

This REGIS QuickReference Sheet describes how to export a map from the REGIS ArcGIS environment to an Adobe Acrobat PDF file format. Exporting a map to a pdf format makes it easy to share information by allowing you to quickly email a map to shara data and information.

Exporting a Map to a PDF file

1. Log into ArcGIS 9x3 (ArcView 9x3, ArcEditor 9x3, ArcInfo 9x3) 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 exporting the map.
2. Click on **File** and a drop down menu will pop up. Click **Export Map** (figure 1)
3. The export map window will pop up. Navigate to the directory where you would like the PDF file saved. (figure 2)

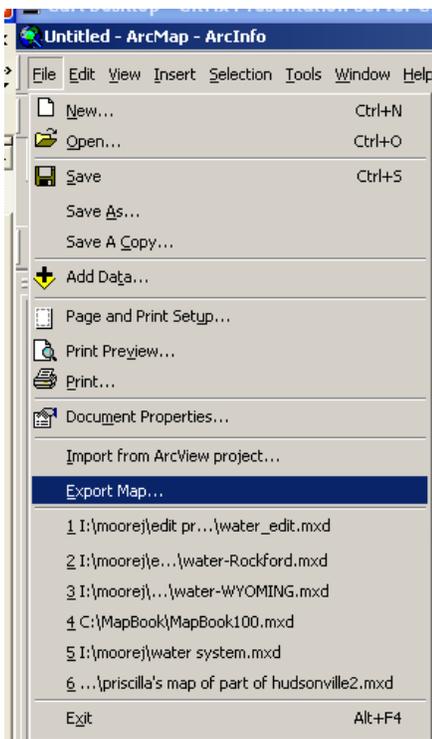


Figure 1

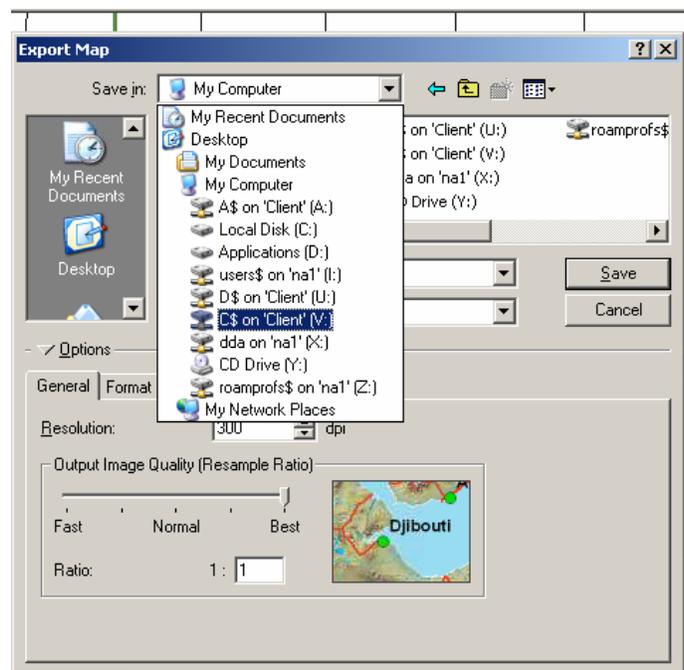
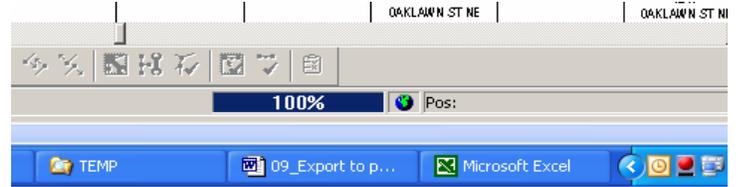
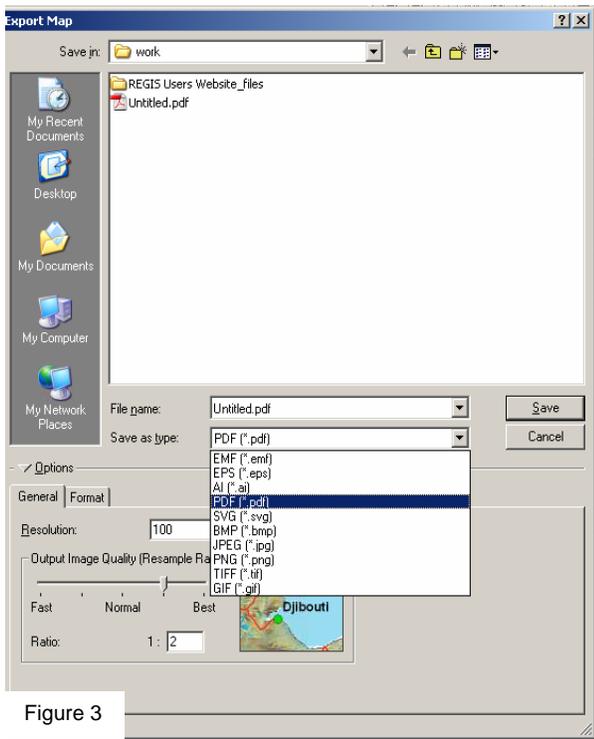


Figure 2

4. Under "Save as type:" pick **PDF (.pdf)**. Once you have the right location and correct file type click on the **Save** button. (figure 3)



5. You should see a status bar pop up at the bottom right hand corner of the screen (figure 4). After the status bar disappears, navigate to the directory where you saved the file to open and view the PDF file.

Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS 9.3 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 Michele Wittkowski at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>