

# Adding and Managing Icons *Tutorial*

## Purpose

To add Icons and where appropriate, include text and photos and then manage icons in a folder structure.

## What are Icons?

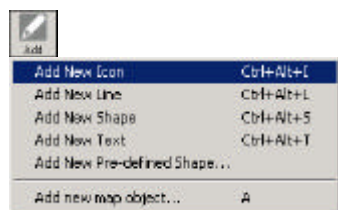
Icons are small symbols of your choice that are precisely located on the TUMONZ map. They can display a name or coordinates and may include comprehensive text and also photographs and links to a range of file types.

## What are Icons used for?

Icons are a mechanism for you to add your information spatially correctly on the TUMONZ map. Their purpose is twofold; firstly, to mark an important location and secondly, to store important information at that location such as text, photos and where relevant, associate a range of file types. The use of Icons can be quite diverse, for instance: representing important people and business contacts, important sporting locations, recording a holiday with photographs, and recording business interactions along with documents and spreadsheets.

## Adding Icons to the Map

You can use the Quick Key Ctrl+Alt+I or the Edit/Draw menu to add an Icon.



Three events will happen:

- if not already zoomed in, the map will zoom in to the point where the icon is visible (if it was zoomed out too far the icon may be too small to be easily seen),
- a default icon will be located in the centre of your screen, and
- the Icon Editor Dialogue Box will open and you will be in 'Move Object(s)' mode.

The **Icon Edit modes** are:



### Move Around the Map

Moves the map as in normal browse mode. **Note**; this functionality swaps to right mouse when in any other edit mode.<sup>1</sup>



### Move Object(s)

Move the selected Icon by left clicking, holding left mouse down and dragging. Note, you may select multiple Icons when in 'move around the map' mode (with Shift and Left click) and move them simultaneously.



### Centre Map on Selected Objects

Re-centres the map on the selected Icon.

Note, the cursor indicates which mode you are in.

The fields and buttons within the editor are detailed in the **Appendix** at the end of this tutorial OR refer to the Interactive HELP Guide. Click HELP on the Menu (OR F1).

---

<sup>1</sup> Tumonz default browsing mode is assumed in this tutorial.

**Selecting your Icon.** Just left click the icon Image in the Editor and a window will open displaying all available Icons. Left click the Icon of your choice and the Icon you have placed on the map will change accordingly.

**Moving your Icon.** After adding your Icon you will be in 'Move Object(s) edit mode allowing you to drag the Icon to location with left mouse button down. You will likely need to zoom and pan the map for accurate location. While in this edit mode, the map browse functions move to right mouse so you don't need to keep changing edit mode (or use the mouse wheel to zoom and pan). If you have coordinates for your Icon you can send your icon directly to the exact location using the **Pin Point** button in the Editor (Note: you may have to change Map Grid type e.g. NZMG or WGS84 – Select on the Status Bar.

**Other Icon Properties.** Refer to the Appendix for details. Icon Border is useful for distinguishing Icon type and for making the Icon visible against the map at zoomed out levels. Using the buttons in the editor *Icons* and *All* pages, you can select Icon name colour and configure; if the Icon is visible, when it is visible, and whether it is painted before or after other Icons.

**Icon Text.** Add text simply by selecting the Text button. A window will open and you can type directly into the window. **Viewing text** is achieved by left clicking an Icon and selecting Description. The same window will open displaying your text.

**Printing and Saving to file.** The TUMONZ map showing Icons can be printed using the Print Toolbar button. Text within the Icon can also be saved to file and subsequently printed (use the File/Print Preview menu; select 'Map Print Options'/Other/tick 'Icon Info'. You will be prompted to name a .txt file.) As you may have multiple Icons with text within the view, the icons will be numbered and the saved text file will indicate which text belongs to which Icon.

**Adding Photos and other File types.** Select the Photos/Files button. Select the *Add* button within the Photos/Files window and you will be prompted to select your photo file or other file. You may multi-select images and files. To **View your Photos**, open the **Icon Image Viewer** (Display toolbar button or Ctrl + F) and locate suitably on your screen so that it doesn't obscure your Icons. Next just select the appropriate Icon and it will display your list of photos & files in the left side of the Viewer and at the same time will open the first in the list. Select the photo you wish to display and right and left click the actual displayed photograph to zoom in and out. Files that can be displayed are '.bmp', '.jpg', '.wmf', '.emf', '.ico' files. These are all image files. For other file references, a button will appear on the right-hand side that you can click to start the default viewer for that file.

Note: these are references to files only so the file must continue to exist at the referenced location on your hard drive.

**Delete** unwanted Icons. All Icons will stay visible on the TUMONZ map unless you 'Hide' or 'Delete' them. There are two immediately available ways of deleting Icons without opening the 'User Defined Map Objects' window (this will be covered next). Left click any Icon and choose 'Delete'. You will be prompted to make sure you want to delete. Alternatively, left click the Icon and choose 'Edit', then the 'All' tab in the Editor Dialogue Box and then select 'Delete'.

## Managing your Icons

Icons stay visible on the TUMONZ map until you 'Delete' or 'Hide' them. You can very quickly create an untidy map so some housekeeping is required. As you 'Add' an Icon it gets automatically added to the New User Defined Icons folder in the left-hand side tree structure in the '**User Objects Manager**' window (*Ctrl U* OR select under the Window/General Tools menu). This default folder will be the lowest in the Icon folder tree.

**What you need to achieve!** You should aim to have all your permanent and important Icons named and located within a well structured and intuitive folder tree in exactly the same way as you manage your files using MS Windows explorer. This is how you go about it:

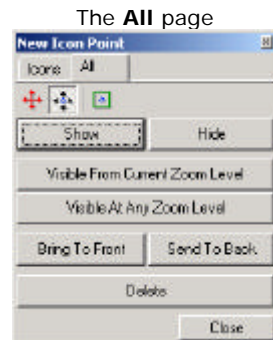
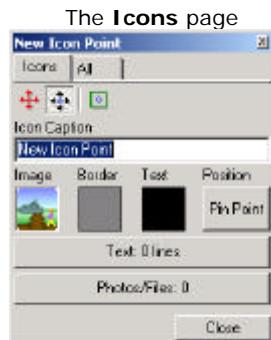
1. Name the Icon while in edit mode by overwriting the default name 'New Icon Point' in the 'Icon Caption' field in the Editor Dialogue Box.
2. Open the '**User Objects Manager**' window (*Ctrl U* OR select under Window/General Tools menu). Expand by left clicking the + beside a folder (Note, you can expand/contract the entire branch by Holding down *Ctrl* and left clicking the +.)
3. Add folders using the 'Add Icon Point' button on the Quick Bar to the left of the folder tree. Select a folder and change its name by left clicking the 'Properties' button at the bottom of the window.

- Now move Folders and Icons to create a Folder Tree structure. You will need to be able to 'drag' or 'shift' icons and folders. This is achieved by switching 'Allow Dragging' on. Just Right Mouse click anywhere within the window and Select 'Options'/'Allow dragging'. (Note, this function is turned off by default.) Select an object or folder and with left mouse button down, 'drag' it into another folder and release the left mouse button. You can precisely locate a folder or icon by holding down the *Shift* key while dragging. A message will indicate just what your options are and if your action is not allowed an Access Violation message will result. Don't be concerned by this message, just experiment until you have mastered this very important capability.

**What else do I need to know?** There are some other important functions worth knowing:

- Search.** 'Find' and 'Find Next' buttons will allow you to search on words in the folder and Icon names.
- Hide** all items within a selected folder including sub-folders by selecting Properties and the tick box 'Show subitems'. Individual Icons can be hidden and their 'show zoom level' (at which point they become visible) can be set within the Editor Dialogue box.
- Double click** any Icon within the Tree and the map will re-centre on this object.
- Export/Import** by selecting a folder or an individual Icon and using right mouse 'Export'. This will wrap the object up in a small dat file which can be exported and stored or sent to another user. To import just add a 'New Icon Point', select it and right mouse 'Import'.
- The order of **drawing**. Icons are drawn in the order they appear (top down) in the 'Tree'. An Icon may hide another icon that appears above it in the tree. Manage this by changing the position in the tree (or use the appropriate editor buttons).

## Appendix The TUMONZ Icon Editor Dialogue Box



- Icon Caption**  
Overwrite with Icon name.
- Image**  
Change Icon graphic.
- Border**  
Click here to set the Icon border colour.
- Text**  
Select the Icon Caption colour
- Position**  
Click on 'Pin Point' to locate an Icon precisely using coordinates in the relevant map grid.
- Text "" Lines**  
Click here to add your text.
- Photos/Files**  
Click here to reference photos or other files.
- Show**  
Set on by default; click to show if hidden.
- Hide**  
Click to hide the Icon.
- Visible from current zoom level**  
The Icon will be invisible at more zoomed out levels.
- Visible at any zoom level**  
The Icon will be visible at all zoom levels
- Bring to Front**  
The Icon being edited will display over other Icons within the relevant folder.
- Send to Back**  
The Icon being edited will display under other Icons within the relevant folder.
- Delete**  
Deletes the Icon