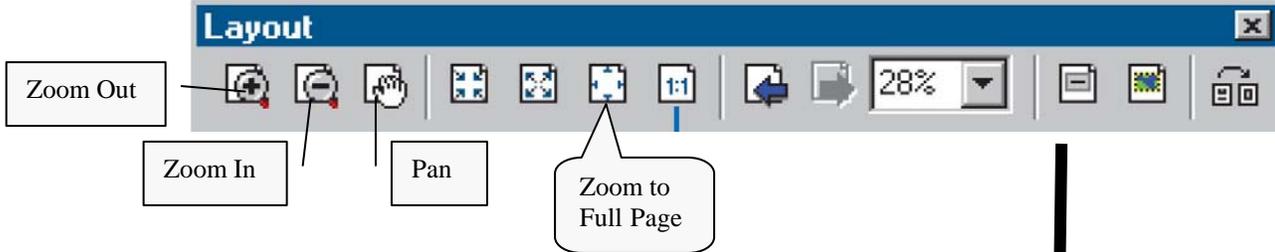


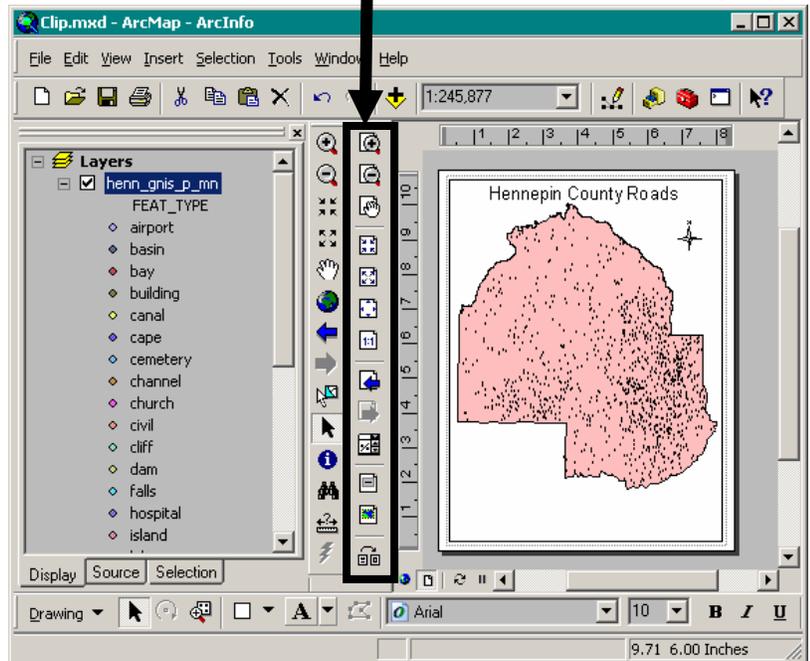
#1b – Creating First Map Layout

**The toolbar shown below should ONLY be used when creating your Layout.
DO NOT ever use the regular toolbar when working in your Layout!**

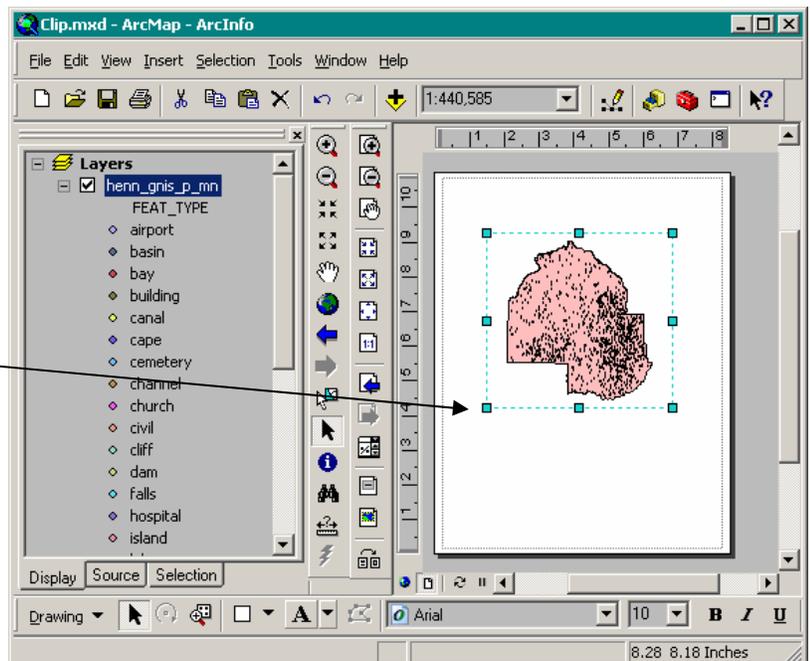


You should still have your “Clip.mxd” project open. If not, open it now.

1. Click on **View – Layout View**. You are now in the layout data frame where you can begin to work on your map layout.
2. Also notice the new Layout Toolbars. Toolbars are dockable, so you can move it wherever you'd like.
 - a. If you do not see these tools, click on **View – Toolbars – Layout**.
 - b. To move a Toolbar, Click on the gray bar at the top of each toolbar and you will see you can then drag it around the screen.
 - c. Find a comfortable spot for your Toolbar and leave it there. You'll come to depend on a consistent location.

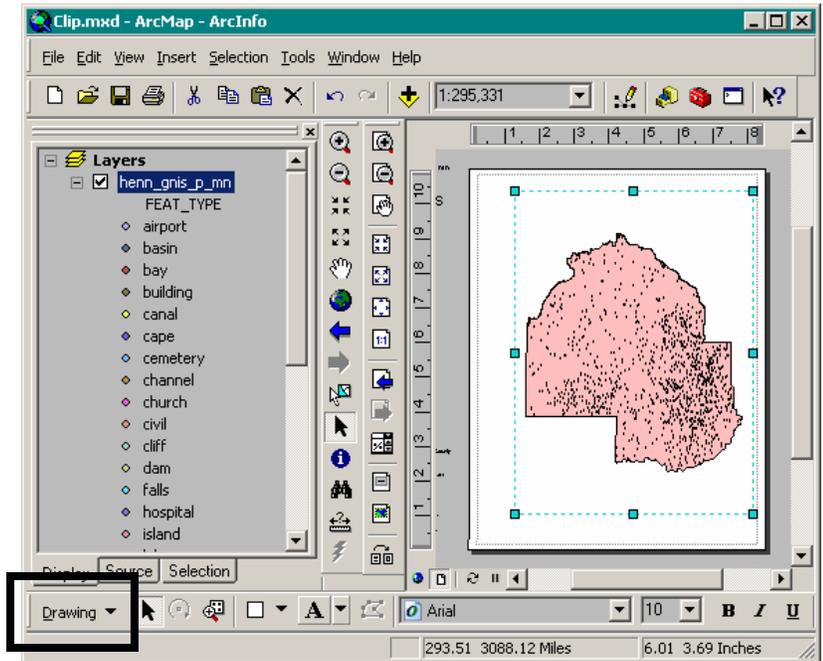


3. Notice when you click on the map in the Layout Frame that you see a blue outline with little boxes. At these boxes is where you can stretch/shrink the map. Simply click on a box until you see a line with arrows at each end \longleftrightarrow and then stretch/shrink as needed.
 - a. For this map, we want Hennepin County to be as big as we can. So grab a box and stretch. Be sure to stay “within” the gray dashed lines – this outline is the end of the physical paper.
 - b. Time and practice will help you decide just how large or small to stretch your map.



c. The result you're looking for should look similar to the picture at right. This leaves room for a title at the top and a legend at the left.

d. First, though, we must always have a **border** around the full map page. So, in the case of this map, we need to add a border. [Sometimes, if a map can fill up the full page, you can make its outline black and it becomes your border. But for this instance, this process does not work.]



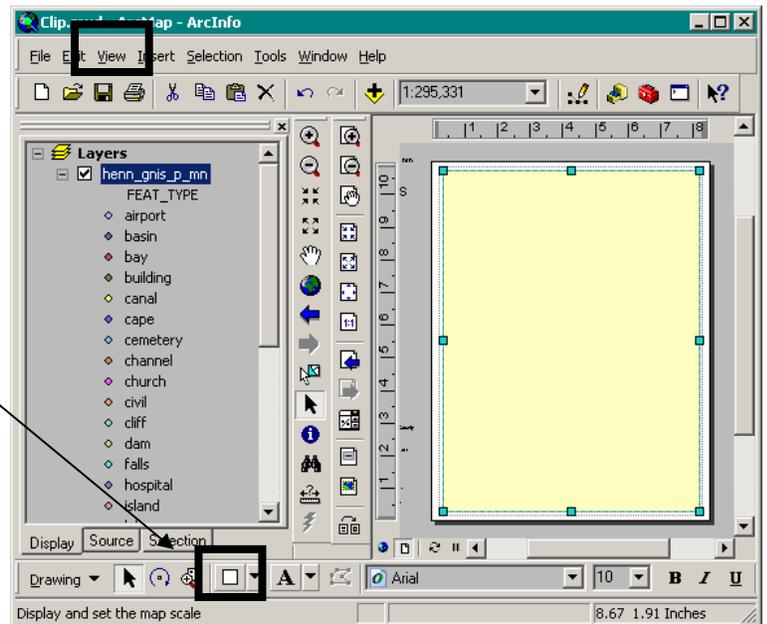
4. Notice the “Drawing” toolbar at the bottom of the diagram.

a. If you don't see it, click on **View – Toolbars – Drawing**; again it's dockable, so move wherever you want. I tend to put it at the bottom to keep it separate from other toolbars.

b. Click on the icon with the White Square Box. This allows you to draw a box around your full map.

c. Beginning at the upper left corner, click on the map and drag a box to the lower right corner and click to release.

- NOTE: Keep your border box **INSIDE** the dashed gray lines.



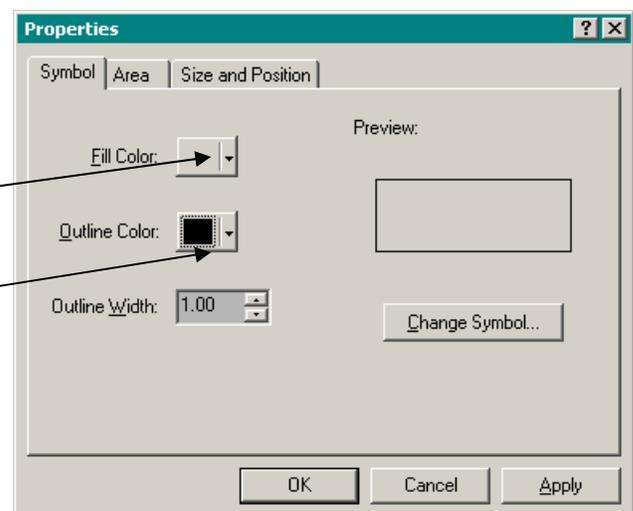
d. The default is to fill in the box with a color.

e. Right click **INSIDE** the new box – click on **Properties** and the dialog box at right will open.

- Click on the down arrow next to **Fill Color** and select **NO COLOR**
- Click on the down arrow next to **Outline Color** and change the Color to **Black**.

f. Click **OK**.

g. Notice, you won't see the outline if it is still highlighted. Click in any white space to unhighlight and show the new border.



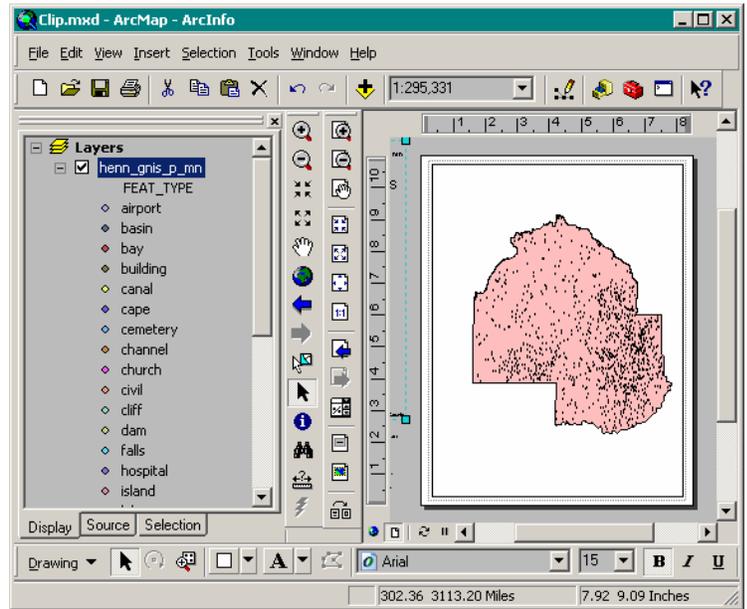
- h. Your end result should resemble the diagram at right.

Next we'll be adding a Title, Legend, North Arrow and Scale Bar, NRCS Logo, and Data Source type information.

PLEASE NOTE:

For the most part, as you insert each item listed above, the item gets placed directly in the center of the whole page.

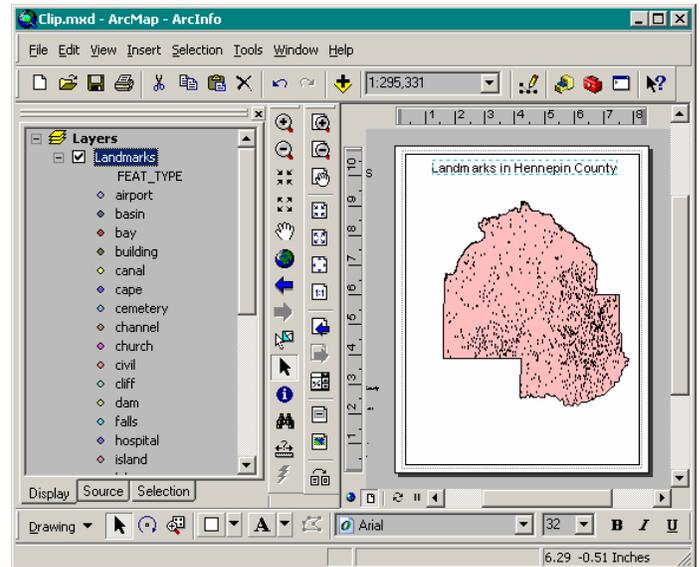
You will need to click on the item to highlight and then just drag it to where you want it to be placed.



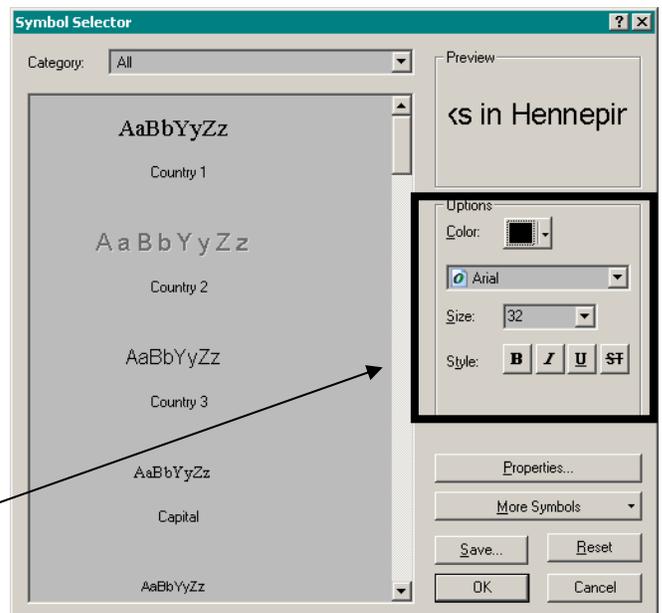
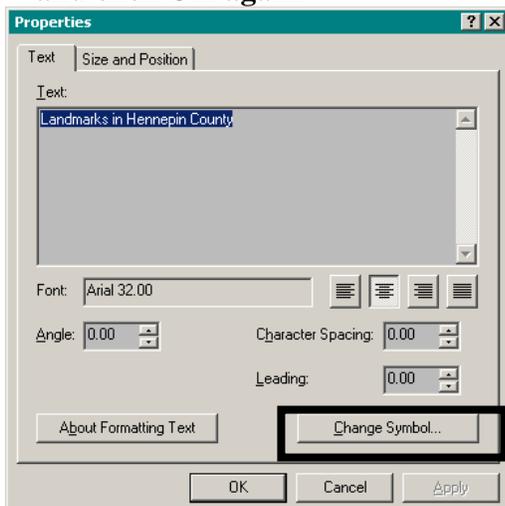
- 5. ALSO, change the henn_gnis_p_mn to a better name: **Landmarks**. Just click on the name, then click a 2nd time and it should allow you to change the text.

- 6. Title: The title should always be the largest font size in your map layout.

- a. Click on menu **Insert – Title**
- b. Type in “**Landmarks in Hennepin County**” and hit Enter.
- c. Click and drag the title to the white space at the top of the page (but inside border and gray lines).

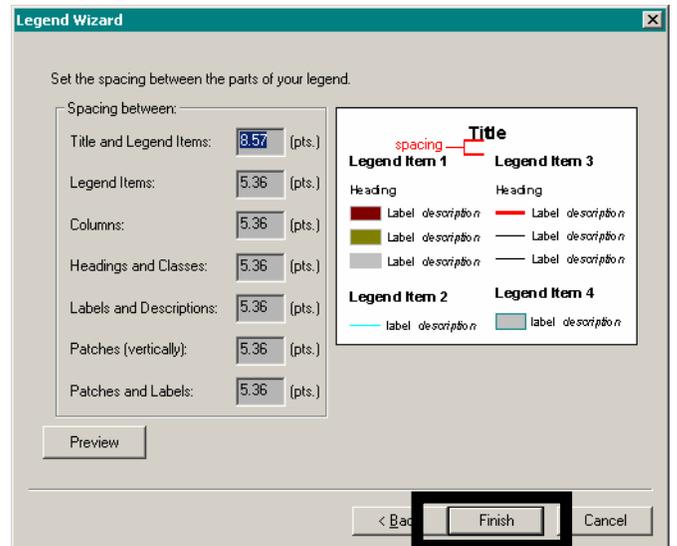
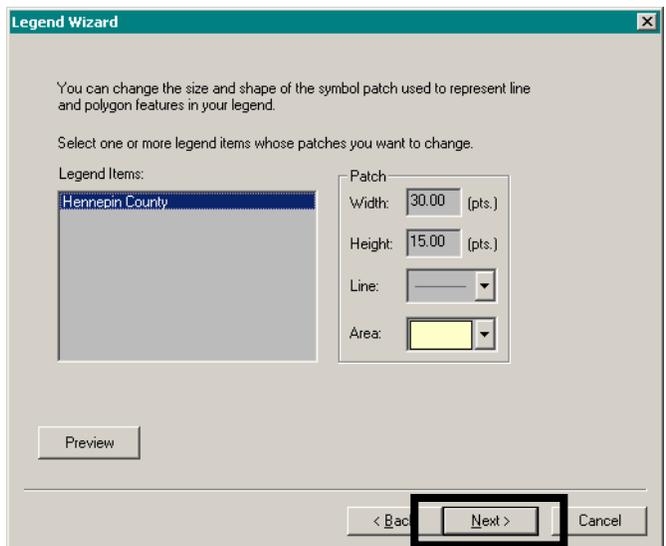
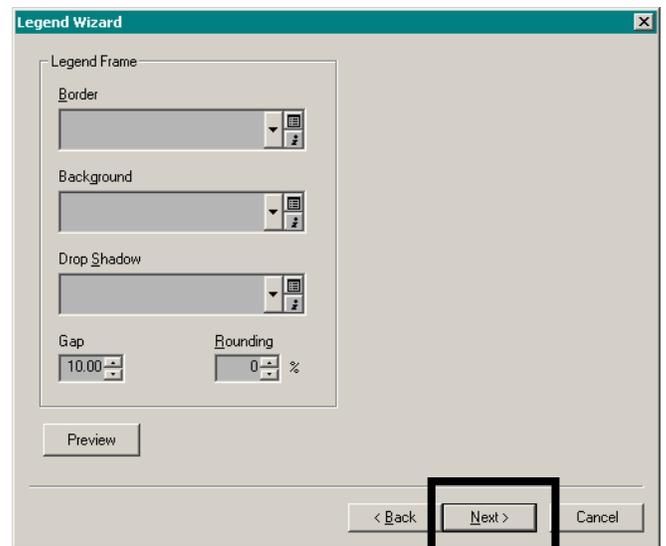
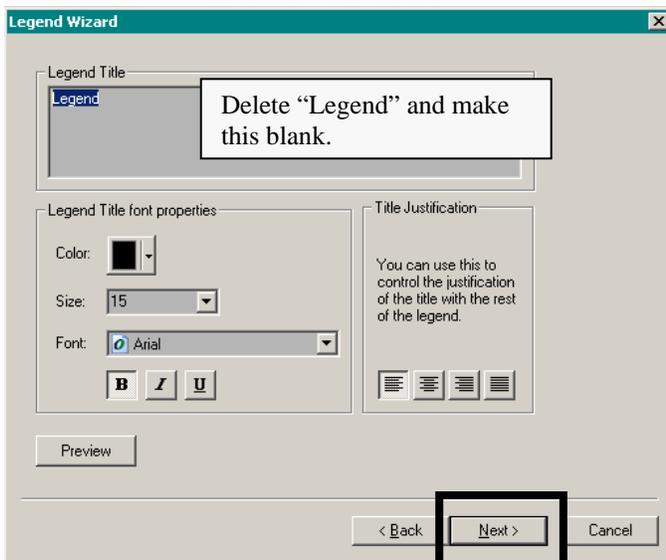
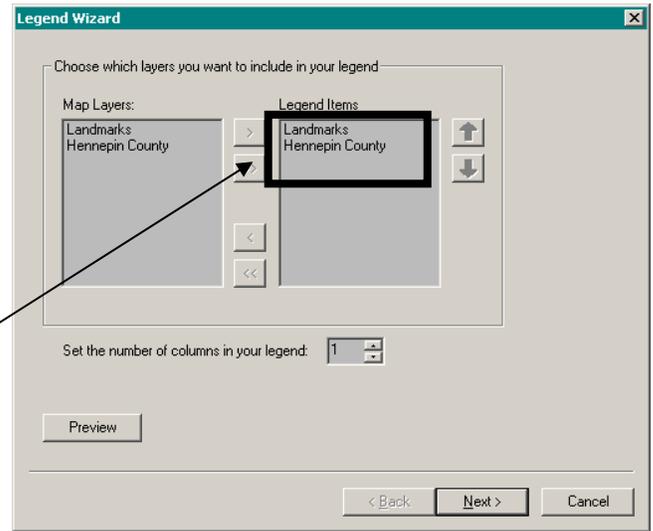


- d. Right-click the title – **Properties – Change Symbol**, and change font to **Times New Roman – 32**. Click **OK – and click OK again**.

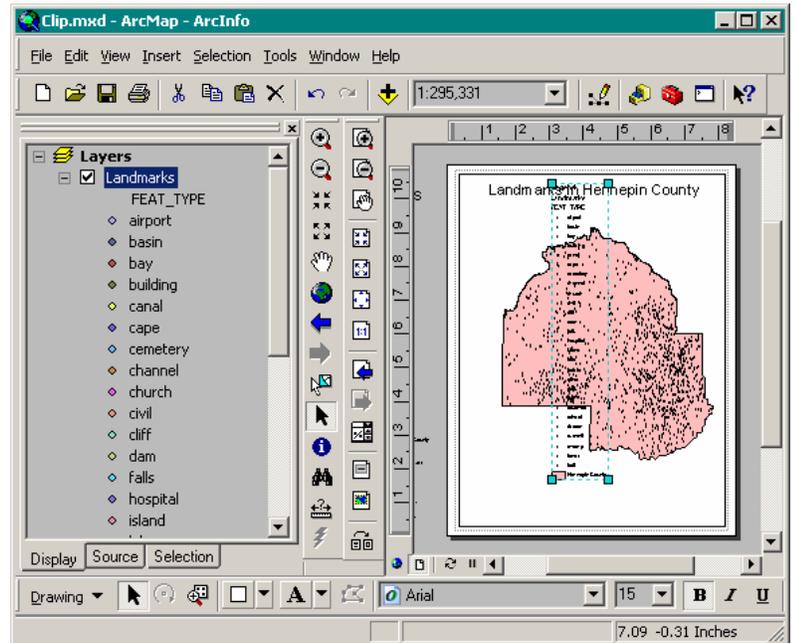


7. Legend: The legend font should always be the **2nd largest font size in your map.**

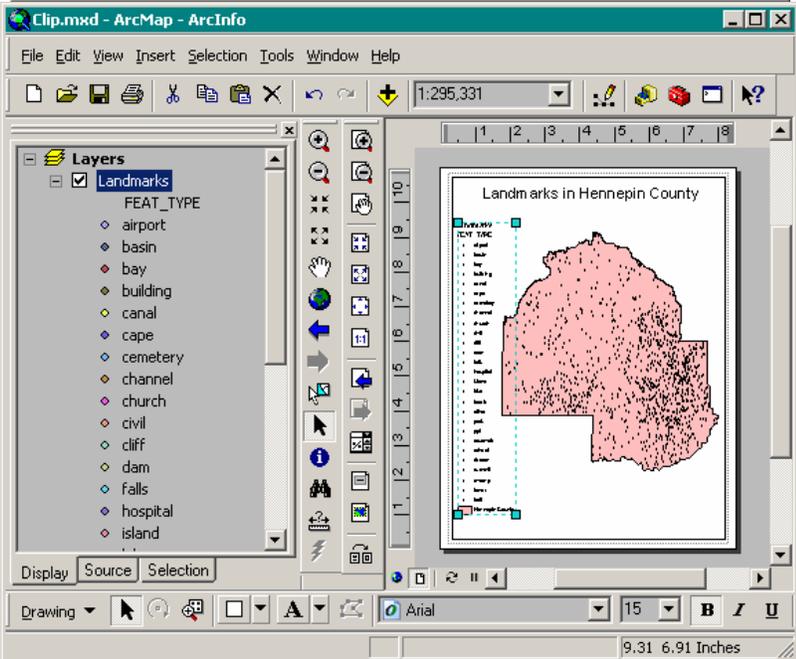
- Click on menu **Insert – Legend**
- Your default may or may not look like what’s shown at right. Don’t be concerned. You have choices on what map layers you want displayed in your legend. The only items we actually want included in the legend are the first 2 – the Landmarks and the County Boundary
- Next, Scroll through the rest of the Legend Wizard as shown below –**Accept all defaults** unless otherwise noted.



- d. Next, click on the legend (highlighted in center of your page) and **drag to the left**.



- e. The example at right shows how your legend should look once you've dragged it left into the "white space."

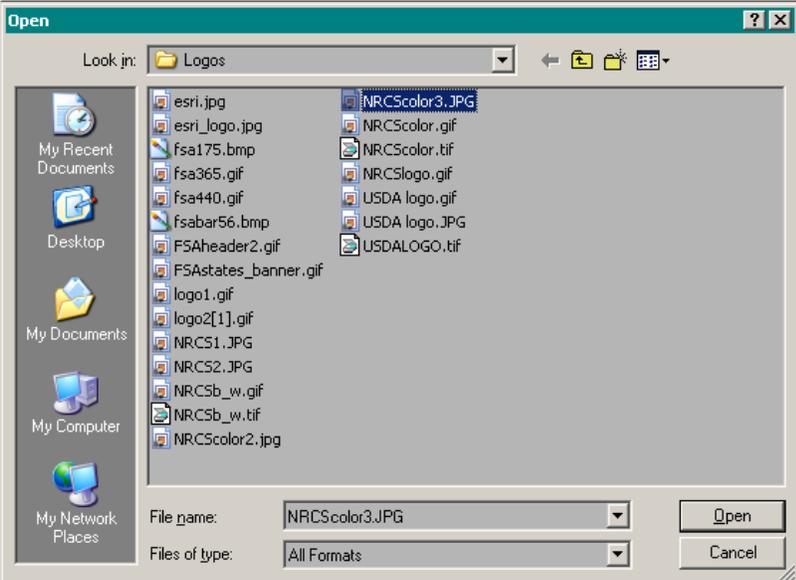


Now to insert the NRCS Logo.

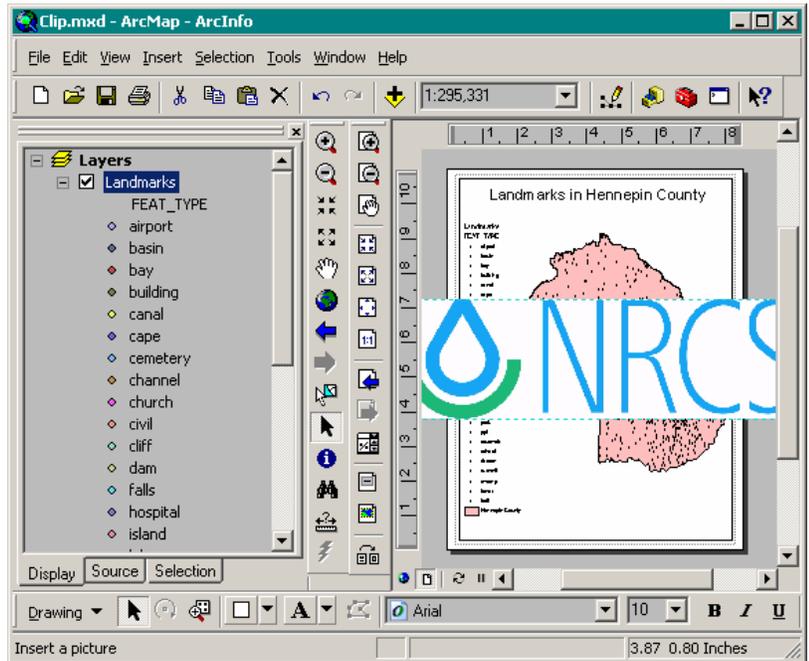
8. Click on menu **Insert – Picture**

- a. I have stored a number of NRCS logos. For our map, navigate to: F:\geomgmt_resources\NRCS\Logos and click on: **NRCScolor3.jpg**

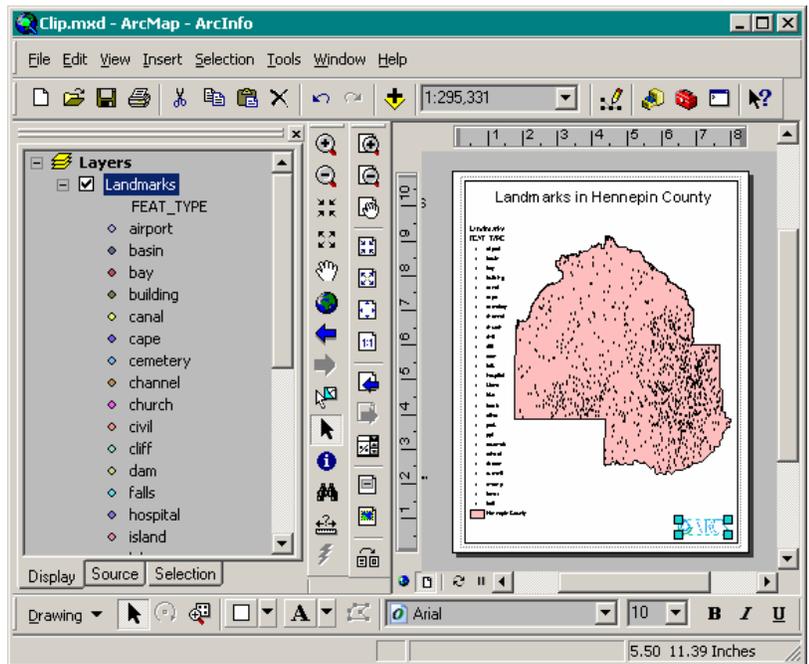
- b. Then click on Open



- c. What happens is a huge picture of the logo will get dropped into your map, such as what's shown at right.



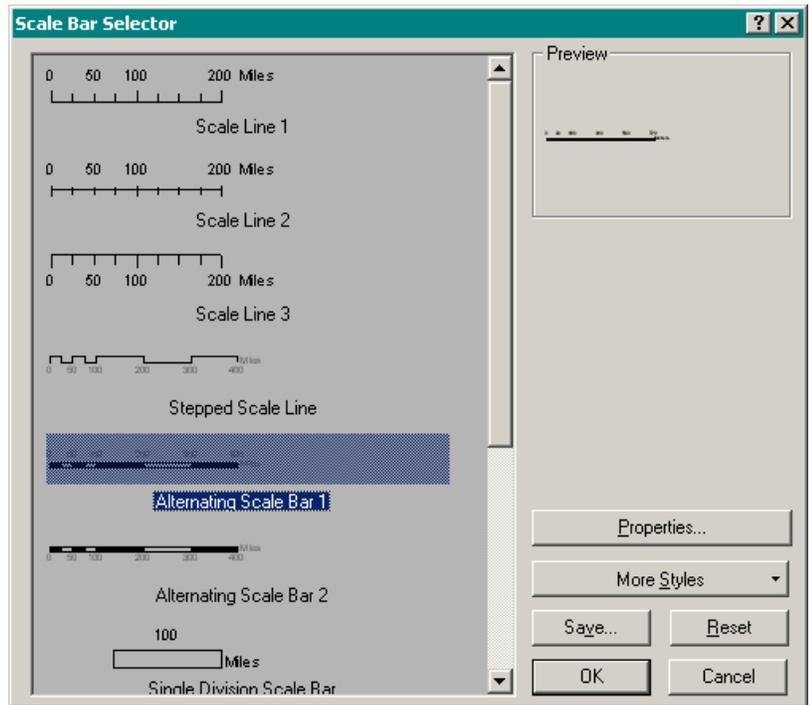
- d. Just click on one of the corners and drag it in to shrink the image. Then move it where you want it to go.



9. Next, add a Scale Bar:

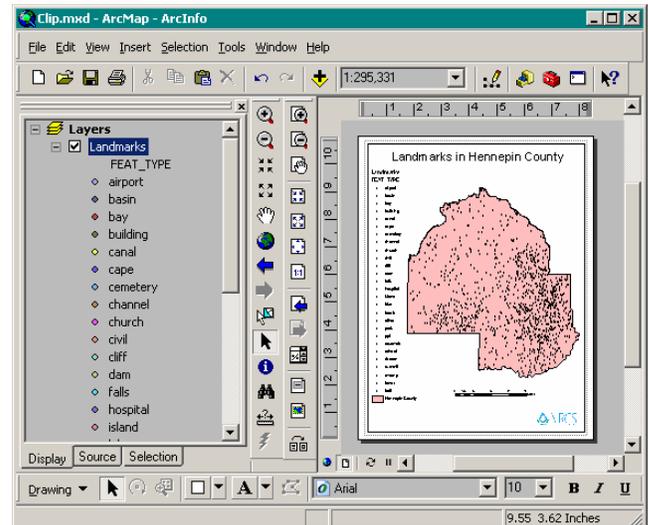
- Click on menu **Insert – Scale Bar**
- Make a selection; I personally, like the one highlighted below.
- Click OK and the new scale bar is placed into the center of your map.

If your numbers seem to fall on top of each other, just select the graphic and stretch it lengthwise and the numbers should fall into place.



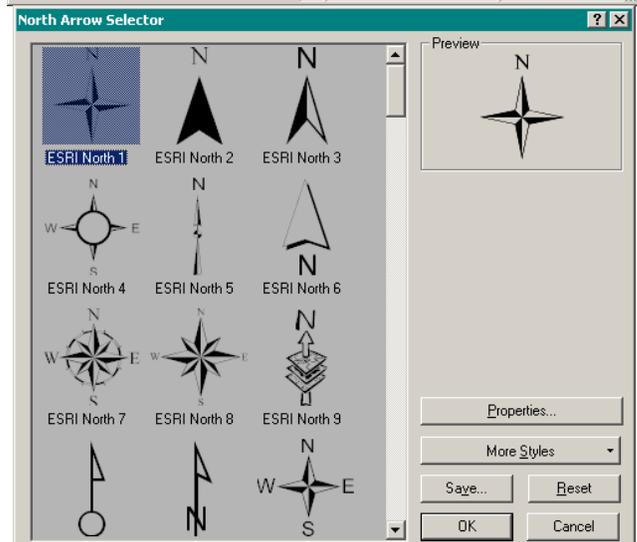
- Drag the scale bar where you want it. You might have to begin thinking about rearranging the other elements you've inserted. If the logo is too big, make it smaller and move it around.

Note: If the Scale Bar comes in using the wrong units, delete it. Then go back and redo Step #4 from previous Exercise (Clip). Then redo Step #14.

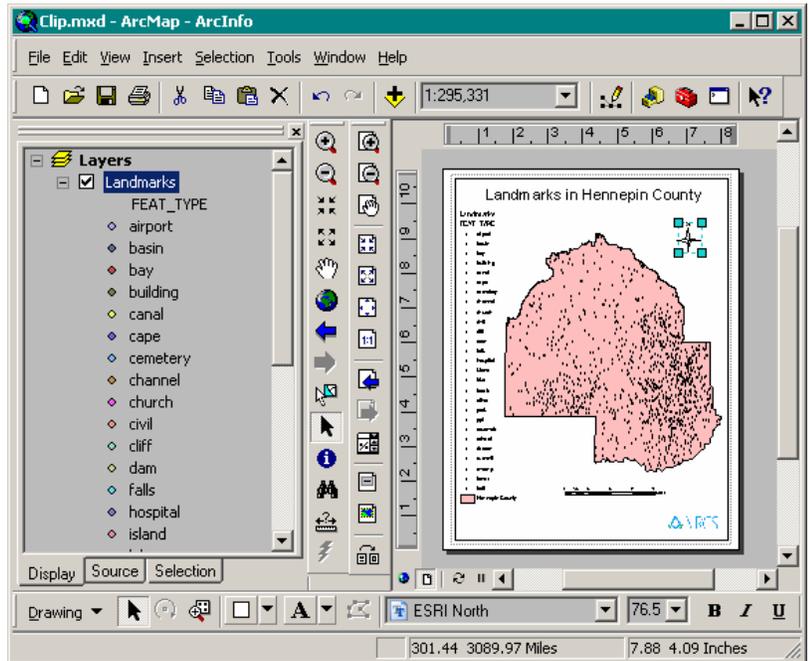


10. Next, insert a North Arrow:

- Click on menu **Insert – North Arrow**
- Select whichever graphic you want.
- Click OK.
- The North Arrow is placed in the middle of your map.

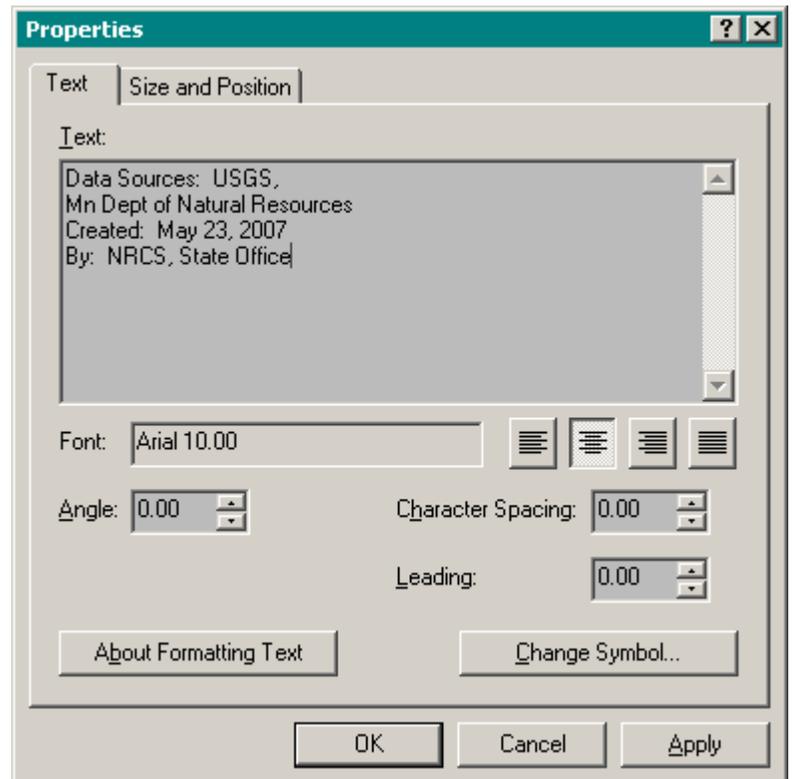


- e. Click on it and drag to where you want it to go.
- f. Again, you may have to reposition some of the other elements you've inserted.



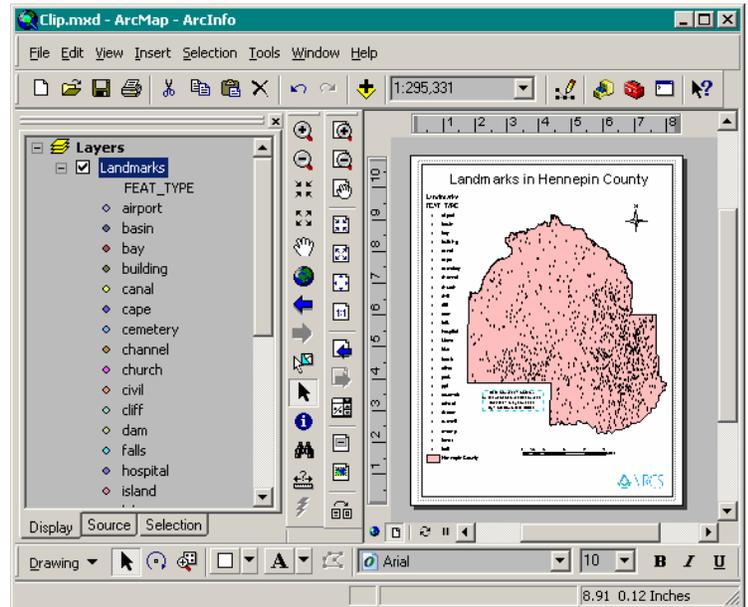
11. Often, it is necessary to insert a block of text. In every map, you should include information about where your data came from, called Data Sources. To insert Text:

- a. Click on menu **Insert – Text**
- b. This inserts a teeny, tiny little text box in the middle of your map – awfully hard to actually see.
- c. Just begin typing something, so you can see it better, and then click on it to move it somewhere so you can see it better.
- d. Then, Double-click on it and a dialog box like that at the right will open, which is easier to see and type your information. Example provided at right.



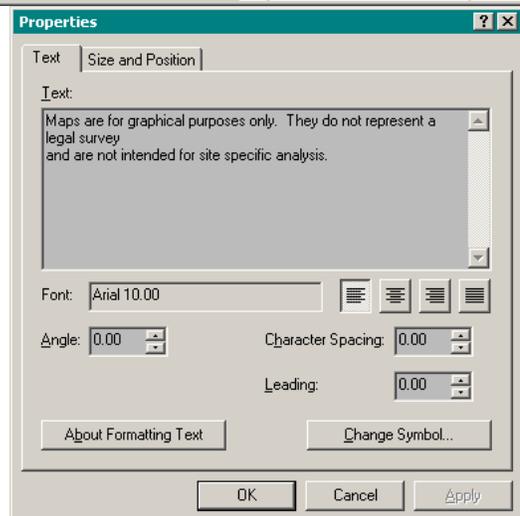
e. The font size for this information should be smaller than your Legend font size. Arial 10 pt font is generally a good size, but can vary depending on your map.

f. Click **Ok** to close.



12. Often, you will also need to include a “Disclaimer” text. This generally releases creator of map from any legal liabilities associated with the data. Insert – Text again, and type in as shown at right. “Maps are for graphical purposes only. They do not represent a legal survey and are not intended for site specific analysis.”

13. Once you have placed all of the items in your map layout, you may find you need to go back and tweak. Just click on a graphic and using your up/down/right/left arrows, tweak as needed.

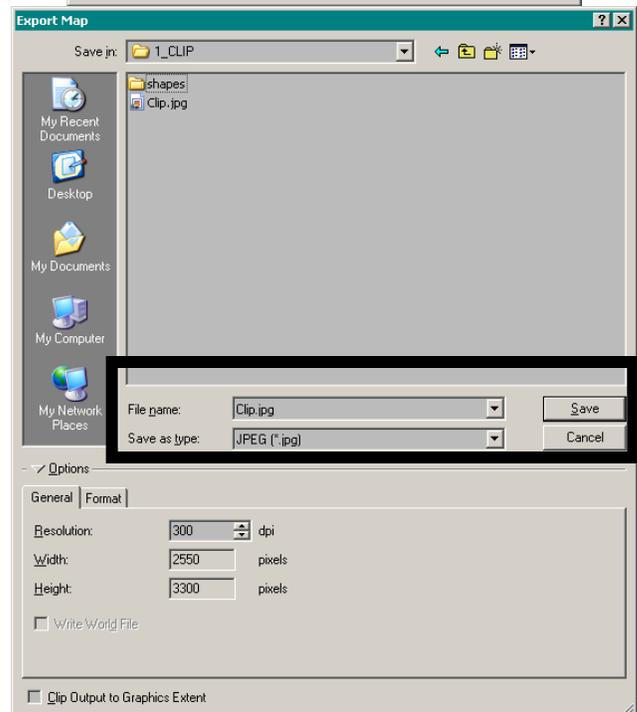


You can now print your map using normal printing practices, or export it to a jpeg.

14. To export to a jpeg:
 - a. Click on **File – Export Map**
 - b. Then navigate to where you want to save the file
 - c. Give it a **File Name**
 - d. **Save as type: JPEG**
 - e. Click on **Save**.

There are also other types of files you can export to. Just click on the little black down triangle and look at the other options.

The map on the next page shows how the final layout looks. Your map should be similar.

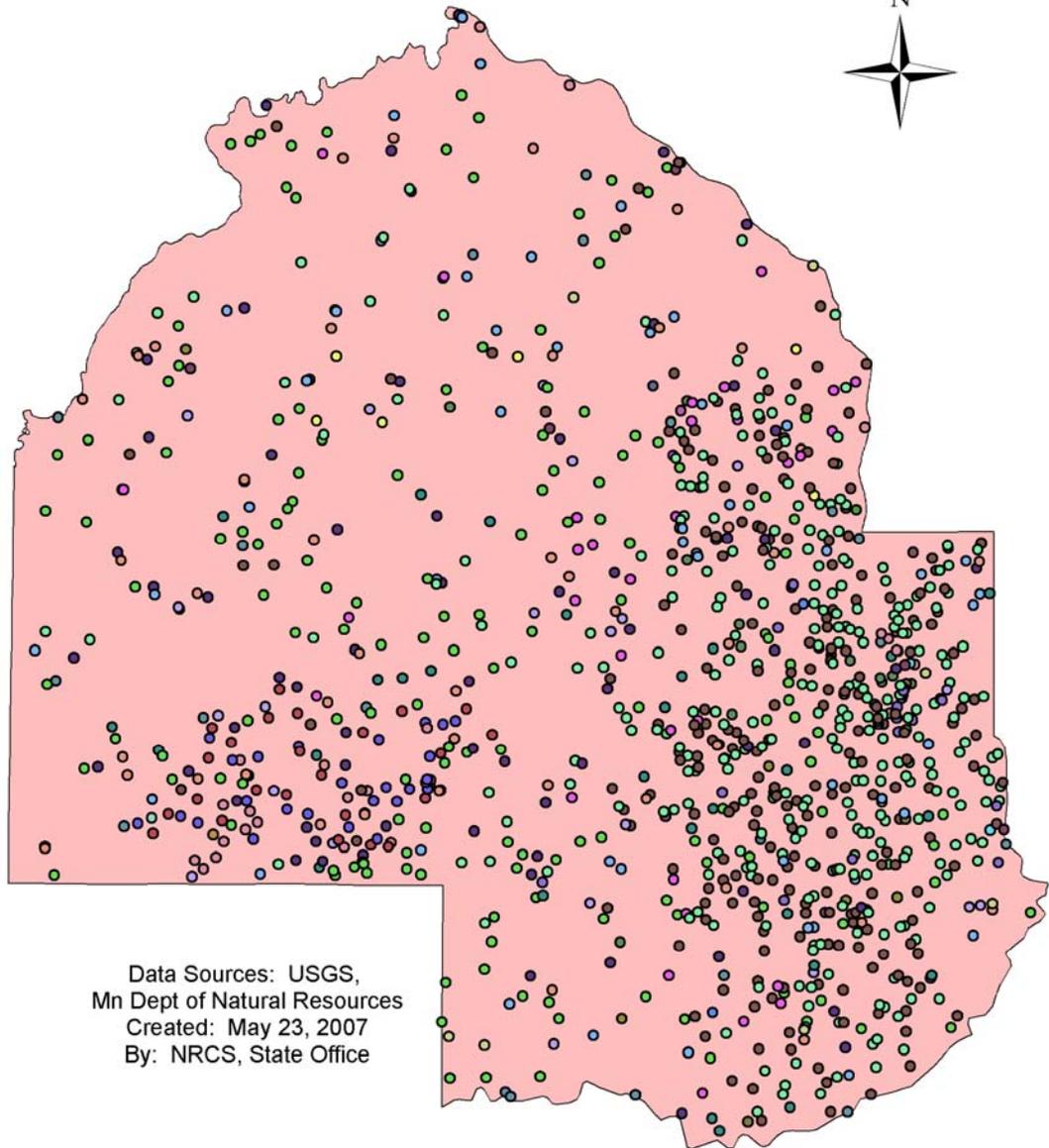


Landmarks in Hennepin County

Landmarks

FEAT_TYPE

- airport
- basin
- bay
- building
- canal
- cape
- cemetery
- channel
- church
- civil
- cliff
- dam
- falls
- hospital
- island
- lake
- locale
- other
- park
- ppl
- reservoir
- school
- stream
- summit
- swamp
- tower
- trail



Data Sources: USGS,
Mn Dept of Natural Resources
Created: May 23, 2007
By: NRCS, State Office

0 1.5 3 6 9 12 Miles

 Hennepin County

Maps are for graphical purposes only. They do not represent a legal survey and are not intended for site specific analysis.

