

Using Map Products Tool

Abstract

This guide will show you how to create a Map Product using the Map Products Tool. It will also give you directions for saving the map.

Steps: Map Products button – Populate Heading Fields – Change Scale to 660 scale –Adjust Map Elements- Export Map as PDF.

Details

Note: The fields and tracts have to be attributed before this step can be done.

1. Click on the Map products button. 

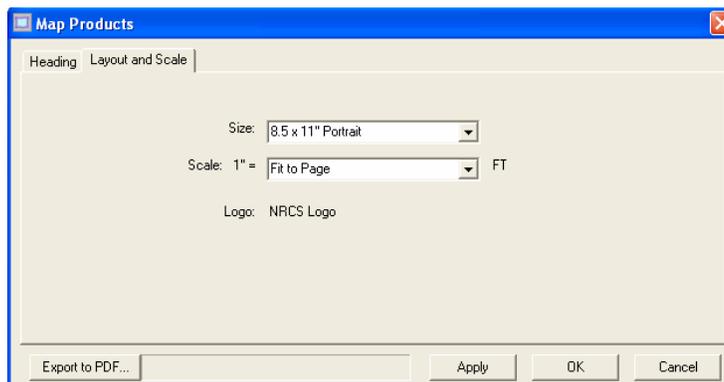
Any or all of the information listed on this screen can be shown on your Map Layout. If you want a heading on your map, you will have to place a check mark in the box in front of that heading.

Below are the headings and what is included when you select them.

2. **Map Title-Check** the Map Title box and type in the map title (Conservation Plan Map, Soils Map, etc.)
3. **Customer**-select the landowner if there are multiple names listed.
4. **Field Office**-will default to the default office that was set up in the Toolkit Preferences. If you serve multiple counties, you will have to choose the correct one.
5. **Agency**-type in USDA-NRCS.
6. **District**-will default to the default office that was set up in the Toolkit Preferences. If you serve multiple counties, you will have to choose the correct one.

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7. **Land Units-Check** the box and all of the land units within the tract are listed. If you then **click** on one of the rows within that box, that is what will be displayed on your layout. (This heading is rarely used).
8. **Assisted By**—Your name will show up in the drop-down list.
9. **Date**—**Check** this box and today's date will be on the map.
10. **Approx. Acres**—If you want the acre amount to show on the layout, you will have to enter them here.
11. **State and County**—WI and the county name to the map. This is taken from the Toolkit Preferences.
12. **Legal Description**—Type in the Town, Range and section here. This is a memo box, so if there is information that you would like to include on your layout, you may type it here. An example would be "If any of this information is incorrect, please contact our office immediately."
13. **Layout and Scale tab**---Clicking on this will allow you to set the scale of the map ahead of time. Click on the down arrow by 1" = and then select 660'. This will set the scale to 1:7,920 (660 scale). You can also change the orientation and page size here.



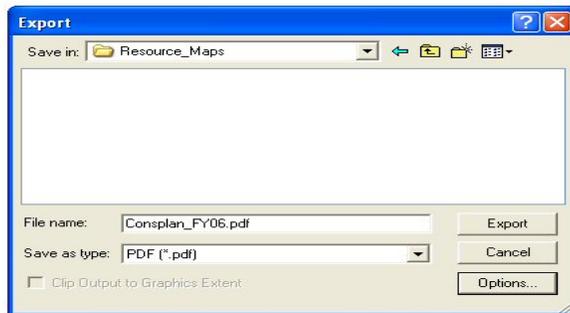
14. **Export to PDF**---(We don't recommend using this option).

NOTE: It is recommended that you do not save your map at this time. Any changes you happen to make to the map will not be saved in the PDF file.

15. **Adjust Map**---Make sure your scale is correct in the Scale blank at the top of the screen Choose the Select Elements tool . Modify the position of the text, north arrow, etc. to your liking. Modify how the scale bar, north arrow, etc. look by selecting one, **right-click** on it, and choose *Properties*.
16. When you are finished, **click** the **OK** button to apply the changes and close the map products window.

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17. To export the final map, under the *File* Menu, **click** on *Export Map*, and type in the file name for the PDF that will be created. Change the "Save as type" option to PDF file. Will export map as a PDF file to the Resource Maps folder. Please name the file something like *Conservation_PlanFY05.pdf*. Putting tract numbers in the name is also helpful for landowners that own multiple tracts.



Note: Please make sure that Toolkit refers to the correct landowners Resource_Maps folder when exporting PDF files).