



Printing Off GIS Web Applications

A Self-Tutorial

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There are 3 basic methods for printing off the GIS applications:

- Using the Application Print function
- Using the Internet Browser Print function
- Using the keyboard Print Screen function

Using the Application Print function¹

- Create the map display of interest. For example,



- Click on the Print function () off the left-side toolbar (). This brings up the “Create Print Page” button at the bottom of the screen.

Print Map

Title to display on Map:

ArcIMS HTML Viewer v

Create Print Page

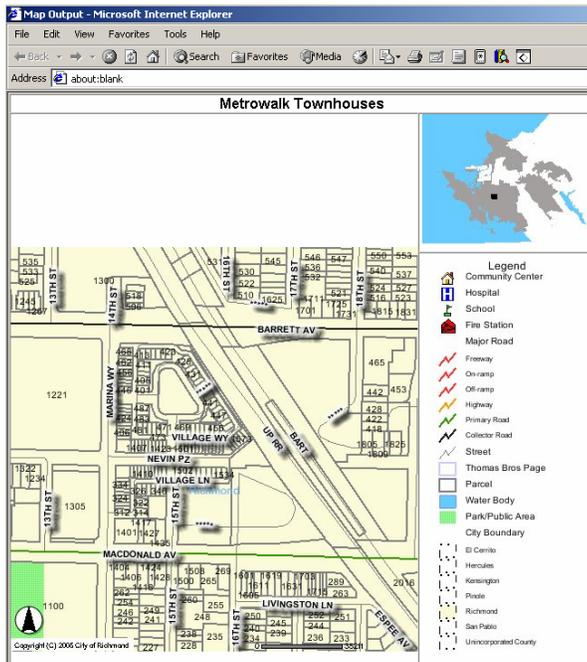
- Enter an appropriate title in the Title field. For example,

Title to display on Map:

Metrowalk Townhouses

¹ Unavailable for the Property Information application

- Click on the “Create Print Page” button. This brings up the map output screen.



Note: If the above screen fails to appear and the map display reverts to the initial City-wide view, it is probable that Pop-up Blocker is enabled.²

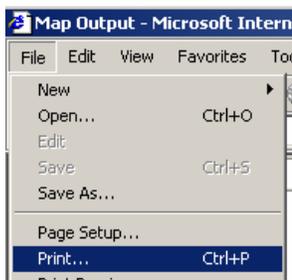
To disable for printing do either:

(a) From the browser toolbar, select Tools > Pop-up Blocker > Pop-up Blocker Settings and then in the dialog box, enter ‘gisweb.ci.richmond.ca.us’ under “Address of web site to allow” and then click “Add” and “Close”

or,

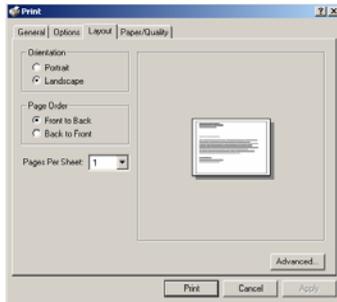
(b) From the browser toolbar, select Tools > Pop-up Blocker and do a global disabling (but then all other pop-ups will also display)

- Select File > Print and send to printer.



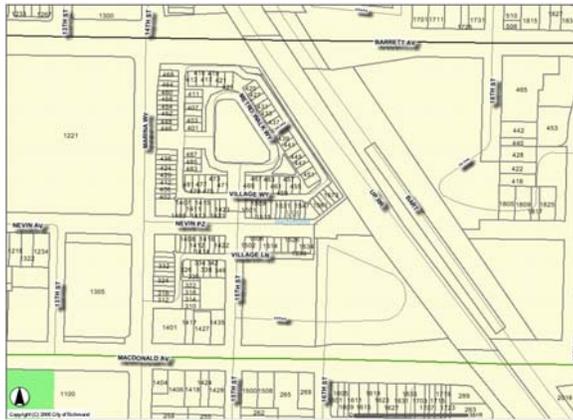
² Applies to Windows XP only.

- The default output setting is typically portrait. If landscape orientation is desired, select the Layout tab in the Print dialog box and check “Landscape.” Then select the General tab and send to printing.

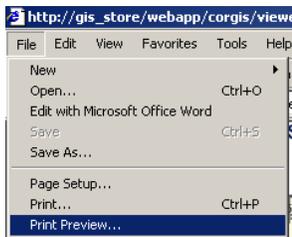


Using the Internet Browser Print function³

- Create the map display of interest. For example,



- Make the map display the selected frame, (e.g., by selecting the Pan tool () and clicking anywhere in the map display).
- From the browser toolbar, select File > Print Preview

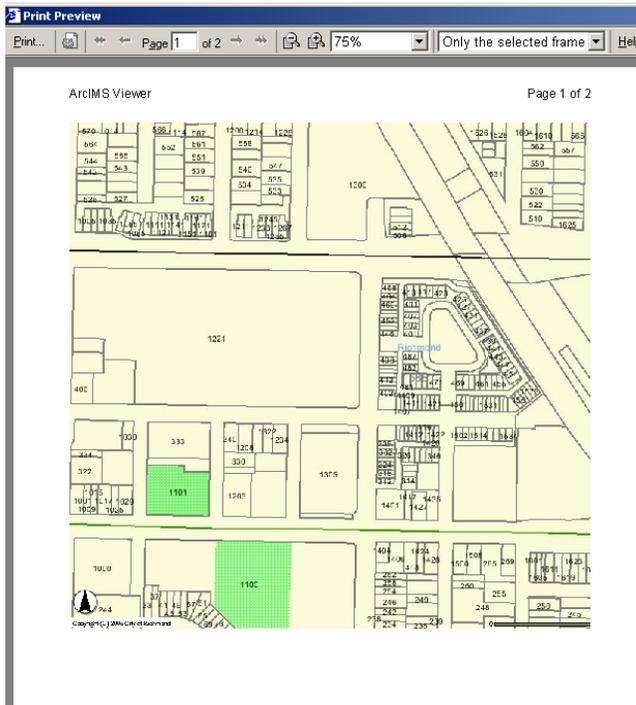


³ The described process utilizes MS Internet Explorer as the browser.

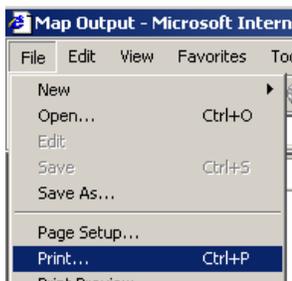
- In the Print Preview screen, use the drop down menu to select “Only the Selected Frame” (the default setting is “As Laid Out on Screen”)



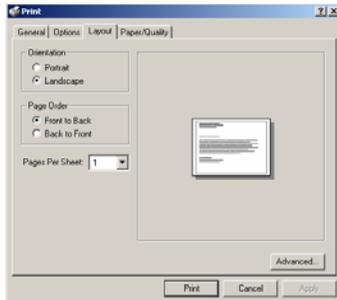
- Verify that the selected frame is correct.



- Select File > Print and send to printer.

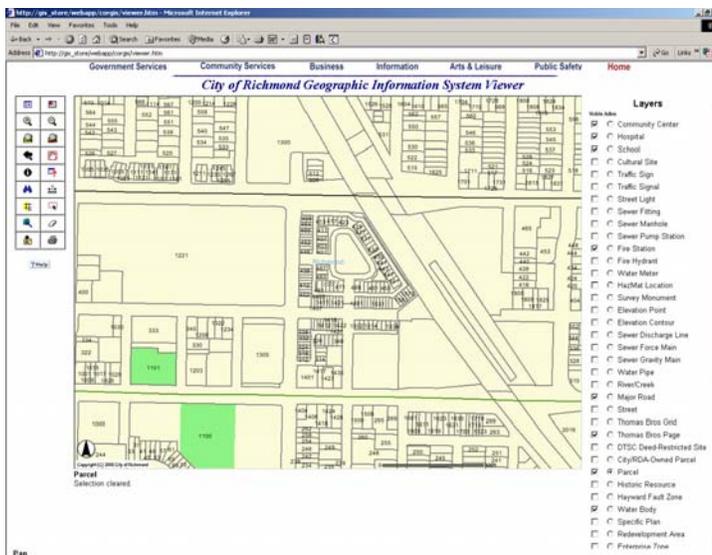


- The default output setting is typically portrait. If landscape orientation is desired, select the Layout tab in the Print dialog box and check “Landscape.” Then select the General tab and send to printing.



Using the Keyboard Print Screen function

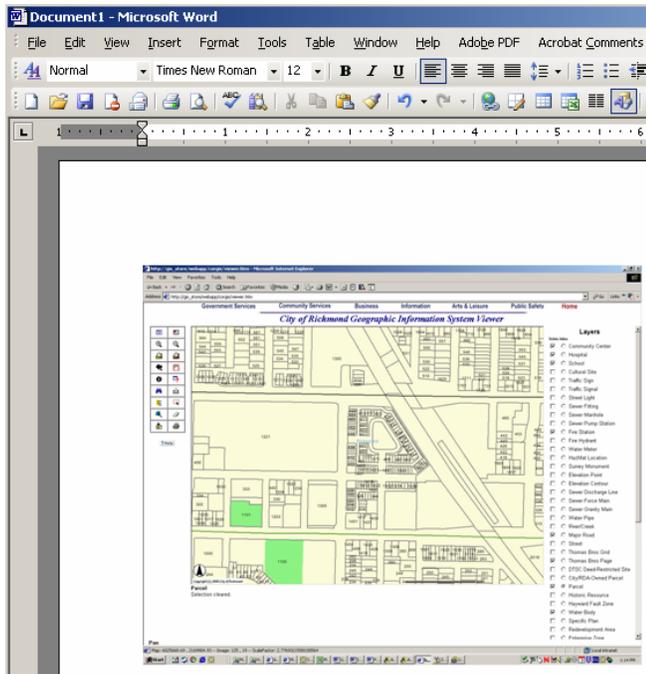
- Confirm the screen display is appropriate for printing.



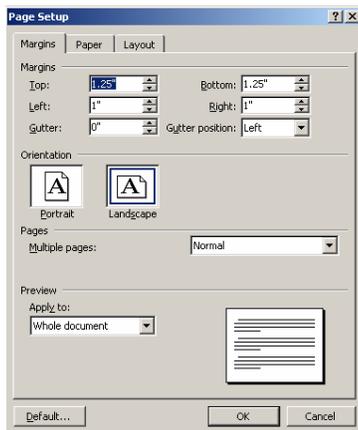
- Click on the Print Screen (**psc**) key on the keyboard. (The key will be variously labeled as “PrintScreen”, “PrtScrn” or “psc”)



- Open a new Word document and perform a paste (Ctl-V). Verify the captured display is correct.



- The default layout setting is typically portrait. If landscape orientation is desired, select File > Page Setup and select “Landscape” under the Margins tab.



- Select File > Print and send to printer.