

Overview

Navigation

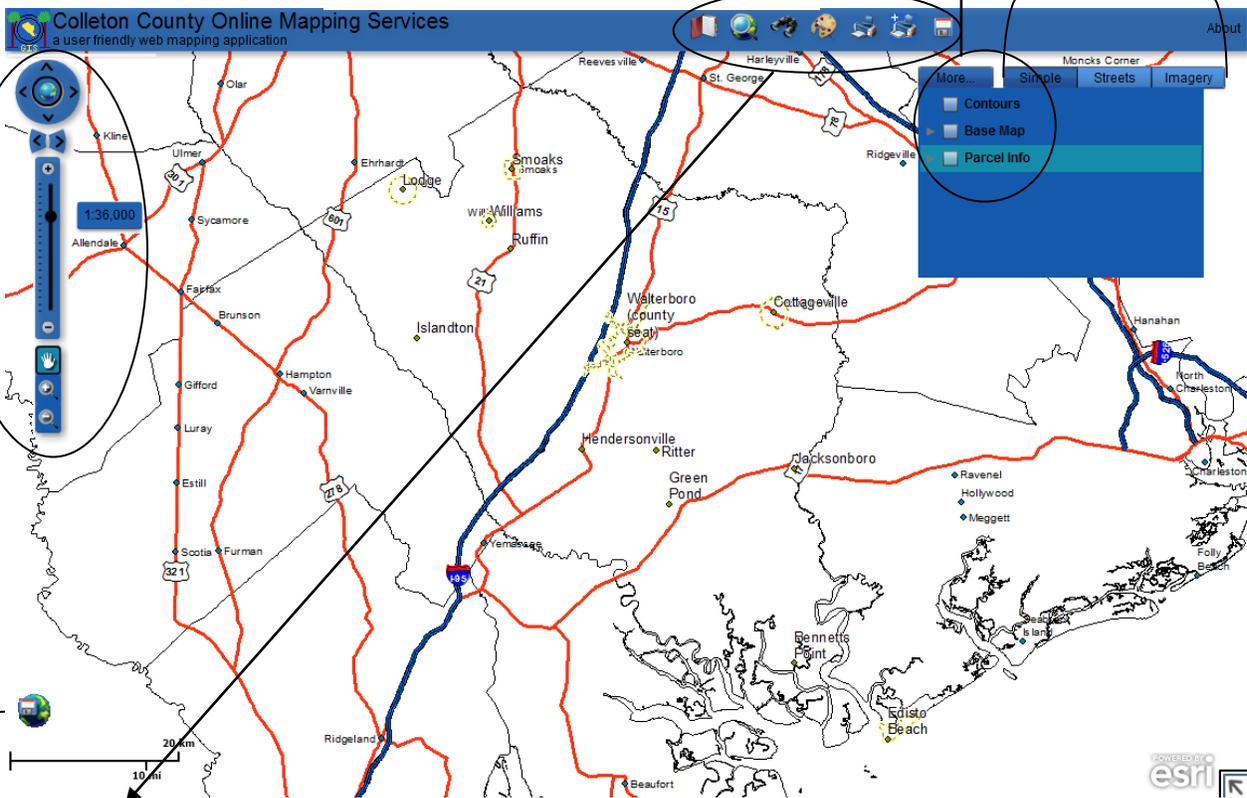
1. Go to full extent. Pan up, down, left, right.
2. Go back to previous extent or forward to next.
3. Zoom slider bar, hold button to see current extent.
4. Pan. Rectangular or click zoom.

Base Layers

1. Simple – Empty, county lines only.
2. Streets and Boundaries
3. Imagery

rational Layers

1. Contour Lines
2. Base Map – labels
 - a. Parcel Boundaries
 - b. Street Centerlines
 - c. Major roads
 - d. Zoning
 - e. Tax Map Grid
 - f. Towns
 - g. Municipal Boundaries
3. Parcel Info
 - a. Parcel Boundaries
 - b. Parcel Points

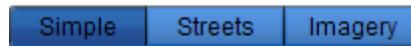


Tool Bar



1. Bookmark – create custom book marked locations
2. Address Search – Search for locations by address
3. Property Search – search for properties by TMS, PIN, owner or situs street name
4. Draw and Measure – overlay custom drawings or measure area and length
5. Quick Print – quickly print the map (does not maintain scale)
6. Advanced Print – select paper size and zoom, drag to what you wish to print
7. Quick Save – default=open, save the current visible map (does not maintain scale)

Operational Layers



These layers are the background maps used in the application. You will be unable to select certain features that you want to turn on and off. The simple layer is the default layer used. To simply left click any of the other layers to automatically use those as the background map.

More Details:

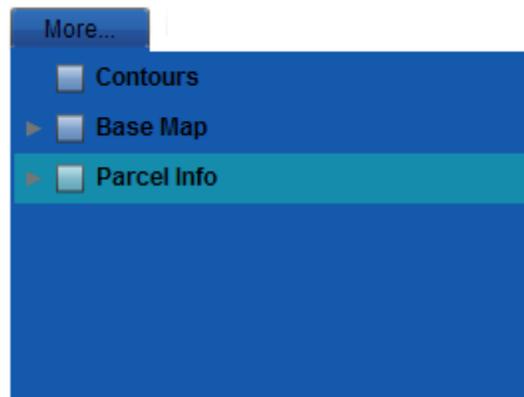
Simple – The default layer, this map layer is nothing more than the county boundaries with a white map. We recommend you use this layer, in conjunction with the operational layers (detailed below) , to customize your own map.

In some cases, if you use the other base maps as the backdrop for operational layers, the display of the operational layers' features and or labels can visually conflict with that of the other base layers. Simply, you can use this layer as a blank canvas.

Streets – This layer is designed to replicate other popularly used maps (like those published by Google or Bing). The features in this map are roads and boundaries only (not tax parcel boundaries). If you are looking for a quick map of some roads, use this map.

Aerial – This layer is the aerial imagery taken in 2003. You can also use this layer in conjunction with the operational layers, but may be some slight visual confliction. As a side note, very soon we will have new, 2010 imagery available.

Base Layers



If you click on the 'More...' tab, the operational layers available will appear in a drop down box. By default, the Base Map layer group is turned on. But, by checking and un-checking the boxes to the left of the layer group name, you can quickly select what you would like to see. In some cases, beside the check box is a small arrow. If you click this arrow, the list will expand and show you all the layers that make up that layer group. You can also freely check and uncheck which layers you would like to turn on and off.

Please note, to provide the best mapping service possible, so layers are set to only display when you are zoomed in or out to a certain scale range. For example, the tax parcel boundaries layer is a highly detailed layer. This layer would look unappealing and would be useless if shown when you are zoomed out to see the entire county.

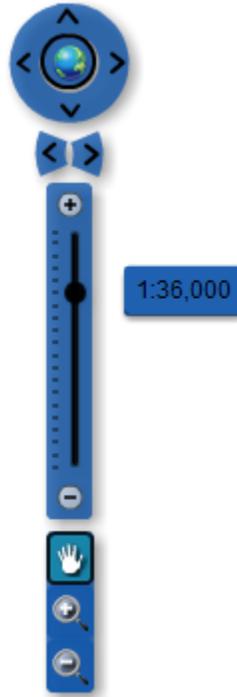
So, the layer is set to only display when you are zoomed in close enough for them to be useful. If you turn a layer on and cannot see it, try zooming in or out to make it display. In these cases, using best judgment is the solution.

More Details:

- Contour Lines**
- Base Map**
 - **Parcel Boundaries**
 - **Street Centerlines**
 - **Major roads**
 - **Zoning**
 - **Tax Map Grid**
 - **Towns**
 - **Municipal Boundaries**
- Parcel Info**

- **Parcel Boundaries**
- **Parcel Points**

Map Navigation



This toolbar is the source of navigation throughout the map. Sometimes users can use their mouse's scroll wheel to zoom in and out and the hold left click to pan the map, but if you are experiencing issues with that you can use this set of tools.

More details:

Full Extent – this tool will take you back to the original extent the map was in when you first loaded the application.



Move Map – you can use these buttons to move the map up, down, left, or right.



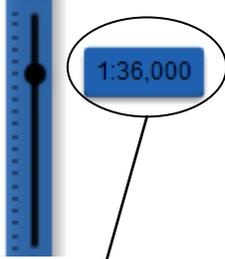
Next/Previous Extent – you pan or zoom within the application, you can use these buttons to go back to the last extent you had loaded, then you can go forward again to the one you just left. They are similar to the forward and back buttons in an internet browser, but with regards to the zoom/extent of your map.



Zoom In – by clicking this icon, you can zoom in one level.



Zoom Slider – This slider bar is representation of how far in or out you are in the map. The closer the ball towards the top of your screen the *more* zoomed into the map you are. The level in which you can zoom into the map are defined and cannot be changed.



If you click on the ball, you can also drag it along the slider bar to change the zoom level. If you click the slider bar and pause, a small window will pop up and display the scale at which you are at.

More details:

These are the predefined levels of display or scales your map is set for.

Example: at 36,000, the map scale is 1 inch = 3,000 feet.

		1 inch =					
		Map Scale	Inches	Feet	Yards	Meters	Miles
Most Commonly Used Scales		1200	1200	100	33.33333333	30.48	0.018939394
		2400	2400	200	66.66666667	60.96	0.037878788
		4800	4800	400	133.3333333	121.92	0.075757576
		9600	9600	800	266.6666667	243.84	0.151515152
		18000	18000	1500	500	457.2	0.284090909
Most Commonly Used Scales		36000	36000	3000	1000	914.4	0.568181818
		72000	72000	6000	2000	1828.8	1.136363636
		144000	144000	12000	4000	3657.6	2.272727273
		288000	288000	24000	8000	7315.2	4.545454545
		576000	576000	48000	16000	14630.4	9.090909091
Google/Bing Default Scales		1155581	1155581	96298.42571	32099.47524	29351.76016	18.2383382
		2311162	2311162	192596.8514	64198.95048	58703.52032	36.47667641
		4622324	4622324	385193.7029	128397.901	117407.0406	72.95335281
		9244649	9244649	770387.4057	256795.8019	234814.0813	145.9067056
		18489298	18489298	1540774.811	513591.6038	469628.1625	291.8134113
		36978595	36978595	3081549.623	1027183.208	939256.3251	583.6268225
		73957191	73957191	6163099.246	2054366.415	1878512.65	1167.253645
		147914382	147914382	12326198.49	4108732.83	3757025.3	2334.50729
		295828764	295828764	24652396.98	8217465.661	7514050.6	4669.01458
	591657528	591657528	49304793.97	16434931.32	15028101.2	9338.02916	

Zoom Out – by clicking this icon, you can zoom out one level.



Pan – use this tool to grab and move the map.



Zoom In Selector – with this tool active, you can hold right click on the mouse, drag the cursor across the screen to create a rectangle, then release the mouse. The map will zoom to the area you selected within the rectangle at the most appropriate of the above listed scales.



Zoom Out Selector – This tool works the same as the Zoom In Selector, but inversely.



Toolbar



The toolbar contains all the tools you would need to edit, search, find, print, save, etc. when you select a click on a tool, a window will pop up (called a widget) within which you will use the tool. You can minimize a tool or close a tool. But, in some cases, if you close a tool you will have to start over when you decide to use it again.

Bookmark Widget



This widget will save any place you are on the map. When you open it, the default view is the bookmarks already saved. To go to a saved bookmark, simply click on it. It will automatically center and zoom the map to the exact location and scale as when the bookmark was created. This is useful to save locations, sites, and places that you will refer to often or that are apart of projects you may be working on.

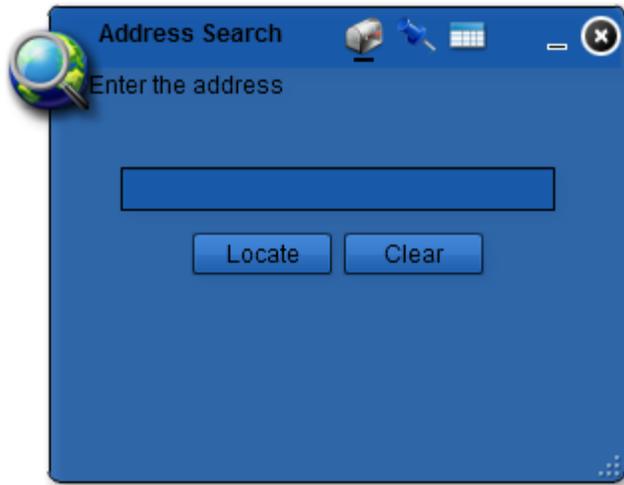
*Note: The bookmark widget does not record which layers were active or any drawings.

*Note: If you clear your internet browsers cache history, you will lose any bookmarks you created.



To create a bookmark, click this icon, name it, and select add bookmark.

Address Search



The default tool when you open this widget is the search by address. You can search for a location with as much detail as possible, it is not necessary to include city, state, and/or zip if you don't know it. The tool will do its best job to find that location and will present it in the results pane.

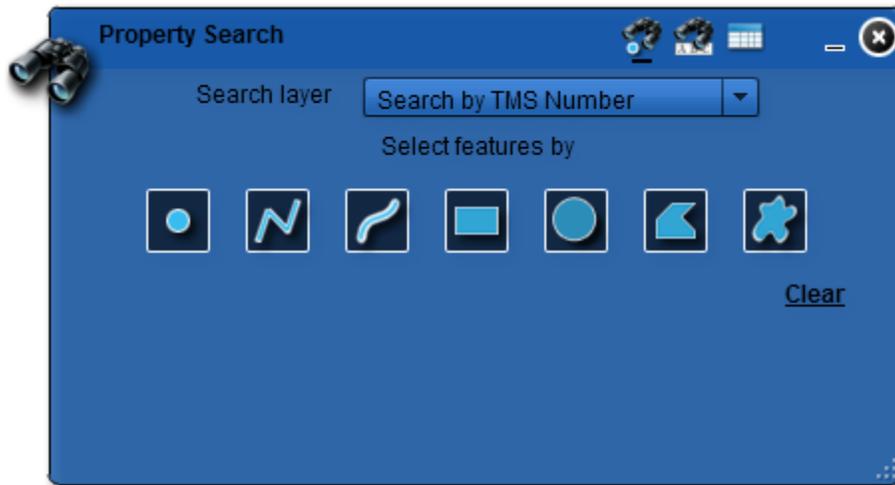


If you know the coordinates, you can open this pane designated by the push pin icon. The input is in decimal degrees. We recommend a minimum accuracy of 3 decimal places to be able to zoom to what you are searching for.



This table icon represents your results. In the results pane, if you select one of the results the map will automatically pan to its location. Results are ordered in the list based on their geocoding match scores, with the highest scoring result at the top. When a location matches with a score of 100, the map display zooms to its location. A locate symbol is placed on the map along with an Info Popup window for the matching record.

Property Search



The Search widget enables end users to search for features in a specific layer in the Viewer application. The widget provides two different ways to perform a search: spatially (using a graphical search tool) or by attribute (text search).

**Note: There are two tax parcel search layers. One is a parcel point layer, which contains all the information related to that particular parcel. The other is the tax parcel boundary layer, a polygon layer. The only information in this layer that can be used to perform a search is the tax map number. If you are interested to seeing the parcel boundaries, use search with this layer. For example, some parcels are divided by roads, water, or other parcels but still have the same tax map number and are essentially the same property. If you were to search this property using the point layer in this case, you would not know that the property is split. But, if you were to search this property using the polygon layer, all polygons (contiguous or not) that have that number assigned to them would be highlighted in the display. In cases where you do not know the tax map number, we recommend searching the point layer using the owners name of the street address, taking note of the tax map number, then searching the polygon layer to display the entire polygon or set of polygons that make up that property.*



Spatial search is the default pane the opens with the widget. If you wish to use this tool, just select the layer you want to search in the drop down box. Then, select the tool you want to use to search the map. Options are point, polyline, freehand polyline, rectangle, circle, polygon, and freehand polygon. When you use one of these tools to draw your search area on the map, any of the items in that layer that are within, intersect, or touch your drawing will be selected and displayed on the results pane.

**Note: This tool is useful if you do not know any information related to a property, but have a general idea where it is located. If you can zoom to and find it on the map using streets as a reference, then you can select it and the information related to that property will display.*



To search for an attribute using text, select the binoculars icon that says ABC. In that window, select from the dropdown box the layer in which you want to search. Then type the text information related to that property.

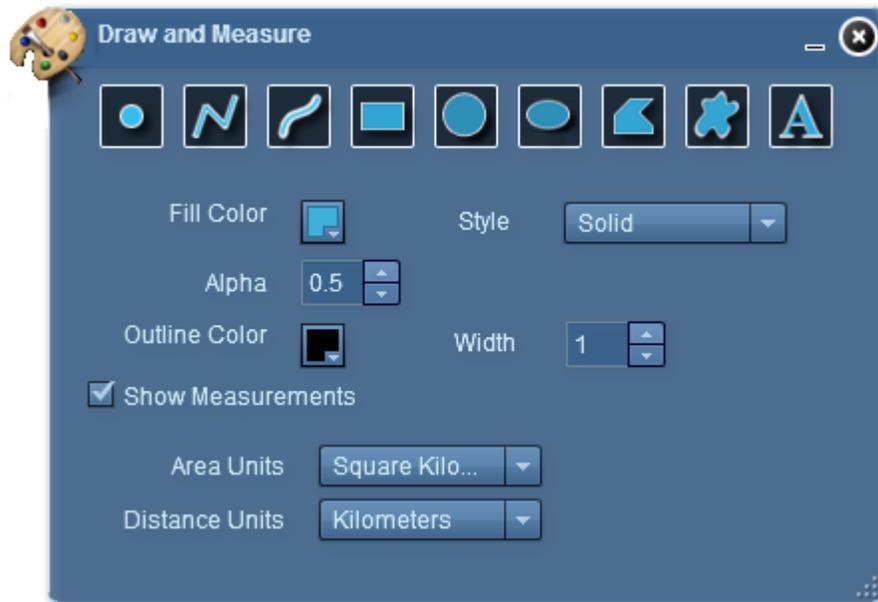
*Note: ALL text entered into the search field should be in CAPS, otherwise you will get no results.

*Note: Searches can be full or partial. The more specific you are, the more likely the result will be exactly what you are searching. When searching by street address or owner's name, however, sometimes being too specific will not be helpful. For example, if I search 123 GREEN STREET I may get no results. In this case, it is likely that the street address related to this property is recorded as 123 GREEN ST. It is often better to search 123 GREEN and if you get more than one search result, use your best judgment to decipher which is correct. Remember, this note does not apply to the address search widget, only the property search widget.



The results pane holds the results for the current search. When you start a new search, the previous searches results are cleared. When you select one of the results listed in this window, the map pans to the location and a locate symbol is placed on the map along with an Info Popup window for the matching record.

Draw and Measure



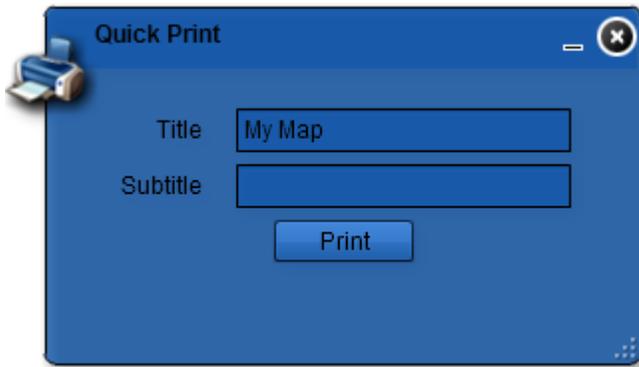
The draw and measure tool is can be used to customize your map with points, lines, shapes and text. It can also be used to measure distances and areas.

*Note: When you open the widget, the default tool is points. Thus, you will not see all the options you see in the diagram above. But, If you select one of the other drawing tools, you will have to option to check the show measurements box.

If you check the show measurements box, you will have the option to select what units of measurement to use. You will also have varying customization options to edit the point, line, shape or text's. These options include style, fill color, alpha (transparency), outline color, outline or line width and font.

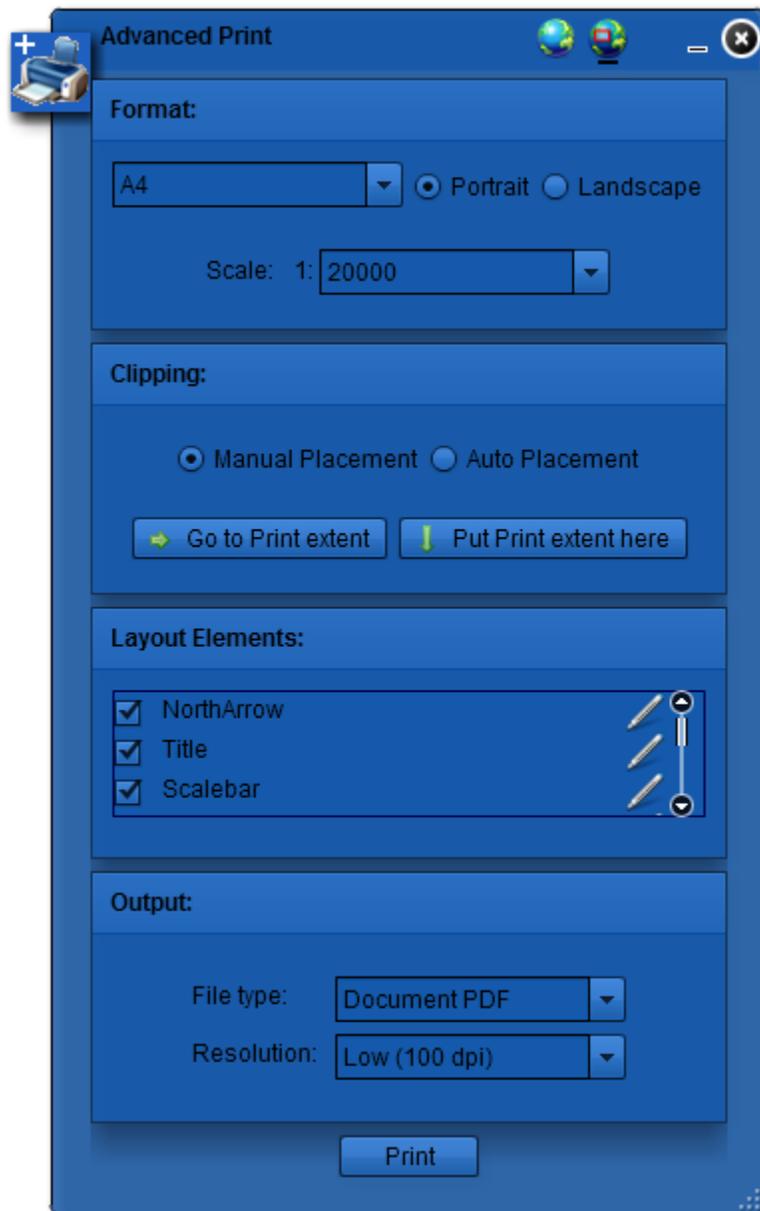
After you draw something, you can select clear drawings to start over.

Quick Print



The quick print widget is used to quickly print the map you see on your screen. Because of the difference in the size of your screen and the size of a sheet of paper, map scale is not maintained with this print option. If map scale is not an issue, simply fill in the title and subtitle fields and select print.

Advanced Print



The advanced print widget is suited users who 1) need to maintain a certain scale in their printed map, and/or 2) desire to have more customization options for their map. This tool, by default, does not actually print, but instead saves the map as a pdf, png, or jpg. After you select those options, you are sent to a default print screen that prints only the current extent.



From the default screen, look for globe icon with the red box. This will take you to the pane which includes the information displayed above. Select your paper size and orientation. Then select your scale.

*Note: Refer to the section on Map Navigation for a list of the scale options you can use to define the print scale.

If you use auto placement option, the portion of the map to be printed (designated by a transparent red box), will center on the paper. If you have selected the manual placement option, you can drag the print area box anywhere on the map. You can also click go to print extent, which will center the map and print area box you have selected on your map. On the other hand, the put extent here option will automatically move only the print area box to the center of the map you currently have displayed.

*Note: If you have gotten this far, but cannot seem to get everything you need to fit in the print area box, you only have two options. Either change the paper size or change the scale.

Then, you can select from various other elements to add to your final map. These are title, scalebar, copyright, scale text, legend, and logo.

Finally, select the file type and resolution quality. Then click print.

Quick Save



The last widget option you will find on your toolbar is the quick save tool. This is similar to the quick print widget. By default, this widget is always on and ready to use.



You will find it located in the bottom left corner of the map, designated by a globe with a floppy disk. Select it, and the current visible map on your screen will save wherever you put it.