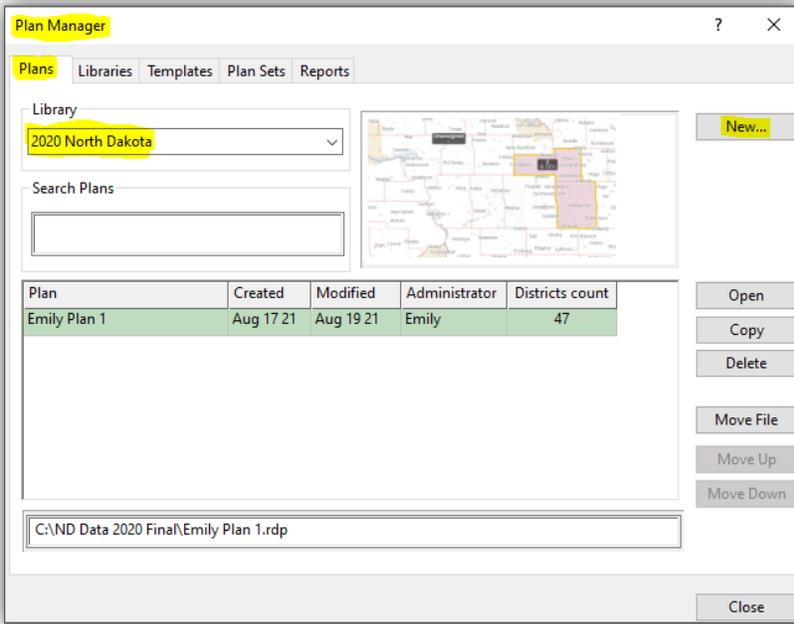


# MAPTITUDE BASICS: CREATING DISTRICTS FROM A 2010 DISTRICT MAP OR A BLANK MAP

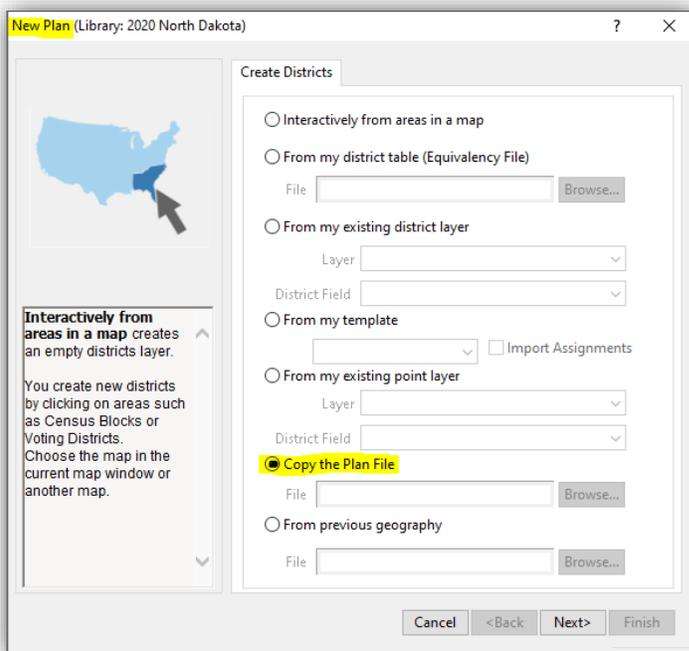
1. Click on the Maptitude icon on your desktop.



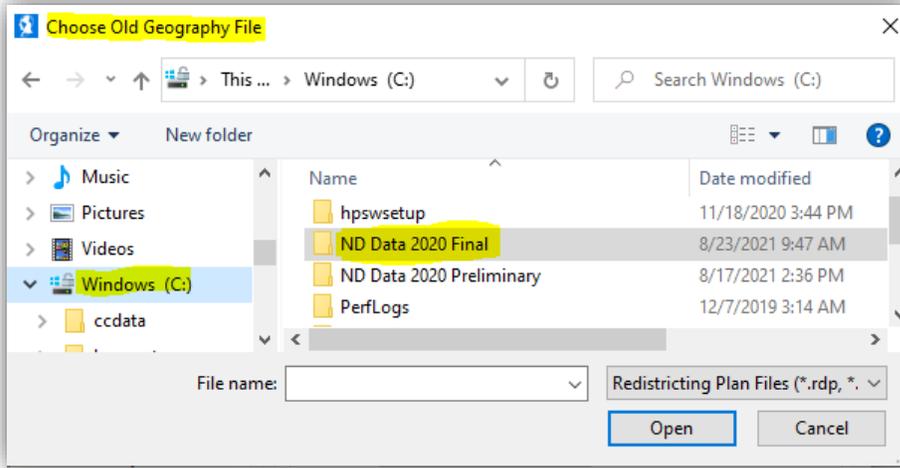
2. From the Plan Manager pop-up, click on the Plans tab, then select "2020 North Dakota" from the Library dropdown, then click "New".



3. In the New Plan pop-up, click the circle in front of "Copy the Plan File".

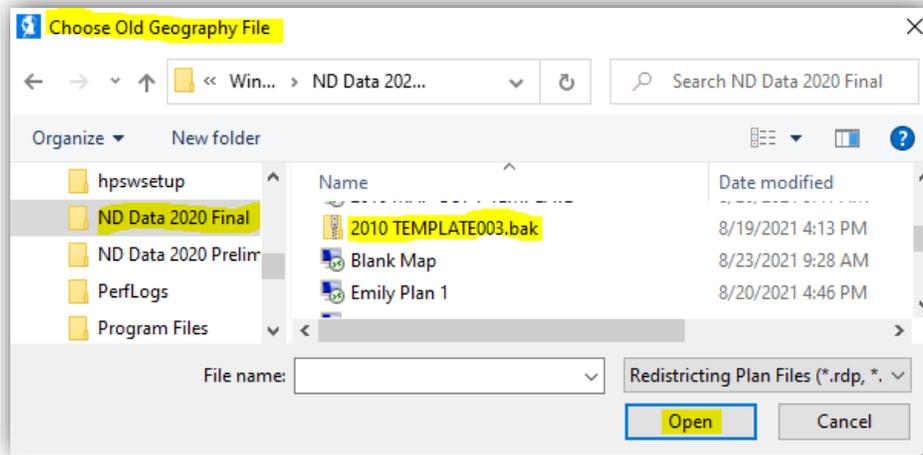


4. This will generate the pop-up pictured below. Double click on “Windows (C:);” “ND Data 2020 Final”.



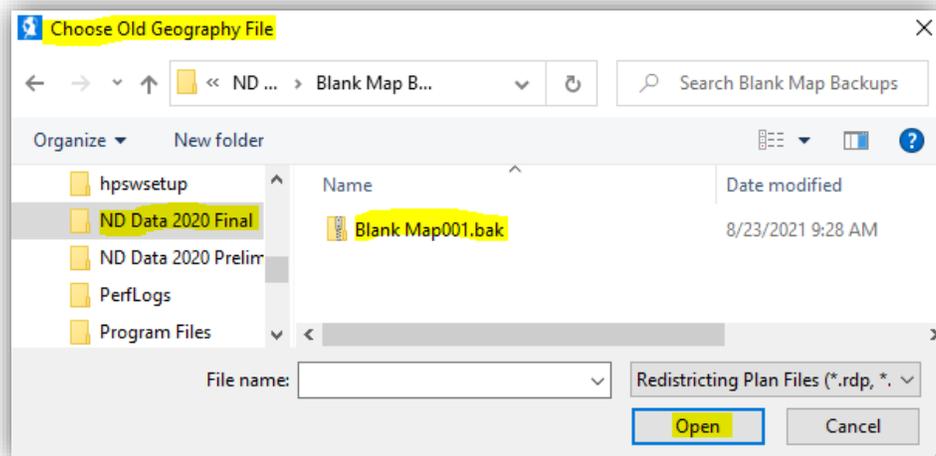
5. Next select “2010 TEMPLATE003.bak” if you would like to generate a map that contains the current legislative district boundaries, or “Blank Map001.bak” if you would like to generate a blank map that does not contain the current legislative district boundaries. Then click “Open”.

### 2010 District Boundaries Map

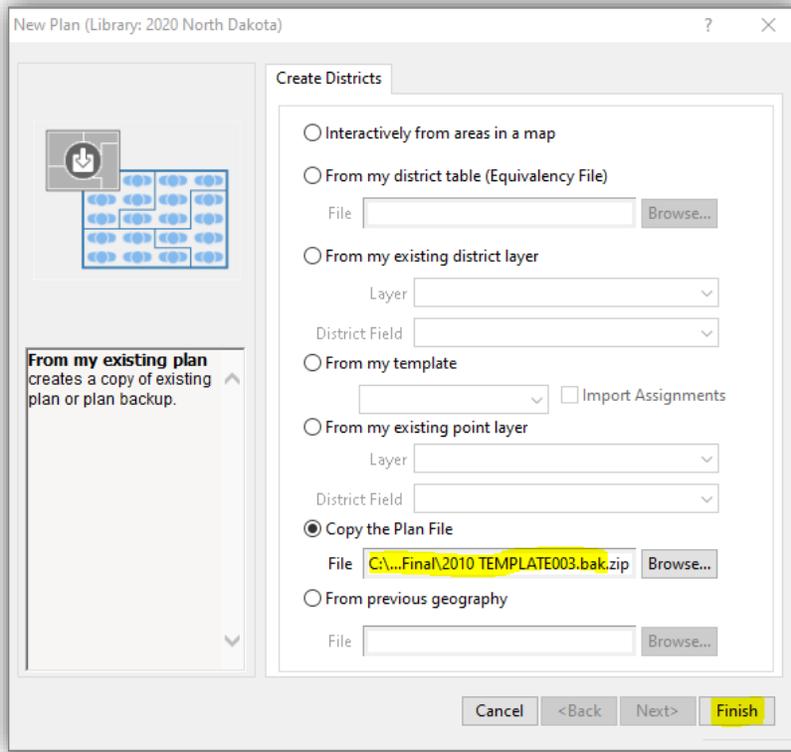


OR

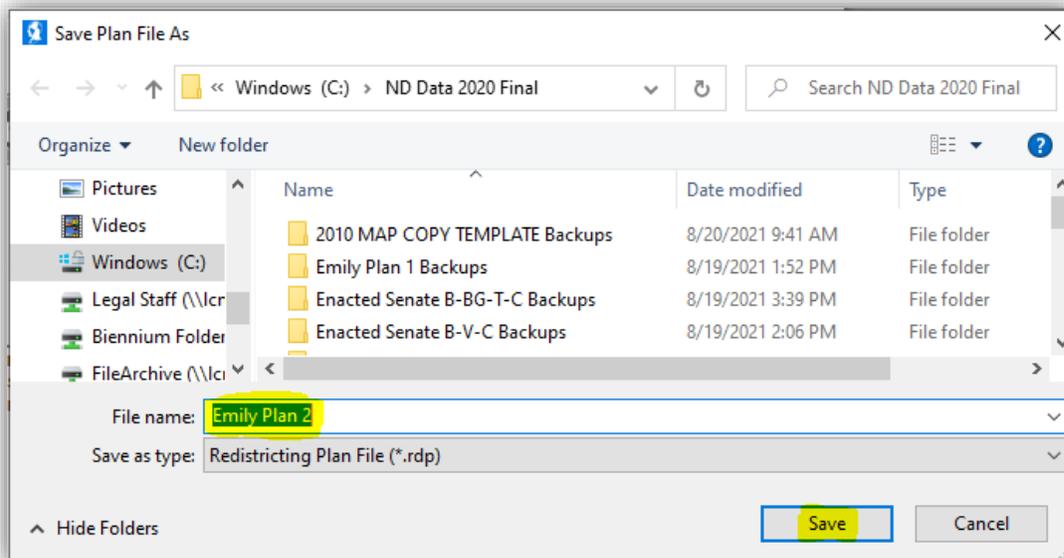
### Blank Map



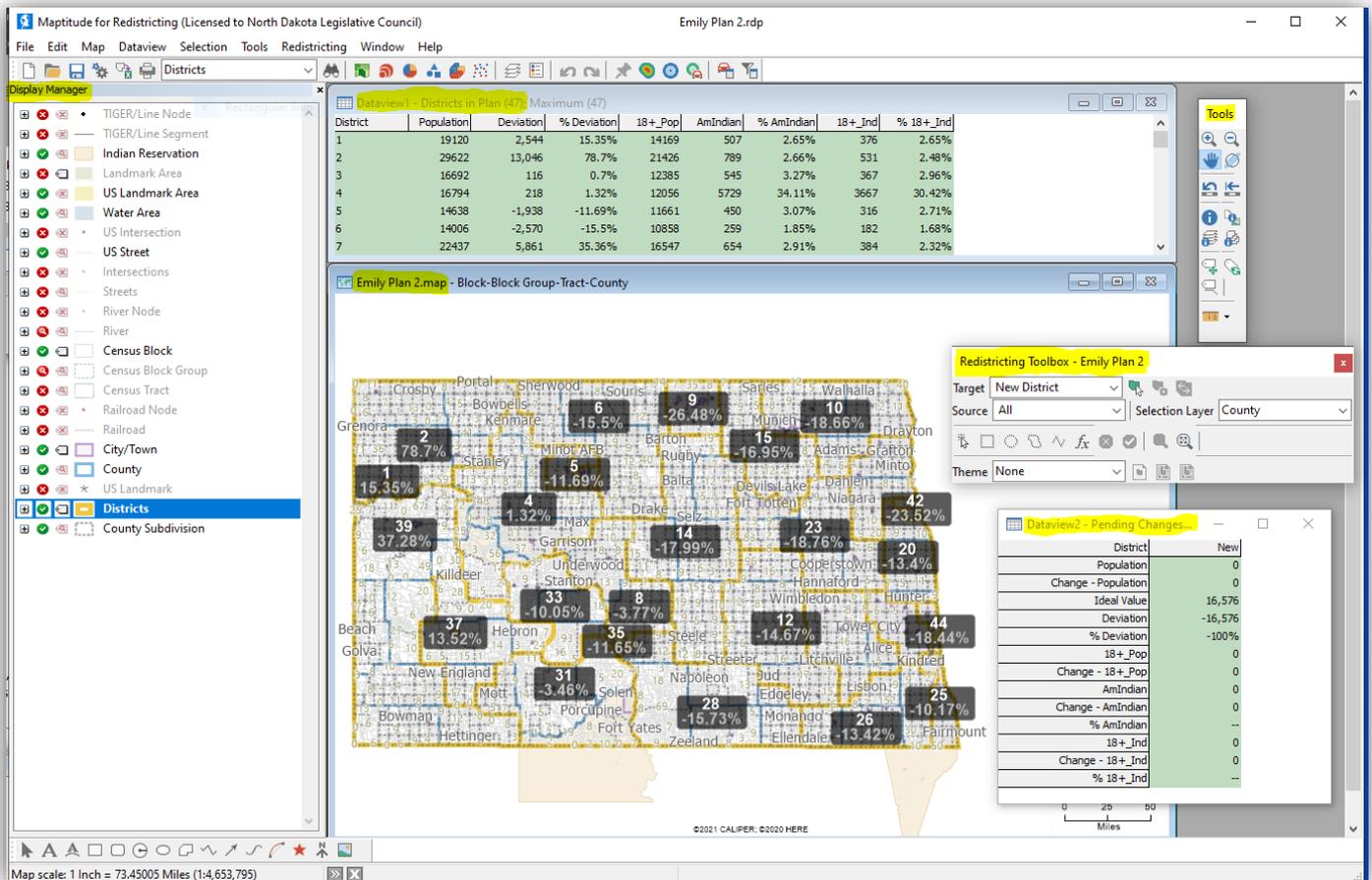
6. The actions in the step above will generate the following pop-up and autofill the template you selected above into the File field (*highlighted below*). Click “Finish”.



7. In the pop-up, type the name of the new plan you are creating in the File name field and click “Save”. (For instance, in this example I named my new map “Emily Plan 2”)



8. Completing the actions in Step 7 will load a map containing the 2020 population and the 2010 legislative district boundaries if you selected the 2010 map option (*pictured below*) or a blank map containing the 2020 population and no pre-existing district boundaries if you selected the blank map option.
  - a. The following screenshot highlights the various tools that are available when drawing your map, which are described individually below.



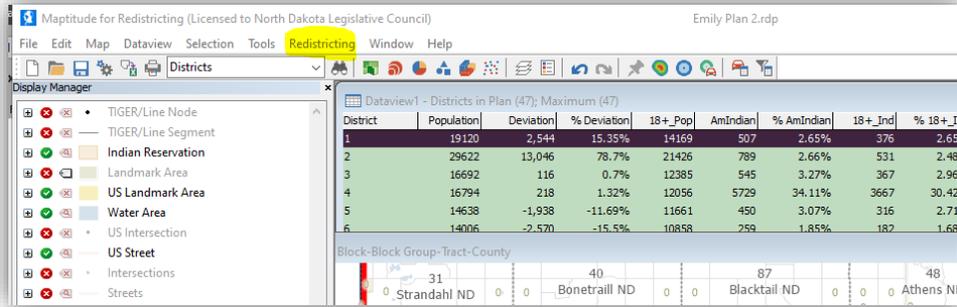
- a. **Display Manager** - in this window, you can turn features of the map on or off. For instance, if you don't want to see the boundaries of cities on the map, click the green check mark in front of "City/Town" to change the green check mark to a red X. This will hide the city boundaries on the map. If you want to turn this feature back on to see the city boundaries, simply click on the red X to change it back to a green checkmark.
- b. **Dataview 1 - Districts in Plan** - As you add districts to your map, this window provides a summary of each of your districts, including the population of your district and the numerical and percentage deviation of the district from its ideal population of 16,576.
  - i. For instance, in the screenshot above, you can see the population of District 1 is 19,120, which is 2,544 people to large. District 1 currently exceeds the ideal district size of 16,576 by 15.35 percent.
- c. **Map name (here Emily Plan 2.map)** - identifies the current map you are working on.
- d. **Tools** - this popup contains tools you can use when working on your map. For instance, if you want to zoom in on your map, click the magnifying glass with a + symbol and then click on the map to zoom in. If you want to zoom out, click on the magnifying glass with a - symbol and then click on the map to zoom out. If you want to drag your map around on your screen, click on the blue hand symbol and drag your map to the desired spot.

- e. **Redistricting Toolbox** - these are the tools you will use to draw your map.
- i. The Target drop down field refers to the area you want to draw. For instance, if you were working from a blank map and wanted to create a new district, you would select “New District” from the dropdown. If you are working from a map that already contains districts (*such as the one pictured above*), you would want to change the Target dropdown to the district whose boundaries you want to modify.
  - ii. The Source drop down field refers to the area you want to pull from. If you are working from a blank map, you would pick “all” because you would be pulling area from anywhere in the state. If you are working from a map that already contains districts, you would want to select the area you are pulling from from the drop down. For example, if you wanted to add area to District 1 from the neighboring District 2, your Target would be “1” and your Source would be “2”.
  - iii. The Selection Layer drop down field refers to the amount of area you want to add to your district at a time. For instance, if you want to select entire counties at one time, you would select “County” from the drop down. If you want to add smaller areas at a time, you would choose “Census Block”.
  - iv. The Pointer Tool  allows you to click on the areas you want to turn red (*i.e. add to the district*). Clicking once on your map will add an area (*turn it red*). Clicking on an area that is already shaded red will remove it from the district (*turn it white*).
  - v. The Square Tool  allows you to grab larger areas at one time. For instance, if you want to add three counties to a district at one time, you would turn your selection layer to “Counties”, click on the square tool, and then drag your square entirely around the boundaries of the three counties you wanted to add (*turn red*). To remove areas (*turn them white*) using the square tool, hold down the Control key on your keyboard and drag the square entirely around the outside of the red area you want to remove (*turn white*). If you receive an error message, make sure the boundaries of the box you are dragging are situated completely outside of the boundaries of the area (*county, census block, etc...*) you are looking to remove.
  - vi. The Green Check Mark  allows you to add the areas you highlighted in red to your target district if you are adding to an existing district. If you are working from a blank map, and your target was set to “new district”, clicking the green check mark will generate a pop-up box that allows you to enter the District ID number for the new district you are creating and then click OK. (*Note: we don't enter a “long name” field, we only enter the District ID number.*)
  - vii. Theme – select “None” from the dropdown.
- f. **Dataview 2 - Pending Changes** - this summarizes the information for the district you are currently working on. The population field will change as you add or remove areas from the district you are working on. The pending changes pop-up also will track the numerical and percentage deviation from the ideal district size of 16,576 as you add and remove areas from the district.

## 9. SAVING, CLOSING, AND REOPENING YOUR PLAN:

- a. **SAVING:** you plan will continuously autosave. However, for this autosave feature to activate, **you must use the green checkmark tool** described in step 8(e)(vi). The system will not recognize your changes for purposes of saving unless the green checkmark is used. So, for instance, if you clicked on a county to turn it red and then closed your program, your change would not save. To ensure your change saves, click on the green checkmark tool. This will change your red highlighted area to an area shaded white and surrounded by a green boarder. Now, if you close the plan and reopen it, your changes will have saved. Make sure to click the green checkmark tool even if you still have more area you want to add or remove from the district you are working on. Those additional areas can be added or removed at any time after the green checkmark is clicked.

- b. **CLOSING:** to close your plan, click on the “Redistricting” tab (*highlighted below*) and select “Close plan” or click Control+Shift+X.



- c. **REOPENING:** to re-open your plan after it has been closed, open Maptitude (*or if Maptitude is already open, click on the “Redistricting” tab pictured above and select “Plan Manager”*). From the Plan Manager pop-up click on the plan you want to work on and then click “Open”.

