Figure 1

How-To ---->

Export Custom Maps Using

HabiMap™ Arizona

STEPS

1. **URL**: Direct browser to: http://habimap.org/
   (Fig 1, Step 1) → Click the image OR the link "HabiMap™ Arizona" → Read and agree to the Disclaimer.
2. **NAVIGATE/ZOOM**: Use the "Zoom" and "Pan" tool bar located on the left side of the screen (Fig 1, Step 2).
3. **TURN LAYERS ON/OFF**: Click the "+" next to desired data layer to expose layer contents → Click the corresponding checkbox to turn the layer on, uncheck to turn off (Fig 1, Step 3). Numerous layers can be turned on at the same time.
4. **TOGGLE LAYER TRANSPARENCY**: First, click the target layer's *title* in the "Layers" tool window, such as "AGFD Regions" → Second, click and hold the "Layer Visibility" slider bar to toggle your specified layer's transparency (Fig 1, Step 4).
5. **EXPORT MAP**: Move, place, or toggle transparency and/or tool window sizes before exporting. Consider manipulating the "Layers" window to show all exposed/pertinent layers in the map to act as your map's legend (Fig 2, Step 5) → Holding the "Alt" button on the bottom left of the key board, press the "Print Scrn" button located on the top right of your key board.
6. **PASTE INTO WORD DOC/PPT**: Inside a blank Word document or PowerPoint presentation, "right click" → select "Paste" (Fig 3, Step 6).
7. **MANIPULATE MAP IMAGE**: Within the Word document/PowerPoint, double click the pasted map image → Locate and click the "Crop" tool in the upper right hand tool bar → Use tool to crop-out unnecessary image elements in order to maximize size of image.

TIPS:

1. **ALTERNATE NAVIGATION/MAP SEARCH**: Click "Find a Place" on top tool bar to locate and zoom to specified map coordinates, physical address, city or place name (Fig 2, Tip 1).
2. **CHANGE BASEMAP**: Change underlying base-maps to either satellite imagery or U.S. Topography (Fig 2, Tip 2).
3. **MAXIMIZE IMAGE SIZE**: Using Word, set up the Word document prior to pasting the captured map image using the following settings: Under "Page Layout" in the top toolbar of Word, select "Margins" → "Narrow" and "Orientation" →"Landscape" (Fig 3, Tip 3).
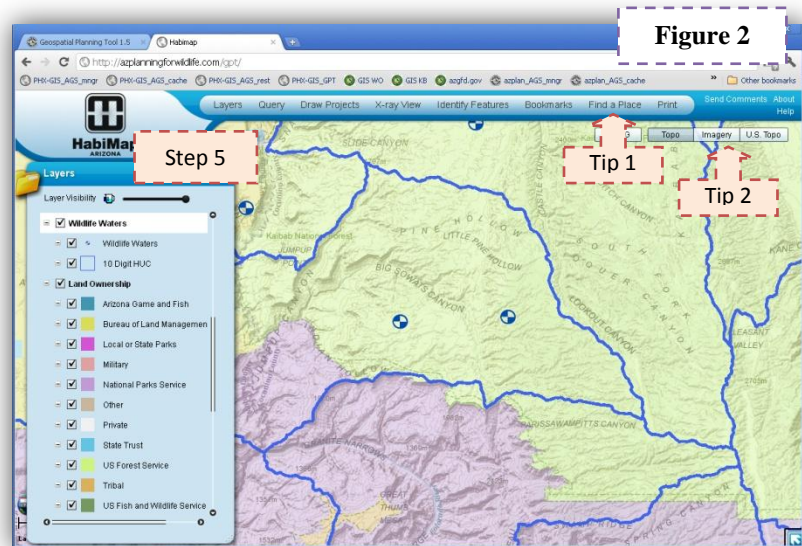
V.1.0 10/2011

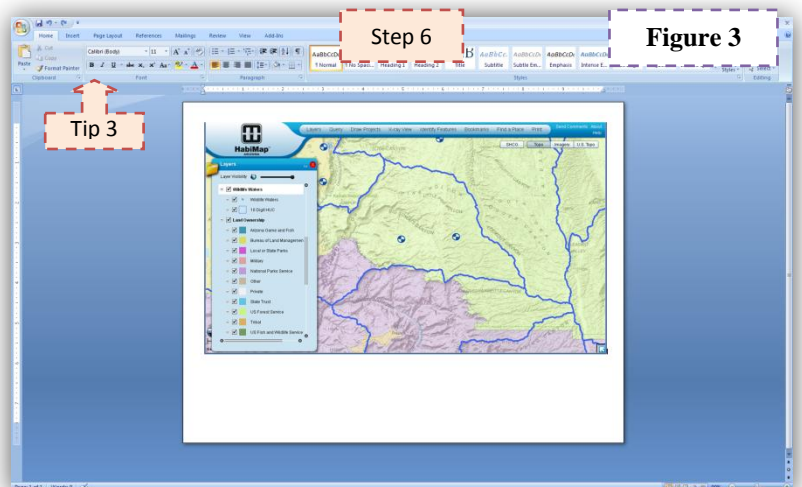**Figure 2**

Figure 3