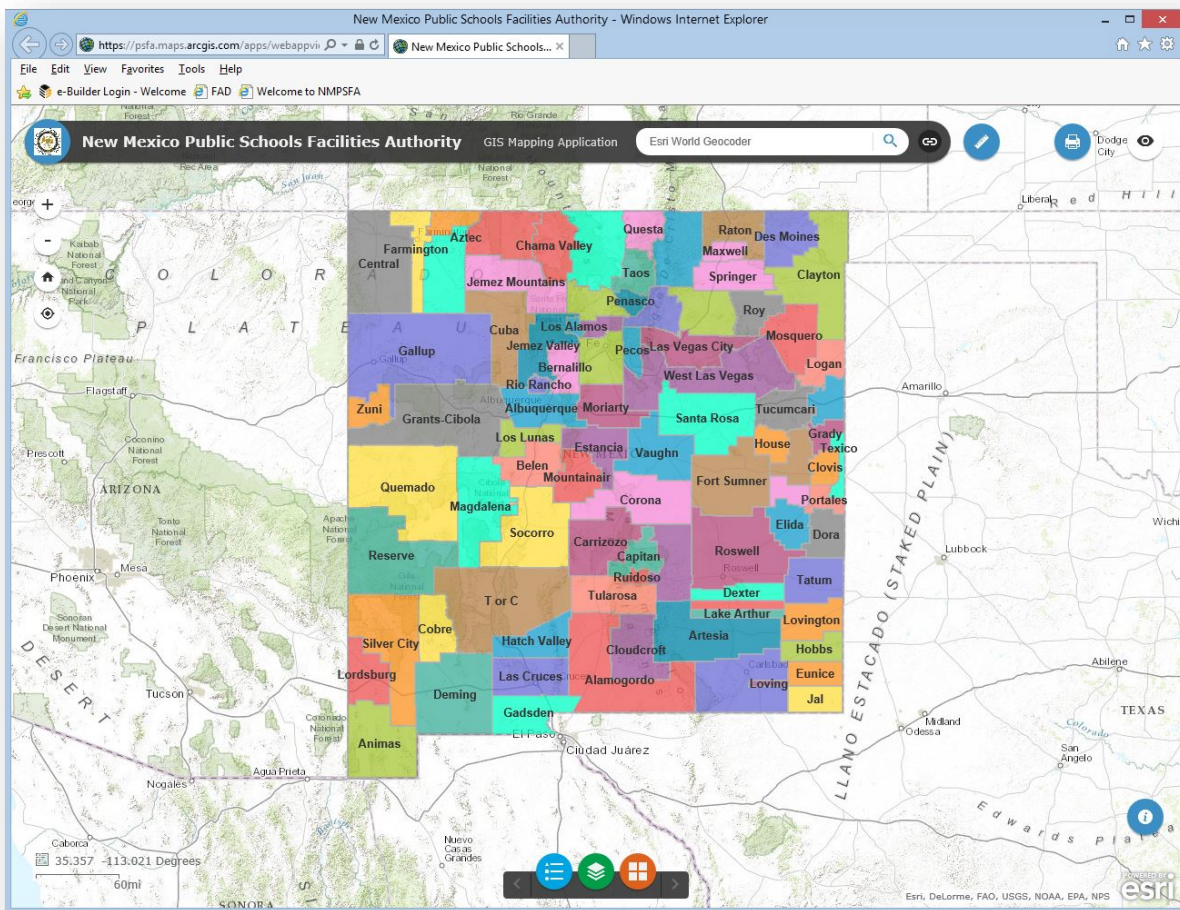


# New Mexico Public Schools Facility Authority

## Web GIS User Guide



New Mexico Public School Facilities Authority

<http://www.nmpsfa.org/>

# Welcome to the New Mexico Public School Facilities Authority

## Web GIS User Guide

This user guide provides guidance on how to navigate and use the New Mexico Public School Facilities Authority (PSFA) web-based Geographical Informational System (GIS). PSFA's GIS is an online tool containing data and basemaps for public school districts and individual school buildings throughout New Mexico. It is useful for research, planning and analysis.

### Disclaimer:

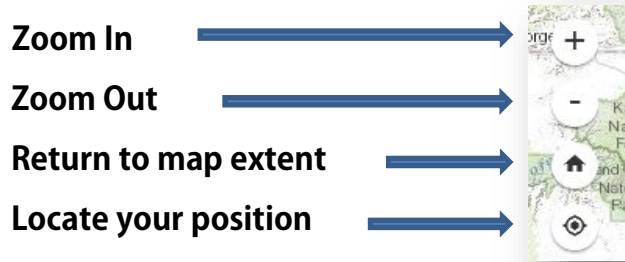
The information on this map was derived from PSFA and district databases. Care was taken in the creation on this map but is provided "as is". PSFA cannot accept any responsibilities for any errors, omissions, or positional accuracy, and therefore, there are no guarantees which accompany this product.

If you have any questions or desire additional information on how to use the NMPSFA Web GIS, please direct your emails to <mailto:amartinez@psfa.org>.

## Navigation

Navigating the GIS mapping application can be done by clicking and holding anywhere on the map. This will allow for panning.

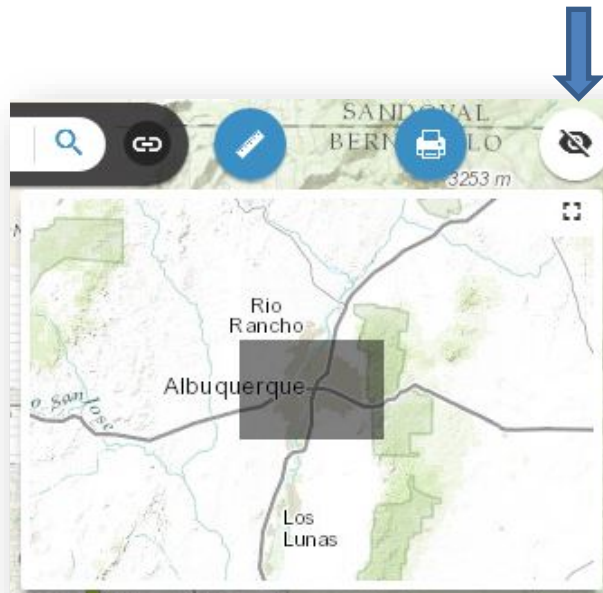
The Navigational Toolbar can be used to;



## Overview Map

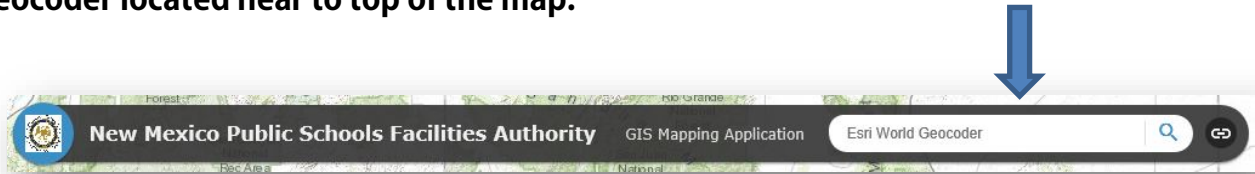
The Overview Map shows your current location as a gray box relative to the full extent or start of the map.

You may turn on and off the Overview Map by clicking the Eye Icon in the the upper left of the map.



## Searching for a specific location

To search for a specific city, school, address, physical feature etc., use the ESRI World Geocoder located near to top of the map.



## Map Layers

To view all available layers for the map click on the green Layers List icon near the bottom of the map. Then click on one or several of the checkboxes to turn the layer on or off.

Note: Some labels are associated with a specific layer, so you can turn off labels by unchecking a specific layer.



## Legends

Legends for the layers can be viewed in two different ways;

1. Legends can be viewed within the green Layer List icon.
  - a. Once you have checked the box simply click the down arrow on the left of the check box. The legend for that layer is now visible.
2. To view the legend in a standalone window click on the blue Legend icon.
  - a. A Legend is now visible.



**Note: The Legend populates based on what layers are checked on and can change with extent. For example; if the schools layer is checked but you cannot see any school points, try to zoom in closer. Once the map extent has met the visibility range for the schools layer, the legend will then populate.**

## **Basemaps**

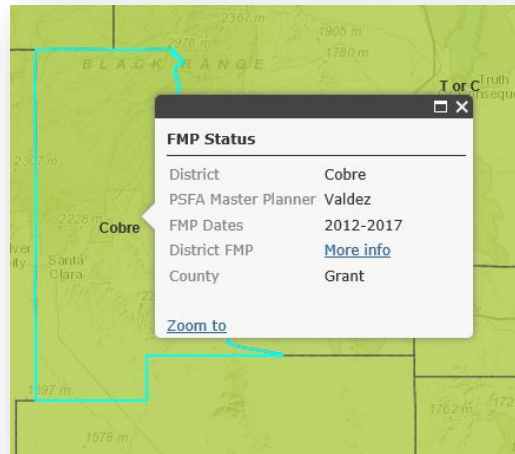
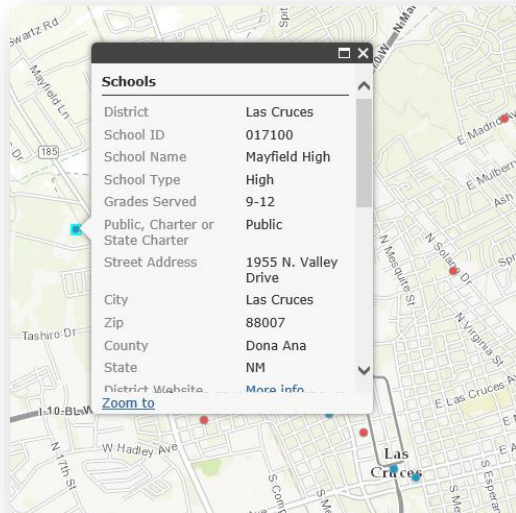
**Basemaps can be changed by clicking the orange Basemap Gallery icon. Several basemaps can now be selected.**



**Note: The windows that pop-up for the Legend, Layer List and Basemap Gallery can all be moved around with the map by clicking and holding on the black header within the pop-up window. This will allow you to arrange these windows however you please. Simply close the window by clicking the X at the top right of the pop-up window.**

## Layer Attributes

To view detailed attributes for a layer polygon, layer point, or layer line feature, click on the feature of interest. The feature selected will then become highlighted and a pop-up will become visible listing any and all attributes for that layer features.



## The Measure Tool

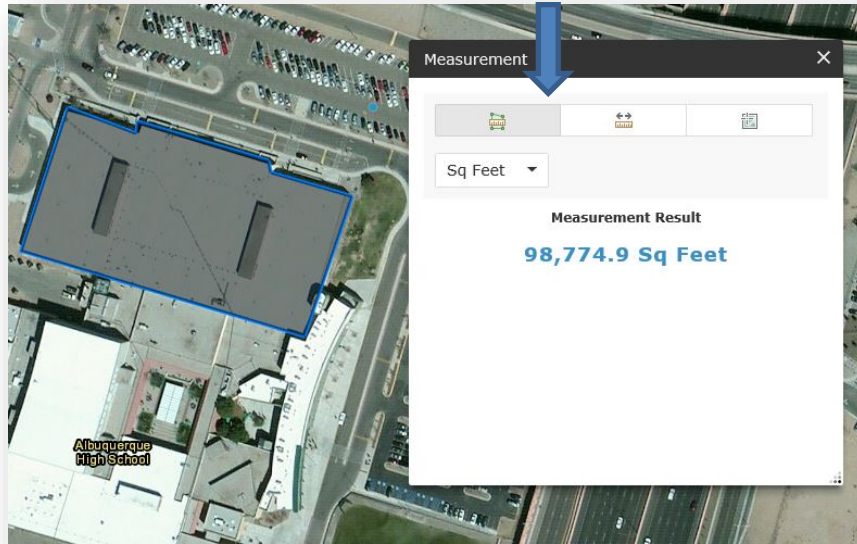
The Measure Tool allows you to measure area, distance and an exact location. First activate the Measure Tool by clicking on the blue Ruler near the top right of the map.



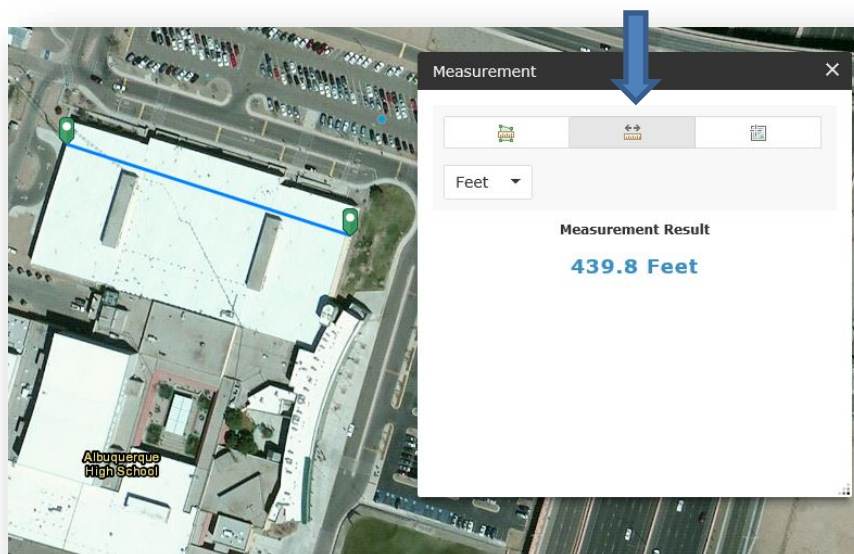
- To use the Measure Area Tool click on the map. Click again to add another segment, keep adding segments until the area you wish to calculate has been enclosed. Double click to complete the area calculation. The calculated area is



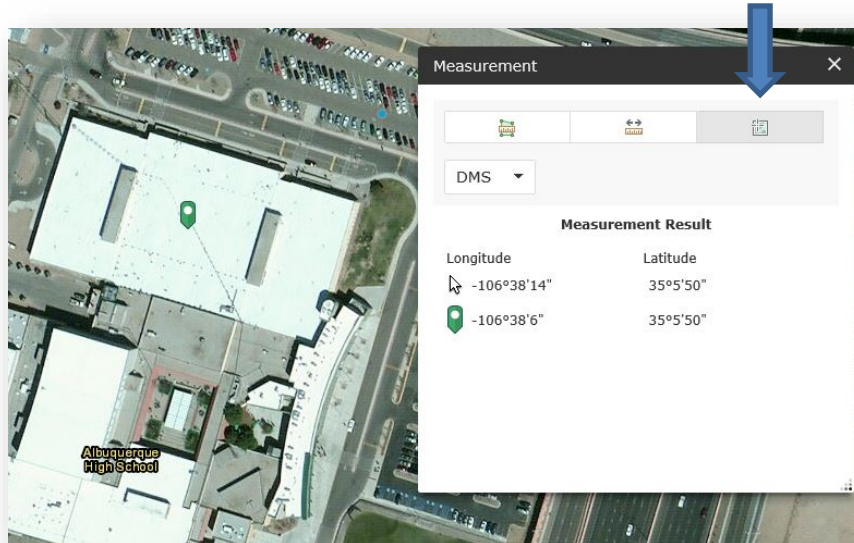
now shown in the Measurement window. Change units in the drop down menu.



- To use the Measure a Distance Tool, click on the map to create the point at which the line segment will start. Click again to add another segment. Double click to complete the line segment. The calculated distance is now shown in the measurement window. Change units in the drop down menu.



- To use the Exact Location Tool click on the map to create the point at which you want to know the location of. The exact location is now shown in the measurement window. Change units in the drop down menu.



## Printing Widget

To print a map, click the Print Tool near the top right of the map.



1. Enter the title for the map in the Map Title text box
2. Select the applicable Layout and Format for the exported map.
3. Click Advanced to open a menu with advanced print options
4. After all options have been set with applicable values, click Print to submit all information to print service. A progress bar displays next to the executing task.

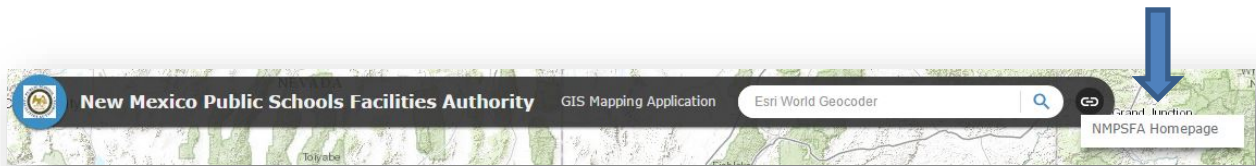


5. Upon completion of the print job, a link to the print output displays. Click the task to open the file in a new window.
6. Click Clear Prints to clear the print history.

**Note:** The MAP\_ONLY format prints only the map, omitting any marginal information from the output. Also, the print widget may not print the legend for the layers using the new styles. This is a known ArcGIS Online error.

## PSFA Homepage

You can return to the PSFA homepage by clicking on the hyperlink to the right of the ESRI World Geocoder bar.



## Troubleshooting

For the best performance with the PSFA ArcGIS Online website, use the latest version of a browser listed below.

- IE 9 and higher. Versions 7 and 8 have limited support
- Firefox
- Chrome
- Safari
- iOS Safari
- Android Browser
- Chrome for Android