HPOGIS Web Mapping Application Training Video Transcripts
(for HPOWEB versions launched on July 25, 2013)

VIDEO 1: WELCOME

Welcome to HPOWEB, the North Carolina State Historic Preservation Office GIS web mapping service. We are pleased to make this service available to planners, preservation consultants, historians, students, and property owners.

HPOWEB was originally released in May of 2011. In the summer of 2013, we launched two versions of the website, for a General Audience and for Advanced Users.

Both versions offer improvements and enhancements that further simplify the process of gathering information about the locations of historic properties and districts in North Carolina.

HPOWEB will enable you to conduct searches in a few minutes from your home or office. You may annotate and export maps you see on your screen, and you may export the results of your searches into a text file.

You will need a broadband connection and have Adobe Flash installed. Your computer's processing capability will affect performance, but most newer computers should navigate the site smoothly and swiftly.

This mapping web site could be used by:
- Researchers looking for distribution patterns of themes
- Planners and consultants for public agencies wishing to satisfy Section 106 requirements
- Home owners interested in learning if their home is located within a National Register historic district or a local historic district … or both.

We hope you find this web mapping service valuable. To learn more about the site's capabilities and functions, click on the next and training video. And thanks for stopping by!

VIDEO 2: HPOGIS RESOURCES

This web site allows you to identify the locations of thousands of historic resources across the state of North Carolina.

The resources are divided into five classes of data, listed and displayed separately under the HPOGIS Layers drop-down menu.

You can check or uncheck them to display them as desired. You can also click on the Legend tool in the toolbar to get a dynamic legend of the layers that you have turned on.

The five classes of data include:

- Listings in the National Register of Historic Places (show legend, NR only). Individual listings are blue circles, center points of districts are blue stars, and boundaries of both are blue lines. In this and the other layers, a black dot in the symbol indicates a property has been destroyed or removed. There are about 2,800 National Register listings of all types.
- The second class includes Study List entries, which are places identified by the National Register Advisory Committee over the years as potentially eligible for the National Register. Individual entries are green squares, and stars show the center points of potential districts. Boundaries are green lines. Study List boundaries are simply a suggestion of what the boundaries might be if the property or district were nominated. Relatively few individual Study List entries have boundaries drawn, and district boundaries are tentative. If a Study List property has been determined eligible in the Section 106 process, it is shown as a green triangle, and its boundary is yellow-green. There are roughly 4,400 Study List entries.
- The third class contains Resources Determined Eligible through Section 106 of the National Historic Preservation Act. These are displayed as orange triangles (or green triangles, if the resource is also on the Study List), with orange boundaries, or a yellow-green boundary if it is also on the Study List. There are roughly 1,500 determinations of eligibility.
- The fourth class includes Locally designated Landmarks, displayed as purple diamonds, and locally designated historic districts, with purple stars at the center points, and purple lines as boundaries. There are about 1200 local landmarks and 100 local historic districts.
- Surveyed resources recorded in field surveys over the years make up the fifth class. They do not have any type of official historic designation in and off themselves, though they may be within a district that is designated. These are displayed as light brown symbols unless they are within the boundaries of a National Register district, in which case they are light blue.

- The shading of historic districts of all types can be displayed with the Boundary Shading checkbox. They are color-coded to match their designation, such as blue for the National Register. You can turn the shading on and off to assist your understanding of boundary locations or to more easily view the aerial background.

VIDEO 3: NAVIGATION

Anyone familiar with Google Maps, Google Earth, or other online mapping sites will recognize the variety of navigation tools included on this map.

The button on the slider bar can by dragged up and down to quickly change the scale from large to small. The plus and minus signs at the ends of the slider bar change scales more slowly, one step at a time.

The plus and minus magnifying glasses allow you to create a "zoom box" of any size you choose. Once you've selected the magnifier, click – and hold – the left mouse button to set the NW corner of your zoom box, then drag the mouse to the SE corner, and then release the mouse button.

The Previous Extent and Next Extent arrows allow you to zoom to the scale (and location) of the map you've examined most recently.

Click on the tool that looks like a hand to grab and pan the map. The arrows on the four sides of the globe at the top can also be used to pan the map.

Finally, click on this little flag of North Carolina – or, Full Extent – to return to a statewide view of the map.

VIDEO 4: BACKGROUND VIEWS

When the map is first opened a street map background view – or base map – is displayed, though you have several other choices.

Hovering your cursor over the Background View button will reveal four other background views. Click on any of the images to switch to those views.

The 2010 aerial from NC One Map and the seamless USGS Topo are carryovers from the previous version of HPOWEB. Newly added is the 2012 aerial – which covers only the coastal counties of North Carolina – and the Light Gray background, which may be useful when reading the resource labels.

The Advanced User version offers four more background views:
- Additional aerial imagery
- A simpler topographic view
- The Open Street Map, and
- A National Geographic map view

Additional options for base maps are found within the HPO Data Layers drop-down menu. Be sure to check the box labeled "Base Data", as well as the individual base map. Other base maps include:

- NCDOT roads, labeled with their Secondary Route number. This is useful because the Streets background view shows road names but not numbers for secondary roads
- Municipal boundaries
- A USGS Index Grid. This may be used in conjunction with the USGS Topo background view to replicate the appearance and alignment of USGS quad map – which can be useful when comparing paper USGS maps used in surveys and reports against the data in this website.
- Congressional districts, and
- County boundaries

You may want to zoom to the full extent of the map to see these boundaries.

VIDEO 5: FINDING ADDRESSES AND USING STREET VIEW AND BIRDSEYE

Often you will begin using this map with an address in mind. How do you quickly find the location of that address?

In the toolbar at the top of the screen, click on the red house.

Type in the address. For this example, let's enter the address for the NC Department of Cultural Resources: 109 E Jones St, Raleigh.

It is not necessary to include a zip code, but if you know the zip, it may help improve the results. In this case, we'll enter: 27601. Click on the Locate button.

The dialog box lists several address that closely match ours, but only the top one has a perfect score of 100. You can minimize the dialog box.

The results may not place you at the specific parcel for an address, but usually will place you within the correct block. Next, let's visually verify that we're in the right location.

Click on the 2010 Aerial to see the aerial imagery background view. The long, rectangular building is the home of the NC DCR, but let's be absolutely sure. We're going to view some additional imagery for this location.

Click on the icon of the yellow man in the toolbar. He's labeled "Street View". Accept the default setting shown in the dialog box and then click on the map right in front of the building.

Now we can see three different views of the same area: the Google Street View image from street level, the Google Satellite image from overhead, and the Microsoft Bing Bird's eye view from an oblique angle. Each provides unique and helpful information in finding your location.

Street View and Bird's Eye coverage is not universal, but is surprisingly robust even in the rural areas of the state. If an image fails to display in these screens, it it likely because there is no coverage for that location.

VIDEO 6: ONE CLICK INFORMATION

The new versions of HPOWEB offer a simple, yet well-appreciated, improvement over the original – the ability to retrieve information about any resource on the map with a single click!

Move the cursor (shaped like a hand) over any symbol on the map and click.

The map is currently focused on the Holoman-Outland House in Rich Square, Northampton County.

A pop-up information window is revealed that displays some basic information about the resource, such as:

- Name
- Site ID
- Status
- Designation years
- Description
- Location

National Register listings will display a hyperlink to a scanned PDF of the nomination form.

Additionally, the pop-up may show a "glamor shot" of the resource. Simply click on the photograph to view a larger image in a new browser window.

As of July 2013, we have glamour shots posted for most resources in five counties: Bertie, Brunswick, Forsyth, Hertford, and Northampton. We have plans in place to add more as digital photography of the resources becomes available.

VIDEO 7: ENHANCED SEARCHING

Simple, yet powerful, text searches can be applied to any or all of the historic resource data on this map. To start a search, click on the red arrow in the tool bar at the top of the screen.

By default, searches will be applied against all of the historic resources found on this map. However, you can also limit your searches to any of the individual classes of data – such as only those resources listed to the National Register, or that are Locally Designated.

There are four fields on which you can search, Name, Site ID (which is an internal number assigned by the Historic Preservation Office), Description, and County.

Let's look for all the Primitive Baptist Churches that are listed on the National Register. First, select National Register from the search layer drop-down. Next, type "Primitive Baptist" in the first box. Finally, click Search.

11 features have been selected, and they are marked by a red arrow. In order to see better the distribution of these churches, it may be helpful to turn off the resource layers.

Notice the table at the bottom of the screen. You can sort any of the columns alphabetically and zoom to any individual feature by clicking once on the name.

These records can also be exported to a CSV file, which can then be loaded into an Excel spreadsheet for further editing. Or it may be exported as a text file to open in any word processor.

All of the National Register resources include brief descriptions, such as "1855 Greek Revival 2-story brick house," or "1923 frame 3-room Rosenwald School". Be forewarned, however. Not all of the other resources have this amount of detail. So, in using the description search field, you may not always find what you are looking for.

Still, the description field can be very useful. In the next video, you will see how to combine multiple search terms with a graphical search in the Advanced User version of HPOWEB.

VIDEO 8: SUPER-CHARGED GRAPHICAL SEARCHING

In the preceding video, you learned how to use the Search tool to find specific historic resources. In this video, you will see how to combine multiple search terms with a graphical search.

Let's suppose that you live near a 2-story log house outside Winston-Salem and you are interested to know how many other structures like this exist within a 10-mile buffer.

To start the search, click on the red arrow in the tool bar at the top of the screen.

The Advanced User version of the Search tool allows you to search on three additional fields: Note, Location, and Quad name. It also allows you to search on multiple phrases within the Description field.

Where the tool asks you to enter the first descriptive term, type **2-story**. In the next box, where the tool asks you to enter the second descriptive term, type **log**.

If we were to click the Search button now, the tool would look for any resource in the state with this description. Instead, let's limit it to a 10-mile buffer.

At the top of the tool, click the icon labeled "Graphical Search". It's the first one on the left.

Check the box labeled "include text query in selection criteria". Also check the box labeled "Buffer Graphic" and change the distance to 10 miles.

Now, click on the blue dot labeled "Select by Point". Move the cursor across the map and click once more to set center of the 10-mile buffer.

Finally, click the search button on the tool.

Notice the table at the bottom of the screen. You can sort any of the columns alphabetically and zoom to any individual feature by clicking once on the name.

Also notice that our search picked up includes some resources which are 1 ½-stories in height. This is because we asked it to look in the description field for any record with the combination of a numeral 2, a hyphen, and the word story.

As a consequence, you will need to exercise some caution when searching upon the description field.

These records can also be exported to a CSV file, which can then be loaded into an Excel spreadsheet for further editing. Or it may be exported as a text file to open in any word processor.

All of the National Register resources include brief descriptions, such as "1855 Greek Revival 2-story brick house," or "1923 frame 3-room Rosenwald School". Don't forget that not all of the other resources have this amount of detail.

VIDEO 9: HELPFUL LINKS

The new versions of HPOWEB include a series of helpful links built right inside the site. To see this list of links, click on the yellow folder in the toolbar at the top of the screen.

First on the list is a link to the Advanced User version of HPOWEB. Once you become proficient on the General Audience site, you may benefit from the advanced tools this other version offers.

Next is the alphabetical list of National Register nominations. From here you can open the PDF scan of any North Carolina resource listed to the National Register. Clicking on any of the hyperlinks labeled "Map" will re-open HPOWEB zoomed into that resource.

Find phone numbers and emails of HPO staff from the next link.

Find the HPO staff person assigned to your county from the next two links. The first shows the staff person who can help you with National Register questions; the second shows the staff person who can help you with Historic Preservation Tax Credit questions.

Learn about the state's local historic preservation commissions from the next link.

Stay in contact with us through Facebook; keep abreast of HPOWEB updates; and find instructions for viewing the HPO data on your mobile device.

VIDEO 10: LATITUDE/LONGITUDE SUPPORT

The new versions of HPOWEB provide two ways to discover the coordinates of the historic resources found on the map.

At the bottom of the screen you will find latitude and longitude coordinates. These are constantly updated as you move the cursor across the screen. Notice that a text scale is also displayed, and which changes as you zoom in or out.

You can download the coordinates of historic resources from the Search Results table at the bottom of the screen after performing a search.

In this example, the Search Results table contains a list of all the historic resources named "church" in Caswell County. At the far right side of the table are the Latitude and Longitude values. This table can be exported to a TEXT file for your use in another mapping application – like a Google Maps mashup – or you could plug them into your car's GPS for a driving tour.

VIDEO 11: ZOOM TO PLACES

In addition to finding a street address in HPOWEB, you can also zoom to particular places – a tool which you may not have thought of before, but which proves quite handy.

In the toolbar at the top of the screen, click on the magnifying glass labeled "Zoom to Places". You have six options:

1. **Zoom to Roads** lets you type in a road number. Let's try 1453. Many secondary roads across North Carolina have this number. Click on the one in Alleghany County. The entirety of road 1453 is highlighted in red.

2. **Zoom to Incorporated Town** lets you zip to a town boundary, but not any town – just those that are incorporated. You don't have to type the entire name, though, so you can simply enter Roanoke to find Roanoke Rapids. Click zoom.

3. **Zoom to County** is pretty simple. Try Bladen, for example, then click zoom.

4. **Zoom to Quad** does the same thing, too! This works great if you know the name of a USGS topoquad, but have no idea where it is located. Try Carvers Gap.

5. **Zoom to Geographic Features** lets you zoom to named places on a USGS topoquad, like mountains, lakes, and crossroad communities. Try Buck Creek – you do have to enter "North Carolina" – and see the many Buck Creeks in the state.

6. **Custom Zooms** provides you bookmarks for 10 cities in North Carolina. You can create your own by clicking on Add Bookmark and giving it a name. This bookmark will stay on your computer only – not our website!

VIDEO 12: ENHANCED PRINTING

Once you've discovered the area of the map in which you are interested, you may wish to print it. Not only can you save a picture of the screen, you can also annotate the map first with your own personal notes.

First, select on the Annotate the Screen tool from the Drawing Tools drop-down menu on the toolbar.

Now click on the Draw Circle tool. You can adjust all sorts of settings, including the color and opacity of the circle and the color of the outline. For now, accept the default settings.

Move your cursor to the center of the map and follow the onscreen instructions: Press down to start and let go to finish.

Next, add some text: click the Add Text icon and type "Study Area" in the text box. Choose Red from the color drop-down menu, but accept the other default settings. Then, click somewhere on the map.

Now we're ready to print. Click the print tool in the toolbar.

Enter a title and author for your map if you'd like. This information will not display if you choose to print only the map – which is essentially a screen capture.

The newer versions of HPOWEB allow you to select the paper size, orientation, and file format types for your print jobs.

Under layout templates, you may select letter or tabloid sizes in landscape or portrait orientation. Select Letter – Landscape.

You have many file format options, including PDF, PNG, and JPG. Select PDF.

You may also choose to use a scale different than the one HPOWEB is currently displaying. This is especially useful if you need to print a map at a precise scale, such as 1:4800.

Click the Print button.

The map will be created and open in a new browser window. Notice that the map has its own URL, which you can access later. You can also right-click the image to save the map locally on your own machine.

VIDEO 13: 50,000 MORE SURVEYED PLACES

As of July 2013, the GIS team at the Historic Preservation Office has mapped 61,000 historic resources across North Carolina (including virtually all the National Register, Study List, and Determined Eligible listings). However, we still have approximately 50,000 surveyed historic resources in our database to go through.

Advanced HPOWEB Users can view the as-of-yet unverified locations of these 50,000 resources.

To view them, check the box next to *Unverified locations (50K)* in the HPO Data Layers drop-down menu. Let's also uncheck the *All NC HPO* Data layer to remove the visual clutter.

Wait, nothing happened! The reason is that this particular layer doesn't draw until you zoom in a little closer. Let's zoom into Watauga County.

Click on any of the symbols for an info box. Notice that several resources may be stacked on top of one another – you'll know this if the info box says you're viewing the first of many resources.

We've placed these points on the map simply for illustrative purposes. Do not accept these locations as accurate, because they are not!

These resources have been geocoded – or plotted – through a variety of means, and with a variety of accuracy. The points may be a few dozen feet off, or a dozen miles off. Most are highly likely to be within a couple blocks of their true location.

The GIS team is working every day to verify the true locations of each resource. If you would like to help us improve the quality of the data in your county, please contact us!

VIDEO 14: UPLOAD MAP SERVICES

An exciting addition to the Advanced User version of HPOWEB is the Map Services tool. This tool allows the user to load other web map services to HPOWEB – on the fly!

Let's say you live off Green Level Church Road in Cary. You've heard from others that there used to be farms in this part of Wake County. What did the landscape look like previously?

Toggle on the 2010 aerial from the Background View button. This area has plenty of newer subdivisions. Now let's look back in time.

From the Advanced Tools drop-down menu, select Map Services. You have a variety of web map services from which to choose, many of which are historical aerial imagery.

In the keyword search at the top of the dialog box, enter "Wake" and then click the "Find Data" button.

There are three matches: aerial imagery from 2005 and 1999, as well as the marked-up, scanned topographic maps in the HPO's collection.

Select the 1999 aerial imagery and then click the "Load Service" button.

The imagery is added to the top of the Layer List. Click the arrow to the right of the layer name, then click Move down. Now the imagery sits behind the HPO data.

Uncheck and check the 1999 aerial imagery to change quickly between it and the 2010 imagery. You can see how rapidly the landscape has changed during just one decade.

To remove the service, highlight it in the dialog box, then click the Remove Service button.

If you frequently use another web map service contact the GIS team – we'd be happy to add it to our list of uploadable services.

VIDEO 15: UPLOAD SHAPEFILES

GIS users will be pleased to learn that they can now upload local shapefiles to the HPOWEB for graphical display purposes.

This new enhancement will allow users to view more easily the spatial relationship between their own data and that of the Historic Preservation Office.

Let's see how it's done.

In this example, we will upload a shapefile displaying the paths of tornadoes that affected North Carolina on April 16, 2011.

From the Advanced Tools drop-down menu, select Upload Shapefiles. Note that to load a shapefile into HPOWEB, it must first be zipped.

Click on the Preferences icon – it looks like wrench. From this dialog box, you can alter the appearance of any uploaded shapefiles to match the conventions of your office. Be aware, however, that you need to change these preferences before bringing in a new shapefile.

Let's make the tornado paths visible by changing the color and widths of the lines.

Click on the Load Shapefile icon, and then click Load Local Shapefile…

Navigate to the correct folder and open the zipped file. HPOWEB automatically zooms to the full extent of your shapefile – which is reprojected, if necessary.

Notice that the shapefile is added to the Layer List under HPO Data Layers.

You could use this enhancement to print a map, or to provide some preliminary visual analysis of historic resources located in or near your area of interest.

You **cannot**, unfortunately, natively use the shapefile for *spatial* analysis. You will need to perform a graphical search in HPOWEB in order to collect all of the features found within your shapefile. For more information on this process, please watch the tutorial video about Using HPOWEB for Environmental Review.

VIDEO 16: CAPTURE/GO TO COORDINATES

In the tutorial video about Latitude and Longitude Support, you learned how the HPOWEB screen displays constantly-updated coordinates – and how you can export the coordinates of any historic resources.

These coordinates are expressed in decimal degrees, but don't fret if you work more comfortably in another coordinate system. The Capture/Go To Coordinates tool allows you to move easily between systems.

In this example, we are centered on the Fort Raleigh National Historic Site in Dare County.

Not far from the parking lot are the earthworks which remain from the fort.

From the Advanced Tools drop-down menu, select the Capture/Go To Coordinates tool.

Click on the map along the earthworks in the clearing. The tool's dialog box tells you what the coordinates of your point are – in a coordinate system that probably isn't familiar to you.

However, we can convert these to a system you do know.

Click the Project button at the bottom. Some more familiar coordinates are displayed: the top set is in decimal degrees, while the bottom set is in degrees, minutes, and seconds. What about State Plane?

From the Coordinate System drop-down menu, select NAD 1983 NC State Plane. Note that there are also several UTM coordinate systems from which to choose.

Now click the Project Coordinates button. The Projected X and Y fields are populated.

…

If you need to plot State Plane coordinates within HPOWEB, use this same tool.

Click the Go To XY button in the dialog box.
In the next dialog box, click the Custom button at the bottom of the screen.

Choose NAD 1983 NC State Plane from the Select Custom Coordinate System drop-down menu.

Next, enter the Easting and Northing. For this example, use 2108096 for the Easting (or, X) coordinate, and 740149 for the Northing (or, Y) coordinate.

Click the Zoom to Coordinate button, you should be whisked to the Executive Mansion in Raleigh.

VIDEO 17: MOBILE USE INSTRUCTIONS

HPOWEB users can certainly access this website on a laptop in the field, but we have another solution that is optimized for mobile devices.

From the Helpful Links drop-down menu in the toolbar, select Mobile Users. A PDF document will open in a new browser window.

Our fully-annotated instructional guide will walk you through the few, short steps required to stream the HPO datasets into your Android or iOS devices.

Please note that while you are able to view the HPO data through a mobile app, few of the tools you see in HPOWEB are included.

The app does provide you with a number of background views, from Streets to Aerial imagery to topographic maps, just like HPOWEB.

The app will allow you to lock into your device's GPS location and see the resources nearest you.

You can also tap on resources and see a pop-up information window – including hyperlinks to the National Register nomination forms.

However, you cannot run searches on the resources, nor can you annotate the screen, nor follow a link to discover your Restoration Branch specialist, for example.

But, having mobile access to the HPO data can be very useful on job sites or on vacation!

VIDEO 18: FEEDBACK AND METADATA

While the GIS staff at the North Carolina Historic Preservation Office is proud of this mapping web site, we recognize that the data can always be improved. Resources are moved, fall victim to fires or development, or might even be located or labeled in error on this map.

We invite your feedback concerning these issues. To contact us with pertinent information, click the "About/Feedback" tool in the toolbar and then click on the feedback form hyperlink, located here. A new window will open, giving you the opportunity to help us improve the quality of the data.

Tutorial videos for using this service can be accessed here, at this hyperlink, and will help you learn how to use this site to its full capacity.

Metadata of each county is provided through another hyperlink, here. Listed by county are detailed descriptions of special issues and challenges the GIS staff faced in mapping the resources. If you expected to, but could not, find a resource on the map, you may want to check the county metadata for more help.

Finally, additionally hyperlinks are provided to the main web sites of the Historic Preservation Office, the Office of Archives and History, and the Department of Cultural Resources.

VIDEO 19: AM I IN A NR/LOCAL HISTORIC DISTRICT?

Homeowners – In particular – will have questions about the status of their property. Is it located within a National Register or Local Historic District?

Let's see how the HPOWEB mapping site can help answer this question.

This map shows a portion of Durham, North Carolina. The blue lines represent the boundaries of the National Register Historic Districts, while the purple lines indicate the boundaries of the Local Historic Districts.

It's pretty clear where the extent of the Lakewood Park District is, and one could easily locate their property within or without these boundaries. But what about the area to the east? It's a bit more complicated.

We've zoomed into the intersection of Wells and Carroll Streets. Let's use the one-click, pop-up information window to help determine whether we are within a district or not.

Click on the map to learn more about that particular location.

The NW side of the intersection is located within the Morehead Hill Local Historic District.

The SW side of the intersection is not located within any district.

The SE side of the intersection is located within the Morehead Hill Historic District Boundary Expansion, which was listed to the National Register in 2004 and is an expansion of an earlier district.

The NE side of the intersection is located within both the Morehead Hill Historic District Boundary Expansion (on the National Register) and Morehead Hill Local Historic District.

For any National Register listing – including all National Register districts – you can also view a PDF copy of the nomination form. Click on the hyperlink at the bottom of the pop-up information window.

These forms include an inventory list which enumerates the structures within the district at the time of the nomination and their contributing or noncontributing status. A definition of contributing or noncontributing status will be found within the nomination form.

For instance, you can see that the 1930 William McClamroch Jr, House, located at 902 Arnette Avenue was a contributing structure at the time of the nomination, while the 1960 apartment on the same property was noncontributing.

Only contributing structures are eligible to receive tax credits for renovation work. Please consult the Historic Preservation Office for more information about the tax credit program.

Also, be sure to contact your local historic commission – or planning department – with questions about the local historic districts.

VIDEO 20:   USING HPOWEB FOR ENVIORNMENTAL REVIEW

This video will explain how you might utilize the Advanced User version of HPOWEB to complete an initial environmental review of North Carolina historic resources for a proposed undertaking.

We will reiterate skills that have been taught in previous videos, and you may want to return to them for further instruction.

Let's say that a new bridge has been proposed for the Outer Banks, one that will link a portion of US Highway 158 to the beach town of Corolla.

The first step is to create an Area of Potential Effect, or APE. In this video will we upload a pre-existing shapefile.

If you do not have a shapefile, you will need to graphically create your APE within HPOWEB. Consult *Video 12: Annotating the Screen & Enhanced Printing* for more information.

From the Advanced User tools, select Upload Shapefile. Don't forget that you can adjust the way the shapefile will appear from the Preferences tab.

Navigate to the zipped shapefile folder and add to HPOWEB.

Unfortunately, you cannot natively use the shapefile for *spatial* analysis. You will need to perform a graphical search in order to collect all of the features found within your shapefile.

Click on the red arrow in the toolbar labeled Search HPO Data.

Notice that you have several options for searching. You can search – individually – any of the five classes of resources, or you can search all of them in one query.

Let's select the All HPO Data option.

Next, click the icon at the top labeled "Graphical Search". It's the one on the left.

Notice the check box labeled "Buffer Graphic". This allows you to include a buffered distance to your shapefile – especially helpful if you wanted to find the historic resources near point or line features.

Now, click on the crooked blue box labeled "Select by Polygon".

Trace the extent of the shapefile, setting corners and double-clicking to finish the shape.

Finally, click the search button on the tool.

53 features have been selected. You can review the resources in this window, or review them in the Search Results table at the bottom of the screen. You can sort the columns alphabetically, and export the data to a CSV or a TEXT file.

Two of the fields in the Search Results table are Latitude and Longitude. HPOWEB does not currently have a Shapefile Extraction tool, but once the Search Results table is downloaded you could easily recreate a point shapefile from the coordinates fields.

We do not recommend attempting to trace highly complex shapefiles in HPOWEB. If you have such an APE – or if you need the HPO district polygons – please contact the GIS team. We'd be happy to extract the data you'll need for your project.

Keep in mind that this procedure does not replace the need to obtain an official written opinion from the HPO regarding the impact of your APE on historic resources, but it does provide you with a quick, initial review that can be performed utilizing your own data.