

Help Documentation

[Browser Compatibility](#)

[User Interface](#)

- [Map Navigation](#)
- [Main Toolbar](#)
- [Searching](#)

[Information Panels](#)

- [Right Hand Panel](#)
- [Information Window](#)
 - [Parcel Info](#)
 - [Abutters List](#)
- [Printing](#)

[Frequently Asked Questions](#)

Browser Compatibility

This Web Application is built on a Microsoft Silverlight platform and is compatible with FireFox, Internet Explorer, Chrome and Opera Internet Browsers.



Silverlight is a free browser plug-in (like Flash), that is available here: [Download Silverlight](#).



General Information

Map Navigation

Zoom In/Out – There are several ways to zoom in and out of the map, which include:

- Move the mouse scroll wheel forward to zoom in and backward to zoom out.
- Drag the scale bar (located on the left side of the page) up to zoom in and down to zoom out or click on the plus and minus on the scale bar.
- Holding down the Shift key and the left mouse click, drag a box to the zoom in extent. Hold down Shift + Ctrl and the left mouse click and drag a box to the zoom out extent.
- Zoom to Full Extent on the Scale Bar 

Scale Bar



Note: When in topo basemap clicking on zoom to full extent will zoom you to the extent of the town boundary. When using other basemaps such as the canvas, by zooming to full extent you will go far beyond the town's boundaries. To quickly return to the town boundary you can switch the basemap to topo and it should take you there. For more information see [Change Basemap](#).

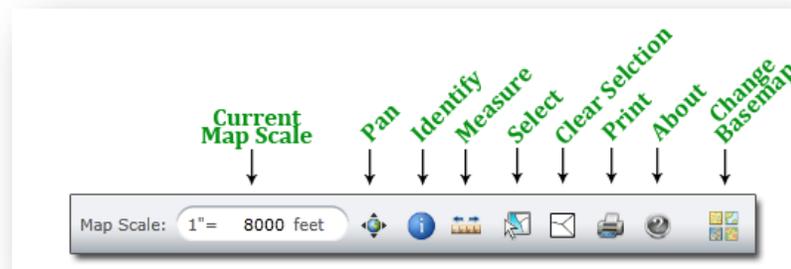
Pan – use the North Arrow navigation (the four arrows on top, bottom, left and right side of the scale bar) to pan to the North, South, East West, or simply hold the left mouse click and drag.

Map Coordinates - The bottom left of the map continuously displays the map coordinates.



Main Toolbar

The main toolbar is located on the top left side of the map and contains the following features:



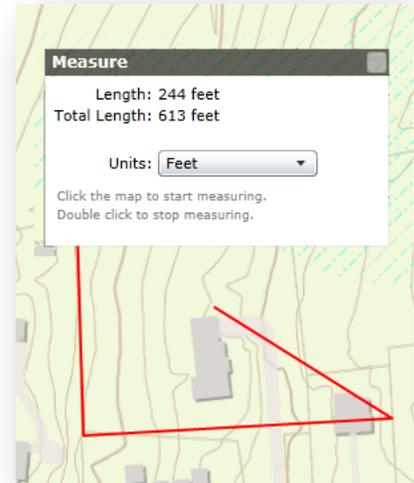
Current Map Scale - Displays the current scale for the map. You can zoom to a particular scale by typing it in (ex. type in 8000 to go to 1"=8000 ft) and then hitting "Enter" on your keyboard. Not all information can be displayed at certain scales. If you type in a scale that is not accessible (ex. 1"=1ft), the map view will automatically zoom to the closest available scale.

Pan  – Allows the user to pan around the map. When the Pan tool is active, the cursor will switch to the pan icon .

Identify  – Use this tool to click on parcels and return information. See Information Window for more details. When the Identify tool is active, the cursor will switch to the identify icon .

Measure  – Measures linear distance in feet, miles, meters or kilometers. When the measure tool is active, the cursor will switch to the measure icon 

Click the measure tool to activate the Measure window. Click on the map to start measuring, and double click the map to stop measuring. The Measure window will display the current line segment length as well as the total length. The units can be changed at any time from the default units of feet.



Select  – Enables the [Select Panel](#) on the right. Select parcels either by point, line, or polygon. Interactively remove or add to the selection. When the tool is active, the cursor will switch to the arrow icon 

Clear Selection  – Clears all selected features in the map. When the tool is active, the cursor will switch to the arrow icon 

Print  – Prints the current map view as an 8.5x 11 or 11x17 pdf. See [Printing](#) for more information.

About  - Contains Town contact person and data information.

Change Basemap  – changes the underlying basemap. Click here to switch the basemap display to an Orthophotograph, Street Map, Topo Map, or Canvas Map. The **Street** map is useful for town wide mapping and reference and is very similar to Google Maps. The **Topo** map has been developed with the Town's data and is a good choice for parcel level detail. The **Canvas** map provides a nice blank background for displaying multiple data layers with many colors (ex. zoning, Fema Flood).



The Ortho's and Street Maps may not be available at every scale.

To close the window click on the Change Basemap Icon 

Searching

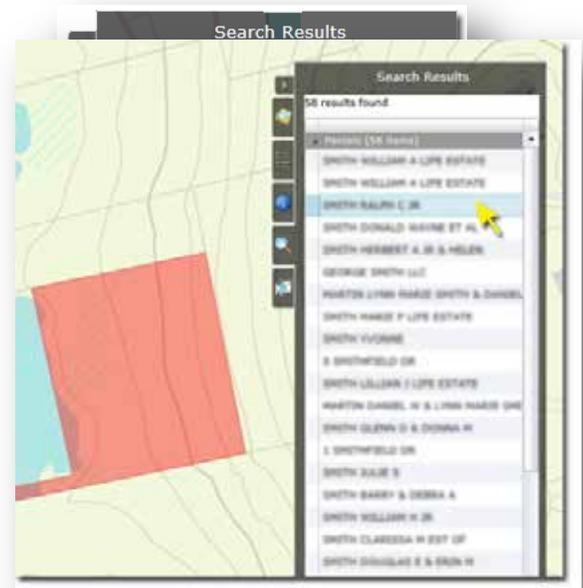
The search window is located on the top right hand side of the map.

You can search by owner, address or parcel id (plat lot). Search results are displayed in the [Right Hand Panel](#). The number of results is displayed and to see the search results, click on the arrow to the left of the results:

Each row in the result can be clicked and the map will **pan and zoom** to the parcel location.

The [information window](#) will also open.

If no search results are returned, try being less specific. For example, if searching for 21 Main Street returns 0 results, try searching for 21 Main.



Information Panels

There are two collapsible/expandable panels in the application, the [right hand side panel](#) and the [information window](#) panel.

Right Hand Panel

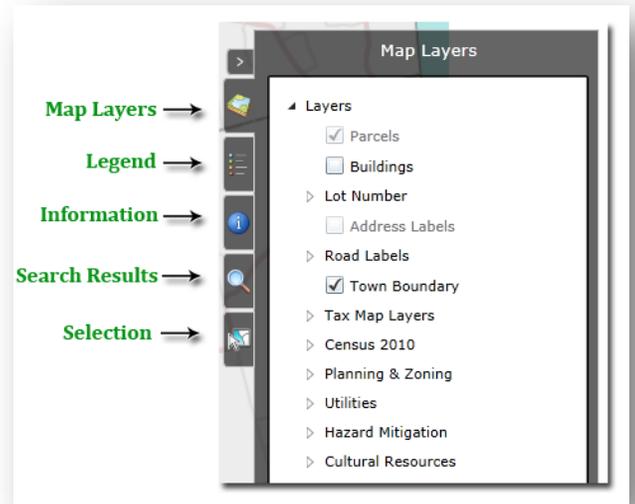
The Right Hand Side Panel has the following Tabs:

Map Layers  – Displays a list of map layers which can be enabled/disabled. Layers that are grayed out are not available for display at the current scale. Click on the check box under the Map Layers panel to turn layers on/off.

Legend  – Displays currently enabled layer symbology.

Information  – Displays information for the currently identified/selected parcel.

Search Results  – Displays the number of records returned and the layer in which each result appears. Clicking on a search result will also open the Identify Window and select the appropriate parcel. The map will pan and zoom to the selected parcel. For more information see [Searching](#).



Selection  - Enables the Selection toolbar in the panel. When making selections, be sure to enable a **Selection Type** and a **Selection Method**:



 **Selecting Enabled** – this button allows selections to be made. If all selection tools are grayed out, **make sure this button is enabled to create selections.**

Selection Types

-  **Select by Point** – select parcels by clicking using a point
-  **Select by Line** – select parcels along a linear path
-  **Select by Polygon** – select parcels that intersect a polygon graphic

Selection Methods

-  **New Selection** – Every time a selection is made, the previous selections are dropped
-  **Add to Selection** – adds to the currently selected features
-  **Remove from Selection** – removes from the currently selected features
-  **Clear Selection** – clears all selected features

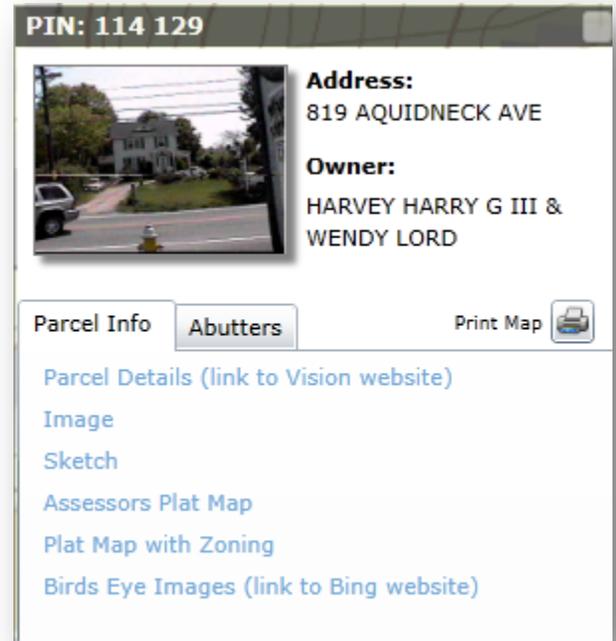
The results of the selection will appear in the Selection window.

Information Window

The Information Window gets activated when a parcel is identified using the identify tool , or when a search result is selected. The top of the Information Window displays the parcel identification number (PIN – Plat Lot). The image will expand when you mouse over it. There are two tabs on the Information window:

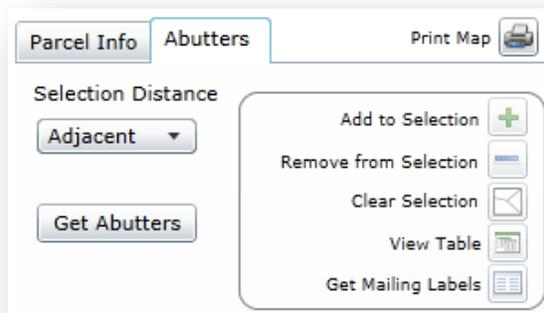
Parcel Info: The information under the **Parcel Info** tab varies but may include links to:

- Property record cards,
- Image/Sketch of the property,
- PDF maps (ex. Assessor Plat Map, Zoning Map, etc.), and
- Direct link to Bing's Birds Eye Imagery for the parcel area



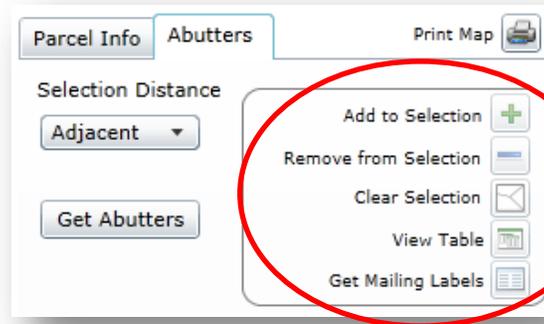
Abutters: To create an abutters list, first make sure that a property has been selected (selected properties appear in red shading on the map).

1. **Specify a distance** for abutters by using the drop down menu.
2. Click **Get Abutters**. This will highlight the abutters distance in gray and select all abutting properties in red. The map will then zoom to the full extent of the selected parcels.



3. If you would like to modify the selected parcels, use the tools in the **Abutters** Menu:

-  **Add to Selection** – adds to the currently selected features 
-  **Remove from Selection** – removes from the currently selected features
-  **Clear Selection** – clears all selected features



4. **View Table (Optional)** – Creates a window with the tabular data. This can then be exported to a CSV file by clicking the button on the bottom of the window:

Parcel.OBJECTID	M061Assess.PROP_ID	M061Assess.OWNER1	M061Assess.OWN_ADDR
10084	0395-0004A	TOPOR REALTY LLC	650 C MEMORIAL DR
10160	0396-00001	O'REO FARM L P	BJ'S PROP TAX DEPARTMENT RTE C-
10204	0424-00035	THOMAS-ADAMSON IDA &	31 BEAUREGARD TER
10214	0424-00034	PAUL JOSEPH A JR & LYNN A	25 BEAUREGARD TERR
10218	0424-00036	TAN JIAN JUN &	39 BEAUREGARD TER
10229	0424-00037	WILLIAMS GUY G &	47 BEAUREGARD TER
10238	0424-00038	TOEPFER THOMAS M	55 BEAUREGARD TER
10249	0424-00039	PAPUGA ANNE F	63 BEAUREGARD TER
10256	0424-00040	ARCHAMBAULT JEANNE C	69 BEAUREGARD TER
10273	0424-00041	HARACKIEWICZ FRANCES C	77 BEAUREGARD TERR

- a. The table can then be exported to a CSV file, which can be opened in Microsoft Excel.
5. **Get Mailing Labels**  Once you're selection is complete, click Get Mailing Labels to generate a PDF of mailing labels formatted for the Avery 5160 template.
6. **Print Map:**  Creates a PDF of the abutters to save and/or print. See [Printing](#) for more information.

Printing

The print button is accessible from two locations, the Main Toolbar and the Abutter's tab on the Parcel information window. Once the Print Map button is clicked, the Print Map dialog window will appear.

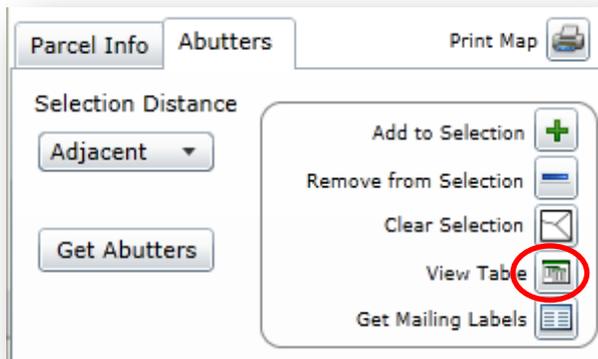
The user has the ability to control the following print settings

- Portrait or Landscape layout
- 8.5 x 11 or 11 x 17 page size
- Selection a print scale and click Enter (or you can leave the default)
- Create a title

You can also adjust the extent and view of the map in the print preview window. Just click on the map to pan and use your mouse wheel to change the extent.

Frequently Asked Questions

- Q. I want to edit the Avery 5160 labels or use a different label size. Is there any way to do that?
- A. The labels are formatted and converted to a PDF so you cannot change the label size or page content; however, there is a solution. Once the abutter's list has been generated, click on the **View Table** button to get a window of the Abutters. Then you can use the **Export Table** button to export your list to a CSV file, which can be opened in Excel and used as a source for your Microsoft Word Mail Merge.



The screenshot shows the 'Attribute Window' displaying a table with two columns: 'Parcel.OBJECTID' and 'M061Assess.PROP_'. The table contains five rows of data. The 'View Table' button in the bottom right corner of the window is circled in red.

Parcel.OBJECTID	M061Assess.PROP_
10924	0447-00043
10963	0448-00036
11043	0476-00020
11073	0475-00018
11059	