

Using Beginner.mxd

Open ArcMap in a Citrix connection. Click on **Existing Maps> Browse for more...** (Figure 1) Navigate to **M:\Production\lojic\resources** and click on **beginner**.

Log into the Oracle Database when the Database Connection window appears.

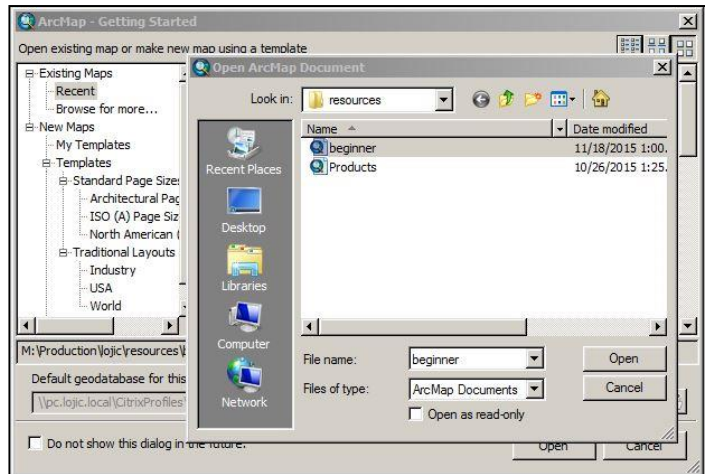


Figure 1 – Map Browse window.

The Data View:

Figure 2 shows the opening data view of beginner.mxd. You cannot save changes until you do a Save As onto your H: drive. It is best to do that as soon as you open the map document. In the *File* Menu, **Save As H:\CitrixTraining\exercises\beginner.mxd**.

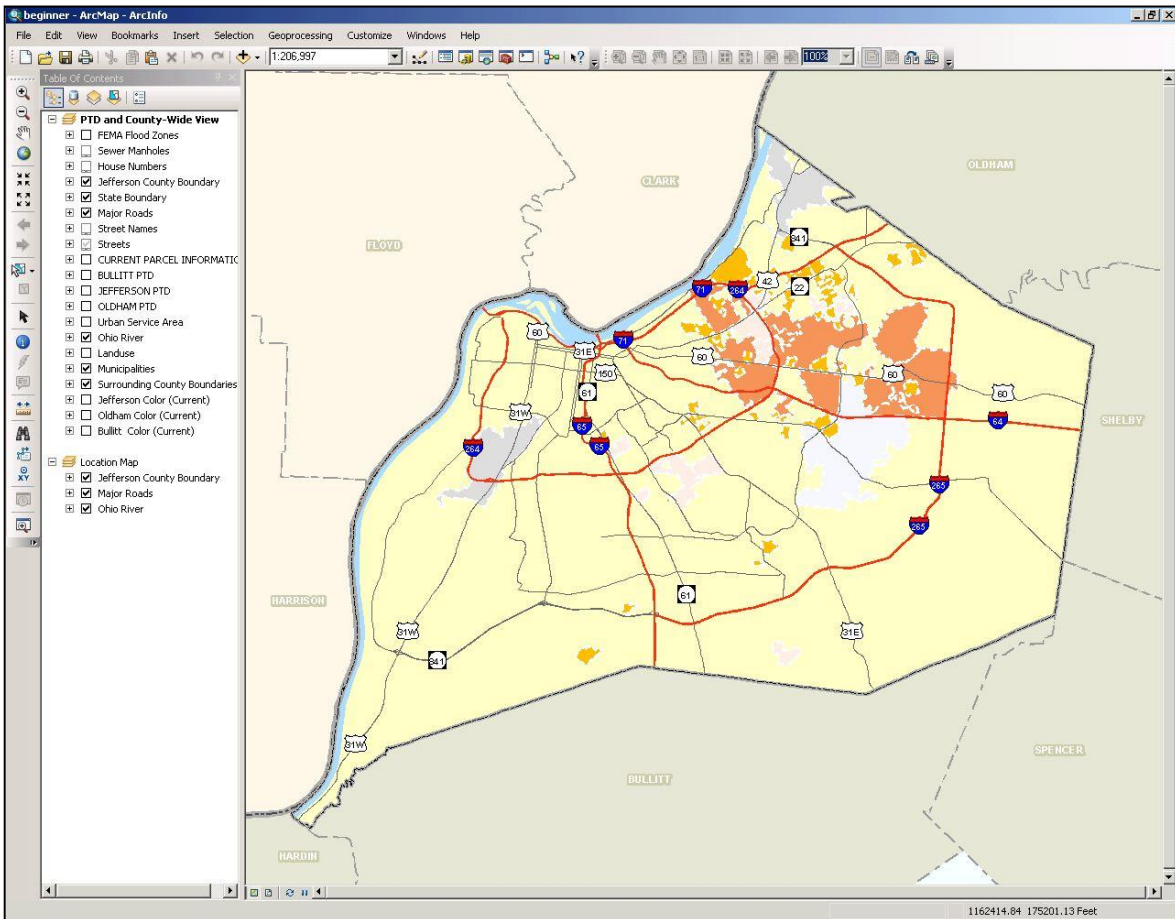


Figure 2 – Beginner.mxd Data View.

The purpose of this mxd is to give a user a good start in creating a map with many of the most used layers in the LOJIC database. Remove and add whatever layers are needed for your specific map.

Look at the source data for some layers. Notice that their source is either from Oracle (lojicora1) like the Streets layer or the L: drive like the layers in the imagery layers [(Jefferson Color (Current))]. Group layers are identified with **ALL UPPER CASE** names. Group layers in beginner.mxd include CURRENT PARCEL INFORMATION, BULLITT, JEFFERSON, and OLDHAM PTD.

Click on the **plus sign** in front of the group layers to view the layers contained within the group. (You may have to use the scroll bar at the bottom of the Table of Contents to see the plus sign.)

Click on the **plus sign** in front of the individual layers to see the layer's symbology.

Zoom In the data view and notice scale thresholds for some of the layers. Turn off and on layers.

Right Click on the Streets layer and check off and on **Label Features**.

To view a magnification, go to the *Windows* Menu and select **Magnifier**. The Magnifier window shows a close up of an area in the data view. (Figure 3)

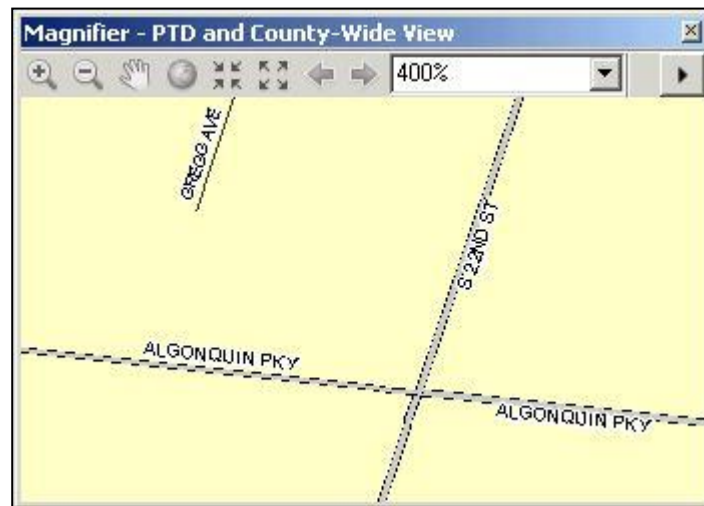


Figure 3 – Magnification window.

The Layout View:

To switch to the Layout View (Figure 4), click on the **LAYOUT VIEW** button.

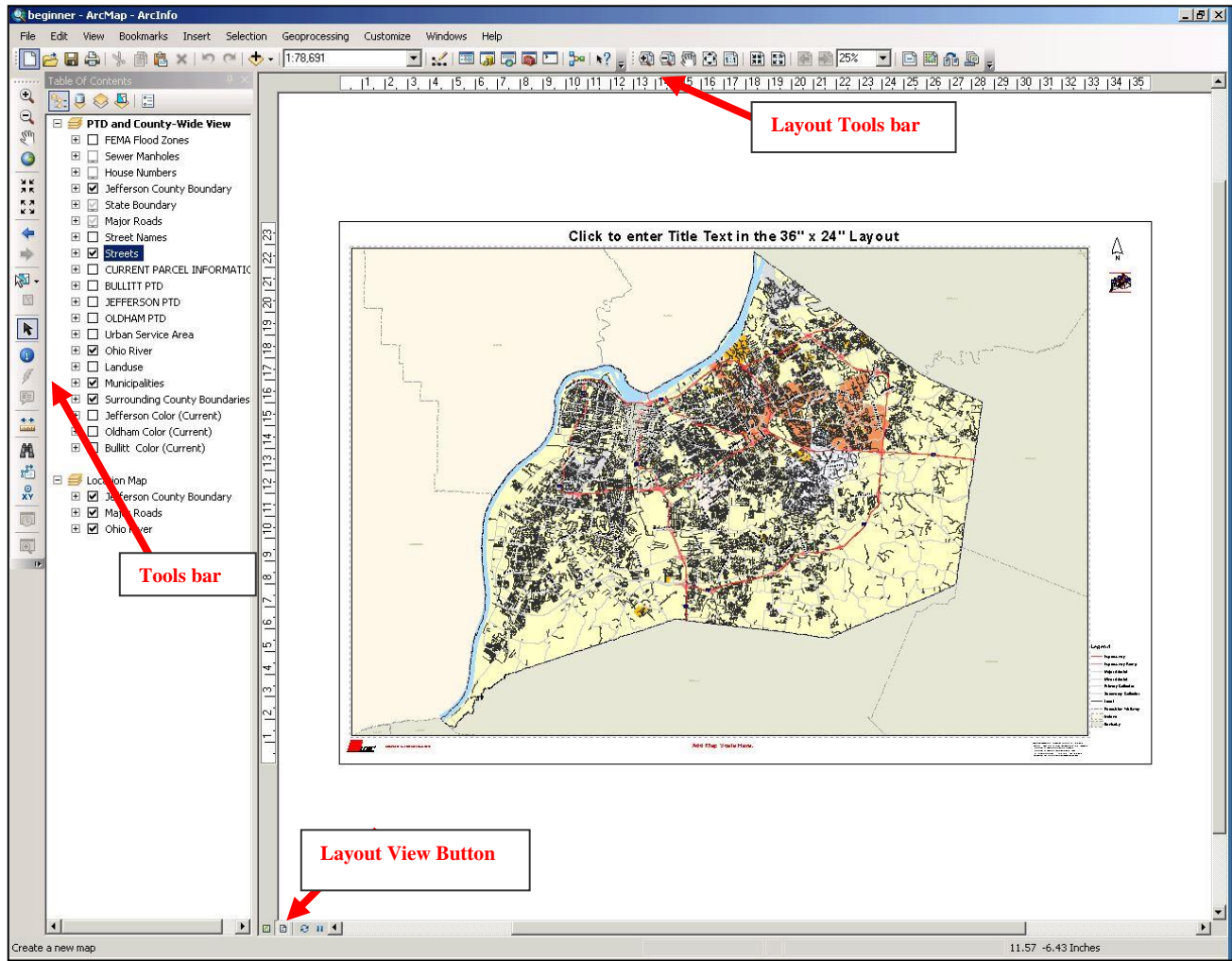


Figure 4 – Layout View.

Turn on and off some layers. Notice how the legend changes.

Notice that the **Layout Tool** bar is now active and can be used to navigate around the layout. The **Tools bar** is still active and allows for navigation within the data view embedded in the layout. **Try out both of these navigation bars.** Compare the differences between the **Zoom In** on the **Tools bar** and the **Layout Tools bar**.

To change the title, **double click** on the title to open the **ljcCoreElement Properties** window. (Figure 5) Delete the current text and add a new title. Click **OK**. Move the title to an appropriate place in the margin.

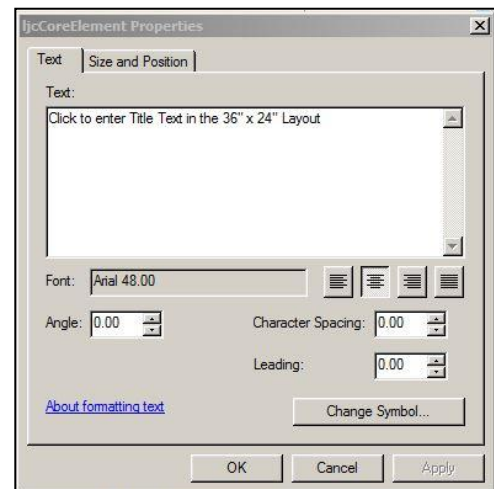


Figure 5 – ljcCoreElement Properties window.

Add a Scale:

Using the **Layout Tools** bar, **Zoom In** to the red **Add Map Scale Here** note at the lower center of the layout. (Figure 6) **Select** it and **delete** it. Click the **Insert** Menu, **Scale Bar** option to open the **Scale Bar Selector** window. (Figure 7) Click **OK** and the scale bar will appear in the layout. You may have to **Zoom Out** to see the entire scale bar. **Select** the scale, **right click** and **select** the **Properties** option. Make the changes in the **Alternating Scale Bar Properties** window to coincide with Figure 8. Click **OK**. Resize and move the scale to make it smaller and centered. **Zoom** out to view the **whole page**.

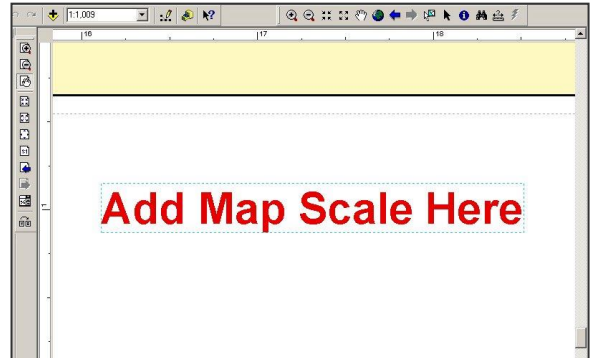


Figure 6 – Add Map Scale area.

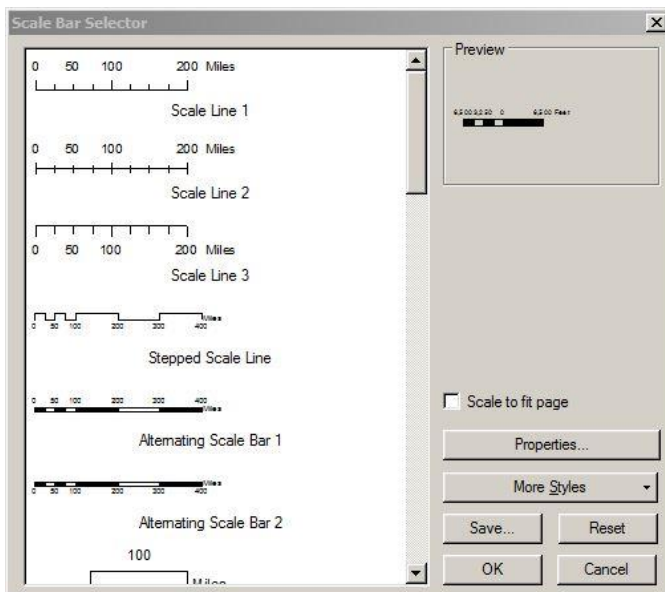


Figure 7 – Scale Bar Selector window.

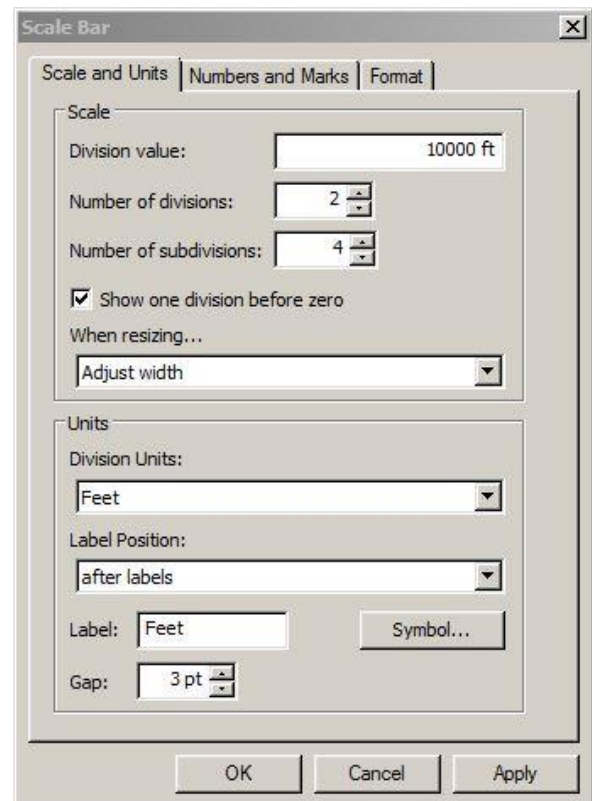


Figure 8 – Alternating Scale Bar Properties window.

Printing a Map:

Select *File* Menu, **Print** Option and the **Print** window will appear looking similar to Figure 9. Click the **SETUP** button to select a printer. The **Page and Print Setup** Window will appear. (Figure 10) The Printer Engine should be set to **Windows Printer**.

To print a map on an HP Plotter, use the pulldown menu to select the Name of your plotter in the Printer Setup Section. In this example, **MOHPLOJIC** is being used. Note the Width and Height of the page size of your map. Select the **Oversize:Arch D** Paper Size (36 in. x 24 in.). Select the correct Page Orientation, in this case **Landscape**. Make sure that the **Use Printer Paper Settings** option is *not* checked in the Map Page Size Section. Click the **OK** button and you will go back to the **Print** window. (Figure 10)

Save the map document as **H:\CitrixTraining\exercises\lesson4.mxd** and **exit** the ArcMap.

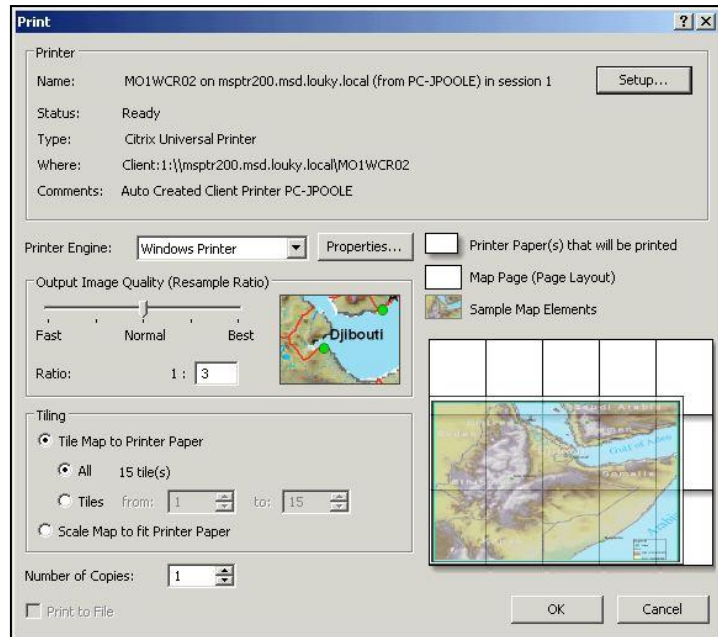


Figure 9 – Print window.

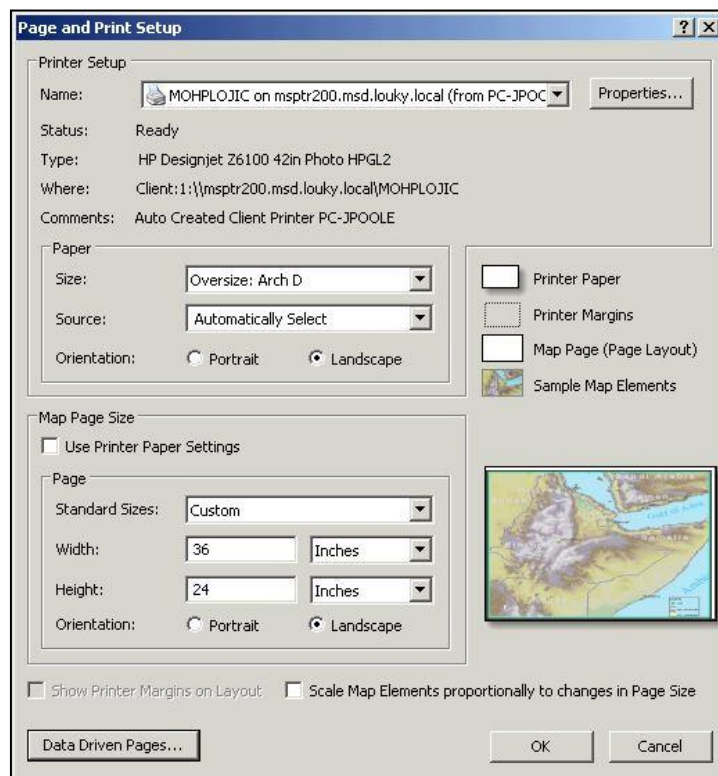


Figure 10 – Page and Print Setup window.