


display information. You can click and move to any information panel display directly by clicking the appropriate words. In the center is the display map itself. The current scale is displayed in the lower left corner. The north arrow is in the upper right corner and there is a zoom bar along the right side of the map. By clicking on the blocks of the zoom bar, you can zoom in or out of the center of the current display.

Toolbar:



By placing the cursor over a tool icon on the toolbar, a tool tip appears telling you what the tool is. Let's start at the top and work our way down. The first tool is "Zoom In" which is the default. Clicking on a tool makes it active. You can click anywhere in the map window and it will do a fixed zoom in. You can hold down on the left mouse key and do a rubber band box and zoom in to that boxed area. The second tool is "Zoom Out" which does exactly that. With the zoom out active you can click anywhere on the map and it will do a fixed zoom out. You can tell what tool is active by looking on the right side under "Site Information" where you will see "Active Tool: Zoom Out" or whatever the active tool is. The next tool is shaped like a hand and is called the "Pan/Recenter" tool. By left clicking the mouse and holding, you can move (or recenter) the location of the window with respect to the location on the ground. The next tool is the "Identify Features" tool which has multiple options. You can not identify everything in the map window. When you activate this tool, the bottom information panel will split and on the right side a drop down menu of identifiable map layers will appear. Choose the map layer that you want to identify by clicking on it. Now you can click on the feature in the map you want to identify. Information about that feature will appear in the window to the right of the map. If you click on the same feature again, it will no longer be selected and the information will disappear from the display. You can use a rubber band box to select multiple features. The information on the first feature of a set of selected features will appear. You can click on Show All Selected to get a list of all features selected. You can click on individual features to display the information for that particular selected feature. Most features have a maplink which is a piece of information that is highlighted in blue. Clicking on that blue field will zoom you in on the feature on the map. You can also clear the feature to remove it from the selection set or go back to go back to all selections by clicking on Show All Selected. In the Show All Selected window there are three icons to the right of the select features. The first allow you to print the tabular features. The second zooms in on the feature and the third removes it from the selection list. You can remove all selections by clicking on the icon to the right of the feature name that looks like a gum eraser. Following the "Identify Features" tool is the "Measure" tool. Again, the bottom information panel splits and on the right side is the measurement setup and return information. There is a dropdown to adjust the units to those desired. Acres will always be provided for area measurements. To start the measurement, click to the place on the map you wish to start your measurement. Next click to the point you want to measure to. On the second click you will see a distance appear. You can have multiple measurement points and it will sum them in the distance value. If you click in the live update box, you will see a running total of the distance from the last point to the cursor

position. After the second point is entered, an area is automatically computed. You can see the shape and location of the area by checking Show Area. Click on Clear to start a new measurement. Next is the “Find Latitude/Longitude” tool. This information is displayed on the right side of the lower status panel. Click anywhere on the map and the coordinates in latitude and longitude will be displayed. The next icon is the “Redraw” button. Please note that this button does not remain active once clicked. It redraws the screen refreshing any and all changes made but the last active tool remains active. The “Zoom Previous” tool is next and it functions exactly like the Redraw except that it will move the location of the map to the last position prior to a zoom in or out, pan or a zoom to selected. Similarly to Redraw and Zoom Previous, the “Initial Extent” is the tool that will take you back to the entire county filling the map display window. The next to last tool, the “Print Map” tool allows you to print the contents of the map window. Maps can be printed in a variety of ways and to a variety of printers. To set the basic format of the map to be printed, click on Mapping in the right corner. You should see four menu items, click on Print Format which should be the bottom item. There should be at least two selections and you should select the appropriate one. This only needs to be done once for the style you desire; but it needs to be changed any time you need to change styles. When you are ready to print, click on the Print Map tool. After a short time, an Adobe Reader window will appear. In most cases you will not have to change anything in this window. The second icon from the upper left corner is a printer, click on it. A Windows print window will appear where you can change printers and other properties of the print. In most cases, all you have to do is click on OK. The print window should disappear and in the upper right corner of the Adobe Reader window you can click on Close Print Window. The last icon is the “Save Map to Image” tool. This tool is seldom used but it generates another window with the map window image in it. That image can be printed or saved for whatever purpose. Did I say last tool??? Actually there is one more icon,  not much of a tool, at the bottom of the left frame just above the vicinity map. It is the “Change Bottom Panel Mode” tool which allows you to change the information displayed in the bottom panel. Clicking on it changes from information received from a search to status information.

Map Display:

Mapping		Search	
Layers		Legend	
Map Themes			
<input checked="" type="checkbox"/>	Municipality		
<input checked="" type="checkbox"/>	County_Line		
<input type="checkbox"/>	AERIALS		
Transportation			
<input type="checkbox"/>	RailroadTrack		
<input type="checkbox"/>	Main Roads		
<input type="checkbox"/>	All Roads		
<input type="checkbox"/>	Streams		
Land			
<input type="checkbox"/>	Parcel		
<input type="checkbox"/>	Parcel Text		
<input type="checkbox"/>	FEMA FIRM Zone		
<input type="checkbox"/>	Soils		
<input type="checkbox"/>	Subdivision		

The map display is zoom or scale dependant. When the display is drawn for the initial time, it is at a scale where the county fills the entire map window. As you zoom in the scale gets larger. Various features are set to display only at a particular range of scales. For example parcels will not display when fully zoomed out. You must zoom in beyond a certain threshold before parcels will appear. The reason for this is that you will not be able to separate parcels from each other when zoomed out. They become just a mass of lines. Not all features are turned on initially. You can pick from a multitude of layers. When you click on Mapping, four menu items

appear. Click on the first which is Layer Control. Groups of layers appear. Any item with a checked box is turned on. You can turn on as many as you wish by checking the boxes. Checking too many at one time can make the map meaningless because the layers will overlap each other and obliterate all information below them. Some layers such as contours have so many lines that you must zoom in to allow them to be displayed in a meaningful fashion. After you check the boxes you desire, you must refresh the map display. At the bottom of the themes is an “Update Map” button and on the toolbar there is the “Redraw Map” tool. Either can be used to refresh the map. Groups are determined by potential use and do not affect which layer is to front or covered by another layer. Within a group, the top layer is on top and as you go down the list the further back in the display you go. It is recommended that you try combinations of layers to get a feel for using layers to compose a map.

Finding Features:

Mapping	Search
Find a Parcel	
Find by PIN, Owner or Street	
Find a Street	
Find a Street	
Find a Subdivision	
Find a Subdivision	

Many times you want to find a particular street, parcel or subdivision. There are three search functions built into the program. You can find them by clicking on Search in the upper right corner. The functions are Find a Parcel (using the PIN, the owner name or a street name), Find a Street and Find a Subdivision. To find a parcel

click on Find a Parcel. Type in as much of the PIN, owner’s name, or street name as you know and click on Run Search. In the bottom panel, all selections will appear. A subset of all the available data will appear for each selected parcel so that you can narrow a search that yields multiple candidates. You can zoom to any particular selection by clicking on its maplink, the blue TaxMapNum. Don’t be surprised if you get a blank screen. You may have to go back to Mapping and select Layer Control to select the Parcel layer check box. When you click the maplink, all available information will

[Show All Searches](#)







Find a Parcel	
Find by PIN, Owner or Street	
Enter PIN:	<input type="text"/>
Enter Owner:	<input type="text"/>
Enter Street:	<input type="text"/>
Export Query to CSV	
Run Search	

TaxMapNum	OwnerName	District	DeedVolNum	DeedPageNum	TotAcr	YearConst	FireDist	StrDir	StrAddr	StrAddr2
1-01-00-035.00	SMITH JOHN W & GENEVA	1LCF			22.4	1930	LCF		587	
1-20-00-029.02	SMITH JOHN W & BELINDA R	1MVCBF	74D	146	1.53	1988	CBF		545	
1-24-00-008.00	SMITH JOHN R & MARGIE C (LE)	1NPF	63T	649	29.42	1955	NPF		231	
1-46-00-015.01-MH03477	SMITH JOHN T	1TSHSF			0	2005	HSF		299	
1-46-00-015.02	SMITH JOHN THOMAS	1TSHSF	79Y	322	1.5	1973	HSF		598	
2-10-00-135.00	SMITH JOHN H	2LVNPF	61R	351	0.74	1994	NPF		3840	

appear in the right panel. Sometimes you won’t get a selection or the information will be missing. If a parcel has recently been changed or there is an error in the map data, no information may be available. Entry of the PIN requires precise entry of the number from left to right; however, you can drop numbers from the right side but the number of candidates will increase. For example, if the parcel you were looking for was 2-23-00-059.6, you could put in “2-23” but you would get many possible candidates. If you entered “2-23-00-059”, you would get just a few candidates but they would include 2-23-00-059.6. Owner’s name and street name are similar but both of them can be a portion of the name starting in the middle. For example you would enter “main st” and you would

get all “n main st” and “s main st” parcels. The more information that you have will narrow a search. Finding a street and subdivision are very similar. Again, it is recommended to experiment with these searches until you become familiar with them.

Using Map Markups:

Mapping		Search	
New Markup		Existing Markup	
Add New Markup			
Markup Layer:		Parcel	
Points			
<input type="radio"/>		General PointSquare	
<input type="radio"/>		General PointStar2	
<input type="radio"/>		General PointCross	
<input type="radio"/>		General PointCircle	
Text			
<input type="radio"/>	General Text1		
<input type="radio"/>	General Text1a		
<input type="radio"/>	General Text1b		
<input type="radio"/>	General Text3		
<input type="radio"/>	General Text4		
Lines			
<input type="radio"/>		General LineRed1	
<input type="radio"/>		General LineGreen3	
Save Currently Drawn Line			
Erase Currently Drawn Line			

Under Mapping in the upper right is a selection Markup Tools. We do not support this function; however it does work. This function can be learned by more experienced computer users, but normally requires assistance which we do not have the resources for. It allows a user to place points, text and lines on the map for presentations or as reminders. The user selects the layer that the markup is to be associated with. For example you can place text and lines on your parcel layer. When you decide not to display parcels the markups will disappear but will reappear when parcels are made active again. The symbols for the points, the type of text and lines are the same as those shown in the menu. When you try to add a Markup symbol, you will be given an opportunity to name that symbol and to add any text that is desired.