



## Toolkit Help Document #2 – Reset ArcMap Interface to ‘Advanced’ Mode 6-06-05

### Background

The Customer Service Toolkit ArcMap .mxd project sometimes reverts to the ‘Basic’ interface which limits users from doing certain functions such as exporting shapefiles or setting selectable layers.

The process for reconfiguring the ArcMap template to the ‘Advanced’ interface is described below:

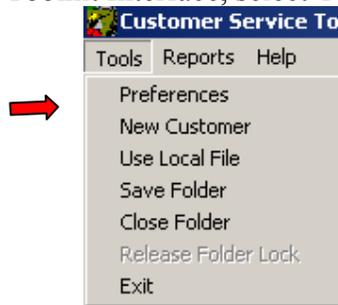
### How To Reset the ArcMap Interface to ‘Advanced’ Mode:

1. Your Toolkit ArcMap interface needs to be in ‘Advanced’ mode to accomplish many processes necessary for conservation planning. If your ArcMap menu bar has the following options, it is in Advanced mode.

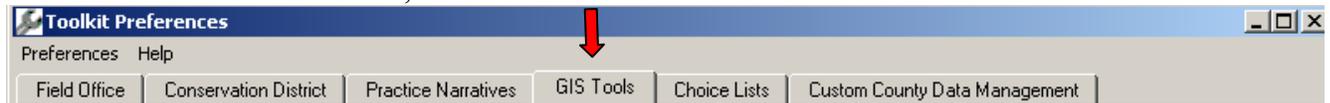


If your menu bar does not have the options of *Insert* and *Selection*, you need to reset your Preferences – GIS Tools options. Close the ArcMap ‘.mxd’ project.

2. On the main Customer Service Toolkit Interface, select Tools, Preferences.



3. In the Preferences interface, select the GIS Tools tab.



4. In the ‘Toolkit GIS User Level’ section, click ‘Basic’, then click ‘Advanced’, and save the GIS preferences. Close the Preferences interface.



5. Open the ArcMap .mxd project. The Advanced user options should now be available.

Questions: ~~Toby Alexander (802) 951-6796 x229, Bob Sylvester (802) 951-6796 x244~~