INSTRUCTIONS FOR MAPPING THE ROUTE OF YOUR RAMBLERS WALK ON MEMORY MAP July 2015

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| **OBJECTIVE:** Memory Map draws routes with distances, compass bearings, elevations profile of Ramblers walk that are documented in the Walks Programme.  These maps can then be SHARED with other Leaders via PDF files, which can then be printed.  **TERMS USED:**  **Map Template-Sydney NSW**- UBD Street Directory NSW. **Map Template-NSW Topo**-Topographic; South East Directory for Bushwalks in NSW.  **Route**-This is the indicator line that will follow the walk as it appears on the street directory  **Waypoints**-Dots (point) that are entered on the Route Map to indicate where to walk  **Waypoint Properties**-enter information that may help or explain markers along the route. These will be written up on the **Route Card.** | | | |
| TASK | WHAT TO DO | KNOW HOW | THINGS TO KNOW |
| **Turn on laptop** and enter password | Press on/off switch  Press the keypad on the keyboard  Enter password **“Walking 14”** | Top right corner of the laptop  Password is case sensitive | W is an uppercase letter |
| **Turn on Mouse** | On/Off switch at base  Enter at blue arrow with left mouse click |  | **TURN OFF MOUSE** at end of session |
| **Start the program** | Click on the **Desktop** in the bottom left corner, then Double-Click on the **Memory Maps Icon** on the desktop. | The software will open showing the last map that was mapped | If the last map was in a different Map template from the one you are after, change to either of the templates below. |
| **Map Template choice** | Click on the **Open** **Map Icon** (top far left)  In the **Search Box** type in your Map Choice  Then Select it (green tick indicator) | Type in your Map choice | **Sydney NSW**- UBD Street Directory NSW  **Map Template-NSW Topo**-Topographic ; for Bushwalks |
| **Locate your position on map** | Left click and drag mouse or:  Use the arrow keys to move around the map | Use scroll on mouse to:  To enlarge of decrease the size of your map | Right click anywhere in the map to enable movement on the screen |
| **Start mapping your route** | Click on the **New Route Icon** (fifth on the right at the top)  (Long way: Go to Overlay icon: Create new:  New Route) | Use the scroller on the mouse to zoom in and out  When you are working on the route:  When you have finished the route: | If you leave your route map for a while it will go to lighter line:  The lines are darker  The lines are lighter |
| **Mapping your route with Waypoints** | Commence at the start point of the walk  Continue to plot a waypoint along your route by left clicking the mouse once  **Double click** at the end of the walk route | Each click draws (maps) a **Waypoint**  When the route is curved, extra waypoints are needed. | It is easier to continue mapping and to insert information such as ‘Start’, ‘Morning tea’, ‘End’ at relevant waypoints along the route when you have finished your route. See below. |
| M**aking Corrections to your Route**  **Interrupting the route** | Place the curser on waypoint and Right click to bring up overlay box. **Delete Waypoint**  Right click on near **Waypoint** andselect **Add Waypoint After** or **Add Waypoint Before**.  Double click to disconnect the thread | When you mark your waypoint and it attaches incorrectly. Delete the last waypoint and recommence. |  |
| **Locking the Route** | When you are satisfied that the mapping of your walk has been completed, right click on part of the route and select **Lock Route**. |  | This will prevent inadvertent changes being made to your walk by someone else. |
| **Waypoint Properties that will be printed on your Route Card and map.** | Right click on a relevant Waypoint, then select **Waypoint Properties**. In the ‘Overlays Properties’ screen which comes up type in the “**Name**” and tick the “**Show Name**” box markers so that the relevant name will show on your **route card**. Type in descriptions that help the leader follow the route in the **Comment** box, then close the screen. | Identify your start, morning tea, lunch and end on the route map.  Extra tips can be recorded on your route card. |  |
| **Saving your walk** | Right click on any part of your straight line on the route.  This will bring up a box  Select **Save As**  Then select **Save** | Give the route a name | Every time you make a change  **Save the changes**  Again select **Save As** and when the list **of** walks appears**,** select the relevant walkand **double click it.** |
| **Naming your Walk** | Note the name of your walk in the Overlay  Box | The walk appears in the left column of your screen | When it is ticked the route is visible on the screen. Un-ticked it is hidden |
| **Printing your walk on paper** | Right Click anywhere in the route, select **Operations**, then select **Route Card**.  Select the part of the Route Card you want to print, eg, the **Summary** and **Elevation Profile**. Right click on text and select **Print Preview**. Then in toolbar, select **as selected on screen** in second drop down box. Then select the **print icon**. Select your printer, then adjust preferences to suit, eg, Landscape or Portrait, A4 or A5. Then **Print**. | The route card will be displayed | The Route Card will show you:  Route Summary: Distance  Ascent/Descent  Waypoints Comments  Route Map |
| **‘Printing’ your walk as a PDF file** | As for printing on paper, except when you choose the printer, you select **CutePDF Writer.** |  | This allows the walk details to be saved as a PDF file, thus making it available to other walkers, as it can be sent as an email attachment. |
| **Backing up** | Once you have saved your walk, copy it to the memory stick provided to provide a backup. |  | Walks are saved in the following directory:  OS(C:) → Maps → NSW\_Topo |
| **Trouble Shooting**  Mouse click incorrect  Map colour changes  Screen goes white  Message comes up on screen | Unwanted box appears  Check you are on your correct Map Template  You have reached end of maps  Check Norton Security | Press escape to remove unwanted box  Go to Maps  Arrow key back to map on screen  If connected to internet, update Norton antivirus software. |  |

Walks (Routes) need to be tidied up, there are many Routes recorded, however there is no actual walk recorded. Every time you start a new route, it allocates a new route

**Note: an error message may appear in relation to the Norton Antivirus Software. If you are connected to the internet, select to update the software to protect the computer. If not connected to the internet, simply ignore the message.**