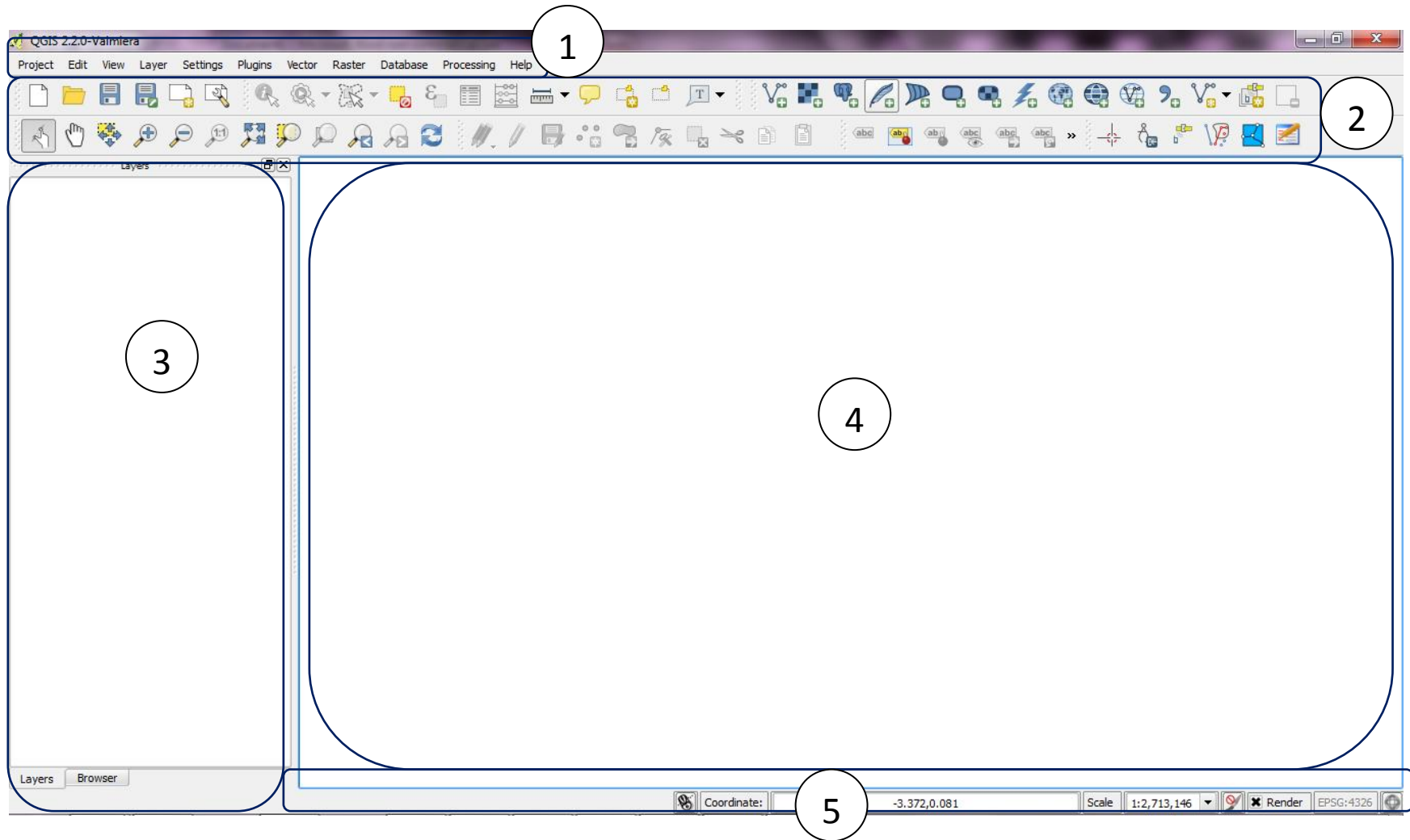# THE QGIS 2.2 BASIC TOOLS AND COMMANDS

1 – MENU BAR   2 – TOOL BAR   3 – MAP LAYERS/TOC   4 – MAP VIEW   5 – STATUS BAR

File Toolbar

Icon	Icon Name	What it does
	New Project	Creates a new QGIS Project file. Projects files are important especially when you are aware about the possibility of not finishing the project immediately. Should you have to stop somewhere, you can go back and continue your last progress.
	Save Project	Saves the current QGIS Project and updates the changes you made on your current work. Any changes made will be applied, all progress will be saved.
	Save Project As	Saves the current QGIS Project into an independent Project bearing a different filename. This is important when you do not want to mess up the current Project, letting you create another Project to which you can do changes upon.
	Open a Project	Opens an existing QGIS Project

Map Navigation

	Panning icon	Imagine you are viewing a very large paper map. Given the limited sizes of our computer screens, you can only view one portion at a time. Panning means moving the map view to certain portions of your choice. **ALTERNATIVE:** Press and hold [Space bar] and move the mouse.
	Zoom In	Lets you view the map more closely by blowing up the data. **ALTERNATIVE:** Use the mouse's roller button, scroll up to view closer.
	Zoom Out	Lets you view the map in whole by reducing the view of the data. **ALTERNATIVE:** Use the mouse's roller button, scroll down.
	Zoom to Full Extents	Left click the icon to see the full extent of all layers in the map canvas. If you lost sight of the data, use this icon to revert to full view.

(reference: OBSN URS Training Guide)

Managing Layers

	Add a Vector Layer	Adds a vector data layer to the map
	Add a Raster Layer	Adds a raster data layer to the map
	Create a new vector layer (shapefile)	Creates a new editable vector layer
	Comma delimited tool	Lets you add an Excel file or Notepad which contains tabular data which are convertible to shapefile's Attributes

Attributes (data/info inside every shapefile)

	Identify features	Using this icon, you can show the attributes of any selected feature on the map by clicking on them
	Open Attribute Table	Open a layer's attribute table
	Enable editing	To begin editing the attribute table of any shapefile, this needs to be clicked first. **To disable,** click one more time.