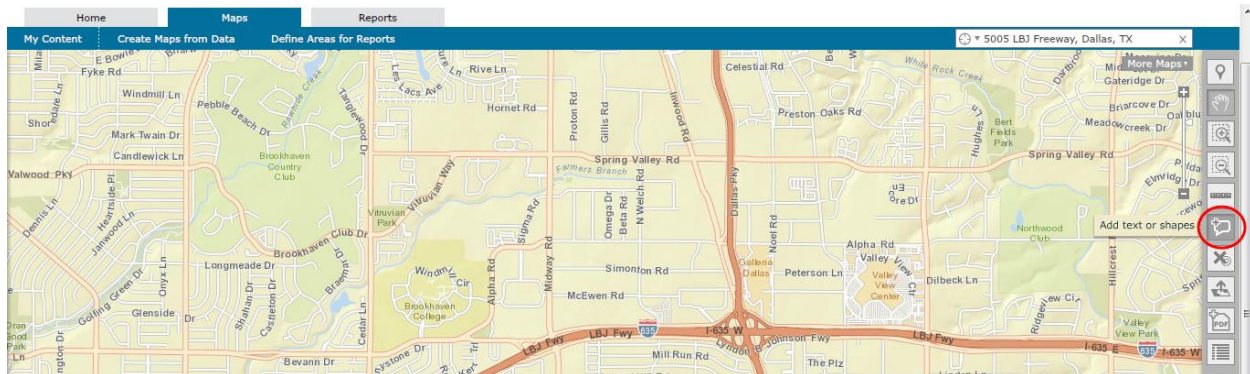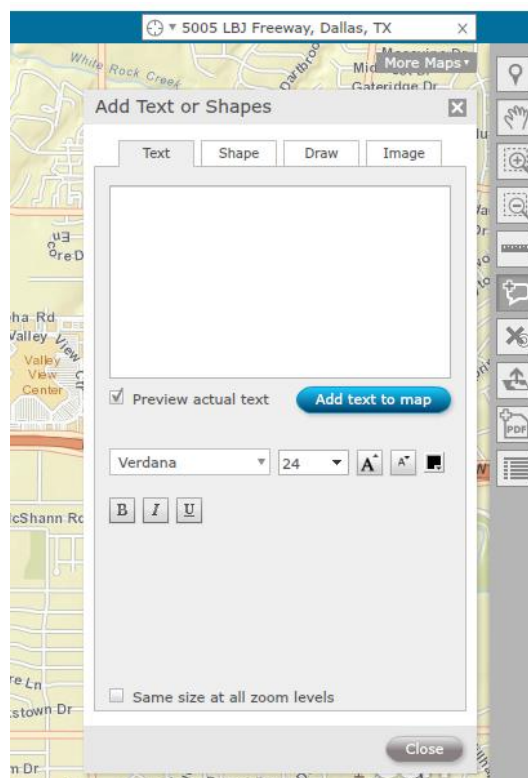# Annotating a Map

BAO allows users to annotate a map by adding text, shapes, add images or drawing on the map.

After logging into BAO, zoom to the area that you would like to annotate and click the **"Add Text or Shape"** icon.
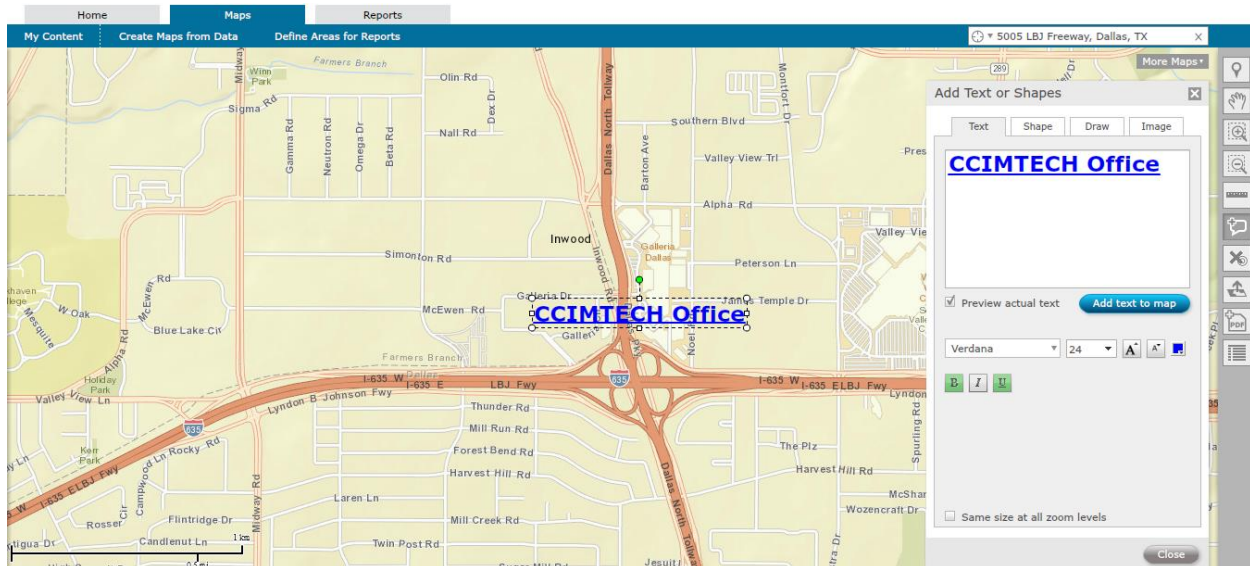
The Add Text or Shapes workflow will appear.

Adding Text

Begin by typing text in the text field. Making sure that the **"Preview actual text"** button is checked, users may edit the font style, font size, font color, italicize, bold, or underline the text after typing. Once the text is complete, click **"Add text to map"**.

Moving Text

To move the text on the map click the text, and while holding down left click on the mouse, move the text to the desired location on the map.
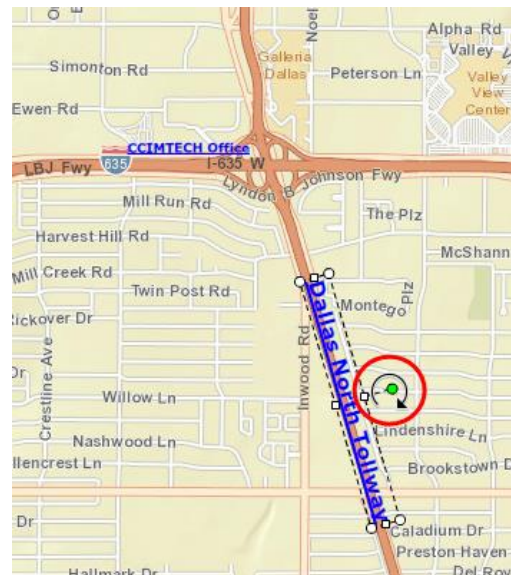
Resizing Text

To resize the text box, click the text to being. Next, click one of the white circle icons and while holding down left click on the mouse, drag the pointer outward to increase the text box size or inward to decrease the text box size.
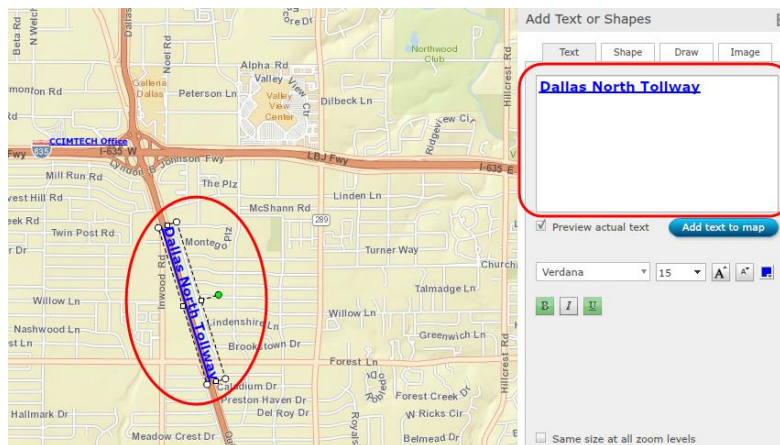

Rotating Text

Users may rotate the text 360° by clicking the green icon atop the text and moving the pointer in a circular motion.
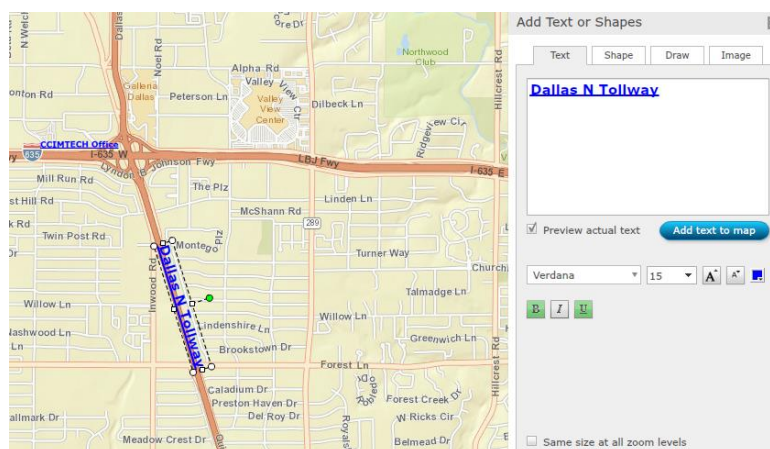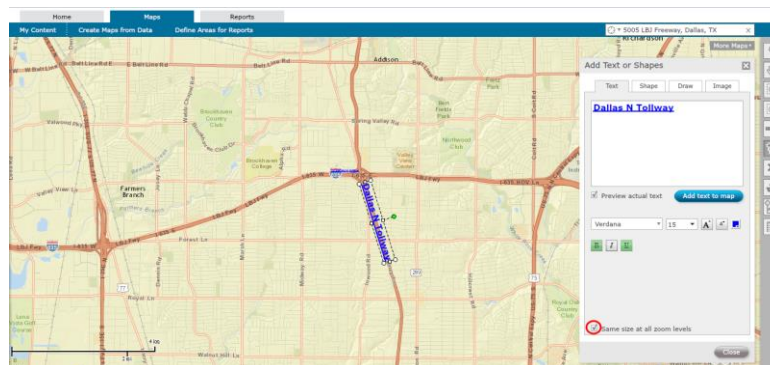
Editing Text

To edit existing text on a map, click the text box you wish to edit and type any revisions in the text field.

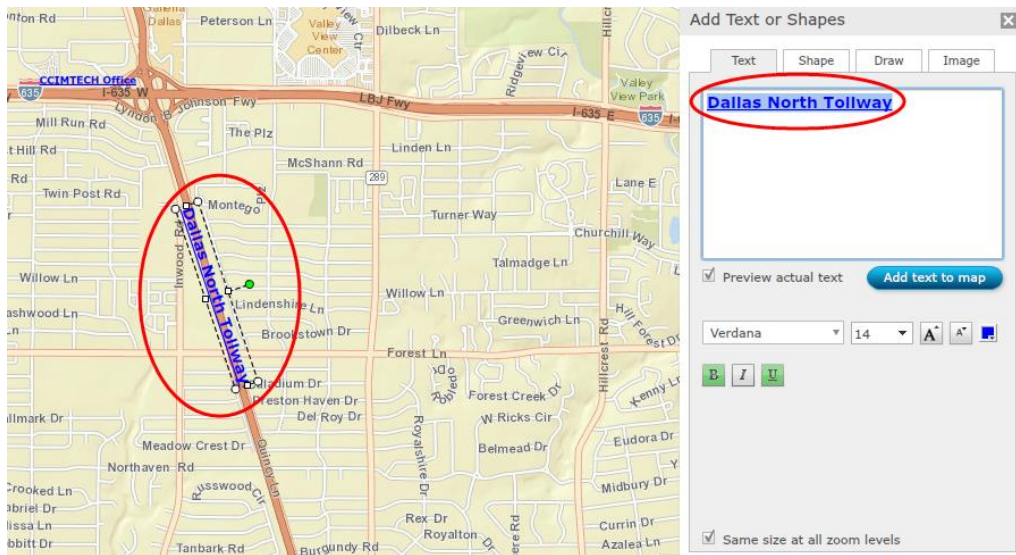The text will change on the map as revisions are made.

To make the text the same at all zoom levels, click **"Same size at all zoom levels"**. As you zoom in or out, the text will remain the same size.
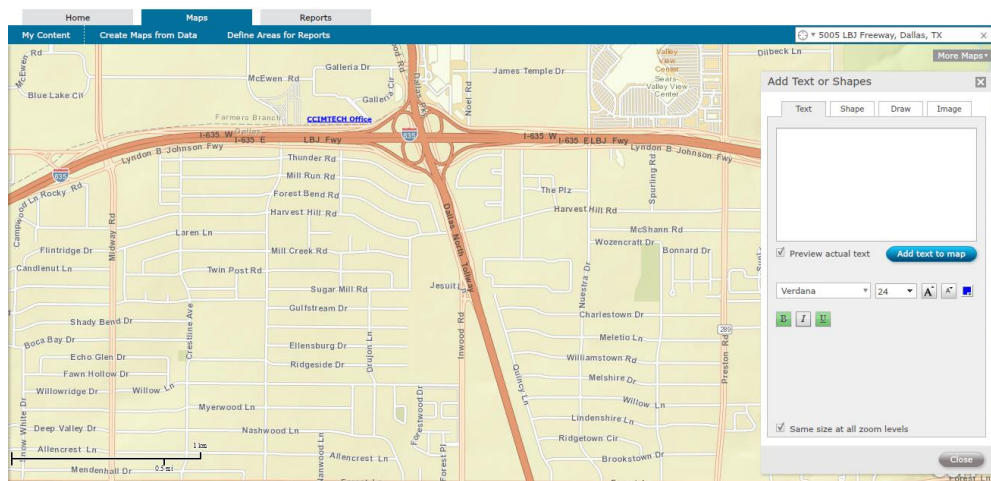
Delete Text

To remove text from the map, click the text box you wish to remove from the map and delete the text in the text box.
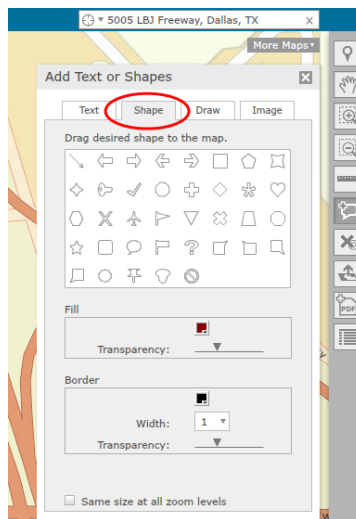

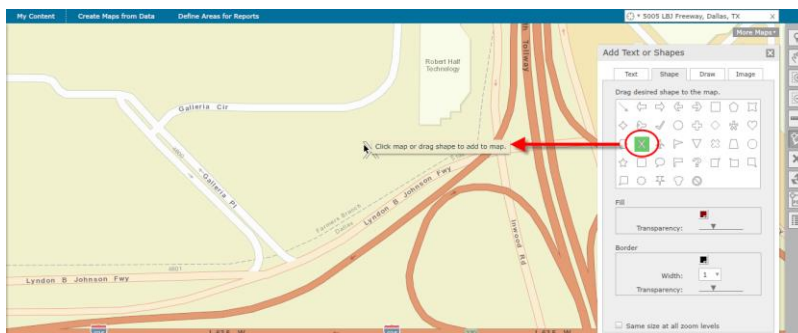The text will be removed from the map.

Adding Shapes

Click **"Shape"** to begin adding a shape to the map.

Select a shape and click on the desired location on the map. Users may also drag and drop a shape on the map.
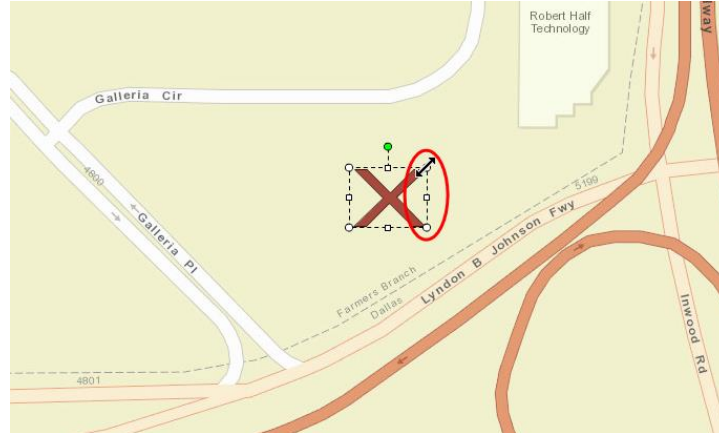

Moving Shapes

To move the shape on the map click the shape, and while holding down left click on the mouse, move the shape to the desired location on the map.
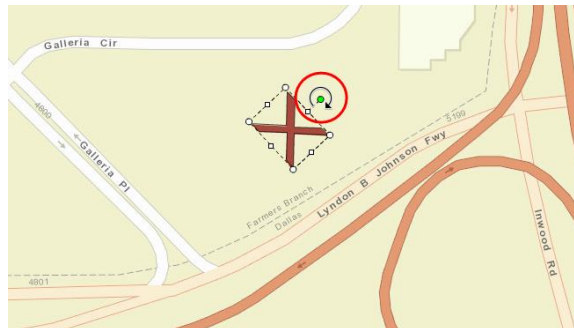
Resizing Shapes

To resize the shape, click the shape to being. Next, click one of the white circle icons and while holding down left click on the mouse, drag the pointer outward to increase the shape size or inward to decrease the shape size.
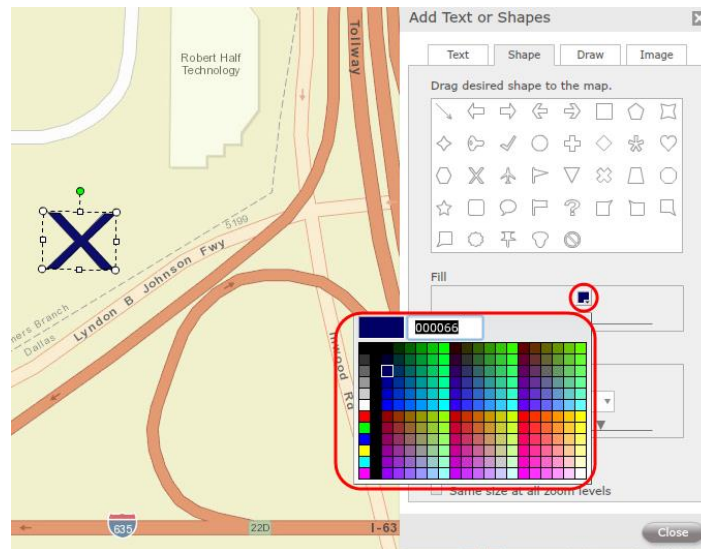

Rotating Shapes

Users may rotate shapes 360° by clicking the green icon atop the shape and moving the pointer in a circular motion.
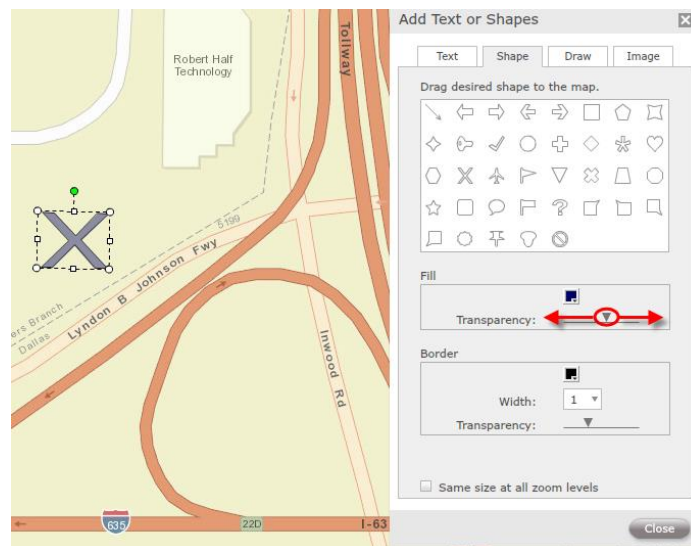
Editing Shapes Fill Color and Transparency

Users may edit an existing shapes fill color and transparency. Begin by clicking the shape you wish to edit. To edit the fill color, click the color icon, and select the desired color.
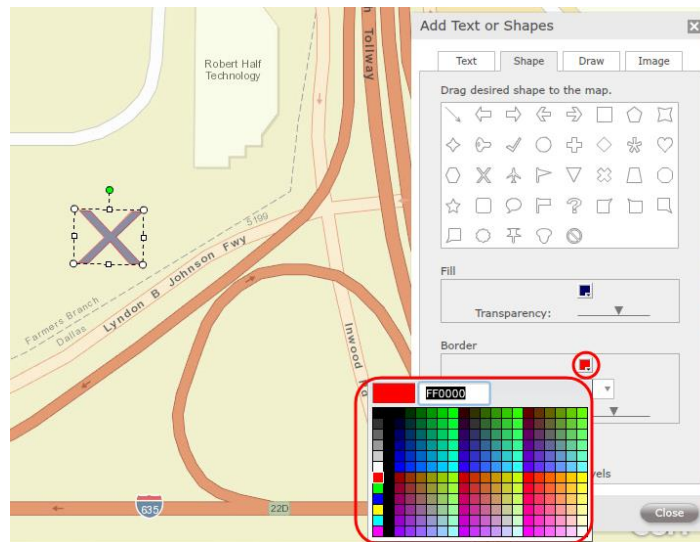

To edit the fill transparency, click the arrow in the **"Transparency"** field. Move the arrow to the left to decrease the shapes transparency. Move the arrow to the right to increase the shapes transparency.
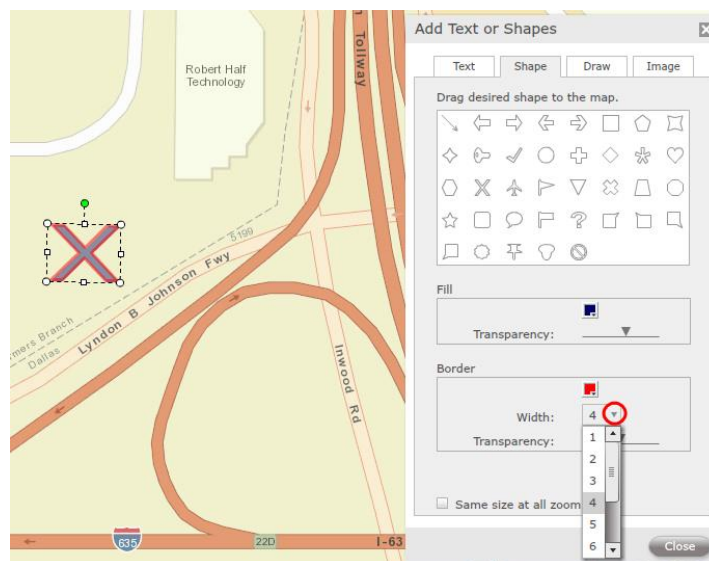
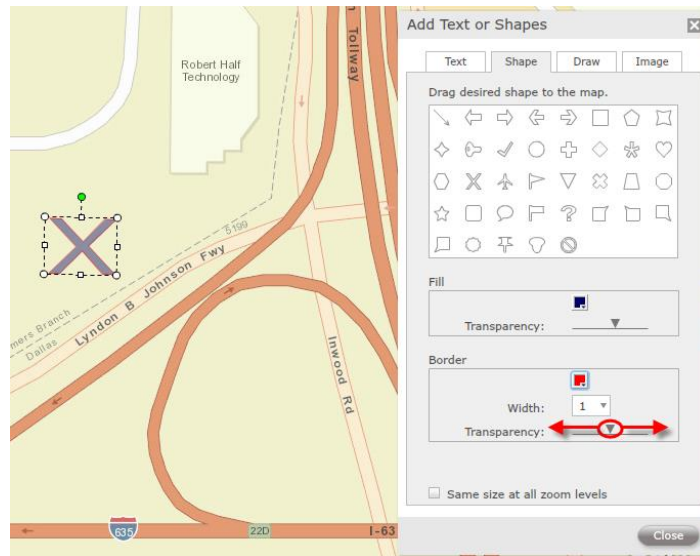## Editing Shapes Border Color, Width and Transparency

Users may edit an existing shapes border color and transparency. Begin by clicking the shape you wish to edit. To edit the border color, click the color icon, and select the desired color.
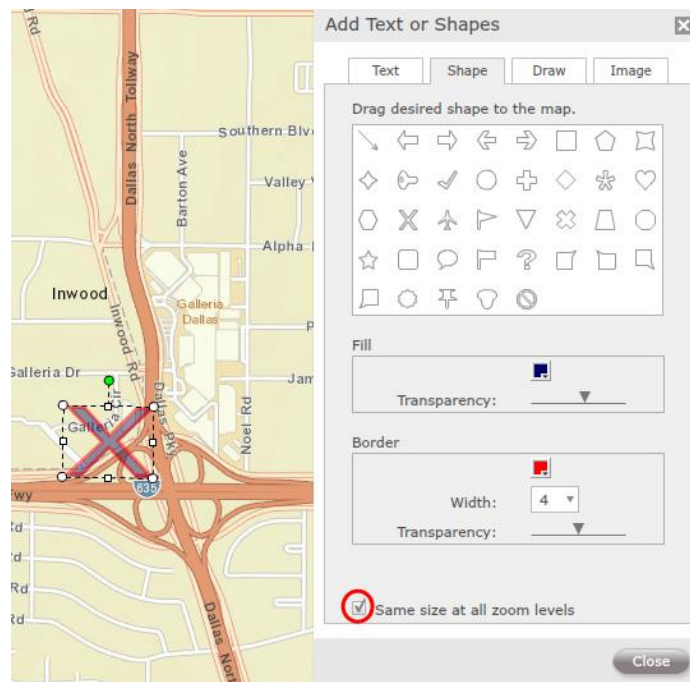

To edit the border width, click the arrow in the **"Width"** field to select the desired border width.

To edit the border transparency, click the arrow in the **"Transparency"** field. Move the arrow to the left to decrease the borders transparency. Move the arrow to the right to increase the borders transparency.

To make the shape the same at all zoom levels, click **"Same size at all zoom levels"**. As you zoom in or out, the shape will remain the same size.
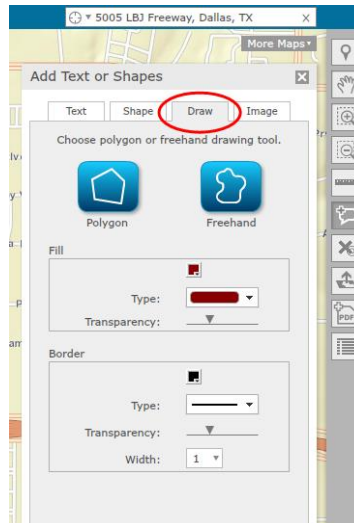

Deleting Shapes

To delete a shape from the map, click the shape you wish to remove from the map and click **"Backspace"** or **"Delete"** on your keyboard.
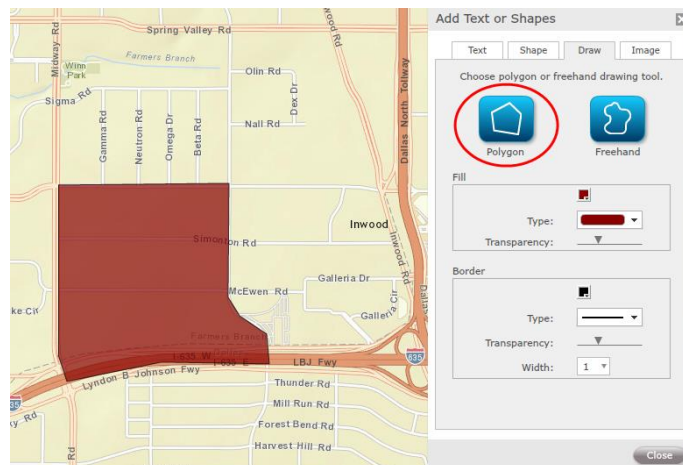
Drawing on the Map

Users may draw a polygon or a freehand polygon on the map using the draw tool. Click **"Draw"** to begin drawing on the map.
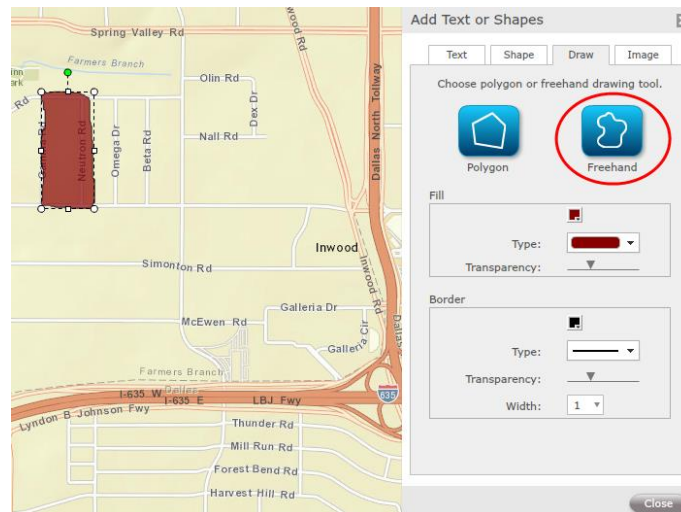

Option 1 – Draw a Polygon

Click **"Polygon"**. Place the pointer on the map and click the location of the first point to begin drawing a polygon. Move the pointer on the map and click to continue drawing a polygon. Continue clicking at each corner on the map until the shape is complete. Double click on the map to complete the polygon.
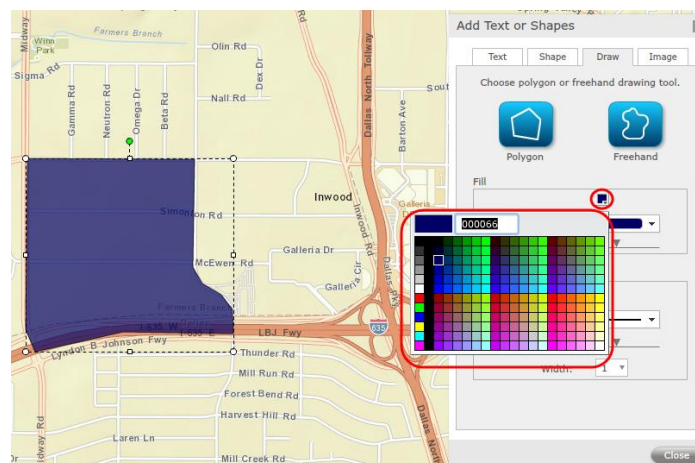
Option 2 – Freehand Polygon

Click **"Freehand"**. Place the pointer on the map and hold down left click on the mouse, moving the pointer on the map until the polygon is complete. Release the mouse to complete the polygon.
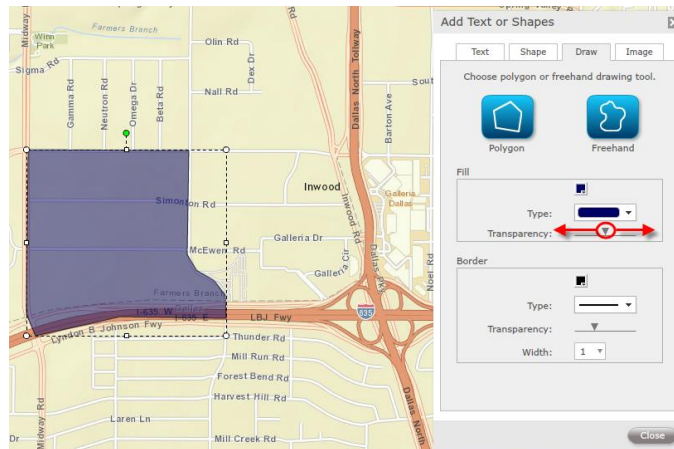

Editing a Polygons Fill Color and Transparency

Users may edit an existing polygons fill color and transparency. Begin by clicking the polygon you wish to edit. To edit the fill color, click the color icon, and select the desired color.
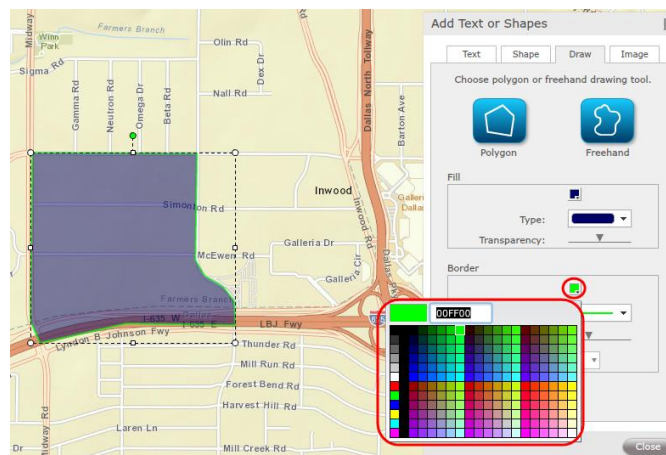
To edit the fill transparency, click the arrow in the **"Transparency"** field. Move the arrow to the left to decrease the polygons transparency. Move the arrow to the right to increase the polygons transparency.
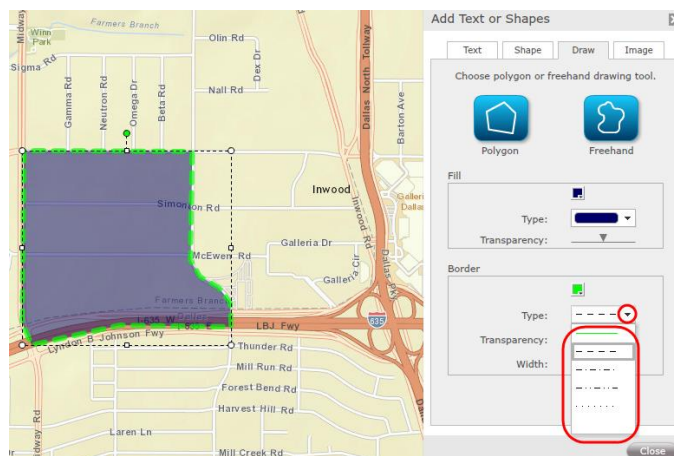

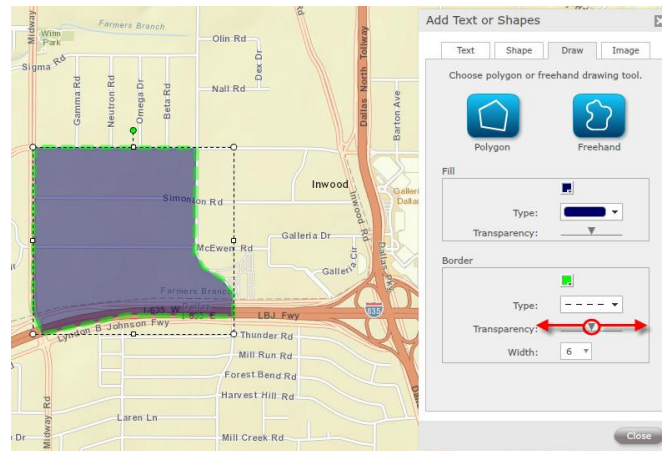## Editing a Polygons Border Color, Type, Transparency and Width

Users may edit an existing polygons border color and transparency. Begin by clicking the polygon you wish to edit. To edit the polygons border color, click the color icon, and select the desired color.
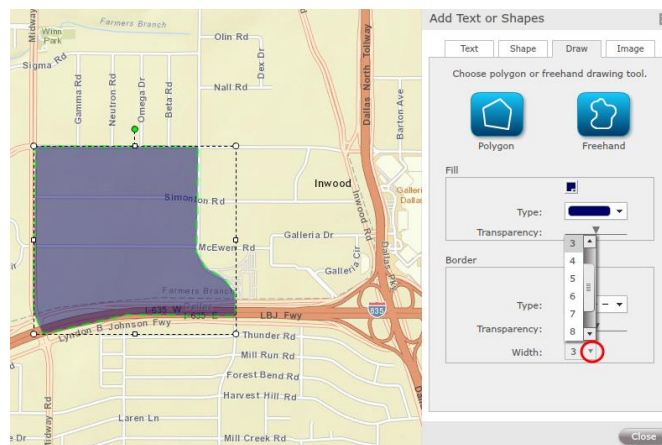

To edit the border type, click the arrow in the **"Type"** field to select the desired border type.

To edit the border transparency, click the arrow in the **"Transparency"** field. Move the arrow to the left to decrease the borders transparency. Move the arrow to the right to increase the borders transparency.

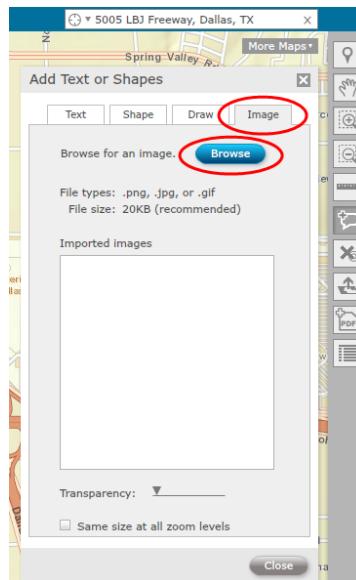To edit the border width, click the arrow in the **"Width"** field to select the desired border width.
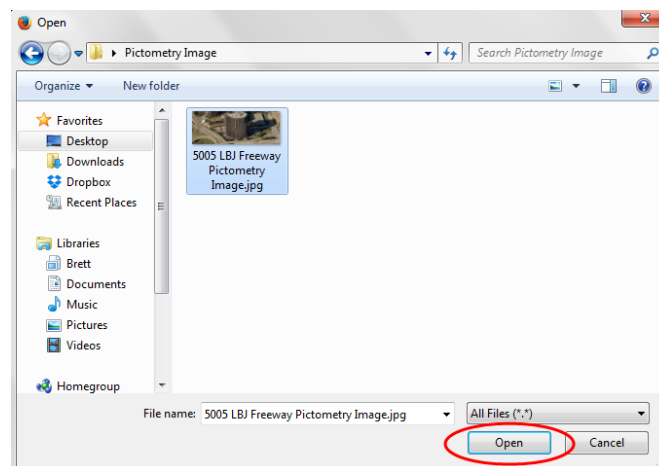

Deleting a Polygon

To delete a polygon from the map, click the polygon you wish to remove from the map and click **"Backspace"** or **"Delete"** on your keyboard.
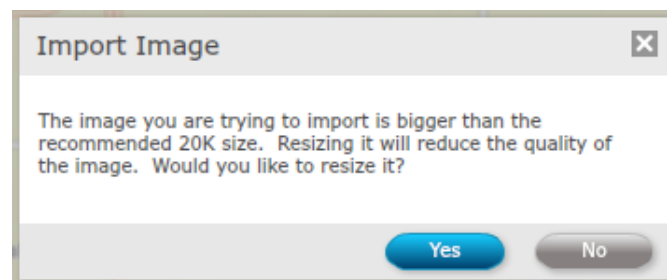
Adding an Image

Click **"Image"** to begin adding an image to the map then click **"Browse"** to browse your computer for an image.
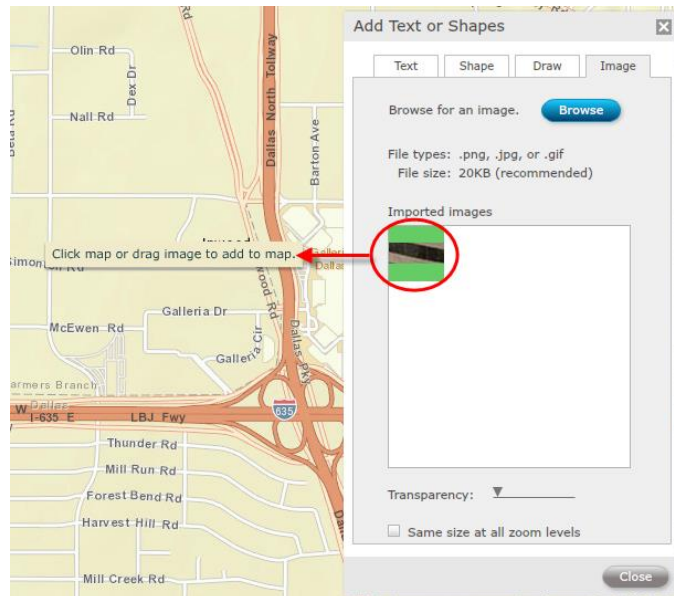

Browse your computer until you find the image you would like to upload to the map and then click **"Open"**.

NOTE: If an image is larger than the 20K recommended size, users will receive the below error message. Click **"Yes"** to automatically resize the image to the recommend size.
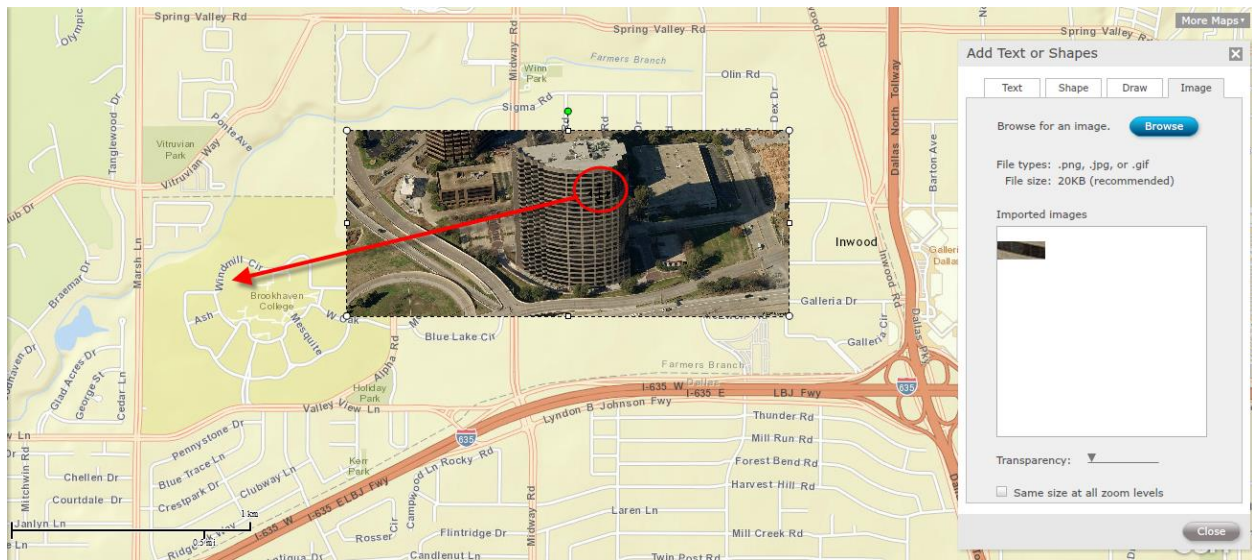
Select the imported image and click on the desired location on the map. Users may also drag and drop a image on the map.
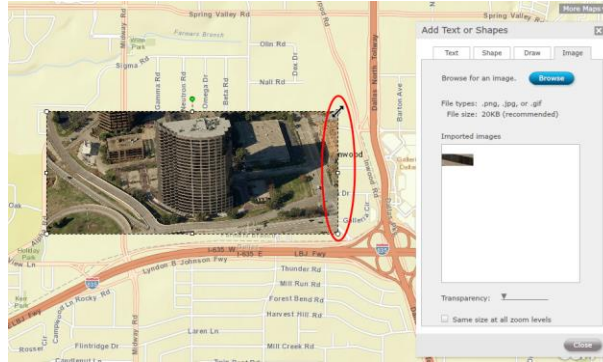

Moving Images

To move the image on the map click the image, and while holding down left click on the mouse, move the image to the desired location on the map.
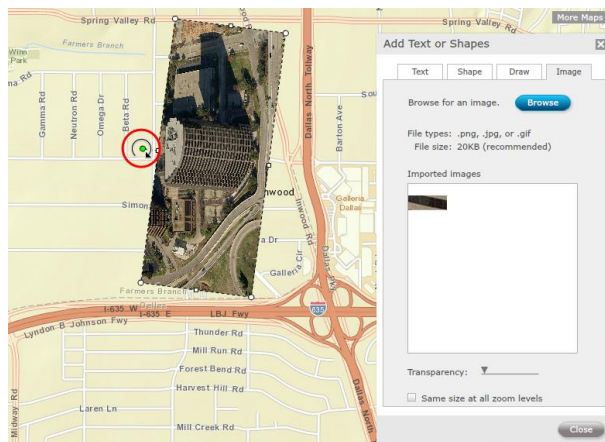
Resizing Images

To resize the image, click the image to being. Next, click one of the white circle icons and while holding down left click on the mouse, drag the pointer outward to increase the image size or inward to decrease the image size.
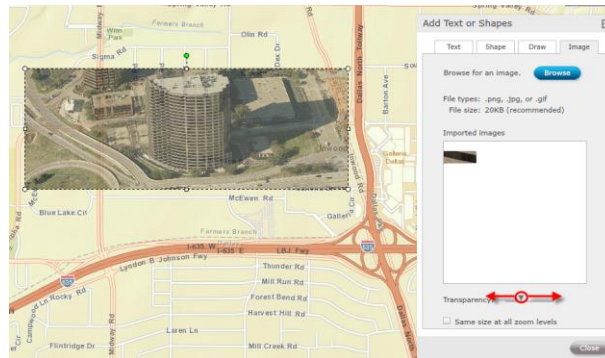

Rotating Images

Users may rotate images 360° by clicking the green icon atop the image and moving the pointer in a circular motion.
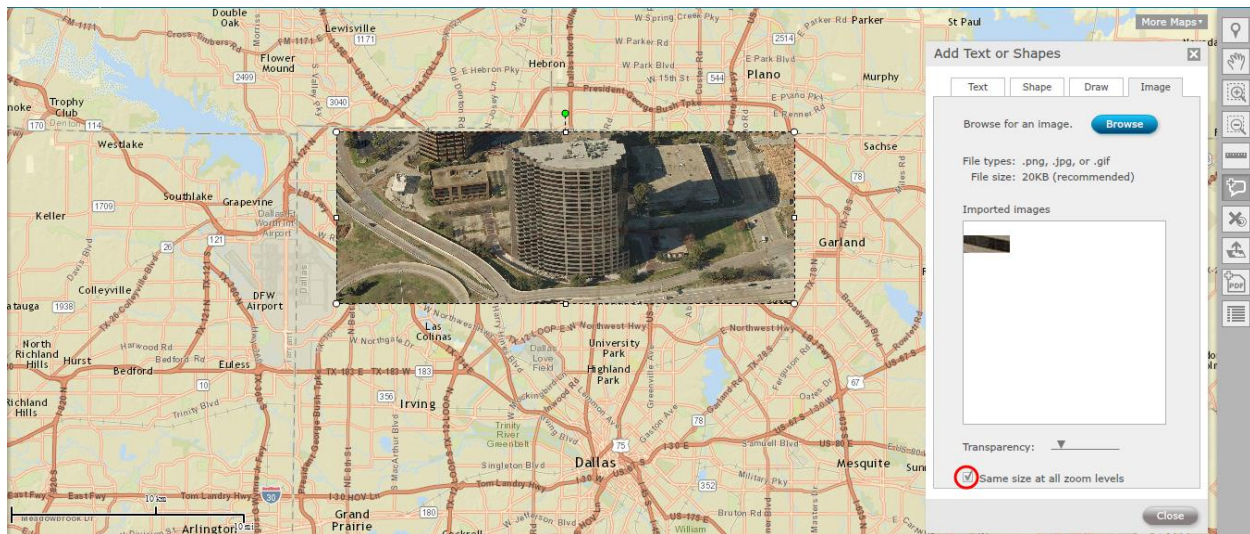
Editing Images Fill Transparency

To edit the images transparency, click the arrow in the **"Transparency"** field. Move the arrow to the left to decrease the images transparency. Move the arrow to the right to increase the images transparency.

To make the image the same at all zoom levels, click **"Same size at all zoom levels"**. As you zoom in or out, the image will remain the same size.

Deleting Images

To delete an image from the map, click the image you wish to remove from the map and click **"Backspace"** or **"Delete"** on your keyboard.