

MuniSight ES

GETTING STARTED

User How 2

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Overview

There are 3 main sections in the **MuniSight ES** application:

- Map Window
- Tool bars
- Left Side Panel (includes Legend & Search tabs)

Legend


The legend drives what appears in the map window. Depending on what you are working on, you will want to see different layers (information – e.g. roads, land parcels (cadasters), map points, etc.) displayed. By default the layers are grouped under collapsible / expandable sections with headings like *Base Features*, *Property Features*, etc. If you want to see what layers are being displayed in the map window just check the **Visible at Current Scale** check box, at the top of the legend.

Displaying Features

If a label in the legend has **black** text, its corresponding feature can be displayed at the current scale, but only if its check box is checked. If a legend label has **grey** text, its corresponding feature will not be displayed at the current scale, even if its check box is checked. Some features will only display when you zoom-in to a certain scale (the current scale of the map window is displayed in the bottom right corner of your screen).










Thematic Manager

The **Thematic Manager** window is displayed when you click the “gears”  icon in the legend; this is found next to features that have multiple sub-features, for example **Map Points**. Once the **Thematic Manager** window is open you can define what sub-features you want displayed, by checking or unchecking the various check boxes. Don't forget that if a check box for a section (e.g. *Residential*) is unchecked, no feature in that section will be displayed on the map, even if that feature's check box has a check mark in it. Also, if you want the selected features to display all the time, click the **Visible at All Scales** check box.


Tools

Zoom Tools, from left to right across the top:


-  Click this icon to zoom-in.
-  Click this icon to zoom-out.
-  Click this icon and then click in your map window, release the mouse button, draw a box on the map and click your mouse button to finish. Your map will zoom-in to the shape you have drawn.
-  Click this icon to zoom-out and display the whole map.
-  Click this icon to zoom (in or out) to a predefined scale.
-  Click this icon to zoom back to the previous place and scale on the map.
-  Click this icon and then click and drag (without releasing the mouse button) to move the map view. Click this icon again to move your map view again.

Basic tools on the vertical tool bar:


Refresh

-  Click this icon to refresh the map window (especially if it is not displaying what you think it should be).


Latitude / Longitude

-  Click this icon and then click in the map window where you want to know the coordinates of a point.


Measuring

-  Click this icon and then select one of the 3 measuring tools available. When selecting the **Measure Line Distance** tool, click that tool and then on the map where you want to start measuring from. Click other points on the map to create corners on the path of your measuring line and double click to finish. A small window will display the measurement results.


Drawing

-  Click and select one of the **Redline** tools displayed. Click on the map to start drawing a redline, double click to finish. You can also add text and change the color of the lines (and fills) you draw by selecting the appropriate tool after clicking the **Redline** icon. To remove the lines you have drawn, click **Remove All**, under the **Redline** icon.


Save Map to Image File

 Click this icon to download a snap shot of you map window (without redlining).


Request a Map Change

 Submits a request for a change of information displayed in the map.


Print

 Click this icon to print out your map, including redlining, legend and scaling (if desired).

User Preferences

 Click this icon to enable / disable tool tips, change your password or clear your user preferences.

Help

 Click this icon to access the help pages and to see the version number of the **MuniSight ES** you are using.

Map Window

- If when you move your curser around the map window a green outline is displayed round a feature, it indicates that clicking that feature will display an information window. Examples of clickable features are townships, land parcels (or cadasters) and roads.
- Imagery Hover over this button and check the **Current Images** check box to display the aerial images. If you want to display older imagery (where available), check one of the other check boxes and click submit.