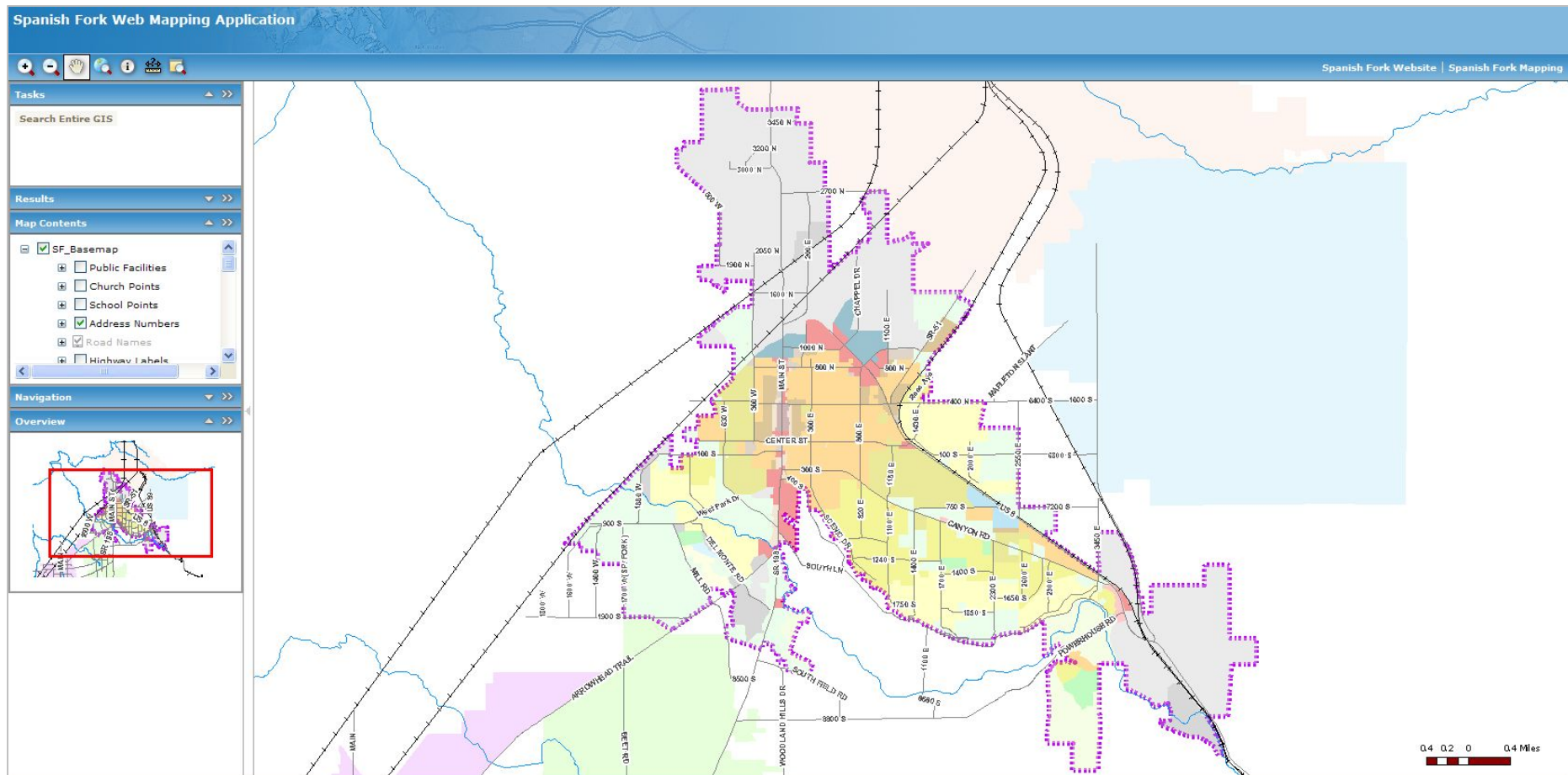


Welcome to The Spanish Fork Internet Mapping System Help Document




We welcome any comments, questions or suggestions for the site: Contact Shawn Beecher at sbeecher@spanishfork.org or 801-798-5000 x40

Table of Contents (Hyperlinked)

Basic Hints:

Page

General Map Navigation and Info	3
 Layers: Visible, Collapsed, Expanded, Symbology – What do they mean and how do they work?	4
Known Problems of the Site and Future Plans	5
Collapsed vs Expanded Windows	6
Docked vs Undocked Windows	7

Toolbar Set:



	Zoom In	8
	Zoom Out	9
	Pan	10
	Zoom to Spanish Fork	11
	Get Info	12
	Measure	13
	Magnify	14
Search Entire GIS	Search	15

General Map Navigation & Info

There are several tools & buttons you should familiarize yourself with:



Many tools work much like any other program you have worked with

Zoom In (Tool): Use to click and zoom in by a percentage or draw a box to zoom in to a certain area

Zoom Out (Tool): Use to click and zoom out by a percentage

Pan (Tool): Use to grab the map and pull it to a new direction

Zoom to Spanish Fork (Button): Use to zoom to Spanish Fork's Boundary

Get Info (Tool): Use to find out information in the location you have clicked

Measure (Tool): Use to measure distances, find xy locations, or measure areas within the view

Magnifier (Tool): Use to magnify the map

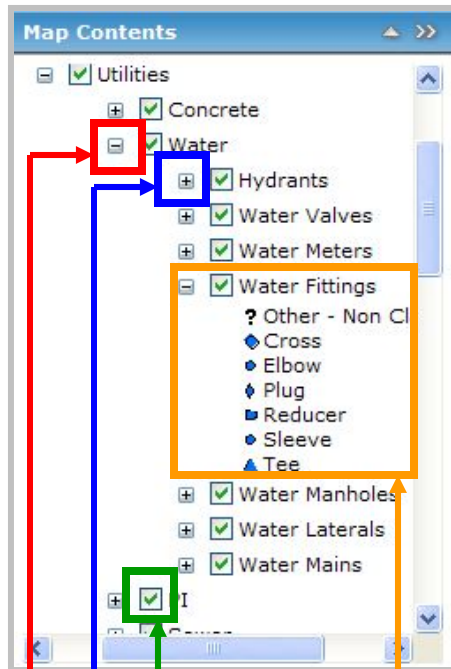
-The difference between tools and buttons is that when you click on a button it does something.

When you click on a tool, you then have to use that tool to do something on the map (much like a hammer is a tool that you have to use it. It does not do it by itself.).

-See each individual section for information on how to make them work. You can click on the blue text to go to each tool.

Layers: Visible, Collapsed, Expanded, Symbology

An explanation of the Layers Dialog Box (Map Contents) and what it means:



The layers section is an important section of the map.

Layer Visibility:

One part of it, the **Visibility of a Layer** is somewhat self-explanatory (when it is checked it shows that layer. When it is unchecked it will hide that layer.)

This comes with a caveat. This website is built on GIS technology. As such all of these layers are displayed from the bottom up. If you have 2 polygon type layers such as Zoning and the General Plan turned on at the same time it may be hard to see one or the other. In this case, the Zoning Layer would cover up the General Plan layer because it is on top. We have done everything in our power to try and prevent that by creating transparencies and outlines of polygons instead of filling them in.

Layer Collapsed vs Expanded:

Another part of it, whether or not a **Layer is Expanded**. As you can see there are (+) or (-) signs next to each line. When you see a (+) sign the layer is collapsed (there is more to see) and if you want to see more then you need to click on that (+) sign. If there is a (-) sign then you are able to see everything there is to see.

It is important to note that some of the layers are group layers such as the Utilities, Water, PI, Sewer, and Storm Layers. This means that there are more layers underneath that Group Layer designation. You must keep digging (Click on the (+) sign) to find the information you are looking for.

Layer Symbology (Legend):

If you get down far enough you will see the Layer Symbology that shows what each feature looks like.

Layer Collapsed – This layer is an example of a layer that is collapsed and has more information underneath it

Layer Expanded – This layer is an example of a layer that is expanded and has all information showing

Layer Symbology (Legend) – This layer is an example of a layer that is showing its symbology (what each feature looks like)

Layer Visibility – Checked = Visible / Not Checked = Not Visible

Known Problems & Future Plans

Known Problems:

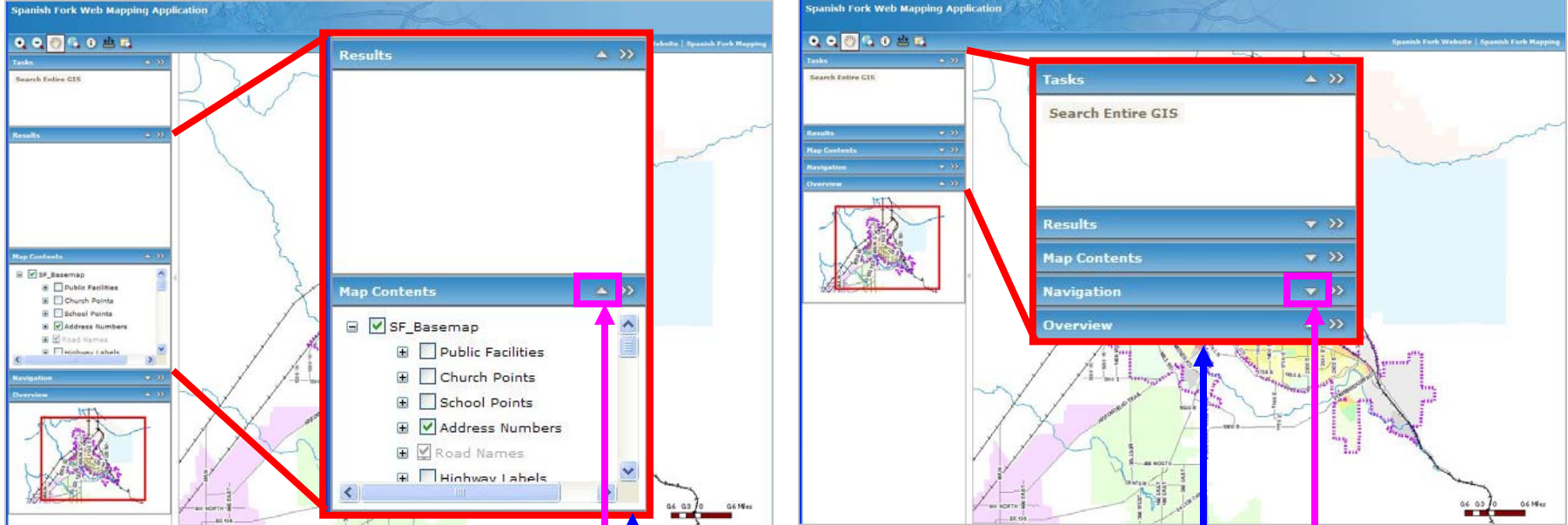
- Web Browser** – It is important that when you use this application that you have the most current version of your web browser possible or this site will not work properly.
- Allow Popups** for this site to make it work. With some browsers if you have it set to block popups it will make it so that the site doesn't work properly. To fix it, just add this site to the Allow list.
- Functions like Zoom to Previous and Print** – These functions are not currently available with this application. There is a newer version of the software that will be coming out in the fall of 2008 that should fix this problem.
- Cursor** doesn't show up sometimes for the Search Entire GIS. The search will work just click in the dialog box and start typing.
- When pulling up the site sometimes the **hourglass is next to the cursor**. The site will still work and you can still work the commands. As soon as you see the map, start working.

Future Plans:

- We would like a zoom to previous button available so that users can go back to where they were before.
 - We would like to implement a print function in the site
 - We would like to see the General usability of the site increase.
- How many of these are possible we don't know, but will work on making them all work. As always we will take suggestions from citizens, and others on ways to improve the site.

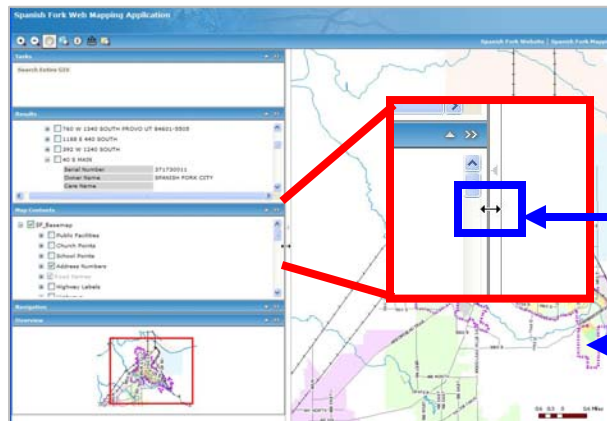
Windows: Collapsed vs Expanded

An explanation of Windows within the Interactive Map and What you can do with them



Windows Collapsed vs Expanded:

You have the ability to expand or collapse your windows in this Interactive Map. Here is an **Expanded** and a **Collapsed** view of windows. As you will notice there is a small arrow in the upper right hand corner of each window. Note if the **arrow is down** the window is collapsed. If the **arrow is up** it is expanded. Just click on that arrow to change the status of the window.

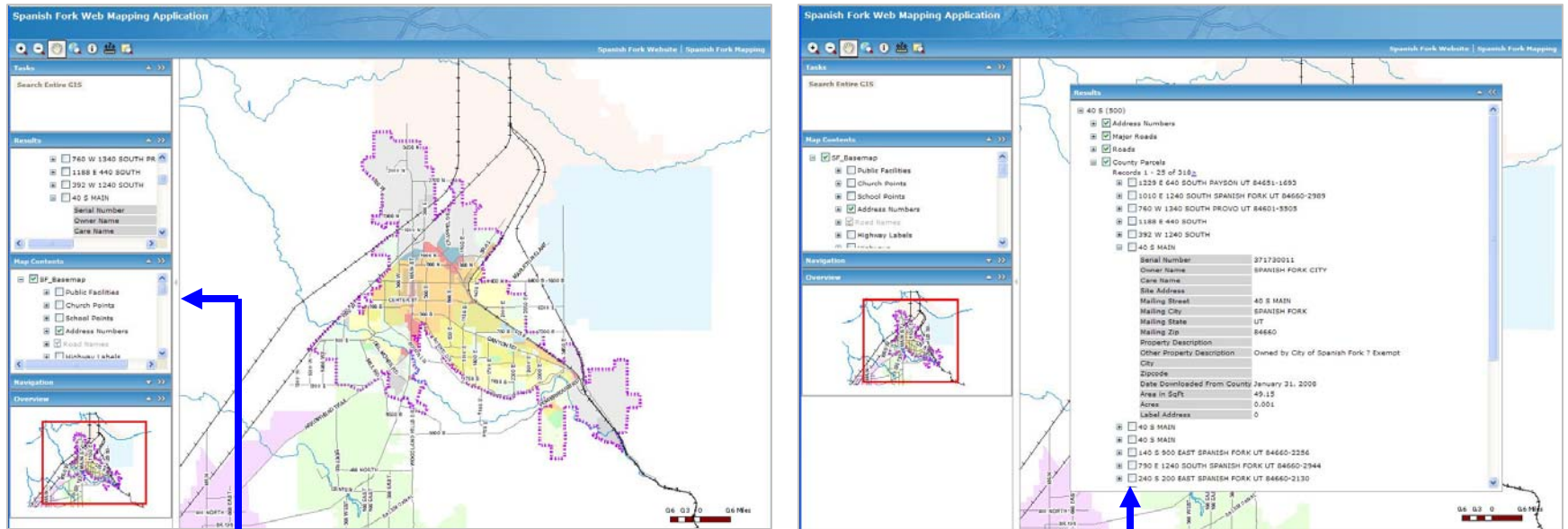


Expanding the Table of Contents Windows:

You have the ability to expand the Table of contents window so that you can see more information just by moving your cursor to the line between the Table of Contents and the map until you see a **2 Arrow Cursor** and then clicking and holding your left mouse button and then dragging that window out to the desired location as shown to the left.

Windows: Docked vs Undocked

An explanation of Windows within the Interactive Map and What you can do with them



Windows Docked vs Undocked:

You have the ability to dock or undock your windows in this Interactive Map. Here is Docked and a Undocked view of windows. As you will notice there are 2 small arrows in the upper right hand corner of each window. Note if the arrow is pointing to the right the window is docked. If the arrow is pointing to the left



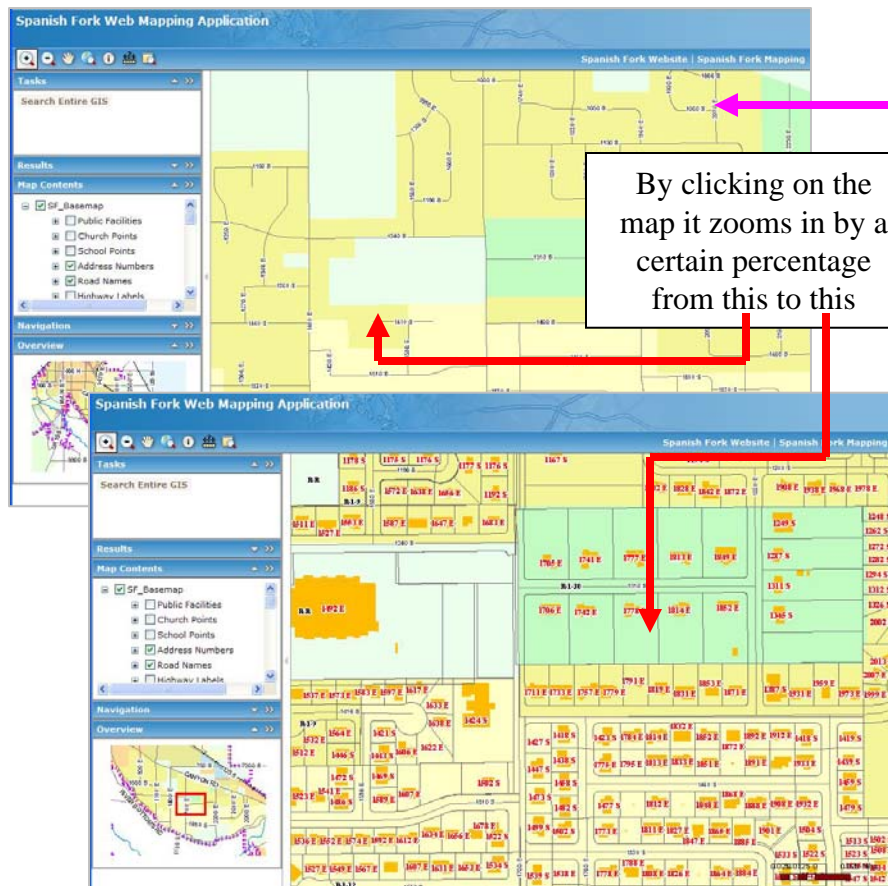
Note:

When windows are re-docked after having been undocked they will go to the bottom of the list.

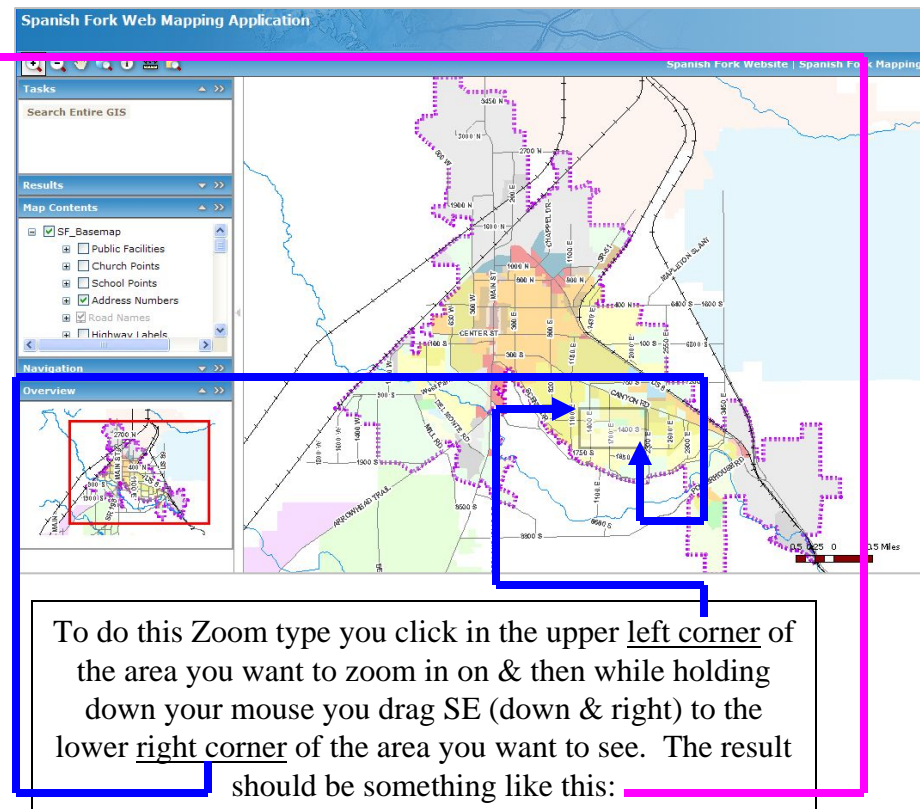
Zoom In

- This is a **tool**. You use this tool to zoom in on your map. There are 2 ways to zoom using this tool.
- The **1st method** is just clicking inside the map with the tool selected. This will do what is called a fixed percentage zoom. It will zoom in a certain percentage.
 - The **2nd method** is drawing a box with this tool to zoom in on a specific area. This one is more accurate as it gets you exactly the area you picked.

1st Method – Click Zoom



2nd Method – Draw a Box



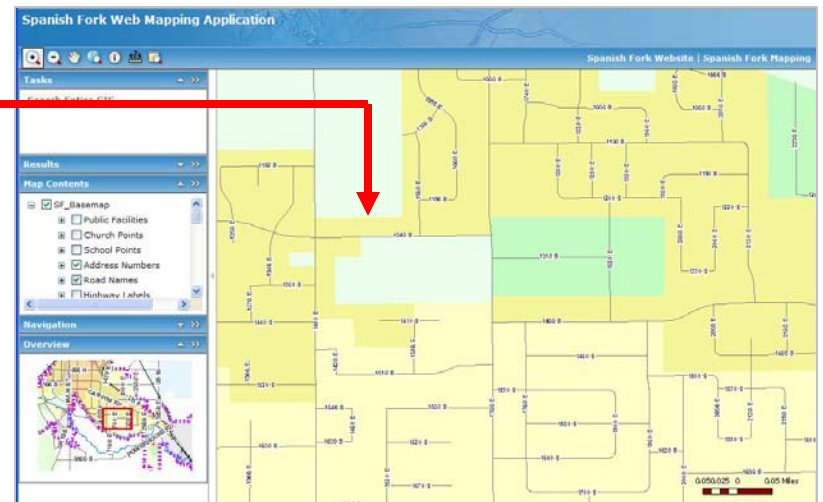
Zoom Out



This is a **tool**. You use this tool to zoom out on your map. Just click on the map and it will zoom out.

Zoom Out

By clicking on the map it zooms out by a certain percentage from this to this



Pan



This is a **tool**. You use this tool often times when you are zoomed in and need to nudge the map over in a different direction without zooming out and then zooming in again. It allows you to drag the map north, south, east, or west.

After you have selected the pan tool, panning is accomplished by clicking on the map and while holding your mouse button down pulling the map in the opposite direction of the direction you want to see.

-In this case I wanted to see the area to the east, so I drag the map west.

Pan



Click on the map and hold down on your mouse and drag to the west to see further east.

Zoom To Spanish Fork



This is a **button**. You use this button to zoom to the Spanish Fork City Limits. This is a quick way to see all of Spanish Fork without zooming out a whole lot.

Zoom To Spanish Fork

Spanish Fork Web Mapping Application

Spanish Fork Website | Spanish Fork Mapping

By clicking on the Zoom to Spanish Fork Button it will go from this to this

Spanish Fork Website | Spanish Fork Mapping

0.5 Miles

Get Info



This is a **tool**. You use this tool to obtain information about the features you see in the map.

The Get Info Tool does a drill down on every layer that is visible and gets and displays information for the feature at that point. So, if you zoom in and can see parcels, addresses, zoning, and buildings, when you click on that feature it will tell you the owner information for that parcel, as well as its address, zoning and building information.

Get Info

1. After selecting the Get Info Tool Click on the map at a certain location

Note: You can scroll through and expand all of the layers and see information for each layer at that location. Notice that upon clicking at this location I am getting information for the following layers: [Spanish Fork Boundary](#), [Zoning](#), [Buildings](#), [County Parcels](#), and [Address Numbers](#)

2. Upon doing that you should see the information for the area you clicked. It will be displayed on the left hand side underneath where it says "Results".

3. It will look a lot like this depending upon what you clicked on and what you have expanded. As you can see it is important to **click on the plus signs to see all information**. If you dig deep enough you can see the actual information of the layer at that location such as owner information shown here in this dialog box.

SF_Basemap (1596978.126, 7208598.238)	
<input checked="" type="checkbox"/>	Spanish Fork Boundary
<input checked="" type="checkbox"/>	Zoning
<input checked="" type="checkbox"/>	Buildings
<input checked="" type="checkbox"/>	County Parcels
<input checked="" type="checkbox"/>	Address Numbers
<input type="checkbox"/>	SPANISH FORK CITY CORPORATION
Serial Number	70310007
Owner Name	SPANISH FORK CITY CORPORATION
Care Name	
Site Address	40 S MAIN SPANISH FORK UT 84660
Mailing Street	PO BOX 358
Mailing City	SPANISH FORK
Mailing State	UT
Mailing Zip	84660
Property Description	
Other Property Description	Owned by City of Spanish Fork ? Exempt
City	SPANISH FORK
Zipcode	84660
Date Downloaded From County	January 31, 2008
Area in SqFt	72062.44
Acres	1.654
Label Address	40 S

Measure



This is a **tool**. Use this tool to find distances and areas on the map. This is based on the units that are set. The default unit of measurement is miles, but can be changed to feet, meters or kilometers. Note: The default measure tool is the distance or line measurement tool.

Measure

1. **To Measure**, after selecting your measuring tool, click on your starting point.

2. Then **click on the next point** you want to measure **or** to finish your measurement **double click** on the last point. (Note: Each time you click it will add to the total measurement until you double click to finish it)

You will notice that after you click each time or double click to finish your measurement it will show you your distance.

You can see your **measurement results** up in the upper left hand corner of the map. This is what it looks like.

Note: You can find the location of a **point** or calculate an **area** as well

To change the units **click** on the drop down and **change the units**.

Segment: 48.892 Miles
Total Length: 48.892 Miles

Feet
Kilometers
Meters
Miles

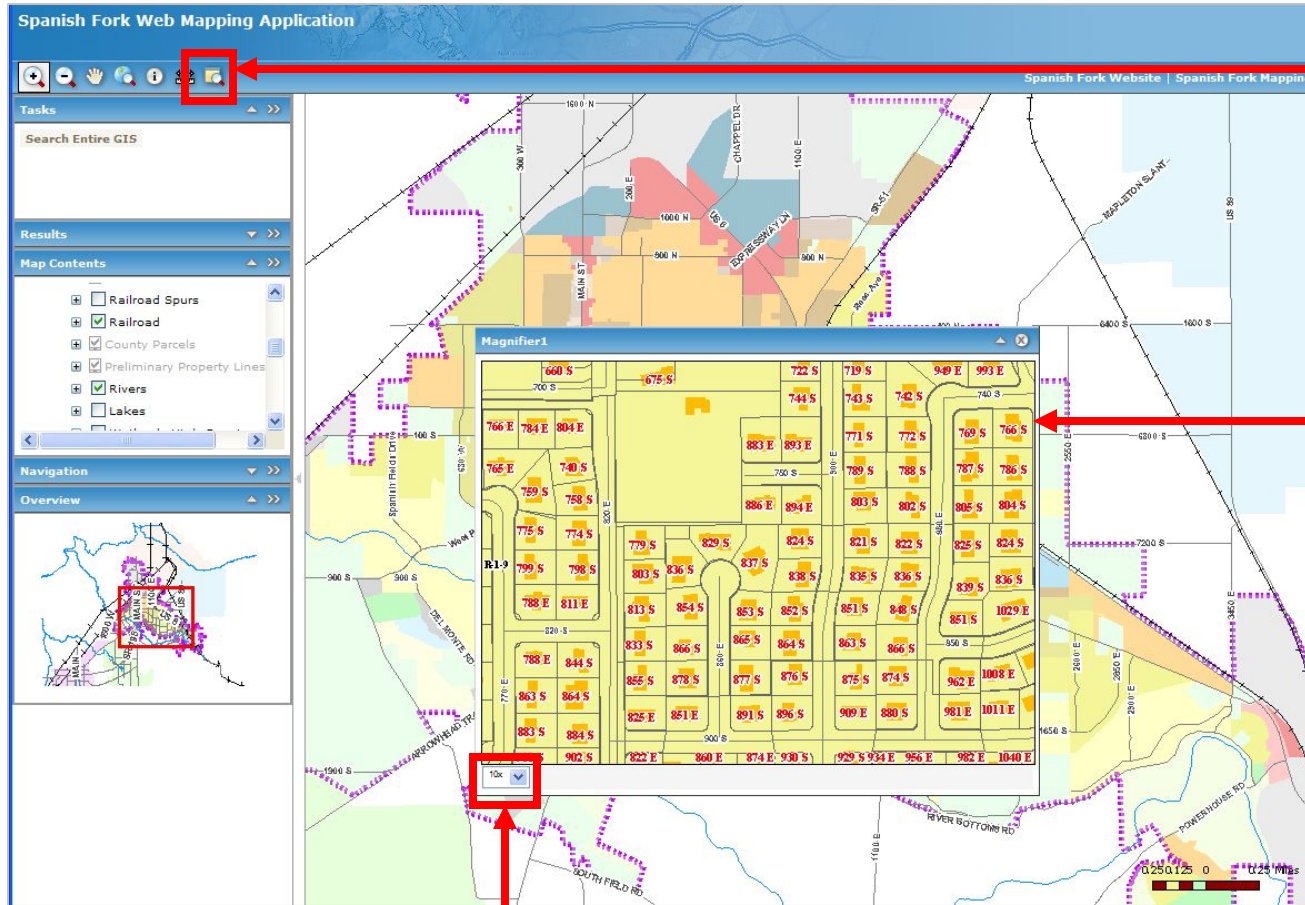
Segment: 258149.474 Feet
Total Length: 258149.474 Feet

Magnifier



This is a **button**. Use this button to open the magnifier dialog box and magnify a portion of the map.

Magnify



1. To **Magnify**, click on the **magnify tool** and put the **box** over a portion of the map.

2. **Magnification Percentage:**
You can change the percentage of magnification by changing the value in the lower left hand corner.

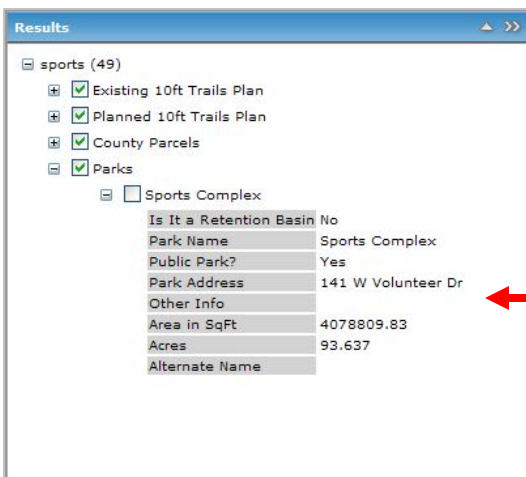
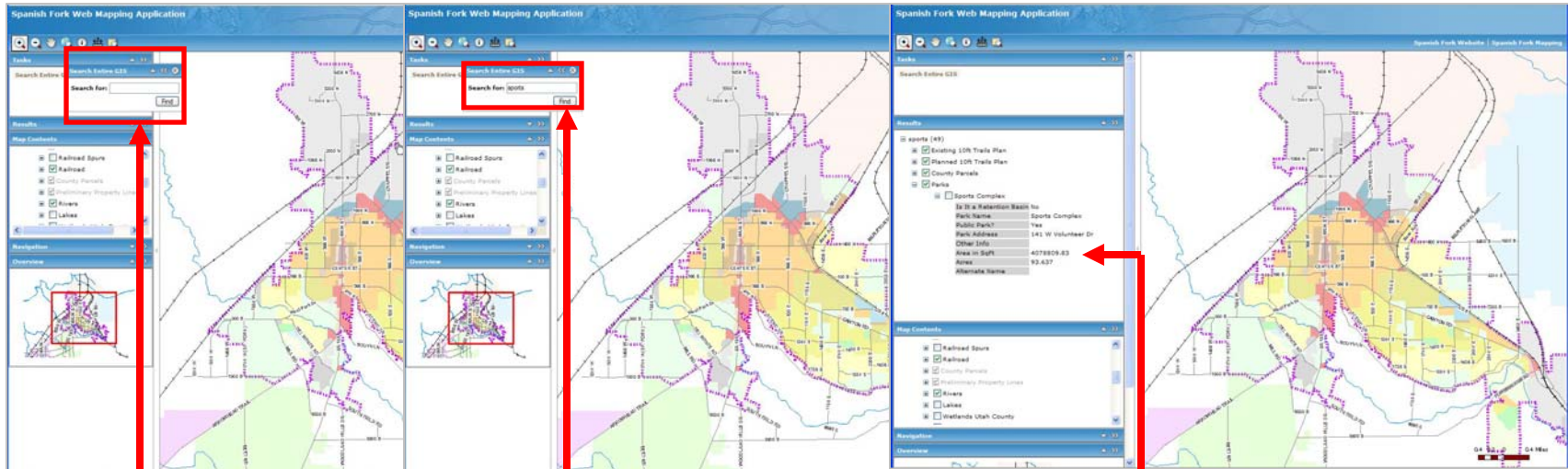
Note: As you move the box around it will change what you see.

Search Entire GIS

-This is a **button**. When you click on this button it opens the search dialog box and allows you to do a search. It will then search the entire GIS for information that you have typed. The less specific you are, the better your chances are for finding the information you are looking for.

Search Entire GIS

Search

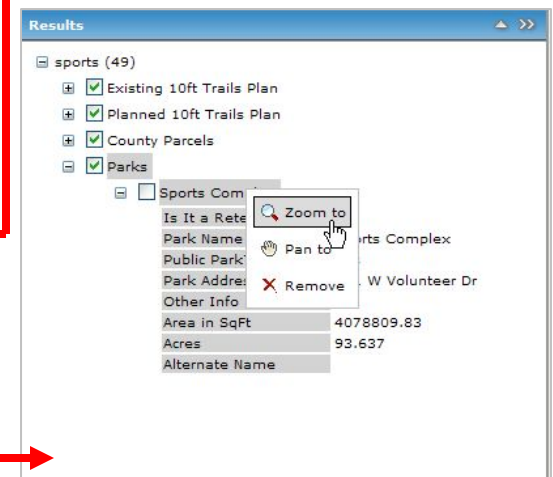


After clicking on the Search button it should open a window like this.

You then can type in your search string and then click "**Find**" Button or hit the "Enter" key on your keyboard

It should then give you a list of layers under the Results Window that have choices underneath each layer. Just expand the plus sign and see which options you have. You might have to expand the choices to see what it is as seen **here**.

Right click on the particular result and then click "Zoom To" to go to that result.



Remember to be LESS specific in your search (Better Results), & Search Strings Are NOT Case Sensitive

We hope this Help File has been useful to you. If there is any way we can make it better please let us know and we will try and make it more useful.