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Useful Shortcuts

Windows Computer / Linux

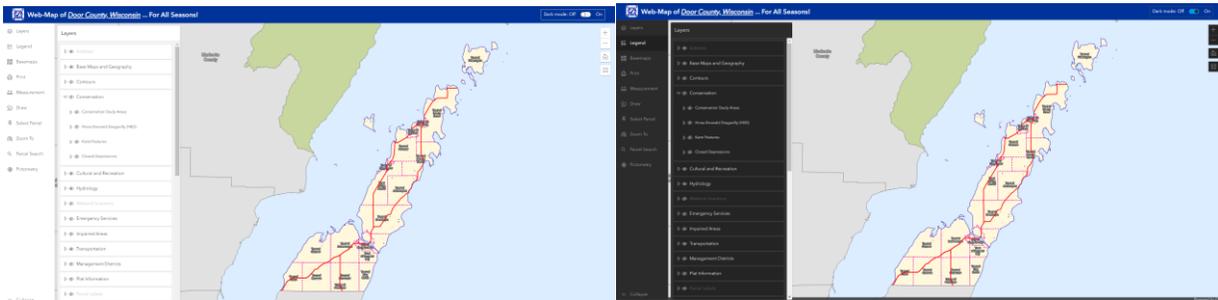
- **Shift + left click and drag** (This is used to draw a rectangle and zoom to a specific area on the map)
- **Ctrl + F** (This is for finding items in a list easier)

Mac Computer

- **Shift + left click and drag** (This is used to draw a rectangle and zoom to a specific area on the map)
- **Cmd + F** (This is for finding items in a list easier)

First Map View

Dark Mode on/off – This is used to change your viewing experience from a light to a dark screen



+ button – This is used to zoom in on the map

- button – This is used to zoom out on the map

Home button – This is to go back to default extent

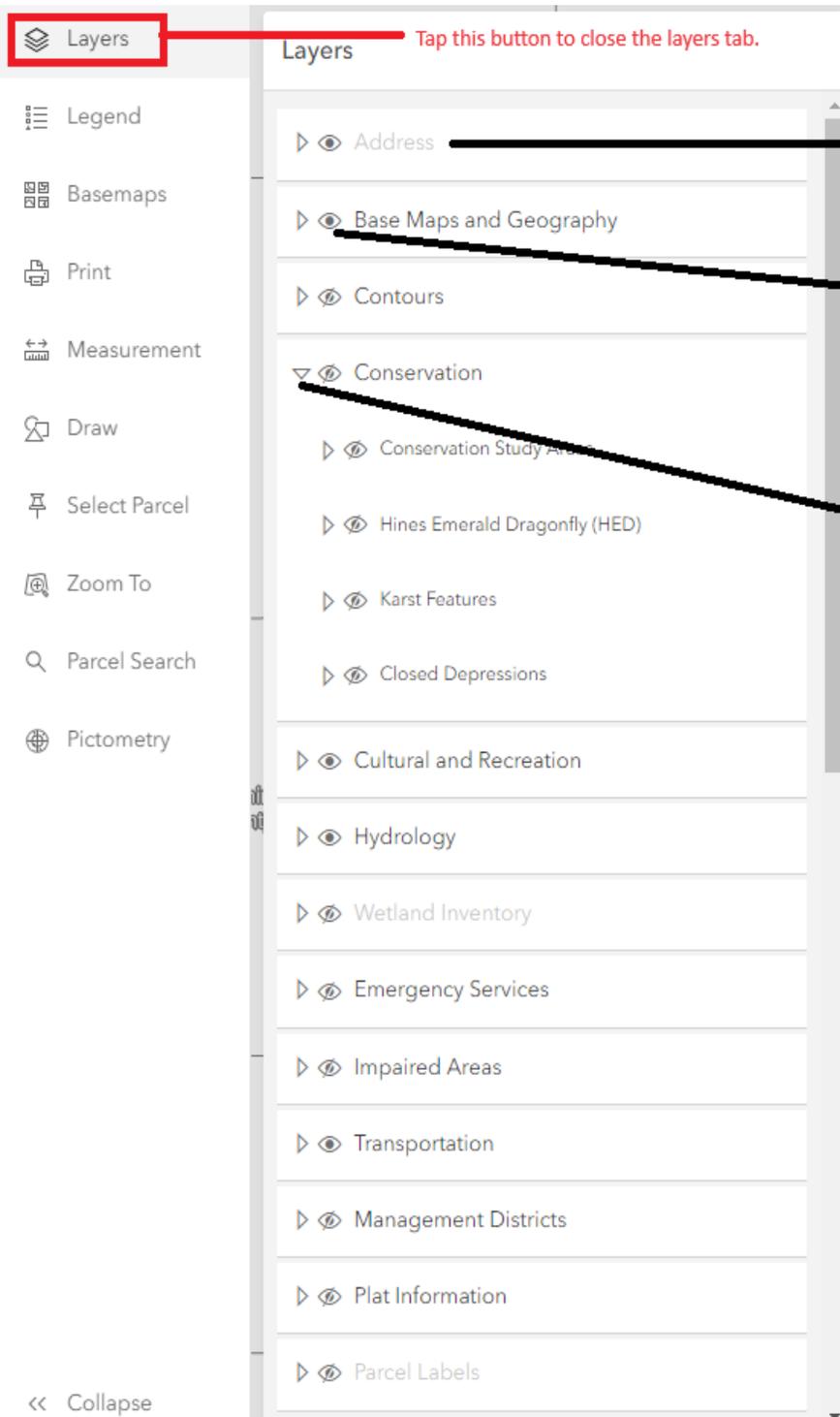
Arrows button – This is for full screen mode

Web-Map of [Door County, Wisconsin](#) ... For All Seasons!

– This is a hyperlink to bring the user to the “Welcome to Door County” main page.

Collapse (bottom left) – This is used to close the tab options on the left side of the screen

Layers

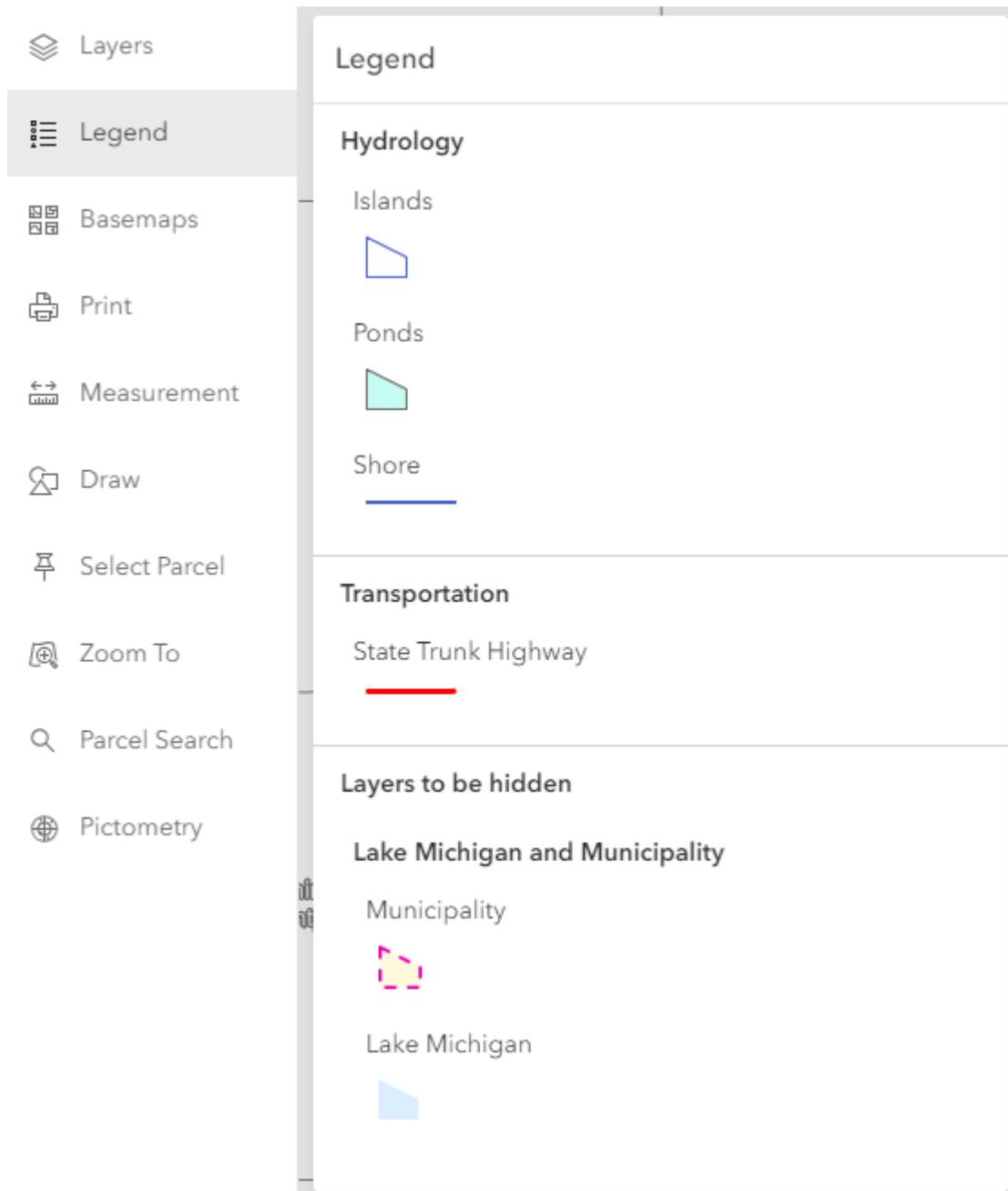


The grayed out text means the layer is not visible at this extent on the map. This will change once the layer is visible.

The "eye button" is to turn on and off both groups of layers and individual layers within the group. Both the group and the individual layer needs to be turned on to see the layers.

The carrot button is used to open and close groups of layers. When the carrot is pointing right then the group is closed. If the carrot is pointing down then the group is open.

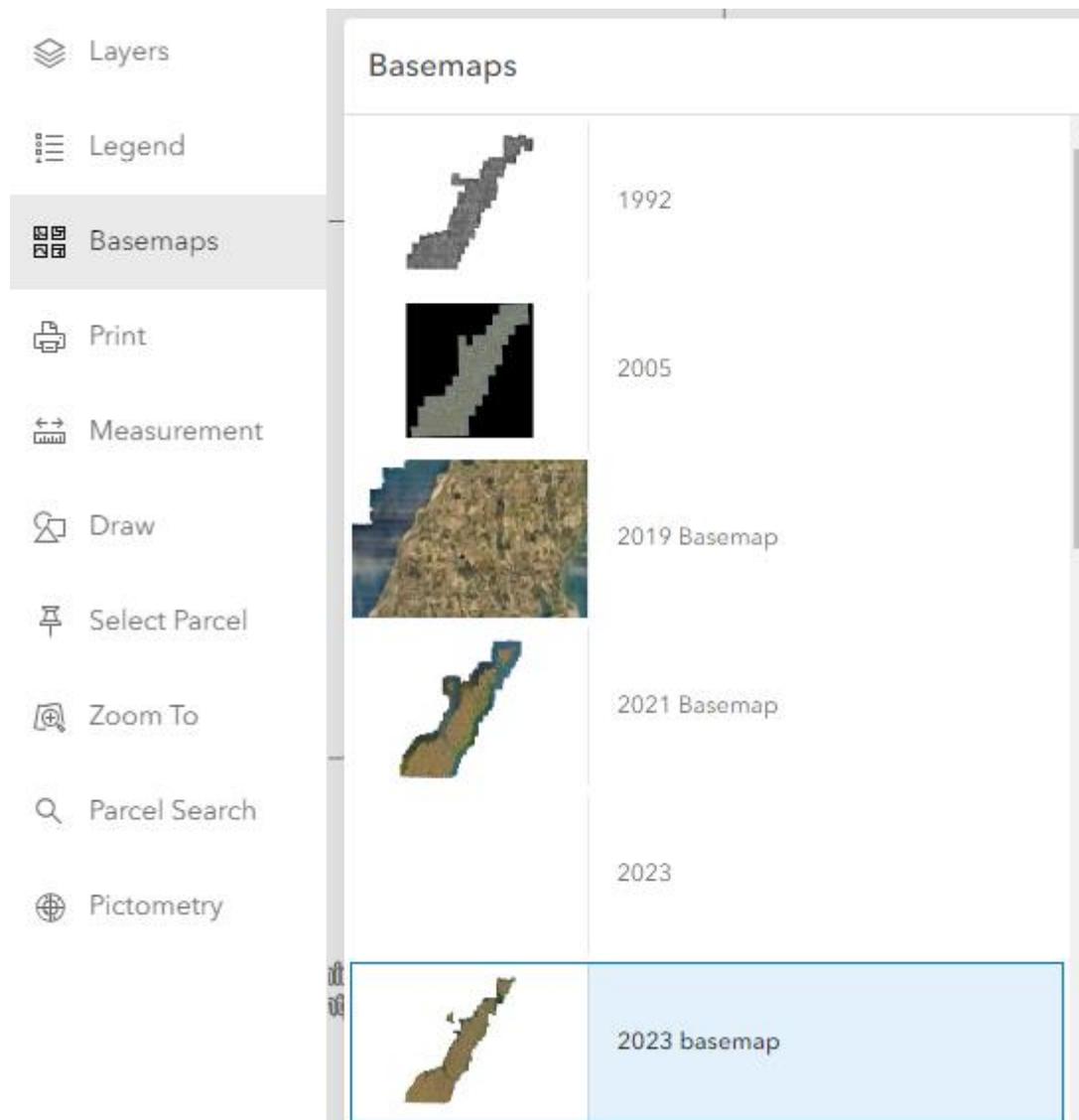
Legend



This tab shows all visible layers at the extent of viewing.

Basemaps

This tab is used to select different types of imagery to see on the map. The 2023 aerial photography is selected by default.



Print

Print

Layout Printing / PDF

Export

Layout Map only

Title

Example Map

Title of your Map

Page setup

Letter ANSI A landscape

Page set up options

File format

PDF

Type of file

Advanced options

Set scale

575214.0665903069

Scale of your map

Author

Land Information Office

Name goes here

Copyright

Door County

Door County

DPI

96

DPI is resolution size

Include legend

Export

Export the map will show in the bottom under exported files. Click on cloud button.

Exported files

Example Map.pdf

Print

Map Only

Print

Export

Layout

Map only

File name

File name

Name of file

File format

PDF

Type of File

Width

800

Height

1100



Size of image

Advanced options

Set scale

575214.0665903069



Scale of the image

DPI

96

DPI is resolution size

Include attribution

Export

Export image here

Exported files

Example Map.pdf

Images will appear here, click on the cloud icon to download

Measurement

When clicking on the measurement tool, three buttons will appear in the top left corner of the screen.

Button 1: This button is a distance measurement tool.

Button 2: This button is the area measurement tool.

Button 3: This is the clear measurements button when you are finished doing a measurement.

Double clicking will finish a measurement. You will notice a box in the bottom right corner of the screen appear. This box is where one can edit the units and see the distance.

The screenshot shows a user interface for a measurement tool. At the top, there is a label 'Unit' above a dropdown menu that currently displays 'Imperial' with a downward arrow. Below this is a light gray rectangular box containing the text 'Distance' and '249.05 ft'. At the bottom of the interface is a solid blue rectangular button with the text 'New measurement' in white.

Draw



Button 1: Select feature tool

Button 2: Select by rectangle tool

Button 3: Select by lasso tool

Button 4: Draw a point

Button 5: Draw a line

Button 6: Draw a polygon

Button 7: Draw a rectangle

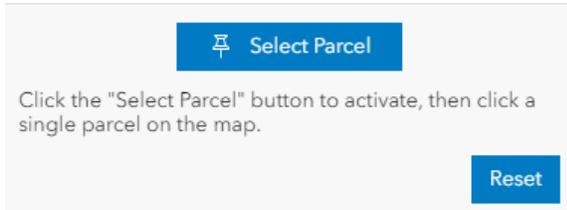
Button 8: Draw a circle

Button 9: Undo & redo button

Button 10: More settings button for enabling snapping

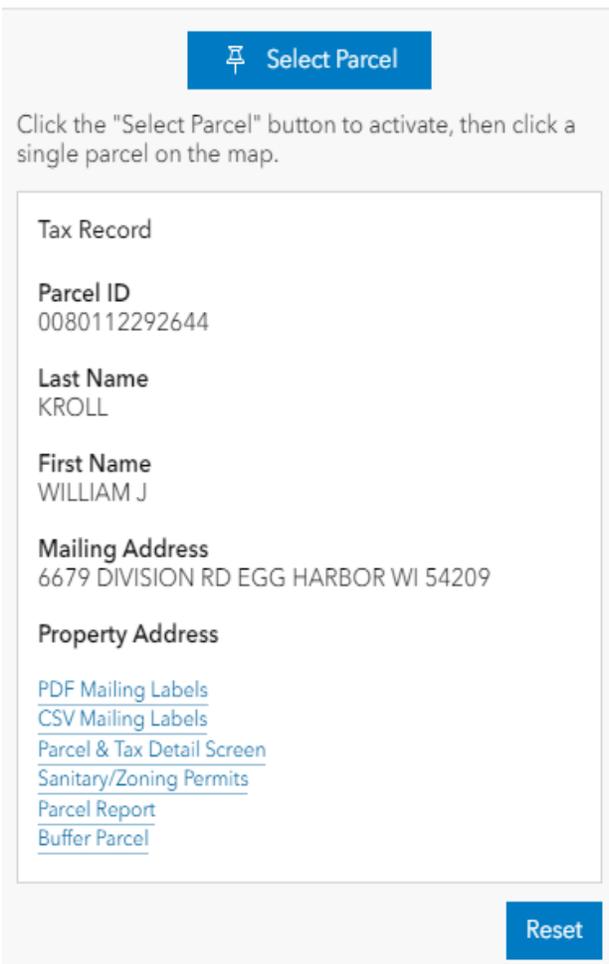
Select Parcel

Parcel Select



Click on the Select Parcel button and then click on the parcel you want to select. This will highlight in yellow meaning selected.

Parcel Select



Menu Items

This is where a user can see basic information regarding the parcel.

PDF / CSV Mailing labels

Land Records Portal

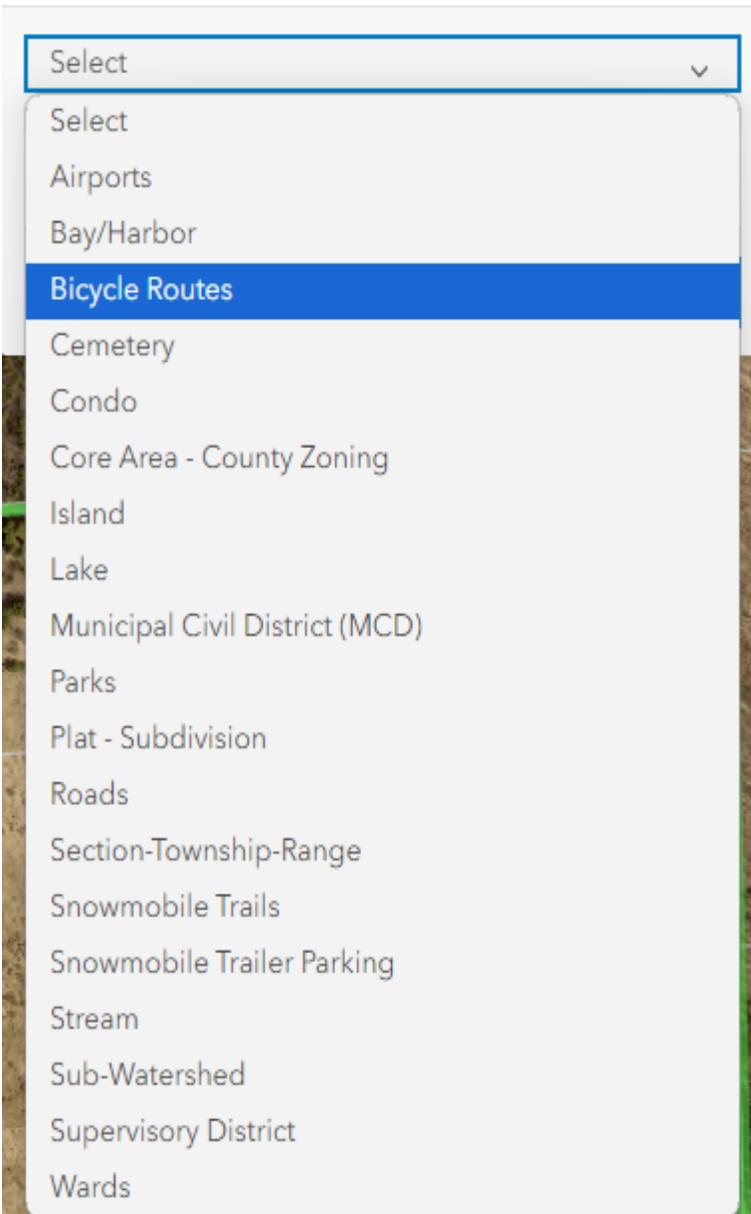
City Squared for permits

Parcel Report

Buffer Parcel (able to do mailing labels for surrounding parcels by doing this function.

Zoom To

Zoom To



Zoom To Menu

This list is where a user can click on a layer to zoom directly to a selected layer.

Other functions:

- Road buffer
- Lakes Buffer
- Generate mailing labels for buffered features

Refer to Page 3 for useful shortcuts on how to search a list easier

Parcel Search

Parcel Search

Property Address

Owner Name

Parcel Number

Property Address

Mailing Address

First Name

Enter a portion or all of Last Name (First Name field is optional) to receive a list of matching parcels.

Reset Go

This tool allows a user to search for a property via the following:

- Owner Name
- Parcel Number
- Property Address
- Mailing Address

You are allowed to search without the full name of address, roads, name of owner, etc.

Pictometry

Pictometry

Click the "Select" Pictometry button to activate, then click on a point of interest on the map to display Pictometry imagery for this location in a new window.

Popups must be enabled.



This feature allows a user to be rerouted from the GIS Map of Door County into an oblique imagery viewer hosted through Pictometry.

Click on the select button and then click on a parcel that you wish to view.



Popups

Everything on the map is clickable with just the normal mouse cursor. Once a layer is clicked, additional information in the form of a pop up will appear.

If Layers are overlapping, a menu in the bottom right corner of the pop up will appear to cycle through the layer you wish to view.

