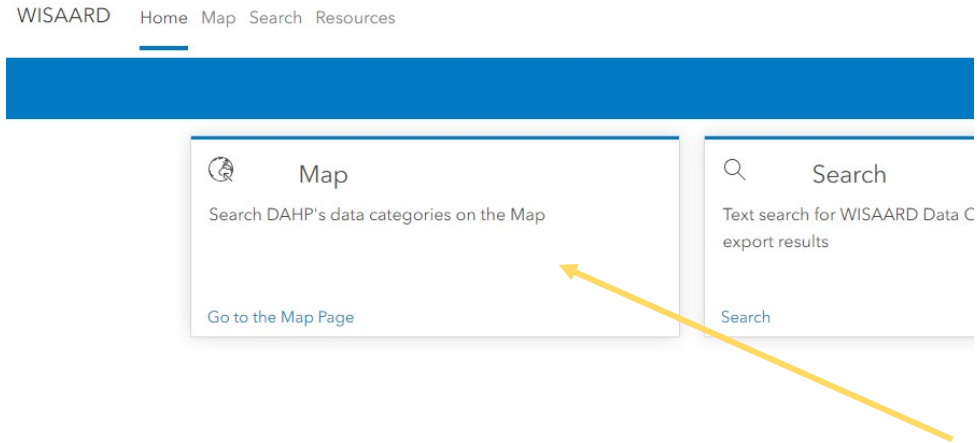
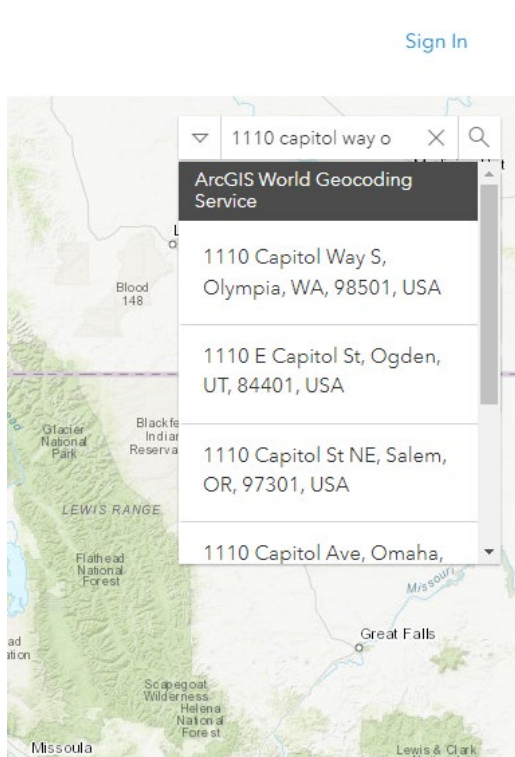


How to Make a Map in WISAARD for an EZ Form

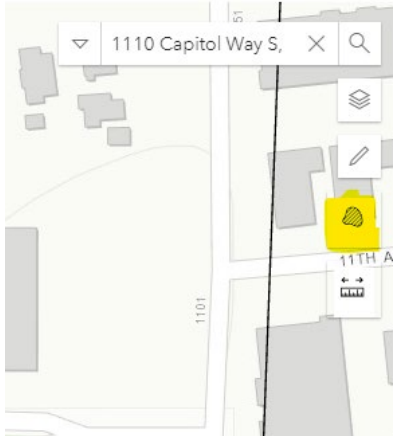
1. Go to <https://wisaard.dahp.wa.gov/>.
2. Click on the map button.



3. In the top right corner start typing the address of the property and then click on the one in the list that is your property. You can use city or Township, Range and Section if your property doesn't have an address.

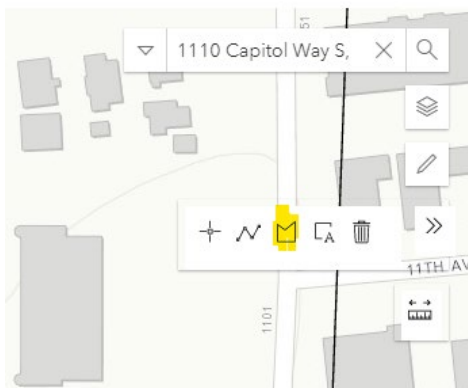


4. Use the tool under the address search that looks like a blob to open the drawing tools.

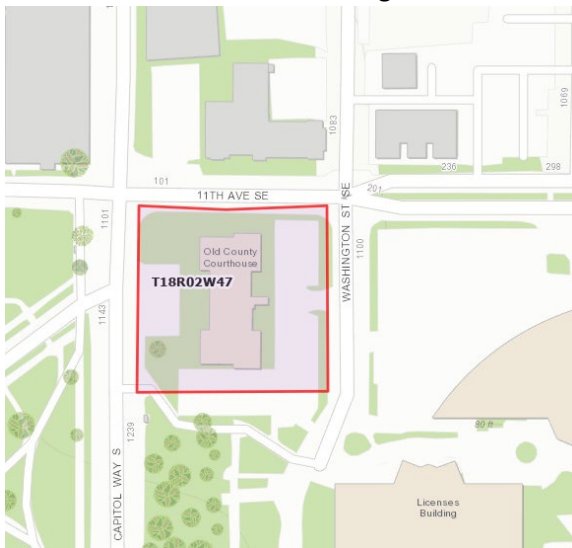


5. Click on the polygon shape. It will look like nothing is happening, but once you click you can start drawing your shape. Double click to finish drawing your shape.

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6. You should now have something like this in the map.



7. If you are using Windows use the directions below to open and use your snipping tool to create a .jpg
 - a. To open the Snipping Tool, select **Start**, enter **snip & sketch**, then select it from the results.
 - b. Select **New** to take a screenshot.
 - c. Your screen will go dark and you will get a target. Drag it starting where you want the screenshot to start and let go to end. You should now see your screenshot. Click the save icon and make sure that the file type is jpg.
 - d. You can now insert the jpg into your EZ form. If you are having trouble, you may send it as a separate file with your PDF.

8. If you are using a Mac the main control panel of the snipping tool on Mac can be accessed using the shortcut: **Shift, Command, 5**.