



**Database-** The database commands are named after the databases available (generally these will be some combination of OWNER, SALES, and SOILS). They are used to view the database information for a specific feature.

#### TO VIEW THE DATABASE INFORMATION

1. Click on the database name you are interested in, for example, 'OWNER'.
2. Click on a feature on the map that should have information in that database.
3. Look at the MIMSTEXT window to view the database information.
4. Use the up and down arrows to scroll through the information.

**Search-** You can use the search command to find specific features on the map. Common searches include searching by the parcel number, owner, or section.

#### TO SEARCH FOR A FEATURE

1. Click on the type of search you want to do, for example, click 'PARCEL' to search by parcel number.
2. In the MIMSTEXT window, enter in all or the beginning part of what you are searching for and hit 'Enter'.
3. Use the up and down arrows to ensure the correct feature is hi-lighted in the list and hit 'Enter'.
4. MIMS will display the selected feature in the center of the map and hi-light it.

**Zoom-** The 'Zoom Bar' is used to zoom in and out, to refresh the screen, and to move around the map.

#### TO USE THE ZOOM COMMAND

1. Select how much you want to zoom in or out by clicking somewhere on the 'Zoom bar'. A value of 0.1 will zoom in a lot, while values closer to 1 will zoom in less. A value of 10 will zoom out by a factor of 10, while values closer to 1 will zoom out less.
2. Select a point on the map to become the new map center and execute the zoom command.