

What is a Layer


A layer is a set of geographic features.

The Layers

All **available** layers in a map view are listed to the right of the map in the Layer List. The check box next to each layer indicates whether it is currently turned on or off in the map view, that is, whether it is currently drawn on the map or not. The "**ACTIVE**" button is used so you can find, identify or select features in this layer.

The Legend


The legend shows the layer names and the symbol and color used to draw each. You can toggle the

LayerList and Legend on and off alternately using this  tool.

SUMMARY OF THE MAP PROGRAM

The map that appears at the "startup" of the web page has minimal features "**ON**" to alleviate overwhelming the viewer. The Layer List on the right shows all the available features at this map scale that can be turned on or off by clicking the "check box" to the left of the layer name. Some layers such as "**ROADS**", "**SECTIONS**" and "**AERIAL PHOTO**" are only available when "zoomed in" to a more detailed area.



The current available tool on the toolbar will be listed in the lower left box. The default tool at startup is

"zoom in"  .


See "**Tool Bar Descriptions**" for further explanation of tool functions.

Examples for using the map:

1. **Zoom to a Section/Twp/Range area:**

- Click the  (Red) "Find a Sec/Twp/Rge" tool.
- Type in the desired Section, Township and Range as such **24-3-10** (or whatever section/township/range area you would like to zoom to) in the "Find a Section Twp and Range" box. Be sure to type as shown with the "-" dashes.
- Click the "Find" button
- A list will appear in the bottom margin. Under the "**Zoom To**" column move your cursor over the record number and when your cursor turns into a "**HAND**", click to zoom to the selected Section/Twp/Rge area.
- Use the "clear selection"  button to remove the highlight from your map.

2. **Zoom to a road:**


- Click the  (Green) "Find a Road" tool.
- Type in a road name or portion of a road name. This is not case sensitive and will be able to find any part of a string in a road name. (Ex: if you type in "wood" your results will be any road name with "wood" like Woodland, Woods or Brentwood)
- Click the "Find" button


- A list will appear in the bottom margin. Under the "**Zoom To**" column move your cursor over the record number and when your cursor turns into a "**HAND**", click to zoom to the selected road.







- Use the "clear selection" button to remove the highlight from your map.

3. To find a parcel:



- Click the "Find a Parcel"  (Blue) tool. (you must know the tax parcel number)
- Type **02120100000100** (as an example) in the "Find a Parcel by Tax ID number" box. Click the "Find" button. The format of the tax id is Twp (02), Rge (12), Section (01), then parcel number. There will be 14 numbers total.
- A list will appear in the bottom margin. Under the "**Zoom To**" column move your cursor over the record number and when your cursor turns into a "**HAND**", click to zoom to the selected parcel.
- If there are survey references listed for that parcel, you can open them by clicking on the survey number listed in columns "survey1", "survey2" or "survey3". *Survey references may not be a complete list, check individual surveys for other recorded documents as well as reference material filed in the Auditor's office.*

- If you want to use the "identify"  tool to research surrounding parcels once you're zoomed into the area, be sure the "**PARCELS**" layer is turned "**ON**" and "**ACTIVE**" by checking the corresponding buttons.

- If you would like to print a copy of this parcel, use the "print"  tool. You have choices for paper sizes and font sizes. If you choose a higher resolution, the fonts will become small.

- Or to print Adobe "pdf" use the "print to pdf"  tool. You can always use the "zoom in"  or "zoom out"  tool to cover the appropriate area.

4. To buffer a feature (parcel as an example):

- Make sure the "**PARCELS**" layer is checked for "**ON**" and "**ACTIVE**".
- Select the target parcel by using the "Select by Rectangle"  button by holding down the left mouse button and making a small rectangle to choose the feature.
- Use the "Buffer" command  button. In the "highlight features from" click on "**P-numbers**" (*this is the same layer as "Parcels" but the parcel outline is turned off*) Put the appropriate number of feet in the "within a distance of" box. Check the "display attributes" box. Now click the "create buffer" button.
- The list of parcels within the specified distance will appear in the lower portion of the map area.
- Move anywhere within the table list and click your right mouse button. Then highlight "select all" on the list that appears. This will highlight the entire table area.
- Right click your mouse again and hit "copy".
- Now open up a word processor or spreadsheet program and use the paste command. The information should show up in the document which can now be printed.
- If you have a large area and more than 5 features are part of your buffer, you will need to use the "next 5 records" link and copy these also.

TOOL BAR DESCRIPTIONS



Legend/LayerList: This tool will display either the Layers List available or the Legend of the current map showing the various linetypes, and colors associated with each layer for visual identification.



THIS IS THE DEFAULT TOOL WHEN YOU LOAD THE MAP.

You can use this tool in two different ways to zoom into an area.

1. After selecting this tool, click your left mouse button once each time to zoom in
2. You can hold down your left mouse button and drag a window around an area to zoom in.



Zoom Out: Click your left mouse button once each time you want to move out your view



Zoom Full Extents: This tool will bring you back out to the entire county map view



Zoom Previous: Zoom back to the last view



Pan: Use this tool to move area left, right etc. Hold down the left mouse button and move your mouse the direction you want to go



Identify: This tool will show all the information about a particular object. You will need to make the desired information layer "**ACTIVE**" by clicking on it in the legend area then use the tool. When you use the Identify tool , the program looks for features in the active theme at the location you click.



(Blue) Find Parcel: You can locate and zoom to a parcel knowing the Tax ID number. (see example above)



(Red) Find a Section Twp and Rge: You can zoom to a Section/Twp/Rge area. (see example above)



(Green) Find a Road: You can find and zoom to a road. (see example above).



Measure the distance on the map, this will not be exact survey measurement.



Buffer command. You can buffer around selected features a designated distance.



Select by Rectangle. You can select a group of features in the "**ACTIVE**" layer by dragging a rectangle around objects. To drag, hold down your left mouse button and make a window around the objects



Clear Selection: If you have selected a feature and it is shown highlighted, you can remove the selection by using this tool.



Printing a map: The map program allows choosing 3 different size paper and font resolution. The map includes a layout of the current map view on your computer, a north arrow, legend, and a scale bar.



Printing a map in "pdf format: The map includes a layout of the current map view on your computer, a north arrow, and a scale bar.



Address locator: type in an address (ex: 150 woodland) and click the locate button. A list of candidates will appear. To zoom to each address, click on the record number in the column marked **“Zoom To”**. It is best to leave off the road type such as “Rd” “Ln” “Dr” etc to receive more choices.



Map Use Instructions. View and print a set of these instructions in “pdf” format.



Tax Code Table. View the tax code and use code table in “pdf” format.