

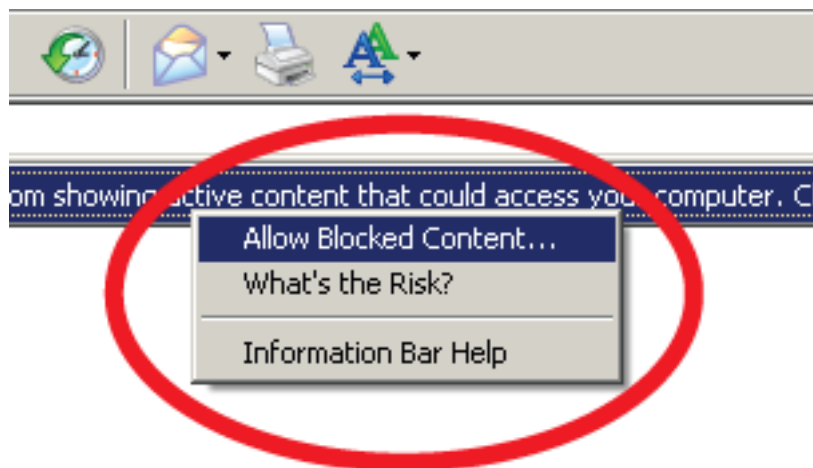
Accessing Metro Council DOQs

This document outlines how to access the Metropolitan Council DOQ files available in the Automated Cartographic Information Center (ACIC). It covers the following files: 1997 Metropolitan Council DOQ's (.tif files), 1997 Metropolitan Council Contact Prints(.tif files), 2000 Metropolitan Council DOQ's (.tif files) & 2005 Metropolitan DOQ's (.sid files)

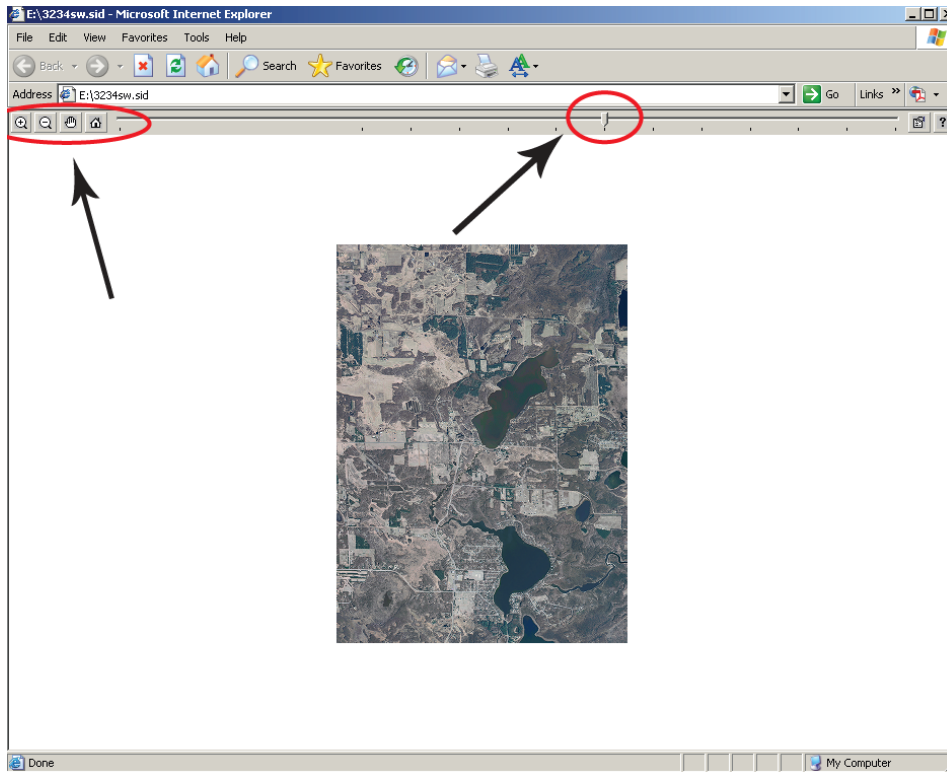
*Note: To manipulate .sid files, start with the ArcGIS instructions, otherwise start with the Adobe Photoshop instructions

Easy viewing .sid files

- 1.) Insert the CD into the disc drive if you already haven't done so.
- 2.) Click the "Start" menu.
- 3.) Click "My Computer"
- 4.) Double click either the "E:\\" or "D:\\" drive, whichever has your CD located within the drive.
- 5.) Double click the photo number which corresponds to your area of interest.
 - a. If you are unsure which photo number you are looking for check the reference map located on the wall.
 - b. See staff for further assistance.
- 6.) Internet explorer will open the file
 - a. If you receive a security message, allow the blocked content.

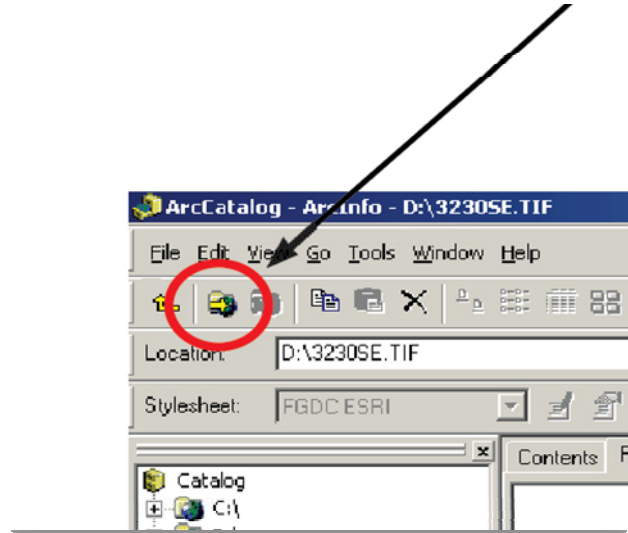


7.) Play with the select tools to modify your image.



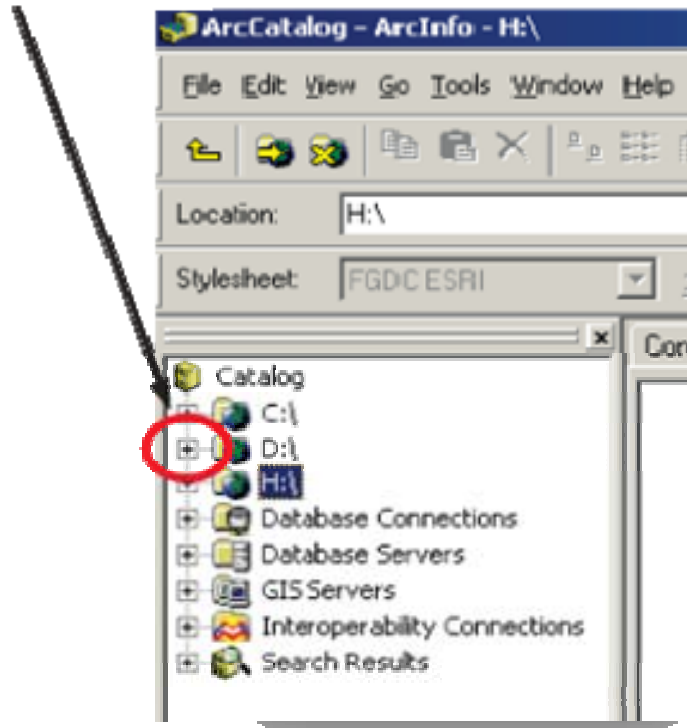
ArcGIS for .sid files

- 1.) Insert the CD into the disc drive if you already haven't done so.
- 2.) Open ArcCatalog from the ArcGIS desktop shortcut.
- 3.) Click the "connect to folder" button on the second toolbar located from the top of the page.

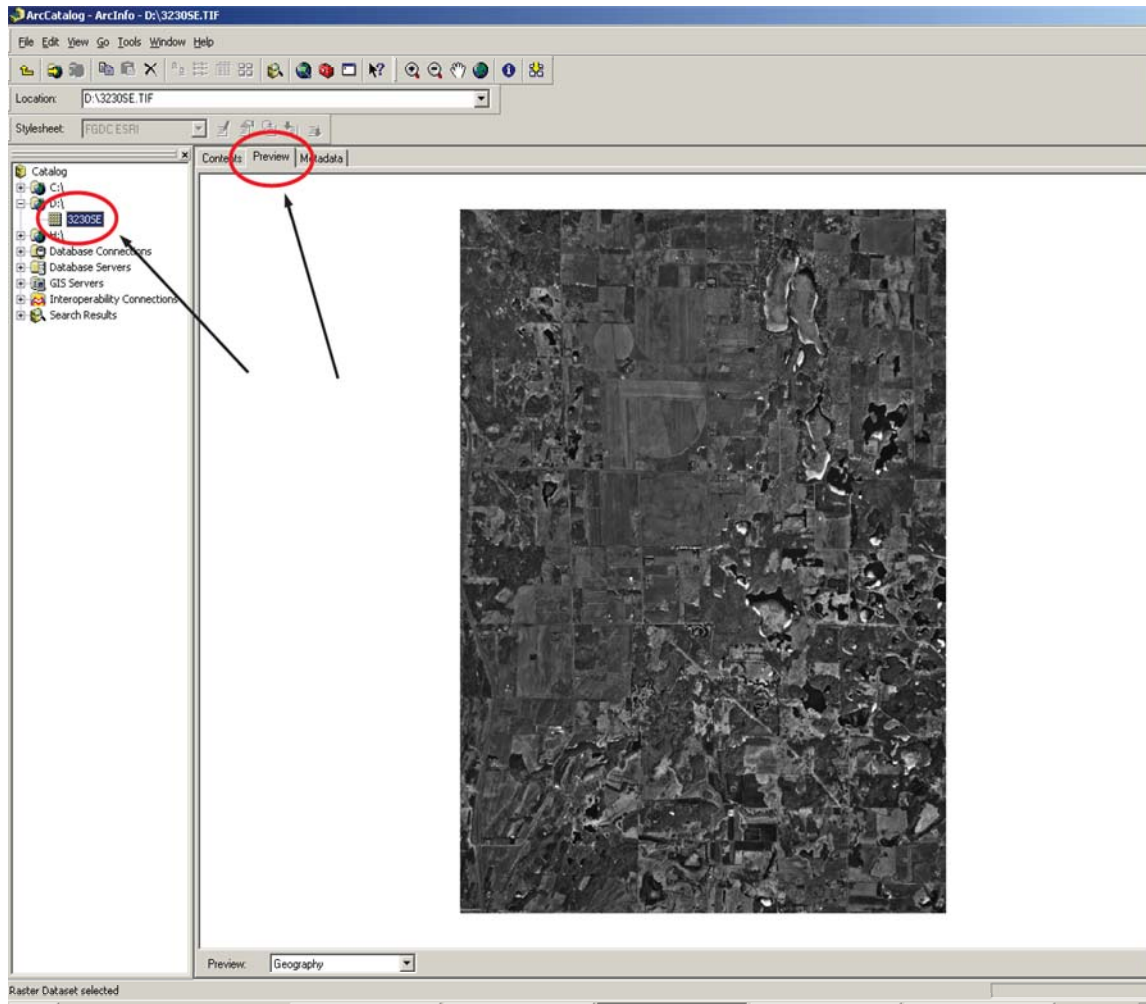


- 4.) Select the "D:\\" or "E:\\" drive, whichever drive has your CD located within it.

5.) Click the “expand elements” plus sign to the left of the “D:” or “E:” drive symbol.



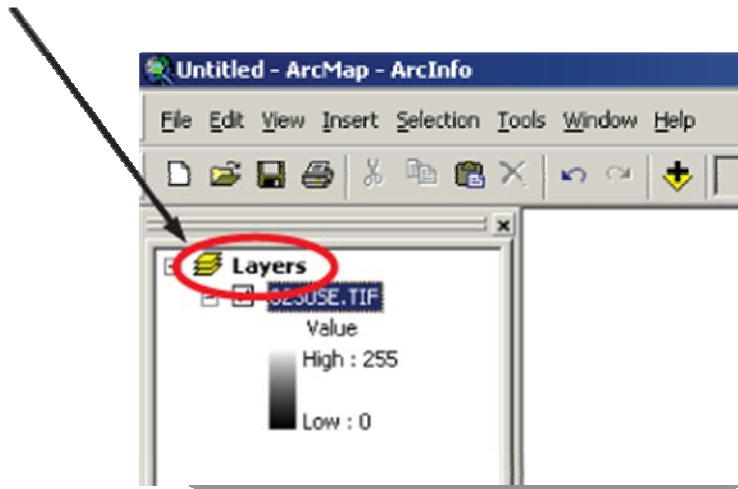
- 6.) Click on the Yellow Box that appears under the “D:\” or “E:\” drive, after you click the “expand elements” plus sign and then click the preview tab.



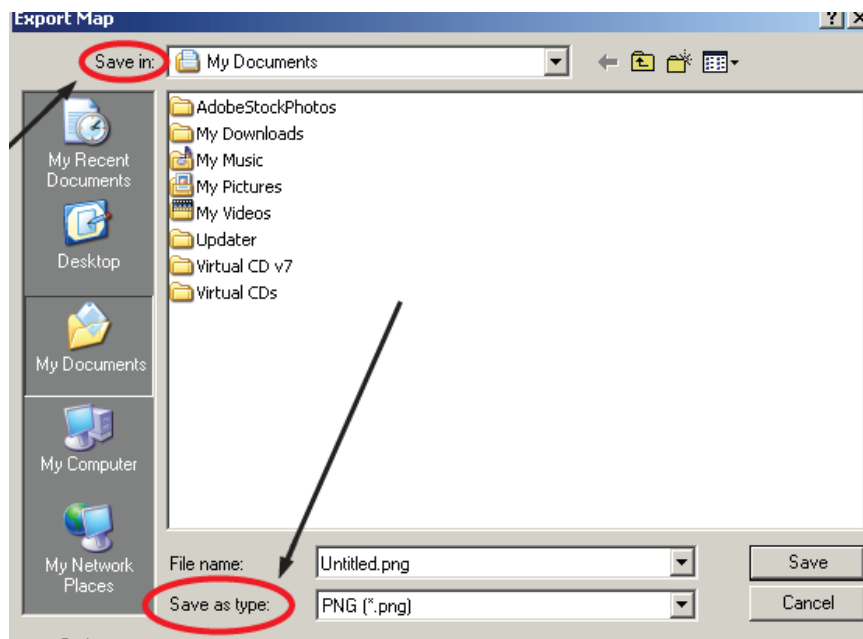
- 7.) Click “Yes” to build pyramids.

*Note: If you were expecting a different DOQ, then make sure your DOQ number on the CD corresponds to the specific area and year located on the map on the wall. See staff for further assistance.

- 8.) Add the Dataset to ArcMap by clicking and dragging the Yellow Box in ArcCatalog to the "Layers" Dataframe in ArcMap.



- 9.) If done correctly, the DOQ should appear in ArcMap.
- 10.) If you are looking to convert the .tif or .sid file to a different format, then click "File," "Export Map."
- 11.) Give the new file whatever name you like and click the "Save as type:" drop down menu.

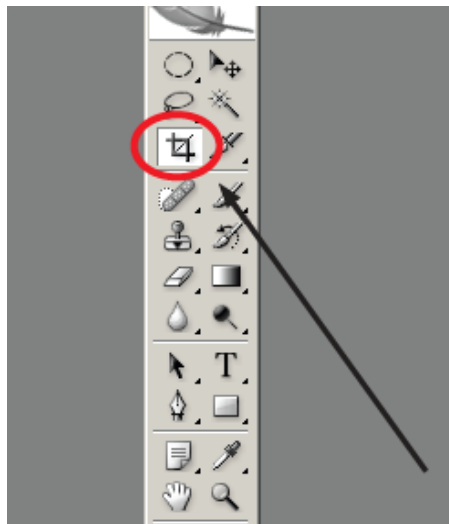


- 12.) Select the file type you would like to use when saving the new image. (.png, .jpg, .pdf, .tif will all work in Adobe Photoshop)

- 13.) Select its destination from the "Save in:" drop down menu. (Refer to previous graphic)
- 14.) Click "Save"
- 15.) If working with .sid files, Open Adobe Photoshop and continue on to the exercise on the next page.

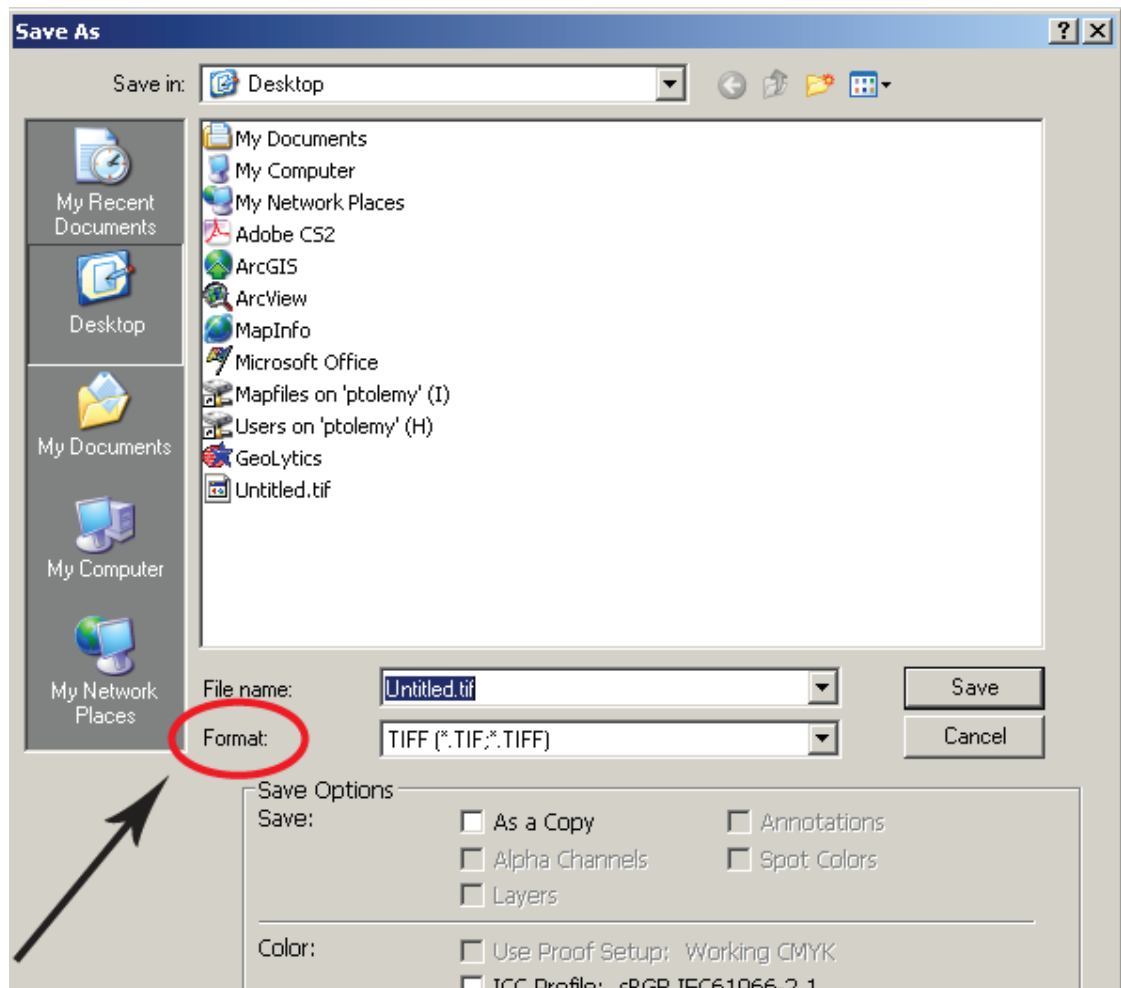
Adobe Photoshop

- 1.) Insert CD into the disc drive if you already haven't done so.
- 2.) Open Adobe Photoshop from the Adobe shortcut on the desktop.
- 3.) Click "File," "Open."
- 4.) Locate to either the "D:\\" or "E:\\" drive and double click the .tif image to open it. (If started off working with a .sid file, then navigate to the destination that you saved the new file (.tif, .pdf, etc.) in the previous exercise)
- 5.) To Crop a selected part of the Image, click the Crop tool.



- 6.) Highlight the section that you wish to crop.
- 7.) Double click on the image.
- 8.) Select "Crop" if prompted.
- 9.) To save the file as something other than a .tif (or another file), click "File," "Save As."

- 10.) Click the “Format” drop down menu and save the file to one of the selected types. (.pdf, .jpg, .png recommended)



- 11.) Name the file whatever you wish from the “File name:” drop down menu.
12.) Select its destination to wherever you would like to save the file from the “Save in:” drop down menu.
13.) Click “Save.”