



Ten ArcMap Tips and Tricks

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Demo Theater

Tip #10 – Keyboard and Navigation Shortcuts

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

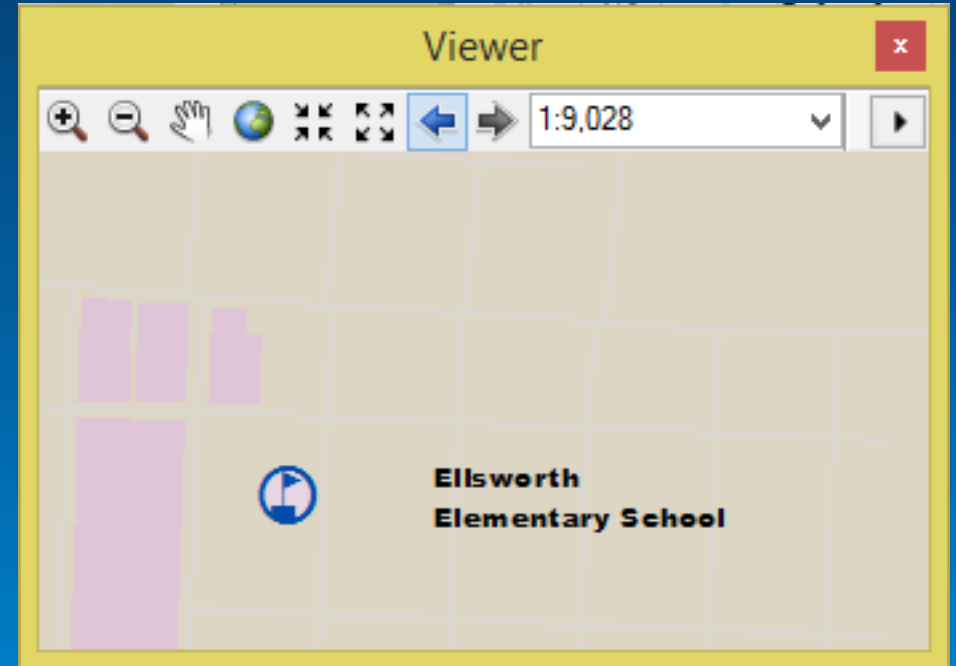
Map Navigation		
Function	Shortcut	Introduced
Refresh and redraw the display.	F5	9.1
Suspend the map's drawing.	F9	9.1
Zoom in and out.	Roll the mouse wheel backward and forward. Hold down Ctrl for a finer zoom. To switch direction of the mouse roll, go to the ArcMap™ Options dialog box.	9.2
Center map.	Click mouse wheel; Ctrl + click to center and zoom in.	9.2
Pan.	Hold down mouse wheel and drag.	9.2
In layout view, apply the three mouse navigation shortcuts listed above to the data frame rather than the page.	Hold down Shift while you perform the shortcut with the mouse.	9.2
Roam.	Hold down Q and move mouse, or hold down mouse wheel until cursor changes, then drag mouse.	10.0
Zoom in on box you define.	Ctrl + hold down mouse wheel and drag	9.2
Temporarily change to Zoom In tool.	Hold down Z.	9.2
Temporarily change to Zoom Out tool.	Hold down X.	9.2
Temporarily change to Pan tool.	Hold down C.	9.2
Temporarily change to Continuous Zoom/Pan tool.	Hold down B.	9.2
Nudge or scroll map.	Arrow keys or Home, End, Page Up, Page Down.	9.2
Go back to the previous extent.	<	9.2
Go forward to the next extent.	>	9.2
Open context menu of useful commands.	Right-click map in data view with any tool.	9.2
Toggle among Zoom In tool, Zoom Out tool, or Pan tool when one is active.	F6	9.2
Go to full extent.	Insert	9.2
Zoom to layer's extent.	Alt + click layer name in the table of contents.	9.2

Tip #9 – Basemap Layers

- **Accelerate map display and use the Q key to roam**

Tip #8 – Viewer, Magnifier, and Overview Windows

Use the Viewer, Magnifier, and Overview Windows to see two things at once



Tip #7 – Drag and Drop Folder Connections

Make a useful list of folder connections quickly by dragging and dropping inside the Catalog window

Tip #6 – Add a Custom Tool - Eyedropper Tool

Add any number of custom tools, and rearrange your toolbars for the way you work

Tip #5 – Rename a Field in a Table

Change schema on a table, including field renames and other schema changes

Tip #4 – Dynamic Text for MXD Path

Many dynamic text types available

<http://goo.gl/xiizE1>

Tip #3 – Export to PDF Tricks

Use the Detect Raster Python sample to find the layer causing problems

<http://goo.gl/EjIUt>

Tip #2 – arcpy.mapping Sample for Dynamic Tables on Layout

Dynamic Tables and Graphs for map books and layouts

<http://goo.gl/mr0aie>

Tip #1 – arcpy.mapping Getting Started Samples

Useful out of the box

<http://goo.gl/FQSS4N>

Related Sessions

- **Desktop Mapping: ArcMap Tips and Tricks**
 - **Wednesday, 16 July 2014**
 - **10:15am - 11:30am**
 - **Ballroom 6D**

 - **Thursday, 17 July 2014**
 - **8:30am - 9:45am**
 - **Ballroom 6E**



Understanding our world.