


## 1.2 Adjusting Your View

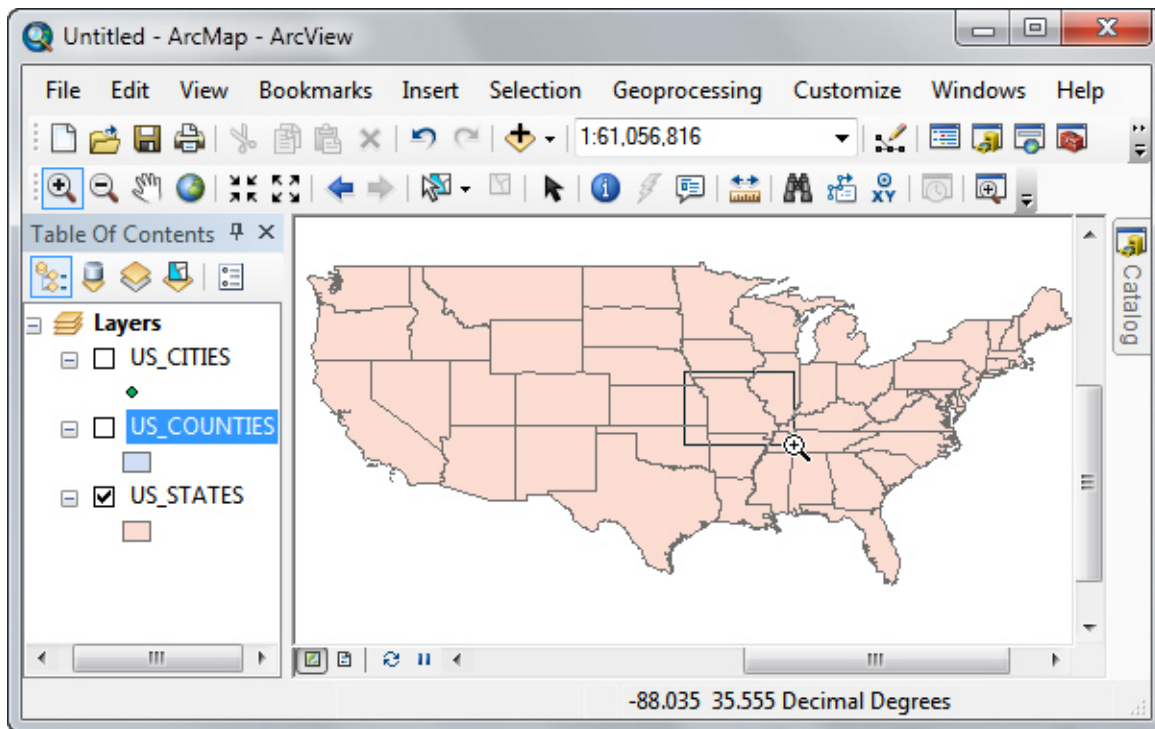
Often you will want to zoom in on an area to see the kind of detail you need. For example, if you want to see the streets of your city, looking at a map of the whole United States wouldn't be very useful. To look at a smaller area, you need to use the zoom tools.

### Zooming in

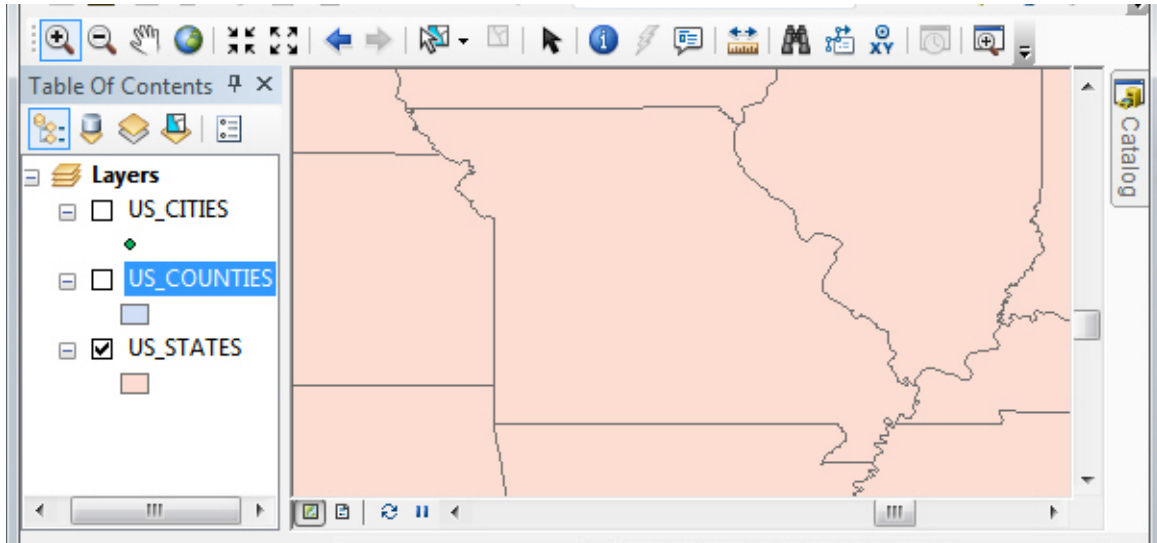
To zoom in (enlarge a small area to see more detail), select the “Zoom In” tool (  ). When your cursor is over the map, it takes the shape of a small magnifying glass with a + symbol.

The simplest way to zoom in on an area is to simply click on the area of interest. The map will zoom in and center the map on the point where you clicked.

Another approach that will give you more control is to envision a box around the area of interest. Using the “Zoom In” tool, click where you would like the upper left corner to be, hold the mouse button down, and drag down and to the right.



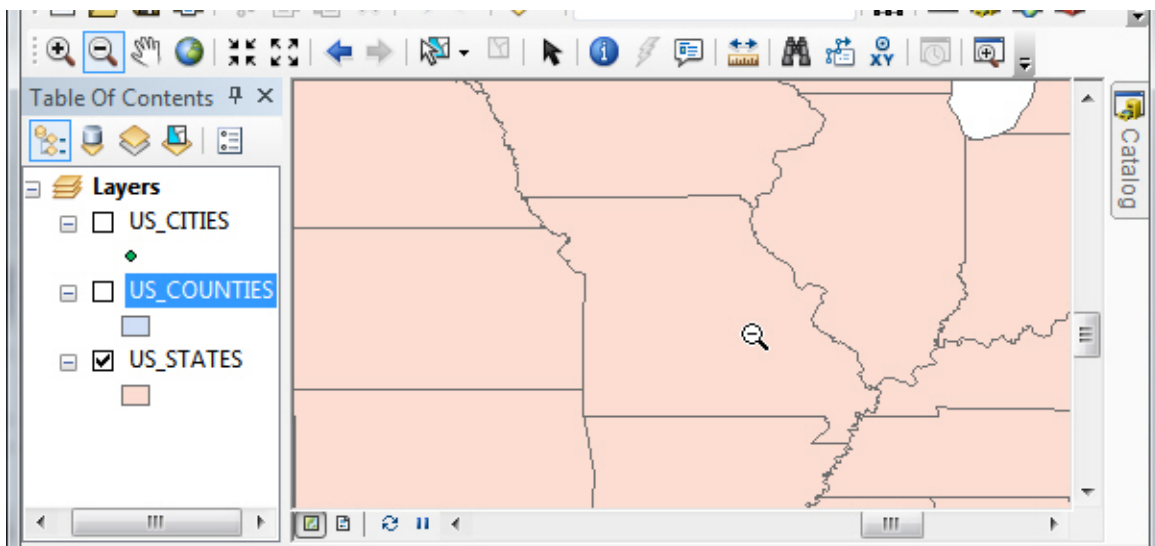
When the box encloses the area of interest, release the mouse button. The map will zoom into the area you chose:



### Zooming out

To look at a larger area, click on the “Zoom Out” button (  ) and then click the map. Your view will zoom out, staying centered on where you clicked.


The example below shows the previous map centered on Missouri after two clicks with the “Zoom Out” tool:



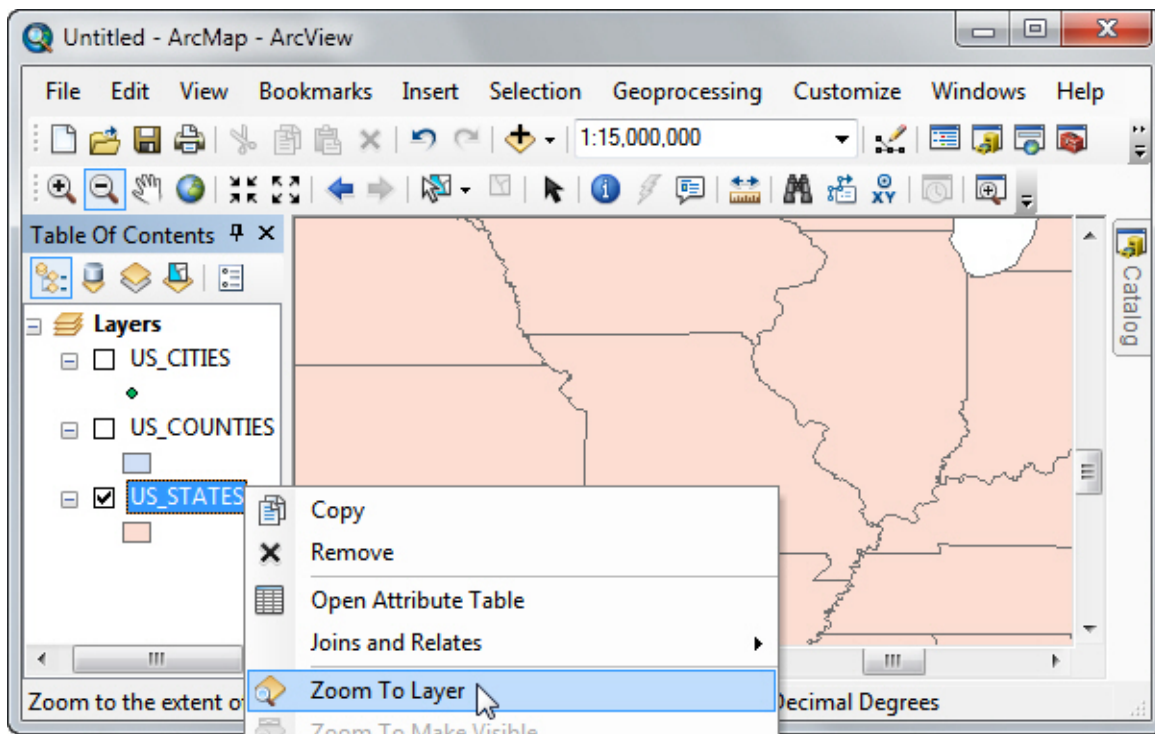
### Other zoom options



It takes some practice to master the “touch” needed to zoom efficiently.

To go back to the last view you had, simply click the “Go Back to Previous Extent” button(  ).

If you are much too far in or out, it may be quicker to click the “Full Extent” button (  ). This will take you to a zoom level that is wide enough to include all of the data layers in the Table of Contents, whether they are turned on or not.

Another zoom option is to zoom to a level that shows the extent of a particular data layer. To do this, simply right-click on the map layer in the Table of Contents and choose “Zoom to Layer”:

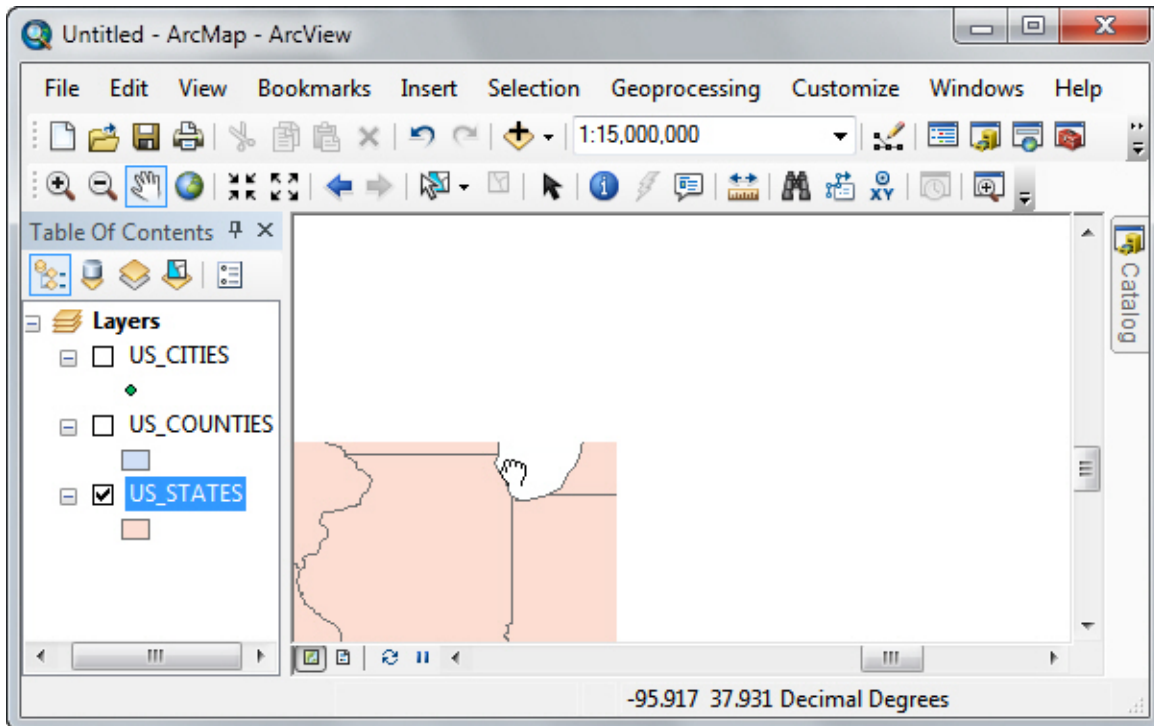


Additionally, the “Zoom In on the Center of your Map” button (  ) and the “Zoom Out on the Center of your Map” button (  ), can also be used to quickly zoom in and out.


## Panning

If you are satisfied with your zoom, but just need to “slide” the map a bit, use the “Pan” tool (  ).

With the “Pan” tool selected, click anywhere on the map, and then—holding the mouse button down—slide the map into position. Note: the new area you are panning to will not be displayed until you release the mouse button.



### Tip

If you are not panning or zooming, it is a good idea to change from those tools to the “Select Elements” (  ) tool. This helps you avoid accidentally shifting or zooming your map.

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