

### To view a Pushpin within a cluster of multiple Pushpins



When several Pushpins are located in the same general area on the map, you'll see this symbol (to the left). This symbol indicates multiple Pushpins.

- 1 Click the multiple Pushpins symbol on the map.
- 2 Click Multiple Pushpins in the list that appears. This displays another list that shows all the Pushpins in that cluster.
- 3 Click the name of the Pushpin you want to see.
- 4 Click Go To.

### **To make Pushpins visible from the altitude where they were created, or closer**

You can make your Pushpins visible no matter how far away from the map you zoom. Or, you can make a Pushpin visible only when you zoom in close enough to see the right amount of detail around it. You choose how close that is.

- 1** Click the Tools button at the top of the screen, and then click Show/Hide Pushpins.
- 2** Click the box next to the corresponding set name for your Pushpins.
- 3** Click Advanced.
- 4** Click the bottom option to make the Pushpins visible only from certain altitudes.

## Pushpin Explorer

Use Pushpin Explorer to manage your Pushpin sets.

### ***What do you want to do?***

- [Move Pushpins from one set to another](#)
- [Show or hide Pushpins in a set](#)
- [Rename a Pushpin set](#)
- [Delete a Pushpin set](#)
- [Show a Pushpin on the map](#)
- [Create a new Pushpin set](#)

## **New Pushpin Set**

Type a name for the new Pushpin set you are creating.

### **A Problem with Your Pushpins**

Pushpin information can be corrupted when the program is stopped suddenly by something like an unexpected power outage or a failure in this program. When this happens, the program restores an older version of your Pushpins and continues running. Therefore, the most recent changes to your Pushpins can be lost.

To ensure that the program can always keep a backup of the most recent Pushpins, it helps to have enough free space on your hard disk-more than the amount used to store your Pushpins. Unless you have large attachments, this amount will usually be less than 3 megabytes (MB).

### Could Not Create Log File

Most likely, you received this message because your text file is on a floppy disk and the disk is write-protected. If this is the case, use a disk that is not write-protected.

Or, you may have marked the file LOGFILE.TXT as read-only. If this is true, and you want to save the contents of this file, rename it with another file name or uncheck the Read-Only option for the file. (To do so, right-click the file name, then click *Properties*, and then click *Read-Only* to remove the check mark.)

It's also possible that your text file is called LOGFILE.TXT. If this is true, rename your text file.

## What's a Pushpin?

Are you familiar with the pushpins that you stick in a wall map that remind you of the places you've been and those you'd like to go to some day? Now, you can mark those places in World Atlas with Pushpins.

Pushpins make it easy to annotate your map with important information.

A Pushpin includes these parts:

- ▶ A label. Name your Pushpin anything you'd like (up to 43 characters).
- ▶ A symbol. Choose from a palette of 224 symbols.
- ▶ A note. You can attach a short, balloon-shaped note, or you can have a Pushpin with no note. Use an attached note to tell why a place is special -- the bakery that makes the best cinnamon rolls in town, the customer who prefers your executive line of products, the island you visited on vacation last year.


To make them easy to manage, you can organize your Pushpins into sets -- places known for superb sunrises, museums with impressive Impressionist collections, points along your first sailing expedition -- whatever suits your style. Use the Pushpin Explorer to keep track of your Pushpin sets or to move Pushpins from one set to another.

If you collect a lot of Pushpins, you can hide some sets while working with others so your map doesn't appear cluttered. Use the Show/Hide Pushpins feature (you can find it by clicking the Tools button at the top of the screen).

If you want to learn more about Pushpins, click the Index button near the top of the Help window. Type **Pushpins** and then click a topic related to Pushpins in the list.

## To create a Pushpin and put it on the map

Personalize your map by making Pushpins that show the places that interest you.

- 1 If you need to, zoom in to the best map view for the Pushpin you are creating.  
[How?](#)  
For example, if the Pushpin marks a country, zoom out to a country view. If it marks a city, zoom in until you see the city.
- 2  Click the Pushpin button.
- 3 Click the spot on the map where you want to stick the Pushpin.
- 4 In the Pushpin Properties box, type a name for the Pushpin.
- 5 Click Choose Symbol, and then click the symbol that best represents your Pushpin. This symbol shows up on your map whenever your Pushpin is visible.
- 6 Click an option to indicate whether you want to attach a short note to the Pushpin.  
[Tell me more.](#)
- 7 Click the set you want the new Pushpin to belong to, or type a new name, and click OK. (If you don't specify a set, your Pushpin will be included in the set that is currently visible in the window.)
- 8 You can create a note for your Pushpin in the window or balloon that appears.  
[Tell me more.](#)



### **To find a specific Pushpin**

- 1 Click Tools at the top of the screen, and then click Pushpin Explorer.
- 2 Click a Pushpin set in the list at the left.
- 3 Highlight the Pushpin you want in the list at the right, and then click Go To at the bottom of the Pushpin Explorer.

**To show (or hide) a Pushpin label**

- 1** On the map, right-click the Pushpin you want to label.
- 2** Click Show Label. The Pushpin label shows up on the map.  
(Click Hide Label to hide the Pushpin label.)

### To open and read a Pushpin note

- 1 Right-click the Pushpin symbol on the map.
- 2 Click Open.

**Note** Some Pushpins are created without an attached note. If this is the case, the Open option is grayed and you cannot choose it.

### To save and close a Pushpin note

After you create a note for your new Pushpin, or modify an existing note, you can save the note automatically by closing the Note window.

▶ Click

✕ in the upper-right corner of the note.

### **To delete a Pushpin**

When a Pushpin becomes obsolete, you can delete it from its Pushpin set.

- 1** On the map, right-click the Pushpin.
- 2** Click Delete Pushpin.

### **About Pushpin notes**

You can attach a short note to a Pushpin, or you can create a Pushpin without any note.

Short notes include up to 6 lines of text that appear in a balloon-shaped window. By opening a short note before you print the map, you can print the contents of the note when you print the map.

### To copy text from another document

If you have text in another document that you want to add to a Pushpin, you can copy the text and paste it into your Pushpin.

**1** In the document that contains the text you want to copy, highlight the text.

**2** Copy it to the Windows Clipboard.

In many programs, you can press CTRL+C to copy it.

**3** Open the Pushpin note.

 [How?](#)

**4** In the note, click where you want to put the text and press CTRL+V.

**Note** Remember that notes can contain only 6 lines of text. If you try to paste more than 6 lines (approximately 154 to 157 characters), you'll see a message that tells you the text won't fit.

**5** Click  in the upper-right corner to save and close the note.

### **To move a Pushpin to another place on the map**

You can easily relocate any Pushpin on your map.

- 1** On the map, right-click the Pushpin.
- 2** Click Move Pushpin.
- 3** Click a new place on the map.

The Pushpin automatically moves to that place.






### **To change a Pushpin label or symbol**

Want to change the way your Pushpin looks on the map or its label? Follow these steps:

- 1** On the map, right-click the Pushpin to see an option menu.
- 2** Click Pushpin Properties.
- 3** Type a new label for the Pushpin.
- 4** Click Choose Symbol, and then click a new symbol for the Pushpin.  
This symbol appears on your map whenever your Pushpin is visible.

### To change or delete Pushpin text

Unless the Pushpin was created to be read-only, you can update the contents of its note.

- 1 Open the Pushpin note.  
 [How?](#)
- 2 In the note, highlight any text you want to delete and press the DEL (Delete) key.
- 3 Click the place where you want to begin typing, and add the new text.  
You can also cut and paste text within the note. Highlight the text, click  in the upper-left corner of the note, and then use the Edit menu.
- 4 When you're finished making changes, click  in the upper-right corner of the Pushpin note to save the changes and close the note.

### To attach a note to a Pushpin

Annotate your Pushpin with a short note.

1 Create a new Pushpin.

▶ [How?](#)

2 When a window appears, type the text you want to include.

**Tip** You can also copy text from another program and paste it into your note.

▶ [How?](#)

3 When you're done, click ▶ in the upper-right corner to save and close the note.


### **Tips for creating Pushpins**

Decide whether your Pushpin will be visible at any altitude no matter how far you zoom out, or only when you zoom in to a certain level or closer. (The second choice is like being able to see the airport once you've begun your descent. You may not be able to see it from more than 8,000 feet above the ground, but you can see it from 7,500 feet and closer.)

- ▶ If you create all of your Pushpins to be visible at any altitude, your map may get a bit cluttered.
- ▶ If you want to create your Pushpins so they are seen at a certain altitude or lower (for example, 1,000 feet above the earth or closer), be sure to zoom to that altitude first, and then create the Pushpin.

### To create a Pushpin set

To make your Pushpins easier to manage, group them into Pushpin sets.

- 1 Click the Tools button at the top of the screen, and then click Pushpin Explorer.
- 2 Click any symbol in the Sets column on the left.
- 3 Press the INS (Insert) key to add a new set to the list. Or you can point to  in the upper-left corner of the window and click New Set.
- 4 Type a new name for the set and click OK.  
The new set is automatically created.

### **To move a Pushpin from one set to another**

Pushpins are organized into sets to make them easy to manage. Each is placed in a set when it is created, but you can change its set at any time.

- 1** Click the Tools button at the top of the screen, and then click Pushpin Explorer.
- 2** In the left column, click the Pushpin set that the Pushpin belongs to.  
The Pushpins in that set appear in the right column.
- 3** From the right column, drag the symbol for the Pushpin you want to move into its new set on the left.

### **To show or hide a set of Pushpins on the map**

You can show Pushpins from certain sets and hide those sets you're not currently using.

- 1** Click the Tools button at the top of the screen, and then click Show/Hide Pushpins.
- 2** Click the box next to the Pushpin set name to check it and show all Pushpins in that set on the map.  
(Click the box again to remove the check mark and hide the Pushpins in that set.)

### **To make Pushpins visible from any altitude**

You can make Pushpins visible no matter how far you have to zoom the map.

- 1** Click the Tools button at the top of the screen, and then click Show/Hide Pushpins.
- 2** Click the box next to the Pushpin set name to check it and show on the map all Pushpins in that set.
- 3** Click Advanced.
- 4** Click the top option to make the Pushpins visible at all altitudes.



### To rename a Pushpin set

Does your Pushpin set need a new name? Follow these steps to rename it:

- 1 Click the Tools button at the top of the screen, and then click Pushpin Explorer.
- 2 In the Sets column on the left, right-click the symbol for the set you want to rename.
- 3 Click ▼ in the upper-left corner, and then click Rename.

When a box appears around the set's name and a blinking insertion point appears at the end of the name display, you can change the name.

- 4 Type a new name for the set.
- 5 Click outside the box with the new name to accept that name.

### To delete a Pushpin set

If you want to permanently delete all the Pushpins in a set, you can delete the whole set all at once.

- 1 Click the Tools button at the top of the screen, and then click Pushpin Explorer.
- 2 In the Sets column on the left, click the Pushpin set you want to delete.
- 3 Click ▼ in the upper-left corner, and then click Delete.

### **Show a Pushpin on the map (from Pushpin Explorer)**

You can choose a Pushpin from the Pushpin Explorer and show it on the map.

- 1** In Pushpin Explorer, click the symbol for the Pushpin set (in the left column).
- 2** Click the symbol for the Pushpin (in the right column).
- 3** Click Go To.

## **An error occurred with your Pushpins**

Try the following steps to resolve the problem:

- 1** Restart your computer.
- 2** Restart Encarta World Atlas.  
If you don't see this error message again, the problem was fixed automatically.
- 3** If you see this error message again, go to the directory where you installed the program. Look at all files beginning with "PP" or "PU" to make sure none are marked read-only. If any are checked, right-click the file, choose Properties, and then click the Read-Only option to remove the check mark.
- 4** Restart Encarta World Atlas.  
If you notice that Pushpin functionality is disabled, use Setup to reinstall the program.
- 5** If the problem persists, contact Microsoft AnswerPoint.

▶ [How?](#)

## Zoom in or out

Use the Zoom slider to show more or less detail on the map.

**1** Click *Zoom* at the bottom-left corner of your screen.



**2** Drag the triangle down to zoom in. Drag it up to zoom out.

Click outside the Zoom slider to close it.

**Shortcut:** You can also click the magnifying glass buttons (to the right of the Zoom button) to zoom in or out.

### **When all else fails**

Microsoft AnswerPoint offers support for almost any schedule and budget. Please note that the prices, terms, and conditions of Microsoft support services are subject to change without notice.

### **Round-the-clock information**

Microsoft's AnswerPoint Information Services offer a variety of low- and no-cost services 24 hours a day, 365 days a year.

**The Internet and The Microsoft Network (MSN)** You can access the Microsoft Frequently Asked Questions (FAQ), Software Library, Knowledge Base, customer-to-customer newsgroups, and other technical information online.

- On the World Wide Web and MSN, go to <http://www.microsoft.com/support/>
- For FTP access, go to <ftp://ftp.microsoft.com/>

**Fast Tips automated telephone information** This automated service provides quick answers to common technical questions by telephone, fax, or mail. To access FastTips, call (800) 936-4100.

### **Standard support**

Microsoft engineers offer no-charge support with a toll call any day of the week, Monday through Friday. In the United States, call (206) 635-7172, from 9 AM to 9 PM Eastern time. In Canada, call (905) 568-3503, from 8 AM to 8 PM Eastern time.

**Before you call** It's easiest and most efficient if you're at your computer with World Atlas up and running. The expert who answers the phone may want to know some or all of the following information:

- The type of computer you're using
- The exact wording of any messages that appeared on your screen
- What you were doing when the problem occurred, what happened, and a description of how you tried to solve the problem

### **Other support options**

Microsoft text telephone (TT/TDD) services are available for the deaf or hard-of-hearing. In the United States, using a TT/TDD modem, dial (206) 635-4948; in Canada, dial (905) 568-9641.

Microsoft AnswerPoint offers support to developers with answers to highly technical questions. Priority telephone access to Microsoft support engineers is available for extended hours, seven days a week, excluding holidays; fees vary. For sales information on these and other services available from Microsoft, call (800) 936-3500 from 9 AM to 9 PM Eastern time in the United States. In Canada, call (800) 668-7975 from 8 AM to 8 PM Eastern time. (You won't get any technical support through these sales numbers.) Complete information is also available on the World Wide Web at <http://www.microsoft.com/support>.

### To get help on other features in World Atlas

- 1 Click the Close button in the World Atlas Pushpin Help window.



- 2 Click the Help button in the upper-right corner of the screen.





## **Annotate your map using Pushpins**

Create your own Pushpin sets to mark specific places around the world.

### ***What do you want to do?***

- Find out what a Pushpin is
- Create Pushpins
- Work with Pushpins
- Change Pushpins and attached notes
- Work with Pushpin sets

## ***Using Pushpins***

Find the Pushpins you're looking for and read the notes attached to them.

### ***What do you want to do?***

- Find a specific Pushpin
- Show (or hide) a Pushpin label
- Read a note attached to a Pushpin
- Close a Pushpin note
- Delete a Pushpin

## **Creating Pushpins**

Mark the places that are important to you by adding Pushpins to your map. Add notes to them to tell why each place is special.

### ***What do you want to do?***

- Create a Pushpin and put it on the map
- Copy text from another document
- Delete a Pushpin

## ***Changing Pushpins and attached notes***

Update or fine-tune a Pushpin to get it just the way you like it.

### ***What do you want to do?***

- Move a Pushpin
- Change a Pushpin label or symbol
- Change or delete Pushpin text

## ***Working with Pushpin sets***

Manage Pushpins by organizing them into sets.

### ***What do you want to do?***

- Create a Pushpin set
- Show or hide Pushpins in a set
- Move Pushpins from one set to another
- Rename a Pushpin set
- Delete a Pushpin set

## **Show or hide Pushpins in a set**

Show the Pushpin sets you want to use and hide the others so they're out of your way.

### **What do you want to do?**

- Show (or hide) all Pushpins in a set on the map
- Show Pushpins at any altitude
- Show Pushpins at a specific altitude

## ***You're having problems with Pushpins***

***What problem do you want to solve?***

- You can't see or find your Pushpins
- Some other error occurred

## To see the Pushpin you're looking for

### To find a specific Pushpin:

- 1 Click Tools at the top of the screen, and then click Pushpin Explorer.
- 2 Click a Pushpin set in the list at the left.
- 3 Highlight the Pushpin you want in the list at the right, and then click *Go To* at the bottom of the Pushpin Explorer.

### Other ways to see a Pushpin:

- If you see a symbol on the map like this one (below), the Pushpin is clustered.
- 1** Click the cluster symbol.
- 2** Click Multiple Pushpins in the Go To list.
- 3** Click the Pushpin name and then click the Go To button, or simply double-click the Pushpin name.

Or

- Zoom in until you can see the individual Pushpin you're looking for.
- [How?](#)
- The Pushpin may have been created so that it can be viewed only at a certain altitude or lower. Try zooming in until you can see the Pushpin on the map.

### Related topics

- [Show \(or hide\) all Pushpins in a set on the map](#)
- [Show \(or hide\) a Pushpin label](#)





