

SpringsView Help Guide

Use this Help document

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

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

Help Documents:

[Desktop Edition](#)

[Tablet Edition](#)

[Handheld Edition](#)

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.

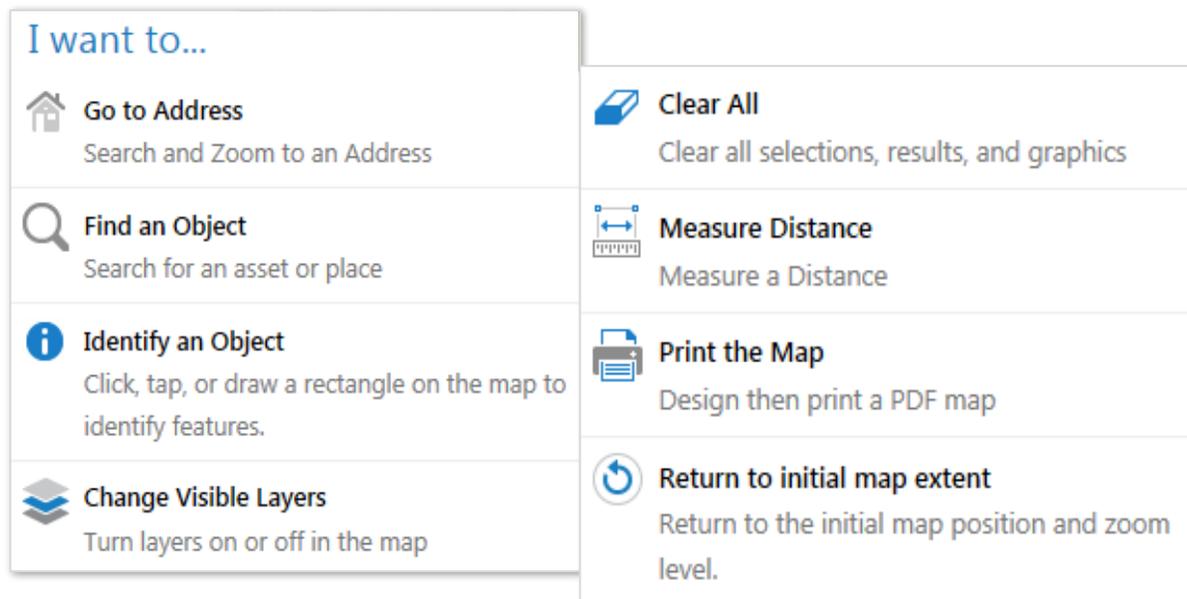
Navigate Around the Map

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

If you want to...	Do this...
Pan or move the map.	Touch the map and drag your finger to move around the map.
Zoom in or out on the map.	Touch the Plus + button to zoom in, and touch the - button to zoom out. Double tap or pinch outwards to zoom in, and pinch inwards to zoom out.
Locate, track, or follow your position on the map.	Touch the  button and select from the options: Find Me, Track Me, Follow Me.
Zoom to a bookmarked location in Colorado Springs.	Touch the  button and select location from options, or add a bookmark to current extent.
Open/Close the Toolbar.	Touch 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.



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 information panel for a new task, a separate panel tab is added next to the home panel tab  . You can touch each panel tab to return to that function. The Information Panel is discussed in more detail towards the end of this document.
2	Geolocation widget: Locate, track, or follow your position on the map.
3	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.
4	Toolbar icon: Touch to open or close the Toolbar. The Toolbar contains different tools that allow you to interact with the map. The Toolbar is discussed in more detail in the next section of this document.
5	Zoom buttons: Touch the + or - to zoom in or out on the map. You can also zoom in by double tapping or pinching outwards, and zoom out by pinching inwards.
6	Bookmark menu: Select a location from the menu options, or add a bookmark to current extent.
7	Base Map menu: Choose between the Streets basemap and the Aerial basemap.
8	Scale: The current scale of the map.
9	Map: The map window where you interact with 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, touch the arrow in the bottom right corner.

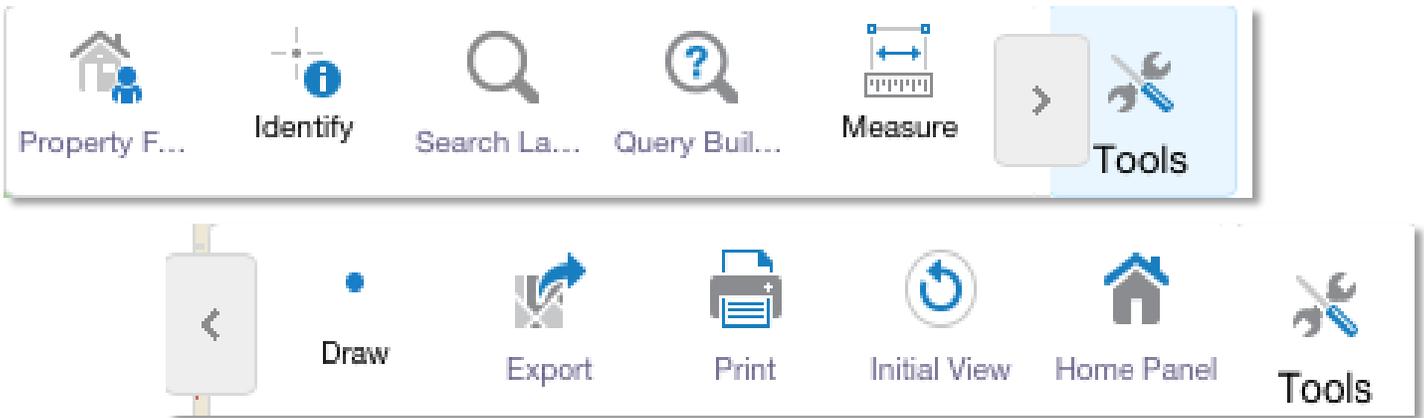
The Toolbar

About the Toolbar

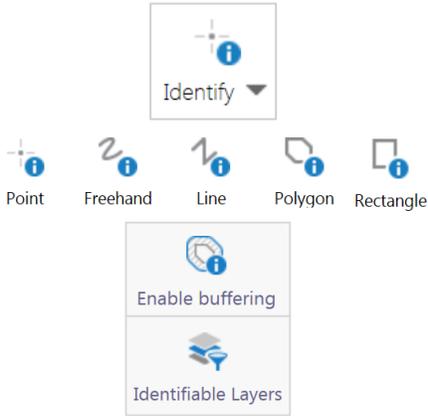
The Toolbar contains different tools that allow you to interact with the map.

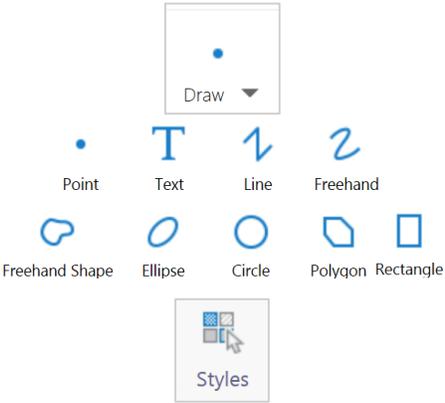
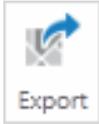
To expand the toolbar, touch the  icon.

Use the arrows to scroll the toolbar to the left or right.



Map Viewer Toolbar

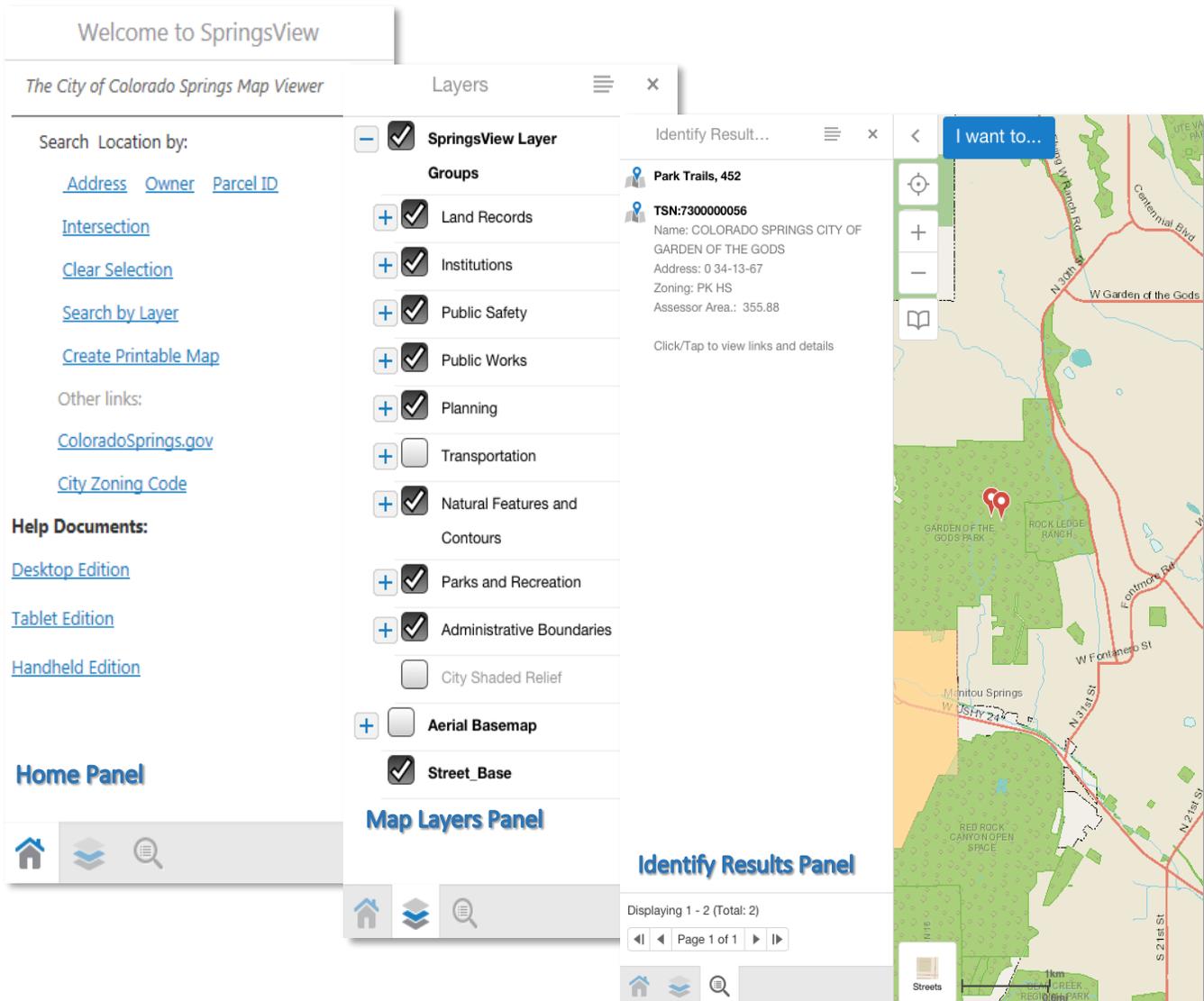
Use this tool...	To...
 <p>Property Finder</p>	<p>Search for a parcel by an address, intersection, owner name, or a parcel number.</p>
	<p>Identify data on the map by selecting a point, or drawing a line or polygon on the map. When you use the Identify Tool, it searches multiple layers at the same time; 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). Touching the Identify <i>icon</i> to add a buffer or to limit identifiable layers, or 2). Touching the Identify <i>title</i> to choose the selection geometry to use to identify features.</p>
 <p>Search Layers</p>	<p>Search for features within a popular map layers.</p>

	<p>Build a query to search within a specific map layer.</p>
	<p>Measure distance or area on the map by drawing a line or shape. The Measure Tool can be customized by: 1). Touching the Measure <i>icon</i> to change the unit of measurement, or 2). Touching the Measure <i>title</i> to choose between measuring distance or area.</p>
	<p>Add points, lines, shapes, or text annotations to the map. The Draw Tool can be customized by 1). Touching the Draw <i>icon</i> to change the text or drawing style, or 2). Touching the Draw <i>title</i> to choose the drawing geometry.</p>
	<p>Open the export image dialog box and select the image format that you want to export the map into.</p>
	<p>Open the print dialog box where you can select the Layout, Output Format, Resolution, and Scale to print the map.</p>
	<p>Return to the original extent that the map was at when it opened.</p>
	<p>Open the Home Panel in the Information Panel.</p>

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 tab, next to the home panel tab . You can touch each panel tab to return to that function.
- Touch the arrow  to the left of the I Want To menu to hide the information panel.
- To close each panel tab, touch 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. Items appear in this panel after you perform a valid search or other task that returns results.