



Map Portlet Guide

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Introduction

The Map portlet allows you to display a map of a given area. By default, this map will pinpoint the address configured in the **Server Settings**.

Who Should Use this Guide

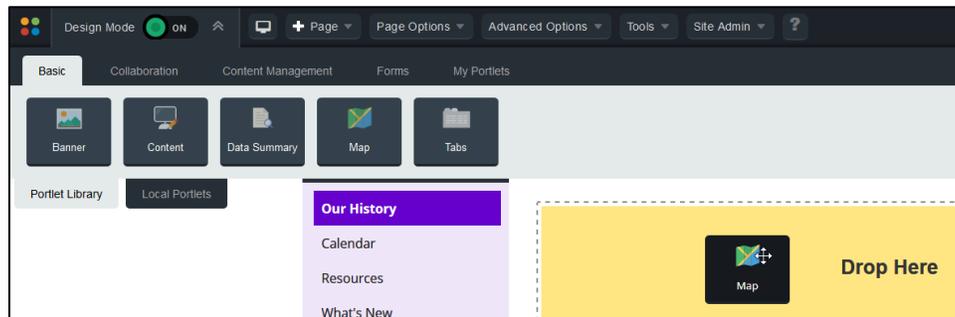
This guide is written to be accessible to users of all technical backgrounds. Most of the content applies to all users however only Administrators are able to change the default address used by the Map portlet.

Adding a Map Portlet

The process for adding a Map portlet to a page is the same process as for adding any other portlet to a page.

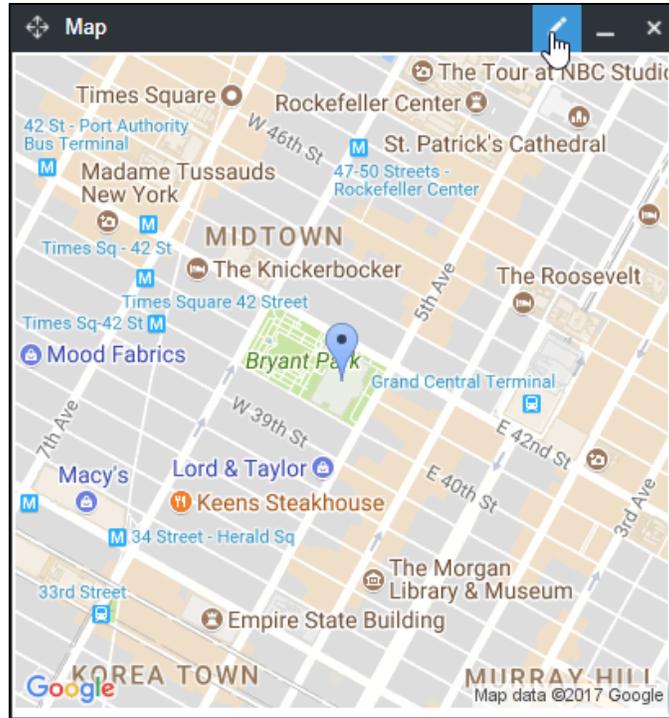
Set **Design Mode** to **On**.

Find the region where you wish to display your map. In the Portlet Library, click on the **Basic** category. Drag and drop the **Map** portlet on to the page.



Editing a Map Portlet

To configure a Map portlet, set **Design Mode** to **On**. Click the  icon on the top-right corner of the **Map** portlet.

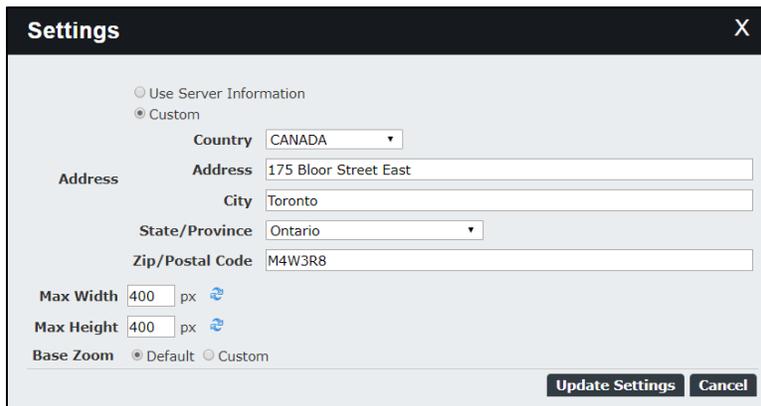


If you want the Map portlet to display the address set in the Server Settings, leave the **Address** set to **Use Server Information**.

If you would like to display another location, click **Custom**. Use the drop-down and text fields to populate your desired **Address**, **City**, **State/Province**, and **Zip/Postal Code**.

You can set the **Max Width** and **Max Height** to control how large of a map is displayed on the page.

Finally, you can choose to use the **Default Base Zoom** or you can choose a **Custom** level. If you choose a custom zoom, you can enter a number between **1** and **21**. 1 is zoomed out enough to show the full planet while 21 is zoomed in enough that you likely will only be able to see the specific building the map is pointed at.



Settings [X]

Use Server Information
 Custom

Country: CANADA [v]
 Address: 175 Bloor Street East
 City: Toronto
 State/Province: Ontario [v]
 Zip/Postal Code: M4W3R8

Max Width: 400 px [↺]
 Max Height: 400 px [↺]

Base Zoom: Default Custom

[Update Settings] [Cancel]

To save your settings, click **Update Settings**.

Changing Default Location

If you are an Administrator on your site, you can change the default location used by the Map portlet.

Warning: *With most templates, the default location of the Map portlet is also the address displayed in the footer of your site. Be aware that if you do change the default address, the change will probably be reflected in your footer as well.*

To change your address, go to the **System Administration** page and click on **Server Settings** under the **General Administration** header. Then click on the **Server Information** tab.

Make any changes you wish to the various address fields.

SERVER INFORMATION	
Organization Name	<input type="text" value="Lorem Ipsum"/>
Default URL	<input type="text" value="http://192.168.1.101:82/"/> 
Logo	<input type="text" value="..\UserFiles\Servers\Server_6\Header\header_logo.gif"/> 
Slogan	<input type="text"/>
Address 1	<input type="text" value="175 Bloor Street East"/>
Address 2	<input type="text"/>
City	<input type="text" value="Toronto"/>
State/Province	<input type="text" value="Ontario"/>
Zip/Postal Code	<input type="text" value="M4W3R8"/>
Country	<input type="text" value="Canada"/>
Telephone Number	<input type="text" value="555 672 3198"/>
Fax Number	<input type="text" value="555 671 3199"/>
Hours of Operation	<input type="text"/>
Facebook Website	<input type="text" value="http://www.facebook.com/SchoolMessenger"/>
Twitter Website	<input type="text" value="http://twitter.com/SchoolMessenger"/>
YouTube Channel	<input type="text"/>
Email Address	<input type="text"/>
<input type="button" value="Update Information"/> <input type="button" value="Cancel"/>	

To save your changes, click **Update Information**. The default location on the Map portlet will update to reflect your change.