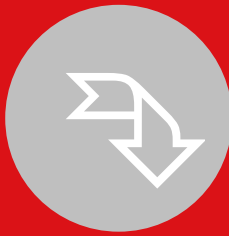



## Tip #3



# FMCENTRAL

## Printing a campus map or building floor plan from FMCentral

1. Log into [FMCentral](#) and select 'Map Enquiry'.
2. Select the required campus map or building floor plan and zoom to the correct extents.
3. Press the 'print' icon located in the toolbar on the top left-hand side of the screen .

**DO NOT CHOOSE 'Print' FROM THE FILE MENU!**

Your campus map or building floor plan will be displayed in print view.

*Please Note: the plan/map will be fitted to a standard scale.*

4. The Drawing Tool will be displayed (see image to right). You can customise your map using this tool if required.  
With this toolbar you can add text or other features.
5. When you are ready select the 'printer icon' on the Drawing Tool.
6. From the printer dialog select the correct printer, paper size and orientation for the map. If you have the 'Adobe PDF' printer installed you can send your map to \*.pdf format.
7. Select 'Print'.

