



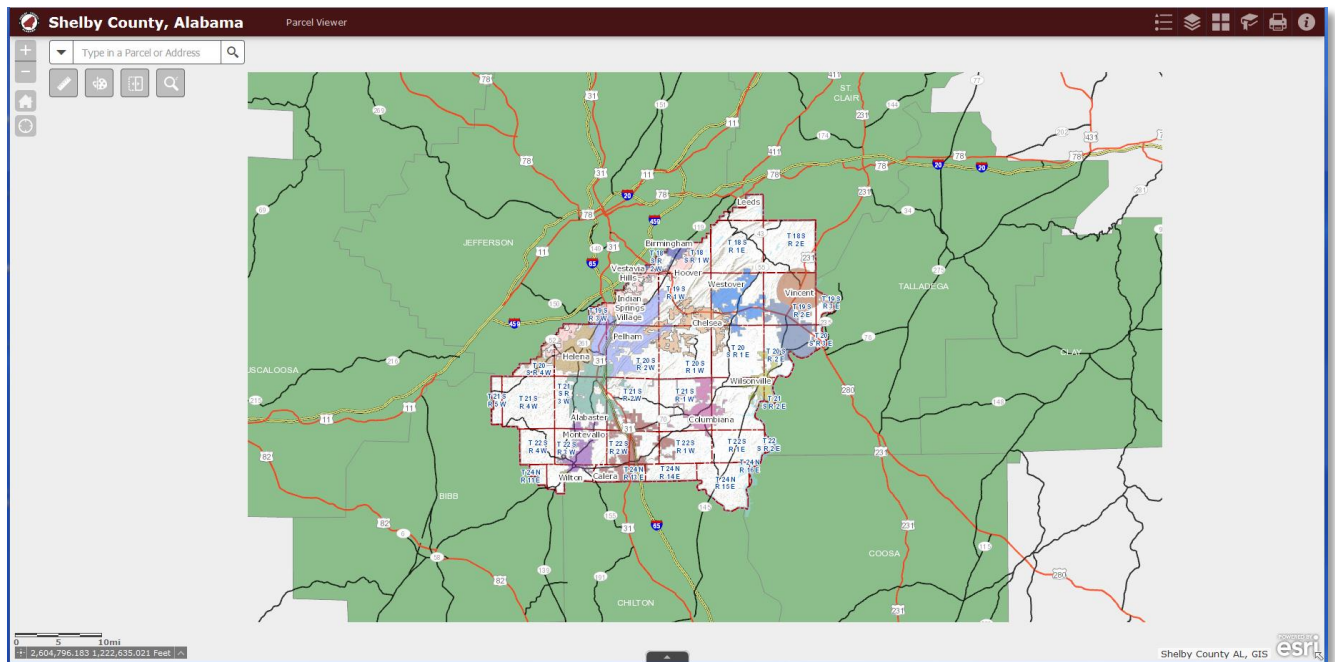
Shelby County, Alabama

GIS Website Help

by True North Geographic

Welcome to the Help Documentation for the Shelby County Online Maps Website. This document provides detailed information about the use of the website.

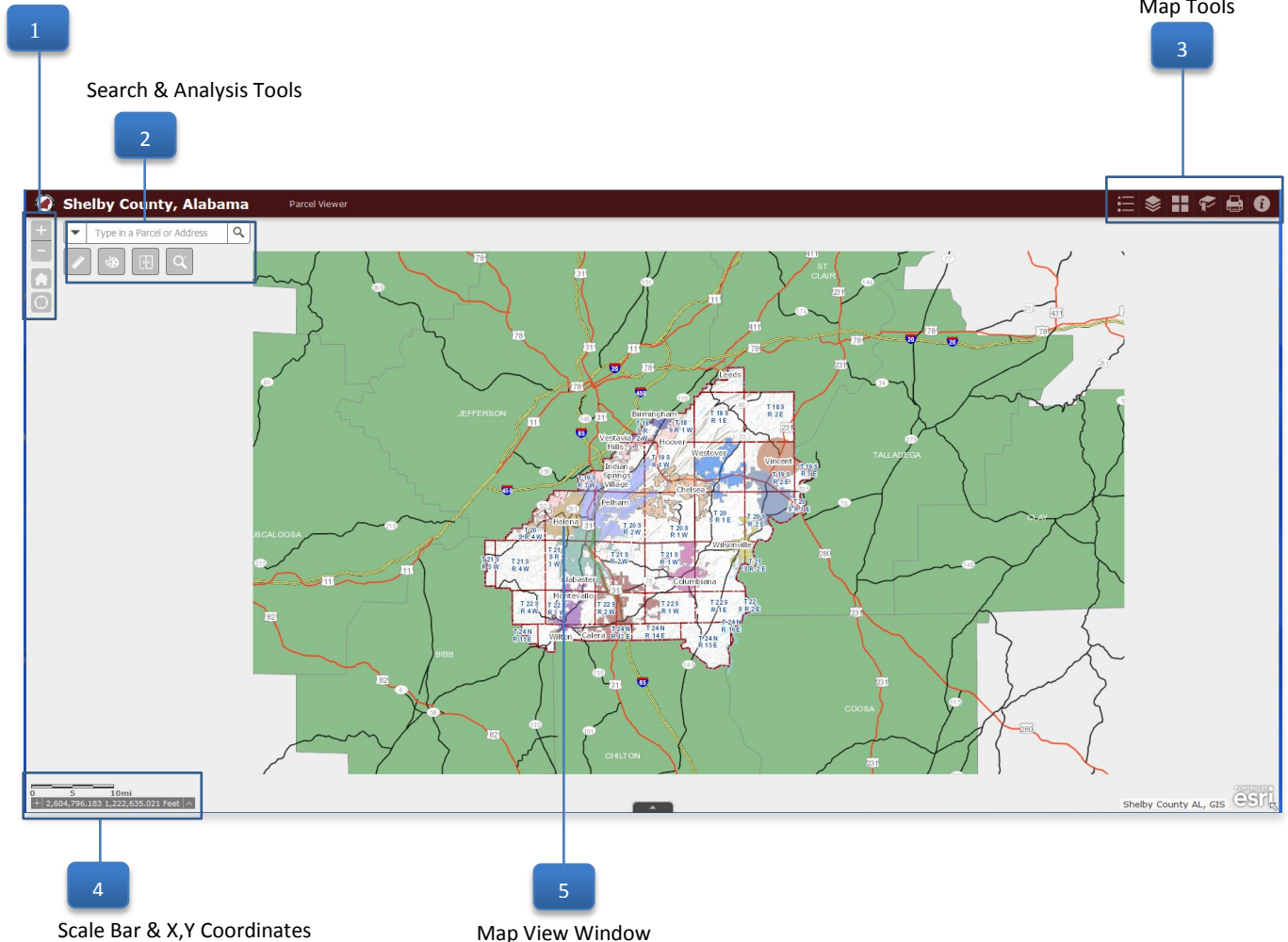
Thank you for your interest in Shelby County, Alabama.



Shelby County, AL Online Maps Quick Reference

The following quick reference provides a snapshot of the main elements that make up the Shelby County, AL Portico Website. More detailed information can be found within this help document.

Map Navigation



1 **Map Navigation** - Contains tools to zoom, pan, geolocate, and reset the maps extent. For more info, click [here](#).

2 **Search & Analysis Tools** - Contains array of tools for map and data analysis. For more info, click [here](#).

3 **Map Tools** – Tools for displaying legend, enabling/disabling layers, selecting basemap, using bookmarks, printing, and viewing help documentation. More info can be found [here](#).

4 **Scale Bar & X,Y Coordinates** - Dynamically displays the scale and X,Y Coordinates of the map.

5 **Map View Window** - Interactive display of the map contents. For more info, click [here](#).

Map Navigation

There are several ways in which you can navigate the map.

Mouse & Keyboard Navigation Controls

Full Screen Toggle

- Press F11 key to toggle the map view in/out of full screen mode.

Keyboard Pan

- Press the left, right, up, down arrow keys to pan the map a fixed interval in the direction of the arrow key pressed.

Mouse Pan

- Left click + Hold, then drag the mouse to pan in any direction. Release the left mouse button to end the pan function.

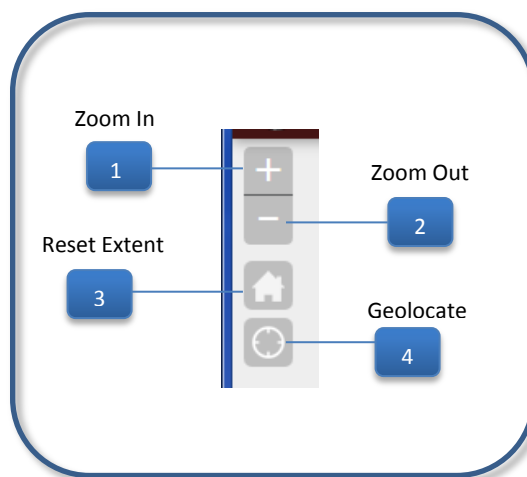
Keyboard Zoom

- Press the (+) key to zoom in or the (-) key to zoom out by a fixed interval.

Mouse Zoom

- Double click the left mouse button to zoom in by a fixed interval.
- Roll mouse wheel up to zoom in or down to zoom out to desired extent.
- Press and Hold Shift, then Left click and drag the mouse to define an extent to zoom in. Release the mouse button to zoom to defined area.
- Press and Hold Shift + Ctrl, then left click and drag the mouse to define a factor to zoom out. Release the mouse button to zoom out.

Using the Navigation Tools



1 **Zoom In** – Clicking the (+) zooms in closer.

2 **Zoom Out** – Clicking the (-) zooms out.

3 **Reset Extent** – Click the button to zoom the map back out the default extent.

4 **Geolocate**– If you are using a mobile device, this will pan and zoom the map to your current location. Note that the tool will continue to attempt to center the map on your location until you turn it off by clicking here:

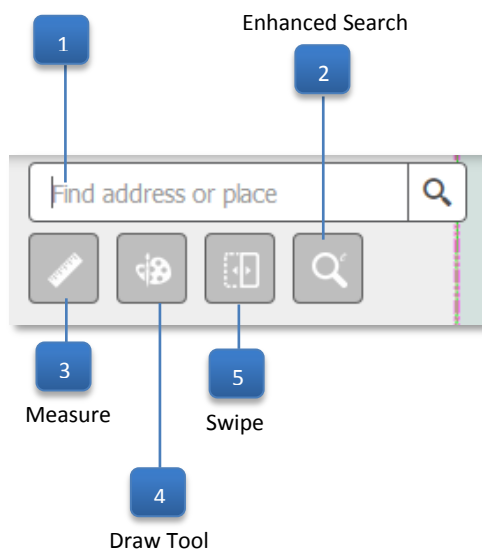


If you are not using a mobile device, the Geolocate tool will still work, but it will not be precise. It will find the nearest location your ISP can provide.

Search and Analysis Tools

The website contains a wealth of information derived from Shelby County's GIS databases. The following topics provide a detailed description of the tools that help the user find and share the information they are looking for.

Search Tool



1

Basic Search Tool

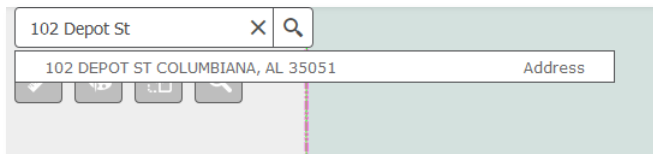


The Basic Search Tool allows the user to select a search based on street address, owner name, or parcel number.

1. Enter the address, owner, or parcel you are seeking. As you type, possible results will begin to display below the search box. To the right of the display, the type of result will indicate if it is an address, owner, or parcel.*



2. Click on the result you prefer from the resulting list.



* Note that parcel numbers require spaces.

2

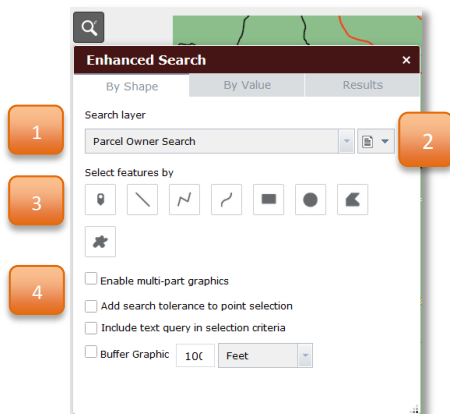
Enhanced Search



The Enhanced Search tool can be used to find parcel info based on where the user clicks on the map, search by owner/subdivision name, and to export selected data to CSV. It also provides the capability to search parcels in an area based on a user-defined buffer.

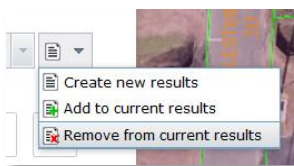
By Shape Tab

The **By Shape** tab allows users to draw a point, line, or polygon on the map. Any parcel(s) located under the drawn graphic will be displayed in the Results tab.



1 **Search Layer Selector** – Define which layer to search against – Parcel Owner or Subdivision, by tax year.

2 **Refine Search Results** – This dropdown allows the user to further refine search results.



- **Create new results** – This will clear the current search results (if any) and replace them with the results of the user's new search criteria.
- **Add to current results** – If the user already has search results, a new search can be run that will add the new results to the existing ones.
- **Remove from current results** – Remove the new search results from an existing set of search results (if applicable)

3 **Select Features By** – Choose the graphic to use to select features in the parcel layer.

Click [here](#) for instructions on using the tool.

- **Point** – Click , then click a single parcel for which you wish to view attributes.
- **Line, Polyline, Freehand Line, Extent, Circle, Polygon, Freehand Poly** – Select any of these, then draw the selected graphic on the map. Any parcel overlapped by the graphic will be selected and summarized in the Results tab

4 **Search Options** – Selection modifiers that will affect the results returned from the search.

- **Enable multi-part graphics** – Enables the placement of multiple shape graphics to select more than one parcel at a time especially when they aren't next to each other. Check this if the parcels you wish to view are not geographically adjacent.
- **Add search tolerance to point selection - ???**
- **Include text query in selection criteria- ???**
- **Buffer Graphic** – Creates a user-defined buffer that selects any parcels within the specified range of the buffer.

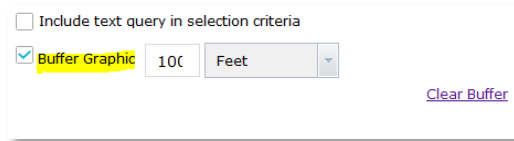
To Select Features By Shape:

1. Select the Feature/Tax Year to search against in the **Search Layer Selector**. The year selected with the feature will show that year's tax record.
2. *Optional:* If removing/adding new search results to an existing search, set in the Refine Search Results dropdown.
3. *Optional:* Set any search options you may want to use (such as Buffer).
4. Click on the button for the desired search method (Point, Line, Polyline, etc.).
5. Click the desired feature(s) on the map.

The selected parcels will be shaded in red and the associated records will appear in the [results window](#).

Using the Buffer Tool:

- In the Search Options, make sure the Buffer Graphic box is checked.



- Enter desired buffer distance. Default is **100**.
- If necessary, select desired units buffer will use from drop-down menu. Default is **Feet**.
- Move your mouse to the specific location on the map from which the buffer should be applied and left click.

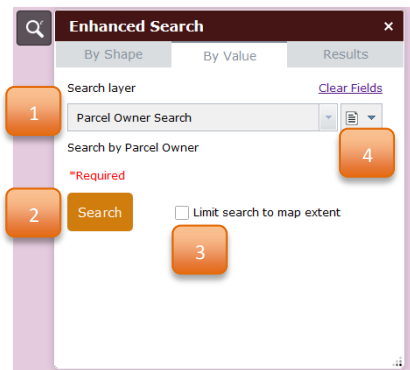


The buffer will be displayed on the map as a blue shaded region. The selected parcels will be shaded in red and the associated records will appear in the [results tab](#).

By Value Tab

The **By Value** tab allows users to search for parcel info by specific owner or subdivision name.

Click [here](#) for instructions on using the tool.

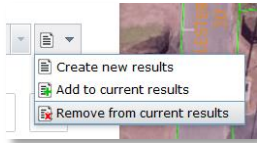


- 1 **Search Layer Selector** – Define which layer to search against by tax year – Parcel or Subdivision.

2 **Search Button** – This button executes the search once the user has entered search criteria.

3 **Limit search to map extent** – This limits the search results to only the parcels or subdivision that is within the current zoom level of the map.

4 **Refine Search Results** – This dropdown allows the user to further refine search results.



- **Create new results** – This will clear the current search results (if any) and replace them with the results of the user's new search criteria.
- **Add to current results** – If the user already has search results, a new search can be run that will add the new results to the existing ones.
- **Remove from current results** – Remove the new search results from an existing set of search results (if applicable)

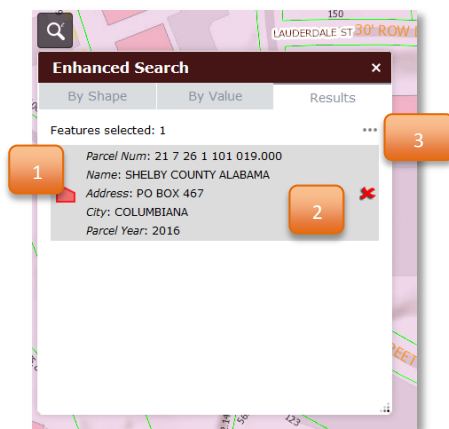
To Search by Name:

1. Choose which Feature/Tax Year you want to search by in the **Search Layer Selector**. The year selected with the feature will show that year's tax record.
2. *Optional:* If removing/adding new search results to an existing search, set in the Refine Search Results dropdown.
3. *Optional:* If you only want to search within the parcels that in the current map extent, select **Limit search to map extent**.
4. Click Search.

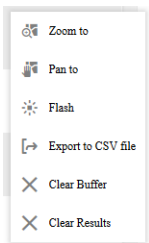
Note: The search only returns up to 1000 results at a time. If you think your criteria would return more than 1000 results, you will need to run the search again, setting the Refine Search Results to *Add to current results*. That will add to your existing results.

Results Tab

The **Results** tab shows the results of the current search.



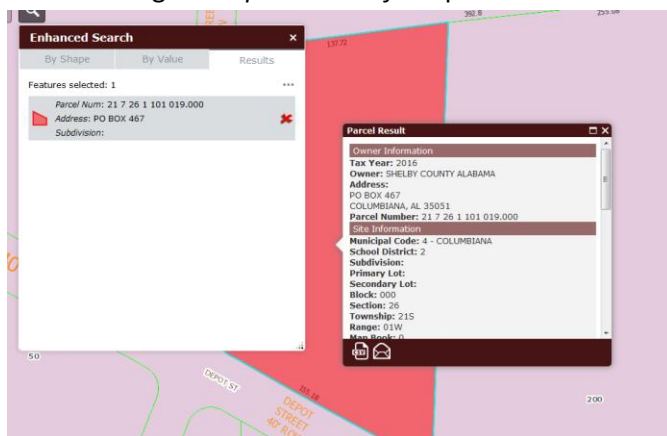
- 1 **Selected Parcels** – This is the parcel (or parcels) that were returned by the user's search. Click to view more detail.
- 2 **Remove Result** – Clears the result from the list of results.
- 3 **Result Menu** – Provides menu to view or export the search results.



- **Zoom to** - Zoom to the current search results
- **Pan to** - Center the map on the current results without zooming.
- **Flash** – Flashes the current results
- **Export to CSV file** – Exports the current results to a file that can be opened in a spreadsheet.
- **Clear Buffer** – Clears the selection buffer (if there is one)
- **Clear Results** – De-selects all search results.

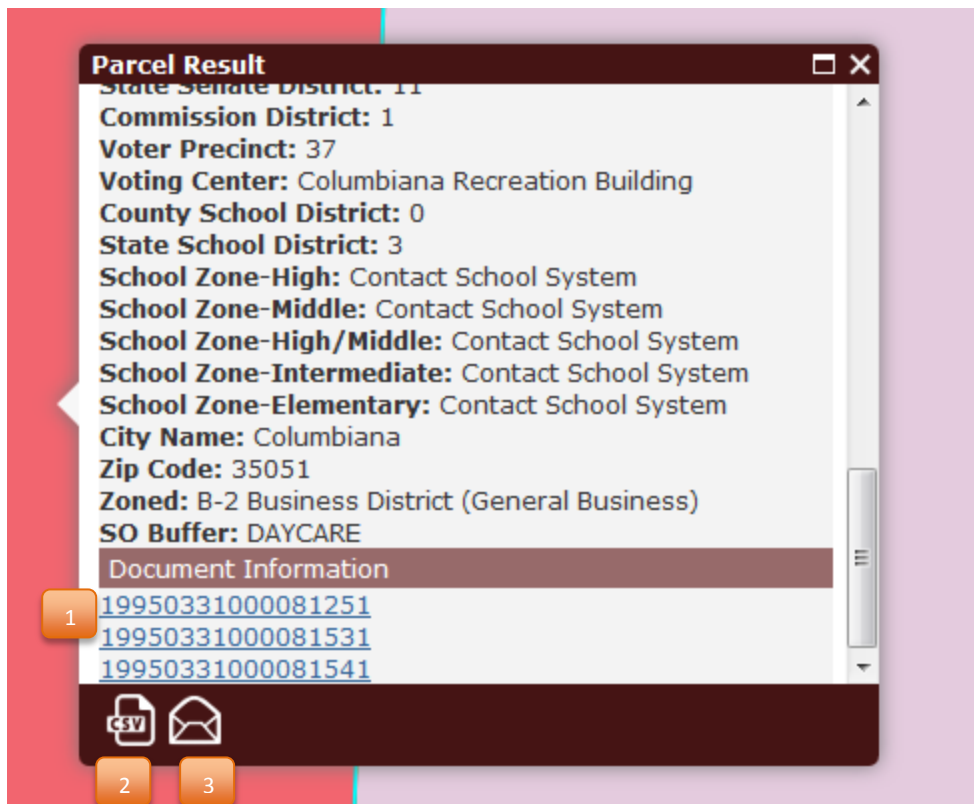
Viewing Results Information:

1. After a search, a summary list of the results will be visible in the Results tab. The map will be zoomed to include all results in the map window.
 - a. If you only have one parcel in the search results, click on the result. A [Parcel Result](#) window will popup, displaying detailed information about the parcel in question.
 - b. If you have multiple parcels in the search results, you can either click on them one by one to view details in the Parcel Result window or you can export them to a CSV file using the *Export to CSV file* option in the Results Menu.



Parcel Result Window

Within the Parcel Result window, using the scroll bar on the right, you can scroll down to view details about the parcel. If you scroll all the way down, you will see links to deeds for the parcel.



- 1 **Document Information Links** – Links to the parcel’s deeds.
- 2 **Export to CSV** – Export the current parcel’s info to a CSV file that can be opened in spreadsheet software.
- 3 **Email Search Result** – This allows the user to email the search results as a link to another person. When the link is opened, it will zoom to the location on the map and open the Parcel Result for the recipient.

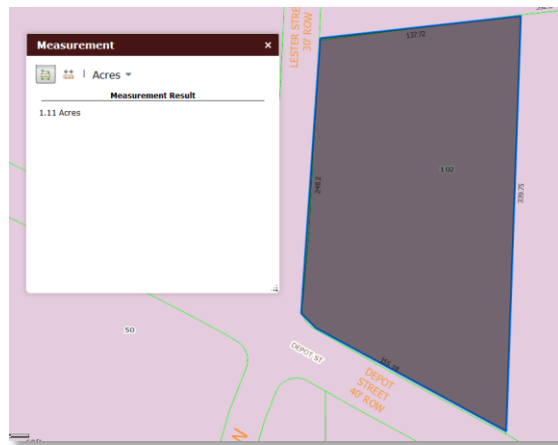
3 Measure



The Measure tool can be used to graphically measure distance and area on the map.

1. Click the measure tool to activate it.
2. In the window that appears, choose to measure by area , or by distance .
3. If necessary, change the units to the desired type in the dropdown list that appears.
4. Left click a point on the map to start your measurement.

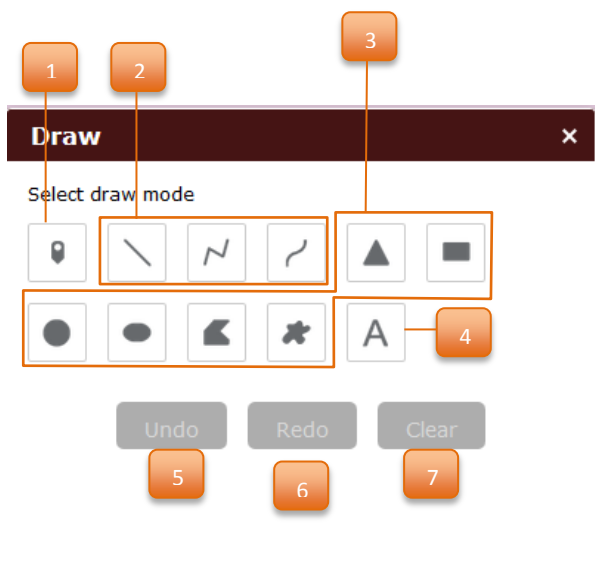
5. Move the mouse to the next end point of your first linear measurement and left click again. As you move to the second point, the measurement value will automatically appear in feet.
6. Move the mouse to your next point and left click to establish another anchor point.
7. Double-click the left mouse button at any time to end the measurement.



4 Draw Tool



The draw tool enables the user to create notations on the map. This is useful if a printout is needed with notes to explain map content.



- 1 **Point Tool** – Choosing the Point tool will show options to create a single point on the map.
- 2 **Line Tools** – This option allows the user to draw lines with one or more segments or a freehand line on the map.
- 3 **Shape Tools** – The shape tools enable the user to draw various shapes on the map.

- 4 **Text Tool** – The text tool enables the user to write notes on the map. *Note: The user must type in the desired text in the Text Tool Preview settings BEFORE clicking on the map to place it.*
- 5 **Undo** – Undoes whatever the user just drew on the map.
- 6 **Redo** – Redoes whatever the user just chose to undo.
- 7 **Clear** – Clears the drawings from the map.

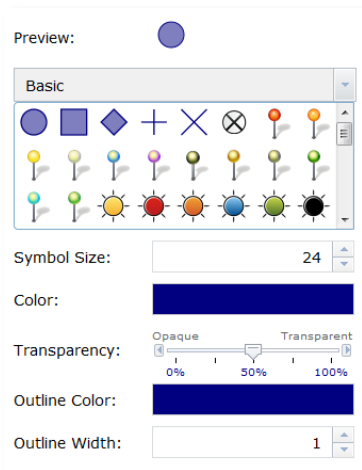
Using the Draw Tools



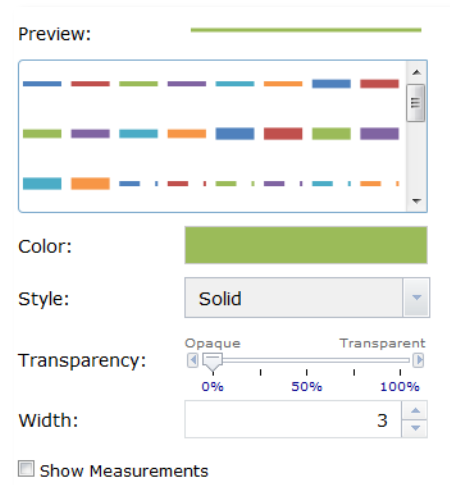
1. Click on the Draw Tool button to open the Draw window.
2. Choose the tools (shown above) you want to use.
3. Adjust drawing settings if necessary (color, sizes, etc).
4. Draw the feature(s) on the map as desired.
5. To clear drawings, click the Clear button in the Draw window.
6. Close the window to turn off the Draw tool.

Draw Tool Settings

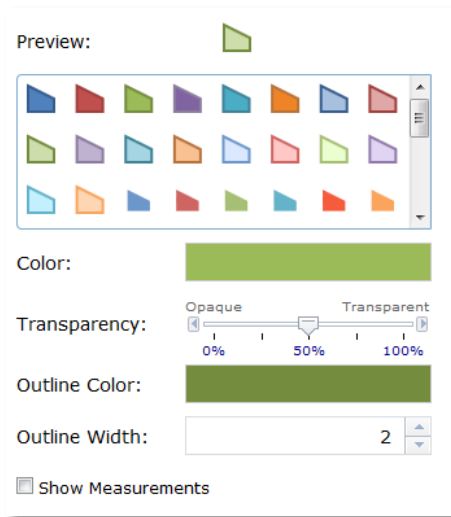
When users enable any of the drawing tools, they will see one of the following tool settings previews depending on which tool is selected. Set these BEFORE drawing on the map:



Point Settings



Line Settings



Shape Settings



Text Settings

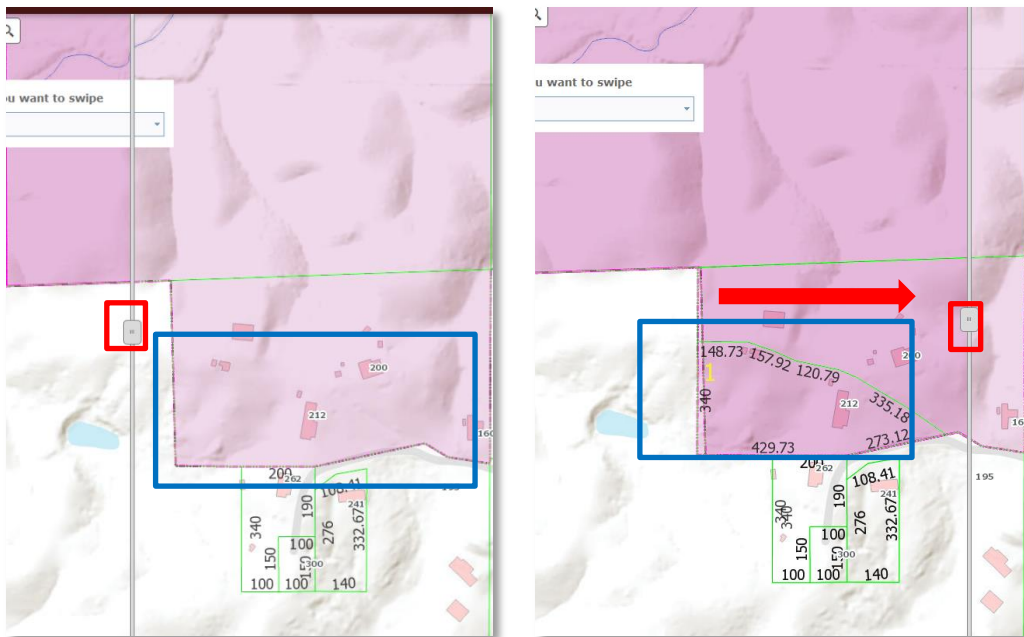
5 Swipe Tool

The swipe tool allows the user to compare two layer groups. It makes a layer temporarily invisible without having to turn it on and off. It is best used to compare different years' Cadastral layers.

1. Click on the Swipe button .
2. Select the layer you want to swipe. Note: The layers available will depend on what layers are turned on in the [Layer List](#).



3. Move the Swipe Slider left and right to make the selected layer visible/invisible.



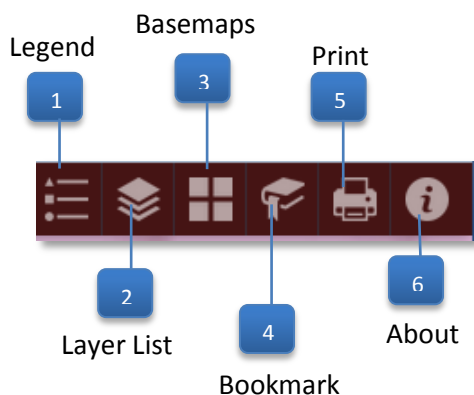
Note the change in parcel shape (inside blue rectangle). This shows the difference between the two layers under comparison.

4. When done, click the Swipe button again to turn it off.

NOTE: The swipe tool is best used for comparing Cadastral layers. The Shelby Map Layers will ALL swipe together. For example, if you have Address and Fire ESZ on, both will swipe on/off at the same time because they are part of the same service.

Map Tools

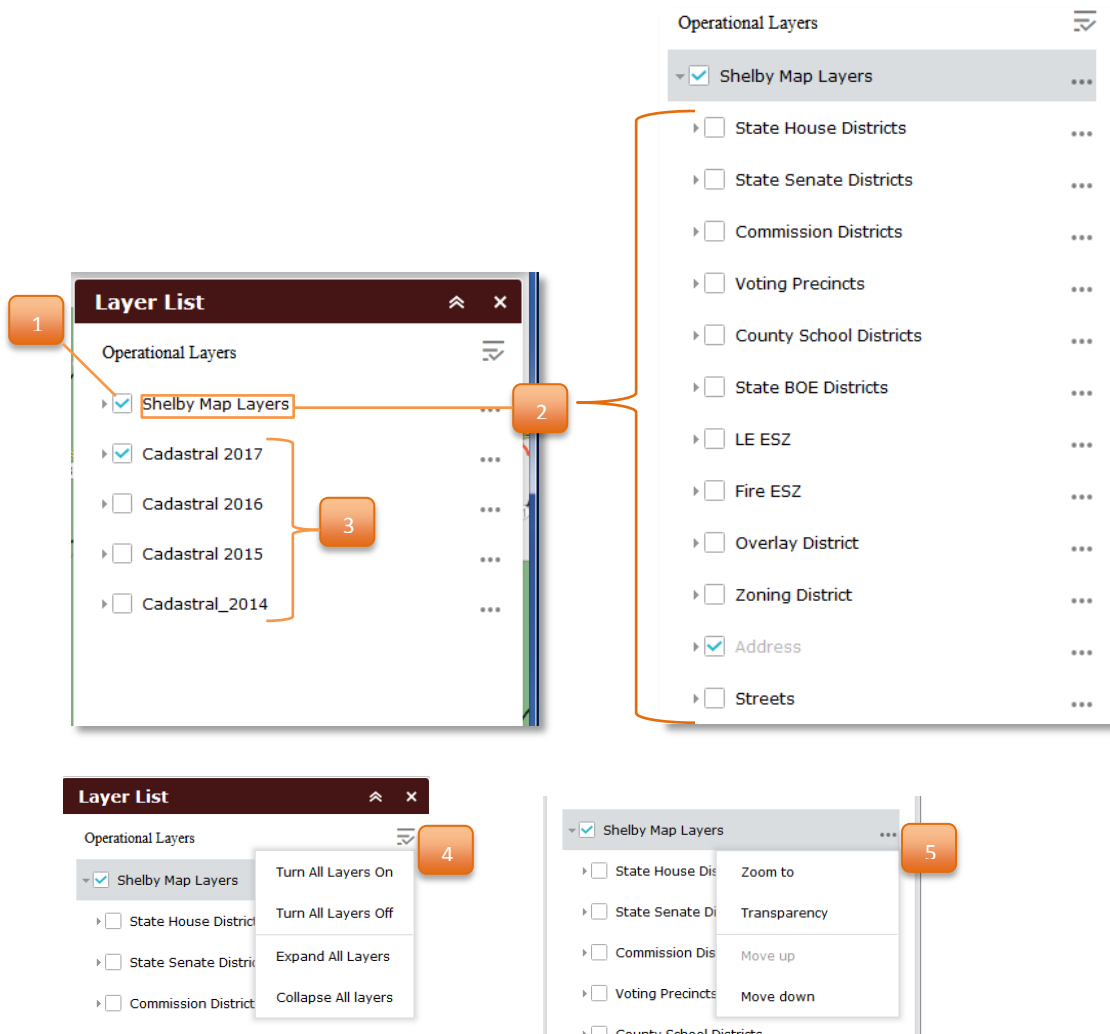
The map tools give users the capability to turn on/off layers, change basemaps, print, bookmark a location, and view help documentation.



The Legend shows the symbology of all layers. It only shows those layers that are currently enabled or visible.

2 Layer List

The Layer List is used to turn layers on and off. It controls what GIS data is shown on the map.

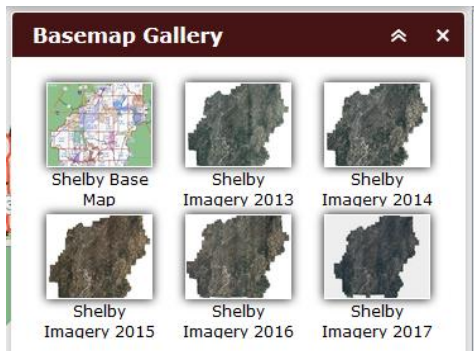


- 1 **Layer Toggle** – The check boxes by each layer allow the user to turn layers on and off.
- 2 **Shelby Map Layers** – The Shelby Map Layers includes streets, addresses, and various zones for the county. Clicking on the small arrow to the left of the checkbox for Shelby Map Layers will open a list of sublayers that can be turned on and off.
- 3 **Cadastral Layers** – The Cadastral layers include property features grouped by tax year.
- 4 **Layer Options (All Layers)** – This menu allows the user to turn on/off all layers or to expand/collapse the layer list for all layers.
- 5 **Layer Options (Service)** – This menu allows the user to change the order of a specific service in the layer list, zoom to the service extent, or adjust transparency. Note that the transparency is applied to ALL layers within that service.

3

Basemap Gallery

The Basemap Gallery contains various basemaps that display under all other layers, including recent years' imagery.



To choose a basemap, open the Basemap Gallery and click on one of the maps.

4

Bookmarks

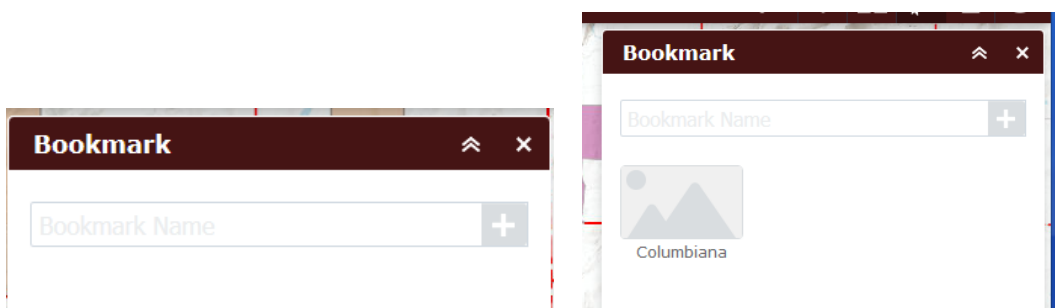
The Bookmark tool allows users to save their current extent in the map so they may return to it later.

To save a bookmark,

1. Zoom or pan to the area of interest.
2. Enter a name for the bookmark in the Bookmark Name field
3. Click the “+” next to the Bookmark Name field.
4. The new bookmark will appear in the Bookmark Panel and will be available next time you visit the website.*

***Note: If you clear your browser history, bookmarks will be erased.**

To delete the Bookmark, select the bookmark and click “Delete” at the bottom of the Bookmark Panel.



5

Print

This tool allows you to choose from 4 options of print formats.

Scaled PDF printing

Scaled printing generates a fixed scale pdf print based on the scale chosen.

1. Click on the Print tool to access the printing options.
2. Click on the desired scale.

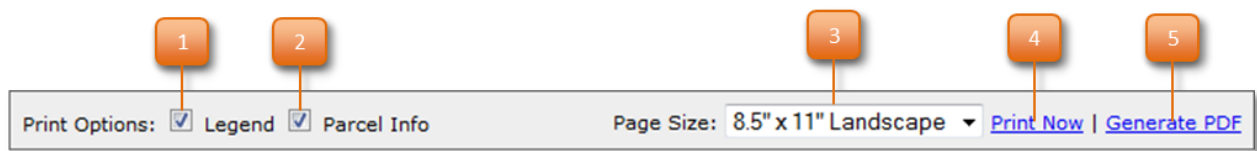
After a few moments, a fixed scale pdf map will open in a separate browser tab. You may then print the page using the pdf print options or your browser's print options. The parcel info will print on a separate page.

Dynamic Print Page

Dynamic printing allows the user to define the map scale to meet his/her needs.

1. Click on the Print tool to access the printing options.
2. Click Dynamic Print Page.

A separate browser tab will open displaying the formatted map. You can still pan and/or zoom the image to fit it better to the page. There are several additional print options at the top of the dynamic print page.



- 1 **Legend Toggle** - Left click the box to toggle Legend on (checked) or off (unchecked).
- 2 **Parcel Info Toggle** - Left click the box to toggle Parcel Info on (checked) or off (unchecked).
- 3 **Page Size** - Left click the arrow and select the desired page size from the drop-down menu.
- 4 **Print Now** - Left click to open your computer's print utility.
- 5 **Generate PDF** - Left click to generate a pdf of the map using the current settings.

If you have a parcel selected, the print tool will center the parcel and print at the selected print scale.

If no parcel is selected, the print tool will zoom to the selected scale and print whatever it centers on at that scale.

6 About

The About Widget contains info about the site including disclaimers and this help file.