

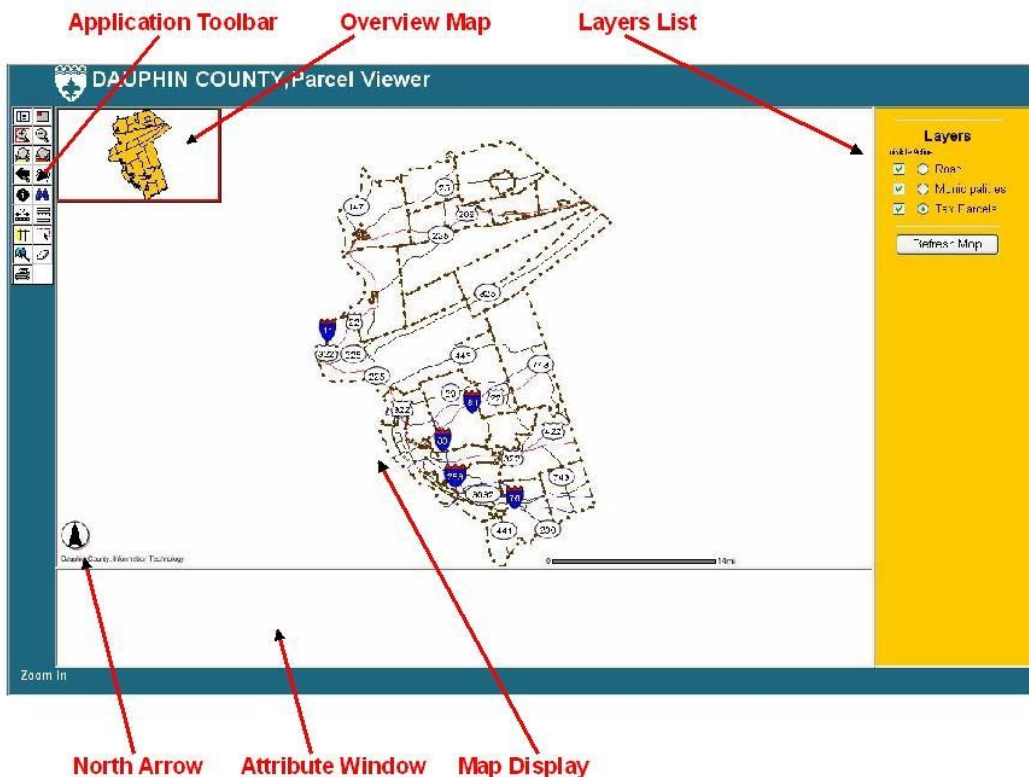
# DAUPHIN COUNTY, Parcel Viewer: User Guide

## Introduction:

Welcome to the Dauphin County, Department of Information Technology Geographic Information System. Using this application, you can view and print maps as well as search for tax parcel information. Updates to the database occur on a weekly basis.

Please be patient while using this application. There is an extensive amount of data being used for this application, so it may take some time to load the map images. If you are using a dial up connection please be aware that you may experience a slower response time. First time users should refer to the following article to learn how to search and navigate within the application.

## Application Overview



## Reviewing the Toolbar

All map functions of the Parcel Viewer including zooming and searching are executed by using the *Application Toolbar*, located in the upper left hand corner of the map display. To make a tool active you must first click on it with the mouse, when a red box appears around the button the tool will be active.

### Using the Navigation Buttons:



**Zoom in:** Place the crosshairs over the map display, press the mouse button, and hold it down while dragging to draw a box. When you release the mouse button, the application zooms in to the area defined by the box.



**Zoom out:** Place the crosshairs over the map display, press the mouse button, and hold it down while dragging to draw a box. When you release the mouse button, the application zooms out to the area defined by the box.



**Zoom to Previous Extent:** Click on this button to zoom back to previous extent.



**Pan:** Move the mouse pointer over the display map. The cursor changes to a set of arrows. Click and drag the display to the desired location.



**Zoom to Active Layer:** Click this button to zoom to the active layer.



**Zoom to Full Extent:** Click this button to zoom to the full extent of the map.



**Toggle Layers List:** Click this button to toggle between the Layers List and the Map Legend.



**Toggle Overview Map:** Click this button to toggle the Overview Map.

*Note:* Not all map layers are displayed initially on the map. To see these layers, zoom further into the map display.

### Using the Find & Identify Buttons:




Click on the **Find** button, a dialog box will appear below the map display. It will ask you to Enter String to Find in Tax Parcels: Type in a Parcel ID number or an Owner Name. Click Find String.

*Note:* Parcel ID numbers must be in the follow the following format xx-xxx-xxx. For example, a property located in tax district ten, on map twenty, and lot five would be entered as 10-020-005. When typing in an owner name please enter the last name, add a space, and then enter the first name. Do not add a comma between the first and the last name. John Smith would be entered as Smith John. You can also perform a find using only the owner's last name.

The results of the find function will be listed in an attribute window below the map display. To display a particular tax parcel in the map, click on the **blue** number to the left

of the TAXMAP field. Now use the Identify button to view additional attributes of the tax parcel.

 Click on the **Identify** button to make it active. Place the cross hairs over a feature in the map display, click the mouse button, a list of the features full attributes will be placed below the map display.


### **Turning on and off Layers:**

To turn on or off map layers click the box beside the desired layer in the Layers List. After turning on or off a layer you must click the Refresh Map button in order for the change to take effect.

### **Making a Layer Active:**


If you wish to identify or select a feature in a particular layer you must first make that layer active. To make a layer active click on the circle next to the layer name in the layers list and click the Refresh Map button.


### **Printing the Map Display:**


Make sure that any pop-up blockers are turned off. Click the **Print** button  in the Dauphin County, Parcel Viewer tool bar. When the Print Map dialog appears, under Title to display on Map, enter the title you wish to be displayed, click Create Print Page. A print page of the map display will appear with a map legend and title. Click the print icon in the Internet Explorer task bar to print the map.

### **Advanced Functions:**


The advanced functions of this application include, selecting features, setting map units, measuring distances, buffering features, clearing selected features, and selecting features using lines or polygons.

 Click on the **Select by Rectangle** button, place the crosshairs over the map display, press the mouse button, and hold it down while dragging to draw a box. When you release the mouse button, the application will select any features within the box. Any selected features will be highlighted in yellow.

 Click on the **Clear Selection** button to clear the current selection.

 Click on the **Set Units** button, under Display Units select the desired map units and then click the Set Units button to apply the selected units to the map display.

*Note:* When using the measure tool you may want to set the display units to meters or feet.

 Click on the **Measure** button, place the crosshairs over the map display and click to add a point to the map, move the crosshairs to another location and click again. The distance between the two points on the map will be indicated by the measurement inset. Click the Clear Selection button to start a new set of measurements.



Click the **Select by Line/Polygon** button, place the crosshairs over the map display and click to add a point to the map, move the crosshairs to another location and click again to continue to add points to make a line or polygon. When finished, click Complete Line & Select or Complete Polygon & Select to view the selection. Any selected features will be highlighted in yellow.

### **Using the Buffer Tool:**

*Note:* Before using the buffer tool you must first select a feature from a particular layer. This feature is the buffers defining center and/or starting point. You can set the units for the buffer value by changing the Map Display Units.



Click on the **Buffer** button, in the Highlight Features From dropdown list select the layer from which you wish to select features from, then add a value for the buffers distance. If you wish to display the attributes of the selected features you must click Display Attributes. To run the buffer click Create Buffer. The result of the buffer will be shown in the map display.

### **Questions/Comments:**

**Chris Schmuck** at [cschmuck@dauphinc.org](mailto:cschmuck@dauphinc.org) (717) 780-6264  
**Megan Frascella** at [mfrascella@dauphinc.org](mailto:mfrascella@dauphinc.org) (717) 780-6227