

# Tippecanoe County GIS

## Silverlight Guide

### 2013

The following is an in-depth guide for using the Tippecanoe County GIS. Not all features may be covered in this guide. Features, buttons, images, directions, and options may alter as the GIS is updated. The Tippecanoe County GIS can be found by going to [www.tippecanoe.in.gov](http://www.tippecanoe.in.gov) and clicking on the GIS button as shown below and then clicking on the “GIS Page” link:



The GIS may also be found at the web address below:  
<http://gis2.tippecanoe.in.gov/PublicSL/Viewer.html?Viewer=Public>

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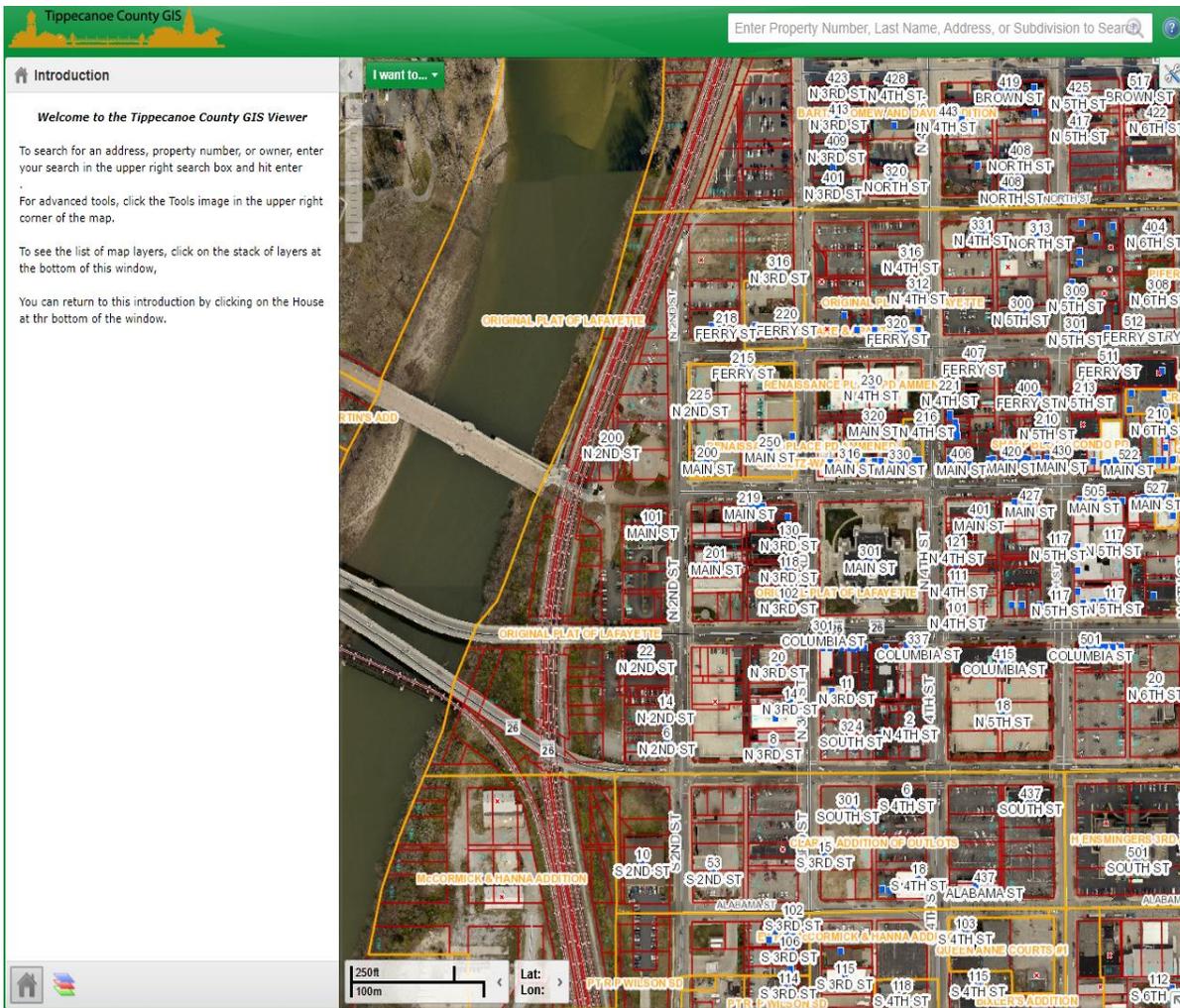
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Possible issues you may encounter, common questions, and more

# The Basic Layout:

When you open the GIS, it will look like this:



On the left is a tab-box with a brief introduction. The visible tab of this box can be switched to other tabs by clicking the buttons at the bottom of the box. The tabs will not be accessible until you use a feature that will open a tab. Not all features will open a tab. Below is an example of a few of the tabs accessible in the GIS:



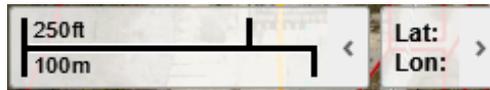
Beside the tab box at the top is the Zoom option to zoom in or out of the current view:



There's also a quick-access “I want to....” button to quickly access many of the tool bar's features:



At the bottom is a scale and an option to show the latitude and longitude coordinates of the cursor's current position:



In the bottom right of screen is a small arrow which can be used to show a mini map:  The small blue box in the mini map shows the current view.

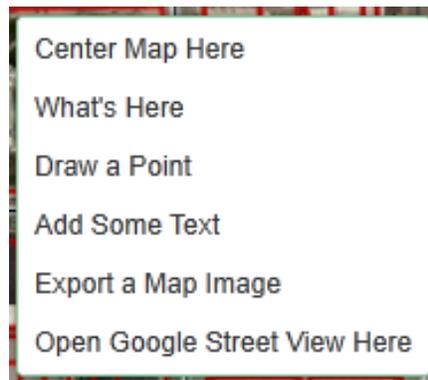
At the top right is a small “tool box” button to open and close the the tool bar: 

At the very top is a search box to search for parcels and a help button. You can enter the Property Number (either a twelve or eighteen digit number), owner name, the address of the property, or the subdivision name into the search box:



### **Right-Click**

Right-Clicking on any property will present several options:

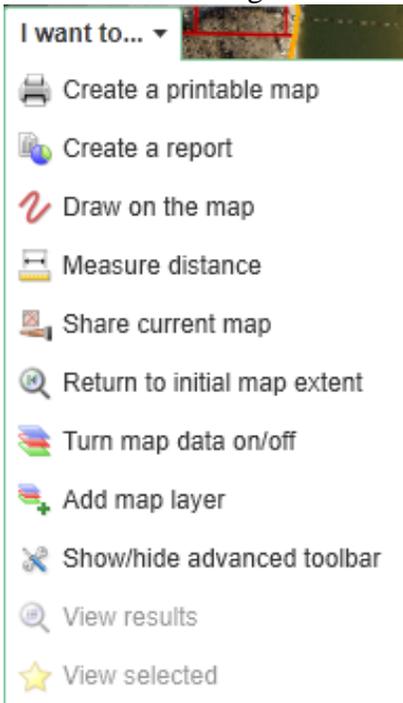


Center Map Here will center the screen on the position where you right-clicked. What's Here will open the Results Tab and tell what is at the position where you right-clicked. Draw a Point will place a point where you right-clicked. Add Some Text will open a text box for you to add text to where you right-clicked. Export a Map Image will export the current map image into a image-type file in a new screen for you to copy and paste (or save). Open Google Street View Here will open a new screen with the Google Street View of that position only if the Google Street View of that position is available.

## **I want to...**

I want to... ▾

The Quick-access button labeled “I want to...” can be used to quickly access many of the tool bar's features. This section of the guild will cover the features accessed by this button.



## **Create a printable map:**

**Create a Printable Map** ×

Select Layout: 8.5x11 Landscape ▾

Output Format: Pdf ▾

Resolution: 192 dpi ▾

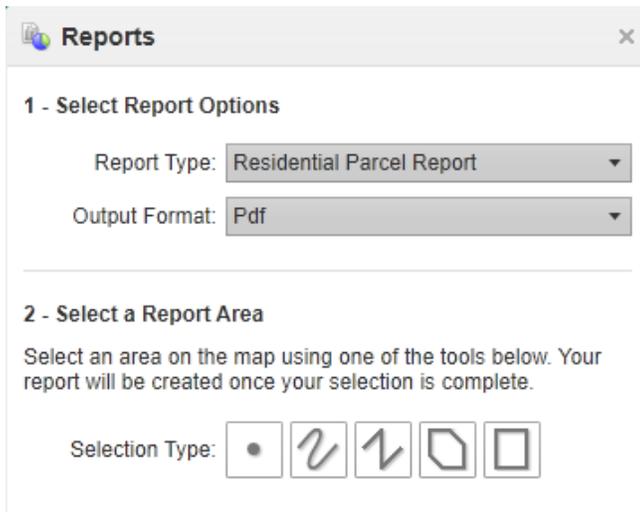
Map Scale: Current Extent ▾

Grid: (None) ▾

Title:

This option allows you to print out a map of the current view. There are two different paper sizes you can choose from: 8.5x11 (this is the size of a normal piece of printer paper), and 11x17. When you have selected the options you want, click the “Create File” button. When the box is finished loading and says, “Your file is ready,” click the “Open File” button. The print-out will open up as a PDF in a pop-up window. Be sure that your browser has pop-ups enabled so that you can access the printout when it is finished. Hitting the small “X” in the corner of the Printable Map box will close the box and return you to your view in the GIS.

## Create a Report:



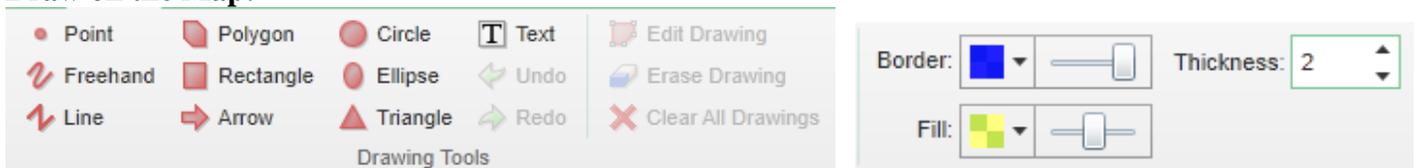
The Create a Report option will let you create a printable report of one or more parcels or properties. First, select a Report Type from the drop-down menu: Residential Parcel Report, Mailing Labels, Commercial Parcel Report, Building Sketches, or Sales. Residential and Commercial Parcel Reports are parcel reports for either residential or commercial properties. A Mailing Label report will give you a mailing label to copy and paste onto a mailing label print-out. A Building Sketch report will give you building sketches. A Sales report will give you information about the sale of a property.

Once this is done, choose an Output Format from the drop-down menu. After your options are selected, select one of the Selection Types by clicking the appropriate button. Use one of the different selection shapes to select the properties you want to create reports for. Any property that is intercepted by any of your shapes (even if it's only a corner of the property) will be selected.

To use the different selection tools, start by clicking on a property. For the Freehand button, click and drag to draw a line that can curve in any direction. For the Line and polygon buttons, click to place the corners of the line or shape. When you are finished creating the line or shape, double-click on the last point to stop placing points. For the Rectangle and Freehand buttons, click and drag to create the shape. Release the mouse button when you are finished drawing the line or rectangle.

Once the selection is made, the system will load your reports into a PDF file. To view the PDF, click “Download Report.” Be sure that pop-ups are enabled in your browser so that you can view the PDF when it opens in a new window.

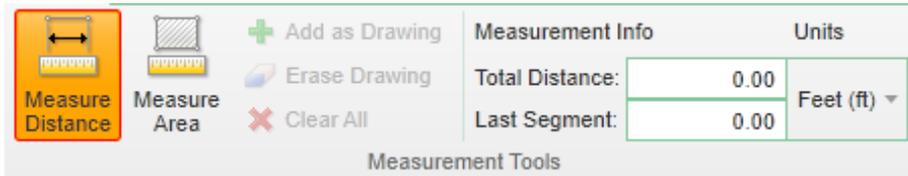
## Draw on the Map:



Selecting this option will open up the toolbar at the top with all of the different options for drawing on the map. Create shapes by first selecting the colors, size, font, transparency, and line-types that you want and then by clicking, dragging, and double-clicking anywhere on the map. You can move and adjust a shape you have already made by clicking “Edit Drawing.” However, you cannot adjust the text or colors of any of the shapes. You can erase a shape or text by clicking “Erase Drawing” and then clicking the shape you wish to delete. You can erase all existing shapes, points, and texts by clicking “Clear All Drawings.” Below is an example of some of these tools:



## Measure Distance:

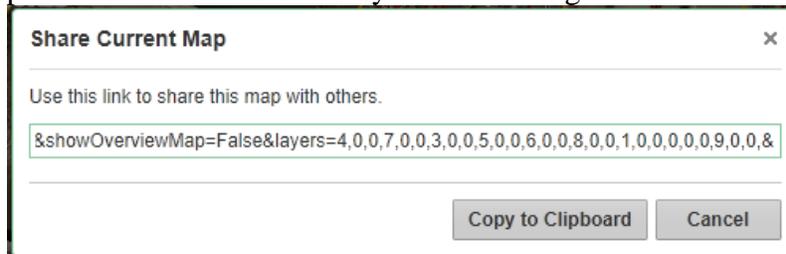


This option will open up the tool bar across the top with the measuring tools in the middle. Use these tools to measure the approximate distance or area of something on the map. Click to start placing the points of your line or polygon, and double-click on the last point to finish. You can change the unit to feet, yards, meters, kilometers, miles, acres, hectares, or nautical miles.



## Share Current Map

This option will pop up a box with a link in it. Use this link to share the map with someone else. This link will only copy the current map view. It will not include any of the drawings or measurements.

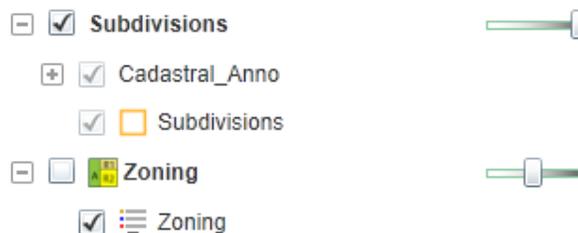


## Return to Initial Map extent

This option will return your map to the original view that was shown when you opened up the GIS.

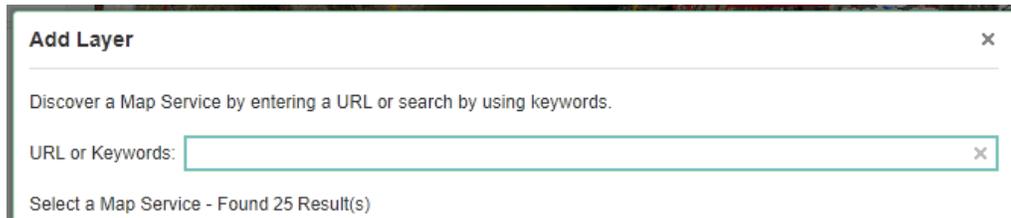
## Turn Map Data On/Off

This option will open up the layers tool tab in the left box. Checking and unchecking the different boxes will hide and show the different layers on the map. Adjusting the slider bar next to each layer will change the transparency of the layer:



## Add Map Layer

Use this option to add another layer to the map. Search through the available layers and select the layer to add it.



## Show/Hide Advanced Toolbar

This option simply shows or hides the toolbar at the top. This action is also duplicated by the toolbox button in the top right:



## View Results

This option will open the Results tab in the left box. This option is only available if you have completed an action that will yield search results. The number in the parenthesis tells how many results there are.



View History will allow you to view the results of any searches you have made since opening the current GIS session. Refine Results will allow you to choose what types of results you wish to view: zoning, parcel, subdivision, etc. Table View will simply change how the results are viewed and allow you to “Export to CSV.” Selecting All of the results will highlight the yellow star next to each result, which adds them to your selected list. Different types of results will show up with different icons as shown below:



This icon means that the result is a subdivision.



This icon means that the result is a parcel or property.



This icon means that the result is a mailing address.



This icon means that the result is a zone.



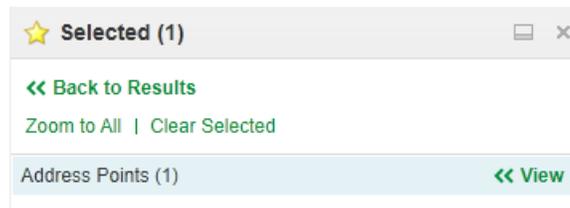
This icon means that the result is a street, road, or highway.



This icon is simply the default icon for all other possible results.

## View Selected

This option will allow you to view all of the selections you have made. If you have made no selections since you opened the current GIS session, this option will not be available. The number in the parenthesis tells how many selections there are:



The “Back to Results” button will change the tab to the Results tab. Selections will be sorted by what they are (address points, zones, parcels, etc). Clicking the “View” button will show you each of the types of selections in the Results tab. The “Clear Selected” will permanently empty your Selected list of all selections.

## **The Toolbar:**

The toolbar can be accessed by either selecting the tool bar button in the top right or through the “I want to...” quick access button.

### **Save**

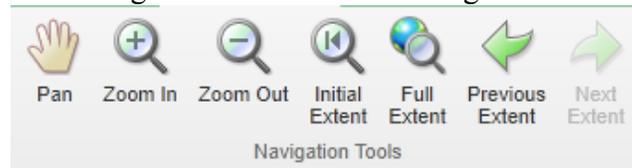
The save button is the first button on the toolbar. You can use this to either save to the server or to a file on your computer. Saving anything to the server is temporary will always have the chance of being erased. Any files saved to your computer can only be viewed by opening the file through the GIS “Open” button.

### **Open**

The Open button can be used to open the GIS files saved on your computer or to the server. Be aware that files saved to the server may have been erased.

### **Getting Around**

The first tab on the toolbar is the “Getting Around” tab. The Getting Around tab has the navigation tools:



Pan is used by clicking and dragging on the map to move the map around.

Zoom In is used to view an area in closer detail.

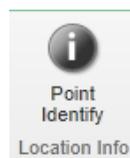
Zoom Out is used to see more area in your screen in less detail.

Initial Extent will make your map go back to the starting view.

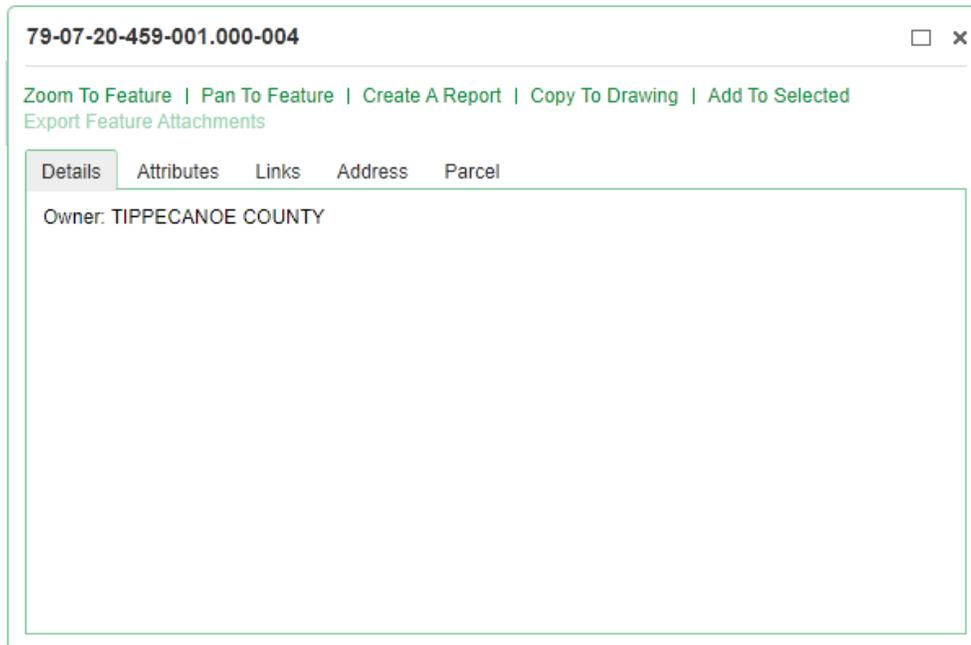
Full Extent will show the full extent of the map (the entire county).

Previous Extent shows whatever you just had visible on your map before you changed the view.

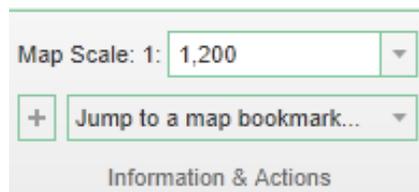
Next Extent goes forward to the most recent view you had visible on your map.



Point Identify is used by clicking on the object on the map you wish to “Identify”. Once you have clicked on an object on the map to identify, a Results tab will open up in the left box. Clicking on one of the results will open up another box with the property details, shown below.



The property details box has several different tabs all containing information about the parcel or property, including a link to the tax information under the “Links” tab. You can also choose to Zoom in to the Feature or only moving the map so that the Feature is in the middle of your current view. The “Create A Report” link will allow you to create several different types of reports. The “Copy to Drawing” link will copy the highlighted property to the Drawing Layer so that you may keep the highlight on that property when you close the box.



Changing the Map Scale will zoom in and out of the map.

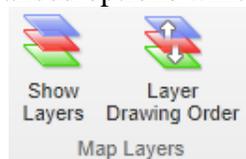
The + button will add your current view to your GIS bookmarks list. These are stored as cookies in your browser, so erasing your browser cookies will also erase all of the bookmarks you added.



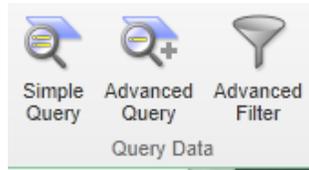
The help buttons are the program's default help options.

## Maps & Data Sources

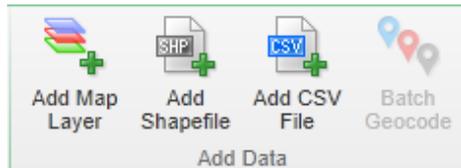
The second tab on the toolbar gives many advanced options which may not be used all of the time.



Show Layers will show the layers tab in the left side box. Checking or unchecking a box in front of the layer will show or hide the layer. Adjusting the transparency slider will change the transparency of the layer. Layer Drawing Order will allow you to adjust which layers are above or below each other on the map.



Query tools will allow you to create and run queries that will help to find information from the GIS. For example, I can create a query to select all of the parcels in a subdivision that sold for a certain price, or I can create a query to find all of the properties in Tippecanoe County that are in a certain zipcode.



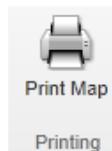
These buttons are all used add data, such as another Map Layer or points in a CSV File to your GIS or map. You can create and export a CSV file by adding the properties to the selected list, right-clicking on the selected list, and then choosing "Export to CSV."



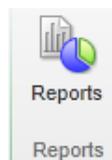
Clicking the Bing™ Maps button will show you your current map view in Bing™ Maps. Clicking the Google Maps™ button will show you your current map view in Google Maps™.

## Tasks

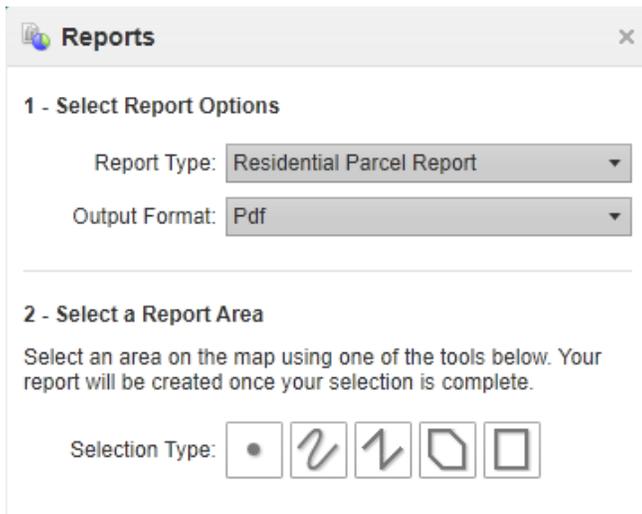
The Tasks toolbar has options for creating print-outs and drawing on the map,



The Print Map button will create a printable map for you either on 8.5x11 or 11x17 sized paper.



The Reports button can be used to create a printable report or mailing labels.



First, select a Report Type from the drop-down menu: Residential Parcel Report, Mailing Labels, Commercial Parcel Report, Building Sketches, or Sales. Residential and Commercial Parcel Reports are parcel reports for either residential or commercial properties. A Mailing Label report will give you a mailing label to copy and paste onto a mailing label print-out. A Building Sketch report will give you building sketches. A Sales report will give you information about the sale of a property.

Once you have chosen a Report Type, choose an Output Format from the drop-down menu. After your options are selected, select one of the Selection Types by clicking the appropriate button. Use the different shapes to select the properties you want to create reports for. Any property that is intercepted by any of your shapes (even if it's only a corner of the property!) will be selected.

To use the different selection tools, start by clicking on a property. For the Freehand button, click and drag to draw a line that can curve in any direction. For the Line and polygon buttons, click to place the corners of the line or shape. When you are finished creating the line or shape, double-click on the last point to stop placing points. For the Rectangle button, click and drag to create the shape.

Once the selection is made, the system will load your reports into a PDF file. To view the PDF, click “Download Report.” Be sure that pop-ups are enabled in your browser so that you can view the PDF when it opens in a new window.

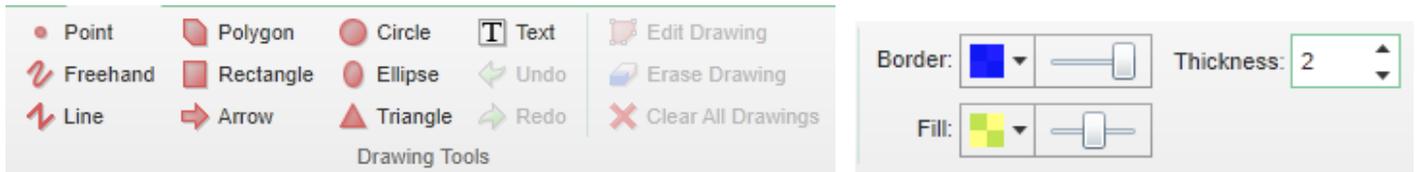


The “Export Map” button will allow you to export the map image to several different image types.



The “View Results” button will allow you to see the results or findings of any action you may have taken that would result in Results. If no Results have been gathered since opening the GIS, you will not be able to use this option.

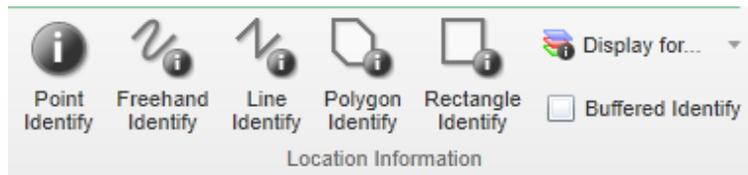
The “View Selected” button will allow you to see the list of selected objects you have. If nothing is selected, you will not be able to use this option.



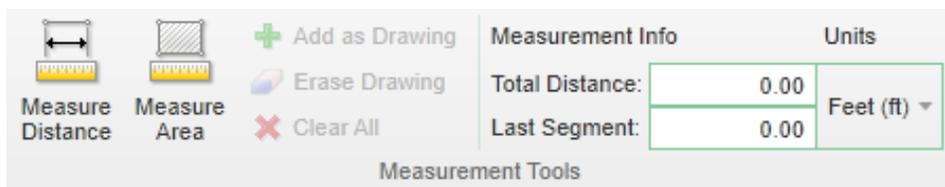
Create shapes by first selecting the colors, size, font, transparency, and line-types that you want and then by clicking, dragging, and double-clicking anywhere on the map. You can move and adjust a shape you have already made by clicking “Edit Drawing.” However, you cannot adjust the text or colors of any of the shapes. You can erase a shape or text by clicking “Erase Drawing” and then clicking the shape you wish to delete. You can erase all existing shapes, points, and texts by clicking “Clear All Drawings.”

### Analysis

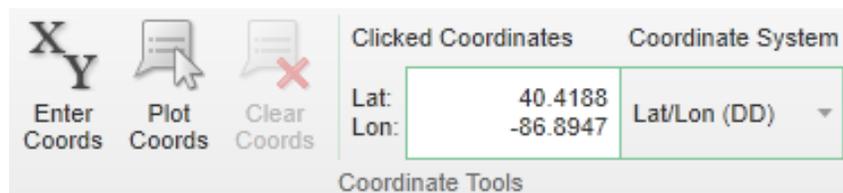
The Analysis toolbar has tools for identifying, measuring, and coordinates.



The Point, Freehand, Line, Polygon, and Rectangle Identify tools are all for identifying different objects and parcels on the map. You can do either one point at a time or a whole batch at a time. Either click and drag or click and double-click to place the points of your identify tool. Objects that are “identified” will be added to a “Results” tab in the left-hand tab-box. Objects in the “Results” tab can be added to your Selected list by clicking the small yellow star under the property, or by right-clicking on the property and choosing, “Add to Selected.” Use the “Display for...” option to choose specific layers to identify. Use the Buffered Identify to also identify objects and parcels within an extended distance around the Identify shape you create.



The measure tools can be used to measure approximate distance and area of anything in the GIS. Click to place the points of either measurement tool, and double-click on the last point to finish placing points. Click the “Add as Drawing” button to keep the measurement you just drew on the map. Use “Erase Drawing” and “Clear All” to erase your measurements. You can also change the unit to feet, yards, meters, kilometers, miles, acres, hectares, or nautical miles.



The coordinate tools can be used to find and plot coordinates on the map. You can also choose different types of coordinate formats.

## **Help!**

### **I can't see the GIS at all!**

Be sure that you have Microsoft Silverlight installed and updated on your computer. If you do not have Silverlight installed, you will be unable to see the Silverlight GIS at all. You can download Microsoft Silverlight for free at <http://www.microsoft.com/silverlight>

### **I keep drawing lines or placing points! How do I stop?**

To stop placing points of a measure tool, identify tool, or drawing tool, double-click when you place the final point you wish to include.

### **I'm waiting for my results to show up. Why won't it load?**

Sometimes it takes a bit for results to show. Please be patient as this may take longer if you requested a great deal of information.

### **All my labels went missing!**

Open the layers tab by clicking the "Show Layers" button in the Maps & Data Sources tab of the advanced tab. Place check-marks in the boxes of the layers you wish to view. This will add labels and layers to your map.

### **I sold my property just last year, but it doesn't show in the Sales Report!**

The Silverlight GIS only shows sales from March 1<sup>st</sup> of each year.

### **The PDFs aren't showing!**

Be sure that your browser is completely updated. Some browsers are known to have problems if they are not up to date. You may have to choose to open the PDFs in a new browser tab or window using Adobe Acrobat. If the PDFs aren't popping up at all, be sure that you have pop-ups allowed on your browser.

**\*Please note that as updates are added to the Tippecanoe County GIS, the images and directions in this guide may change or differ from those used in the GIS.**

**This Tutorial is up-to-date as of October 23, 2013.**