

Updating a Layout

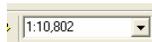
Abstract

In this guide, you learn how to update an existing map layout to include any changes to the Planned Land Units layer.

Steps: Zoom to Scale – Map Products Button – Rename to Overwrite – Print.

Details

1. **Zoom** to the scale you want to use: Use any method below:



- type in the ratio here (1:7920 is a common ratio).



- click this and the view will zoom to the extent of the PLU layer.



- draw boxes with these tools.

Note: Be sure to be able to see the land units and the Labels. If there are multiple tracts separated by some distance, consider making multiple layouts.

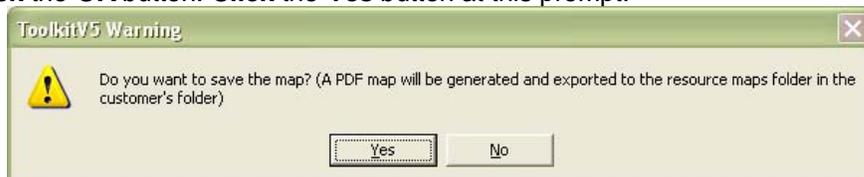
2. Click the **Map Products** button. 

3. **Place** a check mark in the box for each item you want to be displayed on the Layout.



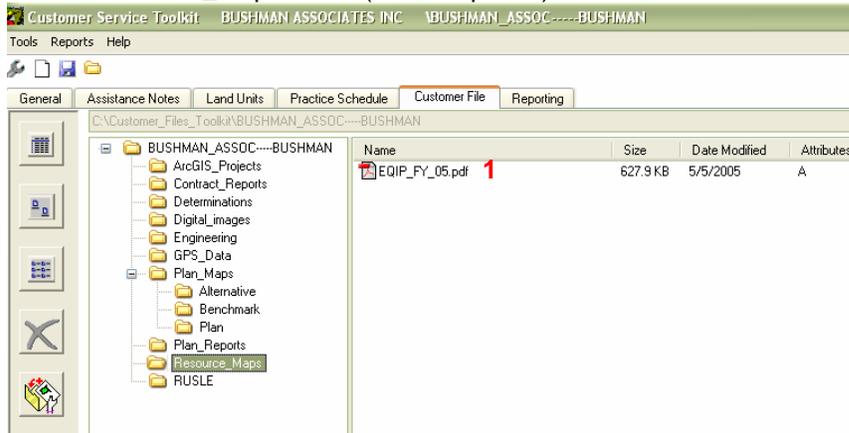
You may have to **type** some of the information into the blanks.

4. **Click** the **OK** button. **Click** the **Yes** button at this prompt.



Wisconsin Toolkit Task Guide

5. **Rename/Overwrite:** Find the exact name of the previous file so you can overwrite it. Find the name by bringing up Toolkit, going to the *Customer File* tab, and clicking on the *Resource_Maps* folder (See Graphic 1).



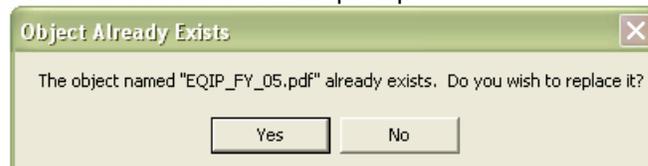
You can see the name of the existing file on the right side.

6. **Rename** the file. In the Name blank, **type in** the name.



7. **Click the Save** button.

Click the Yes button at this prompt.



8. **Save and close** ArcGIS.