



Using GeoLocator™

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Using GeoLocator™

The Report program integrates with Map Solutions™ GeoLocator™, an internet based mapping service for location maps.

Generate location maps for the subject property and corresponding comparable properties and import the finished map directly into a report using GeoLocator. 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 GeoLocator 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 GeoLocator.

1. Click **Options > Environment**.
2. Click the + (plus sign) to the left of **Mapping**, and select **GeoLocator**.
3. Select mapping preferences and click **OK** to save.

Map Options

Select *Color* or *Black & White* maps. The default option is *Color*.

Map Quality

Select *High (larger file)* or *Low (smaller file)*. Higher compression results in higher quality images and a larger file size. Lower compression results in lower quality images and decreases file size. *High* is the default selection.


Compress maps using JPEG

Selecting this option reduces the size of maps inserted into reports and reduces the output quality of the map.

Do not Auto-resize GeoLocator maps (better quality, larger file)

When selected, this option overrides the Auto-resize option selected in **Options > Environment > Image > Auto Resize**. This option is enabled by default.

Generating Location Maps with GeoLocator

1. Click **Tools > Mapping > GeoLocator**, or click the **Generate Map** icon () on the toolbar.
2. GeoLocator displays possible matches for the Subject property address. Select the address that is the best match and click **OK**, or click **Continue Search** to locate other matches and, when a match is found, select the address and click **OK**.

TIP: If the Subject property is not found, click **Cancel** to try a different search method.

3. Select a menu option or click an icon to edit the map.

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

4. Click **File > Exit**. Click **OK** to close the map.
5. Click **Yes** to export the map image to the report.
6. Select the *Map Page* for import and click **OK** to import the map.

Map Labels

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

Adding Map Labels

1. Click a **Map** icon in the Component List to open the map page.
2. **Right-click** on the map and click **Edit Map**.
3. Click **Label**.
4. 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.

5. 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.

6. Click **OK** to close the Image Editor.

Resizing Maps

1. Right-click the image and click **Edit Map**.
2. Click **Resize** to edit image size.

NOTE: The recommended total image size is 200 KB or less.

3. Adjust the *Resize %* or the *Width x Height*. Click **Apply** and then click **OK**.

TIP: 800 x 600, medium resolution, is a good default.

4. Review the image in the *Image Edit* window and make additional adjustments, if necessary. Click **OK** to accept the changes and close the editor, or click **Reset** to cancel changes.

Auto Resize

The Auto Resize options help manage image size. Set the default image size for photos, maps and sketches. Defaults may be manually overridden.

1. Click **Options > Environment**. Click the + (plus sign) next to Image and click **Auto Resize**.
2. Select the *Auto Resize* options and click **OK**.

NOTE: All selections are selected by default. The default size is Medium (800 x 600).

Ask Before Inserting...

Selecting this option triggers an image resize confirmation prompt when inserting images larger than the default size. If this option is unchecked, the images resize automatically.

Default Photo Size

Select the default photo size.

Small (fits in 640 x 480 pixel area)

Medium (fits in 800 x 600 pixel area)

Large (fits in 1024 x 768 pixel area)

Default Map Size

Select the default map size.

Small (fits in 800 x 600 pixel area)

Medium (fits in 768 x 1024 pixel area)

Large (fits in 1200 x 1600 pixel area)

Default Sketch Size

Select the default sketch size.

Small (fits in 800 x 600 pixel area)

Medium (fits in 768 x 1024 pixel area)

Large (fits in 1200 x 1600 pixel area)