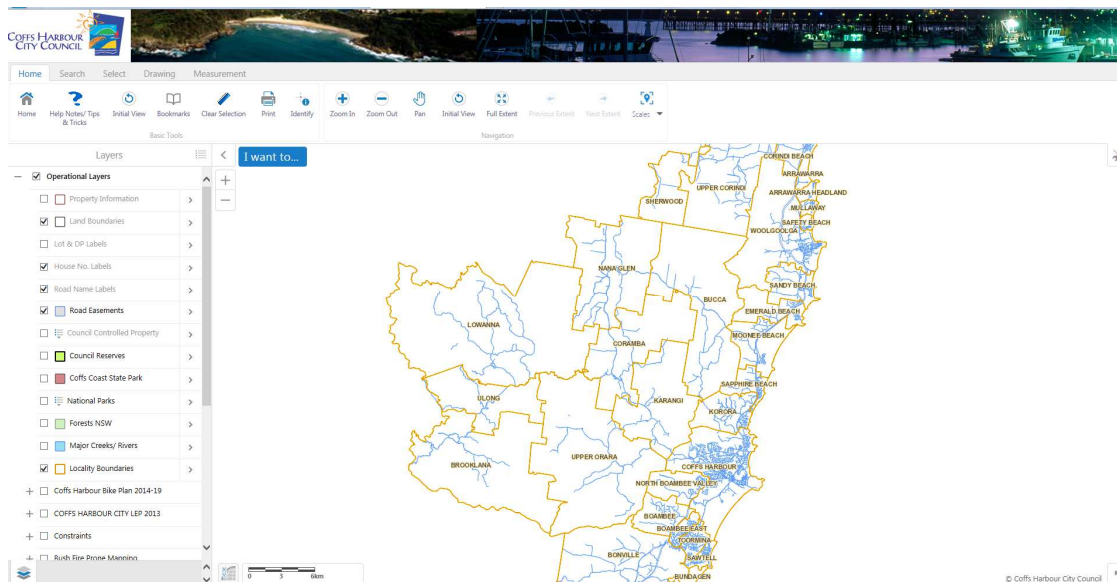


Geocortex Help/ Tips & Tricks Manual

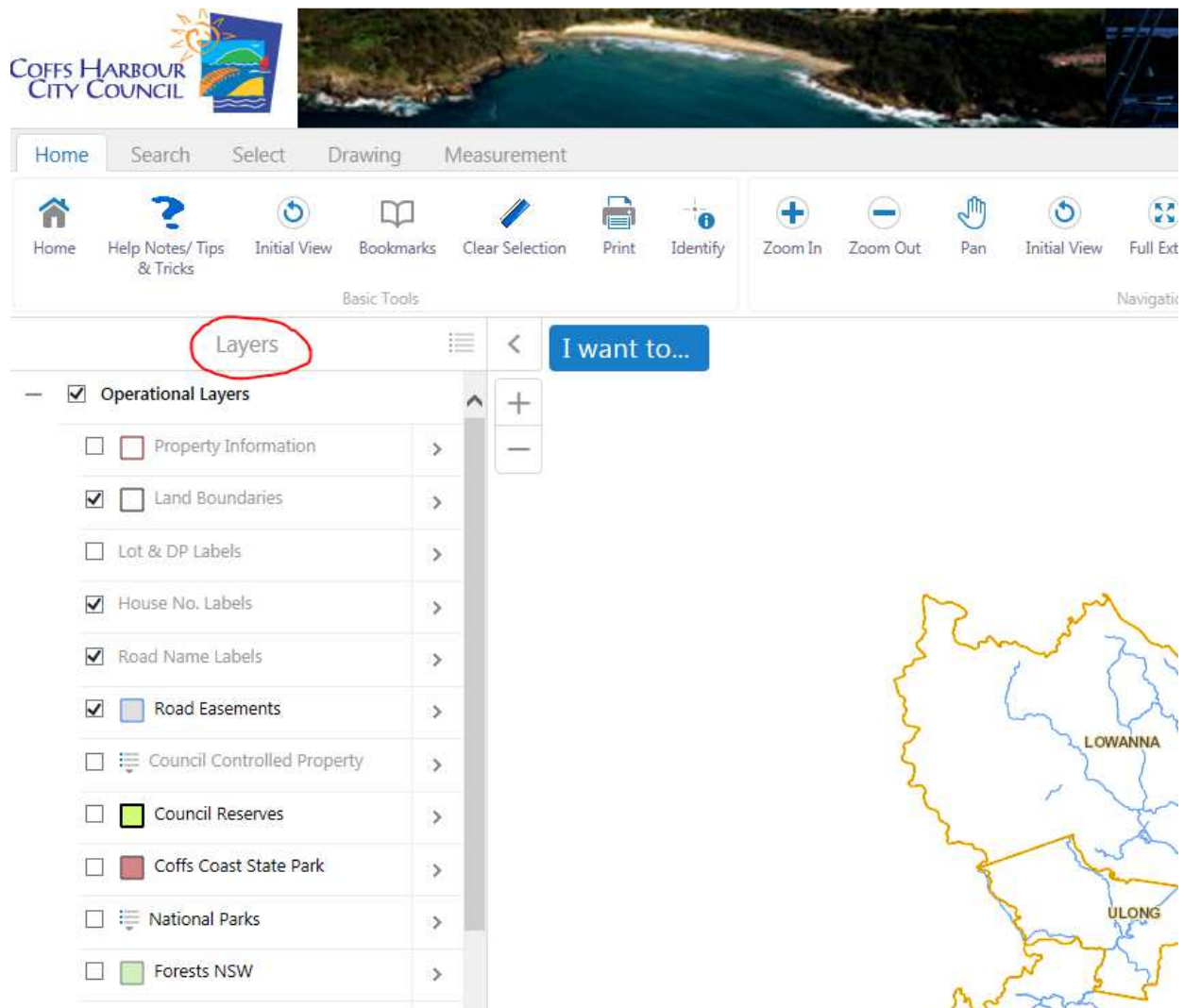


Contents

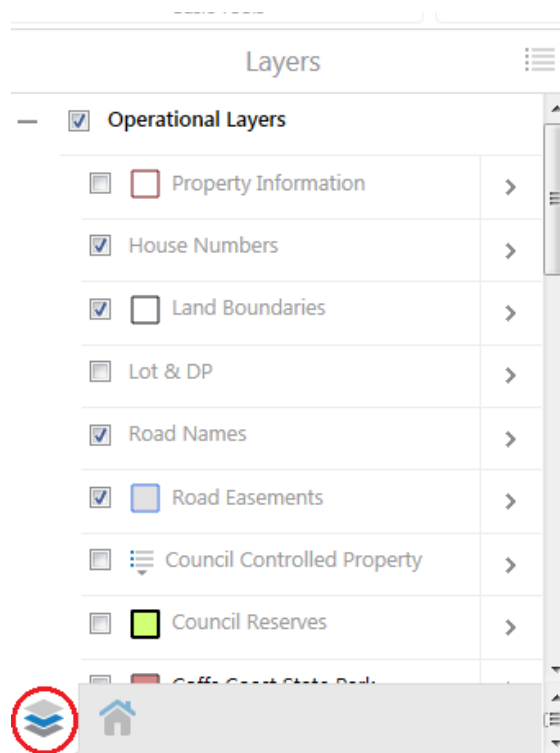
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Accessing the Map Layers List

When you first open Geocortex the map layers list will be displayed at the left hand side of the screen.



While you are working in Geocortex other information may appear in this area of the screen. You can return to the map layers list at any time by clicking the Layers button at the bottom left of the screen, shown in the image below.



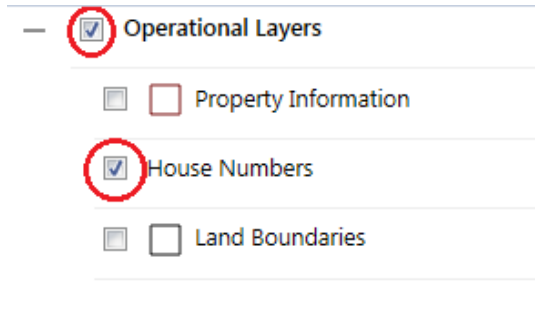
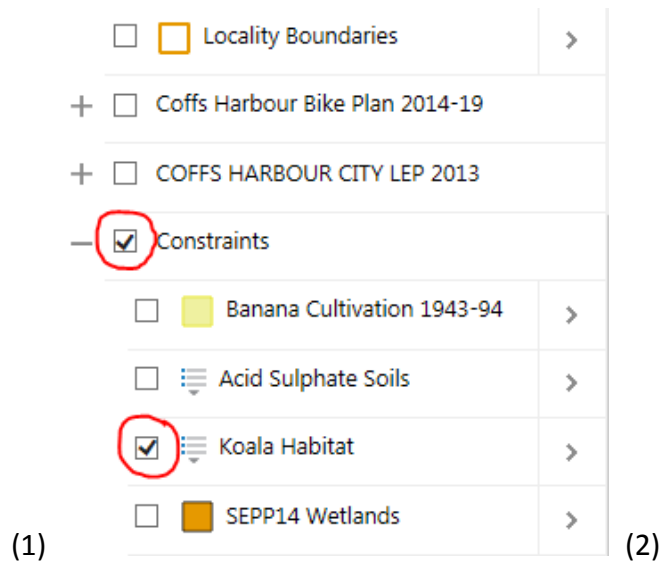
Viewing Layers

Geocortex holds layers of information in groups to make the many layers we publish (for display on a map) logical and easier to find. Each group and every layer within the group has a check box that can be turned on and off. Turning groups and layers on/off in the layers list turns them on/off in the map display.

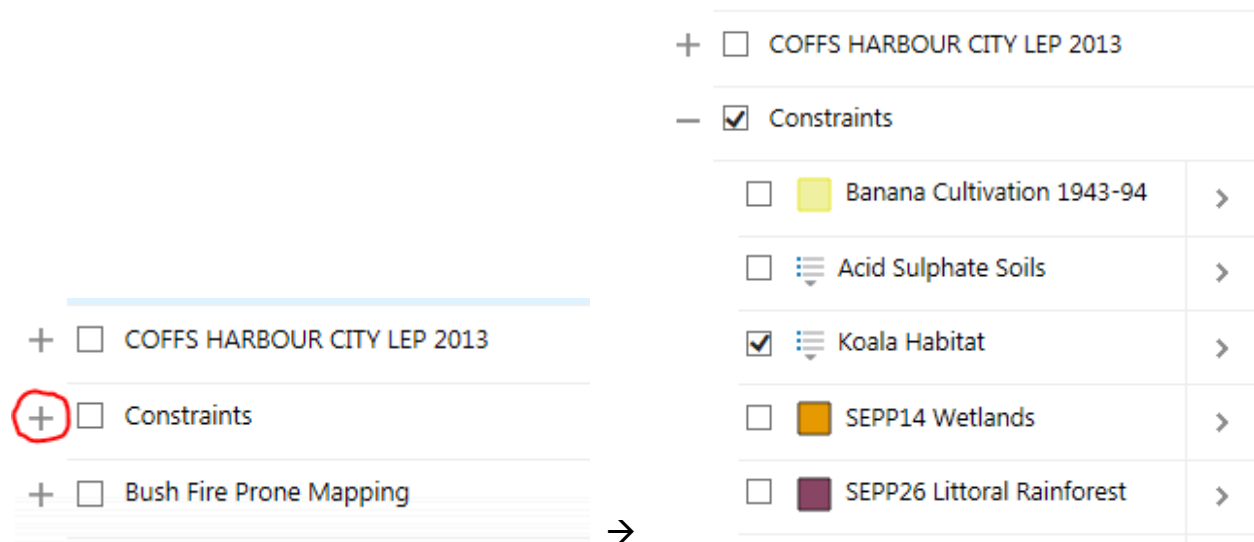
IMPORTANT:

TO VIEW A LAYER YOU MUST HAVE ALL THE LEVELS CHECKED ON IN THE LAYERS LIST

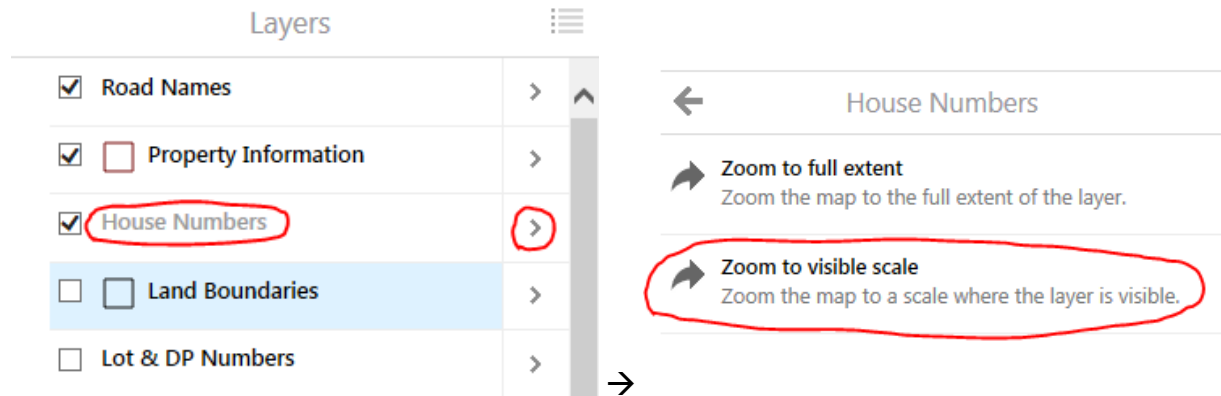
In example (1) below, in order to view the Koala Habitat layer you need to have both the Constraints group and the Koala Habitat layer ticked on. In example (2), to view the House Numbers on your map you need to tick on the Operational Layers group and the House Numbers layer.



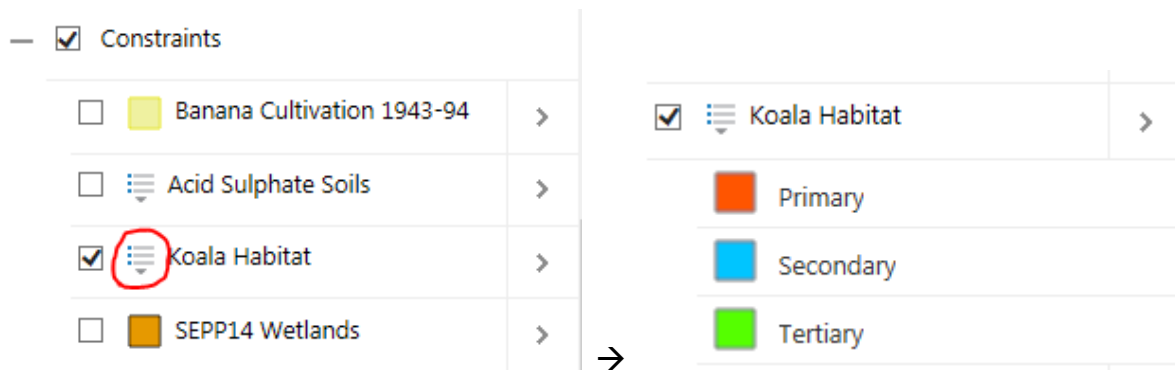
There may be a plus sign next to some groups in the layers list. This indicates that there are layers of information available within the group. To access the layers within a group of interest just click the plus sign to expand that group, and the layers within will then show in the list.



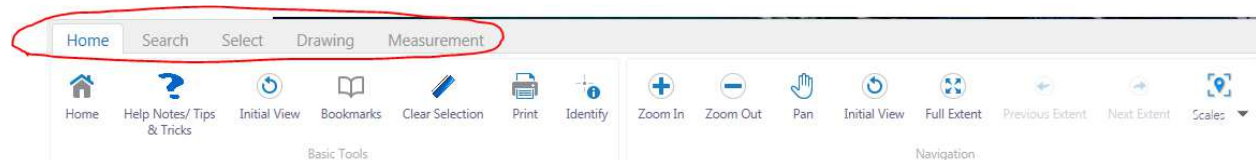
If the name of a layer is greyed out in the layers list, it simply means that your map is not yet zoomed in enough to see that particular layer. To change this, click the arrow to the right of the layer, and from the menu choose Zoom To Visible Scale.



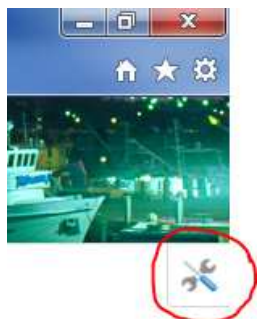
In the map layers list, to see more detail about a layers values, click the symbol to the left of its name to expand the layer.



Toolbar



We have a toolbar available that has an extensive selection of tools and queries that may be useful to you. The toolbar should already be showing when you open Geocortex, but if it is not then click the Open Toolbar button at the top-right of the screen.

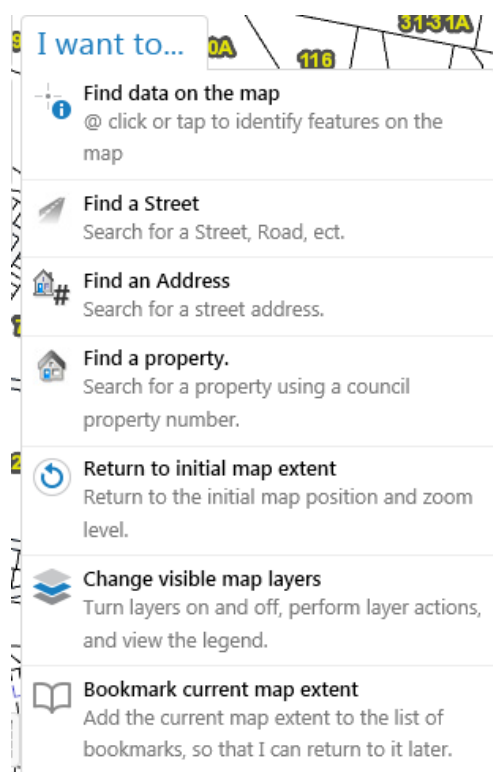


Take a look through the different tabs of the toolbar to see what’s available.

I Want To Menu

The I Want To menu has been customised to include common tasks and requested information.

This includes common searches and a query tool to obtain information from the map.



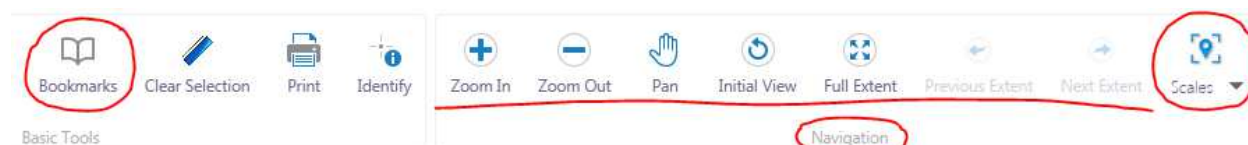
- ➔ An information tool, use to click on features in the map and get text info about those features.
- ➔ Search for a street or road, this field auto populates to confirm correct spelling of the road.
- ➔ Search for a street address. Note: address must be recognised by Council for it to be found.
- ➔ Search using Councils unique property number, found on rates and water bills.
- ➔ Initial extent will take you back to the map area that was displayed when you first opened Geocortex.
- ➔ Changing visible map layers will show the Layer list to the left if it wasn't viewable already.
- ➔ Bookmark to save the current extent of your map display, which you can later return to.

Navigating Around the Map

To move around your map use the basic Navigation tools on the Home tab that are fairly self-explanatory - Zoom In, Zoom Out, Pan. You can also use the middle scroll button on your mouse to zoom in and out, and simply click and drag your map to pan the display.

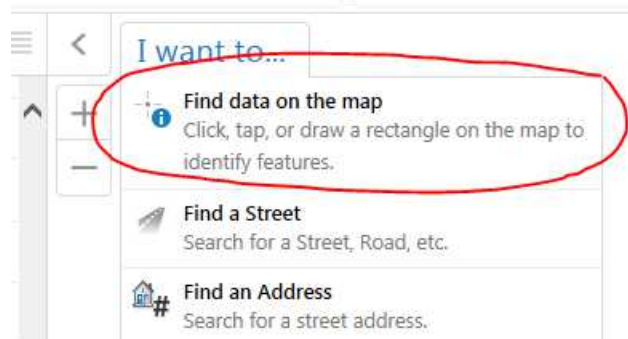
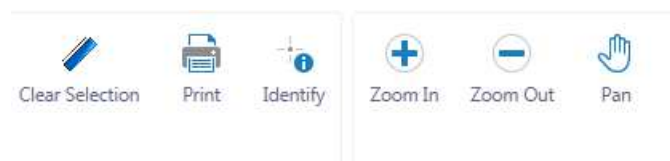
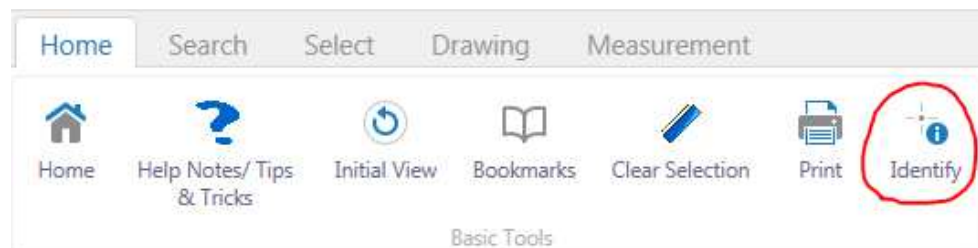
Alternatively, you may choose a pre-defined Bookmark that will get you to the area of the map you wish to go to, for example Coffs Harbour, the Jetty, Nana Glen, Airport etc.

We have also set some pre-defined Scales if you wish to view information at a very specific scale.



Identifying Features (Obtaining Attribute Information)

To find information about a feature in your map display click the Identify tool on the Home tab and then click on a feature, or drag a box around the feature(s) in your map display. Alternatively, you can click on the Find data option in the I want to menu.



Information about the feature(s) you query appears in an Identify Results tab at the left of the screen. Common attributes about a feature are shown here. If you want to see more information about a particular feature that has been identified, click on the name and more information will be displayed. The feature will also be selected in yellow and zoomed to in the map display.

The screenshot displays the 'Identify Results (3)' panel on the left and the 'National Parks' details panel on the right. The 'National Parks' entry in the results list is circled in red. The details panel shows various attributes for Ulidarra National Park, including its name, reserve number, gazette date, type, IUCN category, and area in hectares.

Identify Results (3)

- National Parks**
Park Name: Ulidarra National Park
Reserve Number: N0149
Gazetted: 1/01/1999
- Land Boundaries**
Land Number:
LIC Tag: SF
Lot, Section, DP
- Locality Boundaries**
Locality: KARANGI
Postcode: 2450

National Parks

Description

Park Name: Ulidarra National Park
Reserve Number: N0149
Gazetted: 1/01/1999

Details

NAME
Ulidarra National Park

NAME SHORT
Ulidarra NP

TYPE
NATIONAL PARK

IUCN
IA

RES_NO
N0149

GAZ_DATE
1/01/1999

VERDATE
31/12/2015

Hectares
→ 684.123152

Searches

The Search tab contains a variety of common searches to make finding particular features, such as a particular street, land parcel or property, very easy.



Select Menu

The Select tab also has different tools that allow you to select a feature(s) on your map and obtain its information. You can for example simply click on features individually, draw a line through features you want information about, or even build a query to identify features of a particular category. The features you select and information about them will be displayed in an Identify Results list.

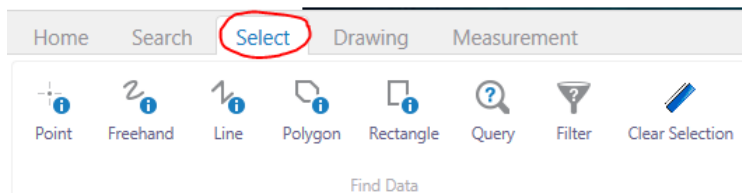


Table Format Results, & Export Results to CSV or Excel

Identify Results (28)

- Road Easements**
Road Name: PATHWAY
Locality: COFFS HARBOUR
- Land Boundaries**
Land Number: 144727
LIC Tag: 013/18//803445
Lot 18, Section , DP 803445
- Land Boundaries**
Land Number: 144732
LIC Tag: 013/21//803445
Lot 21, Section , DP 803445
- Land Boundaries**
Land Number: 144733
LIC Tag: 013/22//803445
Lot 22, Section , DP 803445
- Land Boundaries**
Land Number: 144734
LIC Tag: 013/23//803445
Lot 23, Section , DP 803445
- Land Boundaries**
Land Number: 144728
LIC Tag: 013/19//803445
Lot 19, Section , DP 803445

Displaying 1 - 28 (Total: 28)

If you have quite a lot of features found in the Identify Results list, for example the 28 features found in the example shown above, you may be better off switching to Table format to better view the results. Click the menu button to the right of Identify Results, and then choose Switch to Table. The results will then switch to a table across the bottom of the screen, with a tab for each of the separate layers in which features were found.

Identify Results (28)

- Road Easements**
 Road Name: PATHWAY
 Locality: COFFS HARBOUR
 Switch to Table
 View results in table format
 Export to CSV
 Export Results to CSV
- Land Boundaries**
 Land Number: 144727
 LIC Tag: 013/18//803445
 Lot 18, Section , DP 803445
 Export to XLSX
 Export Results to XLSX
- Land Boundaries**
 Land Number: 144732
 LIC Tag: 013/21//803445
 Lot 21, Section , DP 803445

Identify Results (26)

Road Easements		Land Boundaries		Locality Boundaries	
LICTAG	LOT	SECTION	PLANNO	LANDNO	
013/18//803445	18		803445	144727	
013/21//803445	21		803445	144732	
013/22//803445	22		803445	144733	
013/23//803445	23		803445	144734	
013/19//803445	19		803445	144728	
013/25//803445	25		803445	144736	
013/26//803445	26		803445	144738	
013/20//803445	20		803445	144731	

Displaying 1 - 26 (Total: 26)

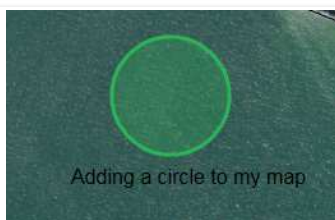
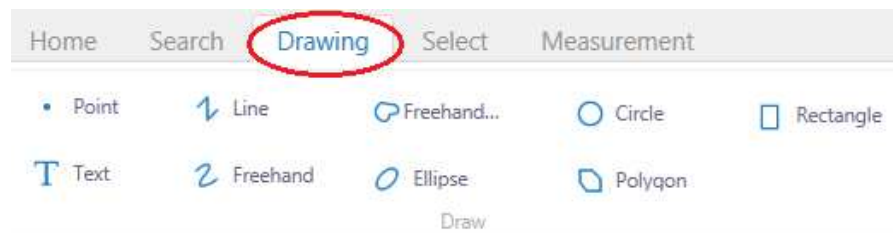
At times you may want to export the information you have found about particular features, out of Geocortex to a csv file or an Excel spreadsheet for example. To do this click the menu button, and then choose either Export to CSV or Export to XLSX. Choose Open to view the file(s), and Save As the file to a location on your machine if necessary.

Identify Results (26)

- Switch to List
View results in list format
- Export to CSV
Export Results to CSV
- Export to XLSX
Export Results to XLSX

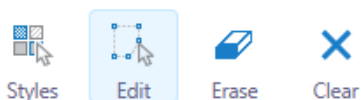
Drawing

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



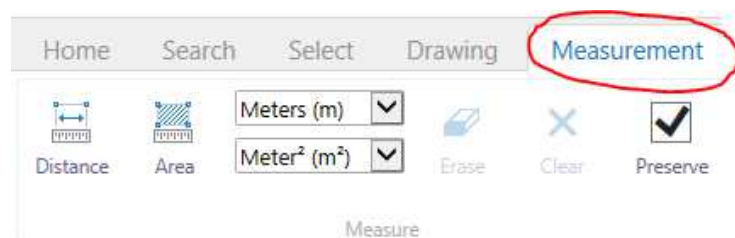
Select the tool you want and click on the location of the map you wish to add this to.

There are *Edit*, *Erase* and *Style* options if you want to further change the drawing items you place on your map. Click on the *Edit* tool and then click the feature you want to amend. Clicking the style option gives you 3 different text styles and a limited selection of colours for you to change your drawings. Unfortunately there is not an option to change the colour of text.



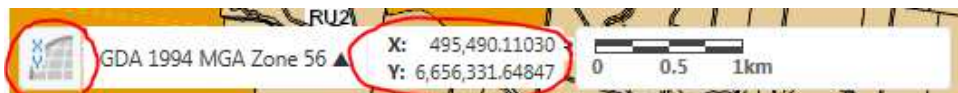
Measurement

The Measurement toolbar has some handy functions such as measuring a line distance or an area.



Obtaining Coordinates

You can get the coordinates for a particular feature of interest if desired. Click the xy icon down the bottom left of the screen (next to the scale bar) to expand it, choose the desired format, then hold your mouse cursor over the feature in the map display. The coordinates should be displayed.



Airphotos



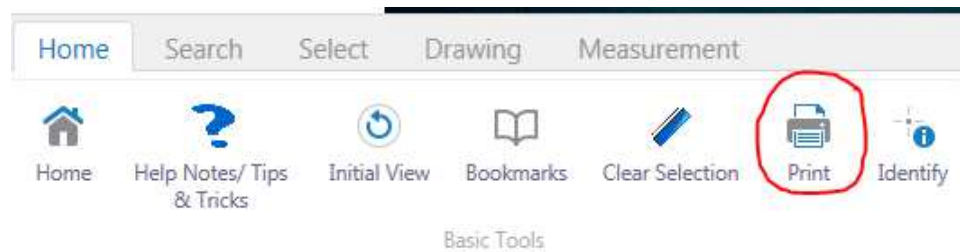
Photography on Geocortex is from 2009 and 2007 and is the most current photography available from Council. The sliding bar to the right of the items in the layer list is a transparency bar that allows the user to fade the image in the map display.

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

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 print templates to assist in the exporting of maps.

A screenshot of the 'Print Map' dialog box. The dialog has a title bar with 'Print Map' and a close button. It contains several sections: 'Select Layout' with a dropdown menu showing 'A4 Landscape'; 'Output Format' with a dropdown menu showing 'Pdf'; 'Resolution' with a dropdown menu showing '96 dpi - Fast/ low quality'; 'Map Scale' with a dropdown menu showing 'Current Scale - 1: 28969'; 'Notes' with a text area containing the placeholder text 'Type notes about your map to have them printed on the map'; and 'Map Title' with a text area containing the placeholder text 'Enter the title for your map'. At the bottom right, there is a blue 'Print' button.

The first drop-down menu is to select the page layout, eg. A4 Landscape, A3 Portrait.

Next is the output format and 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 the higher the dpi the larger/slower the file that is exported.

Map scale is set by default to the current scale on your screen, but there are options to adjust this in the drop-down 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. Map Title is where you can type a name for your map if you wish to have one.

Additional Help

For additional help using Geocortex please call Council on 02 6648 4000 and ask to speak with a GIS staff member.