbar are listed below with a brief description.</p> <ul style="list-style-type: none">  Restore Dock displays and hides the toolbar options.  Feature Editor creates and edits Plans, Projects, and Actions.  Feature Explorer allows the user to browse, and edit data for Plans, Projects, and Actions.  Feature Search searches for existing Plans, Projects, or Actions by name or ID number. |
| <p>Feature Drawing Tools</p>   <p style="text-align: center;">Figure 5</p> | <ul style="list-style-type: none">  The Freehand Polygon tool captures location areas which are contoured. The Freehand Polygon is created by holding down the left mouse button, outlining the desired location on the map and then releasing the left mouse button.  The Geometric Polygon tool captures location areas which are linear. The Geometric Polygon is created by clicking and releasing the left mouse of the map to a single vertex. Continue clicking the left mouse button at each change in direction. Double click the left mouse button to complete the polygon.  The Geopicker tool captures shapes from a drop-down menu. The Geopicker tool contains a list of pre-determined boundary types (Political, Hydrological, Coastal or Alaska). (See Figure 5)  The Import Shapefiles tool captures pre-determined spatial features representing a specific type of location. e.g., rivers and lakes. The shapefile import tool accepts all local coordinate systems and translates the shape into the flat webmercator map display. The import tool requires a zip file that contains standard shape file extensions. |

TRACS Quick Reference Guide

Layer Manager Dock



Layer Manager Toolbar is located on the right side of the **Mapper**.

The components of the **Layer Manager Toolbar** are listed below with a brief description.



The **Restore Dock** displays or hides the dock.



The **Layer Manager** controls the display and visibility of features on the Mapper. (See [Figure 6](#))

- **TRACS tab:** Displays plans, projects and actions.
- **Filters:** Create, modify and view the filters specifying what is displayed on the **Mapper**.
- **Reference tab:** Select which external dataset layers to add to the **Mapper**. (for more info visit: <https://tracs.fws.gov/wiki/display/TUG/Adding+Reference+Layers>)
- **Organize tab:** Alters the order and opacity of layers.



Bookmarks contain location and data information for frequently accessed plans, projects, and actions. (See [Figure 7](#))



Map Legend displays the symbology and labels for active layers and TRACS features. Specific colors and shapes are used to identify items of interest (e.g. habitat types).

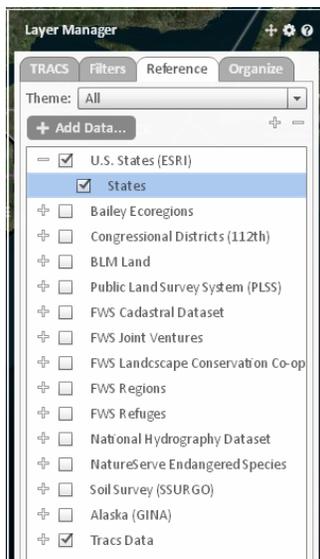


Figure 6

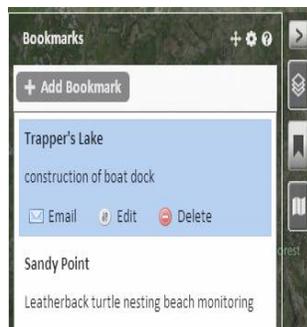


Figure 7