

Preparing Map for Inclusion in Word, PowerPoint or Similar Software

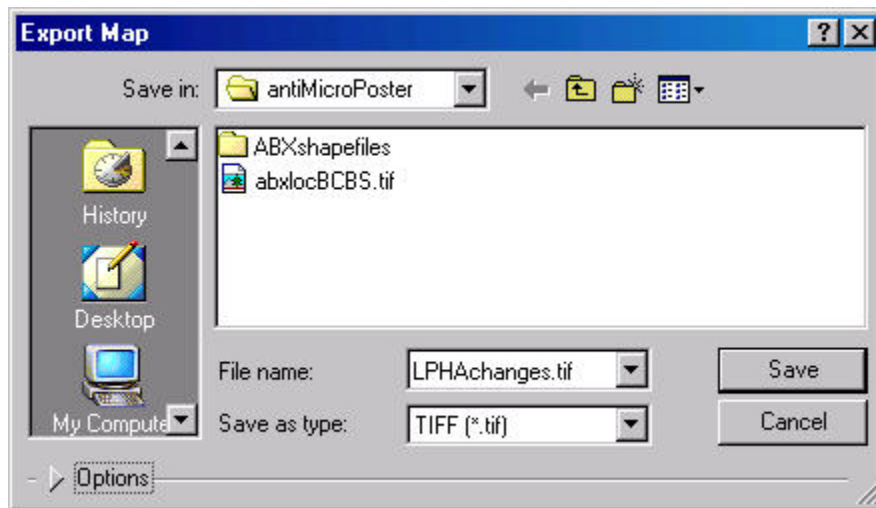
Maps documents can easily be exported into a variety of graphic formats. When creating maps that will be included in another document, such as Word or PowerPoint, the recommended file format is JPEG or TIFF.

Sometimes maps inserted into another document need to be very small. If you export the map in Layout view, the resultant file will include all marginal information, such as title, legend etc. Once you scale down the image file (i.e. JPEG), text will often appear grainy and difficult to read.



Instead, export just the map content portion by selecting the Export command while in Data View. Add the necessary title information once the map is in Word, PowerPoint etc.

The Export command is found in ArcMap under File > Export Map.



The Export command is accessed the same, whether in Data View or Layout View. The command dialog is the same; the only difference is the content of the output.

If you plan to have a full-page map in your output document, prepare the map as if to print from Layout View, then export the map into TIFF format.

If your map needs a legend, and the map needs to occupy a small amount of space, export the map in Data View, switch to Layout View, and use a screen capture software like Snag-It to capture just the legend. Keeping the map and its legend separate allow you to control the size independently.

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