



# My Point...Exactly's Microsoft® Streets and Trips 2013 Cheat Sheet

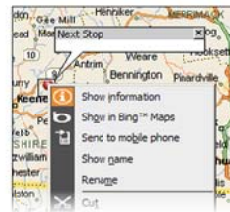
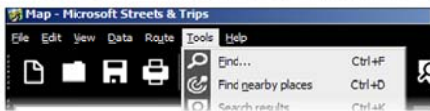
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## Menu and Toolbars



















## Menu

Clicking on each item in the menu bar produces a list of actions that you can perform on the map. Some actions in the menu are also shown in the tool bars, and their associated icon can be seen to the left of the action. The keyboard shortcut is displayed to the right of the action.



Right click locations, pushpins, and other map objects to call up a 'Shortcut Menu' for common commands that you can perform on the item clicked.

## Standard Toolbar

- |  |  |   |  |
|--|--|---|--|
|  Creates a new map  |  Opens an existing map                |  Saves the map                           |  Prints current map view. See File/Print in menu for more options |
|  Choose pushpin type and add to the map                                     |  Display the legend and overview pane |  Find nearby places                      |  Display the route planner  |
|  Display the GPS task Pane  |  Display search results               |  Display the driving directions pane     |  Display the navigation pane                                      |
|  Switch to full screen navigation view. Only available when running a route |  Send the map to a mobile phone       |  Show the current map view in Bing™ Maps |  Get help   |

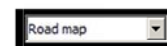
## Advanced Toolbar



To find an address or location, type a place name into the search bar and click the magnify button. An exact match will display at the center of the map. If no exact match, a dialogue box opens with possible matches.



Click the 'minus' and 'plus' buttons to zoom out/in. Drag the zoom slider to zoom as well.



Change the map type including: Road Map, Terrain Map, Political Map, Road Map (night).



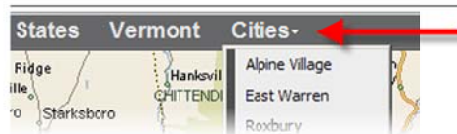
## Drawing Toolbar

Draw Button: Set object display order, Toggle size on/off	Highlight	Scribble	Line
Arrow	Freeform	Rectangle	Oval
Radius (Toggle size using Draw Button)	Text Box	Select the shape fill color	Select the line color
Select the text color	Select the line width	Select an arrow style	

## Location and Scale Toolbar

North America United States New Hampshire Manchester 0 mi 20 40 60

Place names will display depending on zoom level. Click a name to automatically zoom to that level on the map.



If place name has triangle next to it, clicking will show additional zoom options.

## Useful Keyboard Shortcuts

### Map Shortcuts

- Right click, drag box and click in box** Zooms map to within defined area
- Double left click** Zooms the map in
- ARROW keys** Move the map in the direction of the arrow key that is pressed if focus is on the map.
- ALT+LEFT ARROW** Brings user back to previous map views
- ALT+RIGHT ARROW** After returning to the previous map view, show the original map view again.
- CTRL+E** Activate the measure distance tool.
- CTRL+SHIFT+C** Copy the map to the Clipboard.
- CTRL+ALT+C** Copy latitude and longitude of pointer's current position on map.
- MINUS SIGN (-)** Zoom the map view out.
- PLUS SIGN (+)** Zoom the map view in.
- Ctrl + Z** undo last action

### Routing Shortcuts

- F3** Recalculate a route from the current position to the place or address typed in the text box in the Routing section of the GPS task pane.
- CTRL+SHIFT+R** Reverse the currently displayed route.

### Navigation Shortcuts

- SPACEBAR** Repeat an instruction. Press twice to hear the next instruction.
- F11** Open or close the full screen map view.
- ESC** Close the full screen map view.
- F7** Turn voice instructions on or off.
- F9** Turn the night display on or off while full screen navigation is open.

**For more useful shortcuts, press F1 for help and search keyboard shortcuts!**

