

Quick Start Guide

Town of Taos Historic Buildings Geodatabase

The Town of Taos Historic Buildings Geodatabase (a map-connected database) is a comprehensive collection of all data collected for our historic buildings in the last 30 years or so. The data, mostly architectural surveys and photos, was originally stored on hand-written HCPI (Historic Cultural Preservation Inventory) forms in 1981, 1996, 2004, 2005, and 2006. This information for each of our almost 500 historic buildings is now available for download to the public, in the form of PDF (Portable Document Format) files. We use a new form of PDF, called a GeoPDF, which allows you to use many of the tools used in **GIS** (Geographic Information Systems) to explore a map and link to related documents. To use the application, you will need Adobe Reader (a free download [here](#)) or Adobe Acrobat, version 6.0 or higher, installed on your computer. You will also need approximately 1 MB per building to download and save the files to your hard drive, preferably in a separate directory.

Start the Town of Taos Historic Buildings Geodatabase by downloading and storing master GeoPDF map in a separate directory of your choosing. Then navigate to this file and double-click it to open it inside Adobe Reader or Acrobat. You will see a map of downtown Taos, 'zoomed out' to show all of the Historic Overlay Zone and surrounding areas. To find a specific building to research, you will need to familiarize yourself with several basic tools inside Adobe Reader – **zoom, pan, select, hyperlink, object data,** and **search**. You will also want to become familiar with the **pages, layers, and object data** in the document.

In Adobe Reader 8.0, these basic tools are found on the Tools menu. In versions 6 and 7, they are on the toolbar at the top of the page. There are actually several forms of the zoom tool, including **plus and minus 'buttons'** to zoom the the entire page in or out and a **marquee zoom** tool, which looks like a magnifying glass with a plus or minus sign inside it. It allows you to draw a rectangle around an area by clicking and dragging your mouse. You will then 'zoom' to the enclosed area. There is also a **dynamic zoom** tool, a magnifying glass with up and down arrows inside it, which allows you to use the scroll wheel on the mouse to zoom in and out without moving your mouse cursor. Regardless of the zoom method used, at a certain level of zoom (300+), you will be able to see the names of streets, addresses, parcel lines, building outlines, and other data. This zooming process is necessary to locate the desired building.

The **pan** tool looks like a gloved hand, and allows you to click and drag the entire map in any direction (assuming you are zoomed in to some degree.) This is very natural way to navigate around the map, assuming you are zoomed in to a level suitable to see street names and addresses. The **pan** tools is much easier to use than the scroll bars usually used to move around documents.

The **select** tool looks like an arrow, and is use to select or highlight certain elements on the page, by clicking and dragging. It is also the default or most commonly used tool. In

general, the **select** tool is used to copy text or images for pasting into other applications. All information in our GeoPDF is public information and may be used freely for personal use.

The **hyperlink** tool is not really a separate tool, but a way of displaying a link to related documents. Note in our GeoPDF that, regardless of the tool you are currently using, when you float the cursor over a hyperlinked address, the cursor changes to a **gloved hand with the index finger pointing up**. This is a signal that there is a document linked to this address, which will contain the architectural surveys mentioned above. Clicking on the address will then ask you if you would like to open or save the related PDF. Generally, if you think you would like to view the information more than once, download the building PDF then double-click to open it. If you are simply browsing around or disk space is tight, just allow the PDFs to load into memory. Regardless, you can **get back to the starting GeoPDF** by either clicking on the BACK button on your browser, or by pressing <ALT><LEFT ARROW> if you are looking at PDFs stored on your hard drive, not connected to the Internet. Please note that not all addresses have hyperlinks, because not all are historic buildings or have been surveyed. However, all addresses, buildings, parcels and streets have object data attached to them.

The **object data** tool is also found on the Tools menu in Adobe Reader 8.0, or on the toolbar in versions 6 and 7. It looks like a red rectangle with a crosshair and a blue circle with an 'i' symbol inside. This tool allows you to click on an object on the map and display related data in a window on the left side of the screen. We have tried to present the most relevant data for each item, without over-inflating the size of the initial map. More information is available on the related PDFs by clicking on the available hyperlinks.

The **search** tool allows you to enter a search term in a box and 'zoom and pan' to one or more matches for the information. If only one match is found, the map will move to center that item and display its information in the bottom left side of the screen. If there is more than one match, it will display them at the bottom left of the screen and you can double-click on each one in turn to locate them, display object data, or click the hyperlink (if available) for more information.

Each type of information is contained in a data 'layer' that can be turned on or off by clicking on the **layers** tab on the left side of the screen. Sometimes it is easier to visualize, search for items, or hyperlink to related documents with some layers turned off.

Each document also has 'thumbnails' of each page available by clicking on the **pages** tab on the left of the screen. This is very useful to get an overall look at the layout of each page, including relevant photos, and quickly navigate to them.