SOC 4650/5650: Lecture-04 ArcMap Processes

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February 12th, 2018

Paths for Map Document

One Time Setting

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.

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.[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 Contents[3]

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 At-
tribute Table

Data Frames

Add a New Data Frame

Insert ▷ Data Frame

View the Full Attribute Table

Right click on the data frame in the Table of Contents and select Activate

Repair Broken Data Connections

Double click on the layer in the Table of Contents and select Source ▷ Set Data Source...