ArcReader Basics

(updated 11/25/2015)

Contents

What is the ArcReader "TapNCurb" Network Map?

The TapNCurb ArcReader digital map is a standalone GIS program for users to view themes of locational information. Users can pan, zoom in/out, identify features, print, toggle on/off layers, and make sharable notes on the map. The TapNCurb ArcReader/ArcGIS digital maps include the following thematic GIS layers:

- **ownership** (neighborhoods, buildings, property lines for Duluth and Rice Lake, easements, ROWs, plats)
- **street maintenance** (excavations, temporary patch sites, permanent restoration sites)
- **terrain/basemaps** (aerial imagery, elevation, floodplain, shoreland management zones, waterways, watersheds)
- **transportation** (county roads, center line, address-linked roads, trails)
- **utilities** (engineering project areas, sewer indices, service, water & gas plat areas, systems for water, gas, stormwater, steam, and sanitary)
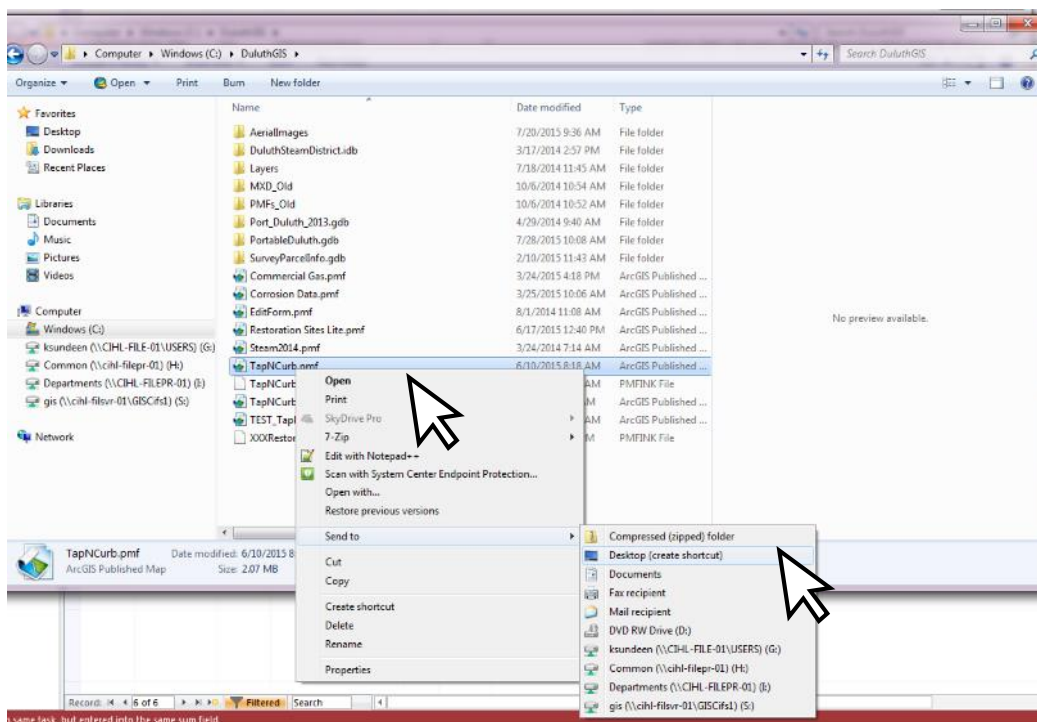
Opening the ArcReader TapNCurb Map

Open shortcut

- Double-click TapNCurb shortcut on your desktop to open.
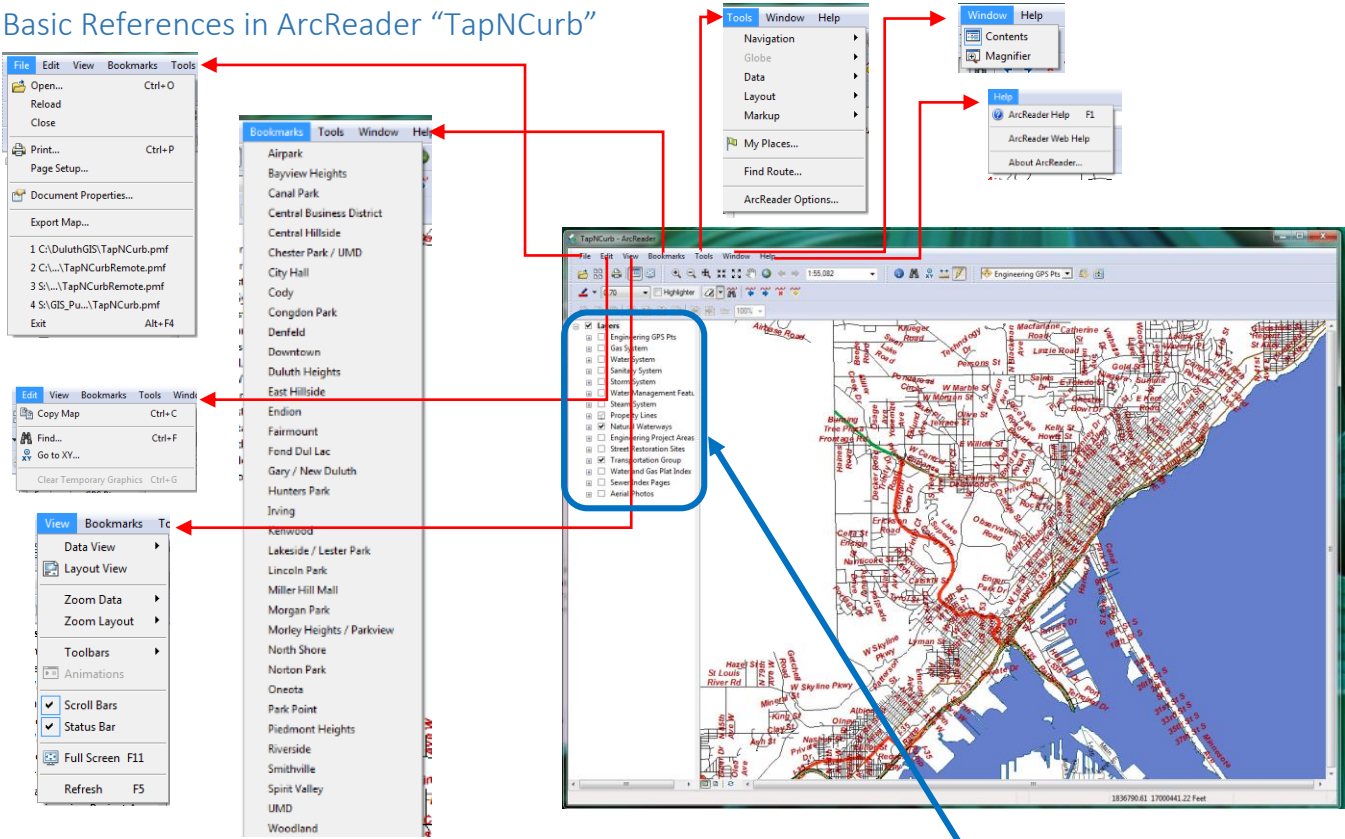- *NOTE: If this shortcut is broken, see below instructions to fix it.*

If No/Broken Shortcut, Create a New One.

1. If your shortcut is broken, delete it. Right-click→Delete. You will create a new one to the correct TapNCurb map.
2. Start Menu→My Computer→C drive →DuluthGIS→ then double-click the ArcReader file you want to open.
    a. If you're connected to the network, (connected in the office), use **"TapNCurb.pmf"**
3. To Add a NEW SHORTCUT, right-click the ArcReader (some Name.pmf) select "Send to"→Desktop (create shortcut)

Using the ArcReader "TapNCurb" Map

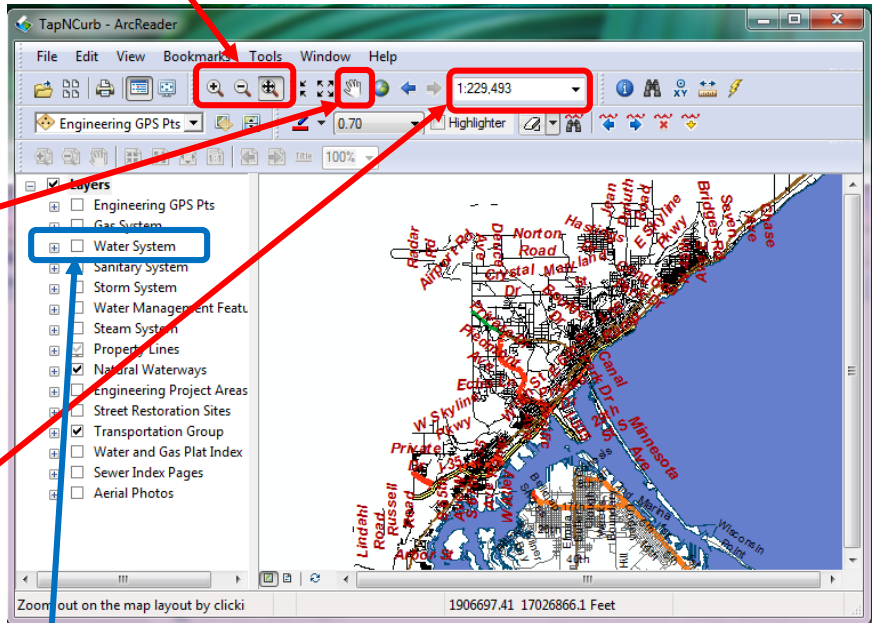## Basic References in ArcReader "TapNCurb"

Notes…

"Layers" list. Turn off or on any layers of information.

Zooming In/Out/Continuously

- **Zoom In**
  - *You can also use the mouse scroll button and scroll **DOWN***

- **Zoom Out**
  - *You can also use the mouse scroll button and scroll **UP***

- **Continuous Zoom/Pan**

For each tool, Left-click mouse, hold button down, & move mouse to zoom area of interest.

Panning

Use this tool to move around the map. Hold down left-click mouse button and move mouse.

Changing Zoom Scale

1:24,000 ▼ Use this tool to jump to pre-set scales (levels of zooming). Turn on the map layers on which you want to identify information.
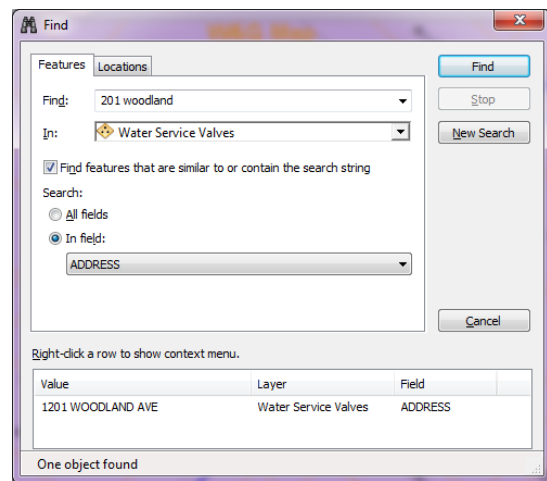
Identify

Use this tool to click on any map layer to see detailed information about it such as UDI number, or box ties.
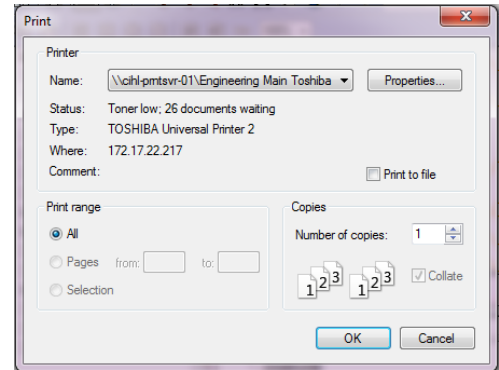
Searching with the "Find" tool

1. If you know your address, open the "Find" tool.
   Turn on "Water System" in the "Layers" window.
2. In "Features→"In" tab, use dropdown menu to select "Water Service Valves".
3. Change the "Search" Option to "In field" = "ADDRESS"
4. Enter the street address into the "Find:" field.
5. Click "Find" and a list of potential locations will populate.
6. Double-click on the right address to zoom to that location.

Printing from Map

Under File→Print

- This will print the map view you have displayed.
- Under this option, you **MAY have the option** print to a "PDF," which will give you a file to save/email. *You might not have this option.*
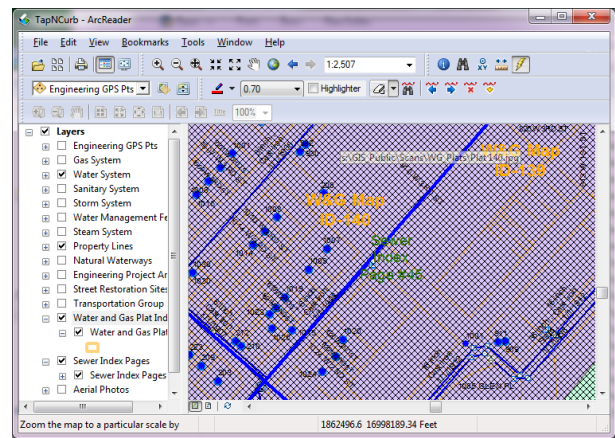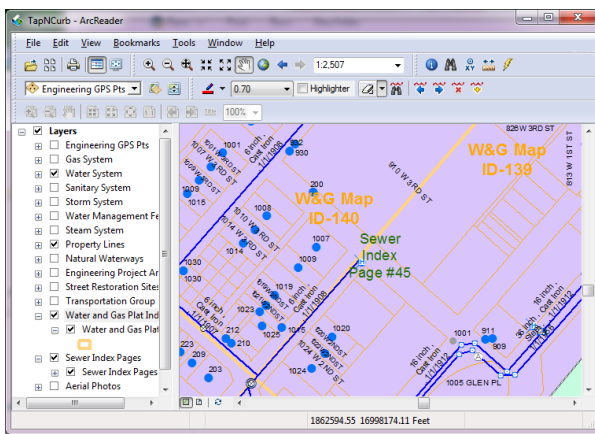
Hyperlinks

Use this tool to click open attached documents for 1) water and gas water service cards; 2) sewer index pages; and 3) water and gas plats
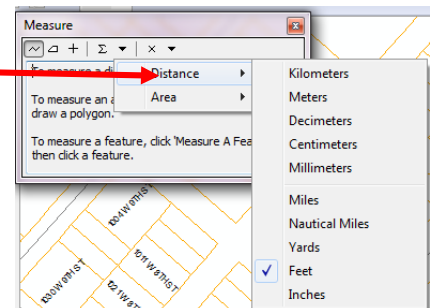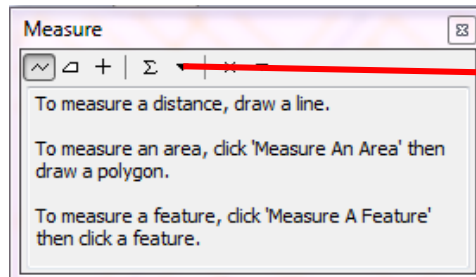
- Click the hyperlink tool→click on a location on the map with either a blue dot ● gas/water service cards or black cross-hatching for the plats or sewer indices. The hyperlinked document will pop up.

Measure

- Use this tool to measure on-screen distances or areas. Use the line to measure in feet or miles or the shape to measure in sq. feet or sq. miles.
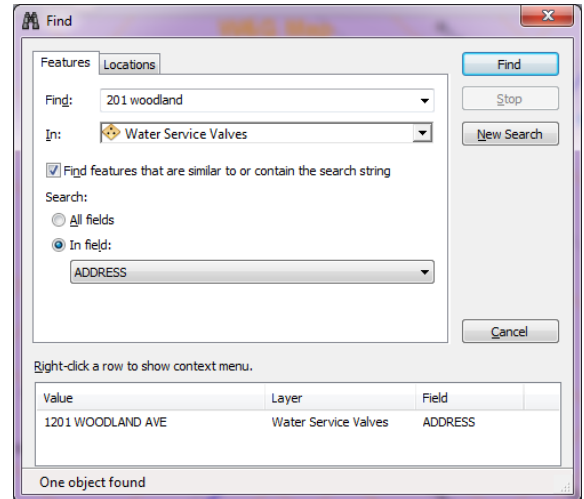- Change the units under the ∑ arrow

Frequently Asked Questions

How do you get to your site?

1. *If you know your address, open the "Find" tool* . *Turn on "Water Group" in Layers.*
2. *In "Features→"In" tab, use dropdown menu to select "Water Service Valves".*
3. *Click "Find" and a list of potential locations will populate.*
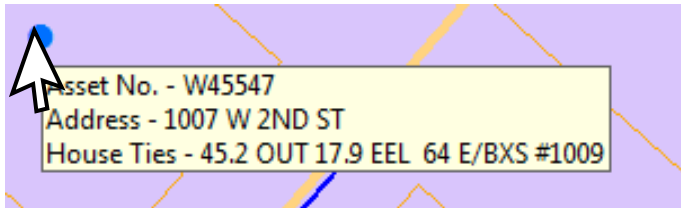4. *Double-click on the right address to zoom to that location.*

You can also search by streets, but the "Streets Names" layer only has street names and no street numbers.

Where do you find the UDI or Asset Number?

Use the "Identify" tool will bring up the pop-up window.

OR, you can hover over the feature on your map and wait for a pop-up to show the "Asset No".
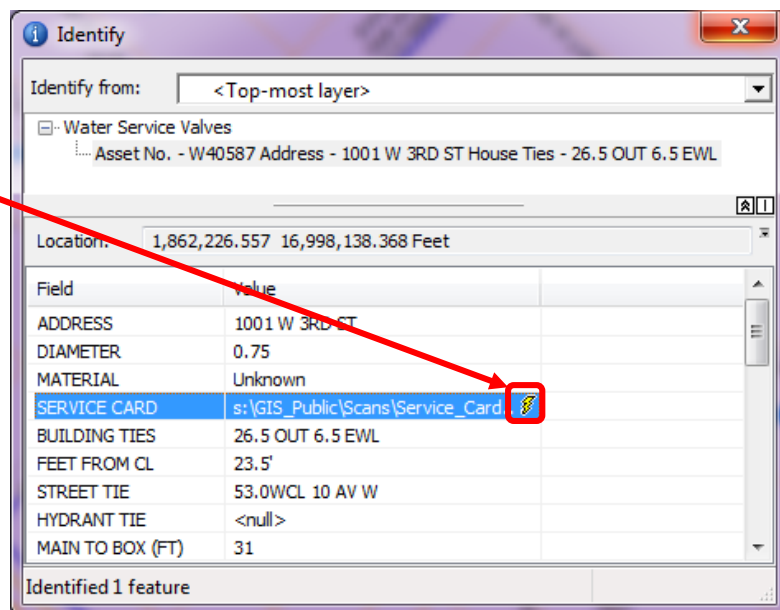

How can you look up the water service card?

Turn on the "Hyperlinks" tool and click on your map to bring up the service as a pop-up.

OR, you can go directly to the folder containing all the cards and look it up manually on your computer in **C:\WG_Plats**

OR, you can use the "Identify" tool to look up under the field "SERVICE CARD". Click on the "Hyperlink" icon in this window to open up the service card.

How do you look up the service tie?

Use the "Identify" tool to click on your map feature in question. Look for the field (BUILDING TIES) or (STREET TIE) to determine where the service is located from either the building or street.

How do you add a new shortcut to a website?

1. Go to the website link you want to save as a shortcut.
2. Highlight the website link in the address bar you want to save.
3. Right-click the highlighted link and "Copy"
4. Go back to your computer desktop screen→ right-click on desktop.
5. Click New→Shortcut
6. Paste the copied website link (URL) into the "Type the location of the item"→click "Next"
7. Name your shortcut→click "Finish"