In this tutorial, you will learn how to navigate and access the tools in the Map Viewer in ArcGIS Online. The design of this application includes two toolbars that allow you to access different tools when working with your map. These tools will be substantially expanded in future release of the Map Viewer.

Note: This tutorial will not go through all the buttons contained in each toolbar. Rather, it is meant to be an overview of how to work with the application. There are additional introductory tutorials that will allow you to try out the buttons. See the *Next Steps* section for more information.
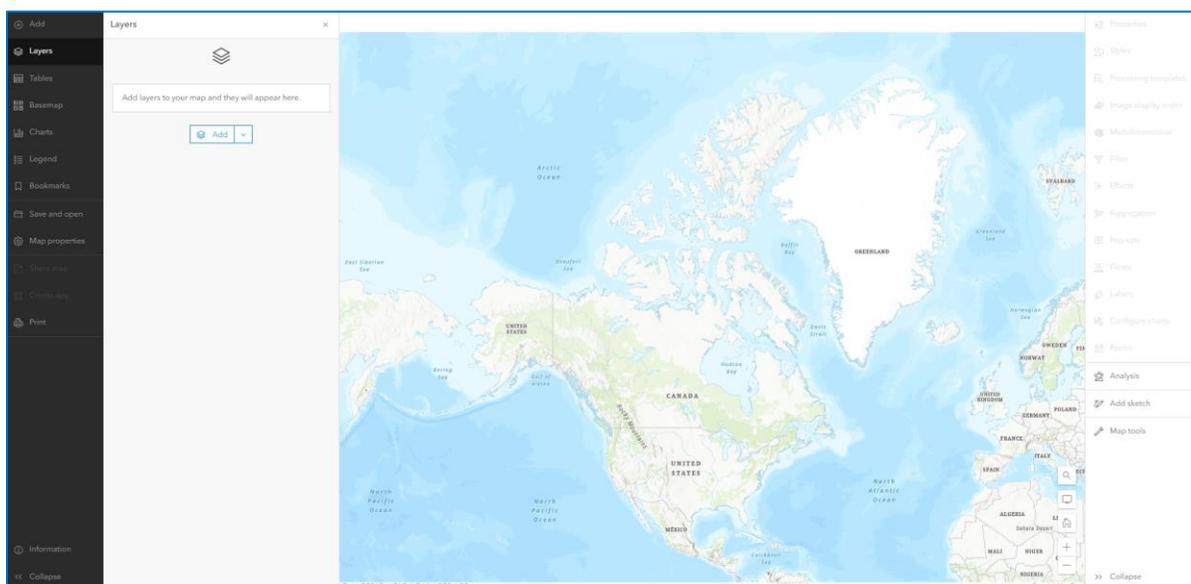
Time required: 10-15 minutes

Part A: The Toolbars of the Map Viewer

Let's begin with differentiating the two toolbars of the Map Viewer application. The black bar on the left is the **Contents toolbar** and the white bar on the right is the **Settings toolbar.** Each one has a different function.

Sign into ArcGIS Online at www.arcgis.com OR through your school account.

Note: If the default is the Map Viewer Classic, click on **Open in Map Viewer** (top right) to use the appropriate one for this tutorial.

The black **Contents toolbar** allows you to manage and view key components of the map. This includes changing the basemap and adding layers to your map.

The white **Settings toolbar** includes options for working with individual layers on the map, as well as options for working with the map itself. For example, if you want to access layer options like *Styles* to change the symbology of a layer, select the layer first in the *Layer* section of the *Contents toolbar*.

Note: When a button is greyed out on the *Settings toolbar*, this means it cannot be accessed because an action must occur in the *Contents toolbar* before it can be used (active). For example, if you want to access the **Filter** button in the *Settings toolbar,* first you have to select a layer to work with in the *Contents toolbar*.
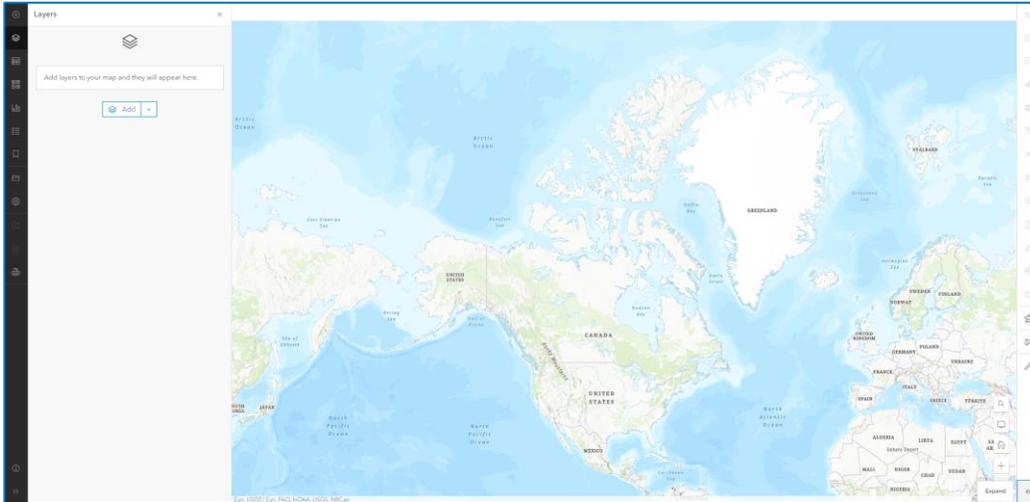
Part B: Collapsed Vs. Expanded View

The new design of the Map Viewer allows the *Contents* and *Settings toolbars* to be **expanded OR collapsed**, depending on your preference. The screenshot below shows the Map Viewer with the toolbars **collapsed**. In this view, you can view the buttons without the names of each one.
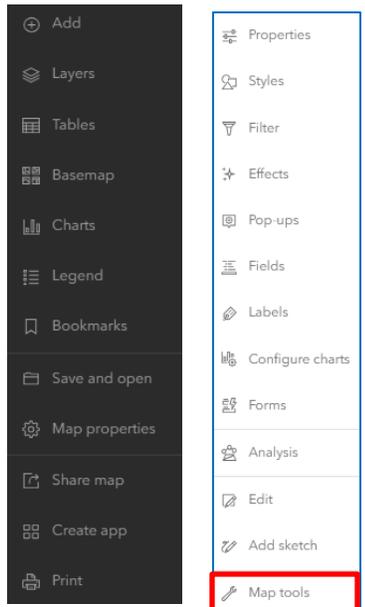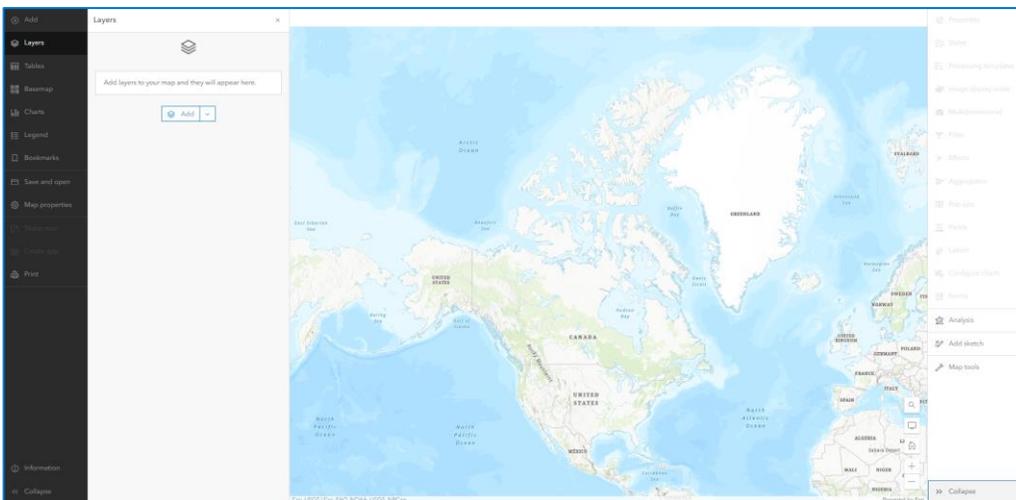**Tip**: If you hover over them with your cursor, you can see the name of the button.

The **Expand** >> button located at the bottom of each toolbar expands the button to include their names. This will give you a better idea of what the button can do.

Tip: The **Information** 🛈 button on the *Contents toolbar* connects you to What's New info and additional content, including a list of keyboard shortcuts for common actions like saving your map and adding a map layer.In the *Settings toolbar*, **Map tools** that contain additional tools: **Direction**, **Measurement** and **Location**.

Part C: Navigation and Hide Interface controls

Navigation, Search and **Hide Interface** buttons located close to the *Settings toolbar*, allow you to change the view of your map.

The **Search** tool allows you to enter a place or address for the map to go to.

The **Hide Interface** button allows you to collapse both toolbars at once and maximize space to work with the map.

The **Default home view** button takes you back to the view you started at.

The **Zoom in** and **Zoom out** buttons allow you to explore your map.

You have completed the guide to the Map Viewer. Now you are ready to start using it! Go to the next section to access more introductory tutorials.

Next Steps

The following resources will get you started with using ArcGIS Online's Map Viewer.

- Learn more about the Map Viewer
- Get started with the Map Viewer Basics
- Adding and Working with Data in the Map Viewer