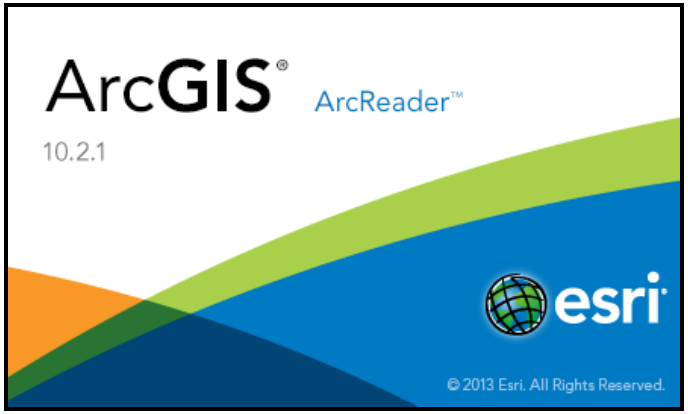
ArcReader Tutorial



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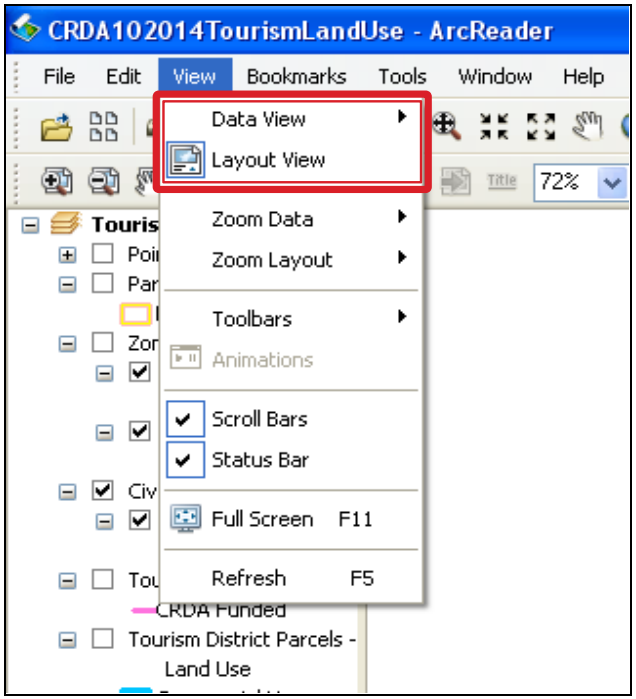
Viewing the Data

- There are 2 ways to display a map:

1. Data View
2. Layout View

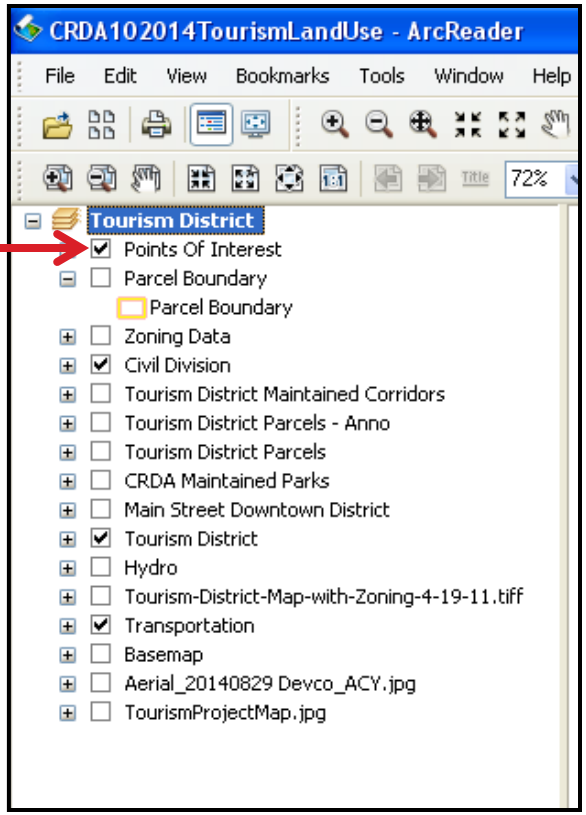


Data View displays the contents of the data frame.

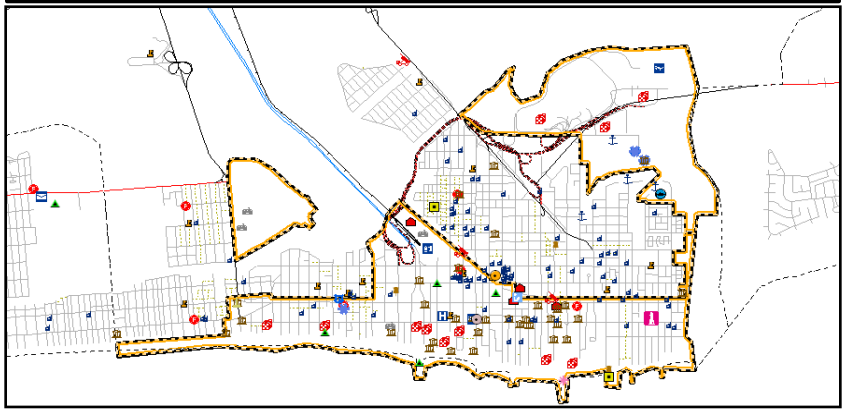
Layout View displays the map as it would appear when printed. Layout View typically contains features such as a legend, scale bar, north arrow, and map title.

Turning Layers On/Off

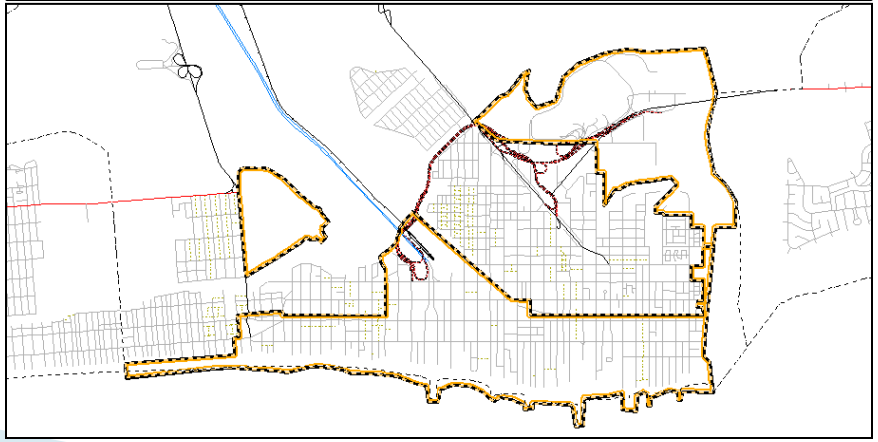
- To view a specific layer, check the box next to the layer name. Layers with unchecked boxes will not display.



"Points of Interest" Layer Checked-On



"Points of Interest" Layer Checked-Off



Navigation Toolbar

- **Zooming In / Out**
  - To Zoom-In, click on the *Zoom-In* tool  , click the map and drag a box around the area you want to zoom- in on.
  - To Zoom-Out, click on the *Zoom-Out* tool  , click the map and drag a box around the area you want to zoom-out on.
  - To return to your previous view (or extent), click on the *Go Back* tool  . To move forward an extent, click on *Go Next* tool  .
  - Clicking the *Full Extent* tool  zooms out to the entire display.

Note: Using these navigational tools in Data View or Layout View will alter how the Layout View is displayed. See page *Layout Toolbar* for instructions on how to zoom-in/out and pan without altering the Layout View.

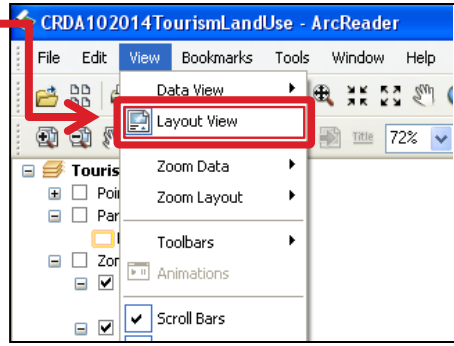
Navigation Toolbar *(cont.)*

- **Panning The Display**
  - To drag the display in a direction, click the *Pan* tool  . Left click on the map, hold the mouse button, and drag to move the display.

- **Continuous Zoom/Pan**
  - The *Continuous Zoom/Pan* tool combines the *Zoom-in/out* tool and the *Pan* tool. Click  , left click the map, hold the mouse button, and move the mouse up/down to zoom in/out. In order to pan, right click the map, hold the mouse button, and move the mouse left/right.

Layout Toolbar

The *Layout Toolbar* is only accessible when in Layout View, and it has many of the same functions as the *Navigation Toolbar*. If your map is in a printable format in Layout View, the *Layout Toolbar* will allow you to zoom-in/out without altering how the map is displayed for print.

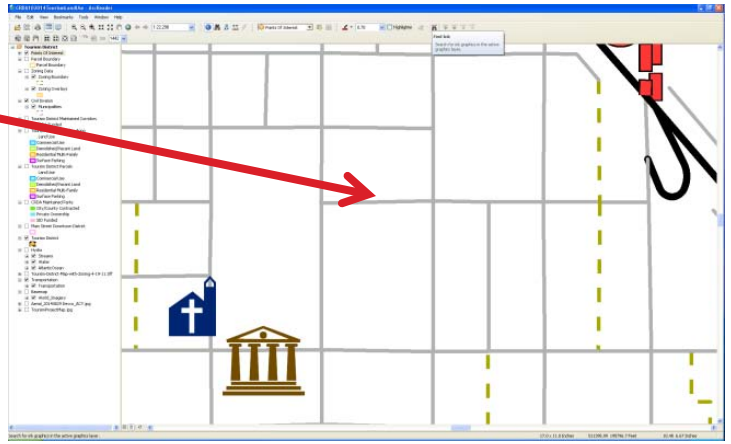


- **Zooming In / Out**
  - To Zoom-In, click on the *Zoom-In* tool , click the map and drag a box around the area you want to zoom- in on.
  - To Zoom-Out, click on the *Zoom-Out* tool , click the map and drag a box around the area you want to zoom-out on.
  - To return to your previous view (or extent), click on the *Go Back* tool . To move forward an extent, click on *Go Next* tool .
  - Clicking the *Zoom Whole Page* tool zooms out to the entire display.
  - To drag the entire display in a direction, click the *Pan* tool . Left click on the map, hold the mouse button, and drag to move the display.

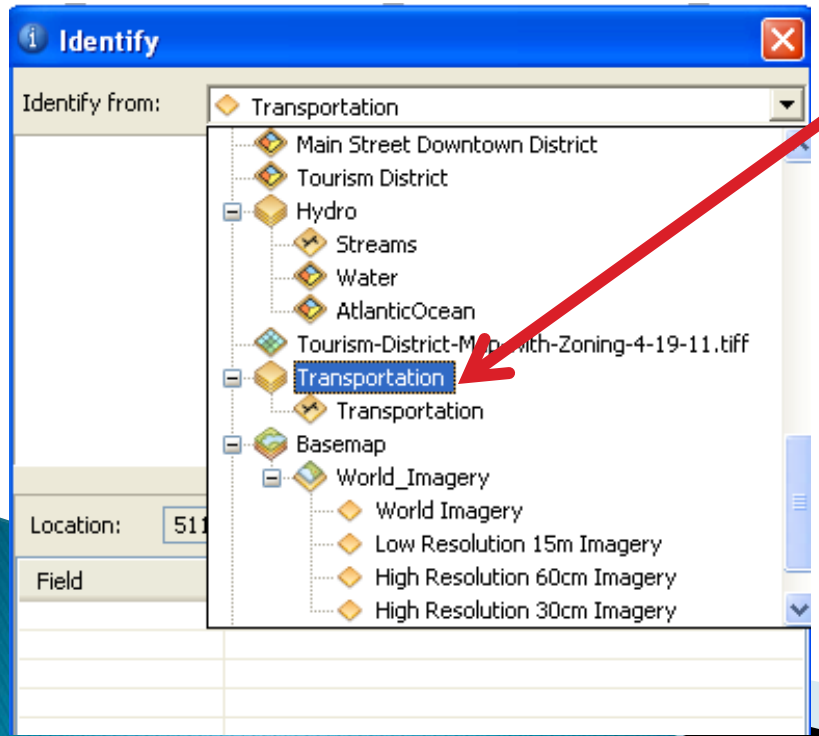
Identify Tool

The *Identify* tool allows you to investigate specific attributes about a feature.

Example: You want to find the name of this road



1. Zoom-in to the road or feature you want to identify
2. Click the *Identify* Tool
3. Click on the road on the map.
4. The identify window now appears.



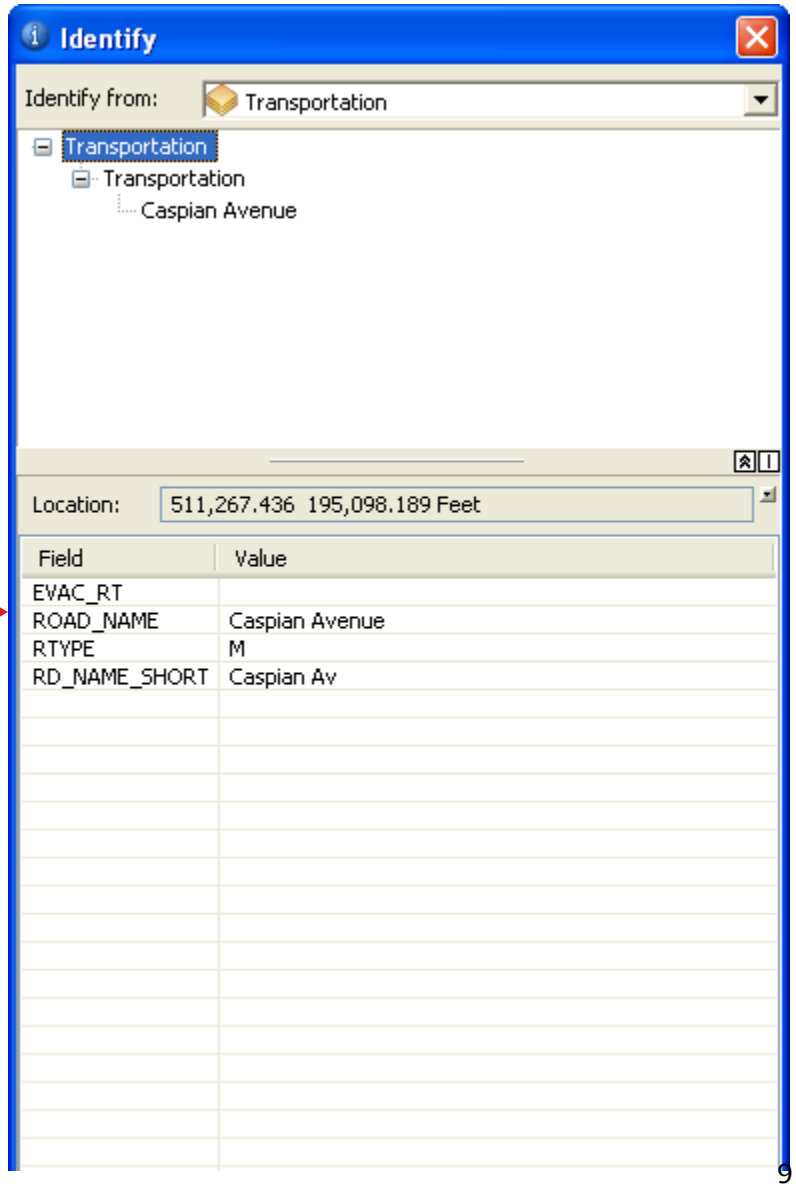
5.) Click the drop-down arrow in "Identify from" and select "Transportation" because this is the layer that contains information for the roads.

Identify Tool *(Cont.)*

6.) Click on the road on the map again.

7.) The information for the specific road should now appear in the window.

The name of this road is Caspian Avenue



These steps can be repeated to find various information for different layers.

Find Tool

The *Find* tool allows the user to locate specific geographic features, places, or addresses on the map.

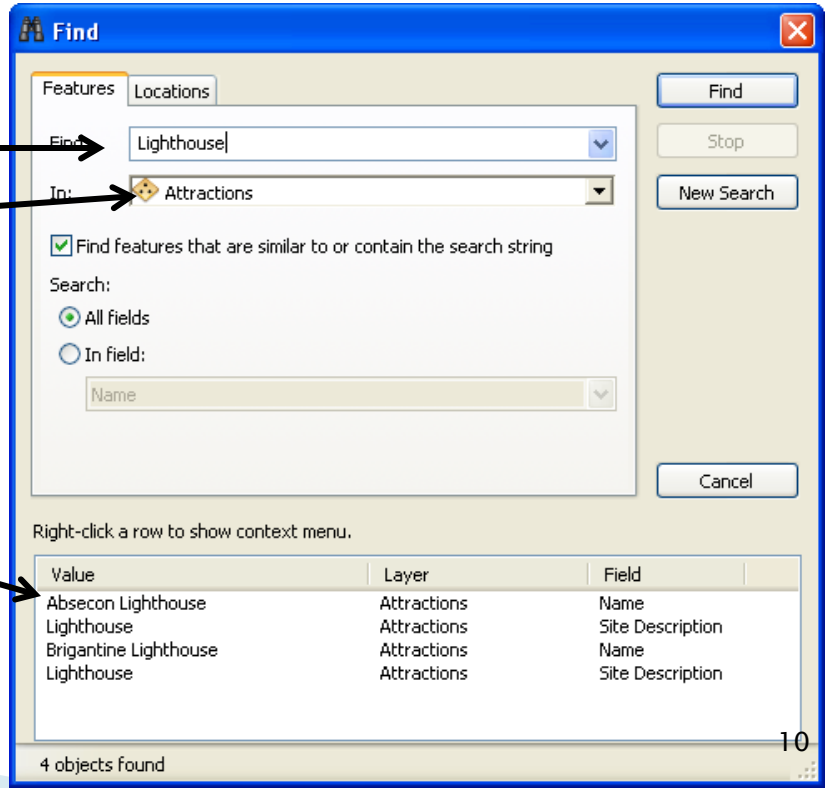
1.) Click the find tool and the Find dialog box opens.

In the features tab, you can search for geographic features and places.
Example: You want to find the Absecon lighthouse on the map.

Enter a keyword to search, such as "Lighthouse"

If you know which layer the feature is contained in, select it here. If not, select <All Layer>. Selecting <All Layers> will require more search time.

All search results appear here. Clicking on "Absecon Lighthouse" will flash its location on the map. Make sure the dialog box is moved to the side, so you can see where it flashes.



Find Tool *(Cont.)*

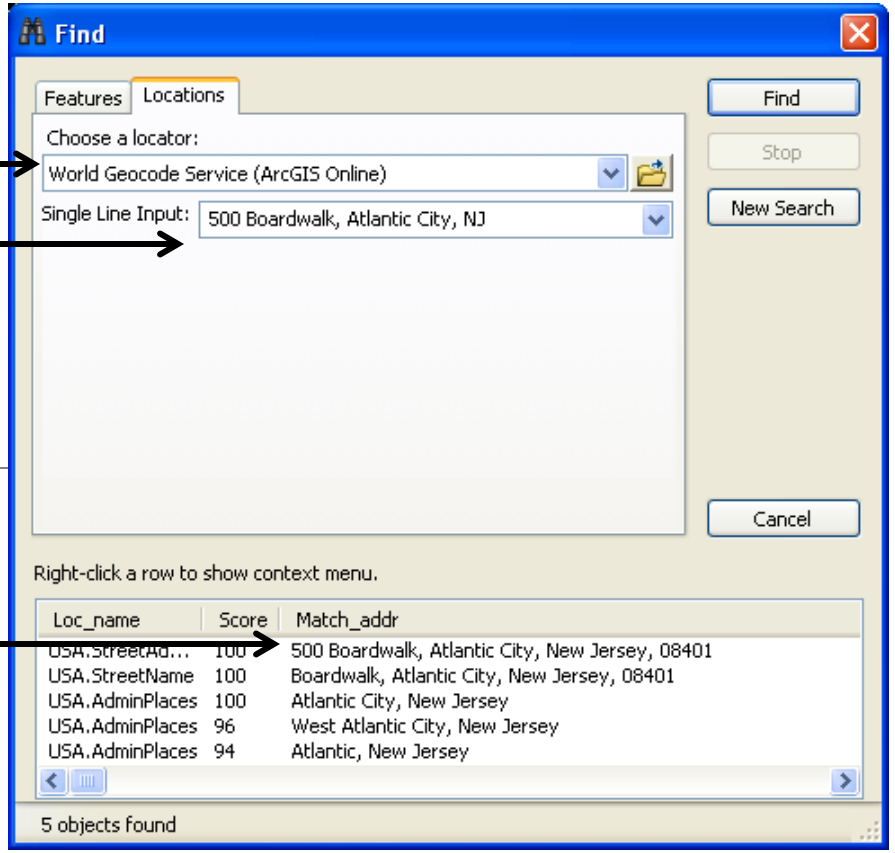
In the Locations tab, you can search for specific addresses.

Example: You want to find 500 Boardwalk Ave, Atlantic City, NJ on the map.

Select "World Geocode Service"

Input the address

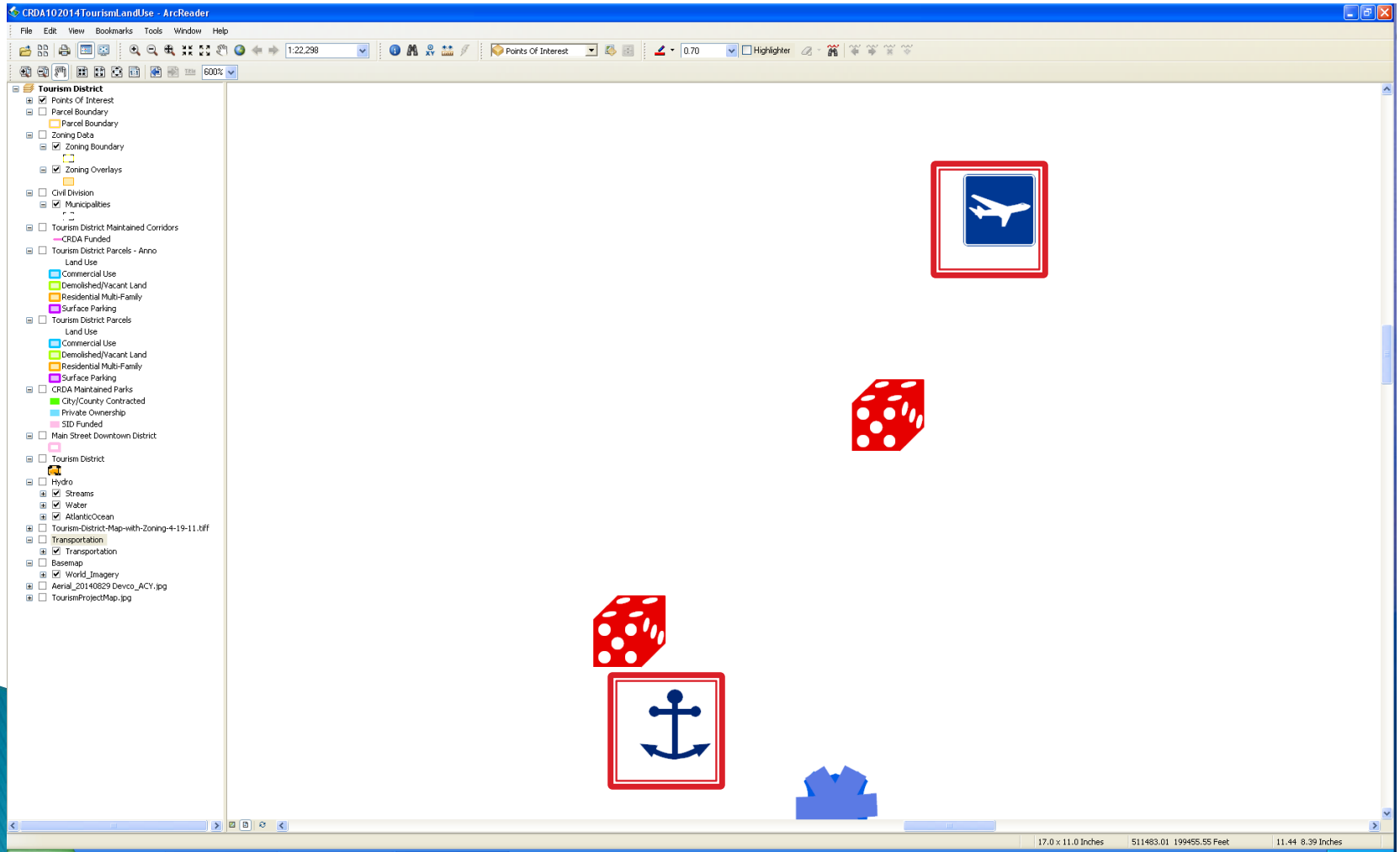
All search results appear here. The first result matches my input. Clicking on this entry will flash its location on the map. Make sure the dialog box is moved to the side, so you can see where it flashes.



Measure Tool

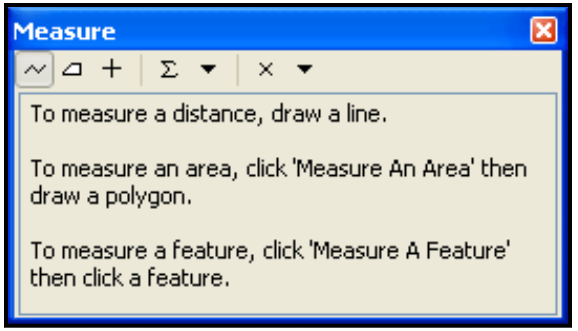
The *Measure* tool allows you to find the distance between two locations.

Example: You want to find the distance between this marina and airport.

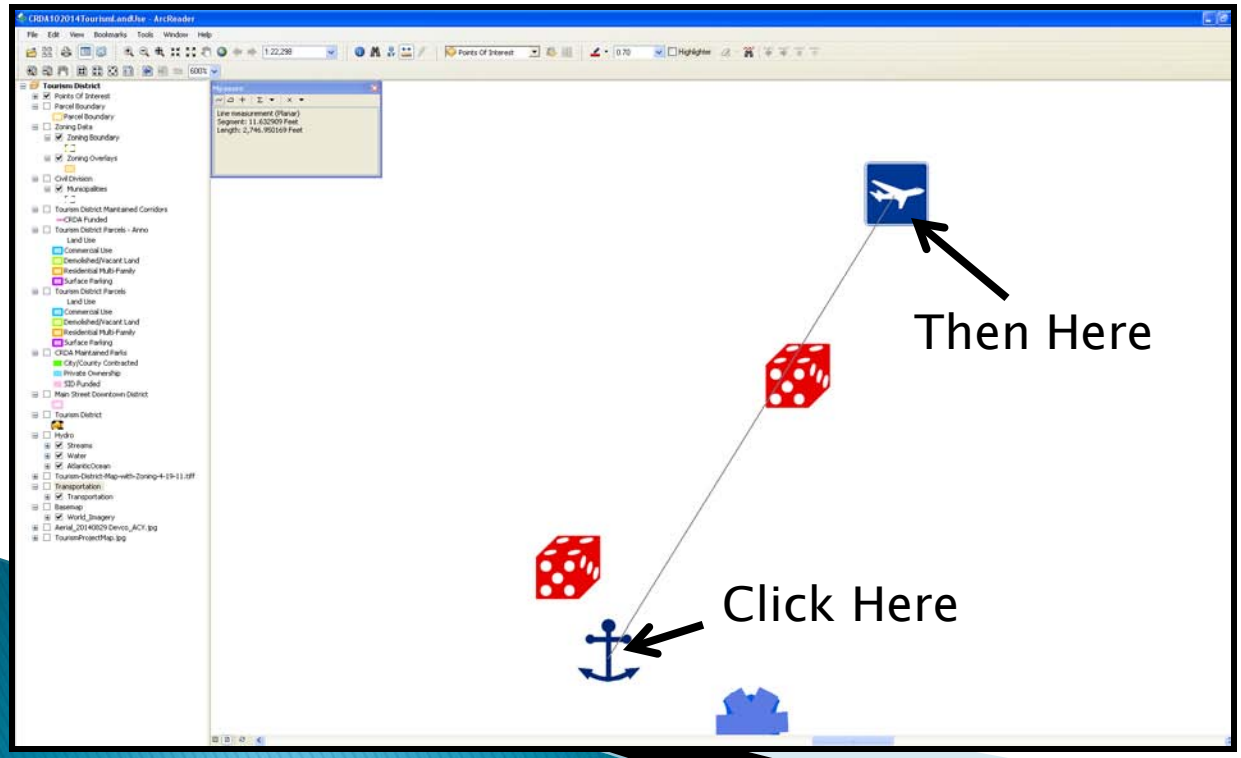


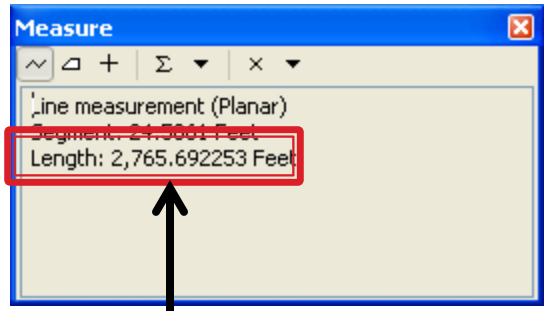
Measure Tool (*Cont.*)

1.) Click the *Measure* tool and the measure window appears.



2.) Click on the starting point (in this case, the marina) and then click on the ending point (the airport). The distance between the two features is now displayed in the Measure window.



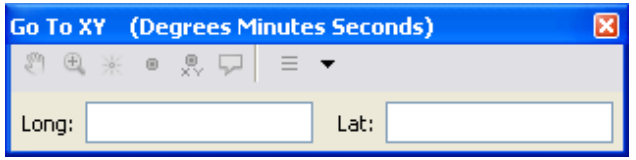


The marina is approximately 2,765 ft. away from the airport.

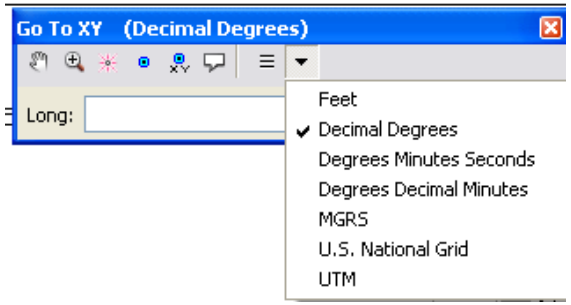
Go To XY Tool 

The *Go To XY* tool allows the user to find a location based on latitude and longitude coordinates.

1.) Click the *Go To XY* tool  and the Go To XY window appears.



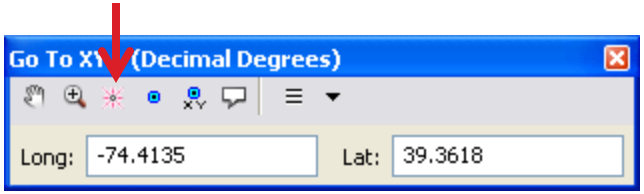
2.) Choose the type of latitude/longitude input you want to use from the dropdown menu.

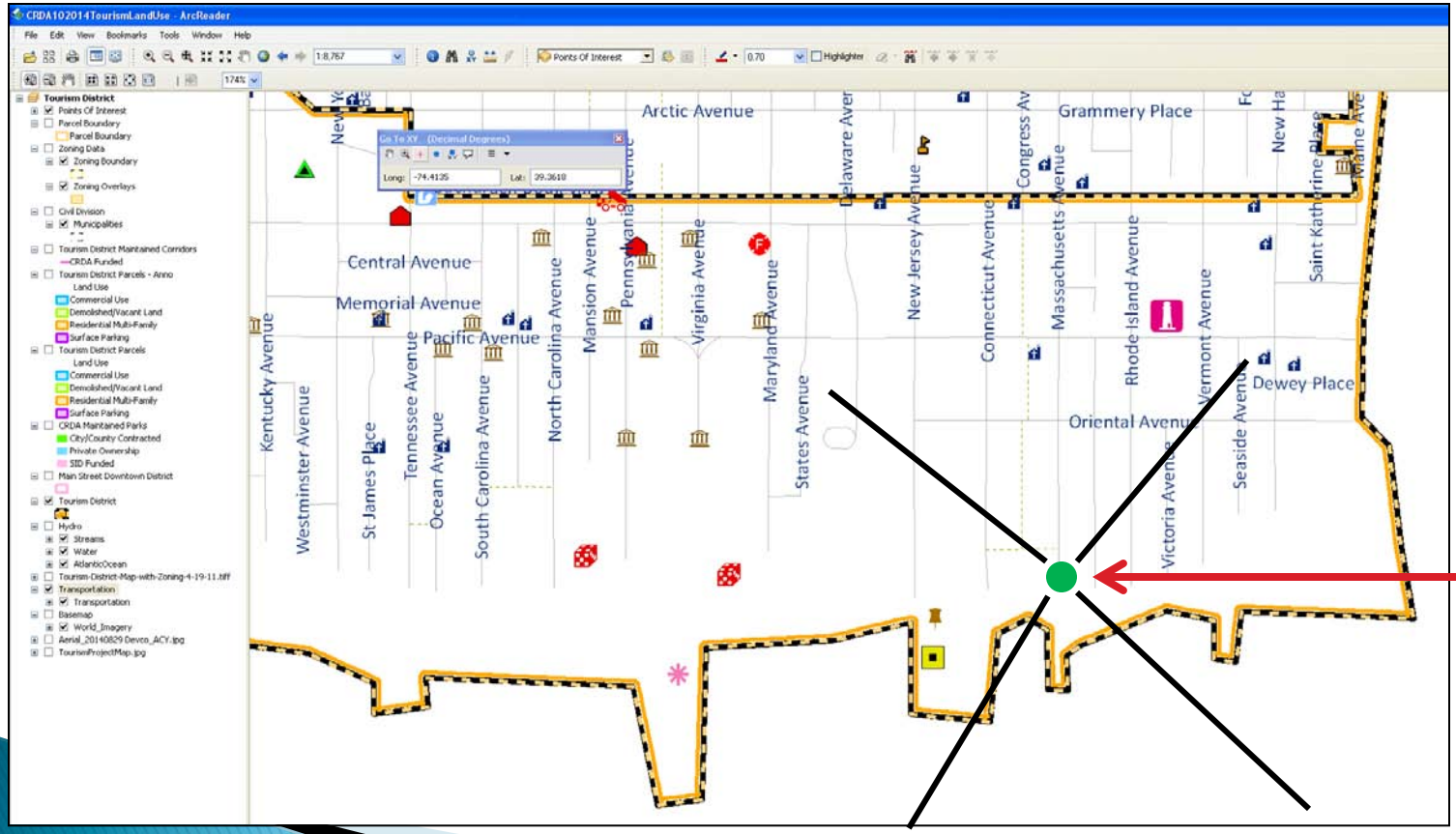


3.) Type in the coordinates of the location.

Go To XY Tool *(Cont.)*

4.) Click to flash the location on the map.

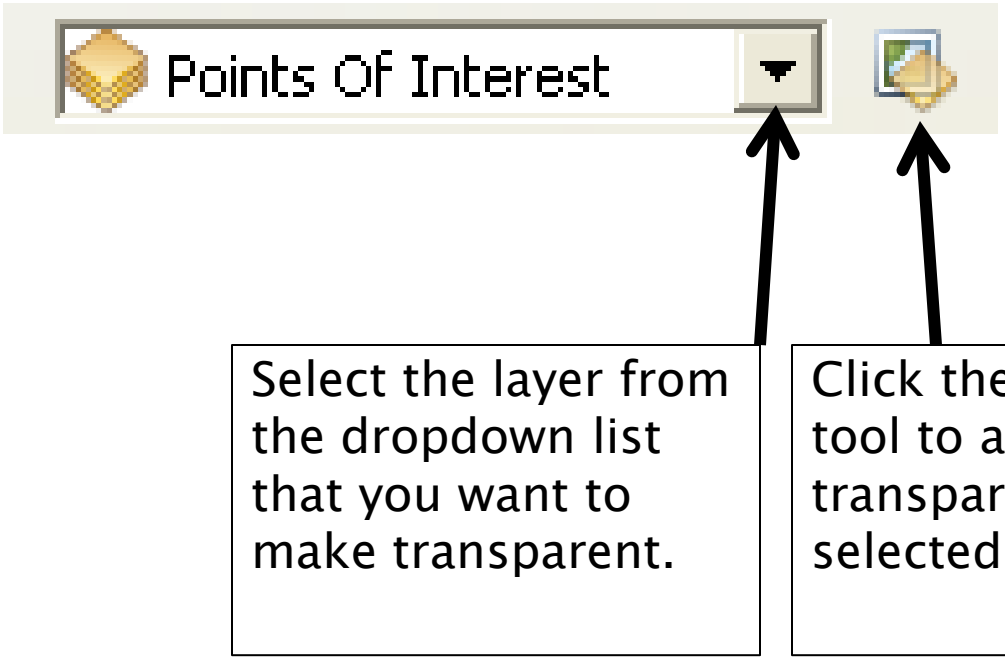




The location flashes on the map.

Transparency Tool 

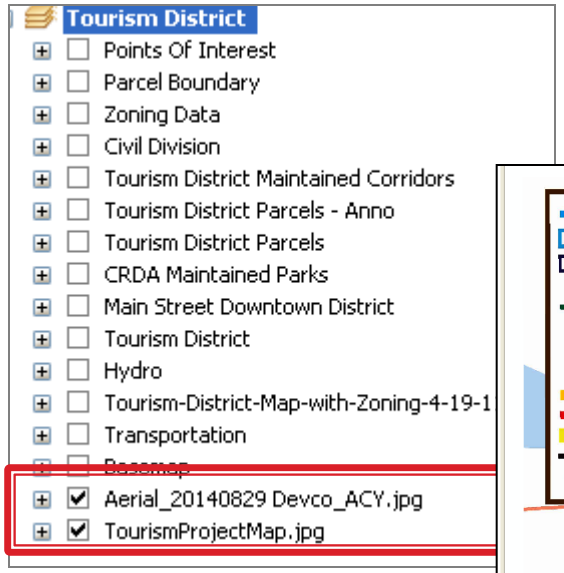
The *Transparency* tool allows the user to adjust the transparency of specific layers to view underlying layers.



Transparency Tool *(Cont.)*

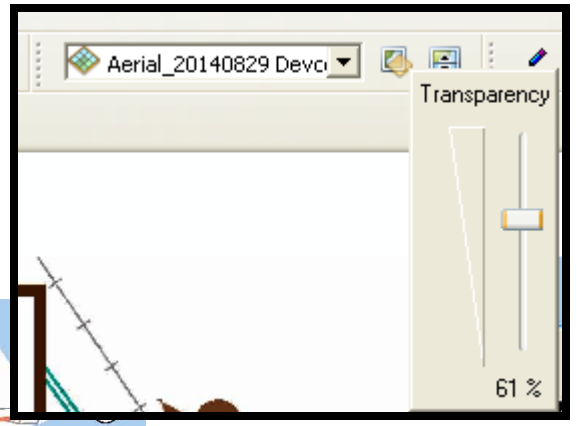
Example

The "Aerial" layer and "TourismProjectMap" layer are turned on. Because the "Aerial" layer is listed in the Table of Contents above the "TourismProjectMap" layer, it will display on top of the "TourismProjectMap" layer, like so.

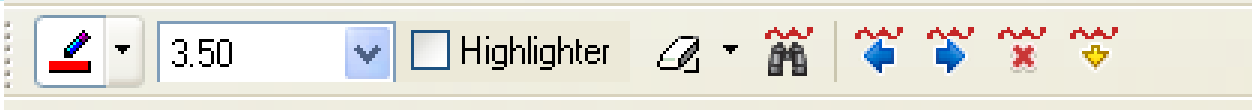


Transparency Tool *(Cont.)*

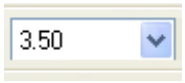
By selecting the "Aerial" layer from the drop-down list on the Transparency toolbar, and adjusting the transparency with the transparency tool the "TourismProjectMap" layer is now visible under the "Aerial" layer.



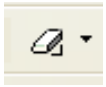
Markup Tools



The *Markup* Tools allow the user to note changes or comment on the map. This is often used to point out key features or errors on the map. These markups can be exported as .pmfink files and shared with a the author of the map.

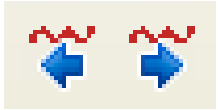
-  Select a pen color from the drop-down box.
- 

Select pen weight from the drop-down box
- 

Check this box to change from a pen to highlighter.
-  Select eraser style from the drop-down box

✓Markups will remain in a map document until they are erased, even after ArcReader is closed.

Markup Tools *(Cont.)*

-  Selecting the *Previous or Next Markup* buttons, allow the user to cycle through each markup on map one at a time.

-  The *Delete Markup* button deletes all markups on the map. Use the eraser tool to delete individual markups.

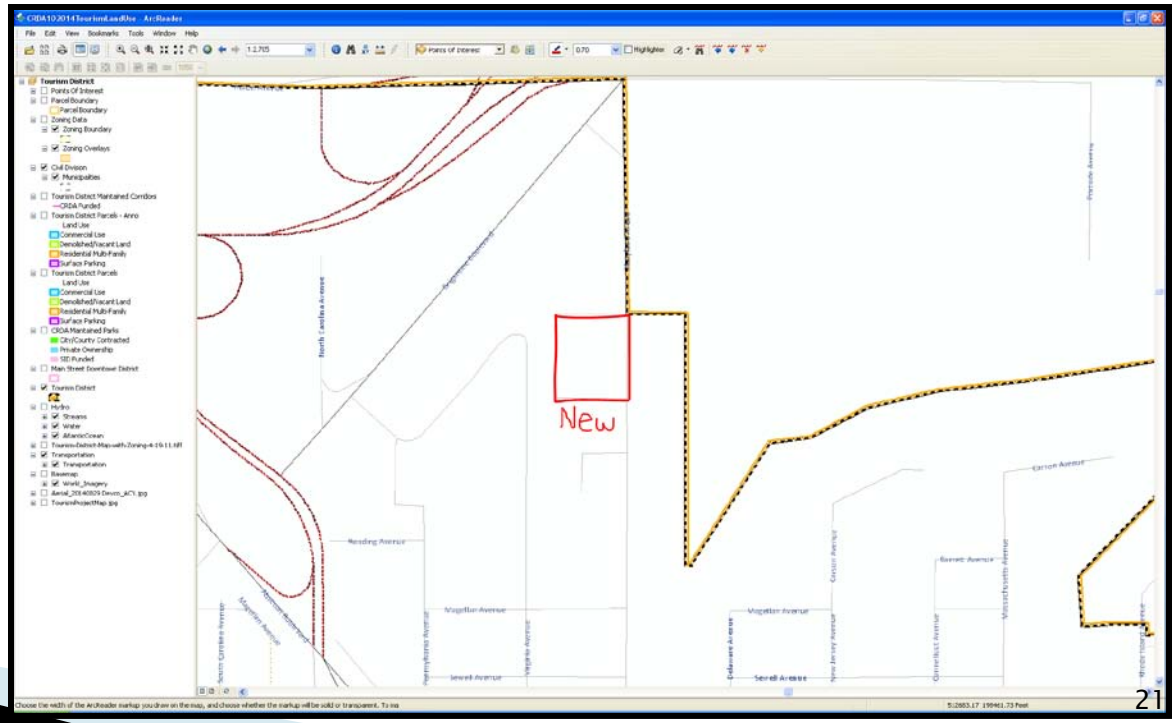
Markup Tools *(Cont.)*

The *Export Markup* tool  **allows ArcReader users to share their markups/comments with the author of the map. This allows for easy communication about between ArcReader and ArcMap users.**

Example: A new parcel has been created, and the ArcReader user wants to show the ArcMap user where it is located exactly, so he/she can add it to the map.

1.) Using the *Pen* tool  , the ArcReader user can draw where the new parcel is located.

Note: Markups drawn in layout view can only be erased, edited, exported, and otherwise manipulated in layout view. Likewise, markups drawn in data view can only be manipulated in data view.



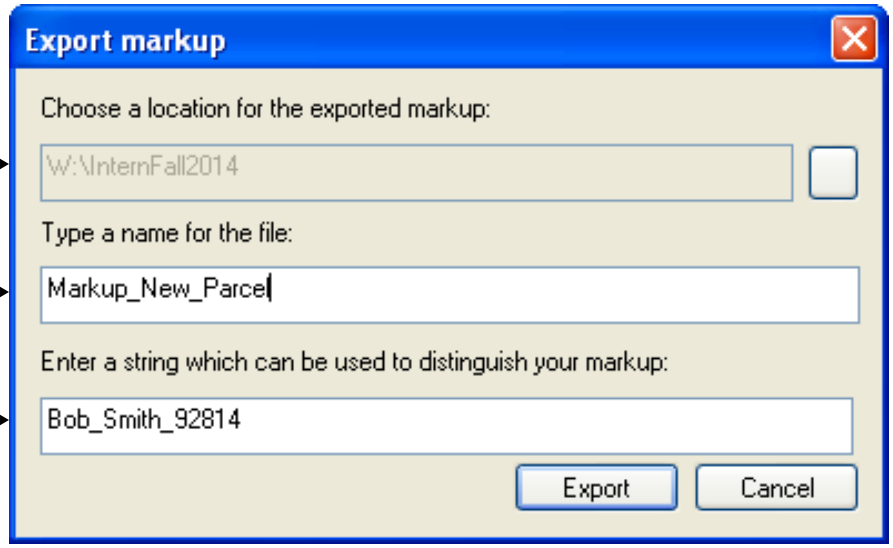
Markup Tools *(Cont.)*

2.) In order to share this markup with a ArcMap user, click the *Export Markup* tool and the Export Markup dialog box opens.

Select the folder that the markup files will be saved to.

Name your markup file.

Add a string which will help identify your markup, such as a name and date.



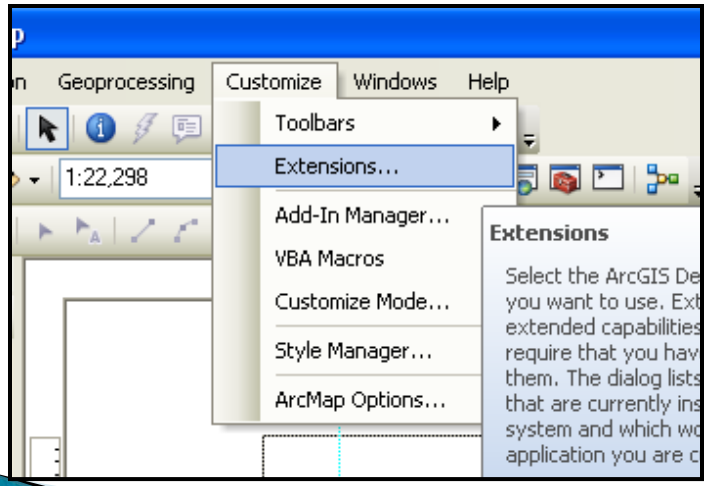
3.) Click the Export button to create the .pmfink markup file.
4.) This file can now be emailed to the map author as an attachment.

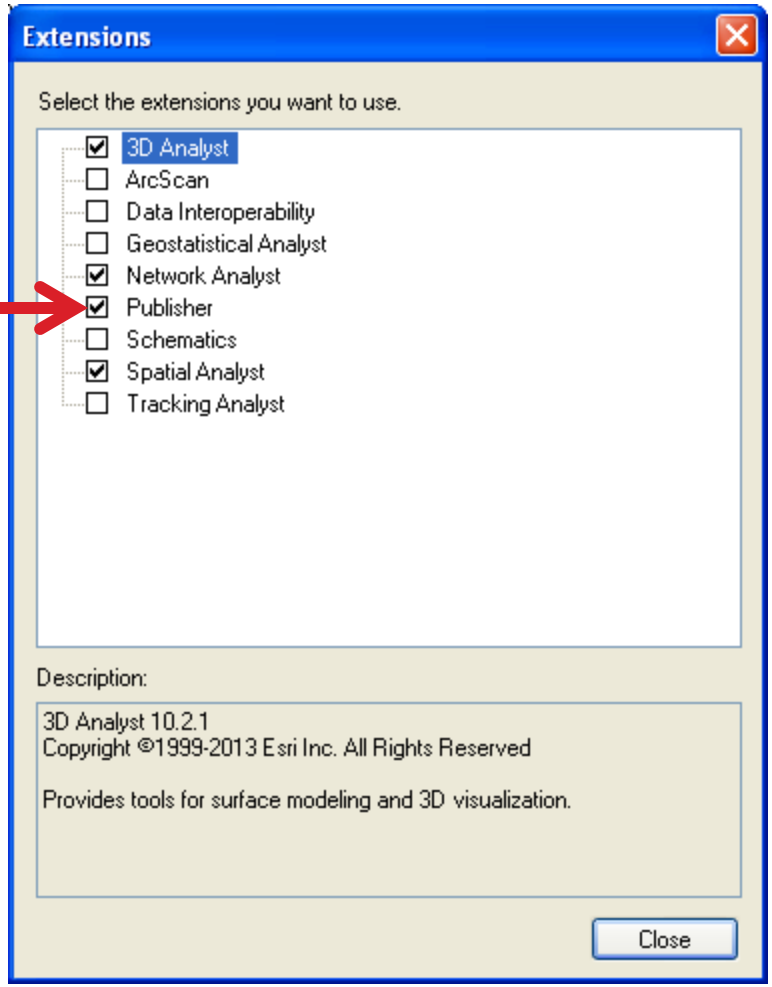
Markup Tools *(Cont.)*

ArcMap Instructions

Opening a .pmfink file in ArcMap

1.) You will need to use the Publisher toolbar to import the .pmfink file. First, make sure the Publisher extension is turned on by clicking "Extensions" in the Customize tab. This opens the Extensions dialog box. Make sure "Publisher" is checked on. Click close.

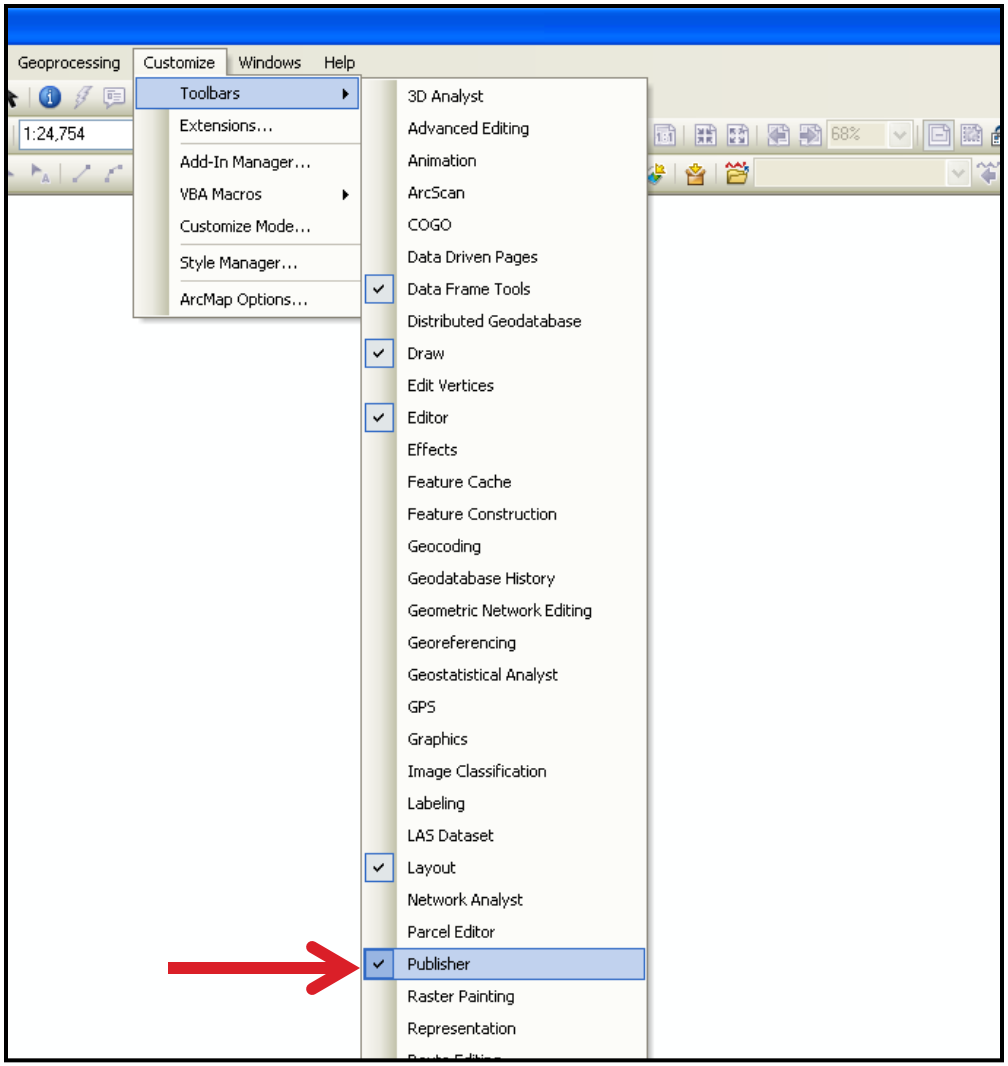




Markup Tools *(Cont.)*

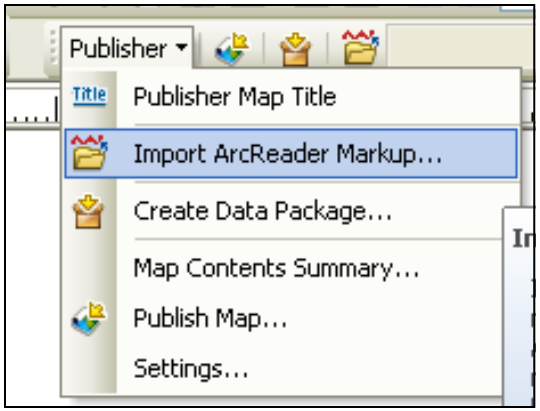
2.) Check on the Publisher toolbar. Go to the Customize tab, scroll your mouse over "Toolbars," and check on "Publisher".

3.) The Publisher toolbar now appears.

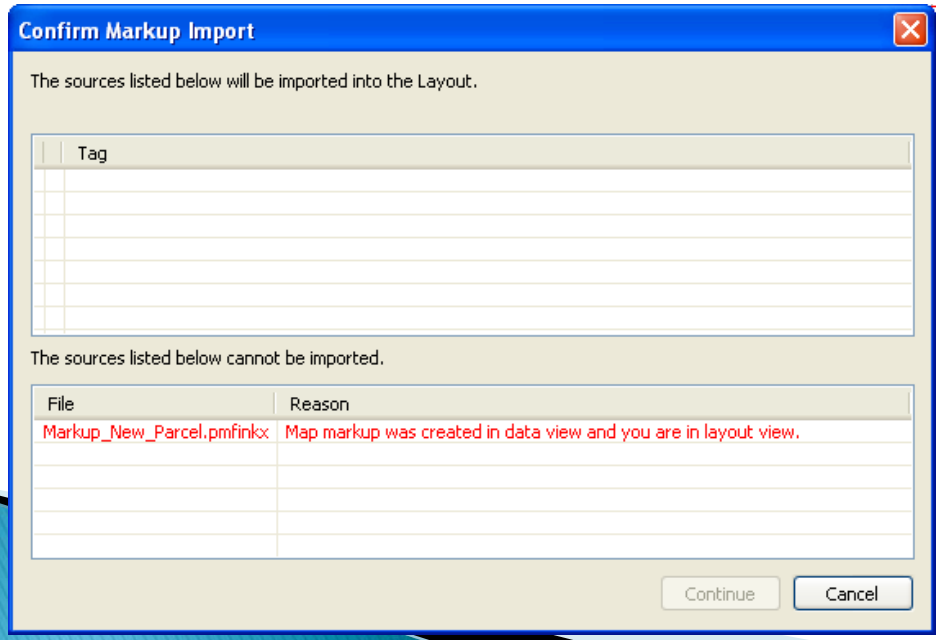


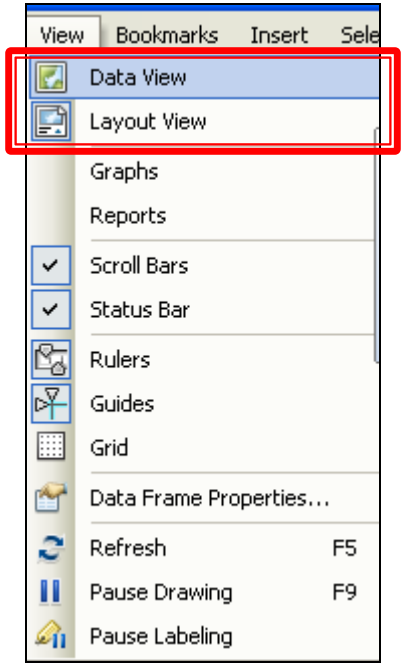
Markup Tools *(Cont.)*

4.) Under the Publisher drop-down arrow on the Publisher toolbar, click the *Import ArcReader Markup* tool. Navigate to the .pmfink file, and click Open.



5.) The Confirm Markup Import dialog box appears. If the dialog box warns you that "Map markup was created in data view and you are in layout view," or vice-versa, you must first switch to the appropriate view using the View tab. This is because you can only manipulate the markups in the same format that they were created in in ArcReader. Once in the appropriate view, complete Step 4 again.





Markup Tools *(Cont.)*

6.) When in the appropriate view the Confirm Markup Import dialog box will appear as so. Click Continue.

7.) The ArcMap user can now see exactly where the new parcel should be added and can make the appropriate changes.