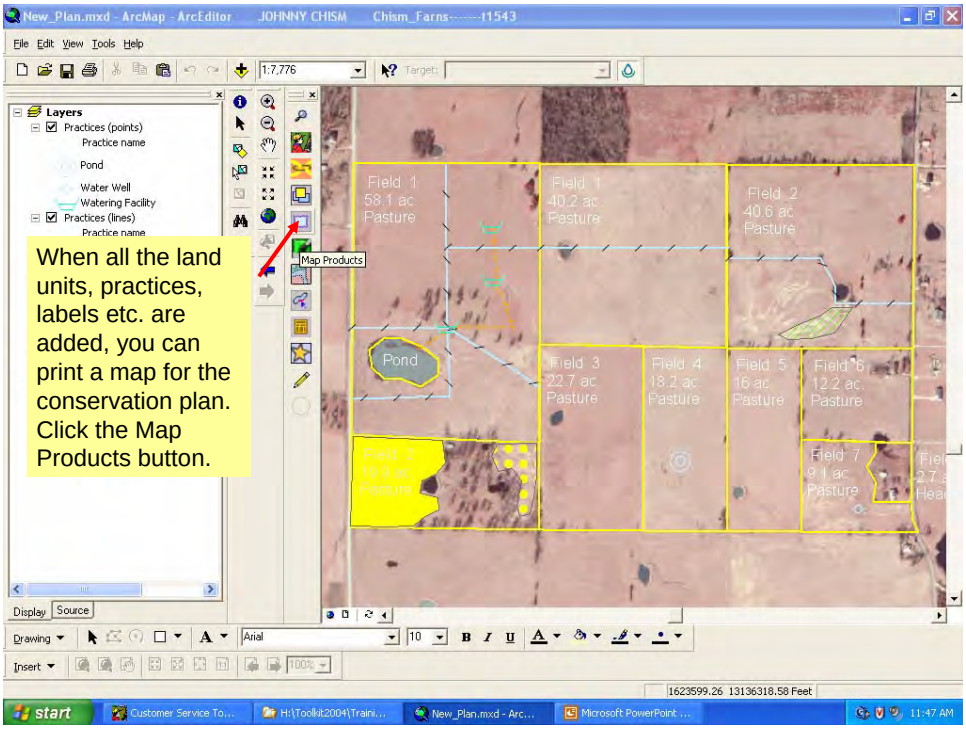
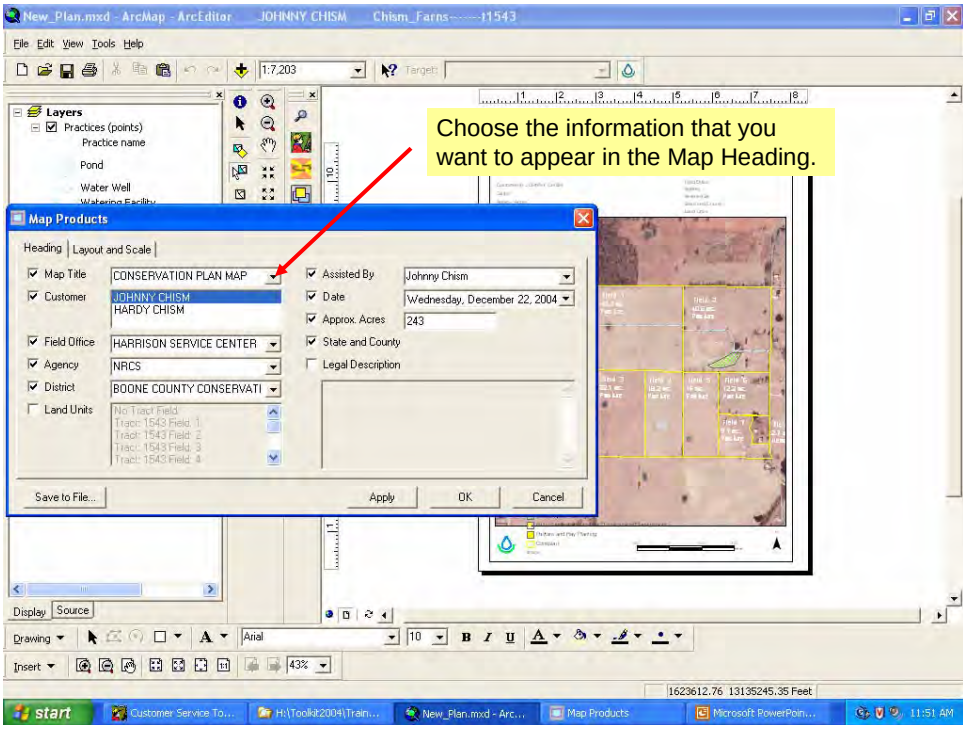
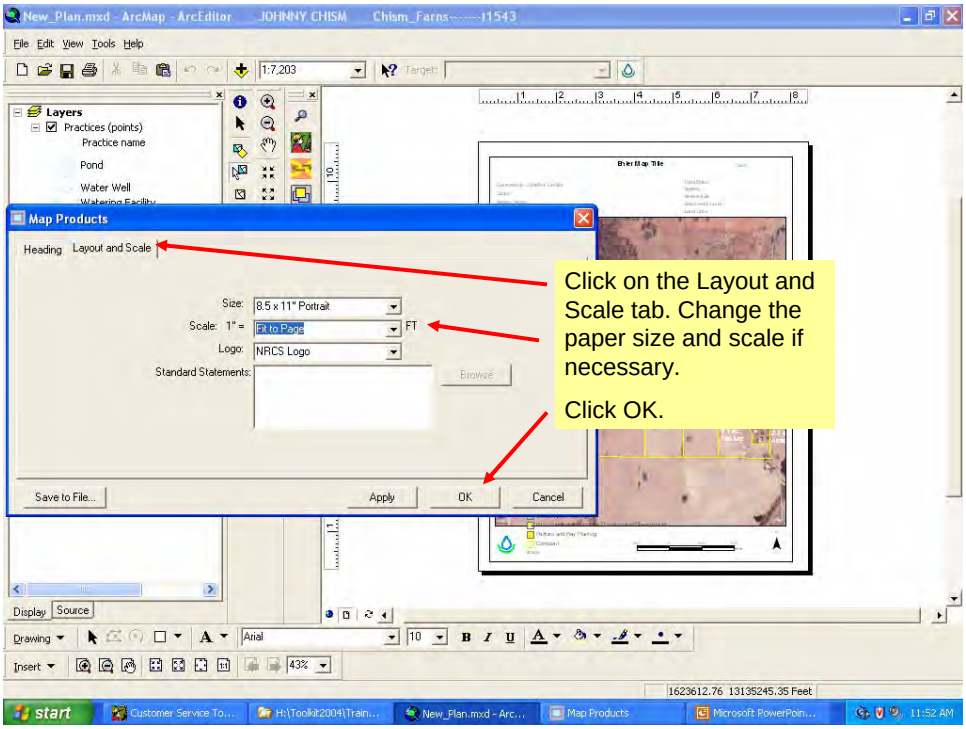
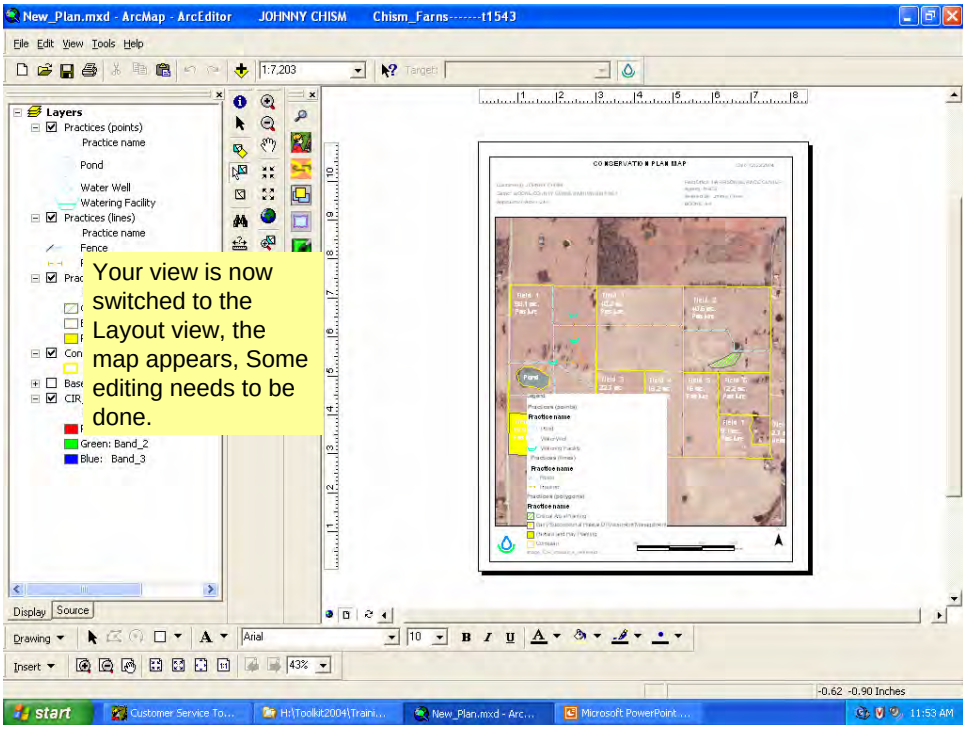
Creating a Plan Map

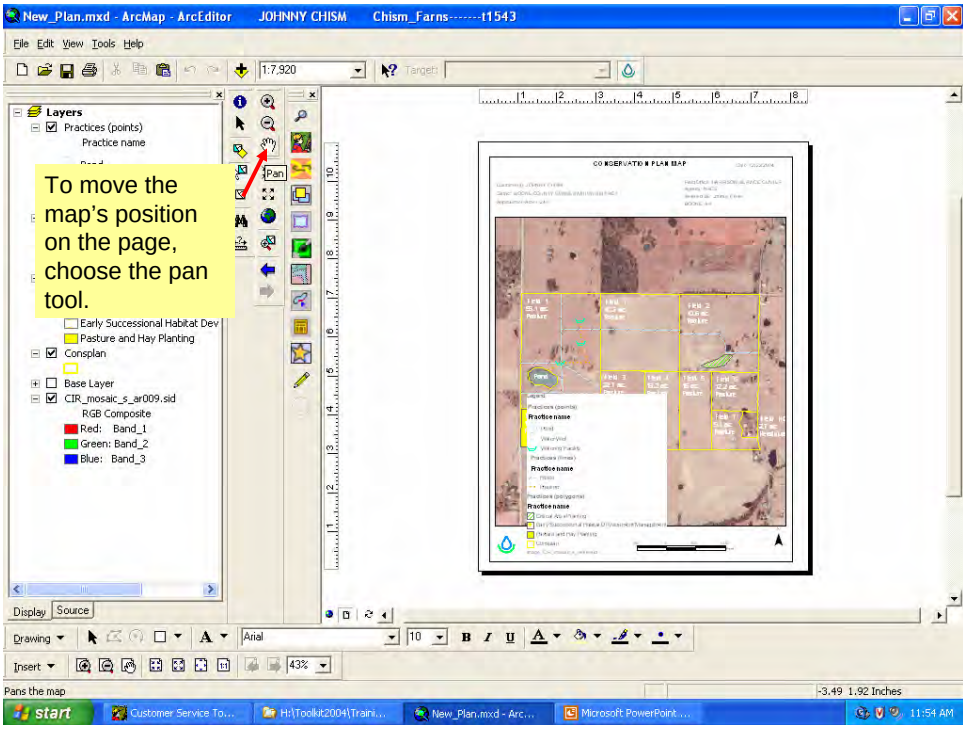
Toolkit 2004

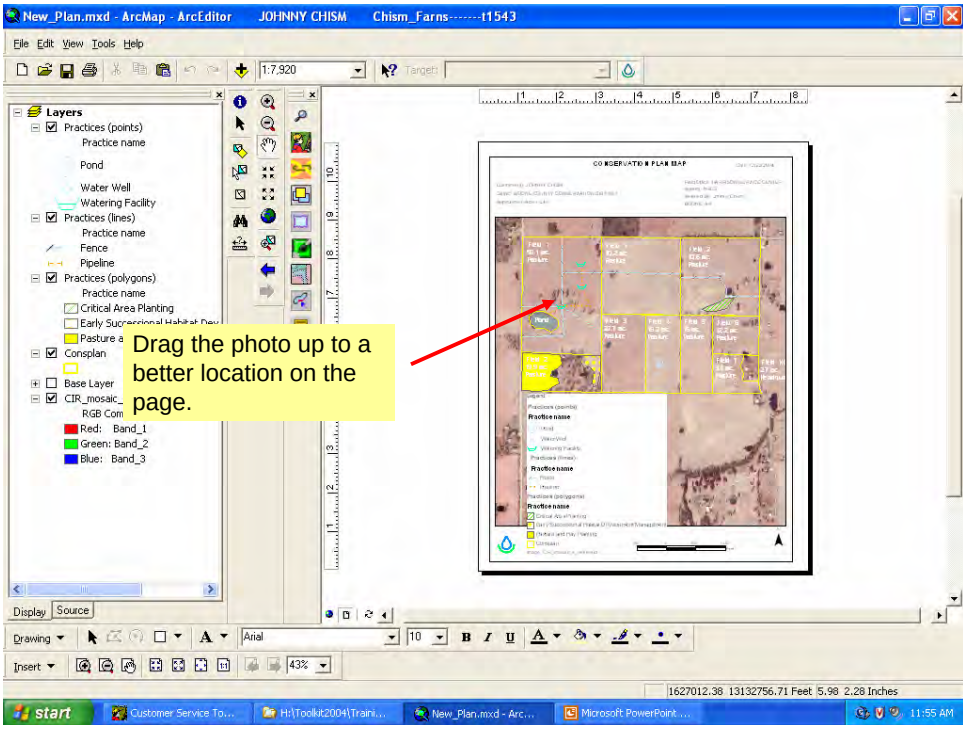


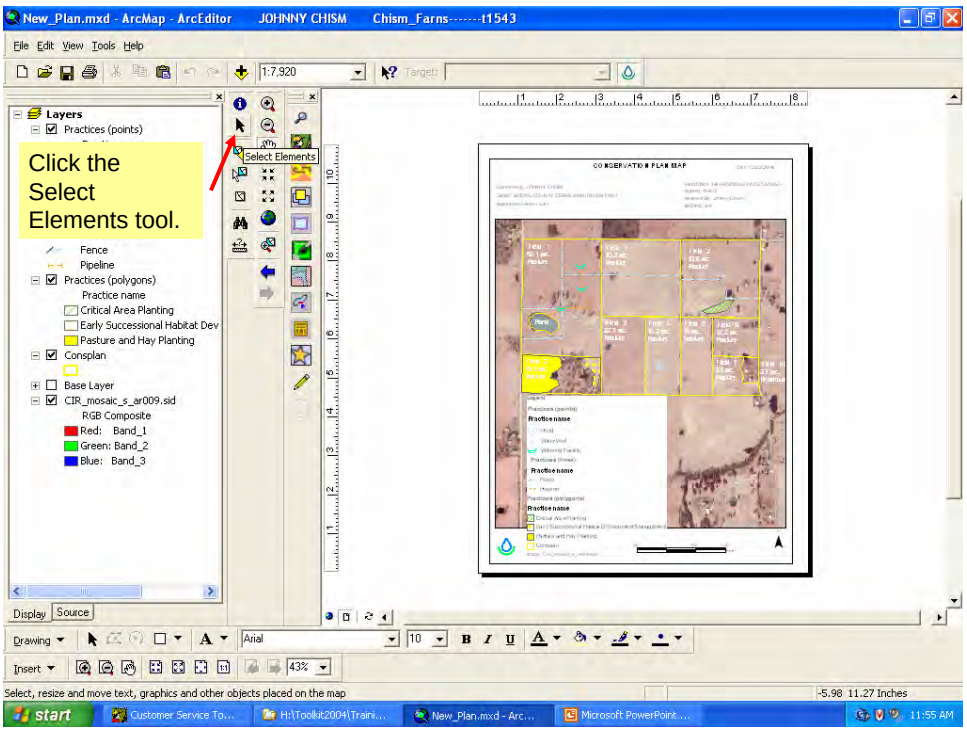

Choose the information that you want to appear in the Map Heading.
Map Products
Heading
Layout and Scale
Map Title
CONSERVATION PLAN MAP
Customer
JOHNNY CHISM
HARDY CHISM
Field Office
HARRISON SERVICE CENTER
Agency
NRCS
District
BOONE COUNTY CONSERVATI
Land Units
Assisted By
Johnny Chism
Date
Wednesday, December 22, 2004
Approx. Acres
243
State and County
Legal Description
Save to File...
Apply
OK
Cancel

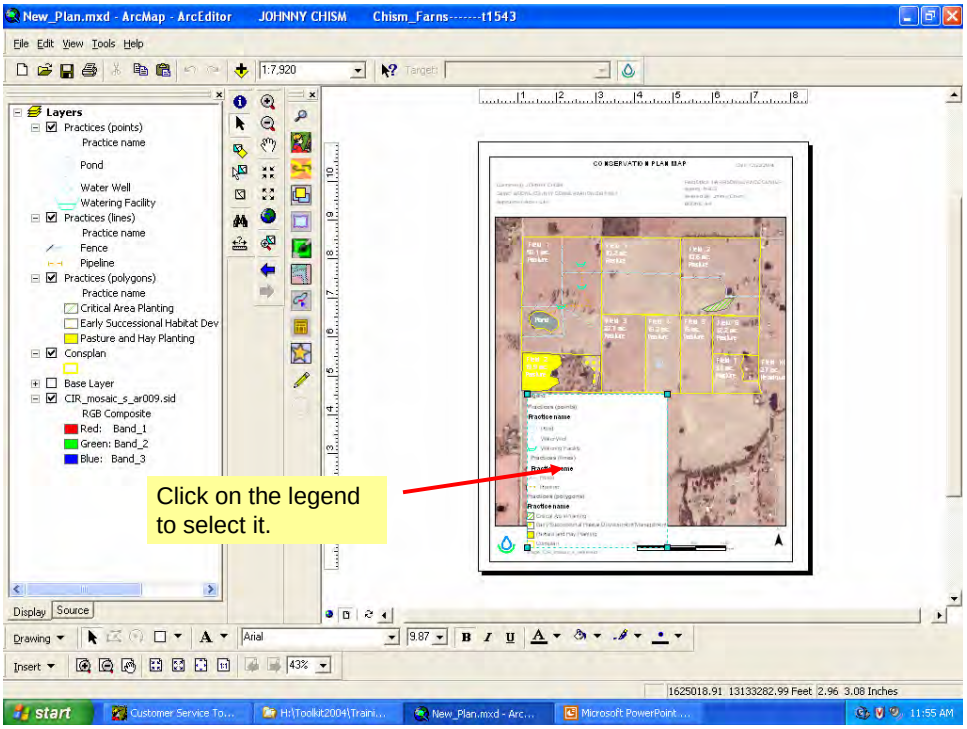

Click on the Layout and Scale tab. Change the paper size and scale if necessary.
Click OK.
Map Products
Heading
Layout and Scale
Size:
8.5 x 11" Portrait
Scale: 1" =
Fit to Page
FT
Logo:
NRCS Logo
Standard Statements:
Browse
Save to File...
Apply
OK
Cancel

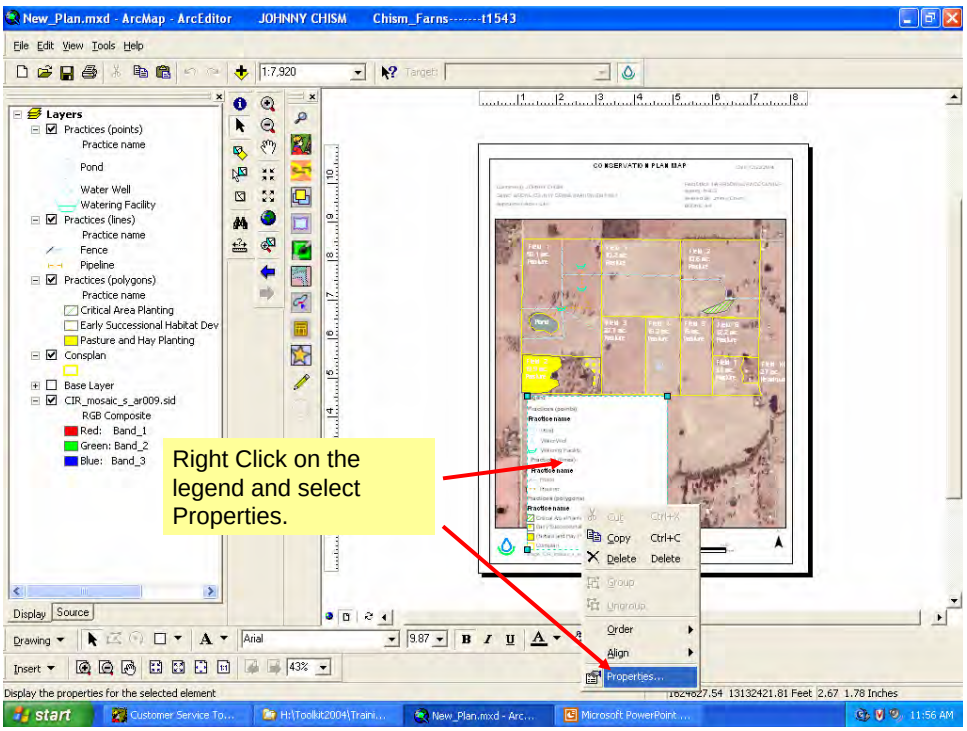

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,203
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Green: Band_2
Blue: Band_3
Your view is now switched to the Layout view, the map appears, Some editing needs to be done.
Display Source
Drawing
Arial
10
Insert
43%
-0.62 -0.90 Inches
start
11:53 AM

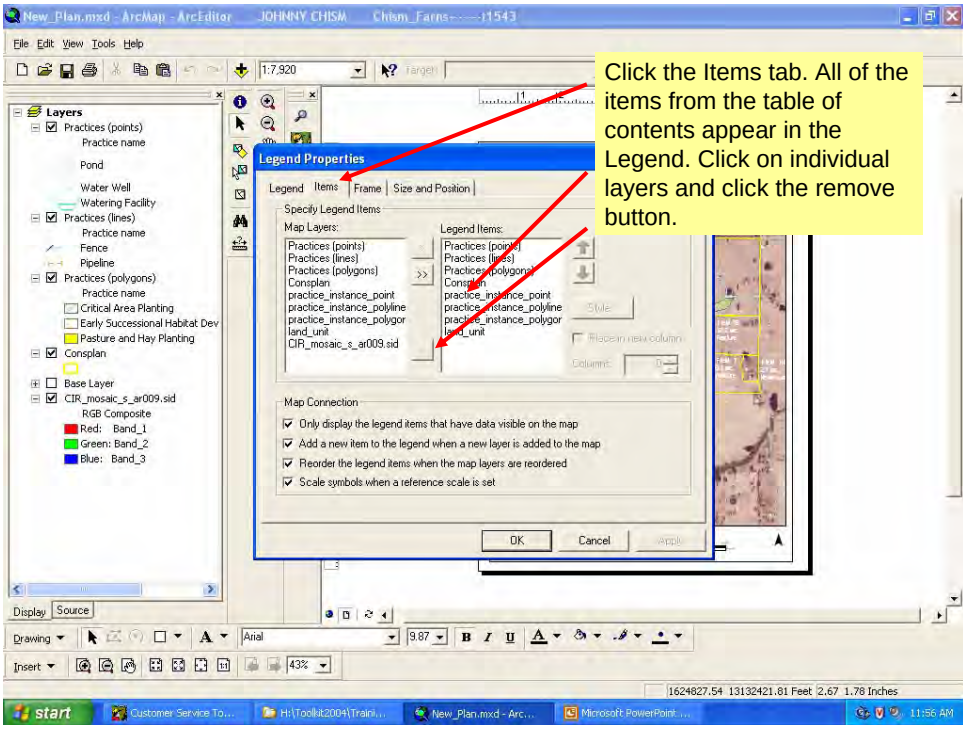

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pan
To move the map's position on the page, choose the pan tool.
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Display Source
Drawing
Arial
10
Insert
43%
Pans the map
-3.49 1.92 Inches
start
11:54 AM

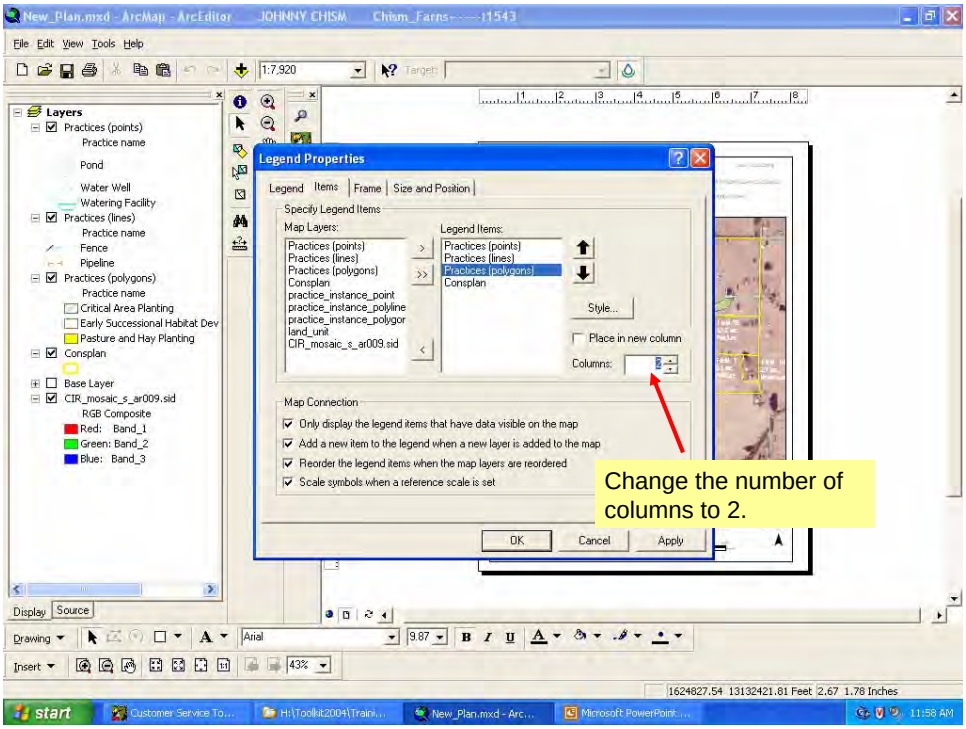

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Consplan
Base Layer
Red: Band_1
Green: Band_2
Blue: Band_3
Drag the photo up to a better location on the page.
Display Source
Drawing
Insert
Arial
10
43%
1627012.38 13132756.71 Feet 5.98 2.28 Inches
start
11:55 AM

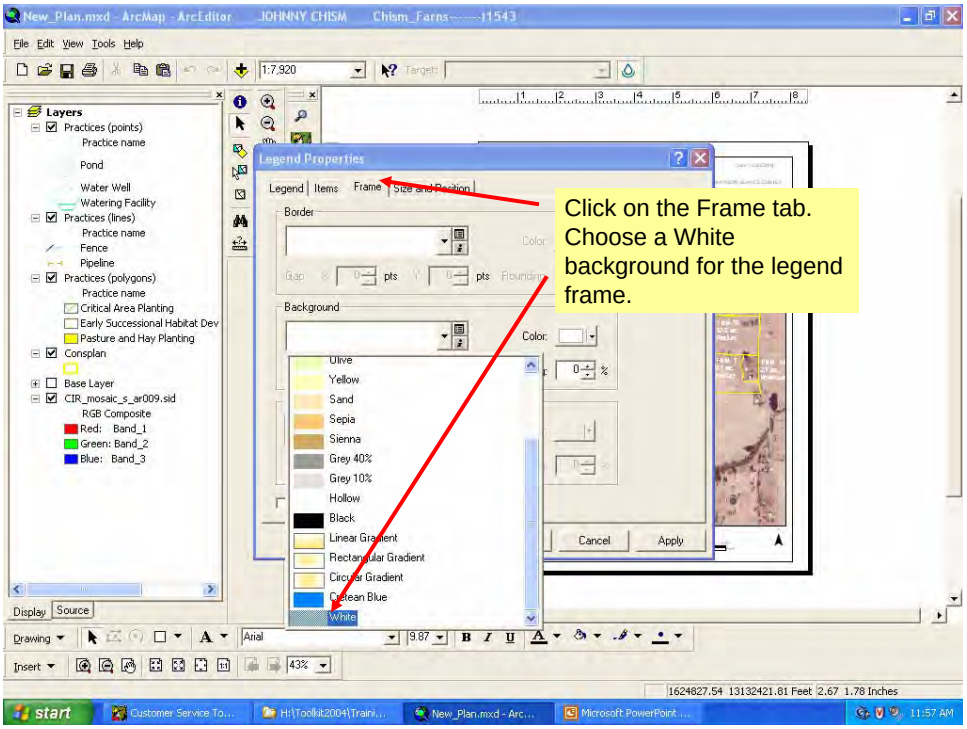

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Click the Select Elements tool.
Select Elements
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Display Source
Drawing
Insert
Arial
10
43%
Select, resize and move text, graphics and other objects placed on the map
-5.98 11.27 Inches
start
11:55 AM

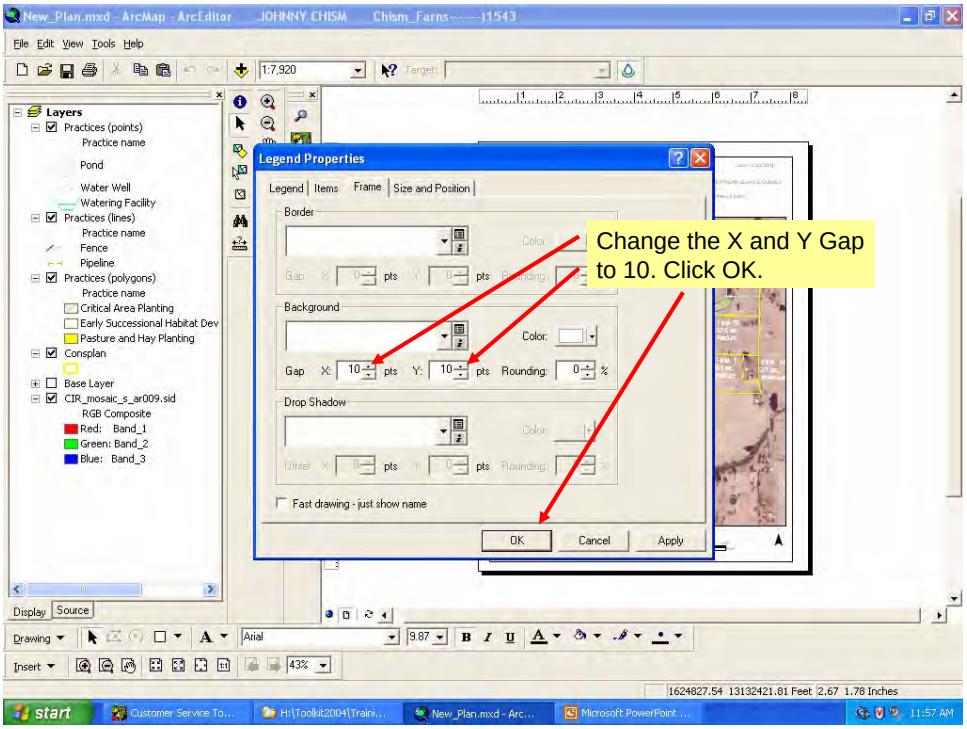

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Click on the legend to select it.
Display Source
Drawing
Insert
Arial
9.87
43%
1625018.91 13133282.99 Feet 2.96 3.08 Inches
start
11:55 AM

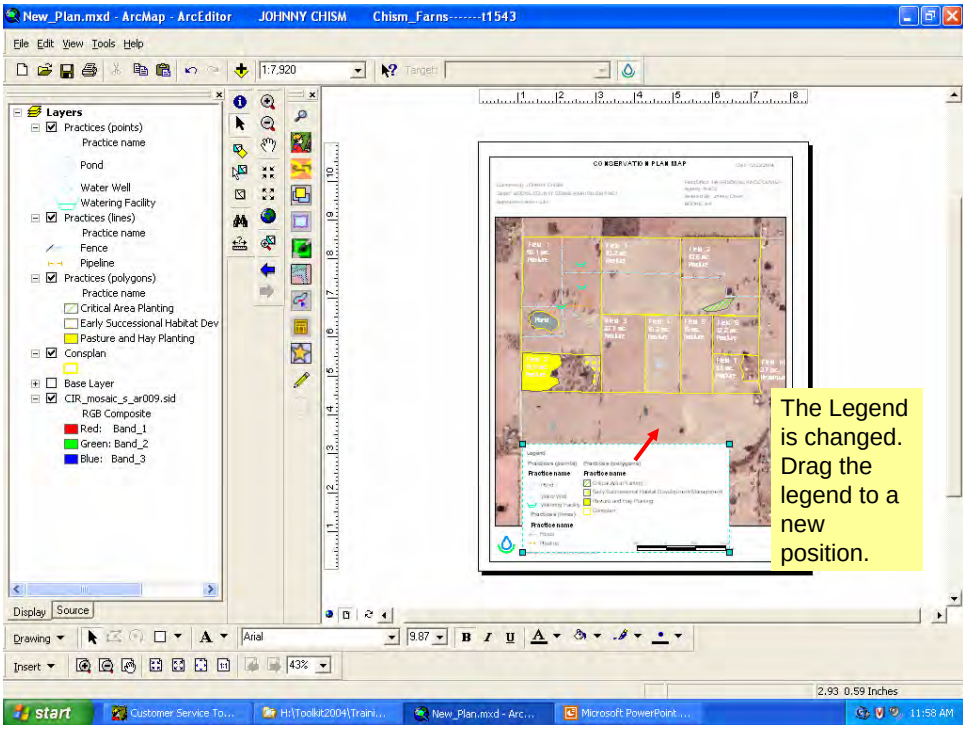

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Right Click on the legend and select Properties.
Cut Ctrl+X
Copy Ctrl+C
Delete Delete
Group
Ungroup
Order
Align
Properties...
Display Source
Drawing
Insert
Arial
9.87
43%
Display the properties for the selected element
1624627.54 13132421.81 Feet 2.67 1.78 Inches
start
11:56 AM

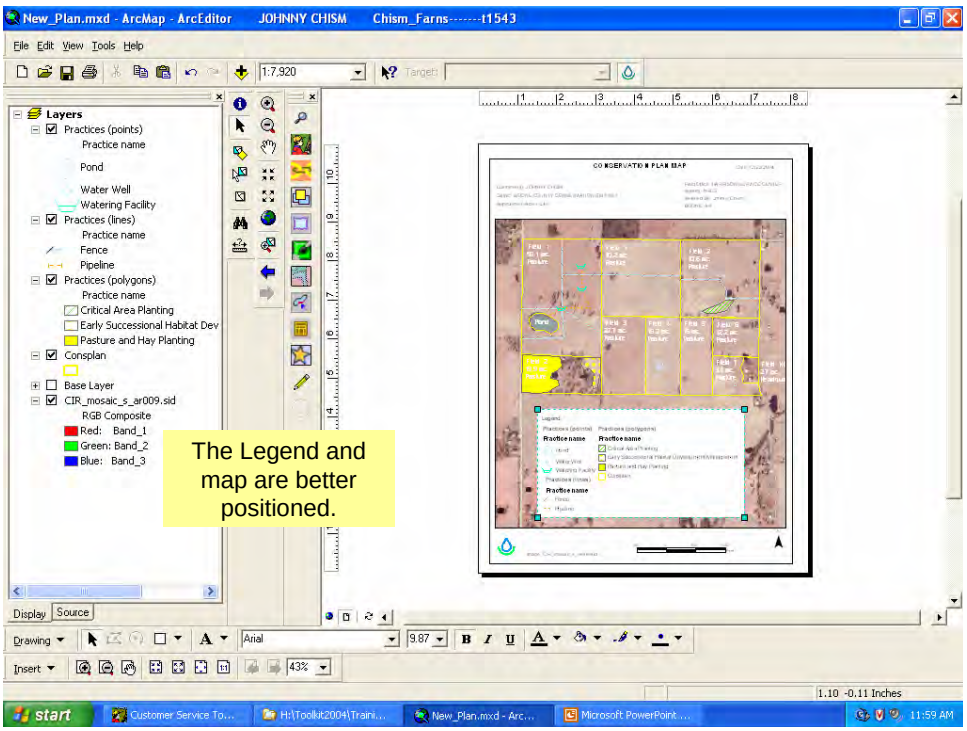

Click the Items tab. All of the items from the table of contents appear in the Legend. Click on individual layers and click the remove button.
Legend Properties
Legend
Items
Frame
Size and Position
Specify Legend Items
Map Layers:
Legend Items:
Map Connection
Only display the legend items that have data visible on the map
Add a new item to the legend when a new layer is added to the map
Reorder the legend items when the map layers are reordered
Scale symbols when a reference scale is set
OK
Cancel
Apply

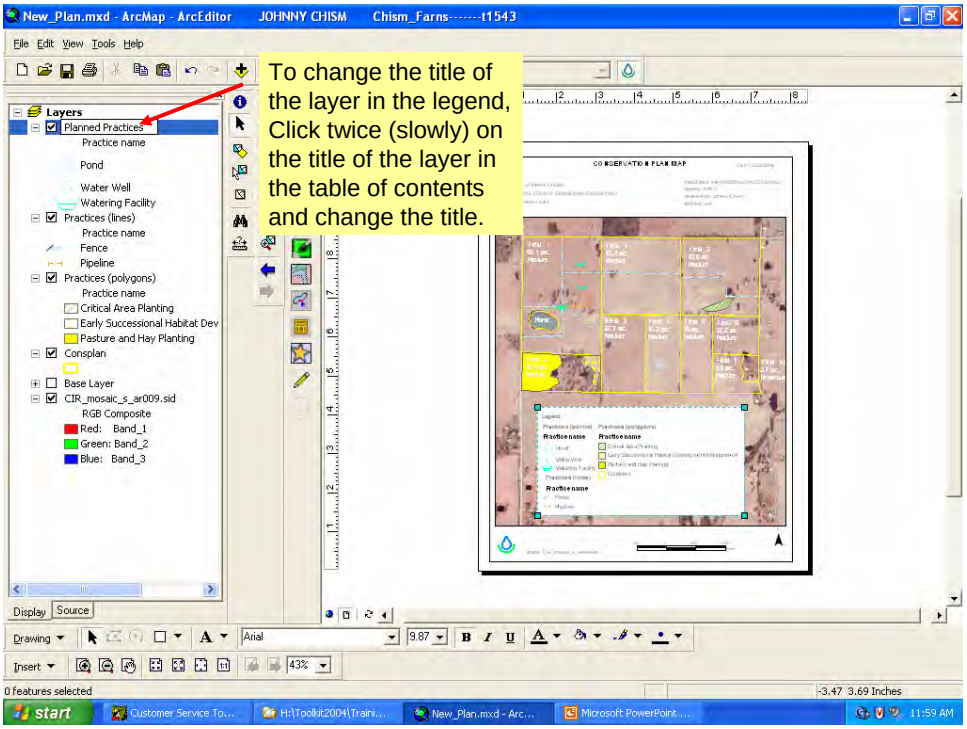

Legend Properties
Legend
Items
Frame
Size and Position
Specify Legend Items
Map Layers:
Legend Items:
Style...
Place in new column
Columns:
Map Connection
Only display the legend items that have data visible on the map
Add a new item to the legend when a new layer is added to the map
Reorder the legend items when the map layers are reordered
Scale symbols when a reference scale is set
OK
Cancel
Apply
Change the number of columns to 2.

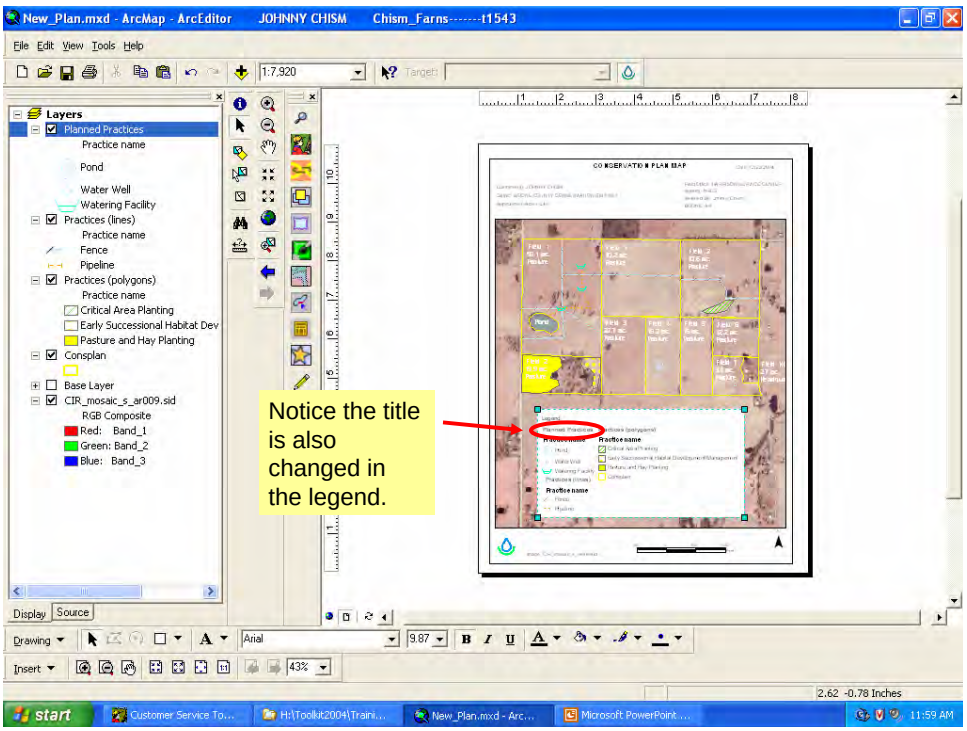

Legend Properties
Legend
Items
Frame
Size and Position
Border
Background
Color:
Olive
Yellow
Sand
Sepia
Sienna
Grey 40%
Grey 10%
Hollow
Black
Linear Gradient
Rectangular Gradient
Circular Gradient
Ocean Blue
White
Cancel
Apply
Click on the Frame tab. Choose a White background for the legend frame.

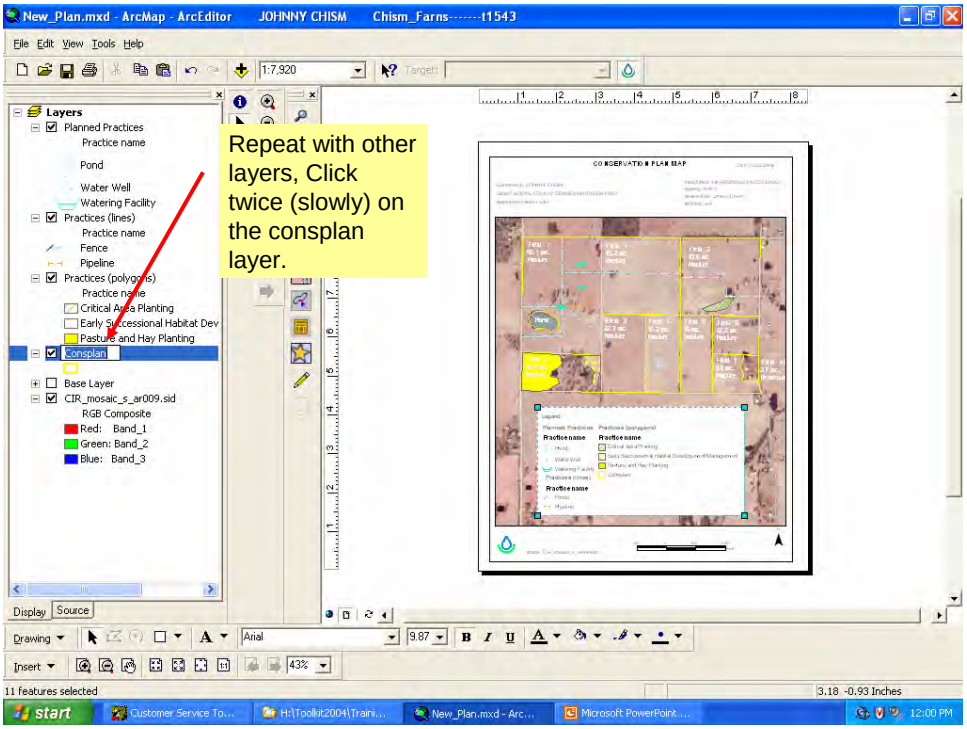

Legend Properties
Legend
Items
Frame
Size and Position
Border
Background
Color:
Gap X: 10 pts Y: 10 pts Rounding: 0 %
Drop Shadow
Fast drawing - just show name
OK
Cancel
Apply
Change the X and Y Gap to 10. Click OK.

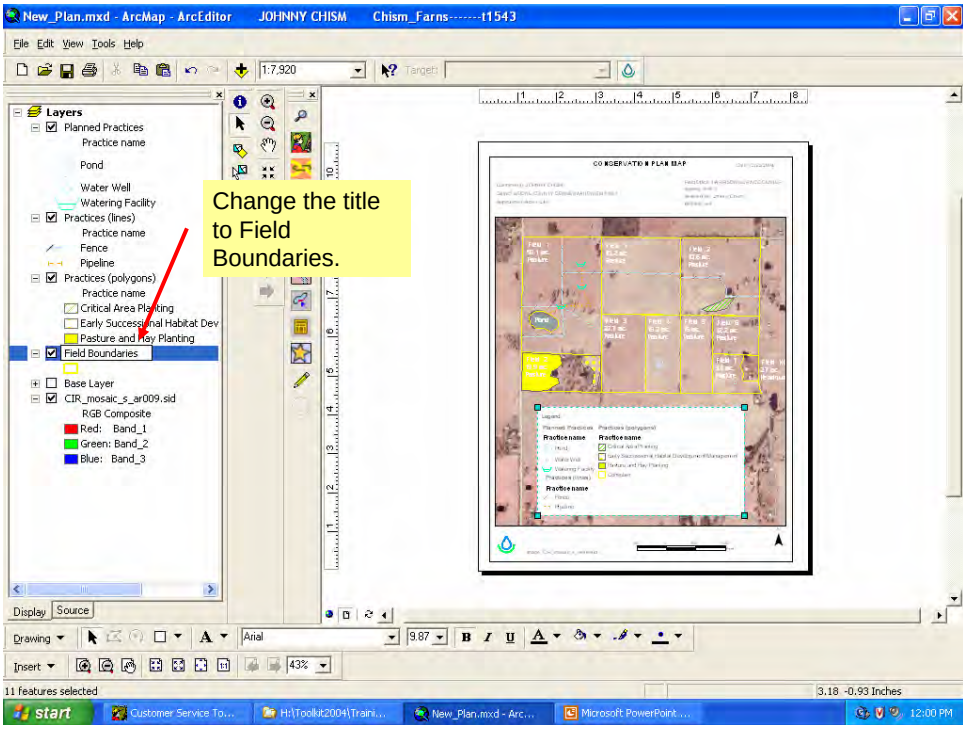

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Display Source
Drawing
Insert
Arial
9.87
43%
2.93 0.59 Inches
start
11:58 AM
The Legend is changed. Drag the legend to a new position.

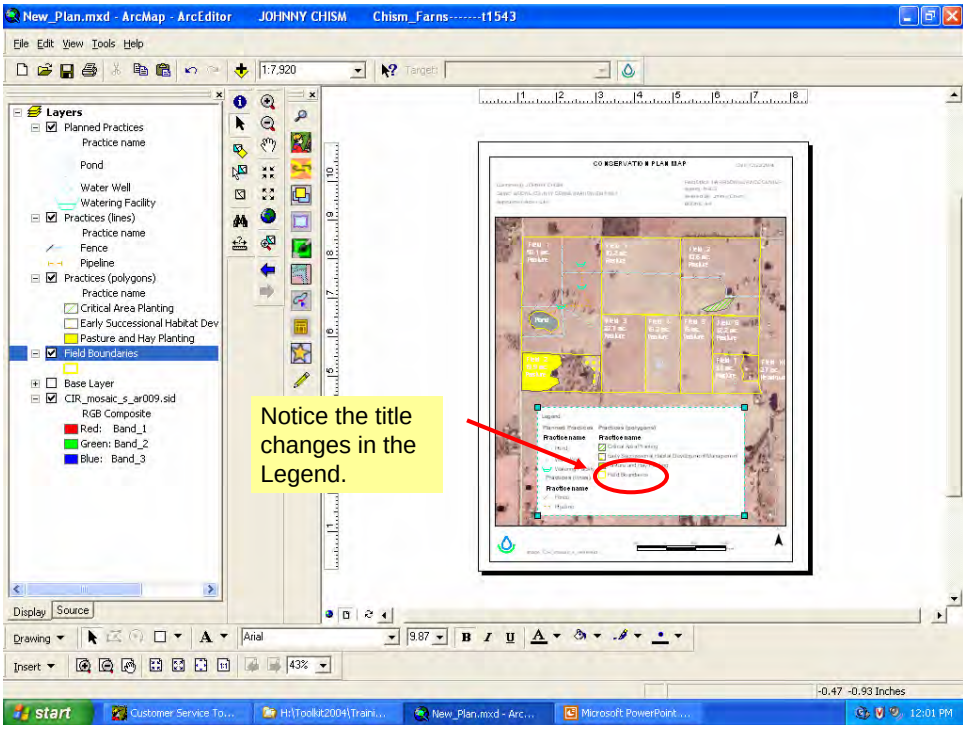

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Practices (points)
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Display Source
Drawing
Insert
Arial
9.87
43%
1.10 -0.11 Inches
start
11:59 AM
The Legend and map are better positioned.

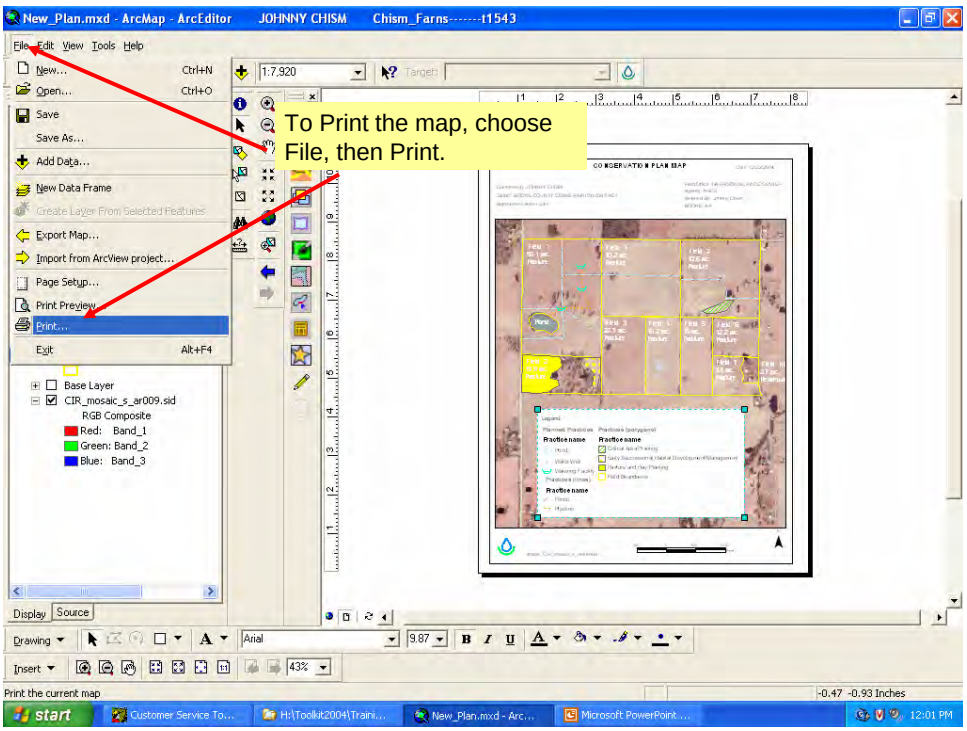

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
To change the title of the layer in the legend, Click twice (slowly) on the title of the layer in the table of contents and change the title.
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
0 features selected
-3.47 3.69 Inches

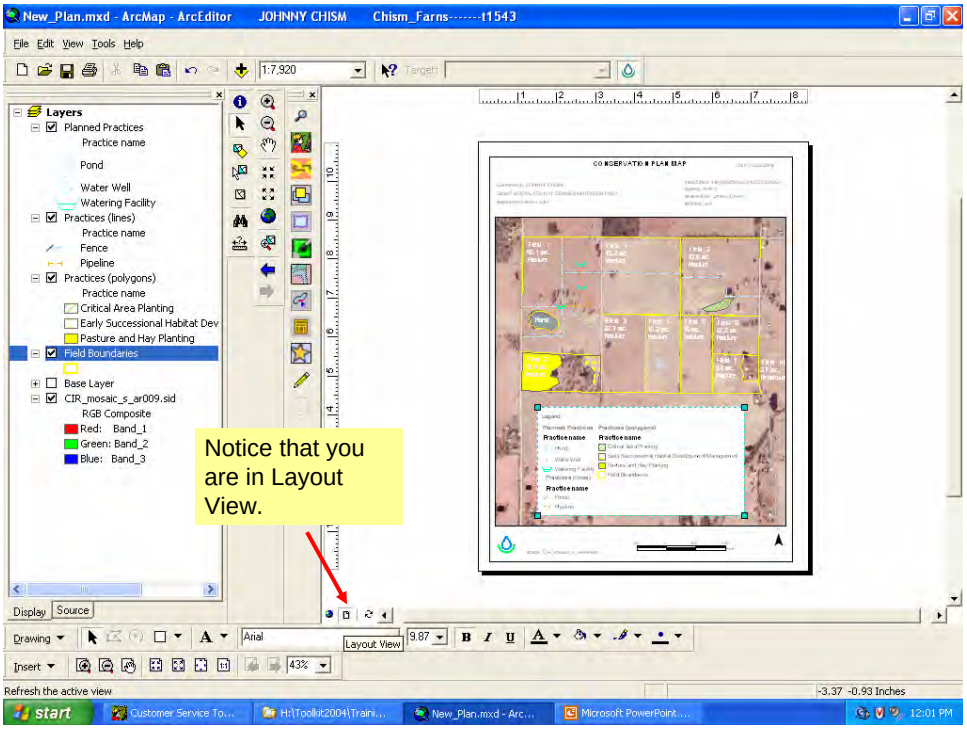

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
Notice the title is also changed in the legend.
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
2.62 -0.78 Inches

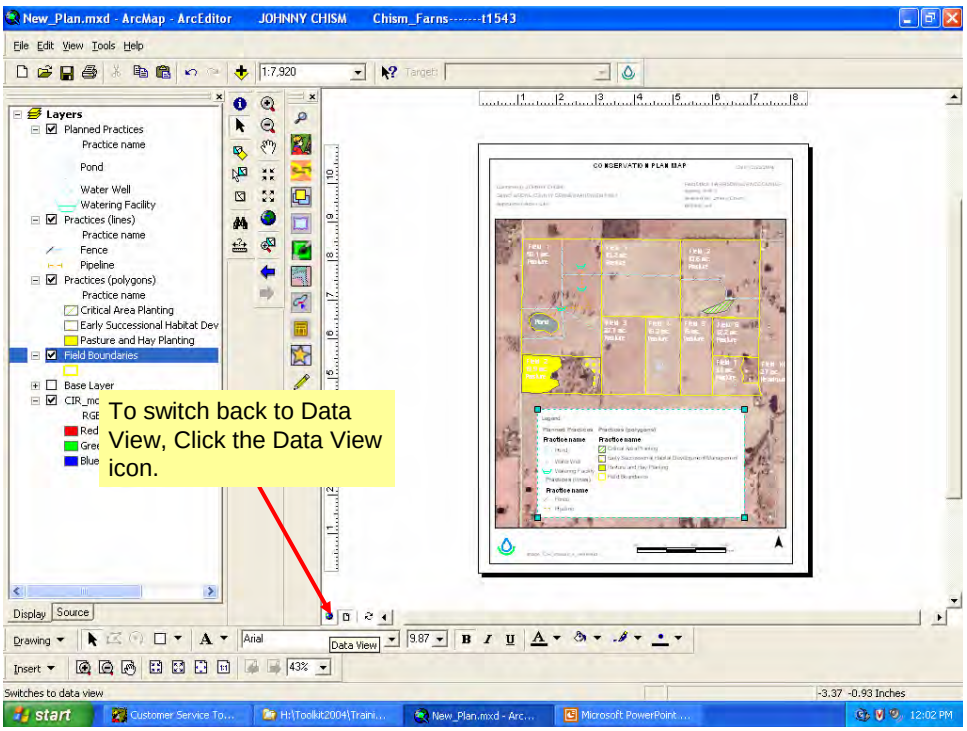

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
Repeat with other layers, Click twice (slowly) on the consplan layer.
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Consplan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
11 features selected

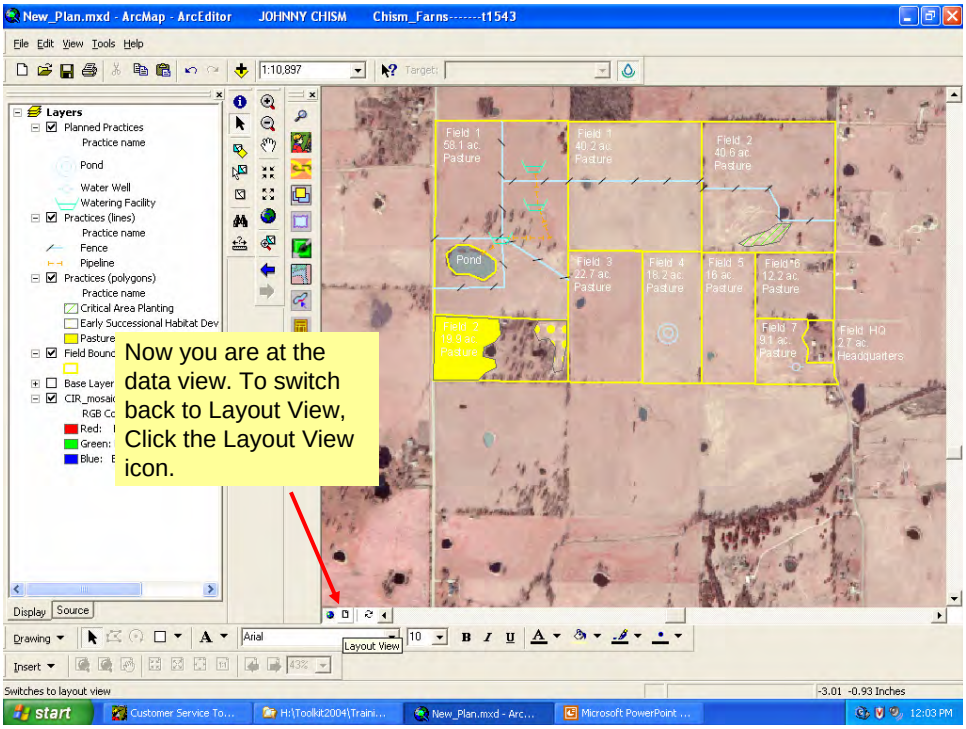

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
Change the title to Field Boundaries.
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Field Boundaries
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
11 features selected

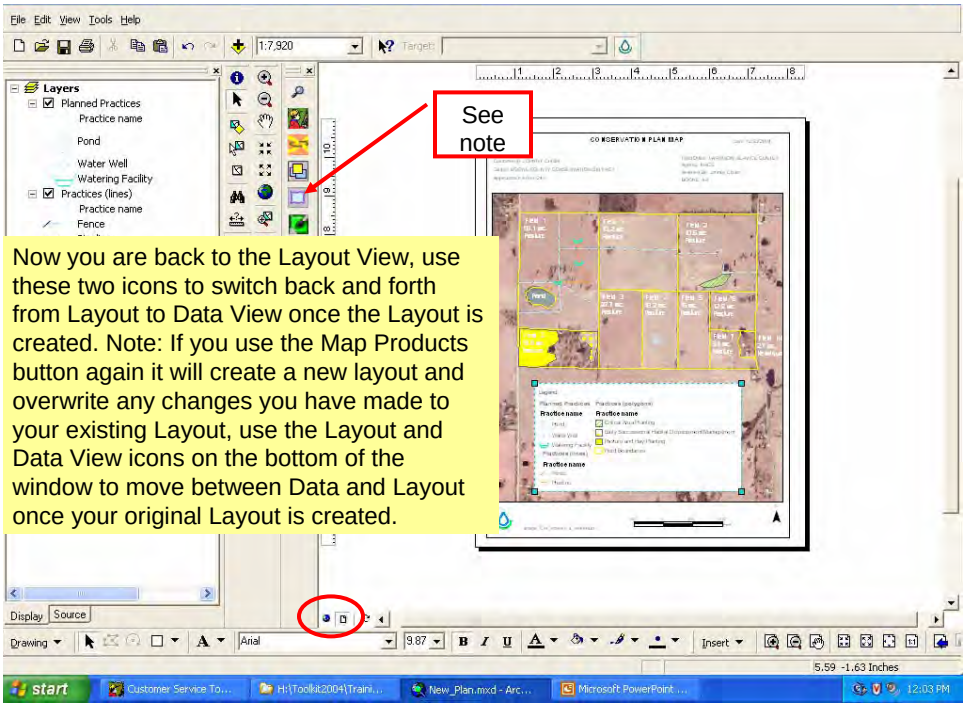

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Field Boundaries
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Notice the title changes in the Legend.
Display Source
Drawing
Insert
start


New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
New... Ctrl+N
Open... Ctrl+O
Save
Save As...
Add Data...
New Data Frame
Create Layer From Selected Features
Export Map...
Import from ArcView project...
Page Setup...
Print Preview
Print...
Exit Alt+F4
To Print the map, choose File, then Print.
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Display Source
Drawing
Insert
Print the current map
start


New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Field Boundaries
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3
Notice that you are in Layout View.
Display Source
Drawing
Insert
Arial
Layout View
9.87
43%
Refresh the active view
-3.37 -0.93 Inches
start
12:01 PM


New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
File Edit View Tools Help
1:7,920
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture and Hay Planting
Field Boundaries
Base Layer
To switch back to Data View, Click the Data View icon.
Display Source
Drawing
Insert
Arial
Data View
9.87
43%
Switches to data view
-3.37 -0.93 Inches
start
12:02 PM


New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farns------t1543
Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
Pipeline
Practices (polygons)
Practice name
Critical Area Planting
Early Successional Habitat Dev
Pasture
Field Bound
Base Layer
CIR_mosaic
Now you are at the data view. To switch back to Layout View, Click the Layout View icon.
Field 1 58.1 ac. Pasture
Field 1 40.2 ac. Pasture
Field 2 40.6 ac. Pasture
Pond
Field 3 22.7 ac. Pasture
Field 4 18.2 ac. Pasture
Field 5 16 ac. Pasture
Field 6 12.2 ac. Pasture
Field 2 19.9 ac. Pasture
Field 7 9.1 ac. Pasture
Field HQ 2.7 ac. Headquarters
Display
Source
Layout View
Switches to layout view
-3.01 -0.93 Inches
start
12:03 PM


Layers
Planned Practices
Practice name
Pond
Water Well
Watering Facility
Practices (lines)
Practice name
Fence
See note
Now you are back to the Layout View, use these two icons to switch back and forth from Layout to Data View once the Layout is created. Note: If you use the Map Products button again it will create a new layout and overwrite any changes you have made to your existing Layout, use the Layout and Data View icons on the bottom of the window to move between Data and Layout once your original Layout is created.
Display
Source
5.59 -1.63 Inches
start
12:03 PM