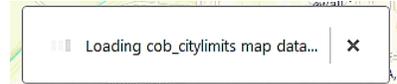


CONTENTS:

- HOME-BOX -- (PG.2)
 - PROPERTY OWNERSHIP
 - ADDRESS SEARCH
 - I WANT TO...
- AERIAL IMAGERY AND BASE MAPS -- (PG.2)
 - IMAGERY WITH LABELS ON/OFF
 - TOPOGRAPHY ON/OFF
 - TRANSPARENCY
- ZOOM IN OR OUT -- (PG.3)
- COORDINATES -- (PG.3)
- TOOLBAR -- (PG.4)
 - HOME, PRINT, EXPORT, FIND/IDENTIFY/SELECT, QUERY, PARCEL REPORT
 - MEASURE AREA AND LINEAR, ERASE MEASUREMENT, PRESERVE MEASUREMENT
 - DRAW (POINT, LINE, BOX, CURVES), STYLE/COLOR SELECTOR, ERASE DRAW
 - EDIT WHAT HAS BEEN DRAWN BY SELECTING EDIT AND SELECTING DRAWING
- MEASUREMENTS TOOLS -- (PG.4)
- FIND/IDENTIFY/SELECT -- (PG.4)
- PROPERTY SELECT -- (PG.5)
- LAND PARCEL DATA -- (PG.5)
- SEARCH BAR -- (PG.5)
- PROPERTY/PARCEL REPORT -- (PG.5)
- PARCEL REPORT EXAMPLE -- (PG.6)
- TABLE VIEW -- (PG.7 AND 8)
- PANNING AND OVERVIEW SUB(MICRO)MAP -- (PG.9)
- QUERY AND FILTER TOOLS -- (PG.9)
- LAYERS -- (PG.10)
 - SELECT LAYERS
- LEGENDS -- (PG.10)
- DRAW ON MAP -- (PG.11)
- TEXT INSERT -- (PG.11)
- EDIT DRAWINGS -- (PG.11)
- ERASE DRAWINGS -- (PG.11)
- ZONING-- (PG.12)
- PRINT TOOL-- (PG.12)
- EXPORT IMAGE -- (PG.12)
- EXPORT TABLE DATA -- (PG.12)
- SNIPPING TOOL, PRINT SCREEN, MS WORD PICTURE TOOLS -- (PG.13-16) VERY HANDY TOOLS

Always pay attention to the program and tool info window at bottom of map—wait until it has stopped working to continue.



HOME-BOX: (left-side of map), notice the blue highlighted words for quick access.

Search by [Property Owner Name](#)

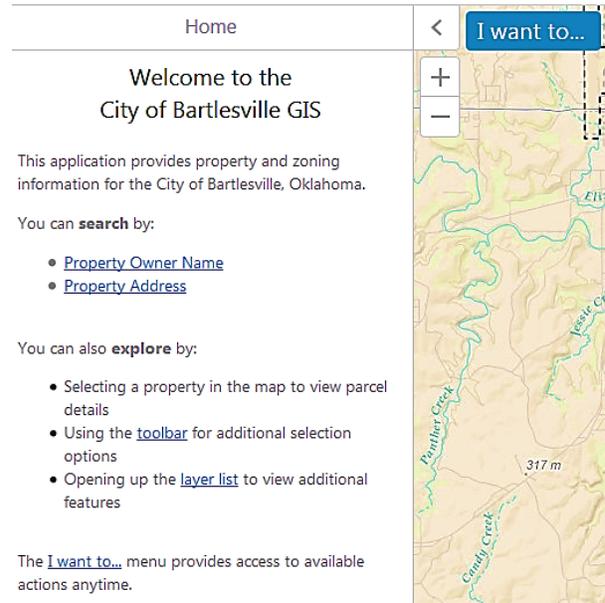
Search by [Property Address](#) (number then street)

Note: The city has a policy of open searchable property ownership.

[toolbar](#) Begin by clicking this button

[layer list](#) Different layers identify various places

[I want to...](#) Click for quick access to key tools



box window can be accessed in the



and at the bottom left of the map screen

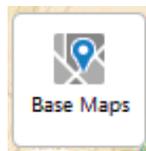


Search HINT: When searching for a street address with an Avenue, Place, Road, or Drive, etc.—try to use abbreviations, like Ave, Pl, Rd, or Dr. If that does not work, try to just put the street name without abbr. If SE, then try S, or put name in without S or SE in front. Different people entered this data differently.

AERIAL IMAGERY: quick access to aerial photographic imagery, then click



And, click on



BASE MAPS: you can click on [layer list](#); also, at the bottom left of the Home-box and then scroll to bottom of layer list, uncheck topography. **Notice:** the slider



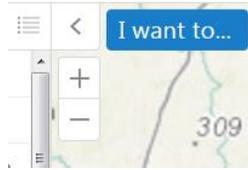
buttons next to Topography, Imagery, and Streets.



Slider buttons control transparency, in case you do not want to click off Topography, or control the intensity of aerial imagery. Plus sign, left of Imagery allows you to turn off Imagery with labels (streets)—uncheck, and displays only aerial Imagery. Uncheck all layers for only imagery.

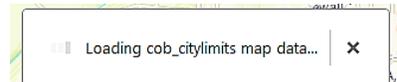
ZOOM IN OR OUT: Use the track wheel: first, place the cursor with the mouse in the center of where you want to search, second, wheel away from you to go closer, wheel towards to move out.

Or, use the plus and minus buttons in the upper left corner of the map, under the 'I Want to...' button.

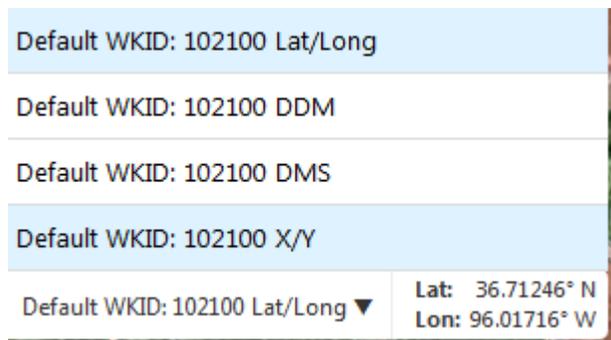


HOWEVER, EASIEST IS TO HOLD DOWN THE SHIFT KEY AND DRAG A BOX, WITH THE MOUSE, AROUND THE AREA WHERE YOU WANT TO ZOOM INTO— UNLESS, YOU HAVE THE FIND/IDENTIFY ACTIVE. WITH FIND/IDENTIFY ACTIVE THEN SHIFT DRAG WILL SELECT INSTEAD OF ZOOM.

Always pay attention to the program and tool info window at bottom of map—wait until it has stopped working to continue.



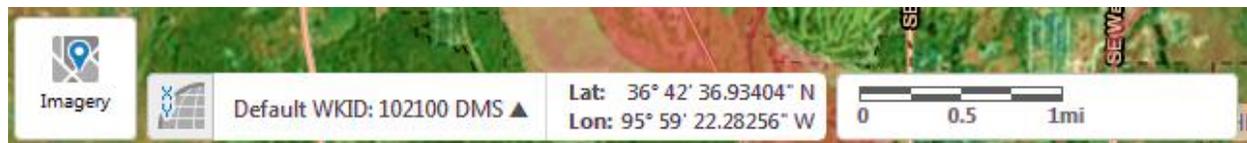
COORDINATES: click smaller X/Y button then move the cursor around to identify Lat/Long



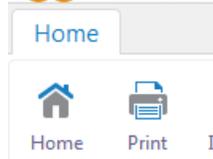
The default shows Lat/Long in decimal form, select DDM for degrees and Minutes (minutes in decimal).

Select DMS for degrees, minutes, and seconds (seconds in decimal).

Select X/Y for the actual map measurement grid location



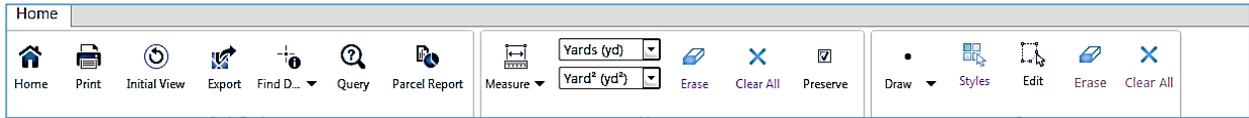
Once you select the desired format, then anywhere the cursor lands will display coordinates.



It is also possible to print with a latitude longitude grid selected for print format,

after you select [toolbar](#)

TOOLBAR: Click on the icon that looks like a wrench and screwdriver, you will get this bar:



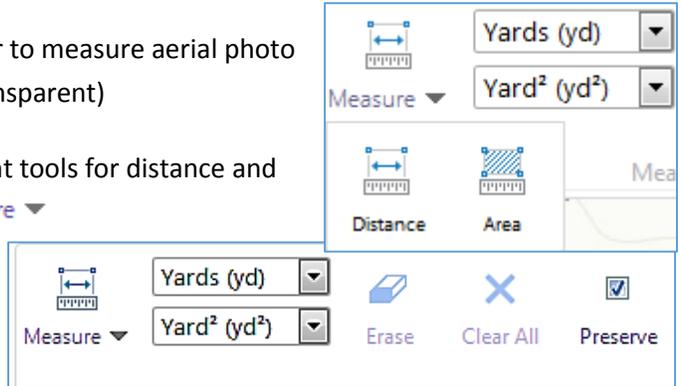
Also, click on the link in the home box titled [toolbar](#) to access.

MEASUREMENT FUNCTIONS: remember to measure aerial photo imagery to unselect topography (or make it transparent)

Inside [toolbar](#), there are separate measurement tools for distance and area. Use the pull down arrow/triangle-- **Measure**

Select correct units, then just click and drag.

Double-click to finish a measurement. Then, double-click again to begin a new measurement. **Double-click** to finish measure.



If you want to keep all measurements displayed (instead of erasure), make sure preserve box checked. **Erase** by clicking **erase** (use the **erase** closest to tool) then click measurement made.

FIND/IDENTIFY/SELECTOR TOOL: the tool button with a

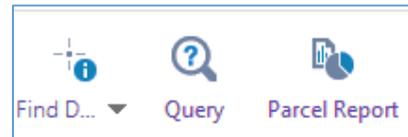


Point



Rectangle

blue letter **i** next to crosshairs, pull down arrow/triangle lets you identify with a sizable rectangle, point, freehand, or a polygon shape. However, you must **zoom in a little to get land parcel outlines to show up**

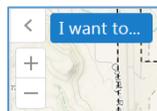


Zoom in before identifying by using Find selector button. Click on parcel report or table view for details.

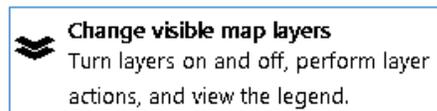


Select layers a few ways, in the bottom left corner of the map, under the Contents/Home Window is an icon that looks like stacked layers,

or click on the Home box icon in the toolbar and click the [layer list](#), or



Click the 'I want to...' button and click



Basemap select options: select aerial imagery or topographic in the layers--named basemap (bottom of layers list)--and make sure the box is checked next to parcel layer and that it is active (not grayed out).

But, if parcels is grayed out then you have not zoomed in far enough to make parcel layer active.

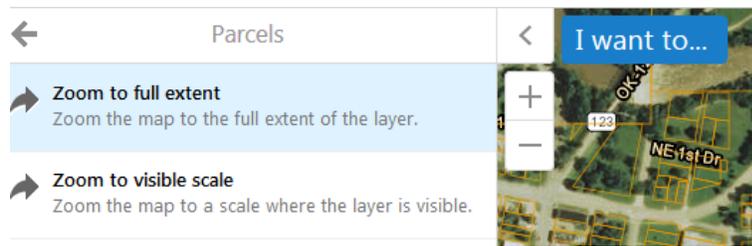
PROPERTY SELECT: use the Find/Select/Identify tool  Find D... ▼, use the triangle/pull down arrow

▼ to utilize the rectangle drag box to select multiple land parcels, which will appear in the left contents window where the Home Window and the layers Window generally occupies.

LAND PARCEL DATA: Land data are listed under parcel layer. If the layer word Parcels is grayed out



Zoom in a little, or click on the arrow > next to the layer name and select “Zoom to visible scale”

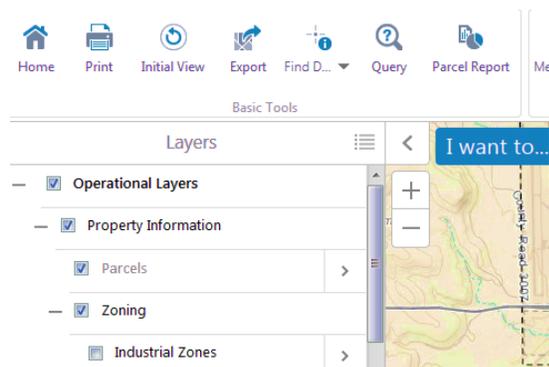


SEARCH BAR: top right of map, this will search LRSNUMber, PIN number, address, anything that shows up in Table View. You can put a street name in and search all table info that includes that street.



However, easier and more direct property search, in the home-box window search by address [Property Address](#) and [Property Owner Name](#).

PROPERTY/PARCEL REPORT:



Once you have identified property, you can switch to parcel report, and print it,
or switch to table view, and look at the details of any layer that is activated and the property that is selected.
Whatever is displayed can be printed in print mode,
Or image exported.

PARCEL REPORT EXAMPLE:

city of bartlesville *Property Parcel Report*
 CONNECTED / CREATIVE / VIBRANT
 Parcel Information: Report Generated: 9/11/2015 11:36:54 AM

city of bartlesville *Property Parcel Report*
 CONNECTED / CREATIVE / VIBRANT
 Parcel Information: Report Generated: 9/11/2015 11:36:54 AM

Parcel ID: 616
 Area (sqft): 7,500.0
 Border (ft): 400.0
 Street Address: 215 NE CREEK AVE
 Mailing Address 1:
 Mailing Address 2: 687 CR 3425
 Legal Address: PART SECT 7-26-13 BEG 150' N OF W LINE OF CREEK AVENUE EXTENDED & S
 Owner: EARLEY FAMILY TRUST ROBERT G & BETTY JO EARLEY CO-TRUS
 Lot Size: 0.0 Acres
 Grantor: EARLEY, ROBERT G & BETTY JO
 Sale Date: 1/28/1997 Sale Amount: \$0.00
 Tax Total: \$1,176.00 Total Value: \$9,800.00

Parcel: 201 NE CREEK AVE
 Legal Address:
 PART SECT 7-26-13 BEG ON W LINE OF CREEK AVENUE EXTENDED & S LINE O
 Owner(s):
 FOX, ERIC E &
 Size:
 7500 sqft
[Run Parcel Report](#)

Run Report
 A set of currently selected features exists. Would you like to run reports associated with these features?
[Use Current Selection](#) [Select Area on Map](#)

Complete
 Your report has been assembled, and can be downloaded from the link below:
[Property Parcel](#)
[Finish](#)

Home Print Initial View Export Find D... Query
 Basic Tools

Query
 Layer: City Limits
 Find results in City Limits where:
 AREA_SQFT =
 Add Another Condition
 Spatial Filter: None
[Search](#)

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

USE FIND/IDENTIFY/SELECT: TO CHOOSE PARCELS

Find D... Query Parcel Report Measur

Point Freehand Line Polygon
 Rectangle Filter

_OR, USE QUERY TOOL

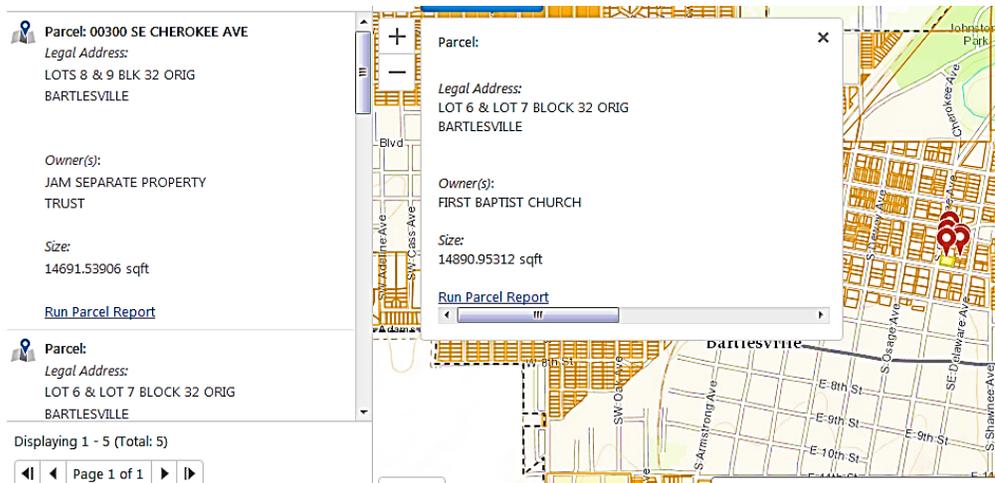
TABLE VIEW:

1. In the **Find i button icon**, you can choose how you select information. You can select by pointing, or drawing a rectangle around multiple parcels, (Or, by querying—more on the **query function** later).



2. **Red pushpin icons** will mark the parcels that are selected.
3. Without choosing the **Find i button**, then clicking on a parcel will only bring up a pop-up window.
 - The **pop up window** will show information from all layers that are activated (see '1of2' and '2of2' or the other drop down menus in the pop up window). However, we want the **red push-pin icons**

4. Click on the **red push-pin icon that is selected** and a short summary of layer info will appear in the left window



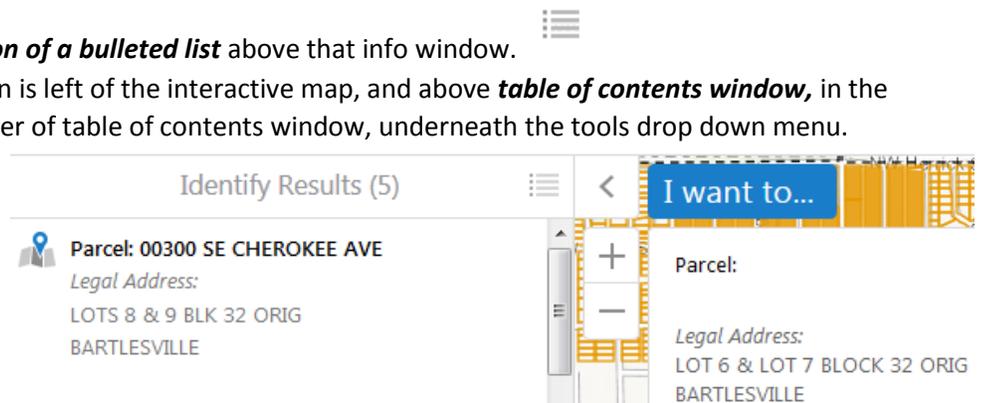
(**Table of Contents window**), not the **pop-up window**

5. This is the window where the layers generally appear, when the **layer list** is selected,
6. Now, there should appear, upper right, on the **table of contents window**, a small grey icon that

looks like an **animation of a bulleted list** above that info window.

- This animation is left of the interactive map, and above **table of contents window**, in the top right corner of table of contents window, underneath the tools drop down menu.

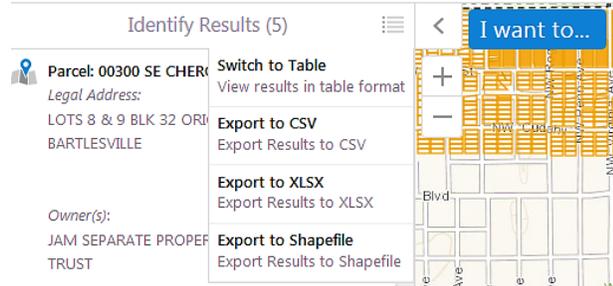
- When the parcel info is not listed in the **table of contents window**, and the layers are showing in that same window, that **animation of a bulleted list** will access the legend instead.



7. But, after clicking (using the blue **Find i button** in the **toolbar menu**) click on the **red push-pin icons** in the map located inside selected parcels,

8. the **animation of a bulleted list**  will then bring up a choice menu, (instead of the legend),

- The first in the list is **'switch to table view'**.



9. Click on that--**'switch to table view'**,

- (The other choices allow for excel spreadsheet or shapefile exports).

10. Once the **'switch to table view'** is active, a table will appear in the bottom half of the map that lists all the attribute info: owners, land value, tax, grantor, dimensions, etc.

OBJECTID	HYDRANT_ID	LOCATION	MAIN_SIZE	CONN2_5	CONN4_5	STATIC	RESIDUAL	FLOW	INSP_TIME	INSP_DATE
415	2-44	NW Corner Santa Fe & Cudahy	6	2	1	71	84	1405	13:01	4_26_05
709	2-52	SE Corner Cheyenne & Cudahy	6	2	1	90	79	1380	13:14	4_26_05
710	2-19	NE Corner Seminole & Cudahy	6	2	1	86	79	1350	13:32	4_26_05
711	2-32	NW Corner Hensley & Seminole	6	2	1	73	66	1300	11:45	3_20_05

11. After tables are activated any parcel clicked on will appear in the table with complete info, if parcels layer is on. Any other layer that is on will also have a table in **'switch to table view'**.

- **See the example above**, tabs for zoning, parcels, and hydrants are selectable.

12. Multiple tables are stacked on top of each other and must be selected by tab.

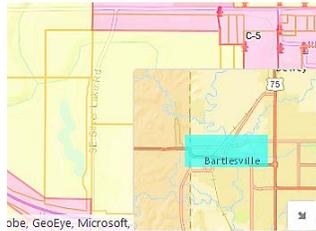
13. After, **'switch to table view'** is activated then the **animation of a bulleted list** appears in the right corner above the table view (below the interactive map), in case you want to

 export the information to an excel (XLXS) spreadsheet.\

PANNING AND OVERVIEW SUB-MAP:



✎ This diagonal arrow is in the corner of the map and it allows an overview of entire map with a movable rectangle that allow for panning to other areas of the map.



Move the turquoise box in the micro map, the overview map, to pan to other areas.

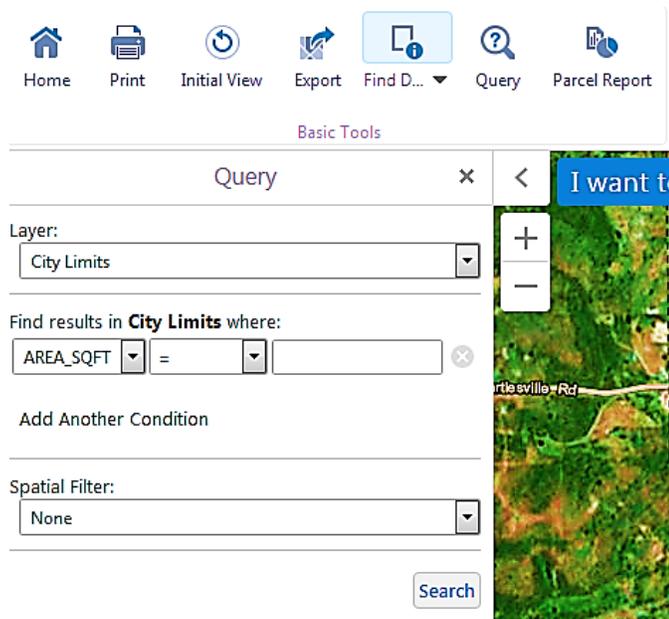
✎ Click the down diagonal arrow to close overview map

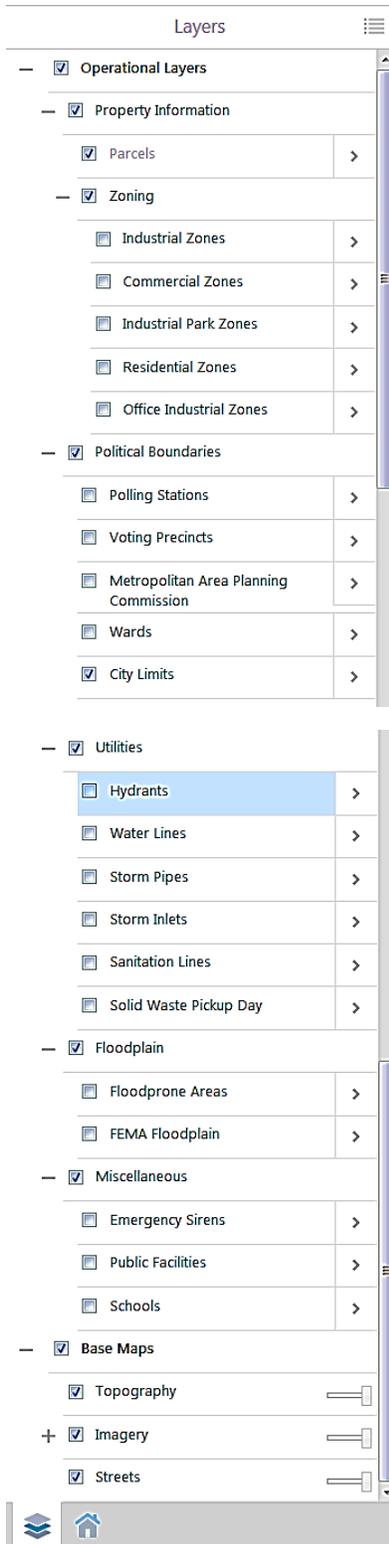
QUERY TOOL:

Query

FILTER:

- Searches can be comprehensive by using the **Query function** on the **wrench toolbar** under the blue **Find i button** selector.
- In **Query**, click it, then select any layer and **query** a specific attribute through the pull down menus under the arrows,
 - So, if it has a case number, or LRSNUM, or any number or text contained in any of the attribute layers can be queried.
- You can select any layer or multiple layers and then click the **red push-pin icons** through **Find i button** and access all the attributes for all layers turned on for that location in the table view.
- You can start by **locating it by address** using the **search bar** above the interactive map.
 - You must switch the table tabs, located above the table view.
- Querying or tabling multiple layers makes the program runs a little slower.
- Using **Parcel report** creates a printed summary of the parcel info
- Summary: You can search for an address; select parcels layer and zoning layer, or you can Query or Filter from selecting layer and selecting exactly which info you need that might appear in the tables connected to that layer. Click the **red push-pin icons** and pull down the **'switch to table view'**, switch between tables by tab. All layers selected, say, both zoning and parcels, then (all) tables will appear in the table view, stacked on top of each other. **Query function** can look for any number or text contained in the field attributes, just select **query** from inside the blue **Find i button**, then use the arrow drop down menu selector to identify the layer and the field and the number or text.





LAYERS: to the left here is the layers example, check the box of layers you want to view.

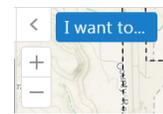
To access layers: You can click on [layer list](#) ; also, at the bottom left of the Home-box and then scroll to bottom of layer list, uncheck topography. **Notice:** the slider buttons  next to Topography, Imagery, and Streets.

Slider buttons control transparency, in case you do not want to click off Topography, or control the intensity of aerial imagery. Plus signs, left of Imagery allows to turn off Imagery with labels (streets)— uncheck, displays aerial Imagery. Uncheck all layers for only imagery.

SELECT LAYERS: a few ways, in the bottom left corner of the map,



under the Contents/Home Window is an icon that looks like stacked layers, or click on the Home box icon and click the [layer list](#) , or



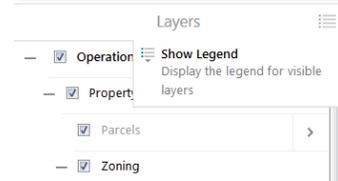
Click the 'I want to...' button and click



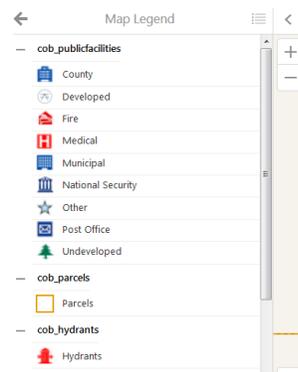
Change visible map layers
Turn layers on and off, perform layer actions, and view the legend.



LEGENDS: Legends for icons are available for selected layers in layers view, click on the bullet icon.

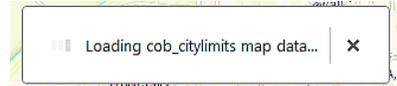


Then, in print tool the print preview will add the legend to the printout.

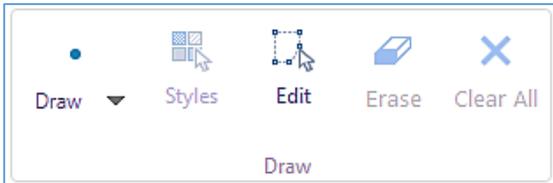
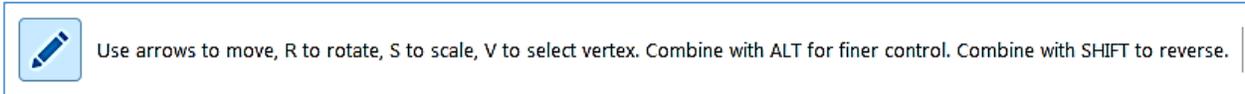


Print preview also allow you to add notes in a notes box, you can customize the title and add a Lat/Long grid if needed. The dpi output and map scale can be selected

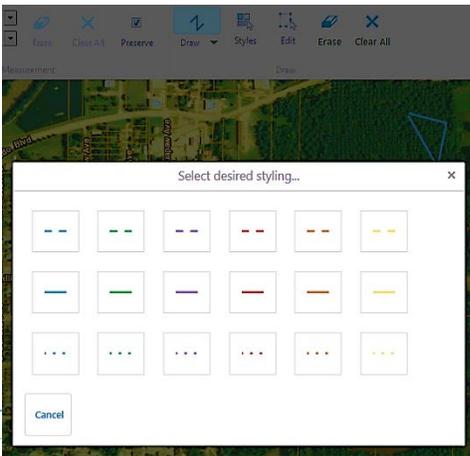
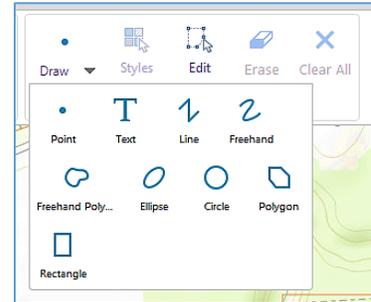
Always pay attention to the program and tool info window at bottom of map—wait until it has stopped working to continue.



DRAW: Below is what the activity window at the bottom of the map will display when you click on the draw tool:



Select draw pull down menu with select the Line draws lines



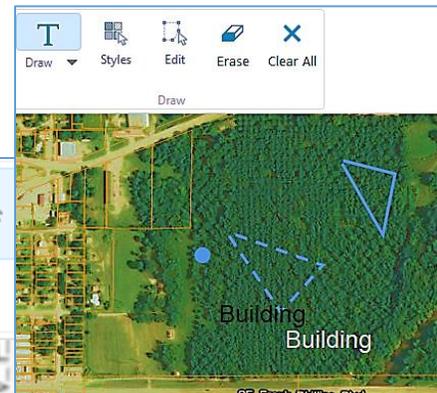
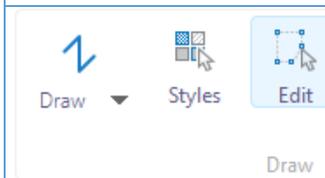
Choose rectangle for boxes.

Select T for **TEXT INSERT**, but choose a gray style, instead of black.



Gray shows up better.

EDIT DRAWING:



Select Edit then select your drawing, then move the handles to

drawing, change shape and change size

Erase tools next to drawing Erase tools Click tool, click line.

Use tools next to edit to Erase



ZONING: Zone codes are labeled on zoomed in map and can be read in the table view after selecting the property area of interest. Can be viewed in contents window before table view is selected.



PRINT TOOL: the print preview will add the legend to the printout, add notes in a notes box, you can customize the title and add a Lat/Long grid if needed. The dpi output and map scale can be selected.

Click open file and it will take you to the print preview screen

Print ×

Select Layout
8.5 x 11 Landscape

Output Format
Pdf

Resolution
192 DPI

Grid
(None)

Map Scale
Current Scale - 1: 18056

Notes
Property and Facility Information

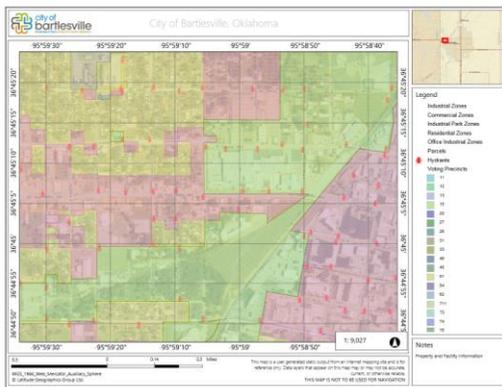
Title
City of Bartlesville, Oklahoma

Print

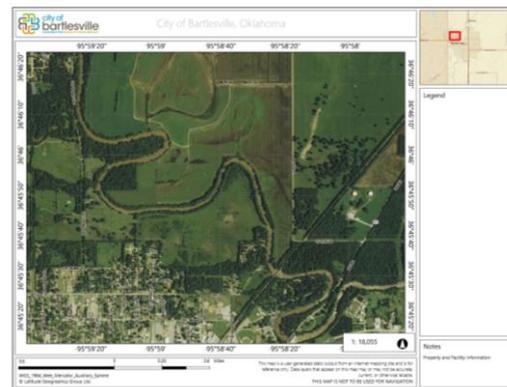
Print ×

Your file is ready. To view the file, please click 'Open File'.

Open File



or imagery



Or, just for image production without the print screen format (PNG, BMP, JPEG, TIFF, GOETIFF, PDF)

EXPORT

IMAGE: In the *wrench toolbar*,



Select Image Format

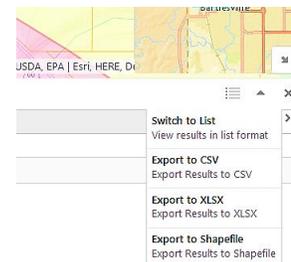
PNG

Include Georeference Data

you can export the map imagery in various formats (JPG, Tiff, PNG, BMP, GEOTIFF, PDF) and even select *'include Georeferenced data'*, if the location of the image is needed in mapping program.

EXPORT TABLE DATA: You can export table info by using the *animation of a bulleted list* above the table to select excel, or shapefile, or CSV-- Comma Separated Values which can be read in text format.

OBJECTID	AREA_SQFT	BORDER_FT	ZONING_ID	DIST_CODE	DIST_NAME	DIST_DESC	CAS
57	6306490	24238.036974	57	C-5	General Commercial		



SNIPPING TOOL



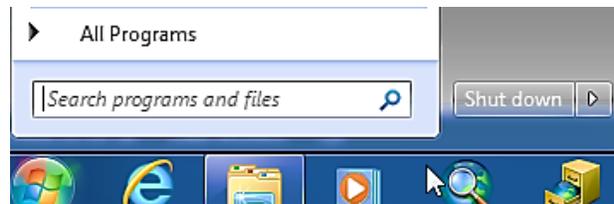
This is an added suggestion and if you do not have it then you will want this tool on your computers toolbar. For Windows Computers, I am sure Mac has a similar feature, and I know there are apps that can be downloaded, but all windows computers should have this snipping tool in the Accessories folder. This tool allows you to take any image, and any part of any image or text on your computer and place it in a document like MS word. Or, you can export by clicking file then save as, or clicking on the hard disk icon (what a dated icon) to PNG, Jpg, or GIF. You can email it.

Also, on newer Windows computers the [PrtScn button](#) on the keyboard, above the backspace and insert buttons, will do similar activities. Giving crosshairs and exporting to clipboard, and other formats.

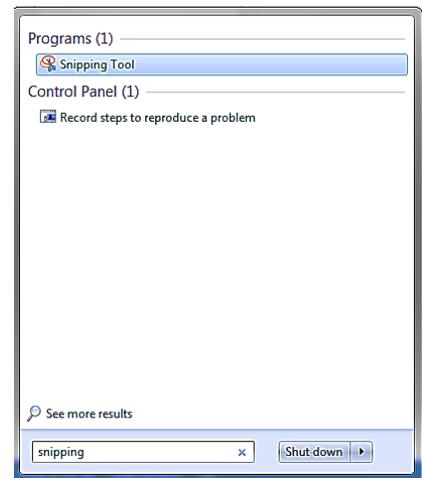
When working with map images and screen data these tools can be invaluable to the process.

To find the [SNIPPING TOOL](#) : Click in the bottom right corner of the computer screen on

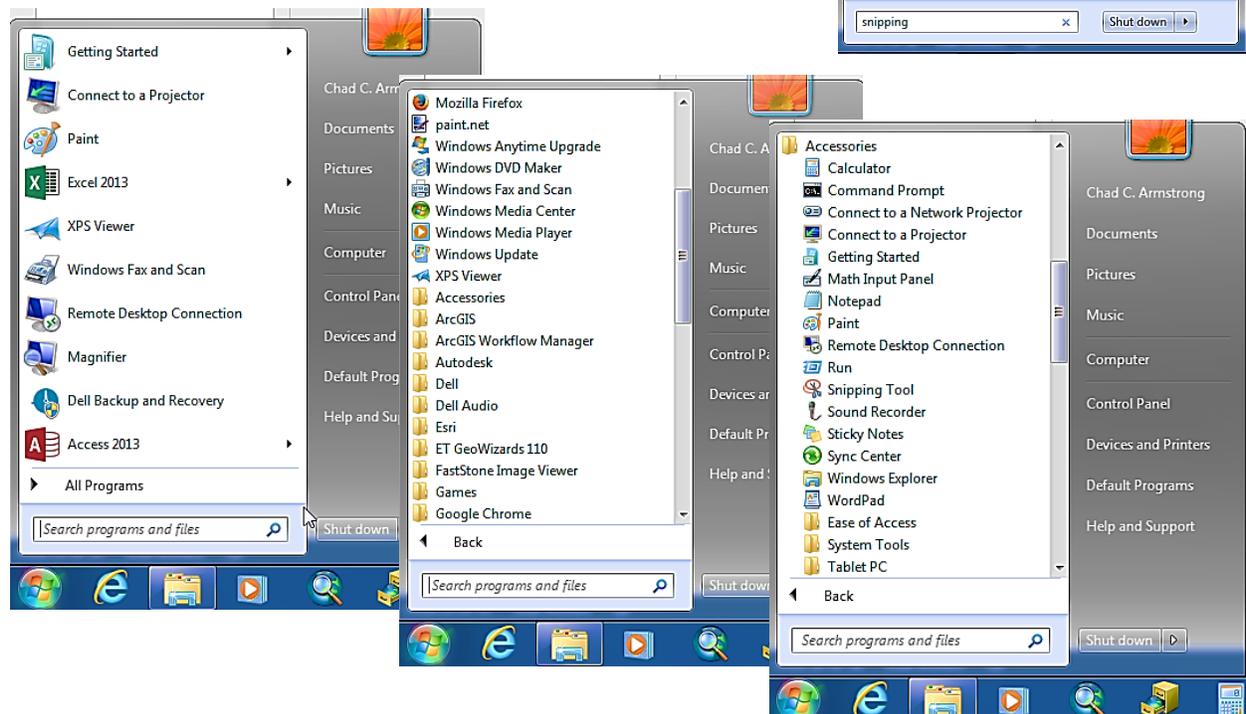
the Start icon, where you go to shut down the computer. Then you can just use the search bar



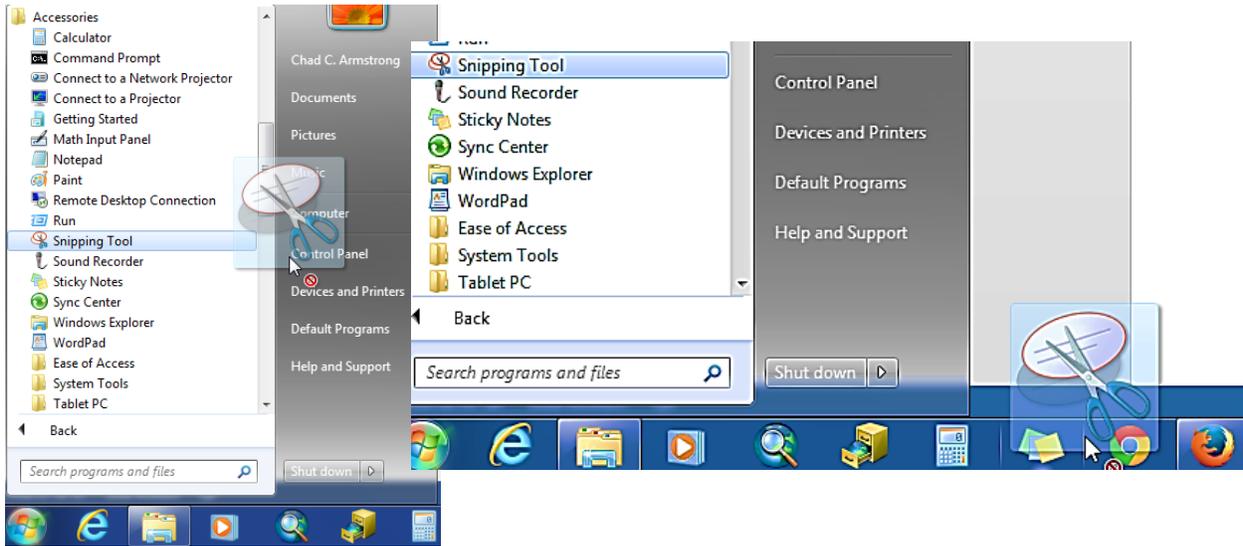
and then
type in
snipping
or,



search all programs for the Accessories folder:



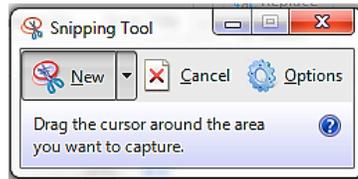
Then right click and hold on the Snipping Tool icon and drag it to your toolbar.



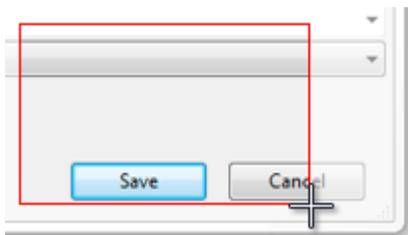
It is then always there 



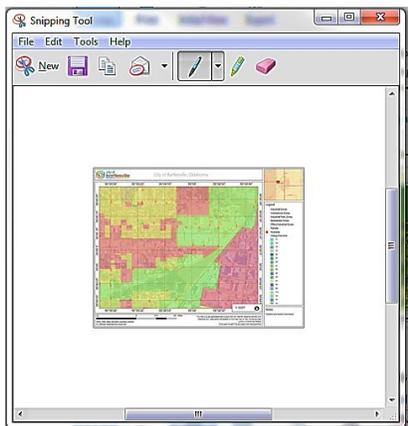
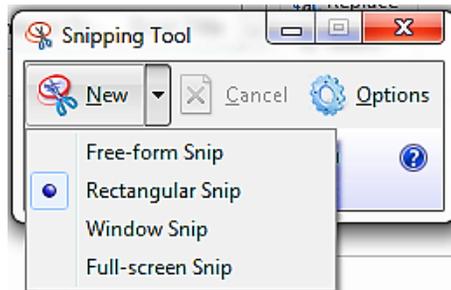
Click on the tool and this
crosshairs appear 
Drag the crosshairs 



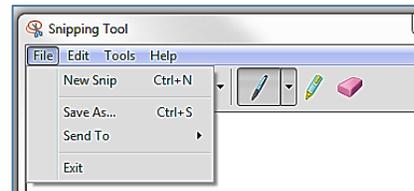
appears somewhere on the screen, and also
You can, if you want select a selector shape.



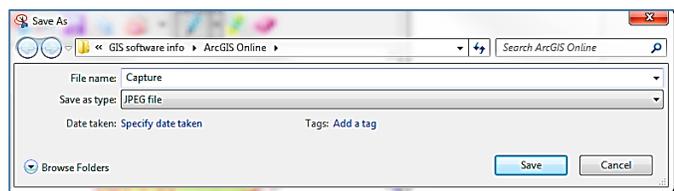
around desired image.

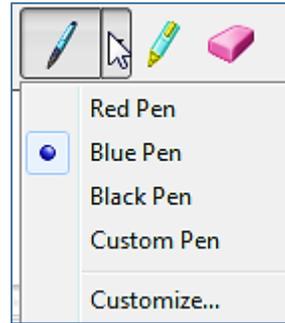
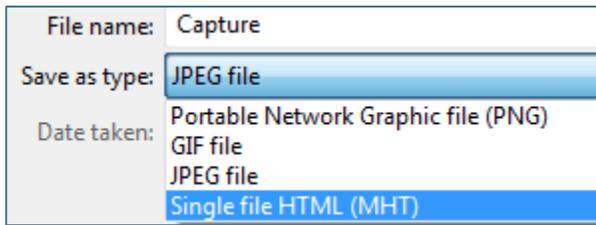


This larger box appears with an image. You can select 'Save as', or you can just right click and select [copy \(Ctrl+C\)](#). Save as allows to save as JPG, PNG, or GIF, also.

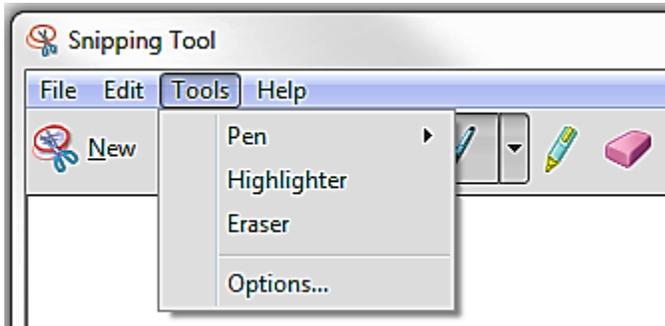


Or click on the  hard disk





The snipping tool can also draw on the image:



Also, the image can be emailed.

Open a word document,

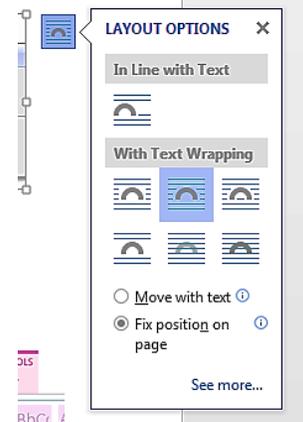
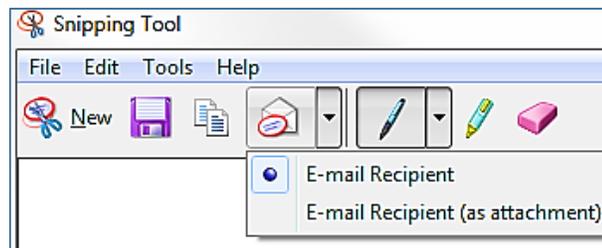
And [paste \(Ctrl+V\)](#) or right click-paste.

Click on the image in word, **Left-click** and

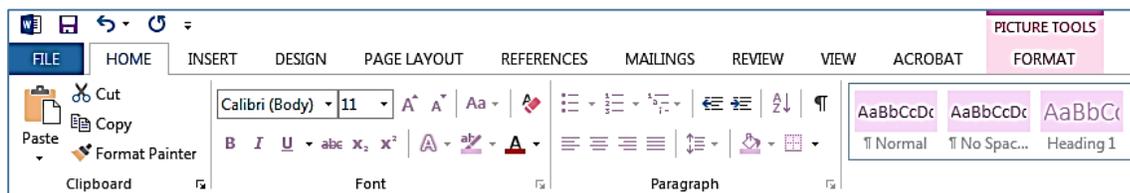
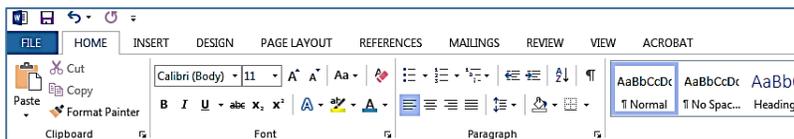
select  to the right of image, then

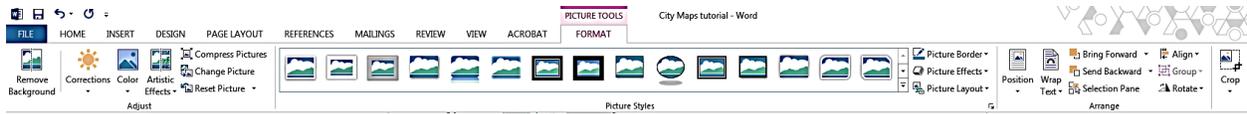
select  the middle  which allows you to move the image wherever you want in MS Word, then right-click

and then select **FORMAT PICTURE TOOLS** at top of screen (which will show up in the tool bar unless you click on the image).



not





You can make image quality corrections and color corrections and changes, remove background, crop the image, among many image edit functions.

Once you are done in MS Word, you can FILE--'save as', choose save as type pull down menu and save as PDF format, which is better for web and email sharing. PDFs are not editable, and have require less memory to save image heavy documents.

In City Maps, you can use screen image tools to grab sections of maps and table information to quickly create a printable report. These tools are useful for much more than map images.