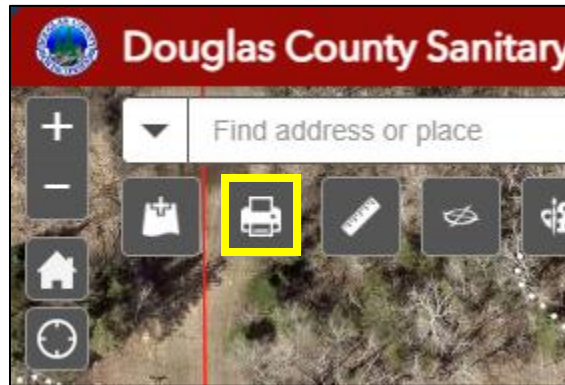# Douglas County Sanitary and Soil Permitting App Directions

Printing

- Sanitary Maps **MUST** have a scale of <mark>1:40</mark>
- To Print: (Make sure the property is centered on the screen)
  - Select the Printer icon within the mapping app

  - Give the map an appropriate title in the "Map Title" bar

  - Select a Layout and format (Standard Format is a PDF)

  - Click the Advanced option to change the scale of the map
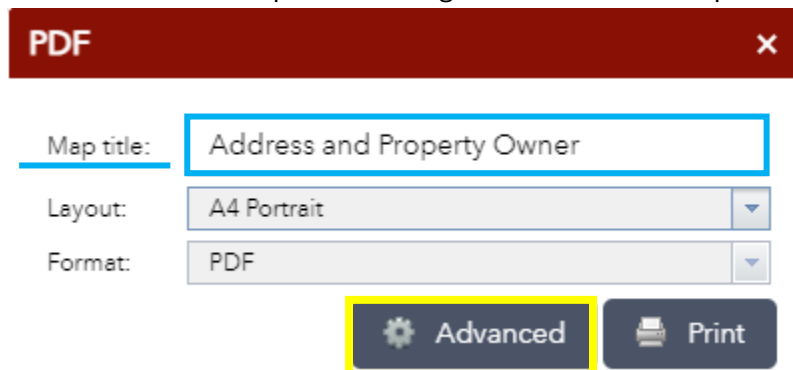
○ Change the "Map scale/extent" from "map scale" to "Force Scale" and enter 700 into the box. This will force the map to print in a 1:40 scale.
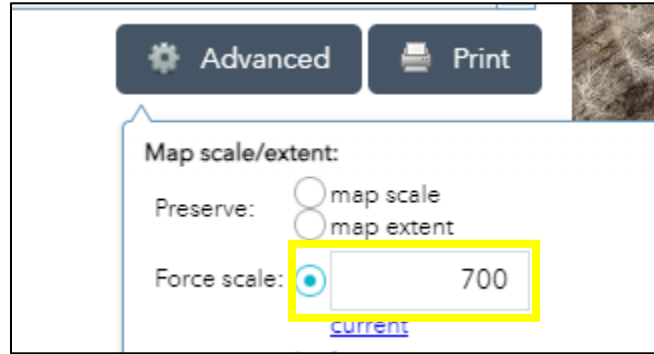
○ Change the scale bar unit from "Miles" to "Feet"

o After the two settings have been changed, click "Print". There will be a loading bar before the document is ready. After the loading is done, there will be a link to a pdf, click the doc. title and it will take you to a new page displaying the map. If your web browser has a print button click that or hit "Ctrl+P" to print the map.
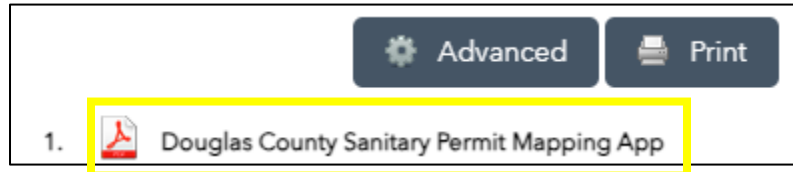
Layout Options
- A4 Portrait/Landscape: Prints according to a internationally recognized standard of 210mm x 297mm (8.27in x 11.69in)
- A3 Portrait/Landscape: Prints according to a internationally recognized standard of 297mm x 420 mm (11.7in x 16.5in). This is 2x the size of the A4 sheet (11 x 17 equivalent)
- Map only: will print the extent of the map that will fit over the entire page while maintaining the selected ratio
- Tabloid Portrait/Landscape: 11in x 17in

For more information on the layout options see: https://www.papersizes.org/a-paper-sizes.htm

Please reach out to Gishelp@douglascountywi.gov or gishelp@ci.superior.wi.us with any questions or concerns about the app.