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Chapter 1 – Help at a Glance

Widgets

- In Flex Viewer, a widget (below) is the window that will open up for various tools. These widgets can have many tabs within them, and can be minimized or closed like a window. They are managed by using the mini toolbar located on the top right hand side of the widget window screen.



Each widget will have icons in the top right corner specific to that tool, but every widget will have these two icons in the top right corner




- Minimize will minimize the window; click the tool icon to bring it back.
- ✕ Close will close the window; reselect it from the menu to bring it back.



You may have noticed a small mini toolbar off to the right on the screen. This tool is for managing the many windows (widgets) available on Flex Viewer. When you have enough windows open that you can no longer see them all on the screen, you can use the toolbar to scroll up the group of windows, or down again. You can also hide all of the open windows without ever closing them out.



Zooming and Moving

- 
 On the left side of the screen there is a scale bar (left) that you can use to zoom in and out of the map. You can use it either by clicking  or  to zoom in and out respectively.
- There is also a pan tool that you will have on automatically when you open Flex Viewer, or you can find it in the main toolbar as the Re-Center Map tool. Click and hold down the cursor to drag the map view around.


Chapter – 2 Tools

The Tools menu features, well...tools. This menu breaks away from manipulating the map display and starts to deal with the data built into the map layers.




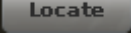
Note: To minimize the toolbar click  to close, and click again to open.




Locate Address. You can use this tool to pin point specific locations by either its street address, or its latitude and longitude coordinates. Locate works like many locaters today on the internet. Fill in the address, as completely as you can, and then click .



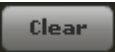
- There is also a coordinates  tab within the Locate widget for typing in latitude and longitude.
- You can search intersections by using the '&' between street names.


- Your results will show up once you have clicked , along with a mailbox icon on the map that has now zoomed and panned to the location you requested.

- **Results**




- This should appear when you type in a location displaying your query results. It can also be accessed by clicking  in the top right corner of the window.


Note: If the results window opens with a rotating circle and the word 'Loading...' for more than a few seconds, your search was probably unsuccessful, and you should go back to the search window and review what you typed.

You can clear the results window by going back to either of the two search windows and clicking . This will also clear what you entered into the search window.


 **Search Parcels** is a tool that you can use to select Parcel features on the map.




- You can use the  graphical search to locate features by their location on the map and can select more than one.
- All of your selections will then show up on the map as selected, and will be listed in the  results tab or if you prefer a floating data grid format you can select the .


 **Draw** will let you put temporary marks on the map viewer that you can have on your map when you print it, but will not alter the map itself. There are many draw tools available in the draw widget that you can choose from, if you wish to have each type of


drawing have its measurements, use the  measurements tool to add them to future drawings.


- This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window. It gives you all of the draw options along with option such as color in a drop down menu, and font size/line width.





- ◆  Draw a point will put a dot on the map wherever you click and/or place the cursor on the map.


- ◆  Draw a Line works the exact same way as the Select by Line tool in the Search window. Click once to start the line, and click again where you want another vertex (corner), and double click to finish the line.


- ◆  Draw Freehand allows more freedom of movement for the line being drawn. Click and hold down the cursor and the line will follow behind the movements of your cursor.


- ◆  Draw Polygon works by clicking once to start the shape and click again, where you want another vertex (corner), and double click to finish the shape.

- ◆  Draw Freehand Polygon allows more freedom of movement for the shape being drawn. Click and hold down the cursor and the line will follow behind the movements of your cursor. When you are finished, let go of the button, and the polygon will close itself.


- ◆  Draw Circle. Click and hold down the cursor and the circle draw. When you are finished, let go of the button, and the circle will close itself.

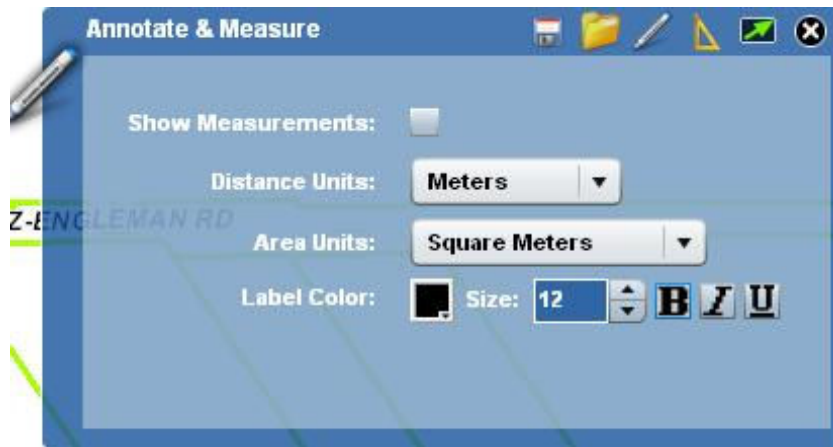
- ◆  Draw Rectangle. Click and hold down the cursor and the line will follow behind the movements of your cursor to create a rectangle. When you are finished, let go of the button, and the rectangle will draw

- ◆  Draw Text allows you to add words to the map. Type what you wish to appear on the map into the 'Text' box, select the color you want, and the size you want. When you are ready, click on the map where you want the text to appear, and it will do so.



- ◆  Clear Drawing will clear off the entire map of any and all dots, lines, polygons, and text all at once. Caution is advised when using this tool.

Measurement

- This can be accessed by clicking  in the top right corner of the window. This tool will add latitude and longitude coordinates to points, length to lines, and area plus its perimeter. To use this tool, simply check the “Show Measurements” box and select your desired units in the two drop down menus (below). You can also select color and size of the label.




The measurements will appear after you have finished drawing.



- To Save a graphics file, click the  icon from the Annotate & Measure widget toolbar (may receive a warning message regarding switch fonts) click Yes. Save to desired location.
- To Open a saved graphics file, click the  icon from the Annotate & Measure widget toolbar to select a file to upload to your current map, go to your file location where the saved file resides.


Note: The measurements option only works on shapes drawn after it was turned on, any pre-existing shapes will not show their measurements.



- Use this  to print the current map in the viewer. This will open a window with a title and a subtitle field to fill in with an option for Portrait or Landscape.



- Type in your titles or leave the areas blank if you don't want them displayed on the map itself.
- When you are finished and ready to print, click  or  and the map will be sent to a new window. From there you print.
- Map sharing is also an option by right clicking on the map. From the pop-up window, you can "Create URL" or "Export Map Image Using JPEG".

- Use this  to print a PDF the current map in the viewer. This will open a window with a title and a subtitle field to fill in, along with two drop down menus.



Type in your titles or leave the areas blank if you don't want them displayed on the map itself.

- When you are finished and ready to print, click either, Portrait, Landscape or Tabloid to submit your job and the map will be sent to a new window or tab. From there you can save the map as a pdf, or print it off.
- To print legends create PDF and it will be displayed on the second page.

Note: The browser that you are using to run Flex Viewer must already be in the dimensions you wish for the printed map before you click print pdf. Therefore, if you want a portrait print, the actual browser window should be taller and narrower, if you want a landscape map, the browser window should be shorter and longer.



Proximity Search

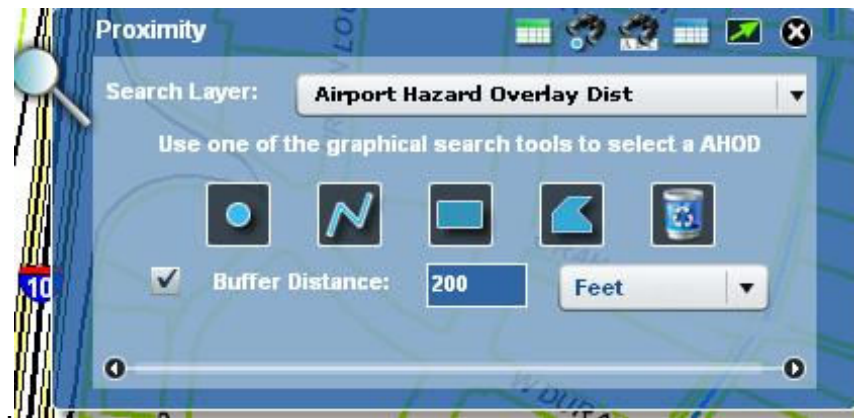
- You can use this tool to find and select features from layers that have been set up by the site administrator. You can select the features either by a graphical or text search.

- **Graphical Search**





- This should come up with the window automatically or it can be


accessed by clicking  in the top right corner of the window.

- Since this tool is for predefined searches from map services, there is a drop down menu above the graphical search options so you can pick the search you wish to use.



- Select the layer you want to search for, select the Buffer Distance and distance, then choose one of the graphic search options as follows:

-  Select by point will pick up one point at a time, so you should be fairly well zoomed in if there are a lot of points close together.
-  Select by Line is a straight line you can draw across the map and any feature that intersects the line you draw will be selected. To use this tool, click once to start the line, and click again where you want another vertex (corner), and double click to finish the line.
-  Select by Rectangle is a rectangle that will select all features captured within it. This tool is used the same way you would use the zoom in tool to select a given area you wish to select.
-  Select by Polygon is similar to the Select by Rectangle in that it will select all features within the finished shape; however, the Select by Polygon tool is used like the line tool where you click once to start and click again where you want another vertex (corner), and double click to finish the shape.

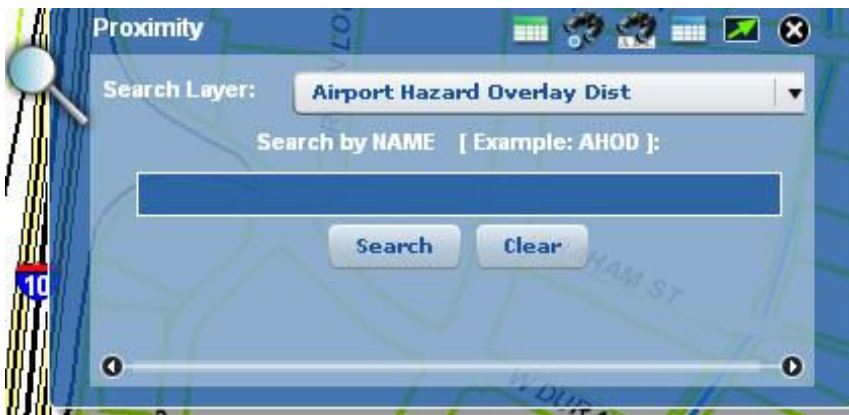
-  Clear will clear out your selections unlike the Locate tool where you have to click.




- ✓ **Note:** The graphical search tool is good for when you want to select more than one feature in an area, or don't know the name of the feature you are searching for.



Text Search

- This can be accessed by clicking  in the top right corner of the window. This tool has the drop down menu for selecting your pre-defined search from maps services.



- This tool is for when you know the exact name of the feature you are looking for. Select your layer and type in the name of the feature and click .
- ✓ **Note:** The text search does not provide the option to perform a proximity search.
- **Results**
 - This should appear when you select a feature either by using a graphic tool, or by name to display your results. It can also be accessed by clicking  or the data grid option  in the top right corner of the window. Click on one of the results to zoom to location.





Identify





This is used to get detailed information about specific features from map layers.

Identify

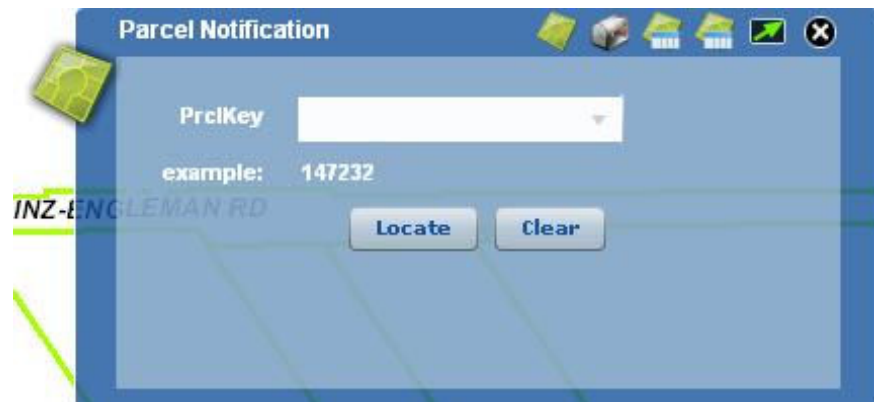
- This should come up with the window automatically or it can be accessed by clicking  in the top right corner of the window. In the Window, click  and then click on the feature you want more information about. Make sure to be zoomed in far enough if there are multiple features clustered together. For more information regarding zoning, click on the 'Zoning Code Information' hyperlink.


✓ **Note:** Only one feature can be selected at a time.

- Click the  icon to clear will un-select the feature you selected.
- **Results**
- This should appear when you select a feature either by using a graphic tool, or by name to display your results. It can also be accessed by clicking  in the top right corner of the window.



Parcel Notification:




- Open the Parcel Notification widget.
- Click on  to open Parcel Notification Widget from the main toolbar menu list.
- Search Parcels.
- Enter a ParcelKey and click “Locate”.
- Results are displayed in the widget.



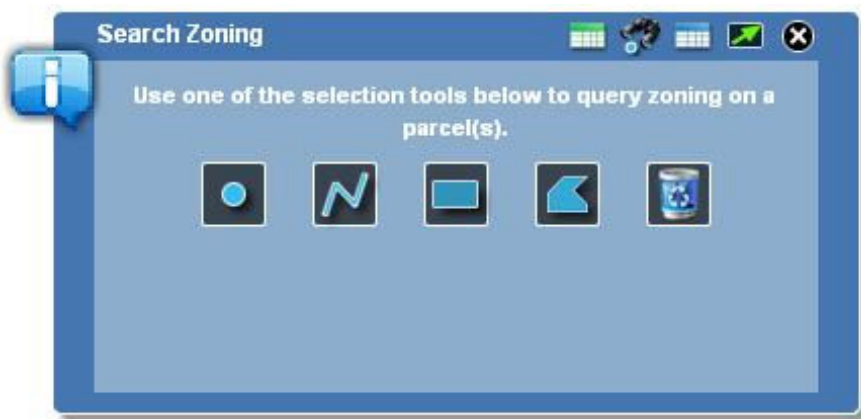
- Zoom to Parcels within a buffer.
- In the results window, select number of feet to create a buffer, click 'Find Parcels'.
- Map zooms to parcel with the buffer around the parcel selected.






- Select Parcel by Address.
- From Parcel Notification Widget toolbar, Click on  to open Street locate form, enter an address and click "Submit".
- Results are displayed in widget and zoomed to location, if an address is associated with a parcel.
- Zoom to Parcels within a buffer using Address.
- In the results window, select number of feet to create a buffer, click 'Find Parcels'.
- If a match, Map zooms to parcel with the buffer around the parcel selected.




Identify Zoning is a tool that you can use to select Zoning features on the map within a parcel.



- You can use the  graphical search to locate features by their location on the map and can select more than one.
- All of your selections will then show up on the map as selected, and will be listed in the  results tab or if you prefer a floating data grid format you can select the .



Bookmarks

- Opens a window that has two sections to it. You can use this tool to view existing bookmarks, and create your own very much like an internet browser bookmark or favorites option.
- The first section to the tool is the list of existing bookmarks. This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window. They will list the name of the bookmark and the latitude/longitude coordinates.
- **Note:** There will be two sets of coordinates as the bookmark is for a square instead of a single point.

- **Create Bookmarks**

- The second section of the Bookmark tool can be accessed by



clicking in the top right corner of the window. This section will allow you to create your own bookmark. Make sure the map is zoomed and panned in to the area you wish to save, and type in what you want it to be saved as. Click “**Add Bookmark**” and it will be saved in the list.

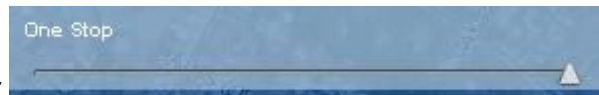
- **Note:** That creating bookmarks this way will only save them to your computer, no one else will have access..



Chapter 3 – Map Menu




- The More Layers menu, features tools used to directly manipulate the content of the map.



- There is also a transparency sidebar at the bottom of the widget that allows the user to click to highlight the map service, i.e. “One Stop” or “2009 Imagery” to adjust the transparency with the slider and fade in and out. This does not work for individual map layers.



- ◆ Layer availability will depend on individual mapping applications. If available, you can view the different layers by clicking the  icon. You can make layers available to you on and off using the menu, by checking or un-checking the boxes next to each layer.
- ◆ You can view a legend of the data displayed on the map by clicking the



icon.



Overview Map






- Opens a window that will have a larger scale view of the map view, and will have a red box representing your current view. By clicking and holding down the cursor on the box, you can drag the box around the window changing the extent of the main map.

Chapter 4 – Navigation


- The Navigation menu features tools used to change the view of your map. It allows you to see the map from global scale down to street level scale. This tool is a magnifying glass for your map and a virtual hand to move your viewer where you want to go.



Zoom In

- Use this tool to view a smaller area in greater detail. Click  then click and hold down the cursor to select the area you wish to view in greater detail or simply click on the map to zoom in. User preference.
- You can also zoom in using the zoom bar on the left hand side of the screen.
Click  or  respectively to zoom in or out.

Zoom Out

- Use this tool to view a larger area in less detail. Click,  then click and hold down the cursor to select an area. This will zoom the view out in the proportion of screen you selected or simply click on the map to zoom out. User preference.

Example If you select half of the screen, it will zoom out to twice the area you had before.

- You can also use afore mentioned methods of zooming out using the zooming bar on the left hand side of the screen.




Full Extent

- This tool will go back to the default view your map was in when you opened your browser. It will not however change what type of map is shown.



Re-Center Map

- Use this tool to re-center the current map. Click , and then double-click a point of interest on the map. The map will move to the new center point and zoom in.
- You can also click and hold down the cursor to drag the map. When you use this tool, the map will retain its scale.



Zoom Next

- Use the **Next Extent** tool to zoom forward to the next map view if available.



Zoom Previous

- Use the Previous Extent tool to zoom back to the last map view.

Chapter 5 – Troubleshooting Menu

- These are some of the difficulties that have happened in the past along with a few tips to deal with them.

Adobe Flash Player

- In order to view this application, you need to have at least Adobe Flash Player 10. The link below will take you to the download site.

- <http://get.adobe.com/flashplayer/?promoid=BUIGP>

Map Viewing Issues

- Try refreshing your browser if the map freezes.

Wrong Location in Search Tool

- If the location you typed in is not where you thought it should be, check to see if the 'Score' next to the location is high or low. Remember that it is a score from 1 to 100. If the score is low, then it could not find enough references to make an accurate guess at your location. Try adding more information or check your spelling.