

Helpful Hint—How to Use Clip

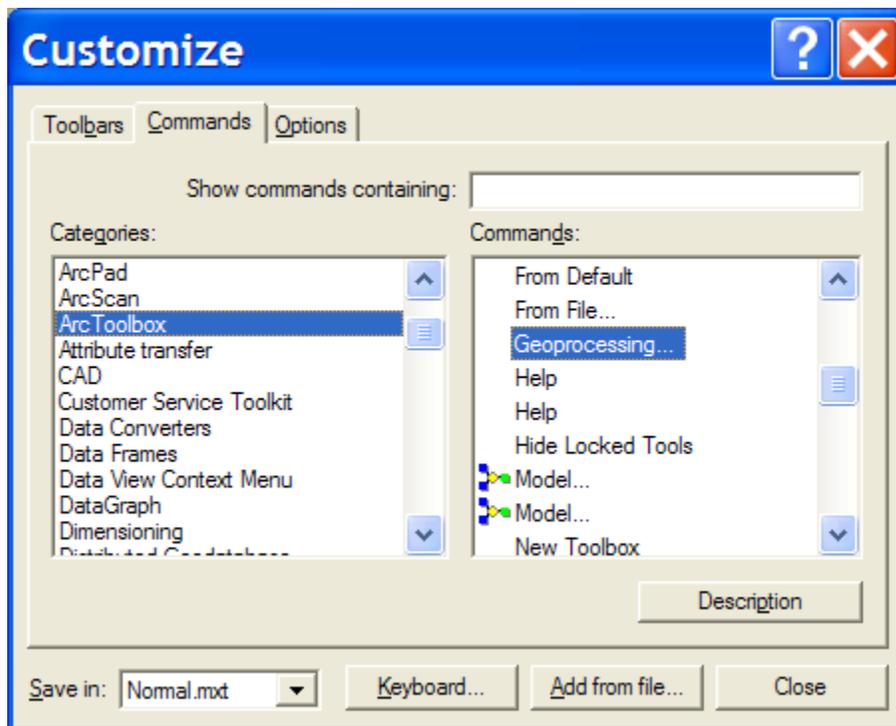
Applies to Version:	Toolkit SP-4
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Helpful Hint Date:	09-25-08

Background: A Toolkit User needs to supply a map of the geology of the planned land unit for a cultural resources review.

Procedure:

If a shortcut to Geoprocessing is not already available, follow this part first. If it's already in your project, skip to page 2.

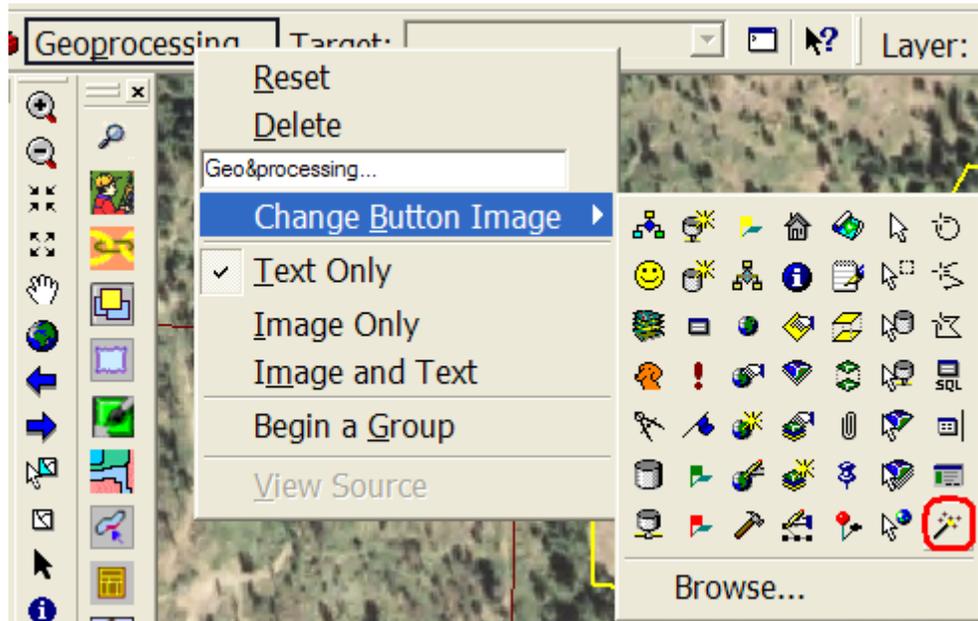
1. Go to Tools→Customize and select the Commands tab.
2. Under Categories, select ArcToolbox. Be sure that Normal.mxt is selected next to Save In.



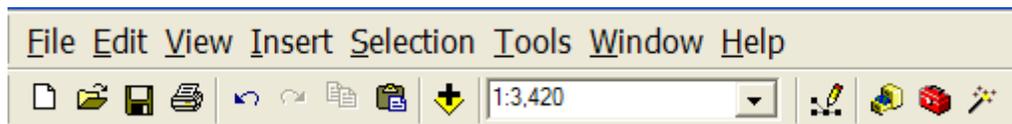
3. Under Commands on the right side of the Customize screen, scroll down to Geoprocessing. Left mouse click and drag it up to the top of the screen and place it next to the ArcToolbox icon. Your screen will look something like this:



4. With the Customize screen still open, right mouse click on *Geoprocessing...*. On the pop up window go to *Change Button Image* and select the magic wand icon.



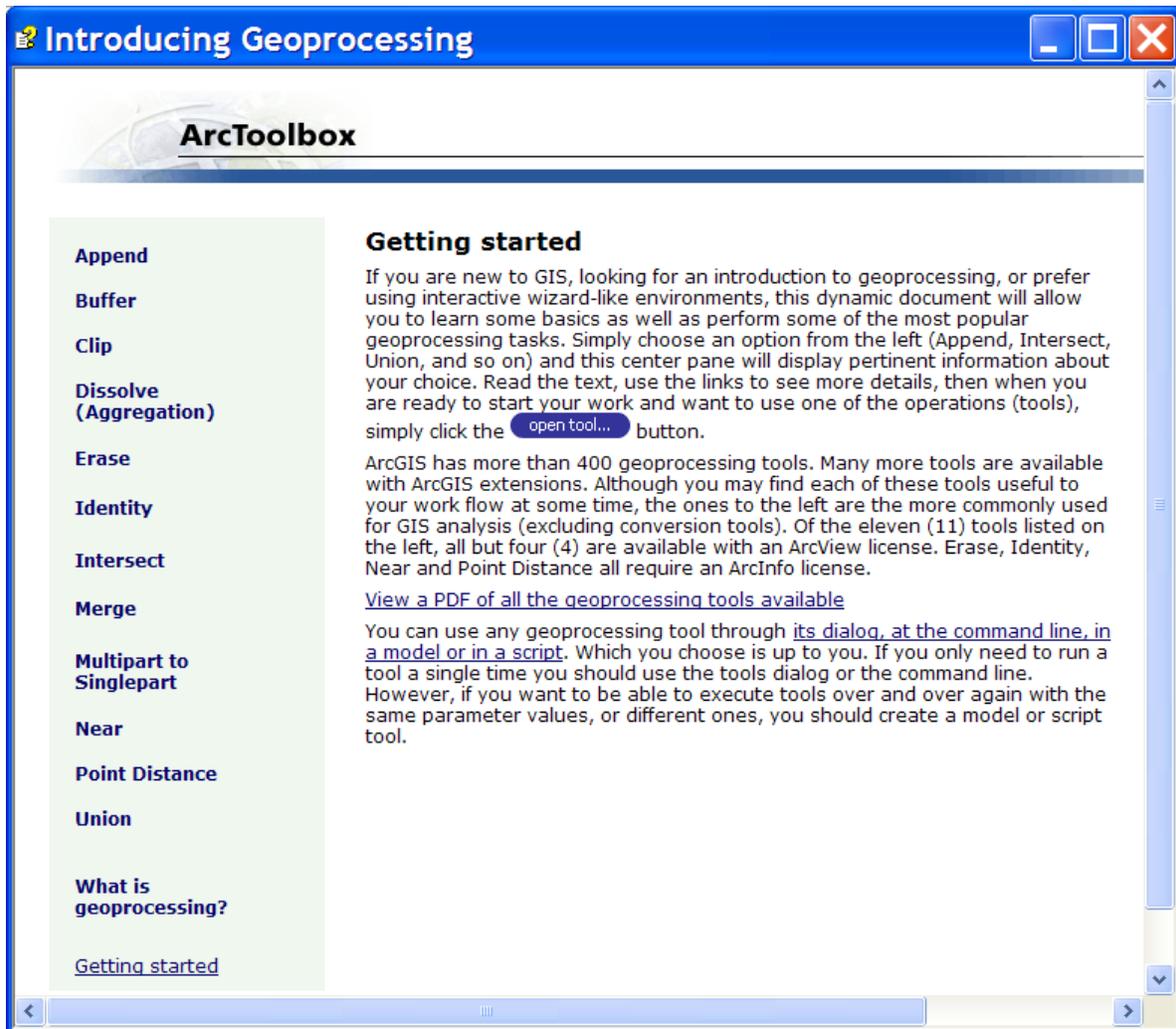
5. With the Customize screen still open, right mouse click on *Geoprocessing...*, again, and click on *Image Only*. This will replace the text, *Geoprocessing...*, with the icon you selected.



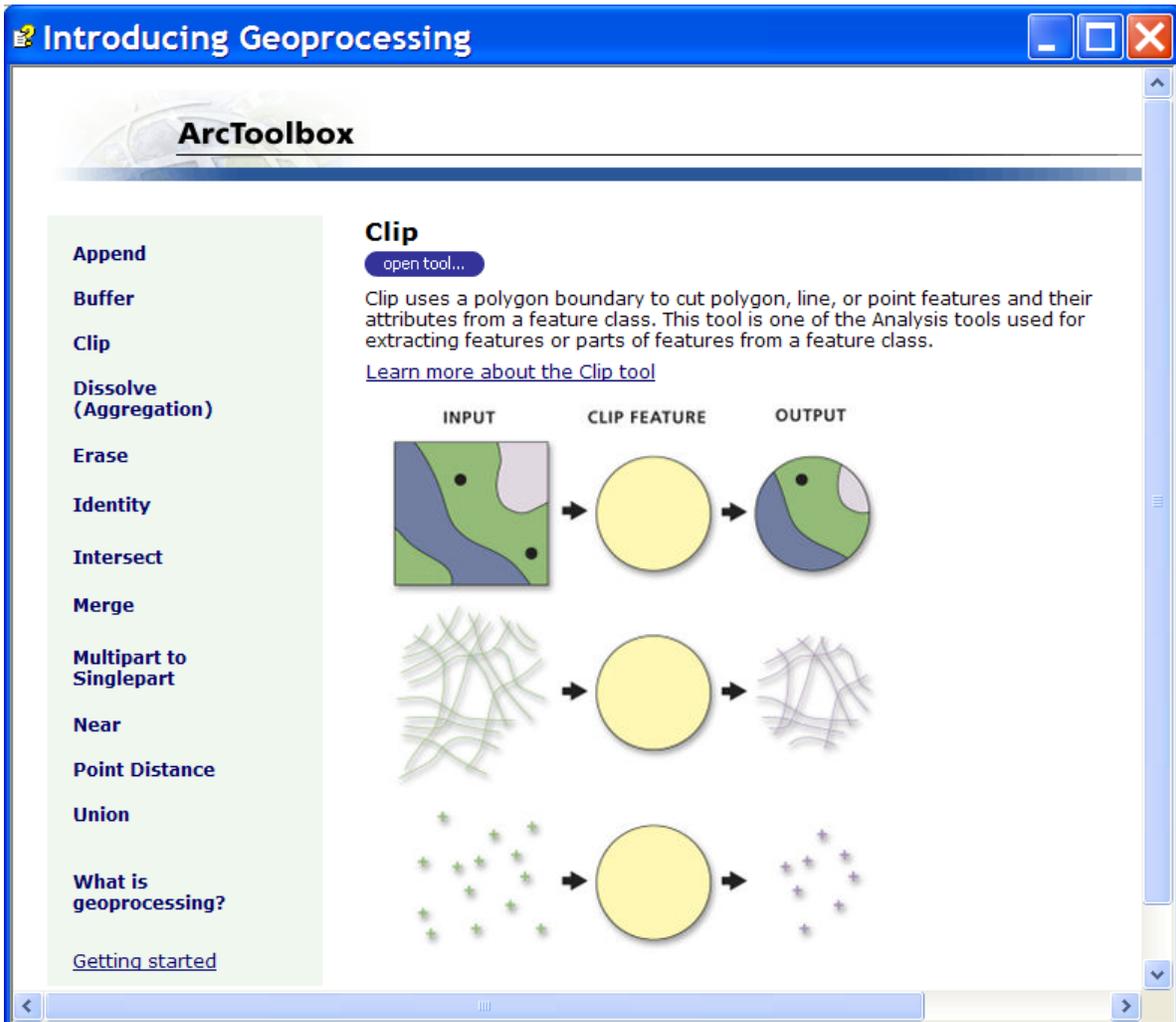
6. Close the Customize window.

Use Clip

1. Start *Geoprocessing* by clicking on the icon that was added in the steps shown above.
2. An ArcToolbox help screen window will appear. Note the various options are listed in the column on the left.



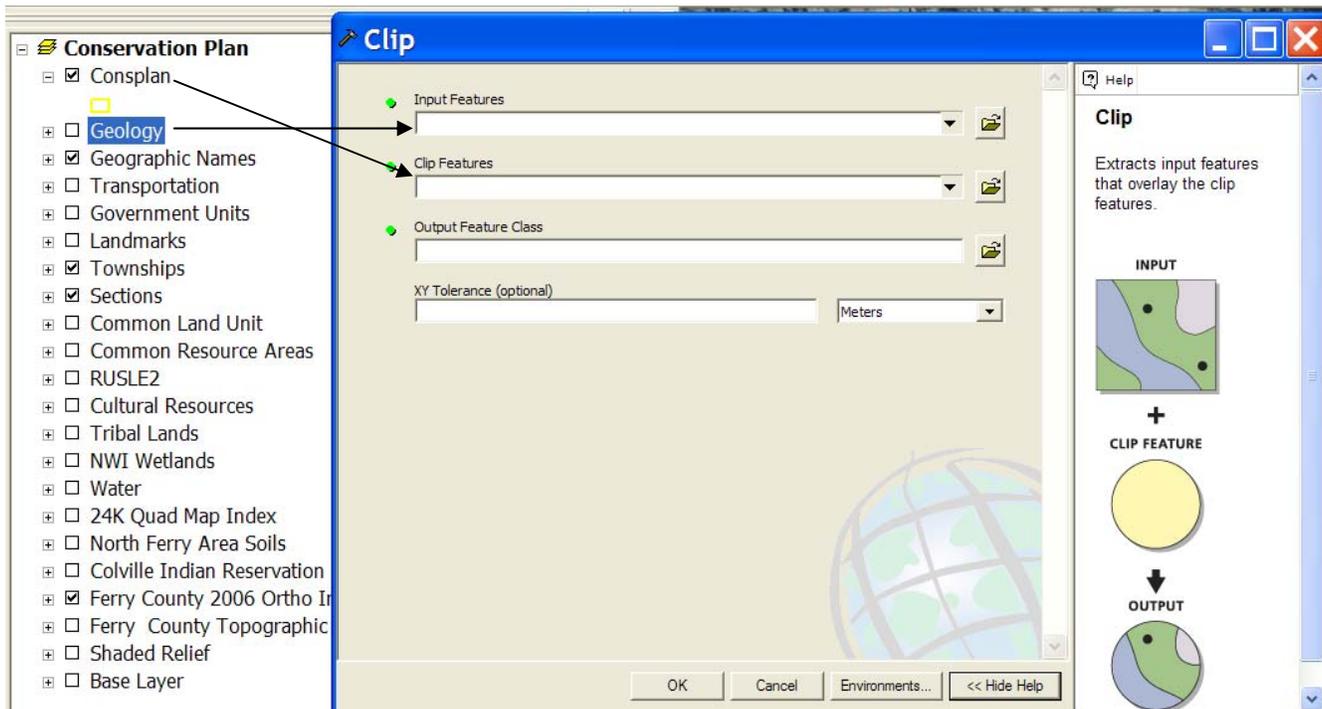
3. Point and click on Clip. Another help window opens. It illustrates what the Clip tool does.



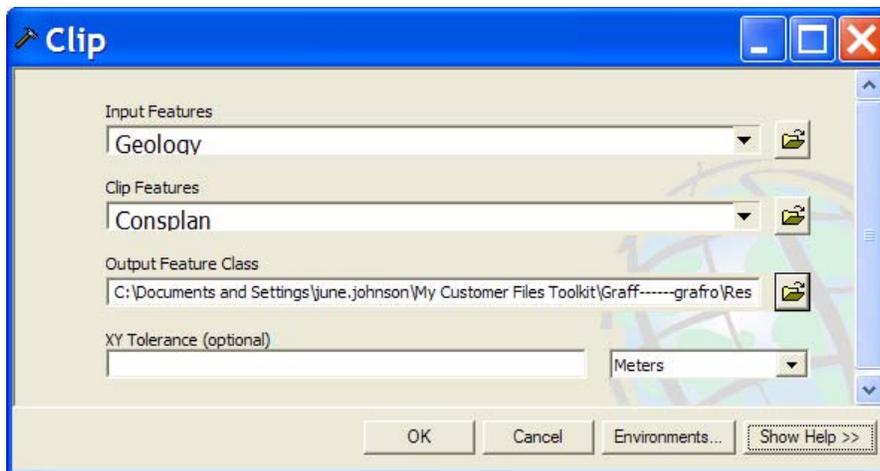
The user wants to use clip the *Geology* layer (input) by the *Planned Land Unit* layer (clip feature) to create a layer that only covers the area of the *Planned Land Unit*.

4. Click on the **open tool...** button shown below **Clip**. It will also show help on the right side of the screen. If it is not visible, click on the **Show Help** button at the bottom of the **Clip** screen.

5. Drag and drop layers from the table of contents to the **Clip** window.

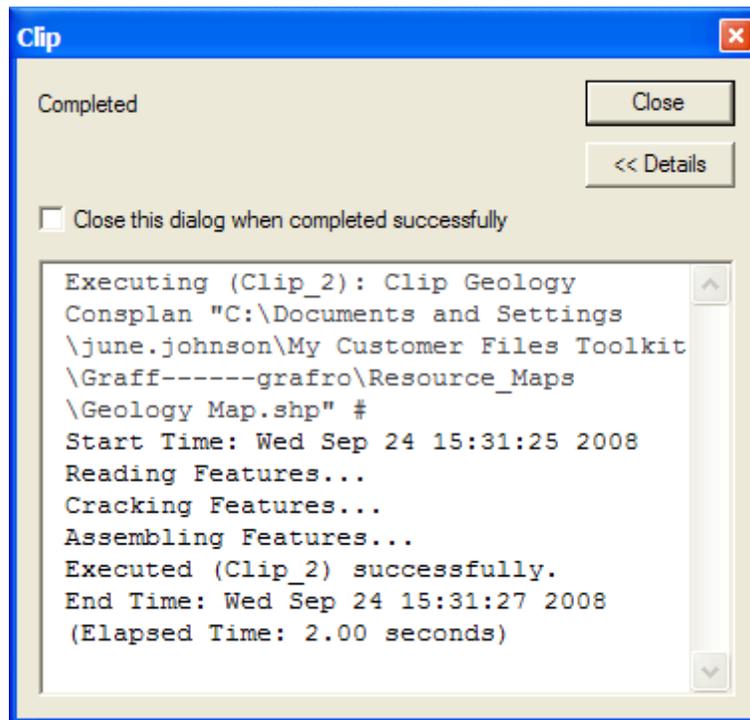


6. Click on the Browse button next to Output Feature Class, save your layer with a name like *Geology Map* in the *Customer's Resource Maps* folder. The XY Tolerance is optional.



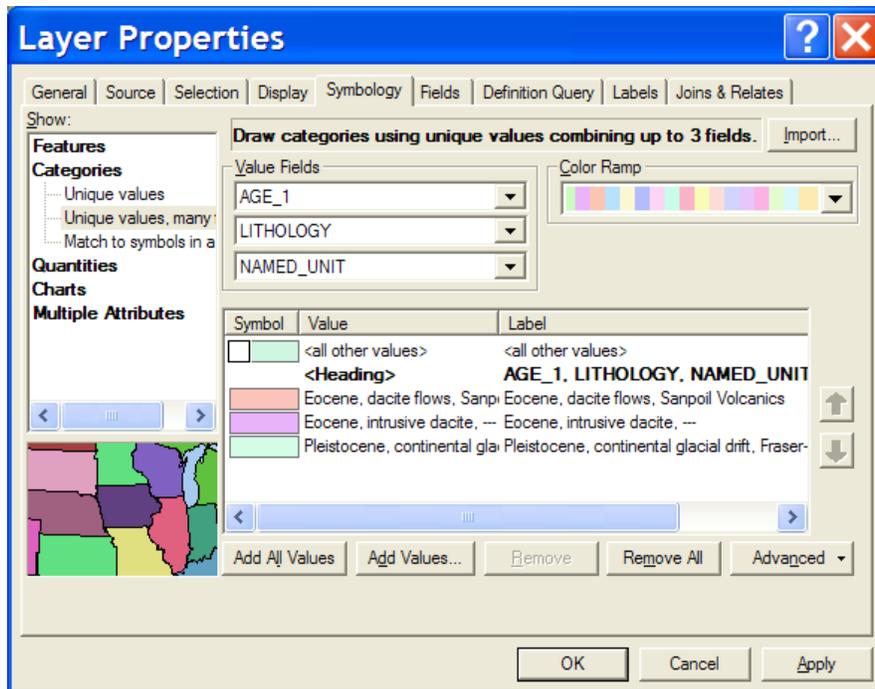
7. Click OK to start the processing

8. The screen will say Completed when finished and you may close the screen.



9. The Geology Map will appear on the screen and in the table of contents. The next step is to symbolize it.

10. Right mouse click on *Geology Map* and go to Properties and the Symbology tab. Under Categories, select Unique Values, many fields. In the Value Fields, select AGE_1, LITHOLOGY, and, if desired, NAMED_UNIT. Click on Add All Values and uncheck <all other values>.



11. Click Apply. Go to the Display tab and set the reference scale to 35% to make the layer transparent.