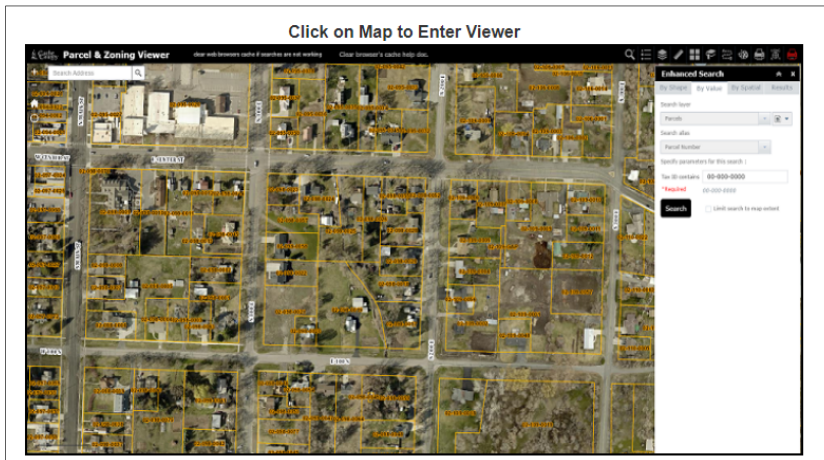
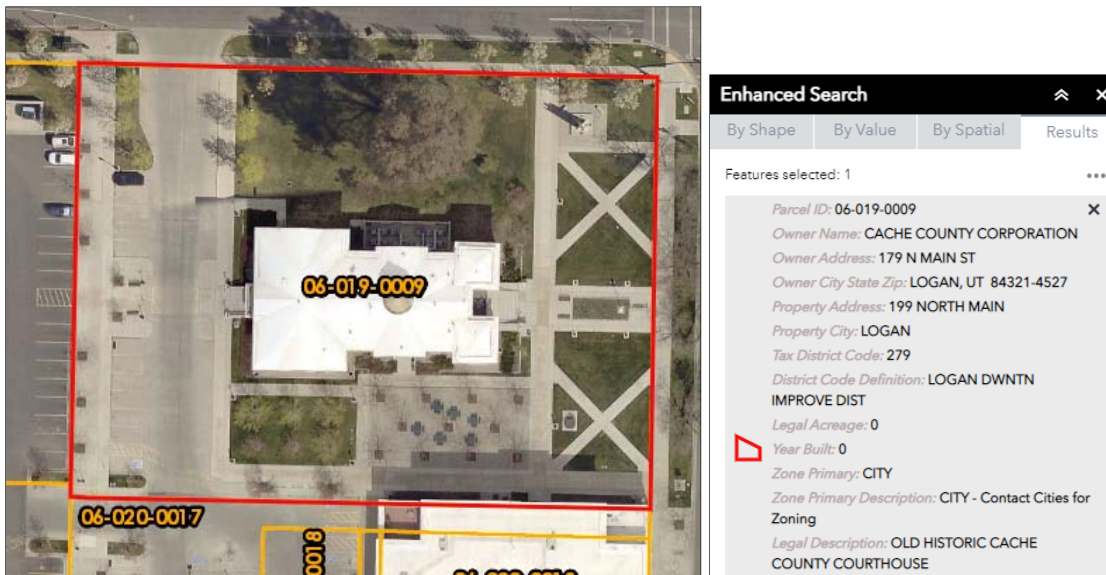


Creating Property Maps in Parcel & Zoning Viewer

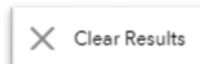
1. Go to <https://www.cachecounty.org/gis/>
2. Click on the link for Parcel & Zoning Viewer
 - **PARCELS/ Parcel Summary Tool (Parcel & Zoning Map Viewer)**
- 3.



4. Find the parcel(s) or property that you want to make a map of.
You can zoom around the map to find them or search for them by tax id # or type in an address in the upper left hand corner.



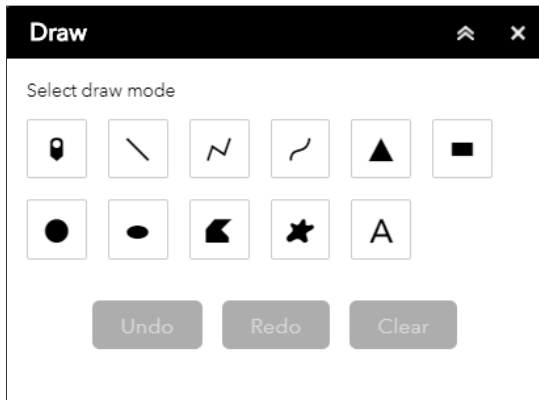
5. If you searched for them by tax id #, the property will have a red outline around it. You can clear the search results and remove the red outline by clicking on the "x" or by clicking on the ellipsis in the right hand corner and then selecting clear results.



- Once you have found the property you want to map, click on the drawing icon in the upper right hand corner. It looks like this:



The Drawing menu and tools will appear below:

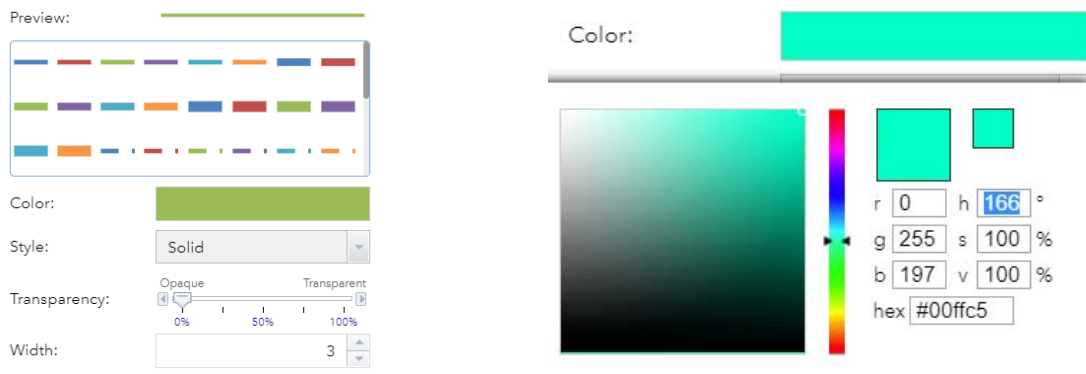


- TO OUTLINE A PROPERTY:**

Select the polyline tool



Another menu appears that allows you to set the color, style, transparency and width of the line you will make. Pick all your desired settings **before** you draw on the map. You can also choose colors by entering RGB values in the color picker. For example aqua blue: R=0, G=255, B=197



Now you are ready to begin outlining the property.

1

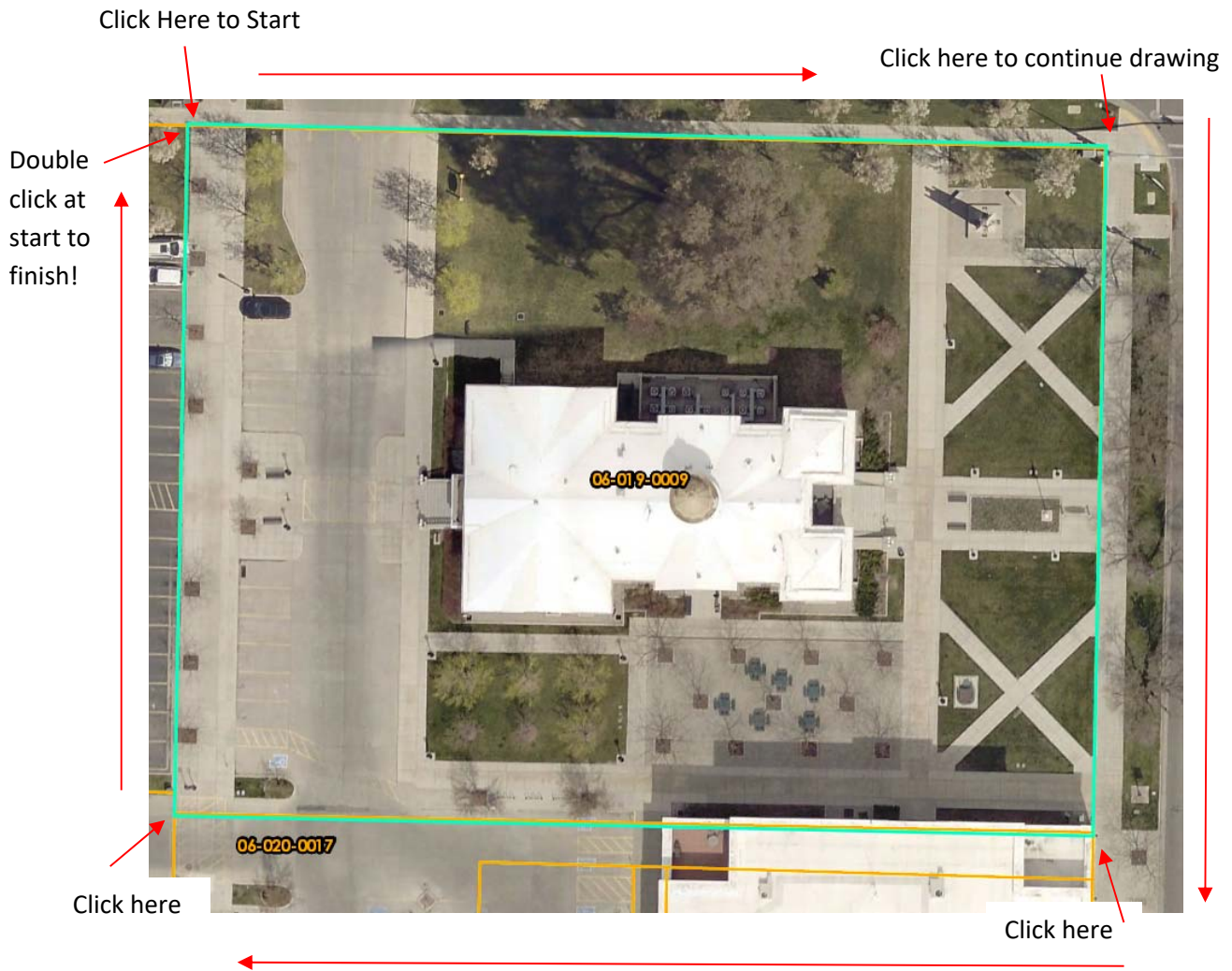


2



3





When you finish outlining the property, decide if you like it. If it's not the right color, line width or it looks crooked, click on **Undo** and the drawing will be removed from the map. You can easily change colors and line settings to see how it will look on the map until you find something you like.



Clicking on Undo will remove the last drawing that you added to the map. Only select clear if you want to remove all drawings from the map. This is important to remember if you are making a more detailed map with multiple drawings. Accidentally hitting clear instead of undo could mean starting over on the entire project.

- 1 Now that the property has been outlined, let's add a tax id label and remove all the other labels to clean up the map.
Select the text tool from the drawing menu



- 2 A text menu appears allowing you to type, change text color and set size of text.

Preview:

Text:

Font color:

Font size:

- 3 Enter the tax id # in the text box and then click on the map inside of the property. The text will be centered over the place that you click so position wisely, or click undo and try again if you don't like it. (Add labels at the very end of the project, because they will not scale)



New Text is added to the map

- 4 Select the Layers Icon in the toolbar at the top of the page.



Click to expand the Parcel Labels

- ▶ Parcel Labels All (Click To Expand)

Turn off the Parcel Tax ID Label by unchecking the box.

- ▼ Parcel Labels All (Click To Expand)
- ▶ Parcel Tax ID Label
- ▶ Parcel Owner Name Label
- ▶ Parcel Tax ID & Owner Name Label

- 5 You can also turn off any other unwanted layers at this time...including roads, highways, etc.
- 6 Center the property(s) to be printed in the map browser to prepare for printing. Select the custom printing icon from the toolbar from the top of the page.



Choose a page layout and format type.

The 'Custom Printing' dialog box is shown with a dark header. It contains two dropdown menus: 'Layout' set to '8.5x11_Portrait' and 'Format' set to 'PDF'. Below the dropdowns are two buttons: 'Advanced' with a gear icon and 'Print' with a printer icon.

Click on "Print" to create the map document. It will take a few seconds for the document to be created.

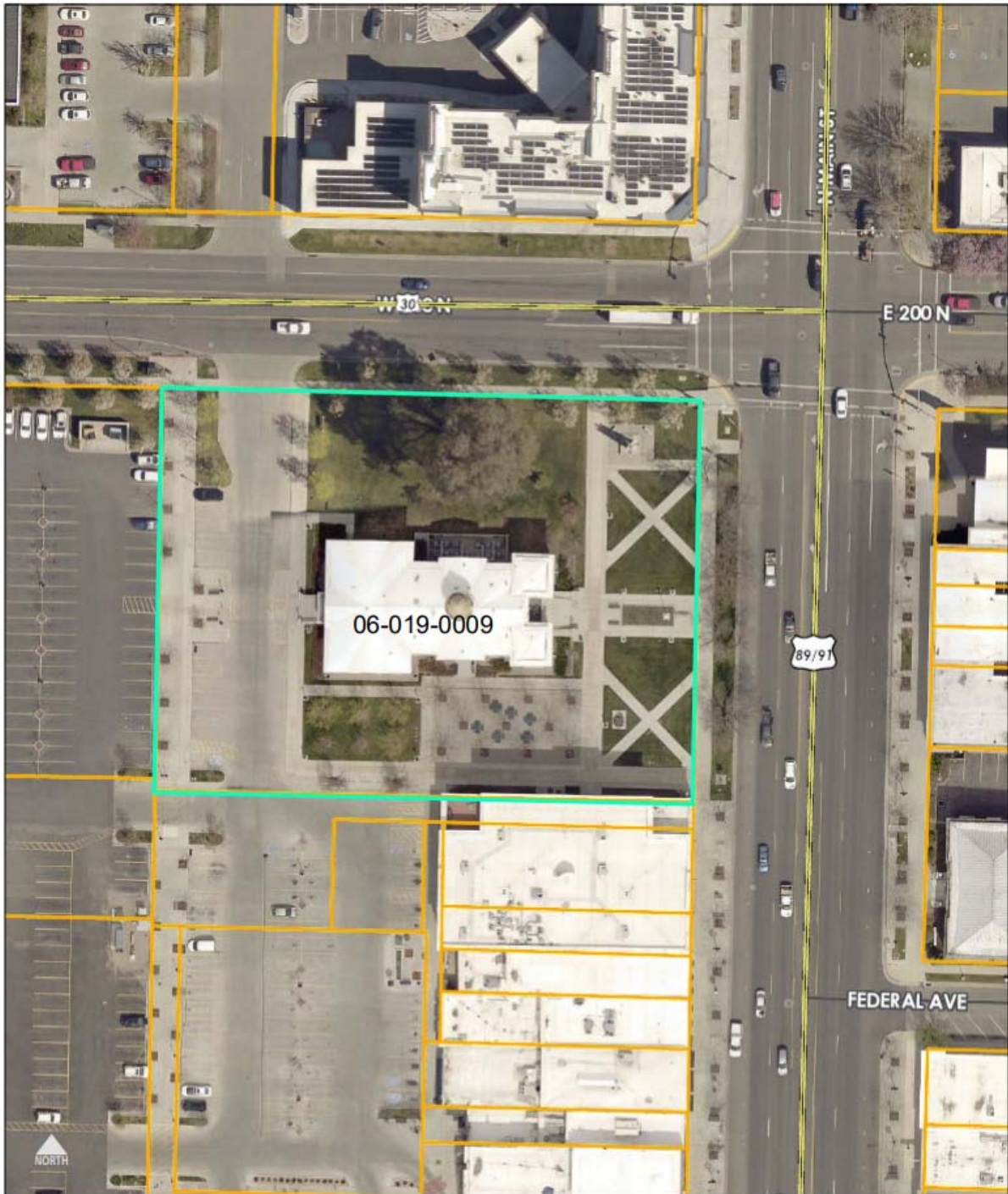
The 'Custom Printing' dialog box is shown again, but now it includes a progress bar at the bottom. The progress bar is labeled '1.' and 'Creating print' and is filled with blue. Below the progress bar is a 'Clear prints' button with a trash can icon.

The new map document has been created. You can double click it to open.

1. Parcel Map

You can now print or download the map. Add a title to your map.

Cache County Courthouse



Date: 2/2/2022

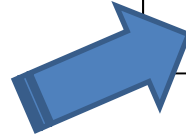
OTHER TIPS & TRICKS FOR AWESOME MAPS

CREATING A TRANSPARENCY OVER A PARCEL

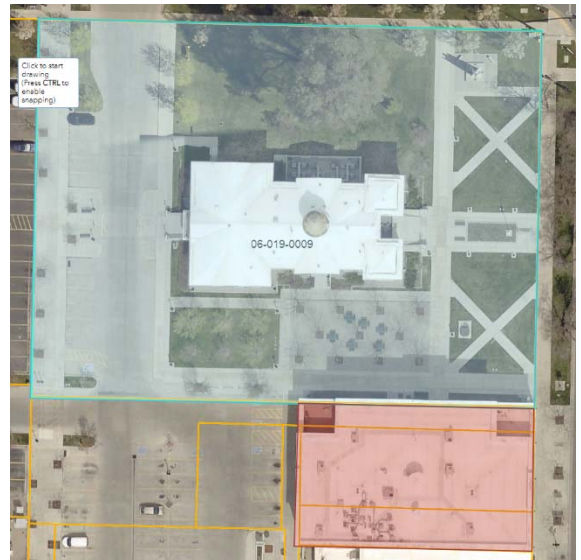
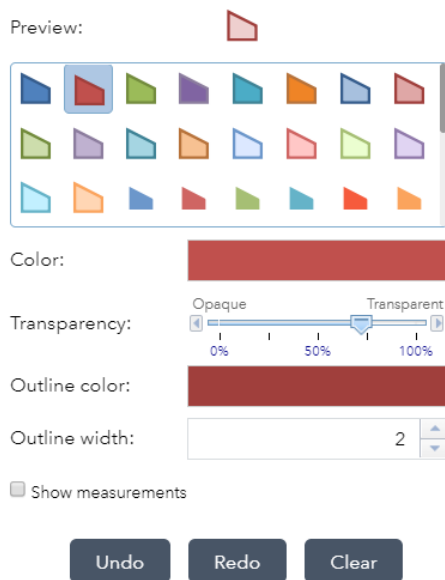
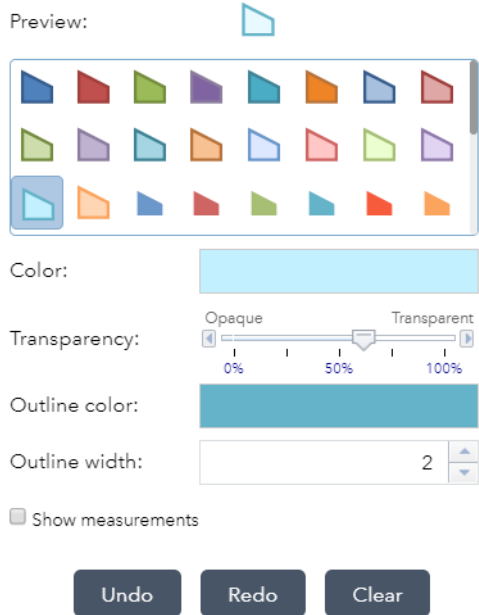
1. From the drawing toolbar select the Polygon tool



Transparency has to be done in the viewer before you export a JPG image



2. I chose a light blue fill with blue outline and set the transparency to 60%

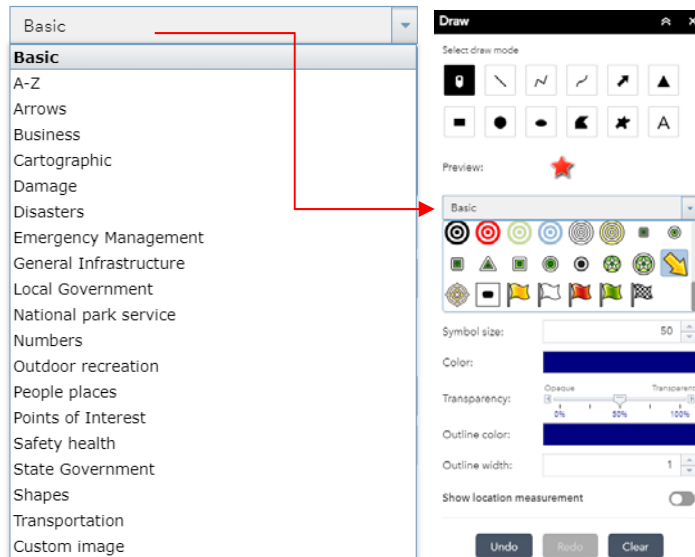


ADDING POINTS OF INTEREST TO THE MAP

1. From the drawing toolbar select the Point tool



Choose a Category from the drop down menu



Add Pins to the map!



You can even add white boxes behind the icons to help them stand out.
Use the Extent Tool from the drawing menu.



**REMEMBER IF YOU HIT CLEAR INSTEAD OF UNDO....
ALL DRAWINGS ADDED TO THE MAP WILL BE REMOVED!**

**Make some cool maps right from the parcel & zoning viewer!
Use outlines, transparencies, labels and pins**

