

Toolkit Refresher Training

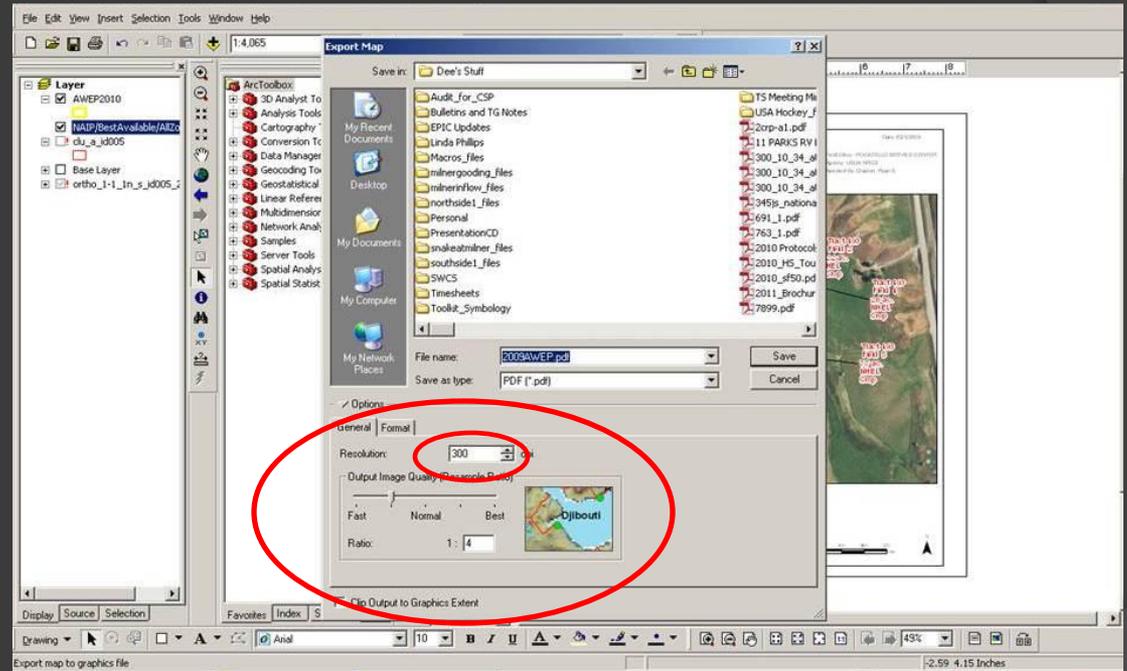
Document Management

Creating ArcMaps – One will Do

- No need to create separate ArcMaps for different views – endangered species, soils, plan – no need for separate ArcMap documents!

Document Size

- When saving pdfs of maps, ADJUST the quality and resolution to reduce the size



- Photos – limit to those needed to be viewed by others, and limit the size