

SOC 4650/5650: Week 06 ArcGIS Quick Reference

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February 21st, 2017

Switch to Layout View

View ▸ Layout View

Change Page Size

File ▸ Print and Page Setup ▸ Map Page Size

Rulers and Guides

Toggle Rulers View ▸ Rulers

Add Guides Single click on the horizontal ruler to add vertical guides.
Single click on the vertical ruler to add horizontal guides.

Move Guides Single click and hold on a guide when you have an icon with arrows pointing in opposite directions. While holding, drag the guide left and right or up and down to reach the desired location.

Remove Guides Right click on a guide and select Clear Guide or Clear All Guides

Edit Data Frames

Remove Neatline Right click on the data frame in the layout and select Properties ▸ Frame ▸ Border

Edit Size Right click on the data frame in the layout and select Properties ▸ Size and Position ▸ Size **or** use the handle bars to re-size the data frame.

Edit Extent Click on the data frame in the layout and use the zoom, pan, zoom to layer, and zoom to extent tools as needed.

Add Elements

Use the Insert menu to add elements to your map layout.

General Approach to Edit Elements

Right click on the element and select Properties. Different elements will have slightly different layouts but all will give you access to adjust font, color, etc.

Edit Legend Format

Right click on the legend and choose Items. For each item, click the Style button and select the desired layout. Basic global settings for the legend can be edited in the Items tab and the Frame tab.