MapMemo 3 Help

. About / What's new

The basic idea of MapMemo is to make it easy for everybody to link files to places on a map. A Map in MapMemo can be any graphics file, it doesn't have to be a geographical map.

Once you have chosen a Map you only have to drag and drop your files or folders to specific places. Your files get linked to your Map and any future work you do with your files will always be updated in MapMemo.

Top 3.0 features:

1.) Map layers. This is very helpful if you are working with different levels of informations or annotations in your maps.
2.) Export to Text (pdf). A clever Map composite and all your Memos/web-links/notes get exported to a text file or a pdf.

Other 3.0 features:
- Transparency on all Memo and Map Layers
- Zooming the map is now centered on selected Memos
- Reworked user interface and Menu structure.

Note:
Once you drag a file into a MapMemo document, be aware that this is only a link, an Alias. If you move the file or rename it MapMemo keeps track of the changes and doesn't loose the link. But if you delete it, MapMemo will miss it.
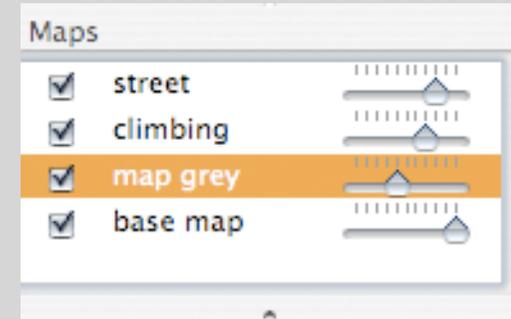
Map layers: You can now use different Map layers in order to give your informations an enriched structure.

Export to text: Print or print to pdf your MapMemo file with automatic index-numbering.

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. Choose Map

The first thing you have to do if you create a new MapMemo file is to choose a Map.

A Map can be almost any graphics file, that the Mac OS understands. It will be the reference where you later relate your Memos, your files, to.

The Map can have any size up to 10.000x10.000 pixel. So far you can not use vector data as Map.
MapMemo stores the Map inside the it's own file, but it doesn't store all the linked files. If your Map has 5 MB your MapMemo file will have 5 MB, too.

MapMemo 3 now allows several Map layers one above each other. You have to add them separate. You can always exchange your Maps using another file as well as edit your Maps and use the edited Maps for future work.

To choose a Map:
1.) Choose File > New or if you start up MapMemo choose >New
2.) Select the Map file.

Note:
It is important for the use of MapMemo that you are aware of the fact that all files which you drag as Memos on your Map are only links (aliases) for MapMemo whereas the Maps are physically stored inside the MapMemo file.

First thing you have to do is to choose a graphics file as Map.
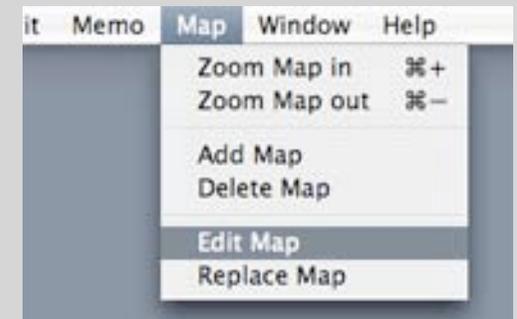
Later you can always edit or replace your chosen Map or add other Maps.

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. Choose Memo

Take any file or folder from your computer and drag it on the Map.
Your file will create a red pin - a Memo. You can reposition the pin, organize it on layers, or delete it.

Creating a Memo means MapMemo stores an Alias of your file. It will never alter your files. The Mac OS X Operating system is powerful enough to keep the link, also if you move the original file to another folder, another volume, change the content or even rename it.
MapMemo also allows you to drag and drop web-addresses directly from your browser and place them as Memo on your Map. This is particular for MapMemo because the web-address is not present as a file on your computer.

Double-clicking on the Memo-pin opens the file in the application it belongs to. If your Memo is linked to a folder, the Finder will open that folder.

To choose a Memo:
1.) Drag any file or folder or weblink onto the Map.

Note:
Create a "TextMemo" if you want to type a note without using your text-editor and creating an extra file. A "Text Memo" is a link to nothing and only helps you to enter some text and add it to your Map. You can edit your text by ctrl-clicking on it.

Every file you drag on the Map leaves a red pin.

Memo Layers

☑	first layer	🟥
☑	New Layer	🟧
☑	New Layer1	🟧
☑	New Layer2	🟧
☑	New Layer3	🟦
☑	New Layer4	🟧
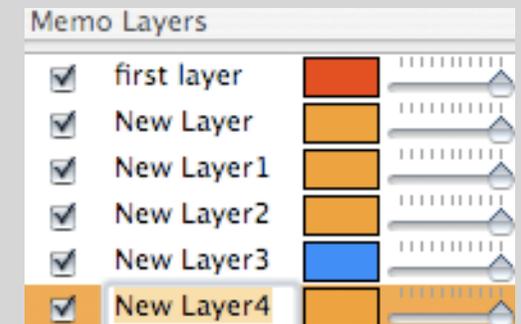
Your memos get organized in colored layers. Be aware which one is active when you create a new Memo.

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. Open Memos

If you have created a Memo you will see a red pin. This is the common symbol for all Memos.

If you want to see which file is linked to which Memo, you use the Info-window, which gives you a preview, the basic informations and the possibility to type in some notes.

A Memo's linked file opens in the application it would normally open, if you double-click it in the Finder. Web-links open in your favorite browser and folders will open in a Finder-window showing the folder's content. TextMemos are different because they are nothing but comments created inside MapMemo and don't relate to anything else.

If you have selected several Memos and double-click on one of them, all Memos will open their linked files in their appropriate applications.

To open a Memo:
1.) Double-click on the red pin or the selected group of red pins.

Note:
If a file on your computer has no application symbol, go to the Finder choose "info" and determine which application should open the file.

Double-click on the red pin to open a Memo.

Use the Info-window to see the details and notes of your Memo.

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. Move Memos

Once you have a Memo in a certain position you might want to move it to another position on your Map. You also might want to keep the position of a Memo but move it to another Memo layer

To move a Memo:
1.) Select the Memo press Shift and drag the Memo with your mouse, or...
...) Select the Memo and use the Arrow keys to move the Memo in all 4 directions. If you press Shift while using the Arrow keys the movement is faster.
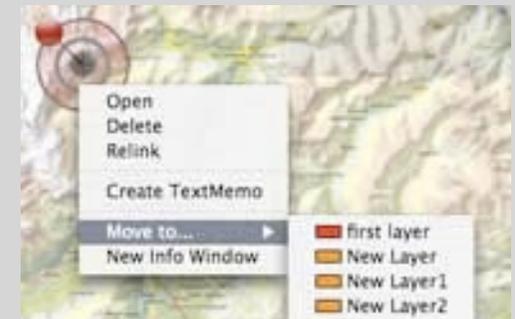
To move a Memo to another Memo layer:
1.) Ctrl-click on the Memo or use the right mouse button
2.) From the contextual Menu select > Move to... and choose the new layer from the pop-up list,
or...
1.) Choose Memo > Move Memo to Memo Layer.

Note:
You can see your Memo's positions in pixels as well as percentages of the Map on the bottom of the user interface as well as in the Info-window.

See the position of your Memo in pixel or percentage of the Map.

"Ctrl"-click or use your right mouse button to get the contextual menu and move the Memo to another layer.

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. Memo Layers

MapMemo lets you organize your Memos on layers and you can create as many of them as you want.

Each layer has it's own transparency and color. You can easily see which Memo belongs to which layer because each Memo is carrying the layer's color in the circle, if you have turned on the "Show Memo Color" option.

To create a new Memo layer:
1.) Choose Memo > Add Memo Layer.

To change the name of a Memo layer:
1.) Double-click on the layer's name and type in the new name.

To change the color of a Memo layer:
1.) Double-click on the color box and select a new color.

To move a Memo layer to another position
1.) Select the Memo layer and drag it up or down.

Note:
If you delete a layer that contains Memos you will get a warning because all those Memos will be lost, too. But you will never loose the files on your hard-disk which are linked to your Memos.
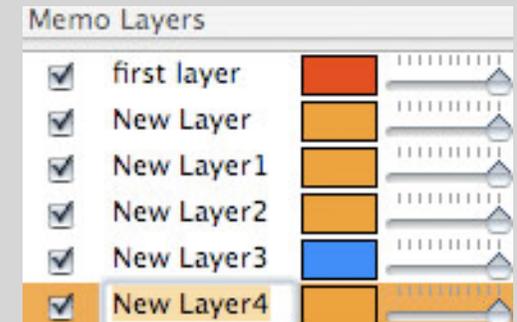
Organize your Memos in colored layers with names and colors.

Add and delete layers, turn them on/ off and use the transparency slider.

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. Relink Memos

Memos are only links to files on your computer. In order to manage this relation MapMemo lets you redefine each link individually.
This is particularly helpful if you deleted files or find some web-addresses changed since the last time you visited them.

You will easily notice if a Memo has lost it's linked file by the grey color of the pins.
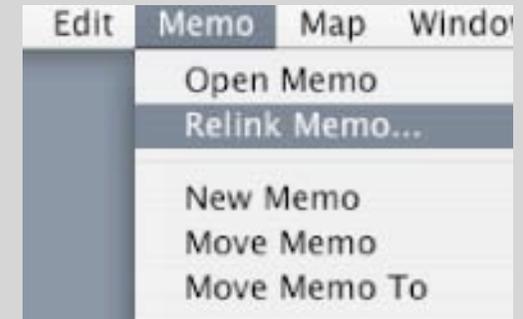
To relink a Memo:
1.) Choose Memo > Relink Memo, or...
...) Ctrl-click on the Memo and choose > Relink, or...
...) Use the > Relink Memo to File button in the Info Window.
2.) Choose the new file from the finder / type in a new web-address, depending on what kind of Memo you are relinking.

Note:
You can not relink a TextMemo because it is not linked to a file. It is nothing but some lonely notes.

Notice lost links by the grey color of the pins.

Relink your Memo to a file or a web-address via the info-window or the menu.

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. Info Window

The Info Window is attached to the application interface. It opens and closes if you press the i-button on the lower right corner.
The Info Window always shows you the details of your selected Memo. You can use several free floating Info Windows if you want to compare one Memo with others.

The Info Window offers a button to relink your Memo and a field where you can type in some notes. Via the context menu you can edit your notes like in any standard text editor.

To open/close the attached Info Window:
1.) Click on the i-button in the lower right corner of the MapMemo interface.

To get other Info Windows:
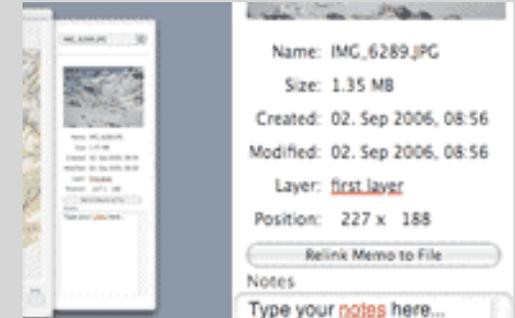1.) Select a Memo or a group of Memos.
2.) Choose >Memo > New Info Window.

To edit Notes:
1.) Ctrl-click inside the notes field and choose > Font > Show Fonts from the context menu.

Note:
The Info Windows informations also get printed out if you use "Export to text" - including all your notes. Many users create Notes by copy-pasting text from other files or web-pages.

The Info Window gives you all the details of your Memo and a thumbnail preview.
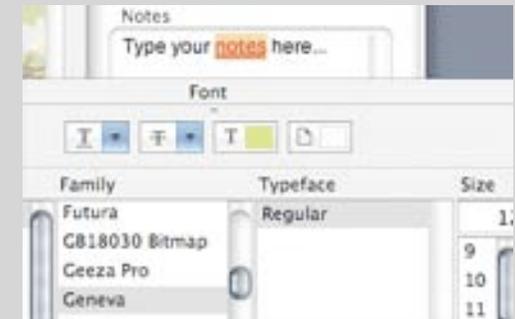
There is a place to type in notes. Via the context menu you can format your notes like in a standard text editor.

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. Navigate

In order to navigate in MapMemo:

- Use "Zoom Map" to zoom in and out your Map. If you have on or more Memos selected, the zoom will center around this selection.

- Use "Zoom Memo" to enlarge or shrink selected Memo-pins.

- Press the space bar and keep it pressed down to get a hand-tool that lets you drag the Map around.

- Have a look at the small Navigation-window to easily see where you are. Drag the highlighted zoom-rectangle to scroll to another part of your Map.

- Ctrl-click or use the right mouse button to bring up the contextual menu.

- Use any scroll real on your mouse to move the map around.

Note:
Almost all MapMemo commands are available via the contextual menu. Try this first if you are looking for a specific feature.
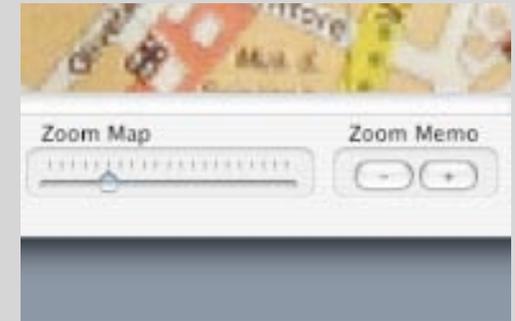
Zoom your Map and zoom the red Memo-pins.

Use the map-overview to quickly see where you are.

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. Change Map

There will be moments when you want to alter or replace your Maps. And you will want to keep all your Memos in place.

Use the "Edit Map" command to export your actual Map from within MapMemo, alter it externally and then use the "Replace Map" command to replace it with the changed version or any other file on your computer.

Use the "Replace Map" command also if you want to send a low resolution MapMemo file to somebody else or offer it for download. Convert your Map to a lower resolution and replace the high-resolution map with the low-res version.
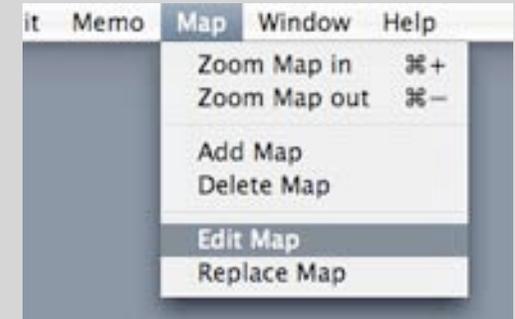
To edit a Map:
1.) Choose Map > Edit Map.
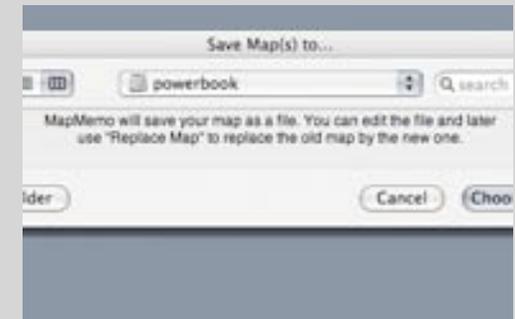2.) Save it on your hard-disk an edit it with whatever appropriate software.

To replace a Map:
1.) Choose Map > Replace Map.

Note:
MapMemo will keep the Memos in place when you change the Map. The position of the Memos remains relative to the size of the Map - so be aware of your new Map's size and especially it's proportions.

To edit a Map you must first save it outside of MapMemo.

Save the Map, change it and replace the old one.

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. Map layers

You can use several Map layers in MapMemo. Each layer can be controlled in it's transparency and has an on/off switch.

You can use any layer based graphics-software to create, edit and handle the different layers of your map. Export those layers separate from each other and add them to your MapMemo file. Different layers with transparency can be useful to mark regions/ tracks or add permanent comments.

All the Maps should have the same proportions, otherwise you will get problems, because MapMemo adjusts any newly imported Map according to the proportions of the lowest Map layer.
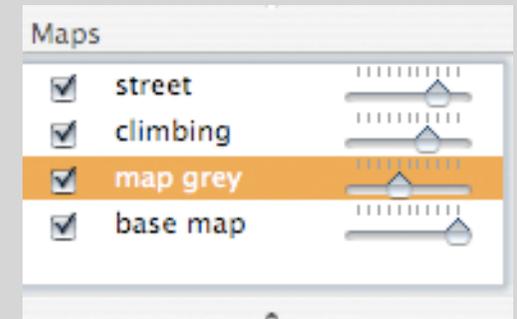
To add a Map layer:
1.) Choose Map > Add Map.
2.) Select the map file.

Note:
The lowest Map defines the proportions and size of all the other Maps. The best way to handle different Map layers is to change them all to the same proportions before adding to MapMemo.
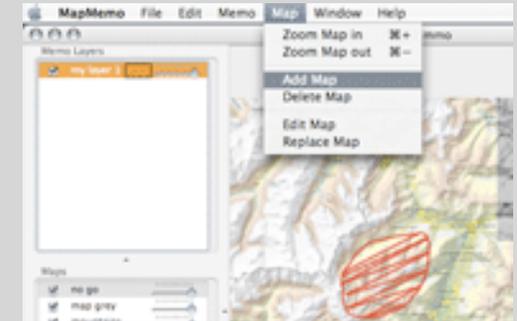
Use more than one Map layer in order to enrich your Map.

Map layer's transparency can be controlled and you can switch layers on and off.

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. Export to text

How can you use MapMemo files without a computer?
You use the new "Export to text" feature. It does create a copy of you map, with colored reference numbers for all your Memos. And it does create a text file containing all your Memos with thumbnails, data paths, active web links and all the notes you added.

The Memos become all marked with the same colored reference number as in the Map so you can look them up easily on your Map and vice versa. The color and the number derive from their position in the MapMemo file: 1.1 for example tells you that this Memo is on layer 1 and Memo number 1 on this layer if you count your Memos from the top left to the bottom right.

MapMemo does create a standard text-file for the Memos and a standard jpeg-file for the Map. So you can still edit all your data before you print it to paper or into a pdf-file.

To export to text:
1.) Choose File > Export to Text...
2.) MapMemo will ask you for a folder to store a map-jpeg and a text-file.

Note:
If your mobile device can read pdf-files you may use this function to have your MapMemo files always with you.
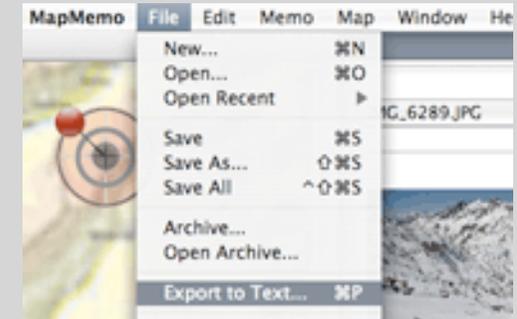
Exporting to text does export a copy of your map with Memo numbers ...

..., and a text file with your Memo's thumbnails, notes, links - marked with the same reference number.

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. Archive

In general MapMemo stores your Map inside the MapMemo file and your Memos only as a link to your files (using a well-proofed function of the Mac OS called "Alias"). Use the "Archive" command, if you want to pack your Map and your Memos (all the linked files) in a format that can be archived for backup reasons or in order to make it work on another Mac.

An archive is a .zip file that has a folder with copies of all the files for each layer that you did use in your MapMemo file. If a certain layer should not be packed in the Archive deselect it before you start the archiving process.

Use the "Archive" function also to make your MapMemo files ready for download from your website. Your customers can always download an unlicensed version of MapMemo directly from http://www.mapmemo.com and use it as a reader for your files with no time-limit. They can even add own files and save up to 3 times, before they get kindly asked to license.

To create an archive of your MapMemo file:
1.) Choose File > Archive.
2.) MapMemo will ask you for a name and a place to store the archive file.

Note:
Due to the nature of MapMemo you may - in some cases - have two or more files with the same name in one layer. You will get a warning and have to rename the files in order to avoid problems in the archived version.
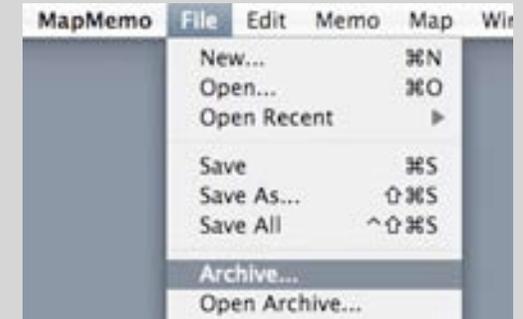
Archive your files in order to make them work on other computers (only Macs).

MapMemo archives have a different symbol and the extension .mma.

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. Contact / Support

MapMemo website:
http://www.mapmemo.com

You need support? Please send an e-mail to:
support@mapmemo.com

You want to license MapMemo? Please use our website:
http://www.mapmemo.com/license.html
or use the "License MapMemo" command in the Help Menu.
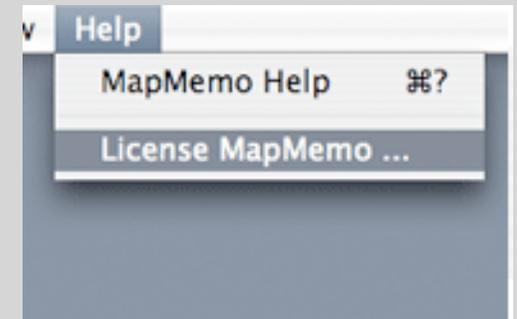
Note:
If you have a more specific question make sure to check the tips and FAQ section on our web-page.
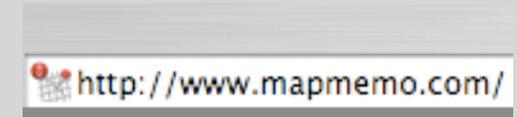
Please visit our website at:
http://www.mapmemo.com

License MapMemo via our website or by using the Help Menu.

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. Save / License

Please save your MapMemo file from time to time. MapMemo does not have any auto-save function.

If you don't have a licensed version of MapMemo, you will see a warning each time you save a file. You can save every file up to 3 times without licensing MapMemo. And you can save up to 3 different MapMemo files. By choosing "License later" you save your file without licensing.

As soon as you have paid your license-fee, we will generate a key for you and send you an e-mail containing the license-key and a user-name.

To get a license for MapMemo:
1.) Go to our web-page at http://www.mapmemo.com/license.html, or...
...) Choose Help > License MapMemo > Get License.

To fill in user-Name and license key information:
1.) Choose Help > License MapMemo > Get License.
2.) Type in your user-name and license-key.
3.) Press >License

Note:
You can save up to 3 files up to 3 times only without paying, but you can use MapMemo as a reader forever without paying a cent.

Save 3 files each up to 3 times without paying a license fee.

License Form: Enter name and key