Bartholomew County eGIS Workshop Exercises

Exercise 1 - Clear your browser's cache and enable popups.
http://egishelp.39dn.com/#troubleshooting-web-browsers

Exercise 2 - Create an eGIS User Account.
http://egishelp.39dn.com/#creating-egis-accounts

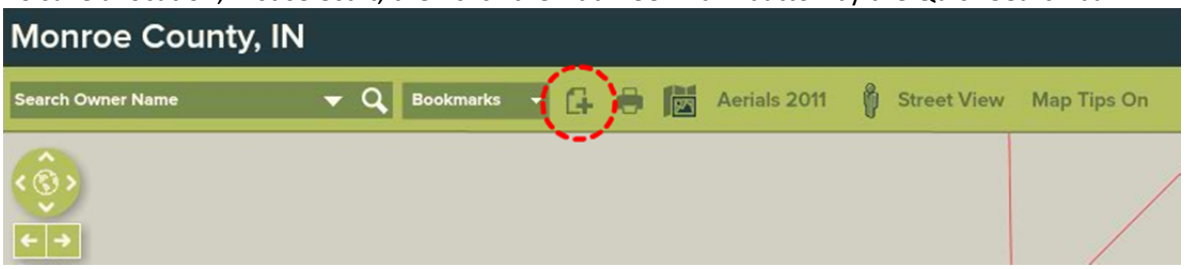
Exercise 3 - Exploring the **VIEW** tab.

1. Zoom in on the map until you can see parcel lines. Click on the **VIEW** tab. Click on the button named "**Turn Map Tips On**." After turning the Map Tips on, the button's name will change to "**Turn Map Tips Off**." Hover your mouse anywhere over the map to reveal the Map Tip for that location.

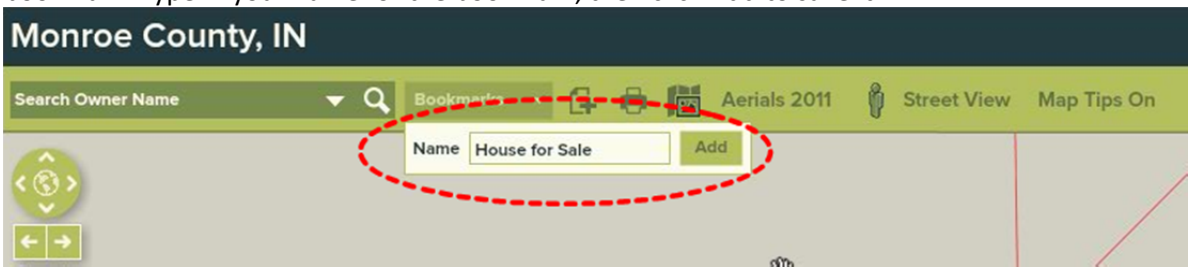
2. Turn on the latest Aerial Photography by clicking the button circled below.

Exercise 4 – Saving locations.

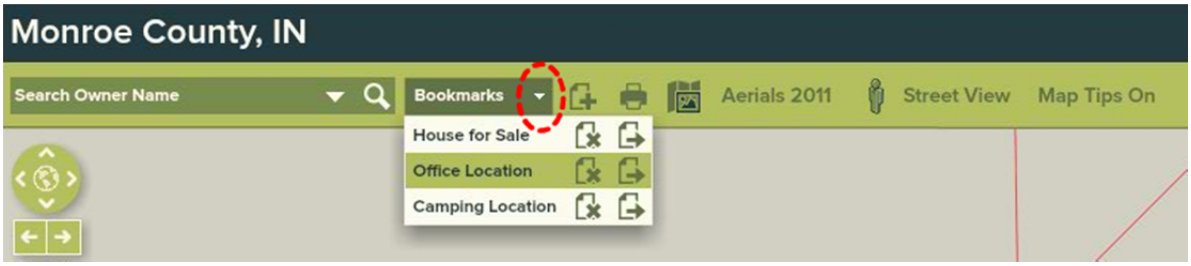
To save a location, first select it, then click the **Add Bookmark** button by the Quick Search bar.



2. After you have made your selection and clicked the **Add Bookmark** button, a pop-up menu will ask you to name the bookmark. Type in your name for the bookmark, then click **Add** to save it.



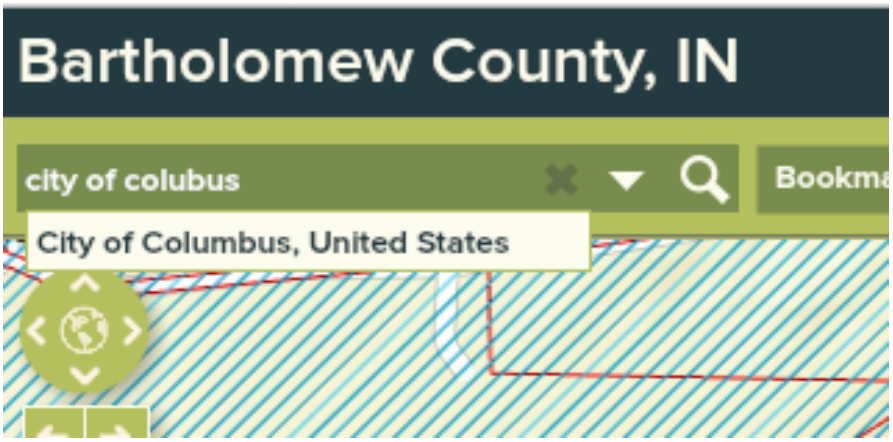
3. To access a saved bookmark, click on the **Bookmarks** box. Selecting your bookmark from the drop-down menu will zoom to the saved location.



Exercise 5 – Using the Quick Search to find a parcel by **Owner Name**.

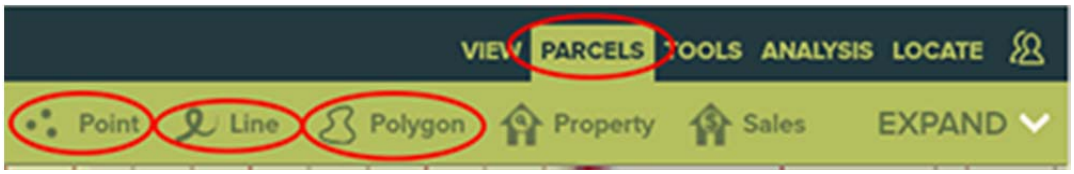
1. To search for a property by the name of its owner, go to the **Quick Search** box in the upper left-hand corner of the workspace, click the drop-down **Arrow**, and select **Owner Name**.

2. Look up your property or someone you know by using the following format **LASTNAME FIRSTNAME** (no commas). If you don't have anyone in mind, use **city of columbus**.



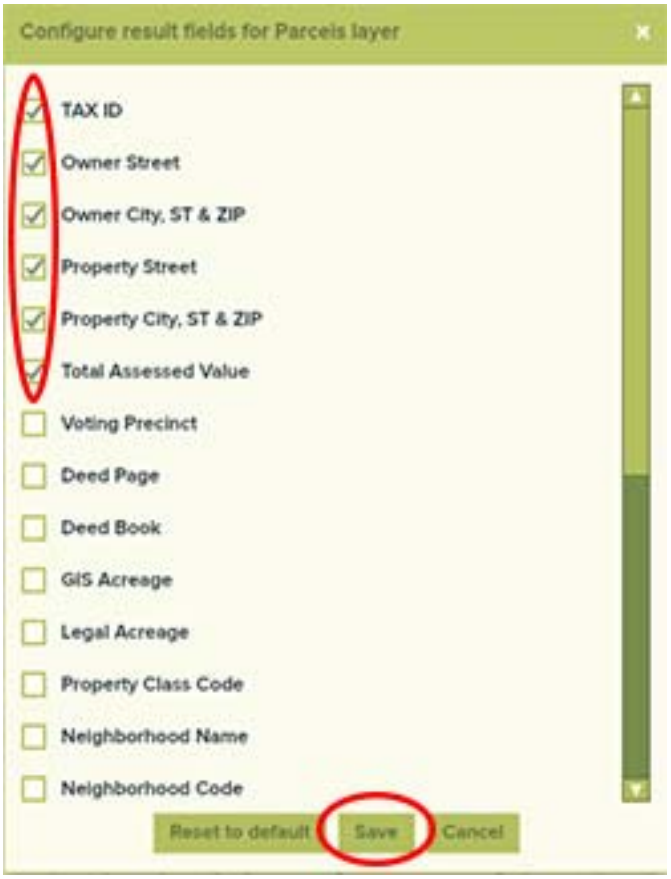
Exercise 6 - Exploring the **PARCELS** tab.

1. Click on the **PARCELS** tab. Then click on either **Point**, **Line** or **Polygon**. After one of these tools have been selected, use the active tool to select parcels on the map by using either clicking once if **Point** was selected or click and drag if **Line** or **Polygon** was selected.



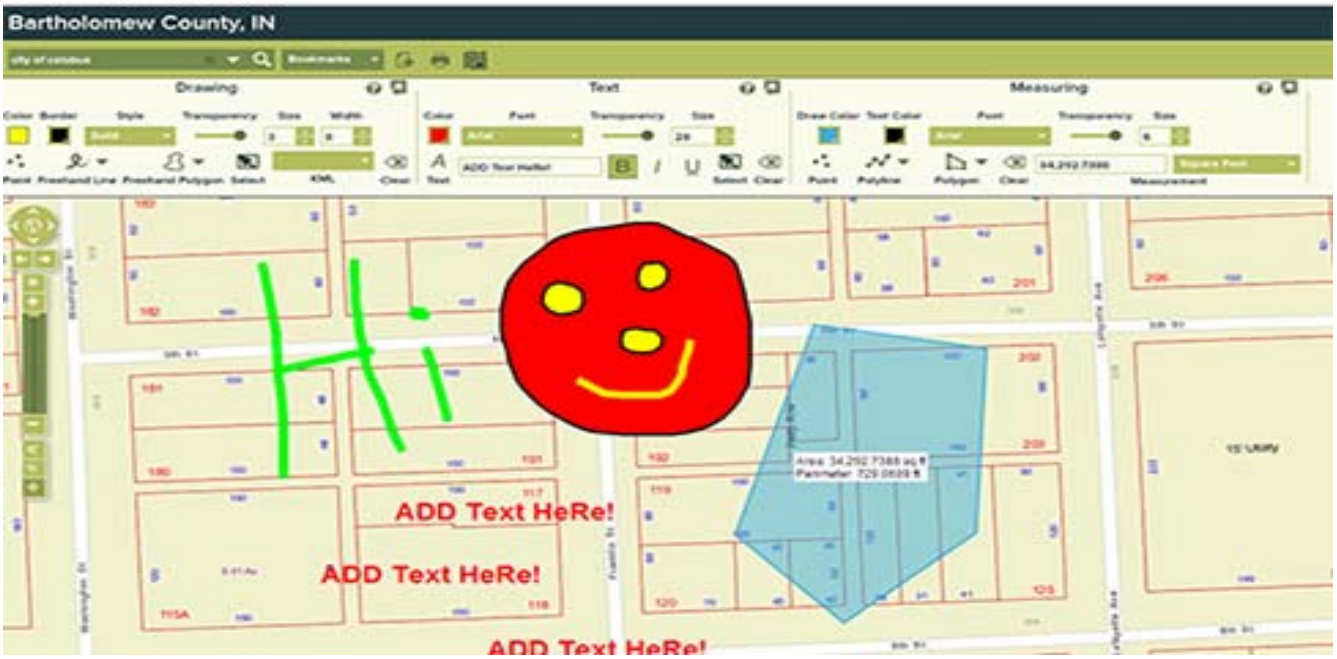
2. After the **Results** window appears at the bottom of the screen, click on the **Configure layer results window**.

3. Uncheck all of the fields with the exception of the ones below. Then click the **Save** button. Did you notice what happened to your results? You can also change the display order!



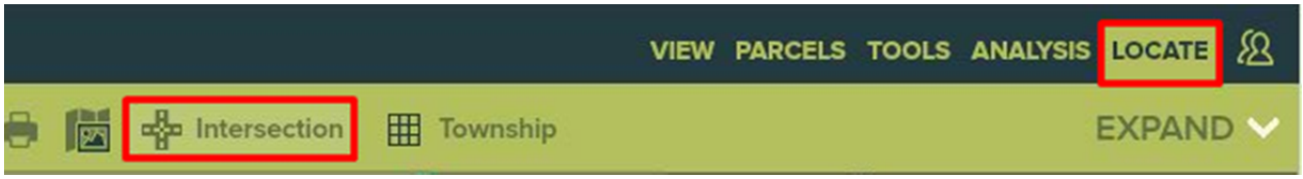
Exercise 7 - Exploring the **TOOLS** tab. Add some custom Drawings, Text and Measurements to the map.

NOTE: When adding **Text**, first type the text you would like to appear on the map within the Text Box. Then click on the ***A*** and click anywhere on the map you would like to add your text.

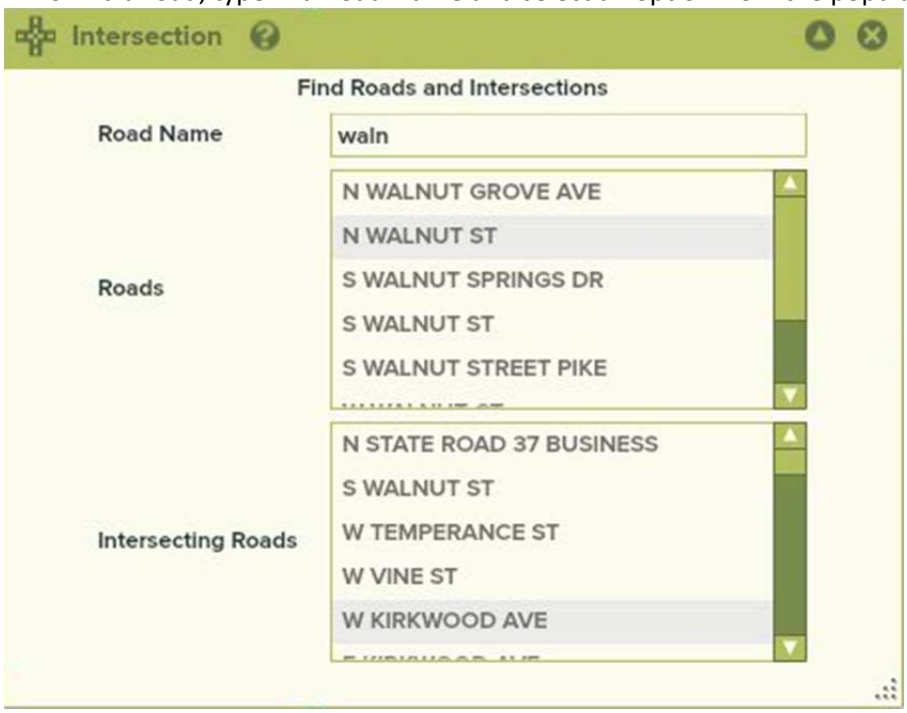


Exercise 8 - Exploring the **LOCATE** tab. Zoom to an **Intersection**.

1. To find a road or intersection, click the **LOCATE** tab on the upper right-hand horizontal bar. Click **Intersection** to access the pop-up menu.



2. To find a road, type in a **Road Name** and select an option from the populated list.

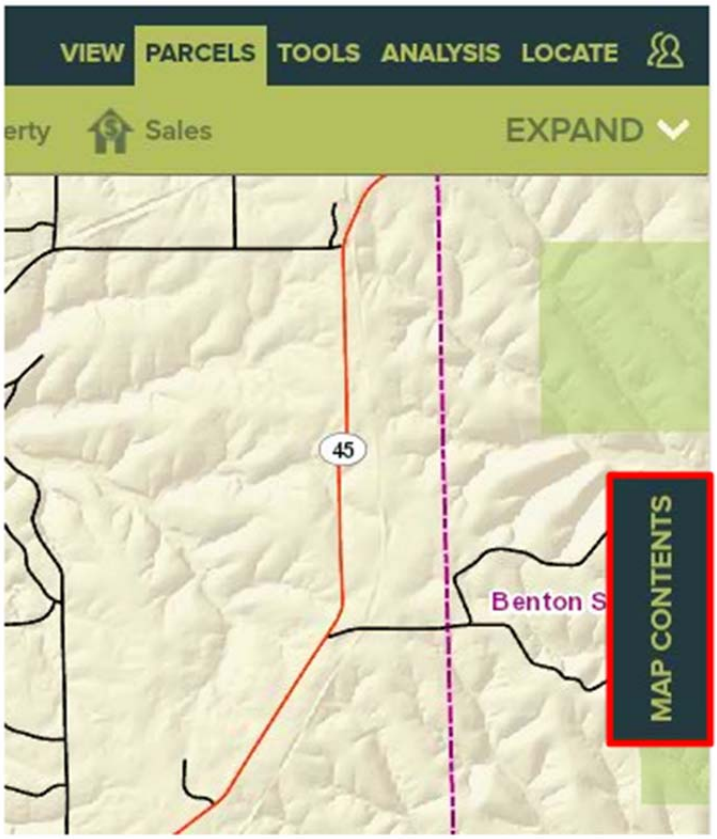


3. To find an intersection, first select a **Road**, then select from the populated list of **Intersecting Roads**. The map will zoom to the specified area.

4. To minimize the **Intersection** pop-up and move it around your workspace, click the **Up Arrow**.

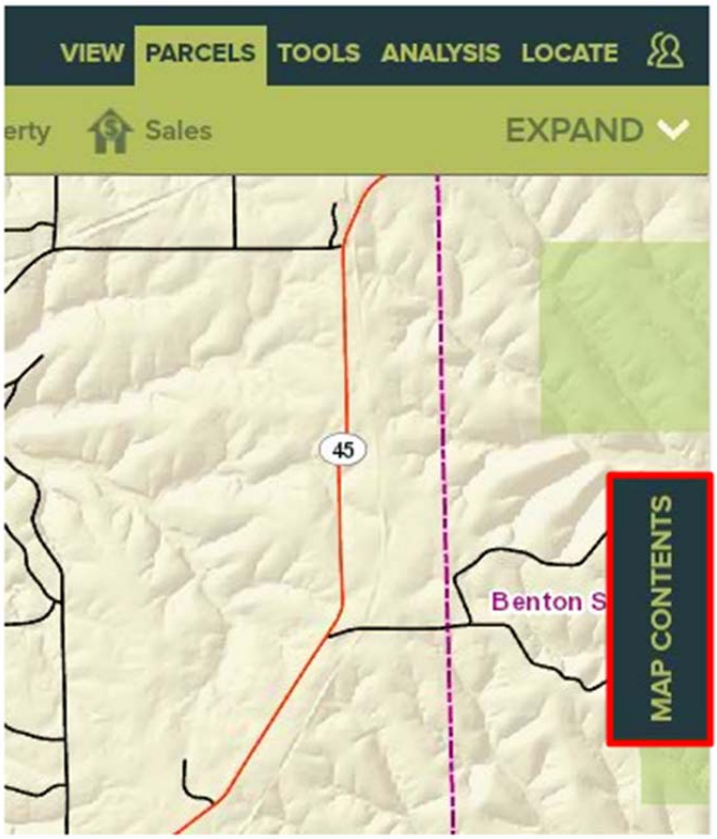
Exercise 9 – Exploring the **MAP CONTENTS**.

1. To change the basemap, click the **MAP CONTENTS** tab at the far right of your workspace.



2. The upper menu will be populated with a variety of **Basemaps.** The vertical scrollbar on the right will allow you to see more choices. Click on a map icon to select a basemap.

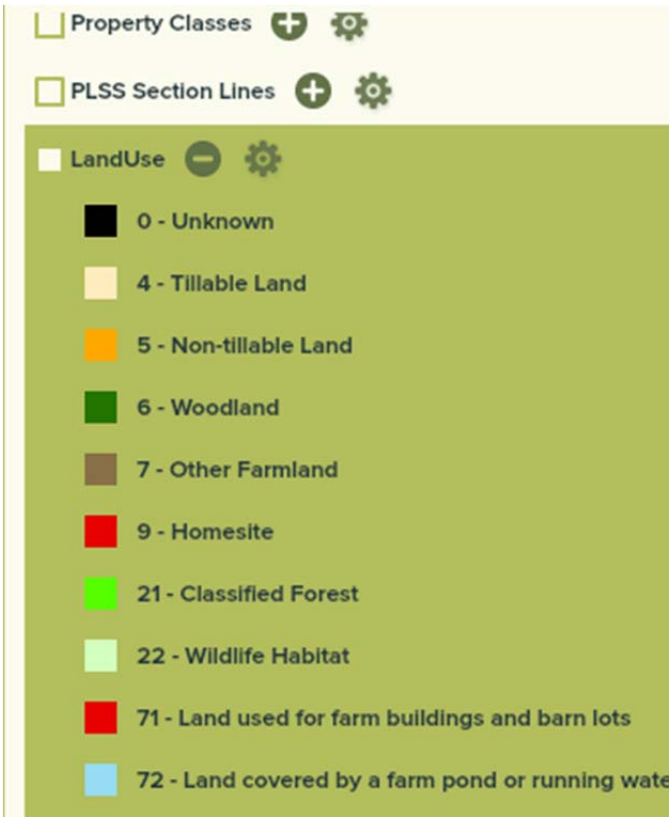
3. To add or remove a layer from a map, click the **MAP CONTENTS** tab at the far right of your workspace.



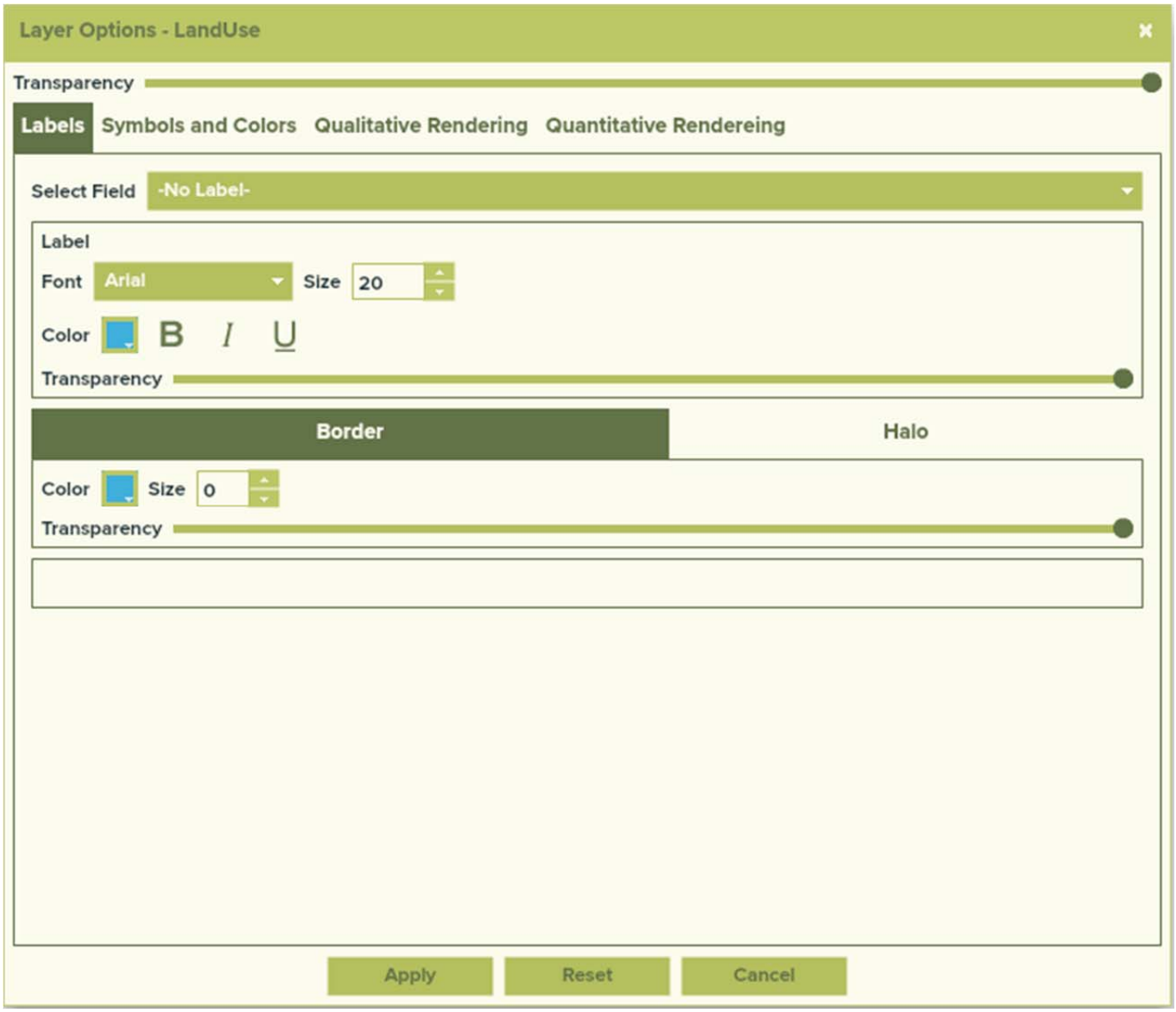
4. The lower menu will be populated with a variety of **Layers.** The vertical scrollbar on the right will allow you to see more choices. To **Display** a particular layer, check the box to its left. Uncheck the box to **Hide** a layer.

5. To find information in the map contents, enter your keyword in the **Filter** box at the bottom of the **Map Contents** menu.

6. A plus-sign icon and a gear icon sit to the right of each **Layer**. Click the **Plus Sign** to display a layer's **Legend**.



7. **BONUS SECTION – Changing the default map colors.** Click the **Gear** icon next to the **Parcels** layer to display the **Layer Options** pop-up, which will allow you to change your settings for **Labels**, **Symbols and Colors**, **Qualitative Rendering**, and **Quantitative Rendering**.


Layer Options - LandUse
Transparency
Labels
Symbols and Colors
Qualitative Rendering
Quantitative Rendereing
Select Field
-No Label-
Label
Font
Arial
Size
20
Color
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I
U
Transparency
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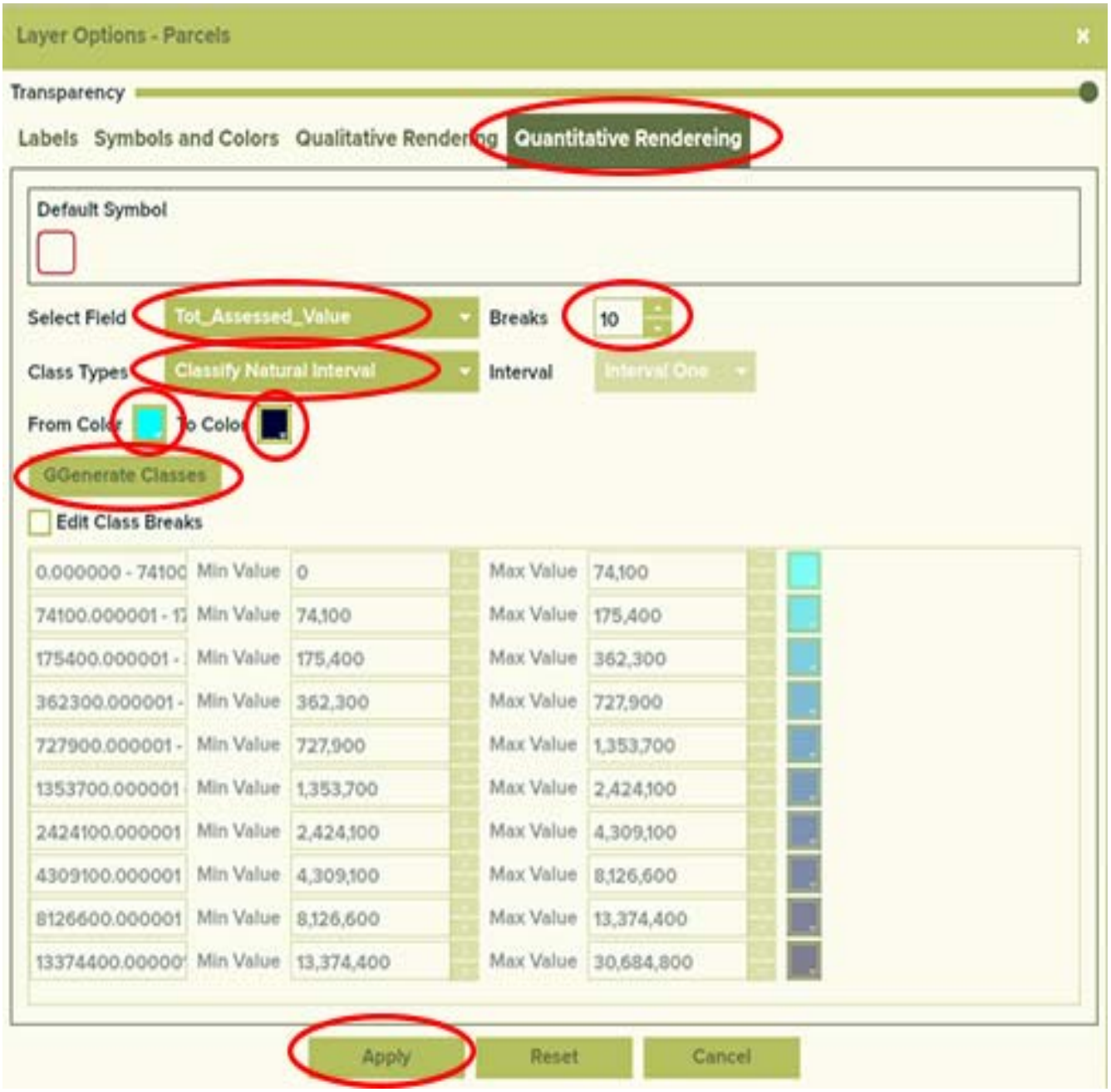
Color
Size
0
Transparency
Apply
Reset
Cancel

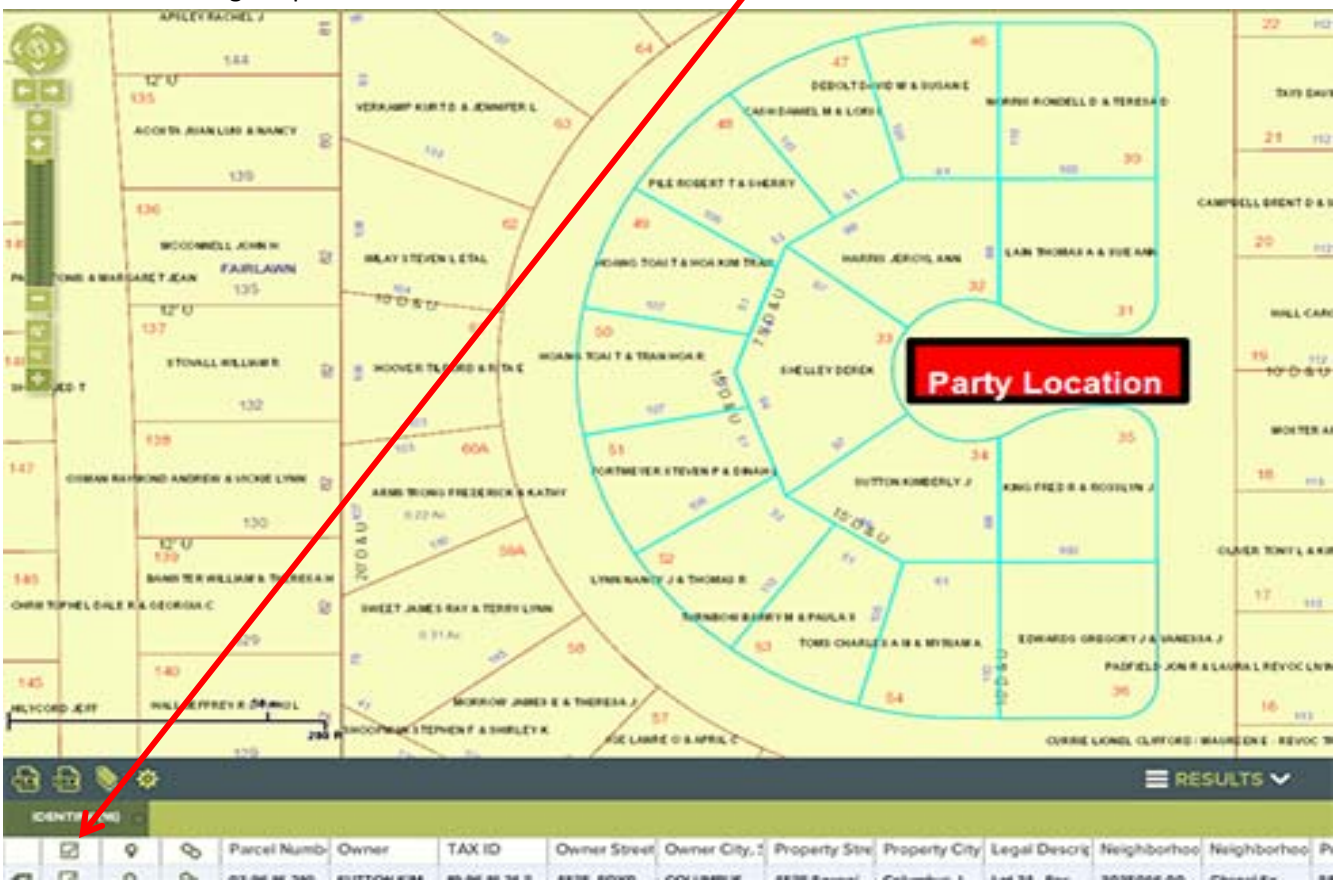
8. Click on the **Quantitative Rendering** Tab. Select **Tot_Assessed_Value** from the **Select Field** dropdown box. Set the **Breaks** to 10. Select **Classify Natural Interfal** from the **Class Types** dropdown box. Choose a **From Color**. Choose a **To Color**. Click the **GGenerate Classes** button. Lastly, Click the **Apply** button.

NOTE: To reset your parcel layer back to the default, Click the **Reset** button on the **Parcels Layer Options** dialog box.

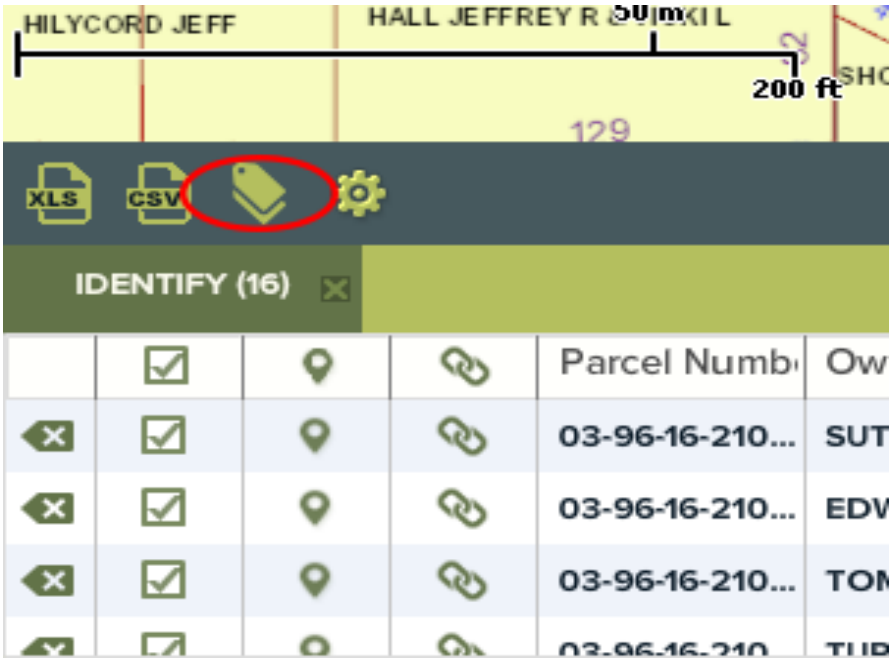


Exercise 10 - You are tasked with creating a mailing for an upcoming subdivision party. In this exercise, you will select parcels, add drawings and text to the map, and create a printable PDF to include in your mailing.

1. Zoom into your area of interest. Make sure the **Parcels** are turned on in the **MAP CONTENTS**.
2. Select a group of Parcels using either the line or polygon tool that was used in **Exercise 6**.
   Note: To highlight all of the parcels on the map, click the **Select All** records in the **Results** Window.
3. Add the following Graphic and Text.



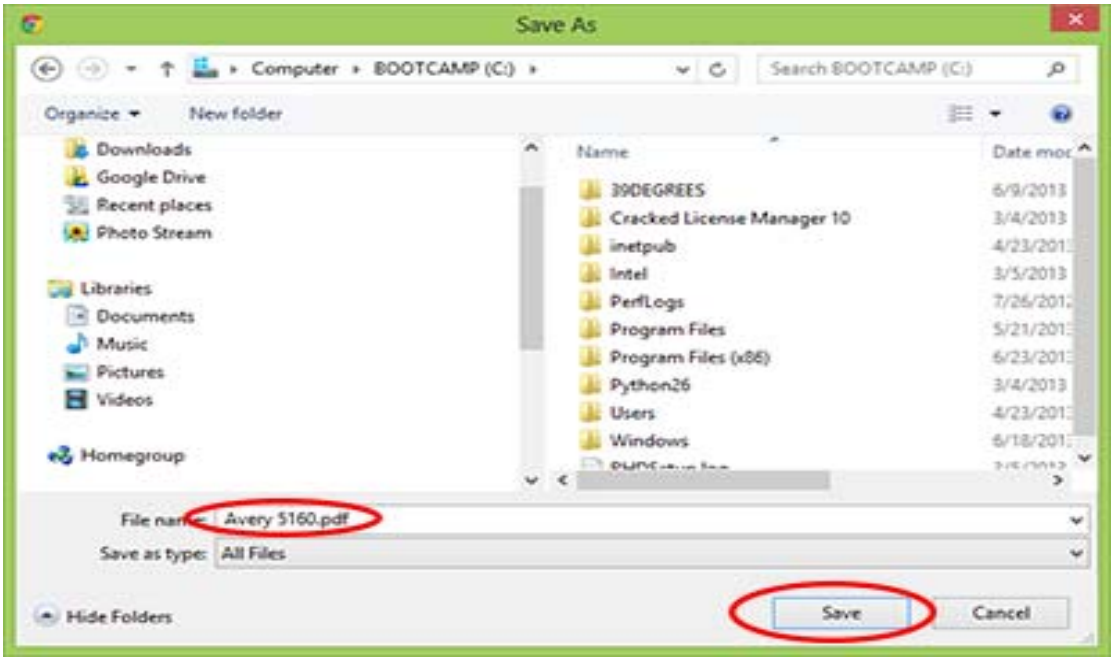
4. Create mailing labels. Click on the **Label Generator** button on the **RESULTS** window.



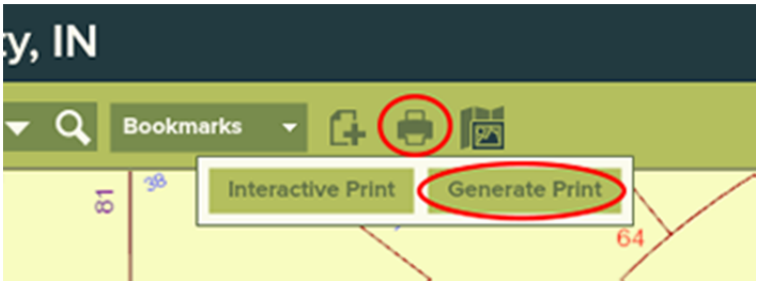
5. Select **Avery 5160** from the **Format** dropdown box. Choose **Owner** from the **Label – Address Line 1** dropdown box. Choose **Owner Street** from the **Label – Address Line 2** dropdown box. Choose **Owner City, ST & ZIP** from **the Label – Address Line 4** dropdown box. Then click the **Generate Labels** button.

Then click the Save Labels button.

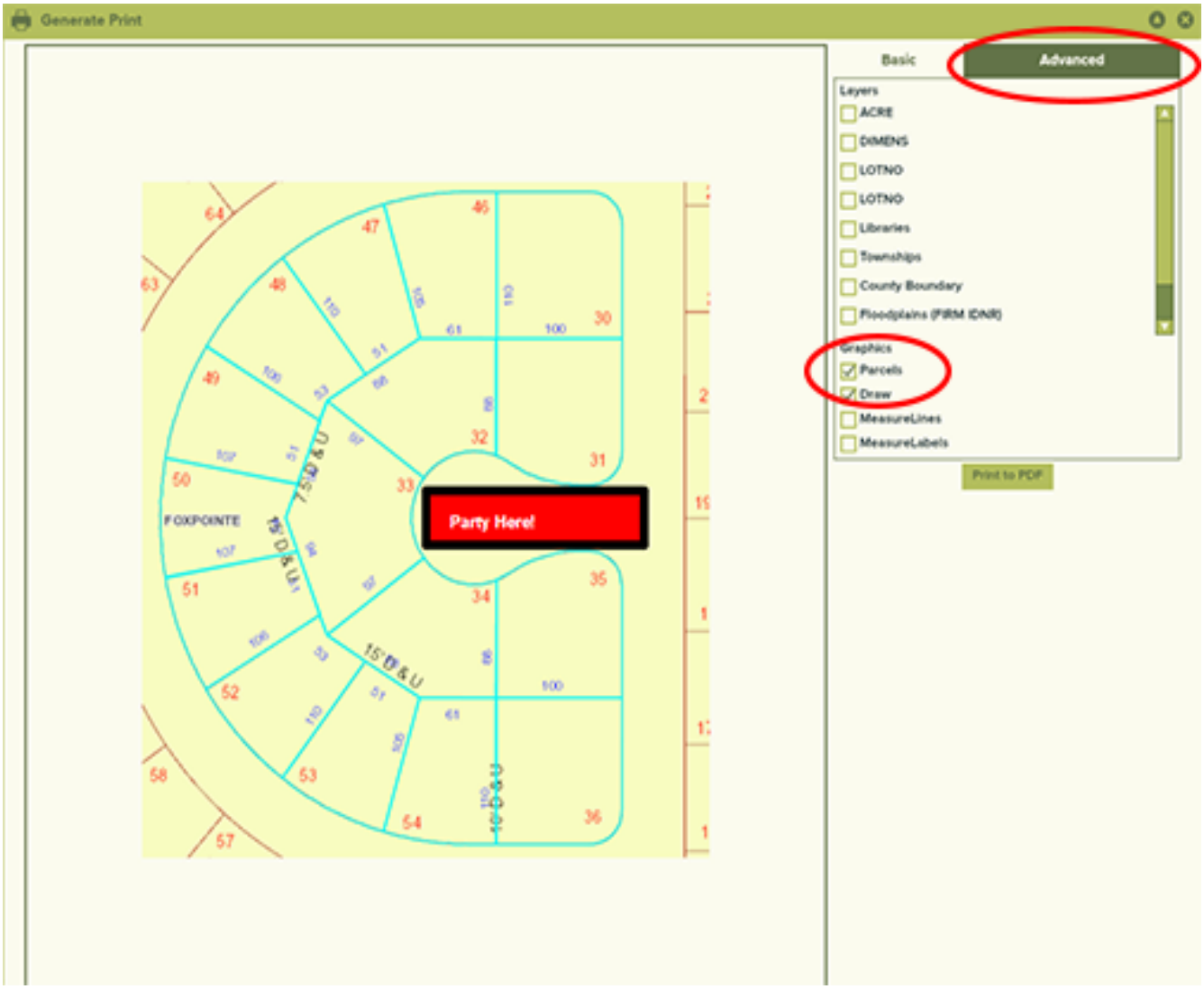
Then save the file to your computer. Make sure that .pdf is appended to the filename and click **Save**.



6. Create a PDF that can be inserted into your mailing. Click the **Printer** icon and then select **Generate Print**.



On the **Advanced** tab, Click **Parcels** and **Draw** under the **Graphics** section.



Then click the **Print to PDF** button. Then save the PDF to your computer.

****Challenging Exercise** – Create the most cartographic pleasing map that you can by altering the map colors and labels.