



Tips for ArcView 3.x

(last updated January 2004)

Extension (.avx): Tools which provide additional functionality to ArcView. They often appear as a new menu or button when turned on.

- Turn on/off an extension
 - File > Extensions...
 - Check or uncheck the box next to the name of the extension. Press OK.
- Add a new extension to the list of extensions
 - Copy the .avx file for the new extension to the EXT32 folder, typically located at C:\ESRI\AV_GIS30\ARCVIEW\EXT32.
- Change the default extensions that are turned on when ArcView opens.
 - File > Extensions...
 - Turn on/off the extensions as you would have them appear next time ArcView opens.
 - Check the Make Default checkbox and press OK.

Project (.apr): A file which contains all the display settings and locations for the data layers in your views, tables, and layouts.

- Open/Close/Save project (.apr)
 - File > Open/Close/Save Project
 - To Open a project, you must close all projects currently opened.
- Set project directory: Identify folder to which calculation and created files will be saved.
 - File > Set Working Directory
- Create a new view/Open a view: create/open a window for displaying and analyzing map layers
 - From project window, select View in the left column. Click the New/Open button above.
- Delete a view
 - Select the view to delete in the view list in the project window.
 - If the project window is active, there will be a Project menu above.
 - Project > Delete "ViewName"
- Create a new layout/Open a layout: create/open a window for making printable maps.








- From project window, select view in the left column **Layouts**. Click the New/Open button above.
- Tile windows: show all open windows at once.
 - Window > Tile





View: A window for displaying and analyzing map layers

- Name the view
 - View > Properties
- Set the units to be used for analysis in the view
 - View > Properties
- Add a data layer to a view













- Press the + button at the top left corner
- OR View > Theme
- Select the drive in the Drive drop-down menu in the bottom right-hand corner.
- Double click-on the appropriate folders to open them and navigate to your data layer.
- Select the data layer type under the Data Source Type drop-down menu
 - Select Feature Data Source for point/line/polygon data
 - Select Image Data Source for jpgs, tiffs, etc. (To open JPEGs, turn on JPEG (JFIF) extension)
 - Select Grid Data Source for raster data in the grid format. (Requires Spatial Analyst extension to be turned on)
 - Select Image Analysis Data Source for .img files and to do analysis on the image you open. (Requires Image Analysis extension to be turned on)
- Select the data layer to be opened in the list to the left. Use the Shift button to select several layers at once.
- Copy/Cut a data layer from one view to another
 - Open or select the view window from which the layer will be moved.
 - Select the data layer to be moved from the table of contents (the column on the left-hand side of the view)
 - Edit > Copy/Cut Themes
 - Select the view window to which the layer will be moved.
 - Edit > Paste
- Remove a data layer from a view
 - Edit > Delete Themes
- Zoom in/Zoom out in the view window
 - Click on the  button and drag a box around the zoom area or click.
 - OR View > Zoom in/Zoom out
- Zoom to the full extent of the largest data layer in the View
 - Click on the  button.
 - OR View > Full Extent
- Zoom to the full extent of a data layer that you choose
 - Click on the  button.
 - OR View > Zoom to Selected
- Move the map to see features that are off the screen
 - Click on the  button.
 - Click and drag left to see more area to the right.
 - Click and drag right to see more area to the left.
- Measure distance in a view
 - Click the  button.
 - Click once in the theme to start the measurement.
 - Double-click to end the measurement.
 - The distance appears at the bottom of the view.



Theme: A data layer displayed in ArcView

- Make a theme visible/invisible in the view
 - Check/uncheck the box next to the theme name
- Select a feature in the view
 - Click on the name of the view from which you would like to select feature(s).
 - Click the  button.
 - Click on the feature you wish to select
- Select features in the theme based on criteria that you specify
 - Click on the name of the view from which you would like to select feature(s).
 - Click the  button.
 - OR Theme > Query
 - Create query statement.
 - Select a set button.
 - Press New Set to create a new selection
 - Press Add to Set add to a previous selection
 - Press Select from Set to do a subselection
- Select features in the theme based on their spatial relationship to other themes
 - Click on the name of the view from which you would like to select feature(s).
 - Theme > Select by Theme
 - Choose a spatial relationship
 - Select a set button.
 - Press New Set to create a new selection
 - Press Add to Set add to a previous selection
 - Press Select from Set to do a subselection
- Unselect selected features
 - Click on the  button.
 - OR Theme > Clear Selected Features
- Create a new theme based on your selection
 - Make a selection from a theme.
 - Theme > Convert to Shapefile
 - Save the file.
- Create a new theme and draw the features.
 - View > New Theme
 - Select which kind of theme you will create.
 - Choose where to save it.
 - All of the tools to draw the features are located in a menu which as a default appears as .
 - Hold this menu down to see the other options.
 - Tools are available based on the kind of theme you are creating.
 - Draw all of your features.
 - Theme > Save Edits
 - Theme > Stop Editing.

Theme functions (continued)

- Change the way a theme is displayed
 - Double-click on the name of the theme in the table of contents on the left-hand side of the view
 - OR click the  button.
 - OR Theme > Edit Legend
 - Select the Legend Type
 - Single Symbol: all features in the theme are displayed the same way
 - Double click on the symbol to edit it in the palette window.
 - Graduated Color: display features as a range of colors based on a numeric attribute (or field)
 - Select a field that is numeric in the classification field drop-down menu.
 - Change the color ramp in the color ramp drop down menu.
 - To flip the color ramp, click the  button.
 - To flip the order of the values, use the  buttons.
 - To change the number or way that the classes are created, click Classify.
 - To edit a specific symbol, double-click on it to bring up the palette window.
 - To change the label, click on it and type.
 - Unique Value: display features with unique colors based on an attribute (or field)
 - Select a field that is numeric in the values field drop-down menu
 - Select a color scheme from the color scheme drop-down menu.
 - To change the colors randomly, use the  button.
 - To use random patterns, click the  button.
 - To flip the order of the colors, click the  button.
 - To edit a specific symbol, double-click on it to bring up the palette window.
 - To change the label, click on it and type.
 - Legend Editor
 - Click on the  button to change the pattern of a polygon or to set the outline size of the polygon.
 - Click on the  button to change the style and size of a line feature.
 - Click on the  button to change the style and size of a point feature.
 - Click on the  button to change the style and font of a theme's labels.



Theme functions → Change Display → Legend Editor (continued)

- Click on the  button to change the color of a feature.
 - Select foreground to change color of a polygon interior, a line, or a point.
 - Select background to change the background of a pattern for a polygon
 - Select outline to change the color of the outline of a polygon.
 - Select text to change the color of the labels of a theme.
- Press Apply to see the changes you made appear in the view.
- Close the legend editor and palette window when you have made all of your changes.
- Turn on labels for the theme you are viewing
 - Select theme to label.
 - Theme > Properties
 - Select Labels in the left-hand column.
 - Select a field in the attribute table to get labels from.
 - Choose where to display labels and then close the Properties window.
 - Theme > Auto-Label
 - Choose to use the Properties you have just set.
 - OR let the computer place them.
- Remove labels.
 - Select theme from which to remove labels.
 - Theme > Remove Labels.
- Open the theme table
 - Click the  button.
 - OR Theme > Table.






Attribute Table: A table which is linked to a spatial data layer. Each row of the table is a feature in a data theme. Each column is an attribute of the data.

- Edit Table
 - Table > Start Editing
 - Edit
 - Add Field
 - Edit > Add Field
 - Give the field a name
 - Choose the type of field (String = Text)
 - Set the length or maximum number of characters for the field and press OK.
 - Table > Save Edits
 - Delete a Field
 - Select the field to delete.
 - Edit > Delete Field
 - Table > Save Edits



Attribute Table → Edit (continued)



- Edit a table cell
 - Click the  button.
 - Click in the cell and type
 - Table > Save Edits
- Calculate a field based on another field
 - Select field to calculate
 - Field > Calculate
 - Select the type of field to create.
 - Enter formula and press OK.
 - Table > Save Edits
- Table > Stop Editing
- Select records in the table based on criteria that you specify
 - Click the  button.
 - OR Table > Query
 - Create query statement
 - Select a set button.
 - Press New Set to create a new selection
 - Press Add to Set add to a previous selection
 - Press Select from Set to do a sub-selection




Layouts: A map design including data layers from the view, a legend, scale bar, north arrow, and other text.

- Define the layout page.
 - Click the Project Window to make it active.
 - 
 - Double-click the **Layouts** icon to create a New Layout.
 - Size, orientation, margins or grid could be modified by selecting Layout > Properties or Page Setup.
- Define frames
 - Click on the  icon
 - In the layout page, use the cursor to create a frame.
 - When the “View Frame Properties” dialog box appears, select the view of choice from the View section > OK
 - To change size or position of the View Frame, click on the  > click the view frame.
- Create Legend Frame: represents the table of contents of a view.
 - Click and hold down the mouse on the  button. Release the mouse and click the Legend Frame tool .
 - On the layout, drag the cursor defining a legend frame box.
 - When the “Legend Frame Properties” dialog box appears, double-click on the appropriate “View Frame”.

Layouts (continued)

- Add a scale bar: provides reference to measure distance on the map.
 - Click the view to make it active. From the View menu (on the menu bar) select “Properties”. Once in the “Properties” dialog box, select the map units of choice > OK.
 - Click on the Layout to make the window active.
 - Click, holding down the mouse on the Frame tool . Select and click on the Scale Bar Frame tool .
 - On the layout, drag the mouse until defining the Scale Bar Frame.
 - Once the Scale Bar Frame dialog box appears, choose the appropriate view frame selecting the properties of choice > OK.

- Add a North arrow
 - From the frame tool  select the North Arrow Frame tool .
 - On the layout, hold the cursor drawing a north arrow frame box.
 - When the North Arrow Manager dialog box appears, select the arrow of choice.

- Add a title
 - On the Window menu (on the menu bar) select Show Symbol Window.
 - To change or reset font and letter size, click from the Window menu (from the menu bar) “Show Symbol Window”. Once on the Font Palette, select the  tool and change it to choice.
 - Click on the  and move the cursor into the Layout.
 - Click at the top of the layout view (or place of preference), and when the Text Properties dialog box appears, type in the text of choice.
 - The  tool is useful to change the position or size of the text size.

This document was created and edited by Laura Baker and Barron Orr.