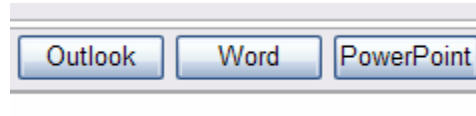


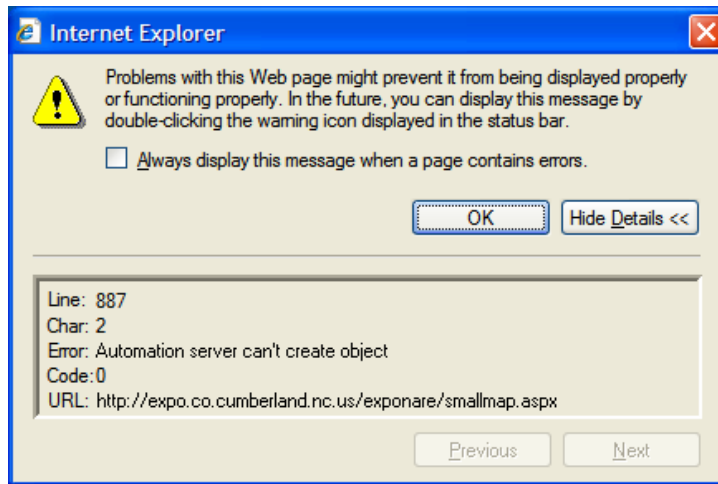
## *Instructions for enabling Exponare maps to be placed in MS Office Applications*

In many cases Internet Explorer settings are such that activex controls and other macros are disabled for security reasons. These settings may prevent you from using the Outlook, Word or PowerPoint features available in our Exponare Mapping Site.

Three buttons that allow the embedding of a map are present at the top right of all maps as shown here.



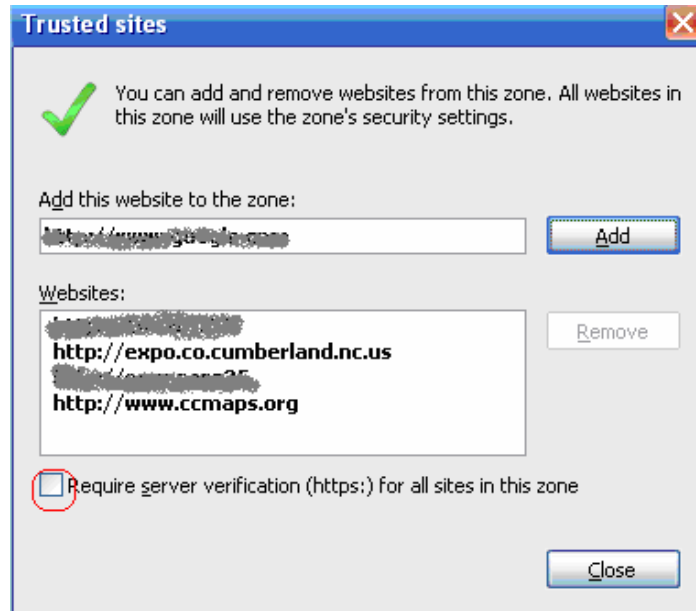
If you select one of these buttons and an error with a yellow icon appears at the bottom left of your browser window similar to the image below then you will have to modify the settings for your browser.



The first step is to select the tools menu option on your browser menus or toolbars. They may be in different locations depending on whether you use Internet Explorer 7 or 6. From the dropdown menu select Internet Options. Select the Security Tab as shown here.



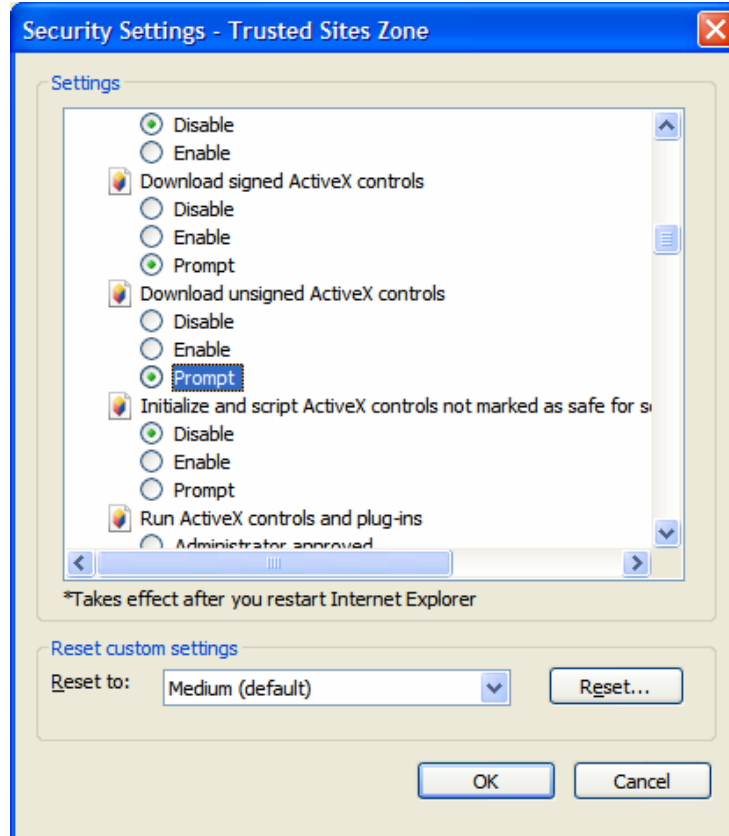
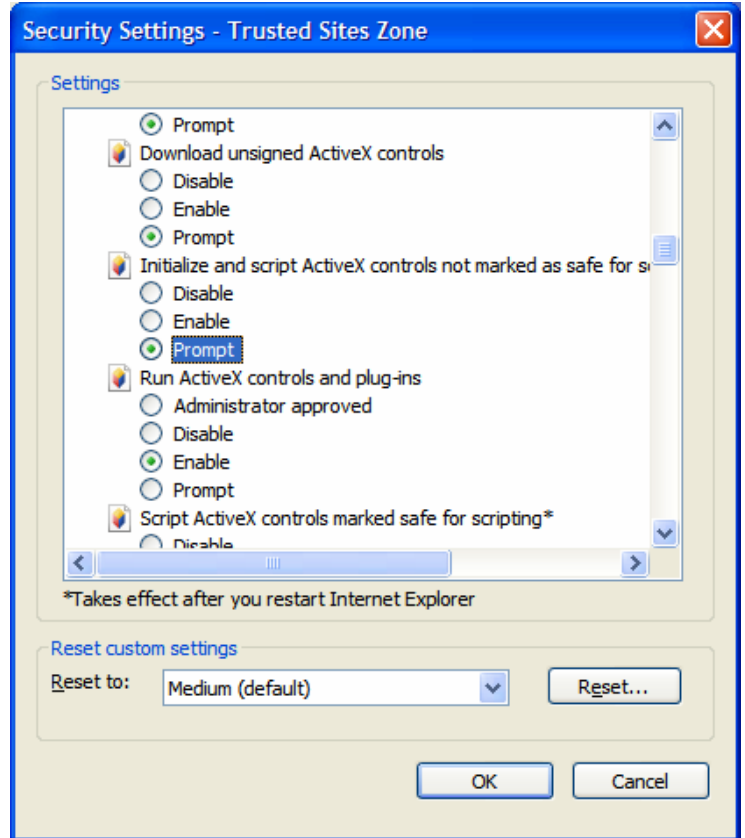
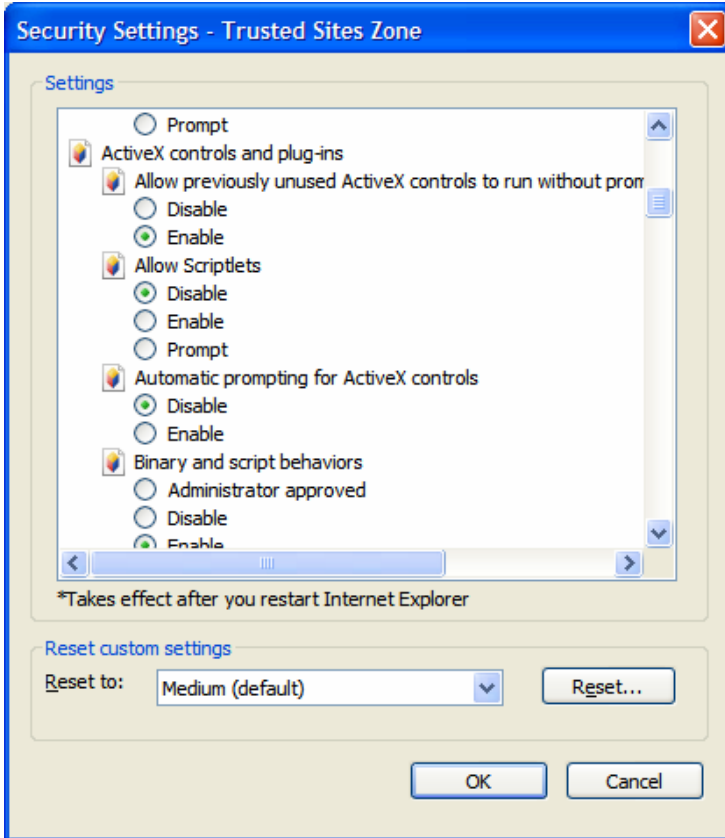
Then select the Trusted Sites option and add two internet sites to the list as shown below. Be sure to uncheck requires server verification before adding the two required sites. You will need to add <http://expo.co.cumberland.nc.us> and <http://www.ccmaps.org> to the websites list.



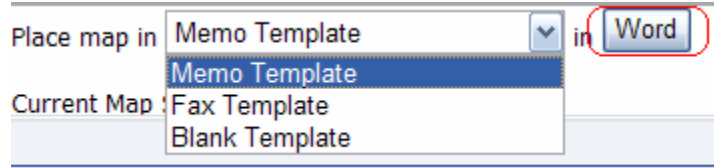
The next step is to select the Custom Level option from the trusted sites tab as shown below.



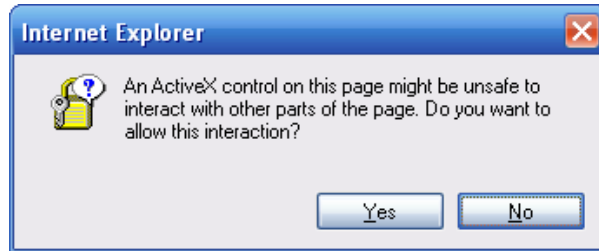
Scroll to the Activex section and select the options as shown on the following images. Then press OK



This should enable maps to be embedded into your local MS Office applications. When selecting the Word button the map will redraw and provide you with a menu selection of templates to choose from as shown below.

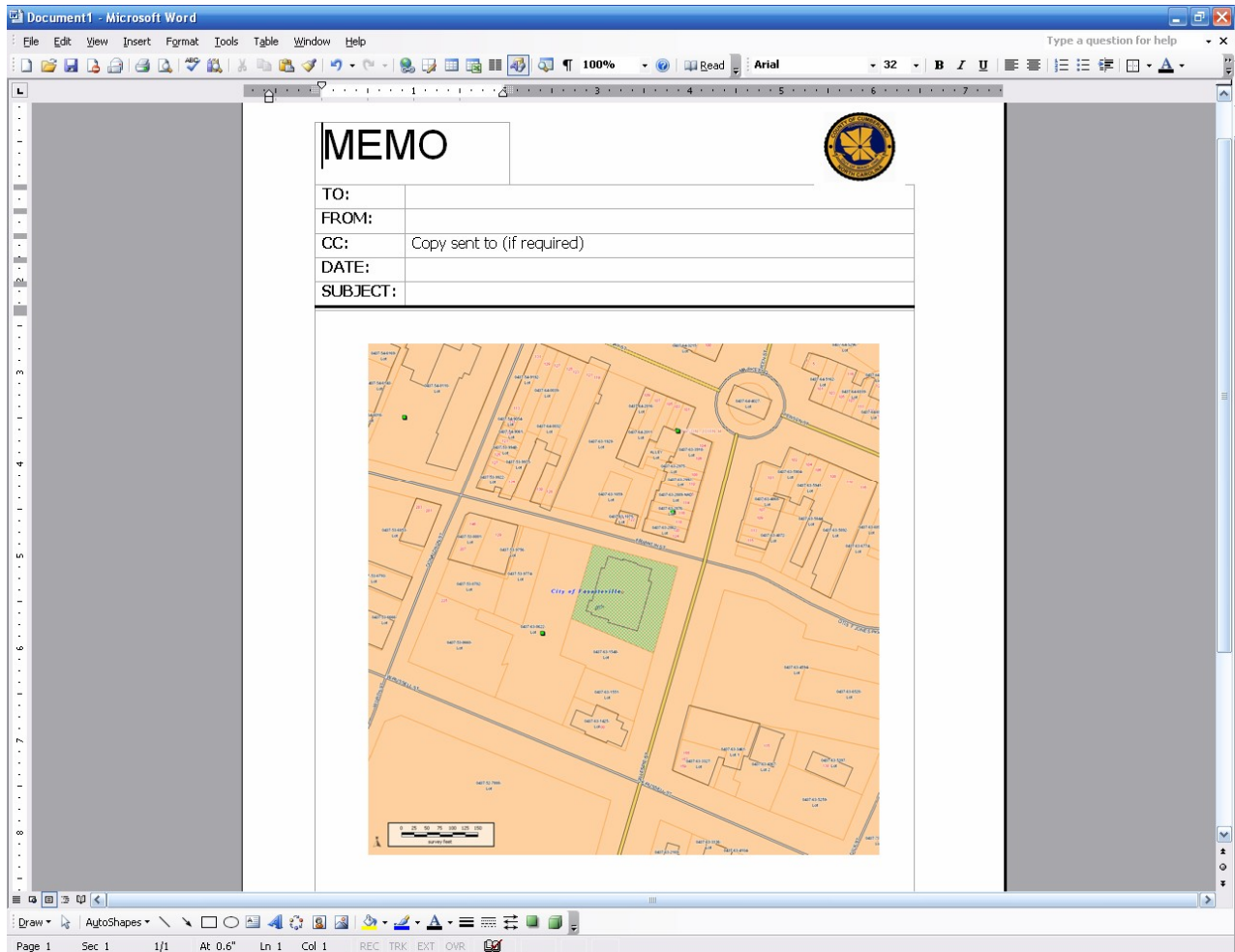


Choose the appropriate template then press the Word button to the right of the drop down menu. If the settings for the activex section have been made you should be presented a pop up menu to allow activex as shown below.



Press Yes. MS Word should now open and have a template with a map embedded.

Note: Templates may change over time and there may be sections of each that you cannot edit. Additional templates that are preceded by Internal are not available to the general public and can only be accessed by users inside the county network. Below is a sample of selecting the Memo Template in Word.



Objects can be placed on the map through word by utilizing the Autoshapec feature. First select the map by clicking on it and then select one of the Autoshapec items. You may need to change the fill style and line to transparent and red or other color. An example of using Autoshapec is shown below.

