

USER'S GUIDE

PCLIS PROGRAM FOR ARCVIEW 3.x

Prepared by
Pima County Department of Transportation
Technical Services Division

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Land Information System (PCLIS)
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I. OVERVIEW

The Pima County Land Information System (PCLIS) CD contains a collection of Pima County GIS datasets, tools for querying and analyzing this data, and setup program to install the data and program for you. (See “The Program” section below for more detail.)

A. The Data

The data included on this CD was converted by various federal, state, county and municipal agencies from paper maps and other manual sources over a number of years. As a result, data quality is uneven and there are known errors in the data sets. For example, most layers on this CD are from several months to several years out of date. Also, the layers are registered to a variety of basemaps, and line up only approximately with other layers on the CD.

Our purpose in distributing these layers is twofold: (1) to provide broader access to data that has proven useful to County agencies for very coarse, regional analyses, and (2) to begin a dialog with the user-community about the who, what, when, where and how of resources to maintain more accurate and timely geographic data sets in Pima County.

UNDER NO CIRCUMSTANCES SHOULD THIS INFORMATION BE USED FOR ENGINEERING OR LEGAL PURPOSES. PLEASE READ THE LICENSE AGREEMENT THAT APPEARS AFTER THE TITLE PAGE TO THIS DOCUMENT AND UPON INITIATION OF THE GIS PCLIS.

More detailed information about each of the datasets on this CD can be found in the “About the Data” option under the help pull down menu inside the program.

B. The Program

This CD includes GIS data sets and a project file (GISQUER3.APR) that is compatible with a previously installed version of ArcView 3.0 or higher.

C. Product Support Policies

Please note: **NEITHER PIMA COUNTY NOR ESRI PROVIDE TECHNICAL SUPPORT FOR THE PROGRAMS OR DATA ON THE CD.** However, there are several avenues for you to get help:



User Manual

This user manual is found on the CD and at the root of the path to which you installed the PCLIS program:

- User30.txt - A text version of the user manual
- User30.doc - A user manual in Microsoft Word version 6.0 format

It has many tips and basic instructions to get you going. This manual is not a guide to all ArcView functionality. You can purchase additional ArcView training and/or books from ESRI or many other private companies.

Help Menu

There are many help options accessible from the help pull-down menus inside the PCLIS program. Many times the answer to your general ArcView questions will be found here.

Email and Mail

Pima County DOT, Technical Services Division has established the following e-mail address for you to send us comments and questions about the PC Land Information System.
pclis@dot.co.pima.az.us

As time allows, we will try respond to your e-mail, but we cannot guarantee a response. We will consider your input when making revisions to future releases. Program improvements and data updates will be available by purchasing subsequent editions of the CD. No interim updates or patches will be provided. Please let us know if you have suggestions for improving the data and/or the application. We want to hear from you.

You can also mail comments to:

CD-ROM Group
Pima County Department of Transportation
Technical Services Division
201 N. Stone Avenue, Suite 910
Tucson, AZ 85701

WE ARE SORRY THAT DUE TO RESOURCE CONSTRAINTS WE CANNOT ACCEPT PHONE CALLS RELATED TO THIS PRODUCT.



II. SYSTEM REQUIREMENTS

A fairly robust PC is required to effectively view and analyze the data on this CD. Below are the minimum system requirements, with our recommendations for better performance in parentheses.

IBM PC Compatible computer with:

- 486-66 MHz or higher processor (Pentium recommended)
- 32 MB of RAM (64 MB recommended)
- CD-ROM drive
- 550 MB of free hard drive space to hold basic data files (750 MB for all data files) OR a 6X or faster CD-ROM to load data directly from the CD-ROM.
- Windows 95, Windows 98 or Windows NT 3.51 or 4.0
- Full version of ArcView 3.0 or higher

Updates

Updates containing newer data and program improvements are anticipated quarterly. Program improvements and data updates will be available by purchasing subsequent editions of the CD. Updates will be announced on our web page, www.dot.co.pima.az.us, and on the SAGIS-L listserver.



III. INSTALLATION

A. Installation Options

The PCLIS CD can be run on Windows 95, 98, 2000, NT 3.51, and NT 4.0 with "Addition Data" stored on either the CD ROM or hard disk

Operating Systems

ArcView is 32-bit application, which means it runs best and fastest in a 32-bit operating system like Windows 95 or Windows NT. The PCLIS will load and run in the 16-bit Windows 3.1 operating system, but it runs slower and is more prone to crashing the system. We strongly recommend a 32-bit operating system for reliable operation. The installation program only accommodates 32-bit installs.

Source Media for Data

The GIS Query Program can access data directly from the CD or data that has been copied to a hard drive. We recommend running from the hard drive, as access times to the data are much faster from a hard drive than from a CD-ROM (even a 12-speed CD-ROM). Even if you do choose to run from the CD, several files will be loaded onto your hard drive, including the project files, mail label program files, and project-locked ArcView files.

B. Installation Instructions

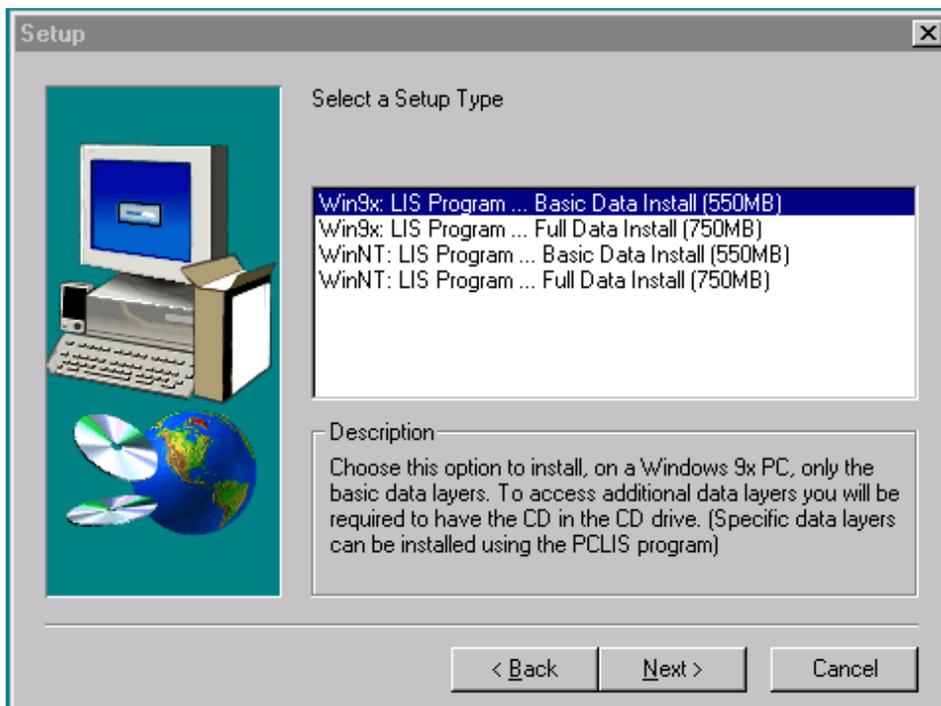
Warning to users upgrading or reinstalling:

Delete or move any existing shape files (.shp, .shx, .dbf) and index files (.ain, .aih, .sbx, .sbn, .ixs, .mxs) from the directory where you plan to install the new PCLIS.

1. Place the CD in your CD-ROM reader and close the door.
2. From the Program Manager (WinNT 3.51) or the Start Menu (Win95 or WinNT 4.0) select "Run."
3. Browse to <cd-rom drive>:\pclis\setup.exe, highlight and double click.
4. Select OK
5. Follow the install wizard prompts to complete the installation.

The Setup screen confuses some people. To make the correct selection use the following format:

1. Determine the correct operating system (**Win9x, WinNT**).
(Select Win9x if your operating system is Win95 or Win98.)
2. Determine where the *Additional Data* will reside (**CD-ROM or Hard Drive**). If you select Basic Install, from the PCLIS Help menu - Admin Tools you can install any number of *Additional Data Layers* from the CD-ROM.
3. Highlight the proper line by positioning the pointing device over your selection and left-clicking.
4. Left-click "Next" button to continue installation.



IV. OPERATION

A. ArcView Basics

1. Views and Themes

A *View* is a collection of geographic datasets called themes. The View window contains two parts, the table of contents and the map display.

The *Table of Contents*, part of the View window, displays the legend for each theme in the project and is where you control the drawing order, visibility and active states for each theme.

A *Theme* is a logical collection of geographic features with similar characteristics. For example, you might have a view called The State, which contains two themes, the major highways and the major water courses. The two themes appear in one view because they have the same geographic extent.

2. Visible Themes and Active Themes

Themes are made *Visible* or invisible by clicking the check box next to the theme name in the table of contents. Turning the themes visibility off only affects the display properties of the theme. It does not affect the data in any way. In the example to the right, Regional Parcels, Street Center Lines and Pima County Boundary will be drawn in the map display area while the Street Network will not.



To make a theme *Active*, click on the theme name in the table of contents. When the theme becomes active it will appear to raise off the canvas and is ready and available for theme operations. The Street Center Line theme is shown as the active theme in the example to the right.

ArcView draws themes in the map display sequentially starting with the theme at the bottom of the Table of Contents. To change the order in which a theme draws, place the cursor over the theme in the Table of Contents, hold down the mouse button, then drag the theme to a new position (up or down) in the Table of Contents.

3. Active Windows

To perform operations in the view, tables or other ArcView windows, the chosen window must be the *Active* window. To make a window the Active window, simply click the pointing device anywhere within its boundaries. The title bar of the window changes its appearance to indicate it is Active.

4. Theme Classification (index)

There are multitudes of ways you can apply *Classification* to the theme's legend. Double-clicking the theme name in the Table of Contents brings up the Legend Editor menu. This menu lets you choose the method to best represent the data. The menu has five different legend types. Some of these have additional options such as classification fields, normalization fields, and color ramp choices.

Note: PCLIS has classified and symbolized many of the themes for you, but a few of the less often used themes will appear with only rudimentary symbolization.

B. Overview Of Menus, Buttons And Tools

The PCLIS is a windows-based application, which means that most of the time you will be using a mouse to make selections from **menus, buttons, or tools**.

Since the PCLIS is an ArcView-based application, it follows the same, document-based, interface paradigm as ArcView. ArcView has five basic document types, each with its own set of menus, buttons, and tool bars:

- **Projects**
- **Views**
- **Layouts**
- **Charts**
- **Scripts**

Each of these sets of menus, buttons, and tool bars is called a **Graphical User Interface** or GUI. The PCLIS has modified only the View-document GUI significantly, and so that is the GUI that is described in detail below. All other document GUI's are mostly standard, and the on-line help will explain the menus, buttons and tools available in each. Where one of these GUI's has been modified, it is noted in the following section.

1. The Standard View Menu



Will notice that the standard ArcView menu items appear on the left side of the GUI and all the PCLIS menu items appear on the right, between the arrows (>>>> <<<<):

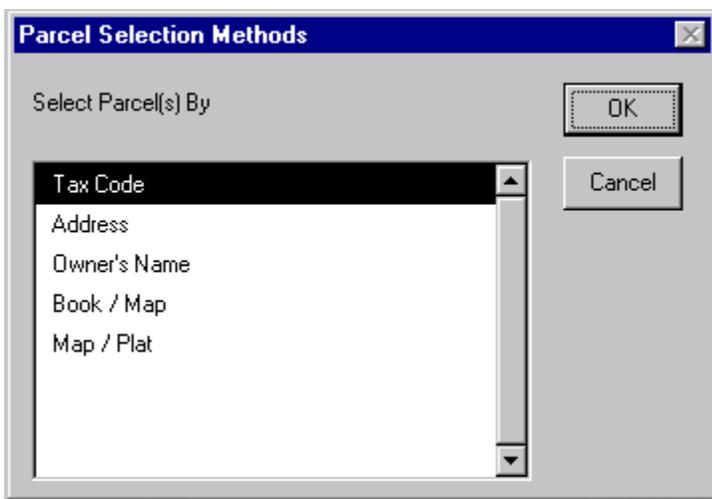
The first PCLIS menu item is **LOCATE BY**:



This menu offers you many choices of geographic areas to select and zoom to.

When any one of these menu items is selected, one or more dialogue boxes will appear allowing you to input the necessary information for the selection process.

Parcel... - This menu item is used to select one or more parcels. The PCLIS program will search the data base, using the one of five (5) methods, and select and zoom to the parcels meeting the given criteria. The following dialogue box is displayed allowing you to choose the method by which you wish to search for and select the parcel.



Taxcode – When this method is selected, you are given a choice to select a single parcel or to select multiple parcels that are within a range.

Single Parcel - Enter a valid taxcode number. If the number you entered is not found in the database, you will be presented with a list of codes that match the first 5 characters of the code which you entered. Pick a taxcode number and click OK, or double-click a taxcode number, and the standard view will zoom in at 1:6800 scale, with the selected parcel, hatched and shaded, in the center of the view. If no match is found on the first five numbers the program will return an error message.

Parcels within a Range – This operation can take a few minutes depending on the number of parcels in the range and therefore a reminder message will appear. Click OK to dismiss the message then enter the lowest valid taxcode number of the range, click OK. Then enter the highest valid taxcode number of the range and click OK. The standard view will zoom in to the selected parcels, and display them shaded, in the

center of the view. If no match is found on the first five numbers the program will return an error message.

Address – When this method is selected, a dialogue box is displayed allowing you to enter an address number, a directional prefix, and finally a street name. The standard view will zoom in at 1:6800 scale to the selected parcel, and show it hatched and shaded, in the center of the view. If an exact match is not found, you will be presented with a scroll list of addresses that match the address number and/or the first five characters of the street name you entered. Pick an address and click OK, or double-click an address, and then standard view will zoom in as previously stated.

Owner's Name – When this method is selected, the dialogue box will prompt you to “Enter the first five characters of the owner's last name”. The PCLIS program will then present a scroll list of owner's names that match on the first five characters. Pick a name and click OK, or double-click a name, and the standard view will zoom in at 1:6800 scale, with the selected parcel, hatched shaded, in the center of the view.

Book / Map – This method uses the assessor's map and book numbers to select and zoom into parcels. You are presented with a dialogue box to enter these numbers.

Map / Plat – This method uses the assessor's map and plat numbers to select and zoom into parcels. You are presented with a dialogue box to enter these numbers.

The next six menu items, in the Locate menu, all prompt (via dialogue box) for a specific geographic area to select and zoom to.

Subdivision Name... - The dialogue box prompts for you to enter at least five characters of the subdivision name. The PCLIS will then generate a list of subdivision whose first five characters match what was entered. A new dialogue box will appear showing the results of this search and allow you to select the desired subdivision to zoom to.

Township/Section... - The dialogue box prompts for you to enter a township and range (e.g. e1313, which is Township 13 South, Range 13 East), or a township, range and section (e.g., e131301, which is Township 13 South, Range 13 East, Section 1). The PCLIS will then select and zoom to the specified Township or Section.

Special District... - The first dialogue box to appear prompts for which one of the special-district categories to use. The second prompts for the specific district or panel number to select and zoom to. The special-district categories to choose from are:

**Fire
School**

FIRM Panel

Political District... - The first dialogue box to appear prompts for which one of the political-district categories to use. The second prompts for the specific district number or Indian Nation to select and zoom to. The political-district categories to choose from are:

Board Districts
Council Districts

Tribal Districts

Incorporated Areas... – This menu item produces a dialogue box with a list of incorporated areas. Choose an area and click OK, the PCLIS will then select and zoom to the chosen incorporated area.

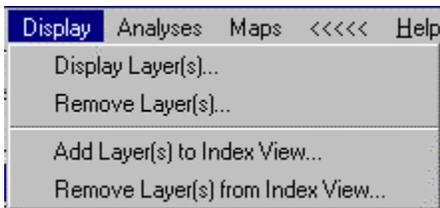
Statistical District – Again the first dialogue box prompts for one of statistical-district categories and the second for the specific area. The statistical-district categories to choose from are:

Census Tracts
Census Blocks

Census Block Groups
Traffic Analysis Zones

Road Intersection... [Full Version, Only] – A pop-up message box showing the correct input format (e.g. N. Thornydale Rd. & W. Ina Rd) appears when this item is selected. Enter the Street intersection per the example. Both street names entered must have a directional prefix, a streetname and a street-type suffix. Also, a "&" character must separate the two streets.

The second PCLIS menu is **DISPLAY**.



The **DISPLAY** menu allows you add and remove layers to both the Standard and Index Views.

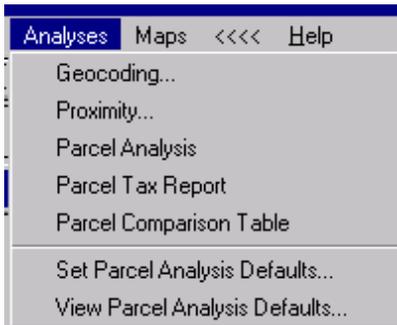
Display Layer(s)... - This function presents you with a scrolling list of all layers available on the CD-ROM. Double clicking on a Layer name or selecting one and clicking OK will add it to the Standard View Window. You are then given an option for adding another layer.

Remove Layer(s) - The remove function presents you with a scrolling list of layers present in the standard view table of contents. To remove a layer, select it from the list and click OK. It will then appear in the list with a check mark indicating it has been selected. You may select up to 5 layers to be removed at one time. You may also deselect a layer by selecting it and clicking OK. When the layer or layers have been selected, choose **Done** and click OK to remove them. This function also removes the layer(s) from the Index View.

Add Layer(s) to Index View – This function allows you to add layers, present in the Standard View, to the Index View.

Remove Layer(s) from Index View – This function allows you remove layers from the Index View without removing them from the Standard View.

The third PCLIS menu is **ANALYSES**.



From the **ANALYSES** menu, you can choose any one of three standard GIS analyses.

This menu includes functions to Set and View the default setting for the Parcel Analysis function.

Geocoding... - this function allows you to create a pin map from a .dbf format file that has all address information (street number, prefix name, and suffix) in a single field.

You are given an option to geocode to the Street Network, where points will be placed interpolated along the Street, to Landbase Addresses (adparcel shape file) or to Facility Addresses, where addresses are match to an actual parcel centroid address. Then, you browse to the location of the file, select the file, specify the field in the .dbf file that contains the address information, then wait, as the address are matched points are created. A new point shape and dbf file database is created and stored on disk as a result of this operation.

Proximity... - this function displays a dialogue box for selection of Proximity Analysis. The four (4) types are described below.

- **Features Nearest To Selected Feature** – finds the closest feature, of an active and visible layer, to another selected feature (of the same or a different active and visible layer). The first dialogue box prompts “Find the feature in” and to “Choose a Layer”. The available layers will be listed in the scrolling dialogue area of the box. The second dialogue box prompts “That is Nearest to the Selected Feature in” and to “Choose a Layer”. Once the layers are selected, the PCLIS program will find and select the nearest feature and display the distance between the two features. This function does not change the display (zoom in).
- **Features Near Other Features** – uses the selected single feature in one active and visible theme and finds all features in another active and visible theme that fall within a specified distance. The first dialogue box prompts for the layer whose selected feature will be use to find the feature of another layer. The second dialogue box prompts for the layer whose features you are search for. The third prompts for the maximum distance for the search. You are then prompted to select items or data fields to be included in the proximity analysis report. This last dialogue box allows for multi-selections. Select an item then select OK for each item to be included. Select Done (the last item in the list) and select OK to run the analysis.

Note: If you do not wish an analysis report select Done and OK and the function will run and only report the number of features selected.

- **Layer Features Near Selected Parcel** – uses the selected parcel to find all features in an user-selected theme that fall within a user-specified distance. One and only one parcel must be selected and the theme in which to search for proximal features must be active and visible prior to selecting this function. You are prompted to select from the active, visible layers, input the search distance and to select items for the proximity analysis report.
- **Parcels Near Selected Layer Features** – uses a selected feature in an active and visible theme to find all parcels that fall within a user-specified distance. One and only one feature may be selected in the user-specified theme. Again you will be prompted to select from the active, visible layers (only if more than is active) input the search distance and to select items for the proximity analysis report.

Parcel Analysis – When this menu item is selected the PCLIS program generates a report on a selected parcel that includes data from selected default layers. The last two menu items are use to set and view the defaults.

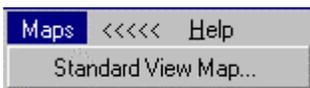
Set Parcel Analysis Defaults - Presents you with a scrolling list of all layers available on the CD-ROM. Select the layers whose data will be include in the Parcel Analysis report.

View Parcel Analysis Defaults – Displays the currently selected layers whose data will be included in the Parcel Analysis Report.

Parcel Tax Report - This menu item generates a report, for a selected parcel, using the Assessor's Tax Master data.

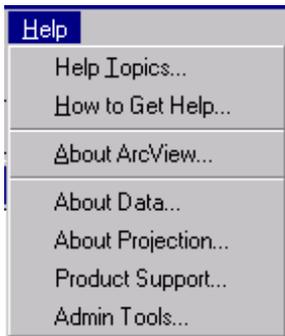
Parcel Comparison Table - This menu item generates a new dbf table of parcel data from the Assessor's Residential Model data table, for parcels meeting specific user supplied criteria.

The last PCLIS menu is **MAPS**.



Standard View MAP - This menu item creates a standard 8-1/2 x 11 map. What ever is visible in the standard view will be put onto an ArcView layout for printing to your printer or plotter.

The last menu is **HELP**.



HELP – This menu is made up of both the standard help screens for ArcView (AV) and those of the PCLIS (PCLIS) program.

Help Topics... (AV) - Categorized help.

How to Get Help (AV)

About ArcView –(AV) - Product information.

About the Data (PCLIS) - Metadata about the themes and their fields.

About the Projection (PCLIS) – Informational box appears with projection information.

Admin Tools (PCLIS) - Alias, indexing, and Install tools.

1. Standard View Buttons



The button bar is the first row underneath the pull down menus, at the top of the application window. Standard ArcView buttons are noted as such, and a more complete description of these buttons can be found in the ArcView help tool by selecting the "?/arrow" button and clicking on the button for which you need an explanation. Also, you can move the cursor over each button and see a one-line explanation of its function in the status bar (at the bottom of the application window).



“Floppy Disk” (Standard) - saves changes to the project file.



“Diagonal Pen with Plus Sign” (Standard) - toggle the legend visibility for active themes in the Standard View.



“Grid over Paper” (Standard) - display the database table for the active themes. This tool is very useful to see the selected records after you have graphically selected features in a theme. Select some features, ensure that the theme in which you selected the features is the only active theme, then click the table button. In the table GUI find and click the “up arrow” button to promote the selected records to the top.



“PushPin” (Standard) - displays a dialog box allowing you to type in and locate an address. This pin is only active when the street network theme is active.

[Note: A theme is active when it appears to protrude from the legend area. You can toggle the theme between active and inactive by left clicking any vacant area next to its name.]



“Hammer and Question Mark” (Standard) - start the ArcView query tool to build a query expression that will select a subset of features in the active themes.



“Three Pages” (Standard) - zooms the active window to the extent of all themes in the legend. For example, if you had one eastern Pima County Theme and one western Pima County theme in the legend, the view would zoom to all of Pima County.



“Two Pages” (Standard) - zoom the active window to the extent of all ACTIVE themes in the legend. For example, if only an eastern Pima County theme was active, even though another western Pima County theme was showing in the legend, the view would only zoom to eastern Pima County.



“Boxes on Page” (Standard) - zoom the active window to the extent of selected features in the active theme. For example if you had a city boundary theme in the legend and had selected just the City of Tucson boundary, then clicking this button would zoom the active view to just the extent of the City boundary.



“One Page/Arrow Left” (Standard) - zoom the active window back to the previously zoomed area.



“**Three Dots**” (Standard) - unselect the features of all active themes.



“**Binoculars**” (Custom) – starts the parcel selection process. See Parcel listed under the “Locate By” menu for detailed information.



“**Plus sign over paper**” (Custom) – starts the Add Layer(s) function. See Add Layer(s) under the “Display” menu for detailed information.



“**Fading X**” (Custom) – starts the Remove Layer(s) function. See Remove Layer(s) under the “Display” menu for detailed information.



“**Filed paper**” (Custom) - generates a report, for a selected parcel, using the Assessor’s Mass Model data. This data specifies the number of stories and, rooms, wall and roof type, type of heating and cooling, etc ..



“**Linked Tables**” (Custom) - generates a new dbf table of parcel data from the Assessor’s Residential Mass Model data table, for parcels meeting specific user supplied criteria.



“**Two Brackets**” (Custom) - creates mail labels for the selected parcel(s). You choose situs (property) or owner’s addresses, whether you wish to place the parcel ID on each label, and one of three Avery standard label formats (5160, 5161, or 5162). (Windows 95 Users, Please Note: After you have specified all your mail label options and click OK, a “dll error” message will appear on screen. Just click OK and let the program proceed. Mail labels are created normally. This error occurs because the mail label program was compiled on an NT platform and is not completely Win95 compatible.)



“**?/Arrow**” (Standard) - changes the cursor to a question mark and allows you to click on any portion of the application window to get context-sensitive help about that part of the ArcView application.

3. Standard View Tool Bar



The tool bar is the third row at the top of the application window. Standard ArcView tools are noted as such, and a more complete description of these tools can be found in the ArcView help tool by selecting the "?/arrow" button and clicking on the tool for which you need an explanation. Also, you can move the cursor over each tool and see a brief, one-line explanation of its function in the status bar (at the bottom of the application window).



"i" (Standard) - retrieves database information about a feature in an active theme when that feature is left clicked with this tool.



"Arrow" (Standard) - selects shapes or points by clicking or dragging a box. This is the tool that you will use most often because it is innocuous: it doesn't change anything or start long computational processes if you accidentally click in the wrong place in a view window.



"Square" (Standard) - selects features in the visible, active themes by clicking or dragging a box. You can toggle features in and out of the selected set by holding down the shift key as you click on a feature with your mouse.



"Plus magnifying glass" (Standard) - zoom in on a point you click or a box you click-and-hold to drag.



"Minus magnifying glass" (Standard) - zoom out on a point you click or a box you click-and-hold to drag.



"Hand" (Standard) - pan the standard or index views by click-and-holding then dragging inside the view window in any direction.



"Ruler" (Standard) - measure the distance between two or more points by left clicking on both the starting and ending point. To exit this function, either double-click anywhere in the view, or select another tool.



"Tag" (Standard) - label features with graphic text using database attributes. You must have set the THEME, PROPERTIES, TEXT LABELS parameters before labeling theme features. The text labeling properties can be set before,

during or after the labeling task using the SYMBOL PALETTE option off of the WINDOW pull-down menu.



“T” (Standard) - create text on the display by clicking the location for the text, typing it in the box provided, then positioning it using the “arrow” tool.



“Dot” (Standard) - add graphic shapes to a view by selecting a graphic shape type from the drop down menu of layout options (i.e., points, lines, boxes). Graphic shapes have no database associated with them, and are added to add emphasis or clarify database objects (shapes) in a view.



“Z” (Custom) - zoom the Standard View in or out by clicking, holding and dragging a box IN THE INDEX VIEW to any size. The Standard View will adjust to match the view area shown by the black box in the index view. This tool will not work inside the Standard View, or any other view for that matter.



“P” (Custom) - pan the Standard View by clicking on the edge of the black box, holding and dragging that box in any direction IN THE INDEX. The Standard View will adjust to match the view area shown by the black box in the index view. This tool will not work inside the Standard View, or any other view for that matter.



“Polygon” (Custom) – Selects features of the active layer using a user defined polygon.



“Hut” (Custom) - Generates a tax information report on the selected parcel.

* **“Frame”** (Custom) – Visible only if the Pima County Development Services’ Subdivision Plat Image Viewer has been purchased and installed.

B. Common Operations

These directions will help guide new users through some of the routine operations typically used in the program.

1. Changing Scale-Dependent Display

The program comes with pre-set scale thresholds designed to aid in map clarity and legibility. Typically you do not want to see a mass of parcel lines when you are looking at a map of the entire county, so the parcel lines threshold of visibility is set to 1:30,000 scale. Other layers with pre-set scale dependency include; Street Centerlines (1:100,000), and Topography (1:500,000). If you would like to alter these settings follow these steps.

- Click the theme name in the View Table of Contents to activate it.
- Select Theme Properties from the Standard View Menu “Theme” pulldown.
- Click on the Display icon in the Theme Properties menu.
- Adjust minimum or maximum scales by typing values in the spaces provided.
- Click “OK” to finish operation.

1. Finding A Parcel

- Click your mouse on the “Locate By” pull down menu or select the binocular button.
- Click one of the five options:

Taxcode – select from either single parcel or from a range.

Single - enter at least the first five digits of the property’s taxcode number. If you enter less than the full 9 digits, or if the 9-digit number you entered is not found, you will be presented with a scroll-list of taxcode numbers that match the first five digits. The scroll list will also display the situs address next to each number to aid you in identifying the property. Choose a number by clicking it and then click the “OK” button.

Within a Range - enter the lowest 9-digit taxcode number of the range. Then enter the highest 9-digit taxcode number of the range.

Address - enter the address number, a street-prefix direction and at least the first five characters of the Street Name, then click the “OK” button.

Owner’s Name - enter the first five characters of the owner’s last name, then click the “OK” button. You will be presented with a scroll-list of last names that match the five characters you entered. The scroll list will also display the situs address next to each name to aid you in identifying the property. Choose a name by clicking it and then click the “OK” button.

Book/Map – enter the Assessor’s 3-digit book number. Then enter the 2-digit Assessor’s map number.

Map/Plat - enter the Assessor’s 2-digit map number. Then enter the 3-digit Assessor’s plat number.

- The program will locate the parcel you selected, and zoom the standard view to 1:6800 scale with the selected parcel in the center of the view.

Hints:

- You can double click any of the options described above to avoid having to click the “OK” button each time.
- Due to time lags between the time a parcel is recorded and the time it appears in the database, some valid taxcode, addresses, or owner’s names you enter will not be found. You can use the “Road Intersection” menu item or the “Locate Address” button (looks like a push-pin on the button bar) to find the nearest intersection or approximate address location. From there, use the “Identify” tool to click on surrounding parcels to find the parcel in which you are interested. Please note that the Parcel theme must be active and visible in order to use the identify tool on it.

1. Locating An Address

- Click the “Push Pin” button.
- Enter an address which includes Street Number(e.g., 34560) Street prefix , N, S, E, W), and a Street Name.
- Click “OK”
- A black dot appears on the approximate location of the address.

1. Finding A Road Intersection.

- Select *Road Intersection* from the *Locate By* menu pull-down.
- Type an intersection - as shown in the provided example.
- Click “Properties” to set geomatching attributes - if needed.
- Click “OK”
- To remove the intersection graphic created by the above processes, select (with arrow tool) and choose *Delete Graphic* from the *Edit* menu pull-down.

1. Labeling Features

- Select theme to label by clicking theme name in View window.
- Select *Properties* from the *Theme* menu pull-down.
- Click the *Text Labels* “Tag” icon.
- Select label properties from the vertical scroll bar options.
- Click “OK”.
- Position the pointing device over the feature you wish to label.
- Click pointing device to add label. Repeat as needed
- To remove the labels, created by the above processes, select (with arrow tool) and choose *Delete Graphic* from the *Edit* menu pull-down

1. Making a Print or Plot (standard maps)

- Input title and sub-title lines into the *Titles* form and click “OK”.
- Left- Select *Standard* from the *Maps* menu pull-down and click “OK”.
- Choose print options from the *Page Setup* form and click “OK”.
- Choose any additional options from the *Print Setup* form and click “OK”.
- Click “YES” to delete the layout and return to the program.

Note: ArcView's Layout window maximizes the Standard View for clarity. When you return to the normal windows after composing a layout, the Standard View needs to be re-sized by clicking on the re-size icon in the upper right corner.

1. Making Mailing Labels

If you have a printer that you can set up to print mailing labels in one of three standard Avery Label formats (5160, 5161, or 5162), the PCLIS program will provide menus to spool to those formats. The mailing list is comprised of the current selected set of parcels. Be sure to do all of your queries and analyses prior to generating the mailing labels. Also note that certain queries and analyses automatically select the 9999 series of parcels (representing public roads, easements, drainageways, and unknown parcel numbers). If you don't select these out of your set, you will get mail labels for these unaddressed parcels.

To make labels:

-
- Click the "Two Brackets" Standard View  button .
- Select Situs (parcel) or Owner's address from the menu. Click OK.
- Determine if you want parcel numbers on the label. Click "Yes" or "No".
- Select a mail label style from the choices presented in the vertical scroll box. Click "OK".
- Choose one of three spooling options from the vertical scroll bar.
- Select a time from the many time options available.
- Click "Print" to finish the operation.

V. Database information

The data provided on the PCLIS Query System CD has some known errors (Also, please read the data disclaimer that appears at program start-up):

- The parcel data is a snapshot as of one week prior to release date. This information lags from one to several months behind the filing of recorded plats and lot splits at the Pima County Recorders office.
- Additional layers provided on the CD may or may not register to the parcel base or to each other. These layers were developed in the context of special projects, are snapshots of the layer at that time, and were registered to a variety of source maps.

We intend to produce a new CD on a quarterly basis, with whatever data updates have been made in the meantime. The purpose in distributing this "snapshot" data is to provide a tool for very rough, regional type analyses, where up-to-the minute data is not critical. You should not rely on this information for legal or engineering purposes. Over the next several months and years, we hope to improve the quality of the data in this product. Given the dynamic nature of some of the datasets involved, it will always be approximate.

VI. Uninstalling PCLIS Software

NT and Win95 Systems

1. Open the Operating System's *Control Panel* window. This is typically found by clicking *Start* on the MS-Windows taskbar, following the arrow to display *Settings* choices, and clicking *Control Panel*.
2. In the *Control Panel* window there should be an *Add/Remove Programs* icon. Select this program by double-clicking the icon.
3. Make sure the *Install/Uninstall* tab at the top of the form is selected.
4. In the vertical scroll bar portion of the form, highlight the program name which you wish to uninstall by clicking with the pointing device.
5. Click the "Add/Remove" button.
6. A Confirm File Deletion form will prompt you to verify your choice. Answer "Yes" by clicking this button to complete the transaction.
 - On some systems, files used by the PCLIS are shared files which have been used by other programs on your computer. If these files exist, *Uninstall* prompts you with a *Remove Shared Files* form. Although the operating system will indicate that the file is no longer needed, we recommend selecting "No" by clicking this button. Doing this will ensure that you don't inadvertently delete files which your system may need later.
7. When the process is completed, as indicated by the status bar, click "OK" to exit.

Warning:

Uninstall leaves certain system variables open on a Win95 uninstall. These variables are harmless, but if you wish to remove them you will have to edit your autoexec.bat file. Delete the lines beginning with *gisdata*, *gisindata*, *gistemp*, *gismail*, and *gislegend*, then re-boot your computer. Uninstall may also leave its directory structure in place on both Win95 and NT. Check your system for these problems after performing an uninstall.

Windows 3.51

Double click the uninstall icon which will be found in the program group that was created during the installation.

VII. Getting Help

Help Menu

There are many help options accessible from the help pull-down menus inside the PCLIS program. Many times the answer to your general ArcView questions will be found here.

Email and Mail

Pima County DOT, Technical Services Division has established the following e-mail address for you to send us comments and questions about the PC Land Information System.

pclis@dot.co.pima.az.us

As time allows, we will try respond to your e-mail, but we cannot guarantee a response. We will consider your input when making revisions to future releases. Program improvements and data updates will be available by purchasing subsequent editions of the CD. No interim updates or patches will be provided. Please let us know if you have suggestions for improving the data and/or the application. We want to hear from you.

You can also mail comments to:

CD-ROM Group
Pima County Department of Transportation
Technical Services Division
201 N. Stone Avenue, Suite 910
Tucson, AZ 85701

WE ARE SORRY THAT DUE TO RESOURCE CONSTRAINTS WE CANNOT ACCEPT PHONE CALLS RELATED TO THIS PRODUCT.