Printing a Territories map with a Google map base

Once you have added layers to your project you can print your map using the print tool. The following instructions will give you a step-by-step guide on how to print from within SKiN when you have Google map base layers selected. An alternative step-by-step guide 'Territories Steps – Create Output – Printing (OSM)' is provided for when OSM map base layers are selected.

Before you begin

Before you start printing your Territories, make sure that you have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:
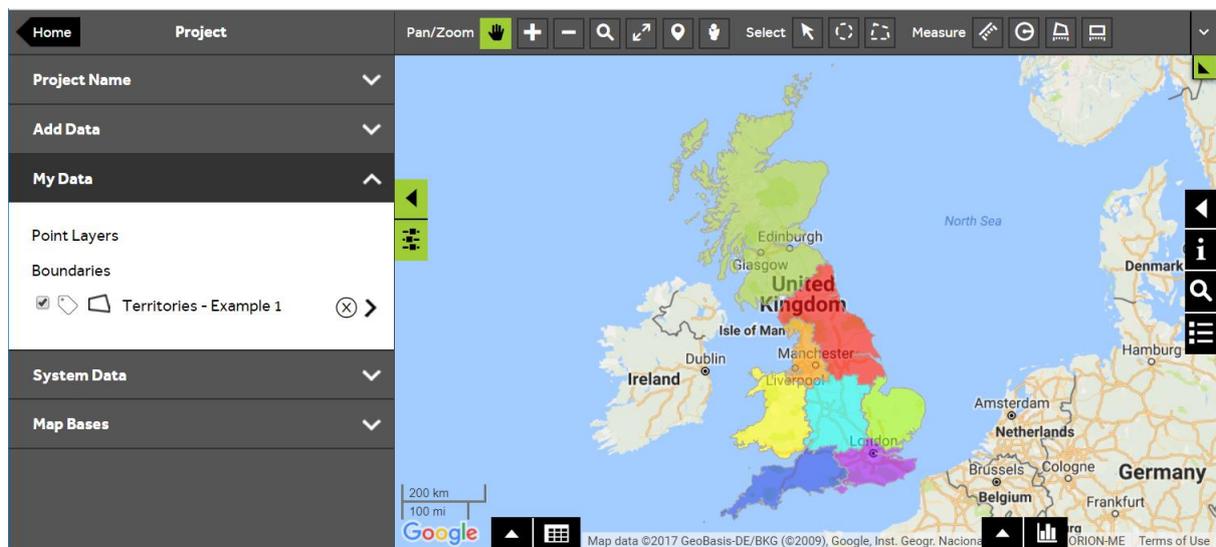
- Territories Steps – Create Project
- Territories Steps – Import Data

Powerful, interactive mapping on a global scale.

**1** of 7   ## Switch on the Territories layer

- To print a map showing your own layers, **Open an existing project** and then select **My Data**. If you can't see your layers on the map, tick the box next to your layer to switch the layers on.

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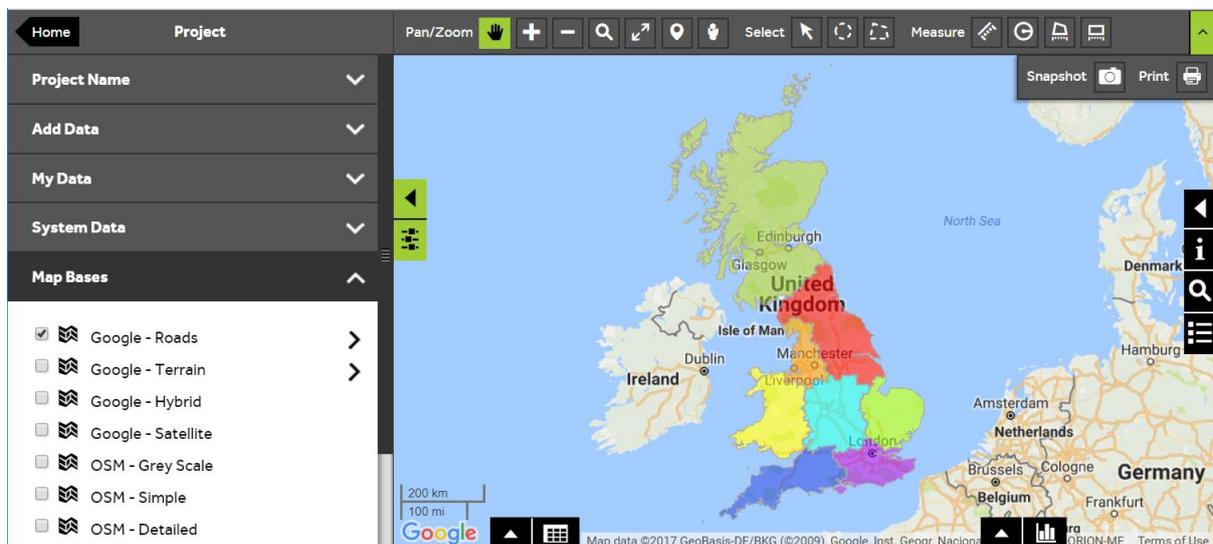
2 of 7 **Select a Google map base**

- Click on **Map Bases** and select a **Google** map base to access the printing steps outlined in this step-by-step guide. If you are using an OSM map base, the 'Territories Steps – Create Output – Printing (OSM)' step-by-step guide should be followed.
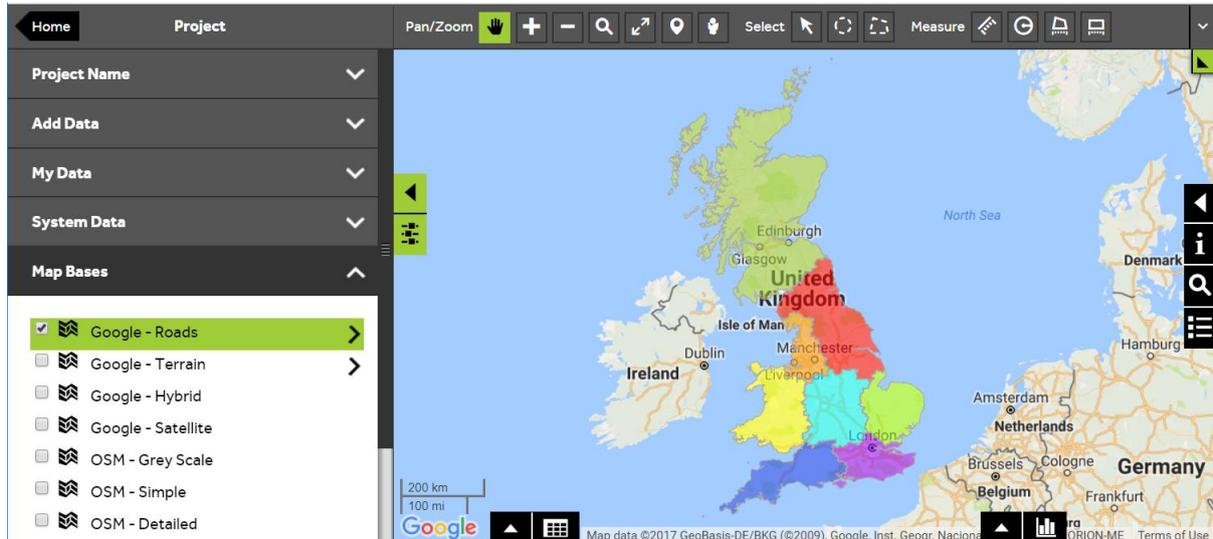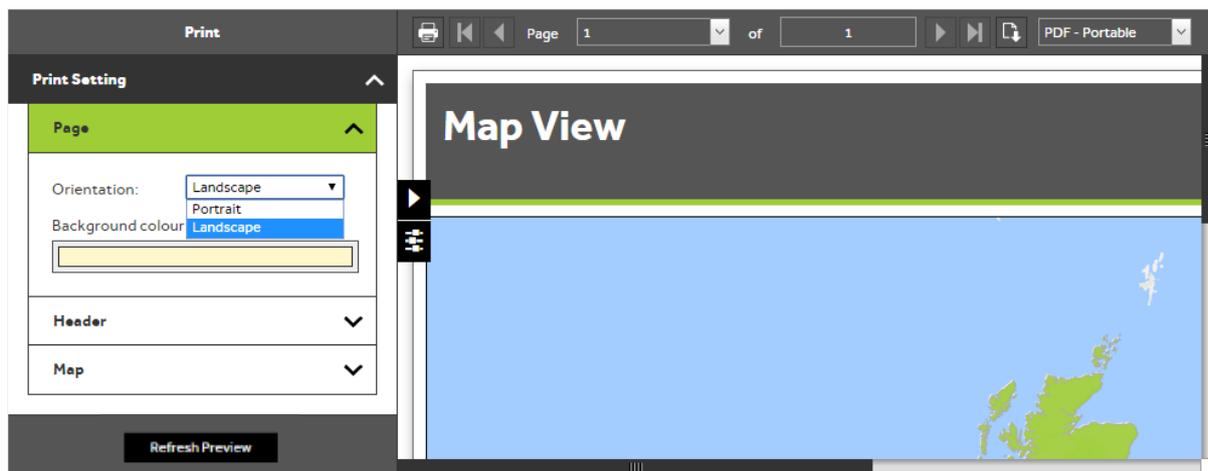

3 of 7 **Select the print tool**

- To open the print preview press the **Print** tool on the toolbar at the top right of the map. If you can't see the tool, click the dropdown on the right of the toolbar to reveal the tool. The **Print** tool should then be available.

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4 of 7   **Change the print settings**

- You can change the **Orientation** and **Background Colour** of the print by opening the **Page** section of the print settings. To change the orientation select from the dropdown list.

- To change the page background colour, click in the colour box and select a colour. Press **Refresh Preview** to apply any changes to the settings.

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Change the report header

- You can change the report header in various ways by opening the Header section of the print settings.
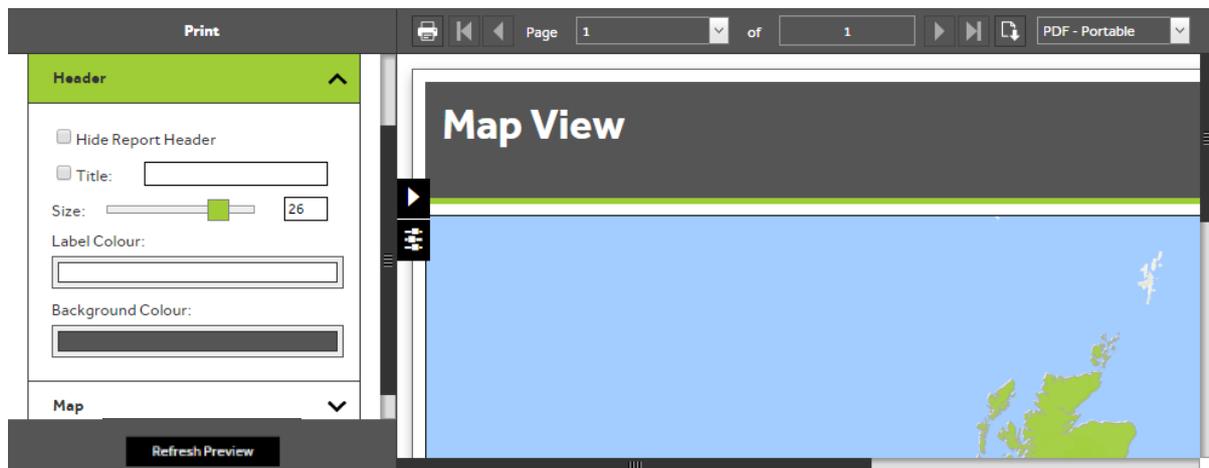
  Hide Report Header: If you do not want your map to have a header panel, tick this box to remove it.

  Title: If you want to add an additional title to the header, tick this box and type your title in the text box.

  Label Colour: To change the colour of the header text, click in the colour box and select the required colour.

  Background Colour: To change the background colour of the header panel, click the colour box and select the required colour.

- Press **Refresh Preview** to apply any changes to the settings.

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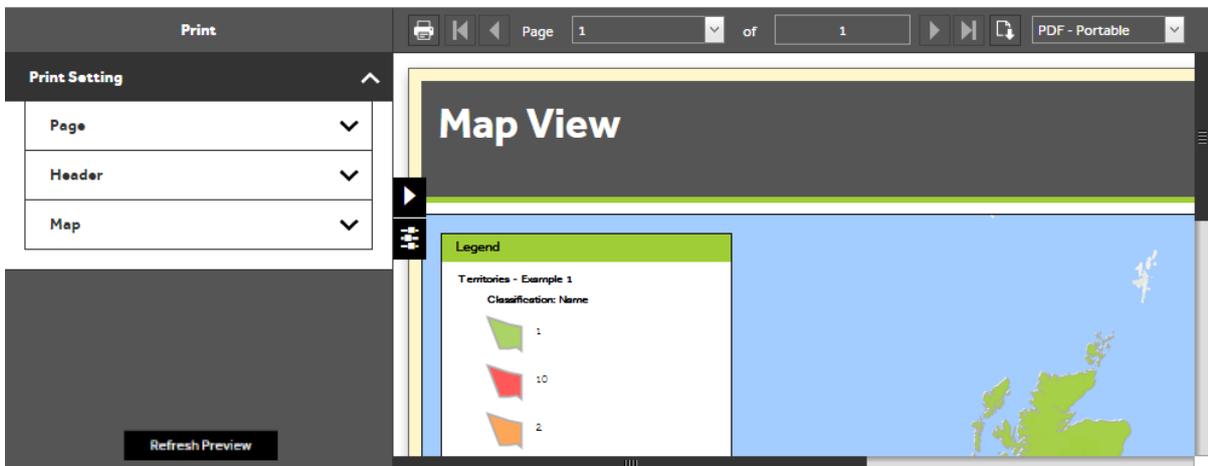
6 of 7   **Add a Legend**

- To add a legend to your map, open the **Map** section of the print settings and tick the **Legend** box. You can choose a position for the legend by selecting a position from the dropdown list. To switch the **Scale Bar** off /on, you can untick or tick this box.

- Press **Refresh Preview** to apply any changes to the settings.
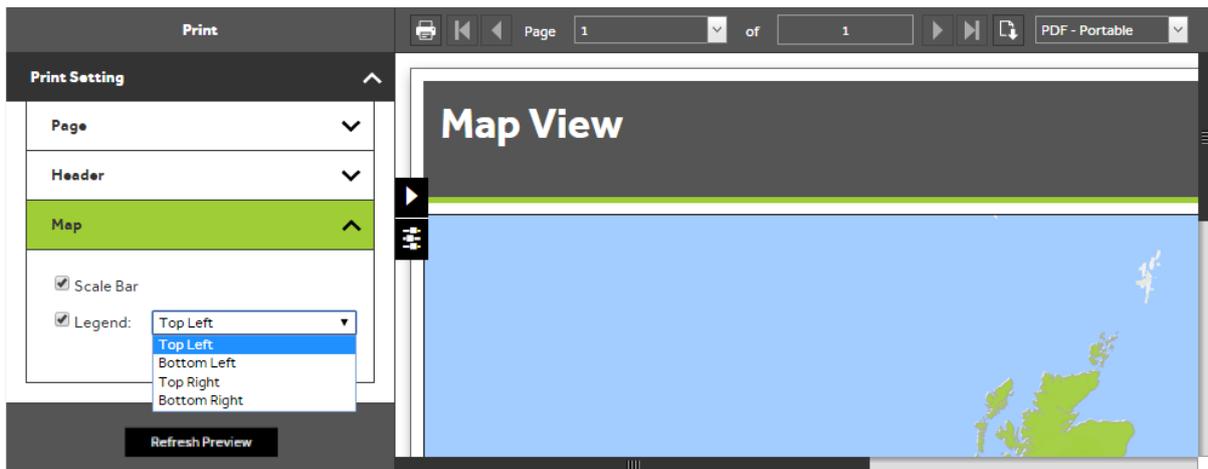
7 of 7   **Print the map**

- To print the map, press the **Print** button on the top left of the toolbar. Your default printer settings will open allowing you to print the map.

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What do you want to do next?

You may wish to export your Territories to a file or create a report. Please refer to the following sections for further assistance:

- Refer to: **Territories Steps – Create Output - Report**
- Refer to: **Territories Steps – Create Output - Export**
- Contact: **Geoplan Support**

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