How to Create an Aerial Photo Exhibit Using MapGuide

Step 1: Viewing MapGuide. Type the following address into your web browser, http://gis.pima.gov/maps/mapguide/. Select the “Main MapGuide Map” link, which will direct you to MapGuide. If this is the first time you are using MapGuide, you will need to download and install MapGuide Viewer software on your computer. A window will pop-up, providing instruction about how to download and install the software.

Step 2: Locating the parcel. There are two options for locating a parcel in MapGuide. Option A – Enter the property address number into the “Adr Num” block located at the top of the page. A pull-down menu labeled “Zoom Goto” will appear with a list of properties. Scroll to the correct property address, select the address, then select “ok” (Figure 1).

![Locating a parcel in MapGuide — Option A](image)

Figure 1. Locating a parcel in MapGuide — Option A

Option B – Select the “Zoom Goto” icon from the toolbar (Figure 2). From the “Category” pull-down menu, select either “Parcel Code (9 characters. No dashes)” or “Street Address (e.g. 201 N STONE)” to navigate to the parcel. Type the parcel tax code (with no hyphens) or street address number, as applicable, in the “Location”
field. Ensure the “Zoom to width” field selected is set to a reasonable scale (0.25 to 0.50 miles) to locate the parcel. Select “ok”. MapGuide will zoom into the selected parcel.

Figure 2. Locating a parcel in MapGuide – Option B

**Step 3: Selecting GIS layers.** Select appropriate GIS layers from the legend shown to the left of the window (Figure 3). To create a Riparian Habitat Mitigation Plan exhibit, ensure the following layers are selected:

- Streets – Streets – All-Names
- Topography – PAG Orthophotos (select most recent topography with the smallest contour intervals, if available)
- Parcels – Parcels-Pima. (The parcel boundaries shown in MapGuide are not always accurate due to cartographic stretching. If parcel boundaries are shown incorrectly, do not use this layer. Field verify the location of survey pins on the property and mark the location of the pins on the aerial photograph. This may require using landmarks on your property that can also be seen on the aerial photograph as a reference point for measurement. Use pin locations to correctly draw the parcel boundaries on the exhibit)
- Riparian Habitat-IRA underlying Classifications
- Riparian Habitat-Pima County Ord. 2005-FC2, Effective 10/20/2005
- Imagery (select the most recent imagery available)
Step 4: Scaling the exhibit. Center the parcel in the MapGuide window and select a standard engineering scale (e.g., 1:600 is 1”=50’, 1:1,200 is 1”=100’, 1:2,400 is 1”=200’, etc.). Selecting a standard engineering scale requires that the user adjust two settings in MapGuide. To adjust the first setting, right click and select “Zoom Scale”. Type an appropriate scale in the “New scale” field. To determine what scale is appropriate, using the current scale (located in the lower right hand corner of the MapGuide window) as a guide, select the smallest engineering scale that still allows for the entire parcel to be seen on the screen (Figure 3). Standard engineering scales include: 1”=20’ (1:240), 1”=30’ (1:360), 1”=40’ (1:480), 1”=50’ (1:600), 1”=60’ (1:720), 1”=100’ (1:1,200), or multiples of 100 up to 1”=600’. For large properties, 1”=1,000’ (1:12,000) or greater may be used, but a more detailed drawing of the area of work may be required.

![MapGuide window with Zoom Scale dialog box](image1)

Select appropriate GIS layers from the legend

Type scale in the “New scale” field

Select “ok”

Location of current scale

Figure 3. Scaling the exhibit using the “Zoom Scale” function

Once the scale is changed, verify the parcel in question is still centered in the window and the entire parcel is viewable. Next, adjust the second setting by right clicking again; select “Page Setup”. Check the “Scale bar”, “North arrow”, and “Specify scale” field boxes and type the correct scale into the text box, which should be the same as the scale provided under the “Zoom Scale” setting (Figures 4 and 5).
Figure 4. Scaling the exhibit using the “Page Setup” function

Select “Scale bar” and “North arrow”

Select “Specify scale” and enter correct scale in the text box

Select “ok”
Figure 5. MapGuide window after appropriate layers have been selected and photo is properly scaled.

**Step 5: Printing the exhibit.** To print the exhibit, make sure that your parcel is not highlighted and right click your mouse within the map window. Select “Print Current View”. (If your parcel is highlighted, right-click within the map window and select “Clear Selected Objects.”) Select appropriate printer properties so that the entire parcel will fit onto one sheet of paper. The District prefers that exhibits be printed on 11” x 17” or larger paper. Larger paper allows the use of larger scales (smaller ratios) that may not fit on your computer monitor. For example, when printing on 8.5” X 11” paper, a scale of 1” = 100’ (1:1,200) may be required to fit the entire parcel on the page, but a scale of 1” = 60’ (1:720) could be used on 11” X 17” paper, making the printed image almost twice as large and making it easier to view and annotate (Figure 6).

Please note that the print function from your web browser will not work to print the map. Printing must be done by right-clicking within the map window.
Figure 6. Final printed product from MapGuide. Additional information, as noted on the Riparian Habitat Mitigation Plan Checklist, will be added to the exhibit prior to submittal.

If you encounter problems while using MapGuide, the following webpage, http://gis.pima.gov/mapguide/, offers tips about how to use the software.