

# MainStreetAbutters

## D o c u m e n t a t i o n

### Contents:

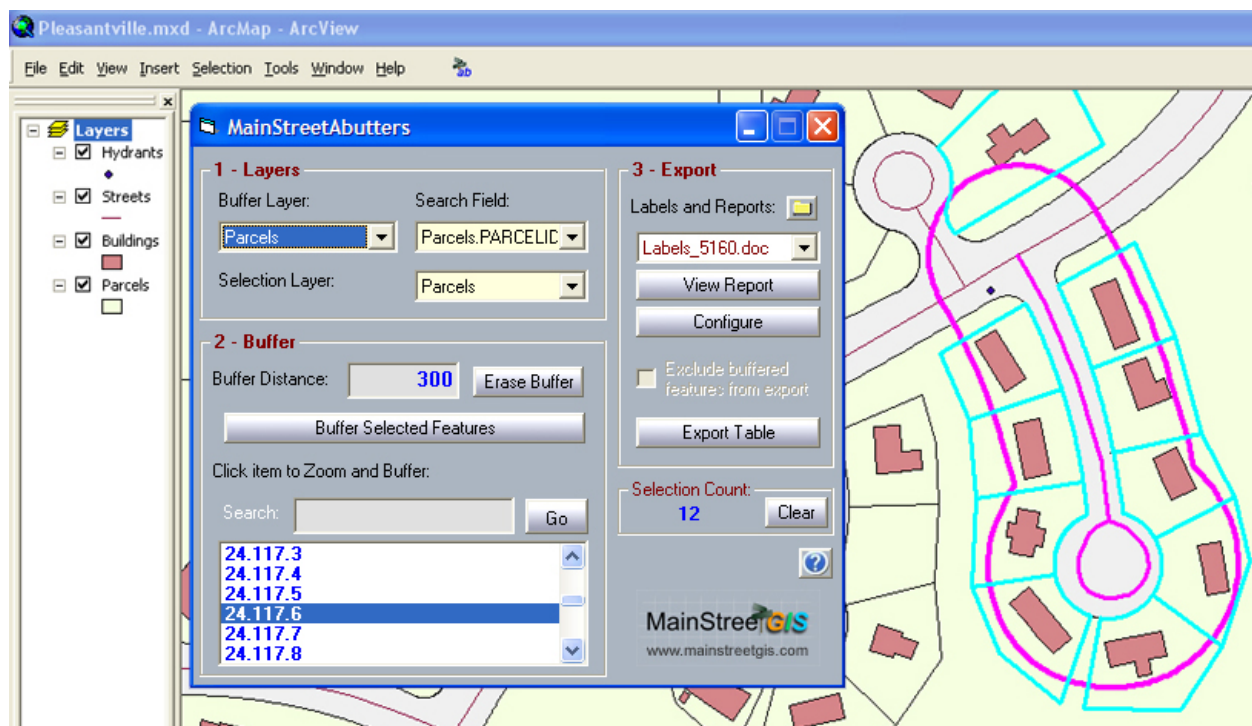
- I – Overview
- II – Installation
- III – The Main Tool Window
- IV – Report Documents
- V – Quirks

### I - Overview:

**MainStreetAbutters** is a plug-in for **ArcGIS™** that offers easy buffering and selection of map features. Attributes from the selected features are exported to a table or viewed as mailing labels, envelopes, letters, and other customizable documents. Buffers can be applied to any Point, Line, or Polygon feature.

The Buffer and Selection layers are selected on the main tool window. A Search Field loads a list of unique values from that field. Clicking on an item in the list will buffer the selected feature. All features from the Selection Layer that are found within the buffer zone will be selected.

A buffer can also be applied to any feature selected using ArcMap's Selection Tool, Select By Attributes dialog, or any other selection method. Once features are selected, the results can be saved to a table or viewed with one of the template documents. The tool comes with pre-configured with Mailing Label documents formatted for the Avery™ line of office products. The number in the document name corresponds with the Avery document product number.





## II - Installation:

### Requirements:

- Any Windows computer running ArcGIS™ version 9.0 and higher.
- For Mail Merge Label and Report Documents to function, Microsoft Word is required.

### Loading the Plug-in into ArcMap:

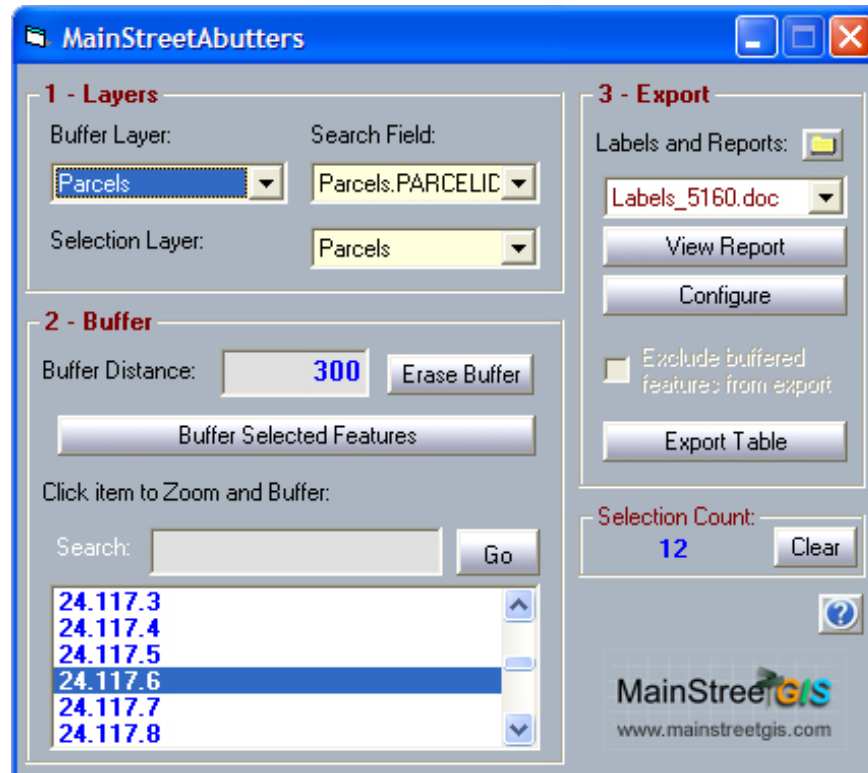
To add the plug-in to any compatible ArcMap™ project:

- 1 - Launch ArcMap™
- 2 - From the **Tools** menu, select "**Customize**"
- 3 - Click the **Commands** tab
- 4 - At the bottom of the **Commands** window, next to "**Save in**", you can choose to save the tool to either the current project or to the Normal.mxt file. If you save it to the current project, it will be available the next time the project is loaded. If you save it to the Normal file, it will be available to all projects. Please see ArcMap™ documentation for a description of the Normal file.
- 5 - Click "**Add from file...**" and navigate to the installation folder that contains a **.dll** file.
- 6 - Choose to load the **.dll** file.
- 7 - The tool should now be loaded into the **MainStreetGIS** category, on the left, and the plug-in should be highlighted on the right, in the **Commands** box.
- 8 - Drag and drop the highlighted plug-in text to any toolbar.
- 9 - Click the icon on the toolbar to launch the plug-in.
- 10 - After launching the tool once, the Program Files directory structure for the tool will be created.

### Uninstalling the Plug-in:

To remove MainStreetAbutters from ArcMap, simply close all ArcGIS applications and delete MainStreetAbutters.dll. Copying it first to another location will create an uninstalled copy that you can archive for use at another time.

### III - The Main Tool Window:



**Buffer Layer:** Choose a layer containing features to be buffered.

**Search Field:** Choose a field in the buffer layer to load the Zoom and Buffer list. The Field should contain unique identifiers, with one value for each feature in the layer.

**Selection Layer:** Choose a layer containing features to be selected when a buffer is applied. This can and will often be the same as the buffer layer.

**Buffer Distance:** Enter a number for the buffer distance.

**Search:** Enter text and click Go. The list will be search from top to bottom for the search text and the closest match will be highlighted.

**Zoom and Buffer list:** Unique values from the Search Field in the Buffer Layer are shown here. Click on an item to zoom the map and buffer the corresponding feature.

**Buffer Selected Features:** Click this button to buffer any feature in the Buffer Layer that is selected. Use the Selection Tool, the Select By Attributes dialog, or any other method in ArcMap to select features.



**Export Table:** Once features are selected, click to save their attributes to a text table in *tab* or *comma* delimited format.

**Labels and Reports:** This pull-down menu is loaded with the names of files found in your Documents directory. Once features are selected, click View Report to launch the document. If the document contains MailMerge instructions, it will import values from the selected features.

The tool comes with pre-configured with Mailing Label documents formatted for the Avery™ line of office products. The number in the document name corresponds with the Avery document product number.

By default, the Documents directory is set to:  
C:\Program Files\MainStreetGIS\MainStreetAbutters\Documents\

To change the Documents directory, click the "Folder" icon and navigate to a directory where you will be keeping your Label and Report documents.

Before viewing Label and Report documents, be sure to select your mailing address fields by clicking Configure.

**Configure:** Select the address fields from your Selection Layer that will be exported and merged into your Label and Report documents.

**Exclude buffered features from export:** Check this box to keep the buffered features from the exported table, layer, or document.

**Clear:** Clears all selected features on the map.

**Erase Buffer:** Clears the buffer zone.



## IV – Report Documents

The Labels and Reports pull-down menu lists all the files found in your Documents folder.

By default, the Documents folder is set to:

C:\Program Files\MainStreetGIS\MainStreetAbutters\Documents\

The tool comes with pre-configured with Mailing Label documents formatted for the Avery™ line of office products. The number in the document name corresponds with the Avery document product number.

When a report document is selected from the Labels and Reports pull-down menu and the View button is pressed, a table of attributes from the selected features will be created in:

C:\Program Files\MainStreetGIS\MainStreetAbutters\Documents\Export.txt

Once Export.txt is created the selected report document will be launched.

If the report document is a Word document (.doc) it should be set up to automatically import the values in Export.txt via the MailMerge process. Some documentation of the MailMerge process is included in the MainStreetAbutters installation package. For more details, please see the documentation included with Microsoft Word.

### Microsoft Word and VBA / Macros:

Some label documents contain VBA code to remove blank labels. If this process does not run when the document is launched, you may need to enable macros by lowering your macro security.

To Enable Macros in Microsoft Word, click on

Tools->Options, then the Security tab. Click on Macro Security and select Medium or Low.

Most documents that contain VBA code will also remove all mail-merge processing from the document so that you can save the document as text. It is recommended that such a document be set as Read Only so that it is not accidentally overwritten. To save the mailing list or report, go to File->Save As to create a new document.

## V – Quirks

**Identical Layer Names** – If layers exist in your project that have identical names, the tool may not function properly.

**Layer Groups** – If you experience problems, try removing any Layer Groups in your project, or moving layers from within a Layer Group to the top level in your Table Of Contents.

**Read & Write Access To C:\Program Files\MainStreetGIS\** – This plug-in creates a directory structure within C:\Program Files\MainStreetGIS\ and the user must have read and write access to this directory. On some network systems, the user may not have appropriate permissions to modify the Program Files directory.