



**Parkland County's Public Interactive  
Mapping Application**

**USER MANUAL**



Geographic Information Systems

April 2015

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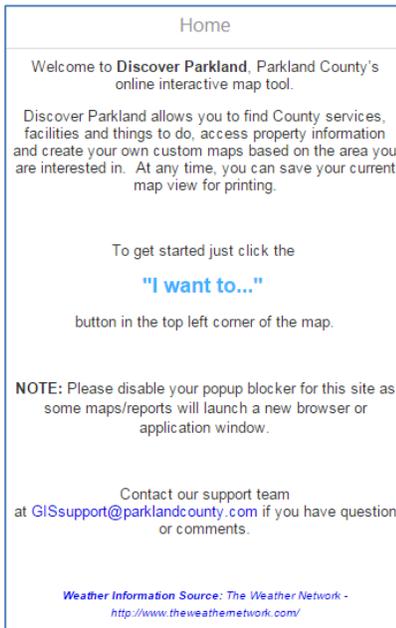
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## I. Welcome to **Discover parkland** v2.0

Discover Parkland is the interactive mapping application that provides public access to County data. Discover Parkland allows users to view and search for various types of information, select features on the map, conduct measurements, add graphic features, create a pdf map, and generate a property report. Discover Parkland is easily accessed through the Parkland County website. Go to <http://www.parklandcounty.com/site3.aspx> and click on the **Discover parkland** logo at the bottom right hand side of the first panel (you may need to scroll down to see it). The site can be accessed directly via <http://maps.parklandcounty.com/discoverparkland/>. When the site opens, read and accept the disclaimer to proceed.

## II. Discover Parkland Layout

### i. Left Side Panel



When Discover Parkland opens, the Home panel is visible by default (panel on the left hand side). There are tips for getting started, information on whom to contact if you run into issues, as well as a link to the User Manual. At any time, navigate back to this Home panel by clicking on the house icon at the bottom of the left side panel.

### ii. Search Functionality

At the top right corner of the screen is a spot to enter a search term. Type in the search item and click enter or hit the magnifying glass. Any feature that matches the search term will be added to the Search Results panel that will open on the left side of the screen (replacing the Home panel).



### iii. Toolbar & Tools



The Toolbar provides access to a wide variety of navigational, measurement, search, and drawing tools within three separate toolsets (Tools, Search, Draw). To open or close the Toolbar, click on the Tools icon, located under the Search box at the **top right corner** of the

application. Each of these tools will be discussed in detail in the Toolbars of this document.

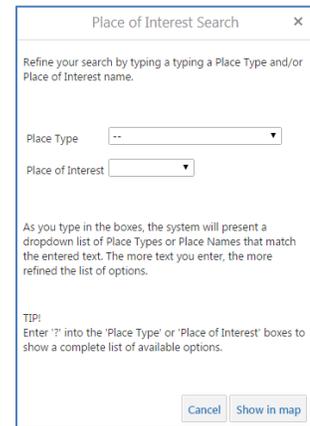
#### iv. I want to.....

The **I want to...** button provides access to the following tools.

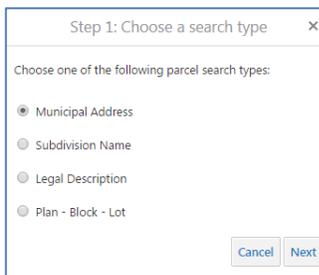
- Discover Places
- Discover Parcels
- Go-To Area of Interest
- Clear Selection
- Create a printable map
- Full Extent
- Change visible map layers

#### Discover Places

To locate a place within Parkland County, click on Discover Places. The Place of Interest Search panel will open on the left side of the screen allowing the user to select a place type and a specific place of interest. Once those selections have been made, click Show in map to zoom to the place specified. There are many different types of places to select from, such as; campgrounds, firehalls, fishing spots, schools, etc. This tool is also available on the Search toolbar.



#### Discover Parcels



To locate a parcel by municipal address, subdivision name, legal description, or plan-block-lot, use the Discover Parcels tool. Once the search type is selected from the list, you will be able to enter additional information. Begin typing to access the drop down list of parcels. Click Show in map and the map will zoom to the location of the selected feature. This tool is also available on the Search toolbar.

#### Go-To Area of Interest



To quickly zoom to a specific area, use the Go-To Area of Interest tool. Select the category to search from: Municipality/Hamlet, Industrial Area, or Electoral District. Run through the selections required to and click "Show in map". The map will zoom to the selected area. This tool is also available on the Search toolbar

## Clear Selection

Use the Clear Selection tool to unselect any data that might be currently selected. This tool is also available on the Search toolbar.

## Create a Printable Map

Select the Create a printable map tool to generate a pdf map. Select the preferred layout, output format, resolution, scale, enter a map title, add any required map notes, and click Print. A new window will pop up displaying the map on the first page, the legend on the second. Right click on the screen to save the pdf or print right away. This tool is also available on the Tools toolbar (Print).

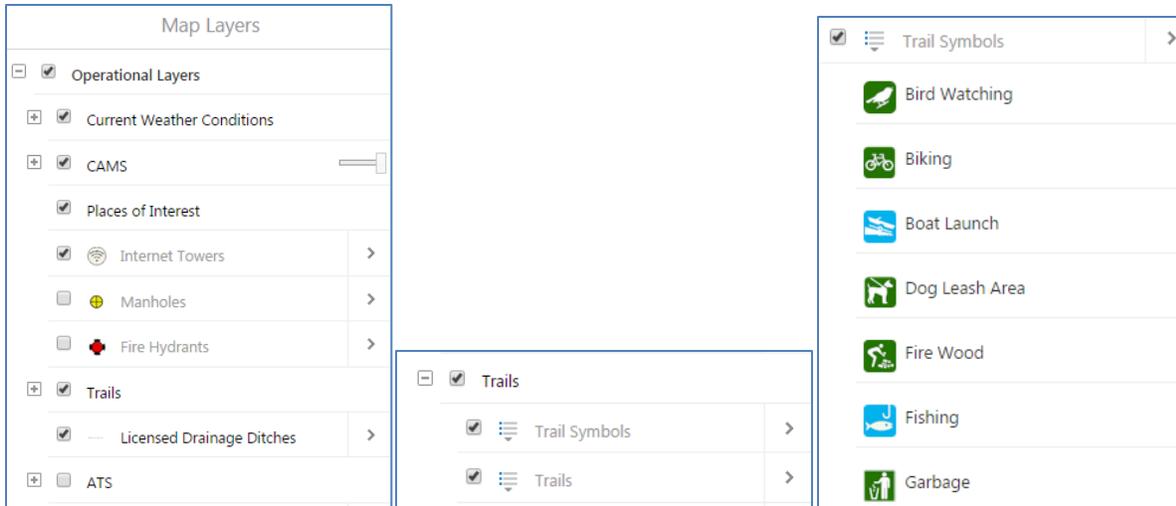


## Full Extent

To zoom the map out to the full extent of the data, which is the county boundary, use the Full Extent tool. This tool is also available on the Tools toolbar.

## Change Visible Map Layers

The user is able to turn data layers on and off to view exactly the data they want to see. Use the Change visible map layers tool to open the Map Layers panel on the left side. Data layers with a  sign, indicated a folder that can be expanded by clicking the plus sign. To view the legend associated with a data layer, click on  , or click on [Show Legend](#) at the bottom of the Map Layers panel.

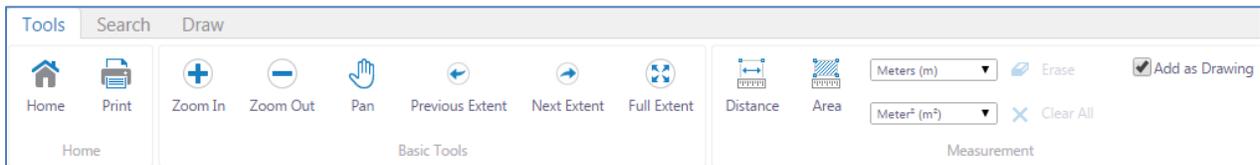


### III. Toolbars

There are three sets of tools located on one toolbar within Discover Parkland. Click on the Tools icon located near the top right side of the map view, to open the toolbar. The Search toolbar contains tools to locate specific features within the County and to clear/remove selected features. The Draw toolbar contains various tools to create mark-ups or graphics on screen and then create a pdf map to print.

#### i. Tools

The Tools toolbar contains navigational tools, measurement tools, and a print tool to create a printable map.



#### Home

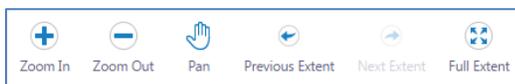
The Home tool opens the Home panel on the left side of the screen.

#### Print

The Print tool generates a printable map as a pdf.

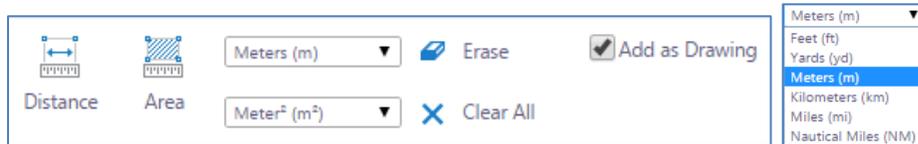
#### Map Navigation

The Tools toolbar contains many navigational tools to move around the map by zooming in or out, panning around using the Pan tool, returning to the last view using the Previous Extent button, moving to the next view using the Next Extent button, or viewing the entire county by clicking on the Full Extent button.

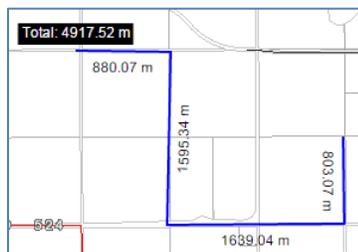


## Measurement

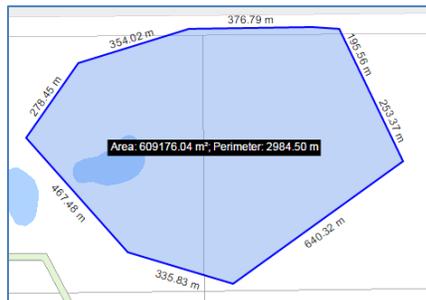
The measurement tools on the Tools toolbar are used to get ground measurements. Select the unit of measurement from the drop down box and select the Distance or Area tool.



To use the Distance tool, select the tool to highlight it and click on the map to start. Click to record every change of direction and double click to finish the line. There will be a distance measurement placed on each line segment as well as a total distance at the end of the line. If the Add as Drawing tool is selected, the line and dimensions will remain on the map.

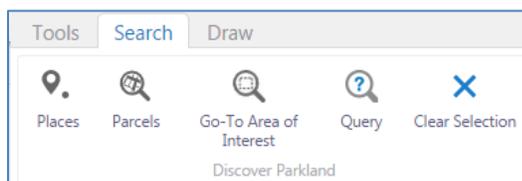


To use the Area tool, select the tool to highlight it and click on the map to start. Click to record every change of direction and double click to finish the area. There will be a distance placed on each line segment and a total area in the centre of the shape. If the Add as Drawing tool is selected, the area and dimensions will remain on the map.



## ii. Search

The Search toolbar provides tools to search various items throughout Parkland County such as recreation areas, parcels, industrial areas, etc.



## Places

To search for a place of interest, click on the Places tool. The Place of Interest Search panel will open on the left side of the screen. Use the Place Type drop down box to select a type of place to search for and then select a particular place from the Place of Interest drop down box and click Show in Map. Below is the list of Place Types that you can search for.

Bed & Breakfast	Farmers Market	Library	Restaurant/Café
Boat Launch	Fire Hall	Lounge/Bar	Retreat/Spa
Botanic Garden	Fishing	Movie Theatre	School
Campground	Garden Centre Greenhouse	Museum Antique Gallery	Shooting Range
Cemetery	Golf Course	Other Animal Experience	Skate Park
Church	Guided Fishing	Other Parks & Natural Areas	Sports Park
Community Hall	Heritage Centre	Outdoor Adventure	Swimming Pool
Corn Maze	Historic Site	Paint Ball	U-Pick
County Day Use Park	Horseback Riding	Performing Arts	Unique Store
County Office	Hospital	Potable Water	Waste Transfer Station
County Service	Hotel/Motel	RCMP Station	Water Spray Park

## Parcels

To search for a parcel, click on the Parcels tool. On the left side panel, choose how to search for a parcel. Search by municipal address, subdivision name, legal description, or plan-block-lot and click Next. Once two characters are entered into the search box, a drop down list will appear to narrow the search results. Make a selection and click Show in map to zoom to the location and highlight the parcel or subdivision.

Step 2: Enter a municipal address ×

Specify your municipal address. As you type, the system will automatically try and match your entry with a valid address.

Example: 3331 TWP RD 513

Address

- 1-1121 SH 633
- 1-25507 TWP RD 512A
- 1-25519 TWP RD 512A
- 1-26029 TWP RD 512
- 1-26112 TWP RD 511
- 1-26120 TWP RD 511

Show in map

## Property Report

When you have a parcel selected, information about that parcel appears in the side panel. Click on [Property Information Report](#) to generate a pdf property report. It will take a moment to generate the report and download the pdf.

Parcels (1)

Parcel : 1-2307 TWP RD 522

Plan/Block/Lot: 3984 MC/1/1

Legal Descr: NE-9-52-2-5

[Property Information Report](#)

The selected parcel will show on the report map in bright blue. The report provides information about one parcel including location, assessed value, size of the parcel, land use zoning, electoral division, and a map at the bottom of the report to provide context.

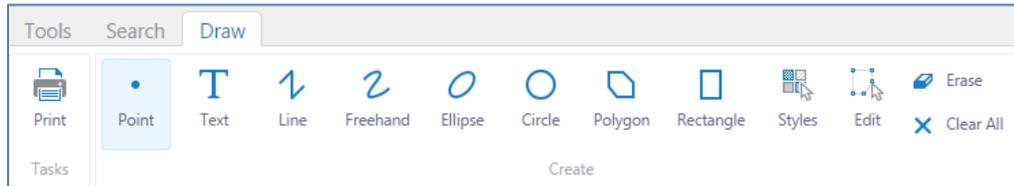


## Clear Selection

Use the Clear Selection tool to remove any highlighted features that are currently selected.

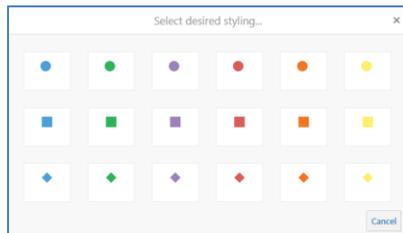
### iii. Draw

The Draw toolbar contains the standard print tool, as well as many different tools to create mark-ups or graphics.



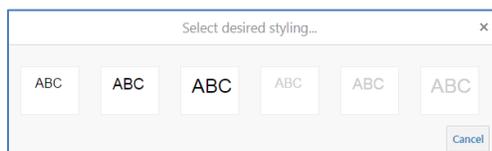
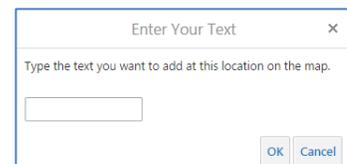
## Point

The Point tool is used to create a point or marker location. To change the point type or color, click the Styles button.



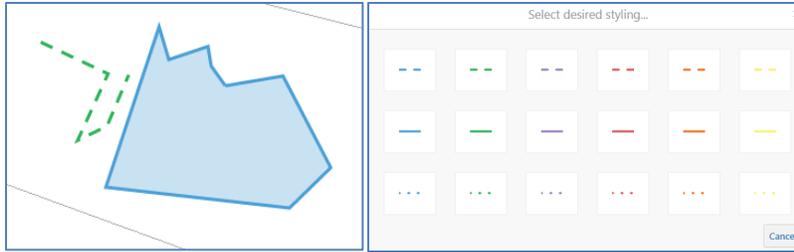
## Text

Use the Text tool to add text to the map. There are a few different styles to select from when the Style button is clicked. When placing text on an imagery map, use the light grey fonts as they will be easier to see on top of the imagery.



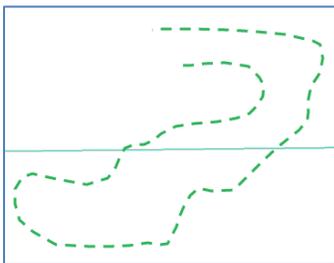
## Line & Polygon

To sketch a line or draw a shape (polygon) on the map, select the line or polygon tool and click on the map. Click for every change in direction and double click to finish the feature. There are different styles of lines or shapes to select from.



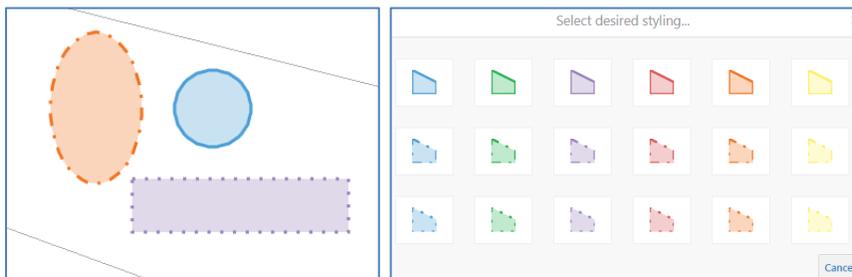
### Freehand

To draw a freehand line, select the freehand tool and click on screen. Hold the mouse button down as you move around the screen and the line will be drawn. The styles available for freehand lines are the same as for regular lines.



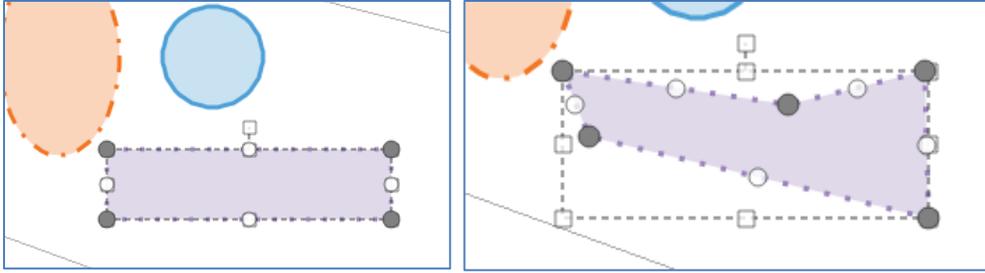
### Ellipse, Circle, & Rectangle

To draw an ellipse, a circle, or a rectangle, select the preferred tool and click and drag on the map to create the shape. There are options for outline color and pattern as well as the fill color, available through the Styles tool.



### Edit

The shapes or text added to the map can be moved or edited after they are placed by using the Edit tool. Click on the Edit tool and then click on the feature to edit. The feature will have “handles” placed around it that you can hover over with your mouse and click and drag to change the shape of the feature. You can also click on the centre of the feature and drag the whole shape to a different location. If you want to change the color of the shape, click on the Edit tool, click on the shape and then use the Styles tool to select a new style.



### **Erase & Clear All**

To erase a feature that you have drawn on the map, select the Erase tool and click on the feature to erase. To erase all of the features drawn on the map, use the Clear All tool.

## **IV. Updates and Additions**

The data shown within Discover Parkland will be continuously be updated on an as-needed basis. If you notice data errors or omissions, please be sure and contact [GISsupport@parklandcounty.com](mailto:GISsupport@parklandcounty.com).