**User Manual for the Polyline and Polygon Plotting Tool**

1. Help can be obtained to some extent from the tool screen itself. Help topics under the Help menu is currently empty. But there is a question mark token in a tool bar. If you click on that first, and then click on another tool icon, help about that icon will usually appear. The white arrow icon, when clicked in the toolbar, will remove the special effect of other tools. In addition, many icons will reveal a short text if you hover the mouse over that icon.

2. The key icons, and the way you begin, is to click on the ‘draw polygon’ icon, or the ‘draw polyline’ icon in the first toolbar. If you click on the draw polygon icon, then under the Plotting menu, the item

‘Load polygon from file…’ menu item will cease being grayed out, and things are similar for polylines.

You then have a choice----if you have a file containing points for a polygon, you can load that file. Of course you can get such a file by using the tool, and more on that later. But normally you will click on a sequence of points on the map, and you will see the polygon you are drawing. Draw the points in counter-clockwise order. After you are happy with your polygon, you can preserve it in two ways.

Under the SAVE AS menu you can choose: Save points to file. Give the file name with no suffix or extension, and a comma separated file is created with one line per point, a point being latitude and

longitude. To conveniently read the file in excel, e.g., change the suffix to maybe csv, but you may not want to do this. More normally, in the SAVE AS menu, you will choose: Save as shape file…

Then select the folder where you want the shape file, and the name you want for it. Three files will be built for you. E.g. if the name is spookyforest, the files will be spookyforest.shp, spookyforest.shx, and spookyforest.dbf

If you create a shapefile using the method given above, you can add that as a map layer. Click the Add Layer icon, a plus sign, and navigate to the shapefile you made with this tool, and select it to add it to the map. Between this brief manual, and the help icon, you should be able to use the tool with reasonable ease.

3. You can change the color with which a map layer is rendered, and change other things as well. To do this, click on a layer name in the table of contents to the left of the map. Then, in the File menu, select

Legend Editor. This will make available a dialog window, and it should be clear how to change the color

with which a map layer is rendered, using that window.

4. Another note: the tool comes with a number of shape files, in addition to those initially seen. If you click on Add Layer, you will see a folder called Data, and if you click on that you will see folders like USA, and World. Inside each of these subfolders are shape files. Note that the File menu allows you to remove layers. To do this, click once on a layer name in the Table of Contents to the left of the map.

You can then click on Remove Layer in the File menu, and the layer should go away.