

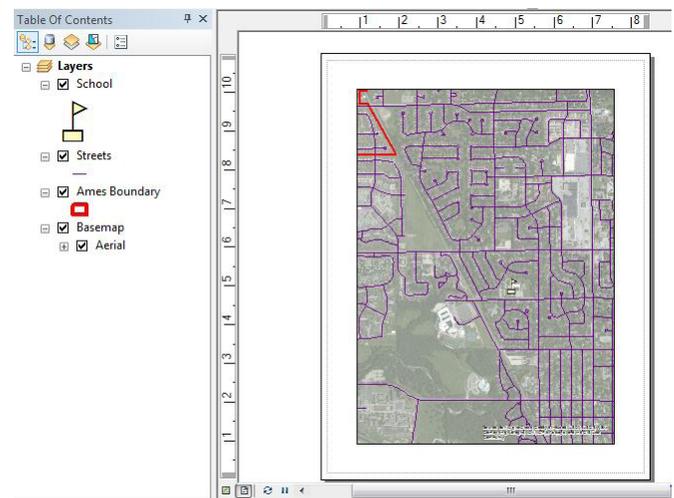
Exporting Maps as Interactive PDFs

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, “Essential ArcGIS Tutorial Series.” The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

Sharing maps with non-GIS users is a common need and there are a few different ways to do this. One of the easiest is to export a layout as a PDF file. Exported PDF files can be customized to allow the user to toggle layer visibility, measure distances, perimeter or area and to view the attributes of a selected feature. PDFs can also be protected to limit exporting or printing. In this task sheet we will cover the basics to exporting a PDF map with layers and measuring capabilities.

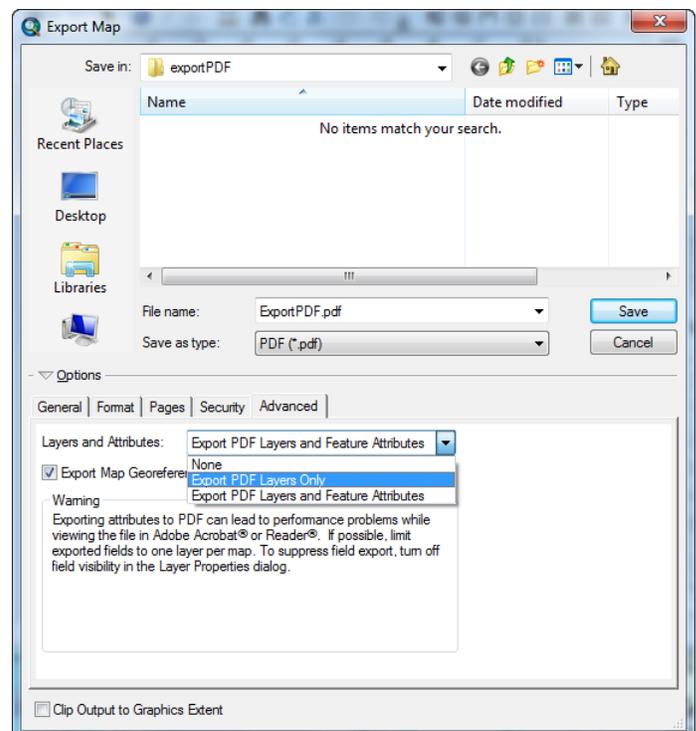
1. Create Map Layout

- Create the map layout as desired making sure to name the map layers in the **Table of Contents** as you want them to appear in the PDF.
- When making a layout, avoid using layer transparency and fancy point icons as this will result in rasterization of the transparent layers. In the sample to the right only the background has transparency, rasterizing this is OK.



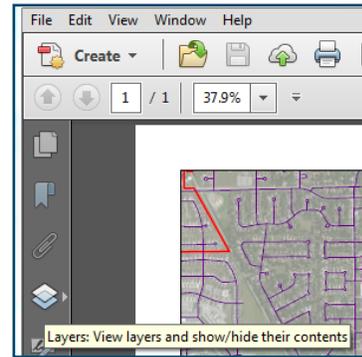
2. Export PDF

- To export the map as a PDF select **File** in the menu bar, then select **Export Map**.
- In the **Export Map** dialog box, set the **save as type** to **PDF**. Then navigate to the location you would like to save the PDF in and enter a name for the PDF.
- Expand **Options** by clicking on the down arrow if they are not visible.
- Select the **Advanced** tab and set the **Layers and Attributes** option to **Export PDF Layers Only**, you will not be including attribute in this PDF.
- Check the box to **Export Map Georeference Information**.
- Optionally, select the **General** tab and set the resolution and image quality for the map output. The higher the resolution the better the image quality, this will also increase the file size. *Hint: 300 dpi should be high enough resolution for most projects.*
- If you want to use picture icons or fill symbology, turn on the **Vectorize picture marker/fills** option found on the **Format** tab.
- Click **Save**.



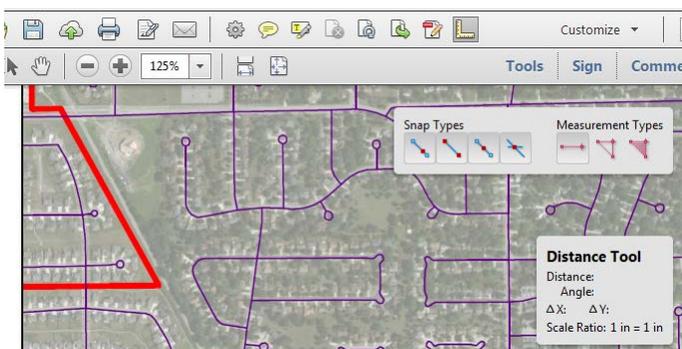
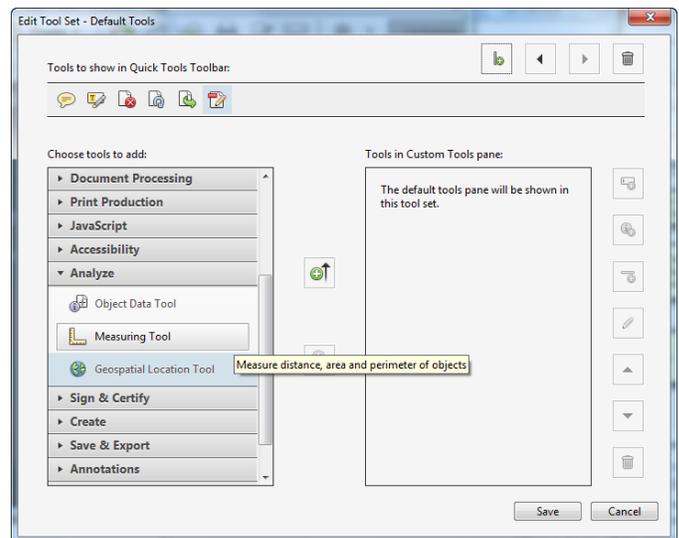
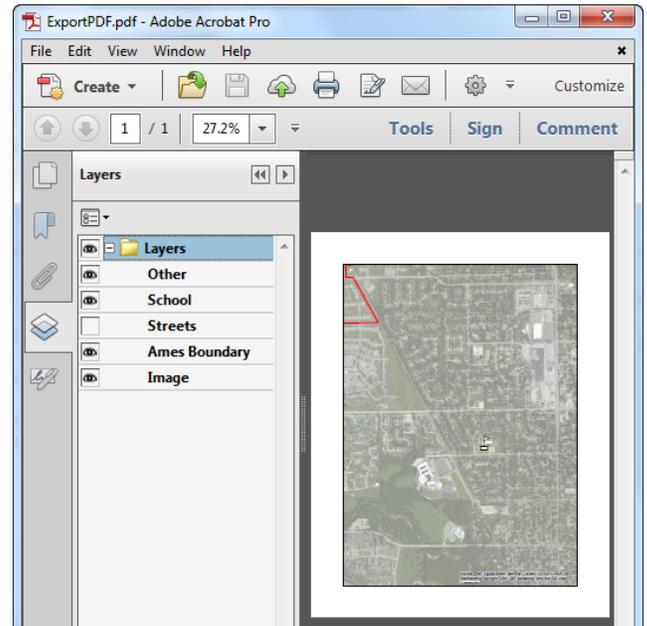
3. View PDF Layers

- Navigate to the new PDF and open it with **Adobe Acrobat** or **Adobe Reader**.
- Expand the layers by clicking on the **Layer** icon in the **Navigation Pane**. *Hint: if the layer icon isn't there, right click and select Layers.*
- Once expanded, a folder called **Layers** will be visible. Expand the folder to view the layers that were visible in the ArcMap **Table of Contents**.
- Notice that the aerial image layer has been renamed to **Image** due to the rasterization because of the transparency. The **Other** layer contains all map layout items other than the data layers (e.g. north arrow, neat lines).
- To turn off a layer, **uncheck** the box next to the layer name. In the image to the right, you can see that the **Streets** layer is turned off.



3. Add PDF Tools

- Click the word **customize** located near the top right corner of Acrobat. In the resulting dialog and select **Manage Tool Sets** to display the tool sets. Click the **edit** button.
- The **Edit Tool Set** dialog will appear. **Expand the Analyze tool set**. Select the **Measuring Tool** and press the **+** button to add the tool to the Acrobat interface. **Save** and close the **Manage Tool Sets** dialog.
- The **Measure Tool** can now be used to find distance, perimeter or area on the map.



Contact:

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