# How to Create a Service Area Map and Data Table Using the UDS Mapper

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Introduction

There are several different opportunities offered by the Bureau of Primary Health Care (BPHC) that require the inclusion of a service area map and data table that can be made using the UDS Mapper.

The UDS Mapper is an online mapping tool developed by the American Academy of Family Physicians, as part of the HealthLandscape mapping platform. It provides access to maps, data, and analysis developed for BPHC by John Snow, Inc. using Uniform Data System (UDS) and other relevant data to visualize service area information for the Health Center Program (HCP). It compares health center awardee and look-alike data to community/population data and shows spatial relationships between the program, community attributes, and other resources at the ZIP Code Tabulation Area (ZCTA) geographic level.

This document will walk you through the creation of a service area map and data table for these opportunities. The tools within the UDS Mapper are described as are the specific actions you need to take to create the map and data table.

In general, service area maps require three elements:

- **Service area**: The proposed area (service area) must be selected on the map;
- **New/proposed location**: The location(s) for which you are seeking funding, designation, or change must be included
  - This location should be labeled; and
- **Other providers in the area**: The locations of other providers in the proposed service area and the adjacent areas must be included; required providers varies by opportunity, so carefully read all BPHC guidance when creating your service area map.
  - Examples within the UDS Mapper include Health Center Service Delivery Sites, Rural Health Clinics, Hospitals, and National Health Service Corps sites
    - Typically, only Health Center Service Delivery Sites need to be labeled
  - Occasionally, BPHC requests that other health entities be included.

The data table requires these elements:

- A row for each ZCTA included in the service area;
- A summary row for each data element for the entire area; and
- Ten data elements, or columns:
o ZCTA number,
o Post office name,
o State,
o Number of health centers attended by people who live in the ZCTA (Health Center Count),
o Which health center sees most HCP patients (Dominant Health Center),
o Number of people who live there (not just patients),
o Number of people who live there who are low-income (below 200% of the Federal Poverty Level),
o Number of patients (count of people who went to any health center),
o Percent of low-income people who live in the ZCTA who went to any health center (Penetration of Low-Income), and
o Percent of the people who live in the ZCTA who went to any health center (Penetration of Total Population).

You can create your service area map using individual tools or use a Wizard that helps you get started. Even though this Wizard is one of the first things you will encounter in the UDS Mapper (at the bottom of the Welcome screen) we recommend that you first become familiar with creating your service area map using individual UDS Mapper tools. Then, you can better understand what each step in the Wizard does and how to make changes to the map created by the Wizard, if necessary. Therefore, instructions to use the Wizard are included later in this document after the sections describing the individual tools that can be used to complete the same requirements.

This document lives on the UDS Mapper site (https://www.udsmapper.org) on the Tutorials page. Please visit that page to check for document updates. The Tutorials page also includes other documents that walk you through every UDS Mapper tool. Refer to those detailed self-guided learning files for more guidance. Last, if you need assistance, please contact the UDS Mapper support team using the site’s live chat, the Contact Us form, or via email.
Basic UDS Mapper Functionalities

Accessing and Registering for the UDS Mapper

See How to Access the UDS Mapper for detailed instructions.

Anyone can use the UDS Mapper. The UDS Mapper is free and open to the public. You simply need to register.

**Your actions:**

1. Go to https://www.udsmapper.org
2. Click UDS MAPPER, where you will be asked to sign in
3. Click Register
4. Fill out the registration form, agree to the terms of use, enter the verification text, and click SUBMIT
As soon as you have submitted your registration, you can log in and begin using the UDS Mapper.

**Welcome Screen**

When you log in, the Welcome screen appears. The service area map Wizard, located toward the bottom of the Welcome screen, helps users create service area maps for various BPHC opportunities. Use of the Wizard is entirely optional. To create your map manually, close the Welcome screen. The Wizard is discussed later in this document.

**Your actions (optional):**

1. Click the blue **Go Straight to the UDS Mapper** button in the middle of the screen

   OR

2. Click the X in the upper right corner of the Welcome screen
Welcome to the UDS Mapper

The UDS Mapper allows users to visualize where Health Center Program patients live showing us what areas are well served and what areas may need additional resources. The UDS Mapper also contains social determinants of health and population health outcomes data that may highlight potential need for health services.

This UDS Mapper underwent a major refresh in 2020. To get started, simply choose “Go straight to the UDS Mapper” to discover the new UDS Mapper on your own. If you would like help creating a Bureau of Primary Care requested service area map, please choose the appropriate wizard below.

I’m here to:

Go straight to the UDS Mapper

OR

Use guidance to create a Service Area Map and Data Table for:
- Change in Area
- Supplemental Funding opportunity
- Service Area Competition: New Access Point, or Lack of the Designation

Logout Account Settings
Saving Maps/Progress
See How to Share, Save, or Print in the UDS Mapper for detailed instructions.

There is no formal “save” capability in the UDS Mapper, but you can stop what you are doing and come back to it later. This section describes how your work is saved.

**Caching**
The UDS Mapper is cached in your browser (if you allow your browser to cache). This means that if you close the UDS Mapper or browser and/or restart your computer, when you return to the UDS Mapper using the same computer and browser, your work will still be there. Just pick up where you left off.

*Your actions:*

*Make sure your browser allows caching to take advantage of this feature*

If you log in to the UDS Mapper on a different computer or via a different browser, your work will not reappear, with the exception of any data sets you uploaded and saved in the Map My Data tool.

**Share tool**
The Share tool creates a Uniform Resource Locator (URL), or website address, that contains a series of instructions that the UDS Mapper can use to recreate a map. The next time you need to access this map, even from a different machine or browser, just click the URL, or link, you generated. Remember, if you make changes to the map after you create the URL, you will need to create a new URL.

*Your actions:*

1. Click the Share button to receive a URL
2. Click the button that looks like a clipboard at the end of the URL to copy the information
3. Paste this URL into a document, such as Microsoft Word
4. Save document
Both methods will allow you to retain:

- The area your map focused on (where you had zoomed to),
- The Main Map you selected (if any),
- The basemap you selected,
- Any features you selected, including Medically Underserved Areas/Populations (MUA/Ps), geographic boundaries and/or geographic labels, and health care facilities,
- Any shapes or labels you added using the Drawing Tools.

If you uploaded and saved a dataset using the Map My Data tool, you can quickly add those to the map by restoring the points from within that tool.

Adjusting the Map View, including Zooming

See How to Navigate to an Area on the Map in the UDS Mapper for detailed instructions.

You may find that you need to zoom in or out or otherwise move the map around. These functionalities are particularly important when you are creating and finalizing your service area map. You can adjust the map view using the search box or manually zooming and moving, or panning, the map.

Using the Search Box

The Search Box can be found in the Explore Service Area tool. Enter an address, place, ZIP Code/ZCTA, or HCP awardee or look-alike to go straight to that location.
Your actions:

1. **Open the Explore Service Area tool by clicking the button that looks like a shield in the Tool Box in the upper right corner of the screen**

2. **In the Search Box, type in an address, place, ZIP Code/ZCTA, or HCP awardee or look-alike name**
3. **Wait for the drop-down box to appear with search results**
4. **Select your desired result to zoom to that area**

**Manually Zooming**

The Locator Tools can be found in the upper left corner of the map. These include a search box similar to the Explore Service Area tool search box; two buttons that allow you to zoom in and out; and a button that allows the computer to zoom to the general location of your computer. You can also use your mouse and keyboard to adjust the map.
Your actions:

Locator tools

1. Click the + button to zoom in (get closer so you see less overall area but more detail)

   OR

2. Click the - button to zoom out (get farther so you see more overall area and less detail)

   OR

3. Click the target button to share your location with the UDS Mapper

Double click

Double click on the map to zoom in one level and center on that location

Box zoom

1. Press and hold down Shift on your keyboard
2. Click on the map and hold down the mouse button
3. While holding down the mouse button, drag your mouse – a rectangle will begin to form
4. Draw the rectangle around an area
5. Release your mouse to zoom to the boxed area

Mouse wheel

If your mouse has a wheel, spin up to zoom in, or down to zoom out
**Panning**

Once you are zoomed to the desired level, you may want to move or re-center your map.

*Your actions:*

1. **Click on the map and hold down your mouse button (your cursor will become crossed arrows)**
2. **While holding down your mouse button, move the map until the area you wish to see is in view**
3. **Repeat as necessary until the map is centered on the desired location**
Highlighting Your Service Area

See [How to Use the Explore Service Area Tool By Geography](#) for detailed instructions.

For service area maps, you must select the ZCTAs that make up or approximate your service area. If you define your service area with a different geography, such as a county, you should select the ZCTAs that best approximate that geography.

You are typically not required to include additional geographic boundaries. We recommend not adding any boundaries that do not help you tell your story. If you define your service area with a geographic unit other than ZCTAs, you may want to turn on those boundaries. This could help you select the proper ZCTAs within your boundaries or show your intended service area along with the required ZCTA information.

**Your actions (optional):**

1. Open the Boundaries & Optional Layers tool by clicking the button that looks like stacked papers in the Tool Box in the upper right corner of the screen

![Boundaries & Optional Layers](Image)

2. Click the left-side check box to turn on the boundary
3. Click the “A” check box on the right side to turn on the labels (e.g., county name)
4. Select the ZCTAs which approximate your service area using the [Click on Map](#) method described below
5. Unless the instructions require you to label ZCTAs, counties, MUA/Ps, or other geographies, you should un-check all boxes on the right side to limit map clutter
6. Turn off the boundaries after selecting ZCTAs in the Explore Service Area tool, if desired
ZCTAs are approximate area representations of U.S. Postal Service ZIP Codes, created by the U.S. Census Bureau. See the [Census Bureau website](https://www.census.gov) for information about ZCTAs. In most cases, ZIP Codes have an exact ZCTA match. However, if you cannot find a ZIP Code, click [Tutorials and Resources](https://www.census.gov) and use the [ZIP Code to ZCTA Crosswalk](https://www.census.gov) to determine which ZCTA you should use.

**Your actions:**

**Method 1: Click on Map**

1. **Open the Explore Service Area tool by clicking the button that looks like a shield in the Tool Box in the upper right corner of the screen**

2. **Select ZCTAs by clicking on them on the map**
**Method 2: Type in ZCTA Number**

1. You can also select ZCTAs by typing the 5-digit ZCTA into the search box within the Explore Service Area Tool
2. Select the ZCTA from the drop-down results
3. Click **Add**

   ![ZCTA selection](image)

**Method 3: Use the Clipboard tool**

1. Create a list of ZIP Codes or ZCTAs in a document, then select all ZIP Codes/ZCTAs and press **Ctrl+c** to copy
2. Click the **Clipboard** button below the search box

   ![Clipboard button](image)

3. Click anywhere in the white box and press **Ctrl+v** to paste
4. Click **Validate** for automated ZIP Code to ZCTA conversion
   a. A ZCTA validation message will inform you which ZIP Codes were merged or removed, if any
   b. Click **OK** in validation box
5. Click **Add** in Clipboard box

   ![Clipboard paste](image)
6. ZCTAs will appear in selected ZCTAs box

Use the ZIP Code to ZCTA Crosswalk for more information on your ZIP Codes, if desired.

<table>
<thead>
<tr>
<th>ZIP Code</th>
<th>Location</th>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>43216</td>
<td>Columbus</td>
<td>OH</td>
<td>Post Office or large volume customer</td>
</tr>
</tbody>
</table>
Adding New or Additional Sites

For all BPHC opportunities, you must show the location(s) featured in the application. Occasionally, the application instructions also require you to show other relevant providers that are not currently included in the UDS Mapper. These sites can be added to the map using the Drawing Tools or the Map My Data tool.

Drawing Tools
See Drawing Tools in the UDS Mapper for detailed instructions.

Drawing Tools allow you to add shapes to the map, including points and labels. You can approximate the location of a new site or other providers by using the Drawing tools to add points to the map.

Your actions:

1. Open the Drawing Tools by clicking the button that looks like a pencil in the Tool Kit in the lower left corner of the screen
2. Choose a color using the palette icon (this will look like a painter’s palette or a solid color square, depending on your browser)
3. Click Point (the dot within a circle icon)
4. Click on the map to place a point at that location
Map My Data
See How to Upload Your Own Data in the UDS Mapper for detailed instructions.

The Map My Data tool enables you to add address data or area data into the UDS Mapper. To add addresses for your service area map, you will need a spreadsheet that includes location information. You must use a spreadsheet even if you are uploading one location.

Map Addresses
First, create or format a dataset.

Your actions:

If you already have a file ready, rearrange, if necessary

1. The file should have separate columns for
   a. Address
   b. City
   c. State
   d. ZIP Code
2. Row 1 must include headers
3. Add at least one additional column with descriptive information or data
4. If your workbook has multiple sheets, be sure the sheet you are uploading is the first (left-most) one

If you need to create a file from scratch

1. Minimize the UDS Mapper
   a. If you close the website, your work will be cached if you use the same computer and internet browser
2. Note the address of each location; you will add new locations and additional required providers, if any, to the same spreadsheet
3. Open a spreadsheet program (e.g., Microsoft Excel)
4. In the first row of the first column, type “Address”
5. Title the second column “City”
6. Title the third column “State”
7. Title the fourth column “ZIP Code”
8. Title the fifth column “Type” or other descriptive title (types may include Proposed location, Community Mental Health Center, Free Clinic, Health Department, etc.)
9. Optional: Add column titles for other information, such as “Name”
10. Fill in information for your locations in each row

Note: Only one point will show on the map per address. If two locations have the same address, you must combine them; if locations at the same address are different types of locations, determine an appropriate hybrid type.

Once your dataset is created, return to the UDS Mapper to upload it.

**Your actions:**

1. Return to the UDS Mapper
2. Open the **Map My Data** tool by clicking the button that looks like a map marker in the Tool Box in the upper right corner of the screen
3. Choose **Map Addresses**

4. **Browse to find your dataset or drag and drop it into the UDS Mapper**

5. You will see a preview of the data

6. **Enter a dataset title**
   a. This name will appear in the Legend so be sure it is descriptive

7. **Click Continue**

8. **Match the columns in your dataset to the types of data the UDS Mapper needs** (Address, City, State, and ZIP Code);
   a. The UDS Mapper will try to preselect these based on your column names

9. **Using the drop-down menu under **Color Code Points By**, select which column from your dataset, if any, you would like to use to color code the points on the map**

10. **Click Upload Now**

11. **Optional: Save or delete**
   a. If you want to save your data to use another time, click the **Save** button (looks like a floppy disk) before you close the Mapper or move to another tool
   b. If you've saved the file and want to delete it, click the **Delete** button (looks like a trash can)

12. **Optional: Show or hide uploaded data**
   a. Open the Map My Data tool
   b. Under **My Data**, check or uncheck the **Layer Visible** box next to your data set
Use Case: How to Create a Service Area Map and Data Table

Map My Data

Map My Data allows you to put your own data on the map. Users should consider patient confidentiality when uploading patient data. Small cell counts may lead to identification of individual patients when mapping areas. When mapping points, please remember that the Map My Data tool is not HIPAA compliant.

- Map Addresses
- Map Areas

sample spreadsheet: Columbus.xlsx

Match your fields:

- ADDRESS: Address
- CITY: City
- STATE: State
- ZIP CODE: ZIP

Color Code Points By:
- Type

Upload Now
Adding Health Care Facilities Available in the UDS Mapper

See Adding Health Related Facilities and Generating a List of Facilities for detailed instructions.

Every service area map must include certain nearby health care facilities. Many of the required provider types are available in the UDS Mapper. Turn on these layers to make the providers visible. Even if there are not any of these provider types in your area, be sure to turn these layers on so that they appear in the Legend. This will verify that there are no providers of this type in the area.

*Your actions:*

1. Open the Explore Service Area tool by clicking the button that looks like a shield in the Tool Box in the upper right corner of the screen.

   ![Explore Service Area](image)

2. Check the box to the left side of Health Center Service Delivery Sites (for HCP awardees and look-alikes) to add these to your map (Administrative Locations are not typically required).

   ![Check box](image)

3. Open the Explore Health Related Facilities tool by clicking the button that looks like a cross in the Tool Box in the upper right corner of the screen.

   ![Explore Health Related Facilities](image)
4. After checking your instructions from HRSA to see which facility types you should include, check the boxes to the left of the required sites, possibly including:
   a. Rural Health Clinics
   b. Hospitals, and perhaps
   c. National Health Service Corps (NHSC) Sites
Using the Wizard

See [How to Use the Wizard in the UDS Mapper](#) for detailed instructions.

Service area map requirements differ based on the types of opportunities made available by BPHC. The Wizard will guide you through the steps of adding the required elements of your service area map for most of these opportunities.

**Your Actions:**

*If you previously closed the Wizard but wish to use it now, click the button that looks like four squares in the blue Tool Box bar in the upper right corner of the map.*

The first step in creating a service area map is to show the area you intend to serve. This is accomplished in the UDS Mapper by selecting ZCTAs to represent this area. This is in step one of the Wizard. In step one, enter a list of ZIP Codes or ZCTAs and validate them to ensure they have a direct ZCTA match. You have the option of skipping this step and doing it manually in the Explore Service Area tool (or changing what you have loaded in the Wizard).

**Your actions (optional):**

1. **Type in the ZIP Codes or ZCTAs**

   OR

2. **Create a list of ZIP Codes or ZCTAs that make up your service area in a program such as Microsoft Excel or Word**

   a. Copy that list and paste into the data entry box

3. **Click Validate for automated ZIP Code to ZCTA conversion**

   a. A ZCTA validation message will inform you which ZIP Codes were merged or removed, if any
4. **Click Continue**
   a. **Use the ZIP Code to ZCTA Crosswalk, if desired, for more information on your ZIP Codes**

If you want to add other ZCTAs to your service area after you have closed the Wizard, you can use the **Explore Service Area** tool.

Step two of creating a service area map using the Wizard is to add the location where you intend to provide services. You can do this using either the Drawing Tools or the Map My Data tool. The Wizard includes a version of the Map My Data tool so that you can add an exact address. Using this part of the Wizard is optional. Instructions for the **Drawing Tools** and the full **Map My Data tool** are found on the **Tutorials** page of the UDS Mapper.

Step three of creating a service area map is to add the locations of other providers in the area. The UDS Mapper includes the locations of many of these providers. HCP awardees and look-alike service delivery sites are found in the Explore Service Area tool, and Rural Health Clinics, Hospitals, and National Health Service Corps sites are found in the Explore Health Related Facilities tool. For an explanation of how to add these sites, please see **How to Add Health Related Facilities to the Map and Create a Report** on the **Tutorials** page of the UDS Mapper.

To show providers that are not in the UDS Mapper, you can combine these locations and the location of your proposed site into a single spreadsheet.
Your actions for using the Wizard to add proposed locations and provider types not in the UDS Mapper:

1. Create a spreadsheet with the address of your proposed location and any other providers that need to be added (see the Map Addresses section under Map My Data)
2. Open the UDS Mapper
3. Drag and drop your file into the box on the Wizard
4. Make selections, if desired (see the Map My Data tutorial for an explanation of these options)

Since the UDS Mapper already includes many of the facility types you need to include, the appropriate sites are added when you click **Create Map**. Please double check your instructions from HRSA to ensure the correct sites have been selected and, if necessary, add or remove other facilities.

*Your actions:*

*Click Create Map*
When you click **Create Map**, if you selected ZCTAs, the map will zoom to that area and the ZCTAs will be selected. If you uploaded address data, you should see points on the map. If you color coded your points using a column in your dataset, you should see different colored points on the map and in the Legend. Last, you will see the facilities that are required for your opportunity, as shown below:

<table>
<thead>
<tr>
<th>Change in Scope</th>
<th>HCP Awardee and Look-Alike Sites</th>
<th>Rural Health Clinics</th>
<th>Hospitals</th>
<th>National Health Service Corps Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Funding Opportunity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Service Area Competition, New Access Point, or Look-Alike Designation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Current as of April 30, 2021. Please double check your instructions from HRSA to ensure accuracy.*

**NOTE:** The Wizard will not add required labels or MUA/Ps to your map; find instructions below to complete these steps.
Other Map Elements

The following map items are either not required on every map or items you may consider when making your map.

Adding Medically Underserved Areas/Populations
See [How to Change the Background and Add Boundaries in the UDS Mapper](#) for detailed instructions.

Typically, service area maps for New Access Points, Service Area Competitions, and Look-Alike designations require Medically Underserved Areas/Populations (MUA/Ps). Read the instructions carefully to determine whether you need to add this layer to your map.

**Your actions:**

1. Open the **Boundaries & Optional Layers** tool by clicking the button that looks like stacked papers in the Tool Box in the upper right corner of the screen

![Boundaries & Optional Layers](image)

2. Scroll down and check box to the left of **Medically Underserved Areas/Populations (MUA/P)**

![Health Policy Table](image)
Medically Underserved Areas/Populations will appear on the map as red diagonal (MUAs) or horizontal lines (MUPs). You are not required to turn on labels and they may clutter your map.

**Adding Labels**

See [Drawing Tools in the UDS Mapper](#) for detailed instructions.

Check your application instructions to determine which sites and areas must be labeled on the map (e.g., HCP awardees/look-alikes, other providers, new access points, ZCTAs, MUA/Ps, etc.). Some of these may already be labeled in the Legend, including any points you added and color codes using the Map My Data tool. To add other labels, use the **Drawing Tools**.

**Your actions:**

1. **Open the Drawing Tools** by clicking the button that looks like a pencil in the Tool Kit in the lower left corner of the screen
2. **Choose a color using the palette icon**
3. **Click Label** (looks like a tag with a hole punched in it)
4. **Click on the map to place the label**
   a. You will see a box that says **Double click to edit**
5. **Double click somewhere on the text and delete the placeholder text**
6. **Enter your label information and click enter on your keyboard**

If the label is not where you want it, you can move it. If there is a typo in your label, you will have to delete and re-add the label.
Your actions:

Moving

1. In the Drawing Tools, click Move (crossed arrows)
2. Click the label once, then a short pause
3. Click and drag the label to move

Erasing one label or drawing at a time

1. In the Drawing Tools, click Erase (pencil, eraser down)
2. Click the desired object to erase

Erasing all drawings

1. Click the trash can to erase all drawn objects
2. Click Yes in the dialog box

Note: You cannot change the font size or style. This means that if you zoom out after adding labels, some labels may overlap. We recommend that you finalize your zoom levels before creating labels.

Selecting a Main Map Background

See How to Use the Main Maps Tool in the UDS Mapper for detailed instructions.

Service area map instructions do not typically require a Main Map. We recommend you turn it off your Main Map, if you have one turned on, to avoid cluttering your map.

Your actions:

1. Open the Main Maps tool by clicking the button that looks like crossed, curved lines in the Tool Box in the upper right corner of the screen
2. The easiest way to remove a map is to click the X in the Main Maps tool (pictured above)
3. If you prefer to keep the Main Maps tool on without displaying a Main Map, select No Main Maps Selected
Outlining Your Service Area (Optional)

See How to Change the Background and Add Boundaries in the UDS Mapper or Drawing Tools in the UDS Mapper for detailed instructions.

If you use ZCTAs to define your service area, the shading covering your selected ZCTAs is sufficient to highlight your service area, and outlines are not necessary. If you define your service area with a geography that is not ZCTAs, you may want to use the Drawing Tools to draw an outline around your service area. This step is optional and we recommend you skip it unless absolutely necessary.

**Your actions:**

1. Open the **Boundaries & Optional Layers** tool by clicking the button that looks like stacked papers in the Tool Box in the upper right corner of the screen
2. Check the box to the left of the appropriate geography
3. Open the **Drawing Tools** by clicking the button that looks like a pencil in the Tool Kit in the lower left corner of the screen
4. Click the **palette** icon to choose a color
5. Click **Line** (line with two circles on the end), **Jointed Line** (jagged line with circles at ends and on joints), or **Freehand** (squiggly line) to outline your service area

6. Click on the map to start your drawing
7. Follow the on-screen instructions to continue your drawing
8. Follow the on-screen instructions to complete your drawing

Your final outline may be comprised of several different types of shapes (lines, jointed lines, freehand lines), so be sure to pick the best tool for each contour. Because it is easy to make a mistake, we recommend connecting shorter lines to complete the outline. If you make a mistake, just erase a portion of the outline instead of the entire outline.

**Your actions:**

**Moving**

1. In the Drawing Tools, click **Move** (crossed arrows)
2. Click the drawn object once, then a short pause
3. Click and drag the drawn object move it

**Erasing one label or drawing at a time**

1. In the Drawing Tools, click **Erase** (pencil, eraser down)
2. Click the desired object to erase
**Erasing all drawings**

1. Click the **trash can** to erase all drawn objects
2. Click **Yes** in the dialog box

If your area includes a partial ZCTA, you can draw your outline through the ZCTA, but be aware that drawing a line through the ZCTA will not alter your data table. The data table will always represent data for a full ZCTA.

Here are some examples of what is NOT needed. On the left, the outline traces around ZCTAs in a service area that is well-described by the selected ZCTAs. Since the shading highlights your selected area, an outline is not necessary. On the right, the outline traces the county lines for a service area that is well-described by just turning on the county boundaries on the map in the Boundaries & Optional Layers tool.

![Example Maps]

In the next example, the outlines may be needed. The service area is described as the four census tracts in the eastern portion of the county. Two ZCTAs make up the bulk of this area, but one of them is bisected by the census tract lines. Although the line for the service area cuts through the ZCTA, the data in the data table will be for the entire ZCTA.
Creating a Data Table

See [How to Use the Data Table](#) for detailed instructions.

By default, the UDS Mapper Data Table includes the information that is requested in service area map instructions. These data are included in the **Standard UDS Mapper Report** tab near the bottom of the data table. Be sure all the checkboxes are still checked and that you did not accidentally turn off any of these options. Also, be sure you have not added any additional data fields, as these are unnecessary and may muddle your submission. Unnecessary data may also push your report to multiple pages, which count against any application page limits.

**Your actions:**

1. Open the **Data Table** by clicking the button that looks like a window in the Tool Kit in the lower left corner of the screen

2. Verify that all of your selected ZCTAs are listed (optional)
3. Click the blue **Standard UDS Mapper Report** tab
4. Ensure that all boxes are checked
5. Check the data table to ensure that no additional data are included
6. If additional fields are turned on,
   a. Click on each tab
   b. Click **Select None** for each tab
Saving Your Completed Map and Data Table

See [How to Share, Save, or Print in the UDS Mapper](#) for detailed instructions.

Now that you have created your map and data table, you need to get them out of the UDS Mapper. You can either print/save as PDF (Option A), export your map and Legend as images (Option B), or do screen captures (Option C).

**Option A: Using the Print Tool to Save Your Map/Data Table**

You can print your final map or save it as a PDF document using the Print tool. The UDS Mapper Print tool includes an option to adjust your map. You may want to change your zoom level within the print preview screen to get the best possible map. To do this, return to your map and adjust any labels to better fit within your new zoom levels.

**Your actions:**

1. Open the **Print** preview by clicking the button that looks like a printer in the Tool Kit in the lower left corner of the screen.

![Print preview button](image)

2. Check the **Data Table** box on the left side of the map.

3. Be sure that the Information Card box is NOT checked, as this is not required.

4. Open the **Layout Type** drop-down menu to and select the layout that is best for your service area (keep in mind that some layouts may push objects like the Legend to additional pages, adding to your page count).
   a. Be sure you can see your entire service area and all adjacent ZCTAs.
   b. Be sure all your labels are fully visible.
5. **Optional**: Use the locator tools in the upper left corner of the map preview to finalize the zoom, and/or the panning functionality re-center your map; if necessary close the print preview to move the labels:
   a. Exit the print preview screen by clicking the **Back** button on the left side of the map
   b. Use the **Drawing Tools** to move labels

6. **Optional**: In the print preview screen, type a title in the title box immediately above the map

7. Click **Print** or **Save PDF**

Please note, while you can export the data table directly from the Data Table tool, we encourage applicants to use the standard UDS Mapper printout.
Option A Example

Change in Scope Sample Map
Option B: Exporting Your Map and Legend as Image Files

If you prefer to insert your map and Legend into a document, you can export image files directly from the print preview screen. Please note that the map and image files will download separately. Be sure your browser does not block multiple downloads before using this option.

Your actions:

1. Open the Print preview by clicking the button that looks like a printer in the Tool Kit in the lower left corner of the screen.
2. Open the **Layout Type** drop-down menu and select the layout that is best for your service area (keep in mind that some layouts may push objects like the Legend to additional pages, adding to your page count)
   a. Be sure you can see your entire service area and all adjacent ZCTAs
   b. Be sure all your labels are fully visible

3. Under **Export**, use the drop-down menu to select Small, Medium, or Large (keep in mind that the larger the size, the longer your files will take to download)

4. Save the map and Legend file to your computer, and insert into a Microsoft Word, PowerPoint, or other document as desired
Option B Example
Option C: Using a Screen Capture Tool to Save Your Map

If you are having difficulty fitting your map into the print preview window, you may prefer to take screen captures of your map and Legend to insert into a Microsoft Word or similar document. With very large service areas or multiple areas that do not touch, you may have to zoom out very far to fit the entire area in one image. In this case, it may be easier to use two or more map screen captures. No matter which option you choose, you are encouraged to create the data table using Option A.

Although more time consuming, this option takes advantage of tools such as Microsoft’s Snipping Tool or TechSmith’s Capture, which allow you to “take a picture” of a portion of your screen. Capture and similar programs are available free on the internet.

Hint: Use the UDS Mapper on a larger sized monitor and/or a higher resolution screen for Option C, if possible. This may allow you to fit your service area map into a closer zoom level.

Be sure you also take a screen capture of the Legend. You may need to scroll through the Legend and take several screen captures to include the entire Legend (see the example on the next page). You can also take individual screenshots of the Legend items to customize placement on your final document.

Your actions:

1. Using your screen capture software, take an image of your service area including all ZCTAs and all adjacent ZCTAs
2. Using your screen capture software, take images of the Legend
   a. We recommend taking separate images of each Legend entry so that the Legend isn’t clunky when you add it to your document
3. Insert these images into your document and place them as desired to create a final map with Legend
4. Using the Print tool, print/save the data table for the service area
Option C Example