Here is an overview of the new Monterey County Basemap site—enter this URL into your browser address bar to open it: GISsites2/Base_Map/
The screen above is a view of the site as it appears when first opened up.

**LAYERS**

Available layers are displayed in the sidebar to the left of the map window, organized in logical groupings. Groups can be expanded to reveal their contents by clicking the plus sign to the left of the group (and closed by clicking the minus sign). To turn on a layer within a group, the box next to the layer’s group, as well as the one next to the layer itself, must be checked.

Some groups and layers are turned on by default, but each can still be turned off by unchecking the box next to it. NOTE that several layers have scale-dependencies, meaning such a layer will not be visible until you have zoomed in (or out) to the scale at which the layer becomes legible. Labels may have their own scale-dependencies, reducing the clutter on the map when the labels wouldn’t be legible anyway.

To display the symbolization in the Layer List for each active layer, right-click on the Menu icon at the top right-hand side of the Layer sidebar, and click “Show Legend”.

![Show Legend](image)

To go back to the layer list, right-click on the Menu icon again, and select “Show Layer List”.

Note that the left sidebar is used for display of Identify results as well as for the Layer List, and the Menu icon toggles back and forth between these functions—more details can be found below.

**TOOLS**

The tools available in this viewer are hidden by default, but can be toggled back and forth by clicking the tool icon (a wrench and screwdriver) at the top right corner of the Map window.
The toolbar is ribbon style, currently with 4 categories (Navigation, Basic Tools, Find Data, and Measure). The Navigation category primarily holds the suite of tools for Panning and Zooming, and returning to a Previous Extent or Full Extent. Also found in the Navigation Category is a Bookmark tool to take you back to a project area where you have been working. When you are ready to leave your project area, click the Bookmark tool; a window opens up to allow you to name your current location as your project area. To return to that area later, just click the Bookmark icon and select the named project of your choice.

The important tools in the Basic Tools category are “Identify” and “Print”:

**Identify**

To discover information about the visible layers at a location, click the Identify tool and then click on the location. “Identify Results” will appear at the top of the sidebar (instead of Layer List), and results are listed below it (in the case below, the Address and APN are reported). If you click on the APN, you will get additional information about the parcel appearing in the sidebar, such as Related Parcel Assessment, Situs Address, etc. (Parcel Owner information is NOT displayed on this site). Clicking the selected Address will list additional address information.
To present this data in a different format, click the Menu icon at the top right of the sidebar, and select “Switch to Table” or “Show Expanded View”. This moves the attributes to a table below the map window. Clicking the APN in the table opens a popup that gives you the choice to show additional results, which expands the table into tabs for each related table. This table will also have a Menu icon with which you can choose to go back to “Compact View” (in the sidebar). Both these Menus toggle back and forth with different options each time. It takes a while to get used to using this function, but trial and error will get you there.

<table>
<thead>
<tr>
<th>Details</th>
<th>Related Parcel Physical Char</th>
<th>Related Parcel Assessment</th>
<th>Related Parcel Owner</th>
<th>Related Parcel Situs Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>OID</td>
<td>APN</td>
<td>ASMTNUM</td>
<td>SEQ</td>
<td>SITUS_ST_NUM</td>
</tr>
<tr>
<td>41633</td>
<td>011441011000</td>
<td>800038950000</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>41632</td>
<td>011441011000</td>
<td>011441011000</td>
<td>0</td>
<td>200</td>
</tr>
</tbody>
</table>
Print: Note that printing doesn’t work in the Public site yet; in the meantime, if you run Windows 7 or higher, Microsoft’s “Snipping Tool” does a fair job of capturing your map, for printing locally. See Example Below:

The Find Data category includes a Query tool and some additional options for selecting features to “Identify”.

Query Tool: The Query tool is used to search for a feature when you don’t know where it is located, or exactly how it is specified.
In the example below, you want to find “300 Glenwood Circle, Unit # 226”. You start by selecting the Addresses layer from the Layer dropdown list, then choose Address_Full as the field to query. You don’t know if “Circle” is abbreviated in the field, so just enter Glenwood Cir to get either CIR or CIRCLE. You then “Add Another Condition” on the Address Full field to add the ‘300’. Finally, you “Add Another Condition”, select the Suite field, and enter the apartment # (226). Finish by clicking the Search button. The query result (300 Glenwood Circle) appears at the top of the layer list. If you click on it, the map should zoom to the vicinity of the address location on the map, with the location highlighted.

Note that the “X” at the top right-hand corner of the Query can be clicked to clear previous query Conditions. Similarly, an “X” at the top right-hand corner of a results table can be used to clear previous query results. If you click the Menu button and choose the Show Expanded View option, the related attributes appear in a table below the map window. As described under Identify above, clicking the Menu icon again toggles to another Result layout.
Most of the remaining tools in the **Find Data** category are used to select multiple features at a time. For instance, the **Rectangle** tool (see the screen shot for **Query Tool** above) can be used to select and review several LMR data points at once by drawing a box around them. See below. **Note that the “LMR” layer is now called “Survey Records“ in the Public Site.**

![Map with selected data points](image)

The selected data points each have a URL path to a tiff file in the **URL_PATH** field—**CLICK** on a URL to open and read or save the scanned Land Management or Survey document found at that path. (See the example document on the next page.) You may have to look through several documents at a location to find the one you are interested in.
There is one more search tool that is particularly useful if you know a specific Parcel APN (without hyphens) or Address that you want to zoom to quickly. This is known as the Global Search, and is found in the top banner on the right side.

Global Search can also be used with partial information or on layers other than Parcels or Addresses, but it currently tends to report too many results to be useful—we’re working on cutting down on excessive hits with this tool, but it may take a while to configure so it is just the right amount of returns.