







Searching for features in Instant Search:


1. Enter Parcel Number, PID, last name, address and click the magnifying glass (Search results are organized by layer name)
2. Click on the layer name, then the feature – map will zoom to the feature


Tools for Identifying Information on the map:


1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click  To click on the map with a point, click on the point but for other shapes: line, rectangle, freehand line click arrow
3. Results will show up to 1,000 features. Click on the  for additional functions




 **Switch to Table**
View results in table format

 **Show Buffer Options**
Identify features near these results

 **Open Saved Results**
Choose from a list of saved results to view them

 **Save Results**
Save the list of results for future use

 **Combine Results**
Perform advanced operations with multiple lists of results


By viewing in table you can export results to excel or shapefile

Buffer is a proximity search – you can buffer a result by a user defined distance, again open those results in a table to export to excel or a shapefile


To come back to this analysis at a later time – save them


To do analysis with more than one query you can add, subtract or find overlaps


Using the Layer List:


- ☒ ☐ Parcels Turn layers on/off by checking the  Adjust the transparency
- Click this for layer actions (vary by layer see right for parcels example)


Parcels

 **Zoom to full extent**
Zoom the map to the full extent of the layer.



 **Zoom to visible scale**
Zoom the map to a scale where the layer is visible.

 **Turn on/off layer visualizations**
Create and view custom layer visualizations such as heat maps, clustering, and layer styles.

 **Toggle labels**
Turn the layer's labels on or off.

 **Customize labels**
Toggle and customize the layer's labels.

Change Layer Symbology:


1. Open Layer List (click  to the left of 'I want to')
2. Click  next to the layer you want to change the symbol for
3. Select 'Turn on/off layer visualizations'
4. Select from Dropdown if options are available or Select 'Custom Layer Style'
5. From 'Choose Symbology Type' Dropdown choose:


Simple = Features all look the same (you're just changing the color) OR


Attribute = Features symbolized by an attribute (ex. parcels color coded by values)

Visualization Options

Choose Symbology Type:
Simple

Color: 

Transparency:  10 %

Line Width:  2 px

Line Style: Solid

Fill Style: Solid

Visualization Options

Select a visualization for your layer:
Custom Layer Style...


Choose Symbology Type:
Attribute



Pick an attribute to symbolize:
Please Choose...


Apply Done


Choose Symbology Type:
Attribute

Pick an attribute to symbolize:
assessed_value

Number Of Classes:
 5




Start Color  End Color 

Transparency  10 %




Line Width  2 px

Apply Done




Querying for Information:

1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click 
Query
3. Use dropdowns to select the data layer
4. Use dropdown to select attribute of interest, operator and value. Note – numerical fields and text fields will have different operators. Numbers allow for equal: =, not equal: != and greater than: < less than: > Text fields allow for 'contains', 'does not contain', 'starts with', 'ends with', = and !=
5. Query results will show up to 1,000 features. Click on the  for additional functionality.



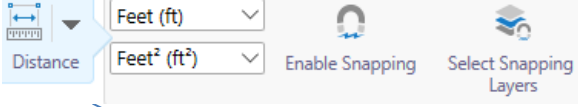
Filtering Features – To Turn Features you don't want to see off (not just data layers):

1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click 
Filter
3. Repeat steps 3 & 4 of 'Querying for Information' shown above – for the features you want to see
4. Click 
Filter
5. {Optional} Click 'Add Another Condition' you can filter by the Current Extent in the 'Spatial Filter' dropdown


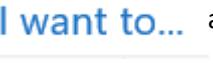

Printing a Map:

1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click 
Print
3. Use dropdowns to choose layout size, output format, scale, any notes you want to add and a title for the map
4. Click  then 'Open'



Measuring Distance or Area

1. Open Toolbar  (Or double-click 'ICGeoMap')
 2. Click 
Distance
 3. Use the ruler to measure distance or click the arrow to choose 'area'
 4. Choose the units you want to use
 5. Choose to enable snapping* and select which layer you want to snap to (typically parcels or roads)
- *Remember snapping is making sure the point you click is on a GIS layer, not just really close to it
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Saving your Map as a Workspace

1. Open Toolbar  (Or double-click 'ICGeoMap') **OR** Click  and 'Save' or 'Save As'
2. Click 
Save
3. Give the project a Name and a description and click 'save'
4. {Optional} Save your workspace to share with someone

Exporting your map as an image

1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click 
Export
3. Select Format (PNG, JPG, BMP, TIF, etc) and click 'Create Image'