

SOC 4650/5650: Week 04 ArcGIS Quick Reference

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Set Relative Paths for Map Document

File ► Map Document Properties, then use checkbox at the bottom of the window next to Pathnames.¹

¹ Relative pathnames will ensure that map files will remain linked to data sources if (a) they are both stored on the same device and (b) the data source itself does not move. This is useful for working on different computers where drive letters may be reassigned.

Toggle Catalog Window

Windows ► Catalog

Add Folder Connection

Use the Add Folder Connection icon in the Catalog to connect ArcGIS to your data folder.²

² The icon looks like a folder with a small black plus sign.

Work with Layers

Add Layer Drill down to the desired files in the Catalog window, single click on the shapefile or feature class, and then drag the file into your map workspace.

Layer View Use the checkbox next to the layer in the Table of Contents

Reorder Layers Single click and drag the layer in the Table of Contents³

³ Make sure you are on the List by Drawing Order tab when you do this.

Remove Layers Right click on the layer in the Table of Contents and select Remove from the menu

Navigation Tools

All Layers Use the Zoom In, Zoom Out, and Zoom to Full Extent buttons in the Tools toolbar.

Individual Layers Right click on the layer in the Table of Contents and select Zoom to Layer from the menu.

Overview Window Windows ▸ Overview

Create New Bookmark Bookmarks ▸ Create Bookmark

Use Bookmark Select the bookmark from the Bookmarks menu

Edit Layer Colors

Right click on the layer in the Table of Contents and select Properties... from the menu. Then select the Symbology tab and choose the button under Symbol.⁴

⁴ There is a shortcut, which involves clicking the symbol example under the layer name in the Table of Contents.

Edit Layer Labels

Right click on the layer in the Table of Contents and select Properties... from the menu. Then select the Labels tab.

Select Features

Change Layer Selectability Right click on the layer in the Table of Contents and go to Selection ▸ Make This The Only Selectable Layer

Select by Shape Use the Select Features button the Tools toolbar

Clear Selection Use the Clear Selected Features button the Tools toolbar

Inspect Attributes

View a Single Observation The Identify tool in the Tools toolbar can be used to look at a single observation

View the Full Attribute Table Right click on the layer in the Table of Contents and select Open Attribute Table

Export Image