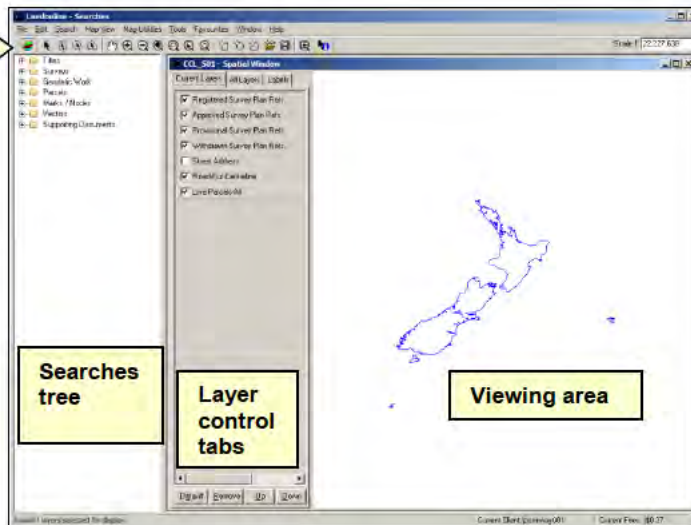




You use the **Spatial Window** to:

- > View objects and features in a spatial context.
- > Search for objects and features.
- > Switch layers of spatial data off and on.
- > Extract and print.
- > Select an individual object or group of objects.
- > Add objects to the tree.

Menu and toolbar



Display the Spatial Window








In **Searches**:

1. Select **Search | Spatial View**.



You use the tools in the **Spatial Window** toolbar to navigate and change the view you see.

### Navigation tools

	Pan	Click and drag in any direction to display information outside the boundaries of the screen.
	Zoom In	Click to decrease the scale. Each time you click the image it becomes larger, or click and drag to define an area you wish to enlarge.
	Zoom Out	Click to increase the scale. Each time you click the image becomes smaller.
	Zoom Previous	Click to display the previous view.
	Zoom Layer	Click to display the minimum display scale of the active layer or the maximum extent of the active layer when no scale is defined.
	Zoom Selection	Click to view the extent of the selected features.
	Zoom Area of Interest	Click to view the extent of a defined area of interest.



You can also type the desired scale in the Scale area.






Scale 1: 1,500

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### Area of interest tools

You can define and save areas of interest in the **Spatial Window**.





	Define Area of Interest by Rectangle	Click and drag to define an area of interest by a rectangle.
	Define Area of Interest by Circle	Click and drag to define an area of interest by a circle.
	Define Area of Interest by Polygon	Click to define an area of interest by a polygon. Double click to close the polygon.
	Load Area of Interest	Click to load an area of interest previously defined and saved.
	Save an Area of Interest	Click to save a defined area of interest to a file.

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### Selection tools




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	Select Individual	Click to select spatial features in the active layer.
	Select by Rectangle	Click and drag to select spatial features defined in a rectangle.
	Select by Circle	Click and drag to select spatial features defined in a circle.
	Select by Polygon	Click to select spatial features defined in a polygon. Double click to close the polygon.


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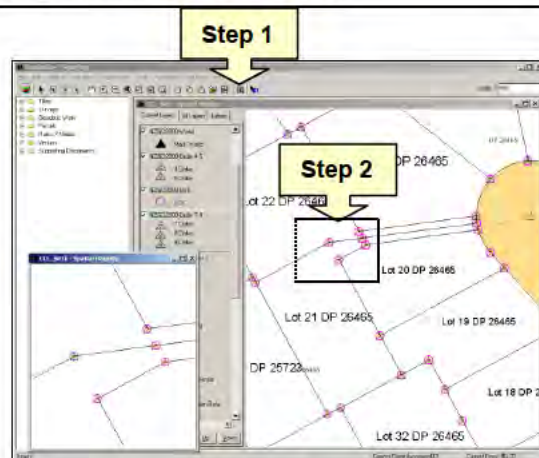


### Other Spatial Tools

	Layer Control	Click to show and hide the Layer Control tabs.
	Magnify	Click and define a rectangular area. The area displays magnified in a separate window.
	Object Information	Click and select an object to display information for the object.

### Magnify an area of interest

1. Click 
2. Drag to define the area you want to magnify.




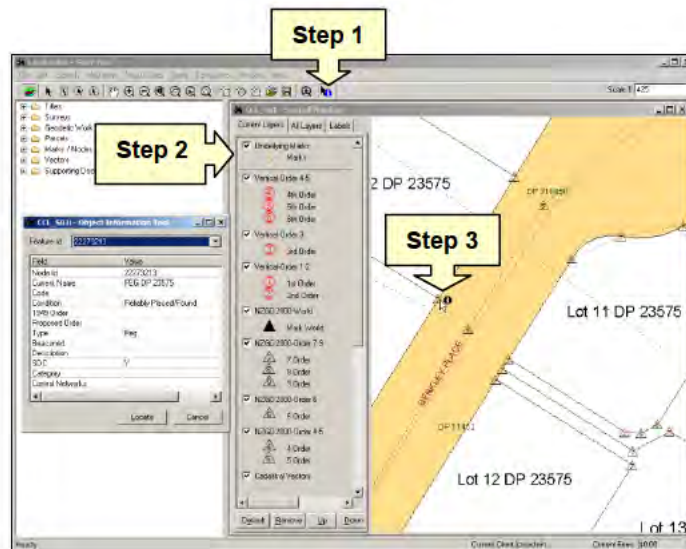
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## Display Object Information

To display information about an object:


1. Click 
2. Select the appropriate layer to make it active. The active layer displays as a raised button.
3. Click the object in the **Spatial Window** to display summary information for it.





You manage layers using the three layer control tabs.

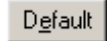
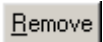


### Hide and show Layer Control

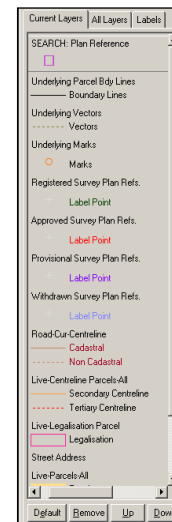
- > Click  to hide and show the Layer Control tabs.

### Current Layers tab

The Current Layers tab lists the layers currently available for display in the **Spatial Window**.

You can:

- > Check or uncheck layers to show or hide them in the **Spatial Window**.
- > Select a layer to make it the active layer in the **Spatial Window**.
- > Click  to save the layers in the Current Layers tab as your default theme.
- > Select a layer and click  to remove a layer from the Current Layers tab.
- > Select a layer and click  or  to move one position in the Current Layers tab. The **Spatial Window** redraws.



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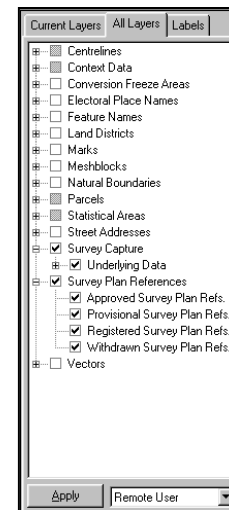


### All Layers tab

The All Layers tab lists all layers. You use this to add and remove layers in the Current Layers tab.

You can:

- > Click  to expand the list of all layers of a specified type (eg Survey Plan References).
- > Click  to collapse the list of all layers of a specified type.
- > Check the box next to a layer group to display all layers of a specified type in the Current Layers tab.
- > Check the box next to a specific layer to display that layer in the Current Layers tab.
- > Click  to apply the changes you have made to the Current Layers tab and the Spatial Window.
- > Select a layer theme to apply to the Current Layers tab and **Spatial Window** (eg Remote User).



### Labels tab

The Labels tab is where you select the labels you want to display in the Spatial Window (eg labels for approved survey plans). Only those layers listed in the Current Layers tab may have labels displayed.





You can use the Searches tree to locate objects in the **Spatial Window**.

In **Searches**:

1. Select **Search | Spatial View** to display the **Spatial Window**.
2. Search for a survey or parcel and add the result to the Searches tree.
3. Select the item in the Searches tree.
4. Select **Map Utilities | Locate from Tree**. The **Spatial Window** redraws around the extent of the item.



Not all objects can be located spatially (eg titles which are not associated to spatially defined parcels). Unit titles are rarely associated to spatial parcels, however their Supplementary Record Sheets are.



You can locate objects in the **Spatial Window** using the **Spatial Searches** screen. You must have the **Spatial Window** open to perform this type of search.

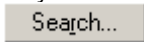
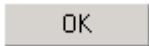
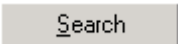
Display the **Spatial Searches** screen

In Searches:

1. Select **Search | Spatial Search...**

### Perform a General Search

In the **Spatial Searches** screen:

1. Select the General Searches tab.
2. Select a Search Type. This activates the fields you can use to search in other parts of the screen.
3. Filter your search by Land District or Territorial Authority (optional).
4. Enter the information you want to search by.
  - > If searching by street address click  (in the Street Address Search area) to display the **Street Address Search** screen.
  - > Enter your search criteria and click  to display the street address in the **Spatial Searches** screen.
5. Click  to display the object in the **Spatial Window**.

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### Perform a Survey Search

In the **Spatial Searches** screen:

1. Select the Survey Searches tab.
2. Specify the Search Type, ie Survey Number, Parcel Appellation or Mark Number. This activates  in the area corresponding with the Search Type you have selected.
3. Click  to display the **Search Survey**, **Search Mark** or **Search Appellation** screen.
4. Enter your search criteria.
5. Click  to display search results in the Search Results area of the screen.
6. Choose a search result and click  to display it in the **Spatial Searches** screen.
7. Click  to display the survey object in the **Spatial Window**.




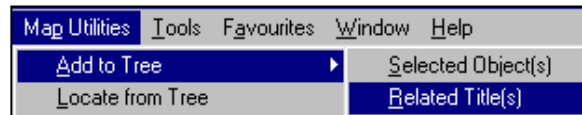
Once objects are selected in the **Spatial Window**, you can add them to the Searches tree.

**Use Map Utilities to add spatial objects or related titles to the Searches tree.**

In **Searches**:


1. Search for the spatial object and display it in the **Spatial Window**.
2. Ensure the appropriate layer for the object is active.

3. Select the object using 
4. Select **Map Utilities | Add to Tree | Selected Object(s) or Related Title(s)**.  
The spatial selected objects or their related titles are added to the Searches tree.



**Drag spatial objects to the Searches tree.**

In **Searches**:

1. Search for the spatial object and display it in the **Spatial Window**.
2. Ensure the appropriate layer for the object is active.
3. Select the object using 
4. Drag the object to the Searches tree. The object is added to the appropriate folder.



A parcel needs to be selected in order to use the Add Related Titles functionality. Only titles which are associated to the selected parcel will be added to the tree (not all titles are associated to spatial parcels).