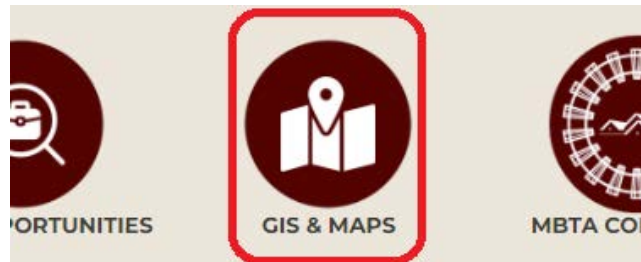


Getting Started with Concord's WebGIS

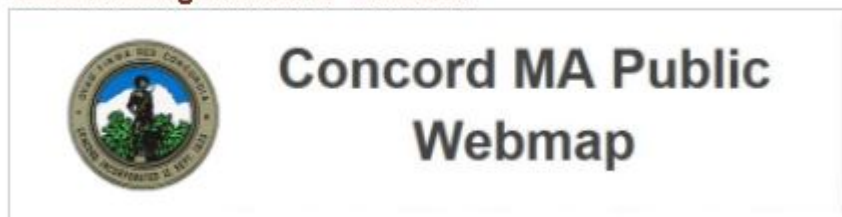
Opening Concord's MapsOnline

From the [Town's CivicPlus Website](#), select GIS & Maps:

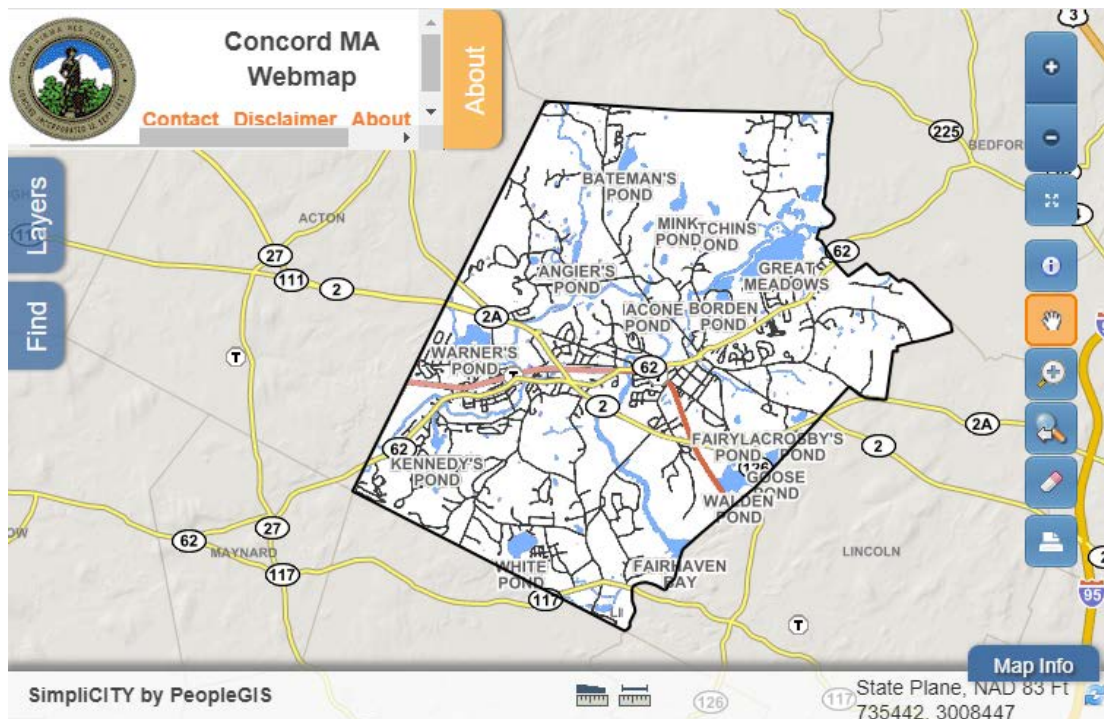


Near the top of the [GIS home page](#), click on the [image below](#) to connect

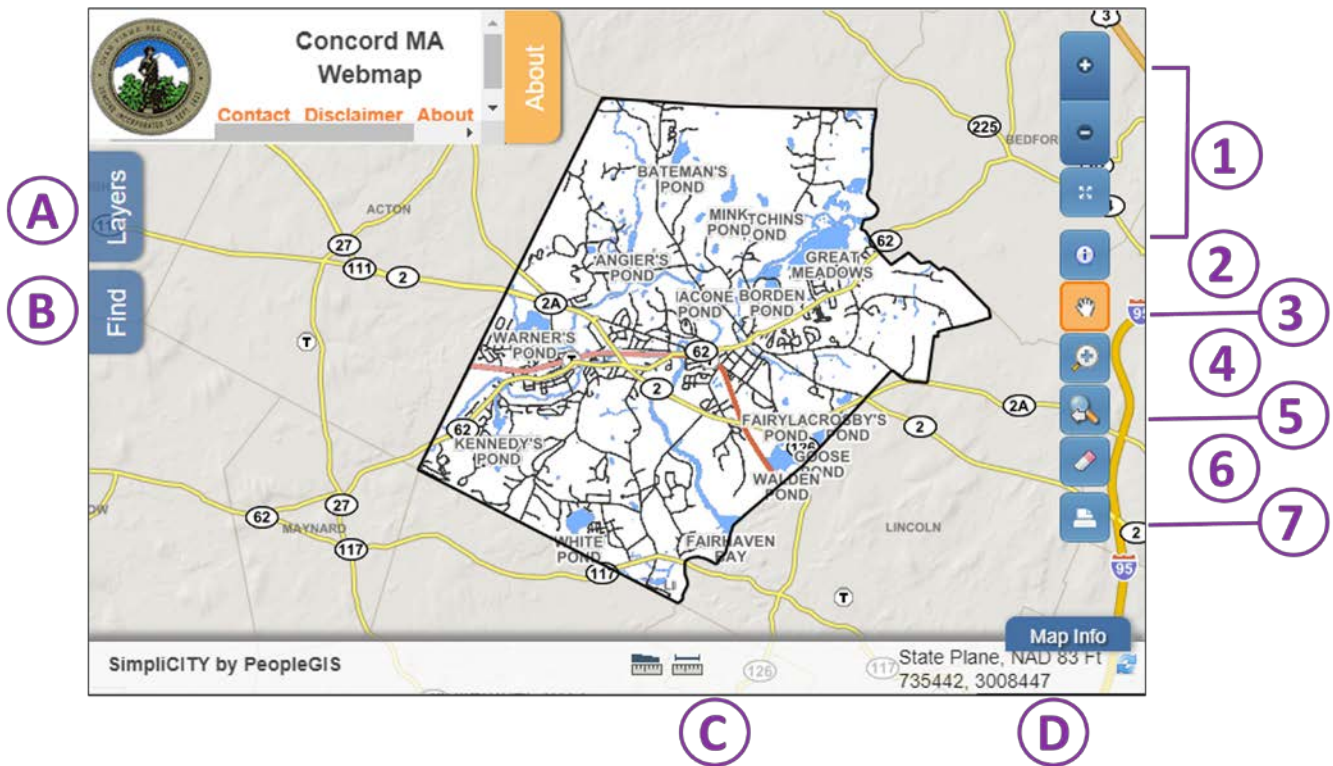
Click on image below to Connect



Concord's Public Webmap will open in a new browser tab:



General Navigation



- A. Layers: Map legend showing all the available data layers
- B. Find: Landmarks (Quick Zoom), Parcels/Addresses and Abutters
- C. Measure: Measure area and distance
- D. Units: State Plane Feet or Latitude Longitude Latitude/Longitude 42.39719, -71.30054 - switch with

1. Zoom In / Out / Full extent – the whole town

2. Identify: Returns detailed attributes for the feature clicked on – requires **orange I** for Layer



3. Pan: Grab the map and move it in any direction – the **default tool** when you open a map

4. Zoom In to a specific area by drawing a box

5. Zoom to Previous Extent

6. Clear (erase) highlighting of selected features

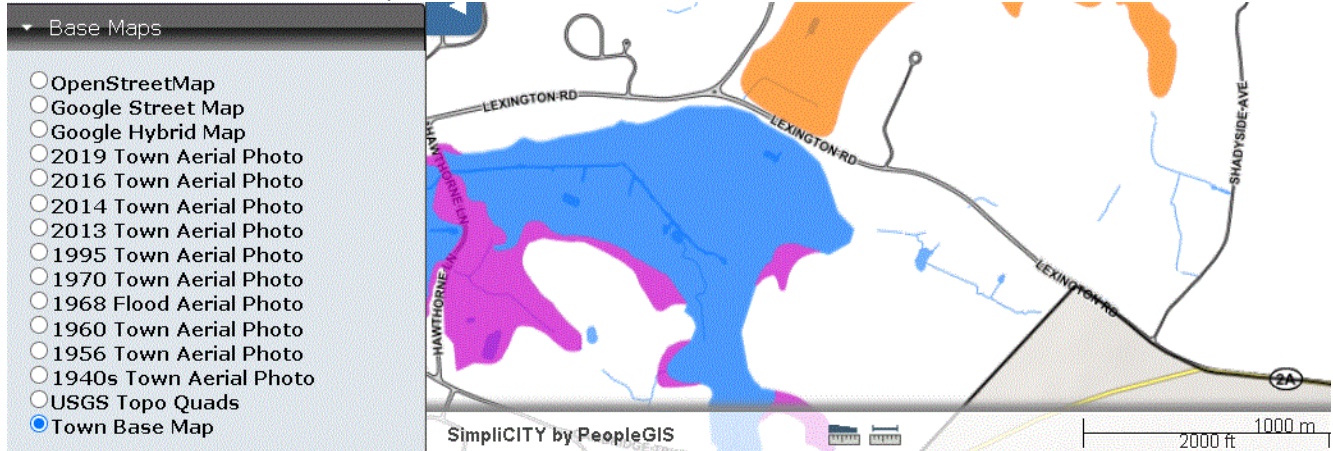
7. Print a map

Seeing Stuff: Base Maps and Layers (the Layers tab, Item A on page 2)

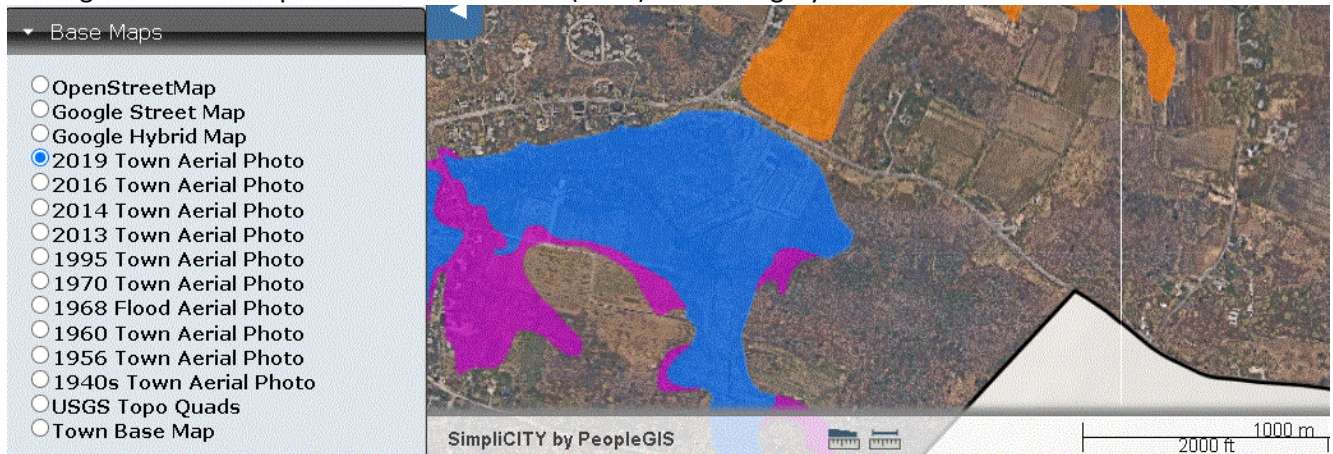
1. Base Maps

- Click on the **Layers** tab
- Expand the **Base Maps** group at bottom left by clicking the arrow to left of the group heading

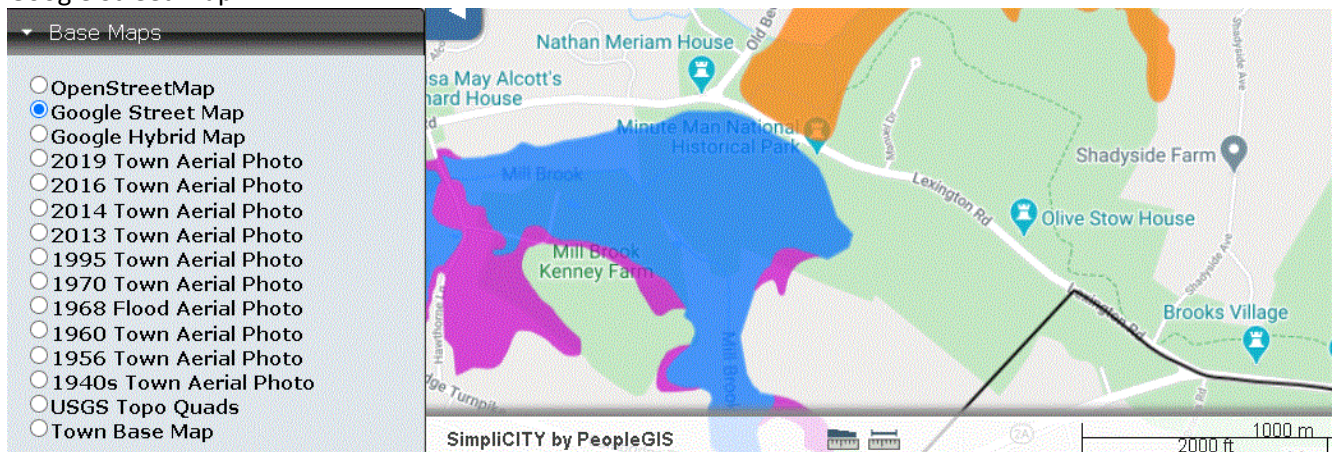
The default is the Town Base Map, bottom of the list:



Among several other options: The most recent (2019) aerial imagery:



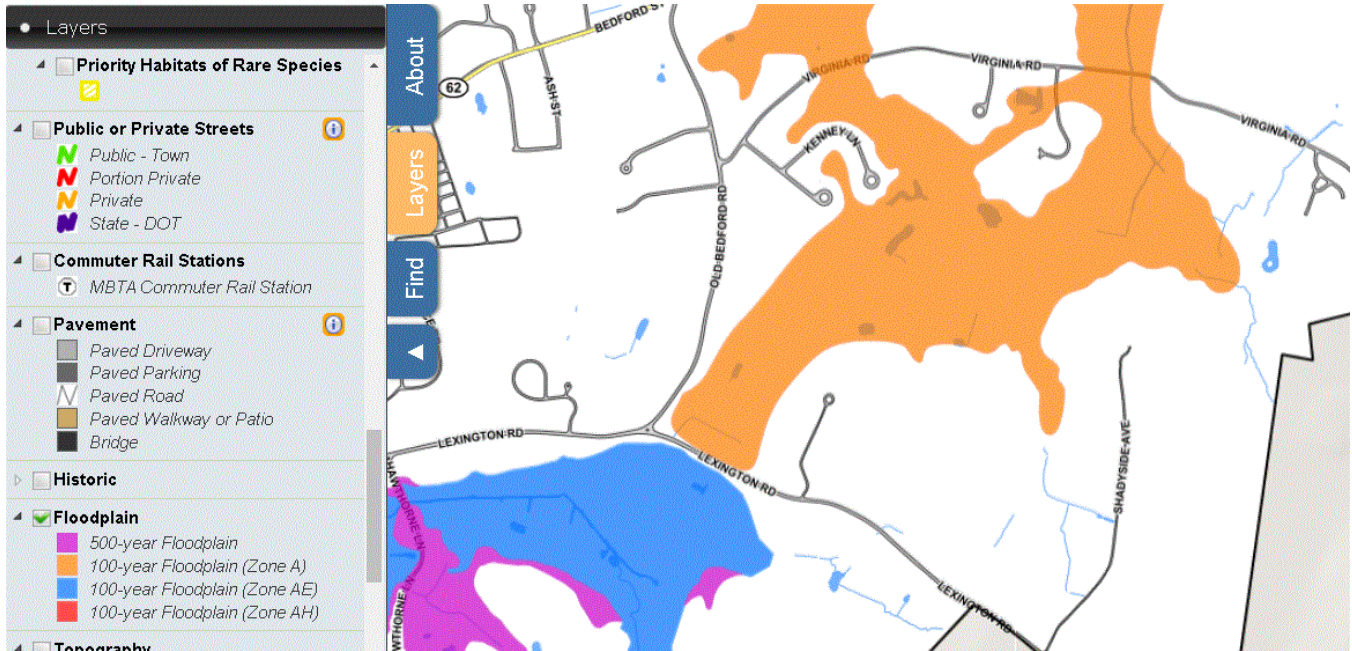
Google Street Map:



Getting Started with Concord's WebGIS

Jill Moonheron

2. Layers



- Click the square **checkbox** to left of Layer name to turn a layer (or group of layers) on or off.



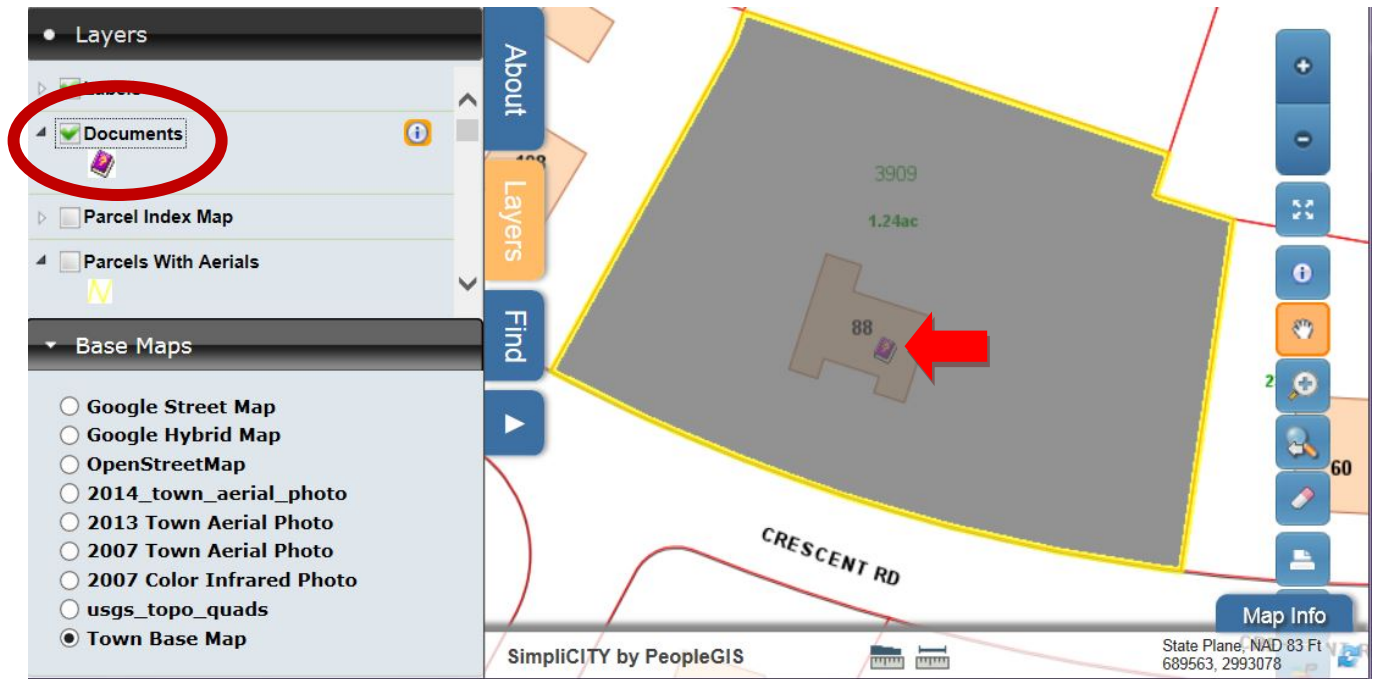
- Click the gray **triangle** at far left to view the layer's symbology (triangle turns black and tilts).



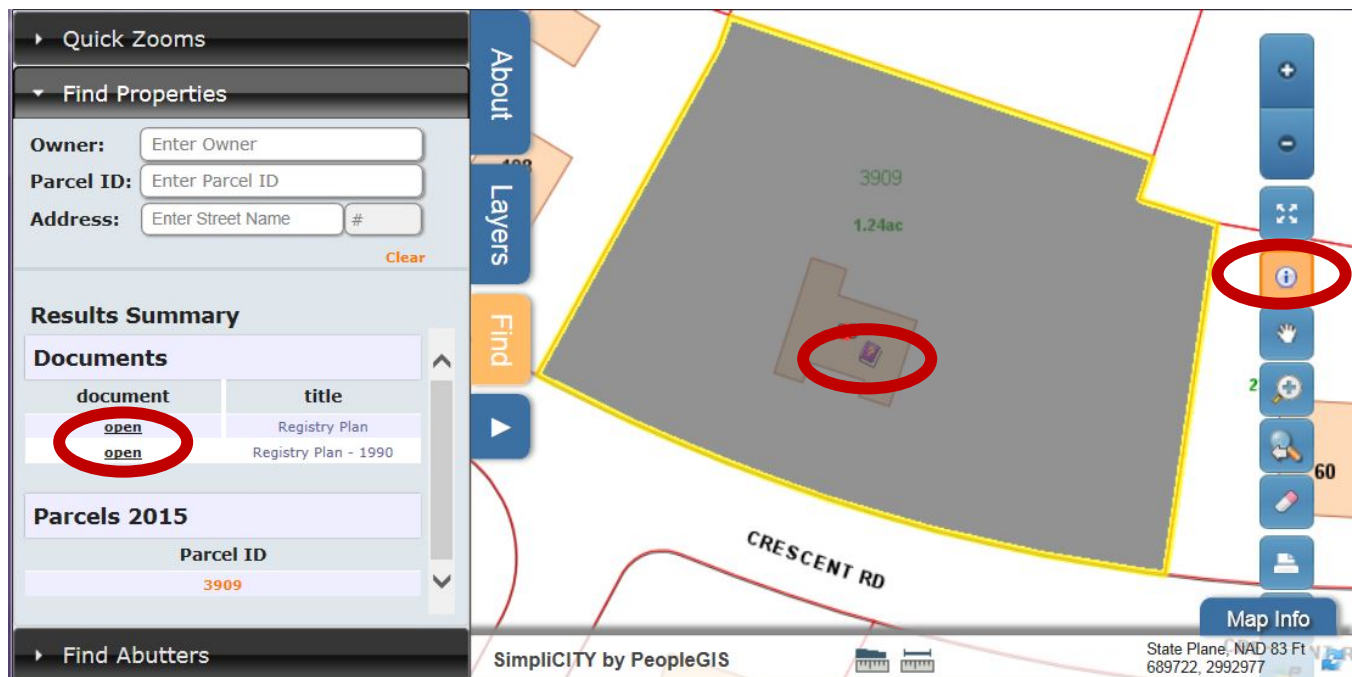
- Layer **Groups** may also be expanded by clicking on the triangle at far left. Individual layers within the group may then be turned on or off as well.

Seeing Stuff: Documents

- Find a parcel of interest, and turn on the Documents layer. If the parcel has on-line documents available, the Documents symbol will appear.



- Click on the **Identify** tool to activate it (it turns orange), then click on the Document symbol on the property. A list of available Documents appears in the Results summary. Click **open** to view a document.



- Documents can be downloaded or printed from the viewing pane.

2. Find Properties

Find: landmar Previous Next Options

Quick Zooms

Find Properties

Owner: LAWRIE
Parcel ID: 2935
Address: MAIN ST 1995
Clear

Results Summary

Parcels

Parcel ID	Address	Owner
2935	1995 MAIN ST	LAWRIE CYNTHIA P

Detail Information Zoom To

Photo

Parcel ID	2935
PID	4474
Vision ID	4474
Address	1995 MAIN ST

Find Abutters

SimpliCITY by PeopleGIS

50 m
100 ft

State Plane
674103, 2995954

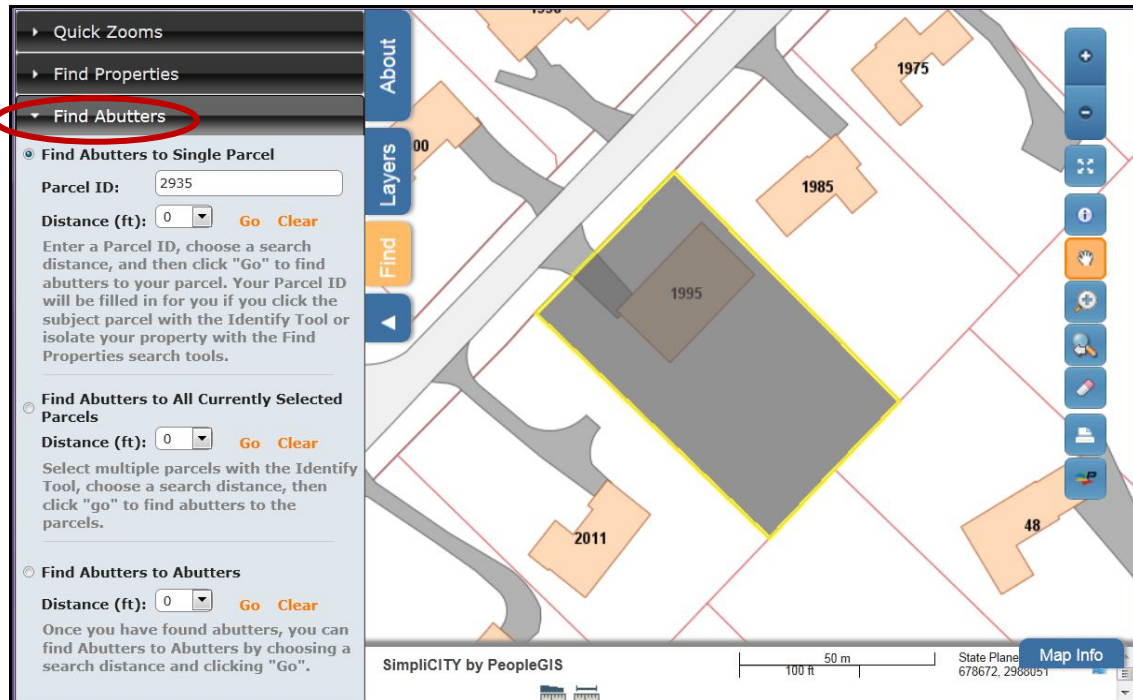
Map Info

- **By Owner:** Last name First name with no punctuation; click on **Parcel ID** in the Results Summary after typing first few characters and seeing the target name
- **By Parcel ID**
- **By Address:** Street Name first then Number; **pick from dropdowns** after typing first few characters

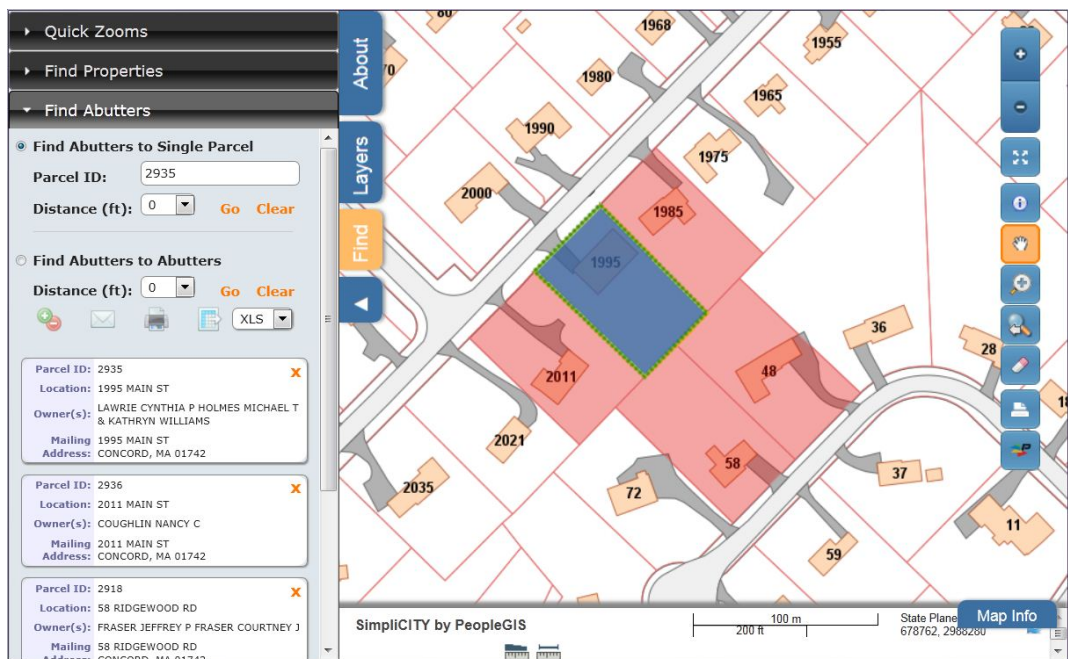
Important Note: If you switch from one type of **Find By** to another, be sure to **clear the previous search field(s)**, or you will be searching with multiple filters, which probably won't work well for you...

3. Find Abutters

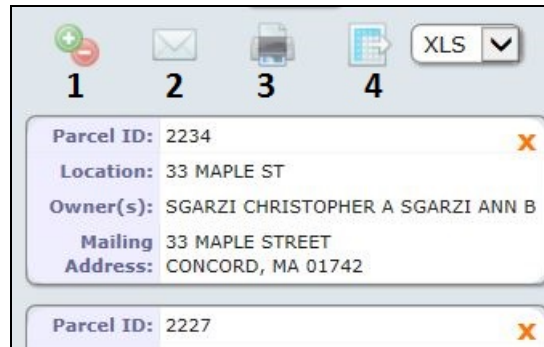
- Use the **Find Properties** function to locate the parcel of interest, then click on the **Find Abutters** heading. The Parcel ID will already be populated. (You can also enter the Parcel ID directly.)



- Use the radio buttons on the left to select the type of **Find Abutters** search you want to perform. If you wish to find abutters based on a distance from the parcel of interest, enter it in the **Distance** box.
- Click **Go**.
- An abutters list will be generated, including the original parcel (blue on map) and abutting parcels (red).



- Review the list of Abutters. If for some reason you wish to remove one, click on its red **X**.
- You can also **add** (or remove) abutters using the map by clicking on Button 1, as shown here:



Note: If you click **Button 1**, make note of the **yellow highlighting** that appears, meaning it's active. Be sure to click on it again (highlighting disappears) to de-activate it before going on with your task.

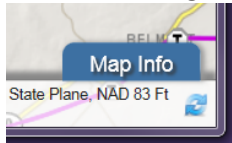
- Button 2 starts a dialogue for printing mailing labels
- Button 3 starts a dialogue for printing the full list of abutters
- Button 4 exports the abutters list to a spreadsheet in either XLS or CSV format

Measuring Stuff (Item C on page 2)



Two measuring tools are at the bottom center: **Area** Measuring and **Distance** Measuring.

If they are not visible, click on the Map Info tab in the lower right and they will appear.



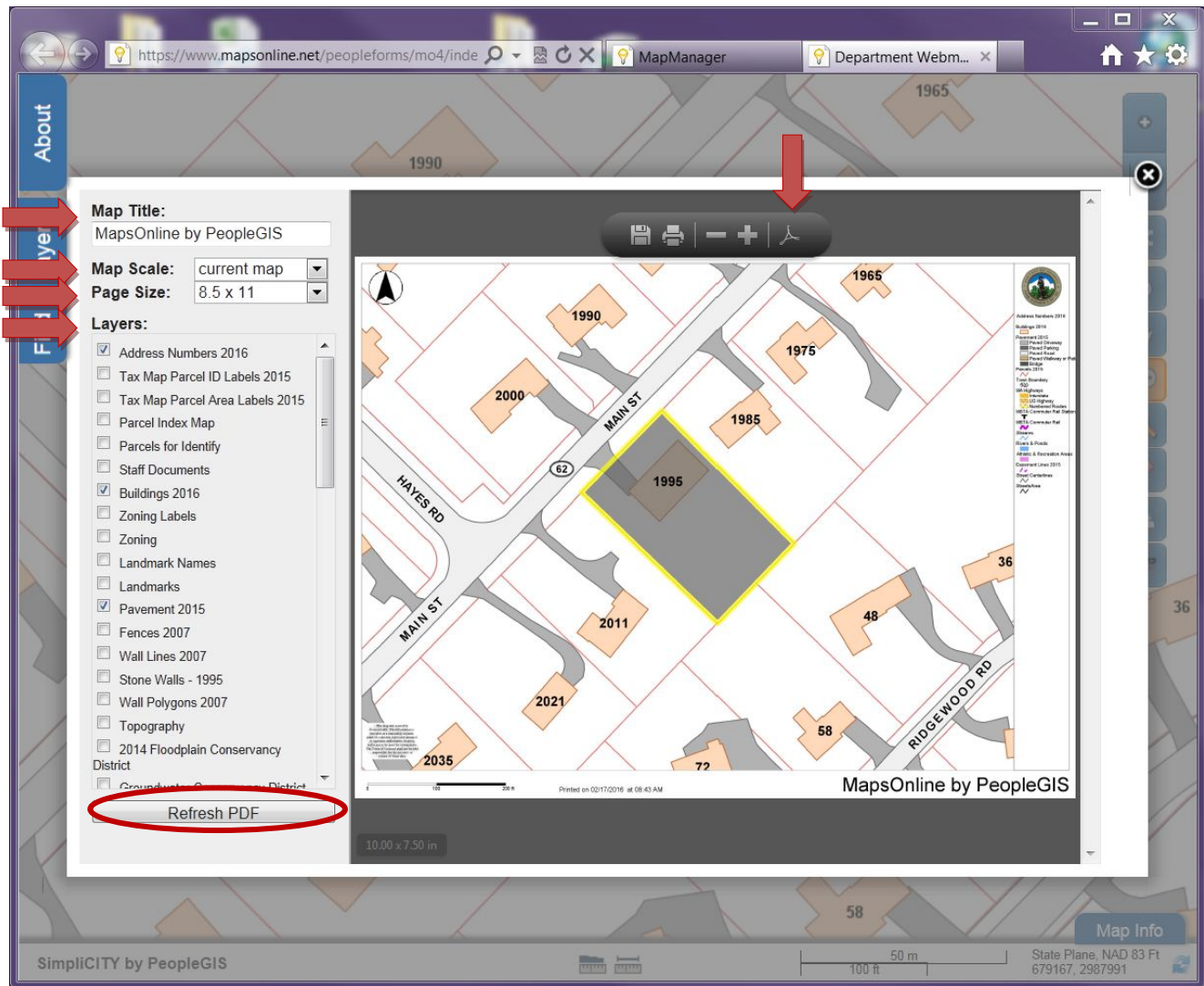
Measuring a Distance in feet (above right)

- Click on the **Distance** measuring tool – it will become **highlighted in yellow**.
- Click on the position of the first endpoint of the measuring line you want to draw
- Additional single-clicks create additional line segments; double-click to end the measured distance.
- The **Distance** measurement for the line you've drawn appears in **red** to the right of the measuring tool.
- When done measuring, click the **Distance** measuring tool again to turn it off; the yellow goes away.

Measuring an Area in square feet (above left)

- Click on the **Area** measuring tool – it will become **highlighted in yellow**.
- Click on the first corner point of the polygon you want to measure.
- Additional single-clicks create additional vertices; double-click to stop adding vertices.
- The **Area** measurement for your polygon appears in **red** to the left of the measuring tool.
- When done measuring, click the **Area** measuring tool again to turn it off; the yellow goes away.

Printing a Map (Item 7 on page 2)



Click on the Print button on the right side of the main map page (key number 7 on page 2 of this document) to see a **Print Preview** of the map layout in PDF format. You can adjust the map in multiple ways:

- The tools on the left side of the preview window.
 - **Map Title**
 - **Map Scale:** Zoom the map display in or out
 - **Page Size:** Choose 8.5 x 11 or 11 x 17
 - **Layers:** Add/remove layers from the display by checking/unchecking from the Layers list at left
- The Adobe tools, accessed by clicking on the Adobe Logo (far-right tool in the top tool bar)
Important: Click the Refresh PDF button to view your changes!

For any other changes – re-centering the display, removing/changing highlighting etc. – close the **Print Preview**, make the desired changes in the Webmap, then click **Print** again to return to the **Print Preview**.

When you are satisfied with the PDF, click the **Print** button at top center to access the usual printer dialogue. You can also save the map to a PDF with the button just to the left of **Print**.