

# GeoSync 3.2.56 Map Annotation and Printing Instructions

Revised March 22, 2006

## Section 1: Prepare your Data for Printing

To print property maps from GeoSync, the first step is to check for the appropriate fields in your parcel layer such as:

MUID.....This field should be in all editable layers. This is an abbreviation for MapSync Unique IDentifying number.

Parcel\_ID.....This field should contain the entire parcel number  
Example.....001-20-03-004.00

Map#.....This field should contain only the map number(&block)  
Example.....001-20, or if no block 001

Block.....This field should contain only the block number without  
The unnecessary zeros  
Example.....3

Parcel.....This field should contain only the parcel number without  
the unnecessary zeros  
Example 1....4  
Example 2....4.05 (parcel split)

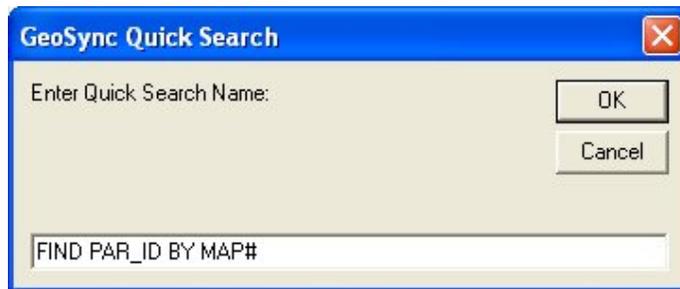
If these fields are not included in the parcel layer, they must be created. So please create them or contact Mike Tackett, Patti Hall, or Patti Royster for assistance in creating these fields. This must be completed before going to the next step.

The next step is to move the fields above from the parcel layer to a Par\_ID layer (If Par\_ID layer exist, DO NOT recreate!!!). If the layer does not exist, the Par\_ID layer can be created in ArcView 3 using the X-Tools. After clicking on X-Tools in the ArcView menu, click on the Create Point from Polygon from the drop down menu. If you need help creating the Par\_ID layer, please contact Mike Tackett, Patti Hall, or Patti Royster for assistance.

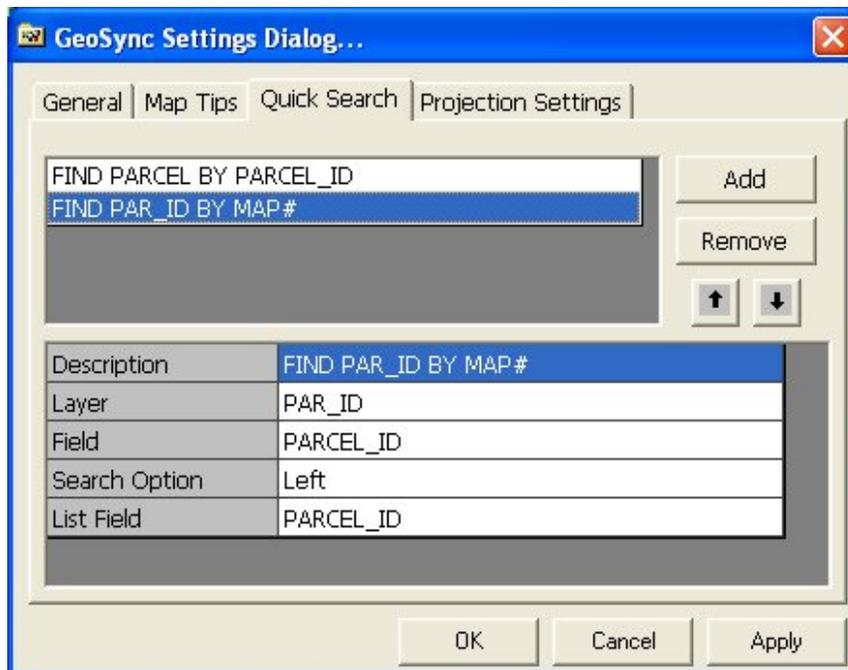
After these layers & fields are created, double click the GeoSync icon. After typing in the password, choose the CountyNamePVA\_Edit.mdb project. No one else should be in the EDIT PROJECT, remember only one person in EDIT at a time.

The next step is to setup a Quick Search for the PAR\_ID searches. This will be an important search tool for labeling parcel on maps.

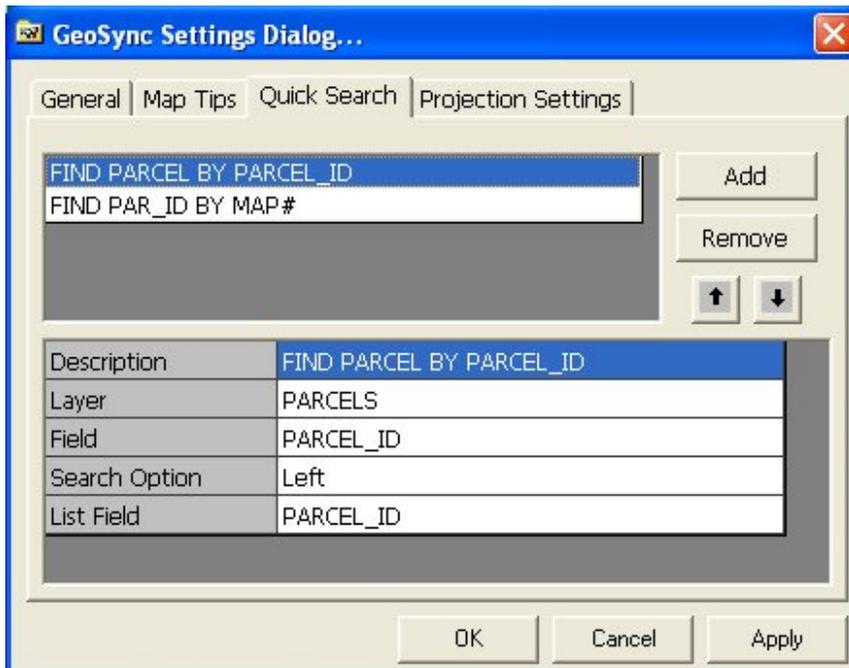
To set this up, click on FILE in the top left corner of the GeoSync screen & choose SETTINGS. This will prompt the box below. Click the ADD button & name the search button in the new window & click OK. Now type in what you see below.



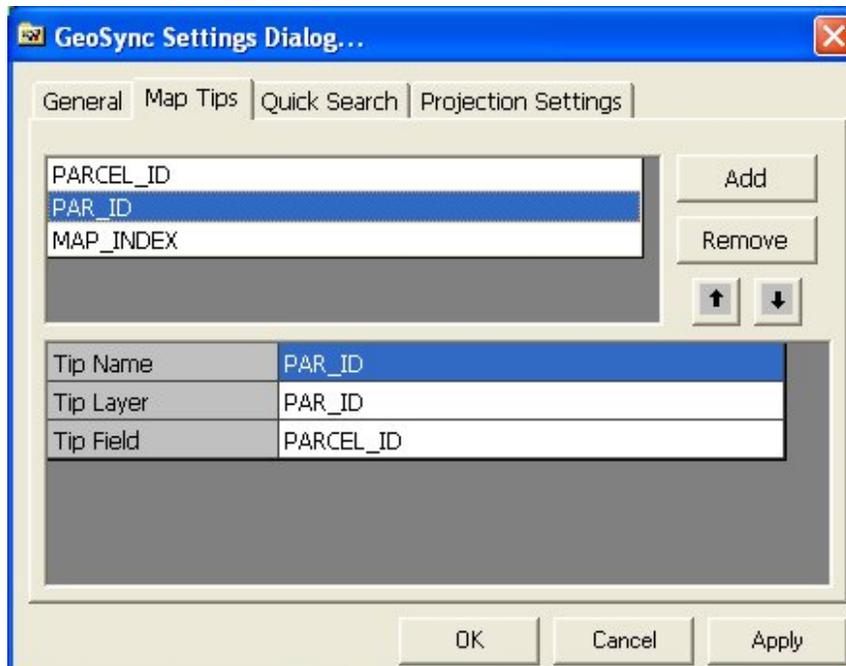
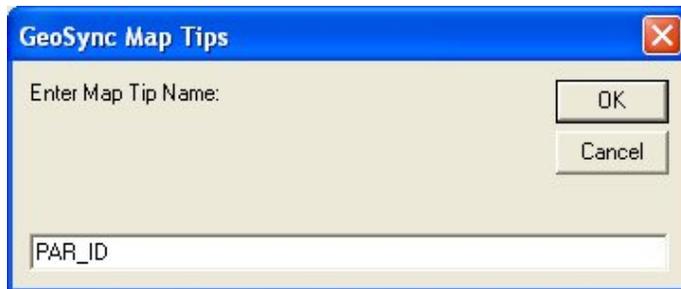
These are screen captions from GeoSync of the Quick Search Setup.



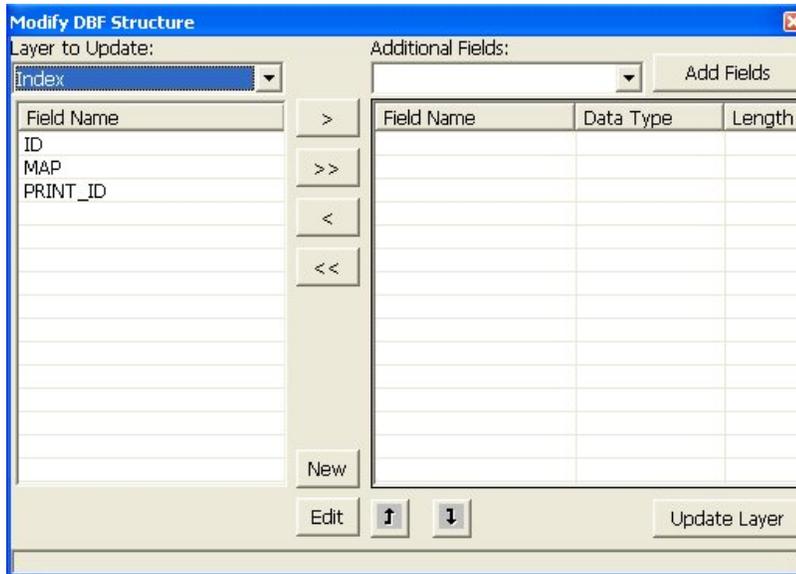
Next, setup a Quick Search for the parcel layer if not already created. This will be used to highlight parcels before printing the map.



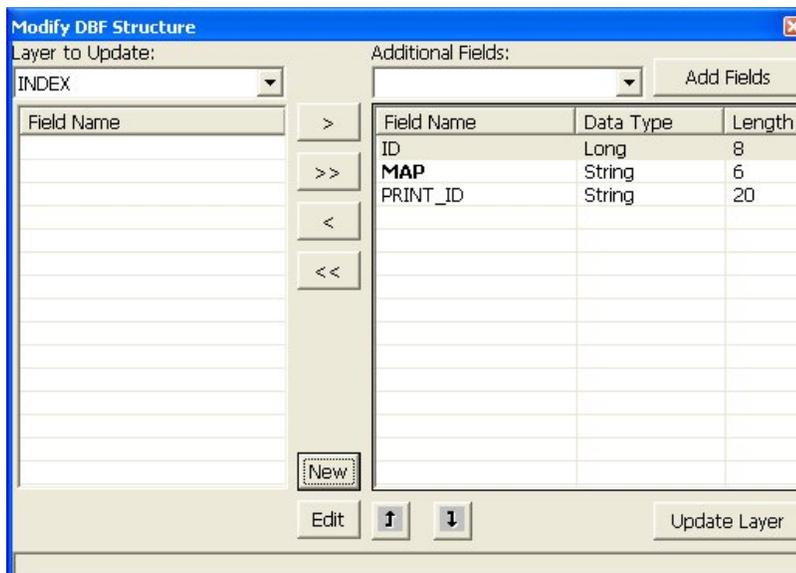
Next, setup Map Tips for the same two layers & for your index. This will help check if a number was missed in labeling.



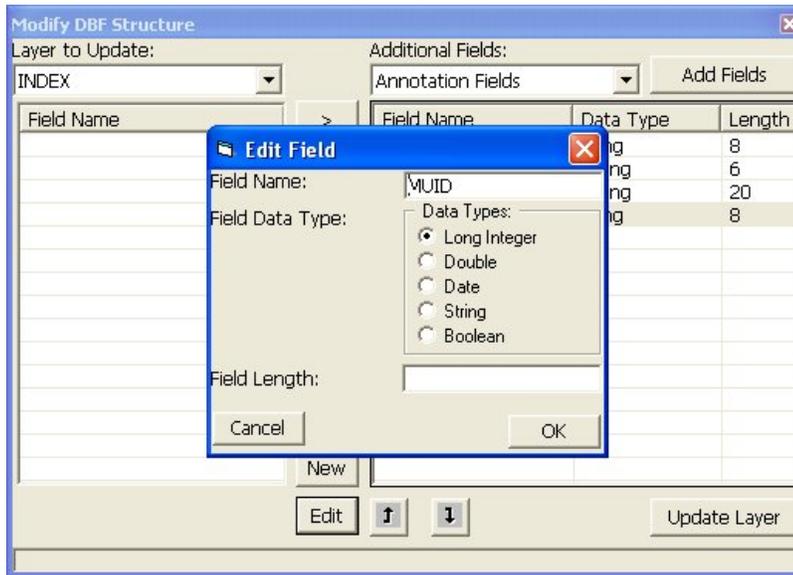
The next step is to set the Map Index up as a guide. To do this, click on Tools in the Menu, then choose Modify DBF Structure. The Modify DBF Structure box below should popup with the Layer to Update field empty. To fill this field, click on the drop down arrow to the right & choose Index (or the name of your county Index). This will populate the Field Name column on the left side.



Next, click the double arrow to the right (>>), this will move all the data from the right column to the left column. The right side column shows the current attribute fields for the Index layer & the left side shows the current fields & any being added. Note: If any field needs to be removed, click on field & click the left arrow button (<).



GeoSync allows users to add field names &/or edit field names & properties. To add a MUID field, click the NEW button. Next, type the name in the Field Name space. Then click on what type of data field to add. For MUID, it is Long Integer.



Here are what the data type mean:

Long Integer.....This is a number field that is round to have no decimal.

Double.....This is a number field that allows decimal places.

Date..... Date Field

String.....This is a combo field, it allows numbers, characters, & symbols.

Boolean.....Call MapSync, unknown

Most county's index will not contain a PRINT\_ID, so one will need created. Click the NEW button, this will bring up a new box, name the field PRINT\_ID, it will be a String field, & the number of characters should be 20.

After creating these new fields, click the Update button. This saves the changes to the database fields. Once a blue line crosses the bottom of the Modify Structure box, the save is complete. Click the X button in the top right of the Modify Structure box.

The next step is to ID each map (or Square) in the Index layer with the Identify tool and type in the appropriate description until you have identified each index record. There are only 4 choices to type into the index squares. These choices are:

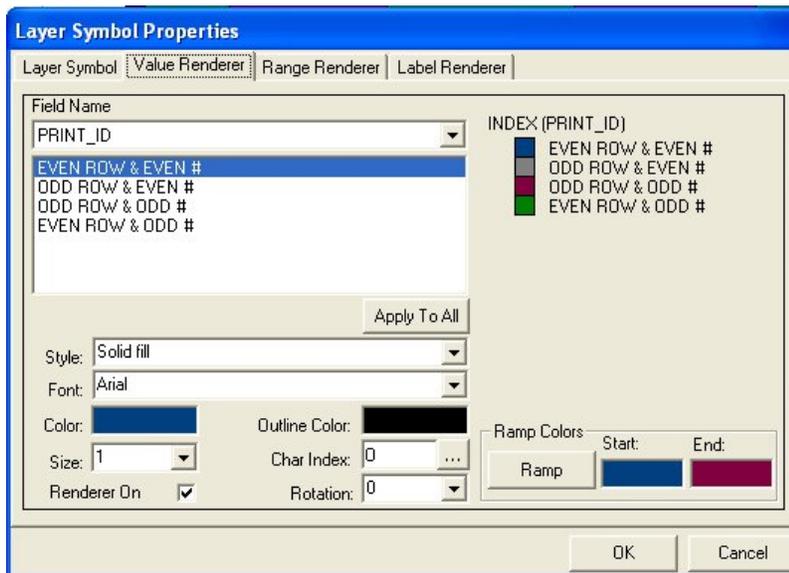
- ODDROW&ODD#
- ODDROW&EVEN#
- EVENROW&ODD#
- EVENROW&EVEN#

Be sure to click SAVE after typing each Print\_ID name.

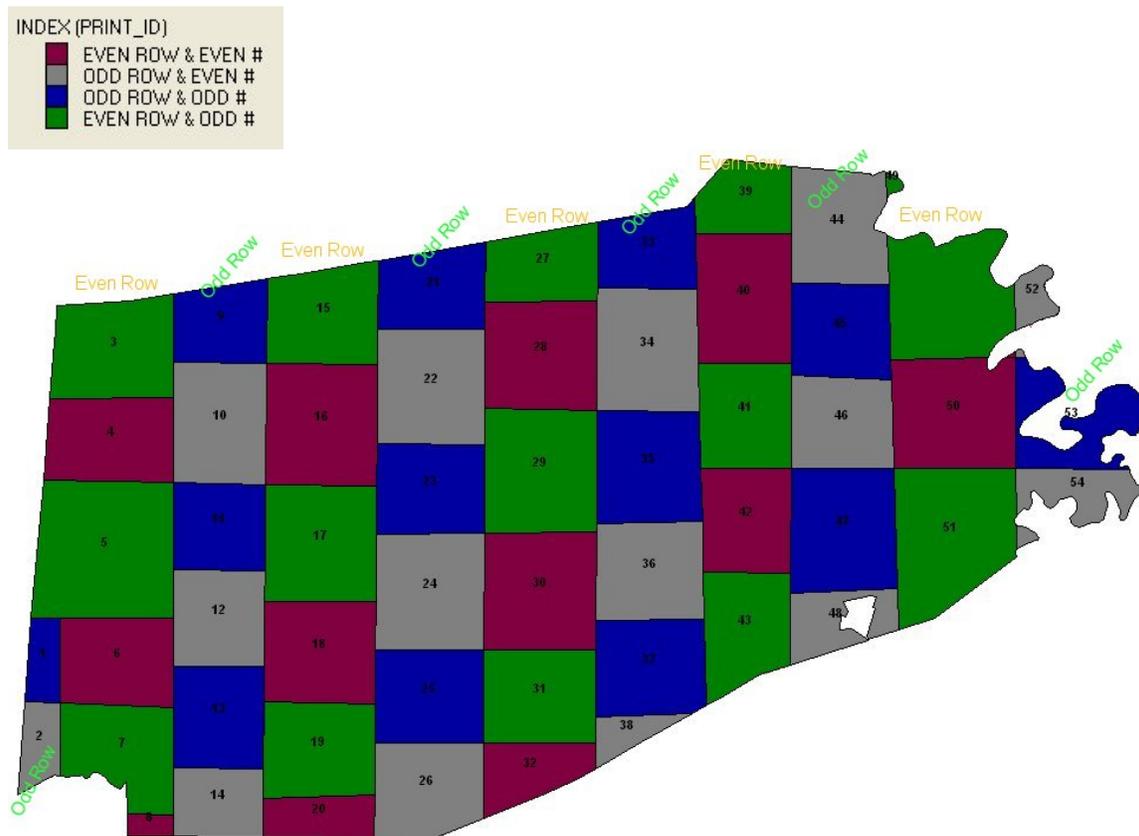
To make sure all Print\_ID fields are labeled, right mouse click anywhere in the viewing area. Next, move mouse over the Select option from the menu & then click Select All. Next, click the View-Select button, this will open a spread sheet showing all fields from the Index layer. After checking, close the selection report box.

Feature#	ID	MAP	annofield
1	0	15	EVENROW&ODD#
2	0	13	EVENROW&ODD#
3	0	14	EVENROW&EVEN#
4	0	8	ODDROW&EVEN#
5	0	6	ODDROW&EVEN#
6	0	7	ODDROW&ODD#
7	0	4	EVENROW&EVEN#
8	0	3	EVENROW&ODD#
9	0	1	ODDROW&ODD#
10	0	2	ODDROW&EVEN#
11	0	5	ODDROW&ODD#
12	0	18	ODDROW&EVEN#
13	0	12	EVENROW&EVEN#
14	0	11	EVENROW&ODD#
15	0	28	EVENROW&EVEN#
16	0	27	EVENROW&ODD#
17	0	19	ODDROW&ODD#
18	0	21	ODDROW&ODD#
19	0	23	ODDROW&ODD#
20	0	22	ODDROW&EVEN#
21	0	29	EVENROW&ODD#
22	0	31	EVENROW&ODD#
23	0	30	EVENROW&EVEN#
24	0	37	ODDROW&ODD#
25	0	36	ODDROW&EVEN#
26	0	43	EVENROW&ODD#
27	0	45	EVENROW&ODD#
28	0	44	EVENROW&EVEN#
29	0	33	EVENROW&ODD#
30	0	32	EVENROW&EVEN#
31	0	24	ODDROW&EVEN#
32	0	25	ODDROW&ODD#

When checking the Print\_ID fields are complete, double click on the index in layer. Next, click the Value Renderer tab & choose the field name Print\_ID from the drop down box. This will show each map a different color in the index. To make the index easy to check for mistakes, the Print\_ID colors should be as below. To change colors on each field, click on each description (Example: EVENROW&ODD#) & then choose the style as solid fill. Then double click on Color box (NOT the Outline Color box) to bring up the color palette & choose a appropriate color. Continue this for each description.



This should create a map as shown on the next page. .



This Map above shows the odd & even rolls of a PVA map index. Odd & even numbers follow the map number listed on each map square.

## Section 2: Start Labeling Par\_IDs & Parcels

To get started placing labels, click on the Par\_ID layer to make current layer. Next, click on Edit in the Menu & from the drop down list, choose Edit Annotation. This will open the Edit Annotation Box, please repeat the following instructions until complete.

Go to #1 in anno\_ID and click, then click the Create Button at bottom of GeoSync Annotation Box

Click in Description Field type EvenRow&Odd#

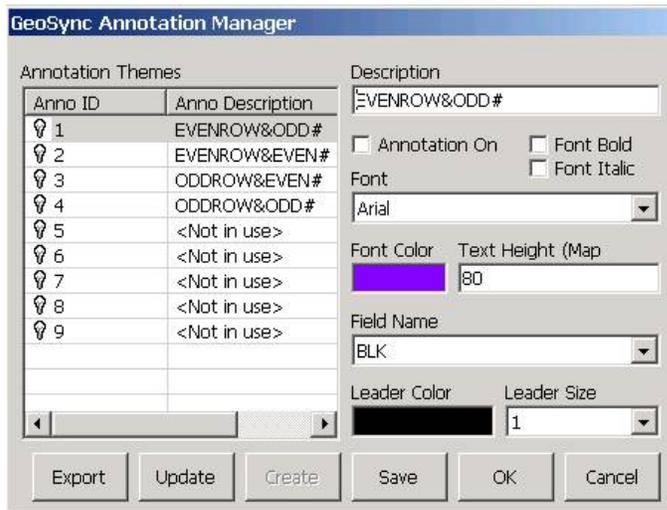
1. Click the check box beside Annotation on  
(only if your going to print this map w/#)
2. Set font type (Arial)
3. Set font color to your choice
4. Set text height to 80
5. Choose the field name: Parcel *prcl*(what ever you have the field named)
6. Set leader color to your choice
7. Set leader size to 3

**Be sure and SAVE your work!**

- Click in Anno ID #2 Field & Name EvenRow&Even#
- Click in Anno ID #3 Field & Name OddRow&Even#
- Click in Anno ID #4 Field & Name OddRow&Odd#
- **Repeat the 7 steps for each Annotation field**

Make sure to save by clicking the **SAVE** button after completing each Annotation Field.

- Click in Anno ID #5 Field & Name EvenRow&Odd#200
- Click in Anno ID #6 Field & Name EvenRow&Even#200
- Click in Anno ID #7 Field & Name OddRow&Even#200
- Click in Anno ID #8 Field & Name OddRow&Odd#200



For Blow-ups-Make Parcels your current layer-edit edit annotations

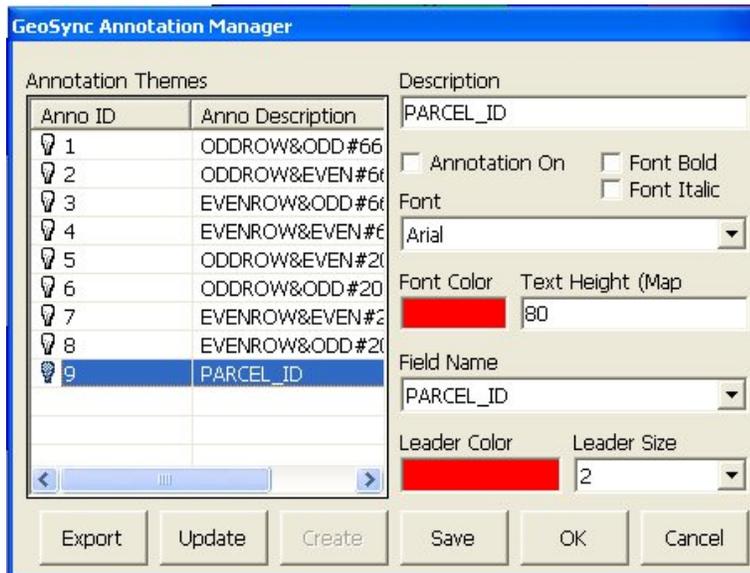
Click in Description Field type EvenRow&Odd#

1. Click the check box beside Annotation on (only if your going to print this map w/#)
2. Set font type (Arial)
3. Set font color to your choice
4. Set text height to 40
5. Choose the field name: Parcel *prcl*(what ever you have the field named)
6. Set leader color to your choice
7. Set leader size to 3

**Be sure and SAVE your work!**

- Click in Anno ID #2 Field & Name EvenRow&Even#
- Click in Anno ID #3 Field & Name OddRow&Even#
- Click in Anno ID #4 Field & Name OddRow&Odd#
- Repeat the 7 steps for each Annotation field

When complete, the GeoSync Annotation Manager should have eight annotation fields. The ninth annotation field should be named Parcel\_ID. It should be setup to use only for parcels that cross over from other maps. Parcels from another map should occupy 20% or more of the map being printed. This parcel ID number should be deleted once the map has printed.



Using quick search Select map # to Print (Par\_ID)

- Go to Edit, the Edit Annotation

When ready to print, refer to New GIS County Index Grid and check Annotation on box for desired map, the click OK at bottom.

Click Auto label button, this brings up Auto Label Box

- Check the Select feature only box
- Click the Auto label button
- Close once complete

In Quick search, drop down to print parcel, use same map number, this will give you the parcel lines.

Zoom in and move or rotate any number that need better fitting, use the leader tool when numbers will not fit in parcel area.

- Please check labeling at a 400 scale or less.

To move numbers, use the Select feature tool to select parcel number, then use the Move Feature Tool or the Align Tool to adjust the number to desired location.

When completed, click Edit and Stop Editing.

Click SAVE in Save Edit Box, then OK in the next box then Close & SAVE in the Edit Box.

Once these are set up you just need to turn on appropriate annotation to number your maps.

If you want to change the sizes of numbers you can do so in the annotation edit portion then tell to update, colors can be changed here also.

To Print a map:

Do quick search on find parcel by Parcel \_ID (this selects all parcel on desired map)

NOTE: Make sure all parcels are visible in Viewing Area before Next Step!!!

Click view, choose Layout View to enter Print Mode.

- Click Modify and choose printer by click Printer Button in bottom right.
- Select paper size to Custom Size 24 x 27 inch
- Now Set margins at right, left, and top at .20/set bottom at .5 then click OK.
- Then click ok in Layout Setup Box.

Now set Zoom factor to 25 or 50% (which ever fits to your screen)

Next set scale to 400

Go to Edit, chose Load Templates

- Go to the Title Black Templates and choose countyname\_PVAMap.glt then click OK (Example Boyle\_PVAMap.glt)

Go back to Edit, choose Edit Layout

Check Tex0014	Scale = _____
Tex0015	Print Date _____
Tex0016	Map Number _____

To Edit, click Edit Selection.

To Stop editing, click Apply and Exit.

To Exit from this box, click on the X Box.

To Print, click the Print button in top left.

To Exit layout, click File, and choose Close Layout.

Once printed, click View, choose Stored Views – Save Stored View....