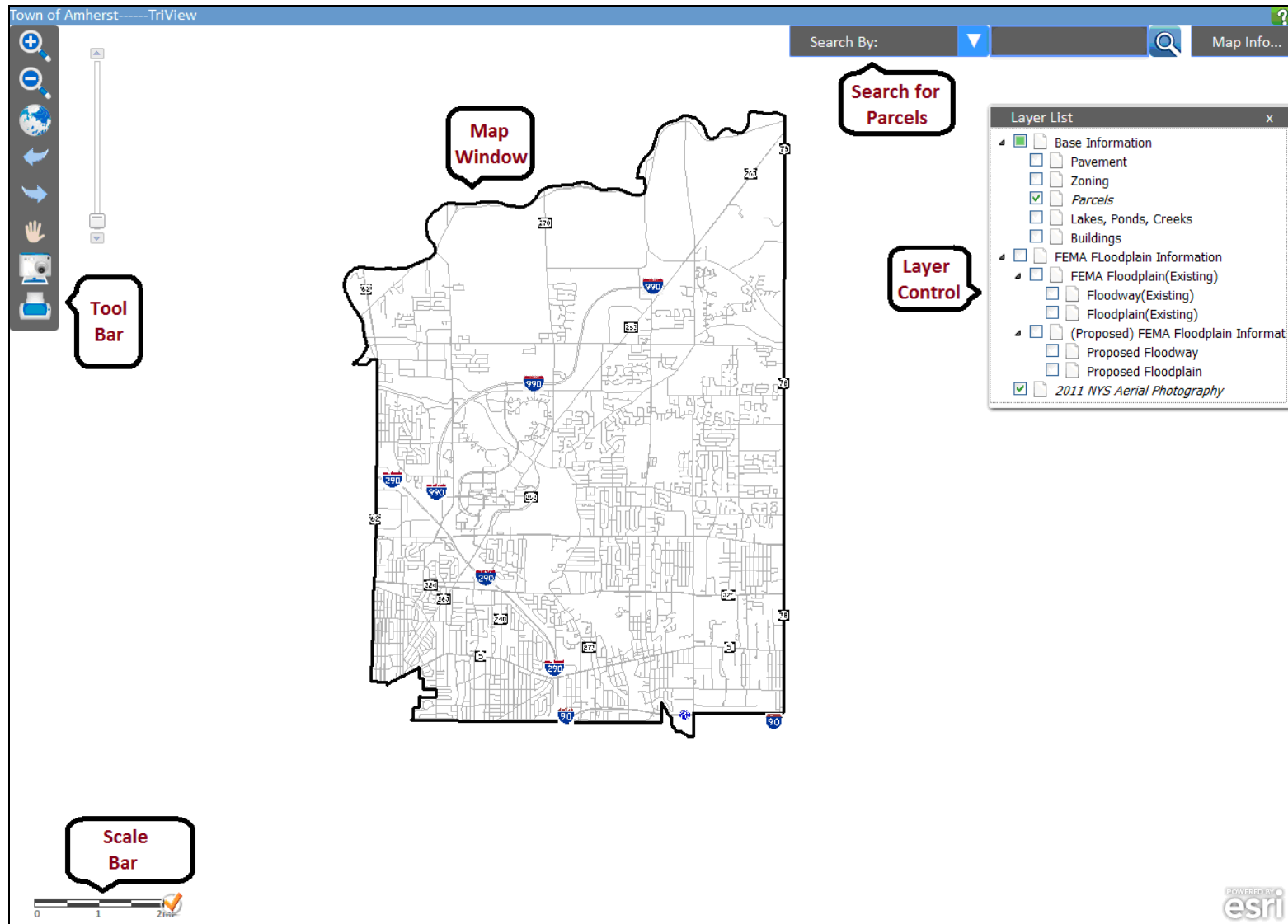# User Guide of the Map Machine for Town of Amherst

MAIN ELEMENTS OF MAP WINDOW

Description of Map Window Main Elements

The MAP WINDOW is where the map is displayed. The contents of the display are controlled by the various tool buttons, layer controls, and queries.

The SCALE BAR is located at the bottom left corner of the display and will be adjusted automatically based on scales of map.

The TOOL BAR is located at the top left of the map window. The toolbar is composed of various tools used to control the map display, map query and printing. Users can ZOOM IN or ZOOM OUT, PAN the main map window, Control map extent using FULL EXTENT, PREVIOUS EXTENT or NEXT EXTENT, QUERY the parcels in the map window using HYPERLINK tool to get the TriView window of current Parcel. TriView window will bring users a new window which shows the parcel from three different views (details available later in QUERY section in this user guide). Users can use PRINTER to print the map in its current extent.

Clicking on any tool button will activate that tool for use. Extent control tools and PRINTER will be activated when you click it and deactivated when its function finished. Map display control tools including ZOM IN, ZOOM OUT and PAN will remain activated until other map display control tools of HYPERLINK tool is activated. HYPERLINK tool will remain activated once it is clicked.

Below are descriptions for each of the tools in the Toolbar. For quick reference while in the Main Map Window hold the mouse pointer over any of the Toolbar icons for a brief description of the tool.

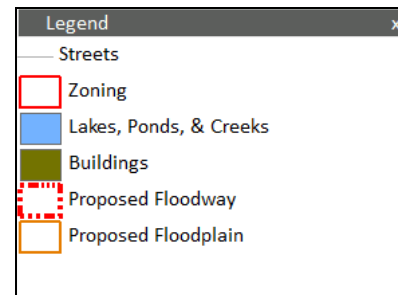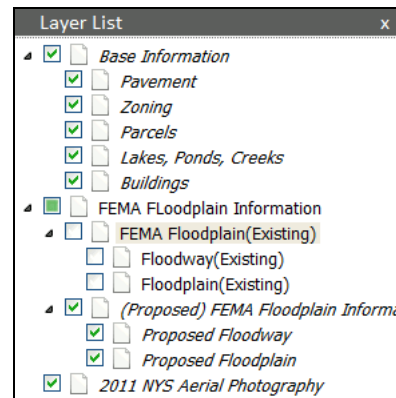| DESCRIPTION OF TOOLBAR BUTTONS	
	Zoom In: click or draw box
	Zoom Out: click or draw box
	Full Extent
	Previous Extent
	Next Extent
	Pan Around Map
	Click Parcel to get a TriView
	Printer Settings

MAP LAYER CONTROLS

Map info button in the up right corner of the map window will open a dropdown menu which contains map layer infos including Layer List and Legend. When the menu items are clicked, the corresponding layer info window will pop up. Both of them is draggable and can be closed when you don't need it. The Layer list is set to show when you open the map.

Layer list let you toggle the checkboxes in front of map layers to select which map layer(s) to display.

Legend window shows the legend of layers currently visible. It will update itself automatically according to the changes of layers visibility.

Note that several of the layers are "scale-dependent." This means that these layers contain too much detail to display on a countywide map. When the map is zoomed out too far, these items will not be showed on map. They will become available when the map is zoomed in to a scale where viewing these layers is feasible (approximately the size of a typical town).
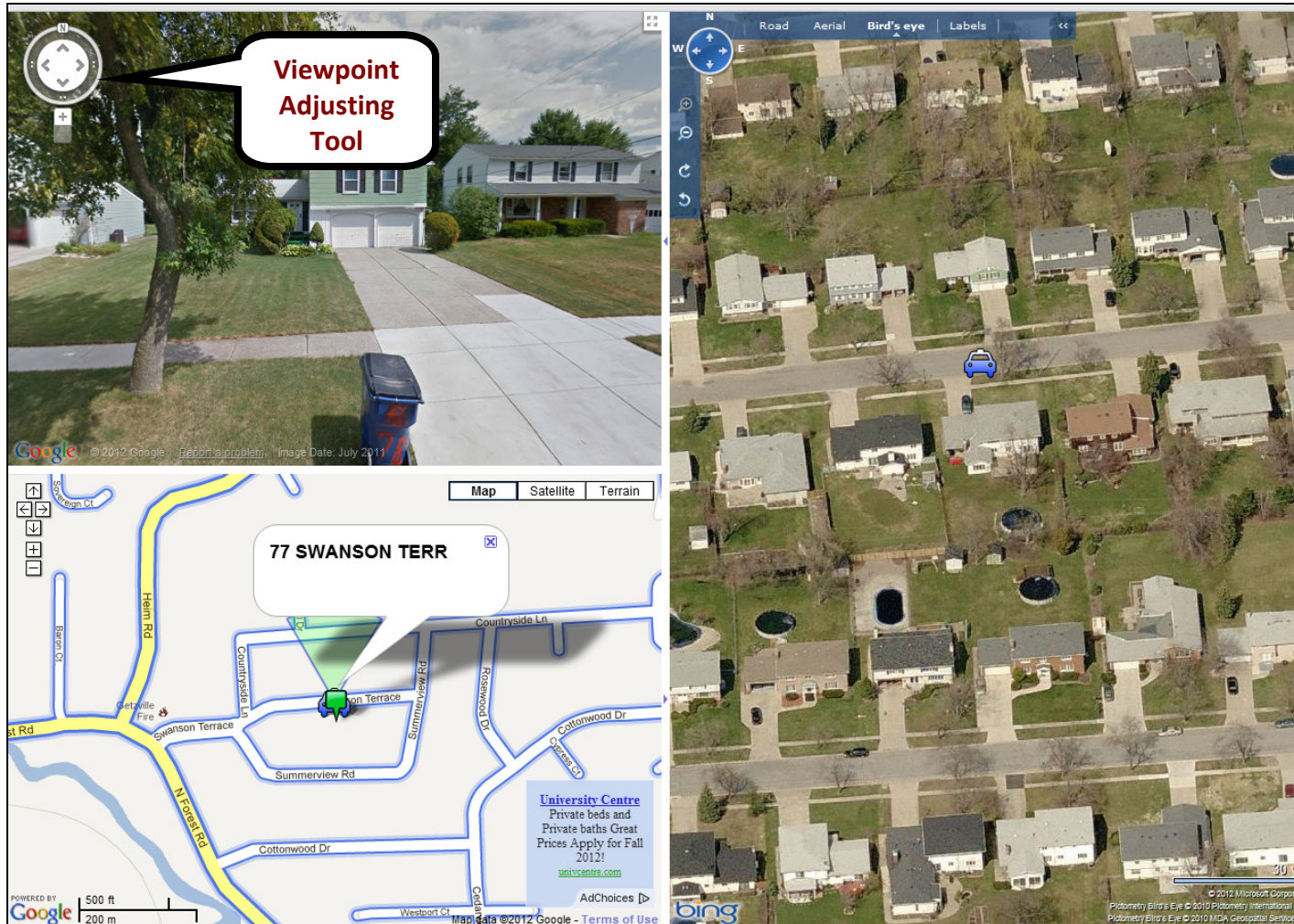
QUERIES

The query function is based on Parcel feature and composed of three different parts.
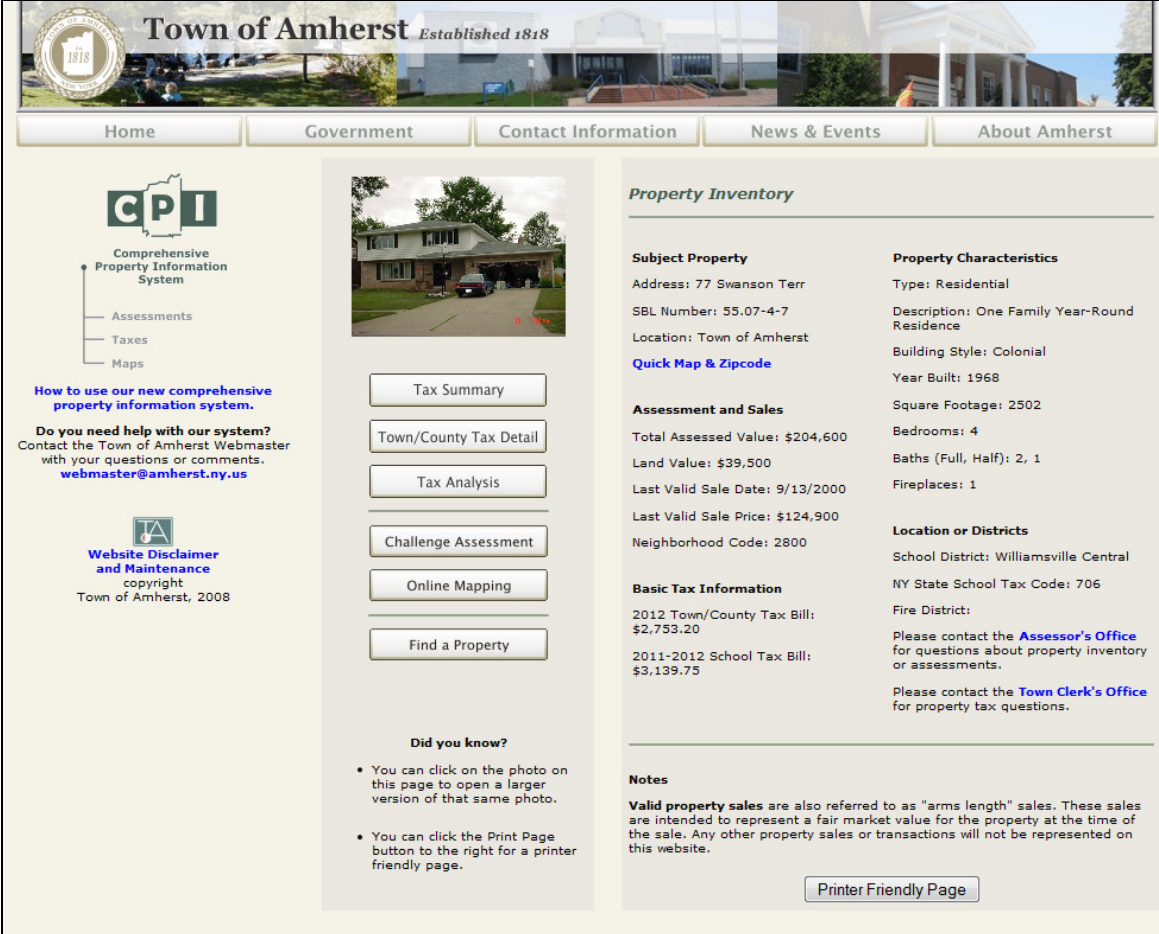
(1) TriView Query

When Hyperlink Function is activated, you can use left mouse click to start a TriView query. A TriView window will popup in a new window while parcel basic information will popup on the map near selected parcel and highlight the parcel. A TriView window is composed of three view of the selected tax parcel. The one from up left is street view of the parcel. The one from the bottom left is parcel position on Google street map. The one on the right is the 45 degree satellite map of the parcel.

Sometimes, the street view is not accurately face toward the house in the tax parcel. In this case you just need to adjust the viewpoint using the tool on up left corner of the street view.

(2) CPI View Query

CPI View query is activated all the time. You can use it by right clicking on the parcel. A new window of the CPI page on Town of Amherst website will pop up and the selected parcel will be highlighted.

(3) Geo-database Query

You can use the search function on the up right of the map to query parcel information in geo-database. By clicking on the down arrow, you can select your query field: Print Key, Address or Owner Name.
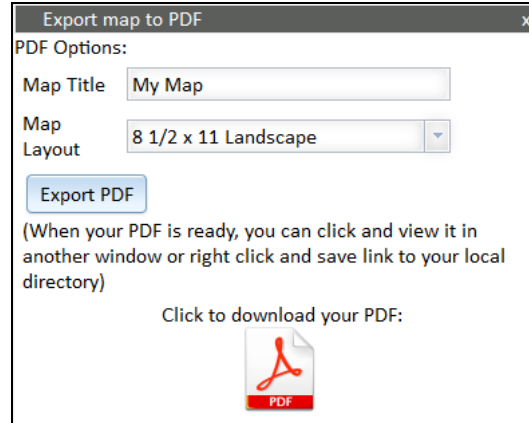
Parcel ID	Print Key ⬍	Address ⬍	Owner Name ⬍
41641	81.03-4-7	1100 WEHRLE DR	MANUFACTURERS & TRADERS
9588	40.18-3-21.1	1100 CHESTNUT RIDGE RD	STEWART DAVID R & STEWART BARBARA J
19582	55.19-3-37./A	1100 N FOREST RD	TOWN OF AMHERST
4503	27.00-1-7	1100 CAMPBELL BLVD	CALAVANO ANDREW & CALAVANO ELIZABETH
4688	27.13-1-18	1100 N FRENCH RD	PARENTI ALVIN L JR
2512	16.00-2-8	1100 NEW RD	PHILLIANS SUZANNE H & PHILLIANS VINCENT C
2606	16.00-5-15	11100 TRANSIT RD	THOMPSON RANDY D

Searching Result

A searching result window will pop up and result parcels will be highlighted on the map after the search button is clicked. In the searching result, you can sort the result by each field. By clicking on a searching result, the map will zoom to the extent of the selected tax parcel.

PRINT

PRINTER tool will let you print the map in current extent shown in map window. A printer setting window will pop up after the PRINTER button is clicked. In the printer setting window, you can type in the map title and select your desired map layout. After you click export PDF, your map will be available to download at the bottom of the window.

After your operation finish, you can choose to close the window using the close button on the up right corner of the window.