How to do a Property Search

A Self-Tutorial
1. Navigate to the GIS Mapping Services page.

2. The mapping services page comes up.
3. Initiate the Property Information application, by double-clicking on either the header or the thumbnail image.

![Property Information](image)

This site provides property information such as property address, land value and land use. It also gives the ability to search for a particular parcel and zoom to that parcel on the map.

4. Accept the disclaimer and conditions of use, by clicking “I Agree.”
5. This brings up the Property Information main display.

6. (Optionally) Maximize the display by
   
   (a) highlighting the maximize button (□) in the Internet Explorer toolbar

   (b) highlighting the address field and hitting the Enter (←) key on the keyboard
7. This causes the display to default to the entire screen area:

**Property Search**

8. A property search can be performed in one of three ways:

- By Parcel Number (APN)
- By Address
Parcel Number (APN) Search

9. Enter a complete parcel number. (Incomplete numbers will not yield any results.)

Parcel No. (APN): 538181017

10. Click on the property of interest from the returned set of records.

11. This brings up the property in the map area (right-hand panel) together with relevant attribute information (bottom left-hand panel).
**Address Search**

12. Enter as complete an address as possible, separating the number from the name parts (Do not enter street direction – N, S, E, W – or street suffix, e.g., St, Ave, Blvd)

<table>
<thead>
<tr>
<th>House No.</th>
<th>Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>227</td>
<td>2nd</td>
</tr>
</tbody>
</table>

The search engine will also support partial information searches (e.g., street name but no number).

13. Click on the property of interest from the returned set of records. If more than one record is returned, scroll down to the appropriate one and click.

2 record(s) found.
Click on ID hyperlink to zoom to map.

<table>
<thead>
<tr>
<th>GIS ID</th>
<th>APN</th>
<th>Address</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>135565</td>
<td>536181017</td>
<td>227 2nd ST</td>
<td>GREEN GERTRUDE D LEVELS</td>
</tr>
<tr>
<td>136151</td>
<td>550071000</td>
<td>227 2nd ST</td>
<td>GARCIA MIGUEL &amp; GUADALUPE</td>
</tr>
</tbody>
</table>

14. This brings up the property in the map area (right-hand panel) together with relevant attribute information (bottom left-hand panel).
Printing

There are two printing options off the display:

Internet Explorer (IE) Option

1. Click on the File drop-down in the IE toolbar and select the Print Preview… option.

2. This brings up the Print Preview screen.
3. Click on the *Print* button, to bring up the Print dialog tool. Modify the print setup, as appropriate, and then execute the print.

![Print dialog tool](image)

**Screen Capture Option**

1. Click on the *Print Scrn* key, on the keyboard. This captures the current display as an image.

2. Open a Microsoft application (e.g., Word document).
3. Paste (Ctrl-V) the image into the document.

4. Click on the File drop-down in the toolbar and select the *Print...* option.

5. Modify the print setup, as appropriate, and then execute the print.

**Note:** The screen capture option can also be performed through a custom screen capturing tool.
The tool kit can be used, at any point, in interaction with the map. It includes:

**Toggle Location Map**

The Toggle Location Map tool allows you to toggle the location map on and off. When toggled on, the location map appears in the upper left hand corner of the display. The location map shows where the current displayed location is with respect to the overall extent of the map. You can also reposition the view by clicking in the location map.

**Zoom In**

The Zoom In tool allows you to zoom in to an area smaller than the area currently visible on the screen. There are two ways to zoom in. Click the Zoom In icon and either:

1. Left-click, press down, and drag a box around the zoom area.
2. Left-click once on the map where you want to zoom in.

**Zoom Out**

The Zoom Out tool allows you to zoom out to an area larger than what is currently visible on the screen. There are two ways to zoom out. Click the Zoom Out icon and either:

1. Left-click, press down, and drag a box around the zoom out area.
2. Left-click once on the map where you want to zoom out.

**NOTE:** Unlike the Zoom In tool, the zoom-out factor is inversely proportional to the size of the box you draw. This means the smaller the box you draw, the more you zoom out.

**Zoom to Full Extent**

The Zoom to Full Extent tool allows you to reset the view of the map to the full extent. Clicking on the icon initiates the operation.

**Zoom to Last Extent**

The Zoom to Last Extent tool allows you to return to the map's previous view. Clicking on the icon initiates the operation.

**Pan**

The Pan tool allows you to re-center the map without zooming in or out. To pan, click the Pan icon and the cursor will change to a hand. With the hand, left-click and drag the map in any direction. When you let go of the mouse button, the map will redraw.

**Identify**

The Identify tool allows you to display the attribute information for a feature of interest. Click on a given feature and the information will display in the left-hand panel.