


Geographical Information Systems Institute
Center for Geographic Analysis, Harvard University
LAB EXERCISE 1: Basic Mapping in ArcMap

To begin, login to the computer using the account login that you have been assigned.

All the data you need for lab exercises will be in the in the folder **GIS_Institute** in the network drive that you should map Map network drive to the **T: drive** using this network location [\\fas-depts.fas.harvard.edu\cgis\arcgis](http://fas-depts.fas.harvard.edu/cgis/arcgis) (if prompted for a location use your FAS login or password or the guest login and password). You **cannot** write to this folder but you **can** copy the contents and view the data in ArcGIS. You can also download the data by clicking on


- [GIS Institute Winter 2015 - Data](http://gis.harvard.edu/training/non-credit-training/gis-institute/gis-institute-winter-2015) as a zip file from <http://gis.harvard.edu/training/non-credit-training/gis-institute/gis-institute-winter-2015>. You can extract the data folders to the **desktop**


from the zip file  **GIS_Inst_Data_Winter_2015** by double clicking on it and then clicking on Extract. The folder Data will have GIS data folders in it. For this exercise use the Introduction folder.


Note that this data will disappear and if you need to save use a cloud storage folder, USB drive or other storage media.

Introduction to the ArcGIS Interface

The ArcGIS 10 interface has three components that we will often use:

ArcMap:  is the main application used for all map-based tasks including cartography, map analysis, and editing.

ArcCatalog:  is an application that will help you organize and manage all of your data. It can be used as a standalone application or with ArcMap.

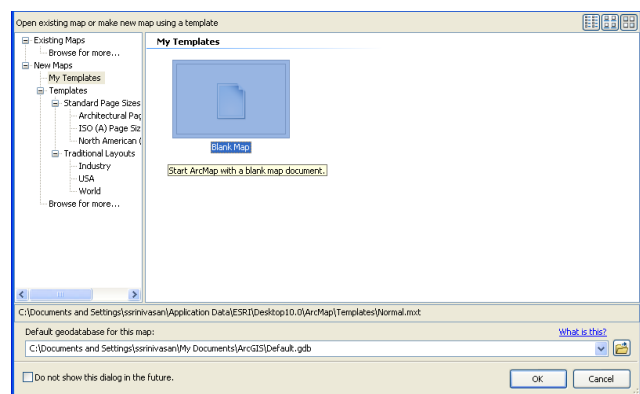
ArcToolbox:  is an application containing many GIS tools used for geoprocessing and can be used within ArcMap as well as ArcCatalog.

1.0 Getting Started in ArcGIS: ArcMap

1. Click **Start, All Programs, ArcGIS** to find the program **ArcMap 10**.

Once loaded (and this may take time), an **ArcMap** dialog box appears and offers several options for starting your ArcMap session.

2. Select **"A Blank map"** and click OK. A new map window will automatically open.



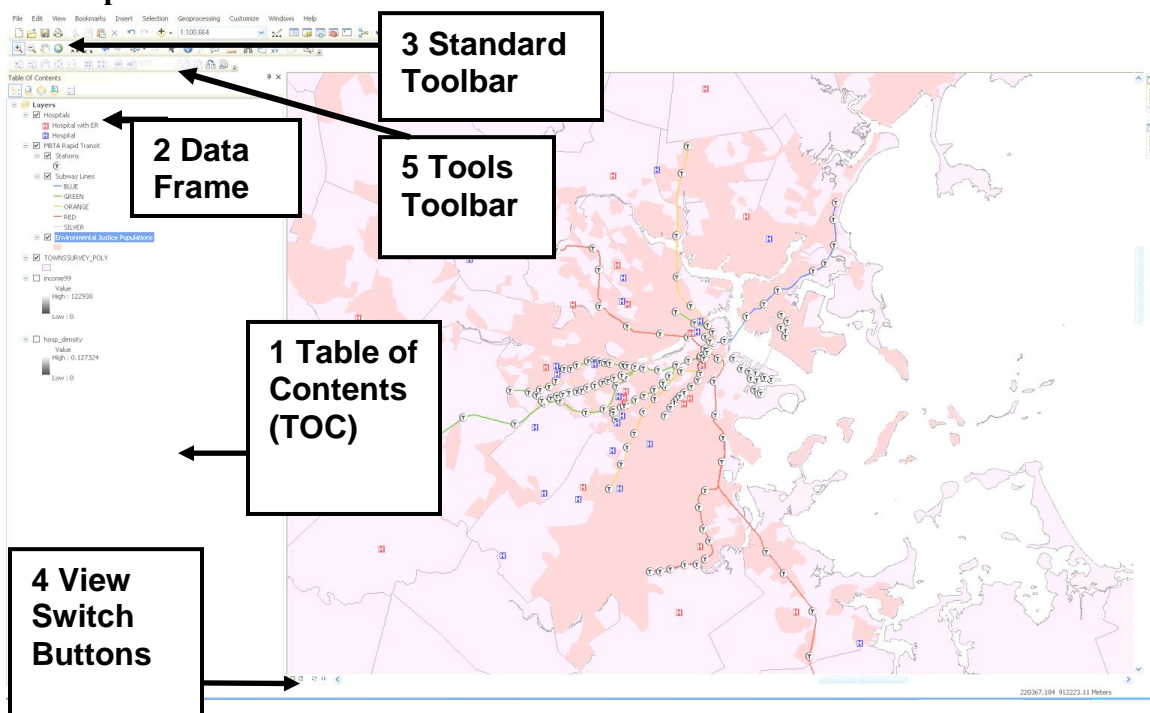
Now, you can see ArcMap Window in the  **Data View**.

2.0 Spatial Data in ArcMap

When you first enter ArcMap, you will have a blank **View**. The data you want to add can be in various formats: points, lines and polygons make up the main geometric elements in the vector-based “**shapefiles**.” “**Geodatabases**” can include both data as both vectors called feature datasets (discrete objects) and rasters (or grid based field data). These are ArcGIS compatible file formats to store geographical information together with attribute data. You can also use **ArcCatalog** to convert data from several other formats to **shapefiles** or create your own [geodatabase](http://webhelp.esri.com/arcgisdesktop/9.3/index.cfm?TopicName=An%20overview%20of%20the%20Geodatabase)¹.

In ArcGIS, geographic information is displayed as **layers**, where each layer represents a particular type of feature such as streams, lakes, roads, political boundaries or geology. A layer does not store the actual geographic data; instead, it **references** the data contained in coverages, shapefiles, geodatabases, images, and so on. Referencing data in this way allows the layers on a map to automatically reflect the most current information in your GIS database.

3.0 ArcMap Interface



1 Table of Contents² (TOC)

Lists all the layers on the map and shows what the features in each layer represent. The check box next to each layer indicates whether it is currently turned on or off, that is, whether it is

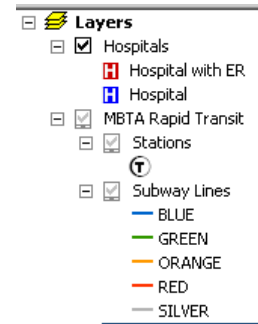
¹ [http://webhelp.esri.com/arcgisdesktop/9.3/index.cfm?TopicName=An overview of the Geodatabase](http://webhelp.esri.com/arcgisdesktop/9.3/index.cfm?TopicName=An%20overview%20of%20the%20Geodatabase)

² In ArcMap, a tabbed list of data frames and layers (or tables) that shows how the data is symbolized, the source of the data, and whether or not each layer is selectable

currently drawn on the map. The order of layers within the table of contents is also important as the layers at the top draw on top of those below them.

2 Data Frame ³ Layers

Layers in the TOC are organized into data frames. A data frame groups in a separate frame, the layers that you want to display together. By default a data frame is called “**Layers**”. However, you can change the name to something more meaningful.



3. Standard Toolbar

The standard toolbar contains buttons that provide quick access to file management operation such as opening, closing, deleting and new windows.

4. View Switch Buttons




These two (very tiny) buttons enable you to switch views between the **geographic data** view and the **layout** view. You will use the layout view later to create maps that can be published.

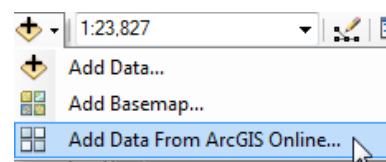
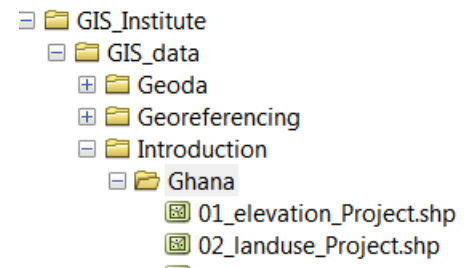
5. Tools Toolbar

These tools enable you to change navigate and change the look of the map in terms of zoom and visible area. It also provides access to some simple query functions.

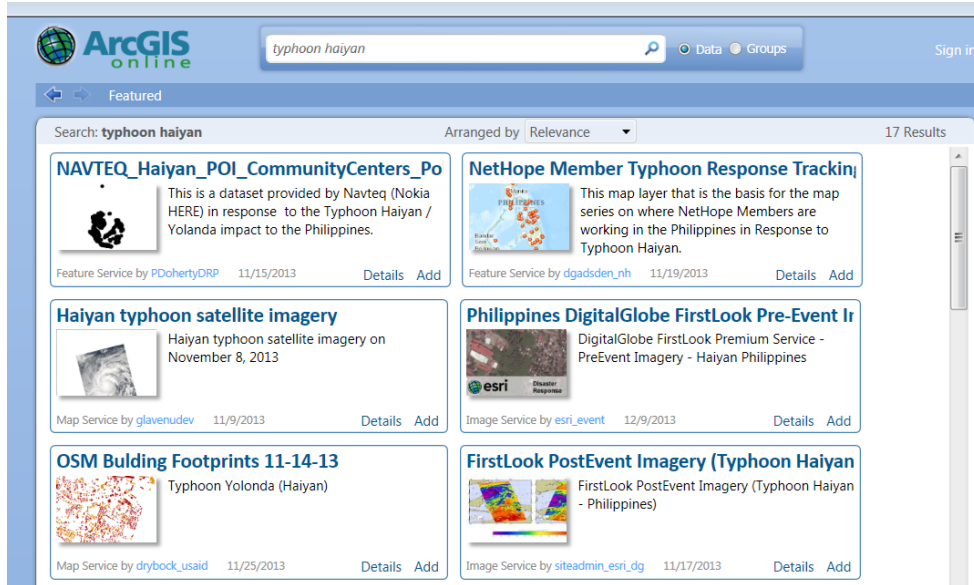
3.1 Adding Data to your Map

For this lab, you will work with GIS data of your choice.

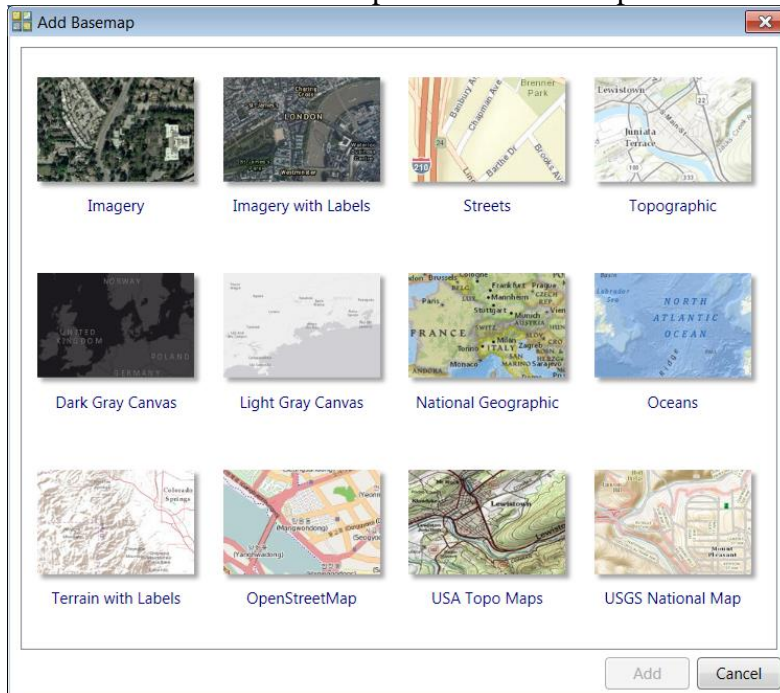
3. Click on the **Add Data** button  and **Connect** to the folder (click on the icon ) whenever you add new data paths. Navigate to the **T: drive** which has **GIS_Institute/GIS_Data/Introduction** folder or **unzip the data you downloaded from the GIS institute website**. You will find folders with data.
4. From any one of these folders select layers (you can select multiple layers at a time from the add data window by holding down the “**Ctrl**” key and left mouse clicking on the layers you need).
5. You can also  Add Data from ArcGIS Online which is an option in the drop down menu for this button.



³A map element that defines a geographic extent, a page extent, a coordinate system, and other display properties for one or more layers in ArcMap. A dataset can be represented in one or more data frames. In data view, only one data frame is displayed at a time; in layout view, all a map's data frames are displayed at the same time.



6. You can also add basemap data from the drop down button.



4.0 Frequently Used Tools

Zoom In/Out: Increase/decreases the zoom of an image. It is important to note that using the zoom buttons does not change the scale of the image. It simply changes how it is being displayed on the screen. Hold the mouse pointer over the map display and click once to zoom around a point. Alternatively, click and drag a rectangle defining the area you want to zoom in or out on.

7. Use this tool to zoom into the data on your map.



Zoom to Fixed Extent: Increases/ Decreases the zoom of an image to a fixed or pre-specified extent. This can be useful when creating maps for display.

8. Click on the Zoom to Fixed Extent button in the toolbar.



Panning: Enables you to navigate around the map to observe areas that are not displayed on the screen.

9. Move the mouse pointer (which will be in the form of a hand) over the map display, click on map and drag the pointer. Alternatively, you can pan the map by dragging the scroll bars.



Zoom to Full Extent: Zooms out so that the entire active data will be visible on the screen.

10. Click the zoom to full extent button on the Tools toolbar. If your map has more than one data frame, panning and zooming will occur in the active data frame.




Back/Forward Extent: Enables you to move back or forward one display thus enabling you to change to a previous zoom or extent.

11. Click the Back/Forward Extent button on the Tools toolbar.



Select Feature: Enables you to interactively select **features** from the selectable layers.

12. Test the different options for selection. Clear it by clicking on this button 



Select Elements tool: lets you select, resize and move **graphics** such as lines, boxes, text, labels, north arrows, scale bars, and pictures drawn on your map.

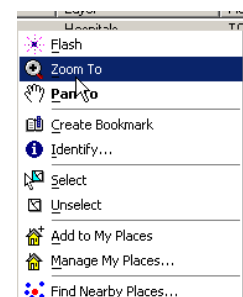


Identify Features: Provides attribute information about selected features. Click on a geographic feature to get its attributes. The features in all visible layers under the pointer will be identified. The Identify Results window will appear automatically when you use this tool. The Identify Results window contains a dropdown list that lets you control precisely which layer(s) you want to identify features from with the Identify tool. You can either choose a particular layer or one of four generic settings: top most layer, visible layers, selectable layers, and all layers.


13. Click on the Identify and then on a feature on the map.


Find: Enables you to perform basic queries on the map to find features with specific attributes. Click the find button on the toolbar. Type the string you want to find in the find text box. Click the layers drop down menu and select the layers you want to search within. Search for the string in all fields, in a specific field, or in the primary display field. The primary display field is the field that contains the name or identifying characteristics of the feature. It is set through layer properties.



14. To experiment with find tool, try entering a likely place on your map (depending on what layers you have) for example “Cambridge” into the find window and press the find button. Now by right clicking on one of the results,





you can get a number of options including zoom to feature, flash feature, select and unselect feature. For example, you can zoom to a location on the map by right clicking on the result and picking the zoom to feature option.

 **Measure:** Will help you measure distances or areas on your map. As you draw a line with this tool, the length of the line is shown in the status bar. You can draw a line with multiple segments. Click once to start a new segment. Double-click or hit ESC to finish.

 **Hyperlink Tool:** Enables you to create a link between a feature or element on a map and an external document. When using the hyperlink tool, the desired links must be defined prior to using this tool. When you click the hyperlink button, any visible features in the map that have hyperlinks defined for them are shown in blue or outlined in blue in the map.

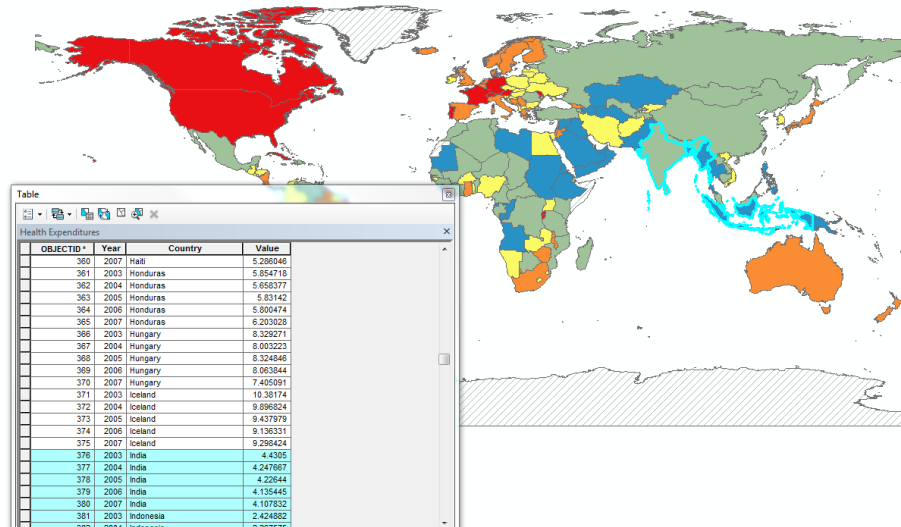
Click on a feature to trigger a hyperlink. This tool will be inactive if no hyperlinks have been defined for any of the feature layers in your map. If you want to use hyperlinks they have to be defined **before** you use this tool (using the  tool). When you click this tool, any visible features in the map that have hyperlinks defined for them are shown in blue or outlined in blue in the case of polygons. When you are on a feature for which a hyperlink exists, the cursor will turn into a pointing hand and you will see a popup tip with the name of the target (sometimes it may seem like an eternity before this happens but it will eventually). If more than one hyperlink has been defined for the feature you clicked, a dialog will appear from which you can select the hyperlink you want to launch. The  HTML popup tool can also be used to link to websites.

 **Go to XY:** You can use the Go To XY command on the Tools toolbar to navigate to a particular (x,y) location in your map. You can specify the location by entering coordinates in the map units of your map, decimal degrees, or Degrees Minutes Seconds. This may be useful if you are working with data from Google Earth.

 **Create Viewer Window:** Click this and then drag over an area that you want to view in detail. You will now have a new window with the new location. This is useful if you want to see the map at different scales.

Opening Attribute Tables:

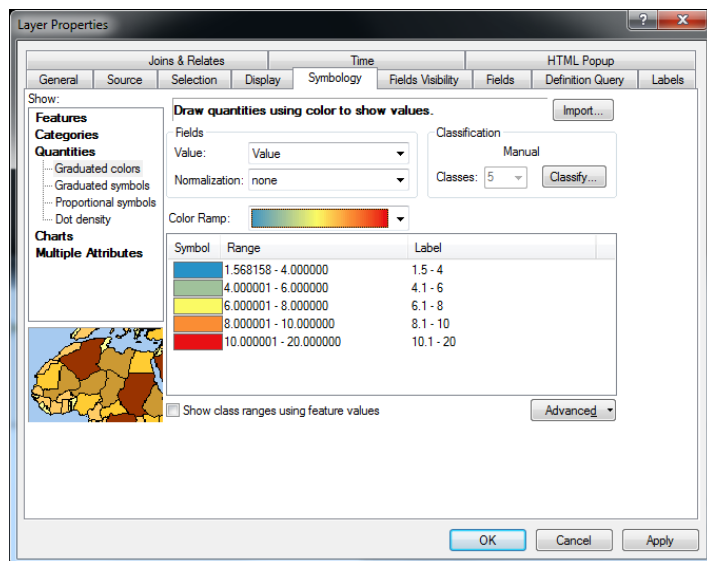
15. To open the attribute table, right click on the desired layer or spatial data file in the Table of Contents (TOC) and select **Open Attribute Table** or from the menu. Try doing this for any of the layers.
16. Once the Attribute Table is open, arrange it on the screen so that you can see both the Map screen and the attribute table. You may have to maximize the ArcMap window.
17. You will notice now that the two screens are dynamically linked. If you select an object on the ArcMap session, its attribute value is highlighted in the attribute table. Conversely, a selection made in the table is highlighted on the map. Experiment with making selections in both the attribute table and in ArcMap.



18. Make your table active and look at the main tool bar. Click on **Options** under the table to see the tools for working with the attribute tables.

4.0 Editing the Legend of a Theme

In ArcGIS, there are a wide range of options for displaying and classifying data. This section provides a brief introduction to the topic of editing the display of a layer. Currently, each layer of the map is displayed as a single color. However, we might want to observe variations within a layer. To do this, edit the display characteristics to show features from the accompanying non-spatial data. This display editing is carried out through the layer **properties** window.





19. Select the layer you want to map in the **Table of Contents (TOC)**. Right click on it and in the accompanying menu, select **Properties**.
20. In the **Properties** window, click on the tab for **Symbology** to get a new window called **Layer Properties**. In the **Symbology** window, click **Quantities** and select **graduated colors**. Then change: Value to something that is quantitative. You may experiment with the classification by clicking on the **Classify** button. Try any “**Method**” that appeals to you: **Equal Intervals** for example. Change the color ramp by selecting the pull down menu.


You have now created a basic graduated color map based on equal interval classes of minority percentages in a block group. As you can see, the layer that was previously displayed with a

single color is now displayed using a graduated color ramp. The ranges used are displayed in the table of contents.

21. To remove any data files that you don't need from the map document using the **right-click** menu in TOC ("**Remove**" is one of the options).

4.1 Creating Layouts

Thus far, we have been working in the Geographic data view of ArcMap. Now as we set out to layout our data for printing, we will work in the **Layout**  view of ArcMap. The **Layout View**  provides the ability to manipulate an assortment of data frames and map elements on a page.

22. Make sure that you are in the  Layout View
23. Within the TOC you can right click on each layer to get **Properties** and then use **Symbology** to select **Categories** (nominal or ordinal variables like income categories or province names) or **Quantities** (continuous variables like population or elevation) depending on what you want to show on the map.

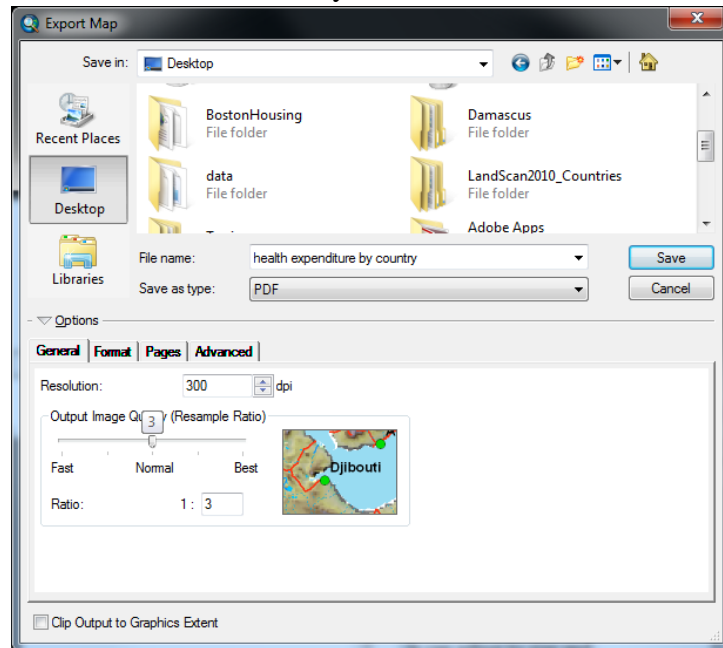
Now, we are going to add the legend to the layout. To do so:

24. Click on the **Insert** main menu (in the Layout view) and scroll down to **Legend**. This will open the Legend Wizard.
 - a) In step one of the **Legend Wizard**, ensure that all of the layers that you desire to display have been included in the legend. You can also shift the order that they are displayed by clicking on the up and down arrow. When done, click **Next**.
 - b) In the second part of the Legend Wizard, you can add a **Title**, change its font and justify your legend. When done, click **Next**.
 - c) In the next part, you can select the format for your legend frame. You could experiment with different border, background and drop shadow options. Then click **Next**.
 - d) At this or any other point in the creation of your legend, you can select **preview** and avoid the remaining steps of the Legend Wizard.
 - e) The remaining two screens in the Legend Wizard provide advanced formatting options. For now, click **Preview** and then **Finish**.
 - f) A legend will now appear on your screen. Drag it to the bottom of your layout. You can resize it by clicking on the legend corners. You can also resize the map by clicking on the outline and dragging it in the direction that you desire.

Now, we are going to insert a title, north arrow and scale:

25. You can use the main menu **Insert** to select **Title** or **Text**. Set the text characteristics, which includes, size, font, color, bold, italics and underline. Enter a suitable title. You can now readjust the location of the title by clicking and dragging on it.
26. To add a north arrow click **Insert** on the main menu in the layout display. Scroll down and select "**North Arrow**." Select the north arrow you want from the menu and click OK. The north arrow will be added to the map. When it is highlighted in blue, you can move it around and adjust the size of the arrow.

27. To add a scale bar to your layout click **Insert** along the main menu. Scroll down and select **Scale Bar**. In the **Scale Bar Selector**, select the style of scale bar.
28. Then change the units of the scale bar. To do this, click on **Properties** and in the dialog that emerges, set the Division Units to miles (meters is the default). Click OK. A scale bar will be added to the layout. When it is highlighted in blue, you can adjust its size and adjust its location.
29. From the main menu **File**, select **Export Map**. When the Export dialog appears, choose the file format you want to export to from the dropdown list of file types. Go to “**Options**” and set the optimum resolution value you need (more resolution means larger files).



5.0 Exporting Views and Layouts

You can export a view or a layout to a graphics file in a number of supported output formats. This is an alternative to using screenshots (which you can create by holding down **Ctrl** and **Alt** and then hitting **Print Screen**). To export a map (from the **layout view** so that you get legends, etc):

30. From the **File** menu, select **Export Map**
31. In the Export Map window choose the file format you want to export to from the dropdown list of “Save as type.” Go to “**Resolution**” and set the optimum resolution value you need (more resolution means larger files).