

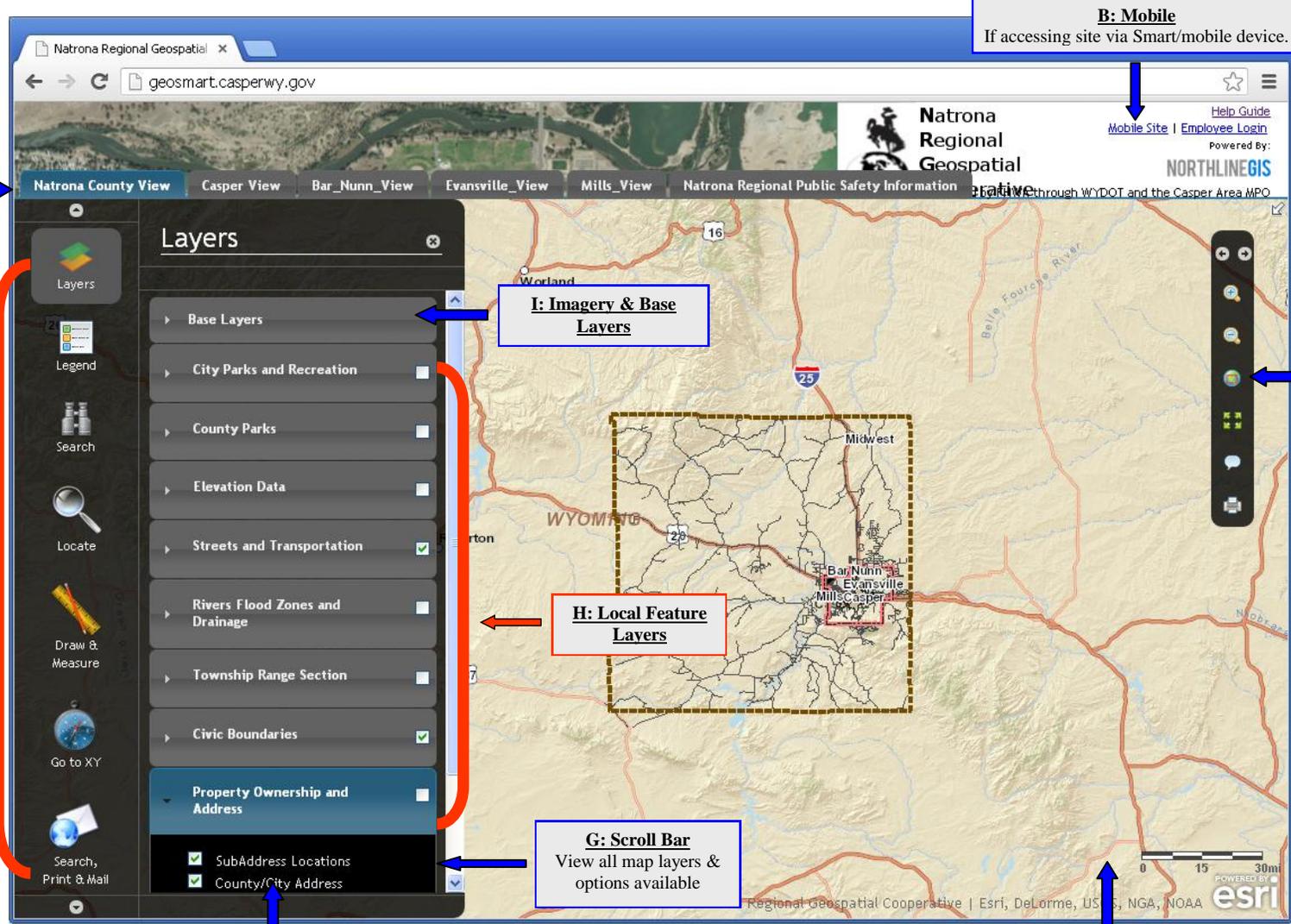
# GeoSMART User Guide

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# GeoSMART Graphic User Interface Guide



Graphic # 1

**(A): COMMUNITY TABS:**



Click on a View Tab in order to zoom to the community in which you are interested. Please Note; when a new view tab is selected, all layers that have been activated in the previous view tab will turn off. **\*\* Please note the Natrona Regional Public Safety Information tab was recently added. \*\*** This new tab includes the new "Local Feature Layers" (H) of Bureau of Reclamation Flood Models, Hydrants, Warning Sirens and Registered Sex Offenders.

**(B): MOBILE SITE:**

Option that allows the user to access GeoSMART from a smart or mobile device.

**(C): MAP OVERVIEW ICON:**

Allows the user to activate an overview window displaying a zoomed out version of the area of interest located in the "Map Viewing Area" (E). To activate the map overview, click on the arrow icon (circled in blue) in the upper right of the map viewing area. When the icon is selected & turned on, this will bring up the smaller window (enclosed in red); that displays the inset map. (See Graphic #2)



**Graphic #2**

**(D): MAP USER ICONS:**

The Map User Tool Bar (enclosed in red) enables the user to do the following: scroll to Previous/Next Extents; Zoom In; Zoom Out; Zoom to Bounds; Activate/Deactivate Pop-Up Information Windows; & Print Map. For detailed explanations of each function, see Graphic #3 below.

**(D): MAP USER ICONS: TOOL BAR**

**D: Map User Icons**  
Hover over each Icon, using the cursor, to show explanations of each Icon.

**Icons—Top to Bottom**

**Previous Extent/Next Extent:** Allows user to toggle between extents.

**Zoom In:** Click on this option to zoom closer to an area.

**Zoom Out:** Click on this option to zoom away from an area.

**Zoom to Bounds:** Allows user to draw a polygon around an area of interest on the map & zoom directly to that area.

**Pop-Up Windows:** Windows of information that will open when a location or item is selected on the map by single clicking with the mouse. Pop-Up Windows may include multiple layers of information & can be scrolled through by using the arrows at the top of the window. They can be turned on/off by clicking the icon; the window is off if icon is highlighted orange.

**Print Map:** Enables user to print or save a map in the following formats: pdf, png, jpg, or gif.

Graphic #3

**(E): MAP VIEWING AREA:**

Main window used to view the current extent of an area located in the GeoSMART mapping interface.

**(F): DISPLAY WINDOW FOR MAP & USER OPTIONS:**

This area will display the information pertaining to the selections made from the tools available in the **Map & User Options (J)**, which includes: *Layers; Legend; Search; Locate; Draw & Measure; Go to XY; Search, Print & Mail; Identify, Mail & Print* and *Google Street View*.

**(G): SCROLL BAR:**

Use this to show ALL options or layers available within the **Display Window for Map & User Options (F)**.

**(H & I): LOCAL FEATURE LAYERS (H) & IMAGERY & BASE LAYERS (I):**

See the "Layers" section under the **Map & User Options (J)**. (See Graphic #4). Use the **Scroll Bar (G)** to view all layers.

**(J): MAP & USER OPTIONS:**

Name	Icon	Description
Layers		Items such as aerial photographs, streets and parcels. <a href="#">More info see Page 7</a>
Legend		The symbols used to represent layers shown in the Map Viewing Area. <a href="#">More info see Page 9</a>
Search		Search for parcels, bus stops, addresses, owner name, subdivisions, legal descriptions & Registered Sex Offenders. <a href="#">More info see Page 10</a>
Locate		Tool that allows you to identify information in regards to Parcels, Bus Stops or Community Features within the map. <a href="#">More info see Page 12</a>
Draw & Measure		Tool used to measure lines or areas by using the line option or polygon option. <a href="#">More info see Page 14</a>
Go to XY		Allows user to enter Latitude & Longitude coordinates & zoom in to that point. <a href="#">More info see Page 17</a>
Search, Print & Mail		Allows users to search for an address or owner's last name & generate a list of mailing labels to print. <a href="#">More info see Page 18</a>
Identify, Mail & Print		Allows users to Identify parcels by using a point, line, polygon or buffer & generate a mailing label list associated with the identified parcels. <a href="#">More info see Page 21</a>
Google Street View		Google Street View: View area in map using Google Street View. <a href="#">More info see Page 23</a>

Graphic #4



**(J): Map & User Options:      LAYERS:**

**LAYERS** can be selected (turned on) by clicking in the box next to the main header of each layer. Sub-layers can be selected or deselected in the same manner. Please Note: layer availability may differ between communities. Utilize the **Scroll Bar (G)** to see all available layers.

In the **Display Window for Map & User Options (F)**; you will have the following **LAYER** options (See graphic #5):

**Imagery & Base Layers (I):** \* Available within all **Community Tabs (A)** \*

**Map Backgrounds:** Includes imagery, streets & topographic base maps from various web sources. Aerial photography acquired in 2005, 2010 & 2012, which is specific to Natrona County, is also available.

**Local Feature Layers (H):** \* Layer Availability varies by **Community Tabs (A)** \*

- **City Parks & Recreation:** Includes parks, playgrounds, pathways...
- **County Parks:** Includes all Casper Mountain Parks, roads, trails & etc. Also all of North Platte River Parks, roads, trails & etc.
- **Elevation Data:** Includes elevation points & topographic contour lines.
- **Streets & Transportation:** Streets, Natrona International Airport, Signs, Bridges & etc
- **Rivers, Flood Zones & Drainage:** Rivers, FEMA flood zones & drainage basins.
- **Township, Range & Sections:** Natrona County PLSS grid.
- **Civic Boundaries / Municipal Boundaries:** Includes Natrona County Boundary, Municipal Boundaries, & Metropolitan Planning Organization (MPO) Boundary.
- **Property Ownership & Address:** Includes the following:
  - Sub-address Locations – Apartment & Suite numbers
  - County/City Address Locations: all city & county addresses
  - Easements: road, street, utility easements
  - Buildings: building footprint
  - Ownership: parcel/ownership information per address
  - Subdivision: Subdivisions throughout the county
- **Zoning Classification:** Includes Urban Agriculture, General Business, General Industrial, Residential Estate, etc.
- **Bus Routes:** Routes & route stops for “The Bus”: Blue, Yellow, Red, Purple, Orange, Green.
- **Snow Routes:** Includes City, County & State maintained routes.
- **Public Utilities:** Includes hydrants, sewer, water & storm lines.

**\*\* User Tip:** Certain layers available contain scale dependencies due to the large amount of data involved, such as Property Ownership & Address. If a layer is not appearing when first turned on, the user will need to zoom in to the map to decrease the viewable scale, this will activate or turn on the layer **\*\***

**(J): Map & User Options : LAYERS**



The screenshot displays the Natrona Regional Geospatial web application. The browser address bar shows 'geosmart.casperwy.gov'. The application header includes the Natrona Regional Geospatial Cooperative logo and navigation links for Mobile Site, Sign up, and Employee Login. The main interface features a top navigation bar with tabs for 'Natrona County View', 'Casper View', 'Bar\_Nunn\_View', 'Evansville\_View', and 'Mills\_View'. On the left, a vertical toolbar contains icons for Layers, Legend, Search, Locate, Draw & Measure, Go to XY, and Search, Print & Mail. The central 'Layers' panel is open, listing various map layers such as Base Layers, City Parks and Recreation, County Parks, Elevation Data, Streets and Transportation, Rivers Flood Zones and Drainage, Township Range Section, Civic Boundaries, and Property Ownership and Address. A scroll bar is visible on the right side of the Layers panel. The map area shows a topographic view of the Casper region in Wyoming, with a red rectangle highlighting a specific area and a dashed yellow rectangle highlighting a larger area. A scale bar at the bottom right indicates 0, 15, and 30 miles. The Esri logo is visible in the bottom right corner.

**I: Imagery & Base Layers**

**H: Local Feature Layers**

**G: Scroll Bar**  
View all map Layers & options available

**J: Map & User Options**  
Default is "Layers"

**F: Display Window for Map & User Options**

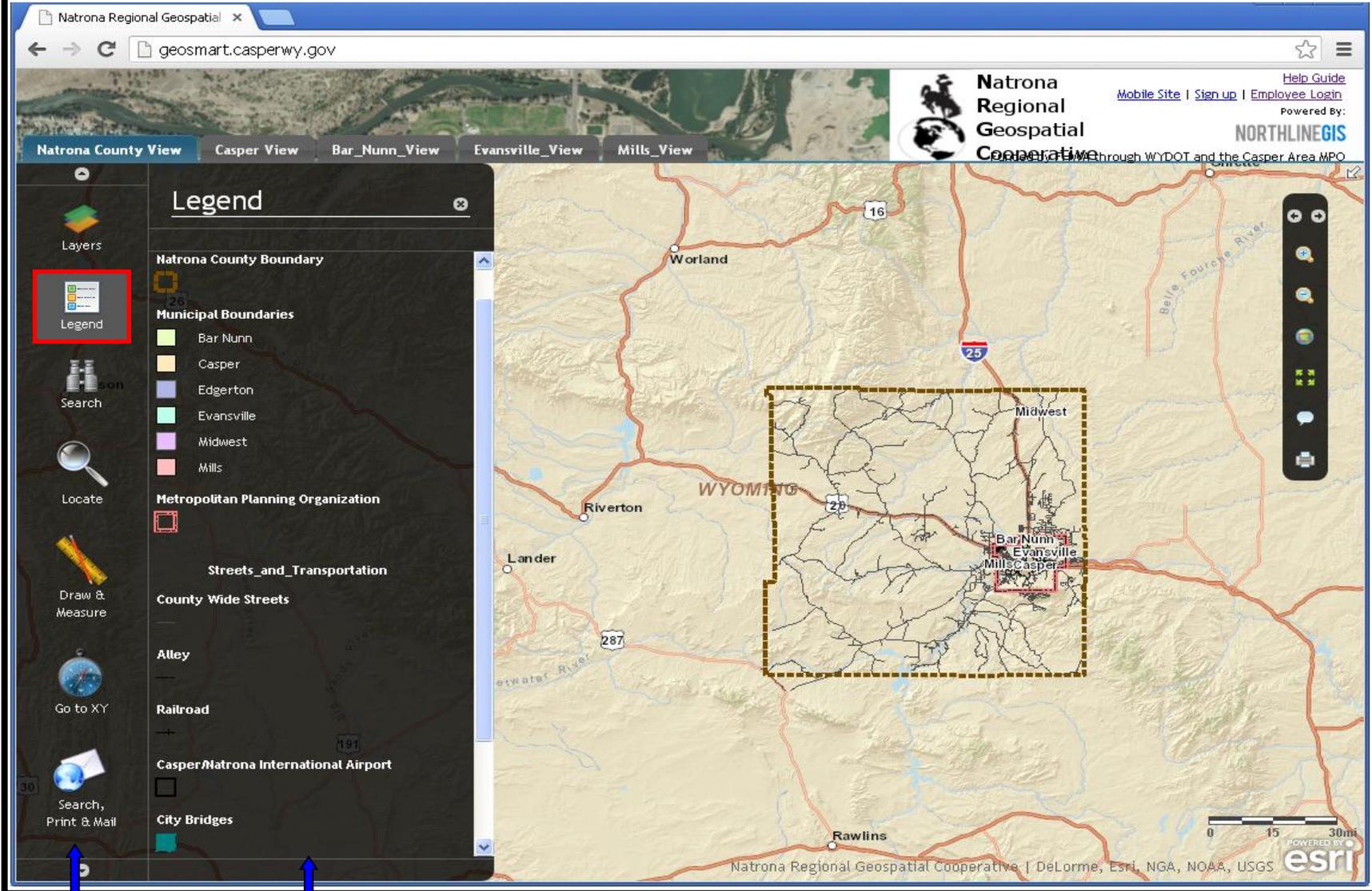
Graphic #5

**(J): Map & User Options:**

**LEGEND**



Symbols & descriptions for map Layer items that will appear in the *Display Window for Map & User Options (F)*

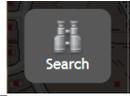


**H: Map & User Options**  
Default Selection Is  
"Layers"

**F: Display Window For  
Map & User Options**

Graphic #6

**(J): Map & User Options: SEARCH**

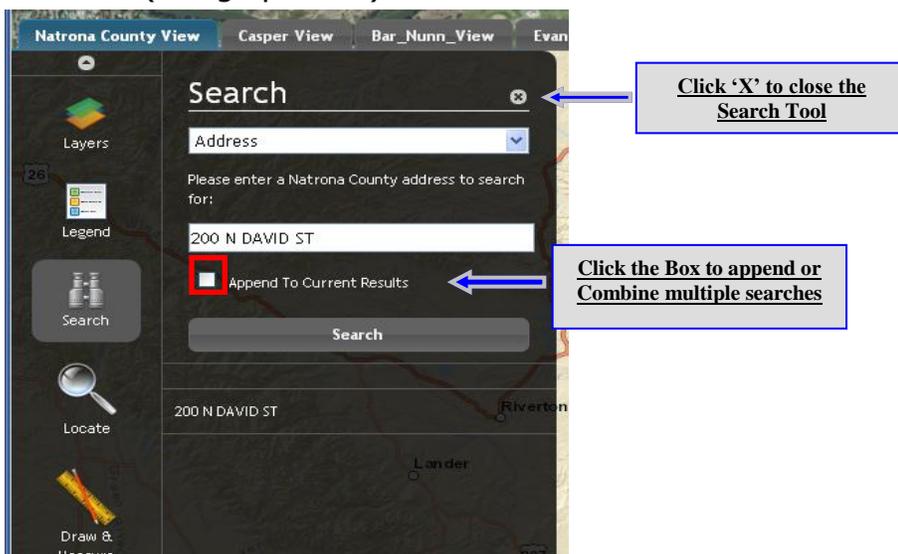


(See Graphic #7 & #8)

- Address: Exact Address or Street Name
- Owner Last Name: Last name or Full name
- Common Name: Search by or for popular place locations: Parks, restaurants, schools, etc.
- Bus Stop: Locate bus stops by name
- Manhole/Valves: Searched for based on Equipment ID number.
- Legal Description: Can also search on subdivision names or Township/Range (33-79)
- Subdivision Name: University Park Addition
- RSO Name: Search for Registered Sex Offenders by last name

When **SEARCH** is selected from the **Map & User Options (J)**; the search window appears in the **Display Window for Map & User Options (F)**. For example, to search for an address, click the drop down menu & select "Address". In the box below, enter the address to search for such as the 200 N David St & click the "Search" button. The address you entered will appear below the "Search" button in the display window. *Please note, if the address does not return any data, the user will see "No Results Found" in the display window.* If results are returned, the user can select/click on the address to zoom to the location. The address area will be highlighted in the **Map Viewing Area (E)**. Addresses can be entered one after the other & will be added to the list in the **Display Window for Map & User Options (F)**; by clicking on the box next to "Append to Current Results". (See graphic #7).

If the user is not certain of the address, they can also search by entering part of an address such as a street name or house number. All addresses associated to that street or house number will be displayed. To clear the search selections, the **SEARCH** tool needs to be closed & re-opened. Simply click the X button in the upper right corner of the **SEARCH** dialog box to close (See graphic #7).



Graphic #7

**(J): Map & User Options: SEARCH**

The screenshot displays the Natrona Regional Geospatial web application. The browser address bar shows [geosmart.casperwy.gov](http://geosmart.casperwy.gov). The application header includes the logo for Natrona Regional Geospatial Cooperative and navigation links for Mobile Site, Sign up, and Employee Login. A top navigation bar offers views for Natrona County, Casper, Bar Nunn, Evansville, and Mills. The main interface is divided into a left sidebar, a central search panel, and a map area. The sidebar contains icons for Layers, Legend, Search (highlighted with a red box), Locate, Draw & Measure, Go to XY, and Search, Print & Mail. The search panel features a search box with a dropdown menu for search options (Address, Owner Last Name, Common Name, Bus Stops, Manhole/Valve, Legal Description, Subdivision Name, RSO Name), a text input field containing '200 N DAVID ST', an 'Append To Current Results' checkbox, and a 'Search' button. The map area shows a street grid in Casper, with a red dashed box highlighting a specific area. A scale bar and the Esri logo are visible in the bottom right corner of the map.

**J: Map & User Options**  
Default selection is "Layers"

**F: Display Window for Map & User Options**

**Graphic #8**

**E: Map Viewing Area**

**(J): Map & Users Options:**

**LOCATE:**



***(Only works with layers that are visible or "turned on" within the map.)***

This tool allows the user to find information about the different features in the map & offers different ways to select the features to locate & identify, such as:

Items to Locate & Identify:

Parcels  
Bus Stops  
Community Features

How to Locate & Identify:

Point  
Line  
Polygon  
Buffer

From the first drop down menu, (*Items to Locate & Identify*), select what you would like to locate & identify, such as parcels. The second drop down menu (*How to Locate & Identify*) provides the user the option of locating & identifying by using a point (single click on a parcel), drawing a line across multiple parcels in an area, drawing a polygon (shape that can be drawn around multiple parcels not necessarily side by side) or by using a buffer (select an area surrounding a parcel in units of distance, from 50ft up to 1 mile. This option is in a 3<sup>rd</sup> drop down menu (*Distance*)). (See Graphic #9.)

For example: Select "Parcels" from first drop down menu (*Items to Locate & Identify*); select "Buffer" from the second drop down menu (*How to Locate & Identify*); select 200 ft from third drop down menu (*Distance*). Then click on the "Start" button. Using the mouse, maneuver to an area of interest on the map in the **Map Viewing Area (E)** & click once. The Geocodes for the parcels within the 200 ft buffer of the selected area will show under the "Start" button (*Results Area*) in the **Display Window for Map & User Options (F)**. By selecting a geocode record in the "Results" window, the user will be zoomed into the map to the selected parcel. If using the options of Point, only one geocode record will show in the "Results" window, if using Line, Polygon, or Buffer, multiple geocodes will be displayed. (See Graphic #9).

The "Start" button must be clicked for each **LOCATE** use. Multiple items can be listed together by clicking on the box to the left of the "Append to Current Results". To clear the **LOCATE** Tool selections, the **LOCATE** Tool will need to be closed & re-opened by simply clicking on the "X" button in the upper right corner of the **LOCATE** Tool dialog box.

**\*\* User TIP:** When a buffer is used, all parcels within the selected distance will be captured & included in the results **\*\***

# (J): Map & User Options: LOCATE

**J: Map & User Options**  
Default selection is "Layers"

**F: Display Window for Map & User Options**

Graphic #9

**E: Map Viewing Area**

## **(J): Map & Users Options:**

## **DRAW & MEASURE:**



This tool allows the user to measure & calculate spatial information such as "Area", "Distance", & "Location" by drawing a polygon around an area, a line or multiple lines; and a point on the map. The Draw & Measure tool can only retain one measurement at a time. Each new measurement will automatically erase the previous measurement. All measurements are approximate.

### Area:



By drawing a polygon around an area of interest, the tool can calculate approximate area in Acres; Sq Miles; Sq Kilometers; Hectares; Sq Yards; Sq Feet; or Sq Meters. (See Graphic #10A)

### Distance:



By drawing a single line or multiple lines, this tool can calculate the distance in approximate Miles, Kilometers, Feet, Meters or Yards. (See Graphic #10B)

### Location:



By clicking on a location within the map, the tool will show the approximate location measured in Degrees (Longitude/Latitude) or DMS (Degrees, Minutes, Seconds) (See Graphic #10C) Also, by activating the location function, the user can navigate throughout the **Map Viewing Area (E)** and see the coordinate information dynamically displayed.

### Examples:

To measure for "Area", such as a parcel of land, select the "Area" Icon, in the **Display Window for Map & User Options (F)**, then select the desired unit of measurement. Move the cursor to **Map Viewing Area (E)**, click the mouse once to start drawing a polygon around a parcel, click on each corner of to be measured, double click at final corner to complete polygon. The approximate measured "Area" result will be displayed in the **Display Window for Map & User Options (F)**, within the Results Area. (See Graphic #10A)

To measure for Distance; select the "Distance" icon in the **Display Window for Map & User Options (F)**, then select the desired unit of measurement. Move the cursor to **Map Viewing Area (E)**, click the mouse once to start line, go to end of area to measure & double click to finish line to be measured. By single clicking the mouse at different points, you can draw multiple lines that will be measured as one entity. The approximate measured "Distance" result will be displayed in the **Display Window for Map & User Options (F)**, within the Results Area. (See Graphic #10B)

To measure for Location & find coordinates, select the "Location" icon in the **Display Window for Map & User Options (F)**, then select either Degrees or DMS. Move the cursor to the **Map Viewing Area (E)**; click the mouse once. The approximate "Location" result will be displayed in the **Display Window for Map & User Options (F)** in latitude/longitude. (See Graphic #10C).



## (J): Map & User Options: DRAW & MEASURE TOOL – “LOCATION”

The screenshot displays the web application interface for the Draw & Measure tool. The browser window title is "Natrona Regional Geospatial Cooperative - Mozilla Firefox" and the URL is "geosmart.casperwy.gov". The application header includes the logo for "Natrona Regional Geospatial Cooperative" and "NORTHLINEGIS". The main interface features a toolbar on the left with icons for Layers, Legend, Search, Locate, Draw & Measure (highlighted in red), Go to XY, and Search, Print & Mail. The Draw & Measure tool is active, showing a "Results Area" with the following data: "Measurement Result", "Longitude: -106.269144", and "Latitude: 42.836026". The "Units of Measurement" dropdown is set to "Degrees". A green flag icon on the map indicates the "Location to be Determined". The map shows a street network with labels like "Fort Caspar Rd" and "Fort Caspar Park". The bottom of the interface includes the text "Natrona Regional Geospatial Cooperative | Esri, DeLorme, NAVTEQ, IPC" and the Esri logo.

Graphic #10C

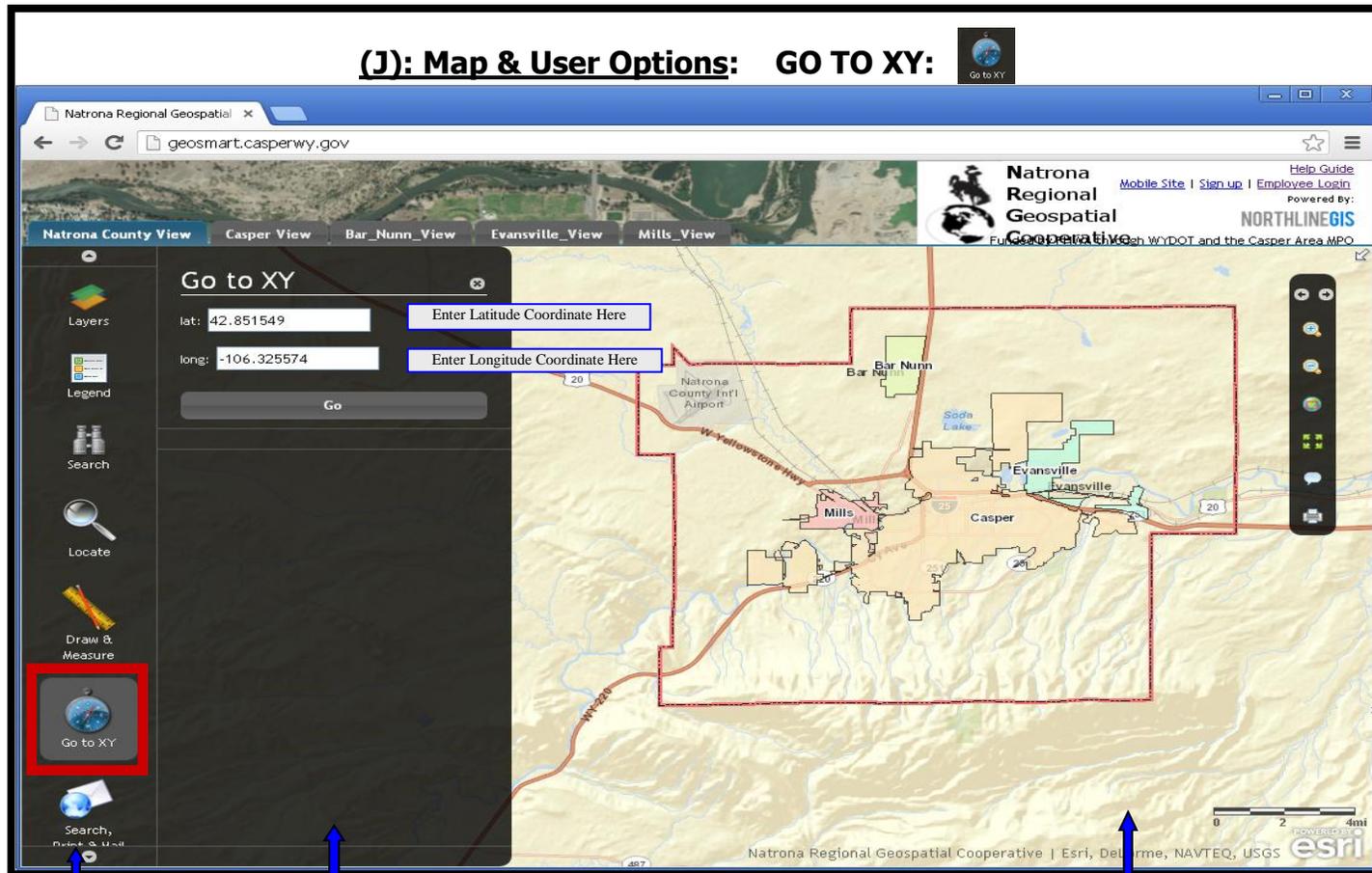
**(J): Map & Users Options:**

**GO TO XY:**



This tool allows the user to enter Latitude & Longitude coordinates & have GeoSMART center the map within the **Map Viewing Area (E)**; based on the entered coordinates. (See Graphic #11).

Click on the **GO TO XY** icon within the **Map & Users Options (J)**. Enter the "Latitude" coordinate in the first box in Decimal Degrees, (42.851549). Enter the "Longitude" coordinate in the second box in Decimal Degrees, (-106.325574). Click on the "Go" button. The map within the **Map Viewing Area (E)** will be centered to the entered coordinates. (See Graphic #11)



Graphic #11

**J: Map & User Options**

Default selection is "Layers"

**F: Display Window for Map & User Options**

**E: Map Viewing Area**



**(J): Map & Users Options:      SEARCH, PRINT & MAIL:**

This tool allows the user to search for an address or an owner's last name & generate a list of mailing labels that can be printed by the user. (See Graphic #12)

Search Options Available:

- Address: Exact Address or Street Name
- Owner Last Name: Last name or Full name

When the **Search, Print & Mail** tool is selected from the **Map & User Options (J)**; the Search window appears in the **Display Window for Map & User Options (F)**. For example, to search for an address, click the drop down menu & select "Address". In the box below, enter the address to search for such as the 200 N David St & click the SEARCH button. The address you entered will appear below the SEARCH button in the display window. *Please note, if the address does not return any data, the user will see "No Results Found" in the display window.* If results are returned, the user can select/click on the address to zoom to the location. The address area will be highlighted in red in the **Map Viewing Area (E)**. Addresses can be entered one after the other & will be added to the list in the **Display Window for Map & User Options (F)** by clicking the box next to "Append to Current Results". (See graphic #12A).

If the user is not certain of the address, they can also search by entering part of an address such as a street name or house number. All addresses associated to that street or house number will be displayed. To clear the search selections, the **SEARCH, PRINT & MAIL** tool needs to be closed & re-opened. Simply click the X button in the upper right corner of the **SEARCH, PRINT & MAIL** dialog box to close (See graphic #12A).

If "Owner Last Name" is selected for the Search option, by entering a last name, such as Smith, a list of all owners with "Smith" in the last name will be displayed in the Results Area. The list will include all owner names as well as their mailing addresses.

After the user has completed all desired Searches, click the "Mailing Labels" icon to generate a report of printable mailing labels. (See Graphic #12B) **\*\* User Tip:** Make sure to enable all Pop Ups **\*\*** A report will be generated that includes all mailing labels pertaining to the Owner Last Name search. (See Graphic #12C).

**(J): Map & User Options: SEARCH, PRINT & MAIL**



The screenshot displays the Natrona Regional Geospatial web application. The browser address bar shows 'geosmart.casperwy.gov'. The page header includes 'Natrona Regional Geospatial Cooperative' and 'NORTHLINEGIS'. A navigation menu at the top lists 'Natrona County View', 'Casper View', 'Bar\_Nunn\_View', 'Evansville\_View', and 'Mills\_View'. On the left, a sidebar contains icons for 'Search, Print & Mail', 'Identify, Mail & Print', and 'Google Street View'. The main content area features a 'Search, Print & Mail' tool with a search input field containing '222 W B St', an 'Append To Current Results' checkbox, and buttons for 'Search' and 'Mailing Labels'. Below the search tool is a 'Results Area' listing several addresses. The map area shows a street grid with red markers indicating search results. A red dashed box highlights a specific property. A vertical toolbar on the right side of the map includes navigation and zoom controls. The footer of the map area contains the text 'Natrona Regional Geospatial Cooperative | Esri | Delorme, NAVTEQ, IPG' and the 'esri' logo.

Click 'X' to close the Search, Print & Mail Tool

Drop Down Menu for Search Options

Enter search text here

Append Results Check Box

Items identified from the search are highlighted in red by individually selecting them from the Results Area

Results Area: List for searched items

**J: Map & User Options**  
Default selection is "Layers"

**F: Display Window for Map & User Options**

**Graphic #12A**

**E: Map Viewing Area**

**(J): Map & User Options: SEARCH, PRINT & MAIL**



**Search, Print & Mail** ✕

Owner Last Name ▼

Please enter an Owner Last Name to search for:

SMITH

Append To Current Results

**Search**

**Mailing Labels**

---

OWN2: null  
 ADDR1: 1157 WATERFORD  
 ADDR2: CASPER WY 82609  
 ADDR3: null

Mailing Labels Icon: Click to generate printable Mailing Labels

**Graphic #12B**

BILL & VIRGINIA SMITH LIV TRUST 73509 BOX 1424 MILLS WY 82644	CHRIS MICHAEL & SHARON ANN SMITH LIVBHO TRUST 6/21/2011 1224 GRANADA AV CASPER WY 82601	OLDSMITH, DEBRA J ATTN: DEBRA J OLDSMITH 2010 EASTERCOOK AVE CASPER WY 82601
OLDSMITH, KIMBERLY K 1621 EASTERCOOK AVE CASPER WY 82601	OLDSMITH, SHEILA K TRUSTEE 1197 WATERFORD CASPER WY 82609	HUBBSMITH, MICHAEL L ET UX ATTN: MICHAEL L HUBBSMITH ET UX 1140 FRESH BLVD MILLS WY 82644
HUFFSMITH, RICHARD ALLEN BOX 171 EVANSVILLE WY 82636	KLEINSMITH, ERNESTINE L 906 DERBNOTON AVE CASPER WY 82609	KLINONSMITH, ROBERT W ATTN: ROBERT W KLINONSMITH 7831 LAKE DR EVANSVILLE WY 82636
KLINONSMITH, ROBERT W 7831 LAKE DR EVANSVILLE WY 82636	KLINONSMITH, LILLIAN ATTN: CLINT L HALLIDAN 4873 TOPAZ DR EVANSVILLE WY 82636	KLINONSMITH, LILLIAN CFD: HALLIDAN, CLINT A 4873 TOPAZ DR EVANSVILLE WY 82636
KLINONSMITH, LILLIAN ATTN: JAMES I SHIPLEY ET UX 7718 LAKE DR EVANSVILLE WY 82636	S D SMITH INCORPORATED 800 E QUARTZ CIR EVANSVILLE WY 82636	SMITH INTERNATIONAL INC ATTN: DUFF AND PHELPS BOX 36988 PLANO TX 75026
SMITH INTERNATIONAL INC ATTN: DUFF & PHELPS BOX 36988 PLANO TX 75026	SMITH INVESTMENTS LLC ATTN: SMITH & ASSOCIATES 217 S LOWELL ST CASPER WY 82601	SMITH INVESTMENTS LLC ET AL ATTN: SMITH & ASSOCIATES 217 S LOWELL ST CASPER WY 82601
SMITH INVESTMENTS LLC ET AL 217 S LOWELL ST CASPER WY 82601	SMITH, ZELANA I 8345T MARY ST CASPER WY 82601	SMITH, ALLEN T JR ET AL TRUSTEES 1902 E 22ND ST CASPER WY 82601
SMITH, ALMA FAYE 280 W CEDAR BREAKS AVE SHOW LOW AZ 85901	SMITH, ANDREW J ET UX 2611 SARATOGA RD CASPER WY 82604	SMITH, ANN FRANCES 100 S UTAH AVE CASPER WY 82609

**Printable Mailing Labels Report**  
**Graphic #12C**

## **(J): Map & Users Options:**

## **IDENTIFY, MAIL & PRINT:**



Allows users to Identify parcels by using a point (single click on a parcel); by drawing a line across multiple parcels in an area; drawing a polygon (a shape that can be drawn around multiple parcels not necessarily side by side); or by using a buffer (selects an area around a parcel in units of distance, from 50 ft up to 1 mile). The buffer distance options will appear in a 3rd drop down menu ("Distance"). The **IDENTIFY, MAIL & PRINT** tool also allows the user to generate a mailing label list associated with the Parcels identified by the user. (See Graphic #13)

When the **IDENTIFY, MAIL & PRINT** tool is selected from the **Map & User Options (J)**; the Search window appears in the **Display Window for Map & User Options (F)**. For example, to search for a parcel using a Buffer, click the drop down menu "How to Identify" & select "Buffer". A third drop down menu will appear, "Distance for Buffer", select 200 ft. Then click on the "Start" button. Using the mouse, maneuver to area of interest on the map in the **Map Viewing Area (E)** and click once. The Geocodes for the parcels chosen will be displayed in the "Results Area" in the **Display Window for Map & User Options (F)**. Selecting a Geocode record in the "Results Area" will zoom the user to the selected parcel. If using the option of Point, only one Geocode will be returned. If the user chooses the "Line, Polygon or Buffer" options; multiple Geocodes will be displayed. (See graphic #13).

The "Start" button must be clicked for each instance the Identify portion of the **IDENTIFY, MAIL & PRINT** tool is used. Multiple parcels can be listed together by clicking the box to the left of the "Append to Current Results". If the "Append to Current Results" is not being used, each new Identify option will clear out the results in the "Results Area" & will be replaced with most recent identify.

After the user has completed "Identifying" parcels of interest, the user can click on the "Mailing Labels" button to generate a report of printable mailing labels using the parcel owners mailing addresses. (See Graphic #13)

**User Tips:** \*\* Make sure to enable all Pop Ups per your web browser \*\*  
\*\* When a "Buffer" is used, all parcels within the designated distance will be captured & included in the results \*\*

**(J): Map & User Options: IDENTIFY, MAIL & PRINT:**



Append Results Check box

Parcels to Identify

How to Identify

Distance for Buffer

Drop Down Menu of "How to Identify"

Drop Down Menu of "Distance for Buffer"

Mailing Labels Icon:  
Click to generate printable  
Mailing Labels

Results Area:  
Identified  
items

Selected Parcels are  
highlighted in red.

**J: Map & User Options**  
Default selection is  
"Layers"

**F: Display Window for  
Map & User Options**

**E: Map Viewing  
Area**

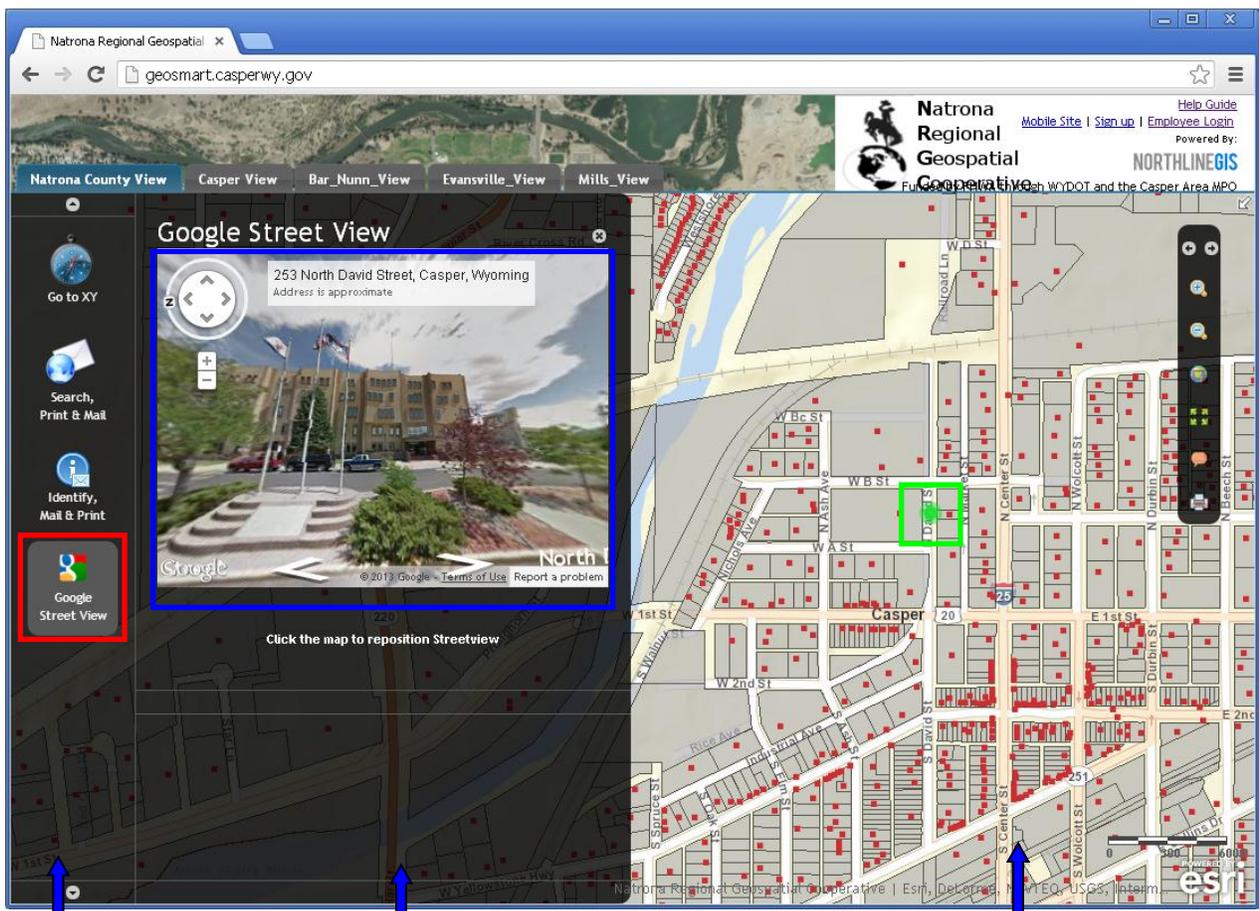
**Graphic #13**

**(J): Map & Users Options:      GOOGLE STREET VIEW:**



Allows the user to turn on Google Street View & select an area within the **Map Viewing Area (E)**, in order to obtain panoramic views of a specific location. Activate the tool by selecting the "Google Street View" icon in the **Map & User Options (J)**, using the mouse select a location by clicking once in the **Map Viewing Area (E)**. A green dot will be placed on the map for the selected location (enclosed in green) & an inset window will appear in the upper section of the **Display Window for Map & User Options (F)**. (Enclosed in blue, See Graphic #14). The user can now navigate in the "Google Street View" window to view the selected area using a panoramic representation from Google.

Please note; Google Street Views are only available for areas where Google has collected information. If the "Google Street View" window is grayed out, there is no information or data collected for that specific area.



**J: Map & User Options**  
Default selection is "Layers"

**F: Display Window for Map & User Options**

**Graphic #14**

**E: Map Viewing Area**