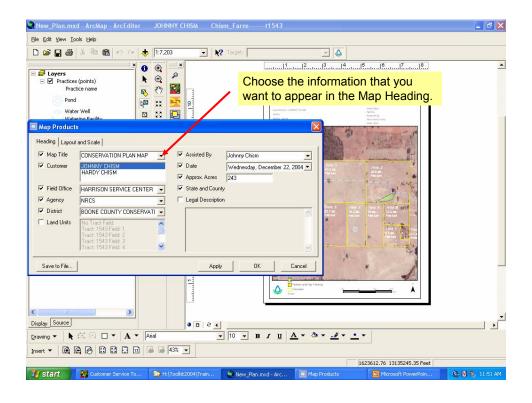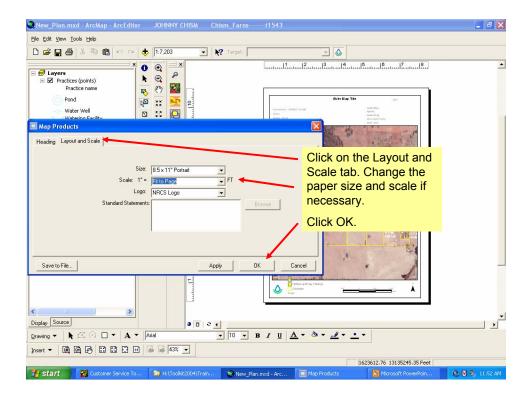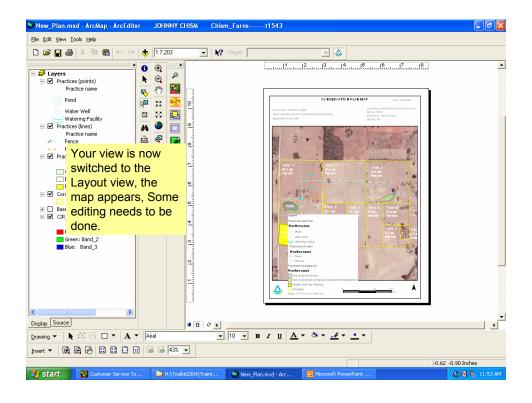# Creating a Plan Map

Toolkit 2004

When all the land units, practices, labels etc. are added, you can print a map for the conservation plan. Click the Map Products button.

Choose the information that you want to appear in the Map Heading.

Click on the Layout and Scale tab. Change the paper size and scale if necessary.

Click OK.

Your view is now switched to the Layout view, the map appears, Some editing needs to be done.

To move the map's position on the page, choose the pan tool.

Drag the photo up to a better location on the page.

Click the Select Elements tool.

Click on the legend to select it.

Right Click on the legend and select Properties.

Click the Items tab. All of the items from the table of contents appear in the Legend. Click on individual layers and click the remove button.

Change the number of columns to 2.

Click on the Frame tab. Choose a White background for the legend frame.

Change the X and Y Gap to 10. Click OK.

The Legend is changed. Drag the legend to a new position.

The Legend and map are better positioned.

To change the title of the layer in the legend, Click twice (slowly) on the title of the layer in the table of contents and change the title.

Notice the title is also changed in the legend.

Repeat with other layers, Click twice (slowly) on the consplan layer.

Change the title to Field Boundaries.

Notice the title changes in the Legend.

To Print the map, choose File, then Print.

Notice that you are in Layout View.

To switch back to Data View, Click the Data View icon.

Now you are at the data view. To switch back to Layout View, Click the Layout View icon.

See note

Now you are back to the Layout View, use these two icons to switch back and forth from Layout to Data View once the Layout is created. Note: If you use the Map Products button again it will create a new layout and overwrite any changes you have made to your existing Layout, use the Layout and Data View icons on the bottom of the window to move between Data and Layout once your original Layout is created.