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Steps in creating maps with BASF Rockford Map Program

Initial program installation, setup, training, and support by BASF

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These steps are for assistance and reminders after you have had some training.

Gary or Ray will go through these steps at the training.

- 1 From State Index select the County and Township where fields are located.
Note: You can cover up advertising on the bottom by placing a bland Text Box over the ad and then saving the file as your default file.
- 2 Zoom into field with Base Map then turn on Aerial. (see box on left)
- 3 Draw field boundary with "Add GeoPolygon" from toolbar.
- 4 Once field is drawn then turn off Aerial view.
- 5 Select "Text Box Tool" and draw a sizable box on the map surface near the field, you can adjust the size smaller and move after you add the text.
- 6 Add the following information into the Text Box (see example map).
 - Grower Name
 - Field Name
 - Acres:
 - Lat N
 - Lon W
- 7 Now for accuracy we will paste the Lat and Lon into the Text Box.
Steps are:
 - Position your blinking cursor in the Text Box at the location you want to paste your Lat/Lon information.
 - From Tool Bar select the left most (the 1st) Blue Circle (note cross hairs)
 - If box appears select "ok", and checkmark it not to show again.
 - Left click in the Lat/Lon box in the lower right corner.
 - When Lat/Lon Box appears, left click in center of your drawn field to lock on Lat/Lon coordinates; an X appears now in the center of the field.
 - Highlight the Lat N info, then holding down Ctrl then "c" for copy
 - Left click in Text Box and do a Ctrl "v" to paste in the Lat N info
 - Adjust cursor where the Lon W will be pasted
 - Highlight the Lon W info and to the Ctrl "c" and Ctrl "v" as above
 - Shut off your Geo Tool by clicking on the Select Tool (the Capital I with up arrow)
 - When all information is correct, left click on Text Box border to Highlight then:
 - Adjust the size of text box
 - Adjust map size to 75%
 - Move Text Box to the bottom of plat map if field is on top or to top if field on bottom. Don't cover up any major landmarkings.
- 8 Select Line Tool and draw from field to the Text Box.
Do not start inside the field since it will drag the field as you make your line

to the text box.

- 9 Remember to shut off the Select Line Tool by clicking on the Select Tool.
- 10 Ready to print. Print at 100% magnification. Select printer icon and make sure in the Comments and Forms box that Documents and Markups is the selection.

To email maps to Schertz Aerial Service.

After above map is completed, instead of printing, you will be copying into a Excel Spreadsheet.

- 1 Use Excel file '**Order Request Form and Maps**'.
- 2 Fill out Order Application Request form on first worksheet tab.
Follow '**Application Request order Form Instructions**' PDF file for completing.
- 3 SnapShot maps into Excel file in the cooresponding number order off the request tab to each map tab. (1 to Map 1, 2 to Map 2, etc)

To SnapShot map from BASF mapping program into an Excel file:

- 1 Township map should be set to 100% magnification
- 2 Close Layer column on far left by left clicking on the x.
- 3 Use SnapShot Tool (looks like a camera) to create box (or capture map area) you want to copy.
- 4 Click on Snapshot Tool and position in the upper left hand corner just above Township name and just enough to grab road numbers on left hand side and bottom. Only snapshot plat area and not bottom advertizing.
- 5 Open your Excel '**Order Request Form and Maps**' file to the correct Map tab and place your cursor on the 'x'.
- 6 Right click mouse and select Paste.
- 7 Map labels information should transferred to top of each map sheet if filled out Order Request form correctly on Order Request tab.
Information required: Requesting agent (Dealership name and city)
Grower Name and Farm Name
Crop
- 8 Repeat process till all maps to the cooresponding request are inserted.
- 9 Save the completed Excel file with following naming format;
Dealership City Grower Name Corn 2009 Township Name
Example: Hudson Fert Hudson Richard Sam Corn 2009 Towanda NE Blm city
- 10 Ready to email to Schertz Aerial Service.
Schertz@SchertzAerial.com
- 11 Attach file you just prepared to email message.
- 12 **If you want confirmation that we have receive your email requests;**
It is highly recommended that you set your email message to do so.
Set your message as follows:
 1. In the message, click **Options**.
 2. Under **Voting and Tracking options**,
select the **Request a delivery receipt for this message**
or the **Request a read receipt for this message** check box.