# #6b – How to Create "Callout" Labels

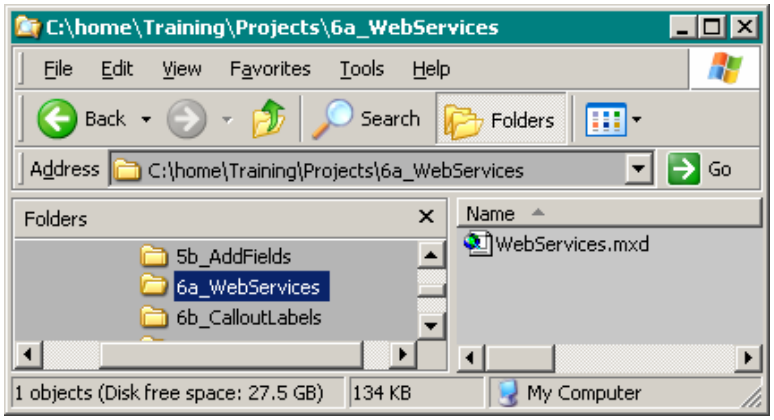
The goal of this exercise is to learn out to use something called "Call-out" labels. These are labels with some sort of line attached to the label that allows you to "point" towards such specific feature on your map.

**<u>Tasks you will learn in this Exercise</u>: Call-out Label, Spline Text Label, Properties – Labels setup**

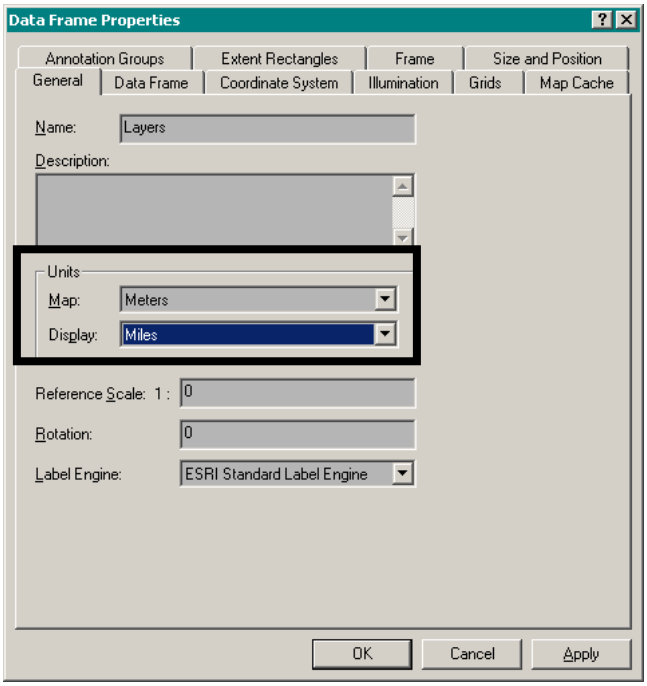
NOTE: If both ArcCatalog and ArcMap are open at the same time, some changes made to one may not be reflected in the other. It is always best to only have one open at a time. Also, become familiar with "refresh" methods – click on F5 button, or View – Fresh, or refresh icon at bottom center of ArcMap documents.

**Initial Project Setup:**

1. Open ArcCatalog.
2. In your **C:\Home\Projects** folder, Create a new folder called **CalloutLabels**. This is where you'll work from on this exercise.
3. <u>To Begin and Save your Project</u>:
   a. While still in ArcCatalog, navigate to and click on the **WebServices.mxd** from your previous exercise (#6a) at: "c:\home\projects\webservices" folder. This will automatically open ArcMap for you.
   b. Click on **File - Save As – CalloutLabels.mxd** *<u>Make sure you navigate and save this project to your **C:/Home/Projects/CalloutLabels** folder.</u>*




4. In the "Table of Contents"…which is the left pane in ArcMap,
   a. Right-Click on **Layers** (Also called the Data Frame.)
   b. Select **Properties – General**
   c. Set the following Units:
      i. <u>Map</u> to <u>Meters</u>
      ii. <u>Display</u> to <u>Miles</u>
      iii. Click OK and close.

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Reminder:

If you had already added one of the shapefiles that we'll be using in this lab to your project before doing Step #3, ArcGIS would have automatically registered that the Map Units were Meters.

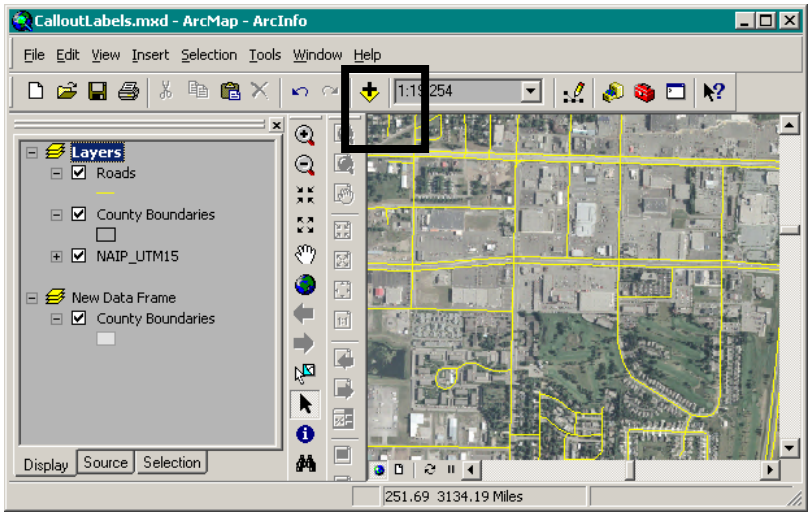
Also recall that the "Display: Miles" is what is used when you add a Scale Bar to your Layout – distance will be measured in miles (vs. feet, meters, etc.).

# Begin the Process

5. There are a couple steps we need to take to prepare us for making our callout labels (and just to become better familiar with labels in general).

   Notice at right that there is no "Drawing" toolbar that shows symbols (circles, rectangles, etc.). The Drawing Toolbar is what you see when you use any Microsoft Product.

   There is a Draw Toolbar that we need to add.



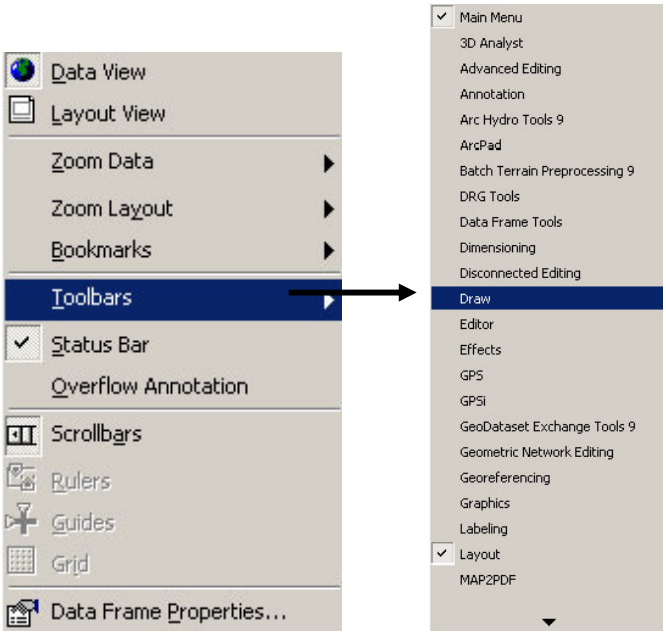

   a. Click on View menu

   b. Select **Toolbars**. This will open another context menu

   c. Click on **Draw**.

   d. This will open a "dockable" Toolbar. You can grab the lone gray bar and move it wherever you want.

*[If the Draw is checked at far right, that means your Draw Toolbar is already open. Just look around your screen to locate it. You can then click on that gray bar and move it if you so choose.]*




6. At right is the Draw Toolbar. I attached my "dockable" Draw Toolbar to the bottom of my project.

   Now we can see where we can add rectangles, text, etc.

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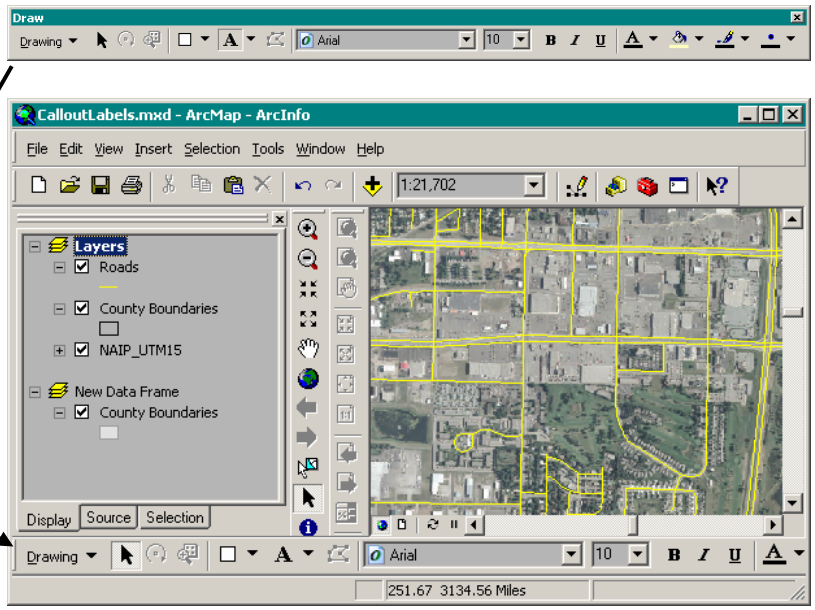
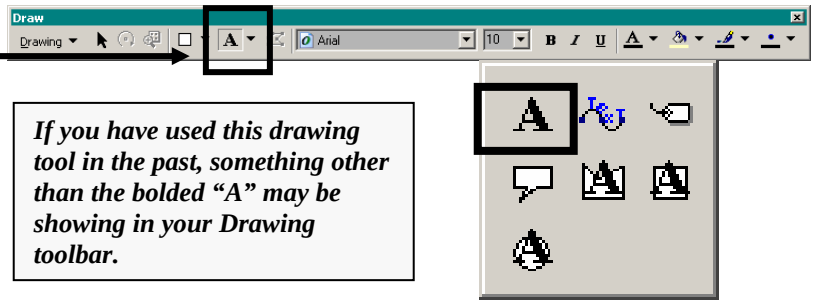


7. On the Drawing Toolbar, click on the down arrow next to the Bolded A and you will be provided with a number of choices for adding text to your map (see diagram at right).

   The 2 symbols that may be of interest are the "**callout**" (2nd row) and "**new splined text**" (1st row) labels. Don't do anything more right now.




***If you have used this drawing tool in the past, something other than the bolded "A" may be showing in your Drawing toolbar.***

8. Before we proceed further, however, let's make sure that our labels options are set to the appropriate field in the attribute table. (We won't need this process for callout labels, but it's good to have this set up anyway.) To do this:

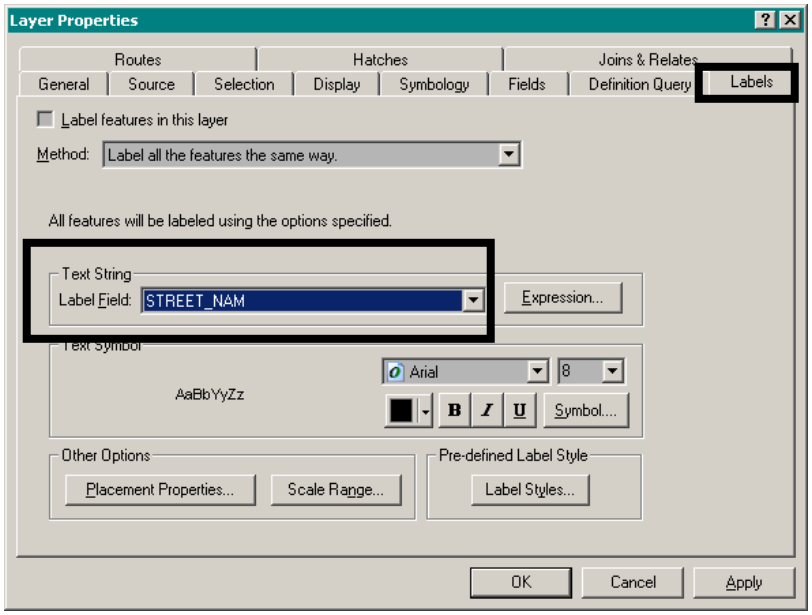
   a. Double-click on Roads dataset and select **Properties.**

   b. The **Layer Properties** dialog box at right will open.

   c. Click on the **Labels** tab.

   d. In the center of the box is the **Label Field:** with a drop down box. Click the down arrow and look for **STREET_NAM**.

   e. Select it and Click **OK** to continue.




For clarity, we're just going to add a couple of labels to our View using the normal label tool (which does get its label from the attribute field).

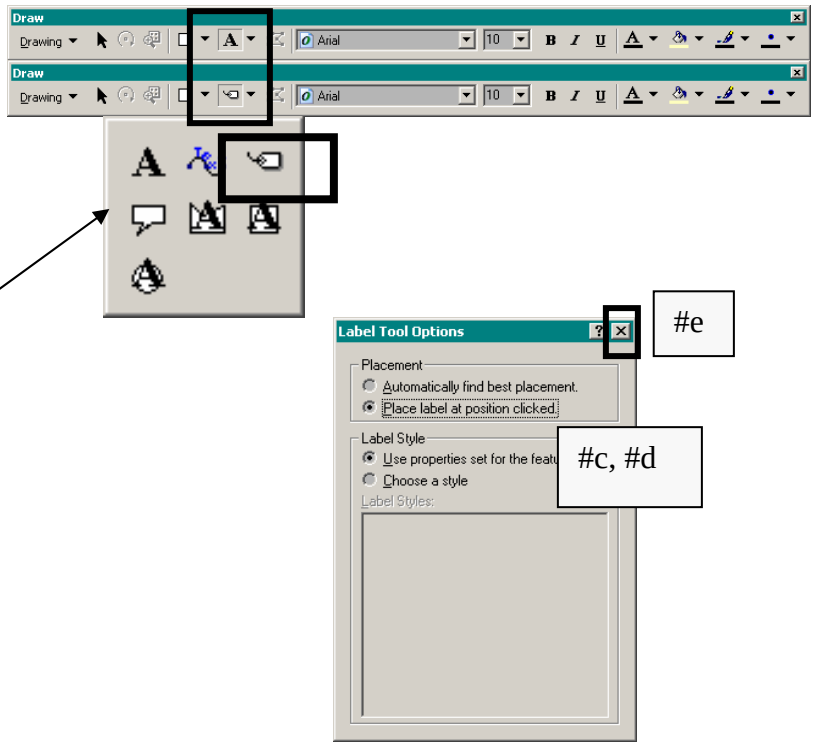
9. On the Draw Toolbar:
   a. Click on the **A** down arrow.

   b. Select the regular label tool (1st row, 3rd icon) by left-clicking, and follow the diagram at right.

   c. Notice that when you select it, the dialog box at the far right pops open.

   d. Select "**Place label at position clicked"**. This will place your label at the point where you click on the map.

   e. Then click on "**x**" to close (upper right).



10. Read 10a and 10b before proceeding. Note that I turned OFF the imagery so you could better see the screen.

    a. In the View, Click on the road that says Division St. (Look at far right - Click about where you see that little box on Division St.).

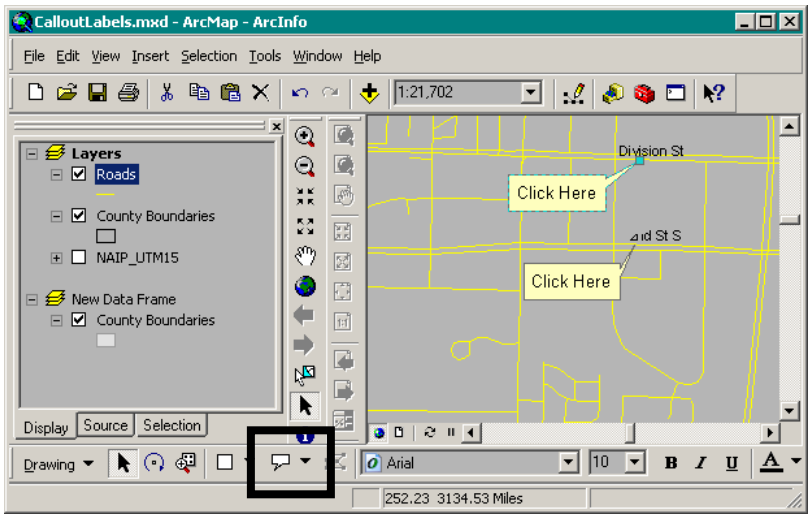
Note that I used "callout" labels to only show you where to click to add the street name label. Where the label "points" to the street is where I clicked.

    b. Then repeat 10a and click on the road that says 2nd St S.

    c. Now do what #10a says. Note that the road names are a little hard to see.

Notice on your screen that you should now have 2 labels insert, approximately where I've shown in the diagram at right.

Unfortunately, with the default color, they may be hard to see. So, let's change the color.




***Be very careful that you click on the road. If you miss, you may see the County Name show up (in this case, Stearns) rather than the road name.***

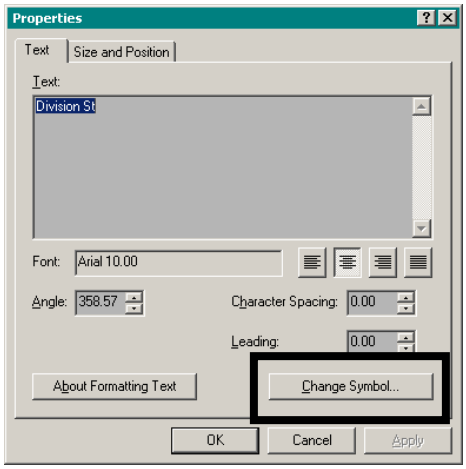
11. You will need to change the road names to a brighter color to be seen with the imagery drawn.

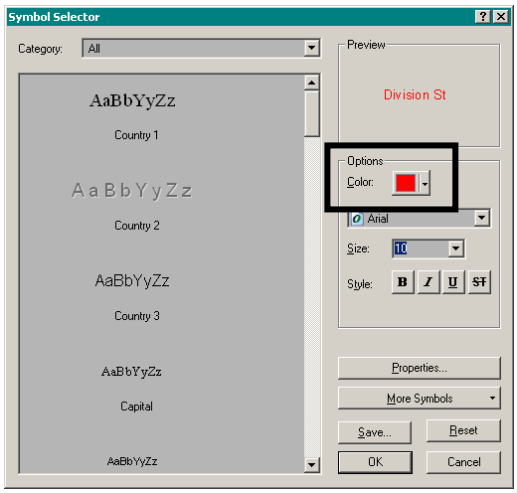
    a. Double-left click individually on each street label to select (or hold down the shift key and click on both labels)

    b. Click on **Properties**

    c. Click on **Change Symbol**. This will open the dialog box shown below right.

    d. Click on **Options-Color**. Change the color to red, like shown at right. If you'd like, you can also select **B** for Bold.



12. Here's an example of the new Street Symbols.

13. I'm going to delete my 2 labels that say "Click Here" so they won't interfere in the next example. All I have to do is click on them and hit the Delete key and they're gone.

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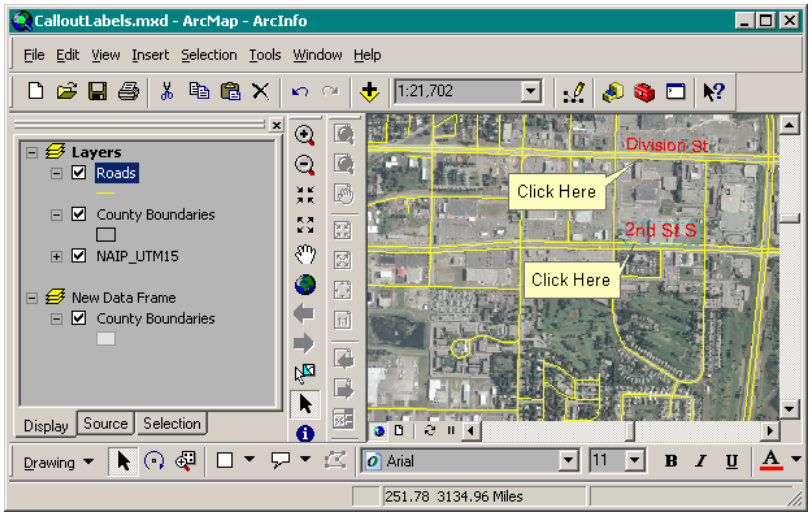
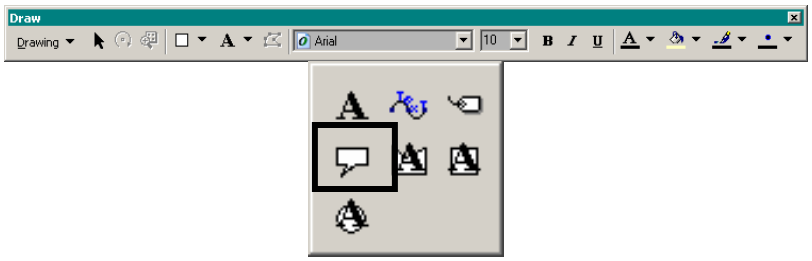



14. Next, in the Draw Toolbar, select the "callout" label.

    a. Recall you need to click the down arrow next to the **A**.

    b. and it's the first one on the 2nd row.



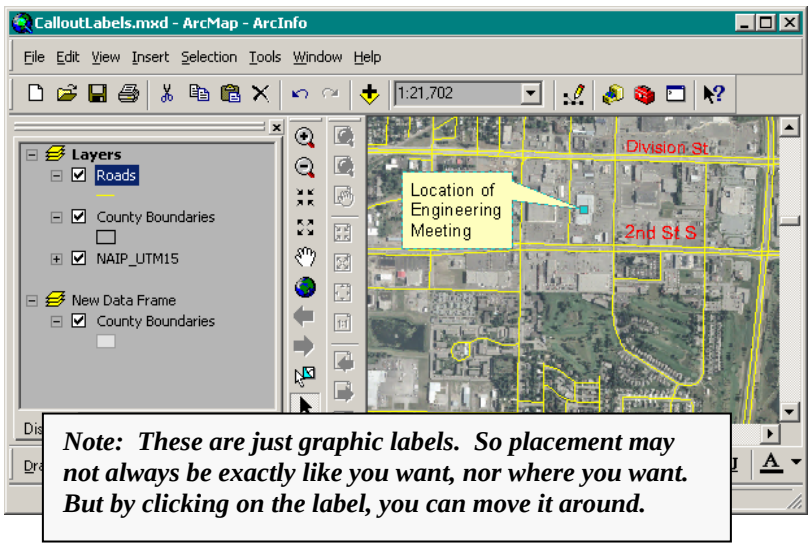

15. Click the starting point of where you want to drag a label from, and

    a. notice that a text box opens and allows you to type in whatever information you want.

    b. In my example, I dragged a box from the one gray building and then typed in "**Location of Engineering Meeting**."

    c. You can also click and drag the little "blue box" at the point of the label.

Recall that these types of labels are just graphics and can be deleted by just clicking on the text and hitting the delete key.

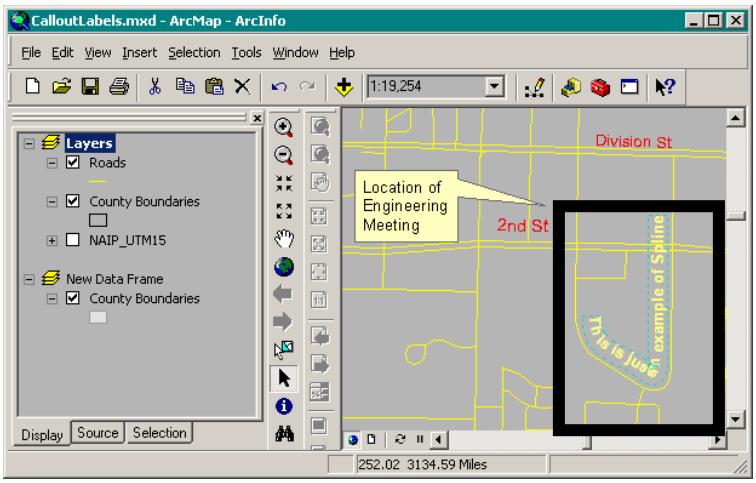



16. The last tool we'll look at is called the "Spline Text" tool. This tool allows you to type in text along a curved linear feature such as a stream.

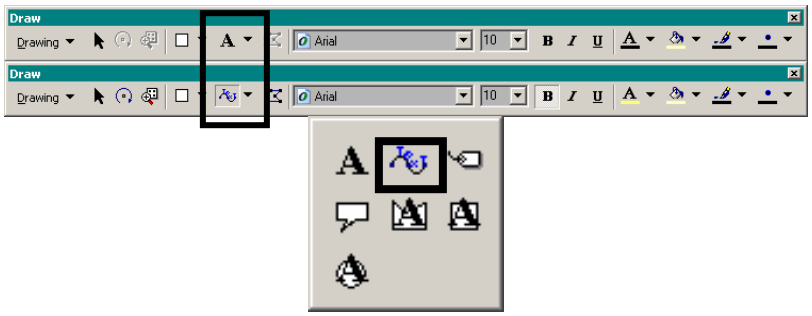
    a. Once again, I've turned off the imagery, so we can just see the outlines.

    b. Look inside the rectangle at right and you will see some new next. I typed, "This is just an example of Spline."

    c. But you can see how it curves along the street and around a corner.



17. So, how to do this. On the Draw Toolbar:




a. Click on the **A** down arrow. (A different label symbol may show here, so just left click the down arrow.)

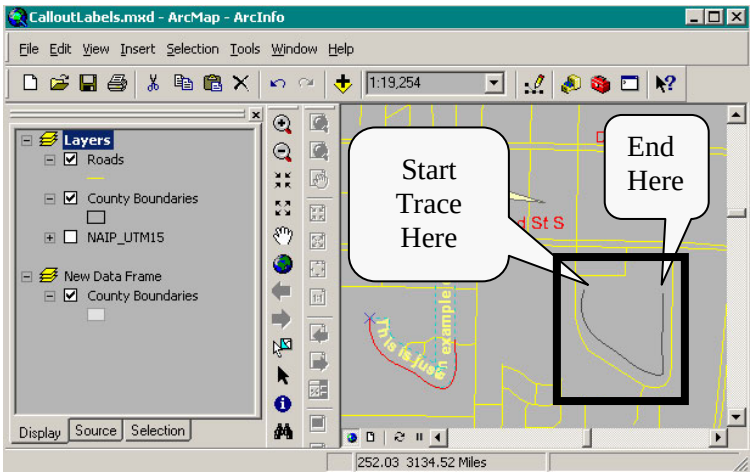
b. Select the **Spline text tool** (1st row, 2nd icon) and follow the diagram at right.

c. Basically, you will just trace a path along which you want your text to be placed.

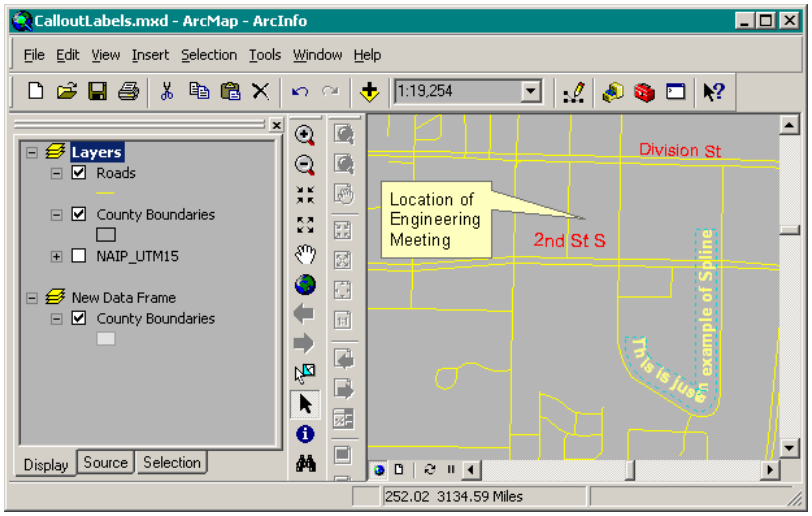
d. So, just click where you want to start the text, trace your path, and then double-click to end.

e. A text box will then open where you'll type in the text you want to place.

f. The text will automatically be placed along the path you traced.




18. End result should resemble like that at right.

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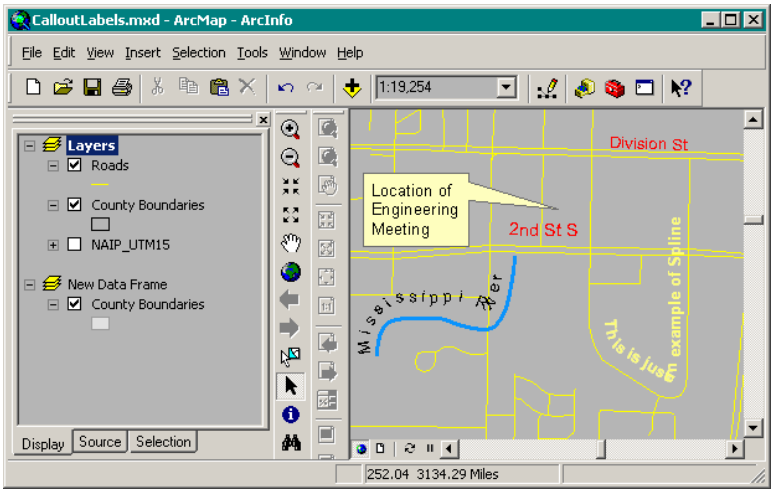
19. Be careful it does not look like the label at right. I inserted a pretend stream and named it the "Mississippi River." Notice how River looks squished together. You may need to tweak the text by double-clicking on it and retyping, adding more or less spacing, etc., in order to make it look right.




**Proceed to "#<u>6c How to Create a Layout</u>" exercise if you are continuing.**