

# Kirkwood City Base Map Tutorial



Top Menu Icons: from left to right.

1. Arrow: Moves the Map
2. Zoom In: Zooms in to the extent drawn
3. Zoom Out: Zooms out to the extent drawn
4. Previous Extent: Takes the map to the previous extent
5. Full Extent: Zooms to the furthest extent of Map
6. Next Extent: If previous extent is used, use this to take you back.
7. Identity: Identifies features by clicking on them
8. Select by Point: Selects feature selected
9. Select by Area: Selects all features within a selected area
10. Search: Enter Owner name, address, or parcel ID
11. Measure by Line: Gives linear distance
12. Measure by Area: Gives square feet of area drawn
13. Redline Toolset: Draw and add annotation to map, your edits will be included in your printout
14. Print: Can select Orientation, margin width, or give a title to the map.
15. Click Aerial for an aerial photo view, Street of map view.

## Right Side Tools

Layers  Buffer  Measure  Redline  Identity

### Layers

Mouse over layer tab to open result box

Click on Push pin to keep desired tab open

1. Each of the map layers contains several types of information. Click on the check box to toggle each of these on or off.
2. Click on triangle to show subsets.
3. If the box is "grey", you must zoom in to see the results.

### Buffer

1. Use the distance box to set the distance for desired point or feature
2. Select units of measure from the drop down box.
3. Use the select by point/Buffer tool from the top Icon menu to select a point.
4. Once a buffer is activated, selected features are listed in the results window.
5. Double click a row to automatically zoom to that feature.
6. At bottom of results window are two buttons: Clear results OR Export Results
7. Export results will allow you to save the results in CSV format to your personal computer.

## Layers

1. Choose the unit of measure you desire in either Distance or area.
2. Use either Measure by distance or Measure by line tools from the Top Menu Icons
3. Draw your desired length or area and your results will be displayed on the map.

## Redline

1. Controls the settings for Redline Tool from the Top Menu Icons
2. Contains specific tools: by Polygon; by Rectangle; by Polyline; by Freehand; Marker; Notation; Remove Redline.

## Identify

1. Controls settings for Identify too from the Top Menu Icons
2. Lists a table containing rows of data attributes for the selected Item.