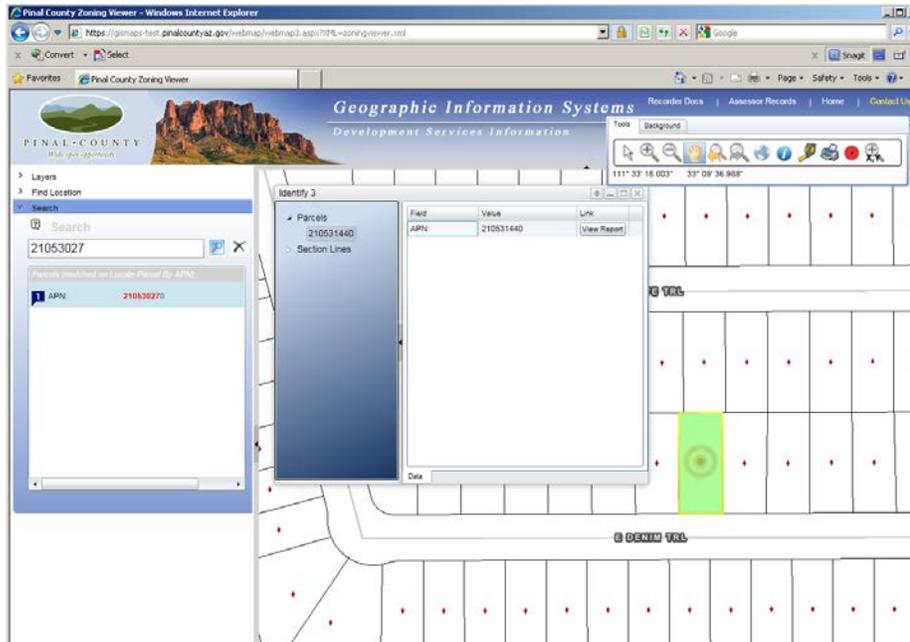
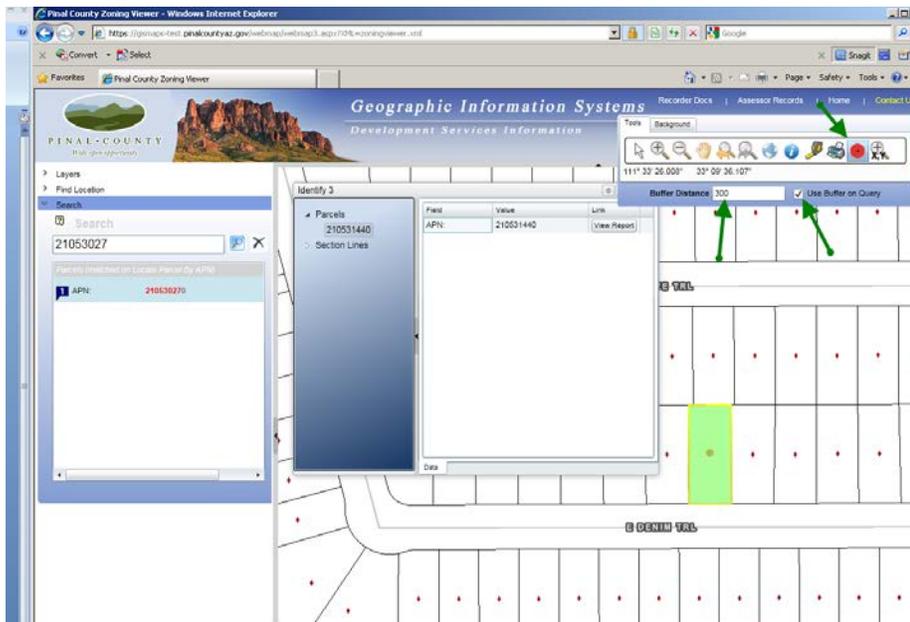


Using the Buffer Tool

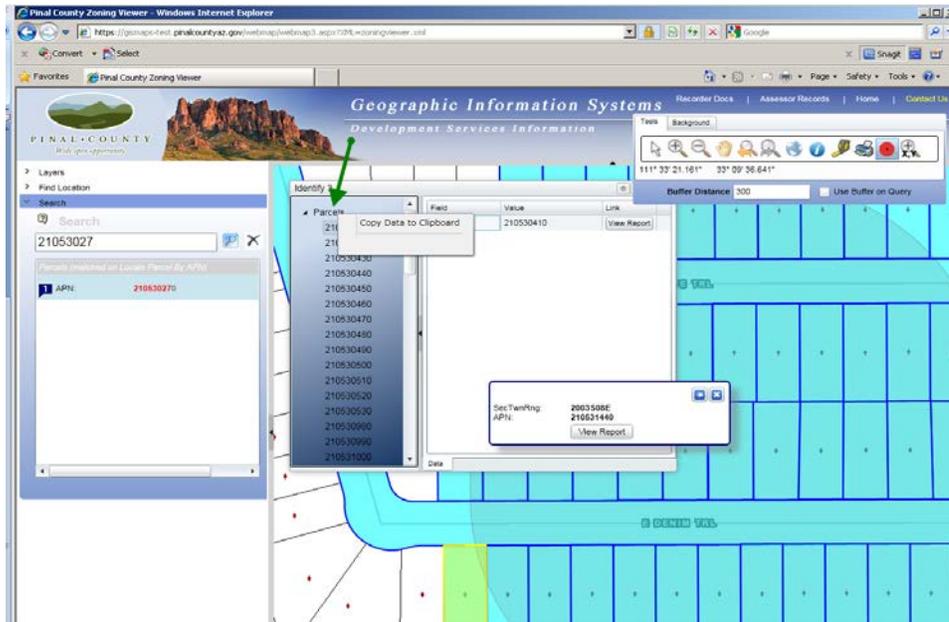
1. Search and zoom to the subject parcel



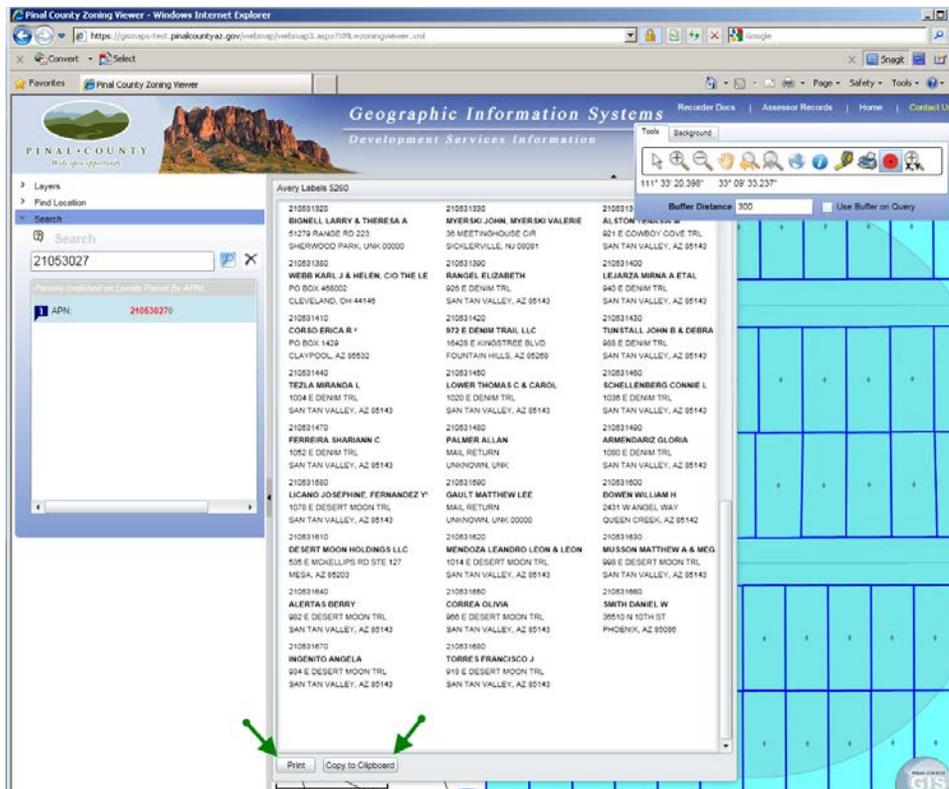
2. Select the **Buffer** tool (red dot) from the toolbar, enter a **Buffer Distance** and be sure to check the **Use Buffer on Query** box. Then **click** inside the subject parcel. The viewer will begin processing. This may take a few moments.



- The map will highlight the parcels and list the parcels in the Identify dialog box. **Right Click** on **Parcels** in the dialog box and choose **Copy to Clip Board**.



- Wait a few moments and the label page will populate. To print the labels from here **click Print** at the bottom of the label page. You can also edit individual lines for each label. To copy the records to another program such as MS Word or Excel select **Copy to Clip Board** from the bottom of the label page.



5. When the records are pasted into another program they are not formatted like the label page. The records will appear as one line of text. The user will need to modify the format to meet their individual needs.