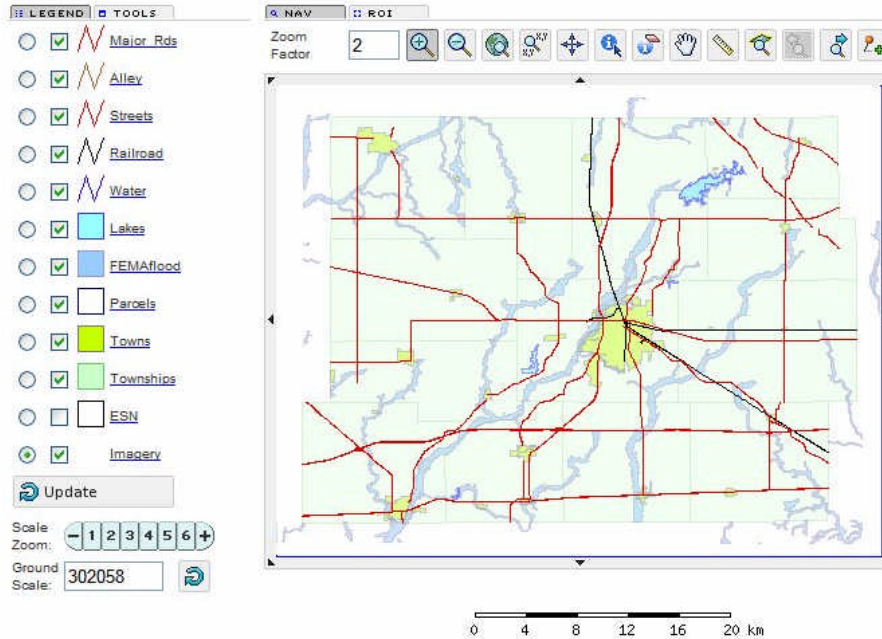


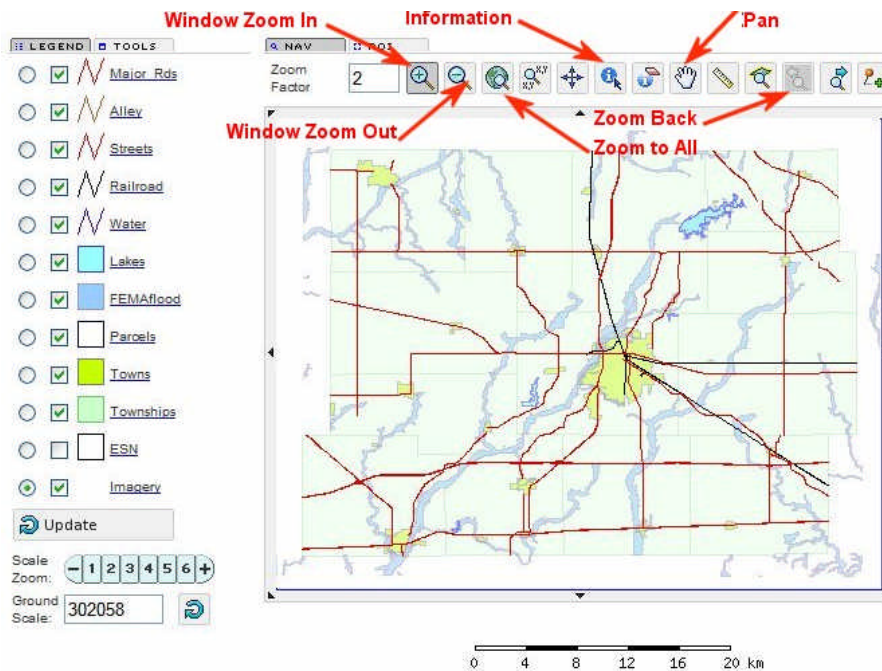
Henry County GIS Online

How to make a map

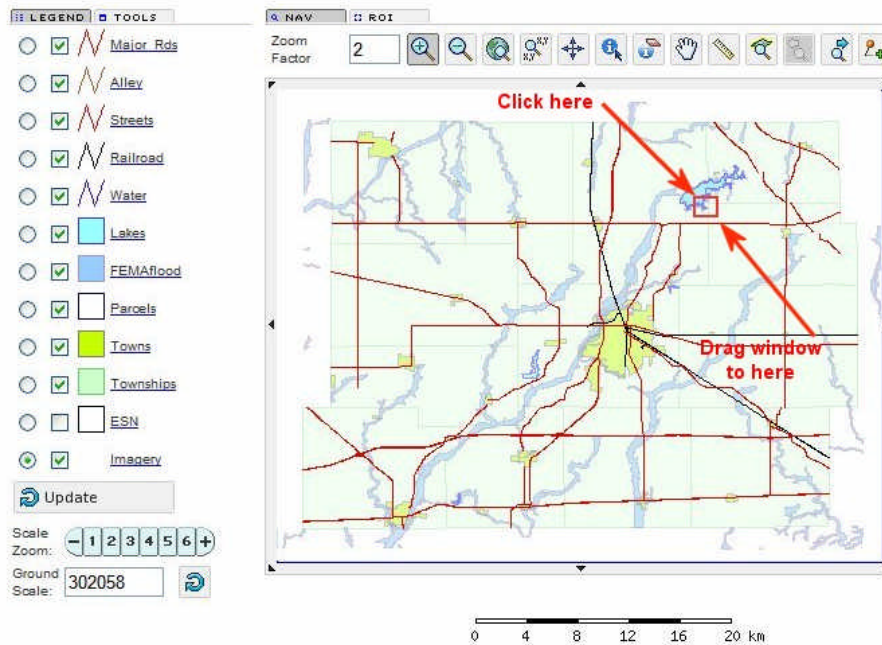
This is the image that you will see when the map first displays on your computer. As you can see, there are a number of buttons that do many things. If you hold the mouse cursor over a button for a moment, it will “pop up” a description.



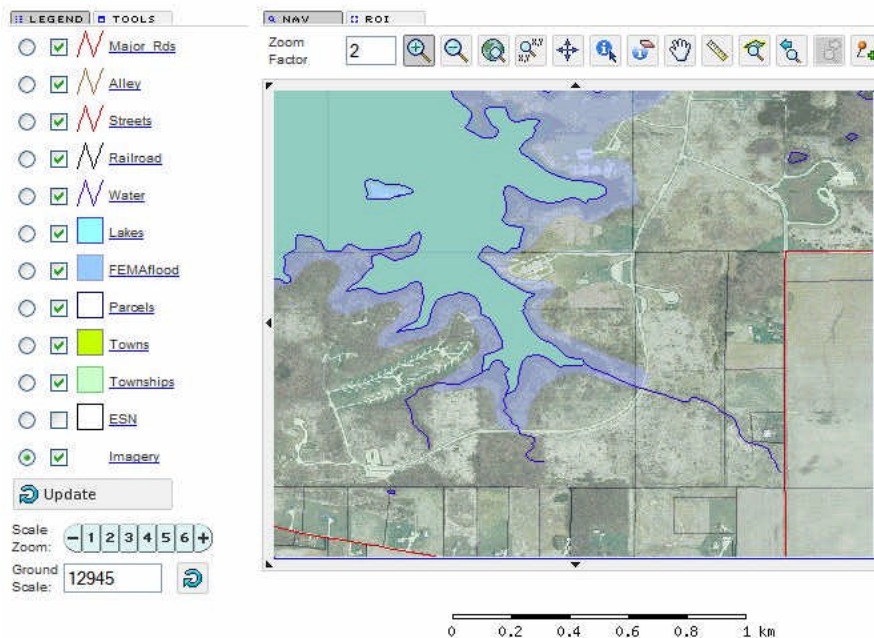
This image shows some of the buttons we will use for this exercise. This first button you will use is the Window Zoom In button.



Click on the Window Zoom button with the left mouse button. Click on the map and while holding the mouse button down, drag a window around the area that you want. You will see a red box as you draw the window.

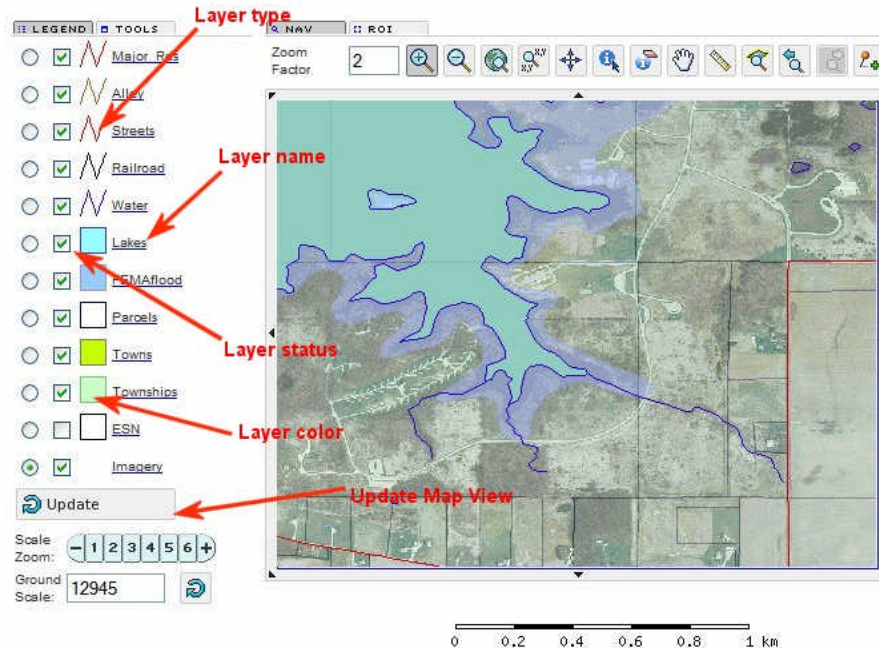


The map will zoom into that area. It might take a moment or two, so be patient ! The map will look like this next image when it is done.

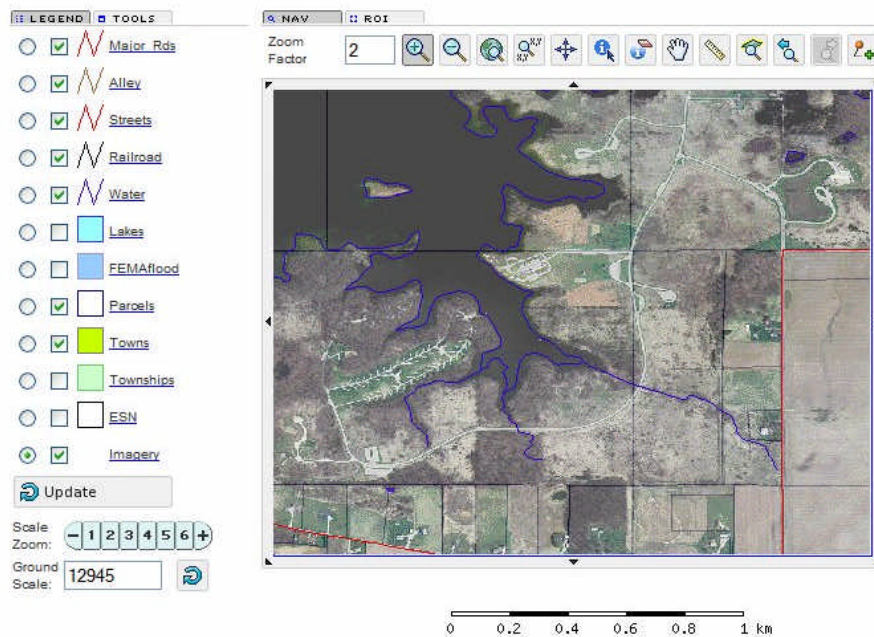


You will see that the aerial photograph has automatically displays. You will also notice that the lake “polygon” covers the photograph. You might want to turn this “layer” off. The next part will show you how to turn on and off layers.

If you click on the check box (square button) for the layer status, it will turn on and off the layer. Next, click on the Update button to “refresh” the map display. The round button sets the layer as the active layer. The other items shown by the red arrows cannot be changed, but are shown here for future discussion.

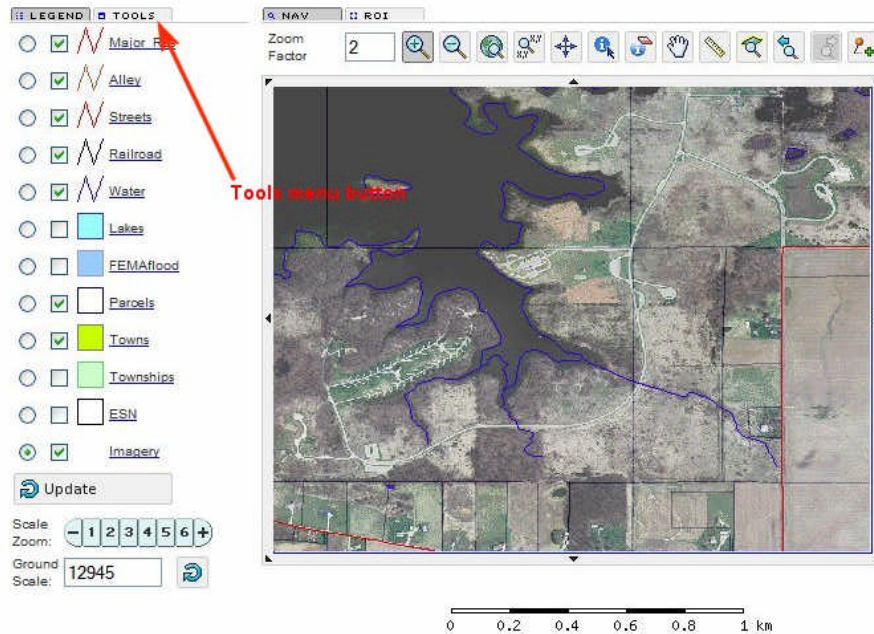


Your map should look like this when you are done.

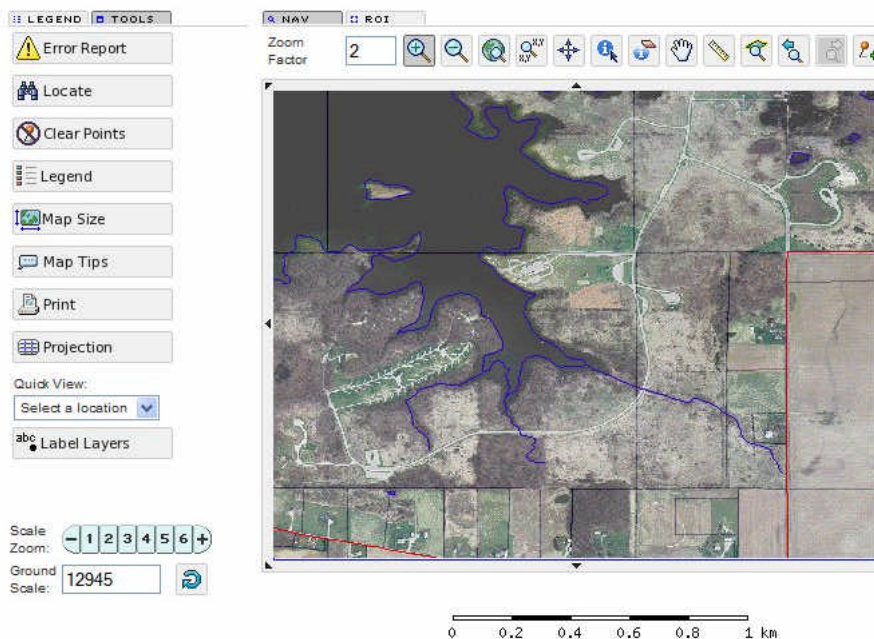


In the next section you will learn how to turn on the additional tools menu.

In the image below, you have zoomed into the area that you want to see. You have turned off the layers that you do not want to see and you are now ready to change the tool menu to use the tools that will label and create your map. The button shown by the red arrow in this image shows the button to click to open the other tool menu.

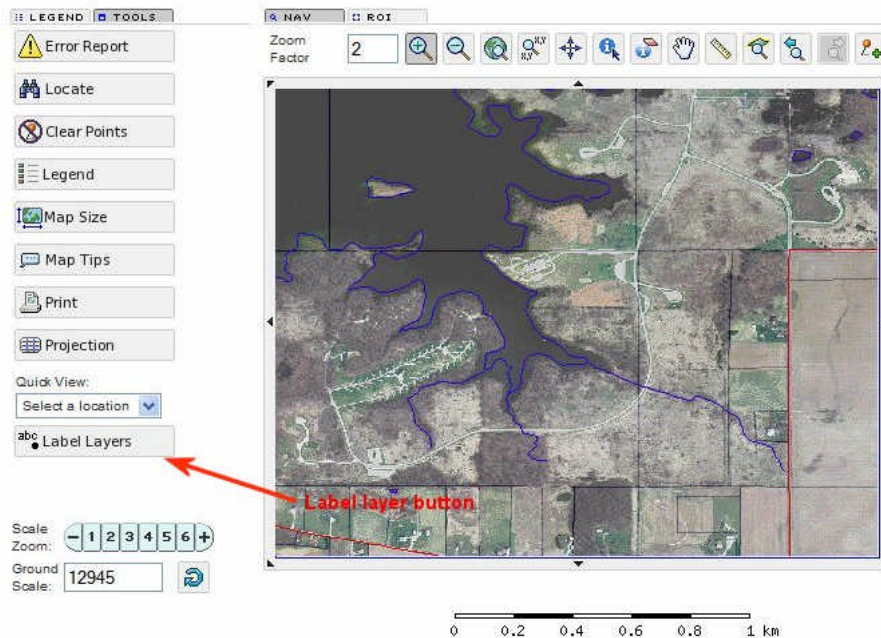


Click the button and the map switches to the Tools Menu as show in this image.

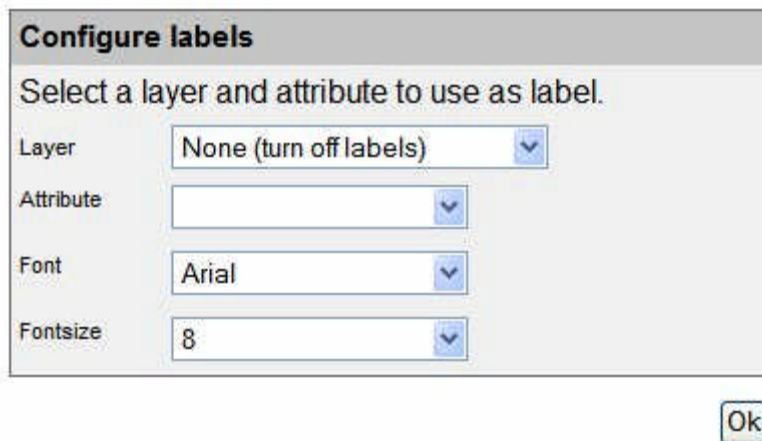


As you can see there are a number of additional tools that you can use to help you make your map or do other things with the map. This next section you will learn about some of those tools and how to use them. For you to make a map that is easy to read and understand, it is important to have as much information on the map. One thing you can do to improve your map is to label the map with information in the map database.

Click on the button shown by the red arrow to label the map.



When you click on the Label Layer button, this box will pop up. You want to make sure that you *do not* have “pop up windows” disabled in your browser while you are doing this part.



The layer is the item that you want labeled. The Attribute is the field in the database you want displayed on the map. The Font is the style of lettering that you want to use. And the Font size is the size of the lettering you want to see on the map. These next images show the buttons on the selection boxes you will want to select to label your map.

Configure labels

Select a layer and attribute to use as label.

Layer	None (turn off labels) <input type="button" value="v"/>
Attribute	None (turn off labels)
Font	Towns (local - POLYGON)
Fontsize	Parcels (local - POLYGON)
	Water (local - LINE)
	Railroad (local - LINE)
	Streets (local - LINE)
	Alley (local - LINE)
	Major_Rds (local - LINE)

Click this

Select this

Configure labels

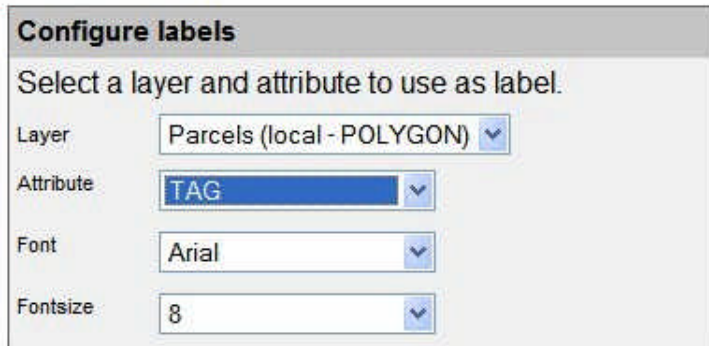
Select a layer and attribute to use as label.

Layer	Parcels (local - POLYGON) <input type="button" value="v"/>
Attribute	OBJECTID <input type="button" value="v"/>
Font	OBJECTID
Fontsize	AREA
	PERIMETER
	TAG
	JOINFIELD
	TRANSFER_D
	SHAPE LENG
	BLNO
	PRNO
	USNO
	SPNO
	TXNO
	STPIN
	SHAPE_AREA
	OWNNAME
	OWNNAME2
	PROPADDR
	OWNADDR
	CITY
	STATE
	ZIP
	ACREAGE
	LEGAL
	CLASS
	LUC
	NBHD
	CAL_PAR

Click this

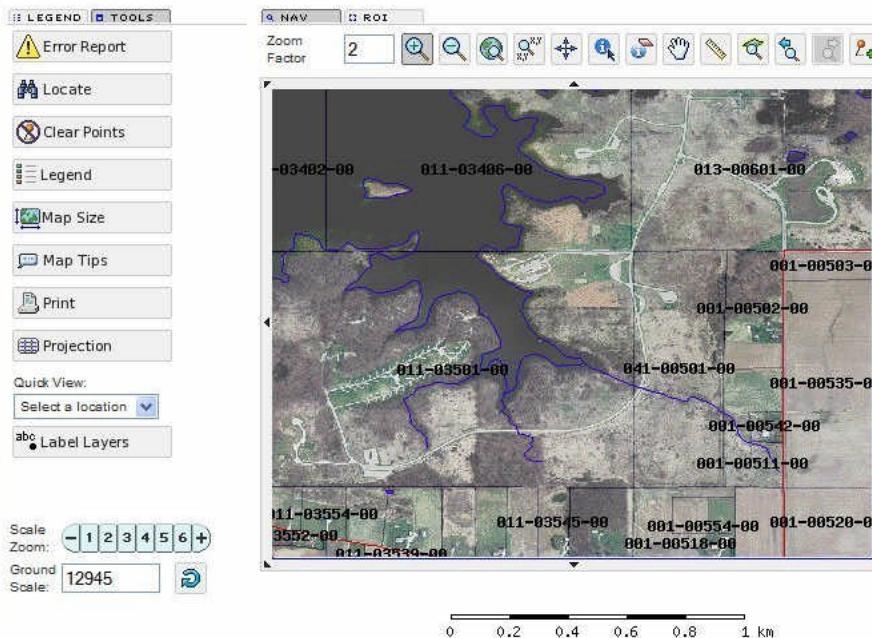
Select this

Your selection box should look like the next image. Click the OK button to label the map. Depending on how big of an area you have on your map, and the number of items that will be labeled, it may take a few moments for the map to re-display. So be patient !

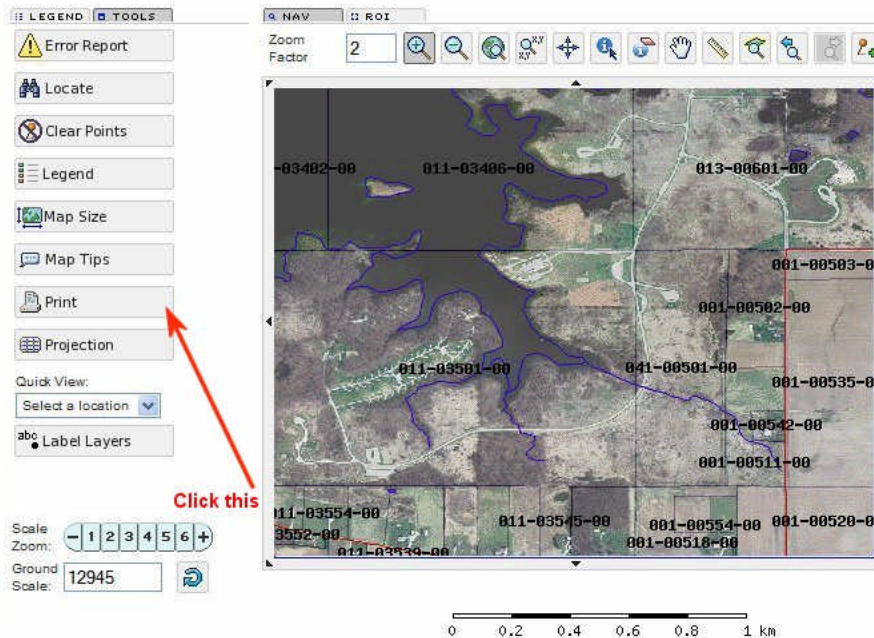


Click this 

Your map should look something like this. In this example, I have labeled the parcel boundary with the Parcel ID number, or TAG as it is called in the database. Each map feature has many fields in it's database that you can use to label your map. An example would be the Property Owner Name in the parcel layer, or the Road Name in the street layer, or even the name of creeks in the water layer.



Now you are ready to print or export you map. There are several other things that you can do to make your map more detailed that we will cover in later sections. This next image shows the button to click to open the map print/export set up page.



Clicking on this button will bring up the print/export set up page.

Map Production

Select and position the cartographic elements that should appear on the final map layout.

Element	Position	Value	Font
<input checked="" type="checkbox"/> Title	Above Map, Centre	New Map	sans
<input checked="" type="checkbox"/> Neatline	Surrounding Map		
<input checked="" type="checkbox"/> Scale bar	Bottom Right		
<input checked="" type="checkbox"/> Legend	Top Right		sans

Note: "Final map Size" refers to the size of the map produced excluding title, extent values, and the margins surrounding the map. As a result the final image size itself may change depending on the values provided.

Format

Final Map Size: 450 Pixels x 350 Pixels

Title Font Size: 12

Output Type: GIF Document

Save Printer Friendly Map Close

The print/export set up page has several parts to customize your map. In the next image you will see the various parts that you can change to either print or export you map to a variety of image (picture) types.

Map Production

Select and position the cartographic elements that should appear on the final map layout.

Element	Position	Value	Font
<input checked="" type="checkbox"/> Title	Above Map, Centre	Map Title	sans
<input checked="" type="checkbox"/> Neatline	Surrounding Map		
<input checked="" type="checkbox"/> Scale bar	Bottom Left		
<input checked="" type="checkbox"/> Legend	Top Left		sans

Note: "Final map Size" refers to the size of the map produced excluding title, extent values, and the margins surrounding the map. As a result the final image size itself may change depending on the values provided.

Format

Final Map Size: 450 Pixels x 350 Pixels

Title Font Size: 12

Output Type: GIF Document

Export Map → Save Printer Friendly Map Close

Annotations: "Name your map" points to the Value field. "Click these to position legend and scale" points to the Position dropdowns for Legend and Scale bar. "Map export type" points to the Output Type dropdown. "Print preview" points to the Printer Friendly Map button.

Try the different settings and click the preview button to see your map. When your map looks like you want it to, you can either print your map by clicking on the print button on your browser page, or select File from the browser menu, and select print. If you want to export your map to an image file, this next image shows you the buttons to use.

Map Production

Select and position the cartographic elements that should appear on the final map layout.

Element	Position	Value	Font
<input checked="" type="checkbox"/> Title	Above Map, Centre	New Map	sans
<input checked="" type="checkbox"/> Neatline	Surrounding Map		
<input checked="" type="checkbox"/> Scale bar	Bottom Right		
<input checked="" type="checkbox"/> Legend	Top Right		sans

Note: "Final map Size" refers to the size of the map produced excluding title, extent values, and the margins surrounding the map. As a result the final image size itself may change depending on the values provided.

Format

Final Map Size: 450 Pixels x 350 Pixels

Title Font Size: 12

Output Type: JPEG Document

- GIF Document
- PNG Document
- PNG24 Document
- JPEG Document
- PDF Document

Printer Friendly Map Close

Annotations: "Click this" points to the Output Type dropdown. "Select one of these." points to the expanded list of output types.

Choose one of the image types that the software you have on your computer will recognize. The most common is the jpeg format, and is recognized by most image software. At this time the PDF export is not available. When you have selected the type of map that you want to export, click on the save button. This next box will pop up.

The download should start automatically in a few seconds, otherwise click [here](#) to download the file manually.



The Map Server computer is preparing to export the map to your computer. In a few moments, you should see this next box appear.



Click the save button and select a place on your computer to save the file. Follow the same procedures you would normally use when you save a file to your computer. You can then open the map in your image software or email the map to a friend or colleague.

Congratulations! You have made your first map using the Henry County GIS Online.

Feel free to save this file to your computer for easy reference.