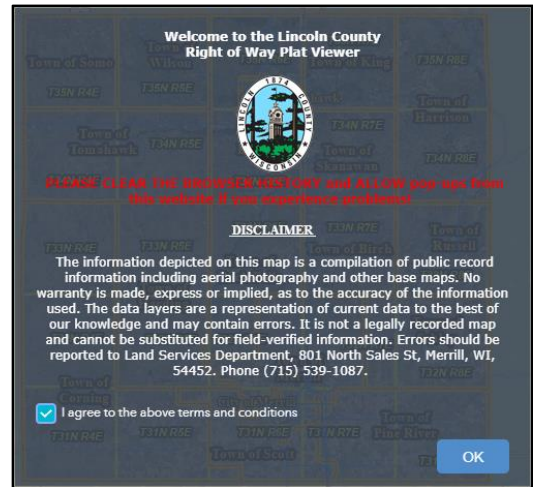


# Lincoln County Right of Way Plat Viewer Documentation

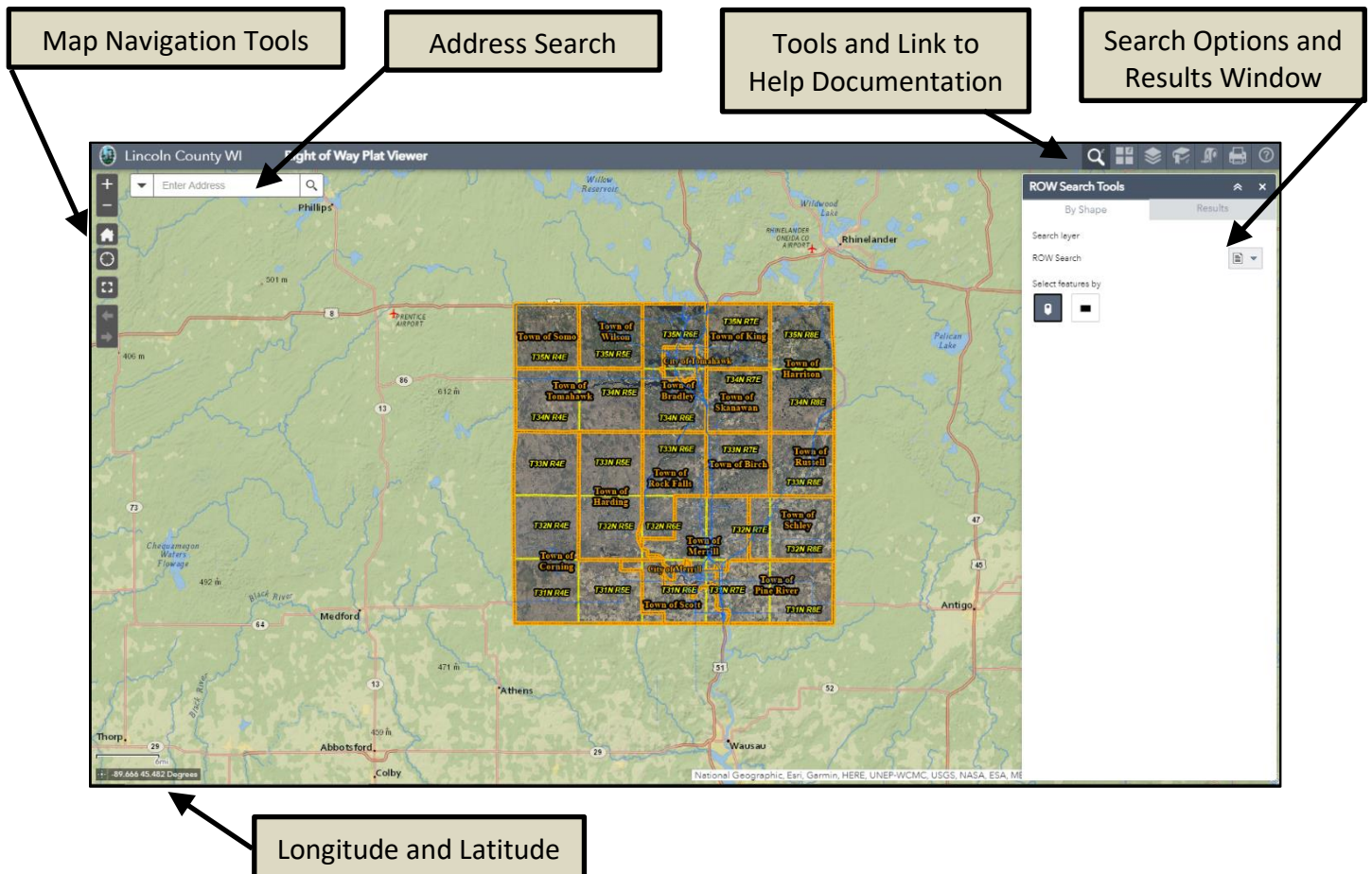
## Disclaimer:

When you first open the Right of Way Viewer you will be prompted to read an introduction screen that outlines the purpose of the viewer and the data it is publishing. Click “Agree” to open the application, make sure a check mark is present.



## Opening Page:

This is a snapshot of the opening screen. Tools are located along the top right of the map. Map navigation tools are located on the upper left side of the viewer. The “Search Information” tool opens automatically.



## Tools Overview:

This is a quick overview of the tools. There are detailed descriptions found throughout the remainder of the document.



**Search Tool:** Clicking on this button will open the tools that allow you to search for Right of Ways.



**Basemap Backgrounds Gallery:** Clicking on this button will open a window which displays the basemap gallery. You will have options to turn on different years of photography and other basemaps.



**Map Layers:** Clicking on this button will open a window showing all the map layers available on the website. Use it to turn layers on or off. Expand the layers list to create a legend, or make layers transparent.



**Bookmarks:** Clicking on this button will open a list of stored bookmarks. Users can create additional bookmarks or delete existing ones.



**Draw and Measure:** Clicking on this button will open a tool used to measure distance and area and to draw shapes on the map.



**Print Map:** Clicking on this button will open a map printing tool enabling the user to print map documents in different sizes and layouts.

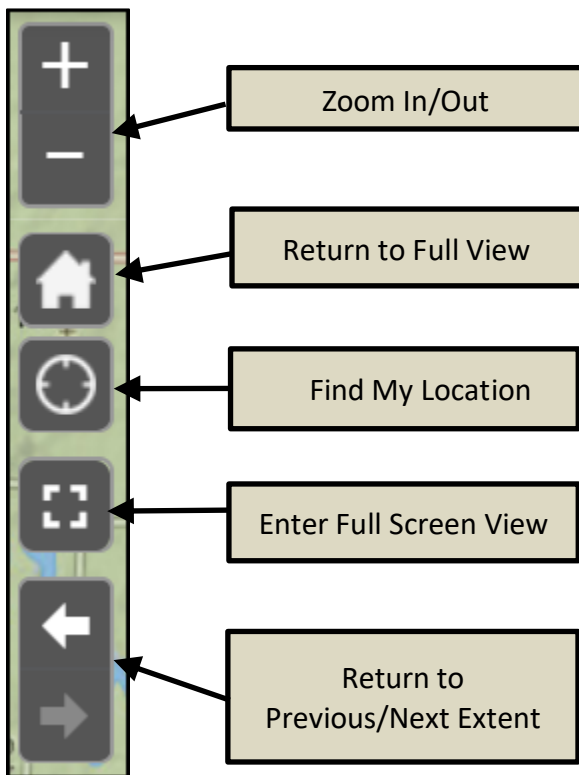


**Site Help:** Clicking on this button gives you the link to this site usage document for the Right Of Way Viewer, you can also contact the Lincoln County Land Services Department at 715-539-1087 with any further questions.

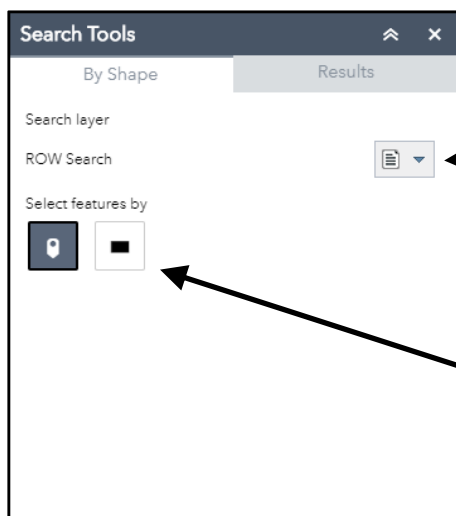
## Detailed Tools Overview:

### Map Navigation Tools:

The navigation tools have the look and feel of those used by common Internet mapping sites.



**Search Information:** This window opens automatically every time you open the website. This is the main tool for locating Right of Ways. Features are selectable by zooming into your desired location on the map and using either the Point or Extent tool options. Once features are selected the results are displayed in the “Results” window. Some of the results given include Project Name, Consultant Surveyor, Type of ROW, and State and Federal Project Number.

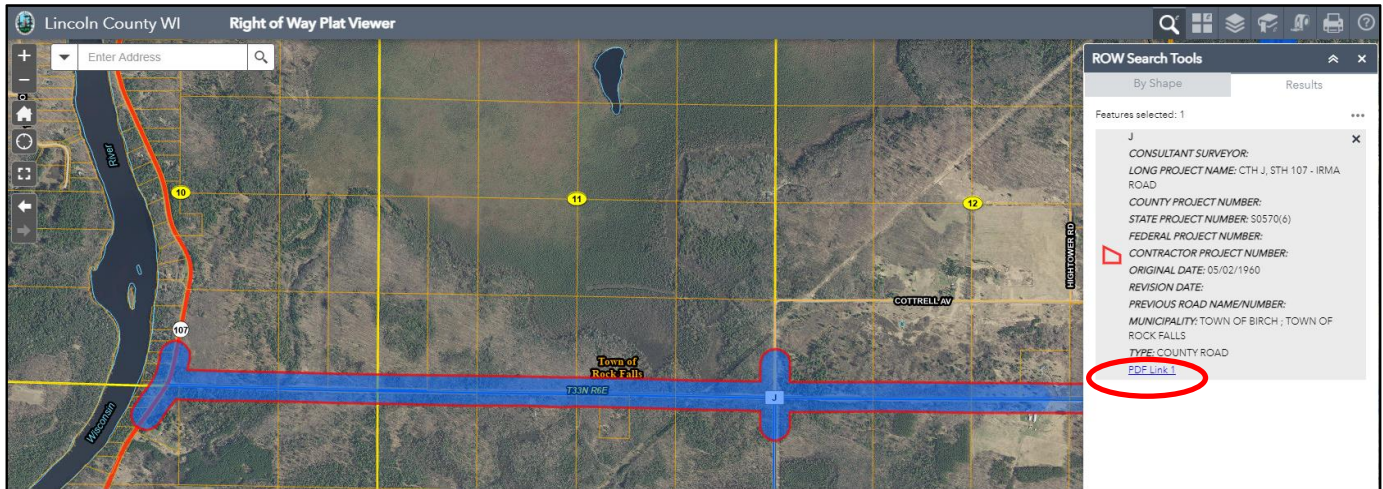


This pull down will allow the user to create a new selection, add to a selection set, or remove features from the current selection.

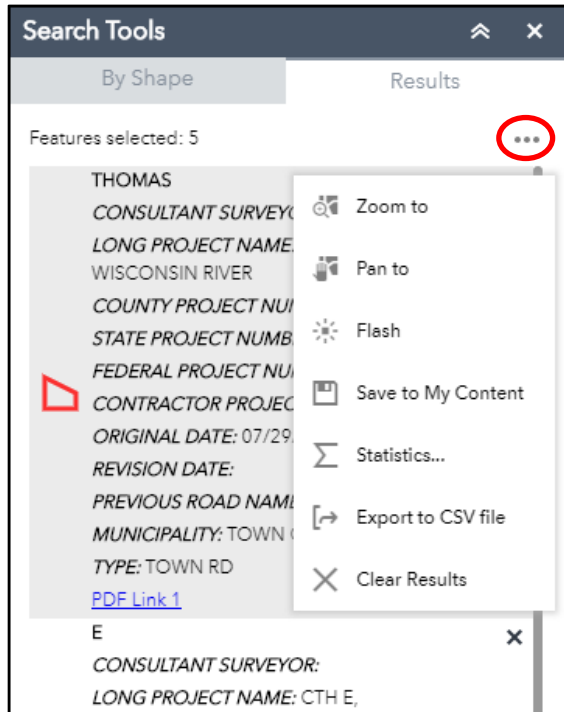
Pick one of these graphics to select features off of the map.

## Search Results:

**At the bottom of the Search Information window or is a link or links to a PDF that will open the Right Of Way Plat document.**



**The Right of Way Plat documents may be split into more than one PDF, as each document is 10mb or less to accommodate slower internet download speeds.**



If your search returns multiple features, the number of features selected is shown near the top of the “Search Information” window. You can scroll through the feature (s) data here. Selecting the three ellipsis that are indicated, opens a drop down where you can choose to Zoom to, Clear Results, or Export to a CSV file.

If you export the data to a CSV (comma separated values) file, your computer’s browser settings determine how the file is handled.

The tools: Save to My Content and Statistics are default tools that do not apply to this Right of Way Finder application.



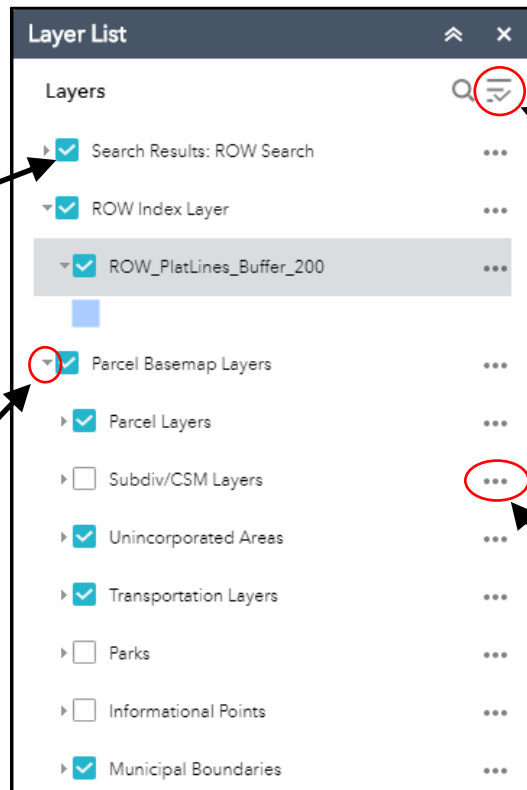
**Enhanced Basemap Gallery:** Clicking on this button will open a window where the user can pick a background map. There are different years of ortho imagery (aerial photos corrected for topography).

To change basemaps simply click on one. To transition between two basemaps, click on the green plus sign that appears on the top left corner of the basemap when you hover over it. It will be added to the top of the basemap window and a transition bar will appear to slide between the basemaps. Click the red X to remove.



**Layer List:** Clicking on this button will open a window showing all available layers that can be turned on or off. Expand the individual layers to view symbology. All data layers are grouped logically. The best way to learn about the available data is to expand each layer to discover what is there.

Turn individual layers on and off here.



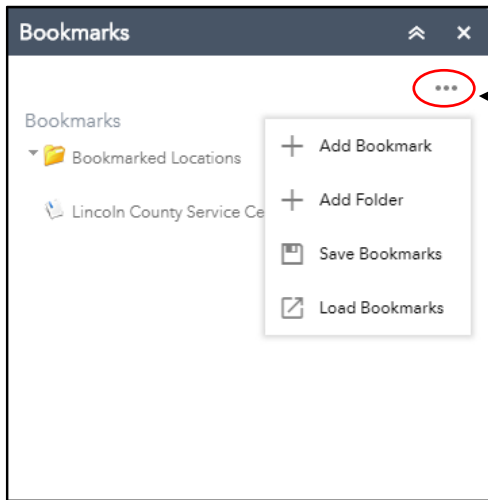
This pull down will allow the user to turn all layers on or off, expand, or collapse all layers.

Use these arrows to expand layers.

Clicking on the ellipsis gives you more options on ways you can change how the map looks and works. Use the pull downs to zoom to a layer, adjust its transparency, set a visibility range, enable pop-ups, or change its drawing order.



**Bookmarks:** Clicking on this button will open bookmarks tool. Users can create bookmarks for specific locations or delete existing ones. Bookmarks are an efficient way to quickly return to a desired location by creating your own shortcut.

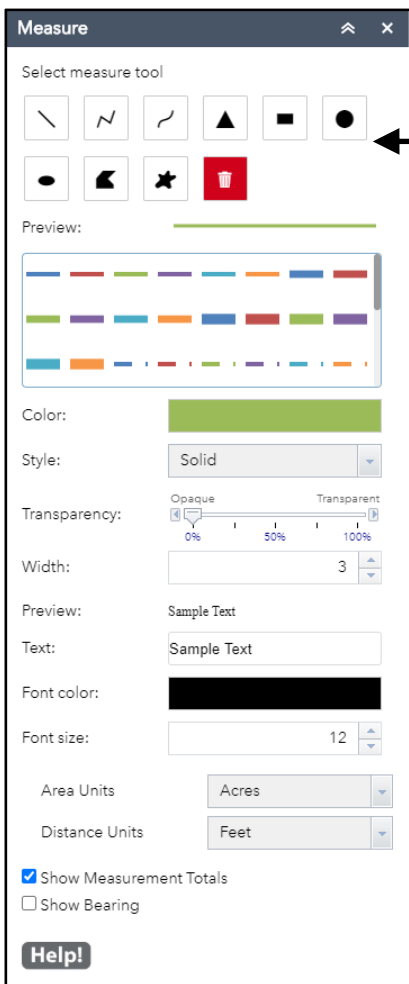


Clicking on the ellipsis opens the drop-down list of additional tools.

TIP: If your bookmarks are gone after you close and reopen the website, make sure your Internet settings allow the use of cookies from this website.

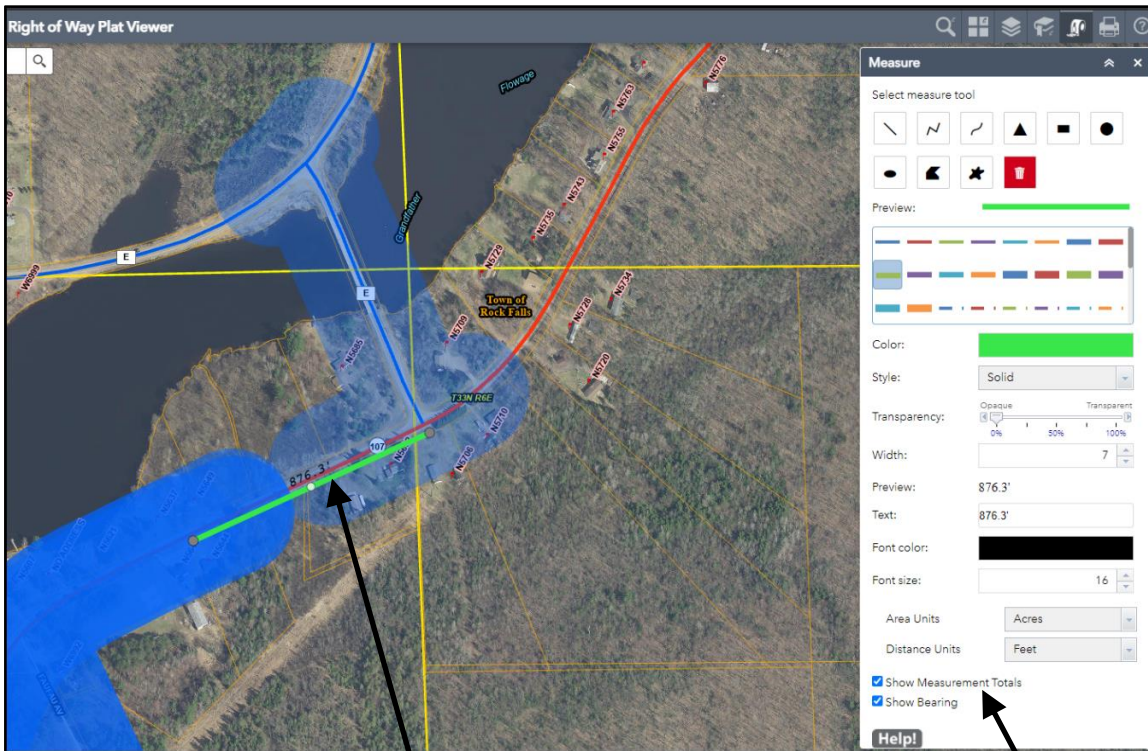


**Measure and Draw:** Clicking on this button will open a tool used to draw shapes and measure distance and area on the map. Measurements will always default to black font color, which can be hard to see on many basemaps, experiment with font color and size to find one that works for your map.



Start by selecting the type of drawing you want to add to your map.

Experiment with font size and color, shape color, style, transparency, and width. Choose area and distance units.

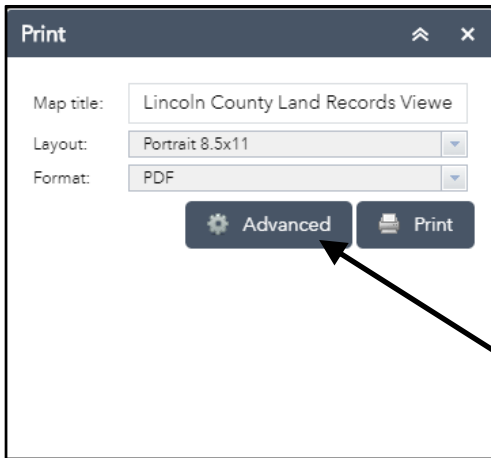


The measurement will be shown on your drawn feature. You can change the color and size of the font and the drawn feature to show better on the basemap. After your drawing is complete, you can select a line of the feature and moveable vertexes will appear to adjust lines. The measurements will adjust as the lines move.

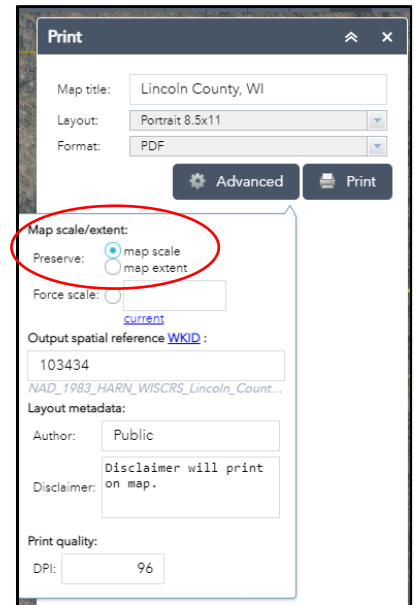
Check these to see the measurement totals and bearings. Bearings will show when you draw a feature using the Polyline tool or when you use vertexes to adjust drawn straight lines. The Polyline tool is the second measure tool shown above.



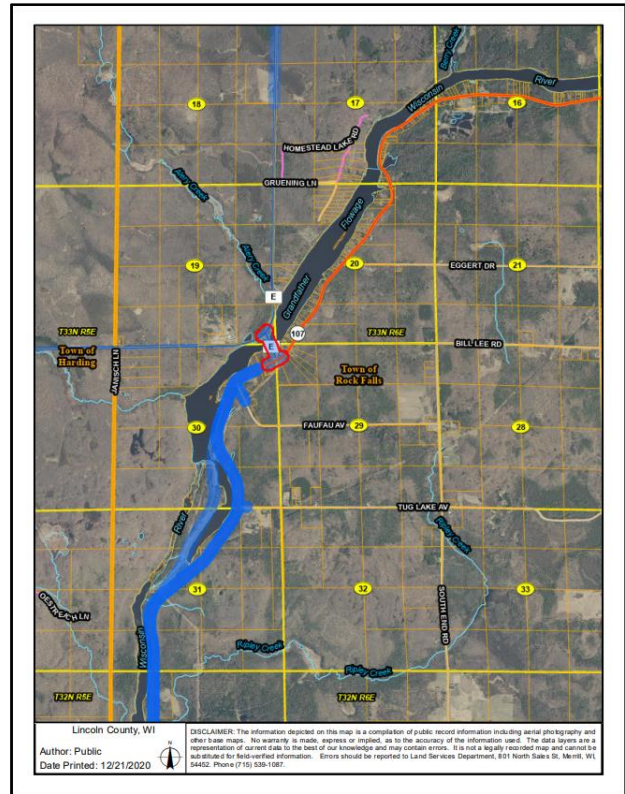
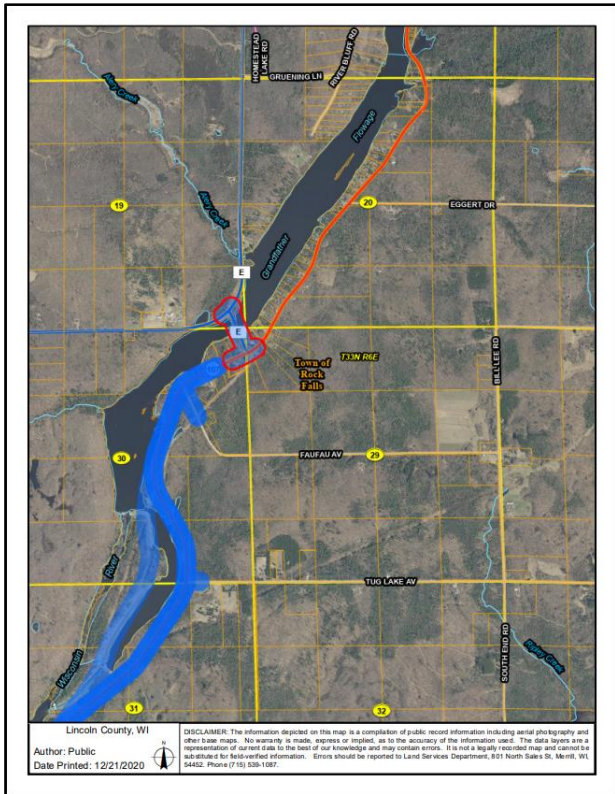
**Print Map:** Clicking on this button will open a map printing tool enabling the user to print map documents in different sizes and layouts. Users have the option to add a title, select the map's layout and file format, and add the author's name. In the Layout templates dropdown, the user can pick a page size and orientation. In the Formats dropdown, the user may choose to create a map in one of eight different file formats. When you click the "Print" button, a map document will be created and displayed within the print tool window. By clicking on that map document, it will open in a new window in your browser. IF THE MAP DOESN'T OPEN, IT IS PROBABLY DUE TO YOUR POP-UP BLOCKER SETTINGS. The user can save and/or print the document. Print preview should be used to preview the document to make sure the landscape/portrait orientation is correct for your print settings.



The Advanced menu is where you will find the options to change the map scale/extent, change the output spatial reference, add metadata such as disclaimer and author, and change print quality.



If your map printout does not look like you expected it to, experiment with the preserve map scale, map extent, or force scale options- all found in Advanced settings. Showing the same feature at the same starting scale, and using the portrait 8.5 x 11 Layout Template for this example, the map was created twice. Below on the left is the map with “Preserve: map scale” **checked**. Below on the right is the same map with nothing changed except “Preserve: map extent” is **checked**.







**Help - Contacts:** Clicking on this button gives you the link to the Help document for the Lincoln County Right of Way Plat Viewer. If you have further questions about using the website, or about the information you found on the website, please contact the Lincoln County Land Services Office at 715-539-1087. This is a link back to the <http://maps.co.lincoln.wi.us/webapps/GISPortal/index.html> portal page. Use it to discover the other maps, records, data, and links related to land records.

