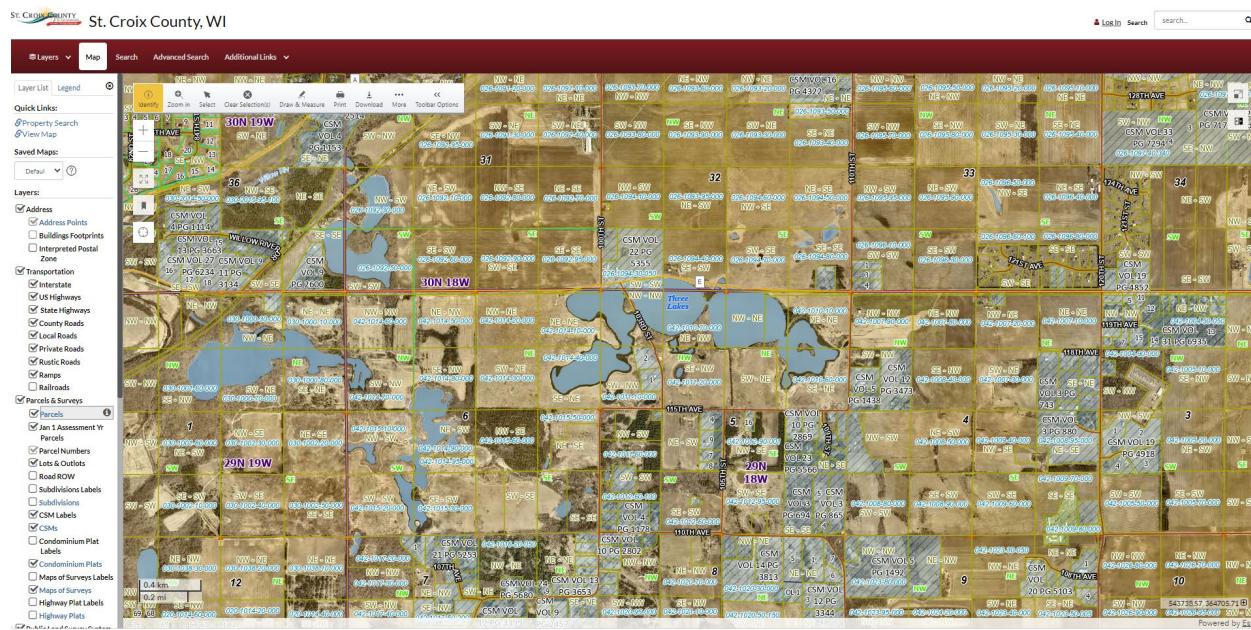


## Creating Labels in Beacon User Guide

### Access Beacon:

- The website can be accessed at:
  - [Beacon - St. Croix County, WI - Map](http://www.sccwi.gov/Beacon/StCroixCountyWIMap)



### Creating the Data Set:

- There are 2 primary ways to create the data set you are searching for:
  - Advanced Search Function

St. Croix County, WI

Log In Search search...

Layers Map Search Advanced Search Additional Links

Advanced Search

Category	Criteria
Parcel Range	Low: <input type="text"/> High: <input type="text"/>
Owner Name	<input type="text"/>
Address	<input type="text"/>
Assessment Code	<input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G3 <input type="checkbox"/> G4
You can select multiple criteria using the shift/ctrl key	
Municipality	<input type="checkbox"/> CITY OF GLENWOOD CITY <input type="checkbox"/> CITY OF HUDSON <input type="checkbox"/> CITY OF NEW RICHMOND
You can select multiple criteria using the shift/ctrl key	
Town	<input type="checkbox"/> 28N <input type="checkbox"/> 29N <input type="checkbox"/> 30N
Range	<input type="checkbox"/> 15W <input type="checkbox"/> 16W <input type="checkbox"/> 17W
Section	<input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03
Qtr. Section	<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE
Qtr. Qtr. Section	<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE
Legal Desc.	<input type="text"/>

Information

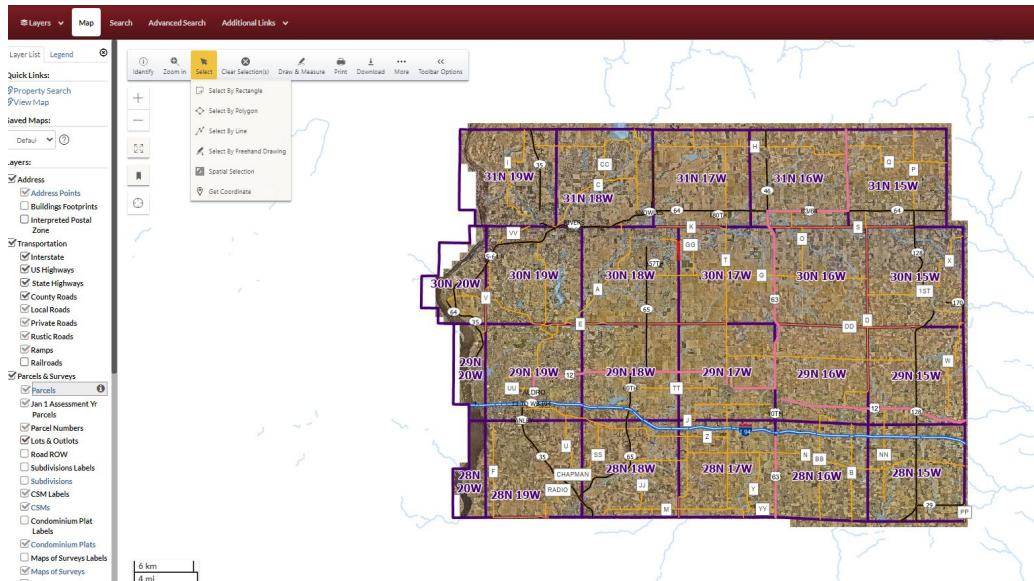
ST. CROIX COUNTY  
1101 Carmichael Road  
Hudson, WI 54016  
Phone: 715-386-4600  
scow@scow.org

For inquiries concerning the data please contact:  
[St. Croix County, WI](#)

Announcements

How to use the Beacon site – view [Demo Videos](#)

## o Map Select and Search



## Advanced Search Function Data Set:

- The Advanced search function can be used for basic data set categories: Parcel Range, Owner Name, Assessment Code, Municipality, Town, Range, Section, Qtr. Section, Qtr. Qtr. Section, School District, Special District, etc.
- Search Example: We will search for the properties located in the Special District of Cedar Lake/N R. Choose the district then click search. It will provide a data set.



Layers Map Search Advanced Search Additional Links

Qtr. Section	02 02 03
Qtr. Qtr. Section	NE NW SE
Legal Desc.	
Lot	0 00 0001
Block	0 01 0102
School District	SCH D BALDWIN-WDVILLE SCH D ST CROIX CENTRAL SCH DIST BOYCEVILLE
Special District	BASS LAKE REHAB DIST CEDAR LAKE/N R CHIPPEWA VALLEY TECH CLEAR LAKE FIRE DIST
Acres Range	Low <input type="text"/> High <input type="text"/>
Land Value Range	Low <input type="text"/> High <input type="text"/>
Improvement Value Range	Low <input type="text"/> High <input type="text"/>
Total Value Range	Low <input type="text"/> High <input type="text"/>
Fair Market Value Range	Low <input type="text"/> High <input type="text"/>



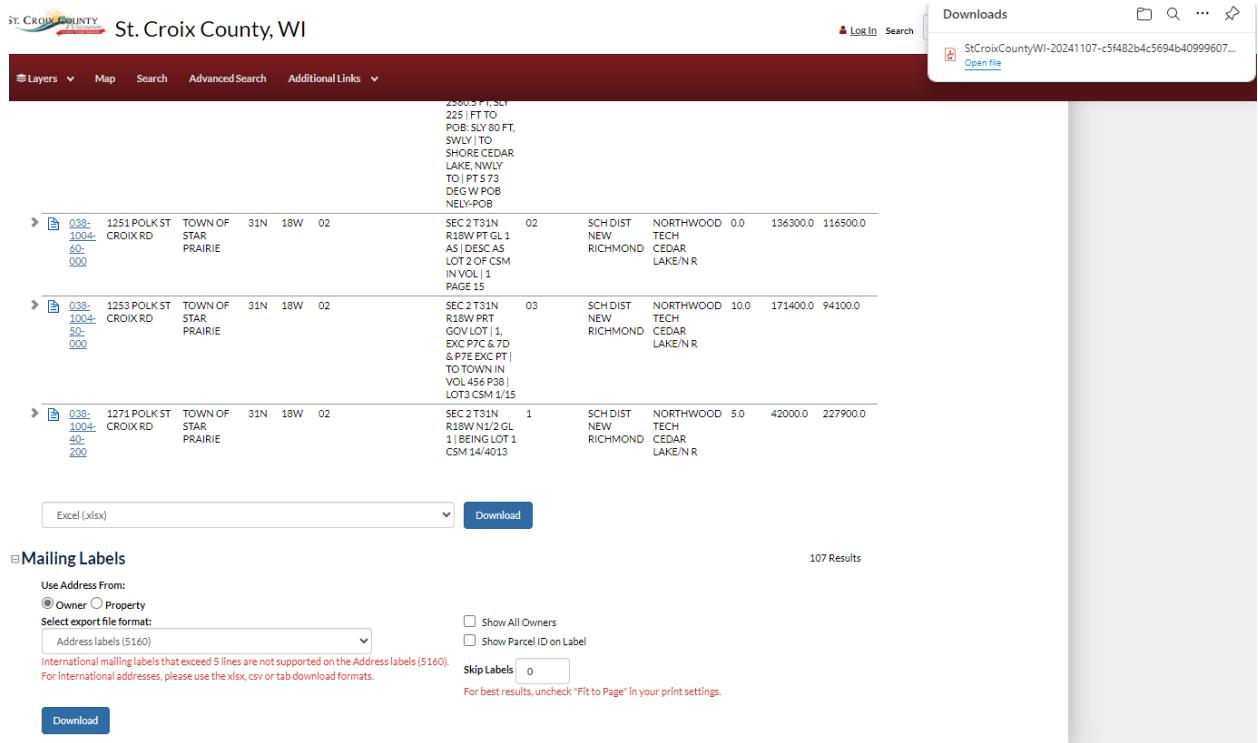
Layers Map Search Advanced Search Additional Links

038- 1186 CTY RD 1018- H 50- 000	TOWN OF STAR 31N 18W 03	W 1/2 GL6 EXC W 34 FT OF E   285 FT OF W 1/2 GL6 EXC P471 EXC AS DESC 1470/275	SEC 3 T31N R18W PT GL6 W 100 FT OF E 285 FT OF W 1/2 GL6 LNU 10 FT HWY 113 1/2 ALSO CSM SE COR SEC 3 TH N   01 DEG E 1976.24 ; TH N 72   DEG W 831.72 POB TH N 77   DEG W 30.30 ; TH N 0 DEG E   138.63 ; TH S49 DEG E 33   TH S 33 DEG W 120.93 POS	SCH DIST NEW RICHMOND NORTHWOOD TECH CEDAR LAKE/N R	0.643	147100.0	209300.0
038- 1198 CTY RD 1018- H 30- 100	TOWN OF STAR 31N 18W 03	SEC 3 T31N R18W PT OF GL4   CSM 26- 6069 LOT 2	SCH DIST NEW RICHMOND NORTHWOOD TECH CEDAR LAKE/N R	0.35	133900.0	52000.0	
038- 1172 CTY RD 1017- H 95- 100	TOWN OF STAR 31N 18W 03	SEC 3 T31N R18W PT GL5   CSM 25-5834 LOT 2	SCH DIST NEW RICHMOND NORTHWOOD TECH CEDAR LAKE/N R	0.0	70700.0	144300.0	
038- 1174 CTY RD 1017- H 95- 010	TOWN OF STAR 31N 18W 03	SEC 3 T31N R18W PT GL5   CSM 25-5834 LOT 1	SCH DIST NEW RICHMOND NORTHWOOD TECH CEDAR LAKE/N R	0.0	91500.0	330600.0	
038- 1160 CTY RD 1017- H 90- 000	TOWN OF STAR 31N 18W 03	SEC 3 T31N R18W PRT GL5 COM SW CSM GL5   2212.00 E 555 FT TO POB S 77 DEG E ON CEN / LN HWY 113 1/2' TO A PT   285 FT OF E 1/2 E OF E   9W COR N 13 DEG E 83 TO   LN N 81 DEG W ON MEANDER LN   105 1/2';	SCH DIST NEW RICHMOND NORTHWOOD TECH CEDAR LAKE/N R	0.0	108500.0	78000.0	

- At the bottom of the page (data set), you will now have the "Mailing Labels" Option. Typically you would choose:
  - Owner

- Select your File Format
  - Address labels (5160) – Preferred label format
  - Excel – Could be used for a mail merge
  - Comma Separated Values (.csv)
  - Tab Delimited Values (.tab)
- You can choose if you would like a label created for all owners of a parcel. Or just one label per parcel.
  - Note: Currently if there is an "owner" and "co-owner" listed the label will not list two owner lines. It creates a separate label for each owner.
- You could also choose to add the parcel ID on the label – typically you would not choose this.

- After choosing the criteria, you would click on Download to create your file.



The screenshot shows the St. Croix County, WI property search interface. At the top, there is a navigation bar with links for Layers, Map, Search, Advanced Search, and Additional Links. On the right, there is a 'Downloads' section with a 'Log In' link, a search bar, and a download link for 'StCroixCountyWI-20241107-c5f482b4c5694b40999607...'. Below the navigation bar, there is a table listing parcels. The table includes columns for Parcel ID, Street Address, Town, Section, Township, Range, Section, and various property details like SEC, Twp, Range, and CSD. The table shows three parcels: 038-1004-60-000, 038-1004-50-000, and 038-1004-40-200. At the bottom of the table, there is a dropdown menu set to 'Excel (.xlsx)' and a 'Download' button. Below the table, there is a 'Mailing Labels' section with options to use address from 'Owner' or 'Property', select export file format (Address labels (5160)), and checkboxes for 'Show All Owners' and 'Show Parcel ID on Label'. There is also a 'Skip Labels' input field set to 0 and a note about international mailing labels. A 'Download' button is located at the bottom of this section.

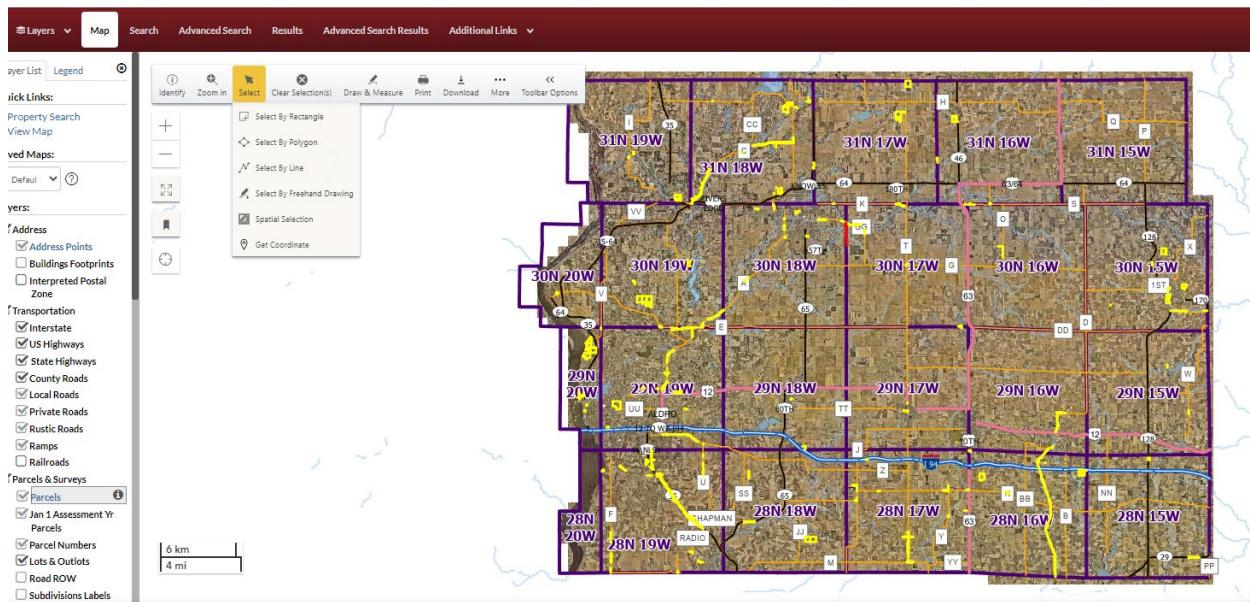
- The file will have labels ready to be printed. The 5160 labels are three columns of ten rows.

ST CROIX COUNTY HWY DEPARTMENT 300 OAK RIDGE PKWY BALDWIN, WI 54002	ST CROIX COUNTY 1101 CARMICHAEL RD HUDSON, WI 54016	ST CROIX COUNTY 1101 CARMICHAEL RD STE 1200 HUDSON, WI 54016
ST CROIX COUNTY 1101 CARMICHAEL RD STE 1410 HUDSON, WI 54016	ST CROIX COUNTY 300 OAK RIDGE PKWY BALDWIN, WI 54002	STREET FRONTAGE ON MILL ST CROIX 1101 CARMICHAEL ST HUDSON, WI 54016
STREET ST CROIX COUNTY 1101 CARMICHAEL RD HUDSON, WI 54016	STRIP ALONG BDLND RDS ST CROIX CI 1101 CARMICHAEL RD HUDSON, WI 54016	TOWER ST CROIX COUNTY 1101 CARMICHAEL RD HUDSON, WI 54016

## Map Select and Search Function:

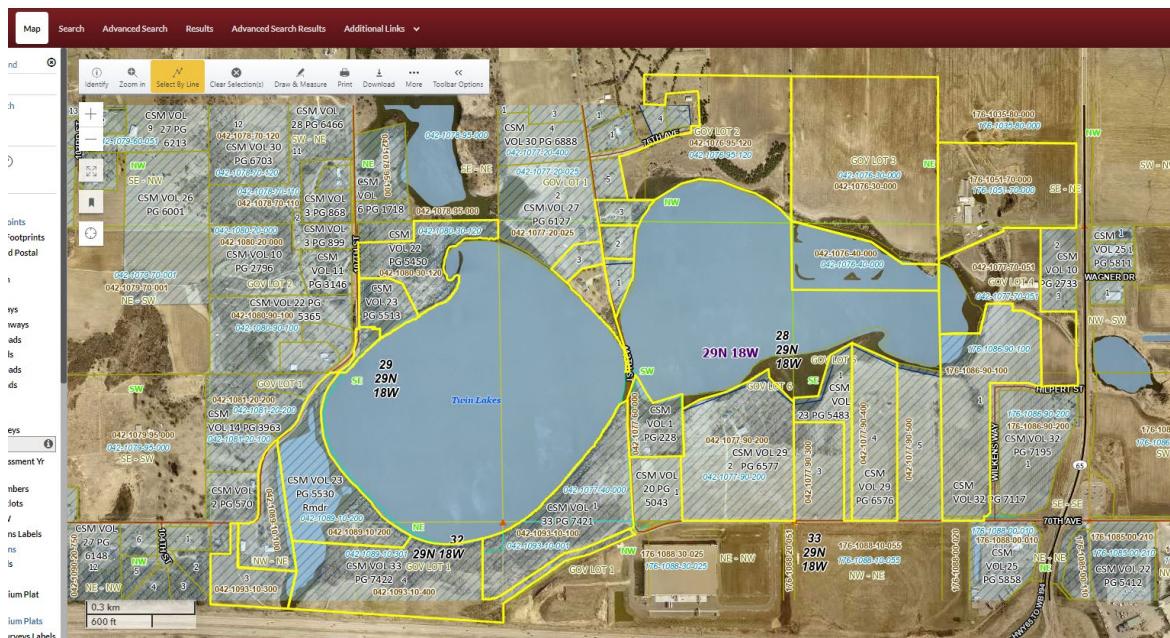
You can also create a data set by using the "Map" and choosing the "Select" tool. You have a variety of "select" options:

- Select by Rectangle
- Select by Polygon
- Select by Line
- Select by Freehand Drawing
- Spatial Selection
- Get Coordinate



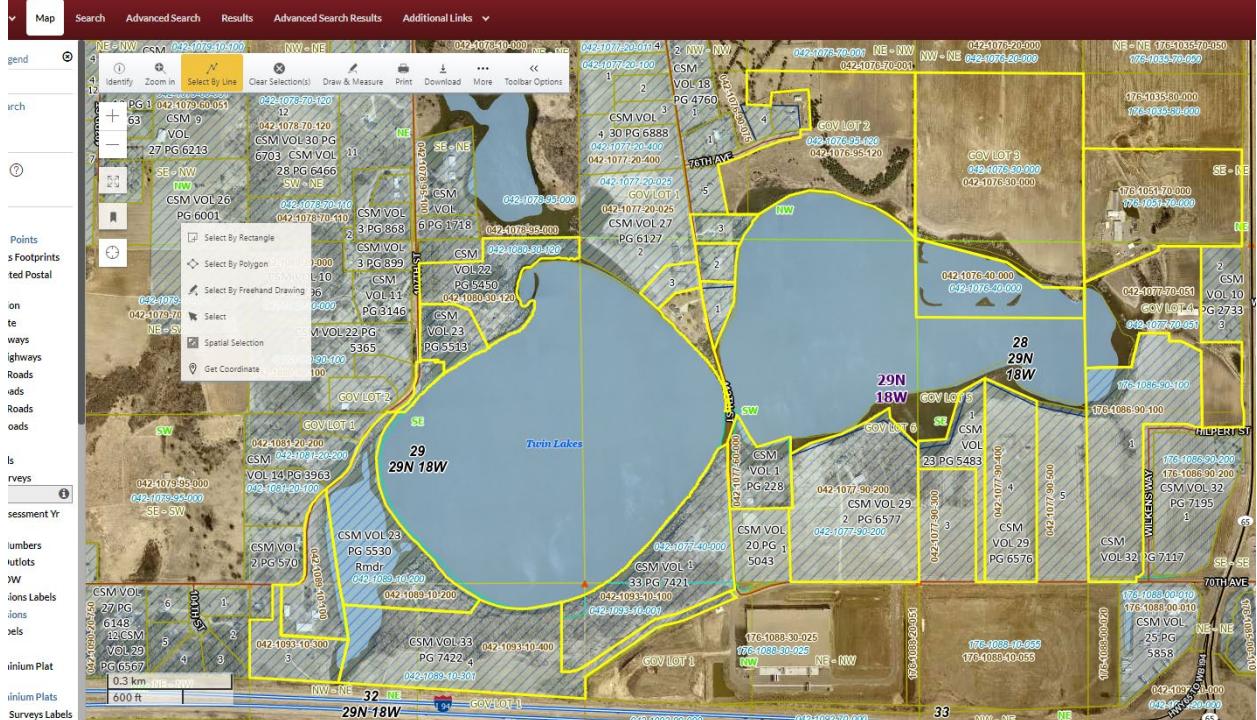
Map Select Example: For this example, we will "Select By Line".

- We created a line around the water's edge. When we clicked to close the polygon, the parcels touching the polygon were selected. They appear in yellow on the screenshot below.



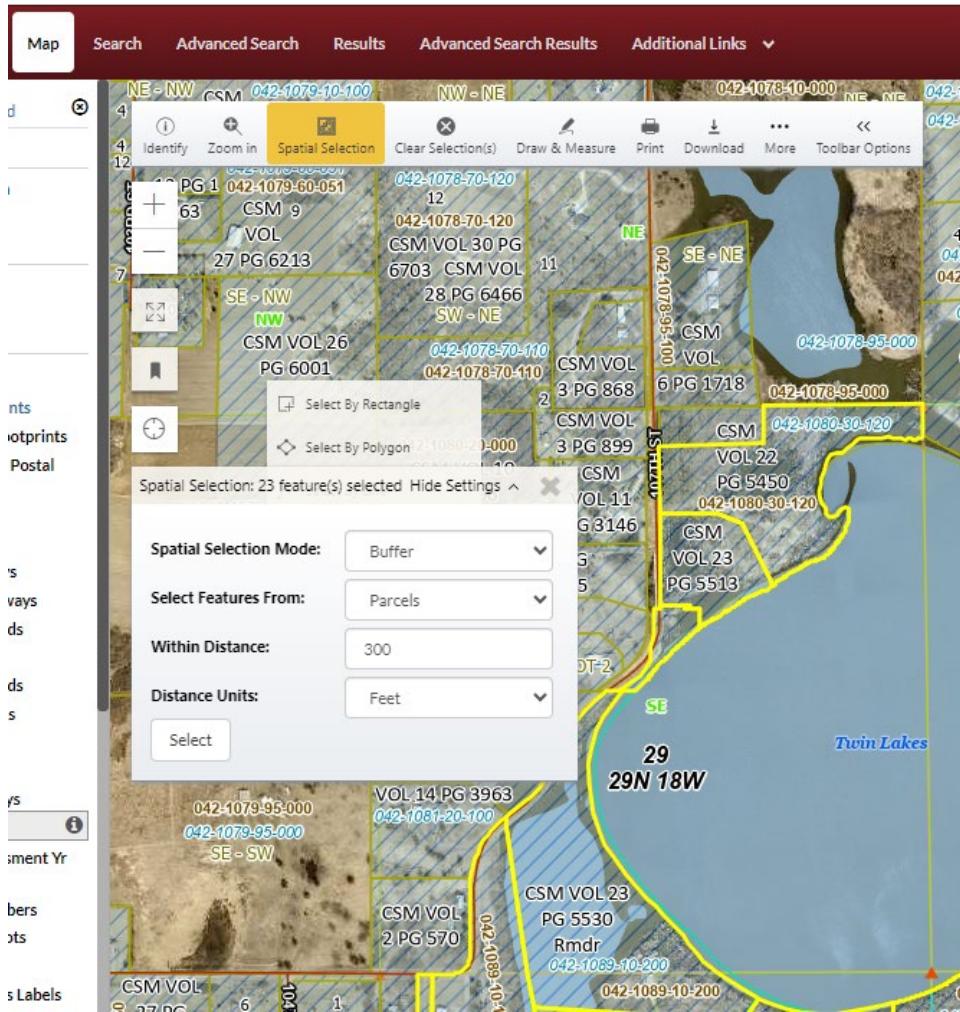
- If this is the data set you are looking for you can then go to the "Results" Function on the top taskbar. But lets take it a step further.
- We will open up the "Select By Line" toolbar, and we get additional options.

— ST. CROIX COUNTY, WI

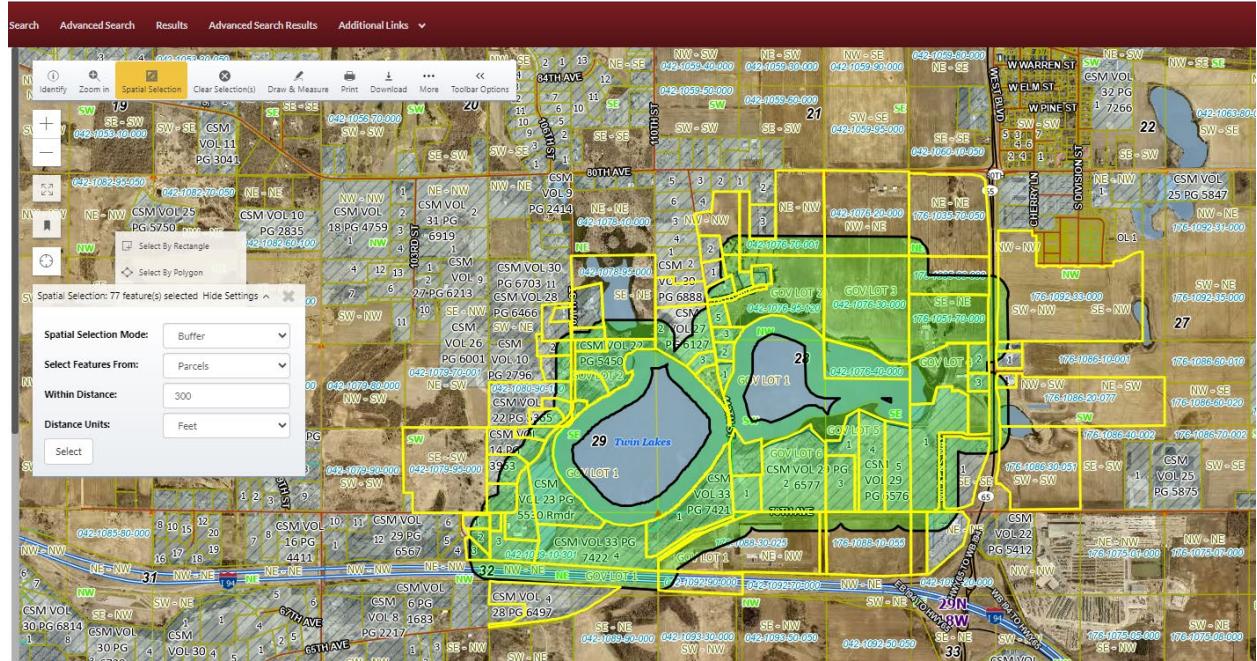


- We will now create a "Buffer" around the selected parcels. We will choose the "Spatial Selections" option. This option, provides various distances and units of measurement. Let's say, we would like a 300 feet buffer around the selected parcels. We can change the

distance from 100 feet to 300 feet.



- Now choose select and your results changed from 23 parcels to 77. The map now displays the “buffered area” and the parcels that fall within the selected area.



- Now that we have the mapped data set, we can see the “Results”, by clicking on the “Results” icon in the top toolbar.

Layers	Map	Search	Advanced Search	Results	Advanced Search Results	Additional Links

042-1092-90-000 STATE OF WISCONSIN  
 042-1093-10-100 TOWN WARREN  
 042-1093-10-200 TOWN WARREN

- At the bottom of the page (data set), you will now have the “Mailing Labels” Option. Typically you would choose:
  - Owner
  - Select your File Format
    - Address labels (5160) – Preferred label format
    - Excel – Could be used for a mail merge
    - Comma Separated Values (.csv)
    - Tab Delimited Values (.tab)
  - You can choose if you would like a label created for all owners of a parcel. Or just one label per parcel.
    - Note: Currently if there is an “owner” and “co-owner” listed the label will not list two owner lines. It creates a separate label for each owner.
  - You could also choose to add the parcel ID on the label – typically you would not choose this.
- After choosing the criteria, you would click on Download to create your file and then you can print the mailing labels.