

**Development Authority of the North Country (DANC)**  
**Internet Mapping Application Instructions**  
**North Country Regional Council**

**Username: RegionalDevelopment**  
**Password: Regional12!**

### 1. Purpose

The purpose of this document is to outline basic functionality of the DANC Internet Mapping Application (IMA). The IMA is a web-based geographic information system (GIS) that is hosted by DANC for the benefit of the public and its various customers. The IMA is accessible via an internet browser at [www.dancgis.org/ima](http://www.dancgis.org/ima).

### 2. Logging-in

To log into the IMA, follow these steps:

- Open Internet Explorer and navigate to [www.dancgis.org/ima](http://www.dancgis.org/ima)
- Click on the Authority/Customer Button
- Click on Authority Division tab in Blue
- Choose “Regional Development” from the Group Name drop-down menu.
- Enter username and password (displayed at the top of the page in **RED**)
- Click on the “Log-in” button



**Log In** ← Enter log-on credentials in this space on the LOG IN menu.

### 3. Navigation

To move about the map: left-click with your mouse and drag while holding the mouse button down, then release the button.

To zoom-in our out: left-click with your mouse on the triangle located on the zoom bar. The zoom bar is located on the map tools window (if this window is not displayed, click on the blue “Tools” button on the upper right-hand corner of the screen). Hold the mouse button down and drag the triangle to the right to zoom in and the left to zoom out. If your mouse has a center wheel, zooming in and out can be done by moving the mouse wheel.

Zoom in our out by clicking on and dragging the triangle to the left or right. Alternatively use your mouse wheel (if equipped).



#### 4. Displaying Legend & Different Data

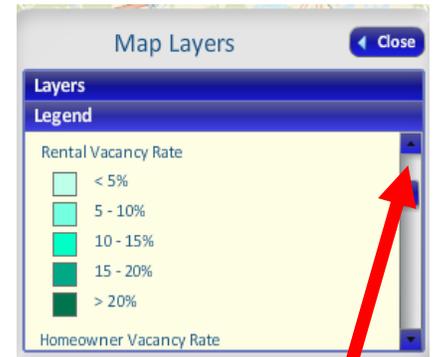
A color-coded map displaying rental vacancy is shown by default upon logging in. A legend is available under the Map Layers toolbar. To view the legend, click on the “Map Layers” button on the Map Tools window (if this window is not displayed, click on the blue “Tools” button on the upper right-hand corner of the screen).

To Display Legend:

1. Click Map Layers Button



2. Click on the word “Legend”



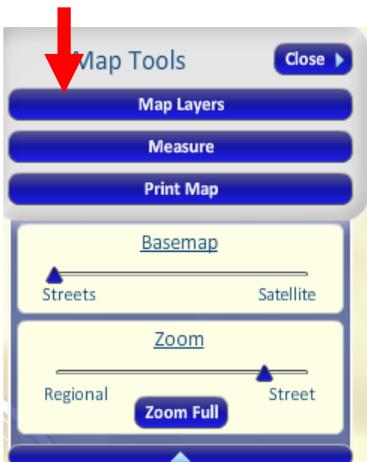
3. View entire legend by dragging the scroll bar up/down.

#### 5. Turning Layers On/Off

In order to view additional data (homeowner vacancy, poverty, population, etc.) is necessary to turn layers on and off. Each item displayed in the legend has a corresponding layer. To turn layers on/off, click on the “Map Layers” button in the on the Map Tools window. For instance, in order to see the Homeowner Vacancy Rate, one must uncheck the box for Rental Vacancy Rate (turning it off) and then check the box for Homeowner Vacancy Rate.

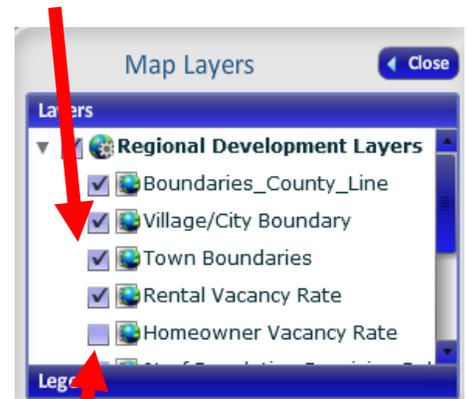
To turn layers on/off :

1. Click Map Layers Button



2. Click on the word “Layers”

4. Layers can be grouped. Triangles represent layer groups. To display all layers within the group, click on the triangle.



3. Layers are turned on when a check is displayed in the layer’s corresponding box. To turn a layer on/off, click on the check box with your mouse.

## 6. Printing Maps

To print a map (note this function only prints to an Adobe PDF format):

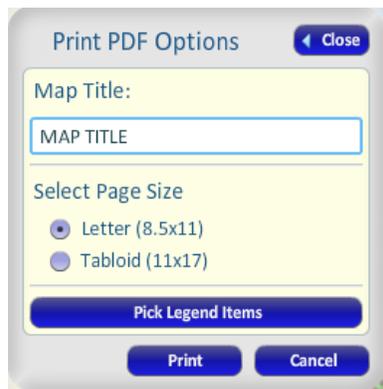
- Pan to the area of the map you want to print
- Zoom in/out to the desired extent
- Turn on/off the layers you want displayed/don't want displayed.
- Click on the Print Map button on the "Map Tools" window

To Print a Map:

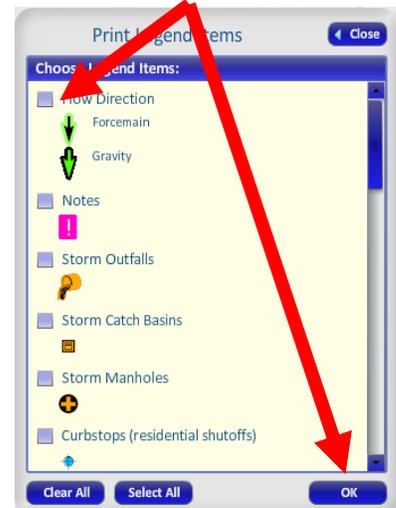
1. Click Print Map Button



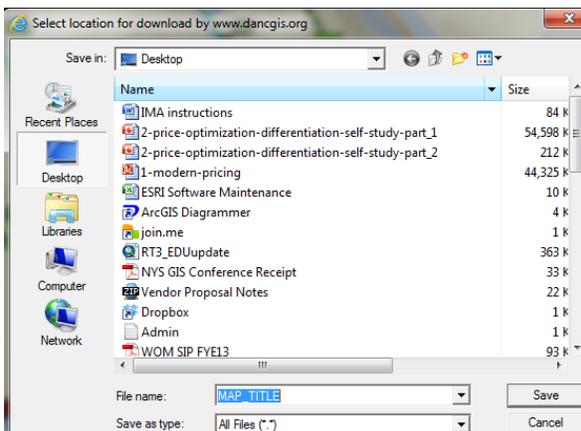
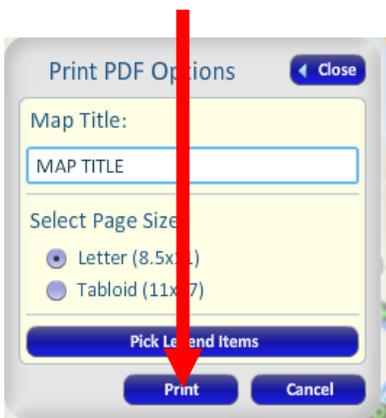
2. Enter a title, choose size, click on legend items if you want a legend (optional)



3. (Optional) to add legend items, check the box next to the items you want. Click OK to return to print map window.



4. Click "Print Button"



5. Choose where you want to save the map and **ADD THE .PDF EXTENSION ON TO THE END OF YOUR MAP NAME.** In this example, the map would be saved as **MAP\_TITLE.PDF**

These steps will save a PDF of your map to your computer. To open the map, navigate to the saved document and open in Adobe Reader. If you don't have Adobe Reader, you can download for free from <http://get.adobe.com/reader/>.