

7 Creating and Modifying Maps

American History Explorer provides all the tools you need to create your own historical map--or any map involving the United States, for that matter. You can start with an existing map and modify it to suit your needs, or you can create your own map from scratch. This chapter covers the basic tools you'll use any map involving the United States, for that matter. You can start with an existing map and modify it to suit your needs, or you can create your own map from scratch. This chapter covers the basic tools you'll use when creating and modifying historical maps.

Creating a Map

American History Explorer includes 93 maps for a variety of uses and applications. The maps included with the program come complete with text and notations. In addition, background maps have also been provided. These are outlines of a particular geographical region. You can use these backgrounds as a base for creating your own maps.

One easy way to create a map is to open an existing map and modify it to suit your needs. But if you prefer to start from scratch, you can do that, too. To create your own map, open any Map window and select New from the Map menu. When the Select Background dialog opens, choose a background.

Whether you're modifying an existing map or starting from scratch, you can add map items, display and modify the map legend, and add graphics, to create a map that fits your objectives. Information on performing each of these functions (and more) is included in the following topics.

Adding Map Items

When working with the maps in the system, you may want to add cities or other items to your map. The easiest way to add map items is to select from the list of existing map items included with the program. However, you can create your own map items, if you like.

Selecting Items to Add

The Map Item List on the Place/Names dialog box gives you a list of all existing map items in the program, from which you can select when adding items to a map. To access this list, select Find/Select Items from the Search menu to open the Place/Names dialog.

Use the following steps to add an item to a map,

1. At the top of the Place/Names dialog, select the option "Items in Database But NOT Found On Current Map." This displays the Map Item List on the left side of the dialog.
2. From the Map Item List, select the item(s) you want to add to your map, then click the Add button. (You can select multiple items by clicking and dragging or by pressing the Shift or Ctrl keys as you click, as described in Selecting Map Items on page 7-3.)

The items are added to your map. The Place/Names dialog remains active so you can add additional items or perform other functions, if needed.

NOTE: If the item you added cannot be placed on the map because its coordinates lie outside of the map's boundaries, after you click the Add button, a Message dialog will appear indicating the selected item cannot be viewed on the existing map. You can place the item anyway or cancel the selection.

3. When you are done, click the Close button to close the dialog and return to your map. The new item is positioned appropriately on the map.

Creating Your Own Map Items

You can also create your own items to add to a map instead of selecting from the list of available map items.

When you create your own map item, you can select from a variety of options. You can display the name and a selected symbol (icon), a name only, or an icon only. For example, you may wish to use the Name and Icon selection to add cities and the Name Only option to add rivers or other geographical items. You can also define the font characteristics for any names and the display attributes for any icons you add. You can attach an article to a map item so that once it's on the map, when you double-click on it, additional information about that item appears on screen.

To add a user-defined item to a map,

1. Open the map and select Create New Item from the Edit menu.
2. Note that when you move the cursor onto the map, it changes to a "Where?" indicator. Position this indicator where you want the new item to appear and click the left mouse button. The Edit Map Item dialog appears.
3. On the Edit Map Item dialog, you can define the following:

Name--Enter a name for the map item. The name you enter here will appear on maps and on the Map Item List in the Places/Names dialog. It is used to reference the item, so you can insert it on other maps later, if you like (via the Map Item List). Therefore, you need to enter a name for the item, even if you choose not to display it on your map. If you want to enter notes about the item, you can insert the information after the name within parentheses (anything within parentheses won't appear on the map, but will appear in the Place/Names dialog).

Font/Size/Style/Color--select the font type, size, color, and style (regular, bold, etc.) for the map item. You can type your choice for each into the appropriate field or click the down arrow beside the field to select an item from the list of available options. When you enter or modify font characteristics, an example appears in the box in the lower left corner of the dialog.

Rotate Name--specify the angle at which the name should be displayed. You can rotate the name to display it at an angle or to display it vertically instead of horizontally. You can enter your choice (from 0 to 360) or you can click the down arrow beside the input field to select from the list of available choices. An example of how the name will appear is displayed in the box in the lower left corner of the dialog.

Underline/Strikeout--these check boxes allow you to underline or strikeout the name for the map item. To use one of these options, click the appropriate checkbox using the spacebar or your mouse.

Icon/Size/Color--select the icon to be displayed on the map as well as the size and color for the icon. You can enter your choice into the appropriate input field or you can click the down arrow beside the field to select from the list of available choices. An example of your selections appears in the box to the right. If you do not want an icon to display on the map, select the appropriate display option (see Display Options below).

Text Article--select the article to be attached to the map item. You can leave this blank if you want to create your own article and add it here later.

Category--define the type of item you are inserting by selecting the appropriate category from the category list provided. On the Place/Names dialog, you can use categories to sort items displayed on a map. You can limit the items displayed (by city, region, etc.).

Display Options--specify what is to be displayed on the map: name and icon, name only, or icon only.

Location--designate the exact location for the map item by entering the appropriate latitude and longitude. The settings displayed reflect the current location of the map item (based on the location you choose).

Change item(s) on all maps--indicate whether or not you want the changes made for this map item to be modified on all maps containing this item. This field only appears if you are editing a map item (it will not appear if you are creating a map item). Check this box using the spacebar or your mouse to change this item on all maps as indicated. If you have checked this box, when you click OK to accept your entries, a Select Attributes to Change dialog appears where you can verify/select the types of modifications to be made.

4. When you've finished entering information, review your choices in the sample displayed in the lower left corner of the dialog. Then click OK. The new map item appears on your map as defined.

Moving Map Items

When editing a map (or creating a new one), you may want to move map items to a different location or just make a few minor adjustments. For example, if you modify the zoom level for a map, the city names may have to be moved slightly to make them easier to read. For information on moving graphics on a map, see Moving Graphics later in this chapter.

To move a map item within an open Map window,

1. Click on the Hand Cursor on the icon bar (or choose Move Items from the Edit menu to activate the hand cursor).
2. Position the hand cursor's extended index finger on the item you wish to move (a city name or icon, for example).
3. Click and hold the left mouse button to select the item. (Note that if the item selected has an icon, both the name and the icon are selected.)
4. Drag the item to the desired location and release the mouse button. The program will reposition the item as indicated. For example, if you moved a city's icon, both the icon and the name are repositioned. If you moved the city's name, only the name is adjusted (the icon is unchanged).

NOTE: If you move an icon, a Message dialog appears asking you if you want this change to affect all maps on which the item appears. Click Yes to make a global change affecting all maps or click No to change the item on the current map only. To cancel the operation (and leave the icon where it was originally), click Cancel. If you select Yes, the item will be modified on all maps, regardless of whether or not you save the current map.

Editing/Deleting Map Items

When modifying a map, you may occasionally need to edit or delete map items. You can edit/delete items individually or select a group of items to edit or delete. For example, you can move a city's name or you

can change the font color for all cities on a map.

Selecting Map Items

There are two ways you can select multiple items on a map -- on the map or using the Place/Names dialog.

To select a group of map items on a map,

1. Open a map and activate the arrow cursor by clicking on the Arrow Cursor icon on the icon bar.
2. Press and hold the Ctrl key as you click on each map item you want to select with your mouse.
3. With the appropriate items selected, you are now ready to edit or delete them as needed. (See *Editing Map Items* or *Deleting Map Items* for details.)

To select a group of map items using the Place/Names dialog,

1. Open a map and choose Find/Select Items from the Search menu or click on the Search icon on the icon bar. The Place/Names dialog appears.
2. From the list of items on the map, highlight the map items you want to select. To select items individually, press and hold the Ctrl key as you click on each item. To select several items in a row, click on the first item, then press and hold the Shift key as you click on the last item; all the items in the specified block are selected.

You can limit the types of map items displayed on the list by cities, regions, etc. to make selecting items easier. Use the check boxes in the lower, right corner of the dialog.

3. With the appropriate items selected, you can edit or delete them as needed. (Details on these procedures follow.)

Editing Map Items

To edit one or more map items,

1. Select the item (or items) you wish to edit (as described above).
2. Click on the Edit Map Item icon on the icon bar (or select Edit Items from the Edit menu). The Edit Map Item dialog appears. (Note that if you are editing several map items at once, nothing appears in the Name field on this dialog. Additionally, other fields may be blank if the items selected do not have the same display attributes.)
3. Make the appropriate modifications. The Edit Map Item dialog is identical to the Edit Map Item dialog you see when you are adding a new map item. However, an additional check box appears at the bottom of the dialog. The Change item(s) on all maps check box allows you to indicate whether or not the changes made should be global (thus, affecting all maps on which the selected item appears). Leave this check box blank to change the current map only. Use the spacebar or your mouse to check the box if you want to make a global change.
4. When done, click OK to save your changes.

If you did not check the Change item(s) on all maps check box on the Edit Map Item dialog, you will return to the Map window immediately. If you made a cosmetic change affecting how the map looks, you will immediately be able to see your modification(s). If you changed the article attached to the map item, you will need to access the article by double-clicking on the item to see your change.

If you did check the Change item(s) on all maps check box, a Select Attributes to Change dialog appears. This dialog outlines the types of modifications you made (name, font, icon, text article, etc.) and gives you an opportunity to select the items you want changed. Each area you have changed is automatically selected by default; you can deselect the items you don't want changed. Click OK when you're done to update all maps and return to the Map window.

If you are modifying an original map included with the program, a message dialog appears prompting you to verify your selection. Click YES to proceed or NO to cancel the global change (so only the current map is modified).

Deleting Map Items

While creating or editing a map, you may want to remove one or more items. To do this, select the item or items you wish to delete (as described above), then select Delete Items from the Edit menu. The selected items are removed from the current map.

You can also remove items from your system entirely (if you used the Read/Write installation option). Such items will no longer appear in the Place/Names dialog.

WARNING: You cannot undo this type of deletion. Once you have removed an item from the system, the only way to bring that item back is by reinstalling American History Explorer or replacing it manually.

To delete an item from your system entirely,

1. Choose Find/Select Items from the Search menu or click on the Search icon. The Place/Names dialog opens.
2. Close the current map.
3. Select the item(s) you want to remove from the system and click the Delete button at the bottom of the dialog box.

Changing the Map Background

If you want to change the background of your map (to use modern state boundaries instead of topography, for example), you can select the background you want from a list of predefined background maps. (You must have selected the Read/Write installation option.)

To change the background for a map currently active on screen,

1. Select Swap Backgrounds from the Edit menu. The Swap Backgrounds dialog appears. Notice that the background currently being used is displayed at the top of the dialog. In the middle of the dialog is a list of the available background maps.
2. Click on the desired background map on the list or type the first few characters of the map's name in the box above the list to locate a specific map.
3. Click OK (or press Enter) to replace the old background with the newly selected background. The program rearranges the map items accordingly and the result appears on the screen.

NOTE: If you swap in a completely different type of background (rather than just swapping in another version of the same background), you may not be able to see all of the map items and graphics if they

extend beyond the boundaries of the new map background. Items may appear larger or smaller than they did on the original map and may overlap, depending on whether or not the new map background covers more or less area than the original.

Editing Map Legends

American History Explorer has a map legend feature you can use to clarify the information contained on a map. Every map has a legend, even a new map you are creating. To display the legend for a map, open the desired map and click the Legend icon or select Display Legend from the Options menu. The appropriate map legend appears on the map.

Most maps included with the program already have a map legend with legend items for events depicted on the map. If you're creating a new map, only the distance scale and the elevation scale (if your map background is topographical) display; you will need to enter your own legend items.

Map Legend Dialog Box

If you used the Read/Write installation option, you can change the items on a map legend and modify the display options from the Map Legend dialog (accessed by selecting Edit Legend from the Edit menu). This dialog also allows you to create legends for your own user-defined maps.

The check boxes at the top of the Map Legend dialog allow you to enable and disable the available display options for the current map's legend. The Print map name option allows you to print the name of the map on the legend when you print the map.

The eight boxes that appear in the Legend Items section of the dialog allow you to specify icons and labels that you want to appear on the legend and to specify how you want them to look. You can hide the icon if you don't want it displayed by checking the Hide the icon check box (in case you want only text on the legend, for example). Notice that when you enter information in the Legend Items box, an example of how the item will appear on the actual legend appears at the bottom of the Map Legend dialog.

Saving Maps with Legends/Closing the Legend

A map's legend will display automatically each time you open a map for the first time. If you want the legend to display automatically each time you open a particular map, just save the map with the legend displayed. The next time you open the map, the legend appears automatically. Likewise, if you don't want the legend to display when you open a particular map, close the legend and save the map.

To close a map legend, click on the Legend icon, double-click on the Control-menu-box icon in the upper left corner of the legend window, or select Display Legend from the Options menu. For details on saving maps, see Saving a Map, later in this chapter.

Inserting Graphics into a Map

With the Map window's Toolbox, you can create your own graphic items to add to maps, and you can insert previously created graphics, too. For example, you might circle or box a point of interest or a group of events to draw attention to them. To activate the Toolbox, select Graphic Tools from the Edit menu (or click on the Toolbox icon on the icon bar). To disable the Toolbox, reselect this menu option or click the Toolbox icon again.

Toolbox Elements

At the top of the Toolbox are its close-box icon and title bar. Just below are four rows of buttons that allow you to select the type of line or shape you want to create and the type of cursor you want to use. Following is a list of the buttons as they appear on the Toolbox, with the function of each button.

Arrow Cursor

*Select graphics
 *Resize graphics
 *Draw lines and shapes

Hand Cursor

*Select graphics
 *Move graphics

Circle

*Draw a circle or oval

Straight Line

*Draw a straight line

Jagged Line

*Draw "polylines"
 (connected lines)

Polygon

*Draw a polygon

Square

*Draw a square
 or rectangle

Arrowhead

*Draw an
 arrowhead

Arrowhead Orientation

*Set direction
 of the arrowhead

Top

*Place selected
 graphic on top of
 overlapping graphic

Cpy

*Copy selected
 graphic to Clipboard

Del

*Delete selected
 graphic

Other options on the Toolbox allow you to select the colors and line width for your lines (Line button) and colors or patterns to fill in shapes (Fill button).

Use the Add button to access the Add Graphics dialog which allows you to insert previously created graphics. (See page 7-10.)

Drawing Lines

You can draw straight lines or "polylines" (connected lines) on a map (to illustrate a journey or a boundary, for example).

To draw a line on a map,

1. Activate the Toolbox (click the Toolbox icon on the icon bar or select Graphic Tools from the Edit menu).
2. Click on the desired line button at the top of the Toolbox. You can choose either the straight line or the polyline (connected lines).
3. Select the desired line color and width on the Toolbox. To choose a line color, select the Line option above the color palette, then click on the desired color. To select a line width, position the cursor on the correct width and click.
4. Move the cursor to the map and position it where you want the line to begin. Notice that when you move the cursor onto the map, it changes to a crosshair cursor (+).
5. If you are drawing a straight line, click and hold the left mouse button as you drag the mouse across the map. An outline of the line appears as you drag the mouse to help you position the line correctly. When you've finished drawing your line, release the mouse button. The line is drawn as indicated.

If you are drawing a polyline, you do not have to hold down the mouse button as you're drawing the example. You can click once on the line's starting point, move the cursor to another position and click again, and move the cursor to yet another position and click again. An outline of the

polyline you've drawn appears on screen. When finished, double-click at the end of the line. The line is drawn as indicated.

Drawing Shapes

You can also draw shapes on any map to identify or emphasize an area, for example. Drawing a shape is much like drawing a line. When you draw a shape, however, you can draw an outline of a shape (by clicking the No Fill button), or you can fill it (by clicking the Fill button and choosing a color or pattern) to create a solid shape.

To draw a shape on a map, use the same steps as given above for drawing lines, but first click on the desired shape button. At step 2, if you want a solid shape, select the Fill option above the color palette, then click on the desired color. If you want the background of the map to show through the shape, click No Fill.

Drawing Arrowheads

You can use the arrowhead shape on the Toolbox to draw arrowheads for lines on a map (to illustrate a journey in a particular direction, for example). However, you should note that drawing an arrowhead is slightly different than drawing other shapes.

To draw an arrowhead,

1. With the arrowhead shape selected, click on the arrowhead orientation buttons to the right of the arrowhead button to choose the desired direction for the arrowhead.

You can also select the line width, line color, and fill color for the arrowhead using special buttons on the Toolbox. To select the line width, position the cursor on the correct width and click. To choose a line color, select the Line option above the color palette then click on the desired color. To select a fill color, select the Fill option above the color palette then click the desired color. Click No Fill if you want the background to display behind the shape.

2. Position the cursor where you want the arrowhead to appear. Note that when you move the cursor onto the map, it changes to an arrowhead indicator. This will help you position the arrowhead correctly on the map.
3. When you've placed the cursor where you want the arrowhead to appear, click once with your mouse. The shape appears on your map where indicated.

Once you've placed an arrowhead on a map, you can copy, move, delete, and resize it as you would any other shape.

Selecting Graphics

Once you've created a line or shape, you may want to copy, delete, move, or resize it. To perform any of these options, you must first select the graphic. This produces graphic "handles" (small boxes) on the ends of lines and on anchor points on a shape which can be used to manipulate the graphic. These handles only appear when the Toolbox is active; therefore, you cannot manipulate graphics when the Toolbox is disabled, such as with a Read Only installation.

To select a graphic from a Map window,

1. Activate the Toolbox (click the Toolbox icon on the icon bar or select Graphic Tools from the Edit menu).

2. Select the hand cursor or the arrow cursor (on the Toolbox or on the icon bar) as is appropriate. If you are moving a graphic, select the hand cursor. If you are resizing a graphic, select the arrow cursor. If you are copying or deleting a graphic, you can use either cursor.
3. Position the cursor on one of the graphic's handles and click. This selects the graphic. Note that the handles are a different color when the graphic is selected.

When you select a line or shape, the entire graphic is selected; therefore, you cannot delete or remove portions of a line or shape. If many shapes or lines have been used to illustrate a path or journey, for example, you can select each line or shape individually to delete them as needed.

NOTE: The graphic handles for circles do not appear on the circle as they do for lines and other shapes. The graphic handles for circles appear just outside the circle in the upper left and lower right corners of the area the graphic encompasses.

Arranging Graphics

If you want to place certain graphics on top of others, you can do this by using the Top button on the Toolbox.

To place one graphic on top of the other,

1. Select the desired graphic.
2. Click the Top button on the Toolbox. The desired graphic will be placed on top of all the graphics it overlaps.

Copying Graphics

To copy a graphic,

1. Activate the Toolbox and select the desired graphic by clicking on one of its handles.
2. Click on the Copy button on the Toolbox. A duplicate appears next to the original graphic. You can move the duplicate to another position if you like by selecting it and dragging it to the desired location. (For details, see Moving Graphics below.)

Moving Graphics

To move a graphic,

1. Activate the Toolbox and click on the hand cursor icon (on the Toolbox or on the icon bar).
2. Select the desired graphic by clicking one of its handles.
3. Click on one of the graphic's handles and hold the left mouse button as you drag the graphic to the desired location. Note that as you move the graphic, an outline of the line or shape follows to help you position the graphic correctly.
4. When you've positioned the graphic where you want it, release the mouse button. The graphic appears in the new location.

Deleting Graphics

To delete a graphic,

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1. Activate the Toolbox and select the desired graphic by clicking on one of its handles.
2. Click on the Del button on the Toolbox. The graphic is removed from the map.

Resizing Graphics

To resize a graphic,

1. Activate the Toolbox and click on the arrow cursor (on the Toolbox or on the icon bar).
2. Position the cursor on one of the graphic's handles.
3. Click and hold the mouse button on the graphic handle and drag it to the desired position. When the line is the desired length or the shape is the desired size, release the mouse button. The object is resized accordingly.

Using the Add Graphics Dialog

The Toolbox also allows you to add, save, and reuse graphics from other **American History Explorer** maps via the Add Graphics dialog.

To add a graphic,

1. Open the Toolbox from the map where you want to place the graphic.
2. Click the Add button at the bottom of the Toolbox.
3. In the Add Graphics dialog that appears, select the item that you want to add to the map.

You probably noticed that the Add Graphics dialog contains a list of states. This list can be used to place state boundary lines for one or more states on any map. Select and insert them as you would any other graphics (using the directions above).

4. Click the Add to Map button. The graphic will appear in the same position on the new map as the location where it was originally created.
5. Close the Add Graphics dialog by clicking the Close button.

Saving Graphics

To save a graphic from the Toolbox (so you can reuse it on another map),

1. Select the desired graphic.
2. Click the Add button at the bottom of the Toolbox. The Add Graphics dialog box appears.
3. Click the Save As button in the dialog to open the Save Graphic dialog.
4. Enter a name for the graphic and click OK. The graphic name now appears in the Add Graphics dialog.
5. Close the Add Graphics dialog by clicking the Close button.

You can also delete a graphic from the Add Graphics dialog by selecting it and clicking the Del button on the Toolbox. Note: This deletes the graphic from your system, and it will no longer appear on the Add Graphics dialog.

Saving a Map

After you've finished modifying or creating your map, you can save it to view it again later.

To save the current map,

1. Select Save from the Map menu.
2. If you're saving a user-defined map for the first time, a Save As dialog appears where you can enter a name of up to 60 characters for your map. You can also enter a date to indicate the time period of the map if you like. This date is used for sorting maps chronologically in the Select Map dialog.

NOTE: The program recognizes standard month abbreviations as well as most standard date abbreviating formats (for example, 7/4/1776; July 4, 1776; or 7-4-1776); however, you must enter all four digits of the year (1776, not '76). Maps covering a range of dates are sorted according to the earliest date in the range when sorting chronologically.

If you're saving changes to an original map included with the program, a warning dialog appears indicating that you are about to override original reference material. Click either:

Yes--to continue (which will replace the existing map with the changed version) or

No--to cancel the selection and retain the original map.

If you want to save the original map AND your revisions, select Save As from the Map menu to save the changed map under a new name (leaving the existing map unchanged).

When you save a map, the program remembers the current scroll position so that next time you open the map, the map is positioned as it was when you last saved it. If you have the legend displayed when you save the map, it will automatically display the next time you open the map.

Copying Maps

If you want to create a copy of a map,

1. Open the map you want to copy.
2. Select Save As from the Map menu. A Save As dialog appears where you can enter a new name (of up to 60 characters) and date for the map. After you've entered a new name, click OK to make a copy of the map under the new name and date you entered.

You might want to use this feature if you intend to make changes to an original map and want to make sure your changes do not affect the original map.

Deleting Maps

American History Explorer allows you to delete any map you add to the program. Maps that are provided with the program can NOT be deleted, although you can delete all the items on a map.

If you want to delete a map that you've added to the program, open the map you wish to delete and choose Delete from the Map menu. A verify dialog appears where you can click Yes to permanently delete the selected map or click No to cancel the operation.

Merging Maps

If you want to combine two maps, you can use the Merge Maps feature on the Edit menu of a Map window. Simply open a map and then merge items from another selected map into the current map. For example, you can open the map Native American Culture Areas showing the location of various tribes and merge it with the Arteries of the Nation, Pony Express map to see the location of various tribes in relation to the Pony Express route.

To merge two maps,

1. Select Map studio from the Opening Screen to open the Select Map dialog box.
2. Select your first map (Native American Culture Areas, for our example) and click OK.
3. Select Merge Maps from the Edit menu. The Merge Maps dialog box appears.
4. Select your second map (Arteries of the Nation, Pony Express, for our example) and click OK. All of the map items from the second map appear on the first map.

NOTE: When merging, if not all of the selected map's items appear on the current map, it may be because they fall outside the boundaries of the map. (However, they are still part of the map and they will appear as items on the map on the Place/Names dialog.) Merged items may appear larger or smaller than they did on the original map and may overlap items on the current map.

Selecting Portions of a Map

You can select a portion of a map using the RIGHT mouse button. You can then copy the selected area to the Windows Clipboard and export it as a graphics file or zoom in on or print the selected area only.

To select a portion of a map,

1. Open the map and click on the arrow cursor icon on the icon bar.
2. Position the cursor where you want to begin.
3. Click and hold the RIGHT mouse button as you drag the outline over the area you want to select.
4. When you've defined the area you want, release the mouse button. The specified area is selected. You can now print it, copy it to the Windows Clipboard, etc.

To copy to the Windows Clipboard, click the Copy Map icon or select Copy from the Edit menu. To zoom in on the selected area, click the Zoom icon or select Zoom from the Options menu. To print the selected area, click the Print Map icon or select Print from the Map menu and choose Selected Rectangle.

Zooming Selected Areas of a Map

If you want to zoom in on a selected portion of the map only, you can use the Zoom Selected Area option on the Options menu. You can use this to view a specific area of a map in detail.

To zoom a selected area,

1. Select the area you want to zoom (see Selecting Portions of a Map above).

2. Click on the Zoom icon on the icon bar or select Zoom from the Options menu. The zoomed area appears within the current Map window.

The program will attempt to zoom the selected area so that it fills the current window. The program may adjust the zoom level to accommodate this (up to the maximum zoom level of 1.5). To restore the rest of the map, zoom back out by reducing the zoom level. Simply select Zoom from the Options menu again and reduce the zoom level on the Zoom Map dialog.

Printing Maps

You can print any maps you've created or any included with the program. If you have a color printer, you can even print out **American History Explorer** maps in full color.

Print Setup

To define print settings for maps, open any map window and select Print Setup from the map menu (or click on the Print icon if you're using the Read Only installation). In the Print Setup dialog that appears, select the desired printer, paper size and source, and page orientation (portrait or landscape). Landscape gives you a horizontal image (the width is greater than the height), which may be better suited for a map.

Depending on the printer you are using, an additional Options button may appear on the Print Setup dialog. The Options button allows you to modify a variety of print options unique to the selected printer. The options that appear will vary depending on the printer you are using. Click the Help button in the Options dialog for additional information or see your Windows or printer manual for more information on print options.

Printing

Once you've entered your print settings, you can print your map. To do so,

1. Open the desired map and click on the Print Map icon (or select Print from the Map menu).
2. On the Print dialog that appears, define the following:

Area to be printed -- selected rectangle, current window, or entire map.

Margins -- for the top, bottom, left, and right sides.

Print style -- gray scale, black and white, or color.

You can also specify whether or not you want the events depicted on the current map to be printed. To print any events shown on the current map, use the spacebar or your mouse to check the Print event markers check box at the bottom of the Print dialog. Leave this box blank if you do not want events printed on the map.

4. When done, click Print to print the map as indicated.

Printing the Map Name on the Legend

The map name will print on the map legend whenever you print legends on your maps if the Print map name check box in the Map Legend dialog is checked. To disable this feature, select Edit Legend from the Edit menu and use the spacebar or your mouse to uncheck the Print map name check box at the top of the Map Legend dialog.

Scaling the Legend

When printing maps with legends, the program will attempt to scale the map legend based on the print options you've selected. If, however, the legend would be too small if scaled as specified (the print would be illegible, for example), a message will appear indicating the program cannot print the map. Likewise, if the legend would be too big if scaled as specified (the legend would take up most of the map, for example),

a similar message will appear. In either case, the message will allow you to continue printing without the legend or to cancel the print operation.