

Using Event Map Templates

Background - Using a **map template** shortens the task of developing a new map composition, because the template includes many “pre-built” cartographic elements. Some of the elements will be ready-to-go as is, while others will serve as a reminder to “fill-in-the-blanks”. Opting to use dynamic text will make your job go even faster, because some of the blanks will be filled in for you. More on that later.

Event map templates provide these standard cartographic elements.

- Latitude/longitude graticule referenced to degrees and decimal minutes
- Map title
- Incident name
- Unit and local ID
- Date and period of operational use
- Acres and effective date
- North arrow
- Scale bar
- Legend
- Author
- Map production date and time
- Source statement
- Graticule datum

Setup – Copy the **EventMapTemplates** folder into your incident’s **Tools** folder, or copy the individual templates into **C:\Users\\AppData\Roaming\ESRI\Desktop10.x\ArcMap\Templates** to make them easily accessible from your **MyTemplates** repository.

Use - A map template workflow looks something like this.

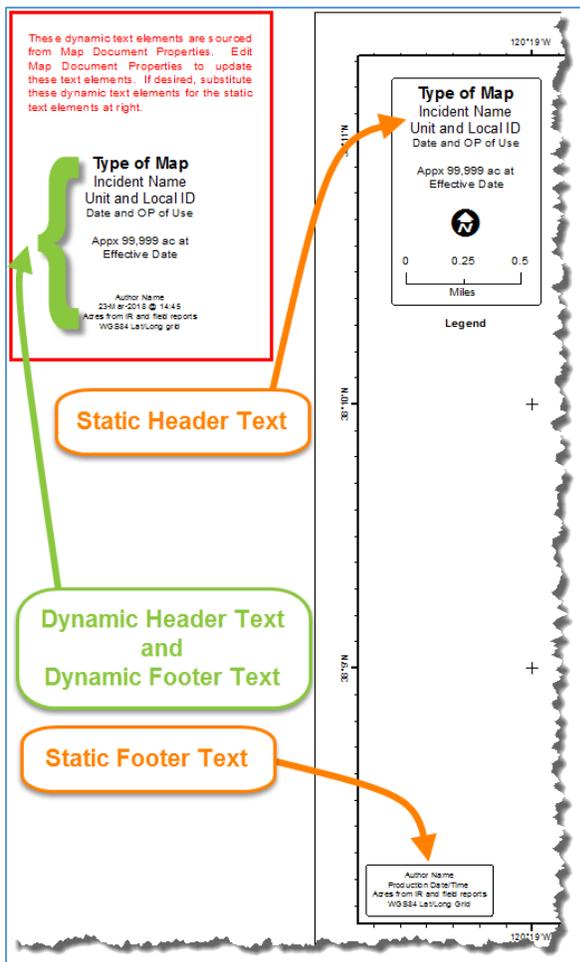
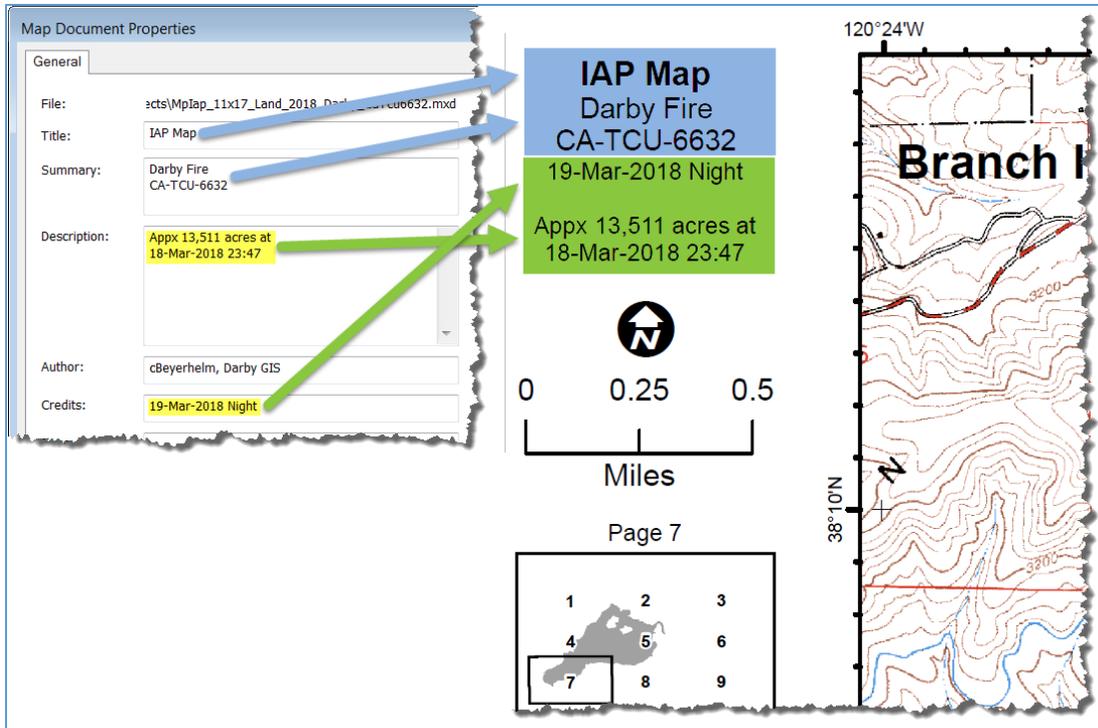
1. In **ArcMap Data View**, add data layers to a new, blank map document, and apply definition queries, symbology, labels, annotation, and so on, as desired.
2. Switch from **Data View** to **Layout View** when the “data” portion of the map composition is complete.
3. Then click the **Change Layout** button (right) on the **Layout toolbar**, browse to the templates’ location, and make a selection from among the available templates.



If selecting the **Template_11x17_MplapLand.mxd** template, be sure to specify the primary and secondary data frames in the **Data Frame Order** dialog. This template is typically used as the basis for a multi-page IAP map that has an inset.

4. Once the template has been applied, you may need to use **Legend Properties** to simplify and resize the legend.
5. If not using dynamic text, you’ll need to edit the contents of the **Static Header Text** and **Static Footer Text** elements, as appropriate.
6. If using dynamic text, scan the **Header** and **Footer** text elements to confirm they are correct. Update their source text, if needed.

Rearrange or edit cartographic elements as needed, and then **Save** the MXD with a **GSTOP** name.



Using Dynamic Text – Dynamic text is accomplished using a series of “tags” that reference text in other locations, like the **Map Document Properties** dialog. Arrows (above) show the relationship of that source text to the dynamic text elements in a map layout.

In the example above, the **Title**, **Summary**, and **Author** source texts were entered manually, as they are expected to remain relatively constant throughout long portions of the incident. However, the **Description** and **Credits** texts (highlighted in yellow) are expected to change with each operational period, and are updated either manually, or simultaneously across all incident MXDs using the **Calc Dynamic Text** widget on the **eTools** toolbar.

Each of the Event map templates facilitate either static or dynamic text elements in a map layout.

In the example template at left, the **orange text and arrows** indicate the location of static text elements that must be updated manually. The **green text and arrow** indicate the location of dynamic text elements that are automatically sourced to text in the **Map Document Properties** dialog.

Implement either static or dynamic text by dragging and dropping the corresponding text elements on, or off, the map layout.

Customize Event map templates - Users may customize Event templates for their own use by changing the font, format, and arrangement of cartographic elements, or by adding logos or other agency-specific content.

When working in an inter-agency team situation, however, it is best if all team members adhere to a single template standard that conveys a consistent look and feel across all map products.

Create new templates - Users may also create new map templates from scratch, and should consider including these standard cartographic elements.

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To create a map template, start with a new, blank ArcMap map document, and switch from **Data View** to **Layout View**. Then, add all desired cartographic elements to the layout using a font, format, and arrangement that suits a situation. Finally, save the new template MXD with a descriptive name.

When setting the new template's page size, be sure to un-check **Use Printer Paper Settings** in the **Page and Print Setup** dialog.

That will disconnect the template from any printer-specific properties that may be incompatible with a printer in use at the time a template is applied.

Make page size and orientation entries in the **Page** portion of the dialog, and click **OK** to return to the template's layout view.

