

Toolkit

Task Guide #48

Modify the Toolkit ArcMap Template File for a County

October 14, 2009

Abstract

Each county is provided a standard Toolkit template file in map document (MXD) format for use in ArcMap. The file is named ToolkitGIS_Template.mxd. The template file contains standard data for the county, but can be modified by the service center to add or remove datasets.

Instructions

Changes to the Toolkit template file will be reflected in all new customer folders created after the modification has been updated on a workstation. Customer folders in existence prior to the Toolkit template being modified will not reflect the changes unless the instructions provided on page 2 of this document for Updating an Existing Customer with the Modified Toolkit Template File are used.

Updating the Toolkit Template File

Open the Toolkit Template File

1. Open My Computer or Windows Explorer and navigate to **F:\geodata\project_data\nrcs\tools\ArcGIS92_Documents**
2. Double-click on the file named **ToolkitGIS_Template.mxd**
Note: ArcMap 9.2 will open with the standard data load for your county

Remove Data from the Toolkit Template File

1. Right-click on the layer name in the Table of Contents (TOC)
2. Left-click on **Remove**

Add Data to the Toolkit Template File

1. Click the **Load Geodata (L)** button
2. Select the county
3. Place a check in the box next to each layer to add
4. For imagery, highlight one image near the bottom of the dialog
5. Click the **OK** button
6. Repeat as necessary to add additional imagery
7. Click the **Quit** button to close the Load Geodata dialog

Save and Close the Updated Toolkit Template File

1. Click the **File** menu then **Save**
2. Click the **File** menu then **Exit**

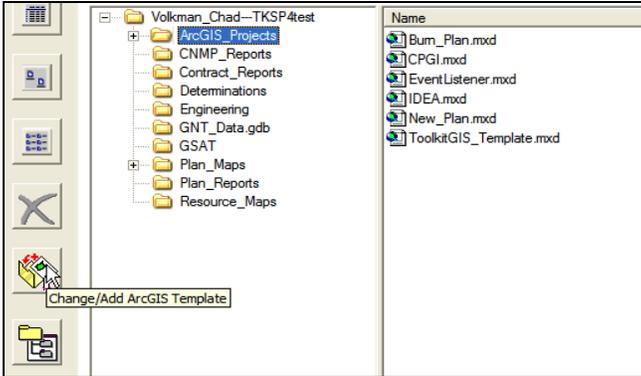
Update the Toolkit Template File on Each Workstation

Note: This must be completed on each workstation by one user

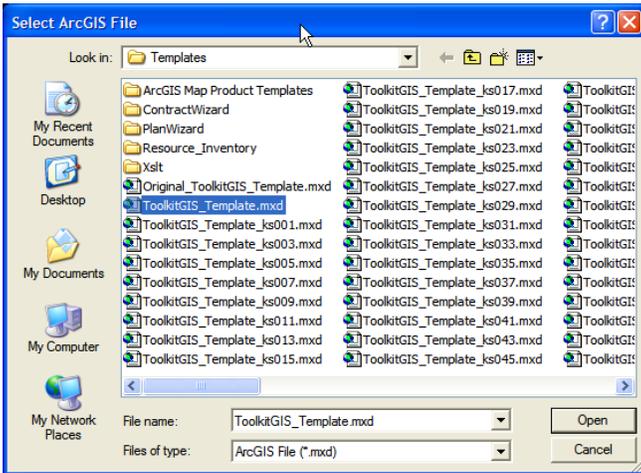
1. Double-Click the **Geodata Tools** desktop shortcut
2. Click the **Tools** tab then click the **Update Workstation Tools** button

Updating an Existing Customer with a Modified Toolkit Template File

1. Open a Toolkit customer and navigate to the **Customer File** tab
2. Open the **ArcGIS_Projects** folder
3. Click the **Change/Add ArcGIS Template** button



4. Select the file named **ToolkitGIS_Template.mxd** and then click the **Open** button



5. The following dialog will provide options for importing the modified Toolkit template file into the existing customer folder. Click **Yes** to overwrite the existing ToolkGIS_Template.mxd file or click **Cancel** to do nothing.

*Note: The option to click **No** can be used with other specialized MXD files; for example, importing another county's Toolkit template file into the customer folder. Generally, the **No** option will not be used.*

