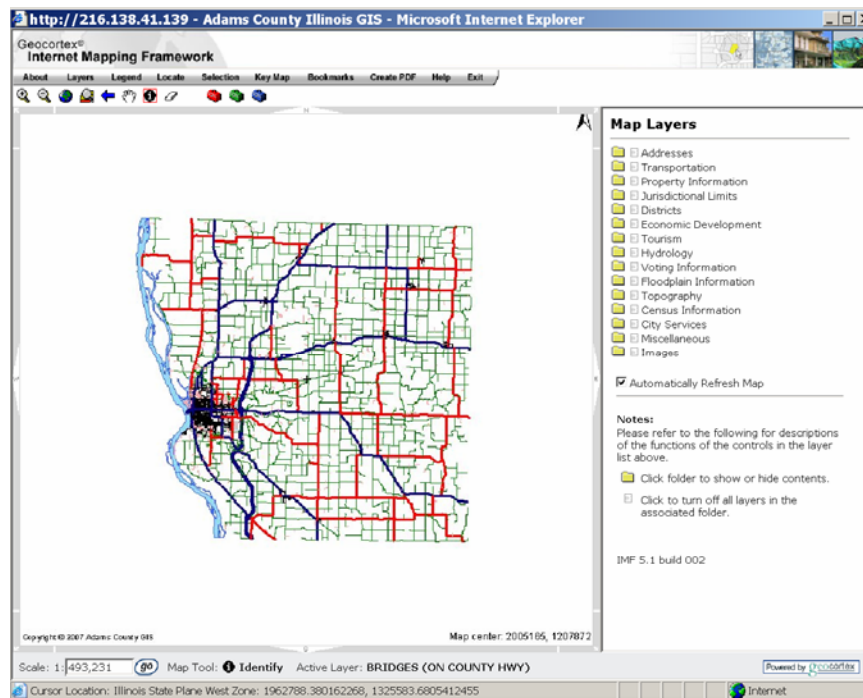


ADAMS COUNTY GIS WEBSITE



http://216.138.41.139/imf/sites/AdamsCo_demo/jsp/launch.jsp?popup_blocked=true

BETA USER GUIDE

04/27/2007

Adams County Geographic Information System

The Adams County GIS project is a multiparticipant project designed to develop an accurate, up to date geographic information system and is used to create more efficient local government. The Adams County GIS is a system which enables the user to see any geographic based information on a map and to analyze that information through the computer.

This project began in 1992 and is now fully operational. Cooperation has been the focal point of this GIS. Funding has been provided by Adams County, the City of Quincy and the five major principal utilities operating within the County (AmerenCIPS, Adams Telephone Cooperative, Comcast (Insight) Cablevision, Adams Electric Cooperative and Ameritech). Other major participants include the Great River Economic Development Foundation (GREDF), and the Quincy Area Chamber of Commerce. There has also been funding from Federal, State and private sector sources. We also appreciate the assistance we received from the Tri Township Fire Department, Road District Commissioners and Two Rivers Regional Planning Council.

The Adams County GIS could not have been completed without the assistance of Poepping, Stone, Bach & Associates and Klingner & Associates Engineering Firms. Our GIS has won many awards from a variety of organizations including the Illinois Geographic Information Association Special Service Award, the Special Achievement Award from the Consulting Engineers Council of Illinois and the Outstanding Civil Engineering Achievement Award from the American Society of Civil Engineers. The County also received the Excellence in Floodplain Management Award from the Illinois Association of Stormwater and Floodplain Management for its work with the GIS.

The current web site is used on a daily basis by realtors, engineers, planners developers, educators and residents throughout the world. We have seen hits on our site from as far away as Washington DC, California and Florida as well as 26 Countries including India, Malaysia, Poland, Egypt, England, Germany and Hong Kong to name a few.

We are proud to introduce this new and improved web site. In addition to the map views and searches you could bring together with the old site, you can now add text and graphics, save & email your map, print to pdf and link to other web sites, as well as a host of other new features.

We hope you enjoy the new web site and thank you for your assistance as a beta user. We need your feedback on this new site. Please let us know your comments or suggestions. If you need any assistance with the new site feel free to call or email us anytime. You may contact us at adamsgis@adams.net or by phone at 217-223-0614. With your help, we will remain one of the most outstanding GIS Programs in the Country.

A special Thank You goes out to Kevin Dicks of Poepping, Stone, Bach & Associates for the many hours of work he put in to getting this new web site up and running.

Contents

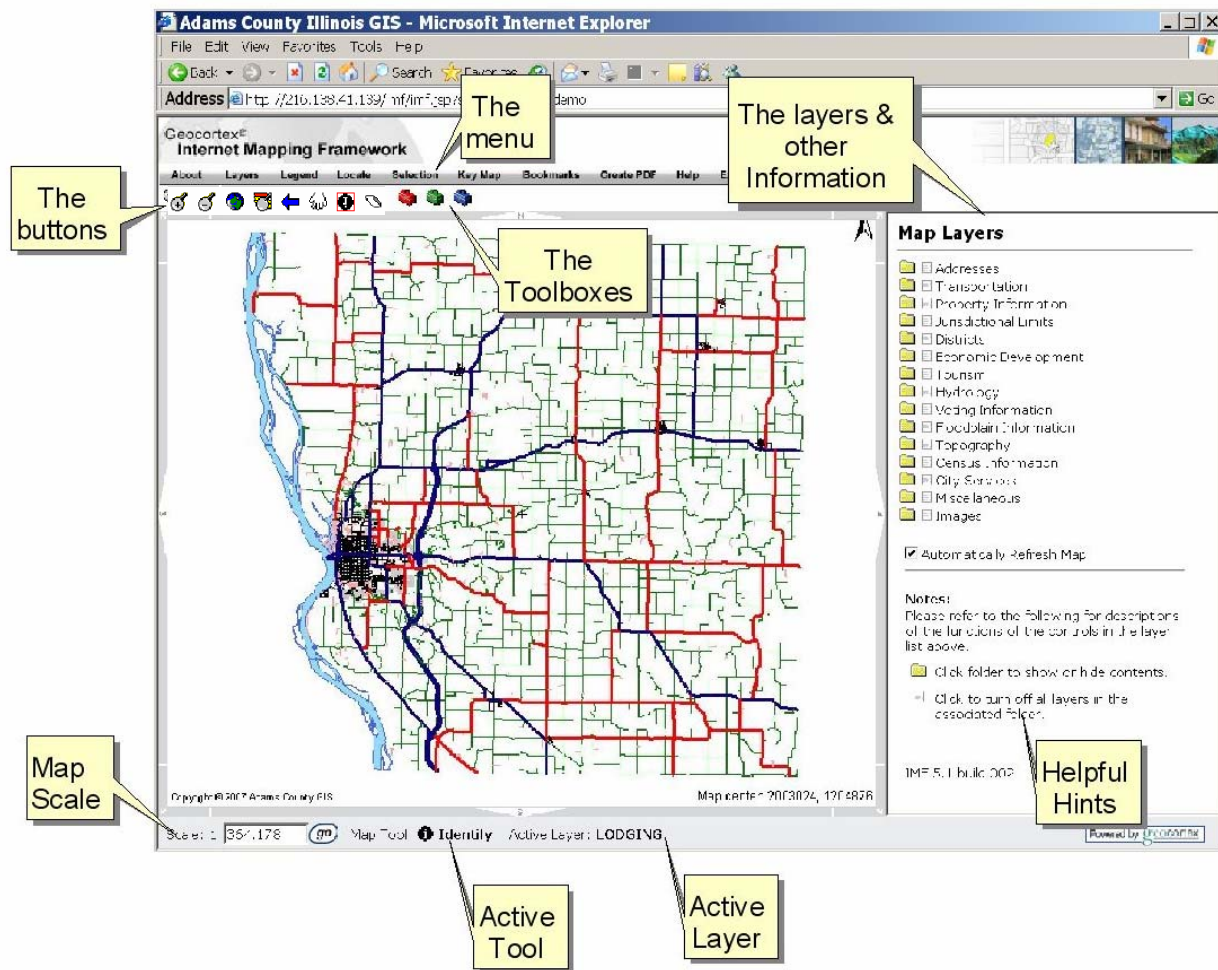
Introduction	1
Buttons	1
Menu Tabs	2
Toolboxes	3
Layers	4
Map Scale, Active Tool, Active Layer	4
Step by Step Examples:	
Find & Identify	5
Hot Link	6
Add Text	7
Add Graphics	8
Measure Area	9
Save Session	10
Open Saved Session	11
Email Map	12
Print Map	13
Known Issues	14

Welcome to the Adams County Illinois Web Site

Thank you for agreeing to be a beta user of our new web site. Your input is important to us. This booklet will give you some highlights of some of the uses of our new web site. This booklet will not go in depth of all the intricacies of the program. We will just give you some hints to get you started on your everyday tasks you may want to accomplish with our web site.

First, turn off your pop up blockers! There are times that a pop up window is used within this web site. Pop up blockers will interfere with your use of the site. You also need to have adobe reader installed on your computer. You can get Adobe Reader free at <http://www.adobe.com/acrobat/>.

The web site is very user friendly. This booklet will walk you through each of the areas described below. If you have problems please email us at adamsgis@adams.net or call us at 217-223-0614.



THE BUTTONS



The buttons are used to navigate within your map window. You can zoom in, zoom out, zoom to the full extent, zoom to selected layer, zoom previous, pan, identify, and clear selection.



Zoom buttons- To zoom in, click the magnifier with the plus (+) button and click at the top left of the area you want to zoom. Hold the left button down and draw a red box around the area. Release the left button and your map will zoom to the area. To zoom out click the magnifier with the minus (-) sign and click once on your map. To zoom to the entire map click the zoom extent. To zoom to a selected layer click zoom selected layer. To zoom to a previous map, click zoom previous.



Pan- To pan your map, click the pan button and click and hold the left mouse button to pan across your page.



Identify- Make the layer you want to identify active (see activate layer). Click the identify button, and then click on a feature of the active layer.

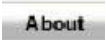


Clear Selection- Simply click the clear selection button to clear any features you have selected.

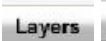
THE MENU TABS



The menu tabs are used to choose various activities. The following buttons are on the menu: About, Layers, Legend, Locate, Selection, Bookmarks, Create PDF, help and exit.



About- One of those buttons everybody's web site has. Just tells you about the program.



Layers and Legend- Click this button to make your layers or legend appear in the right hand part of the page.



Locate- This is the same as a search or find tool. Click this tool and a new menu will appear in the right side part of your map.

From here you can search for various attributes of a layer. For example, if you want to search for an owner of a property. Click the locate button, and then click Parcel by owner. A new window appears.

Find Location

Zoom To:

- Latitude / Longitude Coordinate
- Feature by Attribute
- Street Address
- Parcel by PIN
- Parcel by Owner
- Road Name

This menu is used to set the extent of the map using query tools. Select one of the following options, and the map extent will change to show the area that you have selected.

Simply type in the name of the parcel owner, last name first. You don't have to type in the entire name. This will return a list of properties matching your search. Simply click on the property to zoom to that property.

Search Parcel by Owner

Enter the Owner's name. The sequence is last name, first name. Example: Doe, John. A partial search will also yield results. Example: John will yield Johnson, and Johnsonville.

Doe, John

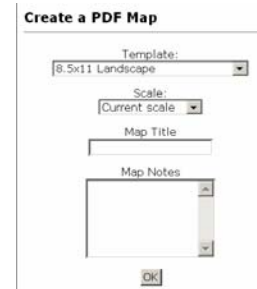
Search

Key Map Click this to see your key map on the right side of the page.

Bookmarks If you frequently look at the same area of the map, you can make a bookmark of this area. First zoom the area, and then click bookmarks. Click create bookmark and name it. Click on this bookmark whenever you want to zoom to that area.

Create PDF This button is used for printing your map. Click Create PDF. You will then be given several choices as to the size of map you want.

Choose a template. Choose the scale you want. Add a title and any notes you want to appear on the map. Click ok and the program will create a pdf (adobe acrobat) version of your map. Save this map or print it as you normally would.











Help If you get lost, click the help button


Exit Use this to exit the program.


THE TOOLBOXES


The toolboxes are a great way to personalize your map. With these boxes you can add text, measure, save your map, and email the map to someone. Click on a toolbox and it will expand to give you more options.


 The **Red toolbox** is for advanced tools.      


 This is used to **toggle the map tips** off and on. A map tip gives you information as you hold your mouse over a feature.


 This button is used to add a **text balloon** to your map. Click the call out text button, then click on the map at the location where you want the text. Follow the directions on the screen.








 **Measure tools** – As you click, the location of your points and the measurements will appear.


 **Dynamic Theme Layering** – This is a more advanced tool and will not be covered here. For more information on this tool go to the help tab on the website.


 **Save & Open** – You can now save you map to bring up at a later time. Click on Save, Then click save session now. Follow the directions on your screen. To open your saved project, click the open icon.

 **Email your map!** After you design you map and get it just the way you want it, click the email icon and follow the directions on your screen.

 The green toolbox is for The Mark Up Tools. In other words adding text and graphics to your map

       These tools add a point, line, rectangle, polygon, text, label, and grid to your map. Simply choose the appropriate tool and click on your map.

 This adds the latitude and longitude coordinates to your map at the point where you click. Choose this button and click on the map.

 This will erase graphics you have added to your map. Click the erase tool and hold your left mouse button while drawing a box around the item you want to erase.


SELECTION TOOLS

The selection tools are more advanced ways to find and identify your layers. Most everyday tasks can be completed from the identify and locate tools we have already covered. These tools will not be covered here. For more information on these tools click on the help button.

THE LAYERS AND OTHER INFORMATION

This area is where you will turn on or off the various layers on your map. This window also gives you instructions and information.


Map Layers

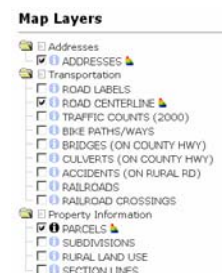
The Adams County GIS has many layers to view on your map. These layers will be updated from time to time and new ones will be added. To see additional layers simply click on the folder icon  in your map layers. This will give you a drop down list of additional themes.



To view a layer, click in the box next to that layer ☐. To turn the layer off, simply uncheck the box.

To make a layer active click on the blue identify button next to the layer .

The button will turn black, indicating the active layer . A layer must be active before it can be identified.



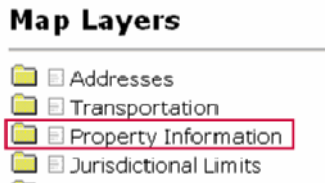
MAP SCALE, ACTIVE TOOL, ACTIVE LAYER

These are pretty self explanatory. The map scale tells you what scale at which scale you are viewing the map. You can also type in a scale at which you want to view the map. The Active Tool and Active Layer tell you what tools and layers are active.

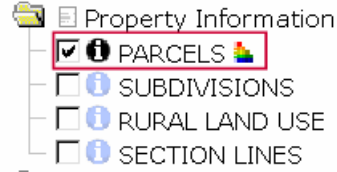
EXAMPLES

Find & Identify a Property by Owner

1. Click on Property information Folder



2. Click in ☐ Box to turn on layer



3. Click Locate



4. Click Parcel by Owner

Find Location

Zoom To:

- Latitude / Longitude Coordinate
- Feature by Attribute
- Street Address
- Parcel by PIN
- **Parcel by Owner**
- Road Name

5. Type Name in Box, Click Search

A form titled 'Search Parcel by Owner'. It contains a text input field with 'Baker, L' entered and a 'Search' button. Above the input field, there is a red box around the text 'Baker, L'.

6. A window will appear with the results of your search, Click on zoom for the desired parcel

Zoom To Address

Please select a parcel:

[Zoom](#)
BAKER, LARRY W & JOYE DELL
Parcel ID: **090020900000**

[Zoom](#)
BAKER, LARRY W & JOYE DELL
Parcel ID: **090022300000**

[Zoom](#)
BAKER, LARRY W & JOYE DELL
Parcel ID: **190008500000**

7. Wait for map to load



8. Click Identify



9. Click anywhere within property



10. Results will show on right

Identify Results	
Coordinate Position	
Illinois State Plane West Zone: 1961094, 12	
Latitude/Longitude: 40° 0' 51.0"	
PARCELS	
PROPERTY ID:	190008500000
OWNER:	BAKER, LARRY W & JOYE DELL
OWN_CITY:	URSA
OWN_ZIP:	623762013
SHORT LEGAL DESCRIPTION:	SE SEC 06 1S8W W 1/2 N 1/2 SE SEC 6
ACRES:	40.00000
TOWNSHIP:	1S
TRS:	1S8W6

Congratulations! You have found a property & Identified it!

View a “Hot Link” in the database Using Hotels Theme

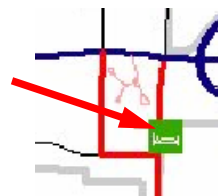
1. Click on Tourism Layer
2. Click on Box Next to Lodging
3. Click on blue identify icon



4. Click on black identify icon



5. Click on a hotel on the map
The results will appear on the right side of your window



6. Click on more data

Identify Results

Coordinate Position

Illinois State Plane West Zone: 1970369, 1
Latitude/Longitude: 39° 55' 52"

LODGING

RESIDENT: COUNTRY INN & SUITE
MOTEL
ADD_CITY: 110 N 54TH ST QUINCY
CITY: QUINCY
STATE: IL
NEWZIP: 62305
PHONE: 217-222-8949
FAX: 217-222-8954
RESERVE: 888-201-1718
WEB_SITE: [More data](#)
CATEGORY: LODGING
SUBCAT: HOTELS & MOTELS
ALL_CAT: LODGING HOTELS & MOTEL

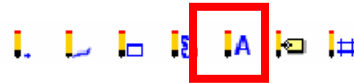
The web site for the hotel will come up in new browser window. You can now make reservations!

Add Text

1. Click mark up tools



2. Click text



3. Click on map at location where you want text



New box comes up on right

4. Type desired text in box
5. Change font, size, color & background if desired
6. Click OK

Text Markup Tool

Enter the text that you want to display on the map at the position that you clicked.

Map text:

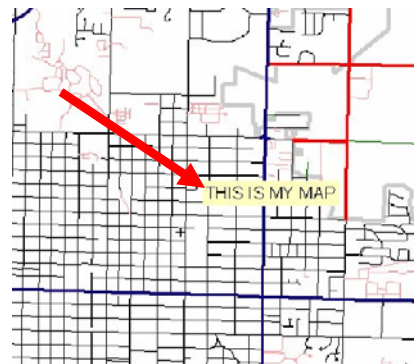
Text Font:

Text Size:

Text Color:

Background Color:

Your text appears on your map

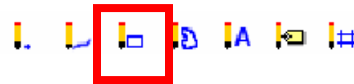


Add Graphics

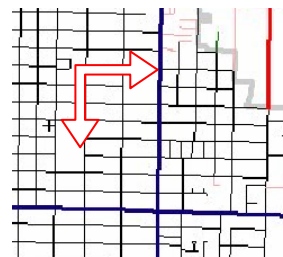
1. Click mark up tools



2. Click rectangle



3. Draw Box on map at the location and the size and shape you want



New Box appears on right

4. Choose desired options

5. Click OK

Markup Symbol

Choose the symbol used for your markup geometry.

Fill type:
solid

Fill interval for non-solid types:
6 pixels

Fill color:
blue

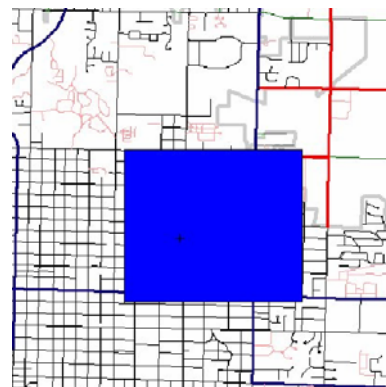
Boundary color:
black

Boundary width:
1 pixel

OK

6. Rectangle appears on map

*Hint-To outline an area with no fill, use the line tool instead of rectangle or polygon.



Measure an area

1. Click advanced tools



2. Click Measure Area



3. Click on map at points to create a polygon around the area to measure



Measurements appear in window at right
Your area appears at the top, above the latitude/longitude



Measure Tool

This document shows the positions of the points of a polygon that you have clicked on the map using the area measure tool, and reports the area of the polygon.

Area	7.8 sq. miles
Point 1:	91° 9' 48" W 40° 3' 54" N
Point 2:	91° 6' 31" W 40° 3' 53" N
Point 3:	91° 6' 26" W 40° 2' 2" N
Point 4:	91° 8' 38" W 40° 2' 3" N
Point 5:	91° 9' 59" W 40° 2' 14" N
Point 6:	91° 11' 44" W 40° 2' 28" N

Clear Points

Save Session

You are in the middle of making your map and something else has come up. You need to save your session to bring up later.

1. Click advanced tools

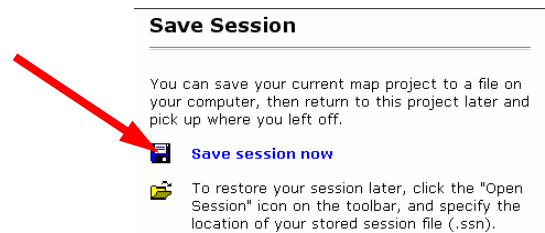


2. Click save session

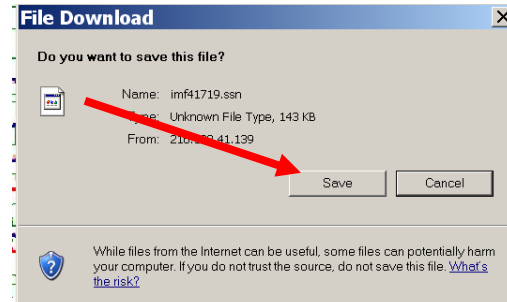


New window appears on right

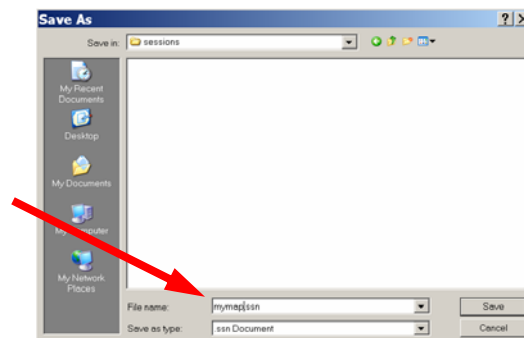
3. Click Save Session Now



4. Click Save



5. Choose your directory, name your project and click save



You can now open your project at a later time.

Open a Saved Session

You are now ready to work on your map again.

1. Click advanced tools



2. Click open session



A new window appears on right

3. Click Browse

Open Session

Restores a session using a session file previously saved on your computer. Specify the location of the session file (.ssn) on your computer, then press the Open Session button.

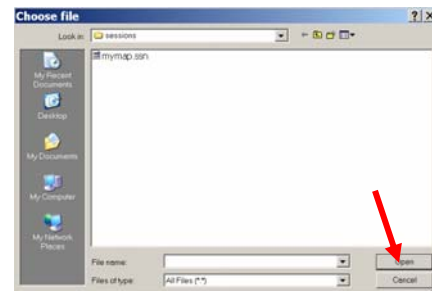
Session file (.ssn):

Browse...

Open Session

4. Navigate to the directory of your saved session

5. Click Open



6. Click Open Session

Open Session

Restores a session using a session file previously saved on your computer. Specify the location of the session file (.ssn) on your computer, then press the Open Session button.

Session file (.ssn):

C:\sessions\mymap.ssn Browse...

Open Session

You may now continue working on your map.

Email Your Map

1. Click advanced tools



2. Click email



3. Enter the recipients address
4. Enter your email address
5. Choose type of attachment (*.jpg or *.pdf)
6. Add Comments
7. Click Send

E-mail the Map Image

Fill out the form below and click the "Send" button.
Required fields are marked with an asterisk.

To send your map to multiple recipients, separate their e-mail addresses with a comma.

Put your e-mail address in the "from" field. If the message cannot be delivered to a recipient, a notice will be sent to the "from" address. This address also tells the recipient who sent the map.

*** E-mail To:**

*** E-mail From:**

Attachment format:

Comments:

Message appears

E-mail Sent

Your e-mail message has been sent.

If the message cannot be sent to a recipient, you will receive an undeliverable notice.

You have now successfully sent your email.

* Hint- This feature comes in handy if you wish to create a *.jpg image for your own use. Simply email the image to your own email.

Print Your Map

1. Click Create PDF



2. Choose template for paper size & orientation

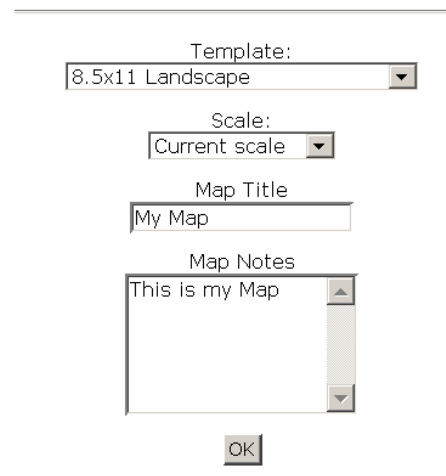
3. Choose scale (or leave at current scale)

4. Name your map if desired

5. Add notes if desired

6. Click OK

Create a PDF Map

A dialog box titled "Create a PDF Map". It contains a "Template:" dropdown menu with "8.5x11 Landscape" selected. Below it is a "Scale:" dropdown menu with "Current scale" selected. Then there is a "Map Title" text field containing "My Map". Below that is a "Map Notes" text area containing "This is my Map". At the bottom right is an "OK" button.

7. Click Open Map

* You must have Acrobat Reader installed to view map.

Map will open in Adobe Acrobat Reader

8. Print map as you normally would any file from Adobe Reader.

Create a PDF Map

Map created successfully.

[[open map](#)]

To save the map document, right click on the link above, then click "Save As"

The map is in Adobe Acrobat PDF format. You probably have the Adobe Acrobat Reader installed on your computer but if not, you can download it for free from Adobe.



Known Issues

The following are issues we are currently aware of. We are working on fixing these issues.

1. The site may not come up on the first try. For some reason it may take a couple of attempts to enter the site. Once it comes up, it works fine.
2. Measurements – When you currently measure a distance for a line or area it only measures in miles. We are researching a way to let the user choose the units.
3. Images may be very slow coming up. The images are very large files. The 2006 color images are the largest. This may result in slow performance, especially with slower connection speeds.