

# *SOC 4650/5650: Lecture-04 ArcMap Processes*

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## *Paths for Map Document*

### *One Time Setting*

File ▸ Map Document Properties, then use checkbox at the bottom of the window next to Pathnames.<sup>1</sup>

<sup>1</sup> 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.

### *Global Setting*

Customize ▸ ArcMap Options..., then use checkbox that says Make relative paths the default for new map documents.

## *Toggle Catalog Window*

Windows ▸ Catalog

## *Add Folder Connection*

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

<sup>2</sup> 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 Contents<sup>3</sup>

<sup>3</sup> 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*

### *Short Way*

Double click on the legend preview under each layer's name in the Table of Contents.

### *Long Way*

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.

### *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