ES341 Fundamentals of GIS

ArcGIS User Notes and Problem Solving Tips – January 2011

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To set map layout size and page size to 8.5 x 11 inches for printing:

In "layout view"

Rt.-click on the page frame outside of the data frame, and select "Page and Print Setup", or alternatively, go to the "File-Page and Print Setup" pull down menu.

Once in the Page and Print Set Up, there are two boxes, the top = "paper" for the printer, the bottom = "map page size" for the ArcMap in the layout

Set the paper size to 8.5 x 11 and the orientation to landscape; set the map page size similarly to 8.5 x 11, landscape, make sure the radio box labelled "Scale Map Elements proportionally to changes in the Page Size" box is checked on.

Comment: You should now see the preview map resized, the ruler tool resized, and everything set for printing on an 8.5 x 11 sheet of paper.  Now when you send it to Waterboy printer or conduct a file-export- PDF, everything will be sized for a standard 8.5 x 11 sheet of paper.

ArcView GIS 3 ArcView 9 ArcToolbox

Dissolve Data Management toolbox > Generalization toolset > Dissolve tool

Merge Data Management toolbox > General toolset > Append tool

Clip Analysis toolbox > Extract toolset > Clip tool

Intersect Analysis toolbox > Overlay toolset > Intersect tool

Union Analysis toolbox > Overlay toolset > Union tool

Buffer Analysis toolbox > Proximity toolset > Buffer tool

Multiple Ring Buffer Analysis toolbox > Proximity toolset > Multiple Ring Buffer tool