

GIS Specialist for Incident Management Training

Map Series Extension Workflow Process

1. Install the Map Series Tools
 - a. Simply copy the DSMapBook83 folder to your computer and then double-click on the _INSTALL.bat file
2. Open ArcMap and turn on the Map Series toolbar (View>Toolbars>Map Series)
3. Add all your data, etc. Be sure and set the size of your data frame to be how you want your final output to appear.
4. Switch to Layout View and set up your page size and data frame size. Add your map elements (title, legend, scale bar, north arrow, etc).
 - a. Add a text box as a place-holder for your page number (a dynamic page number will be added in step 11).
5. When you are ready to create the multi-page map layout, go to the data view and zoom to about 150% of the desired map area.
6. Click the *Create/Update Map Grids* button
 - a. Choose to “Create a new layer” and browse to the desired file location for the new map grid feature class/shapefile and name it.
 - b. Click Next
 - c. Choose to set the map scale as a “Manual Map Scale” and set it to 1:24000
 - d. Choose to use the Current Extent
 - e. Click Next
 - f. Specify the desired page size for the maps to be created (ex 11x17, or to match the data frame size in the existing layout)
 - g. Click Next
 - h. Make adjustments to the grid identification number set up if desired
 - i. Click Finish
 - j. A new shapefile will be added to your map, which consists of a series of rectangles. This is your map grid. The rectangles can be moved around and their attributes changed, but do not modify the shape of these features. If you need to add more pages simply select, copy and paste one of the existing rectangle features, be sure to re-number the new page in the attributes (this needs to be done within an edit session).
7. Start an edit session on the map grid layer.
8. Move the grids around as desired. Note: it may be desirable for the grids to overlay one another by about ¼ inch. When you are finished modifying the grids, save your edits and stop editing.
9. Click on the Map Book tab in the Table of Contents.
10. Right-click on a map in the series and choose to View Page.
11. Arrange the map elements as necessary. In the title block, or a text box, list the page number of the map.
 - a. To add a dynamic page number, select the text box you added in step 8. Go to the Map Book TOC tab and right-click on the desired map series. Select *Tag As Title*

or *Tag as Page* (varies between ArcGIS 8.x and 9.x). When you change map pages, the page number should automatically change.

12. When you are satisfied with the map, print it (to a printer or to PDF) or export it.

13. Follow steps 10-12 for each map in the series.

14. Create an Index page.

- a. Close any open maps in the series and go to the normal Layout View.
- b. Zoom out to overview the entire map and all the grids.
- c. Adjust the layers shown (turn off background images, turn on any reference layers desired, etc).
- d. Label the map grids based on the GRID_ID field. Adjust the label size to be legible on the printed map.
- e. Convert the map grid labels to annotation and move the labels so they are legible in each map grid.
- f. When you are satisfied with the map, print it (to a printer or to PDF) or export it.