



2024

# Land Records Map Template Guide

LAND RECORDS MANAGEMENT  
GIS DEPARTMENT | JACKSON COUNTY, MO

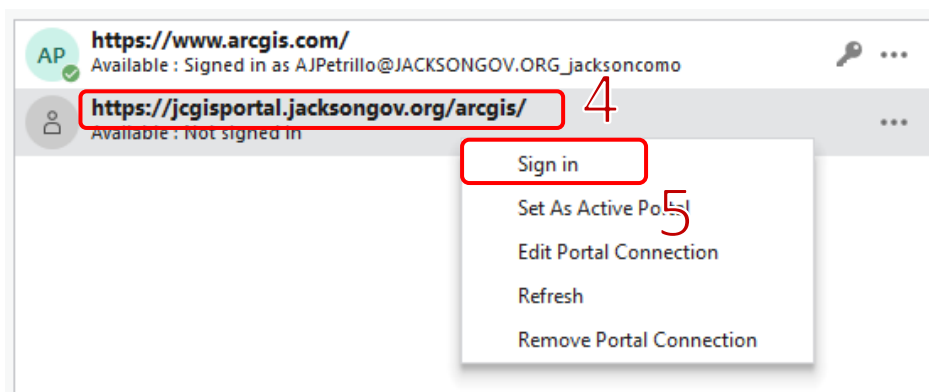
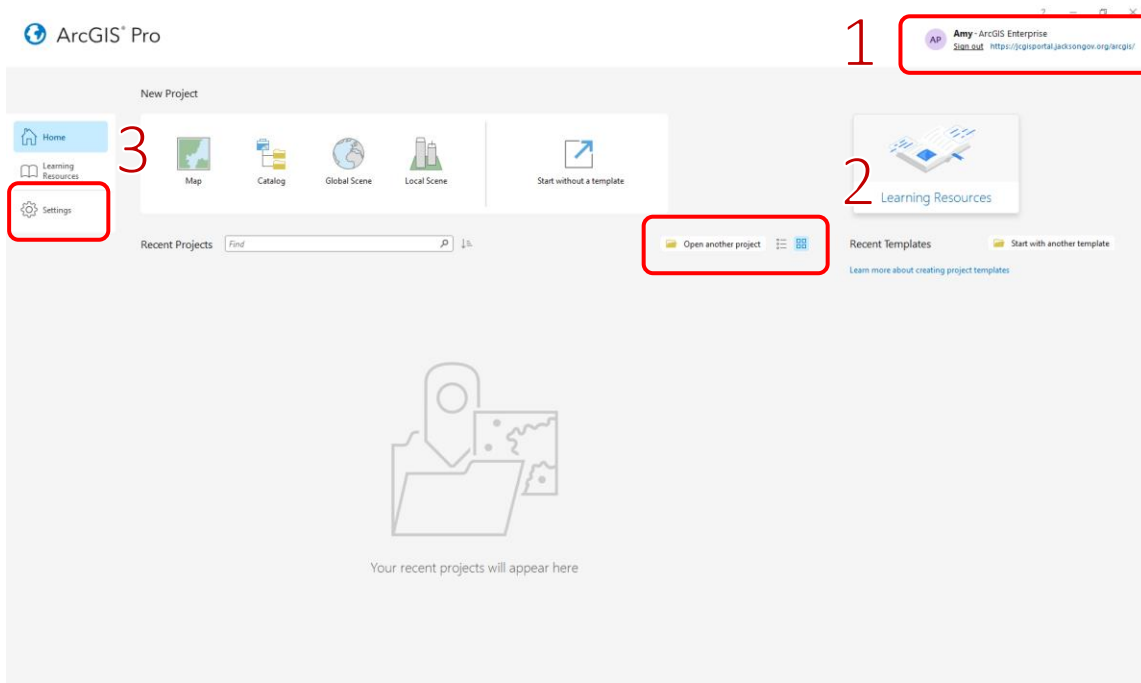
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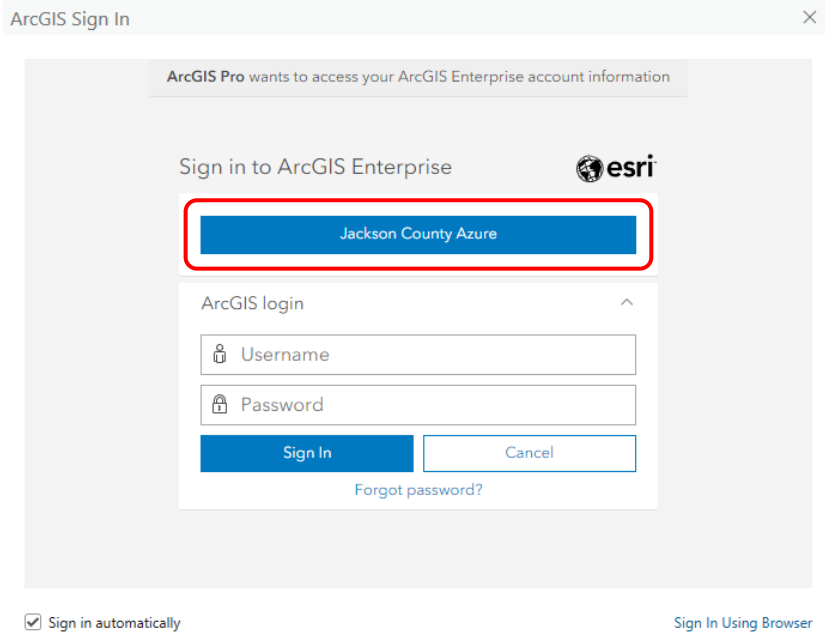
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# ArcGIS Pro Project Setup

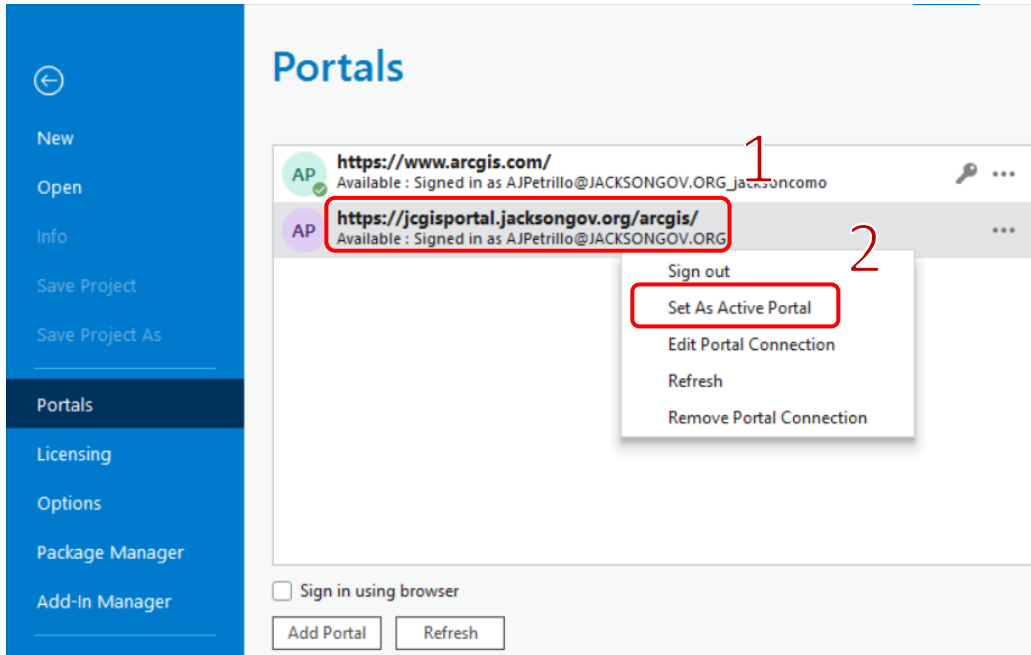
To access the Land Records Map Templates project package, open ArcGIS Pro and ensure you are signed into ArcGIS Enterprise for Portal (1). Select Open another project (1). If you are not signed in to the portal, select settings (3), right click on the portal (4), and sign in (5).



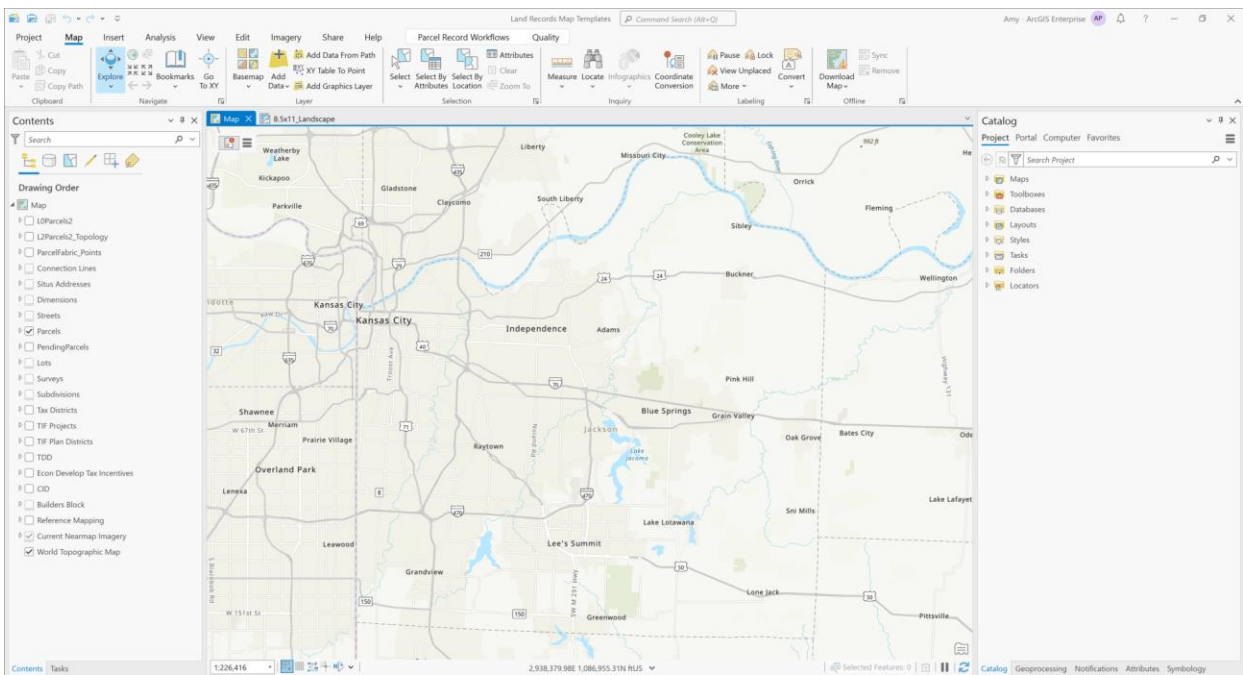
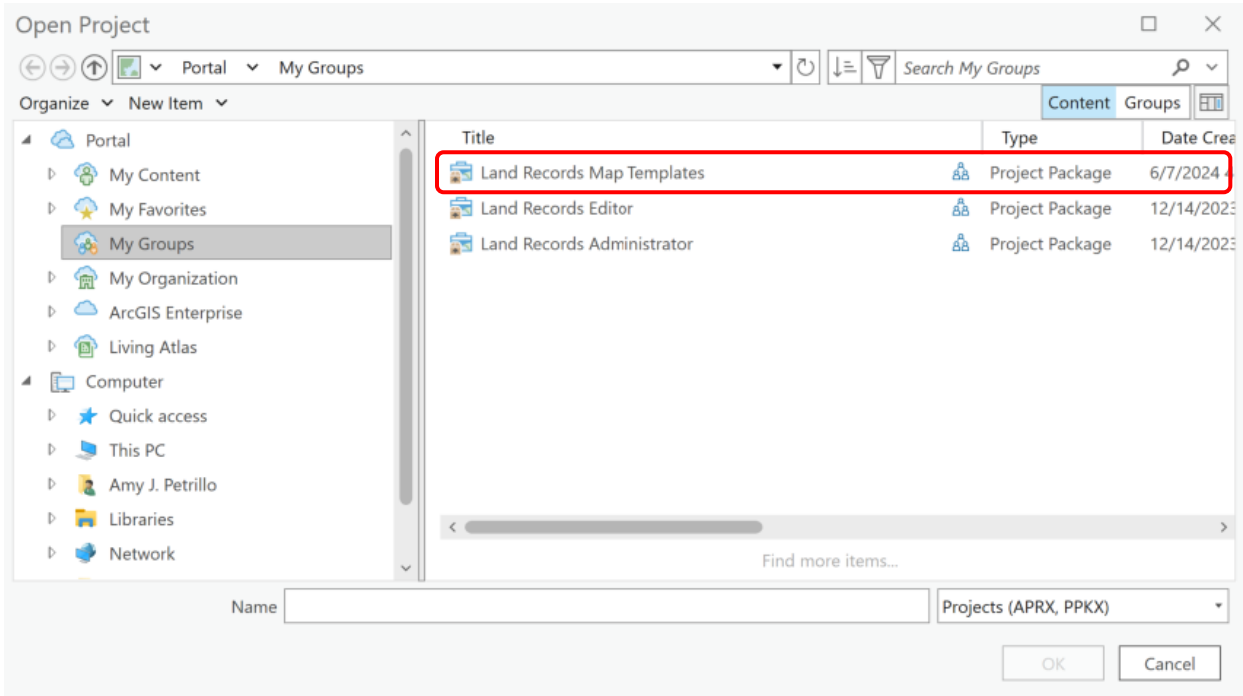
If prompted, click the Jackson County Azure button.



Right click on the portal again (1) and select set as active portal (2).



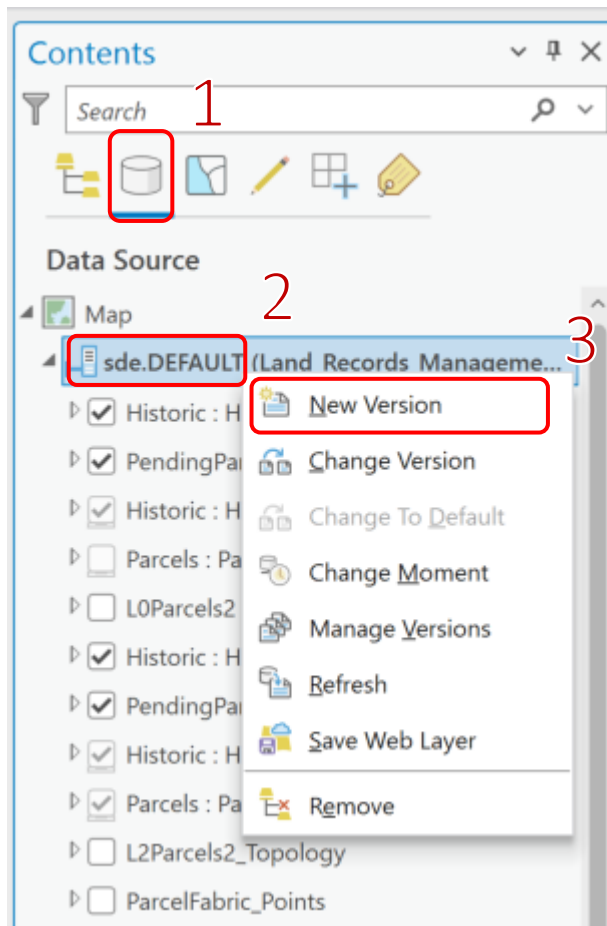
Select My Groups from Portal and choose the Land Records Map Templates project package.

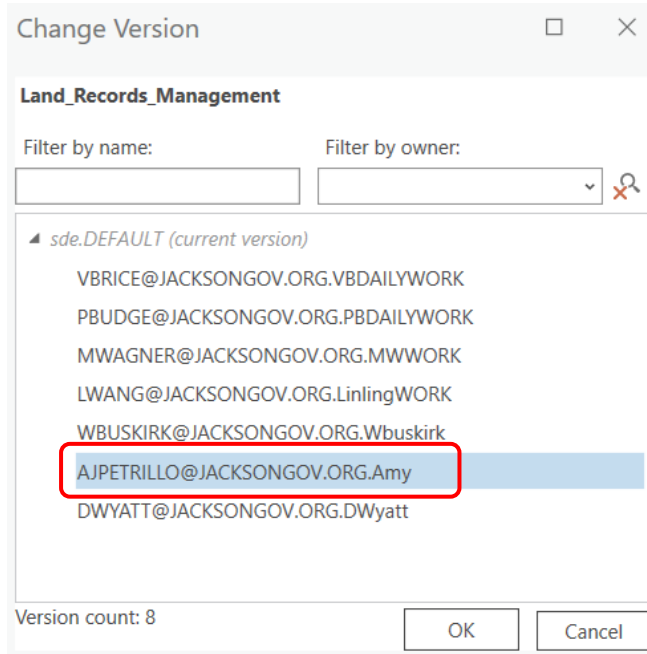


## Change the Parcel Fabric database version

Change the version of the parcel fabric database to your version or create a new version.

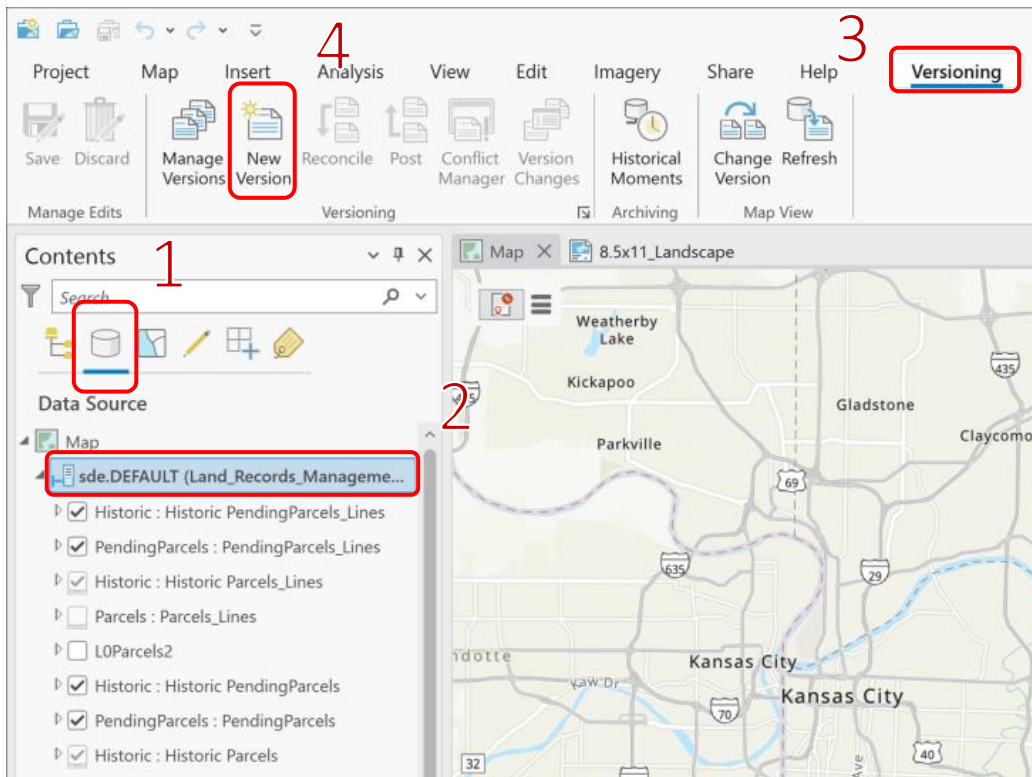
Select the database icon (1) in the Contents pane and right click on the sde.DEFAULT parcel fabric database (Land\_Records\_Management) (2). Click Change Version (3) and select your version.





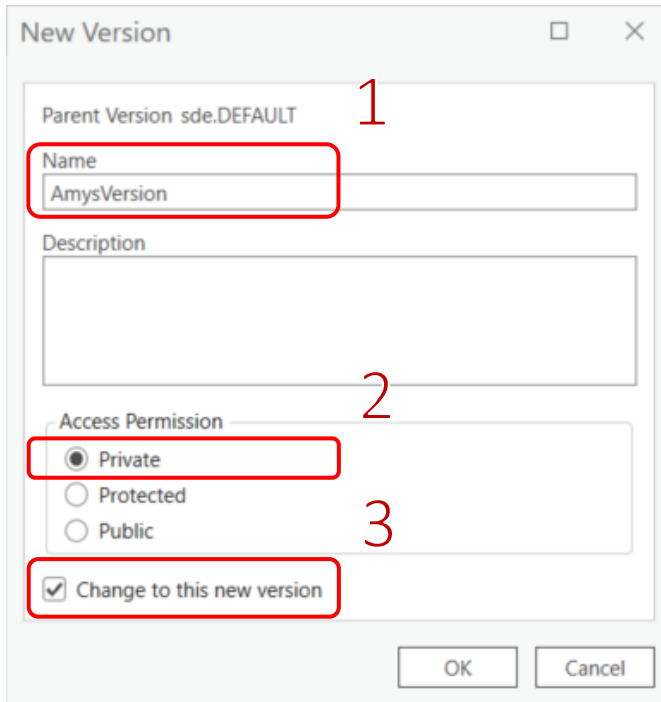
If you need to create a new version, navigate to the Versioning tab on the ribbon.

Select the database icon (1) in the Contents pane and click on the sde.DEFAULT parcel fabric database (Land\_Records\_Management) (2). Click the Versioning tab (3) and select the New Version button (4).



In the New Version window, create a name for the version (1), select “Private” for the access permission type (2) and select “Change to this new version” (3).

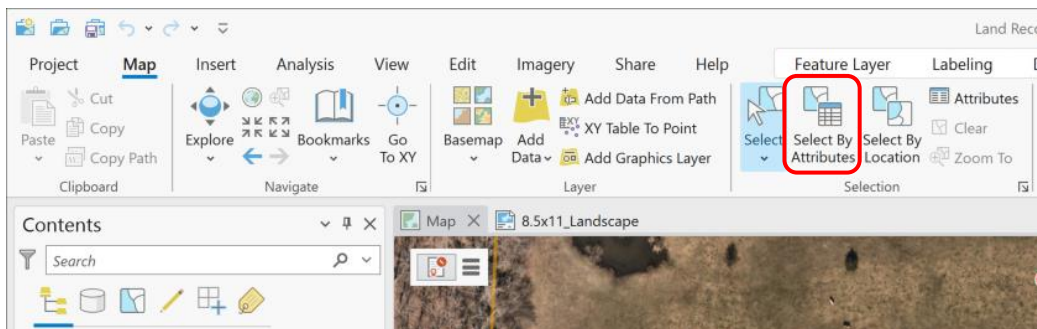


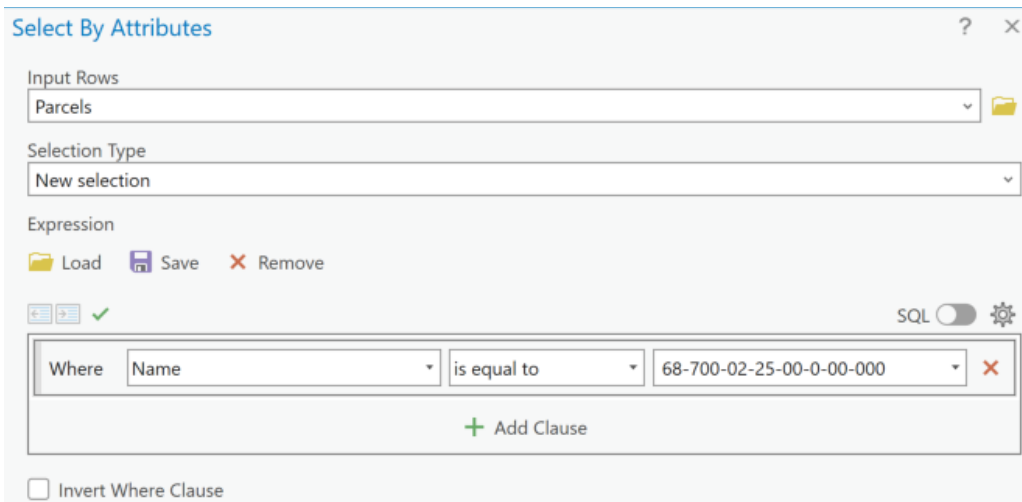


## Setting Up the Map

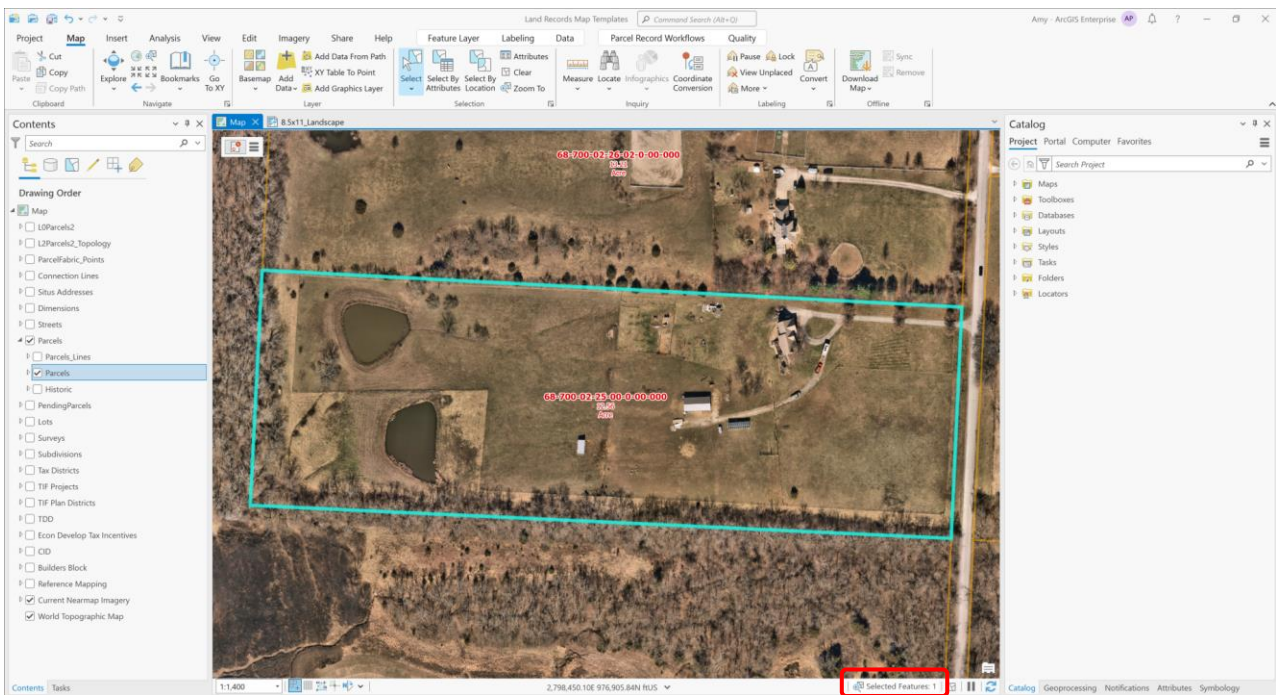
The map setup for printing a map may be done either from the Map tab or from the map layout you will be using. To complete these steps from the map layout, activate the map in the map layout (see the Map Layouts section for how to activate the map).

To zoom to a parcel for printing a map, open the select by attributes tool and set the query to “Where Name is equal to     (parcel number)    ” for the Parcels layer. Click Ok or Apply.



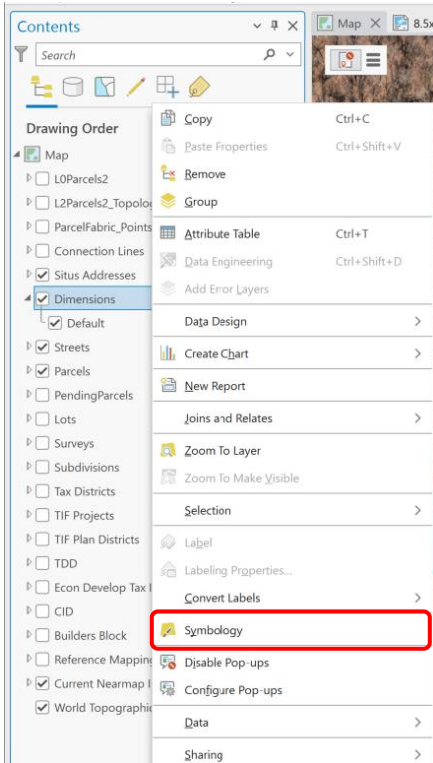


Click the Zoom to selected feature icon below the map.

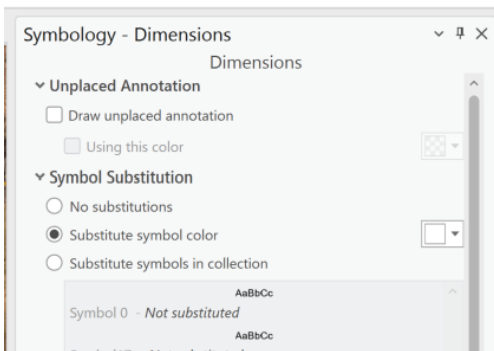


Turn on any needed layers from the Contents Pane.

If the dimensions layer is used and the color of the text needs to be changed to white, right click the layer and choose Symbology.



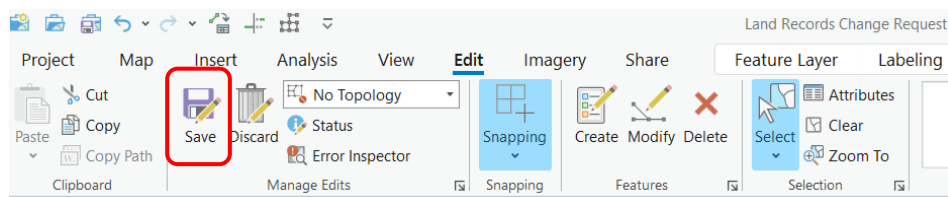
Select Substitute symbol color and set the color to white.



## Save Edits

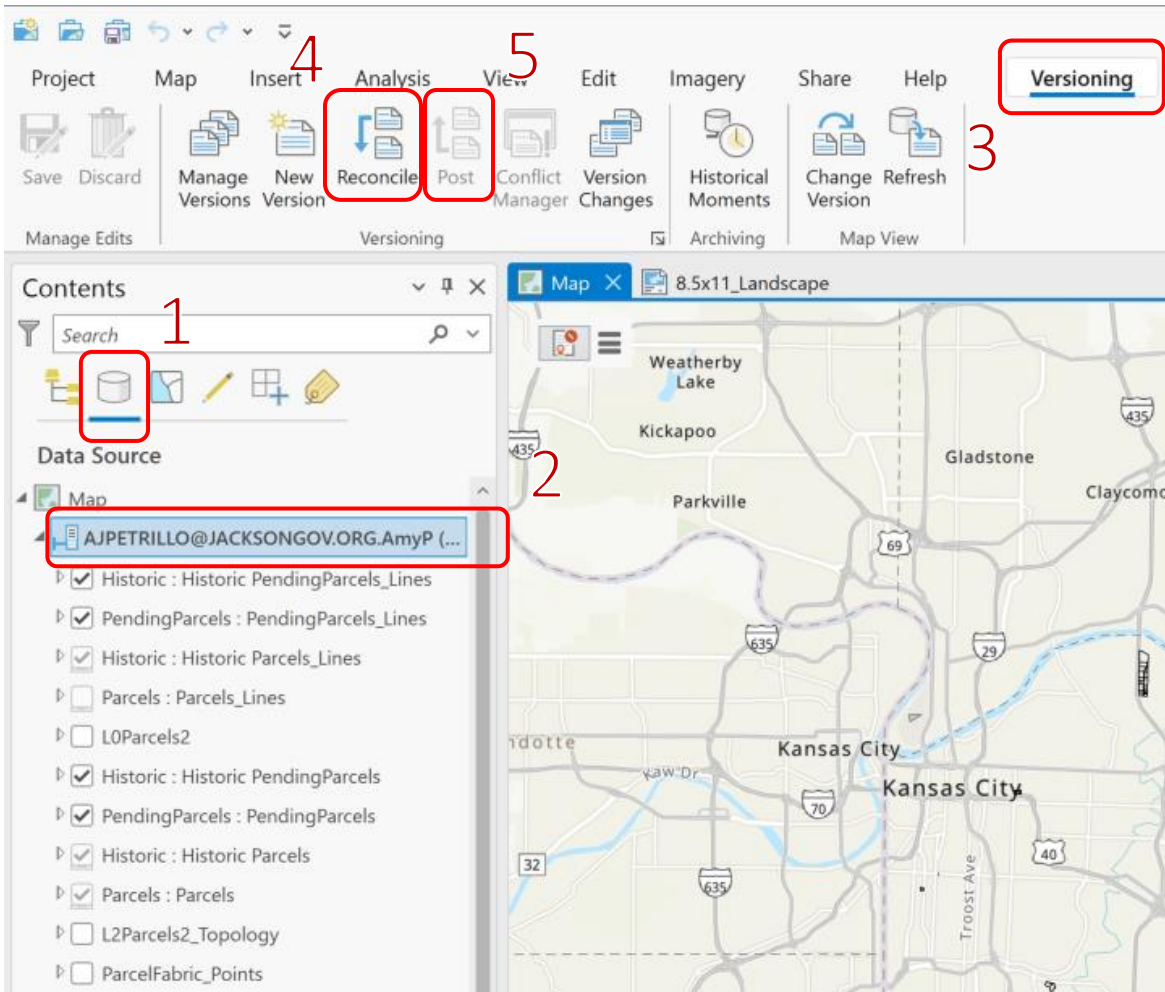
Select the Edit tab and save edits. This step will update the dimensions layer and changes will be updated immediately on Parcel Viewer.

*Please note that changes to the Dimensions layer cannot be undone after clicking Save. To revert any annotation to the original value, the dimension will need to be re-entered and saved.*



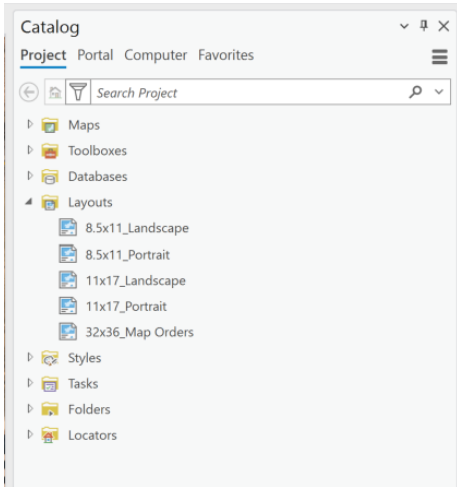
## Reconcile and Post

If any edits need to be saved that were made to the other layers in the map (parcel fabric, streets, etc.), click Save (as shown in the Save Edits section). After saving your edits, select the Data Source tab (1) and click the Land Records Management (parcel fabric) data source (2). Click the Versioning tab (3) and reconcile (4) and post (5) the parcel fabric updates.

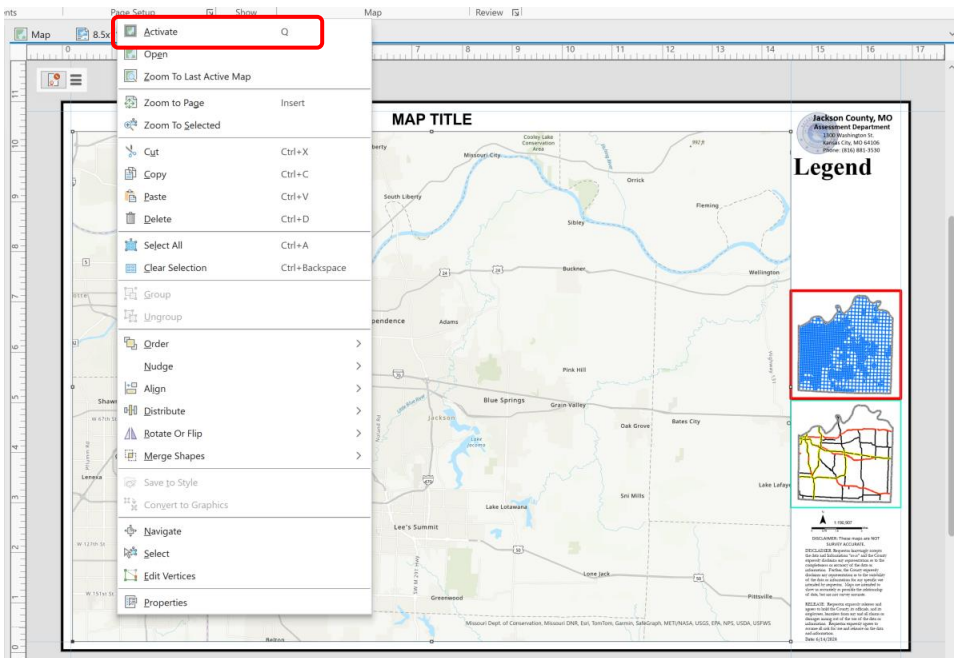


## Map Layouts

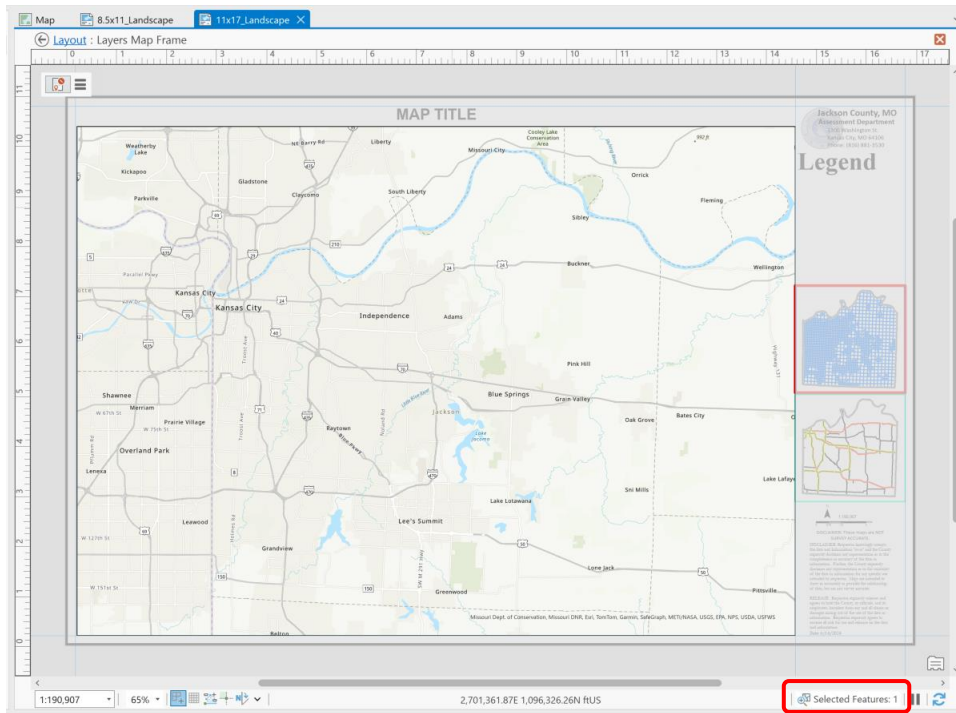
To open the map size and orientation needed, expand Layouts in the Catalog pane and double click the layout.



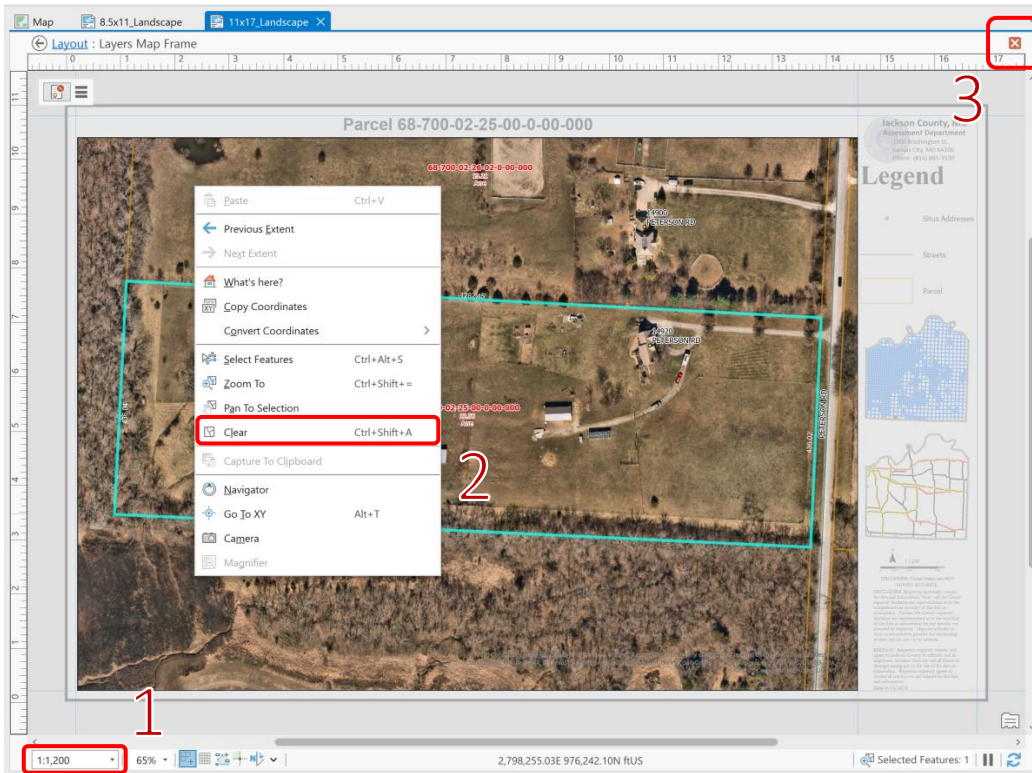
To zoom to a selected parcel in the map layout, right click the map in the layout and select Activate.



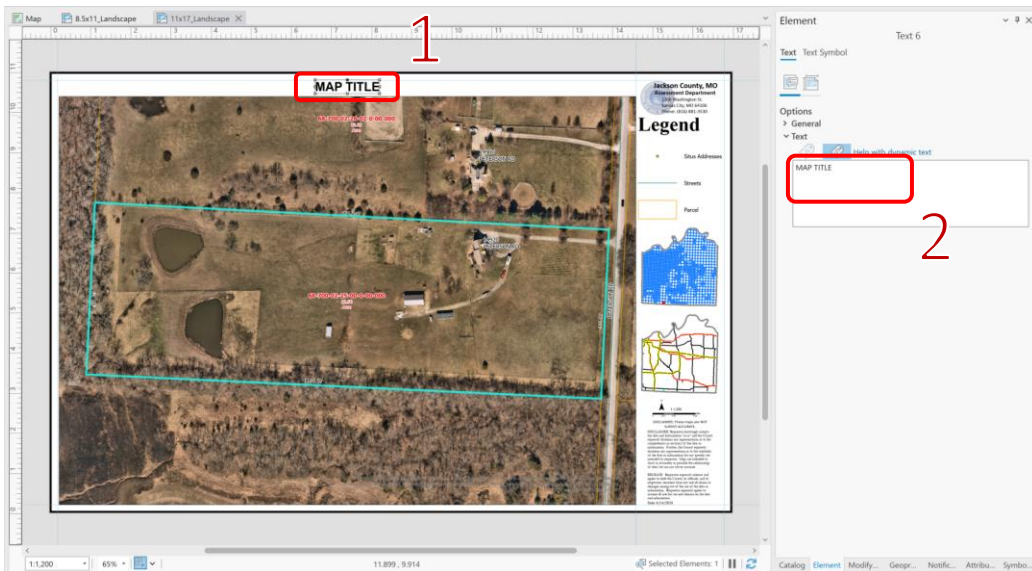
Click the Zoom to selected features button in the lower right.



If the scale needs to be updated, set the value and press the Enter key (1). If you do not need a parcel selected in the printed map, right click the map and choose Clear (2). When the map is complete, click the close icon in the upper right corner (3).



Update the map title by double clicking the “Map Title” text at the top of the layout (1) and updating the text in the Element pane (2).

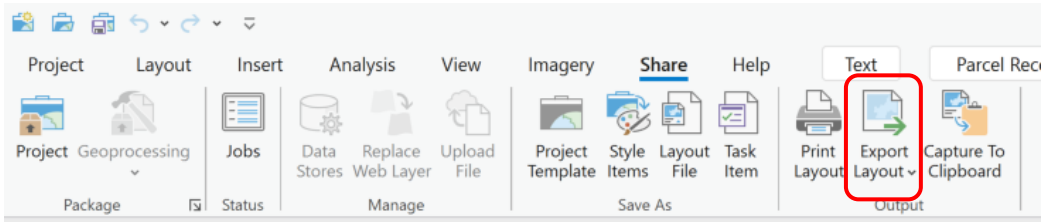




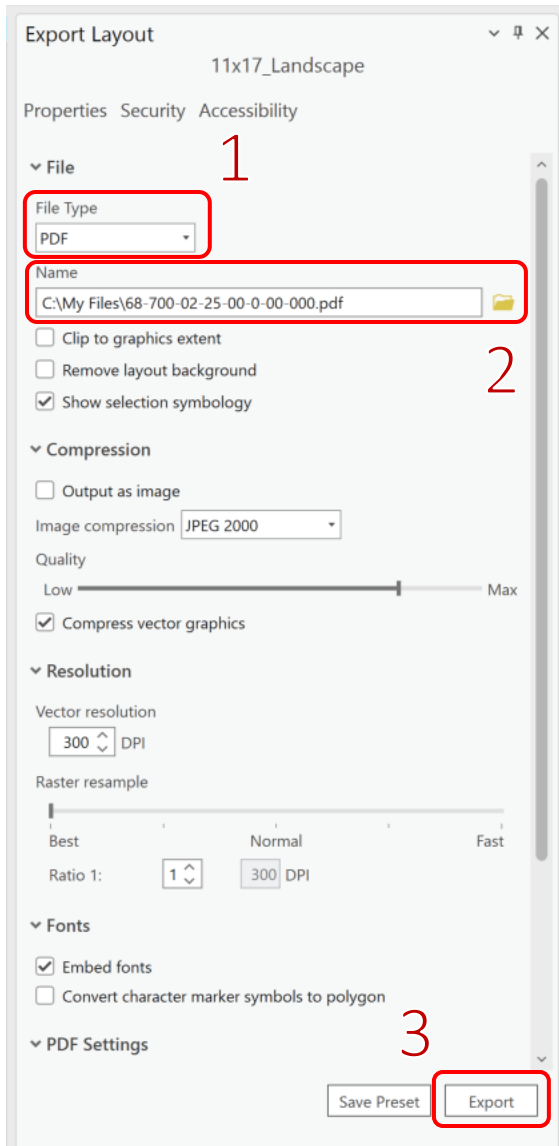
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# Export a Map for Printing

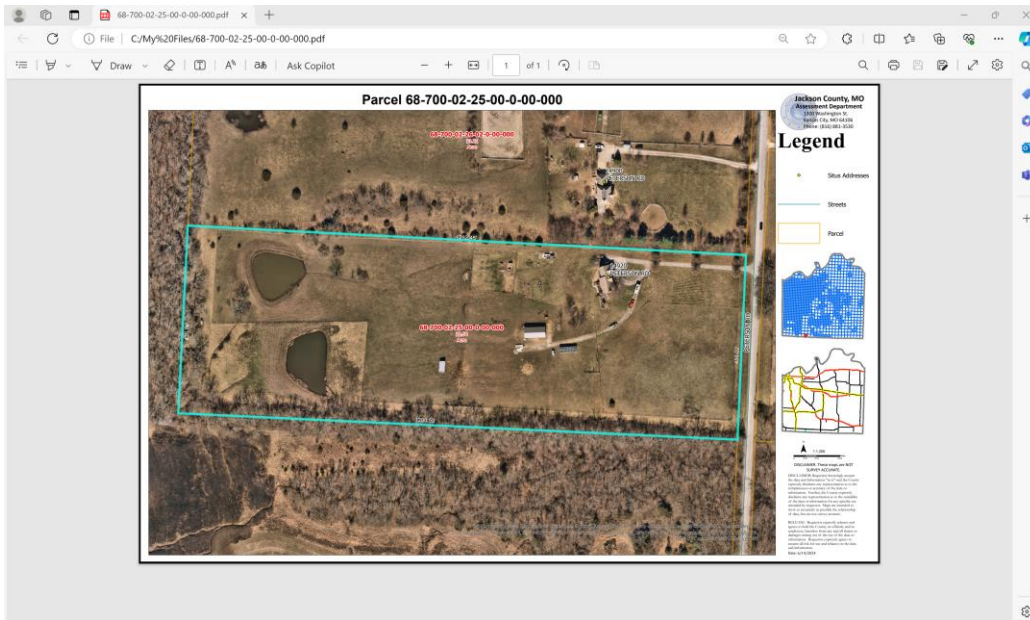
To export a map for printing, click Export Layout from the Share tab.



From the Export Layout pane, ensure PDF is set for file type (1), set the output location for the file (2), and click Export (3).



Open the exported file and select Print from the browser or application it opens in. Choose the printer, adjust any other settings needed to fit the image to the page (i.e. page layout and paper size), and select Print.



## Help Documentation

To view the help documentation, expand Tasks in the Catalog pane and open the Help Documentation task.

