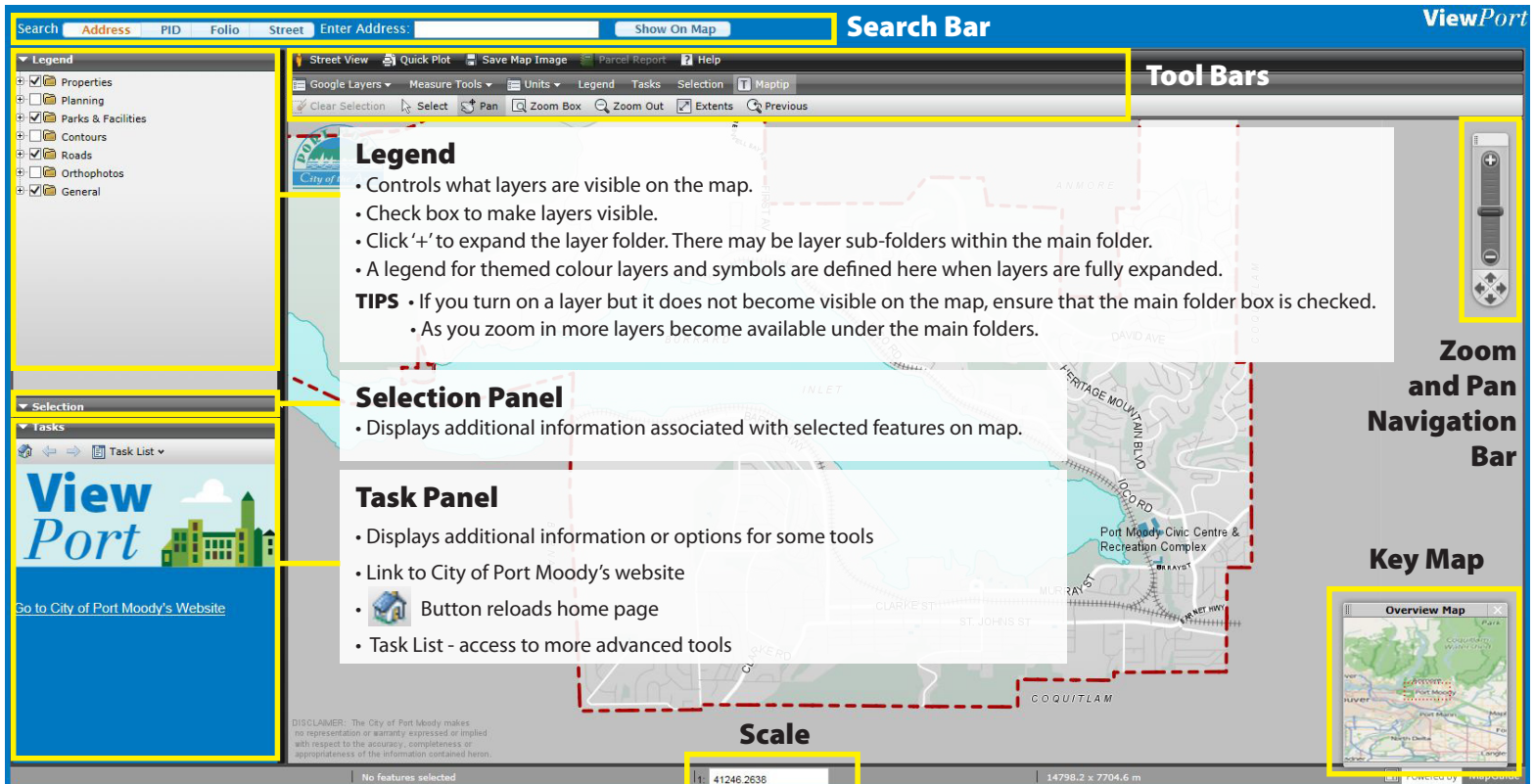




ViewPort

# Reference Guide

PORT MOODY'S GEOGRAPHIC INFORMATION SYSTEM



## Search Bar • Search for Address, PID, Folio or Street



- Click on appropriate tab to search for a particular feature (e.g. click on PID tab and enter PID in search field).
- Search has auto-complete feature
- Click 'Show on Map' button to zoom to selected feature.

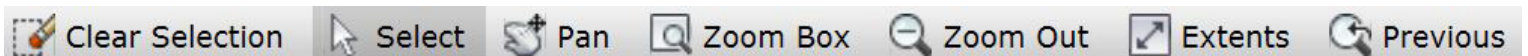
## Tool Bars



- 1. STREET VIEW** - Launches Google Street View
- 2. QUICK PLOT** - Print map. Options to add title, legend, north arrow and scale.
- 3. SAVE MAP AS IMAGE** - Creates png image of map as displayed on screen.
- 4. PARCEL REPORT** - When parcels are selected on the map, this tool creates a summary map with parcel information for printing.
- 5. HELP** - Launches PDF format reference guide.



- 1. GOOGLE LAYERS** - Turn on/off Google Map base layer.
- 2. MEASURE TOOLS** - Measure lengths or areas as defined by user. 'Measure Selected' - measures length & area of objects selected on map.
- 3. UNITS** - Change between metric and imperial units.
- 4. LEGEND / TASK / SELECTION** - Maximizes display area of panels on the left side of screen.
- 5. MAPTIP** - Turns Maptip labels on/off. Maptips are pop-up labels that appear when you hover over some objects. This is defaulted "on".



- 1. CLEAR SELECTION** - Deselects all objects currently selected on the map.
- 2. SELECT**
  - Use mouse to select individual objects or hold L-mouse button and drag a box to select several objects at once.
  - Hold shift down to add objects to selection or to deselect objects one at a time.
- 3. PAN** - Hold L-mouse button down to move map around.
- 4. ZOOM RECTANGLE** - Hold L-mouse button and drag a box around area you want to zoom into.
- 5. ZOOM OUT** - Zooms out to decrease map size.
- 6. ZOOM EXTENTS** - Zooms back to the original extents of the map (i.e. opening screen).
- 7. PREVIOUS** - zooms back to previous scale.