

# Quick Guide: Using the GIS map application

Use the web map interactively--zoom, pan, and query. Use the tools to search and view information.

## VIEWING AND SHARING TOOLS



**Legend** Switch between hiding or showing the map legend.



**Layers List** Switch between turning layers on or off. Be sure to expand layer groups to view the layers nested within subcategories by clicking the arrow to the left of layer items.  
*Note: layer visibility varies based on zoom scale.*



**Share** a link to the web map via email, social media, or directly copy the link.



**Print** Create a file of the current map extent to print or save as a PDF. Give your map a custom title and select the paper size and layout. Use *Advanced* for additional options: maintain map scale vs. maintain map extent, set print quality (DPI), and include/exclude the map legend.

## SEARCH AND CUSTOMIZATION TOOLS



**Search Bar** Search by address/street ranges or Parcel ID. To search by Parcel Owner, see *Advanced Parcels Query* below.



**Draw** polygons, lines, points, or text to annotate the map with your own notes.



**Coordinate Conversion** Search by or retrieve XY coordinates from the map. Convert coordinates into a different coordinate system. Click the settings icon to change the units of input coordinates.



**Measure** distance, area, or get the coordinates of a point in the units of your choice.



**Advanced Parcels Query** Search parcels by more specific criteria. Only one search parameter is required, but you can use as many as you like.

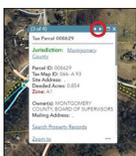
**EXAMPLE** If you know at least one of the owner's names but are not sure if they are owner 1 or owner 2, you can input that name (entering last name first) into both the Owner1 and Owner2 query fields. You can also set search criteria for many other attributes, including Property Values (range), Acreage (range), Sale Date (month/year), Zoning, Tax District, Neighborhood, Year Built, and Tax Exemption Class.

*Note: parameters selected using a drop down list are pre-filtered based on other current query criteria, so if you do not see a drop down value you are looking for, clear or alter other query parameters.*



**Select Parcels** Select a grouping of parcels or address points to generate a list of all those selected and their attribute information. The selected list can then be exported to a separate layer in the map or to another format such as a CSV file. First choose what layer you would like to select and then your selection method (i.e. *select by rectangle* allows you to draw a rectangle and select all intersecting features). Use the menu, indicated by 3 horizontal dots **☰** to select what to do with your results.

## MORE DETAILS



Click on any feature to display a pop-up window with additional information about that feature. If multiple features/layers overlap the point clicked, use the arrows in the top of the pop-up to scroll through the multiple returned features.