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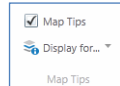
This Quick Reference card contains a selection of functions available within MACHU GeoWeb. More Information can be found using the Help button in the upper right corner of the main screen. Notice that the information there is based on general GeoWeb functionality. Not all functions described in the Help are present in MACHU GeoWeb.

1. Global search for objects

Add object characteristics by search box. Results will be shown on the Information Panel. Select an object within the Information Panel to mark an object on the Map. Double click an object on the Information Panel or use linkage to open information window and use available options to zoom or pan to the object on the Map.

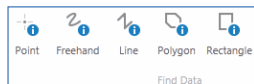
2. Show object information

Using Map Tips: Click an object and object information will be shown on the Map by a Map Tip. (De)activate Map Tips with de Map Tip button in the Find menu or by right mouse click a lowest order map layer within the layers list on the Information Panel and select option Show Map Tips. Using the Identity button: Click an object and information of the object will be shown on the Information Panel. (De)activate the Identity button in the Home menu. Using right mouse click: click an object on the map and select the What's Here option. Object information will be presented on the Information Panel.



3. Select objects

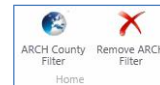
Select a identify button within the Find menu and draw the area of interest. Objects within the area will be shown on the Information Panel. On the Information Panel, click an object in the Results list or use option Select All or Remove All to add or remove objects to or from the selection. Or use options Add To



Selected or Remove From Selected at a map Tip on the map. Selected objects on the Information Panel show a highlighted star symbol. Selected objects are highlighted on the map. To clear a selection, use the Selected button in the Find menu to open Results in the Information Panel and click 'clear selected'.

4. Filter map layers

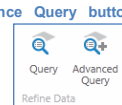
Use the Arch Country Filter button within the Home menu or use the 'I want to...' button, for easy filtering the Cultural Heritage Underwater map layer by country. Use the filter option at the lower right corner of the Information Panel to filter by map layer.



To define a customized filter, use the Filter button within the 'Find' menu or right mouse click a lowest order map layer on the Information Panel and select option Advanced Filter.

5. Query map layers

Use the Query or Advance Query button within the Find menu to define a query. Query results are presented within the Information Panel and marked on the Map. To add or remove query results to or from a selected set, see 3.



6. Show legend information

To show legend information, use the Show Legend button at the lower left corner of the Information Panel or right mouse click on a lowest order map layer within the layer list.

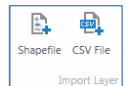


7. Show source information

To show source information (metadata of map layer), right mouse click on a lowest order map layer within the layer list on the Information Panel. Then click on the linkage next to the hyperlink [Metadata ARCH NL](#) symbol.

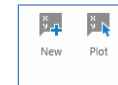
8. Add new map layer

Use the Add button in the Data Sources menu to add online map services In the Search for map services box, fill in a keyword or known URL of a web service. NOTICE: Not all services are suited. This can depend on how a service is created or the coordinate system used. To add a shapefile, use the Shapefile button at the Data Sources menu. Select all files corresponding to the shapefile in the open file dialog. To add a CSV file, use the CSV File button at the Data Sources menu.



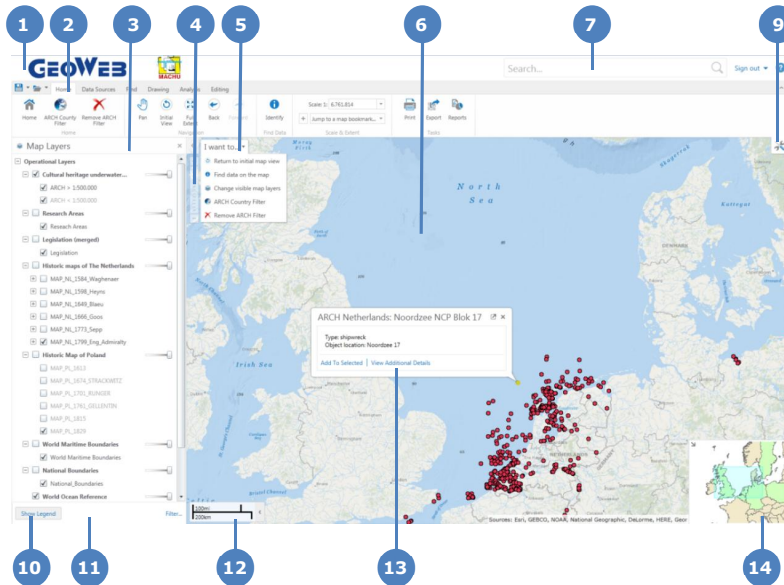
9. Add coordinates

To find a map location based on coordinates, use the New button in the Analysis menu and manually add coordinates to plot them on the map.



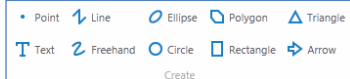
Use the Plot button in the Analysis window to retrieve coordinates from any location on the map by mouse click and plot them on the map. To add multiple coordinate locations, create a csv file or shapefile containing the coordinates. To Add a shapefile or CSV file to the map, See 8.

The Main Screen



10. Add notes

To add notes (sketches and text) to the map. Use the Create buttons in the Drawing menu. When adding text, it is also possible to add labels using content from an object in the map layer. For this, click Text button, click an object on the map, select Advanced Label Options (button next to the pop up dialog box) and select Add Feature Label option.



11. Save project

To save project, use the Save Project button in the upper left corner of the Toolbar. Added map layers, zoom level, and added drawings will be maintained within the project. Use the arrow button next to the Save Project button to choose 'Save project to your computer!' NOTICE: The option save on server is not recommended, because maintenance of the project on server cannot be guaranteed. You can open a saved project using the Open Project button next to the Save Project button.

The Main Screen Elements

- Title Bar:** Displays the logo and name of the application.
- Toolbar:** The Toolbar contains the tools that control how you interact with the map. Some tools are grouped by function. The toolbar has multiple tabs containing groups of tools.
- Information Panel:** The Information Panel is an area that has multiple purposes. It is used to list important information, for example, it displays the Map Layers list where you can select different layers to hide or show on the map. If you do a search or you use an Identify tool, it displays a list of map features in the Results List. At other times, the Information Panel contains a menu that you can use to perform tasks, for example, print the map. Each time you use the panel for a new function, it is opened in a separate tab that appears at the bottom of the panel. You can click each tab to return to that function.
- Zoom slider:** Use this slider to zoom in or out on the map by clicking the + or - or by dragging the marker up and down. (You could also use a mouse wheel to zoom or hold the shift-key while dragging a zoom area).
- I Want To Menu:** A menu of shortcuts to a selection of tools.
- Map:** The map window where you interact with the map by zooming, panning, annotating, or right-clicking to get more information.
- Search box:** You can type in the name of a feature to search for it on the map.
- Toolbar icon:** Shows or hides the Toolbar when you click the icon. (You could also double click the Title Bar).
- The Show Layers/Show Legend button:** Allows you to toggle between the map legend and the map layers in the Information Panel. The legend only displays symbols for the layers that are active on the map. The legend items change with the scale of the map. The Filter in the bottom right corner of the Information Panel allows you to limit the information listed in the panel.
- Information Panel tabs:** This location displays a tab for each function you open in the Information Panel. Click a tab to activate that function in the Information Panel.
- Scale:** The current scale of the map.
- Map Tip:** Map tips appear when you click on a feature listed in the Results List, or when you use one of the Identify tools. Click **View Additional Details** to find more information about the feature in the map tip. Click **Add To Selected** to add this feature to the Selected list. You can then find the feature later by clicking the Selected icon in the Information Panel.
- Overview Map:** Displays a thumbnail of the whole map with the current view shown as a small square on the map. The Overview Map is an orientation tool to identify which part of the overall map you are currently zoomed in to. To display or hide the Overview Map, click the arrow in the top left corner.