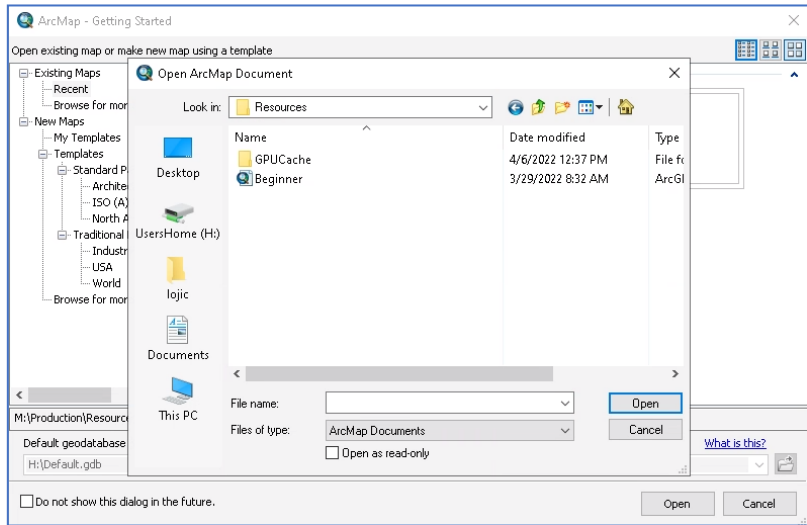# Using Beginner.mxd

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.
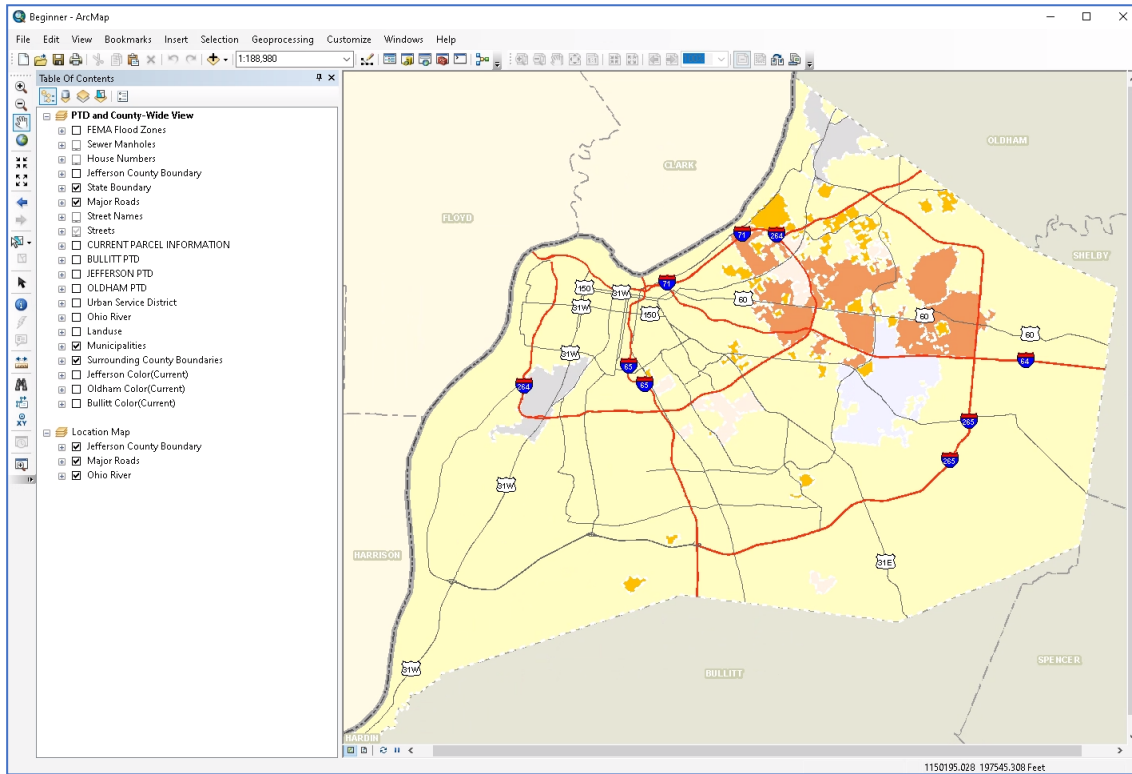
Open **ArcMap** in a Horizon connection. Click on **Existing Maps> Browse for more…** Navigate to **M:\Production\Resources** and **click** on **Beginner**.

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

The Data View:

The figure below 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

Look at the source data for some layers. Notice that their source is either from the Enterprise Database (gisprep) like the Streets layer or the I: 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.
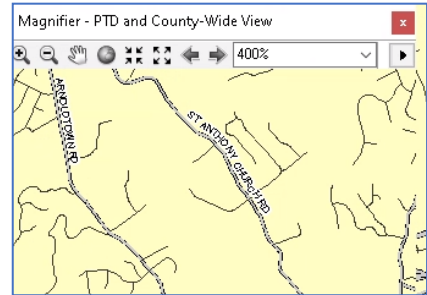
Using Beginner.mxd

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.

The Layout View: To switch to the Layout View, click on the LAYOUT VIEW **button.**

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.