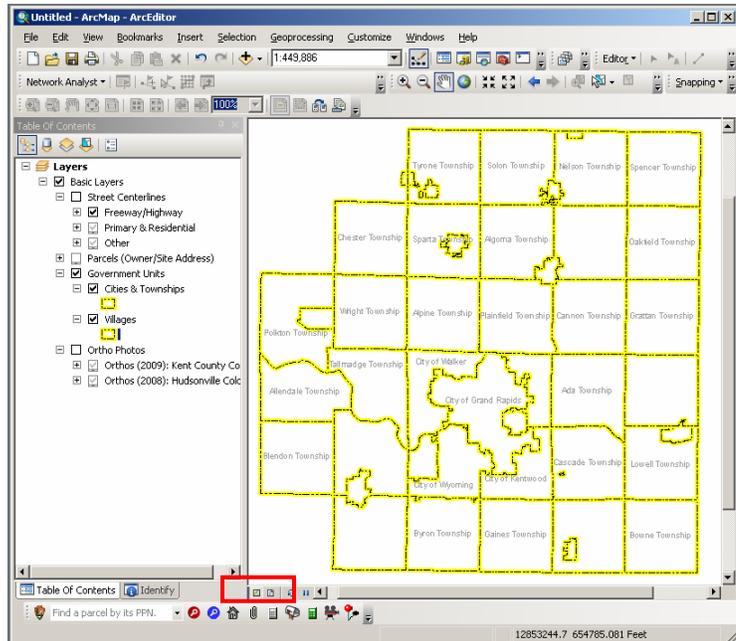


This REGIS QuickReference Sheet describes how to print a simple map from the REGIS ArcGIS environment.

Printing a Simple Map

1. Log into ArcGIS (ArcView , ArcEditor , ArcInfo) as you normally would. Either start a brand new blank project or open an existing Map Document (.mxd) file. You can add or remove layers, pan and zoom the map to the area desired, perform analysis or anything else you normally would prior to printing the map.
2. When you are nearly ready to create the map for printing, center your window roughly where you want the center of your printed map to be and zoom in roughly to the correct extent (the area that you are looking at). You do not need to have the window exactly centered or zoomed in to exactly the right spot, as you can easily adjust the location and zoom in the next steps.
3. You have likely been working in the “Data View” prior to this. To setup your map for printing, click on the “Layout View” icon in the lower left-hand corner of your data window (see image at right), or simply click on the “View” drop-down menu and choose “Layout View.” Your main window will now feature a blank “piece of paper” with your map centered in the middle. If you only want a “quick-and-dirty” map with none of the extra bells and whistles, you can choose “File”-“Print” now and print your map.



Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to regis@gvmc.org, or consult the REGIS Support Center at http://www.gvmc-regis.org/regis_users.html. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>