Printing and Exporting Maps

In this Chapter you will learn

- How to print a map either directly from ArcMap, or by exporting it first to a PDF file and then printing it.

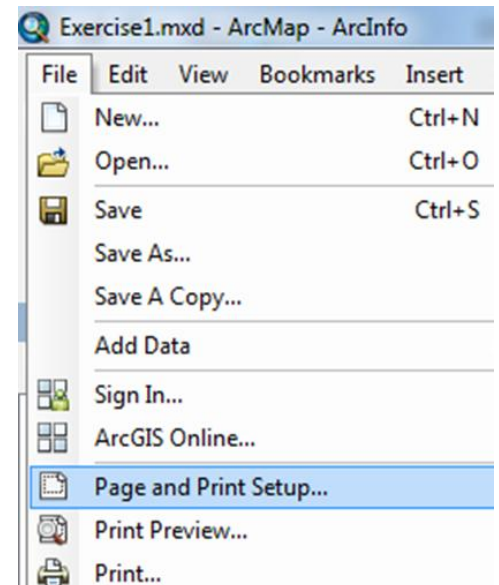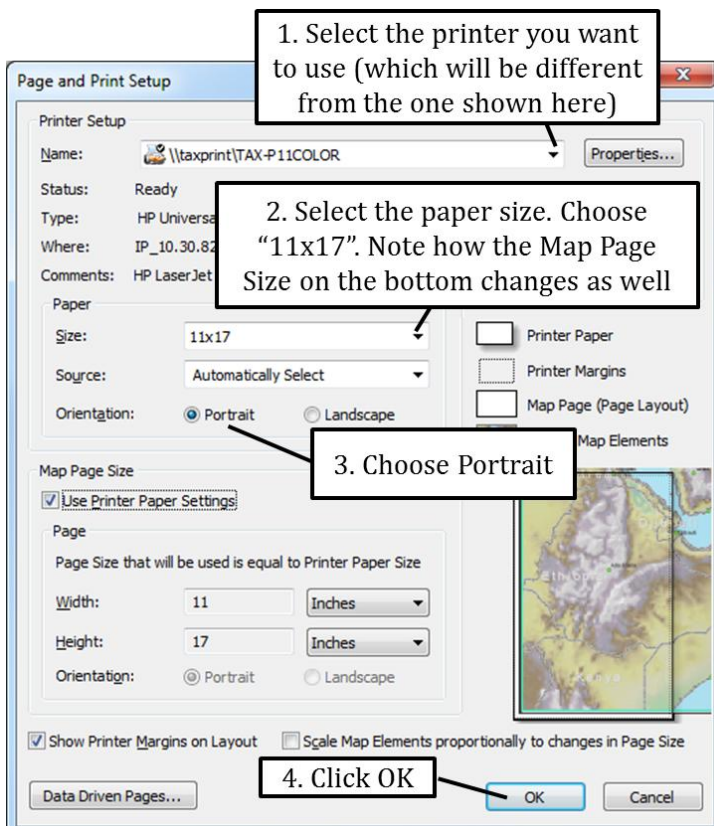**VIDEO**

3.16: Printing a Map
from ArcMap

1. Printing a Map from ArcMap

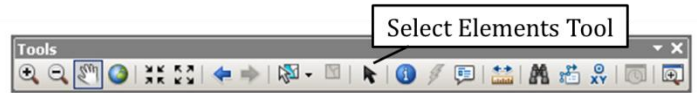**Exercise 1: Printing a map from ArcMap**

1. Start ArcMap and open Exercise1.mxd in the Topic3_16 folder. Switch to the Layout view.

2. Click File > Page and Print Setup as shown on the right.

3. Currently the page size is set to letter which is 8.5 by 11 inches. Use the instructions below to change the page size to 11by 17 inches.
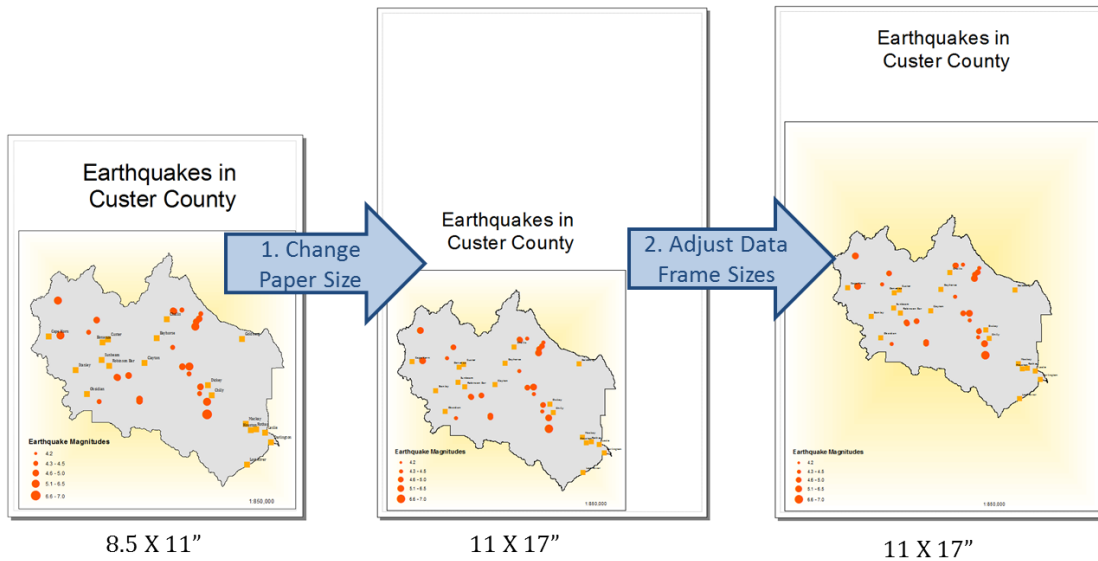
1. Select the printer you want to use (which will be different from the one shown here)

2. Select the paper size. Choose "11x17". Note how the Map Page Size on the bottom changes as well

3. Choose Portrait

4. Click OK

4. Notice on the Layout View that your page size has changed to the new settings.

5. Use the Select Elements tool to make your data frame larger to it fits the new page size as shown below.

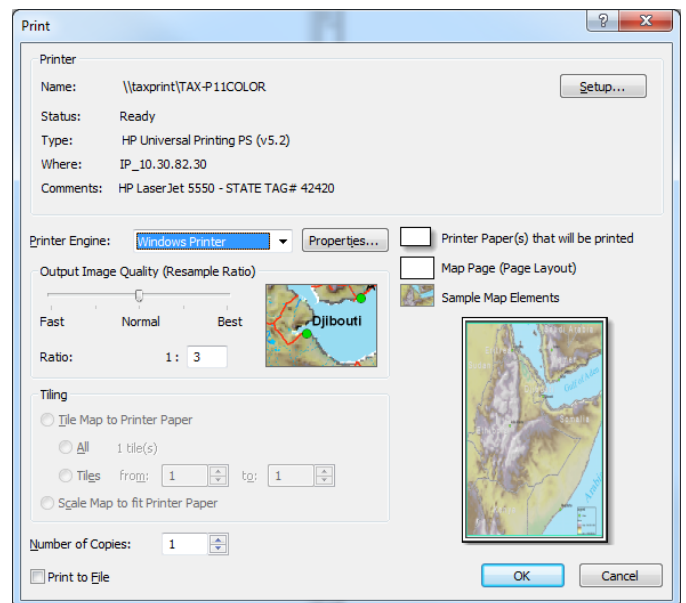| 8.5 X 11" | 11 X 17" | 11 X 17" |

6. Click File > Print Preview to make sure your map looks good and is ready to be printed.

7. Click File > Print. If this tutorial is done in a classroom setting you may not actually be able to print. If you do have access to a printer then

- Check that your printer is turned on

- Choose your Output Image Quality (Normal is the Default)

- Specify the number of copies you wish to print

- Click OK

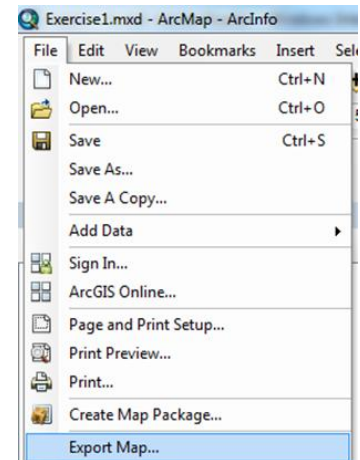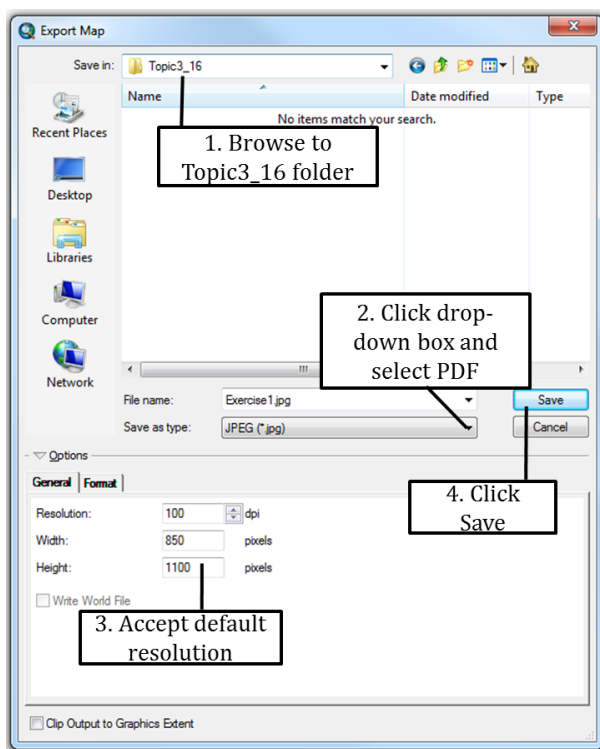8. Leave ArcMap open for the next exercise.

Exercise 2: Exporting a map to pdf or other format

A different way to print a map from ArcGIS is to export your map first to a pdf document, and then using Adobe Reader software (which you can download for free from http://get.adobe.com/reader/) to set up and print your map.
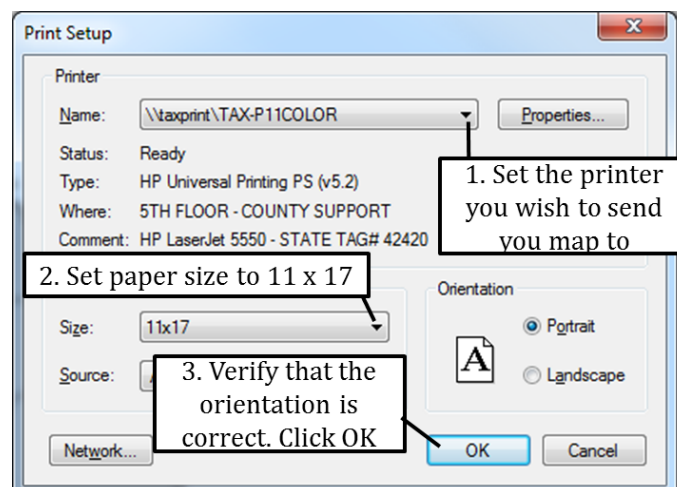
VIDEO

3.16: Exporting a Map to PDF

1. Continue from the previous exercise. Click File > Export map as shown on the right.

2. Use the instructions below to export your map as a .pdf document called Earthquakes.pdf

1. Browse to Topic3_16 folder

2. Click drop-down box and select PDF

3. Accept default resolution

4. Click Save

Tip
If you want to embed your map in a PowerPoint presentation you should export your map as a JPEG. Then you can use the Insert > Picture command in PowerPoint to add your map to the presentation.

3. Close ArcMap and open Adobe Reader. Click File > Open to open the Earthquakes.pdf document you just created.

4. Click File > Print Setup and use the figure on the right hand side to set up the printer and page size.

1. Set the printer you wish to send you map to

2. Set paper size to 11 x 17

3. Verify that the orientation is correct. Click OK

5. Click File > Print. Set up the dialog box as shown on the right. ONLY click OK if you are connected to a printer.

Print

Printer

Name: \\taxprint\TAX-P11COLOR ▾   Properties

Status: Ready

Type: HP Universal Printing PS (v5.2)

Comments and Forms:

Document and Markups ▾

Print Range

Preview: Composite

● All

○ Current view

○ Current page

○ Pages 1

Subset: All pages in range ▾

☐ Reverse pages

1. Set Page Scaling to "Fit to Printable Area"

Page Handling

Copies: 1

Page Scaling: Fit to Printable Area ▾

☑ Auto-Rotate and Center

☐ Choose paper source by PDF page size

☐ Use custom paper size when needed

Zoom : 97%

☐ Print

2. Make sure the preview looks good and then click OK

Printing Tips   Advanced   OK   Cancel