Massachusetts Department of Revenue
Division of Local Services
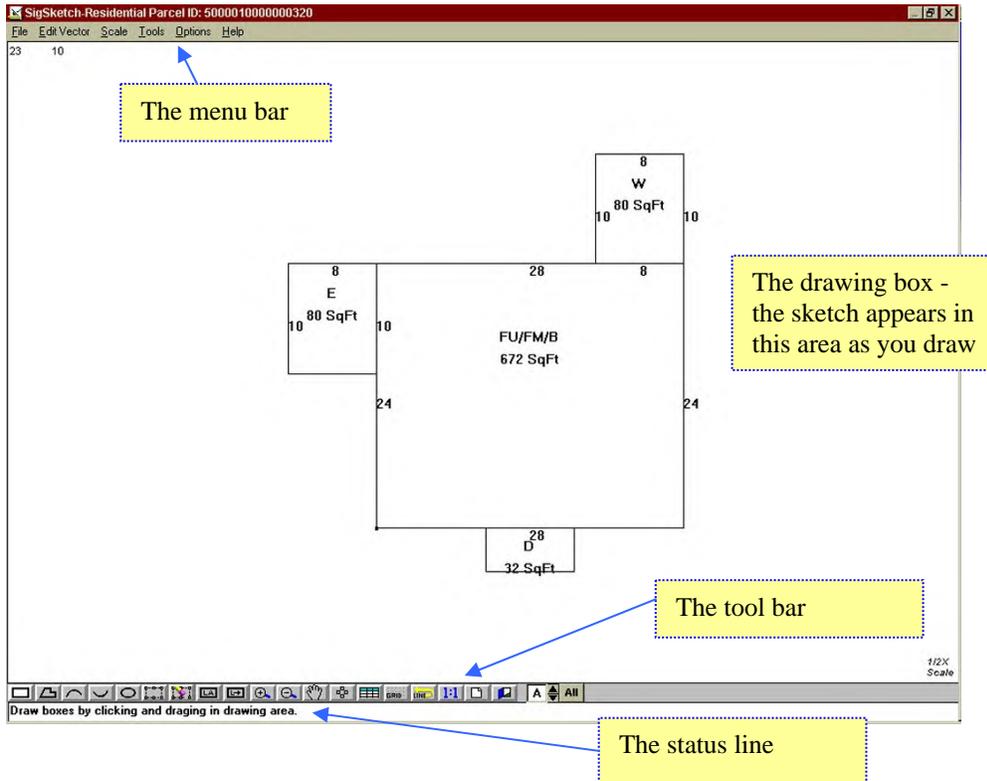

USING SIGSKETCH
RPIS VERSION 3

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RPIS Version 3
Using SigSketch

About SigSketch

The DOR's Windows-based CAMA application contains a sketch program called SigSketch. Instead of typing in a set of instructions (a vector) to construct a sketch, you use drawing tools and the mouse to create a replica of the building's perimeter on screen. The sketch program then creates the vector and transfers the information back to the new Oracle RPIS database. If you are familiar with image editing programs, you will already be familiar with many of the tools and menu options found in SigSketch.

Accessing SigSketch

The sketch program can be accessed from one of two records:

- Residence record – for sketching residential properties
- Commercial Section record – for sketching commercial sections.

In either record, click the Sketch icon on the main menu bar to enter the SigSketch module. The Residence record is shown below as an example.

click the Sketch icon to access SigSketch
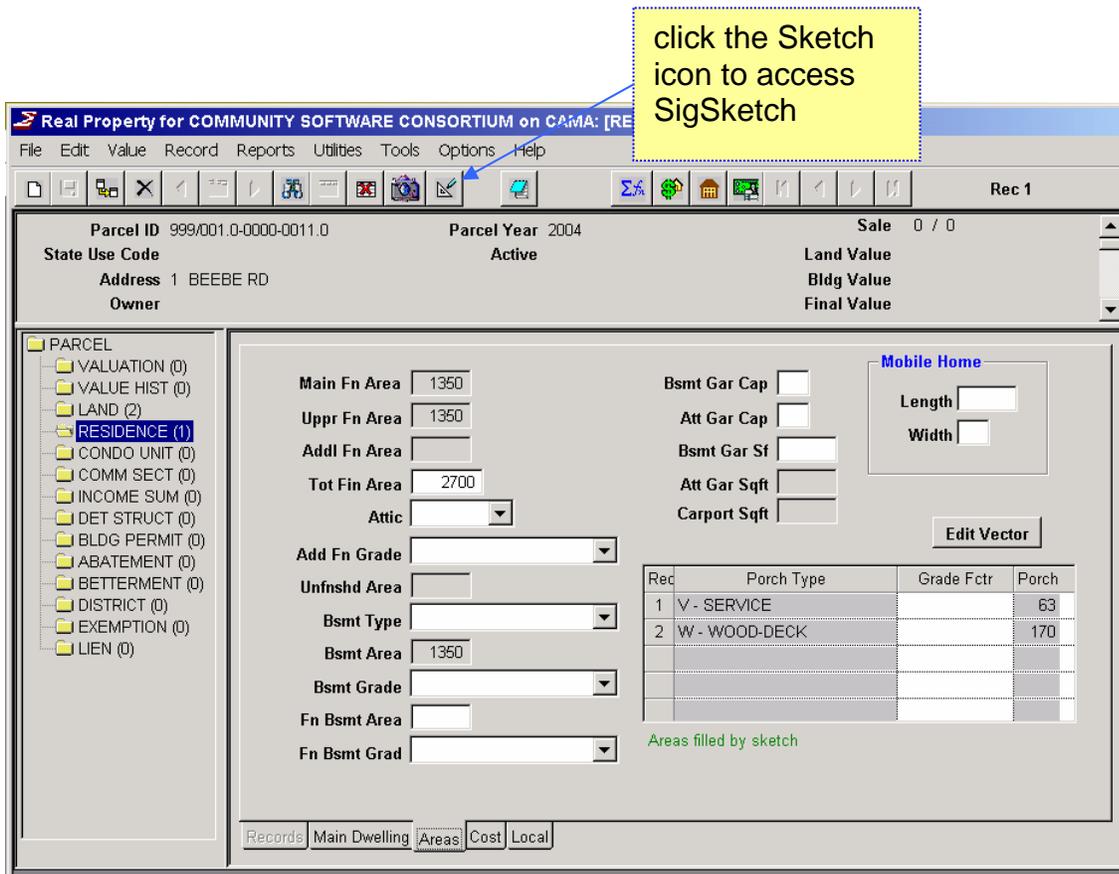
The SigSketch screen is divided into four sections:

- **the menu bar**
- **the drawing box**
- **the tool bar**
- **the status line**

Each of these screen sections will be explained in detail in this user guide. Most examples will show residential sketching; the commercial sketch module works the same way but only the perimeter of each section is sketched. Information on commercial sketching is included at the end of this user guide.

The Menu Bar

The menu bar groups similar options together under a descriptive menu heading. Many of the options available in the menus are also available as buttons on a toolbar. You can select the option either by clicking on the tool icon or by opening the appropriate menu and choosing the option.
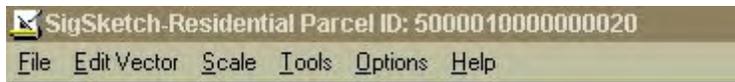
The menus and their available options are decribed below.

the File menu

Refresh – replaces the current sketch with the most recently saved copy stored in the database.
Save – saves the current sketch to the database without exiting the sketch program. Frequent use of this option is recommended while drawing complex sketches.
Print – prints a copy of the current sketch, including the parcel id and the section table.
Exit – exits the sketch program and returns you to the Residence or Commercial Section record. If you have not saved any changes made to the sketch, the program will prompt you to save or discard changes before exiting.

the Edit Vector option

Clicking Edit Vector does not display a menu - it allows you to manually enter or edit a sketch vector. (**Note**: the vector language appears similar to the previous RPIS Version 1 style but is not exactly the same. Use of this option is **not** recommended for novices.)The tool bar and status bar are replaced with a Vector window containing the actual vector language. Use the Cut, Copy and Paste buttons to edit the vector language. The Redraw button will read the changes and redraw the sketch accordingly. The Calc Areas button will add a line at the end of the vector showing the section areas. If you select this option by accident, simply click the Exit button at the bottom right of the window.

the Scale menu

This menu's options change the scale of the drawing area. Selecting a new scale will change the appearance of your sketch and may also change its location on the screen. If you wish to keep the new scale but your sketch has moved partially off-screen, use the Pan Drawing button (the icon with the hand) to drag the sketch back to the middle of the screen. You can return the drawing to normal scale by clicking the Autoscale Drawing button (the blue icon that says 1:1.)

the Tools menu

You can select drawing tools by using this menu or by clicking the drawing tool button on the tool bar (see the Tool bar section for more information.) If a drawing tool button has been selected, a checkmark will appear next to the menu option.
Polyline – this drawing tool allows you to draw a sketch using separate lines. These lines can be straight or angled. This is useful for drawing buildings that are not a perfect square or rectangle.
Box – this tool draws square or rectangular boxes of any size. You can use this tool to draw a building without having to draw each side separately.
Arc – use this tool to draw curved lines.
Reverse Arc – this tool also draws curved lines, but in the opposite direction from the Arc tool.
Ellipse – this tool draws circles or ovals.

Options menu

Various display options can be toggled (turned on or off) from this menu. All options are toggled on when checked.

Dimensions-On - toggles display of the perimeter dimensions on/off.
Label Code-On - toggles display of the section labels on/off.
Area-On - toggles display of the section areas on/off.
Grid-On - toggles display of the background grid on/off. When toggled on, the grid will appear in the background as evenly spaced gray dots. (The grid does not print even when visible on screen.)
Snap line - this feature will "snap" a line to a 45º angle. If you wish to draw lines with any other angle, turn off the Snap Line feature. (It is easiest to draw perfectly straight lines with Snap Line enabled.)
Level Color-On - with this option toggled on, section levels will appear in different colors when using the Draw Levels button.
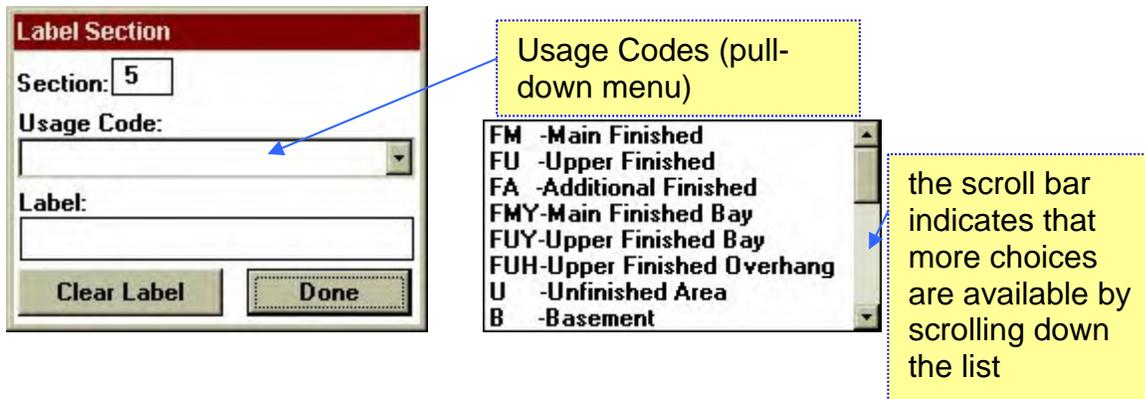

the Help menu

Click Contents to access Sigma's OnLine Help system. All currently available help topics appear in underlined green text. Topics with a solid underline have their own pages containing detailed information. Topics with a dotted underline do not have their own help page but are described using pop-up windows containing a brief explanation. Click File > Exit to close the Help window (or click the X in the top right-hand corner of the window.)

Clicking "About SigSketch" opens a small informational window with Sigma's company information and the program's version number and date. Click OK to close the window.

The Drawing Box

The large blank area below the menu bar is called the Drawing Box. This is where you will draw your sketch.

Each time you complete a section (a complete square, rectangle, circle or polygon) a Section Label box will appear. You must enter a Usage Code to tell the sketch program what type of area you have drawn. The codes are listed in a pull-down menu; the familiar codes are there, along with some you may not have seen before.

Label Section

Section: 5

Usage Code:

Label:

Clear Label   Done

Usage Codes (pull-down menu)

FM -Main Finished
FU -Upper Finished
FA -Additional Finished
FMY-Main Finished Bay
FUY-Upper Finished Bay
FUH-Upper Finished Overhang
U   -Unfinished Area
B   -Basement

the scroll bar indicates that more choices are available by scrolling down the list

Drawing a sketch

Using the drawing tools

Select a drawing tool (box, polyline, arc, reverse arc or ellipse) by clicking an icon on the toolbar or selecting a tool from the Tool menu.

The most commonly used tool for drawing a standard rectangular house is the box tool .

To draw a sketch using separate straight lines and/or 45° angles, use the polyline tool . (To draw angled lines using any other angle, turn off the Snap Line option (click Options on the menu bar and make sure Snap line is not checked.)

Use the arc/reverse arc tools to draw curved lines .

Use the ellipse tool to draw circles or ovals .

Make sure the Level Indicator box at the right side of the toolbar is set to the appropriate floor level; you may use level A (All) to draw multiple levels simultaneously. Move the cursor to a spot on the Drawing Box and use the mouse to draw your shape: choose a starting point, then press and hold down the left mouse button as you move the mouse across the Draw Box. The perimeter footage appears as soon as you start to draw, and will change as you move the mouse. When you have reached the approximate dimensions of the section, release the mouse button. The dimensions will round off automatically; you can change the dimensions later if they are not correct.

Assigning a section label

Once you finish drawing a shape, or section, the Label Section dialog box will appear.

A few hints regarding section labels:

- You may select more than one code for each section, to allow the standard "basement/main finished/upper finished" multi-story building layout.
- You should select codes <u>from the top down</u>. (This is probably the reverse of what you've done in the past.) Start with the highest level, then work down to the basement.
- As you select codes, the corresponding label appears in the "Label:" box. Multiple codes are separated by slashes. To modify the size of a code (for example, making upper finished area only .75 of the main finished area) type *.75 after the code in the label box. A standard Cape Cod-style house with a full basement would be labeled like this:

If you are using the line or arc tools, the Label Section window described above will not appear until you have completed the section (in "old sketch" terms, when you "close the sketch".) Select a usage code from the list (you may select more than one code) and modify the story height of a code if necessary by typing <u>*.99</u> in the Label box immediately after the code (where <u>*.99</u> equals the desired story height modifier, like <u>*.50</u> or <u>*.75</u>.) Click the Clear Label button to start over or click the Done button to save the codes and close the window. The label and the base area will appear in the section.

The Toolbar

Various options are available both in menus and as icons. These icons are called tools, and they reside on a toolbar. Click the tool to select it. If you move the cursor over a tool and let it rest there for a few seconds, a "tool tip" will pop up to explain what the tool does.

The drawing buttons are part of a larger Toolbar at the bottom of the Drawing Box. To the right of the drawing icons are a set of buttons that perform various editing and display functions as described below.

<u>the Edit Section button</u>   Click this icon, then click the sketch section you wish to edit or delete. The section lines will change to dotted lines. To edit, click and hold one of the handles (squares) and drag the perimeter to a new size. To delete, click on the section to select it, then click the Delete Selected section button.

the Delete Selected Section button   Once you have selected a section using the Edit Section button above, you can delete the section by clicking this icon.

the Edit Label button   Click this button, then click a label to edit. The Label Section window will pop up and allow you to make changes. When you are done editing the label, click the Done button.

the Move Label button   Click this button, then click on a label and, while depressing the mouse button, drag the label to a new position. Now release the mouse button.

the Zoom In/Zoom Out buttons   Use the Zoom In button (magnifying glass with the plus + sign) to "zoom in" to, or enlarge, a particular area of the sketch. Use the Zoom Out button (magnifying glass with the minus - sign) to "zoom out" to see more of the sketch.

the Pan Drawing button   Click this button and the cursor will change to a hand – grab the sketch by depressing the mouse button and move it to any location in the Draw Box.

the One Foot Draw button   This button activates the One Foot Draw pad; it works only with the Polyline Tool. (The One Foot Draw pad is described below.)

the Toggle Section Table button   This button will display or hide the Section Area Table. The perimeter and area of each completed sketch section is listed in the Section Area table.

the Grid button   The Grid button toggles display of the background grid on/off. When toggled on, the grid will appear in the background as evenly spaced gray dots. (The grid does not print even when visible on screen.)

the Undo Last Line button   Use this button with the Polyline Tool to remove the most recent line drawn. A line can only be removed if it is not part of a completed section – once the section is complete you must use the Select Section and Delete Selected Section buttons described above.

the Autoscale Drawing button   The Autoscale button rescales your sketch to fit the window.

the Clear Drawing button ⬜   Clicking this button completely erases the Draw Box. **<u>Caution</u>**: If a sketch has been saved, it can be recovered by clicking File > Refresh on the menu bar; <u>if the sketch has not yet been saved, it cannot be recovered.</u>

the Exit Sketch button 🔲   Quits the Sketch program. If the current sketch has not been saved the program will ask whether to save or discard it before quitting.

the Level control buttons `2 ⬍ All`   The arrows and the Draw All Levels button control the display of the different levels (building stories) in a sketch:
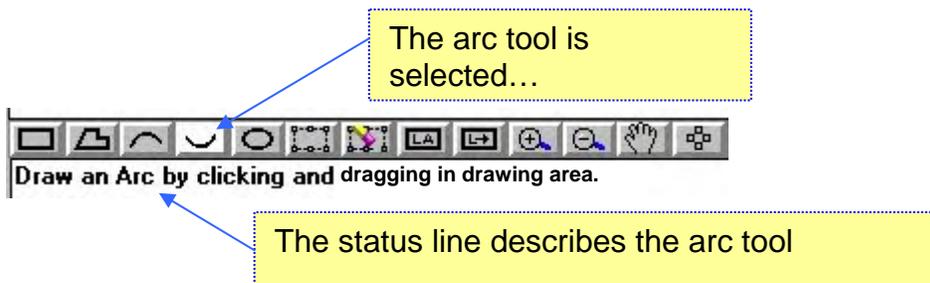
The arrows allow you to view one level at a time. Click the Down arrow to move to lower levels like the Basement. Click the Up arrow to move higher in the sketch, through the first level to the 2nd, 3rd and higher levels. If the "LevelColor-On" option is selected (it is turned on by default) the sketch color will change to indicate the different levels. The level indicator box changes as you click the arrows, showing you the current level.

the Draw All Levels button `All`   Clicking the Draw All Levels button returns the sketch to the normal display. All levels of the sketch are shown simultaneously, and an A appears in the level indicator box. You may use multiple labels in a section when drawing in "All levels" mode. `A ⬍ All`

The Status Line

The white area below the Toolbar is known as the Status Line. Helpful information appears in this area as you select tools and options. If you can't remember what a certain tool does, click the tool button and read the information on the Status Line for an explanation.

The arc tool is selected…

The status line describes the arc tool

Draw an Arc by clicking and dragging in drawing area.

Commercial Sketches

Commercial sketches are drawn the same way that residential sketches are drawn – you use the same tools and options. There are two steps involved in sketching commercial properties:

1. sketch the perimeter of each section
2. assign a section label, including the story height.

The label dialog box for a commercial sketch contains usage codes that refer only to the section number, not to the section's use. Select the appropriate section number from the list, then select the proper story height for that section.
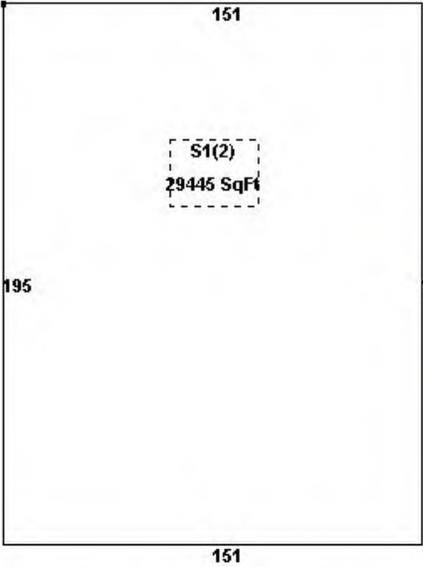
Select the section's story height – it will appear in parentheses after the section number

Select the section number from the pull-down list

Construct a label by selecting Usage Code(s) from the list. Press Done when finished.

For training and technical support…

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk
Monday – Friday 9A-4PM excluding holidays
1-800-521-5536   (ask for CAMA Support or extension 62350)

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Arnold Kanter	617-626-2303	kanter@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at http://www.dls.state.ma.us. Information about the Community Software Consortium can be found online at www.csc-ma.us.

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