

Reviewing Digital Tax Code Area Maps Using Acrobat Reader

Idaho State Tax Commission
August 2003

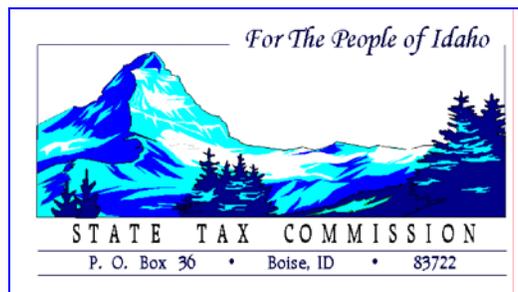


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Section 1

Introduction

Adobe Reader is a free .pdf viewing software that works great for viewing the digital tax code area maps from the Idaho State Tax Commission. It can be downloaded, free, at www.adobe.com. This document will instruct you on how to open, review, print, and report discrepancies in the tax code area maps. **Make sure you are using the latest version of Acrobat Reader, version 6.0, to ensure everything works as described.**

GIS datasets are provided on the tax code area CD as well, if you'd rather look at the data instead of the maps. There is a free GIS data viewer called ArcExplorer to view GIS data layers. You can download it, free, at www.esri.com. It is a simple stripped down version of ArcView, meant only for viewing GIS data layers. You can't edit, do analysis, or create fancy maps like you can in other GIS packages.

ArcExplorer will allow you to view any of the tax code area GIS data layers that the Tax Commission maintains, to produce the tax code area maps. The two layers that the Tax Commission maintains are the tax code area dataset and the annexation dataset. The **tax code area dataset** is the dataset that shows the tax code area boundaries, and the tax code area numbers, for each polygon. The **annexation dataset** is the layer that creates the green polygons on the map representing the annexations, or changes, during the past year. Viewing these two layers simultaneously in ArcExplorer will give you additional information in the database not shown on the maps, or it may clarify something that is not very legible on the map.

If you have a copy of, and are familiar with ArcView 3.x, 8.x, Geomedia, or any other GIS package, I would recommend not using Arc Explorer. ArcExplorer is a free GIS data viewer and therefore has less functionality than the other GIS packages. But, ArcExplorer still does the trick if nothing else is available, or if you are not familiar with a GIS package. Good luck!

Now, let's take a look at Adobe Reader to review the maps.

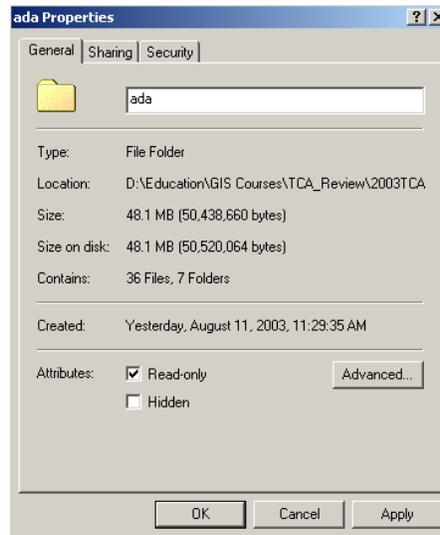
Section 2

Copying tax code area data to your computer from a CD

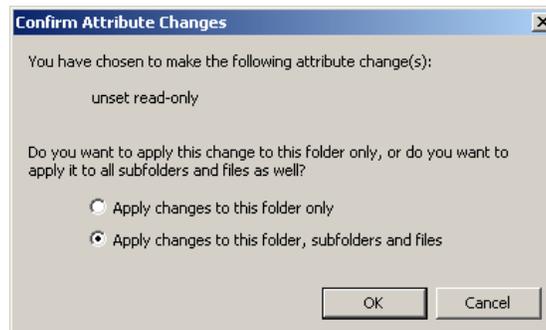
Go to your desktop and double-click on the **My Computer** icon .

When **My Computer** opens, browse to your CD drive and view the information on the tax code area CD sent by the Idaho State Tax Commission. Copy your county folder to your hard drive. To do this, right-click on your county folder and select **Copy**. Browse to the folder on your hard drive where you want to store the folder, click **Paste**, under the **Edit** menu. You now have the tax code area data copied to your hard drive.

To allow read permissions, right click on your county folder, you just pasted, and select **Properties**. The following window will appear. If the **Read-only** checkbox is checked, then uncheck the box.



The following window will appear when you hit **OK**. Check the option, **Apply changes to this folder, subfolders and files**, and hit **OK**. You are now ready to work with the files.

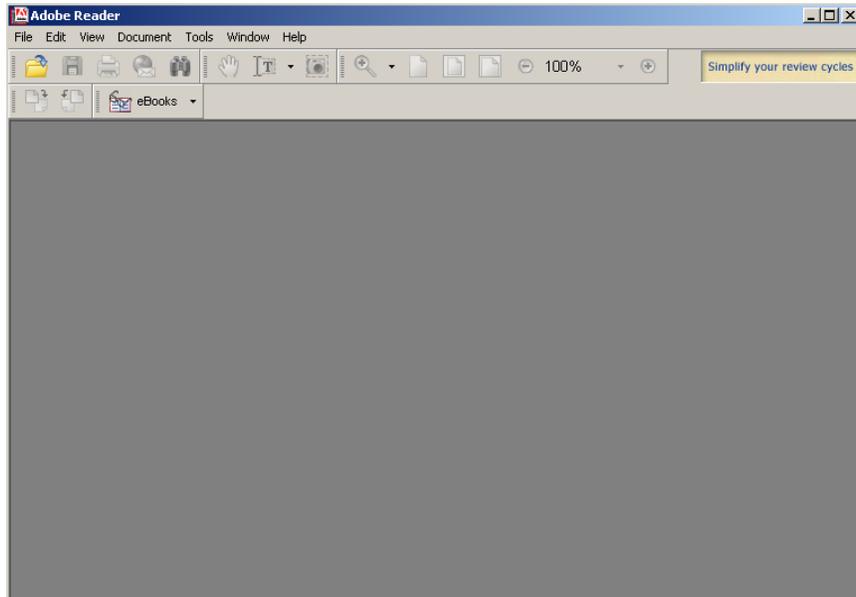


Section 3

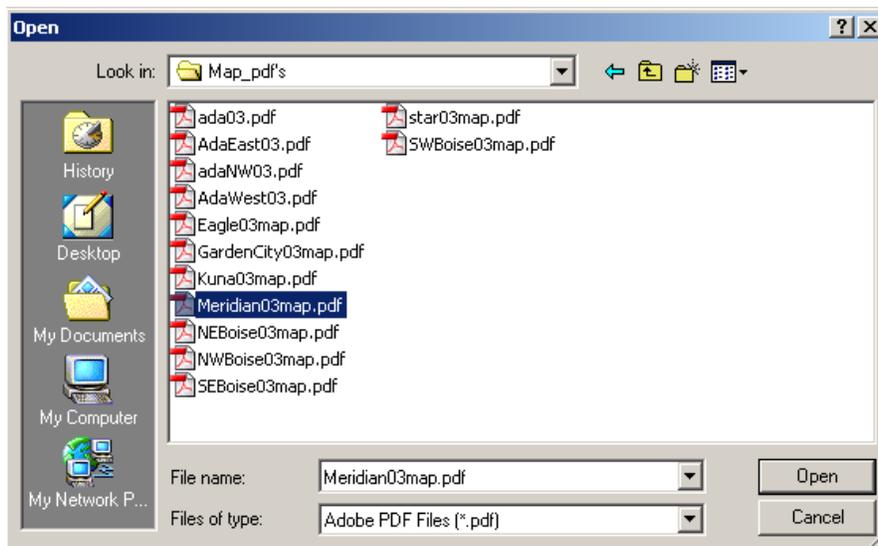
Opening a map in .pdf format

To open a map, double-click on the **Adobe Reader 6.0** icon  on your desktop, or go to **Start/Programs/Adobe Reader 6.0**.

When Adobe Reader opens, click on the **Open** button .



Browse to the map you want to open. The maps are in the **Map_pdfs** folder in the county folder. Select the map and hit **Open**.



Section 4

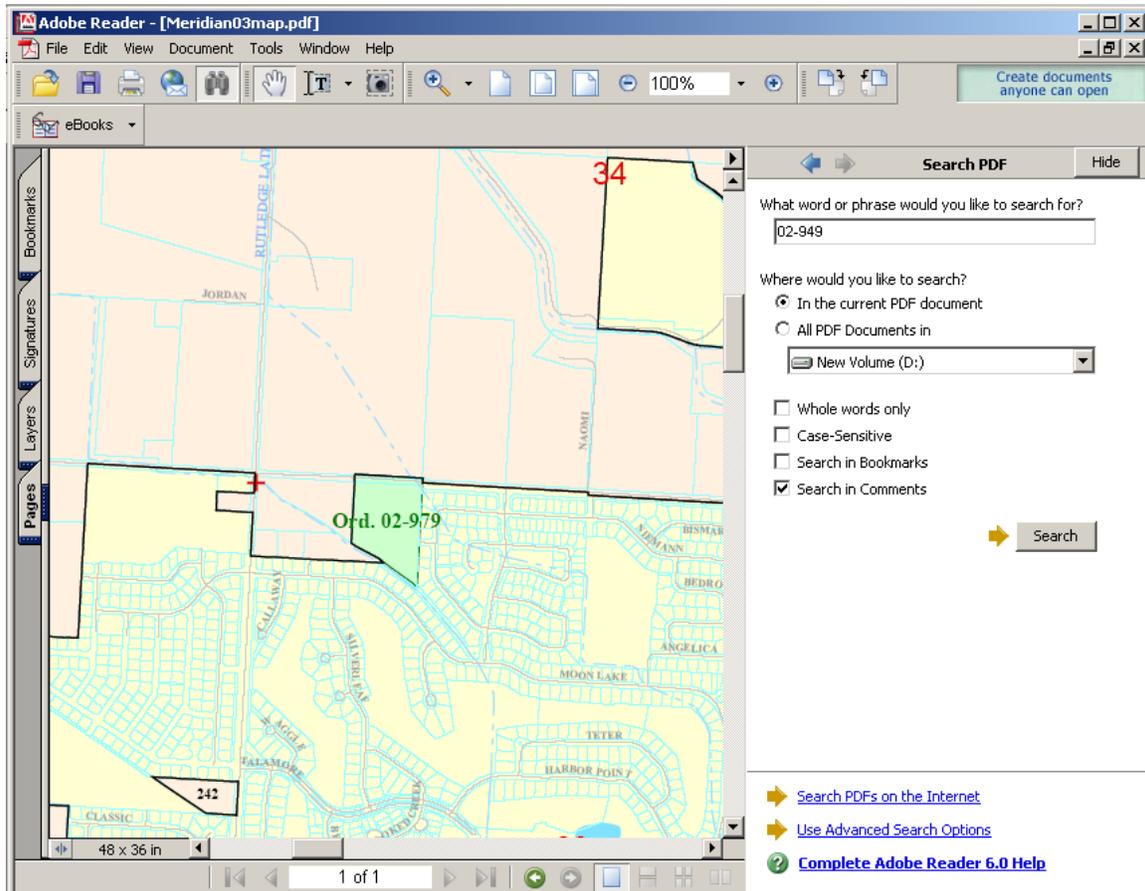
Reviewing tax code area changes

The first thing you will want to do is view the **List of Changes**. You can open up the word document, .pdf, or look at a printed copy. This list shows all the changes, made to the tax code areas, during the past year. The **List of Changes** is on the tax code area CD. The **List of Changes** is sorted by district, map, and then ordinance number. You can sort this differently in the Microsoft Word document, if you would like. You'll notice there is a column named "map" that tells you which map the change is shown on.

Determine the change you want to look at, and open the corresponding map with Adobe Reader.

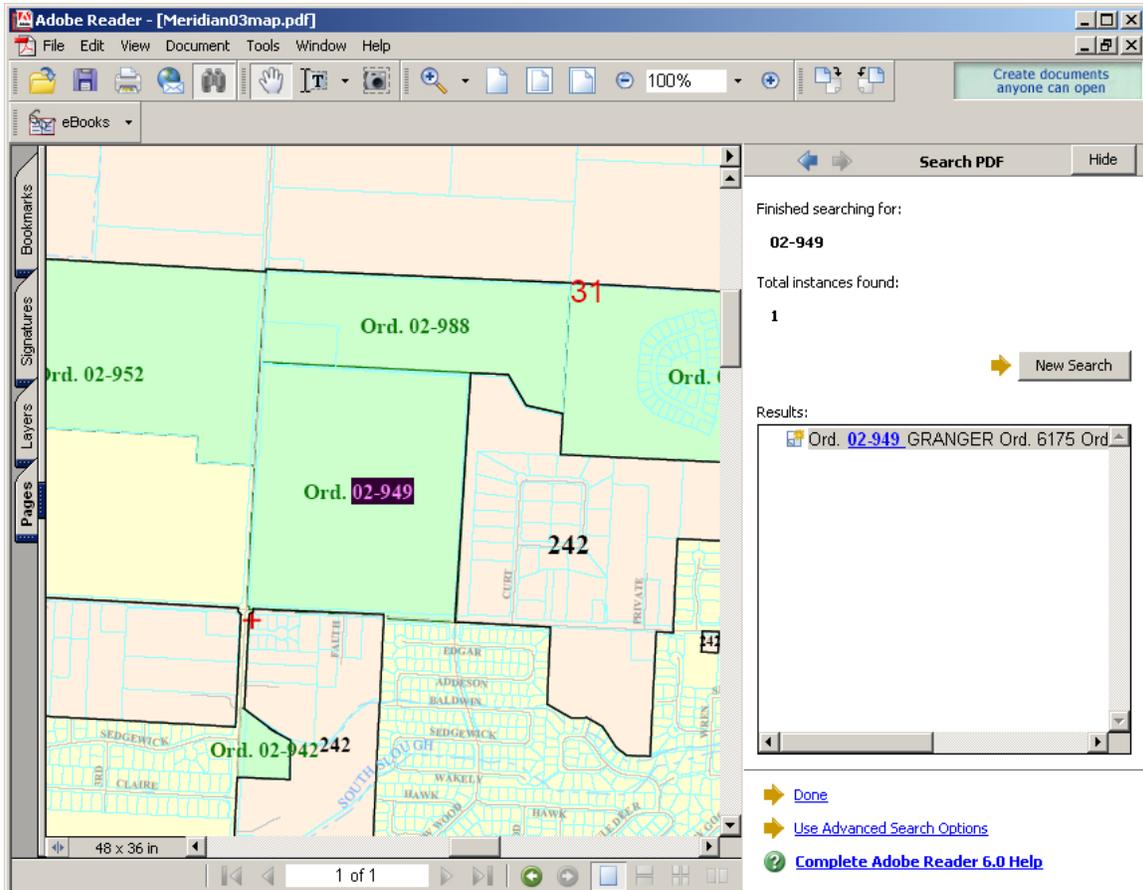
Hit the **Search** button , and type in the name of the ordinance, in the type-in box that pops up, in the window, on the right side of Adobe Reader.

Hit the **Search** button   in the window to the right.



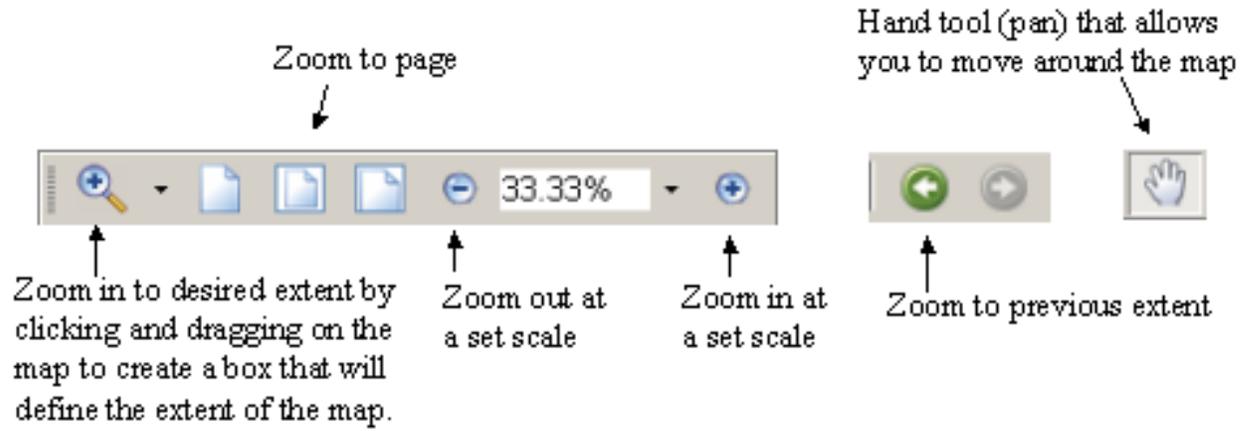
You'll see a **Results** window pop up, showing the text it found using the search criteria. Click in the **Results** window, on the correct option, and the text will highlight.

Hint: If you are zoomed, to the full extent of the map, when you began the search, the text will highlight. If you zoom in, to an extent similar to the size of an annexation, you can hit the **Search** button and the text will not only highlight, but also zoom you to the selected text it found, as shown in the diagram. You can then zoom, in or out, to the desired extent for viewing.



To start a new search hit, the **New Search** button  **New Search** in the window to the right.

The following zoom tools are useful in Acrobat Reader.



Section 5

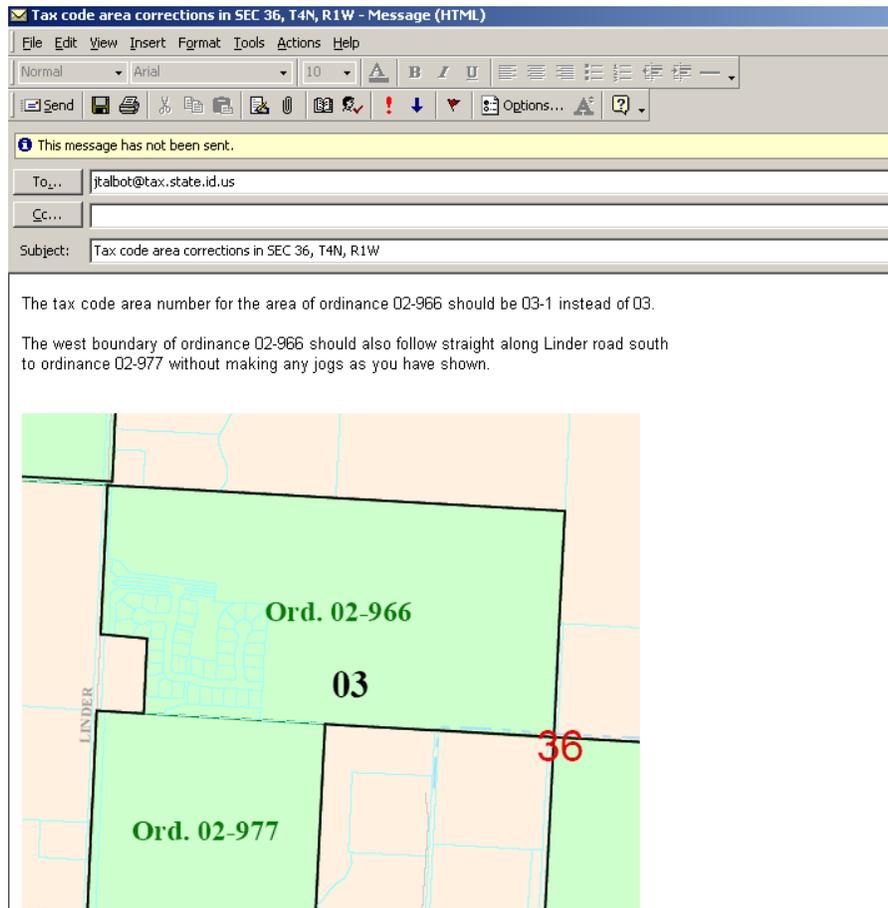
Reporting discrepancies to the Tax Commission

To report problems, use the **e-mail** button . You can e-mail Craig Johnson or Jason Talbot with discrepancies: jtalbot@tax.state.id.us or crjohnson@tax.state.id.us.

In the e-mail, provide the ordinance number and a description of the problem. The section and, township & range where the problem occurs, may also be helpful. You have the ability to clip a portion of the map and send it in the body of the e-mail.

To clip a portion of a map, zoom to the desired location, and hit the **Snapshot** button .

Define the area of the snapshot button by clicking in the map extent, and, while holding down the mouse button, drag across the map until you have defined the area to capture, in the snapshot. When you release the mouse button, the area will be automatically copied to the clipboard. You can then open up your e-mail, and with the cursor in the body of your e-mail, below your text, hit **Ctrl + V** simultaneously, and this will paste the image into the body of the e-mail. This is helpful to send with the description of the discrepancy. Remove the .pdf that is automatically attached, and send the e-mail.



If it is easier to explain the problem by drawing on the map, you can paste the snapshot in word, print it, draw changes on the map and fax it to Jason or Craig at 208-334-7629. Please, also send an E-mail describing the problem, and mention that you are faxing a map. These steps will better ensure that the changes will be made before we finalize the tax code area maps.

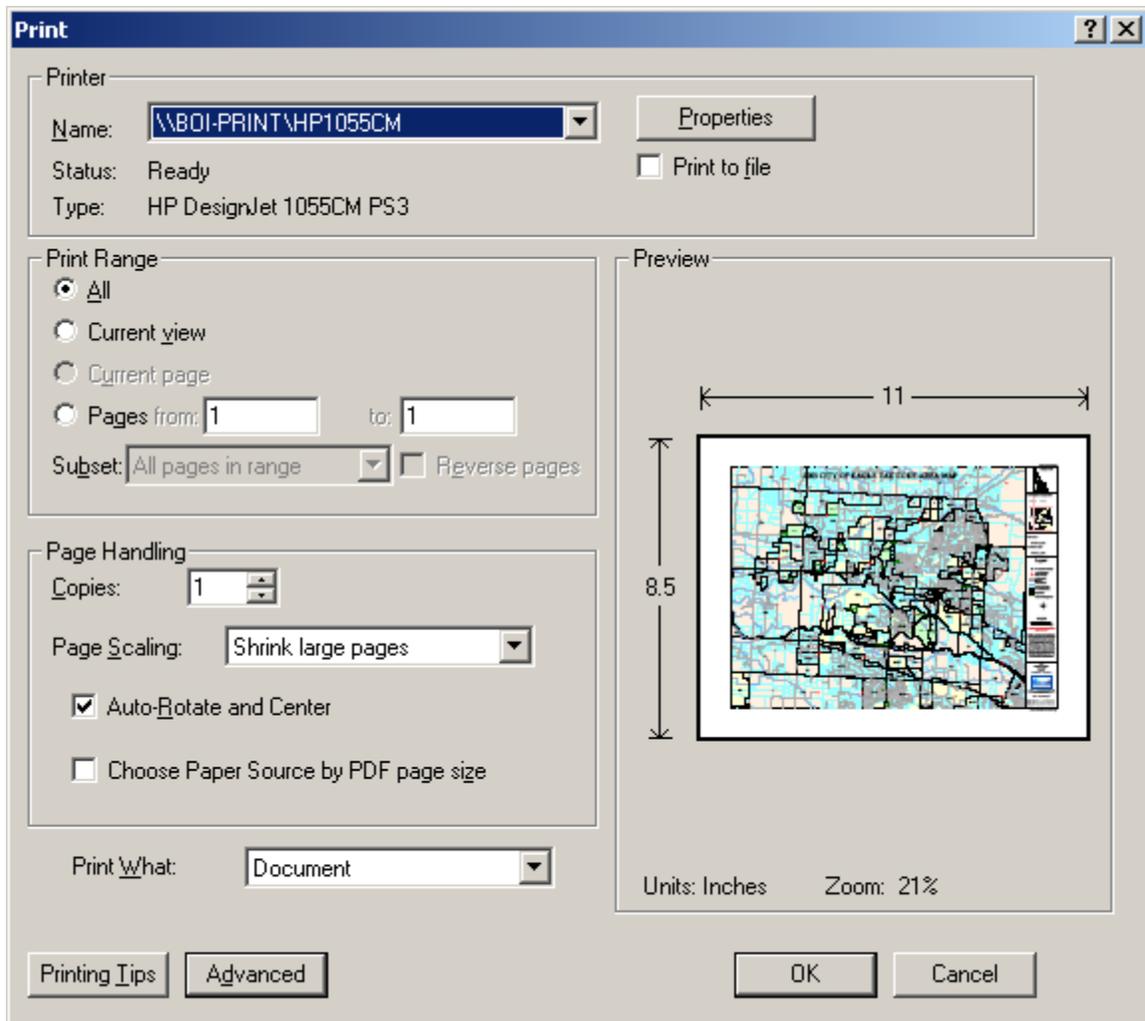
Section 6

Printing a map

There may be some variation, in the appearance of your print window, in comparison to the print windows shown in this document. **Ensure that you are using Adobe Reader version 6.**

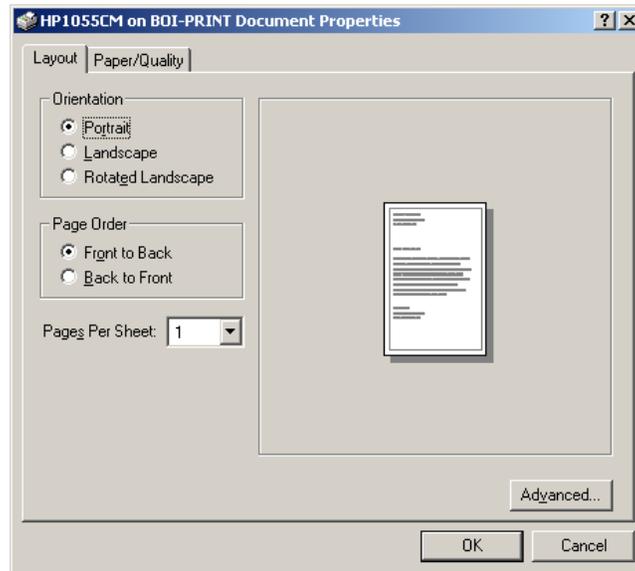
To print the large 46X38 maps to your plotter do the following:

1. Hit the print button , and it will open the following print window:

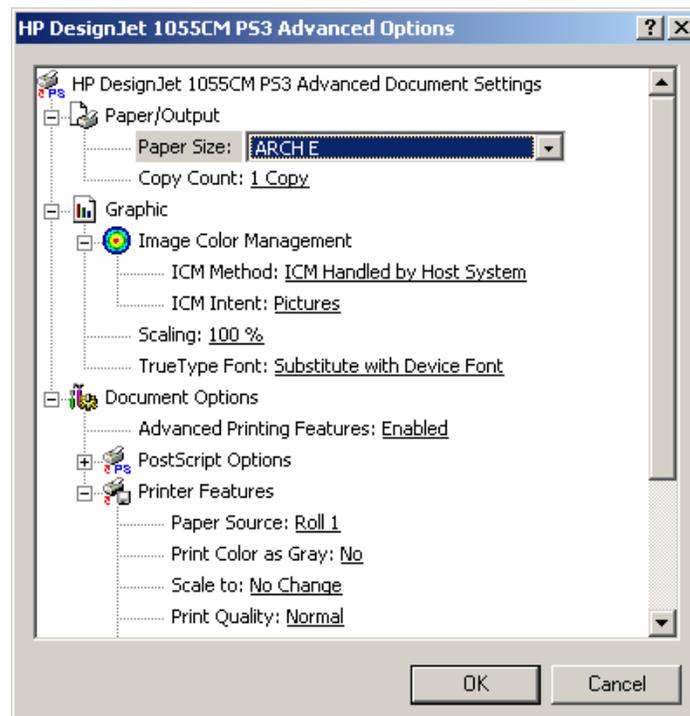


2. Choose your plotter in the **Name drop-down list**.

3. Hit the **Properties** button, in the upper-right corner of the print window. The following window will pop up.

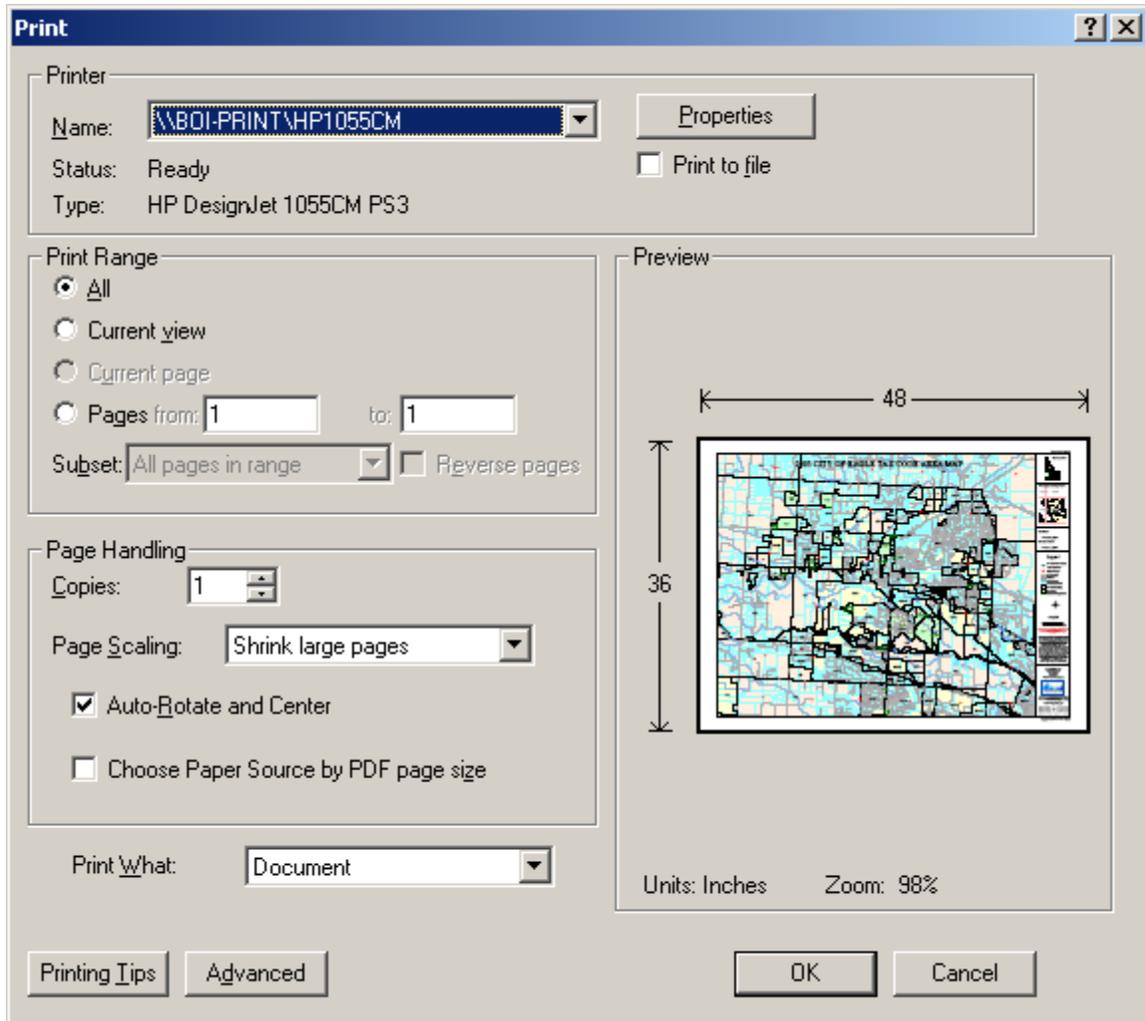


4. Hit the **Advanced** button to choose the paper size. The following window will appear.
5. Choose **ARCH E** for the paper size. This is a 48X36 paper size. Hit **OK**, on all print windows ,to get back to the original print window (the first print window you opened).



Your print window should appear as follows:

(Notice that the page size now shows 48X36 in the preview.)



Hit **OK**, and your map will be sent to the plotter.

Section 7

Exercises

The data for these exercises are found in the **ClassData** folder on the CD.

Exercise 1: In these exercises, you will determine the tax code area number, for the parcels, for a given annexation.

Exercise 1A:

1. Open the “List of Changes” for Ada County.
2. Find the first ordinance listed on page 5.
What is the ordinance number? _____
What is the district? _____
What map is it located on? _____
What is the new tax code area number(s) _____
3. Search for the ordinance number in Adobe Reader 6.0, using the **Search** button. What is the tax code area number(s) shown on the map, for the parcel(s), in this ordinance? _____
You may need to use the zoom out tool to find the tax code area number.
Does it match the tax code number on the “List of Changes”?

Note: Remember the hint found on P. 8, about searching by zooming in **vs.** searching when at the full extent of the map.

Exercise 1B:

1. Open the “List of Changes” for Ada County.
2. Find the first ordinance listed for the City of Eagle. What is the ordinance number? _____
3. Search for the ordinance number in Adobe Reader 6.0, using the **Search** button. Type in Ord. 407. The search did not find anything. Now do a new search by just typing 407. Why did the search not find Ord. 407?

- 4. What is the tax code area number(s) shown on the map, for the parcel(s), in this ordinance? You may need to use the zoom out tool. Does it match the tax code number on the “List of Changes”?

Exercise 2: In these exercises, you will report discrepancies you found to the Tax Commission.

- 1. You are reviewing Ord. Nagy Spring Creek in the Eagle Sewer District. Search for Nagy in Adobe Reader 6.0, using the **Search** button. You’ll see that it found the ordinance without you having to type out the whole name.

- 2. What is the tax code area number(s) shown on the map, for the parcel(s), in this ordinance?

_____ Does it match the tax code number on the “List of Changes”? _____

- 3. After looking at the **Description of Numbers** you determine that the tax code area number is correct on the map, but did find that the tax code area number is incorrect on the **List of Changes**. You also think that there needs to be a shift to the east 200’, for the correct location of the annexation. How do I notify the Tax Commission of these discrepancies?

Section 8

Exercise Answers

Exercise 1A:

2. What is the ordinance number? **02-968** What is the district? **City of Meridian** What map is it located on? **City of Meridian** What is the new tax code area number(s)? **03**
3. What is the tax code area number(s) shown on the map, for the parcel(s), in this ordinance? **03** Does it match the tax code number on the “List of Changes”? **Yes**

Exercise 1B:

2. What is the ordinance number? **Ord. 407**
3. Why did the search not find Ord. 407? **Because in the GIS database that created the map, a period was not placed after ord. You will notice the period is missing on the map. The Tax Commission will try to ensure consistency on how the ordinance number is typed, and that the ordinance name on the “List of Changes”, and map, match so that this process will work effectively.**

This also demonstrates the search capability in Adobe Reader and possible workarounds. You can also search by tax code number, street name, river name, etc. This search finds any text that is on the map. You may want to practice a few searches to get more familiar with the search capabilities.

4. What is the tax code area number(s) shown on the map, for the parcel(s), in this ordinance? **05-40** Does it match the tax code number on the “List of Changes”? **Yes**

Exercise 2:

2. What is the tax code area number(s) shown on the map for the parcel(s) in this ordinance? **05-65 and 05-64** Does it match the tax code number on the “List of Changes”? **No**

3. How do I notify the Tax Commission of these discrepancies? **Send an E-mail similar to the following diagram using the tools and instructions described in section 5 of this document.**

