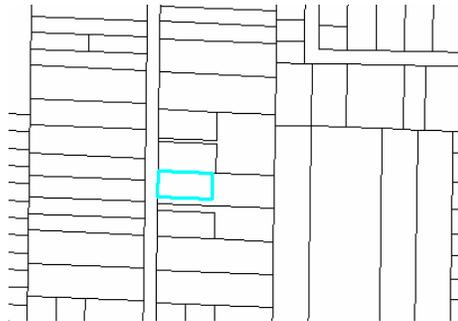


This REGIS QuickSheet presents a step-by-step process for selecting parcels within a distance of a chosen parcel for mailings, using the ArcGIS 10 applications. These instructions show you how to use the "Select by Location" tool to create a parcel buffer.

Step-by-Step Process

1. Log into the REGIS ArcGIS 10 application of your choice (ArcView 10, ArcEditor 10, ArcInfo 10) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers. At a minimum for this operation, Parcels (from Cadastral). However, feel free to add any other layers you may find helpful or useful.

In order to select parcels within a certain number of feet from another feature (parcels in this case), you must have a minimum of one parcel selected (highlighted) on your map, such as in the image at right.

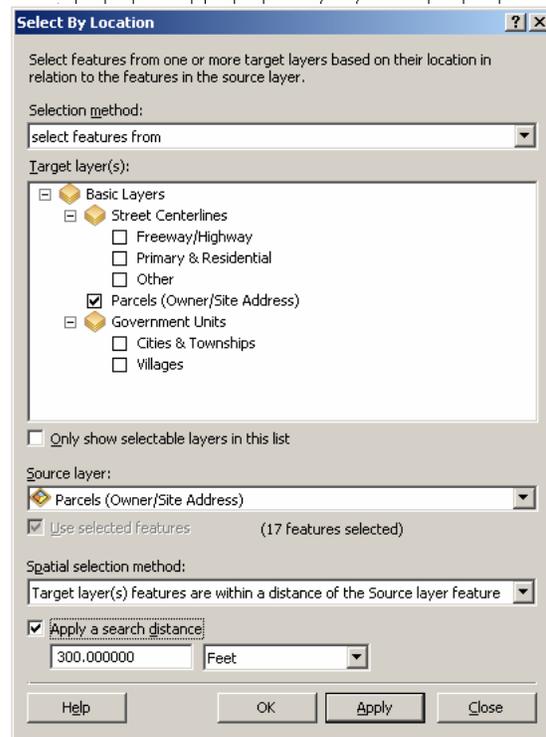
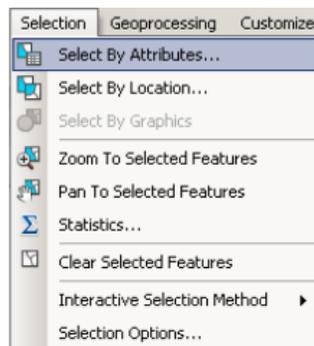


You may select parcels by any of the available means, including:

- A. Hand-selection – manually select the necessary parcel using the rectangle or polygon selection tools.
- B. PPN query – select the parcel using the "Find" tool, or the REGIS Custom Toolbar PPN feature.

2. Once you have your required parcel selected (highlighted) on the map, click on the "Selection" dropdown at the top of the screen, then choose "Select by Location"

This will pop up the "Select By Location" box, where you can select features (parcels) based on where they are located in relation to another feature. Fill in the settings as shown to select parcels within 300' of the selected parcel, as shown above.



3. Click "Apply", and ArcMap will run your buffer query to select parcels.



Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS 10 environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to regis@gvmc.org, or consult the REGIS Support Center at http://www.gvmc-regis.org/regis_users.html. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>