

This document contains instructions on using MapPro as a stand-alone program.

**NOTE**: If you are using one of the following appraisal software packages, Appraise-It, ACI Report or ClickFORMS, please refer to the tell me how document – *How to Use MapPro With Appraisal Software* found at https://www.mappro.com/knowledge-base/

CONTENTS		
ENTER AN ADDRESS	MANUALLY PLACE AN ARROW	
VIEW MAP	INFO TOOL	
• ZOOM IN & OUT	• RULER	
MOVE AROUND	PRINT	
MOVE ARROW	CREATE OUTPUT IMAGE FILE	

These instructions assume you have downloaded and installed the latest version of MapPro. MapPro Installation instructions can be found at <u>https://www.mappro.com/knowledge-base/</u>

#### e ENTER AN ADDRESS

1. Start MapPro by going to your desktop and double-clicking the **MapPro** globe icon



2. On the toolbar at the top, click on the 1<sup>st</sup> icon

<u> </u>	lapPro 9.34
File	Setup Help
	😅 🖾 💷 💊 E

3. Give your file a name (like **test1**) then click

Enter New Ma	p Data File Name		? 🔀
Save in:	🔁 Data	- E 📸 🖃 -	
Tables Directory Tables Directory Remote Tables Directory Directory Workspaces Directory	1.mpd     2.mpd     3.mpd     1234 Ocean Dr.mpd     1234 Ocean Dr.mpd     12394 Ocean Dr.mpd     12599 mpd     12599 mpd     51115.mpd     51115.mpd     64sbase1.mpd     64sbase1.mpd     fault_ine_san_Francisco.mpd     HCME1.mpd     home2.mpd     home-larger-maps.mpd     home-larger-maps.mpd	hotel2.mpd hotel.mpd hote	정 test2-ic 정 test2-si 정 test3.m 정 test4.m 정 UAS-3X 정 Untitled 정 wv2.mpc
	File name: test1	I	Save
<ul> <li>MapInfo Place</li> <li>Standard Place</li> </ul>	save as type:mpd es	<b>_</b>	Cancel



5. Enter an address and click

Add Map Point		
Map Point Address/Description 5353 W Alabama St Description (NOT a City Houston County, ST (All counties)	Type Subject v an Address) Zip 77056 Grid	Style Small Arrow Large Arrow C Icon
Find Location By Address Coordinates OK	Latitude: 0 Longitude: 0 Cancel	Enter DMS

MapPro will attempt to resolve the address you entered. You may see a few different **Possible Address Match** windows appear while MapPro is attempting to resolve the address. Here are some examples:



#### SINGLE POSSIBLE MATCH

If MapPro finds a single possible match to an address you entered, you may get a side-by-side comparison with the address you entered on the left and a possible match on the right.

One Possible Address Match Located	le l
A Possible Match was Found.	
User Entered Address	Geocoded Address
Address: 5353 Alabama	Address: 5353 W Alabama St
City: Houston	City: Houston
Zip Code: 77084	Zip Code: 77056
County: Harris	County: Harris
Accept Match	Not a Match
	·

Accept Match

6. If the match is correct, simply click

#### SEVERAL POSSIBLE MATCHES

If more than one possible match is found for an address, you may see a window with a drop-down list.

Several Possible Address Matches Located
Select the Matching Address from the Popup Menu
User Entered Address
Address: 100 E 1st
City: Houston
Zip Code:
County: Harris
Possible Matches
Select A Matching Address
Accept Match Not a Match

7. Simply click on the drop-down list, select the correct address, then click on Accept Match to continue.

Several Possible Address Matches Located	×
Select the Matching Address from the Popup Menu	
User Entered Address	
Address: 100 E 1st	
City: Houston	
Zip Code:	
County: Harris	
Possible Matches	]
Select A Matching Address- 100 1st St, Houston, 77075, Harris 100 1st St, Bellaire, 77401, Harris	
100 1 st St W. Humbler, 77338, Harris 100 1 st St, W. Humbler, 77338, Harris 100 N 1 st St, Bellaire, 77701, Harris	
100 N 1 st St. Baylown, 77520, Harris 100 N 1 st St. La Potte, 77571, Harris 100 S 1 st St, Bellaire, 77401, Harris	

#### **ADVANCED SEARCH**

If the address cannot be matched at all, you may see an **Advanced Search** window.

Advanced Search			×
Searching for: Alabam Possible Street Names Tala St Talavera Way Valarno Dr Via Michalangelo Ct Via Palazzo Ln W Alabama Ct W Alabama St W Alabama St W Alabama St W Alabama St W Alabama St W Marsala Ct W Marsala Dr	ma, / Zips 77093 77396 77066 77429 77429 77429 77027 77002 77006 77006 77007 77006 77007 77006 77027 77056 77098 77581 77581		Select
Addr Number: 5353		~	
Street Name: ala	A		Whole Word Containing
Zip:		p Codes	B
County: Harris	•		
Skip	S	earch	)

Look at the **Street Name** field **A**. You may need to shorten the name or only search for part of the street name. For example, if the street name was "**Alabama**," it could possibly be spelled several different ways. It may be better to search for only part of the street name instead of the entire name. Let's search for any street that has the letters "**Ala**" anywhere in it. To do this:

- 8. Type in "ala" for the Street Name field A
- 9. Select **Containing B** to look for "**ala**" anywhere in the street name
- 10. Click Search C to start the search.

# Introduction to MapPro



11. If you see the correct match in the top half of the search window, select the match from the list D then



- 12. If you do not see the correct match, you may need to select **All Zip Codes F** or select a different **County** then click Search again.
- 13. If you still cannot resolve the address, click on

skip and MapPro will place the arrow in the middle of the zip code or near the street and you can manually move the arrow later on the map.

14. Once the address has been resolved, you will see the **Map Point Data** window with your address. You

could click Add to enter additional addresses if needed. Click OK to close the window.

Map Point Data - 2946 As	pen Park	Ln.mpd			
Selected State: Texas					
Address/Description	Туре	City	Zip	County, ST	Grid
2946 Aspen Park Ln 5353 W Alabama St	(I)Subject (I)Sale 1	Houston Houston	77084	(Harris, TX Harris, TX	447N 491U
Up Down	1	1	1	1	Help
Add Add from DB	Add to	DB Chang		Remove	ок

# e <u>VIEW MAP</u>

15. To view a map, go to the toolbar at the top and click



(FYI - the button just to the right of Location Map is **Flood Map**. We will not view the flood map in this exercise)

When the map comes up, you should see a subject arrow for your address.



## e ZOOM IN & OUT

- On the toolbar, click on Some Zoom-Out, position your mouse in the middle of the map then click once. This will zoom the map out one level.
- Zoom in as needed by clicking on Zoom-In then clicking on the map at the location you wish to zoom into.

### e MOVE AROUND

18. To move around, on the toolbar you can click the

**Grabber** then click and drag the map OR use the scroll bars on the right and bottom of the screen.

### e <u>MOVE ARROW</u>

To move an arrow, on the toolbar click on Move Arrow.



- 20. Your cursor will now be a cross-hair '+'. Position your cursor on the map at the NEW desired location and click your mouse button.
- 21. A small window will appear. Select which arrow to move then click



22. MapPro will redraw the map with the arrow in the new location.



### e MANUALLY PLACE AN ARROW

23. You can manually place an arrow on map by going

to the toolbar at the top and click on **Place Arrow** 

- 24. Position your cursor on the map at the desired location for the arrow and click your mouse button.
- 25. An Add Map Point window will open. Since you selected an exact location on the map 1<sup>st</sup>, you will notice the Latitude and Longitude values are filled in, along with all the other fields. All you need to do is type in an address or description (checking the **Description NOT an Address** box will tell MapPro to not even try to read the Address field as an address and only use the lat, long values).

Add Map Point		
Map Point Address/Description Joe's Pizza ✓ Description (NOT a City Houston County, ST Harris, TX ▼	Type Sale # • an Address) Zip 77057 Grid 491T	Style Small Arrow Large Arrow Cloon
Find Location By Address Coordinates OK	Latitude: 29.7423 Longitude: -95.4815 Cancel H	Enter DMS

26. Make sure you change the **Type** field if needed to **Sale #** or **Listing #** (the # tells MapPro to automatically number those type of addresses in sequence) then click

**NOTE**: Whenever you are in the **Add Map Point** window, if you select **Coordinates** at the bottom, Latitude and Longitude will

become active. If you click on Enter DMS, you can enter coordinates in degrees, minutes and seconds if needed.

## e INFO TOOL

Two more helpful items available in MapPro are the Info Tool and Ruler.

- 27. When viewing a map in MapPro, go to the toolbar and click on **I**Info
- 28. Now if you click on a street or river or any item, a

small **Info Tool** window will appear in the lowerright corner with some information about the item you clicked on. If you clicked on a street, you would see info like the street name, census tract, zip, school district, county & grid.





29. If you click on the text in the 1<sup>st</sup> row, 1<sup>st</sup> column (**TXHarrs** in this example), additional information will be displayed like the street numbering on the left and right sides.

# e <u>RULER</u>

- 30. On the toolbar, click on **Ruler** and a small Ruler window will appear in
  - will appear in the upper-left corner of the screen.
- Ruler
   X

   Distance
   = 0.000 mi (Spherical)

   Total
   = 0.522 mi (Spherical)
- Click your mouse on the map then move your mouse away. You will see a rubber band effect.







32. Now every time you click your mouse, it will display the **Distance** between your last mouse clicks and the **Total** distance.



33. Simply **double-click** to stop measuring.

#### e <u>PRINT</u>

- 34. To print a map with legends and a header, first setup the user preferences by going to the pull-down menu at the top of MapPro and selecting File>User Preferences
- 35. In the upper-right corner, you can see the Printer

Preferences. If desired, click on Print Setup and change the paper to letter size.



- 38. Go to the pull-down menu and select File>Print
- 39. In the **Print Map** window, select the **Printer** choice at the top, check the **Location Map** box then click **Options...**

Print Map	X
Selected Output Destination	on —
Select Maps to Print	ОК
Location Map	
🗖 Flood Map	Cancel
🔲 Hazards Map	Options
🗖 Aerial Map	Halp
County Location Map	
Property Details	

40. In the **Print Options** window, select **Print Preview** then click (you can see the other options available)

Print Options 🛛 🔀
Print Preview
No Map Headers.
No County Map Insert on Location Map.
No Address Legend Insert on any Maps.
No Flood or Hazard Caution on Map.
Increase bottom margin by(in.);0.3
OK Cancel
lick OK in the <b>Print Map</b> window



# Introduction to MapPro

42. Leave the header fields blank for now and click

OK

Print Map 🛛 🔀
Map Header Information File Number:
Borrower or Owner: Lender or Client:
OK Cancel Help

43. After a few moments, you should see a preview of your map page complete with a header at the top and legends at the bottom.



44. If you would like to continue and print the map, click on Print Map OR click on to Stop Print

Print Map OR click on ≚	to Stop Print.
🚄 MapPro 9.34 - Map M	laker
<u>1</u> 2	
• • • • • • • • • • • • • • • • • • •	æ

# e <u>CREATE OUTPUT IMAGE FILE</u>

You can create image files of your maps for inserting into other documents.

- 45. To create an output image file like JPG or TIF, first make sure the preferences are set correctly. Go to the pull-down menu at the top and select **File>User Preferences**.
- 46. In the lower-right, click on Settings



NOTE: In the **Image Output Preferences** window (and also in the User Preferences window), notice the **Image Directory** field at the bottom. This is the folder where your images will be output to.

Image Output Preferences	×
Image Width: 7.5	
Image Height: 11.5	
Image Type: JPEG 🗨	
Resolution: 200	
Image Directory: C:\MapPro\ImageOut\	
OK Cancel	



47. Set the **Image Type** to **JPEG**. If you want the images to be letter size, change the **Image Height** to **8.5** then click



- 49. Click to save your changes to the Preferences File
- 50. Go to the pull-down menu at the top and select **File>Print**



- 52. You will see MapPro busy creating your image file and then return to the map view.
- 53. If you browse to the C:\MapPro\ImageOut\ folder, you should see a file there starting with the name of your MapPro file ("test1" in our example) and ending with "Location Map." Something like test1\_Location\_Map.JPG or similar.

Enjoy using MapPro.