

Topic #8b

How can I print my maps or export them to use for reports I am developing in in Powerpoint or Word?

Method 2: Snipping Tool (Microsoft Windows only)



- Scenario:** How can I print a copy of the map that I have developed on one of the MbCDP Maps?
- Tools to Use:** There are two methods to print a map from a MbCDP map:
- Method 1: Using the Print Tool (See Previous CBT)
 - **Method 2: The Snipping Tool**
- Instructions:** If you are on a Microsoft computer, launch the "Snipping Tool" from the windows menu. Once it is launched, click "New", and use your mouse to capture a screenshot of the map frame that you would like to share. Once you have snipped the image of the map, you can paste it in to any type of document (e-mail, Word document, PowerPoint Presentation etc).
- Interpreting the Results:** N/A
- Additional Comments:** When using the "Snipping Tool" method of sharing a map, ensure that all important mapping components are included: Legend, Title, Scale, and North Arrow. This may require several 'snips'.
- Variations of this Exercise:** Use the snipping tool to capture more than just map images. You can also use the Snip tool to export:
- Tables or reports created using the Query Tool
 - Tables or reports created using the Proximity Tool
 - Graphs or Charts from the Identify Features pop-up
- Video Tutorial:** [#8: Printing and Exporting Maps](#)

Topic #9

How can I visualize more than one map layer at a time in order to compare trends?

- Scenario:** I have two map layers that I want to compare, but am unable to do this directly in Mango Maps. For example, I may want to compare trends in median household income to the location of recent immigrants.
- Tools to Use:** The Snipping tool to extract the map image into Powerpoint or Word
- Instructions:** Using the Snipping Tool, copy and paste the layers you are interested in comparing into Powerpoint or Word, placing them side by side for comparison.
- Interpreting the Results:** N/A
- Additional Comments:** When using the “Snipping Tool” method of sharing a map, ensure that all important mapping components are included: Legend, Title, Scale, and North Arrow. This may require several ‘snips’.
- Variations of this Exercise:** Use the snipping tool to capture more than just map images. You can also use the Snip tool to export:
- Tables or reports created using the Query Tool
 - Tables or reports created using the Proximity Tool
 - Graphs or Charts from the Identify Features pop-up
- Video Tutorial:** [#8: Printing and Exporting Maps](#)