BCTS Kamloops
Documentation Tools
For GEO users



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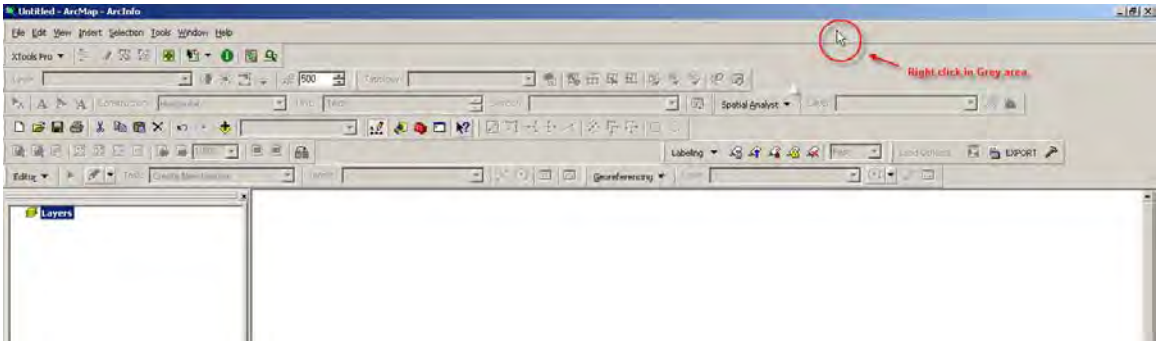
Introduction

This document has been developed as a reference for new users in GEO environment. It contains basic information regarding the different ArcMap tools used for adding data, drawing graphics and adding text on maps. This document does not deal with the editing or creation of Feature Classes.

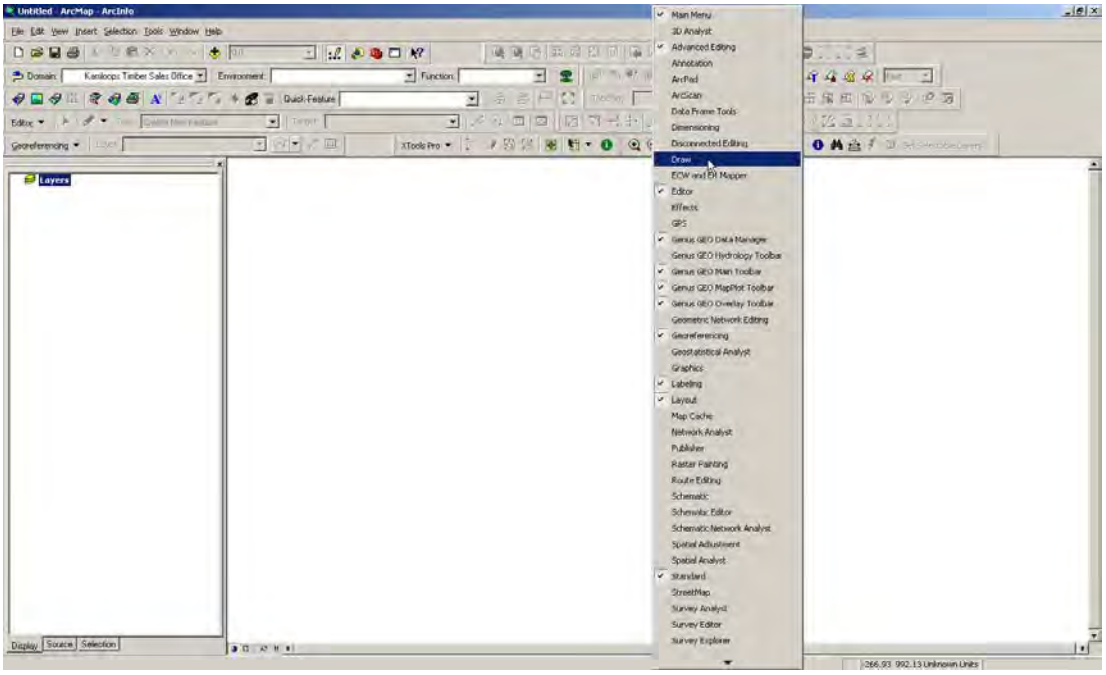
Best Practices

In case any of the toolbars shown in this document do not appear in the working window, follow the procedures below:

1. Right click the grey area of the window as show below

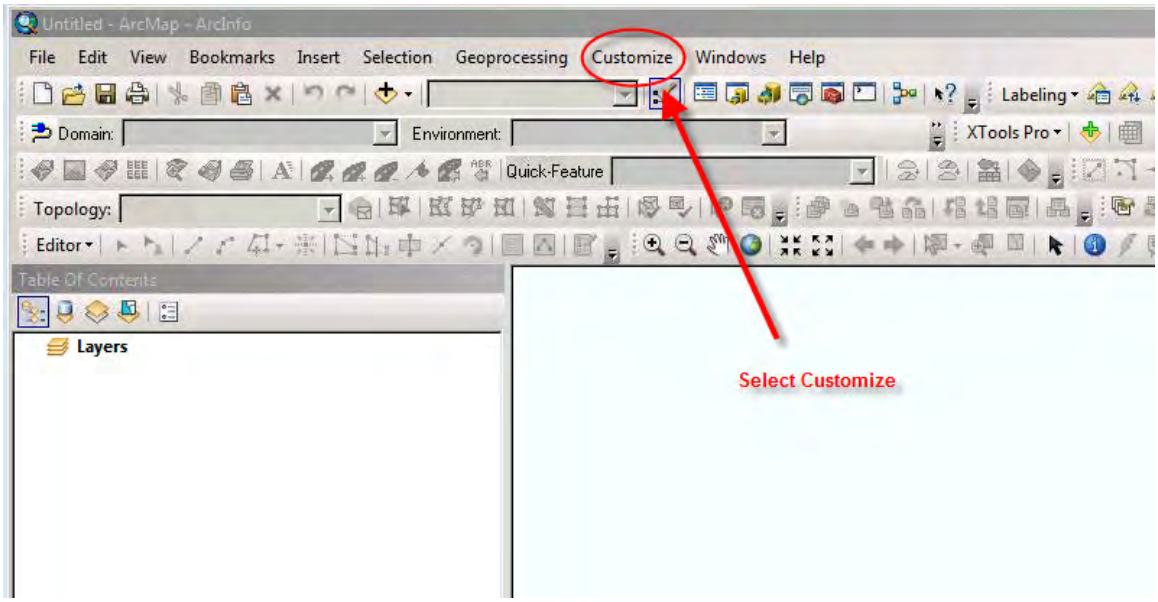


2. Select the desired toolbar from the list.

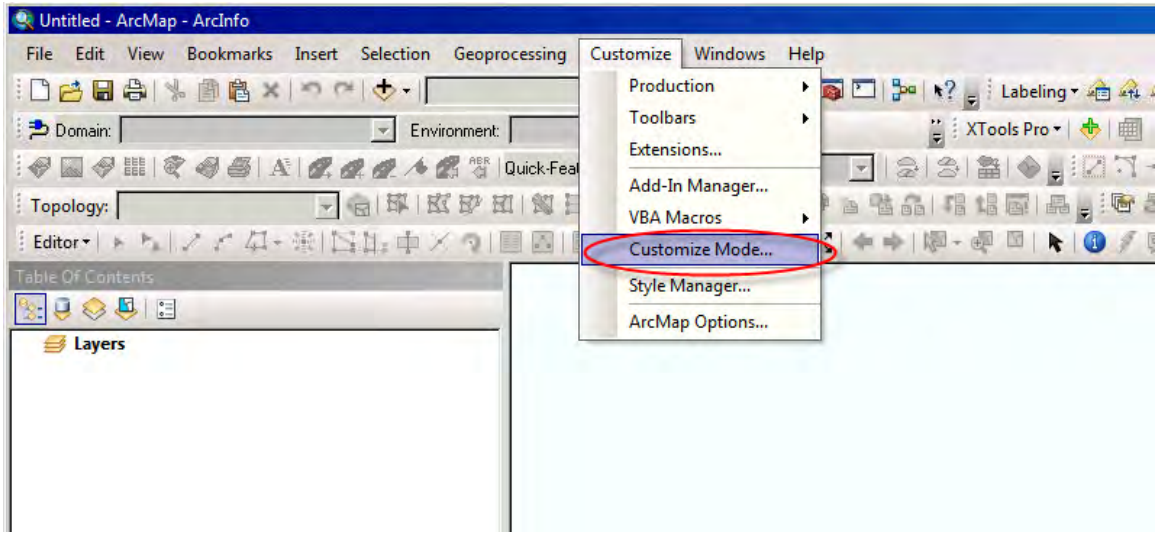


Or

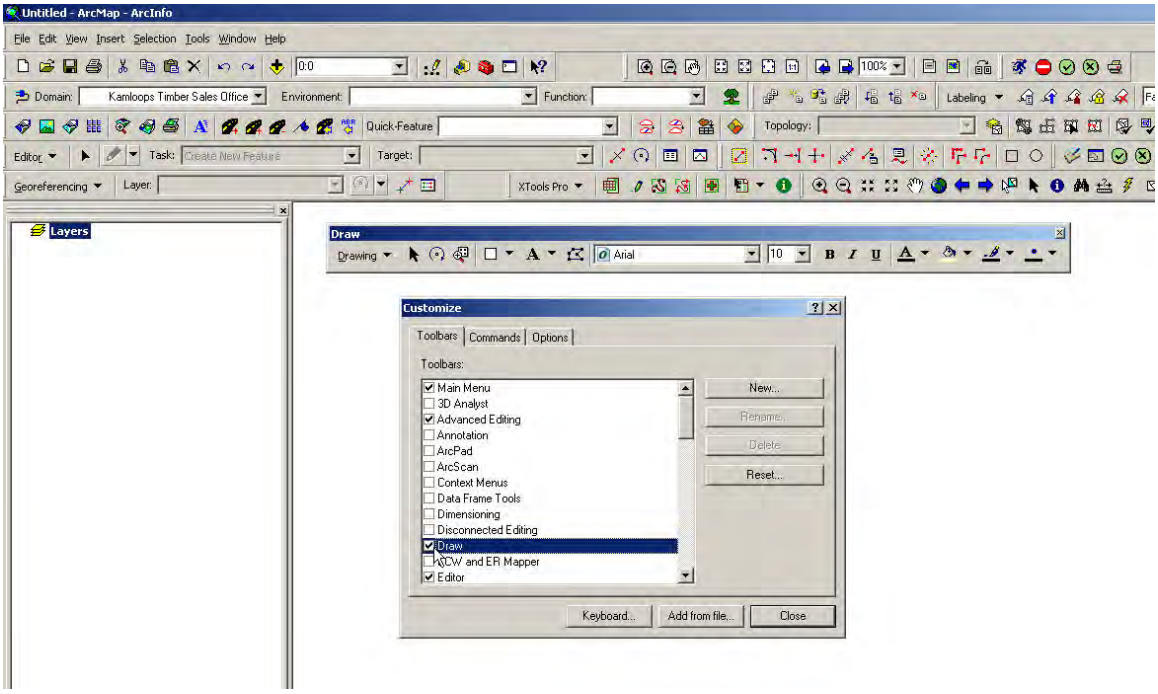
1. Select the *Customize* tag from the *Main Menu* toolbar as show below:



2. Click on *Customize Mode*

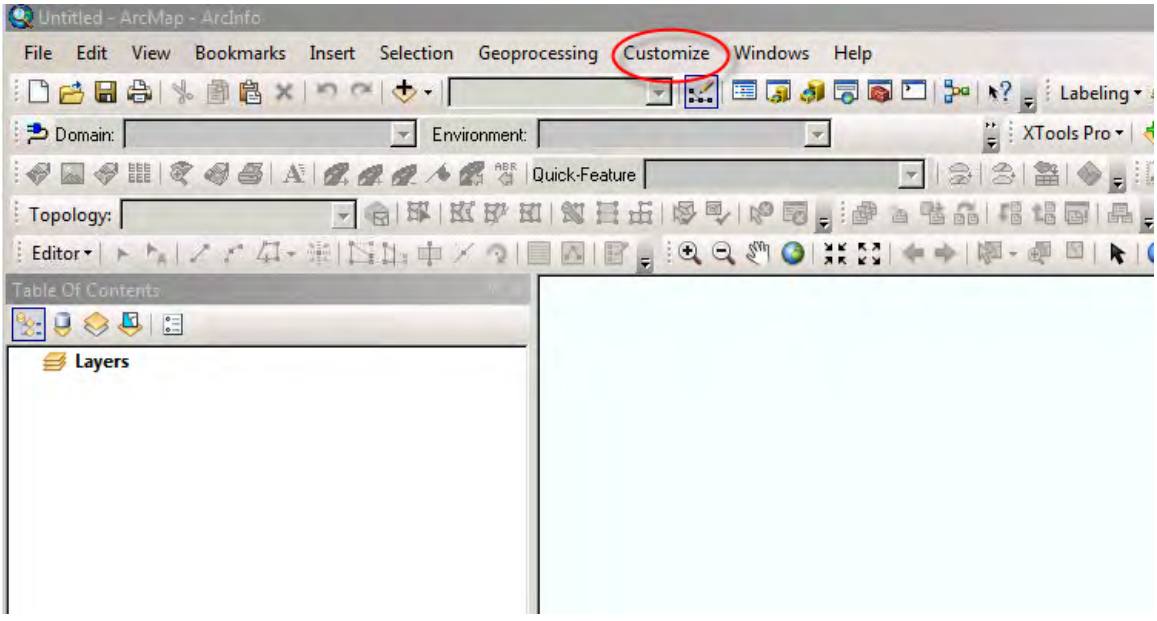


3. Check the box for the desired toolbar on the *Toolbar* tag

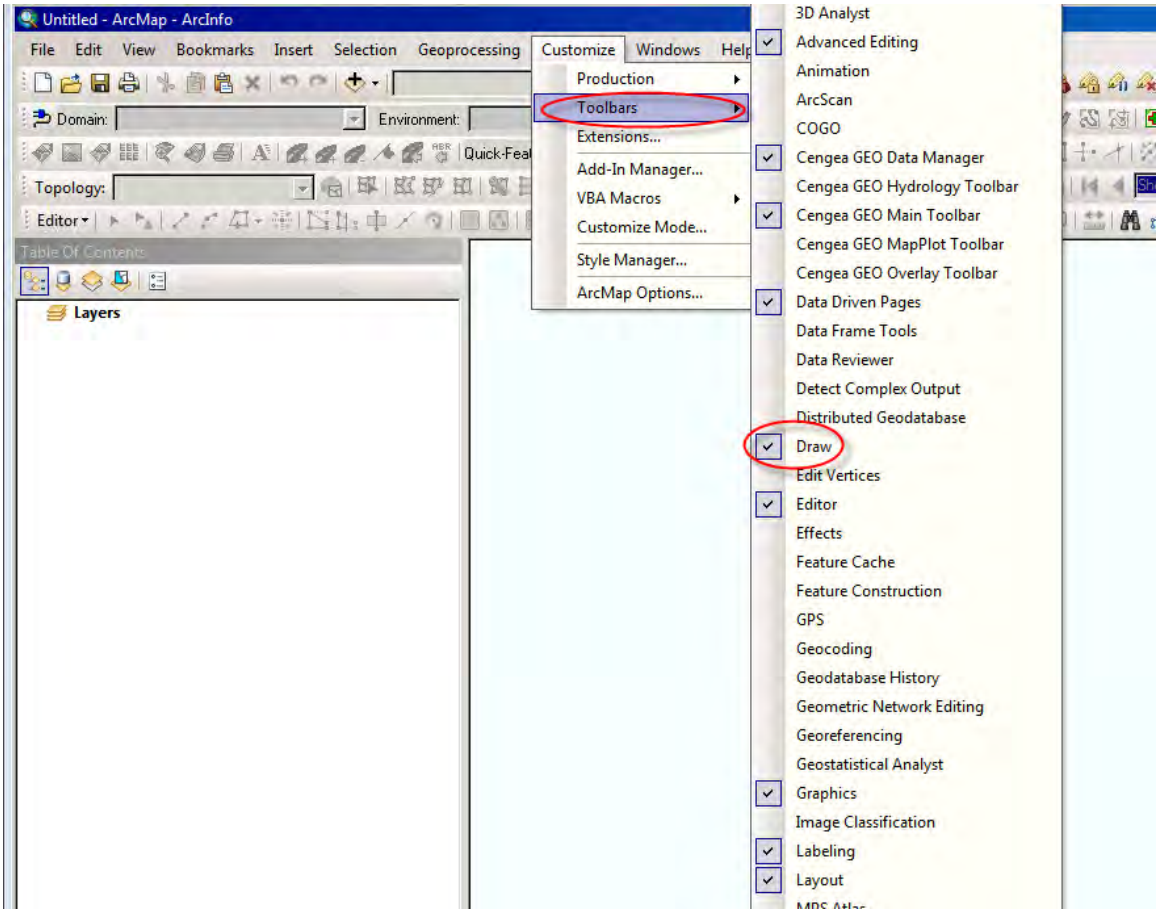


Or

1. Select the *Customize* tag from the *Main Menu* toolbar as show below:



2. Click on *Toolbars*, then check on the toolbar that you want



Toolbars

Standard Toolbar

Most typically appears at the top of the ArcMap application window and is used for map printing, creating a new map, opening an existing map, saving your map, starting related ArcGIS applications, and more.

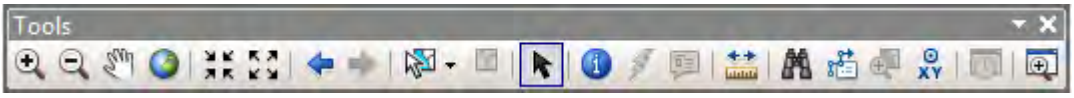


ButtonName	Function
New map file	Create a new map
Open	Opens an existing map (Ctrl + O)
Save	Save the current map (Ctrl + S)

	Print	Prints the current map
	Cut	Cuts the selected element(s)
	Copy	Copies the selected element(s)
	Paste	Pastes the clipboard contents into your map
	Delete	Deletes the selected element(s)
	Undo	Undoes the last action
	Redo	Redoes the previously undone action
	Add Data Button	
		Adds new data to the map's active data frame
		Choose a basemap from ArcGIS Online
		Add data from ArcGIS Online into your map
	Editor toolbar	Shows the Editor toolbar so you can edit the map's data
	Table of Contents	Opens the Table of Contents Window
	ArcCatalog	Opens Catalog window to manage your data
	ArcCatalog	Launches Full Version of ArcCatalog (has to be added to this toolbar)
	Search Window	Opens the search window so you can search for data, maps, tools
	Show/Hide ArcToolbox	Shows/Hides the ArcToolbox window
	Python Window	Shows/Hides the Python window to execute commands and scripts
	What's This?	Allows you to get help for a menu command or tool by clicking the *What's This?* Pointer and clicking the menu command or tool
	Modelbuilder Window	Opens Modelbuilder window

Tools Toolbar

Used for map navigation and query within the active data frame.



Button	Name	Function
	Zoom In	Allows you to zoom in to a geographic window by clicking a point or dragging a box
	Zoom Out	Allows you to zoom out from a geographic window by clicking a point or dragging a box
	Pan	Allows you to pan the data frame
	Full Extent	Allows you to zoom to the full extent of the map
	Fixed Zoom In	Allows you to zoom in on the center of your data frame
	Fixed Zoom Out	Allows you to zoom out on the center of your data frame
	Back	Allows you to go back to the previous extent
	Forward	Allows you to go forward to the next extent
	Select Features	Allows you to select features using various options
		Select by Rectangle
		Select by Polygon
		Select by Lasso
		Select by Circle
		Select by Line
	Clear Selected Features	Deselects all of the currently selected features in the active data frame
	Select Elements	Allows you to select, resize, and move text, graphics, and other objects placed on the map

	Identify	Identifies the geographic feature or place on which you click
	Hyperlink	Triggers hyperlinks from features
	HTML popup	Triggers HTML popup from features
	Measure	Measures distance on the map
	Find	Finds features in the map
	Find Route	Finds routes between stops you specify
	Go To XY	Allows you to type an x,y location and navigate to it
	Open Timeslider window	Opens the timeslider window for working with temporal data
	Create Viewer Window	Create a new viewer window by dragging a rectangle

Layout Toolbar

Used for navigating around the page in your map layouts.



ButtonName	Function
 Zoom In	Allows you to zoom in on the map layout page by clicking a point or dragging a box
 Zoom Out	Allows you to zoom out on the map layout page by clicking a point or dragging a box
 Pan	Allows you to pan across the map layout page by dragging
 Zoom Whole Page	Zooms to the whole map layout so you can see it all
 Zoom to 100%	Zoom the map layout to 100 percent (1:1)
 Zoom In Fixed	Zooms in on the center of the map layout page

	Zoom Out Fixed	Zooms out on the center of the map layout page
	Go Back to extent	Go back to the previous extent of the map layout
	Go forward to extent	Go forward to the next extent of the map layout
	Toggle Draft Mode	Toggles the Draft mode of frame graphics
	Focus Data Frame	Makes the active data frame the target for graphics you draw in Layout view
	Change Layout	Allows you to change the layout by selecting a predefined template
	DataDrivenPage Toolbar	Show Data Driven Page tools

Draw Toolbar

Used to add and edit graphical elements on your map layout page.



ButtonName	Function
Select Elements	Allows you to select, resize, and move text, graphics, and other objects placed on the map
Rotate	Rotates the selected text or graphics
Zoom To Selected Elements	Zooms the map display to the selected elements

Dropdown Button

Draw element (Graphics)*

	New Rectangle	Draws a rectangle in the map
	New Polygon	Draws a polygon on the map
	New Circle	Draws a circle on the map

	New Ellipse	Draws an ellipse on the map
	New Line	Draws a line on the map
	New Curve	Draws a curved line on the map
	New Freehand	Draws a freehand line on the map
	New Marker	Draws a marker point on the map

 ***Create Text****

	New Text	Allows you to add text to the map by typing it in
	New Splined Text	Add curved text to the map by typing it in
	Label	Labels the feature you click on with the value for the layer's label field
	Callout	Adds a text callout to your map
	New Polygon Text	Creates new paragraph text within an irregular polygon
	New Rectangle Text	Creates new paragraph text within a rectangle graphic
	New Circle Text	Creates new paragraph text within a circle

 ***Select color***

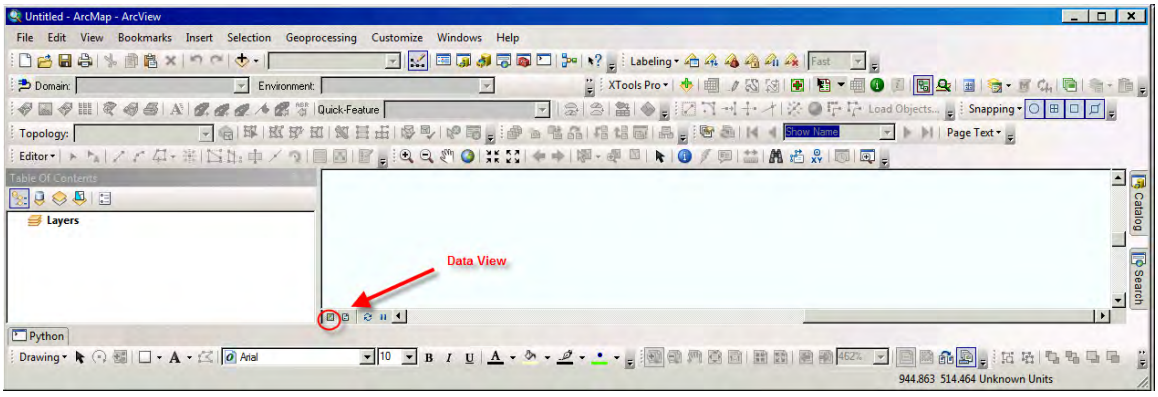
	Font Color	Changes the color for the selected text
	Fill Color	Changes the fill color for the selected graphic
	Line Color	Changes the line color for the selected graphic
	Marker Color	Changes the color for the selected marker (point) graphic

	Edit Vertices	Allows you to edit the vertices of the selected line, polygon, or curve
	Bold	Toggles bold font on and off
	Italic	Toggles italic font on and off
	Underline	Toggles underline font on and off
	Font Color	Allows you to change the font color
	Fill Color	Allows you to change the fill color
	Line Color	Allows you to change the line color
	Marker Color	Allows you to change the marker color

NOTE: with regard to drawings

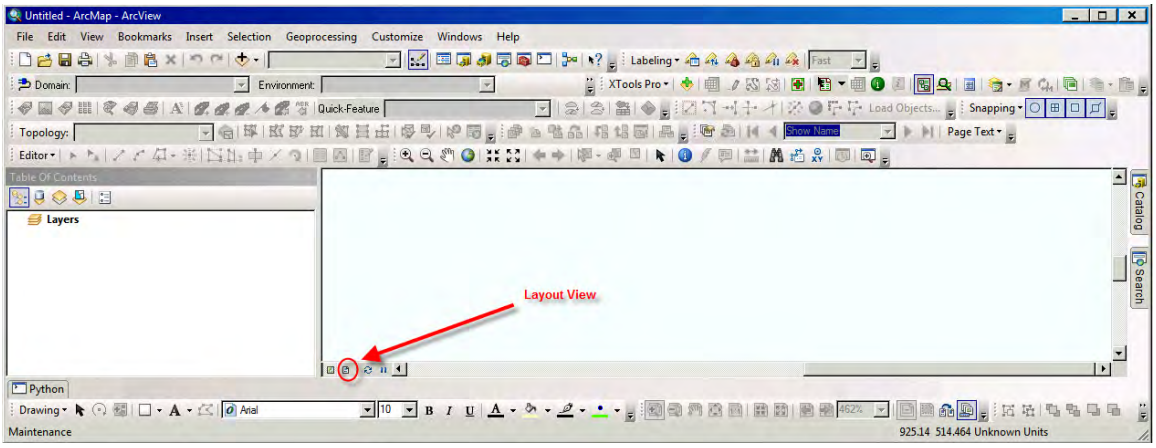
If you use these tools to add labels such as text or graphics (lines or shapes) to your map, it's important to remember that they will behave differently depending on which view is active when they're added to the map.

If labels are added to the map while you're in the *Data View*  (see below) they will have geographic reference. This means that they become part of the geographic features of the map, change size as you zoom in or out and stay with the other geographic features as you pan around the map. This might be useful for adding labels to features such as lakes, roads, buildings or sites.



If labels are added to the map while you're in the *Layout View*  (see below), they'll behave as though they were pasted onto a paper map. They will not change as you change the map extent (e.g. pan, zoom, etc.) but will sit in the same place on the map while

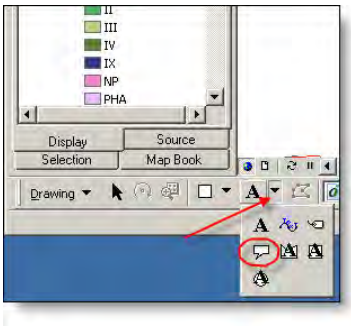
geographic features move beneath them. This might be useful for text describing general information about the map such as the date or how the map was made.



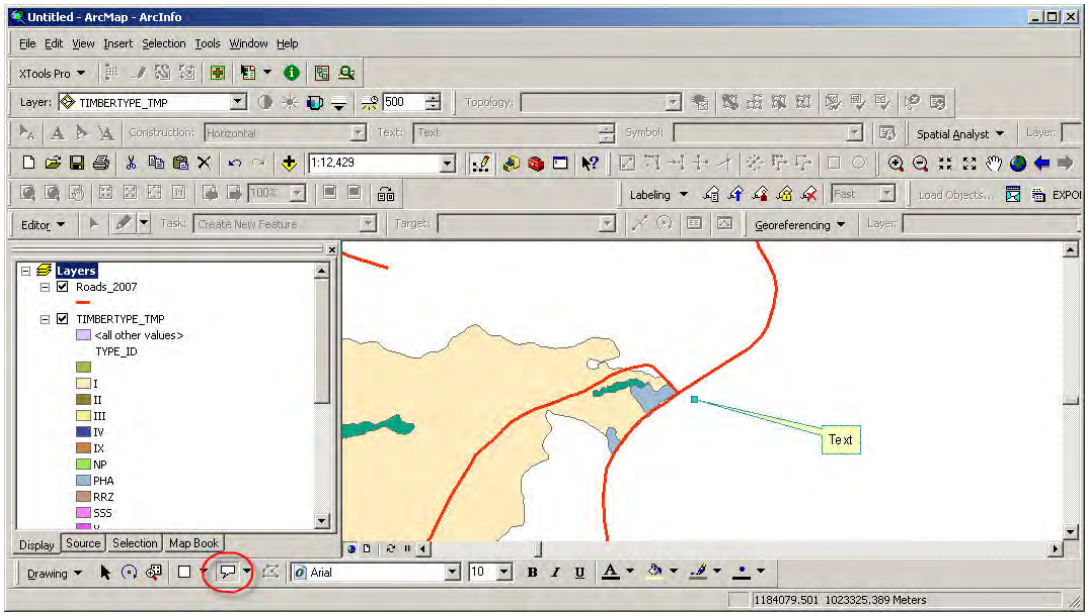
Text Creation Example

Adding text with a callout box and leader line

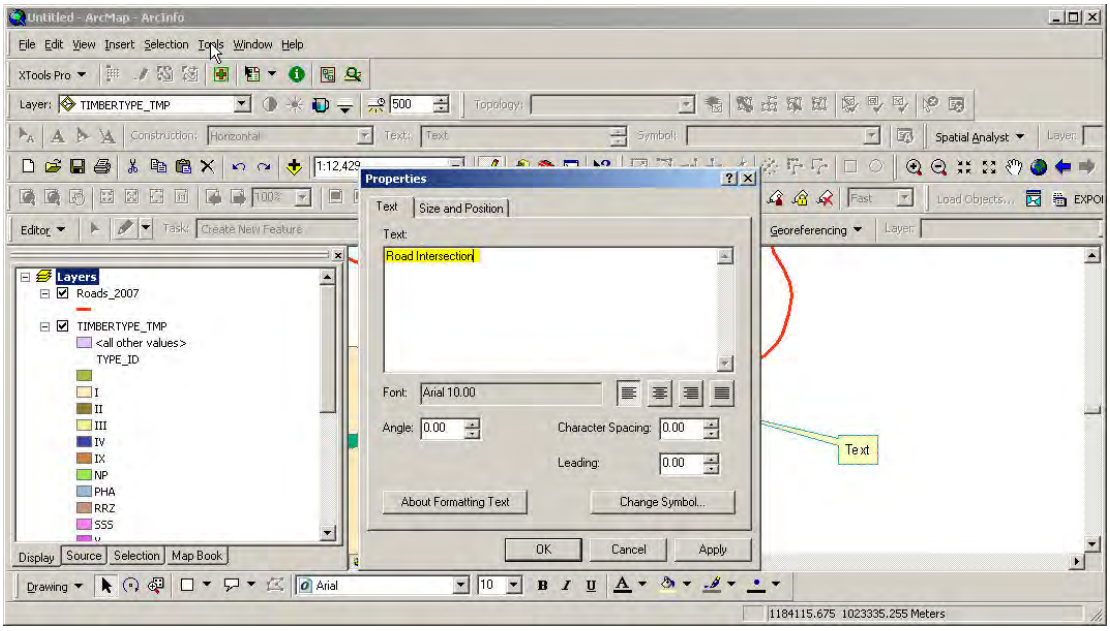
1. Click the Callout button  on the *Draw Toolbar*.



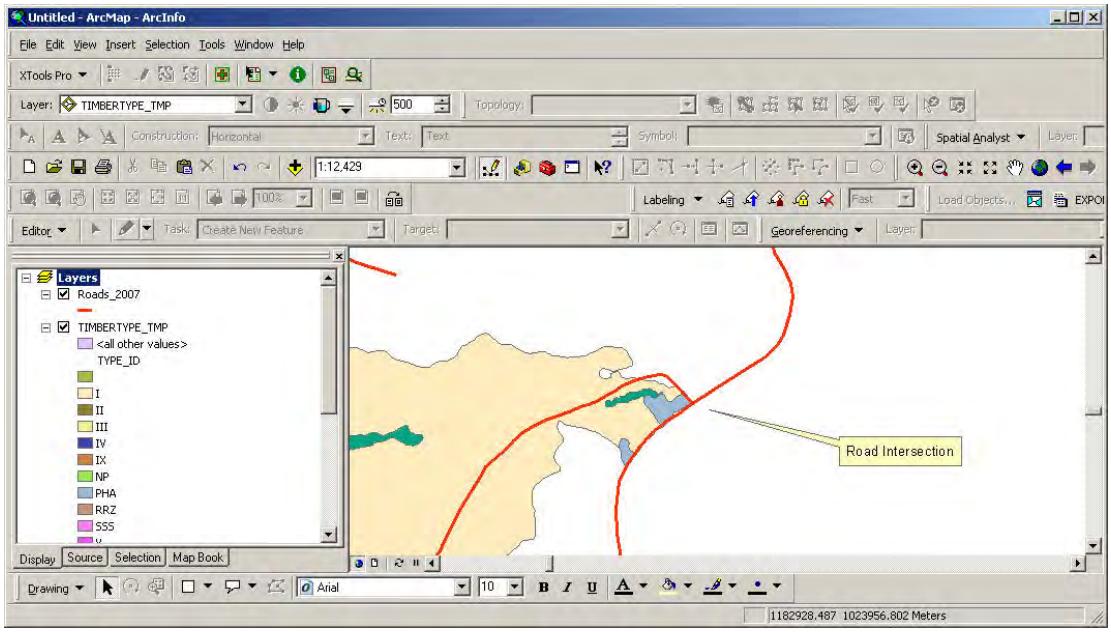
2. Click a start point for the leader line and drag and release the mouse pointer where you want the callout and text to be placed.



3. Type the text string and click *OK*.



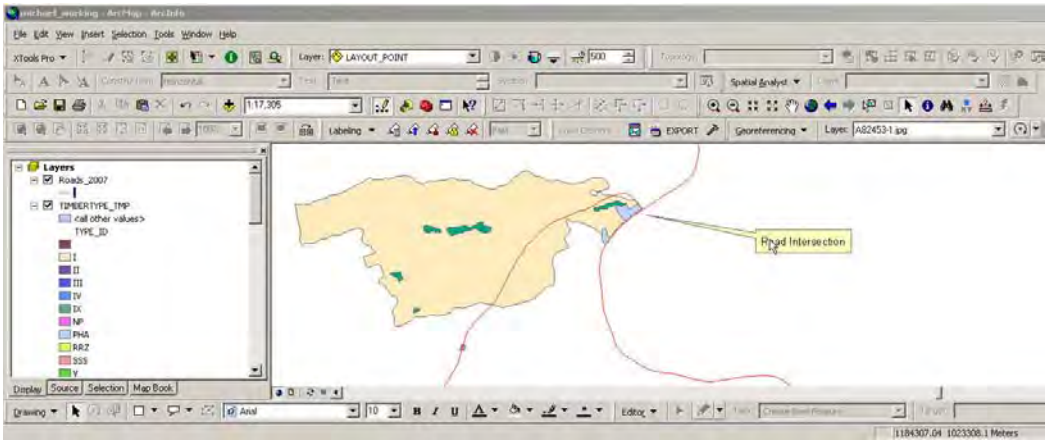
4. Text will show on map



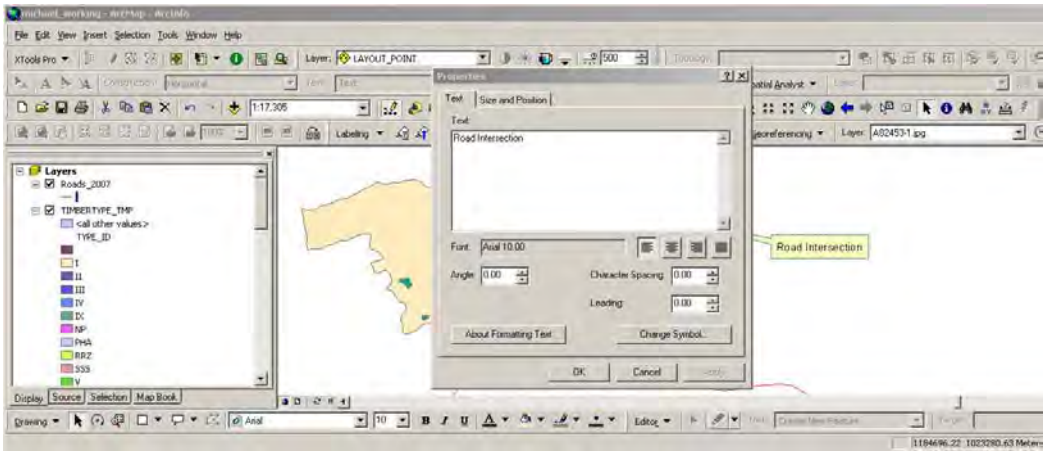
Modifying and editing Callouts

To change Text:

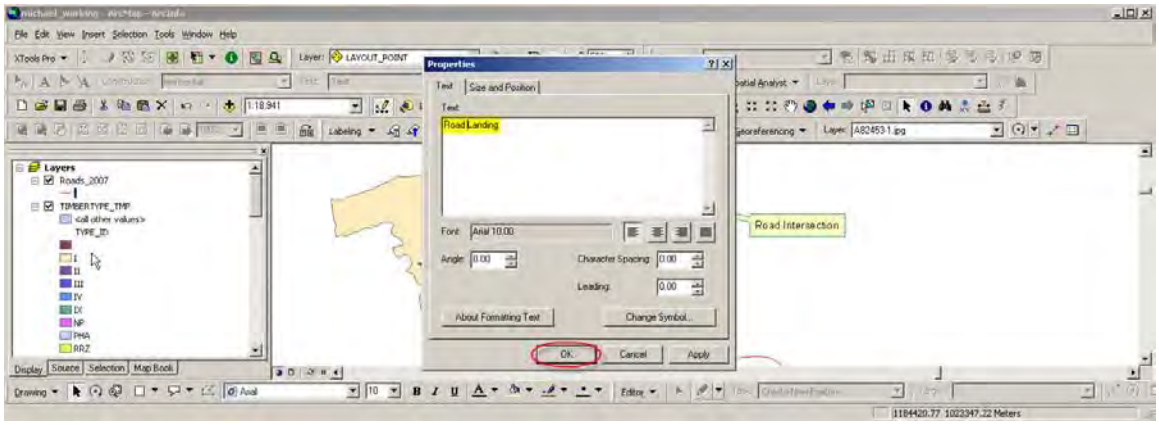
1. Select by double-clicking on the *Callout*



2. Change the *Text* on the text window

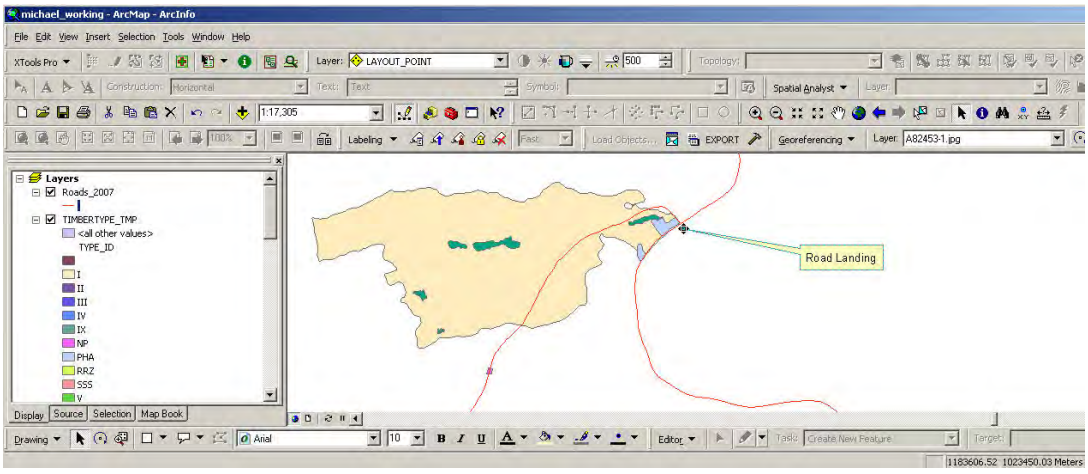


3. Click *Ok* when the change of text is completed

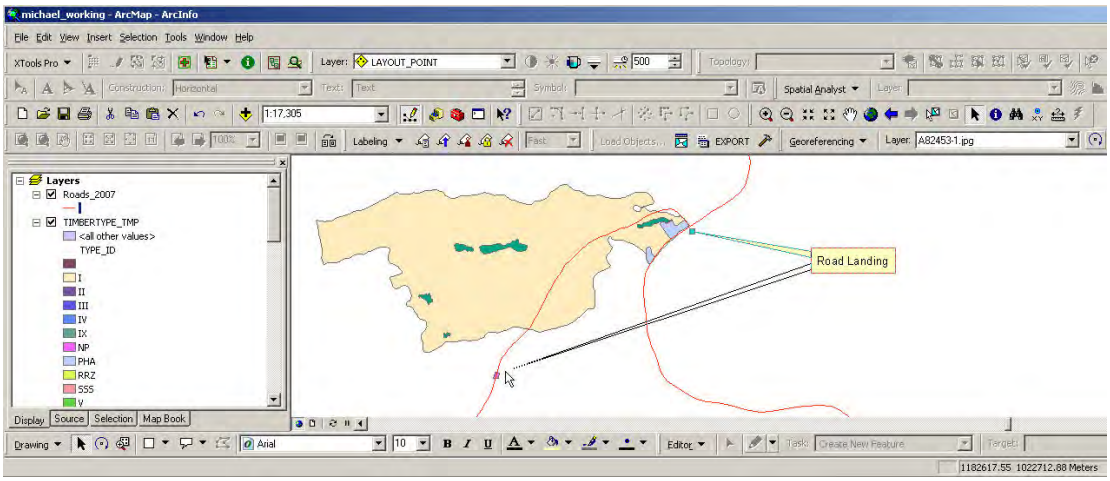


To move Leader Line:

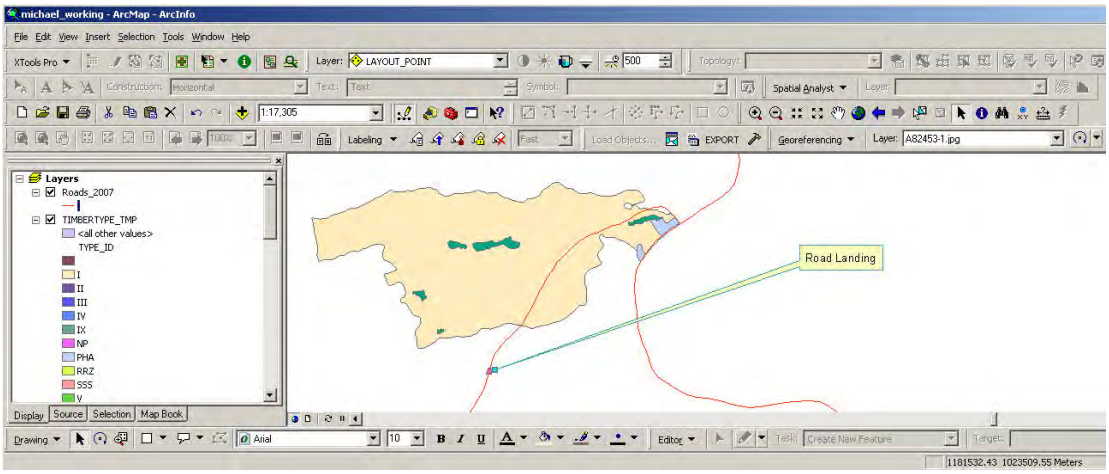
1. Select by clicking on the *Callout* and putting the mouse pointer on top of the *leader line* and hold



2. Drag the *leader line* to the new position

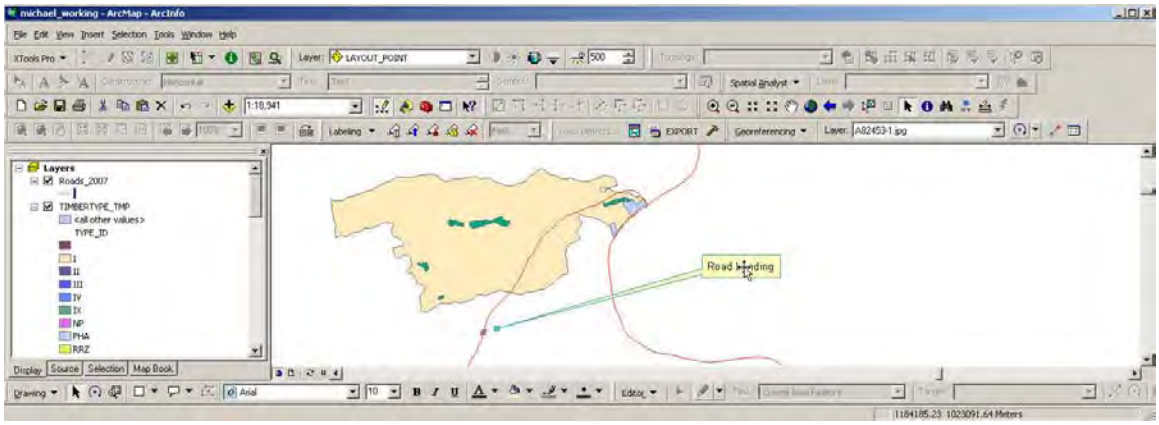


3. Release

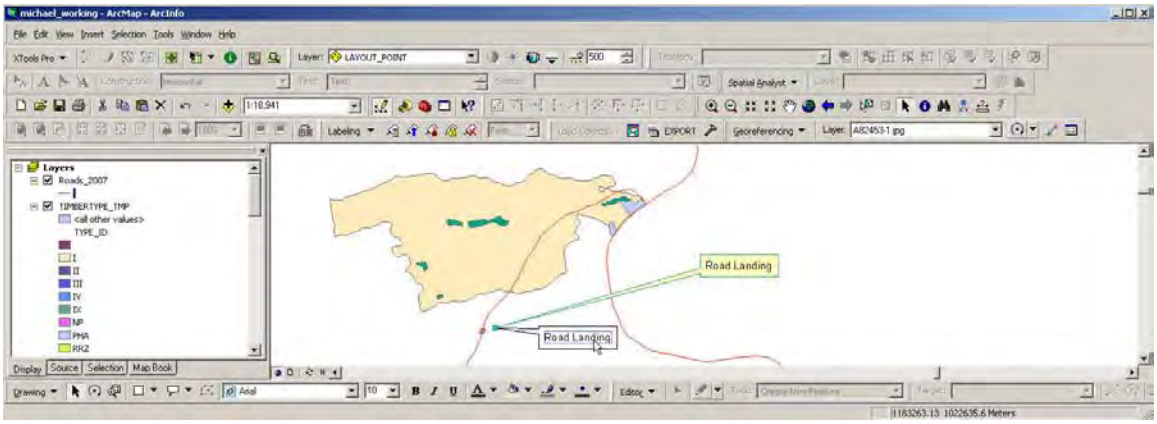


To move Text Box Line:

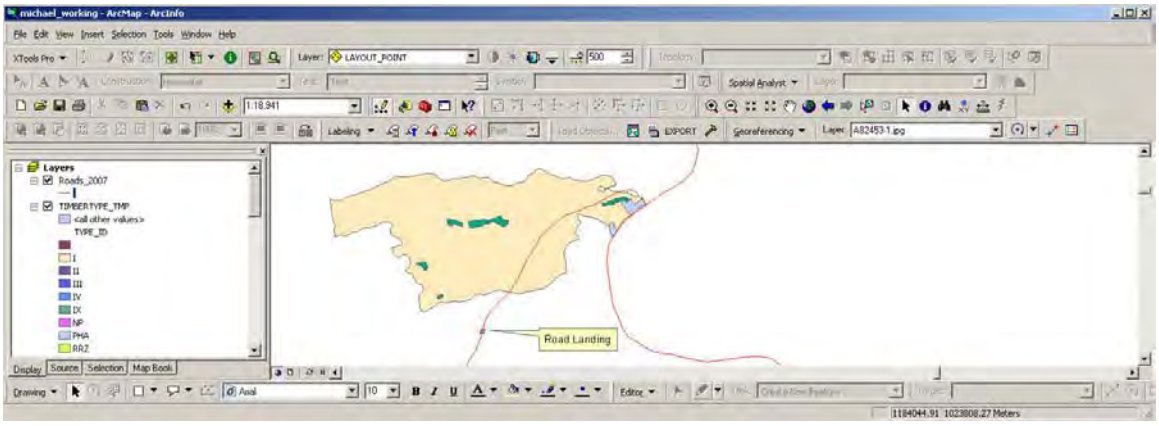
1. Select by clicking on the callout and putting the mouse pointer on top of the *Text Box* and hold



2. Drag the *Text Box* to the new position



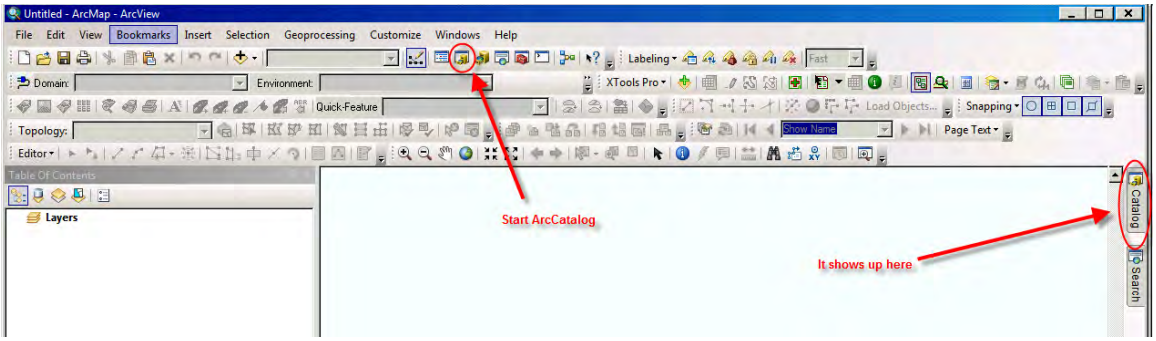
3. Release



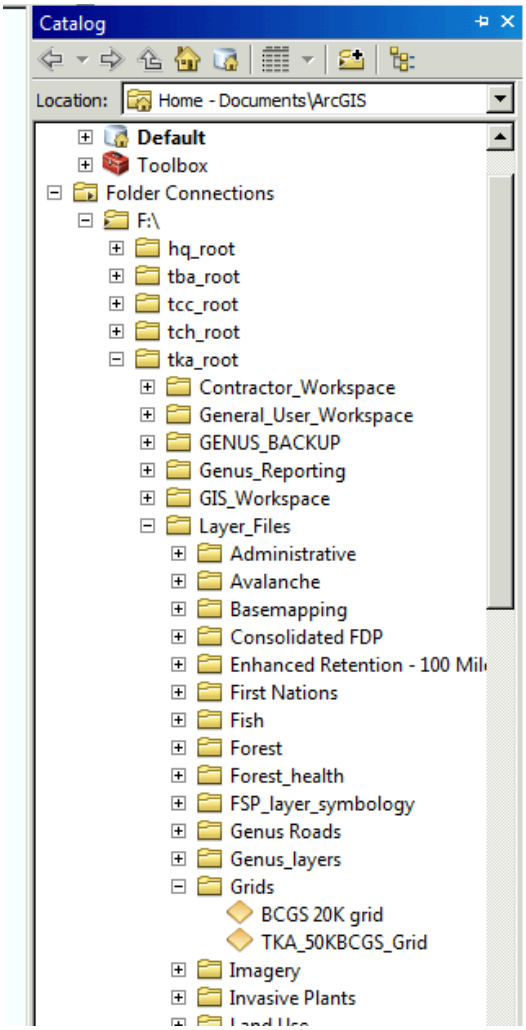
Adding layers to Map

Adding a layer from ArcCatalog

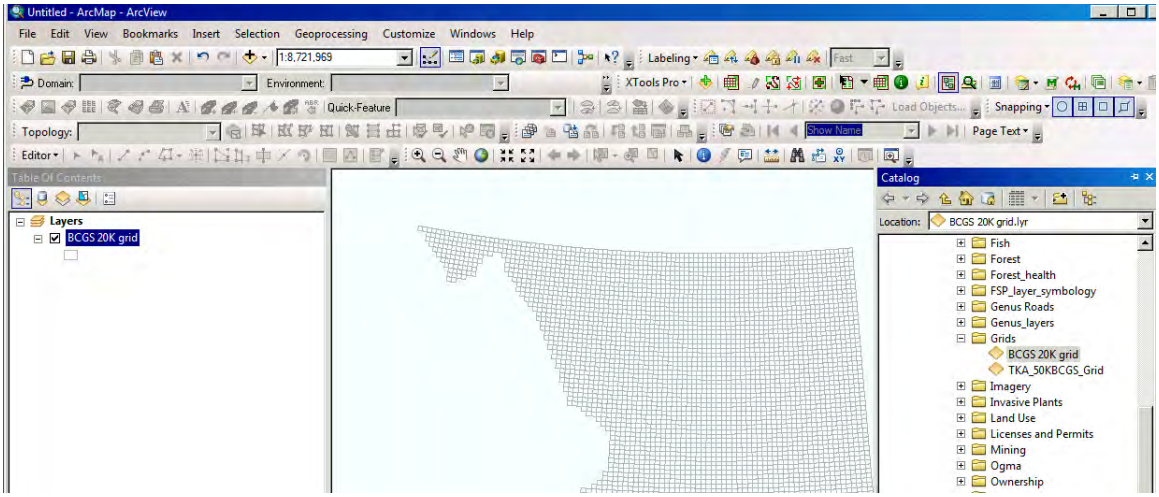
1. Start ArcCatalog  and ArcMap.



2. In ArcCatalog, navigate to the layer you want to add to the map.



3. Click and drag the layer from ArcCatalog. Drop the layer over the map display or in the table of contents. The layer is copied to your map

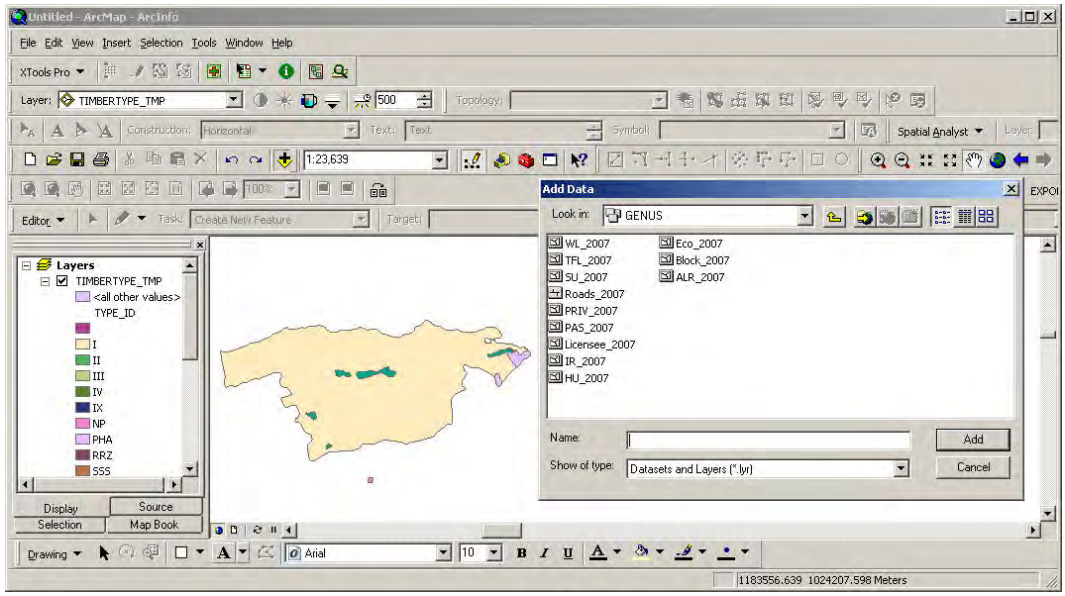


Adding a layer from the Add Data button

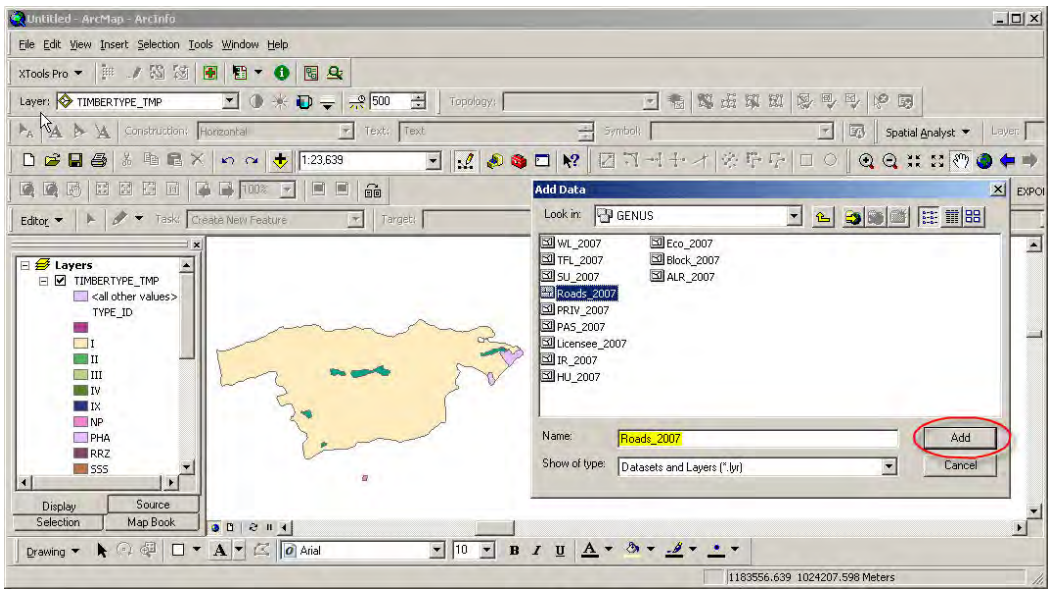
1. Click the Add Data button .



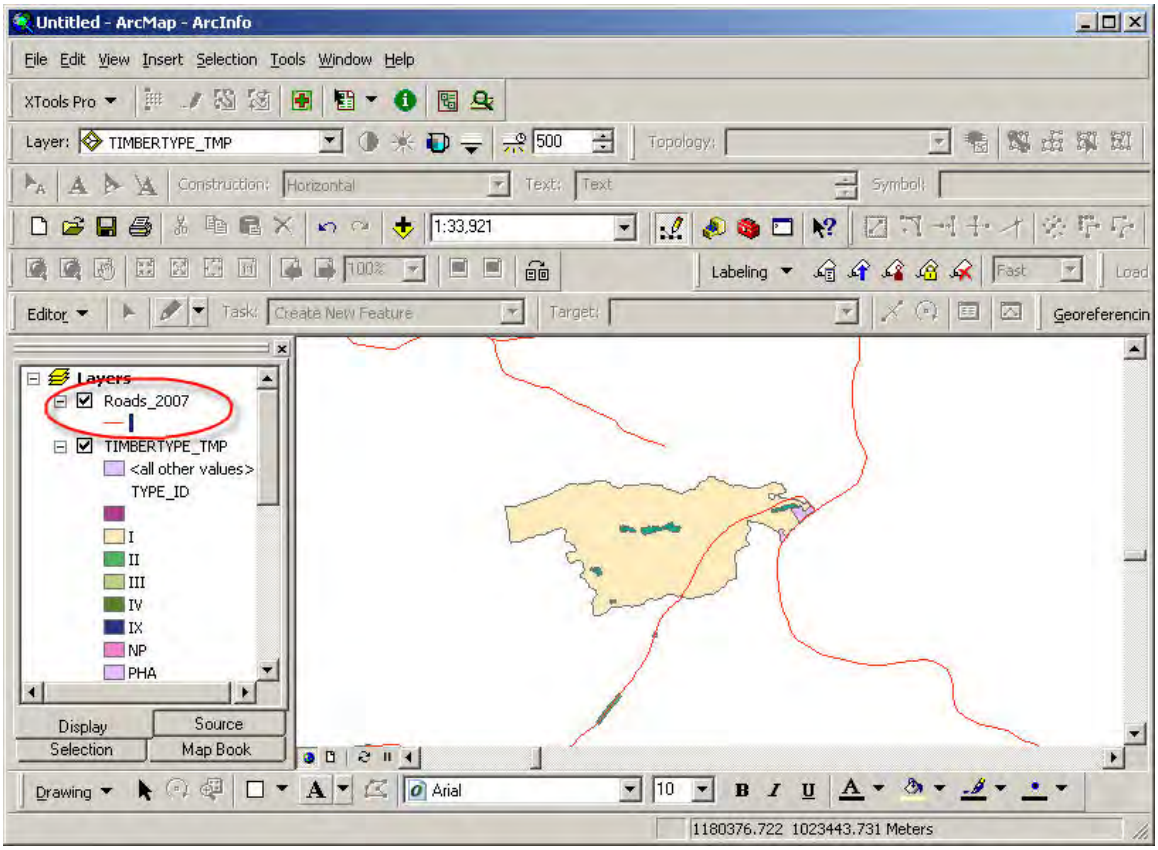
2. Click the Look in drop-down arrow and navigate to the folder that contains the layer.



3. Click the layer and click Add.

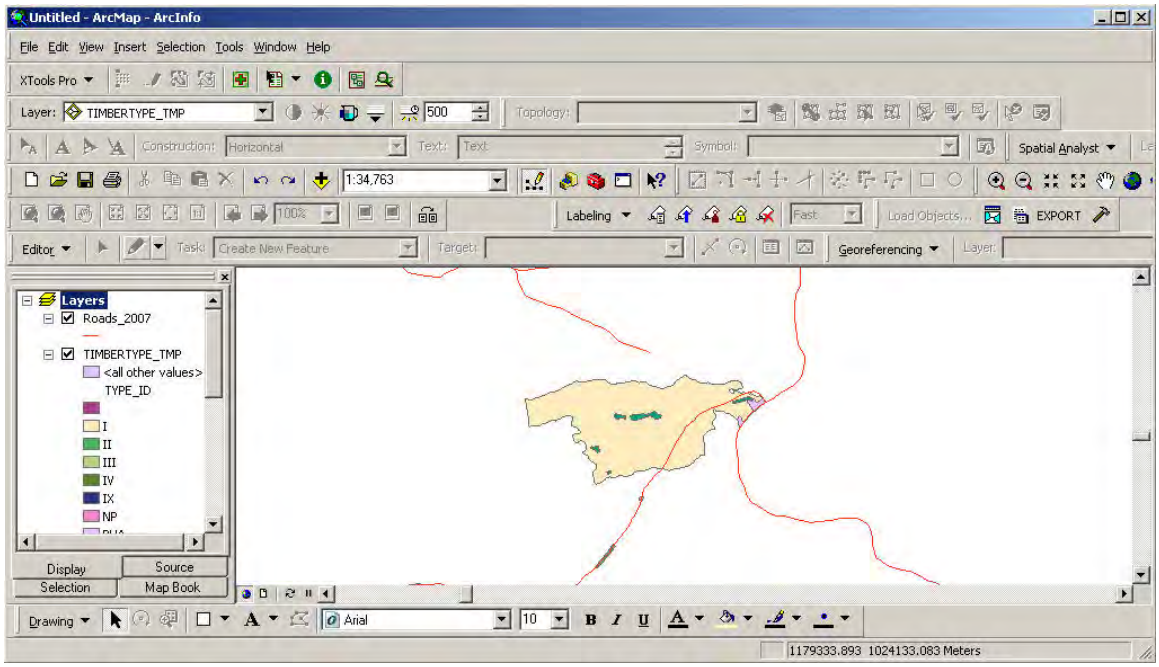


The new layer appears on your map.

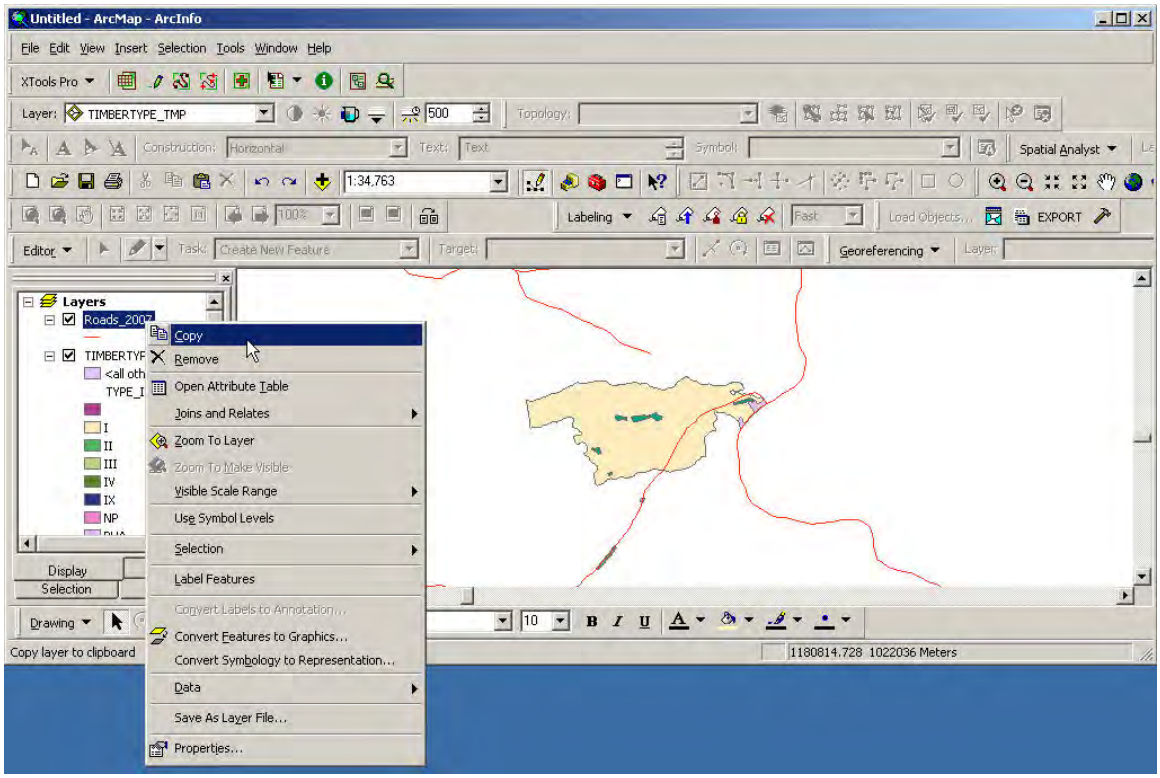


Adding a layer from another map

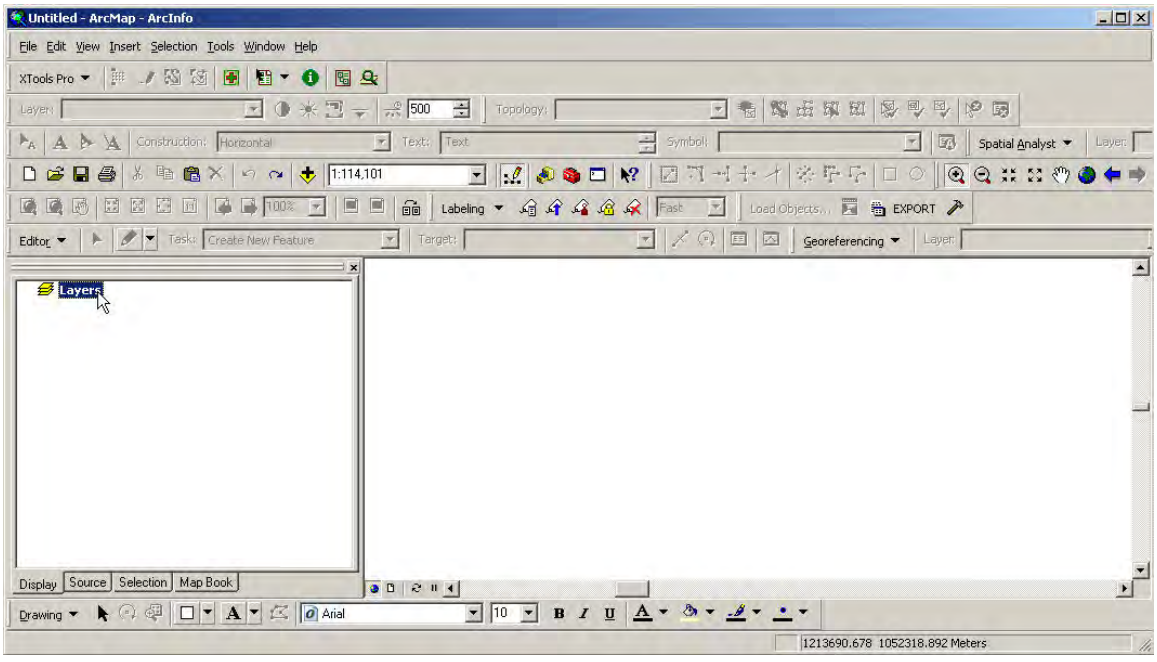
1. Open the map that contains the layer you want to copy.



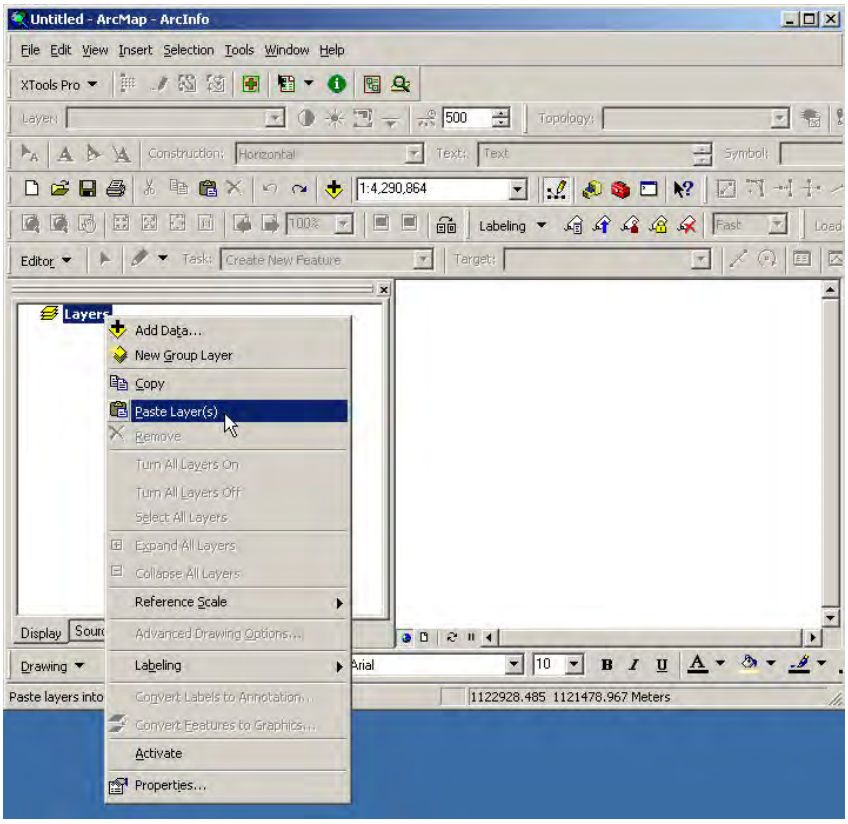
2. Right-click the layer in the table of contents and click *Copy*.



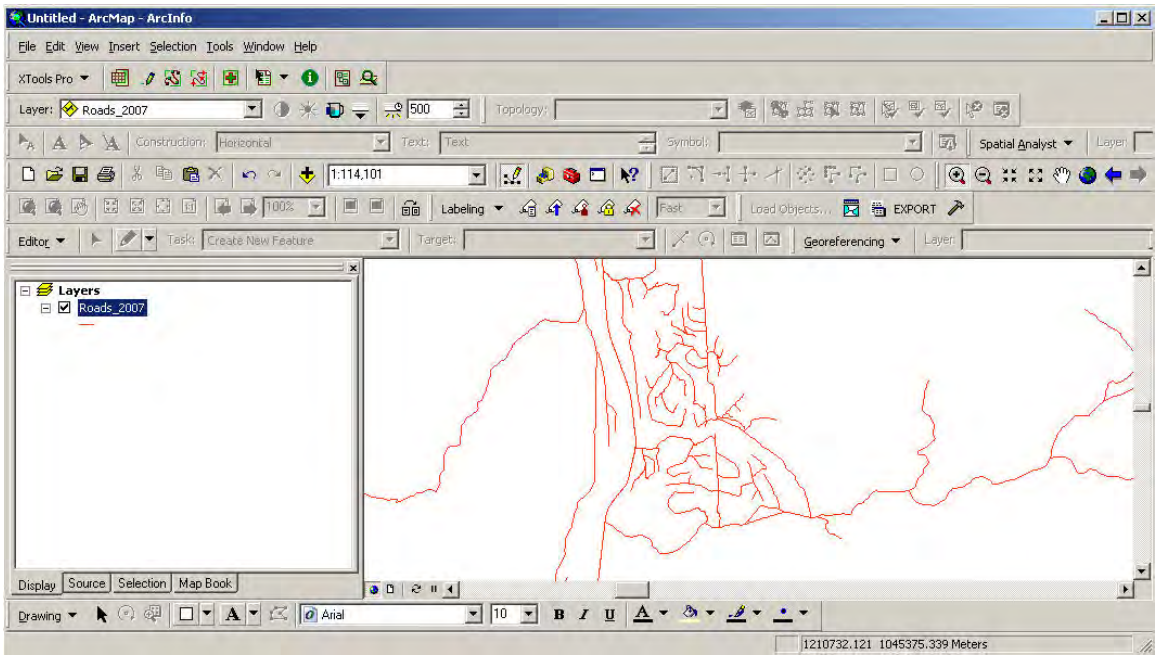
3. Open the map to which you want to add the layer and right click on *Layers* in the *Table of Contents*



4. Paste Layer

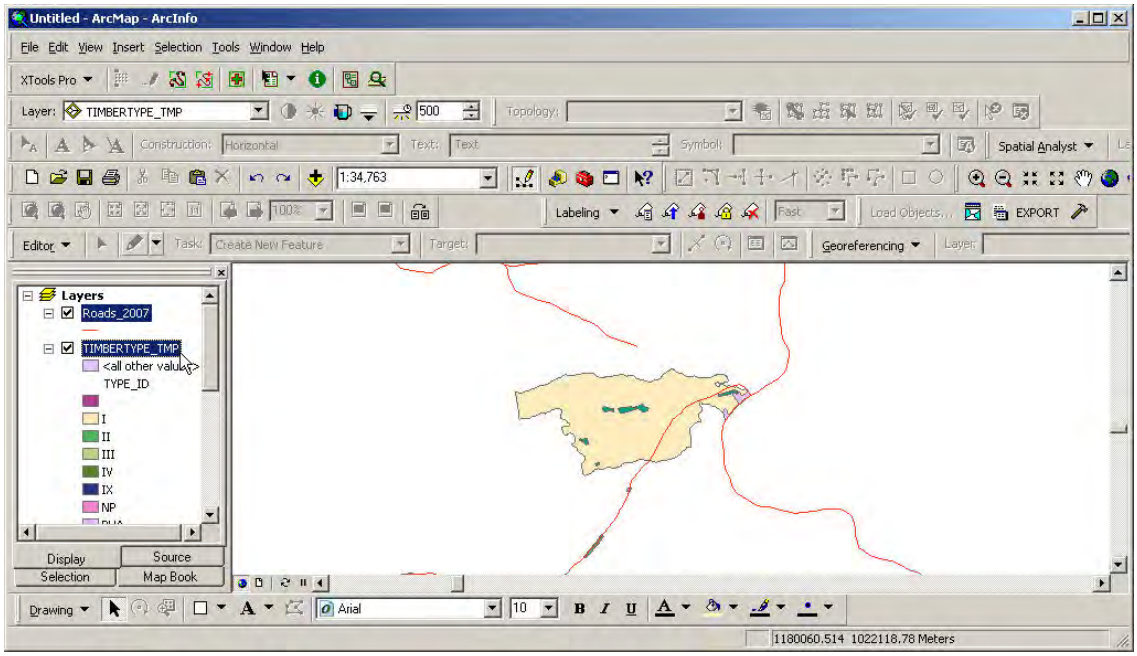


The new layer appears on your map.

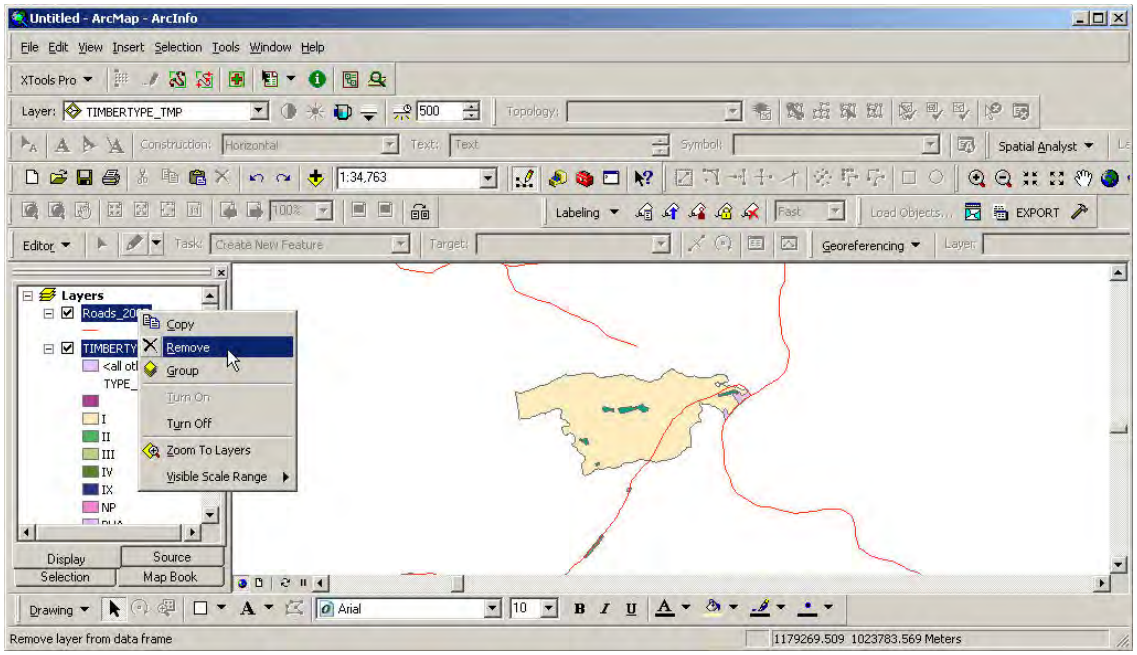


Removing layers from a map

1. Select the layer or layers you want to remove in the table of content. To remove more than one layer, hold down the Shift or Ctrl keys and click to select additional layers.



2. Right-click the selection and click Remove.

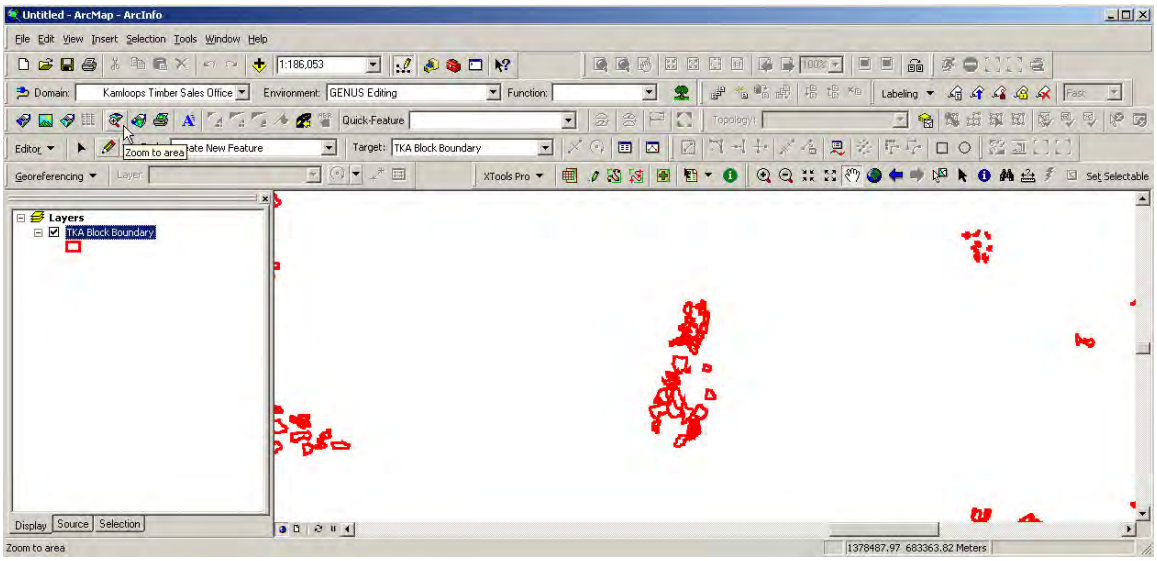


NOTE: regarding removing layers from a map
When you no longer need a layer on your map, you can remove it. Deleting a layer from a map doesn't delete the data source on which the layer is based. You can delete a data source, such as a feature class, in ArcCatalog.

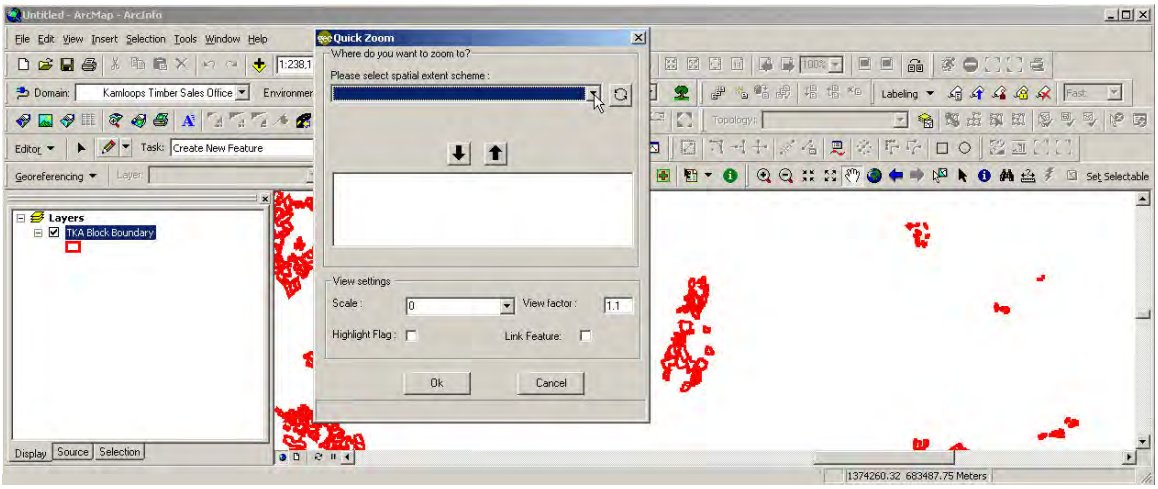
Using Quick Zoom in GEO

Quick Zoom tool is used to zoom to a specific feature in a layer preconfigured in *Quick Zoom Configuration*. For quickzooms to work, you must have the layer you want to zoom to loaded. (E.g. mapsheet grid or Cengea blocks, Cengea roads). You must also be logged into the toolbar to access the quickzoom button.

1. Click on the *Quick Zoom*  button

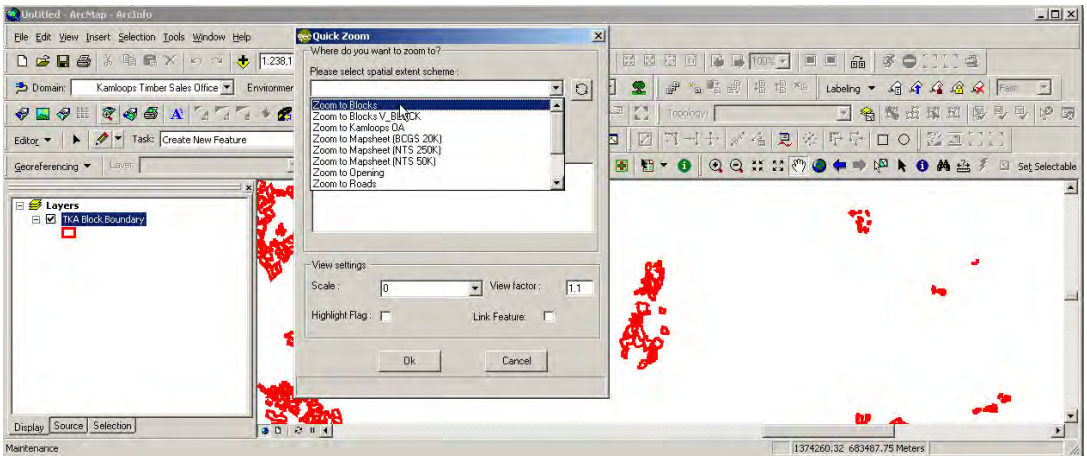


2. Click on the drop-down to select the *Spatial Extent Scheme*

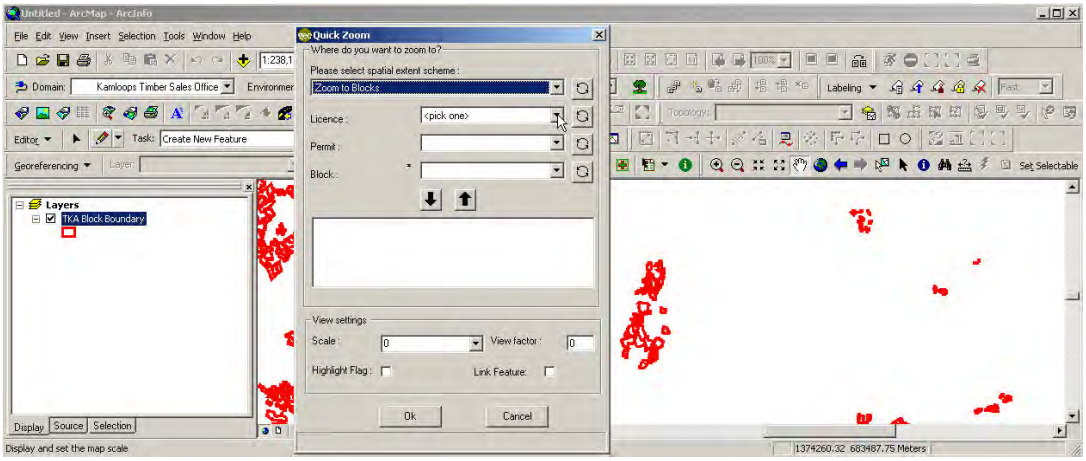


3. Select the *Spatial Extent Scheme*

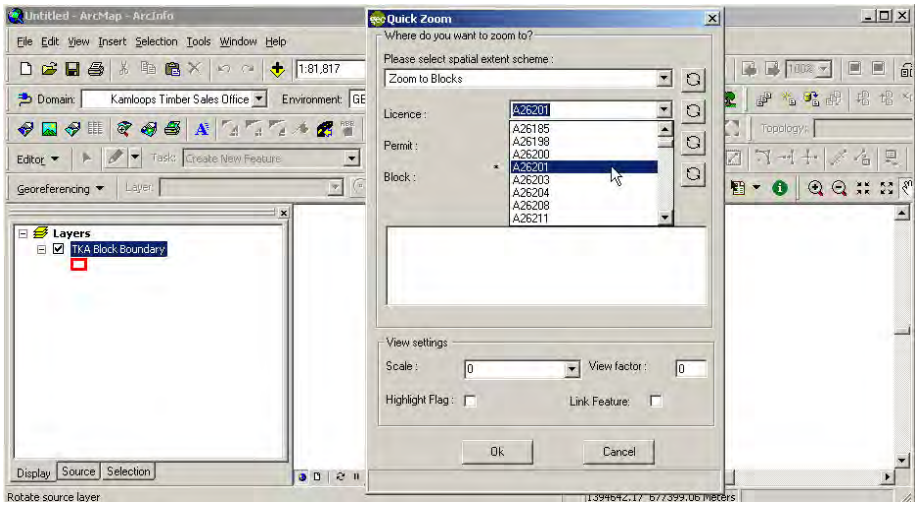
In this example we will use the ***Zoom to Blocks*** *Spatial Extent Scheme* (Spatial Feature)



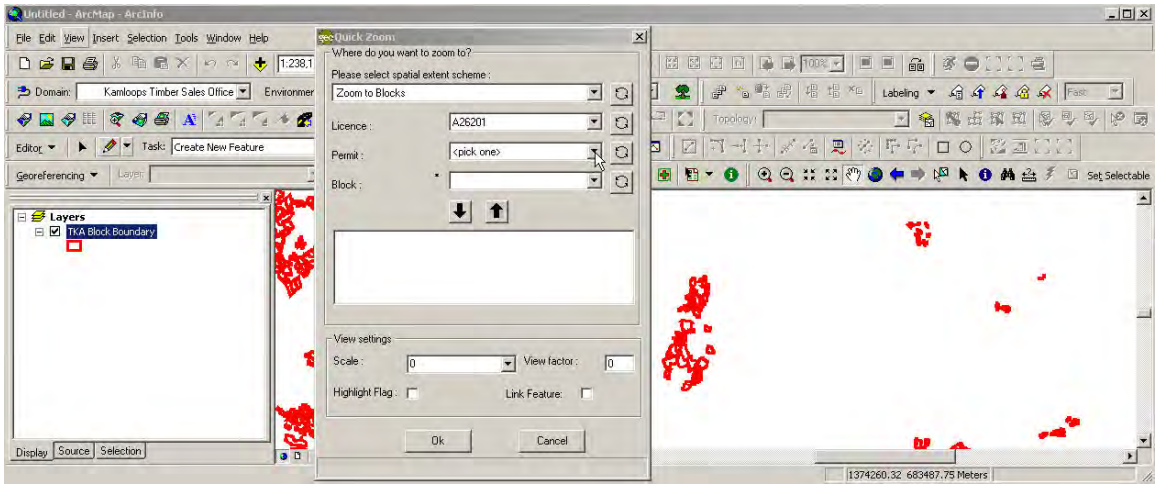
4. Click on the drop-down to select the *Licence*



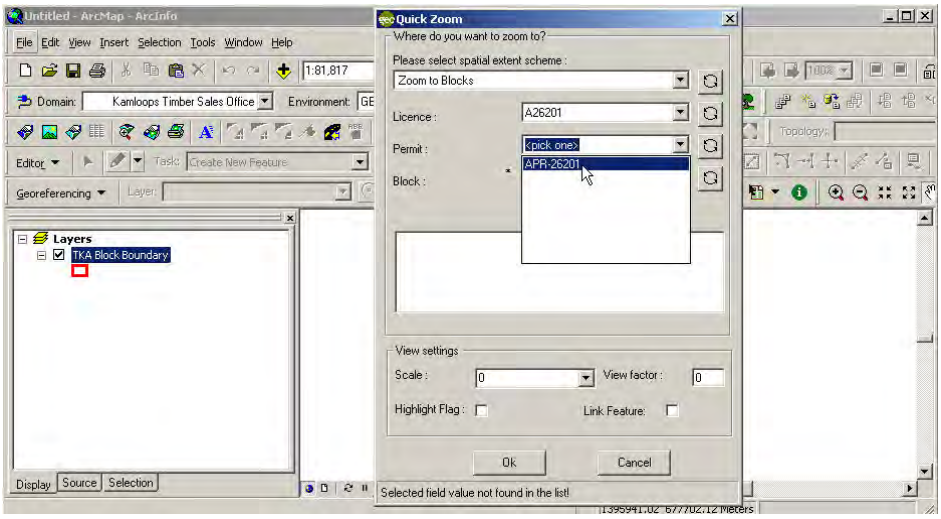
5. Select the *Licence*



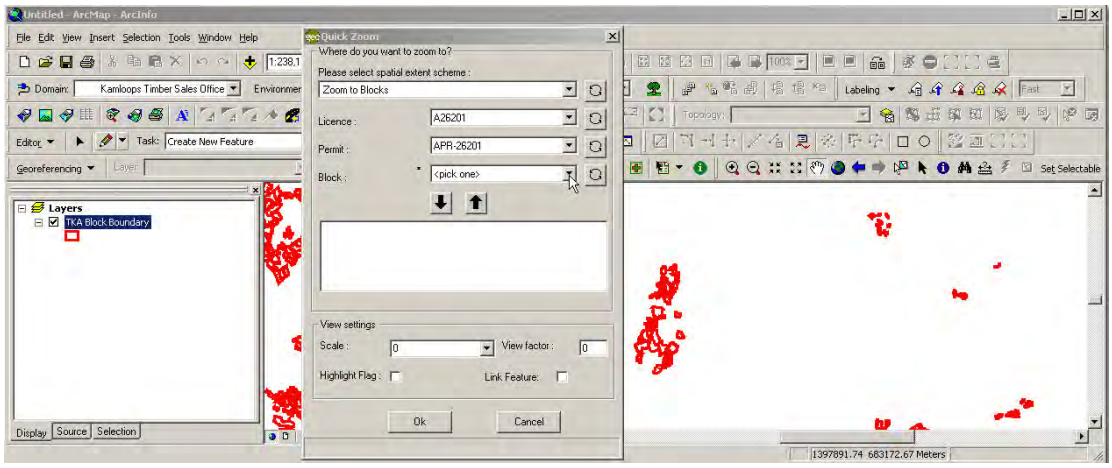
6. Click on the drop-down to select the *Permit*



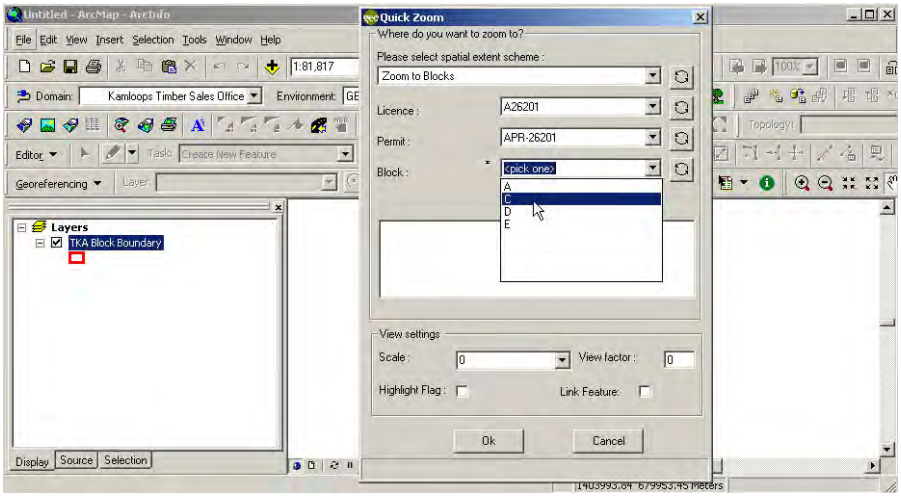
7. Select the *Permit*



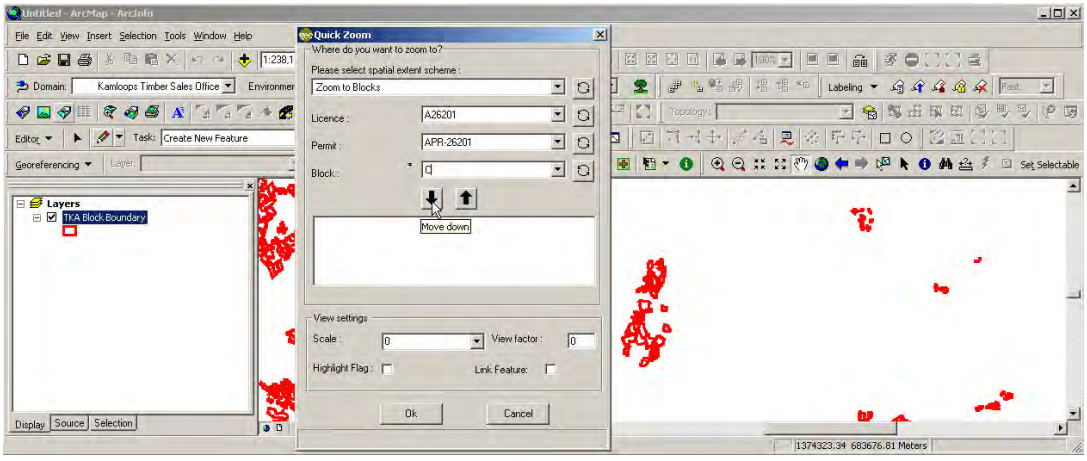
8. Click on the drop-down to select the *Block*



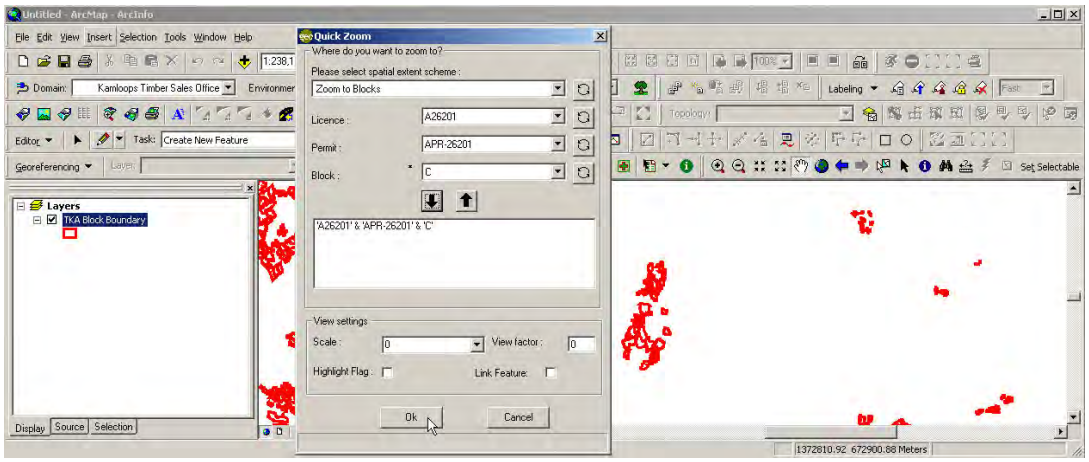
9. Select the Block



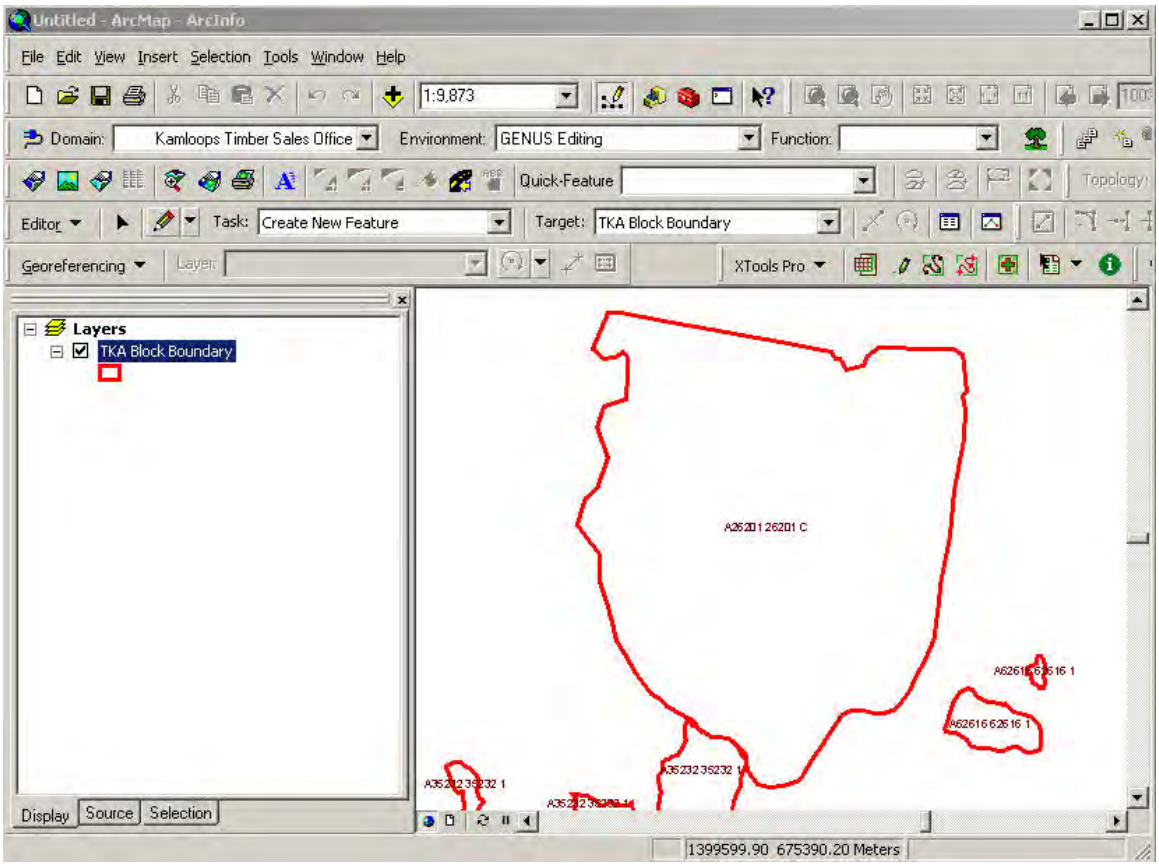
10. Build a query containing the field selections by clicking on the down arrow 



11. Click *Ok* to run the query



12. The *Data View* frame will zoom to the selected block



For more information go to:

http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html