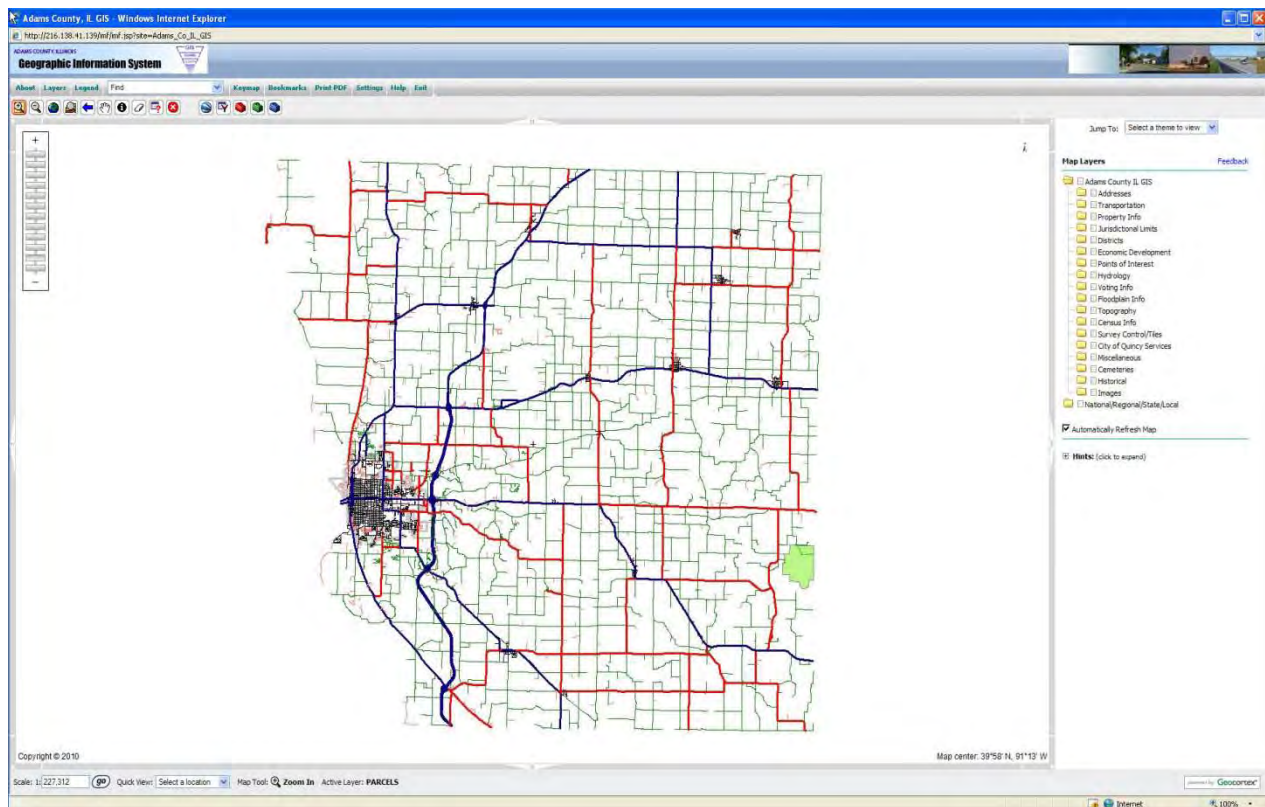


# ADAMS COUNTY GIS WEBSITE



# USER GUIDE 2010

## **Adams County Geographic Information System**

The Adams County GIS project is a multiparticipant project designed to develop an accurate, up to date geographic information system and is used to create more efficient local government. The Adams County GIS is a system which enables the user to see any geographic based information on a map and to analyze that information through the computer.

This project began in 1992 and is now fully operational. Cooperation has been the focal point of this GIS. Funding has been provided by Adams County, the City of Quincy and the five major principal utilities operating within the County (AmerenCIPS, Adams Telephone Cooperative, Comcast Cablevision, Adams Electric Cooperative and Ameritech). Other major participants include the Great River Economic Development Foundation (GREDF), and the Quincy Area Chamber of Commerce. There has also been funding from Federal, State and private sector sources. We also appreciate the assistance we received from the Tri Township Fire Department, Road District Commissioners and Two Rivers Regional Planning Council.

Our GIS has won many awards from a variety of organizations including the Illinois Geographic Information Association Special Service Award, the Special Achievement Award from the Consulting Engineers Council of Illinois and the Outstanding Civil Engineering Achievement Award from the American Society of Civil Engineers. The County also received the Excellence in Floodplain Management Award from the Illinois Association of Stormwater and Floodplain Management for its work with the GIS.

The current web site is used on a daily basis by realtors, engineers, planners developers, educators and residents throughout the world. We have seen hits on our site from as far away as Washington DC, California and Florida as well as 26 Countries including India, Malaysia, Poland, Egypt, England, Germany and Hong Kong to name a few.

We are proud to teach you the basics of using this web site.

If you need any additional assistance with the site, feel free to call or email us anytime. You may contact us at [adamsgis@adams.net](mailto:adamsgis@adams.net) or by phone at 217-223-0614.

# Adams County GIS Website Users Guide

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# Section 1 - Introduction to the Adams County GIS Website

## 1. Website Address

You may access the Adams County GIS website a couple of different ways. You may type in <http://www.adamscountygis.com> in the address window on your browser or go to the Adams County website at <http://www.co.adams.il.us> and click on online map from the home page.

## 2. Information Page

The home page gives information about our website. To enter the map click on “Launch map viewer” as shown below.



## 3. Disable Pop Up Blockers

The Adams County GIS website makes heavy use of pop up windows. It is important that you either turn off your pop up blockers or choose to allow pop ups from our website. After you click on “Launch Map Viewer” the site will check for any pop up blockers you may have turned on. You will see one of the following messages:



Figure 1



Figure 2

If the message in figure 1 appears, you may continue to the website by clicking Launch Viewer. If the message in figure 2 appears you must turn off your pop up blocker. You may have a pop up blocker on your internet browser as well as any tool bars you have active, such as Google or Yahoo. Your virus protection may also have a pop up blocker.

\*Hint – If you do not want to disable your pop up blockers, you may use the ctrl key to override the blocker while on the map page.

## Section 1 - Exercise –

- Access the Adams County Website
- Disable pop up blockers
- Launch the map viewer

## Section 2 – The Map Layout

The main map page is broken out into areas. The following areas will be covered in this manual.

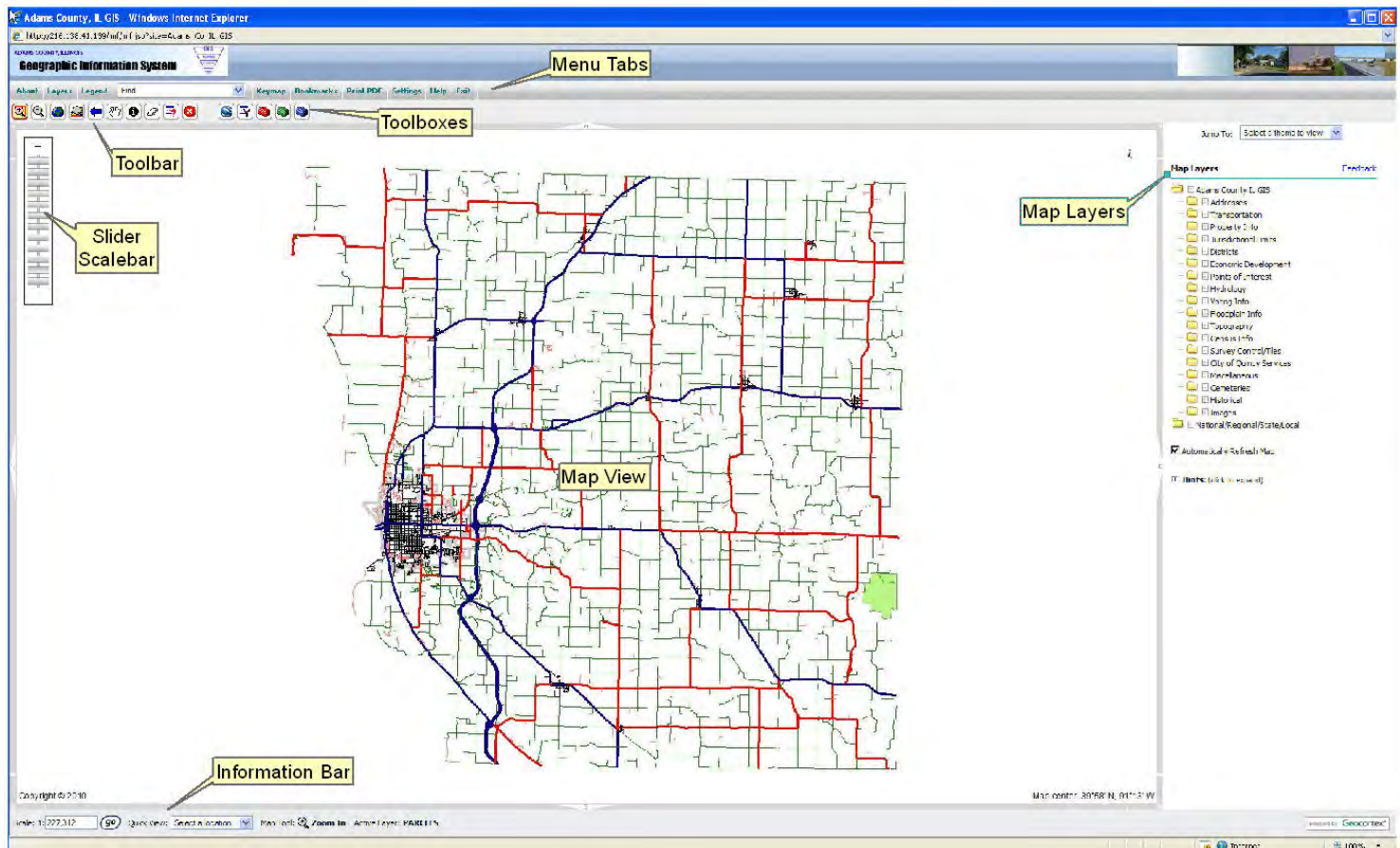
Section 3 and 4 - Map Layers

Section 5 - Map View & Components

Section 6 - Menu Tabs

Section 7 – Toolbars

Section 8 - Toolboxes



## Section 2 – Exercise



1. Find the map layers
2. Find the information bar
3. Find the menu tabs
4. Find the slider scalebar
5. Find the toolboxes
6. Find the toolbar



## Section 3 – Introduction of Layers

### Layers and Folders

Layers are arranged under folders similar to what you see in windows explorer. Each folder can be expanded to reveal the layers associated with the folder. Folders may be opened and closed to suit the user.

A folder is shown as the folder icon  and the layer is shown as the check box . The folders represent a general area of interest and the layers for that area of interest are found within the folder. For example, the Transportation folder contains any layers having to do with transportation such as Road Labels, Road Centerline, Traffic Counts, Railroads and Railroad Crossings.

The Adams County GIS has 2 main folders. The first is the Adams County IL GIS folder and contains all of the folders and layers pertaining to Adams County only. This is the main folder for the website and is the most often used.

The second folder is National/Regional/State/Local and contains folders and layers for areas outside of Adams County. Adams County houses these layers as a “Good Neighbor” policy. Many counties do not have a full GIS and have no means by which to show any data they may have. Adams County realizes that sometimes the user is interested in data for areas outside of our own boundaries and so we have offered to house other data at no charge to these counties as a “good neighbor”.




### Layer Types

The layers are the heart of the Adams County GIS. A vector layer is drawn on the map as a point, line, or polygon. A raster layer is drawn as an image. Each vector layer has its own database which gives the user information about every segment of the layer. For example, the parcel layer shows the approximate property boundaries on the map as a polygon and, when identified, gives the additional information such as property owner, parcel identification number, taxes, etc. The address layer is a point file and the identify button results in the address. The centerline layer is a line file which contains data such as road name, address range, and jurisdiction. The 2009 Color Countywide layer under images is a raster layer and has no database. It is only drawn on the map. A raster image cannot be queried or identified.

### Drawing of Layers on map














































Layers are drawn on the map from the bottom up. For example, the Addresses layer will be drawn on top of the Road Centerline. This is important to know because the image files are also drawn from the bottom up. The 2009 color countywide images will draw on top of the 1996 B & W Countywide which will cover up the 1996 images. Also solid color polygon files may cover a point or line file.















































The following is a list of the current folders and layers on the website. These folders and layers may change from time to time:

-  Adams County Layers
  -  Addresses -
    -  Addresses -
  -  Transportation
    -  Road Labels
    -  Road Centerline
    -  Traffic Counts (2000)

- └─  Railroads
- └─  Railroad Crossings
  
- └─  Property Info
  - └─  Section Labels
  - └─  Section Lines
  - └─  Parcel PIN Labels
  - └─  Parcel Owner Labels
  - └─  Parcels
  - └─  Subdivisions
  - └─  Rural Land Use
  
- └─  Jurisdictional Limits
  - └─  Quincy Limits
  - └─  Village Limits
  - └─  Unincorporated Villages
  - └─  Camp Point Zoning
  - └─  Quincy Zoning
  - └─  Townships
  - └─  Adams County
  - └─  Enterprise Zone
  
- └─  Districts
  - └─  Fire Districts
  - └─  Library Districts
  - └─  School Districts
  - └─  Drainage Districts
  
- └─  Economic Development
  - └─  Available Sites
  - └─  RADC
  
- └─  Points of Interest
  - └─  Lodging
  - └─  Food and Drink
  - └─  Businesses
  - └─  Places of Worship
  - └─  Schools
  - └─  Area Golf Courses
  
- └─  Hydrology
  - └─  Streams
  - └─  Mississippi River
  
- └─  Voting Info
  - └─  Precincts
  - └─  County Board Districts
  - └─  Quincy Wards
  
- └─  Floodplain Info
  - └─  River Gages
  - └─  FIRM MAP



- └─  LOMA LOMR
- └─  BFE
- └─  Topography
  - └─  Planimetric Lines 2006
  - └─  Planimetric Poly 2006
  - └─  Index Contours 2006 (tri-township)
  - └─  2 Foot contours 2006
  - └─  USGS Contours
  - └─  Soil Name Labels
  - └─  Soils
- └─  Census Info
  - └─  Adams County Cities and Villages
  - └─  Adams County Census Blocks
  - └─  Illinois Counties
  - └─  Illinois Census Tracts
- └─  Survey Control/Tiles
  - └─  Adams County Control Points 2009
  - └─  Aerial Tiles 2004
- └─  City of Quincy Services
  - └─  Quincy Bus Routes
  - └─  Quincy Sunday-Holiday Bus Routes
  - └─  Quincy Garbage Routes
- └─  Miscellaneous
  - └─  Siloam Springs Boundary
- └─  Cemeteries
  - └─  Cemeteries
  - └─  Ellington Cemetery – Quincy
- └─  Historical
  - └─  1940s Survey Maps
  - └─  Beverly Township
  - └─  Burton Township
  - └─  Camp Point Township
  - └─  Clayton Township
  - └─  Columbus Township
  - └─  Concord Township
  - └─  Ellington Township
  - └─  Fall Creek Township
  - └─  Gilmer Township
  - └─  Honey Creek Township
  - └─  Houston Township
  - └─  Keene Township
  - └─  Liberty Township
  - └─  Lima Township
  - └─  McKee Township
  - └─  Melrose Township

- └─┬─┐  Mendon Township
- └─┬─┐  Northeast Township
- └─┬─┐  Payson Township
- └─┬─┐  Richfield Township
- └─┬─┐  Riverside Township
- └─┬─┐  Ursa Township
- └─┬─┐  1938 Images
  - └─┬─┐  1938 Aerial Photos
- └─┬─┐  1870s Township Maps
  - └─┬─┐  Ursa
  - └─┬─┐  Richfield
  - └─┬─┐  Payson
  - └─┬─┐  Northeast
  - └─┬─┐  Mendon
  - └─┬─┐  Melrose
  - └─┬─┐  McKee
  - └─┬─┐  Lima
  - └─┬─┐  Liberty
  - └─┬─┐  Keene
  - └─┬─┐  Houston
  - └─┬─┐  Honey Creek
  - └─┬─┐  Gilmer
  - └─┬─┐  Fall Creek
  - └─┬─┐  Ellington/Riverside
  - └─┬─┐  Concord
  - └─┬─┐  Columbus
  - └─┬─┐  Clayton
  - └─┬─┐  Camp Point
  - └─┬─┐  Burton
  - └─┬─┐  Beverly
- └─┬─┐  Images
  - └─┬─┐  Quad Map
  - └─┬─┐  2009 Color Countywide
  - └─┬─┐  2009 Color Countywide (USDA 1 Meter)
  - └─┬─┐  2007 Color Countywide (USDA 1 Meter)
  - └─┬─┐  2006 Color (tritownship)
  - └─┬─┐  2004 Countywide
  - └─┬─┐  2005 B&W Countywide (1 Meter)
  - └─┬─┐  1998 B&W Countywide (1 Meter)
  - └─┬─┐  1996 B&W Countywide (1 Meter)
- └─┬─┐  National/Regional/State/Local
  - └─┬─┐  National
    - └─┬─┐  Major Highways
    - └─┬─┐  Places
    - └─┬─┐  Counties
    - └─┬─┐  States

- IA\_IL\_MO
    - DOQ-Quad Map Names
    - Tri-State Boundaries
    - USACE-Pool 19 – 1ft res
    - USACE-Pool 20 – 1ft res
    - USACE-Pool 21 – 1.5ft res
    - USACE-Pool 22 – 1.5ft res
  - Regional
    - Regional Counties
    - Regional Cities
    - Regional PLSS\_IL
    - Regional PLSS\_IA
    - Regional PLSS\_MO
    - Regional Hydro
    - Regional Highways
    - Regional Street Names
- IA
  - Images
    - Ci-Keokuk-6inch-2002-BW
    - Ci-Ft Madison-6inch-2002-BW
    - IA-NAIP-2009-Color
    - 1990s-DOQ-IA
- IL
  - GIS in IL
    - Municipal Web Sites
    - IL County Web Sites
    - Status of GIS in Counties
  - Transportation
    - Ci-Nauvoo-Road Labels-2008
    - Ci-Nauvoo-Roads-Surface Type – 2008
    - Ci-Nauvoo-Roads-City Maint-Yes/No-2008
    - Co-Mason-Roads
    - IL-Roads
  - Parcels
    - Ci-Hull-Parcel Annotation
    - Ci-Hull-Parcel Lines
  - Jurisdictional Limits
    - IL- Municipalities
    - IL-Townships
    - IL-Counties
    - IL-State Boundaries
    - Ci-Nauvoo-State Pk Boundary
    - Ci-Nauvoo State Pj Lake



### Section 3 - Exercise

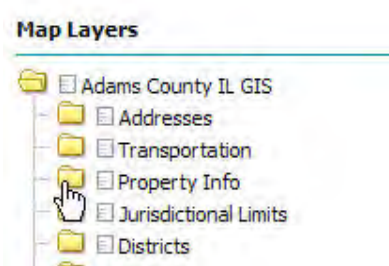
1. Which folder contains the Road Centerline file? \_\_\_\_\_
2. Which layer will draw on top, the road centerline or parcels? \_\_\_\_\_
3. Is the addresses layer a point, line, polygon or image layer? \_\_\_\_\_
4. Is transportation a layer or a folder? \_\_\_\_\_
5. Which folder contains the Fire Districts layer? \_\_\_\_\_

## Section 4 – Working with Layers

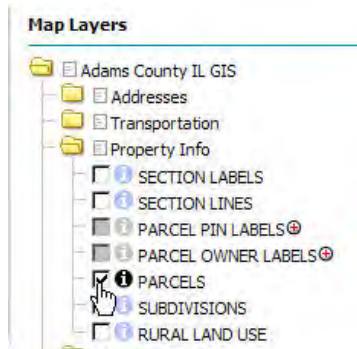
### Viewing layers on the map

To view a layer on the map, simply click the check box next to that layer. For example, to see the parcels layer,

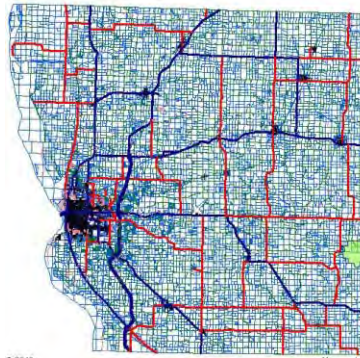
1. Click on the Property Info Folder



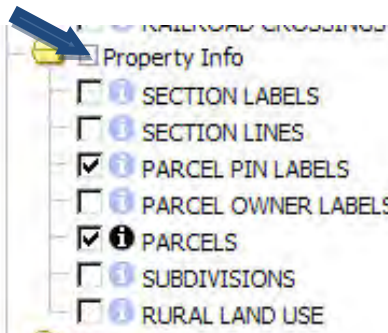
2. Click the box next to Parcels.



3. The parcel layer will now be visible in the map window.



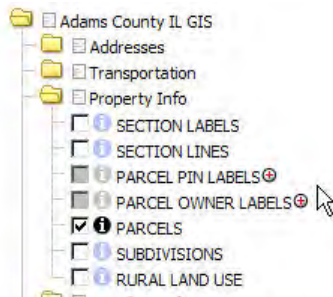
To turn off all layers within a folder, click the icon next to the folder.



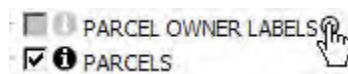


## Visible Scale levels

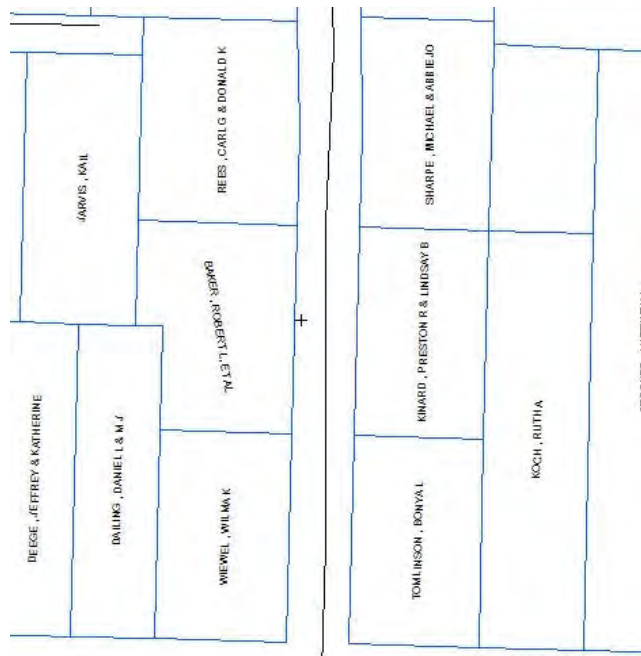
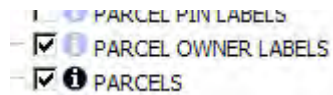
Due to file size or visibility some layers are only able to be viewed at a certain zoom level. These layers will be grayed out until at the specified zoom level. For example, the Parcel Pin Labels and Parcel Owner Labels will make the map unreadable at the full view scale of the map. For this reason the Parcel Pin Labels and Parcel Owner labels are currently grayed out.



To view the labels, click on the red plus sign next to the grayed out layer.



The map will zoom to the visible extent and the layer will be checked with the labels visible on the map.



## Active Layers

Each point, line or polygon layer, (not image files), is associated with a database. Information can be found by making the layer active. To make a layer active, click on the blue button next to the layer in the Map layers column. This will turn the layer button black, indicating that it is the active layer.

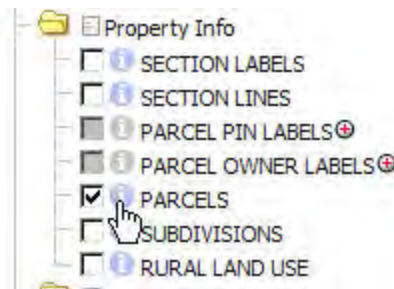


Fig. 1 Parcel layer not active

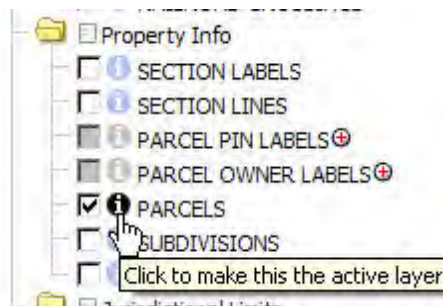
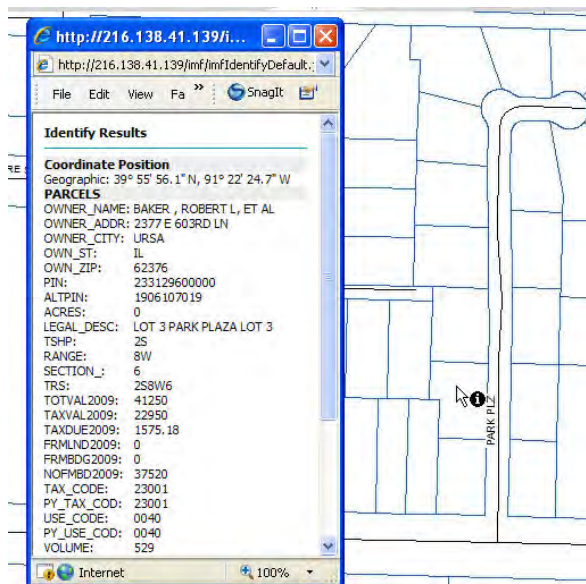


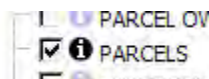
Fig. 2 Parcel layer is active

## Identifying Information

With the identify button, click anywhere within a parcel to find the information about that parcel.



The active layer must be checked as “on” in order to identify any information.



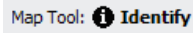
## Links within an identify box.

Some layers, when identified, contain links to pictures, files or other websites. This will be shown as “more data” within the identify information box. Clicking on the “more data” will take the user to the additional information.

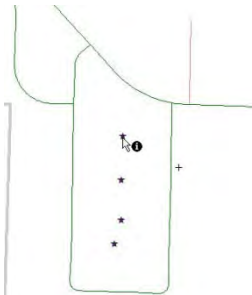
1. Make the layer active.



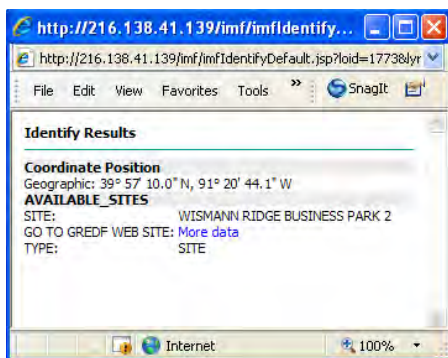
2. Your active map tool should be "Identify"



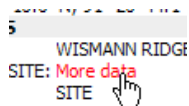
3. Click on the desired location



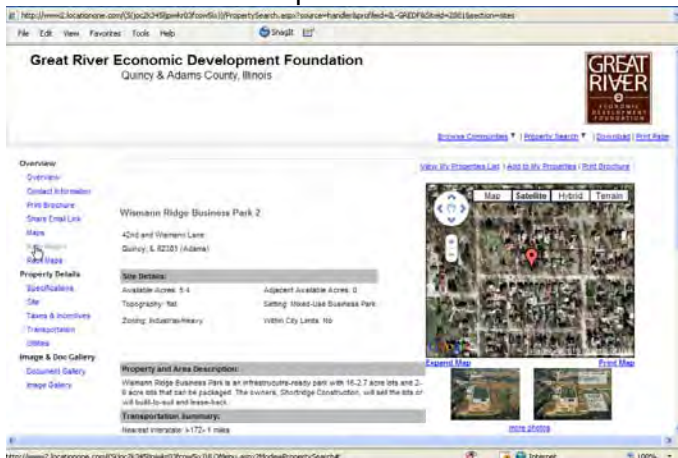
4. A pop up window will appear with information about the chosen location for the layer



5. Click on "More Data"



6. A new window will open for the link to additional data



#### Section 4 – Exercise

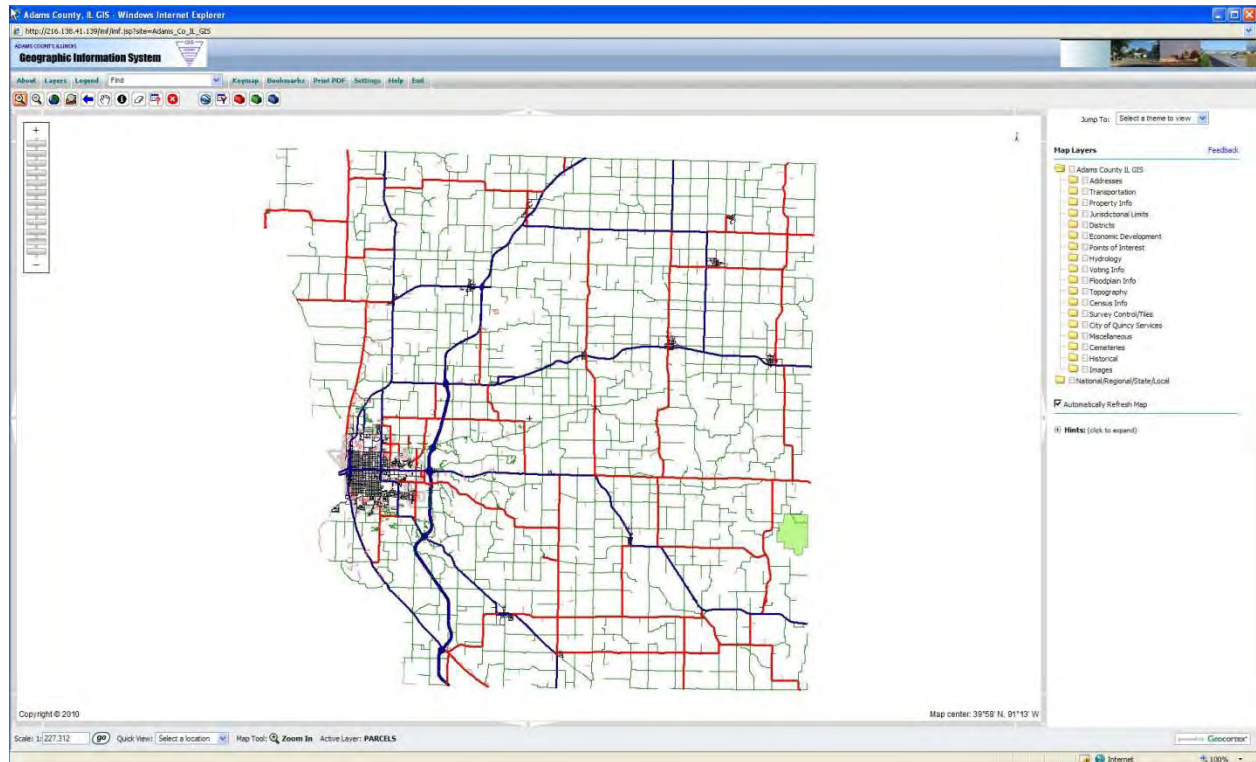
1. Turn on the address layer
2. Turn on Parcel layer and Parcel Owner Labels
3. Turn off all layers within the Property Info folder
4. Make the address layer active
5. Identify an address
6. Make the parcel layer active (remember to turn parcel layer on first)
7. Identify a parcel.
8. Using the Ellington Cemetery Layer, what does the link take you to, an image, website or file? \_\_\_\_\_
9. At what scale do the parcel owner labels show? \_\_\_\_\_  
(hint: look at the information bar)
10. Identify a traffic count. What 2 pieces of information are given?  
\_\_\_\_\_ and \_\_\_\_\_

## Section 5 – Map View and Components

### Map View

As layers are turned on, the graphics for that layer appear in the map view. The graphics may appear as a point, line, polygon or image. The map view is also where all text and graphics are drawn. Printing is based on what appears in the map view.

The map view opens with the basic layers turned on. These layers include the road centerline, Quincy city limits, and the Siloam Springs Boundary. These layers may be turned on and off as desired.



More layers may be added as desired as shown in sections 3 & 4, Introduction to layers.

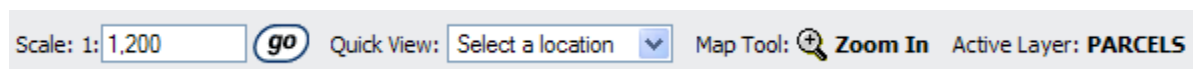
### Slider Scale bar



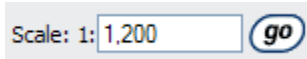
The slider scale bar is used to quickly navigate the map to a specific scale. Each notch on the scale bar represents a specific scale or zoom level at which to show the map, beginning at 1:1,200 and ending with the full view of the county at 1:480,000.

Simply click on a square within the scale bar and the map will zoom to the chosen scale.

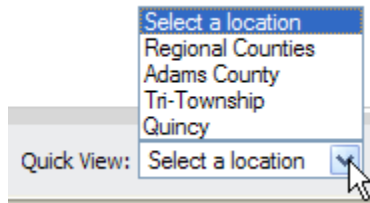
### Information Bar



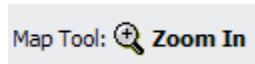
The information bar at the bottom of the screen is a quick reference for the user and contains the following items



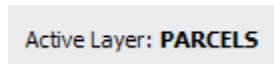
**Scale box** – Shows the current scale of the map. Also used to view the map at a specific scale. Simply enter the desired scale into the box and click go.



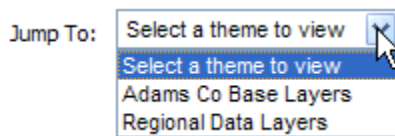
**Quick view** – Used to quickly zoom the map to a specific area. Click the down arrow and choose the area to zoom. The choices are Regional Counties, Adams County, the TriTownship area and the City of Quincy. The quick view does not change the layer settings, it simply zooms to a preset area.



**The Map tool** – Shows the current tool in use.



**Active Layer** – Shows the current layer that is active.



**Jump To Box** - The jump to box allows the user to go back to the original view for the Adams County Base layers and the Regional Data layers. This choice will reset all layers to the original settings the map shows when first logged on.

**Section 5 - Exercise:**

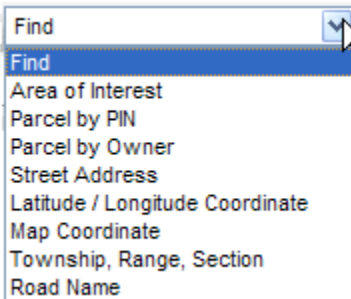
1. Turn on the addresses layer. Are the addresses a point, line, polygon or image? (circle one)
2. Using the slider scalebar, view the map at a scale of 1:60,000.
3. Using the scale box, view the map at 1:6,120.
4. What is the current map tool? \_\_\_\_\_
5. What is the current active layer? \_\_\_\_\_
6. Quickly zoom to the TriTownship Area. Which tool was used? \_\_\_\_\_
7. Return to the original settings of the Adams County Base Layers. Which tool was used?  
\_\_\_\_\_



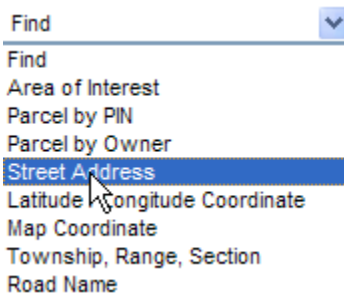
## Section 6 – Menu Tabs



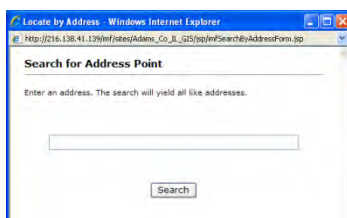
1. **About** Simply tells a little about the Geocortex software used to power the Adams County Website
2. **Layers** Used to view the “layers” window
3. **Legend** Used to view the legend of the map
4. Find Drop Down Box:



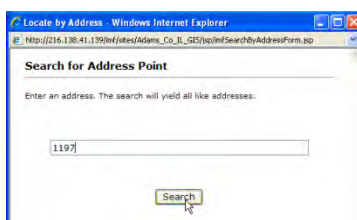
This drop down box is used to quickly find a specific item. For example, to find an address



Scroll down to Street Address.

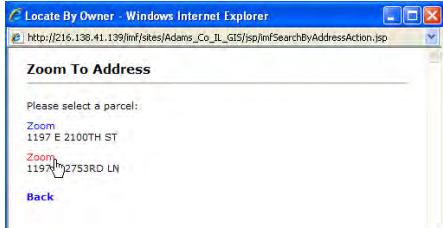


A new window will appear



Type an address in box. (Hint – it is better to NOT type in the entire address. Type in the house number only.)

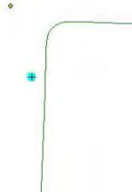
Click Search (you must click the search bar. If you hit enter on the keyboard, it will erase the address and not return an answer)



A new window with choices of matching addresses will appear.

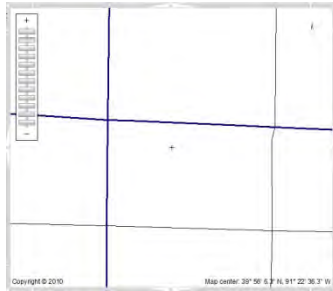
Choose the desired address.

Click Zoom



The map will zoom to the chosen address and highlight the point. (The address layer must be checked as "on" to view the point)

5. **Keymap** It is easy to "get lost" when zoomed in. To find the area of the county your map is showing click the keymap button.

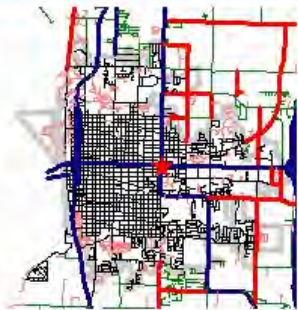


Map View:

Click Key Map

**Keymap**

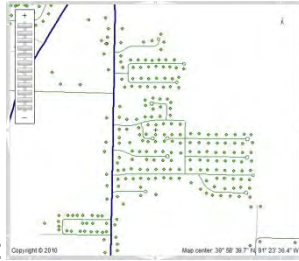
**Index Map**



Result: A map appears on the right side showing where the map view is zoomed.

6. **Bookmarks** Sometimes the user frequents a certain area of the county. A Bookmark is created to be able to return to that area.

To create a bookmark:

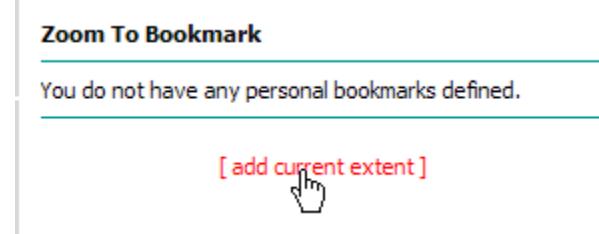


Zoom to desired area:

Click **Bookmarks**

If other bookmarks have been created, they will show here.

To create a new bookmark click (add current extent)



Type a name for the bookmark in box and click ok

#### Create Bookmark

Use this form to create a personal bookmark that can be used to zoom the map to the current extent from this or other IMF sites.

Enter a name for your bookmark:

zoom area 1



Your bookmark has now been created. To return to this area click **Bookmarks** and choose the name of your bookmark.

#### Zoom To Bookmark

Select the name of your personal bookmark to zoom the map to:

**X** zoom area 1

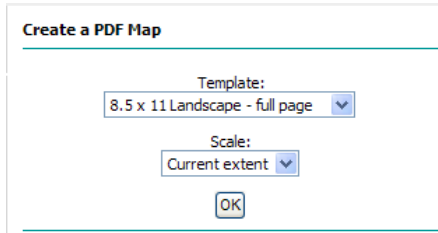
[ add current extent ]

To remove a bookmark, click the red x beside the name.

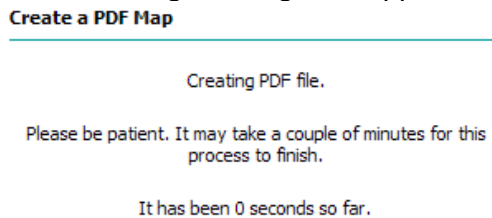
7. **Print PDF** Printing from the website is very easy. Maps are printed to a “pdf” file which may be opened in Adobe Acrobat or Acrobat reader. The map may be printed immediately or saved as a file to be emailed or opened at a later date.

To create the map you wish to produce. click **Print PDF**

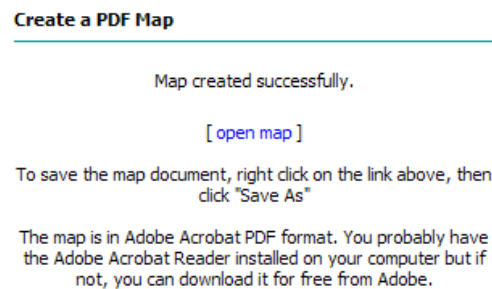
The following screen will appear:



Choose the layout and scale desired and click ok  
The following message will appear



When the map is created the following message will appear





Map created successfully.

[ [open map](#) ]

Click on open map

Your map will open in adobe acrobat (or acrobat reader if you do not have adobe acrobat)  
At this point you may print the map or save the map for future use.

8.  The user may change several settings for the map viewer. Click  and the following menu will appear:

**Settings**

---

Open settings page:

- [Legend Layer Visibility](#)  
Sets which layer's legends are shown on the legend page and the printed map.
- [Map Center Crosshair](#)  
Sets whether a small crosshair is drawn at the centre of the map.
- [Define Map Tips](#)  
Sets which layers and associated attributes will be shown when the user hovers over a map feature.

### Setting 1 - [Legend Layer Visibility](#)

Clicking on [Legend Layer Visibility](#) will bring up the following box:

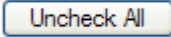
**Legend Settings**

---

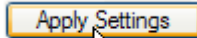
This page is used to set which legend entries are shown on the legend page and the printed map. Check the layer names of the layers that you wish to display legends for. Note that legends are only included on the actual map or legend page if the layer is visible and within scale threshold.

- 1938 AERIAL PHOTOS
- 1990s-DOQ-IA
- 1990s-DOQ-MO
- 1996 COUNTYWIDE B/W 1 METER
- 1998 COUNTYWIDE B/W 1 METER
- 2 FOOT CONTOURS 2006
- 2004 COUNTYWIDE
- 2005 COUNTYWIDE B/W 1 METER
- 2005-DOQ-IL-UTM Zone 15
- 2005-DOQ-IL-UTM Zone 16
- 2006 Color (tri-township)
- 2007 COLOR COUNTYWIDE (USDA 1METER)
- 2009 COLOR COUNTYWIDE
- 2009 COLOR COUNTYWIDE (USDA 1 METER)

All layers in the Adams County GIS will be shown in this box. By default, all layers are checked as to show on the legend. Scrolling down to the bottom of this box gives the following choices

If only a few layers are desired, click the  and then check the boxes for the desired layers.

- 2006 COLOR COUNTYWIDE (USDA 1METER)
- 2007 COLOR COUNTYWIDE (USDA 1METER)
- 2009 COLOR COUNTYWIDE
- 2009 COLOR COUNTYWIDE (USDA 1 METER)
- ACCIDENTS (ON RURAL RD)
- ACRE\_NUM\_400
- ADAMS COUNTY
- ADAMS COUNTY CENSUS BLOCKS
- ADAMS COUNTY CITIES AND VILLAGES



Scroll back to the bottom and click

### Setting 2 - [Map Center Crosshair](#)

This sets whether a small crosshair is drawn at the center of the map.

Click [Map Center Crosshair](#) the Following box will appear

#### **Map Center Crosshair**

Sets whether the small crosshair appears at the centre of the map.

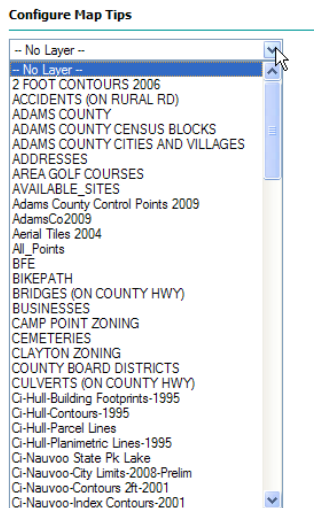
Show crosshair:

Choose yes or no and click ok.

### Setting 3 - [Define Map Tips](#)

Sets which layers and associated attributes will be shown when the user hovers over a map feature.

Click [Define Map Tips](#) . The following window will appear.





Choose the layer you wish the information to appear as you hover over an item.  
For example, if you want the owner name to appear as you hover over a parcel, choose the Parcels layer. The following box will appear showing all of the attributes of the parcels layer:

### Configure Map Tips

PARCELS

Apply	Field	Display Name
<input checked="" type="checkbox"/>	OWNER_NAME	OWNER_NAME
<input type="checkbox"/>	OWNER_ADDR	OWNER_ADDR
<input type="checkbox"/>	OWNER_AD_1	OWNER_AD_1
<input type="checkbox"/>	OWNER_CITY	OWNER_CITY
<input type="checkbox"/>	OWN_ST	OWN_ST
<input type="checkbox"/>	OWN_ZIP	OWN_ZIP

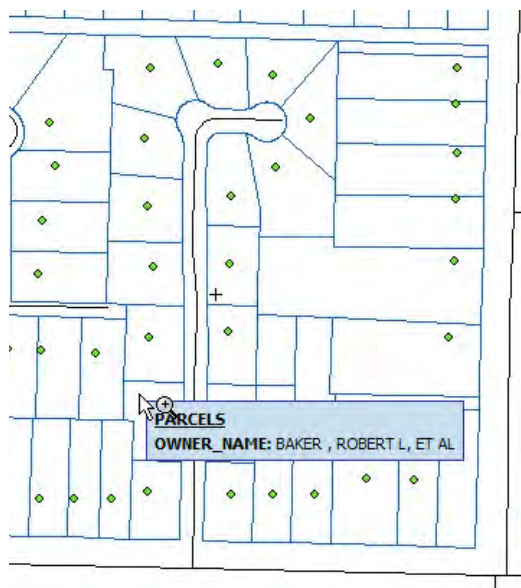
Click on Owner name as shown above.



Scroll to the bottom of the window and click apply

<input type="checkbox"/>	NOFMLD2009	NOFMLD2009
<input type="checkbox"/>	Shape_Leng	Shape_Leng
<input type="checkbox"/>	Shape_Area	Shape_Area

Check All   Clear Checked   **Apply**   Clear All Map Tips

Go back to the map and “hover” the cursor over a property. The property owners name will appear as below:



9.  This button is a generic help button for the software used.
10.  Closes your session and your browser.

### Section 6 – Exercise

1. What do red roads represent on the map? (hint – check legend) \_\_\_\_\_
2. Find the Address of 117 Park Plaza, Quincy (Turn address points on)
3. Make a bookmark for that address.
4. Define a map tip to show the addresses of the address layer.
5. Print a map of the tritownship area. (hint – remember your quick view)
6. Go to the bookmark you created for 117 Park Plaza
7. Open the keymap
8. Exit the program


## Section 7 – The Tool Bar



The tool Bar is used to navigate the map.




Zoom In or Out – These tools are the standard zoom in and out buttons found on most digital maps.

To Zoom in to a specific area on the map click  Click on the map and hold the left mouse button down. Draw a box around the area you want to see.





Release the mouse button and your map will zoom the to area defined by the box



To Zoom out click 

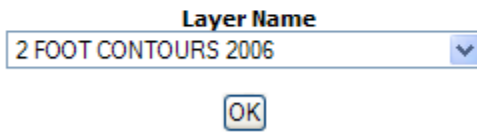
Click once anywhere on the map and the map will zoom out. To continue zooming out, click again on the map.

To zoom to the full extent of the map click 

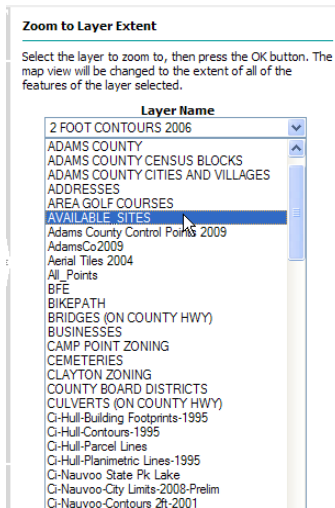
Some layers do not cover the entire County. Some are only to the extent of the City of Quincy or the TriTownship Area. To zoom to a specific Area click  a new window will appear as follows:

## Zoom to Layer Extent


Select the layer to zoom to, then press the OK button. The map view will be changed to the extent of all of the features of the layer selected.





A choice of all layers will be found in the drop down box. Click the drop down box and choose the layer to zoom to, then click ok.




The map will zoom to the chosen layer.

Click the  button to return to the previous extent.

Click the  button to pan around the screen

Click the  button to identify information from a layer. See Section 4 – Working with layers for more information.

The  button is used to clear any selected sets and/or graphic that have been added to the map. If the map has more than one selected set and/or graphic, you may choose which to clear in the following window.


### Clear Selections and User Added Graphics


This page is used to clear the selected sets of layers and the map graphics that have been added to the map. Select the layers to clear and press the OK button.

- User Markup (graphics)
- Highlighted ADDRESSES (selection)

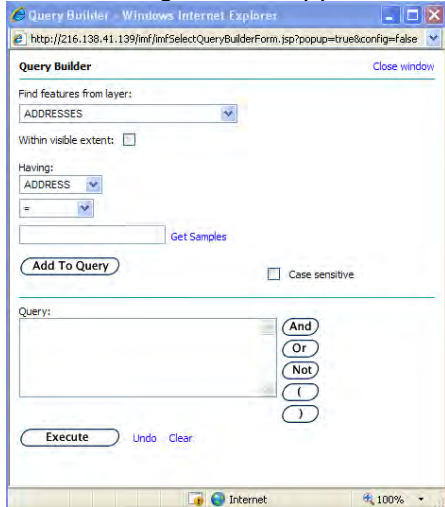
OK

Choose the selection to clear and hit ok

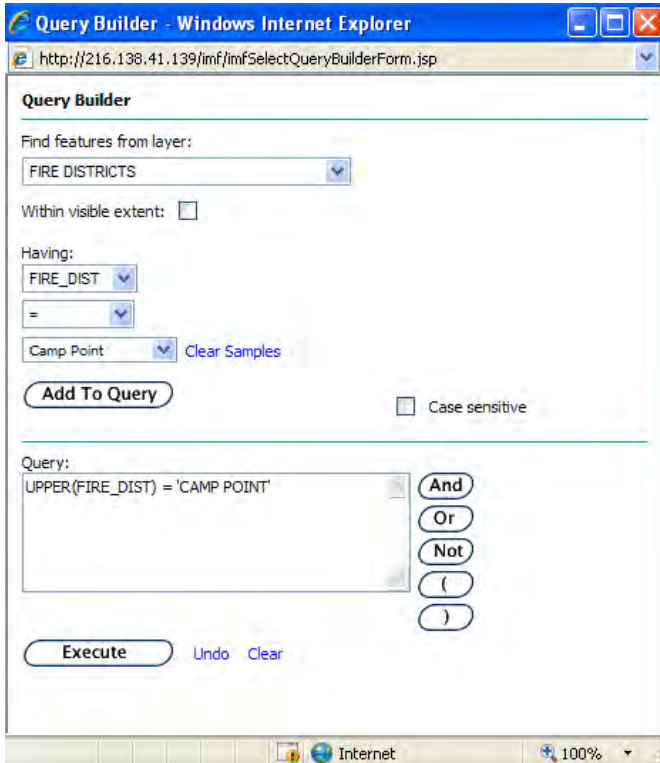
The Query tool  is similar to the find drop down box, except is used for more complex searches.

Click the 

The following box will appear



Build the query you wish for. For Example, to find the Camp Point Fire District




Choose Fire Districts

Click Having "Fire Dist"  
Click =  
Enter Camp Point

Click add to Query

Click Execute

The Result will turn on the Fire Districts Layer and Highlight the Camp Point Fire District.

To Turn all Layers off, click 



### **Section 7 – Exercise**

1. Zoom to the full extents of the map.
2. Zoom in to a small area in the Northeast part of the County.
3. Zoom to the extents of the bikepath layer
4. Pan to the North.
5. Go back to the bikepath layer
6. Query the Quincy Bus Routes to find the Route Name of “Blue”
7. Clear that selection.
8. Zoom out a small amount.
9. Turn all the layers off.

## Section 8 – The Tool Boxes





This section will cover the toolboxes to the right of the toolbar and two icons to the left of these boxes.

The red tool box  contains advanced tools. Click on the red toolbox to see these tools. 





- Toggle map tips
- Toggle scale bar
- Create callout text
- Measure distance
- Measure Area
- Dynamic Layer Theming
- Saving Session
- Open Session
- Email map image

 Toggle map tips is used when you have defined map tips in the “Settings” menu tab. Click the toggle map tips button to turn off the display of these map tips.

 Toggle Scale bar is use to turn off and on the scale bar shown on the map



 The Callout text button is used to add callout text to the map. Click the callout text button 

And click the map at the point you want to start the callout text. The following box appears:

**Callout Text Markup Tool**

---

The callout pointer position has been recorded.

**Click the map again to set the position of the text box.**

The text box will be positioned so that its closest corner is located where you next click the map.

Hint: For best results, create the callout text at the same scale as you will be printing the map.

Click the map again to set the position of the text box. The following box will appear:

**Callout Text Markup Tool**

---

Enter the text that you wish to appear in the callout.

Adams County GIS

Enter your text in the box

Click OK

Optional: Set the properties of your callout text.

Text Size:  
12

Text Color:  
black

Background Color:  
yellow

Optionally:

Set text size

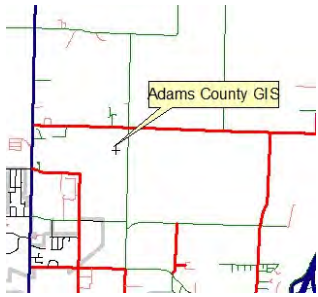
Set Text Color


Set background color


Click OK

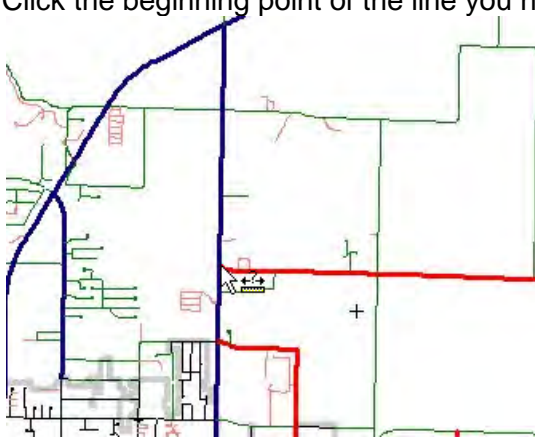


The text will be added to your map:



 Measure Distance

To Measure a distance on your map click the  tool. Click the beginning point of the line you need to measure



The following box will appear showing the latitude and longitude of your first point

#### Measure Distance Tool

This document shows the positions of the points that you have clicked on the map using the measure tool, and reports the distance between them.

Position                      91° 22' 37" W  
   39° 58' 47" N

Click again at the next point on the line you want to measure



The following dialog box will appear showing the latitude and longitude of the last point clicked, the distance between the two points and the true course of the line.


### Measure Distance Tool

This document shows the positions of the points that you have clicked on the map using the measure tool, and reports the distance between them.

Position	91° 22' 37" W 39° 58' 45" N
Position	91° 21' 28" W 39° 58' 44" N
Distance	5,377.8 ft
True Course	90.4°

Clear Points



Measure Area – To measure an area click the  tool and click the first point of your area on the map.



The following dialog box appears showing the latitude/longitude of the first point

Continue Clicking at various points around the area until you complete a polygon.



The dialog box on the side will track each point clicked and calculate the area of the polygon. The final total of the area will be shown at the top of this dialog box.

#### Measure Area Tool

This document shows the positions of the points of a polygon that you have clicked on the map using the area measure tool, and reports the area of the polygon.

Area	4.8 acres
Point 1:	91° 20' 57.5" W 39° 57' 9.8" N
Point 2:	91° 20' 58.5" W 39° 57' 8.9" N
Point 3:	91° 20' 58.9" W 39° 57' 8.2" N
Point 4:	91° 20' 59.2" W 39° 57' 7.6" N
Point 5:	91° 20' 59.2" W 39° 57' 7.1" N
Point 6:	91° 20' 59.4" W 39° 57' 6.7" N
Point 7:	91° 20' 59.7" W 39° 57' 6.1" N
Point 8:	91° 20' 59.8" W 39° 57' 5.4" N
Point 9:	91° 20' 59.9" W 39° 57' 5.1" N
Point 10:	91° 21' 0.3" W 39° 57' 5.1" N
Point 11:	91° 21' 1.0" W 39° 57' 5.1" N
Point 12:	91° 21' 1.3" W 39° 57' 4.7" N
Point 13:	91° 21' 1.9" W 39° 57' 4.4" N



Dynamic Layer Theming – This button is not applicable to the Adams County GIS and is not used.



Save Session

Your session will “time out” after 20 minutes of no activity. If you try to leave the session open on the toolbar, you may lose all of your work. You are able to save your session on your computer and come back to it at another time. It is highly recommended that you save any session to which you have added text or graphics.

To save your session click  The following dialog box appears:

#### Save Session

You can save your current map project to a file on your computer, then return to this project later and pick up where you left off.



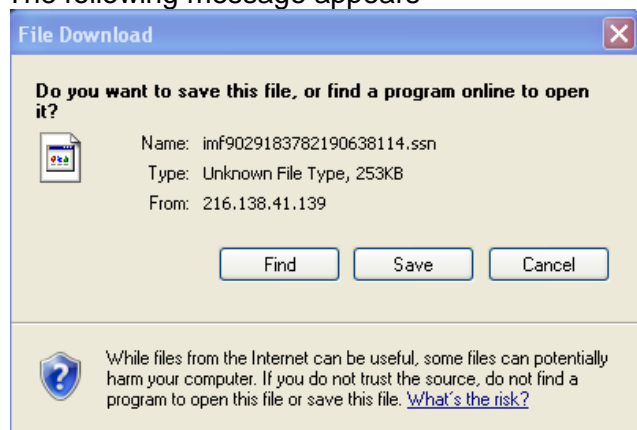
**Save session now**



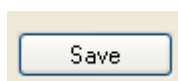
To restore your session later, click the “Open Session” icon on the toolbar, and specify the location of your stored session file (.ssn).

Click  **Save session now**

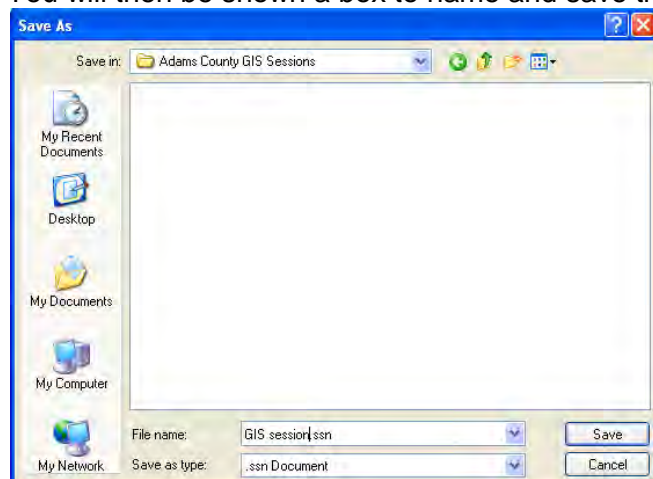
The following message appears



Click

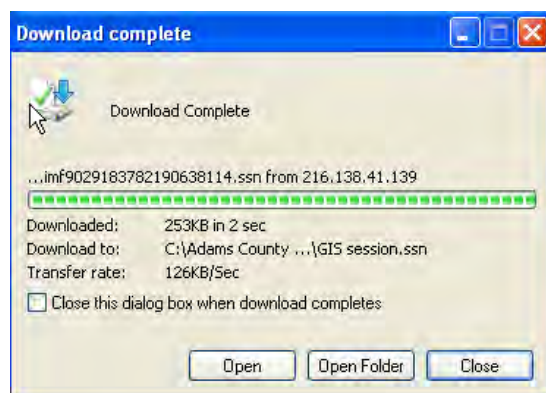


You will then be shown a box to name and save the file on your computer.





Choose the location and name for your session. Click Save.

A box will appear verifying that the file was saved.



Click Close.

 Open Session

To open a previously saved session click 

The following box will appear

**Open Session**

Restores a session using a session file previously saved on your computer. Specify the location of the session file (.ssn) on your computer, then press the Open Session button.

**Session file (.ssn):**

Click  and navigate to your saved session:



Click

Click

Your saved session will open, including and text or graphics you may have added and saved.

 Emailing maps

There are two ways to email a map. You may simply print the map to a pdf, save it and email it as an attachment from your own email or click 

The Email message box appears:

## E-mail the Map Image

Fill out the form below and click the Send button. Required fields are marked with an asterisk.

To send your map to multiple recipients, separate their e-mail addresses with a comma.

Put your e-mail address in the From field. If the message cannot be delivered to a recipient, a notice will be sent to the From address. This address also tells the recipient who sent the map.

**\*E-mail To:**

**\*E-mail From:**

**Attachment format:**  
Adobe Acrobat (\*.pdf)   
Source Image (\*.jpg)   
Adobe Acrobat (\*.pdf)

Here is a map I made from the Adams County GIS!

Enter the email to address

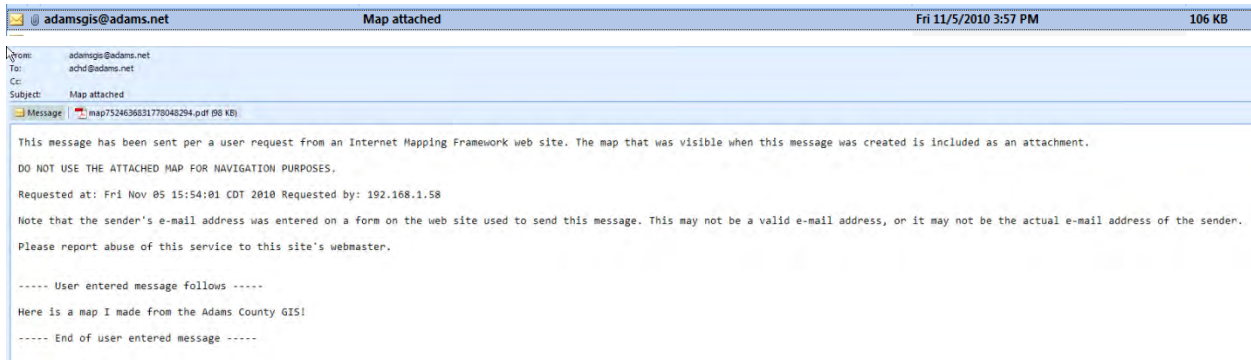
Enter your own email address

Choose the file type for your map

Type in a message to appear in the email

Click send

Your map is on its way!



## Section 8 – Exercise

1. Toggle off the sliding scalebar.
2. Add the Callout text “I DID IT” to your map.
3. Measure 48<sup>th</sup> Street from Broadway to Maine. What is the distance? \_\_\_\_\_
4. Pan up to the Wal Mart building.
5. Measure the perimeter of the Wal Mart Building. What is the Area? \_\_\_\_\_
6. Add your name and the Area of the Wal mart Building as call out text to your map.
7. Save your project.
8. Zoom to the extents of the map.
9. Open your saved project.
10. Email your map to [AdamsGIS@Adams.net](mailto:AdamsGIS@Adams.net)



## Section 8 – The Tool Boxes - Continued



The green toolbox contains the Mark up tools.



Points

Lines

Buffered line

Rectangle

Polygon

Text

Label

Grid

X, y location

Move markup

Resymbolize markup

Move vertex


Snap markup

Deselect markup


Undo/redo markup

Erase markup

Erase all markups

Click on the green toolbox to open. 

### POINTS

To add a point to your map click 

Click the location on the map where you want the point.



The following dialog box appears

#### Point Markup Tool

Choose the symbol that you would like to place at the location clicked. You may also add a short label to place on the map beside the marker.

Symbol Type:

Choose the symbol type

Fill Colour:

Choose the fill color

Outline Colour:

Choose the outline color

Size:

Choose the point size

Label Text:

Add text (if desired)


[Label with geographic \(lat/long\) coordinates](#)  
[Label with UTM coordinates](#)

Click Submit

The point will appear on your map with any text (if added)



## LINES

To add a line to the map click 

Click the location on the map to start the line

### Line Markup Tool

---

1 point recorded. Click the map to add more points to the line.

Continue clicking until the desired line is complete.

### Line Markup Tool

---

4 points recorded. Click the map to add more points to the line, or click the OK button if you are finished drawing your line.

To restart the line, click the Clear button.

When finished, click

Choose your color and width

### Markup Symbol

---

Choose the symbol used for your markup geometry.

Line color:

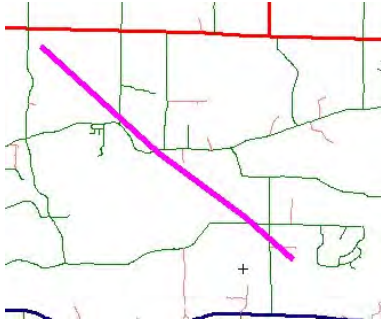
Choose line color

Line width:


Choose line width

Click ok

The line will be drawn on the map.



## BUFFERED LINE

To add a buffered line click   
Click the beginning point of your line

The following dialog box will appear

### Buffered Line Markup Tool

1 point recorded. Click the map to add more points to the line.

Continue clicking until the desired line is complete

### Buffered Line Markup Tool

4 points recorded. Click the map to add more points to the line, or click the OK button if you are finished drawing your line.

To restart the line, click the Clear button.

Click

Choose the desired line symbols

### Markup Symbol

Choose the symbol used for your markup geometry.

Buffer Amount:

End Cap Style:

Fill type:

Fill interval for non-solid types:

Fill color:

Boundary color:


Boundary width:

Click OK

The line will be drawn on the map



## RECTANGLE

To add a rectangle to the map click 

Click on the map where the rectangle will appear. Do not release the left mouse button. Hold the left mouse button down and continue drawing the size rectangle you want.



The following dialog box will appear

**Markup Symbol**

Choose the symbol used for your markup geometry.

Fill type:

Fill interval for non-solid types:

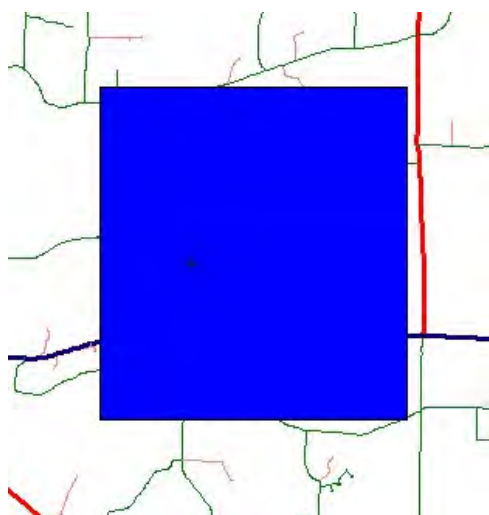
Fill color:

Boundary color:

Boundary width:

Choose the settings and click

The rectangle will appear on the map.

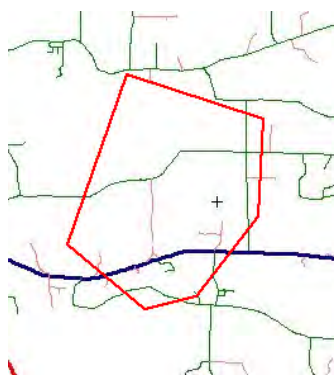


\*HINT – For a rectangle with no fill (outline only) use the line tool instead of rectangle. The rectangle tool will not draw a rectangle without fill.

## POLYGON

To draw a polygon click 

Click on the map the starting place of the polygon. Continue clicking until the desired shape is achieved.



The following dialog box will appear.

### Polygon Markup Tool

---

6 points recorded. Click the map to add more points to the polygon, or click the OK button if you are finished drawing your polygon.

To restart the polygon, click the Clear button.

Click

The following dialog box will appear

### Markup Symbol

Choose the symbol used for your markup geometry.

Fill type:  
solid


Fill interval for non-solid types:  
6 pixels

Fill color:  
blue

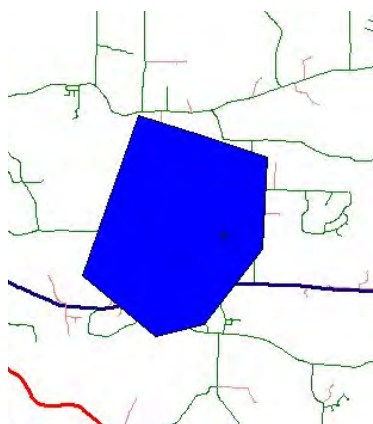
Boundary color:  
black

Boundary width:  
1 pixel

OK


Choose the desired settings and click 

The polygon will appear on the map



\*HINT – As with the rectangle tool, to draw a polygon with no fill (outline only) use the line tool instead of polygon. The polygon tool will not draw a rectangle without fill.

### TEXT

To add text to the map, click 

Click the map at the point the text should begin. The following dialog box will appear.

### Text Markup Tool

Enter the text that you want to display on the map at the position that you clicked.

Map text:

Text Font:

Font Style:

Text Size:

Text Color:

Background Color:

Add desired text here

Choose Font

Choose Style

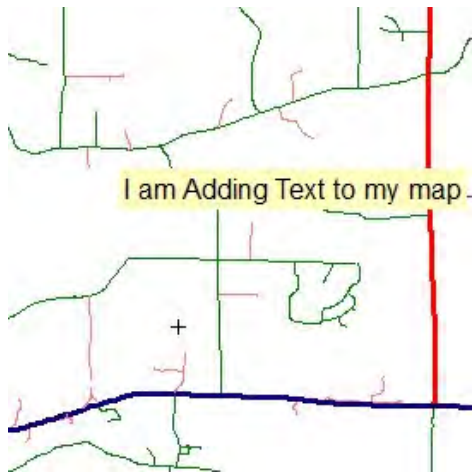
Choose Text size

Choose Text Color

Choose Background Color


Click ok

The text will be added to the map.





## LABELS

To add a label to the map click 

Click on the feature you want to label. (Hint – Be sure the layer is turned on for the feature)

The following dialog box will appear.

### Add Label Markup

Select a layer and field containing features at the point where you clicked, then press the OK button to apply your label.

Layer:

ROAD CENTERLINE

Choose the layer you wish to label (The layer will not appear if it is not visible on the map)

Field:

ROAD NAME

Choose the field you wish to label

Font color / size:

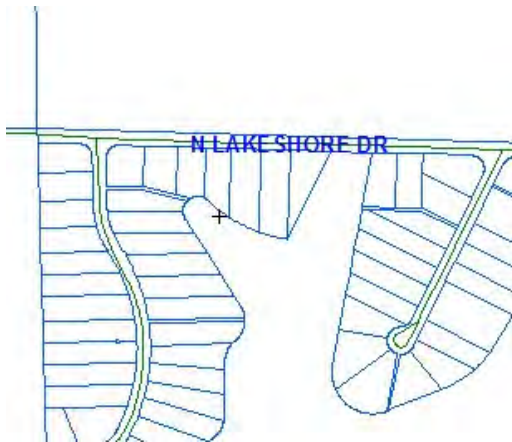
Blue 10 pt

Choose the color & size font


OK

Click ok

The label will be added to the map.



## ADD GRID

To add a grid to the map click 

The following dialog box will appear

### Grid Markup Tool

Enter the size of the grid that you want to display on the map.

Horizontal Grid Cells:

5

Choose the number of horizontal lines

Vertical Grid Cells:

5

Choose the number of vertical lines

OK

Click ok

Your grid will appear on the map

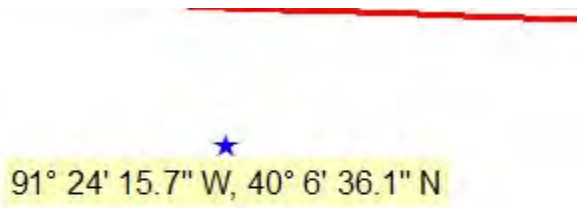


## ADDING LATITUDE AND LONGITUDE TO MAP

To add the latitude and longitude to your map click 

Click the point on the map you want the coordinates

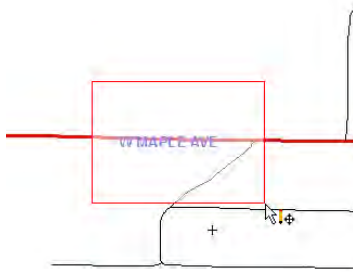
The latitude and longitude will appear.



## MOVING MARKUPS

To move a markup click 

Click and hold left mouse button and draw a box around the markup.



The markup will be selected




### Move Markup Tool

One markup item selected.  
Please click on the map to choose a new location for this markup.

Click the location to move the markup to. The markup will be moved on the map.



### RESYMBOLIZE MARKUP

To resymbolize a markup click 

Click and hold left mouse button and draw a box around the markup.



Markup will be selected



The following dialog box will appear

## Text Markup Tool

Re-enter the text that you want to display on the map.

Map text:

Text Font:

Font Style:

Text Size:

Text Color:

Background Color:


Change the settings as desired. Click

Markup will change

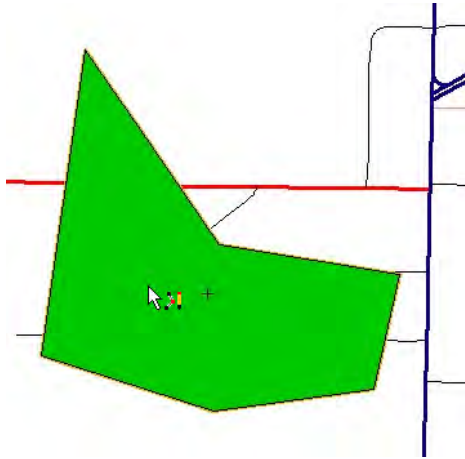


### MOVE VERTEX

A vertex is a point at which two angles meet within a polygon.

To move a vertex of your markup click 

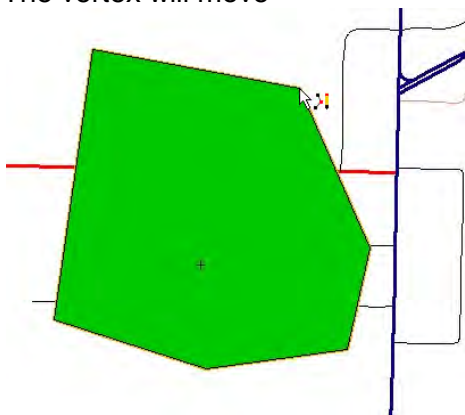
Click the markup you wish to edit




Click again at the vertex area you wish to edit

Click the new position for the vertex

The vertex will move

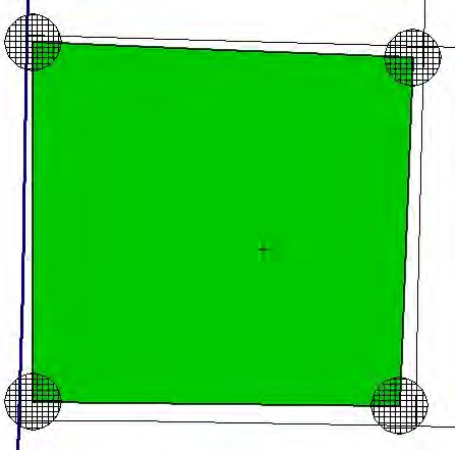


## SNAP SELECTED MARKUP


To snap a markup to a specific layer use 

Click on the mark up

The following dialog box will appear with markups around each vertex on the map



### Snap Markup Tool

Snap to layer:  

Snap distance:  feet

Choose the layer to snap to  
Choose the distance for snapping click update  
Click Submit

Snapping markup occurs on a vertex to vertex basis. There must be a vertex on the selected markup that corresponds with a vertex on the snap to layer which falls within the snap distance radius buffer zone.



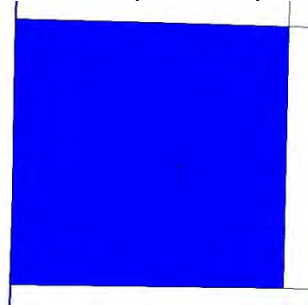
Select the desired snap-to layer from the drop-down list.

A snap distance must be specified. If you change the snap distance value then click the Update button to reflect the change on the map.

The selected markup will be snapped to the closest vertex within the snap distance radius buffer displayed on the map.


Click the Submit button to snap the markup item according to the layer and distance specified.

The markup will snap to the layer







## DESELECT MARKUP


To deselect a markup click 

## UNDO REDO

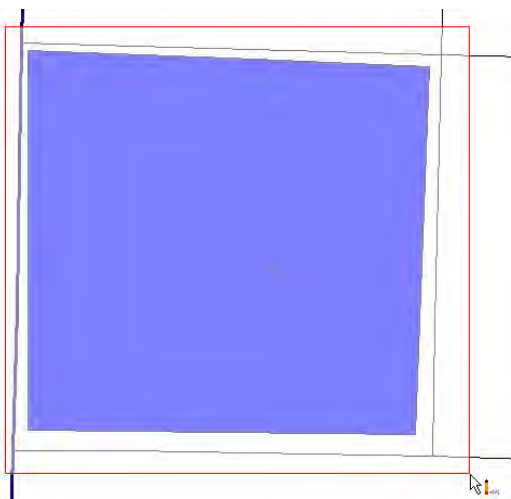
To undo a markup operation click 

To redo a markup operation click 

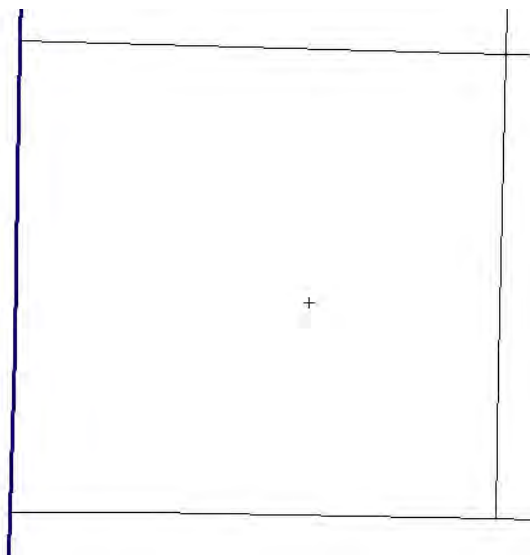
## ERASE MARKUP

To erase one mark up click 

Hold the left mouse button down and draw a box around the markup



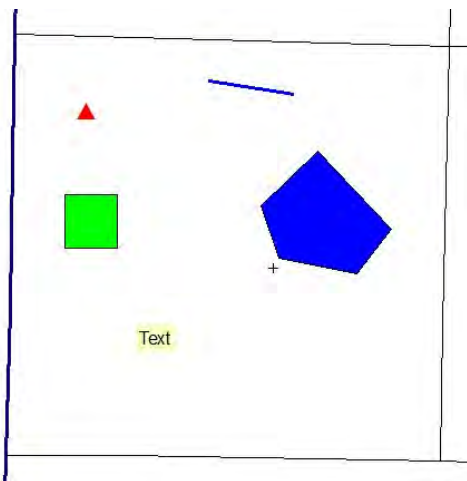
The markup will be deleted



## DELETE ALL MARKUPS

To delete all markups click 

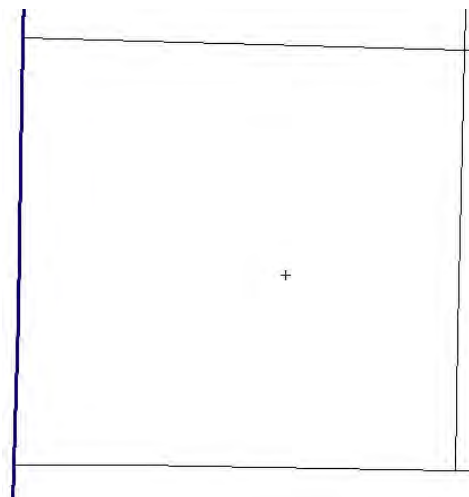
Map with markups



erase all markups



All markups removed



### Section 8 – Exercise 2

1. Find PIN # 233129600000 (hint-use the find drop down box). Zoom to the parcel. Zoom again to have the parcel almost fill the screen
2. Label the parcel by the Owner name.
3. Move the owner name so that it is centered in the parcel
4. Change the color of the owner name to red and the text size to 12.
5. Add the latitude and longitude to the upper part of the parcel.
6. Outline the parcel using the line tool. Make the line green and 5 pixels.
7. Erase the owner name
8. Undo the erasure owner name.
9. Erase all the mark ups

## Section 8 – The Tool Boxes - Continued



The blue toolbox contains the Selection tools.



Query

Identify Visible

Identify by radius

Select by rectangle


Select by line

Select by polygon

Select by Radius


Select by buffer

Extract to excel

Click on the blue toolbox to open. 

### QUERY BUILDER

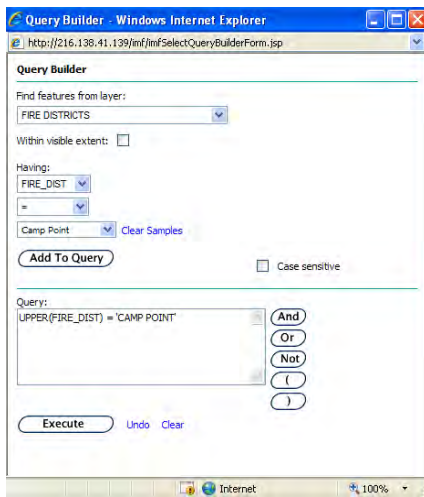
This is the same query builder as is found on the toolbar.

To start the query builder click 

The following box will appear



Build the query you wish for. For Example, to find the Camp Point Fire District



Choose Fire Districts

Click Having "Fire Dist"  
Click =  
Enter Camp Point

Click add to Query

Click Execute

The Result will turn on the Fire Districts Layer and Highlight the Camp Point Fire District.

## Identify visible

The identify visible tool is similar to the identify tools except it will identify all layers that are visible instead of only the active layer.

We have the following layers turned on (visible)

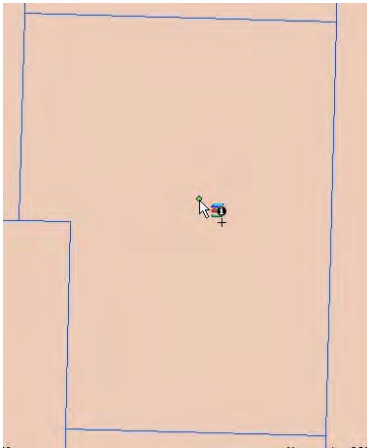
Addresses

Parcels

Precincts

Click 

Click anywhere on the map. (if you want the address you must click on a point)




The following information will be shown

<b>Coordinate Position</b>	
Coordinates: 30° 55' 56.13" N, 91° 22' 24.66" W	
<b>PRECINCTS</b>	
COUNTY BOARD DISTRICT:	4
PRECINCT:	QUINCY 19
WARD:	3
<b>PARCELS</b>	
OWNER_NAME:	BAKER, ROBERT L, ET AL
OWNER_ADDR:	2377 E 603RD LN
OWNER_CITY:	URSA
OWN_ST:	IL
OWN_ZIP:	62376
PIN:	233129600000
ALTPIN:	1906107019
ACRES:	0
LEGAL_DESC:	LOT 3 PARK PLAZA LOT 3
TSHP:	2S
RANGE:	8W
SECTION_:	6
TRS:	2S8W6
TOTVAL2009:	41250
TAXVAL2009:	22950
TAXDUE2009:	1575.18
FRMLND2009:	0
FRMBDG2009:	0
NOFMBD2009:	37520
TAX_CODE:	23001
PY_TAX_COD:	23001
USE_CODE:	0040
PY_USE_COD:	0040
VOLUME:	529
PAGE:	2789
DOCUMENT:	107904
CNTY_NM:	ADAMS
COLLEGE_NM:	JOHN WOOD COMM COLLEGE
TSHP_NM:	QUINCY
SCHOOL_NM:	SCHOOL DIST 172 QUINCY
CORP_NM:	QUINCY
PARK_NM:	QUINCY PARK DISTRICT
SITE_AD:	117 PARK PLZ
NOFMLD2009:	3730
Shape_Leng:	351.168364235
Shape_Area:	6931.82569199
<b>ADDRESSES</b>	
ADDRESS:	117 PARK PLZ
CITY:	QUINCY
STATE:	IL
ZIP:	62301
STRUCTURE:	Residential House

Notice that you just identified information from 3 separate layers, The Precincts, the Parcels and the addresses.

## IDENTIFY BY RADIUS

This feature is used to identify by radius. Please note that this is NOT the same as select by radius which will be discussed later. This will simply give you a window identifying all the features, it will not select the features.

To identify by radius click 

Click the center area of the map on which you want to identify features within a radius.

For example, we want to identify all properties within 250 ft of the center a property.

Click 

Click the center of the property



The following dialog box will appear

### Identify by Radius

Identify features from:

PARCELS 

Choose the layer from which you want to identify the features

that are within:

250  feet

Choose the distance from the point clicked

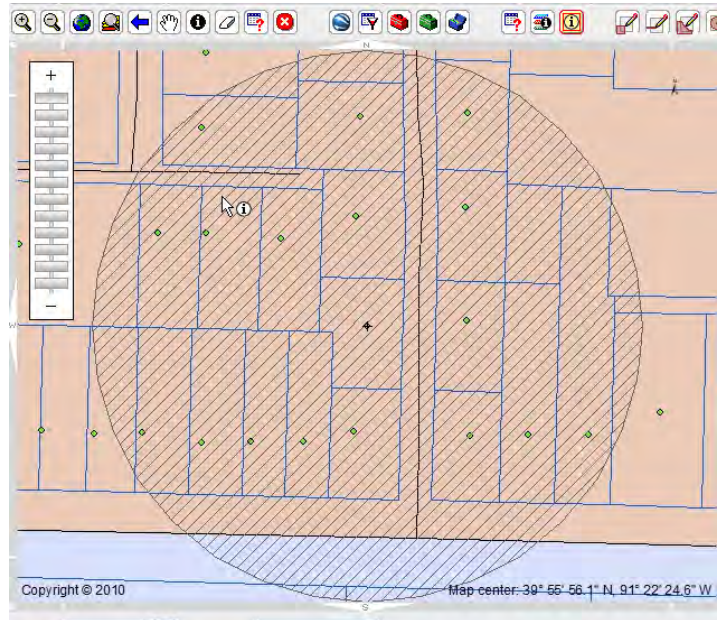
of the position clicked.

OK




Click ok

You will return the following results: a map showing the radius and a listing of all properties within that area

Identify Results	
<b>Coordinate Position</b>	
Geographic:	39° 55' 56.1" N, 91° 22' 24.6" W
<b>PARCELS</b>	
OWNER_NAME:	ST PETERS CHURCH & SCHOOL
OWNER_ADDR:	2500 MADIE ST
OWNER_CITY:	QUINCY
OWN_ST:	IL
OWN_ZIP:	62301
PIN:	231229600100
ALTPIN:	1906108002
ACRES:	0
LEGAL_DESC:	BLK 5 EAST QUINCY SURVEY BLOCK 5
TSP:	2S
RANGE:	8W
SECTION:	6
TRS:	2S8W6
TOTAL2009:	0
TAXVAL2009:	0
TAXDUE2009:	0
FRMLD2009:	0
FRMDDG2009:	0
NOFMLD2009:	0
TAX_CODE:	23001
PI_TAX_CODE:	23001
USE_CODE:	0090
PI_USE_CODE:	0090
CITY_NM:	ADAMS
COLLEGE_NM:	JOHN WOOD COMM COLLEGE
TSPH_NM:	QUINCY
SCHOOL_NM:	SCHOOL DIST 172 QUINCY
CORP_NM:	QUINCY
PARK_NM:	QUINCY PARK DISTRICT
SITE_ADJ:	2600 MADIE ST
NOFMLD2009:	0
Shape_Leng:	2086.58757798
Shape_Area:	216629.041397
OWNER_NAME:	GATES, MARY BELLE
OWNER_ADDR:	2532 PRENTISS AVE
OWNER_CITY:	QUINCY
OWN_ST:	IL
OWN_ZIP:	62301
PIN:	231230900000
ALTPIN:	1906107001
ACRES:	0
LEGAL_DESC:	LOT 9 H P PRENTISS SUB LOTS 7 & 9
TSP:	2S
RANGE:	8W
SECTION:	6



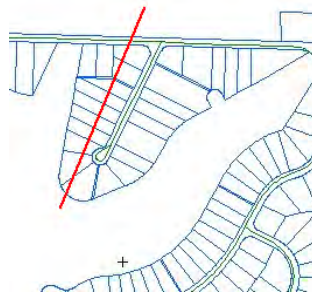
## SELECT BY RECTANGLE, LINE OR POLYGON

To select a group of features using a rectangle click , a line click , select by polygon click ,

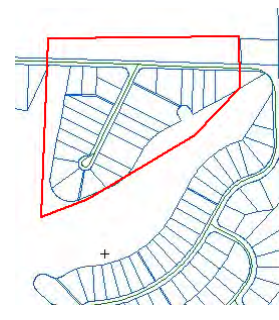
Click one corner of the area you wish to select and, holding the mouse button down, draw a rectangle around the features, click each end of the line for a line through the features or click each vertex of the polygon for a polygon around the features you wish to select.



Select by rectangle



Select by line



Select by polygon

Features will be selected



You will have a choice of reports

### Selection Set

[Help](#)

**Layer:**  
PARCELS

**Selection:**  
29 features selected.

**Options:**

**Default Report** Show the default report for the selected features

**Tabular Report** Show a tabular report for the selected features.

**Zoom to Extent** Zoom the map to the extent of the selected features.

This layer is defined as a selected set type of layer. You may use the selection tool to refine your selected set so that it contains the desired features before executing the reporting routines.

### The Default Report

#### Query Results

More Results Available  
**PARCELS**  
OWNER\_NAME: GENENBACHER, MELVIN J  
OWNER\_ADDR: 1425 N 1363RD LN  
OWNER\_CITY: FOWLER  
OWN\_ST: IL  
OWN\_ZIP: 623389758  
PIN: 160026900000  
ALTPIN: 1529300001  
ACRES: 158.875  
LEGAL\_DESC: SW SEC 29 157W -EX 1.125A SE COR - SV  
SEC 29  
TSHP: 15  
RANGE: 7W  
SECTION\_: 29  
TRS: 157W29  
TOTVAL2009: 62920  
TAXVAL2009: 52920  
TAXDUE2009: 3271.42  
FRMLND2009: 7080  
FRMBDG2009: 43500  
NOFMBD2009: 12010  
TAX\_CODE: 16001  
PY\_TAX\_COD: 16001  
USE\_CODE: 0011  
PY\_USE\_COD: 0011  
VOLUME: 504  
PAGE: 1778  
DOCUMENT: 15766  
CNTY\_NM: ADAMS  
COLLEGE\_NM: JOHN WOOD COMM COLLEGE  
TSHP\_NM: GILMER  
RD\_DIST\_NM: GILMER  
PERM\_RD\_NM: GILMER  
FIRE\_NM: CENTRAL  
LIBRARY\_NM: TRI-OCY AREA LIBRARY

The default report is the same report you receive when identifying a feature. Scroll through the list to see all features selected. You are able to zoom to each feature individually.



The Tabular Report opens a new window showing all features selected. This report may be saved to the users hard drive as a html or txt file.

The screenshot shows a web browser window with the URL `http://216.138.41.139/imf/imfSelectSetTabular.jsp?layerid=55&loid=12307&sspop=true&sel=true&vis=false`. The browser title is "Windows Internet ...". The page content is a table titled "Query Results" with the following data:


OWNER_NAME	OWNER_ADDR	OWNER_AD_1	OWNER_CITY	OWN_ST	OWN_ZIP	PIN	ALTPIN	ACRES	LEGAL_I
GENENBACHER , MELVIN J	1425 N 1363RD LN		FOWLER	IL	623389758	160026900000	1529300001	158.875	SW SEC
ROBERTS , RICHARD C & SUSAN M	1418 N LAKESHORE DR		FOWLER	IL	62338	160032300000	1532102007	0	LOT 36 I
MCCONNELL , ESTHER D'ANN	1422 N LAKESHORE DR		FOWLER	IL	62338	160032400000	1532103001	0	LOT 37 I
MCCONNELL , ESTHER D'ANN	1422 N LAKESHORE DR		FOWLER	IL	62338	160032500000	1532103002	0	LOT 38 I
MARTIN , RICHARD C & BRENDA S	1299 LAKEVIEW CT		FOWLER	IL	62338	160032600000	1532103003	0	LOT 39 I
MILES , PAULA N	1297 LAKEVIEW CT		FOWLER	IL	623382410	160032700000	1532103004	0	LOT 40 I
GODMAN , ETHEL	1293 LAKEVIEW CT		FOWLER	IL	62338	160032800000	1532103005	0	LOT 41 I
GODMAN , ETHEL	1293 LAKEVIEW CT		FOWLER	IL	62338	160032900000	1532103006	0	LOT 42 I
HIRSCHAUER , RONALD K & WANDA I	1289 LAKEVIEW CT		FOWLER	IL	62338	160033000000	1532103007	0	LOT 43 I
HIRSCHAUER , RONALD K & WANDA I	1289 LAKEVIEW CT		FOWLER	IL	62338	160033100000	1532103008	0	LOT 44 I
POTTER , CHRISTOPHER & SARAH	1287 LAKEVIEW CT		FOWLER	IL	623382410	160033200000	1532103009	0	LOT 45 I
LUCKHAUPT , COREY L & LISA M	1285 LAKEVIEW CT		FOWLER	IL	62338	160033300000	1532103010	0	LOT 46 I
KINDHART , RODNEY D & LYNDA K	1283 LAKEVIEW CT		FOWLER	IL	62338	160033400000	1532103011	0	LOT 47 I
VOLLBRACHT , SARAH K	1281 LAKEVIEW CT		FOWLER	IL	62338	160033500000	1532103012	0	LOT 48 I
WESTHAUS . RONALD A	1282 LAKEVIEW CT		FOWLER	IL	62338	160033600000	1532126009	0	LOT 49 I

\*hint – Excel users - You may highlight all records in this report, right click, choose copy and paste the data into an excel spreadsheet.

Zoom to extent simply zooms to the extent of the selected layers.

### SELECT BY RADIUS-

This is similar to identify by radius except that it actually selects the features.

To select by radius click 

Click the center of the area you wish to select.





The following dialog box will appear

### Select by Radius

Select features from:

PARCELS

that are within:

250 feet

Choose the radius distance

of the position clicked.

OK

Click ok



Your map will show the radius (defined by the crosshairs) and the parcels that are a part of that radius.

You will then be able to access the same reports as were discussed in the select by rectangle, line or polygon above.

### SELECT BY BUFFER

You may also select features by a buffer, similar to select by radius, except that you will use a feature from one layer to identify features from another layer.

Select a feature of a layer using the above selection tools



Click 

The following box will appear



### Select by Buffer

---


Select features from

ADDRESSES 

that are within

250  feet 

of the selected features of

PARCELS 

OK 

Choose another layer to select the features from  
Choose the distance for the buffer  
Click ok

All addresses within 250 ft of the selected parcel will be selected.



You will also have the same reports as listed above.

\*not – at this time you cannot select the features from the same layer as your original selection (such as selecting all parcels within a distance of the selected parcel) We are currently trying to find a workaround for this problem)

## EXTRACT TO EXCEL

Any selected set map be exported to an excel spreadsheet. This is especially useful when needing to create address labels.

Create a set of selected features using any of the methods listed previously.

Click 

The following box appears

### Extract Layer to Excel>

---

Select the layer that you wish to extract to an Excel file, the press the OK button. The attributes of the features from the layer you select will be extracted to a file that you can download to your local computer.

Layer name

Within visible extent only?

Selected features only?

Choose the layer where your features are selected

Choose whether the visible extent only or to include features outside the view

Choose yes for selected features only\*

Click ok

\* Do not try to export all of the features from a layer. Most layers have many features and may lock up your computer if you try to export everything in the layer.

The following box will appear:

### Extract Layer to Excel

---

Extract operation successful.

143 features written.

A zip file containing the layer's attributes in Excel format has been created for you to download. It will only be available for a short time.

[\[ download the zip file \]](#)

You may be able to open the Excel file in your browser. Once open, you can save it using the "File | Save As" menu option.

[\[ open the Excel file \]](#)

From here you may download the file and unzip it on your computer or simply open the excel file at which time you may save it to your computer.

### Section 8 – Exercise 3

1. Find the address of 117 Park Plaza
  2. Select all of the addresses in the subdivision using a polygon
  3. Open the tabular report
  4. Extract the selection to excel using only the selected addresses within the view extent
  5. Turn on only the addresses, section lines, parcels and Quincy Wards
  6. Click on any address point. Identify by visible. Which layers did you get results from?
- 

7. Find all the parcels within 400 ft of 215 Anderson Ct. Extract them to an excel file.

## Section 8 – Other Tools

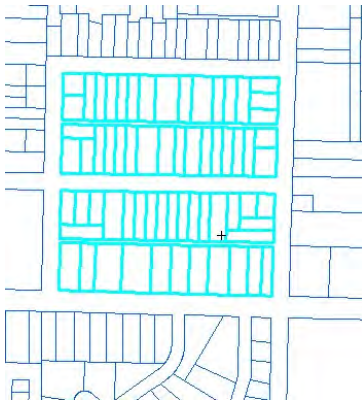
There are two additional tools located to the left of the toolboxes



Google Earth is a popular mapping program used by many. Data from the Adams County GIS may be exported to Google Earth using the export to KML tool.

**IMPORTANT – YOU MUST HAVE GOOGLE EARTH INSTALLED ON YOUR COMPUTER TO UTILIZE A KML FILE.**

Select the features you wish to export to Google Earth. (Note – do not try to export a large selection or an entire layer to a kml. This may cause your system to lock up.)



Click  The following dialog box appears

### Extract Layer to KML

Select the layer that you wish to extract to a KML file, then press the OK button. The visible features from the layer you select will be extracted to a file that you can download to your local computer.

Layer name  
PARCELS

Within visible extent only?  
Yes

Selected features only?  
No

OK

Choose the layer of the selected set

Choose yes or no for the extent

Export only the selected features

Click ok

Another dialog box appears

**Extract Layer to KML**

---

Give the KML placemarks folder a name and description, and then select the layer attribute fields to use to determine the name, description and relative height of each feature as it is written to KML.

Name your extract folder:

Briefly describe your extract folder:

Select a field to provide a name for each placemark:

Select a field to provide a description for each placemark:

Select a quantity field to provide a 3D representation of each placemark relative to the others:

Complete the Fields. The Name of the extract folder is the only required field. Others are optional.

Click

While the program creates the kml file this message appears

**Extract Layer to KML**

---

Creating KML file.

Please be patient. It may take a couple of minutes for this process to finish.

It has been 0 seconds so far.

When the file has successfully been created, this dialog box appears.

**Extract Layer to KML**

---

Extract operation successful.

65 features written.

A zip file containing the layer's attributes in KML format has been created for you to download. It will only be available for a short time.

[\[ download the ZIP file \]](#)

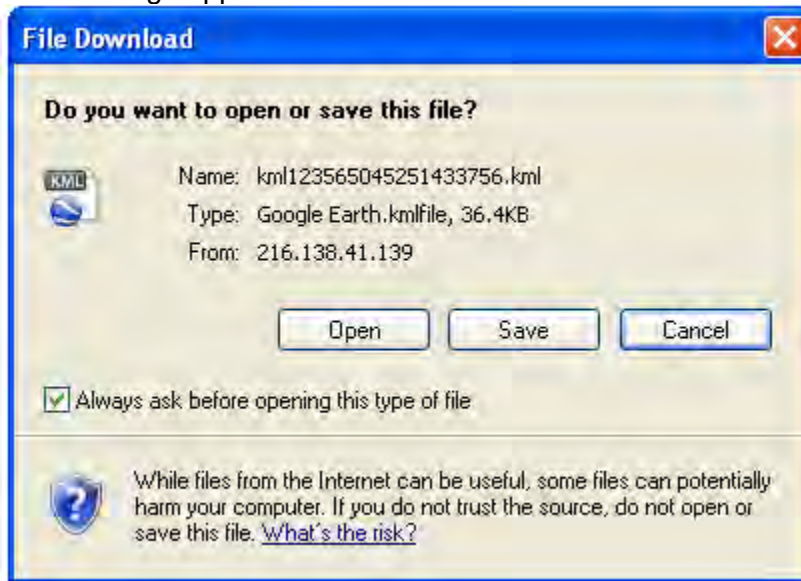
If you have Google Earth installed on your system, you should be able to open the KML file in Google Earth.

[\[ open the KML file \]](#)

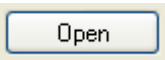
You may download this as a zip file or open the kml file.

Click [\[ open the KML file \]](#)

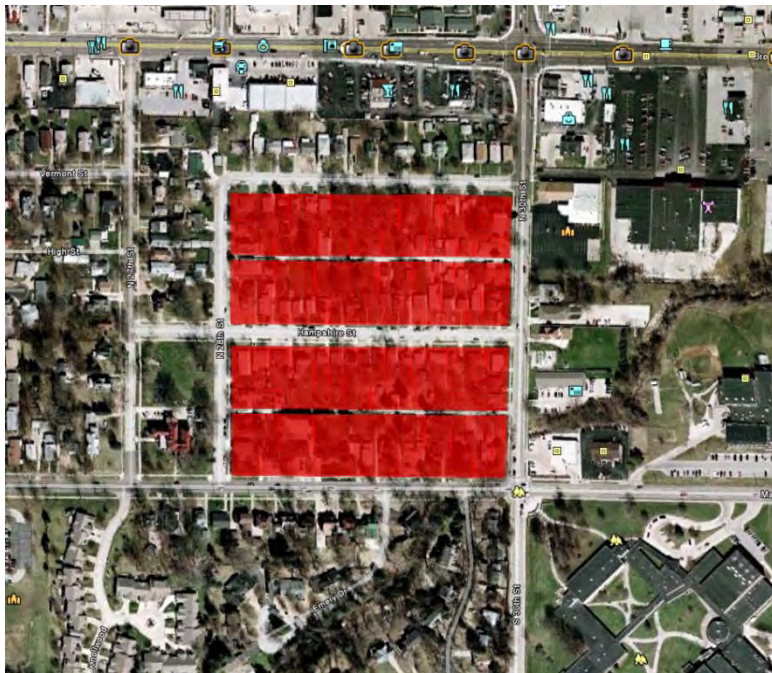
This message appears



Click



Google earth will open and your layer will be placed on the map.

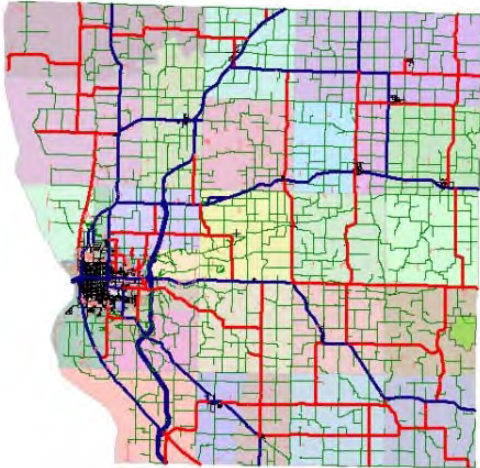




## FILTER BUILDER



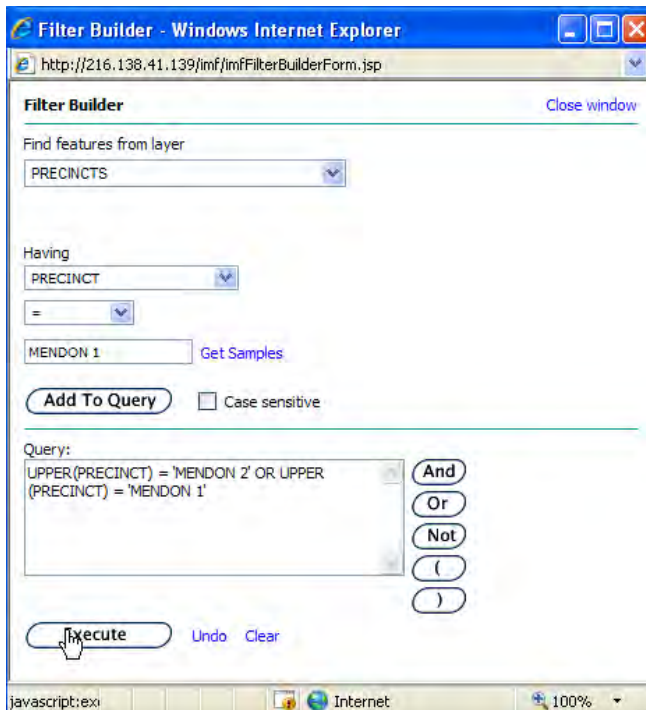
At times, you may not want to see all parts of a layer. For example, The Precincts layer currently shows all the precincts in Adams County. You may only want to show the precincts located in Mendon Township.



All Precincts

Click

The following dialog box appears



Choose precincts layer

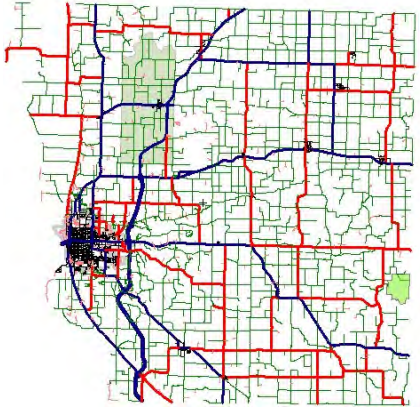
Where

Precinct  
Is equal to  
Mendon1 (or Mendon 2)  
Add to Query

Click Execute



Your resulting map will show only the precincts in Mendon Township



This is very similar to the selection queries covered earlier, however the filter builder does not select a feature. It simply makes only the queried feature visible.

#### Section 8 – Exercise 4

1. Zoom to 281 Lexington
2. Make the parcel layer active
3. Select all the parcels around the address
4. Export the parcels to a kml file and open the file in Google Earth
5. Close Google earth
6. Go to the Adams County Base Layers
7. Turn on the Fire Districts Layer
8. Show only the Ursa Fire District on your map.

**For Questions or Comments, please contact**

**Adams County GIS  
101 N 54th St  
Quincy, IL 62305**

**Joye Dell Baker, GISP  
GIS Specialist  
(phone) 217-223-0614  
(FAX) 217-223-9418  
(email) [adamsgis@adams.net](mailto:adamsgis@adams.net)**