

District of Columbia Geographic Information System

## **DC Atlas User Guide**

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Welcome to the DC Atlas User Guide! This User Guide will help you learn how to use the DC Atlas to create maps and find information. You can skip ahead to any section by clicking on the "Topics Covered" section to the left. The red arrows ( ) will indicate where you are within this document.

The DC Atlas is a web-based tool that contains over 150 different map layers arranged in various overlay categories.

Each overlay grouping is interactive, allowing users to zoom in and out, move to different places, and identify features about which they'd like more information. Additionally, maps and information can be easily printed.

Note: You need to turn off pop-up blocker before using the DC Atlas site.







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# Interface:

The DC Atlas Interface consists of several areas. These are:

- 1. Menus
- 2. Map
- 3. Locator Map
- 4. Layers and Legend
- 5. SSL or Address Search
- 6. Links







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## **Interface: Menus**

The DC Atlas Menus, located on the left hand side of the screen, have tools which can help you navigate, identify data, measure distances, and control other functions. These tools are organized into groups for ease of use. A scroll bar may appear directly to the right of the menu to allow users to view the entire menu by scrolling up or down. Additionally, some menu buttons have secondary menus with further options to choose from. In these cases, a blue arrow appears next to the menu item.

Each Menu is described in greater detail later in this document.

A light blue highlight denotes the active tool.







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# Interface: Map

In DC Atlas, maps and default information, are displayed immediately when the map is opened. You can control what appears on the map by using the menu and layer list controls to the right or left. The map will normally refresh itself when using the menu and layer list controls; however, on occasion you will need to refresh the map on your own. Click the refresh button to the right.

The map's orientation (north arrow) and scale are displayed at the bottom of the map.







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## **Interface: Locator Map**

The Locator Map provides the context for where the larger Main Map is within the District of Columbia. Once zoomed in, a red box will appear on the locator map outlining the area displayed on the Main Map.

The Locator Map by default should be visible; however, if not simply click on the Locator on/off button to the left in the Navigation Menu.

Further details on the Locator Map are discussed later in the Navigation section of this document.







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# **Interface: Overlays and Legend**

The **Overlay List** shows what layers are available and allows you to turn layers on and off. You can also turn labels on and off by clicking the label icon that appears next to each layer.

There is also a **Overlay List Help** section towards the bottom of the list. Scroll down to see what each of the buttons and symbols within the Overlay List represent. A detailed addendum for display options is also available at the end of this document.

To show the Legend instead of the Overlay List, click on the Legend button at the top of the list.

The Legend provides a list of the dots, lines, and shaded or outlined regions of your map. The corresponding representations are also listed next to each symbol. The Legend displays only those layer features which you selected for display in the Overlay List window.







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## Interface: SSL or Address Search

Finding any location by address or Square Suffix Lot number (SSL) using the DC Atlas is easy. Simply go to the SSL or Address Search box and type in the SSL number, street address, place name or street intersection you would like to find. For maximum searching success, leave out punctuation in the address and include quadrant abbreviations (i.e. NW for Northwest). Once you're finished typing the address or SSL number, click on the Go button.

The map will zoom to the appropriate area, which will be labeled with the search location string you entered.







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# Interface: Links

The Links at the top of the DC Atlas window provide easy access to the DC GIS Home Page, the Data Center, and the DC GIS Feedback form. Additionally, you may click on the Print button to print the current map displayed or click on the Help button to return to this User Guide.







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## Menus: Navigation: Go To

Click on the **Go To** button to view a secondary menu list of ways to search for map features:

- 1. You can specify a specific Property Square you would like to view.
- 2. Go directly to the School you're interested in viewing on the map.
- 3. There are additional **Go To** features in the secondary menu list. For example, go directly to a Ward, ANC, neighborhood, or Police District.

This tool is not case-dependent, so any combination of upper and lower case letters will work. When you have entered the desired information or made a selection from the Find Features dropdown list, click the Find button. The map will zoom in to the Ward, Police District, or other feature you selected to display in your query.







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# Menus: Navigation: Zoom

The **Zoom In** and **Zoom Out** buttons operate in a similar fashion. They allow you to navigate the map as if you were moving closer to the ground (Zoom In) or away from the ground (Zoom Out) relative to your height. You can use these tools in one of two ways:

- 1. Click your mouse on a single point on the map. Your cursor should be a cross shape (+). A new map will appear that is zoomed in or out from your previous view. If you zoomed in, more detail will appear. The opposite applies for zooming out. The map will be centered on the location you clicked. There will be a small (+) indicating where you clicked to zoom in or out.
- 2. Click on a point on the map and hold down your left mouse button. Drag the mouse to draw a box around the desired area, then release the mouse button. With Zoom In, the view will zoom into the area of the box you selected. With Zoom Out, the view will zoom out depending on the size of the box selected. A small box will zoom out greater than a larger box.

The **Locator Map** in the upper left corner of the main map will display the selected area inside a small red rectangle.





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# Menus: Navigation: Back, Full & Move Map

- The **Back** button returns you to your most previous map view. It essentially undoes one step of any navigation, such as the zoom in, zoom out, or Move Map commands. Please note that the **Back** button can only go back <u>one map view</u>.
- When you click on the **Full Map** button, the full DC extent will appear. Usually, this button zooms the map out to the entire District of Columbia.
- The **Move Map** button allows you to shift the map in any direction so that you can see what is just off the screen. Click on the **Move Map** button and the cursor will change to a hand shape. Click and hold down the left mouse button and drag the mouse in the direction you wish to move the map. Release the mouse button to finish indicating how far you wish to move the map. A new map will be displayed that reflects the move requested. This functionality is often called "panning" by GIS users.







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# Menus: Navigation: Locator On/Off

This button toggles on and off the small **Locator Map** in the upper left corner of the map display. The **Locator Map** is turned on by default. Click on the **Locator on/off** button and the Locator Map will disappear. Click again and the Locator Map will reappear.

When you zoom in on any section of the main map, the Locator Map will show where the selected area is located within the District of Columbia. (The red box may be hard to see if you are zoomed in very close.)

You can use the Locator Map to shift to other areas on the map display. Position your mouse over the Locator Map. The cursor will change to a hand. Click on any point on the Locator Map. The red box will show the selected area, and the main map will display the desired location.







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# Menus: Identify Data: Ask by Point or Box

The **Ask by Point** button allows you to get more information about features in the map's current **Active Layer**.

First, select a layer from the **Active Layer** radial buttons in the Overlay List (i.e. Architect of the Capitol). Then click on the **Ask by Point** button. A pop-up will prompt you with directions, click Ok. Now, select a feature on the map that corresponds with the Active Layer you selected. A new window will appear with information about the feature you selected.

The **Ask by Box** button works in a similar fashion. However, instead of clicking on a feature directly, move your cursor to the area about which you want more information. Click on a corner of that area, and while still holding down the left mouse button, drag your mouse across the map to draw a box around your area of interest.

If more than one feature is found as a result of your selection, you may choose any feature in the results menu by clicking on its record number. Result menus will keep appearing with each selection; you will need to close any current result menus before performing another selection.







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# Menus: Identify Data: Report by Point or Area

The **Report by Point** or **Area** buttons allow you to create a consolidated report about any point or area in the city.

To use the **Report by Point** tool, click the button. A popup with directions will open, click ok. Then click on the location about which you want more information. A new window will appear with the map image, legend and other relevant information. You can also **Print** the report by clicking the button at the bottom.

To use the **Report by Area** tool, click the button. A popup with directions will open, click ok. A secondary menu list will open listing: Advisory Neighborhood Commissions—2002, Neighborhood Clusters, and Wards—2002. Click on an item from this menu. A new window will appear with predefined choices based on the previous selection (i.e. each ANC would be listed if you selected Advisory Neighborhood Commissions). Select your area of interest and click Find. The map will zoom to and label your selection.

Click the Get Report button and a report window will appear containing the map image, legend and other relevant information.







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# Menus: Identify Data: Query

Begin by selecting an Active Layer. Click the Query button, and the query window will appear.

- 1. Build a "query string" by selecting each of the following from the drop down menus:
  - Field
  - Operator
  - Value
- 2. Use the Add Query String button to put the query string into the query box.
- 3. Click the Get Samples button to get sample values of the field you selected.
- 4. You also can use other operators to build complex query strings. For example:
  - (GIS\_ID >= "11") AND (NAME="12th St")
- 5. Click Execute to run the query on the Active Layer.
- 6. A query result window will appear with all features in the Active Layer that match the query criteria.
- 7. You can clear the query sting you built by clicking on the Clear button, or you can go back to the previous step by clicking the Undo button.

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DC GLS Home Print Data Center Help Feedback  DC Atlas District of Columbia Geographic Information System All Map	Current active layer: ADVISORY NEIGHBORHOOD COMMISSION - 2002 If you want to find information about another layer, select the layer from the active layer drop down list on the top. Search is Case-Sensitive. For Example: when you search on street name, the street name you entered must be in upper case. To find out the case of the field you selected, look at the sample values.	
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# Menus: Identify Data: Ask by Shape

The Ask by Shape button allows you to get more information about features displayed in the map's current Active Layer. First select a layer from the Overlay Category list on the right.

- 1. Click on the **Ask by Shape** button. A window with directions will appear, click ok.
- 2. Create a polygon by clicking on a single point on the map. Wait for a moment and you will see a red dot on the screen representing the point you clicked.
- 3. Continue to click on the map to add other corners to the polygon. At least three points are required to form a polygon.
- 4. You don't have to close the shape; the application will automatically connect the first point with the last point when you click the Complete button located in the upper left corner of the display.

You may use the Clear Select button to deselect the polygon and draw another.







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## Menus: Measure: Set Units

The **Set Units** button works with the **Distance** tool and allows you to change measurement units. For example, from feet to meters.

To use this feature, click on the **Set Units** button and a new window will appear. Select your choice of display units from the dropdown menu. The available map display units are: miles, kilometers, meters, or feet. Once you have made your selection, click on the Set Units button. The map's scale bar will display the selected measurement unit.

The default unit for the DC Atlas is meters. This is a result of DC Standards based on our map projection and coordinate system. <u>DC GIS Standards</u>







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## Menus: Measure: Distance

The **Distance** tool allows you to measure the distances between any two points within the DC Atlas map. To use this feature, click on the map to define the point from which you want to measure. Your point will be marked by a red dot.

As you move your mouse pointer, the distance between your point and the mouse pointer's position will be shown in a window at the upper left-hand corner of the map area.

Click elsewhere on the map to create a second red point. A red line will then appear between the two points. Each red line connected by two dots is called a *segment*. The length of the first segment will be displayed in the total distance box at the top of the map.

As you create more segments, new distance values will appear in the segment box and the total distance of all segments will be displayed in the total distance box. When you select another tool, the Distance display window will close.





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## Menus: Real Property Tools: Assessment & Sales Data

The **Assessment and Sales Data** tools offer users a means to search for details on properties in the District. Both tools are similar in the way they operate.

Click on the **Assessment Data** button and a secondary menu will appear. Select your method for searching property information. You may choose from: Square/suffix, Square/suffix/lot, or Address. A new window will open. Enter the appropriate information and click on the **Find Own-er/Sales Points**. DC Atlas will return property information available for your query.

The Sales Data button operates in the same way. Click the button and a secondary menu will appear. Choose your method of search. Enter the appropriate information and click **Find Own-er/Sales Points**.







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# Menus: Notify: Create List

The **Notification** tool is accessed under the Notify Menu. Click on the **Create List** button. A dropdown will appear with two choices:

- 1. By Point
- 2. By Area

Select the By Point option if you'd like to create a notification list based on the radius of the area surrounding a particular point. A message box will appear instructing you to click on a point of interest. Once you click a point of interest, another window will open in which you may select a predefined radius. Click on the Go button and a results window will appear for properties within the selected radius. The red circle now on the map indicates the radius of your selection.

Select the **By Area** option if you'd like to create a notification list based on a polygon area. Click once on the map to create a starting point. Additional clicks on the map will create line segments. You may click the Complete button to finish the polygon at anytime. A new results window will open with properties inside the polygon area.







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## Menus: Utilities: Help and Reset Map

You may click on the **Help** button at any time to receive easy-to-use assistance with the DC Atlas. The same assistance is also available from the Links menu at the top of the window.

To start over from the beginning, clearing all selections and visible layers, click on the Reset Map button. The original/default map will be displayed.







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200 publicly available datasets for viewing, labeling and basic	🔻 Layer List	► Le
analysis. Overlays are categorized by theme and can be expanded by clicking the $\exists$ -sign.	splay abel ctive	Ref

#### Map Options

The default option will always Base: 
 Map 
 Ortho 
 Hybrid be map view. To see aerial photography of the current map, switch to the ortho view. Hybrid view refers to a combination.

#### **Display, Label and Active**

The check box, label tag and radio button will appear next to the various data layers on the menu. Note that not every data layer will have all three. In the example below, the property layers are not visible, not labeled and not

active.

PROPERTY OWNER POINTS ■ PROPERTY OWNER POLYGONS

- The check box will toggle a layer's visibility or display. A V visible layer is identified by a check marked box.
- If labels are available for the layer, the label tag will toggle these on/off. Visible labels can be identified by the yellow
- label tag.
- The radio button will set a layer as the active layer. When
- performing queries such as those listed in the Identify Data section (page 13), activate the layer to query from.

### Layer List vs. Legend

Display Options Layer List

At the top of the display options menu switch between the laver list and the legend menu. The legend will display all visible layers and their corresponding symbol on the map.

#### **Refresh Map**

By default the map will refresh automatically whenever a new function is toggled. The automatic refresh can be disabled by un-checking the box at the bottom of the menu. On occasion, multiple



clicks within the display options will pause the refresh. Manually refresh the map by clicking the refresh button. If a layer is checked and is not visible in the map, click refresh.





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