FieldScope Quick Guide

Below are instructions for performing common tasks in *FieldScope*.

To erase a drawing, open the **Draw Tools** panel, click on the **Erase Tool**, and then click on the object you wish to erase. Note everything drawn in one stroke of the mouse will be erased. To see exactly how much of a drawing will be erased, hover over it and the selected portion will appear highlighted.

To pan, click on your map (not on a site), hold your mouse button down and move your map.

To open a panel, click on its label (e.g., click on **Filters** to open the Filter panel). A panel must remain open when in use (e.g., to use the *Upstream Area Tool*, the **Draw Tools** panel must remain open). Move your map as needed. When finished, always close a panel by clicking on the "X" in its top right corner.

To save a map, click the **SAVE** button in the upper right corner of your screen, and then select *Save*. Enter a title and description in the text boxes, and then click **Save**, then **OK**. When logged in, your saved map will now appear in the *My Project Content* section of the Chesapeake Watershed Project home page. Click on the map thumbnail to open your map and resume working with it.

To print a map, click the **SAVE** button in the upper right corner of your screen, and then select *Download*. Click **OK** to download snapshot image (a .png file). In the window that opens, provide a name for your file in the box next to **Save As:**. Navigate to the location you want to save in, and then click **Save**. Tip: **Under Draw Tools** use the *Add Label Tool* to add a title to your map before saving it.

To "show" or display a layer, click on the eyeball below to its name. The eyeball will appear green when a layer is shown. To hide the layer, click the eyeball again; it will appear gray.

To increase the transparency of a layer to see those beneath it more clearly, go to the **Map Layers** tab and click the transparency icon below the desired layer and slide the *Transparency* marker to the right to make the layer more transparent. For example, increasing the transparency of the elevation layer makes the streams beneath it more visible. NOTE: To decrease the transparency of an object drawn with a drawing tool, you must do so BEFORE drawing the object.

To zoom in or out, use the "+" and "–", at the bottom right of your map. Note that when you zoom in, a more detailed image or map will be provided.