

Layout Templates

DID YOU KNOW . . . you can save a layout as a template?

What Layout Templates Give You

- Quick and automated means for making maps in a series
- Prompting for groups you want to replace
- Automatic map grid coordinate adjustment
- Direct entry of replacement text

Turn on this toggle when you want the group's layers to be unchanged when the template is used.

After saving the layout at left as a template, you are prompted to choose the layers for the image map and enter new heading text when the template is opened. With the exception of perhaps having to change the legend, that's all there is to making each of the next maps in a series.

When the template is opened, you are prompted to enter new text for text groups not saved "as is."

How to Create and Use a Template

- Make a layout as usual.
- Indicate which groups you want to remain unchanged in the template (Group Settings window), then choose Display/Save As Template.
- Choose Display/Open, or Display/New/From Template, and select the template
- Replace groups and alter text as prompted.
- Replace the legend if necessary.

WANT TO KNOW MORE?

See the tutorial booklet:

Making Map Layouts

