

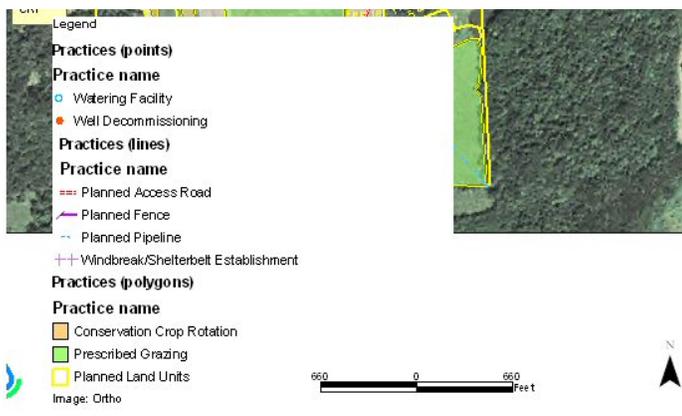
Changing the Legend in Layout

Abstract

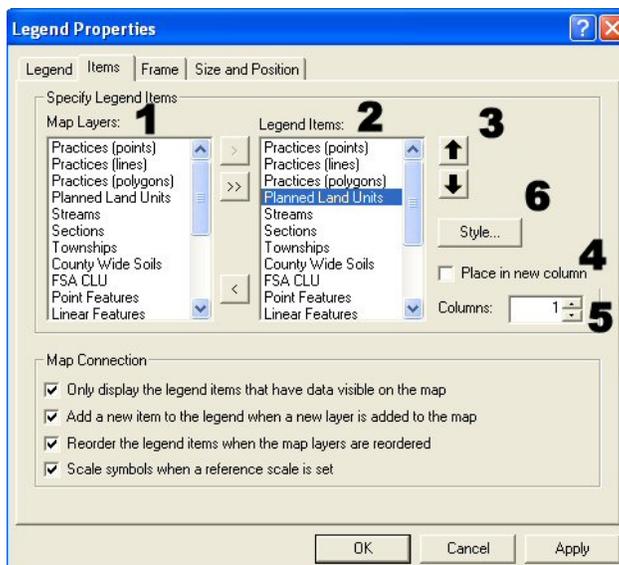
In this guide you will learn how to change the layout of the legend so that it takes up less space and is clearer.

Steps: Select the legend in the layout – Properties – Change style and columns.

Details



1. **Select** the legend with the **Select** tool---*Right-click - Properties.*
2. The *Legend Properties* window opens.



1. The Map Layers window shows all of the layers that are in the Data Frame (see graphic 1)

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2. The Legend Items allows you to add/remove layers from the legend (see graphic 2). To remove a layer from the legend, **select** the layer in the Legend Items area, and then **click** on the **<** button to remove it.
3. By clicking on these arrows (see graphic 3), once you have a layer in the Legend Items window selected, you can change the priority of it by clicking on the up/down arrows. This will place that layer above/below the layers listed by it.
4. By checking the *Place in New Column* box when a layer is selected, you force that layer to be placed in a new column in the legend (see graphic 4). I did this for the line and polygon practices.
5. This window allows you to define how many columns that one layer will be in (see graphic 5). This works really well in cases where you have a lot of values, such as individual soil types from the soils map, or tract numbers for a landowner that has 8-12+ tracts.
6. This button allows you to change the label style of each layer in the legend and how the text and symbol will be displayed in the legend (see graphic 6).

Here's the final legend example.

