

# City of Grand Forks City-wide GIS

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## Map Toolbars



Copy – Allows you to copy the view that you have on the screen and paste into another program.



Pick Arrow – The Pick Arrow is used for picking objects in the map. Use for choosing pipes or parcels that you would like reported. Make sure this is clicked before you click on an object.



Pan Control – The Pan control allows you to click and drag the map in the direction that you drag. Click and hold the left mouse button and move the area in the direction that you want to move the map.



Zoom In – Zoom in allows you to click the Magnifying glass over an area and zoom in at a given zoom scale. Each time you click on the map, it zooms in closer to the area you are centered. You can also left-click and drag a square around an area to zoom to a specific window.



Zoom Out – Zoom out allows you to click the Magnifying glass over an area and zoom out at a given zoom scale. Each time you click on the map, it zooms out further to the area you are centered.



Zoom Previous – Zooms to the last zoom level you were zoomed to.



Zoom Goto – Lets you zoom to specific map element. Example: You can zoom to a specific project by entering the type of project, the project number, and the distance you want to zoom to.

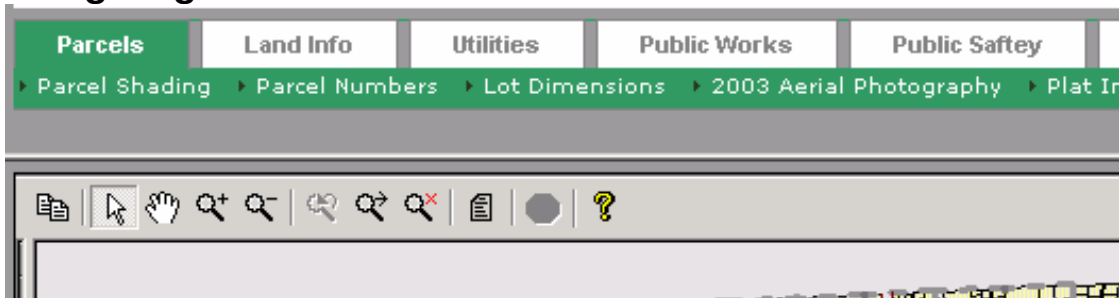


Unzoom – Zooms you back to the original map of the entire city.

## Reporting data

1. Make sure the select arrow is selected
2. Click an object on the map to view associated data
3. The associated data will report on the right side of the screen

## Navigating Menus



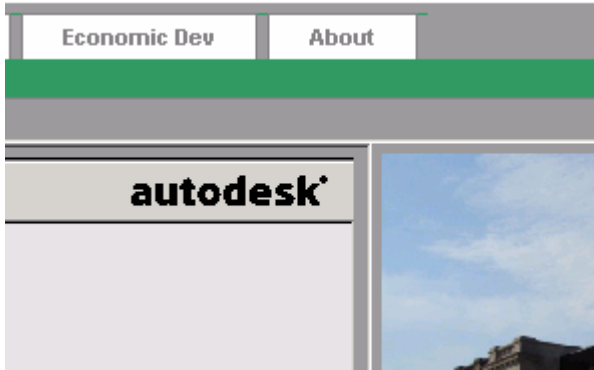
Click on the main menu title. Sub-menu below will refresh with new items.

## Buffering data

1. Zoom to property or item you want to buffer
2. Make sure selection arrow is active
3. Double-click the property you want to buffer
4. Enter the buffer distance
5. Click on the new buffered area
6. The list of buffered properties will report on the right

To remove buffer double-click another property outside of the buffer. When prompted for a distance click cancel.

## Resizing map area



1. Hover the tip of the pointer over the thin white border between the report window and the map window.
2. Left-click and drag the pointer in either direction
3. This works for the top and right side of the map area

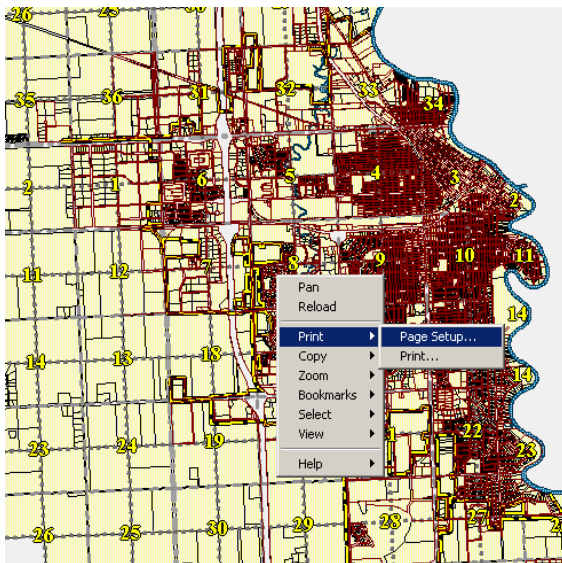
## Searching data

1. Click The “Tools” menu tab on the top
2. Click “Simple Search” on the submenu
3. A search box will show in the reports window
4. Enter the search item you are interested in

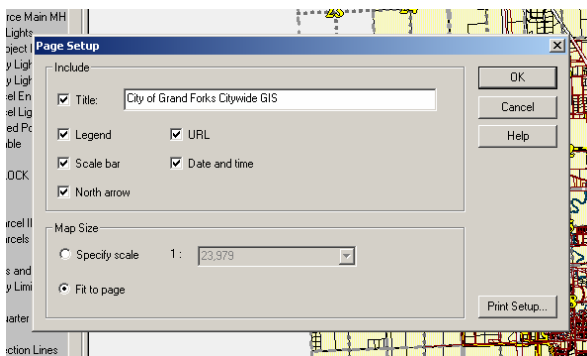
## Redlining (adding info to a map)

1. Click “Tools” on the menu tab on top
2. Click Redlining on the submenu
3. Drawing tools will show up in the right window

## Printing



Detailed printing – If you would like to have a print to scale, with a title, legend, Etc. First, Right click on the map area. On the menu, move to “Print” on the secondary menu move to “Page Setup” and Left click.



On the Page setup menu click the items you would like to have on your print-out.

Note: When you click OK it will set the page setup, it will not print the page.

To print right click on the map again and move to print, then click print on the secondary menu.

### **Getting a Distance**

To get a distance on the map, Right click on the map area. Move to View, on the secondary menu click Distance. On the map pick a point. Follow that point by as many points you would like to see distances for. To cancel the command, left double-click anywhere on the map area.