



Creating Map Layouts with Templates ArcMap

Lesson Objectives and Requirements

- Provide an overview of map templates, their benefits, and use in ArcMap
- Demonstrate use of map templates in ArcMap
- Requirements
 - Software must be ArcGIS 10 desktop. Version 10.4 and greater are supported.
 - Current knowledge of ArcGIS



Map Template Overview

- A map template is a map document (.mxd) from which new documents can be created.
- Templates may contain basemap layers or be a variety of commonly used page layouts.
- A page layout is a collection of map elements.

ESRI. Using Map Templates. Retrieved from
<http://desktop.arcgis.com/en/arcmap/latest/map/page-layouts/using-mxd-templates.htm>



Map Template Overview (Cont.)

Common map elements included in a page layout:

- Map Frame
- Scale
- Title
- Legend
- North Arrow
- Date



Map Template Benefits

- Map templates make it easy to reuse or standardize a layout on a series of maps.
- Using a template can save you time, since you don't have to manually reproduce the common parts of the maps.
- Templates can be shared within an organization to increase productivity and standardize the maps that the organization produces.

ESRI. Using Map Templates. Retrieved from
<http://desktop.arcgis.com/en/arcmap/latest/map/page-layouts/using-mxd-templates.htm>



Use of Templates in ArcMap

- Templates are stored in a specific folder prior to opening a new ArcMap session.
- In ArcMap, templates can be accessed using the change layout button on the layout toolbar during an ArcMap session.



Download Map Templates

- Download the “Map Layout Templates ” from the link listed under the Instructional Materials section .
- Save the map templates to the following location:
Users\<username>\AppData\Roaming\ESRI\Desktop 10\ArcMap\MapTemplates
- This allows for the map templates to be accessed through the change layout button.

Maps
Briefing (BAM)
Situation
Transportation
Progression
Air Operations
Operations
Other
▼ Digital Products, Backup, and Sharing
Enterprise
Geospatial Portal
FTP/HTTP OOV
Backup, Share, and Archive Incident Data
Geospatial PDF
QR Codes
S-341 Classroom Training
GIS Intermediate Class
▼ ArcGIS Online and Collector
► Field Data Collection
► Public Information Outreach
► Geographic Information Management
► AGOL and Collector Administration
Avenza
Field Data from GPS
Tools
Site Reference
Administration

Instructional Materials

- 1 **Map Layout Templates - ArcMap**
- 2 [Using Map Templates - ArcMap](#)
- 3 [Using Map Templates - ArcMap](#) - use the Change Layout button on the Layout Toolbar
- 4 [Save a Layout File - ArcGIS Pro](#)
- 5 [Add a Layout to your Project \(Open a Layout File\) - ArcGIS Pro](#)
- 6 [Quick Map - EPT](#) (some parts of this presentation have information about using templates - pull work if they are helpful)
- 7 [Quick Map - test setup](#) (Steal what you can from this as well)
- 8 [ESRI Help - Using Map Templates](#)

Presentation

One or two presentations to cover the first objective, one presentation to cover the second bullet and one third.

Test (10 Points Total)

Describe the test requirements or other necessary items (Tests will be done with Google forms)

Test 1

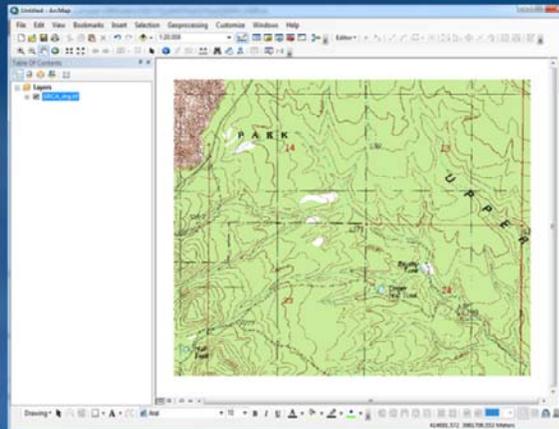
[Labeling & Annotation](#) **BACK**

NEXT...



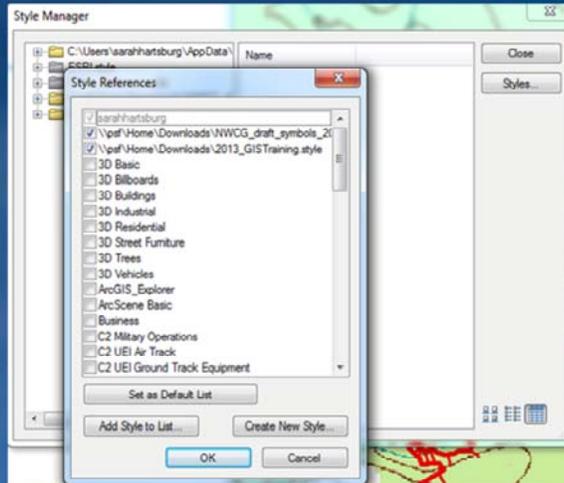
ArcMap Demonstration

- Open a new ArcMap session.
- Click the Add Data icon on the standard toolbar.
- Navigate to the folder that holds your base data
- Select the file(s) you want to add, and hit ADD



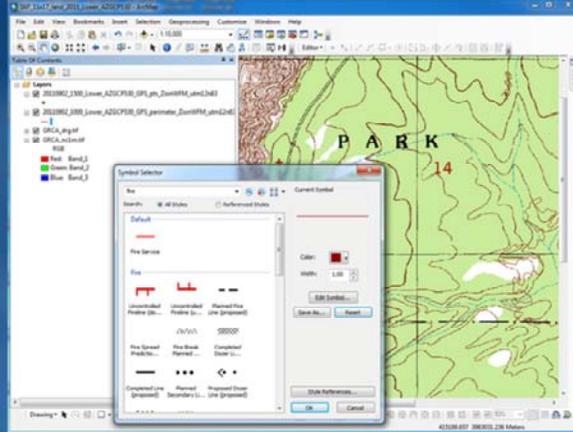
Add Symbology

- Download the NWCG style file from the NWCG website located [here](#).
- Save the file to the following location:
Users\- In ArcMap, on the menu click **Customize > Style Manager**
- Select **Add Style to List** and navigate to the location where you've saved the style file.
- Highlight the file, click **Open** then hit **OK**.



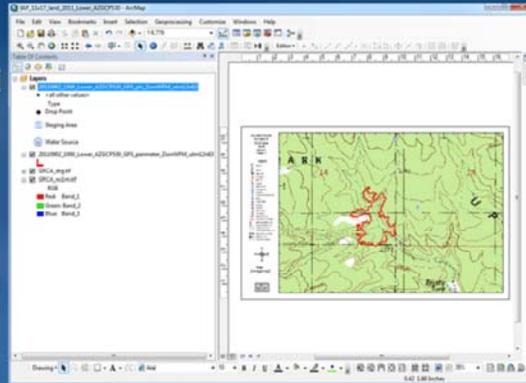
Add Symbology (Cont.)

- When possible use NWCG standard map symbology for points, lines and polygons.
- As you'll see, some of the templates have fixed legends with the symbols from the NWCG standard.
- To change the symbology of a layer, double click the symbol in the Table of Contents.
- Use the symbol selector to choose the symbol type, color, size you would like to use.
- Click OK.



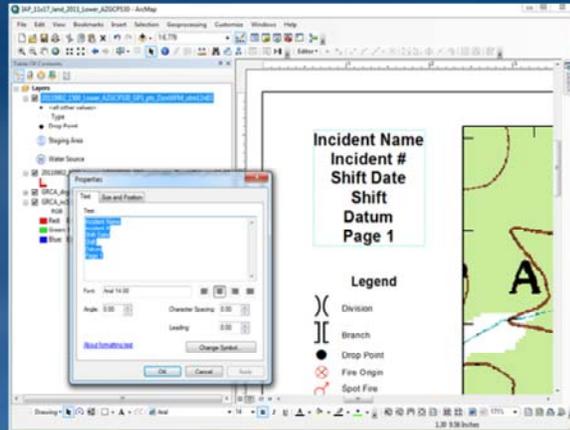
Apply Map Template

- Toggle to switch to Layout View or click View on the main menu and select Layout View. 
- On the Layout toolbar, click the Change Layout Icon. 
- Navigate to your map template, hit OK.
- Hit Finish.



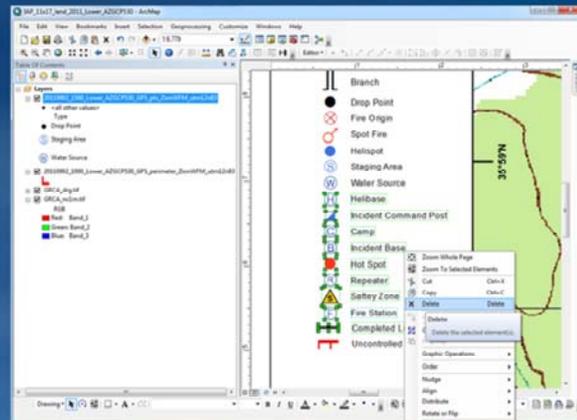
Update Map Elements - Title

- The layout toolbar icons allow you to zoom in/out, and pan the map *layout* rather than the *data*
- Use the Zoom tool on the *Layout* toolbar to zoom into the Title box
- Right click on the box again and select properties
- Edit the text in the box
- Hit OK



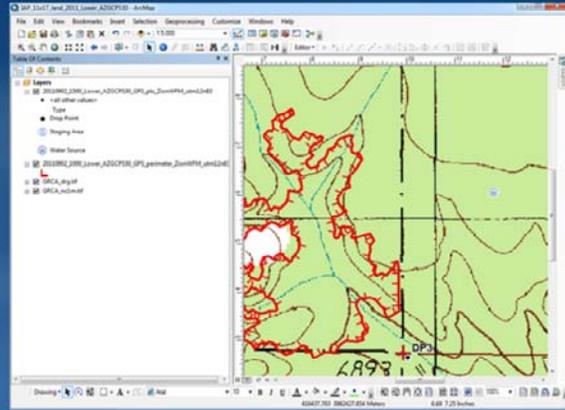
Update Map Elements - Legend

- Right click on the Legend and select **Ungroup**
- Remove the Legend Items you haven't used in your map by selecting them and deleting them



Review Map

- Click the Zoom to 100% icon to take a closer look at your map
- Check for spelling errors
- Look at labels to make sure they are the right size, aren't covering any important information on the map
- Click the Fit to Page icon
- Make sure the area included in your map is what you want it to be
- Once you have finalized the map, save or print the map.



Conclusion

- A map template is a map document (.mxd) from which new maps can be created.
- Templates may contain basemap data or a page layout.
- Templates can be shared within an organization to increase productivity and standardize the maps that the organization produces.

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