





NAVIGATION

Zoom in  Use the button in the upper left of the application. Alternatively, hold the **SHIFT** key and draw a box using the mouse. You can also use the mouse scroll up to zoom in.

Zoom out  Use the button in the upper left of the application. You can also use the mouse scroll down to zoom out.

Home  Zooms the map out to the full extent of Brookfield.

My Location  Center and zoom the map to your current location.

After zooming into a scale that shows individual parcels, clicking a parcel will produce a pop-up box containing ownership and assessment information.

SEARCHING

By default, the search tool will search both of these: **Tax Parcels** (By owner name - Full name or Last Name will yield the best results) and **Address** (House Number and Street Name). To reduce potential results, you can select one of the two search types by hitting the down arrow on the left side.

The following set of tools are located in the upper-right corner of the application.

Layers



The **layers** tool gives you additional control to turn on and off additional GIS layers. The data is organized by theme. You can turn on an entire theme by checking on the box to the left of the theme. Alternatively, click the theme and expand it to reveal the individual features within.

Note that some data will only display at certain scales. If you can't see the data after turning it on, zoom in on the map until it displays in the map.

Legend



Displays the symbology of the layers shown in the current map.

Basemap Gallery



Change the **basemap** to street information, aerial photography, or a topographic map.

Print



The **Print** tool exports your map to PDF or other image format. Choose a title, layout size and scale. From there, re position the blue frame in the map window to center your map and select Print. The Advanced settings button allows you to set the dpi of the exported map as well as turn off the legend.

The final four tools are located in the upper-left corner of the map window, underneath the search tool.

Bookmark



Schools and Parks have been bookmarked for you.

Need to quickly return to specific location on the map? Using the **bookmark** tool allows you to save the current map extent. Upon returning to the application, click the bookmark tool again, select the bookmark you've saved and the map will return to the saved extent. You can create multiple bookmarks.

Measurement



Allows you to measure by area or distance and set the units of measurement. You can also locate the coordinates of a point in decimal degrees or degrees, minutes and seconds.

Draw



Use the **Draw** tool to markup the map with additional graphics and text. You can choose different styles and colors in the settings below. Additionally, toggle the **Show length measurement** on to display lengths and areas of graphics that are drawn. You can then export your


map using the Print tool



Select



Use the **Select** tool to view attribute information about a specific layer. Click and drag over the features that you want, and then release when finished. The selected features will be highlighted. Click on the three dots next to the layer that you are using to view six options. **Zoom to** and **Pan to** will move you to all the selected features. **Statistics** allow you to view information for all of the

features selected. **Create layer** creates a temporary layer under the layers  list. **View in Attribute Table** displays information for all features in a table which can be exported to a CSV if needed. **Clear selection** gets rid of the selected features.

Questions? Contact Jennifer Reek at reek@ci.brookfield.wi.us or Michael Meke at meke@ci.brookfield.wi.us