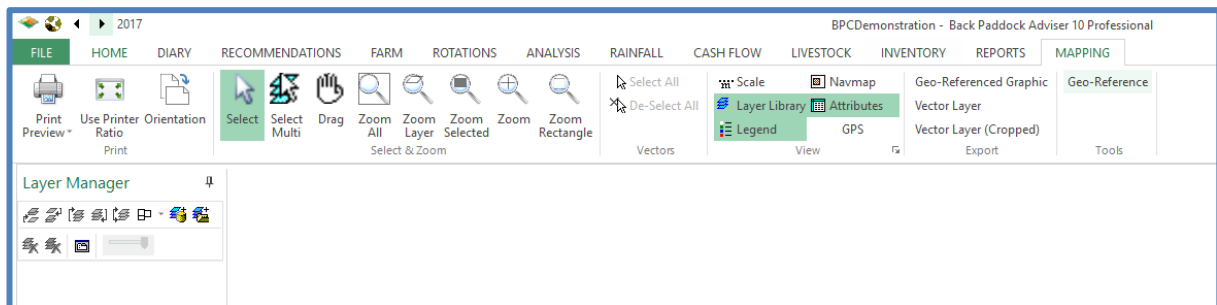


# Create Map Project / Add Map Heading

## 1. Goal

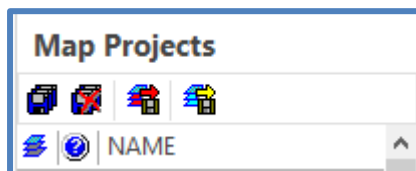
This guide will help create a mapping project that saves groups of layers together to be easily re-loaded. The saved Name of the Mapping Project is also what will appear as a Heading on the exported or printed Map when a project is loaded.



## 2. Load Layers



1. Open Adviser program
2. Sync / Open client file as required
3. Click Mapping tab
4. Create or Load required layers

## 3. Create and Load Map Project



1. Click Map Projects in bottom left corner of screen
2. Click Create New Map Project 
3. Enter required Map Project Name (eg 2017 CROPS PLAN)
4. Click OK
5. Click newly created Map Project (ie 2017 CROPS PLAN)
6. Click Load Selected Map Project to Viewer 

You have now created and loaded your Mapping Project. It's time to check your Header settings. These settings will be saved once they are set and will not usually need adjusting. The legend, however, may be adjusted dependent on the shape of the Map and the Orientation selected.

## 4. Check Header Settings

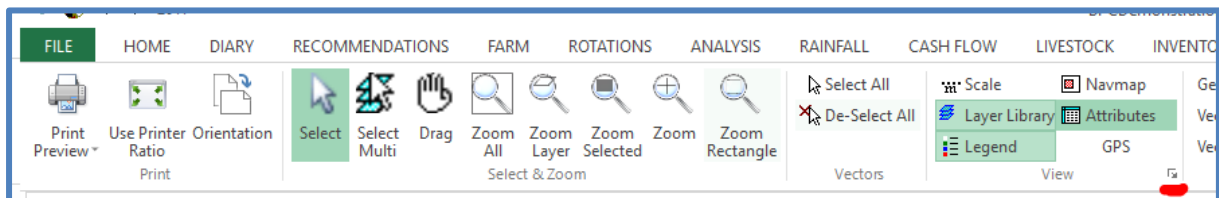
Firstly, we will check how everything is looking now then adjust as required.

1. Click top half of Print Preview icon



In this example the Header is not visible, let's jump into Settings to show our Header.

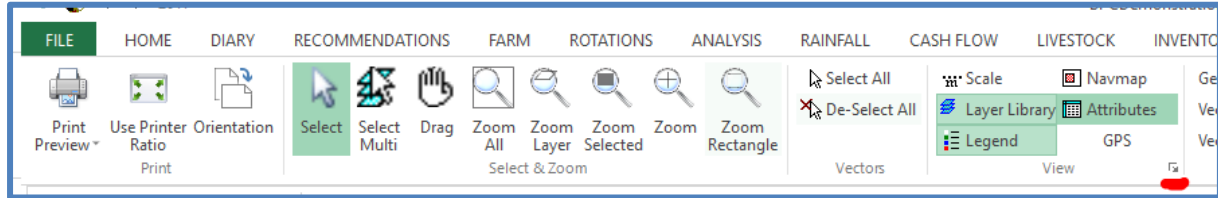
2. Click Close Preview
3. Click Set Map Viewer Options icon as underlined in screenshot below



4. Expand Map Heading section
5. Adjust Show map heading to TRUE
6. Adjust Heading Font if required
  - a. Click in cell to the right of Heading Font
  - b. Click the ... that appears to right
  - c. Adjust as required
  - d. Click OK
7. Click Apply
8. Click OK
9. Click top half of Print Preview again – Map Heading should display. Close Preview and adjust as required

## 5. Check Legend Position

The Map Legend placement is set in the Set Map Viewer Options icon where the Header is changed, by “mm from page left” and “mm from top of page”. See some “cheat” legend positions below and tweak as required for your map and requirements.



1. Click Set Map Viewer Options icon
2. Expand Map Legend Printing
3. Adjust page left and top of page figures as required
4. Click Apply
5. Click OK

### 5.1 Portrait Legends (approximate positions)

Please find some guidelines below, these will need to be tweaked based on your Map, Legend length and requirements.

Required Position	Mm from Page Left	Mm from Top of page
Top left	5	10
Bottom left	5	220
Top right	160	10
Bottom right	160	220

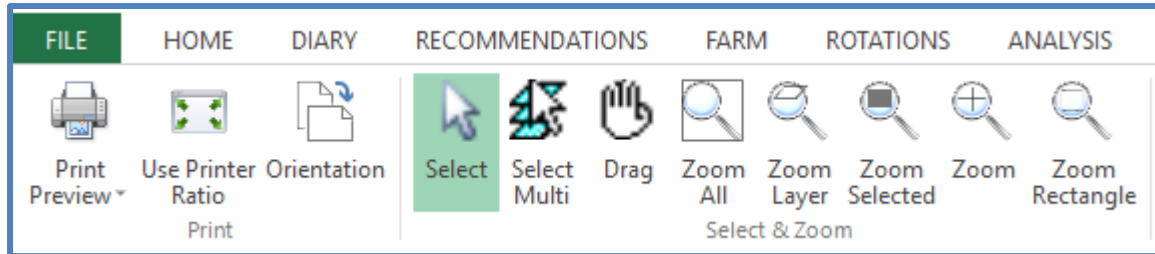
### 5.2 Landscape Legends (approximate positions)

Please find some guidelines below, these will need to be tweaked based on your Map, Legend length and requirements.

Required Position	Mm from Page Left	Mm from Top of page
Top left	5	10
Bottom left	5	160
Top right	220	10
Bottom right	220	160

## 6. Prepare to Export, Export

Our last step is to zoom appropriately and make sure everything fits where it should including Heading, Legend and Maps.



1. Click Use Printer Ratio
2. Click Orientation to switch between Landscape and Portrait if required
3. Click Zoom All to let the program Auto-Zoom
4. Click top half of Print Preview to check Map
5. Click Close Preview

If further adjustments are required, try using the Zoom Rectangle tool to 'draw' around the area you need Zoomed – this is best drawn from top left to bottom right then the mouse released. Once the Map is satisfactory, continue.

6. Click the bottom half of Print Preview
7. Click Print without Preview to print (select Printer on pop up screen) or Export to PDF to export – selecting your Save location on the pop up screen

Your map will be printed or exported as per your request. If you are using WebConnect, be sure to either click Export to PDF again to copy and paste from server to your local directory, or navigate to your required local directory through the server following standard procedures.

Congratulations! You should now have printed or exported maps following your specifications. Please don't hesitate to contact us for any further information.

## Good luck, and have fun!

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