

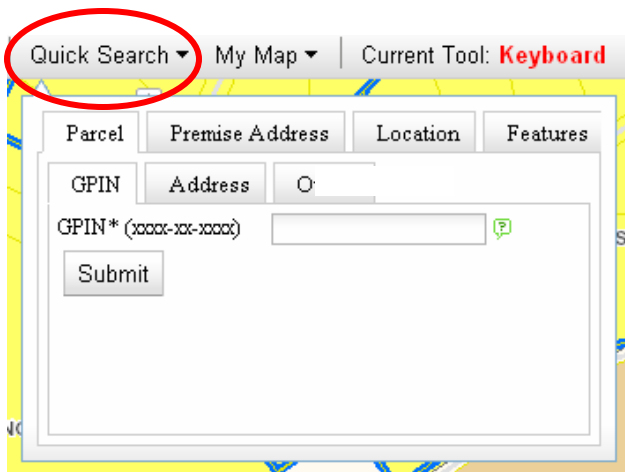
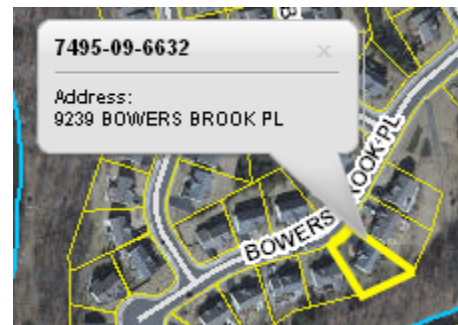
Survival Guide For CMXM

This document will give users quick reference to using County Mapper XM. For complete detail, users should reference the Help Document within the County Mapper application or search our County Mapper FAQ page.

QUERYING AND ACCESSING DATA AND LAYERS

Tip: To open the Layers or Map Tools Menus, simply click on the title to open the dropdown box. To hide the menu again, click on the menu title again. Users can also click off the menu in the map canvas to hide the box but **be careful!!** If you have an active tool, such as zoom, the map will react to that active tool.

Tip: Show Parcel Info gives you parcel/address in a tool tip window. To turn it on click the Map Tools dropdown menu and select Show Parcel Info. Roll your cursor over the parcel to have the information displayed. To turn off this feature, go back to Map Tools dropdown and select Clear Parcel Info.



Tip: Use QUICK SEARCH to display parcel data in the most organized fashion. Parcels can be searched by GPIN number or Address. Using this feature is where the MORE INFO button and TAX INFO button will be shown.

Tip: If you search on an address under the parcel tab and it returns no results, try searching under the premise address. Premise addresses are used when there are multi-tenant spaces, typically with unit numbers assigned.

Tip: Only search using Premise Address when you are searching for a multi-tenant property such as commercial space or apartment complexes. Not ideal for searching parcels and does not contain links to other databases

Tip: Results tab is where information is displayed about the GPIN or address entered. **Several buttons offer additional information. These buttons are only accessible from the Quick Search**

ADJOINERS display the owners name and address for any property that touches the property queried.

TAX INFO links to the Real Estate Assessments site to display further tax information.

MORE INFO button gives tons of additional information about a property. It is only accessible when searching for parcel from thru Quick Search.

Tip: To view **Elevation Certificates or FEMA letters of Map Amendments**, the user must click on MORE INFO. If an elevation certificate exists then a link will be visible. If no link is visible, then PWC does not have the certificate.

GPIN: 8491-17-2499
Parcel Address:
908 BAY ST
WOODBIDGE, VA 22191
Instrument No.: null
Census Tract: 900100
Owner:
MAHAN KEITH W & JULIA E
908 BAY ST
WOODBIDGE, VA 221913204
Acreage: 0.4861
DB: 0834 **DP:** 0645
[Adjoiners](#) [Tax Info.](#)
[More Info.](#)
[Drive Direction](#)

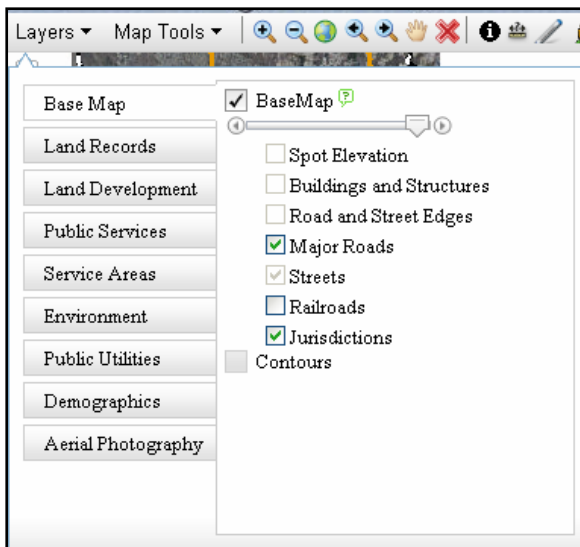
Elementary: FEATHERSTONE
ELEMENTARY
Middle: Rippon Middle
High: Freedom High

Precinct: POTOMAC VIEW
Local Election District: WOODBRIDGE
Congressional District: 11
VA Senate District: 36
VA House District: 52
Voting Place:
Potomac View Elementary School
14601 Lamar Road
Woodbridge, VA 22191
[View Local Election District Web Page](#)

Subdivision: BAYSIDE PARK
RPA on Parcel: YES
Private Septic: NO

FEMA 100YR Floodplain: YES
[View Elevation Certificate](#)

Parent Parcel: No parent parcel available
Child Parcel: No child parcel available
[View Parcel History Tree](#)




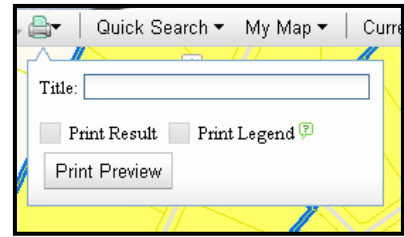
Tip: Layers are organized by business use. Just **check the box to turn a layer on or off**. Gray box means you need to zoom in more before layer becomes available.

Tip: Use the **Transparency Tool** to lighten shading on shaded polygon layer. Transparency tool only controls the shading for that individual tab. Each tab may have different levels of transparency for a customized look.



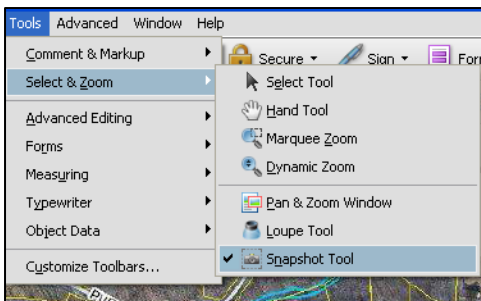
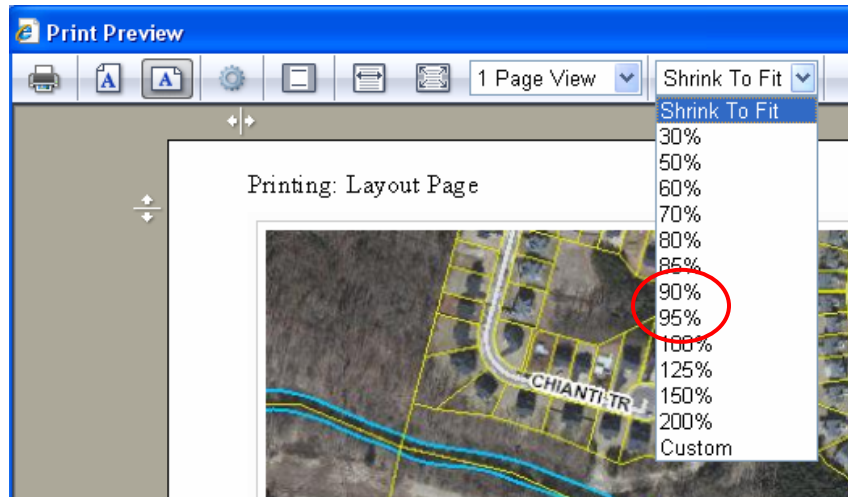
PRINTING

Tip: Printing can be tricky!  Use the **printer icon** to do **ALL** printing to print, click on the printer icon. Users can decide if they wish to add a title, print search results or the legend by checking boxes or click on Print Preview. You must have the legend loaded or have feature results present to select these options. **Remember to turn off your pop-up blockers!!** If printing is attempted without going through the printer icon, map image will appear incomplete when printed.



Tip: Printing to PDF requires that the user have Adobe Professional or a 3rd party PDF converter (e.g. PrimoPDF) installed on their machine. Depending on the user's security settings with their internet browser, printing to PDF with Adobe may cause errors. If this occurs, users should use the alternative PDF converter.

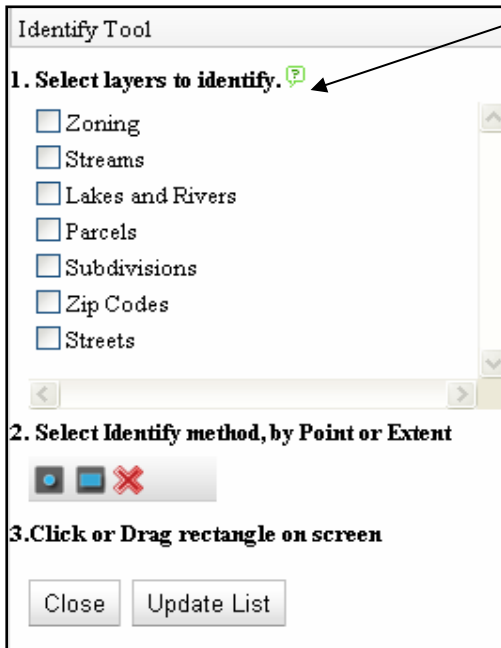
Tip: To get optimal page size when printing. From Printing Layout window, go to File>Print Preview and change **printer settings to landscape**. If you cannot see the image, change the view to 90%. These options may be different depending on your personal printer settings.




Tip: To cut and paste the map image you MUST print to PDF first. Open the PDF and under Tools>Select & Zoom select the **SnapShot Tool**. Define the area to copy (make sure to include the disclaimer!). **The tool automatically copies the selected area and can be pasted into email or other document formats.**

Tip: The references for the Legend only stays active for approximately 10 minutes after the legend is loaded. When the reference has been lost, the user will see a **white box with a red X where the legend symbol would be**. Avoid loading legend until you are ready to print, otherwise users must completely exit the application and re-enter to rebuild the legend links.

IDENTIFYING LAYER INFORMATION



Tip: Use **IDENTIFY Tool**  to get information about data layers other than parcels. You **MUST have the layer turned on in the Layers menu** for it to show up in the list of layers available for identifying.


Tip: Always **work menu boxes from TOP to BOTTOM**. Don't do step 2 before you do step 1.




Tip: **Tool Menus do not minimize** but can be moved around by click on the gray area at the top of the bar. **Remember, if you close the box, you close the tool!**

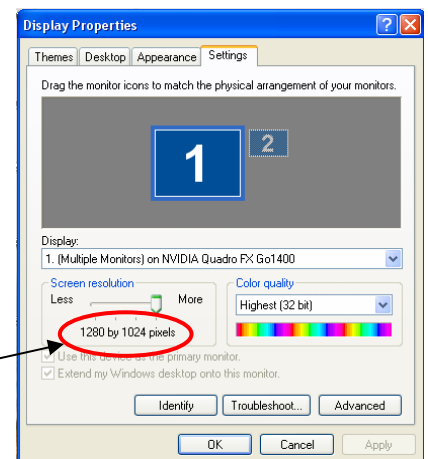
Tip: Information displayed from Identify Tool is **pulling information from within the actual GIS layer**. It is not formatted with additional information from other databases. *Parcel information is best displayed when property is searched and displayed under **QUICK SEARCH**.*

TOOLS AND SETTINGS

Tip: **Current Tool** tells which tool is currently active and will happen when you click the map document window. Keyboard means control is the mouse Current Tool: **Keyboard**

Tip: When  using the **Measure Tool**, remember to **CLICK ONCE to start drawing and CLICK TWICE to end the drawing**. Measurement will be displayed when the line has been completed. A **single click will also allow you to change direction at corners**.

Tip: When drawing graphics with the redline tool , select button first and then set size and color before adding the graphic. **Text is added with single click, lines start with a single click and end with a double click**. Transparency needs to be set prior to drawing a polygon graphic. The trashcan  clears all graphics and the undo  clears the last graphic.



Tip: To avoid oversized dialog boxes, Screen resolution should be set to 1280x1024