**Planning On-Line Document Viewer – Quick Reference Card**

### Record Controls
- **Close the viewer**
- **Page through records**
- **Select a record**

### Image Controls
- **Select Scale**
- **Move**
- **Magnify**
- **Print**
- **Page Controls**
- **Zoom Controls**
- **Scroll Controls**
- **Select & Zoom**
- **Rotate**

#### Measuring Tool Function
Place the mouse over on the image where the line is to be measured, hold down the right mouse button, drag the mouse to the end of the measure point and let go of the right mouse button.

If a measure line does not appear, please check the image has a scale, if not select the scale.

Note: some plans have more than one scale and so you may need to select a different scale from that shown.

#### Move Function
Click on the “move” button, place the mouse over image and hold down the left mouse button down, drag the mouse to move the image, then let go of the mouse button when finished.

#### Select & Zoom Function
Click the “select & zoom” button, place the mouse over the image then hold down the left mouse button down, drag the mouse over the area to zoom in on and then let go of mouse button.

#### Magnify Function
Click the “magnify” button, place the mouse over the image, hold down the left mouse button and move the magnifier box around.