

## Navigation and Display

 Zoom In – Click the tool to activate. On the map, hold down the left mouse key and drag diagonally around the area of interest to draw a box, release the key

 Zoom Out – Click the tool to activate. On the map, hold down the left mouse key and drag diagonally to draw a box, the map will zoom out and center to the box area.

 Full Extent – Click once and the map will zoom out to show the entire City

 Prev Extent – Go back to the previous extent

 Next Extent – Go to the next extent stored in the current session

 Pan – click to activate the tool, hold down the left mouse key, move the map by dragging in any direction

**Wheel Zoom in and out** – when the Pan tool is activated, the mouse wheel can be used to zoom on and zoom out on the map



Click these arrows at the upper-left corner of the map to zoom in or zoom at fixed steps.

 Click this tool will erase all graphics or highlights added by the user on the client computer.

 Refresh – If it is taking longer than usually for the map to finish redraw, click the “Refresh” button

## Retrieve Information

Buildings	
OBJECTID	3712
TYPE	Main Building
Date Collected	-
Source	Flyover2010
Shape	Polygon

 Click to activate the “Info” tool, then click a feature on the map to view its information stored in the database.

Attributes of parcels are shown in the right pane. Info of other features is shown in the popup info window.



Click the white arrow to display information of the next feature.



Click this blue arrow to

hide and show right pane.

## Ortho and Oblique Aerial Photos



Google Map -- click the tool to activate it, click on the point of interest on the map, the Google map will show in a separate window.



Bing Map – works the same as the Google map tool. Both Bing and Google have images of **four different angles**.

## Abutters List

Use one three selection tools to select parcels.



New Selection



Add to Selection

Choose “Add to Selection” option will allow you to add more parcels to selection without clearing the ones already selected.

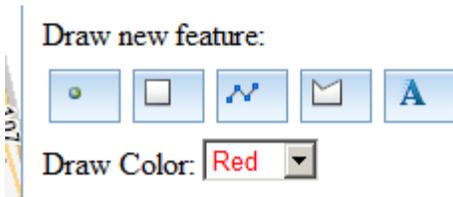
Use “Remove One” tool to deselect some parcels from the selection. Click one at a time.

A PDF file, and a text window of owner addresses will be created. A CSV text is comma-separated values that you copy and save to a text file then import to MS Access or MS Excel to create your own labels.

## Measurement and Draw Tools

Measure  - area and  - distance use one of the measurement tools.

State Plane, USNG, or Latitude/Longitude coordinates can be retrieved using the  - location tool.



Points, lines, and polygons can be drawn in three colors. Editing is possible and can be done with great patience especially the “Move” option. Right-click the graphic, choose the “Move” option, then move the cursor over the graphic line until a hand symbol is shown, hold down left

mouse key and move to a new location.

As an ESRI known bug, text will print in black even when it’s shown on the map in color. You can only delete or move a text once it’s added to the map.

## **Printing PDF maps**

There are several print templates you can choose to print the map. The “Map Only” templates are for exporting maps to JPEG format without white margins. You can insert the JPEG file to MS Word or other document editor and add your own text or graphic to it. All the templates print in 300 DPI. An aerial photo print of 11x17 size can be large as 7 MB in file size.

If you preview the print area, the scale shown in the textbox will change. But it will reverse to the original scale after “Clear Preview” is clicked. Do not change the scale text in preview mode.