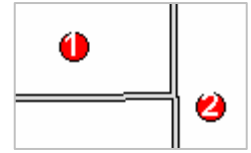


MapPro has the ability to display numbered addresses on a map in a certain order. For example, one address could be 1 and another address be 2 and so on. The sequence can be manually determined as well.



The following instructions show how to sequentially number several addresses on a map in MapPro:

● ADDING ADDRESSES WITH NUMBERS

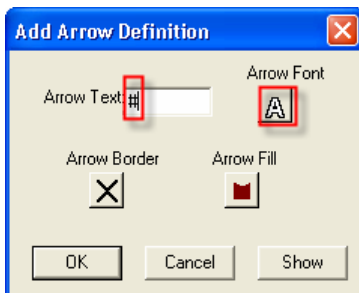
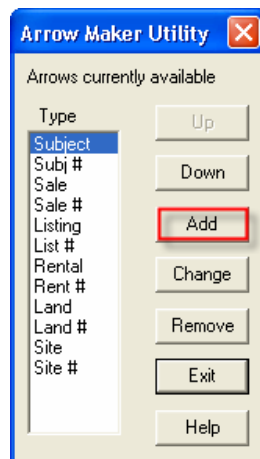
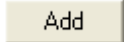
1. Start MapPro

2. Let's 1st setup an appropriate icon to use to number the addresses (1, 2, 3, ...). On the toolbar,





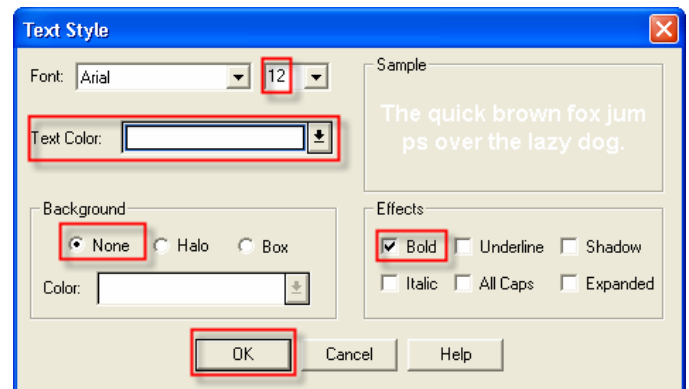
click on  **Arrow Maker**


3. Since we want to use numbers on the addresses, for this exercise we will use icons, not arrows, for each address but we need to set the font size. In the **Arrow Maker Utility** window, click




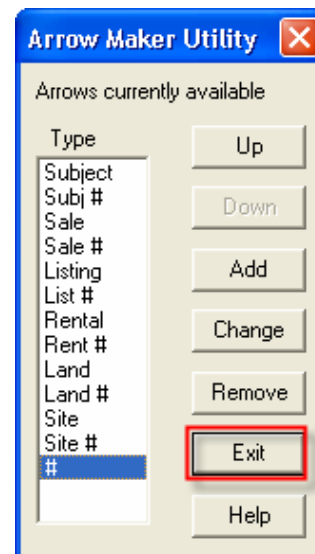
4. In the **Arrow Text** field, type in the # sign. This will allow each address to be sequentially numbered in the list.

5. Click on the Arrow Font button  and make the following changes:
- ✓ Font size to Arial 12
 - ✓ Text color to White (the Sample text will not be visible once you change this but don't worry)
 - ✓ Background to None
 - ✓ Effects to **Bold**
 - ✓ Click 




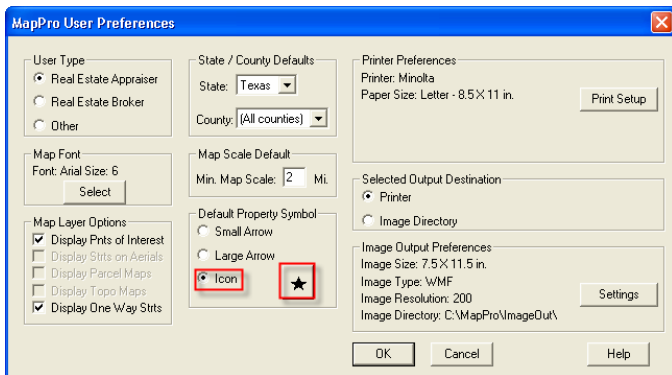
6. Click  to close the Definition window

7. Click  to close the Arrow Maker Utility




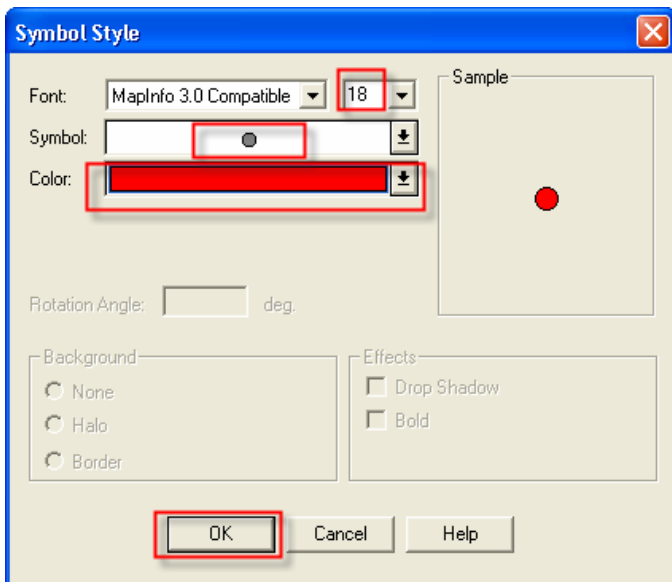
8. Now that we have set the font for our labels, to make it easy to use an appropriate icon instead of an arrow for each address, go to the top of MapPro and select **File>User Preferences**


9. In the **Default Property Symbol** section, select the  symbol button




10. Change the following:


- ✓ Font size to **18**
- ✓ Symbol to a solid circle
- ✓ Color to **Red**
- ✓ Click 



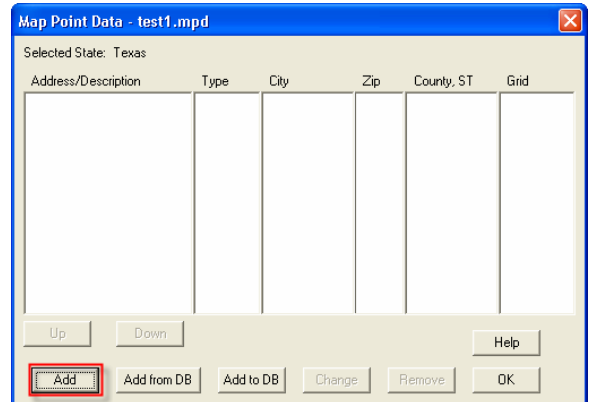
11. Click  again to close the **Preferences** window

Now that we have the numbering font size and the icon color and size set, it's time to add in a few addresses to see how the numbering works.


12. On the toolbar, click the 1st icon  **New Map File**

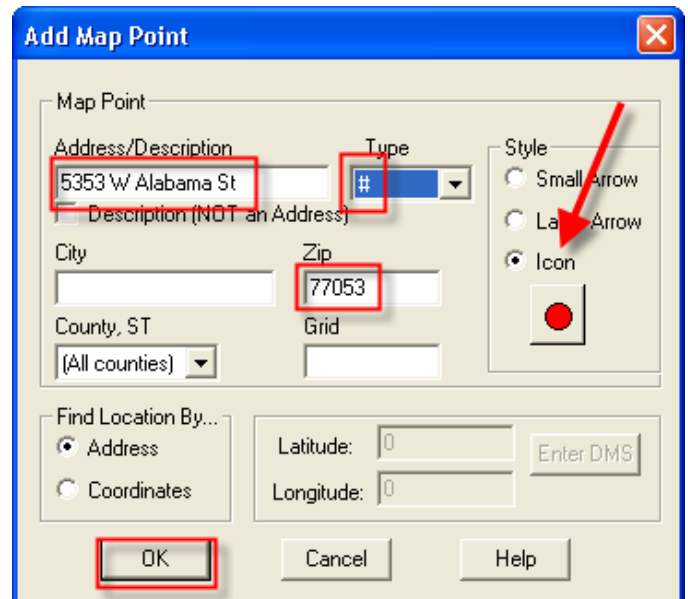
13. Type in a file name and click 

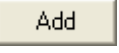
14. On the **Map Point Data** window, click on 





15. Notice the **Style** should be set to the new default **Red circle Icon**. Do the following:

- ✓ Set **Type** to the **#** so the red circle icon will display numbers (1, 2, 3, ...)
- ✓ Enter an address, city and zip
- ✓ click 

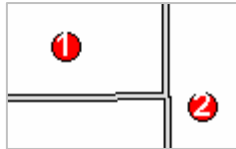



16. Click  again and type in a 2nd address (the **Type** should already be set to **#** this time)

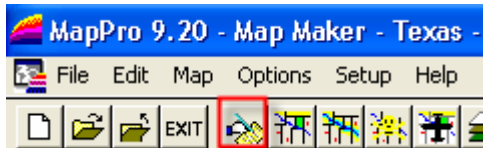
17. Two addresses should be enough to test with. Click  to close the Map Point Data window


18. On the toolbar, click on  **Location Map**.

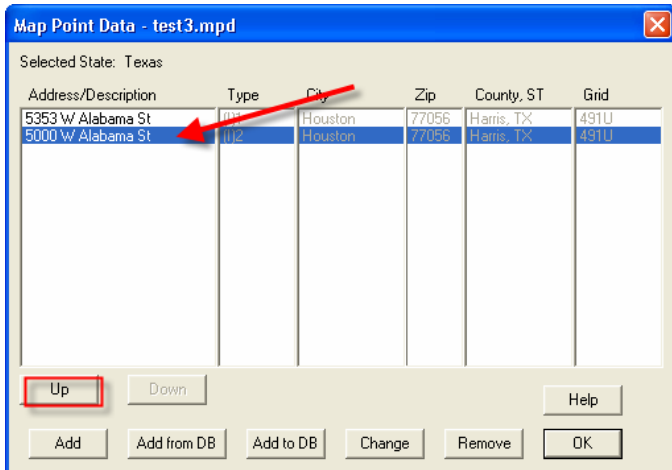
19. You should be able to see both addresses with red circles with white numbers in the middle.




20. You can change the order in which the addresses are numbered. On the toolbar, click on  **Map Point Data**

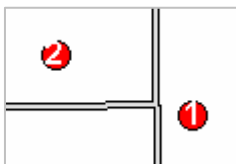


21. The **Map Point Data** window determines the order in which the addresses will be numbered. In this example, if you would like to move the 2nd address up, just select the address, then click the  button.

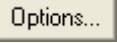


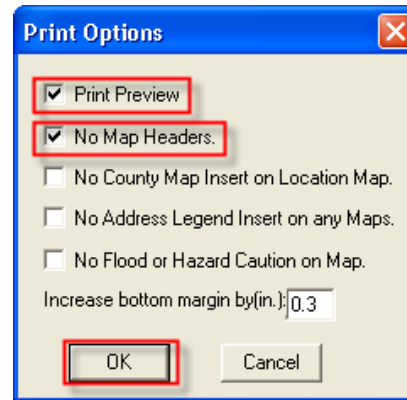
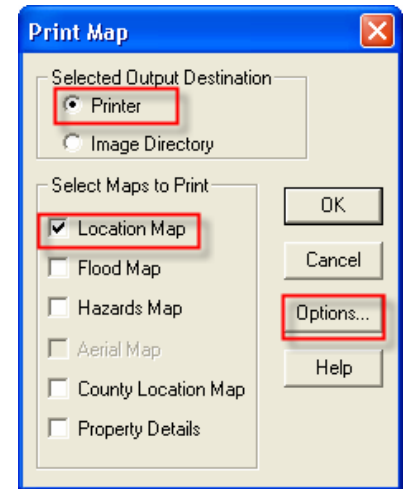
22. Once you are done sorting the addresses in the desired order, click 

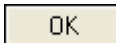
23. The map will be redrawn with the points renumbered

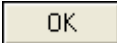


24. Go to the pull-down at the top and select **File>Print**



25. Select Output as Printer, Location Map and Click 



26. Select Print Preview, No Map Headers then click 

27. Click  on the **Print Map** window

28. In a moment, you should see a print preview of the map, complete with legends. Notice the **addresses** at the bottom.

29. If everything looks OK and you would like to print, click the  **Print Map** button on the toolbar. If not, click the  **Print Stop** button.

