



Mapmaking with Microsoft Bing

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The purpose of this document is to provide step-by-step instructions for creating a facility map in Microsoft Bing.

Bing is a mapping program, primarily designed to provide driving directions and to locate businesses and residential addresses. You can look at aerial maps and it's easy to capture an image for editing in a program with drawing tools.

Step 1. Point your browser (ie: Internet Explorer) to <http://maps.live.com/>

The initial screen contains 3 panes: the top pane has the tools you'll need. The left pane contains "Welcome" information; the pane to the right is the map. Click the small "x" in the upper right corner of the Welcome pane to close it, and click the "Maximize Window" icon in the upper right corner of the window (next to the red box with the "X") to get the largest size image possible.

Step 2. Find your facility

1. In the text box labeled "Enter business, category and/or location", type the physical address of your facility.
2. Click on the magnifying glass. The map will move to the location and a marker will be tagged to the address.
3. Near the top left of the map pane, click "Aerial" to switch to the satellite view.
4. Zoom in to make the image larger using the "+" magnifying glass icon located on the upper left edge of the map pane. The "-" magnifying glass icon makes the image smaller.
5. Center your facility in the map pane by moving the map to the right, left, up or down using the arrows just above the zoom tools.
6. When the image is where you want it, press the "Print Screen" key (near the upper right corner of the keyboard or the number pad, if you have one). This will copy the screen to your clipboard.

Step 3. Make your map.

7. Open a program with drawing tools (Microsoft Word or Excel, for example) with a new, blank file.
8. Use the "Edit-Paste" command to paste the image into your new document or spreadsheet.
9. Click on the image and use the drawing tools to crop, re-size, and identify the features required by the WDR (see WDR Reference Binder Tab 3.3 for the map requirements).
Note: when cropping, make sure you don't crop away the part of the map that identifies the source – this is one of the requirements of the WDR.
10. Alternatively, you may print the map with no identifying features and draw them in by hand (see WDR Reference Binder Tab 3.6 for an example hand-drawn map).
11. Save your documents frequently – the images require a lot of memory and may tend to crash the program.