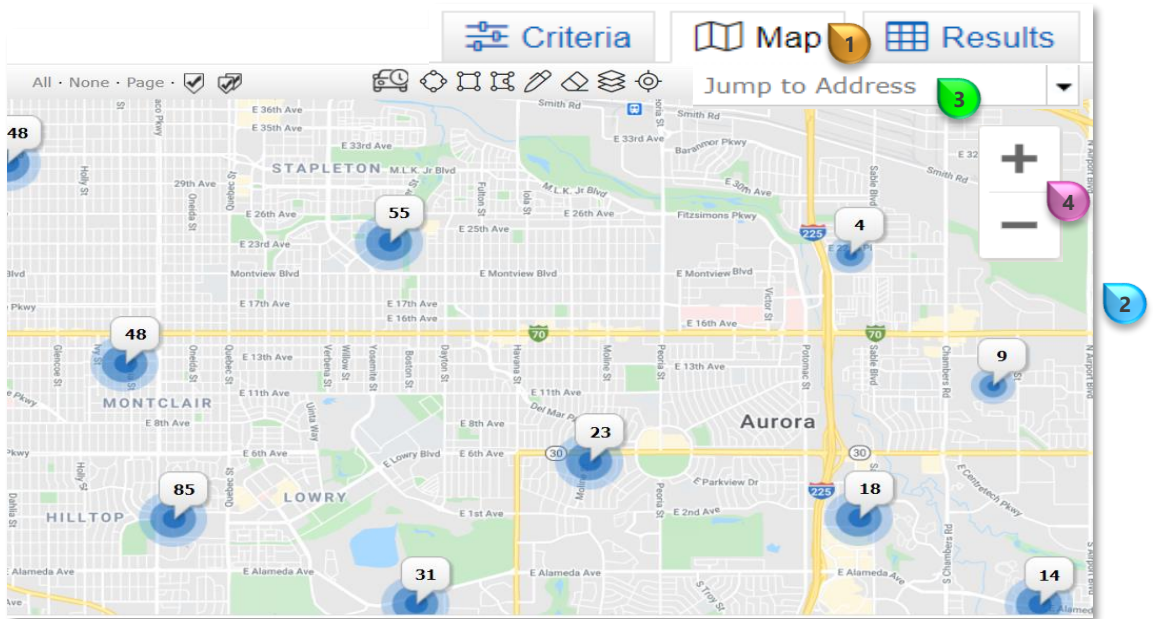From the search **Criteria** *tab* select "**Map**" 1

A Map presents 2

To Position Map:

Type the *street address, city, or zip code* in the "**Jump to Address**" 3 field to quickly designate a map location

Move the map by clicking on the *map,* holding the *mouse button* down, and dragging the map in any direction

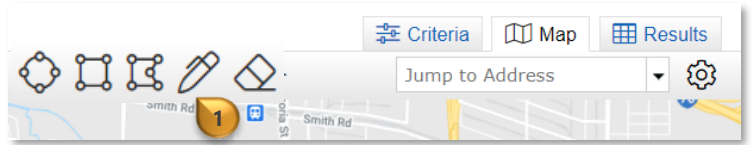## 3 Ways to Zoom In and Out On the Map:

Zoom in by clicking the **+** *button* and zoom out by clicking the **−** *button* 4

Zoom in or out by positioning your *cursor* on the map and using the *mouse scroll wheel*

Zoom in by *double clicking* on the map

Map Drawing Tools

Locate *Map Tools* 1 at the top of the map

Radius

Click near the desired search area, hold down the *mouse button* and drag to draw a *radius*
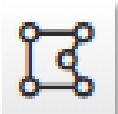
Let go of the mouse button to stop drawing

Rectangle

Click near the desired search area, hold down the *mouse button*, drag the mouse to draw a *rectangle*
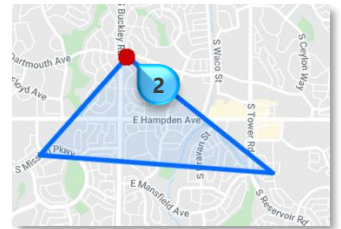
Let go of the mouse to stop drawing

Polygon

The *Polygon* tool allows one to draw complex shapes using straight lines

Click near the desired search area. Move the *mouse* to draw the first straight line. Click to change the direction of the shape.

Right click to stop drawing or move the mouse to the *red start dot* and *click* 2
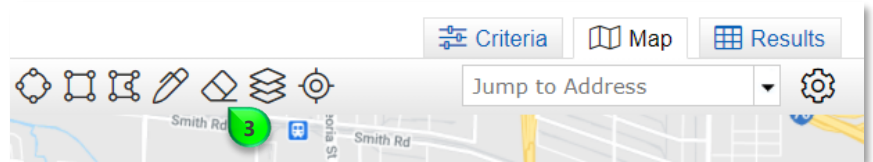
Freehand Polygon

Click near the desired search area. Hold the *mouse button* down and draw the desired shape

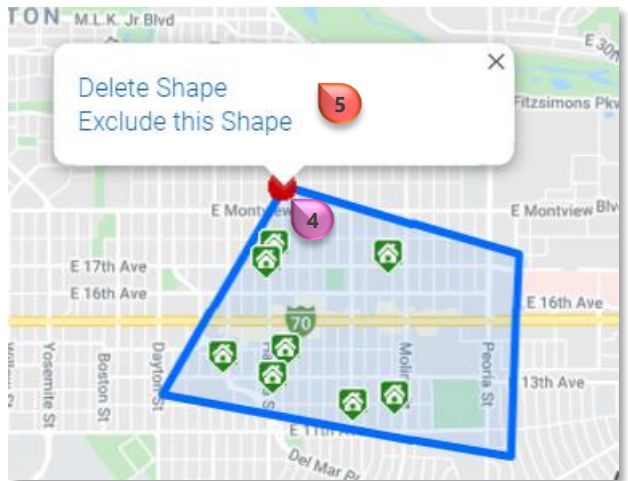Return to the start point to complete the shape.

Clear All Shapes

Click on the *eraser icon* 3 to clear all shapes from the map

Exclude or Delete an Area

Hover over the *red start dot of any shape* to view options 4

Select desired action 5

Note: Up to 10 shapes can be drawn on the map