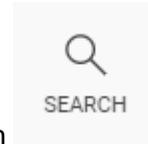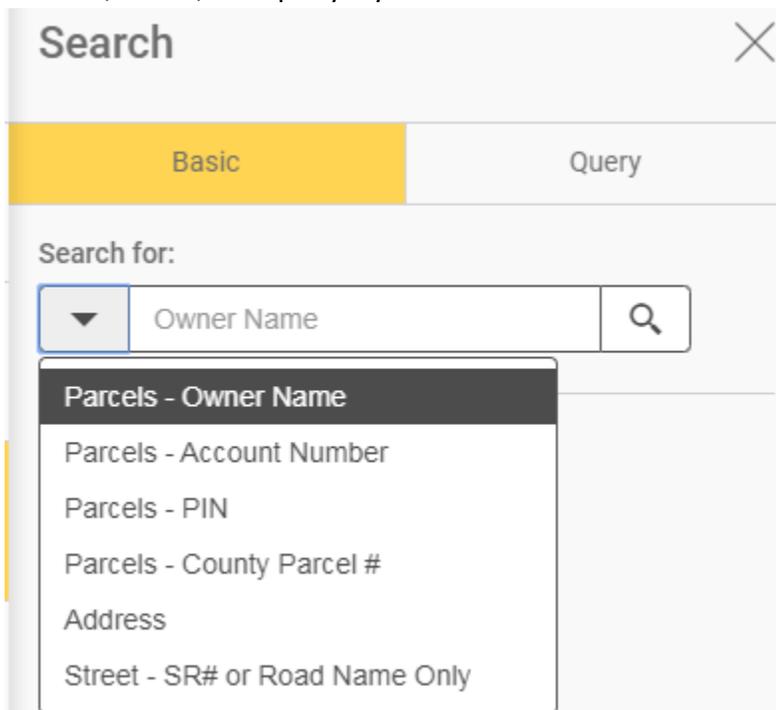# ROKMaps FAQ's

Searching

1. How can I search? You can search the map by using the search button on the left toolbar.

2. What are my search options? The search button in the toolbar lets you search by parcel, address, street, and query layer.

- The whole address does not need to be entered to search. The street name should start to fill-in after entering the first few letters.

Map Layers

1. How do I turn on/off different map layers? The map layers button is located on the left
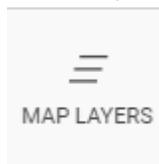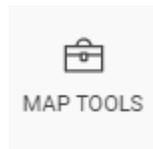

   toolbar.

Commonly used map layers include North Carolina Aerials, Planimetrics (located under Facilities), School Zones, Voting Precincts and Zipcode Areas. The layer is currently on the map if there is a check in the checkbox.

- For aerial images, the small slider can be moved left and right to change the transparency of the image. If the aerials do not display when moving the slider, you can press the Basemap button and switch to the Imagery Basemap.
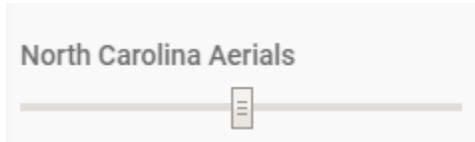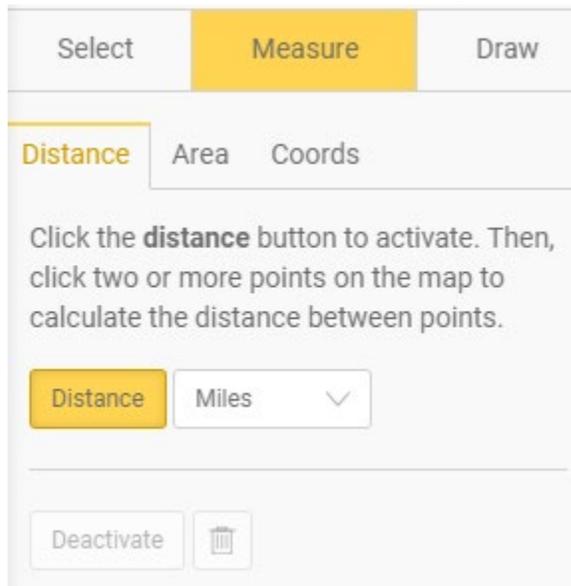

Map Tools

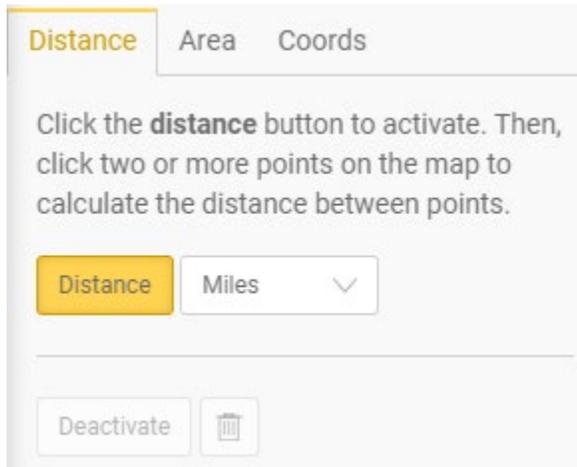1. Where are map tools located? Map tools can be found by clicking on Map Tools on the
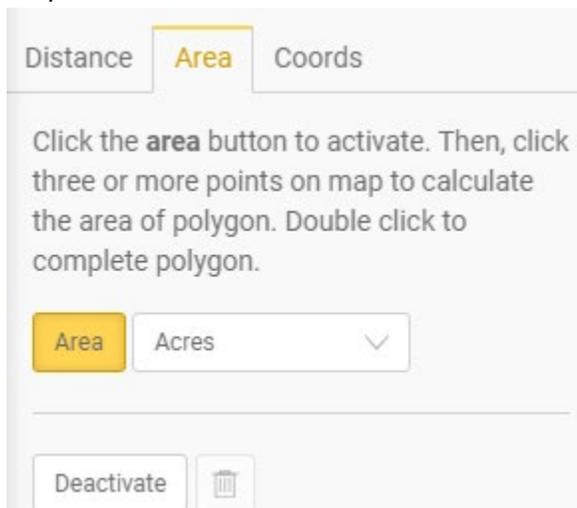

left toolbar.

2. You can use the Measure option to calculate distance and area. Click on the dropdown box next to distance or area to set your calculation method.

When measuring distance, click on the distance button (beside the distance units) and select two or more input points on the map.

Distance | Area | Coords

Click the **distance** button to activate. Then, click two or more points on the map to calculate the distance between points.

Distance | Miles ⌄

Deactivate | 🗑

When measuring area, click on the area button (beside the word "Acres") and select three or more input points. "label map" adds your custom area and calculation to the map.

Distance | Area | Coords

Click the **area** button to activate. Then, click three or more points on map to calculate the area of polygon. Double click to complete polygon.

Area | Acres ⌄

Deactivate | 🗑

3. The Draw option can be used to enter points, lines, shapes, or text. Fill type can be adjusted for better viewing.
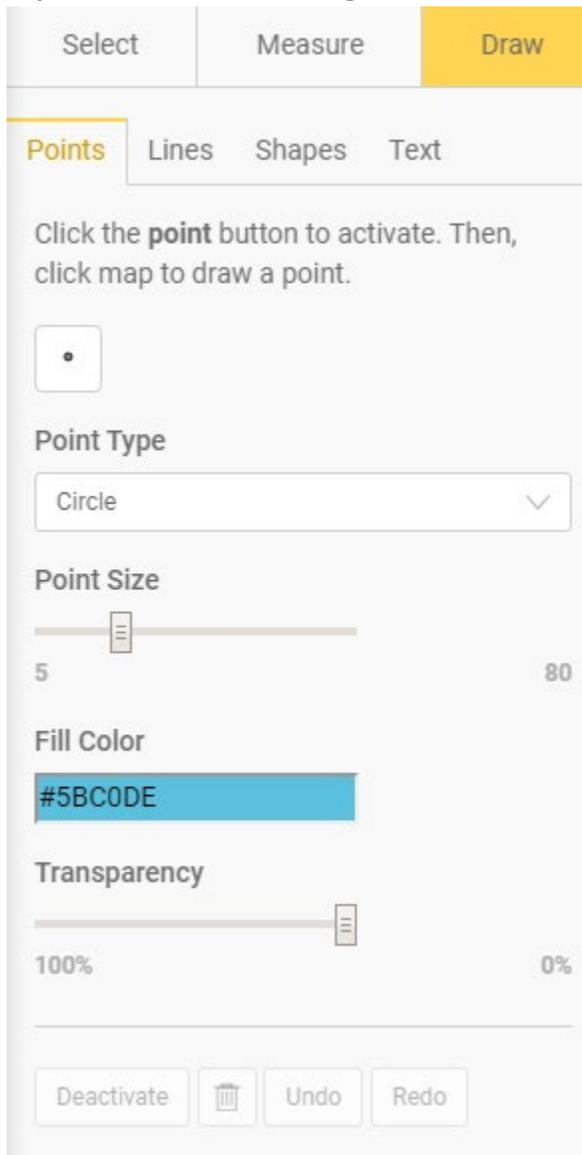
The text option can be used to add text to the map. Enter your text and click on a point in the map. Text color, font and size can be adjusted.

Points   Lines   Shapes   **Text**

Enter desired text. Click the **add text to map** button to activate. Then click desired text placement location on map.

Text

[   ]

Text Color #444444

Font

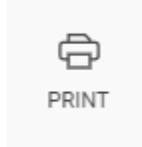Verdana ⌄

Font Weight

Normal ⌄

Font Size

8 ⌄

Add Text to Map

Deactivate   🗑   Undo   Redo

Printing

1. How can I print my map results? The print button is located on the left toolbar.

🖶
PRINT

2. You have the option to name your map, change the file type, and choose the print layout.

Parcel Information

1. How can I find parcel information? Make sure Parcels in selected in the drop-down box near the top of the page. Click the "Select by Point" button and select a parcel on the map.

   Parcel information should show at the bottom of the screen.

2. How can I find parcel information on multiple parcels? Make sure Parcels in selected in the drop-down box near the top of the page. Click the "Select by Extent" button and use your mouse to draw a square to select multiple parcels.

   Parcel information should show at the bottom of the screen.

Map Results

Map results will be found at the bottom of the page.

"Zoom to All" [icon] can be used to show all results on the map.

"Add To/Remove From Selection" [icon] can be used to add or remove search results.

"Buffer" [icon] can be used to find parcels within a set number of feet from the search results.

Buffer Feature   ✕

Buffer Distance: [____] feet
Would you like to select features from a layer that intersects the new buffer?

Select Layer   ⌄

Create Buffer   Clear Buffer

"Export to Excel" [icon] can be used to create a report on your search results.

"Export Mailing Labels" [icon] can be used to create address labels for search results.

Helpful Hints

"Clear Selections" [icon] can be used to clear all map selections

"Geolocate" [icon] can be used to map your location if you are using a mobile device.

"Street View" [icon] can be added anywhere on the map to show the street view.