

Tutorial 11: Printing and Exporting a Map Layout

Tutorial Content

11.1. How do I print my map layout?

11.2. Can I export my layout as a file so that I can add it to Word documents or make changes in graphics software packages such as Photoshop and Illustrator?

Open your saved tutorial map project.

11.1. Printing a Layout

To access print, click on **File** in the menu bar at the top of the ArcMap window, select **Print**.

The **'Print'** window will open. Click on **'Setup'** in the 'Print' window to ensure that your selections match your page settings, for example if your layout is orientated landscape, make sure you select 'Landscape' in the **'Page and Print Setup'**.

When you are happy with your settings, click **OK** to close the **'Page and Print Setup'** window and click **OK** on the 'Print' window to print your map layout.

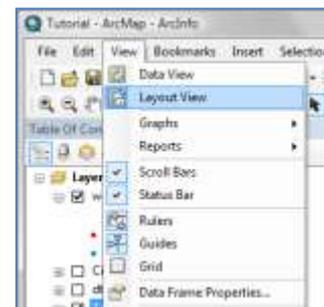
For more advice on printing visit the Department of Landscape webpage:
<http://www.shef.ac.uk/landscape/current/printing.html>

11.2. Exporting a Layout

It is also possible to export a layout from ArcMap. Layouts can be exported as a number of different files types including .jpg and .tiff. These files can then be inserted into Word documents or opened in graphics software packages such as Photoshop or Illustrator and modified there.

To export a layout, make sure you are in the **'Layout View'** rather than the **'Data View'**. If you are not sure, you can check by clicking on **View**.

***Note:** that it is also possible to export from the 'Data View'.



Next, click on **File** and select **Export Map...**

The **'Export Map'** window will open.

Navigate to a folder to save the exported map in using the **'Save in:'** drop down menu.

Give the Export file a name in the text box **'File Name:'**

Choose the file format for your map export in the **'Save as type:'** drop down menu and check the resolution setting. A minimum of 150dpi is recommended.

