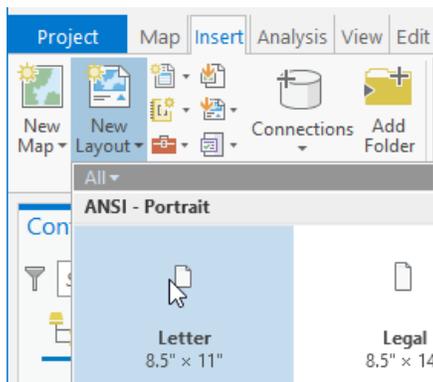## Creating Well-designed Layouts
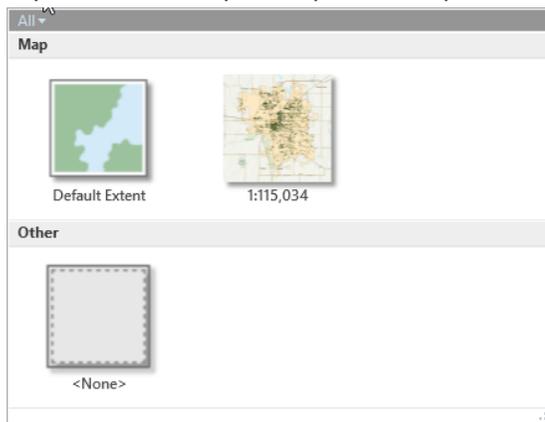
Add layers to the map

1. Open ArcGIS Pro. Select **Map** from the template menu. Name your project **MapLayout**, and specify the Location where you would like to store your new project.
2. At the Top of the screen, select the **Map** Tab and click **Add Data**. In the Add Data Window, navigate to the location where you have the data stored. Select the **resburglaries, MajorStreets and CityExt** shapefile, and click **OK** to add it to your map.

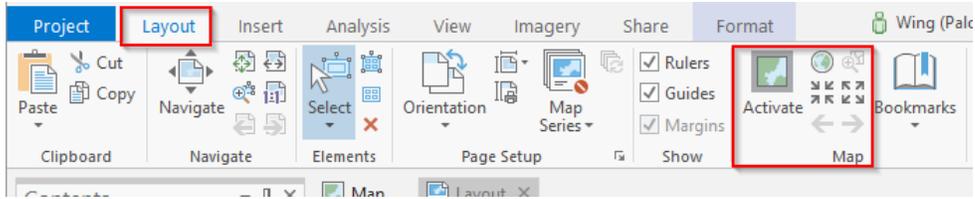**Create a new layout and insert your map into the layout**

1. At the top of the screen, select the **Insert** tab. Click **New Layout**. Select **Letter 8.5" X 11"** within the ANSI-Portrait section.

2. To put the map in the layout, while in the new Layout window, select **Insert**, then click the dropdown for **Map Frames**, and select the icon for your map (your scale may be different). Click anywhere in the layout to put the map frame in it.
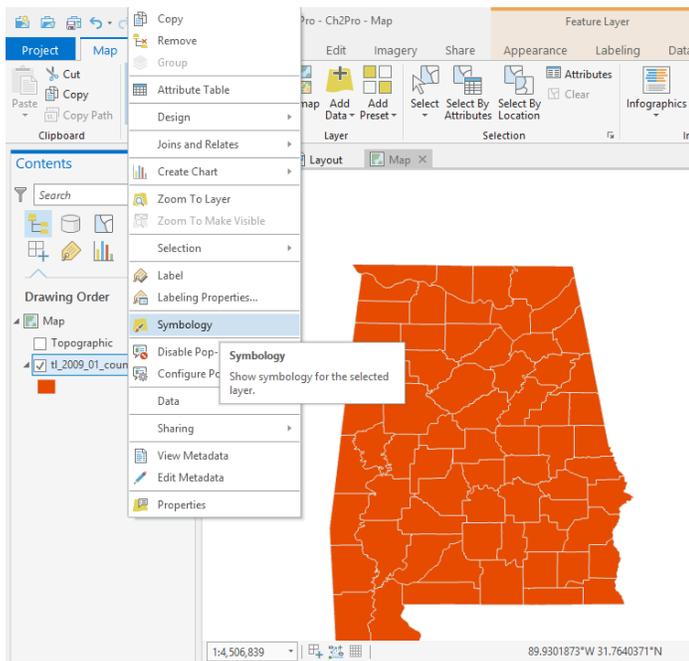

3. Center your map frame in the layout page, and adjust its size if necessary.
4. At the top of the screen, select the **Layout** tab. You can also zoom in/out on the features within the map frame by using the tools in the Map group. Alternatively, click **Activate**, and directly interact with the features inside the map frame.
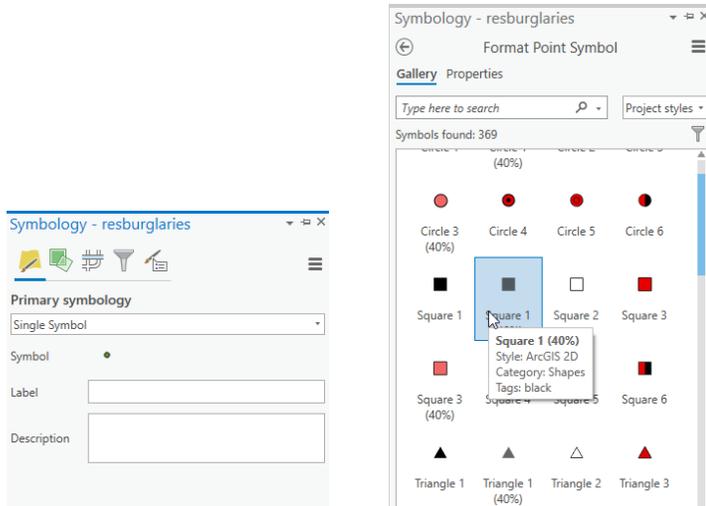
5. When you are done working on the features within your map frame, click **Close Activation** (under the layout tab) to continue working on the layout.

Change Map Symbol

1. Click on the Map tab. Then, in Contents pane, right click on the **resburglaries** layer and select **Symbology**.
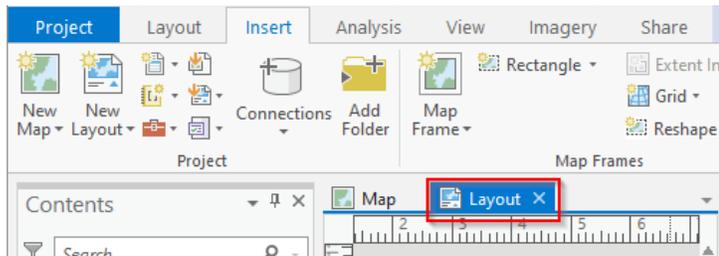

2. Within the Symbology pane, click the point next to word **Symbol**. Select **Triangle 3** as the new symbol.
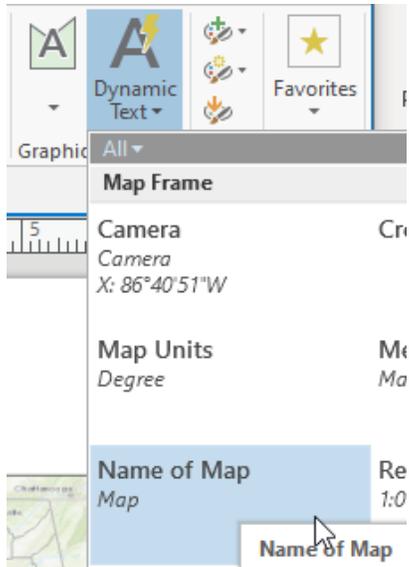
Insert Title with Dynamic Text

A title should include three things: variable name, year of the data or geography, and location and/or geography type (e.g. Residential Burglaries in Lincoln).
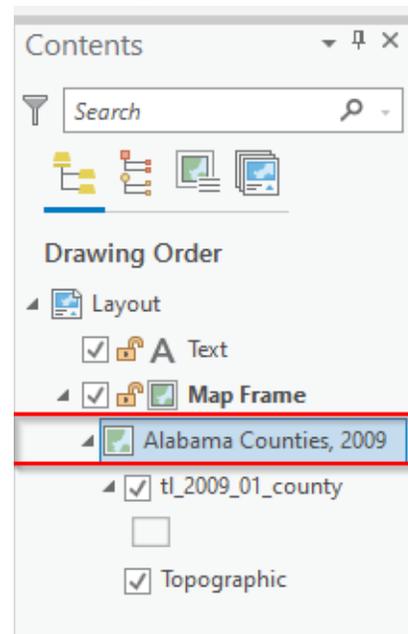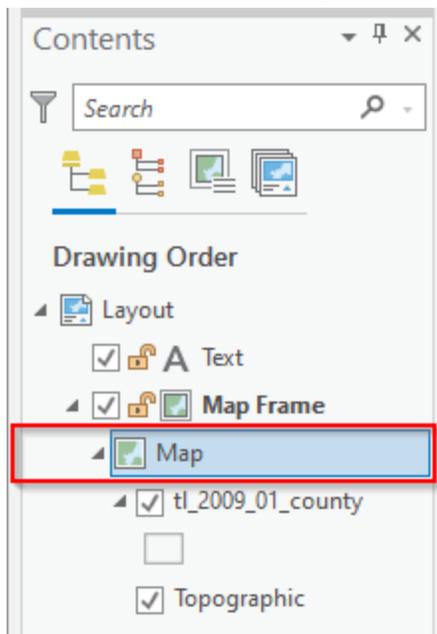
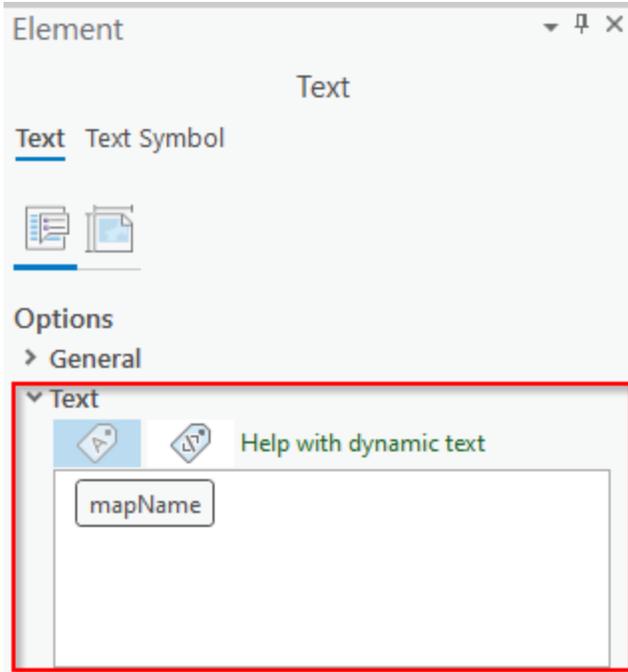1. Click the **Layout tab** to see the layout view once again.

2. Click the **Insert** tab, while you can insert text into your map using conventional text boxes such as these , you will use dynamic text to create your map title in this section. Select the dropdown for **Dynamic Text**, and click on **Name of Map**. Click once on your map to place the text box. Move the box to the top of your map, resize the box so it is roughly the width of your layout. and type **Residential Burglaries in Lincoln.**

3. In the Contents pane, change the name of your Map from **Map** to **Residential Burglaries in Lincoln.** You should now see that the Name of Map text that you previously added to the layout has been dynamically changed from Map to Residential Burglaries in Lincoln.
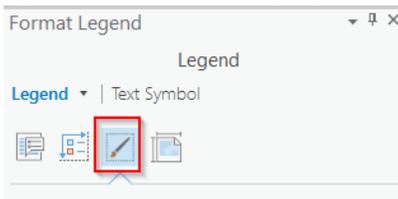

4. Within the layout, double-click the box with the Name of Map text in it. You should now be able to see the Text pane. Within the **Text** section of **Options**, delete the words **Name of Map: ,** leaving behind only **mapName**. Close the pane. You should now see the title of your map has been updated to reflect the change. Resize and reorient the dynamic text box as needed.
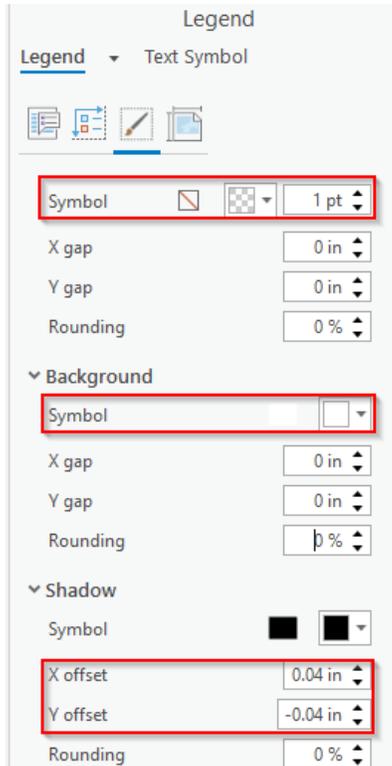
Insert Legend

1. While still in the layout view, on main menu ribbon at the top of the screen, go to **Insert>Legend**.
2. Click on the map where you will be putting the legend.
3. Use the Legend pane (double click on the legend to open this pane if necessary) to format the legend. Click on the **Display** icon and set the following:

- **Border**: Symbol (1 pt)
- **Background**: Symbol (select the white color)
- **Shadow**: Symbol (select the black color), X offset (0.04 in), Y offset (-0.04 in)
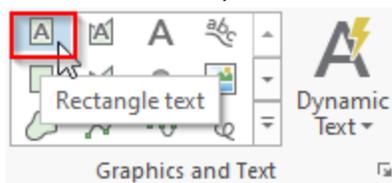
Insert Scale Bar

1. While still in the layout view, on main menu ribbon, go to **Insert>Scale Bar**. Click in the lower left-hand corner of the layout to put the scale bar there.

2. Double click on the scale bar to open the Scale Bar pane. Click on the **Display** icon and set the following:
   - **Border**: Symbol (1 pt)
   - **Background**: Symbol (select the white color)
   - **Shadow**: Symbol (select the black color), X offset (0.04 in), Y offset (-0.04 in)

   If you change the size of your map frame or the zoom level of your map, the scale bar will automatically adjust itself.

Insert Source

1. While still in the layout view, on main menu ribbon, go to **Insert>Rectangle Text**.

2. Click the crosshairs of the mouse pointer to where on the map you would like to insert text, in this case, the bottom right corner of map.
3. Enter the following information in the text box. Click outside the text box when finished.
   Map source: CrimeStat Tutorial
   Data source: CrimeStat Tutorial
   Retrieved September 29 from CrimeStat Tutorial.
4. Double click on the text box to access the pane used to modify the text box's properties, if necessary.

Other map elements

1. While still in the layout view, on main menu ribbon, go to **Insert>North Arrow**. Remember that with north arrows, the rule of thumb is the simpler the better. Avoid overly ornate arrows.
2. Adjust the size of the arrow and place it in an appropriate location in your map.

Make sure that the layout has map frame, title, legend, scale bar, source text, and north arrow.

Conditions of use: