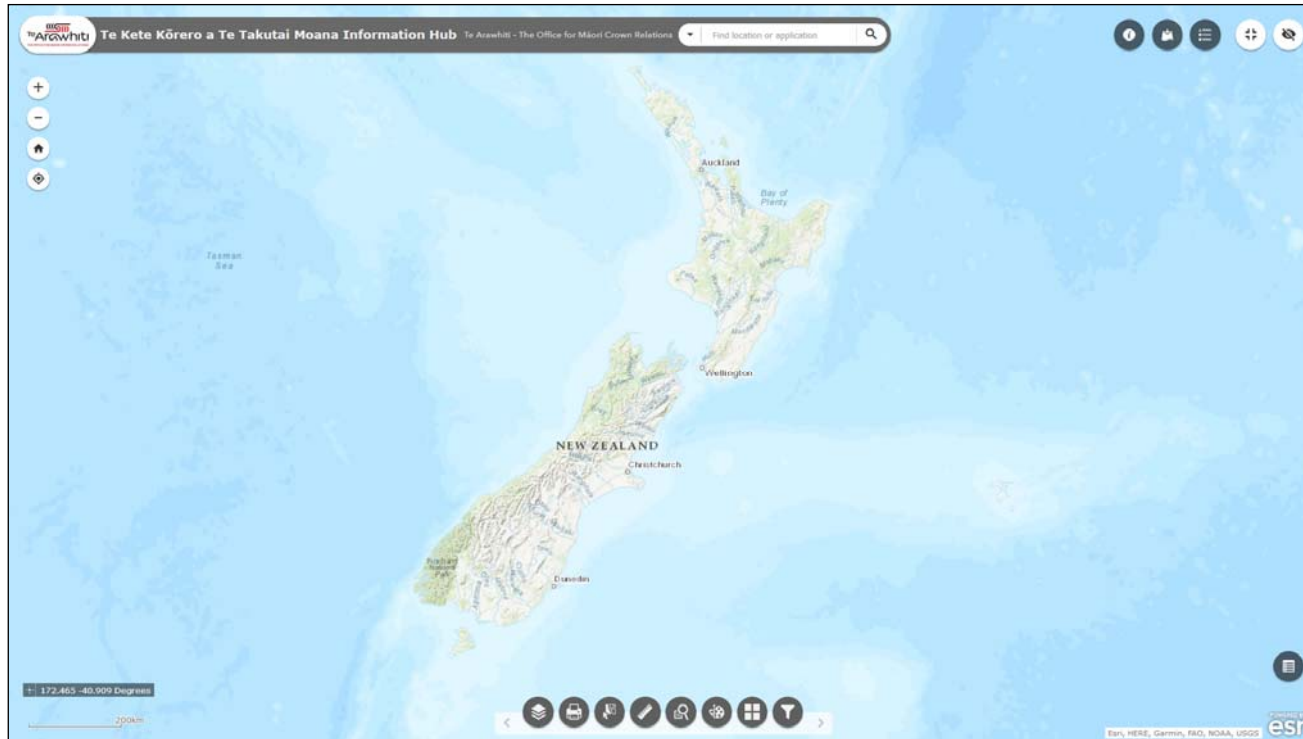# Te Kete Kōrero a Te Takutai Moana
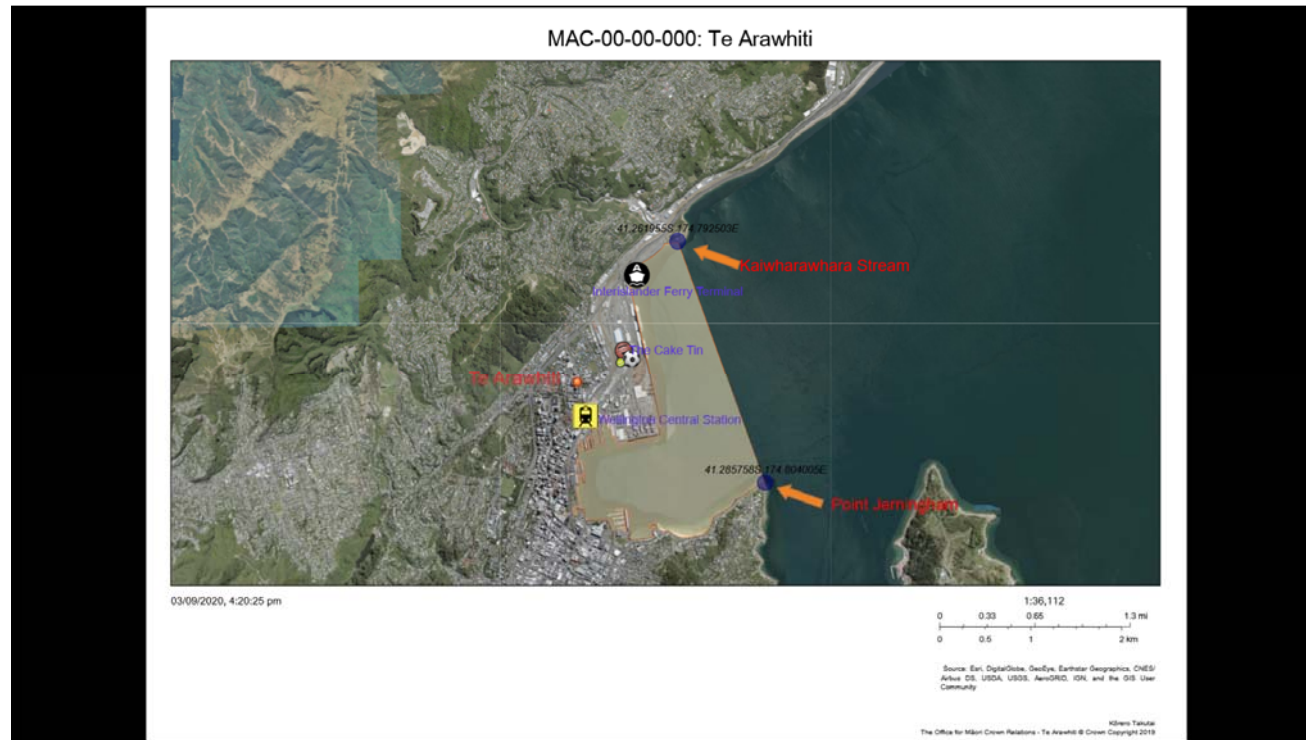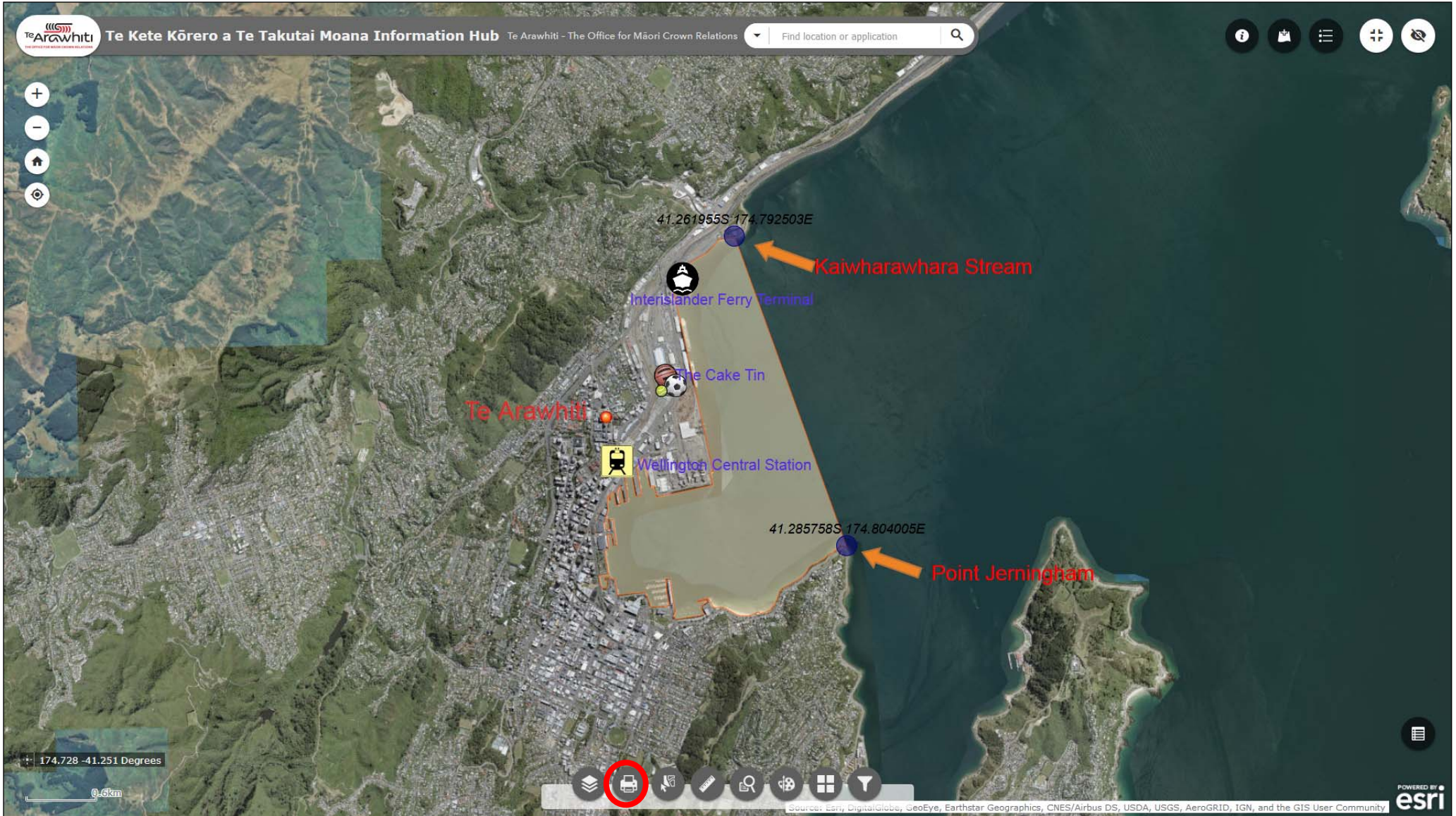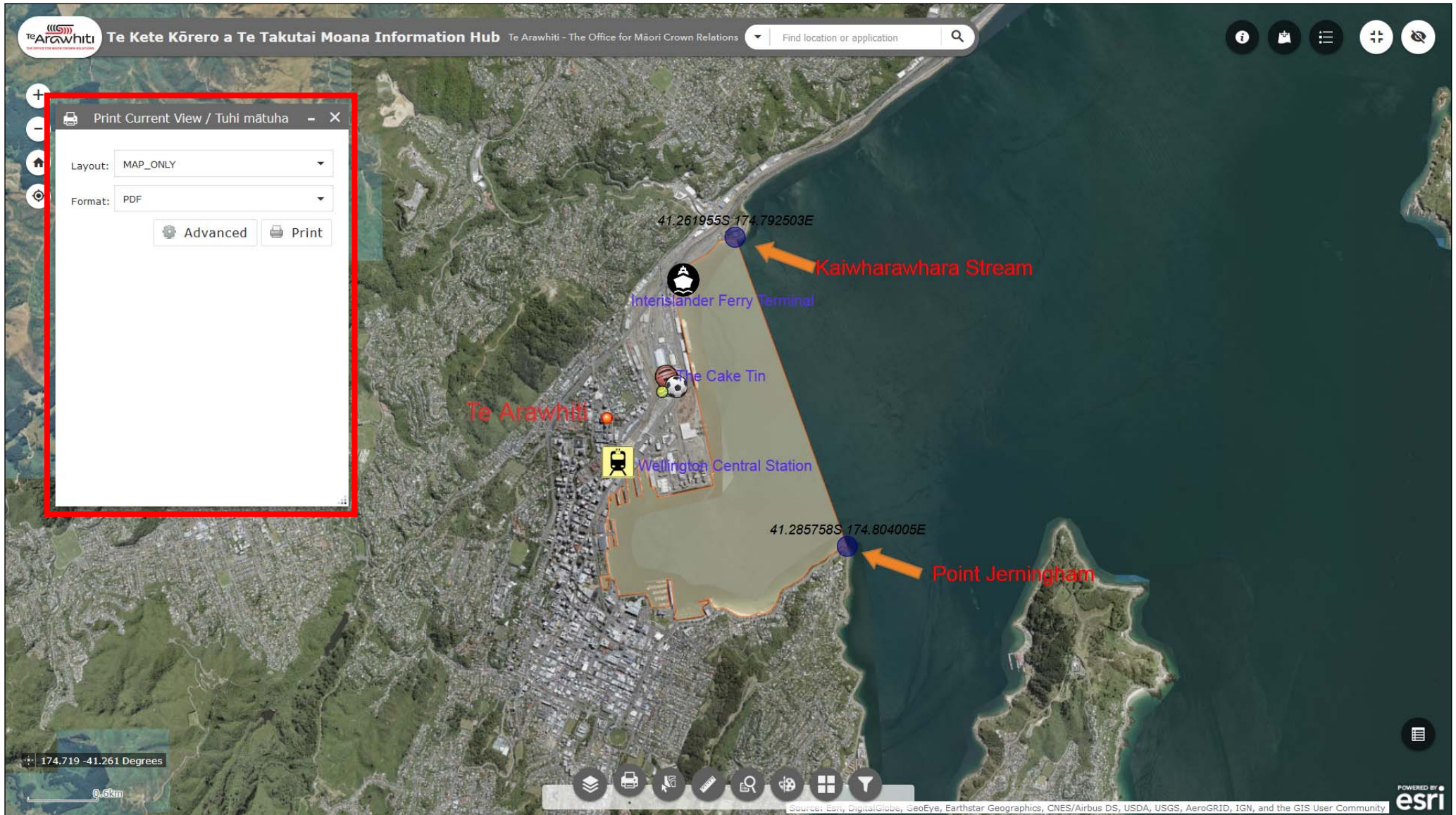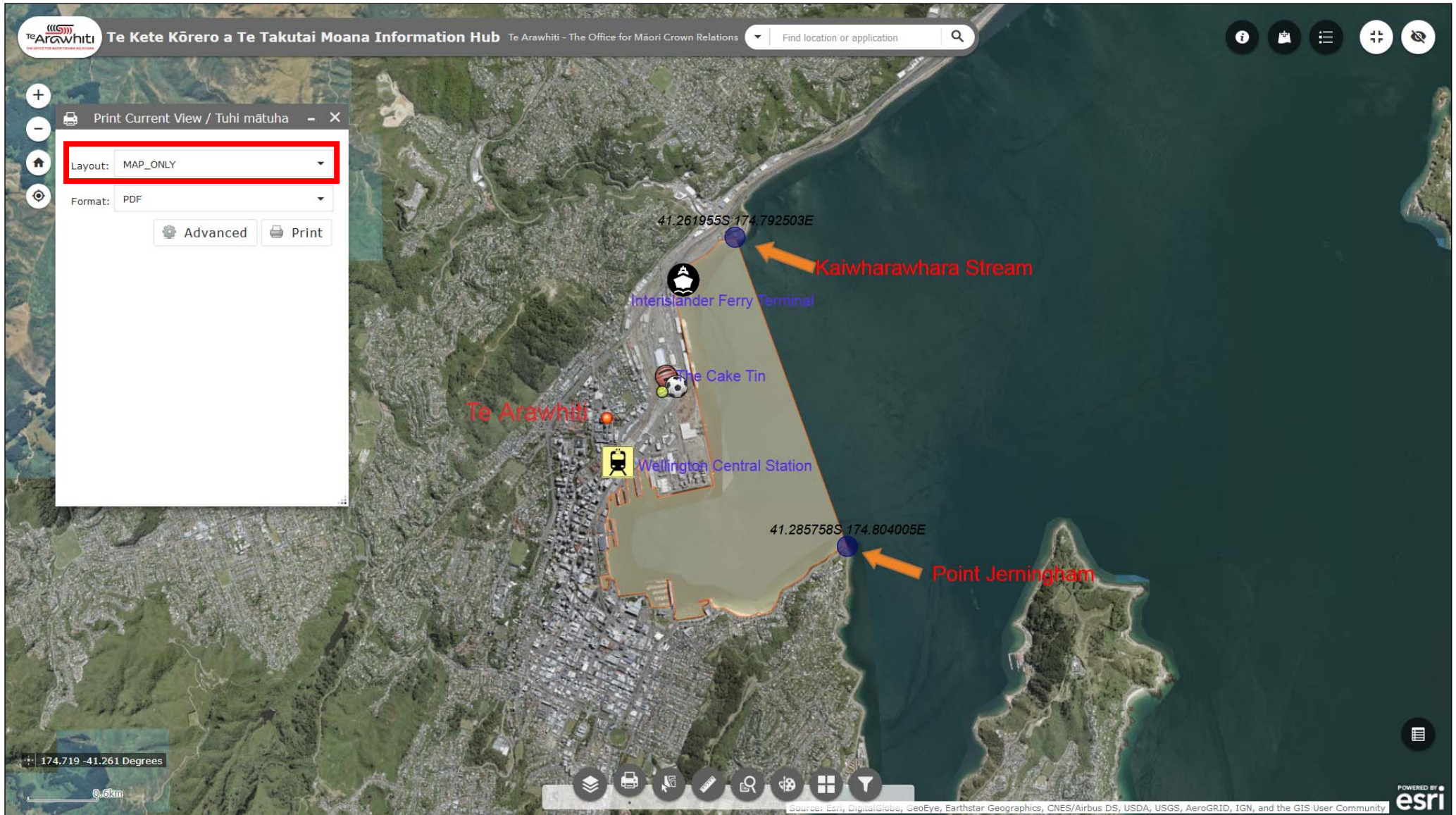

How to Save a Map

How to Save a Map

The Print function allows you to save a map.

1. When you are ready to save your map open the Print Current View tool. It's second at the bottom.

2. This opens the Print Current View window.

3. The 'layout' drop-down menu gives you a number of options regarding map size and format. By default 'MAP_ONLY' is selected. This option exports a file which contains only your current view, with no margins or legend. All other formats include margins and a legend.
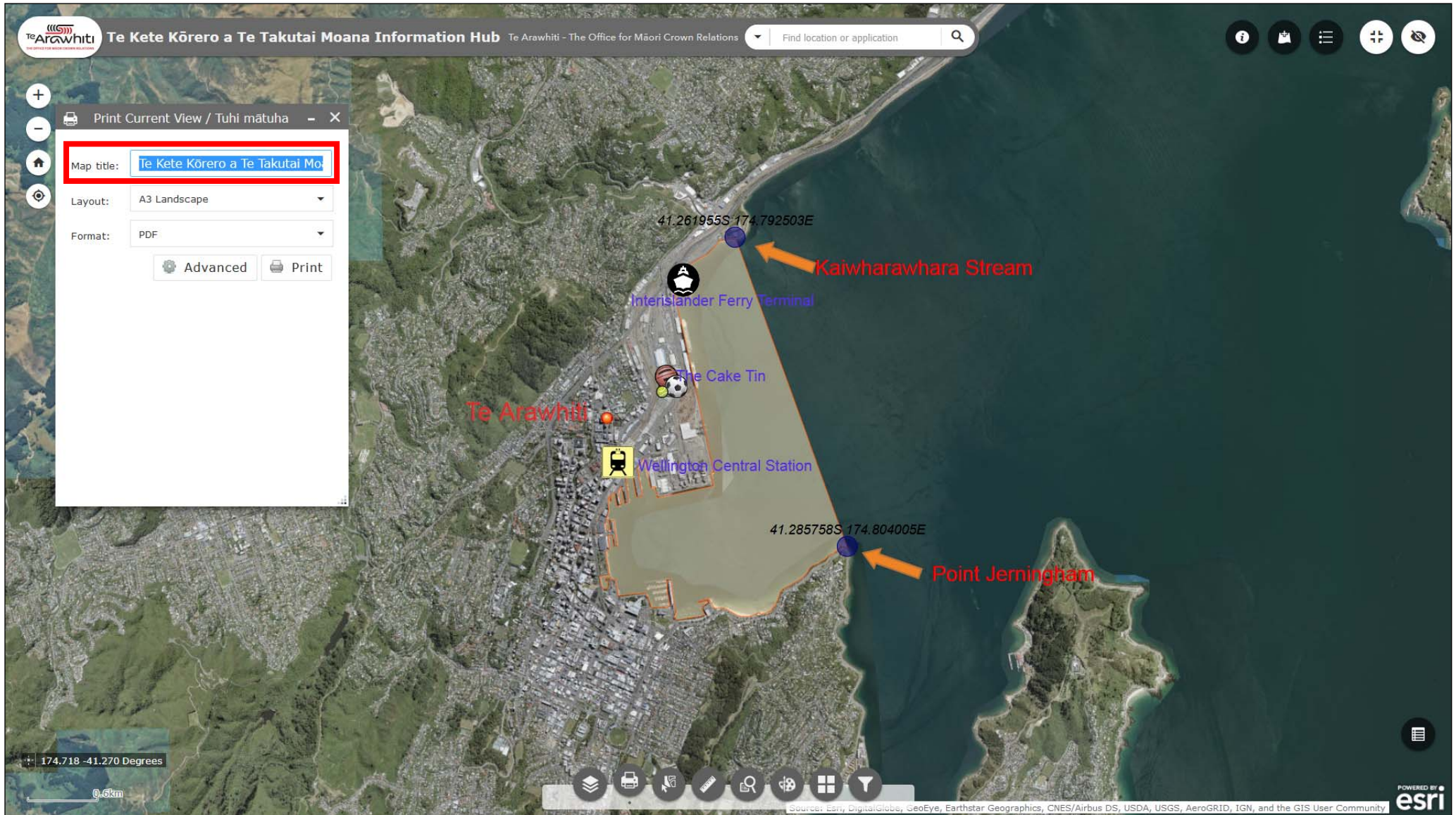
4. If you select a layout other than 'MAP_ONLY' then you can change the title of your map.
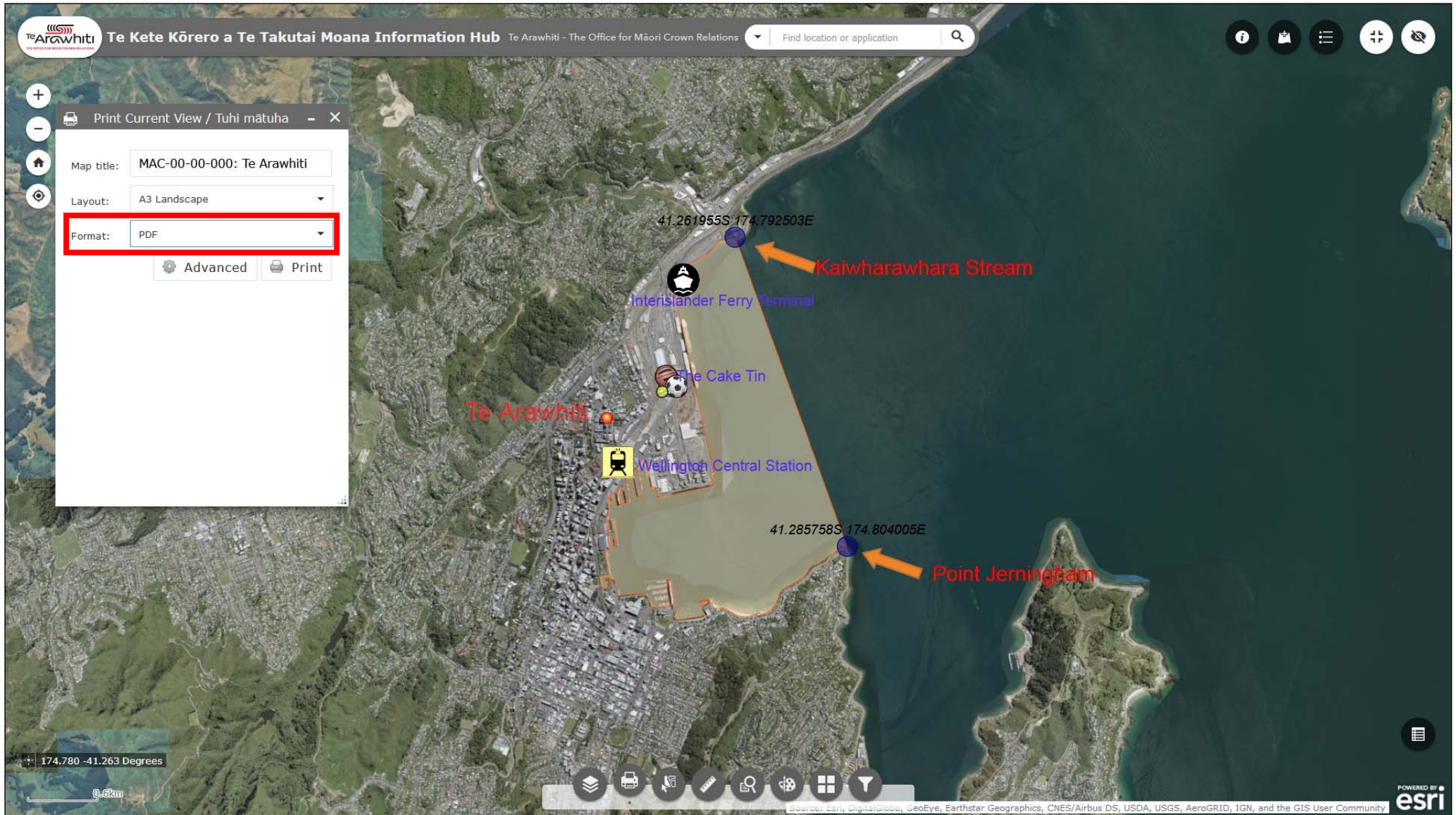
5. The 'format' drop-down menu allows you to choose from a number of different file formats. PDF is selected by default.
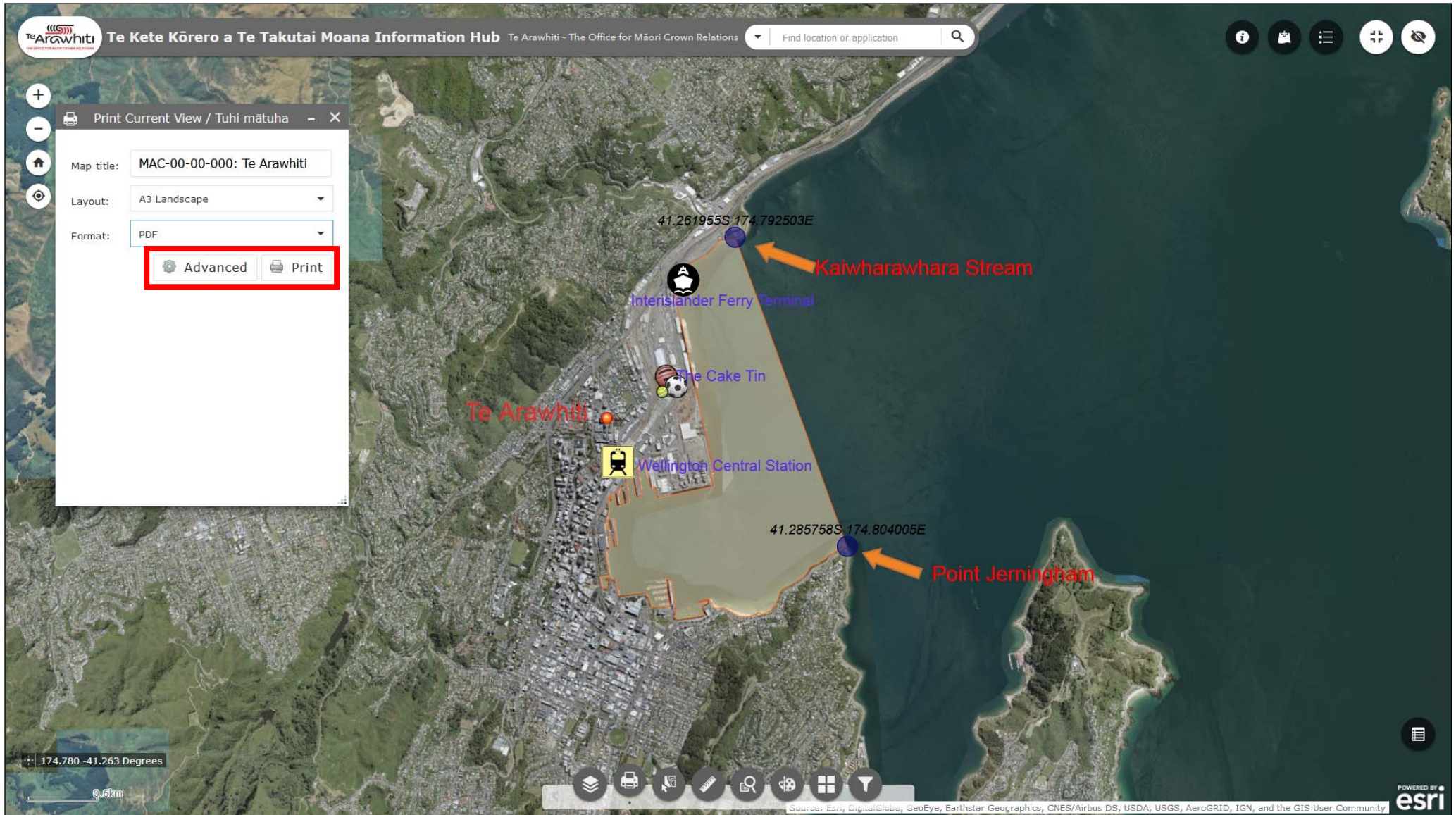
6. If you want to print your map as it is now simply click 'print'. Otherwise you can select 'advanced' to open a menu allowing you to further refine your map (e.g. by changing the scale or the map's author). This is useful for tailoring your map for a specific purpose or audience.

7. The first option on the 'advanced' menu allows you to alter the map scale and extent. Selecting 'map scale' will ensure that the exported map is at the same scale as your current view. Likewise selecting 'map extent' will ensure that the exported map covers the extent of your current view. You can also force it to use the scale of your current view.

8. The 'layout metadata' options allow you to change the author and copyright text, as well as the measurement units used in the scale bar. You can also toggle the legend on or off. Some of these options are unavailable if you choose the 'MAP_ONLY' layout.

9. You can choose whether to include a legend, and the scale bar unit.

10. 'MAP_ONLY size' can be useful. Whereas the other layouts are of a fixed size, you can customise the size of a map exported using the 'MAP_ONLY' layout. Simply enter your desired size in pixels.
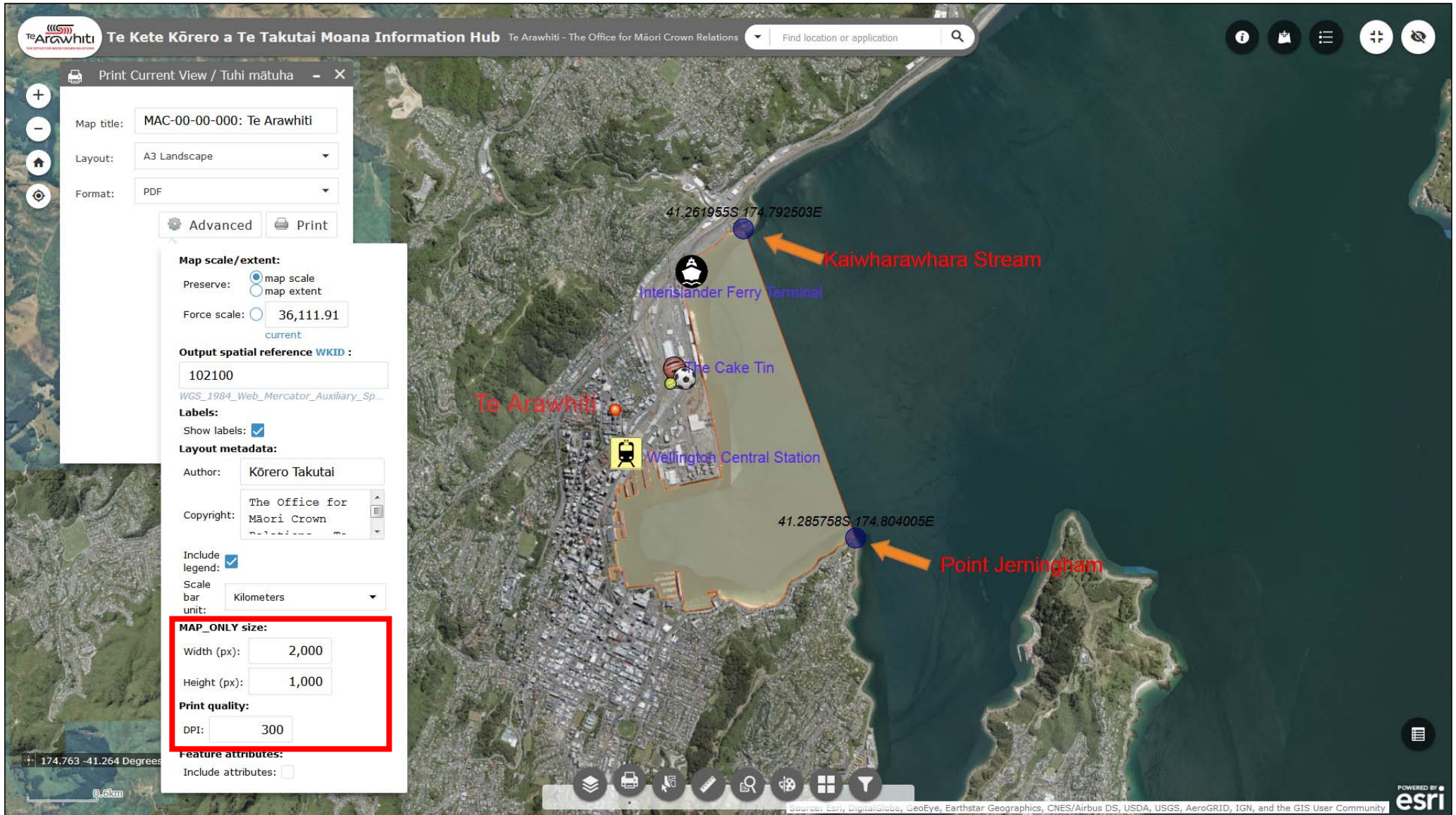
11. Print quality allows you to increase the resolution of the exported map by adding more dots per inch (DPI). Please be aware that when using the 'MAP_ONLY' layout increasing the DPI without increasing the MAP_ONLY size can result in very small maps. Please see the end of this document for a list of recommended size-to-DPI ratios.

MAC-00-00-000: Te Arawhiti
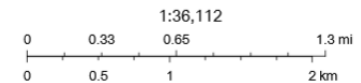
11. You may find that the exported map does not exactly match the extent of your current Kōrero Takutai view. This is because the aspect ratio (the ratio between width and height) of most computer screens do not match the aspect ratio of most paper formats.
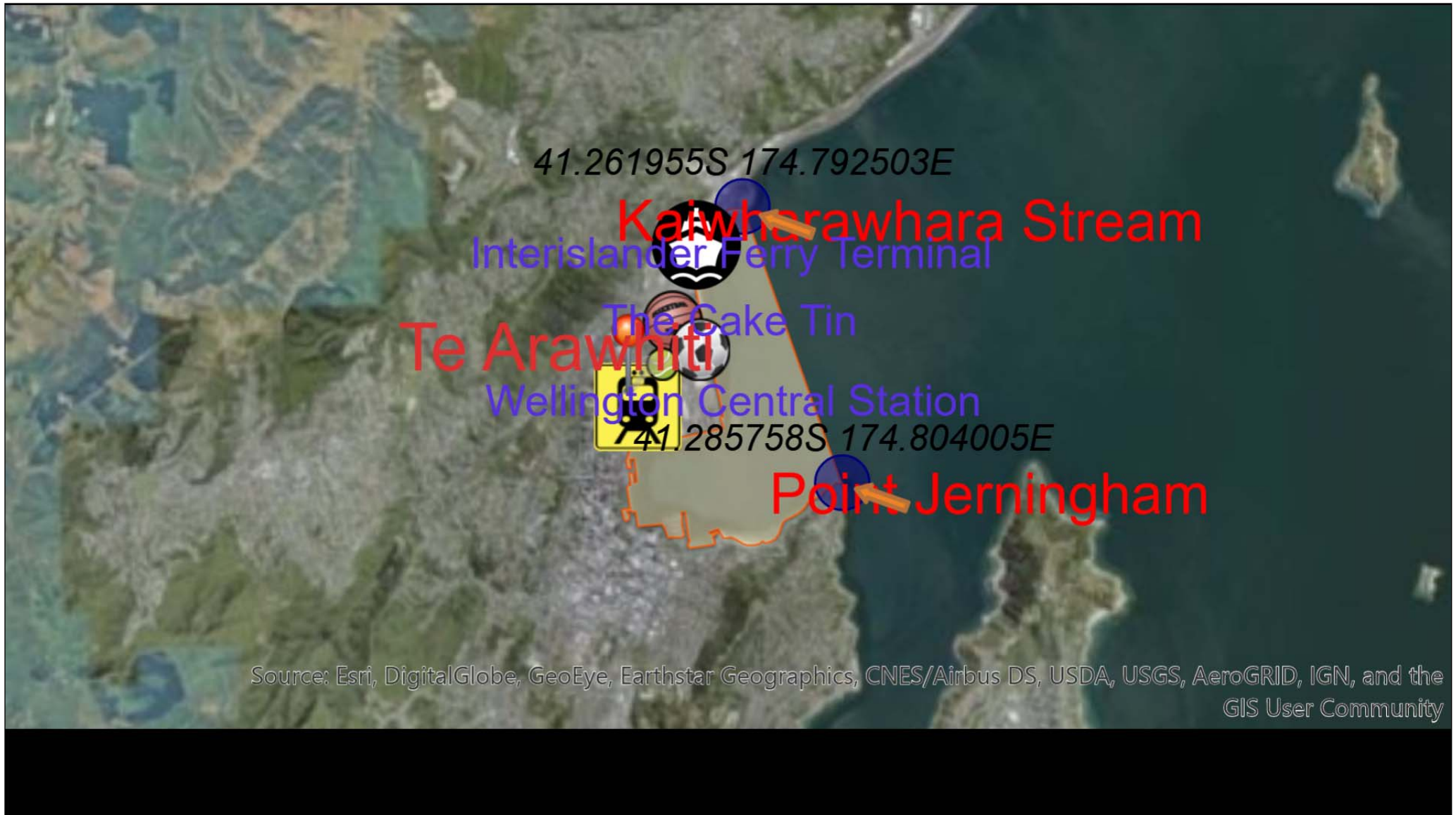
12. This means that Kōrero Takutai sometimes has to include more or less than your current view to ensure that the scale or extent is preserved. This can be more pronounced if you select the 'MAP_ONLY' layout. In the image Kōrero Takutai has tried to preserve the extent of the map, but because of DPI and MAP_ONLY size the end result is poor.

As mentioned above when using the 'MAP_ONLY' layout you can define the size and shape of your map, as well as its DPI. However if you increase the size of the map without increasing the DPI you may end up with a large but low-quality map. Likewise, if you increase the DPI without increasing the map size you may end up with a very small, but high-resolution map.

This is because the DPI is related to the number of pixels. If you increase the DPI you are essentially asking the exported map to use more pixels in the same space. So a map that's 1000 pixels wide with a DPI of 96 will be larger than the same size map with a DPI of 300.

Here is a guide to 'MAP_ONLY' size and DPI:

DPI	Size (WxH)
150	2000x1250
300	4000x2500
600	8000x5000