

I-Maps LAND ID USER GUIDE

Thursday, October 19, 2006



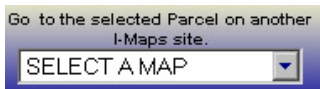
When you click on the **I-Maps Land ID** button on the TCGIS.org I-Maps page a new window will open.



ABOUT THE BUTTONS ON THE TOP OF THE PAGE:

Drop-Down Map Selection

When you have a single specific Parcel selected, you can use this drop-down menu to 'jump' to another I-Maps map site. You will be zoomed in to the Parcel you have selected and the Parcel will be selected in the new map. If no Parcel is selected the new map will open to the full extent.



Links

Click on any of the three link buttons at the top of the page to open that web site in a new window. Tallahassee-Leon County GIS, Leon County Property Appraiser and Online Permits.



ABOUT THE BUTTONS ON THE LEFT SIDE OF THE PAGE:

Map Tools and Information Buttons



Map Tools



Information Buttons

The group of small buttons on the top left side of the screen is your set of **Map Tools**. Use these **Tools** to navigate the map, clear a selected location, and print the map. As you hover over a **Tool** a tool tip will show in a small window as well as at the bottom of the screen.

The large buttons at the bottom left of the screen are your **Information Buttons**. Clicking these buttons opens new windows on top of the map window that contain helpful information.

SEARCH PAGE

FIND PROJECT BY PERMIT NAME:

3-M Construction, Inc. Boundary Settlement

Select

SEARCH BY ONE OF THE FOLLOWING:

Permit ID: Parcel ID:
(ex. ts0050009) *(ex. 113063 E0020)*

Find Location Find Location

Parcel Address:
*(ex. 301 Monroe St, *Requires valid street number and name)*

Find Location

Intersection of: *(ex. Thomasville Rd)*
 and *(ex. Heritage Blvd)*

Find Intersection

Explore the County
(Close this window and go to Leon County map)

Search
Page

The "Search Page" button will open the Search Page so that you can use it to locate a property.

Use the drop-down menu to select a permit by Permit Name, click the **Select** button. The Search Page will close and you will be zoomed into the property on the map.

To use the Search Page by Permit ID you must know the 9-digit Permit ID for the permit you want to locate. Make sure to type it in using all lower case characters. Click **Find Location**. The Search Page will close and you will be zoomed into the property on the map.

To use the Search Page by Parcel ID you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click **Find Location**. The Search Page will close and you will be zoomed into the property on the map.

To use the Search Page by Parcel Address you must know the house number, street name and street type (e.g., St, Rd, etc.) Type in the address and click **Find Location**. The Search Page will close and you will be zoomed into the property on the map.

To use the Search Page by Intersection you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes. Click **Find Intersection**. The Search Page will close and you will be zoomed into the intersection on the map.

Map Tools

For an on-screen explanation of what each tool does, click on the large button on the left side of the screen labeled "Map Tools."

A new window will open. You will see a short description of each tool that coordinates with the tool tip you get when hovering over a tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the Map Tools page for a hard copy Quick Reference.

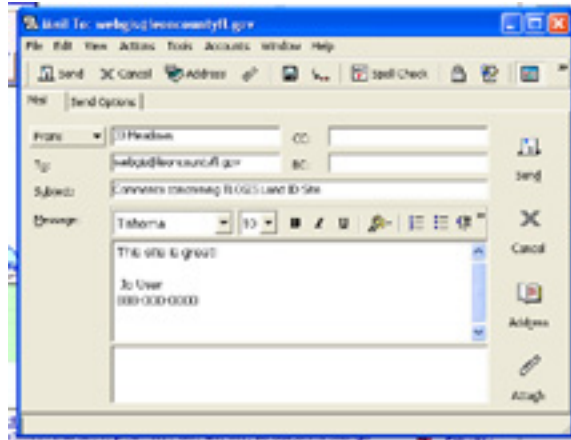
MAP TOOLS		
Single click on a tool to select or use it. The selected tool will be highlighted in green		
	TOGGLES between the Legend and Layer List.	
	Drag a box or click on the map to ZOOM OUT or step back from the current view.	
	ZOOM to the LAST, or previous map extent.	
	Clicking this tool PANS, or slides the map to the NORTH.	
	Clicking this tool PANS, or slides the map to the WEST.	
	Click this tool, choose a file type option at the bottom of the screen, then click on the icon on the map to open a SITE PLAN file. PLAN STATUS Pending Approved Issued	
	CLEAR the highlight of the Selected property or measure graphics from the map.	
Please contact Tallahassee-Leon County GIS 906-5504 for help with questions not covered here.		
Print this Document for Quick Reference!		

User Guide

The “User Guide” button opens this document.

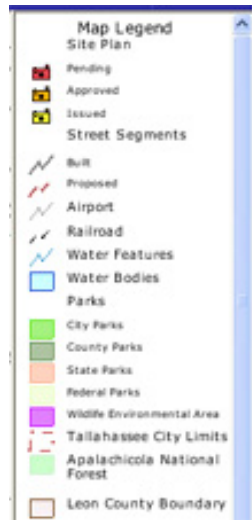
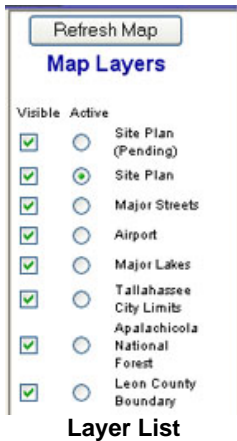
E-Mail Feedback

The button at the bottom is a handy way to “E-Mail Feedback” about the map to the GIS staff. It opens a blank e-mail form that is already addressed to the TLCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send. Adding your name and phone number to the e-mail can be helpful if you would like someone to contact you for assistance.



ABOUT THE LISTS ON THE RIGHT SIDE OF THE PAGE:

Map Legend



The last area of the main window you need to know about is the column on the right side of the screen called “Map Layers.” “Layers” are the different features or sets of data you can select to show on your map.

The layers are “scale dependent” meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on the map.

Layers that are currently shown on the map, or are visible, have a check in the square box to the left of the layer name. To turn on additional layers or to turn some of the layers off, just click in the square box to the left of the layer name and then click on the



“Refresh Map” button (which is located at the top of the layer list). The map will redraw to reflect the changes you’ve made.

A layer name with a dot in the circle to the left indicates the “active” layer that is the layer that you can currently select information about. Only one layer can be “active” at a time. To change the “active” layer, click on the circle to the left of the layer name. You do not need to click the “Refresh Map” button for the layer to become “active”. The “active” layer is important when you are using the “Identify” tool.

NOTE: The GeoReferenced plat images, or scanned images of the site plan layer visibility is turned off by default when the map is opened.

To view the scanned site plan images check the layer list box for “plat images”

and click the “Refresh Map” button.



The map tool at the top left of the map tools group “toggles” between the layers list and the map legend. The “Map Legend” is a reference to what each color and/or symbol on the map represents.

Tool Details



Zoom In: Click on the “**Zoom In**” tool in the top group of tools on the left side of the screen. It looks like a magnifying glass with a plus sign on it. It will appear bright green when selected. Now you can hold the left mouse button down and “click and drag” anywhere on the map and the map will zoom in to that area. Keep using the “**Zoom In**” tool until you see some additional streets start to show up. You may have to zoom in several times before this happens.



Zoom Out: To zoom out, click on the “**Zoom Out**” tool. It will appear bright green when selected. “Click” it on the map to zoom out. It works the same as the “**Zoom In**” tool, only in reverse.



Zoom to Full View: Click on this tool and the map will zoom out to the “**Full View**”, or extent, of the map data or the view you saw when the map window first opened. This tool will not appear in bright green when clicked; it will just take the map to the full view.



Zoom Last: Click on this tool and the map will zoom to the last or previous map extent. The tool will not appear in bright green when clicked; it will just take the map to the previous extent.



Pan: To move around to different parts of the map or pan, click on the “**Pan**” tool. It looks like a hand. It will appear bright green when selected. Click the tool on the map, hold the left mouse button down, and drag the map in the direction you want to go. Repeat this process until you have located the area of the map you want.



Site Plan: Click on this tool, then go to the bottom of the screen. Choose the Site Plan file type option that you would like to open. Then click on a red camera icon for the Pending Sites, an orange camera icon for Approved sites, or a yellow camera for Issued Sites on the map to open a new window containing a .pdf of the Site Plan image, a .zip file with the GeoReferenced .tiff files of the Site Plan image or if you have access to the Leon County EDMS system go to that Site Plan in the EDMS system.

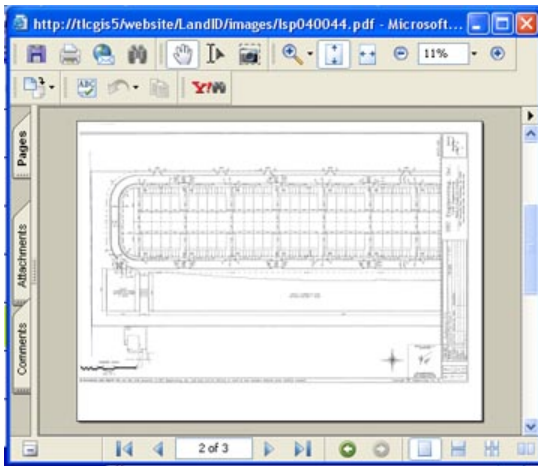


PDF Site Plan is checked by default. It opens a new window with a scanned image of the Site Plan in Adobe Acrobat (.pdf) format of the site you have selected.

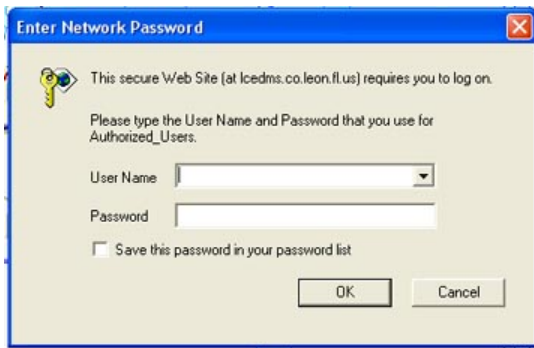
NOTE: If the .pdf does not open in a new window please click on the link at the bottom of page to open the .pdf.



You will be able to resize the window, zoom, pan, and print the Site Plan image to a printer or plotter.



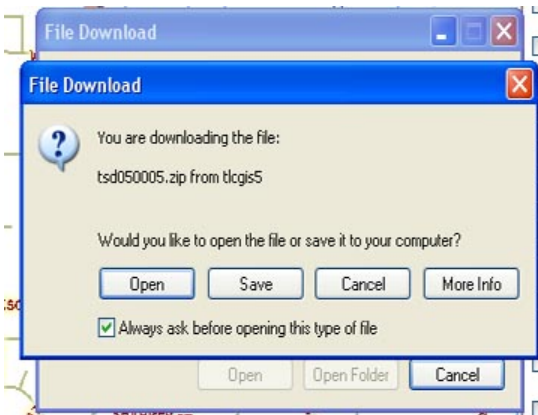
EDMS Documents opens a new window with a log-in to the Leon County Growth Management Electronic Document management System. (Username = gem Password = gem) This then takes you to the scanned records for the site you have selected.



Zippered GeoReferenced Images opens a new window that allows you to download a .zip file containing the TIFF images file and TIFF World File (.tif & .tfw) for the GeoReferenced Image for the site you have selected.

NOTE: If the .zip download wizard does not open in a new window please click on the link at the bottom of page to open the .zip wizard in a new window.

If a site does not have a GeoReferenced image on the map it will not have a .zip file of the TIFF image.





Identify

Identify: You can get information about specific features (feature attributes) by using the “**Identify**” tool. First use the “**active**” check box circle to select the layer you want to retrieve information from. Note that only one layer can be active at a time.

The Active layer name will have a dot in the center of the circle to the left of the layer name.

Next, click the “**Identify**” tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed in the window at the bottom of the screen.



Clear Select

Clear Selected Location: This tool “**Clears**” or un-highlights the selected feature or property on the map. This tool will not appear in bright green when clicked, it will just clear the highlight.



Print

Print: Once you have the map looking the way you want on the screen, simply click the “**Print**” tool. A new print interface appears at the bottom of the screen.



You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1”:100 ft, 1”:200 ft, 1”:300 ft, 1”:400 ft, 1”:500 ft, 1”:800 ft, 1”:1000 ft, 1”:2000 ft, 1”:1 mile, 1”:10 miles). If you don’t select a scale, the map will print close to what you see on your screen.



Then click on “**Preview Layout.**” A new window opens, showing the map available to print. Using the Microsoft Internet Explorer “**File**” and “**Print**” menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and “landscape” page orientation. Then click “OK” to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.