Indiana Historic Buildings, Bridges, And Cemeteries Map
IHBBC Map

PUBLIC'S USER GUIDE

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Indiana Historic Buildings, Bridges, And Cemeteries Map

You can use the Indiana Historic Buildings, Bridges and Cemeteries Map (IHBBC) to search for the locations of cemeteries, historic structures (IHSSI County Survey), historic bridges, and sites listed in the National Register of Historic Places. Many GIS programs will show you similar information, like the location of a cemetery near a community, but the unique piece to SHAARD GIS is that it will connect the user to the printable page found on the Division of Historic Preservation and Archaeology’s online database – State Historic Architecture and Archaeology Resource Database (SHAARD). This means from the map you can learn more information about the cemetery or historic structure. The following guide will help you best utilize the program in order to find the information in which you are searching.

To start the Indiana Historic Buildings, Bridges, and Cemeteries Map, go to http://www.in.gov/dnr/historic/4505.htm. This brings you to the home page of the IHBBC.

Map Updates for Returning Users:
- The layers will be combined into one layer and you may now select any point with any layer selected.
- Silverlight will no longer be used for SHAARD GIS and, as a result, will no longer be available to view.
- Users will be able to access shape files without asking DHPA staff to send desired files.

Search Tips:
- You can zoom to a certain area by holding the “shift” key and dragging your arrow over the map.
- There are four counties (Marion, Morgan, Hancock, and Johnson) that have yet to be entered into SHAARD, though they are mapped in the IHBBC map. This means that the IHSSI number is accurate, but there will be no further information on the site either on SHAARD or SHAARD GIS. These counties are to be resurveyed as soon as sufficient funds are made available to the DHPA office. Should you wish to view the IHSSI records for these counties, you may contact our office for a record check at DHPARecordscheck@dnr.IN.gov.
- You can limit your searches for sites by address. The address requires the entry of the street number, the street name, and the city/town. You cannot enter an incomplete address (Excluding the state and the zip code) in order to get sufficient results. When you do enter the address, SHAARD GIS will zoom to that address and will highlight the dot on the map corresponding to the result.
Opening the IHBBC Map:

The Indiana Historic Buildings, Bridges, and Cemeteries Map is supported and powered by Esri. You do not need to download any software in order to use this new map. Esri is available on any internet search engine and can be accessed at anytime. Keep in mind that the different search engines may present the map in different ways, so if the map and tools look slightly different than the screen shots used in the User Guide, do not be alarmed. This User Guide was created by accessing the map in Chrome. Once you follow the link to the Indiana Historic Buildings, Bridges, and Cemeteries Map, click the Map App (circled in red). This will take you to the map.
Viewing the Map:

The map as it first appears will contain a legend which will include a key for all the symbols that appear on the right hand side of the map. This key will also contain some information regarding responsibilities of SHAARD users and information concerning SHAARD updates.
Easy Access to SHAARD Resources:

1) This option is a link that will take the user directly to the SHAARD website page in a separate tab. This way, while searching for certain sites, the user will always have quick access to search a site in SHAARD. In the SHAARD database, users will have access to the pdfs and additional photos on a given site available in the database.

   **As a reminder, you do NOT need to sign into SHAARD to look at any sites that are available on the Indiana Historic Buildings, Bridges, and Cemeteries Map. Simply enter as a Guest and happy searching!**

2) This option is a link that will take the user directly to the Division of Historic Preservation and Archaeology (DHPA) homepage in a separate tab. This allows the user to travel quickly to this page and other DHPA resources.

3) This option is a quick link that will take the user directly to this User Guide as a pdf which appears in a separate tab.

4) This option is a quick link that will take the user directly to the DNR website in a separate tab. This allows the user to gain quick access to other DNR resources.
Moving Around the Map:

1) This tool in the left hand corner will allow the user to zoom in and out of the map. You can also zoom in and out by using the roller on your mouse. *Tip: when first conducting a search, no sites will appear until the user zooms in. Be patient and allow the sites to load once zoomed in.

2) This tool will take the user back to the first setting of the map. If the user is zoomed in, this will zoom the user back to the original setting.

3) This tool will offer the user the opportunity to share their location with the IHBBC map. Sharing the location with indr.maps.arcgis.com allows the application to determine the general location of whatever device is being used. However, once you decline to share your location, the button will not offer the user a chance to share their location again.

4) This tool will allow the user to go back to the previous extent. The first arrow will act as a backspace button and the second will act as a forward button.
Tracking the Map’s Extent:

The little white arrow located at the bottom right hand corner of the screen will open a little box that will allow the user to see the map’s extent within a larger view of the map (as seen in the image below).

1) This symbol will expand the map as it appears in the box to the full screen.

2) Clicking on the arrow again will shrink the box back down.
Reading the Coordinates by Point:

1) By clicking on this symbol, you can choose a point and read the degrees of longitude and longitude.

2) This corner will also show a map scale that refers to the relationship between distance on the map and the corresponding distance on the ground. In this example, there is a 2 mile distance. However, as you scroll in or out of the map, this distance will change.

1) Once you click this symbol, it will turn blue and you may select your point.
2) Once you select your point, click anywhere on the map and this point will appear.

3) The degrees shown in this box will then reflect the coordinates chosen on the pin.

**Getting the Map the Way You Want It:**

1) This tool allows the user to view the information box that as it appears when you first open the map. By clicking on this tool, you may open and close the Legend at any point during your search.

2) This tool allows the user to print a map once you’ve got it the way you need it. You may print a map as a pdf among other options. *This process will be further explained on page: Page #*

3) This tool allows the user to select the map desired for the search. There are nine different maps the user can choose to view. The options are Dark Grey Canvas, Imagery, Imagery with Labels, Light Grey Canvas, Streets, Terrain with Labels, Topographic, USA Topo Maps, and USGS National Map. Note that if you zoom in too close to the map, the selected map will disappear. *This option will be further explored on the following page.*

4) This tool allows the user to select the layers you wish to view during your search. *These instructions will be further explained on the following page: page number.*
Basemap Gallery:

These are the options that come up for the map type. You can select any of these maps according to your preference. Just note that if you zoom in too close to the map, some of the maps will disappear. If you zoom back out, the map details will reappear.
Navigating the Layers:

1) By clicking on this box, you can display the boundaries of the counties as well as remove them from the map. This layer will be displayed at the beginning of every search.

2) By clicking on this box, you can display all the historic cemeteries on the map as well as remove them. This layer will be displayed at the beginning of every search.

3) By clicking on this box, you can display all the historic County Survey Sites on the map as well as remove them. This layer will be displayed at the beginning of every search.

4) By clicking on this box, you can display all the Historic Bridges on the map as well as remove them. This layer will be displayed at the beginning of every search.

5) By clicking on this box, you can display all the National Register Sites on the map as well as remove them. This layer will be displayed at the beginning of every search.

6) By clicking on this box, you can display all the Historic Districts on the map as well as remove them. This layer will be displayed at the beginning of every search.

7) By clicking on this box, you can display all the USGS 24K Quadrangles on the map as well as remove them. This layer will **not** be displayed at the start of every search.

8) By clicking on this box, you can display all the Civil Townships on the map as well as remove them. This layer will **not** be displayed at the start of every search.
9) By clicking on this box, you can display all the PLSS (Section, Township, Range) boundaries as well as remove them. This layer is not displayed by default.

Navigating the Layers - Viewing Quads:

1) In order to access the Quads, click on the “Layers” icon.

2) In order to view the Quads, click on the box next to the USGS 24K Quadrangles.

3) The purple lines are the Quad borders.

4) If you click on an area within the Quad, the quad will be highlighted in a light blue and an information box will pop up.

5) This information box will display the name of the Quad.

6) If you want to dim the lines of the Quads, you can click on the “Transparency” option (accessible by clicking on the ellipses) and you can scale the brightness of the lines.

**Notice all the layers (except the Counties layer) have been turned off for this example.
Navigating the Layers - Viewing Townships:

1) In order to access the Civil Townships, click on the “Layers” icon.

2) In order to view the Townships, click on the box next to Civil Townships in order to activate the layer.

3) When the layer is turned on, the township boarders will be highlighted in a bright marigold/yellow color.

4) If you click on an area within the township, the township will be highlighted in a light blue and an information box will pop up.

5) The information box will display the name of the Civil Township.

6) If you want to dim the lines of the Quads, you can click on the “Transparency” option (accessible by clicking on the ellipses) and you can scale the brightness of the lines.

**Notice all the layers (except the Counties layer) have been turned off for this example.**
Navigating the Layers - Viewing Section, Township, and Range:

1) In order to access the Section, Township, and Range, click on the “Layers” icon.

2) In order to view the Section, Township, and Range, click on the box next to PLSS_Indiana in order to activate the layer.

3) When the layer is turned on, the bright red lights will outline the various.

4) The layer will label each section, as well as the quarter of the section, and the township and range numbers and where they are in relation to the principle meridian and base line.

5) As with the other layers, you can dim the lines and the labels using the “Transparency” option in the ellipses.

**Currently, the default of the map is to not have showing the Public Land Survey System (PLSS), where you find a section, township, and range. Once turned on, this information will not be seen at the State Overview level, but as you scroll in closer to an area, the red boxes, which outline the sections can be seen. As you get to a closer view, in the center of the section, you will be able to view the township and range.**
Navigating the Layers:

1) This option will open the other tabs that manipulate all the layers at once.
2) This option will select all the layers to be displayed on the map at once.
3) This option will select all the layers to be taken off the map at once.
4) This option will open all the layers at once.
5) This option will close all the layers at once.
Navigating the Layers Ellipsis:

1) By clicking on the ellipsis, you will be given several options for manipulating a search. This option will be available for each layer displayed.

2) By clicking on the “Transparency” option, you can dim and brighten the symbols on the map for each layer. This allows the user to clear the map of certain symbols without removing them from the map completely.

3) The “Enable pop-up” option allows the user to open the SHAARD report attached to the site. The pop-up option will be enabled by default but can be disabled by the user.

4) The “Show Labels” option allows the user to display the numbers assigned to the sites in the SHAARD database.

5) The “Move Up” and “Move Down” options allow the user to move the layers up and down on the Layer List. The “Move Up” option is dimmed in this example because counties are the first on the list.

6) The “View in Attribute Table” option will be explained on page #
7) The “Description” option will open a new tab which will give users the technical details of the GIS programming. This option does not directly pertain to the searches and is will not give additional information regarding a site.

What are all the dots I see on the map?

As you scroll in closer to the map, colored dots, squares, triangles and stars will begin to appear. These items will not appear at the State overview level.

Circles represent sites identified in the IHSSI (County Survey) program. Triangles represent cemeteries identified in the Cemetery and Burial Ground Registry Program, squares are historic bridges identified in the historic bridge database, and stars represent those sites listed in the National Register of Historic Places.

Along with the dots, you will see blue, striped polygons over areas. These are National Register listed historic districts. You cannot currently click on this boxes to view further information, but future enhancements will allow for this.

For County Survey Sites (circles) and Historic Bridges (squares), the symbol will have a color associated with it. This represents the rating given to the property through the DHPA’s IHSSI County Survey Program. The Colors represent:

- Red – Outstanding
- Green – Notable
- Purple – Contributing
- Blue – Non-Contributing
- Black – Demolished
- Yellow – Unknown

One site might have three symbols over it. For example a cemetery would have a triangle since it is listed in the Cemetery and Burial Ground Registry. Then it might have next to the triangle a circle, for when it was identified in the IHSSI County Survey Program. And finally, if that cemetery were also listed in the National Register of Historic Places, a star would also be over the site. Each symbol will pull information from a different part of the SHAARD database and in most cases, reviewing all three symbols (and the data which it pulls) is necessary to fully understand the history, integrity, and importance of the site.

Along with having a colored symbol, each site will have a label. Cemeteries, historic bridges, and National Register Sites will have the proper name of the site. It will only include one name (which it pulls from the SHAARD Database) and will not show all names by which the property is known. For example, a cemetery might be known locally as the Smith Cemetery, Johnson Road Cemetery, and Catholic Cemetery, but on the SHAARD GIS map it is labeled as “Smith.” This does not make the legal name of the cemetery “Smith Cemetery,” only that it was the first name listed in the database. For more information on naming of properties, contact the DHPA 317-234-1268.
Those sites listed in the IHSSI County Survey (marked by circles) will have instead of a name, a number label. The number represents its IHSSI County Survey Number. The first block of three digits identifies the county. The National Park Service assigns this number to identify the county for National Register nominations; the survey program retains this number to represent the county in the survey. The second block of three digits identifies the USGS topographic quadrangle map on which the resource is located. The last block of five digits forms a discrete site number for the resources. A site might also have a name (like Beck’s Mill), but through the IHSSI County Survey representation, will have only a number to identify it (175-037-45020).

-How can I access archaeology sites?
  
  - Archaeology sites are ONLY available to Qualified Professionals in Archaeology who have applied and been accepted by our office. This information is NOT available to the general public in order to guard protected archaeological materials.

**How to Move Around the Map:**

*To scroll in closer to the state, you can do so in one of three ways:

Put your cursor over the area you would like to see closer, then double click with the left button on your mouse. Each time you double click, the location will get closer.

Or, you can use the roller on your mouse to scroll the map to a closer or more distant view.

Or, you can use the tool to the right of the Main Menu Bar. When the cursor is not over the tool, it fades away, but when your cursor moves over the tool, it becomes active and turns a light gray. To zoom in, you can slide the bar towards the “+” sign, or click on the “+” sign on the tool.

*The dots and symbols will take some time to load. If the sites you are looking for do not appear, try zooming out, waiting for the sites to load, and zooming back in.
Viewing a Site: Part 1

1) When you click on a site, a bright blue square will appear around the site and an information box will appear with the following data:

2) At the top of the box will be the County Survey number for an IHSSI site, the National Register number, the Historic Bridge number, and the Cemetery number.

3) The “Click for Report” option will bring up a printable version of the SHAARD entry. This allows the user to gain quick access to the report in the data entry. *For returning users, this feature is different than the SHAARD GIS map which would take you directly to the SHAARD entry page for the desired site.

4) This portion of the information box will display the historic name under which the record is entered in SHAARD.

5) The “Zoom To” option will bring the user closer to the site if scrolled out on the map.

6) At the bottom right corner of the information box there will be a set of ellipsis. When you click on this, options 7-10 will drop down below the original info box.

7) The “Pan To” option will bring your site to the center of the map’s extent.
8) The “Add a Marker” option will drop a pin so you can easily see a specific point as you move around the map.

9) The “Set as input of Create Buffer” will allow the user to draw a buffer around the selected site. This will be explained further on the next page of the User Guide.

10) This option will allow the user to view the sites in the Attribute Table which is further explained on page #_____.

**Viewing a Site: Part 2**

In the information box, the user will notice that the pages are 1 of 2. The second page will show the user the county in which the site is located.

In this example, this site is located within Fountain County. This is just a quick means of displaying the county to the user.
Making a Search:

1) The “All” option will broaden the search to include all the other categories.

2) The “Township/Range/Section” option will narrow the search by the PLSS area. You may also search by section only, but keep in mind that in order to make a search with all three numbers, the format must adhere to the following pattern: Example: T5S R14W 34.

3) In order to use this option, you must first enter the name of the county in which you are conducting your search. Once you have entered your county name, you may then select one of the townships located within that county. **Example and explanation on the following page:**

4) The “Counties” option will narrow the search by county name as well as by the county number. The county number is the number assigned to each county alphabetically. Example: Adams 1, 01, 001, etc.

5) The “Historic Districts” option will narrow the search by the Historic District number that was assigned to the district as it was approved. Example: NR-1550 (not case sensitive).

6) The “National Register Sites” option will narrow the search by the National Register ID that was assigned to the district when it was approved by the DHPA office. Example: NR-0017 (not case sensitive).

7) The “Historic Bridges” option will narrow the search by the Historic Bridge ID that was assigned to the bridge when it was surveyed. Example: HB-2324.
8) The “County Survey Sites” option will narrow the search by the IHSSI number that the site was given when it was surveyed. Example: 011-349-2608.

9) The “Cemeteries” option will narrow the search by the Cemetery ID that was assigned to the site upon its survey. Example: 107-460-55028 and CR-54-152.

10) The “Address” option will narrow the search by the street number, street name, and city. These three criteria are necessary for making a search. Example: 1000 W Granary St New Harmony. You can also search for a zip code only.

**Making a Search: “All Search Category” Example**

1) In this example, we have entered the numbers “1550” into the “All” search category.

2) The first results offered in this example are the “County Survey Site” numbers. Notice that these sites show every result including the numbers entered. These results are taken from several different counties and several different townships. Be aware of this when searching from the “All” option.

3) The second result type offered in this example are the Historic Bridges results. There is only one Historic Bridge result in this example as the numbers are assigned in sequence as they are surveyed. Example: HB-1550.

4) The third result type offered in this example are the Historic Districts results. There is only one Historic District in this example as the numbers are assigned in sequence as they are surveyed. Example: NR-1550.

5) In this example, the Address was attempting to bring up a zip code that held the matching numbers. Since it is incomplete, no zip code was found. Be aware of these kinds of confusions within the map when searching incomplete information.
** Note that this option will pull information from all other options in no particular order. This is not the most efficient means of searching. **However,** this method of searching will broaden the search to the greatest extent and will pull information from all search categories.

**Making a Search Continued: Civil Townships by County**

3a) In order to search by townships, you must first enter the name of the county in which you are conducting your search.

3b) Once you enter the name of the county, the townships within the county will drop down. Select the township you wish to highlight.
3c) Once you select the township, the entire township will be highlighted and you can view all the sites within the highlighted area.

*If you want to make the highlight disappear, click on the “X” in the search box. This will remove the orange tint but will keep your search.

Select by Area:

The “Select by Area” option will allow the user to find out how many sites exist within a given limitation. In this example, we will be finding out how many County Survey Sites are mapped within The Indiana Soldiers’ and Sailors’ Children’s Home Historic District in Rush County. The following will be a step by step guide of how to use this tool to explore this example.

Step 1:

1) Select this button to open the “Select by Area” option.

2) To start, choose the site type that you want to find within the area. You can choose any of the following site types: Cemeteries, County Survey Sites, Historic Bridges, and National Register Sites. In this example, we will be searching the number of County Survey Sites within our search parameter.
Step 2:

1) Once you have selected your site type, the following options will appear. The County Survey Sites will display which site type is selected.

2) The “Spatial Relationship” portion of the tool denotes that the County Survey Sites selected will appear “within” a related layer.

3) The “Related Layer” option will allow the user to choose which layer within which you would like to conduct your search. The options include Counties, Cemeteries, Historic Bridges, National Register Sites, Historic Districts, USGS 24K Quadrangles, and Civil Townships. **Note that you
must have each layer turned on in the Layer List (covered on page:__ to properly execute the search.

4) In this example, we are looking to see how many County Survey Sites exist within the Historic District (the striped area highlighted in blue).

Step 3:

1) Once you have selected your search parameters, you are ready to highlight your area. You must select this button in order to draw within your area.

2) Once you have selected the symbol described in the first portion of this explanation, you are ready to select your area. Use your mouse to click within your desired area and drag your arrow to create the blue area shown. Note you do not need to make the area exact. Just draw the blue box within desired area and release.

3) This message will appear once you click within your desired area. As you drag your mouse across the area, follow the instruction as it appears and let go once you have selected your area.

4) Once you have released the selection, click “Apply”. This will execute your search.

5) If you want to delete the area selected, click on this symbol.
Step 4:

1) Once your area is selected, the sites will be surrounded by highlighted blue circles.

2) The “Number of Features Found” will show the total number of sites found within the Historic District. In this example, 33 sites have been found within the given parameters.

3) The sites within the area will appear in a list in this section of the tool. This information will include the County Survey Site ID number, the historic name of the site, the rating assigned to the site, and the report.

4) To access all the sites within this page, scroll down the list using this tool bar.
Step 5:

1) The ellipses will pull up the options to “Zoom to”, “Pan to”, “Flash”, “Export to CSV file”, “View in Attribute table”, and finally “Remove this result”.

2) The “Zoom to” and “Pan to” options will take the user closer to the selected area.

3) The “Flash” option will cause the selected points to flash yellow and red for easy identification. The flashing will only last for a few blinks and will return to their normal colors.

4) The “Export to CSV file”, “Export to feature collection”, and “Export to GeoJSON” options will open up various files that will list all the sites found within the query result. These lists are available to print depending on the desired format.

5) The “View in Attribute Table” option IDK WHAT TO DO
6) To remove the blue highlight surrounding the sites, click on the “Remove this result” option. This will also remove all the results listed in the query result.

Select by Drawing:

Step 1:

1) Click this button to “Select by Drawing” to use this tool.
2) Click on the “Select” to utilize the tool.
3) In order to choose the shape of the area, click on the little arrow.
4) Once you click on the arrow, you can choose to create an area by rectangle, polygon, or by circle.
Step 2:

1) Once you have selected the shape of your area, select your area.

2) As this box suggests, “Press down to start and let go to finish”.

3) This area of the box will display the results of the search. Since at this point the user has yet to release the drawing, there are no results.

4) Note that you can select or unselect the layers by clicking on the boxes to the left of the list. This way, you can draw an area and only search one or all site types available in the layer list.
5) When you select the polygon option, make sure to Double-click to complete the drawing. If you do not double click, you will continue to alter the polygon.

Step 3:

1) The sites once selected will be highlighted blue. Note that the shape drawn initially will disappear and the highlighted sides will only be differentiated by being highlighted.

2) Once you release the drawing, the results of your search will be listed in this portion of the tool. In this example, there are four cemeteries, thirty county survey sites, and three historic bridges.
There are no national register sites or historic districts located within the boundaries of the drawing selected so these results are zero.

3) If you want to delete the results of the drawing, just click on the “Clear” button.

Step 4:

1) When you click on a site type, this list of the sites found within the Drawing for County Survey Sites will appear.

2) The site types will include the site number, the symbol corresponding to the site type, and its rating.
In this example, there are thirty-three sites which you may scroll through. These will be listed numerically according to the SHAARD number.

Step 5:
1) Click on the ellipses to open the Selection actions.
2) The “Zoom to” and “Pan to” options will bring the screen closer to the selected sites.
3) The “Flash” option will cause the selected points to flash yellow and red for easy identification. The flashing will only last for a few blinks and will return to the highlighted blue colored.
4) The “Export to CSV file”, “Export to feature collection”, and “Export to GeoJSON” options will open up various files that will list all the sites found within the query result. These lists are available to print depending on the desired format.
5) The “Create layer” option will IDK WHAT THIS DOES
6) The “Set as input of Create Buffer” option will IDK WHAT THIS DOES
7) The “View in Attribute Table” option will IDK WHAT THIS DOES
8) If you want to delete the selected site, click on the “Clear selection” option.

Navigating the Coordinate Conversion Option
Step 1:

1) This is the “Coordinate Conversion” option. Clicking on this option will bring up the following methods for pinning down a location:

- **DD**: Decimal Degrees expressed as decimal fractions

- **UTM (H)**: Universal Transverse Mercator expressed as a two-dimensional Cartesian coordinate system

- **USNG**: United States National Grid expressed as a spatial address in the Grid Zone Designation system which assigns a unique world-wide address

- **MGRS**: Military Grid Reference System expressed as an alpha numeric system which assigns a unique address for the entire earth

- **GEOREF**: World Geographic Reference System is a grid based method of specifying locations on the surface of the earth which is based on the geographic system of longitude and latitude with a more simple and flexible notation

- **GARS**: Global Area Reference System is the standardized battlespace area reference system across Department of Defense

- **DMS**: Decimals, Minutes, and Seconds are an alternative to using Decimal Degrees

- **DDM**: Degrees Decimal Minutes area another alternative to using Decimal Degrees

2) By clicking the “X” option, you can clear the Coordinate Conversion drop box.
3) This pin will show the desired location. This pin will appear as a result of a search within the state. This pin can also be moved by clicking on any different place in the map, so you do not have to make a search to drop the pin on any given area. This way, you may open the Coordinate Conversion option, click on an area, and find the UTM (or any of the expressions listed above) of the location marked by the pin. In this screenshot, the pin rests on an IHSSI Notable site. This option can allow the user to view the approximate coordinates of a given site.

4) This option will allow you to copy your coordinates to the clipboard. Copying coordinates to the clipboard just means the values are copied on the computer and can then be pasted in another application (email, notepad, Word, etc.).

5) **This option will be explained on the following page of the User Guide:

6) This option will take you to the location of the pin. Keep in mind that you can still move away from the pin by clicking and dragging the mouse toward surrounding areas. This option will bring you back to the pin after you have wandered from the location.

7) ** This option will be explained on the following page of the User Guide:

Step 2

Using the Buffer by Distance - Basics:
1) Click on this button to open the “Create Buffer” box. A buffer in GIS is an area defined by the bounding region at a specified maximum distance from an object. Buffering is the process of creation of a zone of specified distance, called Buffer zone, around features such as point, line or polygon feature.

2) The “Input” tab will allow you to select your points, adjust the desired distance between the point and the buffer, and will allow you to execute the buffer. *The “Output” tab will be explained on the following page: ____

3) This symbol is the point that the user can place on any area in the map. You must click on this symbol in order to drop a pin.

4) This button will erase the point on the map. You must click on this symbol in order to erase the pin.

5) The “Distance” section will allow the user to submit the quantity of the distance between the buffer and the point.

6) The “Miles” section can be changed by clicking on the down pointing arrow to the right of the button. The other options are: meters, kilometers, feet, nautical miles, and yards.

7) The “Help” link will lead to a brief step-by-step.

8) The “Execute” button will activate the user’s ability to draw a buffer. After you draw the buffer, the “Output” tab will give you more options for manipulating the buffer.

**Using the Buffer by Distance: Step-By-Step**
* In order to view the list of the sites within the buffer, follow the directions on the following page:__

Viewing Sites within the Buffer:
Part 1
Once you have drawn the buffer by distance, you must open the Select by Drawing button to view the sites within the buffer. Start by clicking on the “Select” button.

**Part 2**

To choose the method of drawing, select the down arrow.

In this example, I selected by circle since I created the buffer from the point.

Note that the default for the “Select” button will be set to the “Select by Rectangle” option. In order to select by circle, click the down pointing arrow.

**Viewing Sites within the Buffer:**

**Part 3**
1) Once you select the drawing type, click on the pin that was dropped “⊗” in the center of the x and draw the circle out to the edge of the buffer cast by the distance chosen (in this example I used a mile buffer). *The blue tint is the “Select by Drawing” and the green tint is the buffer by distance. The numbers corresponding to the site types will be zero till you draw the circle to the edge of the buffer.

2) Once you have drawn the circle to the edge of the buffer, the sites within the buffer will turn bright blue. The numbers corresponding to the site types will then show the number of sites within the buffer.

Viewing Sites within the Buffer:
Part 4
1) These are the site types within the buffer. In this example, the corresponding numbers for the site types for the National Register Sites and Historic Districts are covered up by the options opened by the ellipses in the circle: to the right of the Historic Bridges.

**Note that 2-8 open as a result of clicking on the ellipses.**

2) The “Export to CSV file” option will open up an excel file that lists the Historic Bridges within the buffer. This is available to print.

3) The “Export to feature collection” option will open up a pdf that lists the Historic Bridges within the buffer.

4) The “Export to GeoJSON” option will open up a GeoJSON file.

5) The “Create Layer” will be explained in the following page: ___

6) The “Set as Input of Create Buffer” IDK WHAT IT MEANS

7) The “View in Attribute Table” option will open a list up in the attribute table and will show the SHAARD ID, Historic Name, and Rating

8) The “Clear Selection” will take the Historic Bridges off the sites highlighted in the buffer.

Viewing Site Types within the Buffer:
Part 5
Once you click on the Historic Bridges, a list will appear including the number assigned to the bridge and a colored symbol that will show the bridge’s rating. In this example, the Black squares show that those sites have been demolished and the Purple show that the site is contributing.

**How to Print the Map**
Step 1: Select the print symbol in the upper right hand corner of the map. The Export Map drop box will appear and will give you access to the Layout of your print as well as the format in which they are printed.

Step 2: Choose the layout of your print. The following choices will drop down: A3 Landscape, A3 Portrait, A4 Landscape, A4 Portrait, Letter ANSI A Landscape, Letter ANSI A Portrait, Map Only, Tabloid ANSI B Landscape, Tabloid ANSI B Portrait. For this example, we will be printing from the Map Only option. What are the other prints? What do they mean?

Step 3: Choose the Format of your print. The following choices will drop down: EPS (encapsulated postscript – Adobe Illustrator), GIF (graphic interchange format), JPG (Joint Photographic Experts
Group), PDF (portable document format), PNG32 and PNG8 (portable network graphics), and SVG and SVGZ (scalable vector graphics). In this example we will be using the PDF format.

**Step 4:** Once you have selected your desired layout and format, click on the “Print” button.

**Step 5:** After checking the “Print” button, all the maps that you want to print will be stored in the list displayed below the printing options. Clicking on the map you want to print will open the map in a separate tab.
**You can also print a map with a buffer drawn.** The blue circle surrounding the cluster of sites is the buffer.