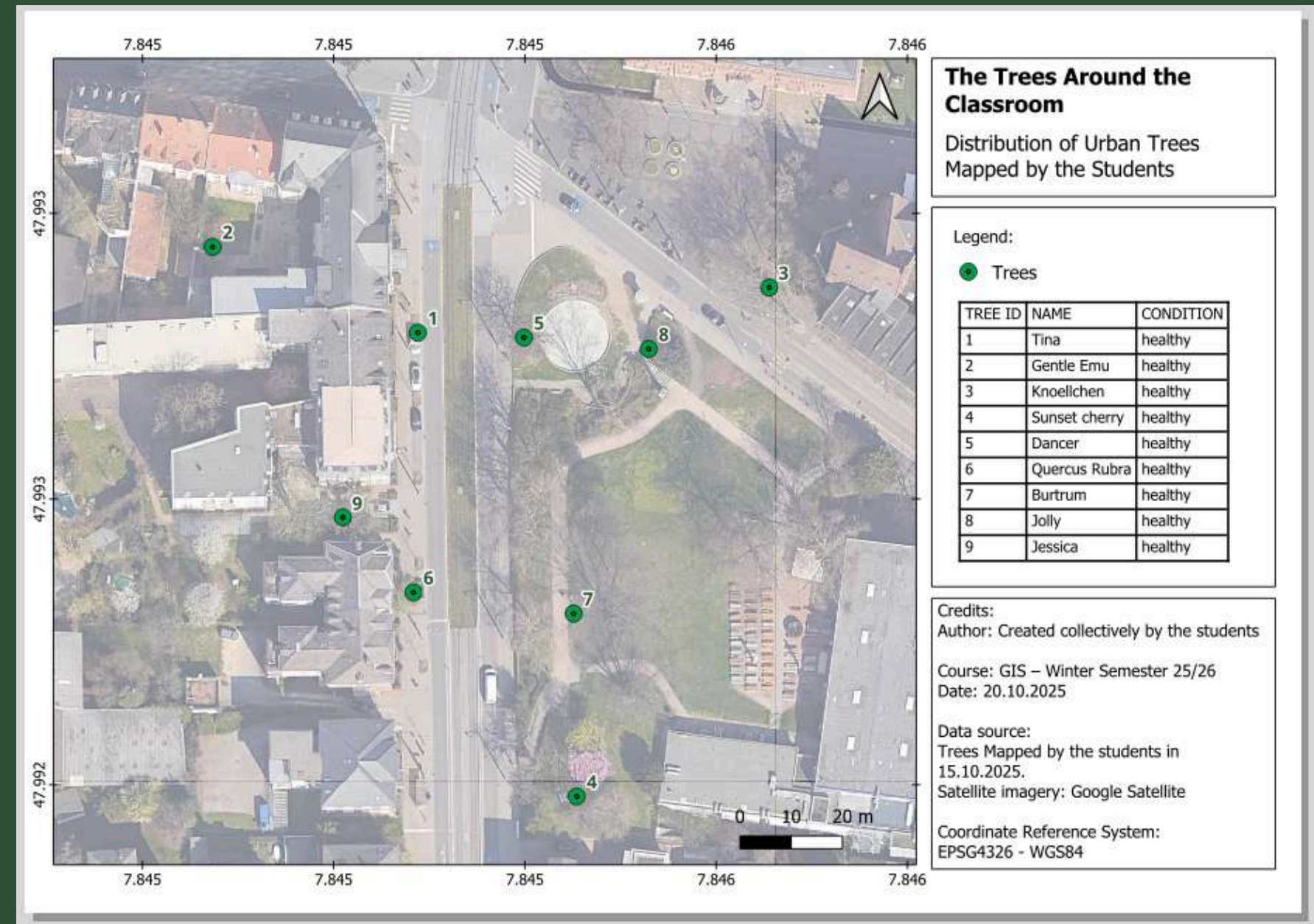# QUICK TUTORIAL:
CREATE YOUR FIRST PRINT LAYOUT

STEPS:
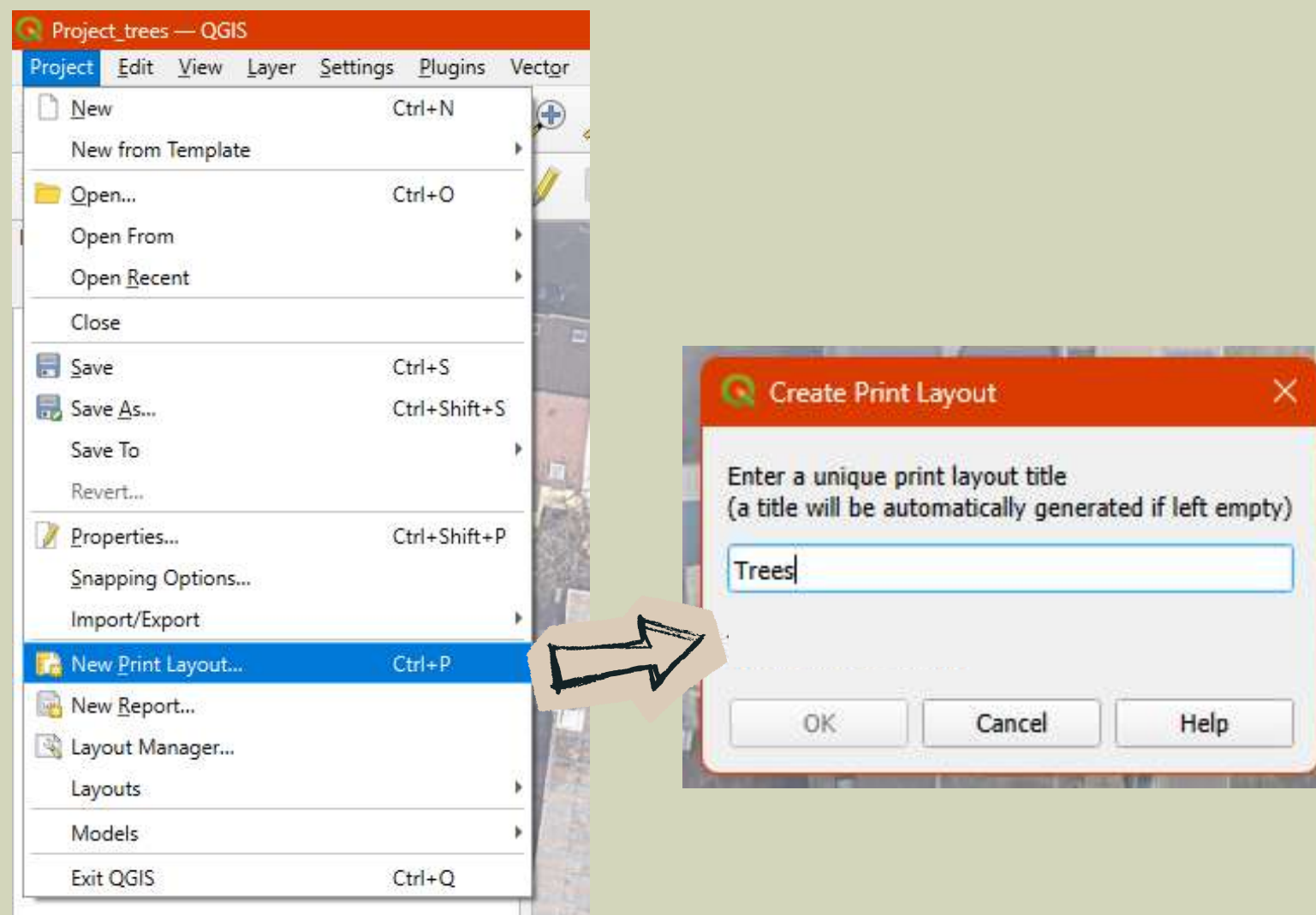
1 - CREATE A NEW PRINT LAYOUT.

2 - ADD COORDINATE GRIDS.

3 - ADD MAP ELEMENTS.

4 - ADD DESCRIPTIVE TEXT BOXES.

5 - FINAL TOUCHES.

The Trees Around the Classroom

Distribution of Urban Trees Mapped by the Students

Legend:
- Trees

TREE ID	NAME	CONDITION
1	Tina	healthy
2	Gentle Emu	healthy
3	Knoellchen	healthy
4	Sunset cherry	healthy
5	Dancer	healthy
6	Quercus Rubra	healthy
7	Burtrum	healthy
8	Jolly	healthy
9	Jessica	healthy

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:
EPSG4326 - WGS84

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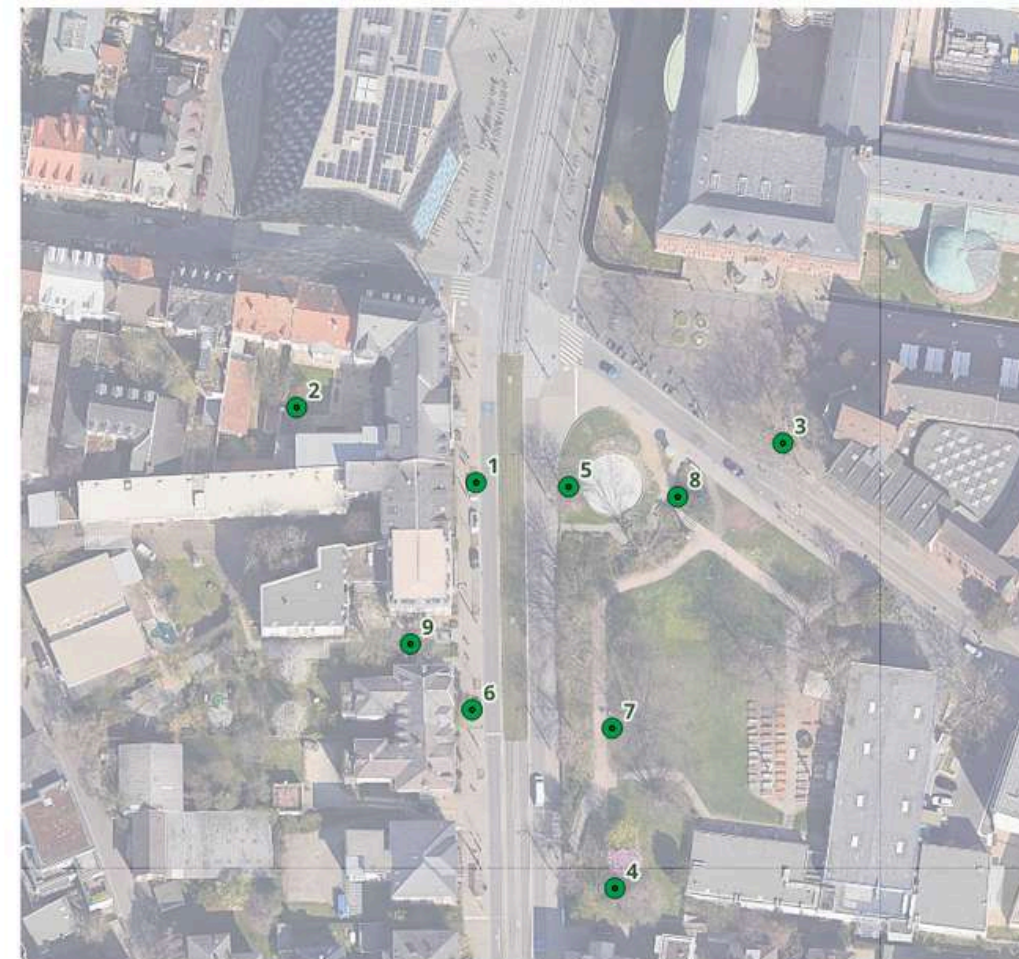LINKEDIN.COM/IN/AYOBAMI-BADIRU-642530193/

1 - CREATE A NEW PRINT LAYOUT

B) GO TO ADD ITEM → ADD MAP ICON.

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

- DRAW A RECTANGLE WHERE THE MAP SHOULD APPEAR.

QUICK TUTORIAL

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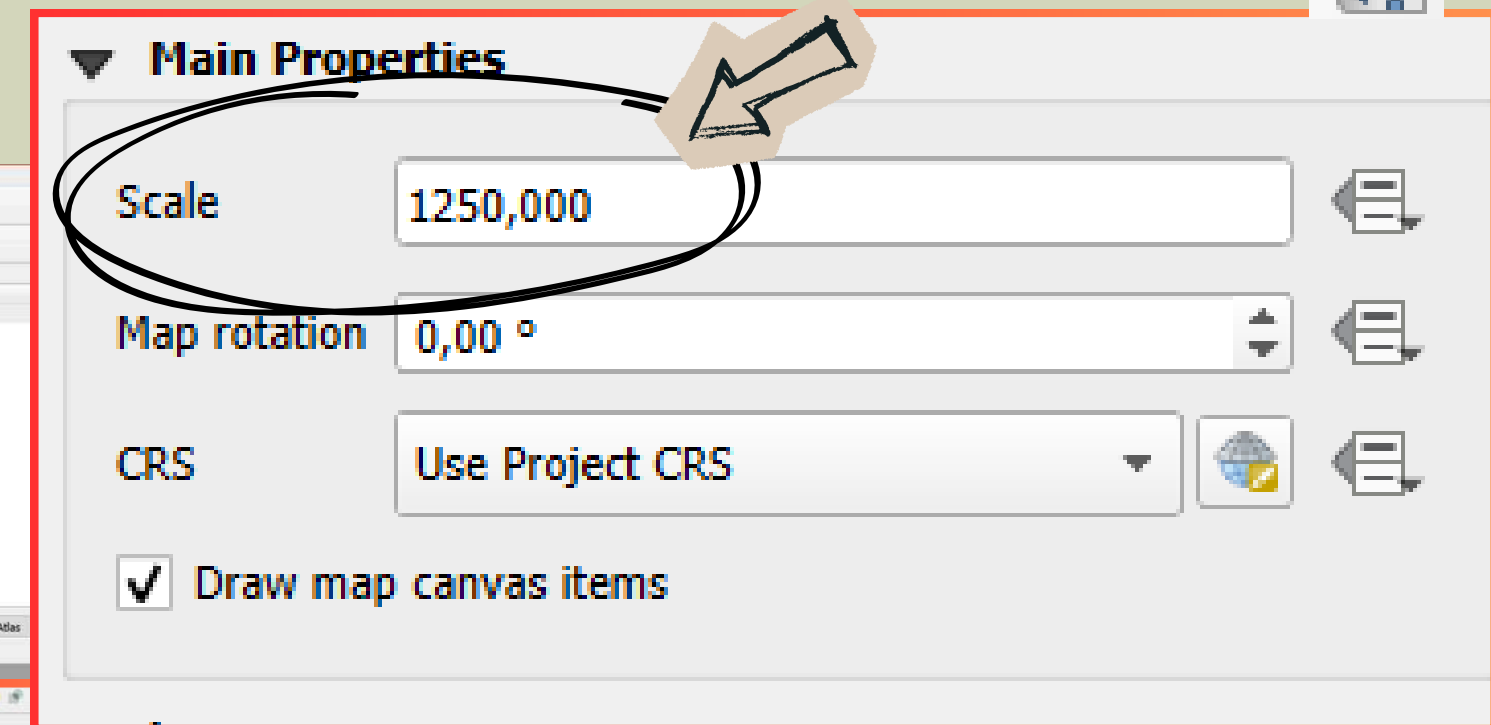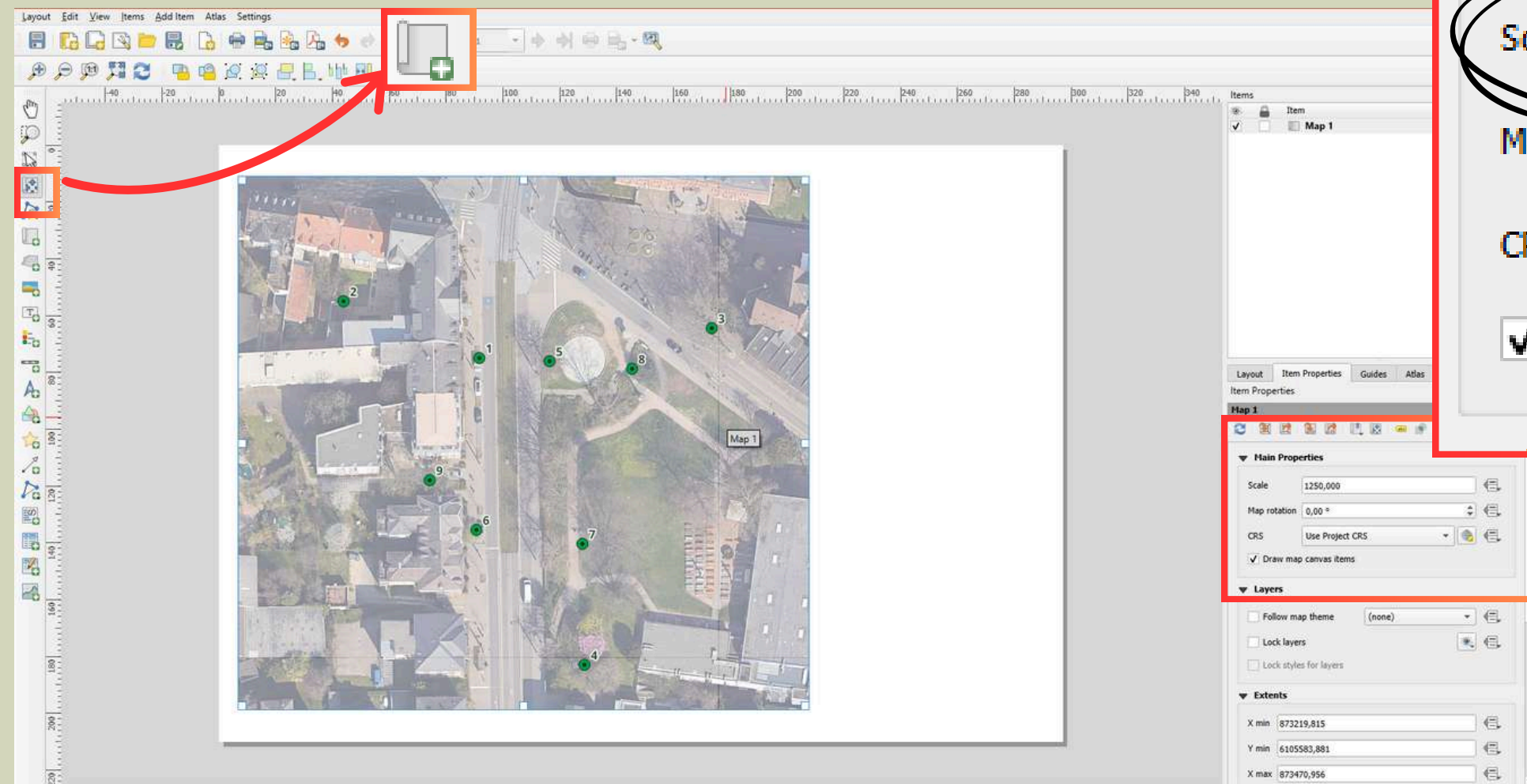AYO.CLIMA@GMAIL.COM
LINKEDIN.COM/IN/AYOBAMI-BADIRU-642530193/

1 – CREATE A NEW PRINT LAYOUT

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

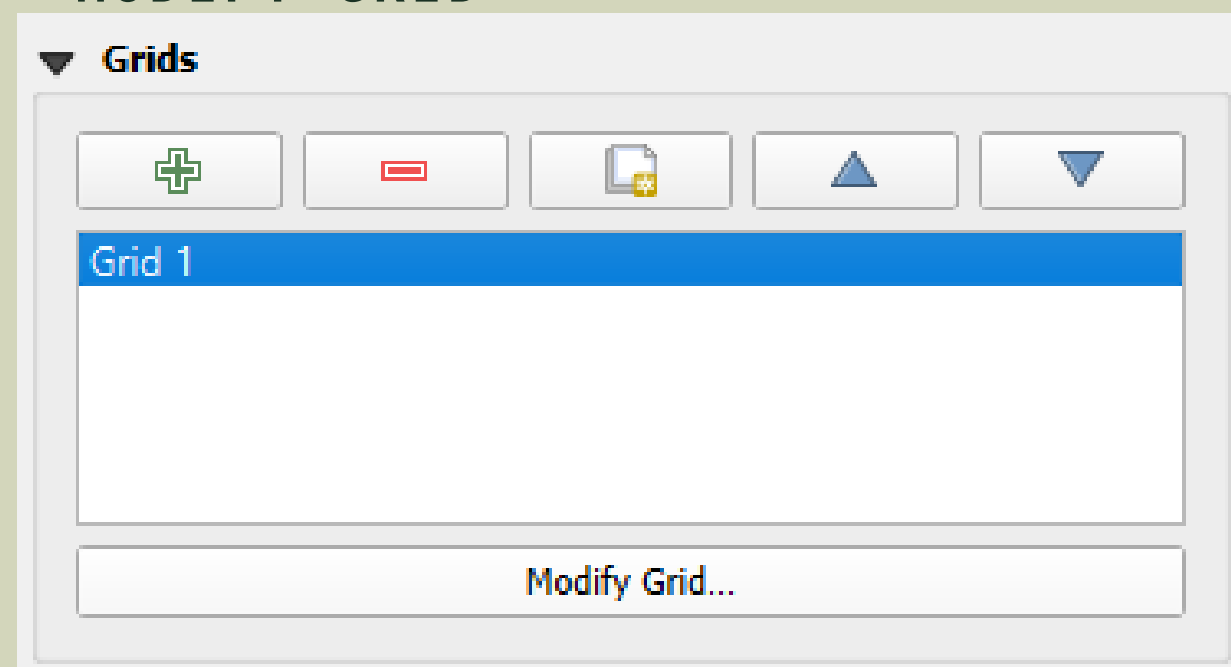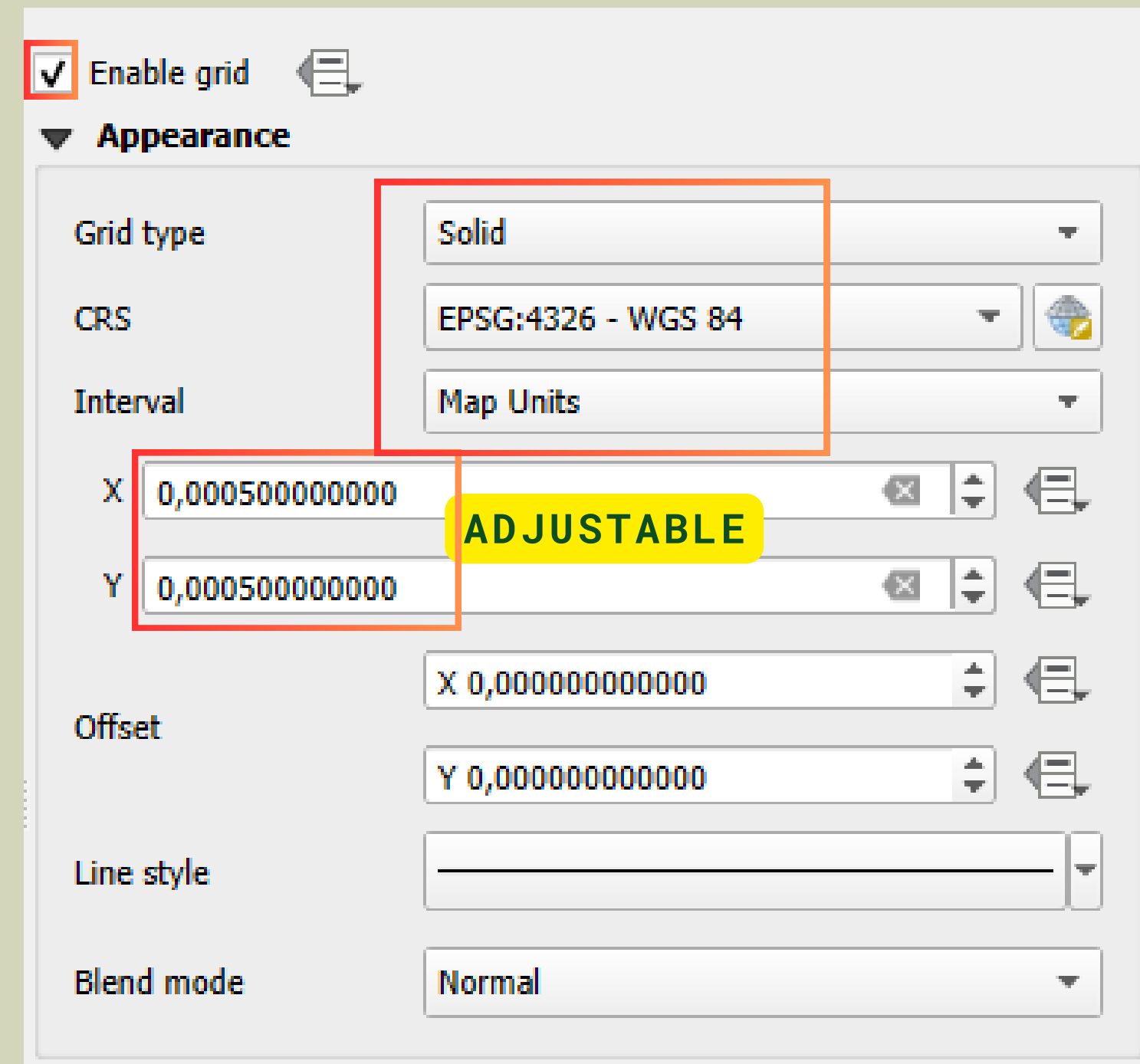- ADJUST THE ZOOM AND POSITION USING MOVE ITEM OR MOVE CONTENT TOOLS.

Main Properties

Scale	1250,000
Map rotation	0,00 °
CRS	Use Project CRS

☑ Draw map canvas items

QUICK TUTORIAL

2 – ADD A COORDINATE GRID

B) UNDER APPEARANCE:

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

Grids

| ✚ | ➖ | 🗋 | 🔺 | 🔻 |

Grid 1

Modify Grid...

✓ Enable grid

▼ **Appearance**

Grid type	Solid
CRS	EPSG:4326 - WGS 84
Interval	Map Units

X 0,000500000000

ADJUSTABLE

Y 0,000500000000

X 0,000000000000

Offset

Y 0,000000000000

Line style

Blend mode Normal

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.

QUICK TUTORIAL

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2 – ADD A COORDINATE GRID

C) UNDER FRAME:

3 - ADD MAP ELEMENTS

QUICK TUTORIAL

```
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)
```

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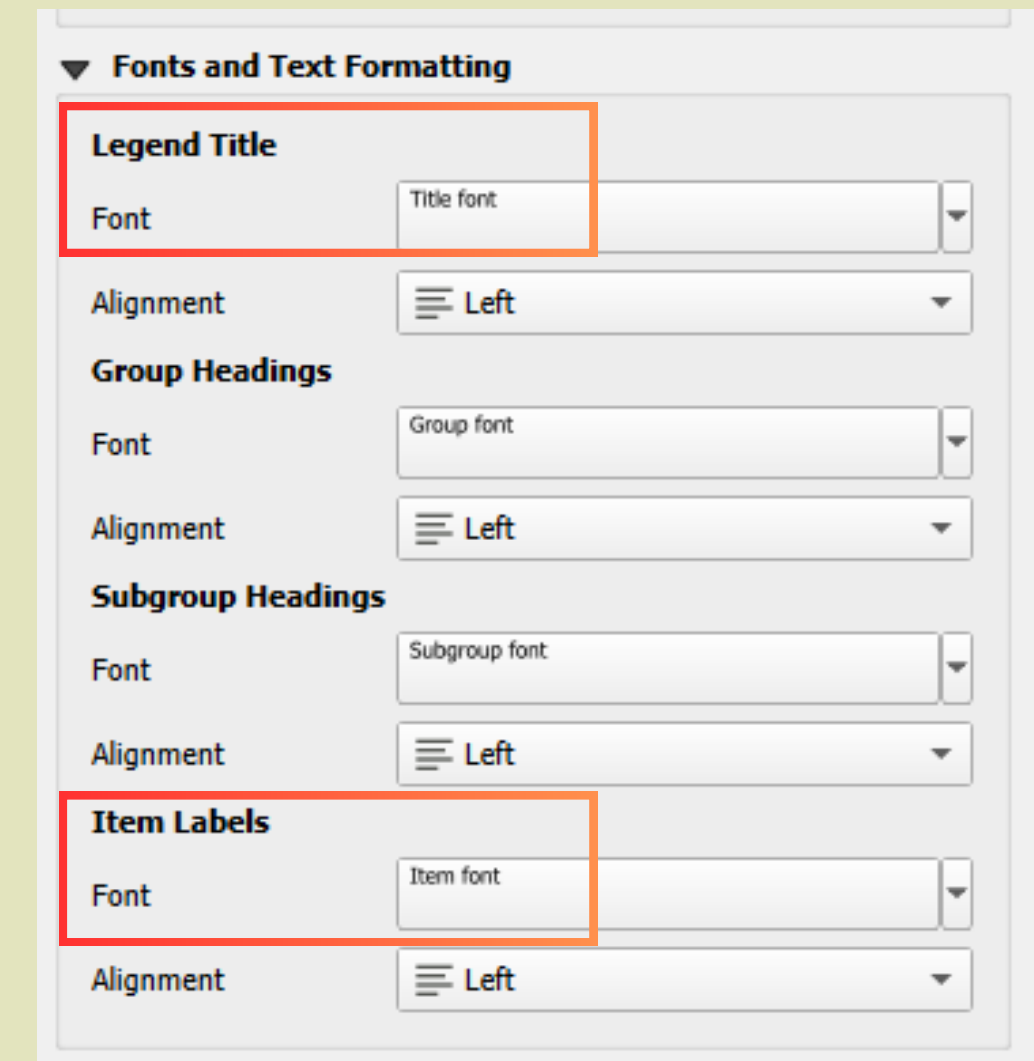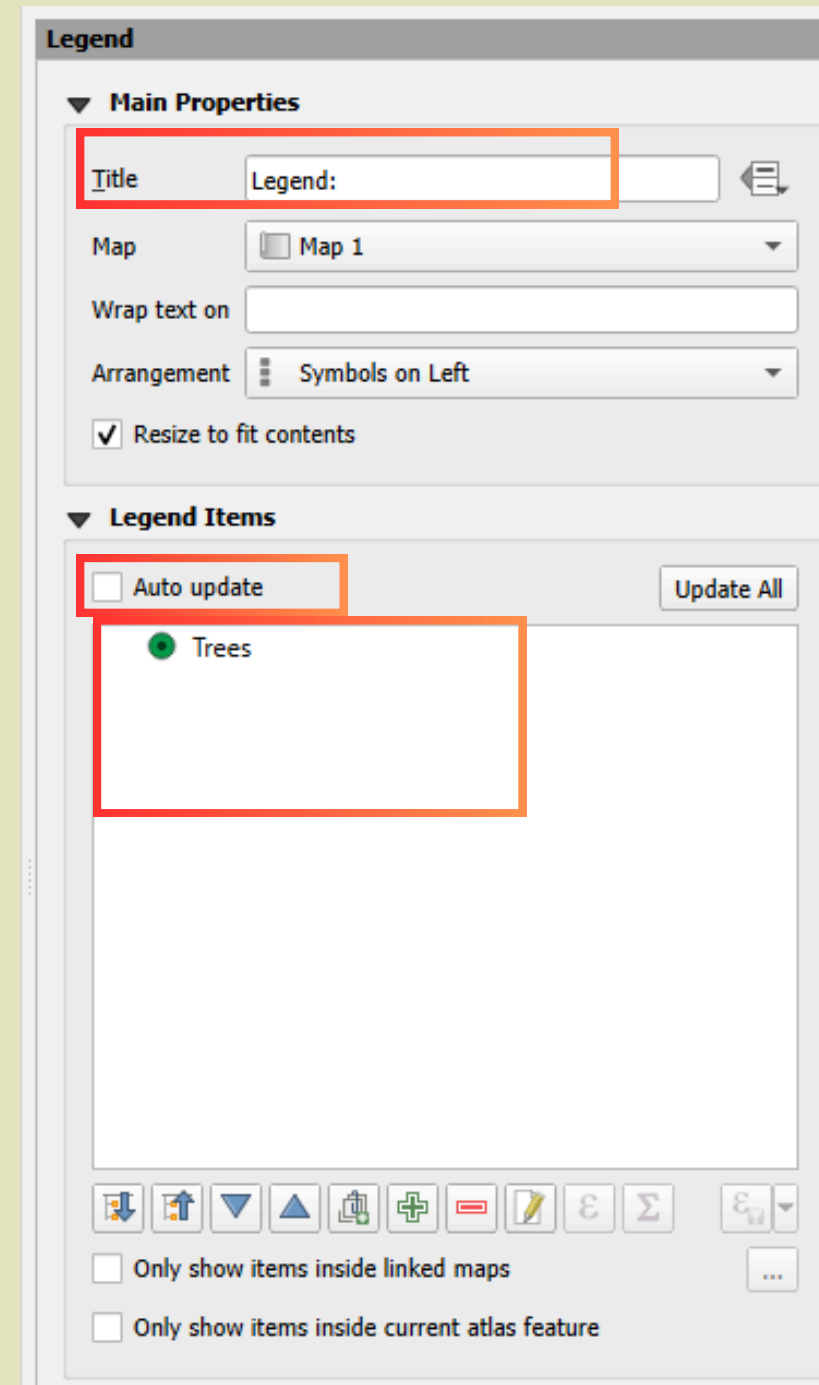
3 – ADD MAP ELEMENTS

D) ADD ATTRIBUTE TABLE:

GO TO ADD ITEM → ADD ATTRIBUTE TABLE.

- **CHOOSE THE ATTRIBUTES YOU WANT TO SHOW:**

Attribute table

▼ **Main Properties**

Source | Layer Features
Layer | Trees
Refresh Table Data
Attributes...

▼ **Feature Filtering**

Maximum rows | 30
☐ Remove duplicate rows from table
☐ Show only features visible within a map
Linked map
☐ Show only features intersecting atlas feature
☐ Filter with

Columns

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

▲ ▼ ➕ ➖ Reset Clear

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QUICK TUTORIAL

3 – ADD MAP ELEMENTS

A) NORTH ARROW

B) SCALE BAR

C) LEGEND

D) ATTRIBUTE TABLE

Legend:
• Trees

TREE ID	NAME	CONDITION
1	Tina	healthy
2	Gentle Emu	healthy
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8	Jolly	healthy
9	Jessica	healthy
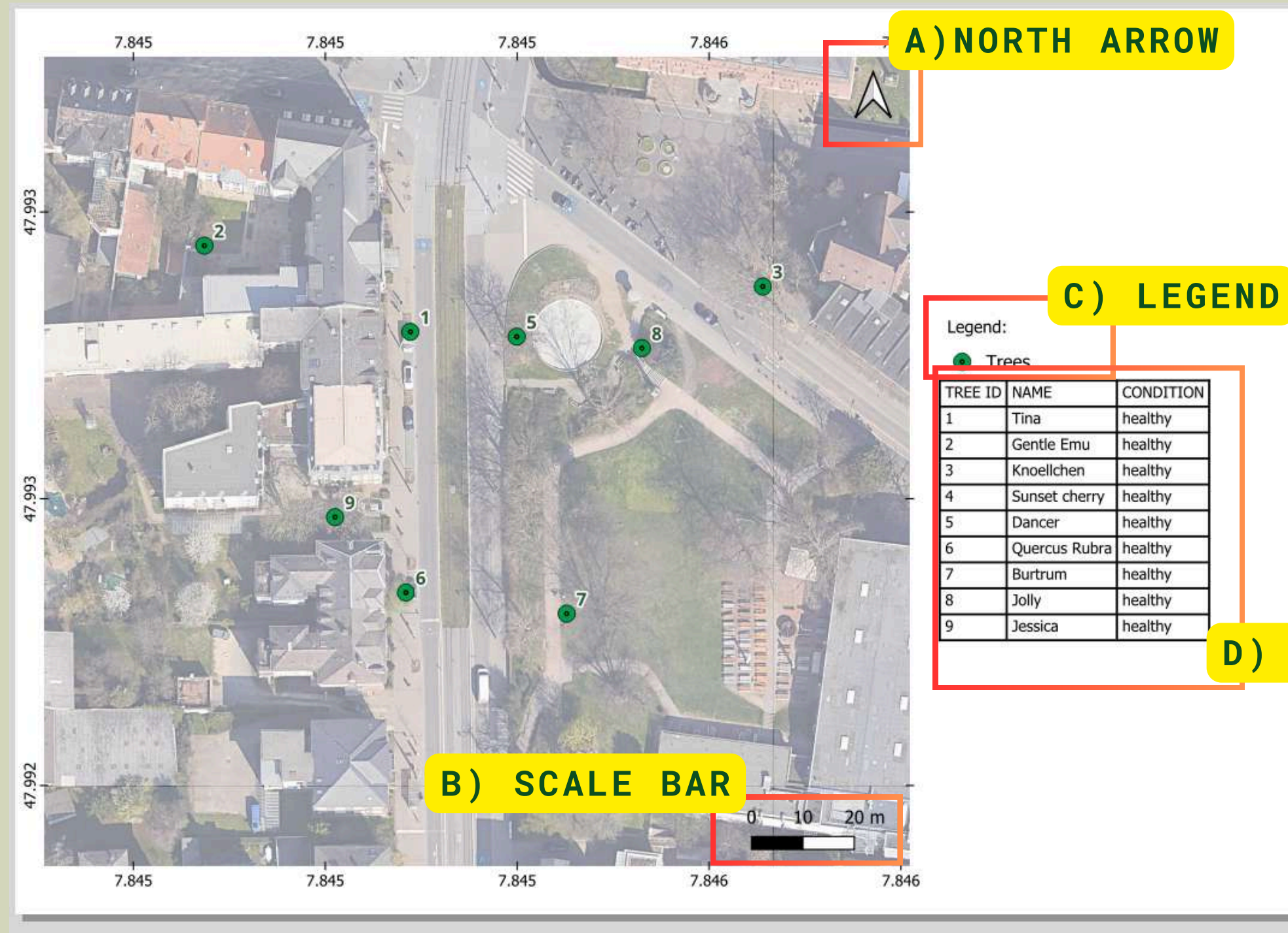
4 – ADD DESCRIPTIVE TEXT BOXES

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:
EPSG4326 - WGS84

Label

Main Properties

INSERT TEXT HERE

☐ Render as HTML

Insert/Edit Expression...   Dynamic Text

Appearance

Font   ADJUST FONT HERE

Horizontal margin   0,00 mm
Vertical margin   0,00 mm
Horizontal alignment   ≡ Left
Vertical alignment   ≡ Top

▶ Position and Size
▶ Rotation
▶ ☐ Frame
▶ ☐ Background
▶ Item ID
▶ Rendering
▶ Variables

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4 – ADD DESCRIPTIVE TEXT BOXES

The Trees Around the Classroom

TITLE

Distribution of Urban Trees Mapped by the Students

SUBTITLE

Legend:

- Trees

TREE ID	NAME	CONDITION
1	Tina	healthy
2	Gentle Emu	healthy
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Credits:
Author: Created collectively by the students
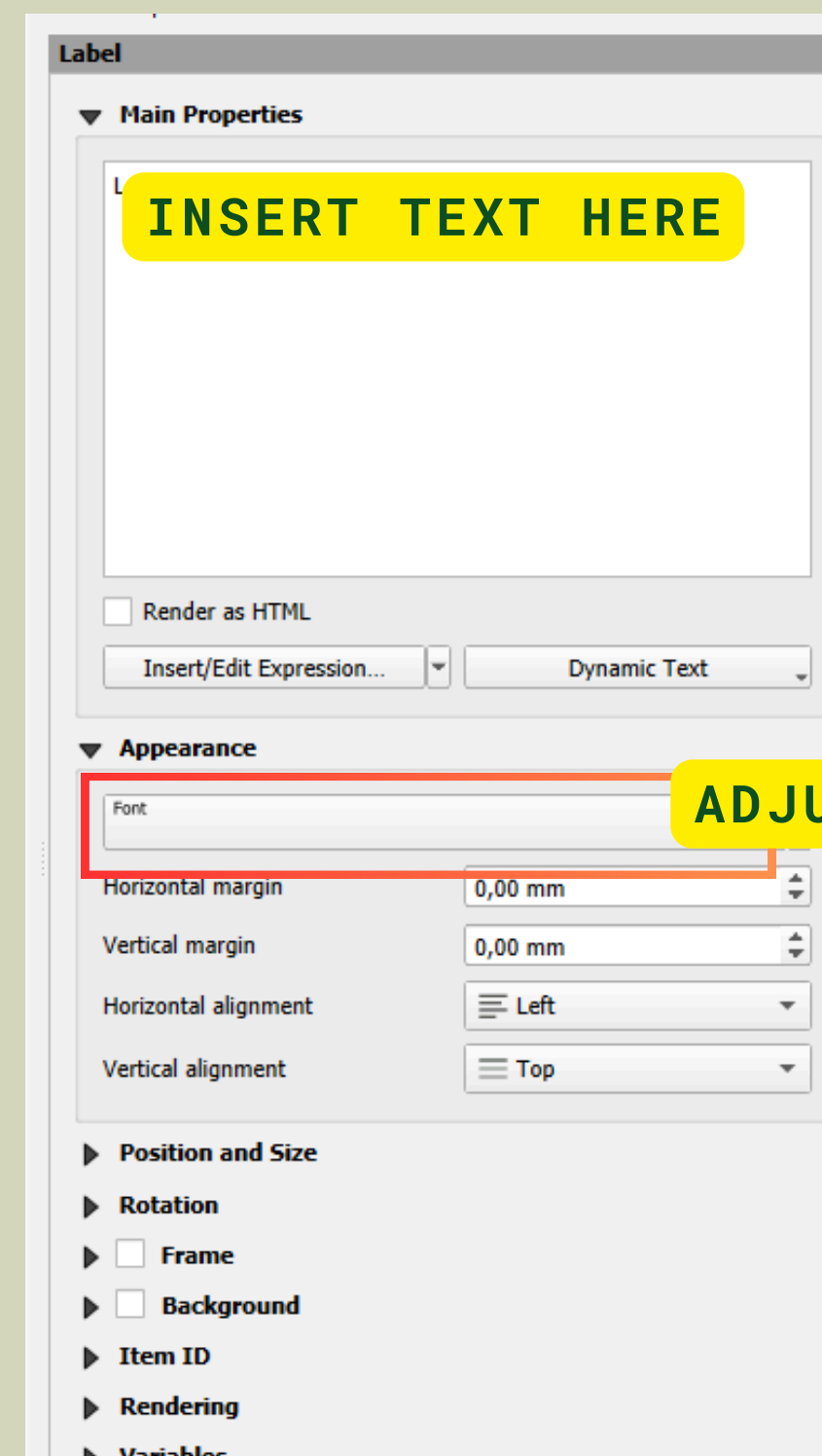
Course: GIS – Winter Semester 25/26
Date: 20.10.2025

Data source:
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Coordinate Reference System:
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CREDITS AND METADATA

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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

The Trees Around the Classroom

Distribution of Urban Trees Mapped by the Students

Legend:

● Trees

TREE ID	NAME	CONDITION
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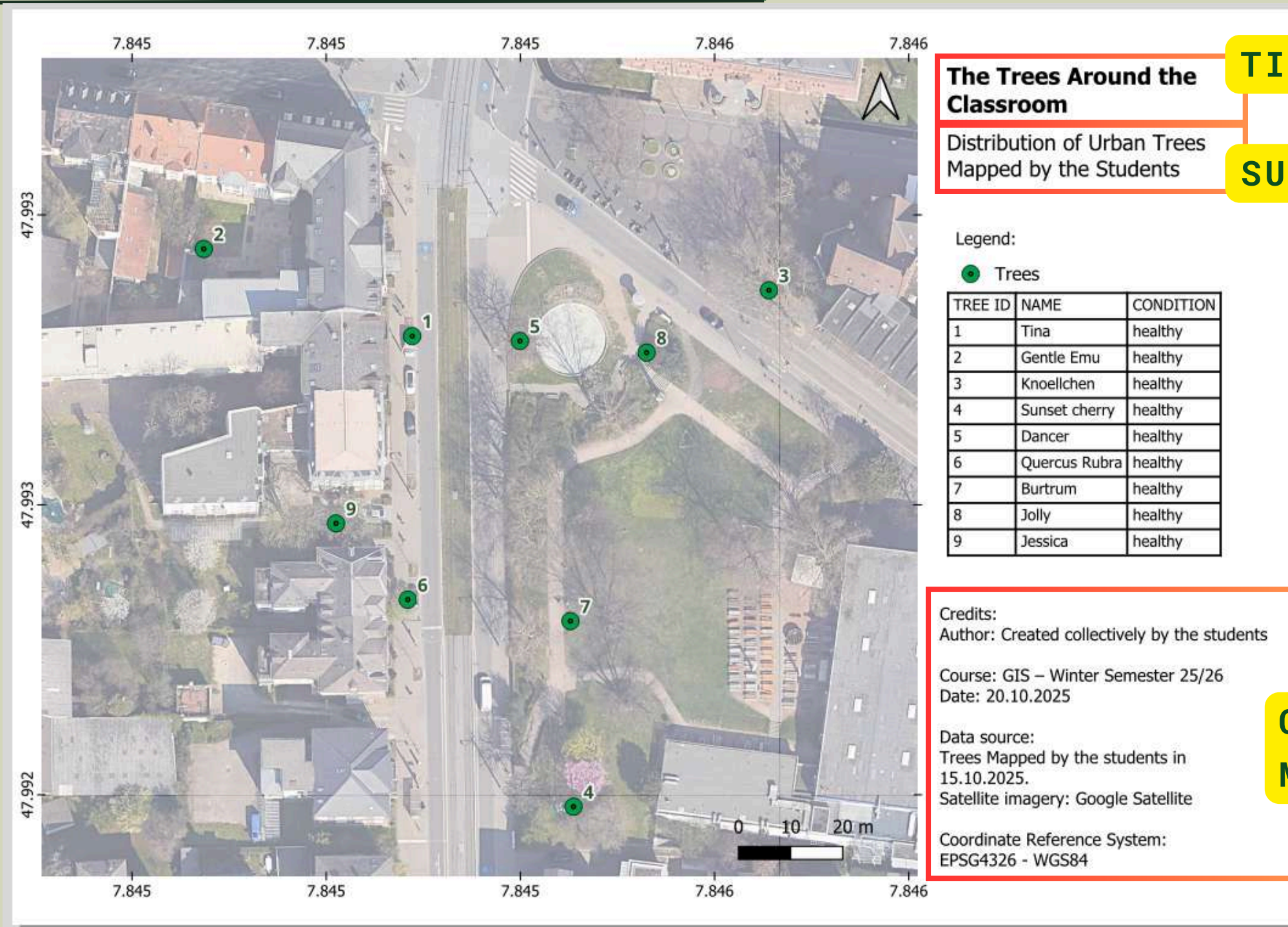Satellite imagery: Google Satellite

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