STANDARDIZED SHARED SYMBOLOGY IN ARCMAP:

Why it's important, creating custom symbols, and how to share assigned symbology and styles between multiple Arc users in your organization.
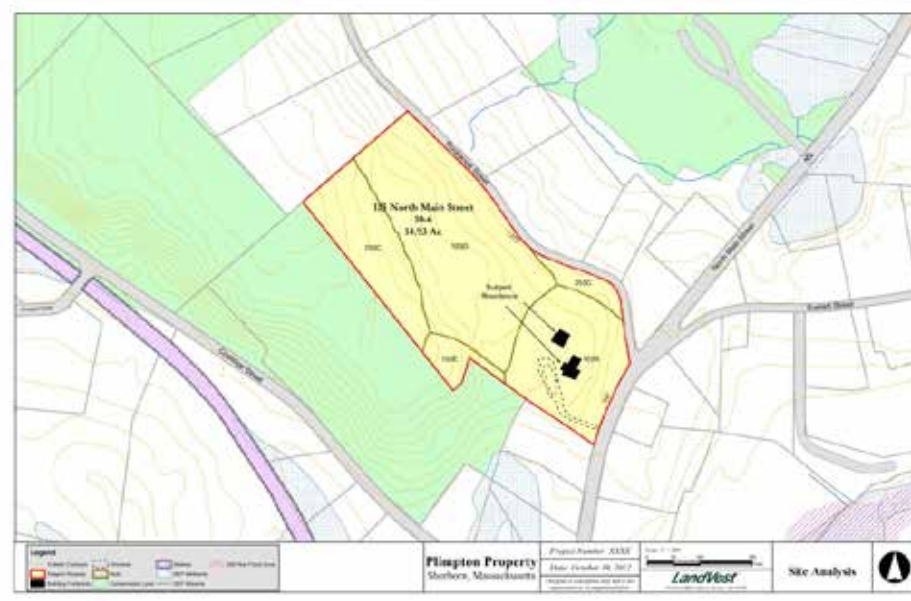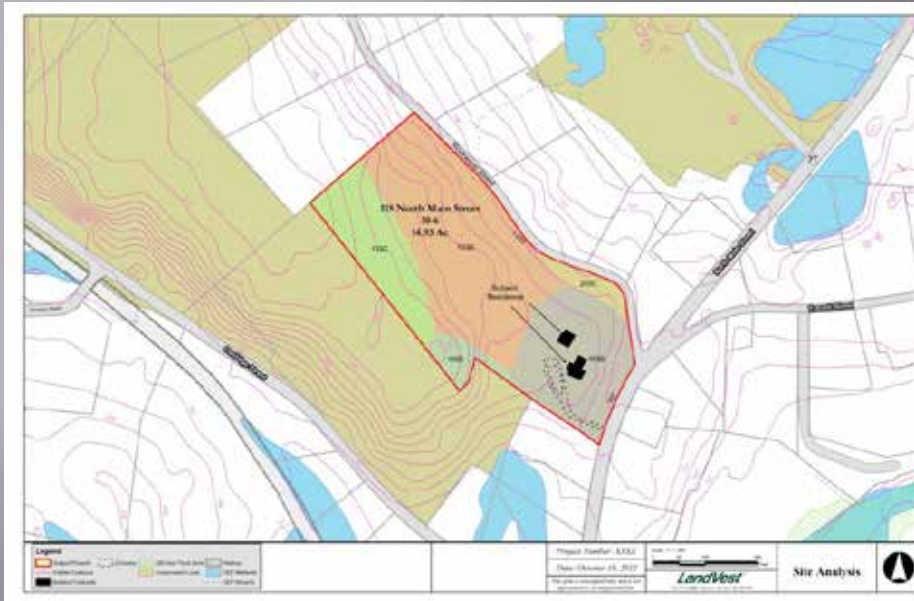
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Importance of Standardized Symbology/Annotation in Arcmap

- Improves efficiency between departments
- Increases the professional look of your map outputs
- Data Driven Pages (yay for automation!)
- Creates unofficial or official standards for your GIS (which is never a bad thing)
- Easy to transport, organize, and edit
- Learning the small things in Arc will get you a long way with the software

Confusion???

- Two maps
- Same representation
- No standards
- What is going on here?

What now?

Getting on the same page

Do you have customized symbology?

<u>Where is it located on your network? (usually on local drive)</u>

<install drive>:\Users\<username>\AppData\Roaming\ESRI\Desktop10.1\ArcMap.

-Example: my customized symbols/annotation would be located at c:\Users\bstice\appData\ESRI\Desktop10.1\ArcMap

1. Do you have customized symbology?

.. If you answered no, then its time to create some!

.. (If you answered yes, tune out until we get to the sharing part)

v ESRI symbols and fonts (styles) are great starting points to modify, but custom styles can be created just as easily from scratch!

v Not only can you create customized symbols, you can export, share, and publish with other Arc users fairly easily..
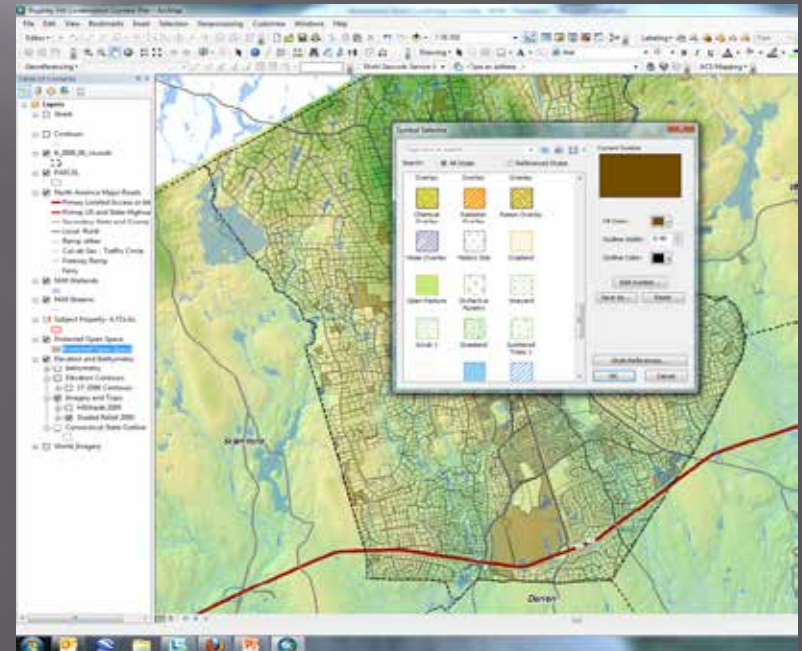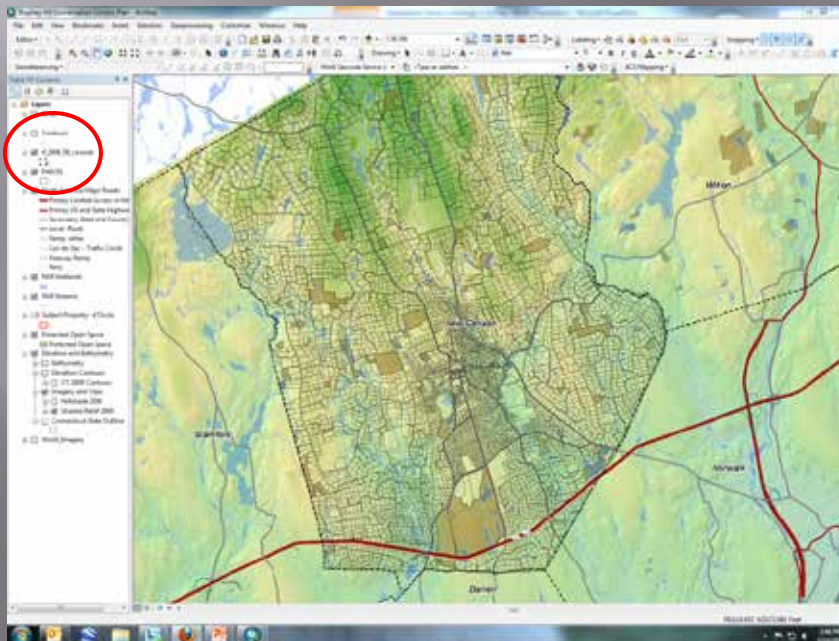
.. **OK, LETS START CREATING SYMBOLS AND TEXT!**

Two Simple Ways to Create

1st way: quick and easy.

-With Arcmap open, double click on one of your preset symbols you were using.

-Double click on the symbol you want to modify in the layer list (or go to properties of that layer, and tab to symbology and double click the symbol).
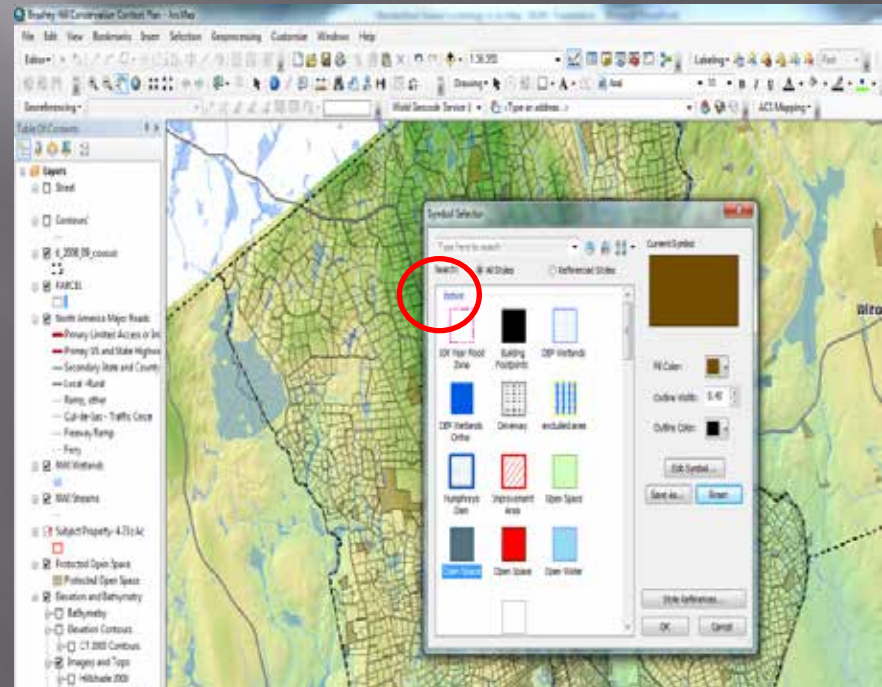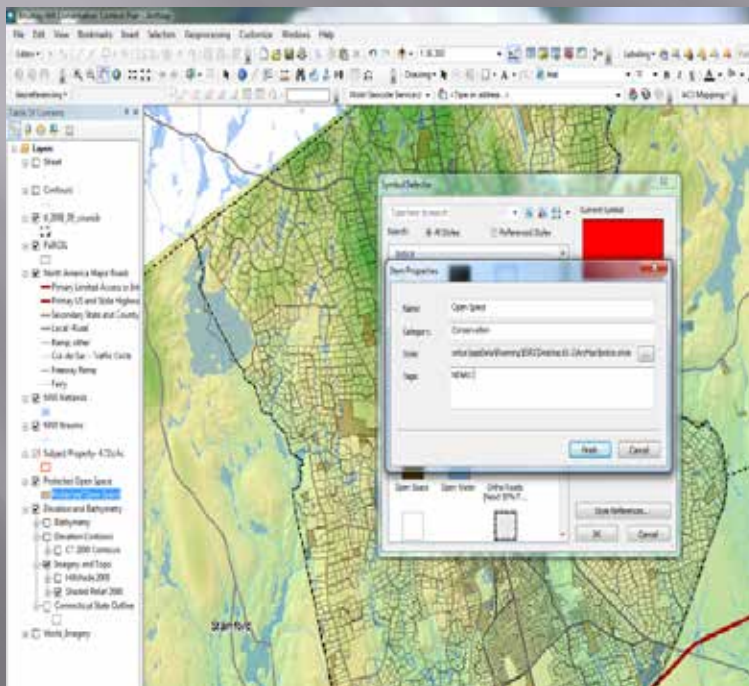
Change the color to whatever you would like and then click "save as". The next screen lets you name the custom symbol, lets you add a category that you can index.

If you notice in the symbols box, you now have a symbol you made saved in your roaming profile style file. *Circled Below*

This works for annotation and labels as well.

2nd way: more steps, more creativity.

This is an extension of the first method of customization. It involves actually creating layers in the edit symbol screen, to create custom features for your map outputs.

My custom polygon result:
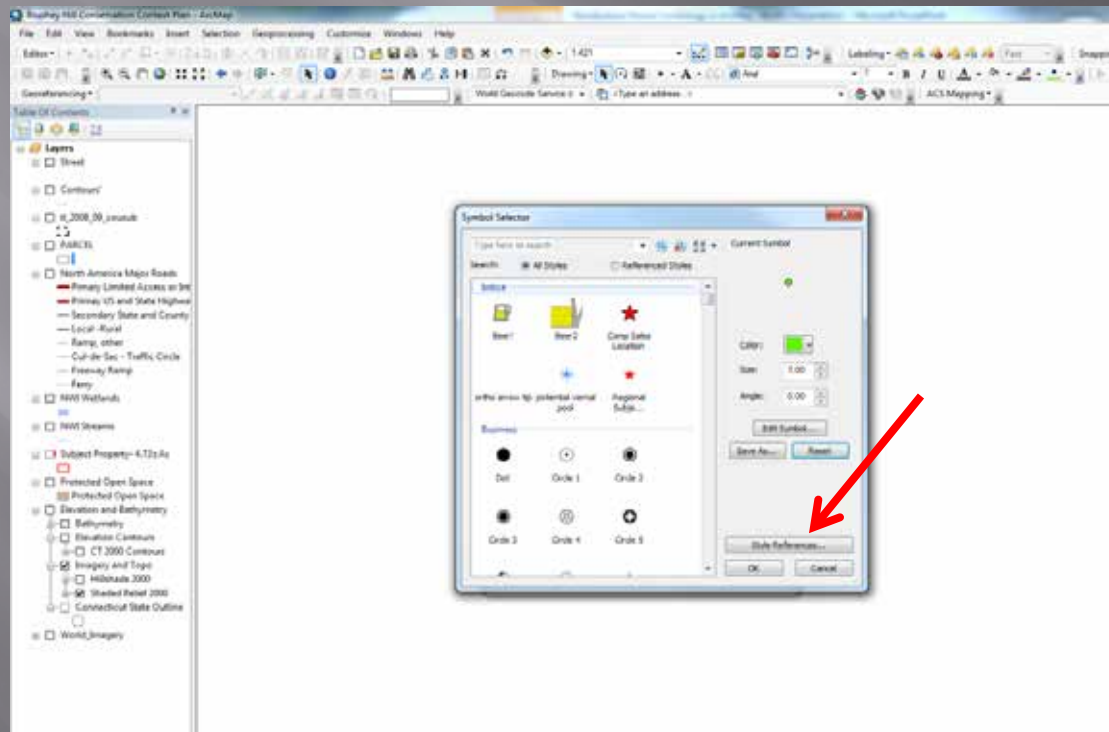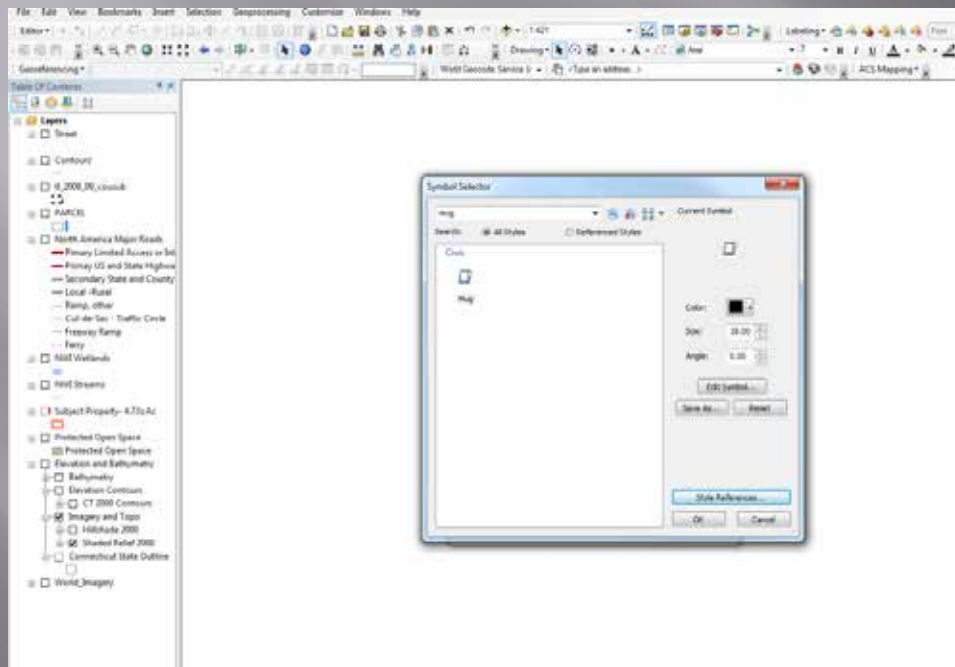
AWESOME!

How can I do that?

EASY.

STYLE REFERENCES

This second method involves the use of the reference styles as well as the symbol editor.

In order to activate these special symbols, we will need to click on the STYLE REFERENCES button, on the symbol selector page.

As we can see, there are many styles to choose from. You can add and drop these on the fly. I would experiment to see if there are symbols you use daily that might be useful.
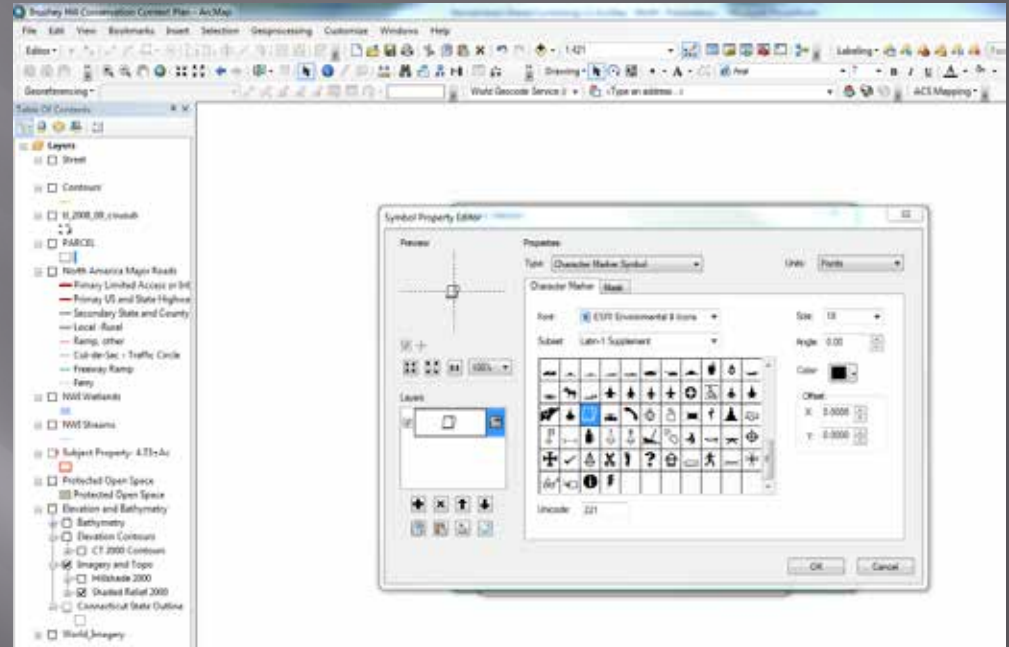

WHEW, almost there!

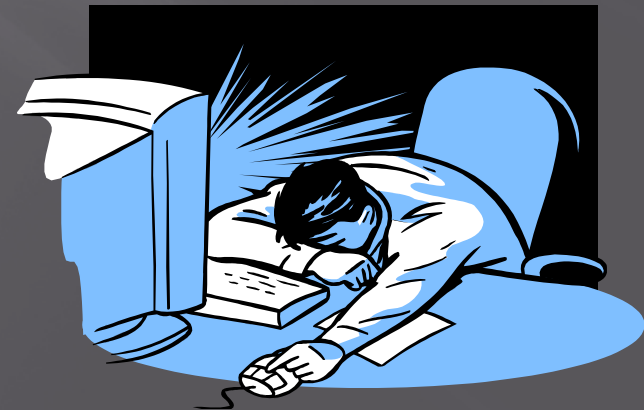Now we can click on the edit symbol button for the mug and it will bring up this next screen….

Symbology Editor

Once you are done editing your custom symbol hit ok, and then save it to your personal style file with the "save as" button discussed earlier.
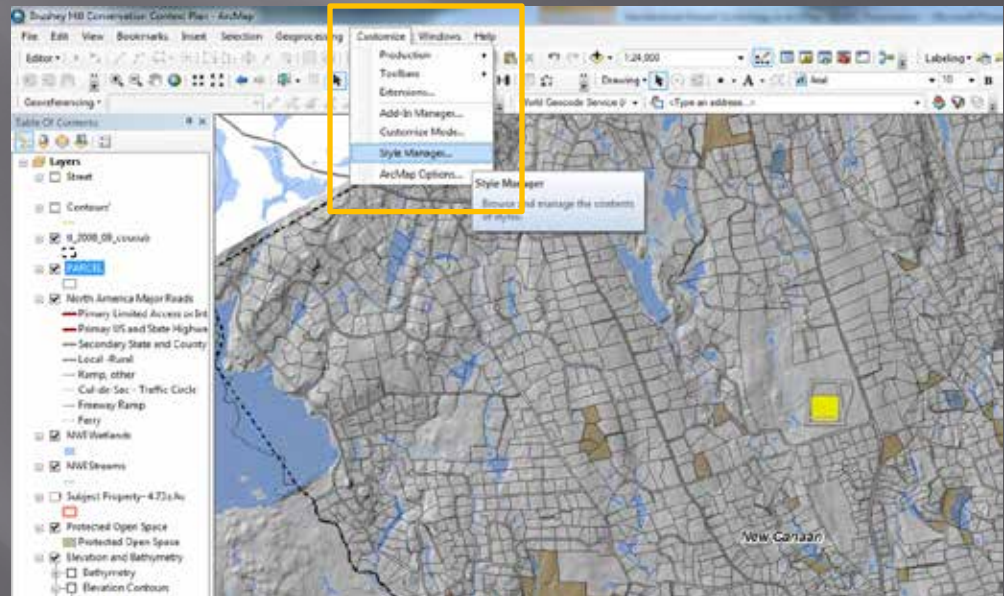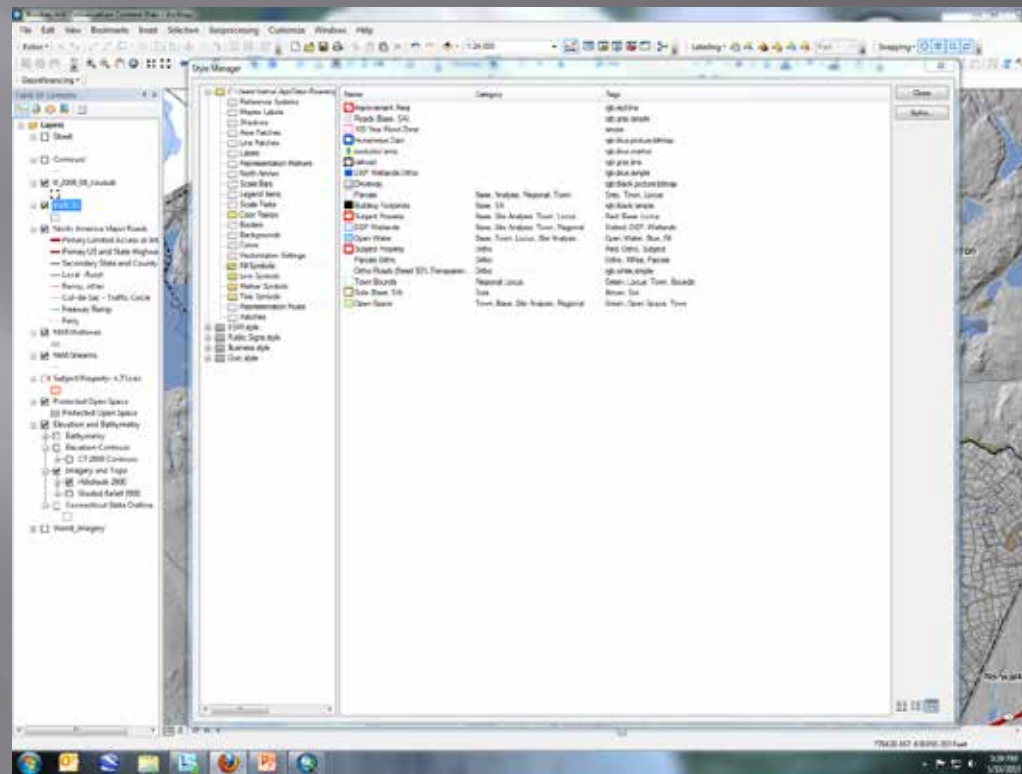
All done.
We are good to go!

OOPS!

I made a mistake!

So now you that you created all of this symbology, how and where do you organize and edit it?

ESRI has this nifty thing called the style manager. This is located in the Arcmap window under the customize column at the top of the screen.
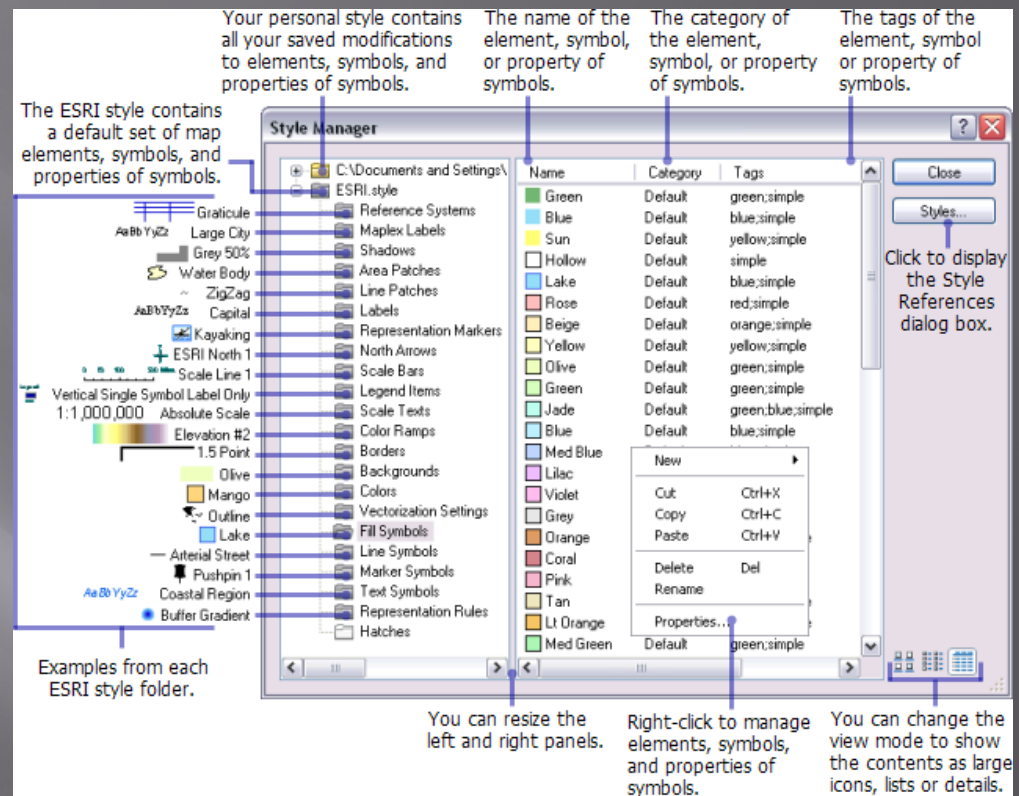
OH I SEE!!

The style manager is the key to many things.

- You can see that all of your stored symbols you have created are here, broken out into vector types and annotation. You can add styles as well.

- You can also see the location of where the styles are stored. If you made a mistake on a symbol, you can right click and delete.

- You can also reorder, edit your tags, and change the categories that your symbols are stored as.

Here is ESRI's diagram of the Style Manager as a visual reference of what the window does.

Thanks for showing me all this stuff Brian, but how can I share this with my team?

2. Do you want to share?

v (If you answered no, there is probably a good reason.)

v If you answered yes, here are some steps you can take to make sure its accessible to everyone.

-First we need to create a *shared* folder on the network where anyone can access the customized style file. Make sure you are using the same version of Arcmap, ex. 10.0.
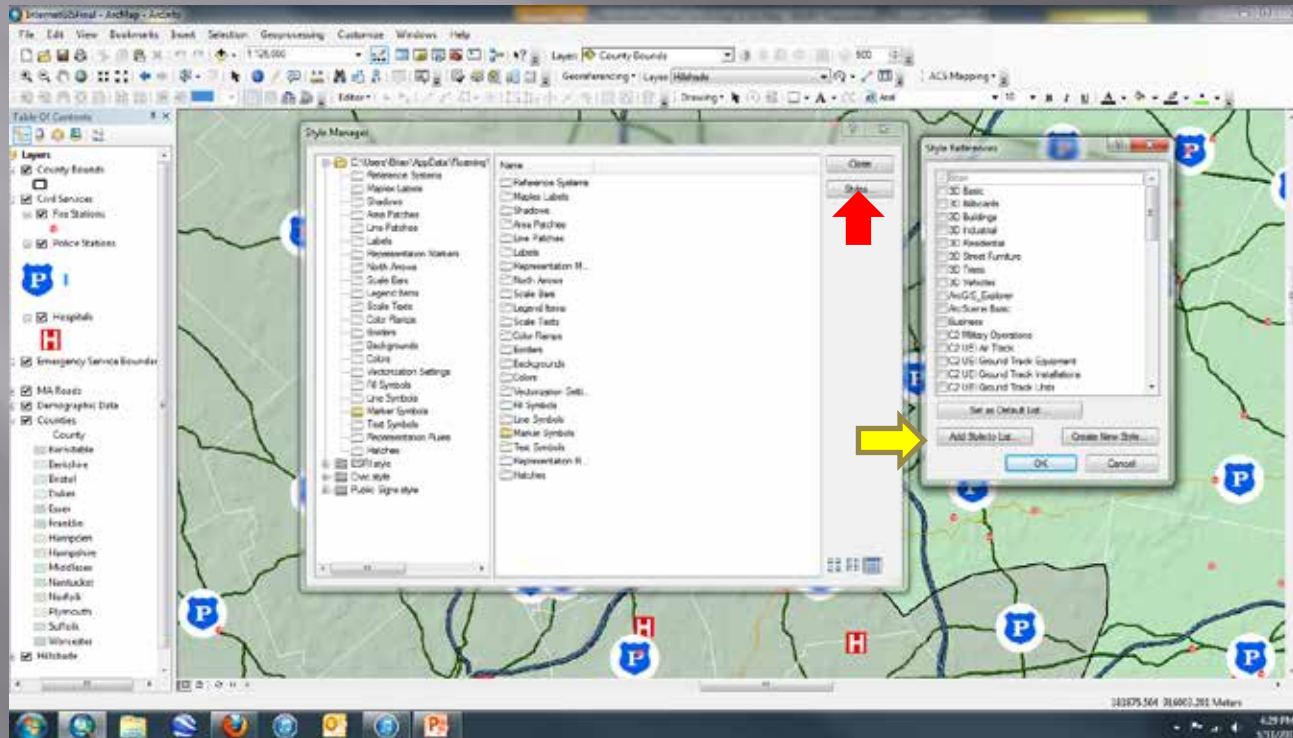
Part 1- Saving

-Next, we want to find the created style on whichever team member or person created it. You want to COPY (not cut) and then paste this style file in the <u>shared</u> folder however you labeled it. This will ensure that your original style file is not deleted from the local directory.

Once this file has been moved to a shared folder, it is on to the next step!

Part 2 - Importing

-Now for the fun part. In your style manager, you want to click on the style button (red arrow) which will lead you to the style references screen. This screen is where you can add and drop different styles that you have created or ones that are premade.
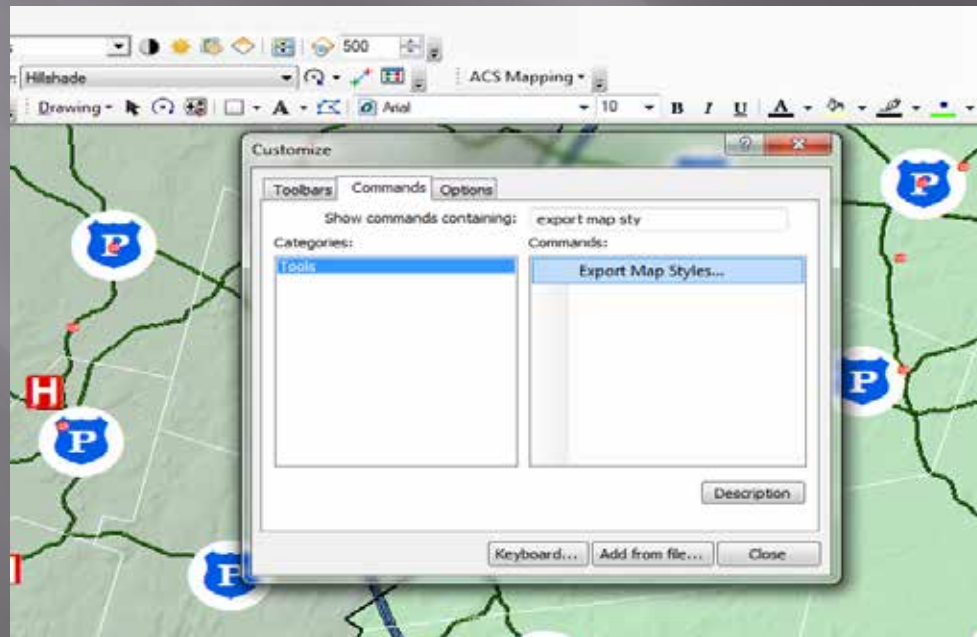

-Click on the "add style to list button", navigate to where your shared style is and……

You have now successfully migrated your customized style for the rest of your team to use!

-If you are working on a map and you like all the symbols you created and want to create a specific style out of them, you can! The "export map" tool will export every symbol and annotation of the current map file to a designated style of your choosing. Just click on it and you will get a "save as" prompt.

Why all this work for little symbols and styles?

Standardized symbology and styles will:

- Keep your GIS team organized
- Limit the amount of QA/QC associated with proofing outputs, which raises dept. efficiency and consistency
- Give an identity to your map output for your organization
- Increase end user satisfaction with quality and uniformity of your maps
- GIS ROI for your company

Credits and Thanks

Credits to: ESRI, the ESRI user community, CT.gov, UCONN GIS, USGS, NEARC

Any questions, comments or a copy of this presentation, please feel free to email me at bstice@landvest.com

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