New Sketch Editing/Adding

Sketch

Code	Description	Factor	Area	Eff Area
HSF	1/2 STRY FIN	0.5	336	168
CTH	CATHEDRAL CEILING	0.1	361	36
BMU	BSMNT UNFINISHED	0.15	309	46
DEK	DECK/ENTRANCE	0.1	240	24
FFF	FST FLR FIN	1	2065	2065
BMF	BSMNT FINISHED	0.3	1540	462

Style: CAPE
Stories: 2.5 STORY
Area: 6789
Eff Area: 4265

1.   2.   3.   4.   5.   6.

1. This button will bring the entire sketch to view in the window, which is the Default display. This is used to return to a view of the entire sketch after zooming in.

2. This button lets you select a section of the sketch to zoom in on by clicking the button and then moving to the sketch and clicking and dragging the mouse to display an outline of a rectangle over the area you want to zoom in on and clicking once again to complete the zoom option.

3. This button allows you to move the sketch around the window moving sections out of view while moving sections into view of a zoomed sketch.

4. Zoom Out (reduce the sketch image) about 25%

5. Zoom In (enlarge the sketch image) about 25%

6. Used to click on a segment of the sketch to display its length, if not displayed.

Sketch Edit Screen

Sub Area Types | Area Sizes

ATF - ATTIC FINISHED
ATU - ATTIC UNFINISHED
BHS - BOAT HOUSE
BMF - BSMNT FINISHED
BMG - BASEMENT GARAGE
BMU - BSMNT UNFINISHED
COF - COM OFFICE AREA
CPT - CARPORT ATTACHED
CRL - CRAWL SPACE
CTH - CATHEDRAL CEILING
DEK - DECK/ENTRANCE
ENT - ENTRY LANDING
EPF - ENCLSD PORCH FIN
EPU - ENCL PORCH UNFIN
FFF - FST FLR FIN
FFU - FST FLR UNFIN
GAR - GARAGE ATTCHD
HSF - 1/2 STRY FIN
HSU - 1/2 STRY UNFIN
LDK - LOADING AREA
OFF - OFFICE AREA
OPF - OPEN PORCH FIN
OPU - OPEN PORCH UNFIN
PAT - PATIO AREA
PRS - PIERS/SAUNO TUBES

SNAP ON

Area: 6,789
Effective: 4,265

Save   Reset   Cancel   OK

These buttons (located in the upper right of the screen in the picture above) are used when selecting sub area IDs for sketching. The button with the arrow deletes the last added sub area ID or label. The button with the X deletes all sub area ID's or labels previously selected.

Sketch Edit Toolbar

Each button is explained below

ZOOM ALL: Brings the entire sketch back into the window after being expanded beyond the window border or moved out of the window view area.

ZOOM WINDOW: Lets you select a section of the sketch to zoom in on. Click button, and then click on the sketch where you would like to enlarge the view and drag the mouse to display a rectangular outline over the area you want expanded. Once the area you want is within the rectangle, click again for the expanded view. It is very handy to enlarge the area for ease of viewing and editing.

PAN: Lets you drag the image in the sketch window around the sketch window to see other areas not currently displayed, for better viewing and/or editing.

ZOOM IN: Modifying the sketch display by zooming in (enlarging) by 25%.

ZOOM OUT: Modifying the sketch by zooming out (shrinking) by 25%.

ERASE: Allows you to delete one or more sub-areas from an existing sketch. Click the icon then click on the line of one or more sections you wish to delete. If selected, sub-areas will appear as hash lines. Once all sections to be deleted are denoted by hash lines, right click to delete or click escape to cancel the deleted action.

MOVE: Allows you to move the position of one or more sub-areas within an existing sketch, relative to the rest of the sketch. Click the icon, and then click on the line of one or more sections you wish to be moved. Right click after all sections to be moved are denoted by hash lines. Then click on the corner or line you want to drag the area from and move to the desired location and left click to end.

ROTATE: Allows you to rotate the position of one or more sub-area sections to any relative to a specified point. Click the icon, and then click the area or areas you wish to rotate by clicking on any line of the polygon. When all are selected right click, then left click on the point you wish to rotate around. Move the mouse away to more easily see the desired angle and click the mouse once when you have twisted/rotated to the new location.

EDIT ARCS: Allows you to add or remove an arc on a segment of an existing sub-area. Click the option button, and then click on the arc or line where you want an arc. An edit box opens for you to enter the altitude of the arc in feet. Negative values will produce an arc in the opposite direction of a positive value. If an arc does not exist, you will be asked if you wish to create one and then asked for the altitude value. Because of the complexity of many sketches, it is nearly impossible to predict for you whether you need a negative or positive value at this time. Try both value and edit, if needed.

INSERT VERTEX: Used to insert a vertex or grip (displayed as a little red box) at some point on a segment that will then allow you to move the vertex and change the shape of that sub area. Click the icon then move the cursor to where you want to insert a grip, and click again. Repeat until all necessary grips are added. Then click on a grip and drag it to where you want it to change the shape of the sub area needed, as shown below.

OBJECT SNAP MODES: This icon provides a drop down menu of object snap options. Object Snaps (Osnaps for short) are drawing aids that are used in conjunction with other commands to help you draw and update sub areas accurately. Osnaps allow you to snap onto a specific object location when you are picking a point. For example, by using Osnaps you can accurately select the end point of a line or the nearest point that is also on an existing line.

When using Osnaps you need only pick a point that is near to the point required because the sketch editor automatically snaps to the object location implied by the particular Osnap option you use. Notice that when you move the cursor close enough to an Osnap location, it is highlighted with an Osnap marker. The Endpoint and Nearest Point Osnaps have different markers, a square and an "x" respectively.

SNAP ON: This icon, at the bottom of the edit sketch window has a different and separate function from the object snaps. It allows you to turn the "snap to grid" option on and off. When on, the cursor will snap to each point on the grid, forcing the beginning point and ending point of any segment to be points on the displayed grid. At times when angles and/or arcs are involved, it may be necessary to turn the snap off by double clicking this button to toggle this feature on / off as needed at any time, even during a sketch operation.

TWIST: Drop down menu. This feature is used to change the orientation of the grid from up/down & left/right to any angle defined by you or matching an angle already in the sketch, to enable you to more easily use the grid to add more sections to the sketch. There are three options in the drop down menu as follows:

Twist to angle: Click option, and then click two points anywhere on the sketch to define the angle to twist. The grid will twist to that angle and you will notice the crosshair lines of the cursor align with the grid at the new angle for ease of drawing, provided the grid snap is enabled.

Twist to object: Similar to above, except instead of defining the angle by two points, you can click on the segment of any sub area to twist the grid to correspond to the angle of that segment.

Clear twist: Sets the grid back to normal X/Y grid.

ADD NOTES: Drop down menu with three options to add notes to the sketch.

Add Notation - allows you to add a notation anywhere on the sketch at any angle. Click the option, click a starting point then drag the cursor in the direction and angle you wish the text to be displayed then click again. Now type the text and you will see it appear on the sketch. Press the enter key to end the text editing. To erase, use the erase option and click on the text line and then right click to erase.

Add Frontage: Automates addition of "FRONTAGE" notation. Select this option, then click on the sketch and drag a line at the appropriate location and angle desired and click again. The text will then appear.

Add Waterfront: Same as the Add Frontage above except the text notation will be "WATERFRONT."

ADD non-visual area: Allows you to add the area for a section of the sketch that is not sketched, when it gets too complicated to label every section in detail. Select the area(s), then click the tool bar button, enter the area in square feet, then click ok, the sub-area type description, then click where on the sketch you want it to show. The non-visual area will appear as a single point but the area you entered will be added to the sketch total and effective areas.

RE-LABEL AREA: This is used to correct or add labels to existing sections of the sketch to change and OPF to an EPF or adding a second floor to and exiting single story section. Click the toll bar option button, then click the new sub area ID(s) for the section of the sketch to be altered, then click on a segment of the area to be changed, select a segment or intersection of segments that makes the area you want to re-label unique. This is critical especially when the area is surrounded by other sections of the building. If the section is completely surrounded by other sections of the sketch, you will need to move a segment or an entire section a little so you can identify a unique segment.

In this image, the CTH, FFF, BMU section of the building is completely surrounded by other sub areas of the building. As such, you cannot select a segment that is unique to enable you to select the sub area for editing.

Here we have clicked on a segment of the DEK sub area to display the red boxes called grips or vertices at each corner of the sub area. This gives us the ability to select one or more of these grips to reshape the DEK and display a unique segment of the CTH, FFF, and BMU sub area.

Here we have moved the upper right grip of the DEK sub area and now we have a unique segment of the CTH, FFF, BMU sub area so that it can now be selected to be moved, re-labeled, twisted or deleted.

Another method would be to use the move option and move the DEK sub area out of the way, thereby allowing the user to select the now unique lower segment of the CTH, FFF, BMU sub area.

PERCENT COMPLETE: This option lets you enter the percent complete for any section of the building previously drawn. It is used when sections of the sketch are under construction but, as of the assessment date, are not complete. Click the button, and the onscreen instructions will walk you through the process easily. **Parcels that contain any sub area that is less than 100% complete, (the default); will automatically be flagged for review.**

MERGE: This function allows you to merge two adjacent sub areas, (two areas that share a common side). First click the button, then click on a segment of the area you wish to **merge to**, and then click on a unique segment of the area you want merged with the area already selected. They must already share a common segment.

If the new total area of the merged sub area dose not equal the total of the two individual areas prior to the merge, a message box will appear giving you the option to accept or cancel the operation.

DRAW OPTION BUTTONS: These two buttons allow you to add new sections to the sketch.
You will first want to select the sub area in "top down" order like, "ATF, FFF, BMU", so that the label will appear correctly. To do this, double click each ID from the list displayed on the right side of the sketch window under the Sub area Types tab in order and they will appear in the sub area type data line. If you click the CLR button that will clear the line to start fresh. Once the labels are selected, and then click the button that best fits your needs. For rectangles click on the square. For all other shapes, including arcs and angles click the seven-sided polygon to the left.

For Rectangles: After selecting the sub area ID(s) and then clicking the Add Rectangle Button, click on the grid in the sketch window where you want the rectangle to start, then drag the cursor to show a rectangle of the desired size and shape. The size of the rectangle is displayed as you draw in the lower left hand corner. Each dot in the grid equals one foot.

For Non-Rectangles: After selecting the sub area ID(s) and then clicking the button for adding non-rectangles, click on the sketch where you want to start to draw. The length of the line and the angle off of the perpendicular X/Y axis will appear in the lower left hand corner. When the correct length and/or angle is reached, click again and then turn and draw the next line. The last line can be automatically drawn once all the other lines are drawn by right clicking. This action will draw a line from the last point entered to the first point entered closing and labeling the sub area.

To add an arc while drawing, use the CTRL + A keys before clicking the second or end point of the segment, then click the end point of the segment and move the cursor to form an arc on either side of the line and click when done. Press CTRL + A keys to cancel the arc operation before creating the next segment and then continue on with drawing. The last line can be automatically drawn once all the other lines are drawn by right clicking. This action will draw a line from the last point entered to the first point entered closing and labeling the sub area.