

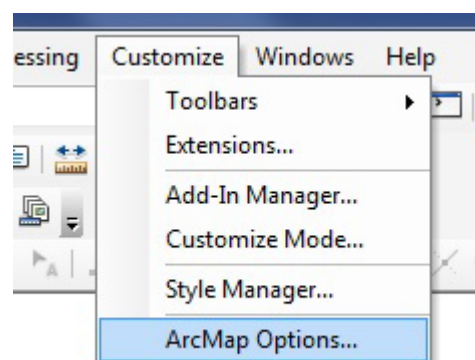
Customizing ArcGIS settings for improved productivity: Setting Mouse and Data Source Options

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, “Essential ArcGIS Tutorial Series.” The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

The default zoom and pan features are quite different between ArcMap and other applications such as Google Maps and Google Earth. This can make workflow, at the very least, annoying, but options can be changed within ArcMap for similar zoom and pan features that may allow improved productivity when using multiple programs. This task sheet will cover customization of mouse settings and data source options.

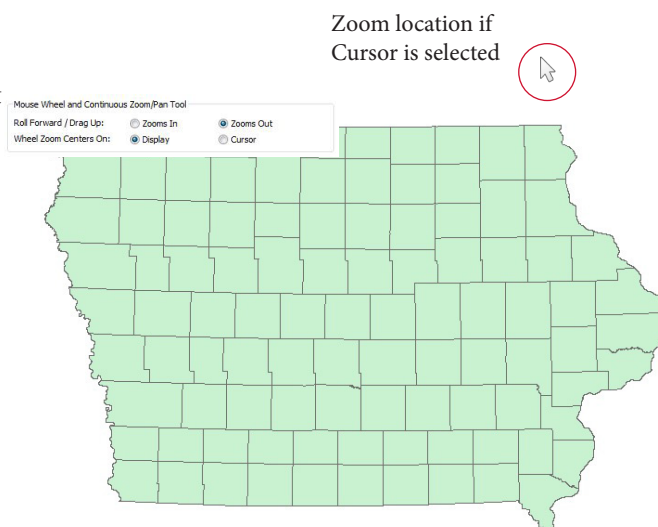
1. Open ArcMap

- Locate any shapefile and add it to a blank ArcMap document.



2. Setting Mouse Wheel and Zoom/Pan Tool

- Click **Customize** in the top menu of ArcMap and select **ArcMap Options...**
- Make sure the **General** tab is selected in the **Options** window.
- Under **Mouse Wheel and Continuous Zoom/Pan Tool** you will see an option for **Roll Forward/Drag Up**. *Note: When Zooms In is selected, the map will zoom in when the scroll wheel is rolled forward. When Zooms Out is selected, the map will zoom out when the scroll wheel is rolled forward.*
- The next option, **Wheel Zoom Centers On:**, determines where ArcMap zooms in on the map. *Note: When Display is selected, the map will zoom in to the center of the map display. When Cursor is selected, the map will zoom in to where the cursor is located.*
- Click **OK** and test out the settings by using the scroll wheel to get a feel for them.

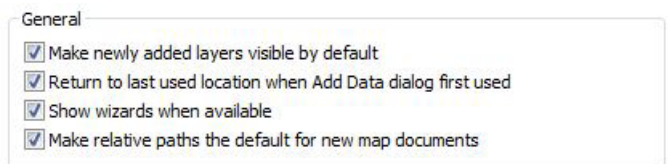
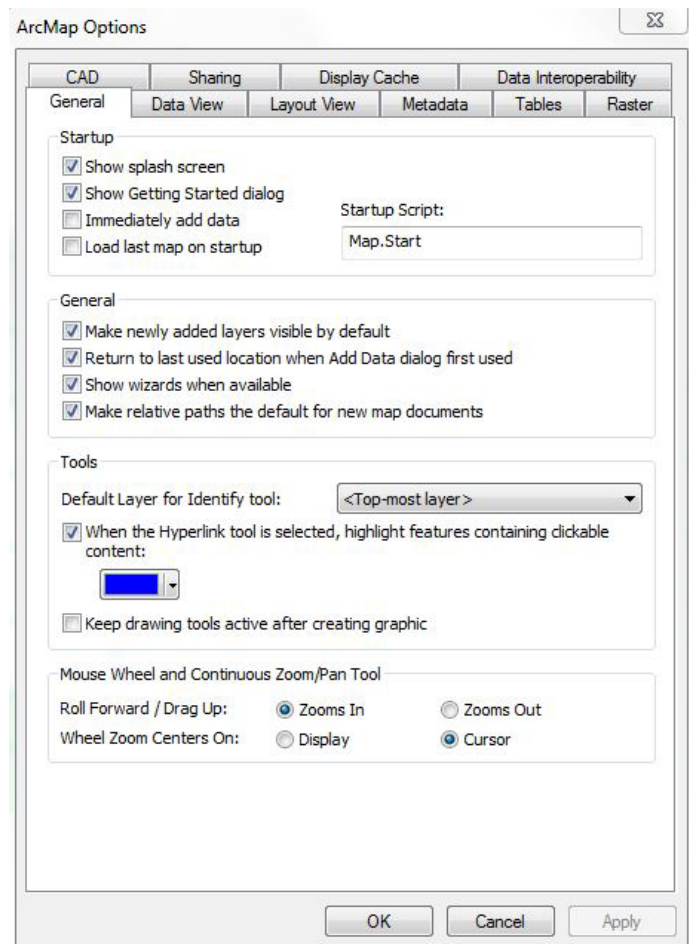


3. Data Source Options

- a. When migrating data from computers, workstations, or directories, data in a map can often become un-linked from the map document. This is because ArcMap relies on the path to the data. When the path is changed ArcMap can no longer locate the data. The following options help mitigate this problem by using the data location relative to the map document rather than its location on the computer.
- b. Click **Customize > ArcMap Options...**
- c. Select the **General** tab...
- d. Check the box next to **Make relative paths the default for new map documents**.
- e. Click **OK**
- f. Click **OK** again to return to the map.

4. Setting How Added Data is Displayed

- a. This option can be useful when adding data from a WMS server.
- b. Click **Customize > ArcMap Options...**
- c. Make sure the **General** tab is selected in the **Options** window.
- d. Locate **Make newly added layers visible by default** under General. *Note: When the box is checked and data is added to the map, the data will automatically be displayed. When the box is unchecked, data that is added will not be displayed until it is selected to be displayed in the Layers Window.*
- e. Click **OK**.



Contact

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