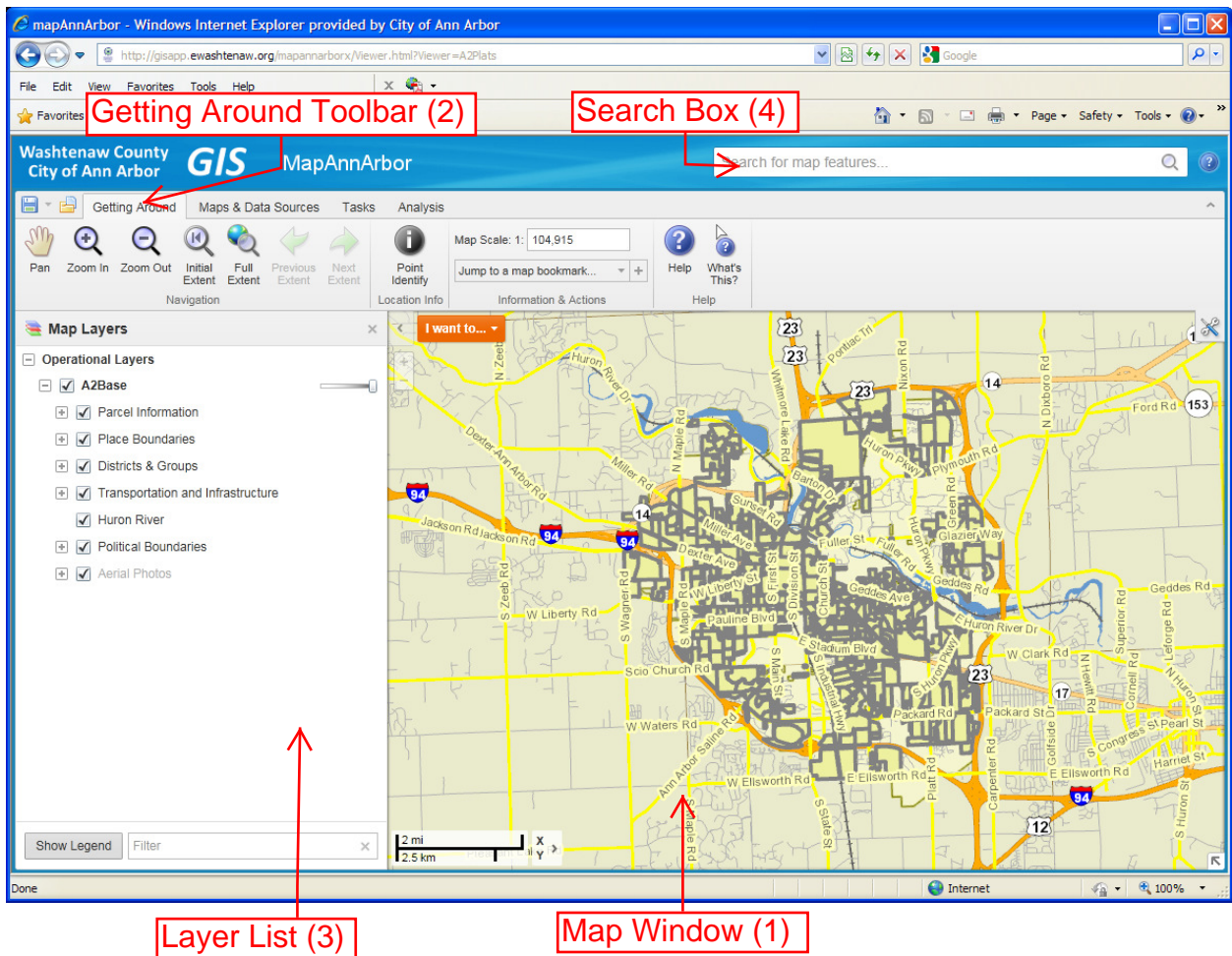**Basic GeoCortex Map Navigation**

**Getting Started**

When you open the GeoCortex web-based map viewer in your Internet browser, you should see something that looks a lot like the image shown in Figure 1 below.
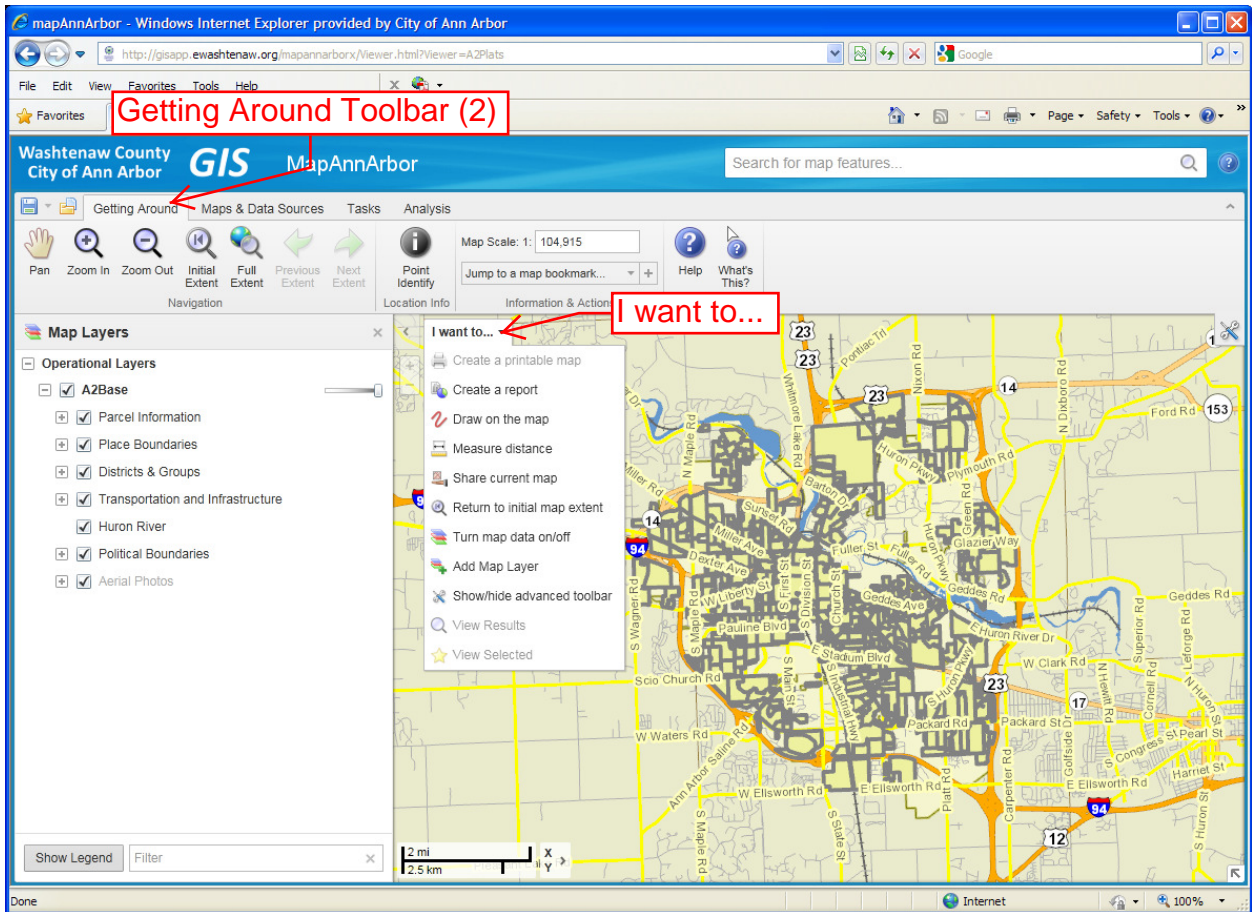
The map information is displayed in the Map Window (1). Above the Map Window is the Getting Around Toolbar (2) which displays information about the map and lets you interact with the map. The Layer List (3) displays information about the map layers that are available. Finally is the Search Box (4) which allows you to search for specific sites by address. Each area will be described in further detail below.

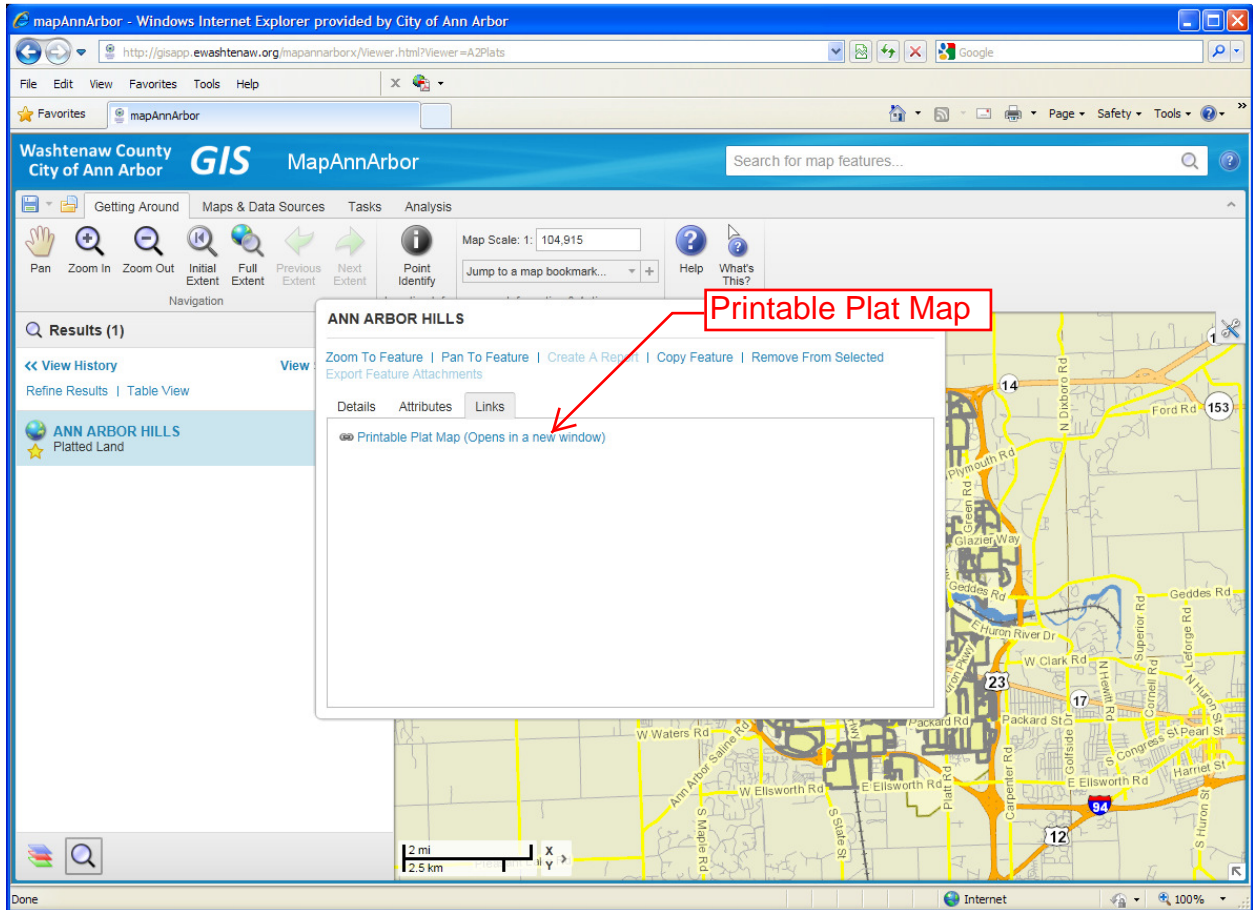Figure 1. The GeoCortex web-based map application:

## Map Window:

*I want to…* - This dropdown list is a shortcut to many of the more popular tasks that most GeoCortex users are looking for.  Feel free to try some of these out.  **Please note that using some of these tools in the *I want to…* may move you to another Toolbar besides the Getting Around Toolbar.  You can always click on the Getting Around Toolbar again if you need to.**
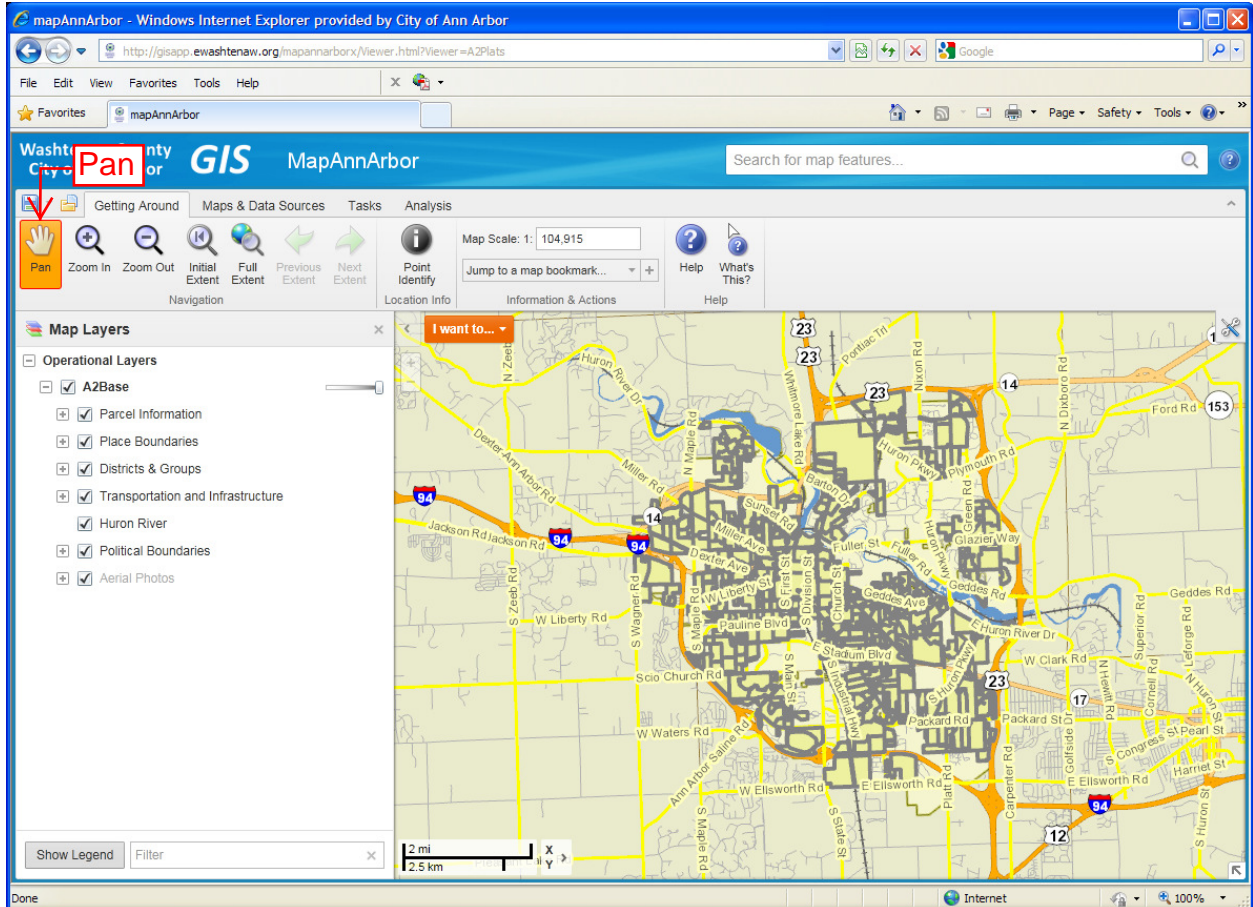
*Print a Plat Map* – You can print out the Map Window view or a specific Plat Map.  To print out the current Map Window view, just zoom in or out to the extent you want (see page 5) on how to zoom in and out) then click on the **I want to…** button and select **Create a printable map** from the dropdown list, follow the prompts and create your map.  To print a specific Plat Map, right-click over the Plat you want and select **What's Here** from the popup menu.  Your selected Plat will show up in the Layer List area.  Click on that link and a popup window will appear telling you more info about that Plat.  Click on the Links tab of that window and select the Printable Plat Map link and a PDF map of that Plat will open.
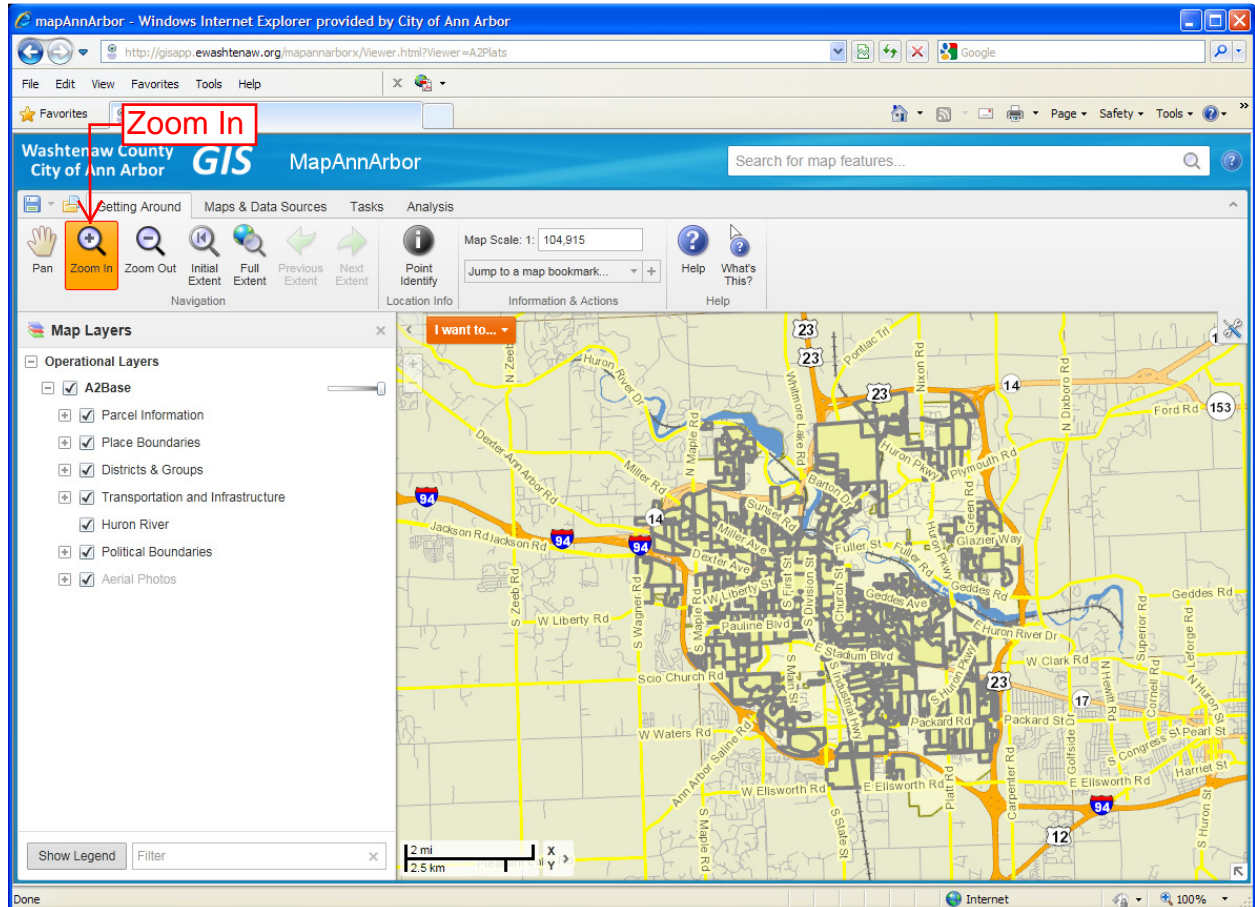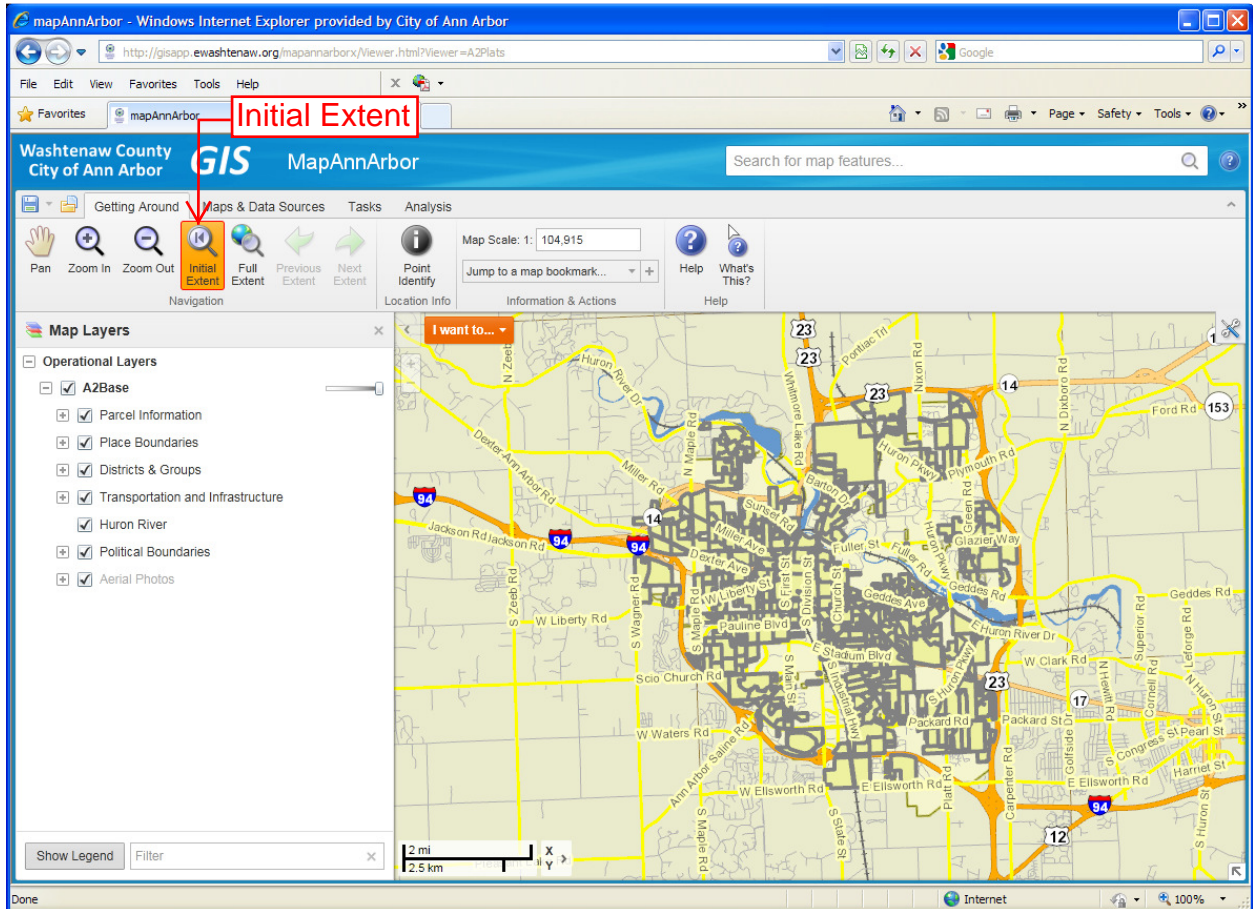
**Getting Around Toolbar:**

*Pan* – Click on the Pan button and you can then click and drag the image in the Map Window and center it to the area you are most interested in displaying.
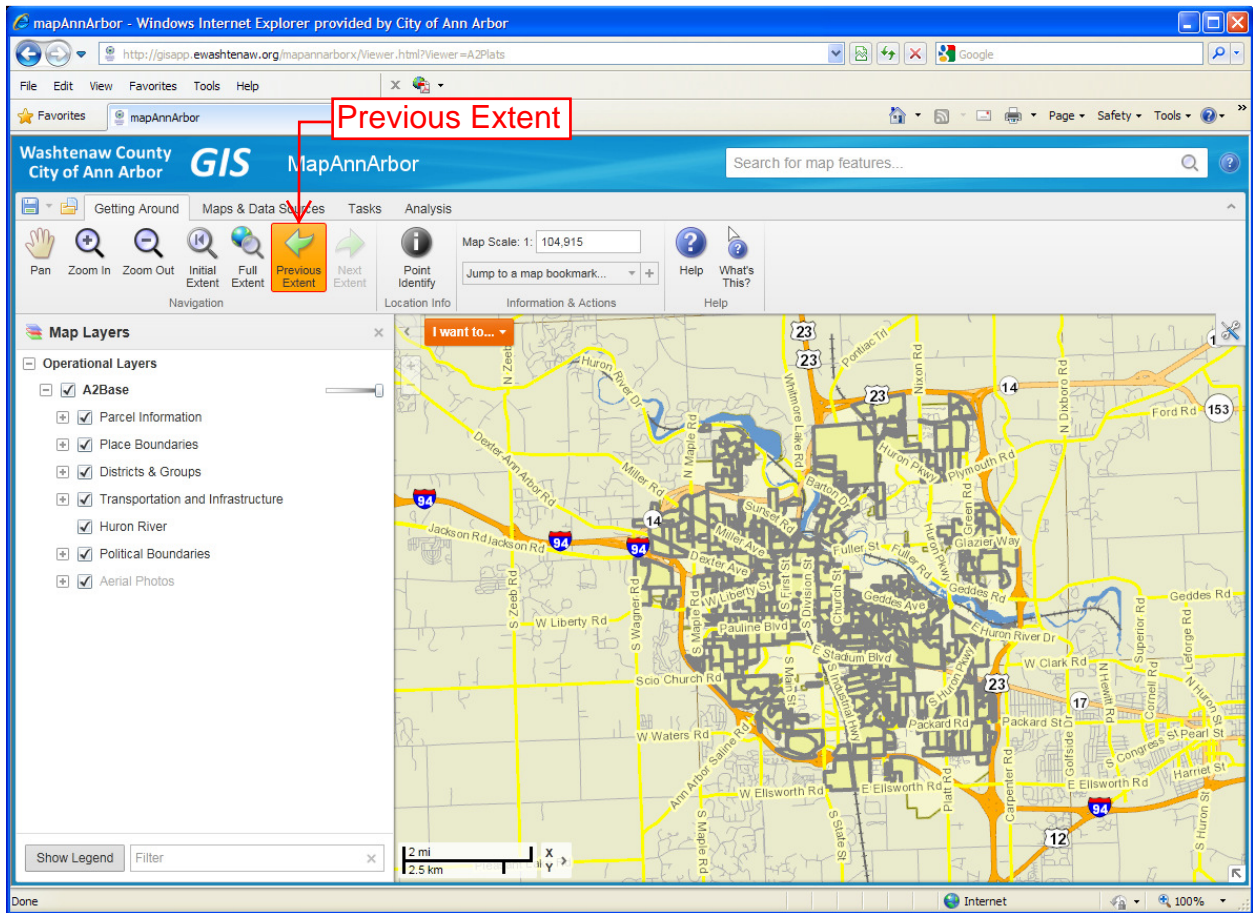
*Zoom In and Zoom Out* – Click on the Zoom In button to Zoom In on the image.  You zoom in two ways 1) click on the Map Window and Zoom In based on where you clicked or, 2) click and drag a box around the specific area you want in the Map Window.  The Zoom Out button works in the same fashion.

*Initial and Full Extent* – These buttons resets the Map Window to the default view. The Initial Extent button will set the view to when you opened the GeoCortex map the first time. The Full Extent button extends the Map Window view to make sure that all the Zoning section areas are visible.
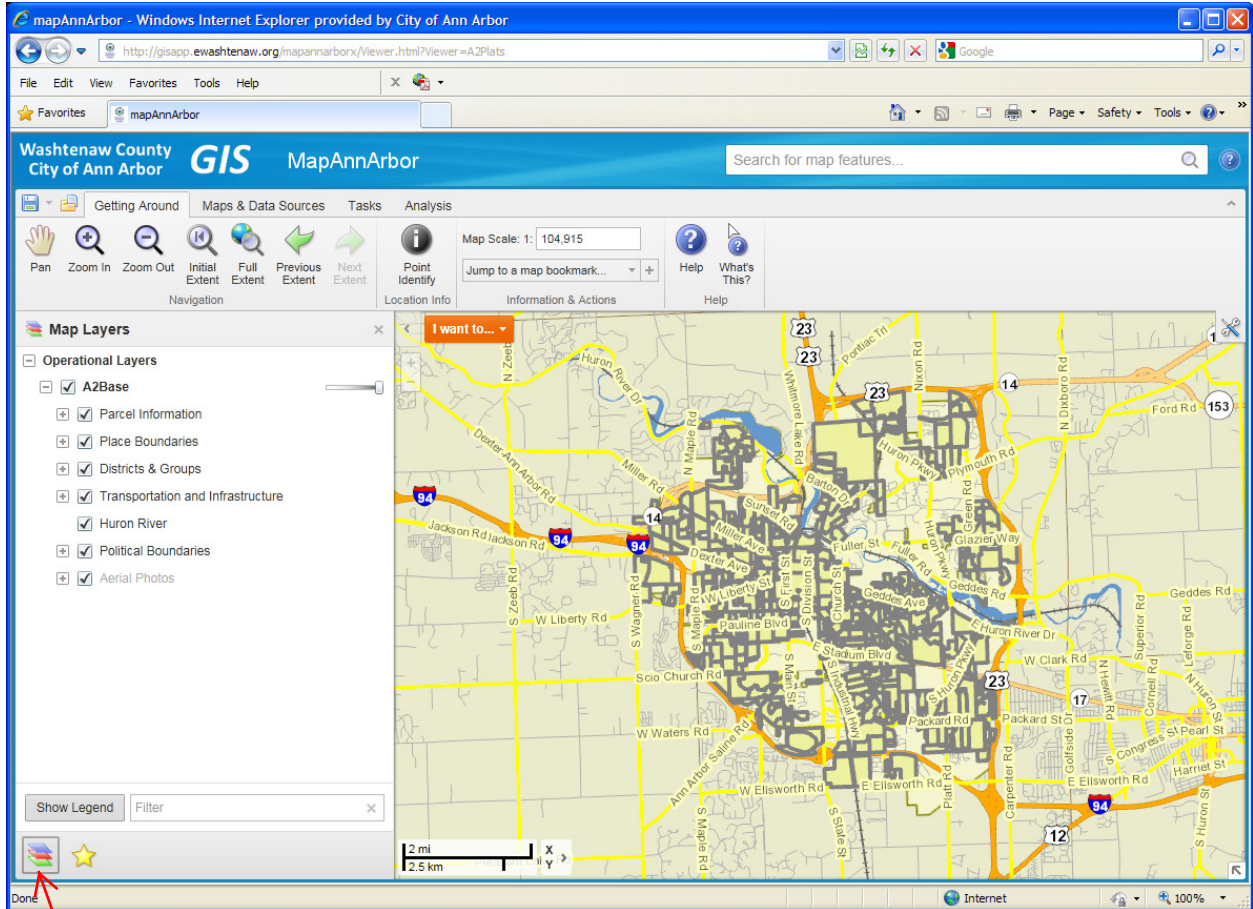
*Previous and Next Extent* – These buttons are similar to the Back and Forward buttons on an Internet browser.  They will take you either back to the previous Map Window image you were looking at or forward to another.
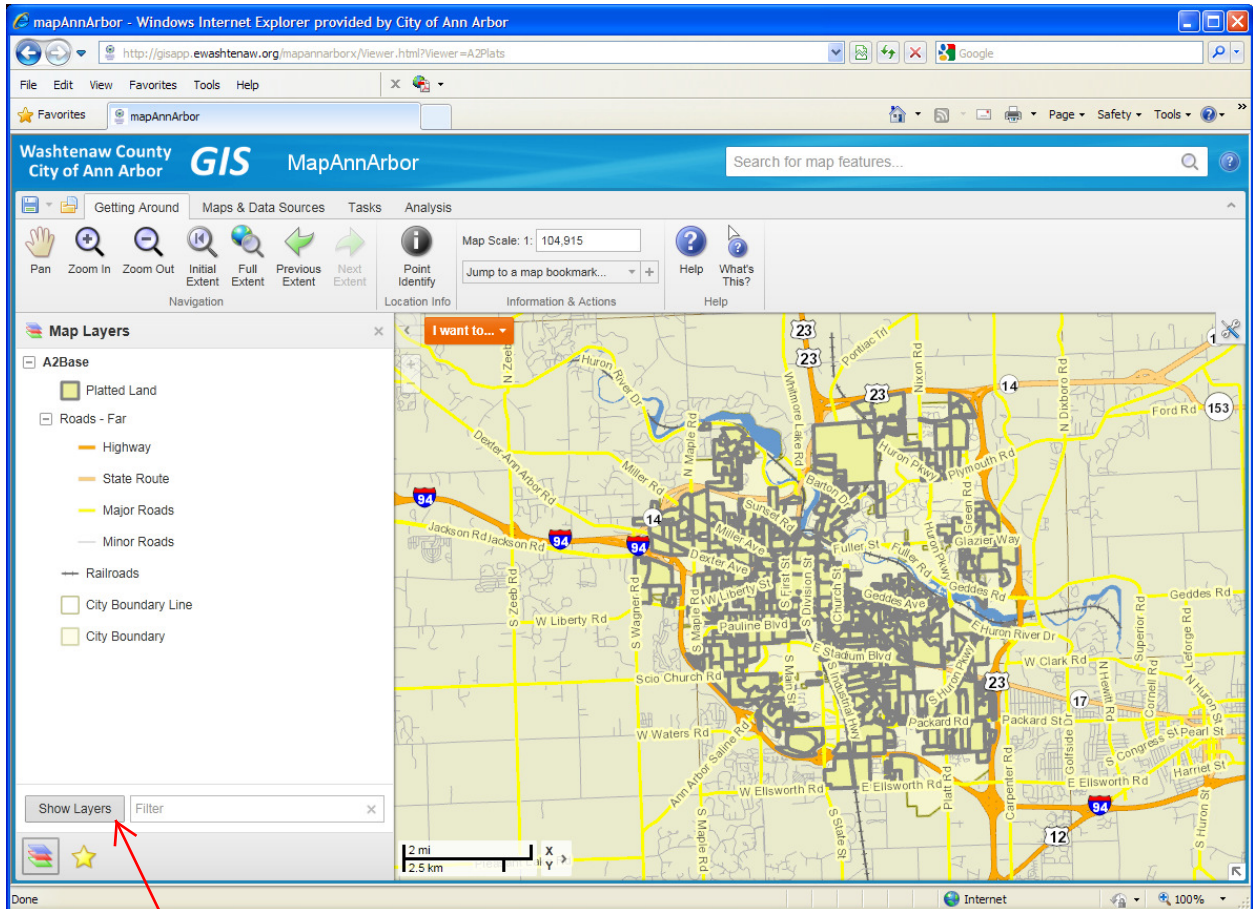
**Layer List**

*Map Layers* – To see what map layers area available to view at anytime click on the Map Layers button in the lower left corner of the GeoCortex window.  Clicking that button will always display the map layers. You can scroll down the Layer List to view all data that is available.  By clicking the checkbox next to a feature name you can control what layers are visible in the Map Window.  **Please note that some layers are grayed out.  This means that those features will not be displayed until you zoom in to a closer scale.  This is done so that the Map Window does not become over-crowded.**
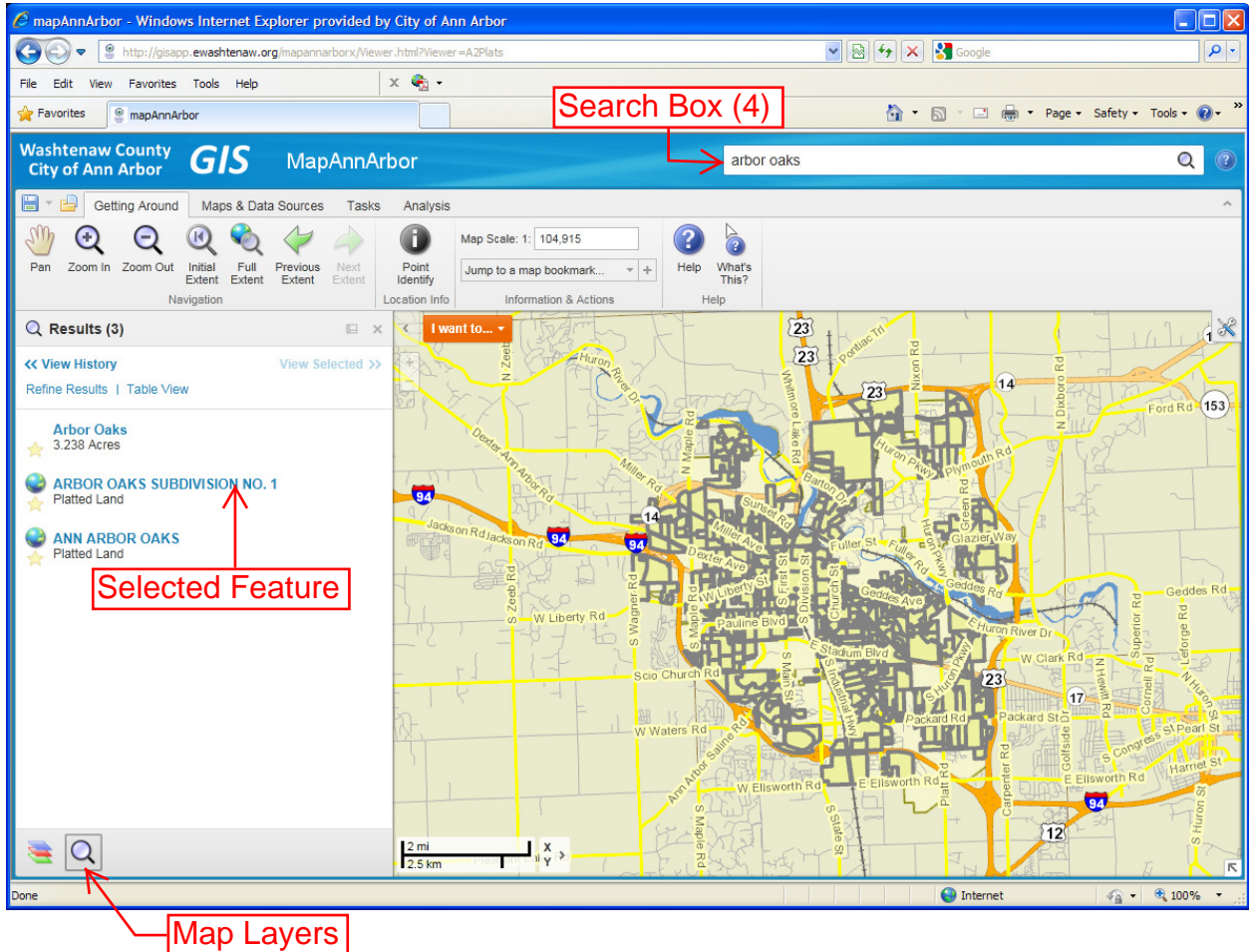


Map Layers

*Show Layers or Show Legend* – This button, located at the bottom of the Layer List will toggle the Layer List to show either the Layer names or the Layer symbology.



Show Layers or Legend

**Search Box**

This search tools allows you to search for specific Parcel by address.  Just type in the address you want, press Enter and a list of possible matches will be displayed in the Layer List area (click on the Map Layers button to return to the Layer List, see page 9).

*Zoom to the Selected Feature* – If you click on the globe icon of any of the selected features from your search the Map Window will zoom into that feature.  The Plat will be better displayed.