

TOOLBARS

COMMON TOOLS

QUICK OPTIONS

OVERVIEW MAP

MAP WINDOW

PAN BARS

QUICK ZOOM

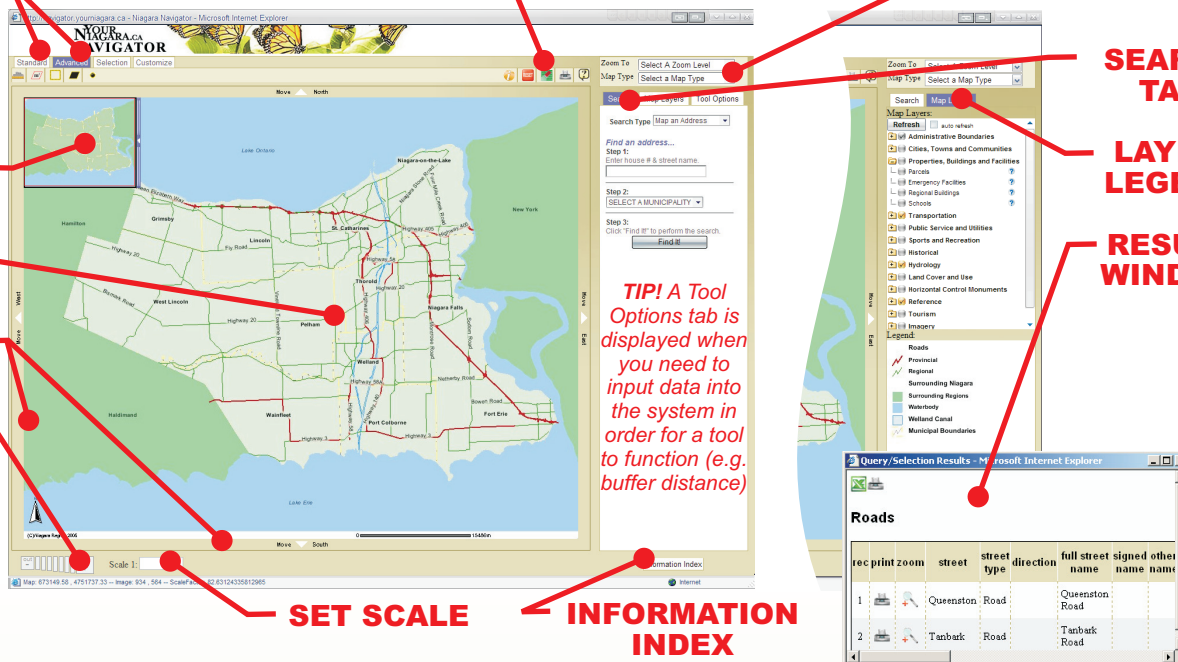
SET SCALE

INFORMATION INDEX

SEARCH TAB

LAYER/LEGEND

RESULT WINDOW



TOOLBARS:

- 1) The Toolbar contains headings for grouped (i.e. similar) tools. Mouse over a heading to see associated tools directly below.
- 2) Hover your mouse over a toolbar icon to see the tooltip/help.

STANDARD TOOLBAR:

Zoom In or Zoom Out: Click and drag a box over an area to enlarge or reduce the map; or click on the desired center point on the map to enlarge or reduce one level.

Tip! You can use the **Set Scale** or **Quick Zoom** tools to quickly set the desired map size.

Previous View: Use this button to return to the previous map display.

Panning: To reposition the map select the **Pan** tool, click and while holding down the left mouse button, drag away in any direction. Release the button and the map will be centered in the new location.

Tip! Use the **Pan Bars** around the map or the **Recentre Tool** as alternate panning methods. To clear the **Recentre** crossbars, pick another tool or use the **Clear Map Tool**

ADVANCED TOOLBAR:

Measure Distance: Click the starting point on the map. When the red dot appears click a second point to update the total distance and start a new segment. Continue clicking as many points as desired. Use the **Reset Tool** to delete the segments and start a new line.

Tip! There is a separate **Measure Area** tool available for calculating the area of a user-defined polygon.

Buffer Selected Features: After selecting a feature, activate the **Buffer Selected** tool. In the **Tool Options** tab specify the selection layer, buffer distance and measurement units. Check off the display attributes box to see information about these selected objects. Checking the box beside the "all visible layers" option will return tabular information for all visible objects within the buffer.

Tip! Objects within the buffer will appear in red, the buffer will be a grey shaded area, and the buffered object will remain selected in yellow.

ADVANCED TOOLBAR continued:

Buffer User Defined Area or Point: Choose a layer from the dropdown beside the tool; these are the objects that will be selected by the buffer. Set the buffer distance and measurement units in the **Tool Options** tab. Draw a point, line or polygon in the Map Window, waiting until the previous point appears before clicking to add the next point.

Tip! If you wish to buffer a user-defined point without selecting features from a layer, use the **Draw Buffer** tool.

SELECTION TOOLBAR:

Select By Rectangle: Choose a layer from the dropdown. Click and drag to create a rectangle on the map. These are the objects that will be selected by the tool. *

Select By Point: Select a feature or more than one nonadjacent feature (works best with polygons) by choosing a dropdown layer and clicking in the center of the required features. *

Tip! You can also use the **select By Line/Polygon** tool if you do not want to draw a rectangle. Under the **Search Tab**, use the **Stored Query**, **Quick Search** or **Advanced Search** options to select objects based upon attributes

CUSTOMIZE TOOLBAR:

Add Text: This tool allows you to place text on the map. Enter text in the **Tool Options** tab, choose text properties including rotation, size and colour, and click on the map to add the text to the display. Continue adding and/or removing text as required.

Add Local Data: This tool allows you to add a shapefile or an image file to the map from your personal computer. Any file added is simply for viewing purposes. On the **Tool Options** tab, specify the data type, browse to the file(s) and upload to the server. Include a name and the geometry type (shapefile only) and apply.

Tip! To remove local data reselect the tool. Scroll to the bottom of the **Tool Options** tab and check off the layer(s) to be removed and apply.

NIAGARA NAVIGATOR REFERENCE GUIDE cont'd

CUSTOMIZE TOOLBAR continued:



Hyperlink: This tool allows you to view added information about a feature i.e. pictures, reports, website, etc. Choose a layer from the dropdown and then click on the desired feature. An additional window will open and display the information.

COMMON TOOLS:



Identify: Select the **Identify Tool** and click on a point on the map. Information about the feature(s) at that point is returned in the Result Window.



Reset: Select this tool to change the layer list back to the original configuration.



Clear Map: Select this tool to clear highlighted features, buffers, etc. from your map, along with the list in the Result Window.



Printing: Use the **Print** tool to produce a landscape orientated hardcopy of the current Map Window. Set your printer settings to landscape when prompted.

Tip! To obtain a copy of the Map Window for use in other documents and presentations, right mouse click on the map and choose the "Save Picture As" option. Insert the jpg into your document (e.g. Word, PowerPoint).



Feedback: Send feedback to GeoSmart staff.

SEARCH TAB:

Quick Search: Enter a word or phrase (e.g. Montrose Road), following the steps as directed to pick a search layer. Any features containing the search value are highlighted in the map and are listed in the Result Window. *

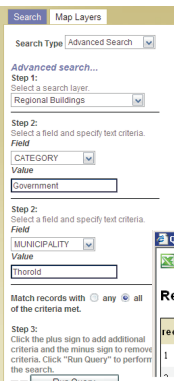
Tip! Be careful of the search string you use. For example, searching for "Niagara" in the property mapping will locate "Regional Niagara", and "Regional Municipality of Niagara". Searching for "Regional Niagara" will locate only that exact text - "Regional Niagara".

Map An Address: Use this search when you know the building number and street name. Enter the information as prompted, using a suffix if known (e.g. Street, St., etc.) and municipality. The address returned will be on the property. *

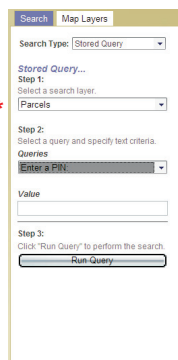
Tip! If an address cannot be located try searching for a nearby intersection, or, search for the street name with the **Quick Search** tool; all matching road segments will be returned.

Map An Intersection: Use this search if you know the names of two intersecting roads. Enter road names as prompted and use a suffix if known (e.g. Road, Rd, etc.) and municipality. *

Stored Query: Some layers have predefined queries (e.g. Properties). Pick a search layer and wait for the query options to load. Choose the appropriate query and enter the search text. *



Advanced Search: Choose a Search Layer. Select the field to query and the criteria. Following the steps, add additional criteria as required. The same field may be selected for criteria more than once. *

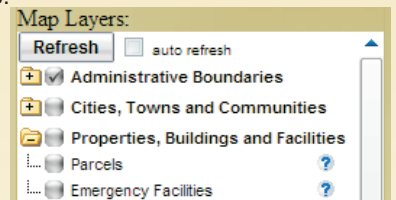


Query/Selection Results - Microsoft Internet Explorer

rec	print	zoom	category	address	name
1			Government/Institutional	2201 St. Denis's Rd., P.O.Box 1042, L2V 4T7	Regional Headquarters

LAYER/LEGEND:

- 1) To see the map layer list and legend click the **Map Layers** tab.
- 2) To make layers visible place a checkmark in the circle beside a layer name and press the **Refresh** button to redraw the map. If the **auto refresh** option is checked the map will automatically redraw after each change.
- 3) Some features only display at a maximum or minimum scale, e.g. Property Mapping is only visible when you zoom in to 1:50,000 or below.



Information Link: Clicking the question mark beside a layer returns information such as projection, author, update schedule, usage restrictions, attribute descriptions, etc.

Tip! Use the **Information Index** button to search for and learn about datasets available for GeoSmart Niagara partners.

RESULT WINDOW:



Export to Excel: Tabular information is exported by clicking the **Export to Excel** button in the Result Window.



Printing: Both the map and information returned in the Result Window can be printed. Selecting the icon at the top of the window will print the map and all results. Clicking the print icon next to an individual result will print the map and that single record. All prints from the result window are portrait orientation.



Related Data: Clicking on the icon will launch another window listing additional tabular information (if available). The columns can be sorted by clicking on the heading.

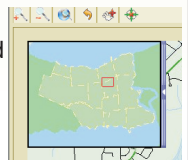


Mail Merge: For layers that have mailing information available (e.g. Properties), clicking on the icon will generate a .csv file for use in another application (e.g. Word).

Tip! Both the related data and mail merge tools are only available when tabular information is returned for a single layer.

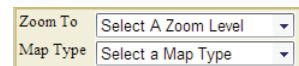
OVERVIEW MAP:

- 1) Your location in the map window is represented as a red box on the overview map.
- 2) To hide the overview map, click on the purple toggle bar at the right edge. Clicking the toggle bar again will expand the overview map.
- 3) Clicking at a specific point on the overview map causes the map window to move to that location.



QUICK OPTIONS:

Zoom To: A selection from this list will quickly bring you to an area on the map or to a viewing level for layers that display at set scales.



Map Type: This dropdown menu lists thematic maps. A selection will cause the map window to redraw; layers are turned on and off to represent a particular theme e.g. selecting "Recreational" will redraw the map turning trails, beaches, and other recreational layers on.

** TIP!* Selected records will be highlighted in yellow on the map and corresponding information is displayed in the Result Window. Click on a magnifying glass in the Result Window to zoom to the corresponding record in the Map Window.

