



ARC MAP TIPS AND TRICKS

1. Save your MXD and edits



Before adding an ArcGIS online basemap or any type of large dataset, save your MXD. Also, save your edits when digitizing.

2. Use Definition Queries



Definition queries are useful in so many ways. Definition queries use simple SQL statements to limit the features being displayed in a MXD.

3. Automate workflow



Automating workflow can be a big time saver. This comes in the forms of: batch processes, model builder and Python code.

4. Print from PDFs



ArcGIS has had issues in the past when printing from MXDs. Bottom line is that MXD and printers are not the best of friends. Never print from a MXD. Export as a PDF. Print the PDF.

5. Set up subtypes and default values



When digitizing in a geodatabase, there are often ways to improve efficiency for data entry. Beforehand, set up subtypes and default values. This speeds up data entry and ensures quality.

6. Find and replace in attribute tables



ArcMap's 'find and replace' is a powerful, yet simple tool even though it gets little mention. It gives you the ability to search and optionally replace text or values in an attribute table. Turn on editing mode and use the powerful find and replace

7. Customize your toolbar



The toolbars in the upper portion of the MXD can be edited with your favorite tools. Drag and drop your most used tools in the upper toolbar. This will allow you to quickly locate them when needed.

BONUS: Geoprocessing Overwriting



Shapefiles can really start to pile up when you are running different geoprocessing tools. ArcMap gives you the option of overwriting outputs. Turn this function on in the geoprocessing options and save valuable hard disk space.