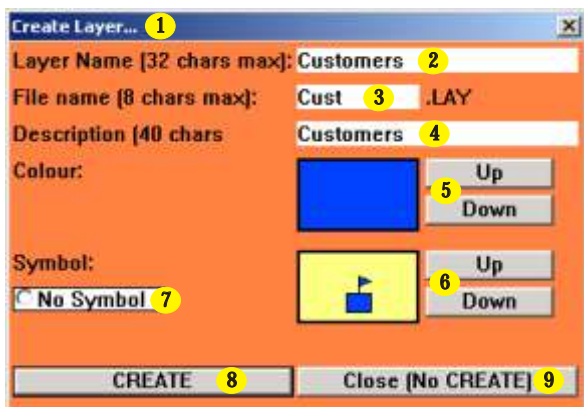


Pathfinder MapEdge - Creating Point Layers

1) How to Create a Layer:

- 1) Bring up the Create Layer Dialog **1** by clicking on:
 Layer > Create NEW Layer...

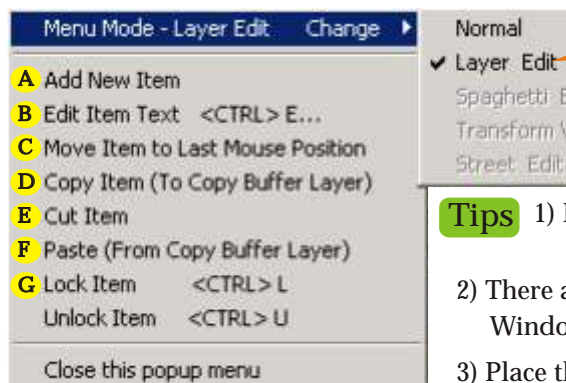


- 2) Enter a Layer Name **2**. This will appear when the Layer Selection Up/Down buttons are pressed by users later.
- 3) Enter a filename **3**. (Cannot be changed within MapEdge.)
- 4) Enter a description **4**. This can be the same as **2**.
- 5) If this layer is to be drawn with point symbols then select a Colour **5** and Symbol **6**.
- 6) For layers like Neighbourhoods which are "general area" type points, tick the *No Symbol* button **7**. The text for each point will be drawn in the Main Map window. No symbol will be drawn.
- 7) Press **8** to create the layer, or if you decide to quit without creating a layer, press **9**.

Tip Layers are sorted alphabetically, by *file name*, when the Layer Selection Up/Down buttons are used. (The Layer Selection Up/Down buttons are located at **16** in Quick Ref Guide 2 - SCREEN LAYOUT).

2) How to ADD, CHANGE, MOVE and DELETE Individual Points on a Layer:

Use the Right Click Menu to enter Layer Edit Mode:



Click here to enter *Layer Edit Mode*. This changes the commands in the Right Click Menu to *Layer Edit Commands*. These commands operate on *individual points* (except for *Paste*).

- A** Adds a new point to the current layer (at the *last Right Click position*). An edit box for the description appears. The description can be edited now (or later - by selecting the item and using **B**).

Tips 1) Descriptive text inside round brackets will NOT be drawn on the Map. E.g. "Henry School (555 - 1234)".

- 2) There are 2 ways to select a point for editing: a) by clicking on it in the Main Window or b) by clicking on it in the Layer Item list.
- 3) Place the point nearest the street you want selected when this item is selected.

- C** Moves the selected item to the last Right Click Mouse position.
- D** Creates a copy of selected item in Copy Buffer Layer.
- E** Deletes the selected item (from the current layer) and places a copy of it in the Copy Buffer Layer.
- F** Pastes ALL items from the Copy Buffer Layer into the current layer.
- G** Locks the selected item against Edit, Move or Cut.

3) Commands that Operate on Many Items at Once:

The following commands are available on the Layer Menu:

Layer > *Lock Layer* - Locks the Entire current layer against edits and against Layer > *Delete Layer* and Layer > *Cut Layer*

Layer > *Unlock Layer* - Unlocks the current layer. If it is already unlocked, you will be informed.

Layer > *Cut* - Removes ALL items in the current layer listbox and places copies of them in the Copy Buffer Layer.

(The Copy Buffer Layer is emptied before the Cut.)

Layer > *Copy* - Places copies of ALL items from the current layer listbox into the Copy Buffer Layer

Layer > *Paste* - Pastes ALL items from the Copy Buffer Layer into the current layer. Same as **F** in 2) above.

Layer > *Restore Cut Items* - Undo for Layer > *Cut*.

Layer > *PERMANENTLY REMOVE Cut items* - Empties the Copy Buffer Layer. There is no Undo for this.

Layer > *Delete Layer* - Permanently deletes the current layer file. There is no Undo for this.

Layer > *Import* - It's easy but Call for help.