

SpringsView Help Guide

Use this Help document

This help document explains how to navigate and use the desktop version of the map viewer. You can access the help document by:

- Selecting 'Desktop Edition' near the bottom of the home panel to launch the help document. This tab will always be visible in the information panel.

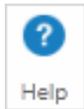
Help Documents:

[Desktop Edition](#)

[Tablet Edition](#)

[Handheld Edition](#)

- Clicking the Help icon within the Tasks Toolset to launch the help document.



Get Started

- The information in this map viewer is organized by layers. The first layer, the base map layer, serves as a canvas for supplementary data layers that can be added to the map interface.
- The map viewer has features to help you navigate around or zoom in or out on the map.
- Specialized search functions allow you to efficiently find a location based on address, owner, parcel, or street intersection.
- This map viewer allows you to display and interact with various data layers. You can manipulate a particular map, search for data, zoom or pan to specific features, and save or print a map.

Please note: This help document was prepared and updated at various stages throughout the development of SpringsView. For this reason, some information and images may deviate slightly from the live version of SpringsView.

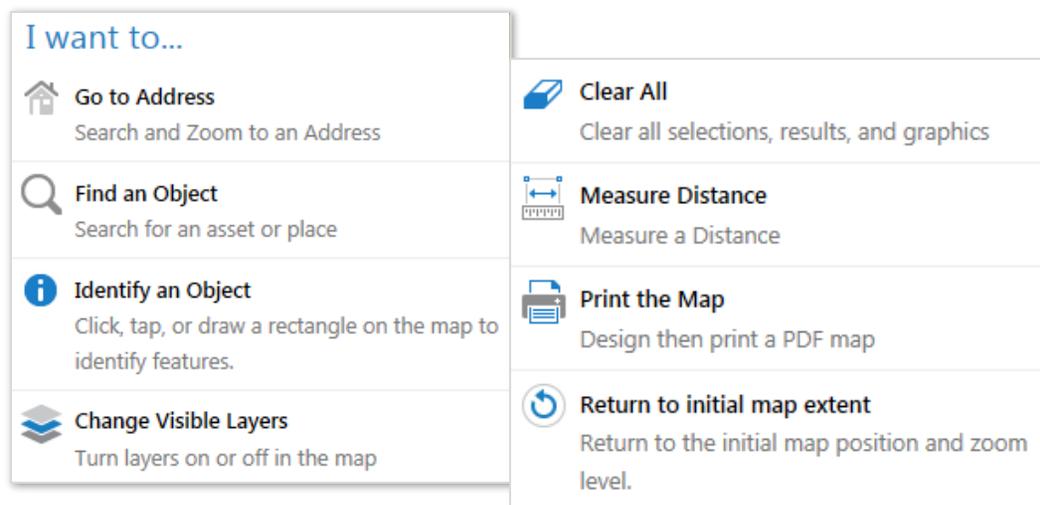
Navigate Around the Map

On the desktop map viewer, you can use the following controls:

If you want to...	Do this...
Pan or move the map.	Click on the map and drag in any direction.
Zoom in or out on the map.	Press the Plus + button to zoom in. Press the - button to zoom out.
Zoom in to a specific region on the map.	While holding the SHIFT key, drag a rectangle around the area you want to zoom in to.
Zoom to a bookmarked location in Colorado Springs.	Click the  button and select location from options, or add a bookmark to current extent.
Open/Close the Toolbar.	Click the  button.

I Want To Menu

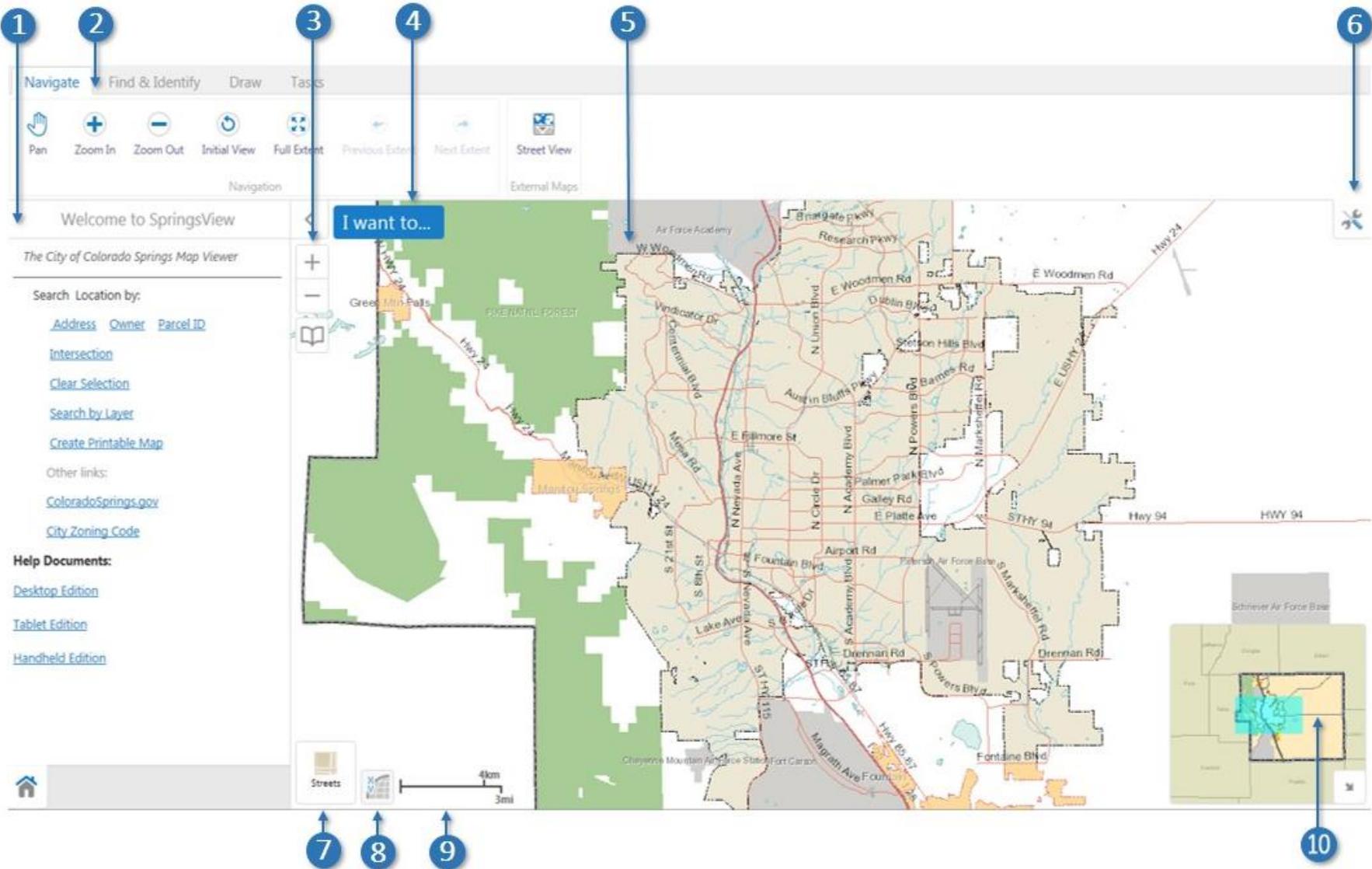
When the map viewer first opens, the **I want to...** button will be visible. This menu displays a list of shortcuts to popularly used tools.



The Viewer Interface

The Main Screen

When you open the map viewer, you see a screen similar to the one below.



Primary elements in the main screen of the map viewer interface.

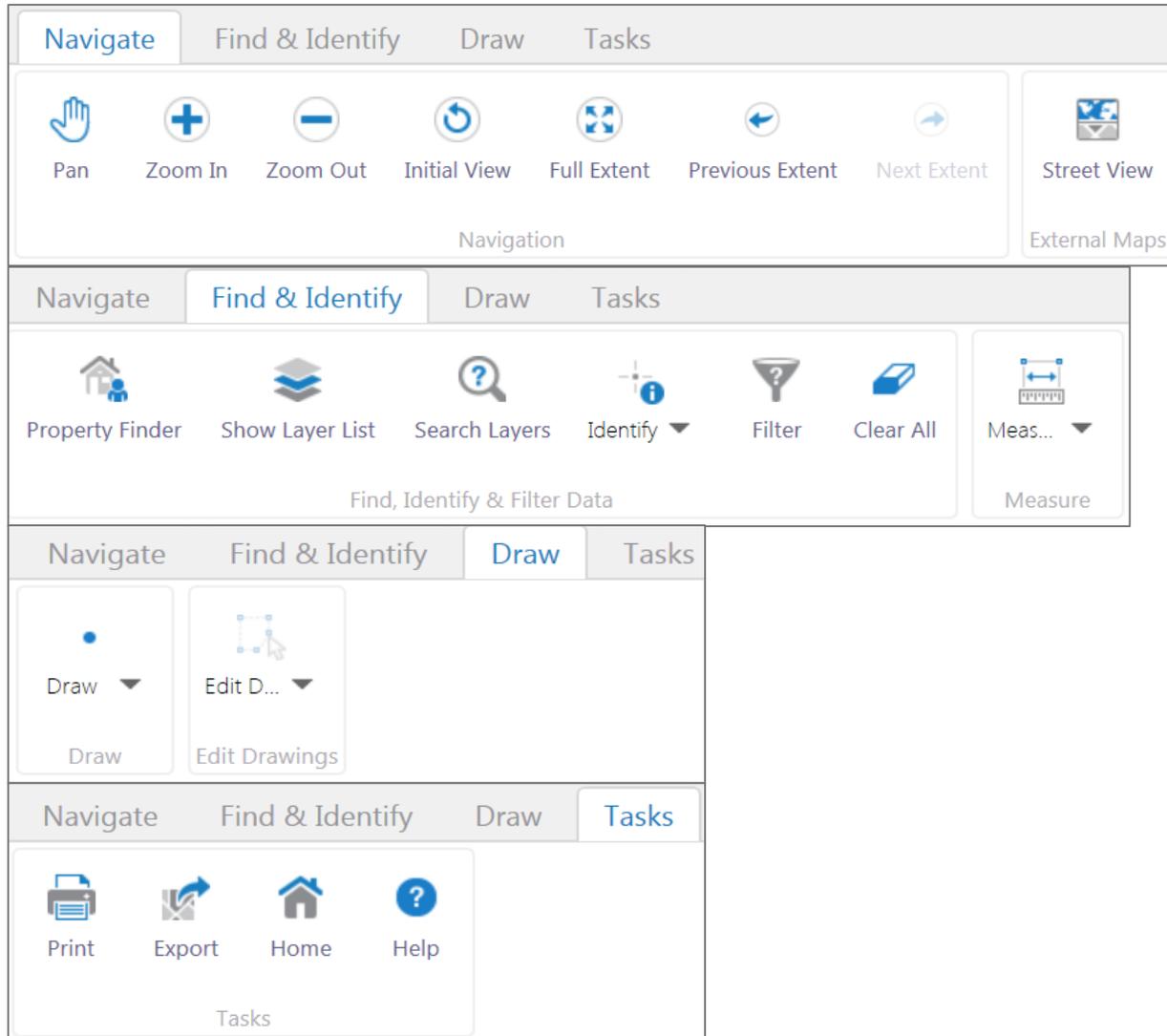
Number	Screen Element
1	Information Panel: The Information Panel is used to list and access important information such as map layers, results lists, search queries, external links, or help documents. The home panel tab  will always be visible within the information panel—this panel contains search and print functions, and access to external links and the map viewer help documents. Each time you use the panel for a new task, a separate panel tab is added next to the home panel tab  . You can click each panel tab to return to that function. The Information Panel is discussed in more detail towards the end of this document.
2	Toolbar: The Toolbar contains different toolsets that allow you to interact with the map. Each toolset contains tools grouped by their function—for example, navigation tools, search and identification tools, drawing tools, or publishing tools.
3	Zoom buttons: Click the + or - to zoom in or out on the map. You can also zoom by scrolling the mouse wheel away from you to zoom in or towards you to zoom out.
4	I Want To Menu: This menu displays a list of shortcuts to popularly used tools. These tools are also accessible through the toolbar or information panel.
5	Map: The map window where you interact with the map.
6	Toolbar icon: Click to open or close the Toolbar.
7	Base Map menu: Choose between the Streets basemap and the Aerial basemap.
8	Coordinate widget: Adjust the default coordinate system. Pan anywhere on the map to report latitude and longitude of point.
9	Scale: The current scale of the map.
10	Overview Map: Displays a thumbnail of the whole map with the current extent shown as a small square on the map. To hide the Overview Map, click the arrow in the bottom right corner.

The Toolbar

About the Toolbar

The Toolbar contains different toolsets that allow you to interact with the map. Each toolset contains tools to suit a particular purpose.

The toolbar is organized into four toolset tabs: **Navigate**, **Find & Identify**, **Draw**, and **Tasks**.



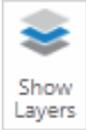
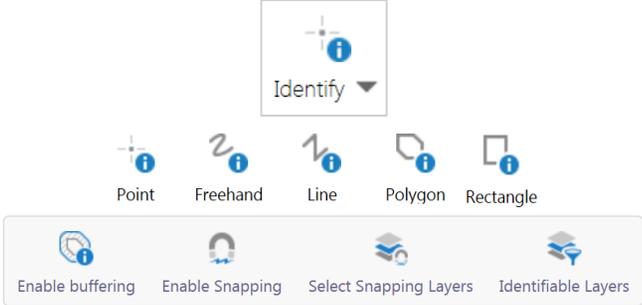
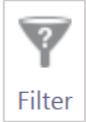
Navigate Toolset

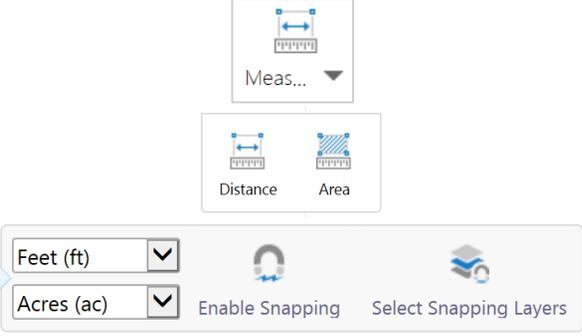
Most of the tools within the Navigate Toolset help you to move around the map.

Use this tool...	To...
	Click on the map and drag in any direction. You must reselect the Pan tool to return to panning when you have used other tools.
	Zoom in when you click on the map.
	Zoom out when you click on the map.
	Return to the original extent that the map was at when it opened.
	Zoom out to the full extent of the map.
	Return to the previous extent of the map.
	When you have gone back to a previous view, jump forward to the next extent again.
	Launch external Google Street View map within the map viewer. Drag the blue marker to a street on the upper map window to access Google Street View in the lower window. Note: Street View data is not available for all locations.

Find and Identify Toolset

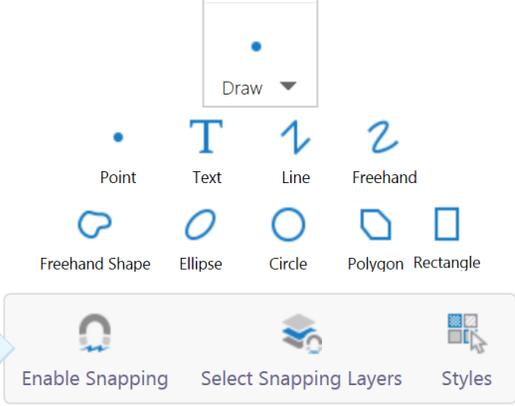
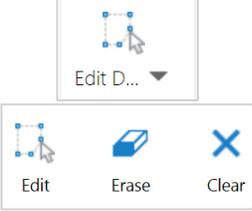
The tools within the Find & Identify Toolset allow you to find, identify, and filter data and measure features on the map.

Use this tool...	To...
 <p>Property Finder</p>	<p>Search for a parcel by an address, intersection, owner name, or a parcel number.</p>
 <p>Show Layers</p>	<p>Show the layer list in the Map Layers panel.</p>
 <p>Search Layers</p>	<p>Build a query to search within a specific map layer.</p>
 <p>Identify</p> <p>Point Freehand Line Polygon Rectangle</p> <p>Enable buffering Enable Snapping Select Snapping Layers Identifiable Layers</p>	<p>Identify data on the map by selecting a point, or drawing a line or polygon on the map. When you use the Identify Tool, it searches multiple layers at the same time; if a layer is off, that layer's information will not be included in the process. A Results List panel will be displayed within the Information Panel. The Identify Tool can be customized by: 1). Clicking the Identify <i>icon</i> to add a buffer, to enable snapping to layers, or to select or limit identifiable layers, or 2). Clicking the Identify <i>title</i> to choose the selection geometry to use to identify features.</p>
 <p>Filter</p>	<p>Build a query to exclude specified data from the map.</p>
 <p>Clear All</p>	<p>Clear all selected, results, and graphics.</p>

	<p>Measure distance or area on the map by drawing a line or shape. The Measure Tool can be customized by: 1). Clicking the Measure <i>icon</i> to change the unit of measurement or to enable snapping to layers, or 2). Clicking the Measure <i>title</i> to choose between measuring distance or area.</p>
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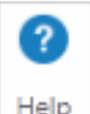
Draw Toolset

The tools within the Draw Toolset allow you to add points, lines, polygons, or text to the map.

Use this tool...	To...
	<p>Add points, lines, shapes, or text annotations to the map. The Draw Tool can be customized by 1). Clicking the Draw <i>icon</i> to enable snapping to layers or to change the text or drawing style, or 2). Clicking the Draw <i>title</i> to choose the drawing geometry.</p>
	<p>Edit or remove drawings or text added to the map.</p>

Tasks Toolset

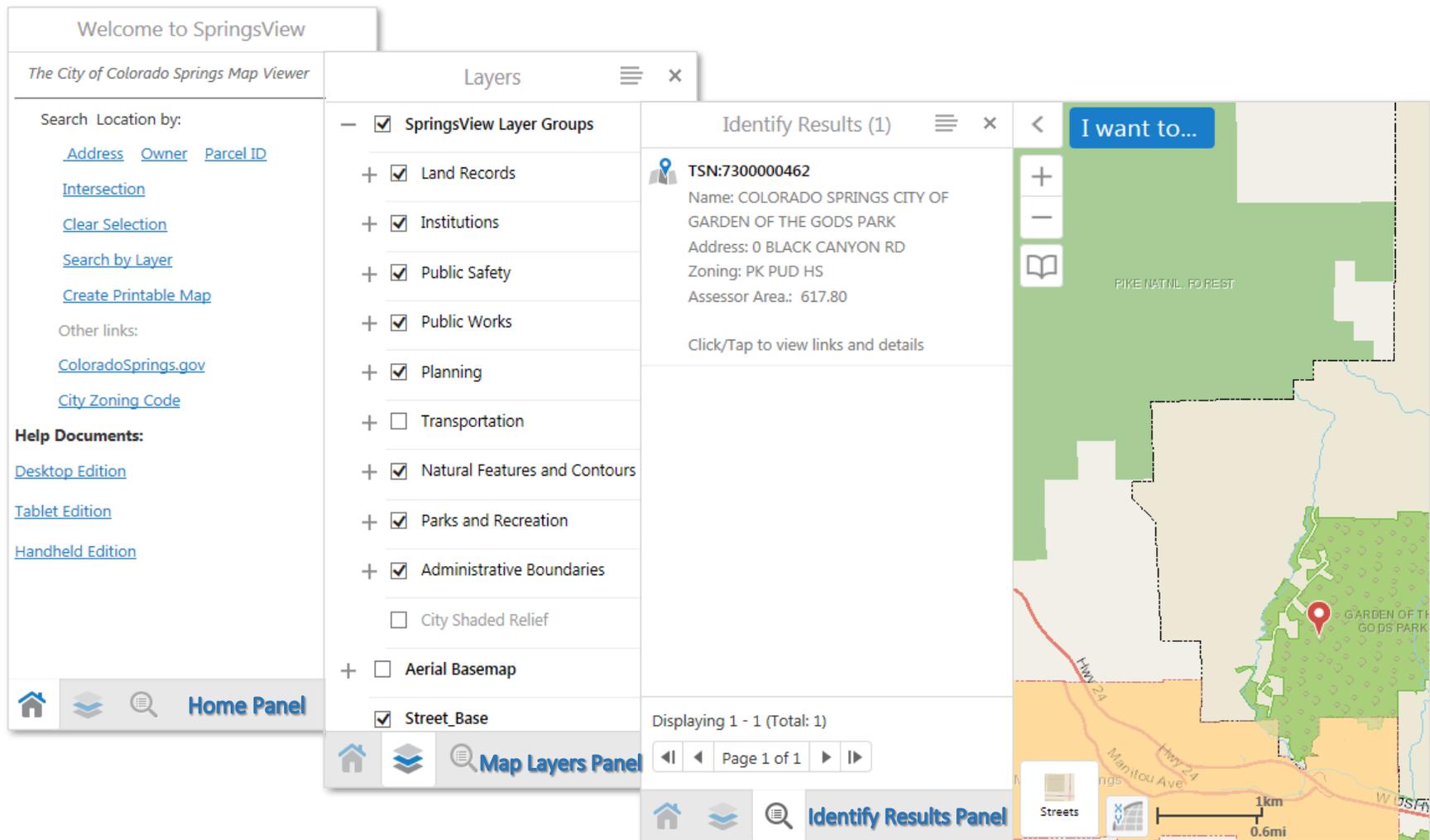
The Tasks Toolset includes the printing and exporting tools and access to the home panel and the help document.

Use this tool...	To...
 <p>Print</p>	Open the print dialog box where you can select the Layout, Output Format, Resolution, and Scale to print the map.
 <p>Export</p>	Open the export image dialog box and select the image format that you want to export the map into.
 <p>Home</p>	Open the Home Panel in the Information Panel.
 <p>Help</p>	Open the Desktop Help Document.

The Information Panel

About the Information Panel

- The Information Panel will be the primary location for displaying information, results, and tools for the map viewer. Each tool that utilizes the Information Panel —search, identify, etc.—will be opened in a separate panel, next to the home panel. You can click each panel to return to that function.
- Click the arrow  to the left of the I Want To menu to hide the information panel.
- To close each panel tab, click the X in the top-right corner.



Home Panel

- The Home panel will always be visible within the information panel. This panel contains search and print functions, and access to external links and the SpringsView help documents.

Map Layers Panel

- The Map Layers panel houses all of the map viewer layers. This is where different data layers can be turned on or off.
- The layers in this panel are organized into expandable / collapsible groups based on the nature of their data. These layers and layer groups can be turned on or off . The Map Layers panel also displays the basemaps layers—the slider beside these layers allows you to adjust the transparency of the basemaps.
- Layers with text that is pale gray are not visible at the current scale.
- At the top-right of the Map Layers panel, is the Show Legend/ Show Layers button that makes it possible to toggle between the layers list and the Map Legend.

Identify Results Panel

- One of the main functions of the Information Panel is to list selected features when you use an Identify tool. When you use these tools, any results are listed in the Information Panel under a new tab entitled “Identify Results.”