

Toolkit Task Guide #3 ArcGIS Tools Toolbar

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Abstract

Toolkit 2004, when used in advanced mode, has access to all ArcGIS functionality through menus, buttons, and tools which can be turned on or off as needed. Many of the most frequently used tools are contained in the ArcGIS Tools toolbar.

Instructions

Turning on the Tools Toolbar if it is not Available

1. Left click the **Tools** menu; then the **Customize** menu item
2. Left click the **Toolbars Tab** in the upper left of the Customize dialog
3. In the list of toolbars, place a check in the box to the left of Tools
4. Left click **Close**
5. Relocate the toolbar as desired - docked or undocked

Tools Toolbar Descriptions

*** Interaction with the map display is required**

-  ***Zoom In** – Click, Hold, Drag to create a rectangle to zoom to; click for fixed zoom.
-  ***Zoom Out** – Click, Hold, Drag to create a rectangle to place current extent in; click for fixed zoom.
-  **Fixed Zoom In** – Click to zoom in 25% of current scale.
-  **Fixed Zoom Out** – Click to zoom out 25% of current scale.
-  ***Pan** – Click, Hold, Drag map display to move map extent.
-  **Full Extent** - Change map extent to that of all data in current data frame.
-  **Go Back To Previous Extent** – Click to step back through map extents of the map display.
-  **Go To Next Extent** – Click to step forward through map extents of the map display.
-  ***Select Features** – Click or Click, Hold, Drag to select features from all currently selectable layers.
-  **Zoom To Selected Features** – Zooms to all selected features of all layers in the data frame.
-  **Clear Selected Features** – Clear all selected features of all layers in the data frame.
-  **Set Selectable Layers** – Displays a dialog for checking which layers are currently selectable.
-  ***Select Elements** – Click or Click, Hold, Drag to select graphics.
-  ***Identify** – Select the appropriate layer, click in the data view to select a feature to identify.
-  **Find** – Select the appropriate layer, enter value to find, click **find**. Values returned will appear at the bottom of the dialog window.
-  ***Measure** – Click multiple locations to measure distance; double click to end measurement.
-  **Hyperlink** – Link to photos, Web sites, or other documents associated with a feature.