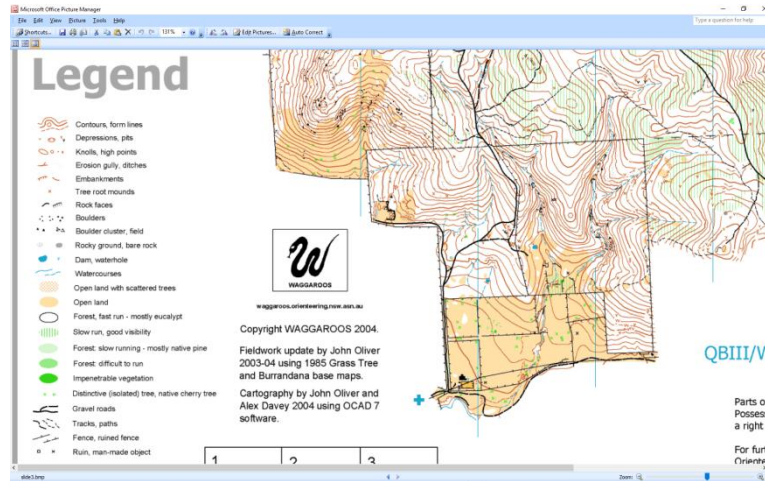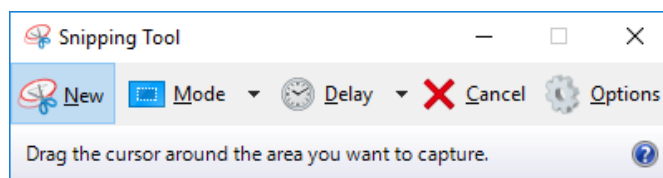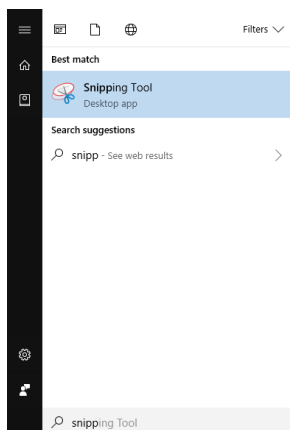# Inserting objects into maps in Purple Pen.

If you are using only part of a map you may find that when you select your print area you lose the legend, north points and sometimes the title. One quick and easy way that you can use to add these lost items is to create a JPG, GIF or PNG (I have used a JPG in this example) file of the lost area and insert them into your Purple Pen map area.

Open the map file that has the area you want to insert into you map. Hold down the Ctrl button and using the roller on your mouse zoom in so that the area you want to insert into your map so it is large and fills just about the screen. This will give you better resolution and clarity when the file is reduced in size on your map.
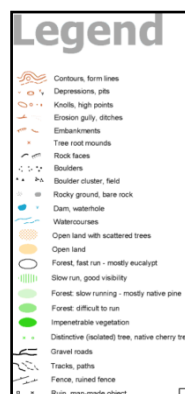

With your mouse left click once on the window icon on the far left of your taskbar on the bump bar at the bottom of your screen. Without touching the mouse again type in "Snipping Tool" the icon for this desktop app will appear. (You can right click on the icon and 'Pin it to your Taskbar' for use later). Double left click on the icon to open the app.
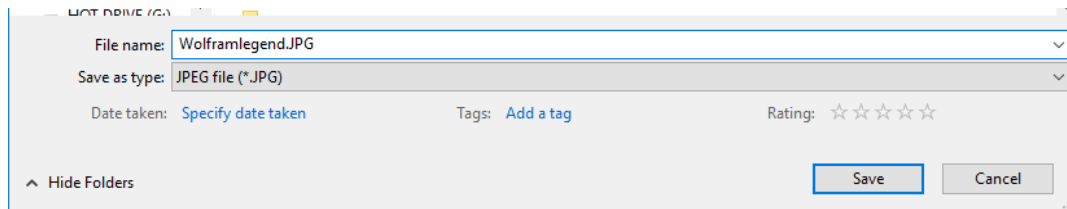

When the app opens up click on 'New 'on the menue bar and the background file will greyout.
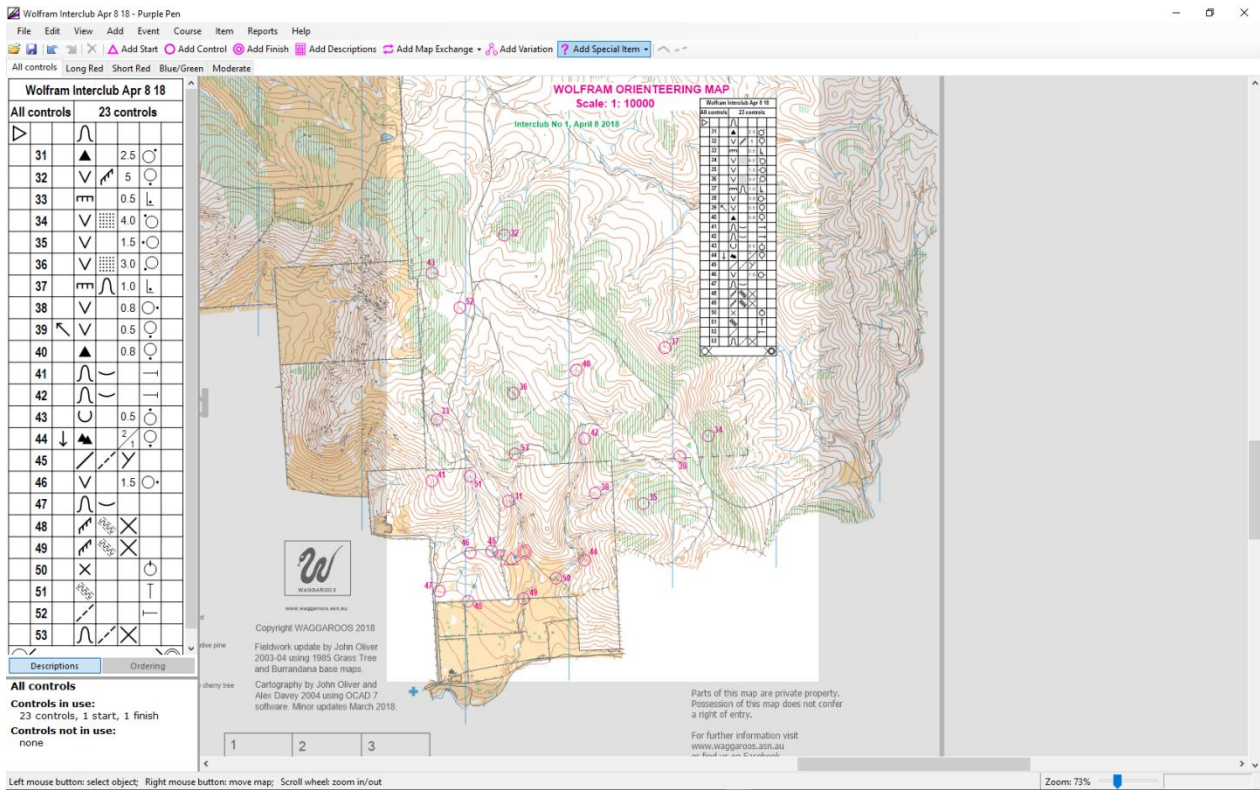
Draw a box around the object/area that you want to insert starting from the top left hand corner of the area. Make your selection box as close as possible to the outside of the area you want to insert so that you dont have excess boarder around the object to be inserted.
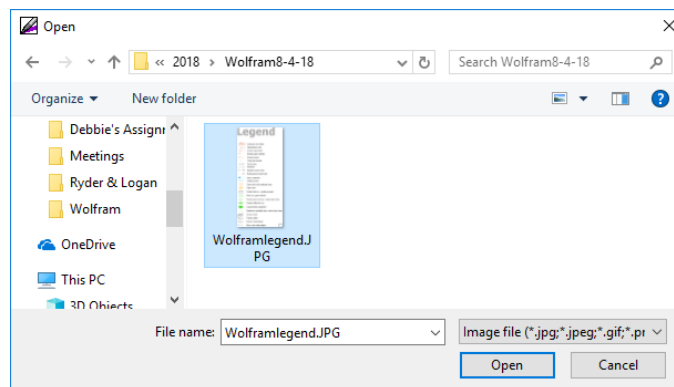
The object will now appear in the 'Snipping Tool' clipping area. From the menu bare on the Snipping tool select 'File', then 'Save As' and save it with the file type of JPG (if this file type isn't in the 'Save as Type' box then click on the down arrow at the far right of this box and select JPG) Save it somewhere you can find it on your computer.
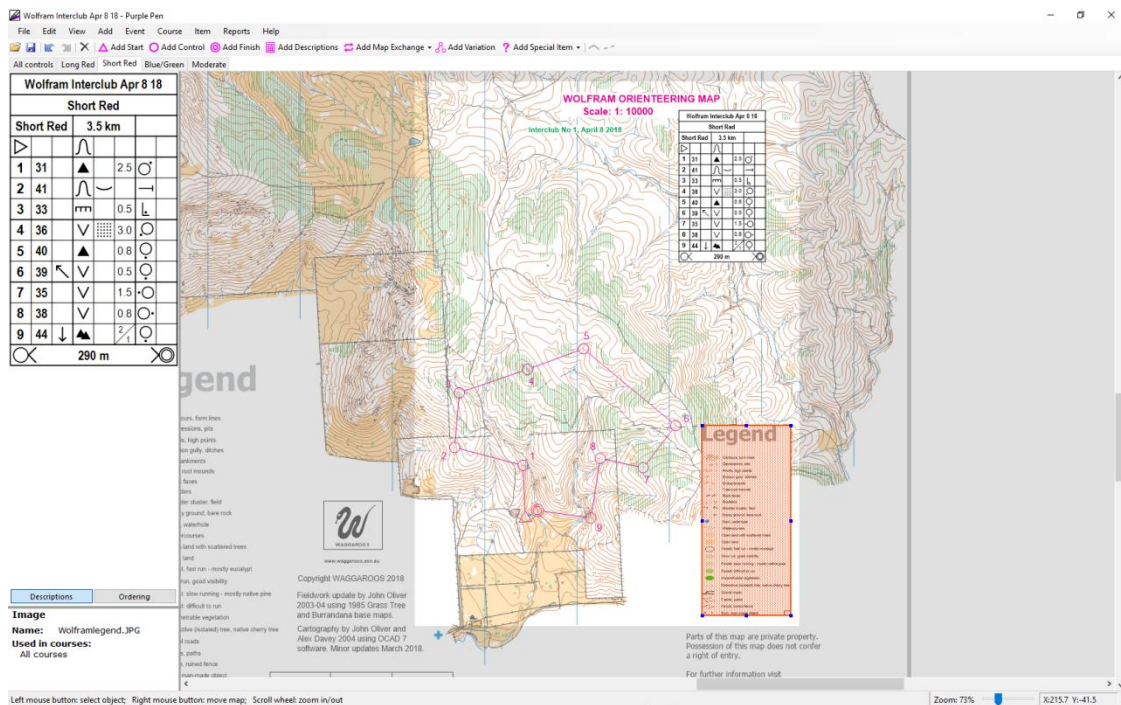

Open your Purple Pen file. From the menu bar select 'Add Special Item' then select 'Image'

Navigate to the file you have just saved and select it and click on 'Open'

Your curser will change to a cross ✚ the centre of the cross is the top left hand corner of the object to be inserted.

Left click at the top left corner of the location where you want to insert the object, hold down the mouse button and drag the box to the desired size, release the mouse button.

The inserted object will appear with red dots over it. While it is covered with red dots you can resize it and move it. Once deselect the dots will disappear (you can select it again by clicking on the middle of the object if you need to move or resize it later).

You can use this to add the title block, north point and any other info that you need to add a JPG.