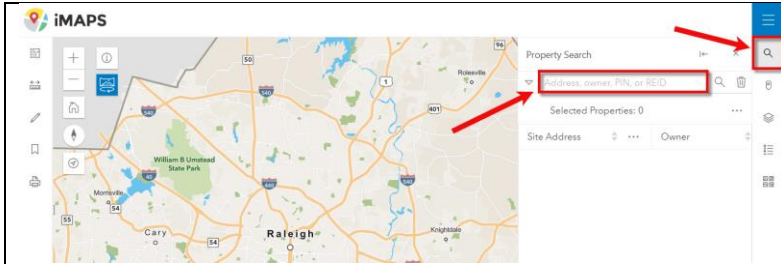




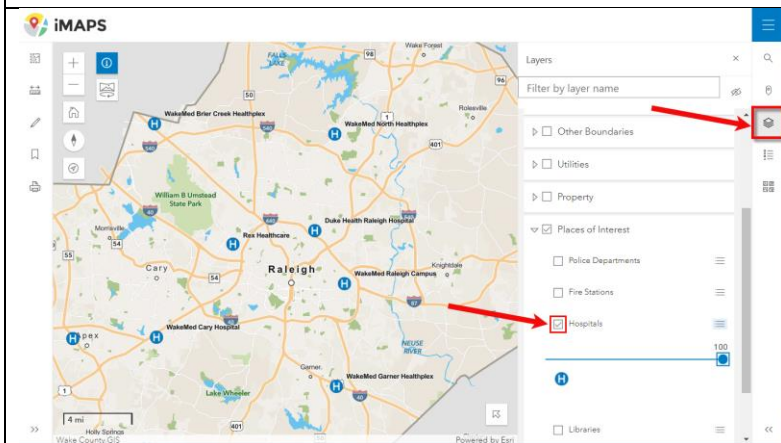
How To Create a Map Image to Add to a Document

iMAPS provides the ability to export a map as an image file that can be inserted into a document.




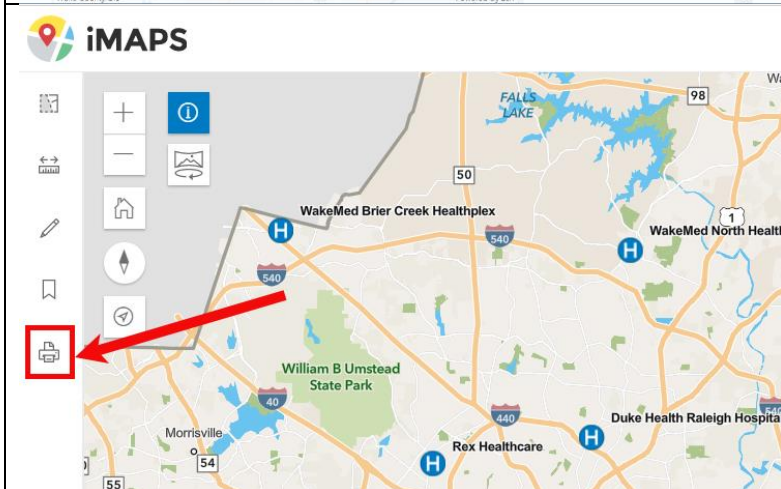
1

Search for a property by entering the address, owner, PIN or REID into the **Property Search** field (or zoom in on the map to an area of interest).




2

If you want to add data to the map, click the **Data Layers** icon  in the menu on the right, and check the box next to the data layer(s) you want to add.



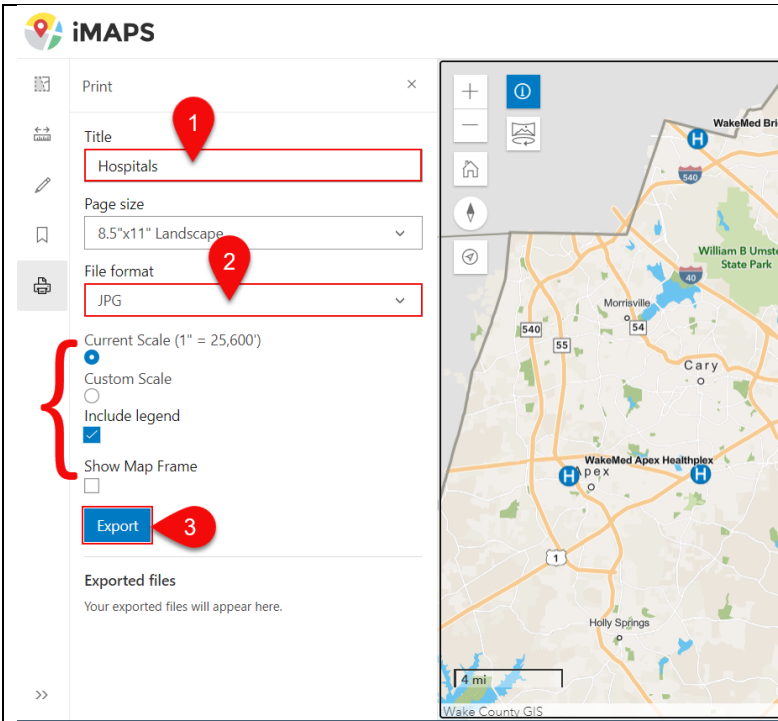
3

Click the **Print** icon  in the menu on the left side.



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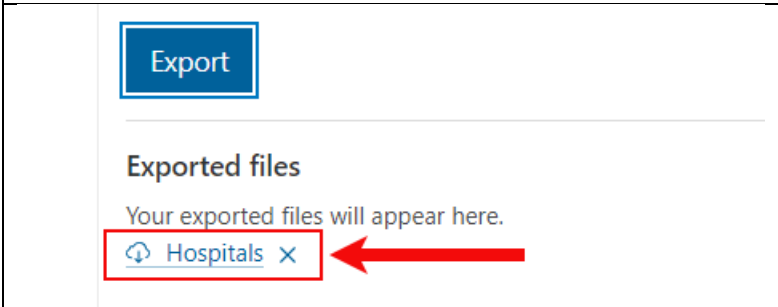
4

Enter a **Title** for the map image (optional).

In the **File format** field, select an image format from the drop-down menu (JPG is a common image format that is supported by many software programs).

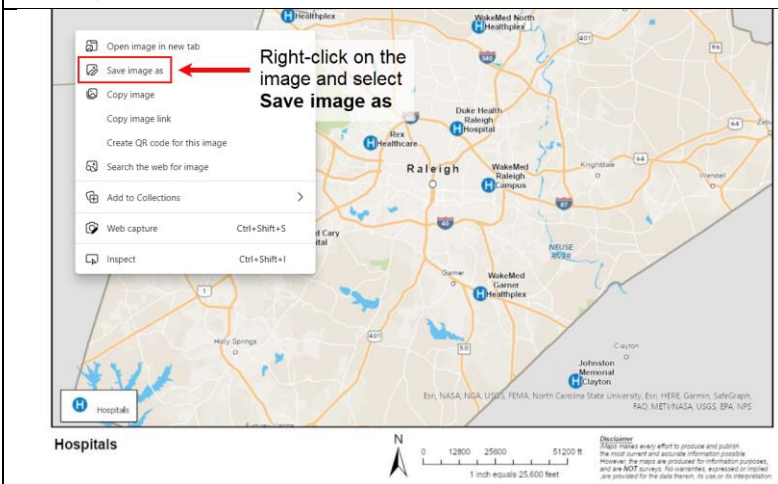
Select the *Include legend* option to display a legend on the map image. The legend shows what the different colors on the map represent. If a property/parcel is selected, you will also see an option to *Include attributes*, which will display the property information on the map image.

Once you've made your selections, click **Export**.



5

Once the map image is created, it will appear in the *Exported files* section. Click on it, and it will open in the browser.



6

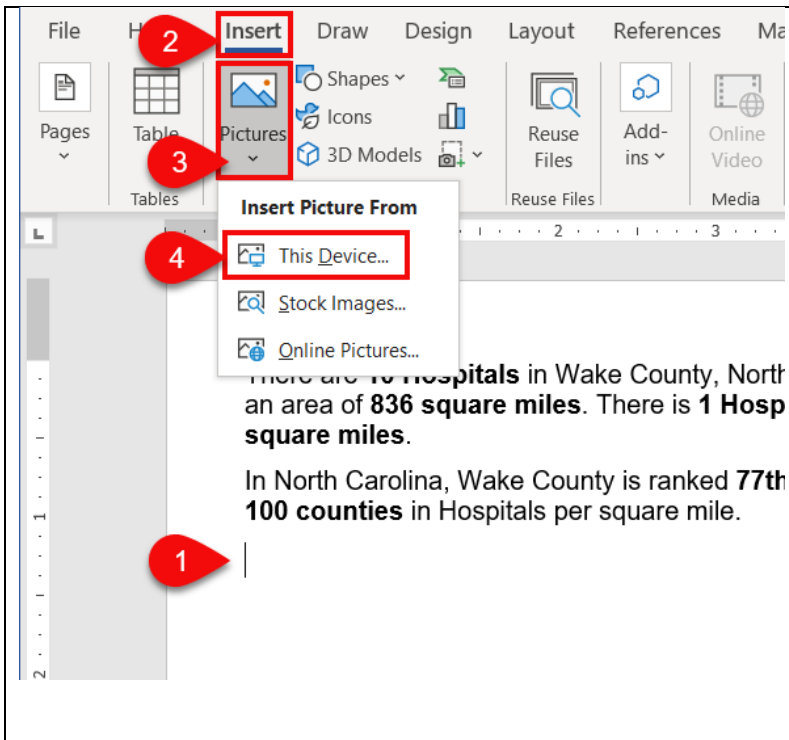
Right-click the image to save it to your computer.

Select **Save image as** to name/rename the file and choose the location on your computer to save it.



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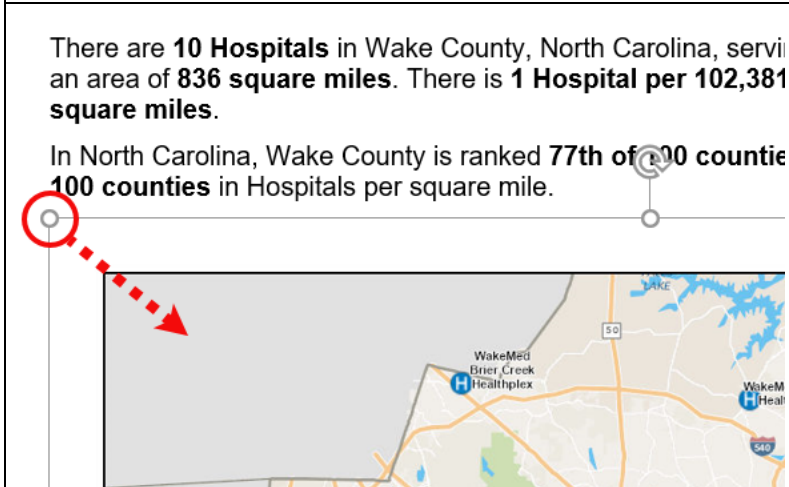


7

To insert the map image into your document, place your cursor where you want to insert the image, and then click **Insert > Pictures > This Device**.

Navigate to the image location, select it and click **Insert**.

Alternatively, you can right-click the image and select **Copy image**, and then paste it into your document by placing your cursor where you want to insert the image in your document and then pressing **Ctrl + V** or "Paste" to add the image to your document.



8

If you need to resize the image, hold the [Shift] key while dragging a corner of the image, or use the **Image properties** (under the *Picture Format* tab) to change the image size. Otherwise, the proportions of the map image may get distorted when you resize.

Pro Tip: Please credit iMAPS, City of Raleigh, and Wake County as the image source.

Visit www.wakegov.com/imaps for a comprehensive iMAPS user guide and other helpful resources.



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