

Print Module Steps

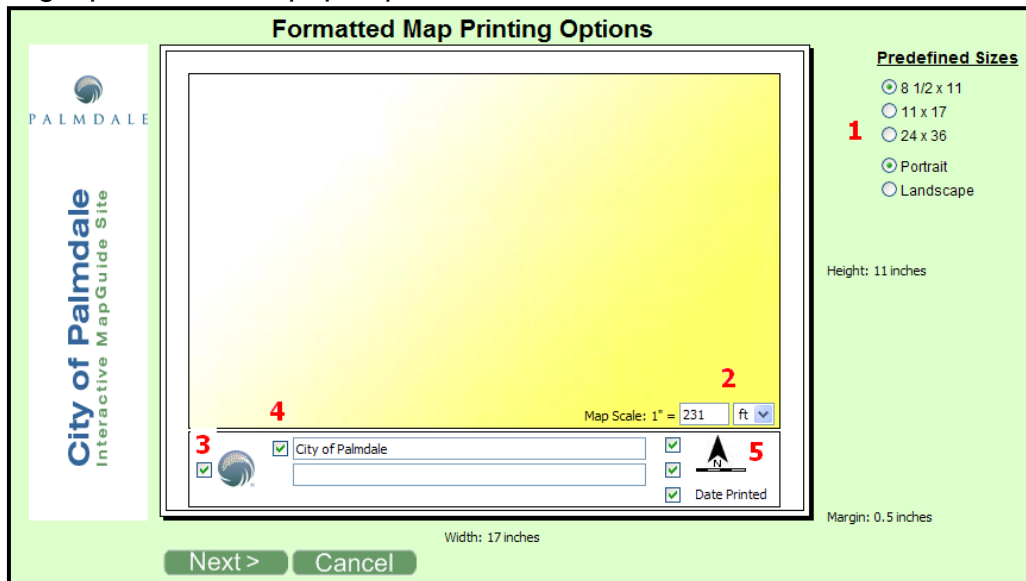
Note: The Print Module was originally designed for use on city computers running Microsoft Windows and Internet Explorer. The Print Module will not work with any other platform such as Apple or Linux.

Important Reminder: Disable any pop-up blockers or set them to allow pop-ups from the MapGuide Site. This includes any pop-up blockers built-in to Internet Explorer and/or any acquired from a third-party (e.g. Google, Norton, etc.).

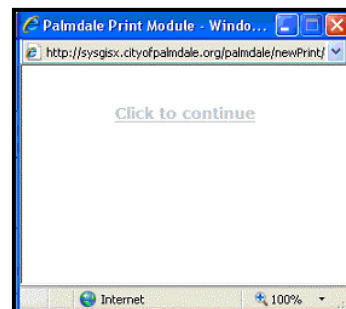
- Create a map using the City of Palmdale Interactive MapGuide Site.
- Click on the **blue** Print Module button located above the map area.

Standard Print button →  print  Print Module button ←

The Printing Options screen pops up.



- From this screen you can choose a number of printing options. See details below:
 1. Set the size and orientation of your map.
 2. Set the printed scale to an exact measurement in either feet or meters.
 3. Turn the City of Palmdale logo on or off.
 4. Enter one or two lines of descriptive text as a title for your map, or turn the text off entirely.
 5. Turn the north arrow, scale bar, and the date printed on or off.
- After making your selections, click on the Next button at the bottom of the screen. The Printing Options screen closes and you will notice the map area in MapGuide flicker and change.
- A small window will soon pop up with a link that says Click to Continue. Click this link to proceed.

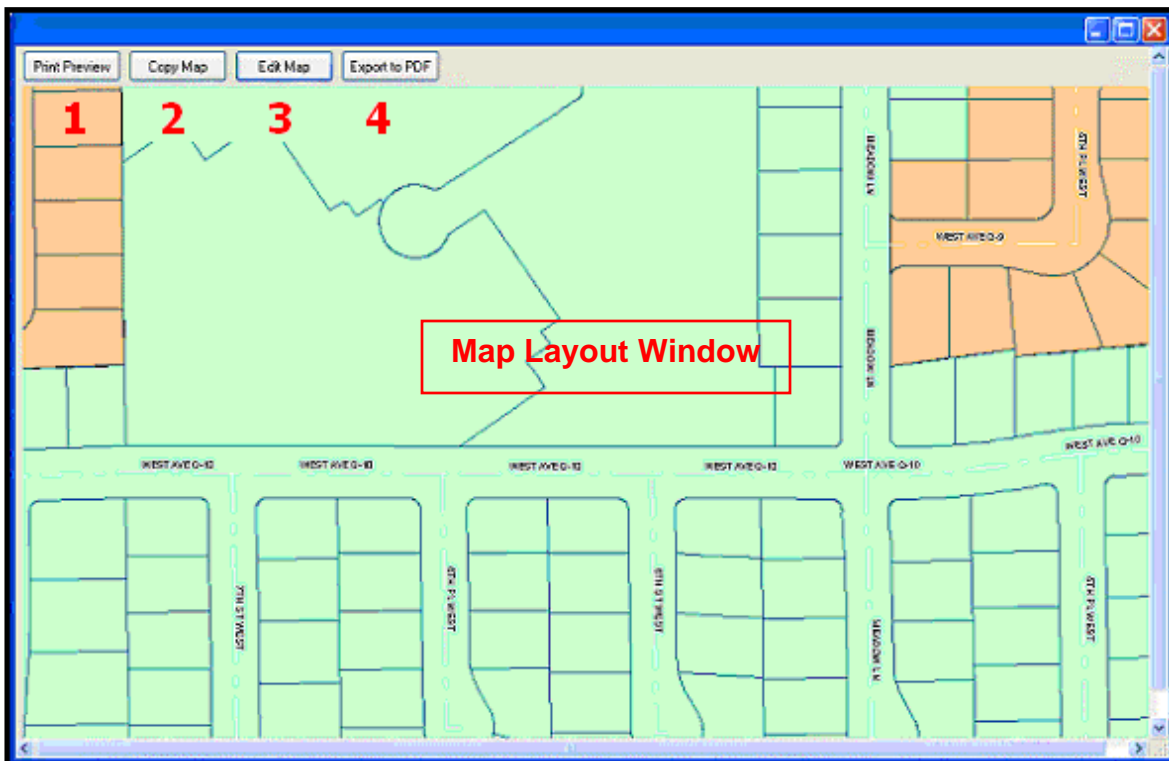


After clicking the link, there will be a brief pause (about 4-5 seconds) as the server verifies that the Print Module is installed on your computer. If it is your first time using the module or you recently cleared your Internet cache, a security-warning box like the one below will appear on your screen.



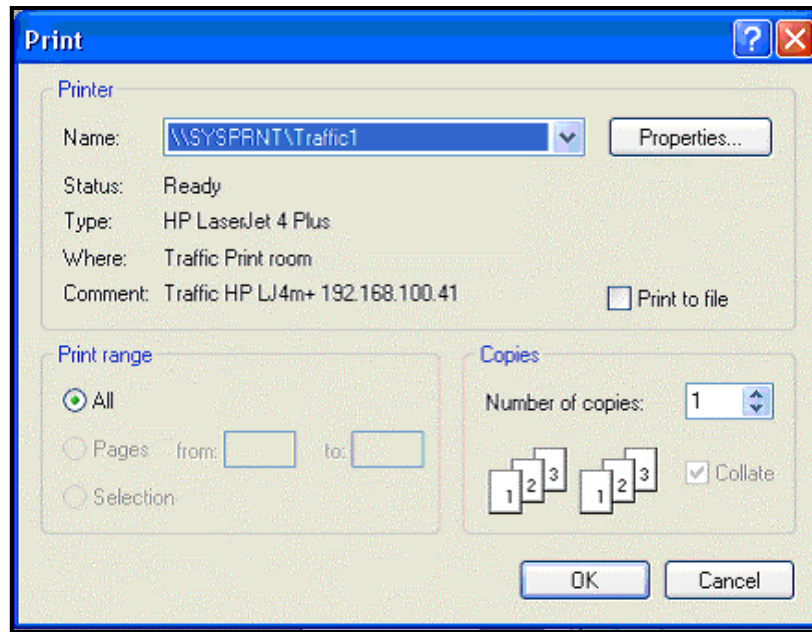
- Click the Run button to install the Print Module on your computer (first use only).

Another window will open and display the layout of the area that you are printing. This is the Map Layout window. The size and look of the layout is based on the page size and orientation that you selected in the Printing Options window.

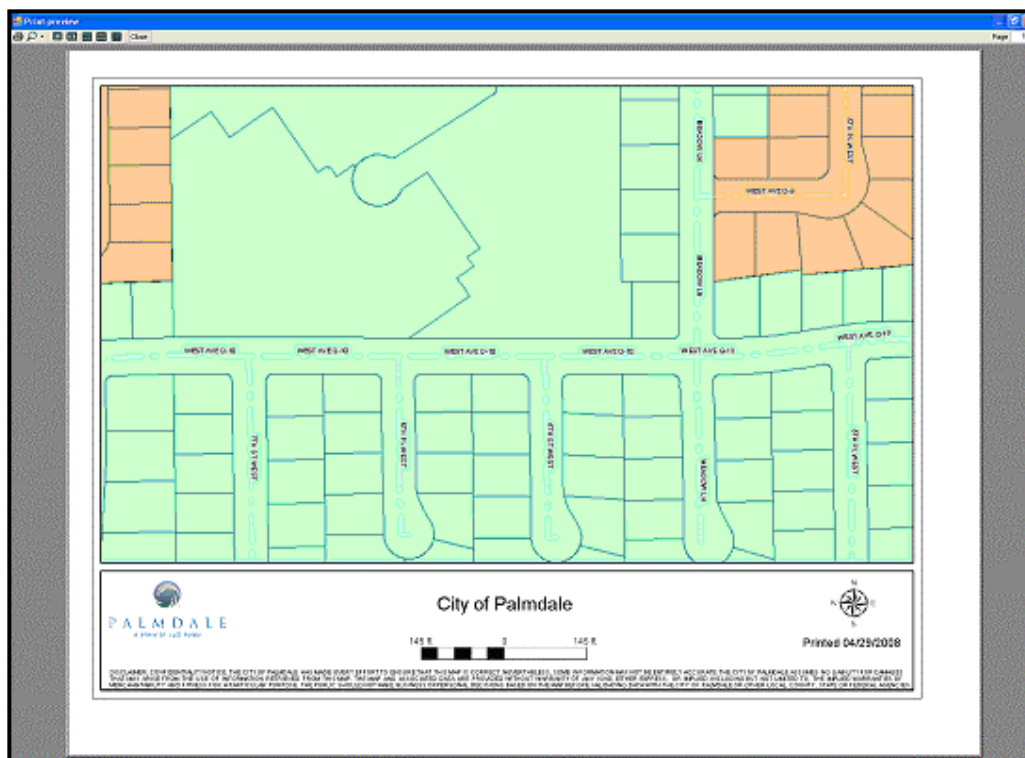


- There are four tools available for use in the Map Layout window. The tools are for previewing then printing your map, copying your map for pasting into another application, editing your map, and exporting your map to a pdf.

1. Print Preview - Clicking on the print preview button will open the printer selection screen.



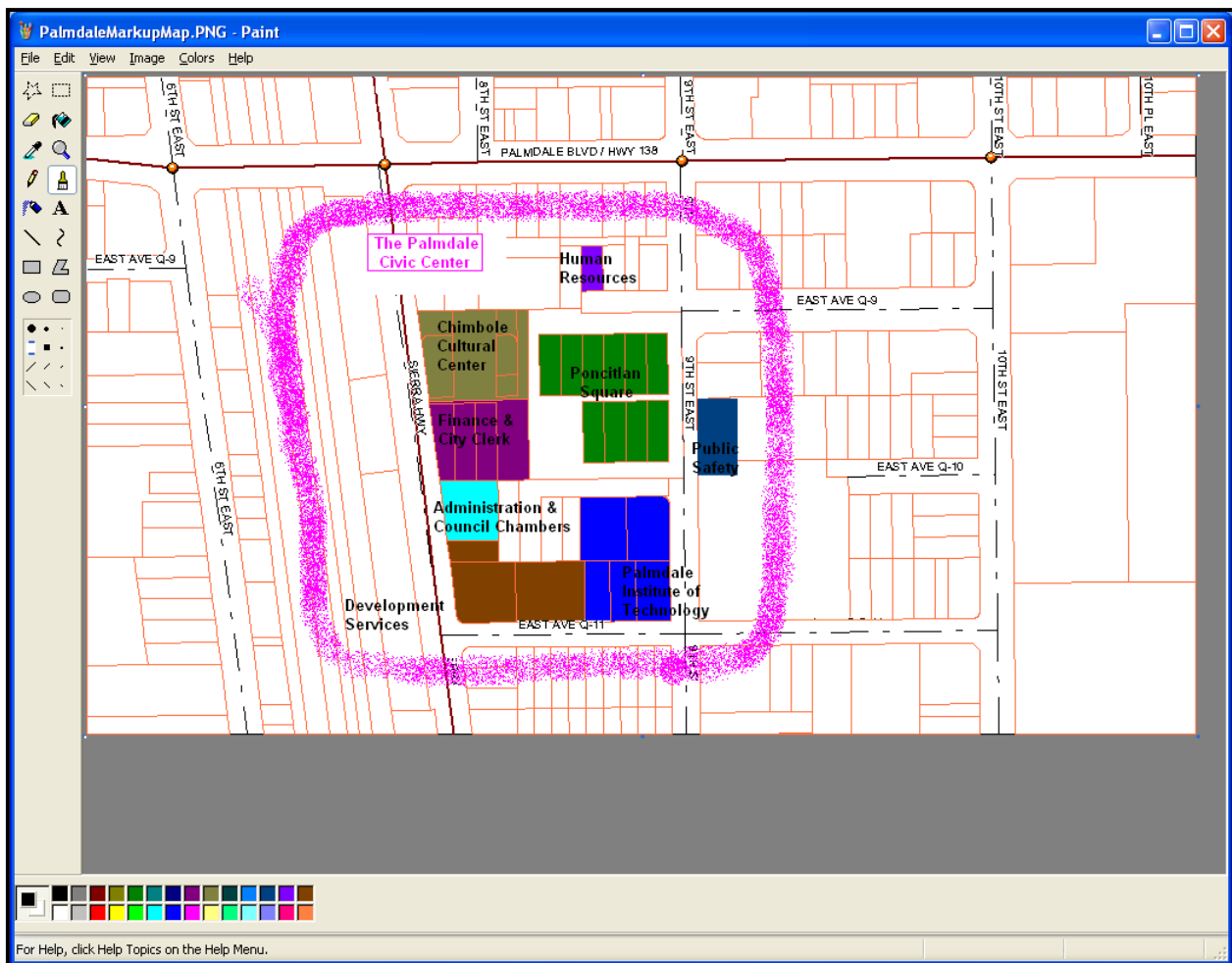
To ensure that your map prints correctly, make sure to choose a printer that supports the paper size you selected in the Printing Options window. After clicking on the OK button, you will see a preview of what your map will look like when it is printed.



From here either print the map by clicking on the button with the printer icon, or click on the Close button to go back to the Map Layout window.

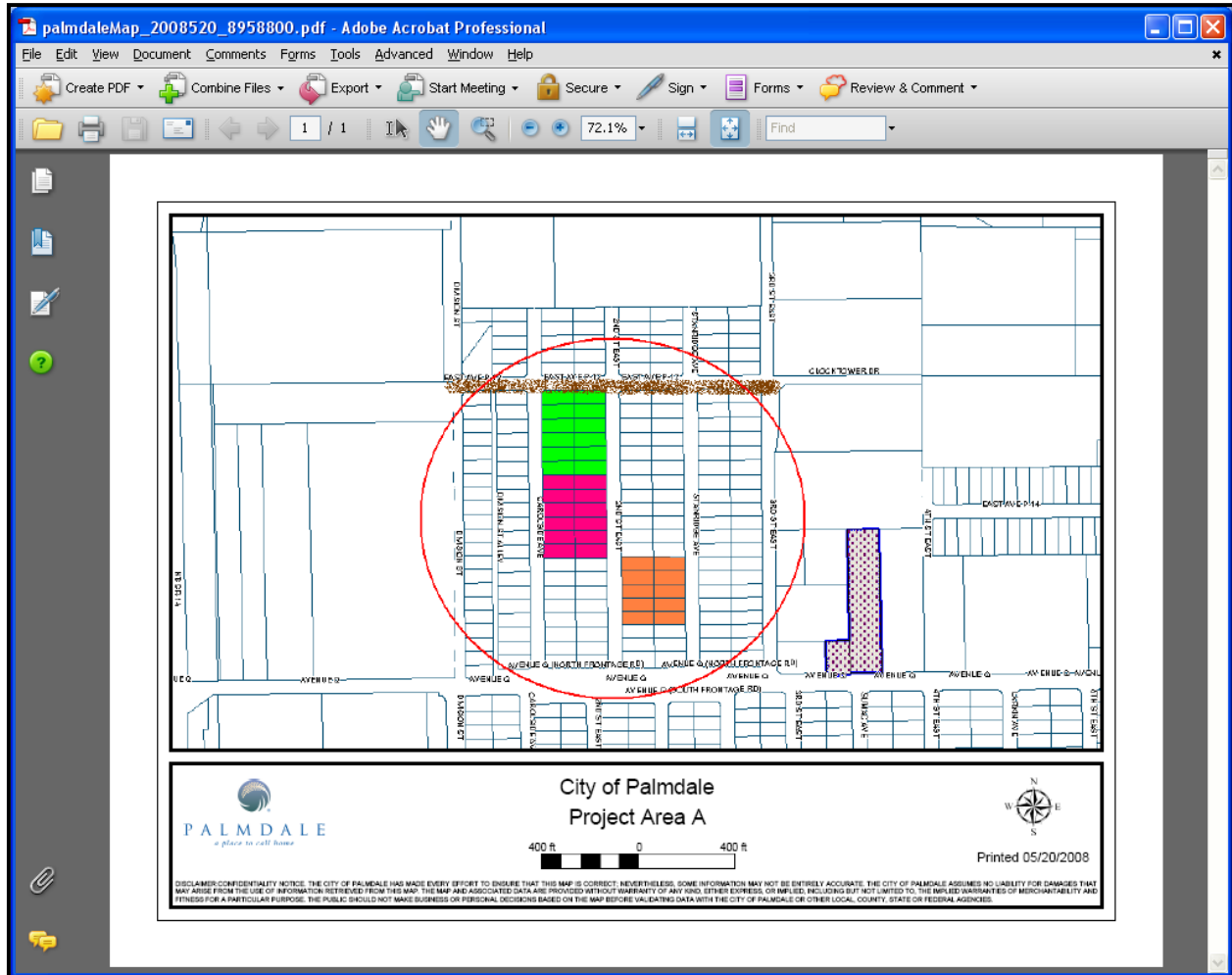


2. Copy Map – The Copy Map button allows you to copy your map to the clipboard and then paste it directly into another program.
3. Edit Map - Clicking on the Edit Map button in the Map Layout window brings your map into Microsoft Paint.



Here you can change colors, add lines, circles and text and do other types of editing. When you are done editing, save your file and close Paint. You will return to the Map Layout Window, which will now display an updated map layout reflecting the changes you just made.

4. Export to PDF - Clicking on the Export to PDF button will create a PDF of the formatted map (i.e. what you see using Print Preview). The PDF is opened in a new browser window. To save the PDF for later use or for distribution, click on File from the menu and select Save As. Name your map and save it in the desired location.



Note that the Print Preview, Copy Map, and Export to PDF tools can be used before or after any map customizations are done using the Edit Map tool. This means you can print, copy, and/or export a map to PDF that displays any customizations you made.

- When you are done, close the layout window to return to the Interactive MapGuide Site.