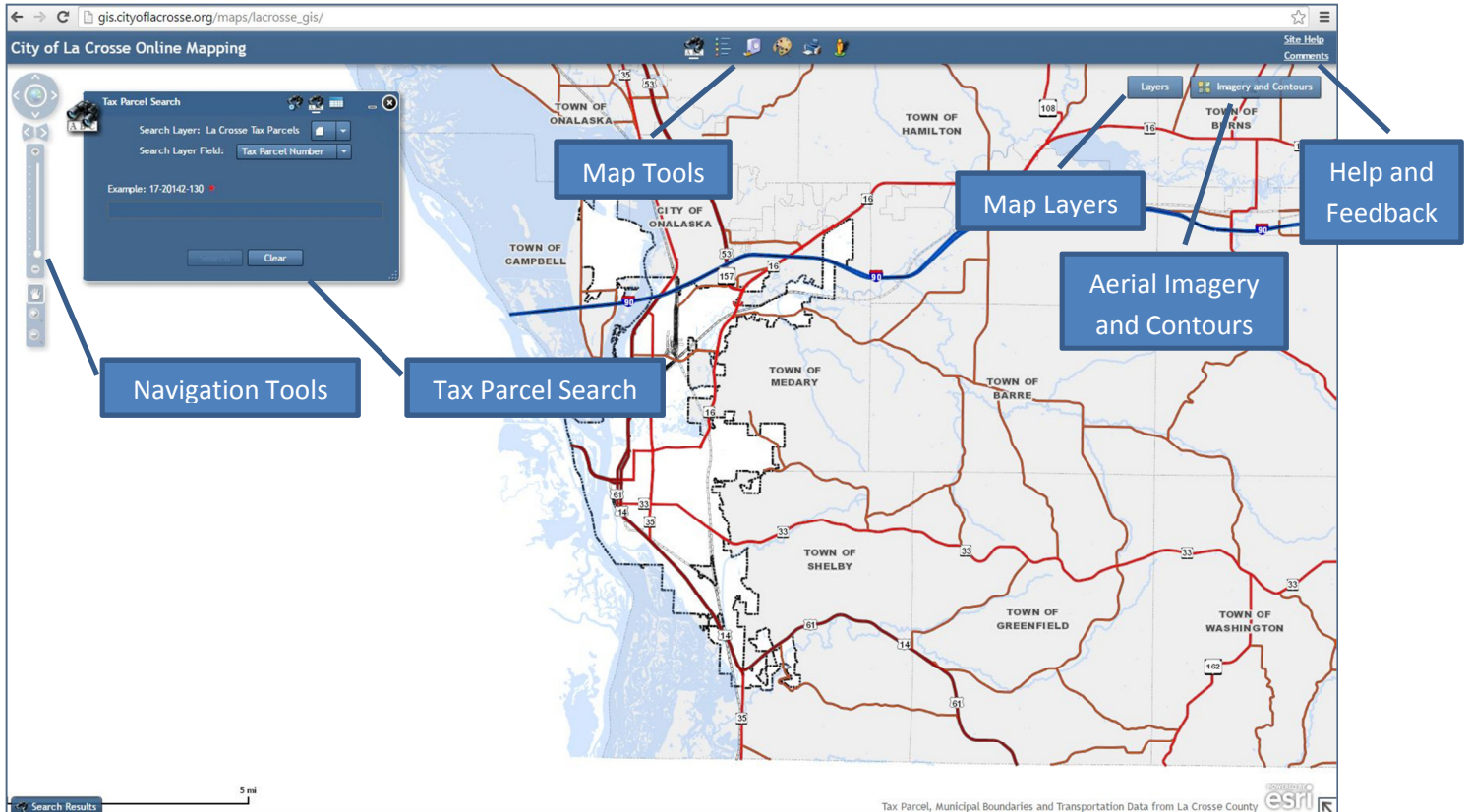


# City of La Crosse – Online Mapping Website Help Document

This document was created to assist in using the new City of La Crosse online mapping sites. When the website is first opened, a map showing the City of La Crosse and its neighboring communities will display (see image below). There are a number of buttons and tools in the map that can be used to navigate the map, view different layers of GIS data, search, draw and measure. Each of these tools will be described in detail below.



## GENERAL MAP INFORMATION

The layout of the site will be generally the same for any of the city mapping sites. The map view will take up the entire screen, except for the tool bar at the top. Navigation tools will be in the upper left portion of the site. Map layer and imagery control will be in the upper right portion of the site. Site tools, such as searching, measuring, drawing and printing, will be in the top middle portion of the site. When a map tool is clicked, a window for that tool will open in the map. The location of this window is preset (such as the location for the tax parcel search); however any window can be moved by the user.

The map the first displays when the site is opened contains some basic information, including municipal boundaries, transportation and hydrology (lakes and streams). Data in the map is scale dependent, meaning that when a user zooms in or out of the map, different layers or more information for a particular layer will be visible. For example, as the map is zoomed in, more road features (local roads, etc.) will be displayed.

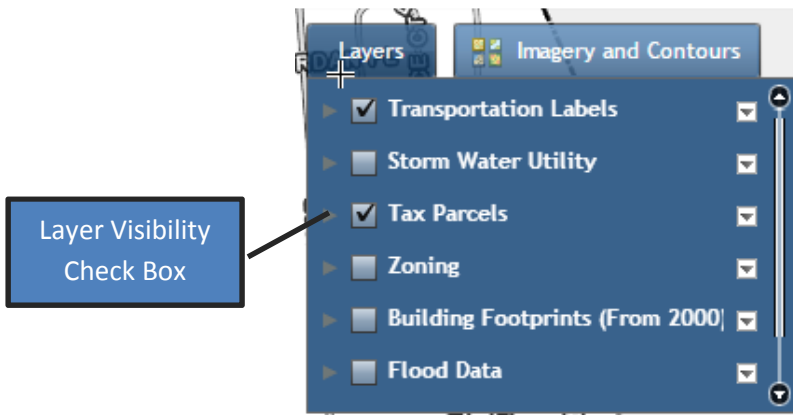
## MAP LAYERS & AERIAL IMAGERY BUTTONS



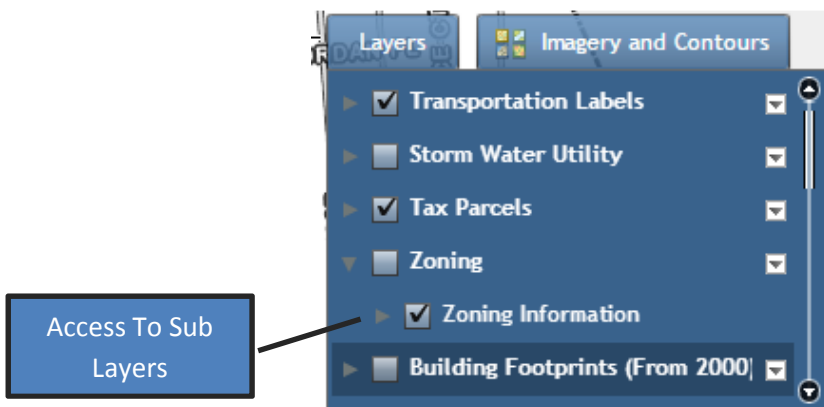
Additional map layers, aerial imagery, contours and a digital elevation model can all be accessed by using the Layers and Imagery and Contours buttons.

### MAP LAYERS

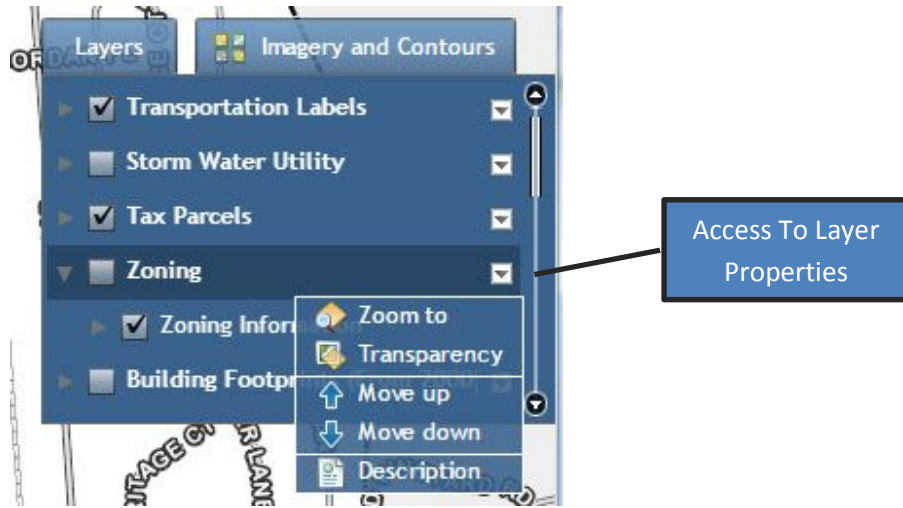
Clicking the Layers button opens up a listing of layers available in the mapping site. This Layers list allows a user to customize how the map will appear. Layers can be turned on and off simply by clicking the check box to the left of the layer name.



Some layers have sub layers which can also be turned on and off. These can be accessed by clicking the grey arrow to the left of the check box.

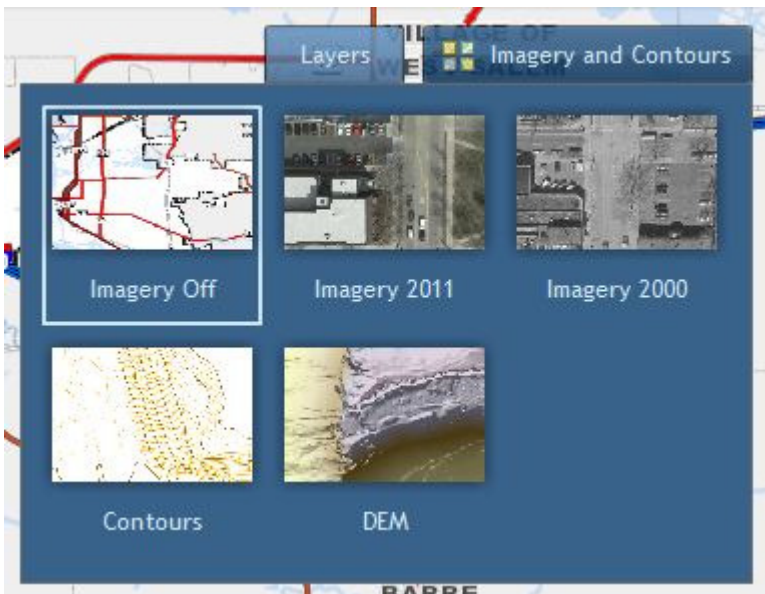


Properties for the layers can also be accessed by clicking the drop down arrow to the right of the layer name. Clicking *Zoom To* will zoom the map to the scale where that layer is visible. The layer visibility must be checked in order to see the layer. The Transparency setting allows users to set how transparent or opaque a layer is on the map. The Move up and Move down settings allow the user to customize the draw order of the map layers.

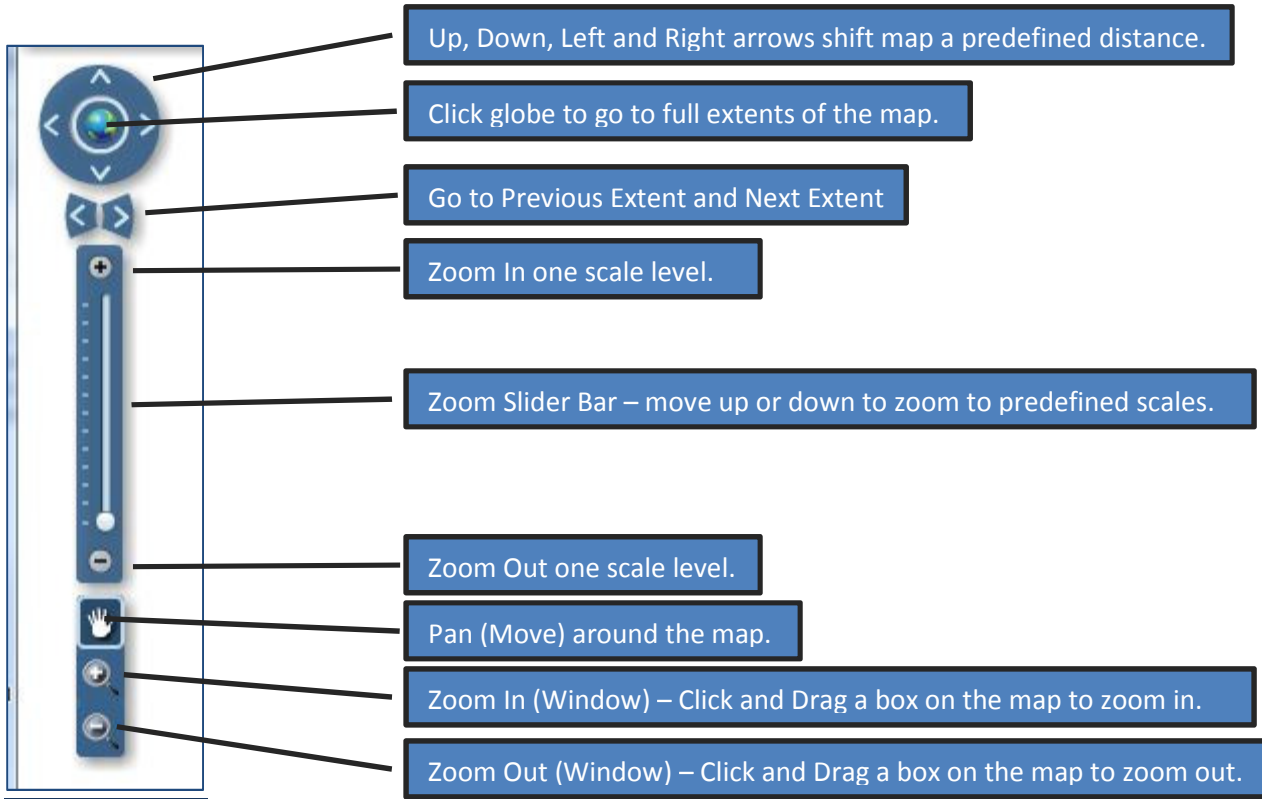


### **IMAGERY AND CONTOURS**

The Imagery and Contours button opens up the window shown below. Users can view aerial imagery from different years. One foot contours and a digital elevation model (DEM) can also be displayed. All of these layers will display behind the non-imagery GIS layers (roads, water, etc.). Click the Imagery Off button to revert the map back to the original appearance.

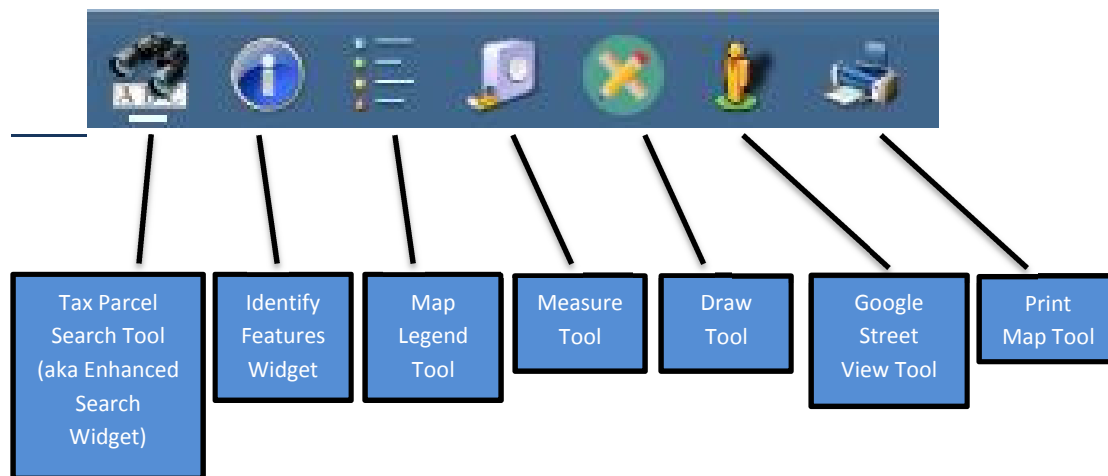


## NAVIGATION TOOLS



## MAP TOOLS

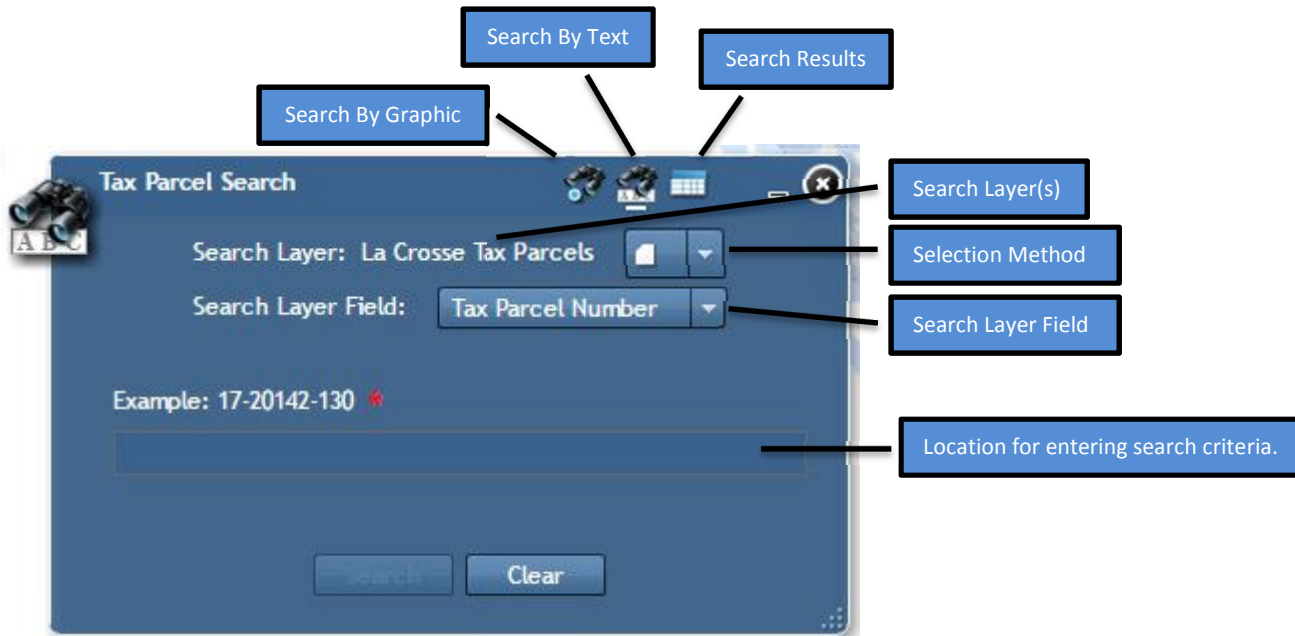
There are a number of map tools that can be used to perform a variety of tasks. These include searching for parcels, identifying features, measuring, viewing the map legend, printing and access to Google Street View. The figure below displays the tools most commonly found on the mapping sites.



## TAX PARCEL SEARCH TOOL (ENHANCED SEARCH WIDGET)

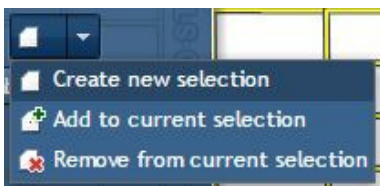
The tax parcel search tool is used to select tax parcel(s) based on the tax parcel number, property address or owner name(s). The tool also has the ability to search by a graphic on the map. The tax parcel search tool is turned on by default when the site is first loaded. It is located in the upper left portion of the screen (see first page of this help document).

When the map is first loaded, the **TaxParcel Search – Search By Text** window appears:



**Search Layer** – The name of the layer in the map that the search is based on. If there is more than one layer to search on, this name will appear as a dropdown box.

**Selection Method** - The selection method allows the user to create a new selection, add to the current selection or remove from the current selection.

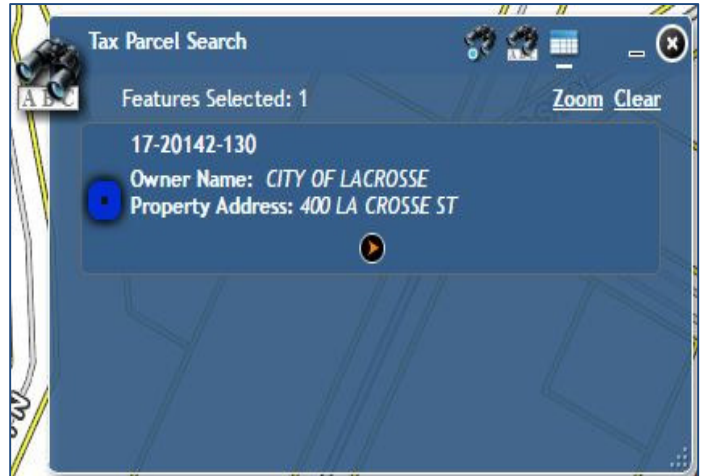


**Search Layer Field** – The search layer field is a dropdown listing of fields that can be used to search for features. For example, in the tax parcel search, the dropdown choices are tax parcel number, owner name and property address.

**Location for entering search criteria** – This is the place to enter the search criteria. The tool is set up to accept fairly open entries. For example, if a user entered a value of 400 while searching using the property address layer, the system will return all properties in the city that started with the value 400 or had a 400 anywhere in the address (so both 400 La Crosse St and 2400 27th St would be selected).

After the search fields and options have been entered, the search button at the bottom of the window will change from being grayed out to white. Click the Search button to complete the search. If a tax parcel was selected, the window will change to show the selected feature(s). The window will look similar one of the following graphics:

**Results window displaying one selected parcel.**

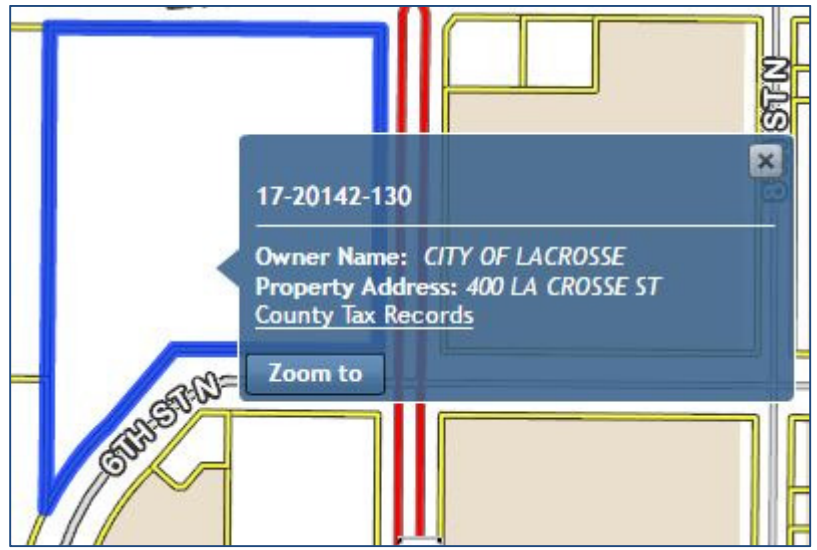


**Results window displaying multiple selected parcels.**



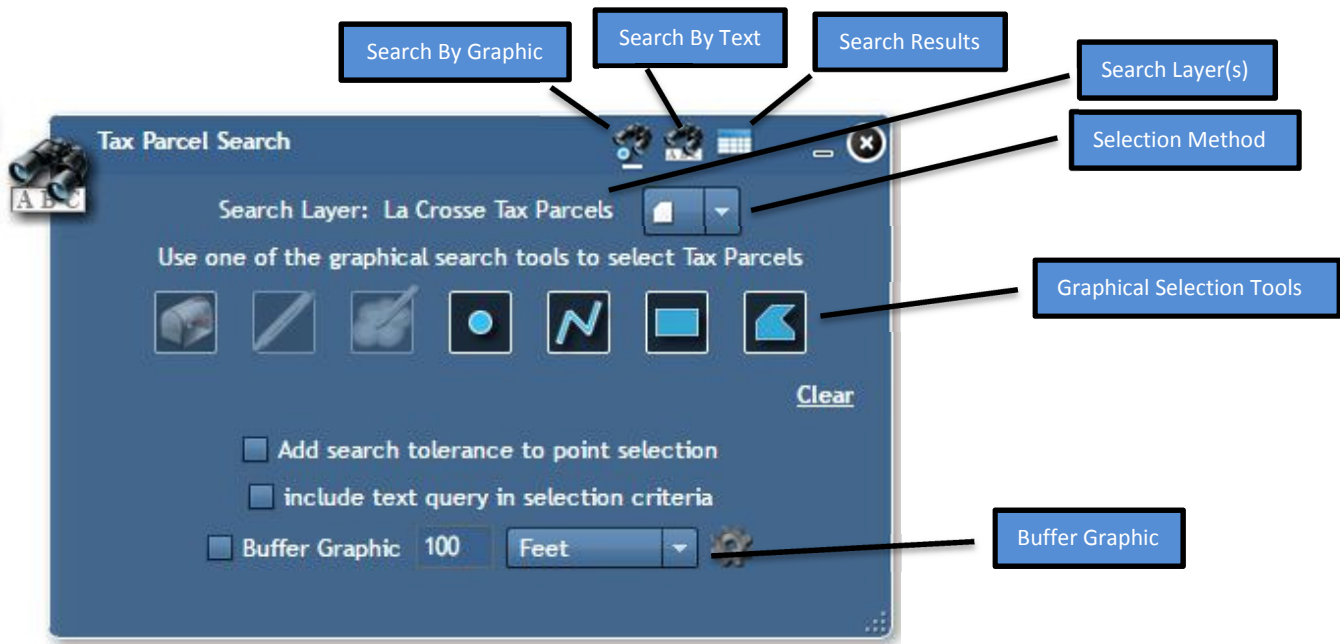
At the same time, the map will zoom to the selected record and display some basic information about the parcel, as shown in the graphic below. If more than one parcel was selected (which is more common if performing a select by owner name or property address), then the first parcel in the results will be zoomed to.

**Information window that opens up in the map, next to the selected parcel.**

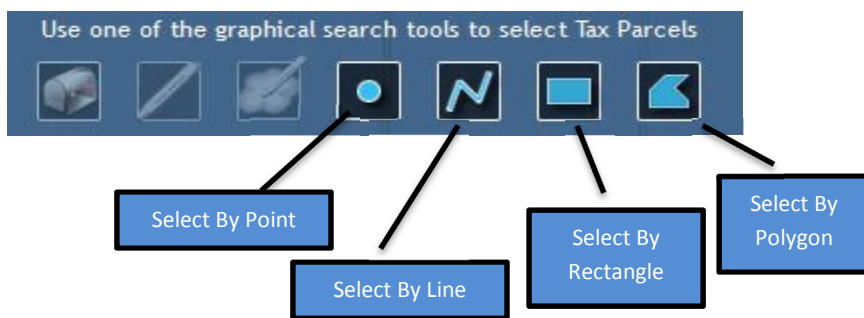


In both the results window of the Tax Parcel Search and the information window that opens when the record is selected, there is the option to link to the La Crosse County Land Records web page. In the results window, click the icon displaying an orange arrow inside a black circle to access the county records. In the information window, click [County Tax Records](#), to access the county data.

The other method to search for tax parcels (and other features) is to use **TaxParcel Search – Search by Graphic**. Search by Graphic can be accessed by clicking the binoculars with the blue dot (see graphic on page 5). The following image displays the Tax Parcel Search – Search by Graphic window:



To perform a search, first set the Search Layer (if more than one is available, this will be a dropdown list). Next, set the Selection Method. The default is set to New Selection. Then, choose one of the Graphical Selection tools to select features on the map.



There are four graphical selection tools available: Select By Point, Select By Line, Select By Rectangle and Select By Polygon. Choose one of the tools, and then draw a point, line, rectangle or polygon graphic on the map to select records from the Search Layer. When the tax parcel(s) are selected, the results window will display. For more information about the results, please see information on page 6 of this document.

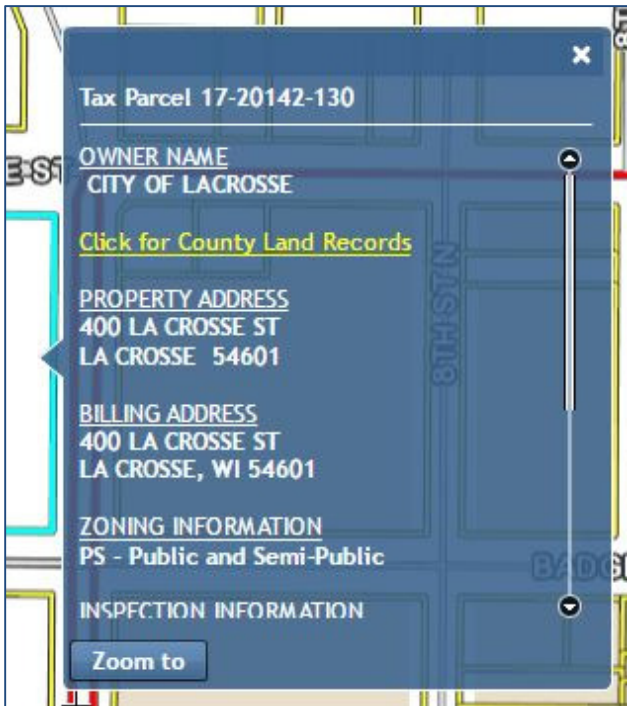
**Buffer Graphic** – The buffer graphic will select all parcels within a given distance on the map. For example, if the Buffer Graphic tool is checked on and the buffer distance is set to 100 feet, all parcels within 100 feet of the graphic (point, polygon, etc.) that was used to perform the selection will also be selected.

After the search has been completed, there are a couple of tools that can be used to get more information from the data. The first is a tax parcel popup tool which can be used to get more detailed information about a tax parcel. The second is the ability to view the selected data in a table and to export the selected data to a spreadsheet.

**TAX PARCEL POPUP** – After a parcel has been selected and zoomed to or if the map is zoomed (without completing a parcel search) to a scale where the tax parcels are visible, the tax parcel popup tool can be used. If the tax parcel search was used to zoom to the parcel, the results must be cleared before the tax parcel popup will work. To do this, simply click the clear button

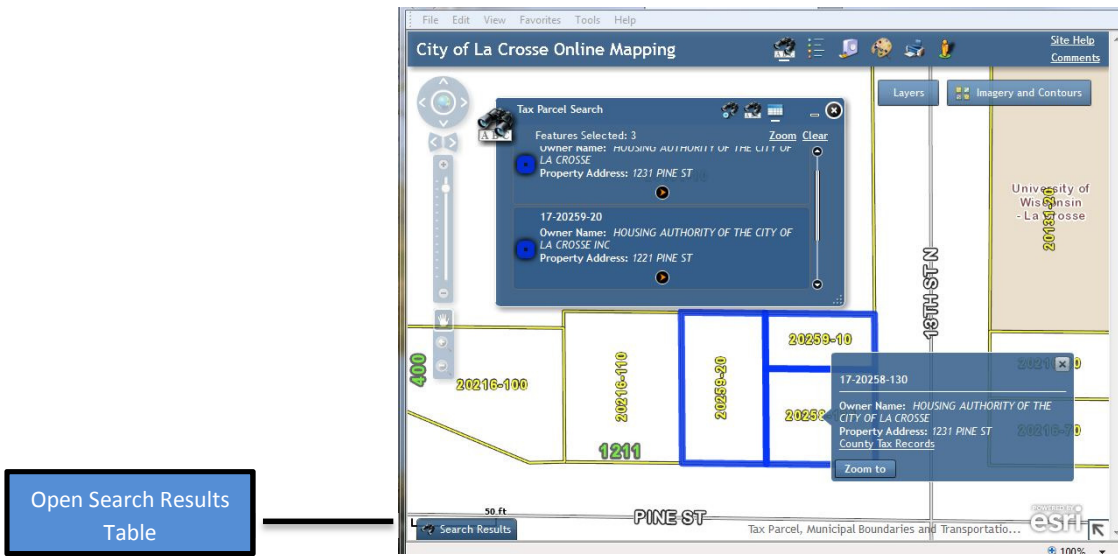


After clicking Clear, **LEFT** click on the parcel of interest. A window will open displaying more information about the parcel, including owner name, property and billing addresses and zoning and inspection information. There is also a link to the La Crosse County Land Records. Use the scroll on the right side of the window to access more information. If the tax parcel search was not used to zoom to the parcel, simply click on the parcel to get the popup information.





**SELECTED RECORDS TABLE VIEW AND EXPORT** –When parcels are selected using the Tax Parcel Search tools (both text and graphical searches), the selected records are displayed in a Search Results table at the bottom of the map. There is a Search Results tab in the lower left corner of the map which can be clicked to access this table.



When the table opens, it will look similar to the following graphic, which will appear at the bottom of the page.

Tax Parcel Number	Owner Name	Property Address	Property Address City	Property Address ZIP	Billing Address	Billing City	Billing State	Billing Zipcode
17-20258-130	HOUSING AUTHORITY OF THE CITY OF LA CROSSE	1231 PINE ST	LA CROSSE	54601	PO BOX 1053	LA CROSSE	WI	54602
17-20259-20	HOUSING AUTHORITY OF THE CITY OF LA CROSSE INC	1221 PINE ST	LA CROSSE	54601	PO BOX 1053	LA CROSSE	WI	54602
17-20259-10	CITY OF LA CROSSE INC HOUSING AUTHORITY OF THE	405 13TH ST N	LA CROSSE	54601	PO BOX 1053	LA CROSSE	WI	54602

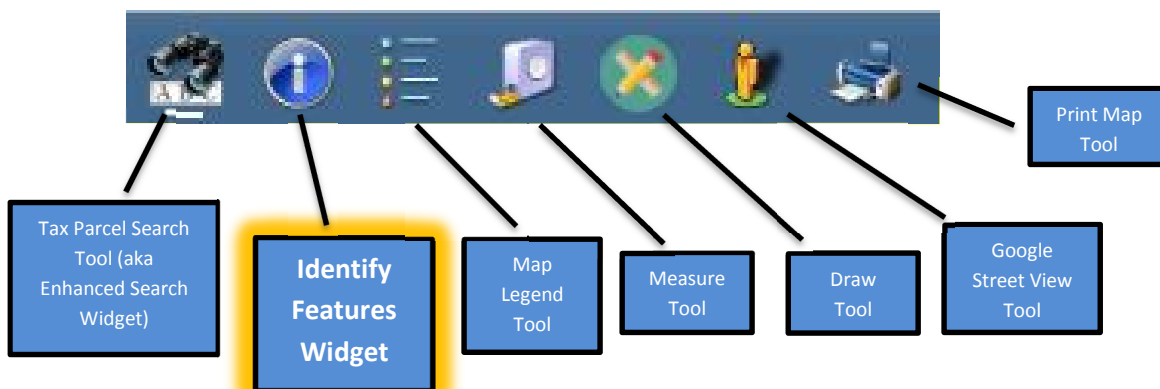
Clicking on a record in the table will cause the parcel to be zoomed to and highlighted on the map. At the bottom right of the Search Results table, there is the option to Export the table.



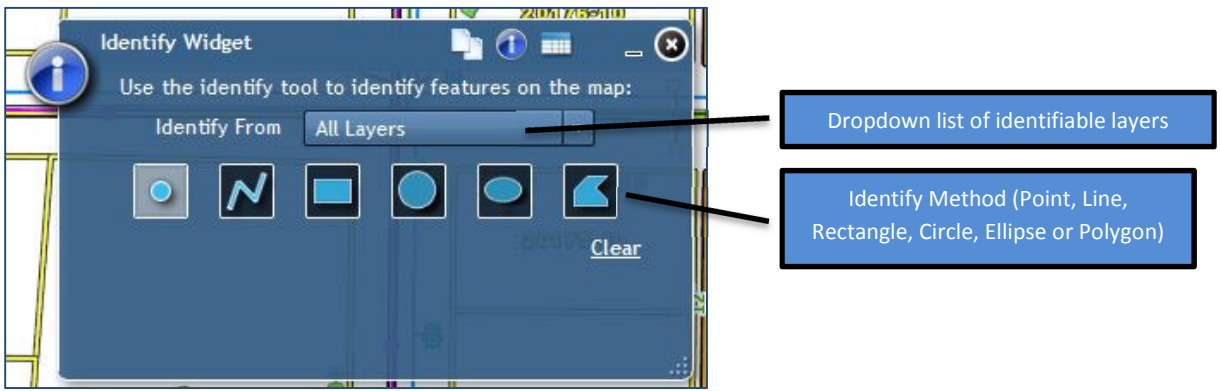
Choose either Export to CSV or Export to Text, and then click the Export button to browse to the location where the exported file will be saved.

### IDENTIFY FEATURES WIDGET

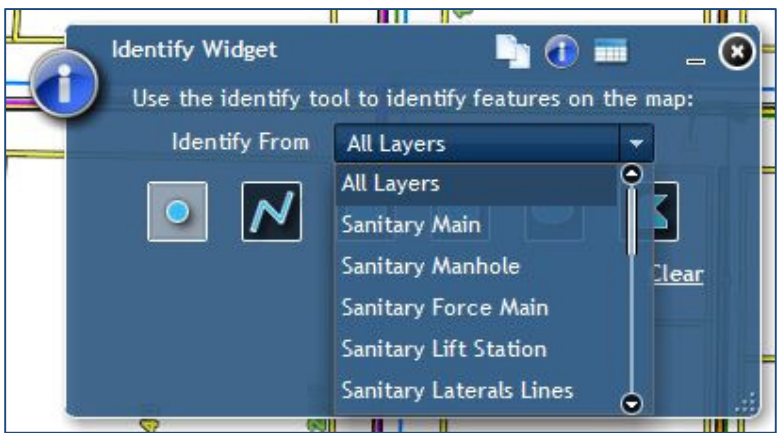
The Identify Features widget is used to get information from specific layers of data on the map. To use this tool, click on the Identify Button in the toolbar at the top of the webpage.



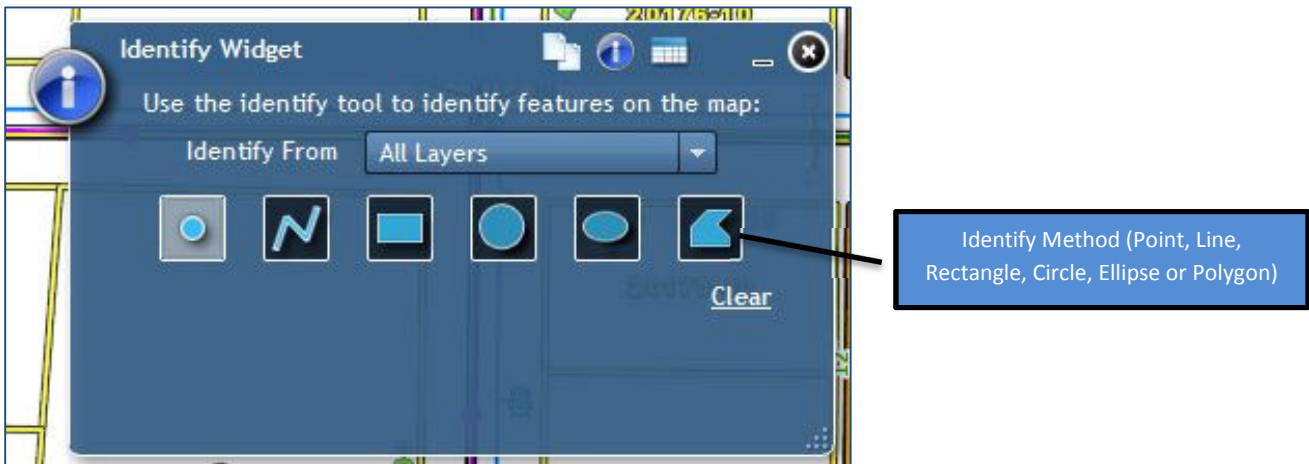
The identify features widget window will then open.



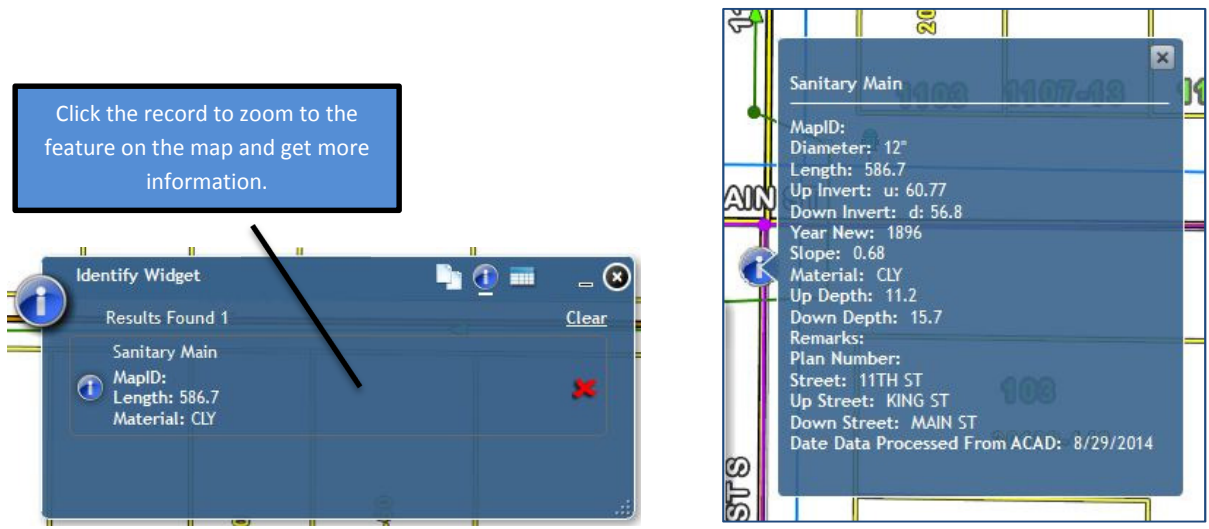
Next, choose the layer to identify by clicking the down arrow in the dropdown list. A single layer or all of the layers can be used in the tool.



Then pick an identify method (point, line, etc.).

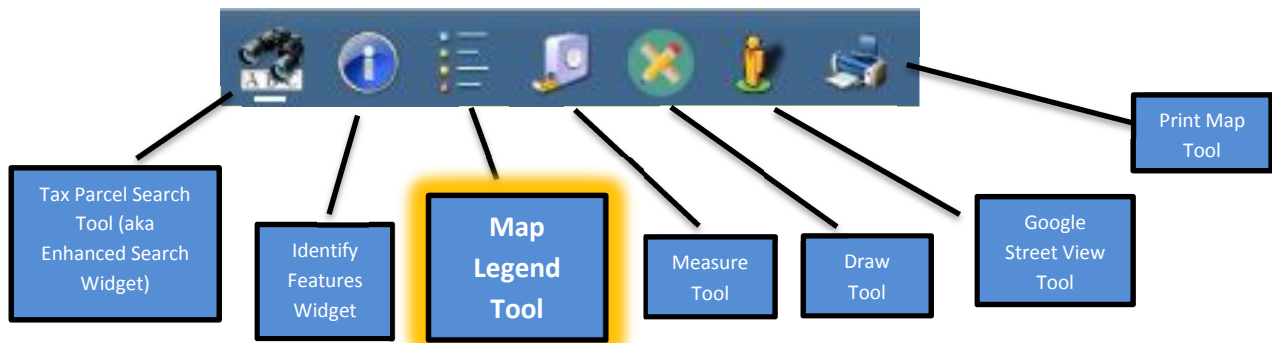


Next, click on the map (or draw a line, polygon, etc.) to identify features. The layer being identified needs to be visible in order for the tool to return any results. When a feature is identified, the results window of the identify widget will display. The result in this screen will contain some basic information about the identified feature, as displayed below (on the left). Click on the record in the result window. The map will zoom to the feature identified and display more detailed information about the feature (see graphic on the right).



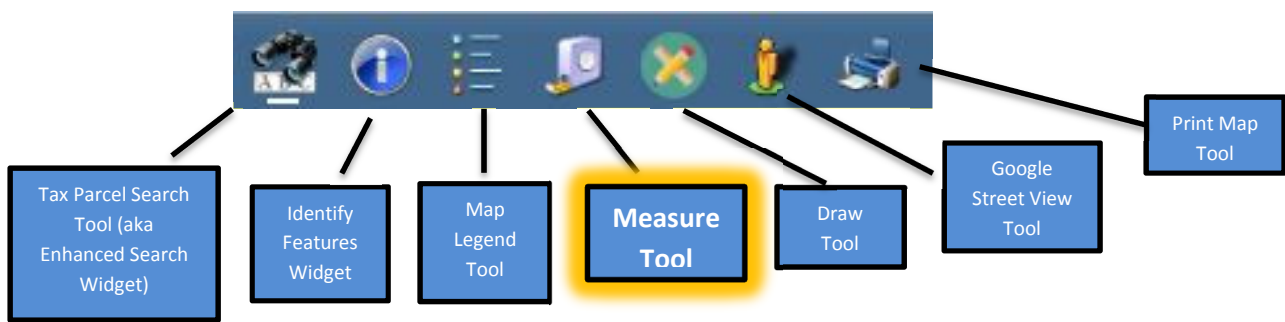
**MAP LEGEND TOOL**

The legend tool displays the layers (layer name and symbology) currently visible on the map. Click on the Map Legend tool in the tool bar to open up the map legend.

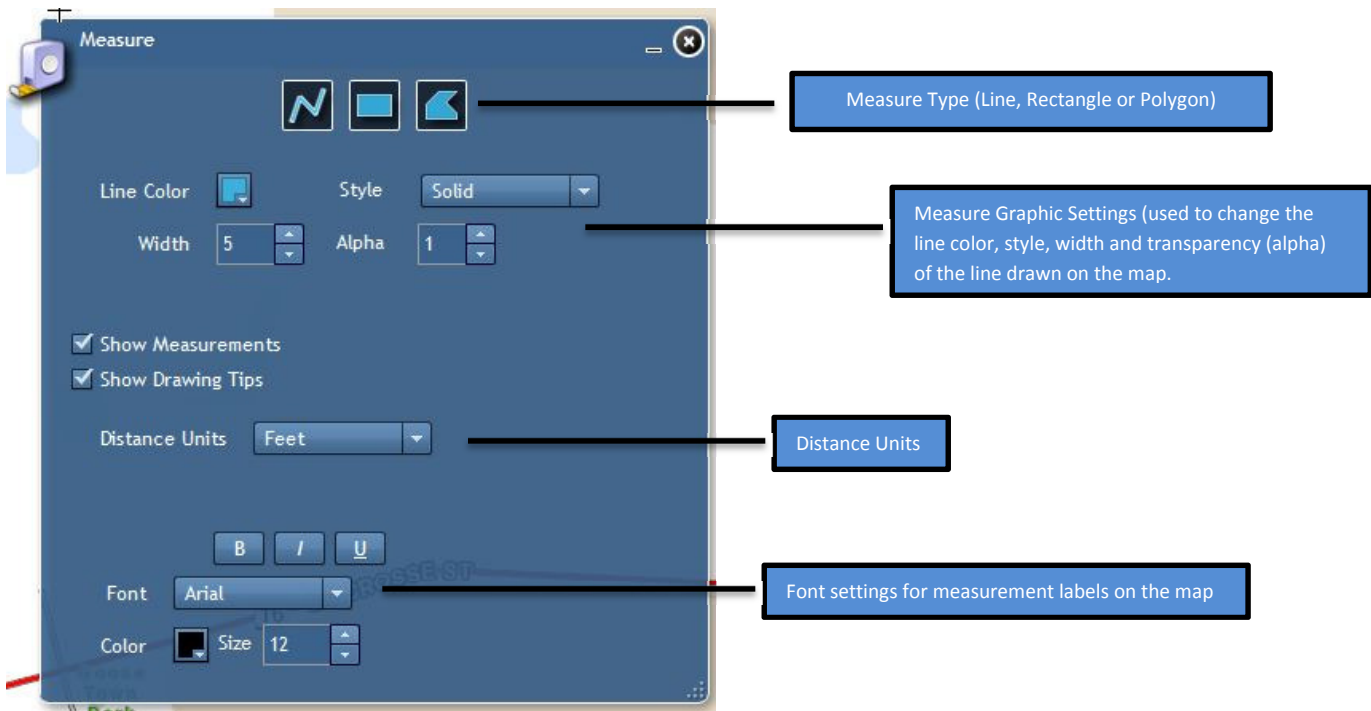


**MEASURE TOOL**

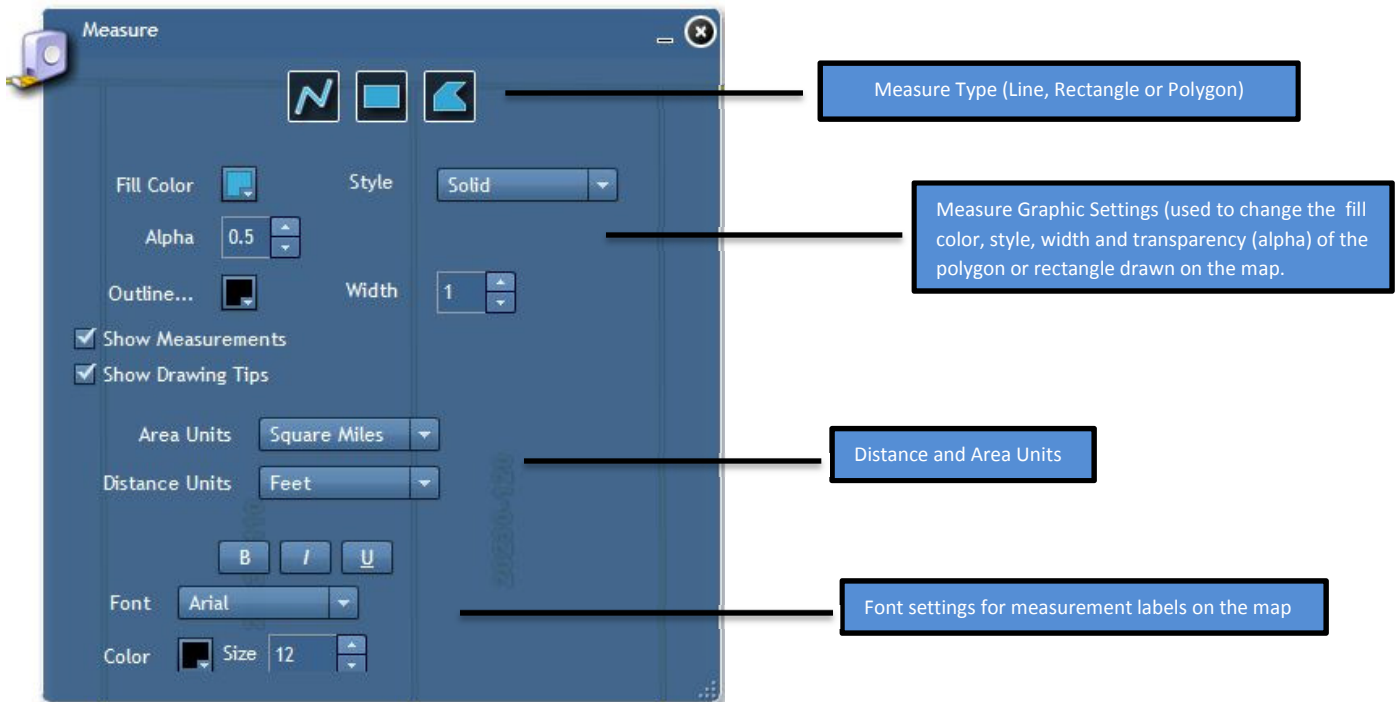
The measure tool is used to measure the distance of lines or the area of polygons in a variety of distance units. Click on the Measure tool in the tool bar to open up the measure tool window.



Below is the measure window for line (straight line or perimeter) measurements.



Below is the measure window for rectangle and polygon (area) measurements.



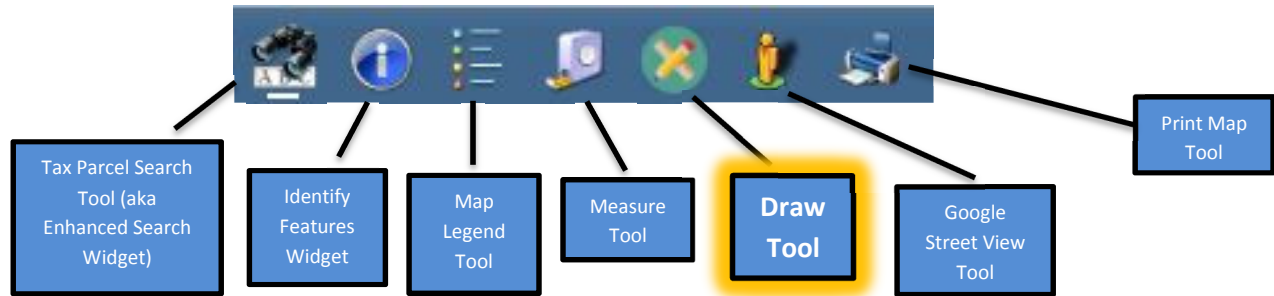
After the measure window has opened, choose the measure type (line, rectangle or polygon). Next, change any of the other settings (line or polygon appearance, measurement units, etc.). Then, click on the screen to complete the measurement. For both the line and polygon measurements, start the measurement by single clicking on the location where the measurement starts and double click when the measurement is complete. For the rectangle measurement, click and hold the mouse button then drag a window to create the rectangle. Release the mouse button to complete the

measurement. If the Show Measurement setting is checked on, then the area, perimeter and length of the line will display on the map.

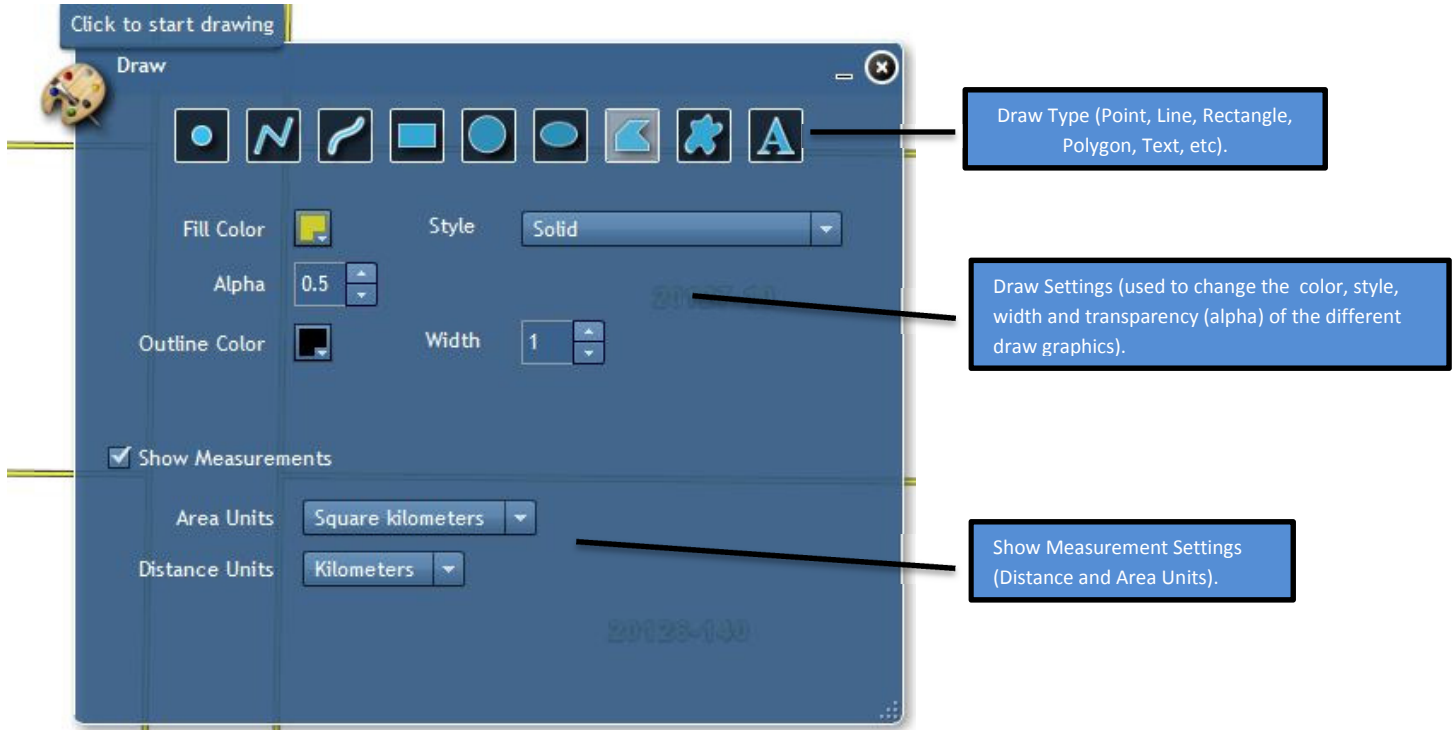
Measurements (the line, polygon or rectangle and the actual measurements) can be printed or exported (see the Print Tool later in this document). After the measurement is complete, simply minimize the Measure window. When the map is printed or exported, the measurement information will be displayed.

### DRAW TOOL

The Draw tool is used to draw a number of different graphics (lines, points, polygons, text) on the map. Click on the Draw tool in the tool bar to open up the draw tool window.



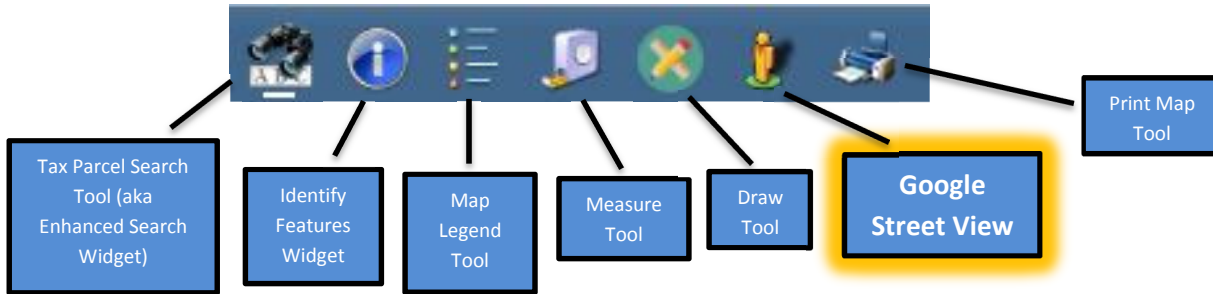
The following image displays the draw window for polygons. The default window will be points. There are many different shapes that can be drawn on the map, ranging from a simple point to free hand polygons. The settings (colors, line width, etc.) will change depending on the graphic that is picked. Also, measurements can be displayed when a graphic is drawn (except for the point graphic).



Draw graphics can be printed or exported (see the Print Tool later in this document). After the graphic has been drawn, simply minimize the Draw window. When the map is printed or exported, the drawn graphics will be displayed.

## GOOGLE STREET VIEW

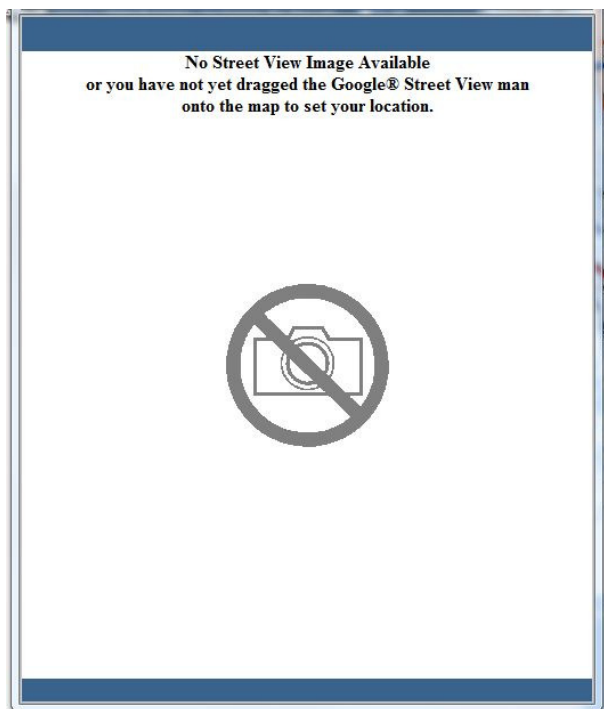
The Google Street View tool can be used to access the Google Street View imagery. Click on the Google Street View icon in the tool bar.



After the tool is clicked, the following window will open:



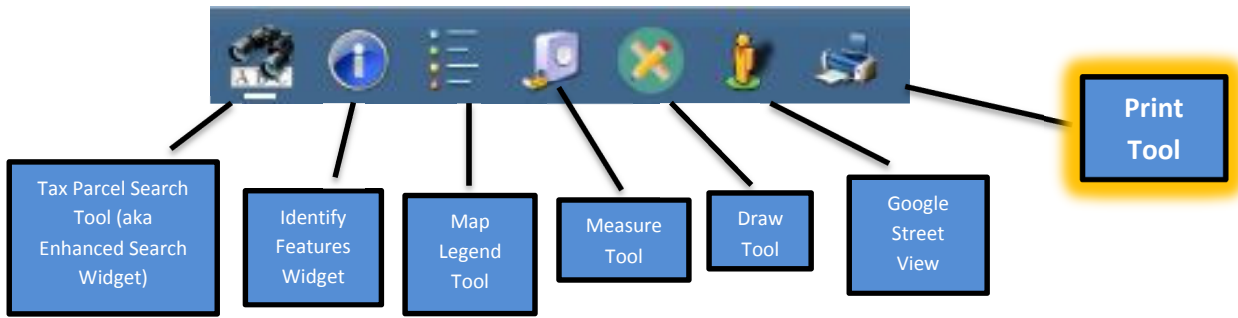
A second window where the Street View imagery is displayed should also open. When Street View is first opened, there may not be imagery available. If this is the case, the window will state *no street view imagery available* (image below on left). Simply move the Street View icon onto a street. The map may need to be zoomed in in order to see more streets. The image on the right displays what the window will look like when imagery is present.



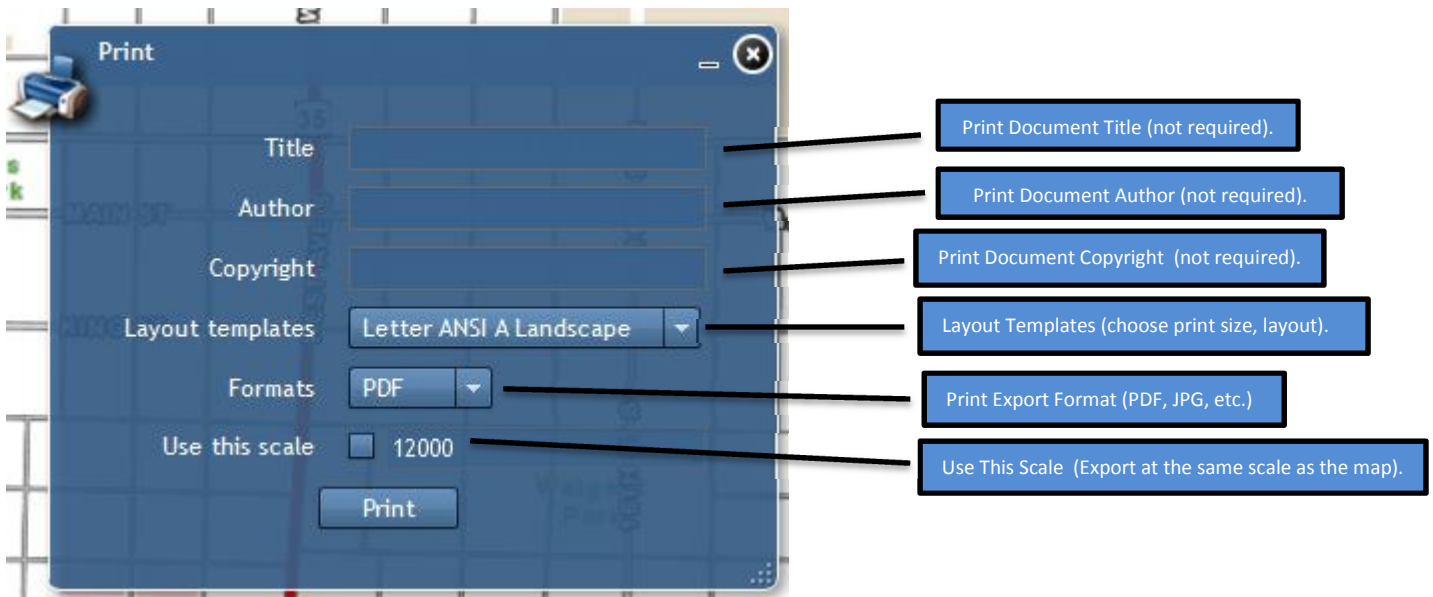
The Google Street View tools can then be used inside of the Street View window, including moving by clicking the arrows on the streets, zooming and turning the view in all directions.

## PRINT TOOL

The Print tool is used to export the current map view to a number of different image formats, including PDF, JPG and others. These files can then be directly printed, emailed, or added to another document.



When the print tool is clicked, the following window will open:



**Layout Templates** – There are a number of predefined layout templates with different page sizes and orientations that can be picked for the print export. Click the drop down arrow to the right of the layout template choices to see the entire listing of templates.

**Formats** - There are a number of file formats available for the export. The default format is PDF. Click the dropdown arrow to the right of the Formats choices to see the entire list of formats.

**Use This Scale** – Check this box if the map should be exported at the current scale of the web map. Having this checked will also ensure that any labels will be displayed in the exported file.