

Saving Google Maps as a PDF document

Office of Field Services, Cleveland State University

All mileage reimbursement forms MUST include mileage maps. The mileage on the map MUST match the form. Approved maps are Google Maps and MapQuest.

To save a google map as a PDF:

Step 1

The screenshot shows the Google Maps interface with a route from 'Home (18443 High Pkwy)' to 'Riverside School, 14601 Montrose Ave, C'. The fastest route is circled in red and labeled 'via S Marginal Dr' with a 7 min travel time and 2.4 miles distance. A red arrow points to the starting point input field with the text 'Enter starting point and ending point. Click on the shortest distance.'

Route	Time	Distance
via S Marginal Dr Fastest route now due to traffic conditions	7 min	2.4 miles
via I-90 E	8 min	3.8 miles
via Rocky River Dr	9 min	3.3 miles

Step 2

← from Home (18443 High Pkwy)
to Riverside School, 14601 Montrose Ave, Clevela...

7 min (2.4 miles)

via S Marginal Dr
Fastest route now due to traffic condi



Print including maps
Print text only

Click the printer button and
select Print Text Only

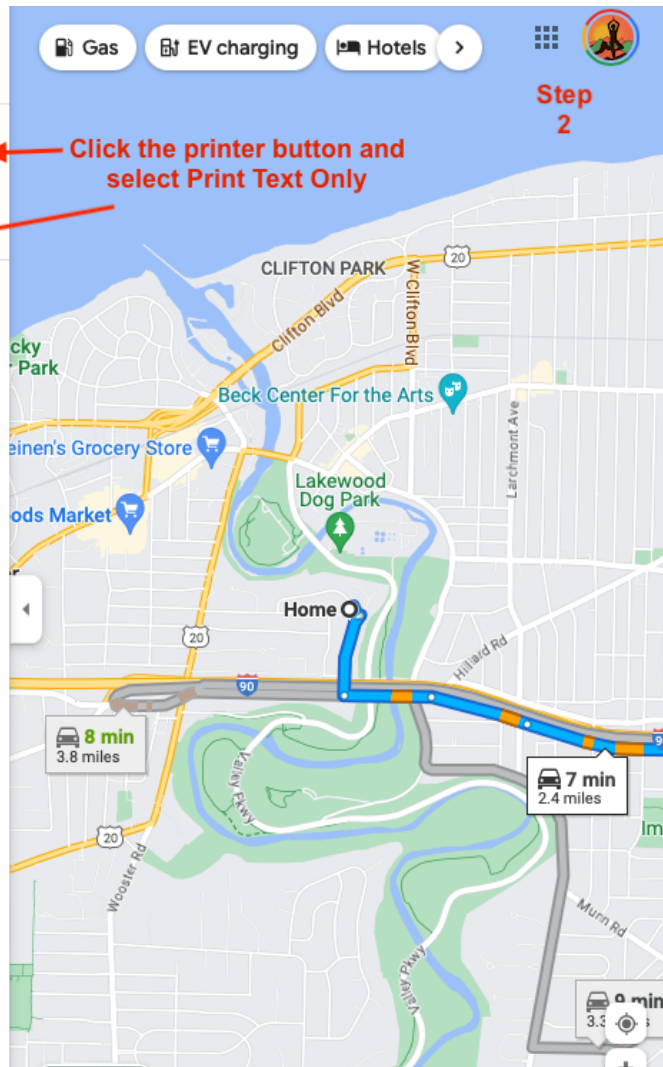
18443 High Pkwy

Rocky River, OH 44116

- > Take Valley View Dr to Hilliard Blvd
1 min (0.3 mi)
- > Take S Marginal Dr to Westland Ave in Cleveland
5 min (1.9 mi)
- > Follow Westland Ave and Jonathan Dr to Glencliffe Rd
1 min (0.2 mi)

Riverside School

14601 Montrose Ave, Cleveland, OH 44111



Step 3



Home (18443 High Pkwy) to Riverside School,
14601 Montrose Ave, Cleveland, OH 44111

Drive 2.4 miles, 7 min

Cancel

Print

Round Trip 4.8 miles

Note: Total One-Way Miles

Enter Round Trip details
and then click print.

18443 High Pkwy
Rocky River, OH 44116

Take Valley View Dr to Hilliard Blvd

- 1 min (0.3 mi)
↑ 1. Head southeast on High Pkwy toward E Shoreland Ave
- 161 ft
↶ 2. Turn left onto E Shoreland Ave
- 56 ft
↷ 3. Turn right onto Valley View Dr
- 0.3 mi

Take S Marginal Dr to Westland Ave in Cleveland

- 5 min (1.9 mi)
↶ 4. Turn left onto Hilliard Blvd
- 0.3 mi
↗ 5. Slight right onto S Marginal Dr
- 0.3 mi
↑ 6. Continue straight to stay on S Marginal Dr
- 1.0 mi
↷ 7. Turn right onto Warren Rd
- 0.3 mi

STEP 3

Step 4

The image shows a print dialog box in Safari. On the left is a preview of a Google Maps page titled "Home (18443 High Pkwy) in Riverside School, 14821 Montrose Ave, Cleveland, OH 44111". The right side of the dialog contains the following settings:

- Printer: 137.148.38.18
- Presets: Default Settings
- Copies: 1 (with a "Two-Sided" checkbox)
- Pages: All (with "From: 1 to: 1" options)
- Paper Size: US Letter 8.50 by 11.00 inches
- Orientation: Portrait (selected) and Landscape
- Scale: 100%
- Printer Name: Safari
- Options: Print backgrounds, Print headers and footers

At the bottom of the dialog are "Cancel" and "Print" buttons. A "PDF" menu is open, showing options: "Open in Preview", "Save as PDF", "Save as PostScript", "Save to iCloud Drive", "Save to Web Receipts", "Send in Mail", "Save as Adobe PDF", and "Edit Menu...". A red arrow points to "Save as PDF" with the text "Click the PDF button and SAVE AS PDF".