Navigation

To navigate the map interface a user can view areas of the map by using their computer mouse & scroll wheel.

Scrolling with computer mouse wheel:

i. Hover mouse arrow pointer over an area of the map
ii. Scroll the mouse wheel upward to zoom in
iii. Scroll the mouse wheel downward to zoom out
iv. Click and drag mouse left or right to view different areas of the map
Map Tools

Zoom In/Out Tool – While map is active click tool to zoom in or zoom out.

Home Tool – This tool is located at the bottom right corner of your screen, click this tool to return the map to the full extent or start position.

Search Tool – Includes a drop down menu that allows you to search addresses, roads, account numbers, tax map numbers and owner’s names.

Enhanced Basemap Gallery Tool – Includes the option to view map in basic form or with satellite images from 2011 & 2015

Layer List Tool – Includes drop down menus that allow you to check on and off which layers you would like to interact with on the screen. For example: roads, railroads, ATV trails, parcels, EMS stations, etc.

Measurement Tool – Measures area, distance and location

Print Tool – Click to generate a map layout that you can send to your printer.

Draw Tool – Includes a various selection of lines and shapes that allow you to draw on the map which can be used to determine the distance between points

Share Tool – Click to share map as a link through email, Facebook, Twitter, Google+ or as an embedded link for webpage use.
Map Layers

To turn on or off map layers, click on the Layer List Tool Icon to show the available layers for the map. Then click on one of the checkboxes to turn a layer on or off (you can click on the arrow next to the layer choices to show a drop down menu of more layer choices).

NOTE: If layer name is grayed out you are zoomed to far out to see the layer.
Aerial Photos

Aerial photos and other image layers can be turned on or off by selecting the Enhanced Basemap Gallery Icon and then selecting the 2011 Imagery icon or 2015 Imagery icon of your choice.
Searching for a Property

The search area at the top left of the map interface allows you to search for a property by Address, Roads, Account #, Tax Map # or Owners Name.

**Address Search:**
![Address Search](image1.png)

**Roads Search:**
![Roads Search](image2.png)

**Account # Search:**
![Account # Search](image3.png)

**Tax Map # Search:**
![Tax Map # Search](image4.png)

**Owners Name Search:**
![Owners Name Search](image5.png)
Tax Map# Search Examples

Searching with Tax Map Numbers can be tricky. Here is a guide that will assist you when searching with them.

**Note:** ‘Space’ indicates how many times you need to use the spacebar on your keyboard to accurately find what you are searching for.

**Tax Map# 094B4A  0065**

<table>
<thead>
<tr>
<th>094</th>
<th>B4</th>
<th>A</th>
<th>Space</th>
<th>Space</th>
<th>Space</th>
<th>0065</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Insert</td>
<td>Double Circle</td>
<td>Double Circle</td>
<td>Block</td>
<td>Block</td>
<td>Lot</td>
</tr>
</tbody>
</table>

**Tax Map# 134  A  0002**

<table>
<thead>
<tr>
<th>134</th>
<th>Space</th>
<th>Space</th>
<th>A</th>
<th>Space</th>
<th>Space</th>
<th>Space</th>
<th>0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Insert</td>
<td>Insert</td>
<td>Double Circle</td>
<td>Double Circle</td>
<td>Block</td>
<td>Block</td>
<td>Lot</td>
</tr>
</tbody>
</table>

**Tax Map# 024A324410002-0005**

<table>
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<th>024</th>
<th>A3</th>
<th>24</th>
<th>41</th>
<th>0002</th>
<th>-0005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Insert</td>
<td>Double Circle</td>
<td>Block</td>
<td>Lot</td>
<td>Sub Lot</td>
</tr>
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</table>

**Tax Map# 004A 01010001-0002**

<table>
<thead>
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<th>004</th>
<th>A</th>
<th>Space</th>
<th>01</th>
<th>01</th>
<th>0001</th>
<th>-0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Insert</td>
<td>Insert</td>
<td>Double Circle</td>
<td>Block</td>
<td>Lot</td>
<td>Sub Lot</td>
</tr>
</tbody>
</table>
Search Results/ Property Information

Once you have searched for a property using one of the search methods to find a property you will have access to detailed information about the property.
Printing a Map

1. To print a map, click the Print button shown on the toolbar:

2. You will then have the option of choosing the size and layout of your map and changing the map title. There is also a choice for Advanced Printing options where you can change the scale of the map, author and print quality options. (See photo to the left)

3. Once you have finished making all printing adjustments click the print button. It may take a few seconds but your map will then show up below in the format that you chose (in this case PDF). (See photo below)
Printing a Map (Continued)

4. After the PDF of your map appears click on it. A new window with your map will appear (as below).

5. Once the map layout is shown you may print it from your web browser by choosing File->Print or File->Print Preview because you can then adjust the printer setting such as margins and scaling while viewing a preview.

6. You may also save your map from the web browser by choosing File->Save As and then saving it to a location on your computer.

NOTE: Depending on the internet browser you are using the steps may vary for printing & saving. Also when printing a map in landscape format, you will probably need to set your print preview or printer page setup to Landscape rather than Portrait.
Sharing a Map

Click the Share Tool to share a map through email, Facebook, Twitter, Google+ or as an embedded link for webpage use.

NOTE: Please note that sharing maps may not be supported in Internet Explorer versions 6 and 7, it’s recommended to upgrade to the latest Internet Explorer, Google Chrome, or Firefox versions. You also want to make sure that if you are using Internet Explorer 8 or later, that you turn off “Compatibility View”.
The Measure Tool (Area)

To measure the area of a location click the Area Icon and then select what form of measurement you would like to use (example: acres, sq. yards, sq. miles, etc.) then click a point on the map. This will create a point on the map that you will then drag your mouse and click other areas of the map to include in your measurement. To stop using this tool double click on the last point you created on the map. Your measurement results will be located in the right panel.
The Measure Tool (Distance)

To measure the distances of a location select the Distance Icon and then select what form of measurement you would like to use (example: miles, yards, kilometers, etc.) Click on the map to create a point and drag to the point where you want to end your measurement and double click. Your measurement results will be in the right panel.
The Measure Tool (Location)

To get the longitude and latitude of a location select the Location Icon and then select what form of measurement you would like to use (example: degrees or DMS). Next click on the map where you would like to get coordinates of. Your results will be in the right panel.
Troubleshooting

Our Web GIS interface requires the latest version of your web browser and also requires that JavaScript be enabled.

In most cases, if you experience a problem with the interface, upgrading to the latest version of your web browser will solve the problem. In addition making sure that your web browser is not zoomed in too far will be helpful in viewing the interface and being able to accurately utilize the tools available.

Also trying a different web browser may be helpful.

If you continue to experience problems or have any questions, please feel free to contact us by phone or email at:

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