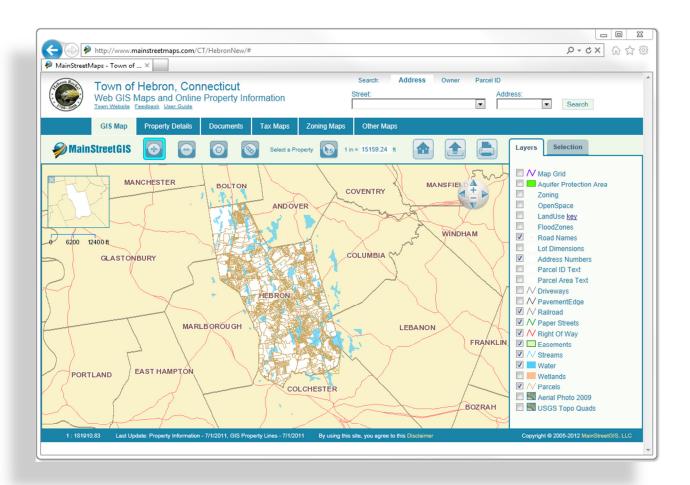


Web GIS User Guide



MainStreetGIS, LLC

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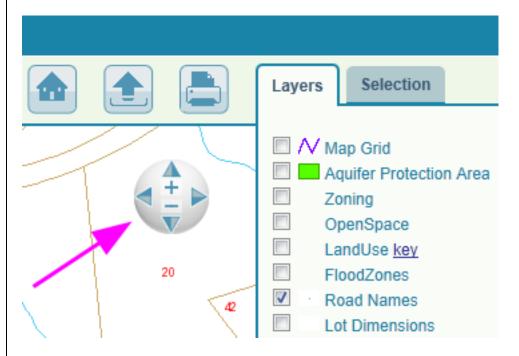
Navigation

There are two ways to navigate the map interface:

- 1. Activate one of the map tools
 - a. **Zoom In Tool** Activate the tool, then click on the map or draw a box to zoom in.
 - b. **Zoom Out Tool** Activate the tool, then click on the map to zoom out.
 - c. Pan Tool Activate the tool, then click on the map and drag the map image.



2. Click on one of the Navigation Buttons to zoom in (+) or out (-), or pan the map north, south, east, or west by clicking on one of the arrows.





Map Tools



Zoom In Tool – Activate the tool, then click on the map or draw a box to zoom in.

Zoom Out Tool – Activate the tool, then click on the map to zoom out.

Pan Tool – Activate the tool, then click on the map and drag the map image.

Measure Tool – Activate the tool, then click on the map once and then drag the mouse to measure a distance. If you click again, you can add additional segments and the total length of the segments will be displayed. If you draw three or more points, the area of the polygon will also be displayed.

Selection Tool – To select a feature (usually a property) activate the tool and then click on the map. If a feature is found, details about the feature will be shown in the Info tab.

Set Scale – To set your own map scale, enter a number and click Enter.

Home – Click to return the map to the full extent or start position.

Export a Map – Click to create a map image that you can save to your computer.

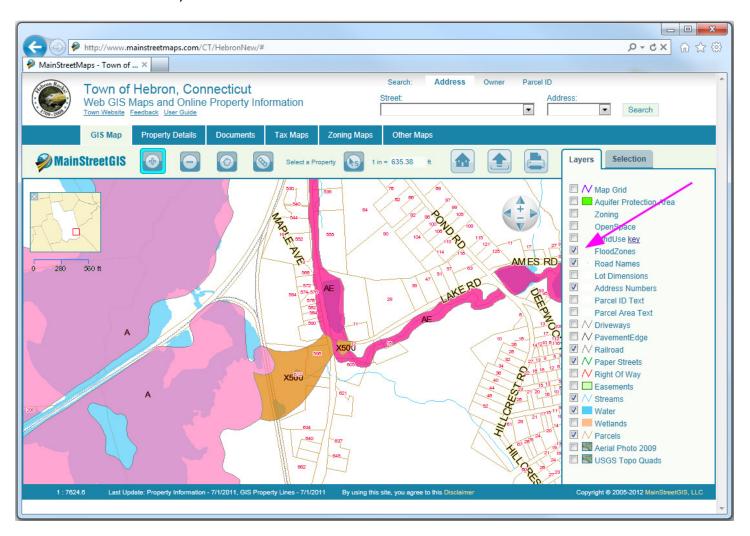
Print a Map – Click to generate a map layout that you can send to your printer.



Map Layers

To turn on or off map layers, click on the Layers tab to show the available layers for the map. Then click on one of the checkboxes to turn a layer on or off.

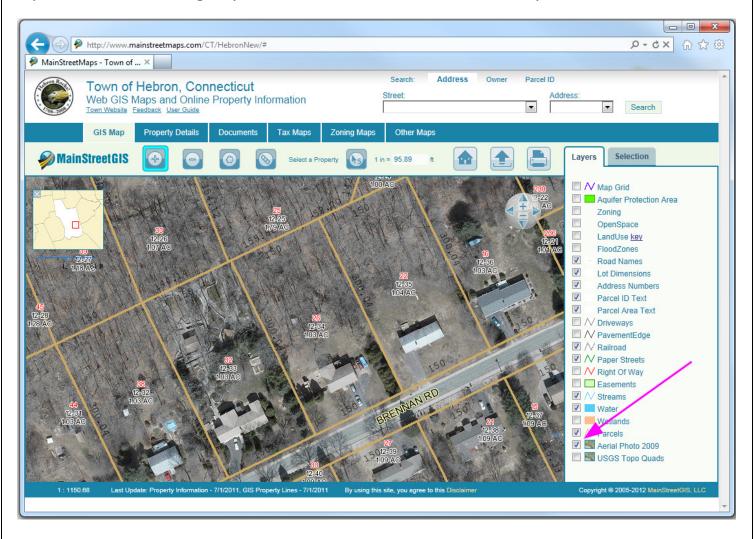
Note: Some labels are also layers, so you can turn on or off Address Numbers, Parcel ID labels, Lot Dimensions labels, and Parcel Area labels where available.





Aerial Photos

A photos and other image layers can be turned on or off from the Layers tab.





Searching for a Property

The search area at the top right of the map interface allows you to search for a property by Address, Owner Name or Parcel ID number. (Note: You can also select a property by activating the Selection Tool and then clicking on a property on the map.)

Address Search:



To search by street address, first activate the address search by clicking the "Address" text link. Once the address search is activated, choose a street name from the Street pull-down menu and then all of the possible addresses for the selected street will show in the Address pull-down menu. Select an address number from the pull-down menu and then click the Search button to go to that property.

Owner Name Search:



To search by Owner name, first activate the owner search by clicking the "Owner" text link. Then enter all or part of a name in the text box. All records that contain the text that you entered will be shown and then you can select the property that you would like to zoom to and select. For example, if you search for "John", all records with the name "Johnson" will be returned because "Johnson" contains "John".

Parcel ID Search:



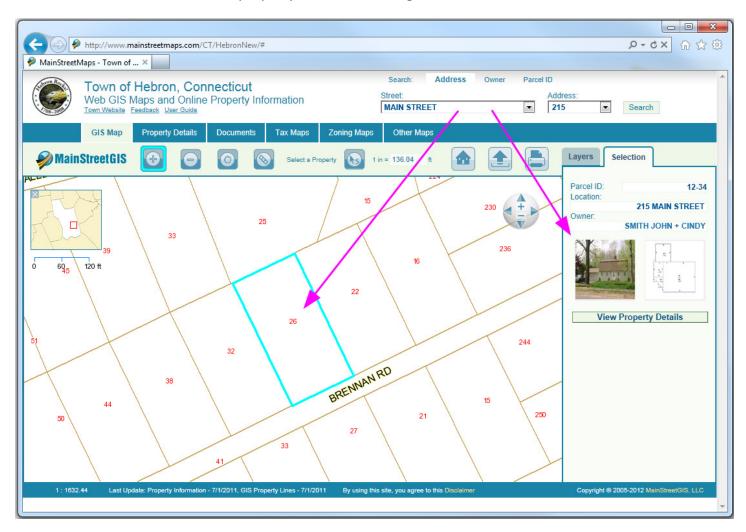
To search by Parcel ID (Map-Lot or Map-Block-Lot), first activate the Parcel ID Search by clicking the "Parcel ID" text link. Then choose a Map, Block, and Lot from the pull-down menus (in some cases there will just be Map and Lot or Plat and Lot pull-down menus).



Search Results / Property Information

Once you have searched for a property using one of the search methods or by manually clicking on a property with the Selection tool, you will have access to detailed information about the property.

Basic information for the selected property is show on the right side of the interface under the Selection tab.



Building Photo / Building Sketch:

When available, a building photo and a building sketch will be shown under the Selection tab. To view a full size image, click on the small images.

Detailed Property Information:

To access detailed property information for the selected property, click the "View Property Details" button under the Selection tab or click on the Property Details tab.

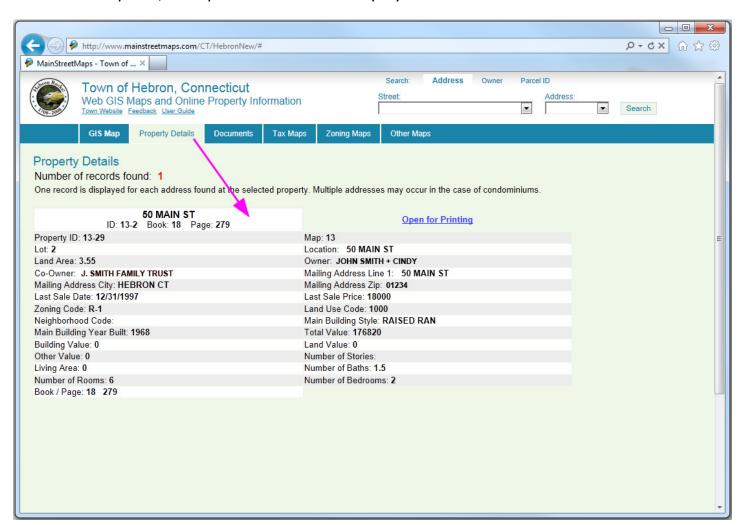


Detailed Property Information

To view detailed property information for the selected property, click the "View Property Details" button under the Selection tab or click on the Property Details tab.

Property Details Tab:

Detailed property information is shown for each address or unit found at the selected property. In the case of condominiums or other multiple address per parcel situations such as mobile home parks, multiple records will be displayed.





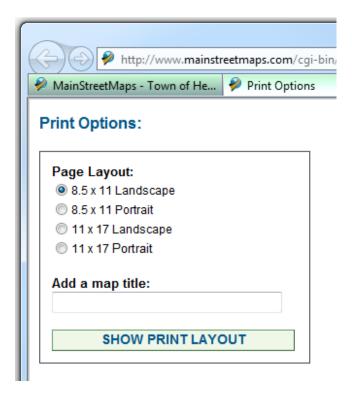
Printing a Map

To print a map, click the Print button:



You will then have the option of choosing the size and layout of your map. You may also add a map title.

Click "SHOW PRINT LAYOUT" to generate the print layout page.

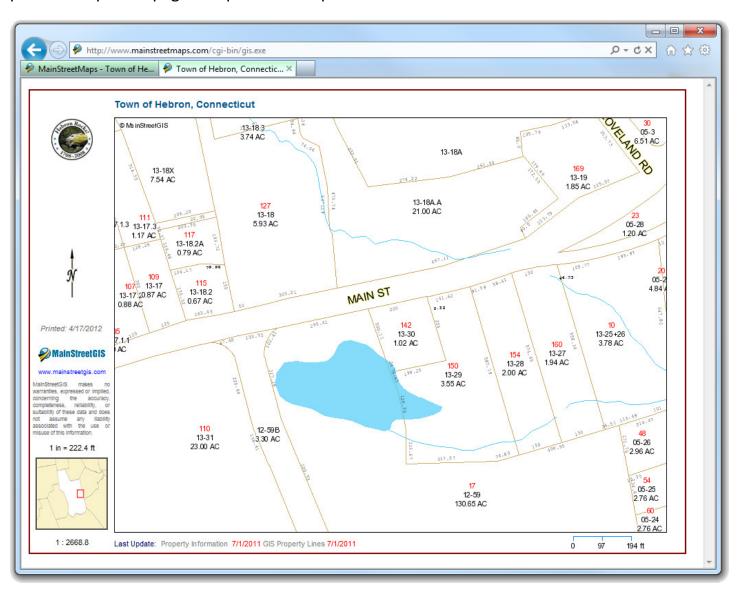




Printing a Map (Continued)

Once the map layout is shown you may print it from your web browser by choosing File->Print or File->Print Preview. We suggest using File->Print Preview because you can then adjust the printer settings such as margins and scaling while viewing a preview.

Note: When printing a map in landscape format, you will probably need to set your print preview or printer page setup to Landscape rather than Portrait.





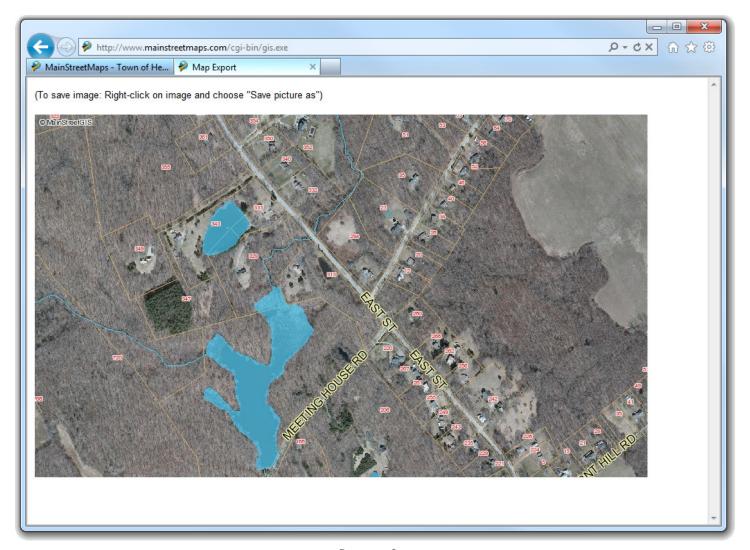
Exporting a Map

Exporting a map image is a great way to save a map image to your computer for attaching to an email or a document.

To export a map, click the Export button:



You will then be shown a new page with a map image. You can right-click on the map image and choose Save As or Save Image As to save the image to your computer.





The Measure Tool

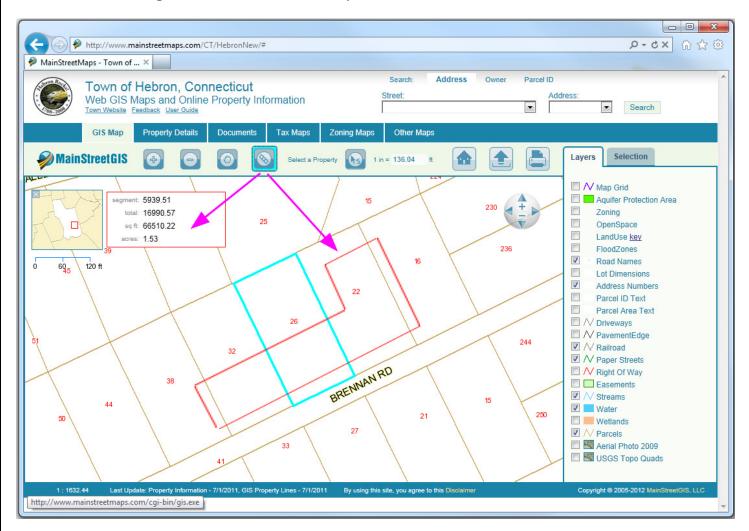
To measure distances and areas, first activate the Measure Tool and then click on the map.

Click once to create the first point and then drag the mouse. The current segment length will be displayed.

Click again to add another segment. When there is more than one segment, the current segment length and the total length of the chain will be shown.

When three or more points have been drawn, the area of the polygon is shown in feet and in acres.

To finish measuring, double-click on the map or activate another tool.

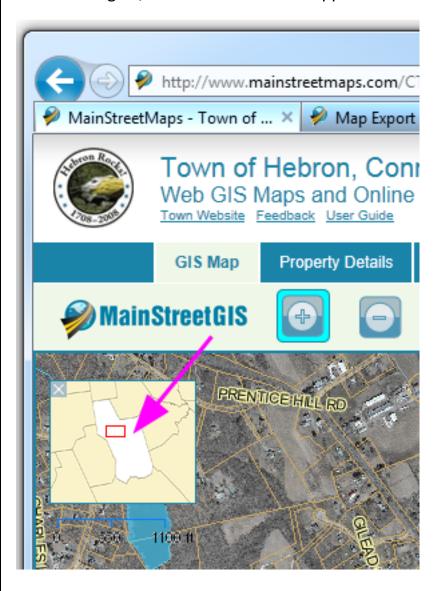




Overview Map

The Overview Map shows your current location as a red box relative to the full extent or start of the map.

You may hide the Overview Map by clicking the X in the upper left of the Overview Map box. To show it again, click the arrow in the upper left of the map image.

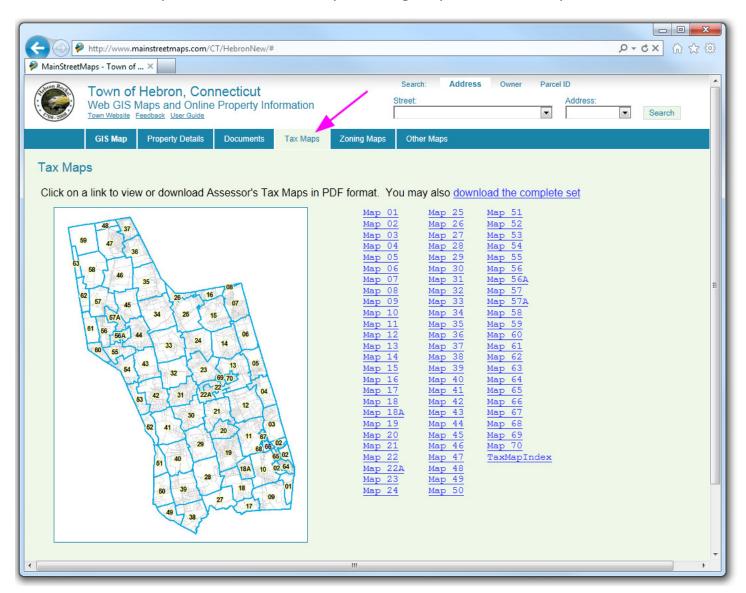




Other Maps

Other maps such as Tax Maps and Zoning Maps may be available in PDF format as links to the map files that you can view or download.

To access these maps, click on the Tax Maps, Zoning Maps, or Other Maps tabs.





Troubleshooting

Our Web GIS interface requires the latest version of your web browser and also requires that JavaScript be enabled.

In most cases, if you experience a problem with the interface, upgrading to the latest version of your web browser will solve the problem.

Also, trying a different web browser may be helpful. Our interface is designed primarily for Microsoft's Internet Explorer.

If you continue to experience problems or have any questions, please feel free to contact us by visiting:

http://www.mainstreetgis.com/contact.htm