

How to Print

1. Start by clicking on the "Tasks" tab

2. Now, click on the "Print to PDF" tool to open the tool in the Information Panel (your Map Scale can be seen in the red ellipse)

The screenshot shows the GIS-NET software interface. The top menu bar includes Navigation, Find, Draw, Measure, Tasks, Links, and Help. The 'Tasks' tab is active, showing a toolbar with icons for Pictometry / Google Maps, Add Layers, Upload Data, Layer Catalog, Print to PDF, and Export. The 'Print to PDF' tool is open in the Information Panel, displaying options for Select Layout (A5 X 11 Landscape), Output Format (Pdf), Resolution (300 DPI), Map Scale (Current Extent), and Map Title. The map area shows a residential street grid with a red-shaded print area. A red ellipse highlights the 'Scale 1: 4,514' in the bottom status bar. A checkbox labeled 'Lock print preview with map' is checked. The bottom status bar also shows 'Scale 1: 4,514' in a red ellipse.

INFO ONLY - The PRINT AREA SHOWN will be the same as the Map Scale shown (or chosen). Here it says "Current Extent" or the whole map area that we see.

3. The PRINT AREA (the area that will be seen on your print document) will now be **SHADED IN RED**.

INFO ONLY - A checkmark in the checkbox will move the print AREA SHOWN along with the map (as you pan).

INFO ONLY - No checkmark in the checkbox keeps the print AREA SHOWN in a stationary location.

Select Layout
8.5 X 11 Landscape

Output Format
Pdf

Resolution
300 DPI

Map Scale
Current Extent

Map Title
ALTADENA

Subtitle
REFERRALS

Lock print preview with map

Print Cancel

4. By clicking on the "Select Layout" drop-down arrow (left), you'll be presented with the options to choose to print from on the right.

- 8.5 X 11 Landscape
- 8.5 x 11 Portrait
- 11 X 17 Landscape
- 11 x 17 Portrait

5. The document created will be in PDF format.

6. You'll now have the option to choose between 200 or 300 dots per inch (how detailed) your map document will be.

- 200 DPI
- 300 DPI

7. Next, change your "Map Scale" or leave it as is. It presently shows "Current Extent" which also happens to currently be 1:4,514 (see red ellipse)

Current Scale - 1: 4514

8. Now, you can add your "Map Title" (see blue ellipse, on map below).

9. You can now add a "Subtitle". (see green ellipse, on map below).

- Current Extent
- 1:266,591,197,9812
- 1:282.124294
- 1:300
- 1:533.1823959625
- 1:564.248588
- 1:600
- 1:1,066.3647919249
- 1:1,128.497176
- 1:1200
- 1:2,132.7295838498
- 1:2,256.994353
- 1:2400
- 1:4,265.4591676996
- 1:4,513.988705
- 1:8,530.9183353991
- 1:9,027.977411
- 1:17,061.836670798
- 1:18,055.954822
- 1:34,123.673341597
- 1:36,111.909643
- 1:68,247.346683193
- 1:72,223.819286
- 1:136,494.69336639
- 1:144,447.638572
- 1:272,989.38673277
- 1:288,895.277144
- 1:545,978.773465545
- 1:577,790.554289

10. Once you're satisfied with all your entries, click on the "Print" button (or Cancel the print job).

11. When finished, you'll be presented with "Open File" button to see your document.

Print to PDF

Your file is ready. To view the file, please click 'Open File'.

Open File

