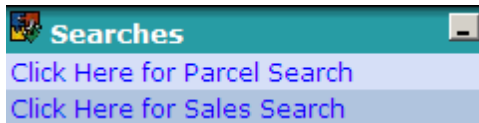


Basic Parcel Search

- 1) Click on Desired Search under the **Searches**



- 2) Enter information into the search criteria

- 3) Select the desired report in the **Available Reports** pull down menu

Parcel Report will allow zoom to Parcel on Map

- 4) Click on: **Search and Report**

NOTE* The open in new window check box will open your report in a separate window, preferable for pdf reports and mailing labels

- 5) If you selected Parcel Report or Real Estate Report; click on the **VIEW PARCEL** button in the report to zoom to the parcel on the map.



Abutters List

- 1) Select a Parcel manually or by zooming from a report

- 2) Click on the **Abutter/Buffer Tools**

- 3) Enter abutter distance

- 4) Click on the **Buffer Button**

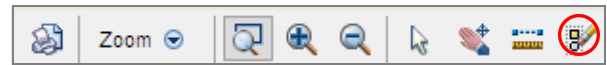
Note* Buffer Style options are for advanced users

- 5) When the **Auto Report Window** appears select the desired report and click **OK**

- 6) To add Parcels to the selection hold shift an click on the parcel in select mode



Clearing a Selection



Printing a Map

- 1) Select the Printer icon on the **Map Toolbar**



- 2) The **Print Controls** menu will appear

- 3) Select **Layout**

- 4) Select **Print Map**

This Print layout creates a PDF file output, and will require a minimum of [Adobe® Reader®](#) or other PDF viewing software to open.

Measure Tool

- 1) Turn on **Measure Tool** (click the ruler)



- 2) The measure window will appear

- 3) Select **Distance** (line) or **Area**

- 4) Select the units in the pull down menu

- 5) Select **Measure**

- 6) Click on the map, but do not hold down the mouse button

- 7) Move the mouse to the next desired point and click

- 8) The Area or Distance measured will appear on the map

After measuring, select clear to remove the lines from your map window

REMEMBER

DISABLE POP UP BLOCKERS

INTERNET EXPLORER
6.0 or Newer

Mozilla Firefox
3.0 or Newer

Go to Adobe.com to Download FREE PDF Viewer

If your map window is to small: Hit F11

Enable Active X

Q: Why is My Map is Very Small on the Screen?

A: Press F11 to toggle full screen mode. Hit F11 again to turn off full screen mode.

Q: What if I start Integrator and the map does not load?

A: Check the right side of this document to verify your browser is compatible. Make Sure Active X is Enabled (See Next Column). Check to make sure you do not have a virus protection software blocking the site.

Q: When I select a parcel, nothing seems to happen

A: You are not in select mode, right click on the map and **Clear Selection**. In the **Map Toolbar** click on the arrow (select mode), then click on the desired parcel.

Q: When I run buffer, some roads are selected, why?

A: This is because some roads are private, and are considered parcels. To deselect the road, hold shift and click on the road. When the **Auto Report Window** appears, select the desired report and click **OK**.

Q: How do the Photo Tool Tips work?

A: At a zoom level below 3000 feet Camera Icons appear on all parcels with a photo tool tip. Place your mouse over the lens of the camera without moving the mouse and a photo of the structure will appear if available.

Q: I notice that recent construction is not shown on the map, why?

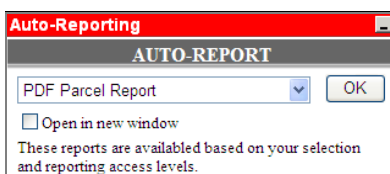
A: The map is current to April of every year. Changes will be indicated in the next years update.

Q: What about Mac viewers?

A: Mac users can view Integrator in Mozilla Firefox 2.0.0.12 or later . We have recorded problems with the most recent Safari version.

Q: What is an Auto Report?

A: An Auto Report is a window that appears when a user manually selects an item on the screen or when a user generates a Buffer.

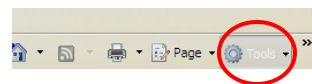


Q: Can I Generate a visual Buffer without an abutters list?

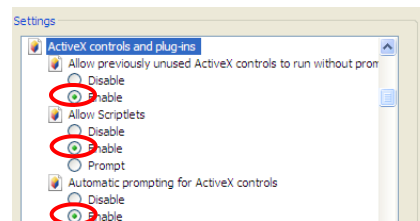
A: Yes, in the **Abutter/Buffer Tools** deselect the **Select by Report check box**

Q: I keep getting a pop down tab that says the website wants to run MSXML 5.0 from Microsoft and it won't go away.

A: In internet explorer select **tools** then **internet options**. In the new window select the **security tab**. And click the **Custom Level Button**.

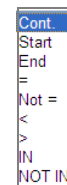


Now scroll down and enable the first three options under active controls and plug ins. **Click Okay**, twice.



Q:How can I refine my searches?

A:To the left of every search field is a Boolean search dialogue: The Pull-Down Menu has options such as contains, equals, greater than, less than, and many more.



Q: How do I change the report type?

A: Above the Generate Report Button is a Pull-Down menu that contains all available reports.

