






## Interactive Map


[www.lcwy.org](http://www.lcwy.org) (link on left of page)

- **Note:** Flood Plain and Zoning have to be zoomed in to be viewed on map and also on layers
- **Note:** Pop-up blockers must all be disabled for this website ( i.e. Yahoo, Google, Internet Explorer...)
- **Note:** You cannot normally save a map


## Zooming

- Click on Zoom in magnifying glass 
- Hold left mouse button and drag to make a box over area
- You can zoom out  or in  as many times as needed.
- Press the black arrow  to zoom back to previous screen
- This Zooms to Extents of whole map 

## Searching

- Select the circle button under active layer (Parcels, Roads, Subdivisions, etc) for the layer you want to search.
- Click on binoculars 
- Type in text (complete or partial) at bottom of screen
- Click “find string”
- Click on underlined number (usually blue number on the left, under ‘Rec’ column)
- The map will automatically zoom into selected area.

## Identify Active Layer

- Once zoomed in, click on Identify tool 
- Place curser over area you would like to identify and left click



## Activating layer

- Click circle by the desired layer name to activate it
- Do not need to click “Refresh”


## Turning on layer

- Check box next to layer name to turn on layer
- Click “Refresh”


## See Legend

- Click on  to see Legend.
- Click  to go back list of Layers


### **Finding Plat within Interactive Map**

- Turn on and activate Subdivision layer
- Hit "Refresh"
- Click binoculars 
- Type in Subdivision Name (can be full or partial name) on the bottom of the screen
- Click "Find String"
- Click on number in "Recorded Plat" column for the desired subdivision
- This brings up new window in Laserfiche showing the plat (see Laserfiche section)

### **Finding Deed using Interactive Map**

- Parcels must be the active layer
- Once Parcel is found, Click on desired parcel with identify tool 
- Deed is first three numbers, in Deed Book & Page column
- Page is last three numbers, in Deed Book & Page column
- (ex. Bk/Pg or Bk-Pg)

### **Printing**

- Make sure to turn off ALL pop-ups (I.E. Yahoo, Google, or any other program that may be blocking pop-ups for this site)
  - Click on print icon 
  - Rename Title if you choose in the bottom left portion of the screen
  - Click on Create Print Page
  - Note: Page may have zoomed out a bit to fit in the window
  - In new window, Click File- Print (this window is set for a basic 8.5 X 11 portrait size page)
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## Laserfiche

[www.lcwy.org](http://www.lcwy.org) (“Public Records” link on the left of page)

- **Note:** Leaving Laserfiche window idling can lock up the few licenses we have. Please close the window when you’re done.
- **Note:** Make sure pop-up blockers are disabled for this website
- **Note:** Search uses exact matches to return results. Due to some naming conventions or typos, information may have been entered in a different format or structure than you are used to. **Please use \* for best results.**



## Searching for Plat

- Click on “Search” tab
- If it doesn’t say “Field” on the left, click on “Customize search” and choose “Field”
- In “Field” Template highlight “Map Plats”
- Type in information-best to use broad search and narrow down later if necessary
- When typing in Township or Range make sure to put an N or W after the number (ex: 21N or 116W)
- Can also use \* as a wildcard to leave out characters for a broader search (ex. Nordic\*)
- Click on “Search” in bottom left corner
- “Help” link is at top center of screen for further information
- After Search, click on plat # under the “Name” column to view desired plat

## Search Deed or other Document (2001 or Newer)

- Click on “Search” tab
- If it doesn’t say “Field” on the left, click on “Customize search” and choose “Field”
- For “Field” Template highlight “Clerk Records”
- Type in information-use broad search first and narrow down later if necessary
- Best to search using \* as a wildcard, do not need N or W for Township or Range (i.e. 21 or 116)
- Click on “Search” in the bottom left corner
- After Search click document # under the “Name” column to view desired plat or document

## Show All of Plat/Document in Window

- Click the down arrow next to the % on tool bar and choose “Fit to Width”
- Click  or  to enlarge or reduce on screen

## Multiple Pages

- Click up or down arrow on top of page to scroll through pages

## Printing

- Make sure to turn off ALL pop-up blocking software for this site
- Click on PDF icon-top right-next to page number
- Click File, Print in the new window
- Can also save the PDF in any folder and view or print the file later