

# COSA GIS Online Mapping Help



## Getting Started

To initiate the Interactive Map, select one of the “MAP VIEWERS” listed on the GIS website. Generally getting started involves using the built in [search](#) features to find a location on the map. The search will return a list of records that match your search criteria. These records will have one field of text that appears in blue to represent a hyperlink to a map location. Click this hyperlink to automatically pan the map to the location of interest. Now you can utilize the tabs on the top of the map to see various views of the location to display zoning, ownership, water lines, etc.

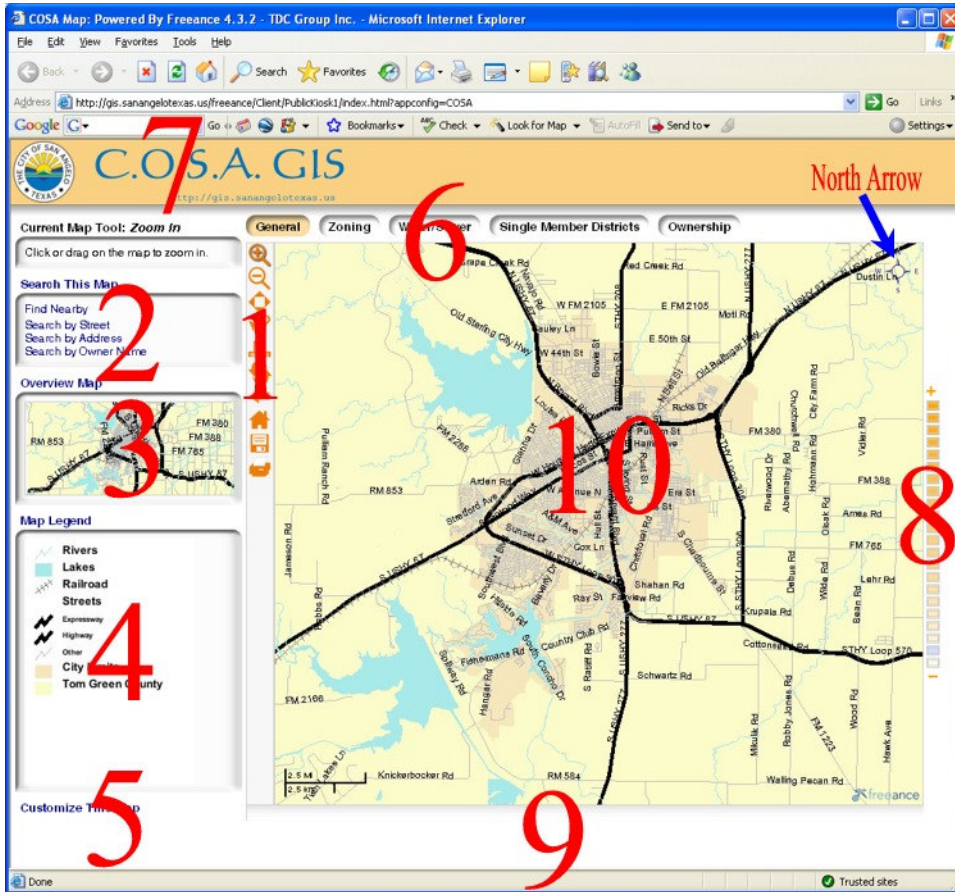
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# OVERVIEW




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## TOOLBAR

The toolbar is a collection of icons that perform specific tasks inside the map. See the information below for a brief description of how each tool works.



**ZOOM IN** - Use this tool to zoom in to the area of a map that you are interested in. Select the zoom in tool and click on a map location to zoom. If you have a pretty good idea of the location you are interested in, use the  **Select by Rectangle** method for more efficient zooming. Simply click and hold down the zoom button in the map area until you have drawn a box over the area you would like to zoom to. Keep in mind that many of the layers on a map will not be visible until you have zoomed in close to a location. As you zoom closer in, additional details will appear on the map and more layers will be available.



**ZOOM OUT** - Use the “zoom out” tool to zoom away from the area you are interested in. At this time, once you select zoom out, you must click on the "Refresh/Query" button in order for the zoom to work. This tool is used to zoom out to a larger area. As you zoom out, additional layers will become invisible.



**PAN** - Allows you to move the map in any direction. As you select the pan option (which is default) you may click at any point and click on the map window and then select the “Refresh/Query” button which will update the map to your new location.



**GET MORE INFORMATION** – Allows you to pick a selectable feature on the map and return information about that feature. You would use this tool to use this tool to click on an ownership parcel and see the owner information of the parcel.



**MEASURE** – Use this tool to measure distances from one object to another. Click on this icon, click on a beginning point on the map to begin measuring then click any number of points afterwards to get a distance. Tip: You can also calculate acreage with this tool. Once you click the tool on the left side of the screen you will notice a check box “show area”. Check this box and begin clicking your points to measure.



**REFRESH/QUERY** - Click on the "Refresh/Query" button to update the view.



**PREVIOUS VIEW** – Click this tool to go back to your last view of the map. This is useful when you zoom into an area and want to zoom right back out to the last extent.



**ZOOM TO INITIAL EXTENT** - Zooms to the view of the map as it first appeared. Simply point and click this tool with the mouse and it will zoom to your initial map view when you started the session.



**SAVE** – Click this button to save the current map view you have created. This is useful if when you zoom to an area of interest and display the layers you have chosen and want to save this to your computer. It will generate a copy of the map in an image format so that you can save to your computer.



**PRINT** – Click this button to create a pdf image of the current map view with a legend and overview map. This creates a pdf image that can be saved or printed by the user showing a graphic representation of the map area you choose.

### **SEARCHING THE MAP**

This can be accomplished by using the “Search This Map” feature on the left side of your screen. Users can perform various searches. For example, to search for a street click the “Search by Street” function. Type in the name a street and hit enter or click “go”.

### **DEFINITIONS**

**REFERENCE/OVERVIEW MAP** - A small map located at the bottom right-hand corner of the viewing window that shows your current location in reference to the larger map. By clicking on a new area of the overview map, you can quickly relocate your selection.

**LEGEND** - Explanatory list of the symbols appearing on a map.

**LAYER CONTROL LIST** - A layer is a single feature on the map. For example, a layer could be roads, schools, land use zones, or city limits. A map consists of several layers. To display the desired map, check each of the layers you wish to view on the visible check box (see # 3). Layers can be turned on or turned off by selecting/unselecting the visible check box next to the layer with a click of your mouse. Because some of the layers are scale dependent, the user will need to zoom in to a certain level on the map for these types of layers to be viewed. These are usually large files such as aerial photos. In order to identify information on a single layer, click that layer in the identify list, and then click on the "Refresh/Query" button to update the view.