

## Print

(click on the title above for Parish Online help on this topic)

### Overview:

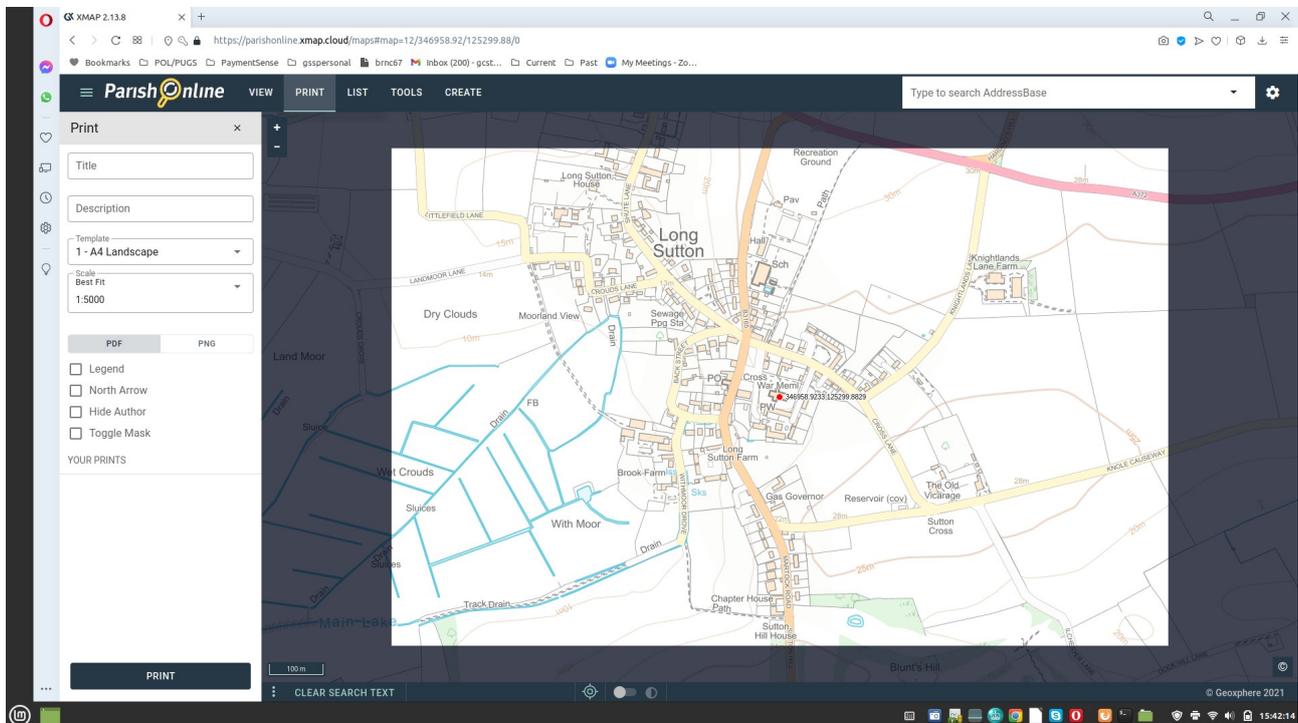
The Print tool allows you to create a PDF or PNG file of a particular map view. This file may then be either printed out on paper, or emailed as an electronic copy, as desired.

### Steps:

To print out an area of the map, carry out the following steps:

1. Select the layers that you want displayed in the print
2. Move the map to the approximate location of your desired map using the zoom and pan tools.
3. Select 'Print' from the toolbar, located above the map window.

This produces this screen:



4. The box displayed on the screen shows the boundary of the print. Move the map in the box with the zoom and pan controls until the box encloses precisely what you wish to print.
5. In the left column:
  - Optionally, use the left window to give your map a Title (this will appear on the print, and is also the name of the print file)
  - If appropriate, write a small description line (this will appear on the print)
6. Choose a Print Template which will give you landscape and portrait options for various paper sizes (A3 and A4, at the time of writing (June 2021))
7. Select desired output as either PDF (default) or PNG (see notes below)
8. If you wish your map to have a legend or North arrow, click the corresponding tick-boxes (see note below)
9. Click 'Print' at the bottom of the window; a rotating cursor will confirm that the system is generating the print file; in due course, a link to download your document will appear:

### Print ×

Title  
**Long Sutton - example Print**

Description  
**What appears in the Description fiel**

Template  
**1 - A4 Landscape** ▼

Scale  
**Best Fit** ▼  
1:5000

**PDF** **PNG**

- Legend ☰
- North Arrow
- Hide Author
- Toggle Mask

YOUR PRINTS

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[Long Sutton - example Print](#)

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**PRINT**

The link to your print will now appear ABOVE the blue print button in a section called "Your Prints". If you've given your print a Title, the name of the link will be the text of your title, as seen in the example above.

If you haven't given your printout a Title then it will appear as 'XMAP\_PRINT\_#####'. (see example below)

Print ×

Title

Description

Template  
A4 Landscape

Scale  
Best Fit  
1:70682

PDF PNG

Legend

North Arrow

Hide Author

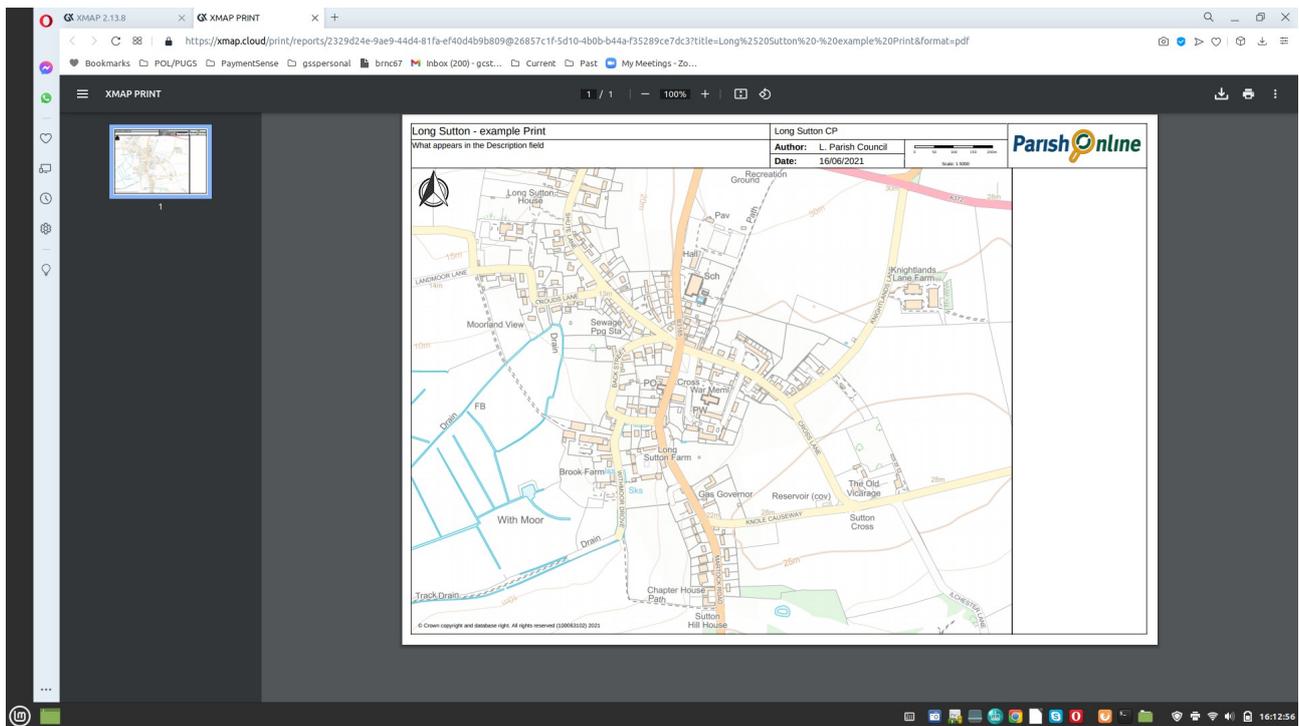
YOUR PRINTS

XMAP\_PRINT\_0.5076508957222514



If the data in the left-column is long enough, it can appear as if the link to the print file never materialises. It is actually there, in the right place, but you may need to scroll down the left-column to find it.

10. Click on the link for the print file to appear. It will look something like this:



### Things to note:

- Note the Title and Description fields in the top left corner
- Note the author is the account name in use when printing the file. This can be left blank if desired (tick the 'Hide Author' box before hitting the Print button – note that this still leaves the word “Author” on the print, but leaves the field blank)
- The Crown copyright statement in bottom left corner, in line with OS requirements

### Hints & Tips:

#### a) **Choose PDF or PNG?**

The default choice is PDF. The choice really depends upon your intended use of the print. For most uses, PDF is ideal. If you are going to make serious graphical changes to the output file later (eg when creating a Neighbourhood Plan, or any other use that will see graphical additions such as arrows, lines, shaded areas, etc), then PNG can be more useful

#### b) **What to do with the print once you have it?**

In the top right corner of the screen (see example above) are the usual symbols for either downloading the file, or printer. If you select printer, you can either print the document on paper, or select Print to PDF, in which case you will be able to save the file electronically wherever you want in your computer system (the smarter ones amongst you will gather that this is exactly the same as downloading the file!). The file may then be sent out electronically to all who want it, (via email, say), or given out as a paper document. It can usefully be filed within Parish Online as an attachment to an appropriate location.

#### c) **Create an historical record:**

With appropriate layers, you can, as an example, print out a photographic record of a location as it is now (a typical example might be tree seedlings donated to the parish by the Tree Charter or Queen’s Canopy projects). Do this on, say, an annual basis, and store the attachments within Parish Online, and you will create a time capsule for future generations: the trees may still be there in 50 or 100 years, and the parish now has a record of their growth over the period. Or you could track the growth of an industrial park, from the farmer’s field from which it originated, to

the powerhouse of the local economy that it is now – one good measure of the effectiveness of a strategy seen maybe two decades later

## Scale Printing

If you want to print out at a specific scale there's a drop-down in the Printing pane to select a preset scale or a scale number of your choice.

NOTE: By choosing scale printing it will show a red cross-hair instead of a red box. Align the map to the centre of the cross-hair to choose the centre of your map output.

## Print Templates

We have print templates for:

- A4 Portrait and Landscape
- A3 Portrait and Landscape

In future revisions we'll have larger paper size options.