



# MainSt-MunicipalGIS Desktop

## Overview

For the latest documentation and current pricing,  
please visit [www.mainstreetgis.com](http://www.mainstreetgis.com)

**Disclaimer:** MainStreetGIS has done its best to make sure that this software functions reliably, however, we cannot guarantee error-free code. By using this tool, you agree not to hold MainStreetGIS liable for any errors resulting from its use. Please employ rigorous quality-control measures.

We also offer an online version of this product where we host your data and make it available to the public over the web. Please see our MainSt-MunicipalGIS Online service at [www.mainstreetmaps.com](http://www.mainstreetmaps.com)

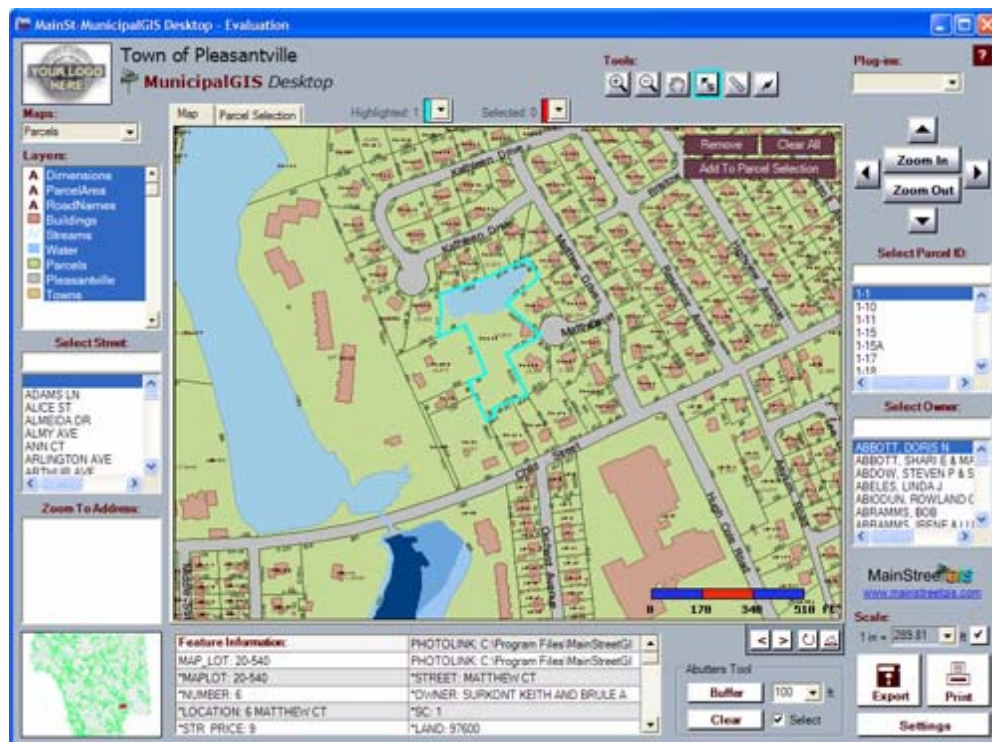
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### I - Overview:



**MunicipalGIS Desktop** is a standalone GIS application designed just for city, town, and county offices. Create your own maps and add your own data. Then browse the map or search for properties by Owner, Address or Parcel ID. View detailed information and building photos for each parcel via a database link. Use the built-in Buffer Tool to generate an abutters list and view the results as mailing labels, form letters, envelopes, and reports. Turn on Kiosk Mode for use as a Public GIS Browser.





## **II - Installation:**

### **Requirements:**

- Any Windows computer running Windows 98, Me, NT, 2000, XP, or Vista.
- Microsoft Word is required for Mail Merge Label and Report Documents to function.

### **Installation:**

#### **Installing from a CD:**

- 1 – Insert the CD. If AutoRun is enabled, installation will begin.
- 2 – If installation does not begin automatically, open the CD and run Setup.exe
- 3 – You may also copy the CD files locally and follow the “Installing from a download” instructions below.
- 4 – Once Setup.exe is run, follow the instructions to complete the installation
- 5 – If MDAC or .NET Framework is not found they will be installed automatically. A reboot may be required.

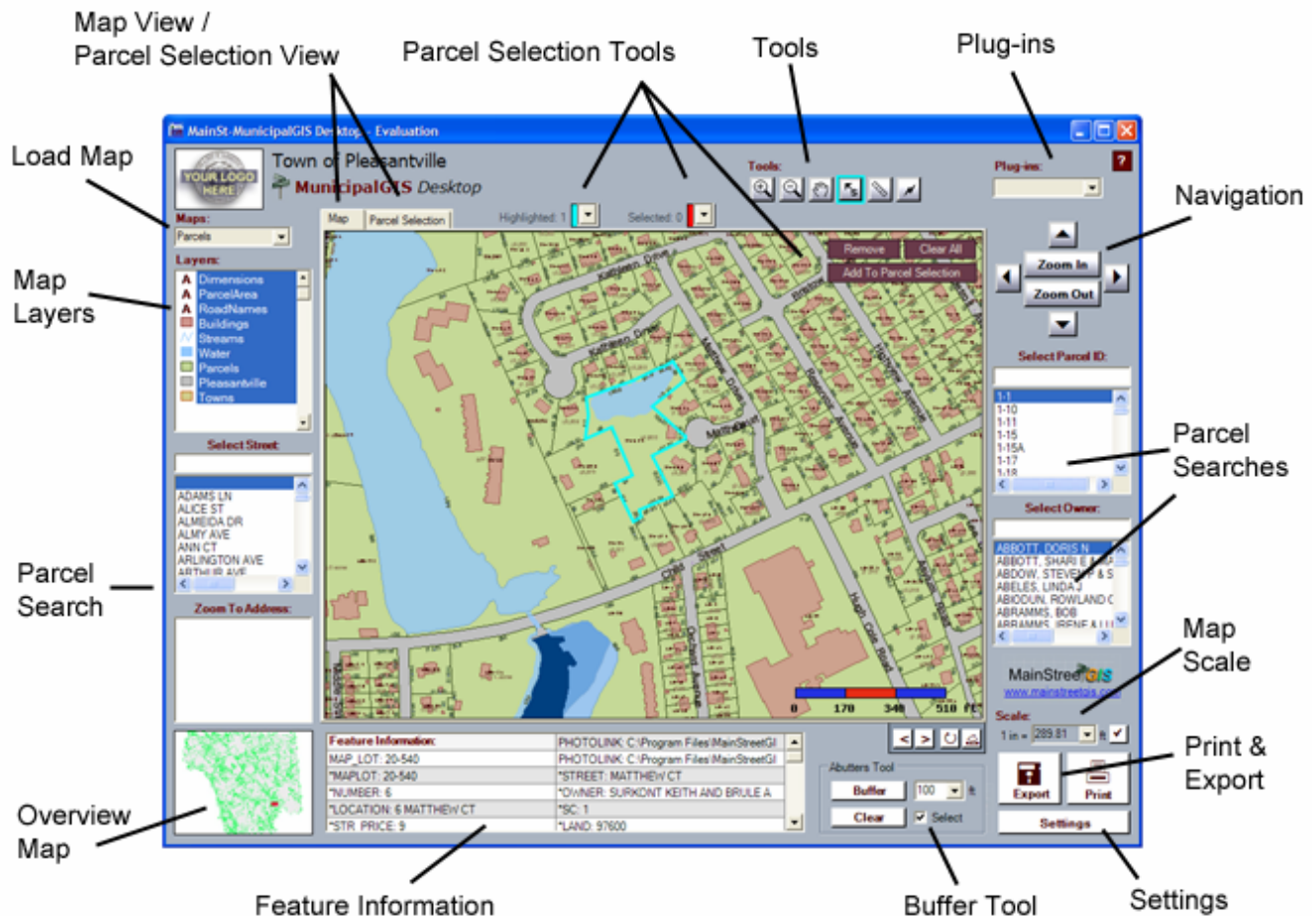
#### **Installing from a download:**

- 1 – UnZip the .zip download file
- 2 – Copy the unzipped folder to a local drive or to your desktop
- 3 – Open the folder and double-click Setup.exe
- 4 – Once Setup.exe is run, follow the instructions to complete the installation
- 5 – If MDAC or .NET Framework is not found they will be installed automatically. A reboot may be required.

### **Uninstalling the Software:**

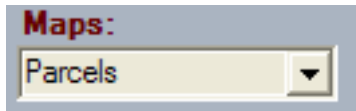
To remove the software, use the Add/Remove programs area of your Windows Control Panel.

### III - The Main Tool Window:

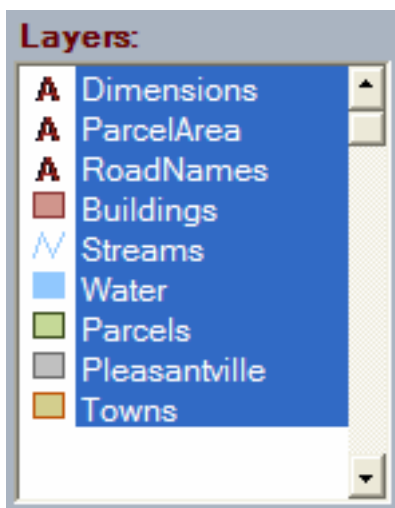


## IV – Getting Started:

**Load a Map:** Choose a map from the Maps list. If a default map is set then one will load at startup.

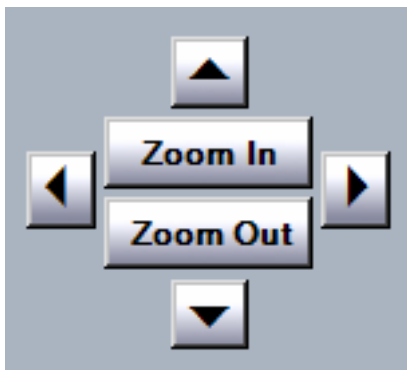


**Layer List:** Turn layers On / Off by clicking a layer name from the list.

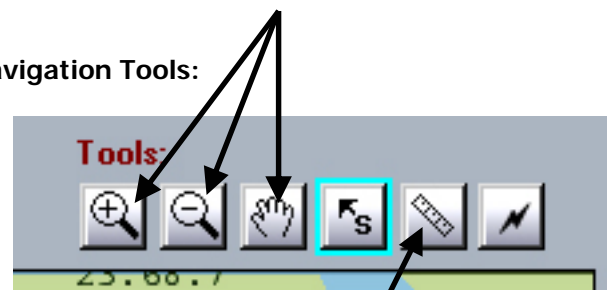


**Navigation:** Navigate the map using either the navigation buttons or the Zoom In / Zoom Out / Hand Pan tools from the Tools area.

**Navigation Buttons:**



**Navigation Tools:**

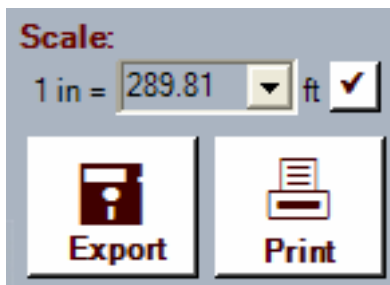


**Measuring:** To measure a distance on the map, first activate the Measuring Tool and then click and drag a line on the map.

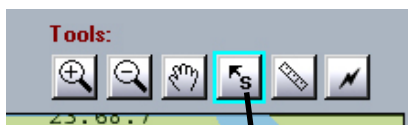
**Printing:** To print a map, click the Print button. You will be prompted to enter a map title, if you'd like.

**Exporting:** To export an image of the current map view to an image file such as .jpg, .bmp, etc, click Export. You will be asked if you would like to export just the map image or a full map layout that includes a legend, overview, scale bar, and map title.

**Map Scale:** To set the scale of your map, choose a pre-set scale from the pull-down menu, or enter your own and click the checkbox.



**Feature Information:** To view information about a map feature, first choose the Selection Tool and then click on a feature. The feature will become highlighted and information about it will be visible in the Feature Information area.



Feature Information:	
MAP_LOT: 20-540	PHOTOLINK: C:\Program Files\MainStreetGI
*MAPLOT: 20-540	PHOTOLINK: C:\Program Files\MainStreetGI
*NUMBER: 6	*STREET: MATTHEW CT
*LOCATION: 6 MATTHEW CT	*OWNER: SURKONT KEITH AND BRULE A
*STR PRICE: 9	*SC: 1
	*LAND: 97600

## V – Parcel Selection:

**Parcel Selection:** The Parcel Selection Tab shows your currently selected parcels and displays detailed property information, a locus map, and building photos. Parcels are added to the selection list by using the Selection Tool and then clicking the Add To Selection button or by applying a buffer from the Abutters Tool. To view information for a parcel in the selection list, click its Parcel ID number.

Map Parcel Selection Highlighted: 0 Selected: 11

**Selected Parcels:**

**Parcel ID:**

- 20-538
- 20-540
- 20-541**
- 20-542
- 20-537
- 20-329
- 20-539
- 20-536
- 20-175
- 20-194
- 20-170

Locate On Map Remove Clear All

**Parcel Information:**

GISID: 1776  
MAP\_LOT: 20-541  
PHOTOLINK: C:\Program Files\MainStre  
MAPLOT: 20-541  
STREET: MATTHEW CT  
NUMBER: 4  
OWNER: GILLEN, WILLIAM V

**Owner Information:**

MAP-LOT: 20-541  
NUMBER: 4  
STREET: MATTHEW CT  
OWNER: GILLEN, WILLIAM V

**Building Information:**

MAP-LOT: 20-541  
BUILDING TYPE: Contemp  
YEAR BUILT: 1990  
BASEMENT SIZE (SQ FT): 1339

**Lot Information:**

MAP-LOT: 20-541  
BOOK:  
PAGE:  
ZONED SIZE: 10000

View Text Table

**Labels and Reports:**

Print Current Record  
Print All Records

**Label and Reports:** Select a document from the pull-down list and click View to view information from the currently selected parcels in a Mail-Merged Microsoft Word document, as mailing labels, envelopes, letters, and other reports.

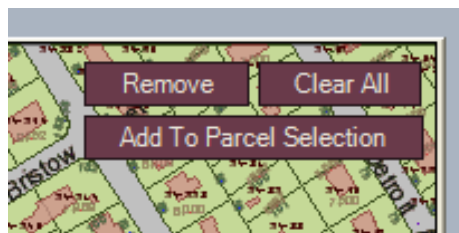
**View Text Table:** Shows a table of information for the currently selected parcels that can be saved and opened in Excel or another spreadsheet viewer.

**Print Current Record:** Prints information for the currently selected property.

**Print All Records:** Prints a page of information for each property in the Parcel Selection list.



**Selecting Parcels:** To add a parcel to the Parcel Selection list, first activate the Selection Tool. Then click on the map to Highlight a parcel. Hold down SHIFT and click to add or remove multiple parcels.



Once a parcel is Highlighted, click **Add To Parcel Selection** to add it to the current Parcel Selection List.

Click **Remove** to remove a Highlighted parcel from the Parcel Selection List.

Click **Clear All** to clear the current Parcel Selection List

**Highlighting vs. Selecting:** When a feature is clicked, it will be added to the Highlighted list and displayed with a light blue outline. Once it is in the selection list it is displayed in Red.

Highlighted:



Selected:



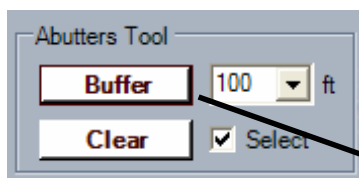
**Highlighted Pull-Down Menu:** The current number of Highlighted features is displayed next to the Highlighted Pull-Down Menu. From the pull-down menu you can zoom to all the highlighted parcels, or clear the current highlighted list.



**Selected Pull-Down Menu:** The current number of parcels in the Parcel Selection list is displayed next to the Selected Pull-Down Menu. From the pull-down menu you can zoom to all the selected parcels, add all highlighted parcels to the Selection List, remove all highlighted from the Selection List, or clear the entire Parcel Selection List.

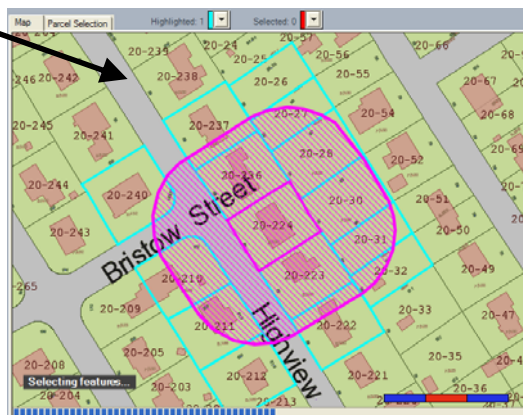


**Buffering (Abutters Notification):** To apply a buffer to a parcel, first Highlight it with the Selection Tool. Then, enter a buffer distance and click **Buffer**. A buffer will be applied and all parcels found within the buffer distance will be added to the Selection List.



When the **Select** box is checked, features will be automatically added to the Selection List rather than just Highlighted.

Click **Clear** to clear the buffer region.







## VI - Troubleshooting:

### Technical Support:

For technical support, please visit [www.mainstreetgis.com](http://www.mainstreetgis.com) for contact information.