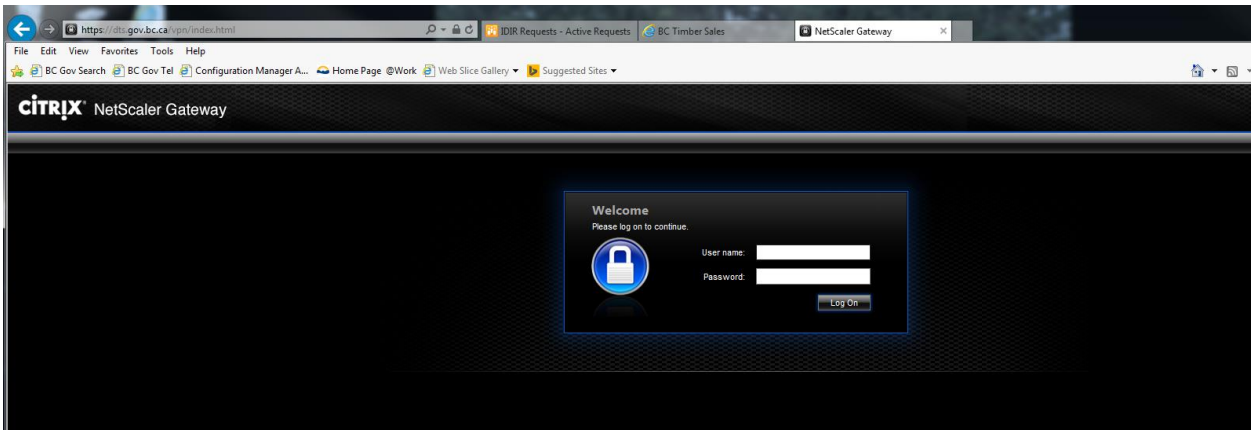
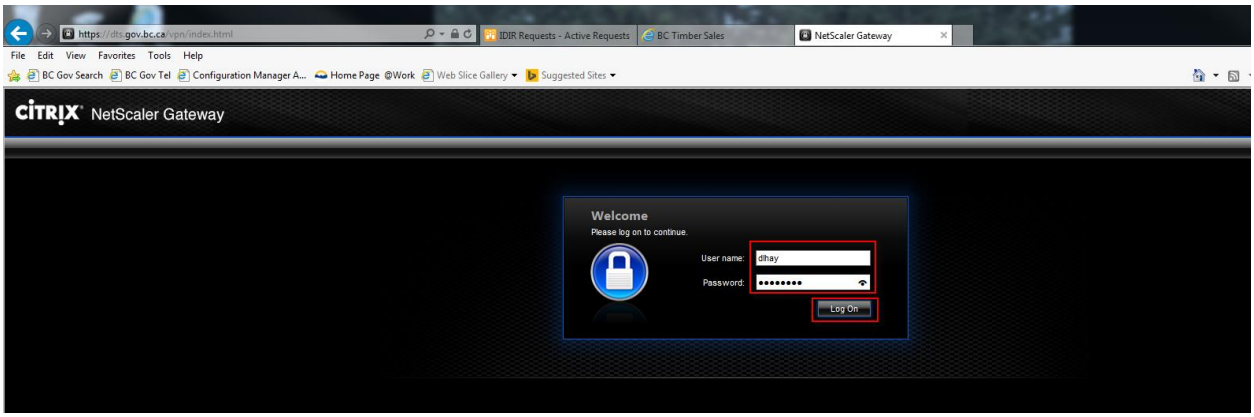
Editting Legends in Geo

Logging into Citrix

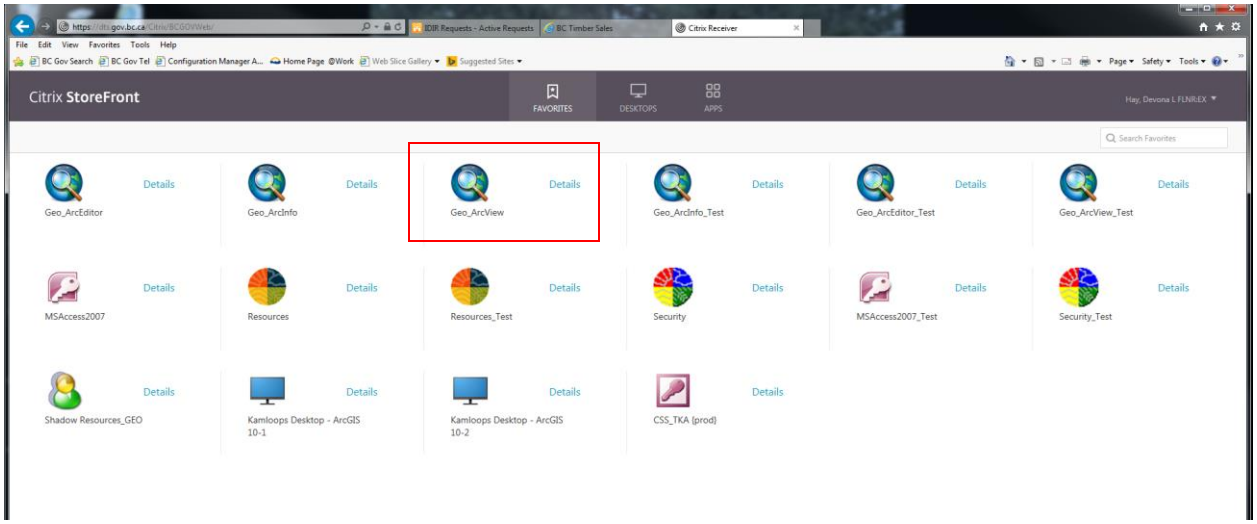
1) Logon to the DTS (https://dts.gov.bc.ca/)



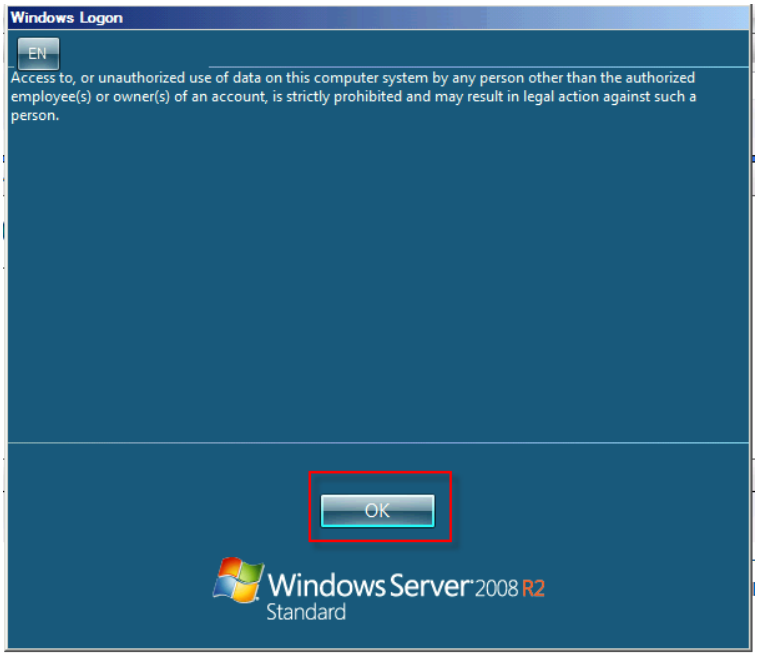
2) This takes you to a login page where you need to enter your Username and Password (IDIR name and password) and Click Log on



3) This will take you to a screen when you can choose your application (in this screen capture you currently see more than what the average user has access to). Choose GEO_Arcview and double click to start the login process

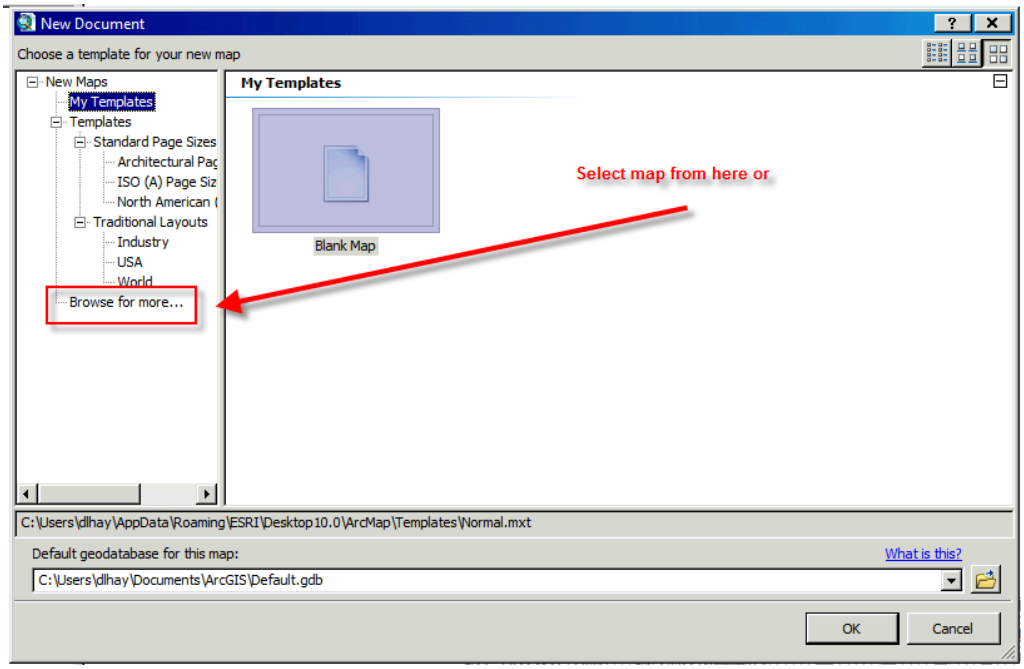


4) You will get a security warming screen. Click OK. By clicking OK this will start launching the application.

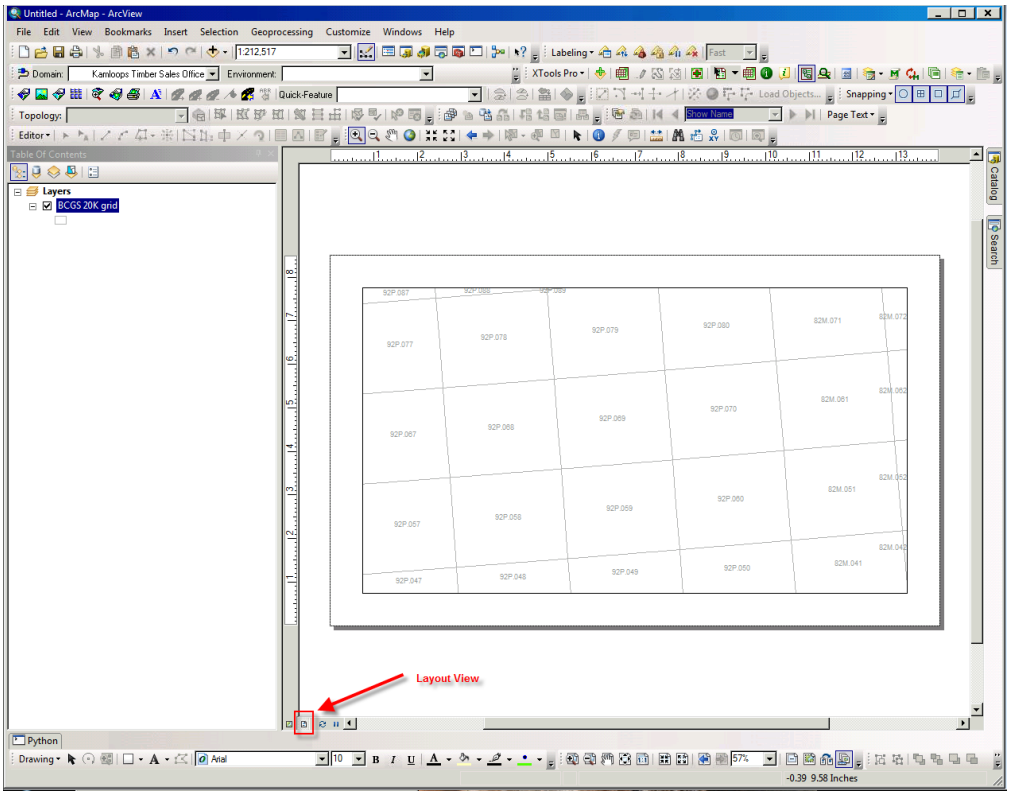


Editting the Legend

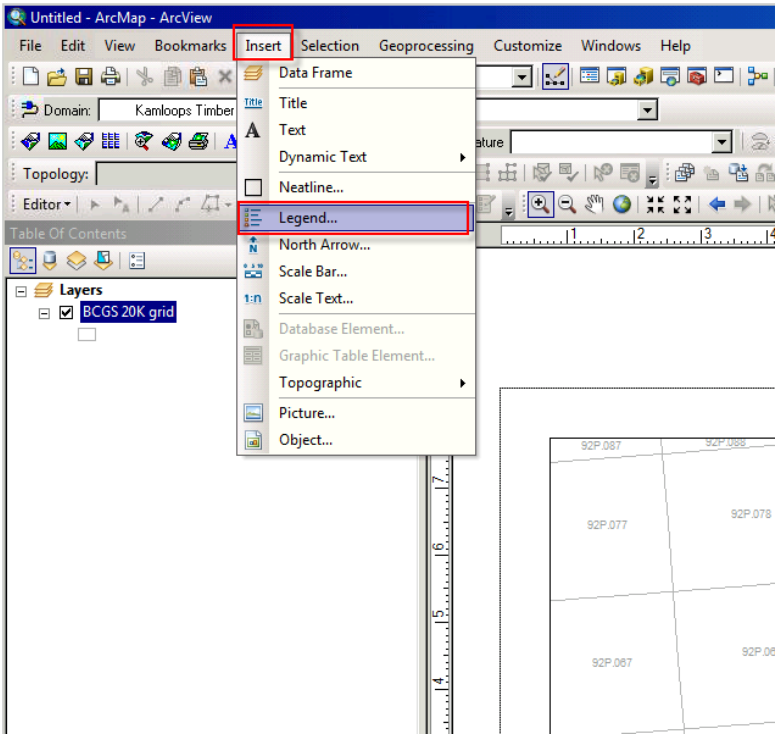
1) Once the application is launched you will get a screen that looks something like below. Select your project from the list or navigate to the location of your project (MXD) by selecting the "Browse for More" option, then click OK. **NOTE:** some users have to hit "Cancel" at this point as the system seems to hang.



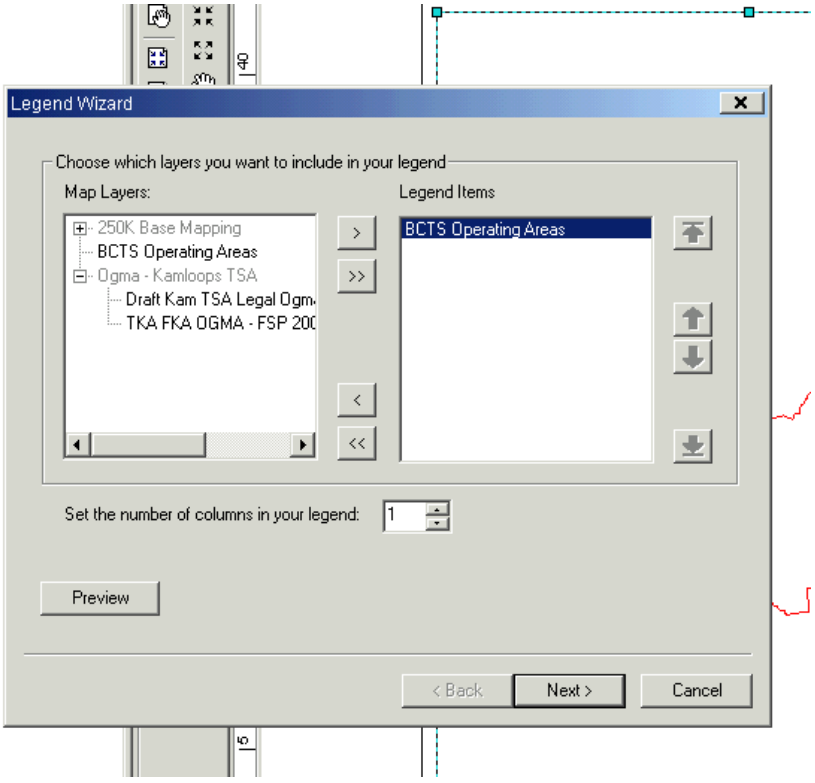
2) Make sure you are in Layout view



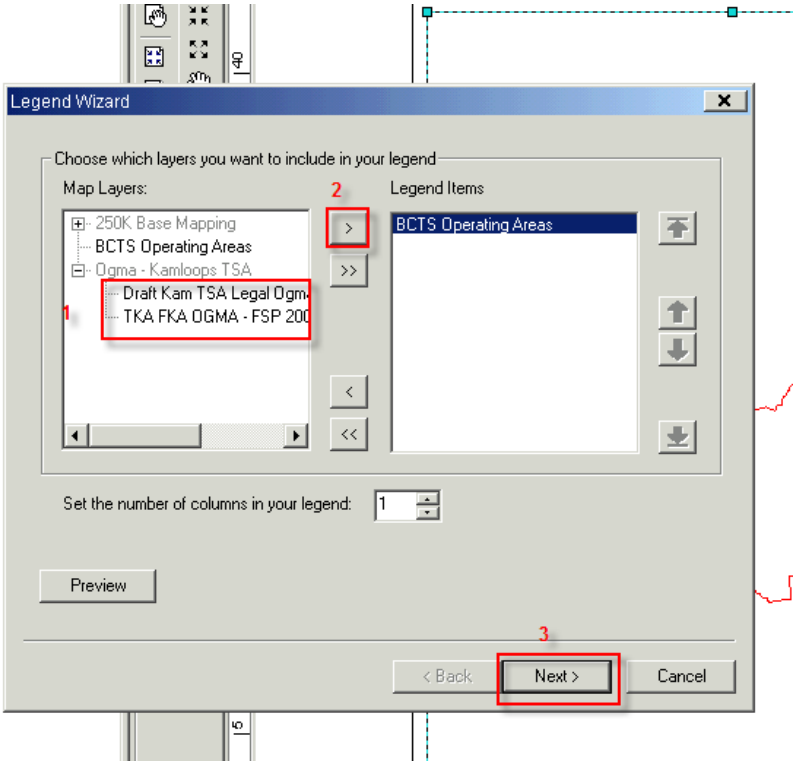
3) The easiest way to get a legend is to use the legend insert tool.



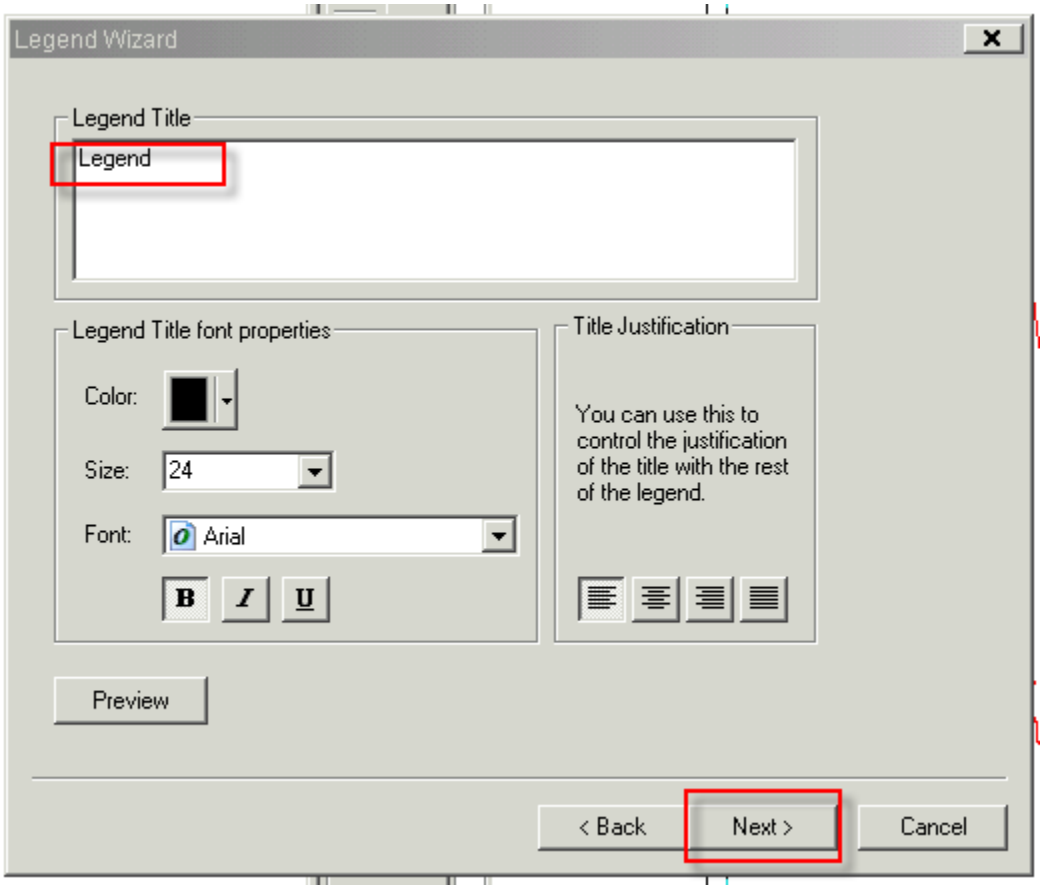
4) This brings up the legend Wizard, where you can select the items you want in your legend.



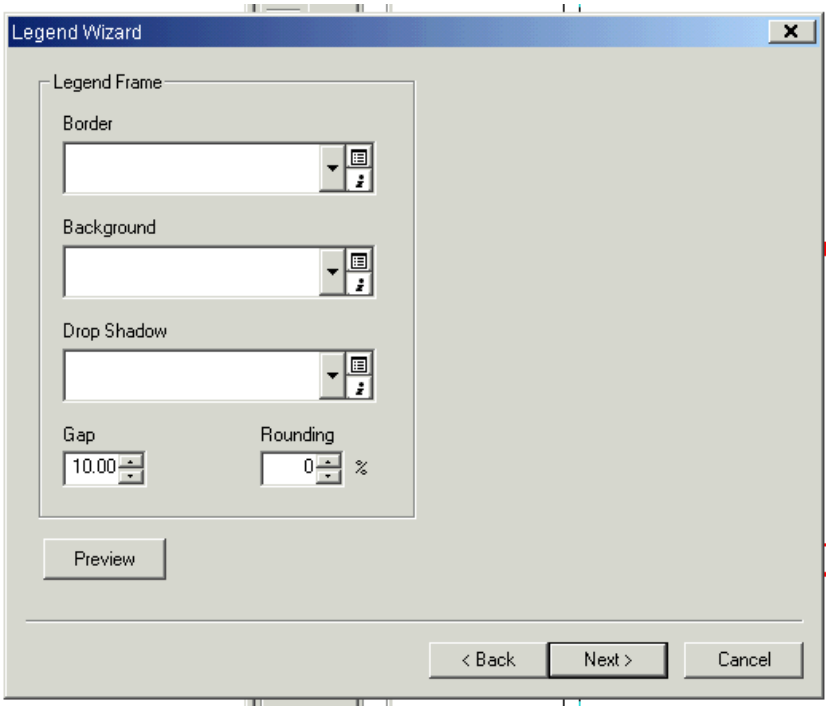
5) Select the items you want in “1” by highlighting, hit the arrow button in “2” and select “Next” in “3”



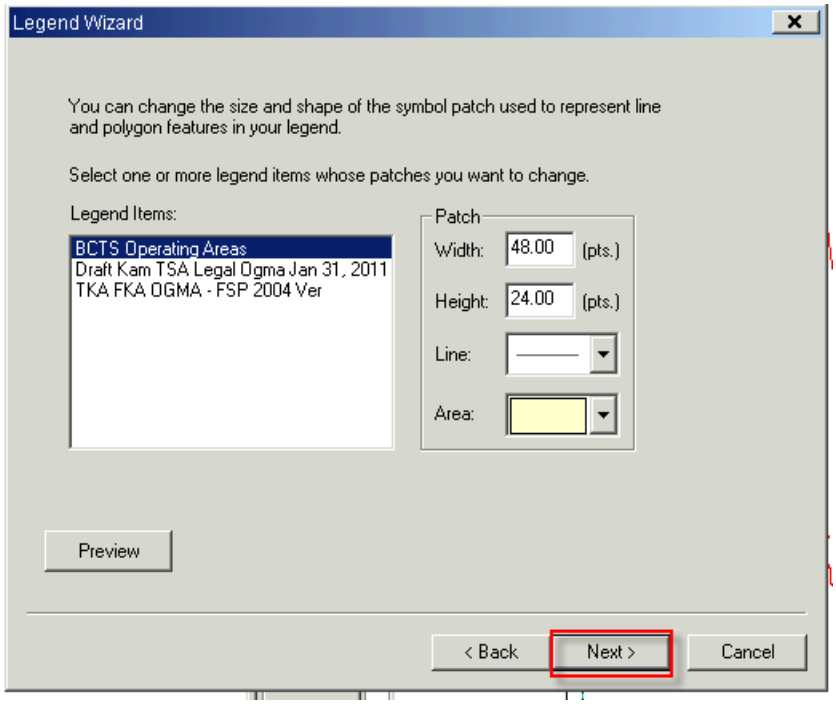
6) By hitting “Next” in the previous screen in takes you through the wizard. In this window, you can highlight where it says legend and delete it if you want to. Select “Next”.



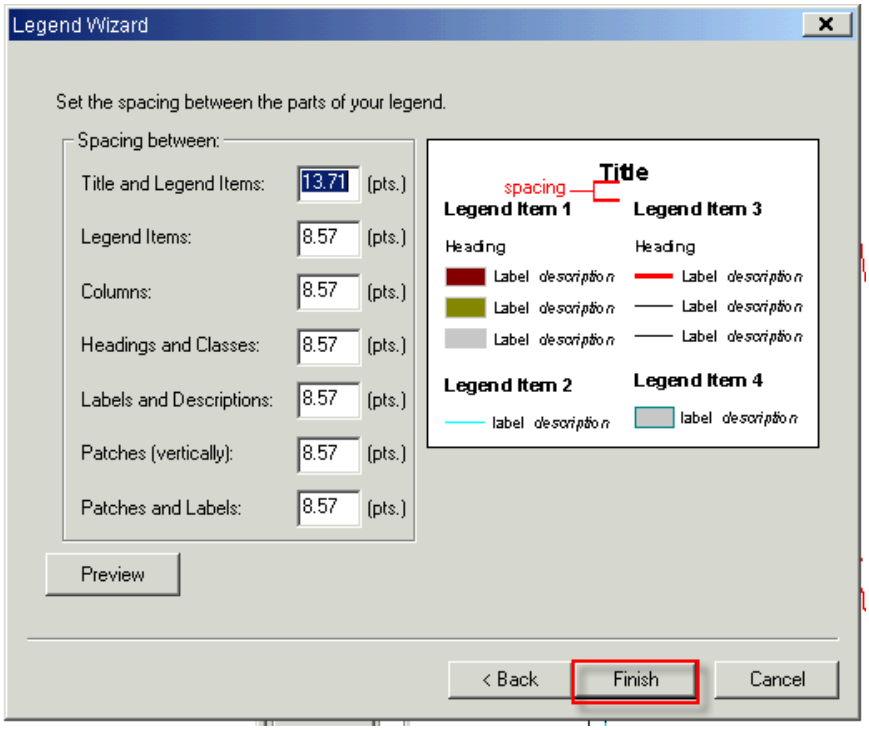
7) This next screen allows you make changes to how the legend will look. We usually don't play with these settings.



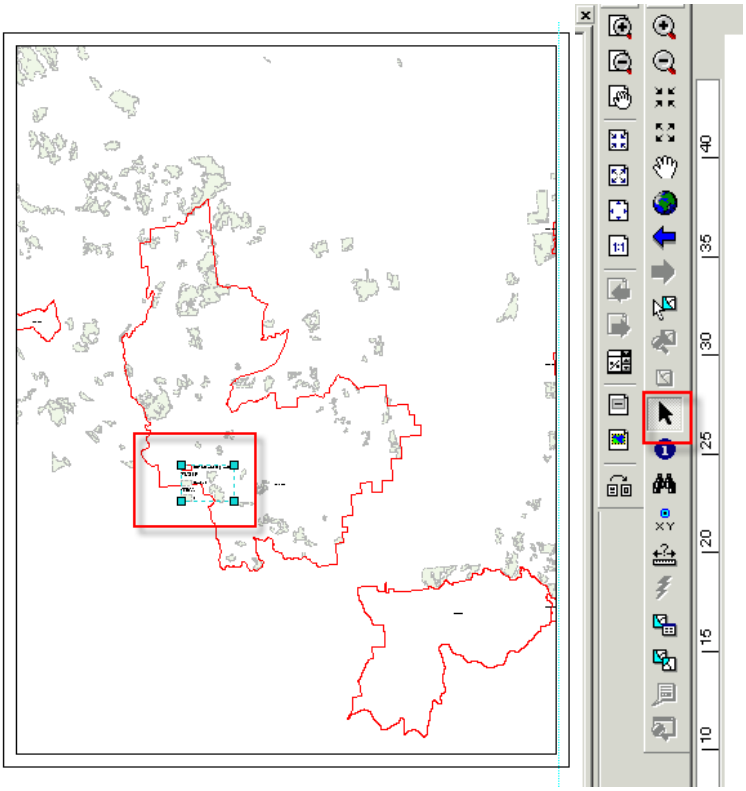
8) Just hit next when you get to this screen, we usually don't change anything here.



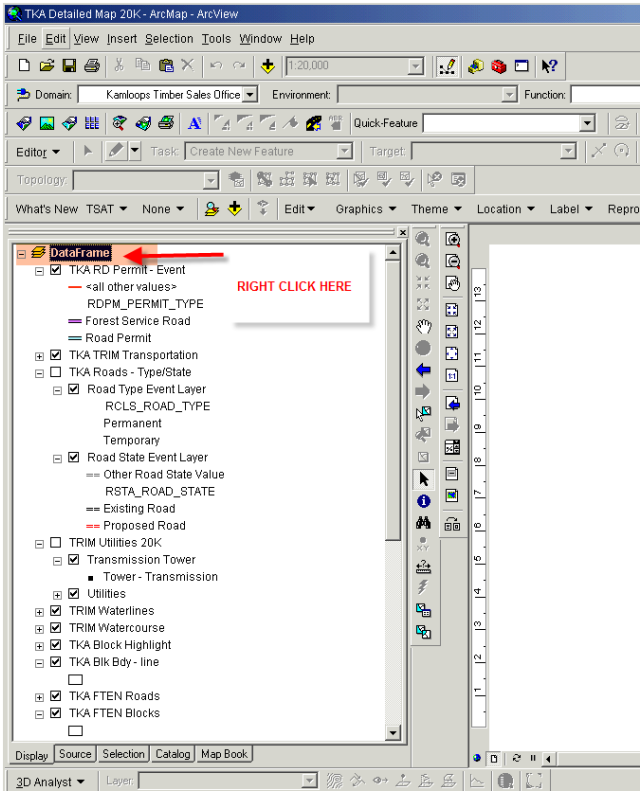
9) Hit Finish and your legend should be placed on your layout.



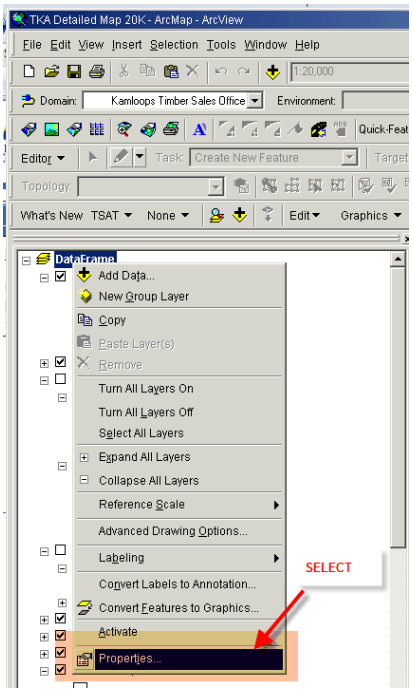
10) This is what it will look like when you place the legend. By selecting with your select tool, you can move the legend to where you want it to be on your layout.



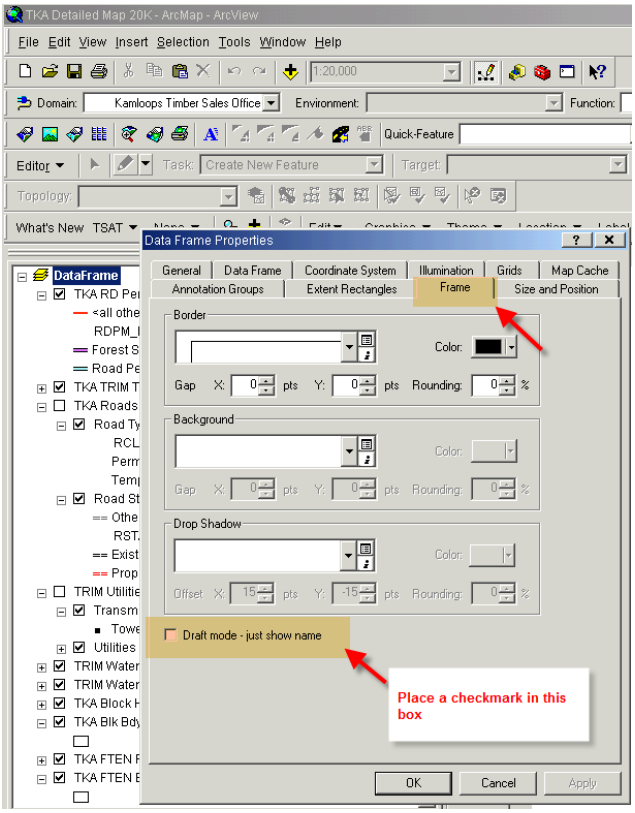
11) For quicker editing of text/legends and adding information, it is recommended that you turn the dataframe (the window that houses all the layers that make up your map). In order to do this RIGHT CLICK on dataframe in the legend on the left side of your screen.



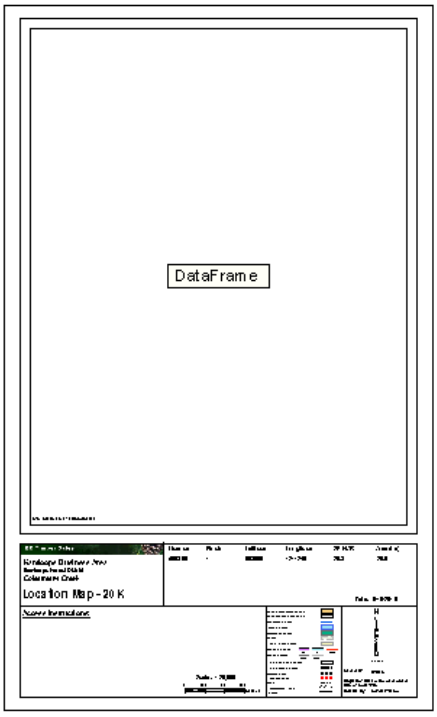
12) This will open another window where you can select properties. When you select properties, it will open another window where you can change some of the settings.



13) change to draft mode from the properties window, select the frame tab, and place a check mark in the highlighted box (this will put the data in draft mode(sort of turns off the layers for faster refreshing))

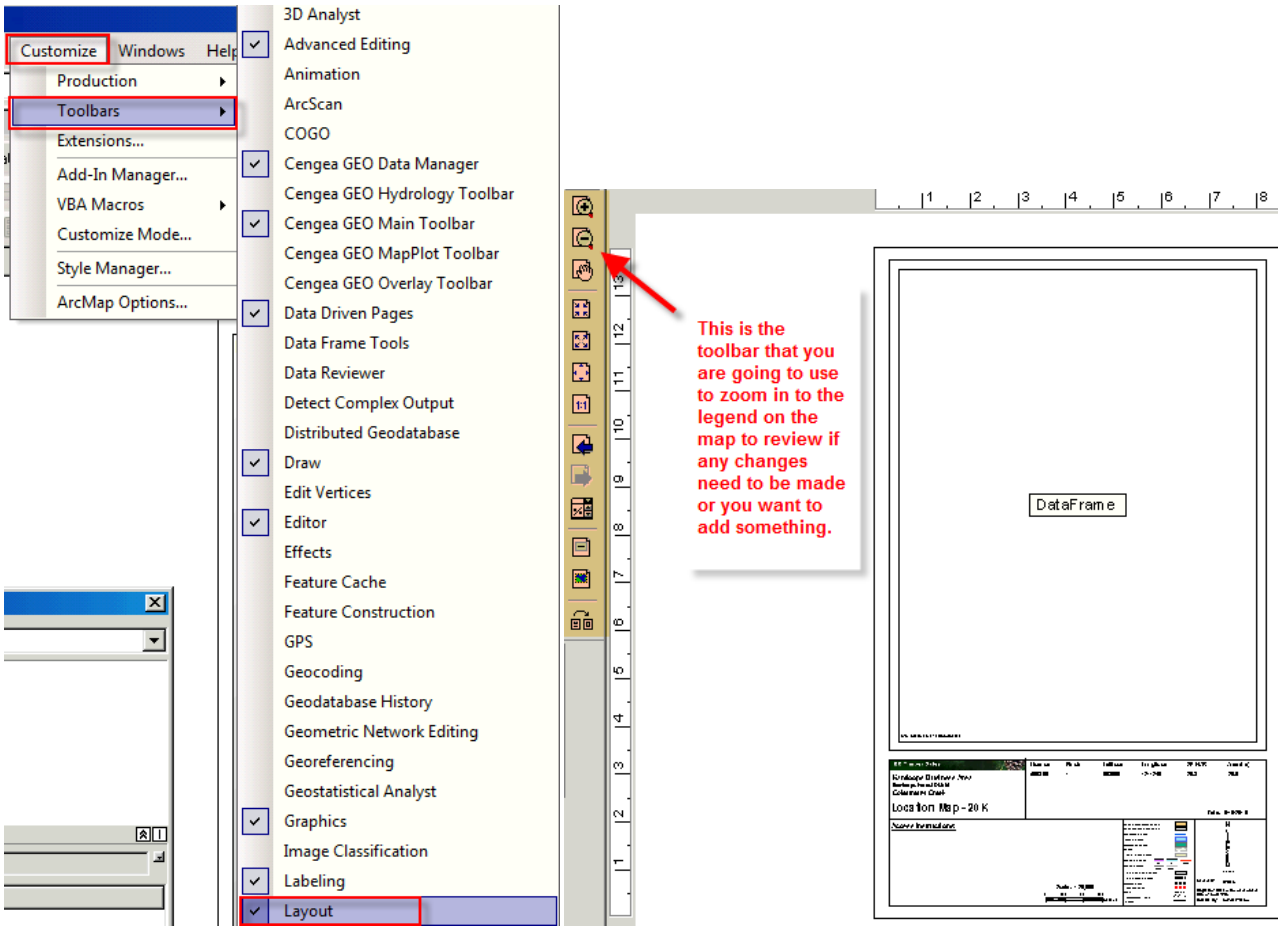


14) This is what your map will look like after you do the step above in #17. Now you will be able to edit or change text much more quickly without all the layers refreshing every time you make a change.

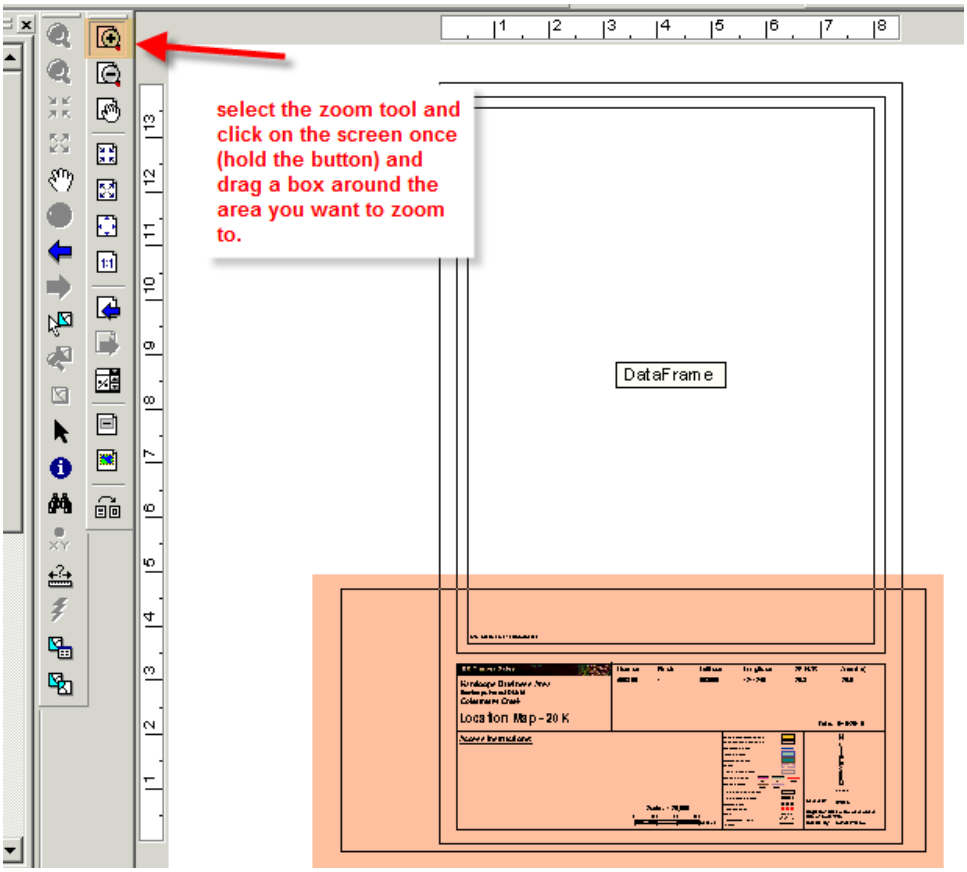


15) Use the toolbar highlighted below to add/change/update information in the map. If you don't see this toolbar anywhere in your screen then please turn on your toolbar (HINT: Customize, toolbars, Layout –

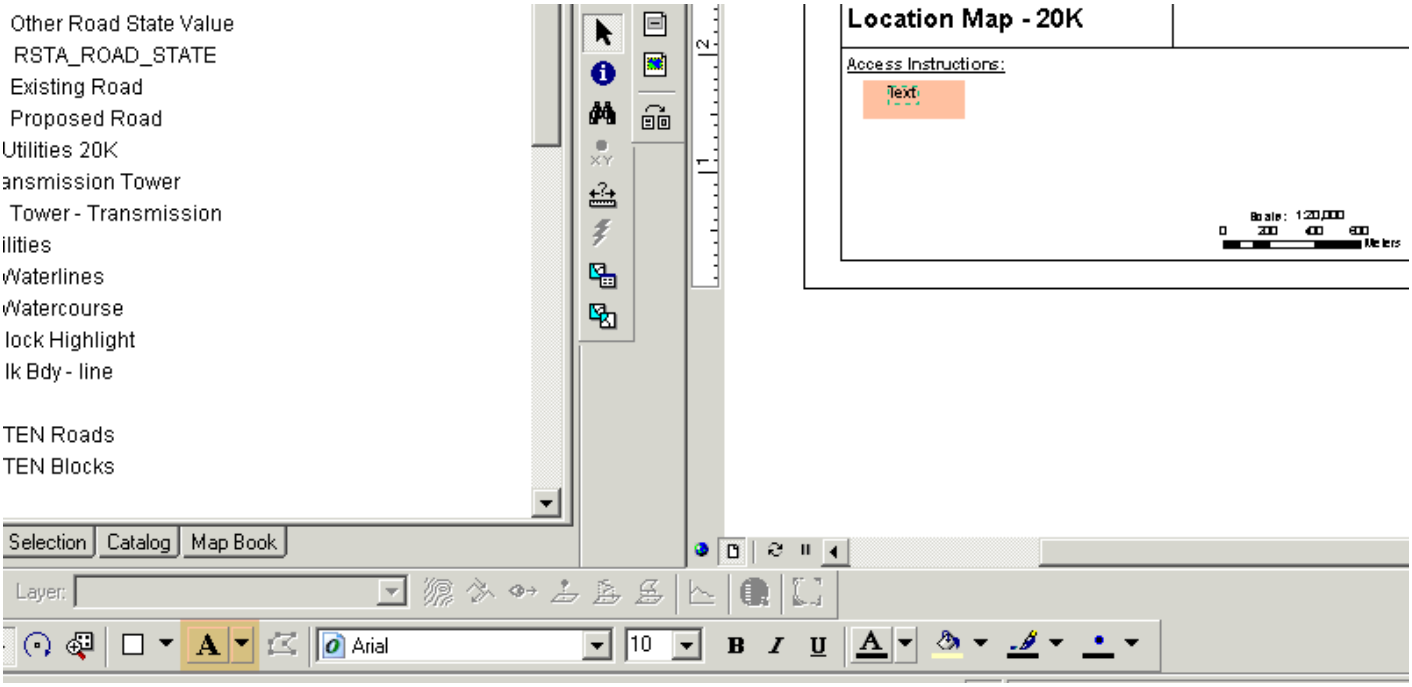
should have a checkmark beside it) and make sure that a checkmark exists beside the LAYOUT toolbar. Your location of the toolbar may be different from what you see on the screen capture below but the tools will be the same. (HINT: By hovering over the individual tools on the toolbar, some hover text will show up telling you what each tool does.)



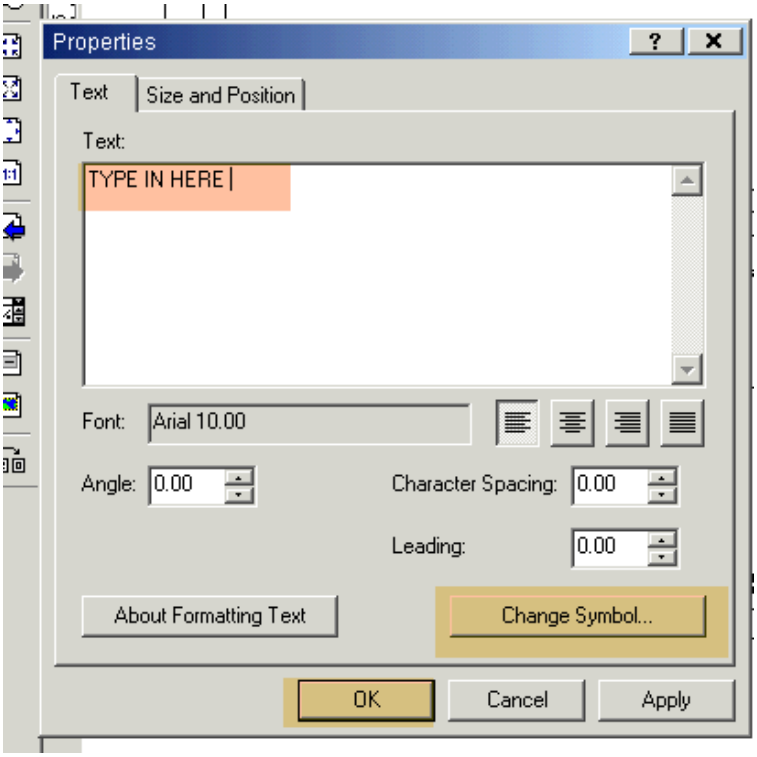
16) To add text, select the text tool on the DRAW toolbar (HINT: to make sure your draw toolbar is checked, go back to # 15 for directions). Click on the spot where you want to add text. When you double click on the box you created you will be able to edit the properties and change the settings.



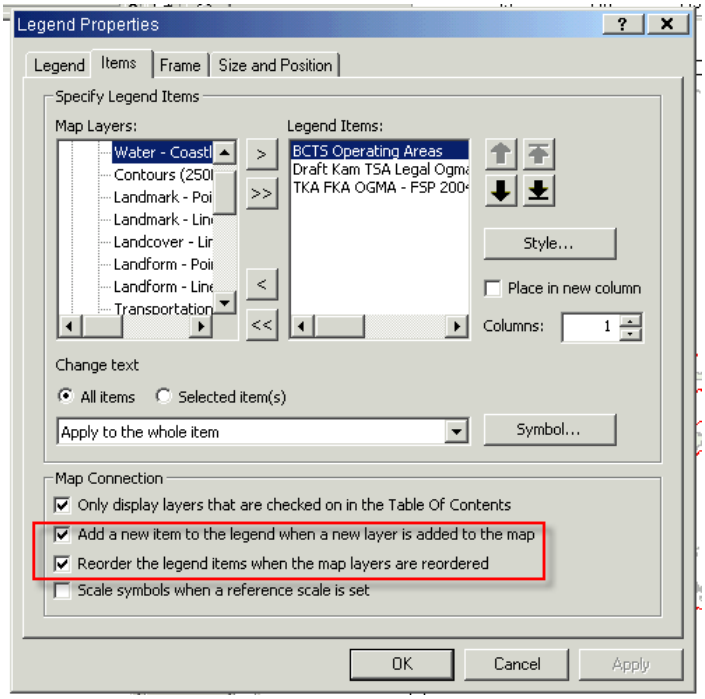
17) To add text, select the text tool on the DRAW toolbar (HINT: to make sure your draw toolbar is checked, go back to # 15 for directions). Click on the spot where you want to add text. When you double click on the box you created you will be able to edit the properties and change the settings.



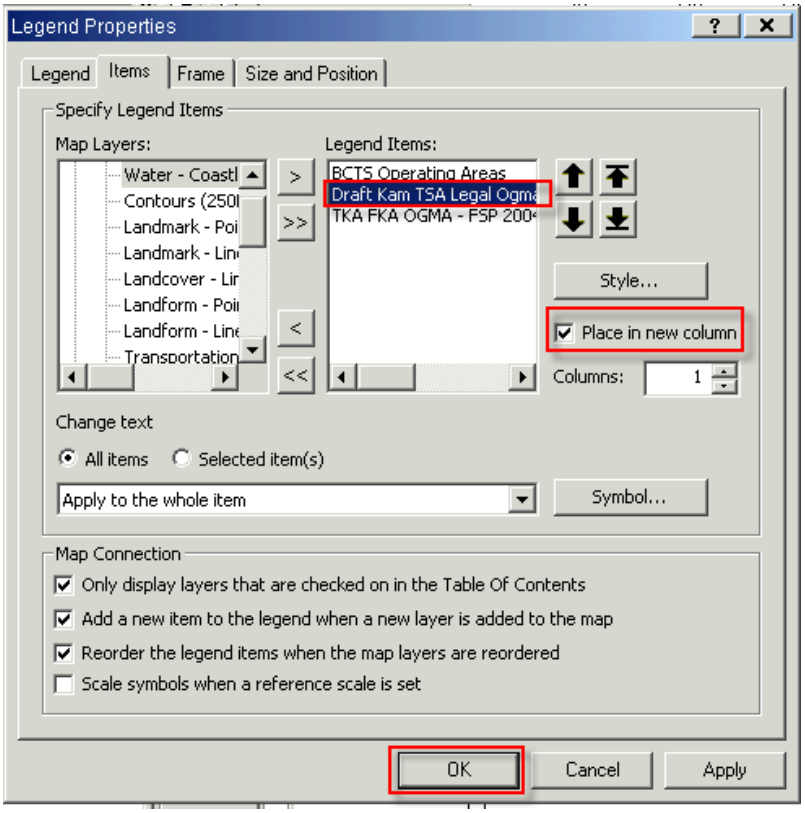
Type the text you want to add, to change the size of the font, click change symbol and put in your size or select from the dropdown menu. Click OK. Once the changes you made are completed you will be able to export your map. (**HINT:** your map can be exported in the draft mode and will actually be quicker to export as well.)

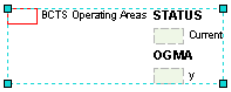


18) Because your legend is dynamic, it will change as you add things to your project or turn on layers. To prevent this from happening, double-click on the legend to bring up the legend properties window. To prevent reordering and adding of new items to the legend when you add new layers you can check off (no checkmark in box) the two items indicated below in screen capture.

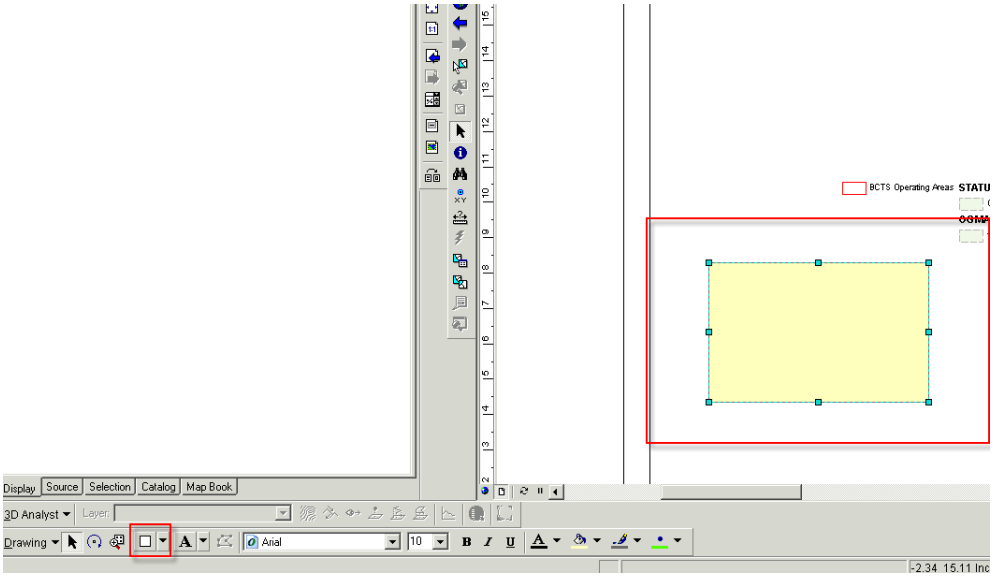


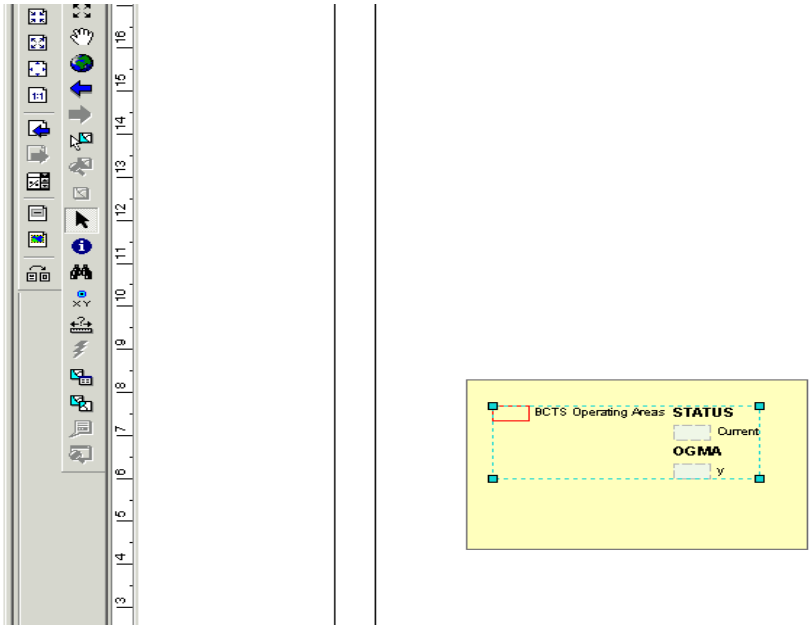
19) If you want to have your legend in more than one column, highlight the layer you want in a new column, and place a checkmark in the "place in new column" and click "OK". The result of doing this shows up in second screen capture.



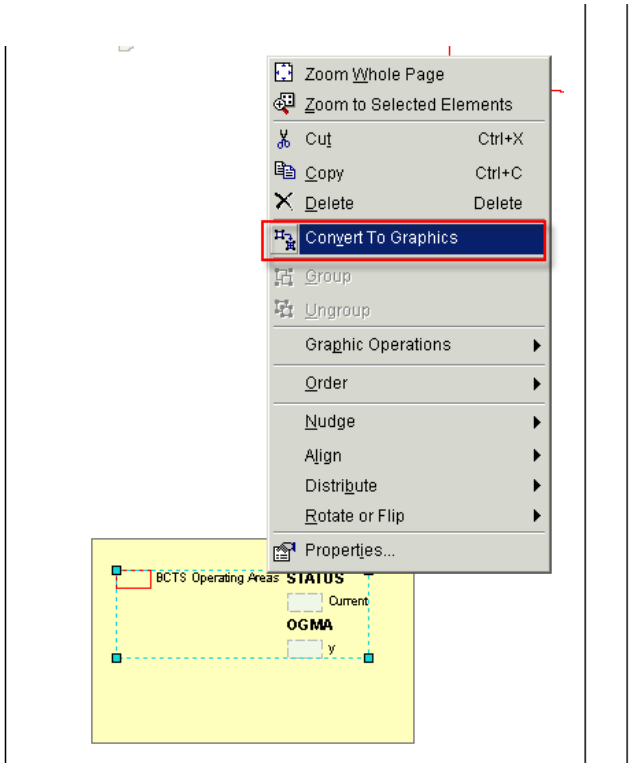


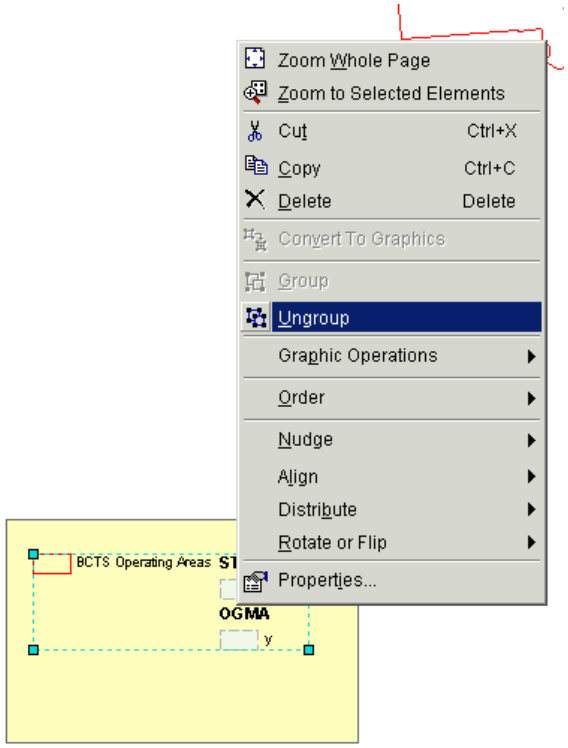
20) If you want to hide the background behind the legend, the easiest thing to do is to place a box behind it, (HINT: easiest if you place before you do the legend). Click drawing tool, then click on your layout and drag. You can change the background color, by doubleclicking on the newly placed box, and selecting a new color.



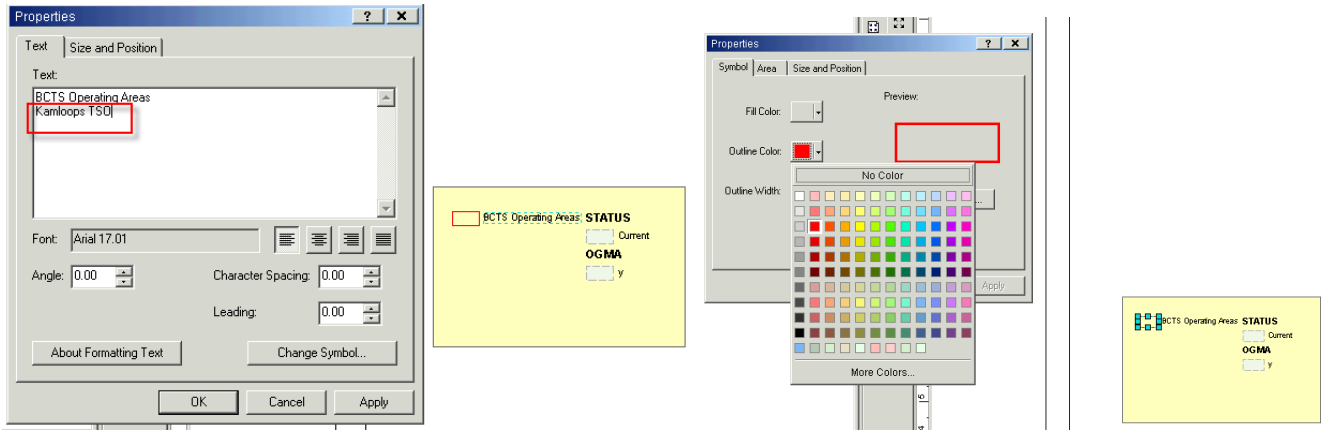


21) So if you want your legend to be “static” then you have to make them graphics and manipulate or add information when you change your items showing on your map. To do this, select the legend so you have the four corners markers showing as in above screen capture. Right click and select, “convert to graphics”, then right click again and select “Ungroup”.





22) By selecting "Ungroup" it makes the each element its own entity and ready for editing. To edit any item, just double click and edit text or color of item.



23) Now because your legend is now "Static", when you add new data to your project or map, it will not place the new items in the legend. In order to add the new items to the legend, you will have to follow the steps above (7 - 14 and then steps 25 – 26), to update your legend.

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
	April 2016	Devona Hay	- Update document - Add in change tracking
			-