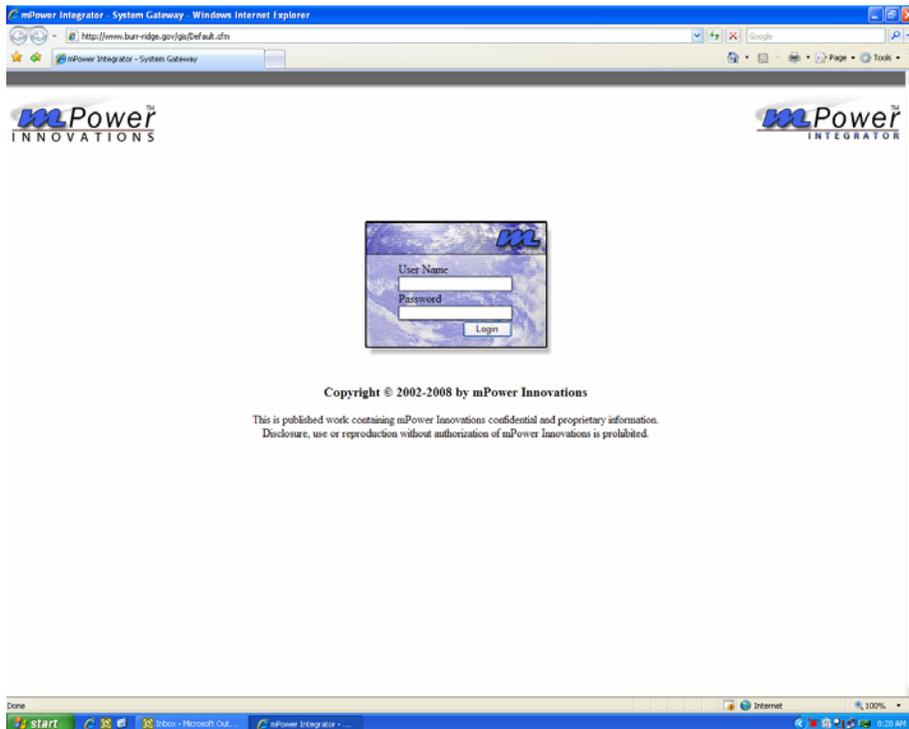


# Interactive Map User Guide

Welcome to the Village of Burr Ridge GIS Interactive Map! If you are unfamiliar with GIS or have never used an interactive map before, it may appear daunting at first, but you will be finding your way around in no time. If you are already familiar with the basics, you may want to skip down a few pages to read up on how to query and buffer with the map.

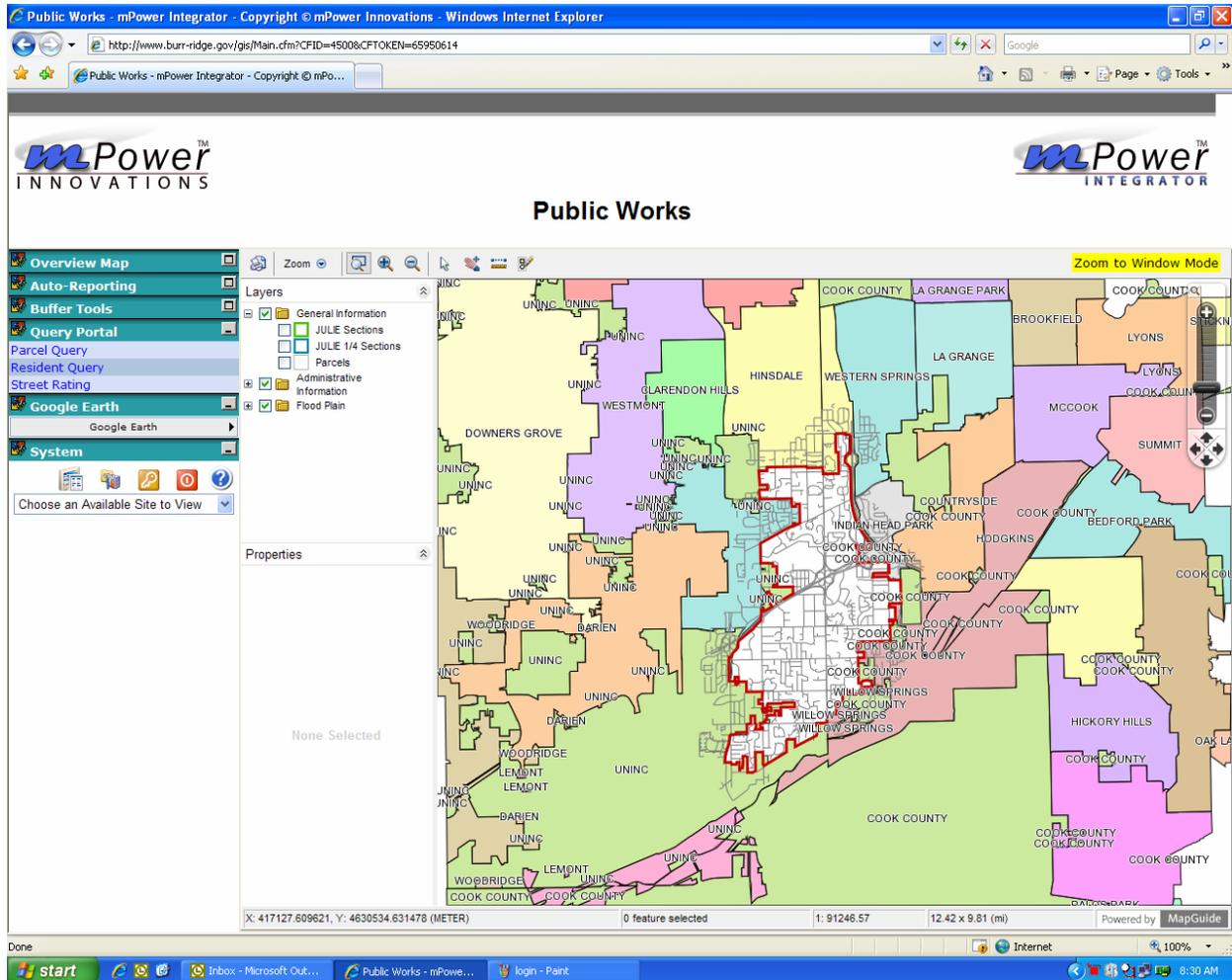
## Log In Procedure

If you are a Village staff member, the User Name is the same as your Windows log in name, and the password is the last 4 digits of your Social Security number. To log into the Public site, click on the link and the site will be automatically directed to you.



## Page Layout

When you first log in to the interactive map, you will see many different objects on the screen. There is the map space, a column of tools on the left side of the screen, boxes labeled "Layers" and "Properties" and a row of buttons just above the map space. All of these aspects play different roles in showing you the information you want to know.



## Buttons

Zoom Window: 

By clicking and dragging the mouse, you create a rectangle the map will zoom to

Zoom In: 

Zooms in to the point you click

Zoom Out: 

Zooms out from the point you click

Select: 

Use to select objects in the map to see their properties or create a report.  
Press the shift key to select more than one object

Pan: 

Use to move around the map

Measure: 

Pop-up box used to measure distances or areas in the map  
Can change units of measure

Click Measure button to begin measuring. Left-click mouse and press Shift key to stop measuring.

Clear Selection: 

Unselects any objects currently selected in the map

Scale Bar:

Can zoom in or out of map by clicking + or – buttons or by moving slider bar

Pan Arrows

Click to move map to the north, south, east, or west

Print: 

Click to open Print Controls box, where you select a print layout

Zoom Drop-down menu:

Previous View:

If you have zoomed in or out more than once, this button will zoom you to the previous view

Next View:

If you have used the Previous View button, this will take you to the next view

Initial Map View:

Reverts map back to original view

Extra Buttons (Right-click the mouse in the map space)

Select More Drop-down menu:

Select Radius:

When you select this option, you must then choose the place in the map where you would like to select objects, click in the center, and then drag the mouse until a circle of your desired size appears. It will select the objects within that area.

Select Polygon:

Similar to Select Radius, but you draw a polygon around the objects you want to select, hit control and left-click the mouse when you have your polygon, and everything inside it will be selected.

Select Within:

Creates a circle and selects everything within it, like Select Radius.

Refresh Map:

Refreshes map space.

### Layer Box

This box shows all the layers in the map that you can turn on and off. Many layers are scale dependent and will appear once you have zoomed in close enough to see them.

### Properties Box

Displays attributes of selected objects (length, condition, PIN, etc).

### Bottom Row

Latitude/Longitude: X: 416888.338475, Y: 4614453.927949 (METER)

Displays the global coordinates where the mouse is currently hovering

Scale: 1: 96718.41

Displays the scale the map is zoomed into

Area of current view: 13.04 x 9.81 (mi)

Displays the length and width of the current view, dependent on the scale

## **Tools**

On the left-hand side of the screen is a column of tools that allow you to see information that is not displayed in the map space. You can access information embedded in the map layers and in external databases, create a buffer, and see where the map space is in the context of the entire Village.

### **Overview Map**

This box shows the area you have zoomed to in the context of the entire map.

### **Auto-Reporting**

This tool gives you several means of finding quick information without having to run a query.

### **Buffer Tools**

You can create a buffer layer from an object you have selected.

### **Query Portal**

You can get information about objects which is outputted as a report.

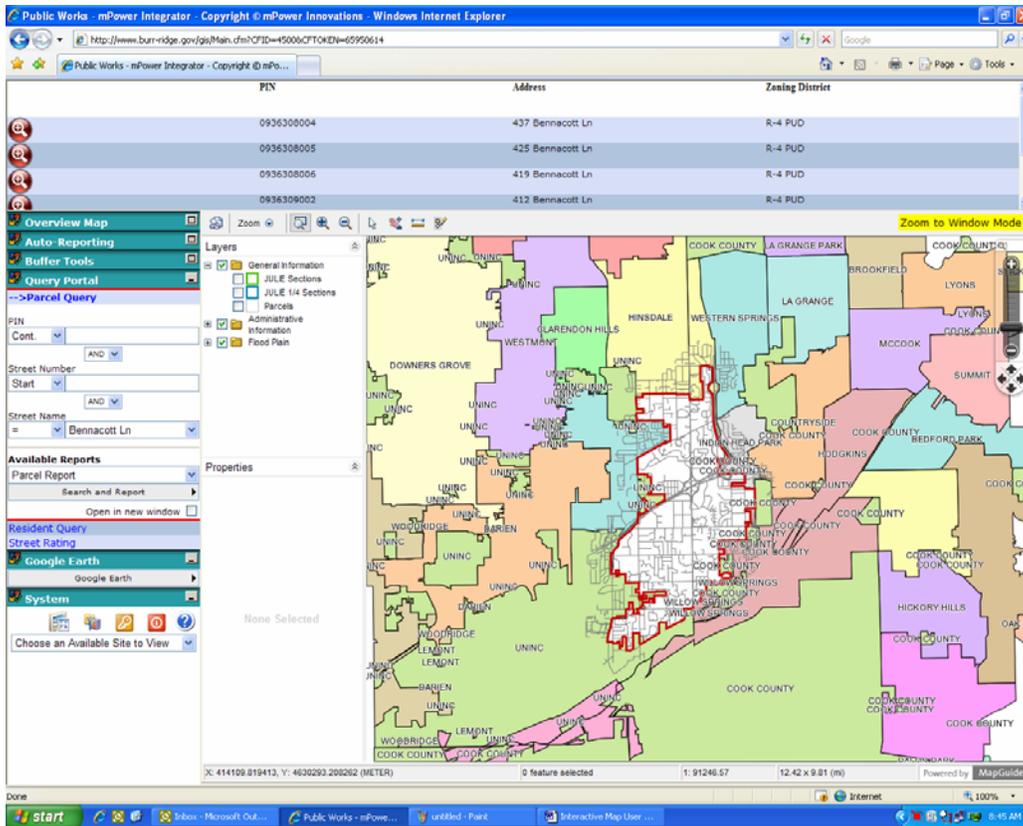
## **Gathering Information**

There are several ways to look up information on the interactive site.

### **Queries**

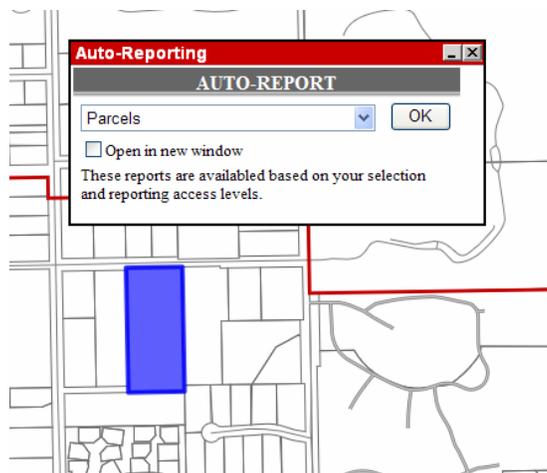
On the interactive map, certain layers are linked to external databases, and queries are a way of culling data from those databases. For certain topics, such as parcels and residents, queries have been built so you can search for information without knowing its spatial location. You can also use a query to gather lots of information quickly. For example, you can use the resident query to find all the residents on one street.

To use a query, click on the one you would like to use from the list in the Query Portal, and then enter your known information. Most queries have multiple attributes to search by, but they do not all have to be filled in. The information you are searching for comes back as a report. Some queries have several different reports to choose from, based on what you want to do with the information. If you simply want to look at the information, choose the report that has the same name as the query, i.e. Resident Report. If you would like to print or use the data later, you can choose the Resident Word Report, which exports the data into a Microsoft Word document. The reports are named based on their special features: Word, Excel, Label, etc. Once you have chosen the necessary report, check the box to open the report in a new window if you want, and click "Search and Report." The information you requested will either pop up in a new window, or in the white space above the map. Some reports have red zoom buttons on the far left column of the results. Clicking one of these buttons will zoom you to that entry in the map.



## Auto-Reporting

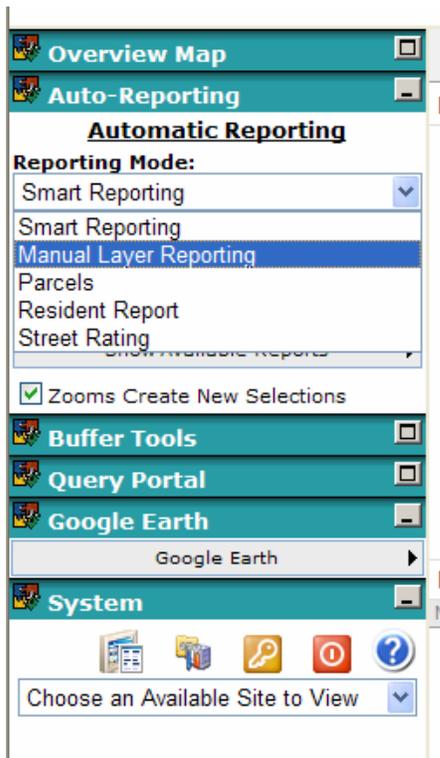
The Auto-Reporting pop-up box is slightly different from the Auto-Reporting tool on the left side of the screen. Both give quick information without having to run a query, but in different ways. Both give information for an object you select, so you choose an object, and then the information appears (almost the opposite of running a query). The Auto-Reporting pop-up window has been set up for certain layers. When you select an object on one of those layers, the pop-up window appears and allows you to choose a report. For example, if you select a parcel, the Auto-Reporting window pops up and gives you the option of choosing the Parcel or Resident Report. If you want neither, just ignore the box. Auto-Reporting has been set up for layers that will probably be referred to most often or that have lots of information linked to them.



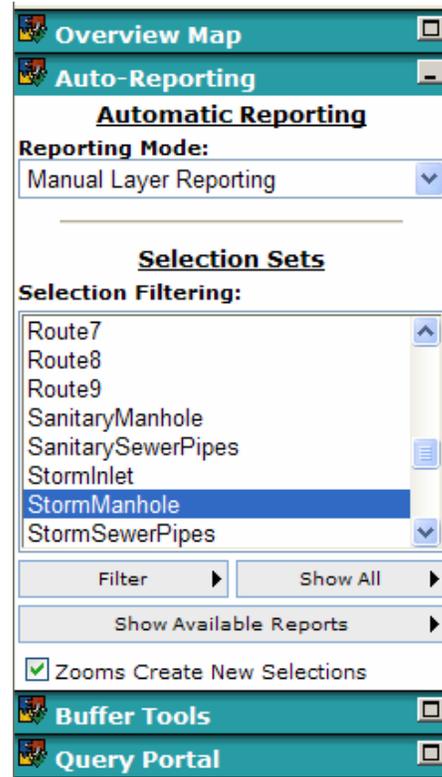
## Manual Layer Reporting

If you would like information from a layer but querying and Auto-Reporting are not options, you can use Manual Layer Reporting. Whereas queries search for information in external databases, Manual Layer Reporting gives you the attributes stored in the layer. To access Manual Layer Reporting, click on the Auto-Reporting tool. Choose Manual Layer Reporting from the Reporting Mode drop-down menu. The Selection Sets box lists all the layers you can select in the map. Choose the layer you would like more information about, and then select an object from the layer in the map. The information appears in the Properties box, located below the layer box. It is defaulted that all the layers are pre-selected, so if you want to select an object that overlaps another layer, you must first choose the layer in Manual Layer Reporting.

1. Select Manual Layer Reporting



2. Choose a layer



3. Select an object from that layer in the map. Attribute information appears in the Properties box.

The screenshot displays a web-based GIS application interface. At the top, a header bar shows the PIN (0913406014), Address (15W125 60th St), and Zoning District (R-2A). Below this, a "Record Count: 1" is displayed. The main interface is divided into several panels:

- Overview Map:** Shows a zoomed-in view of the selected area.
- Auto-Reporting:** Includes a "Reporting Mode" dropdown set to "Manual Layer Reporting" and a "Selection Sets" list with options like Route7, Route8, Route9, SanitaryManhole, SanitarySewerPipes, StormInlet, StormManhole, StormManhole, and StormSewerPipes.
- Layers:** A list of map layers with checkboxes, including Parks/Open Spaces, Administrative Information, Topography, Water, Utilities, Flared End Section, Catch Basin, Storm Inlet, Storm Manhole, Restricted Manhole, Lift Station, Sanitary Man Hole, and Storm Sewer Pipes.
- Properties:** A table showing the attributes of the selected feature:

Name	Value
Condition	Good
ID	910137
Shape	Round
Type	Open
Year	N/A

The map area shows a street grid with a red selection box around a specific feature. The status bar at the bottom indicates "1 feature selected", coordinates (X: 424614.890528, Y: 4625979.851270 (METER)), scale (1:3949.91), and dimensions (2839.00 x 2242.40 (ft)). The interface is powered by MapGuide.

## Buffer Tools

You can create a buffer around an object (parcel, fire hydrant, point of interest) by first selecting it (see Manual Layer Reporting). Then, under Buffer Tools, choose the distance and units. If you are going to create more than one buffer, give it a name because it appears in the Layer box and you can turn it on and off. If you will be creating more than one buffer and want them to be separate, unselect "Merge Buffers." Otherwise they will combine into one large buffer. To clear away the buffer layers, refresh the map.

The screenshot displays the mPower Integrator web application interface. The browser window title is "Public Works - mPower Integrator - Copyright © mPower Innovations - Windows Internet Explorer". The address bar shows the URL: <http://www.burr-ridge.gov/gis/Main.cfm?CFID=45008&CFTOKEN=65950614>. The application title is "Public Works".

The interface includes a left sidebar with several panels:

- Overview Map**
- Auto-Reporting**
- Buffer Tools**
  - Buffer Settings**
    - Buffer Distance: 500 Feet
    - Buffer Layer Name: 500 feet
  - Buffer Style**
    - Fill Color: Red
    - Line Color: Black
    - Transparency: 50
    - Line Thickness: 1
    - Merge Buffers
    - Select By Report Mode
- Query Portal**
- Google Earth**
- System**

The main map area shows a street map with a red circular buffer around the "BURR RIDGE VILLAGE CENTER". Other labeled points of interest include "VILLAGE HALL, POLICE DEPARTMENT", "COUNTY LINE SQUARE", and "PACE PARK-N-RIDE". The "Layers" panel on the left lists various map layers, including "500 feet", "1000 feet", "2000 feet", "Points of Interest", "General Information", "Burr Ridge Village Center Streets", "Private Roads", "JULE Sections", "JULE 1/4 Sections", "Transparent Right of Ways", "Right of Ways", "DuPage County Street Names", and "Cook County Street".

The status bar at the bottom of the map area displays: "X: 424179.567776, Y: 4823653.095090 (METER)", "1 feature selected", "1: 9127.33", "6560.27 x 5181.66 (ft)", and "Powered by MapGuide".

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Public Works - mPowe...", "untitled - Paint", and "Interactive Map User ...". The system clock shows "9:19 AM".

## Google Earth

The Google Earth tool saves the entire GIS map into a file that can be opened in Google Earth. The tool exports the map as a KML (Keyhole Markup Language) file, which is a type of file used to display geographic data in Google Earth. This function is becoming more and more common in GIS software. What was once an extra extension is now a standard function in some programs. The Google Earth tool is not necessary for using the GIS and you may never need it, but it is an interesting function.

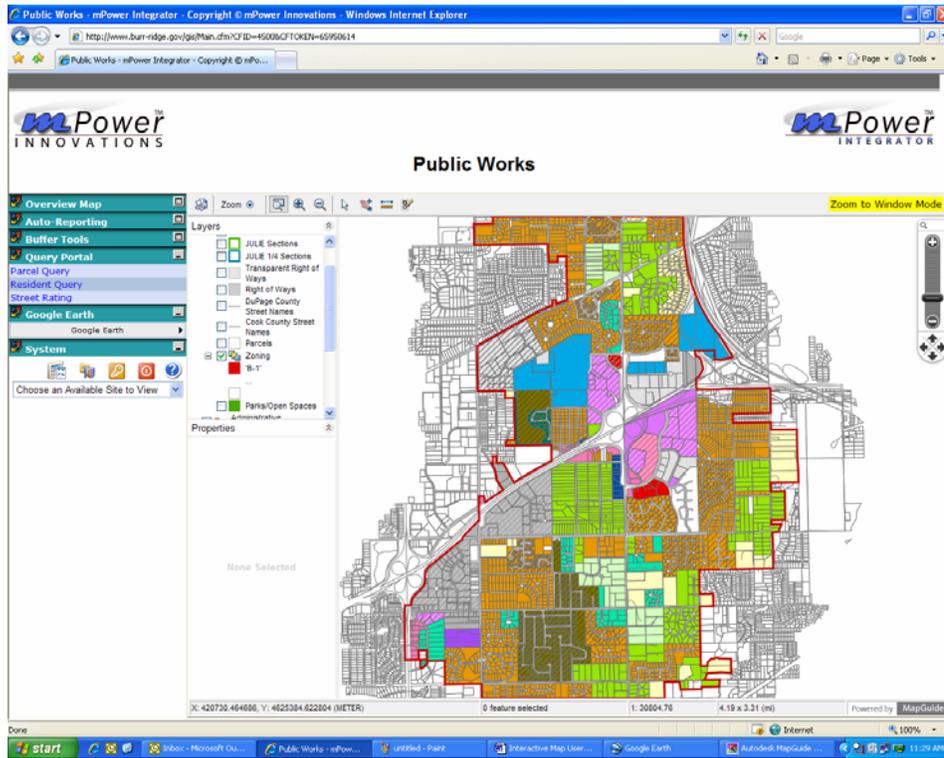
To export the map as a KML file, click the grey bar that is labeled Google



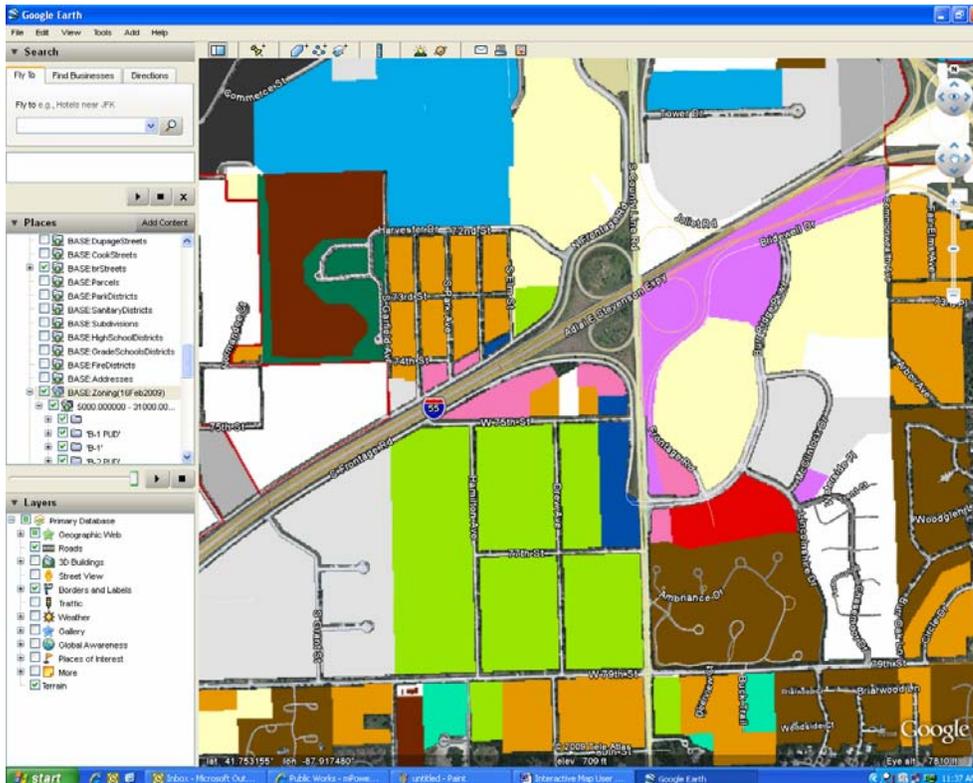
Earth. There are two options: to open the file directly in Google Earth, or to save it. Choosing Open will open Google Earth automatically. Saving the KML will require opening Google Earth and adding the file manually. If you choose to save the file, to open it in Google Earth, choose the File menu and click Open. Navigate to the KML file, select it, and click OK. The file will appear in the map and all the layers will be displayed in the Places box.

This tool exports all the layers in the map, but will only initially display in Google Earth the layers that were on in the interactive map. Once in Google Earth, you can choose which additional layers to display. There are several important things to remember about the map layers to effectively use this tool. Many of the layers are scale dependent, and they will only appear when the map display falls within the designated scale. Layers with a large scale range will always be displayed. The corporate boundary layer, for example, is scaled to display from 0 to infinity, so it will appear on Google Earth no matter how far you zoom in or out. The Points of Interest layer will only display between a scale of 0 to 50,00, so the Google Earth map must have a closer zoom in order to display that layer. All the layers are listed in the Places box of Google Earth, along with the scale range at which they will appear. Another item to remember is that this export function does not allow for labels. Therefore, any layer with a label on the interactive map will still display its geographic data in Google Earth, but will not display the labels. Furthermore, remember that if a line is not displayed initially in Google Earth, it is still there, but the line thickness may have to be adjusted. The interactive map is assembled using a program that shows a line when the thickness is 0, but Google Earth will not. To change the line thickness, right click on the folder you need, select Properties, and click on the Style, Color tab. Adjust the width to desired thickness. Finally, the export tool may clip the layers to the current view and not export layers' entire extents.

## Interactive Map



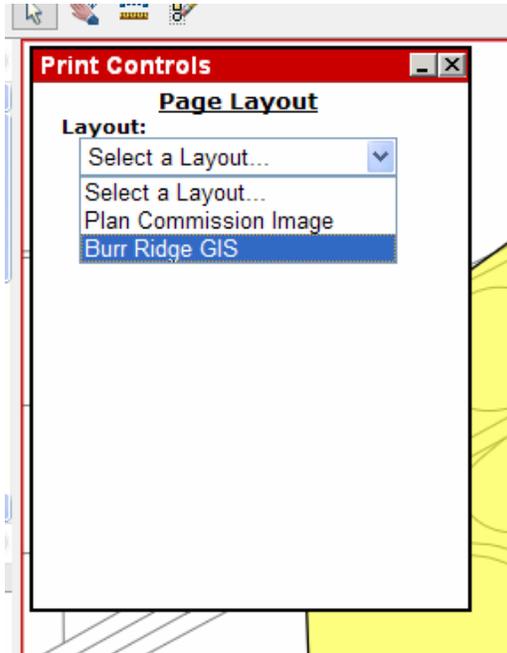
## Google Earth KML Map



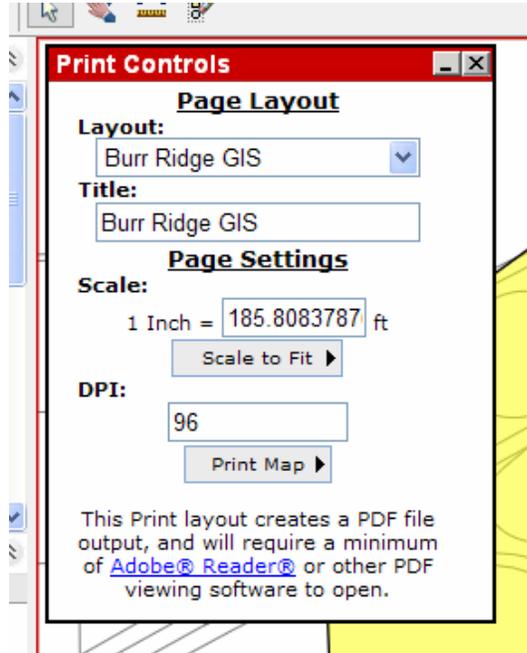
## Print Settings

To print, hit the print button and select a page layout (there should be only one option). Change the title if you like, and the scale and resolution (dpi). Click Print. The map will be exported as a PDF and should have a title, legend, and scale bar.

1.



2.



Note about scale: The default scale in the print settings is not the scale of the current map view. You will have to approximate the scale using the scale in the map window.

1" = 500ft is the same as 1:6000

1" = 1000ft is the same as 1:12000

1" = 1500ft is the same as 1:18000