

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

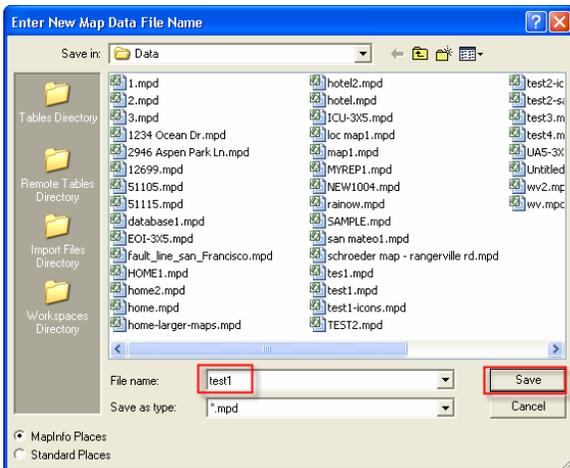
NOTE: If you are using one of the following appraisal software packages, Appraise-It, ACI Report or ClickFORMS, please refer to the tell me how document – **How to Use MapPro With Appraisal Software** found at <https://www.mappro.com/knowledge-base/>

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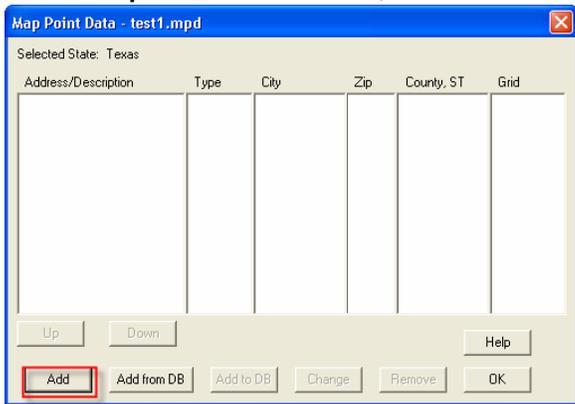
These instructions assume you have downloaded and installed the latest version of MapPro. MapPro Installation instructions can be found at <https://www.mappro.com/knowledge-base/>

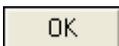
e ENTER AN ADDRESS

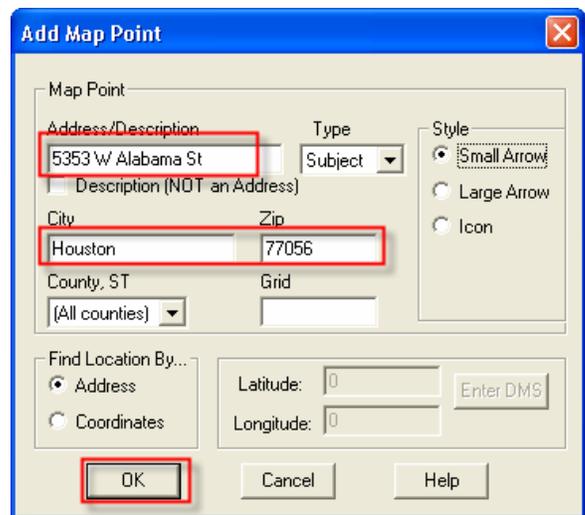
1. Start MapPro by going to your desktop and double-clicking the **MapPro** globe icon
2. On the toolbar at the top, click on the 1st icon **New Map File**
3. Give your file a name (like **test1**) then click



4. On the **Map Point Data** window, click 



5. Enter an address and click 



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

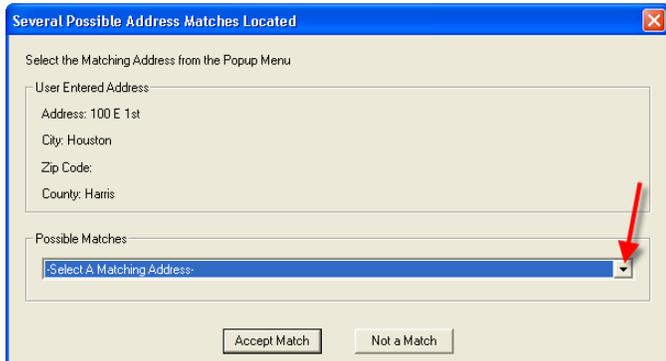
If MapPro finds a single possible match to an address you entered, you may get a side-by-side comparison with the address you entered on the left and a possible match on the right.



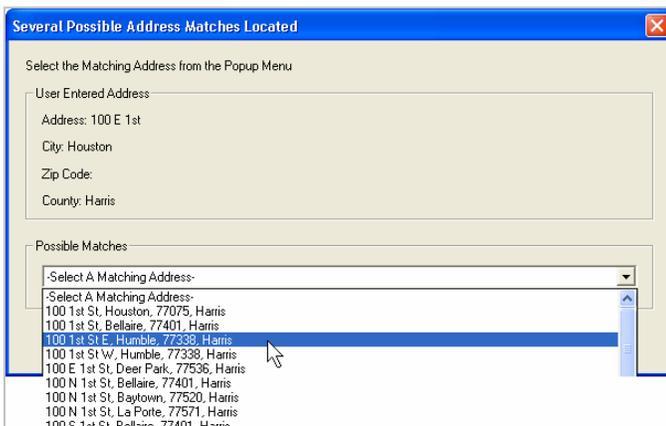
6. If the match is correct, simply click .

SEVERAL POSSIBLE MATCHES

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

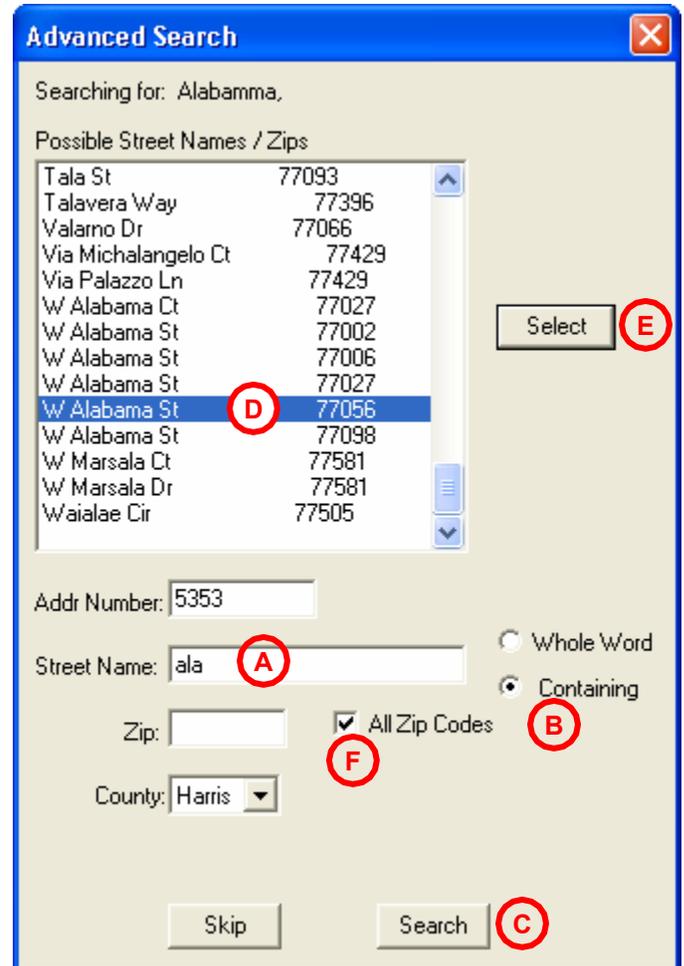


7. Simply click on the drop-down list, select the correct address, then click on  to continue.



ADVANCED SEARCH

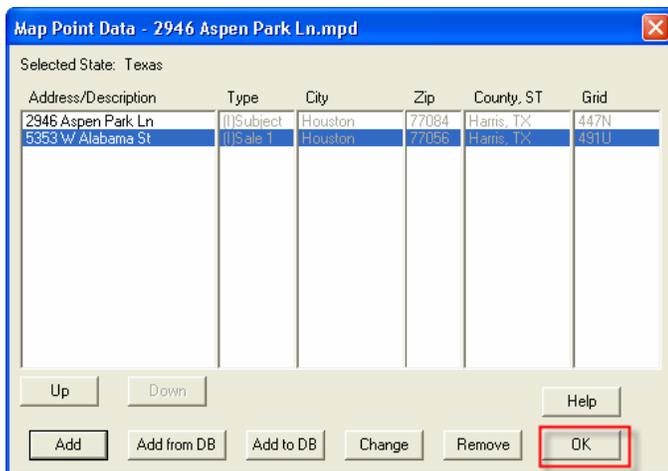
If the address cannot be matched at all, you may see an **Advanced Search** window.



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  **C** to start the search.

- If you see the correct match in the top half of the search window, select the match from the list **D** then click on **E**
- If you do not see the correct match, you may need to select **All Zip Codes F** or select a different **County** then click again.
- If you still cannot resolve the address, click on 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.
- Once the address has been resolved, you will see the **Map Point Data** window with your address. You could click to enter additional addresses if needed. Click to close the window.



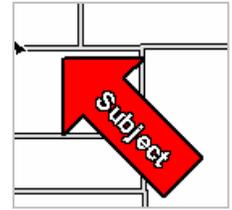
e VIEW MAP

- To view a map, go to the toolbar at the top and click on **Location Map**



(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 **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

- 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 MOVE ARROW

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



- Your cursor will now be a cross-hair '+'. Position your cursor on the map at the NEW desired location and click your mouse button.

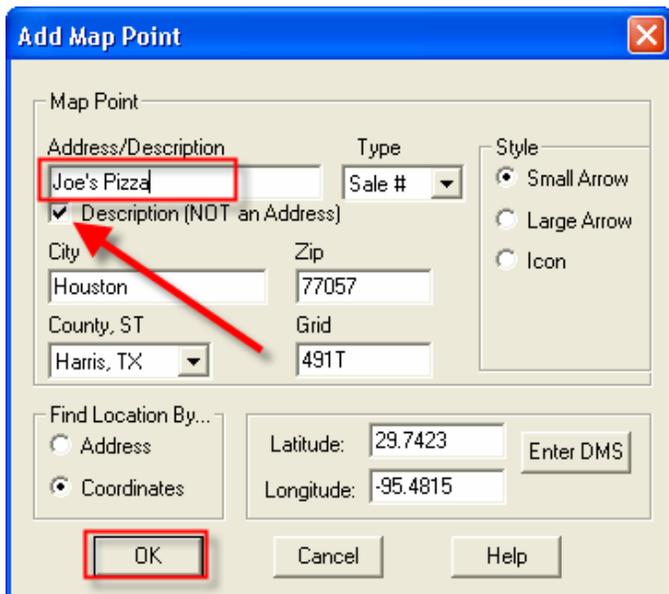
- A small window will appear. Select which arrow to move then click

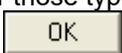


- MapPro will redraw the map with the arrow in the new location.

e MANUALLY PLACE AN ARROW

- You can manually place an arrow on map by going to the toolbar at the top and click on  **Place Arrow**
- Position your cursor on the map at the desired location for the arrow and click your mouse button.
- An Add Map Point window will open. Since you selected an exact location on the map 1st, 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).



- 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 

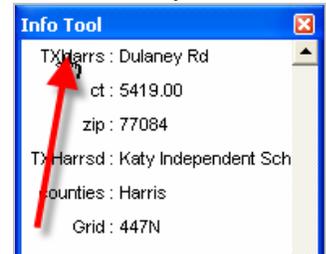
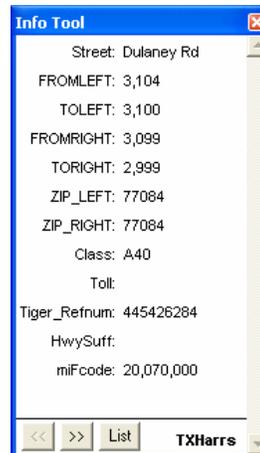
NOTE: Whenever you are in the **Add Map Point** window, if you select **Coordinates** at the bottom, Latitude and Longitude will become active. If you click on , you can enter coordinates in degrees, minutes and seconds if needed.

e INFO TOOL

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

- When viewing a map in MapPro, go to the toolbar and click on  **Info**

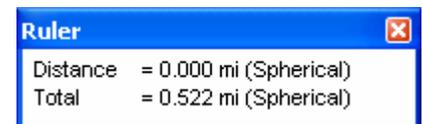
- Now if you click on a street or river or any item, a small **Info Tool** window will appear in the lower-right corner with some information about the item you clicked on. If you clicked on a street, you would see info like the street name, census tract, zip, school district, county & grid.

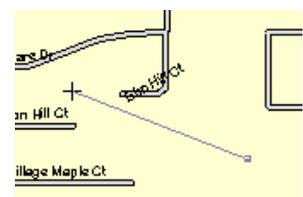
- If you click on the text in the 1st row, 1st column (**TXHarrs** in this example), additional information will be displayed like the street numbering on the left and right sides.

e RULER

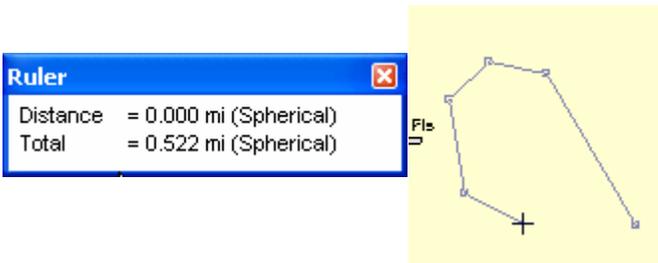
- On the toolbar, click on  **Ruler** and a small Ruler window will appear in the upper-left corner of the screen.



- 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.

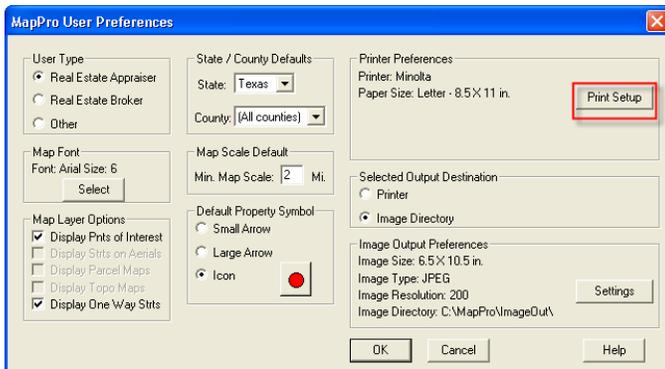


33. Simply **double-click** to stop measuring.

e PRINT

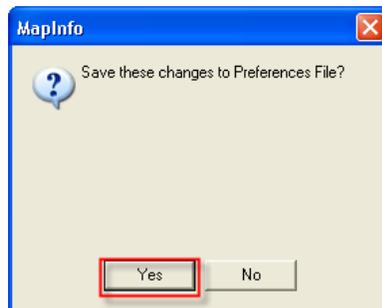
34. To print a map with legends and a header, first setup the user preferences by going to the pull-down menu at the top of MapPro and selecting **File>User Preferences**

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.



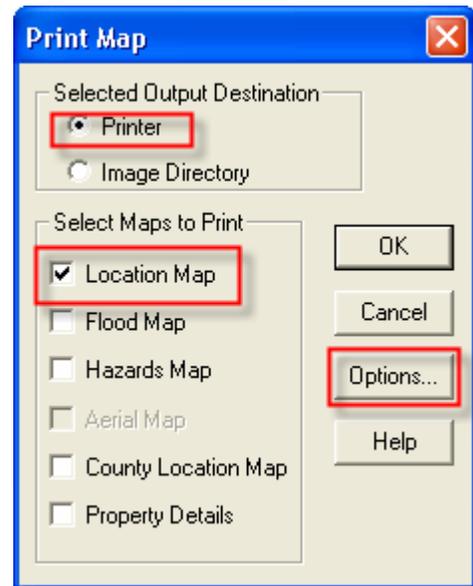
36. Click **OK** to close the User Preferences window.

37. Click **OK** to save your changes to the Preferences File, which will save the changes as your defaults.

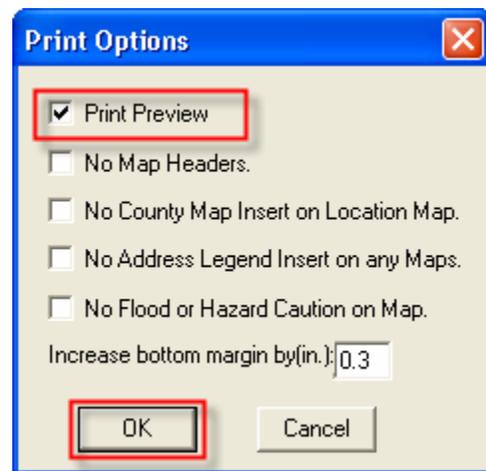


38. Go to the pull-down menu and select **File>Print**

39. In the **Print Map** window, select the **Printer** choice at the top, check the **Location Map** box then click **Options...**

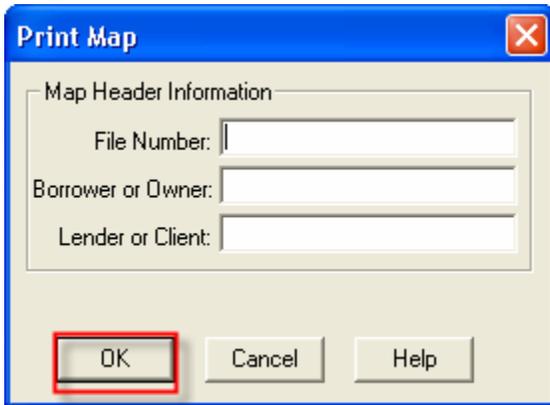
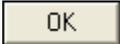


40. In the **Print Options** window, select **Print Preview** then click **OK** (you can see the other options available)

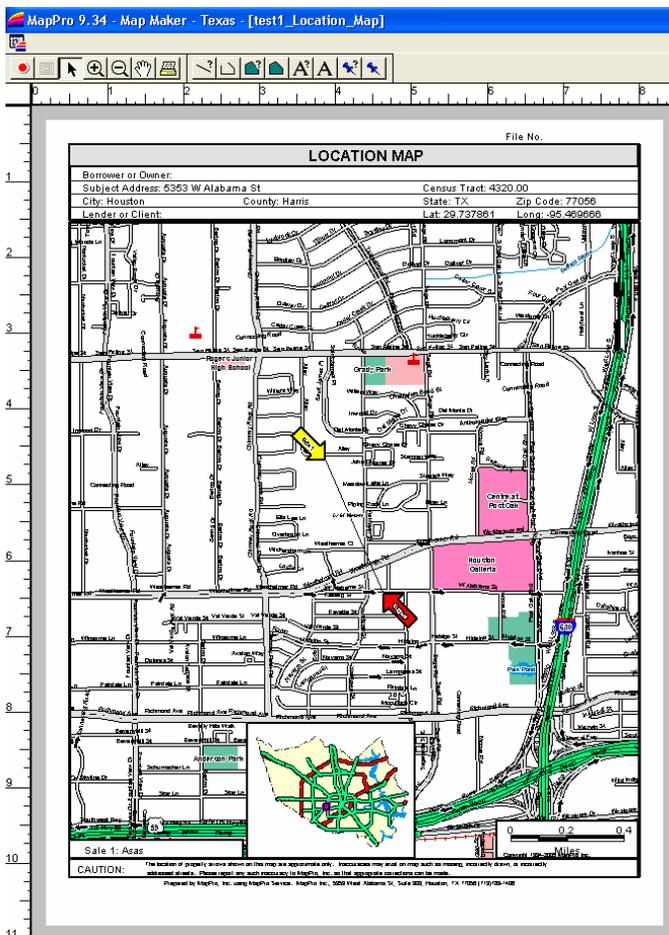


41. Click **OK** in the **Print Map** window

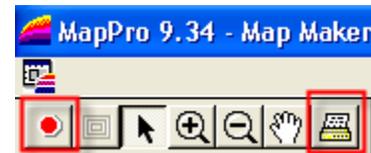
42. Leave the header fields blank for now and click



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**.

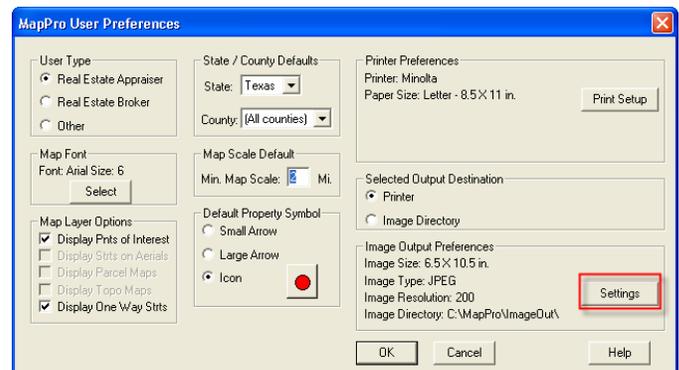


e CREATE OUTPUT IMAGE FILE

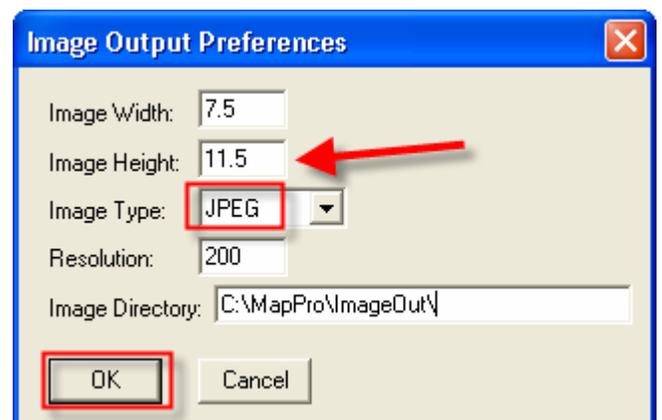
You can create image files of your maps for inserting into other documents.

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.



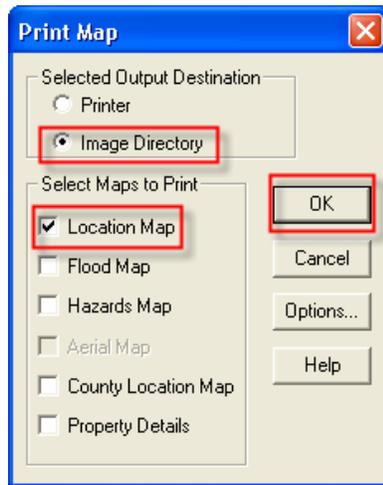
47. Set the **Image Type** to **JPEG**. If you want the images to be letter size, change the **Image Height** to **8.5** then click 

48. Click  on the **User Preferences** window

49. Click  to save your changes to the Preferences File

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

51. Select **Image Directory** at the top, **Location Map** then click 



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.