


# Creating a Map Series from a Grid

This exercise shows you how to make a series of maps for a grid, in this case, a street atlas showing Fire Hydrants. A sample of the final layout for this map is on the last page of the exercise.

Open **ArcMap** in a Citrix connection. In the **ArcMap – Getting Started** window, go to **Existing Maps>Browse for more...** and go to the **H:/DataDrivenPages** directory and select **StreetGrid.mxd**.

Using the **Add Data**  tool, **navigate** to the **DataDrivenPages** directory and open the **DDP.gdb** file geodatabase. **Add** the **JeffersonStreetGrid** feature class.

**Change** the symbology of the JeffersonStreetGrid feature class to **Fill Color of No Color** and **Outline Color of Black with a line weight of 2**. **Move** the JeffersonStreetGrid to **the top of the Table of Contents**. **Open** the **table** of JeffersonStreetGrid and view the adjacent pages attributes that will be used to add **dynamic text** later in the exercise.

To set the scale, **right click** on the Data Frame called **Layers** and select **Properties**. Go to the **Data Frame tab** and set the **Extent to Fixed Scale** and set **Scale to 21,600**. This will set the map series to 1 inch = 1,800 foot scale which is the same scale as the LOJIC Street Atlas.

## Creating Data Driven Pages

Figure 1 - Data Driven Pages toolbar

To open the Data Driven Pages toolbar, go to **Customize > Toolbars** and select **Data Driven Pages**. (Figure 1)



On the **Data Driven Pages** toolbar, use the **Definition** tab to open the **Setup Data Driven Pages** property pages. (Figure 2)

### **Check Enable Data Driven Pages.**

Choose the **Layers** data frame that contains the index layer.

For Layer, choose the index layer. In this exercise, select **JeffersonStreetGrid**.

For the Name field, choose the field name '**METRO\_PAGE**'.

For the Sort field, choose the field name '**METRO\_PAGE**'.

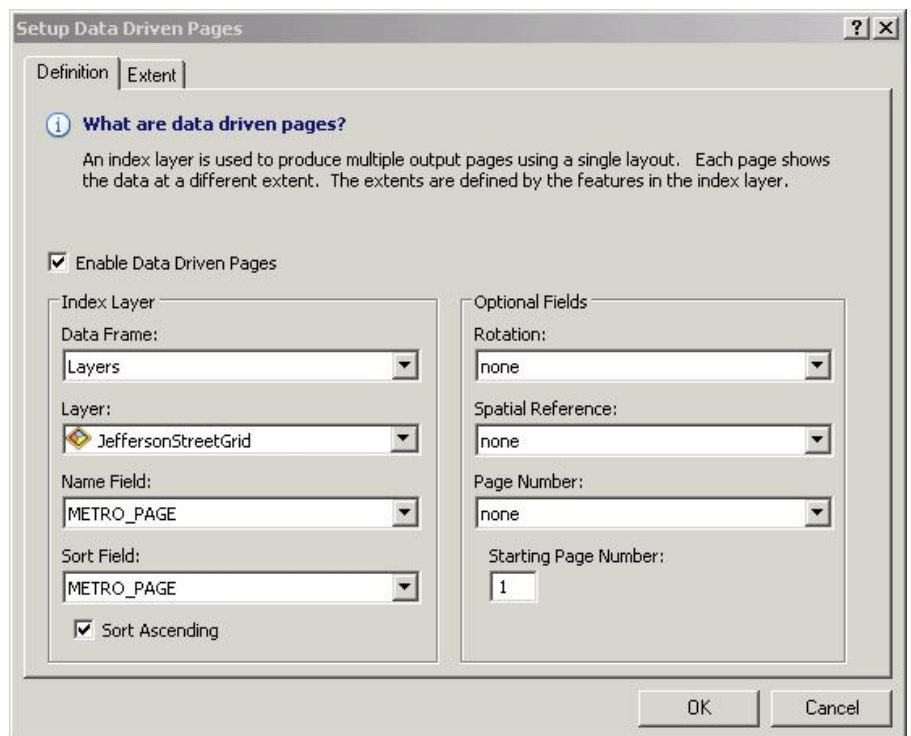


Figure 2 - Setup Data Driven Pages, Definition tab

Switch to the **Extent** tab. (Figure 3)

Select **Center and Maintain Current Scale**. This will keep a fixed scale with the current map scale.

Click **OK**. This will zoom to the first page in your index layer.

On the **Data Driven Pages** toolbar, step through some of your pages using the arrow buttons.

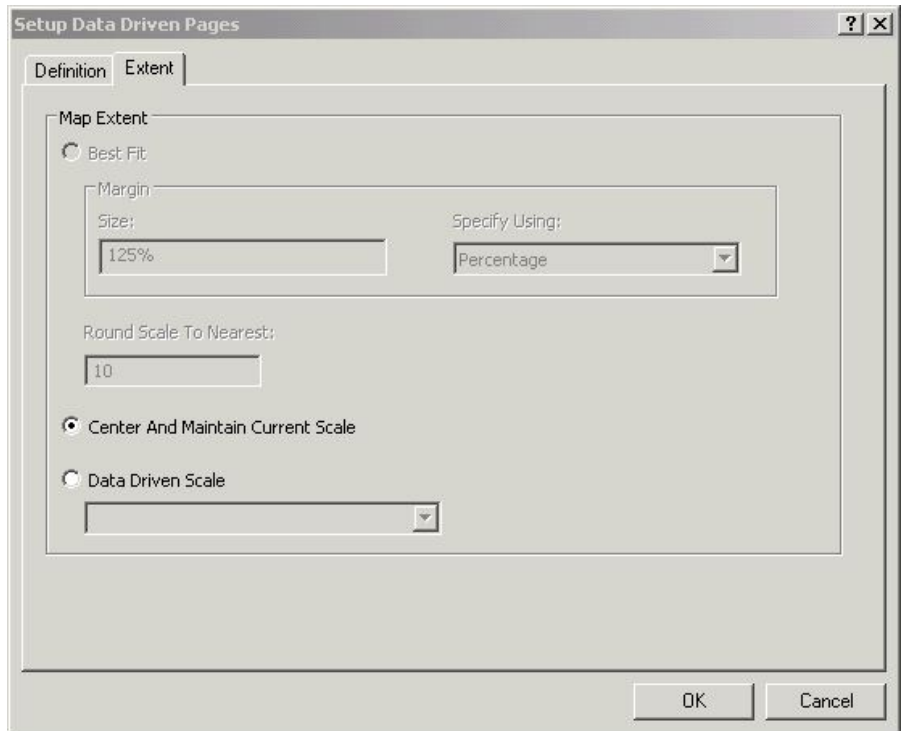


Figure 3 - Setup Data Driven Pages, Extent tab

### Setting up Map Series Layout

Click on the **Layout** button in the lower left corner to start working on the map layout.

Make sure the Map Scale is set to **1:21,600** in the **Standard** toolbar. (Figure 4)

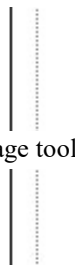


Figure 4 - Standard toolbar

### Creating Map Series Layout

To make the **METRO\_PAGE** the map title that will change automatically, go to the **Data Driven Pages** toolbar, click on the **Page Text** button and select **Data Driven Page Name**.

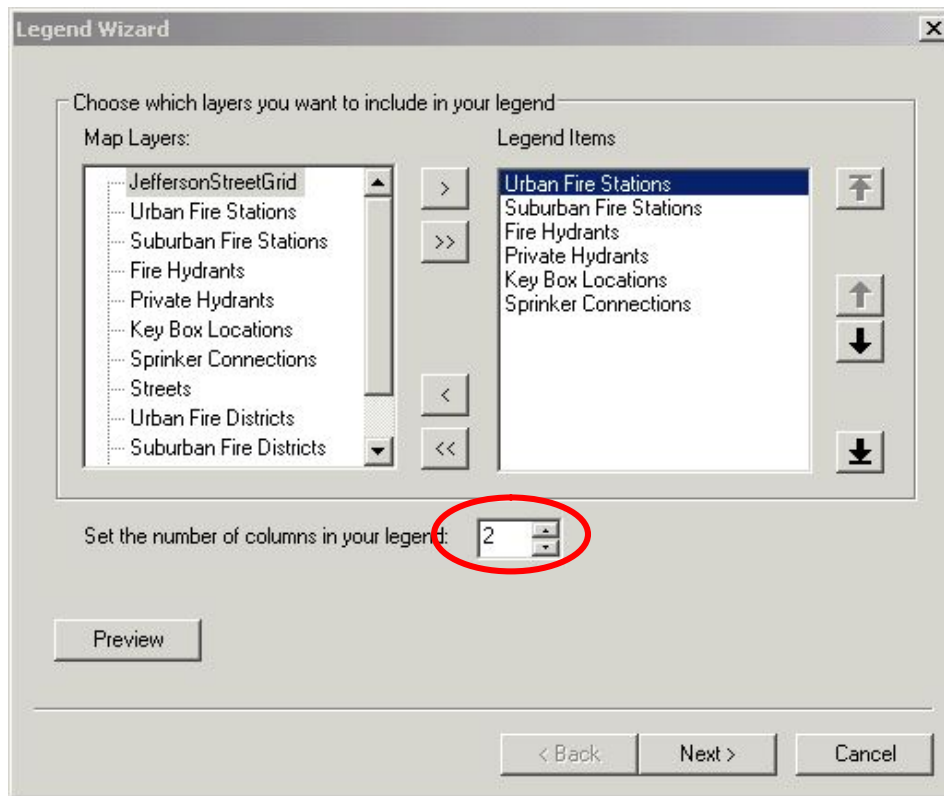
Figure 5 - Data Driven Page toolbar



The **METRO\_PAGE** will appear in a text box in the middle of the page. Move it to the **left top of the page**. Right click on the **METRO\_PAGE**, click on **Properties** and **Center** the text. Click on the **Change Symbol** button to make the text **bold** and **increase the text size to 18**. Click through the map pages to see how the title changes with the extent.

## Add a Legend

Click on the **Insert** Menu and select **Legend**. Keep only the **six (6)** layers shown in Figure 8. “Set the number of columns in your legend” to 2.



**Figure 8** – Choosing layers in Legend Wizard.

Click **Next**. Remove the word “**Legend**” from the **Legend Title** Box. Click **Next** through the rest of the windows. The Legend will appear in the middle of the page. Make it **smaller** and **move it down** in the margin between the **LOJIC Logo** and the **scale bar**. (See the Sample Map on the last page.)

## Using LOJIC published grids for dynamic text for neighbor labels

Neighboring page information is an essential component in any map series. All the LOJIC published grids have attributes defining the neighboring pages in eight (8) cardinal directions. These grids cover the entire multi-county metro regional area.


This table describes the LOJIC published grids:


Add Layers Category	Layerfile Name	Page Name Attribute	Grid Size	Designed for Hardcopy
Reference Grids	Street Atlas Grid	METRO_PAGE	12,000 ft. x 16,000 ft.	8.5” x 11” portrait at 1 in. = 1,800 ft.
Reference Grids	200 Scale Map Grid	M200_ID	6,000 ft. x 4,000 ft.	24” x 36” landscape at 1 in. = 200 ft.
Reference Grids	100 Scale Map Grid	M100_ID	3,000 ft. x 2,000 ft.	24” x 36” landscape at 1 in. = 100 ft.
Reference Grids	50 Scale Map Grid	M50_ID	1,500 ft. x 1,000 ft.	24” x 36” landscape at 1 in. = 50 ft.



## How to add dynamic text for neighbor labels

Click **Insert > Dynamic Text > Data Driven Page Name** from the main menu.

 Note: Not all dynamic text elements are available from the menu. This includes dynamic text for Data Driven Page numbers. To include dynamic text for neighboring page labels, you will need to manually edit existing text elements. Adding an available Data Driven Pages dynamic text element from the menu saves you the step of having to type in the type tag.

Click the **Select Elements** tool  on the **Tools** toolbar, **select** the text element you just added, then **drag it to the center top** (North) of the margin.

**Double-click** the text element.

**Change** the value for the property tag to the field name for the page value you want to use. In the exercise the dynamic text element would look like this:  
`<dyn type="page" property="METRO_PAGE_N"/>`  
(See Figure 10.)

**Right Click** on the center top neighboring page label and click **Copy**. **Right Click** in the map anywhere and click **Paste**. **Move** the new text element to the **center bottom** (South) of the margin.

**Double-click** the text element and change the text to:  
`<dyn type="page" property="METRO_PAGE_S"/>`

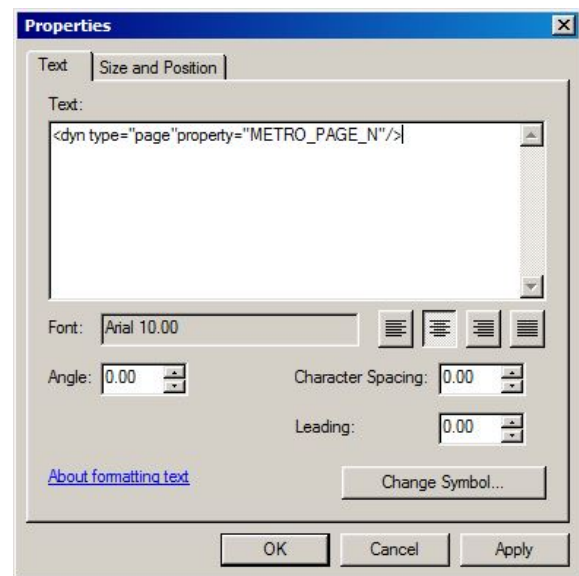


Figure 10 – Text Properties.

**Right Click** on the center top neighboring page label and click **Copy**. **Right Click** in the map anywhere and click **Paste**. **Move** the new text element to the **center right** (East) of the margin.

**Double-click** the text element and change the text to:  
`<dyn type="page" property="METRO_PAGE_E"/>`

To change the text rotation, **click** the **Change Symbol** button in the **Text Properties** window. **Click** on the **Edit Symbol...** button in the **Symbol Selector** window. In the **Editor** window, change the **Angle** to **90**. **Click** the **OK** button through all the windows.

**Right Click** on the **center right** neighboring page label and click **Copy**. **Right Click** in the map anywhere and click **Paste**. **Move** the new text element to the **center left** (West) of the margin.

**Double-click** the text element and change the text to:  
`<dyn type="page" property="METRO_PAGE_W"/>`

**Save** the mxd.

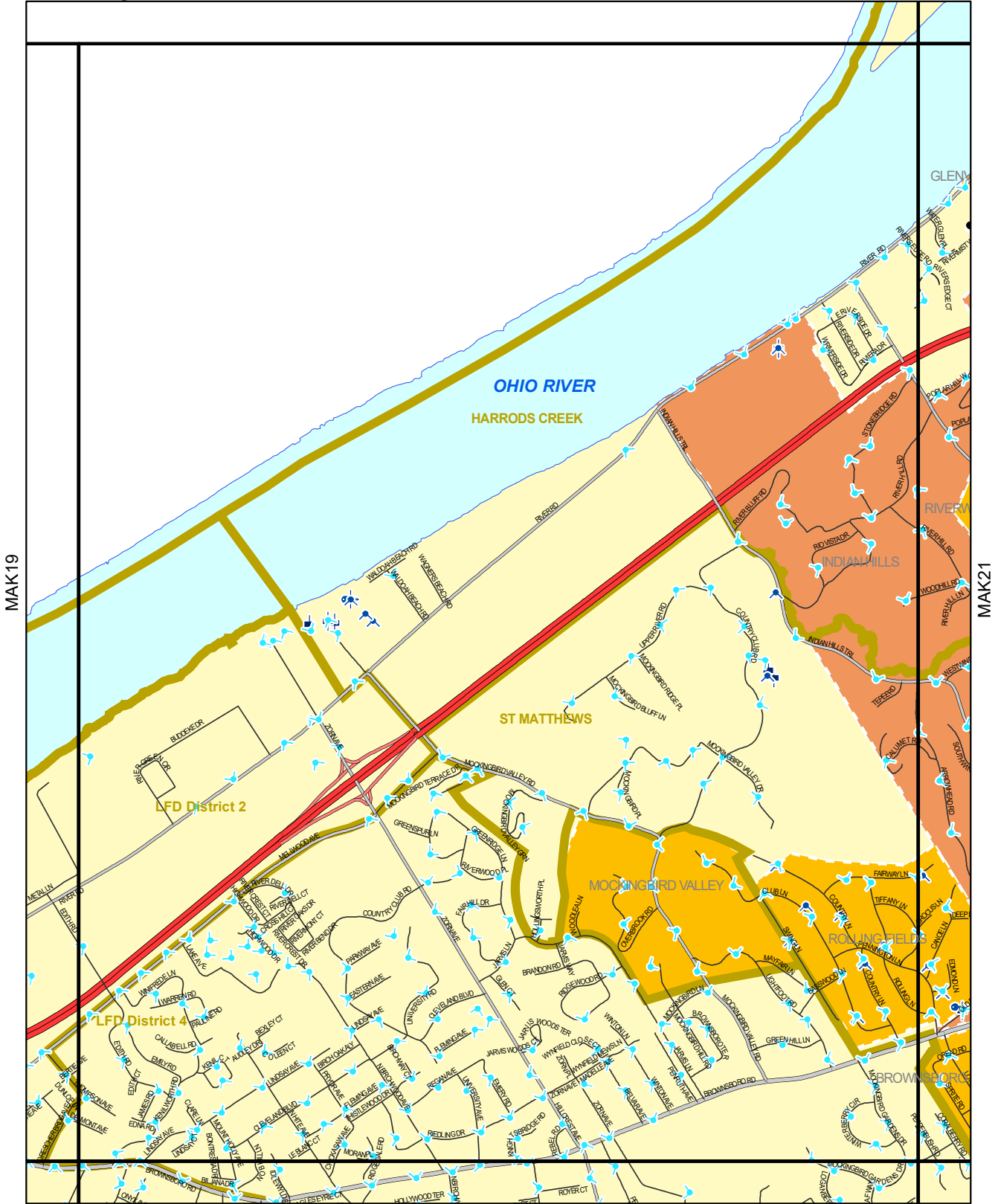
**Click** through the **map pages** to see the dynamic text change.

**Close** the mxd.

Sample Map for Exercise 2

MAK20

MAJ20



MAK19

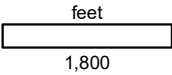
MAK21

MAL20



Map Created: 3/22/2017

- F Urban Fire Stations
- F Suburban Fire Stations
- + Private Hydrants
- + Key Box Locations
- + Sprinker Connections
- + Fire Hydrants



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