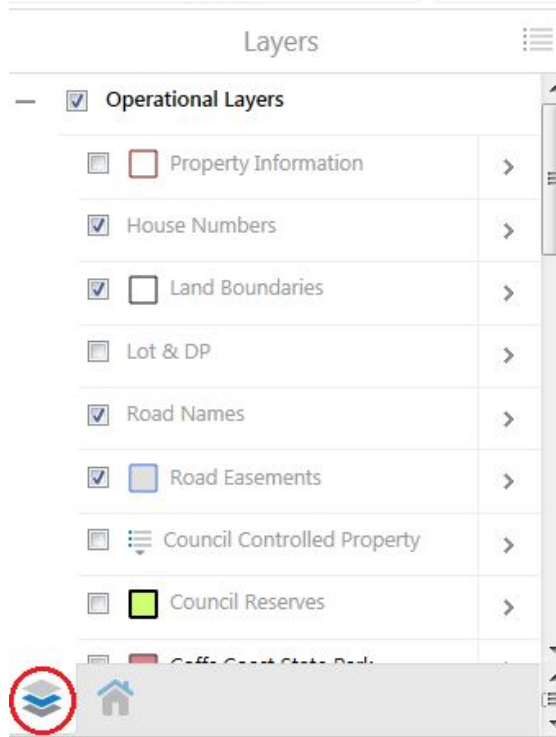


# GeoCortex User Manual

Welcome to GeoCortex, Coffs Harbour City Councils new mapping service

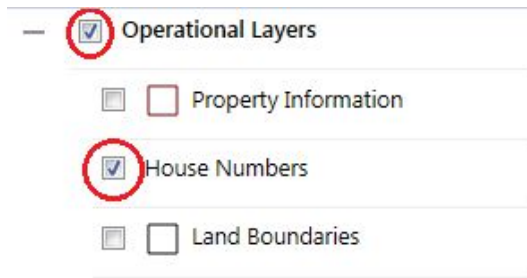


## Accessing the Map Layers List



To first view the Map Layers list, also known as the Table of Contents, click the 'See Map Layers' button or click the 'Map Layers' tab.

## Viewing Layers

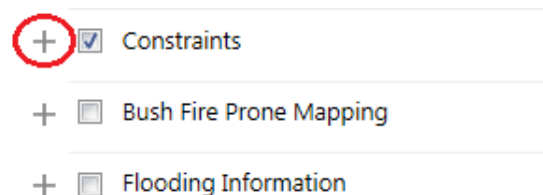


Geocortex holds our layers in groups to make the millions of layers we publish (put on the map) easier to find. When we do this we group them and every layer and level gets a check box.

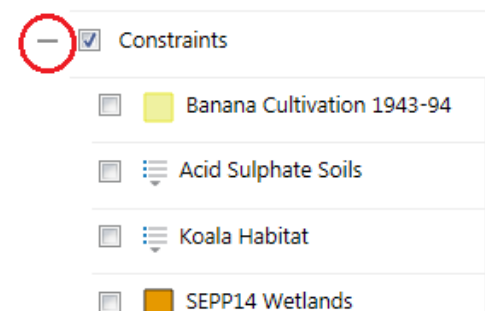
**Important:** TO VIEW A LAYER YOU MUST HAVE ALL THE LEVELS CHECKED ON

In the example above you must have both the highlighted checkboxes on to view the House number information. If there isn't a tick in the box next to the layer, the layer won't be viewable – in the above example Land Boundaries information isn't viewable.

The plus box next the check is to expand and collapse the layer groups. By default most will be collapsed and will look like this:



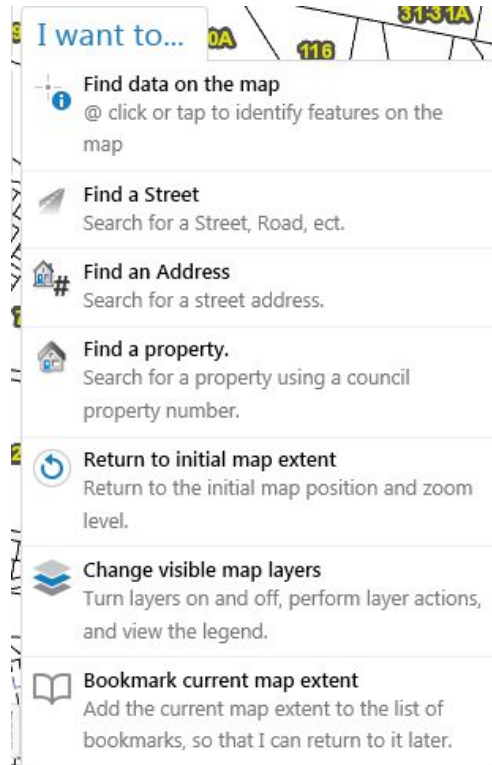
To view the layers in the group click the plus box to expand the information:



# I Want To

The 'I want to' has been customized to include all of the common and requested information.

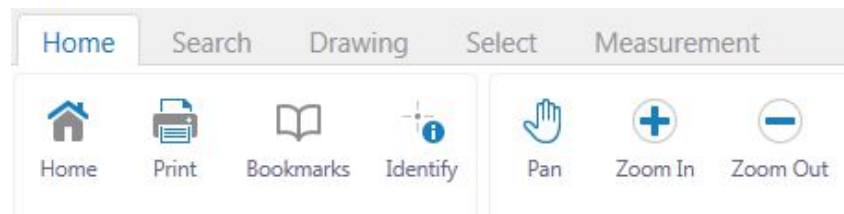
This includes searches and property information



- An information tool to click on layers and receive information about that layer
- Search for a street or road, this field auto populates to confirm spelling and the road
- Search for a street address. Note: address must be recognized by Council to search for it
- Search using Councils unique property number, found on rates and water bills
- Initial extent will take you back to home screen default
- Changing visible map layers will make the legend on the left viewable if it wasn't already
- Bookmark to save an extent and view

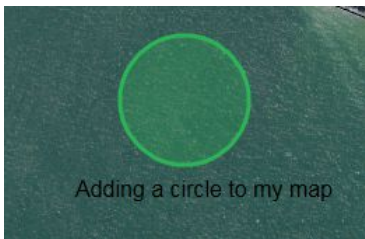
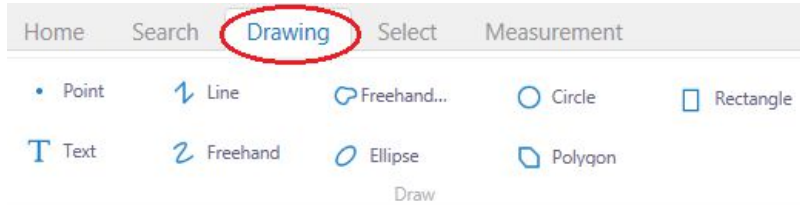
# Toolbar

The toolbar has a more extensive selection of tools and queries than the *I Want To* menu. Click through the tabs to see what's available.



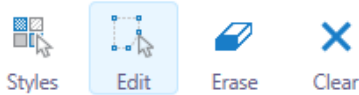
# Drawing

The drawing tab gives plenty of options for users to markup maps. This includes *text* and *freehand* drawing tools



Select the tool you want and click on the location of the map you wish to add this to.

There are *Edit*, *Erase* and *style* options if you want to change something. Click on the *Edit* tool and then click the feature you want amended. Clicking the style option gives you 3 different text styles and a limited selection of colours for you to change your drawings. Unfortunately there isn't an option to change the colour of text.



# Airphotos



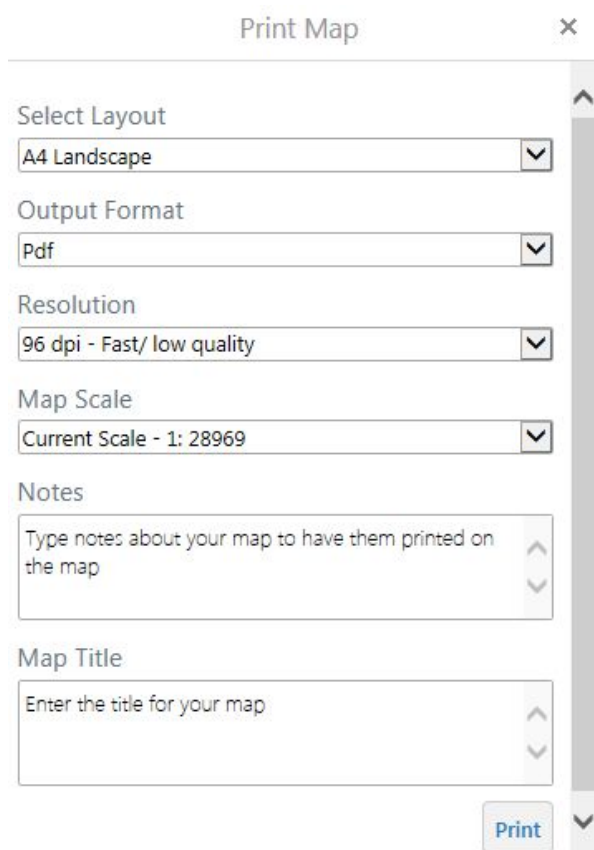
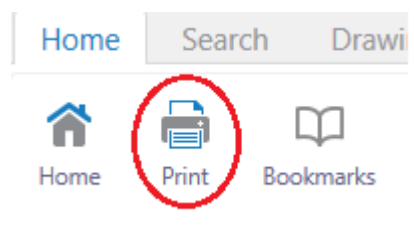
Photography on GeoCortex is from 2009 and 2007 and is the most current photography available to Council. The sliding bar on the right is a transparency bar that allows the user to fade the image to either see other photos or to make the data clearer.

Historical imagery of Coffs Harbour is available for purchase from NSW Land and Property Information, they can be contacted using the following web link:

[http://www.lpi.nsw.gov.au/mapping\\_and\\_imagery/aerial\\_imagery](http://www.lpi.nsw.gov.au/mapping_and_imagery/aerial_imagery)

# Printing

The printing tool is under the Home tab.



We have provided a range of printing templates to assist in the exporting of maps. The first drop down is to select the page layout, eg A4 landscape, A3 Portrait.

Next the output, there are two options here, PDF and JPEG. The resolution is how clear you need your map to be when exported - the higher the dpi the better the image, but keep in mind this means a slower export and a larger file size.

Map scale is set by default to the current scale on your screen but there are options to adjust this in the dropdown menu.

On your exported map there will be a section for Notes. To include text in this area you need to type it into the Notes box in the window. Map title is where you can type the name of your map if you want to have one.

# Help

For help using GeoCortex please call Councils GIS staff on (02) 6648 4355