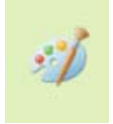


Creating Property Maps using the Survey and Section Corner Viewer & Paint



1. <https://www.cachecounty.org/gis/>
2. Open the Survey & Section Corner Map Viewer\
3. Click on Map to Enter Viewer
4. Click on Layer List from the Toolbar



5. Uncheck the following layers:

- ▶ Center of Section or less than 1/4 used by a record of survey (CQS) ...
- ▶ Calculated section corners used by a record of survey (CC) ...
- ▶ Survey Layers (Click to Expand) ...
- ▶ Parcel Labels All ...

6. Zoom to the properties on map that you want to make a map of
OR using the search tool, enter the tax id #



Enhanced Search ⤴ ✕

By Shape | By Value | By Spatial | Results

Search layer Clear Fields

Parcels ▼

Search by Parcel Number

Parcel ID is

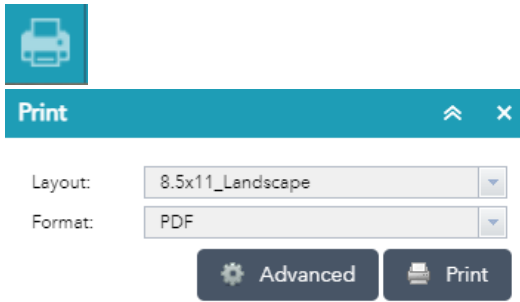
Use drop down arrow to change search to "Parcels"



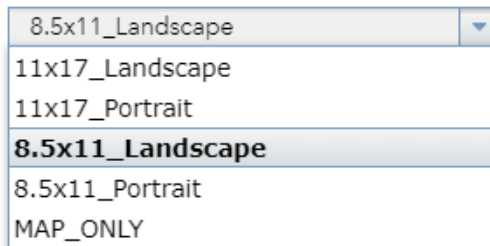
7. Center property in browser window



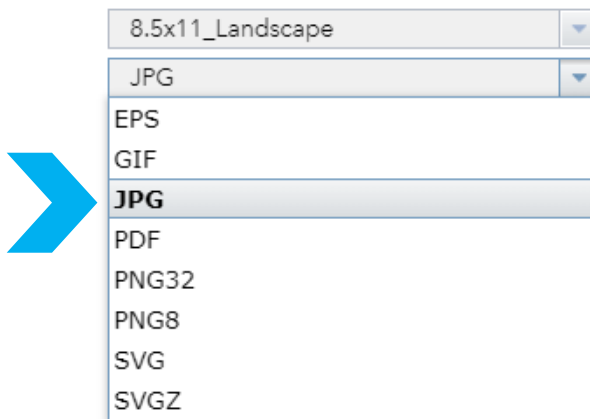
8. Open the Custom Printing from the toolbar



Select a Layout



Change the format to JPG



9. Select the Advanced Button

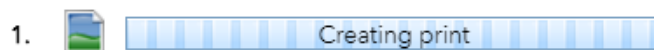


Change Print quality DPI to 300

Print quality:

DPI:

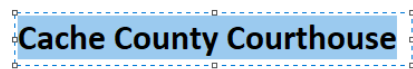
Select Print



Click on the print to open it



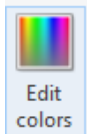
10. Right click on the image and select **“Save image as...”**
11. Name & save the image to a place on your computer where you can find it again.
12. Open Paint
13. Drag and drop the image or use File > Open > Then navigate to your saved image and open it
14. Select the Text Tool to create a title on your map



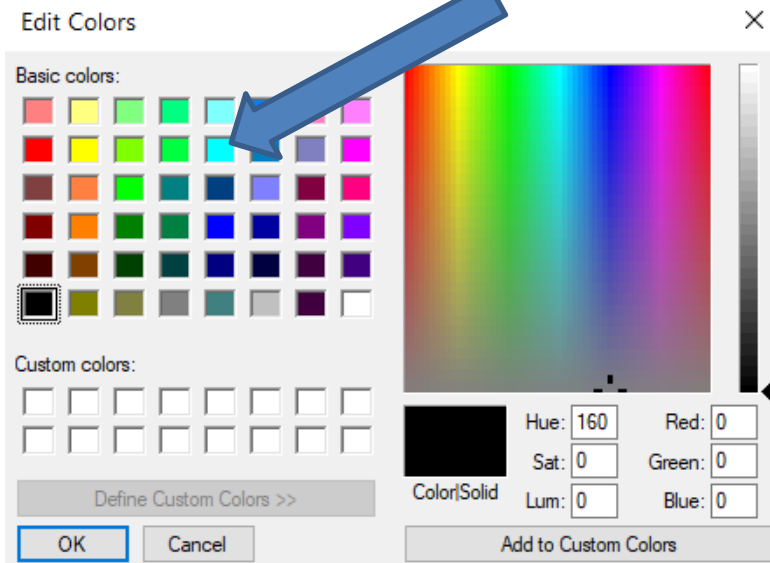
15. From the Home Tab, select the Polygon Tool



To change the color to aqua click on **“Edit Colors”**



Choose Aqua and then hit OK

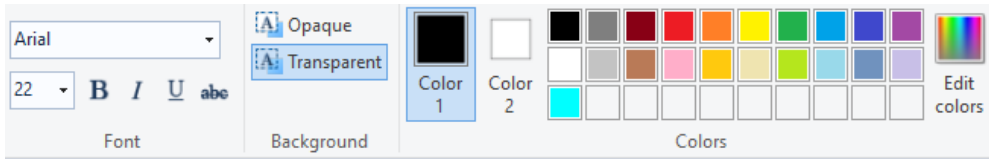


16. Click and drag to begin drawing, release and then click in the next corner, continue around property and double click to finish.



17. Select the Text tool to add a label to the property.

You can choose the Typeface, Font size, background color, and text color.



18. Save & Print, you just created a basic map!

