Tips and Tricks for Exercise 3:
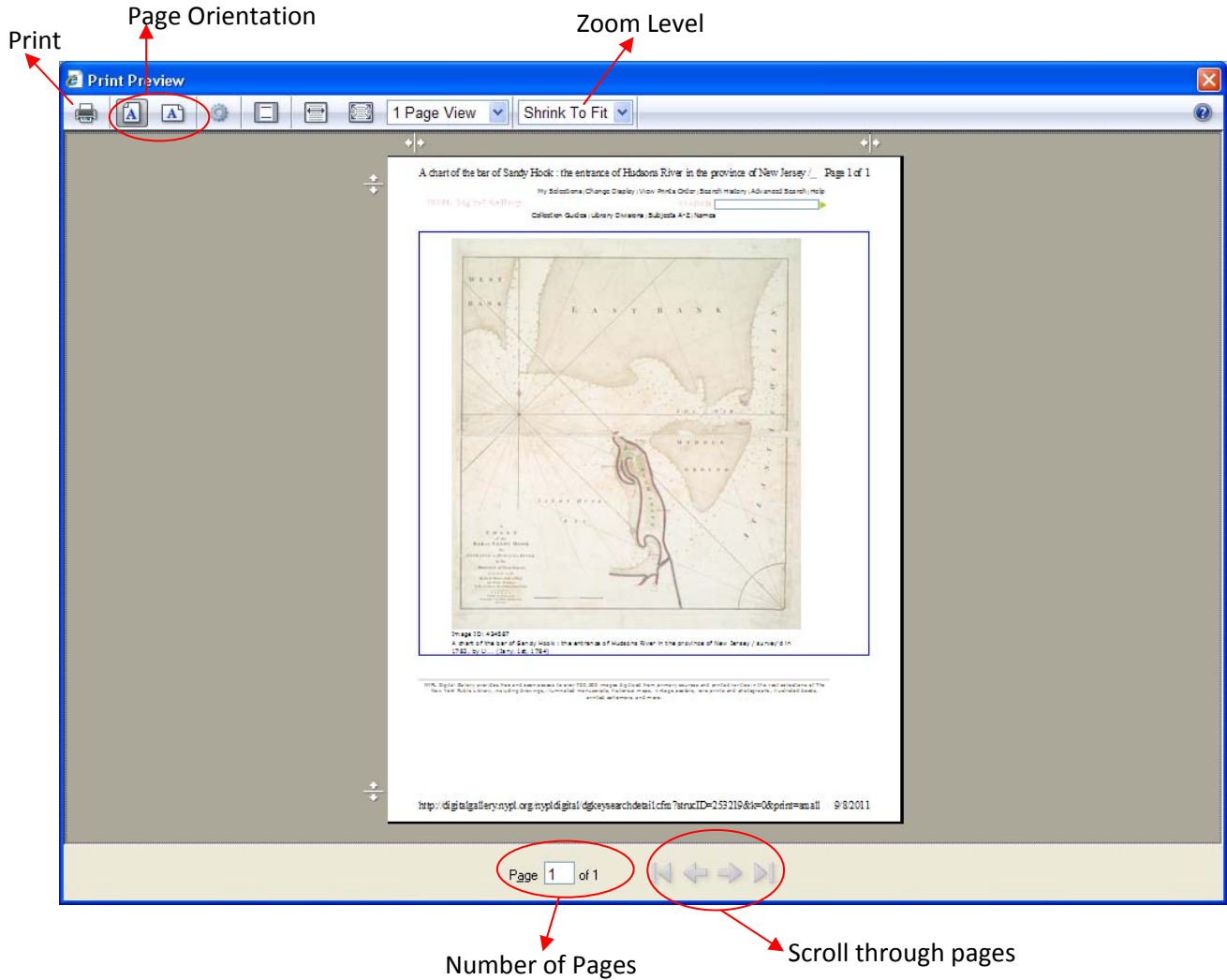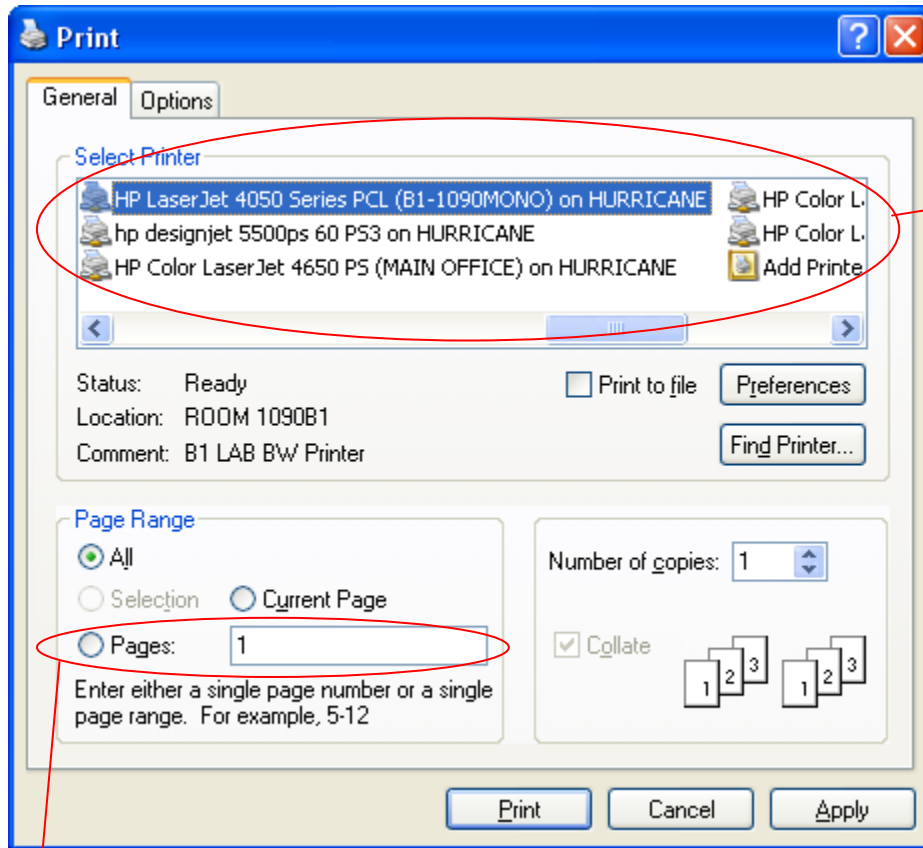
Always go to **File –> Print Preview** to see how your map will print out before actually printing it. Click **Print** button after you've made all your changes.

Print

Page Orientation

Zoom Level

Number of Pages

Scroll through pages

Tells you which printer you are printing to

Print out a specific page

NYS Map Pathfinder - Panoramic Maps

1. Click on link to **Download Jpeg 2000 image**
2. Save file onto U: drive
3. Open **My Computer** and navigate to file location
4. Right click on file and select **Open with Picture Viewer**
5. If QuickTime window appears, click **No**
6. Click **Edit -> Copy**
7. Open **Microsoft Word**
8. Click **Home** tab -> **Paste**
9. To change page orientation, click **Page Layout** tab -> **Orientation**
10. Click on **Office** button -> **Print**

USGS Topo Maps from http://www.nysgis.state.ny.us/gisdata/quads .
A. Download topo map:
      1. Navigate to desired topo map.
      2. Under **USGS Digital Raster Graphic (DRG) Quadrangle**, click on **Download quad**.
      3. Click the **Save** button.
      4. Navigate to desired location. For example U: drive.
      5. Click the **Save** button.
B. Extract topo quad:
      1. Using **My Computer**, navigate to the downloaded topo quad.
      2. Double-click on the filename, for example, o44074h1.zip .
      3. WinZip program opens.
      4. Click the **Use Evaluation Version** button.
      5. Make sure either none or all files are selected.
      6. Click the **Extract** button.
      7. Navigate to desired extract location. For example, U:\ .
      8. Click the **Extract** button.
C. Place image in Word Document
      1. Open Microsoft Word.
      2. Click on **Home** Tab.
      3. Click **Paste**.
D. Print map
      1. Click **Office** button.
      2. Select **Print**.