



Rural Assistance Center

Custom Map Tips

The Maps section (<http://www.raonline.org/maps/>) of the Rural Assistance Center web site includes links to maps that you can customize using the Community Information Resource Center's Interactive Mapping System (<http://circ.rupri.org/>).

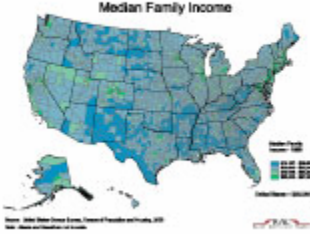
You can change a map so that it shows only your state or county. You can also add labels, boundaries and additional data to your map. Custom maps can be used in grant proposals, reports and other publications.

Getting started

The first step to using the CIRC Interactive Mapping Tool is checking that your browser settings will work with all the features of the mapping system. Please check the *Browser Requirements for Using CIRC Interactive Maps* at <http://maps.rupri.org/requirements/>. Make sure that each of the four requirements for using this system says "Passed." If any do not, please follow the instructions provided so that your browser will work correctly with the mapping system. It is particularly important that you **allow pop-up windows** while using the CIRC web site, because many of the menus, including the Print menu, appear as pop-ups.

Go to the *RAC Maps* page at <http://www.raonline.org/maps/> and find the map that interests you. You can customize any map with a "Customize this map" link. For example:

Poverty and Income Levels

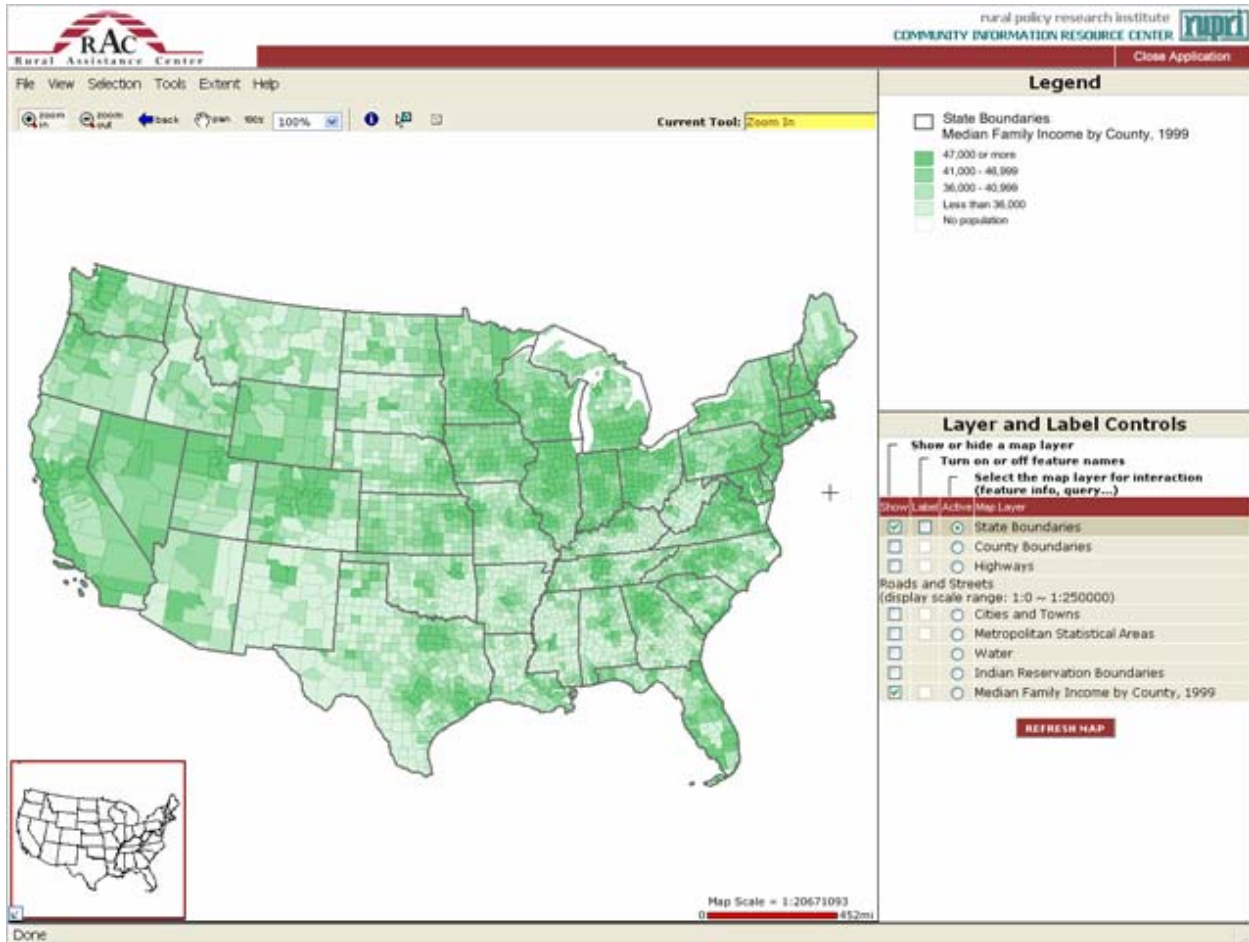


[Median Family Income](#) (108 KB JPEG file)
Printable map that shows median family income.
Data source: U.S. Census Bureau, Census of Population and Housing, 2000.

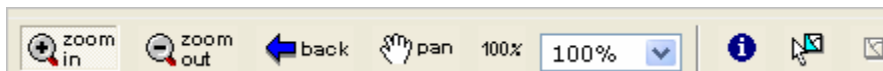
[Customize this map](#) - See [Custom Map Tips](#) for options

The Interactive Mapping System Window

When you click on the link, your browser will open a new window within the CIRC Interactive Mapping System that displays the map you have selected. This is what the mapping system looks like:



In the upper left of the window, a toolbar shows a set of tools and menus that you can use to zoom in and out, pan, and perform other functions.



The legend is in the upper right section of the window.

Legend

State Boundaries
Median Family Income by County, 1999

47,000 or more
 41,000 - 46,999
 36,000 - 40,999
 Less than 36,000
 No population

The layer and label controls, which are used to select which items and names appear on the map, is located in the lower right section of the window. Instructions for displaying additional labels, boundaries and data are provided later in this guide.

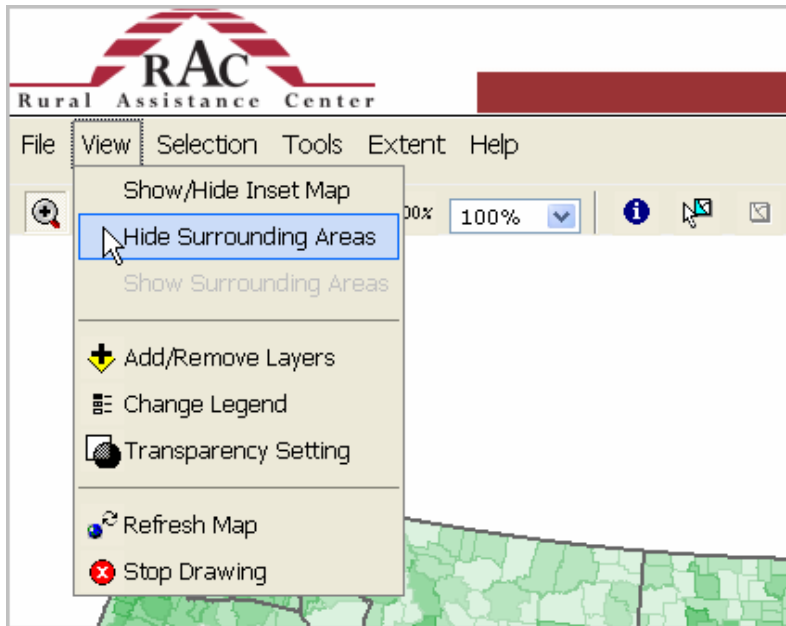
Layer and Label Controls

Show or hide a map layer
 Turn on or off feature names
 Select the map layer for interaction (feature info, query...)

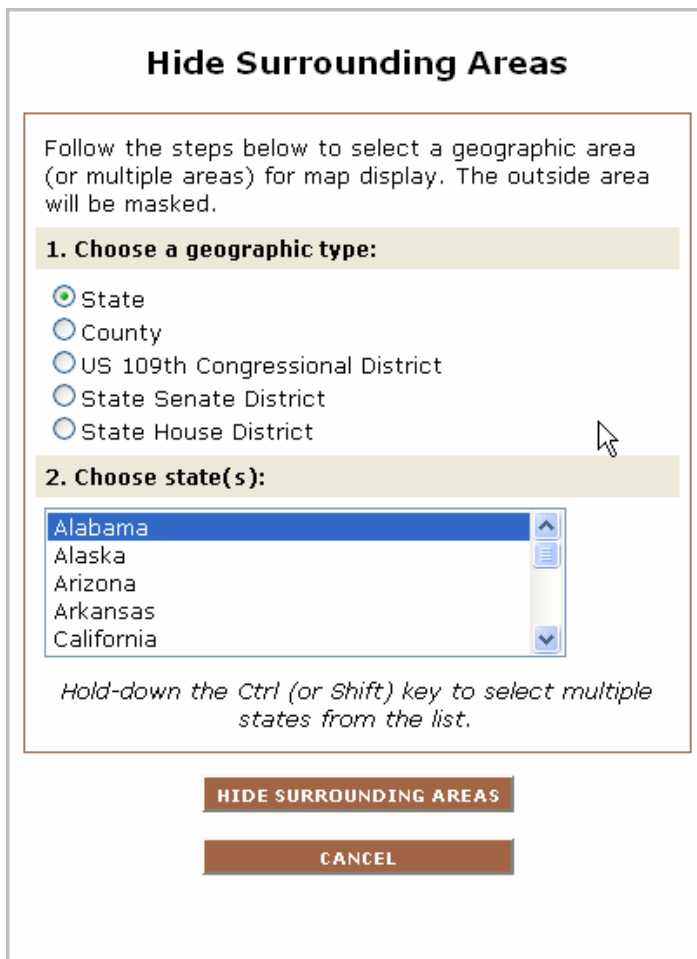
Show	Label	Active	Map Layer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	State Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	County Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Highways
Roads and Streets (display scale range: 1:0 ~ 1:250000)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Cities and Towns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Metropolitan Statistical Areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Indian Reservation Boundaries
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Median Family Income by County, 1999



Focusing on a state or county

One option for focusing a map on your state, county or other region is to "Hide Surrounding Areas," which covers up the areas outside of your state or county. From the View menu, select "Hide Surrounding Areas."

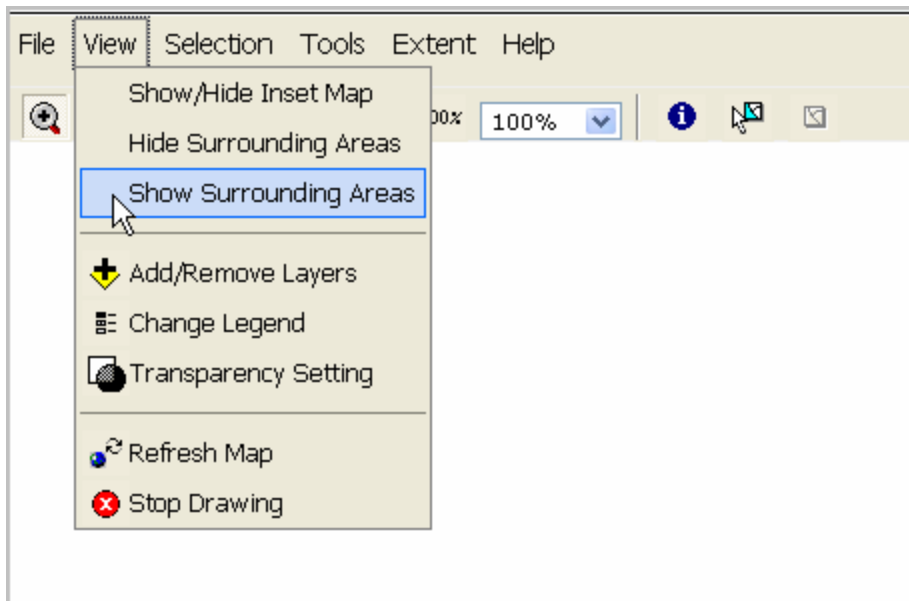


When you select this tool, a pop-up window will appear:



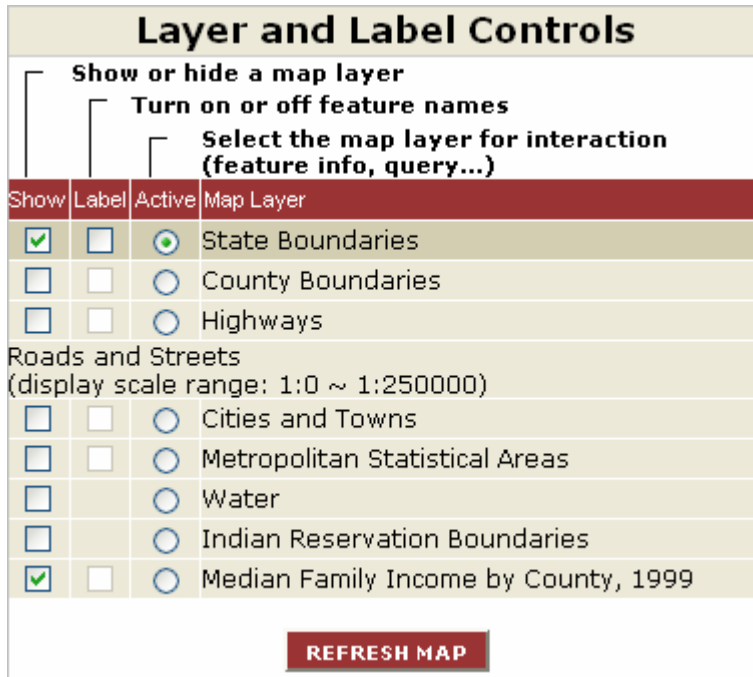
Next, choose the state, county or congressional district you want to show on your map. Then, click "Hide Surrounding Areas." Your map will now show only the area you selected. The area will remain the same size and position as when the entire U.S. was visible, so you will need to zoom in to make the area fill the window. Click on the "zoom in" tool,  , in the toolbar area. Then click on your state or county until it is the correct size. You can adjust the centering by clicking on the "Pan" tool,  , in the toolbar area. Then click on the map and drag until the map is positioned correctly.

To restore the map to its full coverage, select "Show Surrounding Areas" from the View menu.



Another option for focusing on a state or county is to use the zoom and pan tools until the area you are interested in is visible. When you use this approach, labels that cross a state or county boundary will remain visible.

Adding labels, boundaries and data

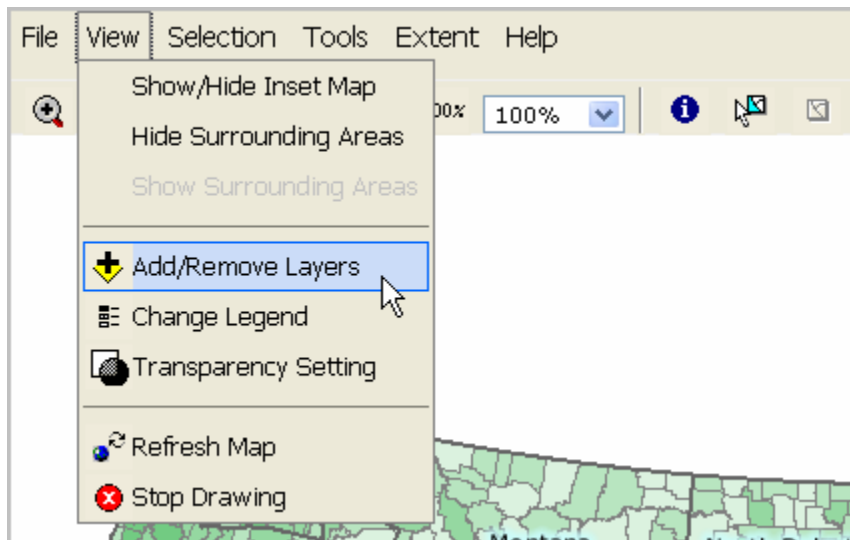


To select which labels, geographic boundaries and other data appear on your map, use the Layer and Label Controls in the lower right of the map window.

This area lists the boundaries, features and data that are currently available for your map. Check the items you want to appear under the "Show or hide a map layer" column. To add labels for an item, check the "Turn on or off feature names" box. For example, to make state names appear, add a check mark under the second column, next to "State boundaries."

If a label check-box is not available for the item you would like to label, you may need to zoom in closer, using the zoom and pan tools in the toolbar area. When you are zoomed in close enough, the label check box will appear. After you have made your selections, click the "Refresh Map" button.

To add additional labels, boundaries and data to your map, select "Add/Remove Layers" from the View menu.



A new window will open where you can select additional data layers.

The screenshot shows the RUPRI Community Information Resource Center website. The header includes the RUPRI logo and the text "COMMUNITY INFORMATION RESOURCE CENTER". Below the header is a navigation bar with links for "home", "about CIRC", "projects", and "interactive mapping". The main content area is titled "Interactive Mapping: Step 2. Select Data Layers". It features three tabs: "Step 1. Specify Area of Interest", "Step 2. Select Data Layers" (which is active), and "Step 3. Verify Selections". Under "Step 2. Select Data Layers", there is a "DATA CATEGORY" column on the left and a list of "Administrative" data layers on the right. The "Administrative" list includes items like "State Boundaries", "County Boundaries", "Cities and Towns", etc., each with a checkbox and a "details..." link. A mouse cursor is pointing at the "Step 3. Verify Selections" button in the bottom right corner.

DATA CATEGORY	Administrative	
Administrative	<input checked="" type="checkbox"/> State Boundaries	details...
Base Data	<input checked="" type="checkbox"/> County Boundaries	details...
+ Census 2000	<input checked="" type="checkbox"/> Cities and Towns	details...
Estimates and Projections	<input type="checkbox"/> US 109th Congressional Districts	details...
+ Economic	<input type="checkbox"/> State House Districts, 2000	details...
+ Emergency Preparedness	<input type="checkbox"/> State House Districts, Updated	details...
+ Health	<input type="checkbox"/> State Senate Districts, 2000	details...
+ Human Services	<input type="checkbox"/> State Senate Districts, Updated	details...
Rurality	<input type="checkbox"/> Voting Districts	details...
+ Special Projects	<input type="checkbox"/> County Subdivisions	details...
	<input type="checkbox"/> Elementary School Districts	details...
	<input type="checkbox"/> High School Districts	details...
	<input type="checkbox"/> Indian Reservation Boundaries	details...
	<input type="checkbox"/> New York City Boroughs	details...
	<input type="checkbox"/> ZIP Code Tabulation Areas (ZCTAs)	details...

[Step 3. Verify Selections](#)

Useful boundaries include those listed under Administrative and Base Data. You can also select additional data to display on your map by selected other categories under the Data Category column. Check the box next to each item you want to appear on your map. Then click on "Step 3: Verify Selections" in the lower right. Finally, click on the "Modify Map" button:

Interactive Mapping: Step 3. Verify Selections

Step 1. Specify Area of Interest Step 2. Select Data Layers **Step 3. Verify Selections**

Check your selections of geographic area and data layers listed below. Click the "MODIFY MAP" button when you are ready to modify your current interactive map.

MODIFY MAP

Geographic Area:

Current map extent
 US (Lower 48 States)

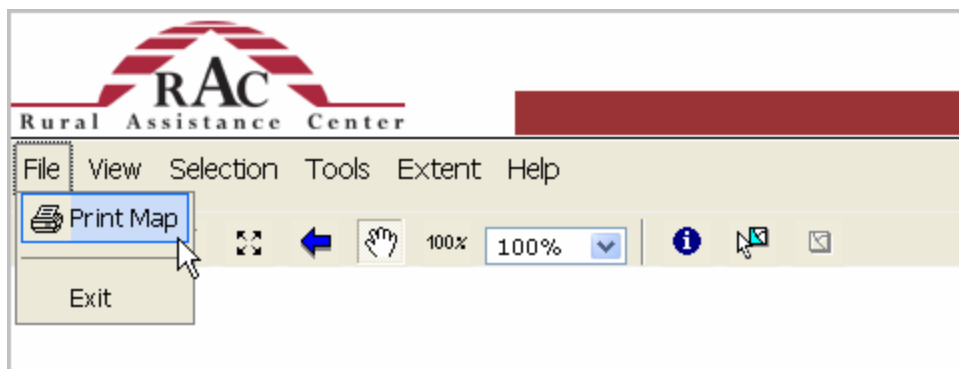
Data Layer Selections:

State Boundaries	DELETE
Lakes and Ponds	DELETE
Median Family Income by County, 1999	DELETE
County Boundaries	DELETE
Cities and Towns	DELETE
Metropolitan Statistical Areas	DELETE
Indian Reservation Boundaries	DELETE
Highways	DELETE
Roads and Streets	DELETE

Your map will refresh showing your selections. You can go to the "Layer and Label Controls" section in the lower right of the map window to specify which boundaries and labels should appear for each item.

Printing

When you have finished customizing your map, you can print it as a PDF or HTML file. Go to the File menu and select "Print map."



A new window will open with print options:

Map Options

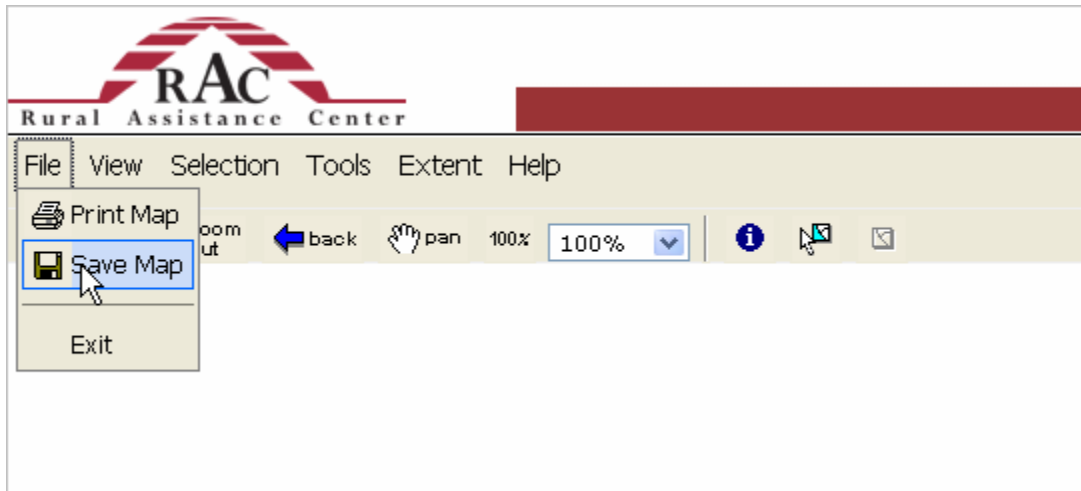
Specify your map options below to make a printable map with title and legend. You may print or save the map once it's completed.

Enter map title:	<input type="text" value="Map Printout"/>	
Choose map format:	<input checked="" type="radio"/> HTML	<input type="radio"/> PDF
Choose map orientation:	<input checked="" type="radio"/> Portrait	<input type="radio"/> Landscape
Include map scale:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Enter a title for your map and select HTML or PDF format, portrait or landscape orientation, and whether to include the map scale. After you have made your selections, click the "Submit" button. Your map will display in either your web browser (HTML) or Adobe Acrobat (PDF), depending on which format you chose. You can print or save your map from within your web browser or Adobe Acrobat, using the print/save functions of those programs.

Saving

When you have finished customizing your map, you can save the map image to a file. Go to the File menu and select "Save map."



A new window will open with instructions on how to save your map:



Follow the instructions to save your map as an image file on your computer. Your map can then be placed in a Word document or other publication. Please include the source of your map and the source of the data that appear on the map.

To learn more

For more detailed instructions on using the CIRC Interactive Mapping System, please view the tutorial at <http://circ.rupri.org/>.