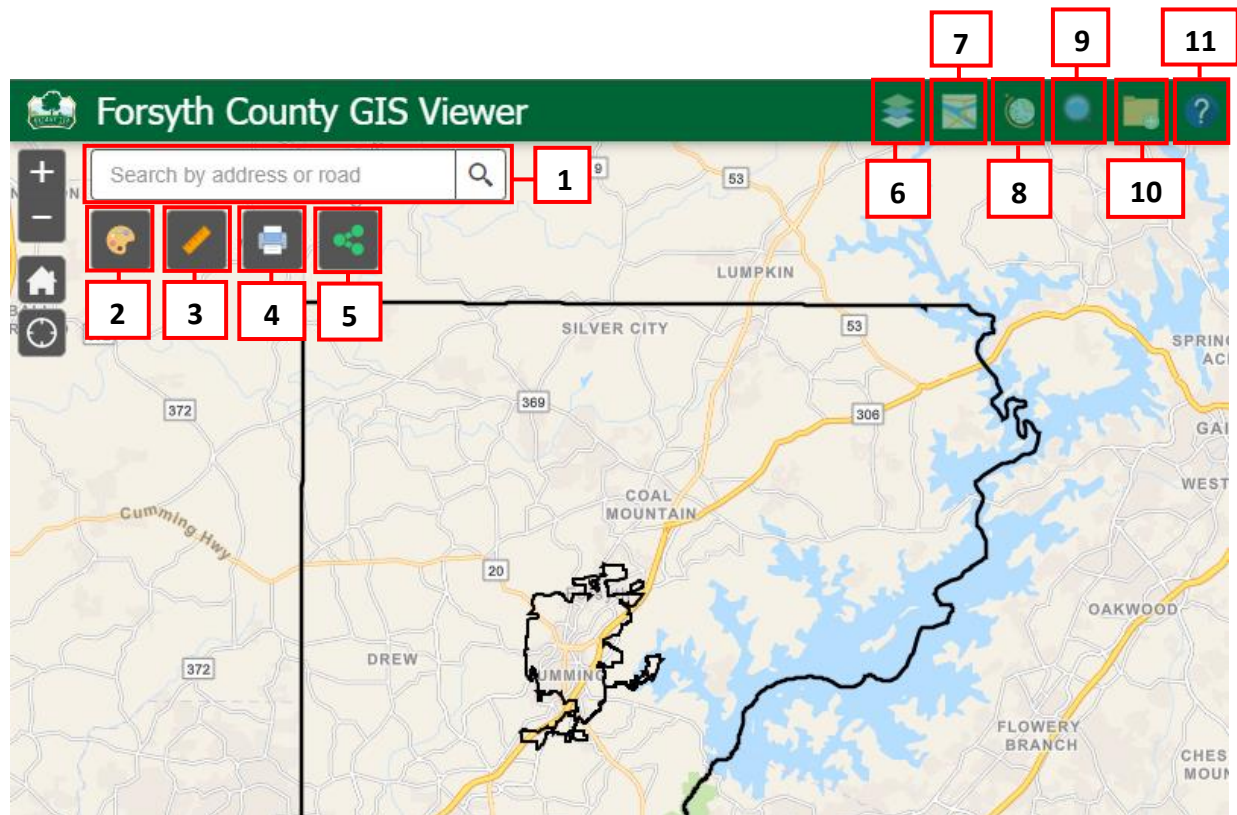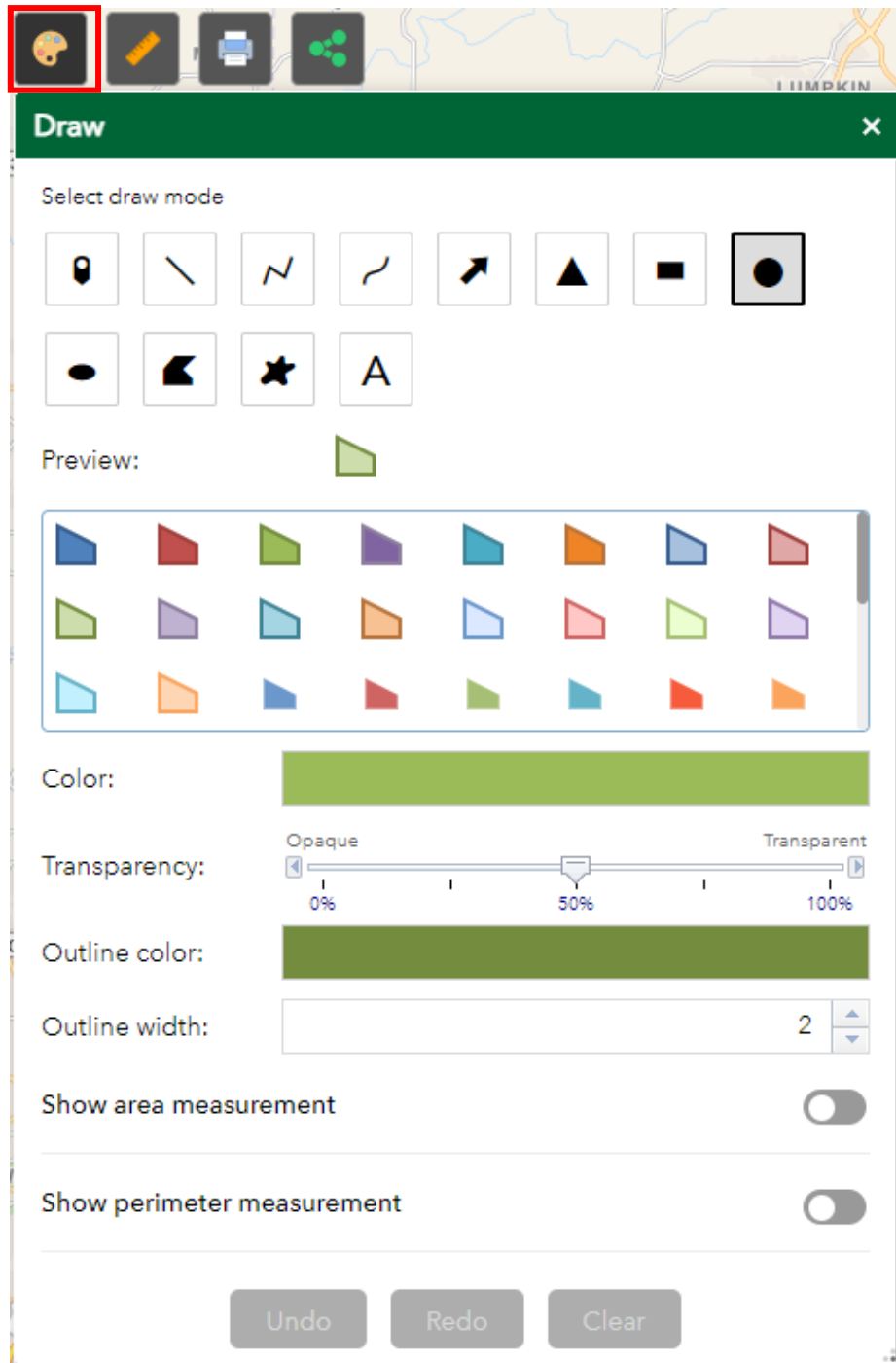# GIS Viewer Training Manual

1. Quick Address Lookup
- Click in the 'Search by Address or Feature' box
- Type in an address, subdivision/phase, or park name

2. Draw Tool

The Draw tool will allow users to make map annotations. These annotations will appear temporarily on the GIS Viewer and will not re-draw upon page refresh. This is a great tool to add custom content to the map.
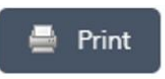
3. Measurement Tool

The Measure tool allows you to calculate the distance from on point to another, or the area of a defined shape. This tool uses locational accuracy to estimate the distances, and areas on the map.
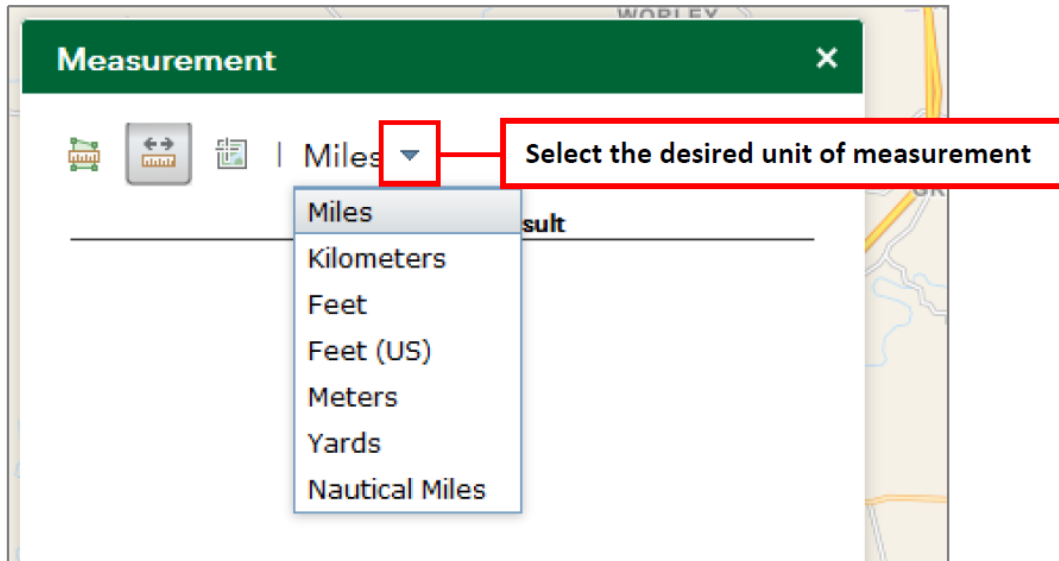
4. Print Tool

The Print tool can be used to export the map image to a PDF, or other media format. This tool will take a still image of the existing display for export. It will also print any drawings or measurements from the display.

To print a map to scale, select Advanced in the print window. Enter in the scale you wish in Force scale. Notice the default output spatial reference is 102100, WGS_1984_Web_Mercatur_Auxiliary_Sphere.

You must change this to: NAD_1983_StatePlane_Georgia_West. This is easily done by replacing '102100' with '2240'. Once you see the spatial reference change, you will be able to print to the scale you have set. For example, to print 1" = 50', select Force Scale and set value to 600 (or 1200 for 1' = 100', etc).

Commonly used values:

Forced Scale	Engineer Scale
1200	1 inch = 100 feet
63360	1 inch = 1 mile
39370	1 inch = 1 kilometer

5. Share Tool

The Share tool will provide a quick URL to share with others.
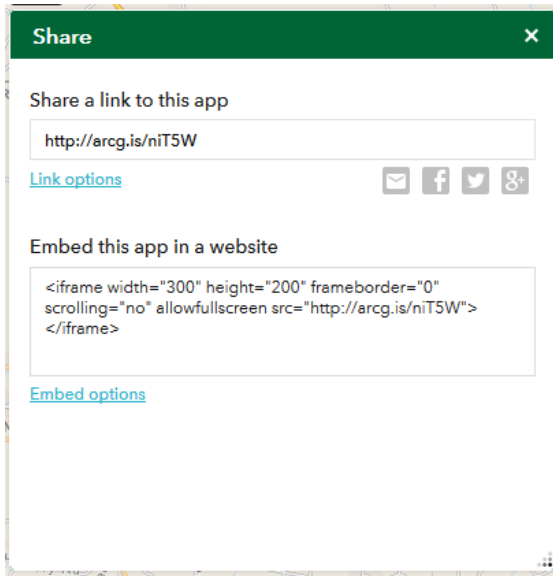
6. Layer List

The Layer List is used to turn layer visibility on and off. You can also perform the following functions: Zoom to, alter the layers Transparency (will cause the layer to fade in or out), hide labels, and move layer up and down (this will cause the layer to sit on top of other layers).

Check mark for layer visibility

Must zoom past a certain extent to view data – notice layer is greyed out

Select for additional layer options
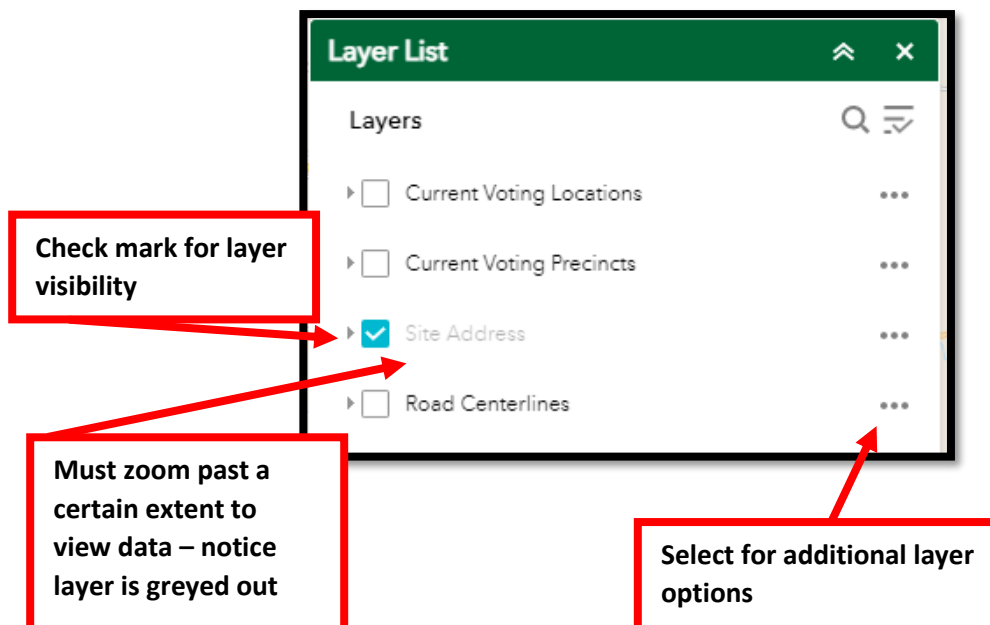
7. Legend

Clicking the legend button will show the current layers visible on the map extent and how they are represented on the map.

8. Base map

This button allows users to swap out the background image to other alternatives like topographic, night mode, and terrain maps. This will not alter the available layers. It will only change the background map image.

9. Search Tool

The Search tool is designed to provide a series of searches that will allow users to navigate quickly to different points on the map. To search, click on one of the available search functions. This will open the query interface where users will be prompted to enter relevant search information. Click Apply to execute the search. If you would like to search again you can click the back-arrow button in the top left to go back to the main search page.

Query

| Tasks | **Results** |

Search by Address _Query result

Number of features found: 1

SiteAddress: E Main St

Site Address ID   104294
Full Address Number   110
Address Unit Type
Address Unit Number
Full Road Name   E Main St
Full Address   110 E Main St
Municipality Name   Cumming
Description   Government and Military
Status   Current
Parcel ID   C16 038
Zip Code   30040

The Results tab will display the returned query results

Query

| **Tasks** | Results |

←   Search by Address

Query criteria
Enter Address

110 e main st

Type Address...

UPPER(FULLADDR) = '110 E MAIN ST'

For a new search, click on the back-arrow on the Tasks tab

10. Add Data

The Add Data tool is the workhorse of this application. To increase efficiency and performance within the application Forsyth County GIS has undertaken a simplistic approach for map navigation. The add data tool gives users the ability to add additional data layers that are publicly hosted within Forsyth County GIS. These layers are added to the top of the Layer List where users can interact more with the layer. In the bottom right corner of the widget the layers icon gives access to removing the layers from the map once you have added them. Once inside of the layers window you can click the back button to return to the screen where you can add additional layer.
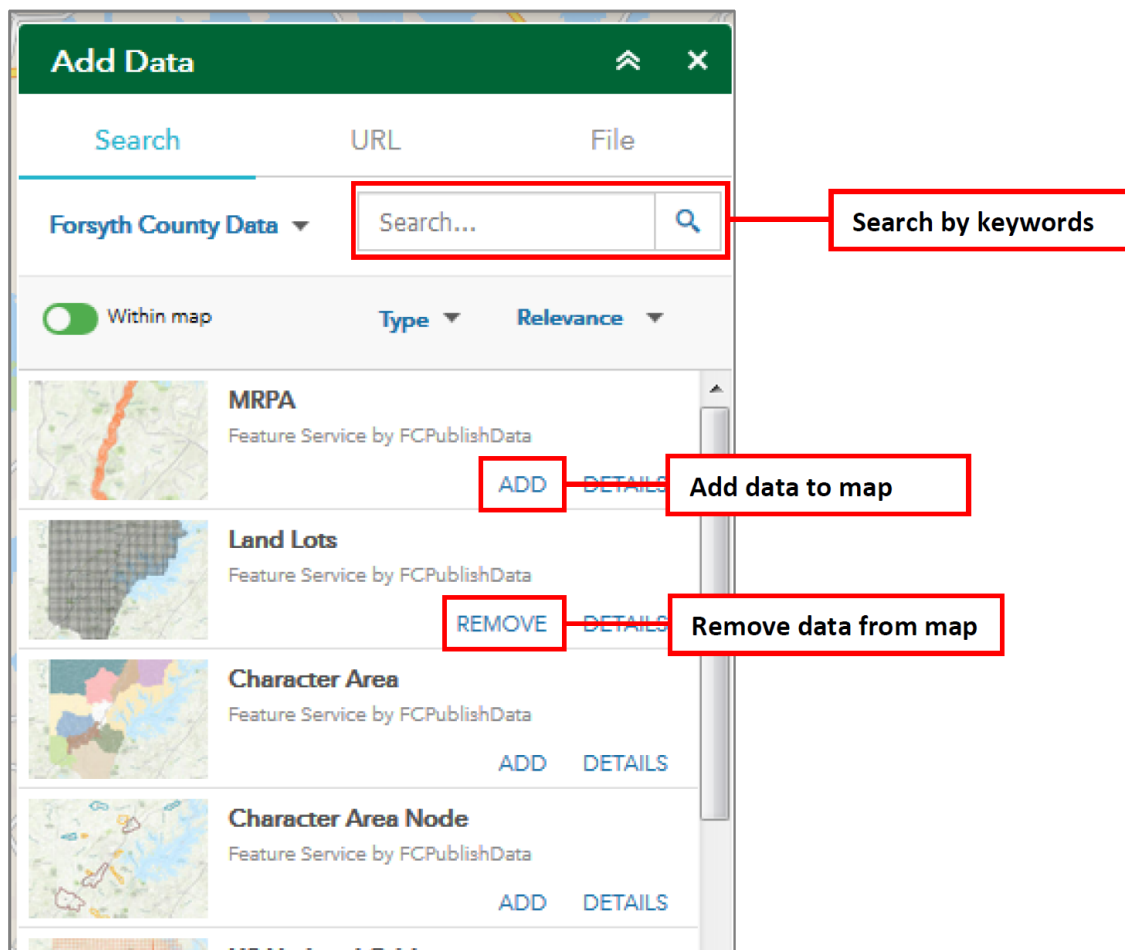
11. Help

The Help button provides quick information to help users best utilize the GIS Viewer and other GIS web applications. Located here are links for tutorials, open data, and this help document.