

**FCGMA GIS Mapping Tool  
Step-by-Step Instructions**

Step	Direction
1	Click on <b>GIS Mapping Tool, "Map Lookup"</b>
2	Click on <b>Tools</b> icon in top right corner (screw driver and wrench).
3	Check <b>Tool Lables</b> box.
4	Click <b>2019 Aerial</b> imagery if not already selected (bottom left of map).
5	Click <b>Search</b> tab or Search link.
6	Enter APN.
7	Click <b>Search</b> button.
8	Click <b>Measure/Draw</b> tab.
9	Select <b>Area</b> .
10	Change Distance Units to <b>Feet (ft)</b> (far left dropdown, top row)
11	Change Area Units to <b>Acres (ac)</b> (far left dropdown, bottom row)
12	Click on map to begin measuring and shading your parcel(s). A single click will create a point. Double click to complete your measurement. The area measurement will be displayed on your map. Note: The Irrigation Allowance Index Application requires that you measure irrigated acres only. Do not include roads in the irrigated acreage. You may need to zoom out to complete this task.
13	To add text, choose <b>Text</b> from the <b>Draw</b> tools (default setting 'Point', drop-down arrow to select " <b>T</b> " and enable <b>Styles</b> ).
14	Select <b>Styles</b> to choose a text style or create your own text style.
15	Type desired text to lable crop type, well location, APN, or other applicable information.
16	Click a location on map to add text.
17	To edit drawings or text choose <b>Edit, Erase, or Clear</b> . Choose <b>EDIT</b> to move points on a drawing, rotate or enlarge text. Choose <b>Erase</b> to permanently erase a drawing or text. Choose <b>Clear</b> to permanently clear all drawings and text.
18	Click <b>Home</b> tab to enabel the the <b>Print</b> function.
19	Click the <b>Print</b> icon on the <b>Tasks</b> ribbon.
20	Choose paper size and orientation from <b>Select Layout</b> drop-down (common setting: 8.5 x 11 Landscape or Portrait)
21	<b>Output Format</b> is PDF.
22	<b>Map Scale</b> is Current Scale.
23	<b>Title</b> should be CombCode and Crop Year (2020-1).
24	<b>Notes</b> should identify SWN, Crop Type Acreage total, or any other applicbale information.
25	Arrange parcels to print in frame within shaded light red area.
26	Check <b>Lock print preview with map</b> to lock in place.
27	Click on <b>Print</b> button. Wait...
28	Click on <b>Open File</b> button to preview your map.
29	Save PDF to your computer. (i.e. 2020-1_IAl_Map_(Combcode))
	You are now ready to upload your map!