

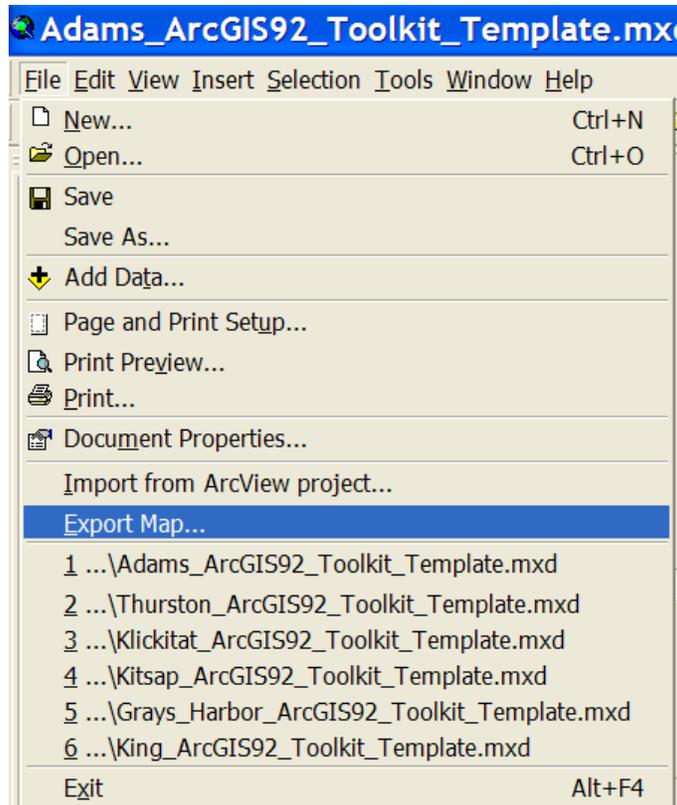
## Helpful Hint—How to Save a Map Layout

<b>Applies to Version:</b>	Toolkit SP4, ArcGIS 9.2
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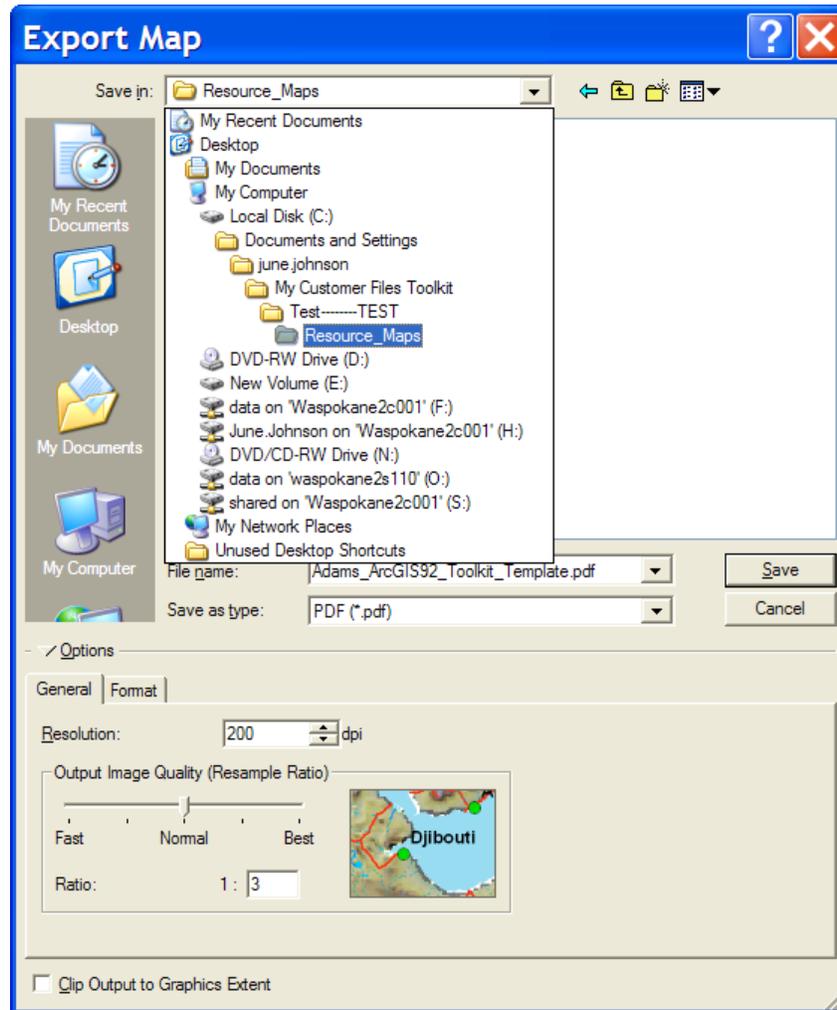
**Background:** Previous versions of Customer Service Toolkit had a print to Adobe .pdf button on the Toolkit Toolbar. Since there were some problems with this producing the wrong size document in Toolkit SP4, the .pdf button was removed. The same thing is easily accomplished using the features built into ArcGIS 9.2.

### Procedure:

1. Make a layout that you want to save.
2. In the layout view, go to **File→Export Map**

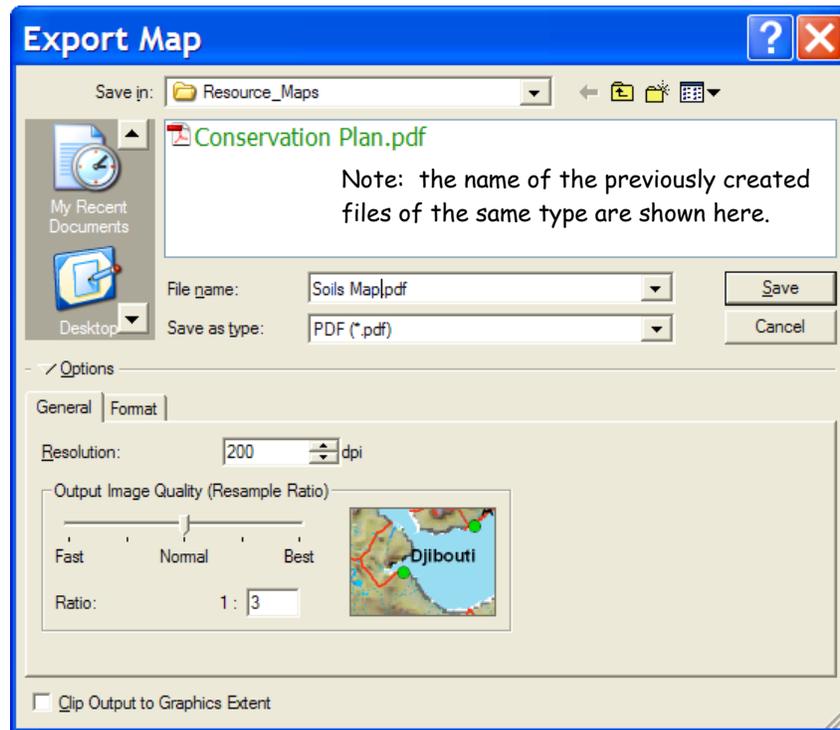


3. On the **Export Map** pop-up window browse to the **Resource Maps** folder for your Customer



4. The file name will default to the name of the ArcMap project. Change this to something more meaningful like **Conservation Plan Map.pdf**, if an Adobe **.pdf** map is desired. There are several types from which to choose, e.g. **PDF**, **BMP**, and **JPEG**.
5. Under Options shown on the **General** tab at the bottom of the **Export Map** screen, set the **Resolution** to **200 dpi**. Slide the **Output Image Quality (Resample Ratio)** to **Normal**.
6. Click **Save**.

7. Repeat steps 2-6 for a Soils Map.



#### Additional Information:

Here is a file size comparison of the same *Soils Map* saved using **BMP**, **JPG**, and **PDF** formats.

 Soils Map(200_Normal).pdf	825.4 KB
 Soils Map(200dpi).bmp	10.7 MB
 Soils Map(200dpi).jpg	2.2 MB
 Soils(300_Best).pdf	12.3 MB
 Soils(300_Normal).pdf	1.6 MB

Based on this analysis, it is recommended that we use the **PDF** format with settings at **200 dpi** and **Normal Output Image Quality**.