

## Neighborhood Map Machine

### To Create a New Map:

- Choose the new stamp icon.
- Choose the size of map by clicking on the circle next to the size you would like.
- Click OK.

### To Add an Object to the Map:

- Click on the purple arrow next to the button corresponding to the object type you would like to add.
- Choose the specific object.
- Place the cursor on the map grid where you would like to place the object and click. To place a road, body of water, or parking lot, click and drag the cursor.

### To Add Typed Text:

- Click on the painter's palette.
- Click on the A.
- Put the cursor on the grid where you would like to type.

### To Write Text using the Mouse:

- Click on the painter's palette.
- Choose either the green or pink marker or the pencil by clicking.
- Put the cursor on the grid where you would like to write.

### To Erase:

- Click on the painter's palette.
- Choose the eraser by clicking on it.  
\*\*The eraser will only erase items created with tools from the painter's palette.

### **To Move an Object Created with Tools in the Painter's Palette:**

- Click on the painter's palette.
- Choose the dotted line box.
- Click and drag a box around the object.

### **To Draw a Line:**

- Click on the painter's palette.
- Choose the line tool.
- Place the cursor on the grid where you would like the line.

### **To Change Map Scale:**

- Click on
- Click the down arrow to change the amount of inches.
- Click the circle next to feet, yard, miles.
- Type the number in the highlighted area.
- Click OK.

### **To Measure Distances on the Map:**

- Click on the ruler.
- Place the cursor where you would like to measure from and drag to where you would like to measure to.
- A box appears in the upper right corner telling you the measurement.