<u>**Beginners Guide to Using Price County's Online Mapping Database**</u>   *Current as of 10/2/12*

Price County maintains parcel information on a web-based mapping database which is available to the public. This database can be used to locate parcels of interest by searching landowner names, parcel numbers, or property addresses/fire numbers. This beginner's guide is intended to help walk you through the basics of locating and navigating the mapping database, including:

> **A. Getting started- opening the web-based mapping system**
>
> **B. Searching and locating parcels by property owner, address, or tax information**
>
> **C. Viewing aerial photography on the map**
>
> **D. Zooming in/out and changing the map view**

An advanced guide is also available, which covers how to add wetland maps, switch between several different years of aerial photography, and how to use some of the advanced tools.

A. Getting started- opening the web-based mapping system

1. Go to the County's website at http://www.co.price.wi.us/
2. On the left hand side of the screen, click on the **GIS Map/Parcel Information** option. Click "OK" if a warning pops up asking for permission to use the website. This will launch the mapping system in a new window in your internet browser.
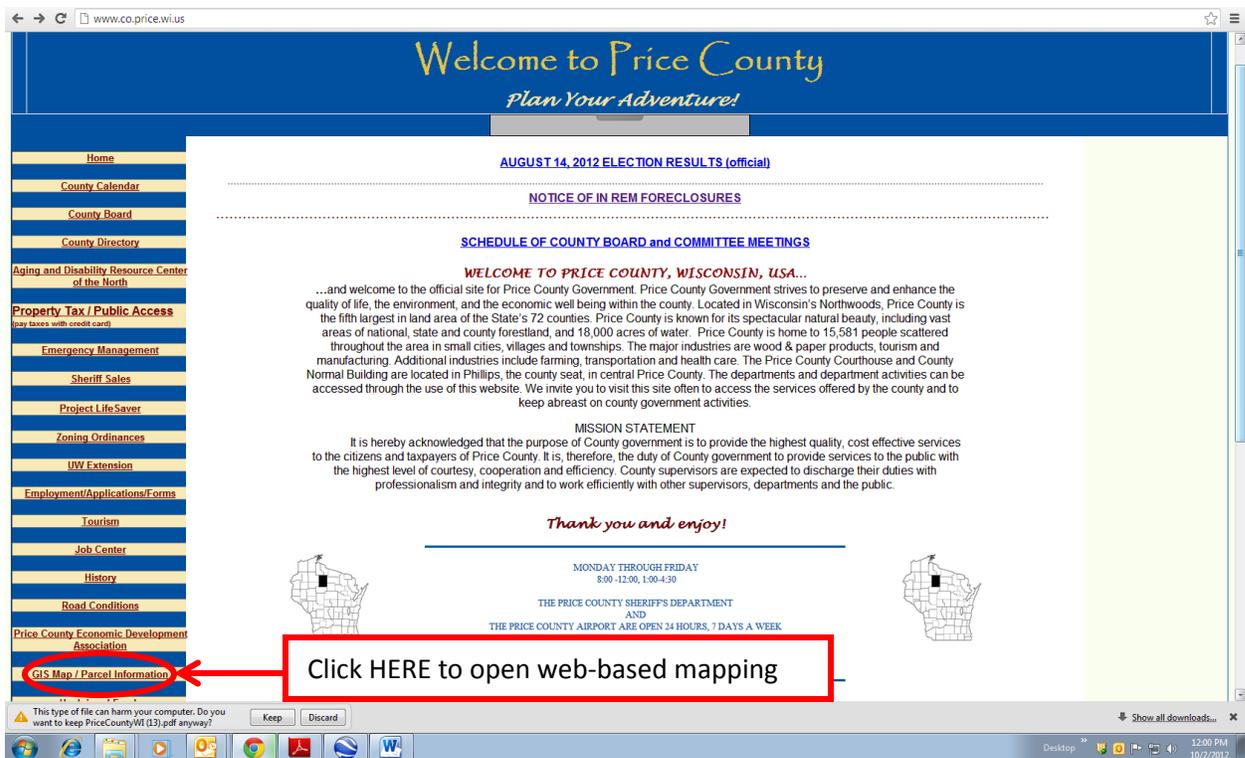
B. Searching and locating a parcel by property owner, address, or tax information

1. In the "Property Search" box on the left side of the screen, enter in the information for the property you are interested in viewing. Searching the last name or house number (fire number) is often the easiest way to find the property you are looking for. Click "Submit".

2. Scroll through the "Parcel Results" box that appears along the bottom of the screen until you locate the parcel you are interested in. Left clicking on a search result twice will bring up the real estate property listing property details (shown below)

Double click on a parcel to bring up the property details

3. Left click the desired parcel result once in the "Parcel Results" window (it should now be highlighted in tan) and click the magnifying glass in the "Parcel Results" toolbar. This will automatically zoom the map to the parcel you selected. The selected parcel will be highlighted in **RED** on the map.

Highlight the parcel and click the magnifying glass to zoom to it on the map

C. Viewing aerial photography on the map

1. Once you have zoomed to the parcel you are interested in viewing, click the "Aerial" option at the top of the map view (see below).
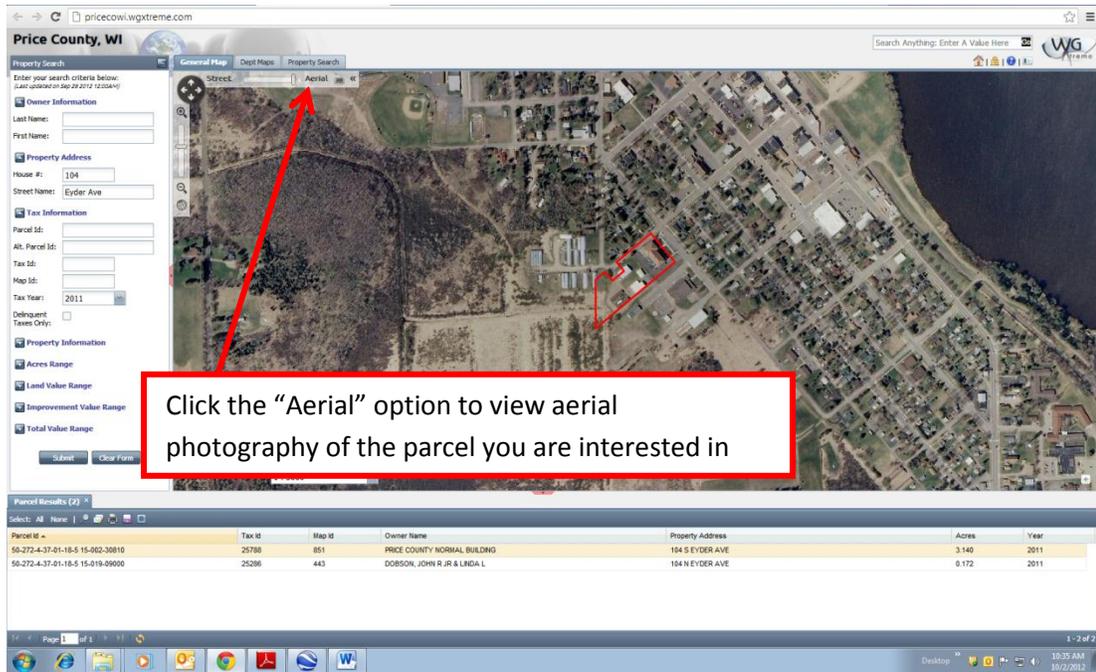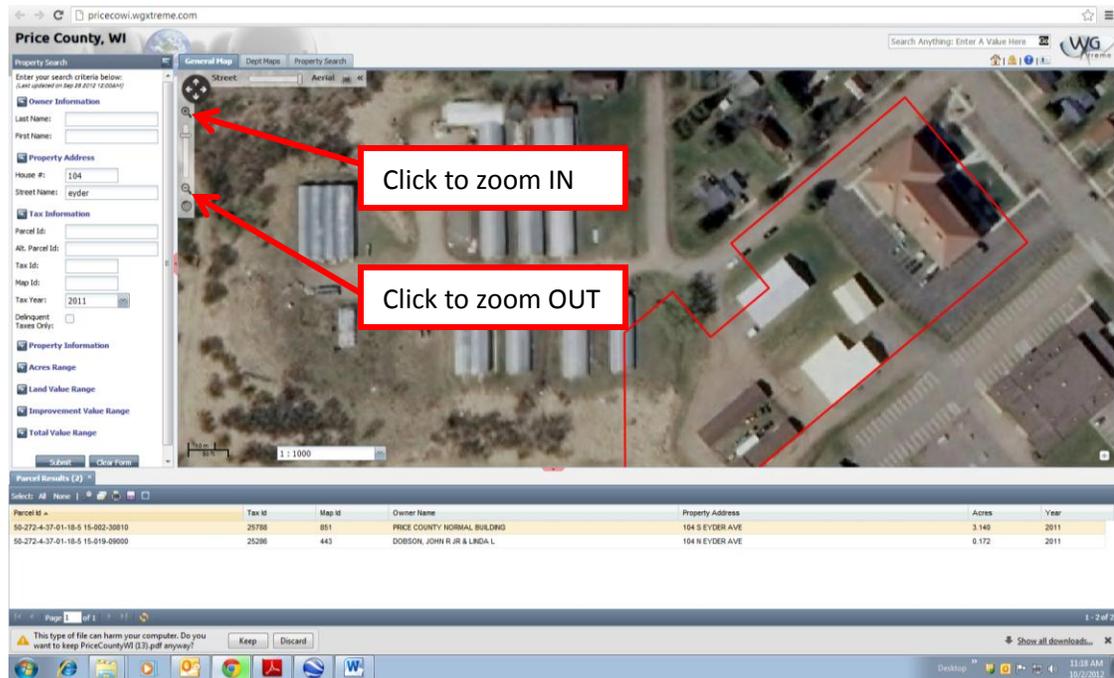

Click the "Aerial" option to view aerial photography of the parcel you are interested in

D. Zooming in/out and changing the map view

1. To zoom in and out, click the – and + magnifying glasses in the top left of the map view. You can also move the map view around by clicking and dragging the map image.

NOTE: Whenever you use the zoom option, the map will automatically zoom in and out from the center of the map screen. If you are trying to zoom in/out from a particular parcel, move it to the center of the screen before zooming.