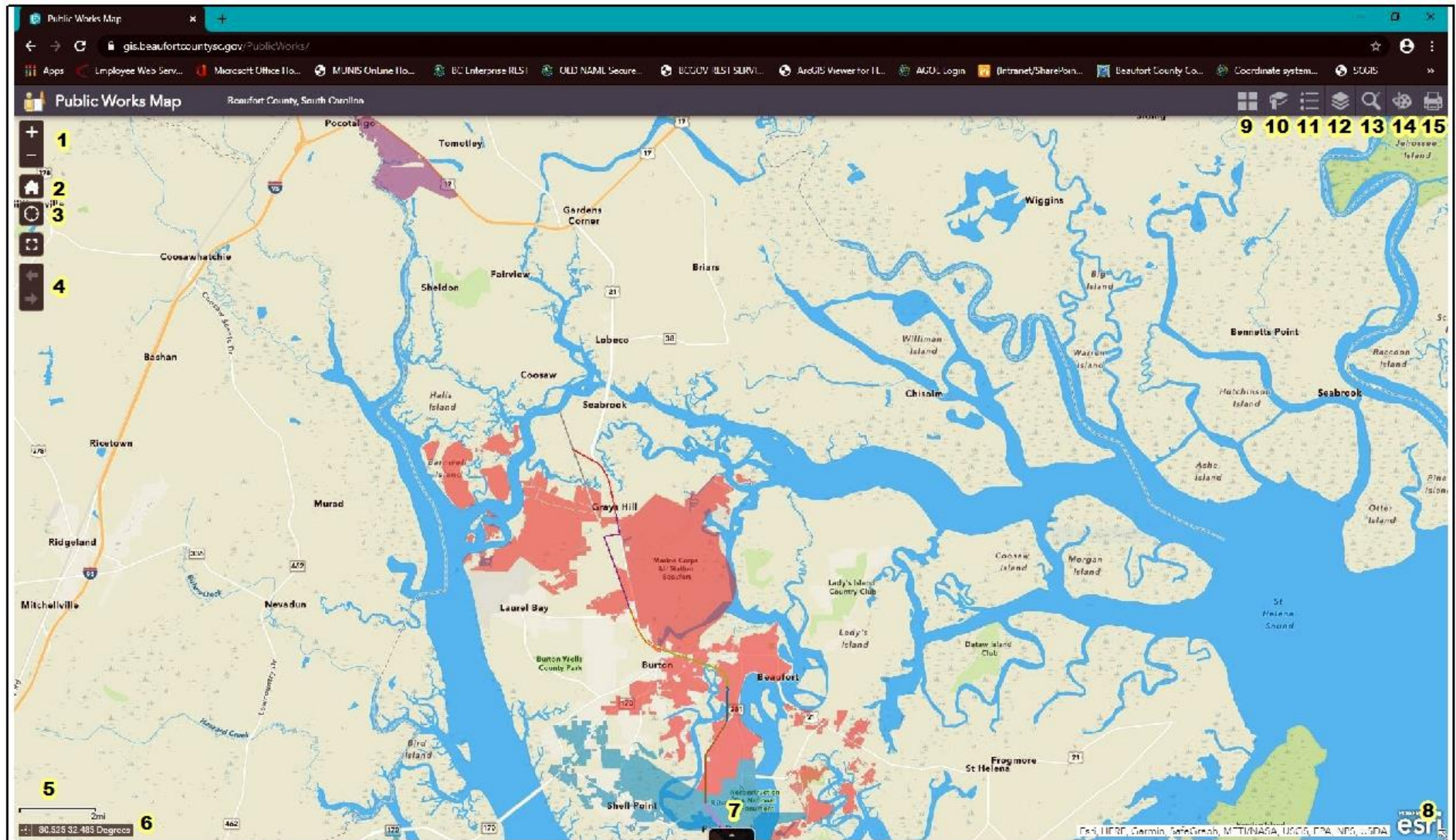


User Guide for Public Works Map Site (Spring 2020)

The new Beaufort County Mapping Site has many of the same functions as its predecessor. Here is a diagram showing the different ways to interact with it to get the information that you need.

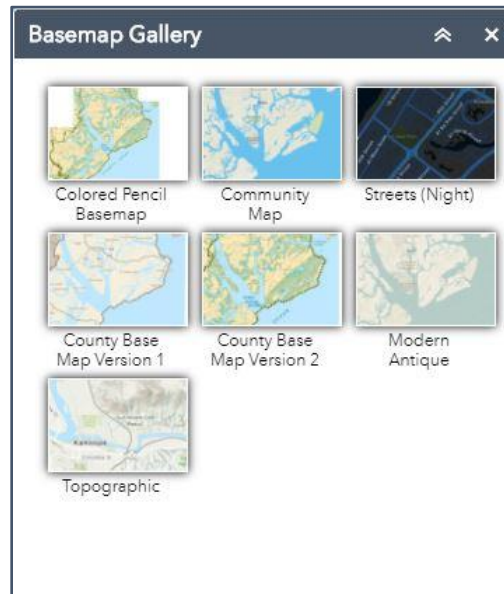


Beaufort County Public Works Mapping Site (2020 Edition)

1. Zoom Slider	6. Coordinates	11. Legend (Pg. 4)
2. Home	7. Attribute Table	12. Layer List (Pg. 5)
3. My Location	8. Map Overview	13. Enhanced Search (Pp. 6-7)
4. Extent Navigator	9. BaseMap Gallery (Pg. 3)	14. Draw (Pp. 8-12)
5. Scalebar	10. Bookmarks (Pg. 3)	15. Print (Pg. 13)

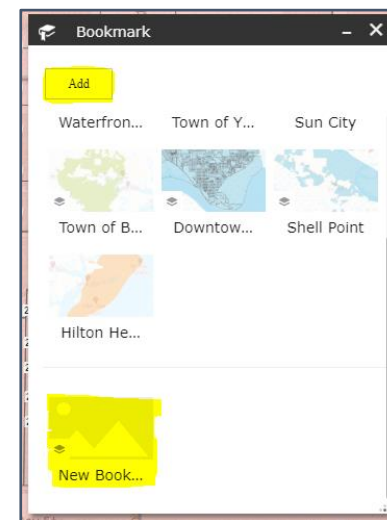
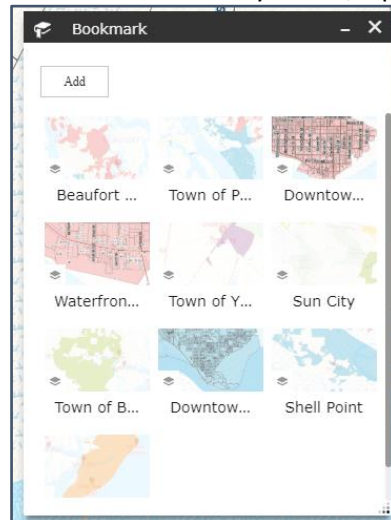
Basemap Gallery:

Open this option (at 9) by clicking on the button. This window opens up, and you can select the look of the map, changing the underlying background.



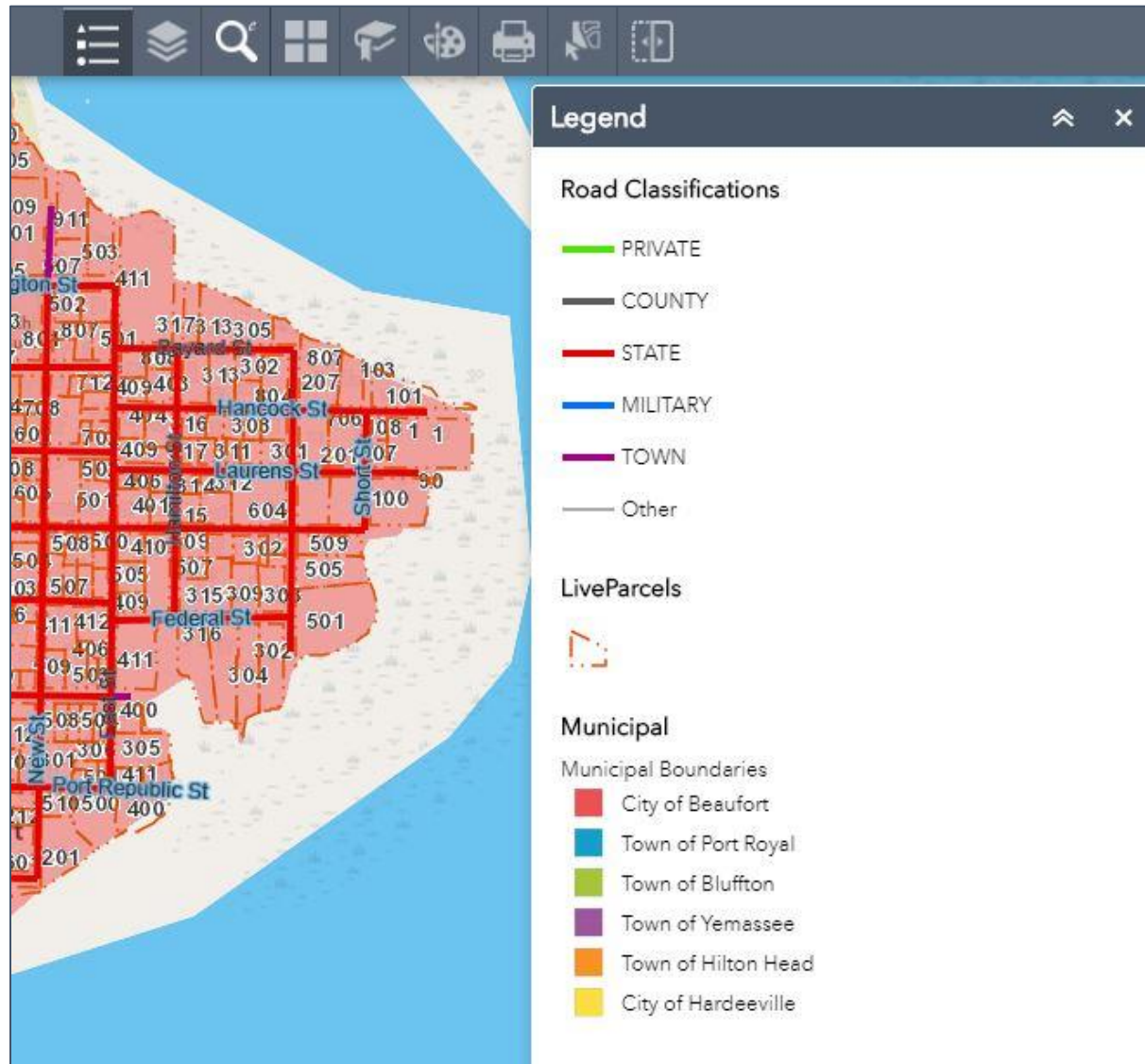
Bookmarks:

The bookmark tool (at 10) offers a way to zoom to regions within Beaufort County boundaries quickly. If you are working in an area that is not bookmarked and want to view it again while the map is open, you can add your own bookmark by clicking the "Add" button. Upon creating it, you can change the name to what you want. As long as you have access to this site from your PC, laptop, or mobile device, your bookmarks will remain intact.



Legend:

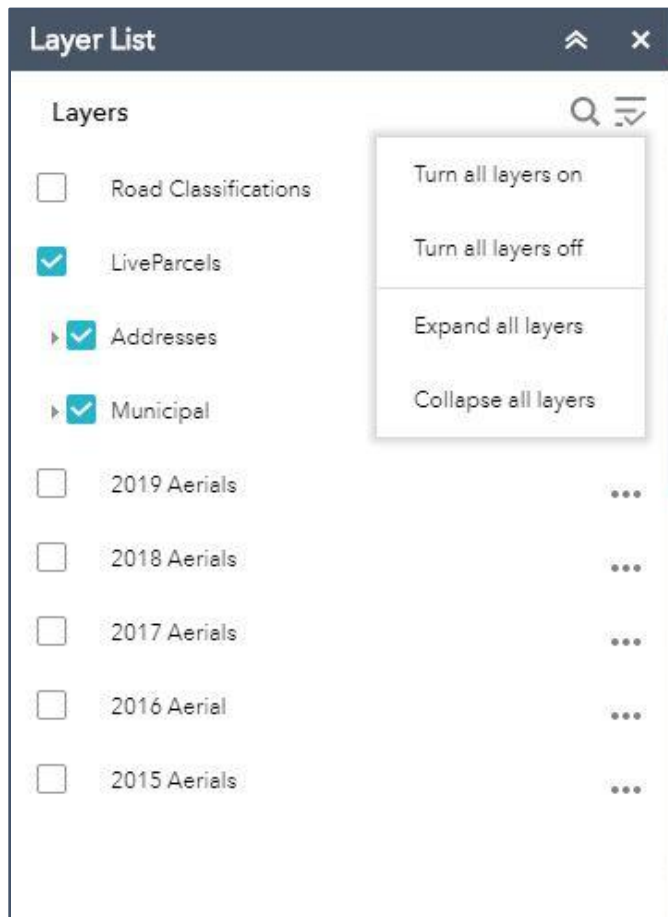
The map's Legend is opened with the button at 11. This shows the layers that are active and in the screen. It is simply informational. To turn layers off and on you will use the Layer List (at 12) to the zoom tools (at 1), and the extent navigator tool (at 4).



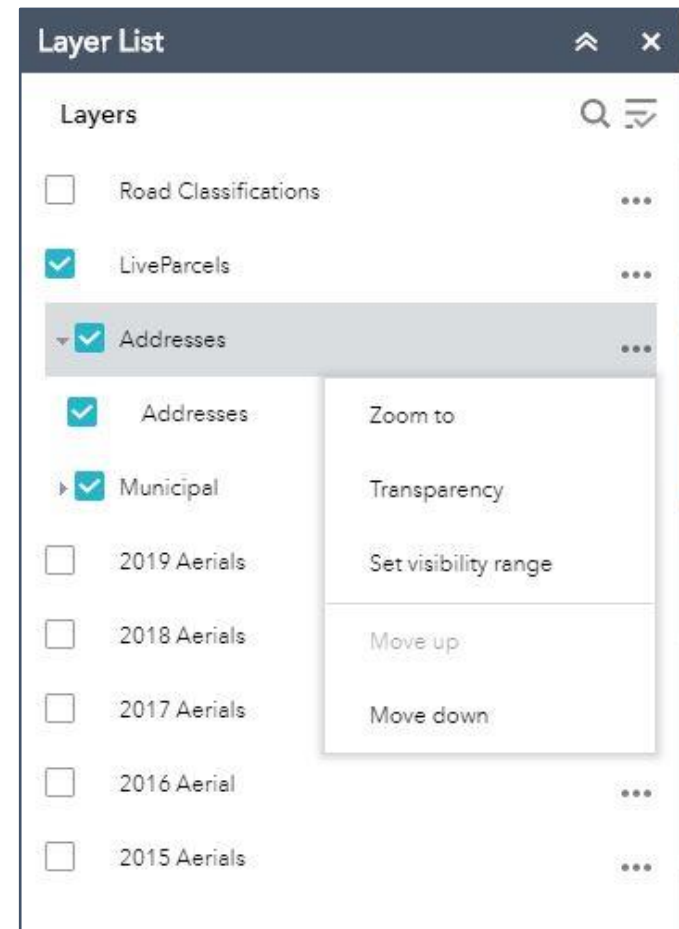
View Showing the Parcel, Street, and Municipal Layers as Active

Layer List:

The next button to the right (at 12) opens a window showing the layers available for you to interact with in the site. Click on the check-mark next to the layer name to turn on or off. Note that when the name is slightly grayed-out, it means that the layer is not visible at that time because of the zoom setting. Zoom in or out to make the grayed-out layer show up.



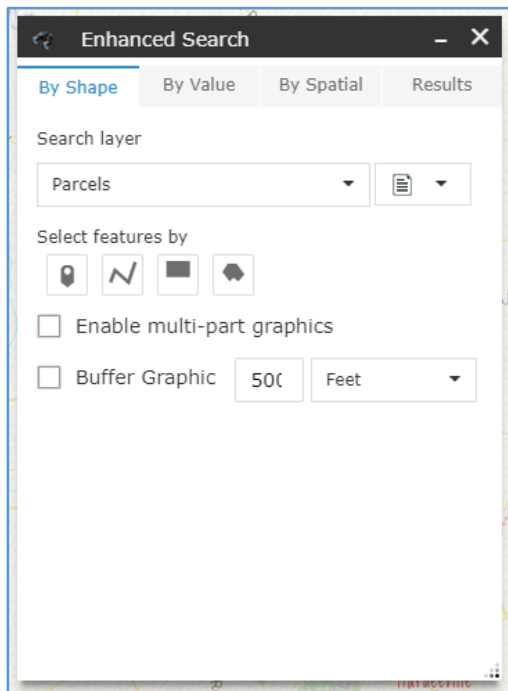
Button in Upper Right Corner Shows these Options



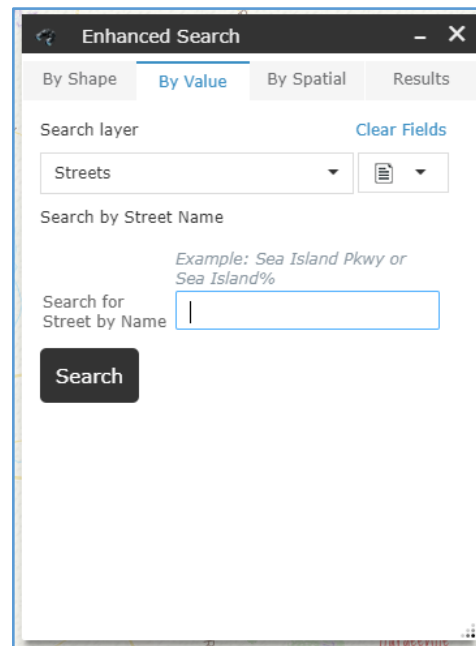
Click on the 3 Dots for Zoom and Visibility Options

Enhanced Search:

With this tool (Button 13) you can search for items within the Parcel, Street, and Address layers. Search by shape (the first panel), or by entering a value (the second panel), to generate a list of results. After you have results, you can add or take away from your list by using spatial methods to further refine your search (the third panel).

The image shows the 'Enhanced Search' window with the 'By Shape' tab selected. The 'Search layer' dropdown is set to 'Parcels'. Under 'Select features by', there are four icons: a location pin, a line, a rectangle, and a polygon. Below these are two checkboxes: 'Enable multi-part graphics' and 'Buffer Graphic'. The 'Buffer Graphic' checkbox is checked, and next to it are input fields for '500' and a unit dropdown set to 'Feet'.

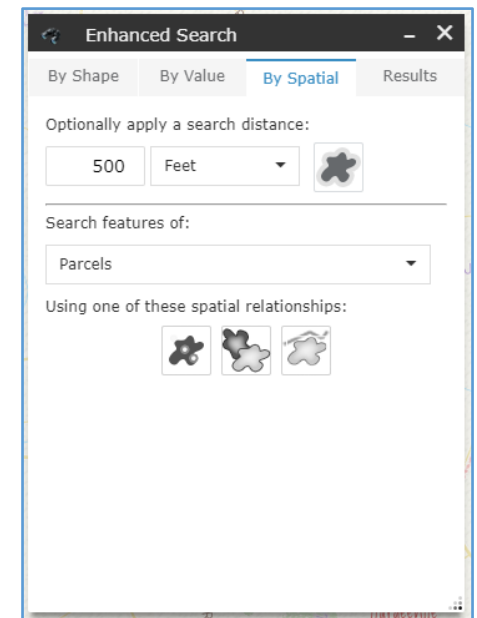
The first panel offers an interactive search by drawing on the map to include features for results.

The image shows the 'Enhanced Search' window with the 'By Value' tab selected. The 'Search layer' dropdown is set to 'Streets'. There is a 'Clear Fields' link. Below is the 'Search by Street Name' section, which includes an example text 'Example: Sea Island Pkwy or Sea Island%' and a text input field. A 'Search' button is at the bottom.

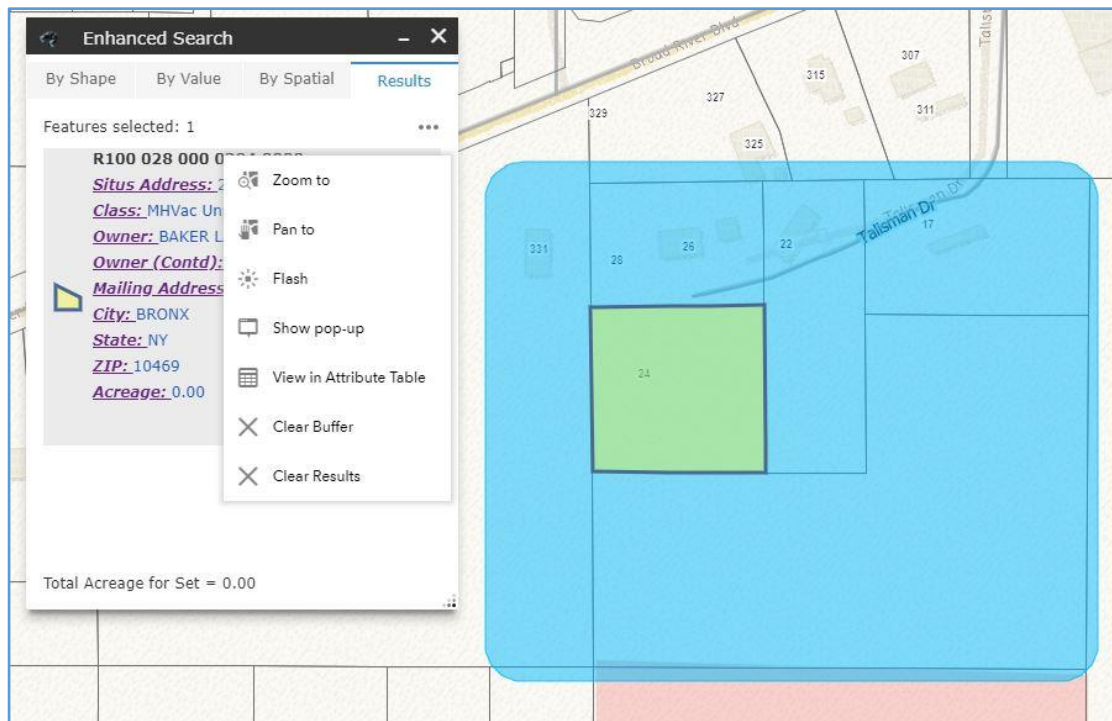
Looking for Parcels? Type in PIN or Owner Name.

Streets? Search by Street Name.

*Address? Type in the **entire** street address, or just the number and street name, followed by a %*

The image shows the 'Enhanced Search' window with the 'By Spatial' tab selected. It has options for 'By Shape', 'By Value', 'By Spatial', and 'Results'. The 'By Spatial' tab is active. There is a section 'Optionally apply a search distance:' with input fields for '500' and 'Feet', and a spatial relationship icon. Below is 'Search features of:' with a dropdown set to 'Parcels'. At the bottom, it says 'Using one of these spatial relationships:' with three icons representing different spatial relationships.

After searching by drawing a shape OR by entering a value, you can opt to enhance your search by applying a buffer around your results, or by the three different "Spatial Relationships" to target what you need.



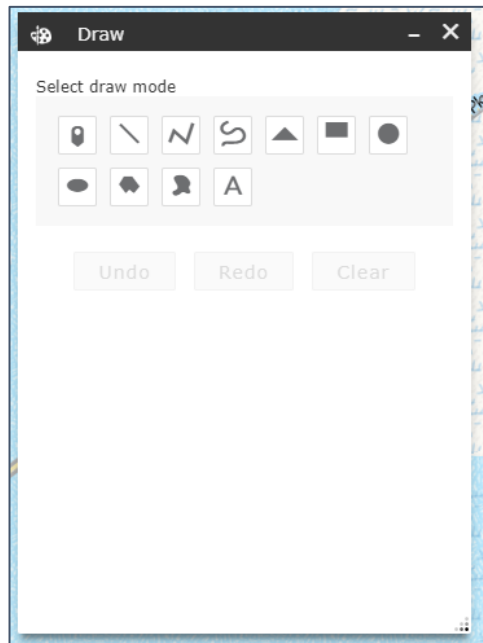
Results list from a Parcels search. Note the different Feature action items offered when you click on the ellipse button (3-dots)



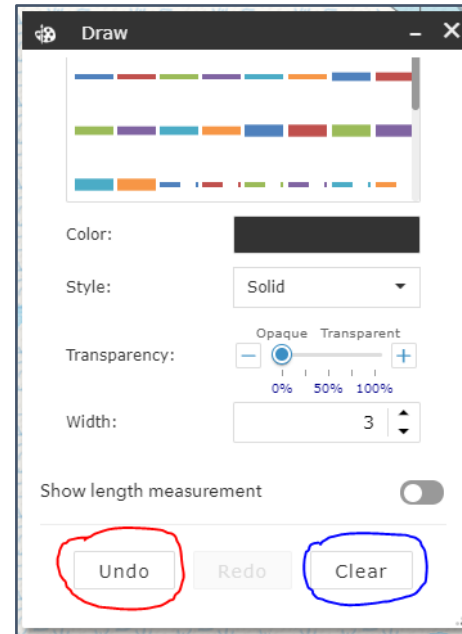
Clicking one the text links at the bottom of the Parcel Results list opens to the Real Property record, or the District location information for that parcel

Draw:

You can use the Print function (at 15) to export the map view at any point, but to make your own information on the map, and save it out as a PDF or other image, use the Draw Tool (Button 14). With this versatile tool you can mark the view with various shapes and place measurement information as well. Options for measurement are area, linear, and point location, based on the kind of drawing you perform at the time.



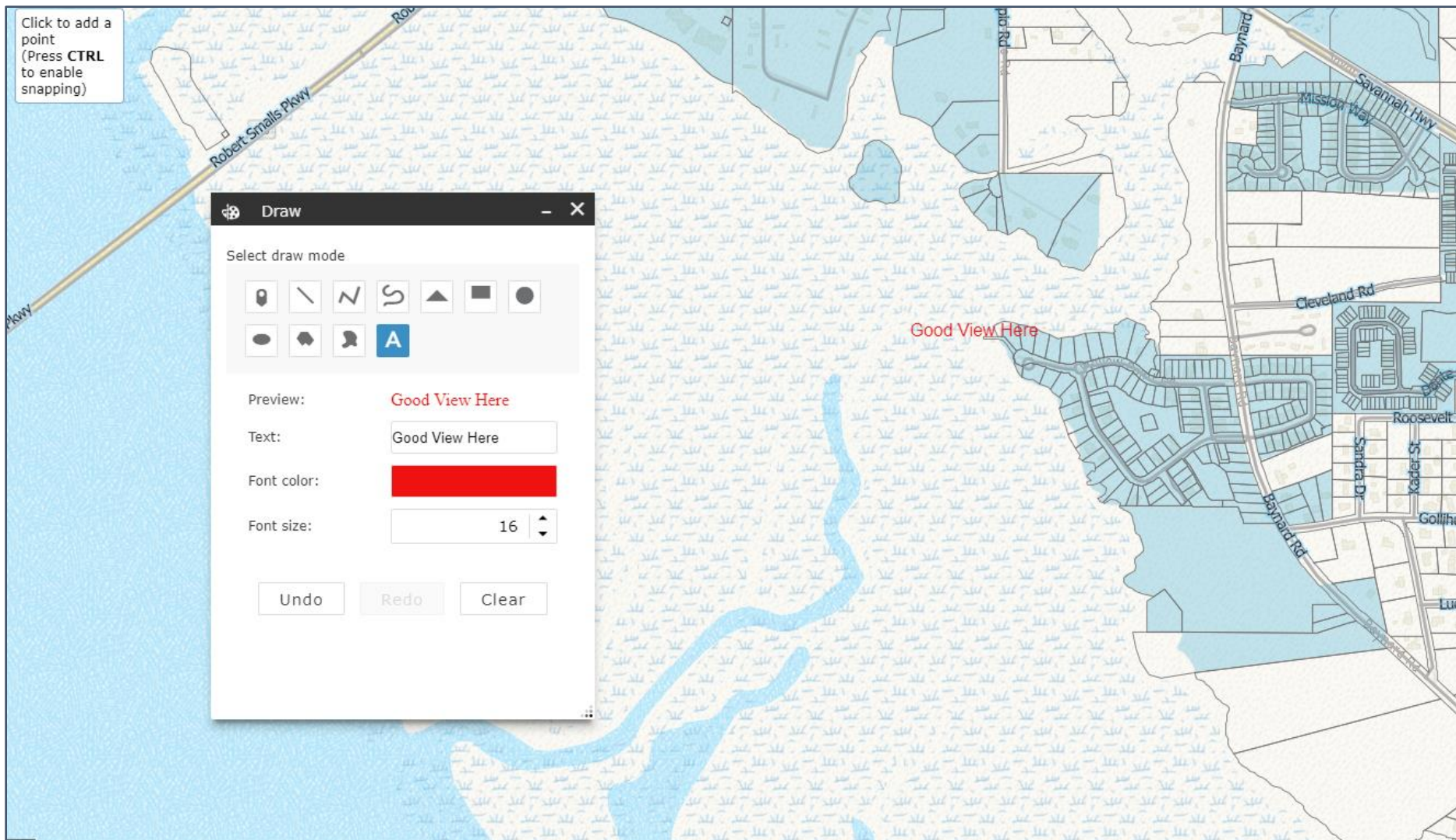
Select which Mode to Use, Point, Lines, Area Shapes, or Text



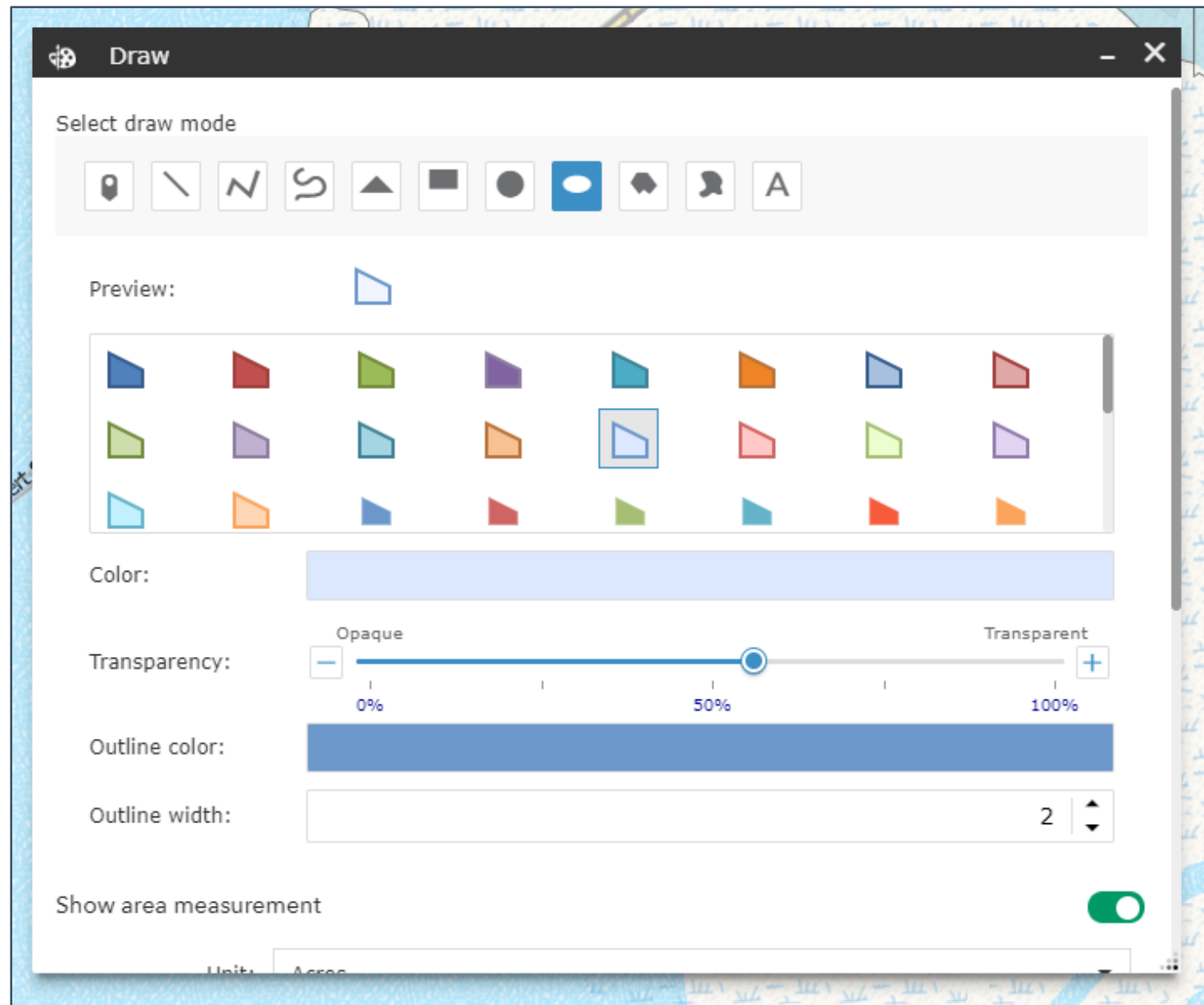
Showing the Linear Mode.

Each mode offers options for changing look of the drawn element, in terms of color, style, and visibility. The geometric options (all except for Text) offer options for showing measurement, and then the units that you want to show.

The Undo button will delete the last drawn element, and the Clear button will delete all the drawings that you have placed in the map. Use these wisely!



Text Drawing Dialogue



Ellipse Draw Mode, Showing Options for Fill and Outline Color, and Transparency

 Draw

0%50%100%

Outline color:

Outline width:

2

Show area measurement

Unit:

Acres

Font color:

Font size:

16

Show perimeter measurement

Unit:

Feet

Font color:

Font size:

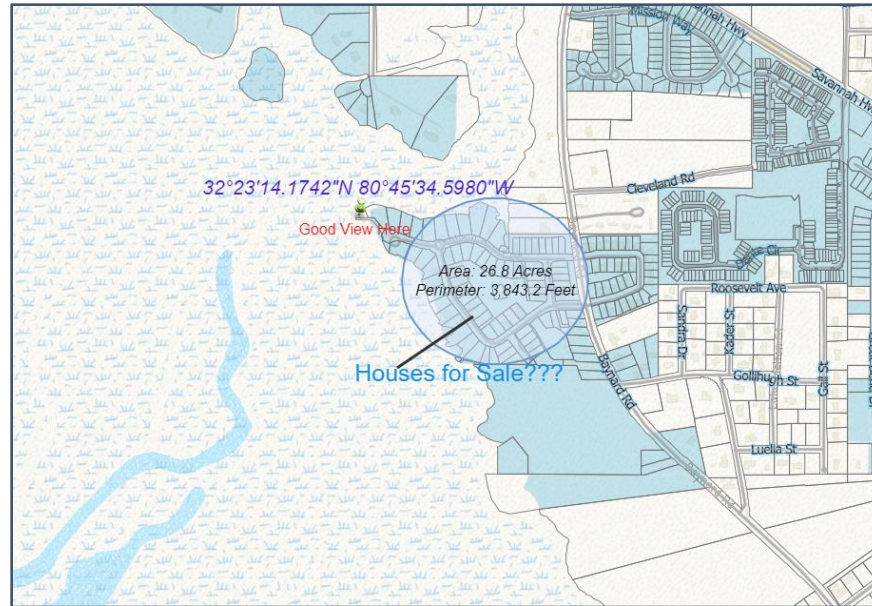
16

Undo

Redo

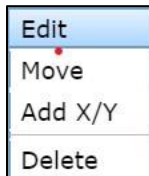
Clear

Measurement Options for an Area Mode Drawing

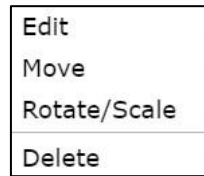


Map View Showing Drawings and Measurement Results for Point, Line, and Areas. Ready for Print, or saving as an Image File.

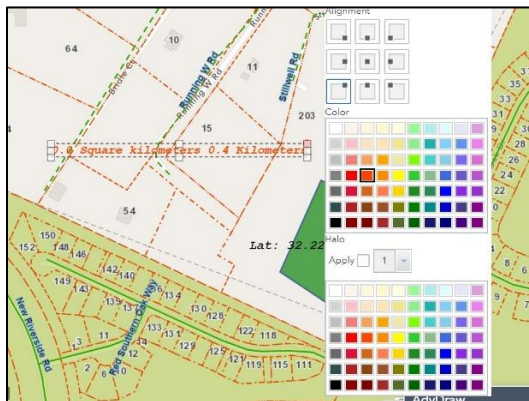
Draw Tool Update (4/6/2020): Now with an edit function, you can alter the size, shape, rotation, text color and verbiage, among other things with your graphic mark-ups. Hover over the item and right-click to see available menus.



Point edit menu.

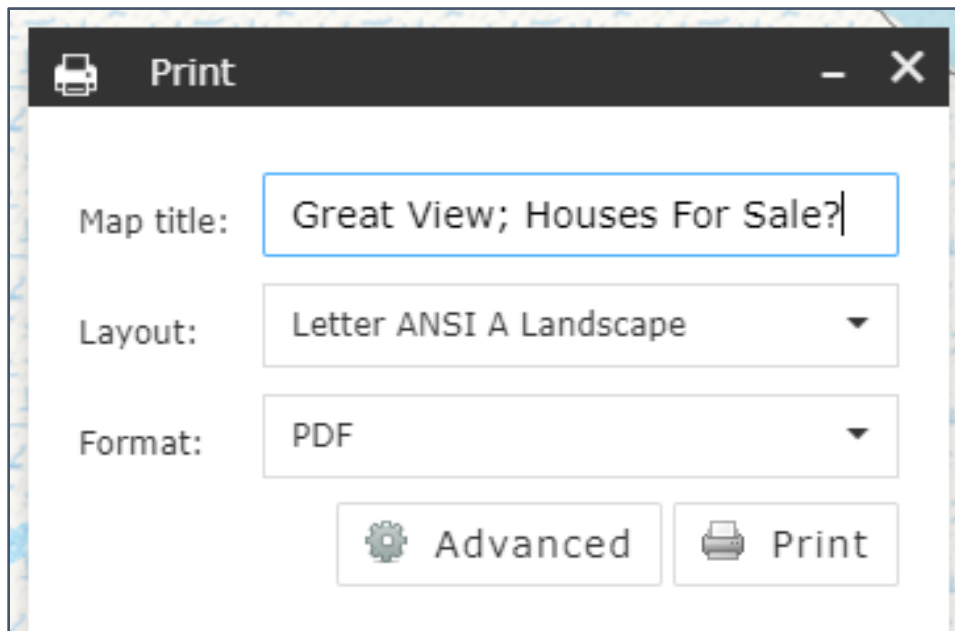


Polygon edit menu.



Text edit menu. Offers location change, color change, size, and applying/removing halo.

Print:



Once you have a map view that you want to save, you can print or save it as a type of image file. When you open the Print tool (at 15), you can give your map a title, choose the size and orientation of the map, and what kind of image file you want to use. The Advanced button opens a window with options for scale, labeling, including or excluding the legend (it is included by default), the size and shape of the map view, scale bar units, and print quality.

When ready, hit Print and it will allow you to save the image file to any area on your machine.

