Print a Map to Scale

Exercise 2:

There are two ways to print a map to scale from a MapPlace map. One is to use the print features provided by MapPlace. The other is to copy and paste to an external software such as Microsoft Word or Power Point.

Zoom into the Kamloops area at about 200,000 scale.

Open the BCGS Geoscience map
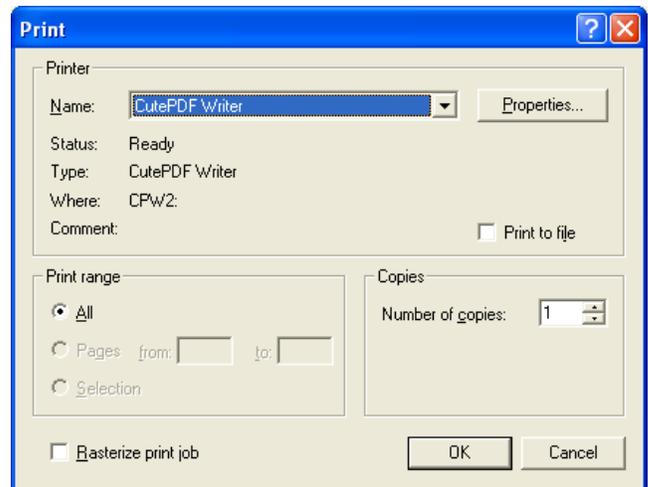
Turn on layers

BC Communities
Roads 1:250K (<2M)
Rivers 1:250K (<2M)
Lakes 1:250K (<2M)
MTO Mineral Titles Online solid

Highlight some claims to include with your map. Create a buffer of 1 metre around the claims. Turn off MTO layer. Place cursor in map and right click. Select Page Setup from the menu.

In the 'Title' window with the Title box checked, enter a title name 'My Claims'. Check the boxes for what features you would like on the map. (Scale bar, Legend, etc..) In the Map Size section select 'Specific Scale and input 100000 in the window. Click 'OK'. Right click in the map window again and select 'Print'.

Select you printer and click 'OK to print.
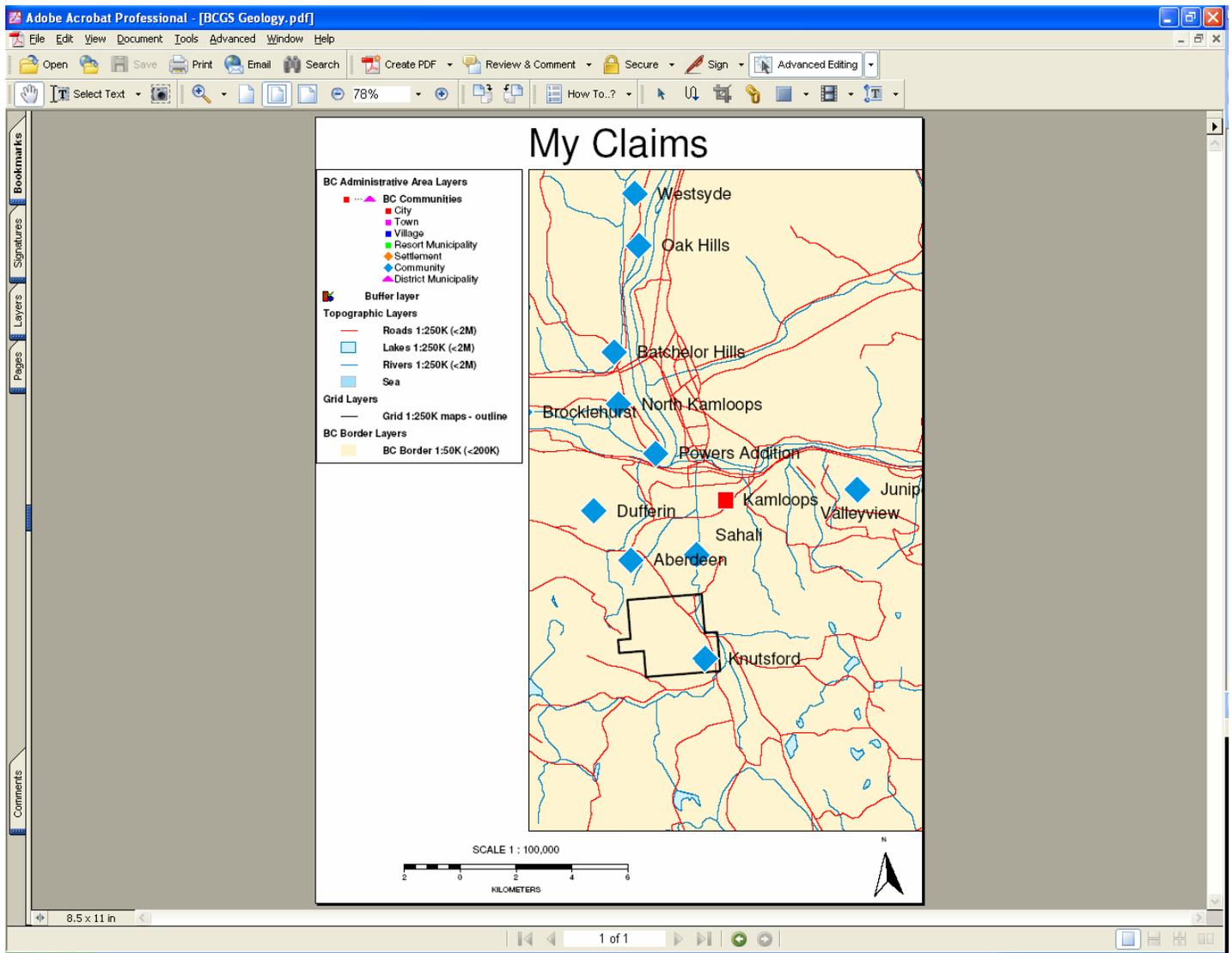
The resulting print shows the claim location with basemap data, and includes a scale, north arrow and legend.

This print to scale example using external software will preserve the legend and allow more tools to build a good map.

In this example we will use Microsoft Power Point. First start Power Point. On the MapPlace map set the scale to 1:100,000 and turn on additional layers:
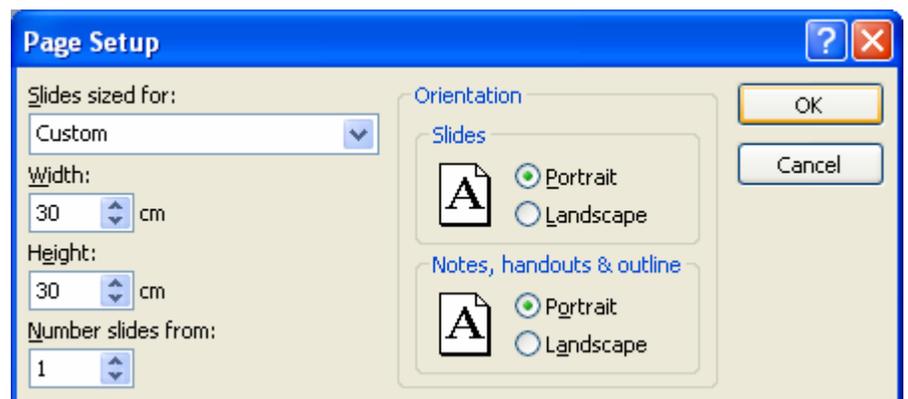
Contacts and Faults(<1.5)
Bedrock Geology – by age and rock class (solid)
1:20,000 TRIM roads, rivers, and lakes.
Turn off 1:250000 scale topographic data.

In Power Point under 'File', select Page Setup.

Set the 'Slides sized for: to 'Custom', Width to '30', Height to '30'. Under Orientation set 'Slides' to 'Portrait'.

On the MapPlace Map right click and copy the map. Paste the map into Power Point.

On the bottom right on the MapPlace window width and height of the area covered in the window is displayed.
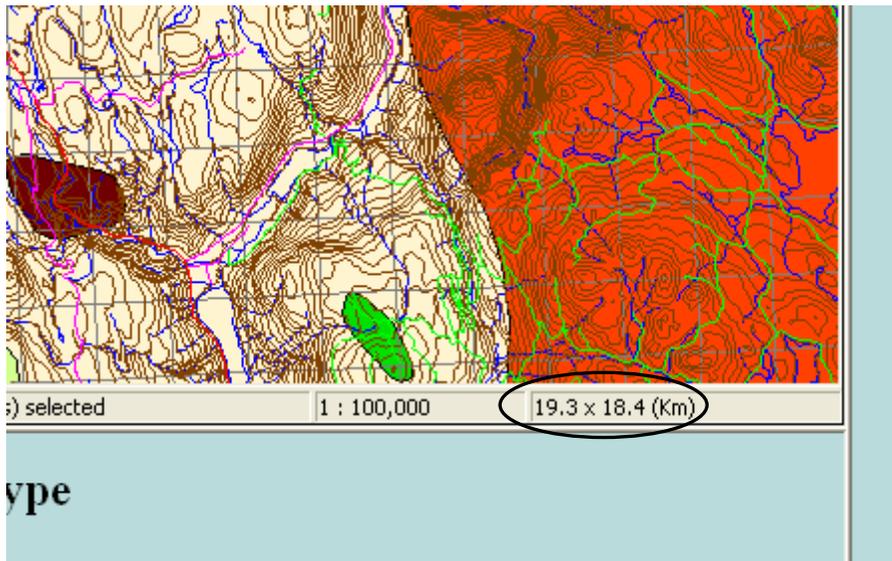

These coordinates can be used to determine what width and height the image needs to be in Power Point to preserve the scale. The width is 26.4 kilometres and the height is 19.5 kilometres. At 1:100,000 scale 1 cm on the map is equivalent to I km on the ground. Therefore 26.4 km is 26.4 cm for width and 19.5 km is 19.5 cm for height. The width and height information can be applied to the Power Point map. Note: The width and height values may be slightly different than the ones in this example due to the layout

On the Power Point map double click to access the 'Format Picture' menu.
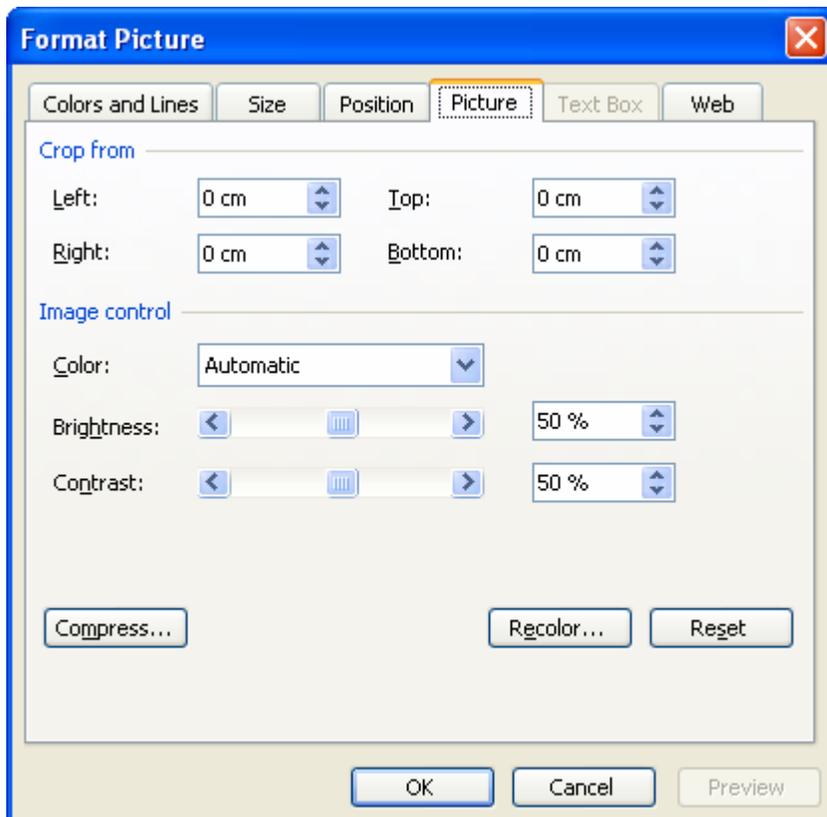
Click the 'Size' tab and edit the 'Height' and 'Width' values to match the values provide from the MapPlace map and click 'OK'.
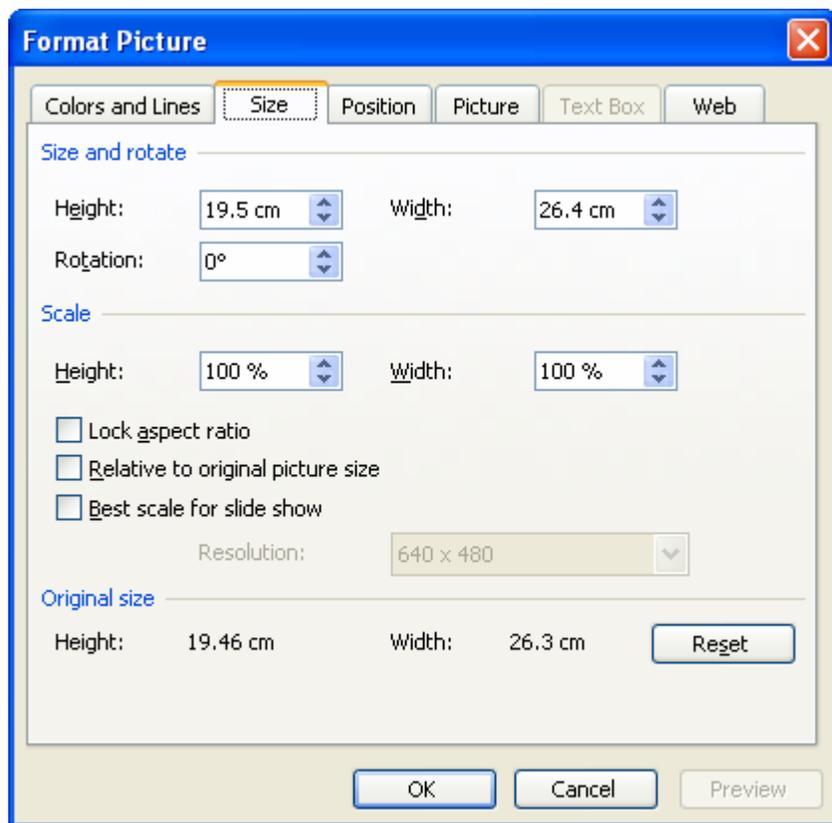

NOTE: If you wanted to plot this map at a different scale, a few calculations to the width and height are necessary. To print the map at a 1:75,000 scale the width and height need to be divided by 0.75. (Width = 26.4 / 0.75 = 35.2 cm, Height = 19.5 / 0.75 = 26.0 cm). The custom page size has to be increased to accommodate this scale.

Now add a Title, scale bar, north arrow and put the claim number within the claim. To find the claim number turn on the MTO layer in the MapPlace window and turn off the buffer layer. Place the cursor over the claim and copy the number that flies out. To add the MTO number to the Power Point map use the 'Text Box' tool in Power Point create a text box in the center of the claim and input the claim number.

Now we can add a legend.

In the MapPlace map place the cursor within the map window, right click and select Page Setup.
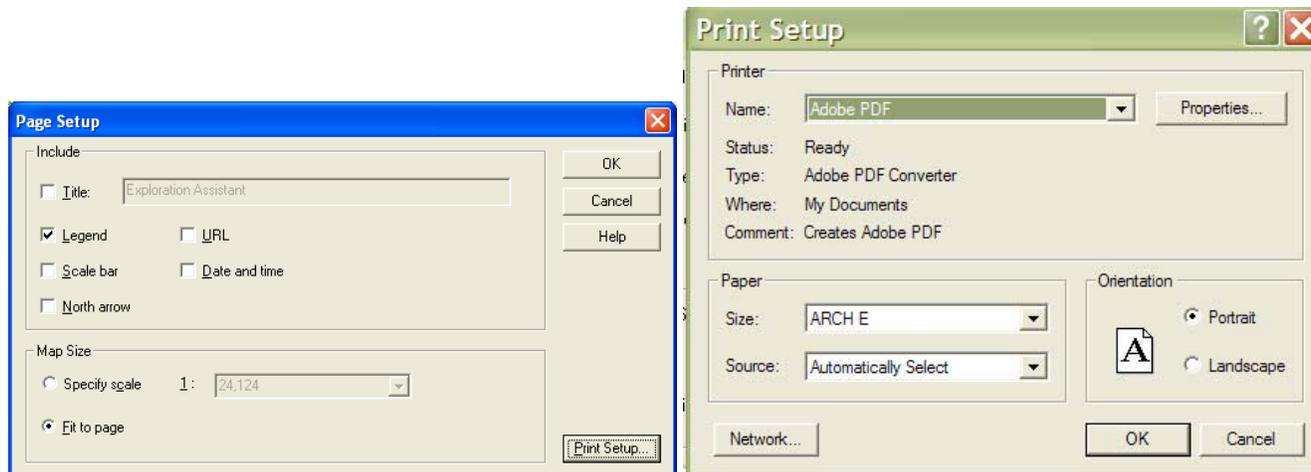
Click the 'Print Setup' button. In the Print Setup menu select the PDF Writer for Printer and under Paper for 'Size' pick ARCH E. Click 'OK'. Click 'OK' again to exit Page Setup. Now right click again and select 'Print'. Click 'OK'.

Make sure you name and save the PDF file in a place where you can find it.

Open up the PDF file. Set the zoom to where the legend almost fills the display window. On your keyboard click the 'Print Screen' button. Open a new slide in Power Point and paste the image into it (File Paste). Using the crop tool in Power Point, crop the image until only the legend is showing. Select the image and copy it. Now paste it into the map.
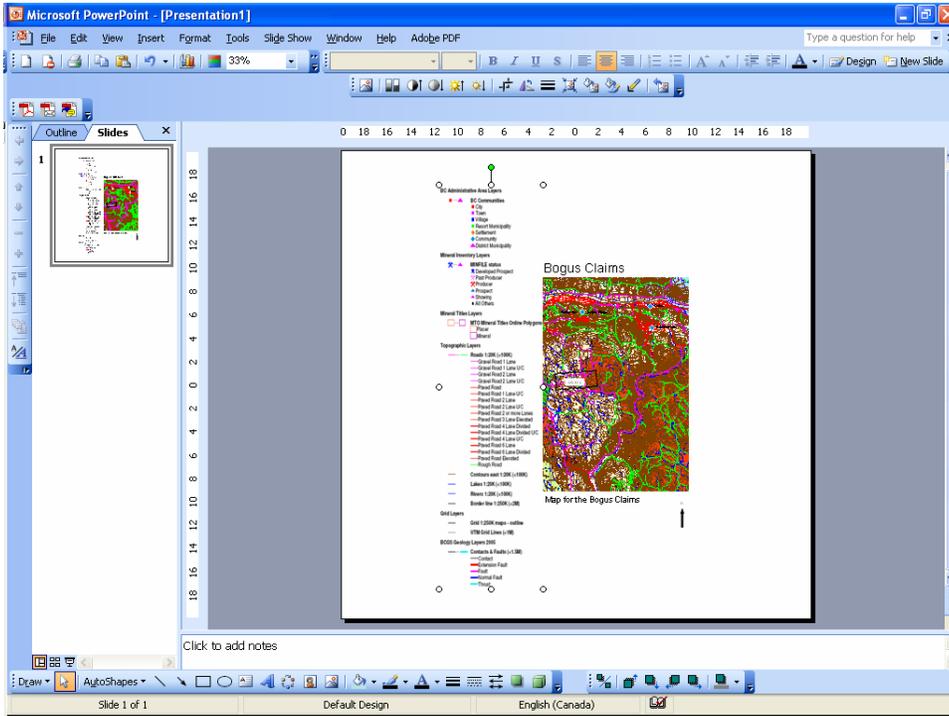
Size and place the legend on the left side of the map.
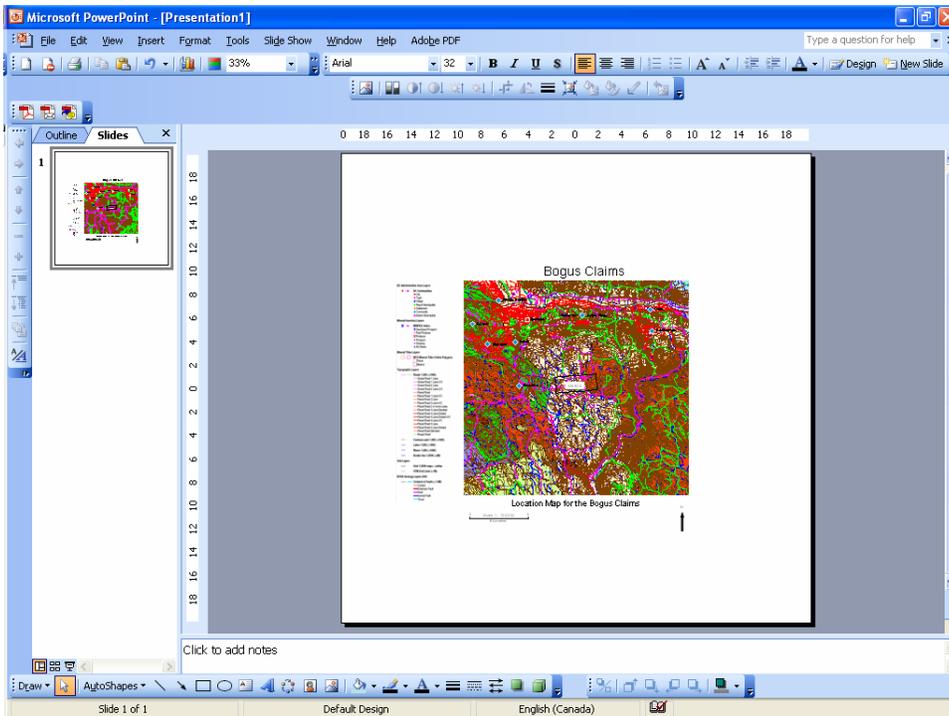
Add a geology legend.

Turn on the Bedrock geology layer within the 'BCGS Geology layers 2005' group (Bedrock geology – by age and rock class (Solid)). Click the 'Geology' button located on the left top of the map. When the 'Building Geology Legend' menu appears click 'OK'. NOTE: if you have a theme map that does not have a 'Geology' button that creates and geological legend then with the select tool start on the top left corner, click and hold down the left mouse button, drag the cursor across the window to the bottom right corner. Now click the report button. Select the 'Geology Legend –screen dump' and click 'OK' Expand the new window to see all the complete legend. Hit the print screen button and open a new slide in Power Point. Select blank presentation and paste the legend into the slide. Now crop the legend to where just the geology information is displayed. Highlight and copy the cropped legend and paste it into the Power Point map.
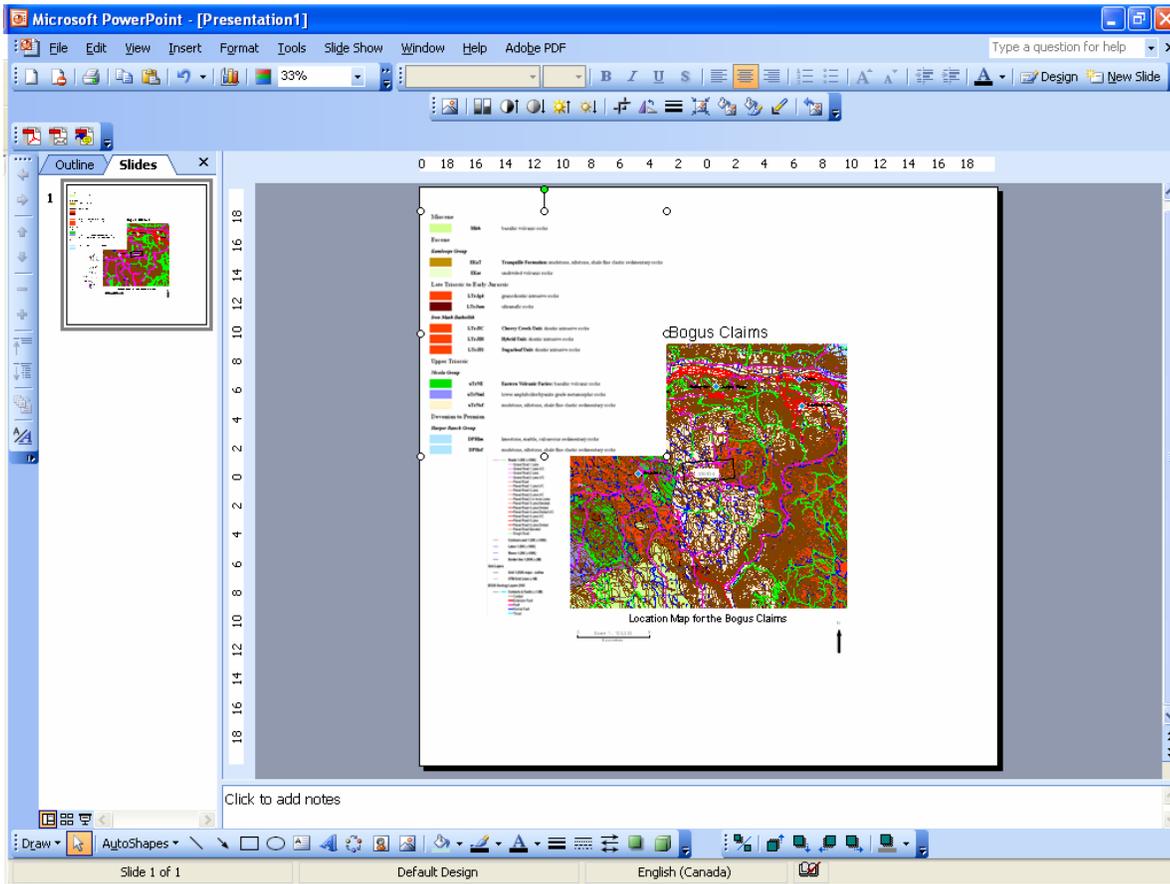
Move the geology legend to the right side of the map and resize it to fit.

Location Map for the MIK 4 Claims

Questions?