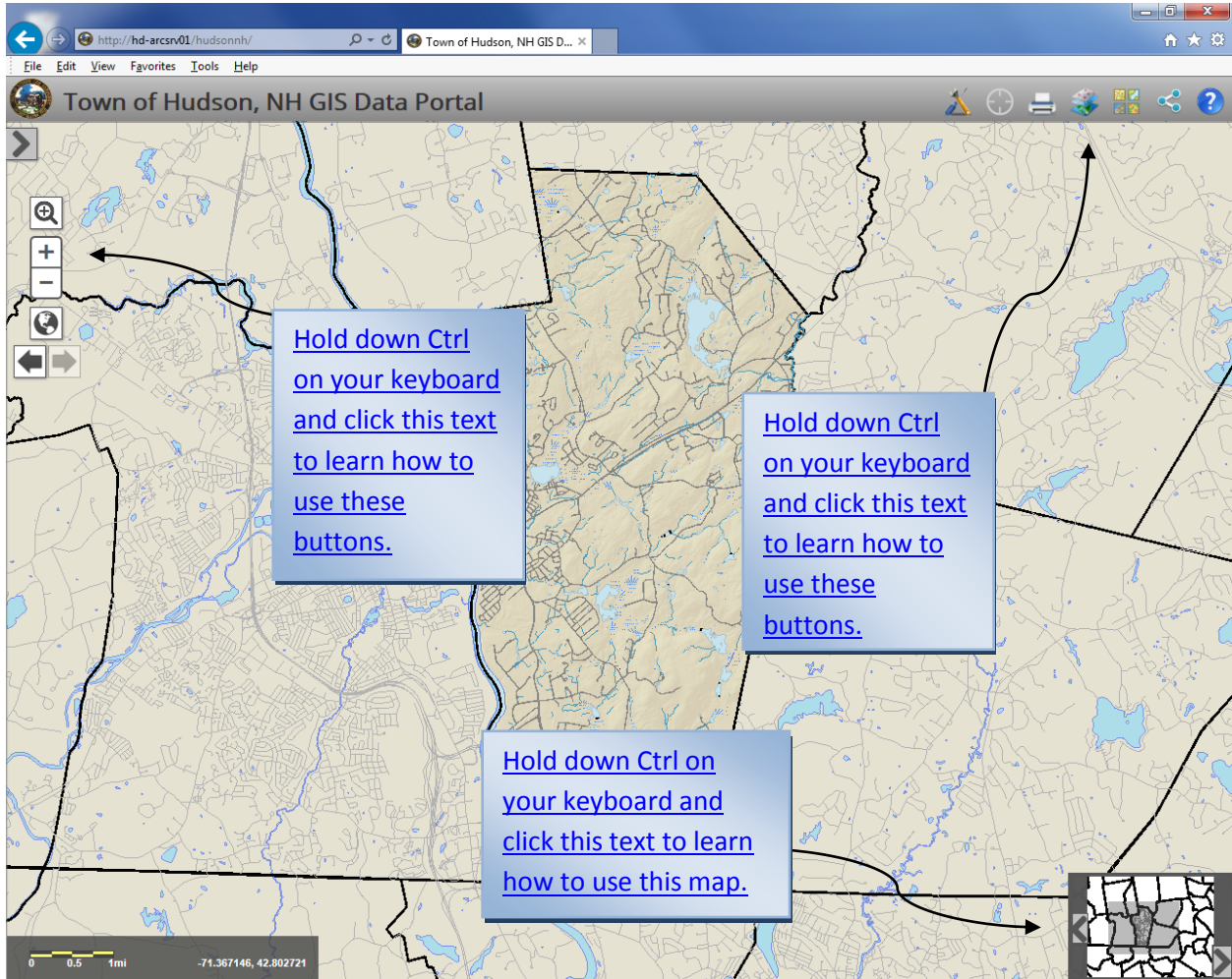


How to Use ArcGIS 10.2.2

Tutorial-03

Here you will learn the more advanced methods of using this Interface.

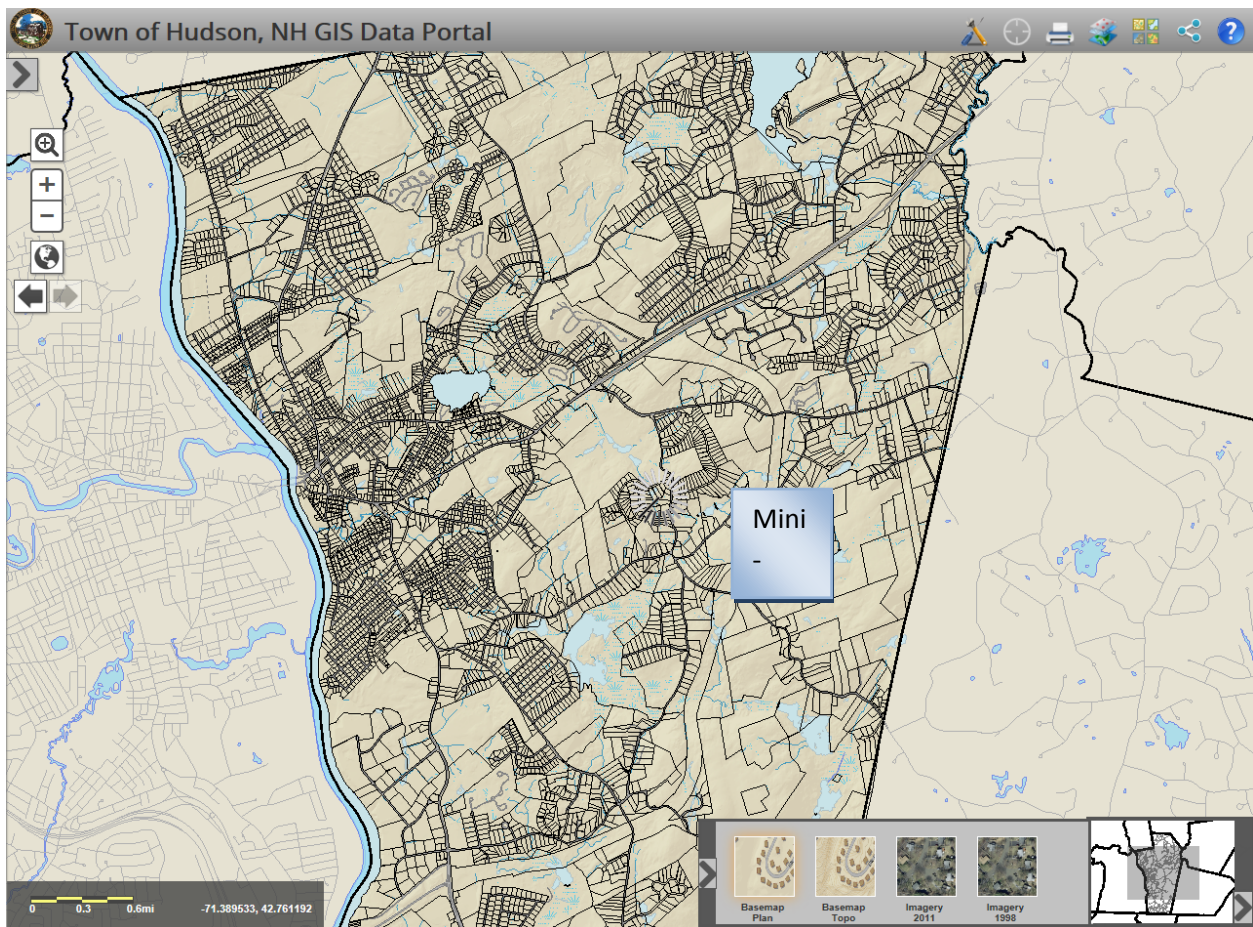
If you're looking for information on selection results click [here](#)



Using the predefined map layouts

[Home Page](#)

When you click on the arrow pointing away from the mini-map you will get a tray filled with 4 different layouts including imagery from 20011 and 1998 a base topographic map and a base plan map. If you click on one of the selections it will make your current map into that format. To undo a selection press F5. Warning: Pressing F5 will lose all of your current data.



Using the left-side search/selection menu

[Home Page](#)

The image shows a screenshot of a search/selection menu interface. At the top, there is a search bar with a magnifying glass icon and a close button (X). Below the search bar, there are two tabs: "Search Results" and "Selection Results". Under "Search Results", there are three buttons: "Clear", "Zoom to results", and "Export". To the right of the main interface is a vertical toolbar with several icons: a magnifying glass with a plus sign, a plus sign, a minus sign, a globe, and two arrows (left and right). Callout boxes provide instructions for each of these elements.

Hold down [Ctrl](#) on your keyboard and click this text to learn how to use this search bar/button.

Hold down [Ctrl](#) on your keyboard and click this text to learn how to use this button.

Press the plus button to zoom in on the center of your screen; pressing the minus sign will zoom out from center.

Click the globe to set your position on the map back to the default starting position.

Left and right arrows will undo the last action or redo the last item "undone"

Using the advanced settings

[Home Page](#)



SHARE MAP CONTROLS -- [Hold down Ctrl on your keyboard and click this text to learn how to use this button.](#)

HELP – Online Tutorial.

QUICK MAPS -- [Hold Ctrl on your keyboard and click for an explanation of Quick Maps.](#)

BASE MAP & LAYER CONTROLS --[Hold down Ctrl / click this text for layers assistance.](#)

PRINT -- [Hold down Ctrl and click for print options.](#)

CURRENT POSITION --[Hold down Ctrl and click here to learn how to use the Current Position button.](#)

ADVANCED TOOLS - [Hold down Ctrl and click here to see the Advanced Tools menu.](#)

Ctrl+Click for the icon you would like help with.

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Advanced tools:



Tool 1, Identify Features:

When you click on this tool you will get a window that pops up next to your mouse and allows you to click on any GIS and get information on said GIS.

Tool 2, Select Parcels:

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When you click on this tool you will get a window that pops up next to your mouse and allows you to draw a freehanded polygon to select a group of parcels and then puts the group under [Selection Results](#).


Tool 3, Abutters:


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Click a parcel with this tool to collect a radius of parcels around it that form a group under [Selection Results](#).

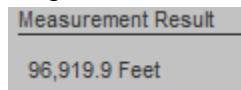
Tool 4, Measure:


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Tool #4 has three sub tools. Sub tool number one  the polygon. The polygon tool allows you to click and create a point on a polygon and once you're done you can double click to finish. Once you are finished and have double clicked you will get a measurement result under your tool

selection that looks like this.  This measurement is the square footage of the polygon you just drew on the map.


Sub tool #2  allows you to measure like a measuring tape. Click as many points as you want; double click to finish and acquire the measurement result screen like this one



Sub tool #3 is a tool that lets you find the latitude and longitude of wherever the point is on the map. The only way to reset this dot is to click on the  button again.


Tool 5, Bing Search:

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If you press on the  button you will be redirected to the Internet for a search using Bing.

Tool 6, Google Street View:

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If you press on button number 6 the  button you will be automatically redirected to a Google street view of where you have clicked on the screen.

Tool 7, Redlining:

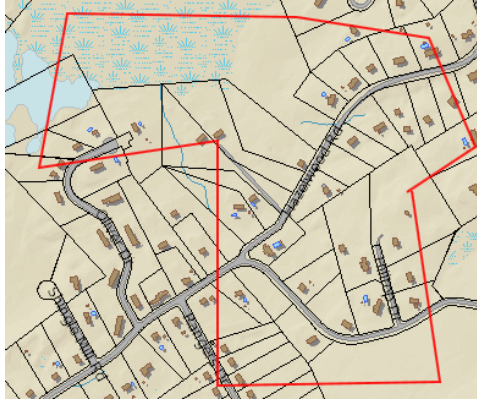
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If you click on the pencil icon (tool number 7) you will have a choice of six sub buttons.

Sub Button one: This button adds red dots to wherever you click on the map to make a point(s)

on a map. 

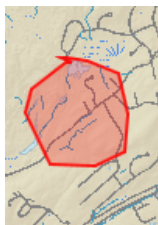
Sub button two: This button when activated will create lines where ever you click. To end, simply double click. The lines look like this and allow you to outline an area of concern or notation.



Sub Button three. This button when clicked will create lines like sub button two but if you double click without finishing the polygon the application will finish it for you. It looks like this.



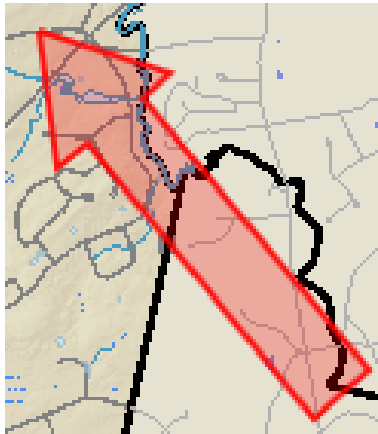
Sub Button four. This button will let you free draw by clicking and dragging. If you do not close the shape then the application will close it for you. It looks like this.



Sub Button five. By clicking this button and clicking the map at your desired location you will be able to input text that displays on the map. The text looks like this.



Sub Button six. By clicking this button and clicking and dragging to anywhere on the screen you can create a red arrow. The red arrow looks like this.



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Selection Results

Loading your selection results can sometimes take a while so please be patient.

The selection results are the result of you selecting more than one parcel. The program has the ability to sort by Parcel-ID/Address and owner. To sort by one of these means click on the respective titles (surrounded by red) on your webpage.

Exporting selection results

Search Results		Selection Results	
Clear	Zoom to selection		Export
Parcel ID ▲	Address ▲	Owner ▲	
134-045-000	58 ROBINSON POND DR	HORSLEY, R. SUSAN	
134-044-000	56 ROBINSON POND DR	HORSLEY, SYLVIA, TRUSTEE	
134-042-000	52 ROBINSON POND DR	COOPER, GERALD H.	
134-041-000	50 ROBINSON POND DR	GRUENFELDER, JAMES W.	
134-040-000	46 ROBINSON POND DR	ROBILLARD, PAUL J.	
134-039-000	44 ROBINSON POND DR	NELSON, DOUGLAS HOYT	
135-030-000	29 ROBINSON RD	GRUENFELDER, JAMES W.	
135-031-000	25 ROBINSON RD	GRUENFELDER, JAMES W.	
135-029-000	33 ROBINSON RD	22 WEST LLC	
135-004-000	52 ROBINSON RD	HUDSON, TOWN OF	
135-002-000	36 ROBINSON RD	PUBLIC SERVICE CO. OF NH	
135-001-000	26 ROBINSON RD	GRUENFELDER, JAMES W.	
144-013-000	50 LAWRENCE RD	ANDREOLI, THOMAS J.	
144-029-000	25 LAWRENCE RD	MADRY, WILLIAM R.	
144-028-000	29 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-027-000	31 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-026-000	43 LAWRENCE RD	WRIGHT, KEVIN E.	
144-025-000	47 LAWRENCE RD	DYER, ELIZABETH E.	
144-012-000	46 LAWRENCE RD	CHAMPAGNE, GILLES	

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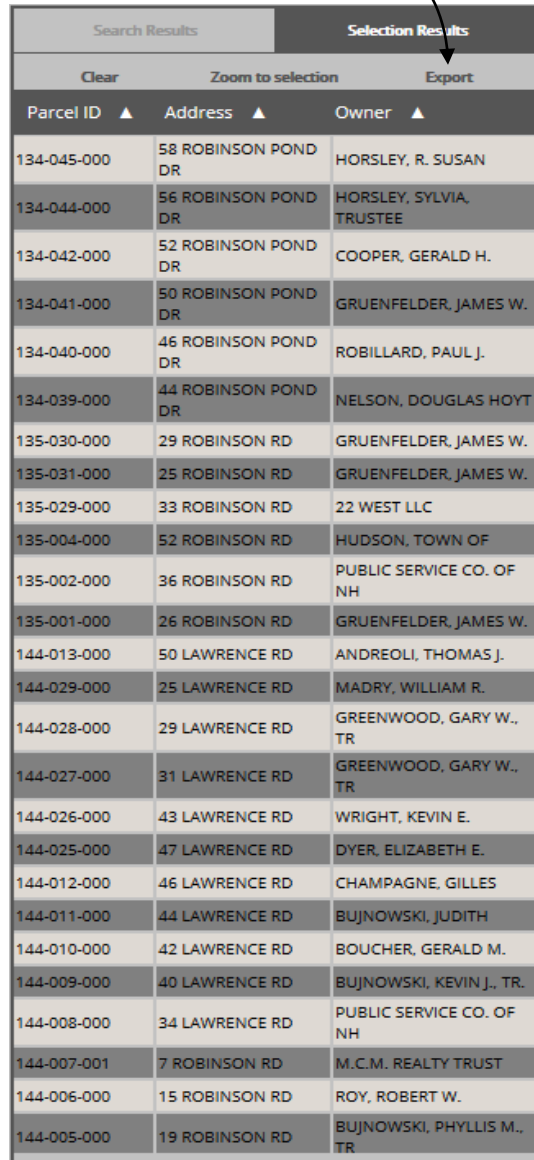
Exporting selection results

(Creating mailing labels or a spreadsheet)

To export your selection results please do the following.

Click **Export**

[Step 2](#)



Search Results		Selection Results	
Clear	Zoom to selection	Export	
Parcel ID ▲	Address ▲	Owner ▲	
134-045-000	58 ROBINSON POND DR	HORSLEY, R. SUSAN	
134-044-000	56 ROBINSON POND DR	HORSLEY, SYLVIA, TRUSTEE	
134-042-000	52 ROBINSON POND DR	COOPER, GERALD H.	
134-041-000	50 ROBINSON POND DR	GRUENFELDER, JAMES W.	
134-040-000	46 ROBINSON POND DR	ROBILLARD, PAUL J.	
134-039-000	44 ROBINSON POND DR	NELSON, DOUGLAS HOYT	
135-030-000	29 ROBINSON RD	GRUENFELDER, JAMES W.	
135-031-000	25 ROBINSON RD	GRUENFELDER, JAMES W.	
135-029-000	33 ROBINSON RD	22 WEST LLC	
135-004-000	52 ROBINSON RD	HUDSON, TOWN OF	
135-002-000	36 ROBINSON RD	PUBLIC SERVICE CO. OF NH	
135-001-000	26 ROBINSON RD	GRUENFELDER, JAMES W.	
144-013-000	50 LAWRENCE RD	ANDREOLI, THOMAS J.	
144-029-000	25 LAWRENCE RD	MADRY, WILLIAM R.	
144-028-000	29 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-027-000	31 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-026-000	43 LAWRENCE RD	WRIGHT, KEVIN E.	
144-025-000	47 LAWRENCE RD	DYER, ELIZABETH E.	
144-012-000	46 LAWRENCE RD	CHAMPAGNE, GILLES	
144-011-000	44 LAWRENCE RD	BUJNOWSKI, JUDITH	
144-010-000	42 LAWRENCE RD	BOUCHER, GERALD M.	
144-009-000	40 LAWRENCE RD	BUJNOWSKI, KEVIN J., TR.	
144-008-000	34 LAWRENCE RD	PUBLIC SERVICE CO. OF NH	
144-007-001	7 ROBINSON RD	M.C.M. REALTY TRUST	
144-006-000	15 ROBINSON RD	ROY, ROBERT W.	
144-005-000	19 ROBINSON RD	BUJNOWSKI, PHYLLIS M., TR	

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Click which method you would like to export to:

Search Results		Selection Results	
Clear	Zoom to selection	Export	
Parcel ID ▲	Address ▲	Owner ▲	
134-045-000	58 ROBINSON POND DR	HORSLEY, R. SUSAN	
134-044-000	56 ROBINSON POND DR	HORSLEY, SYLVIA, TRUSTEE	
134-042-000	52 ROBINSON POND DR	COOPER, GERALD H.	
134-041-000	50 ROBINSON POND DR	GRUENFELDER, JAMES W.	
134-040-000	46 ROBINSON POND DR	ROBILLARD, PAUL J.	
134-039-000	44 ROBINSON POND DR	NELSON, DOUGLAS HOYT	
135-030-000	29 ROBINSON RD	GRUENFELDER, JAMES W.	
135-031-000	25 ROBINSON RD	GRUENFELDER, JAMES W.	
135-029-000	33 ROBINSON RD	22 WEST LLC	
135-004-000	52 ROBINSON RD	HUDSON, TOWN OF	
135-002-000	36 ROBINSON RD	PUBLIC SERVICE CO. OF NH	
135-001-000	26 ROBINSON RD	GRUENFELDER, JAMES W.	
144-013-000	50 LAWRENCE RD	ANDREOLI, THOMAS J.	
144-029-000	25 LAWRENCE RD	MADRY, WILLIAM R.	
144-028-000	29 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-027-000	31 LAWRENCE RD	GREENWOOD, GARY W., TR	
144-026-000	43 LAWRENCE RD	WRIGHT, KEVIN E.	
144-025-000	47 LAWRENCE RD	DYER, ELIZABETH E.	
144-012-000	46 LAWRENCE RD	CHAMPAGNE, GILLES	
144-011-000	44 LAWRENCE RD	BUJNOWSKI, JUDITH	
144-010-000	42 LAWRENCE RD	BOUCHER, GERALD M.	
144-009-000	40 LAWRENCE RD	BUJNOWSKI, KEVIN J., TR.	
144-008-000	34 LAWRENCE RD	PUBLIC SERVICE CO. OF NH	
144-007-001	7 ROBINSON RD	M.C.M. REALTY TRUST	
144-006-000	15 ROBINSON RD	ROSY, ROBERT W.	
144-005-000	19 ROBINSON RD	BUJNOWSKI, PHYLLIS M., TR	

[Mailing Labels](#) [Download CSV](#) ✕

A “CSV” (comma-separated values) file will present your data in a plain text table separated by line breaks, tabs or commas.

Current location button

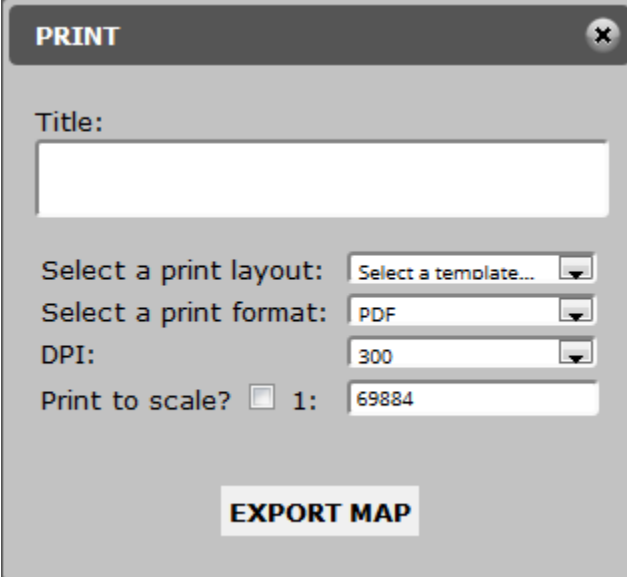
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If you click this button and you agree to your current browsers tracking polices then you can get your current location displayed on the map.

Printing current screen

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Clicking this button will return the following window:



The image shows a 'PRINT' dialog box with a title bar containing the word 'PRINT' and a close button. The dialog contains the following fields and controls:

- Title:** A text input field.
- Select a print layout:** A dropdown menu with the text 'Select a template...' and a downward arrow.
- Select a print format:** A dropdown menu with the text 'PDF' and a downward arrow.
- DPI:** A dropdown menu with the text '300' and a downward arrow.
- Print to scale?** A checkbox followed by the text '1:' and a text input field containing the number '69884'.
- EXPORT MAP** button: A button with the text 'EXPORT MAP' in all caps.

First field: add a title to your map. **Second field:** select a print layout such as 8 ½ “ x 11” portrait. **Third:** After you select a print layout you need to select a print format such as pdf. **Fourth field, DPI:** input how many dots per square inch you would like; the standard is 300 for printing to paper. To email or use on a web site you may select a lower number for smaller file size. **Fifth field:** Check if you’d like to print to scale. If checked, your printout will be a ratio of one to whatever number you’ve entered in the open field. For instance, 1:7,999.

Once you have populated all fields, click export and follow your system’s print requirements.

The Social networking button

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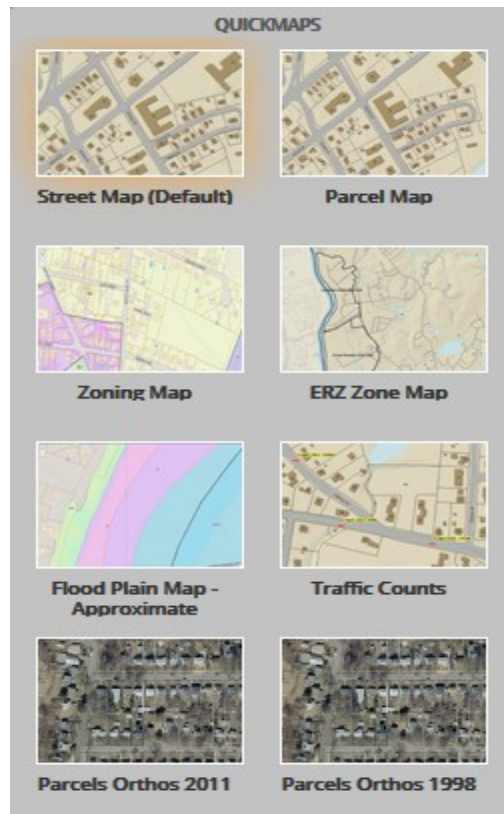
By clicking this button you will get a group of social networking site links to share your current map with Facebook/Twitter or by email. You will be expected to log in to the Town, Police or EMS Facebook/Twitter accounts in order to post a map there; or you'll enter an email address.

Map Layers

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By clicking on this button you will get a menu like the one below.



This is a convenient place to start with a base map, as the most commonly used layers and queries have been pre-selected in each view. Click on one of the pictures to select a map view and modify the layers if necessary. Quick map views include the layers for streets, parcels, zoning districts, Zoning ERZ's, flood plains, traffic counts gathered in various years at specific locations, as well as parcel orthos from 2011 and 1998.

Search Menu Help

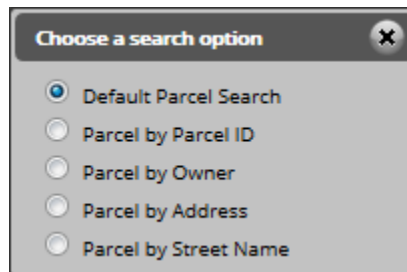
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In order to search you need to type the desired query into the search field at the top. Then either press Enter/Return on your keyboard or press the magnifying glass button. 

Advanced search help

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When you click on the ***Advanced Search >>** button you will activate the window below.



Move the radio button to sort your search as desired.

Globe button

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Click this button to set your position on the map back to the default position that you started with when you first loaded the page.

Zoom Button

[Back](#)

Press the plus button to zoom in on the center of your screen; pressing the minus sign will zoom out from the center of your screen.

Undo/Redo help

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Left and right arrows will undo the last action or redo the last item “undone”.

Map Layers

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Clicking the check box on any of the below selections will append the current map to reflect the layers selected.

