User Guide for the Archaeology Map

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SHAARD Archaeology and Structures Map

You can use the SHAARD Archaeology and Structures Map to search for the locations of cemeteries, historic structures (IHSSI County Survey), historic bridges, sites listed in the National Register of Historic Places as well as archaeology points and polygons. Many GIS programs will show you similar information, like the location of a cemetery near a community, but the unique piece to the Archaeology and Structures Map is that it will connect the user to the printable page found on the Division of Historic Preservation and Archaeology’s online database – State Historic Architecture and Archaeology Resource Database (SHAARD). This means from the map you can learn more information about the historic structure or archaeological sites. The following guide will help you best utilize the program in order to find the information in which you are searching.

To start the SHAARD Archaeology and Structures Map, go to this link: https://portalqa.gis.in.gov/gioportalqa. This brings you to the home page of the map. **Follow the directions on the following page to access the map.

Map Updates for Returning Users:

- The layers will be combined into one layer and you may now select any point with any layer selected.
- Silverlight will no longer be used for SHAARD GIS and, as a result, will no longer be available to view.
- Users will be able to access shape files without asking DHPA staff to send desired files.

Search Tips:

- You can zoom to a certain area by holding the “shift” key and dragging your arrow over the map.
- There are four counties for the County Survey (Marion, Morgan, Hancock, and Johnson) that have yet to be entered into SHAARD, though they are mapped in the SHAARD Archaeology and Structures Map. This means that the IHSSI number is accurate, but there will be no further information on the site either on SHAARD or the IHSSI. These counties will be resurveyed as soon as sufficient funds are made available to the DHPA office. Should you wish to view the IHSSI records for these counties, you may contact our office for a record check at DHPARecordscheck@dnr.IN.gov.

- Once you exit out of the map, all the information you left on the map will NOT be saved. Once you exit the map, you will start again from the map as it first appears on page #4 of this User Guide.
Opening the Map:

Follow this link in order to access the map: https://portalqa.gis.in.gov/gioportalqa

The SHAARD Archaeology and Structures App is supported and powered by Esri. You do not need to download any software in order to use this new map. Esri is available on any internet search engine and can be accessed at anytime. Keep in mind that the different search engines may present the map in different ways, so if the map and tools look slightly different than the screen shots used in the User Guide, do not be alarmed. This User Guide was created by accessing the map in Chrome.

Log in with the Username and Password issued when your account was created.
Once you have logged in, search for the archaeology map in the search bar.

Select the SHAARD Archaeology and Structures Application, RESTRICTED to access the map.
Viewing the Map:

This is the map as it first appears after the splash screen has been closed.

The “About” Feature

1) To minimize this feature, click on the double arrow.

2) To close this feature, click on the “x” in the top right hand corner.

Map Legend:

This key contains some information regarding responsibilities of SHAARD users and information concerning SHAARD updates.

- Archaeology Sites are represented by black pentagons highlighted in yellow.
- Archaeology Areas are represented by black cross hatched areas.
- Cemeteries are represented by triangles.
- National Register Sites are represented by stars.
- National Register Historic Districts are represented by blue cross hatched areas.
- County Survey Sites are represented by dots of varying color according to the current rating.
- Historic Bridges are represented by squares of varying color according to the current rating.
Easy Access to SHAARD Resources:

1) This option is a quick link that will take the user directly to the DNR website in a separate tab. This allows the user to gain quick access to other DNR resources.

2) This option is a link that will take the user directly to the SHAARD website home page in a separate tab. This way, while searching for certain sites, the user will always have quick access to search a site in SHAARD. In the SHAARD database, users will have access to the pdfs and additional photos on a given site available in the database.

3) This option is a link that will take the user directly to the Division of Historic Preservation and Archaeology (DHPA) homepage in a separate tab. This allows the user to travel quickly to this page and other DHPA resources.

4) This option is a quick link that will take the user directly to this User Guide as a pdf which appears in a separate tab.
Moving Around the Map:

1) This tool in the left hand corner will allow the user to zoom in and out of the map. You can also zoom in and out by using the roller on your mouse. **Tip: when first conducting a search, no sites will appear until the user zooms in. Be patient and allow the sites to load once zoomed in.**

2) This tool will take the user back to the first setting of the map. If the user is zoomed in, this will zoom the user back to the original setting.

3) This tool will allow the user to go back to the previous extent. The first arrow will act as a backspace button and the second will act as a forward button.
Tracking the Map’s Extent:

The small white arrow located at the bottom right hand corner of the screen will open a little box that will allow the user to see the map’s extent within a larger view of the map (as seen in the image below).

1) This symbol will expand the map as it appears in the box to the full screen.

2) Clicking on the arrow again will shrink the box back down.
Reading the Coordinates by Point:

1) By clicking on this symbol, you can choose a point and read the degrees of latitude and longitude.

2) This corner will also show a map scale that refers to the relationship between distance on the map and the corresponding distance on the ground. In this example, there is a 2 mile distance. However, as you scroll in or out of the map, this distance will change.

1) Once you click this symbol, it will turn blue and you may select your point.

2) Once you select your point, click anywhere on the map and this point will appear.

3) The degrees shown in this box will then reflect the coordinates chosen on the pin.
Getting the Map the Way You Want It:

1) This tool allows the user to view the information box that as it appears when you first open the map. By clicking on this tool, you may open and close the Legend at any point during your search.

2) This tool allows the user to print a map once you’ve got it the way you need it. You may print a map as a pdf among other options. This will only print the map and will not be a means of printing information about selected sites within a given map.

**This process will be further explained on page: #55.**

3) This tool allows the user to select the map desired for the search. There are nine different maps the user can choose to view. The options are Dark Grey Canvas, Imagery, Imagery with Labels, Light Grey Canvas, Streets, Terrain with Labels, Topographic, USA Topo Maps, and USGS National Map. Note that if you zoom in too close to the map, the selected map will disappear.

**This option will be further explored on the following page: #11.**

4) This tool allows the user to select the layers you wish to view during your search.

**These instructions will be further explained on the following page: #12.**
Basemap Gallery:

These are the options that come up for the map type. You can select any of these maps according to your preference. **Just note that if you zoom in too close to the map, some of the maps will disappear. If you zoom back out, the map details will reappear. The options are Open Street Map, Imagery, Imagery with Labels, Streets, and Topographic. The USA Topo Map is available as a Layer.
Navigating the Layers – Default Layers

1) Click on this box to remove the Archaeology Sites. Click again to display them from the map.

2) Click on this box to remove all the Archaeological Areas on the map. Click again to display the points from the map.

3) Click on this box to remove all the County Boarders on the map. Click again to display the points from the map.

4) Click on this box to remove the USA Topo Maps. Click again to display the points from the map.
Navigating the Layers – Additional Layers

1) Click this box to add the **USGS 24K Quadrangles** layer. Click again to remove. Note: This layer will be explained on page #15.

2) Click this box to add the **Civil Townships** layer. Click again to remove. Note: This layer will be explained on page #16.

3) Click this box to add the **US_Railroads_1870** layer to the map. Click again to remove. Note: users cannot click on the lines for more information.

4) Click this box to add the **Watersheds_HUC08_2009** layer to the map. Click again to remove.

5) Click this box to add the **Canals_Historic_Structures** layer to the map. Click again to remove. **Further information found on next page.**

6) Click this box to add the **Canals Historic Routes** layer to the map. Click again to remove. Note: users cannot click on the lines for more information.

7) Click this box to add the **PLSS Indiana** (section, township, range) layer to the map. Click again to remove. Note: this layer will only break sections down into four equal quarters (NW, NE, SW, and SE).
Navigating the Layers – Natural Regions of Indiana

- The Natural Regions of Indiana, Map Image Layer unfortunately does not allow the user to click on the regions to view the region’s name.
- This layer is only not able to be added to the map itself due to Web Map application limitations.
Navigating the Layers:
Part 2

1) This option will open the other tabs that manipulate all the layers at once.

2) This option will select all the layers to be displayed on the map at once.

3) This option will select all the layers to be taken off the map at once.

4) This option will expand all the layers at once. This means that all the symbols and borders related to the layer will be displayed below each layer type.

5) This option will collapse all the layers at once. This means that all the symbols and borders related to the layer will be hidden.
Navigating the Layers - Viewing Section, Township, and Range:

1) In order to access the Section, Township, and Range, click on the “Layers” icon.

2) In order to view the Section, Township, and Range, click on the box next to PLSS_Indiana in order to activate the layer.

3) When the layer is turned on, the bright red lines will outline the sections, township/ranges, and quarter sections.

4) The layer will label each section, as well as the quarter of the section, and the township and range numbers and where they are in relation to the principle meridian and base line.

5) This layer will show sections, township/range lines, and NW, NE, SW, SE quarters for each section.

**Currently, the default of the map does not display the Public Land Survey System (PLSS), where you find a section, township, and range. Once turned on, this information will not be seen at the State Overview level, but as you scroll in closer to an area, the red boxes, which outline the sections can be seen. As you get to a closer view, in the center of the section, you will be able to view the township and range.

**Note that this map will only show the sections down to the quarters and will not show any further divisions in the sections.
Navigating the Layers - Ellipsis:

1) By clicking on the ellipsis, you will be given several options for manipulating a search. This option will be available for each layer displayed.

2) “Zoom to” will take the user back to the original extent.

3) By clicking on the “Transparency” option, you can dim and brighten the symbols on the map for each layer. This allows the user to clear the map of certain symbols without removing them from the map completely.

4) The “Disable Pop-up” option allows the user to view the information box when you click on a given site. The pop-up option will be enabled by default but can be disabled by the user. **In this screenshot, the pop-up is automatically enabled, so the option to “Disable” the pop-up is available.

5) The “Show Labels” option allows the user to display the numbers assigned to the sites in the SHAARD database.

6) The “Move Up” and “Move Down” options allow the user to move the layers up and down on the Layer List.

7) The “View in Attribute Table” option will be explained on page #21-22.

8) The “Description” option will open a new tab which will give users the technical details of the GIS programming meta data.
Viewing an Archaeology Site/Area

1) The first set of numbers is the archaeological site number. The first two letters denote the county within which the site is located. The following four digits complete the site number (which are assigned as the sites are located and surveyed).

2) Below the site number is the Project Name as it appears in SHAARD.

3) This is an internal DHPA number. Please ignore.

4) The user may also “Click for Report”. This action will bring the user to a log in page (below).

**These instructions also apply to Archaeological Areas.**
Viewing a Site: Part 1

1) When you click on a site, a bright blue square will appear around the site and an information box will appear with the following data:

2) At the top of the box will be the County Survey number for an IHSSI site, the National Register number, the Historic Bridge number, or the Cemetery number.

3) This portion of the information box will display the historic name under which the record is entered in SHAARD.

4) This portion of the information box will display the rating awarded to the site during survey.

5) The “Click for Report” option will bring up a printable version of the SHAARD entry. This allows the user to gain quick access to the report in the data entry. *For returning users, this feature is different than the SHAARD GIS map which would take you directly to the SHAARD entry page for the desired site

6) The “Zoom To” option will bring the user closer to the site if scrolled out on the map.

7) At the bottom right corner of the information box there will be a set of ellipsis. When you click on this, options 7-10 will drop down below the original info box.

8) The “Pan To” option will bring your site to the center of the map’s extent.

9) The “Add a Marker” option will drop a pin so you can easily see a specific point as you move around the map.

10) The “Set as input of Create Buffer” will allow the user to draw a buffer around the selected site. This will be explained further on the next page of the User Guide.

11) This option will allow the user to view the sites in the Attribute Table which is further explained on page #24-25.
Making a Search:

1) The “All” option will broaden the search to include all the other categories. **For further examples and explanation, refer to page: #27.**

2) The “Archaeology Sites” option will narrow the search by site number. Example: Mg-0560.

3) The “Archaeological Areas” option will narrow the search by site number as well.

4) The “Cemeteries” option will narrow the search by the Cemetery ID or the first name given on SHAARD that was assigned to the site upon its survey. Example: 107-460-55028, CR-54-152.

5) The “County Survey Sites” option will narrow the search by the IHSSI number that the site was given when it was surveyed. Example: 011-349-26008.

6) The “Historic Bridges” option will narrow the search by the Historic Bridge ID that was assigned to the bridge when it was surveyed. Example: HB-2324.

7) The “National Register Sites” option will narrow the search by the National Register ID that was assigned to the district when it was approved by the DHPA office. Example: NR-0017.

8) The “Historic Districts” option will narrow the search by the Historic District number that was assigned to the district as it was approved. Example: NR-1550 (not case sensitive).

9) The “Township/Range/Section” option will narrow the search by the PLSS area. You may also search by section only, but keep in mind that in order to make a search with all three numbers, the format must adhere to the following pattern: Example: T5S R14W 34.

10) In order to use this option, you must first enter the name of the county in which you are conducting your search. Once you have entered your county name, you may then select one of the townships located within that county. **Example and explanation refer to page: #28.**

11) The “Counties” option will narrow the search by county name as well as by the county number. The county number is the number assigned to each county alphabetically. Example: Adams 1, 01, 001, etc.
12) The “Address” option will narrow the search by the street number, street name, and city. These three criteria are necessary for making a search. Example: 1000 W Granary St New Harmony. You can also search for a zip code and town/city name only.

Making a Search: “All Search Category” Example

1) In this example, we have entered the numbers “1550” into the “All” search category.

2) The first results offered in this example are the “County Survey Site” numbers. Notice that these sites show every result including the numbers entered. These results are taken from several different counties and several different townships. Be aware of this when searching from the “All” option.

3) The second result type offered in this example are the Historic Bridges results. There is only one Historic Bridge result in this example as the numbers are assigned in sequence as they are surveyed. Example: HB-1550.

4) The third result type offered in this example are the Historic Districts results. There is only one Historic District in this example as the numbers are assigned in sequence as they are surveyed. Example: NR-1550.

5) In this example, the Address is attempting to bring up a zip code that held the matching numbers. Since it is incomplete, no zip code was found.
Measure by Area

Step 1:
1) Click on the button to measure by Area.
2) By clicking on the unit of measurement (in this example, we will be using “Acres”). Note that the units can be changed even after you draw your area. You can choose the following units of measurements: acres, square miles, square kilometers, hectares, square yards, square feet, square feet (US), and square meters.

Step 2:
1) Once you have double clicked, the “Measurement Result” will appear below the line. This will display the area within the connected lines but does not measure the perimeter of the drawing.

**Note that once you draw your area, you can go back to the units of measurement to edit the unit and the results will appear in place of the results currently displayed in acres.

Measure by Distance

Step 1:
1) Click on this button to measure by Distance.
2) By clicking on the unit of measurement (in this example, we will be using “Miles”). Note that the units can be changed even after you draw your area. You can choose the following units of measurements: miles, kilometers, feet, feet (US), meters, yards, or nautical miles.

To draw by distance, click on points of the map (as many as you need) and the blue lines will connect the points.
Step 2:
1) Once you are finished drawing your line(s), the Measurement Result will display the distance accumulated by the distances between the points.

**Note that once you draw your lines, you can go back to the units of measurement to edit the unit and the results will appear in place of the results currently displayed in miles.**

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**Measure by Location**

Step 1:
1) Click on this button to measure by location.
2) The measurement by location will measure the distance between a chosen green point and the mouse curser. This section will give the coordinates of the mouse curser.
3) This green point was placed on the map by clicking on a section of the map. This section gives the coordinates of the green point.

Step 2:
1) You can change the location system to reflect the Degrees, Minutes, Seconds by clicking on the downward pointing arrow shown in the image below.
Select by Area:

The “Select by Area” option will allow the user to find out how many sites exist within a given limitation. In this example, we will be finding out how many County Survey Sites are mapped within The Indiana Soldiers’ and Sailors’ Children’s Home Historic District in Rush County. The following will be a step by step guide of how to use this tool to explore this example.

Step 1:

1) Select this button to open the “Select by Area” option.

2) To start, choose the site type that you want to find within the area. You can choose any of the following site types: Cemeteries, County Survey Sites, Historic Bridges, National Register Sites, and Historic Districts. In this example, we will be searching the number of County Survey Sites within our search parameter.

3) In this example, we will be exploring this option with the County Survey Sites.
Step 2:

1) Once you have selected your site type, the following options will appear. The County Survey Sites will display which site type is selected.

2) The “Spatial Relationship” portion of the tool denotes that the County Survey Sites selected will appear “intersect” a related layer. (Intersect essentially means “within”).

3) The “Related Layer” option will allow the user to choose which layer within which you would like to conduct your search. The options include Counties, Cemeteries, Historic Bridges, National Register Sites, Historic Districts, USGS 24K Quadrangles, and Civil Townships. **Note that you must have each layer turned on in the Layer List (covered on page: #12) to properly execute the search.

4) In this example, we are looking to see how many County Survey Sites exist within the Historic District (the striped area highlighted in blue).
Step 3:

1) Once you have selected your search parameters, you are ready to highlight your area. You must select this button in order to draw within your area.

2) Once you have selected the symbol described in the first portion of this explanation, you are ready to select your area. Use your mouse to click within your desired area and drag your arrow to create the blue area shown. Note you do not need to make the area exact. Just draw the blue box within desired area and release.

3) This message will appear once you click within your desired area. As you drag your mouse across the area, follow the instruction as it appears and let go once you have selected your area.

4) Once you have released the selection, click “Apply”. This will execute your search.

5) If you want to delete the area selected, click on this button.
Step 4:

1) Once your area is selected, the sites will be surrounded by highlighted blue circles.

2) The “Number of Features Found” will show the total number of sites found within the Historic District. In this example, 33 sites have been found within the given parameters.

3) The sites within the area will appear in a list in this section of the tool. This information will include the County Survey Site ID number, the historic name of the site, the rating assigned to the site, and the report.

4) To access all the sites within this page, scroll down the list using this scroll bar.
Step 5:

1) The ellipses will pull up the options to “Zoom to”, “Pan to”, “Flash”, “Export to CSV file”, “View in Attribute table”, and finally “Remove this result”.

2) The “Zoom to” and “Pan to” options will take the user closer to the selected area.

3) The “Flash” option will cause the selected points to flash yellow and red for easy identification. The flashing will only last for a few blinks and will return to their normal colors.

4) The “Export to CSV file”, “Export to feature collection”, and “Export to GeoJSON” options will open up various files that will list all the sites found within the query result. These lists are available to print depending on the desired format.

5) You can also view the results in the Attribute Table.

6) To remove the blue highlight surrounding the sites, click on the “Remove this result” option. This will also remove all the results listed in the query result.
Select by Drawing:
Step 1:

1) Click this button to “Select by Drawing” to use this tool.
2) Click on the “Select” to utilize the tool.
3) In order to choose the shape of the area, click on the little arrow.
4) Once you click on the arrow, you can choose to create an area by rectangle, polygon, or by circle.
Step 2:

1) Once you have selected the shape of your area, select your area.

2) As this box suggests, “Press down to start and let go to finish”.

3) This area of the box will display the results of the search. Since at this point the user has yet to release the drawing, there are no results.

4) Note that you can select or unselect the layers by clicking on the boxes to the left of the list. This way, you can draw an area and only search one or all site types available in the layer list.

5) When you select the polygon option, make sure to Double-click to complete the drawing. If you do not double click, you will continue to alter the polygon.
Step 3:

1) The sites once selected will be highlighted blue. Note that the shape drawn initially will disappear and the highlighted sides will only be differentiated by being highlighted.

2) Once you release the drawing, the results of your search will be listed in this portion of the tool. In this example, there are 7 archaeology sites, 4 archaeological areas, 1 cemetery, and 5 county survey sites. There are no national register sites or historic districts located within the boundaries of the drawing selected so these results are zero.

3) If you want to delete the results of the drawing, just click on the “Clear” button.

4) Don’t forget to scroll down the line to view the results of other layers.

**Remember to clear your searches/selections before moving on to the next search. Clicking on the “x” in the upper right hand corner of the box will only exit the tab but will not clear a selection.**
Step 4:

1) When you click on a site type, this list of the sites found within the Drawing for Archaeological Areas will appear. (If you wish to select a different site type, click on the arrow to the left of the selected site type).

2) The site types will include the site number, the symbol corresponding to the site type, and its rating.

3) In this example, there are four sites which you may look through. These will be listed numerically according to the SHAARD number.
Step 5:

1) Click on the ellipses to open the Selection actions.

2) The “Zoom to” and “Pan to” options will bring the screen closer to the selected sites.

3) The “Flash” option will cause the selected points to flash yellow and red for easy identification. The flashing will only last for a few blinks and will return to the highlighted blue colored.

4) The “Export to CSV file”, “Export to feature collection”, and “Export to GeoJSON” options will open up various files that will list all the sites found within the query result. These lists are available to print depending on the desired format.

5) The “Create layer” option will allow you to save the selected sites within the drawing so you can refer to them anytime. This option will not provide a list of the sites within the layer, but it will highlight the sites selected.

6) The “Set as input of Create Buffer” option will allow you to use the sites selected within the Draw By Area as points for the buffers.

7) The “View in Attribute Table” option will allow the user access to selected sites in table format.

8) If you want to delete the selected site, click on the “Clear selection” option.
Using the Buffer – Line (Input Tab):

1) Click on this button to open the “Create Buffer” box.
2) The “Input” tab will allow you to select your points, adjust the desired distance between the point and the buffer, and will allow you to execute the buffer. *The “Output” tab will be explained on the following page #46.
3) This symbol is the point that the user can place on any area in the map. You must click on this symbol in order to start a line. Once the line is selected, you may press down to start and let go to finish.
4) This button will erase the buffer line on the map. (Note that this will only erase the buffer line.)
5) The “Distance” section will allow the user to submit the quantity of the distance between the buffer and the point.
6) Click “Execute” button will activate the user’s ability to draw a buffer.

**These instructions apply to each buffer Input Line option.**

Click on the middle button to draw a “Polyline”. Click on the map to start, click again to continue drawing, and double click to complete.

Click on the right side button to draw a “Freehand Polyline”. Press down to start, drag to draw, and let go to finish.
Using the Buffer – Line (Output Tab):

1) Click on this “x” to exit the buffer feature. (Note that this will not erase the buffer, it will only exit the Input/Output box.)

2) The “Output” tab shows the result of the buffer.

3) This “x” will erase the buffer. (Note that this will not erase the buffer line itself.)

4) Once the buffer is executed, a blue buffer will encircle the drawn line.

**Note, you can create several buffers at once by repeating the steps described in the last 2 pages.

Viewing Sites within the Buffer:
Part 1

Imagine that you have a project represented by the light green line. Click “Execute” to initiate the buffer.
Part 2

There are several archaeological sites and areas within a mile radius of the project line. You can “Select by Area” in order to highlight all the sites within the project area. Click the “x” highlighted in yellow to close out of the Buffer widget without removing the buffer results.

Part 3

Open the “Select by Drawing” widget. Click on the “Select By Polygon” and follow along the buffer line as closely as possible. **Don’t forget to deselect the “Counties” layer!!**
Part 4

Double click to complete the drawing.

Part 5

Once the area is highlighted, results will appear. These results include the buffer, archaeological sites, and archaeological areas. The highlighted area is
How to Print the Map

Step 1: Select the print symbol in the upper right hand corner of the map. The Export Map drop box will appear and will give you access to the Layout of your print as well as the format in which they are printed.

Step 2: Choose the layout of your print. The following choices will drop down: A3 Landscape, A3 Portrait, A4 Landscape, A4 Portrait, Letter ANSI A Landscape, Letter ANSI A Portrait, Map Only, Tabloid ANSI B Landscape, Tabloid ANSI B Portrait. For this example, we will be printing from the Letter ANSI A Landscape option.

**Note that you can name all the maps EXCEPT for the Map Only option.

Step 3: Choose the Format of your print. The following choices will drop down: EPS (encapsulated postscript – Adobe Illustrator), GIF (graphic interchange format), JPG (Joint Photographic Experts Group), PDF (portable document format), PNG32 and PNG8 (portable network graphics), and SVG and SVGZ (scalable vector graphics). In this example we will be using the PDF format.

Step 4: Once you have selected your desired layout and format, click on the “Print” button.
Step 5: After checking the “Print” button, all the maps that you want to print will be stored in the list displayed below the printing options. Clicking on the map you want to print will open the map in a separate tab.

Step 6: To erase the prints, just click on the “Clear prints”. Note that this will clear ALL the created prints.

Step 7: This example of the Letter ANSI A Landscape map.