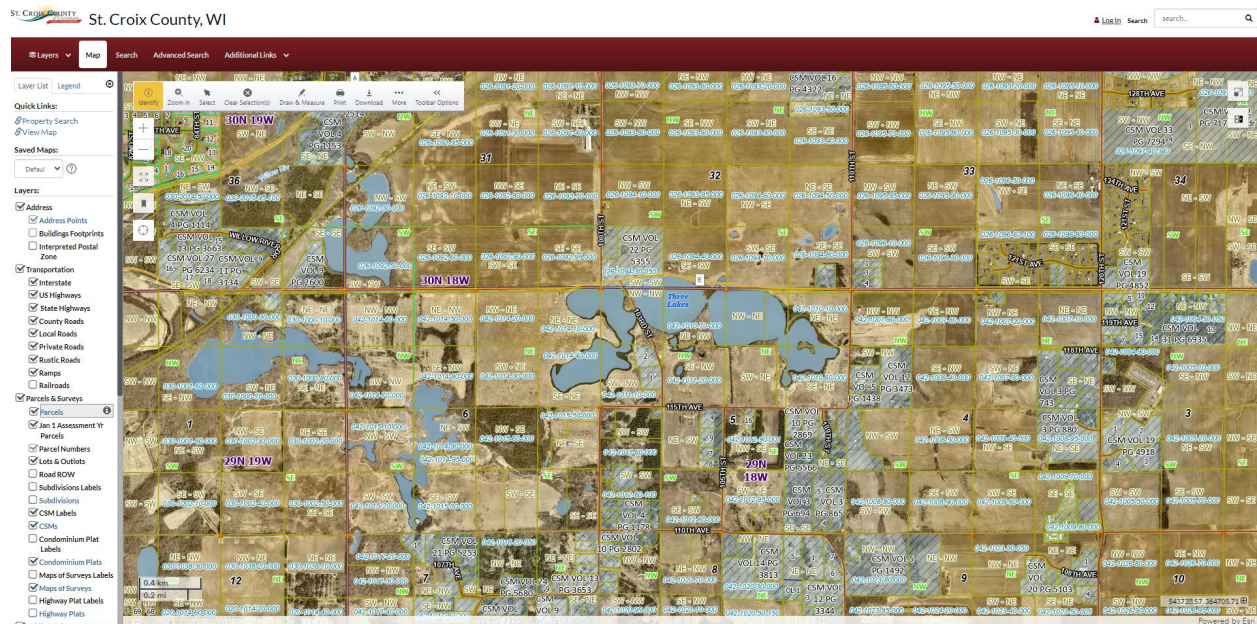


## Creating Labels in Beacon User Guide

### Access Beacon:

- The website can be accessed at:
  - Beacon - St. Croix County, WI - Map**



### 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	G1 G2 G3 G4 <small>You can select multiple criteria using the shift/ctrl key</small>
Municipality	CITY OF GLENWOOD CITY CITY OF HUDSON CITY OF NEW RICHMOND <small>You can select multiple criteria using the shift/ctrl key</small>
Town	28N 29N 30N
Range	15W 16W 17W
Section	01 02 03
Qtr. Section	NE NW SE
Qtr. Qtr. Section	NE NW SE
Legal Desc.	<input type="text"/>

**Information**

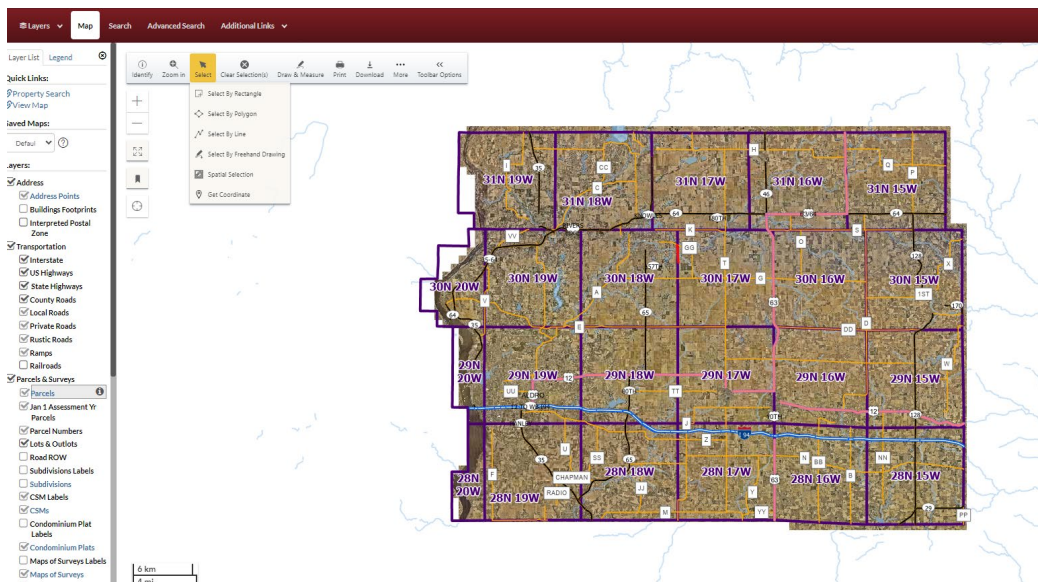
**ST. CROIX COUNTY**  
 St Croix County, WI  
 1101 Carmichael Road  
 Hudson, WI 54016  
 Phone: 715-386-4600  
[sccwi.gov](http://sccwi.gov)

For inquiries concerning the data please contact:  
[StCroixCounty@wi](mailto:StCroixCounty@wi)

**Announcements**

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

## 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.

St. Croix County, WI

Search

5631

Layers

Map

Search

Advanced Search

Additional Links

01

02

03

Qtr. Section

NE

NW

SE

Qtr. Qtr. Section

NE

NW

SE

Legal Desc.

Lot

0

00

0001

Block

0

01

01.02

School District

SCH D BALDWIN-WD/VILLE

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

High

Land Value Range

Low

High

Improvement Value Range

Low

High

Total Value Range

Low

High

Fair Market Value Range

Low

High

Search

St. Croix County, WI

Search

search..

Layers

Map

Search

Advanced Search

Additional Links

038-1018-50-000

1186 CTY RD

TOWN OF STAR PRAIRIE

31N 18W 03

W 1/2 GL6 EXC

W 34 FT OF E

285 FT OF W

1/2 GL6 EXC

P67 | EXC AS

DESC

1470/275

SEC 3 T31N

R18W PT GL 6

W 100 | FT OF E

285 FT OF W

1/2 GL 6

LYING N OF

HWY "H" |

ALSO COM 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 04

DEG E |

138.63 TH S 49

DEG E 37.19 |

TH S 04 DEG W

120.95 POB

SCH DIST NEW RICHMOND

NORTHWOOD TECH CEDAR LAKE/N R

0.643

147100.0

209300.0

038-1018-90-100

1198 CTY RD

TOWN OF STAR PRAIRIE

31N 18W 03

SEC 3 T31N

R18W PT OF GL 6 | CSM 26-6068 LOT 2

SCH DIST NEW RICHMOND

NORTHWOOD TECH CEDAR LAKE/N R

0.35

133900.0

52000.0

038-1017-95-100

1172 CTY RD

TOWN OF STAR PRAIRIE

31N 18W 03

SEC 3 T31N

R18W PT GL 5 | CSM 25-5834 LOT 2

SCH DIST NEW RICHMOND

NORTHWOOD TECH CEDAR LAKE/N R

0.0

70700.0

144300.0

038-1017-95-010

1174 CTY RD

TOWN OF STAR PRAIRIE

31N 18W 03

SEC 3 T31N

R18W PT GL 5 | CSM 25-5834 LOT 1

SCH DIST NEW RICHMOND

NORTHWOOD TECH CEDAR LAKE/N R

0.0

91500.0

330400.0

038-1017-90-000

1160 CTY RD

TOWN OF STAR PRAIRIE

31N 18W 03

SEC 3 T31N

R18W PRT GL5 COM | SW COR GL5 N 2214.8; E 555 | FT TO POB S 77 DEG E ON CEN | LN HWY 113 1/2 TO A PT 2190.7 N & 666 1/2 E OF | SD SW 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.

St. Croix County, WI

Log In Search

Downloads

StCroixCounty/WI-20241107-c5f482b4c5694b40999607...  
Open file

Layers Map Search Advanced Search Additional Links

038-1004-60-000	1251 POLK ST CROIX RD	TOWN OF STAR PRAIRIE	31N 18W 02	SEC 2 T31N R18W PT GL 1 A5   DESC A5 LOT 2 OF CSM IN VOL 1 PAGE 15	02	SCH DIST NEW RICHMOND	NORTHWOOD TECH CEDAR LAKE/N R	0.0	136300.0	116500.0
038-1004-60-000	1253 POLK ST CROIX RD	TOWN OF STAR PRAIRIE	31N 18W 02	SEC 2 T31N R18W PRT GOV LOT 1, EXC P7C & 7D & P7E EXC PT   TO TOWN IN VOL 456 P38   LOT 3 CSM 1/15	03	SCH DIST NEW RICHMOND	NORTHWOOD TECH CEDAR LAKE/N R	10.0	171400.0	94100.0
038-1004-60-200	1271 POLK ST CROIX RD	TOWN OF STAR PRAIRIE	31N 18W 02	SEC 2 T31N R18W N1/2 GL 1   BEING LOT 1 CSM 14/4013	1	SCH DIST NEW RICHMOND	NORTHWOOD TECH CEDAR LAKE/N R	5.0	42000.0	227900.0

Excel (xlsx) Download

107 Results

**Mailing Labels**

Use Address From:  
☒ Owner ☐ Property

Select export file format:  
 Address labels (5160)

International mailing labels that exceed 5 lines are not supported on the Address labels (5160).  
 For international addresses, please use the xls, csv or tab download formats.

☐ Show All Owners  
☐ Show Parcel ID on Label

Skip Labels: 0

For best results, uncheck "Fit to Page" in your print settings.

Download

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

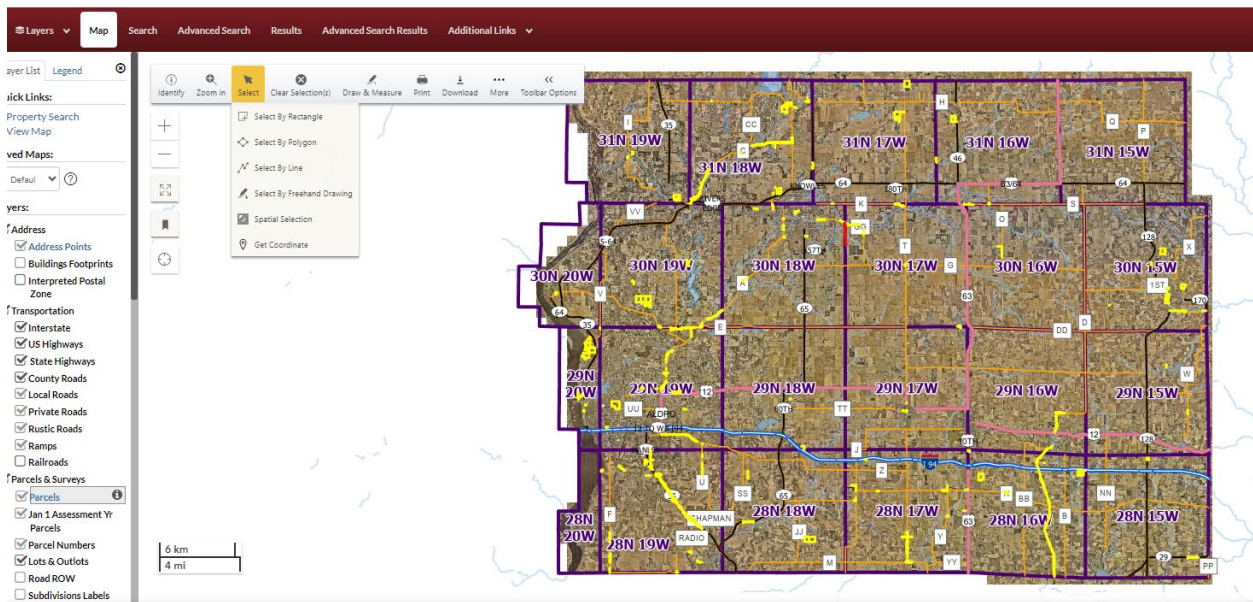
ST CROIX COUNTY HWY DEPARTMENT 300 OAK RIDGE PKWY BALDWIN, WI 54002	ST CROIX COUNTY 1101 CARMICHAEL RD HUDSON, WI 54016	ST CROIX COUNTY 1101 CARMICHAEL RD STE 1200 HUDSON, WI 54016
ST CROIX COUNTY 1101 CARMICHAEL RD STE 1410 HUDSON, WI 54016	ST CROIX COUNTY 300 OAK RIDGE PKWY BALDWIN, WI 54002	STREET 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 C 1101 CARMICHAEL RD HUDSON, WI 54016	TOWER ST CROIX COUNTY 1101 CARMICHAEL RD HUDSON, WI 54016



## Map Select and Search Function:

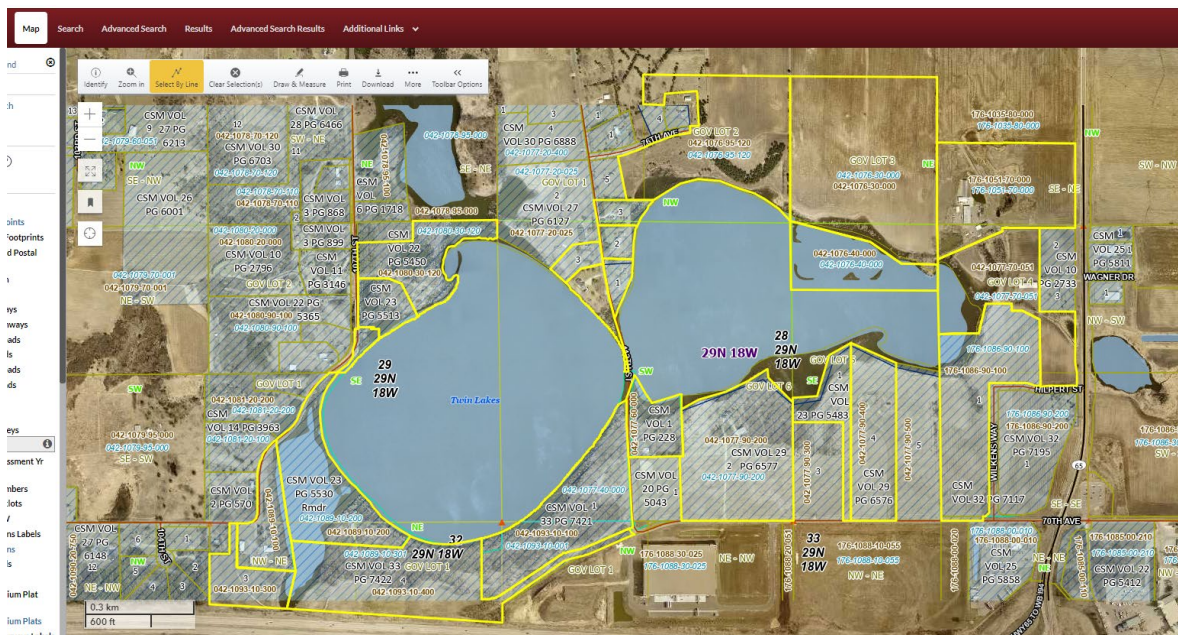
You can also create a data set by using the "Map" and choosing the "Select" tool. You have a variety of "select" options:

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

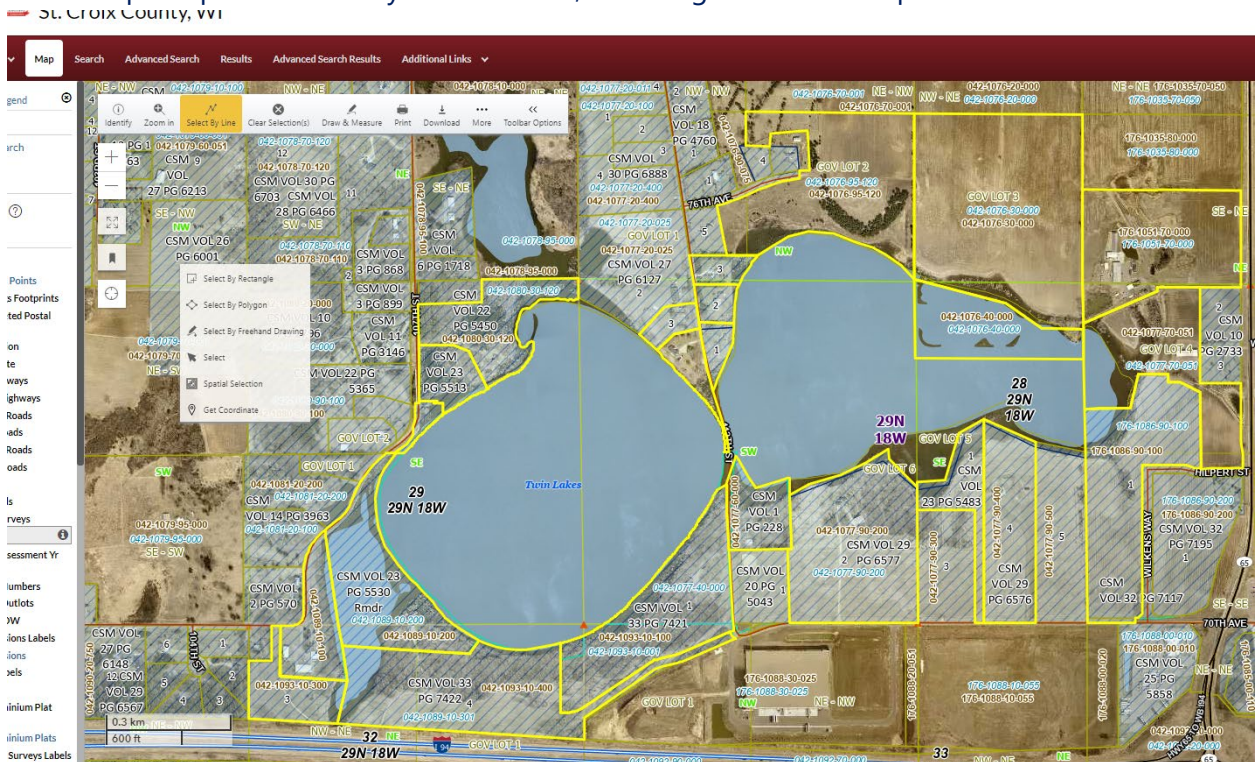


Map Select Example: For this example, we will "Select By Line".

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



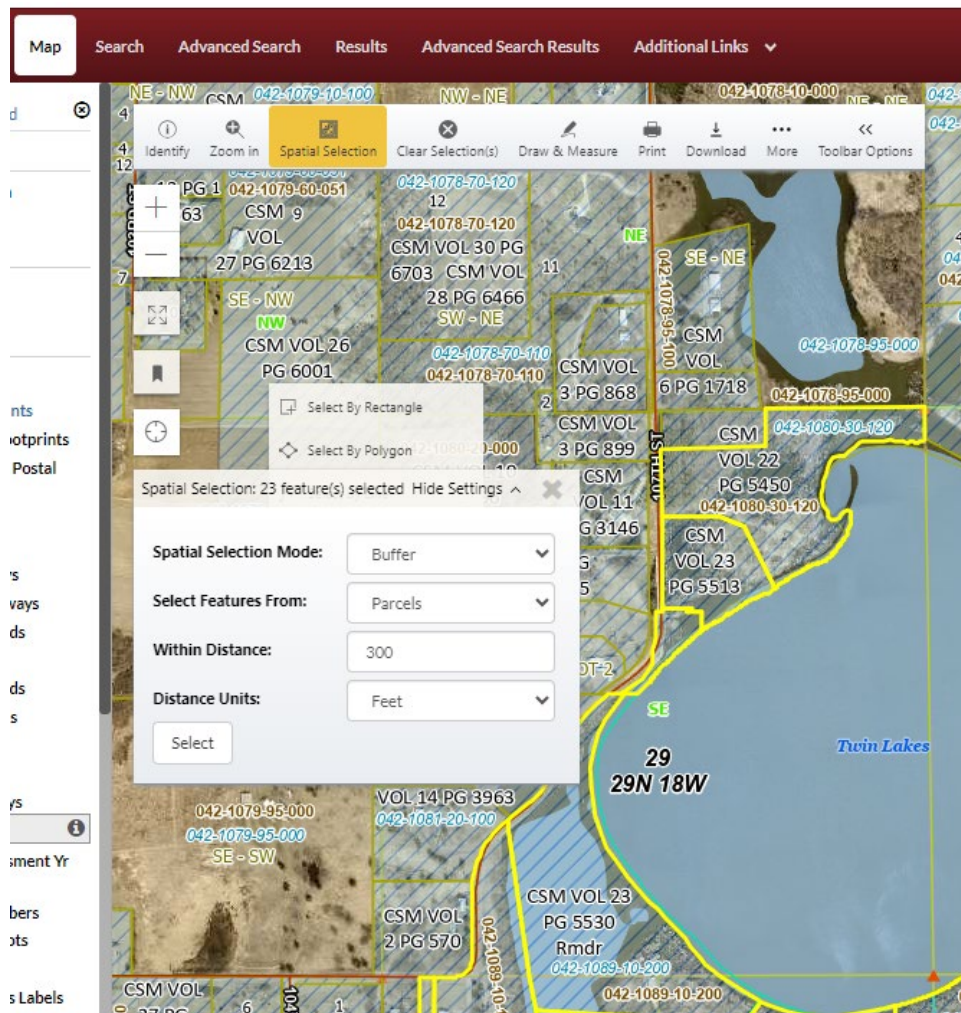
- If this is the data set you are looking for you can then go to the “Results” Function on the top taskbar. But lets take it a step further.
- We will open up the “Select By Line” toolbar, and we get additional options.



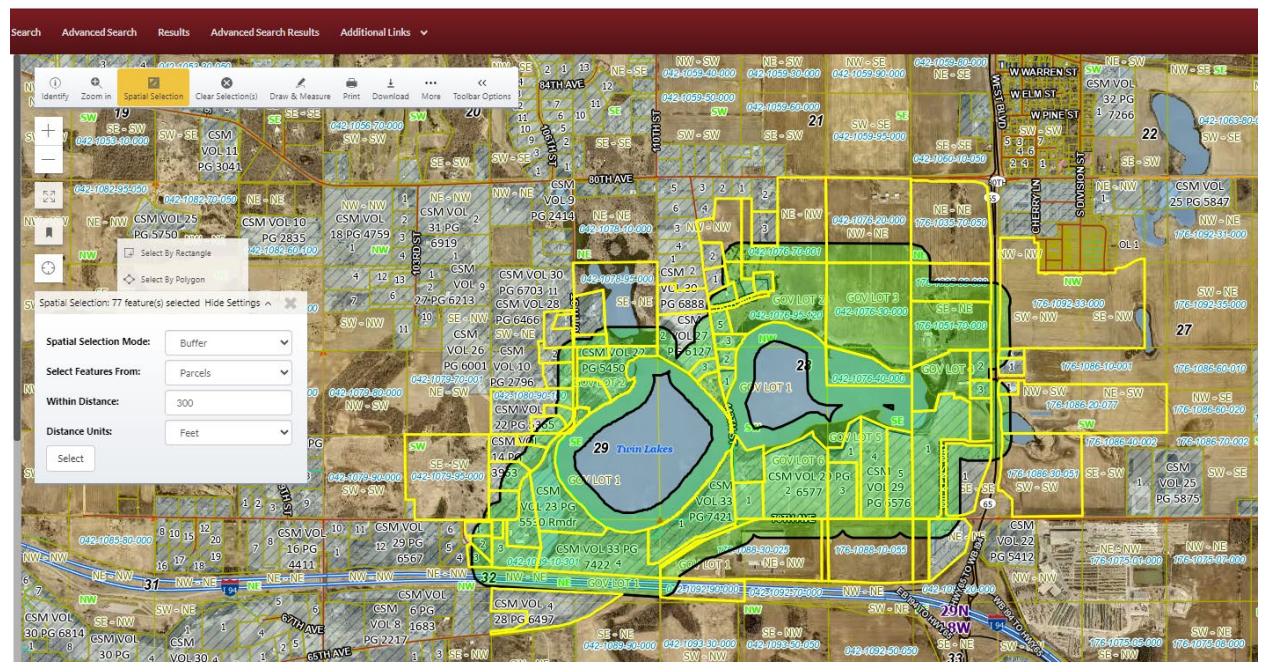
- We will now create a “Buffer” around the selected parcels. We will choose the “Spatial Selections” option. This option, provides various distances and units of measurement. Let’s say, we would like a 300 feet buffer around the selected parcels. We can change the



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.

<a href="#">Layers</a>	<a href="#">Map</a>	<a href="#">Search</a>	<a href="#">Advanced Search</a>	<a href="#">Results</a>	<a href="#">Advanced Search Results</a>	<a href="#">Additional Links</a>
<a href="#">042-1092-90-000</a>					STATE OF WISCONSIN	
<a href="#">042-1093-10-100</a>					TOWN WARREN	
<a href="#">042-1093-10-200</a>					TOWN WARREN	

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