



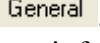
ArcMap Printing to Scale

This is an explanation of how to print a layout at an exact scale, while keeping the scale bar accurate:

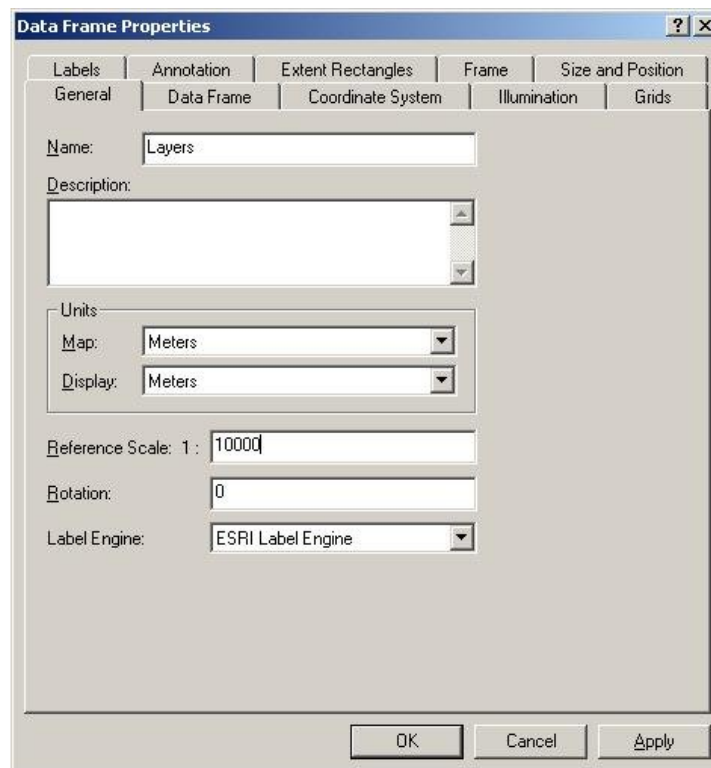
Step 1: Set the scale of the **Data Frame**:

Determine the units, such as decimal degrees, kilometers, or feet in which the data is stored, and set them as the Map Units.

Step 2: Set the 'Display Units' for the map.

- A. Select Data Frame Properties  Data Frame Properties... from the View  menu tab.
- B. Click the General tab .
- C. Select the desired map unit from the **Map** dropdown list.
- D. Select the desired display unit from the **Display** dropdown list.
- E. Click **Apply**.
- F. Click **OK** to close the **Data Frame Properties** dialog box.

If the **Data Frame** is projected, the **Map Units** are automatically set to the projected units.

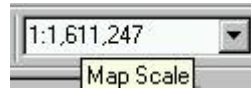


Select or type the scale desired for the layout in the **Map Scale Box** on the **Standard Toolbar**. For example, if you want **1:25,000**, type **25000**, so one page unit is the equivalent of **25,000 ground units**. The **Data View** will zoom to this scale.

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Only version 9.2 supports interactive input of desired scale.



Step 3: It may be necessary to convert the value in the Map Scale box. For example, if you want to create a layout to scale, such as 1" = 800', multiply 800 times 12 since there are 12 inches in a foot, the units on either side of the scale must be the same. Enter 9600, for example: 800 x 12, in the Map Scale box.

Step 4: To preserve the scale of the Data View in the layout:

A. Set the Data Frame to a fixed scale.

- A. Right-click the data frame in the **ArcMap Table of Contents**.
- B. **Select Properties**.
- C. Click the **Data Frame** tab.
- D. Change the Extent radio button to **Fixed Scale**.
- E. Enter the desired value if your map is not already set to that display value.
- F. Click OK.

This will always keep the Data Frame in the layout locked to the scale of the **Data View**. If you make the **Data Frame** smaller, the objects will not get smaller because the scale is locked, you will just see a smaller portion of the data view in the **Data Frame**.

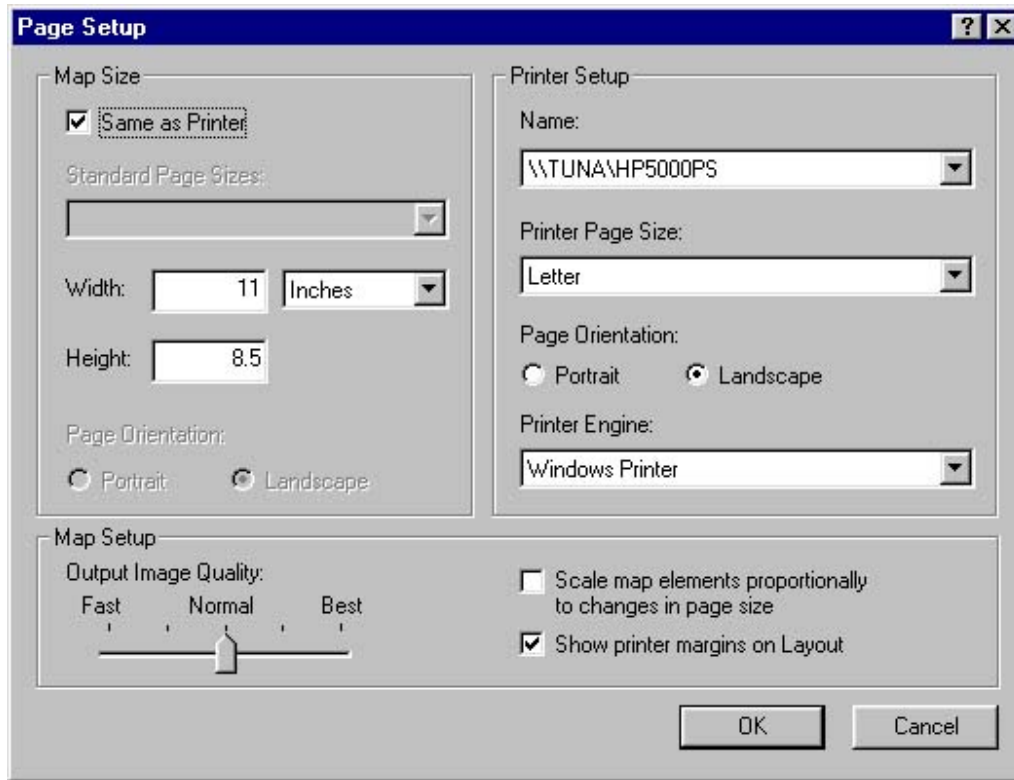
Step 5: Select **Page Setup** from the **File** menu.

Step 6: Set the **Printer Page Size** to the size of the final printout to be produced.

Step 7: Check **Same as Printer** in the **Map Size** section.

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If your printer has scaling capabilities, make sure it is set to 1:1 or 100% so that the scale in **ArcMap** and on the printer is the same.

This completes this process.

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