

Tear out this sheet for easy reference to common ArcMap operations.

GIS Investigations for the Earth Sciences

Quick Reference Sheet

The ArcMap User Interface

Menu Bar
Provides menus for performing various operations.

Toolbars
Tools for manipulating and analyzing map data.

Table of Contents
A list of data frames and map layers, and controls for changing the map view.

Status Bar
Displays tool descriptions, measurement results, and other information about the current operation.

Title Bar
Shows the name of the current map file.

SAGUARO Tools
Tools provided by the SAGUARO Project for these materials. Note: This toolbar may appear in a different location.

Data Frame
The currently-selected map.

Coordinates
Displays the coordinates, in the currently-selected units, of the cursor position.

Basic display operations

Activating a data frame

To activate a data frame, right-click its name and choose Activate from the pop-up menu. The title of the activated data frame is highlighted bold.

Expanding and collapsing data frames

To expand a data frame and show its layers, click the expand box . To collapse a data frame and hide its layers, click the collapse box .

Selecting layers or layer groups

To select a layer or layer group, click the layer or layer group name. Selected layers or layer groups are highlighted. To select multiple layers or layer groups, hold down the control key while clicking additional names.

Expanding and collapsing layers or layer groups

To expand a layer or layer group, click the expand box . To collapse a layer or layer group, click the collapse box .

Turning layers or layer groups on and off

To turn a layer or layer group on, check the box in front of its name. To turn a layer or layer group off, uncheck the box in front of its name. If a layer is turned on but is not visible, it may be hidden behind another layer. Try turning off the layers *above* that layer in the Table of Contents.

Table of Contents

Data Frames

- Ocean Floor Topography** (Active data frame)

Layer Groups

- Once and Future Oceans**
 - The Future
 - The Present
 - Present Atlantic Ocean
 - Present Continents (Selected layer)
 - Present Land

Layers

- Permian
- Cambrian
- Precambrian

Display Source Selection

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Opening ArcMap document (.mxd) files

At the beginning of each investigation, you will launch the ArcMap application and use it to open an ArcMap document file.

The instruction will look like this:

 Launch ArcMap, and locate and open the **etde_unit_1.mxd** file.

 ArcMap document files end with an .mxd file extension. Depending on how your computer has been set up, file extensions may not be visible, so the above file may appear as simply **etde_unit_1**. (Note: We will also refer to ArcMap document files simply as *map files*.)

Launching ArcMap

To launch the ArcMap application, click the Windows Start menu and choose **All Programs > ArcGIS > ArcMap**.

 Note: If there is an ArcMap shortcut icon on the desktop, Start menu, or taskbar, you can also use it to launch ArcMap. It may or may not show the .exe file extension. Your instructor or lab administrator may provide you with alternate directions for launching ArcMap.

Locating and opening the EXXX_Unit_X.mxd file

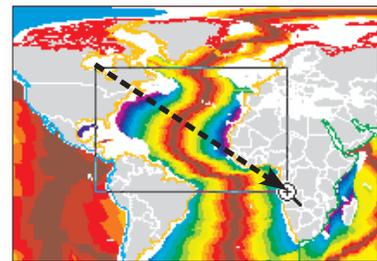
Choose **File > Open...** and navigate to where the specified ArcMap document file is located. Your instructor or lab administrator should tell you where the investigation data files are located. They will be in folders named with the module abbreviation and unit number, such as ETDE_Unit_1. Remember, you may not see the .mxd file extension.

Important note: Do not call or e-mail technical support if you cannot find an ArcMap document file. Your instructor or lab administrator can tell you where to find it!

Zooming

ArcMap has tools for zooming—enlarging and reducing areas of the map—that work like the tools you have used in other applications.

- To zoom in on an area, click and drag diagonally with the Zoom In tool  to outline the area on the map. When you release the button, the area you selected will rescale to fill the data frame window.
- To zoom out, click anywhere on the map with the Zoom Out tool .
- If you zoom in or out so far that you do not know where you are, undo previous zooms by clicking the Previous Extent button .
- To view the entire data frame, click the Full Extent button .



Troubleshooting and technical support

Your instructor or lab administrator may be able to help with common problems. If necessary, they can provide you with a copy of the current version of the troubleshooting guide for this series, **Troubleshooting.pdf**.

If you continue experiencing problems using these materials, contact the Thomson Learning technical support team at:

tl.support@thomson.com or 1-800-423-0563