

# Mapquest Tutorial [www.mapquest.com](http://www.mapquest.com)

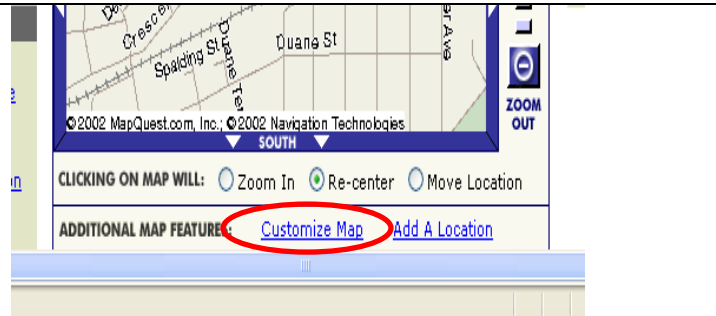
## Step One: Create a Map of the School's Surrounding Community

<ul style="list-style-type: none"> <li>Enter in the school's complete address under the 'Map' section of the website (this will appear on the left side of the window)</li> <li>The CPS will allow you to look up your school's address at this site: <a href="http://www.csc.cps.k12.il.us/ombuds/schools/">http://www.csc.cps.k12.il.us/ombuds/schools/</a></li> <li>Left click the "map it" button</li> </ul>	
<ul style="list-style-type: none"> <li>A map indicating your address with a red star will appear</li> <li>Left click on "big map" to get a larger, easier to read map</li> </ul>	
<ul style="list-style-type: none"> <li>On the right side of the map you will see a zoom-in /zoom-out option, this allows you to either see a larger less detailed area, or smaller more detailed area</li> <li>To see areas of the community to the North, South, East, or West of your school: left click on the directional name on the map and a re-centered map will appear</li> </ul>	
<ul style="list-style-type: none"> <li>If you left click anywhere with-in the map, it will automatically re-center the map around the place that you clicked</li> <li>Note: you can change this function by selecting a different option from below the map i.e. Zoom-in or Move location</li> </ul>	

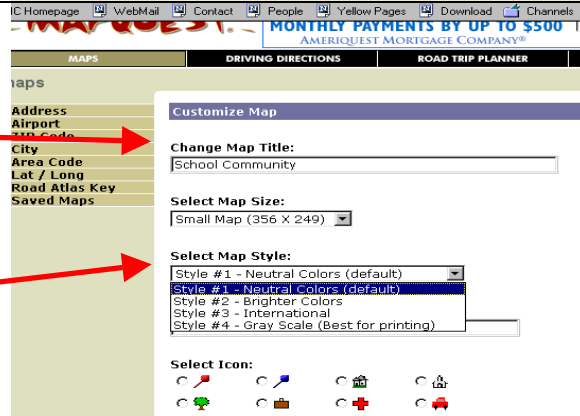
## Step Two: Customize Your Map

To customize map title, coloring, and the School's icon:

- 1<sup>st</sup> left click on 'Customize Map' located on the bottom of the map to left of 'Additional Map Features'
- this will take you to a new window where you can change the map's size, coloring and title



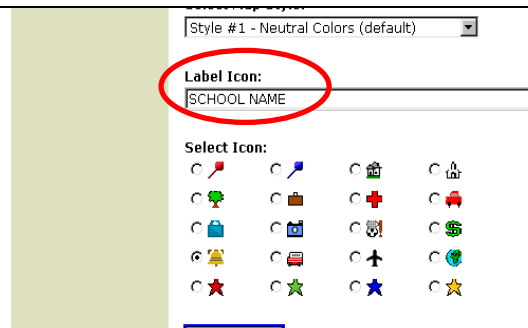
- To change the map's title:
  - o Type in the title you would like in the 'Change Map Title' text box
- To change the map's coloring:
  - o Select a color under the 'Select Map Style' option



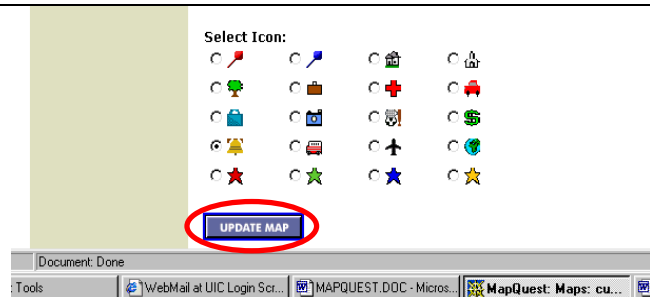
Note: Style #4 is recommended for printing

A very helpful feature on this screen is the Select Icon feature. This feature allows for you to chose a picture and a title to go with your original address: (in this case your school) so that instead of a red star you can select a bell to appear on your map with the word school or the name of your school written under it.

- To Select your Icon:
  - o type in the label that you would like to appear under 'label icon'
  - o select the picture you would like to go with the label by left clicking in the circle next to the picture so that it contains a black dot



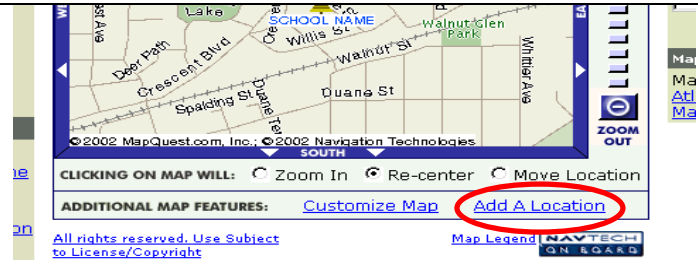
- when you are finished with all of your customizations left click on 'Update map' and your customized map will appear



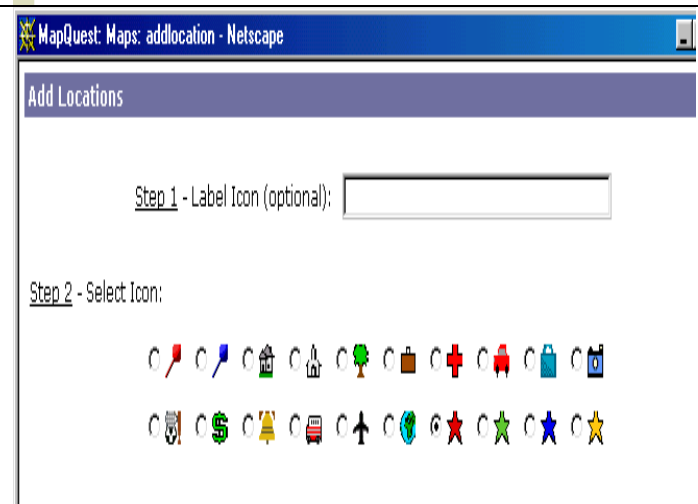
## Step Three: Adding additional Community Sites to your map:

Another way to customize your map is under the ‘add a location’ feature. This feature allows you to mark up to five places in the community with labeled icons of your choice.

- Left click on ‘Add a Location’ located to the left of ‘Customize Map’

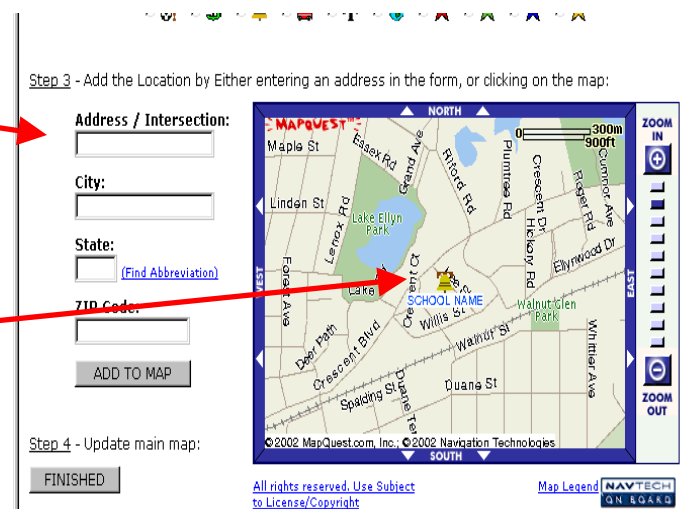


- Step One:
  - o Type in the name of the location (for example the library) in the ‘label icon’ box
  - o Note: the name that you type will appear on your map
- Step Two: Select the picture you would like to appear on your map
  - o Left click on the circle next to the icon you like



- Step Three: Select location of the site, this can be done in two ways:

1. Type in the address that this place appears in the community and left click ‘Add to Map’
2. On the map use your cursor to visually locate the place and left click on the spot where the icon should appear



Note: if the icon does not appear where you would like it to, you can make changes by re-typing the address or left clicking in a different location

To add additional sites, click the finished button at the bottom left of the page. This will update your map. To add up to 5 additional sites repeat ‘Step Three’ beginning by clicking on ‘Add a Location’.