UNIVERSITY LIBRARIES
UNIVERSITY AT ALBANY
State University of New York

IMC
Innovate Make Create
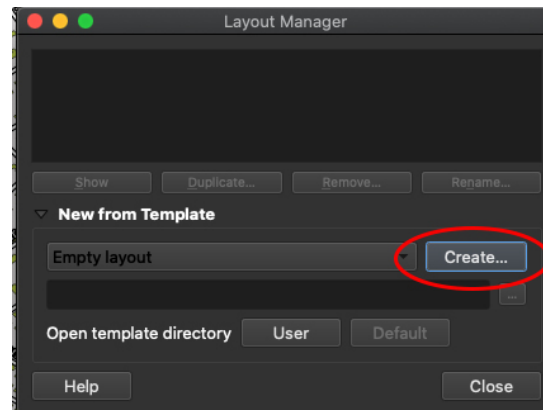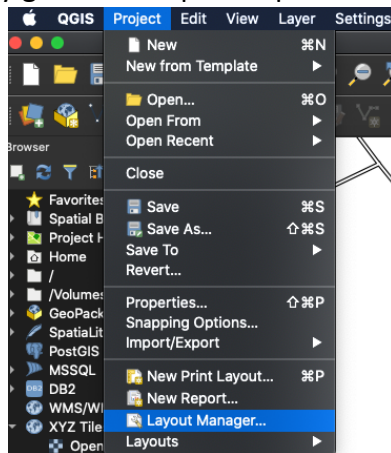https://library.albany.edu/imc
518 442-3607

QGIS Basics IV: Using Print Layout and Exporting

Okay! So, we've got our vector images, our layers are in the right order, our labels are made, and our information is formatted so we can see everything clearly. Now let's share it.
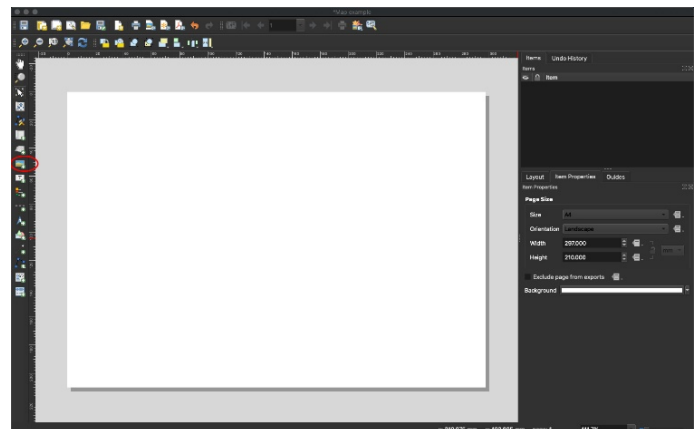
It's important to note that our GIS file is not an image, the file simply saves the state of the GIS program and its settings. Because of this, we'll have to export a map file to a format that anyone else can open and see.

Go to **Project > Layout Manager** and select **Create…** and give your map a name. In our case we'll simply go with "map example."
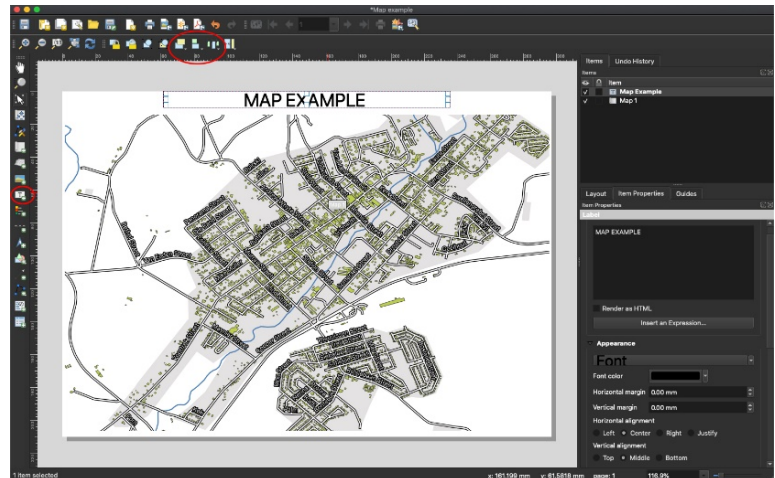

Next we're presented a new window with the "map example" name. Right click the window and select "page properties" to adjust your Size and Image Orientation.

Once you're ready, click the **Add a new map to the layout** button on the left side. Once selected, click and drag to place a box on the page and your map should appear. You can adjust the size of your map by clicking and dragging the bounding box that it appears within. If you're planning on printing, be sure to plan ahead and give your map some margins between its edge and the paper edge.

We're going to leave a larger margin on top to add a title. Use the **Add Label** button on the left side and click above your map. Select yes for the **New Item Properties.** Resize and adjust your placement as before.

You can also click your text box, hold down Shift, and click your map to select both, and with both selected use the **Alignment selected items** button to align them to your liking.
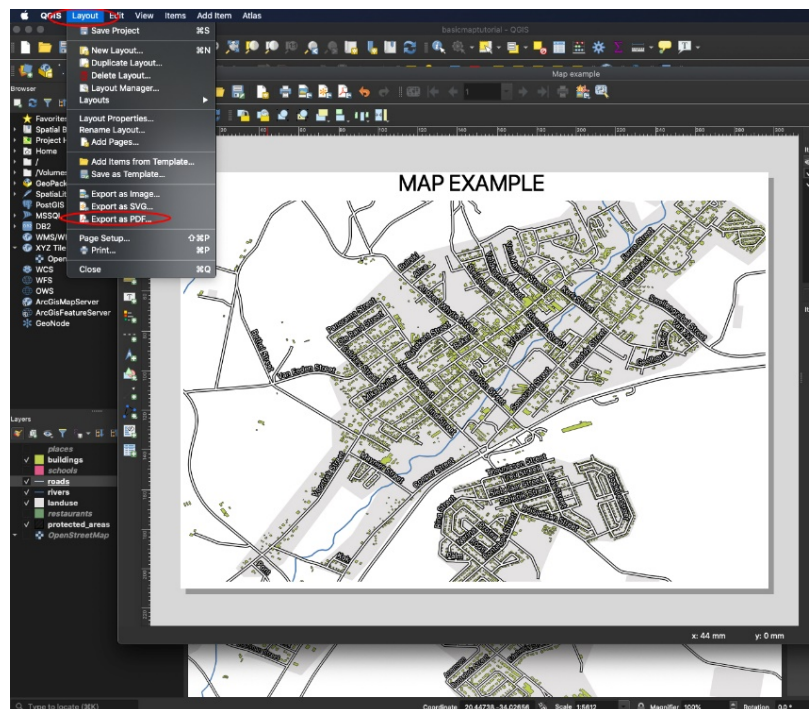

I'm going to center align my label to my map. To center the actual text and edit it, select the box and go to **Item Properties** to your left. Here you can adjust your font size, color, and the text alignment.

once satisfied with your map select **Save Project**, located in the top left corner.

Once done, you can **Print** or **Export** your map. We're going to make a PDF.

Go to **Layout > Export as PDF** and select your save location and file name as usual. The default options for saving work well for our purposes. Double check your PDF and make sure everything looks as you want. If anything is unsatisfactory, you'll have to make adjustments in the layout window and export the file again.