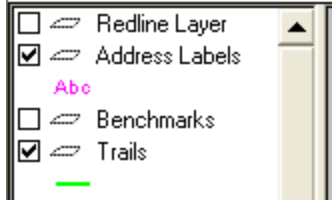


Del Mar Public Web GIS Getting Started Guide

How do I select layers?

Check the box in the legend to display the layer. Uncheck to remove the layer from your view



Why don't I see the aerials layer in the legend?

Some layers will disappear or appear as you zoom in or out. This is normal and due to layer that are set with display thresholds. For example, when you are zoomed all the way out you will NOT see the 'Address', 'APN' or 'Aerials' layers in the Table of Contents. But once you zoom in to about 1:5000 (~ 1" = 400') they will show up.

How do I zoom in and out?



Click on **Zoom In** or **Zoom Out** button and then click once on the map to zoom in or zoom out about 50%. OR,

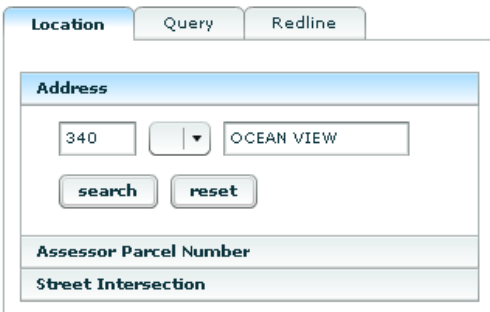
Click the **Zoom In** or **Zoom Out** button, then Left click the mouse and hold while clicking on the map. As you drag the mouse you will see a box that shows you the area's extent. As soon as you release the mouse button, the map display will change.

Use the **Pan** button to scroll around the map while keeping the current scale. Click on the **Pan** button and then left click on the map and drag the cursor to pan the map.

How do I search for a property?

Use the **location tab** of the search engine to search by address, assessor parcel number (APN) or street intersection.

In each case, enter the complete address, APN, or cross street names, *or* you can use blanks or partial spellings which serve as a wildcard (recommended)

A screenshot of a search engine interface. At the top, there are three tabs: 'Location' (selected), 'Query', and 'Redline'. Below the tabs is a search form. The 'Address' section has a text input field containing '340', a dropdown menu showing 'OCEAN VIEW', and a 'search' button. Below this is a 'reset' button. There are also sections for 'Assessor Parcel Number' and 'Street Intersection', which are currently empty.

How do I print out the assessor information for a parcel?

After you have performed a search for a property, in the Search results list, click on **XLS** to export the information to an Excel File or click **Print** to send the report to your printer.

Search Results: 1 Return(s) [xls](#) / [print](#)

Parcel: 300-093-02

Address: EL CAMINO DEL MAR

How do I print a map?

Right mouse click on the map and select **Print > Print Page Setup** allows you to set the scale, title, and print setup.

