

Features

- Click on the map for pop-up
- Search for features
- High quality printing
- Change transparency of layers & basemaps
- Filter out data
- Re-symbolize features
- Buffer features (proximity analysis)

Home Screen Buttons:

I want to... Short-cuts: View help, Identify features, Turn on/off layers, Go to Previous Extent and Create Bookmarks.

Search... Instant Search - address, parcel number, PID, last name, road, etc.

Open Toolbar
 World_I... Change Basemap
 Zoom in/out
 Open Layer list

Using the Layer List:

Parcels Turn layers on/off by checking the box
 Adjust the transparency

Click this for layer actions (vary by layer see right for parcels example)

Expand Folders for more layers

- Zoom to full extent
Zoom the map to the full extent of the layer.
- Zoom to visible scale
Zoom the map to a scale where the layer is visible.
- Turn on/off layer visualizations
Create and view custom layer visualizations such as heat maps, clustering, and layer styles.
- Toggle labels
Turn the layer's labels on or off.
- Customize labels
Toggle and customize the layer's labels.
- View Metadata

Basic Tools:

Previous Extent
 Point Get Info by clicking on the map (use arrow for lines & polygon, etc).

Distance Measure Distance/Area – Click arrow to enable 'snapping' and choose layers to snap to
 Print
 Query Search by Attribute

Filter Filter features –only show those you want visible (using dropdowns, not syntax)

Advanced Tools:

Point Draw on the map (click arrow for shapes/text)

Edit Edit Added Drawings/Text
 Table Join Join a spreadsheet to a layer in the map

Freehand Shape
 Ellipse
 Circle
 Polygon

Rectangle

Edit
 Erase
 Clear

Additional Toolbars When Accessing Some Tools:

When Drawing: Enable Snapping
 Select Snapping Layers
 Styles

When Measuring: Distance
 Feet (ft)
 Feet² (ft²)
 Enable Snapping
 Select Snapping Layers

Snapping is ensuring you're right on top of the GIS Layer, not just close. You can then choose the layers you snap to.