

Randolph County GIS Frequently Asked Questions

1) How do I remove ortho photo (aerial photo) from Map?

- a. Click **Maps** and **Basemaps**
- b. Click **No Basemap**

2) How can I get all my property to show up when I search?

In some cases it is best to put only key first and last name and then hit search  or enter. Name on property is based on how a deed is recorded. Some deeds may be recorded with middle initial or middle name. When you click the name in the search drop down it looks for an exact match.

3) How can I tell what Zoning is on a property?

Click **Map Themes – Zoning** to see a visual representation of zoning districts.

Click [Community Info](#) on Property Details and expand Zoning to see zoning information.

4) How can I make the property I need to be outlined?

You can do a **Search** or **Quick Search** and give it the 10 digit id or PIN for the property you are looking at or you can Click **Search – Select on Map** and click the property to select it.

5) How can I get back to my Property Details after closing it?

Click **Search** or **Quick Search** and click the **Details** tab. If your property is still selected it will show up there.

6) How can I know whether a property is in the City?

Click [Community Info](#) on Property Details, Municipalities show up under Tax Districts.

If you select the Municipalities Theme under Map Themes City Limits will appear as a shaded area.

7) How can I search for parcels along a specific road?

On **Search** form click **Parcels – Location Address** as search field in place of **All Fields**. Enter the road name and hit search  or enter. For common names it may be difficult to narrow down a specific road in the search but once a parcel is found for the road you can zoom to it and use **Search – Select on Map** to graphically select parcels of interest.

8) How can I select one property on the list of properties returned by search?

Click greater than sign with number  to the left of the property description. This will make this property the only selected property.

9) How do I know what layers are being drawn on my map?

Click **Maps - Legend** to show map legend.

10) Can e-mail a link to my map?

Yes. Click **More – Create Map Link**. Copy the text in the first text box and paste it into your email.

Exp: <http://gis.randolphcountync.gov/RandolphJS?pin=7659288862>

The second text box holds text that can be copied into a webpage.

Exp: `GIS Website`

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11) Can I see an overview map?

Yes. Click **Maps – Overview Map**. This toggles on the overview map in the lower right hand corner of your screen. To close, click gold arrow in the lower right hand corner of your screen. This arrow can also open the overview map when collapsed.

12) Once I have visible all the layers I need, can I save it to always show them?

Yes. Under **Maps – Map Layers** click **Save layer settings**. This will save your settings in your browser's cache.

13) How do I find a road intersection?

Search - Find Address key two road names separated by and ampersand. **Example: Dixie Dr & Park St**
Choices will appear below and you can choose the appropriate intersection.

14) How do I get a list of adjoining property owners?

- a. Once a property is selected.
- b. Close **Details** frame.
- c. Click **Search** and **Select on Map**
- d. Beside of **Select nearby features within(ft):** button verify distance to search.
- e. Click **Select nearby features within(ft):** button.
- f. From Details click **CSV** to open list in Excel or **Table view** to open list in another browser window.

15) How can I copy the map and paste it into another application?

- a. Windows XP , Windows 7 and Windows 8
 - I. While the map window is active press **Alt** key and **PrtScn** key at the same time to copy your active window to your clipboard.
 - II. Right click on location to paste the map and click paste.
- b. Windows 7, Windows 8 – **snipping tool**
 - I. Snipping tool can be found by doing a Windows program search.
 - II. Right click on snipping tool and pin to taskbar. The tool will always appear at the bottom of your screen.
 - III. Click snipping tool to start copy.
 - IV. Drag a rectangle on the map to determine are to be clipped.
 - V. Right click on location to paste the map and click paste.

** Many tutorials can be found at www.youtube.com and searching on snipping tool windows 7 or windows 8.