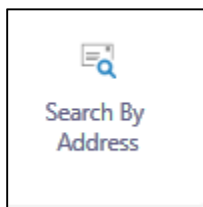
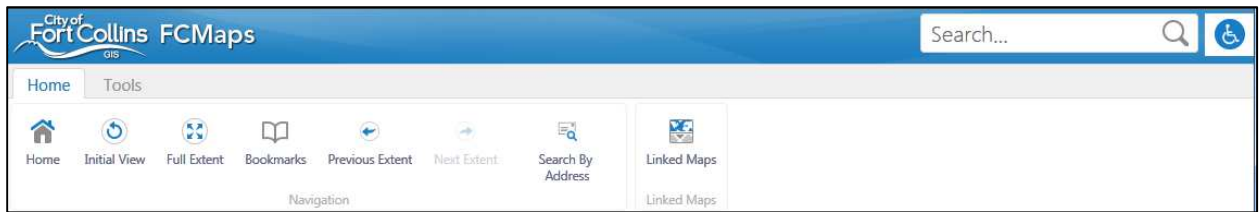


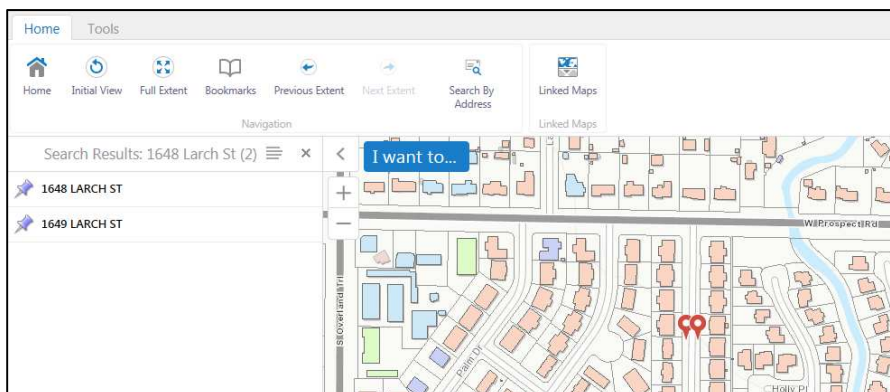
The Tutorial

How to locate your property

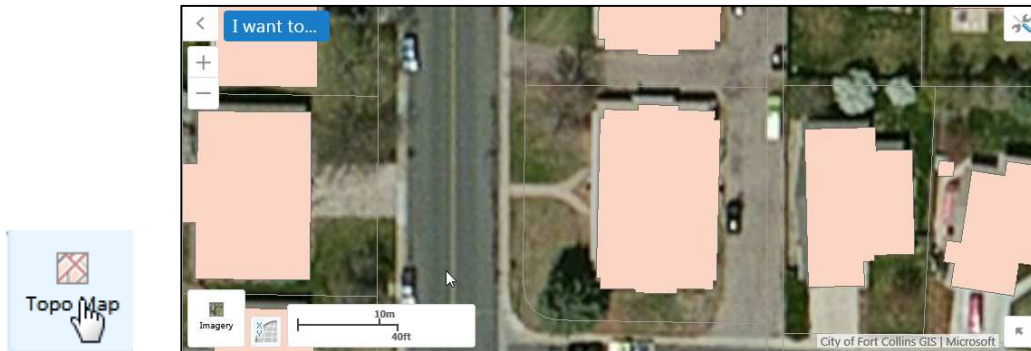
- Click on the “Search by Address” icon in the “Home” tab in the toolbar at the top of the page.
- **TIP:** Using the “Search” bar in the upper right hand to corner will only take you to the general area of the entered address. This feature might be useful if your address is not found through the recommended “Search by Address” feature.



- This icon will bring up two empty text box fields: “Street” (required input) and “Zip” (optional input). Enter your address in the “Street” box and hit the “Enter” key.
- Click on the correct property address listed in the “Search Results” list and then the tool will zoom to a close-up of your property. You can always use the +/- icons to zoom in or out.

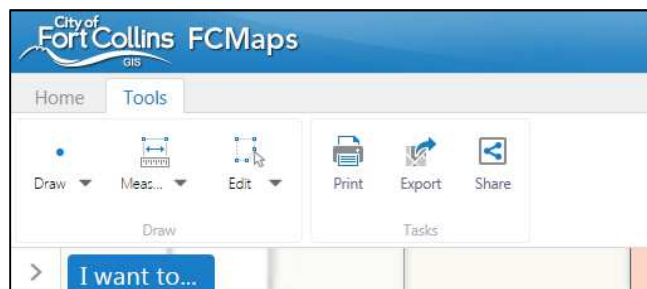


- **TIP:** If you are having a hard time picturing if this is indeed your property, you can either zoom out to see the property in relation to the larger area and/or add the satellite imagery overlay (which will show you a bird's eye view like you see on other common map/directional apps.

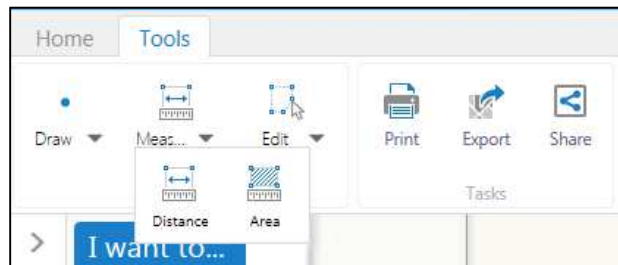


How to create measurement lines on your property map:

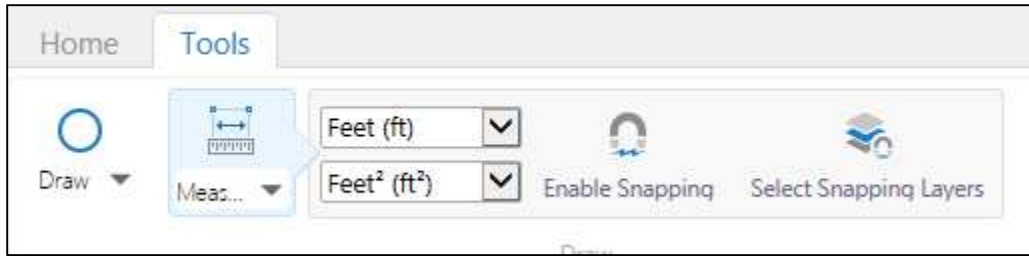
- Click on the 'Tools' tab to the right of the 'Home' tab in the tool bar



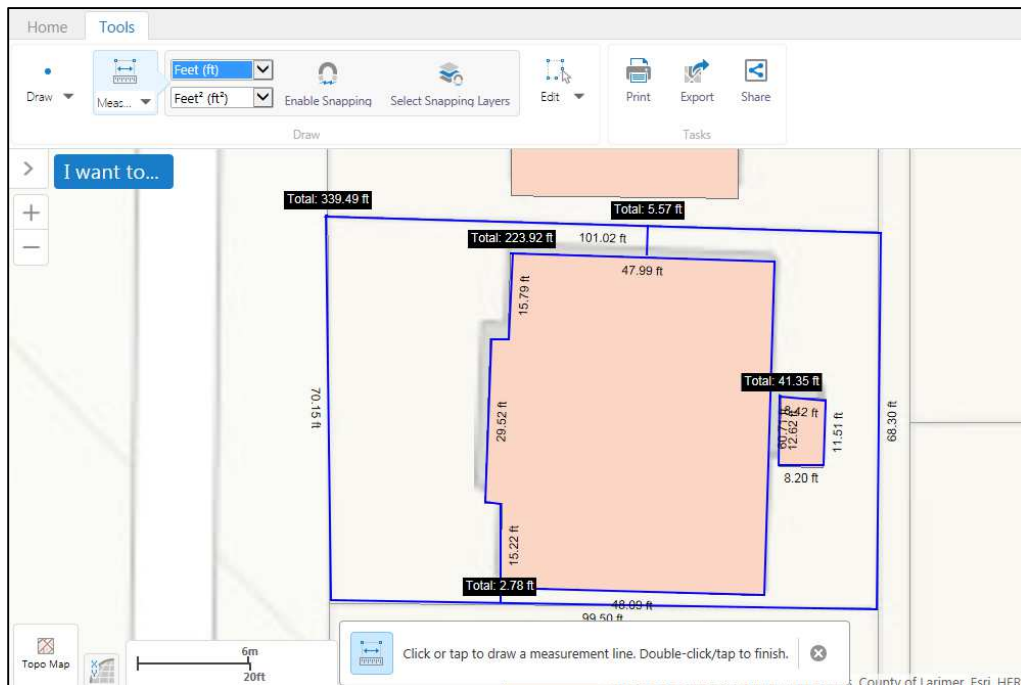
- Click the 'Measure' icon and select 'Distance' tool to start drawing the outline of your property, house, and other structures that are relevant to the area you will be renovating.



- When selected the tool bar will give you the option to measure in feet, meters, etc. Please use the feet increments. You have to option to enable snapping which helps lines automatically connect to parcels or building footprints but if turned on and it turns out to be bothersome turn the tool off by clicking the 'Enable Snapping' icon again.

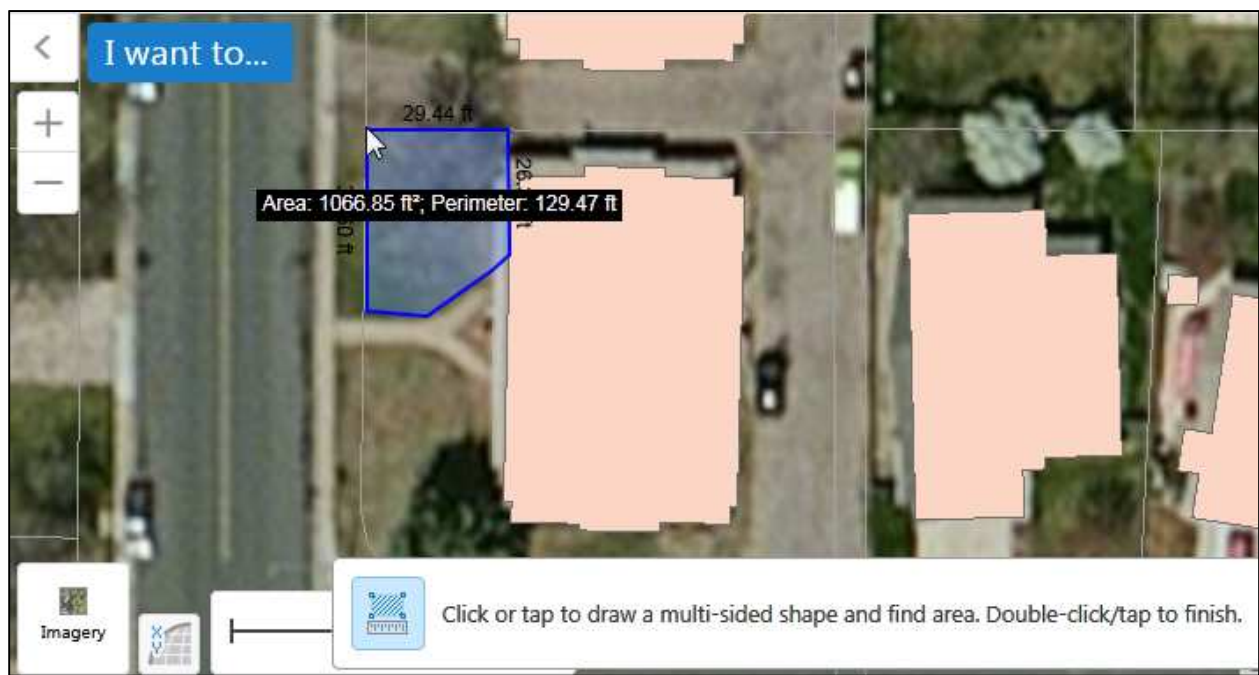
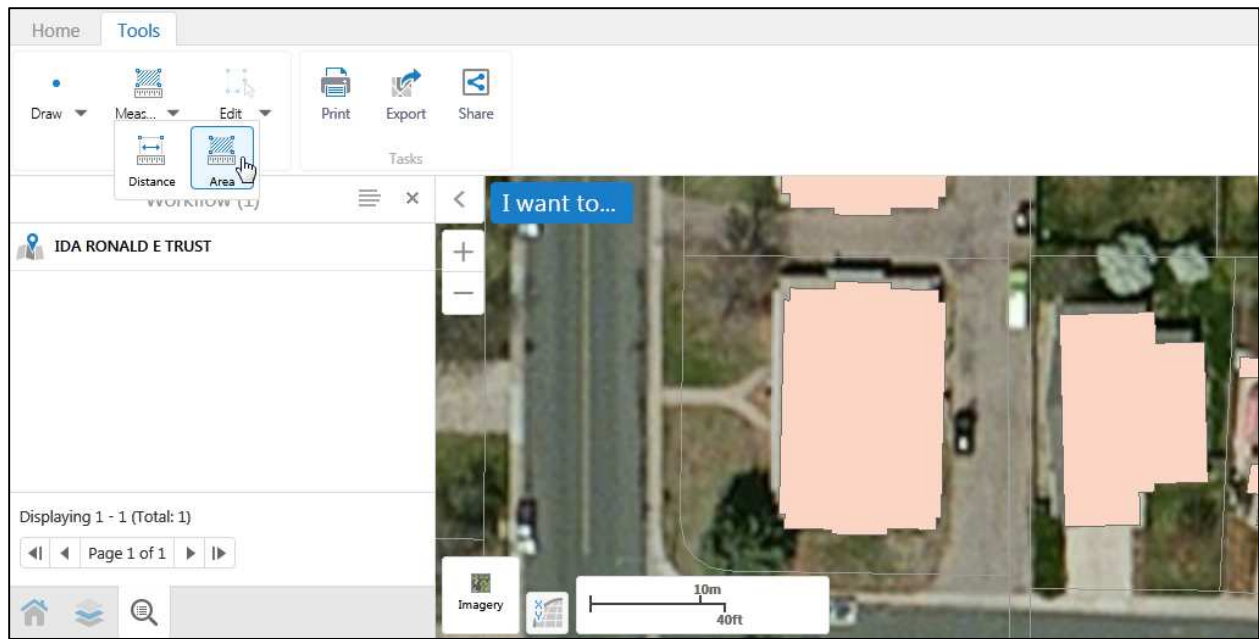


- You begin measuring your property by simply clicking on the starting point of an area and clicking to the next point and so on until the area you are renovating is measured out completed. To escape out of the measure mode, double click your mouse on the ending point where you want to stop measuring. Make sure to connect lines precisely and to double click precisely on the last point because if you do not then your line will continue to measure in odd places and eventually make it hard to read due to several measurement overlap in the same spot.



How to calculate the area of a space on your map

To measure the area of your property, simply click on the starting point of an area, click to the next corners of the area and double click on the final point to complete the area and exit the 'Area' tool.



How to edit your map

Select the dropdown arrow on the 'Edit' icon to then select various options for editing your map. The 'Edit' option under the arrow will allow you to move lines to the appropriate areas, 'Erase' will erase a specific set of lines (whatever lines are connected to within a loop of measurements will be erased all together!) or 'Clear' to erase the entire drawing. To move lines in the 'Edit' mode click on the line you

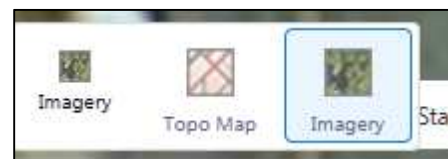
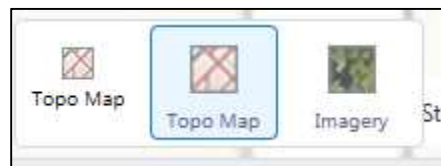
want to adjust and interval dots will show up on the line. Click and hold the grey dots to move the lines to the appropriate location. Clicking and holding the white dots will create more measurements and incremental dots within the same line. This will allow you to make smaller measurements within a line but will also make actual measurements within those increments to show up on the final map, which might make it harder to read or muddle it up. Double click to get out of the edit mode and proceed to outline existing plant material if possible.

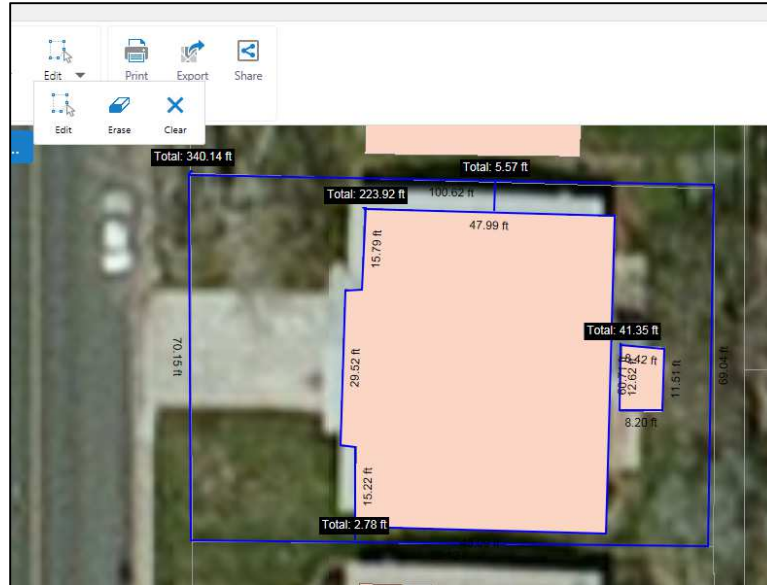


Optional: How to use satellite imagery and other drawing tools to add additional features to your map

WARNING: The building footprints and parcels (property lines) are the most accurate parameters on the maps, not the 'Imagery' mode due to the photos projection flaws.

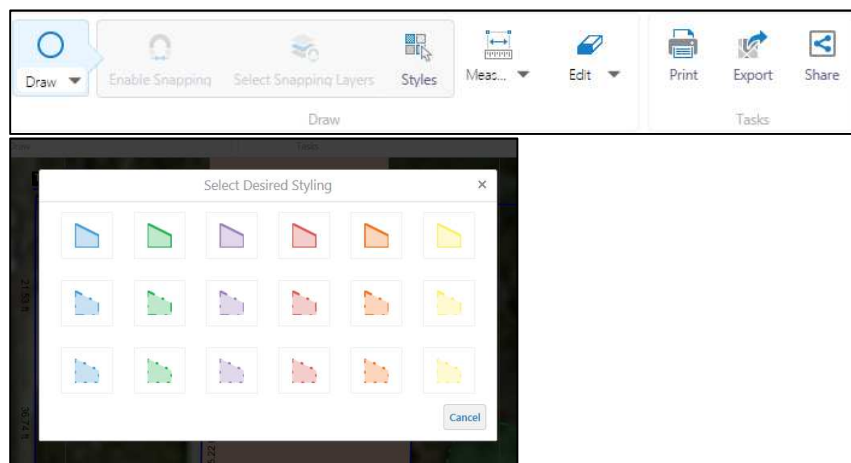
- Add the satellite imagery layer by clicking the "Topo Map" icon in the lower left corner, which will open up the two view options: "Topo Map" (default) or "Imagery". Select "Imagery" to see a bird's eye view of the property, similar to what you see in common map/direction apps.

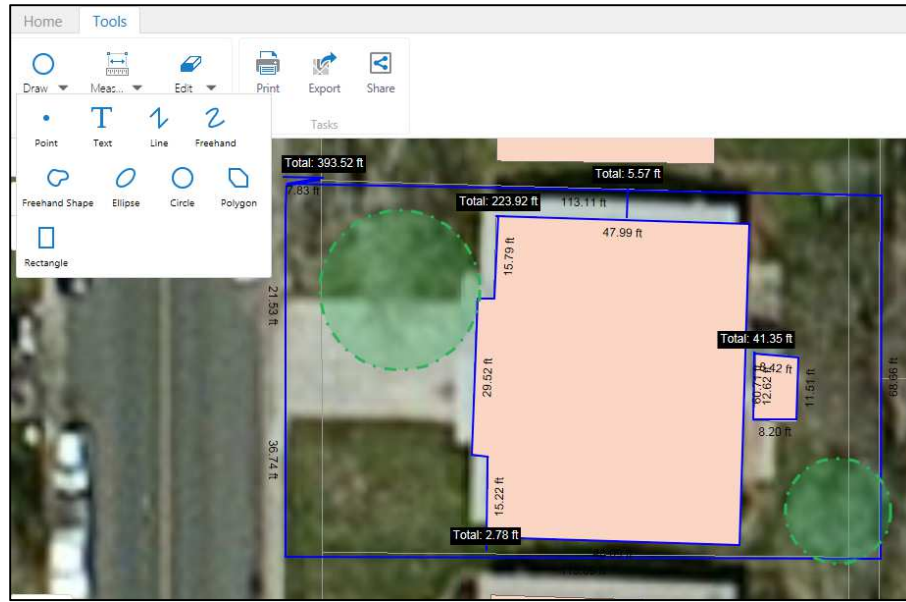




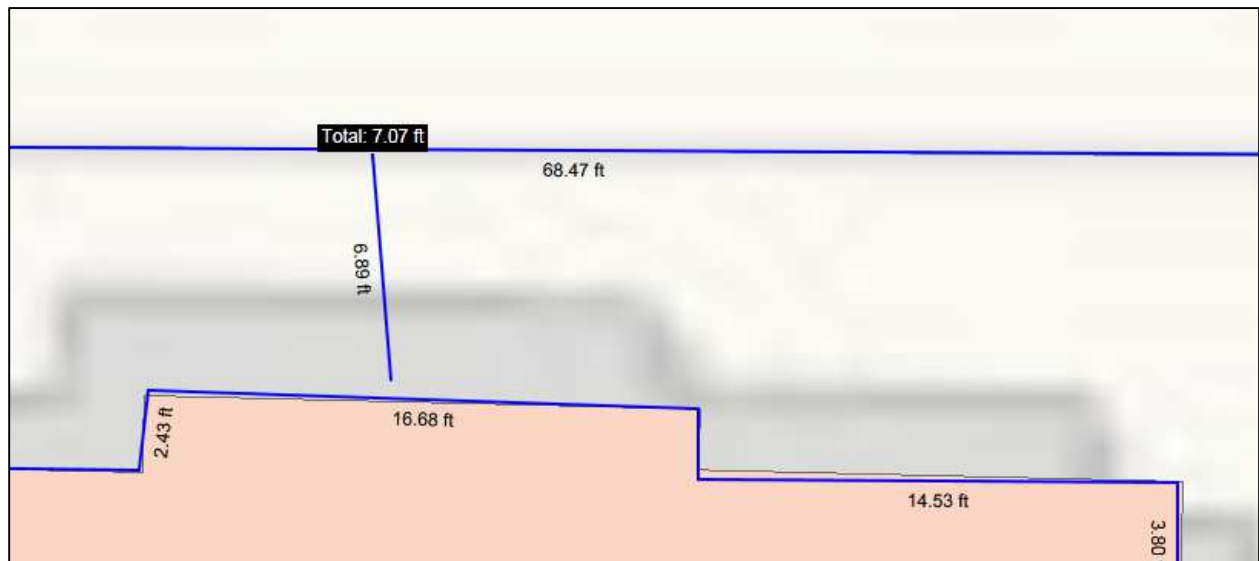
How to add trees and other shapes to your map

- To place trees or other shapes including a freehand shape option click on the 'Draw' icon dropdown arrow and select the preferred shape you want to use to outline existing beds or trees. Doing this in the 'Imagery' view works best for accuracy. After choosing the shape preferred there is a 'Styles' icon that shows up in the tool bar that gives you an option to select or different colors and line for the shape you selected. Click on the 'Styles' icon while in the draw mode and a box will pop up with different options. Great for differentiating trees from beds.



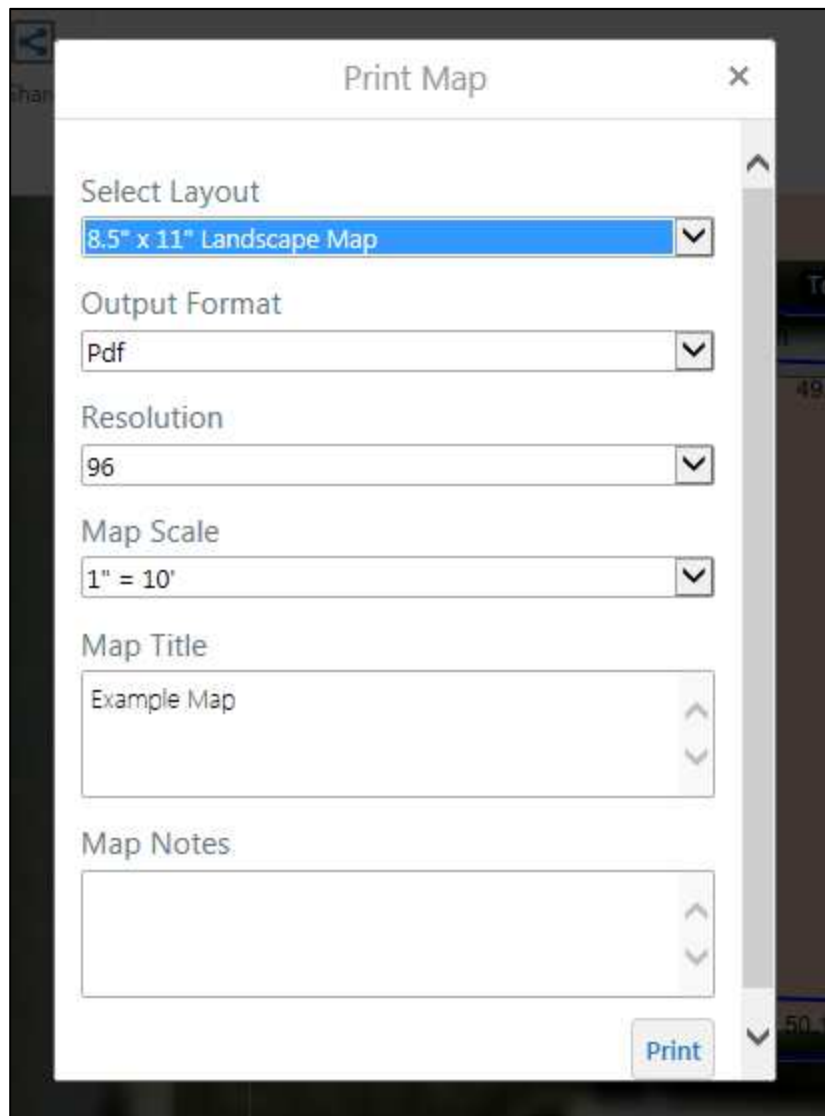
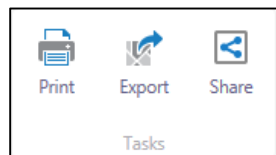


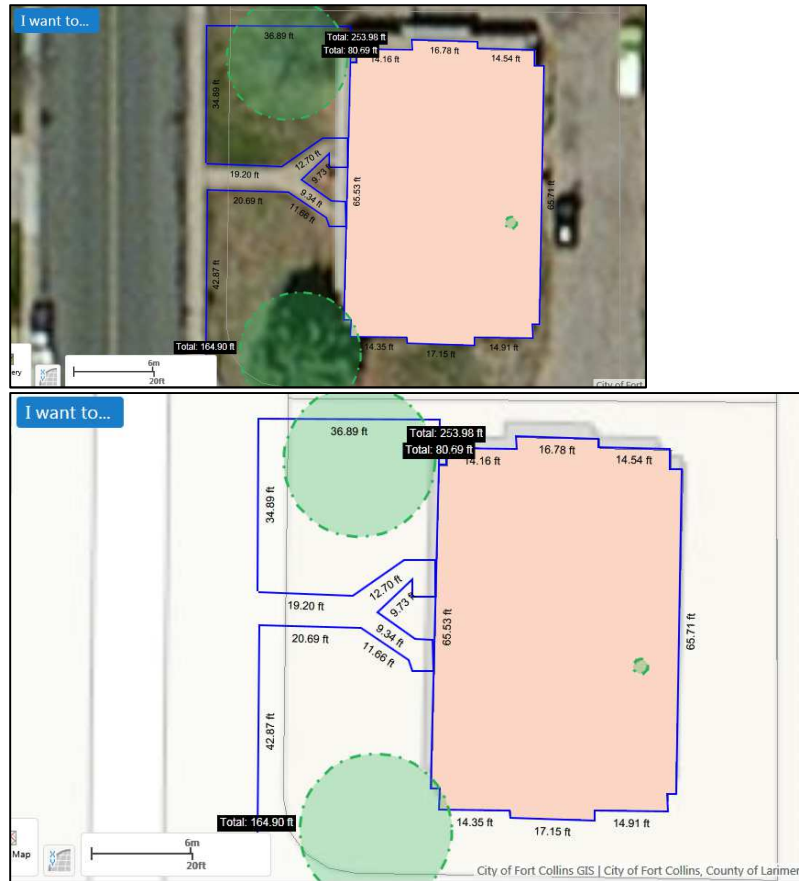
- There will be some offset between the 'Topo' and 'Imagery' view so try to match the structure an property lines to the building and parcels footprints and not the picture view. I would advise making measurement of the placement of your sidewalks, drives, and parkway strips prior to making this make and then connecting these lines in the map with the correct measurement guidelines. Zoom into you map and make sure all lines are properly touching where needed by using the 'Edit' tool.



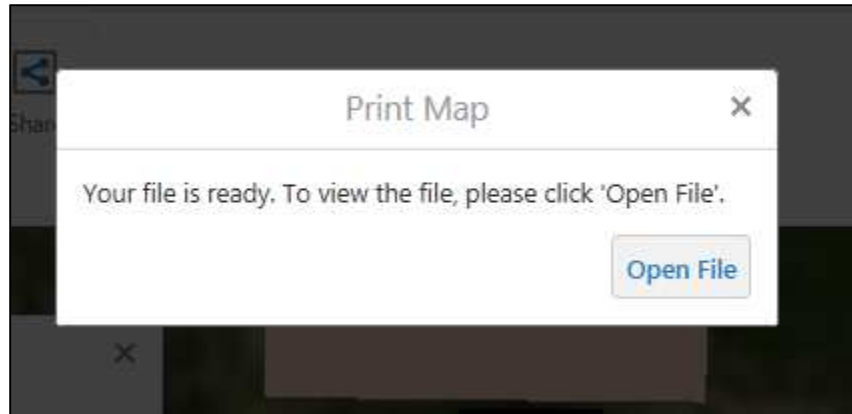
[How to print a copy of your map](#)

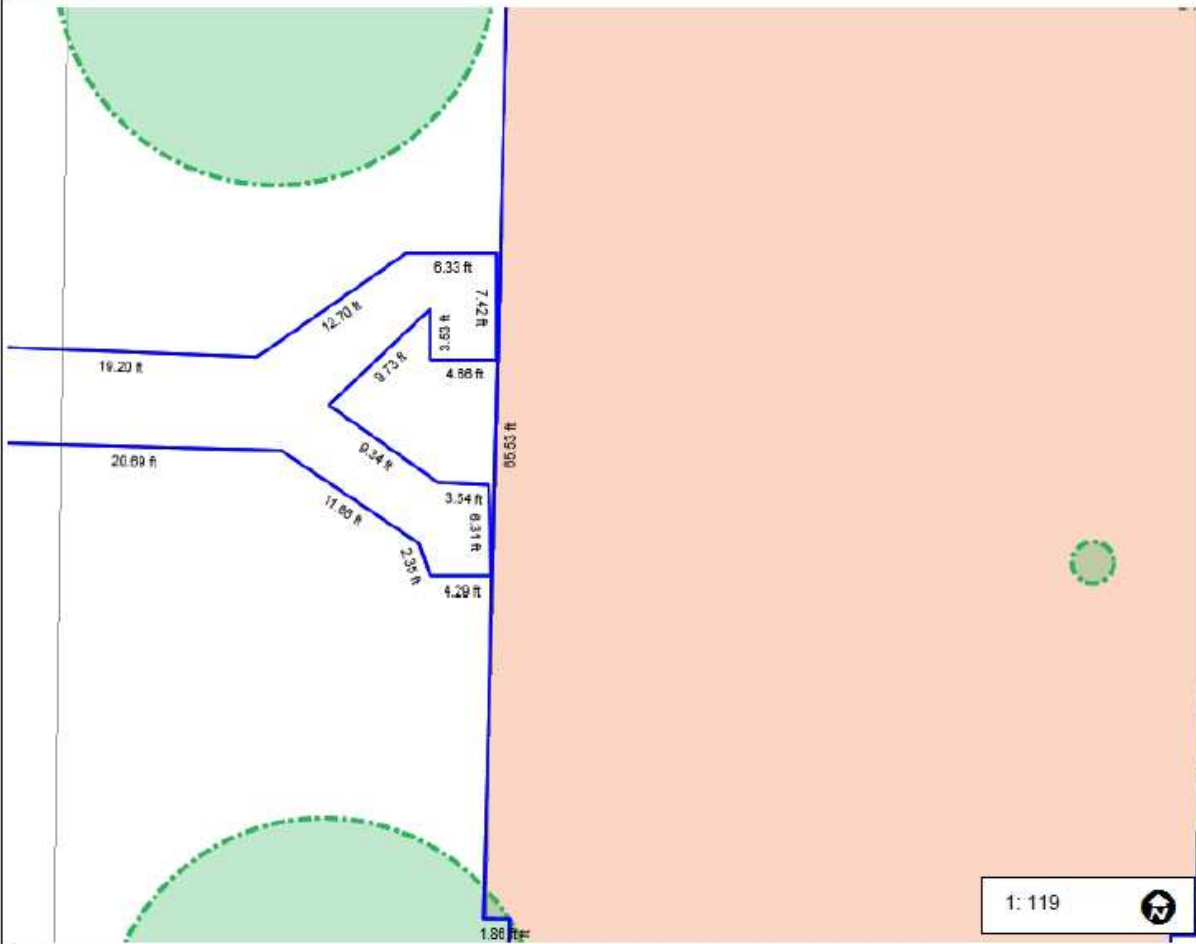
- First, center the map on the area you want printed.
- **TIP:** You need to be in the “Topo Map” view to be able to print a blank base map with only the property, building and drawn lines shown. Select the “Topo Map” view if you aren’t already using that view (bottom left icon).
- In the “Tools” tab, click the ‘Print’ icon in the toolbar. Choose the paper size (8.5”x11” is the standard printer paper size) and the scale. Setting your scale to 1:10 is the most common ratio designs are constructed under but choose a scale that fits your yard and design. You can print out a closer up of specific areas by Zooming in, centering it on the page and then printing it into a pdf





- Once the image is printed into a pdf file, hit the 'Open File' icon to open it up and decide if they image has the right placement for your purposes. If not, click on the 'X' icon in the upper right hand corner and return to the map to center the area of the map you want to print off.
- **TIP:** Save this pdf file somewhere on your computer so that you won't need to redo your work each time you want a base map.
- **TIP:** This base map can be used to document features and notes from a site analysis and to try out different designs during your design process.





1:119

20.0 0 10.00 20.0 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
City of Fort Collins - GIS

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