

Web Mapping Application — User Guide

1. Introduction

This user guide aims to provide assistance with using the internal **web mapping application** created by ArcGIS. It explains how to navigate the map, work with layers, search locations, and use tools.

Browser & Device Requirements

- Works best in **Google Chrome**
 - Mobile devices are supported, but some tools may appear in collapsed menus.
 - A stable internet connection is recommended for best performance.
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2. Navigating the Map

Step 1: Zoom In / Out

1. Use the mouse scroll wheel or pinch on touchscreens.
 2. You can also double-click on the map to zoom in quickly.
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Step 2: Pan the Map

1. Click and hold the left mouse button on the map.
 2. Drag the map in any direction.
 3. Release the mouse to stop panning.
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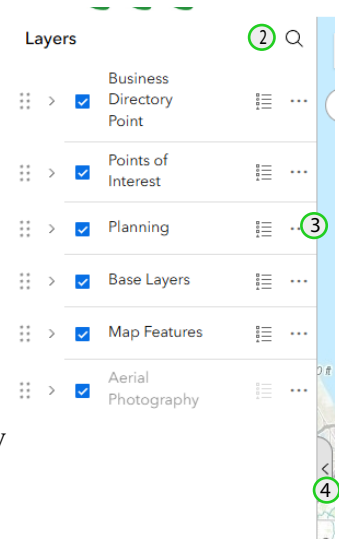
Step 3: Reset to Default View

1. Click the **Home** icon  on the map toolbar.
 2. The map will automatically return to its default extent
 3. Click the Full screen icon  to maximize the map
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3. Working with Map Layers

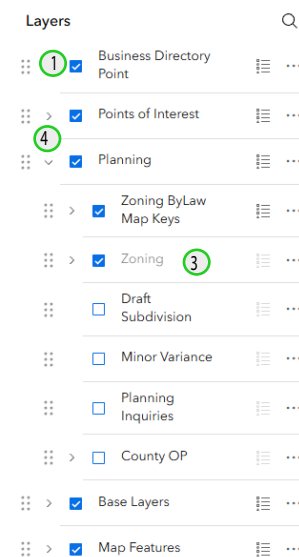
Step 1: Open the Layer List

1. The Layer List is located on the left hand side of the screen.
2. Layers can be searched by using the search icon 🔍
3. The layer list can be resized by hovering over the edge and dragging to expand or reduce its size
4. The layer list can also be collapsed or expanded by click on the arrow



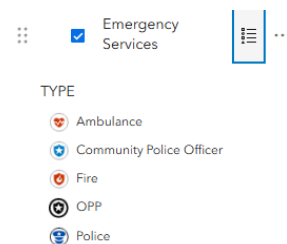
Step 2: Turn Layers On or Off

1. Check the box beside any layer to display it.
2. Uncheck the box to turn off the layer.
3. Some layers are only visible at certain scales
You may need to zoom in or out to view them
(greyed out layers will become visible once zoomed into visible scale)
4. Layers that have an > beside it means that this is a layer group. Click the > to expand the layers



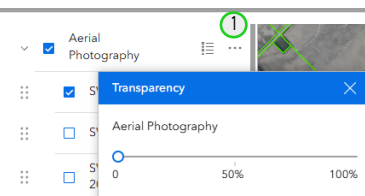
Step 3: View the Legend

1. Open the **Legend** panel (list icon). 📋
2. Review the symbols, colors, and line styles to understand what each feature represents.



Step 4: Adjust Layer Transparency

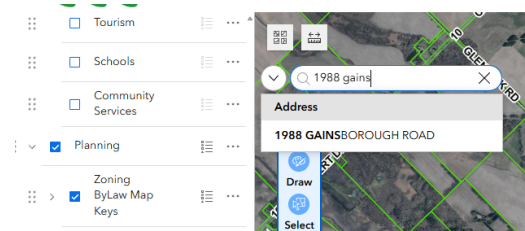
1. Click the **options menu** ... next to a layer.
2. Use the **transparency slider** to make the layer more or less opaque
3. This helps compare multiple layers at once.



4. Searching & Identifying Features

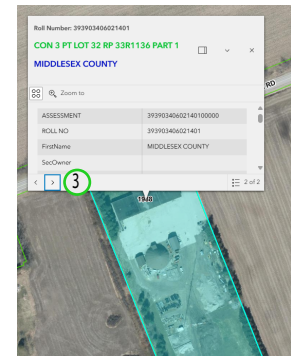
Step 1: Search for an Address or Place

1. Click the **Search bar** (top-right of map).
2. Type an address or place name (the search bar will autofill with results).
3. Select the result to zoom to that location.



Step 2: Identify Map Features

1. Click directly on a map feature (e.g., parcel, park, road).
2. A **pop-up window** will appear showing attribute information.
3. If multiple features overlap, use the arrows in the pop-up to navigate between them.



5. Changing Basemaps & Map View

Step 1: Open Basemap Gallery

1. Click the **Basemap** icon  located in the top left hand corner
 2. Select your preferred style (e.g., “Streets”, “Imagery”, “Topographic”).
These basemaps are generated by ESRI. SWOOP aerial photography is in the layer list.
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6. Using Map Tools

Step 1: Measure Distance or Area

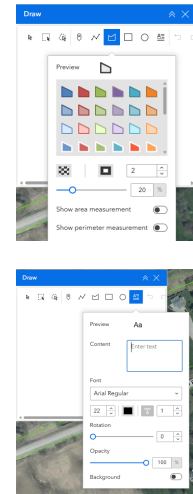
1. Click the **Measure** tool 
2. Choose **Distance** or **Area**.
3. Click on the map to draw your line or polygon.
4. View results in meters, kilometers, or other units.
5. To remove measurement, select the delete icon 



Step 2: Draw



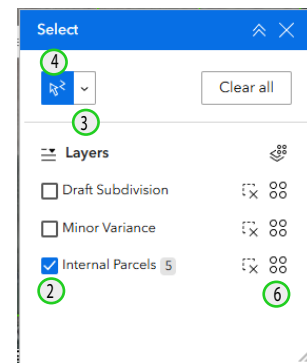
1. Select the Draw icon.
2. A popup is displayed with options (draw line, rectangle, point etc)
3. To add text, select the text icon 
4. Another popup up is displayed with options for font, size etc
5. Type your text in the Content square and then click on the map where you want the text to be placed
6. To erase drawings select the erase icon 



Step 3: Select



1. Click on the Select icon.
2. Select what layer you want.
3. Choose how you want to select (ie by rectangle, line etc) by clicking the dropdown arrow
4. Click the square icon to activate, square will turn blue
5. Make selection by clicking on the map
6. Click the Actions icon  to view options (ie view in table, export data etc)



Step 4: Edit

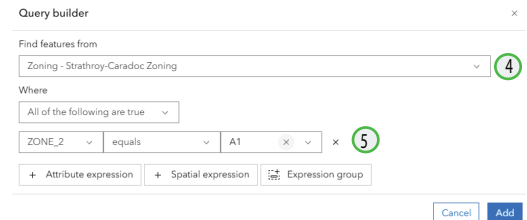


1. Click the **edit tool icon** (this tool is only used if you have access to edit data)
2. Enable snapping to layers if needed
3. Create data

Step 5: Analysis



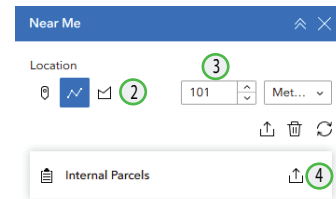
1. Click the **analysis tool icon**
2. Click Find by Attributes or Location
3. Build a Query
4. Select the layer you want to query
5. Set your criteria (ie for Zoning layer you could select where Zone starts with A1)



Step 6: Near me



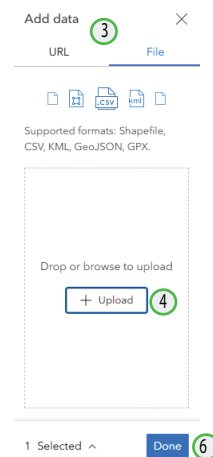
1. Click the **near me tool icon**
2. Click your selection tool (point, line or polygon)
3. Set your target distance and measurement
4. Export results



Step 7: Upload



1. Click the **upload tool icon**
2. Select [+ Click to add data](#)
3. Choose either URL or File depending on your dataset
4. Click Upload
5. Browse to your data and select
6. Click Done



7. Mailing Labels



Step 1: Mailing

1. Click the **mailing tool icon**
2. Select the link to launch the Mailing label application (a new tab will open with the application)
3. Click **Create new list** on the left hand side of the screen
4. Type in the address in the search bar
5. Select the Pin Icon
6. Click the Parcel on the Map (parcel will be highlighted)
***note: Parcel MUST be selected on the map in order for the buffer to work correctly.**

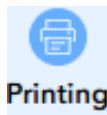


7. Toggle on Search Distance
8. Enter Distance, you can change the units by selecting the drop down menu. If no buffer is needed enter 0
9. Optional: Enter List Name
 Select **Done**

10. Select Export
11. Ensure your Mailing List is selected
12. To remove duplicate mailing labels select the checkbox
13. Choose either PDF of CSV
14. Optional: can Add Title and/or include a map by checking the boxes
15. Select **Export**

Note: all mailing labels are formatted to Avery 5162 labels

8. Printing



Step 1: Print or Save as PDF

1. Click the **Print** icon.
2. Choose the template
3. Add a title
4. Click the advanced layer for more options (ie add more details, scale bar, map scale)
5. Click Print
6. Click Results
7. Click the link (a PDF will open in a new tab)
8. Download or print the generated PDF

A screenshot of the ArcGIS Printing dialog box. The dialog has a blue header with the title "Printing" and expand/collapse icons. Below the header, there are two tabs: "Print template" (selected) and "Results (1)". The "Print template" tab contains several sections: "Template" with a dropdown menu showing "Location Map"; "Title" with a text input field containing "ArcGIS Web Map"; and "Advanced" with a sub-section "Map printing extents" containing a checkbox labeled "Show print area". At the bottom of the dialog is a large blue button labeled "Print". Green circles with numbers 2 through 6 are overlaid on the interface to indicate steps: 2 on the Template dropdown, 3 on the Title input field, 4 on the Advanced section header, 5 on the Print button, and 6 on the Results (1) tab.

9. Troubleshooting Guide

Problem	Possible Cause	Solution
Map loads slowly	Too many layers on	Turn off unnecessary layers
Pop-ups don't appear	Layer is off or scale too small	Zoom in or turn on layer
Printout looks messy	Complex basemap or too many layers	Switch to simple basemap, remove extras
Search not finding address	Typo or outside map extent	Check spelling, zoom out, or use nearby landmark
Measurement inaccurate	Wrong units or zoom level	Adjust units and zoom closer

10. Best Practices & Tips

- Turn off layers you don't need to improve speed.
 - Switch to a simple basemap for clearer print layouts.
 - Check the legend often — colors and symbols have specific meanings.
 - On mobile, hide toolbars to maximize map space.
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7. Mailing Labels



Step 2: Editing

1. Click the Refine selection icon
2. You can add or remove parcels, if necessary
3. To Add, select **Add** and select a tool, point line or polygon
4. Click on the map to add additional parcels
5. To Remove, select **Remove** and select a tool
6. Click on the map to remove parcels
7. Select the Export icon

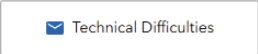
note: when working with condominium properties, **TWO** separate mailing labels must be created. One for the condo parcel itself (which contains mailing addresses for all units) and another for the surrounding parcels. To accomplish this, change the Input layer and Use layer feature to **Condo Parcels**. Once the condo properties list has been created, revert back to **Internal Parcels** in the Input and Use layer Features to create a mailing labels for surrounding properties.

Condos

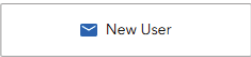
Internal Parcels

10. Support & Contact

For questions or issues with the map:

- Click  if you are experiencing any technical difficulties
- Provide details when reporting:
 - Browser and device used
 - Description of the issue
 - Steps you took
 - Screenshot if possible

For new users requests please select

 New User

