



Make a Selection

Choose between 4 available options



Info/Contact

DCiMap

Create a
Boundary

Creating Moving
Labels

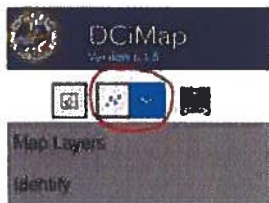
Google
Streetview

1. Select a parcel, lake, or other polygons on the map



2. Select multiple parcels

In the Select By dropdown menu, choose your method of selection (Point, Polygon, Rectangle, Circle, or Polygon)

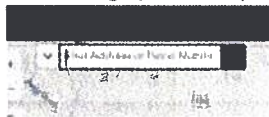


Draw your graphic to select the parcels. Double-click when finished



3. Select a parcel by adding a parcel number or address to the Search box.

**If selecting by address, you will need to select the parcel on the map after it zooms to the address point.*

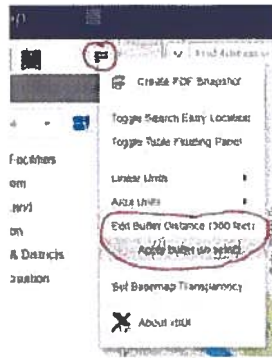


4. Create a graphic and buffer.

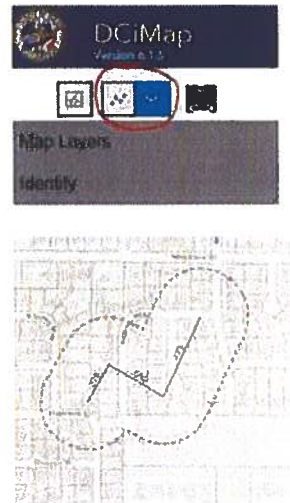
Set your buffer distance. If you want to change the default buffer distance of 300 feet, go to the context menu and select 'Edit Buffer Distance (300 feet)'

Click on 'Apply buffer on select' to activate it.

*Skip this
step if only
one parcel*



Draw your graphic. Double-click when finished



→ Next: Create a Buffer



Create a Buffer

(optional)



Info/Contact

HOW TO

Create a
Drawing

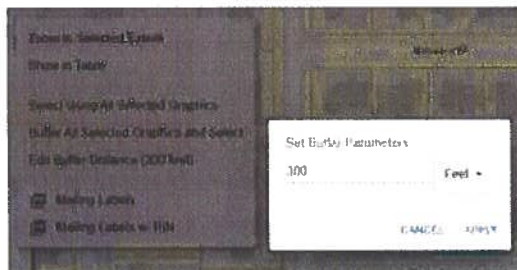
Create Marking
Labels

Google
Streetview

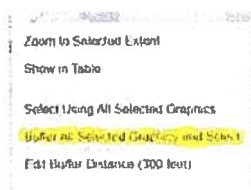
1. After a selection has been made go to the Identify panel and select the context menu (3 vertical dots) next to Parcels.



2. If you want to change the 300ft default buffer distance, select **Edit Buffer 300 feet**, change the value and then select Apply.



3. Select **Buffer All Selected Graphics and Select** to select all parcels within the buffer.



Next: Create the Labels



Create the Labels



Info/Contact

HOW TO

Create a Drawing

Create Mailing Labels

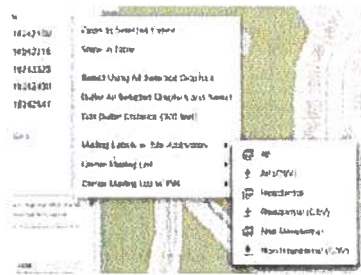
Google Streetview

1. Click the context menu (three vertical dots) next to "Parcels" in the Identify window. The number of selected parcels will appear to the left of "Parcels," highlighted in blue



There are 3 types of mailing labels to create

1. Mailing labels with site addresses - These are addresses of the homes and not the billing address

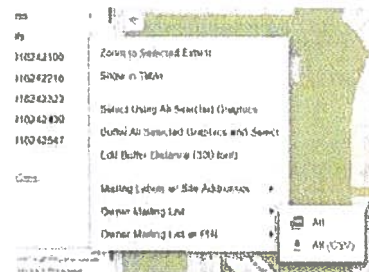


After selecting this option, choose from two formats and three types

- All - All addresses in PDF format
- All (CSV) - All addresses in CSV format
- Residential - Only residential addresses in PDF format
- Residential (CSV) - Only residential addresses in CSV format
- Non-Residential - Only non-residential addresses in PDF format
- Non-Residential (CSV) - Only non-residential addresses in CSV format

2. Owner Mailing List - Standard mailing labels that are addressed to the billing address

This option has two formats, CSV and PDF



3. Owner Mailing List w/PIN - Mailing labels that are addressed to the billing address, with the parcel number displayed at the top

This option has two formats, CSV and PDF

