

FINDER Training Class Dates and Description

The **free** FINDER Training Class offered by the Maryland Department of Planning is currently being scheduled only on demand. Please call Virginia Hawkins at 410-767-1420 or email her at vhawkins@mdp.state.md.us if you are interested in scheduling a FINDER training class.

Training Class Description

Whether you are just getting started with FINDER or you are experienced in electronic mapping or using geographic information systems (GIS) software, MDP's training class provides you with the know-how to get up and running fast with FINDER. The training class provides Subscribers with step-by-step instruction, live demos and limited exercises to help you learn how to open and use MDP's **free** custom FINDER software. The class objective is to provide you with everything you need to know to effectively use FINDER – after this class you should be able to:

- Open the FINDER software and county or Baltimore City datasets and maps, show or hide map layers and navigate the Map View Area as well as interact completely with county maps using the Zoom In, Zoom Out and Pan Tools;
- Add additional map layers included on the FINDER Maps and Data DVD or external layers supplied by you;
- Search for a parcel by parcel account number, street address, owner name or map and parcel number or perform an advanced search for parcels in a given area or throughout a county or Baltimore City using your user-defined criteria – for example, all agricultural properties between 5 and 10 acres with a total value under \$250,000;
- Locate a parcel on a tax map, select all Parcel (PROPDATA) or Sale (SALEDATA) points inside a defined radius from a single point selected on the map and use the Measure Distance Tool to measure linear distance (for example, the perimeter of a parcel) by tracing a line segment or series of segments in the Map View Area;
- Obtain information from a map or dataset using the Identify and Map Tip Tools;
- View and print current parcel information via the Internet using a smart link to the State Department of Assessments and Taxation (SDAT) Real Property Search website, view and print current parcel information for adjoining properties via the website and print a report showing the detailed Computer Assisted Mass Appraisal (CAMA) characteristics of dwelling units for residential parcels;
- Print the Map View Area as displayed onscreen and access two or more tax maps seamlessly at the edges – or view and print individual county tax maps in their entirety;
- View Sale (SALEDATA) properties in the Map View Area and download monthly jurisdiction updates of Real Property sales from the password-protected Subscriber Website;
- Export one, some or all Parcel (PROPDATA) or Sale (SALEDATA) records to shapefile and immediately load and use the exported records as a map layer in the Map View Area or export parcels to an ASCII text file, database or Excel[®] spreadsheet format for use in other software applications;
- Set the FINDER default working folder and save your work so that you can open a future session with the map layers and Map View Area just as you left them in the previous FINDER session. The path of the default working folder (the jurisdiction folder you selected) is shown in the Title Bar of the FINDER Map View Area, so that you always know what jurisdiction and Edition year data are loaded in the Map View Area.

This **free** training class is open only to current FINDER Subscribers. Subscribers considering this class should have a basic knowledge and understanding of computer navigation using windowing software.

Call to schedule your free FINDER Training Class today!