

Toolkit

Task Guide #17

Modifying the Map Legend in Layout View

December 1, 2005

Abstract

Creating high quality conservation plan maps may require changing or removing items (layers) in the Map Legend while maintaining the layers presence in the map document.

Instructions

The example will use all layers from the Layout View - Table of Contents.

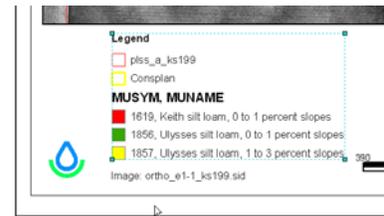
After any step listed below, click **OK** to save and close the dialog or click **Apply** to save but keep the dialog window open.

**Numbers appearing in the Layer Properties dialog window below are for reference to the following steps and will not appear in the software.*

1. Make the Layout View active by clicking the **Layout View** button in the lower left of the ArcGIS display.



2. Left click the legend until it becomes the selected element within the Layout View. The element is selected when a light blue rectangle with anchors at each corner appears.
3. Right click the legend and click **Properties**.
4. Click the **Items** tab in the Legend Properties dialog.



To Remove Map Legend Items

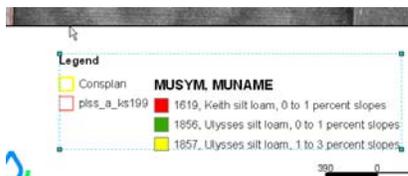
5. In the Legend Items list, click the legend item (layer name)
6. Click the left Arrow to remove item from the legend.

To Restore Map Legend Items

7. Click the Map Layer name
8. Click the right arrow to restore the Legend Items list

Separate Map Legend into multiple columns

9. In the Legend Items list, click the legend item to place in a new column.
10. Check the **Place in new Column** box.



Change the Order of a Legend Item

11. In the Legend Items list, click the Legend Item needing to be moved.
12. Click the up or down arrow to move the item.

