


Getting Started with Digital Sanborn Maps

The Sanborn Map Search Engine is available at two Dell PCs near the entrance to the Brooklyn campus Library.

Double click on the Sanborn Maps icon on the desktop to open the search engine: 

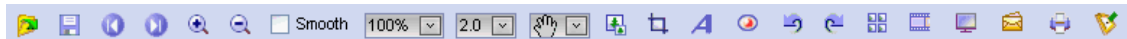
Finding Maps

To find a map:

- 1) Select a Location (Brooklyn or Manhattan_Landbook) from the pull-down menu at the top of the page.
- 2) Click the radio button next to the method you wish to search by and enter your search criteria. Keep in mind that Street Name and Street Type are entered separately; for example, enter “Madison” as a Street Name and “Avenue” as a Street Type. Using the dropdown menus available in most fields helps avoid spelling inconsistencies.
- 3) Click the button in the File Name column to view a map. The Map will open automatically with the FastStone image viewer.

Viewing Maps

To view a control bar with the image viewer’s major functions, move your mouse pointer to the bottom border of the screen:



Mousing over this control bar will enable you to **zoom in and out** on the image using the mouse wheel. Once you have zoomed in, click and hold down the left mouse button to navigate by dragging the image.


To view a thumbnail browser providing access to **other map images** in the same folder (i.e. Brooklyn or Manhattan_Landbook), move your mouse pointer to the top border of the screen.

To view the Windows task bar or switch to **other programs** being run, move your mouse pointer to the right-bottom corner.

Press and hold the left mouse button to view the image with a **magnifier**. With the left mouse button held down, move the mouse to move the magnifier across the image.


Cropping Maps

To crop an image:


- 1) Click on the pan/select icon  in the bottom menu.
- 2) Choose the shape you want to crop with.
- 3) Ctrl-click and drag the mouse to make your selection.
- 4) Right click to crop, save or print the selected area, or Press Ctrl-Z to undo your selection.

Saving Maps

To save an image to the desktop:

- 1) Click the save icon  in the bottom menu.
- 2) A “Save As” dialog box will appear on the screen.
- 3) Click on Desktop.
- 4) Name your document.
- 5) Select a format using the dropdown menu.
- 6) Click Save.

Printing Maps

To print an image, click the printer icon  in the bottom menu.

Additional Help

For further help with the Digital Sanborn Maps, please visit the Reference Desk. If you would like to schedule an individual or group training session for this resource, please contact Caroline Brown, Academic Technology Outreach Librarian, at (718)636-3680, or email cbrown8@pratt.edu.

Last revised 5/4/2007

The Library would appreciate your feedback on this handout. Please email comments or suggestions to cbrown8@pratt.edu or visit <http://library.pratt.edu/comm.php>.