

## File/Open Data File Command

The File/Open Data File command is used to open a database file. MapLinx supports a number of different database formats. Up to three databases can be open at any time, with any combination of formats. Different restrictions apply to each type of database format.

Each format is supported by an Import Filter. MapLinx Corporation will create and distribute additional Import Filters to support popular databases based on demand for these filters.

Currently supported formats are:

Access

ACT! for Windows

CSV (Delimited Text)

dBase III, III+ & IV (DBF) and compatible databases

Excel

Lotus 1-2-3

Maximizer

Paradox

Pro Phone

When opening a data file you are asked to tell MapLinx which database fields contain the required data (Associate the Database Fields dialog box). For example, MapLinx for Windows needs to know which field contains the zip code to correctly identify and position the contacts.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on Upgrade Information for details.

## **File/Close Data File Command**

The File/Close Data File command is used to close a previously opened file. If more than one file is open you are prompted to select the file(s) to close.

Details pertaining to the last 4 files opened are retained. After a file is closed, it can be quickly reopened by selecting the appropriate file name from the bottom of the File menu.

It will be necessary to close and then re-open a data file if you wish to change the database fields' associations made when you opened the file, or if you have made changes to the database and want to reflect those changes within MapLinx for Windows.

## File/Export Data Command

The File/Export Data command is used to export contacts identified as a result of a search. The exported data will contain only those contacts shown on the map. If you have more than one database open, all contacts in the search area will be exported into a single file. The Contacts/All Contacts command should be used if all contact types are required to be exported.

Each format is supported by an Export Filter.

Currently supported formats are:

### ACT! for Windows Query File (QRY)

This file type is compatible with ACT! for Windows. The file should be saved in the ACTWIN\QUERIES directory so it can be located by ACT! for Windows. You can configure MapLinx for Windows so it will automatically produce a file called 'MAPLINX.QRY' in the correct directory (see the Detailed description).

### Ami Pro Mailmerge (AMM)

This file type is compatible with Lotus's Ami Pro for Windows (Version 2.0 & Version 3.0) word processor.

### Comma Separated Value File (CSV)

This file type is compatible with many application programs and is suitable for mail merging, importing into a database, and importing into a spreadsheet.

### dBase Compatible File (DBF)

This file type is compatible with many databases, word processors, and spreadsheets.

### Word Mailmerge (DOC)

This file type is compatible with Word for Windows (Version 2.0) and Word for DOS (Version 5.5).

### WordPerfect Mailmerge (WPF)

This file type is compatible with WordPerfect for DOS (Version 5.1) and WordPerfect for Windows (Version 5.1).

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on Upgrade Information for details.

## **File/Print Command**

The File/Print command sends a copy of either the current map or a contact list to the selected printer.

You may wish to incorporate the map into a report. Use the Edit/Copy command to copy the image to the clipboard and then paste the image directly into a document.

## **File/Printer Setup Command**

The File/Printer Setup command is used to control which printer is used by MapLinx. After configuring a printer for use with MapLinx, the settings will be retained for future MapLinx sessions (if the settings are saved when you exit MapLinx).

## **File/Exit Command**

The File/Exit command is used to exit MapLinx. When you exit, settings relating to the scale of the map displayed, and the features selected, can be saved. After selecting the File/Exit command, you will be prompted whether to save the settings.

## **ACT! for Windows Import Filter**

### **Contact Detail**

Contact detail information is needed to allow identification of the contact.

The **Display** field is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### **Thematic Fill**

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the [Thematic/Thematic Setup](#) command

The data for thematic fill from an ACT! for Windows data file can be taken from the User1 through User15 fields. The names of these fields can be customized within ACT! for Windows -- MapLinx for Windows will display the field names you have defined within ACT! for Windows.

The data fields can be automatically summed for all contacts displayed using the [Contacts/Contacts List](#) command and choosing the Sum button.

**See Also:** [Setting up for Thematic Shading](#).

### **Contact Display**

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the [Contacts/Contacts Setup](#) command.

The Contact Display with ACT! for Windows can be based on the Status/ID field or the ACT! User1 through User15 fields. The names of these fields can be customized within ACT! for Windows -- MapLinx for Windows will display the field names you have defined within ACT! for Windows.

**See Also:** [Associating a Contact Symbol with a Contact](#).  
[Accessing MapLinx from ACT!](#).

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## **dBase III, III+ & IV (DBF) and compatible databases Import Filter**

### **Contact Detail**

Contact Detail information is needed to allow identification of the contact. With the dBase file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

- Name** The Name field is the field containing the name of the individual or person.
- Company** The Company field is the field containing the name of the Corporation.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- Field to display in MapLinx**  
The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### **Thematic Fill**

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from an DBF data file can be taken from any of the fields listed by MapLinx.

**See Also:** Setting up for Thematic Shading.

### **Contact Display**

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with DBF files can be based on any of the fields listed by MapLinx.

**See Also:** Associating a Contact Symbol with a Contact.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other



file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## Lotus 1-2-3 Database File Import Filter

### Contact Detail

Contact Detail information is needed to allow identification of the contact. With the Lotus 1-2-3 file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

<b>Name</b>	The Name field is the field containing the name of the individual or person.
<b>Company</b>	The Company field is the field containing the name of the Corporation.
<b>Address1</b>	The Address1 field is the field containing the first line of the address.
<b>Address2</b>	The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
<b>Address3</b>	The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
<b>City</b>	The City field is the field containing the city where the contact is located.
<b>ZIP</b>	The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
<b>State</b>	The State field is the field containing the state where the contact is located.
<b>Tel</b>	The Tel field is the field containing the telephone number of the contact.
<b>Fax</b>	The Fax field is the field containing the fax number of the contact.
<b>Field to display in MapLinx</b>	The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from a Lotus 1-2-3 data file can be taken from any of the fields listed by MapLinx.

**See Also:** Setting up for Thematic Shading.

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with Lotus 1-2-3 files can be based on any of the fields listed by MapLinx.

**See Also:** Associating a Contact Symbol with a Contact.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## Maximizer Database File Import Filter

### Maximizer and MapLinx for Windows

To open a Maximizer database file, you must first launch MapLinx for Windows from Maximizer by clicking on the globe icon on the Maximizer toolbar. This will automatically plot the current Maximizer file on the map. You then can perform a geographic query and send the results directly back to Maximizer.

**NOTE:** If you try to open a Maximizer database file from the Open Database File dialog box, you will receive a message stating to run MapLinx through Maximizer.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from a Maximizer data file can be taken from any numeric category.

**See Also:** Setting up for Thematic Shading.

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with Maximizer files can be based on any of the alpha/numeric or table category.

**See Also:** Associating a Contact Symbol with a Contact.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on Upgrade Information for details.

## Paradox Database File Import Filter

### Contact Detail

Contact Detail information is needed to allow identification of the contact. With the Paradox file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

<b>Name</b>	The Name field is the field containing the name of the individual or person.
<b>Company</b>	The Company field is the field containing the name of the Corporation.
<b>Address1</b>	The Address1 field is the field containing the first line of the address.
<b>Address2</b>	The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
<b>Address3</b>	The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
<b>City</b>	The City field is the field containing the city where the contact is located.
<b>ZIP</b>	The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
<b>State</b>	The State field is the field containing the state where the contact is located.
<b>Tel</b>	The Tel field is the field containing the telephone number of the contact.
<b>Fax</b>	The Fax field is the field containing the fax number of the contact.
<b>Field to display in MapLinx</b>	The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from a PD data file can be taken from any of the fields listed by MapLinx.

**See Also:** Setting up for Thematic Shading.

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with PD files can be based on any of the fields listed by MapLinx.

**See Also:** Associating a Contact Symbol with a Contact.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other

file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## **Pro Phone Import Filter**

### **Contact Display**

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the [Contacts/Contacts Setup](#) command.

The Contact Display with Pro Phone can be based on the Name or SIC Code fields.

**See Also:** [Associating a Contact Symbol with a Contact](#).

**Note:** Since there are no numeric fields in the Pro Phone database, you can thematically shade the map by number of contacts (by state or county) only.

**See Also:** [Setting up for Thematic Shading](#).

## Excel Database File Import Filter

### Contact Detail

Contact Detail information is needed to allow identification of the contact. With the Excel file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

- Name** The Name field is the field containing the name of the individual or person.
- Company** The Company field is the field containing the name of the Corporation.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- Field to display in MapLinx**  
The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from an XLS data file can be taken from any of the fields listed by MapLinx.

**See Also:** Setting up for Thematic Shading.

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with XLS files can be based on any of the fields listed by MapLinx.

**See Also:** Associating a Contact Symbol with a Contact.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other



file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## CSV Database File Import Filter

### Contact Detail

Contact Detail information is needed to allow identification of the contact. With the CSV file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

- Name** The Name field is the field containing the name of the individual or person.
- Company** The Company field is the field containing the name of the Corporation.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- Field to display in MapLinx**  
The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from an CSV data file can be taken from any of the fields listed by MapLinx.

**See Also:** Setting up for Thematic Shading.

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with CSV files can be based on any of the fields listed by MapLinx.

### Sample Databases

A sample database called DEALER.CSV is contained in the SAMPLES\CSV directory which is

in the MAPLINX installation directory.

**See Also:** [Associating a Contact Symbol with a Contact](#).

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## Access Database File Import Filter

### Contact Detail

Contact Detail information is needed to allow identification of the contact. With the ACCESS file format you have to identify which database field contains the information required by MapLinx. MapLinx will attempt to choose appropriate field names; you must always check to make sure the correct fields have been chosen.

If your database does not contain a field containing the appropriate data you should set the selection to '**NOT USED**'.

- Name** The Name field is the field containing the name of the individual or person.
- Company** The Company field is the field containing the name of the Corporation.
- Address 1** The Address1 field is the field containing the first line of the address.
- Address 2** The Address 2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address 3** The Address 3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- Field to display in MapLinx**  
The Field to display in MapLinx is the field displayed by MapLinx to reference the contact. MapLinx uses this field when you are searching for and displaying contacts. If your database contains both the names of corporations and the names of individuals, you can choose which name refers to the contact within MapLinx.

### Thematic Fill

Up to three user defined data fields can be used for thematic fill as well as contact density. The data legends associated with each of the three fields are defined using the Thematic/Thematic Setup command.

The data fields can be automatically summed for all contacts displayed using the Contacts/Contacts List command and choosing the Sum button.

The data for thematic fill from an MDB data file can be taken from any of the fields listed by MapLinx.

**See Also:** [Setting up for Thematic Shading.](#)  
[Using Microsoft Access with MapLinx](#)

### Contact Display

Contacts are represented on the map by contact symbols. The contact symbols and identifiers can be customized using the Contacts/Contacts Setup command.

The Contact Display with ACCESS files can be based on any of the fields listed by MapLinx.

**See Also:** [Associating a Contact Symbol with a Contact.](#)

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## CSV Export Filter

The CSV Export Filter outputs a file in Comma Separated Value format. This format can be directly imported into word processors (as a text file) and spreadsheet programs such as Excel.

The file consists of one record per line--adjacent fields separated by commas (,) with text strings enclosed in quotes.

For example:

"Joe's Engineering", "Joe Buddy", "801 Presidential Drive", ....

The fields are output in the following order:

- Company** The Company field is the field containing the name of the Corporation.
- Contact** The Contact field is the field containing the name of the individual or person.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- ContactType** The ContactType field is the field containing the type of the contact. This name is the contact identifier used by MapLinx. The contact symbols and identifiers can be customized using the [Contacts/Contacts Setup](#) command.
- Userdata1** The Userdata1 field contains the data taken from the first of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata2** The Userdata2 field contains the data taken from the second of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata3** The Userdata3 field contains the data taken from the third of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.

## dBase Export Filter

The dBase Export Filter outputs a file in DBF format. This format can be directly imported into many databases.

The file format is compatible with dBase III, III+ and IV.

The file contains the following fields:

- Company** The Company field is the field containing the name of the Corporation.
- Contact** The Contact field is the field containing the name of the individual or person.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- ContctType** The ContctType field is the field containing the type of the contact. This name is the contact identifier used by MapLinx. The contact symbols and identifiers can be customized using the [Contacts/Contacts Setup](#) command.
- Userdata1** The Userdata1 field contains the data taken from the first of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata2** The Userdata2 field contains the data taken from the second of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata3** The Userdata3 field contains the data taken from the third of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.

## **ACT! for Windows Export Filter**

The ACT! for Windows Export Filter outputs a file in ACT! Smart Query format. This format is used only by ACT! for Windows.

The query consists of all the zip codes of the contacts located by MapLinx and must be saved in the QUERIES directory of ACT! for Windows (normally 'C:\ACTWIN\QUERIES').

### **Using the results of a search within MapLinx when you return to ACT!**

Once the query is saved use the ACT for Windows commands 'Lookup/Other' then 'File/Open' commands to access the query. The ACT! for Windows 'Query/Execute' command is then used to perform the query. The new current group in ACT! will then match the contacts located in MapLinx (If the query is performed on the same database as was loaded in MapLinx). MapLinx can be configured to automatically generate a file 'maplinx.qry' whenever MapLinx is closed or minimized - see [Accessing MapLinx from ACT!](#).



## **Ami Pro Export Filter**

The Ami Pro Export Filter outputs a file in a format suitable for mailmerge within Ami Pro (Version 2.0 & Version 3.0).

### **Version 2.0**

To use the file exported from MapLinx, use the Ami 'Edit/Insert' command and select the 'Merge Field' option. In the dialog box, select the 'Data File' button and type or select the name of the file exported by MapLinx (This will probably have the file extension .AMM).

Ami will respond with 'Not an Ami Document'. (This is because it is a merge data file). Select 'OK' and you will be prompted to enter the 'Description of NON Ami Data File'.

This file is called MAPLINX.SAM and is contained in the SAMPLES\AMIPRO directory which is in the MAPLINX installation directory. Select this file and select 'OK'.

The fields available for insertion in your document will now appear. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

### **Version 3.0**

To use the file exported from MapLinx, use the Ami 'Edit/Insert' command and select the 'Merge Field' option. In the dialog box, select the 'Data File' button. Set the 'List files of type' option to 'Comma delimited' then type or select the name of the file exported by MapLinx (This will probably have the file extension .AMM). Choose OK.

You will be prompted to details of the 'Merge Data File Fields'. Choose the option 'Field names listed in' and type or select the file called MAPLINX.SAM which is contained in the SAMPLES\AMIPRO directory which is in the MAPLINX installation directory. Select this file and select 'OK'.

The fields available for insertion in your document will now appear. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

## Word Export Filter

The Word Export Filter outputs a file in a format suitable for mailmerge with Word for Windows (Version 2.0) and Word for DOS (Version 5.5).

### Word for Windows

To use the file exported from MapLinx, use the Word 'File/New' command and select the 'MAPLINX.DOT' template.

The template was automatically installed when you installed MapLinx, however, if you have installed Word for Windows since installing MapLinx you should copy the MAPLINX.DOT file contained in the SAMPLES\WINWORD directory which is in the MapLinx installation directory to your Word directory.

Attach the file exported from MapLinx by selecting the Word 'File/Print Merge' command. Now select the 'Attach Data File' button and select the file exported from MapLinx.

You do not need to attach a header because the data file produced by MapLinx has the header already attached.

You can now customize the letter, inserting extra merge fields if needed. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

**NOTE:** Although the merge fields, shown at the top of the letter, appear to not be in the correct format for an address, this will merge correctly. This is because conditional merge codes have been inserted to ensure that blank lines do not appear in the address.

### Word for DOS

To use the file exported from MapLinx use the Word 'File/Open' to retrieve the file ML55WORD.DOC located in the SAMPLES\DOSWORD directory which is in the MapLinx installation directory to your Word directory.

The sample file contains the necessary merge fields.

You need to change the first line of the document which reads:

```
<<DATA MAPLINX.DOC>>
```

Change the filename MAPLINX.DOC to the name of the file you exported from MapLinx. You should ensure that the full path for the file is given if this is not in the current directory.

You can now customize the letter, inserting extra merge fields if needed. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

You can now use the Word 'File/Print Merge' command to merge the document to a new document or the printer.

**NOTE:** Although the merge fields, shown at the top of the letter, appear to not be in the correct format for an address, this will merge correctly. This is because conditional merge codes have been inserted to ensure that blank lines do not appear in the address.

## **WordPerfect Export Filter**

The Word Export Filter outputs a file in a format suitable for mailmerge with WordPerfect for Windows (Version 5.1) and WordPerfect for DOS (Version 5.1).

### **WordPerfect for Windows**

WordPerfect uses a Primary File and Secondary File when merging. The Primary file contains the template letter and the Secondary File the data. A sample Primary File is contained in the SAMPLES\WPERFECT directory contained in the MapLinx installation directory and is called WPSAMPLE.DOC.

You can customize the template, inserting extra merge fields if needed. Merge fields are inserted using the Tools/Merge/Field menu command. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

MapLinx produces a file for use as a WordPerfect Secondary Merge File.

To perform the merge, select the File/New menu command to create a new document. Then use the Tools/Merge/Merge menu command. Specify the Primary and Secondary file names and select 'OK'.

### **WordPerfect for DOS**

WordPerfect uses a Primary File and Secondary File when merging. The Primary file contains the template letter and the Secondary File the data. A sample Primary File is contained in the SAMPLES\WPERFECT directory contained in the MapLinx installation directory and is called WPSAMPLE.DOC.

You can customize the template, inserting extra merge fields if needed. Merge fields are inserted using the Tools/Merge Codes/Field menu command. See [Wordprocessing Merge Fields](#) for a complete list of available fields.

MapLinx produces a file for use as a WordPerfect Secondary Merge File.

To perform the merge, select the File/New menu command to create a new document. Then use the Tools/Merge menu command. Specify the Primary document name and press return. Then specify the Secondary document names and press return.

## Wordprocessing Merge Fields

- Company** The Company field is the field containing the name of the Corporation.
- Contact** The Contact field is the field containing the name of the individual or person.
- Address1** The Address1 field is the field containing the first line of the address.
- Address2** The Address2 field is the field containing the second line of the address. If your database does not contain a record for the second line of the address the selection should be set to 'NOT USED'.
- Address3** The Address3 field is the field containing the third line of the address. If your database does not contain a record for the third line of the address the selection should be set to 'NOT USED'.
- City** The City field is the field containing the city where the contact is located.
- ZIP** The ZIP field is the field containing the zip code where the contact is located. This field is mandatory and cannot be set to 'NOT USED'.
- State** The State field is the field containing the state where the contact is located.
- Tel** The Tel field is the field containing the telephone number of the contact.
- Fax** The Fax field is the field containing the fax number of the contact.
- ContactType** The ContactType field is the field containing the type of the contact. This name is the contact identifier used by MapLinx. The contact symbols and identifiers can be customized using the [Contacts/Contacts Setup](#) command.
- Userdata1** The Userdata1 field contains the data taken from the first of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata2** The Userdata2 field contains the data taken from the second of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.
- Userdata3** The Userdata3 field contains the data taken from the third of the three user defined data fields used for thematic shading. These data fields are assigned when you open a data file using the [File/Open Data File](#) command.

## Accessing MapLinX from ACT!

If ACT! for Windows was installed prior to MapLinX for Windows three changes were made to ACT! for Windows to simplify operation:

- 1) A 'World Globe' icon is added to the ACT! for Windows icon bar. Clicking on this icon will launch MapLinX, automatically loading the same data file that you are using within ACT! for Windows.
- 2) A maplinx menu entry is added to the ACT! for Windows 'Lookup/Custom' menu. This causes the query file "maplinx.qry" to be loaded. If you have launched MapLinX using the globe icon described in (1) above then this file is automatically generated when you return to ACT! for Windows from MapLinX for Windows. You should not need to use this menu entry directly as it is used by the 'Search' icon described in (3) below; however, you should **not** remove the entry.
- 3) A 'Search' icon (a magnifying glass) is added to the ACT! for Windows icon bar. Clicking on this icon will execute the maplinx query.

Alternatively, MapLinX for Windows can be launched from within ACT! for Windows using the File/Launch command.

An optional parameter '-A' can be added to the MapLinX command. This will cause MapLinX to automatically generate a file "maplinx.qry" whenever MapLinX is closed or minimized if a database is open AND a search has been performed. This file can be used to perform a query within ACT! matching any search carried out in MapLinX. A second optional parameter '-L' is used to load the current database when MapLinX is launched. For example, if MapLinX is installed in the directory 'D:\MAP' the command line used to launch MapLinX would be 'D:\MAP\MAPLINX.EXE -A -L'.

## Configuring ACT! for Windows if it is installed after MapLinX for Windows

If ACT! for Windows was installed after installing MapLinX, you should copy all the MAC files ("maplinx.mac", "maplinxp.mac" and "mapqrt.mac") from the 'SAMPLES\ACTWIN' directory which is in the MapLinX installation directory (Normally 'C:\MAPLINX\SAMPLES\ACTWIN') to the 'MACROS' directory which is in the ACT! for Windows installation directory (normally this will be 'C:\ACTWIN\MACROS'). The supplied macros only work if MapLinX is installed in 'C:\MAPLINX' or the directory containing maplinx is on your path (the path is configured in 'AUTOEXEC.BAT' - see your DOS documentation). The supplied macros include the optional '-A' and '-L' parameter switches described above.

### Installing the 'Globe Icon'

In ACT for Windows, use the Edit/Preferences command and scroll down to 'Custom Icons' in the 'Modify' group. Select the Globe icon from the additional icons available and choose 'Add'. This will open a dialog box that will allow you to select a macro to assign to the Globe icon. Scroll down and select either:

- 1) the 'maplinx' macro if MapLinX for Windows is installed in the default directory 'C:\MAPLINX'.

**or**

- 2) the 'maplinxp' macro if MapLinX for Windows is NOT installed in the default directory 'C:\MAPLINX'. In this case you should ensure that the directory containing MapLinX for Windows is on the DOS path.

Choose OK. You will return to the preferences dialog and should again choose 'OK'.

### Installing the 'Search Icon'

In ACT for Windows use the Edit/Preferences command and scroll down to 'Custom Icons' in the 'Modify' group. Select the Search icon from the additional icons available and

choose 'Add'. This will open a dialog box that will allow you to select a macro to assign to the Search icon. Scroll down and select the 'mapqry' macro. Choose 'OK'. You will return to the preferences dialog and should again choose 'OK'.

### **Adding an entry to the 'Lookup/Custom' menu**

First, create a "maplinx.qry" file in the 'MACROS' directory which is in the ACT! for Windows installation directory (Normally this will be 'C:\ACTWIN\MACROS'). Then choose the 'Lookup/Custom/Modify Menu' command. Choose the 'Add' option. Type a description of 'MapLin&x'. (NOTE the '&'.) Choose the 'Browse' option and select "maplinx.qry". Choose 'OK'. Again choose 'OK' on the 'Add Custom Menu Item' dialog. Choose 'OK' on the 'Custom' dialog.

**Note:** MapLinx for Windows Lite does not support the Zoom feature. To be able to view greater detail of the map by zooming, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## Using Microsoft Access with MapLinx

MapLinx for Windows uses interprocess communication with Microsoft Access to extract data from a given database for import. For this reason, **you are required to have Access installed** on the same machine as MapLinx and the directory containing access.exe must be in your path. (The path is set up using the path statement in your autoexec.bat file)

Before MapLinx for Windows can import a table from Access you need to create a simple macro for each table that you want to import. The steps needed to import the *customer* table in the Access sample database, *NWIND.MDB*, are listed below. You can use this example as a guide to setting up the macro for your table. The values which you will need to change are *highlighted*.

1. In Access, choose the File/Open command to open the *NWIND.MDB* file.

NOTE: Hold the SHIFT key down when clicking the OK button on the File Open dialog box in Access to prevent any macros from automatically running.



2. Choose the Macro button in the database window, then press the new button



3. A new window will appear. In the action column, click the small down arrow to open a list box. Select "TransferText" from the list of options.
4. Now click in the box next to the text "Transfer Type" at the bottom of the macro window. Click the small down arrow to open the list box and select "Export Delimited".
5. Click in the box next to the text "Table Name". Enter the name of the table you wish to make accessible to MapLinx. In this example, type "*Customers*".
6. Click in the box next to the text "File Name". Enter the **FULL** path of the database (The MDB file) followed by the first 8 characters of the table name followed by ".CSV". In this example, type "c:\access\customer.csv" if the database exists in the directory c:\access.
7. Click in the box next to the text "Has Field Names" and click the small down arrow to open the list box. Select "Yes". For this example, the fields should appear as follows:

Transfer Type	Export Delimited
Specification Name	
Table Name	Customers
File Name	c:\access\customer.csv
Has Field Names	Yes

8. Now choose the File/Save As command and enter "MLCSV" followed by the table name. In this example, "MLCSV*Customers*".
9. You can now close down Access. MapLinx for Windows will be able to import the data from each table that you define a macro for.

**Note:** MapLinx for Windows Lite supports only Pro Phone database files. To use MapLinx with other file formats, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## **Edit/Copy Command**

Before selecting the Edit/Copy command, you must select a map area using the scissors icon on the Quick Action Bar.



When the selected area has been marked, the Edit/Copy command can be used to transfer the image to the clipboard.

If no area is marked the command will be disabled.



## **Edit/Map Colors Command**

The Edit/Map Colors command allows the color of each map feature to be controlled. The number of colors that can be displayed depends on your display adapter and monitor.

Windows simulates colors that are not available by mixing available colors. This may result in text which appears to be breaking up if small fonts are used. If this happens, you should select other colors to be used on the map.

Contact Symbol Colors are changed using the Contacts/Contacts Setup command and Thematic shading colors are changed using the Thematic/Thematic Setup command.

### **Tip**

If you set the same color to two overlaying features, the features will become hidden. For example, if you set the color for 'Land - USA' to Green and also set the color for 'State Boundary' to Green, then state boundaries will not be visible.

## **Edit/Fonts Command**


The Edit/Fonts command allows the font and font color of each map feature and printed contact list to be controlled. The available fonts depend on which fonts you installed when you installed Windows. The number of colors that can be displayed depends on your display adapter and monitor.


Contact Fonts are changed using the Contacts/Contacts Setup command.

## Edit/Preferences

The Preferences... option defines the distance unit of measure to be Metric (kilometers) or Statute (miles). Distance measurements are displayed with the Find/Distance and Search options. Select Edit/Preferences from the menu bar.

1. Select either Statute for English Measurement Units or Metric for Metric Measurement Units.

2. Select  to set the measurement units and close the dialog box or

 to cancel the setting and close the dialog box.

**See Also:** Distance

## **Edit/Title Box Command**

The Edit/Title Box command allows the Title Box contents to be changed. A Title Box contains a Main Title with optional Sub-Titles and Symbol/Thematic keys. The Title Box is added to the Map using the Map/Features/Title Box command.

## **Edit/Add Annotation Command**

The Edit/Add Annotation command adds an annotation to the Main Map. Annotation is free floating text that can be used to label or identify any area of the map. Each annotation can use a customized font and font color. Sixteen annotations may be added to the map at one time.



This button performs the Edit/Add Annotation command when selected from the Quick Action Bar.

## **Edit/Edit Annotation Command**

The Edit/Edit Annotation command allows you to edit existing annotations on the Main Map. Annotation is free floating text that can be used to label or identify any area of the map. This command also allows the font and text color to be edited.

If no Annotation is present, the command will be disabled.

## **Edit/Clear Annotation Command**

The Edit/Clear Annotation command deletes all annotation from the Main Map. If you want to temporarily remove the annotation, use the Map/Features/Annotation command.

Annotations are removed as a group, i.e., individual annotations cannot be removed. A single annotation can effectively be removed by editing it and replacing all text with spaces.

## **Map/Features... Command**

The Map/Features... command is used to set/change the features and attributes of the underlying map. From the Set Map Features dialog box you can turn on/off:

Cities

Roads

Counties

Area Code

Zip Code Areas

Title Box

Annotation

Show City Outlines



## Map/Features-Cities Option

The Map/Features-Cities option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the cities option is selected, an **X** is displayed next to the Cities option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, cities will be placed on the map.



This icon performs the same function as selecting Map/Features-Cities from the menu bar when selected from the Quick Action Bar.

Normally cities are shown as dots on the Main Map. You can optionally show the city outlines using the Map/Features-Show City Outlines command.

MapLinx knows the locations of almost 24,000 cities. As you zoom in, more cities become visible. If you want a particular city to appear, you can use the Find/City command.

## Map/Features-Roads Option

The Map/Features-Roads option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the roads option is selected, an **X** is displayed next to the Roads option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, roads will be placed on the map.



This icon performs the same function as selecting Map/Features-Roads from the menu bar when selected from the Quick Action Bar.

The number of roads shown increases as you zoom in.

## **Map/Features-Counties Option**

The Map/Features-Counties option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the counties option is selected, an **X** is displayed next to the Counties option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, county boundaries will be placed on the map.

## **Map/Features-Area Codes Option**

The Map/Features-Area codes option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the area codes option is selected, an **X** is displayed next to the Area codes option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, area code boundaries will be placed on the map.

## Map/Features-Zip Code Areas Option

This option is available only if you have upgraded MapLinx with the Zip code Boundaries files.

The Map/Features-Zip Code Areas option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the zip code areas option is selected, an **X** is displayed next to the zip code areas option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, zip code area boundaries will be placed on the map.

MapLinx employs a three-step process when you zoom in:

- At the USA level, zip code areas are not shown. (This would result in a very congested map)

- There is a range of magnification levels at which you can use the Map/Zip Code Areas command to control display of zip code boundaries.

- At the higher (more detailed) magnification levels, zip code boundaries are shown automatically.

If your copy of MapLinx does not support zip code boundaries, you may obtain an upgrade to provide this feature. See [Upgrading MapLinx](#) for more information.

## **Map/Features-Title Box Option**

The Map/Features-Title box option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the title box option is selected, an **X** is displayed next to the title box option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, the title box will be placed on the map.

The title box can be edited using the Edit/Title Box command.

## **Map/Features-Annotation Option**

The Map/Features-Annotation option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the annotation option is selected, an **X** is displayed next to the annotation option on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed. When the **X** is displayed, the annotation(s) will be placed on the map.

## Map/Features-Show City Outlines Option

The Map/Features-Show City Outlines option is set on the Set Map Features dialog box, which is displayed when the Map/Features command is selected. When the show city outlines option is selected (on), an **X** is displayed next to the show city outlines and the cities options on the Set Map Features dialog box. The next time the command is selected, the **X** will be removed from the show city outlines option only. When the **X** is displayed, city outlines and names will be placed on the map.

**See Also:** [Map/Features-Cities](#)

City Outlines are derived from zip codes assigned to each city. Inaccuracies in the city outlines are caused when a zip code covers a large area of rural land as well as a city.

**NOTE:** MapLinx Professional with zip code boundaries is required to display all major and minor city outlines.

If your copy of MapLinx does not support zip code boundaries, you may obtain an upgrade to provide this feature. See [Upgrading MapLinx](#) for more information.



## Find/Zip Code Command

The Find/Zip Code command is used to locate a zip code. A single zip code can be entered, or the first 3 to 4 digits of a zip code can be entered followed by a '\*'. For example, all zip codes starting with 750 could be found by typing **750\***. The Find/Zip Code command can remember up to 64 zip codes or zip code ranges.

Located zip code areas are highlighted on the Main Map, each with an identifying zip code number.

You can also identify and display zip codes by double clicking the right mouse button when pointing to an area of interest on the Main Map.

The highlighted zip codes can be cleared from the Main Map using the [Find/Reset All](#) command or the [Find/Reset Zip Codes](#) command.

Zip codes are identified as a dot at the center of the zip code area. If you have upgraded MapLinx with the Zip Code Boundary files, zip codes are identified by drawing the zip code boundary if the [Map/Features/Zip Code Areas](#) command is checked.

If your copy of MapLinx does not support zip code boundaries, you may obtain an upgrade to provide this feature. See [Upgrading MapLinx](#) for more information.

**See Also:** [Mouse Techniques](#)

## **Find/County Command**

The Find/County command is used to locate a county. You can enter either the complete county name or just the first few letters. MapLinx will scroll the list of available counties to indicate the nearest match.

You can also find a county by double clicking the left mouse button on the appropriate county in the list box.

The highlighted counties can be cleared from the Main Map using the [Find/Reset All](#) command or the [Find/Reset Counties](#) command.

**NOTE:** You can also identify a county by holding the CONTROL key down and clicking the left mouse button when the mouse pointer is over the USA map.

**See Also:** [Mouse Techniques](#)

## **Find/City Command**

The Find/City command is used to locate a city. You can enter either the complete city name or just the first few letters. MapLinx will scroll the list of available cities to indicate the nearest match.

You can also find a city by double clicking the left mouse button on the appropriate city in the list box.

Each city in the list is followed by the state abbreviation and telephone area code in brackets.

The highlighted cities can be cleared from the Main Map using the Find/Reset All command or the Find/Reset Cities command.

## **Find/Area Code Command**

The Find/Area Code command is used to locate a telephone area code/prefix. You can enter either the complete area code and prefix or just the first few digits. MapLinx will scroll the list of available area code/prefixes to indicate the nearest match.

You can also find an area code by double clicking the left mouse button on the appropriate area code/prefix in the list box.

The found area code/prefixes are associated with cities (which are also shown in the list box). MapLinx identifies the area code/prefix by highlighting the associated city.

The highlighted area code/prefix can be cleared from the Main Map using the [Find/Reset All](#) command or the [Find/Reset Area Codes](#) command.

**See Also:** [Mouse Techniques](#)

## **Find/Contact Command**

The Find/Contact command is used to locate a contact. You can enter either the complete contact name or just the first few letters. MapLinx will scroll the list of available contacts to indicate the nearest one if the database was sorted in alphabetical order.

If more than one database is open you can choose which database(s) to search by selecting the appropriate check box(es).

You can also find a contact by double clicking the left mouse button on the appropriate contact in the list box.

The highlighted contacts can be cleared from the Main Map using the Find/Reset All command or the Find/Reset Contacts command.

## Find/Distance Command

The Find/Distance command is used to measure the distance between any two points on the Main Map. The display units can be changed using the [Edit/Preferences](#) command.



This has the same effect as selecting the distance button from the [Quick Action Bar](#). The distance measurement mode is terminated by clicking the right mouse button.

## **Find/Reset All Command**

The Find/Reset All command removes all highlighted zip codes, counties, cities, area codes and contacts from the map .

## **Find/Reset Zip Codes Command**

The Find/Reset Zip Codes command removes all highlighted zip codes from the map.



## **Find/Reset Counties Command**

The Find/Reset Counties command removes all highlighted counties from the map.

## **Find/Reset Cities Command**

The Find/Reset Cities command removes all highlighted cities from the map.

## **Find/Reset Area Codes Command**

The Find/Reset Area Codes command removes all highlighted cities representing area code/prefixes from the map.

## **Find/Reset Contacts Command**

The Find/Reset Contacts command removes all highlighted contacts from the map.

## View/Previous Zoom Command

The View/Previous Zoom command reverses the last change in zoom level. The last change may have been made by using Auto Zoom, the View/Zoom In command, or one of the Quick Action Bar buttons.



This has the same effect as selecting the previous view button from the [Quick Action Bar](#).

**Note:** MapLinx for Windows Lite does not support the Zoom feature. To be able to view greater detail of the map by zooming, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## **View/Zoom In Command**

The View/Zoom In command provides a zoom in facility. After selecting this command:

- Move the cursor to the top left of the area you wish to zoom in on.
- Click and hold the left mouse button.
- Drag the cursor to the bottom right of the area you wish to zoom in on.
- Release the left mouse button.

If you change your mind, you can use the [View/Previous Zoom](#) command to undo the change.

**Note:** MapLinx for Windows Lite does not support the Zoom feature. To be able to view greater detail of the map by zooming, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

## **View/Re-Center Command**

The View/Re-Center command lets you define a new center point of the Main Map. After selecting this command:

- Click the left mouse button at the new center point of the map.
- The map will be redrawn with the new point centered in the display area.

## **View/Auto Zoom Command**

The View/Auto Zoom command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command is selected, the check mark will be removed. When the check mark is displayed the Auto Zoom is enabled.

In Auto Zoom mode, whenever you click and hold down the left mouse button you are automatically defining an area of the map to zoom in on.

- Move the cursor to the top left of the area you wish to zoom in on.
- Click and hold the left mouse button
- Drag the cursor to the bottom right of the area you wish to zoom in on.
- Release the left mouse button.

If you are not in Auto Zoom mode, clicking and holding the left mouse button has no effect.

**Note:** MapLinx for Windows Lite does not support the Zoom feature. To be able to view greater detail of the map by zooming, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.



## **View/Base Map Command**

The View/Base Map command restores a previously saved Base Map.

A Base Map is a user defined view. For example, you might save the map so that Texas is centered and almost fills the Main Map display. This view could then be saved as a Base Map.

If you commonly work in a small region of the USA, you may find it convenient to define a Base Map. A Base Map is defined using the View/Save Base Map command.

Only one Base Map may be saved.

## **View/USA Map Command**

The View/USA Map command reverts the Main Map to a map of the USA.



This has the same effect as selecting the USA Map button from the Quick Action Bar.

## **View/Save Base Map Command**

The View/Save Base Map command saves the current Main Map display. The Main Map can restore the Base Map using the [View/Base Map](#) command.

## **View/Locator Map Command**

The View/Locator Map command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command is selected, the check mark will be removed. When the check mark is displayed the Locator Map is visible.

A small locator map appears in the lower right of the map display area. A box or dot in this map indicates the location being displayed in the main map display area.

The Locator Map indicates your current position on the Main Map. It is most useful when you have zoomed in (magnified the map) and you are unsure exactly which area of the USA you are currently viewing.

## **Search/Add to Selection Command**

The Search/Add to Selection command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command is selected, the check mark will be removed.

When the check mark is displayed, each time you perform a search using the Search/in Circle, Search/in Polygon, or Search/in Rectangle commands, any existing search is added to the new search.

When the check mark is not displayed, each time you perform a search using the Search/in Circle, Search/in Polygon, or Search/in Rectangle commands, any existing search is discarded and the new search replaces it.

## **Search/by State Command**

The Search/by State command is a toggle command linked to the Search/by County and Search/by Zip commands. When selected, a check mark (✓) is displayed next to the command. If you select the Search/by County or Search/by Zip commands, the check mark will be removed.

When the check mark is displayed, each time you perform a search using the Search/in Circle, Search/in Polygon, or Search/in Rectangle commands, the Contact Symbols will appear in the center of each state and the search treats all contacts in the state as being at the center of the state.

The results of the search are shown on the Status Line.

## **Search/by County Command**

The Search/by County command is a toggle command linked to the Search/by State and Search/by Zip commands. When selected, a check mark (✓) is displayed next to the command. If you select the Search/by State or Search/by Zip commands, the check mark will be removed.

When the check mark is displayed, each time you perform a search using the Search/in Circle, Search/in Polygon, or Search/in Rectangle commands, the Contact Symbols will appear in the center of each county and the search treats all contacts in the county as being at the center of the county.

The results of the search are shown on the Status Line.

## **Search/by Zip Command**

The Search/by Zip command is a toggle command linked to the Search/by State and Search/by County commands. When selected, a check mark (✓) is displayed next to the command. If you select the Search/by State or Search/by County command, the check mark will be removed.

When the check mark is displayed, each time you perform a search using the Search/in Circle, Search/in Polygon, or Search/in Rectangle commands, the Contact Symbols will appear in the center of each zip code and the search treats all contacts in a zip code as being at the center of the zip code.

The results of the search are shown on the Status Line.



## **Search/All Contacts (Reset) Command**

The Search/All Contacts (Reset) command clears all existing search areas.

An individual Search Area can be canceled by moving the arrow cursor within a search area and clicking the right mouse button.

## Search/in Circle Command

The Search/in Circle command is used to identify contacts in a given area. After selecting this command the cursor changes to a ? with an adjacent circle:

- Move the cursor to the center of the area you wish to search.
- Click the left mouse button or click the right mouse button to cancel
- Move the cursor until the circle is the required diameter.
- Click the left mouse button to set the circle in place.
- Click the right mouse button to cancel.

The diameter of the circle is shown adjacent to the circle. The display units can be changed using the [Edit/Preferences](#) commands.



This has the same effect as selecting the Search/in Circle button from the [Quick Action Bar](#). The search outcome is determined by the setting of the [Search/by State](#), [Search/by County](#) and the [Search/by Zip](#) commands.

### Canceling a Search Area.

An individual Search Area can be canceled by moving the arrow cursor within the search area and clicking the right mouse button.

All search areas can be canceled by using the [Search/All Contacts \(Reset\)](#) command.

## Search/in Polygon Command

The Search/in Polygon command is used to identify contacts in a given area. After selecting this command the cursor changes to a ? with an adjacent polygon:

- Move the cursor to the first point on the polygon of the area you wish to search.
- Click the left mouse button or click the right mouse button to cancel
- Move the cursor to the next point and click the left mouse button. Repeat for each point.
- Double click the left mouse button to close the polygon or click the right mouse button to cancel.



This has the same effect as selecting the Search/in Polygon button from the Quick Action Bar.

The search outcome is determined by the setting of the Search/by State, Search/by County and the Search/by Zip commands.

### **Canceling a Search Area.**

An individual Search Area can be canceled by moving the arrow cursor within the search area and clicking the right mouse button.

All search areas can be canceled by using the Search/All Contacts (Reset) command.

## Search/in Rectangle Command

The Search/in Rectangle command is used to identify contacts in a given area. After selecting this command the cursor changes to a ? with an adjacent rectangle:

- Move the cursor to the top left of the area you wish to search.
- Click the left mouse button or click the right mouse button to cancel
- Move the cursor to the bottom right of the area you wish to search.
- Click the left mouse button to set the rectangle in place.
- Click the right mouse button to cancel.



This has the same effect as selecting the Search/in Rectangle button from the Quick Action Bar.

The search outcome is determined by the setting of the Search/by State, Search/by County and the Search/by Zip commands.

### Canceling a Search Area.

An individual Search Area can be canceled by moving the arrow cursor within the search area and clicking the right mouse button.

All search areas can be canceled by using the Search/All Contacts (Reset) command.

## **Contacts/All Contacts Command**

The Contacts/All Contacts command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command or one of the User Defined Identifiers is selected, the check mark will be removed.

When the check mark is displayed, all contact symbols are shown on the Main Map.

When the check mark is not displayed, this command can limit the data exported using the File/Export Data command.

**See Also:** Associating Contact Symbols.

## **Contacts/User symbol A Command**

The Contacts/User symbol A command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command or the Contacts/All Contacts command is selected, the check mark will be removed.

When the check mark is displayed (or the Contacts/All Contacts command is checked), contact symbols for User symbol A are shown on the Main Map.

**NOTE:** On the menu, User symbol A is replaced by the text defined using the Contacts/Contacts Setup command.

This command can be used to limit data exported using the File/Export Data command.

**See Also:** Associating Contact Symbols.

## **Contacts/User symbol B Command**

The Contacts/User symbol B command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command or the Contacts/All Contacts command is selected, the check mark will be removed.

When the check mark is displayed, contact symbols for User symbol B are shown on the Main Map.

**NOTE:** On the menu, User symbol B is replaced by the text defined using the Contacts/Contacts Setup command.

This command can be used to limit data exported using the File/Export Data command.

**See Also:** Associating Contact Symbols.

## **Contacts/User symbol C Command**

The Contacts/User symbol C command is a toggle command. When selected, a check mark (√) is displayed next to the command. The next time the command or the Contacts/All Contacts command is selected, the check mark will be removed.

When the check mark is displayed, contact symbols for User symbol C are shown on the Main Map.

**NOTE:** On the menu, User symbol C is replaced by the text defined using the Contacts/Contacts Setup command, the default is Agents.

This command can be used to limit data exported using the File/Export Data command.

**See Also:** Associating Contact Symbols.



## Contacts/Others Command

The Contacts/Others command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command or the Contacts/All Contacts command is selected, the check mark will be removed.

When the check mark is displayed, contact symbols for Other are shown on the Main Map.

**NOTE:** On the menu, Others is replaced by the text defined using the Contacts/Contacts Setup command, the default is Others.

This command can be used to limit data exported using the File/Export Data command.

It is not possible to explicitly associate a Contact with the Others name; Contacts are of type Others if they do not match the criteria for User symbol A through User symbol C.

**See Also:** Associating Contact Symbols.

## **Contacts/Contacts Setup Command**

The Contacts/Contacts Setup command allows the Contact Symbol, Color, Font, and Contact Type (name) to be changed.

### **Sample**

The Contact Symbol samples show how the contact symbol will appear on the map.

### **Contact Type**

The name entered against each Contact Symbol is used to identify a contact symbol. MapLinx for Windows allows you to use 4 contact symbols.

MapLinx allows four user defined names to be used to identify Contact Symbols; these names are then used by all databases. It is recommended that you customize the names prior to opening a data file. It is then entirely clear when opening the data file which contact symbol you are associating.

### **Symbol**

Each Contact Type can have a unique contact symbol. Each time you press the 'Next' button, the sample contact symbol changes.

### **Color**

The Color option can be used to define a unique color for each contact symbol. The colors that will be available to you depend on the display adapter and monitor you are using.

### **Font**

The Font option defines the font used to identify a contact when the Find/Contact command is used.

**See Also:** [Associating Contact Symbols.](#)

## Contacts/Contacts List Command

The Contacts/Contacts List command displays a list of contacts in the database(s).



This has the same effect as selecting the contacts list button from the Quick Action Bar. The Contacts list shows contacts as follows:

If search areas are in use, the contacts list contains all contacts located in the search area(s). If search areas are not in use, all contacts are shown. You can make sure no search areas are in use by using the Search/All Contacts (Reset) command.

If the Contacts/All Contacts command is checked, all contact types are listed, otherwise, only the individual contact types that are checked are listed.

If you select the Detail button or double click on a listed contact with the left mouse button, further contact details will be displayed.

If you select the Summary button the User Data Summary dialog is shown. Each of the three User Data fields (as used for Thematic Fill - see Setting up for Thematic Shading) are automatically (added or averaged) for each of the listed contacts in each data base. The data is then added by database and by User Data field.

## **Contacts/Contacts Not shown Command**

The Contacts/Contacts Not shown command brings up a list of contacts MapLinX was unable to place on the map. MapLinX will not place a symbol on the map for a zip code it does not recognize. To ensure a correct contact display, edit the database in your database system, entering correct zip codes for those shown using this command. Reopen the corrected database using the commands on the File Menu.

## Associating a Contact Symbol with a Contact

The user names for Contact Symbols are defined using the Contacts/Contacts Setup command. MapLinx for Windows allows four user defined names to be used to identify Contact Symbols. These names are then used by all subsequent databases until you change them again. It is recommended that you customize the names prior to opening a data file, so it is clear when opening the data file which contact symbol you are associating with which address field when opening the data file.

Contact Symbols are associated with a database field name when you open a data file using the File/Open Data File command.

To establish the association between your defined Contact Symbols and the field names in your database, MapLinx for Windows provides an 'Associate Database Fields' dialog box which pops up after a database open command has been entered. This dialog box provides three sections for establishing these associations:

- 1) Contact Detail
- 2) Contact Display
- 3) Thematic Fill

In the Contact Display section of the 'Associate Database Fields' dialog box, there are blanks for selecting and inserting the database field name and the value to be linked or associated with each contact symbol. The field name entries are in the column labeled "Field". These entries are entered or modified by picking from a list showing character fields in the database. The value entries are in the column labeled "Value". These entries are entered or modified by placing the cursor inside the value box and clicking the left mouse button, and then typing in the value information.

For example:

Using the Contacts/Contacts Setup Command you decide to call your Contact Symbols

My Customers  
Bill's Customers  
Ian's Customers  
Other Salesmen

You would then open the data file containing the customers data. Respond by clicking on "No" to the prompt "Use default field settings?" This will cause the 'Associate Database Fields' dialog box to appear. Assuming that the data file had a field called 'SALESMAN' and that this field could contain the words 'BILL', 'IAN', and 'ME' then the Associate Database Fields screen, Contact Display, would be completed as follows:

<b>User Defined Symbol</b>	<b>Field</b>	<b>Value</b>
My Customers	SALESMAN	ME
Bill's Customers	SALESMAN	BILL
Ian's Customers	SALESMAN	IAN

If you then opened a second data file, and this database had three logical (YES/NO) fields, John, Bill and Ian, to identify the responsible salesman, the Contact Display would be defined as follows (assuming your name was John):

<b>User Defined Symbol</b>	<b>Field</b>	<b>Value</b>
My Customers	JOHN	YES
Bill's Customers	BILL	YES
Ian's Customers	IAN	YES

So even though the two data files identify the salesman in different ways MapLinx is able to combine those databases.

All Contacts not matching the listed criteria are, of course, assigned to Contact Symbol Other, in this case 'Other Salesmen'.

## **Help/Contents Command**

The Help/Contents command is used to display the [help contents page](#).

## Help/Keyboard Command

The Help/Keyboard command is used to display this reference of keyboard functions:

**Ctrl + F12**

Open a data file (see [File/Open Data File](#)) command

**Ctrl + Shift + F12**

Print (see [File/Print](#)) command

**Alt + F4**

Exit MapLinx (see [File/Exit](#)) command

**Ctrl + C**

Copy marked area to clipboard (see [Edit/Copy](#)) command

**Control + Ins**

Copy marked area to clipboard (see [Edit/Copy](#)) command

**Alt + 1**

Opens the file listed on the File menu identified as 1 (if present). This is the most recently opened file.

**Alt + 2**

Opens the file listed on the File menu identified as 2 (if present).

**Alt + 3**

Opens the file listed on the File menu identified as 3 (if present).

**Alt + 4**

Opens the file listed on the File menu identified as 4 (if present).



## **Help/Using Help Command**

The Help/Using Help command is used to display the Microsoft Windows instructions: "How to Use Help".

## Help/Upgrade information Command

MapLinx for Windows Lite is a limited version of MapLinx for Windows Professional. The Lite version provides all of the features of the Professional version except the ability to zoom into a smaller area of the U.S. map and open a database file other than a Pro Phone file format.

By upgrading to MapLinx for Windows Professional version, you will be able to do the following:

### **Zoom**

Allows you to zoom into a six-mile radius of a given point which provides for greater map detail. This will allow you to see a metropolitan area and display your data at the county level. Being able to move in and out of different geographic regions provides better control in viewing and analyzing data by area.

### **Other Database Support**

Supports Access, ACT!, dBASE, Excel, GoldMine, Maximizer, Lotus 1-2-3, Paradox, as well as any .DBF or .CSV file format. This capability lets you plot a variety of different types of data.

### **Zip Code Boundary Upgrade**

You can enhance MapLinx for Windows Professional by adding the **Zip Code Boundaries** upgrade. After adding this upgrade, you will be able to thematically shade by zip code boundaries in addition to state and county boundaries.

To take full advantage of the powerful features in MapLinx for Windows Professional, you can easily upgrade by calling:

**1-800-304-0872**

or write to us at:

<p><b>MAPLINX</b> Corporation 5068 West Plano Pkwy Suite 275 Plano, TX 75093</p>
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## **Help/About MapLinx Command**

The Help/About MapLinx command is used to display the About MapLinx dialog. The About MapLinx dialog can be used to determine which version of MapLinx for Windows you are currently using.

## Thematic/Thematic Command

The Thematic/Thematic command is a toggle command. When selected, a check mark (✓) is displayed next to the command. The next time the command is selected, the check mark will be removed.

When the check mark is displayed, the Main Map is shaded thematically to represent either contacts or user data. With MapLinx Lite, you can only thematically shade by number of contacts.

If zip code boundaries are displayed, thematic shading is by zip code. If county boundaries are displayed then thematic shading is by county otherwise it is by state.



This has the same effect as selecting the Thematic button from the [Quick Action Bar](#).

**NOTE:** On the menu, User data 1, User data 2, and User data 3 are replaced by the text defined using the [Thematic/Thematic Setup](#) command.

By adding the zipcode outline upgrade, you will be able to shade thematically by zip code area.

If you require to shade by zip code area or county, and your copy of MapLinx does not support it, it is possible to obtain an upgrade to your version - see [Upgrading MapLinx](#) for more information.

**See Also:** [Setting up for Thematic Shading](#).

## **Thematic/Contacts Command**

The Thematic/Contacts command is a toggle command. When selected, a check mark (✓) is displayed next to the command.

When the check mark is displayed and thematic is turned on using the Thematic/Thematic command the Main Map is shaded thematically to represent the contact density.

**See Also:** Setting up for Thematic Shading.  
Thematic/Thematic Setup command

## **Thematic/User data 1 Command**

The Thematic/User data 1 command is a toggle command. When selected, a check mark (✓) is displayed next to the command.

When the check mark is displayed and thematic is turned on using the Thematic/Thematic command the Main Map is shaded thematically to represent the User data 1.

**NOTE:** On the menu, User data 1, User data 2, and User data 3 are replaced by the text defined using the Thematic/Thematic Setup command.

**See Also:** Setting up for Thematic Shading.  
Thematic/Thematic Setup command

## **Thematic/User data 2 Command**

The Thematic/User data 2 command is a toggle command. When selected, a check mark (✓) is displayed next to the command.

When the check mark is displayed and thematic is turned on using the Thematic/Thematic command the Main Map is shaded thematically to represent the User data 2.

**NOTE:** On the menu, User data 1, User data 2, and User data 3 are replaced by the text defined using the Thematic/Thematic Setup command.

**See Also:** Setting up for Thematic Shading.  
Thematic/Thematic Setup command

## **Thematic/User data 3 Command**

The Thematic/User data 3 command is a toggle command. When selected, a check mark (✓) is displayed next to the command.

When the check mark is displayed and thematic is turned on using the Thematic/Thematic command the Main Map is shaded thematically to represent the User 3 data.

**NOTE:** On the menu, User data 1, User data 2, and User data 3 are replaced by the text defined using the Thematic/Thematic Setup command.

**See Also:** Setting up for Thematic Shading.  
Thematic/Thematic Setup command



## **Thematic/Thematic Setup Command**

The Thematic/Thematic Setup command allows the Thematic Range, Color, and Pattern and Background Color to be changed for each of 6 ranges.

**NOTE:** A unique set of Colors/Patterns and ranges are held for each type of data you might plot. The Plot area on the dialog box lets you select which set of Colors/Patterns and ranges you are defining.

With MapLinX for Windows there are three sets of Colors/Patterns and ranges held for zip code area, county and state level shading. You can tell which set you are adjusting by referring to the dialog box title which will indicate (by State), (by County) or (by Zip). You can only configure the zip code area shading settings when zip code outlines are displayed and the county shading settings when counties are displayed..

### **Sample**

The Sample shows how the thematic shading for the adjacent range of values will appear on the map.

### **Thematic Range**

The Thematic Range is used to control the range of values that will produce the thematic shading shown in the adjacent Sample.

### **Color/Pattern Color**

These push buttons are used to select the color and pattern used for thematic shading. When no pattern is used (a plain color), the Background Color has no effect. When a pattern is used, the Color button changes the color of the pattern and the 'Background' Color button changes the color of the background.

### **Background**

When no pattern is used (a plain color), the Background Color has no effect. When a pattern is used, the 'Color/Pattern Color' Color button changes the color of the pattern and the 'Background' Color button changes the color of the background.

### **Plot**

A unique set of Colors/Patterns and ranges are held for each type of data you might plot. The Plot area on the dialog box lets you select which set of Colors/Patterns and ranges you are defining.

With MapLinX for Windows there are three sets of Colors/Patterns and ranges held for zip code area, county and state level shading. You can tell which set you are adjusting by referring to the dialog box title which will indicate (by State), (by County) or (by Zip). You can only configure the zip code area shading settings when zip code outlines are displayed and the county shading settings when counties are displayed.

MapLinX for Windows allows four user defined names to be used to identify the data available for Thematic plotting; these names are then used by all databases. It is recommended that you customize the names prior to opening a data file; it is then entirely clear when opening the data file which thematic data you are associating.

Regardless of what you enter, the first description refers to Contacts. You may wish to call them Prospects, Customers, etc.

The next three descriptions refer to User data 1 through User data 3.

These customized names will appear on the Thematic Menu and are used when opening a data file.

## **Method**

In some instances, you may wish to shade your data by using the average of all contact data in an area. Some examples are when:

- the data is in percentages
- the data signifies a territory for a contact

The default for the method is cumulative (data values for all contacts are added together). Shading the number of contacts is always cumulative no matter what this setting is.

**See Also:** [Setting up for Thematic Shading.](#)

## Setting up for Thematic Shading

MapLinx for Windows allows three user defined names (User data 1 through User data 3) to be used to identify the data available for Thematic fill from user data files; these names are then used by all databases. It is recommended that you customize the names prior to opening a data file, so it is clear when opening the data file which thematic data you are associating. A further user defined name can be configured; however, this is always used when plotting contacts. You may decide to change this name to customers or clients etc. These customized names will appear on the Thematic Menu and are used when opening a data file.

The data fields can be automatically (added or averaged) for all contacts displayed using the Contacts/Contacts List command and choosing the Summary button. Selecting the Method option by using the Thematic/Thematic Setup command allows a selection of cumulative or average.

The user names for Contact Symbols are defined using the Thematic/Thematic Setup command.

Data base fields containing numeric data are associated with User data 1 through User data 3 when you open a data file using the File/Open Data File command.

For each type of data, you define a field in the database. MapLinx will then extract the required data from that field.

For example:

You decide you want to plot total Clients, the total Revenue in each state, the number of units sold in each state, and the total returns from each state. These values are stored in your database in fields called REVENUE, UNITS, and RETURNS. (There is no field for Clients; MapLinx will count how many clients there are in each state, county or zip code area.)

Using the Thematic/Thematic Setup command you would change the Plot area on the dialog box to customize the names:

- Clients
- Revenue
- Units
- Returns

At the same time you would configure the colors and ranges to match the anticipated data.

You would then open the data file containing the clients (If you had previously opened the data file you would have to respond 'NO' to the prompt 'Use default field settings?'). The Associate Fields screen, Thematic Fill, would be completed as follows:

	<b>Field</b>
Revenue	REVENUE
Units	UNITS
Returns	RETURNS

You would then use the Thematic Menu commands to turn on thematic shading and plot the required data.

If you then opened a second data file and this database contained additional revenue, unit sales, and returns data, say for a satellite office in Alaska, you could combine the data using MapLinx.

Let's assume they are using a different data base and their data is stored in fields ALASKAREVENUE, ALASKAUNITS, and ALASKARETURNS. The Associate Fields screen, Thematic Fill, would be completed as follows:

**Field**

Revenue	ALASKAREVENUE
Units	ALASKAUNITS
Returns	ALASKARETURNS

So even though the two data files identify the data in different ways, MapLinx is able to combine those databases.

### **MapLinx for Windows Professional Only:**

Say you now wanted to plot your own territory to show revenue by county. This will give you a good idea of where your sales revenue is concentrated. You would turn on the display of county boundaries using the [Map/Features-Counties option](#) so counties are displayed in your territory. Using the [Thematic/Thematic Setup](#) command you would configure the colors and ranges to match the anticipated data. Note that the dialog box is now headed 'Customize Thematic Shading (by County)'.

Now all you need to do is force MapLinx to plot only contacts who are your customers. To do this you would associate a contact symbol with your own clients ( see [Associating a Contact Symbol with a Contact](#)). Then use the [Contacts Menu](#) to limit the display to your clients.

You would then use the [Thematic Menu](#) commands to turn on thematic shading and plot the required data.

### **MapLinx for Windows Professional with Zip Code Outline upgrade Only:**

Say you now wanted to plot your own territory to show revenue by zip code. This will give you a good idea of where your sales revenue is concentrated. You would zoom in so zip codes are displayed in your territory. Using the [Thematic/Thematic Setup](#) command you would configure the colors and ranges to match the anticipated data. Note that the dialog box is now headed 'Customize Thematic Shading (by Zip)'.

Now all you need to do is force MapLinx to plot only contacts who are your customers. To do this you would associate a contact symbol with your own clients ( see [Associating a Contact Symbol with a Contact](#)). Then use the [Contacts Menu](#) to limit the display to your clients.

You would then use the [Thematic Menu](#) commands to turn on thematic shading and plot the required data.

**NOTE:** To take full advantage of thematic shading, you should upgrade your Lite version to MapLinx for Windows Professional.

# MapLinx for Windows Help Contents

## Menu Commands

### File

Open, close, export data, print, and exit from MapLinx

### Edit

Copy selected area to clipboard

### Map

Control appearance and features on map

### Find

Find city, zip code, county, area code, road or contact

### View

Adjust view by zooming in and out, save, and restore base map.

### Search

Search geographic areas for contacts

### Contacts

Control contacts displayed, define symbols representing contacts

### Thematic

Turn on and off thematic shading, select data to be represented

### Help

Request help

## Screen Areas

The Quick Action Bar

The Locator Map

The Status Line

## Shortcuts

Mouse Techniques

Keyboard Shortcuts

## Miscellaneous

Error Messages

Configuration Guide

## **File Menu Commands**

The File menu is used to open and close database files, export data, and print the map.

Open Data File

Close Data File

Export Data

Print

Printer Setup

Exit

## **Edit Menu Commands**

The Edit menu is used to edit the map colors, map fonts, title box, annotation, and copy a map area to the clipboard.

### Copy

Copies the selected map area to the clipboard (area must be selected first using the scissors icon in the Quick Action Bar)

### Map Colors

Changes the map colors

### Fonts

Changes the map fonts (text appearance)

### Preferences

Changes the distance measurement units (statute or metric)

### Title Box

Changes the contents of the title box

### Add Annotation

Adds annotation to the map

### Edit Annotation

Allows editing of map annotation

### Clear Annotation

Deletes annotation from the map

## **Map Menu Commands**

The Map menu is used to set/change map features.

Features



## Find Menu Commands

Zip Code

County

City

Area Code

Contact

Distance

Reset All

Reset Zip Codes

Reset Counties

Reset Cities

Reset Area Codes

Reset Contacts

## **View Menu Commands**

[Previous Zoom](#)

[Zoom In](#)

[Re-Center](#)

[Auto Zoom](#)

[Base Map](#)

[USA Map](#)

[Save Base Map](#)

[Locator Map](#)

## **Search Menu Commands**

Add to Selection

by State

by County

by Zip

All Contacts (Reset)

in Circle

in Polygon

in Rectangle

## **Contacts Menu Commands**

All Contacts

User symbol A

User symbol B

User symbol C

Others

Contacts Setup

Contacts List

Contacts Not shown

## **Thematic Menu Commands**

Thematic

Contacts

User data 1

User data 2

User data 3

Thematic Setup

## Help Menu Commands

[Contents](#)

[Keyboard](#)

[Using Help](#)

[Upgrade information](#)

[About MapLinx](#)

## Quick Action Bar



This button is used to identify an area of map to be copied to the clipboard. After clicking on the button the cursor changes to a cross:

- Move the cursor to the top left of the area you wish to copy.
- Click the right mouse button to cancel.
- Move the cursor to the bottom right of the area you wish to copy and release the left mouse button.
- Use the Edit/Copy command to copy the selected area of map to the clipboard.



This button is equivalent to the Edit/Add Annotation command.



This button is equivalent to the Map/Features-Cities option.



This button is equivalent to the Map/Features-Roads command.



This button is equivalent to the Find/Distance command.



This button is used to provide a 2-times zoom in feature. After clicking on the button the cursor changes to a magnifying lens with an adjacent + :

- Move the cursor to the center of the area you wish to magnify.
- Click the left mouse button to magnify the area or click the right mouse button to cancel.



This button is used to provide a 2-times zoom out feature. After clicking on the button the cursor changes to a magnifying lens with an adjacent - :

- Move the cursor to the center of the area you wish to zoom out.
- Click the left mouse button to zoom out or click the right mouse button to cancel.



This button is equivalent to the View/Previous Zoom command.



This button is equivalent to the View/USA Map command.



This button is equivalent to the Contacts/Contacts List command.



This button is equivalent to the Search/in Circle command.



This button is equivalent to the Search/in Rectangle command.



This button is equivalent to the Search/in Polygon command.



This button is equivalent to the Thematic/Thematic command.

## **Locator Map**

The locator map is used to indicate what area of the map is being displayed in the Main Map Window. The Locator Map can be turned on and off using the [View/Locator Map](#) command.



## Status Line

The status line serves three main purposes:

### 1. Display of Informational Messages

Informational messages are displayed whenever you browse through the menus, and to guide you through operations such as zooming in and out on the Main Map. If no informational message is needed then the status line is replaced with either the Contact Symbol Key or the Thematic Key.

### 2. Contact Symbol Key

The Contact Symbol Key is displayed if the Main Map is showing contact symbols. There are 4 types of contact symbols; three with user defined identifiers and 'Other'. You can change the Contact Symbols and identifiers using the [Contacts/Contacts Setup](#) command.

When the Contact Symbol Key is displayed, the contact symbols are repeated on the right end of the Status Line; adjacent to each symbol is a number. The number represents the number of contacts of each type in the current search selection when the number is shown in a recessed button.

If you select the number button (so the button is shown raised), the number shown represents the total number of contacts of that type. The number may NOT be the same as the number in the database because some contacts may have invalid zip codes. To view the contacts with invalid data use the [Contacts/Contacts Not shown](#) command.

### 3. Thematic Key

The Thematic Key is displayed if the Main Map is showing data thematically. Contact density or one of three user data fields can be shown thematically. The Status Line is used to show the relationship between the colors/patterns and the numeric values. The Colors/Patterns and ranges can be changed using the [Thematic/Thematic Setup](#) command.

## Mouse Techniques

The following mouse operations are available when the cursor is on the Main Map:

### Identify a contact

You can identify a contact by placing the cursor on the appropriate contact symbol and double clicking the left mouse button.

### Editing Annotation

You can change annotation text and fonts by placing the cursor on the annotation to be changed, holding down the right mouse button, and double clicking the left mouse button.

### Identifying a county, zipcode, or areacode

You can identify a county, zipcode, or areacode by placing the cursor over the area, holding down the 'Control' key and clicking the left mouse button. To select the feature to identify, hold down the 'Control key' and click the right mouse button--a small menu will appear and the appropriate feature can be selected.

**NOTE:** When displaying zipcodes, the zipcodes will be identified with the zipcode number and a small square at the centroid of the zipcode. To see the actual zipcode boundary, you will need to upgrade your product with the ZipCode Boundary files. These boundaries let you see the physical zipcode boundary in addition to the zipcode number.

If your copy of MapLinx does not support zip code boundaries, you may obtain an upgrade. See [Upgrading MapLinx](#) for more information.

### Zooming in (magnifying) the Main Map

You can zoom in on the Main Map if Auto Zoom is in use. See [View/Auto Zoom](#) command.

**Note:** MapLinx for Windows Lite does not support the Zoom feature. To be able to view greater detail of the map by zooming, you can upgrade to MapLinx for Windows Professional. Please see the Help section on [Upgrade Information](#) for details.

### Canceling an operation

You can cancel the following operations by clicking on the right mouse button:

- Search/In Circle
- Search/In Polygon
- Search/In Rectangle

## **Error Messages**

The following error messages may occur during your use of MapLinX for Windows. Many conditions that cause an error can easily be rectified.

**NOTE:** All messages are identified by a number that appears in brackets ( ) after the message. If you have to call

MapLinX Technical support, make a note of the message number before calling.

### **Can only be used if you type in 3 or more numbers**

This message can appear when using the Find/Zip Code command. MapLinX permits the use of wild-card searches only if you enter 3 or more digits of the zip code. For example entering "750" would find all the zipcodes starting with 750.

### **All search regions are in use.**

You cannot have more than 7 search areas on the map.

### **Cannot delete search region.**

The cursor is in more than one search region. This can occur if search regions overlap. Move the cursor to a point that is only within the search region you wish to delete and try again.

### **Cannot open the requested file.**

This is because there is insufficient free disk space to create necessary temporary files or the database file was not compatible with the database filter being used. Check the free disk space on the drive containing the database and that you are using the correct import filter.

### **Error - No valid zip codes found in file**

MapLinX requires the database to contain a field containing valid zip codes. No valid zip codes were found in the database and field specified.

### **Error ACT! file is too big**

The file contains too many records. Purge and compress within ACT! and try again. If there are still too many files, export a group of contacts into a new database and use MapLinX to view the new database.

### **Error in Printer Setup**

If this message appears, verify that your printer is set up correctly. Consult your Windows documentation for this information. If the error persists, contact MapLinX technical support.

### **Error opening Data Base Filter**

If this message appears, verify that you have selected the correct filter for the database type you want to open. If the error persists, contact MapLinX technical support.

### **Error writing profile file**

Check the free disk space and, if using a network, ensure that you have write access.

### **File already open.**

You cannot open a file that is already open.

### **Insufficient memory available.**

You may have many applications minimized or inactive including open DOS boxes. To make more memory available you should close all unused DOS boxes, and if necessary close inactive applications. You can use the Help/About command from within Program Manager to determine the amount of memory available to Windows on your computer.

**Logical value must be Yes,No or True,False**

When using a database field value to customize a contact symbol and the field is of type Logical within the database you must use a logical comparison value of Yes, No, True or False.

**Maximum of 3 database files already open.**

You have attempted to open an additional database when the maximum number of databases are already in use. Use the File/Close command to close an open database.

**No database files are currently open**

You have attempted to use an operation that requires a database to be open. Use the File/Open command to open a database.

**No more room to store annotation.**

You cannot add more annotations. Delete some of the current annotations first.

**No more room to store located zip codes.**

MapLinx allows up to 64 zip codes or zip code ranges to be located. When this limit is reached you should use the Find/Reset commands to clear your current selections.

**The file was not a valid ACT! file.**

Please check you are using the correct database filter.

**The file was not a valid dBase file.**

Please check you are using the correct database filter.

**Too many points on line.**

When defining a search polygon there is a limit of 250 points on the polygon.

**Too many records in dBase file.**

The database is too big to be accessed by MapLinx. If your database contains deleted records, you should purge the database file using your database manager program.

**Unable to find character field in database.**

MapLinx requires each database to contain a character field. It is unlikely that the database you have selected contains zip code and contact information if there are no character fields.

## **Configuration Guide**

### **Windows Compatibility**

MapLinx for Windows operates with Windows 3.1 in Enhanced mode.

### **Determining Operating Mode and available memory**

The Program Manager's Help/About command can be used to determine the Windows operating mode and the amount of free memory. The amount of free memory will be the amount of installed memory less that used by DOS (including SmartDrive, RamDrive etc.), TSRs, Windows and open Windows applications.

### **Memory Requirements**

It is recommended that you have a minimum of 2 Mb of installed memory.

### **Using SmartDrive**

Microsoft's SmartDrive can be used to improve performance. The amount of memory used by SmartDrive is configured in autoexec.bat for Windows 3.1. If MapLinx reports an insufficient memory error you should reduce the amount of memory used by SmartDrive, if closing other applications does not rectify the problem.

We recommend that no more than 512 kb be used by SmartDrive if you have only 2 Mb of installed memory. In most cases the default values are correct.

### **Creating a Swap File**

You should run Windows in enhanced mode and create a permanent swap file. The swap file should be at least 2Mb in size. You may need to compress your hard drive if a swap file of this size cannot be created. See your Windows documentation for more information on creating a permanent swap file.

