

## Maps PowerView

Mapping is a critical component of the appraisal process. Today's technology not only allows you to quickly generate simple maps, but also choose between classic street maps and true aerial photographs that you can annotate and enhance to display information critical to the property value. Plus, you can gather additional data — FEMA map numbers, Census tract information and proper postal coding — about properties based on their location. Flood maps also play an important role in your reports. WinTOTAL's built-in tools can help you retrieve all of these types of maps and data without leaving your report to hunt for the data on the Internet or in public records. Of course, if you need a map that WinTOTAL can't provide you, you can always locate a wealth of other maps — plat, topography, demographic — through the Internet and use WinTOTAL's tools to insert them into your report. To access all of WinTOTAL's mapping tools, click **Maps** in the upper right corner to open the **Maps PowerView**.



## Set Up Map Preferences

The **Maps PowerView** provides several different options you can define to tell WinTOTAL how it should retrieve a map and what it should display in the balloons. To edit your map options...

1. In the [Maps PowerView](#), click the **Options** link in the **Map pages** pane on the left side of the screen.

2. Mark your preferred options. Options include:

- **Get location map** - Mark this option if you want the Map Wizard to retrieve a location map.
- **Center on subject** - Centers the location map on the subject property.
- **Get flood, census, and USPS data** - Mark this option if you want the Map Wizard to retrieve flood, census, and USPS data for your report.
- **Get FEMA flood map from InterFlood** - If you want the Map Wizard to download flood maps from your InterFlood account, mark this option and then indicate whether you always want to retrieve a flood map or just want a flood map whenever the subject property falls in a flood zone.
- **Use high resolution (1200 x 1800) maps** - Retrieves a higher quality map so that the map is better defined in print and PDF. Keep in mind that this option may make your map appear fuzzy while it's on your screen, but actually improves the print and PDF quality/clarity of your map.
- **Display property details so that I can verify address or enter their GPS coordinates before getting maps** - If you use a GPS device to retrieve the latitude and longitude of the properties in your report or if you want to always verify the property addresses before generating a map, mark this option.
- **Place Comps, Place Rentals, and Place Listings** - Check the boxes for each type of property you want to display on your maps. If you may need any one of these options in your future reports, check them all.

WinTOTAL only places balloons on your maps for properties that are in your current report so if you don't have any rentals, for instance, no rental balloons would appear on your map.

- **Display proximity from subject** - Mark this option if you want to show the distance from the subject to each comp, rental, or listing in your comp/rental/listing balloons.
- **Show in city blocks instead of miles** - If you've set WinTOTAL to show the distance from the subject on each balloon in your map, you can also set it to use city blocks as the distance unit within a certain distance from the subject. Just mark this option and then specify the number of blocks that correspond to a mile and the number of blocks at which WinTOTAL should switch to miles as the unity of measurement.
- **Display direction from subject** - Mark this option to include the direction from the subject in your comp, rental, and listings balloons.
- **Map Style** - Choose a map style to change the color and look of your maps. As you select a style, a live preview appears below so you can verify that you want to use that style.
- **Mapping System** - Depending on your needs, you can set WinTOTAL to retrieve basic street maps from Microsoft's MapPoint (Legacy) or have WinTOTAL use Microsoft's Virtual Earth to retrieve street maps, aerial photographs, or hybrid street maps/aerial photographs. Since Virtual Earth is capable of retrieving basic street maps, unless you prefer a different map style than what is available with Virtual

Earth, we recommend leaving this option set to **Virtual Earth**.

- **Re-use these settings and don't show this screen** - If you'd prefer not to be prompted about your map preferences each time you retrieve a map, mark this option. Otherwise, leave the box unchecked if you prefer to manually alter your settings for each map you retrieve.

3. When finished, click **OK** to apply your changes.

## Get Maps

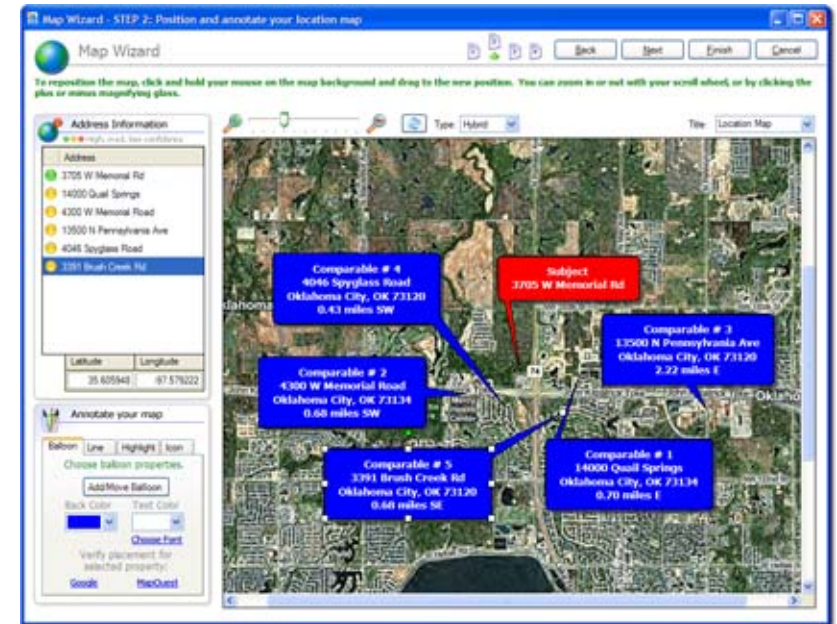
WinTOTAL's Maps Wizard help you quickly and easily retrieve an electronic map you can insert into your report. To insert a location map and retrieve additional data about your subject property...

1. In the [Maps PowerView](#), click **New Map** in the toolbar.
2. If you're retrieving a map in WinTOTAL for the first time or if you've set WinTOTAL to prompt you each time, a window of options appears. Set your [map preferences](#) and click **OK**.
3. There are four total steps in WinTOTAL's Map Wizard to help you retrieve a location map, flood map, or flood and census data. Depending on your map preferences, not all steps will appear for every map that you insert into your report. Steps include:
  - [Confirming your address/GPS information](#)
  - [Retrieving and annotating a location map](#)
  - [Retrieving flood and census data](#)
  - [Retrieving and annotating a flood map](#)

## Verify Address/GPS Data

If your [map preferences](#) are set to prompt you about address/GPS data before retrieving each map in your report, you're asked to verify and update this information as you start the Map Wizard.

1. In the first step of the [Map Wizard](#), indicate whether you want to retrieve a map by looking up the addresses of the properties in your report or by using exact GPS coordinates.
2. Verify the address/GPS data displayed in the grid. If the information is incorrect or you need to adjust it, click a field you wish to edit and then type in your changes.
3. When finished, click **Next** to continue through the Map Wizard.



## Retrieve a Location Map

WinTOTAL's Map Wizard can retrieve several different types of map depending on your needs and you have full control to adjust the map for your current report.

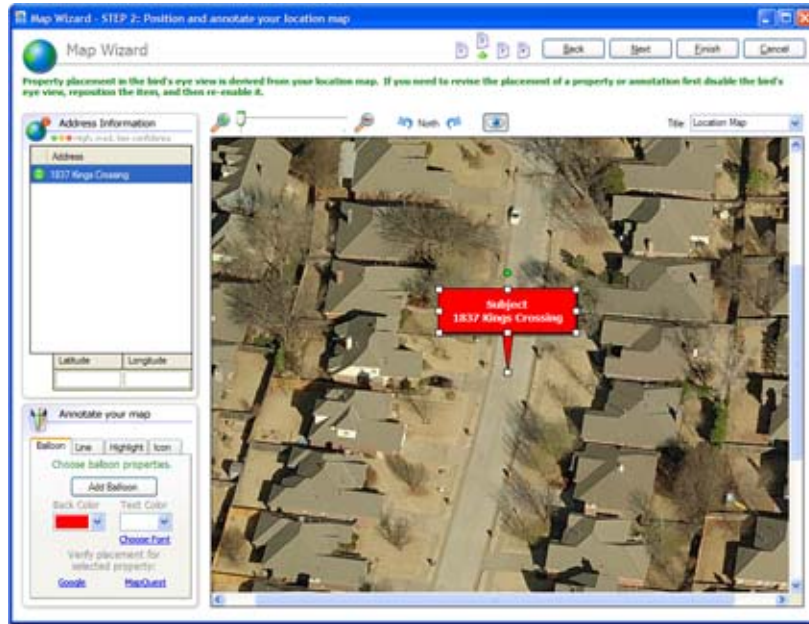
1. In the second step of the [Map Wizard](#), specify a map type in the **Type** drop-down menu. Types include:
  - o **Road Map** - A typical street map like those that have always been available in WinTOTAL
  - o **Aerial Map** - A satellite photograph of the area containing your properties
  - o **Hybrid Map** - A satellite photograph of the area containing your properties with street names and details overlaid



**Hint:** If your Internet connection stalls or the map does not load for any other reason, just click the **Refresh** button above the map area to force WinTOTAL to retrieve the map again.

2. WinTOTAL can also retrieve bird's eye view maps depicting an oblique overhead view of your subject property. If you want WinTOTAL to retrieve a bird's eye map instead of the previously selected type, click the eye icon to the right of the type drop-down menu. Bear in mind that you cannot edit the balloons while in bird's eye mode. If you need to adjust balloon placement, click the eye icon again to shut it off, adjust the balloon

placement and then click the eye again to re-enable bird's eye mode.



3. Once WinTOTAL finishes retrieving the map you request, you can adjust the map's zoom and centering.
  - o To re-center the map, click anywhere on the map, hold down the click, and move your mouse in the opposite direction you wish to move the map.
  - o To change the map zoom, click on of the zoom levels across the top of the map or use the scroll wheel on your mouse to zoom in and out.
4. Next, select a pre-named title or type in a title for your map using the **Title** field to the upper right corner of the map.

5. As necessary, you can [edit and annotate your map](#) using the tools provided. To simply move or verify the placement of a balloon, you have several options:

- o To move the balloon's head, click and drag the head of the balloon to the desired location
  - o To move the tail of the balloon, click the white square at the end of the tail and drag it to the desired location
  - o To move the balloon based on a property's GPS coordinates, click the property address in the Address Information pane and type in the correct GPS coordinates
  - o To manually move an entire balloon, click to select the balloon, then click **Add/Move Balloon** in the **Balloon** tab on the left. Then, click the desired location for the tail of the map to move the entire balloon to the new location
  - o If you believe the balloon's placement is incorrect, you can verify it against Google's Maps and MapQuest. Just click the questionable balloon to select it and then click the **Google** or **MapQuest** links to call up the same maps in Google or MapQuest so you can compare maps.
6. When finished customizing your map, click **Next** to continue through the Map Wizard or click **Finish** if you're not retrieving any other map information.

## Retrieve Flood & Census Data

If your [map preferences](#) are set to retrieve flood and census data, in the third step of the [Map Wizard](#), WinTOTAL retrieves the flood and census data for your subject

property along with the USPS formatted address for your subject.

1. Review the flood and census data items that WinTOTAL retrieves. WinTOTAL's confidence in the data is indicated by a red, yellow, or green stoplight. If you're satisfied with the data, check the **Insert** box beside it to include it in your report.
2. Next, review the USPS formatted address of the subject property. As with flood and census data, WinTOTAL ranks its confidence in the retrieved data by a red, yellow, or green stoplight. If you're satisfied with the format of the USPS address and zip code of your subject property, check the **Insert** boxes beside each address item to use them in your report instead of your hand typed address.
3. For your convenience, WinTOTAL also retrieves directions from your office to each property included in your map. Review those directions in the bottom half of the screen and click **Print Route** if you want to print off a copy.
4. When finished, click **Next** to continue through the Map Wizard or click **Finish** if you're not retrieving any other map information.

## Retrieve a Flood Map

If your [map preferences](#) are set to retrieve a flood map, in the fourth step of the [Map Wizard](#), WinTOTAL retrieves the flood map for your subject property.

1. In some cases, WinTOTAL may find several flood maps that apply to your subject property. Click the drop-down

menu above the map area to preview the other maps that WinTOTAL finds (if any).

2. As necessary, you can [edit and annotate your map](#) using the tools provided. To simply place the subject balloon, click the **Add/Move Subject** button in the **Balloon** tab on the left. Then, click the location on the map where you wish to place the subject balloon to insert it into the map.
3. When finished, click **Finish** to complete the Map Wizard and insert your maps and data into your report.

## Edit Maps

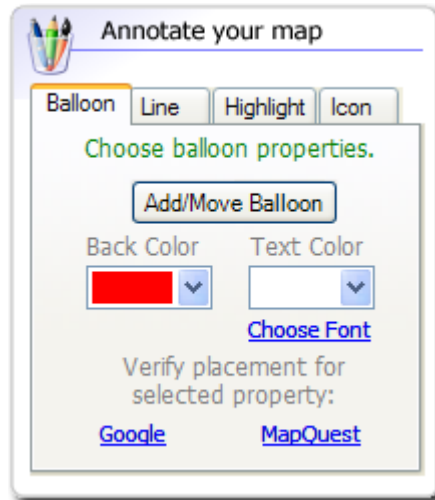
In the second and fourth steps of the [Map Wizard](#), you can annotate your maps to meet the requirements of each report. Annotation tools include:

- Call out balloons
- Lines
- Highlighting
- Icons

## Balloons

To add or modify a balloon in your map...

1. Click the **Balloon** tab in the **Annotate your map** pane on the left.



2. Click **Add/Move Balloon** and then click the place on the map where you wish to move/place the balloon.
3. In the screen that appears, mark one of the existing balloons to move it to the new location or click the **Create new custom balloon** option and type in a label to create a new balloon. Then, click **OK** to move/place the balloon.
4. Then, you can change the text, font, or coloring on each balloon.
  - o To change the font on a balloon, click to select the balloon you wish to change, then click the **Choose Font** link in the **Balloon** tab on the left. In the screen that appears, mark your font style, formatting, and size. Then, click **OK** to update the font.
  - o To change the font or balloon color, click to select the balloon you wish to change. Then, select your

preferred font or balloon color from the **Text Color** or **Back Color** drop-down menus respectively.

5. As necessary, you can validate WinTOTAL's placement of each balloon by comparing it with the same property locations in other service providers. If necessary, click to select a balloon and then click the **Google** or **MapQuest** links in the **Balloon** tab on the left to view a Google or MapQuest map for comparison.
6. As necessary, you can remove any balloon on your map. Just click to select the balloon and then press the **Delete** key on your keyboard.

When you're finished editing your map, remember to click **Next**, **Back**, or **Finish** to save your changes.

## Lines

To add a line to your map...

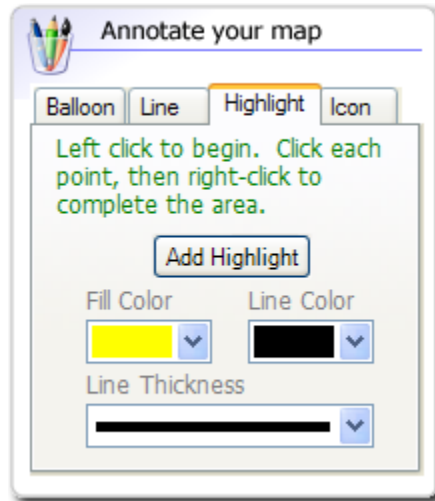
1. Click the **Line** tab in the **Annotate your map** pane on the left.
2. Click **Add Line** and then click and hold the mouse button. With the mouse button clicked, move your mouse to draw a line on your map.
3. As necessary, click to select a line on your map and use the **Line Color** and **Line Thickness** drop-down menus to change the color and width of the line.
4. As necessary, click to select any line in your map and press the **Delete** key on your keyboard to delete it.

When you're finished editing your map, remember to click **Next**, **Back**, or **Finish** to save your changes.

## Highlighting

To highlight an area on your map...

1. Click the **Highlight** tab in the **Annotate your map** pane on the left.



2. Click **Add Highlight** and then click your map to place a starting point for your highlighted area.
3. Drag your mouse to create a border around your highlighted area. When you're satisfied with your line, click to place the line and set a new starting point.
4. Repeat this process until you've created a border around the area you wish to highlight. Then, right-click your mouse to set the highlighted area.
5. As necessary, click the highlighted area and use the **Fill Color**, **Line Color**, and **Line Thickness** drop-down menus to alter the styles on your highlighted area.

6. As necessary, click to select any highlighted area and press the **Delete** key on your keyboard to delete it.

## Icons

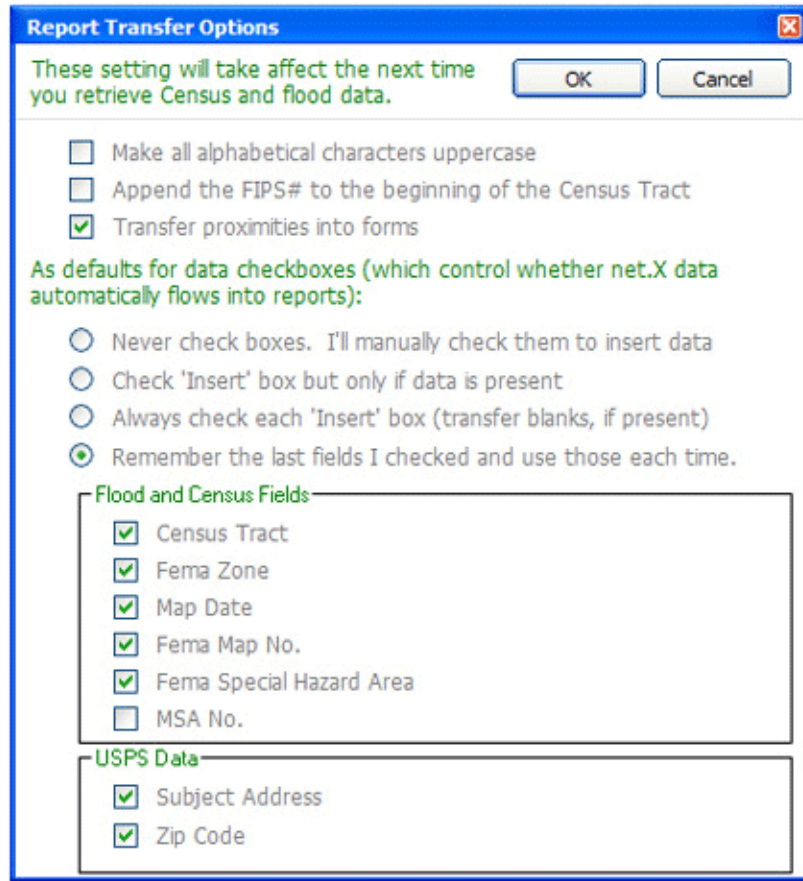
There are a variety of icons you can place on your map to indicate landmarks, directionality, and a variety of other items. To place icons on your map...

1. Click the **Icons** tab in the **Annotate your map** pane on the left.
2. Mark **Color**, **B&W**, or **Classic** to select an icon set.
3. Scroll through the icons at the bottom of the **Icons** tab and click to select one you wish to place.
4. Then, click your map to place the selected icon.
5. As necessary, click any icon on your map and click **Rotate 90 degrees** in the **Icons** tab to rotate it.
6. As necessary, click any icon and press the **Delete** key on your keyboard to delete it.

## Report Transfer Options

If you need to customize the way that WinTOTAL retrieves map related information so that it does so in all caps, only retrieves specific pieces of information, or gets property proximities as well, you can apply your preferences through WinTOTAL's Report Transfer Options. To apply your mapping and FEMA/Census data preferences...

1. In the [Maps PowerView](#), click the **Report transfer options** link at the top of the **Information** pane.



2. Mark your preferred options. Options include:

- **Caps** - Check the first option to have your FEMA, Census and USPS data converted to all uppercase before they're inserted in your reports.
- **FIPS #** - The National Institute of Standards and Technology issues a set of codes that identifies geographic entities in the United States. Check the second box to insert these Federal Information



Processing Standards (or FIPS) into your report along with the census tract information. For more information about FIPS codes, visit the US Census website at <http://www.census.gov/geo/www/fips/fips.html>.

- **Property Proximities** - If you'd like the distance from your subject property to each comp transferred directly into the comps grid, mark the **Transfer proximities** option.
- **FEMA/Census Data Retrieval Options** – The final set of options allows you to indicate how WinTOTAL should decide what information it needs to retrieve and embed into your report when it downloads a map. The options included in this set are:
  - **Never check boxes** - If you rarely use the FEMA, Census or USPS information, mark this option so that you can manually select each item you want to insert into your report as you retrieve your maps.
  - **Insert if data is present** – Only inserts the data into your report if it is available, allowing you to manually enter it whenever it isn't available.
  - **Always check each box** – Always inserts the data retrieved from our net.X servers and inserts blanks whenever the data is not present.
  - **Remember the last fields I checked** - Remembers which items you selected the last time, and re-selects those by default. By using this option, you can also mark the boxes beside any of the data you want WinTOTAL to transfer into your report automatically, leaving the data you don't want unchecked.

3. When finished, click **OK** to apply your changes.

## Work with Maps

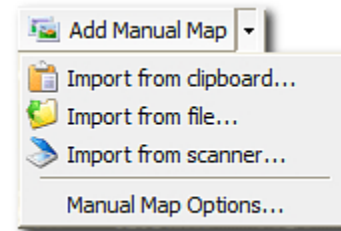
Once maps have been added to your report, you have several options for working with those maps. To edit maps that are already in your report...

1. From the [Maps PowerView](#), click a map page you want to edit in the **Map Pages** pane on the left.
2. Then, you can edit several aspects about the map using the options provided. Options include:
  - **Editing the Map Form** – Just edit the text in the map form by typing directly into the form.
  - **Collapsing/Expanding Map Pages** - Click **Collapse All**  to reduce the forms to headers. Then, click the header of the form you want to edit to expand it. Click the header again to collapse it. Or, click **Expand All**  to expand all of the forms at once.
  - **Replacing the Current Map** - To replace an existing map, select the map in the **Map pages** pane and then click **Replace** in the toolbar. Depending upon the type of map you select, the wizard launches with those options selected.
  - **Editing the Existing Map** - Selecting a map and clicking **Edit** reopens the map in the **Map Wizard** where you can further enhance it.
  - **Deleting the Map** - To delete a map, select it and click **Delete**.

## Add Maps Manually

If you have a map, such as a plat map, that you wish to add into your report from another source like a print out or website, you can easily add it into your report. To add a map into you report manually...

1. From the [Maps PowerView](#), click the down arrow beside **Add Manual Map** and choose the source for your map from the menu that appears.



- **Import from Clipboard** – Use this to copy an image or map from another page or from the Internet. First, select the image at its source and copy it to the clipboard.
  - **Import from File** - Select this option, then browse your system to find any image or map file. Click **Open** to retrieve that image.
  - **Import from Scanner** – If you have a hard copy of a document you wish to include, select this option to launch your scanner software and retrieve the image.
2. Whichever option you choose, your map is loaded in the [Image Optimizer](#), where you can further enhance or modify it.

3. At the top of the Image Optimizer window, select a form type from the **Page type:** drop-down menu.
4. In the **Form title** text box, type the name you'd like to have appear at the top of the form.
5. Click **OK** to place the map into your report.