This Week's Wisdom:

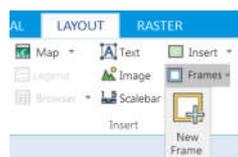## MapInfo Print Templates - The Layout Designer

All 64-bit versions of MapInfo include a fantastic new Layout designer which allows you to create polished documents and publications without leaving MapInfo. There are numerous online resources covering the Layout Designer but we'll provide an introduction below.
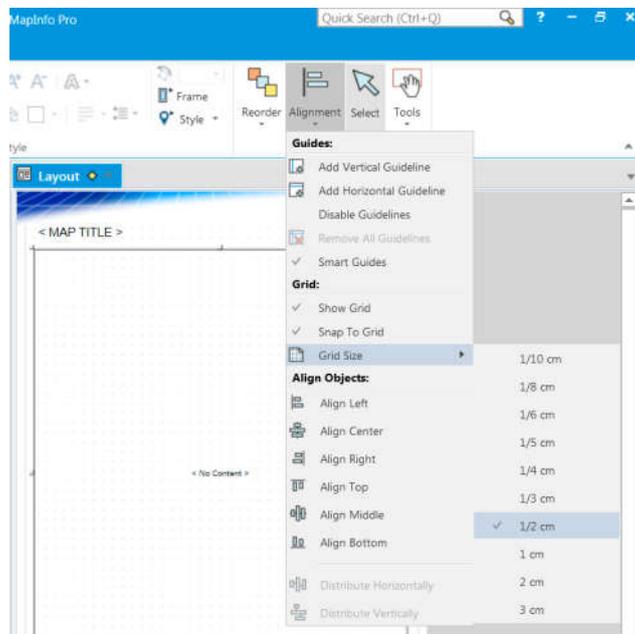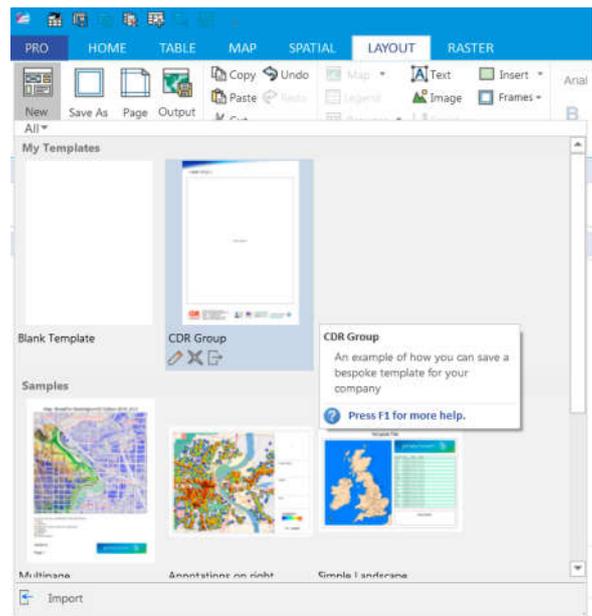
Getting Started
The Layout Designer can be found on the Layout Tab. Select New Layout and then Blank Template to get started. As you can see in the screenshot on the right, you can add your own bespoke templates to this screen to save you recreating the same company info each time. More on this later.

Inserting your map
Maps can be inserted directly into the Layout window using the Map button. Alternatively, frames can be used to pre-define the map area. Note, you need to have your map open in MapInfo for the Layout window to be able to insert it.

Double click on the bounding box to activate the map inside (the frame border will change from grey to blue). You can now zoom, pan and style your map to suit, without having to go back to the original map.

Customisation
Use the remaining tools on the layout toolbar to customise your Layout. Add company logos using the Image button and add SmartText using the Text button. (Visit This Week's Wisdom, link 8 about the SmartText guide at www.cdrgroup.co.uk/gen_links.htm). To the right of the Layout ribbon is a dropdown called Alignment. Use these settings to add guidelines and grids to your page. Turn on Snap To Grid to organise your images, text and frames with the nearest grid line.

Saving a template
It's easy to spend hours perfecting your layout document. Save it as a template so that you don't have to painstakingly do it all again next week! MapInfo presents you with two options. 1. To save a personal copy, choose save to My Templates. 2. To share a template with colleagues, save it as a ZIP file. You can then import this ZIP template using the Import button from the Templates dropdown (see above).

Output
Use the Output dropdown on the Layouts ribbon to choose how you want to preserve your document. The Create PDF button gives you the option to save as an interactive MapInfo PDF. These PDFs include a layer control section to allow viewers to analyse the data by turning on and off various layers from within the PDF. You can also choose to print or just save as an image from this dropdown.