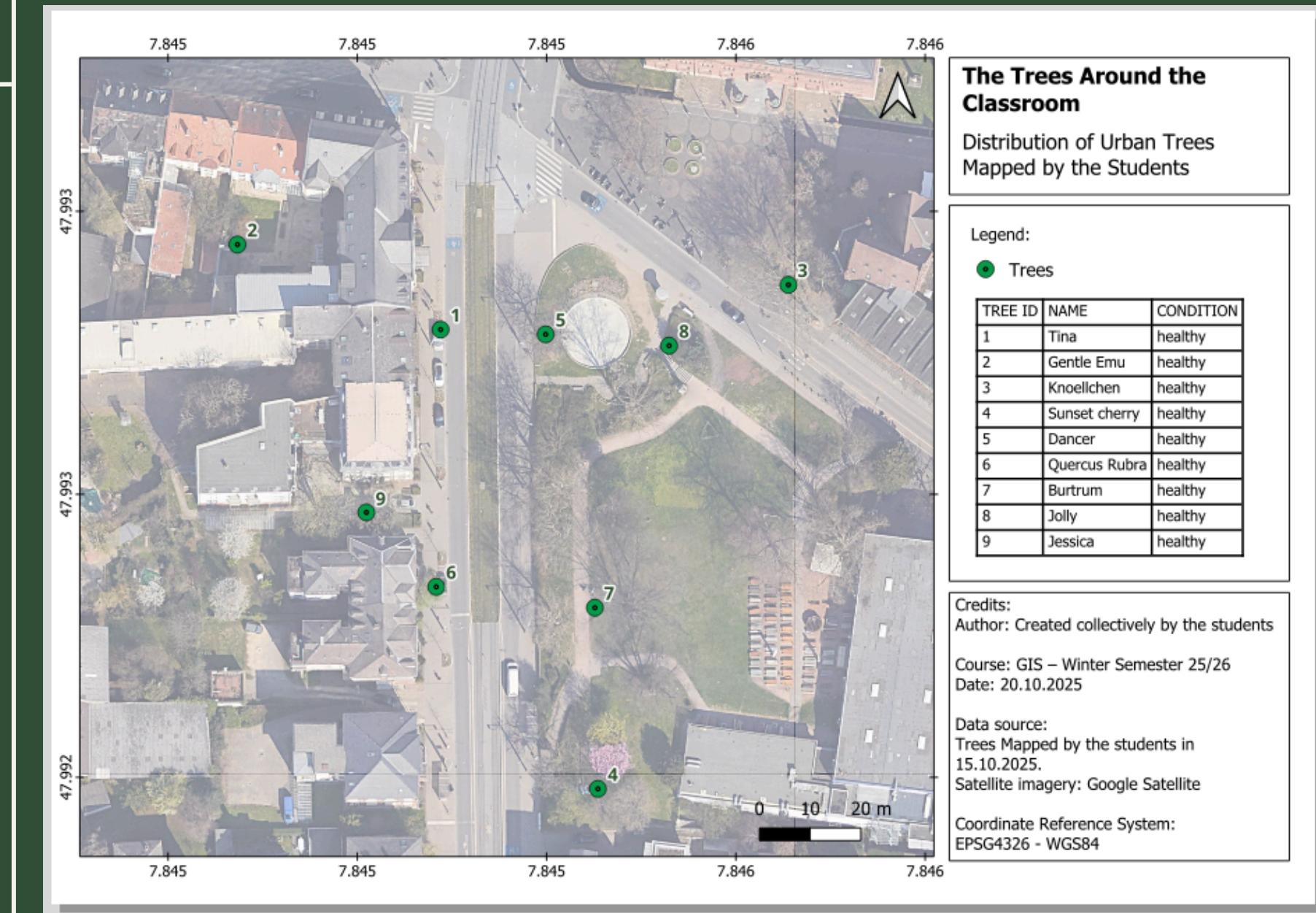


QUICK TUTORIAL: CREATE YOUR FIRST PRINT LAYOUT

STEPS:

- 1 - CREATE A NEW PRINT LAYOUT.
- 2 - ADD COORDINATE GRIDS.
- 3 - ADD MAP ELEMENTS.
- 4 - ADD DESCRIPTIVE TEXT BOXES.
- 5 - FINAL TOUCHES.



DR. AYOBAMI BADIRU

PHD IN PHYSICAL GEOGRAPHY

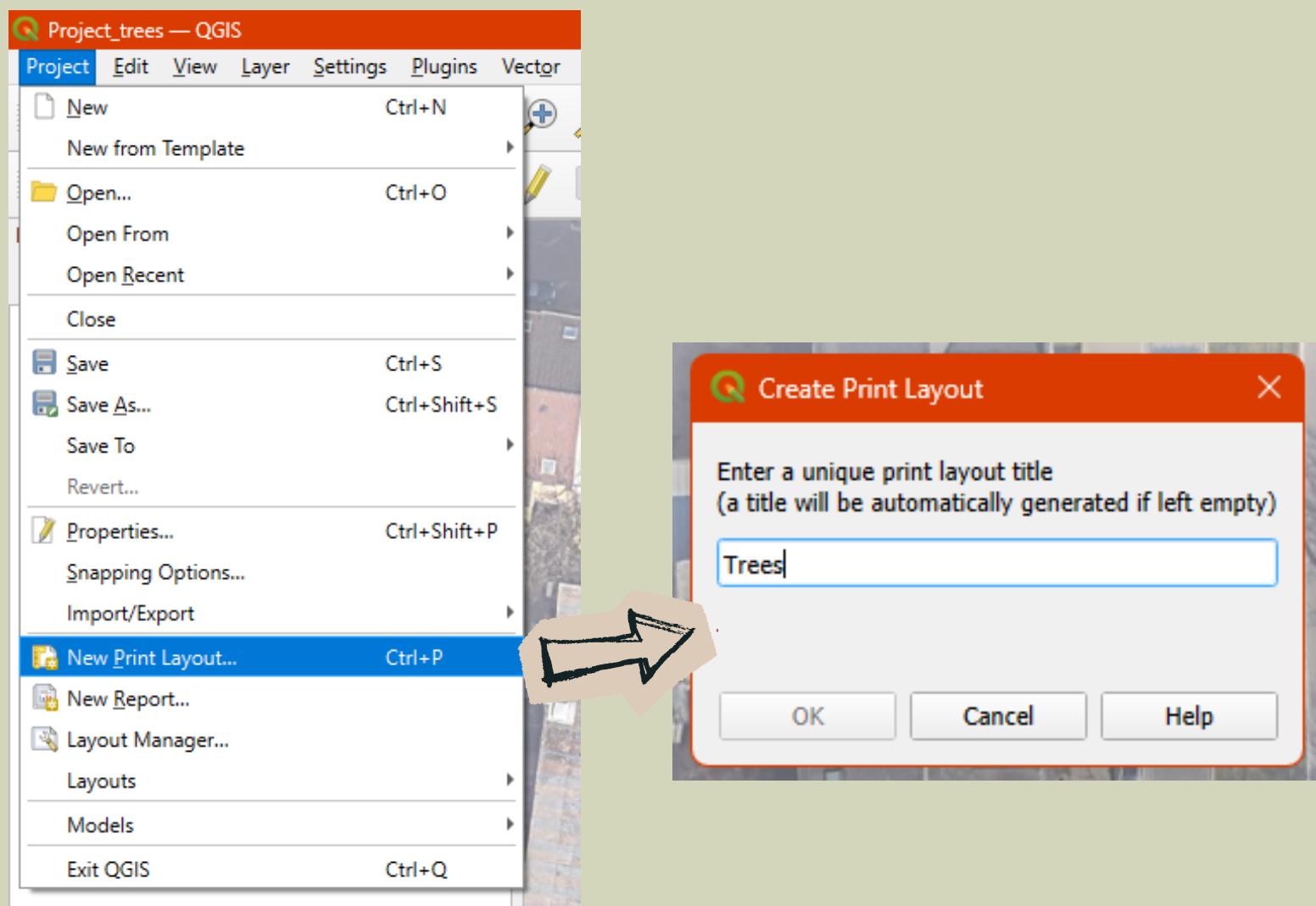
AYO.CLIMA@GMAIL.COM

LINKEDIN.COM/IN/AYOBAMI-BADIRU-642530193/



1 – CREATE A NEW PRINT LAYOUT

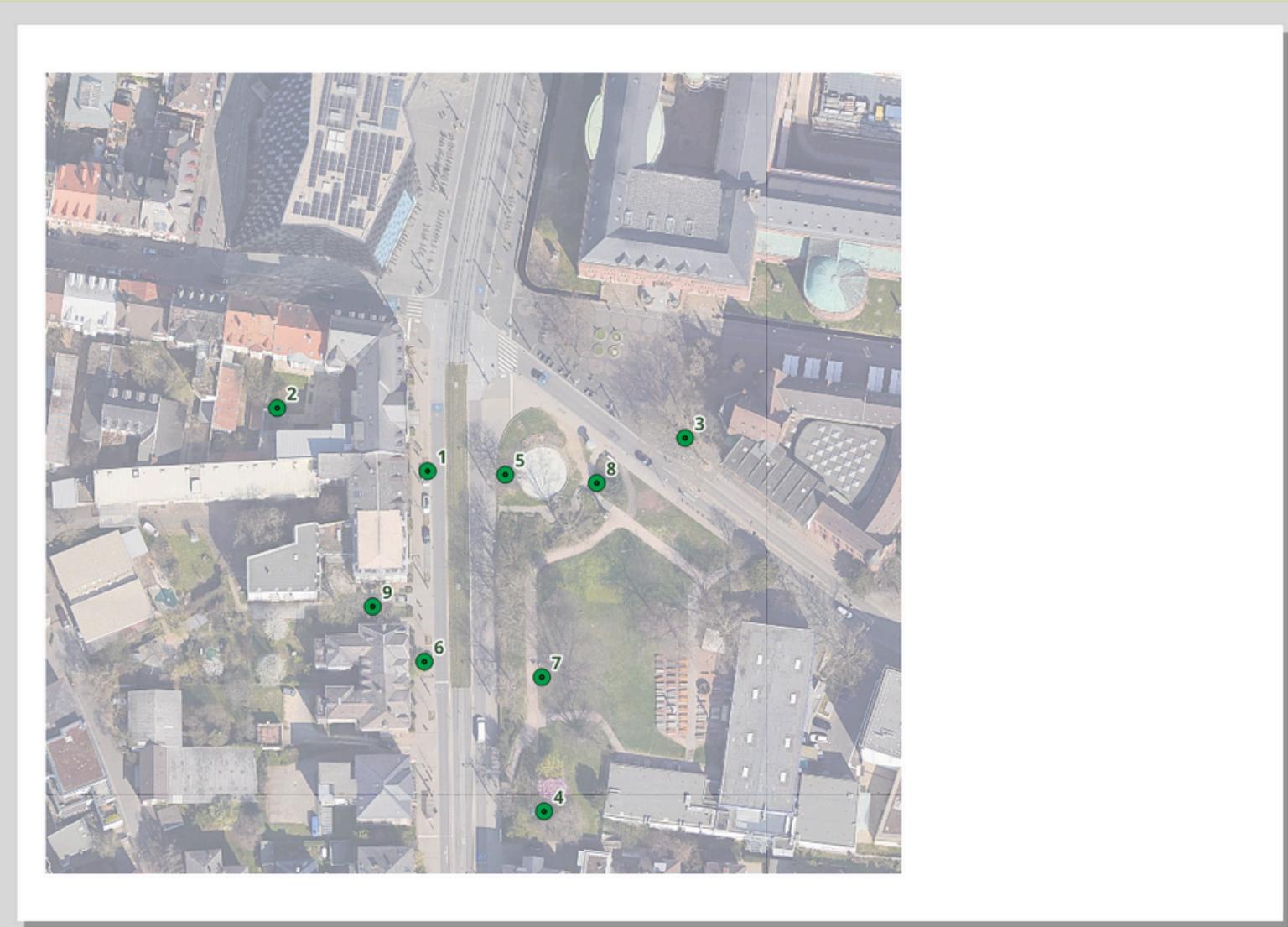
A) GO TO PROJECT → NEW PRINT LAYOUT
GIVE IT A NAME (E.G., TREE MAP).



B) GO TO ADD ITEM → ADD MAP ICON.



- DRAW A RECTANGLE WHERE THE MAP SHOULD APPEAR.

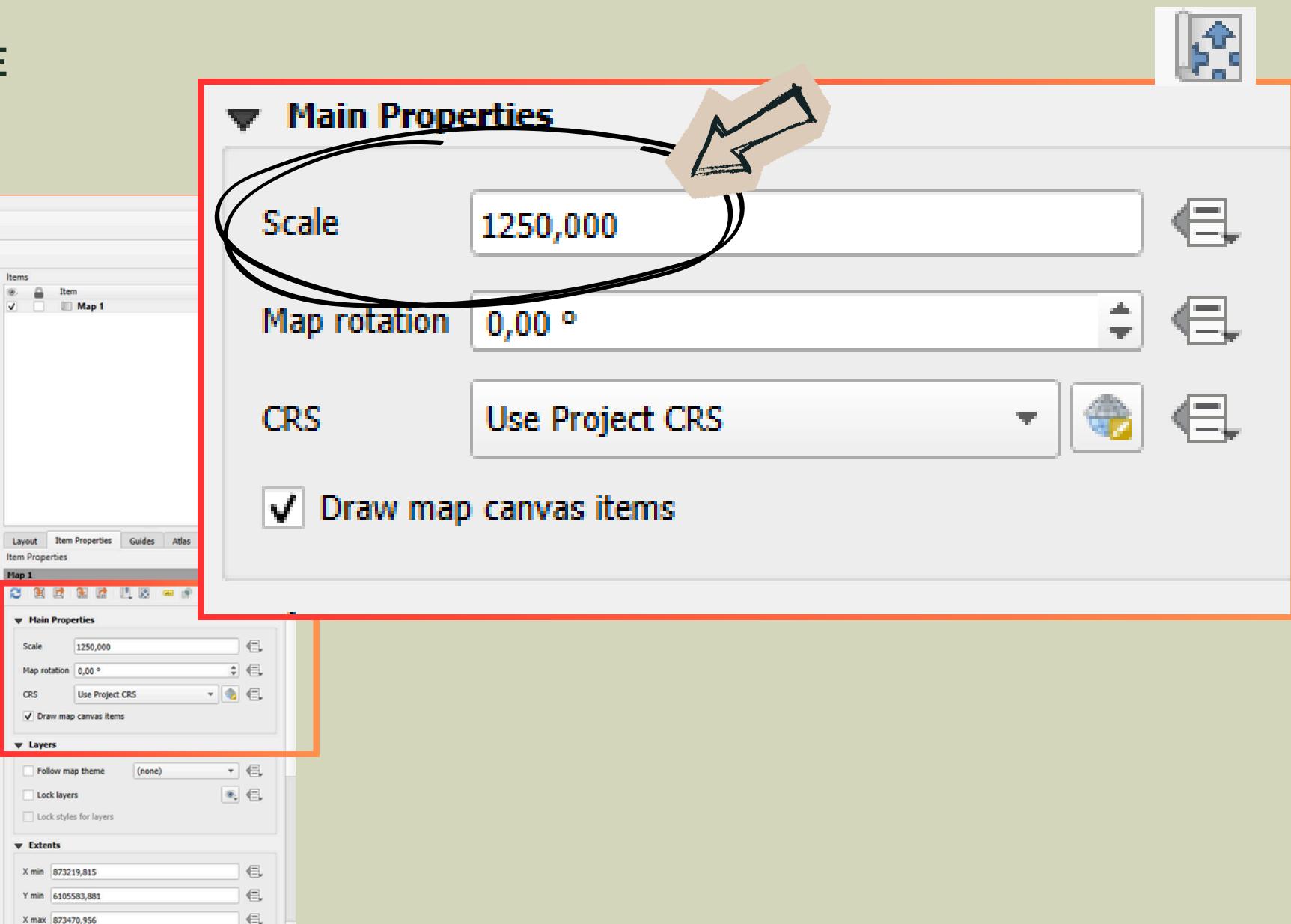
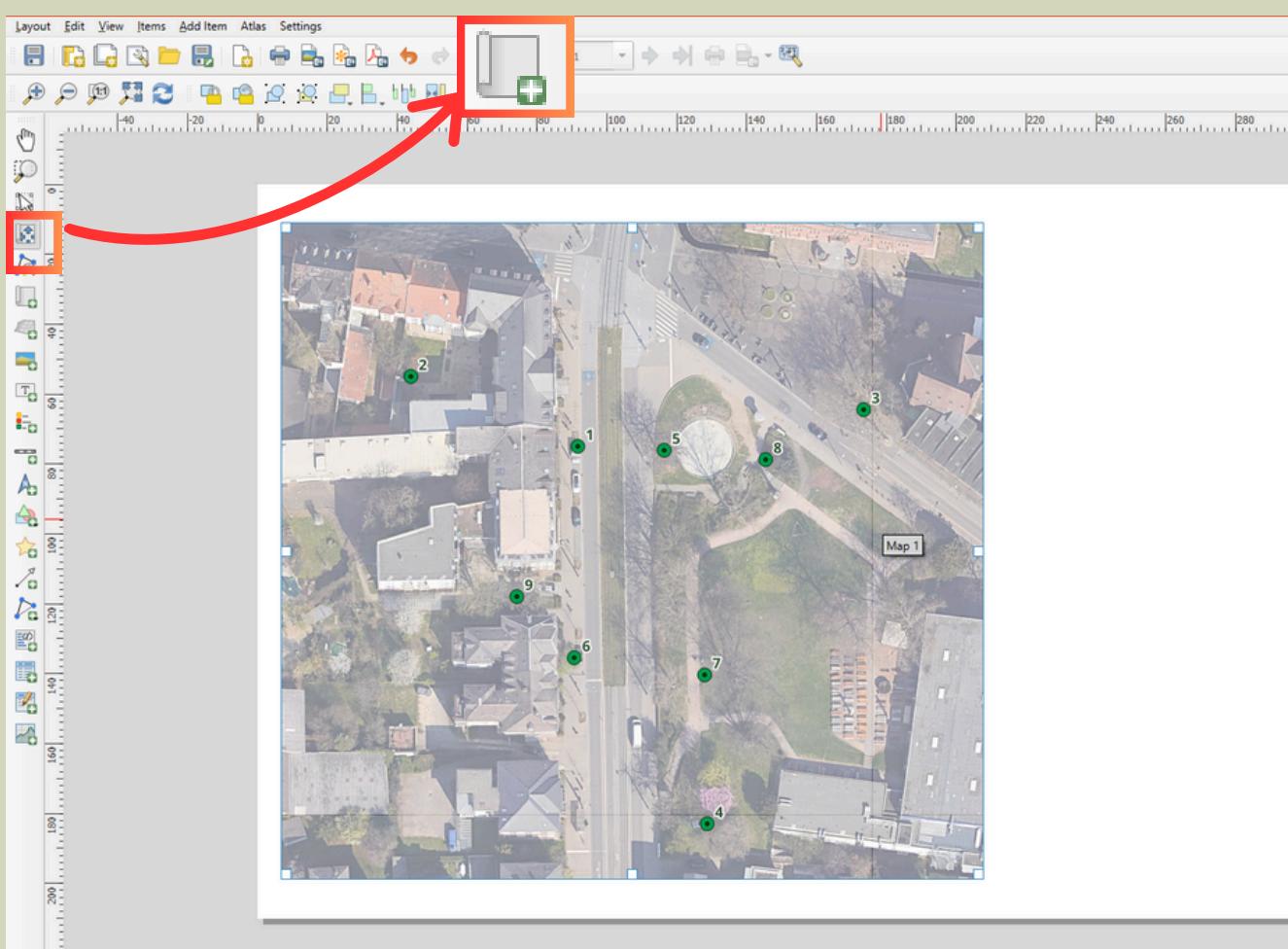


1 – CREATE A NEW PRINT LAYOUT

QUICK TUTORIAL

C) ADJUST THE MAP'S SCALE IN MAIN PROPERTIES.

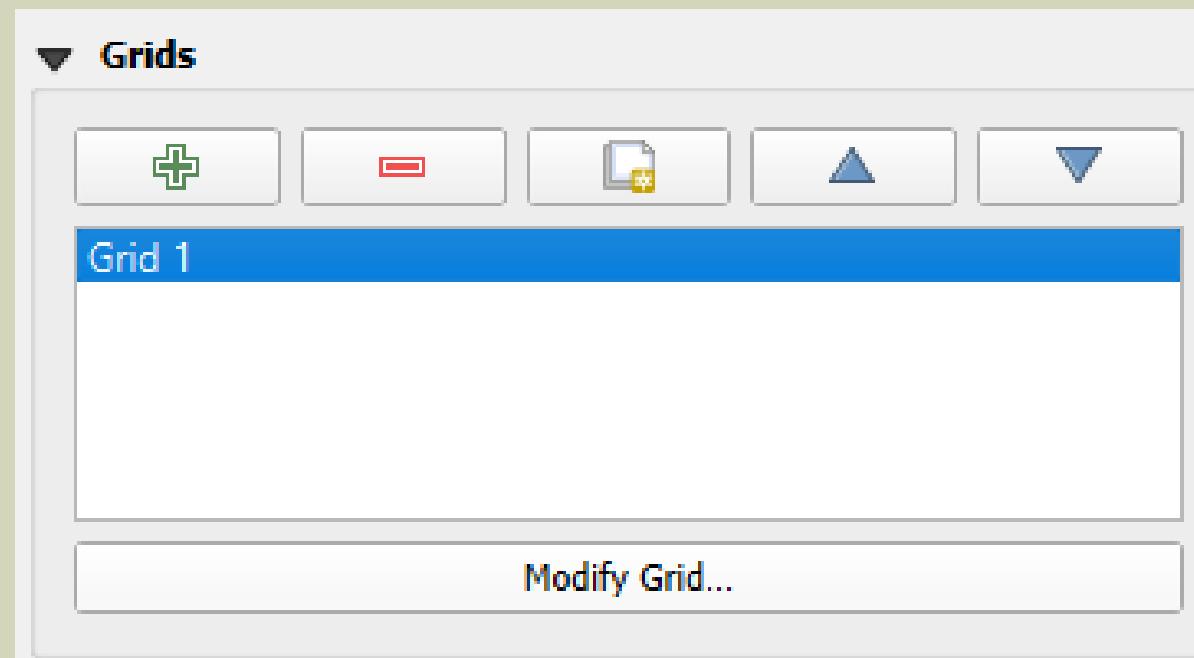
- ADJUST THE ZOOM AND POSITION USING MOVE ITEM OR MOVE CONTENT TOOLS.



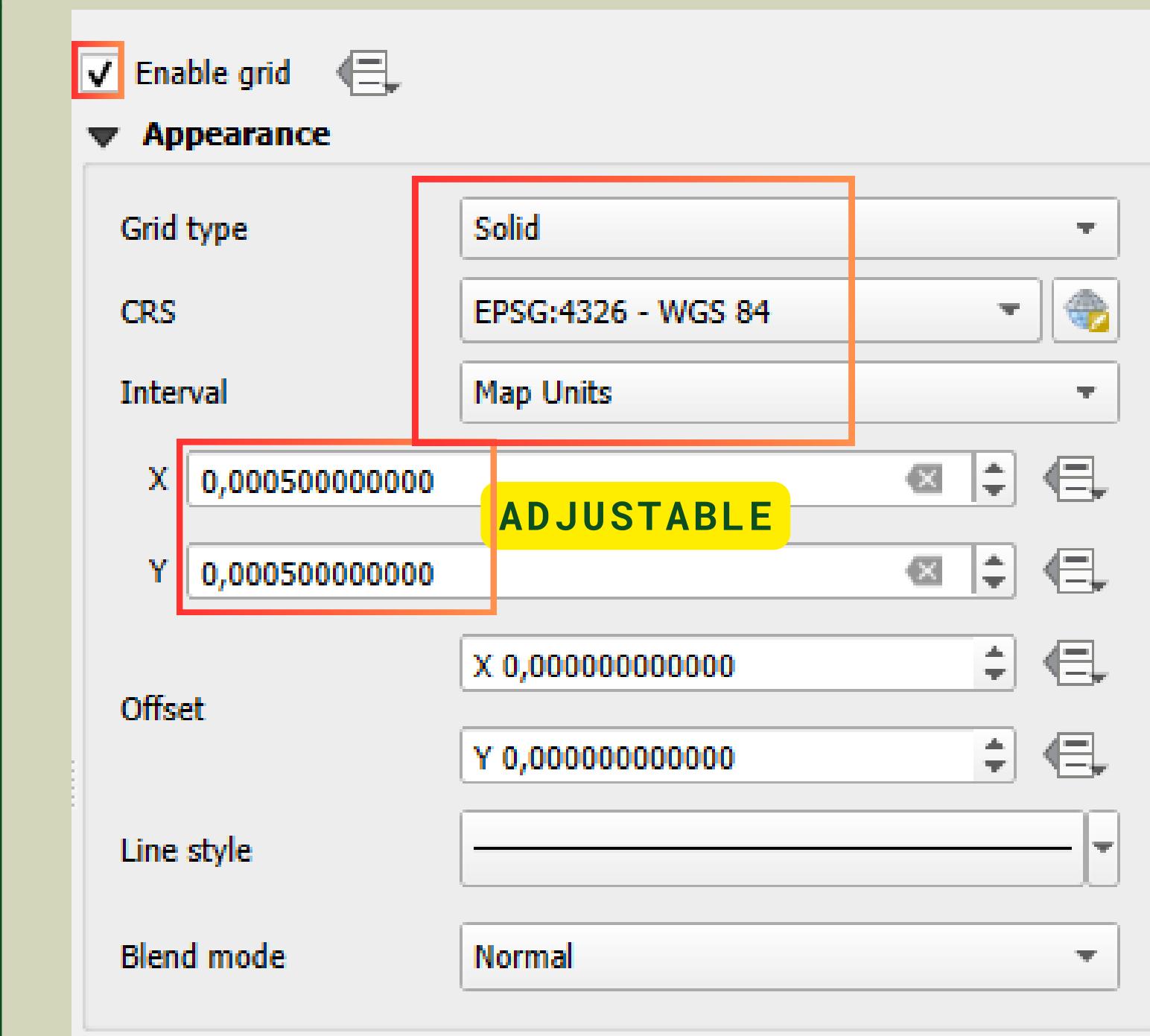
2 – ADD A COORDINATE GRID

A) CREATE A NEW GRID:

- SELECT THE MAP FRAME (CLICK ON IT).
- IN THE RIGHT PANEL, GO TO ITEM PROPERTIES → GRIDS.
- CLICK ADD NEW GRID (+) → THEN MODIFY GRID



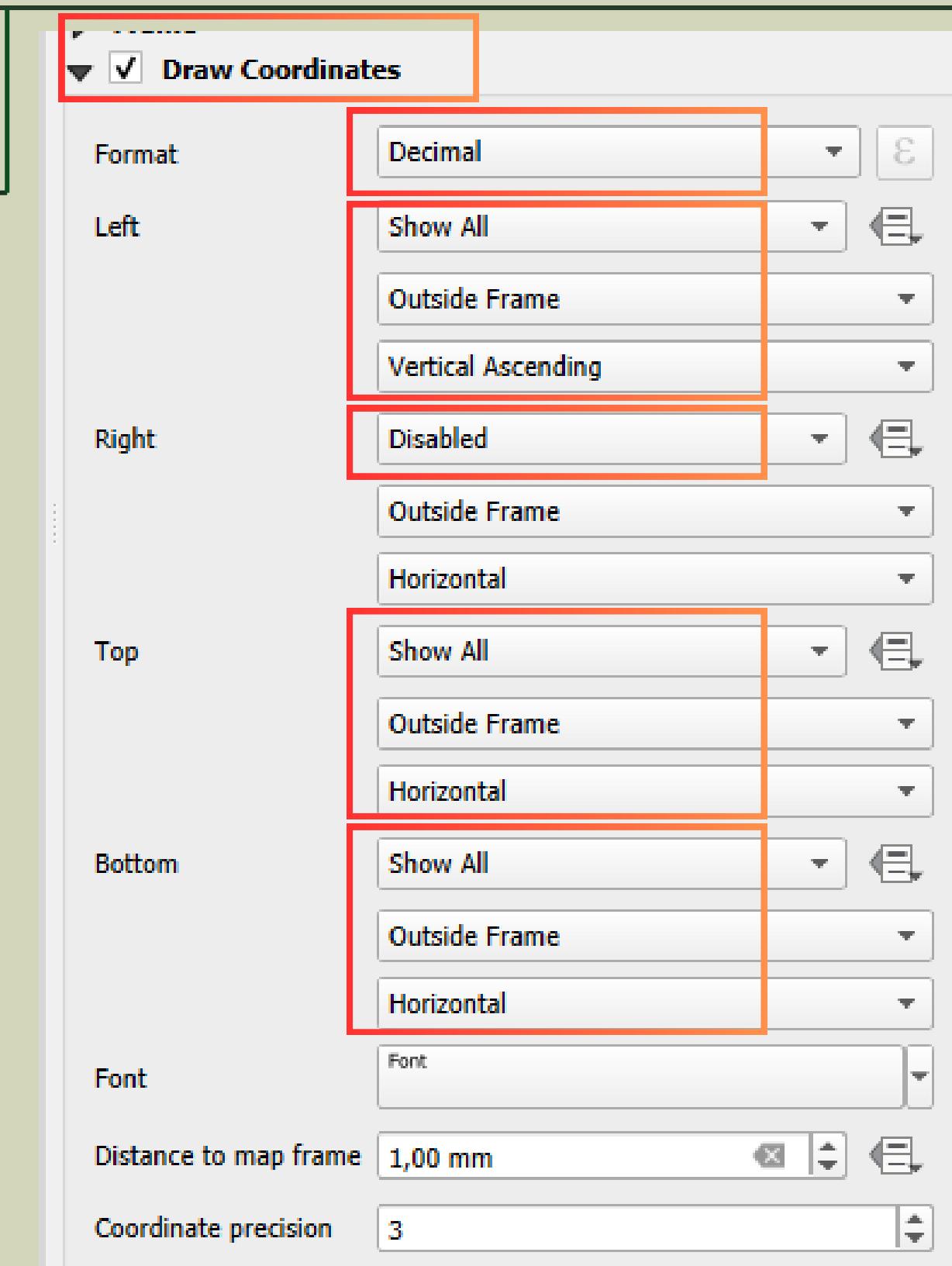
B) UNDER APPEARANCE:



2 - ADD A COORDINATE GRID

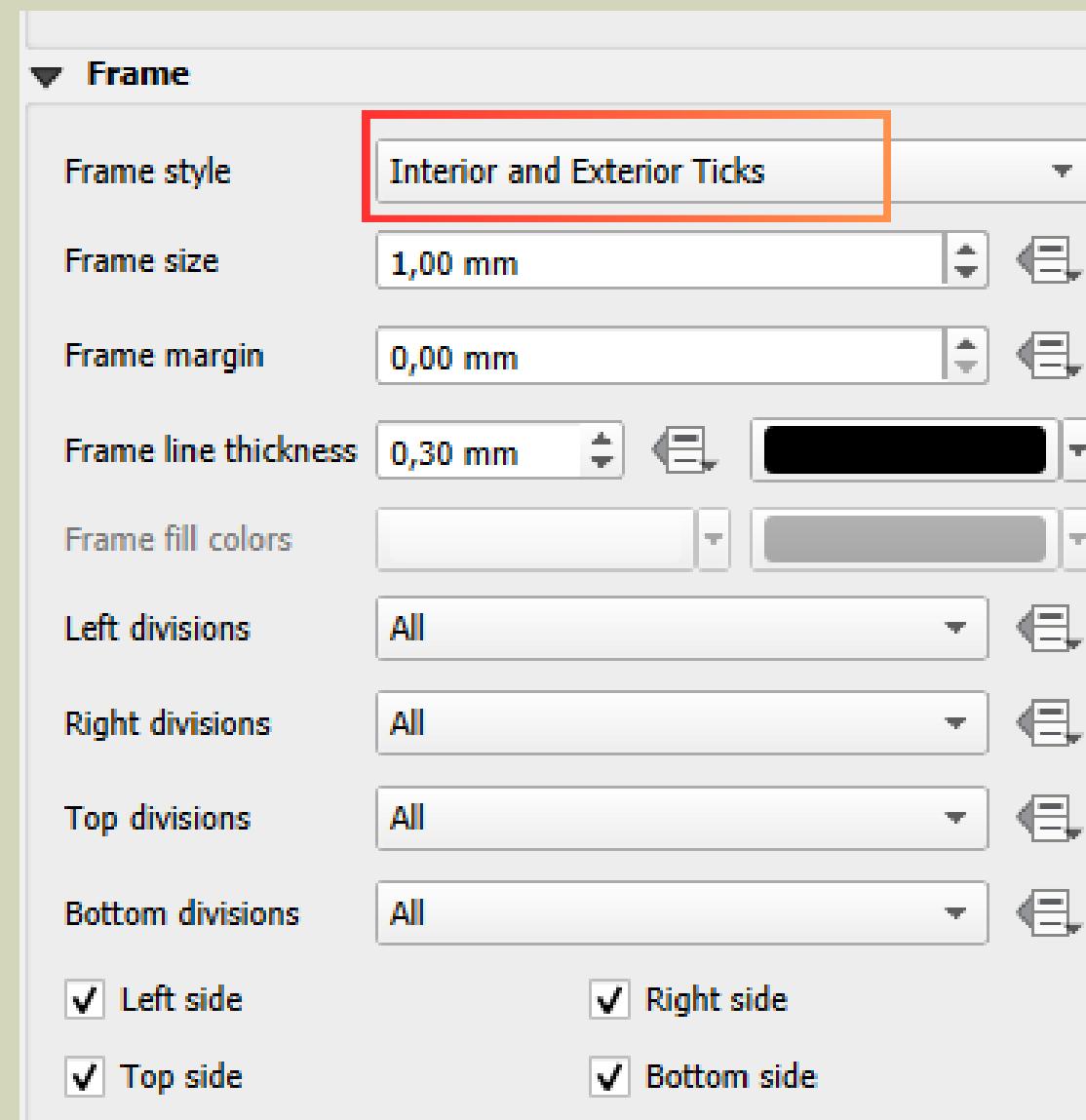
C) UNDER DRAW COORDINATES:

- ENABLE IT 
- FORMAT: DEGREES, MINUTES, SECONDS (DMS)
- PLACEMENT: OUTSIDE FRAME
- (OPTIONAL) UNDER FRAME, ACTIVATE DRAW FRAME AND CHOOSE EXTERIOR TICKS.



2 – ADD A COORDINATE GRID

C) UNDER FRAME:



3 – ADD MAP ELEMENTS

A) NORTH ARROW:

GO TO ADD ITEM → ADD NORTH ARROW

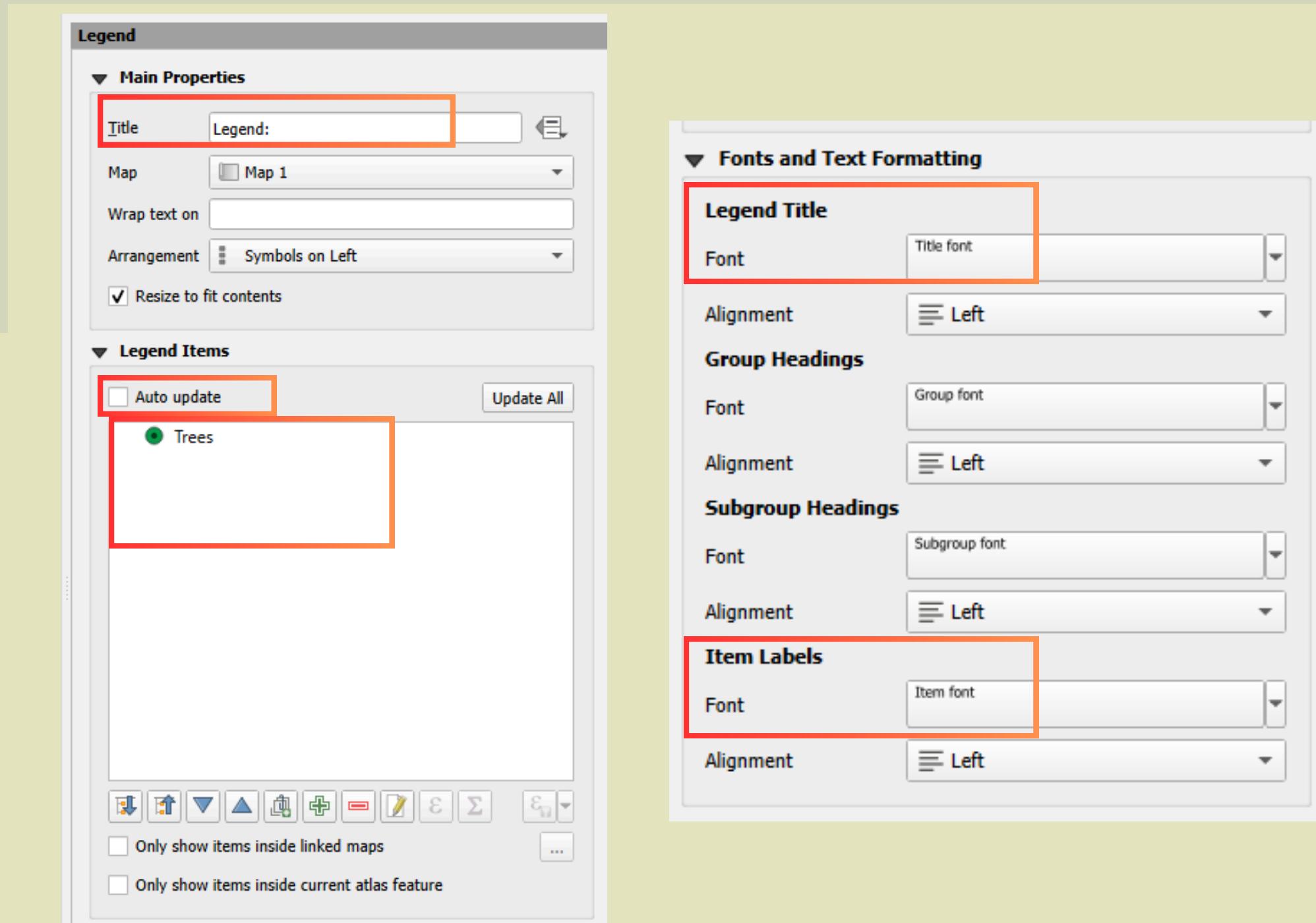
B) SCALE BAR:

GO TO ADD ITEM → ADD SCALE BAR

C) LEGEND:

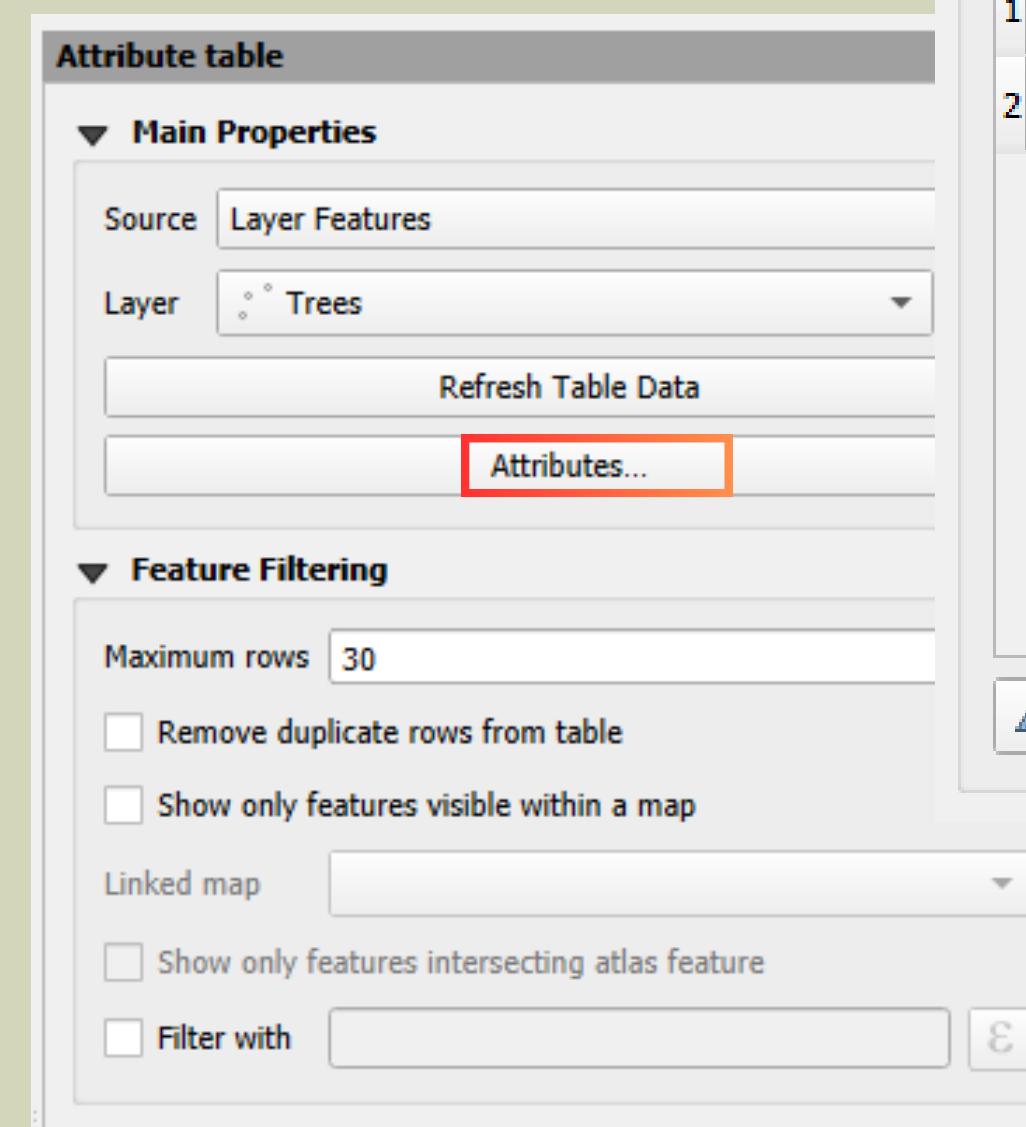
GO TO ADD ITEM → ADD LEGEND

- ADD A TITLE;
- DISABLE “AUTO UPDATE”
- REMOVE EXTRA LAYERS;
- ADJUST FONT SIZE TO 12 (FOR TITLE AND LABELS)



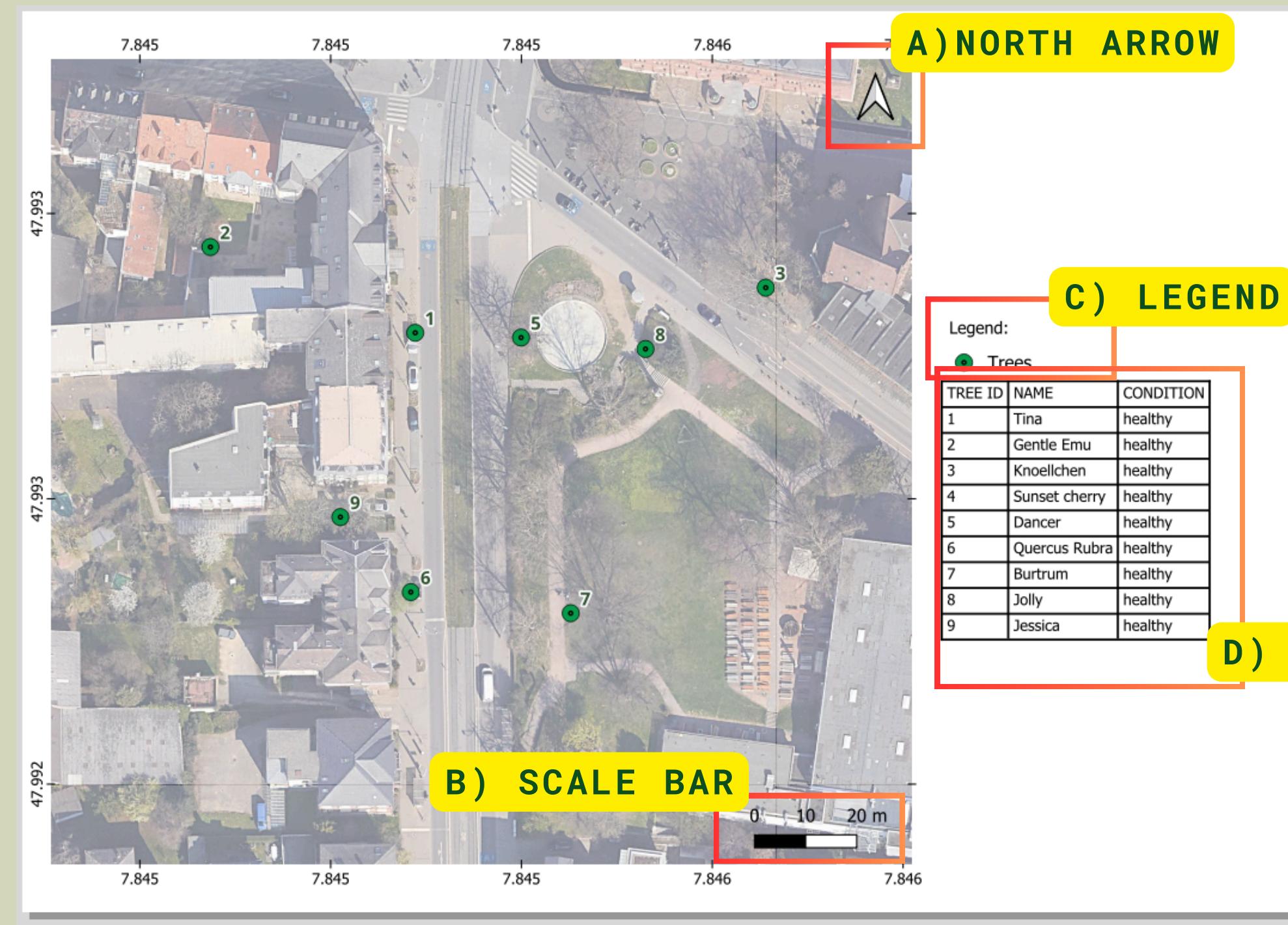
3 – ADD MAP ELEMENTS

- D) ADD ATTRIBUTE TABLE:
GO TO ADD ITEM → ADD ATTRIBUTE TABLE.
• CHOOSE THE ATTRIBUTES YOU WANT TO
SHOW:



Attribute	Heading	Alignment	Width
0 TREE ID	TREE ID	Middle left	Automatic
1 NAME	NAME	Middle left	Automatic
2 CONDITION	CONDITION	Middle left	Automatic

3 – ADD MAP ELEMENTS



4 – ADD DESCRIPTIVE TEXT BOXES

GO TO ADD ITEM → ADD LABEL

A) TITLE:

- TEXT: “THE TREES AROUND THE CLASSROOM”

B) SUBTITLE:

- TEXT: DISTRIBUTION OF URBAN TREES MAPPED BY THE STUDENTS

C) CREDITS/METADATA:

CREDITS:

AUTHOR: CREATED COLLECTIVELY BY THE STUDENTS

COURSE: GIS – WINTER SEMESTER 25/26

DATE: 20.10.2025

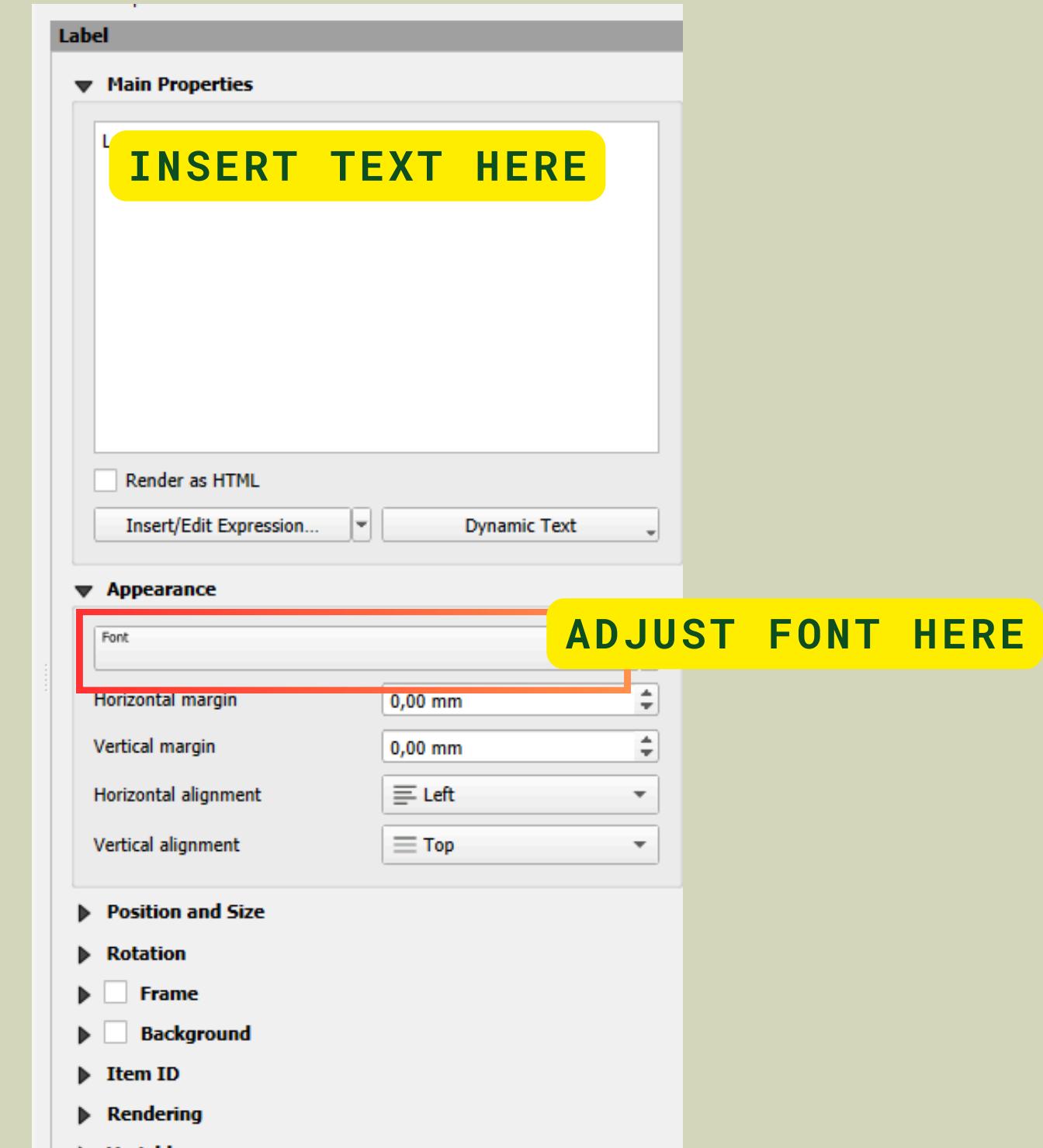
DATA SOURCE:

TREES MAPPED BY THE STUDENTS IN 15.10.2025.

SATELLITE IMAGERY: GOOGLE SATELLITE

COORDINATE REFERENCE SYSTEM:

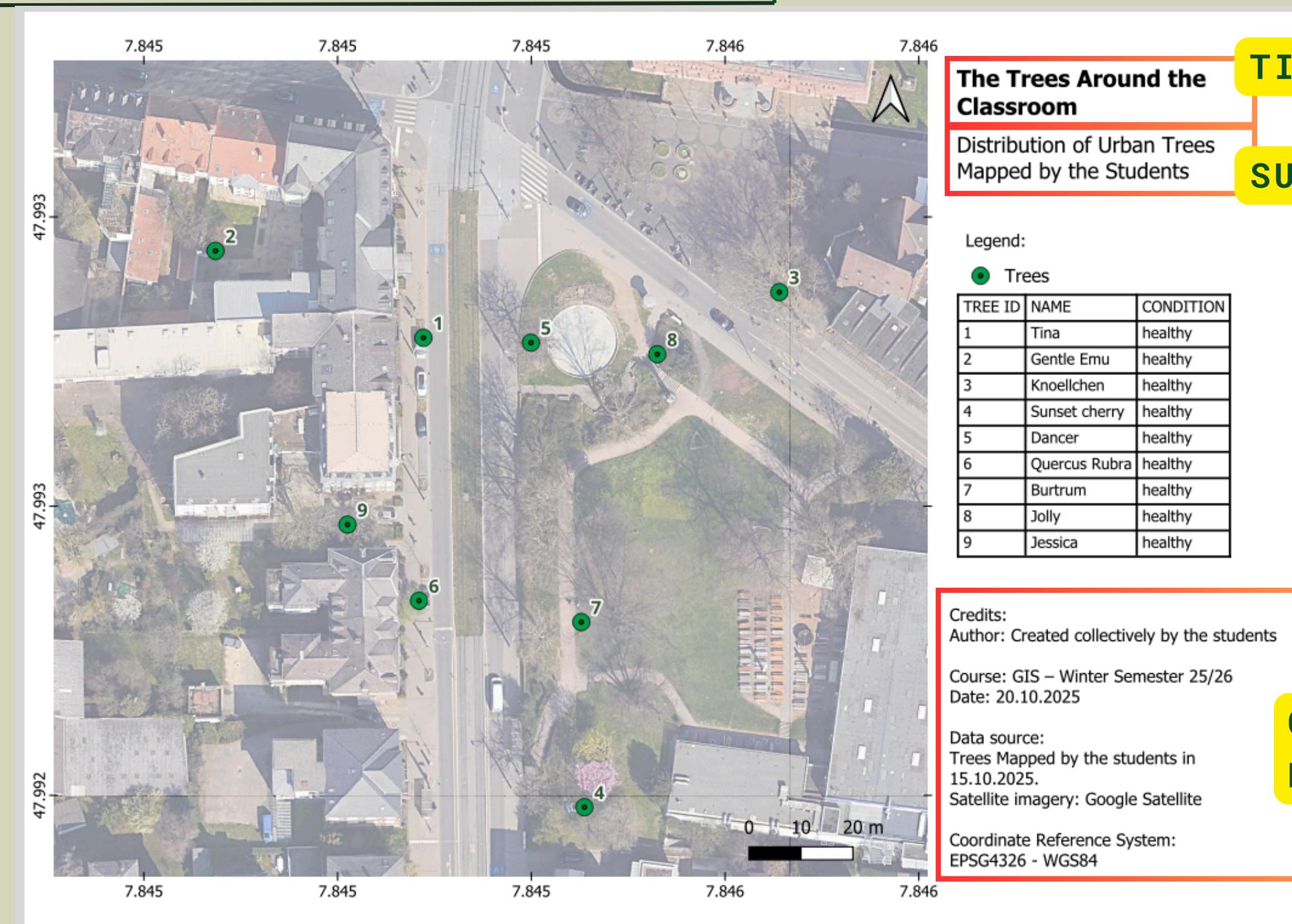
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QUICK TUTORIAL

4 – ADD DESCRIPTIVE TEXT BOXES

10



5 – FINAL TOUCHES

- A) USE ALIGN AND DISTRIBUTE TOOLS TO KEEP EVERYTHING TIDY.**
- ADD THIN GRAY LINES OR BOXES TO SEPARATE SECTIONS IF DESIRED.
 - TO ADD BOXES, GO TO ADD ITEM → ADD SHAPE
 - PREVIEW YOUR LAYOUT:
 - LAYOUT → PREVIEW
 - EXPORT YOUR MAP:
 - GO TO LAYOUT → EXPORT AS IMAGE

