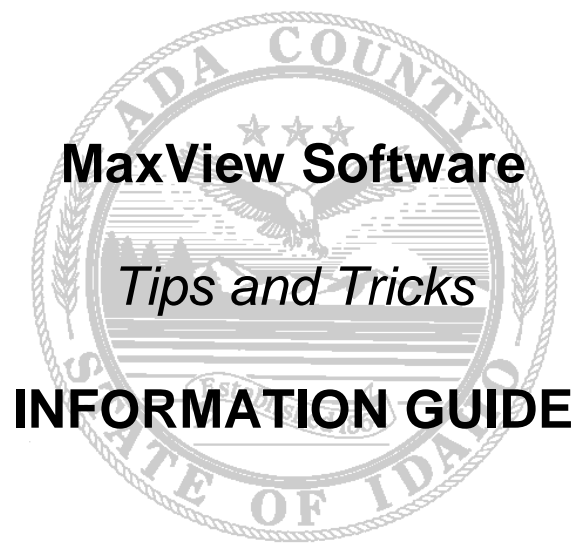# ADA COUNTY
ASSESSOR'S OFFICE

MaxView Software

Tips and Tricks

INFORMATION GUIDE

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SECTION 1: PROJECT

A. <u>Searching for an image</u>: Choose an image from the list in the Document Explorer. Scroll through the list and select an image manually, or use the search function at the top of the list (type *slowly* or some characters will be skipped; documents are stored online and not directly on the computer.). Open the Document Explorer by pressing F2 on keyboard or selecting it from the View drop down menu. The window may be docked or left as a separate window and drag it to another screen.

B. <u>Opening an image from the Document Explorer</u>: Double click to open.

C. <u>Scrolling through the images</u>: Scroll through the pages in the project by using the Page Up and Page Down keys on keyboard. Or use the buttons on the toolbar.

D. <u>Jump back to a previously viewed image</u>: Right click on the current image and find a list of previously viewed images in the pop up menu. Left click on the name of the image to refer back to. The Esc Key will close the pop up menu.

E. <u>Opening two or more MaxView projects at once</u>: If two or more MaxView projects are needed at the same time, open a second project in a new window by following these steps (will only have to do this once and MaxView will save this setting as a default for future use):

    a. Options drop down menu → General tab → <u>Un</u>check Single Instance Application → OK

SECTION 2: PAGE

A. <u>Zooming</u>:

    a. The Zoom Tool is selected by default. Use this tool to drag a box around an area to zoom into.

    b. Zoom in and out of the images by using the + and – keys on keyboard.

    c. Zoom in and out using the wheel on mouse.

B. <u>Panning</u>:

    a. The Pan Tool is located at the top of the screen.

    b. Alternatively, pan around the image using the arrow keys on keyboard.

    c. Pan by holding down the right button on mouse while dragging.

C. <u>Rotating</u>:

    a. Rotate image to right - or use F11

    b. Rotate image to left - or use F12

SECTION 3: PRINT

A. <u>Print Function Toolbar</u>: Using this toolbar is the quickest and easiest way to set up a print job. To add the toolbar, select Print Functions from the View drop down menu or click the Print Functions button at the top of the screen. A key to the tools on the Print Functions toolbar:
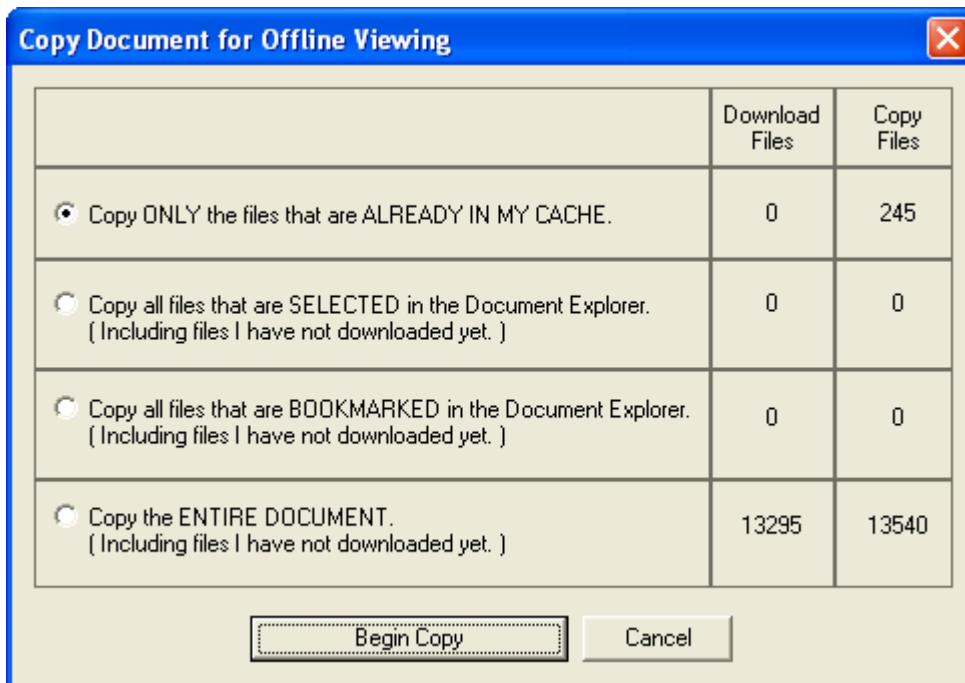
-1.000000

a   b c d   e   f

a. The drop down box has several options for printing to a particular scale. A few commonly used ones are outlined below:
   i. Select 'Fit VISIBLE Page to Printer' to print the entire page. The scale box will fill in automatically to fit the image to the paper size outlined in printer set up options.
   ii. Select 'Full Scale (100%)'
   iii. Select 'Half Scale (50%)'.
   iv. Type in any scale into the box in decimal format. For example, if wanting to print at 400% of the original size, type '4' into the box.
b. Once the print parameters are set, use the Print Current Page tool to print.
c. If zoomed in on the image and wanting to print the page as it currently appears on screen, select the Print View Window tool, also known as the What You See Is What You Get (WYSIWYG) tool.
d. Use the Show Print Area tool to visualize the area of the image that is currently set to print, shown as a blue box drawn on the image.
e. Set up a print job to print horizontally or vertically using the two short cuts on the toolbar. If using the Show Print Area tool (shown as a blue box on the screen), user can visualize the difference by toggling through the horizontal and vertical options.
f. The last two tools make it easy to customize a print job to get the desired outcome.
   i. Use the Draw Print Area Rectangle tool to drag a box around the part of the image to print.
   ii. Use the Move Print Area Rectangle tool to move the box until it is placed where wanted.
   iii. Use the other tools on the toolbar to further adjust the print area, while visualizing the impact that the adjustments will have on the final outcome (watch how the blue print area box moves or resizes accordingly). For example, switch from landscape to portrait view if that will better suit the print job. Or manually adjust the print scale as needed (type in any decimal number). Round the scale from 1.92 to 2 (192% to 200%). Do this and then use the Move Print Area tool to re-place the box.

B. <u>Print Menu</u>: Open the Print Menu (File → Print) to change the number of copies, collate, etc. Access the Print Setup menu from this screen to choose a different printer or paper size.

C. <u>Batch Printing</u>: Print more than one page at a time by choosing from the following options:
   a. Bookmarked Pages:

        i. In the Document Explorer window (press F2 on keyboard to open), place check boxes to the left of the images to print.

        ii. File → Print → Under Page Range, select 'Bookmarked'

    b. Selected Pages:

        i. In the Document Explorer window (press F2 on keyboard to open), highlight the pages to print. Use the 'Ctrl' key to add individual pages to selection or alternatively, select the first page to print and use the Shift key to select the last page and everything in between.

        ii. File → Print → Under Page Range, select 'Selected in Pagelist'

D. <u>Default Print Scale</u>: Select a default print scale under Options → General → Default Print Scale. Fit to Page will default to printing the entire page, 1.0 will default to print at the original scale of the image, and Other will allow user to manually enter a default scale. *<u>Note</u>: The subdivision plats and records of survey are far larger than an 8.5 x 11 piece of paper. The original size for most of the subs and surveys is roughly 18 x 24. If choosing the 1.0 default print scale (original image size), it will only print a small portion of the image on an 8.5 x 11 piece of paper, which may not be very useful. The recommended option is to select Fit to Page as the default print scale. If needed, zoom in to print the original or a different scale, use the Print Functions toolbar to set up print job.*

SECTION 4: DOWNLOAD

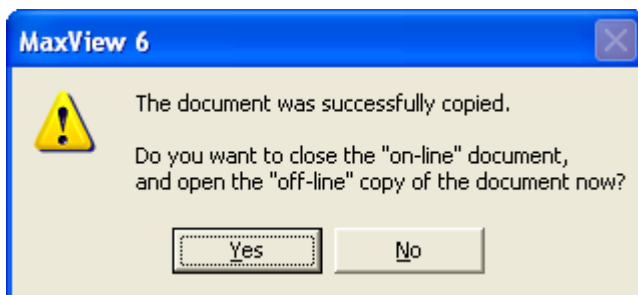A. An option to view the images without an internet connection available. Follow these steps for saving the project to a computer:

    a. Open the MaxView project from http://www.adacountyassessor.org/propsys/OnlineDocuments.jsp?x=p

    b. File – copy document for off-line viewing…

    c. Choose a location to save the project to

d. The following window will give options for saving. It also lists the number of files that will be downloaded:

Copy Document for Offline Viewing

	Download Files	Copy Files
⦿ Copy ONLY the files that are ALREADY IN MY CACHE.	0	245
○ Copy all files that are SELECTED in the Document Explorer. (Including files I have not downloaded yet.)	0	0
○ Copy all files that are BOOKMARKED in the Document Explorer. (Including files I have not downloaded yet.)	0	0
○ Copy the ENTIRE DOCUMENT. (Including files I have not downloaded yet.)	13295	13540

Begin Copy   Cancel

e. When the download is complete, the program will let the user know:

MaxView 6

⚠ The document was successfully copied.

Do you want to close the "on-line" document, and open the "off-line" copy of the document now?

Yes   No

f. The off-line project is ready for use. **Note** unless user downloaded the *entire* project, user will only be able to view the images that were cached, selected, or bookmarked (depending on the option initially selected). User will still see the entire list of images but only the ones with a darkened page icon will be viewable.

g. IMPORTANT: Occasionally, images are edited due to affidavits. If an image is edited, user will need to re-download the project as the updated image(s) will not show in their edited state. A suggested time frame would be to update files quarterly as affidavits come in throughout the year.

h. Export to PDF: If user prefers to download a pdf of a page, use File – Print and change to printer to the Adobe printer. The page will save as a pdf to the location the user chooses.