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Introduction.....	1
Copying Maps from Google .....	1
Joining Map Parts.....	4
Starting Paint .....	4
Loading the First Part.....	5
Loading the Second Part.....	6
Copy Your Map Files .....	9
Indicating Streets to be Collected .....	11
Starting Paint .....	11
Marking the Streets .....	11
Converting Formats .....	14

## **Introduction**

Creating Red Shield Appeal maps involves the use of 3 pieces of software:

Web browser (Internet Explorer or Firefox) – to copy the maps,

Paint – to join parts of maps together, and to indicate the streets to be collected,

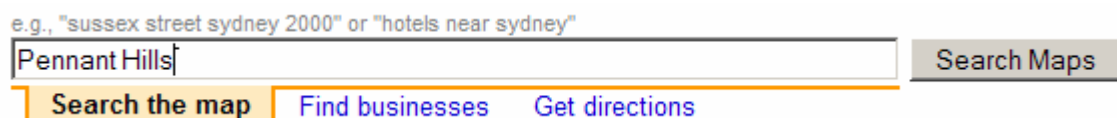
IrfanView – to select map areas, and to convert bitmap (BMP) files to Graphic Interchange Format (GIF).

Before starting, create a folder in which to store your maps. If you have a network drive, please use that so that the files will be backed up and kept safe when your hard drive fails (as it will). You will also need 3 sub-folders to store:

- “BMP files” - the collector maps in their original form
- “BMP files with borders” - the collector maps after you’ve added in the borders to show which sides of which streets should be collected.
- “GIF files with borders” - the collector maps, with borders, but

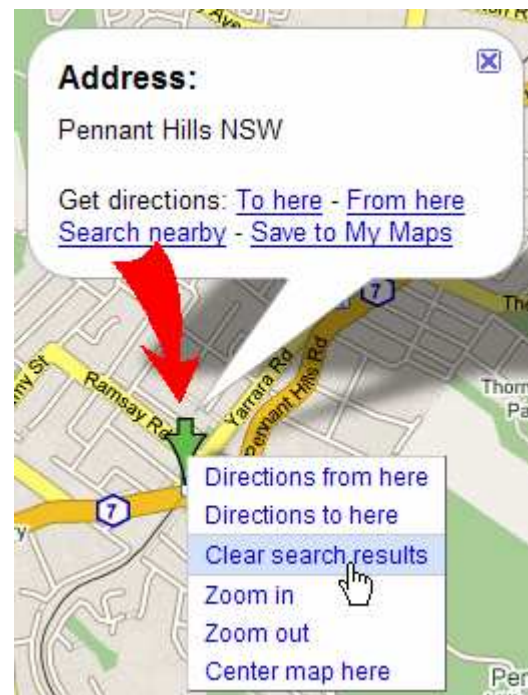
## **Copying Maps from Google**

In your web browser, go to the web site: <http://maps.google.com.au/>. Type in the name of a suburb or town, and click the “Search Maps” button.



(If there are multiple suburbs or towns with that name, you may have to select one before proceeding.)

Right-click the green arrow, and click on “Clear search results”.



Use the zoom control to enlarge the view. Click the “+” box (1) until the slide control (2) is over the fourth bar from the top, and you can see 3 bars above the slide control.

(It is important that, as far as possible, you always use the same zoom level.)



**Hint:** To display as much as possible of a particular collector's map, you can click on a part of the map, hold the mouse button down, and drag the map until the area is as close to the centre of the screen as possible.

When the whole of a collector's map is displayed, or as much as you can fit without changing the zoom level, press the “Print Screen” button on your keyboard.

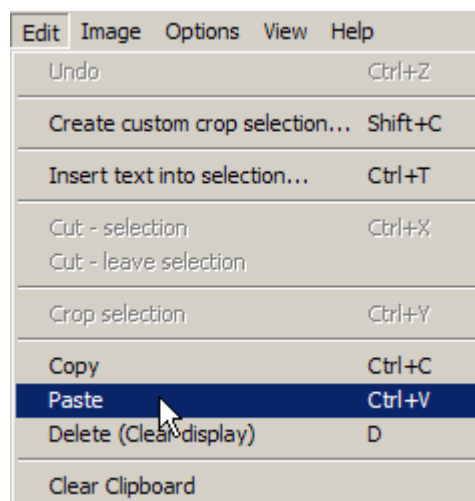


Open IrfanView by double-clicking the icon on the desktop.



There should be nothing selected at the moment (click outside of the selection rectangle, but inside the graphic if there is).

Then click Edit, Paste (or press “Ctrl+V”).



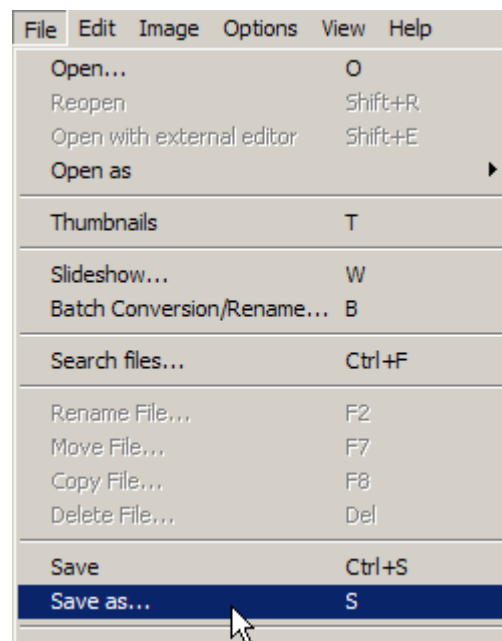
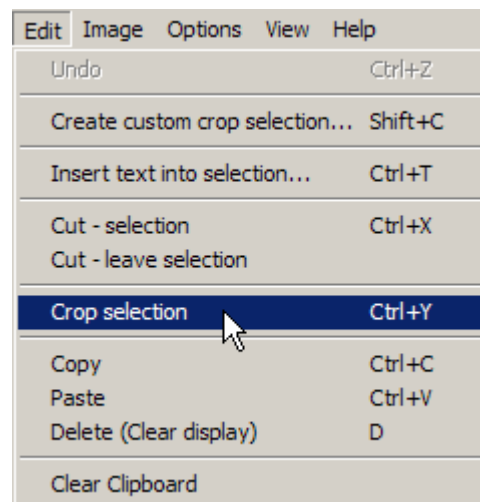
Click on the top left corner of an area you wish to copy. Hold the mouse button down, and drag downwards and to the right until you have an area selected. (If you will be needing to join 2 maps together, make sure you include some overlap in your selection.) Release the mouse button.



**Note:** If you need to stitch several selections together to make a particular collector's map, see "Joining Map Parts" on page 4.

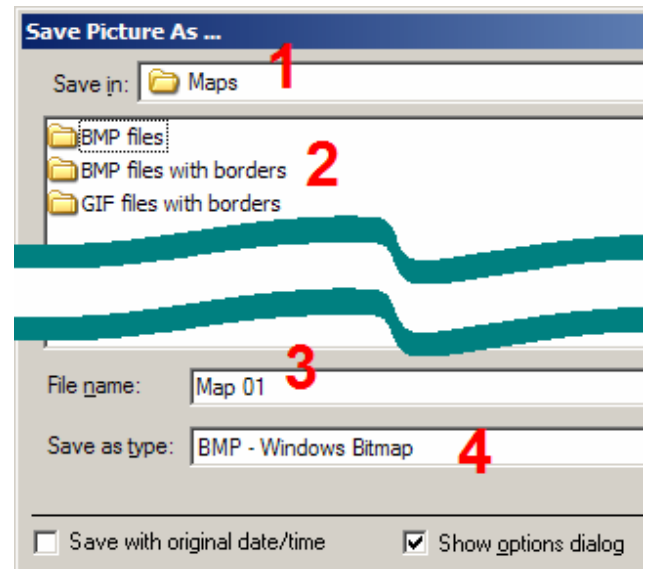
If this selection is all you need for a particular collector's map, click Edit, Crop selection (or press "Ctrl+Y").

This will leave you with only the selected area.



Click on File, Save as (or press "S").

1. Navigate to the folder where you want to store your maps (create it if necessary).
2. You will need 3 folders, named as at right. Open the one named “BMP files”.
3. Give the map a name which includes its map number. (If you have to save a map in 2 parts, call the first “Map 01 A” and the second “Map 01 B”).
4. Change the type of file if necessary to “BMP – Windows Bitmap”.
5. Click the “Save” button.



## **Joining Map Parts**

Sometimes you will find that a particular map will be bigger than you have been able to copy. This section will show you how to join two maps together. This all happens in Paint.

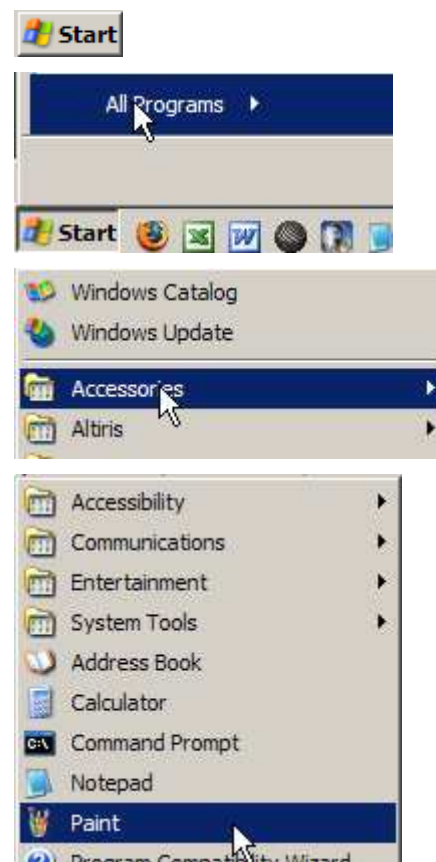
## ***Starting Paint***

To start Paint, click the Start button...

click on “All Programs”...

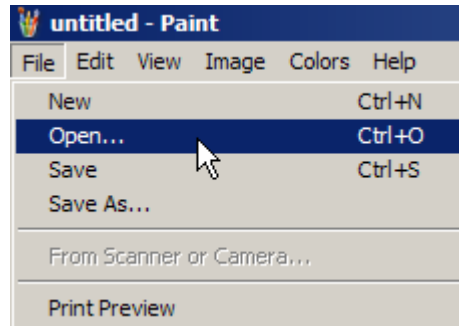
click on “Accessories” (near the top)...

...and click on “Paint”.

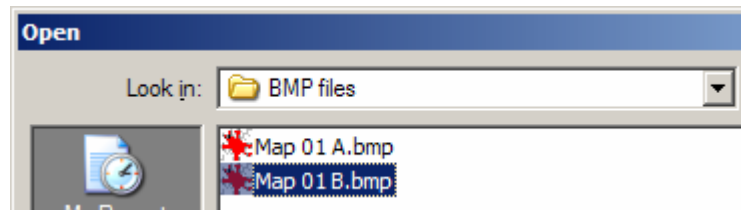


## Loading the First Part

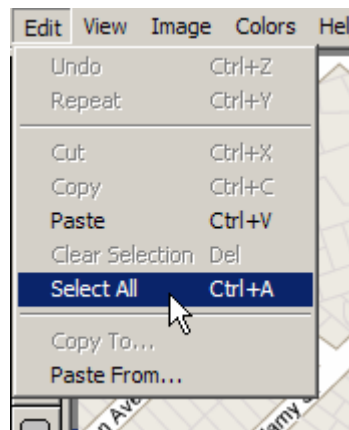
Click on “File”, then “Open”.



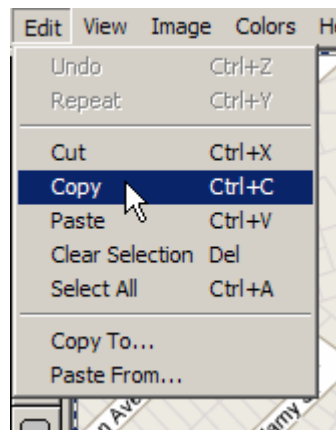
Navigate to the “BMP files” folder, select the map which will end up at either the right side, or the bottom of the joined map. In the example, “Map 01 B” is to the right of “Map 01 A”, so I select “Map 01 B”. Click the “Open” button.



Click “Edit”, “Select All” (or press Ctrl+A).

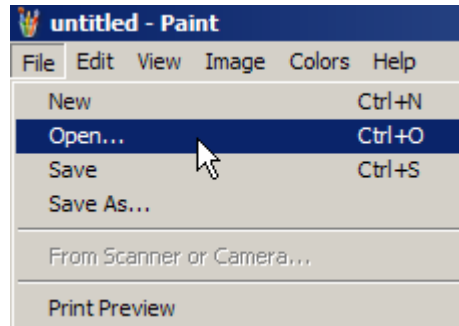


And now we can copy the map. Click “Edit”, “Copy” (or press Ctrl+C).

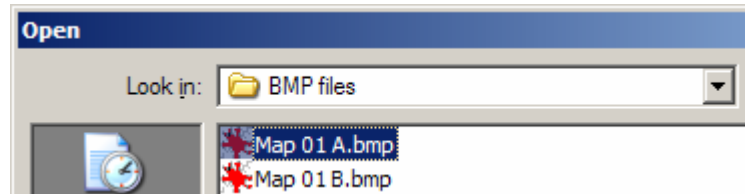


## Loading the Second Part

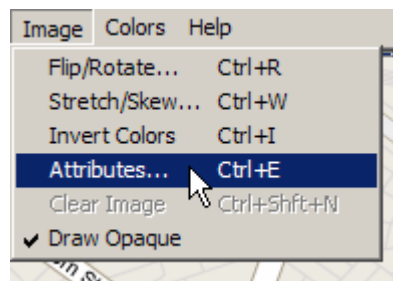
Open the left or top portion of the map. Click “File”, “Open” (or press Ctrl+O).



You should have the “BMP files” folder there. Select the top or left portion of the map, and click the “Open” button.

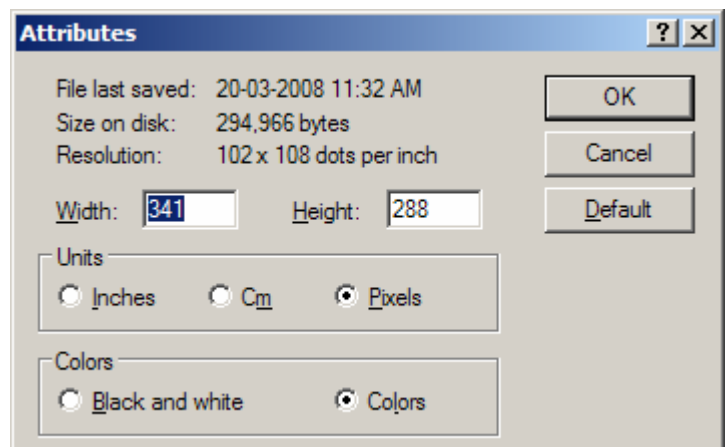


We now have to increase the size of the map so that we have a place to insert the second part. Click on “Image”, “Attributes...” (or press Ctrl+E).



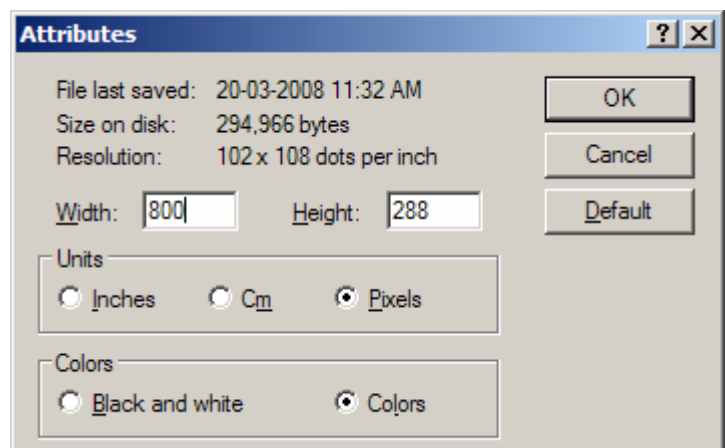
If the 2nd portion goes at the right, change the width value. If it goes at the bottom, change the height value.

The easy way is to double the value, and use round figures. At right the width is 341 ...



...so I make it 800.

Click “OK”.



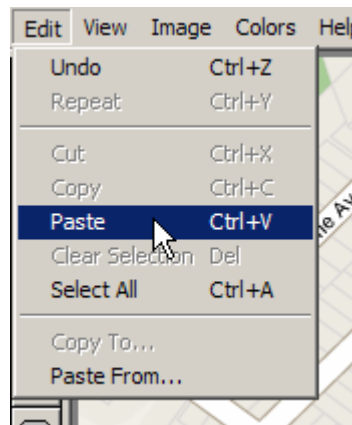


To help us line the 2 maps up, click the transparent background button.



Then paste the 2nd portion of the map.

Click "Edit", "Paste" (or press Ctrl+V).

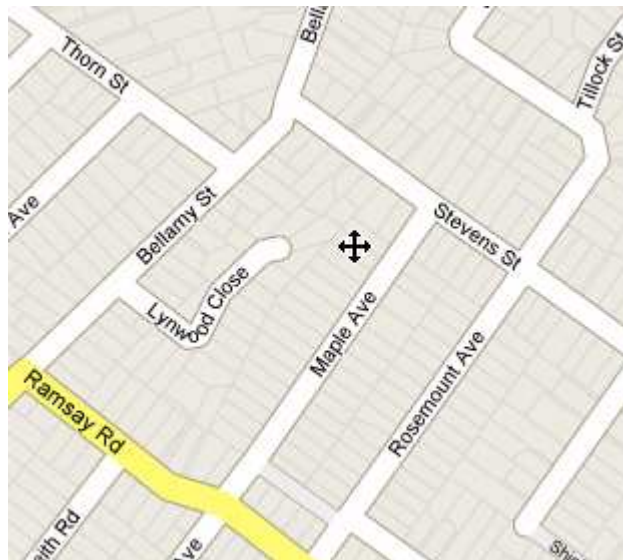


Notice the dotted line around the outside of the 2nd portion of the map, and that you can see bits of the 1st through it.

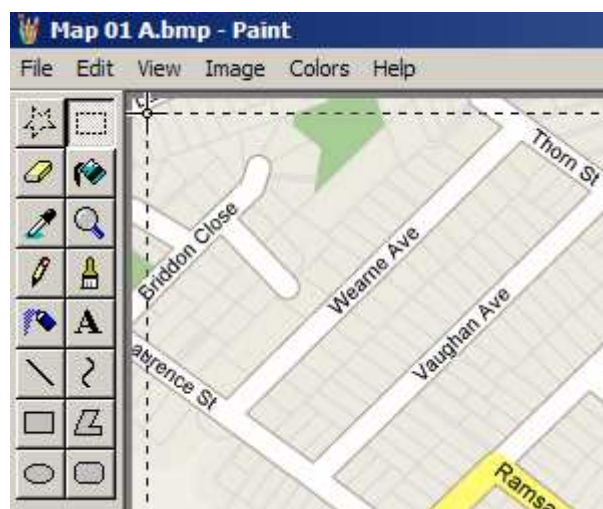




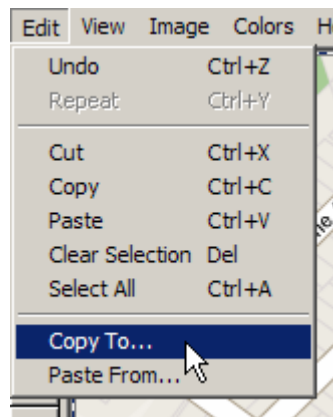
Move your mouse so that it is inside the dotted border of the 2nd portion. Hold down the left mouse button, and slide the map to the right or below as appropriate to line up the overlap between the two maps. When you have the two maps lined up, release the mouse button, and click outside of the dotted line.

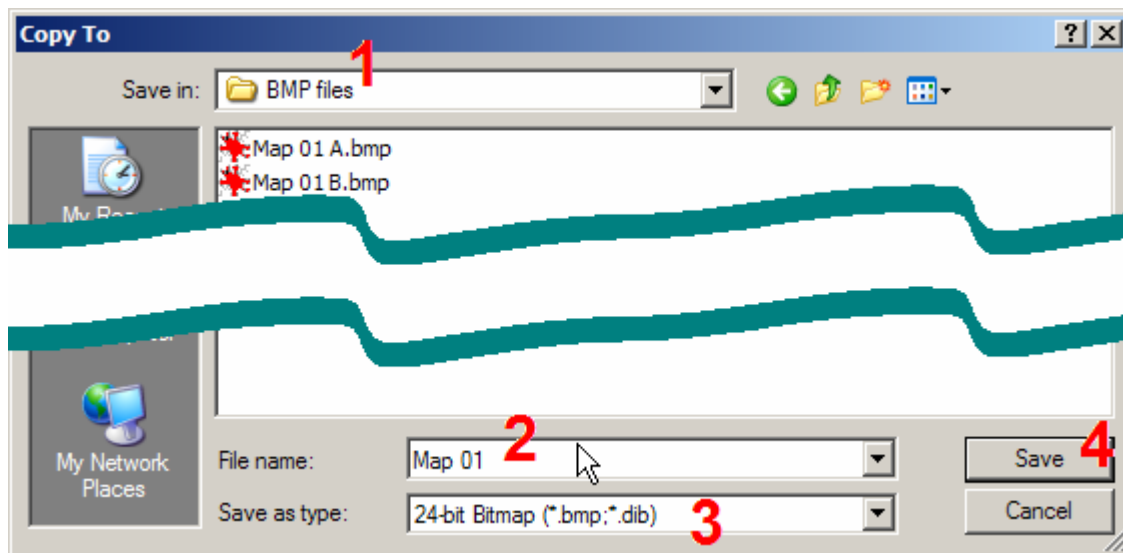


Use your mouse to select the portion of the map that you want. Point to the bottom right corner of the part you want, hold down the left mouse button, slide to the top left corner, and release the mouse button.



Click on "Edit", "Copy To..."



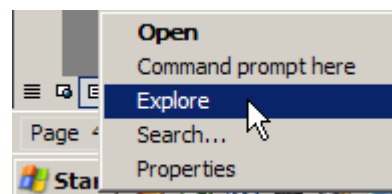


1. Navigate to the “BMP files” folder.
2. Name the map. (Paint will try to be helpful here, and select the name of one of the partial maps, so make sure that it’s right.)
3. Check that the file type is “24-bit Bitmap”.
4. Click “Save”.

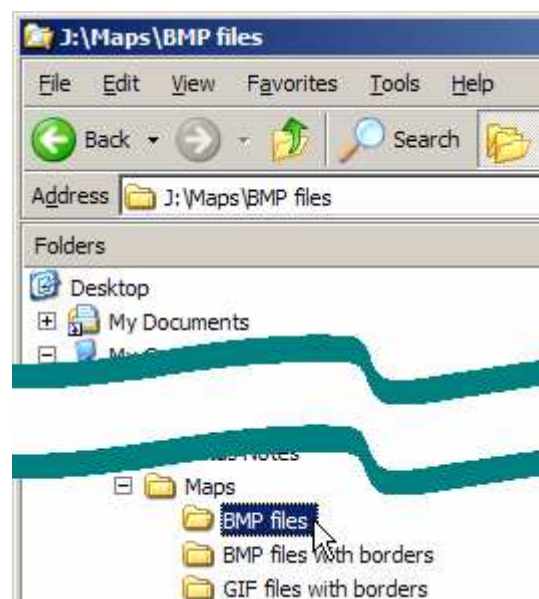
## Copy Your Map Files

In case you have to change a map at any stage, you will want to keep them without any collection markings on them. So, once you have all of your maps made, the next step is to copy the maps so we can work with the copies and leave the originals in case they’re needed later.

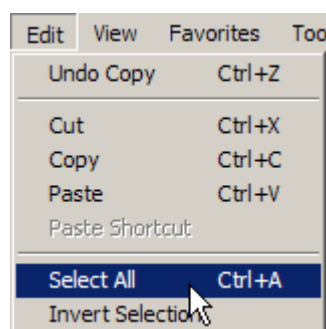
Right-click the “Start” button, and click on “Explore”.



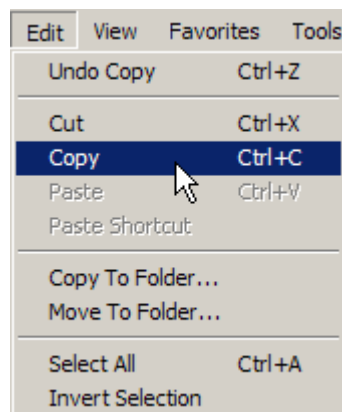
Navigate to the folder “BMP files”, and click on it.



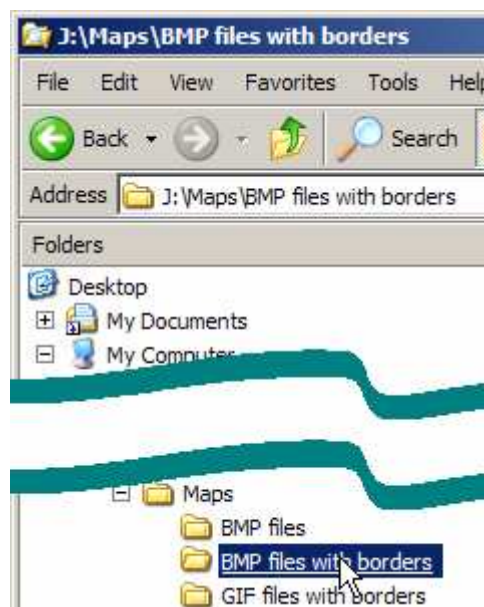
Click on “Edit”, “Select All” (or press Ctrl+A).



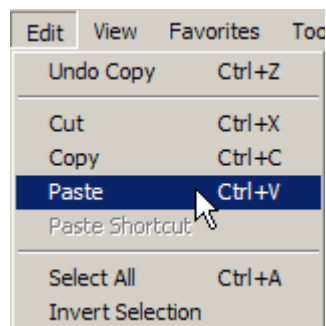
Click on “Edit”, “Copy” (or press Ctrl+C).



Click on the folder “BMP files with borders”.



Click on “Edit”, “Paste” (or press Ctrl+V).



## **Indicating Streets to be Collected**

Once you have the maps copied, you can then begin to mark the sides of the streets that you want your collectors to collect. This work is done in Paint.

### ***Starting Paint***

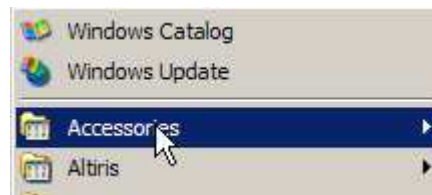
Click the Start button...



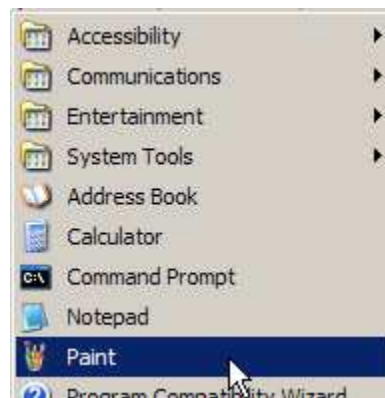
click on "All Programs"...



click on "Accessories" (near the top)...

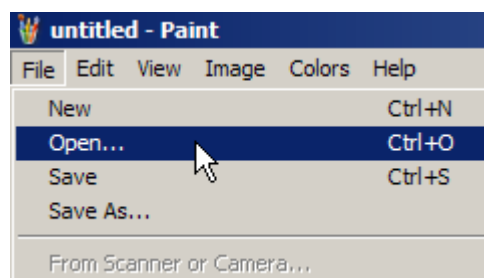


...and click on "Paint".



### ***Marking the Streets***

When Paint has started, click on "File", Open" (or press Ctrl+O).



Click on the colour you want in the palette at the bottom left of the Paint window. (It doesn't matter what colour you choose as long as it stands out on the map.)



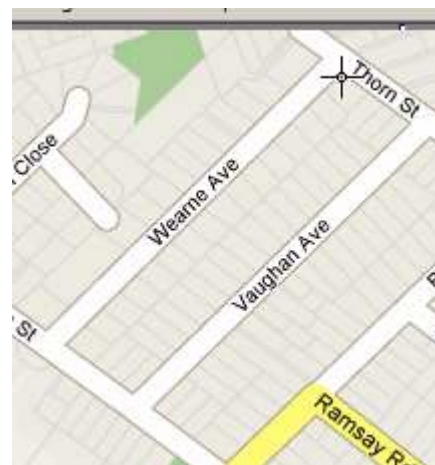
Click on the line tool...



...and change the line thickness to the middle value by clicking on it.

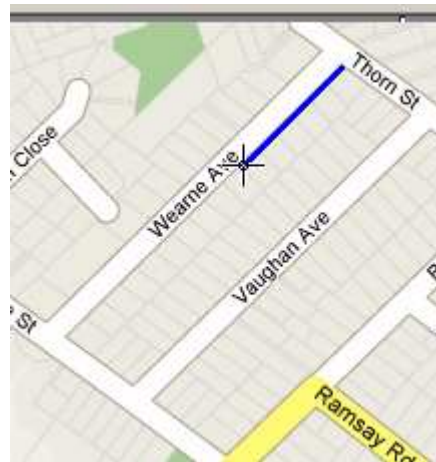


Point your mouse to the corner of a street that you want collected ...

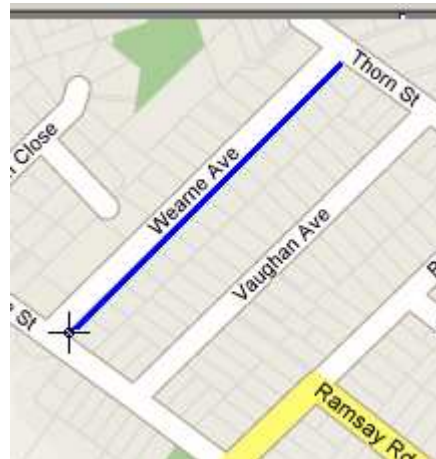




... hold down the left mouse button, and drag it towards the other corner ...



... and when you get to the end of the street, release the mouse button.

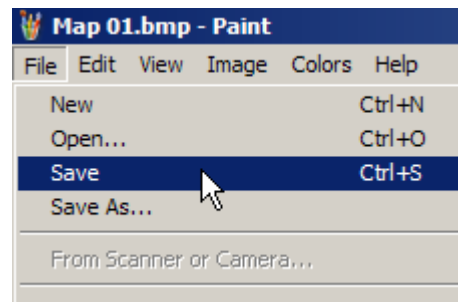


Repeat until you have all of the sides of the streets to be collected lined with your chosen colour.



**Note:** You will find streets (like Lynwood Close above) which are irregular in shape. Just outline it a short piece at a time until it is all done.

Now save your file. Click on “File”, “Save” (or press Ctrl+S).



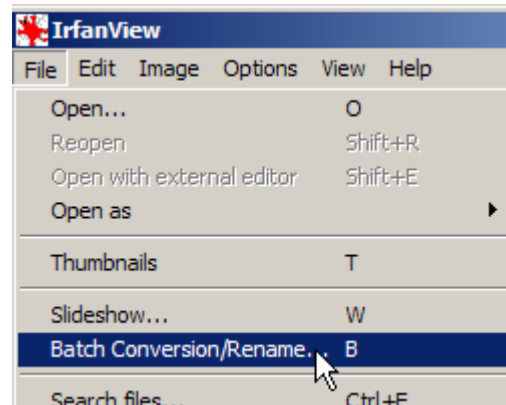
## **Converting Formats**

The file format that we have been using so far is the BMP, or bitmap, format. While it has been convenient for us to use so far, file sizes for BMP files are much larger than other formats. If we want to share copies of the maps, either through email or removable storage (like a USB drive or CD), they will take up much less space if stored in the GIF (Graphics Interchange Format) format. Converting files is done in IrfanView.

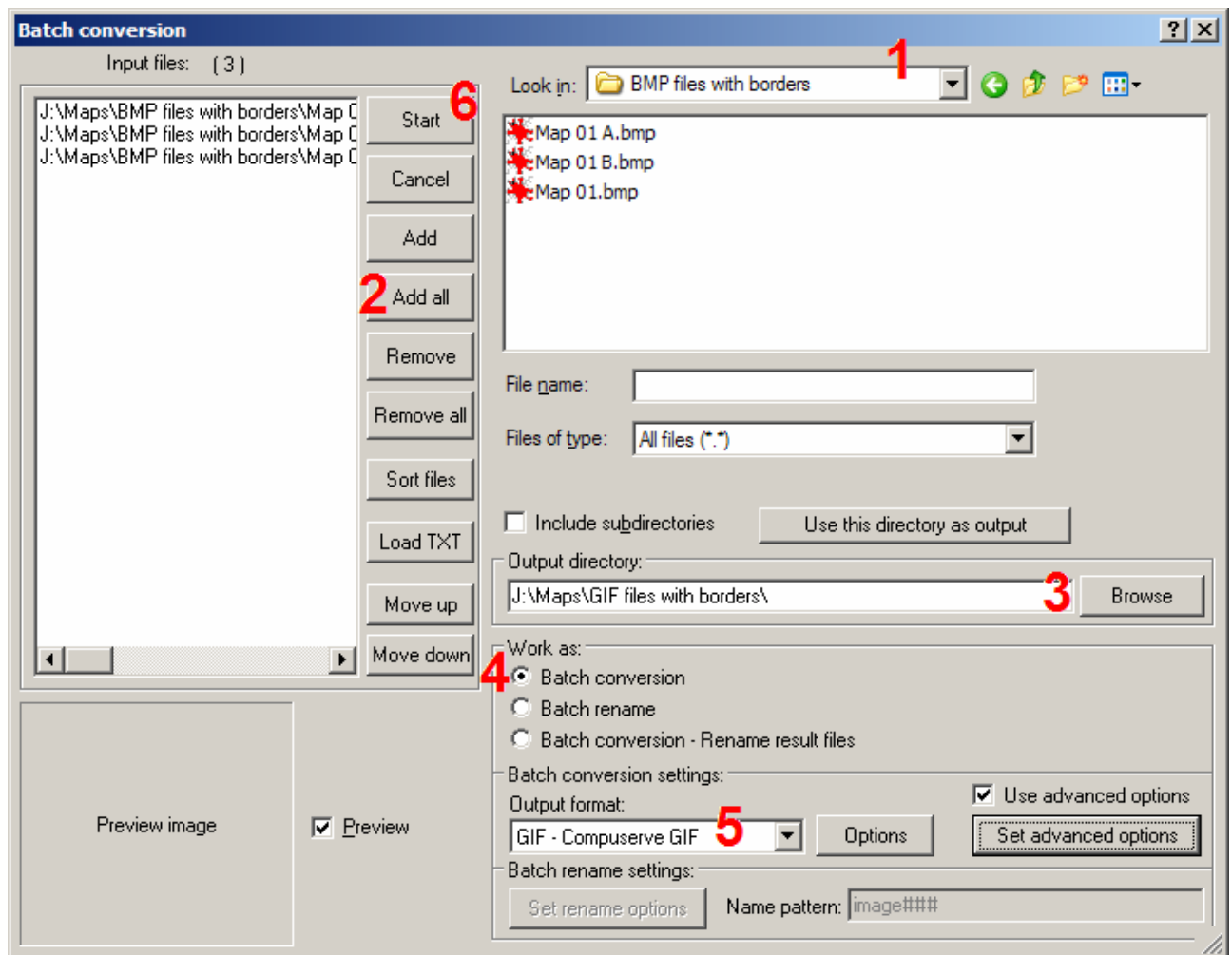
Open IrfanView by double-clicking the icon on the desktop.



Click on “File”,  
“Batch Conversion/Rename...” (or press B)







1. Navigate to the folder "BMP files with borders".
2. Click the "Add all" button.
3. Change the output directory to "GIF files with borders".
4. Make sure that "Batch conversion" is selected.
5. If necessary, change the output format to "GIF – Compuserve GIF".
6. Click the "Start" button.

The BMP files will all be converted to GIF format. If you take a look at the difference in sizes between the BMPs and the GIFs, you will see why GIFs are preferred for emails.