ArcReader quick-start tutorial

The following is a tutorial on how to use ArcReader.

Starting ArcReader

1. Click Start on the Windows taskbar
2. Click Programs, point to ArcGIS, and click ArcReader.
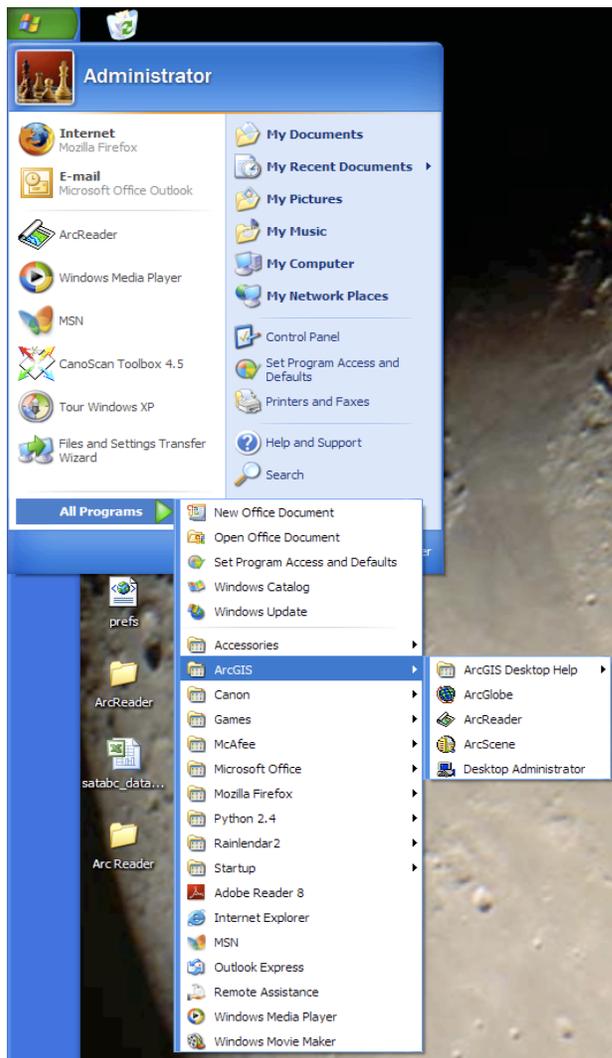
3. ArcReader opens

Open an existing published map

1. Click File and click Open
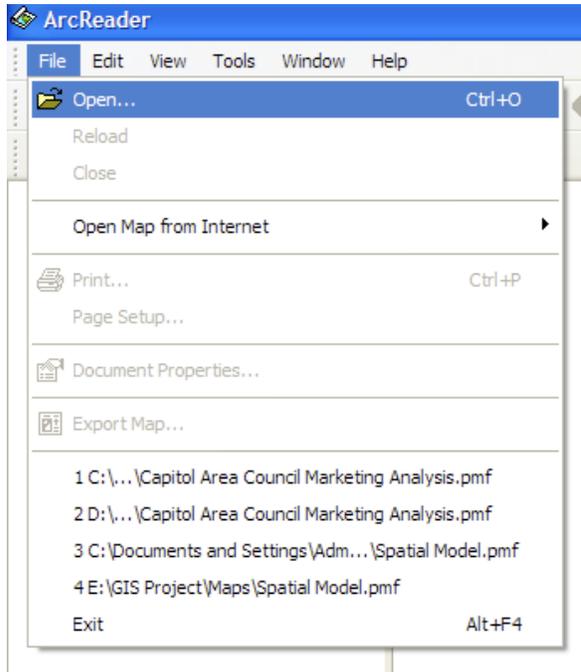
2. Click the Look in drop-down arrow and navigate to the map folder on the local drive where you installed the HCGS Marketing Analysis
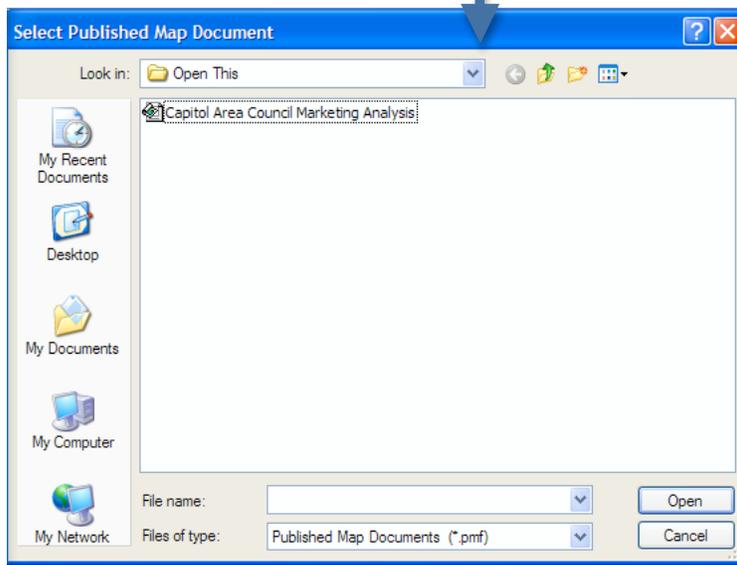
3. Click Capitol Area Council Marketing Analysis and click Open.
4. ArcReader opens the map.

ArcReader can open published map files (.pmf) that have been created in ArcMap and ArcGlobe with the ArcGIS Publisher extension. These published maps do not actually store the data shown on the map but rather reference the data, which may be stored on a local disk, another computer, or the Internet. The map document stores map elements, such as titles, scale bars, and north arrows.
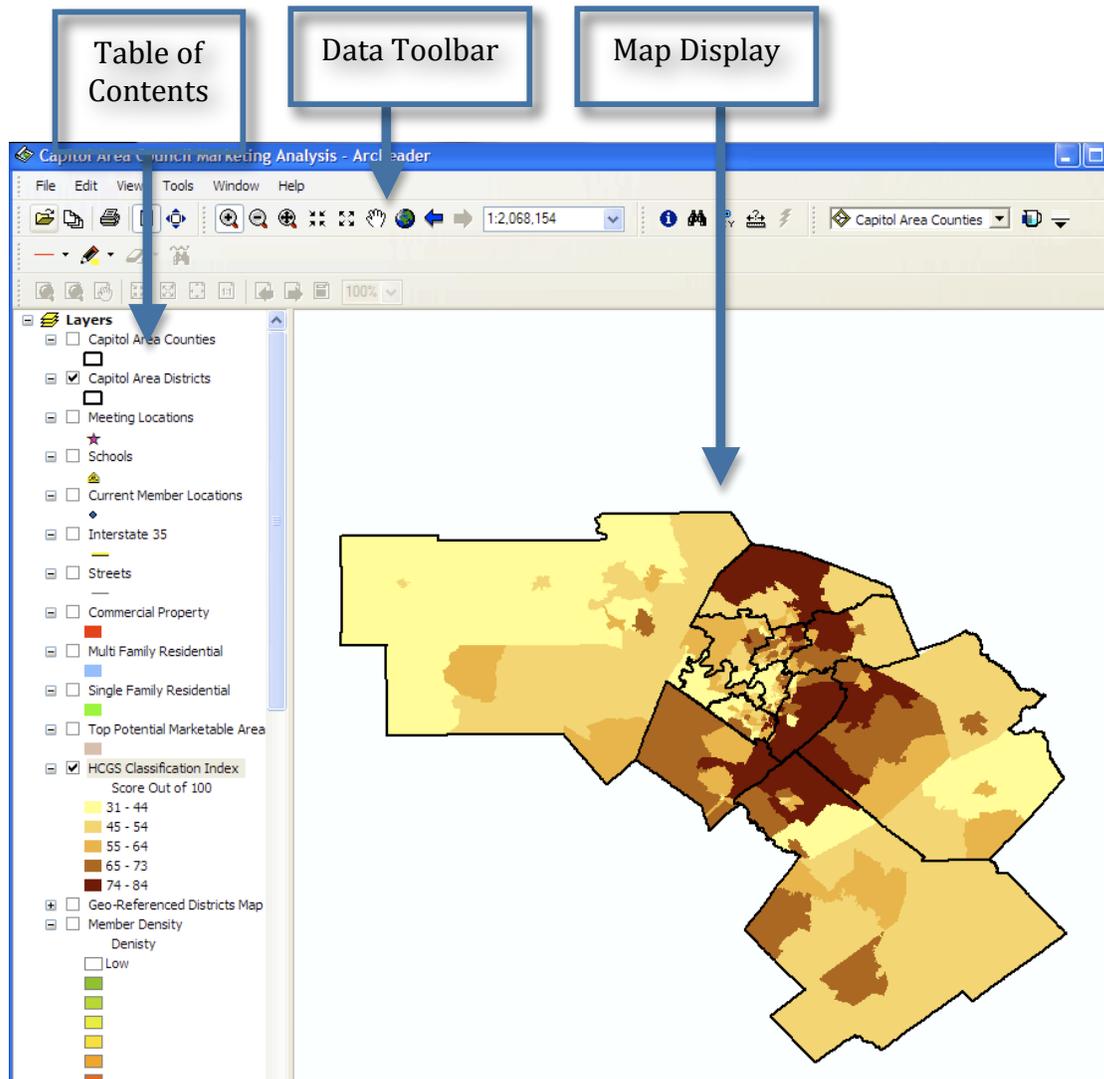
A *data frame* is a frame on the map that groups the layers you want to display together.

This map contains one data frame. The layers contained in The Boy Scouts Marketing Analysis map is described in the following list:

Layer	Description
Capitol Area Counties	Shows the 15 counties under the Capitol Area Council Boy Scouts
Capitol Area Districts	The 12 districts within the 15 counties
Meeting locations	The geographic areas of the meeting locations
Schools	The geographic locations of the schools
Current Member Locations	The geographic locations of the current members

The map portrays the Boy Scouts Marketing Areas. Notice that there are check boxes next to each layer name in the table of contents. All layers that are checked are drawn in the map display area.

Moving around a map

The Data toolbar has tools to move around the map and query features on the map. Point to each icon, without clicking, to see the name of each tool displayed in a ToolTip. This manual will use these names to refer to specific buttons and tools. When you interact with the map, one of these tools will be active, and the   pointer will chance to the active tool when moved   Data Toolbar   over the map.
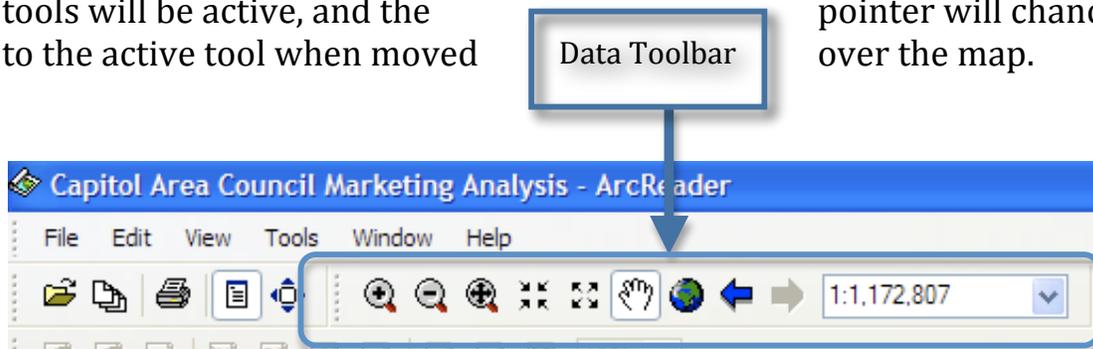
If you need more information about how a tool or command works, you can quickly access the context-sensitive help that is available for most tools and menu items. Press Shift+F1 on your keyboard while pointing to the tool or highlighted item on a drop-down menu, and information will appear, if available.

1. Click the Zoom In tool, then click and drag a box around the districts.
2. Using the Pan tool, you can interactively manipulate the map. Click the Pan tool, then click the map and hold down the left mouse button to drag the display in any direction.
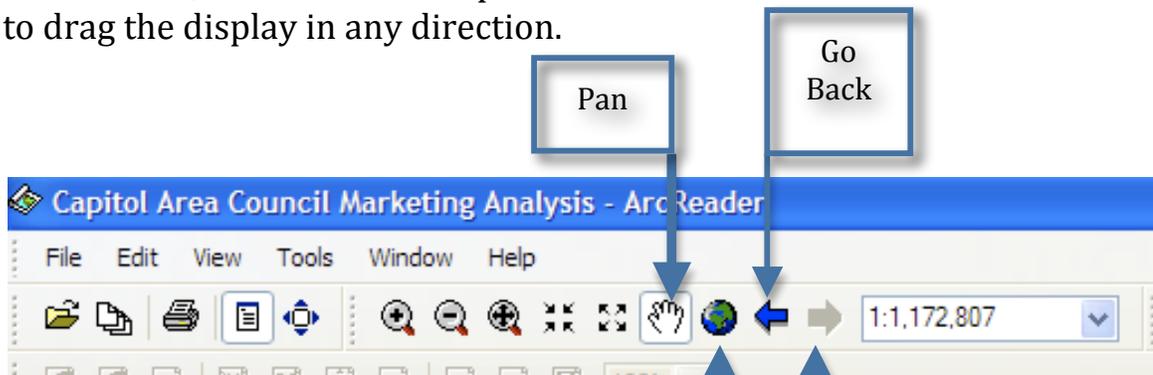
3. The Go Back and Go Next buttons can be used to revisit places to which you have previously zoomed. Click the Go Back Button to view the previous map extent.

Click the Globe to reset the map to its original extent.

Turning layers on and off

The table of contents is where you turn map layers on and off. To display a layer, check the check box next to the layer's name. To turn the layer off, uncheck the box. It is important to remember that layers will draw on the map in the order they appear in the table of contents. In the example below, the Capitol Area Counties layer will draw on top of all other layers, while the Population Projection layer will draw beneath all other layers.

1. Click the plus sign next to the HCGS Classification Index layer to see the symbols for each feature in the layer.

Layers
- ☐ Capitol Area Counties   ←   Top Layer
- ☑ Capitol Area Districts
- ☐ Meeting Locations
- ☐ Schools
- ☐ Current Member Locations
- ☐ Interstate 35
- ☐ Streets
- ☐ Commercial Property
- ☐ Multi Family Residential
- ☐ Single Family Residential
- ☐ Top Potential Marketable Areas
- ☑ HCGS Classification Index
- ☐ Geo-Referenced Districts Map
- ☐ Member Density
- ☐ Current Member Distribution
- ☐ Total Children 5-11
- ☐ Single Parent Households
- ☐ Hispanic Children 5-11
- ☐ Median Income
- ☐ Growth Rate
- ☐ Area: Fastest Growth
- ☐ Area: Negative or Slow Growth
- ☐ Population Projection
- ☐ Population Projection
- ☐ Population Projection
- ☐ Population Projection   ←   Bottom Layer

2. Uncheck the HCGS Classification Index layer. Notice that the layer disappears from the map. Now check the Current Member Locations layer. Notice that the layer now draws on the map.

Obtaining information about layers

Each of the layers in a map has a set of properties that can be viewed, allowing you to learn the functionality available for that layer.

1. In the table of contents, right-click HCGS Classification Index and click Properties.
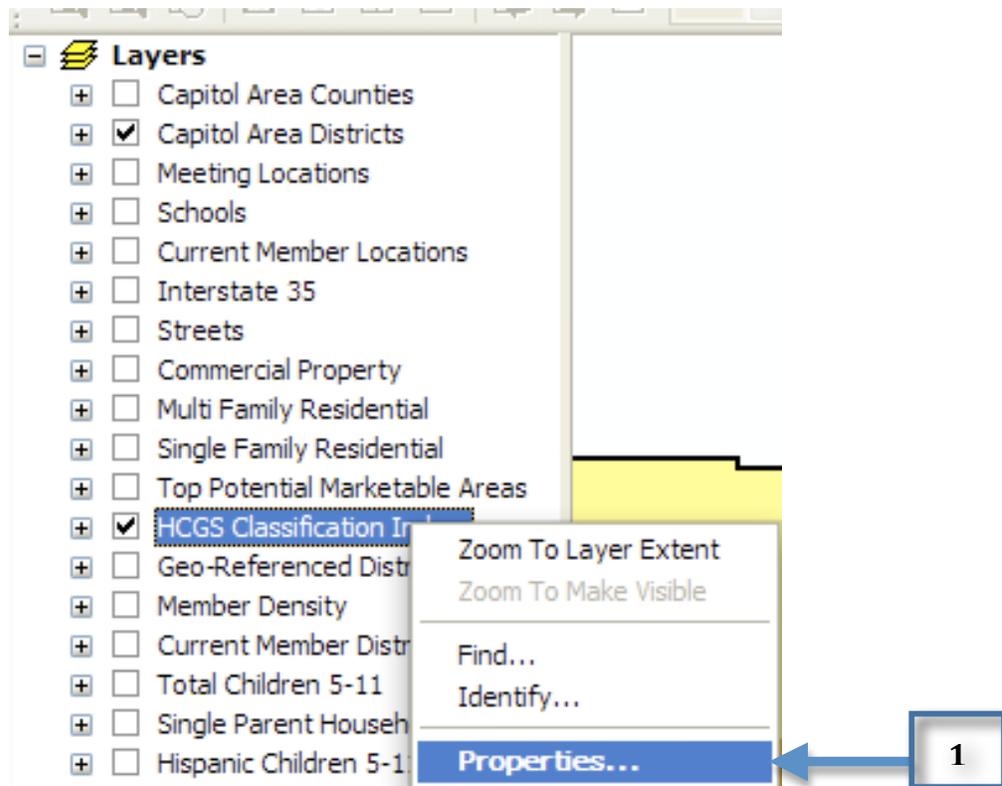
2. Click the General tab.

Here, you can see whether the HCGS Classification Index layer will be displayed at all scales or only within a specific range of scales. You can also see whether MapTips have been enabled for the layer and which fields have been chosen to be displayed in the MapTips. MapTips are onscreen descriptions of map features that appear when you point to a feature.

General Tab

Layer Properties - HCGS Classification Index

General | Source

Description:

Scale Range

The scale range for this layer has been specified to be:

Show layer at all scales

Don't show layer when zoomed
out beyond 1:   0

(minimum scale)

in beyond 1:   0

(maximum scale)

Field Shown In Map Tips: <None>

Primary Display Field: Name

OK   Cancel
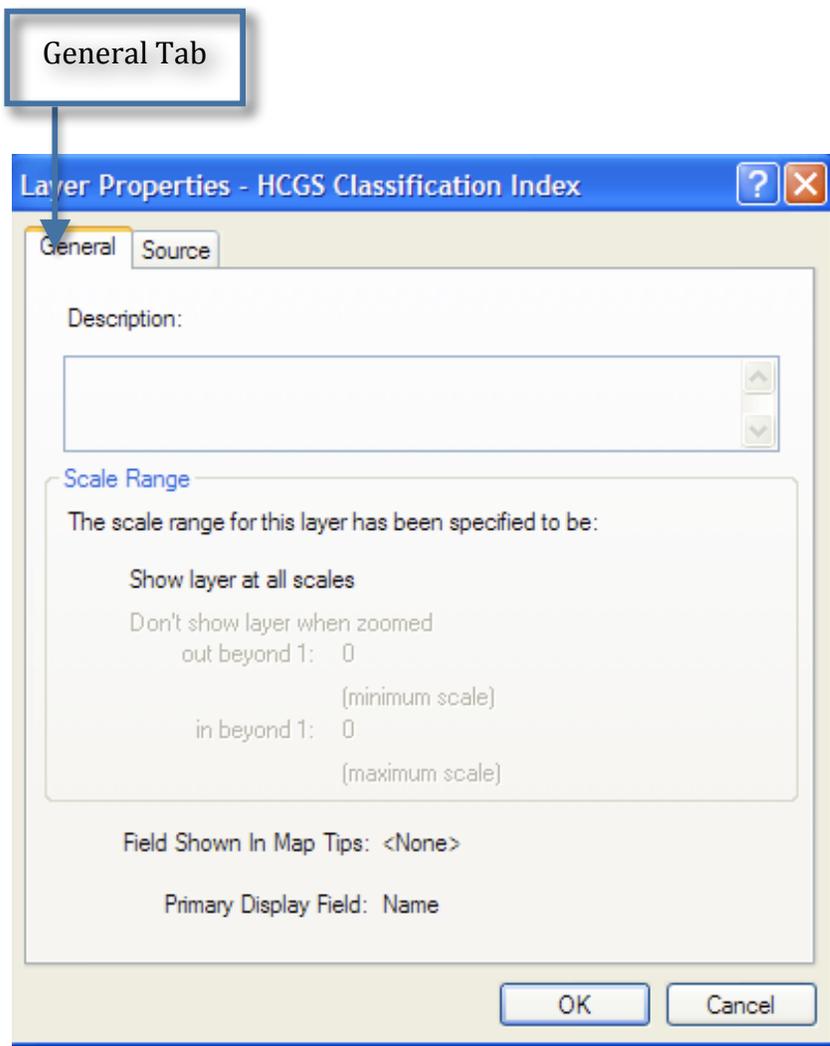
Using a Magnifier Window

There are times when you may not want to change the location displayed on the map but still need to see more detail. The ArcReader Magnifier Window allows you to do this.

1. Click Window and click Magnifier
   The Magnifier Window opens

Capitol Area Council Marketing Analysis - ArcRe

File   Edit   View   Tools   Window   Help

Magnifier

Magnifier

100%
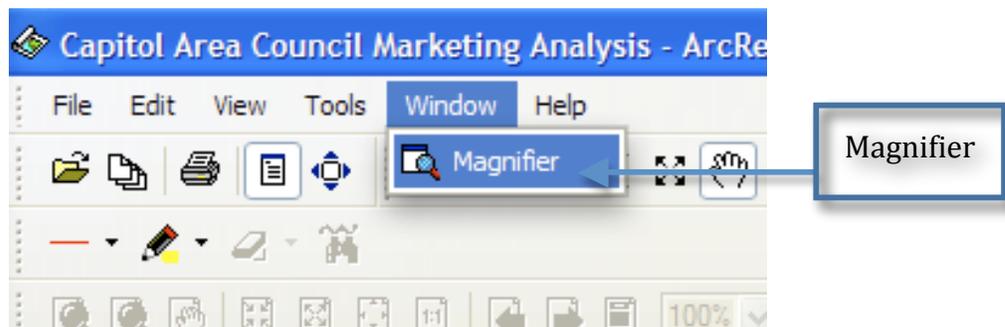
2. Click the title bar of the Magnifier Window and drag it over the map. While you are dragging it, the Magnifier Window will show crosshairs to indicate which part of the display will be magnified.
3. When the crosshairs are over the portion of the map you would like to magnify, release the mouse button. You will see an enlarged view of the location under the Magnifier Window.
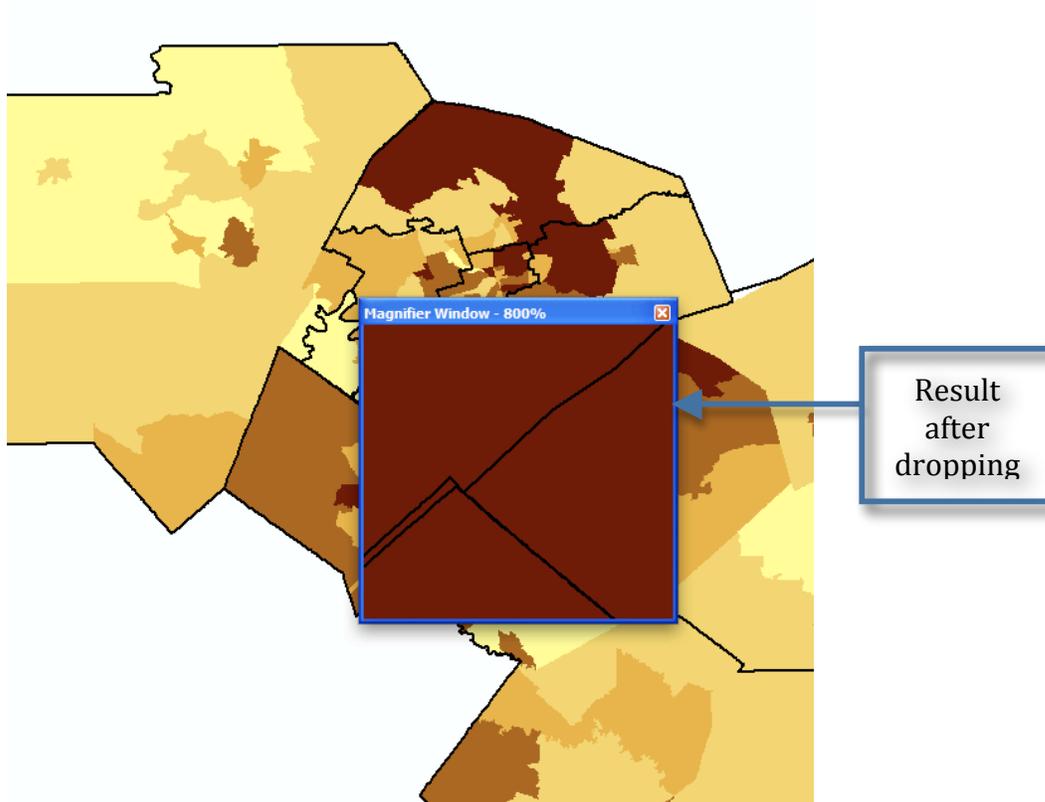
You can change several properties of the Magnifier Window, such as the magnification factor and what the Magnifier Window displays.

4. Move your pointer near the edge of the magnifier Window until it turns into resizing arrow, then click and drag the window in the direction you want to resize (make it a little larger).
5. Place your pointer inside the magnifier Window and right-click. Point to Magnification Factor and click 800%.
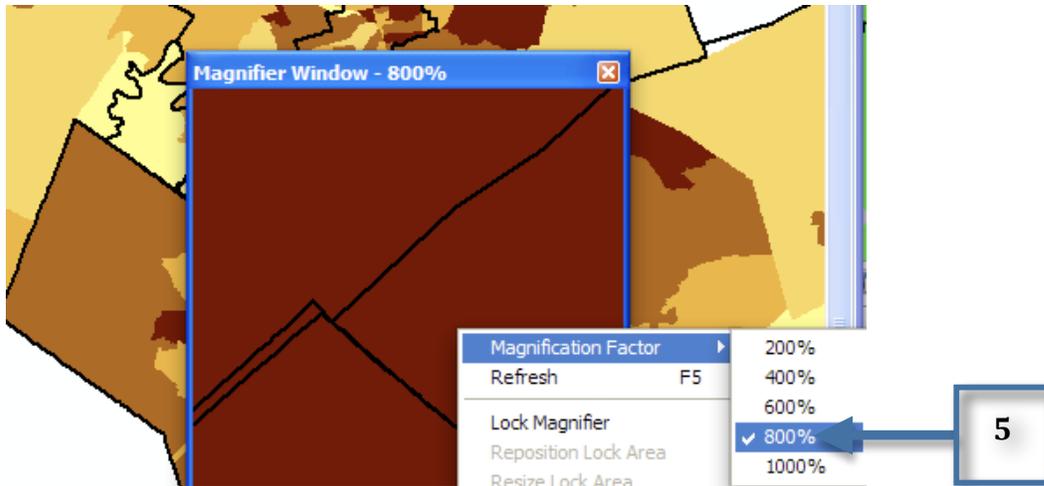
This will scale the data displayed in the Magnifier Window by the percentage chosen.

6. Right-click the Magnifier Window and click Lock Magnifier. Click and drag the title bar of the Magnifier Window to move it somewhere else; notice that the picture doesn't change but instead keeps your snapshot.
7. To reenable the magnifier, right-click the Magnifier Window and click Lock Magnifier again. The window redraws to magnify the section of the map it is over. When you have finished experimenting with the Magnifier Window, click the close button.

Data view and layout view

ArcReader can display a map in either data view or layout view. Up to this point, this manual has been using data view. Data view shows the contents of a data frame. Layout view shows the map, as it would appear on a printed page. Layout view also shows map elements that aren't contained within the data frame, such as the map title, legend, scale bar, and north arrow.

1. Click the Globe to show the entire map.
2. Click the View menu and click Layout View.
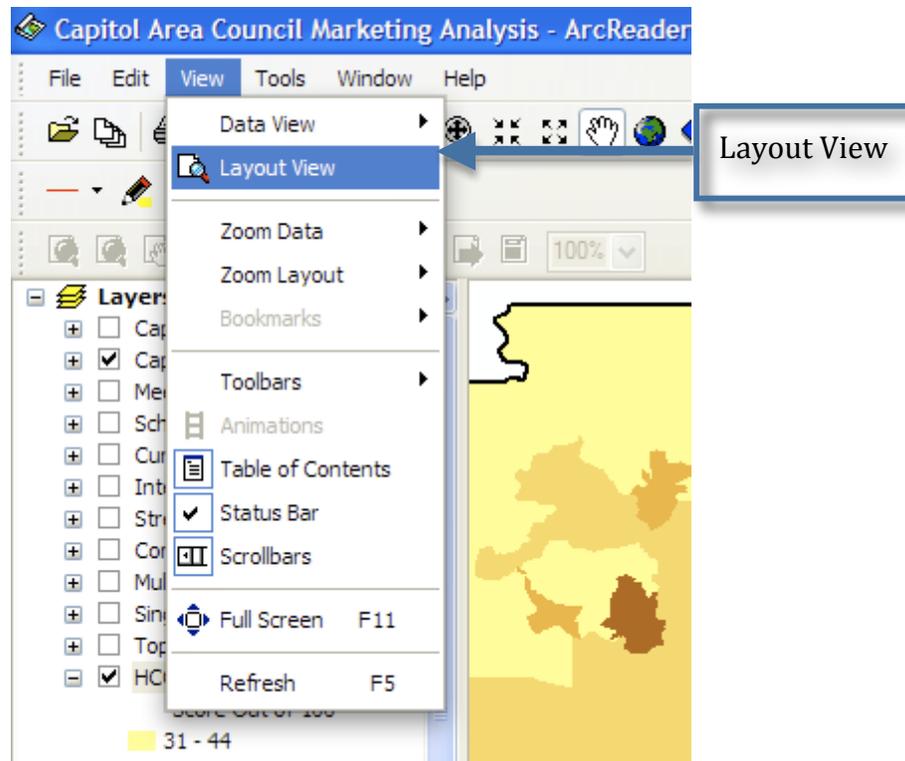
The map displays in layout view. In this layout, a printable map can be obtained including a north arrow, a distance bar, etc.

In layout view, the Layout toolbar is displayed, which contains tools for navigating in layout view. Point to each icon, without clicking, to see the name of each tool.

The layout tools in the Layout toolbar are similar to the tools in the Data toolbar. They allow you to change the way the page is displayed. Notice that the data tools are still accessible for changing the view of the data within the data frame.

There are shortcuts for switching between data and layout view. On the scroll bar at the bottom of the map, there are three small buttons. Clicking the globe icon switches to data view, clicking the page icon switches to layout view, and clicking the arrow icon refreshes the map.

Querying a map

A map in ArcReader typically contains more information than you initially see. For example, a feature may hold attribute information that is not labeled or displayed on the map. With ArcReader, you can query that information or use MapTips to find a feature on the map.

Using MapTips

The most readily accessible kind of map attribute information comes in the form of MapTips. MapTips contain an attribute chosen by the map author that displays whenever you rest any data tool over a feature on the map. MapTips are only visible while in data view.

1. If you closed your map, open it again.
2. Click the Data View button located at the bottom left part of the map. If the Data View button is not visible, turn on the scroll bars by clicking View, then clicking Scroll bars.

Identifying a location

You can use the Identify tool to obtain spatial and tabular information. You can see which features are at a specific location and also investigate the attributes of each feature.

1. Click the Globe to see the full extent of the map.
2. Click the Identify tool
   The Identify dialog box opens

Identify

3. Click the Identify from drop-down list and click <Visible layers>.
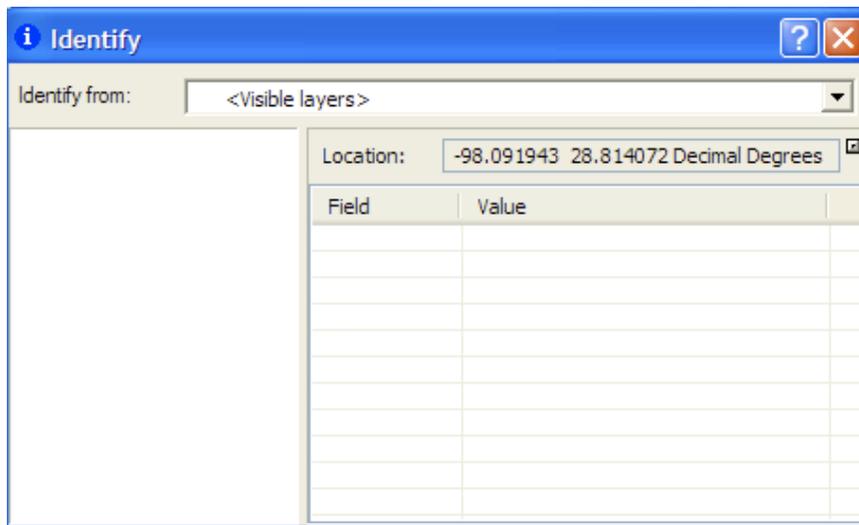
4. Click one of the districts.
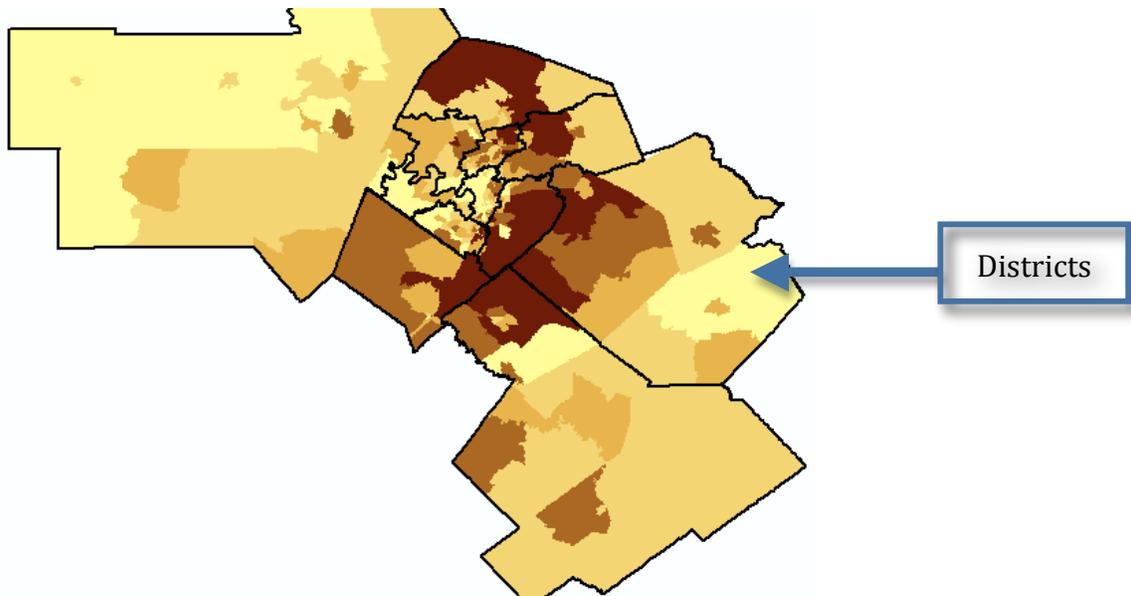
Information for the district and other visible layers are displayed in the Identify dialog box.
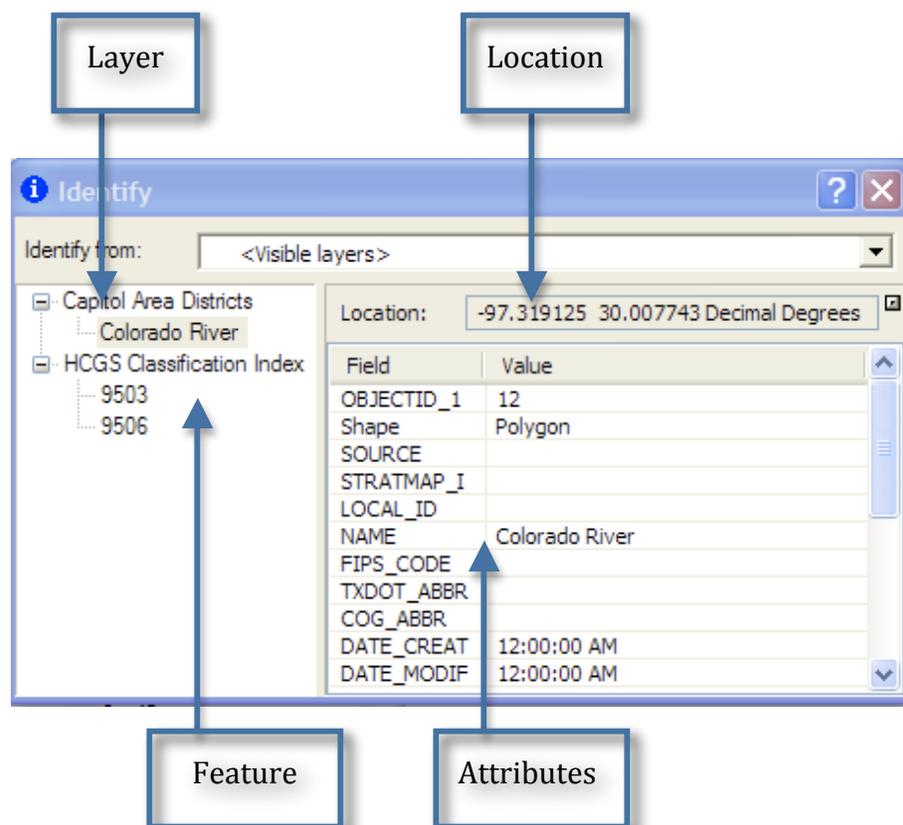
Identify dialog box commands

Right-clicking features, layers, or their attributes in the Identify dialog box opens a context menu with options for working with the fields for that feature or layer.

1. Right-click a layer or feature on the left side of the Identify dialog box. The options in the context menu allow you to zoom to features, center features, expand all the layers and features, collapse the Identify tree, remove from the Identify tree, sort the layers and features, or copy a record.
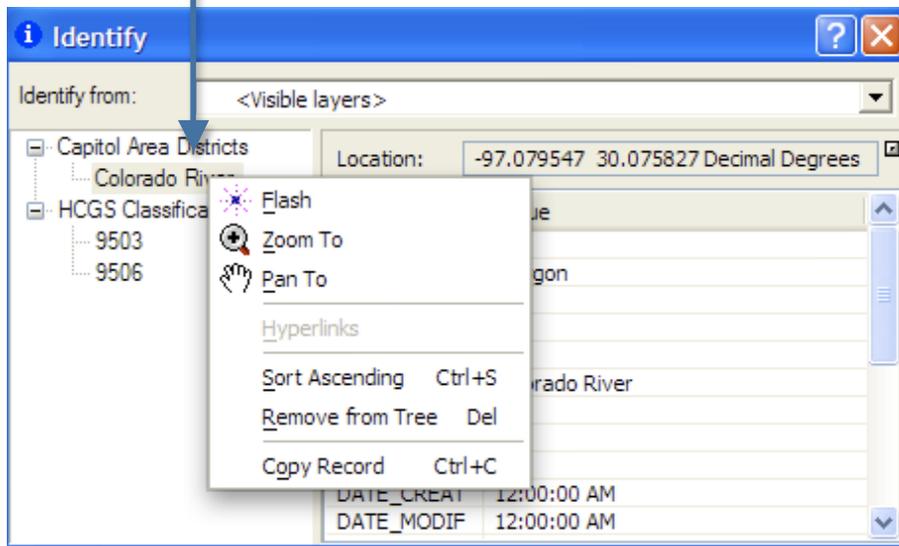
2. Right-click an item in the Value column on the right side of the window. The options in the context menu allow you to organize the displayed attribute information. You can hide or show all the fields, sort fields, select all the fields, switch the set of selected fields, or copy all the fields. If you click Copy, you can then paste the information into another application, such as a text editor or a spreadsheet.
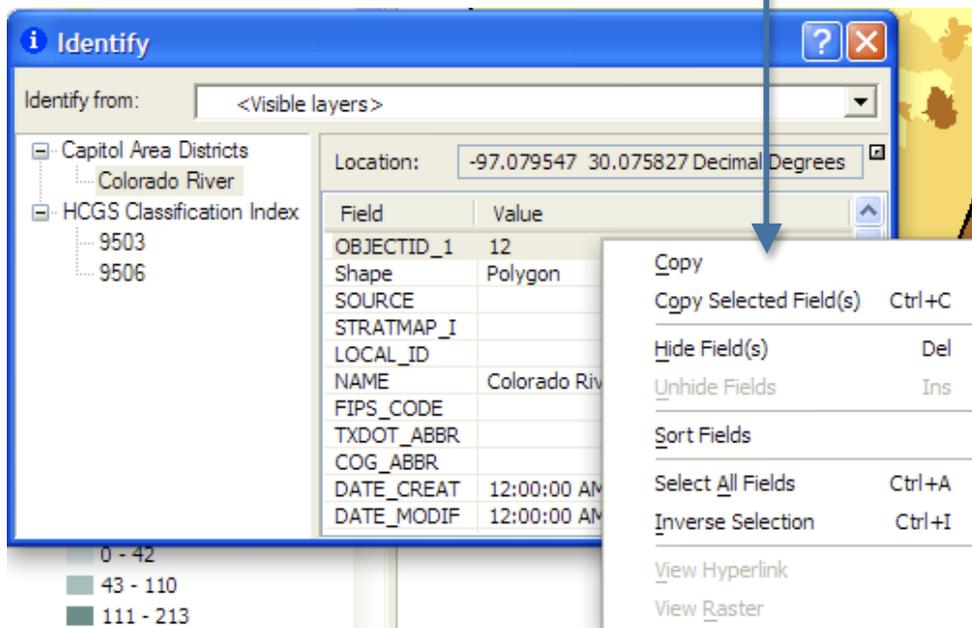
3. Click the small drop-down button to the right of the Location text box to open a menu that will allow you to display the location of the city in the units of your choice. Click Meters.

4. Close the Identify dialog box.

Finding a location

In ArcReader, it is easy to find a feature based on a name or values using the Find Tool.

1. Click the Find tool.

The Find dialog box appears

Find

Features | Places | Addresses

Find: Travis

In: <All layers>

Find

Stop

New Search

☑ Find features that are similar to or contain the search string

Search: ⦿ All fields

○ In field: OBJECTID

○ Each layer's primary display field

Cancel

Right-click a row to show context menu.

Value	Layer	Field
Travis	Capitol Area Counties	COUNTYNAME
Travis	Capitol Area Counties	COUNTYNAME
3230 Travis Country Cir	Meeting Locations	Address
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
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TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME

1568 objects found

2. In the Find text box, type "Travis".
3. Click the In layers drop-down arrow and click <All layers>.
4. Click Find. ArcReader locates all the items contained in the map named Travis and shows them as rows in the Results section of the window.

Once you have found a place, you can use the Find dialog box to navigate to or learn more about the feature

5. In the Find dialog box, right-click Travis, and click Zoom to Feature(s). ArcReader zooms to Travis County.

Right-click a row to show context menu.

Value	Layer	Field
Travis	Capitol Area Counties	COUNTYNAME
Travis	Ca	YNAME
3230 Travis Country Cir	M	
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	S	AME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME
TRAVIS COUNTY	Schools	CNTYNAME

Context menu:
- Flash
- Zoom To
- Pan To
- Identify...
- Add to My Places
- Manage My Places...
- Find Nearby Places...

1568 objects found

6. Make sure the Find dialog box does not cover Travis County. In the Find dialog box, right-click 4173 Travis Country Cir and click Flash Feature(s). The address will flash.
7. Right-click 4173 Travis Country Cir and click Identify Feature(s). The Identify dialog box, which contains all the attribute information for the addresses, appears. It will also show the Classification Index score given by HCGS.
8. Close the Identify and Find dialog boxes.

Measuring distance

You can measure distances and areas in ArcReader. The ArcReader Measure tool allows you to see how far apart two places are, plot a route and check the distance, or measure the area of an object.

1. Click the Globe to bring the map back to full extent.
2. Click Tools, click Options, and click the 2D Data View tab. Uncheck MapTips so they do not appear when you are measuring features in the region. Click OK.
3. Click the Measure tool on the Data toolbar.

Measure Tool

4. Trace around one of the counties, clicking each time you want to change directions.

5. Double-click once you have completely traced around a county to finish measuring.

The line you drew disappears.

There are a few things to notice as you do this. Attached to the pointer you will see a box that contains the current segment's length. Second, you will see the total distance you have measured.

6. Hold down the Alt key, and then click a path following the perimeter of a county. In addition to seeing the segment distance and total distance, the area will now be listed in the box attached to the pointer.

Printing a map

1. Click the ArcReader File menu and click Page Setup.

The Page Setup dialog box opens. This dialog box contains options that allow you to change which printer you are using or the settings for that printer.
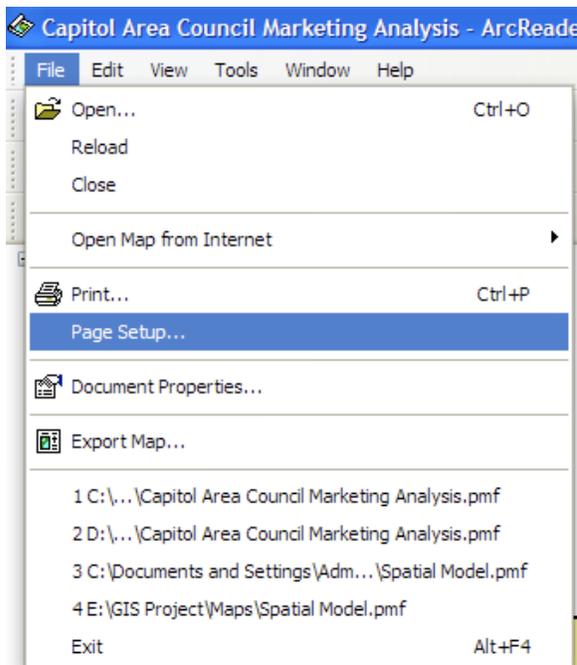
2. If the printer you want to print from is set as your default printer, skip to step 3. Otherwise, click the Printer drop-down arrow and choose the printer to which you want to print your map.
3. Click Landscape.
4. In the Printer Setup box, click the Size drop-down arrow and click Letter (or A4).

Note that it is possible to print this map to a larger or smaller paper size by checking the Scale to fit Page check box in the Page Setup dialog box. The map will scale up or down to fit the page.

5. Click OK.

Printing a map

1. Click the Layout View button at the bottom of the map page.

It's important to switch to layout view because the region that is printed can very depending on which view you are in. Printing in data view will print the currently displayed data frame at the current extent to the selected paper size. The printed data will be scaled to fit the page size you chose in the Page Setup dialog box. When printing from layout view, however, the entire published page is printed. In addition, you will not have the map elements, for example, north arrow and scale bar, if you print from data view instead of layout view.
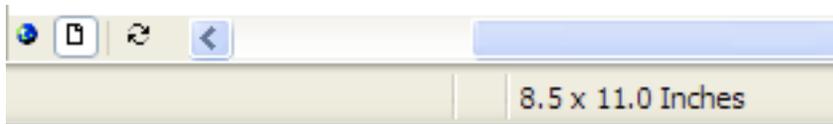
In Layout View, the original page size is displayed on the status bar.

2. Click the File menu and click Print

3. Click OK.