How can I draw lines and shapes on the map?  
How can I measure distances and areas on the map?  
How can I type text on the map?

You can accomplish all of these tasks using the Redlining and Measuring palette.

Clicking this icon on the top of the screen will open this window.

To draw on the map, select the kind of shape you would like to draw by clicking the appropriate icon on the Redlining and Measuring palette.

Then simply click on the map where you want to start drawing.

- Point – Click once where the point should be
- Straight Line – Click once at the start of each line segment and twice at the end of the series
- Curvy Line – Click and drag the mouse to draw the shape, then release the mouse button to finish
- Straight Line Shape – Click once at the start of each side and twice at the end to finish the shape
- Free-Form Shape – Click and drag the mouse to draw the shape, then release the mouse button to finish
- Rectangle/Square – Click where the first corner of the rectangle should be, drag the mouse to draw the shape, and then release the mouse button to finish
- Circle – Click where the center of the circle should be, drag the mouse to draw the shape, and then release the mouse button to finish
Measuring on the Map — Notice the checkbox Labeled “Show Measurements with Graphics” on the Redlining and Measuring palette. When this box is clicked, when you draw a shape on the map, it automatically labels that shape with its length, perimeter and/or area.

Other controls on the Redlining and Measuring Palette

- Click this icon then click on the map to add text to the map
- Click this icon prior to drawing shapes or text to set the fill and outline colors of shapes and the font, color, size, style and alignment of text.
- Click this icon to clear all of the shapes and text that you have added to the map
- Use this tool to select individual shapes or text blocks that you have added to the map. After clicking on this icon, simply click on the graphic you wish to select.

When a graphic is selected, you can:

1. Click and drag it to a new location.
2. Click it with the right mouse button and then select “Graphic Properties” from the pop-up menu to change its color, etc.
3. Click it with the right mouse button and then select “Delete Graphic” from the pop-up menu to delete that individual graphic element from the map.