

How to Print a Map to Scale on GIS Portal

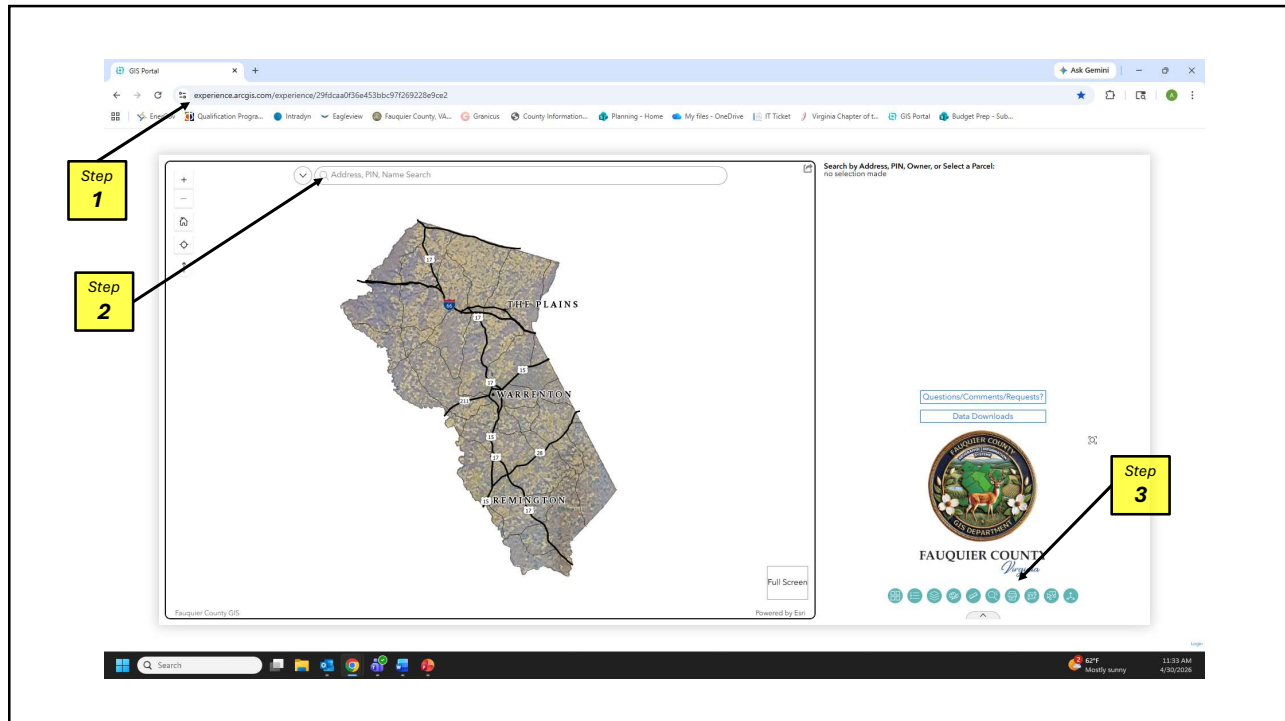
See graphics below for assistance

1. Open GIS Portal:
<https://experience.arcgis.com/experience/29fdcaa0f36e453bbc97f269228e9ce2>
2. Search for the Property using PIN, Address or Name
3. Open Print Widget (printer button on the lower right-hand side of the screen).
4. Under “Template” - select the paper size and orientation
5. Under “Title” – Type project or property name
6. Expand “Advanced” carrot to show more options
7. Click “Show Print Area” - This will show the print area on the map as a blue box
8. Use the Set Map scale option to find suitable print for the parcel.
 - You may need to adjust the scale to fit all of your property
 - See Map Print Scales below (Scale of 600 will be 1 inch = 50 Feet)
 - As you change the Map Scale the Print Area (blue box) will get larger or smaller based on your input

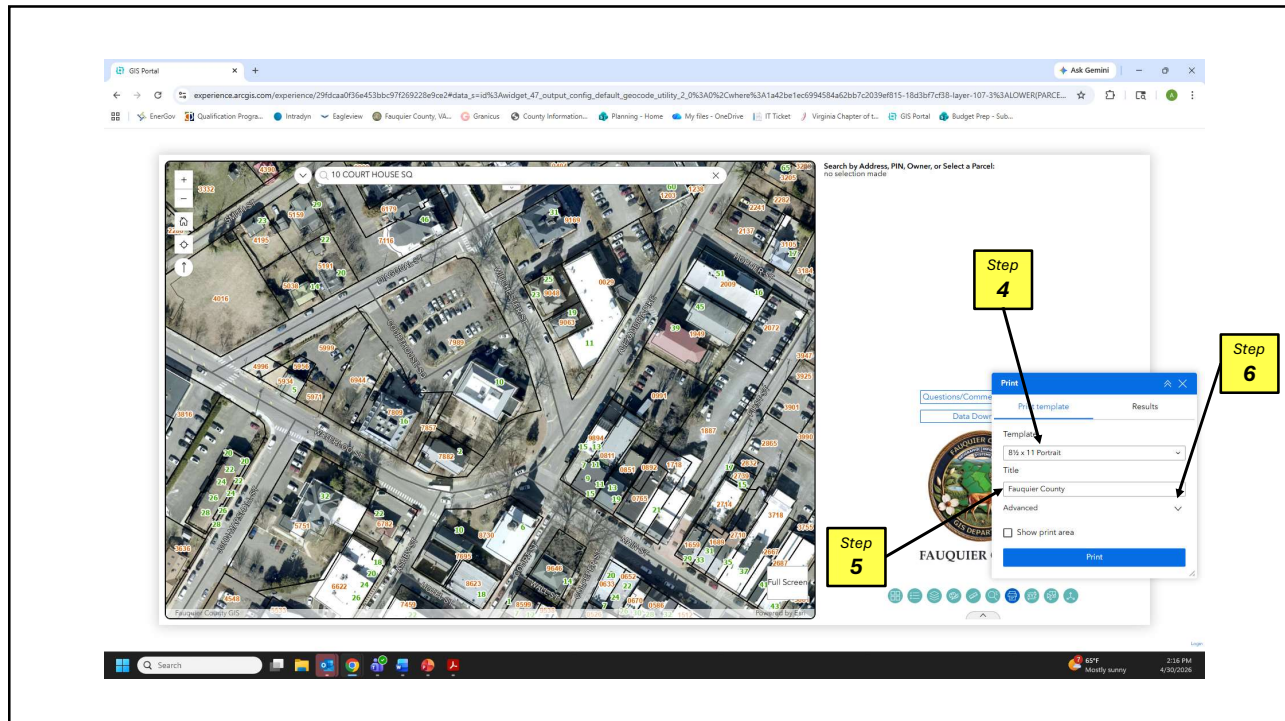
Common Print Map Scales

Map Scale	Drawing Scale		Map Scale	Drawing Scale		Map Scale	Drawing Scale
300	1" = 25'		4,200	1" = 350'		9,000	1" = 750'
360	1" = 30'		4,800	1" = 400'		9,600	1" = 800'
600	1" = 50'		5,400	1" = 450'		10,200	1" = 850'
1,200	1" = 100'		6,000	1" = 500'		10,800	1" = 900'
1,800	1" = 150'		6,600	1" = 550'		11,400	1" = 950'
2,400	1" = 200'		7,200	1" = 600'		12,000	1" = 1,000'
3,000	1" = 250'		7,800	1" = 650'		18,000	1" = 1,500'
3,600	1" = 300'		8,400	1" = 700'		24,000	1" = 2,000'

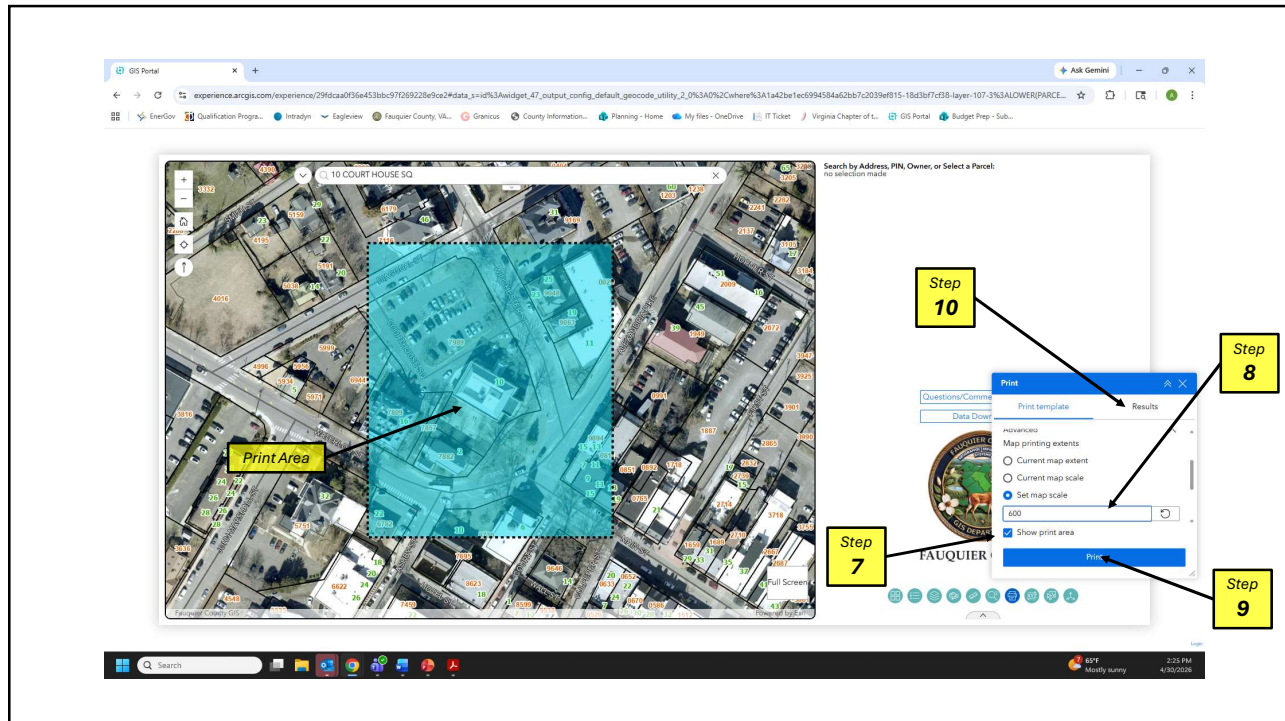
9. Click the “Print” button
10. Open “Results” tab
11. Click on your map - It will have the title you entered in Step 5
12. Your map will open as a PDF. - You can then save the map as a file or physically print it



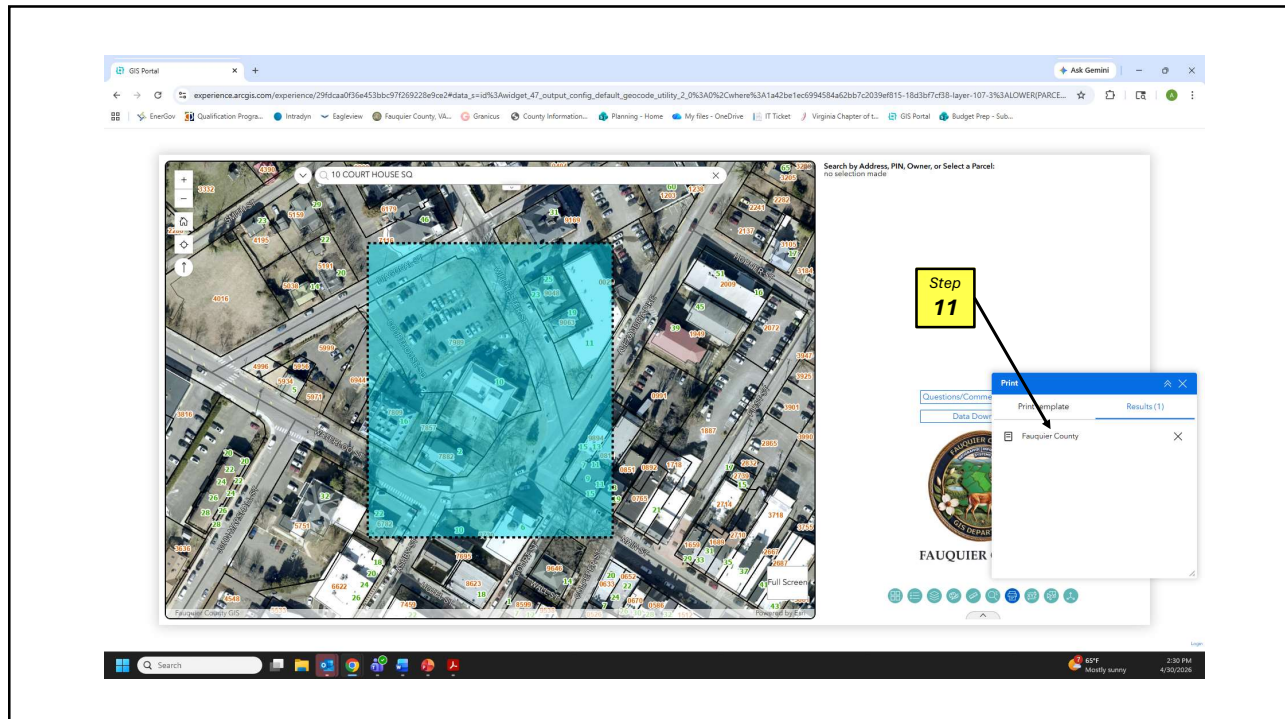
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