

# ArcGIS 9 Tips & Tricks

***HOW DO I?***

# Find more HELP?

- Documentation disk (all books in .pdf)
- F1 – Context sensitive help
- ArcGIS install \documentation folder:
  - What's New In ArcGIS 9.pdf
- Desktop Help system
- <http://support.esri.com>
- Technical support: [support@esri.com](mailto:support@esri.com)


# Navigate around ArcMap?

- New mouse and keyboard shortcuts  
Where do I find these?
- F1 inside TOC for context sensitive help

## Mouse shortcuts

- Turn on/off all layers in data frame: **CTRL+Click** any check box.
- Turn on/off selected layers: **CTRL+Click** check box next to any selected layer.
- Toggle between moving & copying layers or data frames when you drag them: hold down **CTRL**.
- Activate any data frame: **ALT+Click** on its name.
- Select multiple entries: **CTRL+Click** on them. **SHIFT+Click** extends selection.
- Expand/contract all entries at one level in hierarchy: **CTRL+Click** any +/- control.
- Expand/contract all selected entries: **CTRL+Click** +/- control next to any selected entry.
- Expand/contract an entry during drag/drop: Hover over the entry's +/- control with cursor.
- Prevent Table Of Contents (or any window or toolbar) from docking when you move it: hold down **CTRL**.

## Keyboard shortcuts available when Table Of Contents has keyboard focus

- Give Table Of Contents keyboard focus: **F3** or click anywhere inside it.
- Open properties of selected entry: **ENTER** or **F12**.
- Rename selected entry: **F2**.
- Activate selected data frame: **F11**.
- Navigate up & down: **Up/Down arrows**, **HOME**, **END**, or type **first letter** of entry's name.
- Turn on/off selected layers: **SPACE BAR**.
- Expand/contract selected entry: **Left/Right arrows** or +/- keys.
- Open context menu for selected entry: **Application Key**  (if your keyboard has it) or **SHIFT+F10**.
- Put keyboard focus back on map from Table Of Contents: **ESC** or click on map.

# Use the new ArcToolbox?

- Click the button; dock or not, either in ArcCatalog or ArcMap
- Create your own toolboxes
- Make your own models and scripts
- Index tab
- Help on tools

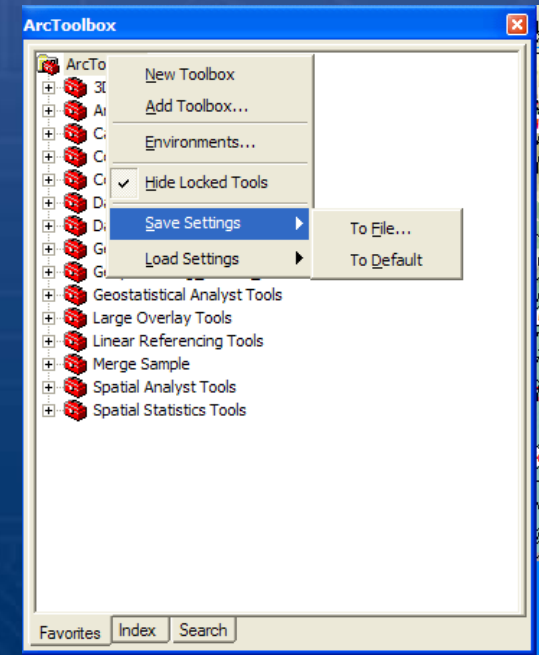
# Manage my own toolboxes?

- Create your own toolboxes in ArcToolbox, in a geodatabase, or in any directory in ArcCatalog
- Toolboxes created in ArcToolbox are stored in your “My Toolboxes” directory: Tools -> Options -> Geoprocessing (global for all applications)
- Toolbox settings are saved with the current mxd, reload for another mxd
- Manage “My Toolboxes” using ArcCatalog

# ArcToolbox Settings or

*Why are some toolboxes loaded and others not?*

- **C:\Documents and Settings\crys2319\Application Data\ESRI\ArcToolbox\ArcToolbox.dat**
- **Controls which toolboxes you “see” in all Applications when you launch ArcToolbox (e.g. Normal.mxt)**
- **Save settings to your own file (.xml) or to the default (.dat)**
- **Settings:**
  - **Environments**
  - **All toolboxes**
  - **Variables, etc.**



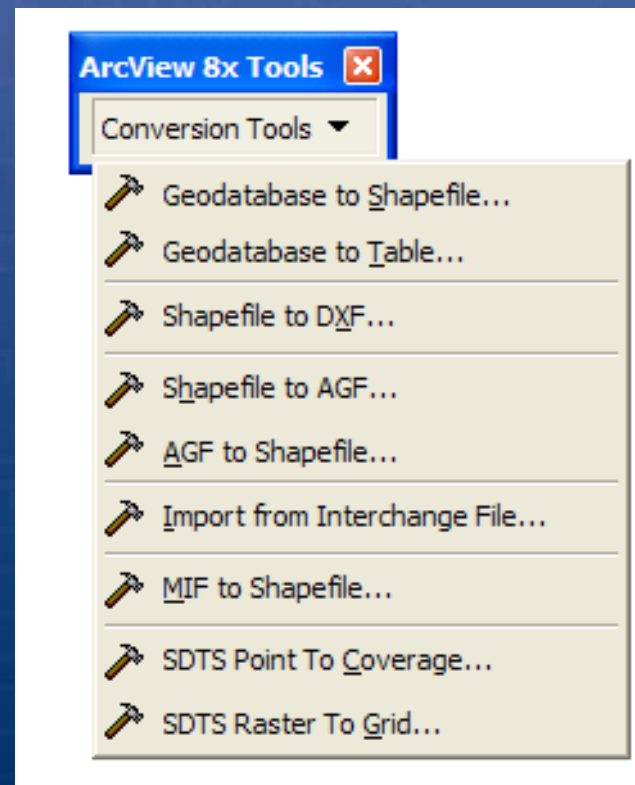
# Where is Merge?!?!

- Data management toolbox -> General -> APPEND
- Output has to exist first
- See:  
<http://support.esri.com/Geoprocessing/>

Sample “Geoprocessing Toolbox”  
Merge-like model, much easier

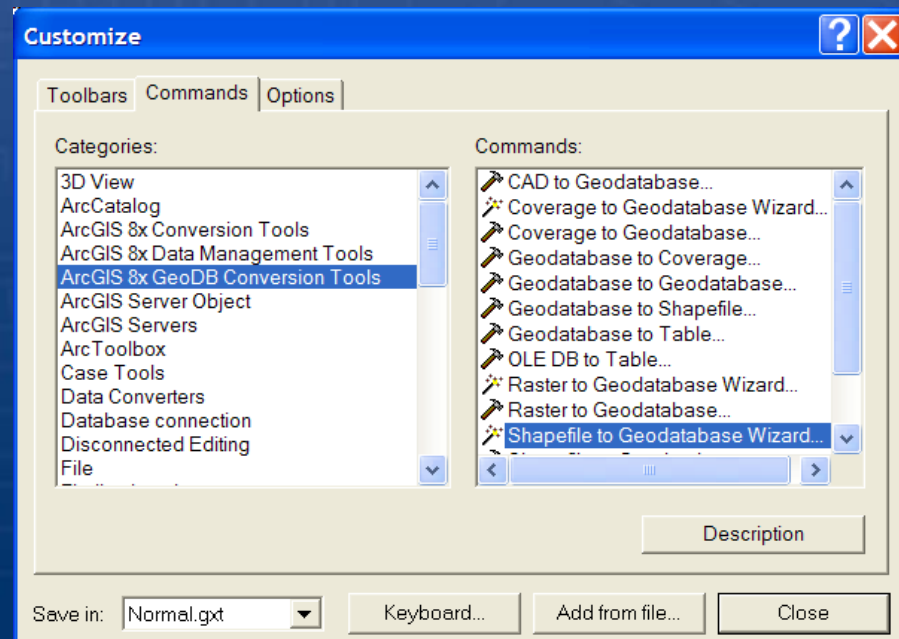
# Find the “missing” conversion tools?

- ArcCatalog  
“ArcView 8x  
Compatibility  
toolbar”
- Cannot be used  
in ModelBuilder
- Highlight the file  
in Catalog first,  
then activate tool



# Get the “old” conversion tools?

- In the ArcCatalog customize dialog
- Drag to any toolbar
- Select the file it works against FIRST
- Then button becomes enabled
- No ModelBuilder



# ArcMap doesn't like my shapefile anymore...

*Sometimes the tools report an error: bad geometry..?*

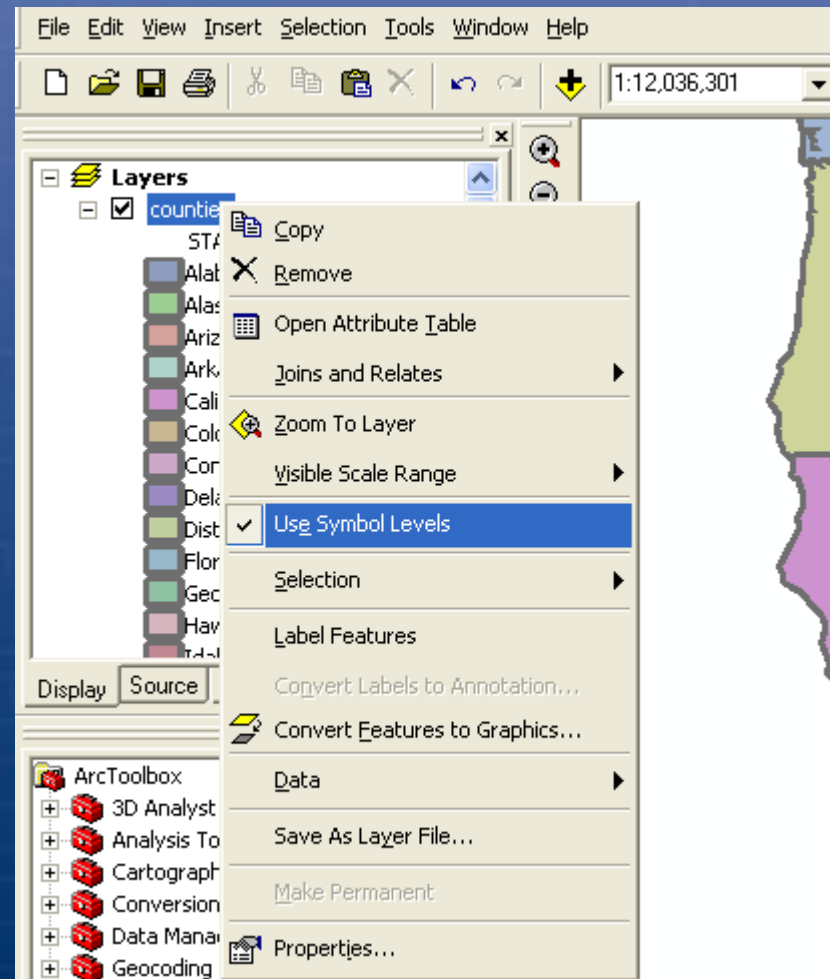
- Check/repair geometries tool for shapefiles or personal geodatabases
- Sometimes my shapefiles have features that don't appear or "more records in table than shapes" message appears?
  - Rebuild spatial index (ArcCatalog)
  - Other tips:
  - <http://support.esri.com/index.cfm?fa=knowledgebase.techarticles.articleShow&d=27429>
  - Cleanshapefile utility (ArcObjects Online)

# Repair paths for layers?

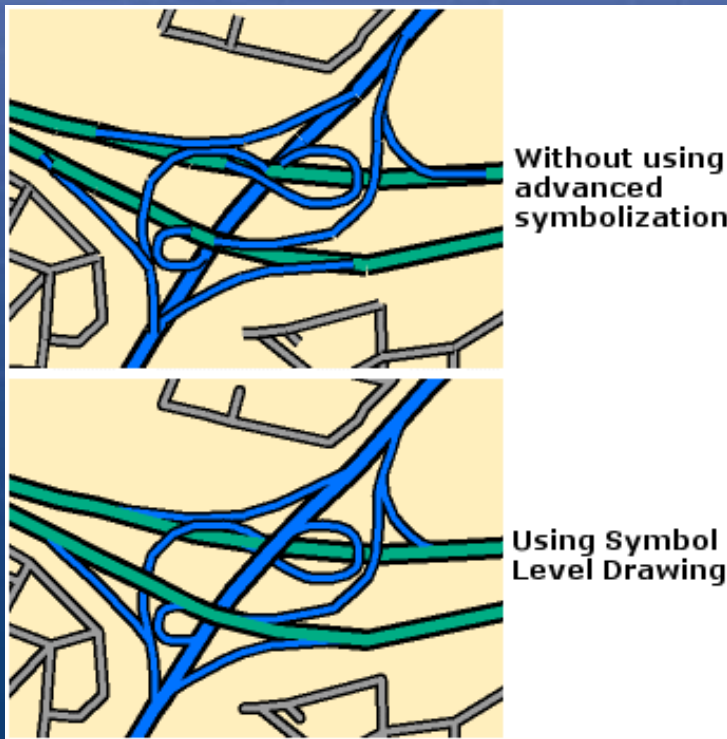
- Layers “point” to a data source
  - **!** : can’t find source
- Manage how that path is set:
  - Relative paths for the mxd
  - UNC v. mapped drives to the ArcCatalog connection
- ArcCatalog utility: right click mxd -> Set Data Source

# Symbol Level Drawing

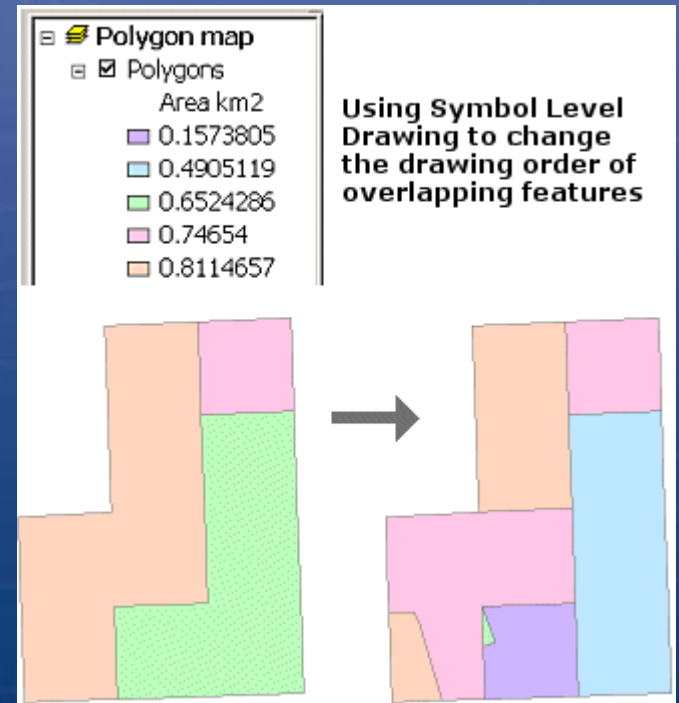
- **Symbol level drawing allows you to achieve special cartographic effects by giving you control over the drawing order of feature symbology**
- **Right-click layer in TOC to enable**



# Some possible effects you can achieve with Symbol level drawing:



“Line Casings”



Control drawing order of features that overlap

# Other Map document Performance tips

- **Pause drawing toolbar/Esc key**
- **New mouse/keyboard shortcuts**
- **Continuous Pan/Zoom “secret”**
- **Build pyramids on rasters**
- **Check spatial index on shapefiles**
- **Use scale dependent drawing**
- **‘Save As’ map documents**
- **Turn off ‘Create bitmap’ with saves**
- **Turn off ‘Turn newly added layers on by default’**

# Manage rasters and raster catalogs?

- New tools: e.g. Clip, Mosaic core tools
- Raster catalogs easier to create, manage and update
- Personal geodatabase supports “Managed” raster datasets, copied to new .img format in new folder: mydata.mdb, mydata.idb
- Raster attributes
- *Avoid: Error: Coordinates out of bounds when adding a raster to a 9.0 raster catalog*

# Find Coordinate Systems faster \*Audience tip ☺

Shortcuts for finding a coordinate system or projection file in the various dialogs:

- In ArcCatalog make your own folder in the “Coordinate Systems” folder and then you can copy/paste your favorite files here, or
- Use Windows Explorer and find and copy your favorite \*.prj files to the installation location ..\ArcGIS\CoordinateSystems
- When you use any of the dialogs to set the projection these files will be “at the top now”

Also, ArcMap Data frame properties -> Coordinate system tab – to find them quicker here save to “My Favorites”

