

Greenwood Mapping MapServer

Navigation

Moving the map (Panning)

- dragging the mouse (also works on a touch screen)
- the keyboard arrow keys (must be working on the map, **works while using the measuring tools**)
- using the pan tool: 

Zooming the Map

- mouse wheel
- holding the shift key while dragging the mouse
- two finger pinching on a touch screen
- the keyboard + and - (must be working on the map, **works while using the measuring tools**)
- using the zoom tools: 

Using the mouse and keyboard shortcuts instead of the pan and zoom button tools saves time in the Map window and is also available in the **Print Layout** tab.



Your browser's Forward and Back buttons will navigate to previous map locations.

Jump To

The **Jump To** button provides a few common locations for quick navigation.

Tools

Zoom to Longitude / Latitude

Measure Distances

Measure Areas

Buffer

Clear

Help

The **Tools** button provides several different operations including the **Zoom to Longitude / Latitude** tool which allows longitudes and latitudes to be entered in decimal degrees or degrees, minutes, seconds formats.

The longitude and latitude that you enter must be on the NAD83 or WGS84 datum (generally used in GPS and newer maps) and not NAD27 which was used on the original USGS topo maps. Entering a NAD27 longitude / latitude could cause the map position to be off by several hundred feet.

Go to Longitude Latitude ✕

Input may be:

- Decimal Degrees or space separated Degrees Minutes Seconds
- Comma separated Longitude, Latitude can be pasted into the "Longitude" box
- Comma separated Latitude, Longitude can be pasted into the "Latitude" box

Longitude West Latitude North

Getting Information from the Map

If no other tool is active you can simply click on the map to get info. Or hold the Control key (Command key on a Mac) while dragging to get info on multiple parcels.



You can also use the **Info** tool to click or drag. Basic information will be displayed to the right with links to more detailed data.

Searching

The MapServer can find properties by:

- Street address
- Legal description (Subdivision and Lot, or Township, Range, Section)
- Property owner name
- Parcel ID Number (PIDN), Tax Roll Account Number, or Tax ID

Searches can be entered either as free-form text in the search box

or on the **Search** tab

Map
Search
Print Layout

[advanced search](#)

Or by category by clicking the [advanced search](#) link on the **Search** tab.

1. Search by Street Address

- You may enter a street address number (not required), and a street name. Generally it is best to leave off the "Road", "Street", "Ave", etc. In the free-form text search, a full street name is required. In the advanced search, a partial street name works (this is handy if you are not sure of the spelling of a street name). You will be presented with a list of addresses matching your search. From the list you may pick one or more addresses to map.

2. Search by Legal Description

- You can enter a subdivision lot number (optional) and a subdivision name. You will be presented with a list of matching lots. From the list you can pick one or more lots to be mapped.
- Township, Range, Section searches generally take the form of: *T20N R90W SEC 4*. The text search may return more results than the **advanced search**.

3. Search by Owner

- You may search by property owner name. A list of matching property owner names will be presented, from which you may select a property to be mapped.
- The advanced search allows partial names, for example "Green" will find "Green, Greenwood, Greenberg", etc.

4. Search by Parcel Number, Tax Roll Account Number, Tax ID

- PIDN. A partial PIDN may be entered to find all parcels in given a Township, Range, Section
- Tax Roll Account Numbers must begin with a letter followed by the account number e.g. *R1234*
- Tax ID must be the full tax id

A list of possible results will be displayed. You can map the selected parcel by selecting **Map It** or to see detailed information click **Detail**.

The screenshot shows a search interface with a green header bar containing 'Map', 'Search', and 'Print Layout' buttons. Below the header, there is a search input field containing 'sublette county fairgrounds', a 'search' button, and a link to 'advanced search'. The results section indicates '2 Record(s) Found' and provides instructions to use checkboxes for multiple parcels. Two results are listed, each with a checkbox, a description, and links for 'Map It' and 'Detail'. At the bottom, there are 'Map Selection', 'Select All', and 'Select None' links, and a '6 milliseconds' performance indicator.

| Map Selection | Select All | Select None |
|---|-------------------|--|
| <input type="checkbox"/> | | |
| SUBLETTE COUNTY T30N, R111W, SEC 17, S2NE, NWSE, N2NESE, SWNESE. SUBLETTE COUNTY FAIRGROUNDS, BASEBALL FIELDS AND COUNTY SHOP. | 10937 U S HWY 189 | Map It Detail |
| <input type="checkbox"/> | | |
| SUBLETTE COUNTY SUBLETTE COUNTY FAIRGROUNDS EMPLOYEE HOUSING, BUILDING ONLY, LOCATED IN SECTION 17, T30N, R111W. | 10937 U S HWY 189 | Map It Detail |

6 milliseconds

After you have used the **Map It** link to highlight a selection from any of the above searches, the selection will remain highlighted until another searches is run, or until it is unselected by clicking the **unselect** button.

Map Layers

There is too much information to show all of it at the same time, so the map is organized in "layers" of data. A list of available layers is displayed to the right of the map. There are labels, foreground layers, and background layers. The foreground layers are lines and hatches, which are more or less transparent, so you can turn on as many as you want. The background layers are opaque, so it is only possible to turn on one background at a time.

Many of the layers are scale dependent, especially the labels. This means that even if a layer is turned on it may not be displayed if the scale is too large or small (if you are zoomed in too far, or zoomed out too far). For example, street address numbers simply can't be read at scales smaller than 1:10,000 so they are not displayed. If you do not see a layer that you have turned on, try zooming in a bit.

Measuring Distances, Bearings and Areas



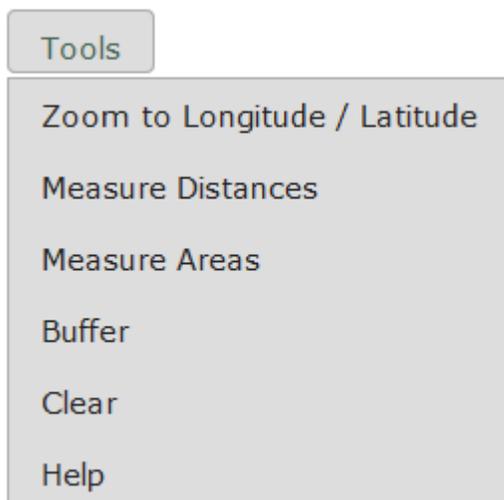
Approximate distances and bearings may be scaled from a map using the **Ruler** tool.

Select the tool, and then single-click a starting point on the map. As the mouse is moved over the map a gray "rubber band" is drawn, and the bearing and distance are shown. Additional single clicks on the map allow you to measure distances along a route or around a polygon. Both a running total distance and an individual segment distance are displayed. Double click within the map window to terminate a distance sequence.



Approximate areas may be calculated by using the **Area** tool

Clicking points on the map will draw a polygon. Double click to finish the polygon, and the total area will be displayed in the center of your polygon.



The measuring tools are also available under the **Tools** menu item as shown to the left.

Buffer List

The **Buffer** tool (accessed from the **Tools** menu as shown above) creates a list of all parcels within a specified radius of a parcel(s) and also shows all of the parcels within the radius on the map. This can be used to create an adjoining notification list.

1. Before the buffer tool can be used, one or more parcels must be selected (highlighted). Parcels are selected by using the **Map It** link on either the **Info** window or the **Search** results page.
2. With a parcel(s) selected, select **Buffer** from the **Tools** menu. You will be prompted to specify a buffer radius. All parcels within your specified radius will be selected even if only a very small part of the parcel(s) lie within your buffer.
3. A mailing address list suitable for use in a Mail Merge is created that you can either download or copy to your clipboard, and the map window is updated.
 - The selected parcel is shown in yellow.
 - The buffer radius is shown in blue.
 - The parcels within the buffer radius are outlined in orange.



Use the **deselect** button to clear the buffer.

Printing, Linking and Saving maps

Printing: The **Print Layout** tab puts the current map view into a printer friendly layout. You may set the scale in either feet per inch or miles per inch. The initial scale values will approximately match the current map view. Click the appropriate link for your desired paper size and orientation.

- Click the scale bar in the page layout to reset scale, page size or orientation
- Set margins in your browser and/or printer setup
- Turn off "Shrink to fit" options to get accurate scale when printed.
- The map can be dragged into other programs or documents.
- The map can be saved to your computer by right clicking on it.

Linking: Copy the URL into your browser's address bar that defines the layers and location that you are looking at. You can bookmark (Add to Favorites) the address to return to the view at a later time, or you can copy the URL into an email. Be sure to get the whole URL, it is quite long! If you don't like such a long URL, you can use a free service of tinyurl.com to shorten it.

Saving to your computer: Saving a link is usually preferable to saving the image, but if you do need to save the image, printing to PDF from the Print Layout tab is usually the most reliable method of saving a copy of a map view to your own computer. The Print Layout tab can also be used to save the map as a GIF or JPEG image. Right click on the map and select

"Save Picture As" or "Save Image As". The map in the Print Layout tab is a high dot-per-inch resolution than the same map in the Map tab.

Technical Information

If you are having technical difficulties, try reloading the page by pressing Control-R (Command-R on a Mac). If it still isn't working, clear your browser's cache as described [here](#).

Please report problems to info@greenwoodmap.com

Supported/Recommended Browsers:

- Firefox
- Chrome
- Safari
- Microsoft Internet Explorer 11 and Edge

The system is powered by [MapServer](#), [OpenLayers](#), and [PostGIS](#) Open Source Geospatial software.

Designed and Developed by [Greenwood Mapping, Inc.](#)