ST. CROIX COUNTY Wisconsin
Innovation Through Cooperation

Community Development
1101 Carmichael Rd | Hudson WI 54016
Telephone: 715-386-4680 | Fax: 715-381-4400
www.sccwi.gov

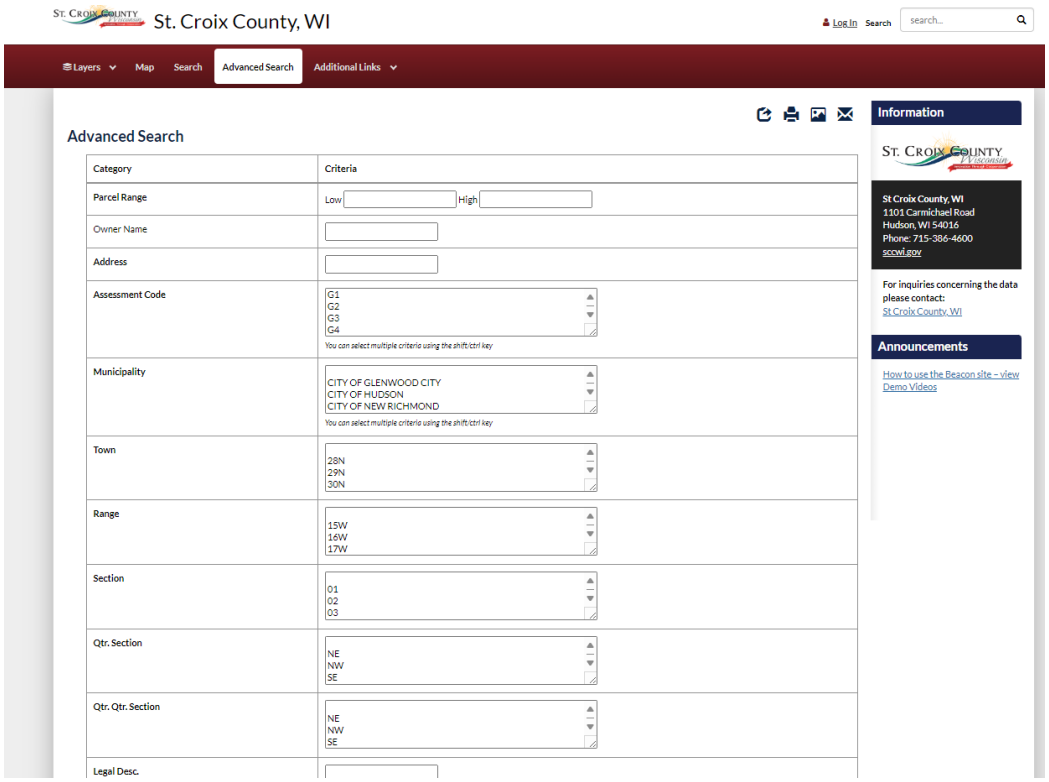
Creating Labels in Beacon User Guide

Access Beacon:

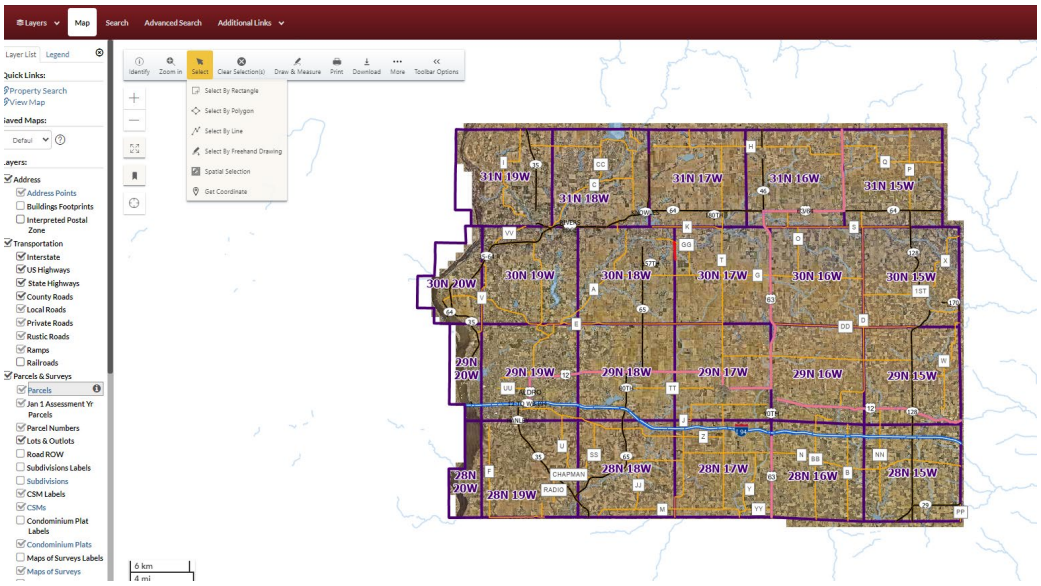
- The website can be accessed at:
  - **Beacon - St. Croix County, WI - Map**

Creating the Data Set:

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

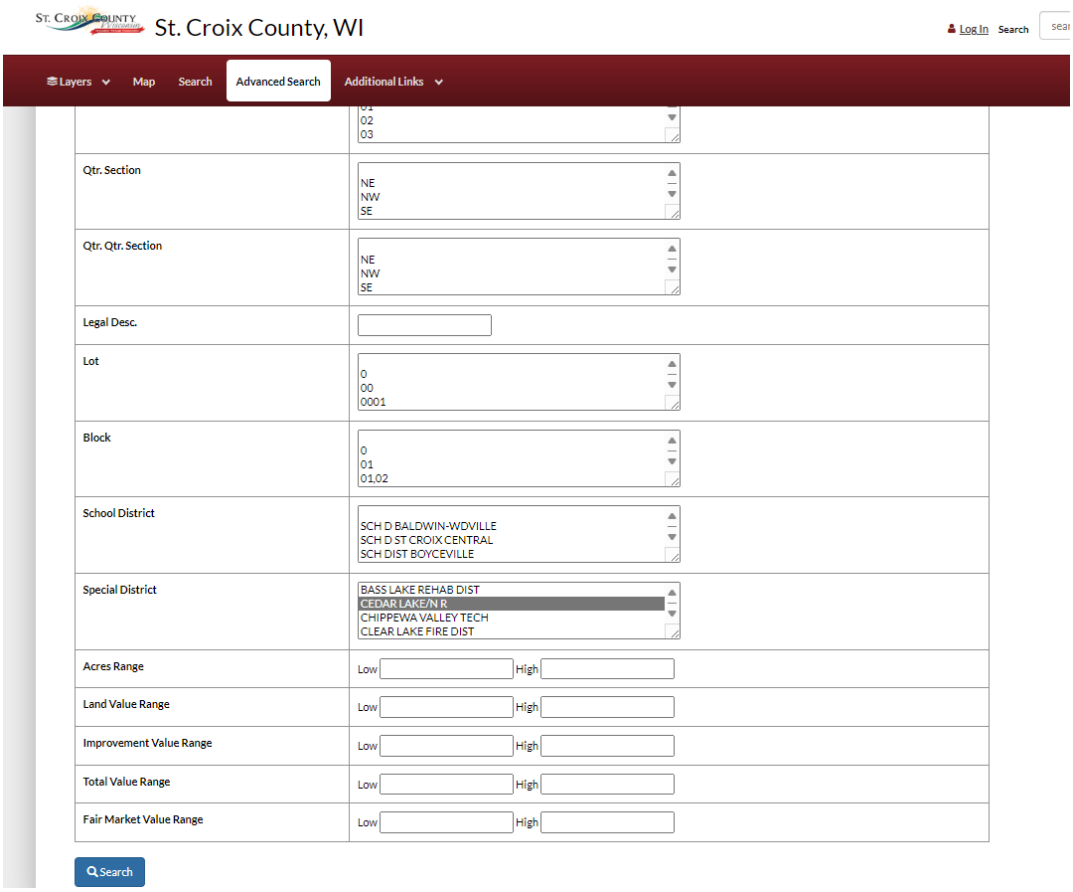


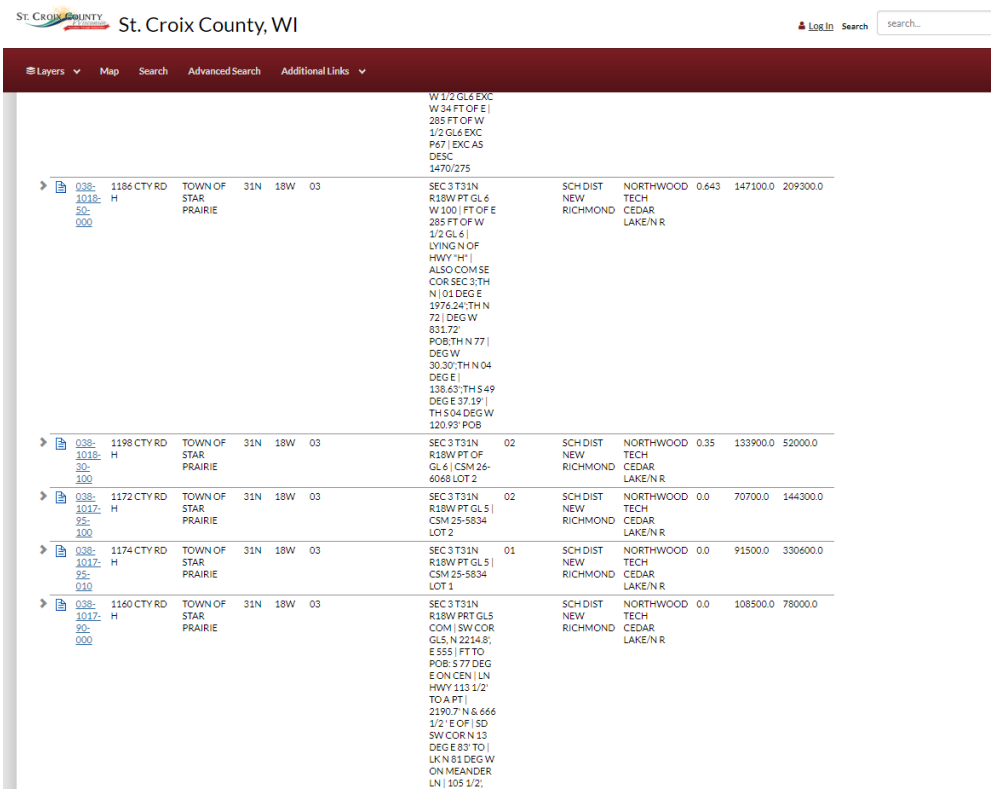
- Map Select and Search



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.

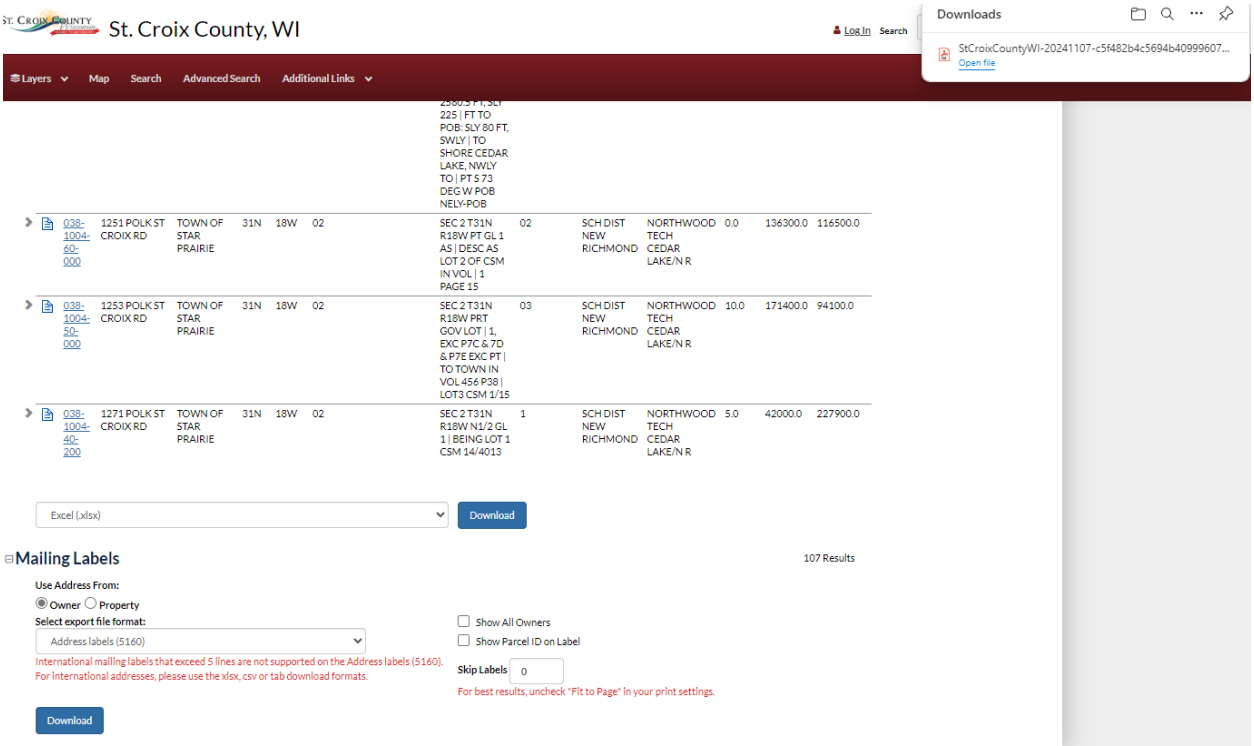




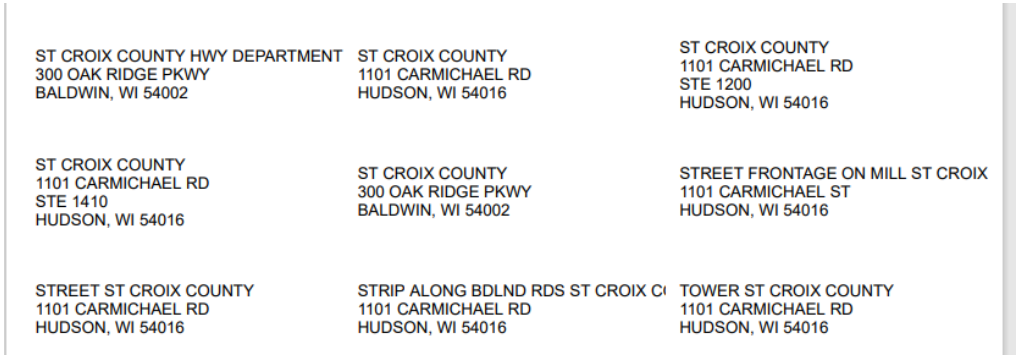
- At the bottom of the page (data set), you will now have the “Mailing Labels” Option. Typically you would choose:
    - Owner

- Select your File Format
  - Address labels (5160) – Preferred label format
  - Excel – Could be used for a mail merge
  - Comma Seperated 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.



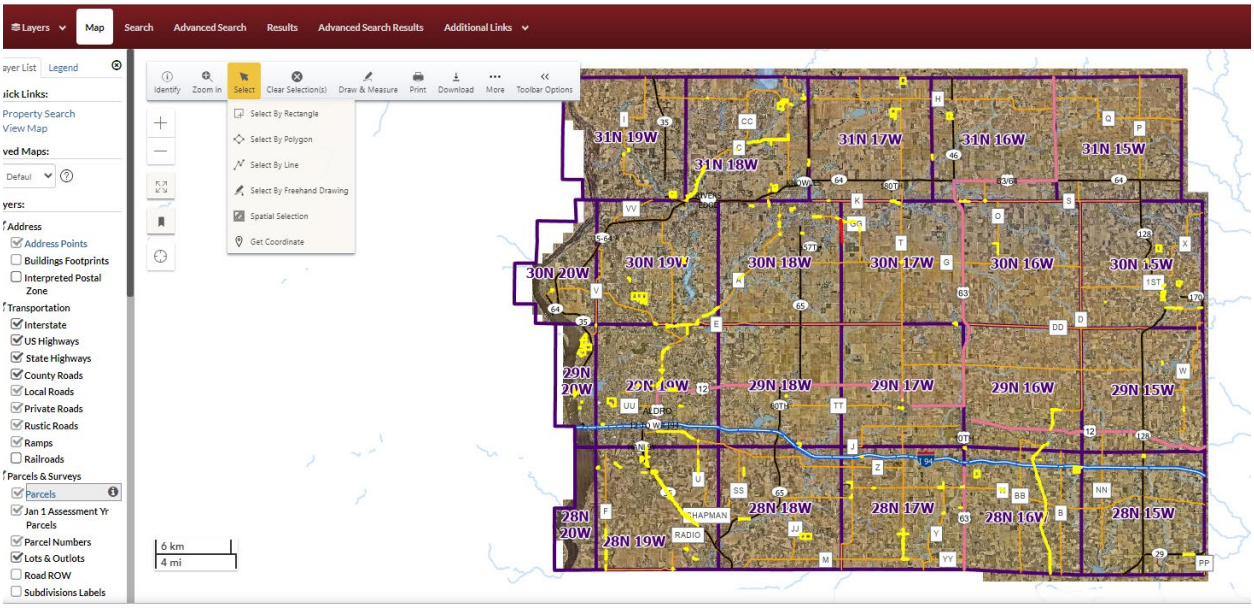
- The file will have labels ready to be printed. The 5160 labels are three columns of ten rows.



Map Select and Search Function:

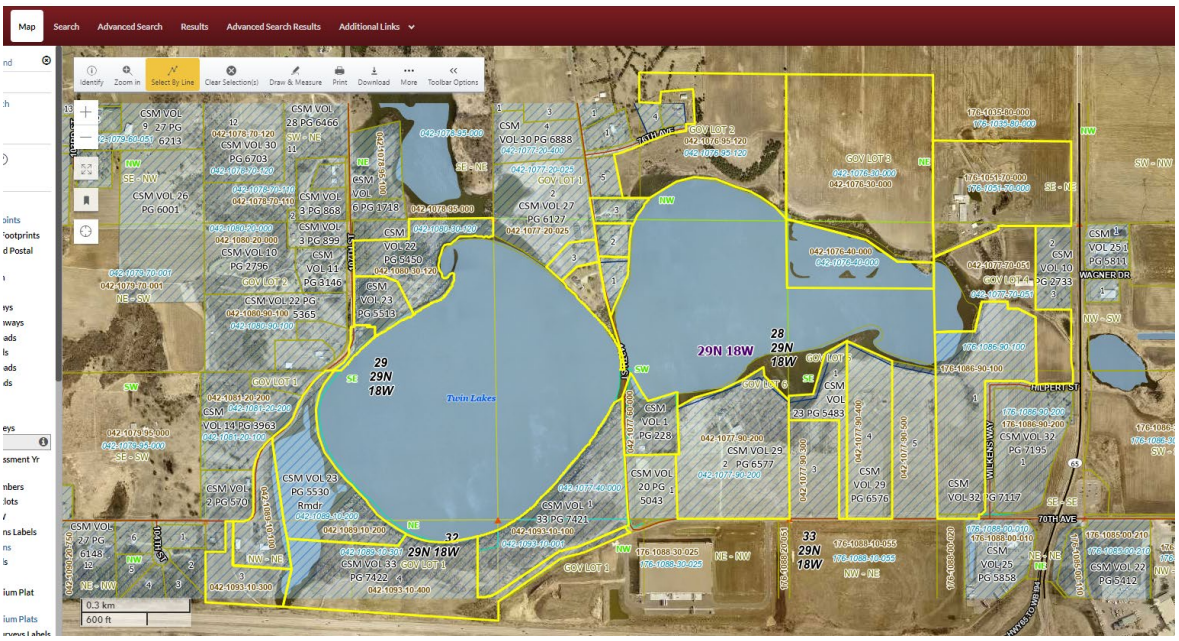
You can also create a data set by using the “Map” and choosing the “Select” tool. You have a variety of “select” options:

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

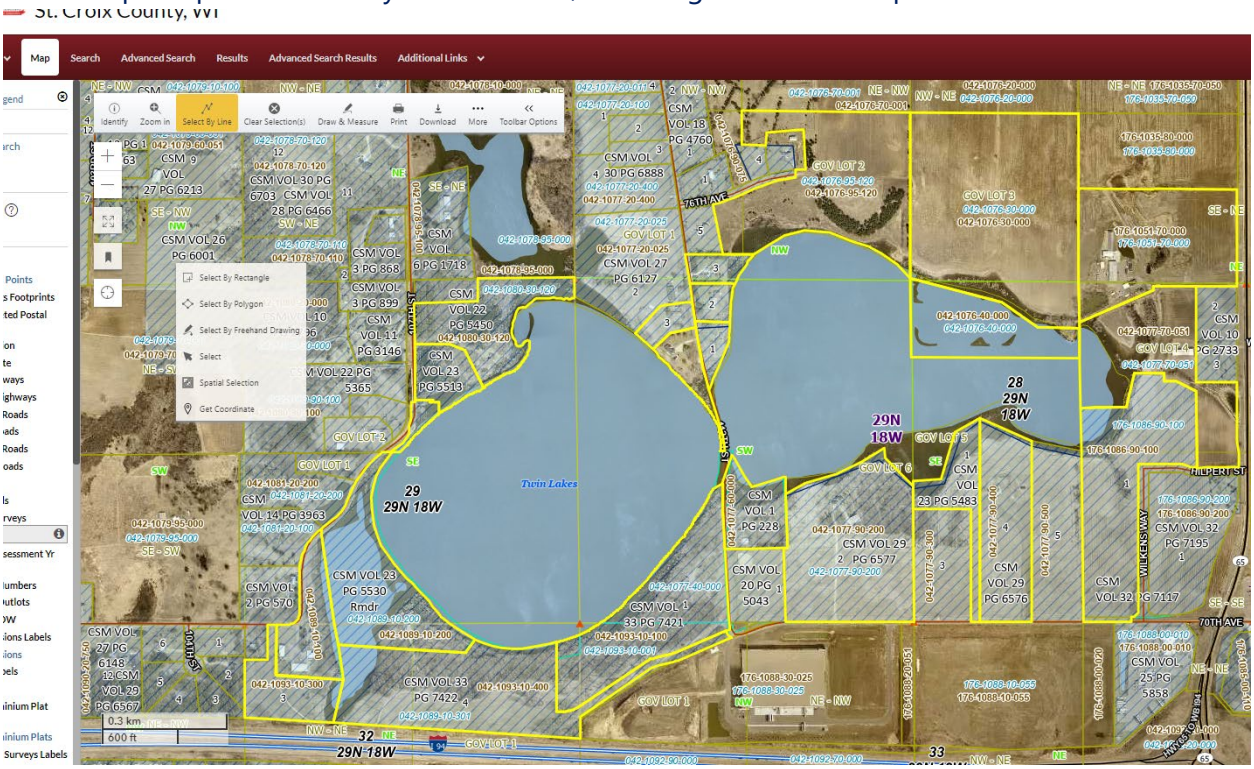


Map Select Example: For this example, we will “Select By Line”.

- 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.

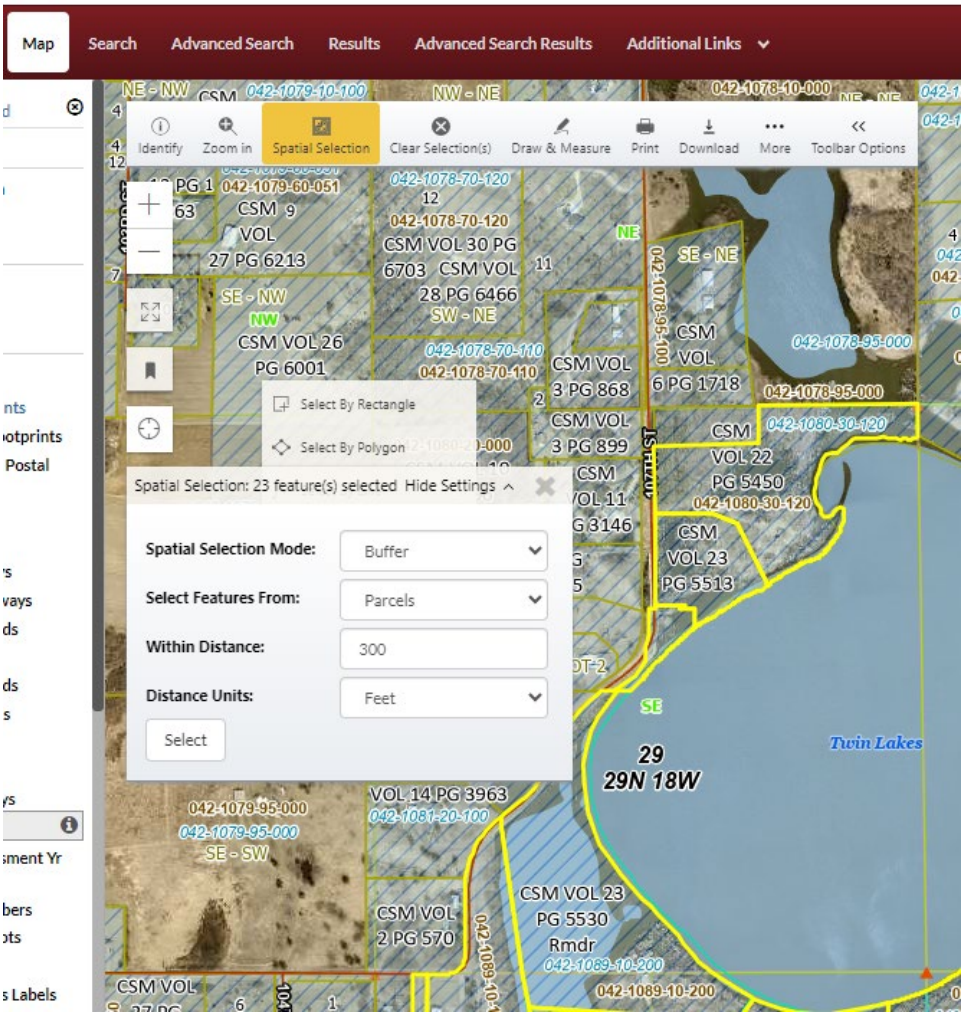


- If this is the data set you are looking for you can then go to the "Results" Function on the top taskbar. But lets take it a step further.
- We will open up the "Select By Line" toolbar, and we get additional options.

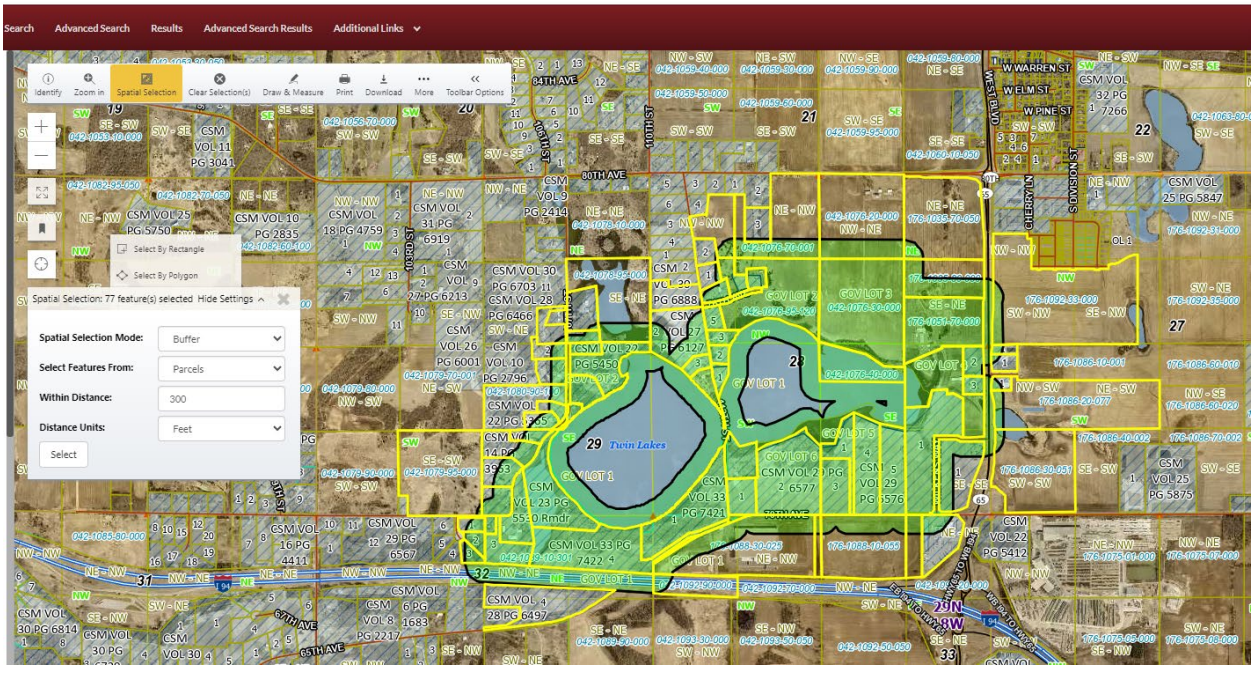


- We will now create a "Buffer" around the selected parcels. We will choose the "Spatial Selections" option. This option, provides various distances and units of measurement. Let's say, we would like a 300 feet buffer around the selected parcels. We can change the

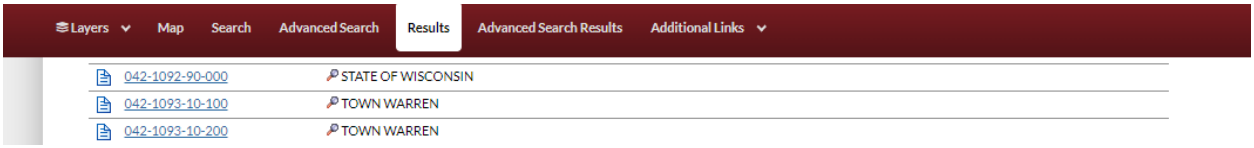
distance from 100 feet to 300 feet.



- 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.



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