

PRINTING INSTRUCTIONS

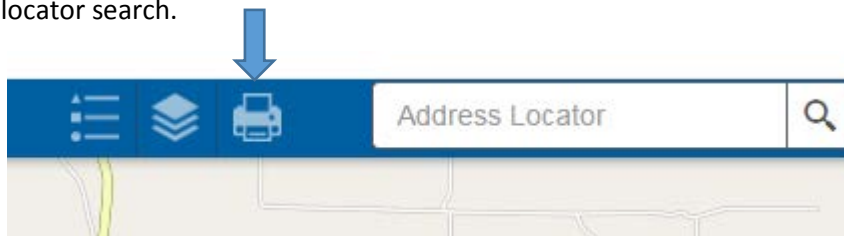
When printing a map, it is first necessary to center the area of the map which you would like to see in your print view. Example if printing a city parcel, center the parcel in the map content window, zoom in to the desired extent. A default extent for zooming in to a smaller scale is preset by the software, so this will have limit. (1:1128)



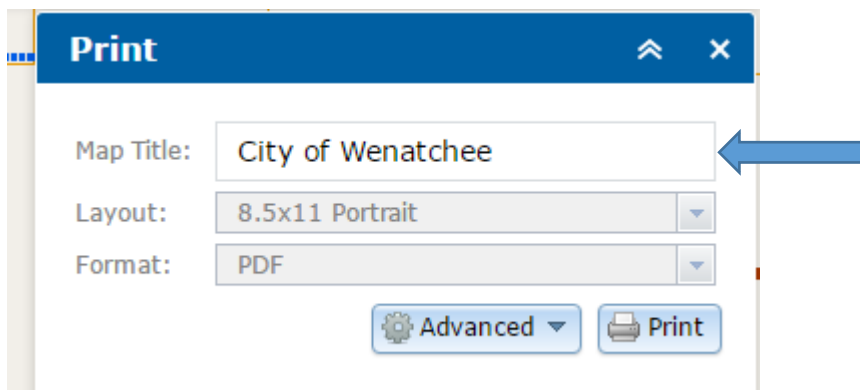
Next, pick the print icon. This can generally be found in the floating tool bar



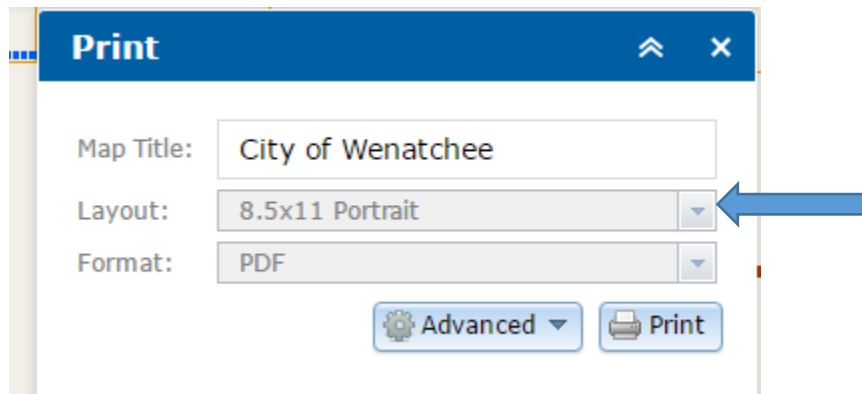
as seen in the map content window, or in the upper margin of the map document next to the address locator search.



A print dialog box will appear. The Map title can also be changed by simply changing the default City of Wenatchee to your desired map title.



Select your desired print layout



The screenshot shows a 'Print' dialog box with a blue header. Below the header, there are three input fields: 'Map Title' with the text 'City of Wenatchee', 'Layout' with '8.5x11 Portrait', and 'Format' with 'PDF'. Each field has a dropdown arrow on its right. Below these fields are two buttons: 'Advanced' with a gear icon and a dropdown arrow, and 'Print' with a printer icon. A blue arrow points to the 'Layout' dropdown arrow.

The choices are:

8.5x11 Landscape 8.5x11 Portrait

11x17 Landscape 11x17Portrait

18x24 Landscape 18x24 Portrait

24x36 Landscape 24x36 Portrait

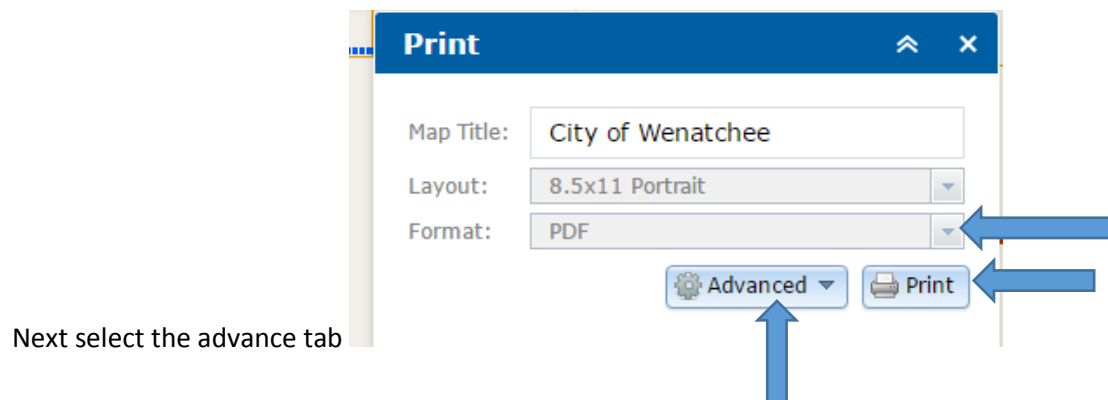
36x48 Landscape 36x48 Portrait

Next select the format. The default is pdf file format.

Also available:

EPS, GIS, JPG, PNG 32, PNG 8, SVG, SVGZ

These formats each have specific uses which are not covered in this document.



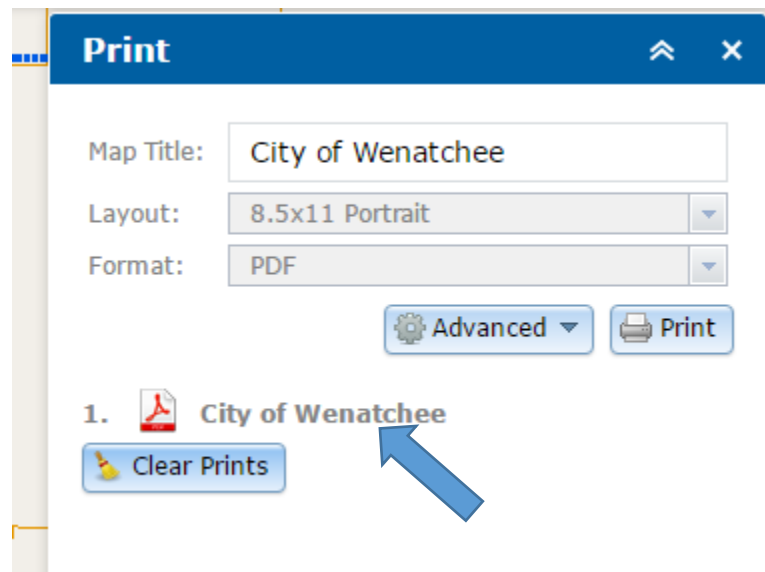
This screenshot is similar to the first one, but with three blue arrows pointing to different elements: one to the 'Format' dropdown arrow, one to the 'Advanced' button, and one to the 'Print' button. The 'Map Title' is 'City of Wenatchee', 'Layout' is '8.5x11 Portrait', and 'Format' is 'PDF'.

Next select the advance tab

The advanced tab allows setting specific scale parameters for your map. The map scale /Extent dialog box will appear. The scaling is set as inch = foot.

The calculation for this would be 12 x the desired scale. Example 1: You would like to print 1inch = 100 feet. The forced scale value you would enter would be 1200. Example 2: Your desired scale is 1inch = 400 feet. The forced scale value entered would be 4800. Some trial and error may be necessary to achieve the desired look, scale and size of your map. This makes the PDF or other format desirable, as you can achieve the desired look prior to printing a hard copy. When ready to print simply pick the Print icon button.

The completed print will show in the print dialog box



Since the format in this example is set for a PDF, a pdf file is created. Simply pick the print name. In this example, the print was created using the PDF format. The print service will then allow you to save the print document, and as is the case with PDF, open in “Adobe Reader” if it is installed on your computer. If the desired look and scale of the map is achieved, it can then be sent to the printer. Other file formats can be embedded in other documents, prior to sending to the printer.