

# Columbia County GIS Viewer: A Quick Help Guide

<http://mapsonline.columbiacountyga.gov/columbiaajs/>  
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The Columbia County GIS viewer is now available in both mobile and desktop friendly versions. This guide provides help information for both versions.

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## Mobile

On phones or mobile devices, the appearance of the mapping application will be optimized to leverage a smaller screen. Certain tools and display panels are designed for optimized use in a mobile environment.

The mapping application is designed to be compatible with all major mobile platforms including but not limited to Android, iOS, and Windows 8.1 Mobile.

The “Locate Me” tool leverages the native GPS support provided by mobile devices to manage the application relative to their physical location.



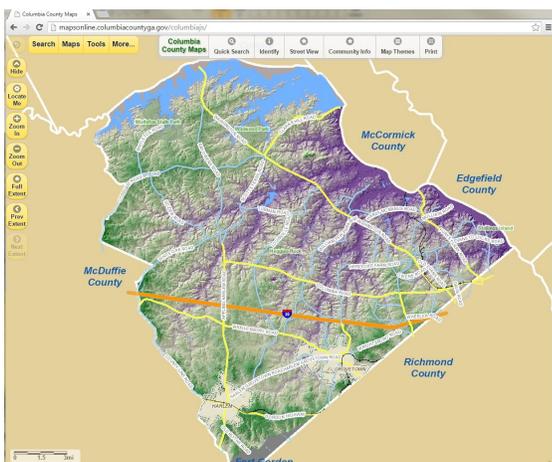
## Desktop

The desktop environment provides users tools and functionality that can be optimized in internet browsers on PCs or MAC machines. Designed and developed to work on all major desktop browsers including but not limited to Google Chrome, Internet Explorer, and FireFox.

Custom Auto Complete search

technology allows users to find search results with just a few key strokes.

Printing, exporting, and reporting features allow users to extract features and data such as mailing labels.



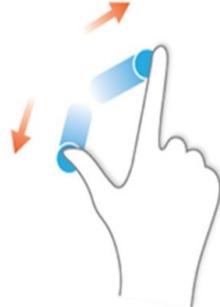
## Mobile Navigation

Pan:



Touch and Drag to Pan the Map.

Zoom In:



Touch and pinch apart to zoom in on the map.

Zoom Out:



Touch and pinch in to zoom out on the map.

## Desktop Navigation

Pan:

Click and hold down the mouse to drag and pan the map.

Zoom In:



Click on the Zoom In button.

Zoom Out:



Click on the Zoom Out button.

Alternately, hold down the shift key and left click the mouse while drawing a box in the map to zoom to a specific area.

## Other Navigation Options

Locate Me:

Use the locate me button in the navigation tools to provide your location using GPS, WiFi, and cellular towers. This option is only available if you are physically located within Columbia County and you have enabled access to your location.



Full Extent:

Use the full extent button to return to the full extent of the map.

# Columbia County GIS Viewer: Search Quick Help

## Standard Search

Choose the layer to search from by clicking the Search button in the upper left corner and clicking the All Fields button. The default search includes all fields and map layers with the search option enabled.

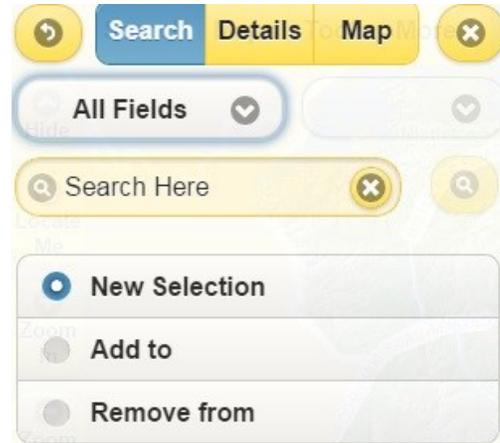
your search criteria will be returned as a list. Choose the best result.

The map will refresh with the selected features highlighted and descriptive information will be displayed.

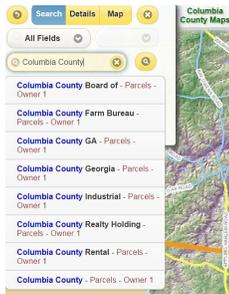
Click on Search Here and type one or more words to use as search criteria (e.g. Tax Map and Parcel or Owner).

A CSV file of or mailing labels with addresses of selected features can be produced.

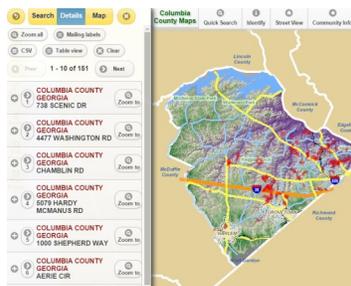
Map features that match



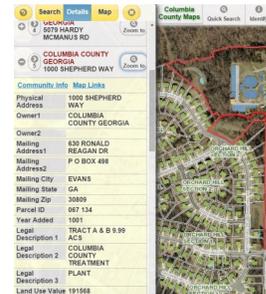
## Search by Owner Name Example



Click the search button and type the owner name of interest into the search box. The autofill will start to make suggestions. Click on the owner name of interest.



The map will refresh with selected features highlighted and descriptive information displayed. If more than one tax parcel is found, multiple results will be shown.

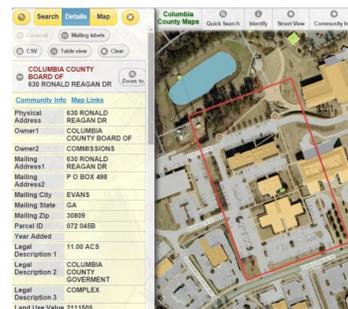


Click the button to zoom to the tax parcel of interest and click the plus icon to view the descriptive information.

## Search by Property Address



Click the search button and type the property address of interest into the search box. The autofill will start to make suggestions. Click on the address of interest.



The map will refresh with selected features highlighted and descriptive information displayed. If more than one parcel is found with the specified address, multiple results will be shown.

## Select on the Map



Select features on the map by drawing a point, line or polygon.



Zoom in to the area of interest in the map view. Choose the selectable layer.

### Select by Point:

Click the point button, and left click once in the map view to select a feature. The details pane will appear in the left margin.

### Select by Line:

Utilized to select multiple features in the selectable layer that are intersected by a line.

Click the line button. Left click once in the map to start a line, left click again to change the line direction, and double click to finish the sketch. Features intersected by the line are shown. Click the Zoom To button to zoom to the feature of interest. Click the plus icon to display descriptive information.

### Select by Shape:

Utilized to select multiple features in the selectable layer that are intersected by a polygon.

Click the Shape button. Left click once in the map to start the shape, left click to add corners to the shape, and double click to finish the sketch. Features intersected by the shape are shown. Click the Zoom To button to zoom to the feature of interest and click the plus icon to display descriptive information.

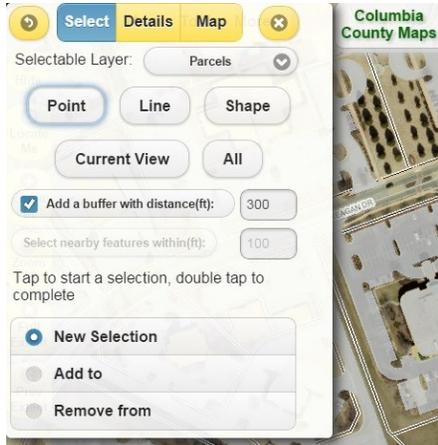
### Current View:

All features in the selectable layer currently in the map view are selected.

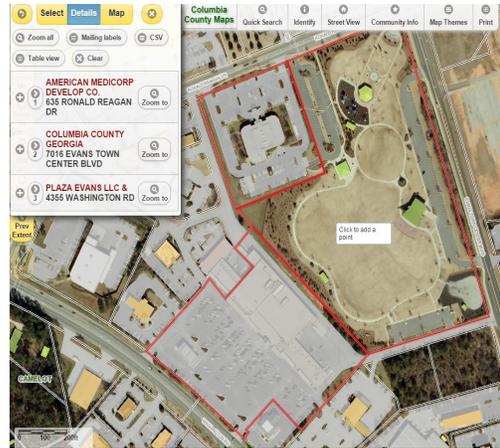
### All:

All features in the selectable layer are selected.

## Add a Buffer with Distance

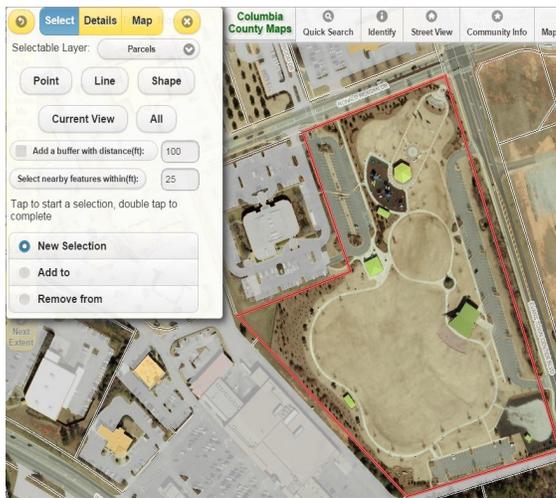


By checking the Add a Buffer with Distance box, the user can select features that are within a specified distance of a point line or polygon. In this instance, any feature within 300 feet of a specified location will be selected. Now click the appropriate location on the map.

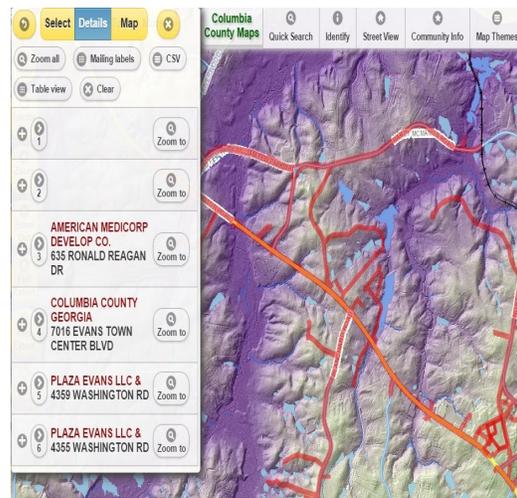


All of the selected features will be outlined in red. The information for the selected features will be displayed in the Details tab in the left margin. The Zoom To button can be used to zoom to a specific feature. Complete descriptive information for a single feature can be displayed by clicking the plus icon. A CSV file or mailing labels with addresses of the selected features can be produced.

## Select Nearby Features within a Distance



A feature must already be selected to Select a Nearby Feature within a set distance. If a feature is not selected, this button will be inactive. In this instance, all features within 25 feet of the selected parcel will be selected. Click on the Select a Nearby Feature button.



The map will refresh, and all the features within the specified distance will be outlined in red. The information for the selected features will be displayed in the Details tab in the left margin. The Zoom To button can be used to zoom to a specific feature. Complete descriptive information for a single feature can be displayed by clicking the plus icon. A CSV file or mailing labels with addresses of the selected features can be produced.

## Advanced Search

Navigate to Advanced Search by clicking the Search button in the upper left hand corner.

Choose the layer to search from by setting the Selectable Layer to the appropriate layer name. The default search is set to parcels.

Define the selection criteria by clicking the Search Field drop down and specifying the field of interest. The physical

address is the default search field for the parcels layer.

Click the Contains drop down menu to specify the desired query operator. Type a value in the search box and click the Add button. Repeat until all criteria have been entered into the query builder. Click the search button.

Notice that in addition to creating a new

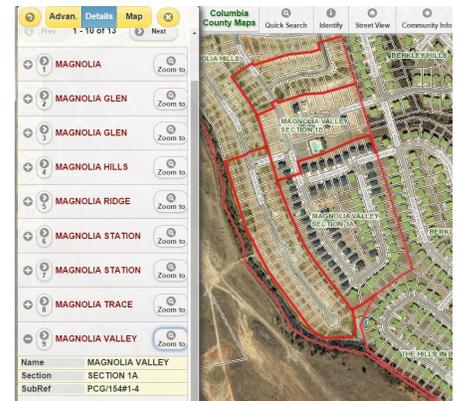
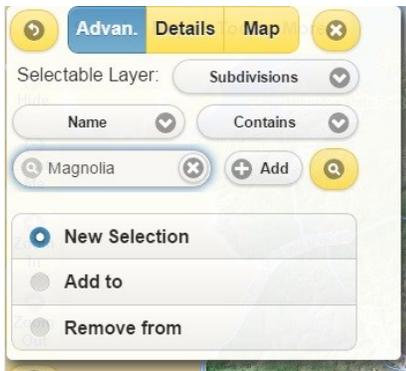
selection, a query can be used to add records or to remove records from a current selection by clicking the radio button next to Add To or Remove From.

The map will refresh with the selected features highlighted and descriptive information will be displayed. Click the plus icon next to a given record to display descriptive

information. A CSV file or mailing labels can be produced from selected records as well.



## Advanced Search Example: Subdivisions

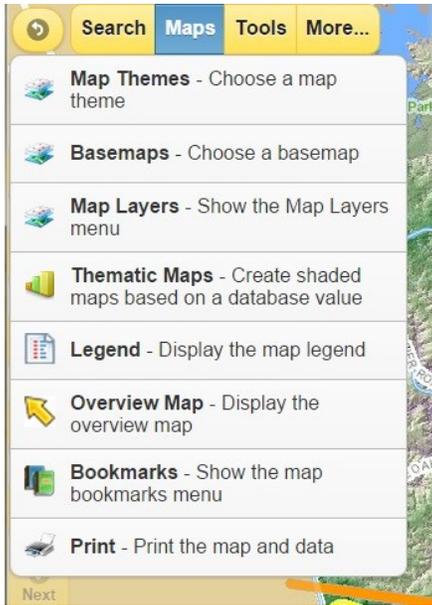


Click the Search button, and select Advanced Search. Set the selectable layer to Subdivision and the field to Name. Set the operator to Contains and type in "Magnolia." This will select all the subdivision records in which the name contains "Magnolia." Click the search button to run the query.

The map will refresh with selected features highlighted and descriptive information displayed. Since more than one subdivision was selected, multiple results are shown.

Click the button to zoom to the subdivision of interest and click the plus icon to view the descriptive information.

## Columbia County GIS Viewer: Maps Quick Help



All of the topics outlined in the Maps Quick Help can be found by selecting the Maps Button in the upper left corner.

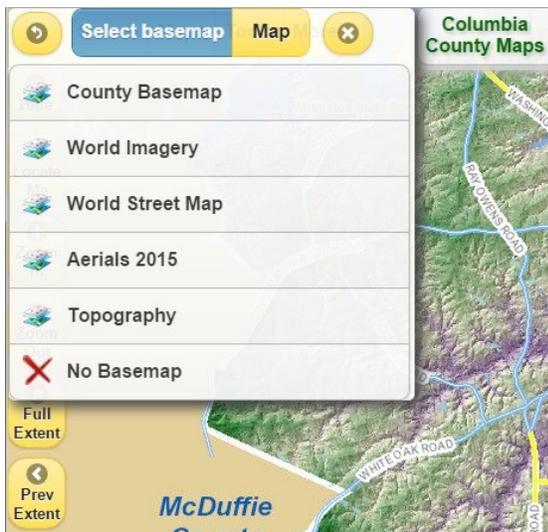
### Map Themes

The GIS Department has created a variety of Map Themes that display a group of complimentary map layers depicting a topic of interest.

The default theme is Basemap.



### Basemaps



The user can select an alternate basemap to draw under a selected map theme by clicking the Maps button in the upper left corner and selecting Basemaps.

A list of basemap options will be displayed. Click on the basemap of choice.

## Thematic Maps

Thematic maps can be used to symbolize parcel features based on numerical data.

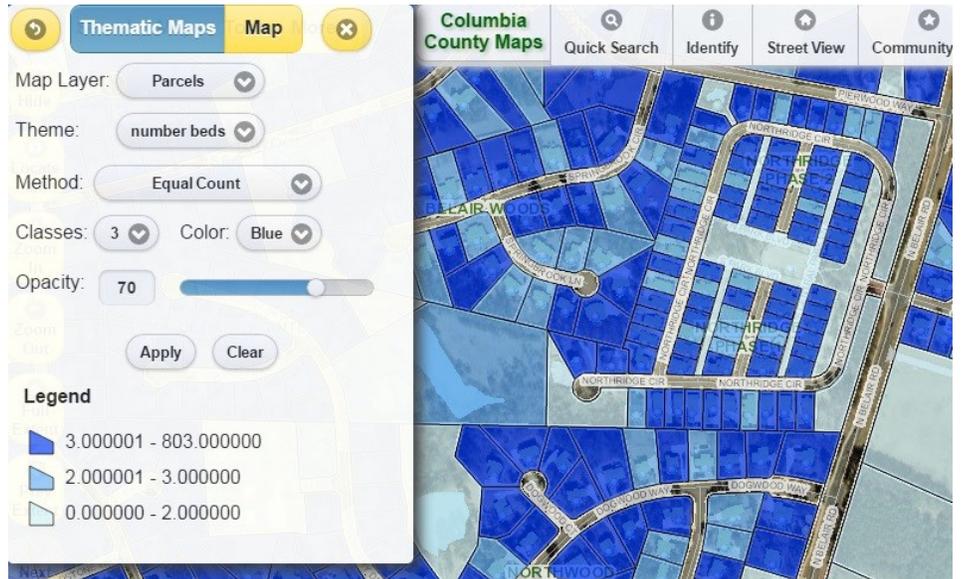
Click on the Theme dropdown to choose a field to use for symbolization.

Click on the Method dropdown to choose from available classification methods.

Click on the Classes dropdown to choose the number of classes represented.

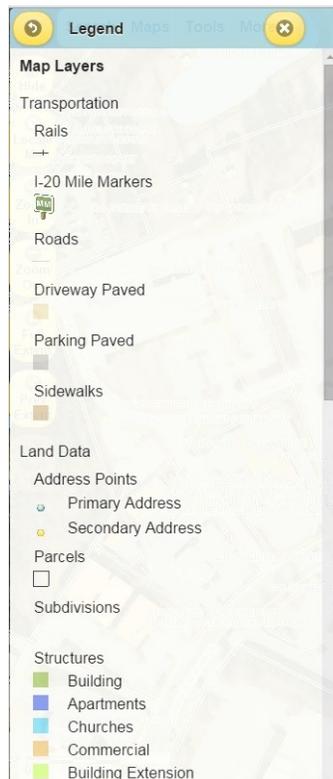
Click on the Color dropdown to choose the map display color.

Adjust the Opacity to the desired level by using the slider and note the result.



## Legend

The legend displays the map legend for all the visible map layers.



## Overview Map

The overview map provides a frame of reference for the current map extent with respect to the county boundary. The overview map can also be toggled by clicking the arrow in the lower right corner of the map view.



### Bookmarks

Bookmarks can be used to create and label shortcuts to locations of interest on the map.

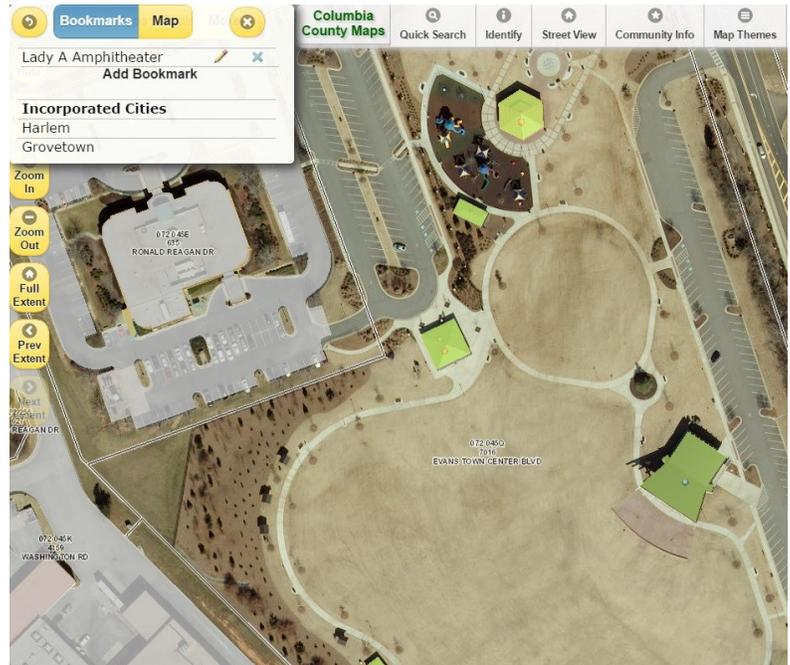
To add a bookmark, navigate to the area of interest on the map.

Click Add Bookmark and type and name into the box. The default name is Untitled.

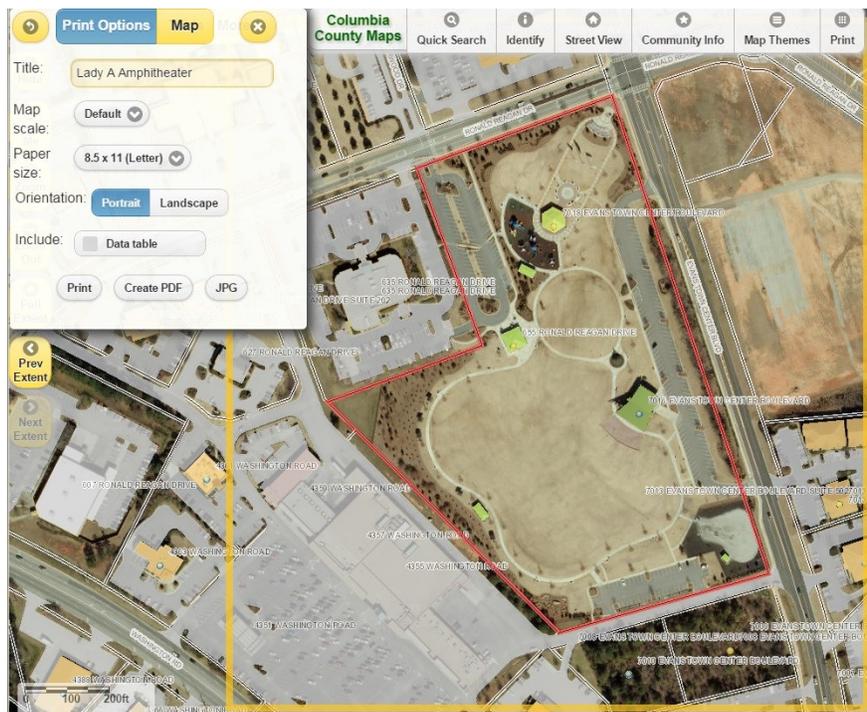
The pencil icon edits the bookmark name.

The X icon deletes the bookmark.

Bookmarks are stored in browser cookies and will persist until the browser cookies are cleared. Depending on the browser used and how history is managed, bookmarks may or may not persist from one session to another.



### Print

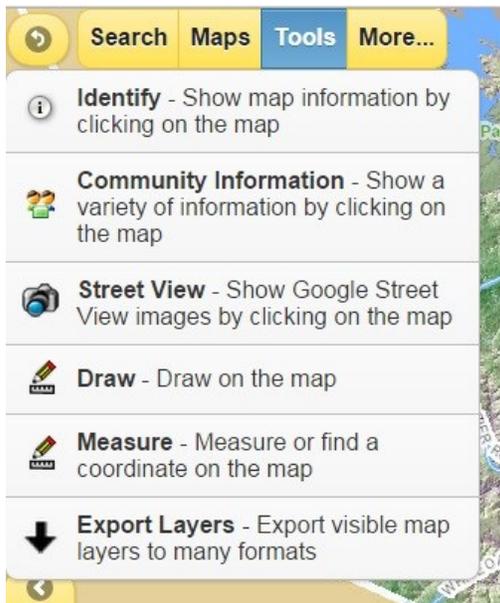


The user can either create a paper map or a PDF of the map with the print tool. A title can be included but is optional. If a feature is selected, there will be an option to include the data table. However, it is recommended to leave that option unchecked and download a CSV file of descriptive information.

The default map scale is the initial scale of an area when navigating to the area. To set the scale to a ratio other than default, choose the desired scale from the dropdown menu. When the scale is selected, the map will be displayed at the specified scale in the Print Preview window.

The default paper size is 8.5" x 11," which can be changed by clicking on the dropdown and selecting an alternate paper size.

To change the default page orientation from Portrait to Landscape, click the appropriate Orientation button.



All of the topics outlined in the Tools Quick Help section can be found by selecting the Tools Button in the upper left corner of the desktop window or on the Menu Bar across the top of the screen..



## Identify

The identify button displays descriptive information for a specified map feature. The feature must be visible in the Map View to be identified. Currently, on parcels are enabled for identification.

Select the Identify Tool either using the Tools button or on the Menu Bar.

Click on a map feature.

Information for the feature(s) will be returned in a summarized format by default under the Identify tab.

Users have the option to see more descriptive information by clicking the Details tab.



## Community Information



Community Info assembles information describing the “Community” surrounding a specified location on the map.

Select the Community Infor either under the Tools button or on the Menu Bar.

In the map, click on a location or point of interest.

The local representative for the Board of Commissioners and the Board of Education are listed in the collapsible panel on the left.

An option to print the Community Infor is available by clicking the Print button.

## Columbia County GIS Viewer: Tools Quick Help

### Street View

Street view provides a direct link to Google's Street View technology from a specified location in the map.

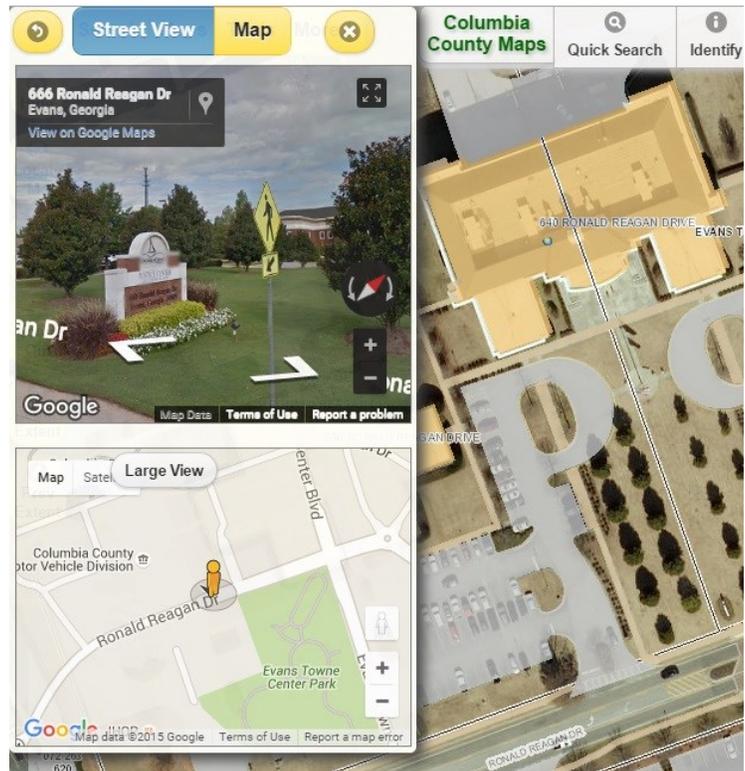
Select the Street View either under the Tools button or on the menu bar.

In the map, click on a location or point of interest.

Two small windows appear in the panel on the left, representing information directly from Google's Street View.

There is an option to open the Street View site in a stand alone format by clicking the Large View button.

You can manipulate the location being viewed directly within the side panel by either clicking a different location on the lower map or by dragging the imagery on the upper map.



### Draw

Draw provides the option to draw graphics and enter text on the map. Tool tips appear on the map indicating click to start, click to finish, and to create the shape.

The Stop, Delete, Undo, Redo, and Clear buttons can be used at any time.



#### Drawing a Point:

Click the Point button to start drawing a point. The color of a point can be changed by clicking the Red dropdown and selecting a preferred color. The shape of a point can be changed by clicking the Circle dropdown. The size of a point can be changed by changing the value to the preferred sized from the initial value of 8.

There is an option to have the coordinates of the point display by toggling on Label Coordinate. The coordinate units can be changed with the Lat/Long DM dropdown.

## Draw



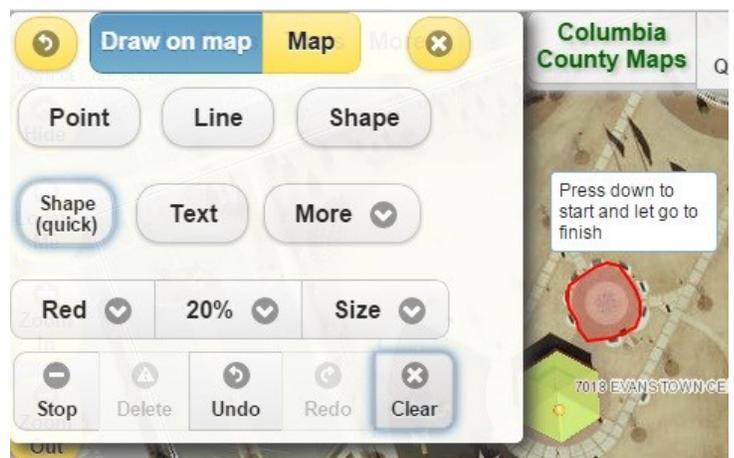
### Drawing a Line:

Click the Line button to start drawing a line. The color of a line can be changed by clicking the Red dropdown and selecting a preferred color. The style of a line can be changed by clicking the Solid dropdown. The width of a line can be changed with the Size dropdown.

### Drawing a Shape:

Click the Shape button to start drawing a shape. The color of a shape can be changed by clicking the Red dropdown and selecting a preferred color. The opacity of a shape can be changed by clicking the 20% dropdown. The shape line width can be changed by the Size dropdown.

The Shape (Quick) button will trace a shape following the mouse. The same customization options can be applied as with the Shape button.



### Inserting Text:

Click the Text button to start typing and inserting text onto the map. The color of text can be changed by clicking the Red dropdown and selecting a preferred color. The font of text can be changed by clicking the Arial dropdown. The size of text can be changed with the 12pt dropdown.

Type the text into the Text Box. When typing is complete, click on the map at the location the text should be displayed.

### Draw



#### More Drawing Options:

Click the More button to reveal a dropdown list of additional drawing options. The color, opacity, line style, and size can be customized for all options in the list.

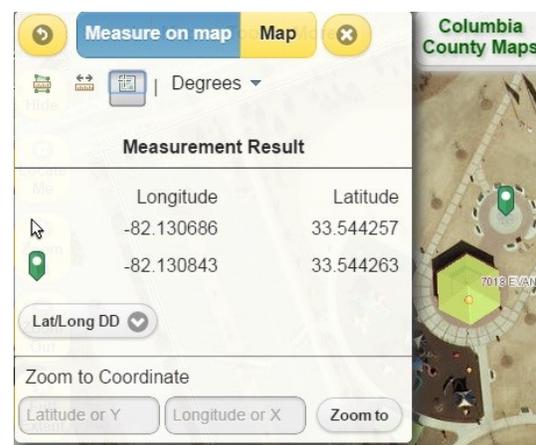
### Measure

Measure provides the ability to measure an area, length, and display longitude and latitude coordinates on the map.

Select the Area Icon  and click Acres to choose the desired unit of measure. Click to start and double click to finish the measurement.

Select the Distance Icon  and click Feet to choose the desired unit of measure. Click to start and double click to finish the measurement.

Select the Location Icon  and click Degrees to toggle display units between Decimal Degrees and Degrees, Minutes, Seconds. When using the coordinate tool, the user can switch the coordinate display units by using the XY Map Units Icon.

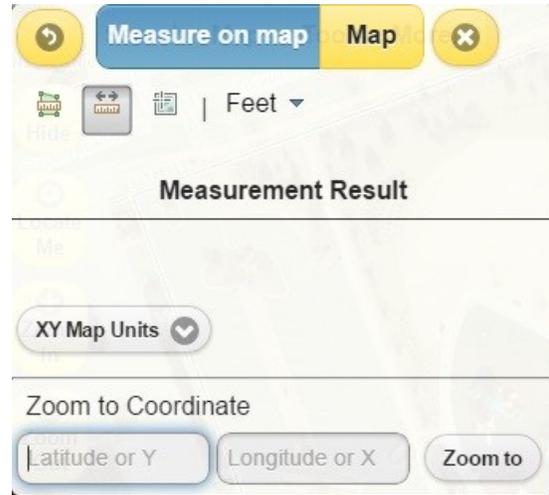


## Measure: Zoom to Coordinates

Zoom to Coordinate is an additional feature in the Measure Tool window.

Enter the XY or Latitude and Longitude of the location you would like to zoom to.

Once you have entered the coordinates, hit the Zoom To button and the map will zoom and center at the desired location.



## Export Layers

Export Layers provides the ability to export predefined features/layers and download them into different formats from the map.

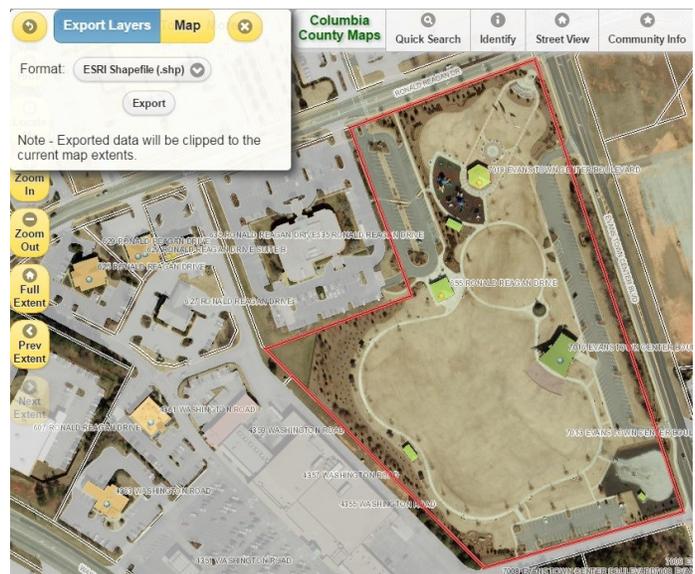


- AutoCAD R14 (.dwg)
- AutoCAD R2007 (.dwg)
- AutoCAD R2010 (.dwg)
- AutoCAD R14 (.dxf)
- AutoCAD R2007 (.dxf)
- AutoCAD R2010 (.dxf)
- ESRI File Geodatabase (.gdb)
- ESRI Shapefile (.shp)
- Keyhole Markup (.kml)
- Microstation (.dgn)

Select the Export Layers option from the Tools list.

From the Format dropdown list, select the export format you would like to download your data in.

Simply click the Export button and your predefined layers will be clipped to the current map extents and downloaded to your browser.



## Parcel Input Methods

The accuracy of parcel lines depends on the data available to the GIS Department when the parcel data was being created. Over time, new technology and advancements in digital files have allowed for increased accuracy of parcel line data. Parcel input methods are listed on Maps Online and can be used to judge the accuracy of the parcel lines shown.

Parcel lines documented in GIS data, no matter their accuracy, should never be used in place of a formal survey to determine a property's true boundary.

### Listed in Order of Accuracy or Highest Level of Input

**DS**

- Digital Survey
- These parcels are taken directly from the georeferenced surveys submitted to the county as part of the subdivision approval process.

**CG**

- COGO
- These parcels are created by inputting the surveyed distance and bearing information from the recorded deed or plat.

**CGA**

- COGO-Adjusted
- These parcels are created in the same manner as CG, but may have a missing or incorrect call(s) with the majority of the survey being good.

**CBF**

- Constructed Best Fit
- These parcels are created from an older deed/plat/original tax map where a distance was given, but no bearing to the angle of the property line.

**BF**

- Best-Fit
- These parcels were taken from the original tax map using only ground evidence (i.e. fence, tree line, etc.) to determine the property boundary, since no other source was available.