



Using MapPoint® Bing Maps™

This document provides instructions for using MapPoint® Bing Maps™ to generate location maps for the subject property and corresponding comparable properties and import the finished map directly into a report.

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Using Microsoft MapPoint® Bing Maps™

ACI Report integrates with Microsoft MapPoint Bing Maps, a web-based mapping service for creating and editing location maps, and indentifying neighborhood boundaries.

An internet connection is required.

Setting Default Map Providers

Selecting a default provider for location maps enables the toolbar icon to launch the specified mapping program.

1. Click **Options > Environment > Mapping**.
2. Select MapPoint from the *Create Location Maps Using* drop-down list.
3. Click **OK** to save the selection.

Mapping Options

Configure location map default options to customize maps generated using Microsoft MapPoint® web based maps.

1. Click **eServices > Options**.
2. Click **Mapping**, and click **MapPoint**.
3. Select MapPoint preferences and click **OK** to save.

MapPoint Options

Include distance on property locators

Select to include distance from comparables to subject.

Save map data to report in ALL CAPS

Select to display map data in report in uppercase letters.

Include units in proximity data

Select to include data in the Proximity to Subject field of the Sales Comparison Analysis.

Include direction from subject in property locators

Select to include navigational direction (i.e., SSW) from comparables to subject.

Black and white map

Select to save the location map in black and white instead of color.

The default is color.

Neighborhood boundaries file location

The location (path) to the stored Neighborhood Boundary files.

Distance units

Select miles or km (kilometers).

Map scale indicator location

Select the location of the map scale indicator: Bottom left, Bottom right, Do not show the map scale, Top left, Top right.

Map Style

Select *Plain View* to generate a standard, road-view location map. Select *Hybrid View* to generate a location map with an aerial view of the area.

Country

Select the country of domicile: USA or Canada.

Subject location pointer font

Select the font style and size of the text of the subject property's location.

Comparable location pointer font

Select the font style and size of the text of the comparable properties' location.

Subject property locator color

Select the color of the subject map notes.

Sale comparable locator color

Select the color of the sale comparable map notes.

Listing comparable locator color

Select the color of the listing comparable map notes.

Rental comparable locator color

Select the color of the rental comparable map notes.

Land comparable locator color

Select the color of the land comparable map notes.

Other comparable locator color

Select the color of the other comparable map notes.

Generating Location Maps with MapPoint®

1. Click **Tools > Mapping > MapPoint**, or click **eServices > Location Maps > MapPoint**, or click the **Generate Map** icon () on the toolbar.
2. If prompted, enter the *Web Product Permission Password*. (This is the company password.) Click **OK** to generate map.

NOTE: MapPoint® remembers the password for future use.

Map Tasks

Click **Accept Map** to include the map and data in the current report.

Click **FloodInsights** to generate a flood map of the subject property.

Click **Pictometry** to generate aerial photographs of the subject property.

Click **Reject Map** to discard the map and return to the current report.

Click **About** to access MapPoint version and licensing information.

View Tasks

Click **View Actual Size** to default the page view to 100%.

Click **View All** to default the page view to the entire map with all properties.

Click **Fit Width** to default the page view to the width of the screen.

NOTE: The selected view scale becomes the default view for the next map created.

Navigation

Click **North** to pan the map north.

Click **South** to pan the map south.

Click **East** to pan the map east.

Click **West** to pan the map west.

Click **Zoom In** to zoom in on the center of the map.

Click **Zoom Out** to zoom out on from the center of the map.

Click and drag the slider arrow to increase or decrease *Zoom Increment Size*.

Annotation Tasks

Select the *Neighborhood Boundary* preferences, click on the map to define the neighborhood boundary, and click **OK**. See *Adding Neighborhood Boundaries* for additional information.

Subject and Comparables Tasks

Select the subject or individual comparables on the map to access the Subject or Comparable Tasks.

Click **Edit Text** to edit the current property locator's text.

Click **Change Font** to edit the current property locator's text font.

Click **Change Locator Color** to edit the current property locator's color.

Click **Delete Property** to remove the current property from the map.

Click **Edit Properties** to edit the property label and address of the properties included in the map.

TIP: Right-click a property to access editing functions.

3. Click **Accept Map** to save the map to the current report, or click **Reject Map** to exit without saving the map.
4. Select the *Map Page* for import. Select *Include Distance Units in Proximity Data* to import distance from the subject to the comparables into the report (optional). Select *Save Map Data to Report in UPPER CASE* to import text in upper case (optional).
5. Click **OK** to import the map.

TIP: Click **eServices > Options > Mapping > MapPoint** to preset location map defaults.

Adding Neighborhood Boundaries

1. Click **Tools > Mapping > MapPoint**, or click **eServices > Location Maps > MapPoint**, or click the **Generate Map** icon () on the toolbar.
2. If prompted, enter the *Web Product Permission Password*. Click **OK** to generate map.

NOTE: MapPoint® remembers the password for future use.

3. Click **Add Neighborhood Boundary** under *Annotation Tasks*.
4. Select *Neighborhood Boundary preferences*, click on the map to define the neighborhood boundary, and click **OK**.

TIP: To extend a boundary line, click a point and while pressing the left mouse button, drag the point to the desired location. Release the mouse button to set the area.

TIP: To delete a coordinate, right-click the coordinate and select **Delete Current Point**.

Name

Enter the *Name* for the neighborhood boundary or click the **Select** button () and choose a *neighborhood boundary* from the fly-out list.

Show Name on Map

Select this option to display the neighborhood boundary name on the map.

Style

Fill only

The boundary is displayed as a shaded area on the map.

Outline only

Only the perimeter lines of the boundary are displayed on the map.

Fill and outline

The boundary is displayed as a shaded and outlined area on the map.

Area

Select the *color* of the shaded boundary area. Use the slider bar to select the color's *opacity*. The lower the opacity, the more transparent the shading; the higher the opacity, the darker the shading.

Outline

Select the *color* of the boundary's perimeter lines. Use the slider bars to select the line's

opacity and width. The lower the opacity, the more transparent the line; the higher the opacity, the darker the line.

NOTE: View preferences are saved and can be selected for future maps.

5. Click **Accept Map** to save the map to the current report, or click **Reject Map** to exit without saving the map.
6. Select the *Map Page* for import. Select *Include Distance Units in Proximity Data* to import distance from the subject to the comparables into the report (optional). Select *Save Map Data to Report in UPPER CASE* to import text in upper case (optional).
7. Click **OK** to import the map.

TIP: Click **eServices > Options > Mapping > MapPoint** to preset location map defaults.

Removing Neighborhood Boundaries

1. Click in the area to open the *Neighborhood Boundary* dialog box and click **Remove**, or right-click in the area and select **Remove Neighborhood Boundary**.
2. Click **Yes** to remove the selected neighborhood boundary, or click **No** to cancel.

Map Labels

User defined map notes, or labels, may be added to any map page.

Adding Map Labels

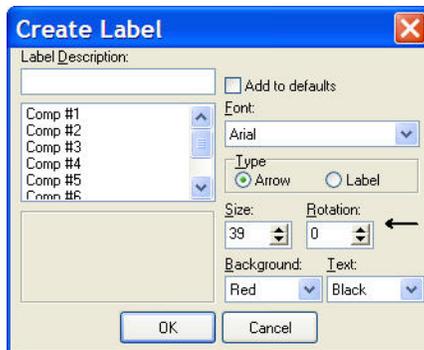
1. Open a report.
2. Click a **Map** icon in the Component List to open the map page.

NOTE: Labels may be added to any map page.

3. **Right-click** on the map and click **Edit Map**.
4. Click **Label**.
5. Double-click on an area of the map. This is the location for the label.

TIP: Click **Zoom In** to zoom in on a location when placing a label.

6. Create the label and click **OK**.



Label Description

Enter the label text or select default text.

Font

Select label font.

Type

Select a label type: arrow or label.

Size

Increase or decrease the font size.

NOTE: High resolution images require a larger font size.

Rotation

Select the degree of rotation (angle) of the label.

Background

Select the color of the label background.

Text

Select the color of the label text.

TIP: Select *Add to Defaults* to save the label description for future use.

7. Click **OK** to close the Map Editor.