

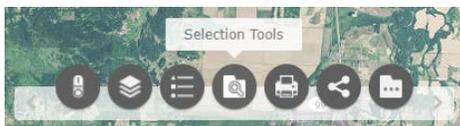


How-To Guides

Highlight a Taxlot and Print a PDF Map

To highlight a taxlot for printing a map in PDF file format from RLID Maps Pro, do the following.

1. Open RLID Maps Pro.
2. Click the **Selection Tools** button from the Anchor Bar at the bottom of the map window.

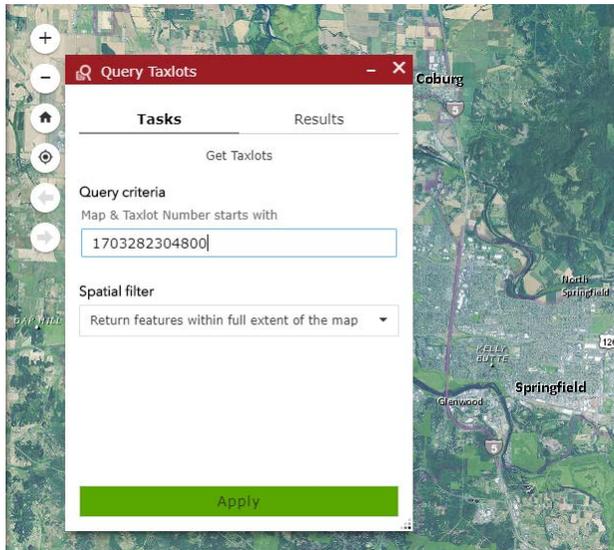


3. Click the **Query** tool from the Selection Tools toolbar.



This will open the Query window.

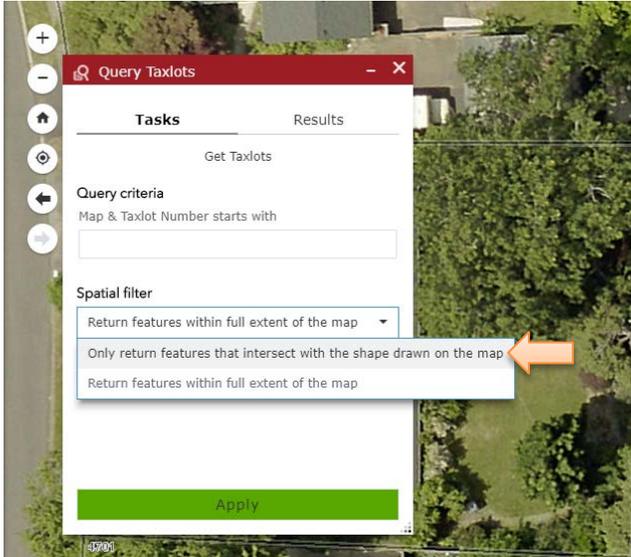
4. If you know your map and taxlot number, enter it (no spaces or dashes, 13 digits) as the **Query criteria** and click the **Apply** button on the **Query** window. Now, skip to step 8.



5. If you don't know the map and taxlot number, find the taxlot on the map using the navigation tools at the left of the map window or using the search box at the top left of the map window.

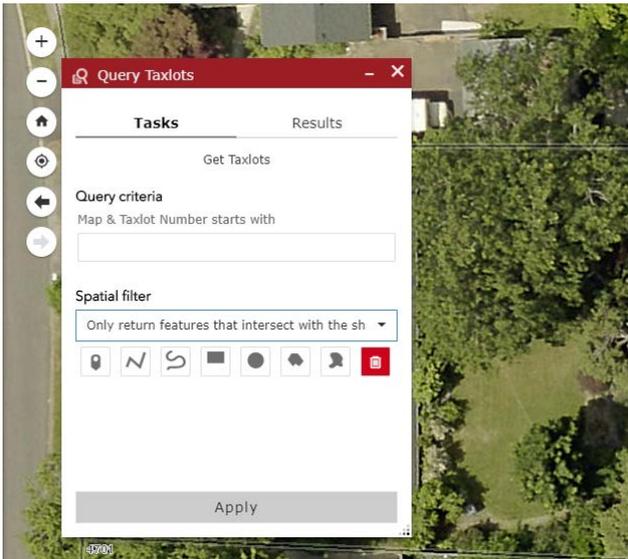
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- Once you have located and zoomed to the taxlot, select the Spatial filter on the **Query Taxlots** window. Choose the **Only return features that intersect with the shape drawn on the map** option.



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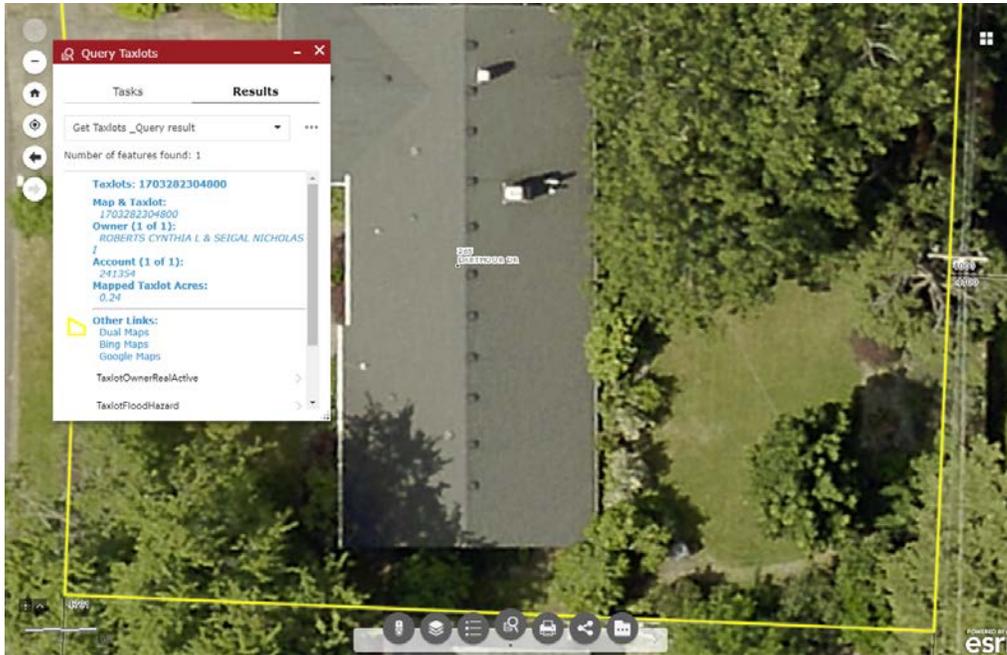
7. Once the shape filter is selected, the **Query** window changes to show a set of shape buttons.



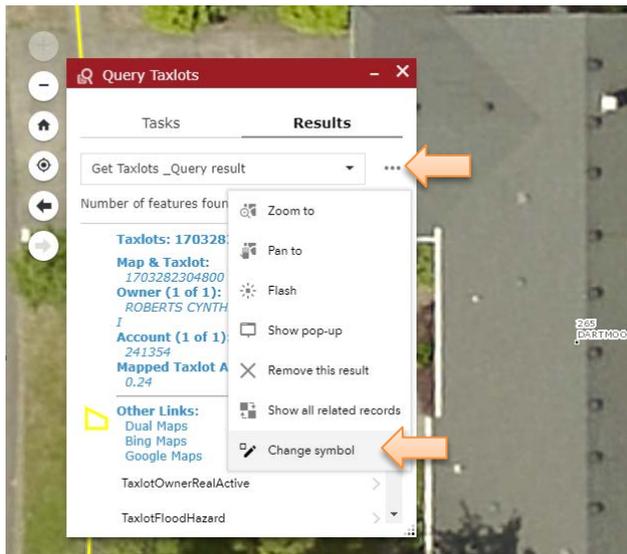
8. Pick one of the shape buttons, such as the point to draw a selection graphic on the map. Keep the shape inside the taxlot you want to select. When done drawing the shape, click the **Apply** button.

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- The taxlot will be highlighted in yellow and zoomed to tightly. The **Query** window will have changed to show the **Results** tab

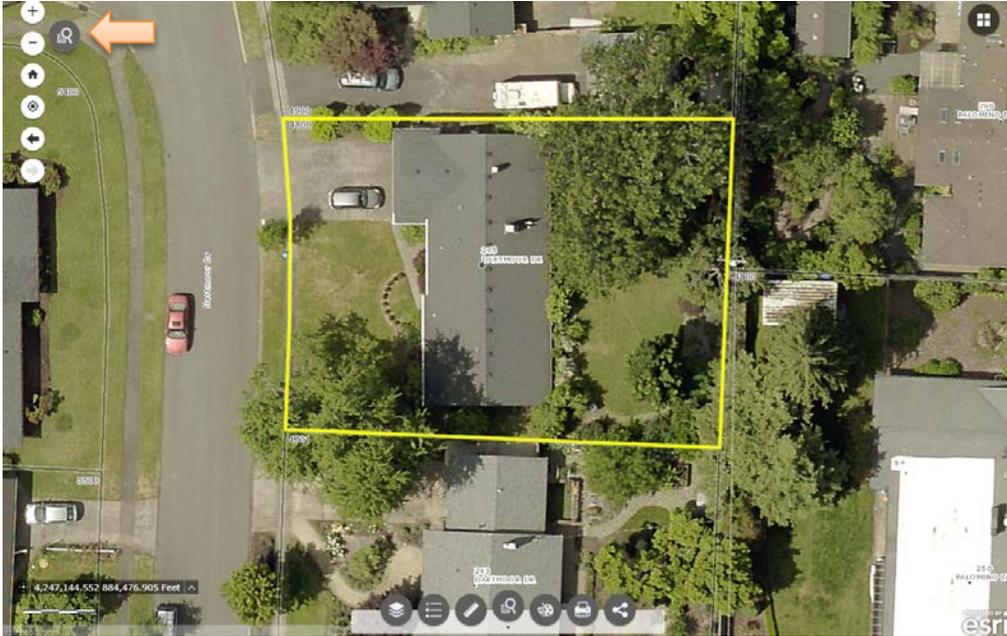


- You can adjust the thickness and color of the highlighting outline using the Change symbol option on the Feature actions menu (•••) on the **Query** window.



- Adjust the zoom level to show as much of the surrounding area as you want.

12. Although it will not appear on the printed map, the **Query** window can be minimized to give a clearer preview of what you will be printing.

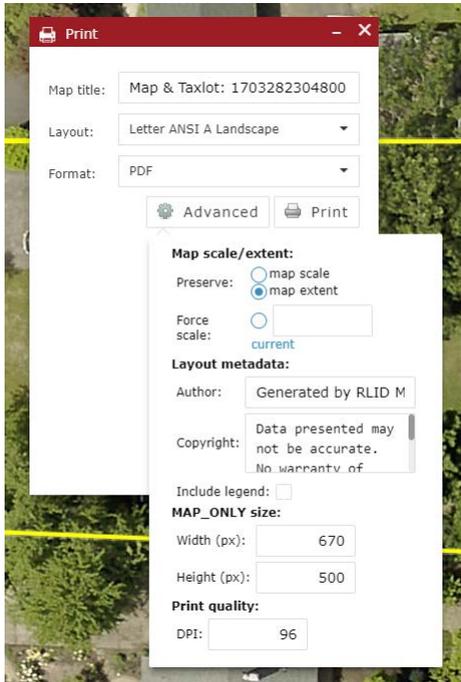


13. Select the **Print** widget from the Anchor Bar at the bottom of the map window.

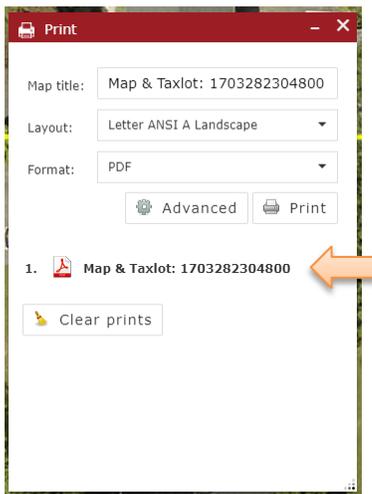


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14. In the **Print** window, set your print options, such as title, layout and format, as well as any advanced settings you may want.



15. Click the Print button. Your file will be generated. When ready, it will appear in the list below.



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