

Flex Viewer Help Page

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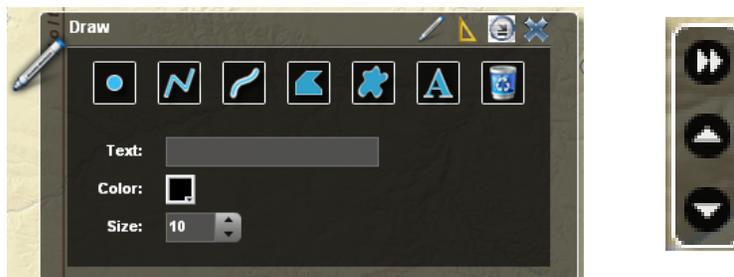


Chapter 1 – Help at a Glance



Widgets

- In Flex Viewer, a widget (below left) is the window that will open up for various tools. These widgets can have many tabs within them, and can be minimized or closed like a window. They are managed by using the mini toolbar (below right) located on the right hand side of the screen.



- Each widget will have icons in the top right corner specific to that tool, but every widget will have these two icons in the top right corner.
 - ✓ Minimize will minimize the window; click the tool icon to bring it back.
 - ✓ Close will close the window; reselect it from the menu to bring it back.



Zooming and Moving



- On the left side of the screen there is a scale bar (left) that you can use to zoom in and out of the map. You can use it either by clicking or to zoom in and out respectively, or click and hold down the cursor on and slide it up or down to quickly zoom in or out.
- There is also a pan tool that you will have on automatically when you open Flex Viewer, or you can find it in the Navigation Menu as the Re-Center Map tool. Click and hold down the cursor to drag the map view around.

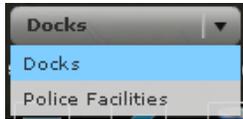


Tools

- Locate works like many locaters today on the internet. Fill in the address, city, state, and zip code sections as completely as you can, and then click .
 - There is also a coordinates tab for typing in latitude and longitude. This has to be entered in decimal degrees. Refer to Locate section of the help page for a link to convert to decimal degrees.

- Your results will show up once you have clicked , along with a push-pin on the map that has now zoomed and panned to the location you requested.

-  Search is a tool that you can use to select features from a layer on the map that has been set up by the local administrator.



- You can select one of these layers from the drop down menu (left) and use one of the tools provided to select one or many features.

- You can use the  graphical search to locate features by their location on the map and can select more than one.

- You can also use the  Text search if you know the name of the feature you are looking for.

- All of your selections will then show up on the map as selected, and will be listed in the  results tab.

-  Draw will let you put temporary marks on the map viewer that you can have on your map when you print it, but will not alter the map itself.

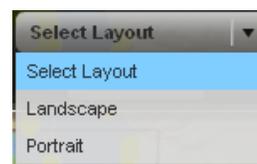
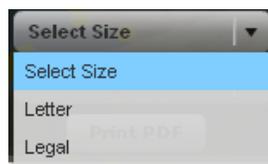
- There are many  draw tools available in the draw widget that you can choose from.

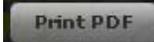
- If you wish to have each type of drawing have its measurements, use the  measurements tool to add them to future drawings.



Printing

- Use this to print the current map in the viewer. This will open a window with a title and a sub-title field to fill in, along with two drop down menus.
- Type in your titles or leave the areas blank if you don't want them displayed on the map itself.
- Use the two menus to select what size and layout you want.



- When you are finished and ready to print, click  and the map will be sent to a new window or tab. From there you can save the map as a pdf, or print it off.



Chapter 2 – Map Menu

- The Map menu features tools used to directly manipulate the content of the map. There are several map types to choose from as well as bookmarked locations. There is also a Live Maps feature that allows greater specialization by giving you the option of displaying additional data layers in the existing map specific to your needs.



Street Map

- This is a quick and easy to follow map that has a simple background and basic features. This map will also display the names of features like roads, rivers, streams, lakes, county lines, parks, schools, and popular locations.



Satellite Map

- This is a map created from satellite and aerial imagery. It has images available for the entire globe.



Topo Map

- The Topo Map is a compilation of USGS topology maps at 1:200,000, 1:100,000, and 1:24,000 scales. Not all topology maps are the same though, depending on the scale there will be more or less features available.



Pictometry Map

- This is a map created from aerial photos. It is similar to the satellite map, but will usually have a higher resolution, and will be for a smaller more localized area. Availability and resolution of this map will depend on the region.



Live Maps →

- Live maps are layers of more specific data that can be displayed on the existing maps by local administrators. Layer availability will depend on individual mapping applications. You can turn layers available to you on and off using the menu, by checking or un-checking the boxes next to each layer.



Overview Map →



- Opens a window that will have a larger scale view of the map view, and will have a red box representing your current view. By clicking and holding down the cursor on the box, you can drag the box around the window changing the extent of the main map.



Bookmarks →



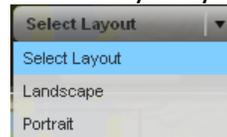
- Opens a window that has two sections to it. You can use this tool to view existing bookmarks, and create your own very much like an internet browser bookmark or favorites option.
 - Bookmarks**
 - ✓ The first section to the tool is the list of existing bookmarks. This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window. They will list the name of the bookmark and the latitude/longitude coordinates.
 - ✓ **Note:** There will be two sets of coordinates as the bookmark is for a square instead of a single point.
 - Create Bookmarks**
 - ✓ The second section of the Bookmark tool can be accessed by clicking  in the top right corner of the window. This section will allow you to create your own bookmark. Make sure the map is zoomed and panned in to the area you wish to save, and type in what you want it to be saved as. Click  and it will be saved in the list.
 - ✓ **Note:** That creating bookmarks this way will only save them to your computer, no one else will have access. To create more permanent bookmarks, talk to your local administrator.

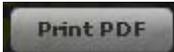


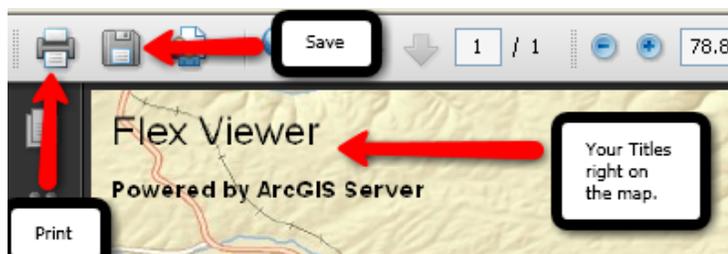
Print Map →



- Use this to print the current map in the viewer. This will open a window with a title and a sub-title field to fill in, along with two drop down menus.
- Type in your titles or leave the areas blank if you don't want them displayed on the map itself.
- Use the two menus (below) to select what size and layout you want.



- Click  and the map will be sent to a new window or tab (below). From there you can save the map as a pdf, or print it off.



- ✓ **Note:** The browser that you are using to run Flex Viewer must already be in the dimensions you wish for the printed map before you click print pdf. So if you want a portrait print, the actual browser window should be taller and narrower, if you want a landscape map, the browser window should be shorter and longer. If your browser window is maximized, click  in the top right of your browser window and then change its shape to what you want for your print out.



Chapter 3 – Navigation Menu

- The Navigation menu features tools used to change the view of your map. It allows you to see the map from global scale down to street level scale. This tool is a magnifying glass for your map and also a virtual hand to move your viewer where you want to go.

Zoom In

- Use this tool to view a smaller area in greater detail. Click  then click and hold down the cursor to select the area you wish to view in greater detail.
- You can also zoom in using the zoom bar on the left hand side of the screen. Click  or  respectively to zoom in or out.
- One more way to zoom in and out is to use the scale bar located on the left side of the screen. Click and hold  on the scale bar and slide it up or down the bar to zoom in or out.

Zoom Out

- Use this tool to view a larger area in less detail. Click,  then click and hold down the cursor to select an area. This will zoom the view out in the proportion of screen you selected.
 - ✓ **Example-** If you select half of the screen, it will zoom out to twice the area you had before.
- You can also use afore mentioned methods of zooming out using the zooming bar on the left hand side of the screen.

Full Extent

- This tool will go back to the default view your map was in when you opened your browser. It will not however change what type of map is shown, i.e. Topo or satellite.

Re-Center Map

- Use this tool to re-center the current map. Click , and then double-click a point of interest on the map. The map will move to the new center point and zoom in.
- You can also click and hold down the cursor to drag the map. When you use this tool the map will retain its scale.



Chapter 4 – Tools Menu

- The Tools menu features, well...tools. This menu breaks away from manipulating the map display and starts to deal with the data built into the map and live map layers. With this tool, you can get precise locations based on addresses or latitude and longitude coordinates, search through your live map layers for a certain data point, get detailed information on a data point, and even jump to the website of a data point if there is a hyperlink available for even more information on the data point in question.



Locate →

- You can use this tool to pin point specific locations by either its street address, or its latitude and longitude coordinates. This tool uses ESRI Arc Online services to find the address locations.

- **Address Search** →

- This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window.



This section allows you to type in a street address for the location you are looking for. You can type in a full address for a very accurate location, or you can type in just a city or zip code if that is all you need or have. Select your state from the drop menu (left), and click . The window will jump to the Results window with the location's score.

- ✓ **Note:** It is not recommended that you fill in the 'Address' line only. The search needs a city or zip code to function.
- ✓ **Note:** The Score next to the location. It is on a scale from 1 to 100, the higher the score, the more sure the search was that this is the correct location.

- **Coordinates Search** →

- This can be accessed by clicking  in the top right corner of the window. This section allows you to find a location based on latitude and longitude coordinates you type in. Your coordinates must be in decimal degrees for this tool. i.e. 47.345623 not 47° 15' 30"

- ✓ **Note:** These sites can convert your coordinates for you.
 - <http://www.jeeppreviews.com/wireless-gps-coordinates/>
 - <http://www.directionsmag.com/latlong.php>
- ✓ **Note:** Longitude is entered first in this window, then latitude.

- **Results**

- This should appear when you type in a location displaying your query results. It can also be accessed by clicking  in the top right corner of the window.
 - ✓ **Note:** If the results window opens with a rotating circle and the word 'Loading...' for more than a few seconds, your search was probably unsuccessful, and you should go back to the search window and review what you typed.
 - ✓ **Note:** You can clear the results window by going back to either of the two search windows and clicking . This will also clear what you entered into the search window.



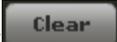
- You can use this tool to find and select features from layers that have been set up by the site administrator. You can select the features either by a graphical or text search.

- **Graphical Search**

- This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window.
- Since this tool is for predefined searches from live map services, there is a drop down menu above the graphical search options so you can pick the search you wish to use.

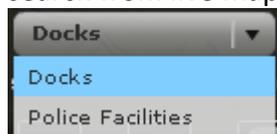


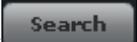
- Select the layer you want to search for, then choose one of the graphic search options as follows:
 - ❖  Select by point will pick up one point at a time, so you should be fairly well zoomed in if there are a lot of points close together.
 - ❖  Select by Line is a straight line you can draw across the map and any feature that intersects the line you draw will be selected. To use this tool, click once to start the line, and click again where you want another vertex (corner), and double click to finish the line.

- ❖  Select by Rectangle is a rectangle that will select all features captured within it. This tool is used the same way you would use the zoom in tool to select a given area you wish to select.
- ❖  Select by Polygon is similar to the Select by Rectangle in that it will select all features within the finished shape; however, the Select by Polygon tool is used like the line tool where you click once to start and click again where you want another vertex (corner), and double click to finish the shape.
- ❖  Clear will clear out your selections unlike the Locate tool where you have to click  .
- ✓ **Note:** The graphical search tool is good for when you want to select more than one feature in an area, or don't know the name of the feature you are searching for.

▪ Text Search

- This can be accessed by clicking  in the top right corner of the window. This tool has the drop down menu for selecting your pre-defined search from live maps services



- This tool is for when you know the exact name of the feature you are looking for. Select your layer and type in the name of the feature and click  .

▪ Results

- This should appear when you select a feature either by using a graphic tool, or by name to display your results. It can also be accessed by clicking  in the top right corner of the window.

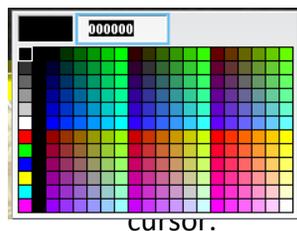


 Draw →

- You can use this tool to draw on top of the map viewer without permanently altering the map or live map layers.

- **Draw**

- This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window. It gives you all of the draw options along with option such as color in a drop down menu, and font size/line width .



- This tool allows you to draw in with a seemingly unlimited amount of characters. It works as follows:

The Draw tool will put a dot on the map wherever you click the cursor.

- ❖  Draw a Line works the exact same way as the Select by Line tool in the Search window. Click once to start the line, and click again where you want another vertex (corner), and double click to finish the line.
- ❖  Draw Freehand allows more freedom of movement for the line being drawn. Click and hold down the cursor and the line will follow behind the movements of your cursor.
- ❖  Draw Polygon works by clicking once to start the shape and click again where you want another vertex (corner), and double click to finish the shape.
- ❖  Draw Freehand Polygon allows more freedom of movement for the shape being drawn. Click and hold down the cursor and the line will follow behind the movements of your cursor. When you are finished, let go of the button, and the polygon will close itself.
- ❖  Draw Text allows you to add words to the map. Type what you wish to appear on the map into the 'Text' box, select the color you want, and the size you want. When you are ready, click on the map where you want the text to appear, and it will do so.
- ❖  Clear Drawing will clear off the entire map of any and all dots, lines, polygons, and text all at once. Caution is advised when using this tool.

- **Measurement**

- This can be accessed by clicking  in the top right corner of the window. This tool will add latitude and longitude coordinates to points, length to lines, and area plus its perimeter. To use this tool, simply check the

Show Measurements: box and select your desired units in the two drop down menus (below).



The measurements will appear after you have finished drawing.

- ✓ **Note:** The measurements option only works on shapes drawn after it was turned on, any pre-existing shapes will not show their measurements.



-  **Identify** →

- This is used to get detailed information about specific features from live map layers.

- **Identify**

- This should come up with the window automatically, or it can be accessed by clicking  in the top right corner of the window. In the window, click  and then click on the feature you want more information about. Make sure to be zoomed in far enough if there are multiple features clustered together.

- ✓ **Note:** Only one feature can be selected at a time.

-  Clear will un-select the feature you selected.

- **Results**

- This should appear when you select a feature either by using a graphic tool, or by name to display your results. It can also be accessed by clicking  in the top right corner of the window.



Hyperlink →

- This tool is used to get display information about specific features off of the internet.
 - ✓ **Note:** The only layers that you will be able to use this tool with are ones that already have a URL field in their Arc Map attribute tables. As of right now, only three exist for the Coeur d'Alene tribe, parcels, structures, and encroachments.
-  Clear will un-select the feature you selected.
- **Results**
 - This should appear when you select a feature either by using a graphic tool, or by name to display your results. It can also be accessed by clicking  in the top right corner of the window.



Chapter 5 – Help Menu

- The Help Menu offers a few ways to make the Flex Viewer experience more pleasant and efficient. There is a help page to go to when problems arise, a link to the Coeur d’Alene tribal home site, a website storage setting panel, and information about the Flex Viewer itself.



Clear Flash Cache

- This tool will open a new internet window or tab to the Flash website storage setting panel. There you can clear out the flash cache that may have accrued while using the Flex Viewer.



Help

- The help page which you are reading now is designed to give descriptions of the programs tools and step by step instructions on how to use them. To access this page, click  in the help menu and a .pdf file will open.



Home

- Opens a new internet window or tab with the Coeur d’Alene GIS Program home site.



About

- Opens a window showing information about the Flex Viewer. It shows what version it is, who made it, and the copyright.



Mini Tool Bar

- You may have noticed a small mini toolbar off to the right on the screen. This tool is for managing the many windows available on Flex Viewer. When you have enough windows open that you can no longer see them all on the screen, you can use  and  to scroll up the group of windows, or down again. There is also the  which will hide all of the open windows without ever closing them out. Click  to bring them all back again.



Widget Icons

- There are also two icons that have not been mentioned before now these two icons act just like minimize and close icons on any computer window.
 -  Minimize will minimize the window; click the tool icon to bring it back.
 -  Close will close the window; reselect it from the menu to bring it back.



Chapter 6 – Troubleshooting Menu

- These are some of the difficulties that have happened in the past along with a few tips to deal with them.
 - **Adobe Flash Player**
 - ✓ In order to view this application, you need to have at least Adobe Flash Player 10. The link below will take you to the download site.
 - ✓ <http://get.adobe.com/flashplayer/?promoid=BUIGP>
 - **Map Viewing Issues**
 - ✓ Try refreshing your browser if the map freezes.
 - ✓ If you are seeing a grey screen, try zooming out a step.
 - **Wrong Location in Search Tool**
 - ✓ If the location you typed in is not where you thought it should be, check to see if the 'Score' next to the location is high or low. Remember that it is a score from 1 to 100. If the score is low, then it could not find enough references to make an accurate guess at your location. Try adding more information or check your spelling.
 - ✓ Check to see that you entered coordinates into the locate tool correctly, the first coordinates should be longitude followed by latitude.