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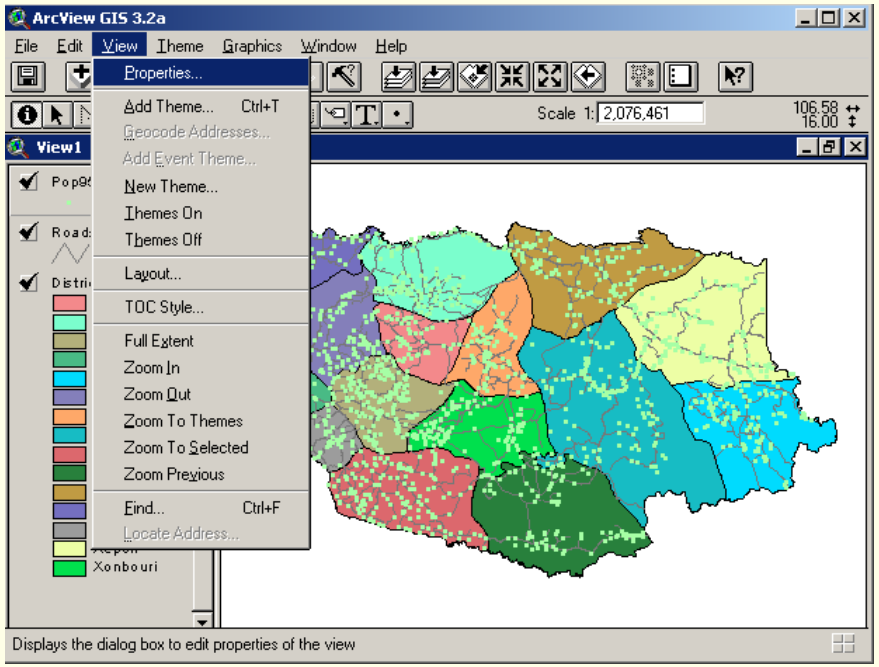
Laying Out and Printing Map

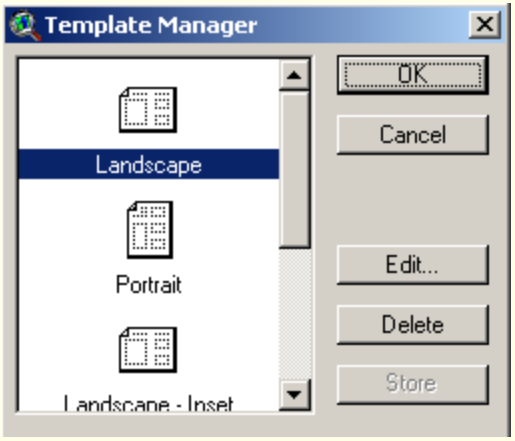
Hands-On

I. Create a New Layout

Supposed you've created this view and you want to put it in a layout.

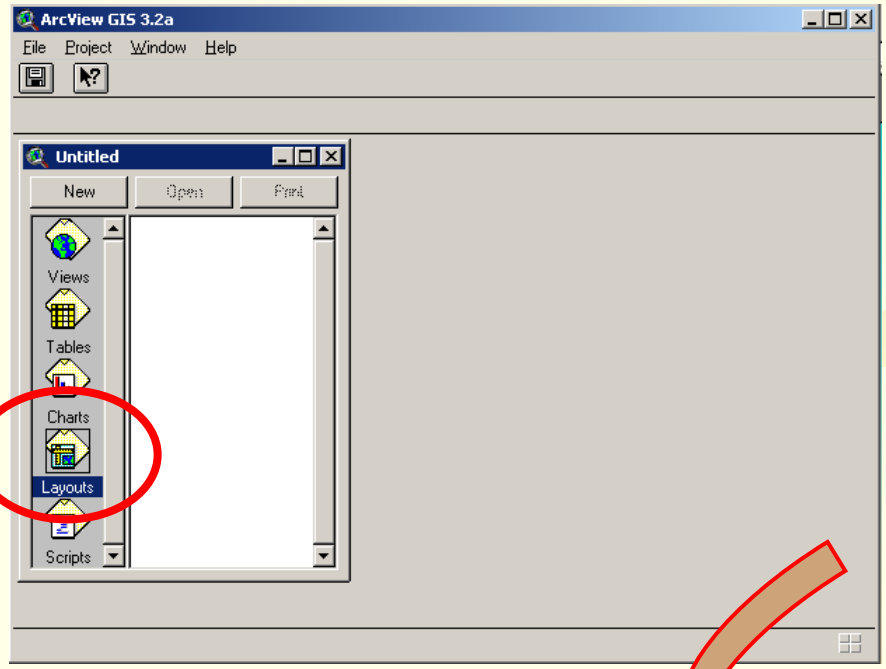
- Open the View if it's not already open
- View Menu, Choose Layout



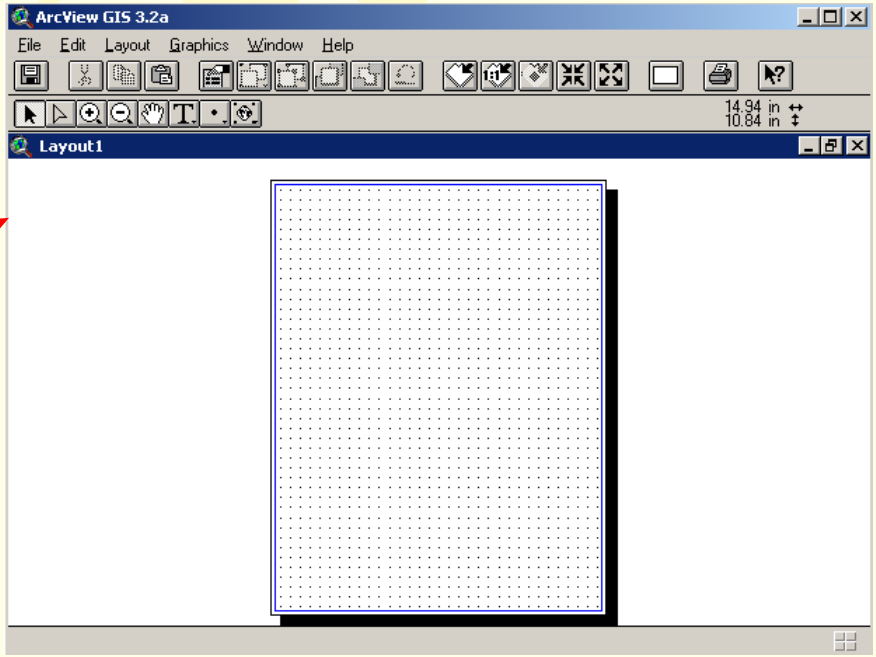


- In the dialog appears, Click Template you want to use for your layout.

Continued

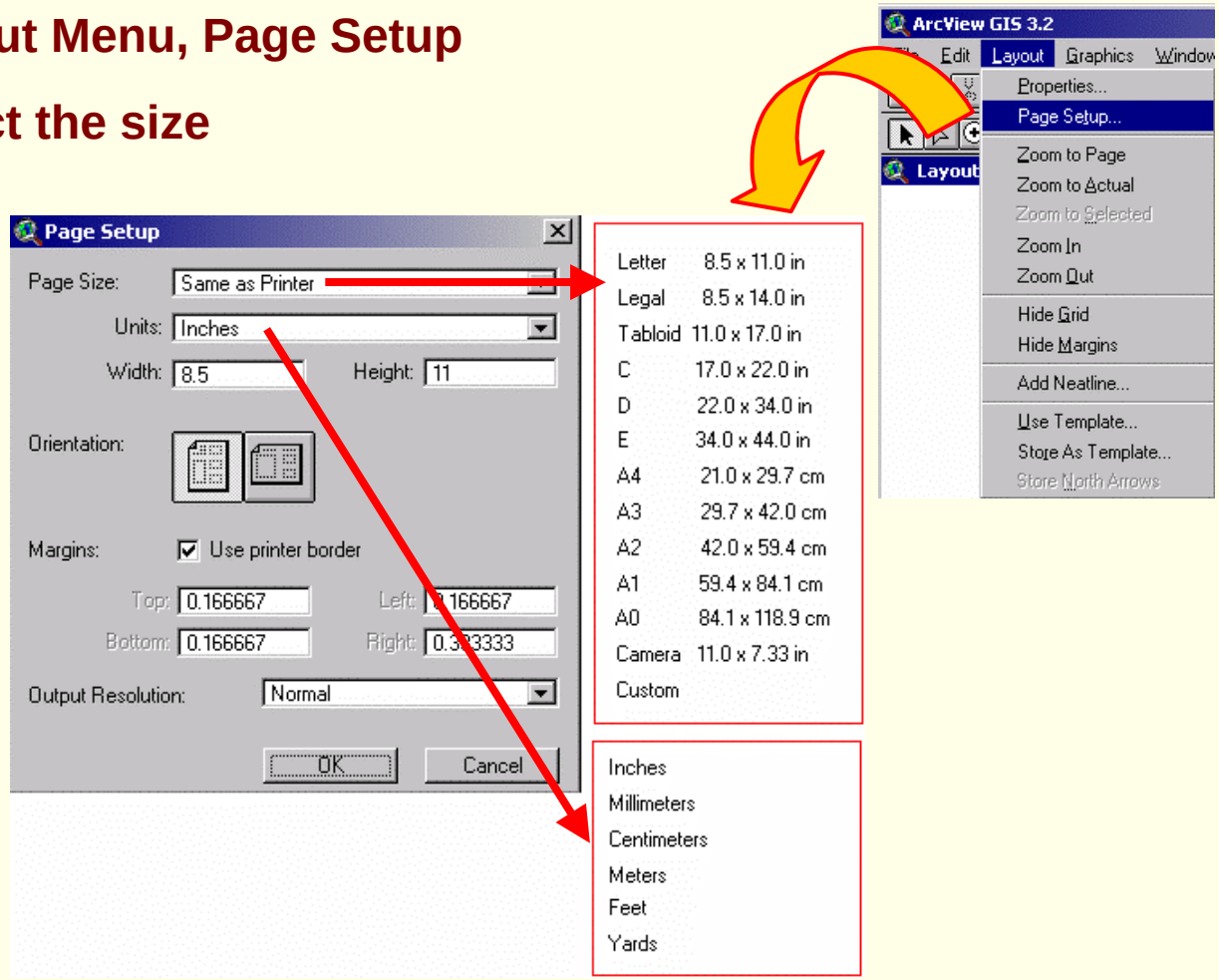


- Make Project Window Active
- Select Layout Icon
- Click New Button to Create a new Layout

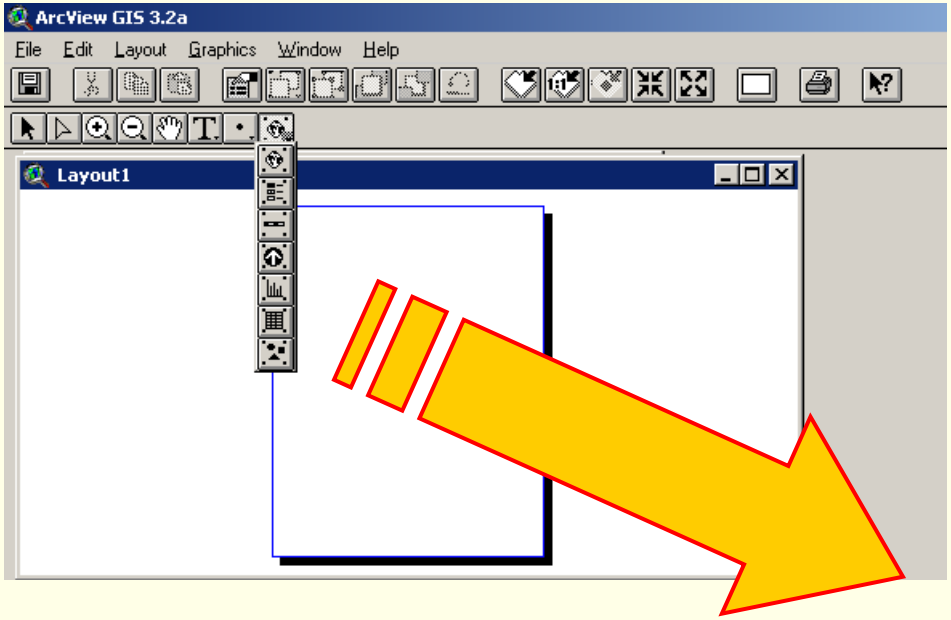


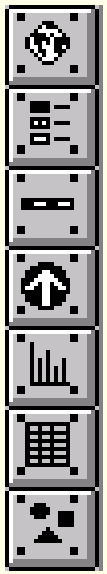
II. Setting Up the Layout Page

- Layout Menu, Page Setup
- Select the size



III. Adding Component to a Layout

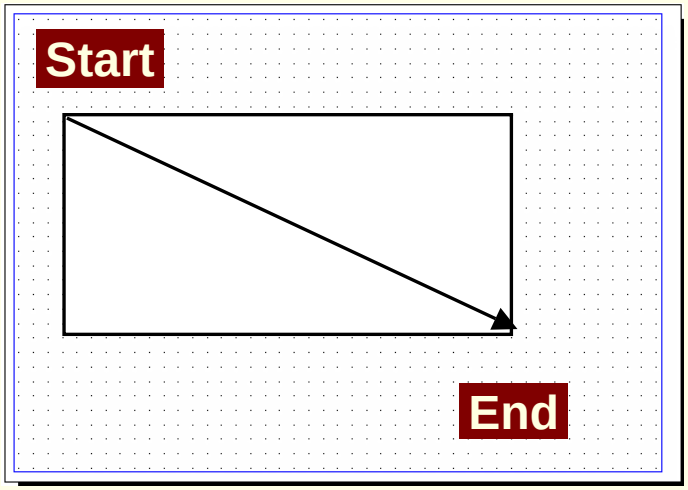




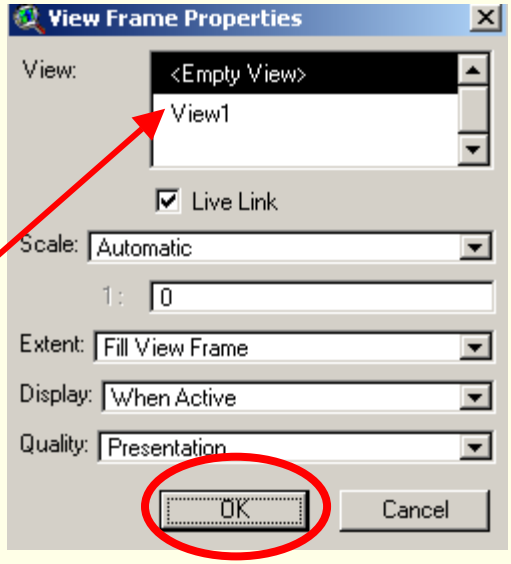
- View Frame
- Legend Frame
- Scale bar Frame
- North Arrow Frame
- Chart Frame
- Table Frame
- Picture Frame

A. Adding View Frame

- Click the View Frame tool
- Move the cursor from one corner of the view frame to be placed, hold down the left mouse button, and drag out a box to define the frame.

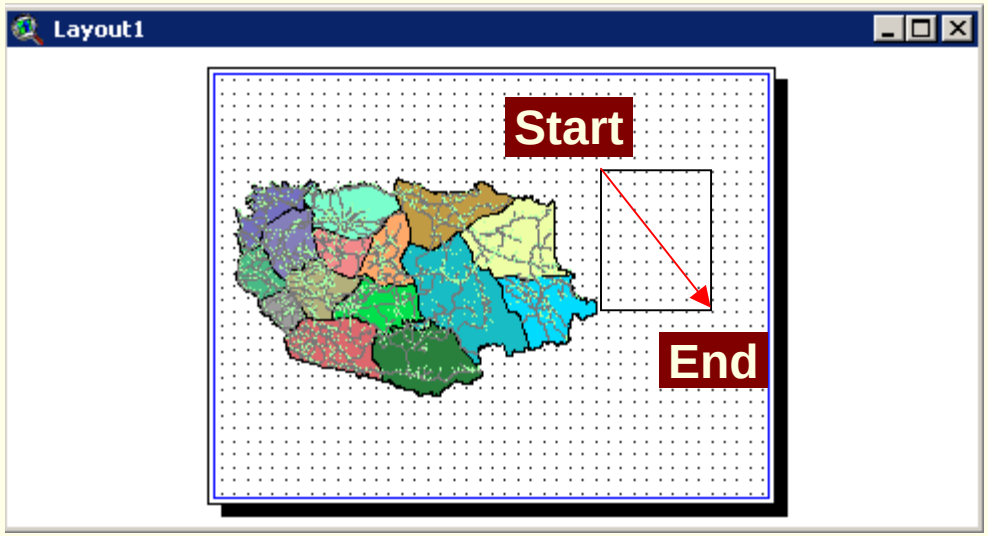


Select the View to be drawn

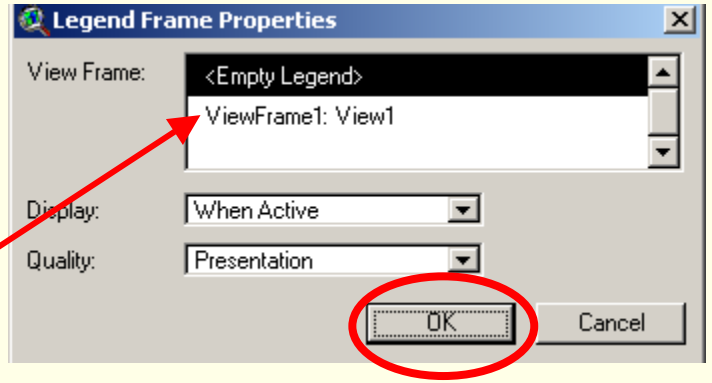


B. Adding Legend Frame

- Click the Legend Frame tool
- Move the cursor from one corner of the legend frame to be placed, hold down the left mouse button, and drag out a box to define the frame.



Select the Legend to be drawn



Editing Legend

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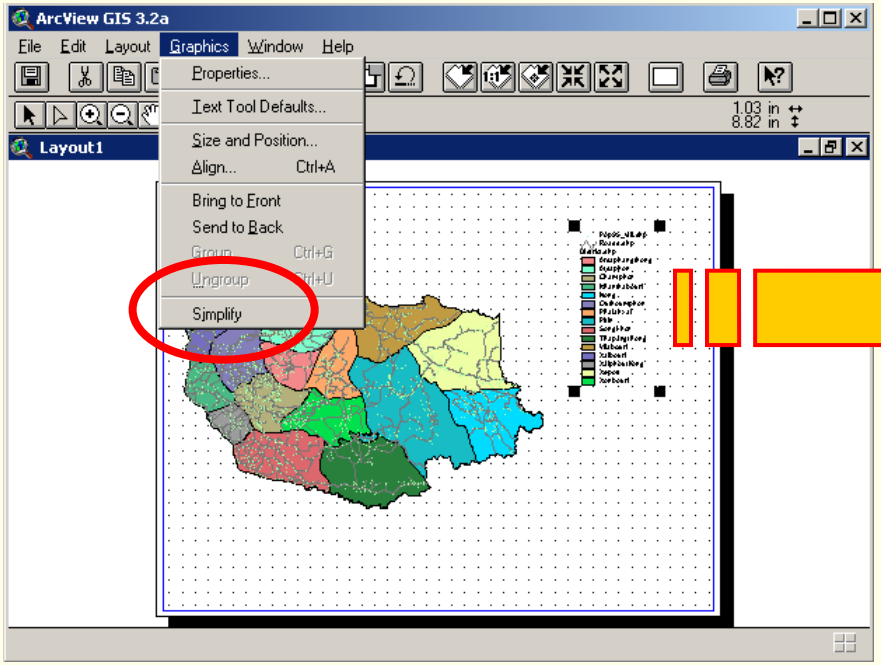
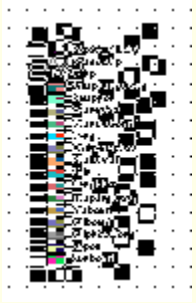
➢ **Select Legend Frame**



➢ **Go to Graphic Menu, Click Simplify**



C. Adding Scalebar to Layout

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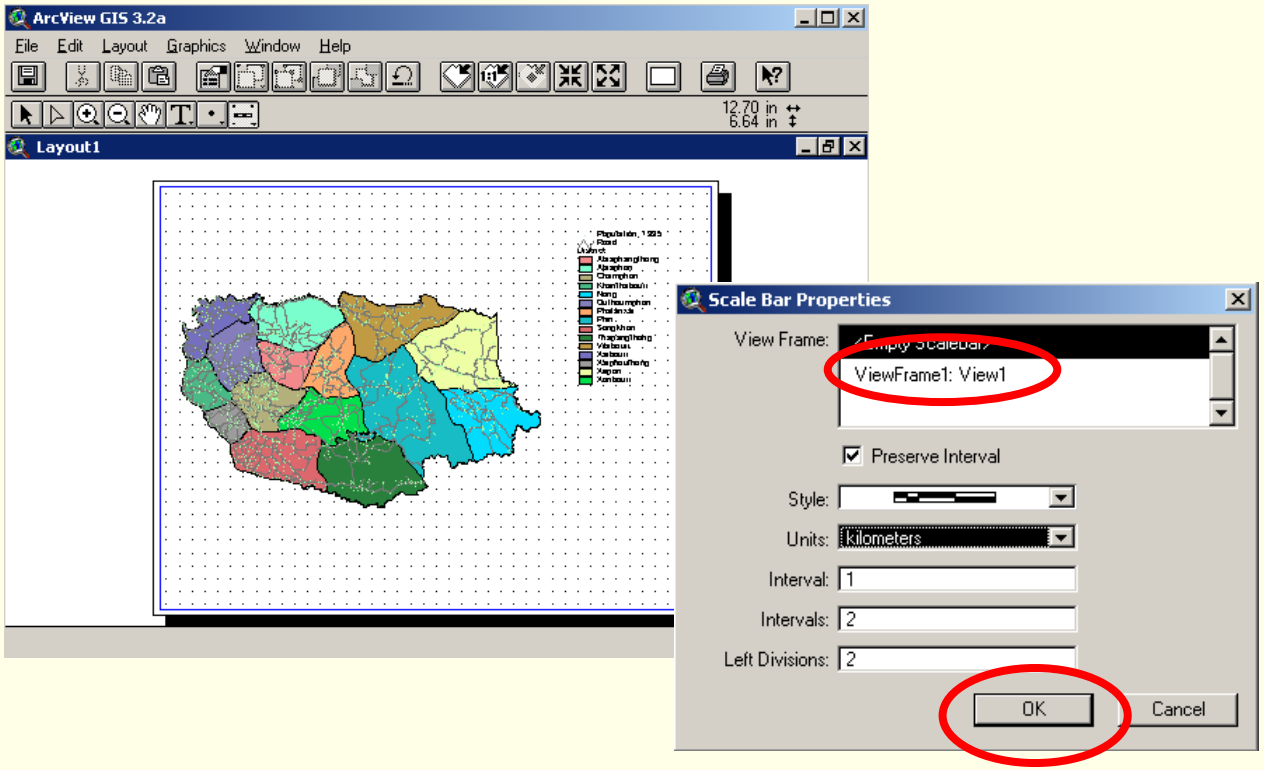
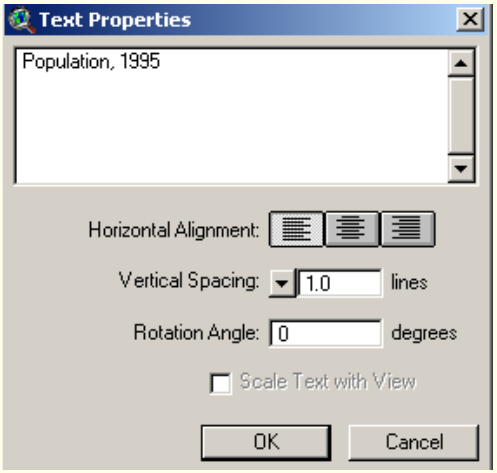
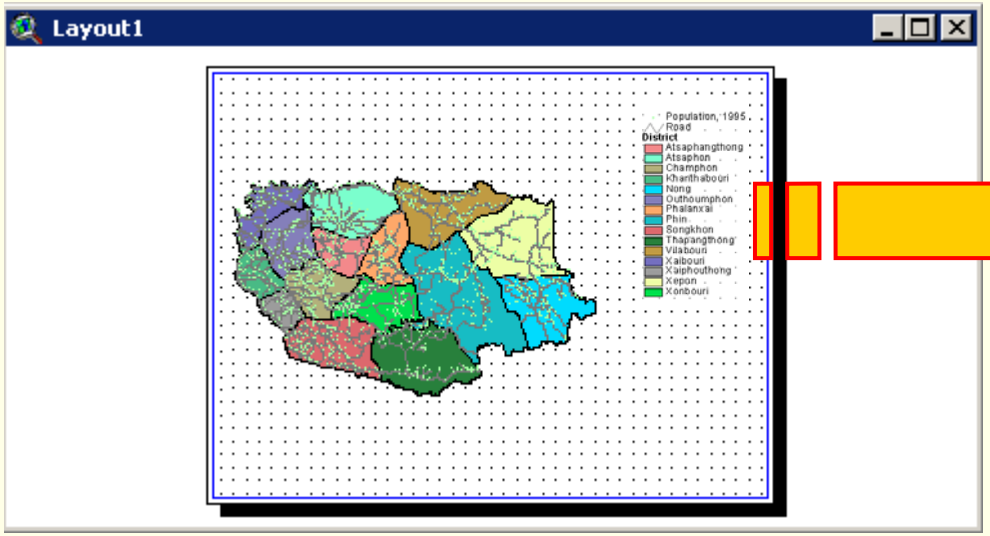
- Click Scale bar Frame tool
- Use the mouse to define where you want the north arrow to be drawn
- The Scale Bar Properties dialog appears. Choose the name of the view frame already in the layout that you want the scale bar to be associated with, and choose the other properties of the scale bar (Style, Units, Interval)



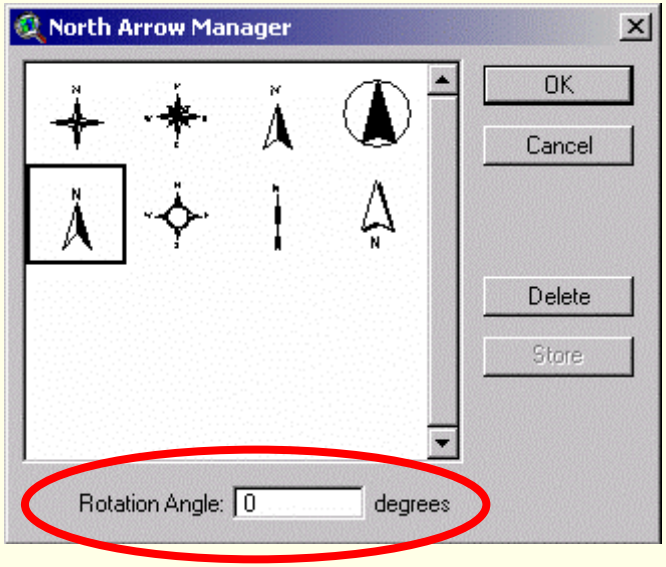
- **Select Legend need to be edited** Pop95_vill.shp
- **To Open Text Properties, Double Click and Edit (i.e.Population, 1995)**





D. Adding A North Arrow

- Click the North Arrow Frame tool
- Use the mouse to define where you want the north arrow to be drawn
- The North Arrow Manager dialog appears. Choose the north arrow style you want to use, and set the rotation angle, if desire



Making chart

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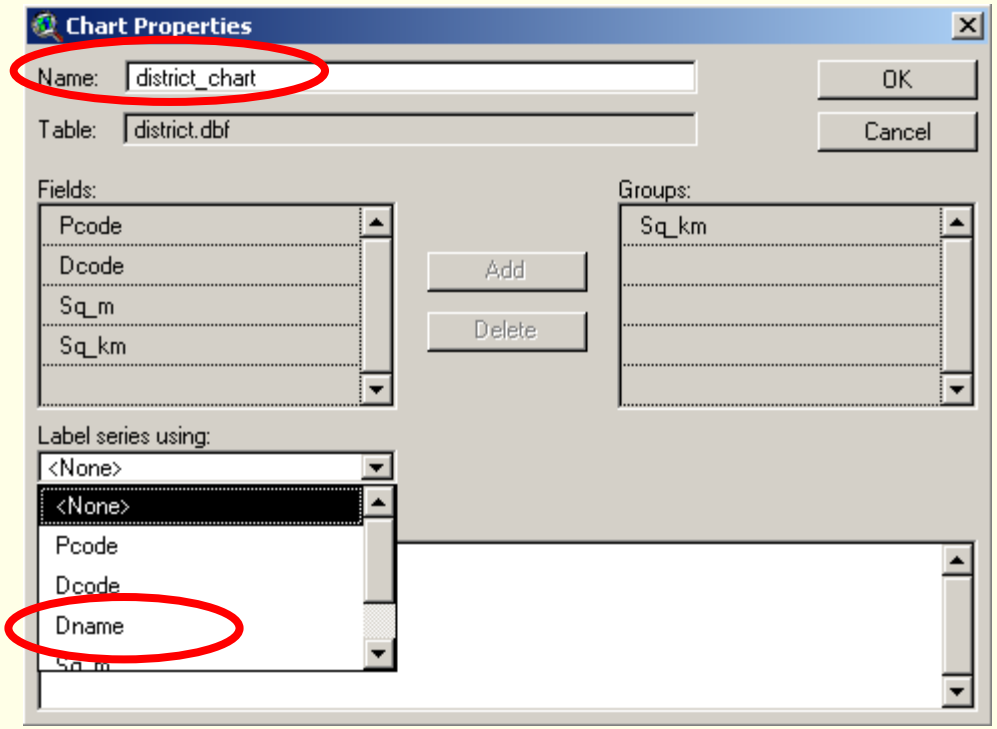
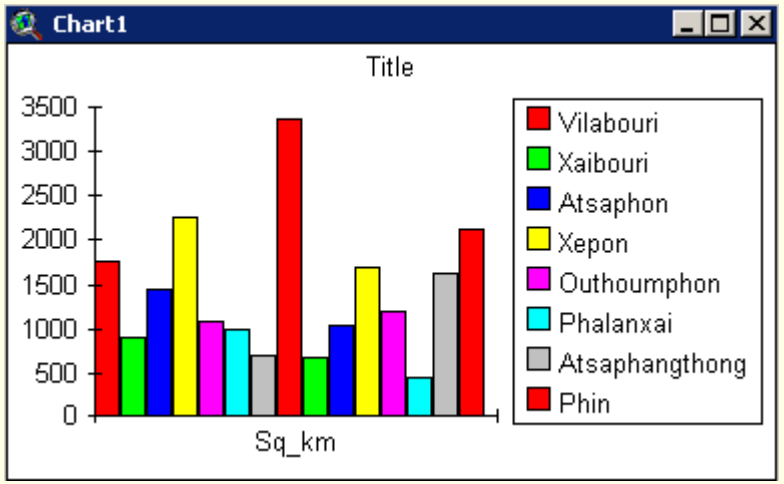
- Open district.dbf
- Click to create chart

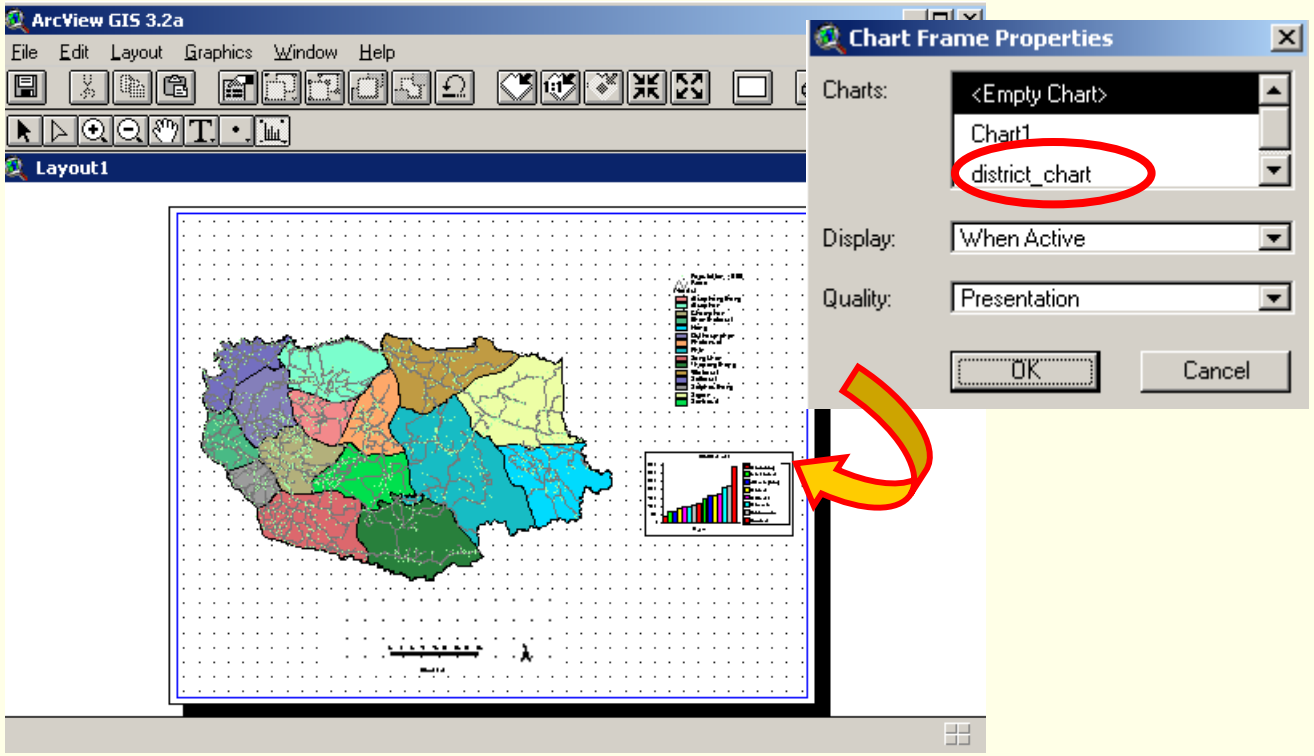


- Name as “district_chart”
- Fields: Select Sq_km, then click Add
- Label Series Using “Dname”
- Click OK



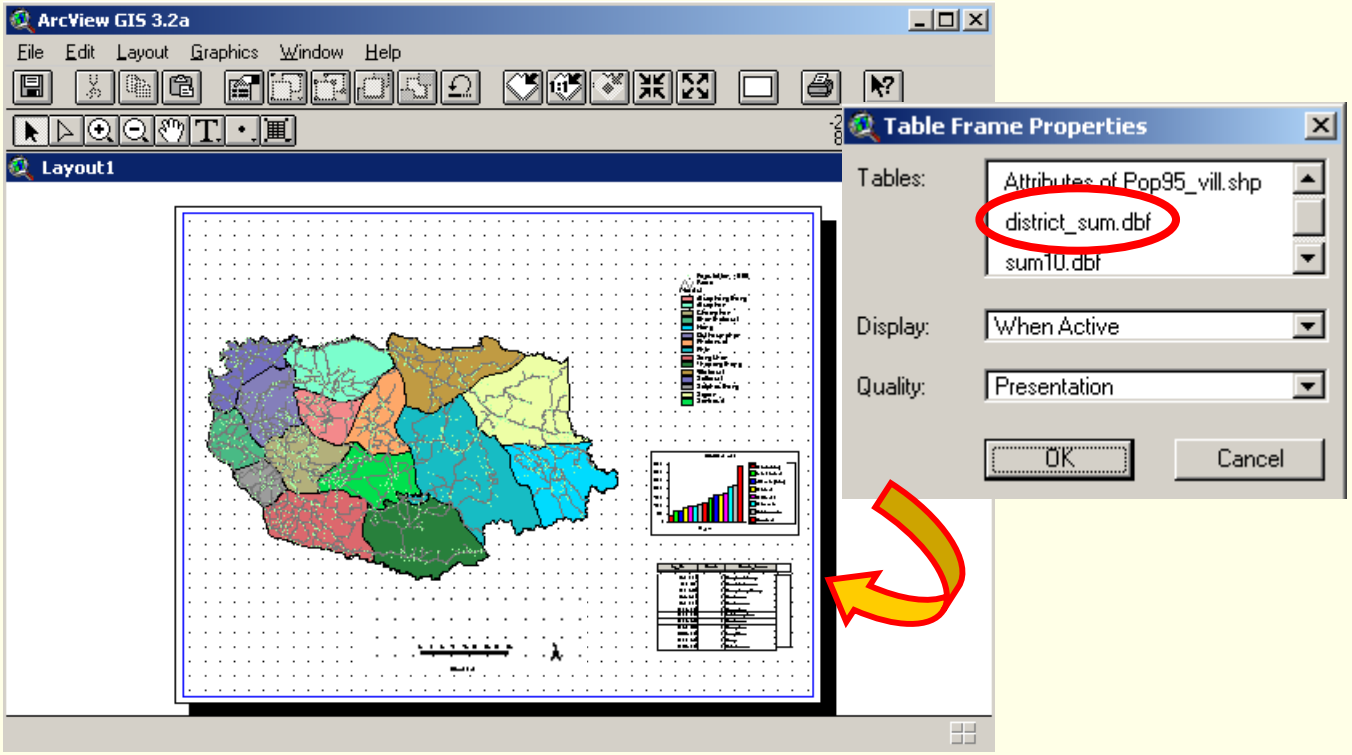
E. Adding A Chart to Layout

- Click the Chart Frame tool
- Use the mouse to define where you want the chart to be drawn
- The Chart Frame Properties dialog appears. Choose the chart you want



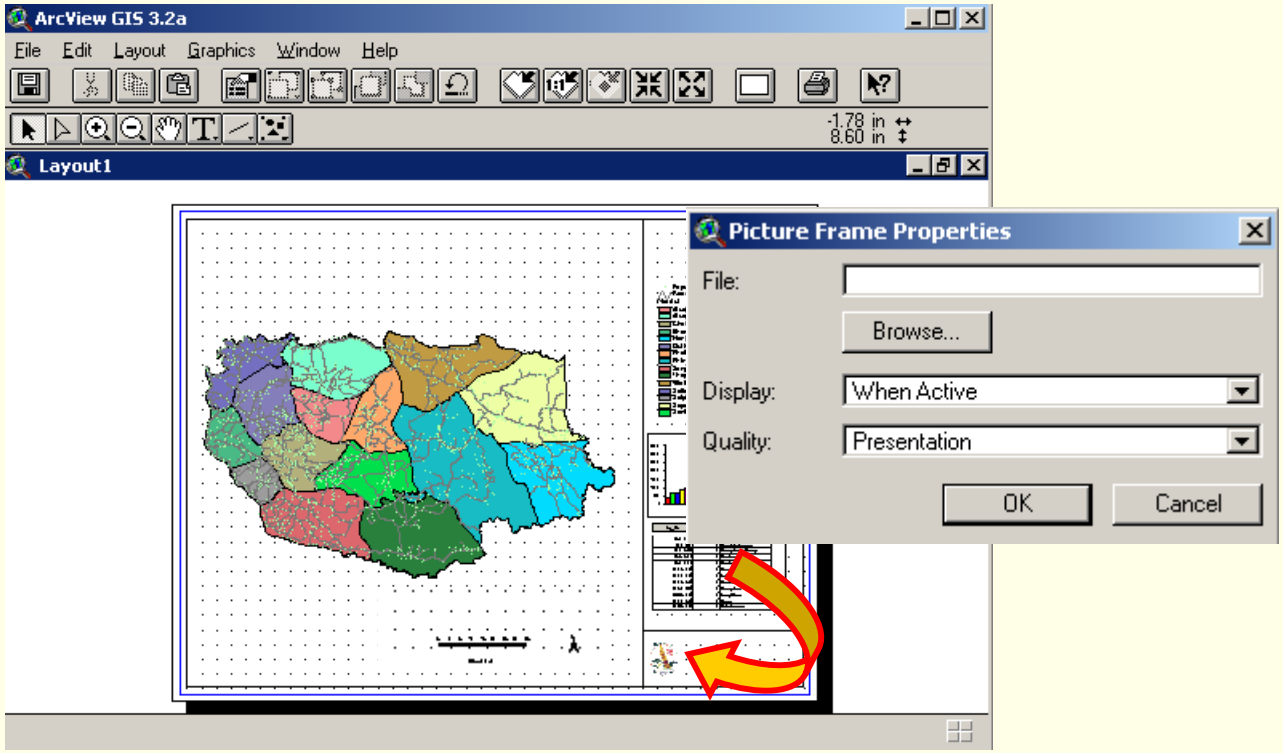
F. Adding A Table to Layout

- Click the Table Frame tool
- Use the mouse to define where you want the table to be drawn
- The Table Frame Properties dialog appears. Choose the chart you want



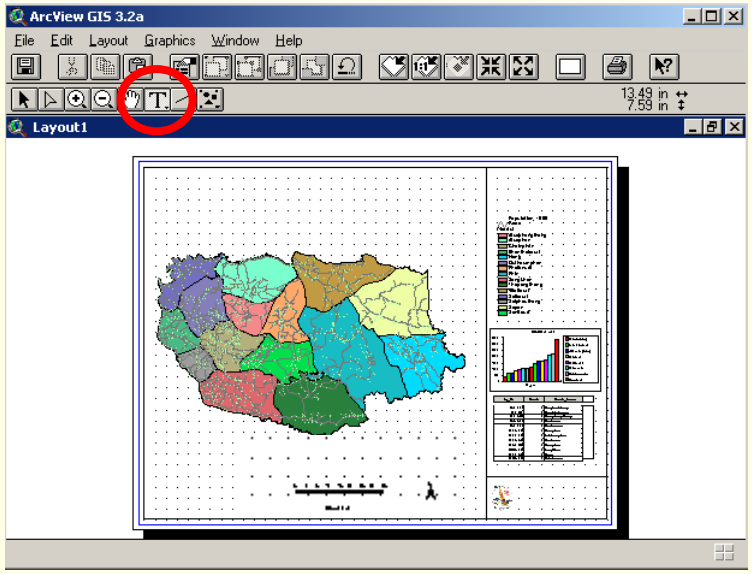
G. Adding A Picture to Layout

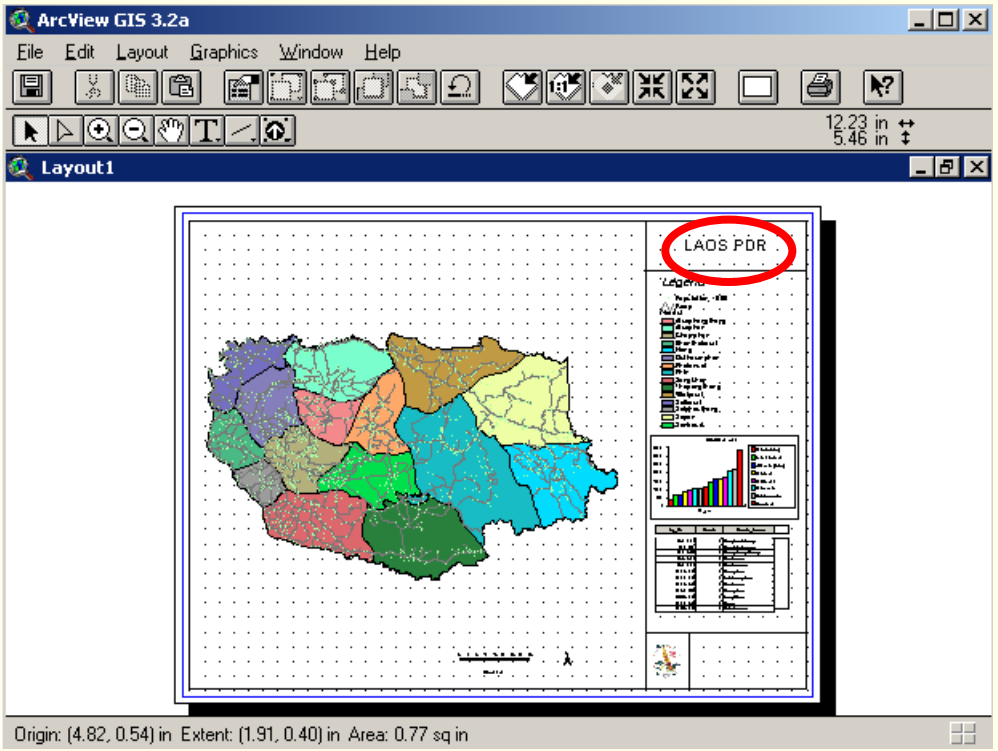
- Click the Picture Frame tool
- Use the mouse to define where you want the table to be drawn
- The Picture Frame Properties dialog appears, Browse File and Click OK



H. Adding Text to Layout

- Click to Create “Text”
- Use the mouse to define where you want to add “Text”





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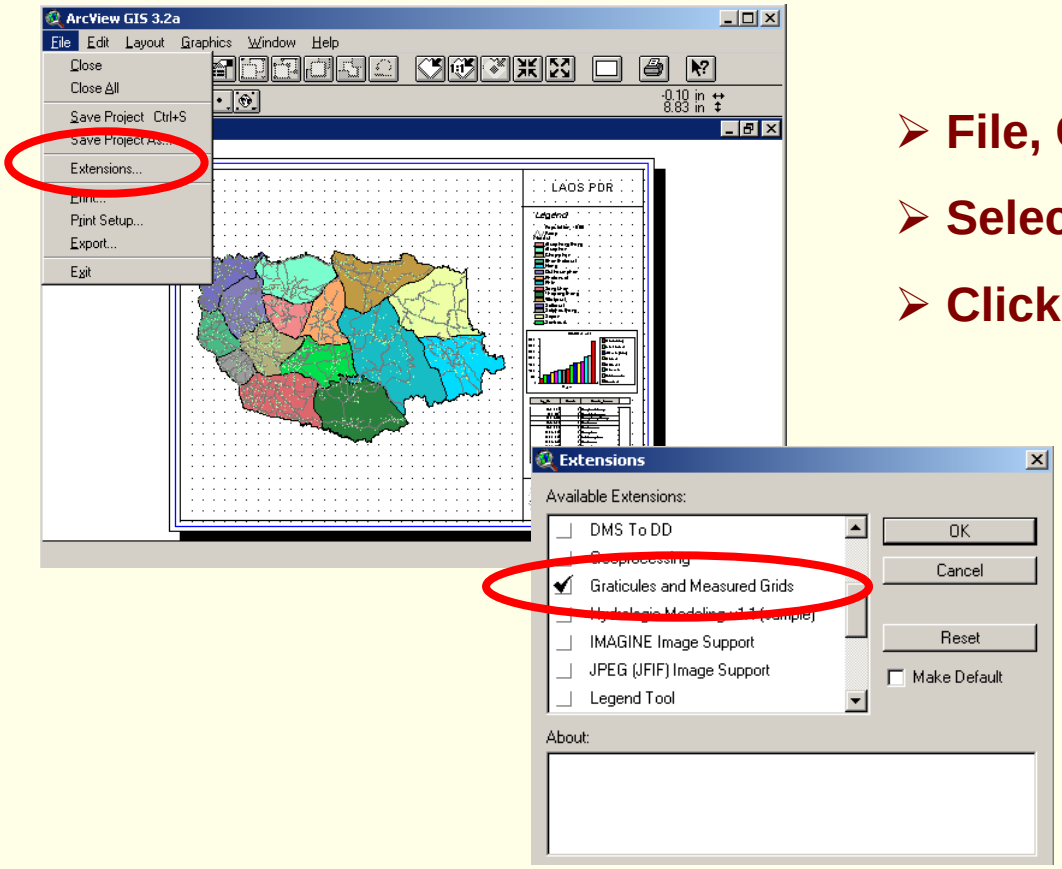
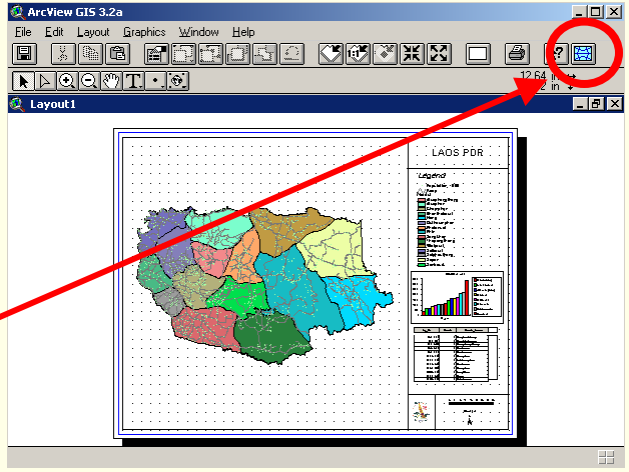
I. Adding Graticule/Grid



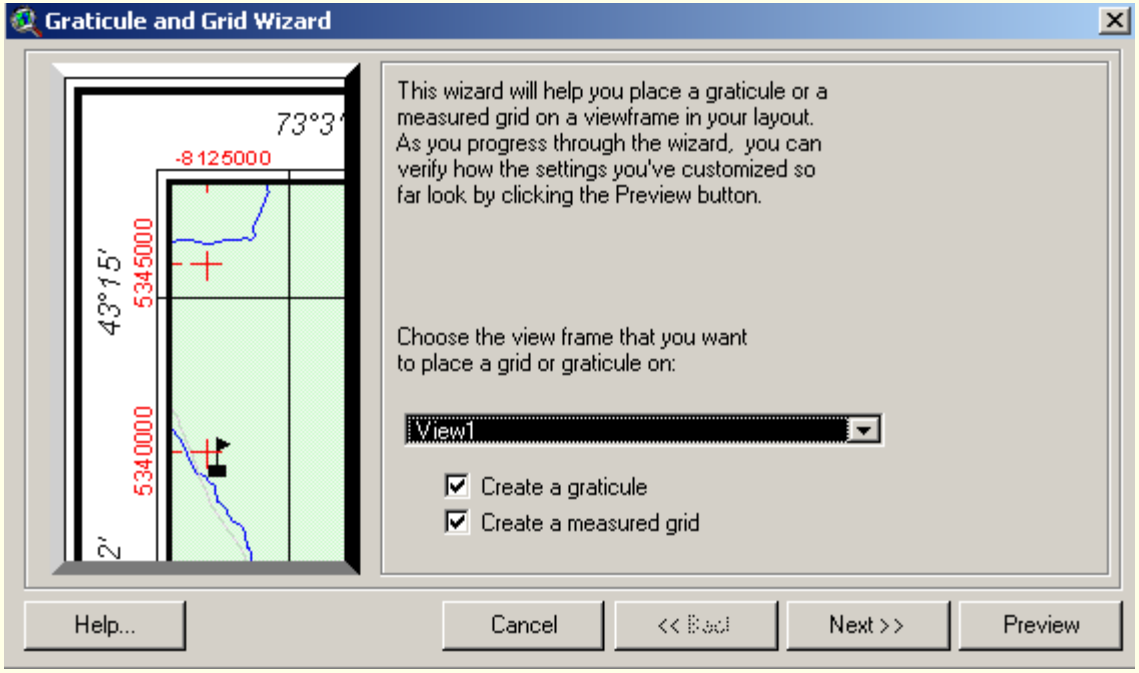
- File, Click Extension
- Select Graticules and Measured Grids
- Click OK



Graticules and Grids button will appear

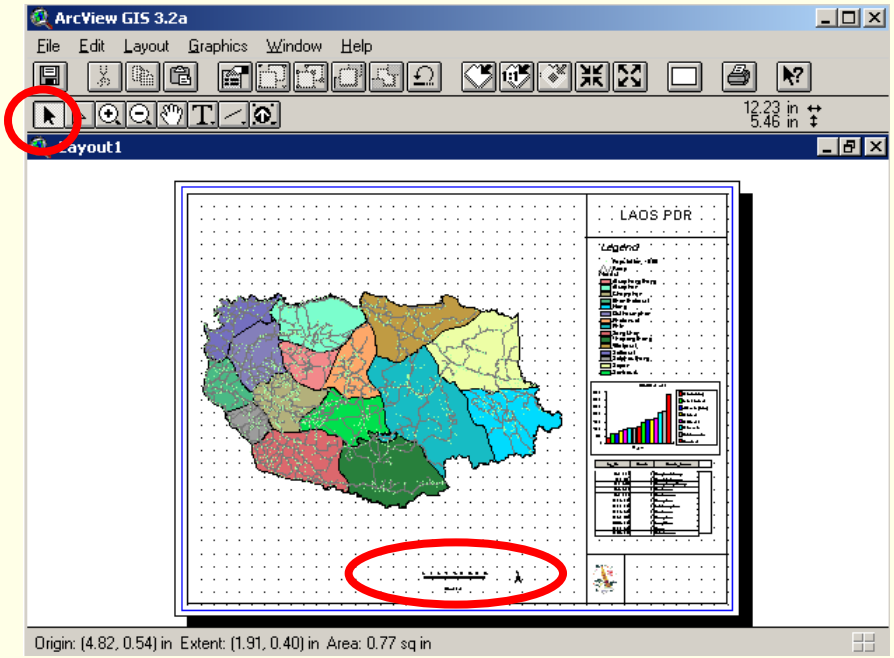
Continued

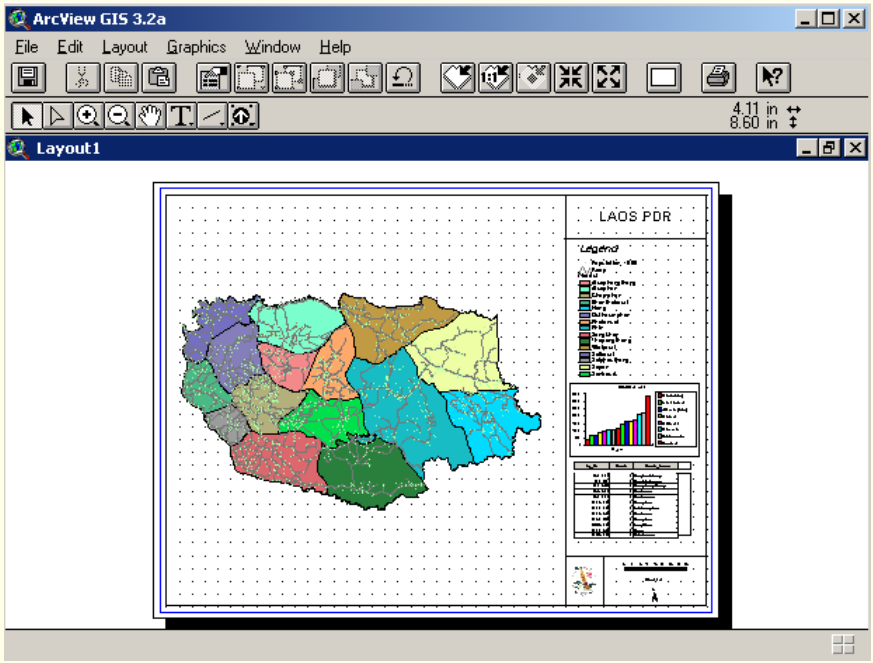
- Click
- Graticules and Grid Wizard will appear
- Select the view frame
- Select Option if you want to Create both Graticule or Measured grid
- Click Next



J. Rearrange A Layout

- Click Pointer Tool
- Select the component you wish to align by dragging over them, and holding down SHIFT click them one by one





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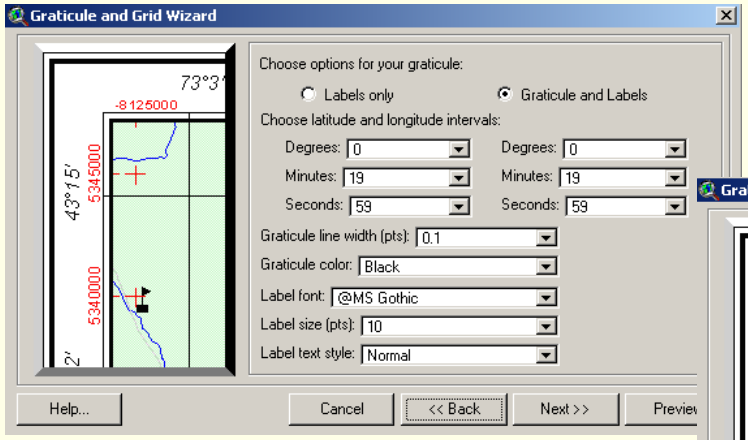
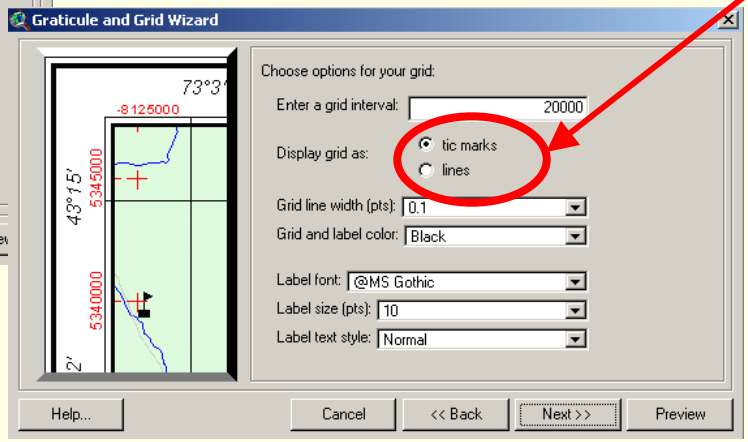
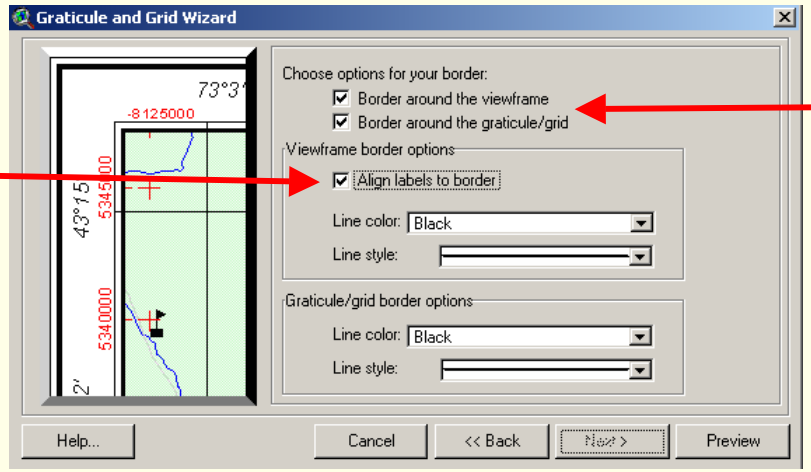


Select to display grid as Tic Marks or LInes



Align labels

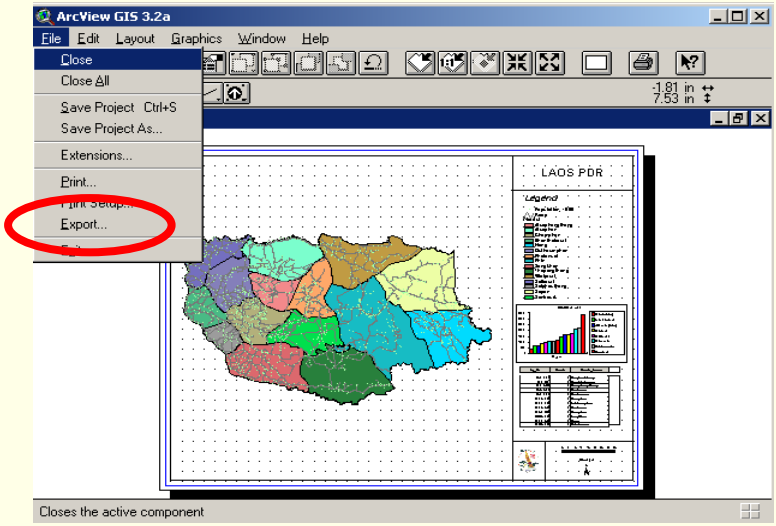


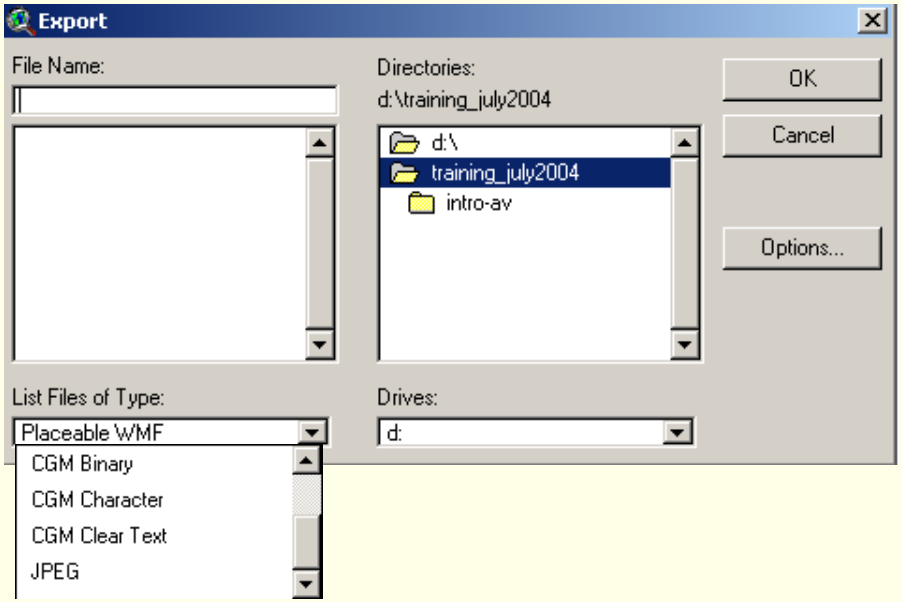
Select border, if desired

- **Click Preview, Finish**

V. Exporting a Layout

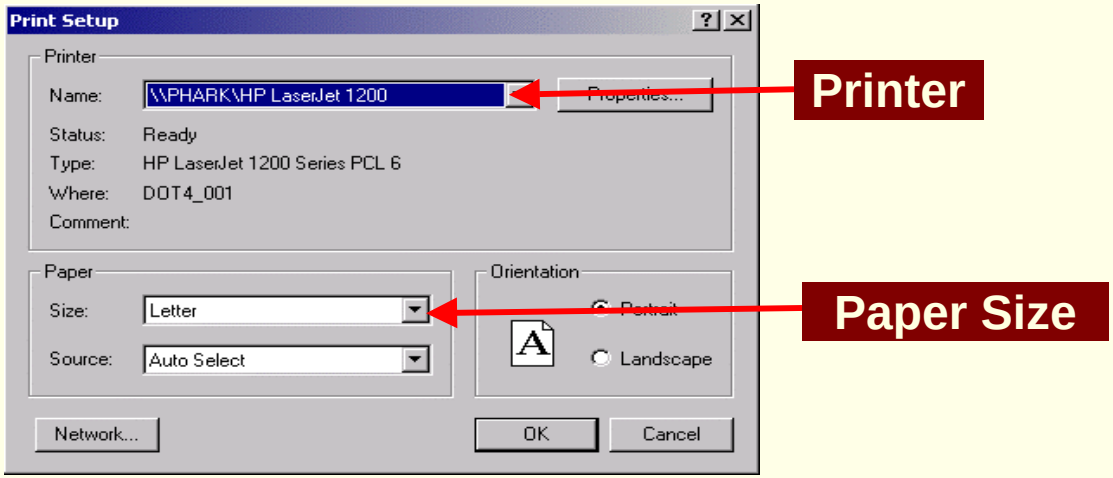
- File Menu, Choose Export





- In the dialog that appears, choose the File format and specify the name and location

IV. Printing a Layout

- File Menu, Select Print
- In the dialog that appear, specify the print options.

These options will depend on the type of printer your are using and the platform on which you are running ArcView.