

Instructions for capturing a *portion* of a PDF map and printing in a document file

To print a section of a map to an 8 ½ x 11 page open the PDF map file and zoom to the area of interest by using the magnifying glass icon on the Acrobat toolbar (see below). Zoom in enough that you can easily read the portions of the map that you are interested in – the area that you “capture” will look as it does on the screen.

After zooming in, you may now select the area using Acrobat’s capture image feature by clicking on the camera icon on the Adobe Acrobat toolbar (available in Acrobat versions 6 or higher) at the top of your screen.

Double click on the camera icon. Now move the mouse to the PDF document. When you move the mouse over the document you will notice a crosshair. Move the crosshair to the area of interest just by moving the mouse. When you are in the location that you want to capture hold down the left mouse button and begin to drag the mouse. You will see a box appear over the area where you are dragging your mouse. When the entire area of interest is inside the box release the left mouse button.

Toolbar



A message box will appear indicating that the area has been copied to the clipboard. Click “OK”. The captured area has now been stored to the clipboard and can be inserted into a document by opening a blank document and either selecting Edit and then Paste from the document toolbar or clicking the right mouse button and selecting Paste.

The image can now be resized by selecting the image by clicking on it and dragging the corners to enlarge the image. Also, edit tools such as adding a text box will allow you to add label or comments on the map image.

