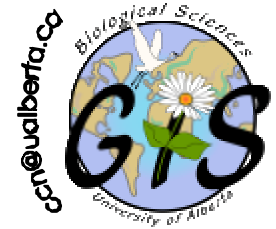
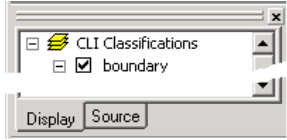
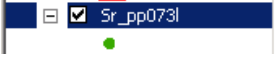







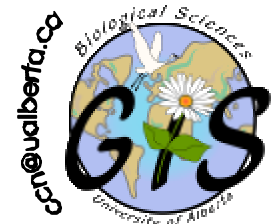
ArcMap™ 9.x GUI & WINDOW OPERATIONS

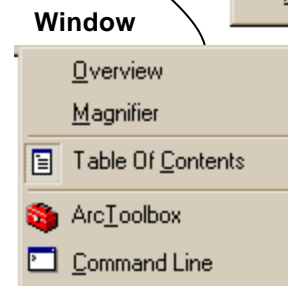
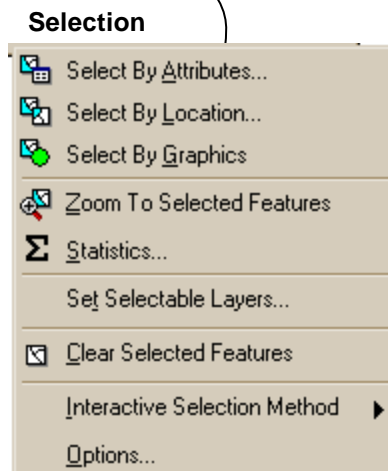
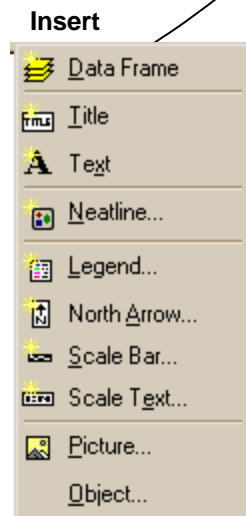
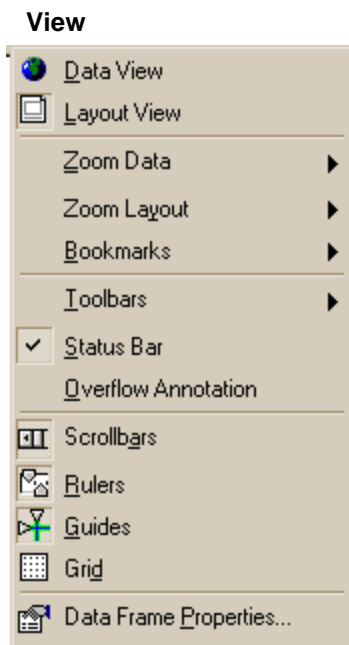
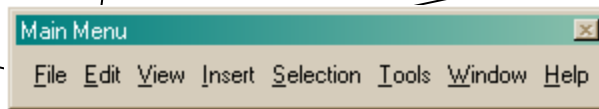
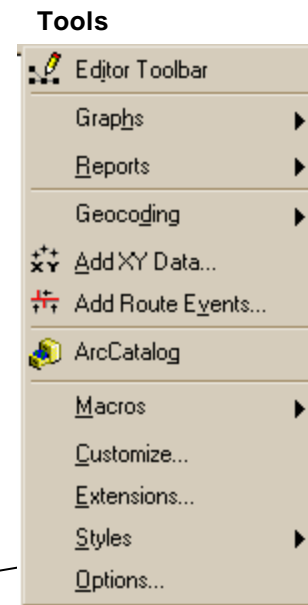
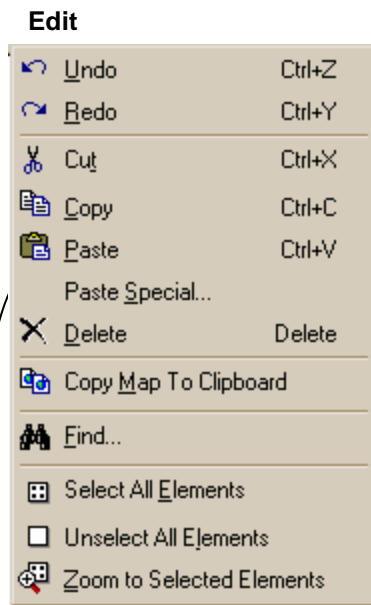
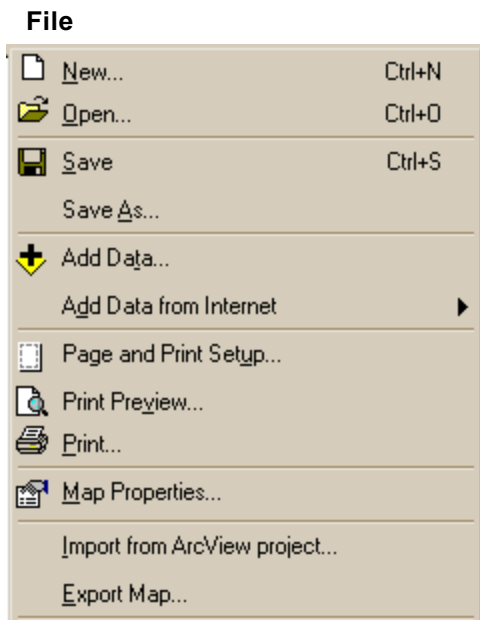


<p>TABLE OF CONTENTS</p> 	<ul style="list-style-type: none"> • Lists all the layers on the map (and in each data frame) and shows what the features in each layer represent. • The check box next to each layer indicates whether the layer is currently drawn on the map or not. • The order of layers within the table of contents shows which layers draw on top of those below them... put the layers that form the background of your map at the bottom of the table of contents. • Click the “+” sign to show the layer’s legend ; click the “–” sign to hide the layer’s legend.
<p>LAYER</p> 	<ul style="list-style-type: none"> • Displays geographic features (coverages, shapefiles, geodatabases, images, grids, etc.) and defines how they are displayed on the map. • Stores the references to the data (not the actual geographic data), thus allowing the layers on a map to automatically reflect the most up-to-date information in your GIS database. • The active layer is highlighted. • ArcView 3.2 terminology = THEME
<p>LAYER PROPERTIES</p> 	<ul style="list-style-type: none"> • Aspects of a layer that you can define include how to draw the layer, what data source the layer is based on, whether to label the layer, attribute field properties, definition queries, and legend symbology • In the table of contents, right-click the layer and click Properties (or double-click the layer), then click the tab containing the properties you want to adjust.
<p>DATA FRAME</p> 	<ul style="list-style-type: none"> • Groups the layers that you want to display together. • You can add more data frames when you want to compare layers side by side or create insets and overviews. • When you add a new layer to a map, it is added to the active data frame. • The active data frame is the one you're currently working with and is shown in bold text in the table of contents and is outlined with a dashed line in the layout view. • ArcView 3.2 terminology = VIEW
<p>DATA FRAME PROPERTIES</p> 	<ul style="list-style-type: none"> • In the table of contents, right-click the data frame and click Properties (or double-click the data frame), then click the tab containing the properties you want to adjust. • Use this feature to customize each data frame’s position, coordinate system, measured grid, map and display units, etc.
<p>DATA VIEW</p> 	<ul style="list-style-type: none"> • Displays the active data frame. • Use data view when you want to browse the geographic data on your map or perform analyses on the layers specific to the data frame.
<p>LAYOUT VIEW</p> 	<ul style="list-style-type: none"> • Displays the virtual map page and is used when you’re preparing your map for presentation. • Organizes several data frames on the page; elements of cartography inserted here (legend, scale bar, north arrow, etc.)

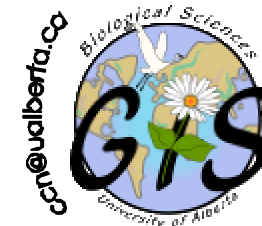
To get help on the various keyboard shortcuts for working with the Table of Contents, click inside the Table of Contents window to give it keyboard focus and press F1 or Shift+F1.

ArcMap™ 9.x BASIC FEATURES

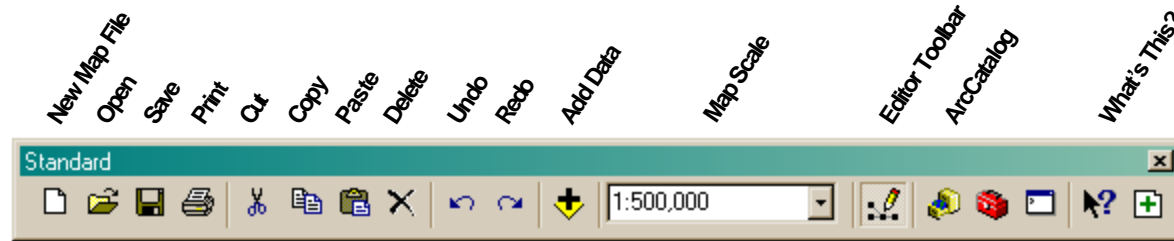




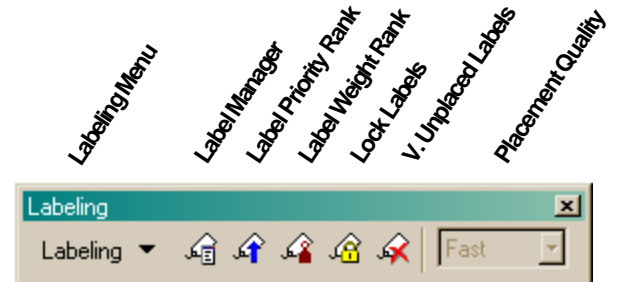
ArcMap™ 9.x MAIN MENU



STANDARD



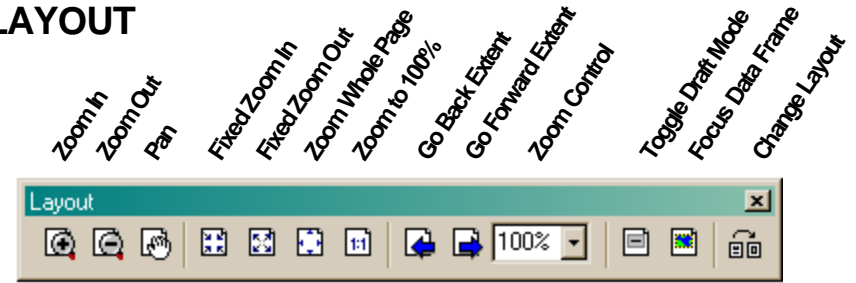
LABELING



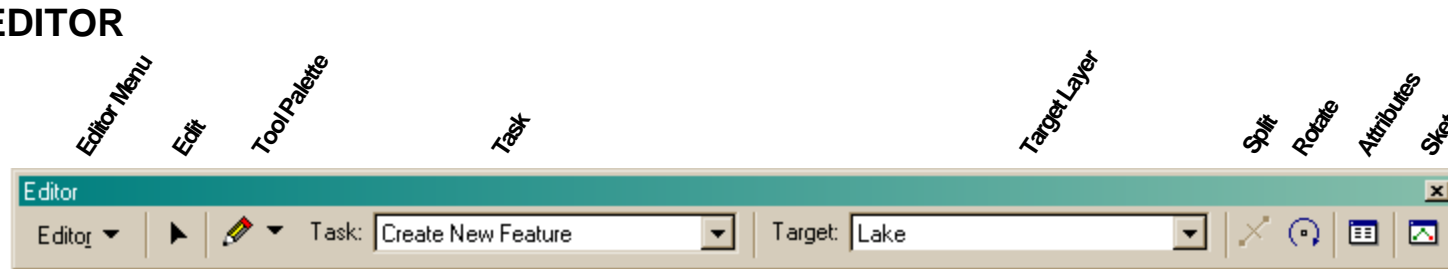
TOOLS



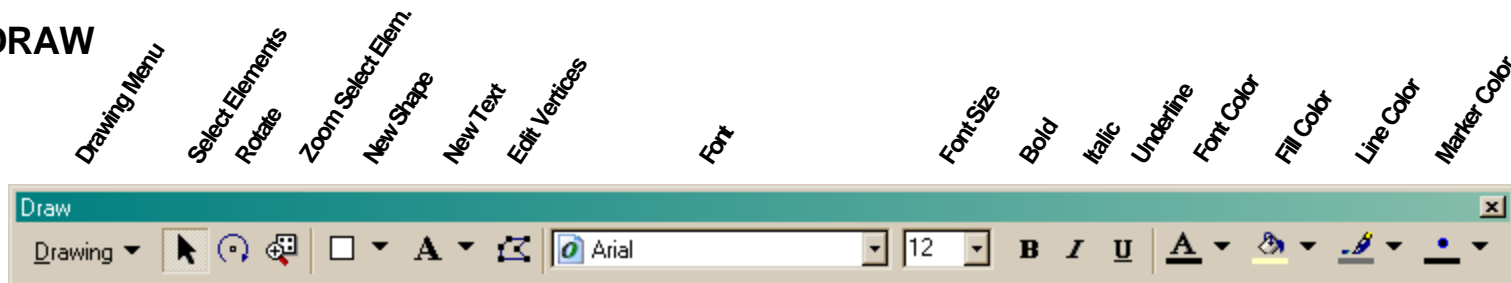
LAYOUT



EDITOR



DRAW



ArcMap™ 9.x TOOLBAR QUICK REFERENCE

