

# Quick Guide to the Porter County GIS-Based Parcel Data

Website Address: <http://porterin.mygisonline.com/>

1. Open the website. Immediately upon opening a *Welcome* box will appear. It provides the following:

- a. Find a Parcel Fast and Easy: either by address or owner name.
- b. Tips & Tricks: for quick key action movement around the map.
- c. View the End User License Agreement

\*If you don't know the parcel address or owner name, click Close.

2. When the *Welcome* box is closed a full view of the county will be available. On the left top are several tools to use for getting around the site:



- a. *Zoom*. Move toggle up and down for a general zoom. Zoom can also be achieved with the mouse wheel.
- b. *Reset North*. Returns map to original north orientation.
- c. Use arrows to move left, right, up, and down. Click and hold bars to turn map in any direction.
- d. *Full Extent*. Returns that map to its original size.
- e. *Toolbox*. See #3 below.
- f. *Search*. Allows user to search by Parcel Number, Address, Owner, Subdivision, and Township, Range, Section.
- g. *Layers*. Offers the 2005 and 2010 aerial photography. Turn off parcels, roads, Townships, town and city limits and other Cadastral layers. Turn on a layer for farms and Porter County soils and existing hydrology. Look at Political Districts.
- h. *Print*. Generate an 8.5 x 11 print of the map, including all data at the parcel level.
- i. *Help Tips*. Tips and tricks for quick maneuvering around the site.

3. Toolbox - click on each icon for the following:



- a. *Magnifier*. Double click in area to magnify.

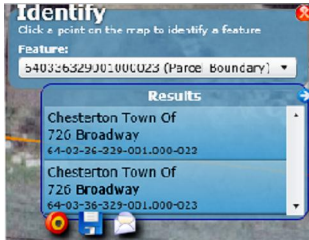
- b. *Measure*. Use a virtual measuring tape to get distance for a straight line in feet or an enclosed area in acres. Click once to start and double click to end the line or area.
- c. *Navigation*. Click and drag the map to area of interest. Allows normal use of navigation.
- d. *Identify*. When using this tool two boxes will open on the right top corner of the page. The top *Identify* box will provide the parcel boundary number associated with the chosen parcel. The *Results* box includes parcel owner information and site information, including legal descriptions (if included in the database).
- e. *Select*. Similar to Identify this highlights the chosen parcel and opens the *Results* box, although the *Identify* box does not open.
- f. *Buffer*. Choose a buffer distance at the top right of the screen. Click at exact point where buffer is centered. All parcels within the pre-selected buffered area will be highlighted and all owner information will open in a *Results* box.
  - i. Move the mouse over the parcels and the parcels darkened in the map correspond with highlighted owners in the *Results* box.
  - ii. Click on one of the parcels and the map zooms in and the *Results* box indicates information specific to that parcel only.
  - iii. Print the map and the list of owners using the *Print* button.
  - iv. See 5a below for more precise buffer options.

#### 4. Use of Map

- a. Click and drag on the map to pan around.
- b. Either utilize the *Magnifier (3a)* or the mouse scroll wheel to zoom into the area of interest. Place the mouse pointer in the general area of interest while zooming with mouse scroll for a more precise zoom. Once you begin to zoom in, layer information will turn on and off. At approximately the 1100 feet scale the parcel lines will be seen. Each parcel has a designated parcel number associated with it and a partial number will be on the screen.
- c. Every parcel line includes linear distances.
- d. Several parcels are combined under one parcel number. When one of these parcels is clicked all parcels under that parcel number will be highlighted at the same time and the map will either zoom in or zoom out so that all are visible on the screen. The *Results* box will turn into a list indicating each parcel. Click on one of the items in the list and the Owner Information and Site Information will appear. Close the information box and go back to the list by pressing the cube at the top left of the *Results* box.
- e. Note: some parcels contain no data. Contact the Porter County Auditor's office for more information (219-465-3445).
- f. Some parcels may contain a half-arrow marker line. This line indicates that the parcel contains the land to the side of which that half-arrow marker line is drawn. This marker line is used at location where the parcel lines may be confusing to viewers.

## 5. Printing, Saving, and Emailing Information

Once the parcel has been located and the owner information *Results* box is open, click Print and generate an 8.5 x 11 copy. The owner information will be included in the printed version of the map. Aerial photography will not be included.



- a. *Buffer From Selected.* Select a buffer distance and select the green check mark. The map zooms out, the buffer area is highlighted, and all parcels within the buffered area are highlighted. The box with a list of owners pops up on the right. Follow instructions under 3f.
- b. *Save CSV From Selected.* Provides a comma-separated values (csv) file for download. File opens in Excel and all of the owner information is provided. Very convenient when several parcels are selected.
- c. *Email Link For Selected.* Opens email and sends a link to the map generated as-is, including all highlighted parcels and owner information.