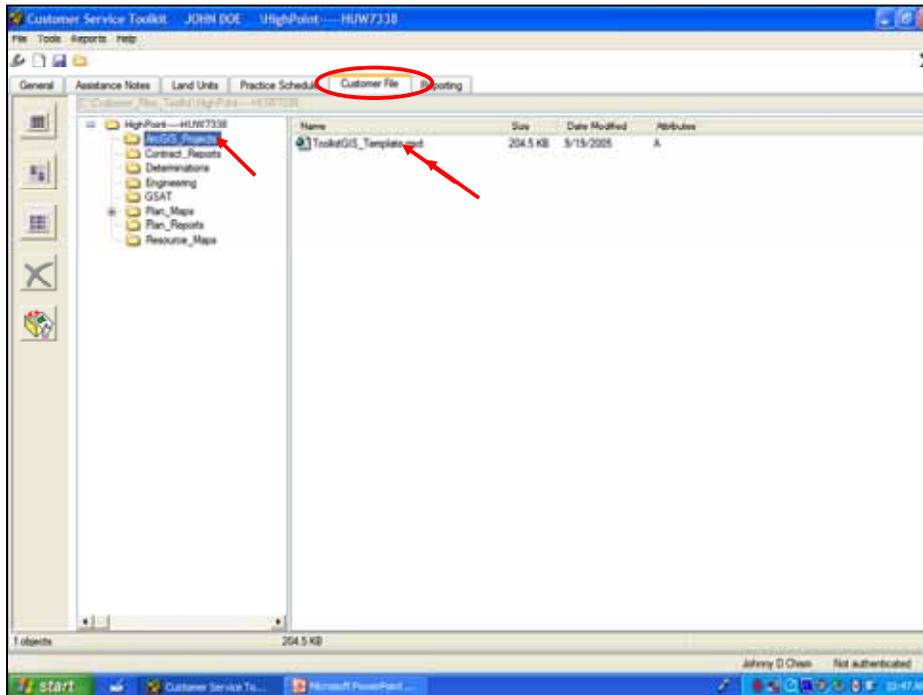


Creating a Default County ArcMap Document

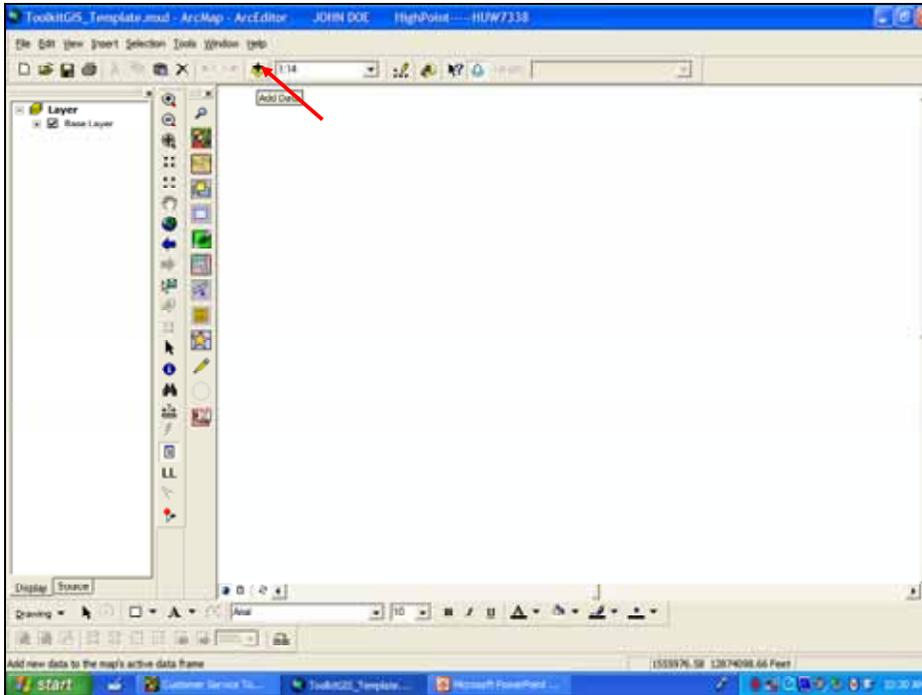
Johnny Chism
Resource Conservationist
Harrison, Arkansas

This presentation will show the Toolkit user how to create a default ArcMap document for their county. Once this document is created it can be loaded into ArcMap to simplify the creation of conservation plan maps for a customer by loading selected data layers automatically when the document is opened.

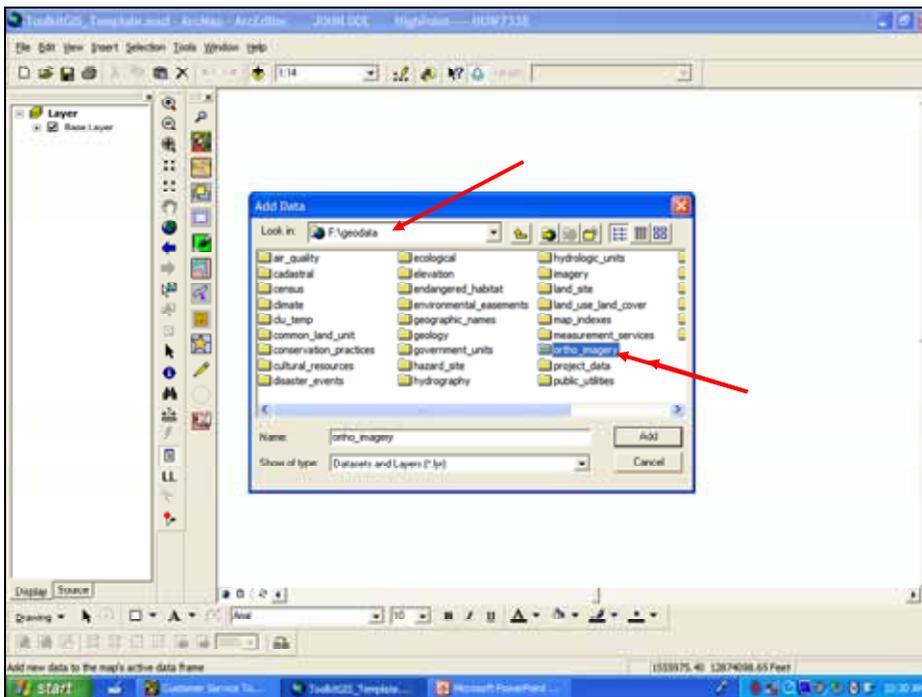
For Identification purposes in the following images a single arrow represents a single click, a double arrow represents a double click and a rounded arrow represents a right click.



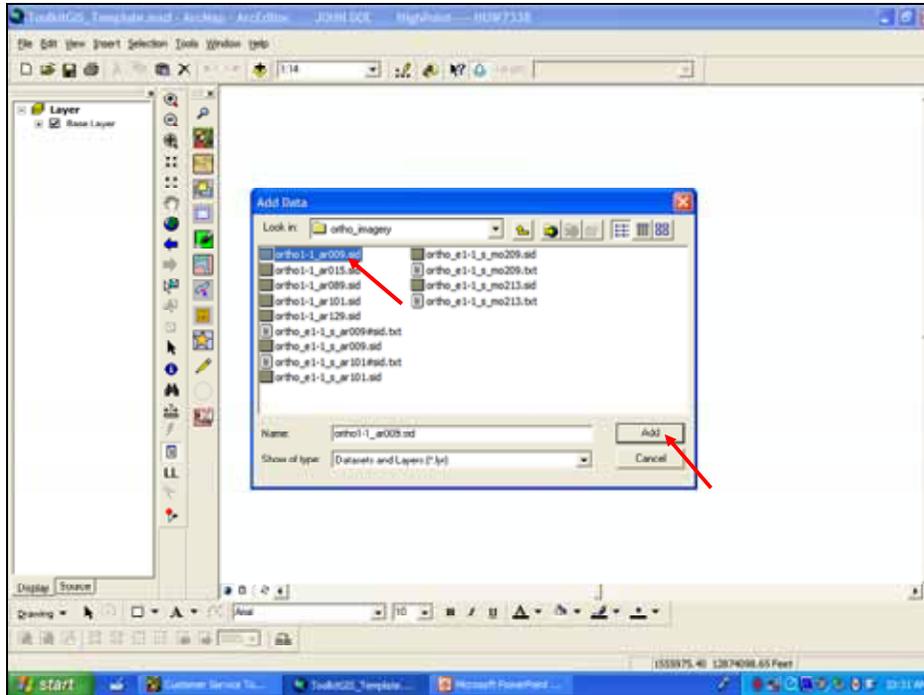
To create the default county map, start Toolkit and go into any customer's folder. The document will be saved later in a folder that is accessible for any customer, so it doesn't matter which customer's folder you open. From the Customer File tab, click on ArcGIS projects in the left pane and double click on the ToolkitGIS Template map document.



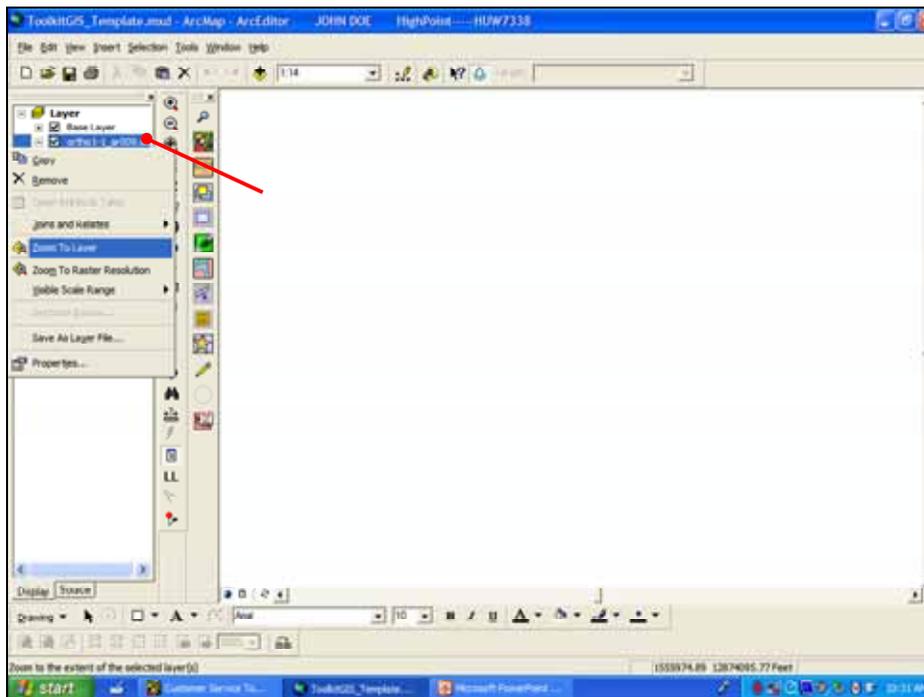
The ArcMap document opens with no data loaded. Standard data that will be useful for all map documents should be loaded. Click the Add Data button.



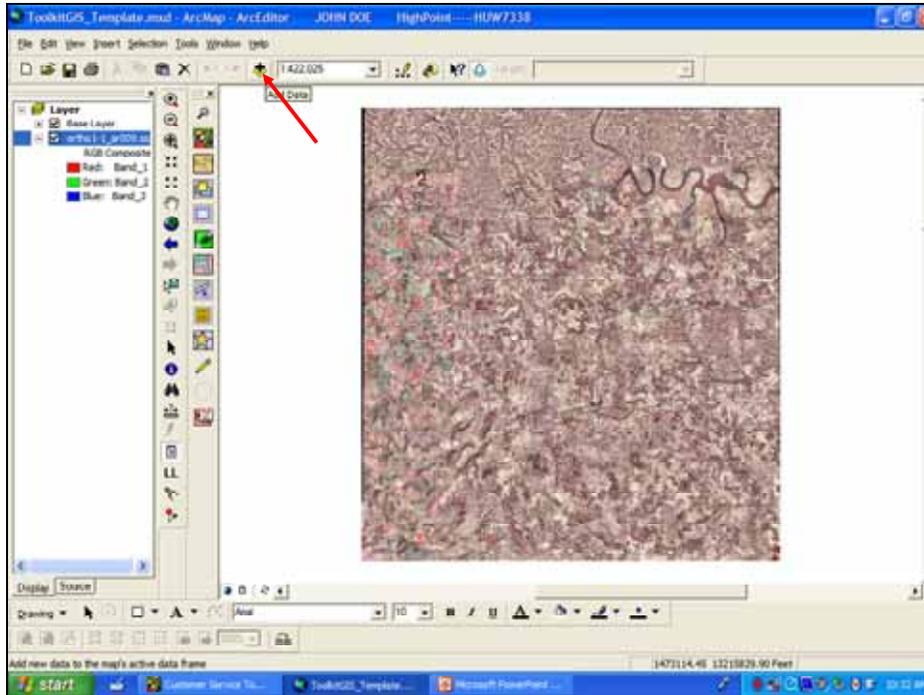
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:/Geodata folder. In the folder pane double click on Ortho Imagery.



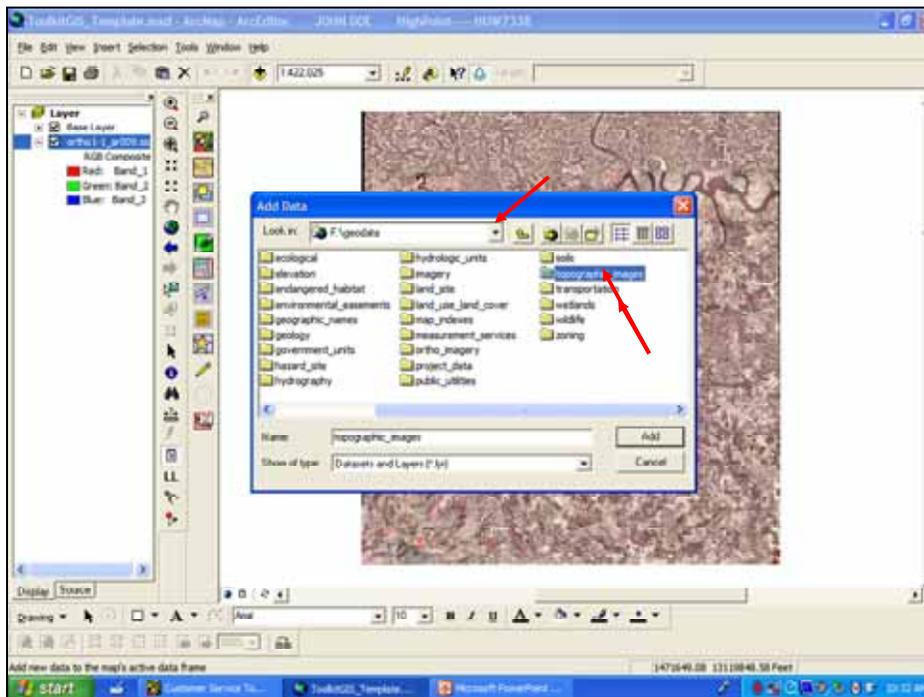
In the folder pane, Click once on the Ortho Photography file and click Add.



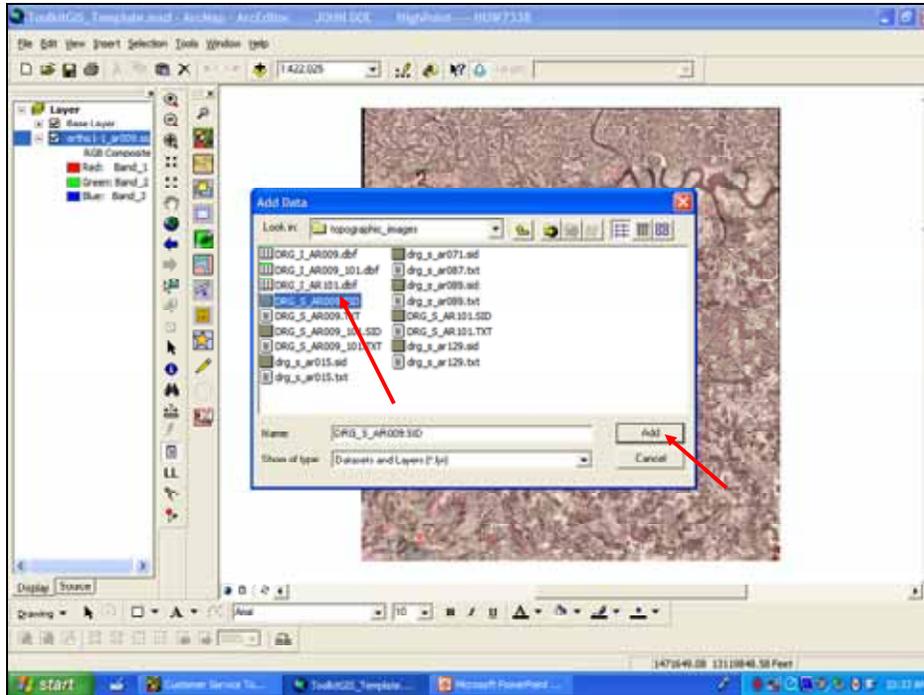
The data is added to the table of contents but may not show in the view, if it doesn't, right click on the Ortho Photography layer and click Zoom to Layer.



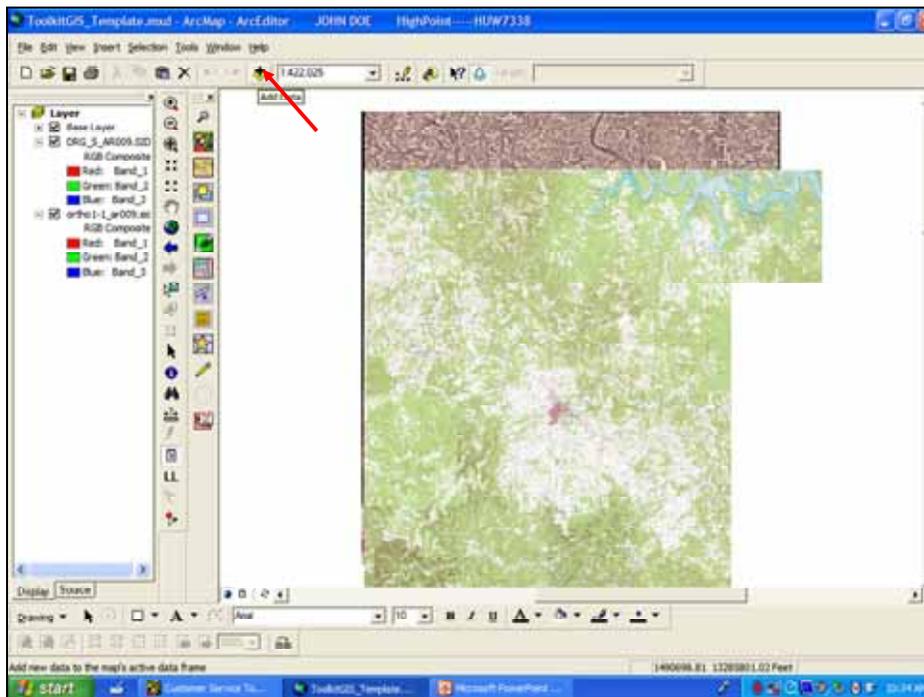
The Ortho Photography should show in the view. The Ortho Photography layer serves as a base map. Next, add the Topographic Image by clicking the Add Data button.



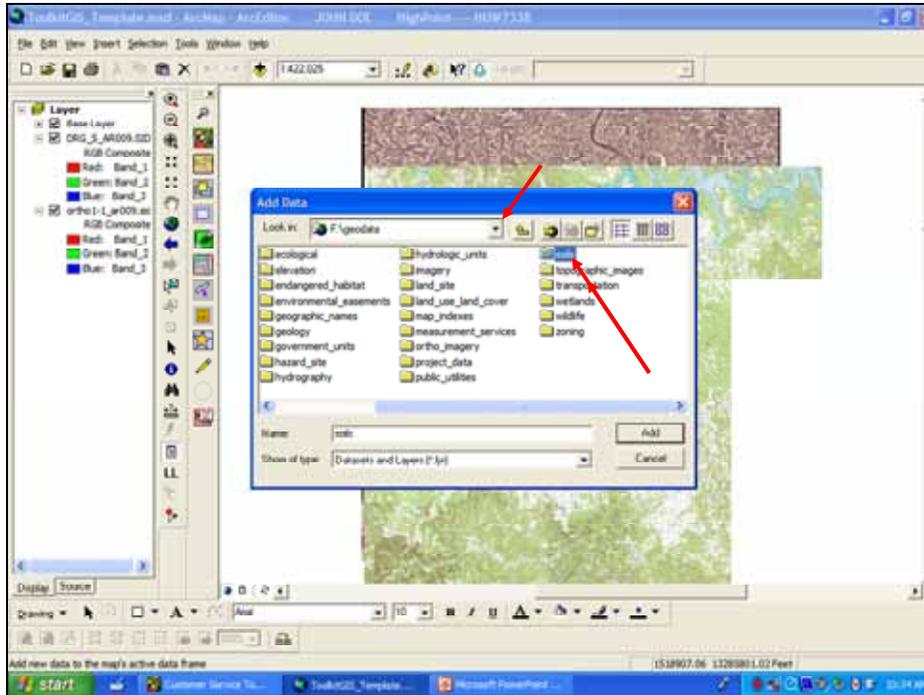
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:/Geodata folder. In the folder pane scroll to the right and double click on Topographic Images.



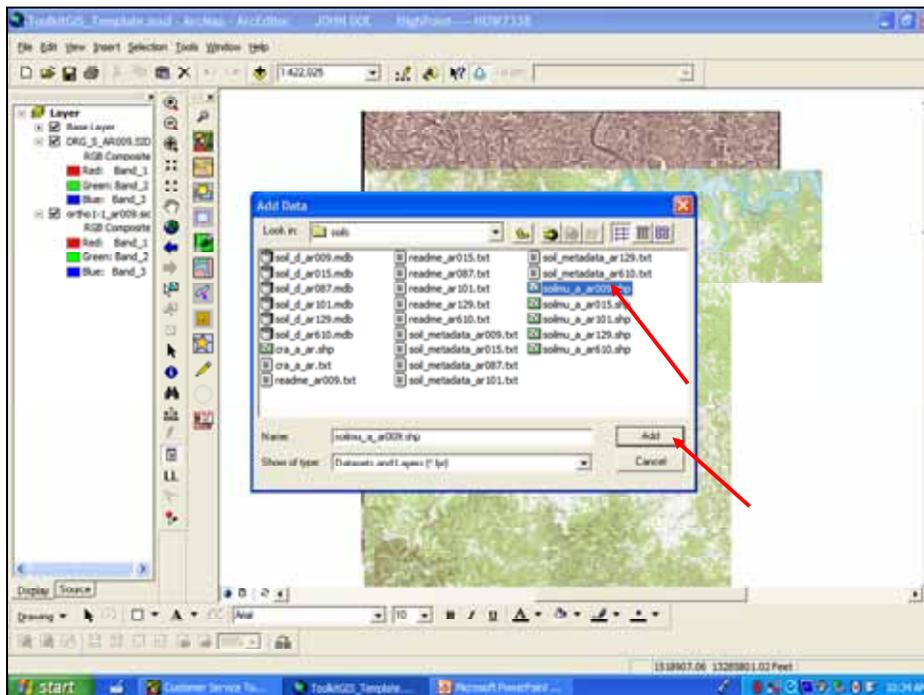
In the folder pane, Click once on the Topographic Image file and click Add.



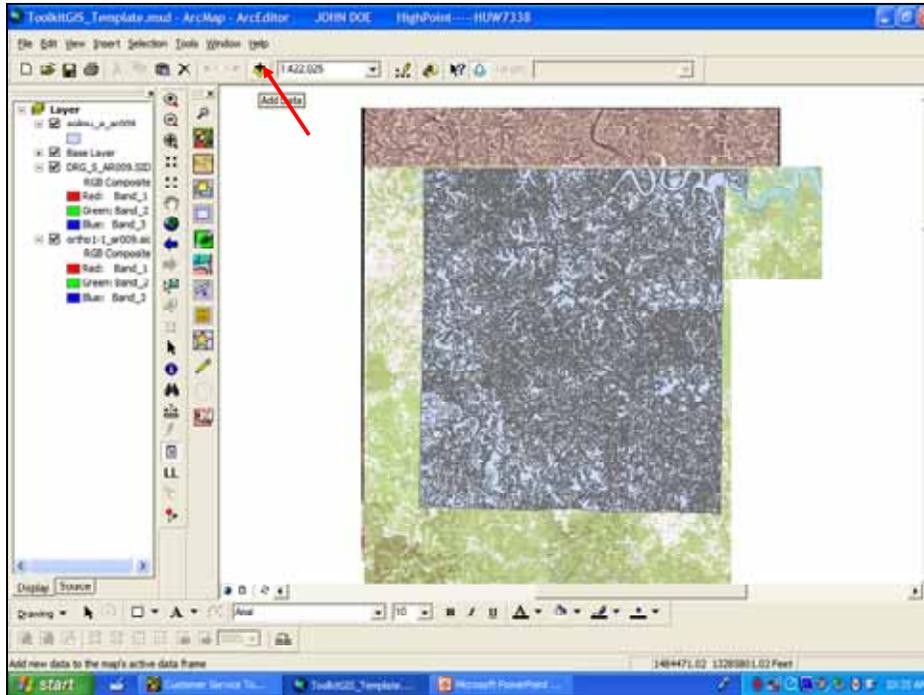
The Topographic Image should show in the view. The Topographic Image is useful for identifying slopes and cultural features. Next, add the Soil layer by clicking the Add Data button.



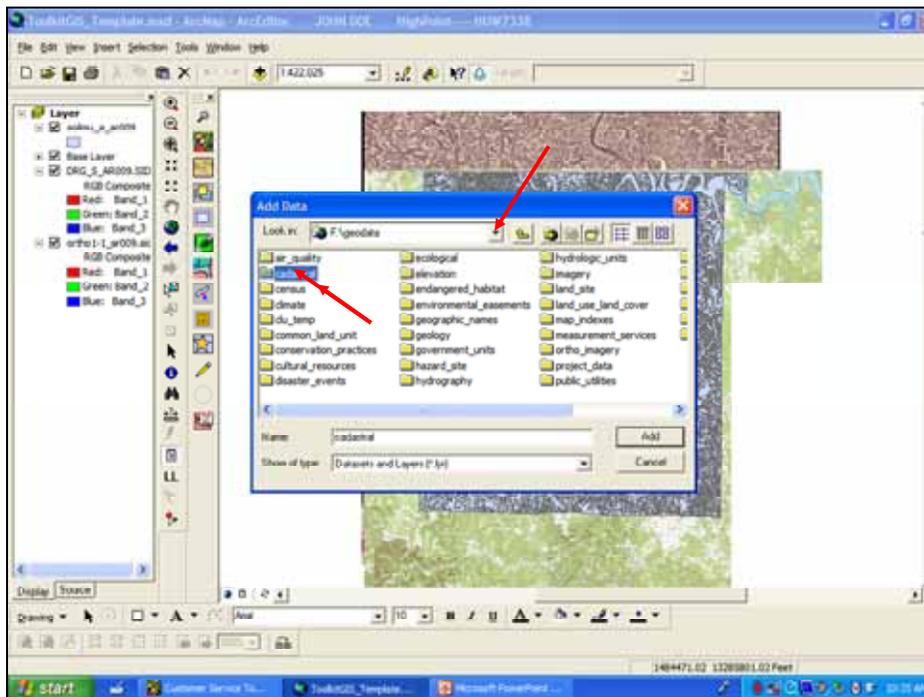
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:/Geodata folder. In the folder pane scroll to the right and double click on Soils.



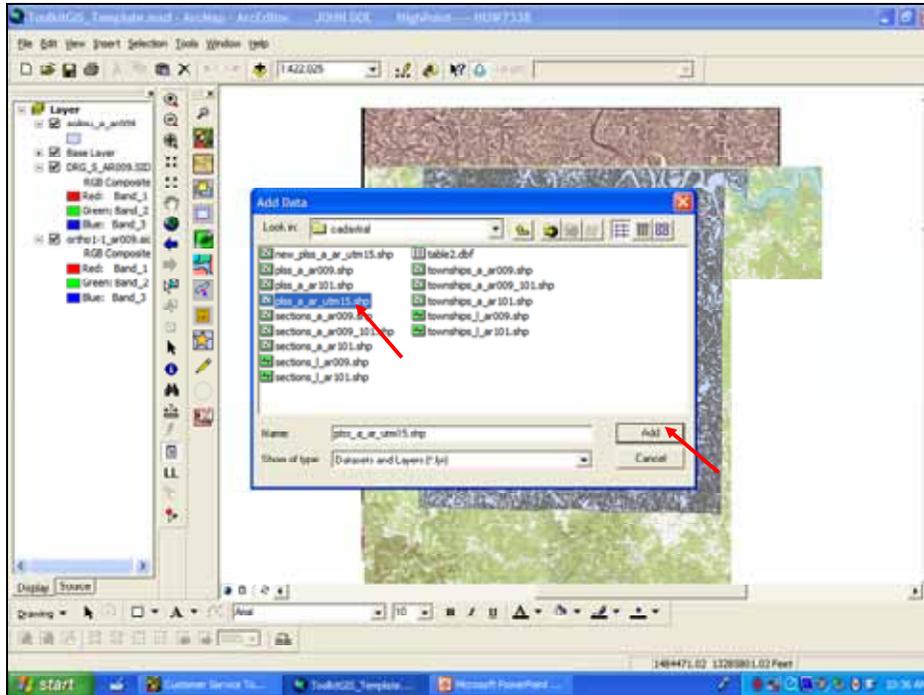
In the folder pane, Click once on the Soils file and click Add.



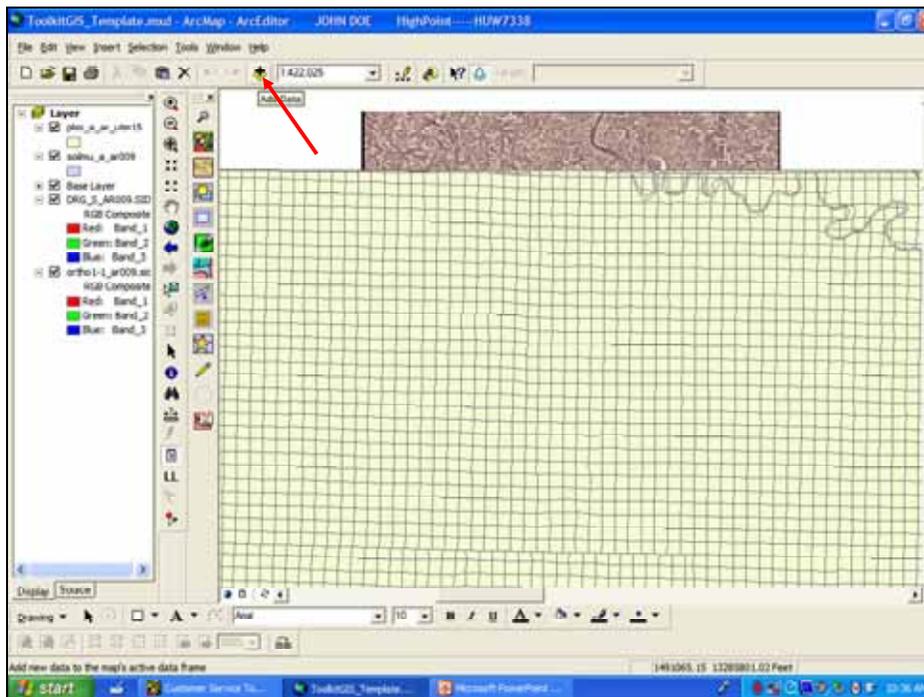
The Soils layer should show in the view. The Soils layer can be used to create a soils map for the plan. Next, add the PLSS (sections, townships and ranges) layer by clicking the Add Data button.



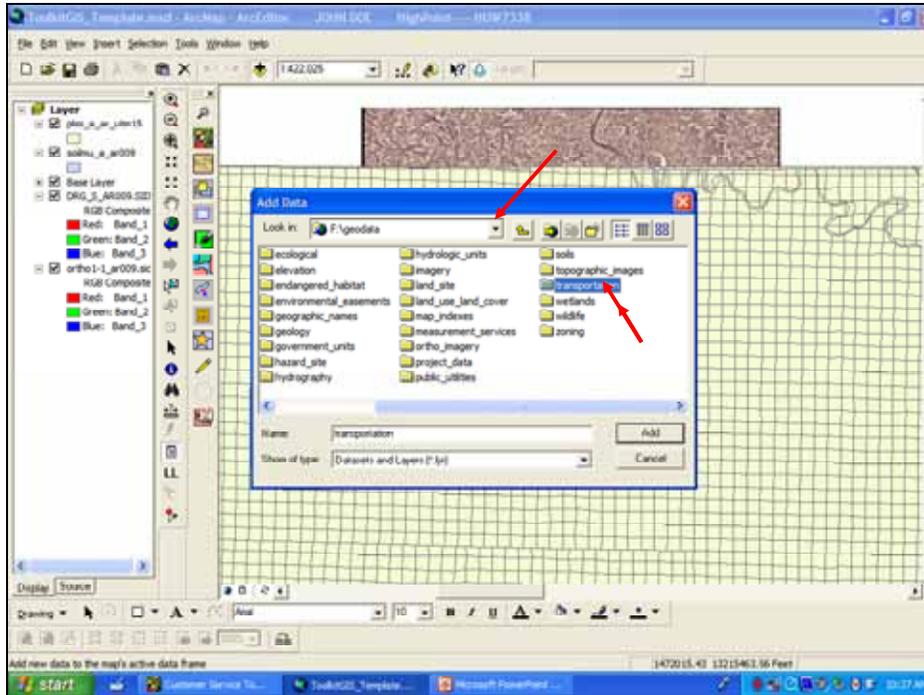
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:/Geodata folder, In the folder pane double click on Cadastral.



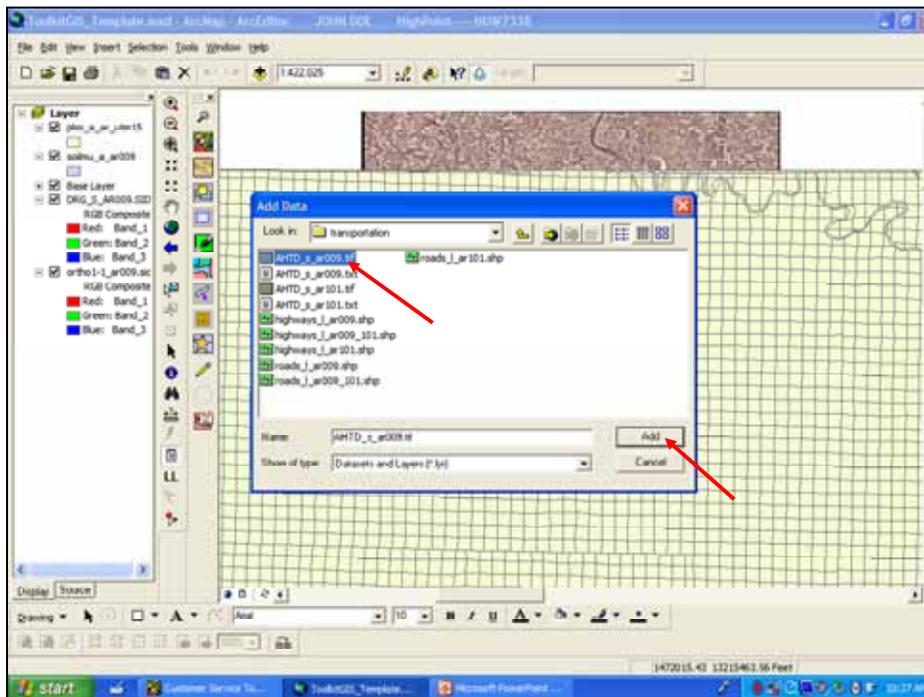
In the folder pane, Click once on the PLSS layer file and click Add.



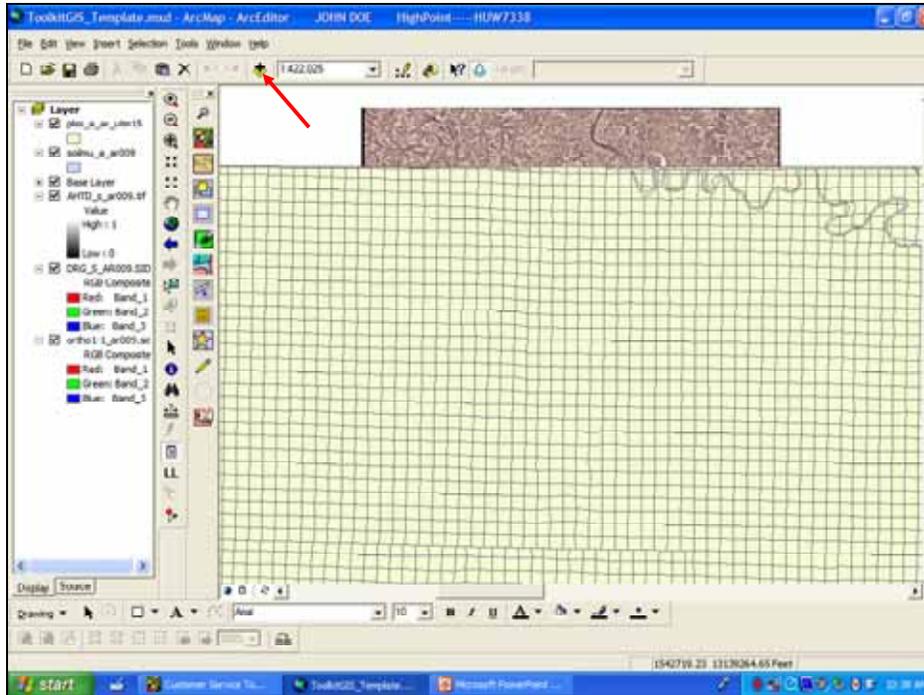
The PLSS layer should show in the view. The PLSS layer can be used with the Find tool to locate a producer's property based on section, township and range. Next, add the County Highway map layer by clicking the Add Data button.



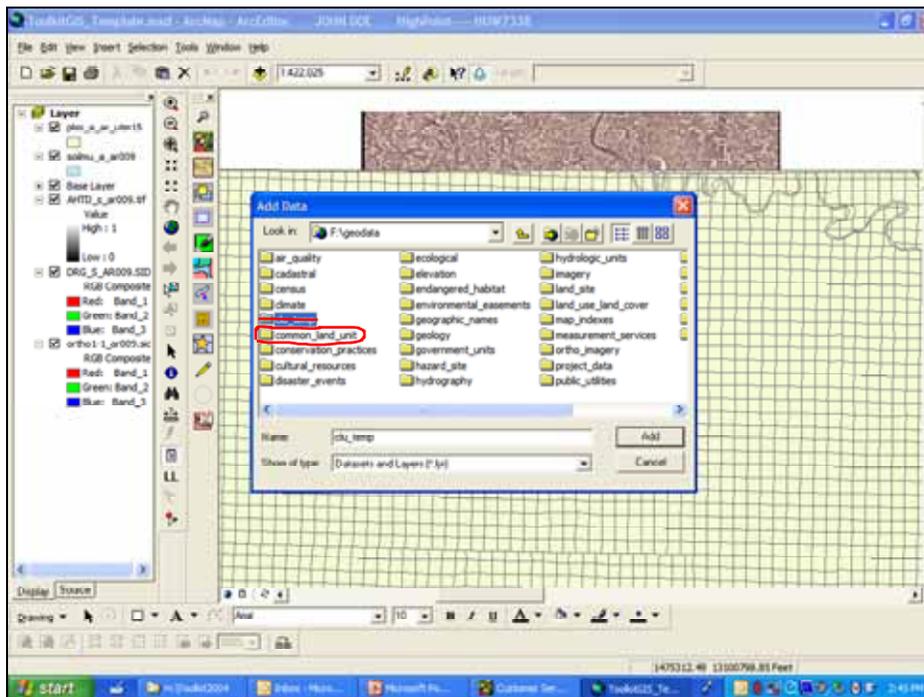
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:/Geodata folder. In the folder pane scroll to the right and double click on Transportation.



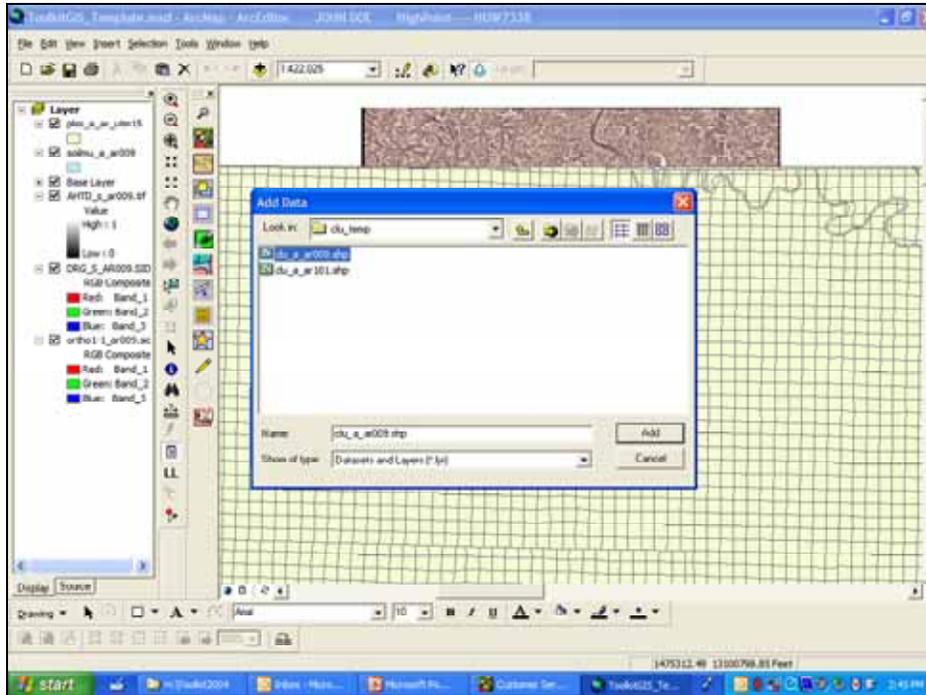
In the folder pane, Click once on the Highway image file and click Add.



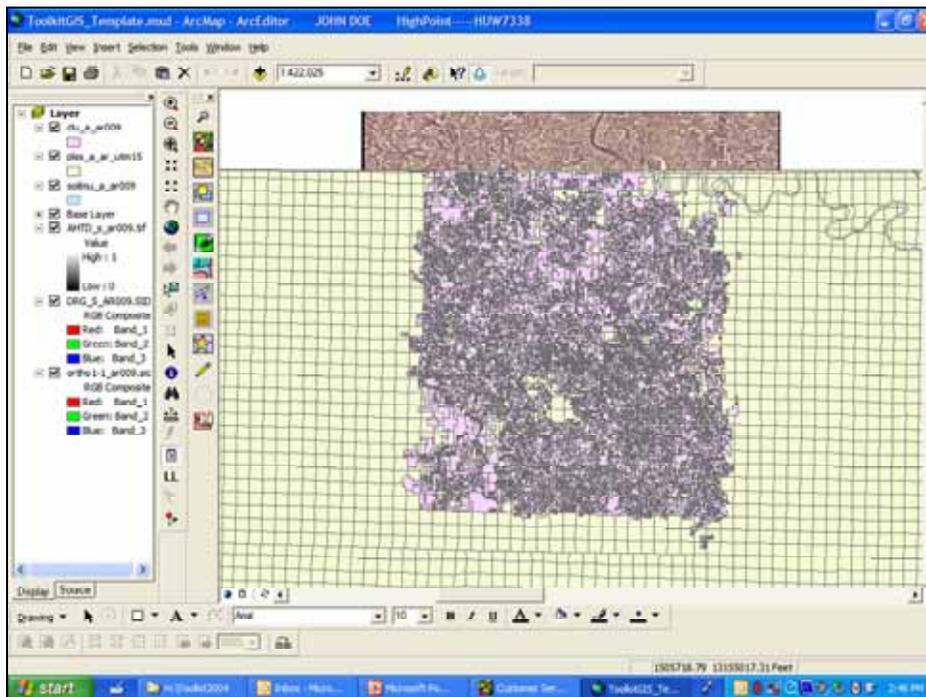
The Highway image should be added to the table of contents but may be hidden by overlying layers. The Highway image can be used to locate a producer's property based on the county roads. Next, add the Common Land Unit layer by clicking the Add Data button.



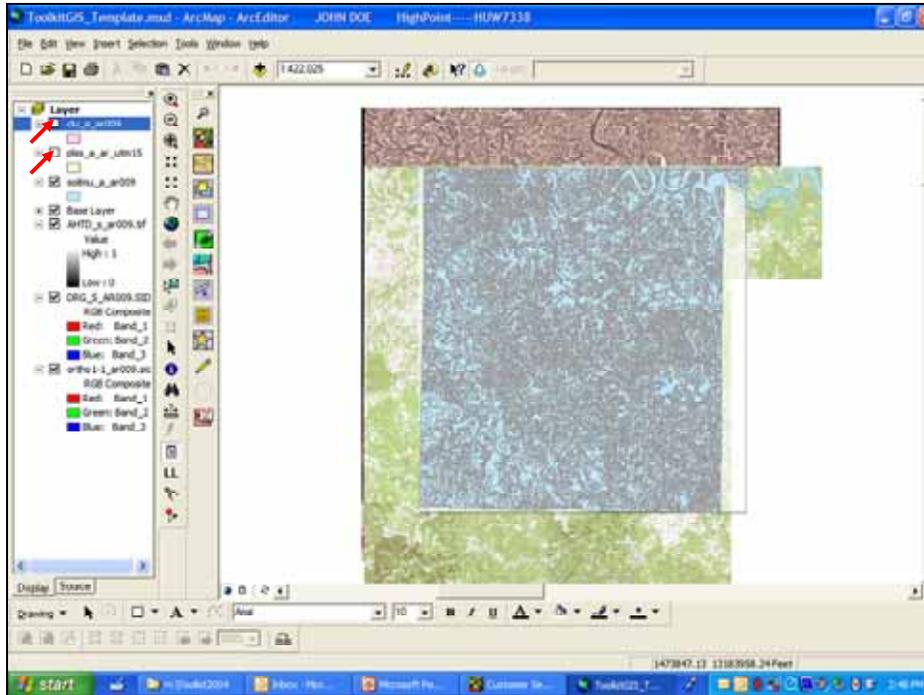
On the Add Data window, in the Look in pane, click the dropdown button and navigate to the F:\Geodata\common_land_unit\fsa_clu.



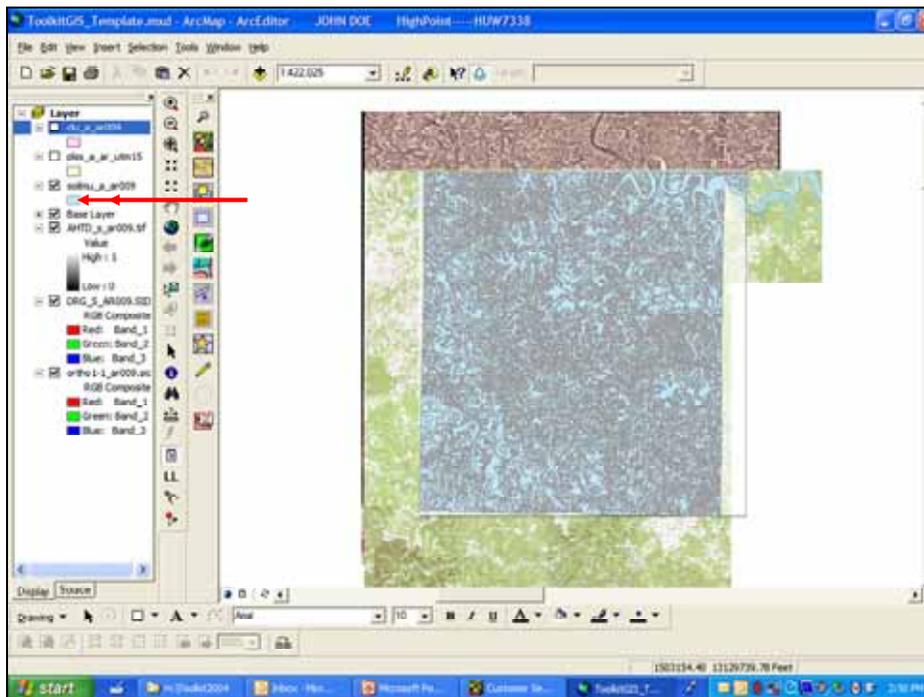
In the folder pane, Click once on the CLU file and click Add.



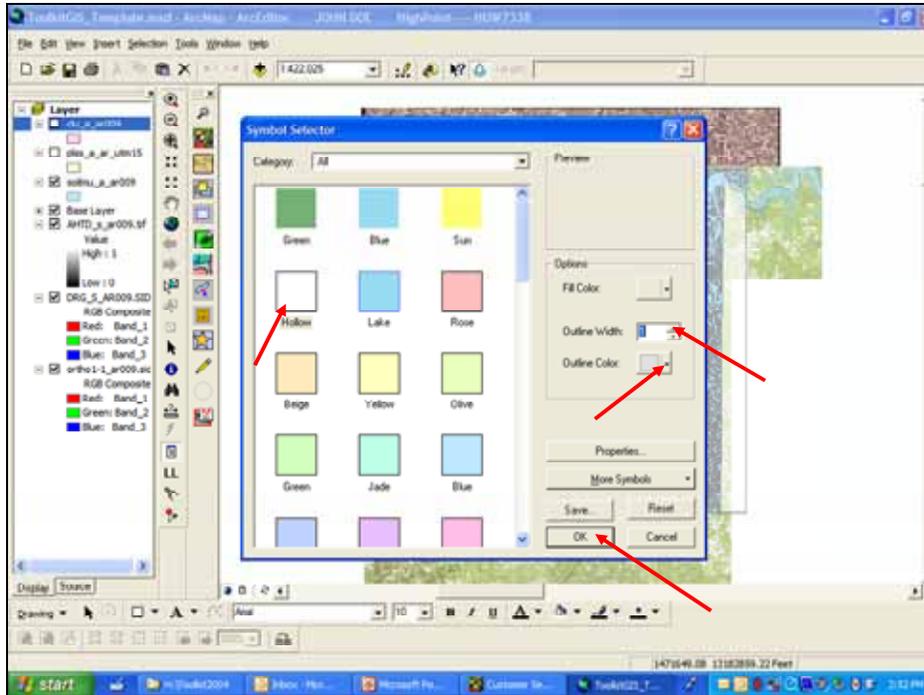
The CLU boundaries should be added to the table of contents. The CLU layer can be used to create planned land units from the Common Land Unit (FSA) boundaries.



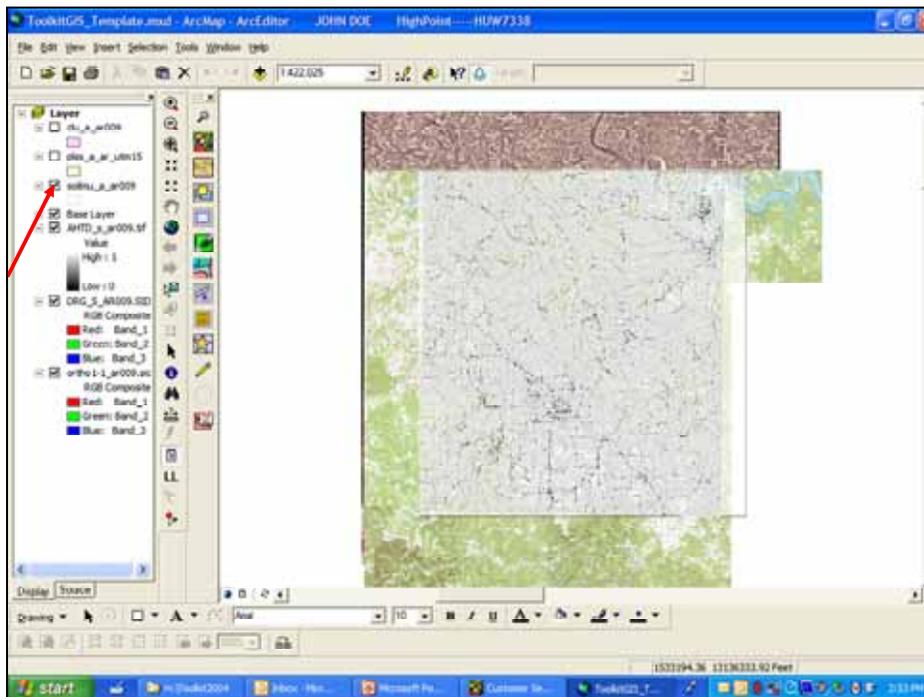
Since the PLSS and CLU layers are obscuring other layers and do not need to be displayed to use the find tool, uncheck the display box to “turn off” the PLSS layer.



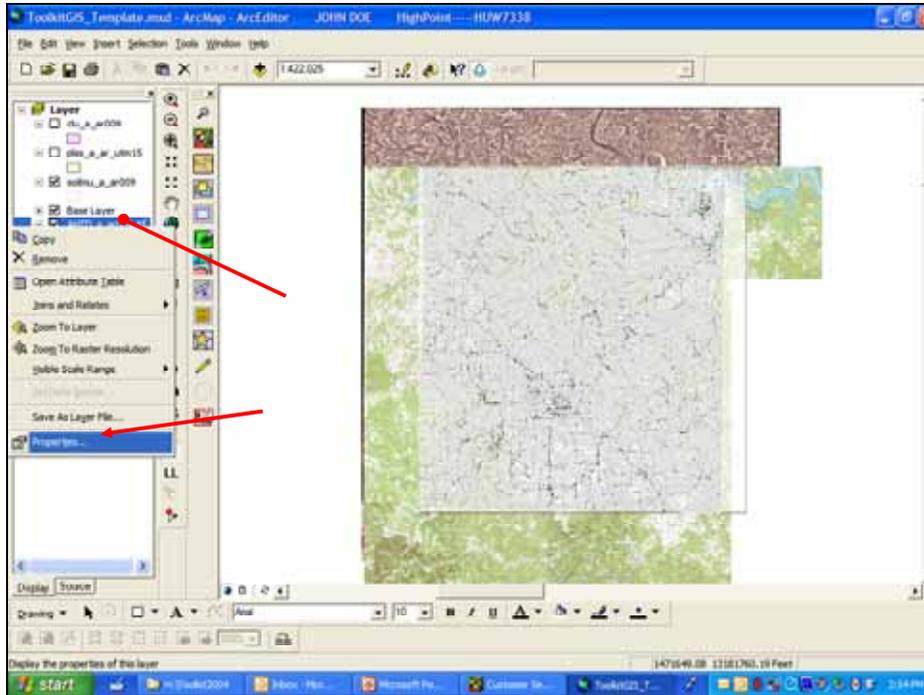
The soils map is now the top visible layer. Double click the Soil symbol in the table of contents.



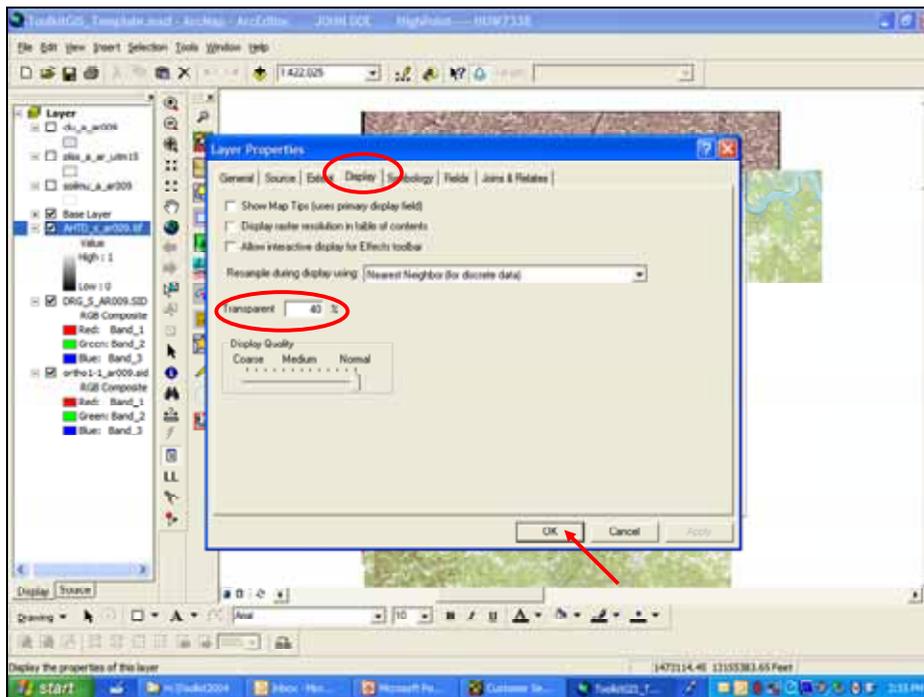
Change the symbol to Hollow, set the outline color to a light color and change the outline width to 1. Click OK.



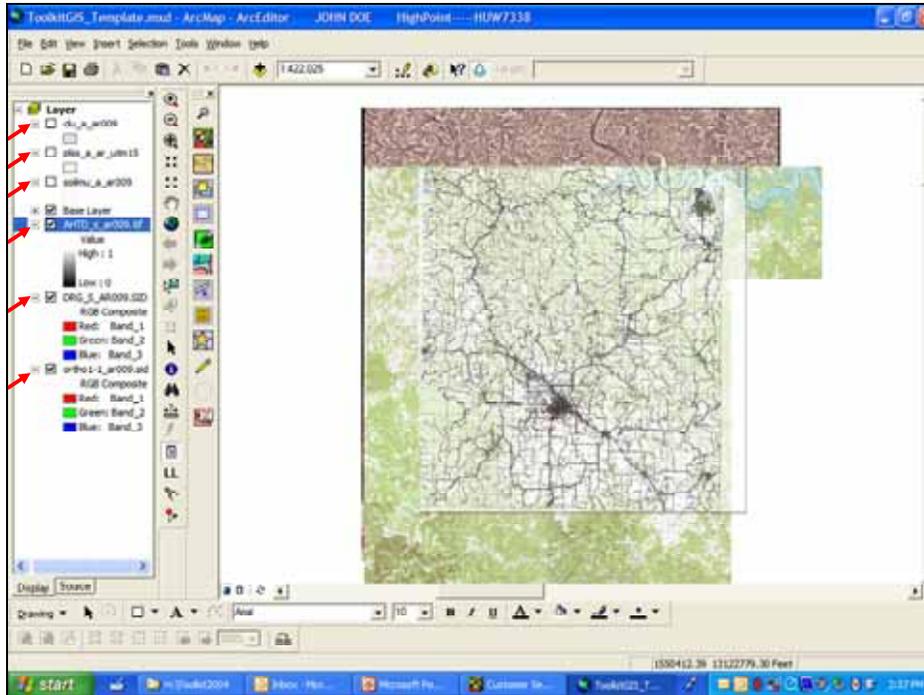
The soil map units are now hollow. Uncheck the display box to "turn off" the soils layer.



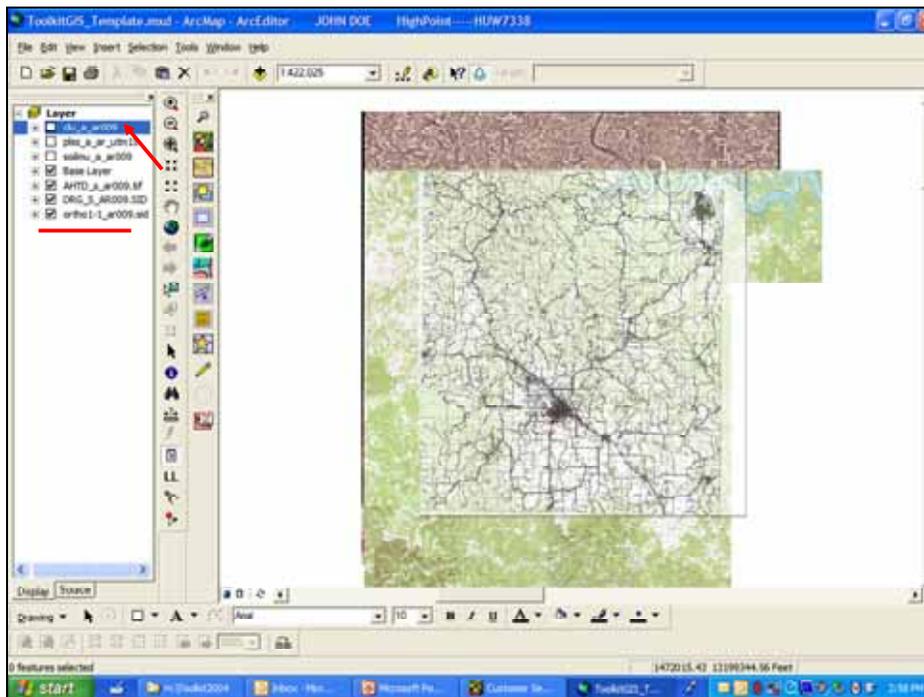
The Highway map has a white background and is obscuring other layers. Right click on the Highway layer in the table of contents and click Properties.



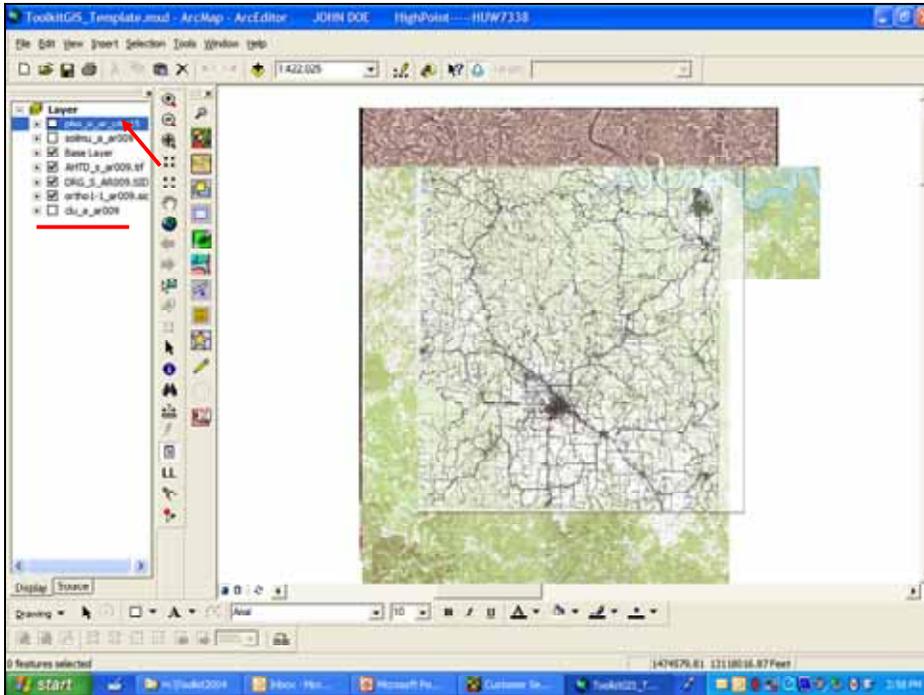
On the Display tab, type in 40% transparency. Click OK.



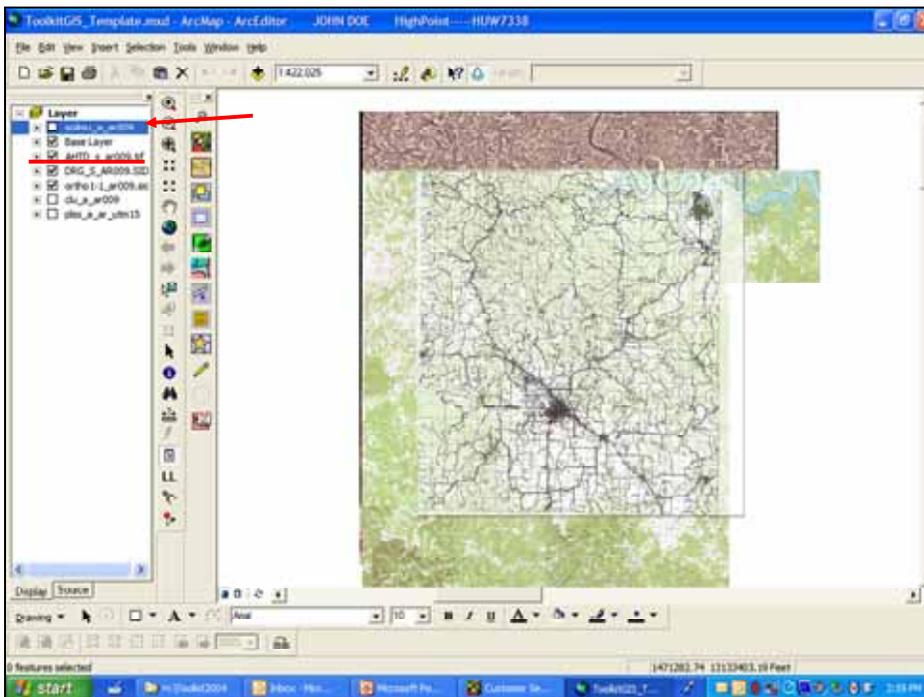
The Highway layer is now semi-transparent. To save space in the table of contents, compress the layer descriptions by clicking on each minus (-) sign in the table of contents.



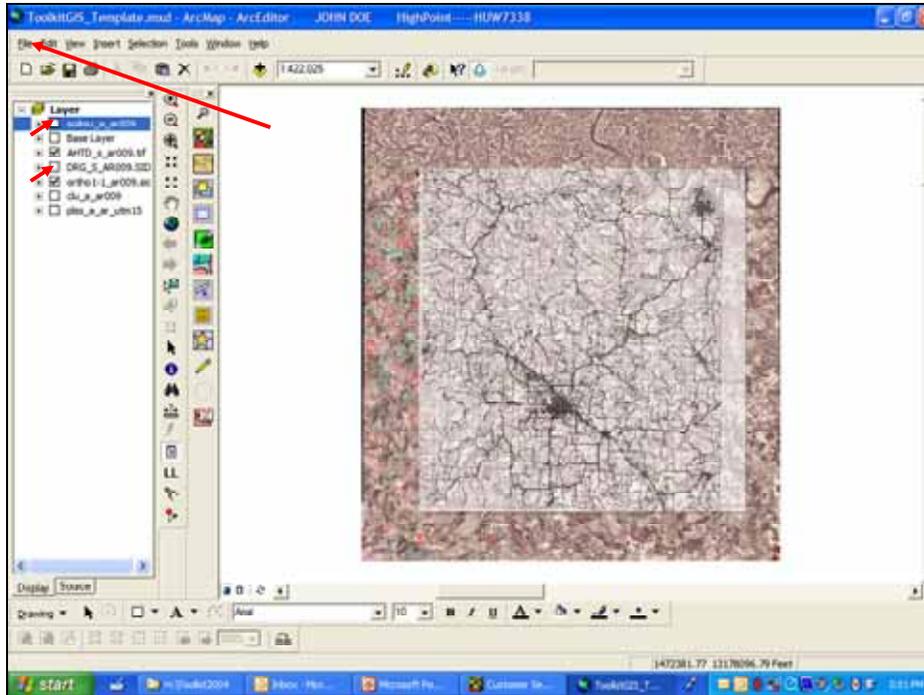
Rearrange the layers by clicking on the CLU layer and dragging it to the bottom of the table of contents.



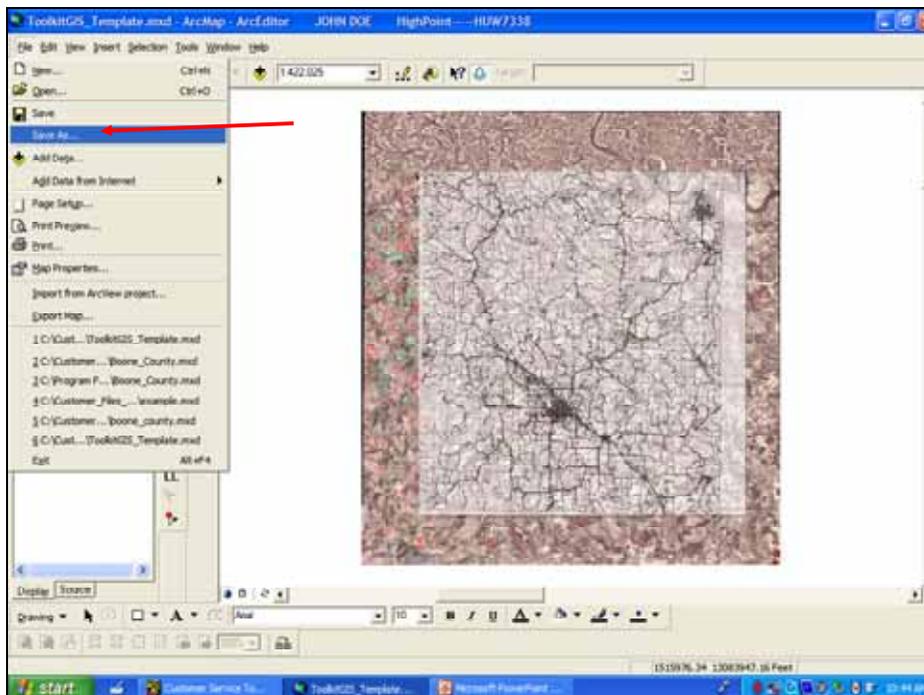
Repeat the process to rearrange the layers by clicking on the PLSS layer and dragging it to the bottom of the table of contents.



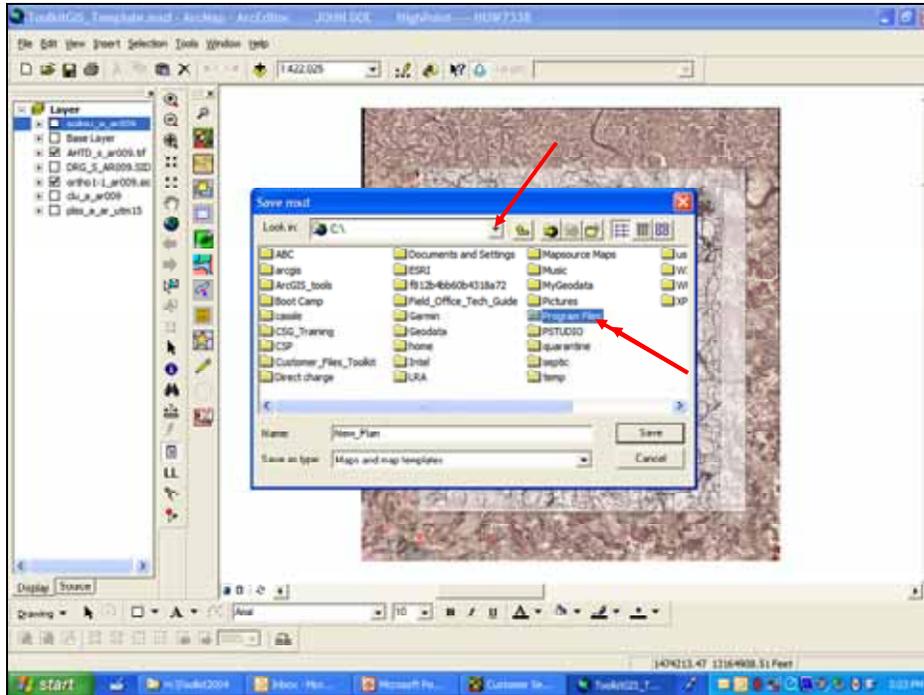
Rearrange the layers by clicking on the Soils layer and dragging it between the Highway image and the Topographic image.



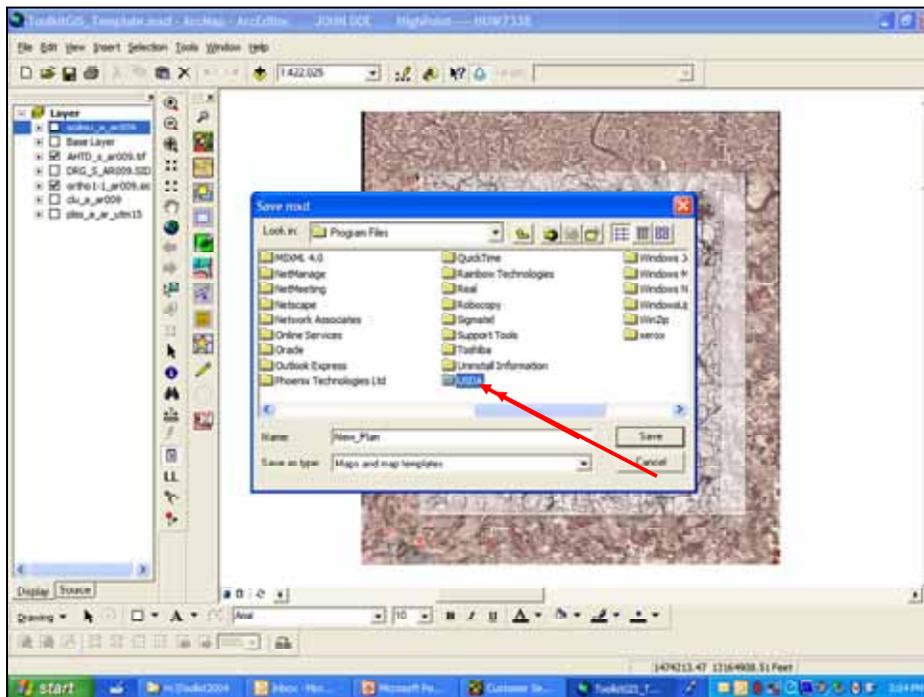
Uncheck the display boxes to “turn off” the Base Layer and Topographic image. The project is now ready to use for creating new maps. The only visible layers are the highways and Ortho Photography images which can be used to locate a producer’s property. The PLSS layer is available in case the section, township and range is needed for locating the property. Once the property is located, the Highway map can be “turned off” and the CLU layer can be used to create land units. The soils layer can be used to create a soils map. The topographic image is also available and can be used to evaluate slope or locate cultural features. To save the document click File.



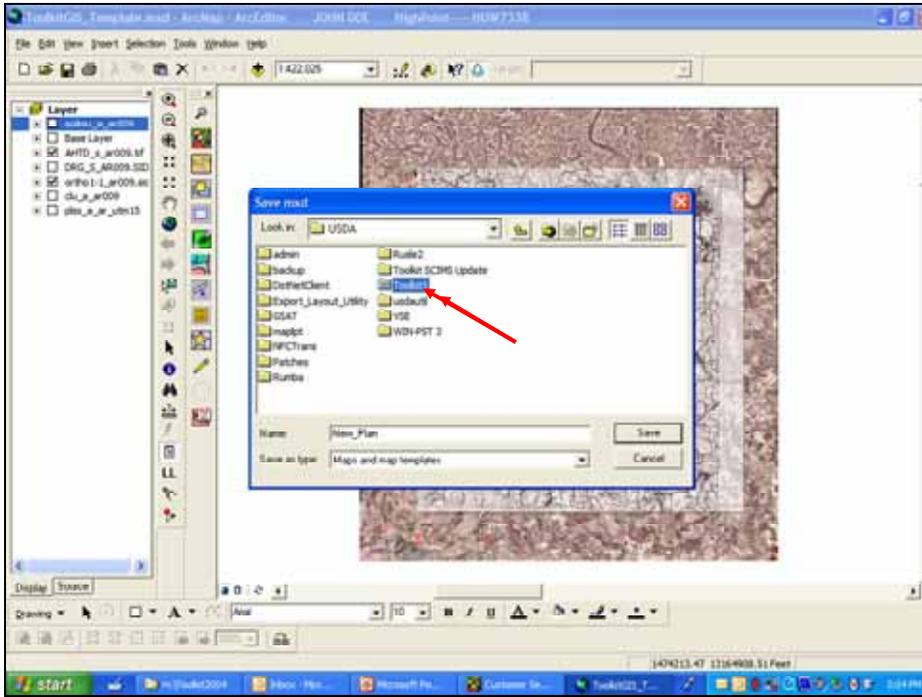
Then click Save As.



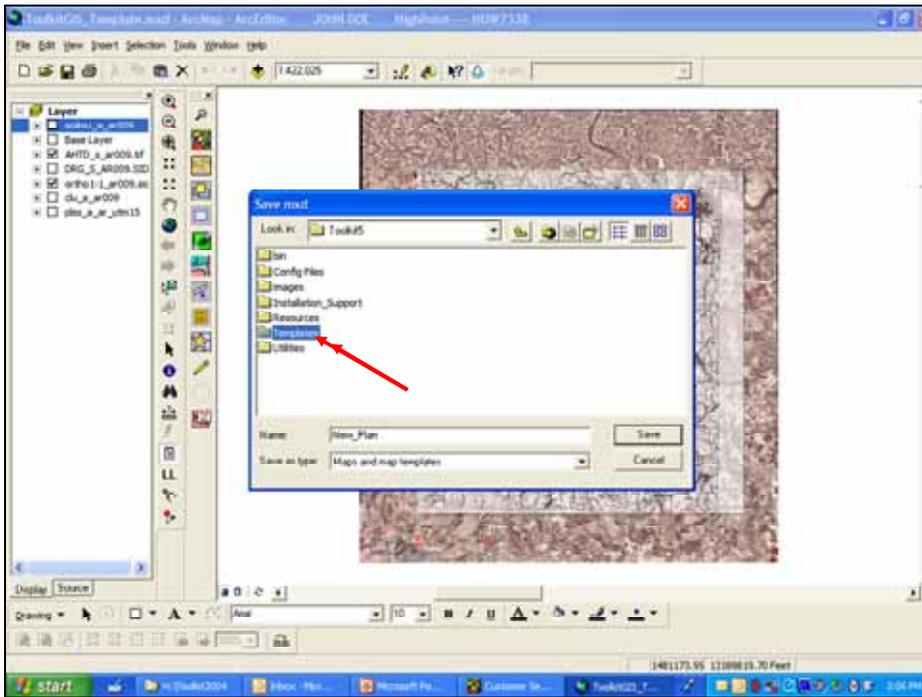
On the Save window, in the Look in pane, click the dropdown button and navigate to the C folder, In the folder pane double click on Program Files.



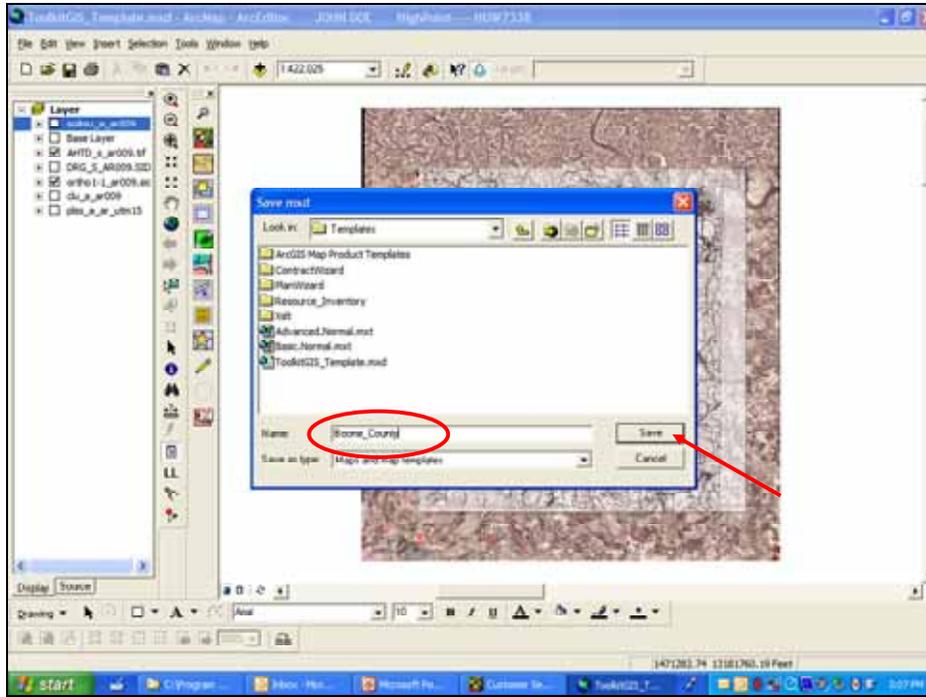
In the folder pane scroll to the right and double click on USDA.



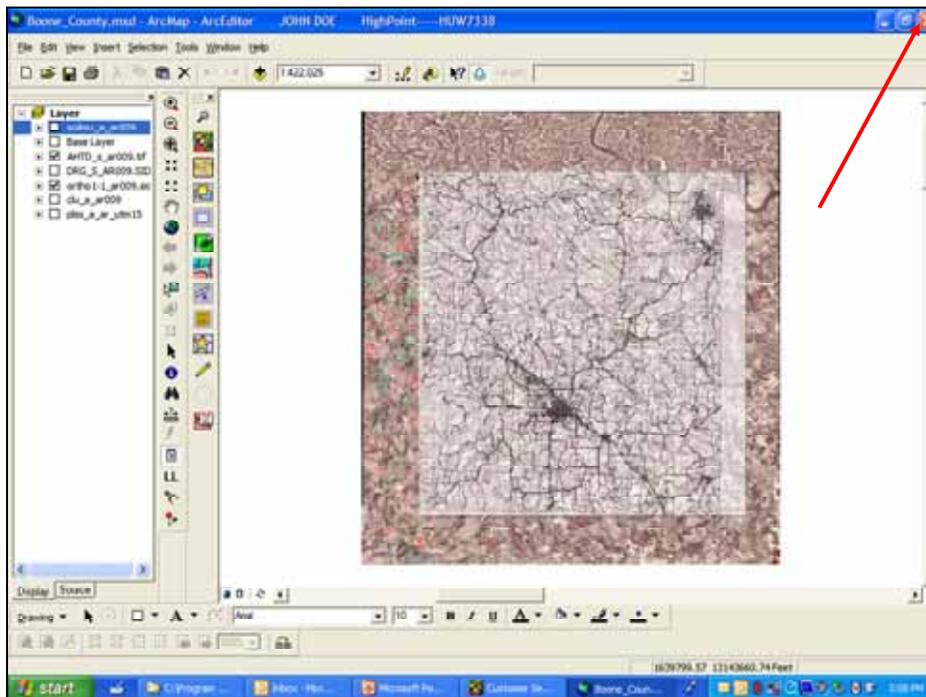
In the folder pane double click on Toolkit5.



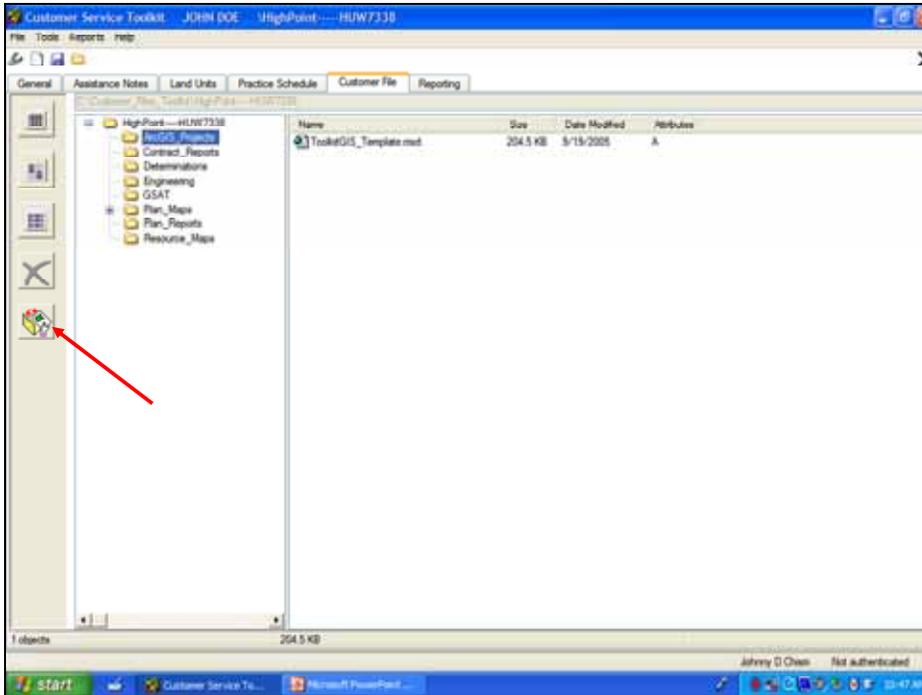
In the folder pane double click on Templates.



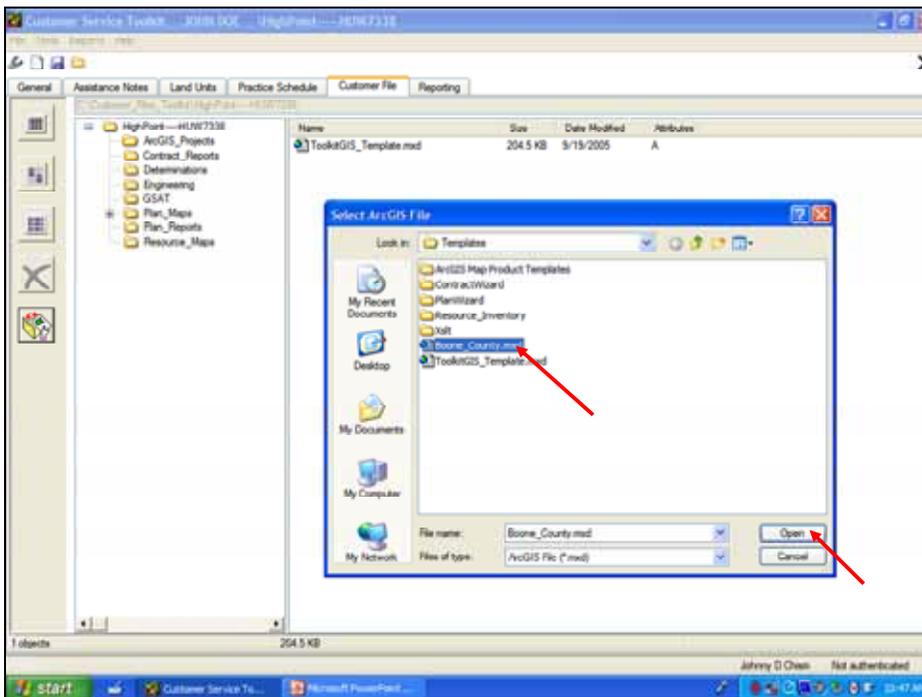
Notice this folder is where the ToolkitGIS Template is stored. Change the name from New Plan to the county name (DO NOT USE SPACES!) and click Save. Note: This document can be copied from this folder to the same folder on all other computers in the office, to make it available to all users. The easiest way to accomplish that task is to use windows explorer to copy the file to the shared drive and go to other computers in the office and copy the file from the shared drive to the C:/Program Files/USDA/Toolkit5/Templates folder on each computer.



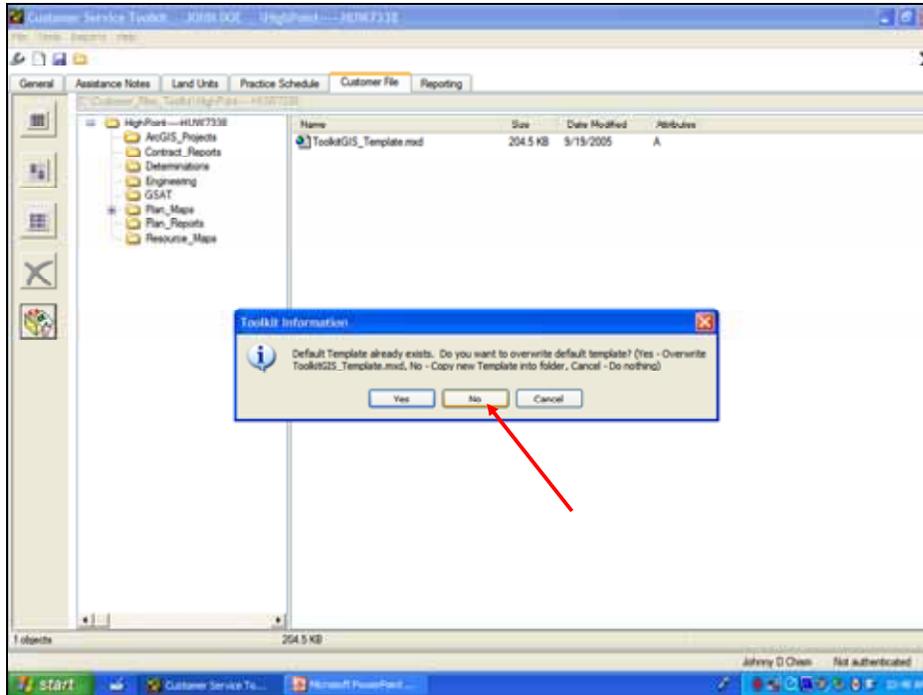
Close the ArcMap Document.



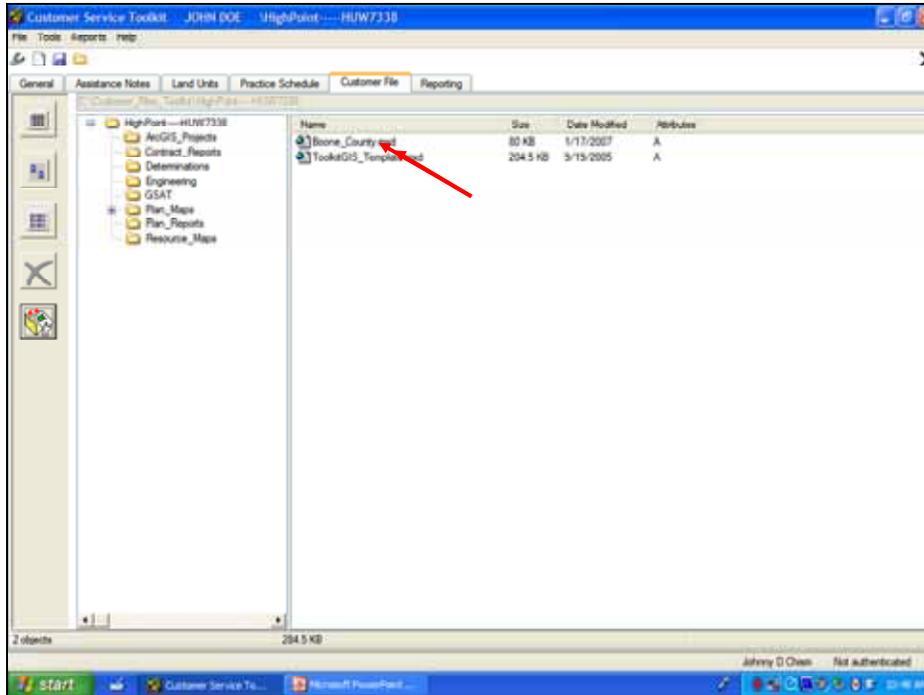
You are returned to the Customer's folder in Toolkit. To use the county map document for this or any customer folder click the Change/Add GIS template button (the bottom button on the left side of the window).



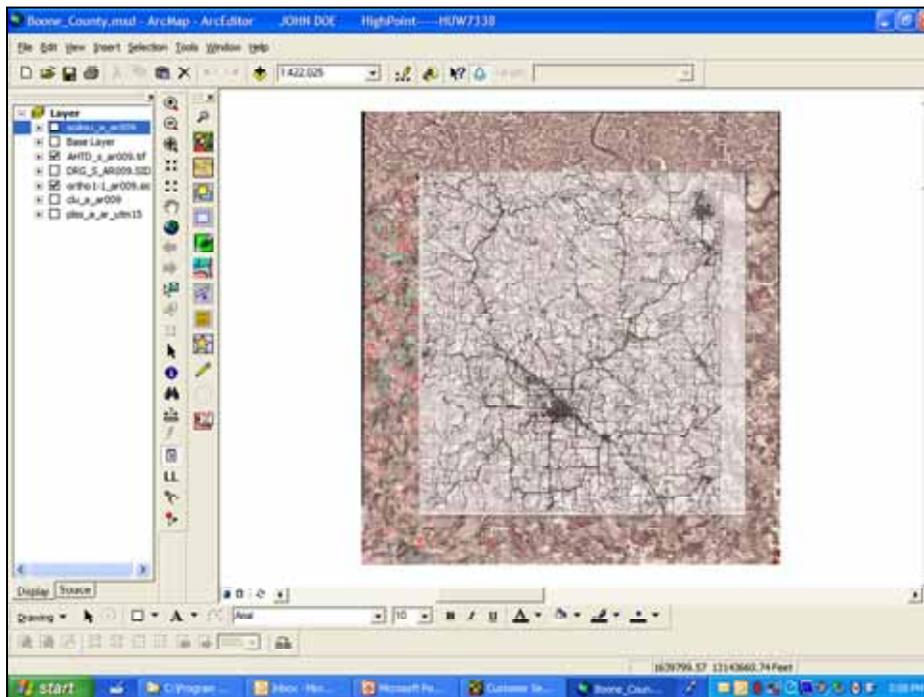
The template folder will automatically open, Click the county map document and click Open.



An information window will open to ask if you want to overwrite the ToolkitGIS Template document. If you choose No, a new map document will be added to the folder, If you choose Yes, the ToolkitGIS template for this customer will be overwritten with the county map document (in other words it will be the same as the county document with the ToolkitGIS template name). There are advantages and disadvantages to each choice. If You overwrite the ToolkitGIS template document (Choose Yes), there will be less map documents to take up space and clutter the customer's file, however you will not have a blank map document in case you want to start a new document. Choose No and you will have more map documents, including a blank one (ToolkitGIS template) to create a new blank document. It is a user's preference which one to choose. For this presentation I choose No.



The county map document is added and the blank ToolkitGIS template document is still available. Double Click on the county map document to open it.



The document opens, just as it was saved with the data already added and you are ready to start creating the plan maps.