

ArcMap Tips and Tricks
eGIS Meeting – April 20, 2010

Sources for tips shown:

1. ArcGIS® Desktop: A Selection of Time-Saving Tips and Shortcuts for 9.1, 9.2, and 9.3

<http://www.esri.com/library/brochures/pdfs/arcgis-desktop-tips.pdf>

2. Quick ways to navigate maps and pages

http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Quick_ways_to_navigate_maps_and_pages

3. Keyboard shortcuts in ArcMap

http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Keyboard_shortcuts_in_ArcMap

4. Changing a toolbar's or menu's contents

http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Changing_a_toolbar%27s_or_menu%27s_contents

5. Opening magnifier, viewer, and overview windows

http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Opening_magnifier%2C_viewer%2C_and_overview_windows

Table tricks:

- Close all open tables – Focus on a table then press **Ctrl+Shift+F4**
- Open a table – **Ctrl+double-click**
- Sort – **double-click** on field heading
- Advanced Sort – **Shift+double-click** on field heading; can sort on up to four fields
- Hide field – **Ctrl+double-click** on field heading; note that Options button doesn't need to be visible to turn fields on – **right-click** at bottom of table window for context menu
- Cycle through and highlight each table entry – focus on attribute table, then press **Ctrl+Enter**

Add a custom scale to the scales dropdown:

- Scroll to the bottom of the dropdown and select **<Customize This List...>**
- Either type value in box and press **Add** or press **Add Current**
- Value is added to Normal.mxt and is available in other map documents

Add a new toolbar:

- **Right-click** anywhere in toolbar area, press **C** to open customize window
- On the **Toolbars** tab, click **New...**, enter name for toolbar and opt to save in the current mxd or Normal.mxt, then click **OK**
- Select the **Commands** tab and search for the desired tools; drag each to the new toolbar (may need to check several categories to get the correct tool)
- Press **Close** when customization is complete

Customize a context menu:

- **Right-click** anywhere in toolbar area, scroll to bottom and select **Customize...**
- On the **Toolbars** tab, check Context Menus
- Search for and select the context menu to modify
- Select the **Commands** tab and search for the desired commands and drag each to the new toolbar; note that only commands may be added to context menus (attempts to drag and drop tools will fail)
- Press **Close** when customization is complete

Change the extent for the Full Extent button

- Zoom to desired extent, if necessary
- Open main data frame properties
- On **Data Frame** tab, select **Other:** in Extent Used By Full Extent Command Section
- Press **Specify Extent...**
- Select preferred extent and press **OK**

Change Primary Display Field for a layer for use with Identify

- Open layer properties for desired layer
- On Fields tab, select the desired field in the **Primary Display Field** dropdown
- Press **OK**

Shortcut methods for panning:

- **Left mouse button+C**
- **Hold mouse wheel** or **button**
- Centering – **Click mouse wheel** or **button**

Shortcut methods for zooming:

- **Ctrl+mouse wheel** or **button**
- **Roll mouse wheel** for fixed zooms; press **Ctrl** for finer control
- Zoom in – **Left mouse button+Z**
- Zoom out – **Left mouse button+X**
- Continuous zoom – **Left mouse button+B**

Temporary changes to cursor function available on context menu:

- Full extent
- Previous extent
- Fixed zoom
- Identify
- Select
- Center
- Clear selected features

Using viewer windows: (handy for close-ups, measuring and calling Pictometry or Bing Maps)

- In **Data View**, select **Viewer** from **Windows** menu
- Position and scale as desired
- Move measuring tool dialog box close by
- Center feature on main map, then select **Pan Viewer To Map Location** from viewer dropdown