



# Using MapPoint®

This document provides instructions for using MapPoint® 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®

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The Report program integrates with Microsoft MapPoint®, an Internet mapping service for location maps. An internet connection is required.

## Setting Default Map Providers

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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

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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.

#### *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.

*Country*

Select the country of domicile: USA or Canada.

*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®

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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*.

### **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.

## Map Labels

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

### Adding Map Labels

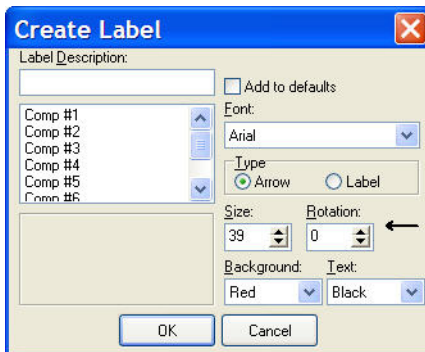
1. Open a report.
2. Click a **Map** icon in the Component List to open the map page.

**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.