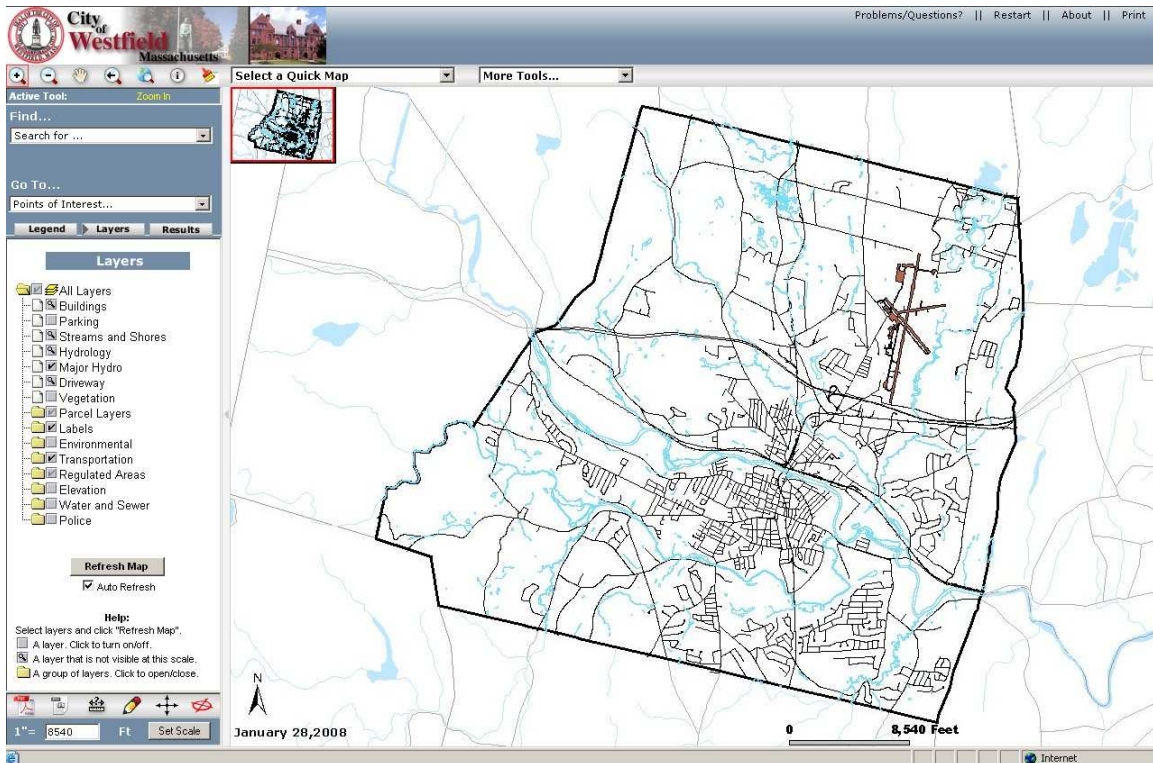


The Westfield Online GIS Instruction Manual



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The first row of tools to be discussed is above the **Table of Contents**. This is the tool set you will use the most:

The first button is **Zoom In** – click and drag a rectangle or single click on the map.

Next is **Zoom Out** – click and drag a rectangle or single click on the map.

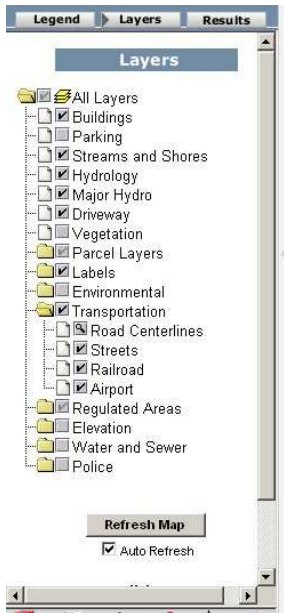
Next is **Pan** – Click and hold the mouse button down and drag the map around. Release the mouse when you are done dragging.

The next button is **Zoom to Previous Extent** – click on the button and it will zoom to the view you previously had.

The following button is **Zoom to Full Extent** – click on the button and the map will zoom to the full extent of the city.

Next is the **Information** button - click on a parcel to get property information and to select the parcel and highlight it.

Last is the **Clear Selection** button – this clears any highlighted parcel.



The **Table of Contents** window–

- **Layer View:** Shows all available layers. Most layers are categorized by subject within folders. Click on a closed folder to see which layers are inside it. Click on an open folder to close it.
- **Legend View:** Shows layers on the map and their symbology.
- **Results View:** Shows data from selected layer.

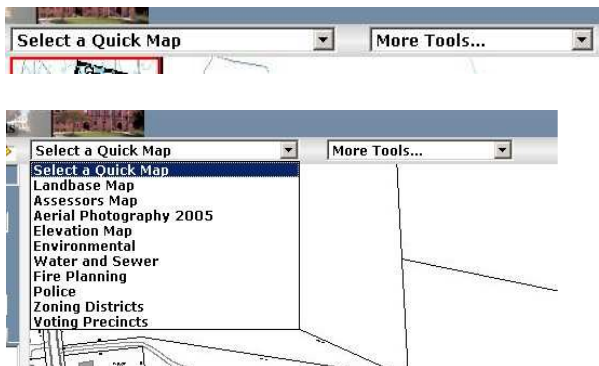


The **Go To** combo box lists several sites of interest in the City of Westfield. Clicking on one will zoom to the parcel.

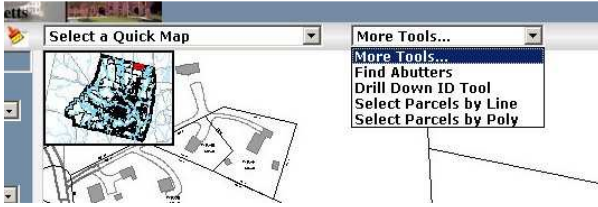


In the **Find** combo box will be several search options:

- **Parcel by Owner** (Not available to the public) – type in a name and click magnifying glass icon. Matches will be displayed in **Table of Contents**.
- **Parcel by Street/Address** – In the first box, type a street number. In the second box, type a street name. It is not necessary to type St, Av, etc. After filling in the boxes, click on the magnifying glass.
- **Parcel by Parcel ID** – Enter a full or partial parcel ID number. Click on the magnifying glass.
- **Street by Street Name** – Select a road from the combo box. Click on the magnifying glass. The map will zoom to the selected road.



The **Quick Maps** combo box has a listing of different kinds of maps that can be displayed. Clicking on one will automatically load layers associated with the category. It is also possible to add/remove layers using the **Table of Contents**.



The **More Tools** combo box contains several tools:

- **Find Abutters** – selecting this will create an abutters list for the parcel you have selected. After selecting Find Abutters, a new window will open where you can type in an abutter distance. Press submit. A listing of all the selected properties will appear in the table of contents and the map will show the original selected parcel(s), the buffer distance and all selected parcels.
- **Drill Down ID Tool** – this allows you to get information on layers other than parcels. Select the tool and click on the layer you want to get information on. A list of possible layers will appear in the Table of Contents. Click on the layer you are interested in. The information for that segment of the layers you clicked will open up in a table in the Table of Contents. The layer you selected will appear highlighted in the map view.
- **Select Parcels by Line** – Choose this option to select more than one parcel at a time using a line. All the parcels touching the line will be selected. Click on the map where you want to start. Single click on the map to create a vertex in the line if you want the line to bend. Double click to finish. The selected parcels will be highlighted in the view and their records will be shown in the Table of Contents.
- **Select Parcels by Polygon** – Similar to previous entry, but using a polygon instead of a line. Click to start, single click to create a vertex, double click to finish.



At the bottom of the **Table of Contents** is a listing of more tools.

The first tool on the left is the **Export to PDF** – This creates a PDF format map. After clicking on the map a window will open with options for **paper size/orientation** and **map scale**.

Next is **Export Map to JPEG** – This creates a JPEG of the map view.

Next is the **Measure** tool – Select this to get measurements on the map. Start by clicking on the map. Do not hold the mouse button down. Drag the mouse along the area you want to measure. The distance will be shown in the red box at the top of the screen and also along the line segments that are drawn on the map. Once a third vertex is added the line becomes a polygon and the line segments length and polygon area is shown in the red box.

Next is the **Mark Up** tool – Choosing this options allows you to draw on the map. When you select this tool a number of options opens in the Table of Contents. You can draw on the map using a Point, Line, Polygon or Text. Each one has different settings for color, line width, fill type, etc.

Next is the **Get Coordinates** tool – Choosing this tool and then clicking on the map will give the coordinates of the place you clicked in both latitude/longitude and state plane coordinates.

Finally is the **Get Pictometry** tool – clicking a point on the map will bring up a new window with an aerial photograph in “oblique” (from the side) view.



At the top right of the screen is a series of links:

The **Problems/Questions** sends an email to the GIS Coordinator.

The **Restart** link starts the program over again. If the program seems stuck, sometimes clicking **Restart** will unlock it. Clicking **Restart** will bring the map back to the original start-up view.

The **About** link gives info about the program.

The **Print** link does the same thing as the **Export to PDF** map.