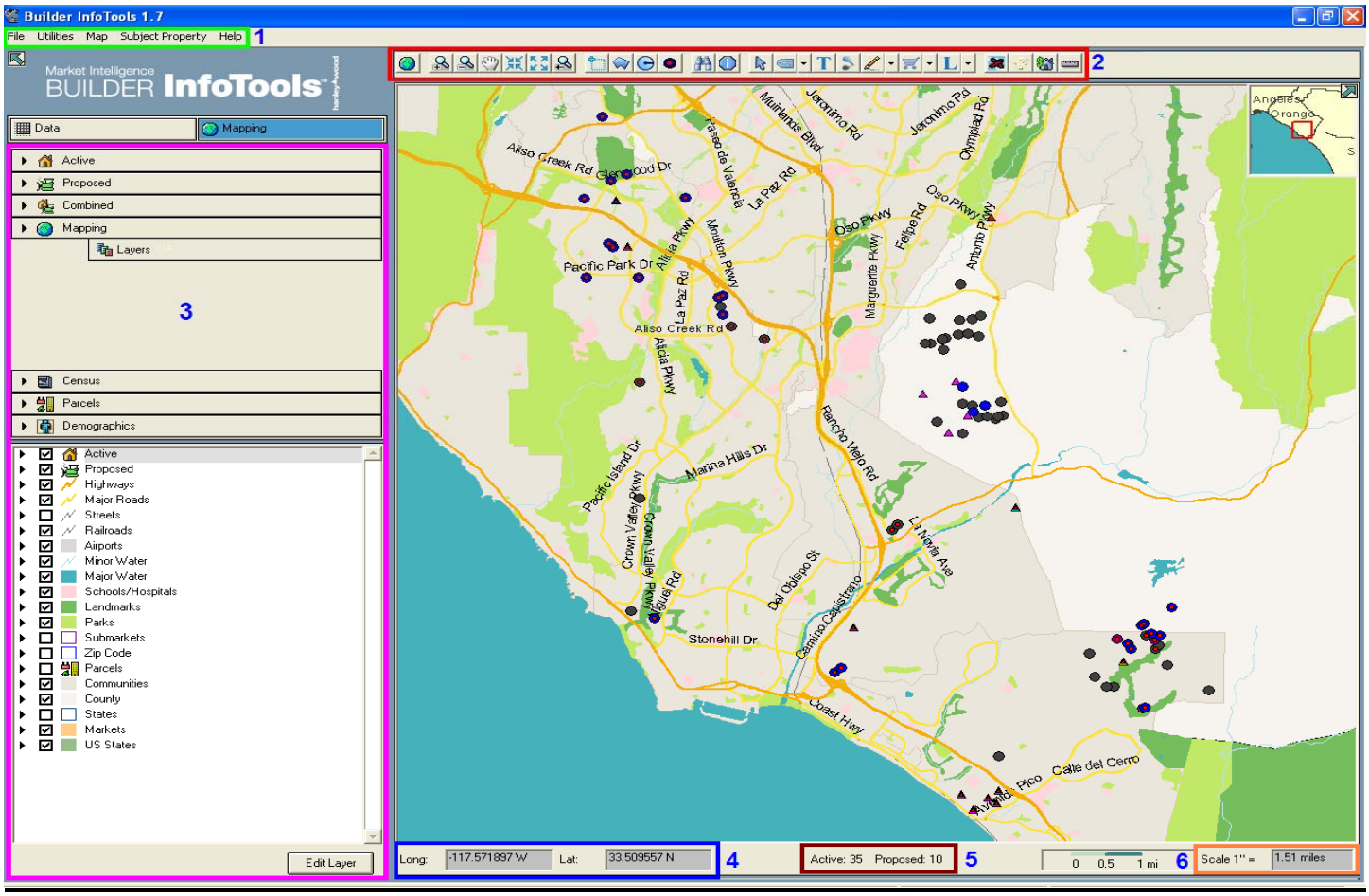
Table of Contents

To access the mapping feature, select the **Mapping** button in the **Control Panel**. The program will plot all the projects in the **Projects Viewer** screen onto a map. If you "tagged" any projects, it will only plot those. A Map Screen similar to the one shown below will appear.

Map Screen



1. **Map Menu Bar** - You can use Map drop-down menu to open previously saved maps, save the current map, and print/export a map. The Map drop-menu will also let you add a custom map layer and set aerial and map configurations.

2. **Mapping Toolbar** - These buttons are your main tools to maneuver and interact with the map.

3. **Control Panel and Layers Window** – The control panel allows you to select a filter view (active, propose, combined), choose a geography to search, apply filters, and run reports. The layers act as digital transparencies that can be laid atop on another for viewing or spatial analysis.

4. **Latitude and Longitude Coordinates** - Displays the latitude and longitude coordinates as you move the pointer on the map.

5. **Selection Counter** - Displays the number of projects that are on Projects Viewer Screen. The selection counter will also display the number of projects found when a map search is conducted.

6. **Scale** - Your distance from the ground.

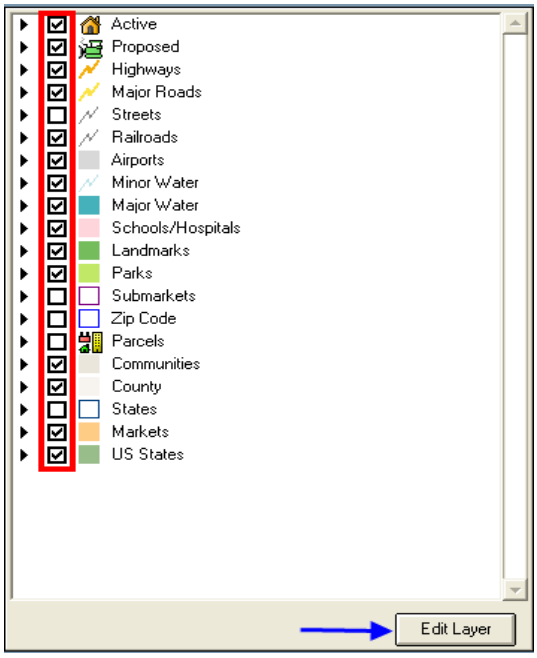
Working with Mapping Layers

The Layers menu acts as a table of contents for the data available to be used and displayed on the map. The map layers determine which data is displayed and in what order, much like overlapping transparencies.

Note: The layers menu will only display when the **Mapping** category in the control panel is selected.

Turning the Layer On/Off:

Place a checkmark in the box next to the layer name you want to display on the map. Remove the checkmark to turn the layer off.



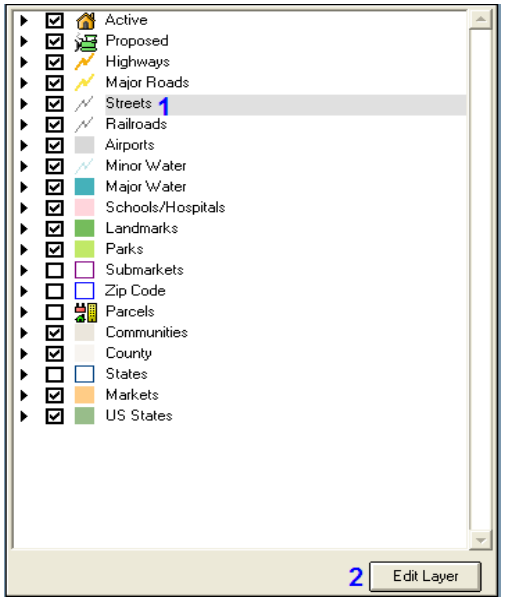
Note: If you are not going to be working with a specific layer, it may be turned off so the map will redraw more quickly or appear less cluttered.

Show Labels

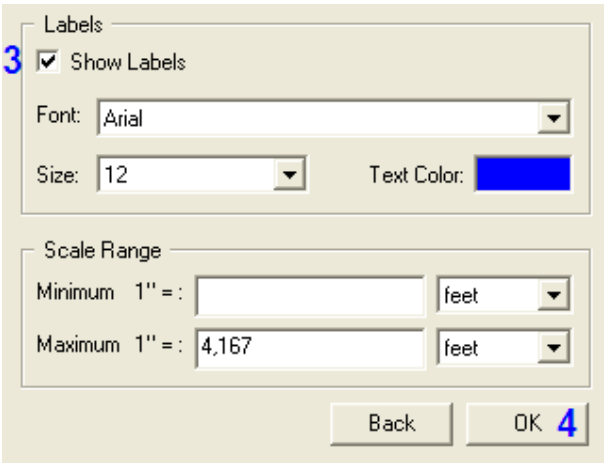
Each mapping layer has data associated with it. You can choose to turn on the names of the streets, airports, schools, etc. To turn the data on for the layer:

1. Select the layer, do this by clicking on the title of the layer (example: “Streets”), not the box. The selected layer will have a gray border around it (see example).

2. Select the **Edit Layer** button.



3. A label configuration menu will appear. Place a check mark next to the option **Show Labels**. You can also decide how you want the label to display on the map (font, size, and text color).



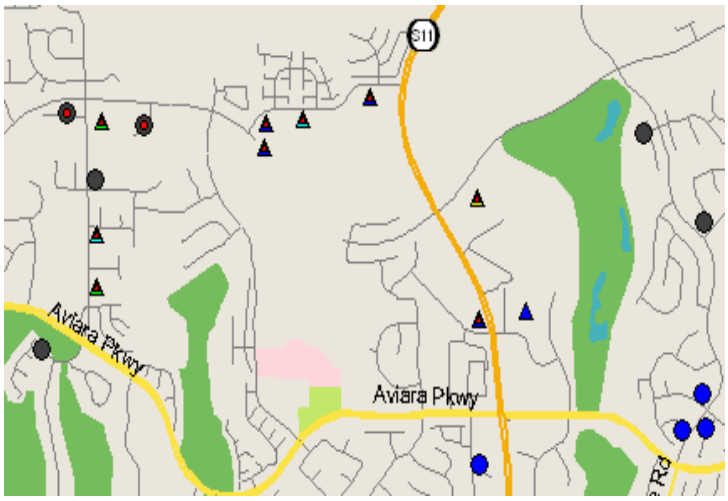
4. Click **OK** to display the label on the map.

When the **Mapping** feature is activated, the first map loaded automatically locates all the projects in the geography that you searched. You'll notice that there are some projects with a "red dot" on them, these projects represent projects on the **Projects Viewer Screen**.

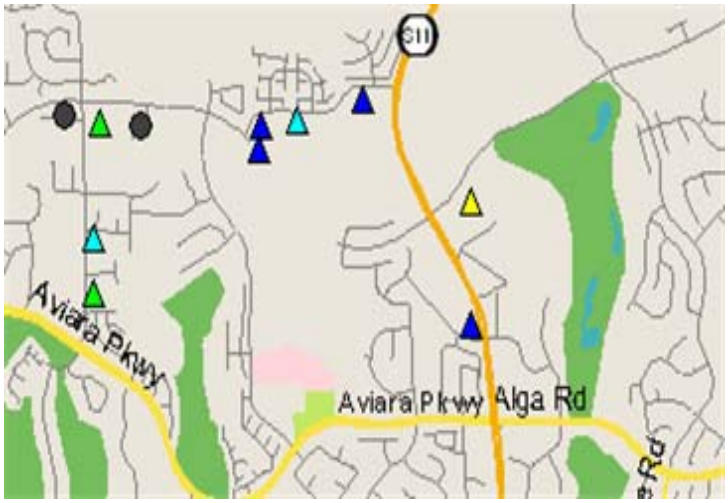
 To view only the projects on the **Projects Viewer** screen or projects you tagged, click on the **View Only Selected Projects** function.

This example shows before and after the **View Only Selected Projects** button was selected.

BEFORE:

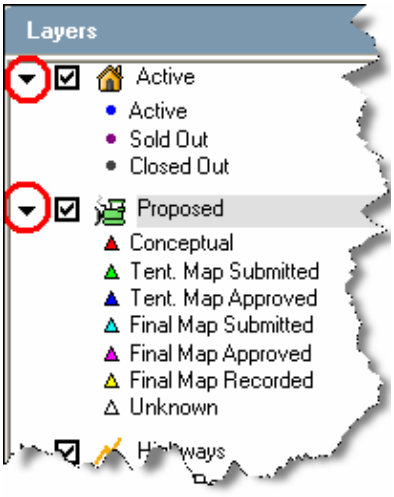


AFTER: (Only projects that had the red dots will remain)



Legend Overview

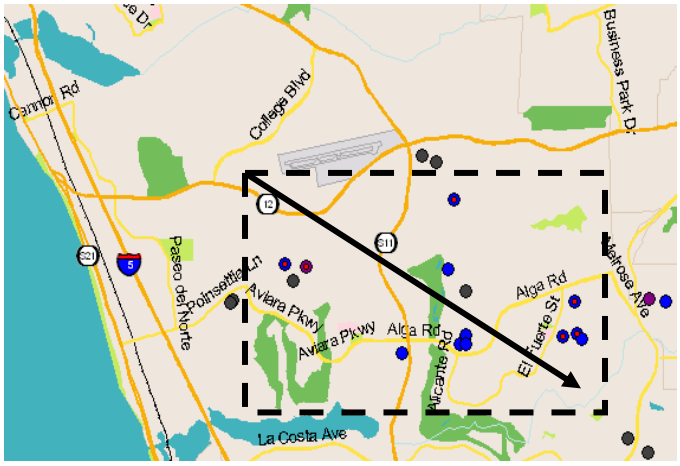
So, what do those different colored dots and triangles mean on the map? To see the legend for Active and Proposed projects, click on the arrow next to the layer.



There are several different tools you can use to view the map.

Zoom In

1. Click the **Zoom In** button.
2. On the map, move the pointer to the upper left point you want to include in the enlarged view. Depress and hold the pointer button, then drag the pointer toward the lower right point you want to include. Release the pointer button. The screen will now redraw to show an enlarged view.



Zoom Out

1. Select the **Zoom Out** button.
2. Place the pointer anywhere on the map and click the pointer button. The map will now zoom out to a wider view. Click again to continue zooming out.

Pan

You can the **Pan** tool to move the map around. Once this tool is selected you can “grab” the map and drag it in any direction.

1. Select the **Pan** button and move the pointer (now a hand) onto the map.
2. Depress and hold the left mouse button, then drag in any direction. Release the pointer button to leave the display in the desired position.

Note: You can also access the **pan tool** using the right-click button on your mouse (just hold down the right-click button and drag it in the desired direction).

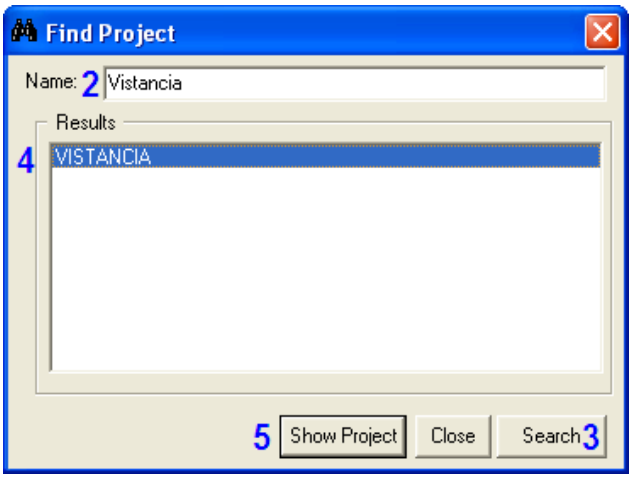
Zoom to Previous

Use the **Zoom to Previous** tool to go back to the previous spatial view. You can only go back to the previous view you were on, not two or three views before that.

Locate a Project Site

Use this tool to locate a project on the map.

1. Click the **Locate a Project Site** button.
2. A **Find Project** window will appear. Type the name of the project you want to find.



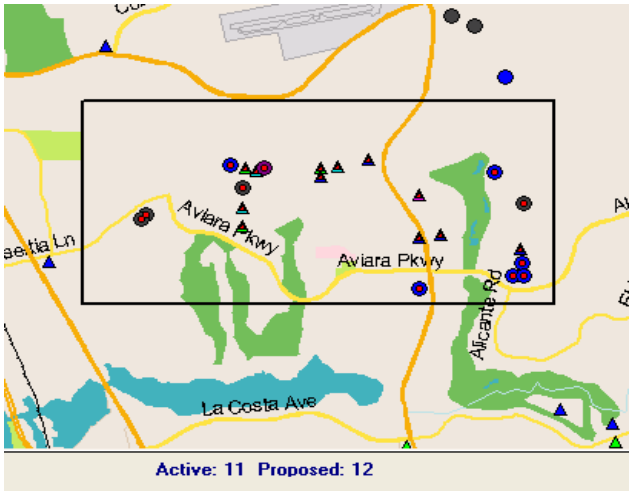
3. Click on the **Search** button to look for the project.
4. When you see the name of the project you are looking for select it with your pointer.
5. To locate the project on the map, click on the **Show Project** button, the map will adjust and you will see a circle flashing around the marker of the project you selected.

Searching By Map Tools

There are three map searching tools you can use to search on the Map Screen.

To conduct a search by box

1. Click on the **Select by Box** button.
2. Move the pointer onto the map, depress and hold the pointer button, drag the pointer toward the opposite outer point. Once you have boxed in the markers you want included, release the pointer button.



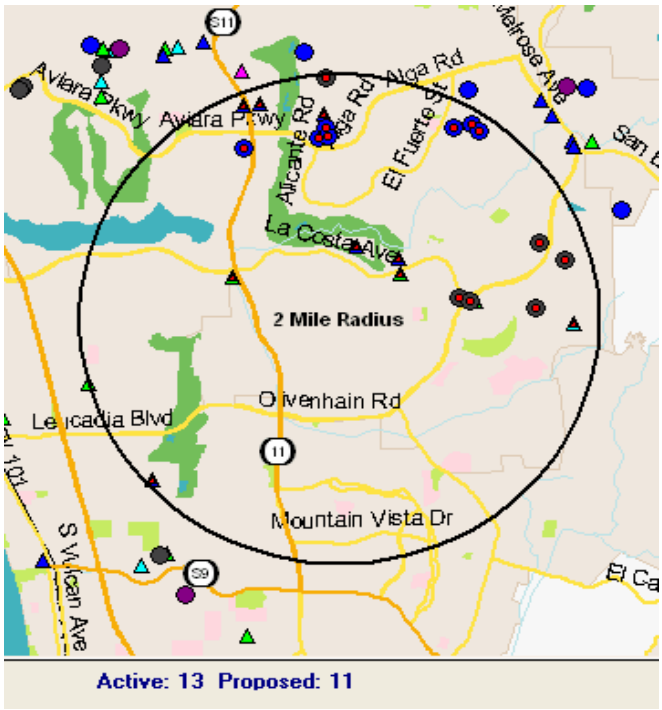
Note: When the search is complete, the **Selection Counter** will display the number of projects that are found in your search. The information on the **Project's Viewer** screen will also change to reflect what was found on the map.

To conduct a search by polygon

1. Click on the **Select by Polygon** button.
2. Move the pointer onto the map toward the point above the first marker to be included. Click the pointer button on your mouse, drag the pointer toward the next point (you will see a line being created), then click the pointer button again. Continue until you have included all the markers you want inside the polygon.
3. Once the polygon is created, **double-click** the pointer button. The lines will become solid and your search will begin.

To conduct a radius search

1. Click on the **Select by Radius** button.
2. Move the pointer onto the map, click the pointer button on your mouse to mark the center of where you want to draw the radius.
3. An entry box will appear; enter in the miles for the radius you desire, then select **OK**. An oval will appear around the project markers within the radius you designated. A miles label will also appear at the point selected.

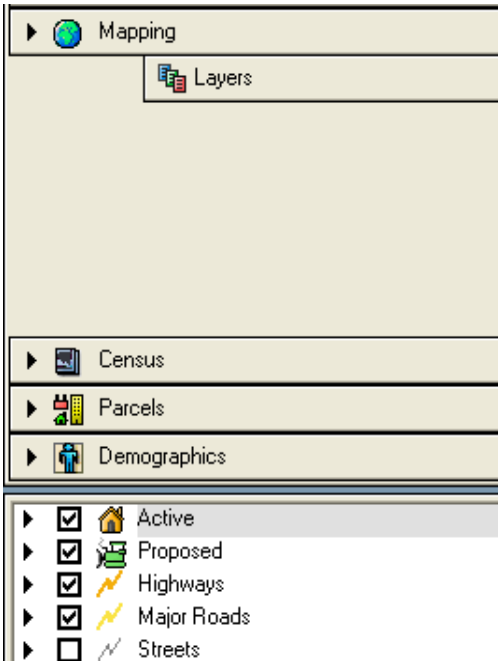


Identity Tool

Use the Identity tool to identify the name of any marker on the map (Active projects, proposed projects, street names, schools, hospitals, etc.)

Example: Identity an active project.

1. First select the **Active** layer in the layers menu (the selected layer will be highlighted in gray).



2. Select the **Identity** tool.

3. Move onto the map and click on an active project marker (a dot). The marker you selected will flash then its attributes will appear.

Note: What ever feature you want to identify, remember to first select that layer in the layers window then access the **Identity** tool.

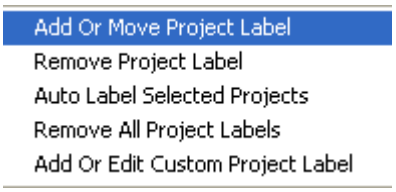
Label Projects

The Label Projects button automatically labels a Project Marker with the project name. There are five functions associated to this button (click on the down arrow to access each function).

Example: Place a project label on an active project.

1. Select the **Active** layer in the layers menu.

2. Click the **Label Projects** button, from the drop down menu, select **Add or Move Project Label**.



3. Move the pointer onto the map. Place the pointer on top of an active project marker (a dot); **click the pointer button** once and drag the pointer outward to a location you want the label to appear. **Double-click** your pointer to place the project label on the map.

Note: To label a proposed project (a triangle marker) on the map, select the proposed layer in the layers menu first then repeat steps #2 and #3.

To Remove Project Label

1. Select the type of project label you want to remove (active or proposed) from the layers menu.

2. Select **Remove Project Label** feature from the **Label Projects** drop-down menu.

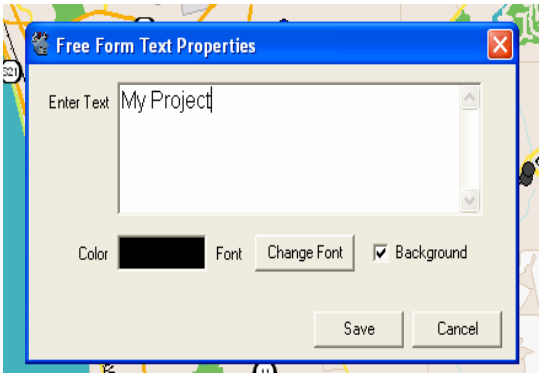
3. Place the pointer on top of a project marker with the label you want to remove, **double-click** and the label will be removed.

Text Tool

Lets you place a text box on the map.

1. Select the **Text Box** button.

2. Move the pointer onto the map where you want to place the text box and click your pointer. The text properties box will appear. Enter your text.



3. You can also change the color of the text, the font and the background color of the text box. When you have finished, click on **Save**. A text box will appear on the map.

Interactive Selection Tool

Enables you to select, delete, and move objects on the map.

You can select, delete or hold down the pointer and move the selected object. Some features on the map will allow you to double-click to edit.

To move a text box:

1. Select the **Interactive Selection** button, then click on the text box. Four black squares will appear, one at each corner of the text box.

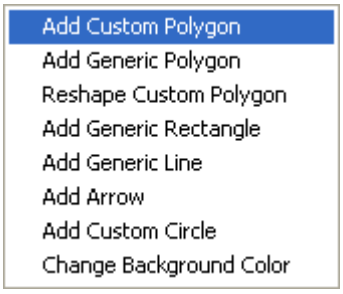
2. Place the pointer on the text box, click and hold. Drag the text box to a new position. To delete a text box, select it with the pointer, then press the **Delete** key on your keyboard.

Draw Shapes on Your Map

This tool allows you to draw various shapes on the map.

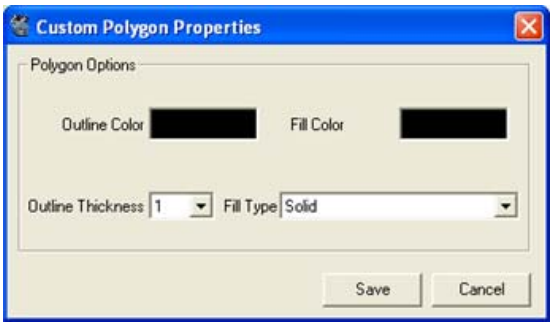
How to add a customized polygon to the map:

1. Click the **down arrow** next to the **Draw Shapes** button and select **Add Custom Polygon**.

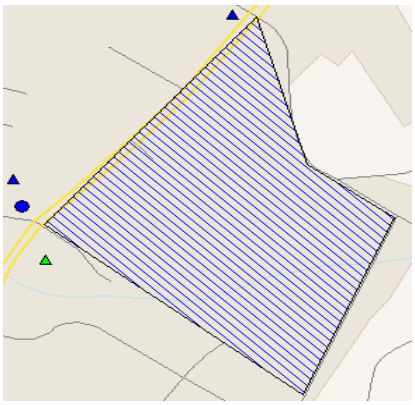


2. Click on the map at a corner point of the polygon you want to draw.

3. Move your pointer and a line will drag with the arrow. When you reach the next corner, click the pointer. Continue until you have completed the polygon, to complete the polygon **double-click** the pointer. A custom polygon properties box will appear.



4. Make the polygon options as necessary, then select **Save** and your custom polygon will appear on the map.



Address Geo Coder

The Address Geocoder tool allows you to search for a specific location on the map. You can search by address, cross-streets, or by latitude/longitude coordinates.

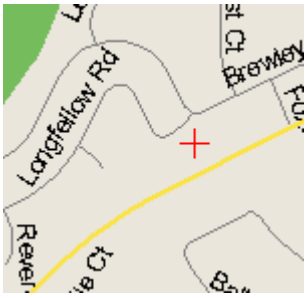
To search by address:

1. Click on the **Address Geo Coder** tool.
2. In the **Control Panel**, select address option.
3. Enter the address you're searching for in the address data field.

4. Click **Geo Code** button. If an exact address is found a prompt will show "**ADDRESS_QUALITY: The search place resolved to a discrete address**."

Note: If an exact address is not found, a prompt will show either "**City Quality**" or "**Zip Code Quality**" this means the geo coder was only able to locate the city or zip code of your search. When you plot the location, the geo coder will place a red X in the **approximate** location of either the city or zip code.

5. Click on the **Plot Point** button to plot the location. A red X will show the location of your search.



To search by cross streets:

In the **Control Panel**, select **Cross-Streets**. Enter the cross-streets (one street per text box). Select **Geo Code**. Click on **Plot Point** to plot the address.

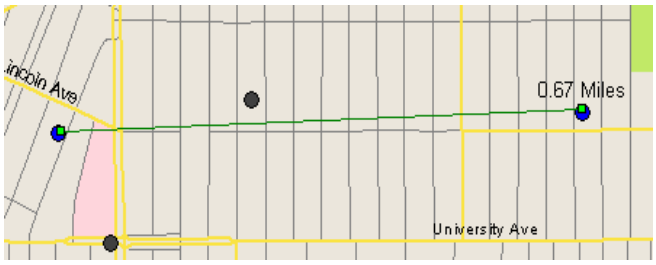
To search by latitude and longitude coordinates:

Scroll down the **Control Panel** menu. Enter the latitude and longitude coordinates you want to search, click on **Plot Point**.

Measure Tool

The measuring tool allows you to measure the distance between two locations.

1. To access this tool, click on the **Measure Tool** button. You'll notice that your pointer will become a cross.
2. Click on the object/location you want to start measuring.



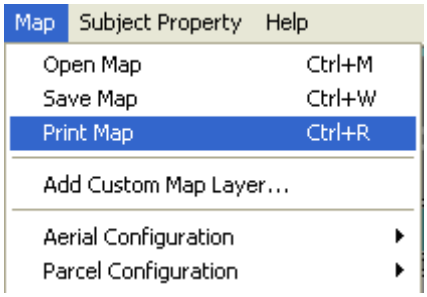
3. Drag your mouse to the location you want to measure to. **Double-click** the mouse to plot the point you want to stop measuring to.

Note: You can convert the measurement units from miles, feet, and meters. In the **Control Panel**, click on the drop down menu, select the unit of measurement, and click on convert. To undo or remove your measurement, click on the **Undo Last Point** button in the **Working Area**.

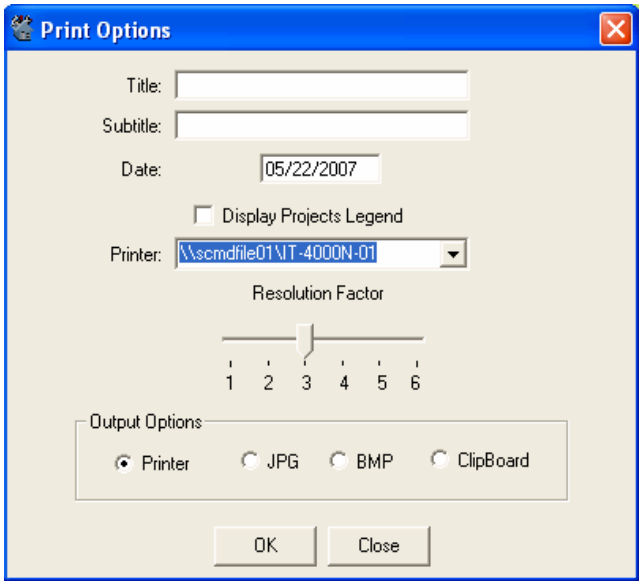
Print/Export Map

To print or export the map:

1. Click on **Map** from the map menu bar and select the **Print Map** option.



2. A **Print Options** window will appear.



Note: If you want to print the map from your local printer select **Printer** from the **Output Options**. You can include a title on your map and choose to **Display the Projects Legend** on the map as well.

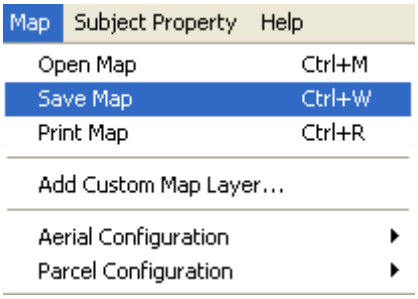
You can also choose to export the map in **JPG** or **BMP** format, or save to **Clipboard**. From this window you can also change the **Resolution Factor** (select the print quality of your map).

Save Map File/Open Map File

Builder InfoTools allows you to save and recall your map. This option is handy when you need to save a map you are still working on.

To save your map:

1. Click on **Map** from the map menu bar and select the **Save Map** from the drop-down menu.



2. A **Save As** window will appear. Give the map file a name and click on the **Save** button. (Remember where you save your map files).

Note: You can only save maps in the Active, Proposed, or Combined Views. If an error message occurs simply switch your filter view and try the above steps again.

Open Map File

To recall your saved map:

1. Click on **Map** from the map menu bar and select the **Open Map** option.

2. Find the map file you saved and click on the **Open** button.