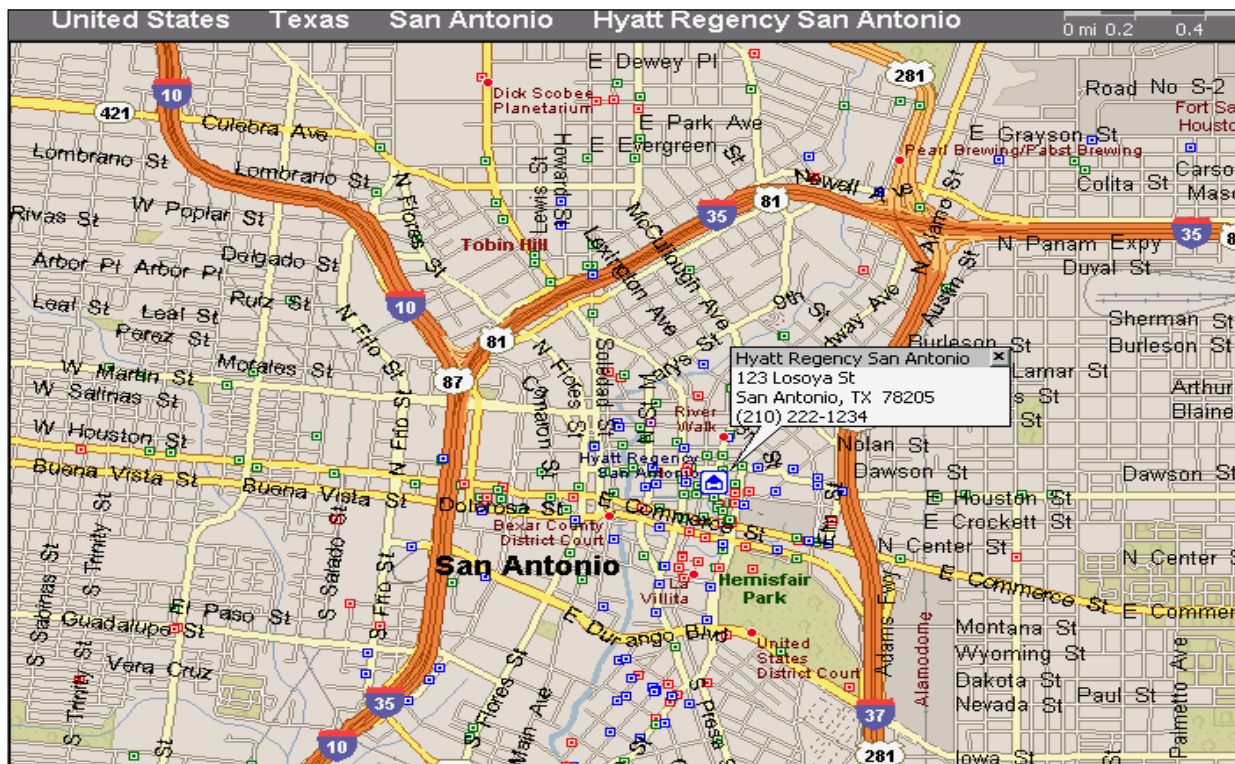
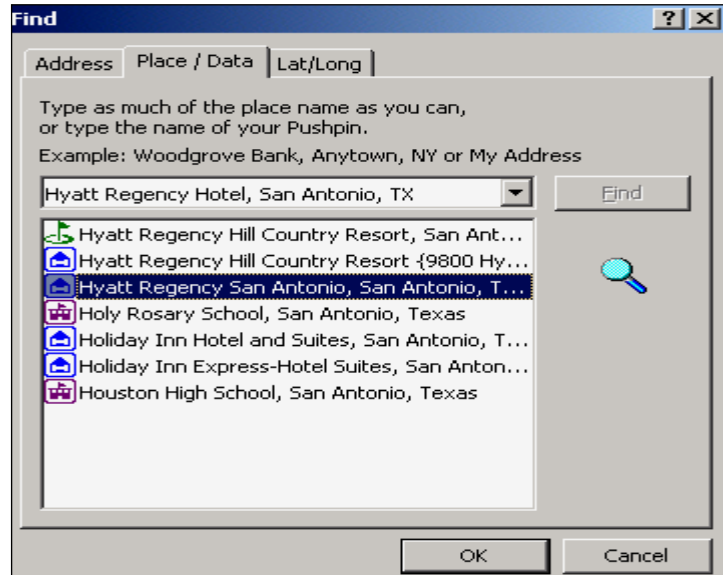
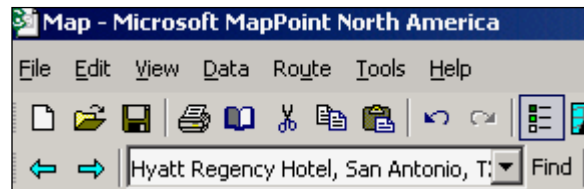


Mapping With Microsoft MapPoint

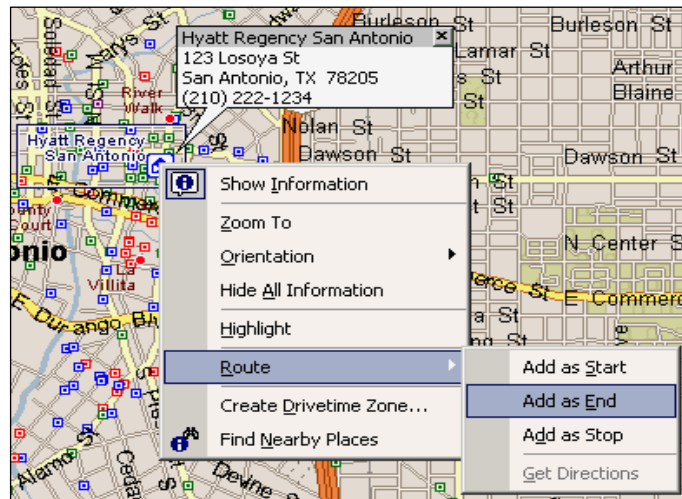
Find a Place or Address

1. Open Microsoft MapPoint
2. Type the name and/or address of the place you want to locate in the Find a Location text box. Click Find.
3. A list of places that most closely match your query appears.
4. Select the place you are looking for. Click OK
5. A map with information about the place appears in the main window. Note that this map contains more information about the place than was contained in the original query. MapPoint's database provides detailed contact information for most places of general interest.



Plan a Route

1. Right click on a destination or starting location to open the shortcut menu.
2. Choose Route > Add as (Start, Stop or End).
3. Repeat process for one or more additional locations on your route. Get Directions is enabled after you have entered two locations.
4. Choose Route > Get Directions from the shortcut menu. Detailed driving directions appear above a map highlighting the driving route.



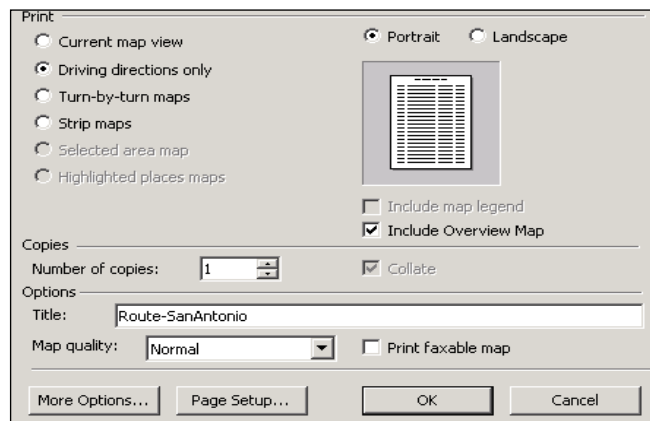
Save Your Directions

1. Choose File > Save as.
2. Enter destination folder and file name. Click Save.

Time	Mile	Instruction	For	Toward
Summary: 9.0 miles (15 minutes)				
Highway construction information is out of date. Click this line to update.				
9:00 AM	0.0	1 Depart San Antonio International Airport on I 98 yds		
9:00 AM	0.1	Turn RIGHT (North) onto Terminal 2 [Airport Blvd]	0.1 mi	Terminal 2
9:01 AM	0.2	Bear RIGHT (South-West) onto Airport Exit [Airport Blvd]	0.3 mi	
9:02 AM	0.4	Continue (South) on Airport Blvd	0.5 mi	
9:03 AM	0.9	Bear RIGHT (South) onto Ramp	0.5 mi	US-281
9:04 AM	1.4	Continue (South) on US-281 [McAllister Fwy]	5.7 mi	
9:11 AM	7.1	Bear LEFT (South) onto I-37 [US-281]	1.1 mi	
9:13 AM	8.1	At I-37 Exit 141A, turn off onto Ramp	0.2 mi	Commerce St / Downtown
9:13 AM	8.3	Bear RIGHT (West) onto E Commerce St	0.5 mi	
9:14 AM	8.8	Turn RIGHT (North) onto N Presa St	0.1 mi	
9:15 AM	8.9	Turn RIGHT (East) onto College St	76 yds	
9:15 AM	9.0	2 Arrive Hyatt Regency San Antonio [123 Loso:		
SUMMARY				
Driving distance: 9.0 miles				
Trip duration: 15 minutes				
Driving time: 15 minutes				
Cost: \$0.71				
North America United States Texas San Antonio				

Print Your Directions

1. Choose File > Print.
2. Select format and printing choices. Click OK.



Explore Your Map

Zoom In or Out



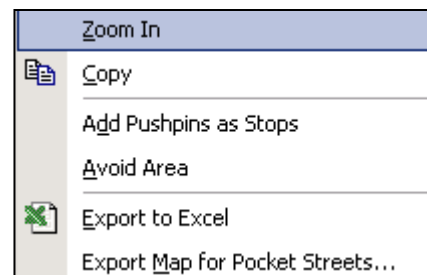
The **Zoom Slider** on the Task Bar provides maximum close-up of 1mile per screen and a maximum overview of the entire globe.

1. Click the + repeatedly to zoom in and the – to zoom out, or use the slide bar to expand or contract the map boundaries.
2. The map will maintain its original center while zooming in or out

The **Select** button changes the cursor into a selection tool.



1. Click the select button. Note: It is a good idea to leave the select button turned on unless you are using the panning tool (see below).
2. Select the area you want to enlarge or to recenter the map around.
3. Click your desired map center within the selected area. The map will recenter around and zoom in on the spot you click. You can repeat this process to create closer views of precise areas.
4. Right Click to view other choices you may apply to the selected area.



Navigate Within Your Map

Move Short Distances



1. Click the **Pan** Button on the toolbar to turn the cursor into a panning tool.
2. Click and drag the map in the direction you want to move.
3. Release the mouse button to stop panning.
4. Click the Select button to turn off the panning tool

Note: The directional arrows on your keyboard will also move the map, but do not provide as much control as the panning tool.

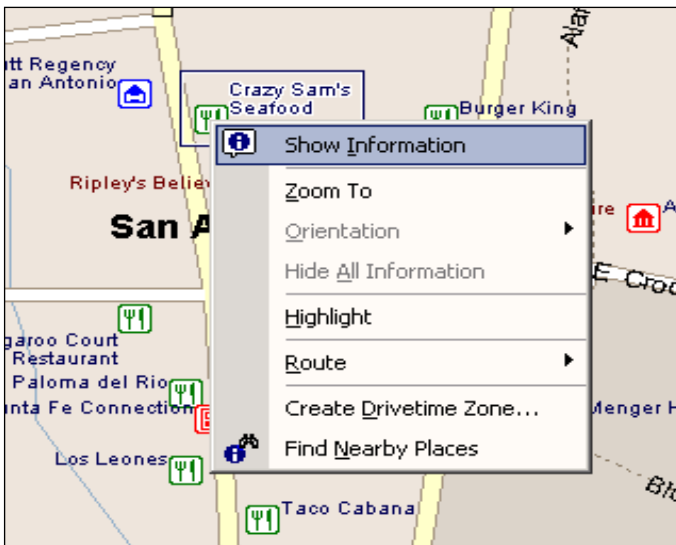
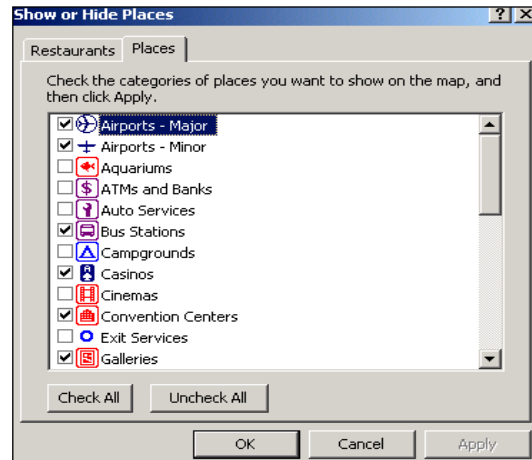
Move Larger Distances



1. Move the mouse pointer toward the edge of the map until it changes into a large arrow.
2. Click and hold the mouse button to pan in the direction of the arrow. Move the mouse pointer toward the border of the map to pan quickly and toward the map center to pan more slowly.
3. Release the mouse button to stop panning.

Show or Hide Places

1. Choose View > Show or Hide Places to open the dialog box.
2. Check the individual categories of places and restaurants you want shown on the map, or choose to show all or none of these categories (buttons at the bottom of the box).
3. Click OK to apply your choices. Selected places and restaurants are visible in close-up map views.
4. Right click any place or restaurant icon to open the menu.
5. Select Show Information. A flag displays contact information for the selected place or restaurant.



Insert Pushpins

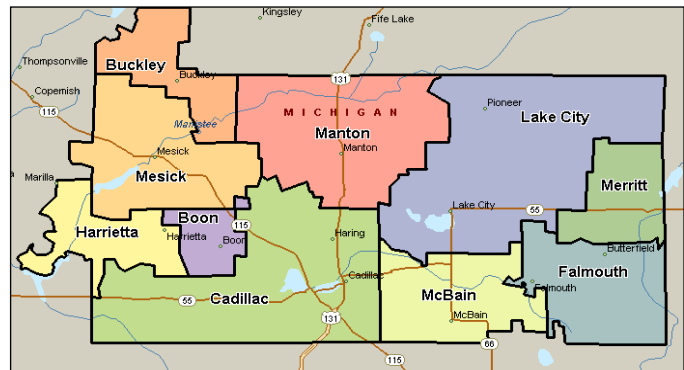
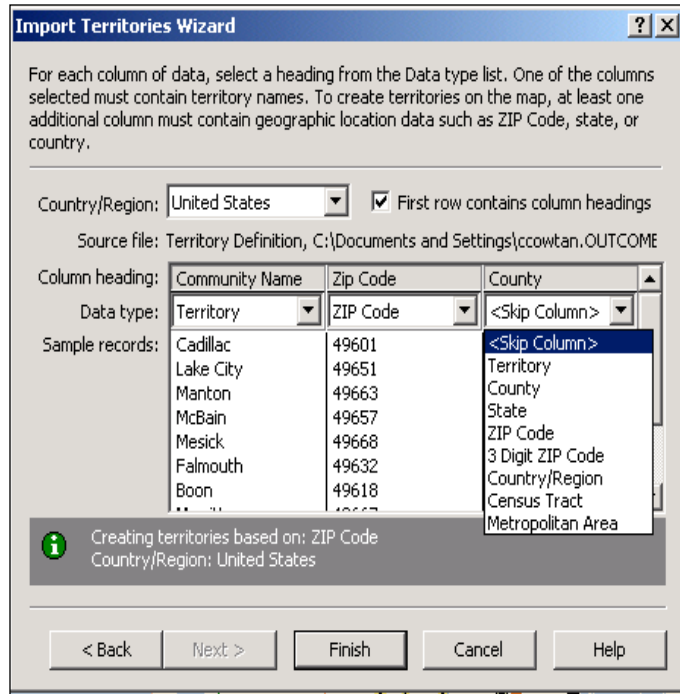
1. Choose View > Toolbars > Drawing to display the Drawing Toolbar
2. Double click the Pushpin button. The mouse pointer turns into an insertion tool.
3. Click to insert pushpin at desired location. Pushpin appears with an empty information flag.
4. Click Pushpin button to return to a normal cursor and enter pushpin location information in the flag.
5. Right click the pushpin to view options. Choose properties to change the color or style of the pushpin.



Create a Territory Set

1. Click the Territories button on the task bar to open the Territories Wizard
2. Select **Create from Your Own Set of Data** if your Territory definitions are in an Excel file. Select **Create Manually** if your Territory definitions are not in Excel or if your territory boundaries are not defined by state, county, zip code or census tract geography. Click Next.
3. Choose **Import** your Source File if the Territory boundaries are seldom changed. Choose **Link** to Your Source File if you want MapPoint to check your source file for changes in Boundary definitions. Click Next.
4. Enter the name of the workbook containing your Territory definitions. Click Open.
5. Choose the worksheet with your Territory definitions. Click Next.
6. Select a Data Type from the dropdown lists for each column.
7. Choose Territory for the column containing the Territory names. In this example, the Community Name column will provide Territory names.
8. Identify the column that provides the smallest common identifier for the Territories. In this example, Zip Codes define Territory boundaries.
9. Choose Skip Column for all geographical information that does not conform to Territory boundaries. In this example, skip the County column because each County has more than one Zip Code.
10. Click Finish to display the finished Territory Map.
11. Name and save your map.

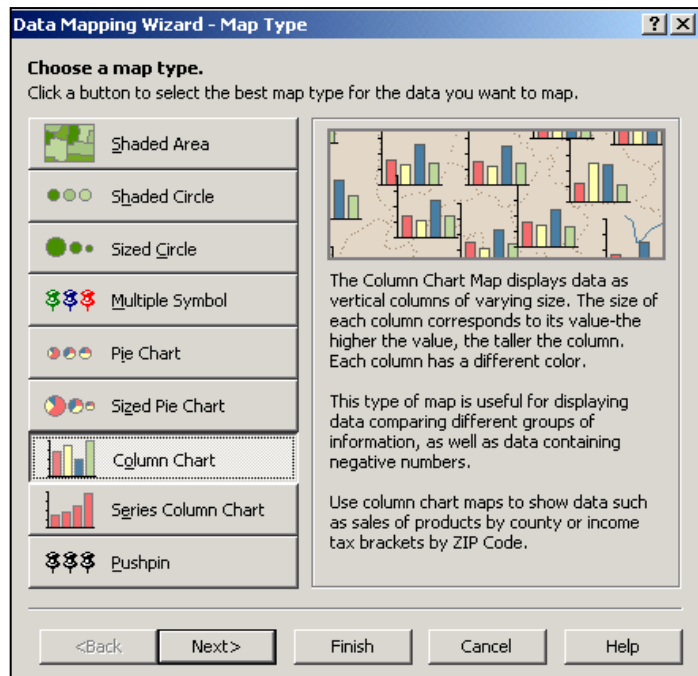
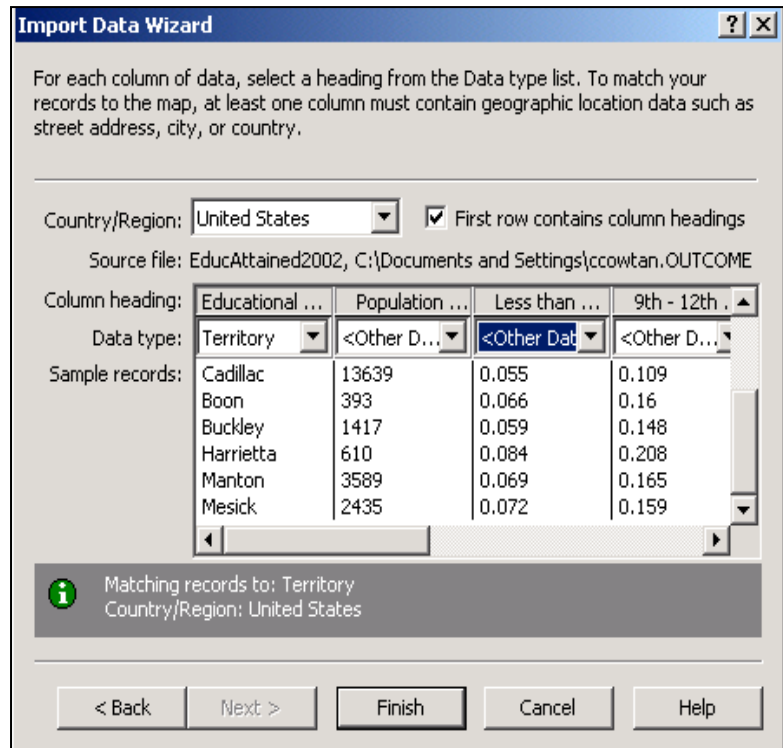
Note: It is a good idea to save your Territory map as Territoryx.ptm. Identify maps you create from the Master with content information. (For Example, you might save January sales as TerritoryxJan02Sales.ptm.)



Import Data from Excel



1. Open the Import Data Wizard by clicking the button on the tool bar.
2. Enter the name of the file containing the data you want to import. Click Open.
3. Choose the Worksheet containing the information you want to map. Click Next.
4. Open the column dropdown lists to select the geographic identifier(s) you want matched with this data. If no Territory set exists, use one or more other geographic identifiers (Street address, City, State, Zip Code, etc.) to match the data to the map.
5. Choose Other Data for columns containing non-geographic numerical data. Click Finish. The **Data Mapping Wizard** opens.
6. Choose a Map type suitable for the data you want to display. Click Next.
7. Choose the data to map. Click Next.
8. Choose the data field to display on the map. Click Next.
9. Enter a Title for the Legend. Click Finish. Map with data charted by geography is displayed.
10. Right click on the legend title additional editing and display options.
11. Choose Edit > Copy > Paste into another MS Office Document. The map on the next page is pasted into this Word document.



Missaukee and Wexford Counties: Percent of Households within Income Bracket, 2002

Average Household Income, 2002

