1. Where can I find “Help” menu to navigate campus map?

There are two ways to get help:

a. Select the “How to use the map/tips/tools” menu located on the home page of Emory map website. Map tutorial tabs will appear on the bottom of the map image. Then click on the tabs to view map function tutorials.

b. Click either the “Interactive Map” tab or anywhere inside the map image located on the home page of Emory map website to open the interactive map.

Once you open the interactive map, there is a menu bar located in the upper right corner of the page. Click “Help” button from the menu bar and a new window will be opened: Emory Online Map Help – Tool Help.
2. What do Map Tool functions do and where I can find it?

Map Tool contains the following map function tools: Zoom In, Zoom Out, Zoom Window or Rectangle, Map Home, Back, Pan, Select Building and Clear Selection. A description of the function of the tools is given below.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
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| ![Zoom In Icon]     | 1. Click to zoom in; or  
2. Click any place in the map to zoom in when this button is changed to (highlighted); or  
3. Press the left mouse button and hold, then drag the mouse and release when this button is changed to (highlighted). |
| ![Zoom Out Icon]    | 1. Click to zoom out; or  
2. Click any place in the map to zoom out when this button is changed to (highlighted); or  
3. Press the left mouse button and hold, then drag the mouse and release when this button is changed to (highlighted). |
| ![Zoom Rectangle Icon] | 1. Click to zoom in; or  
2. Press the left mouse button and hold, then drag the mouse and release when this button is changed to (highlighted). |
| ![Map Home Icon]   | Click to refresh Emory Map.                                                                                                                  |
| ![Back Icon]       | Click to go back to previous View.                                                                                                           |
| ![Pan Icon]        | Click then drag the map around. (substitute the scrollbar).                                                                                |
| ![Select Building Icon] | Click and click any building to view Building information.                                                                                 |
| ![Clear all Selections Icon] | Click to unselect building(s).                                                                                                               |

Map Tool is located in the upper left corner of the Emory Interactive Map.
3. **How to move Map around?**
   Go to the Map Tool. Click the pan button then drag the map around.

4. **How to zoom in and out map?**
   Use the zoom in (the magnifying glass with a plus sign) and zoom out (the magnifying glass with a minus sign) button from the Map Tool menu.

5. **How to identify the building?**
   Zoom in until you can see the buildings on the map. Click the select building button from Map Tool, and then click on the building on the map. It will bring up the area map, picture, building information, direction link, and floor plan selection link for the specified building.

6. **How can I get the direction from map and email to others?**
   Use “Print and Email Directions” button from the menu bar. If no building is selected, it will give you the direction to Emory University. To get the direction to a specific building, select the building first and then click “Print and Email Directions” button.

7. **How can I get the custom map?**
   Use the “Request a custom map” menu located on the home page of Emory map website. You will be redirected to Service Request home page to submit a request for a custom map.
8. How do I find building from map?

Go to the “Map Search” menu located on the top of the Emory Interactive Campus Map. Building can be searched by its address, property ID or property name.