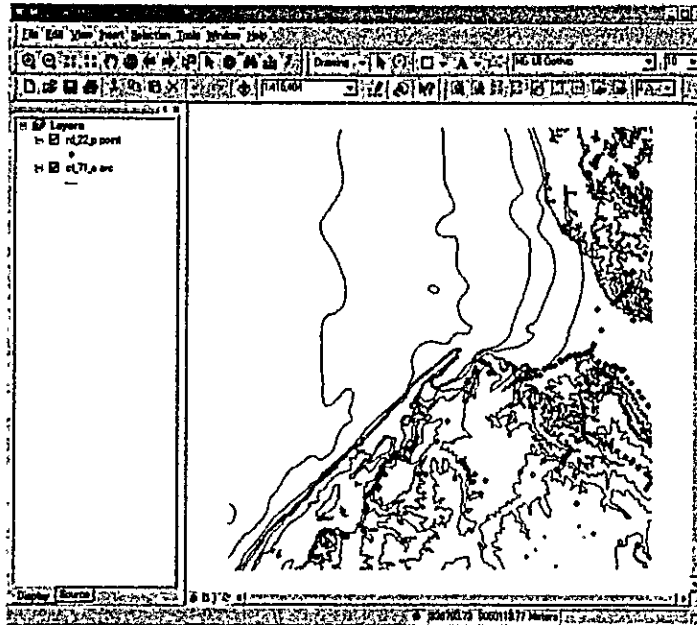


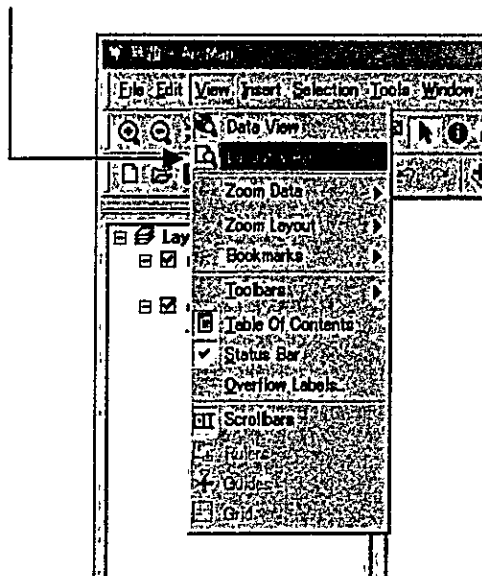
### 3.3 How to Work with the Map Layout

ArcMap provides two different ways to view a map - Data View and Layout View. Each view lets you look at and interact with the map in a specific way. In Layout View, you see a virtual page upon which you place and arrange map elements. So the Layout View is usually used for making paper printed maps.

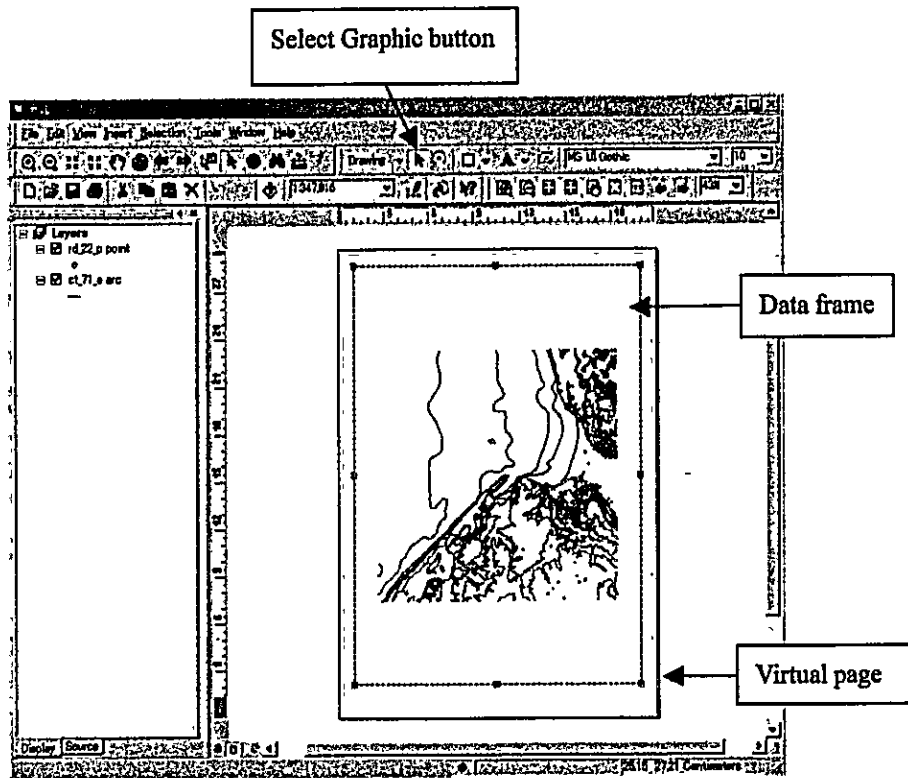
In this section, the sample data of rd\_22\_p point and ct\_71\_a arc are used for explaining of the Map Layout. The data view of these data is shown below.



1) Click View and click Layout View.

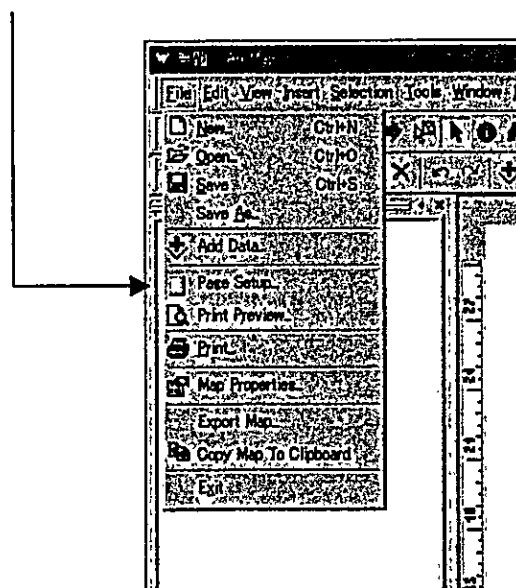


2) The map appears on a virtual page.

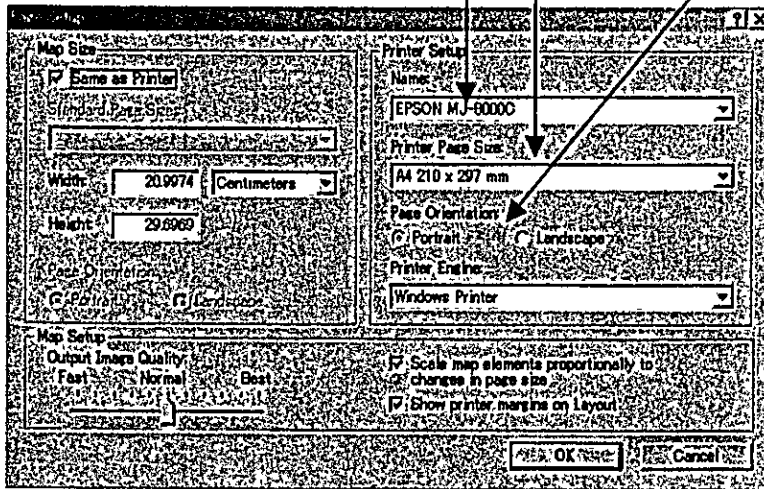


*Note: You can change the data frame size. When the Select Graphic button is active, the data frame is outlined with a dashed line and has selection handles at its corners and edges like the above figure. If you point to one of the selection handles, the cursor becomes a two-pointed resize cursor. So, drag the resize cursor to change the data frame size.*

3) Click File and click Page Setup.



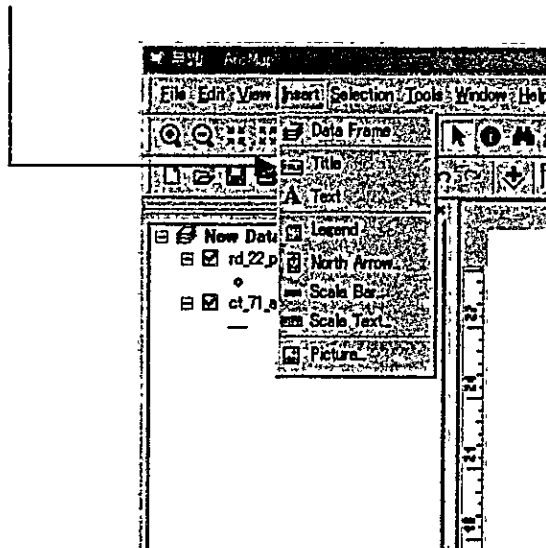
- 4) As the Page Setup dialog box appears, select Name, Printer Page Size and Page Orientation. After that click OK.



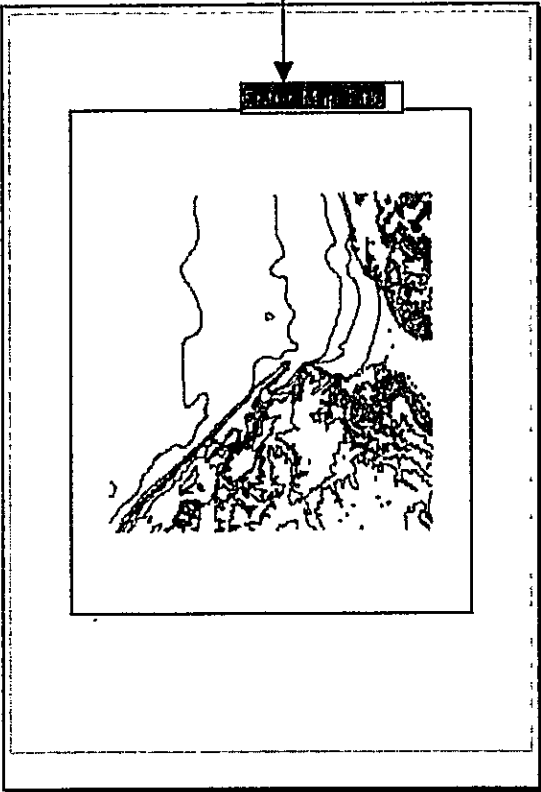
In the Layout View, you can add some map elements such as Title, Legend, North Arrow, Scale Bar and so on. The way to add these elements is explain below.

Add a Title:

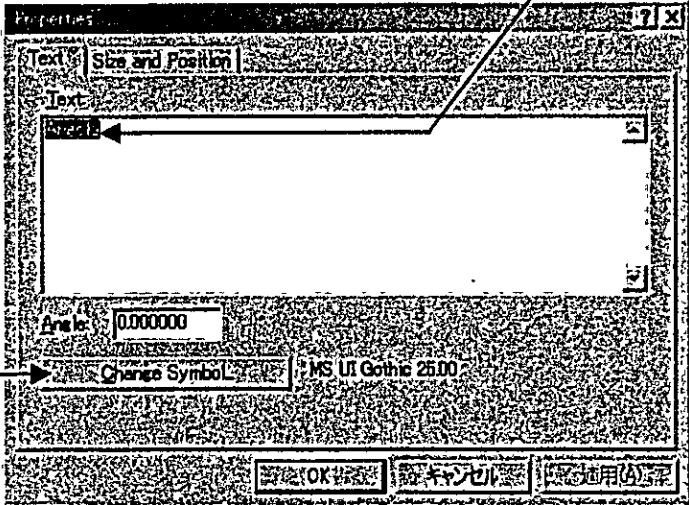
- 5) Click Insert and click Title.



6) As the title "Enter Map Title" appears, type your title and press Enter.

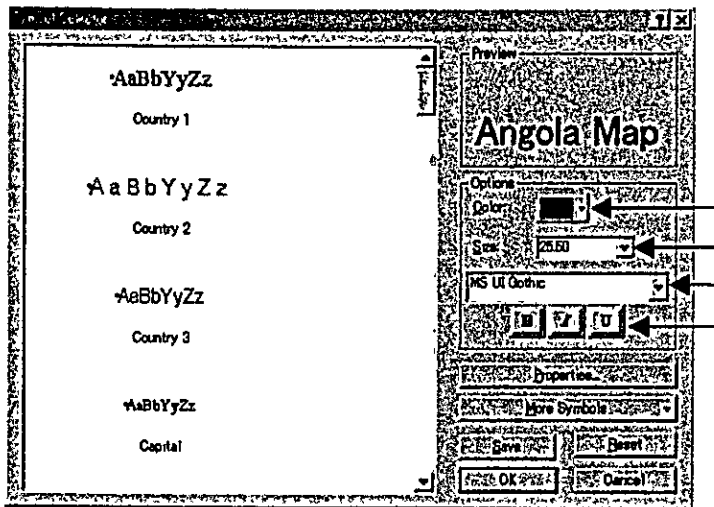


Note: The Properties dialog box appears by double-click on the title. You can change title text and its size, position and style.



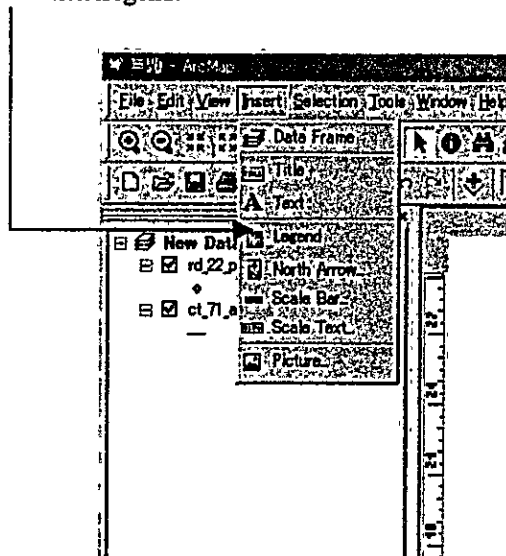
If you click Change Symbol, the Symbol Selector appears.

*You can change Color, Size, Font, etc. on the Symbol Selector.*

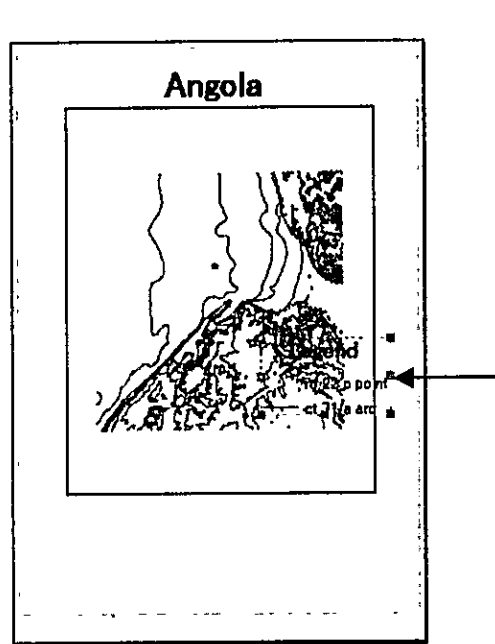


**Add a Legend:**

7) Click Insert and click Legend.

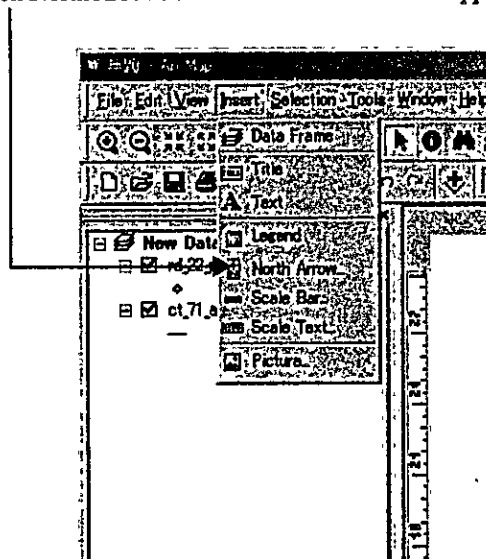


- 8) As the legend appears, drag the legend to move it to the empty space. You can resize it by dragging the blue selection handles.

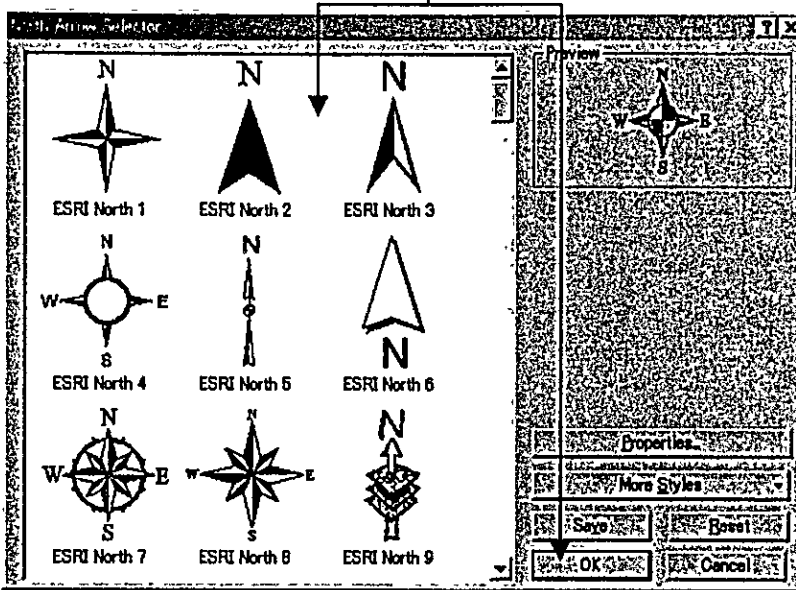


**Add a North Arrow:**

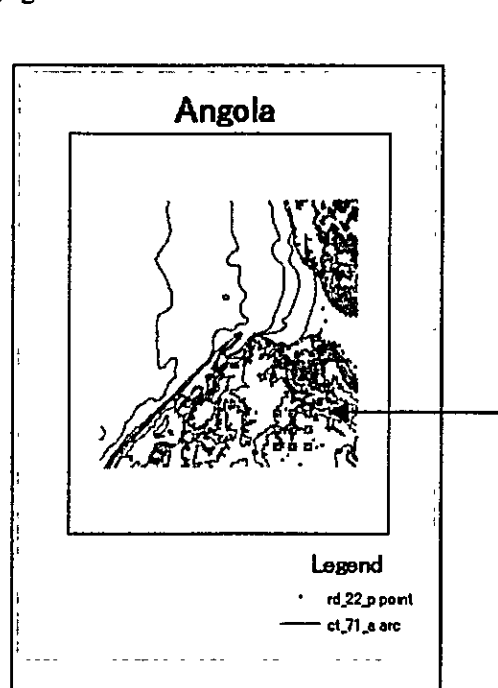
- 9) Click Insert and click North Arrow. The North Arrow Selector appears.



10) Click one of the North arrows and click OK.

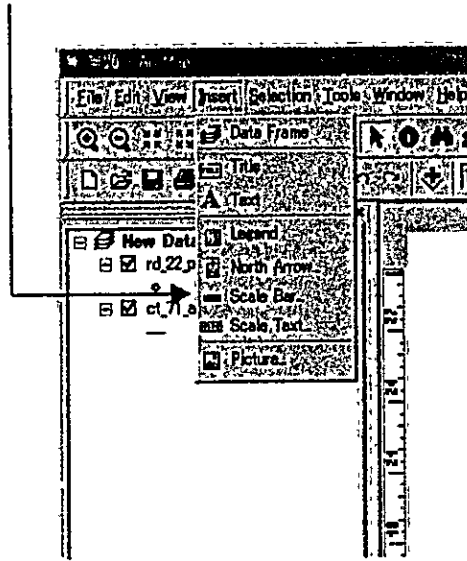


11) As the North arrow appears, drag the North Arrow to move it to the empty space. You can resize it by dragging the blue selection handles.

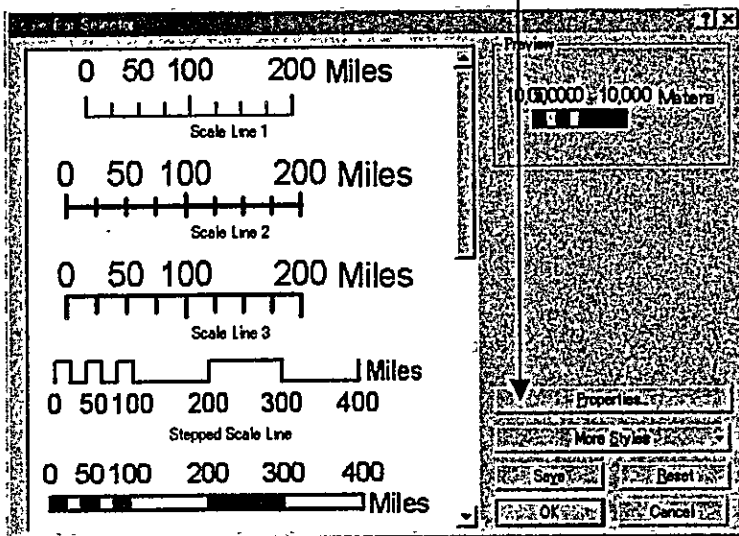


**Add a Scale Bar:**

12) Click Insert and click Scale Bar. The Scale Bar Selector appears.

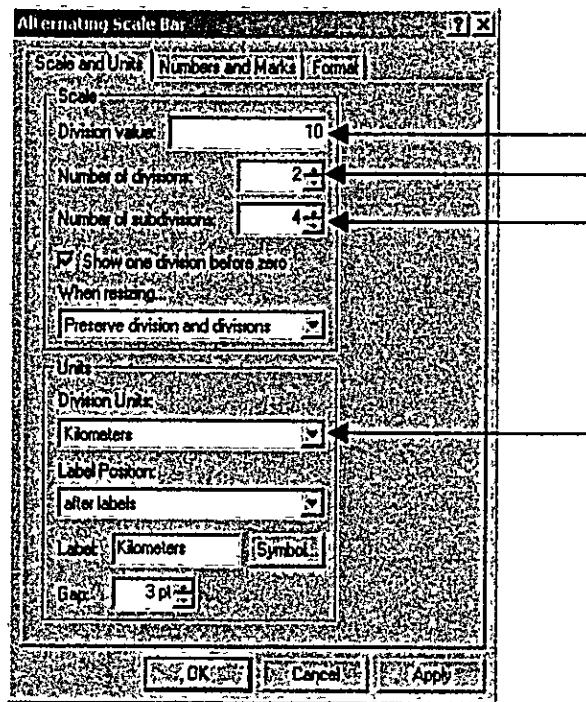


13) Click one of the scale bars and click Properties.

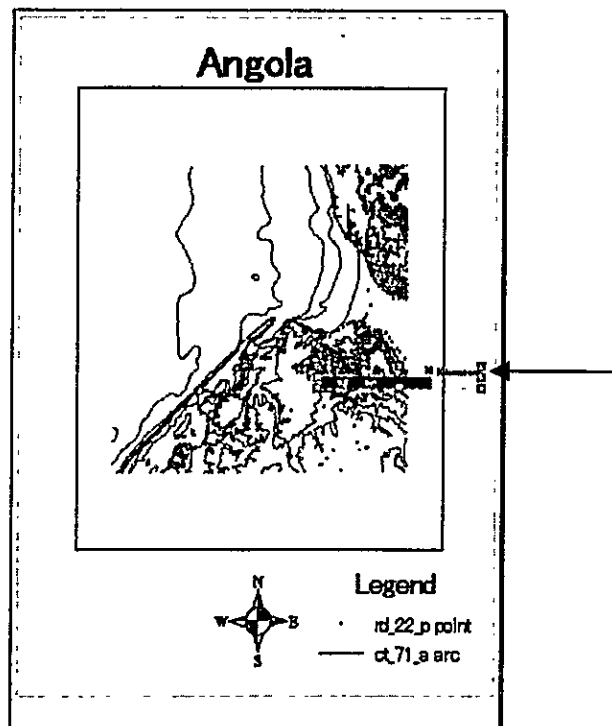




- 14) As the Alternating Scale Bar appears, fill in the values like the following figure for this example.

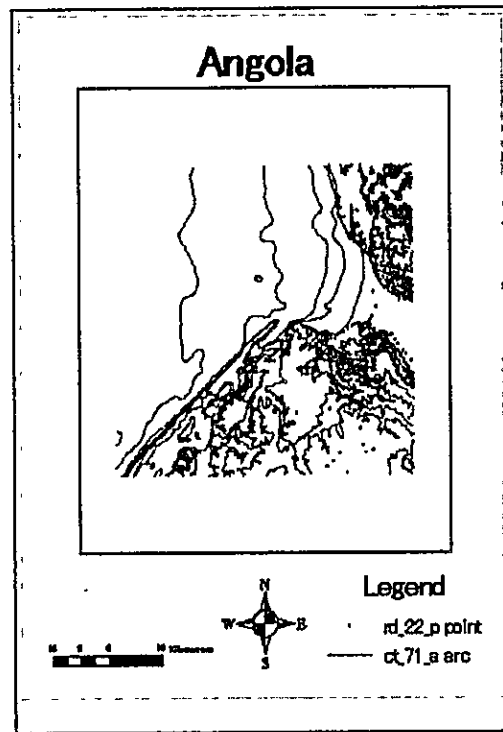


- 15) As the scale bar appears, drag the Scale Bar to move it to the empty space. You can resize it by dragging the blue selection handles.



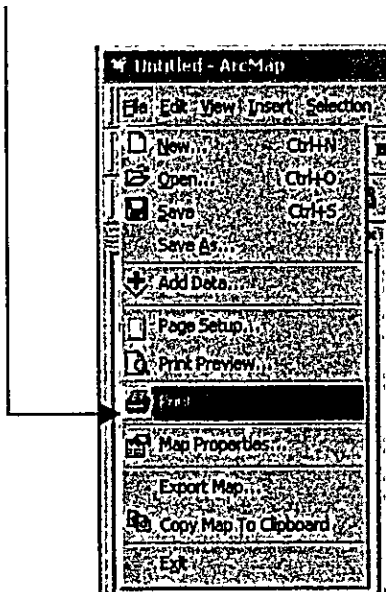
Appendix

Now you are ready for printing your map like the below figure. Follow the next instructions to print your map.

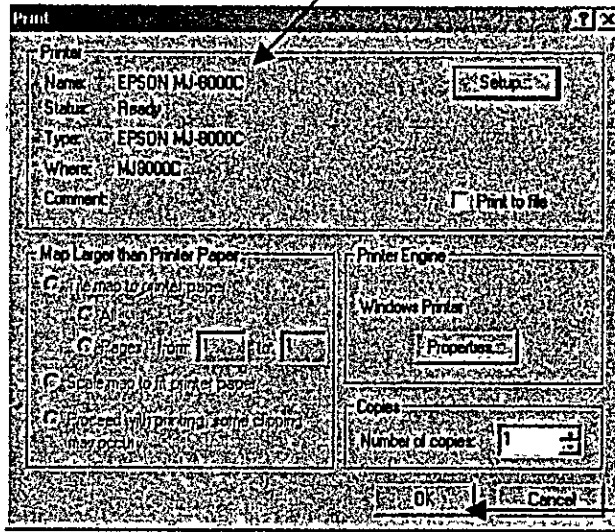


**How to Print a Map:**

16) Click File and click Print.



17) As the Print dialog box appears, check the default printer and click OK.



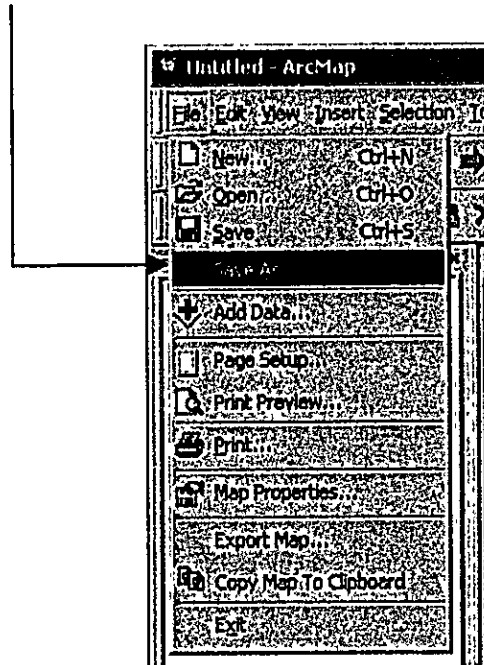
*Note: See Pages 22 and 23 about the Page Setup.*

### 3.4 Saving a Map

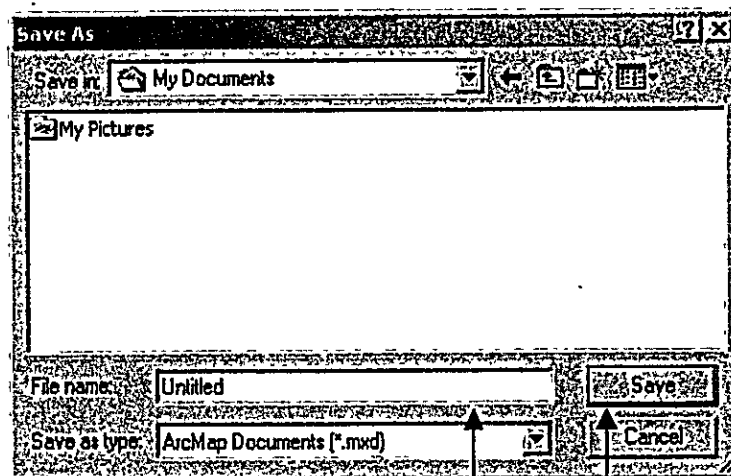
You can save a map on ArcMap. You save a map as a document and store it on your hard disk. Arc Map automatically appends a file extension (.mxd) to your map document name. The data displayed on a map is not saved with it. Map layers reference the data sources in your GIS database.

After finishing your job on ArcMap, leave the map on the Data View or on the Layout View and follow the next instructions.

1) Click File and click Save As.

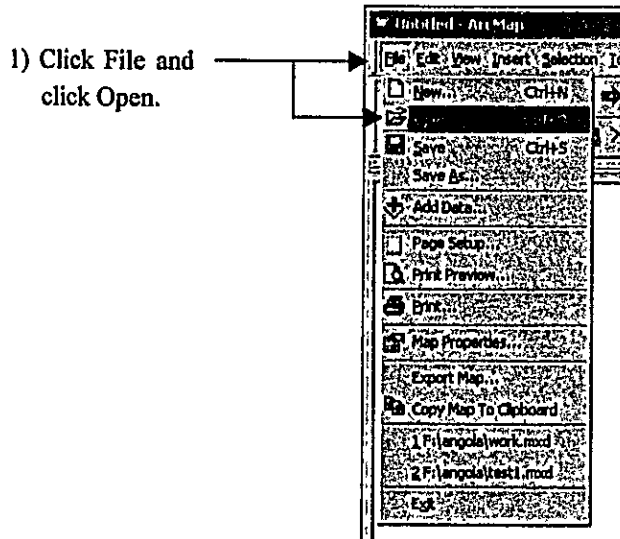


2) Navigate to a folder you want to save a .mxd file.

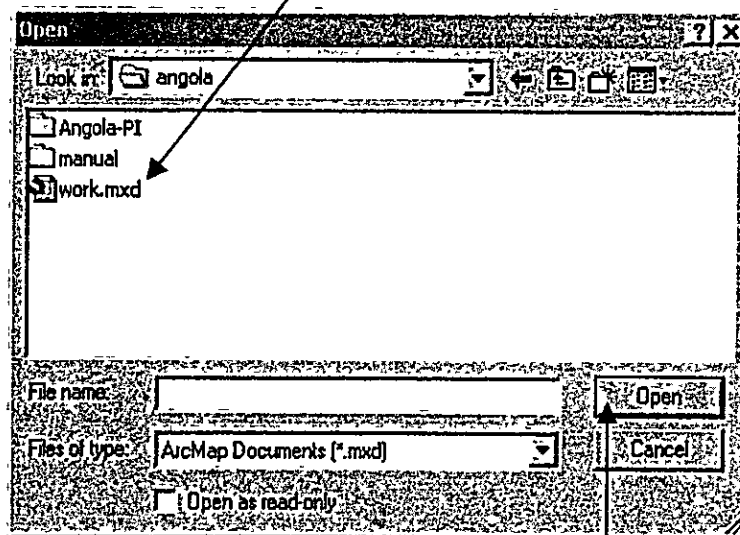


3) Type your .mxd file name and click Save.

*Note: When you want to open the saved map, only double-click the .mxd file on Microsoft Explorer. Or you can open the map by clicking File/Open and selecting the .mxd file on ArcMap.*



2) Navigate to your .mxd file and select the .mxd file.



3) Click Open. Then the saved map is opened on ArcMap.

