Labels and Layouts in ArcGIS

Section 1: Labels – The attributes of a layer may be used to automatically label features.
1. Right-click the roads layer and select Label features. Roads are labeled using the default symbology.
2. Labels can be turned off by right-clicking the layer and unchecking the Label features option.
3. To add custom text, click the New Text tool from the DRAWING Toolbar.
4. Click on the map and enter the custom text. Hit Enter to apply the text.
5. To change any aspect of the text, double-click the text to access the Text Properties dialogue box.
6. To re-position text, use the Selection tool to select and drag the text.

Section 2: Layout is a ‘print preview’ where cartographic elements can be added such as a title, north arrow, scale bar, legend or source statements.
1. Select View > Layout View.
2. Select Insert > Legend. Work through the Legend wizard accepting the defaults.
3. Click OK to the final window to return to the map.
4. Add additional elements from the Insert menu.
5. Use the Selection tool to select a map element and drag it to a new location.
6. With an element selected, use the selection handles to resize the element.

Below is a sample map layout:

What’s next? See “ArcGIS at Brock” http://brocku.ca/library/collections/maplibrary/arcgis-at-brock for details about acquiring the software, data and training resources.