



Tom Snyder Productions®

MAPMAKER'S TOOLKIT™

The Easy-To-Use Mapping Tool
To Customize and Print Current and Historical Maps



Mac/Win CD-ROM

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WHAT IS MAPMAKER'S TOOLKIT?

Mapmaker's Toolkit is an easy-to-use software program that allows students and teachers to customize and print current and historical maps. The program has three powerful features:

Find Maps

Mapmaker's Toolkit contains an extensive library of over 450 current and historical maps, including:

- 7 continents and 4 oceans
- 20 world regions
- 191 countries and 33 dependencies
- 50 U.S. states and Washington, D.C., and 5 U.S. regions
- 13 Canadian provinces and territories
- 125 historical maps (U.S. history, ancient civilizations, Middle Ages, colonial era, twentieth century, and more)
- 48 theme maps (precipitation, land use, temperature, population density, vegetation)



Customize Maps

Create simple outline maps or highly detailed physical or political maps with the program's built-in Layers feature. Also, you can easily add your own color and text to any map. The special Border Fill feature lets you fill any political area with color. In addition, there are over 800 stamps in 30 categories, including animals, crops, transportation, and flags of the world. With these powerful tools, you and your students can customize any map to illustrate a lesson, report, or presentation.



Publish Maps

Mapmaker's Toolkit makes it easy to publish your map in print (on one or multiple pages), or electronically with *Mapmaker's Slideshow*, or on the Internet.



WHAT YOU GET & WHAT YOU NEED

What You Get

- Hybrid Macintosh/Windows CD-ROM
- This Teacher's Guide

What You Need

Computer	System	RAM	Monitor	Hard Disk	CD-ROM
At least a Macintosh LC III (68040 processor)	7.1 or later	20 megs (24 megs recommended)	256-color; 640 x 480 monitor resolution or higher	20 megabytes of free disk space	Double-speed or higher
Macintosh Power PC		24 megs (32 megs recommended)			
IBM-compatible 486 or higher	Windows 95 or higher				

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Thank you!

WALKTHROUGH

This section steps you through the process of finding, customizing, and publishing a map. You'll learn how to

- locate the map you want
- turn map layers on and off
- add your own features to the map
- print a map
- save a map for *Mapmaker's Slideshow*
- create a slideshow

As you become familiar with the program, you'll begin to see all sorts of ways that you and your students can use *Mapmaker's Toolkit*. More information about each subject covered in the WalkThrough is available in the Features & Functions section of this guide, and also in the program's online Help feature.

Install the Software

Macintosh

1. Insert the CD-ROM into the CD-ROM drive.
2. Double-click the CD-ROM icon to open the CD.
3. Double-click the *Mapmaker's Toolkit* Installer.
4. Follow the on-screen instructions to install the program.
5. To launch the application, double-click the *Mapmaker's Toolkit* icon on your computer's hard drive.

After you launch the application, click Continue on the *Mapmaker's Toolkit* title screen. A map of the world appears, and you're ready to begin your journey.



Mapmaker's Toolkit Installer icon



Mapmaker's Toolkit program icon

Windows 95 or Higher

1. Insert the CD-ROM into the CD-ROM drive.
2. From the Start menu, choose Run.
3. Type D:/SETUP, where D is your CD-ROM drive.
4. Follow the on-screen instructions to install *Mapmaker's Toolkit*.
5. To launch the application, go to the Start menu and choose *Mapmaker's Toolkit* from the Programs folder.

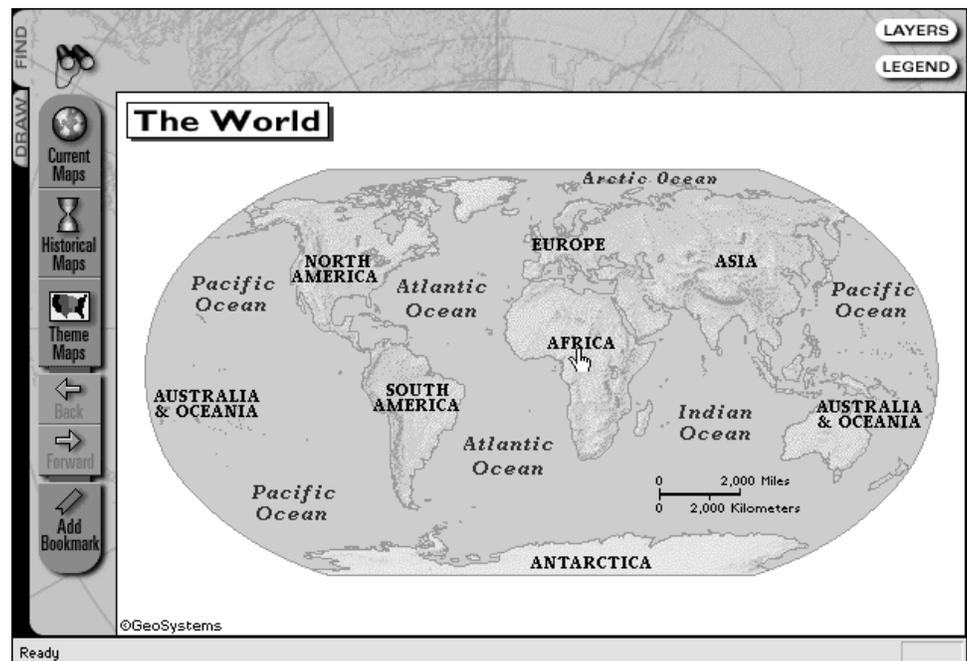
After you launch the application, click Continue on the *Mapmaker's Toolkit* title screen. A map of the world appears, and you're ready to begin your journey.

Find a Map

The first thing to do is decide where you want to go. *Mapmaker's Toolkit* gives you ready access to over 450 present-day and historical maps. Let's take a quick trip around the world so you can become familiar with the kinds of maps available in *Mapmaker's Toolkit*, and ways to find them.

Current Maps

Hold the cursor over any of the place names on the world map. The arrow turns into a pointing hand. This indicates that the name is a "hot link" – clicking it links to a map of that area. On the world map, you can navigate to any of the seven continents or four oceans.



World map in Find mode

Click Africa. A map of the continent of Africa appears.

Every African country is labelled, and is hot-linked. Locate Madagascar, in the Indian Ocean off the east coast of Africa, and click its name. The map of Madagascar appears. From this map, you can travel to Mozambique, Mauritius, or Comoros. Notice that the text label for Reunion, a dependency of France, is different from the other place names. Reunion does not have a hot link, and a more detailed map is not available.

The three small maps at the top of the screen are navigation maps.



Navigation maps for Madagascar

They show you where you are in the world. In Madagascar, you'll see a map of the world, a map of Africa, and a map of Southern Africa. You can use the navigation maps to access the regions and continents they represent. Click the navigation map of Southern Africa. A map of Southern Africa appears, showing all the countries in that region.

Now, click Back on the toolbar. The map of Madagascar appears again. Clicking Back again will bring you to the continent map of Africa. If you click Forward, you go to the map you viewed most recently, Southern Africa. The Back and Forward buttons make it easy to trace the path of maps you have viewed, or flip between two or three maps.

Let's go to Asia. How are we going to get there? You could return to the world map, and navigate from there to Asia, but there's a quicker way. Click Current Maps on the toolbar, or choose Current Maps from the Find menu. The Find Current Map dialog box appears.



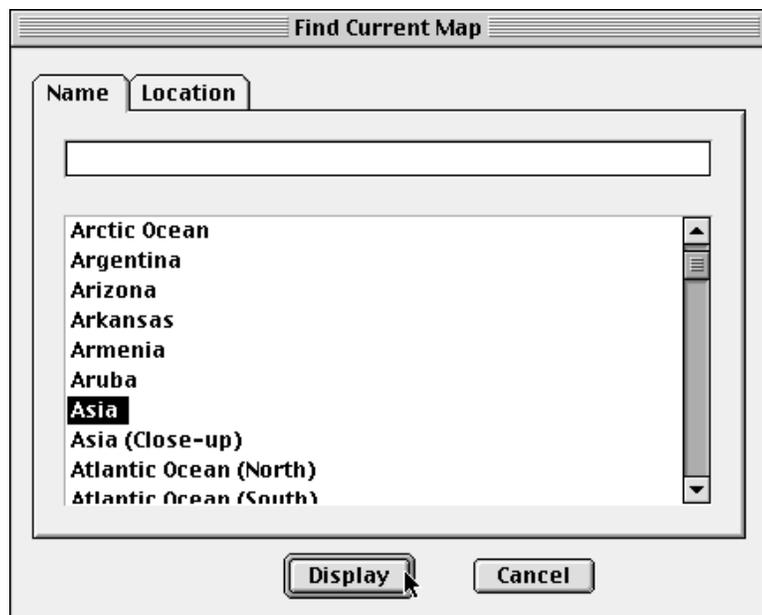
Back button



Forward button



Current Maps button



Find Current Map dialog box

3. Click the Region Boundaries and Region Names labels. Check marks now appear next to these layers, indicating that they will be turned on when you click Apply or OK. (Apply lets you preview your changes without closing the Layers dialog box.)
4. Click Apply. The regions of Europe appear on the map.
5. Click OK.

When you pass the cursor over these region labels (shown in purple), it turns into a pointing hand, indicating that they are hot-linked. You can navigate to these areas in the same manner as continents and countries.

Note: To navigate to a continent, region, or country, both its boundaries and its name must be turned on in the Layers dialog box.

Historical Maps

So far, we have found only present-day maps. *Mapmaker's Toolkit* also includes a library of over 125 historical maps of areas all around the world. These maps are correlated to major historical events and topics. Let's look at a historical map of Greece.

1. Click Historical Maps on the toolbar, or choose Historical Maps from the Find menu.
2. The Find Historical Map dialog box appears. You can locate historical maps by date, by location, or by topic. Use one of the methods described below to access the map of Greece in 480 B.C.



Historical Maps button

By date: Click the marker next to the date range of 999 – 1 B.C. This opens a list of maps within that range. Select the map titled “480 B.C. Greece,” and click Display.

By location: Click the Location tab. Scroll through the alphabetical list of locations until you see the maps of Greece. Select “Greece” next to 480 B.C. and click Display.

By topic: Click the Topic tab. Open the Ancient Civilizations topic heading by clicking the marker to its left. Now open the Greece topic heading. Click “Greece (Regions and City-States) 480 B.C.” and click Display.

The map of ancient Greece appears. You can access any historical map using one of the three methods described above.

Note: Historical maps do not have hot-links. You cannot navigate through historical maps by clicking on them, the way you can with present-day maps.

Bookmarks

The final stop on our world tour is the present-day United States.

1. Click Current Maps on the toolbar or choose Current Maps from the Find menu. The Find Current Map dialog box appears.
2. Type “United S” into the text box. The list jumps to the U.S. states, and highlights it.
3. Click Display. The map of the 50 U.S. states appears. (The program also includes a map of the 48 continental United States.)



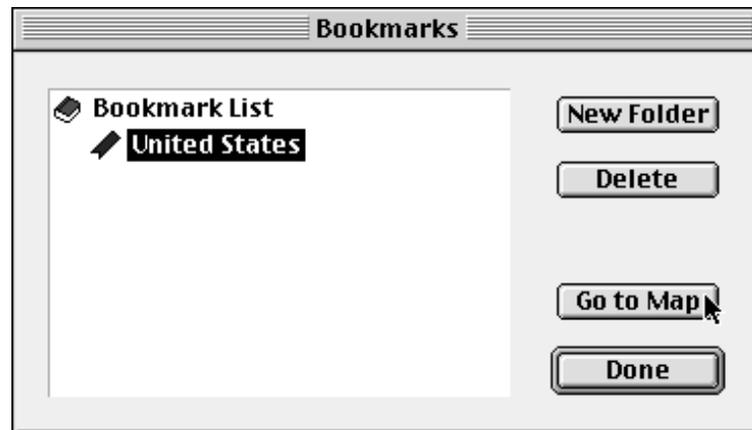
Add Bookmark button



You can also return to the world map by choosing New from the File menu.

Since you'll probably use this map frequently, let's bookmark it so you can find it again quickly. Click Add Bookmark on the toolbar, or choose Add from the Bookmarks menu. The map is now added to your list of bookmarks that you can use to access the map at any time. Try it out:

1. Return to the world map by clicking the World navigation map at the top of the screen.
2. Choose Organize/Select from the Bookmarks menu. The Bookmarks dialog box appears.
3. Click the United States bookmark, and click Go to Map. The dialog box goes away, and the United States map appears.



Bookmarks dialog box

You can easily organize your bookmarks into folders. This is especially helpful if there are multiple users adding bookmarks within the program. They can create folders of bookmarks labelled with their names. To find out more about adding, deleting, and organizing bookmarks, see page 39.

Customize Your Map

Now that you've found a map, you'll learn the many ways you can customize it to suit your needs. *Mapmaker's Toolkit* can help you quickly and easily

- map the places students visited during summer vacation
- create a map of the major products of South America
- remove the names of major U.S. rivers from a map and have students fill in that information
- show the industries of your state or region
- depict the significant battles of World War II
- and much, much more

To illustrate some of the capabilities of the program, we'll create a map of population data for the United States.

Layers

The first step in customizing your map is turning on and off the built-in layers. Built-in layers include rivers, shaded relief, cities, and so on. Turn to page 43 to see a chart that lists all available layers for each type of map.

Open the map of the United States, if it is not already open. To access the map layers, click the Layers button in the upper right corner of the screen, or choose See Layers from the Options menu. The Layers dialog box appears. This is what you'll see for the United States map:



Layers button



United States Layers dialog box



You can easily choose to display all the layers, by clicking All, or none of the layers by clicking None.



Find and Draw tabs

Notice that certain layers have check marks next to them. Those are the layers that are turned on by default. Experiment with turning layers on and off. First, click Cities. A check mark appears in the Cities box. Before you can see the change take place on the map, you must click Apply. This updates the map with any changes you have made to the layers. Click Apply to see the major cities of the United States appear on the map.

Now click Relief to turn it off, and click Apply. The shaded relief disappears from the map. The United States (the subject of the map) is highlighted in tan while other areas appear in yellow. You can turn off the tan subject highlight by clicking Subject Highlight at the top of the list.

Try other combinations of layers to see the various ways the map can look. Remember that you won't be able to see a change until you click Apply or OK. When you are finished, click OK.

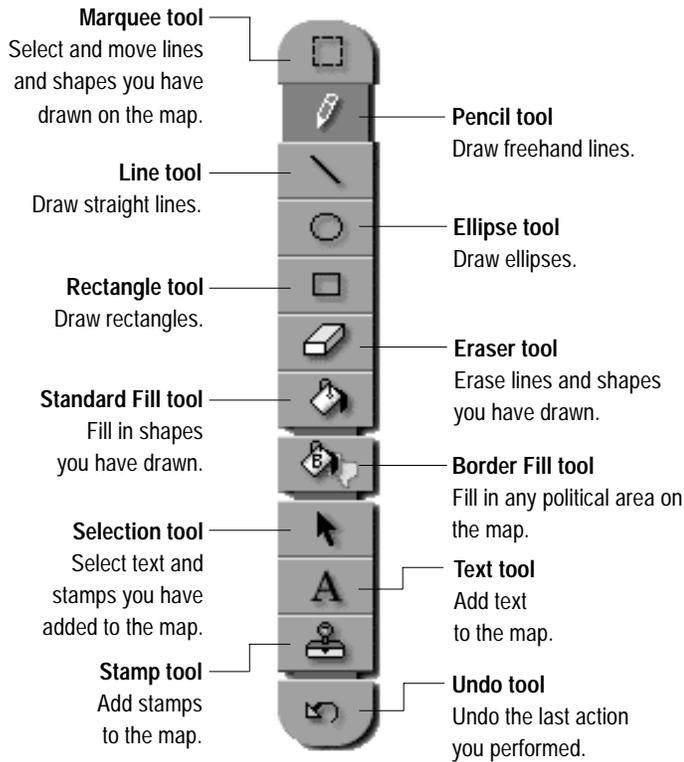
Draw Mode

You may have noticed the tab on the left side of the screen that says Draw. Find and Draw are the two distinct modes in which you can use *Mapmaker's Toolkit*. Find mode allows you to access maps. Draw mode allows you to customize a map by adding your own stamps, text, and color. You can turn built-in layers on and off in both Find and Draw modes.

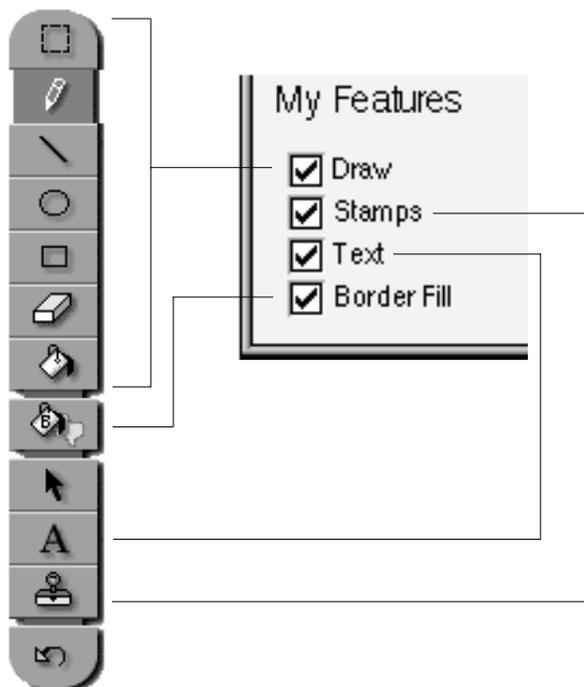
So far, we have worked only in Find mode to access a variety of maps and turn layers on and off. Now let's switch to Draw mode to continue creating our map of United States population data.

1. If it is not already open, find the map of the United States. Do not worry about which built-in layers are showing, because you'll have the ability to change them in Draw mode.
2. Click the Draw tab on the left side of the screen. The program now switches to Draw mode. The Draw toolbar replaces the Find toolbar.

The following tools are available on the Draw toolbar:



Notice that in Draw mode, there are four new layers listed under “My Features” in the Layers dialog box that were not listed in Find mode. Draw, Text, Stamps, and Border Fill represent items you add to the map in Draw mode.



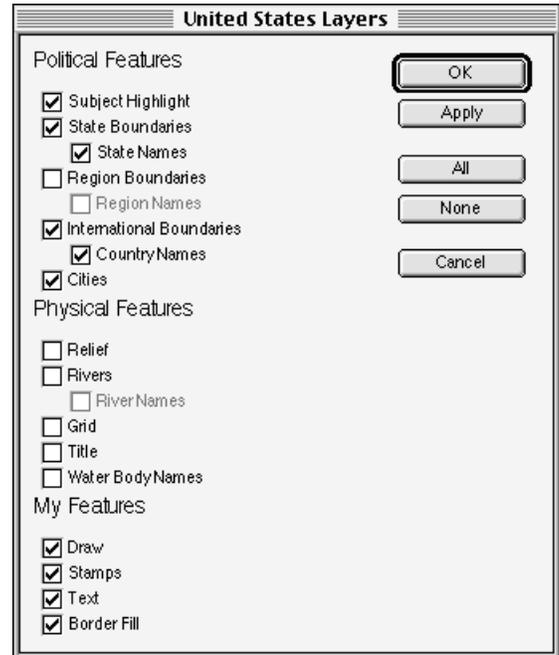
My Features and Draw toolbar

Before we start our map of U.S. population data, we will adjust the layers that appear on the map. Click Layers or choose See Layers from the Options menu. First, click All to turn on all the layers. Then, turn off the layers listed below and click OK.

Turn off these layers:

Region Boundaries
Relief
Rivers
Grid
Title
Water Body Names

The dialog box will look like this:



Customized United States Layers dialog box

Note: At any time during this WalkThrough, you can save your map and continue working later.

1. Choose Save or Save As from the File menu. A dialog box appears.
2. Navigate to the place where you want to save your map.
3. In the text box, type a name for your map.
4. Click Save.

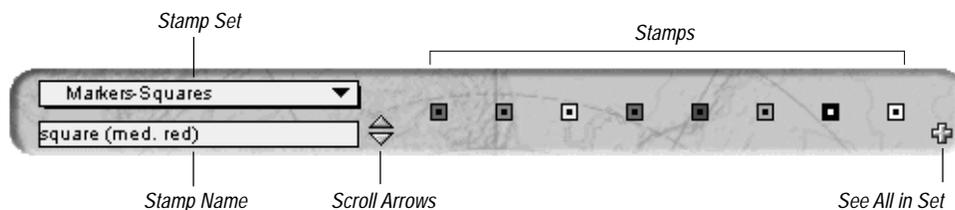
Stamps

Let's begin to customize the map by identifying the most populous metropolitan areas in the United States. We'll use square markers to identify these cities.

1. Click the Stamp tool on the toolbar. At the top of the screen, a row of stamps appears.
2. From the pop-up menu, choose the stamp set called "Markers - Squares." A row of small, colored square markers appears.



Stamp tool



3. Click the down scroll arrow to the left of the stamps once to scroll down to the second row of markers, which are slightly larger than the first row.
4. Drag a red square marker from the top of the screen and place it on top of the dot for New York City. Drag another red marker and place it on top of Los Angeles. Continue this process for the remaining three cities listed below. Don't worry if you slightly cover the name of a city, because we will turn off the city names later.



You can position a stamp more precisely by selecting it and using the arrow keys on the keyboard to move it one pixel at a time.

The most populous metropolitan areas in the U.S. are:

1. New York
2. Los Angeles
3. Chicago
4. Washington, D.C.
5. San Francisco

Data: U.S. Census Bureau

If you want to move a marker after you have placed it:

1. Click the Stamp tool or the Selection tool on the toolbar.
2. On the map, click the stamp you want to move to select it. A stamp is selected when it has a red box around it.
3. Drag the stamp to a new location and release the mouse button.



Selection tool

Note: The Selection tool allows you to select and move both text and stamps you've placed on your map.



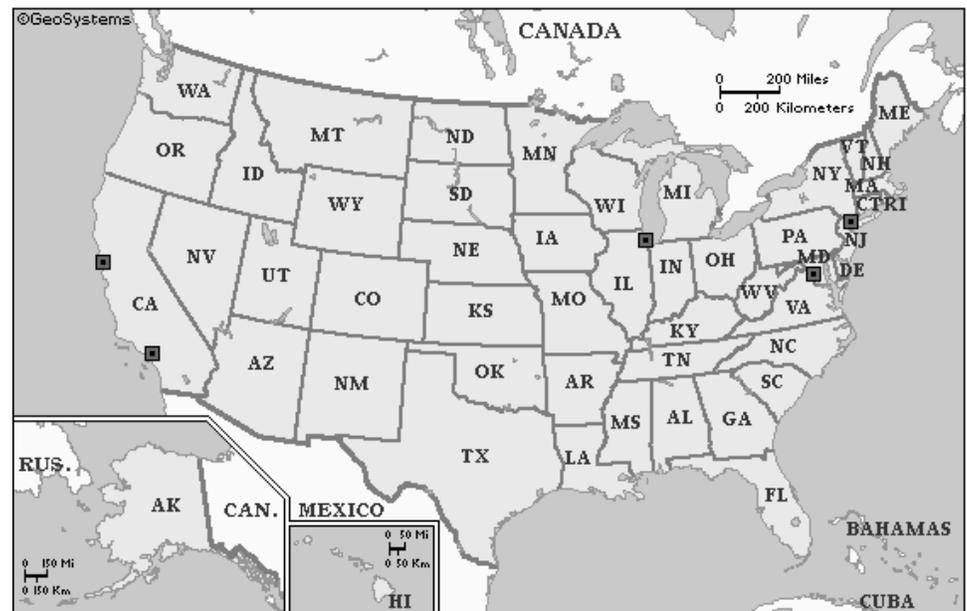
Undo button

If you make a mistake, you can fix it by immediately clicking Undo on the toolbar or choosing Undo from the Edit menu. (This works only on the last action you performed.)

You can also delete stamps from your map with the Stamp or Selection tool:

1. Select the item you wish to delete using the Stamp or Selection tool.
2. Choose Delete from the Edit menu.

When you're finished placing the square markers on your map, open the Layers dialog box again and turn off the Cities layer. This is how your map should look:



United States Population Map: Stage 1

Now, let's identify the U.S. states with the largest populations. We'll use human figures to symbolize a large population.



Stamp tool

1. Click the Stamp tool on the toolbar.
2. From the pop-up menu, choose the stamp set called People. A row of people of different shapes and sizes appears.
3. From the row of stamps, drag the second figure from the left (called "boy, med.") and place it in California. Place another figure in Texas. Continue this process for all ten states listed on the next page. Don't worry if you cover the name of a state, because we will turn off the state labels later.

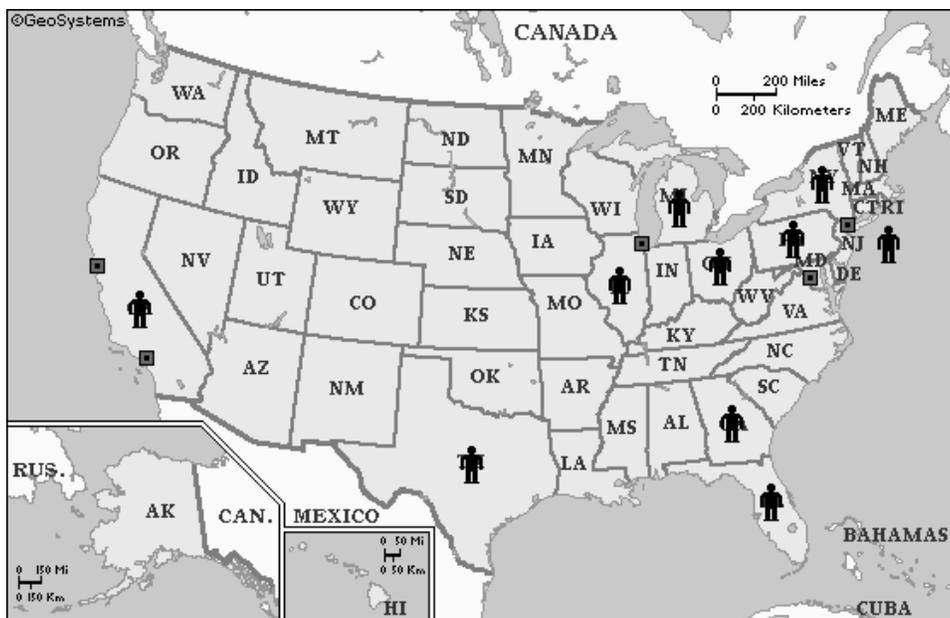
The ten most populous states are:

- | | |
|----------------------|---------------------|
| 1. California (CA) | 6. Illinois (IL) |
| 2. Texas (TX) | 7. Ohio (OH) |
| 3. New York (NY) | 8. Michigan (MI) |
| 4. Florida (FL) | 9. New Jersey (NJ)* |
| 5. Pennsylvania (PA) | 10. Georgia (GA) |

Data: U.S. Census Bureau

* New Jersey is not big enough to hold a figure. Place the stamp to the right of New Jersey. Later, we'll use the Line tool to draw a line from the symbol to the state.

When you're finished, this is how your map should look:



United States Population Map: Stage 2

Border Fill

The Border Fill feature of *Mapmaker's Toolkit* lets you fill in with color any area enclosed by boundaries, including states, regions, countries, and land areas. When you fill a country or other political area, the Border Fill tool will also fill non-contiguous areas (for example, it will fill Long Island when you fill New York).

As a general rule, when there is more than one boundary layer showing, the Border Fill tool will fill the smallest visible political area. For example, on the United States map, if you use the Border Fill tool when international, regional, and state boundaries are all turned on, it will fill individual states. To fill regions, you must open the Layers dialog box and turn off the State Boundaries layer. Once the state boundaries are no longer showing, the regions become the smallest political areas on the map, and they will be filled when you use the Border Fill tool. After you've filled the regions, you can turn the state boundaries back on. This will not change any border fill you have already added to your map.



Border Fill

For our population data map, we'll fill in the most densely populated states.

1. Click the Border Fill tool on the toolbar. The cursor changes to a paint bucket with a "B" in it.
2. Choose a color for the border fill by clicking a color in the color palette at the top of the screen. The color you select is displayed in the rectangular area to the right of the palette. For this map, choose light brown (in the middle of the bottom row).
3. Click inside Connecticut. It fills with light brown. Click inside each state listed below to fill them all with light brown.



You can also use the Border Fill tool to fill in water and the shoreline on your map.

Following are states with a population density of greater than 250 people per square mile:

Connecticut (CT)	New Jersey (NJ)
Delaware (DE)	New York (NY)
Florida (FL)	Ohio (OH)
Maryland (MD)	Pennsylvania (PA)
Massachusetts (MA)	Rhode Island (RI)

Data: U.S. Census Bureau

If you make a mistake and fill the wrong state, you can correct it using the Border Fill Eraser.

To remove border fill:

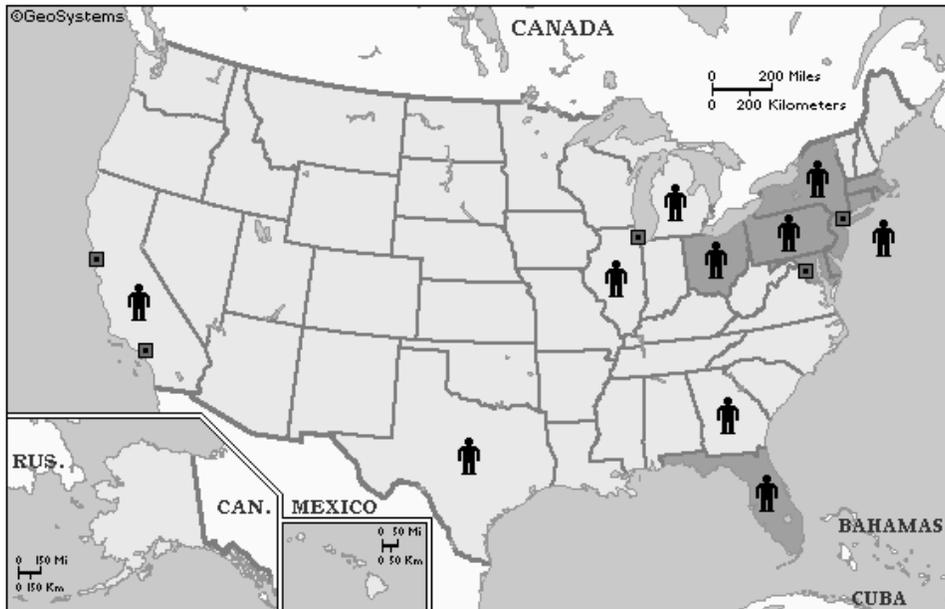
1. Click the Border Fill tool on the toolbar.
2. Click the Border Fill Eraser at the top of the screen. The cursor becomes an "X."
3. Click inside the area from which you want to remove the color. The border fill in that area disappears.

Note: *The Border Fill Eraser will erase only border fill. It will not erase lines, shapes, text, or stamps you have added to the map.*



Border Fill Eraser

Finally, return to the Layers dialog box and turn State names off. Click OK. Your map should now look like this:



United States Population Map: Stage 3

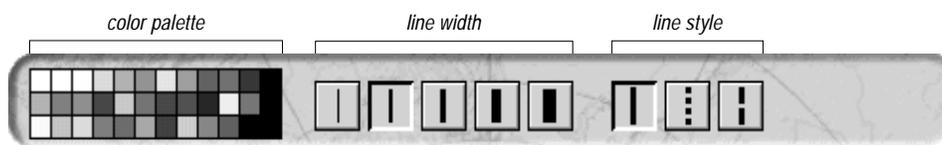
Note: Remember, you can save your map at any time and continue working later.

Lines and Shapes

You can add lines and shapes of various colors and sizes to your map. On this map, we'll add a leader line for the population symbol we placed outside New Jersey. We'll also draw a circle around the most densely populated region of the country, the Northeast.

First, we'll use the line tool to draw a line between New Jersey and the high population symbol we placed to the right of the state.

1. Click the Line tool on the toolbar.



Line tool options

2. Choose a width and style for your line by clicking one of the options at the top of the screen. You can choose a line width of 1, 2, 4, 6, or 8 pixels, and a solid, dotted, or dashed style. For this map, choose 2 pixels (second from the left).



Smaller areas (like Rhode Island) may be hard to fill at this size. You can zoom in on your map by clicking the Zoom In button at the bottom left of the screen, or choosing Zoom In from the View menu. This enlarges the map to make it easier to see. When you're finished, you can Zoom Out to return the map to normal size.



Zoom Out & Zoom In buttons



Line tool



To draw a straight line, hold down the Shift key while drawing a line.

3. You can choose a color for your line by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette. Choose black for this line.
4. Click and drag with the mouse to create a line between the symbol and New Jersey.

If you make a mistake, there are several ways you can delete a line:



Undo button

Undo

Click Undo on the toolbar or choose Undo from the Edit menu to undo something you just did. This works only on the last action you performed.



Eraser tool

Eraser

With the Eraser tool, you can delete lines or shapes you have drawn pixel by pixel. Note that the eraser does not work on stamps or border fill you've added to the map. To use the eraser:

1. Click the Eraser tool on the toolbar.
2. Choose a size for your eraser by clicking one of the options at the top of the screen. The eraser can be 1, 6, 12, or 18 pixels.
3. Click and drag the eraser through the area you want to erase.
4. If you accidentally erase something, click Undo on the toolbar or choose Undo from the Edit menu.



Marquee tool

Marquee

You can also use the Marquee tool to select and delete a line or shape you have drawn. Click the Marquee tool on the toolbar. Select the item you wish to delete by dragging the crosshairs over it. The tool forms a dashed shape around the selected item. Then choose Delete from the Edit menu. This deletes all lines you have drawn that are within the selected area, but does not delete stamps or border fill.

Now, let's draw a circle around the Northeast, the most densely populated region of the United States.



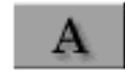
Ellipse tool

1. Click the Ellipse tool on the toolbar.
2. Choose a width for the border of your circle by clicking one of the options at the top of the screen. You can choose a width of 1, 2, 4, 6, or 8 pixels. Choose 2 pixels.
3. Choose a color for your circle by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette. For this map, choose red.
4. Click and drag with the mouse to create an ellipse around the Northeast.

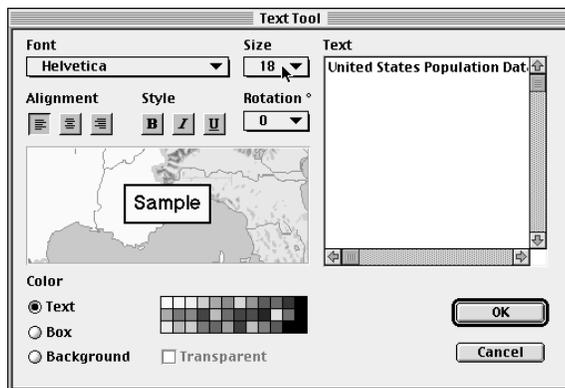
Text

The only thing the map needs now is a title.

1. Click the Text tool on the toolbar, then click anywhere on the map.
The Text Tool dialog box appears.
2. Type the title “United States Population Data” into the text box.
3. Make the title larger by choosing 18 point from the Size pop-up menu.
You can find out about other text formatting options on page 51.
4. Click OK. Your text appears on the map.



Text tool

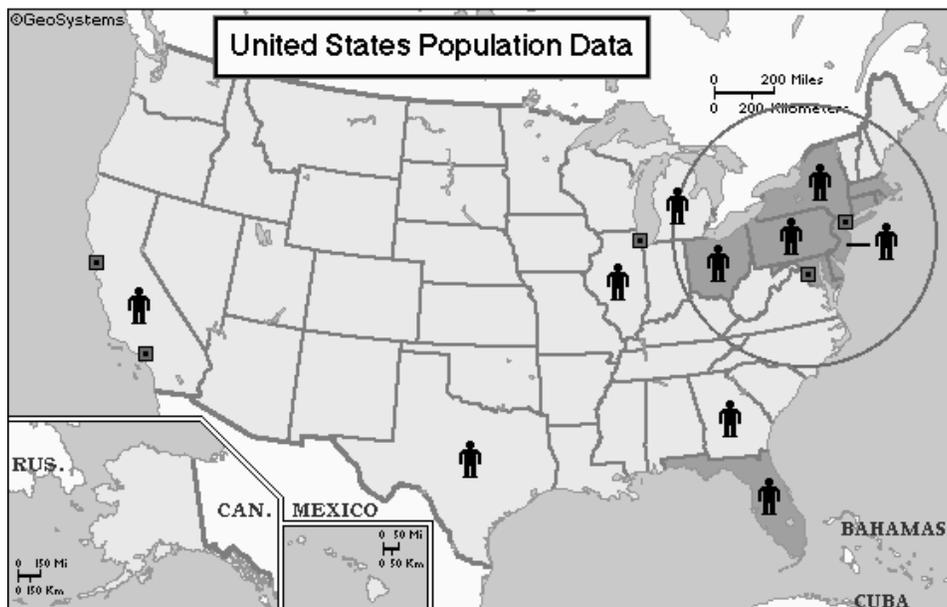


Text Tool dialog box

To move the title to another location:

1. Select the title using the Selection tool or the Text tool.
2. Drag it to a new location and release the mouse button.
3. Remember, you can position the text more precisely by selecting it and using the arrow keys on the keyboard to move it one pixel at a time.

Your completed map looks something like this:



United States Population Map: Completed

Building the Legend

So, now you've completed your map. You've added stamps, color, and a title. But you need to make sure other people who look at the map understand what all these items signify. Your map needs a legend.

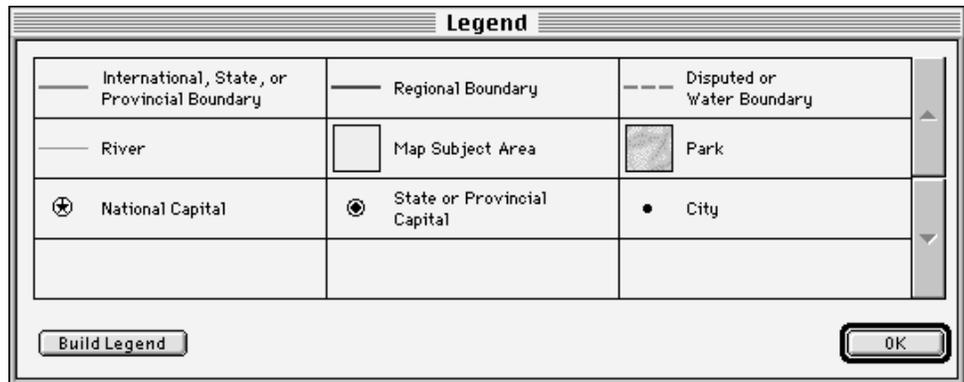
A powerful feature of *Mapmaker's Toolkit* is the ability to automatically build a legend that includes all items you've added to your map. You can then edit the legend text to tailor it to your subject.

To build your legend:

1. Choose Show Legend from the Options menu, or click the Legend button in the upper right corner of the screen. The Legend dialog box appears. The legend shows nine standard items included on the United States map.

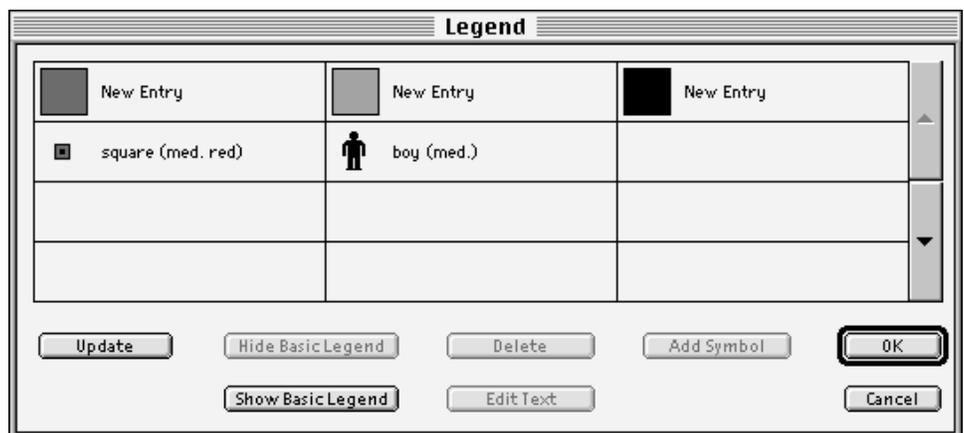


Legend button



Standard Legend

2. Click Build Legend. Buttons appear at the bottom of the dialog box.
3. We do not need to display any of the standard legend items for our map. Click Hide Basic Legend. The nine items disappear.
4. Click Update. The legend will update to include any color or symbol you've added to the map. For the map we've created, it will look like this:



United States Population Data Map Legend: Updated

We'll edit the legend by first deleting any items we don't need, such as the black square. This represents the black line we drew between New Jersey and the high population symbol. To delete the black square, click it to select it, and then click Delete. A dialog box will appear confirming your choice. Click Yes.

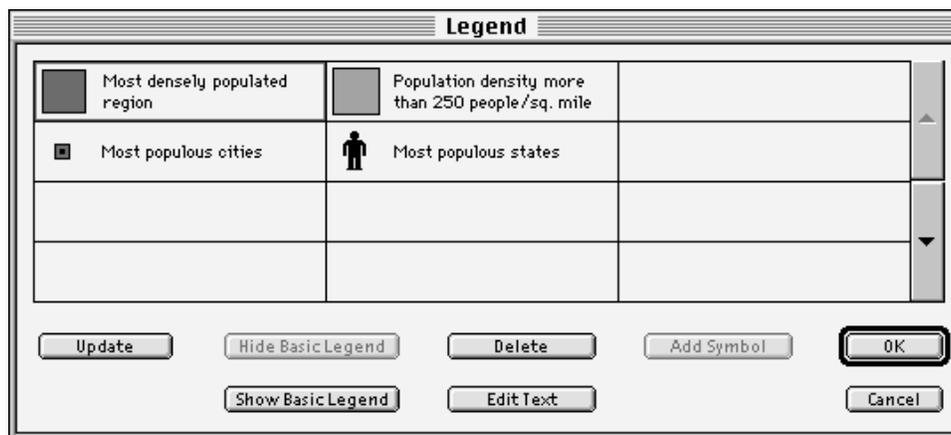
Now, we'll edit the text of the remaining items on the map.

1. Click the light brown square to select it.
2. Click Edit Text. The Legend Entry Text dialog box appears.
3. In the dialog box, type the new text:
On line 1: Population density more
On line 2: than 250 people/sq. mile
 (You are limited to two lines, and 25 characters per line.)
4. Click OK. The new text now appears in the legend.

Follow the steps above to change the text of the square marker to "Most populous cities." Change the text of the human figure to "Most populous states." Change the text of the red square to:

On line 1: Most densely populated
On line 2: region

When you've finished, the completed legend should look like this:



United States Population Data Map Legend: Completed

You do not need to do anything special to save the legend. However, if you click Update after deleting some items, the legend will once again show all the items you placed on the map.

Save Your Map

While working in Draw mode, you can save your map at any time to return to later and continue working. When you save your map, any changes you have made to the map legend will also be saved.

To save your map:

1. Choose Save from the File menu. If you have not previously saved your map, a dialog box appears.
2. Navigate to the place where you want to save your map.
3. In the text box, type a name for your map.
4. Click Save.

Using the Save or Save As commands saves your map as a Mapmaker's Toolkit-type file, which can only be opened by *Mapmaker's Toolkit*. Later, we'll discuss how to export files in a format (PICT, BMP, or GIF) that can be read by other programs.

To open a map you've previously created and saved:

1. Choose Open from the File menu. A dialog box appears.
2. Navigate to the place where you saved your map, select it, and click Open.

Publish Your Map

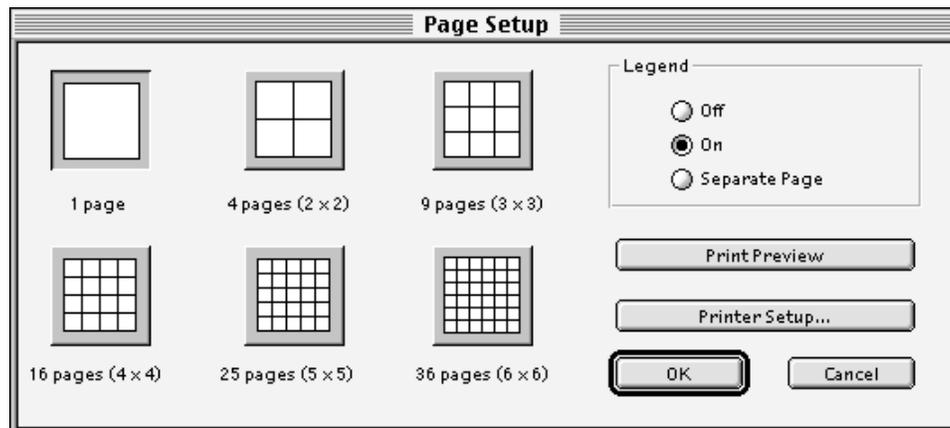
Now that you've completed a map, you have several options for publishing it. *Mapmaker's Toolkit* makes it easy to print out your map, save it for publishing on the Internet, or present it electronically using *Mapmaker's Slideshow*, a program installed on your computer's hard drive along with *Mapmaker's Toolkit*.

Print

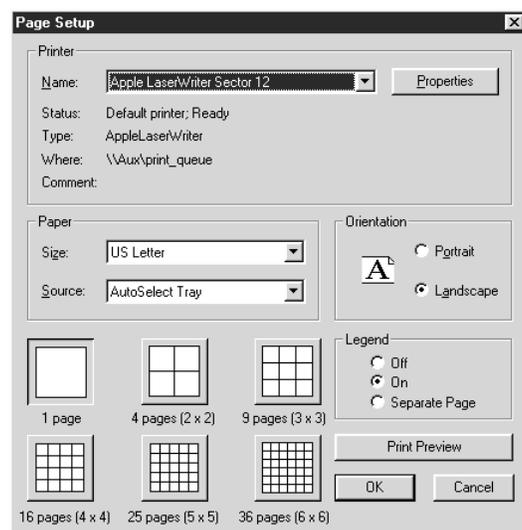
There are many options for printing out a map. You can print on one or multiple pages. You can print the map legend on the same page, on a separate page, or not at all.

We'll print our map on one page, with the legend on the same page.

1. Choose Page Setup from the File menu. The Page Setup dialog box appears.
2. In the Legend area of Page Setup, click On to print the legend with your map. It will print at the bottom of the page.



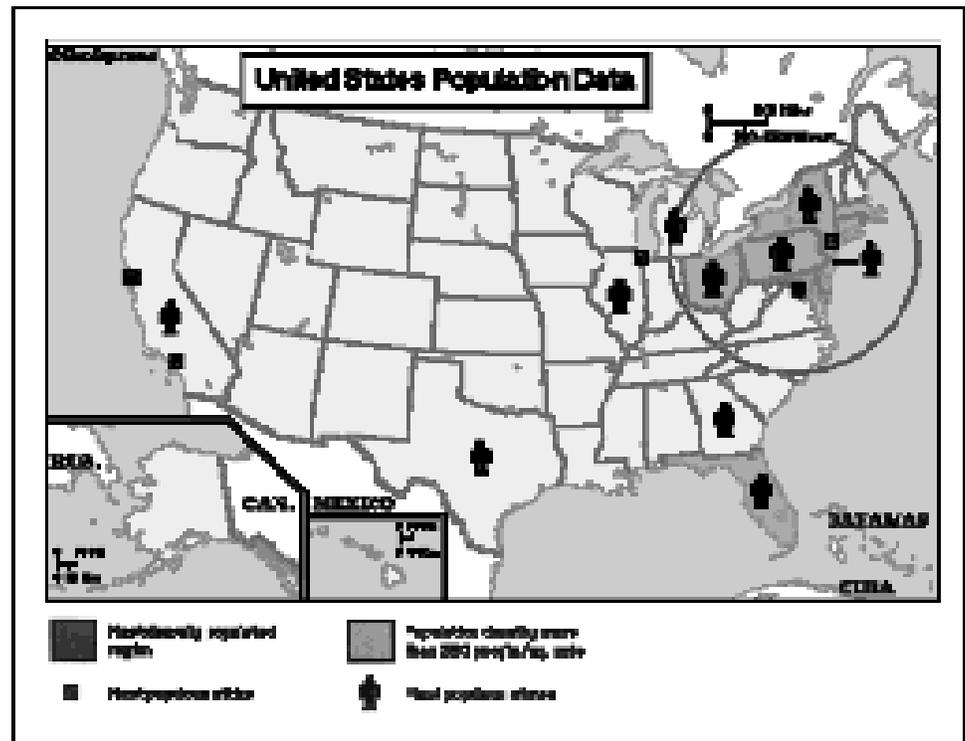
Page Setup dialog box – Macintosh



Page Setup dialog box – Windows

3. Click Print Preview to see how your map will look on the page.
4. You can look at the map more closely by clicking Zoom In, or by holding the pointer (shaped like a magnifying glass) over the map and clicking. You can view the map at 200 and 400 percent. (This does not cause the map to print any larger.)
5. To zoom out again, click Zoom Out.
6. Click Print. For Macintosh users, if this is the first time you have printed a map, the Printer Setup dialog box appears. Set the paper orientation to landscape (horizontal). This allows the map to print at the maximum possible size on one page. Then click OK. (To change these settings later, you can access the Printer Setup dialog box by choosing Page Setup from the File menu, and clicking Printer Setup.)
7. The Print dialog box appears. Click Print to send your map to the printer.

The map prints with the legend beneath it, like this:



United States map printed with legend

Exporting a Map for Electronic Publishing

Mapmaker's Toolkit makes it easy to publish your maps electronically. With *Mapmaker's Slideshow*, a separate program included on the *Mapmaker's Toolkit* CD-ROM, you can use your computer to create a slideshow to present your maps. For example, you could create maps of the major crops in each region of Africa, or document the major events leading up to the Civil War, and present them in a slideshow.

The Export command allows you to save your map in a format that can be used by *Mapmaker's Slideshow*, by word processing and painting programs, and by HTML (Hypertext Markup Language) editors for use on the World Wide Web.

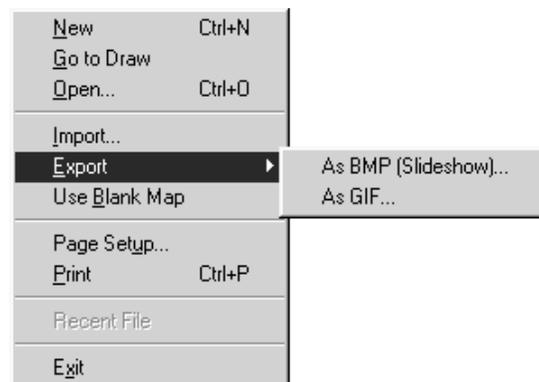
Before you export your map, it's a good idea to save it as a Mapmaker's Toolkit-type file. This allows you to return to the map later and make changes. When you export a map as another file type, you will still be able to import and view the map in *Mapmaker's Toolkit*, but you will no longer be able to turn the map layers on and off, or edit text and stamps already on the map.

Export the map of U.S. Population Data for a slideshow:

1. In *Mapmaker's Toolkit*, open the map you created of U.S. population data, if it is not already open.
2. Choose Export As BMP (Slideshow) from the File menu. A dialog box appears.



File...Export Menu (Macintosh)



File...Export Menu (Windows)

3. Navigate to the place where you want to save your map.
4. Type a name for your map, such as "Population Data.bmp."
5. Click Save.

Adding an Image to a Slideshow

Mapmaker's Slideshow, a separate program that comes with *Mapmaker's Toolkit*, allows you to put on a slideshow presentation of your maps. For this WalkThrough, we've created a slideshow you can work with to become familiar with some of the features of *Mapmaker's Slideshow*.

Before you begin, follow the instructions in the "Exporting a Map for Electronic Publishing" section on page 27 to export your map of United States population data for the slideshow.

When you're ready, open *Mapmaker's Slideshow*.



Mapmaker's Slideshow icon

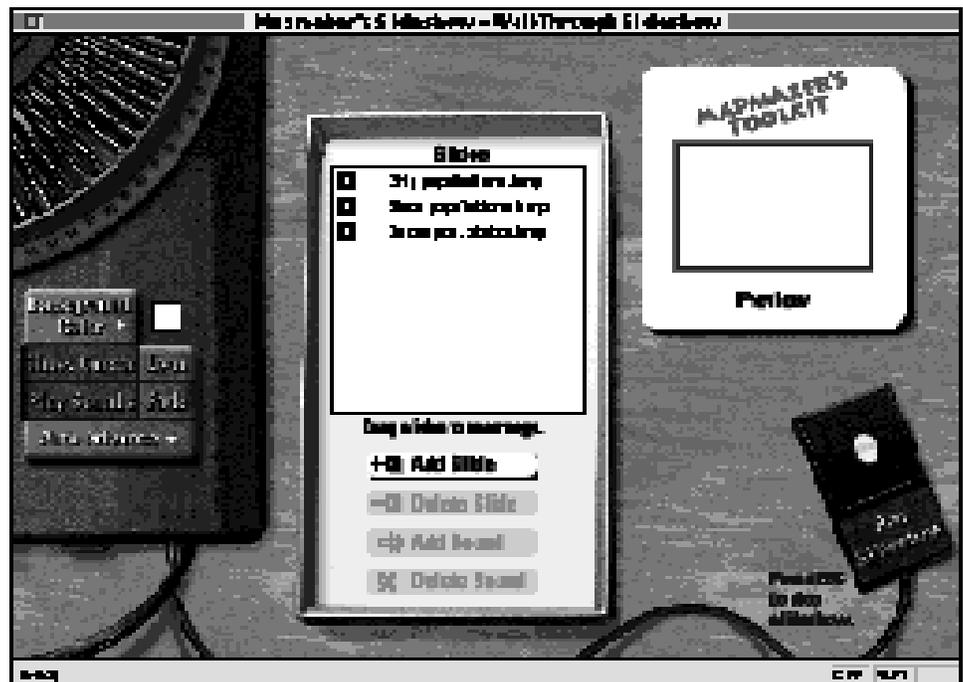
For Macintosh: Double-click the *Mapmaker's Slideshow* icon in the *Mapmaker's Toolkit* folder located on your computer's hard drive.

For Windows: Go to the Start menu in Windows. Within the Programs folder you'll find a *Mapmaker's Toolkit* folder. Select Slideshow to launch the program.

Then do the following to open the WalkThrough slideshow:

1. On the *Mapmaker's Slideshow* main menu, click Open.
2. In the dialog box, navigate to the WalkThrough folder.
3. Open the WalkThrough folder, and select WalkThrough Slideshow. Click Open.

The WalkThrough slideshow opens. A list of slides already included in the show appears.



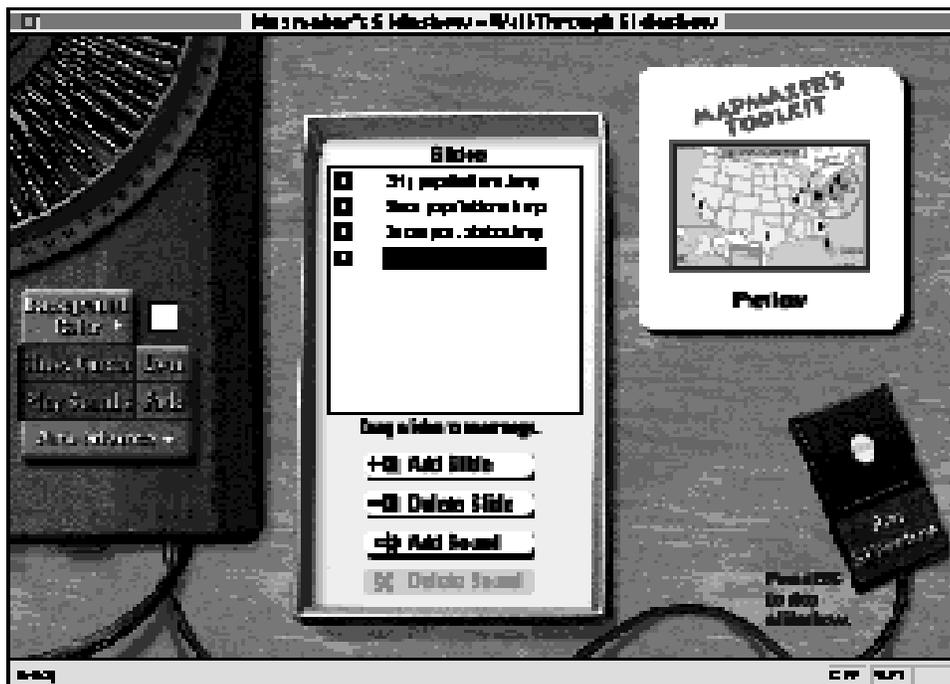
WalkThrough Slideshow main screen

Let's run the slideshow to see how it looks.

1. Click Run Slideshow, or choose Run from the File menu.
2. The slideshow begins. Click the mouse button to advance each slide. You can stop the slideshow at any time by pressing the Escape (Esc) key on your keyboard.
3. When the slideshow is finished, the program returns to the main screen.

Now we'll add the U.S. population data slide to the show.

1. Click Add Slide. A dialog box appears.
2. Navigate to the place where you saved the Population Data.bmp file.
3. Select the U.S. population data map, and click Open.
4. The map name now appears at the bottom of the list of slides in *Mapmaker's Slideshow*. In addition, a small version of the map is displayed in the preview box.



WalkThrough Slideshow with U.S. Population Data map added

Click Run Slideshow to see the slideshow again, this time with the U.S. Population Data map displayed at the end.



Press the right arrow key to advance the slideshow. Press the left arrow key to reverse the slideshow.



You can stop a slideshow at any time by pressing the Escape (Esc) key on your computer's keyboard. This returns you to the *Mapmaker's Slideshow* main screen.

Adding a Sound to a Slideshow

Now, we'll add sound to the show. A folder of sample sounds is included on the *Mapmaker's Toolkit* CD-ROM.

To add a sound:

1. In the list of slides, click the population data slide to select it.
2. Click Add Sound. A dialog box appears.
3. Navigate to the Sample Sounds folder on the CD-ROM and open it.
4. Click any of the sound the files and click Open.
5. In the list of slides, a sound symbol now appears next to the population data slide. When you run your slideshow, the sound will play.

Run the slideshow again to see the results of the changes you made.

There are many options that allow you to easily change the look and feel of your slideshow. You can change the background color that appears around the slides, fade slides in and out of the frame, rearrange the order of the slides, and much more. These options are described in detail on pages 70–71.



You can record your own narration and sounds. See Add Sound to Your Slideshow on page 67.

FEATURES & FUNCTIONS

This section contains in-depth, step-by-step instructions for every function of *Mapmaker's Toolkit* and *Mapmaker's Slideshow*. Use the Table of Contents below as a guide for finding the information you need, or refer to the index on page 89.

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Quick Reference Questions & Answers

How do I...

...make a black and white outline map?

In Draw mode:

1. In the Layers dialog box, turn off all boundary layers and the Subject Highlight layer.
2. Click the Border Fill tool on the toolbar and select white from the color palette.
3. Click anywhere on the land area to fill with white.
4. Click any body of water to fill with white.
5. Select black from the color palette.
6. Click the Zoom In button, or select Zoom In from the View menu.
7. Locate an area of blue shoreline. (It's easier to change the color on a thick area of shoreline.)
8. Click the shoreline with the tip of the flowing paint on Border Fill bucket. If you click land or water by mistake, click the Undo button (or choose Undo from the Edit menu) and try again.



...print a large map on multiple pages?

1. Choose Page Setup from the File menu. The Page Setup dialog box appears.
2. Click one of the choices (4, 9, 16, 25, or 36 pages) and click Print.

...place a map in a word processing document?

1. Open the map and choose Copy Map from the Edit menu. This copies the map to your computer's clipboard.
2. Open a document in a word processing program and move the cursor to the place where you want your map to appear.
3. Choose Paste from the Edit menu to place the map in the document.

You can also export maps for use in word processing or page layout documents. See Export Maps for a Slideshow or the Internet on page 64.

...search for historical maps?

In Find mode:

1. Click the Historical Maps button, or choose Historical Maps from the Find menu.
2. Click one of the tabs to search for maps by location, date, or topic.
3. Scroll to the map you are looking for.
4. Click the map name, and click Display.

...create a title slide for my slideshow?

In *Mapmaker's Toolkit*, do the following:

1. In Find mode, select Use Blank Map from the File menu. The program presents a white map area in Draw mode.
2. Use the Text tool to create a title. If you wish, use the Standard Fill tool to give the slide a background color other than white.
3. Save the file in case you need to edit it later.
4. Select Export As BMP (Slideshow) from the File menu.
5. Give the file a name other than the one you used in step 3 to save it.
6. Click Save.

Then, in *Mapmaker's Slideshow*, do the following:

1. Open your slideshow and click Add Slide.
2. Locate the title slide you exported as a BMP, and select it.
3. Click Open.
4. If needed, drag slide to the desired position in the slide list.

...publish my map on the Internet?

The steps listed below assume that you already have an Internet service provider (ISP) that offers space for users' Web pages, and a working knowledge of Hypertext Markup Language (HTML).

1. Use *Mapmaker's Toolkit* to find and customize a map.
2. Choose Export As GIF from the File menu.
3. Give your file a name and click Save.
4. Use the HTML editor to open the GIF file you exported and incorporate it into your Web page.

...exchange maps between Macintosh and Windows versions of *Mapmaker's Toolkit*?

The maps you make on the Macintosh version of *Mapmaker's Toolkit* can be opened in the Windows version and vice versa.

Macintosh to Windows

1. Using the Macintosh version of *Mapmaker's Toolkit*, save your map with a period and the Windows three-character extension to the file name: **.mmt**. For example, "My Map" on Macintosh must be named "My Map.mmt" to view it in Windows.
2. Transfer the file to a Windows computer running *Mapmaker's Toolkit*.

Note: If you transfer the file on a floppy disk, first format the disk for DOS. Your Macintosh should recognize a DOS disk. Windows computers will not recognize Macintosh-formatted disks.

3. Start *Mapmaker's Toolkit* on Windows and click Continue on the title screen.
4. From the File menu, choose Open.
5. Locate the file, and click Open. The program may substitute Macintosh fonts with Windows fonts.

Windows to Macintosh

1. Using the Windows version of *Mapmaker's Toolkit*, save a map as a Mapmaker's Toolkit-type file (*.mmt).
2. Transfer the file to a Macintosh computer running *Mapmaker's Toolkit*.
3. Start *Mapmaker's Toolkit* and click Continue on the title screen.
4. From the File menu, choose Open. A dialog box appears.
5. In the List Files of Type pop-up list, choose All Files.
6. Locate the file, and click Open. The program may substitute Windows fonts with Macintosh fonts.
7. From the File menu, choose Save As to save the file in Macintosh format.

Getting Help

To access online help at any time, choose Help Contents from the Help menu.

Finding Maps

In Find mode, you can access over 450 current and historical maps, including:

- 7 continents and 4 oceans
- 20 world regions
- 191 countries and 33 dependencies
- 50 U.S. states and Washington, D.C., and 5 U.S. regions
- 13 Canadian provinces and territories
- 125 historical maps (U.S. history, ancient civilizations, Middle Ages, colonial era, twentieth century, and more)
- 48 theme maps (precipitation, land use, temperature, population density, vegetation)

When you have opened the map you want, you can customize it to fit your needs by turning on and off built-in layers such as political boundaries, rivers, shaded relief (mountains and hills), place names, and cities. You can switch to Draw mode to add your own text, color, and symbols. Finally, you can print your map on one or multiple pages, save maps for *Mapmaker's Slideshow*, paste a map into a report or document, or publish your maps on the World Wide Web.

Finding a Map

Find a Current Map

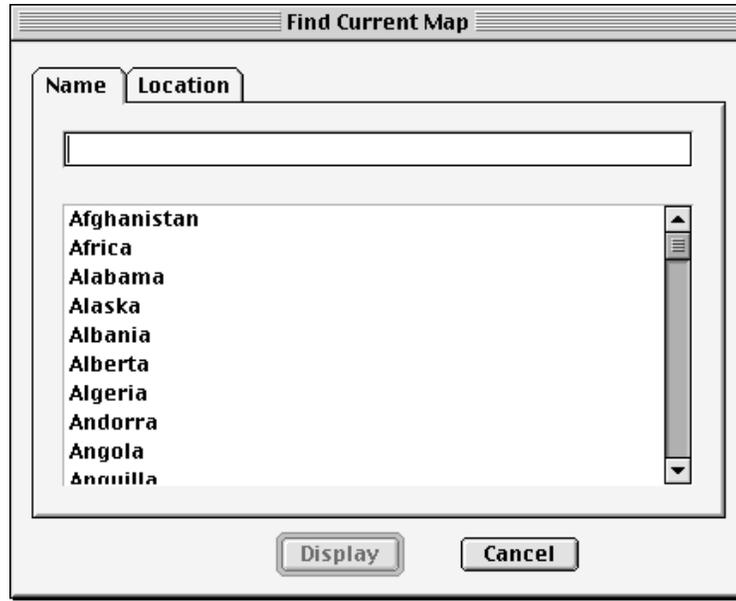
There are several ways to find the map you want. One way is by navigating to it on the screen. When you launch *Mapmaker's Toolkit*, you see a map of the world, with the continents and oceans labelled. If you pass the cursor over each of these names, you'll see the arrow turn into a pointing hand, indicating that these items are "hot-linked." For example, if you want to see a map of Africa, click "Africa" on the world map, and the continent of Africa appears. Now you can click any of the country names to open a map of any African country.

Note: To navigate to a continent, region, or country, both its boundaries and its name must be turned on in the Layers dialog box. To find how to turn on map layers, see page 41.

You can also find current maps by clicking Current Maps on the toolbar, or by choosing Current Maps from the Find menu. The Find Current Map dialog box appears. You can locate the map you want by name or by location.



Current Maps button



Find Current Map dialog box

To find a map by name:

1. In the Find Current Map dialog box, scroll down the list until you see the map you want.
2. Click the name to highlight it, then click Display.
3. The map you selected appears on the screen.

Alternatively, you can type the first few letters of the place name into the text box, and the list will jump to the appropriate alphabetical location.

To find a map by location:

1. In the Find Current Map dialog box, click the Location tab.
2. You'll see an indented list of continents and oceans underneath the "World" label. Places with a marker (a triangle on Macintosh, a plus sign on Windows) to their left contain more maps underneath.
3. Click the marker to see the list of maps. Every place on the list, whether it has a marker or not, represents a map. For example, you can click the marker next to Asia to see a list of maps in Asia, or you can click the Asia label itself and click Display to see a map of Asia.

Find a Historical Map

The historical maps included with the program have been organized into three lists to make the maps easy to locate. Unlike current maps, you cannot navigate to historical maps by pointing and clicking on the screen.

To find a historical map:

1. Click Historical Maps on the toolbar, or choose Historical Maps from the Find menu.
2. The Find Historical Map dialog box appears. You can locate historical maps by date, by location, or by topic.



Historical Maps button

By date: Click the marker next to the date range in which your map falls. This opens a list of maps within that range. Then select the map you want and click Display.

By location: Click the Location tab in the Find Historical Map dialog box. Scroll through the list of locations until you find the map and year you want. Select the map you want and click Display.

By topic: Click the Topic tab in the Find Historical Map dialog box. Scroll through the list of topics to find the one you want. To open a topic, click the marker to the left of the topic name. To view a map, select the map you want and click Display.

Find a Theme Map

Theme maps are maps that have extra information (text, color, and/or symbols) in addition to the maps' standard physical and political features. *Mapmaker's Toolkit* comes with a set of theme maps, including the following for six continents, the United States, and Canada:

- Average January Temperature
- Average July Temperature
- Land Use
- Population Density
- Precipitation
- Vegetation

To find a theme map:

1. Click Theme Maps on the toolbar, or choose Theme Maps from the Find menu. The Find Theme Map dialog box appears.
2. Click the marker next to a topic (e.g., Vegetation) to see a list of the available maps.
3. Click the name of the map you want and click Display.



Theme Maps button

Note: If you are having trouble accessing theme maps, please see the instructions for locating the theme maps folder under Preferences on page 60.

Additional Theme Maps

You can obtain specialized theme map sets that meet your curriculum needs. To find out more, call Tom Snyder Productions at 800-342-0236 or 617-926-6000. Or, visit the Tom Snyder Productions Web site at www.TeachTSP.com.

Open a Saved Map

To open a map you've previously created and saved, choose Open from the File menu. A dialog box appears, and you can navigate to the place where you saved your map, select it, and click Open.

***Note:** Mapmaker's Toolkit automatically switches to Draw mode when you open a previously saved map.*

The Open command can only be used to open Mapmaker's Toolkit-type files. If you saved your map as a PICT, BMP, or GIF image using the Export command, you must use the Import command to open the file again. See Import a Map below to find out more.

Import a Map

You can import any map into *Mapmaker's Toolkit* as a "base map." You can then work in Draw mode to add text, color, and stamps onto the base. Before you import a map:

1. Make sure the map is saved in a format that *Mapmaker's Toolkit* can read, including
 - Windows Bitmap Format (BMP) – Windows and Macintosh versions
 - Macintosh Picture Format (PICT) – Macintosh version only
 - Graphics Interchange Format (GIF) – Windows and Macintosh versions
2. Make sure the map is 562 pixels wide by 360 pixels high, or smaller. If your map is larger than 562 x 360 pixels the edges will be cropped. If the map is smaller, it will appear with a white border.
3. In Find mode, choose Import from the File menu. In the dialog box, locate the file you want to import, select it, and click Open. *Mapmaker's Toolkit* opens the map and automatically switches to Draw mode.

If you import a map that you previously exported from *Mapmaker's Toolkit*, you can add additional text, stamps, and color to the map, but you won't be able to turn on or off any of the built-in layers that were available before you exported the map.

Navigating in Find Mode

Back

Mapmaker's Toolkit keeps track of every map you view. To go back to a previous map, click Back on the toolbar, or choose Back from the Find menu.



Back button

Forward

Once you've clicked Back on the toolbar you can retrace your steps to the most recently found map by clicking Forward, or by choosing Forward from the Find menu.



Forward button

For example, if you begin looking at the Connecticut map, then access the Massachusetts map, and then Rhode Island, clicking Back from Rhode Island brings you to the Massachusetts map again. Click Back again to see Connecticut, or click Forward to return to Rhode Island.

Navigation Maps

Navigation maps appear at the top of the screen in Find mode, and change as you move from place to place. Navigation maps show you where you are in the world, and you can click them to “zoom out” from your current location.



Navigation Maps for Thailand

For example, find the map of Thailand. (Click Current Maps on the toolbar and type “Thailand,” then click Display.) Above the map of Thailand you'll see three navigation maps (from left to right): World, Asia, and Southeast Asia. Click any of them to travel to one of these places.

Bookmarks

You can use bookmarks to quickly access the maps you use frequently.

To add a bookmark:

1. Find a current or historical map you want to bookmark.
2. Click Add Bookmark on the toolbar, or choose Add from the Bookmarks menu.



Add Bookmark button

To access your bookmarks:

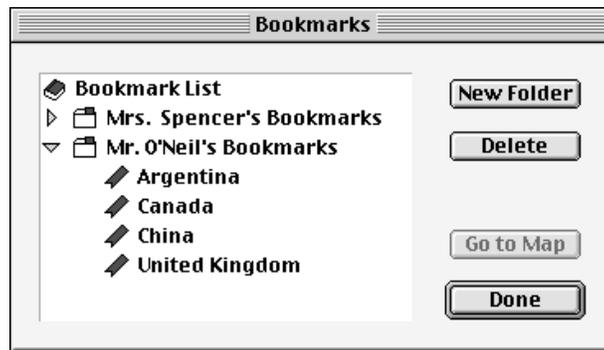
1. From the Bookmarks menu choose Organize/Select. The Bookmarks dialog box appears, showing a list of all your bookmarks.
2. You can go to a particular map by highlighting the bookmark for that map and clicking Go to Map. The dialog box disappears, and the map you selected appears on the screen.



To find out the name of a navigation map, hold the cursor over it. The place name “pops up” next to the cursor.

To organize your bookmarks:

1. From the Bookmarks menu choose Organize/Select. The Bookmarks dialog box appears, showing a list of all your bookmarks.
2. Click New Folder. A folder appears, and you can type in a name. Then you can drag and drop individual bookmarks into the folder. You can even organize folders within folders, up to two levels deep. With this feature, multiple users can keep their bookmarks separate by organizing them in folders under their names.
3. To delete a bookmark or folder, highlight it and click Delete.
4. When you're finished organizing your bookmarks, click Done to go back to Find mode.



Bookmarks folder

Return to the World Map

To quickly return to the world map, choose New from the File menu.

Switch to Draw Mode

When you have found the map you want to work with, you can customize it with your own color, text, and stamps in Draw mode.

To switch from Find mode to Draw mode, choose Go To Draw from the File menu, or click the Draw tab on the left side of the screen.

***Note:** You can turn the built-in layers on and off in either Find or Draw mode, but you can only add your own features to a map in Draw mode.*



Find & Draw tabs

Customizing Maps

Once you have found a current or historical map in Find mode, you can switch to Draw mode to add your own color, text, and stamps to the map. The Border Fill feature lets you fill each boundary area displayed on the map with color. In addition, there are over 800 stamps in 30 categories, including animals, crops, transportation, and flags of the world. With these powerful tools, you and your students can customize any map to illustrate a lesson, report, or presentation.

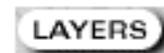


Choosing the Map Layers

Each map contains several layers of physical features (rivers, relief, longitude-latitude grid) and political features (boundaries, place names, cities) that can be turned on or off. In addition, you can customize your map with “My Features” (text, stamps, border fill, and drawn items) in Draw mode.

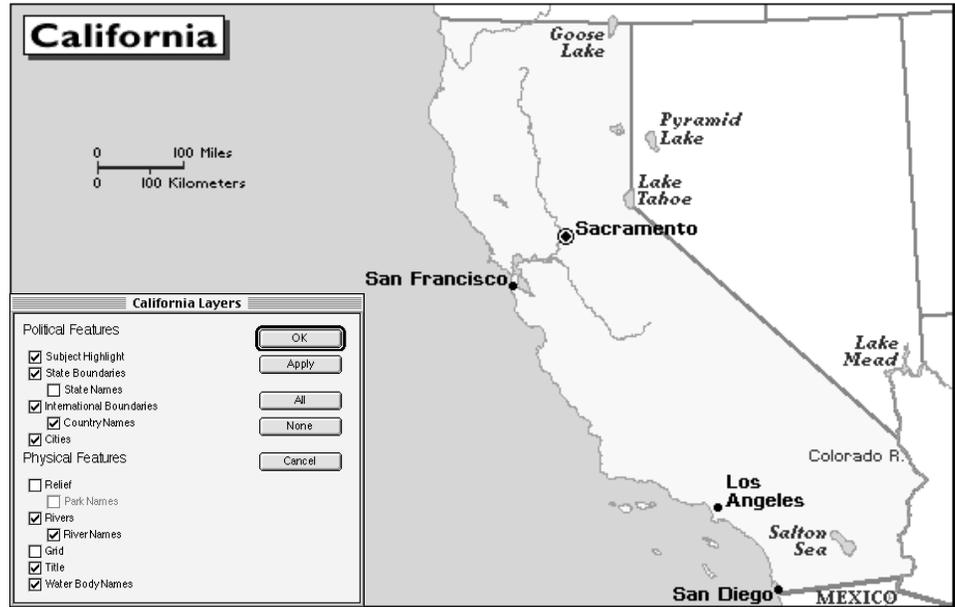
To turn layers on and off:

1. Click the Layers button in the upper right corner of the screen, or choose See Layers from the Options menu.
2. A dialog box appears listing all the layers available for the map you are viewing.
3. To turn a layer on, click its name. The layer is on when a check mark is visible. To turn the layer off, click the item again, and the check mark disappears. You can easily choose to display all the layers by clicking All, or none of the layers by clicking None.
4. When you’ve selected the layers you want, click Apply. You’ll see the map beneath the dialog box modified to your specifications. If you want to make more changes, you can continue to check or uncheck boxes in the Layers dialog box until you are satisfied.
5. When you have finished, click OK.



Layers button

Note: To navigate to a continent, region, or country in Find mode, both its boundaries and its name must be turned on in the Layers dialog box.



California map and California Layers dialog box

Keep in mind that there are some layers that are only available on certain maps. For example, the National Parks layer is only available on some country maps. The chart on the next page illustrates which layers are generally available for which maps. My Features are only available in Draw mode.

***Note:** In Draw mode, you can turn layers on or off at any time, even after you have added your own features to the map.*

Order of Map Layers

In Draw mode, things you add to the map (text, stamps, or paint) cover some of the built-in layers. Other built-in layers always remain on top of items you add. In general, lines, shapes, and border fill you add to the map cover the map's built-in base, subject highlight, and relief. Rivers, boundaries, and standard map text remain on top of these elements. Text or stamps you add to the map cover all built-in layers. The layers appear as follows, from top to bottom.

- User Text
- Stamps
- Built-in Text
- Boundaries
- Rivers
- Draw Items (lines, shapes, color)
- Border Fill
- Relief
- Subject Highlight
- Base

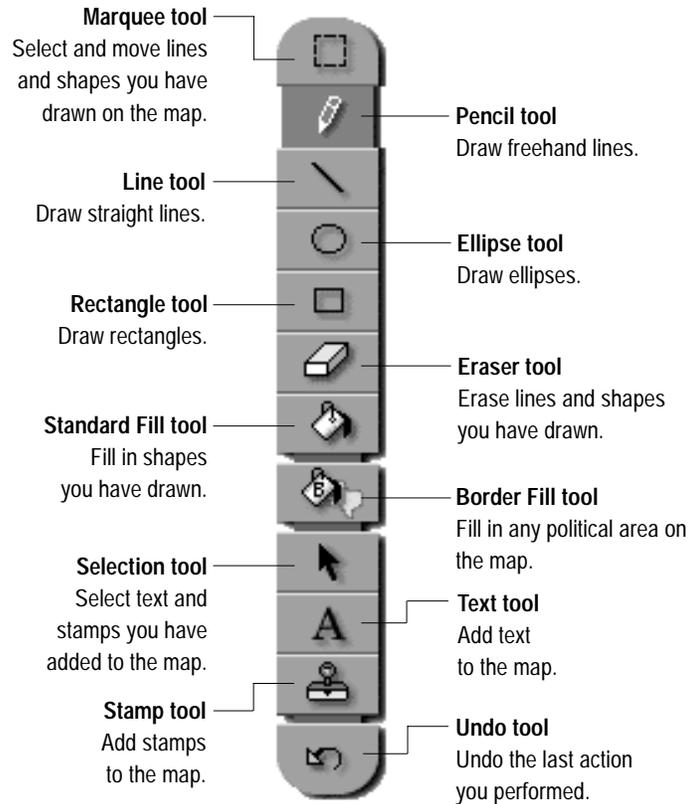
World **Oceans** **Continents** **Continent Regions**
 (e.g., Middle East) **Countries & Dependencies** **U.S. Regions** **U.S. States & Canadian Provinces**

Layers Available in Find or Draw Mode							
Political Features	World	Oceans	Continents	Continent Regions (e.g., Middle East)	Countries & Dependencies	U.S. Regions	U.S. States & Canadian Provinces
Subject Highlight	•		•	•	•	•	•
State/Province Boundaries					•	•	•
State/Province Names					•	•	•
Region Boundaries			•	•		•	
Region Names			•	•		•	
International Boundaries	•	•	•	•	•	•	•
Country Names	•	•	•	•	•	•	•
Island Names	•	•	•	•	•	•	•
Continent Names	•	•	•	•	•		
Cities					•	•	•
Physical Features							
Relief	•	•	•	•	•	•	•
Park Names					•		•
Rivers		•	•	•	•	•	•
River Names		•	•	•	•	•	•
Grid	•	•	•	•	•	•	•
Title	•	•	•	•	•	•	•
Water Body Names	•	•	•	•	•	•	•
Layers Available in Draw Mode Only							
My Features							
Draw	•	•	•	•	•	•	•
Stamps	•	•	•	•	•	•	•
Text	•	•	•	•	•	•	•
Border Fill	•	•	•	•	•	•	•

Map Layers available by type of map

Drawing on Your Map

In Draw mode, *Mapmaker's Toolkit* offers several drawing tools you can use to illustrate your map. With each tool, you also have a choice of 33 colors.



Tools that work in similar ways are grouped together:

Marquee	Border Fill	Selection	Undo
Pencil		Text	
Line		Stamps	
Ellipse			
Rectangle			
Eraser			
Standard Fill			

Draw a Line

There are two ways to draw lines in *Mapmaker's Toolkit*. You can draw free-hand lines with the pencil tool, or straight lines with the line tool.

To use the pencil tool:

1. In Draw mode, click the Pencil icon on the toolbar.
2. Choose a size and shape for your line by clicking one of the options at the top of the screen. You can choose a square shape of 1, 2, 4, 6, or 8 pixels, or a round shape of 6, 8, or 10 pixels.
3. Choose a color for your line by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette.
4. Click and drag with the mouse to create a line.



Pencil tool

To use the line tool:

1. In Draw mode, click the Line tool on the toolbar.
2. Choose a width and style for your line by clicking one of the options at the top of the screen. You can choose a line width of 1, 2, 4, 6, or 8 pixels, and a solid, dotted, or dashed style.
3. Choose a color for your line by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette.
4. Click and drag with the mouse to create a line.



Line tool



To create a straight horizontal, vertical, or 45° diagonal line, hold down the Shift key while dragging the line tool.

If you make a mistake, click the Undo button on the toolbar, or choose Undo from the Edit menu. You can also select the line using the Marquee tool, then choose Delete from the Edit menu.

Note: You can move lines or shapes after you have drawn them using the Marquee tool. See *Select and Move an Item* on page 47 for more information.

Draw a Shape

You can draw elliptical or rectangular shapes on your map using the ellipse and rectangle tools. These shapes can be empty, or filled with any color you choose.



Rectangle tool



Ellipse tool



To create a circle or square, hold down the Shift key while dragging one of the shape tools.



Standard Fill tool

To draw a shape:

1. Click the Rectangle or Ellipse tool on the toolbar.
2. Choose a width for the border of your shape by clicking one of the options at the top of the screen. You can choose a width of 1, 2, 4, 6, or 8 pixels.
3. Choose a color for the border of your shape by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette.
4. Click and drag with the mouse to create a shape.

If you make a mistake, click the Undo button on the toolbar, or choose Undo from the Edit menu. You can also select the shape using the Marquee tool, then choose Delete from the Edit menu.

Fill in a Shape

The Standard Fill feature lets you fill in a shape you have created using the Rectangle or Ellipse tools.

To fill in a shape:

1. Click the Standard Fill tool on the toolbar.
2. Choose a fill color by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette.
3. Move the paint bucket cursor anywhere inside the shape and click. The shape fills with the color you selected.
4. If you accidentally click outside of your shape, the whole map will fill. To undo this, click the Undo button on the toolbar, or choose Undo from the Edit menu.

Note: The Standard Fill tool fills only shapes you have created with the Rectangle or Ellipse tool. To find out how to fill political boundaries, see *Filling in Boundaries* on page 49.

Select and Move an Item

The Marquee tool allows you to select and move lines, ellipses, rectangles, and other items you've placed on your map. Text and stamps are selected and moved using the Selection tool (see page 53).

To select and move an item using the Marquee tool:

1. Click the Marquee tool on the toolbar.
2. Drag the crosshairs over the item you wish to select. The tool forms a dashed shape.
3. Note that when you pass the cursor over the selected area, the cursor becomes an arrow, indicating that you can move the item. Drag the item anywhere you want on the map, and release the mouse button when you're ready to place the item. You can place the selected item more precisely by using the arrow keys on your keyboard to move it one pixel at a time.
4. To deselect the item, click anywhere outside of it on the map.

When you use the Marquee tool, everything inside the dashed area will be moved. To select an item more precisely, you can change the shape of your Marquee tool by clicking one of the shapes that appear at the top of the screen. There are three choices:

Rectangle: This is the default. With it you can draw a rectangular shape around the item you wish to select. To draw a square, hold down the Shift key while dragging the crosshairs.

Ellipse: With the ellipse, you can draw a circle or oval shape around the item you wish to select. To draw a circle, hold down the Shift key while dragging the crosshairs.

Lasso: The lasso lets you draw a freehand shape around the item you wish to select. If you do not return to the starting point, this tool completes it for you by drawing a straight line from the starting point to the ending point.

To select all lines and shapes you have added to the map:

1. Click the Marquee tool.
2. Choose Select All from the Edit menu.
3. A dashed marquee appears around the entire map. You can click and drag to move all the lines and shapes at once, or choose Delete from the Edit menu to delete all lines and shapes. Border fill, text, and stamps you have added will not be affected.



Marquee tool

Marquee Tools:



Rectangle



Ellipse



Lasso

Clone (Duplicate) an Item

To duplicate a line or shape you have drawn:

1. Select the item using the Marquee tool.
2. Choose Clone from the Edit menu.
3. A duplicate of the item appears. The original item is deselected and the new item is now inside a marquee selection.
4. To move the new item, position your pointer inside the marquee selection and click and drag the item to the desired location.
5. If you do not wish to move the new item, click anywhere outside it. The item is deselected and is now on top of the original item.

Resize an Item

To resize a line or shape you have drawn on your map:

1. Select the item using the Marquee tool.
2. Choose Scale Item from the Edit menu. The Scale Marquee dialog box appears.
3. Click the size you want. You can scale your item by 25, 50, 75, 150 or 200 percent, or you can click Other and type in any percentage between 25 and 200. Click Apply to see the change take place.
4. To reset your item back to its original size, click Restore (100%). You can restore an item to its original size even after you close the Scale Marquee dialog box, as long as you do not deselect the item.
5. When you are satisfied with the item's size, click OK.

***Note:** You can only resize lines and shapes you have drawn, or images you've copied to the map from another drawing program. You cannot resize text or stamps.*

Delete an Item

There are several ways to fix a mistake or delete an item you have drawn on your map. (Note that the Eraser and the Marquee tools work on lines and shapes only, not text, stamps, or border fill.)

Undo

Click Undo on the toolbar or choose Undo from the Edit menu to undo something you just did. This works only on the last action you performed.



Undo button

Eraser

With the eraser tool, you can delete lines or shapes you have drawn pixel by pixel.

To use the eraser tool:

1. Click the Eraser tool on the toolbar.
2. Choose a size for your eraser by clicking one of the options at the top of the screen. The eraser can be 1, 6, 12, or 18 pixels.
3. Click and drag the eraser through the area you want to erase.
4. If you accidentally erase something, click Undo on the toolbar or choose Undo from the Edit menu.



Eraser tool

Marquee

To select and delete a line or shape you have drawn, select it using the Marquee tool, then choose Delete from the Edit menu. Remember that everything within the marquee will be deleted. (See page 47 for information on how to select an item with the Marquee tool.)



Marquee tool

Filling in Boundaries

You can add color to any area enclosed by political boundaries, including states, provinces, regions, countries, and continents. You can also fill in water bodies and the shoreline.

When you fill a country or other political area, the Border Fill tool will also fill non-contiguous areas (for example, it will fill Alaska and Hawaii when you fill the continental United States). Whether you want to show Union and Confederate states during the U.S. Civil War; create a map of major world religions; or make a blank outline map, the Border Fill tool can help you do these and much more.

To fill in the borders of your maps:

1. Click the Border Fill tool on the toolbar.
2. Choose a color for the border fill by clicking a color on the color palette at the top of the screen. The color you have selected is displayed in the rectangular area to the right of the palette.
3. Click inside the area you want to fill. Note that islands and other non-contiguous territory are filled as well.



Border Fill tool



To quickly erase border fill on the entire map, turn off all layers but Border Fill, then click on the map using the Border Fill Eraser.



Border Fill Eraser

As a general rule, when there is more than one boundary layer showing, the Border Fill tool will fill the smallest visible political area. For example, on the United States map, if you use the Border Fill tool when international, regional, and state boundaries are all turned on, it will fill individual states. To fill regions, you must open the Layers dialog box and turn off the State Boundaries layer. Once the state boundaries are no longer showing, the regions become the smallest political areas on the map, and they will be filled when you use the Border Fill tool. By experimenting, you'll soon discover that there are many ways to fill areas with color.

To remove color added with the Border Fill tool:

1. Click the Border Fill tool on the toolbar.
2. Click the Border Fill Eraser at the top of the screen.
3. Click inside the area from which you want to remove the color.
The border fill in that area disappears.

Note: *The Border Fill Eraser will erase only border fill. It will not erase lines, shapes, text, or stamps you have added to the map.*

Have fun experimenting on your own with the Border Fill tool.

Adding Text and Stamps to Your Map

Add Text to your map

With the Text tool, you can add labels, a title, and other text to your map. The Text tool allows you to choose the color, style, size, and position of your text.

To add text to your map:

1. Click the Text tool on the toolbar, then click anywhere on the map.
The Text Tool dialog box appears.
2. Type your text into the text box. To find out about formatting your text in the Text Tool dialog box, see Format Text on the next page.
3. Click OK. Your text appears on the map.

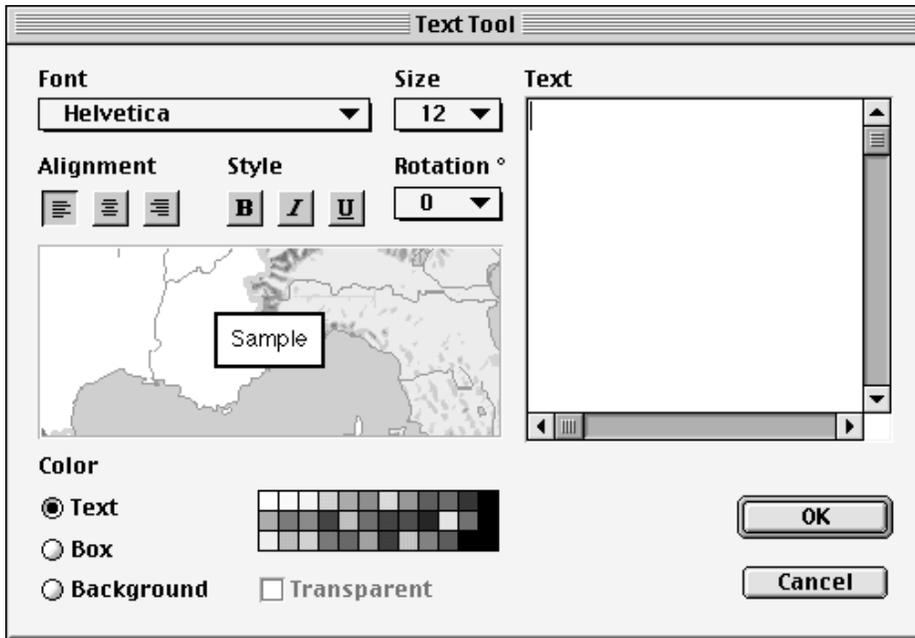
Note: *See page 53 to find out about moving text on your map using the Selection tool.*



Text tool

Format Text

The Text Tool dialog box allows you to customize your text by formatting it in a variety of ways. The “Sample” text in the dialog box shows you how the formatted text will look. To change the formatting of text you have already placed on the map, click the Text tool on the toolbar, then double-click the text you want to format. This selects the text and opens the Text Tool dialog box, where you can change the formatting.



Text Tool dialog box

Use the Text Tool dialog box to format text in these ways:

Font

Use the pop-up menu to choose fonts installed on your computer.

Size

Use the pop-up menu to choose a size for your text.

Alignment

Choose flush left, centered, or flush right.

Style

Choose bold, italic, or underlined, or any combination of the three.

Rotation

Place your text vertically or at an angle by selecting one of the four choices from the pop-up menu.

Color

Choose a color for your text by clicking a color on the color palette. The color you have selected is displayed in the rectangular area to the right of the palette.

You can color the text box and the background separately by clicking “Box” or “Background,” then clicking a color on the color palette. If you do not want a text box or background, click Transparent.

When you finish formatting your text, click OK. The text appears on the map.

Add Stamps to Your Map

Mapmaker’s Toolkit provides many stamps with which you can illustrate maps. The stamps are organized into the following sets:

- | | |
|---|----------------------------------|
| Animals | Minerals & Energy |
| Arrows | Numbers (large and small) |
| Crops | People |
| Disasters | Religions |
| Flags (for every country) | Sports |
| Habitats | Transportation |
| Industries | War |
| Letters (large and small) | Weather |
| Markers (circles with dots, circles, flags, pins, squares, stars, triangles) | |



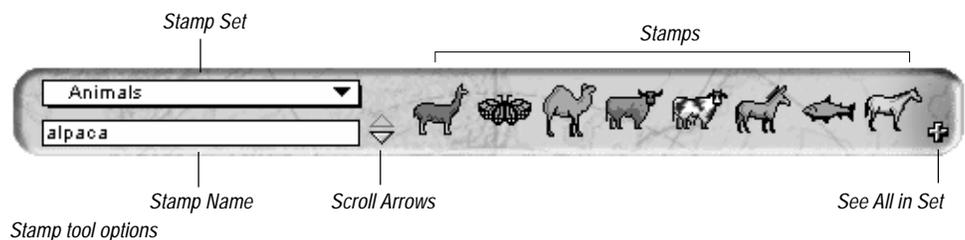
Stamp tool



To find out the name of the stamp that is already on the map, double-click it. The Select Stamp dialog box will appear with the stamp identified.

To add a stamp to your map:

1. Click the Stamp tool on the toolbar. At the top of the screen, a row of animal stamps appears.
2. Choose a stamp set from the pop-up menu.
3. Use the arrow markers to the left of the stamps to scroll through all the stamps available in that set. Alternatively, you can see all the stamps at once by clicking the plus sign to the right of the stamps. In the dialog box, you can then choose a row and click Select to display that row.
4. Pass the cursor over any stamp to see its name displayed in the text box.
5. When you have found a stamp you want, drag it from the top of the screen and place it on the map.



Select and Move Text or Stamps

The Selection tool allows you to select and move both text and stamps you've placed on your map. You can also move text with the Text tool, and stamps with the Stamp tool.

Note: The Selection tool does not work on lines, circles, and rectangles you have drawn. Those elements can be selected using the Marquee tool (see page 47).

To select text or stamps:

1. Click the Selection tool on the toolbar. (You can also select text with the Text tool and stamps with the Stamp tool.)
2. Position the pointer on top of the item you wish to select.
3. Click to select the item. An item is selected when it has a red box around it.



Selection tool

You can select multiple items by holding down the Shift key on the keyboard while you click the items you want to select. Each selected item has a red box around it.

To move text or stamps:

1. Select the item or items you want to move using the Selection tool.
2. Drag the item or items to a new location and release the mouse button. You can position an item more precisely by using the arrow keys on the keyboard to move it one pixel at a time.

To select all stamps you have added to the map:

1. Click the Stamp tool.
2. Choose Select All from the Edit menu.
3. A red box appears around each stamp you have added to the map. You can click and drag to move all the stamps at once, or choose Delete from the Edit menu to delete all stamps. Lines and shapes you have added will not be affected.



Stamp tool

To select all text you have added to the map:

1. Click the Text tool.
2. Choose Select All from the Edit menu.
3. A red box appears around each text item you have added to the map. You can click and drag to move all the text at once, or choose Delete from the Edit menu to delete all text. Lines and shapes you have added will not be affected.



Text tool

Note: If you click the Selection tool, then choose Select All, you will select all text and stamps at the same time.



Selection tool

Clone (Duplicate) Text or Stamps

To copy text or stamps you've placed on your map:

1. Select the item you wish to copy using the Selection tool.
2. Choose Clone from the Edit menu.
3. A duplicate of the item appears. The original item is deselected and the new item has a red box around it, indicating that it is selected.
4. To move the new item, position the pointer on top of it and click and drag the item to the desired location.
5. If you do not wish to move the new item, click anywhere outside it to deselect it.

Delete Text or Stamps

To delete text or stamps from your map:

1. Select the item you wish to delete using the Selection tool.
2. Choose Delete from the Edit menu.

You can also click Undo on the toolbar or choose Undo from the Edit menu to undo something you just did. This works only on the last action you performed.

Add Your Own Pictures to a Map

Mapmaker's Toolkit allows you to copy images from other software programs and paste them into your map.

Note: *When you copy images from other sources, such as encyclopedias or the Internet, be sure to name the source in small type next to each image.*

To paste an image onto your map:

1. In a drawing or painting program, select the item you wish to copy and choose Copy from the Edit menu.
2. In *Mapmaker's Toolkit*, make sure you are in Draw mode.
3. Choose Paste from Clipboard from the Edit menu.

Your image now appears on the map. Drag the image to the desired location. If you want to select the image later, you can select and move it using the Marquee tool. You can also resize the item the way you would other lines and shapes on your map. See *Resize an Item* on page 48 for more information.

Building a Legend

A powerful feature of *Mapmaker's Toolkit* is the ability to automatically build a legend for your map.

Open the Map Legend

To access the map legend in Find mode or Draw mode:

1. Click the Legend button in the upper right corner of the screen or choose Show Legend from the Options menu. The Legend dialog box appears.
2. The legend shows standard items included on maps in the program. You cannot edit the legend in Find mode. To find out how you can edit the legend in Draw mode, see Customize the Map Legend below.
3. When you are finished looking at the legend, click OK.

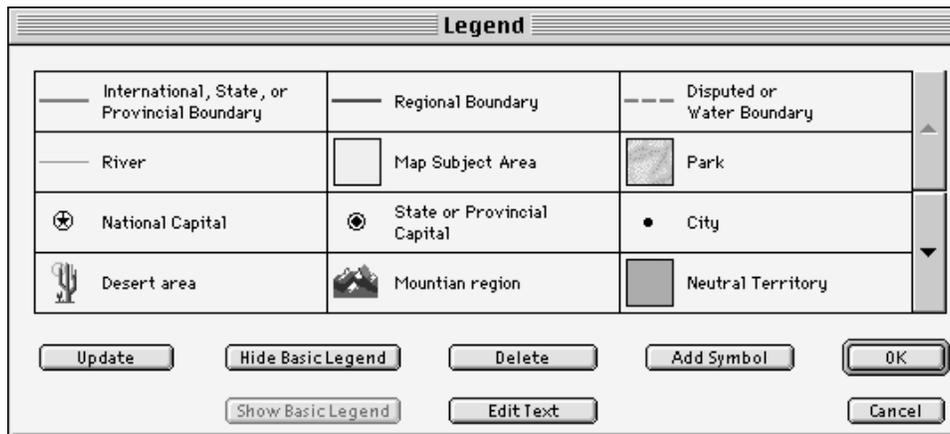
Note: The legend shows all standard map features, whether or not those layers are turned on.

Customize the Map Legend

In Draw mode, you can customize the map legend to suit your needs.



Legend button



An edited map legend

To edit the map legend:

1. In Draw mode, open the Legend dialog box by clicking the Legend button in the upper right corner of the screen, or by choosing Show Legend from the Options menu.
2. In the Legend dialog box, click Build Legend. A number of choices appear at the bottom of the dialog box.



To quickly access the Legend Builder, choose Build Legend from the Options menu.

3. Click Update. The legend will update to include any color or symbol you've added to the map. If there are more than 12 entries in the legend, click the down arrow to see more items. Click the up arrow to go back to the top of the legend.

You can edit the legend in the following ways:

Edit Text

To change the text of any entry, click the entry to select it and click Edit Text. In the Legend Entry Text dialog box, type the new text for the entry. You are limited to two lines, and 25 characters per line. When you're done, click OK. The new text now appears in the legend. Occasionally, text may be too long to fit on one line in the legend, even though it is less than 25 characters. When this happens, edit the text to appear on two lines instead of one.

Hide the Basic Legend

To hide the items included in the standard legend, click Hide Basic Legend. The entries disappear, and will not print when you print the legend. To make the standard legend visible again, click Show Basic Legend.

Delete an Entry

To remove an item from the legend, click the entry to select it and click Delete. The entry is removed from the legend. You can delete items from the standard legend. Click Show Basic Legend to show all standard legend items again.

Add a Symbol

You can add a symbol to the legend that does not appear on the map.

To add a symbol, click an empty legend item to select it, and click Add Symbol. The Select Stamp dialog box appears. You can now choose a stamp from any stamp set to add to your legend. Use the pop-up menu to see a list of the stamp sets. When you find a symbol you want to add, click it to highlight it, and click Select. The symbol now appears in your legend.

Move Legend Entries

You can rearrange entries in the legend by dragging and dropping them into the desired location. If you drop an entry into a slot where another entry has already been placed, the two entries will switch places. The order in which entries are displayed on the screen is the order in which they will print.

Save the Legend

You do not need to do anything special to save your legend. Simply click OK when you are finished editing. The Legend dialog box closes. If you reopen the legend, it still reflects the changes you have made. If you have added anything new to your map, click Update to add those items to the legend. If you save your map, any changes to the legend are also saved.

***Note:** If you have added or deleted entries in the legend, and then you click Update, the legend will revert to display what is on the map. Updating the legend does not alter any text changes you have made.*

Legend Reminder

The Legend Reminder is a feature that will notify you when you save your map that the legend has not been updated with new information. To turn on the Legend Reminder, choose Preferences from the Edit menu. In the Preferences dialog box, click Legend Reminder. A check mark appears in the box, and the Legend Reminder is turned on. Click OK. If you want to turn it off again, click Legend Reminder again in the Preferences dialog box. The check mark disappears, and the Legend Reminder is off. The program default is for the Legend Reminder to be off.

Saving Maps

Save a Map

While working in Draw mode, you can save your map at any time to return to later and continue working. When you save your map any changes you have made to the map legend will also be saved.

To save your map:

1. Choose Save from the File menu. If you have not previously saved your map, a dialog box appears.
2. In the dialog box, navigate to the place where you want to save your map.
3. In the text box, type a name for your map.
4. Click Save.

To save your map with another name:

1. Choose Save As from the File menu. A dialog box appears.
2. In the dialog box, navigate to the place where you want to save your map.
3. In the text box, type a new name for your map.
4. Click Save.

Using the Save or Save As commands saves your map as a Mapmaker's Toolkit-type file, which can only be opened by *Mapmaker's Toolkit*. To save files in a format (PICT, BMP, or GIF) that can be read by other programs, you must use the Export command. You can export maps in either Find or Draw mode. To find out how to export a map, see Export Maps for a Slideshow or the Internet on page 64.

Save a Map to the Clipboard

You can save your map to the computer's clipboard to paste into a word processing or painting document.

1. Open the map and choose Copy Map from the Edit menu. This copies the map to your computer's clipboard.
2. Open a word processing or painting program and move the cursor to the place where you want the map to appear.
3. Choose Paste from the Edit menu to place the map in the document.

If your word processing or painting program has an Import feature, you can export your map from *Mapmaker's Toolkit*, then import it into the word processor (see Export Maps for a Slideshow or the Internet on page 64).

Switch to Find Mode

To switch from Draw mode to Find mode, choose Go To Find from the File menu, or click the Find tab on the left side of the screen. If you have not saved the map you were working on, you will be prompted to do so before the program switches to Find mode. Work that is not saved at this time will be lost.



Find and Draw tabs

Mapmaker's Toolkit Options

Open a Blank Map (Find Mode only)

To open a blank screen on which you can draw your own map, choose Use Blank Map from the File menu. This option is accessible only in Find mode. *Mapmaker's Toolkit* will switch to Draw mode, and present the drawing tools and a white map area. Go to town!

Zoom In/Zoom Out (Draw Mode only)

In Draw mode, you can enlarge the map to look at it more closely. This is helpful when you are trying to draw in a small area or position an item precisely.

To enlarge the map, click the Zoom In button at the bottom left corner of the map or choose Zoom In from the View menu. You can enlarge by 200 or 400 percent.

To reduce the map again after you have enlarged it, click the Zoom Out button at the bottom left corner of the map or choose Zoom Out from the View menu.

Note: Using the Zoom tool to enlarge your map will not make the map print bigger. To print maps in large sizes, see *Print a Map on Multiple Pages* on page 61.

Sound

To turn the program's sounds on or off, choose Sound from the Options menu. A check mark indicates that the sound is on. To turn the sound off, choose Sound from the Options menu again. The check mark disappears and the sound is off.

Preferences

During installation of *Mapmaker's Toolkit*, the theme maps are copied from the CD-ROM onto your computer's hard drive. Theme maps are installed into the "Themes" folder, which is usually located in the *Mapmaker's Toolkit* folder along with the *Mapmaker's Toolkit* program.



Use this feature to create title screens for your slideshow. See *Create a Title Slide* on page 68.

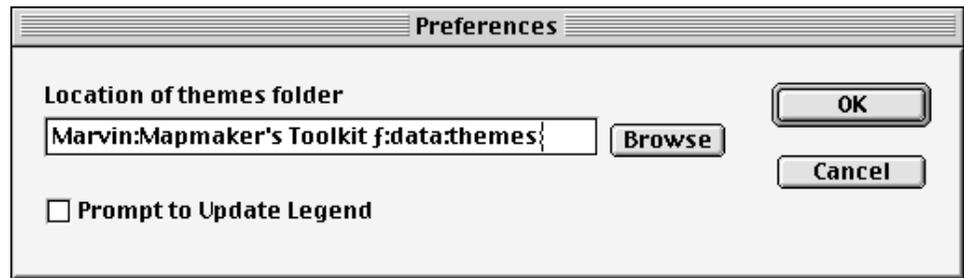


Zoom Out & Zoom In buttons

If you move the “Themes” folder after installation, you may need to indicate its new location before you can access the theme maps.

To do this:

1. In Find mode, choose Preferences from the Edit menu. The Preferences dialog box appears.
2. Click Browse and navigate to the place where the “Themes” folder is located.
3. Highlight the “Themes” folder and click Select.
4. The Preferences dialog box displays the correct path to the folder. Click OK.



Preferences dialog box

If the Legend Reminder is turned on, you will be reminded each time you save your map that the legend has not been updated with new information. To turn on the Legend Reminder, click Legend Reminder in the Preferences dialog box. A check mark appears in the box, and the Legend Reminder is turned on. Click OK. If you want to turn it off again, click Legend Reminder again in the Preferences dialog box. The check mark disappears, and the Legend Reminder is off. The program default is for the Legend Reminder to be off.

Quit/Exit *Mapmaker's Toolkit*

To close *Mapmaker's Toolkit*, choose Quit or Exit from the File menu. If you are in Draw mode and have not saved the map you were working on, you will be prompted to do so.

Publishing Maps

When you have finished designing your masterpiece, *Mapmaker's Toolkit* makes it easy to publish your map in print, or electronically with *Mapmaker's Slideshow* or on the Internet.



Printing Maps

Print a Map on One Page

The *Mapmaker's Toolkit* default is to print a map on one page, with no legend. To find out about printing a map with a legend, see *Print a Map with a Legend* on page 62.

1. Choose Print from the File menu. This opens a print preview dialog which allows you to see how your map will look on the page. (Macintosh users printing for the first time will see the Printer Setup dialog box. To print the map at the maximum possible size on one page, change the paper orientation to landscape/horizontal, and click OK.)
2. You can enlarge the map to look at it more closely by clicking Zoom In, or by holding the cursor (shaped like a magnifying glass) over the map and clicking. You can view the map at 200 and 400 percent.
3. To zoom out again, click Zoom Out.
4. Click Print if you would like to print the map as it is shown. Otherwise, click Close.
5. If you choose to print, the Print dialog box appears where you can choose to print multiple copies, manual feed, and so on. Click Print (Macintosh) or OK (Windows) to send your map to the printer.

Note: *Enlarging the map with the Zoom tool will not make it print bigger. To print maps in a large format, see *Print a Map on Multiple Pages* below.*

Print a Map on Multiple Pages

You can print your map on 4, 9, 16, 25, or 36 pages, which you then tape or glue together. To print a map on multiple pages:

1. Choose Page Setup from the File menu. The Page Setup dialog box appears.
2. Click one of the choices (4, 9, 16, 25, or 36 pages).
3. Click OK to save the setup and continue working on your map, or click Print Preview to see how your map will look on each page.
4. In the Print Preview dialog box, click Next Page to view each page. You can go back by clicking Previous Page. To see two pages at once, click Two Pages.



When printing on multiple pages, it's best to use landscape (horizontal), not portrait (vertical), paper orientation to avoid wasting paper. (The default orientation is landscape.)

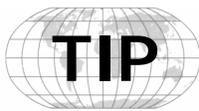
5. You can enlarge the map to look at it more closely by clicking Zoom In, or by holding the cursor (shaped like a magnifying glass) over the map and clicking. You can view the map at 200 and 400 percent.
6. To zoom out again, click Zoom Out.
7. Click Print if you would like to print the map as it is shown. Otherwise, click Close and go back to Page Setup.
8. If you choose to print, the Print dialog box appears where you can choose to print multiple copies, manual feed, and so on. Click Print (Macintosh) or OK (Windows) to send your map to the printer.



When printing a multiple-page map, choose to print the legend on a separate page.

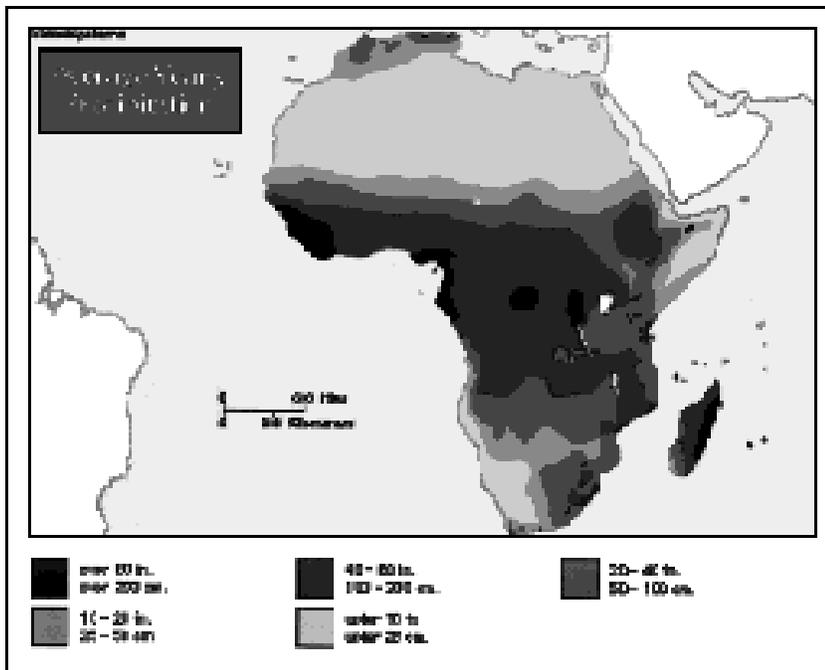
Print a Map with a Legend

Mapmaker's Toolkit lets you print the map legend on the same or a separate page.



When you print the legend on the same page as the map, the map will be reduced in size to fit all the legend items on the page. To avoid this, change the paper orientation to portrait. This allows you to fit more legend items on the page without greatly reducing the size of the map.

1. Choose Page Setup from the File menu. The Page Setup dialog box appears.
2. In the legend area of Page Setup, click On to print the legend with your map. It will print at the bottom of the page.
3. Click Separate Page to print your legend on another sheet of paper.
4. If you want to print your map on multiple pages, click one of the choices. Note that the legend will print on a single page, even if you have chosen to print your map on multiple pages.
5. You can click OK to save the setup and continue working on your map. Or you can click Print Preview to see how your map will look on each page.
6. In the Print Preview dialog box, click Next Page to view each page. You can go back by clicking Previous Page. To see two pages at once, click Two Pages.
7. You can enlarge the map to look at it more closely by clicking Zoom In, or by holding the cursor (shaped like a magnifying glass) over the map and clicking. You can view the map at 200 and 400 percent.
8. To zoom out again, click Zoom Out.
9. Click Print if you would like to print the map as it is shown. Otherwise, click Close and go back to Page Setup.
10. If you choose to print, the Print dialog box appears where you can choose to print multiple copies, manual feed, and so on. Click Print (Macintosh) or OK (Windows) to send your map to the printer.



Africa Precipitation theme map printed with legend

Change the Paper Orientation

The *Mapmaker's Toolkit* default is landscape (horizontal) orientation in Windows, and portrait (vertical) orientation for Macintosh. To change the paper orientation:

1. Choose Page Setup from the File menu. The Page Setup dialog box appears.
2. Click Printer Setup.
3. In the Printer Setup dialog box, click the portrait (vertical) paper orientation.

Macintosh users:

The first time you print a map in *Mapmaker's Toolkit*, the Printer Setup dialog box appears automatically. Here, you can set the paper orientation to landscape (horizontal). This allows the map to print at the maximum possible size on one page. To change these settings again later, follow the instructions above.

Add a Map to a Document

You can add your map to a report or document that you've prepared in a word processing or page layout program.

1. Open the map and choose Copy Map from the Edit menu. This copies the map to your computer's clipboard.
2. Open a document in a word processing program and move the cursor to the place where you want the map to appear.
3. Choose Paste from the Edit menu to place the map in the document.

If your word processing program has an Import feature, you can export your map from *Mapmaker's Toolkit*, then import it into the word processor (see Export Maps for a Slideshow or the Internet on page 64).

Electronic Publishing

Mapmaker's Toolkit makes it easy to publish your maps electronically. With *Mapmaker's Slideshow*, you can use your computer to present your maps in an electronic slideshow. For example, you could create maps of the major crops in each region of Africa, or document the events leading up to the Civil War, and present them in a slideshow. You can also save your maps in a format suited to publishing on the World Wide Web.

Export Maps for a Slideshow or the Internet

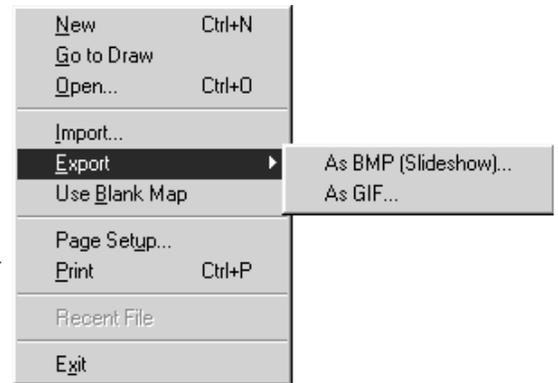
The Export command allows you to save your map in a format that can be used by *Mapmaker's Slideshow*, by word processing and painting programs, and by HTML (Hypertext Markup Language) editors for use on the World Wide Web.

To export a map:

1. Locate the map you want to export.
2. From the File menu, choose Export. You have a choice of sub-menus that allow you to export your file as a BMP, GIF, or PICT (Macintosh only). The chart below will help you determine which format you'll need.
3. Name the file and click Save.



File...Export Menu (Macintosh)



File...Export Menu (Windows)

Export for...	Macintosh	Windows
<i>Mapmaker's Slideshow</i>	BMP*	BMP
Word processor	PICT	BMP
Painting or drawing program	PICT	BMP
HTML (World Wide Web)	GIF	GIF

* It's best to save maps you'll use in *Mapmaker's Slideshow* in BMP format, even if you are using a Macintosh.

When you export a map in this manner, you will no longer be able to turn the map layers on and off if you open the map again in *Mapmaker's Toolkit*. If you want to be able to return to the map and make changes later, you should save it as a Mapmaker's Toolkit-type file before exporting it in another format. To find out how to save a map, see Save a Map on page 57.

Mapmaker's Slideshow

Mapmaker's Slideshow, a separate program that comes with *Mapmaker's Toolkit*, allows you to put on a slideshow presentation of your maps. To open *Mapmaker's Slideshow*:

For Macintosh: Double-click the *Mapmaker's Slideshow* icon in the *Mapmaker's Toolkit* folder located on your computer's hard drive.

For Windows: Go to the Start menu in Windows. Within the Programs folder you'll find a *Mapmaker's Toolkit* folder. Select Slideshow to launch the program.

A sample slideshow is included on the CD-ROM, to give you an idea of the various features of *Mapmaker's Slideshow*. To run the sample slideshow:

1. On the *Mapmaker's Slideshow* main menu, click Open.
2. Navigate to the Sample Slideshow folder on the CD and double-click the Sample Slideshow file.
3. Click Run Slideshow. The slideshow begins, and the slides will advance automatically. To stop the slideshow at any time, press the Escape (Esc) key on your computer's keyboard.

If you wish to modify the Sample Slideshow, first copy it to your computer's hard drive.

Create a New Slideshow

To begin creating a new slideshow:

1. Open *Mapmaker's Slideshow* by double-clicking the *Mapmaker's Slideshow* icon in the *Mapmaker's Toolkit* folder.
2. On the *Mapmaker's Slideshow* main menu, click New. The New Slideshow Setup dialog box appears.



Mapmaker's Slideshow main menu



Mapmaker's Slideshow icon



Before you begin to create your own slideshow, make sure that you have exported all the maps you want to use in the slideshow in BMP format. To find out how to export maps, see Export Maps for a Slideshow or the Internet on page 64.

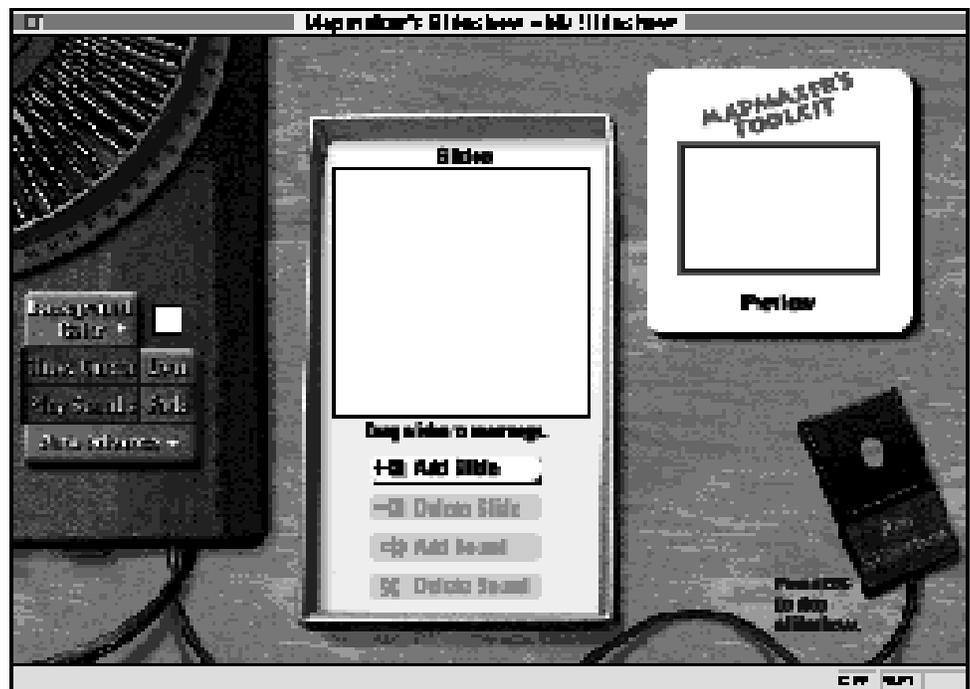


It's a good idea to create a separate folder for each slideshow you make.

Note: When you save your slideshow, any slides and sounds you gathered from other folders on your computer or from network folders will be copied into the slideshow folder. It's important that all these files remain in the same folder for the slideshow to run properly.

3. To create a new folder in which to save your slideshow, slides, and sounds, click Create. Follow the on-screen instructions to choose a name and location for your folder, and for your slideshow.
4. If you want to save items in a folder that already exists, click Select.

After you create or select a folder for your slideshow, the *Mapmaker's Slideshow* main screen appears. You are now ready to begin working on a slideshow.



Mapmaker's Slideshow main screen

Add a Slide

To add a slide to your slideshow:

1. Click Add Slide. The Add Slide dialog box appears.
2. Navigate to the place where you saved your maps in BMP format for the slideshow.
3. Select a map you want to add, and click Open.
4. The map name now appears in the list of slides in *Mapmaker's Slideshow*. In addition, a small version of the map is displayed in the preview box.
5. To add another slide, click Add Slide again, and repeat the process until you have added all the slides you want to your show.

Note: You can rearrange the order of your slides after you have added them to the show. See *Rearrange Slides* on the next page for more information.

Delete a Slide

To delete a slide from your slideshow:

1. Click the name of the slide to select it. A small version of the map is displayed in the preview box.
2. Click Delete Slide. The slide is removed from the slideshow.

***Note:** When you delete a slide from the slideshow, it will still be present in the slideshow folder.*

Hide a Slide

You can “hide” a slide in a slideshow you’ve created so that it does not display during your presentation, but is still saved as part of the show.

To hide a slide, click the square slide icon next to the slide’s name. The square becomes grayed out, indicating that the slide is hidden. If you run your slideshow, this slide will not display.

To put the slide back into the presentation, click the slide icon again. The square becomes black, indicating that the slide is visible.



Show Slide



Hide Slide

Rearrange Slides

To rearrange the slides in your show, click the name of a slide you want to move to select it, and then simply drag and drop the slide into its new position.

Add Sound to Your Slideshow

You can easily add music, narration, or other sounds to your slideshow.

Mapmaker’s Slideshow even helps you record your own sounds to add. With this feature, it’s easy to create a narration to go along with your show.

To record a sound:

1. Make sure your computer has a microphone and is capable of recording and playing sounds.
2. Choose Record Sound from the File menu.
3. When you are ready to begin recording, click the Record button and begin recording.
4. When you are finished recording, click Stop. You can then play back your recording by clicking Play.
5. If you are satisfied with the recording, click Save. Type a name and choose a place to save your sound.
6. If you are not satisfied with the recording, click the Record button and try again.

You can attach sounds to each slide in your show. You can use sounds that you record yourself, or some of the sample sounds provided on the *Mapmaker’s Toolkit* CD-ROM. Sounds must be in AIFF format (for Macintosh) or WAV format (for Windows).



If you have written a narration to go along with your slideshow, you should create a separate recording to go with each slide. A continuous recording will not work.



You can add sounds to your show, and then choose not to play them. Simply turn off the Play Sound option. The sounds are still there, but you won't hear them when you run the slideshow.



Play Sound



Hide Sound

To add a sound:

1. After adding slides to your show, click the name of the slide to which you want to attach sound.
2. Click Add Sound. A dialog box appears.
3. Navigate to the place where you've saved your sounds in AIFF or WAV format. If you want to use one of the sample sounds included with *Mapmaker's Toolkit*, navigate to the Sample Sounds folder on the CD.
4. Click the name of the sound you want to add and click Open.
5. In the list of slides, a sound symbol appears next to the slide to which you attached the sound. When you run your slideshow, the sound will play.

To remove a sound from the slideshow, click the name of the slide you want to remove sound from and click Delete Sound.

You can also “hide” individual sounds so that they do not play during the slideshow. To do this, click the sound icon next to the slide's name. The icon becomes gray, indicating that the sound is hidden. If you run the slideshow, that sound will not play.

To turn the sound back on, click the icon again. The icon becomes black indicating that the sound will play.

Create a Title Slide

You can use *Mapmaker's Toolkit* to create a colorful title slide for your slideshow. Here's how:

1. Open *Mapmaker's Toolkit*. In Find mode, select Use Blank Map from the File menu. The program presents a white map area in Draw mode.
2. Use the Text tool to create a title. If you wish, use the Standard Fill tool to give the slide a background color other than white.
3. Choose Save from the File menu, and save the file in case you need to edit it later.
4. Select Export As BMP from the File menu.
5. Give the file a name (other than the one you used in step 3) and click Save.

Then, in *Mapmaker's Slideshow*, do the following:

1. Click Add Slide.
2. Locate the title slide you saved as a BMP and select it.
3. Click Open. The title slide appears in the list of slides.
4. If needed, drag slide to the desired position in the slide list.

Save Your Slideshow

You can save a slideshow to play or add to later. To save your slideshow:

1. Choose Save from the File menu. A dialog box appears.
2. Type a name for your slideshow and click Save.

In order for the slideshow to run, it must be saved in the same folder as all the slides and sounds used in the show. When you add a slide to the show, *Mapmaker's Toolkit* automatically creates a copy of the slide and places it in the same folder as the slideshow. This feature makes it easy for you to gather slides and sounds stored anywhere on your computer and save them all in one place. If you remove any of the slides from this folder, the slideshow will not be able to find them and they will be removed from the show.

Open a Saved Slideshow

To open a previously saved slideshow, click open on the *Mapmaker's Slideshow* main menu, or choose Open from the File menu. A dialog box appears. Navigate to the place where you saved your slideshow, select it, and click Open.

Run a Slideshow

To run a slideshow:

1. Click Run Slideshow, or choose Run from the File menu.
2. The slideshow will run according to the options you selected. If you did not choose Auto Advance, click the mouse button to advance each slide.
3. When the slideshow is finished, the program returns to the main *Mapmaker's Slideshow* screen.

Stop a Slideshow

You can stop a slideshow at any time by pressing the Escape (Esc) key or "Q" on your computer's keyboard. This returns you to the *Mapmaker's Slideshow* main screen.

Slideshow Options

There are some options that allow you to easily change the look and feel of your slideshow. An option is turned on when its button is depressed. To turn off an option, click the button to deselect it.



You can make your slideshow images fill the computer screen by changing the monitor's resolution. A resolution of 640 x 480 pixels will create the largest possible image.



Slideshow options

Background Color

You can change the background color that appears around the slides during a slideshow. The default background color is white.

1. Click Background Color or choose Background Color from the Options menu. The Select Color dialog box appears.
2. Click a color on the color palette to choose a background color, then click OK.
3. The color you chose appears in the display square next to the Background Color button. When you run the slideshow, the space around each slide will fill with that color.

Loop

The Loop option lets you cycle through a group of slides again and again without returning to the main *Mapmaker's Slideshow* screen.

To loop your slides, click Loop or choose Loop from the Options menu. The button becomes depressed and the option is turned on. To turn it off, click Loop again. The button is deselected and the option is turned off.

When you are running a slideshow on a loop and you want to return to the *Mapmaker's Toolkit* main screen, press the Escape (Esc) key on your computer's keyboard. This interrupts the slideshow and returns you to the *Mapmaker's Toolkit* main screen.

Fade

The Fade option lets you fade slides in and out of each frame.

To make your slides fade in and out, click Fade or choose Fade from the Options menu. The button becomes depressed and the option is turned on. To turn it off, click Fade again. The button is deselected and the option is turned off.

Note: *If the Fade option is turned on, all slides will fade in and out.*

Show Cursor

You can choose not to display the cursor over your slides. (The default setting is to show the cursor.)

To turn the cursor off, click Show Cursor or choose Show Cursor from the Options menu. The button is deselected and the option is turned off.

To make the cursor visible, click Show Cursor again. The button becomes depressed and the option is turned on.

Play Sounds

You can choose not to play sounds you have added to your slideshow. (The default setting is to play sounds.)

To turn sounds off, click Play Sounds or choose Play Sounds from the Options menu. The button is deselected and the option is turned off. To play sounds, click Play Sounds again. The button becomes depressed and the option is turned on.

You can also “hide” individual sounds, so that they do not play during the slideshow. To do this, click the sound icon next to the slide’s name. The icon becomes gray, indicating that the sound is hidden. If you run the slideshow, that sound will not play.

To turn the sound back on, click the icon again. The icon becomes black indicating that the sound will play.

Auto Advance

You can choose to have your slideshow run automatically.

1. Click Auto Advance or choose Auto Advance from the Options menu. The button becomes depressed and the option is turned on.
2. You can now select the amount of time you want each slide to display. Type a number into the text box. (The default is 5 seconds.)
3. When you run your slideshow, the computer will automatically advance the slides for you.
4. To turn off Auto Advance, click Auto Advance again. The button is deselected and the option is turned off.

Note: *If you have a sound attached to a slide, the slide will not advance until the sound finishes playing.*



You may find the cursor helpful to use as a pointer during slideshows.

Shortcuts & Tips

Keyboard Shortcuts

To activate a keyboard shortcut, first hold down the modifier key (Command for Macintosh, and Control or Alt for Windows), then press the key identified in the charts below. Note that the Command key on Macintosh is denoted by the symbol ⌘.

Menu	Item	Macintosh	Windows	What It Does
Find & Draw Modes				
File	New	⌘ + N	Ctrl + N	Opens a new World map in Find mode.
	Open	⌘ + O	Ctrl + O	Opens a previously saved Mapmaker's Toolkit-type map in Draw mode.
	Print	⌘ + P	Ctrl + P	Opens the Print dialog box where you can print a map according to the settings in Page Setup. (The default is to print the map on one page with no legend.)
	Quit/Exit	⌘ + Q	Alt + F4	Quits <i>Mapmaker's Toolkit</i> .
Help	Help Contents	⌘ + ?	F1	Opens the online Help.
	About <i>Mapmaker's Toolkit</i>	Found under the Apple menu	Found under the Help menu	
Find Mode Only				
Find	Back	Left Arrow Key	Left Arrow Key	Displays the previous map.
	Forward	Right Arrow Key	Right Arrow Key	Displays the next map. (Available only after Back is used.)
Bookmarks	Add Bookmark	⌘ + B	Ctrl + B	Adds a map to your bookmarks folder.
Draw Mode Only				
File	Save	⌘ + S	Ctrl + S	Saves a map as a Mapmaker's Toolkit-type file.
Edit	Undo	⌘ + Z	Ctrl + Z	Undoes your last action.
	Clone	⌘ + C	Ctrl + C	Creates a duplicate of the selected item.
	Delete	⌘ + D	Ctrl + D	Deletes the selected item.
	Select All	⌘ + A	Ctrl + A	Selects all items on the map. Click the Marquee tool and choose Select All to select all lines and shapes. Click the Selection tool and choose Select All to select all stamps and text.
	Build Legend	⌘ + L	Ctrl + L	Opens the Legend dialog box.

Mapmaker's Toolkit Shortcut Chart

Menu	Item	Macintosh	Windows	What It Does
File	New	⌘ + N	Ctrl + N	Opens a new slideshow.
	Open	⌘ + O	Ctrl + O	Opens a previously saved slideshow
	Save	⌘ + S	Ctrl + S	Saves a slideshow.
	Run	⌘ + R	Ctrl + R	Runs a slideshow.
	Quit/Exit	⌘ + Q	Alt + 4	Quits <i>Mapmaker's Slideshow</i> .
Help	Help Contents	⌘ + ?	F1	Opens the online Help.
	About <i>Mapmaker's Toolkit</i>	Found under the Apple menu	Found under the Help menu	
When running a slideshow:				
	Next Slide	space or return	space or return	Press once to advance the slide.
	Stop Show	Escape (Esc) or Q	Escape (Esc) or Q	Press to stop the slideshow and return to the main <i>Mapmaker's Slideshow</i> screen.

Mapmaker's Slideshow Shortcut Chart

Border Fill Tips

The Border Fill tool adds color to political areas on maps. The terms “border” and “boundary” are used here interchangeably. They refer to any line separating two or more political areas.

Note: *Border Fill and Standard Fill act independently of each other. Standard Fill is used to fill in shapes you have drawn on the map. Standard Fill colors will always appear on top of Border Fill colors.*

Quickly delete all border fill you’ve added to the map:

1. Turn off all boundary layers in the Layers dialog box.
2. Click the Border Fill tool on the toolbar and then select the Border Fill Eraser.
3. Click on any land area. All border fill color will be removed.



Border Fill Eraser

Fill overlapping boundaries:

Many maps, both current and historical, have overlapping boundaries. For example, the current map of Africa contains three boundary layers: continent, regional, and international.

Generally, the Border Fill tool fills the smallest visible political area on a map so you will need to turn off some boundary layers in the Layers dialog box in order to fill others. For example, to fill the regions on the map of Africa, you will first have to turn off the international boundaries layer and turn on the regional boundaries layer.

Some historical maps may require more experimentation to achieve the look you want. Where there are overlapping boundaries, first try turning on and filling each boundary layer individually to see the results. This will help give you an idea of how to create the look you want when all the boundary layers are turned on.

Change the Subject Highlight color:

The default color for the Subject Highlight is tan.

1. In the Layers dialog box, turn all boundary layers off and turn the Subject Highlight layer on.
2. Click the Border Fill tool on the toolbar.
3. Select a color on the color palette.
4. Click anywhere on the Subject Highlight.



Border Fill tool

Change the color of all land areas on the map:

The default color for land area is light yellow.

1. In the Layers dialog box, turn off all boundary layers and the Subject Highlight layer.
2. Click the Border Fill tool on the toolbar.
3. Select a color on the color palette.
4. Click anywhere on the land area.

Now you can turn boundaries on again and fill them with other colors if you wish.

Change the color of bodies of water:

1. Click the Border Fill tool on the toolbar.
2. Select a color on the color palette.
3. Click on any body of water, except rivers. All water bodies, except rivers, will fill with the color you have selected.

Make an outline map:

1. In the Layers dialog box, turn off all boundary layers and the Subject Highlight layer.
2. Click the Border Fill tool on the toolbar.
3. Select white on the color palette.
4. Click anywhere on the land area to fill with white.
5. Click any body of water to fill with white.



Border Fill tool
The tip of the paint is the insertion point.

If you wish, you can change the shoreline color to black to create a black and white outline map.

1. Click the Border Fill tool on the toolbar.
2. Select black on the color palette.
3. Click the Zoom In button, or select Zoom In from the View menu.

4. Locate an area of blue shoreline. (It's easier to change the color using a thick area of shoreline.)
5. Click the shoreline with the tip of the flowing paint on Border Fill bucket.

If you click land or water by mistake, click the Undo button (or select Undo from the Edit menu) and try again.

Using Maps on the Internet

Visit the Tom Snyder Productions Web site for the latest tips on how to use your maps on the Internet. Go to **www.TeachTSP.com**.

The Art of Cartography

Mapmaking, or cartography, is an ancient art. Many maps, both old and new, are as beautiful to view as they are practical to use. And the measure of any good map is its readability. Two key elements of maps that make them readable and understandable are color and text. Here are some basic guidelines for making your maps functional works of art.

Type

Generally, use only one or two typefaces on your map. Use a serif type (such as Times or Palatino) for place names, and a sans-serif type (such as Arial or Helvetica) for bodies of water and islands. Use only three styles of text: plain, **bold**, and *italic*. By combining two typefaces and three type styles, you have six options that will make your maps clear and uncluttered.

Color

As with type, the rule for using color on a map is: less is more. Look carefully at a map in a book or on a wall. You'll notice that most maps contain only five or six colors. Too many colors clutter the map and make it difficult to read.

Mapmaker's Toolkit provides a palette of 33 colors. These colors were carefully chosen to make your map attractive and readable. The palette contains the primary colors (red, blue, and yellow) and secondary colors (violet, green, and orange), plus black and white. There are also varying shades (light, medium, dark, and bright) of yellow, orange, red, purple, blue, green, brown, and gray.

For lines, use dark colors (black, red, green, blue) because they stand out against the map background.

For filling areas with the Border Fill tool you have two options: use contrasting or complementary colors. For contrasting colors, use these combinations together: red and green, or purple and orange, or yellow and blue. For complementary colors, use four or five shades of the same color group: yellows with oranges, pinks with reds, blues, purples, greens, or grays.

TECHNICAL SUPPORT & TROUBLESHOOTING

Technical Support

If, after reading through the Features & Functions section you are still having trouble, please call our Technical Support team at 1-800-342-0236.

When you call, please have the following information available:

- Software title and version number. These can be found on the CD-ROM and in the About Mapmaker's Slideshow dialog box (under the Apple menu if you're using Macintosh; under the Help menu if you're using Windows)
- Your computer platform (e.g., Windows 95 or 98; Macintosh; Power Macintosh)
- Your computer model (e.g., Power Macintosh 6100; Compaq Prolinea)
- Your computer's memory (e.g., 24 megabytes of RAM)
- Your computer's processor and speed (e.g., Pentium processor running at 200 MHz)

If possible, please have the software running on a computer close to the telephone when you call.

Our technical support staff is available Monday through Friday, 9 a.m. to 6 p.m. EST. You can also e-mail us at Tech@TeachTSP.com.

Troubleshooting

I get a "Please locate the map data." message.

For the CD-ROM version, insert the CD, wait a moment, and click Retry. For the Network version, this message will appear when your connection to the Data folder has been interrupted, or when the Data folder has been moved. First, log onto the network server that contains the Data folder then click Retry. If that does not work, click Locate, navigate to the Data folder, and click Select.

I can't find the Theme maps.

Please see the instructions for locating the theme maps folder under Preferences on page 60.

Some of the draw tools are "grayed out" and unavailable.

If you turn off "My Features" layers such as Border Fill or Stamps, these items will become dimmed on the Draw toolbar. You won't be able to add those features to the map unless you turn the layers on again in the Layers dialog box.

When I paste a picture onto a map, the colors change.

Mapmaker's Toolkit uses 256 specific colors, called a palette, to display images. If your picture contains a color not in the palette, the program will try to match it to the closest available color. In addition, pure white is treated as transparent. That way, if you have an item with white border, the white border will not appear. If you want to keep that border, use the drawing tools to add white to the image.

I see a blank screen when I try to find a map.

After you started the program, you either removed the *Mapmaker's Toolkit* CD from the CD-ROM drive, or your computer was disconnected from the network where the *Mapmaker's Toolkit* data is stored. To resolve the problem, put the CD-ROM back in the drive, or reconnect to the network.

My slideshow is not showing all/any of the slides I added to it.

It's important that the slideshow file be in the same folder as all the slides and sounds it uses. When you create a slideshow, the program automatically saves all the files in one folder. But if you move the slideshow out of that folder later, it will no longer be able to find the files it needs. To solve the problem, put the slideshow file back into the folder with all the slides and sounds.

The scale on my map changed colors.

Sometimes, when you use the Border Fill tool, the scale on your map will get filled in with color. If you use the Border Fill Eraser to remove color from the map, the scale remains filled in with color. To remove it, click on the scale with the Border Fill Eraser.

I get an "Insufficient memory!" message when I try to scale an item.

The print preview screen is blank and I get an "Insufficient memory!" message.

1. Quit *Mapmaker's Toolkit*.
2. Locate the *Mapmaker's Toolkit* program icon and click it **once** to select it.
3. From the File menu, choose Get Info. The Mapmaker's Toolkit Info dialog box appears.
4. In the box next to Preferred Size, increase the value. (The default is 12000 K.) If the Preferred Size box is grayed out, check to see that you have quit *Mapmaker's Toolkit*. First try to increase the value to 14000. If the problem persists, increase it to 16000 and so on.

CLASSROOM ACTIVITIES

Mapmaker's Toolkit is a powerful, open-ended tool that helps you easily incorporate maps into many aspects of your curriculum. Most of the activities listed below use the layering and drawing features of *Mapmaker's Toolkit* to enhance your students' knowledge of history, geography, and science.



Internet Activities Symbol

Activities that have Internet-related resources are marked with a special symbol. Visit our Web site at www.TeachTSP.com and go to the Online Activities section to find the most up-to-date classroom activities, and links to useful geography sites. Also, visit our site to learn how to get additional Theme Maps that meet your curriculum needs.

If you have a fun map activity to share, write us at Tom Snyder Productions, 80 Coolidge Hill Road, Watertown, MA 02472, or e-mail us at Ask@TeachTSP.com.

Geography

Five Themes:

1. Location: Position on Earth's Surface

Describe the location of a place by what is West, East, North, and South (WENS) of it. For example, you could write, "The secret place is west of Missouri, east of Colorado, north of Oklahoma, and south of Nebraska." (The secret place is Kansas.) Have students write "WENS and Where" clues for each other. Awards can be given for difficulty and cleverness.

2. Place: Physical and Human Characteristics

Human Characteristics

Use the built-in theme maps to compare population density of various places around the globe. What geographic characteristics do densely (or sparsely) populated places share?

Physical Characteristics

Use the built-in theme maps to compare temperature, precipitation, and vegetation of various places around the globe. What places on Earth share the same characteristics as your hometown?

3. Relationships within Places: Humans and Environments

Use the Population Density theme maps to offer explanations about why people live where they do. What characteristics do population centers share?

4. Movement: People Interacting on Earth

Using the world map and the Border Fill tool, rank the top five countries from which immigrants arrived in the United States in three periods (1850, 1910, and today). How have immigration patterns changed over time?

5. Regions: How They Form and Change

Redraw regional boundaries of a continent based on various criteria such as language, landform type, economics, ethnic groups, or religion.

Other Geography Activities

Travel Brochure

Incorporate *Mapmaker's Toolkit* maps in a travel brochure highlighting a travel destination. Show transportation hubs (airports, bus terminals), points of interest, and so on.

Make an Atlas

Create a student-published atlas. Maps from the program can be added easily to word processing and page layout documents. Data on countries and U.S. states can be found on the Internet. Here are a few sites to check out:

CIA World Factbook for basic information about the countries of the world. (www.odci.gov/cia/publications/factbook)

United Nations Food and Agriculture Organization Statistics for information on major products around the world. (www.apps.fao.org)

Census Bureau Data Maps, the “official source” for information about the 50 U.S. states. (www.census.gov/datamap/www/index.html)

Map Puzzle

Print out a blank outline map of the U.S. with the state labels turned off, and cut out each state. Divide students into five groups and give each group all the states in one region: Midwest, West, Southwest, Southeast, and Northeast. (See the U.S. regional maps to determine which states are in which regions.) Have the students assemble the states in their region as they should appear on the map. Then the groups can put their completed region maps together to form a map of the U.S. When they're finished, they can trade regions with another group, and go through the game again.

Made in the USA

Use the products and industries stamps to create a map showing products made in the United States, or any other country, region, or continent. Ask students to make observations about why certain products are made in different regions.



Science



Weather

Track hurricanes, storms, El Niño, and other weather events using weather Web sites such as the National Weather Service. (www.nws.noaa.gov)

Climate

Use the program's built-in climate theme maps (January Temperature, July Temperature, Precipitation, and Vegetation) to compare the climates of various places. Use the theme maps as bases on which you can add other data such as population, transportation routes, etc.



Weather Disasters

Students can create a map of recent weather disasters, and their associated cost in property damage and lives lost, with data from the National Climatic Data Center. (www.ncdc.noaa.gov/ol/reports/billionz.html)

Habitats/Biomes

Use the Vegetation theme map to show where rainforests and other habitats are located. Add population data to see if students can identify any connection between habitats and human population.

Pollution

Track oil spills, acid rain (identify sources and affected areas), ozone damage (track the size and location of the hole in the ozone layer over time) in your area, and around the world.



Earthquakes

Chart major earthquakes using information from the U.S. Geological Survey Web site. Based on the locations of the major earthquakes, can students predict where fault lines might exist? They can draw on their map where they think faults might be, then verify their answers with a map of Earth's tectonic plates. (quake.wr.usgs.gov)

Rainforests

Use the Vegetation theme maps to identify the locations of the world's rainforests and track areas threatened by deforestation and other factors that harm rainforest ecosystems.

History

Map Explorers' Routes

As students study European explorers to the New World, they can plot their routes on a map of the North Atlantic ocean. Print the map on multiple pages for classroom display. Use the Tom Snyder Productions software program *TimeLiner* to create a time line of exploration depicted on the map. You can also copy the map you create from *Mapmaker's Toolkit* and then paste it into your *TimeLiner* time line. Or, export the map as a PICT or BMP file, and resize it in a drawing program before pasting.

Model Making

Print out a poster-size map of the United States, 1650. Tape it to the floor or a table and use the Tom Snyder Productions software program *Community Construction Kit* to create models of early communities, such as Jamestown, Plymouth, St. Augustine, or New Amsterdam to place on the map.

U.S. Historical Census Data

Students can create a slideshow of population changes in the United States using historical census bureau data. Have them look at which areas have grown the most rapidly in the last 30 years, in the 30 years before that, and so on. What changes do they see? (fisher.lib.virginia.edu/census/)



Trade Routes

Map trade routes through history, including the Silk Road in Asia, and the Triangular Trade across the Atlantic.

War Battles

Depict the locations of famous battles, including the Punic Wars, the American Civil War, and the World Wars. Show troop movements and have students explain the military strategies behind the maps.

Immigration Patterns

Choose an immigrant group and map where it has settled, either across the country, or in a state or province. Choose colors and/or symbols to identify population size. When the map is complete, identify the factors that have influenced where the group settled.

Election Results

Create a theme map of U.S. presidential elections showing which states voted Republican or Democrat (or for other parties). Compare the maps and look for patterns. Do some regions or states always vote for the same party? Are some regions generally liberal and others conservative?

Other Activities

Sports

Use the sports stamps to show the locations of professional sports teams and locations of the Olympic Games.

Mapping Literature

Students can make a “literary map” that labels the homes of some of their favorite characters. Then they can select passages from those books that describe the geography/physical environment and copy these descriptions onto the map.

Local Industry

Map the industries in your area, then find out where else in the world those goods and products come from. Do the areas share any geographic similarities? What are the differences?

Place Names & Language

Choose a continent map and label each country with its name in the local language (e.g., Germany becomes *Deutschland*; Italy becomes *Italia*). Alternatively, have students label each country on a map in the language they are studying (e.g., if you are studying French, the United States becomes *les Etats-Unis*).

SOCIAL STUDIES CURRICULUM GUIDE

Tom Snyder Productions has organized its social studies materials around three critical themes: time, place, and citizenship. These themes form the backbone of a traditional social studies curriculum — chronological history, geography, and government — and, perhaps more importantly, they are especially relevant to today’s changing world.

Time

We exist in a flow of time; the present is a consequence of the past and leads to the future. Learning about what has happened before and understanding the potential relationships among events can give us great power and insight over the world that surrounds us now.

Place

Of course, we also all live in a place. And the political, geological, and ecological elements of that place have an enormous influence over our lives.

Citizenship

Finally, we all live as citizens in local and global communities. Our continued existence depends upon our ability to communicate, negotiate, and resolve the differences and issues which threaten those communities.

Time

Time Lines

Grade Level	Topics Covered	Program	Description
K–12	chronology; cause & effect; time lines	<i>TimeLiner</i>	This powerful tool allows you and your students to create, edit, illustrate, and merge time lines of all types.

U.S. History

Grade Level	Topics Covered	Program	Description
4–9	historical geography; physical and political geography; maps and map skills	<i>Mapmaker's Toolkit</i>	This mapping tool allows you to locate over 325 present-day country, region, and state maps, as well as 125 historical maps, including over 30 maps from U.S. history. You can customize a map, adding color, text, and stamps, and then print in multiple sizes or save for publishing on the Internet.
5–10	colonial history	<i>Decisions, Decisions: Colonization</i>	The situation is the colonization of outer space, but the historical examples illustrate early U.S. history.
5–10	immigration (all periods in U.S. history)	<i>Decisions, Decisions: Immigration</i>	Students, role-playing the president of the U.S., use history to guide them through a refugee crisis.
5–10	revolutionary wars	<i>Decisions, Decisions: Revolutionary Wars</i>	Students take on a role similar to that of a colonial governor on the eve of a revolution.
5–10	the Cold War; history of U.S. foreign policy	<i>Decisions, Decisions: The Cold War</i>	Superpowers face off as students are guided by the past to determine how to relate to their world neighbors.
5–10	balance of power; separation of power; ratification; great compromise	<i>Decisions, Decisions: The Constitution</i>	After gaining its independence from Tyria, the confederation of Merrimac is in trouble. Your students, role-playing a delegate to Merrimac's constitutional convention, must wrestle with the same issues that faced the founding fathers of America in 1787.
5–10	westward expansion; growth of cities	<i>Decisions, Decisions: Town Government</i>	As mayor of a potential boom town, students grapple with issues of urban growth in U.S. history.
5–12	westward expansion; causes of the Civil War; U.S. historical geography	<i>American History Inspirer: The Civil War</i>	Cooperative teams of students go on a scavenger hunt through American history around the time of the Civil War.

Time

World History

Grade Level	Topics Covered	Program	Description
4–9	historical geography; physical and political geography; maps and map skills	<i>Mapmaker's Toolkit</i>	This mapping tool allows you to locate over 325 present-day country, region, and state maps, as well as 125 historical maps of Asia, Europe, Africa, and the Americas from 3000 B.C. to the present. You can customize a map, adding color, text, and stamps, and then print in multiple sizes or save for publishing on the Internet.
5–10	Age of Exploration	<i>Geography Search</i>	Cooperative teams of students use the stars and the wind to navigate their way to the New World.
5–10	ancient civilizations	<i>Decisions, Decisions: Ancient Empires</i>	This role-playing simulation exposes students to many ancient civilizations, including Egypt, Greece, and Mesopotamia.
5–10	African history; European colonialism; modern nationalism	<i>Decisions, Decisions: Building a Nation</i>	As the leader of a newly independent nation, students must form a government and create an economy to unite their people.
5–10	Middle Ages; feudalism; the Crusades	<i>Decisions, Decisions: Feudalism</i>	In the role of a feudal lord, students must respond to their feudal obligations and responsibilities.
5–10	the Cold War; history of U.S.	<i>Decisions, Decisions: The Cold War</i>	Superpowers face off as students are guided by the past to determine how to relate to their world neighbors.

Place

U.S. Geography

Grade Level	Topics Covered	Program	Description
4-9	physical and political geography; historical geography; maps and map skills	<i>Mapmaker's Toolkit</i>	This mapping tool allows you to locate over 450 maps including 191 countries, 5 U.S. regions, 50 U.S. states, and 125 historical maps (30 from U.S. history). You can customize a map, adding color, text, and stamps, and then print in multiple sizes or save for publishing on the Internet.
4-12	U.S. locational geography; resource distribution	<i>National Inspirer</i>	Cooperative teams of students go on a scavenger hunt for resources across the United States.
5-12	westward expansion; causes of the Civil War; U.S. historical geography	<i>American History Inspirer: The Civil War</i>	Cooperative teams of students go on a scavenger hunt through American history around the time of the Civil War.

World Geography

Grade Level	Topics Covered	Program	Description
4-9	physical and political geography; historical geography; maps and map skills	<i>Mapmaker's Toolkit</i>	This mapping tool allows you to locate over 325 present-day maps, including 191 countries, 33 dependencies, and 20 world regions, as well as 125 historical maps. You can customize a map, adding color, text, and stamps, and then print multiple sizes or save for publishing on the Internet.
4-12	locations of over 180 nations; national characteristics	<i>International Inspirer</i>	Cooperative teams of students go on a scavenger hunt around the world for physical and cultural characteristics.
5-12	political & physical geography of Africa, Asia, Europe	<i>Africa Inspirer</i> <i>Asia Inspirer</i> <i>Europe Inspirer</i>	In these three software programs cooperative teams of students go on a scavenger hunt for resources across Africa, Asia, or Europe.
5-12	political & topographical geography; latitude and longitude; mapmaking	<i>Mapping the World by Heart</i>	With this print-based curriculum, your students will know political and physical geography by heart, and become expert mapmakers too.

World Cultures

Grade Level	Topics Covered	Program	Description
4-12	social, economic, and cultural traits of world nations	<i>International Inspirer</i>	With this cooperative search activity, students uncover national and regional characteristics of the world.
5-12	political & physical geography of Africa, Asia, or Europe	<i>Africa Inspirer</i> <i>Asia Inspirer</i> <i>Europe Inspirer</i>	In these three software programs, cooperative teams of students go on a scavenger hunt for resources across Africa, Asia, or Europe.
6-12	world cultures; cultural diversity; science, technology, and society; environmental issues	<i>Cultural Debates</i>	Students examine a rainforest community to learn about cultures, modernization, and the environment. Features original video from the Indonesian rainforest.

Place

People & Their Environment

Grade Level	Topics Covered	Program	Description
1–5	geography; direction; scale; distance; ordinal and cardinal directions	<i>Neighborhood MapMachine</i>	As students create maps of their own neighborhoods, they learn about direction, scale, distance, and other essential geography concepts. Students can also create geography mysteries and scavenger hunts.
2–6	community; local geography; architecture; direction and spatial relationships	<i>Community Construction Kit</i>	Students design buildings on the computer, print them, and then cut and fold them to create 3-D scale models of historical and contemporary communities.
2–6	local environment; environmental responsibility	<i>Choices, Choices: Kids & the Environment</i>	The school playground is a mess; students must find the cause and figure out how to clean it up.
5–12	environmental issues; the economy; government	<i>Decisions, Decisions: The Environment</i>	A polluted pond and a big employer force students, as mayor of the town, to consider politics, economics, and the environment while making tough decisions.
6–12	the science of weather; how global climate changes affect people's livelihoods and safety	<i>Ocean Expeditions: El Niño</i>	Working in teams of four, students role-play scientists who collect and interpret data in order to assess the El Niño effect.

Geography Skills

Grade Level	Topics Covered	Program	Description
1–5	geography; direction; scale; distance; ordinal and cardinal directions	<i>Neighborhood MapMachine</i>	As students create maps of their own neighborhoods, they learn about direction, scale, distance, and other essential geography concepts. Students can also create geography mysteries and scavenger hunts.
2–6	community; local geography; architecture; direction and spatial relationships	<i>Community Construction Kit</i>	Students design buildings on the computer, print them, and then cut and fold them to create 3-D scale models of historical and contemporary communities.
4–9	physical and political geography; maps and map skills; historical geography	<i>Mapmaker's Toolkit</i>	This mapping tool allows you to locate over 450 present-day and historical maps. Each map contains many built-in layers including rivers, shaded relief, cities, and more that you can turn on or off to suit your needs. You can customize a map, adding color, text, and stamps, and then print in multiple sizes or save for publishing on the Internet.
4–12	latitude and longitude	<i>Geography Search</i>	Cooperative teams of students use the tools of early sailors to learn about latitude and longitude.
5–12	political & topographical geography; latitude and longitude; mapmaking	<i>Mapping the World by Heart</i>	With this print-based curriculum, your students will know political and physical geography by heart, and become expert mapmakers too.

Citizenship

Government & Economics

Grade Level	Topics Covered	Program	Description
5–10	African history; European colonialism; modern nationalism	<i>Decisions, Decisions: Building a Nation</i>	As the leader of a newly independent nation, students must form a government and create an economy to unite their people.
5–10	presidential elections; politics; current events	<i>Decisions, Decisions: On the Campaign Trail</i>	As a candidate for president, students learn about election politics while grappling with the issues.
5–10	civic responsibility; local government	<i>Decisions, Decisions: Town Government</i>	As mayor of a potential boom town, students must work with competing groups to build consensus over a controversial issue.

Rights & Responsibilities

Grade Level	Topics Covered	Program	Description
5–10	prejudice; local government; freedom of speech	<i>Decisions, Decisions: Prejudice</i>	Students take on the role of a town mayor who must respond to an offensive storefront.
5–10	freedom of speech; media violence; citizen action	<i>Decisions, Decisions: Violence in the Media</i>	As an advertising executive, students deal with media violence and learn about the media industry.

Ethics & Behavior

Grade Level	Topics Covered	Program	Description
K–4	personal responsibility; honesty	<i>Choices, Choices: Taking Responsibility</i>	Critical thinking model helps address issues of responsibility and honesty.
K–4	peer pressure; prejudice	<i>Choices, Choices: On the Playground</i>	Students learn to recognize the similarities and differences among all individuals.
4–10	drugs; peer pressure	<i>Decisions, Decisions: Substance Abuse</i>	You catch your friend in the middle of a drug deal; what do you do?
5–10	personal responsibility; honesty	<i>Decisions, Decisions: Lying, Cheating, Stealing</i>	Peer pressure challenges students playing the role of a new kid in school.

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