

# Feature Reference Guide



Technology Beyond Miles


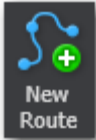
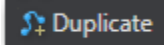


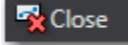
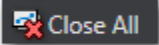





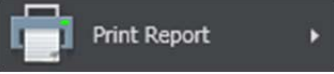


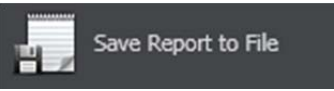
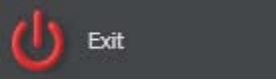
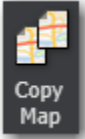

## Feature Reference Guide










Keeping pace with recent trends in software design that employ the latest technology and enhance usability, the PC\*MILER graphical user interface was updated in Version 27 to include tools and layouts that are more user-friendly. The same functionality that our customers value is now accessible with a new look and feel. The new interface features a ribbon style design, a more organized layout for smoother navigation, and windows that can be floated outside the PC\*MILER application to better accommodate your workspace needs.


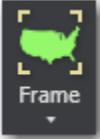







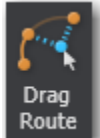
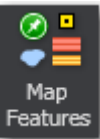
For users of Version 26 or a previous versions of PC\*MILER, this *Feature Reference Guide* is provided so you can quickly look up the new way to access features and options that are already familiar to you. The Feature Comparison Chart below compares features and options by location and includes shortcut keys. The Alphabetical List of Options beginning on page 15 is an alphabetical list of Version 26 options and where to find them in Version 29.


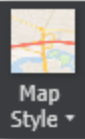




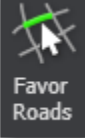




## Feature Comparison Chart


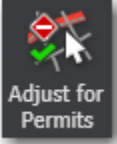



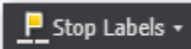
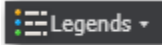
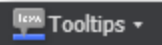




| PC*MILER Version 26 |   |                                   | PC*MILER Version 29   |   |               |
|---------------------|---|-----------------------------------|---|---|---------------|
| Shortcut            | Toolbar   | Option                            | Where To Find   | Button  | Shortcut      |
|                     |   | <b>FILE Menu</b>                  |   |   |               |
|                     |    | File menu: <i>New Route</i>       | Routes tab > General group > <i>New Route</i>   |   | <b>Ctrl+N</b> |
|                     |   | File menu: <i>Duplicate Route</i> | Routes tab > Route group > <i>Duplicate</i>   |  |               |
|                     |  | File menu: <i>Open Route...</i>   | Routes tab > General group > <i>Open</i>  |  |               |
|                     |   | File menu: <i>Close Route</i>     | Routes tab > Route group > <i>Close</i>   |  |               |
|                     |   | File menu: <i>Close All</i>       | Routes tab > General group > <i>Close All</i> to close all routes; or the File application menu > |  |               |


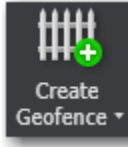



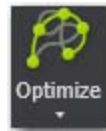
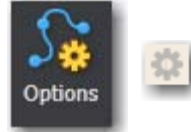
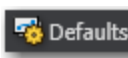
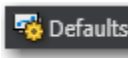

| PC*MILER Version 26 |   |  | PC*MILER Version 29   |   |                                      |
|---------------------|---|--|---|---|--------------------------------------|
| Shortcut            | Toolbar   | Option   | Where To Find   | Button  | Shortcut                             |
|                     |   |  | <i>Close All &gt; Reports or &gt; Routes</i>  |   |                                      |
| <b>Ctrl+S</b>       |  | File menu:<br><i>Save Route</i> and <i>Save Route As</i> | Routes tab > Route group > <i>Save &gt; Save Route</i> to save the active route with the existing file name; or <i>Save Route As</i> to save the route with a new filename  |    | <b>Ctrl+S</b><br><b>Ctrl+Shift+S</b> |
|                     |   | File menu:<br><i>Print Driver Report</i>                 | Discontinued in Version 27  |   |                                      |
|                     |  | File menu: <i>Print Report...</i>                        | File application menu > <i>Print Report &gt;</i> . Use this menu option to print any of the five reports in the sub-menu. A report does not need to be generated in its own window first, it can be directly printed with one click from this menu. |    |                                      |
|                     |  | File menu: <i>Print Map...</i>                           | File application menu > <i>Print Map</i> or Map tab > Utilities group > <i>Print Map</i>  |    |                                      |
|                     |   | File menu:<br><i>Save Report to File</i>                 | File application menu > <i>Save Report to File</i>  |   |                                      |
| <b>Alt+F4</b>       |   | File menu: <i>Exit</i>                                   | File application menu > <i>Exit</i>   |  | <b>Alt+F4</b>                        |
|                     |   | <b>EDIT Menu</b>   |   |   |                                      |
|                     |   | Edit menu: <i>Copy Map</i>                               | Map tab > Utilities group > <i>Copy Map</i>   |  |                                      |
| <b>Ctrl+C</b>       |   | Edit menu: <i>Copy Report</i>                            | In the Reports window, check <i>Show Print Preview</i> to display a tool bar that includes an   |  | <b>Ctrl+C</b>                        |

| PC*MILER Version 26 |   |  | PC*MILER Version 29   |   |                     |
|---------------------|---|--|---|---|---------------------|
| Shortcut            | Toolbar   | Option                                 | Where To Find   | Button  | Shortcut            |
|                     |   |  | icon for copying the report.  |   |                     |
| <b>F7</b>           |   | Edit menu:<br><i>Insert Stop Above</i> | Routes tab > Route group > Stops > <i>Insert Stop Above</i> button or use the right mouse menu off a stop in the stop list          |    | <b>F7</b>           |
| <b>F8</b>           |   | Edit menu: <i>Delete Stop</i>          | Routes tab > Route group > Stops > <i>Delete Stop</i> button or use the right mouse menu off a stop in the stop list                |    | <b>F8</b>           |
| <b>Alt+F8</b>       |   | Edit menu:<br><i>Delete All Stops</i>  | Routes tab > Route group > Stops > <i>Delete All Stops</i> button   |    | <b>Alt+F8</b>       |
|                     |   | Edit menu:<br><i>Reverse Stops</i>     | Routes tab > Route group > Stops > <i>Reverse Stops</i> button  |    |                     |
|                     |   |  | <b>NEW!</b> Routes tab > Route group > Stops > <i>Add Stop at End</i> button  |    |                     |
|                     |   |  | <b>NEW!</b> Routes tab > Route group > Stops > <i>Edit Stop</i> button or use the right mouse menu off a stop in the stop list      |    |                     |
| <b>Ctrl+Shift+↑</b> |   |  | <b>NEW!</b> Routes tab > Route group > Stops > <i>Move Stop Up</i> button or use the right mouse menu off a stop in the stop list   |   | <b>Ctrl+Shift+↑</b> |
| <b>Ctrl+Shift+↓</b> |   |  | <b>NEW!</b> Routes tab > Route group > Stops > <i>Move Stop Down</i> button or use the right mouse menu off a stop in the stop list |  | <b>Ctrl+Shift+↓</b> |
|                     |   | <b>MAP Menu</b>                        |   |   |                     |
|                     |  | Map menu: <i>Zoom In</i>               | Use the slider bar on the map, mouse scroll wheel, box zoom tool, or the right mouse menu off the map                               |   |                     |


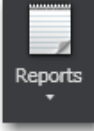
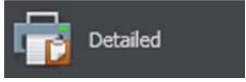

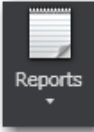




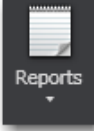
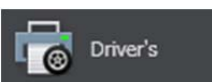
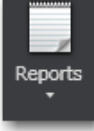

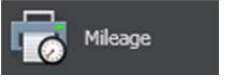
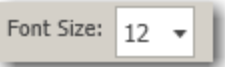
| PC*MILER Version 26 |   |                               | PC*MILER Version 29   |   |          |
|---------------------|---|-------------------------------|---|---|----------|
| Shortcut            | Toolbar   | Option                        | Where To Find   | Button  | Shortcut |
|                     |    | Map menu: <i>Zoom Out</i>     | Use the slider bar on the map, mouse scroll wheel, or the right mouse menu off the map  |   |          |
|                     |   | Map menu: <i>Pan &gt;</i>     | Use the hidden scroll bars at the edges of the map or the compass on the map (above the zoom slider bar); or right click the map and select <i>Pan &gt;</i> |   |          |
|                     |   | Map menu: <i>Regions &gt;</i> | Map tab > View group > <i>Frame &gt; Regions &gt;</i>   |    |          |
|                     |    | Map menu: <i>Frame &gt;</i>   | Map tab > View group > <i>Frame &gt;</i> or right click the Map and select <i>Frame &gt;</i>  |    |          |
|                     |    | Map menu: <i>Zoom To Stop</i> | Routes tab > Route group > Stops > <i>Zoom to Stop</i> button; or double-click the stop on the stop list; or use the right mouse menu off the map           |    |          |
|                     |   | Map menu: <i>Drag Map</i>     | Map tab > View Group > <i>Drag Map</i> or use the right mouse menu off the map  |   |          |
|                     |  | Map menu: <i>Drag Routing</i> | Routes tab > Utilities group > <i>Drag Route</i> or use the right mouse menu off the map  |  |          |
|                     |   | Map menu: <i>Features...</i>  | Map tab > Customize group > <i>Map Features</i> or use the right mouse menu off the map   |  |          |



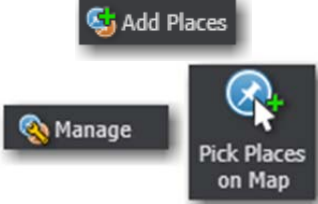

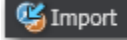




| PC*MILER Version 26 |   |   | PC*MILER Version 29   |   |          |
|---------------------|---|---|---|---|----------|
| Shortcut            | Toolbar   | Option  | Where To Find   | Button  | Shortcut |
|                     |   | Map menu: <i>Traffic...</i>                       | Map tab > View group > <i>Show Traffic</i> or use the right mouse menu off the map  |    |          |
|                     |   | Map menu: <i>Styles...</i>                        | Map tab > Customize group > <i>Map Style</i> >  |    |          |
| <b>F9</b>           |   | Map menu: <i>Redraw</i>                           | Discontinued in Version 27. This option is not needed – the map should always be in the correct state.                          |   |          |
|                     |    | Map menu:<br><i>Pick Label &gt; Pick Stops</i>    | Routes tab > Route group > Stops > <i>Pick Stop on Map</i> button; or use <i>Pick Stops</i> in the right mouse menu off the map |    |          |
|                     |    | Map menu:<br><i>Pick Label &gt; Label Roads</i>   | Discontinued in Version 28  |   |          |
|                     |    | Map menu:<br><i>Pick Label &gt; Favor Roads</i>   | Tools tab > Avoids/Favors group > <i>Favor Roads</i> or use <i>Avoids/Favors &gt;</i> in the right mouse menu off the map       |   |          |
|                     |  | Map menu:<br><i>Pick Label &gt; Avoid Roads</i>   | Tools tab > Avoids/Favors group > <i>Avoid Roads</i> or use <i>Avoids/Favors &gt;</i> in the right mouse menu off the map       |  |          |
|                     |  | Map menu: <i>Pick Label &gt; Toggle Overrides</i> | Tools tab > Avoids/Favors group > <i>Toggle Overrides</i> or use <i>Avoids/Favors &gt;</i> in the right mouse menu off the map  |  |          |

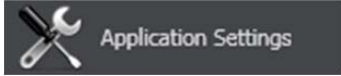


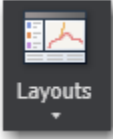




| PC*MILER Version 26 |   |   | PC*MILER Version 29  |   |          |
|---------------------|---|---|--|---|----------|
| Shortcut            | Toolbar   | Option  | Where To Find  | Button  | Shortcut |
|                     |    | Map menu: <i>Pick Label &gt; Adjust for Permits</i> | Tools tab > Avoids/Favors group > <i>Adjust for Permits</i> or use <i>Avoids/Favors &gt;</i> in the right mouse menu off the map             |    |          |
|                     |    | Map menu: <i>Pick Label &gt; Clear Labels</i>       | Discontinued in Version 28   |   |          |
|                     |    | Map menu: <i>Detail &gt; More</i>                   | Discontinued in Version 27   |   |          |
|                     |    | Map menu: <i>Detail &gt; Less</i>                   | Discontinued in Version 27   |   |          |
|                     |   | Map menu: <i>Detail &gt; Default</i>                | Discontinued in Version 27   |   |          |
|                     |   | Map menu: <i>Stop Labels &gt;</i>                   | Map tab > Customize group > <i>Stop Labels &gt;</i> or use the right mouse menu off the map – this option now toggles stop labels on/off     |    |          |
|                     |   | Map menu: <i>Legends &gt;</i>                       | Map tab > Customize group > <i>Legends &gt;</i> or use the right mouse menu off the map  |    |          |
|                     |   | Map menu: <i>Tooltips &gt;</i>                      | Map tab > Customize group > <i>Tooltips &gt;</i> or use the right mouse menu off the map   |   |          |
|                     |  | Map menu: <i>Geofencing &gt; Create Rectangle</i>   | Tools tab > Geofences group > <i>Create Geofence &gt;</i> or use the right mouse menu off the map, or the map in the Geofence Manager window |  |          |
|                     |  | Map menu: <i>Geofencing &gt; Create Circle</i>      | Tools tab > Geofences group > <i>Create Geofence &gt;</i> or use the right mouse menu off the map, or the map in the Geofence Manager window |  |          |


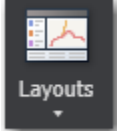

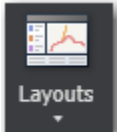

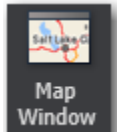



| PC*MILER Version 26 |   |   | PC*MILER Version 29   |   |                |
|---------------------|---|---|---|---|----------------|
| Shortcut            | Toolbar   | Option  | Where To Find   | Button  | Shortcut       |
|                     |  | Map menu: <i>Geofencing</i><br>> <i>Create Polygon</i>  | Tools tab > Geofences group > <i>Create Geofence</i> > or use the right mouse menu off the map, or the map in the Geofence Manager window |    |                |
|                     |  | Map menu: <i>Geofencing</i><br>> <i>Delete Geofence</i> | Tools tab > Geofences group > <i>Delete</i> or use the right mouse menu off the map, or the Geofence Manager                              |    |                |
|                     |   | <b>ROUTE Menu</b>                                       |   |   |                |
| <b>F10</b>          |   | Route menu: <i>Run</i>                                  | Routes tab > Route group > <i>Run</i><br>or click the “Run” button in a route window  |    | <b>F10</b>     |
| <b>Alt+F10</b>      |   | Route menu:<br><i>Optimize Stops...</i>                 | Routes tab > Route group > <i>Optimize</i> >  |    | <b>Alt+F10</b> |
| <b>Alt+F3</b>       |   | Route menu: <i>Options</i>                              | Routes tab > Route group > <i>Options</i> or click the gear button in a route window and select <i>Options</i>                            |   | <b>Alt+F3</b>  |
|                     |   | Route menu:<br><i>Default Options...</i>                | Routes tab > General group > <i>Defaults</i>  |  |                |
|                     |   | Route menu:<br><i>Default Date and Time</i> >           | Routes tab > General group > <i>Defaults</i> ><br>Cost/Time tab   |  |                |
|                     |   | Route menu:<br><i>Vehicle Profiles...</i>               | Routes tab > Utilities group > <i>Vehicle Profiles</i>  |  |                |

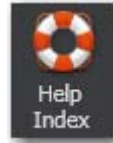


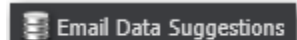
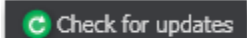

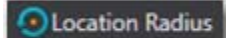





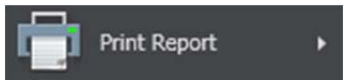
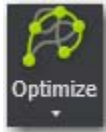



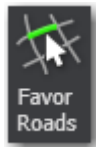



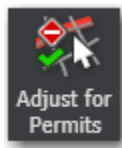
| PC*MILER Version 26 |   |                                       | PC*MILER Version 29   |  |          |
|---------------------|---|---------------------------------------|---|--|----------|
| Shortcut            | Toolbar   | Option                                | Where To Find   | Button   | Shortcut |
|                     |   | <b>REPORT Menu</b>                    |   |  |          |
| F5                  |  | Report menu: <i>Detailed</i>          | Routes tab > Route group > <i>Reports &gt; Detailed</i> or File application menu > <i>Print Report &gt; Detailed</i>  |    | F5       |
| F6                  |  | Report menu: <i>State/Country</i>     | Routes tab > Route group > <i>Reports &gt; State/Country</i> or File application menu > <i>Print Report &gt; State/Country</i>  |    | F6       |
| F4                  |  | Report menu: <i>Comparison</i>        | Routes tab > Utilities group > <i>Comparison Report</i>   |   | F4       |
|                     |  | Report menu: <i>Drivers Report</i>    | Routes tab > Route group > <i>Reports &gt; Driver's</i> or File application menu > <i>Print Report &gt; Driver's</i>  |    |          |
|                     |   | Report menu: <i>Road Type</i>         | Routes tab > Route group > <i>Reports &gt; Road Type</i> or File application menu > <i>Print Report &gt; Road Type</i>  |   |          |
|                     |   |                                       | <b>New!</b> File application menu > <i>Print Reports &gt; Mileage</i> (replaces the ability in previous versions to print a mileage report directly from the active route window) |   |          |
|                     |   | Report menu: <i>Fuel Optimization</i> | Discontinued in Version 27  |  |          |
|                     |   | Report menu: <i>Font...</i>           | In the Reports pane, check <i>Show Print Preview</i> to display the report window tool bar. Font size is included in this tool bar.   |   |          |

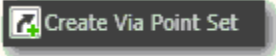
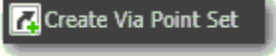
| PC*MILER Version 26 |         |  | PC*MILER Version 29  |   |               |
|---------------------|---------|--|--|---|---------------|
| Shortcut            | Toolbar | Option   | Where To Find  | Button  | Shortcut      |
|                     |         | Report menu:<br><i>Show Toll Discount Info</i> | File Application menu > <i>Application Settings</i> > <i>Show Toll Discount Info</i>   |    |               |
|                     |         | <b>TOOLS Menu</b>                              |  |   |               |
|                     |         | Tools menu:<br><i>Change Data Set</i> >        | Map tab > Utilities group > <i>Change Data Set</i> >   |    |               |
| <b>F2</b>           |         | Tools menu:<br><i>Manage Custom Places...</i>  | Tools tab > Custom Place Manager group > <i>Manage</i><br>Tools tab > Custom Place Manager group > <i>Pick Places on Map</i><br>Tools tab > Custom Place Manager group > <i>Add Places</i> |    | <b>F2</b>     |
|                     |         | Tools menu: <i>Manage Custom Roads...</i>      | Tools tab > Avoids/Favors group > <i>Manage</i>  |    |               |
|                     |         | Tools menu:<br><i>Import Custom Places</i>     | Tools tab > Custom Place Manager group > <i>Import</i>   |    |               |
| <b>Alt+F2</b>       |         | Tools menu:<br><i>Convert Custom Roads...</i>  | Tools tab > Avoids/Favors group > <i>Convert</i>   |   | <b>Alt+F2</b> |
|                     |         | Tools menu:<br><i>Convert Geofences...</i>     | Tools tab > Geofences group > <i>Convert</i> >   |  |               |
|                     |         | Tools menu: <i>Toolbar</i> >                   | Discontinued in Version 27   |   |               |
|                     |         | Tools menu: <i>Multiple Name Instances</i> >   | File application menu > <i>Application Settings</i> > <i>Provide Pick List</i> and > <i>Postal Code Preference</i>   |  |               |
|                     |         |  | <b>New!</b> File application menu > <i>Application Settings</i> > <i>Show Custom Road Comment Box</i>  |  |               |

| PC*MILER Version 26 |   |  | PC*MILER Version 29  |   |          |
|---------------------|---|--|--|---|----------|
| Shortcut            | Toolbar   | Option   | Where To Find  | Button  | Shortcut |
| F3                  |   | Tools menu:<br><i>Country Abbreviations...</i>         | Help tab > <i>(PC*MILER   Worldwide only)</i>                            |   | F3       |
|                     |   | Tools menu:<br><i>Report Language &gt;</i>             | Discontinued in Version 27   |   |          |
|                     |   | Tools menu:<br><i>Distance Display &gt;</i>            | File application menu > <i>Application Settings &gt; Distances</i>       |    |          |
|                     |   | Tools menu:<br><i>Hour Format Display &gt;</i>         | File application menu > <i>Application Settings &gt; Time</i>            |    |          |
|                     |   | Tools menu:<br><i>Time Zone Display &gt;</i>           | File application menu > <i>Application Settings &gt; Time</i>            |    |          |
|                     |   | Tools menu:<br><i>Save Preferences...</i>              | Window tab > Windows group > <i>Layouts</i>                              |    |          |
|                     |   | Tools menu:<br><i>Fuel Optimization Setup...</i>       | Discontinued in Version 27   |   |          |
| F3                  |   | Tools menu: <i>Province/ Estado Abbreviations &gt;</i> | File application menu > <i>Application Settings &gt; NL Abbreviation</i> |   | F3       |
|                     |  | Tools menu:<br><i>RouteSync Sign In</i>                | ALK Cloud tab > ALK Cloud group > <i>User Login</i>                      |  |          |
|                     |   | Tools menu:<br><i>View Vehicle List</i>                | ALK Cloud tab > RouteSync group > <i>Vehicle Manager</i>                 |  |          |

| PC*MILER Version 26 |   |  | PC*MILER Version 29   |   |          |
|---------------------|---|--|---|---|----------|
| Shortcut            | Toolbar   | Option   | Where To Find   | Button  | Shortcut |
|                     |   | Tools menu:<br><i>View Pending Invitations</i> | Discontinued in Version 29  |   |          |
|                     |   | <b>WINDOWS Menu</b>                            |   |   |          |
|                     |    | Windows menu:<br><i>Split Screen View</i>      | Window tab > Windows group > <i>Layouts</i>   |    |          |
|                     |   | Windows menu:<br><i>Cascade</i>                | Window tab > Windows group > <i>Layouts</i>   |    |          |
|                     |   | Windows menu: <i>Tile</i>                      | Window tab > Windows group > <i>Layouts</i>   |    |          |
|                     |   | Windows menu:<br><i>Arrange Icons</i>          | Discontinued in Version 27  |   |          |
|                     |   | Windows menu:<br><i>RouteMap</i>               | Window tab > Windows group > <i>Map Window</i>  |   |          |
|                     |  | Windows menu: <i>Route</i>                     | Window tab > Windows group > <i>Routes Window</i> ; use the scroll bar in the Routes pane to locate an individual route window if necessary |  |          |
|                     |   |  | <b>New!</b> Window tab > Windows group > <i>Reports Location</i>  |  |          |

| PC*MILER Version 26 |   |  | PC*MILER Version 29   |   |           |
|---------------------|---|--|---|---|-----------|
| Shortcut            | Toolbar   | Option                                       | Where To Find   | Button  | Shortcut  |
|                     |   | <b>HELP Menu</b>                             |   |   |           |
|                     |   | Help menu:<br><i>Contents &amp; Index</i>    | Help tab > Help group > <i>Help Index</i>   |    |           |
| <b>F1</b>           |  | Help menu:<br><i>Topic Lookup</i>            | Use F1, menu option discontinued in Version 27  |   | <b>F1</b> |
|                     |   | Help menu: <i>Menus</i>                      | Discontinued in Version 27  |   |           |
|                     |   | Help menu: <i>Keyboard</i>                   | Discontinued in Version 27  |   |           |
|                     |   | Help menu: <i>Using Help</i>                 | Discontinued in Version 27  |   |           |
|                     |   | <i>Help menu:<br/>State/Country Names...</i> | Discontinued in Version 27  |   |           |
|                     |   | Help menu:<br><i>Email Technical Support</i> | Help tab > Technical Support group > <i>Email Technical Support</i>   |    |           |
|                     |   | Help menu:<br><i>Email Data Corrections</i>  | Help tab > Technical Support group > <i>Email Data Correction</i>   |    |           |
|                     |   | Help menu:<br><i>Check for Updates</i>       | Help tab > Windows group > <i>Check for Updates</i>   |  |           |
|                     |   | Help menu: <i>About...</i>                   | Help tab > About group > <i>About</i>   |  |           |
|                     |   | <b>OTHER Features</b>                        |   |   |           |
|                     |   | Location Radius                              | Routes tab > Route group > <i>Location Radius</i>   |  |           |
|                     |   | “Use Traffic Data” button                    | Use Traffic drop-down in each route window, or “Use Traffic Data” in Route Options or Default Route Options > Road Speeds tab |  |           |

| PC*MILER Version 26 |   |  | PC*MILER Version 29   |   |          |
|---------------------|---|--|---|---|----------|
| Shortcut            | Toolbar   | Option   | Where To Find   | Button  | Shortcut |
|                     |   | Geofence Identification                            | Tools tab > Geofences group > <i>Geofence Options</i> > <i>Identify</i>   |    |          |
|                     |   | Geofences tab in the Custom Roads Manager          | Tools tab > Geofences group > <i>Geofence Options</i> > <i>Manage</i>   |    |          |
|                     |   | Leg mileage, times and costs for a generated route | File application menu > <i>Print Report</i> > <i>Mileage</i> (prints all mileage, time and cost calculations for a route plus greenhouse gas estimates; cannot be viewed on-screen) |    |          |
|                     |   | Least Cost routing                                 | Routes tab > Route group > <i>Optimize</i> > <i>Least Cost Routing</i>  |    |          |
|                     |    | Avoid Roads button                                 | Tools tab > Avoids/Favors group > <i>Avoid Roads</i> or use <i>Pick/Label</i> in the right mouse menu off the map   |    |          |
|                     |   | Favor Roads button                                 | Tools tab > Avoids/Favors group > <i>Favor Roads</i> or use <i>Pick/Label</i> in the right mouse menu off the map   |   |          |
|                     |  | Override Restriction button                        | Tools tab > Avoids/Favors group > <i>Toggle Overrides</i> or use <i>Pick/Label</i> in the right mouse menu off the map  |  |          |
|                     |  | Adjust for Hazmat Permit button                    | Tools tab > Avoids/Favors group > <i>Adjust for Permits</i> or use <i>Pick/Label</i> in the right mouse menu off the map  |  |          |

| PC*MILER Version 26 |         |                          | PC*MILER Version 29                                    |   |          |
|---------------------|---------|--------------------------|--|---|----------|
| Shortcut            | Toolbar | Option                   | Where To Find  | Button  | Shortcut |
|                     |         | Create Via Point Set...  | Routes tab > Route group > <i>Create Via Point Set</i> |  |          |
|                     |         | Manage Via Point Sets... | Routes tab > Route group > <i>Create Via Point Set</i> |  |          |

## Alphabetical List of Options

| Version 26                        | Version 29   |
|-----------------------------------|--|
| <i>About...</i>                   | Help tab > About group > <i>About</i>  |
| <i>Adjust for Permits</i>         | Tools tab > Avoids/Favors > <i>Adjust for Permits</i> or use <i>Pick/Label</i> in the right mouse menu off the map                                 |
| <i>Arrange Icons</i>              | Discontinued in Version 27   |
| <i>Avoid Roads</i>                | Tools tab > Avoids/Favors > <i>Avoid Roads</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map                                     |
| <i>Cascade</i>                    | Window tab > Windows group > <i>Layouts</i>  |
| <i>Change Data Set &gt;</i>       | Map tab > Utilities group > <i>Change Data Set &gt;</i>  |
| <i>Check for Updates</i>          | Help tab > <i>Check for Updates</i>  |
| <i>Close All</i>                  | Routes tab > General group > <i>Close All</i> to close all routes; or the File application menu > <i>Close All &gt; Reports</i> or > <i>Routes</i> |
| <i>Close Route</i>                | Routes tab > Route group > <i>Close</i>  |
| <i>Comparison</i>                 | Routes tab > Utilities group > <i>Comparison Report</i>  |
| <i>Contents &amp; Index</i>       | Help tab > Help group > <i>Help Index</i>  |
| <i>Convert Custom Roads...</i>    | Tools tab > Avoids/Favors group > <i>Convert</i>   |
| <i>Convert Geofences...</i>       | Tools tab > Geofences group > <i>Convert &gt;</i>  |
| <i>Copy Map</i>                   | Map tab > Utilities group > <i>Copy Map</i>  |
| <i>Copy Report</i>                | In the Reports window, check <i>Show Print Preview</i> to display a tool bar that includes an icon for copying the report.                         |
| <i>Country Abbreviations...</i>   | Help tab > (PC*MILER   Worldwide only)   |
| <i>Create Via Point Set...</i>    | Routes tab > Route group > <i>Create Via Point Set</i>   |
| <i>Default Date and Time &gt;</i> | Routes tab > General group > <i>Defaults &gt; Cost/Time</i> tab  |
| <i>Default Options...</i>         | Routes tab > General group > <i>Defaults</i>   |
| <i>Delete All Stops</i>           | Routes tab > Route group > Stops > <i>Delete All Stops</i> button  |
| <i>Delete Stop</i>                | Routes tab > Route group > Stops > <i>Delete Stop</i> button or use the right mouse menu off a stop in the stop list                               |
| <i>Detail &gt; Default</i>        | Discontinued in Version 27   |
| <i>Detail &gt; Less</i>           | Discontinued in Version 27   |



| <b>Version 26</b>                       | <b>Version 29</b>  |
|---|--|
| <i>Detail &gt; More</i>                 | Discontinued in Version 27   |
| <i>Detailed</i>                         | Routes tab > Route group > <i>Reports &gt; Detailed</i> or File application menu > <i>Print Report &gt; Detailed</i>   |
| <i>Distance Display &gt;</i>            | File application menu > <i>Application Settings &gt; Distances</i>   |
| <i>Drag Map</i>                         | Map tab > View Group > <i>Drag Map</i> or use the right mouse menu off the map   |
| <i>Drag Routing</i>                     | Routes tab > Utilities group > <i>Drag Route</i> or use the right mouse menu off the map   |
| <i>Drivers Report</i>                   | Routes tab > Route group > <i>Reports &gt; Driver's</i> or File application menu > <i>Print Report &gt; Driver's</i>   |
| <i>Duplicate Route</i>                  | Routes tab > Route group > <i>Duplicate</i>  |
| <i>Email Data Corrections</i>           | Help tab > Technical Support group > <i>Email Data Correction</i>  |
| <i>Email Technical Support</i>          | Help tab > Technical Support group > <i>Email Technical Support</i>  |
| <i>Exit</i>                             | File application menu > <i>Exit</i>  |
| <i>Favor Roads</i>                      | Tools tab > Avoids/Favors > <i>Favor Roads</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map   |
| <i>Features...</i>                      | Map tab > Customize group > <i>Map Features</i> or use the right mouse menu off the map  |
| <i>Font...</i>                          | In the Reports pane, check <i>Show Print Preview</i> to display the report window tool bar. A drop-down pick list of font sizes is included in this tool bar.    |
| <i>Frame &gt;</i>                       | Map tab > View group > <i>Frame &gt;</i> or Routes tab > Route group > <i>Frame</i> to frame a single route; or right click the map and select <i>Frame &gt;</i> |
| <i>Fuel Optimization</i>                | Discontinued in Version 27   |
| <i>Fuel Optimization Setup...</i>       | Discontinued in Version 27   |
| <i>Geofence Identification</i>          | Tools tab > Geofences group > <i>Geofence Options &gt; Identify</i>  |
| <i>Geofencing &gt; Create Circle</i>    | Tools tab > Geofences group > <i>Create Geofence &gt;</i> or use the right mouse menu off the map  |
| <i>Geofencing &gt; Create Polygon</i>   | Tools tab > Geofences group > <i>Create Geofence &gt;</i> or use the right mouse menu off the map  |
| <i>Geofencing &gt; Create Rectangle</i> | Tools tab > Geofences group > <i>Create Geofence &gt;</i> or use the right mouse menu off the map  |
| <i>Geofencing &gt; Delete Geofence</i>  | Tools tab > Geofences group > <i>Delete</i> or use the right mouse menu off the map  |

| <b>Version 26</b>                         | <b>Version 29</b>  |
|---|--|
| <i>Geofences in Custom Roads Manager</i>  | Tools tab > Geofences group > <i>Geofence Options</i> > <i>Manage</i>  |
| <i>Hour Format Display &gt;</i>           | File application menu > <i>Application Settings</i> > <i>Time Format</i>   |
| <i>Import Custom Places</i>               | Tools tab > Custom Place Manager group > <i>Import</i>   |
| <i>Insert Stop Above</i>                  | Routes tab > Route group > Stops > <i>Insert Stop Above</i> or use the right mouse menu off a stop in the stop list  |
| <i>Keyboard</i>                           | Discontinued in Version 27   |
| <i>Least Cost routing</i>                 | Routes tab > Route group > <i>Optimize</i> > <i>Least Cost Routing</i>   |
| <i>Leg mileage</i>                        | File application menu > <i>Print Report</i> > <i>Mileage</i> (prints all mileage, time and cost calculations for a route plus greenhouse gas estimates; cannot be viewed on-screen)                      |
| <i>Legends &gt;</i>                       | Map tab > Customize group > <i>Legends &gt;</i> or use the right mouse menu off the map  |
| <i>Location Radius</i>                    | Routes tab > Route group > <i>Location Radius</i>  |
| <i>Manage Custom Places...</i>            | Tools tab > Custom Place Manager group > <i>Manage</i> or <i>Tools tab</i> > Custom Place Manager group > <i>Pick Places on Map</i> or <i>Tools tab</i> > Custom Place Manager group > <i>Add Places</i> |
| <i>Manage Custom Roads...</i>             | Tools tab > Avoids/Favors group > <i>Manager</i>   |
| <i>Manage Via Point Sets...</i>           | Routes tab > Utilities group > <i>Manage Via Point Sets</i>  |
| <i>Menus</i>                              | Discontinued in Version 27   |
| <i>Multiple Name Instances &gt;</i>       | File application menu > <i>Application Settings</i> > <i>Provide Pick List</i> and > <i>Postal Code Preference</i>   |
| <i>New Route</i>                          | Routes tab > General group > <i>New Route</i>  |
| <i>Open Route...</i>                      | Routes tab > General group > <i>Open</i>   |
| <i>Optimize Stops...</i>                  | Routes tab > Route group > <i>Optimize &gt;</i>  |
| <i>Options</i>                            | Routes tab > Route group > <i>Options</i> or click the gear button in a route window   |
| <i>Override Restriction</i>               | Tools tab > Avoids/Favors > <i>Toggle Overrides</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map  |
| <i>Pan &gt;</i>                           | Use the hidden scroll bars at the edges of the map or the compass on the map (above the zoom slider bar); or right click the map and select <i>Pan &gt;</i>  |
| <i>Pick Label &gt; Adjust for Permits</i> | Tools tab > Avoids/Favors group > <i>Adjust for Permits</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map  |
| <i>Pick Label &gt; Avoid Roads</i>        | Tools tab > Avoids/Favors group > <i>Avoid Roads</i> or use <i>Avoids/Favors</i> in  |

| <b>Version 26</b>                          | <b>Version 29</b>   |
|--|---|
|  | the right mouse menu off the map  |
| <i>Pick Label &gt; Clear Labels</i>        | Discontinued in Version 28  |
| <i>Pick Label &gt; Favor Roads</i>         | Tools tab > Avoids/Favors group > <i>Favor Roads</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map                        |
| <i>Pick Label &gt; Label Roads</i>         | Discontinued in Version 28  |
| <i>Pick Label &gt; Pick Stops</i>          | Routes tab > Route group > Stops > <i>Pick Stop on Map</i> button or use <i>Pick Stops</i> in the right mouse menu off the map              |
| <i>Pick Label &gt; Toggle Overrides</i>    | Tools tab > Avoids/Favors group > <i>Toggle Overrides</i> or use <i>Avoids/Favors</i> in the right mouse menu off the map                   |
| <i>Print Driver Report</i>                 | Discontinued in Version 27  |
| <i>Print Map...</i>                        | File application menu > <i>Print Map</i> or <i>Map tab &gt; Utilities group &gt; Print Map</i>  |
| <i>Print Report...</i>                     | File application menu > <i>Print Report &gt;</i>  |
| <i>Province/ Estado Abbreviations &gt;</i> | File application menu > <i>Application Settings &gt; NL Abbreviation</i>  |
| <i>Redraw</i>                              | Discontinued in Version 27. This option is not needed – the map should always be in the correct state.                                      |
| <i>Regions &gt;</i>                        | Map tab > Frame > <i>Regions &gt;</i>   |
| <i>Report Language &gt;</i>                | Discontinued in Version 27  |
| <i>Reverse Stops</i>                       | Routes tab > Route group > Stops > <i>Reverse Stops</i> button  |
| <i>Road Type</i>                           | Routes tab > Route group > <i>Reports &gt; Road Type</i> or File application menu > <i>Print Report &gt; Road Type</i>                      |
| <i>Route</i>                               | Window tab > Windows group > <i>Routes Window</i> ; use the scroll bar in the Routes pane to locate an individual route window if necessary |
| <i>RouteMap</i>                            | Window tab > Windows group > <i>Map Window</i>  |
| <i>RouteSync Sign In</i>                   | RouteSync tab > RouteSync group > <i>Sign In</i>  |
| <i>Run</i>                                 | Routes tab > Route group > <i>Run</i> or click the “Run” button in a route window   |
| <i>Save Preferences...</i>                 | Window tab > Windows group > <i>Layouts</i>   |
| <i>Save Report to File</i>                 | File application menu > <i>Save Report to File</i>  |
| <i>Save Route</i>                          | Routes tab > Route group > <i>Save &gt; Save Route</i>  |
| <i>Save Route As</i>                       | Routes tab > Route group > <i>Save &gt; Save Route As</i>   |
| <i>Show Toll Discount Info</i>             | File Application menu > <i>Application Settings &gt; Show Discount Toll Info</i>  |
| <i>Split Screen View</i>                   | Window tab > Windows group > <i>Layouts</i>   |

| Version 26                      | Version 29   |
|---------------------------------|--|
| <i>State/Country</i>            | Routes tab > Route group > <i>Reports</i> > <i>State/Country</i> or File application menu > <i>Print Report</i> > <i>State/Country</i>   |
| <i>State/Country Names...</i>   | Discontinued in Version 27   |
| <i>Stop Labels &gt;</i>         | Map tab > Customize group > <i>Stop Labels</i> > or use the right mouse menu off the map   |
| <i>Styles...</i>                | Map tab > Customize group > <i>Map Style</i> >   |
| <i>Tile</i>                     | Window tab > Windows group > <i>Layouts</i>  |
| <i>Time Zone Display &gt;</i>   | File application menu > <i>Application Settings</i> > <i>Time Zone</i>   |
| <i>Toolbar &gt;</i>             | Discontinued in Version 27   |
| <i>Tooltips &gt;</i>            | Map tab > Customize group > <i>Tooltips</i> > or use the right mouse menu off the map  |
| <i>Topic Lookup</i>             | Use F1, menu options discontinued in Version 27  |
| <i>Traffic...</i>               | Map tab > View group > <i>Show Traffic</i> or use the right mouse menu off the map   |
| <i>Use Traffic Data button</i>  | Use the Traffic drop-down in each route window   |
| <i>Using Help</i>               | Discontinued in Version 27   |
| <i>Vehicle Profiles...</i>      | Routes tab > Utilities group > <i>Vehicle Profiles</i>   |
| <i>View Pending Invitations</i> | Discontinued in Version 29   |
| <i>View Vehicle List</i>        | ALK Cloud tab > RouteSync group > <i>Vehicle Manager</i>   |
| <i>Zoom In</i>                  | Use the slider bar on the map, the mouse scroll wheel, or the right mouse menu off the map   |
| <i>Zoom Out</i>                 | Use the slider bar on the map, the mouse scroll wheel, or the right mouse menu off the map   |
| <i>Zoom To Stop</i>             | Routes tab > Route group > Stops > <i>Frame Stop on Map</i> button; or double-click the stop on the stop list (same functionality as in Version 26); or use the right mouse menu off the map |

# NOTES: