INSTRUCTIONS: HOW TO USE THIS MAP

Tools

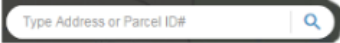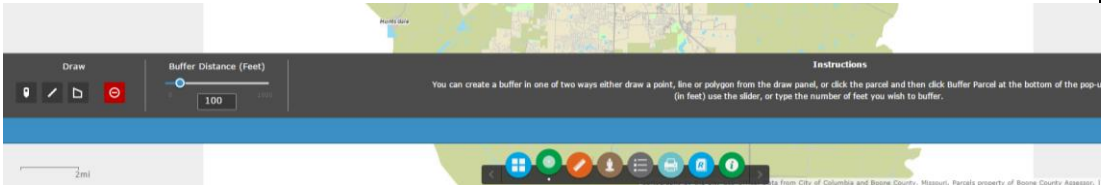|	
+	With the *Zoom In* tool you are able to zoom in by clicking on a location or by dragging a box to define a particular extent.
-	To zoom out on a map, pick the *Zoom Out* tool. Define the extent of the area that you wish to zoom out to by clicking on a location or by dragging a box to define a particular extent.
🏠	The *Home* tool is a quick way to refresh the map to the initial scale. This is especially useful when you want to start fresh without losing the changes you made to the map.
◉	The *My Location* tool will show your location on the map on a gps enabled device, desktop computers will be determined by the ip address. Better use of a mobile device (Phone, Tablet).
Click on Map	To find out parcel based information left click on the parcel you need more information about.

Address Locator

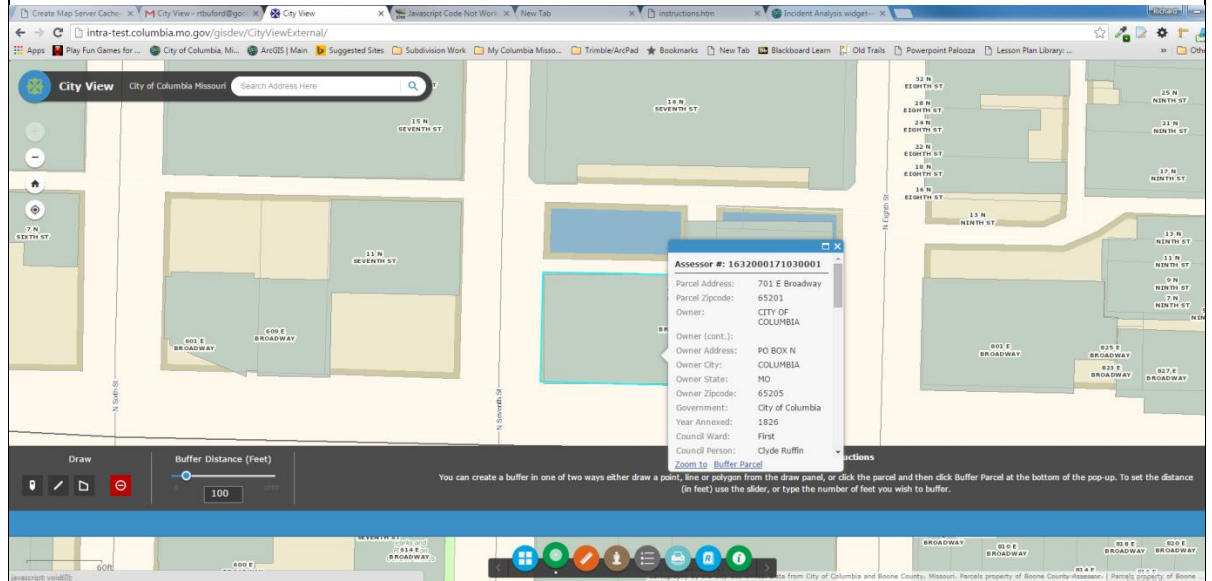|	
Type Address or Parcel ID# 🔍	Individual properties may be located and mapped by street address. Enter the street number and street name such as "100 Main St" in the "Type Address" search feature and press enter or click the address or search button 🔍 . The map will automatically reposition and zoom to the address and display the associated public service data for the property.

Widget Bar

(widget bar icons)	Widgets allow functionality to the map such as printing, measuring, etc.. Click on a widget to open the widget panel.
Basemap	Open the Basemap widget to change the Basemap of the map. The parcel information will still be available for all of the maps.
Buffer	1. Click the Buffer widget icon to open it. The widget displays at the bottom of the map.

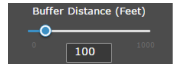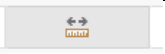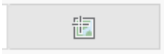|	
	2. You can create a buffer of a parcel by simply clicking on the parcel and then selecting Buffer Parcel. 3. You can place a point draw a line or polygon and buffer it as well. Click the clear buffer icon to clear the buffer. 4. You can also specify a buffer distance in feet by using the slider or clicking the number and changing the text. 5. To close the widget, click the **Close** button at the lower right corner of the widget, or by clicking the buffer tool button again.
  Measurement	You can measure in three different ways by selecting a tool and clicking on the map. 1. Area tool will let you draw a polygon and measure in Acres, Sq Miles, Sq Kilometers, Hectares, Sq Yards, Sq Feet, and Sq Meters.

		2. Distance tool will let you draw a line and measure in Miles, Kilometers, Feet, Meters Yards, and Nautical Miles. 3. Location tool will measure a specific point on the map latitude and longitude. This can be in either Degrees or DMS (degrees/minutes/seconds).
	Legend	The legend will show the current map legend information.
	Print	Print widget will allow you to print a map as a EPS, GIF, JPG, PDF, PNG32, PNG8, SVG, and SVGZ format. You can also choose from two different layouts 8"x11" or 11"x17".
Report		The Report widget will allow you to create a report from a selected parcel to print off the information attached to that parcel. 1. Open Report widget. 2. Select parcel 3. Click the create report button [Create Report] 4. This will open a new tab with the parcel information in a report. **You can then print from your browser (Ctrl+P).**