How to use the **L UPC Zoning and Parcel Viewer**  
*June 8, 2018*

The tools and their description are listed below. You can expand or collapse all the tool windows by clicking on the chevron icon or close the tool by clicking on the X.

1. **Legend:**  
   a. The legend displays all the symbology for each GIS layer. can be fully displayed or scrolled up by clicking on the chevron icon.

2. **Layer list:**  
   a. The GIS layer list is where you can turn the layers on or off.  
   b. The icon allows the user to manipulate the layer display.

3. **Basemap Gallery list:**  
   c. The Basemap Gallery allows the user to choose a background image of their choice.

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**To Zoom:**
- Type in an address to zoom to that location, **or**
- Press the “+” or “-” buttons to zoom within the map extent, **or**
- Zoom to an extent, hold the Shift key and left mouse button down and drag diagonally to create a box then release the mouse button, **or**
- Scroll your mouse wheel, **or**
- Click the House icon button which goes to the full extent of Maine.
3. **Measurement tool:**
   - Choose the type of measurement (i.e. point, line, area), then choose the unit of measure (i.e. Acres, feet) from the dropdown list.
   a. **Area:** start creating the area by left clicking the mouse and continue to left click until you are done creating your area then double click to complete the area measurement. To clear the measured area, left click on the map away from the polygon or choose another measure tool.
   b. **Line:** start the line by left clicking on the mouse and end the line by double clicking. To clear the measured line left click on the map away from the line or choose another measure tool.
   c. **Point:** Place a point by left clicking on the mouse. To clear the point, choose another measure tool. Without placing a point your mouse cursor will dynamically display the map coordinates in either Degrees or Degrees, Minutes, Seconds.

4. **Print tool:**
   a. **Map title** – The user can enter any title they want
   b. **Layout** – choose the paper size from the dropdown list
   c. **Format** – choose the file type from the dropdown list
   d. **Advanced**
5. Query tool:
   a. There are 2 Tasks in the Query tool. “Search by Town and Parcel Plan-Lot” and “Zones”
   b. **Search by Town and Parcel Plan-Lot** allows you to enter a town name and then choose a plan/lot in that town that you’re interested in.
   c. **Search for Zones** allows the user to query a town and a zone within the town. There are 3 options for the Spatial Filter. Choose one and click Apply to filter for the results.
    
   d. The attribute table can be accessed several different ways.
      - Click on the ellipse (...) in the query results
      - Click on the arrow at the bottom of the map