Guide to Symbology in ArcMap

Features: uses single symbol to display features – this is the default for any layer added to map

Categories: Uses unique values from a qualitative field, each value is assigned a unique color
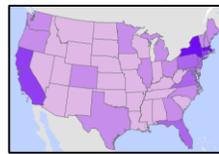
Graduated Colors: Uses values from a quantitative field, each value is grouped into ordered classes, which are assigned a graduated color from smallest to largest

Graduated Symbols: Uses values from a quantitative field, each value is grouped into ordered classes, which are assigned a graduated symbol from smallest to largest

Choose field to visualize

Choose field to divide Value field by to minimize differences in values based on the size of areas or the number of features in each area

Click to change settings for all symbols

Click to change individual symbols

Click to manually enter labels

Click to change number of classes and change classification method

Guide to Working in ArcMap's Layout View

Go to File → Page and Print Setup to switch between Portrait and Landscape page orientation

Use the insert menu to add map elements like a legend or a scale bar
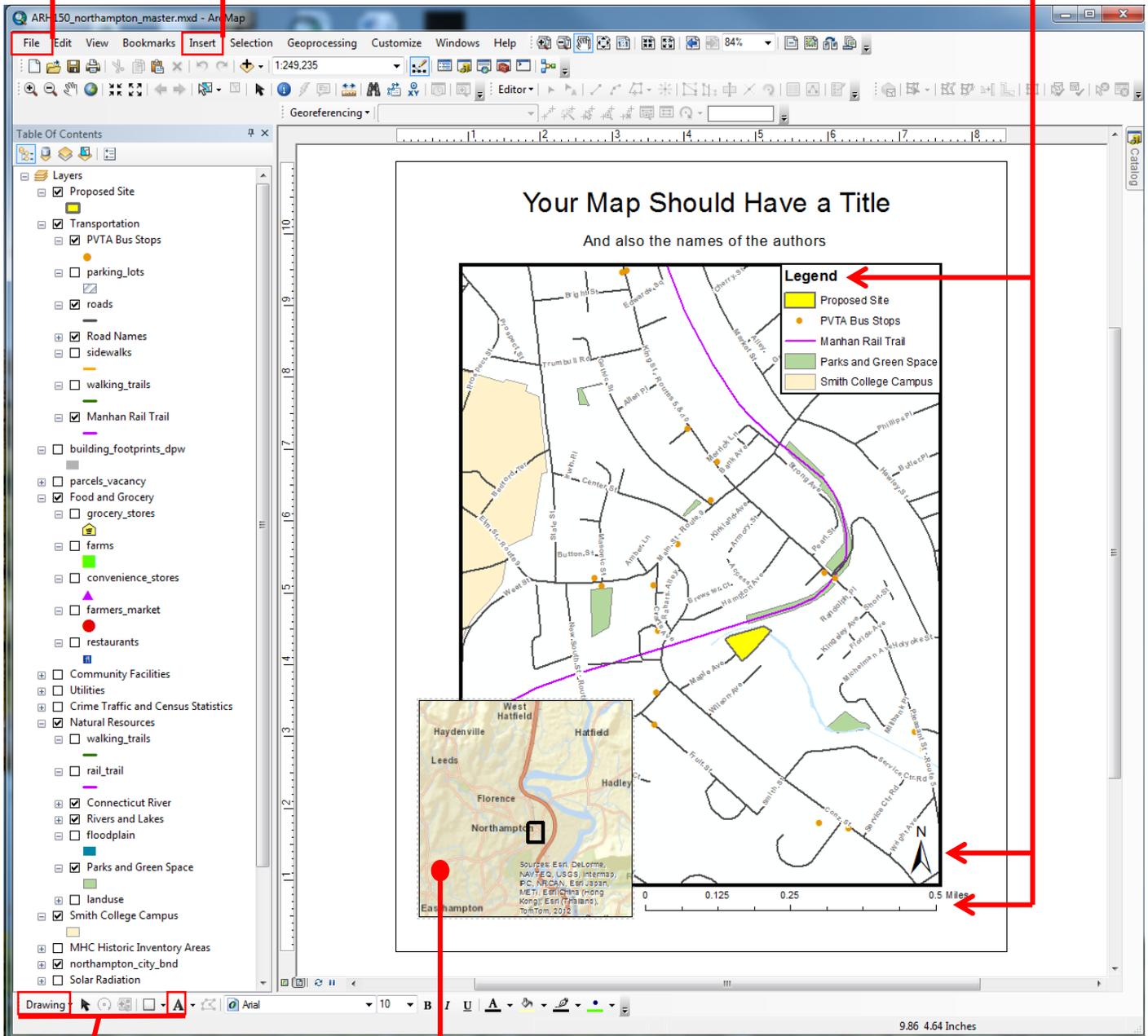
Use the "**A**" on the Drawing toolbar to add text boxes for your title, your names, and any explanatory blurbs you might want to add to complement the map layout. The Drawing toolbar also lets you add shapes, lines, and arrows.

To insert a locator map (if your map is of Pioneer Valley):

1. Drag and resize the **Massachusetts** data frame so that it is in the bottom corner of your map. You might need to right-click on "Massachusetts Towns" in the T.O.C. and click "Zoom to Layer" to center your map in the data frame.
2. Right click on the **Massachusetts** data frame in your map layout and go to Properties→Extent Indicators (tab on the top middle).
3. Click "**Pioneer Valley**" with your mouse so that it is highlighted in blue, then click the arrow button to move it over to the other box.
4. Click "OK"! Now there is a small box on your locator map showing where in Massachusetts your main map is located.