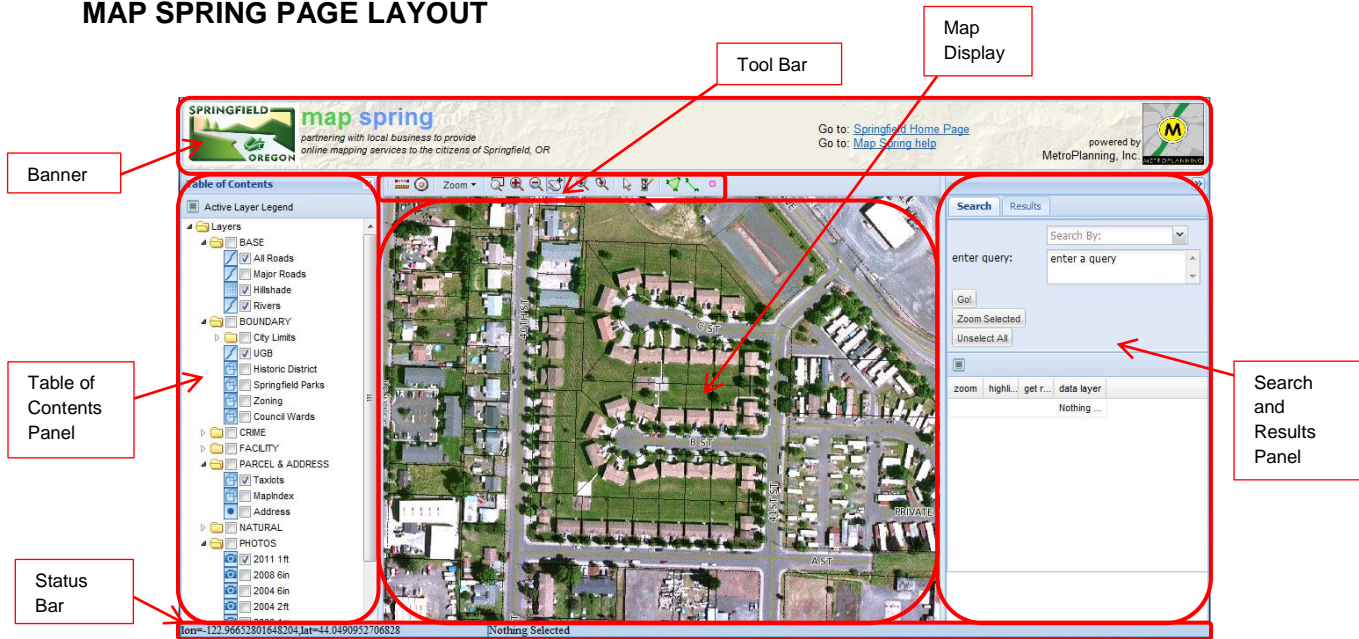


# Map Spring Help

Map Spring is a Web Mapping Application that displays a variety of Springfield-related Geographic Information System (GIS) data within an Internet Browser window. This document describes the basic features of Map Spring and how to use them.

## MAP SPRING PAGE LAYOUT



**Banner** – Top portion of Map Spring that contains the agency logos and several links to other sites; including this help document.

**Tool Bar** – A set of tools used to interact with the map and the data.

**Table of Contents Panel** – A list of available data layers grouped in a series of folders and subfolders.

**Map Display** – The area where the graphic/map data is displayed

**Search and Results Panel** – a panel containing the tabular data search and data results display.

**Status Bar** – Thin bar along bottom of the Map Spring application displaying Latitude/Longitude coordinate location; and number of records selected as a result of performing a data selection.

Questions about the application can be directed to:

Contact Name Here

Contact Phone number here

Contact Email Here

## BANNER BAR

The banner contains two links to other sources:

Springfield Home Page – clicking on this link will open a new browser window displaying the City of Springfield Home page.

Map Spring Help – clicking on this link opens this help document














## TOOL BAR





The tool bar is located just above the Map Window and contains a set of 14 buttons representing different ways in which the user can interact with the map.



*Hint: Hover the mouse over any of these tools to get a “quick-help” pop-up description.*


The tools are described in more detail in the following table:


 Measure	Click on this tool to activate it. Start the measure by clicking in the map window. Click once on new location(s) to create distance to measure. Double-click to end measure. Measure box display pops up on double-click. Dismiss measure box by clicking on “x” or OK.
 Create Buffer	This tool requires that a user first select a feature or set of features. See “Select Features” below. Once a feature(s) is selected then click on this tool to bring up the buffer window. - Type in a buffer distance in feet units and click apply. - A green polygon buffer is displayed. - User can then click on “Select From Geom” to select other features that intersect the buffer
 Zoom	Click on this tool to open a drop down list of view options described directly below.
 Previous View	Returns the Map Display back to the previous view window.
 Next View	Returns the Map Display to the next view window.
 Initial Map View	Zooms out to the extent of the greater Springfield Area. <i>Hint: This is a useful tool for quickly zooming out to begin a new map display.</i>
 zoom box	Click on this tool to start creating a user-defined zoom box in the map display. Move the mouse to the map window and click on one corner of your zoom box; and while holding the mouse button down, move to the opposite corner of the zoom box and release the mouse. The map window zooms in to the defined zoom box. Instead of defining a box, the user can click once on the map window and the display will zoom in a set percentage.
 zoom in	This tool works the same as the zoom box tool.
 zoom out	Click on this tool to start creating a user-defined zoom out box. This tool is used in the same fashion as the “zoom in” tool. However, the display will zoom out so that the current display is “pulled in” to the user-defined box.
 pan window	Click on this tool to start using the pan feature. Then move the mouse to the map window. Click and hold the mouse button on the map window and drag the display to a new area and then release the mouse. A new display is created at the same scale.
 previous view	Works the same as the “Previous View” button in the “Zoom” tool described above.
 next view	Works the same as the “Next View” button in the “Zoom” tool described above.
 select features	Activate this tool to graphically select a record from the database. Works on layers that are turned on or are active layers. See “How to Select Records” below.

 clear selections	Click on this button to clear selected features and graphics from the map display. This button also clears selected records from the “Search” tab in the “Search and Results” panel. And it unselects the active layer in the Table of Contents.
 draw polygon	Click on this button to activate the draw polygon tool. Move the mouse to the map display and begin drawing a polygon by clicking on a location. Continue creating polygon vertices. A blue-shaded polygon will appear on the screen as you continue to draw. Double-click on the final polygon vertex to complete the polygon. A green shaded polygon appears on the screen. This graphic can be used to select other features. See “How to Select Records” below.
 draw line	Click on this button to activate the draw line tool. Move the mouse to the map display. Start the line by clicking a new location, move the next location and continue defining the line using single-mouse clicks. Double click to finish the line. This graphic can be used to select other features. See “How to Select Records” below.
 draw point	Click on this button to activate the draw point tool. Move the mouse to the map window to begin drawing points. Currently, this tool cannot be used to select other features.


## WORKING WITH PANELS

MapSpring has a set of left and right panels which can be resized, and/or hidden to better manage the map window. The following explanation assumes the user is manipulating the table of contents panel, but the functions are the same for the right hand panel as well.

To resize the panel, place the cursor on the thin vertical bar that separates the panel from the map window. The mouse icon on the screen should change to an  icon. Click and hold the mouse button and drag the panel’s vertical bar to the left or right to resize the panel.

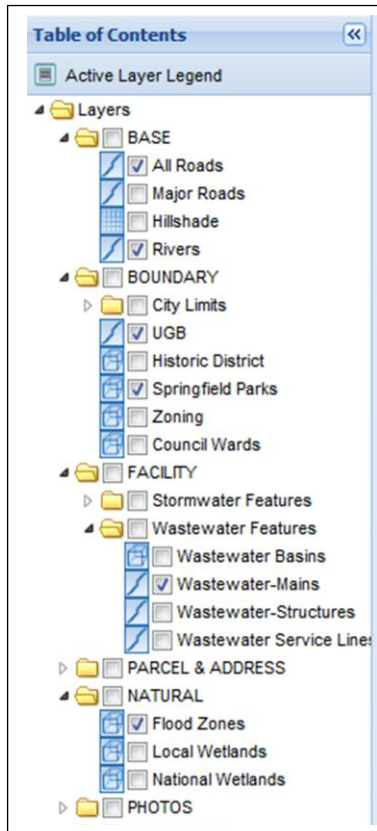
The entire panel can be “hidden” by clicking on the hide panel icon  in the upper corner of the panel. The panel will collapse and the map area will redisplay to a larger map area.


With the panel collapsed, the user can temporarily open the panel by clicking on the thick vertical bar beneath the hide/open panel icon. Then perform a function (such as turning on or off a layer); and move the mouse off the panel. The panel will automatically hide again without resizing the map window.


To permanently (re)open the panel, click on the open panel icon . The panel will reappear, and the map window will resize to compensate for the panel display.





## THE TABLE OF CONTENTS

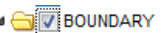
The table of contents (TOC) is organized in the left panel. It contains the various map layers, the legend tool, and the “selectable” layers (see below – How to Select a Record).



The MapSpring application initially opens with the BASE and BOUNDARY folders expanded. An expanded folder is indicated with a small, solid, downward-pointing, triangle  .

Unopened folders, containing additional “grouped” layers are indicated with a small, white, right-pointing, triangle  .


A small blue-tinted icon to the left of the layer’s check box indicates the data type. MapSpring displays line data  , polygon data  , raster data  , and air photos  .

Once a folder is open, the box immediately to the right of the folder icon can be checked to display any layers in that group that are turned off. Or it can be checked off to turn off all layers in that group. For example, checking the BOUNDARY folder check box turns on all the boundary layers. 

Layers are turned on/off by checking the box to the left of the layer name. All layers with a check mark are displayed in the map window.

### Displaying a Layer’s Legend Information

Certain layers have been symbolized by a set of values contained in the underlying attribute data. These data will display in the map window with various colors, patterns, and line types based on the attribute values. Zoning is an example of this type of layer display. To better understand the color and pattern codes the user can open the legend by:

1. Activate the “Zoning” layer by clicking on the name in the TOC. A light blue bar should indicate that the layer is now active.
2. Click on the “Active Layer Legend” button  at the top-left of the TOC panel. This will open the legend in a pop-up window displayed over the map window.
3. The legend pop-up can be resized by dragging the corner of the window to make it bigger. This is necessary for the zoning legend in order to see all the color/shade values.
4. The legend pop-up can be minimized by clicking on the small “up arrow” in the upper-right of this window.
5. The legend pop-up can be closed by hitting the “X” in the upper-right of this window.

## HOW TO SELECT RECORDS


Several layers have associated data base information which can be used to display a list of attributes. These are “selectable” layers, and currently include:

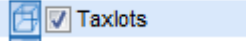
- MapIndex
- Stormwater-Mains
- Taxlots
- Wastewater-Mains
- Wastewater-Structures

Other selectable layers will be added as more data gets populated to the attribute data base.

### How to perform a simple, single-layer select:




In this example we will work with just the tax lot layer.

1. Activate the “select features”  tool from the tool bar.
2. Open the PARCEL & ADDRESS folder and turn on the “Taxlots” layer by clicking inside the box to the left of the “Taxlots” name. Tax lot polygons should appear in the map window.
3. In the table of contents activate the tax lot layer by clicking directly on the layer name – “Taxlots”.

The Taxlots layer should have a light blue background bar across the name. 

*Note: When a layer is “active” the select feature tool only works on that layer.*

4. Move the cursor to the map window and select a tax polygon by clicking inside the polygon boundary. A selected tax lot polygon will show in the map window in pink.
5. The selected tax lot’s data base record will also be available in the “Search” tab. Three green-tinted icons appear below the Search tab window. They are:

	Click on this tool to zoom to the selected record(s).
	Click on this tool to highlight the selected record in yellow. This is a useful feature if more than one record is selected and you want to ensure you are getting attribute information for your desired location.
	Click on this feature to display attribute data (tabular data) for that particular record. The Search tab flips to the Results tab and lists the record’s information.

6. Click on the green “i” icon. The Results tab will display the selected tax lot’s information.