

## Creating Picture Symbols and Styles

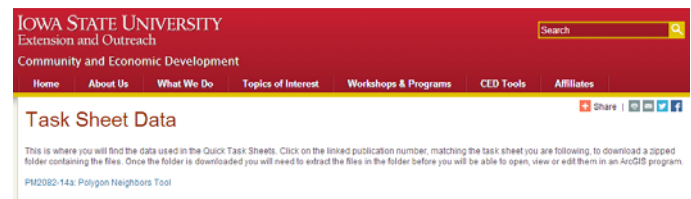
ArcGIS 10.1, 10.2

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.

In ArcMap customized picture symbol markers and styles can be created. This task sheet will demonstrate how to make marker symbols from pictures and how to save these symbols to a style to be reused or shared. The RAGBRAI mapping styles will be used as an example where creating custom symbols and styles might be necessary.

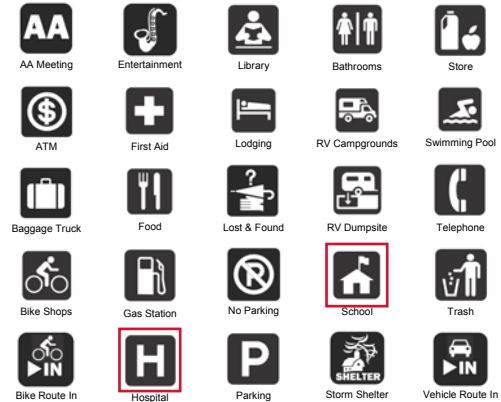
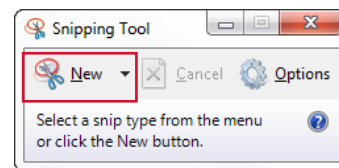
### 1. Download the Data

- To download the data used in this task sheet, navigate to [www.extension.iastate.edu/communities/gis/quicktasksheets/data](http://www.extension.iastate.edu/communities/gis/quicktasksheets/data) in a web browser. Click on the publication number **PM2082-15I**. The shapefile used in this task sheet originate from the NRGIS and can also be found at: <https://programs.iowadnr.gov/nrgislibx/>.



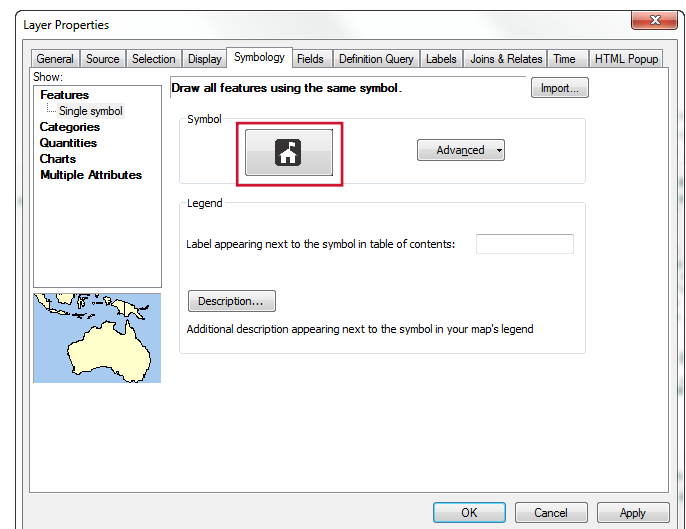
### 2. Creating Pictures for Map Symbols

- Open the **RAGBRAI\_symbols.pdf** downloaded from **step 1a**. Use the **Snipping Tool** to capture an image of the **School** marker found in the PDF. Click **New**, and draw a box around the **School** marker. Click **File > Save as** and save the image as **school.png**. Follow these same steps and create a picture for the **Hospitals** marker, naming the file **hospital.png**. *Hint: if you are having trouble creating these pictures, you will find them in folder downloaded in step 1a.*

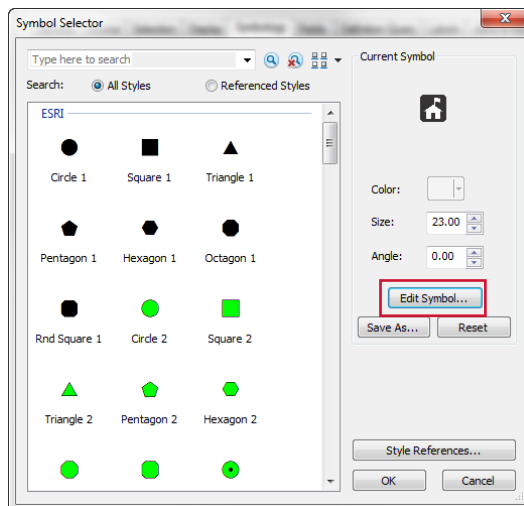


### 3. Creating a New Picture Symbol

- Add the two shapefiles, (**k12schools.shp** and **hospitals.shp**) provided in the folder downloaded in **step 1a**, to a blank **ArcMap Document**.
- Open the **Layer Properties** window for **k12schools** by double-clicking on the layer or by right-clicking on the layer and selecting **Properties**.
- Click on the **Symbology** tab in the **Layer Properties** window, and click on the symbol marker displayed in this window. *Hint: this marker will likely be the default ArcMap symbol for points.*
- The **Symbol Selector** window will appear. Click, **Edit Symbol**.

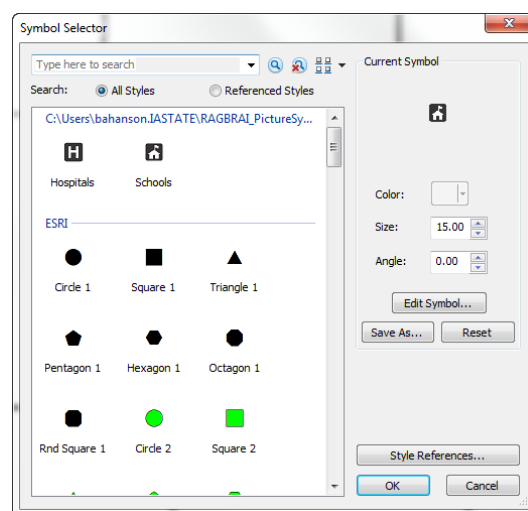
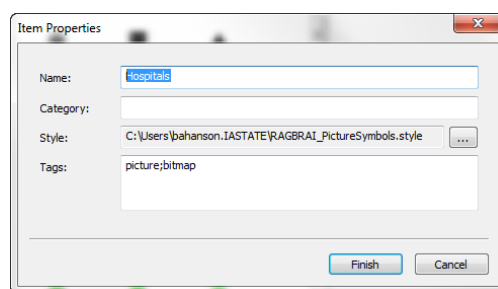


- e. In the **Symbol Properties Editor** window, under **Properties**, set the **Type** to **Picture Marker Symbol**.
- f. In the pop-up window, navigate to and select the **school.png** file. Click **Open**, and **OK**.
- g. In the **Symbol Selector** window, increase the size of the marker to **15**. Click **OK**.
- h. Follow **steps 2b-2g** again for adding the new Hospitals picture symbol.



#### 4. Saving New Picture Symbols to a Style

- a. After creating and adding the **Picture Marker Symbols** to your layers it is a good idea to save these symbols into a style that can be reused or shared with others.
- b. Double click on the **school** icon in the table of contents, the **Symbol Selector** window will open. Click **Style References**, in the **Style References** window click **Create New Style**.
- c. Name the new style **RAGBRAI\_PictureSymbols.style** click **Save**. Click **OK** to close the **Style References** window.
- d. Back in the **Symbol Selector** window, click **Save As**.
- e. In the **Item Properties** window, name the symbol **Schools** and select the **RAGBRAI\_PictureSymbols.style** as the style to save the symbol to, and click **Finish**.
- f. Follow **steps 4b-4e** again for adding the Hospitals symbol to the **RAGBRAI\_PictureSymbols.style**.
- g. If you make a mistake adding the symbols to the style, use the **Style Manager** to rename or delete symbols from the style. You can access the **Style Manager** by clicking **Customize > Style Manager** and choosing the **RAGBRAI\_PictureSymbols.style** from the menu on the left. The **Marker Symbols** folder should be the only folder within the style that contains anything.



## Contact:

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