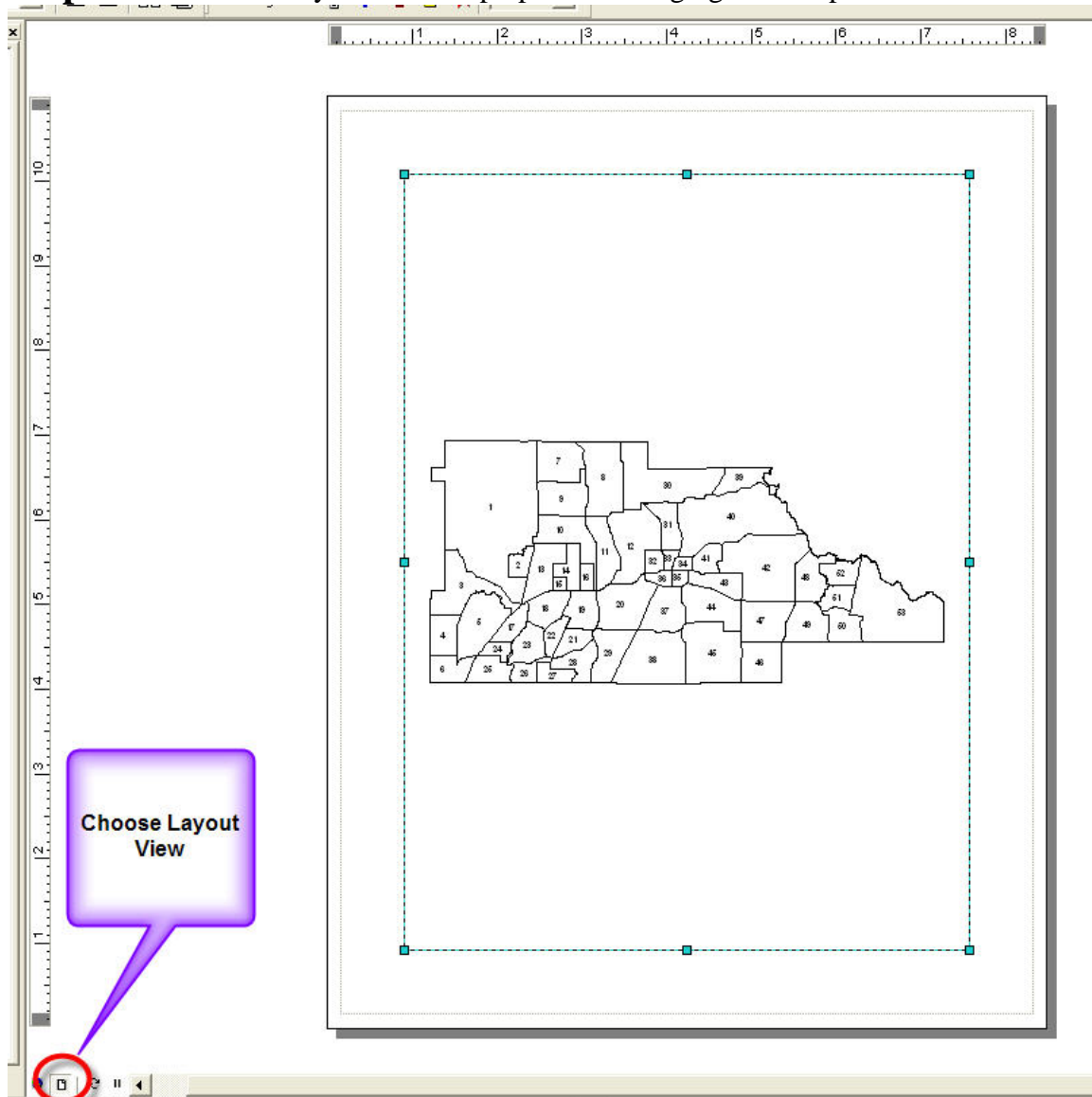

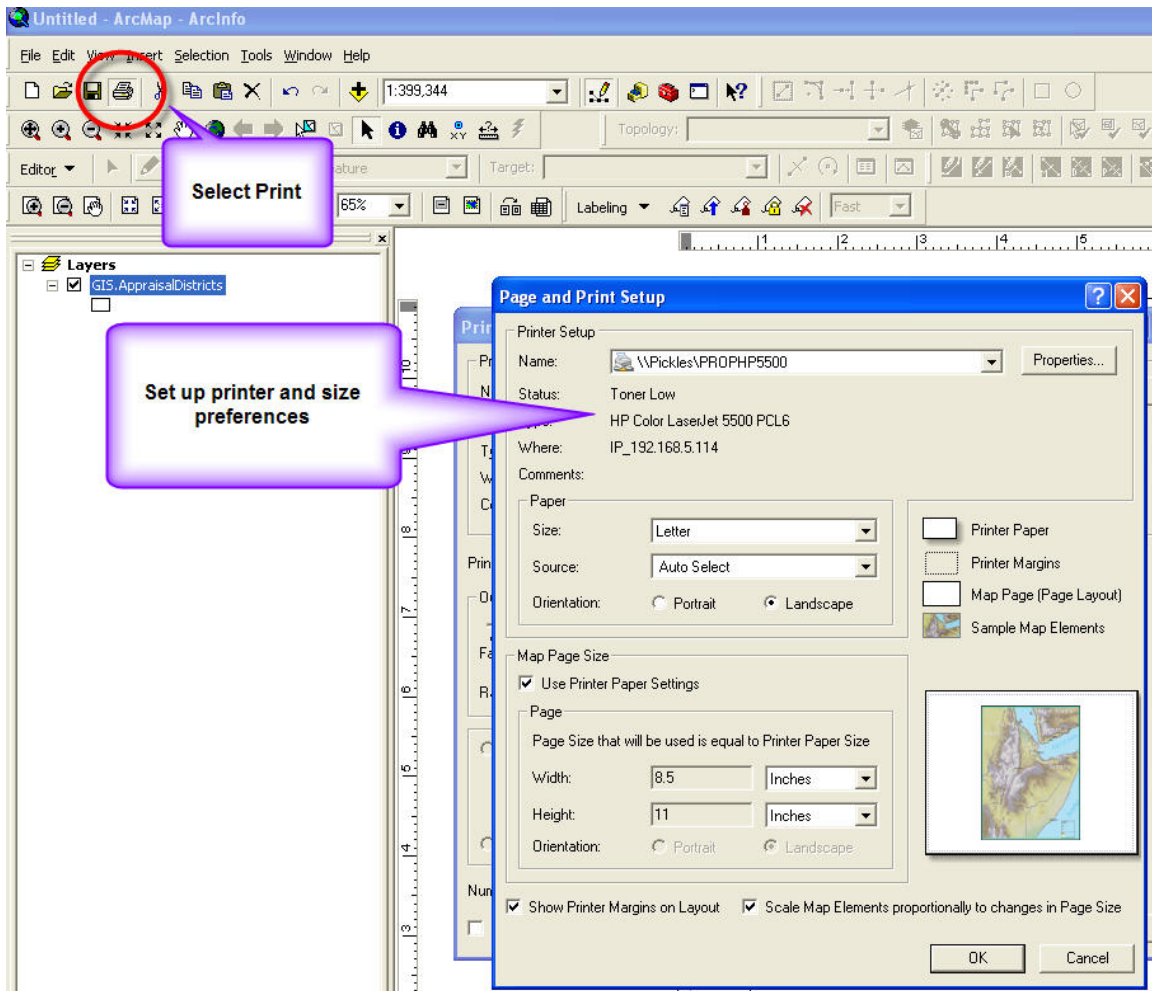


Step 1: Choose the Layout View to prepare for bringing in a template.




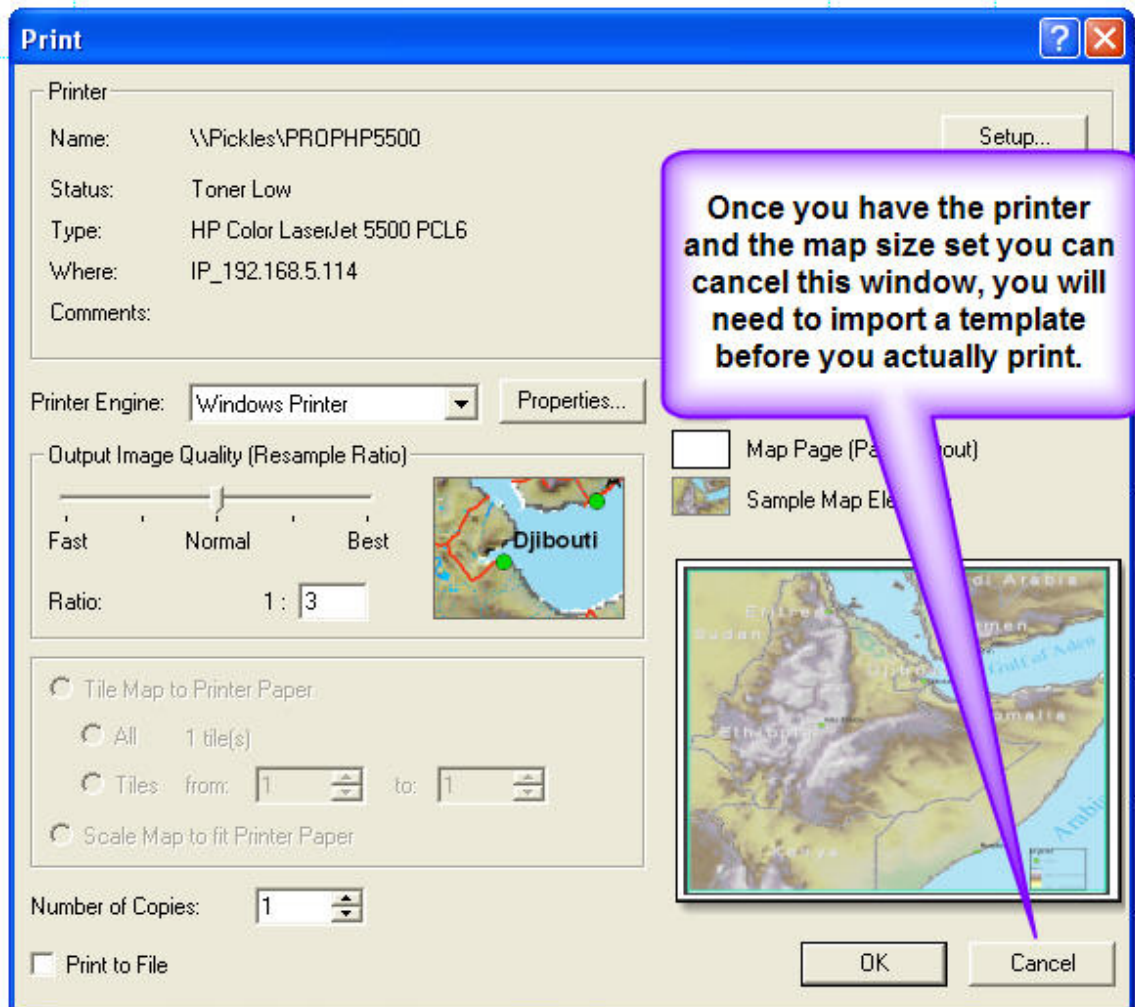
Step 2: Select the printer you want to use and then the size of the map you would like to print.

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Step 3: You do not want to print yet, we only needed to set up the print area for the template to fit in, so cancel the print window for now.

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Step 4: Click on the change layout button to select a template. You may need to turn on your Layout Toolbar to see this button. See end of procedure for adding toolbar.

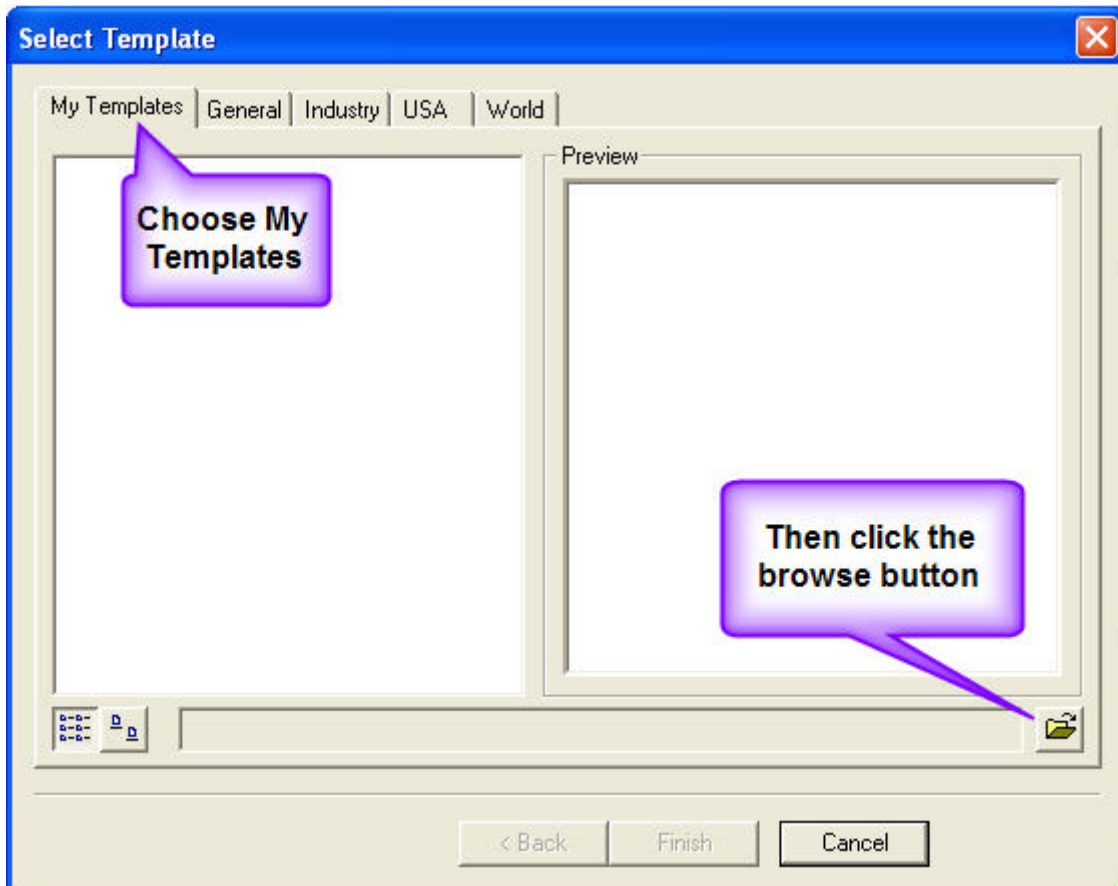


The Layout Toolbar


This button allows you to select the template

Step 5: Browse for the template. The location for the premade template is **S:\Share\Map Templates.**

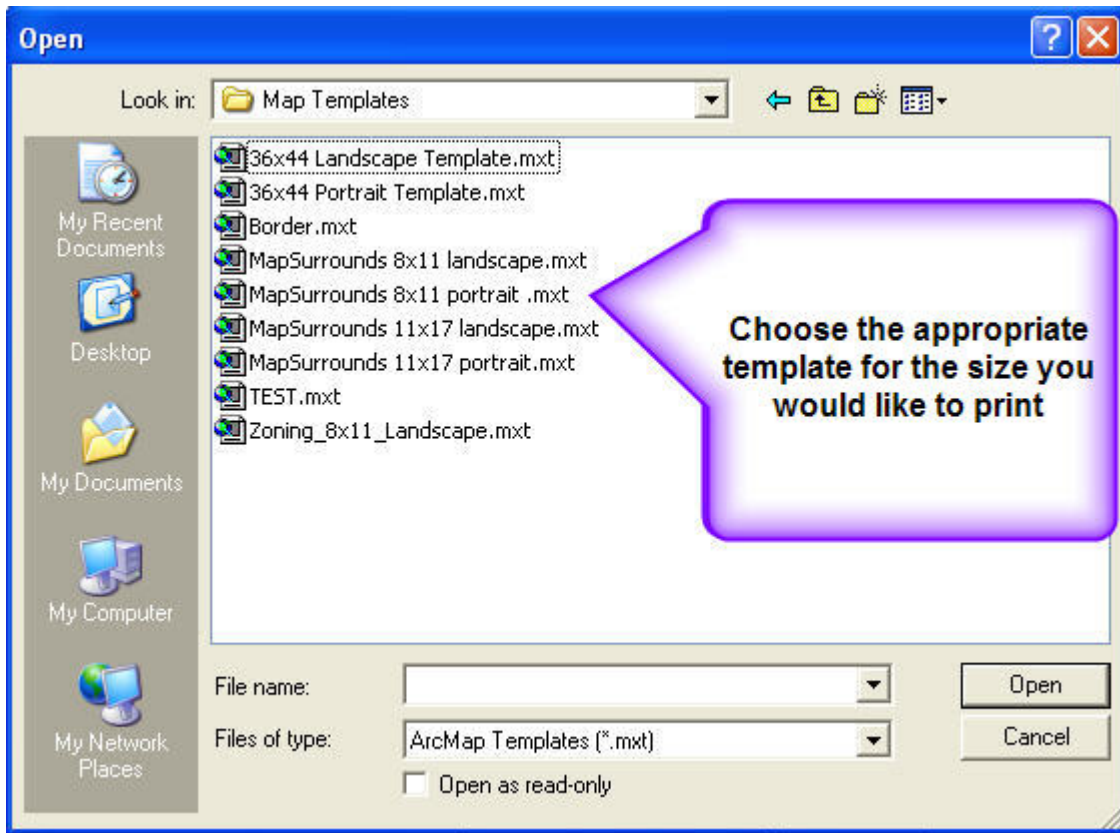
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Step 6: Choose a map template that is the size and orientation of the map you want to create.

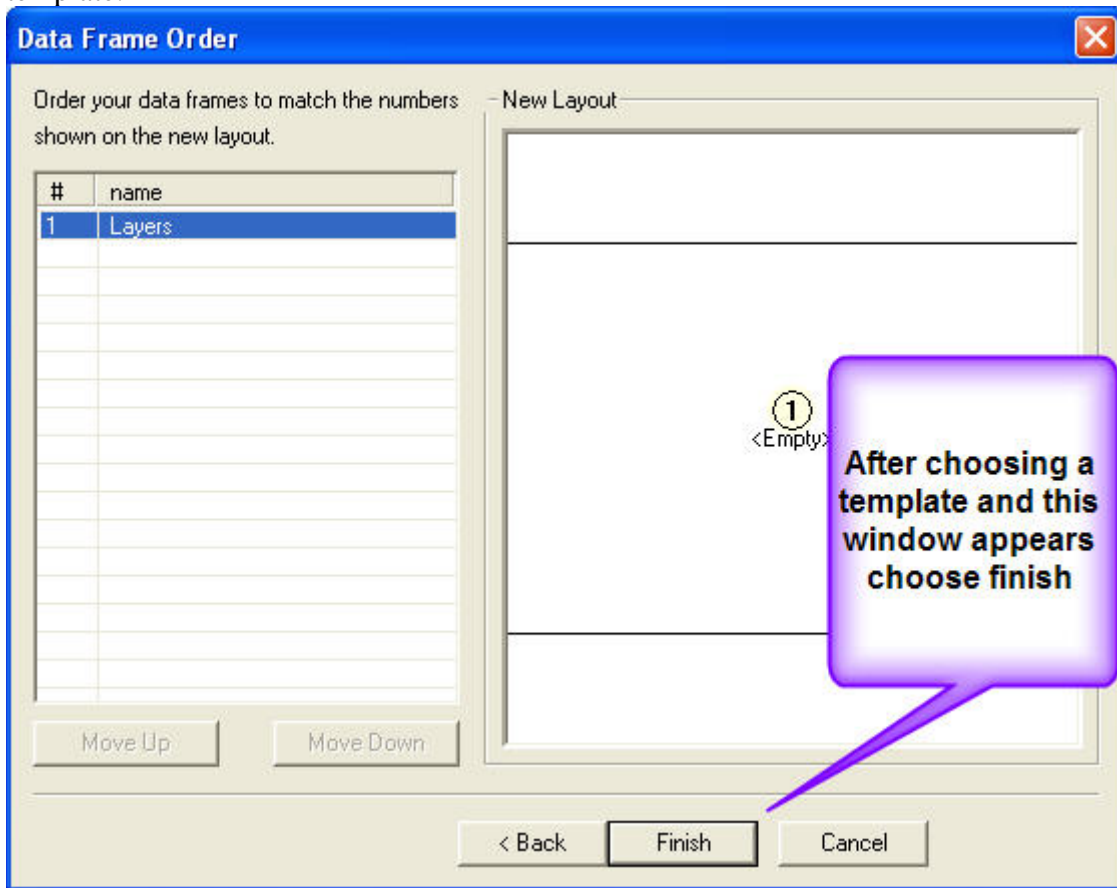
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Using a Map Template




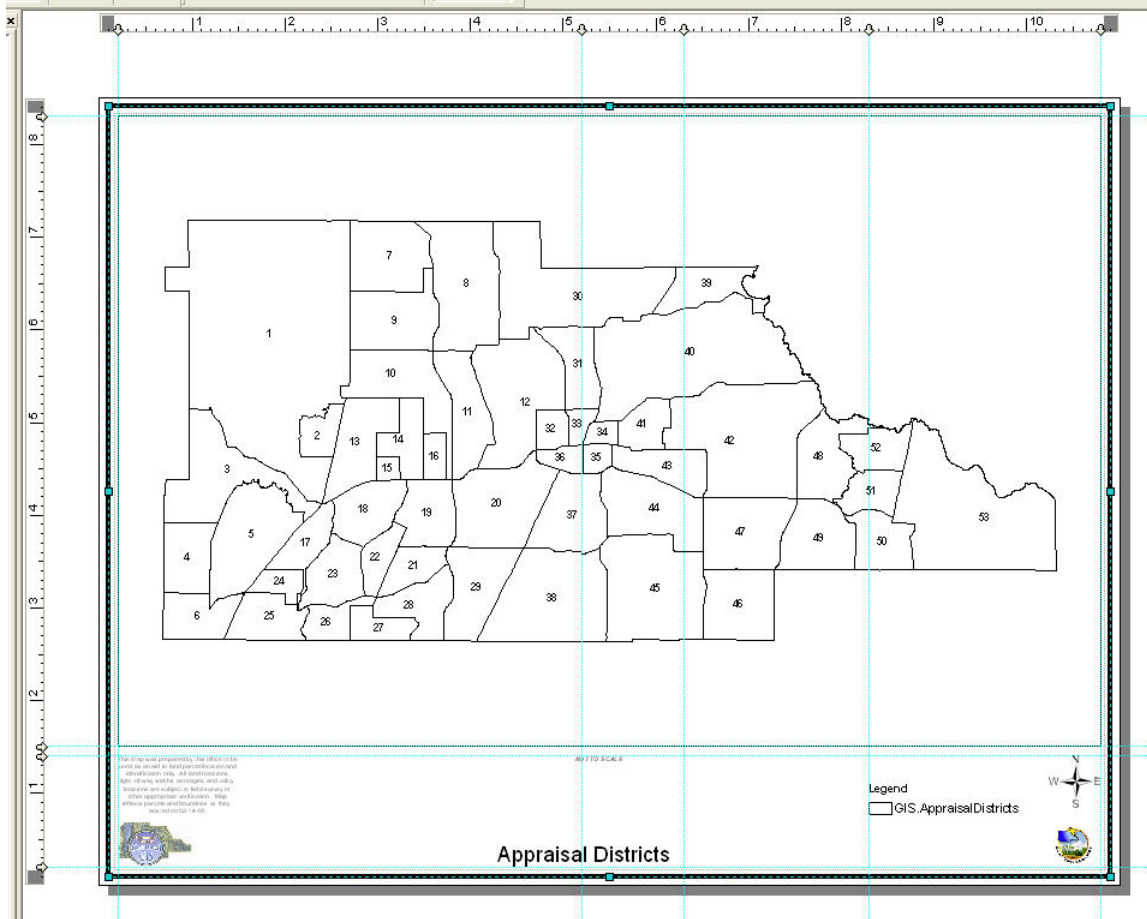
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Step 7: Choose finish after you have selected your map template.




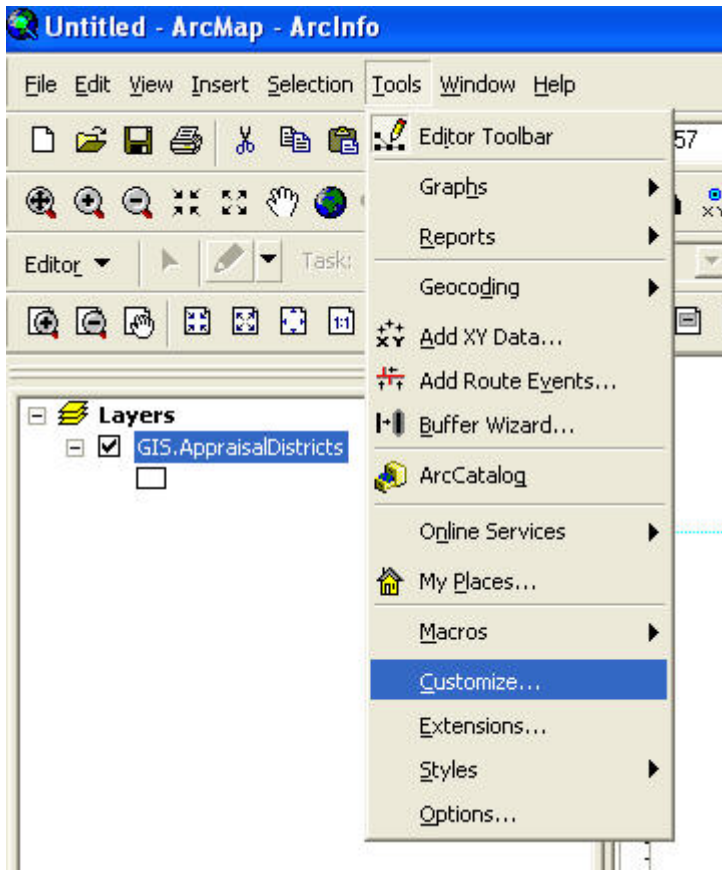
Step 8: After you have selected a template it may take a few minutes to load, and you may notice that certain images are missing such as logos. You can just delete these placeholders and bring in different logos or just omit them altogether. You may now print your map with the imported template. You can alter this template after you have imported it as it applies to your specific purpose, however every map must have certain features such as; North Arrow, Scale, and a Disclaimer. This is just a pre-made template for quick map creation.

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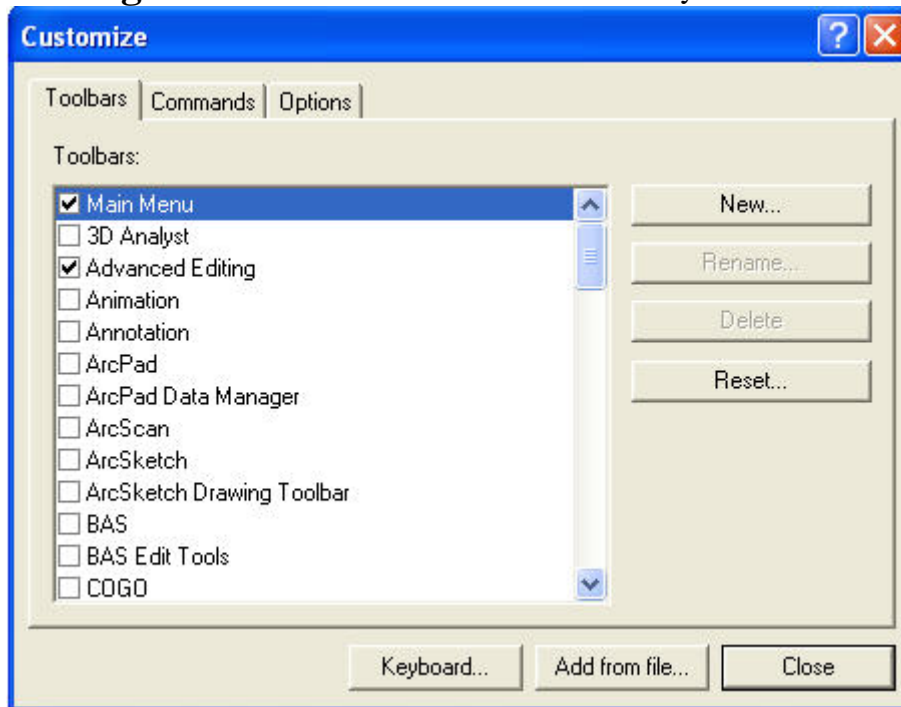


Adding a Toolbar: Select Tools then Customize.

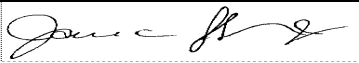
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Adding a Toolbar: Then check the Toolbar you wish to add.



This Completes this Process

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