

PRINTING SCREEN SHOTS

I will be showing you how to use the print tool in Right of Way Mapping and Monitoring. This tutorial will not show you how to make prints of RW maps. This tutorial will show you to make a screen shot of a location, so you can make prints or send a copy in a PDF, JPG, or GIF format to another person.

1. Zoom in on the location you want to make a screen shot of.
2. Click on the tools tab.
3. The tools box will open up.
4. Click on the print tool.
5. The print box will open.
6. You can title your screen shot if you like.
7. Pick the format and orientation.
8. Check the box next to show legend, if you would like to have a legend. (Legend will show all the layers that are turned on.)
9. Click the preview button.
10. It will take a few seconds, but your screen shot will show up in another window or tab.
11. In this window you can save your screen shot or make a print of it by going to file then selecting print.