


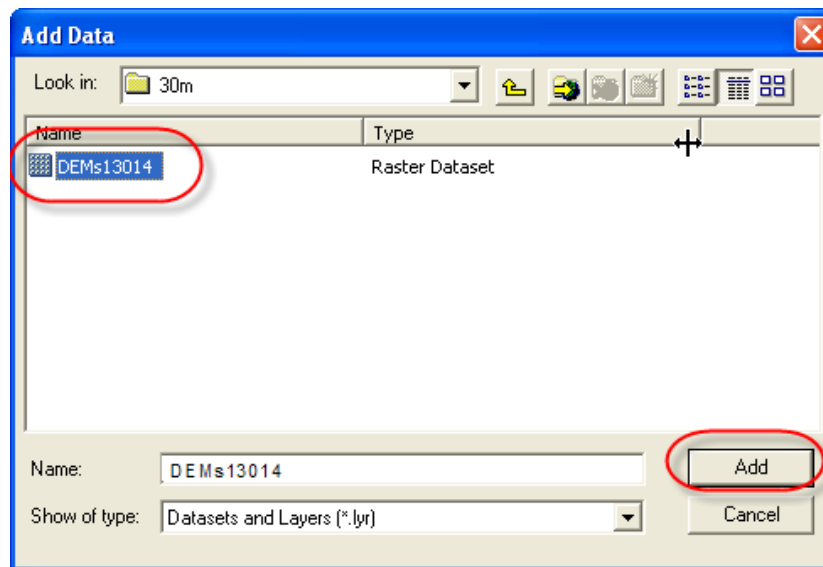
## Opening Digital Elevation Data in ArcMap 9.x

This procedure outlines:

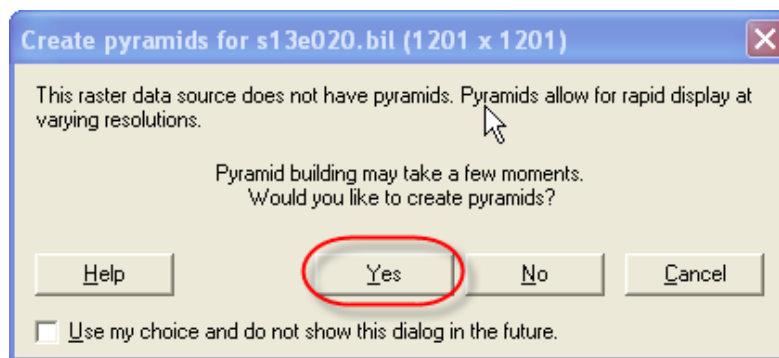
- A. How to open a Digital Elevation file in ArcMap 9.x.
- B. Preparing the layout for printing and exporting the map into various file formats.

### A. Opening a Digital Elevation File

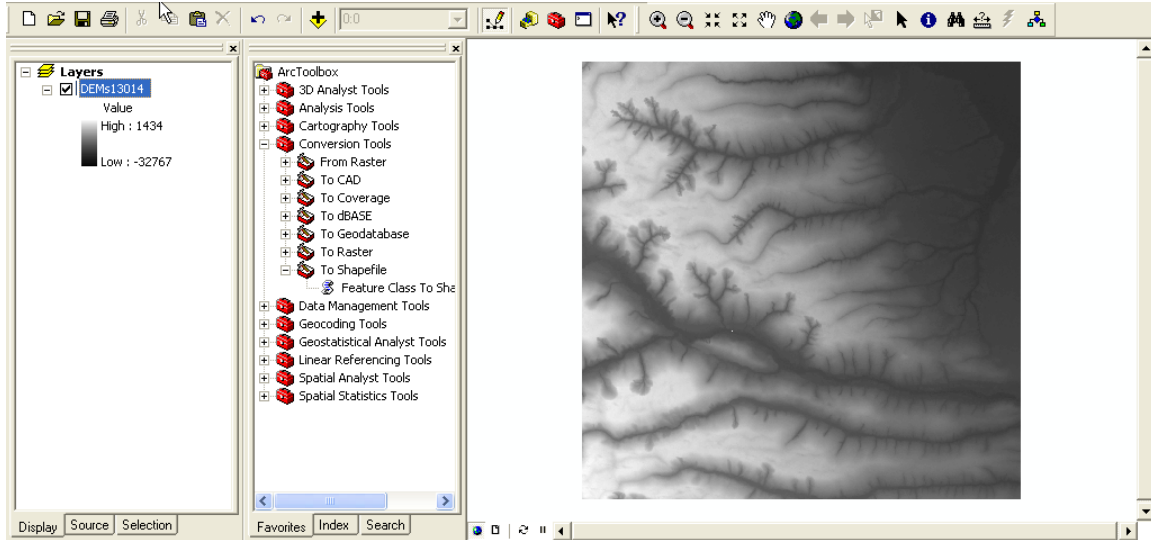
1. Open **ArcMap: Start > Programs > ArcGIS > ArcMap**
2. Click the **Add Data** button . In the **Add Data** window, browse to the location of the DEM that you wish to open then *click Add*.



3. **Note:** For some large datasets ArcMap 9.x may ask you if you would like to build pyramids: *Click Yes*. This allows for rapid display at varying resolutions.

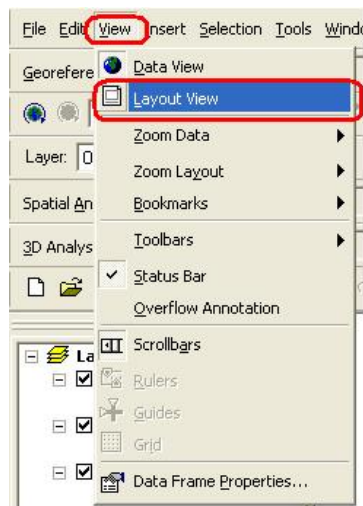


The DEM has successfully been opened and should appear in the data frame.

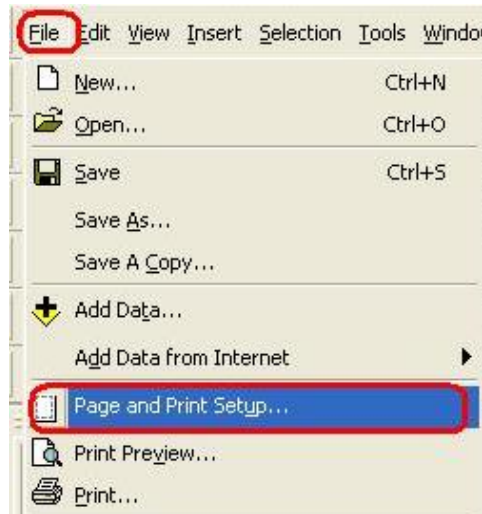


## **B. Preparing the Layout for Printing or Exporting to PDF and other Formats**

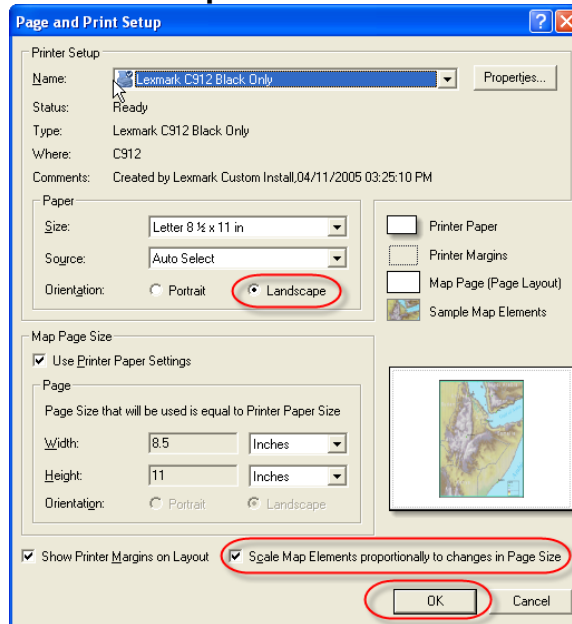
1. To change the View from **Data View** to **Layout View**. *Click View* from the main menu and *Select Layout View* from the drop down menu.



2. In some cases it would be more appropriate to display the map on a landscape image. From the main menu, *click File* then *click Page and Print Setup*.

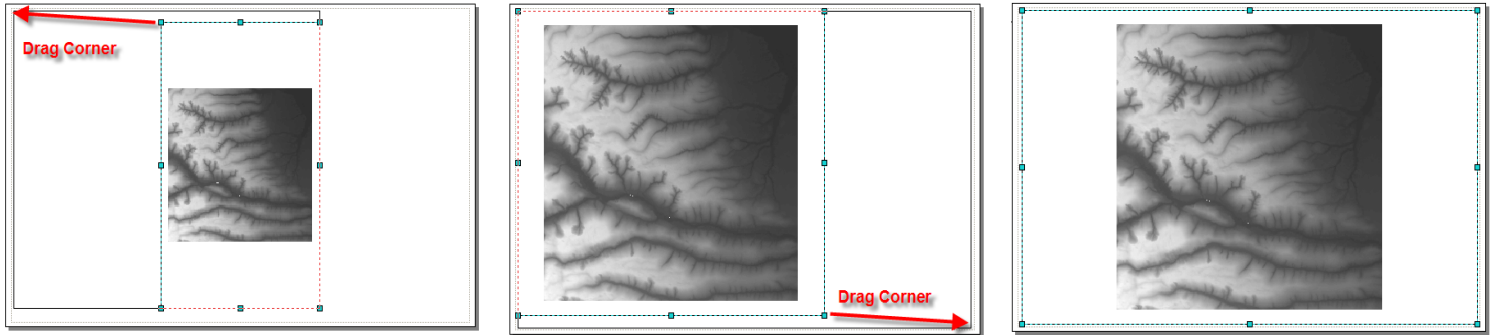


- a. In the **Page and Print Setup** window *click on the Landscape* radio button and *check on the Scale Map Elements ...* button. Then *click OK*.



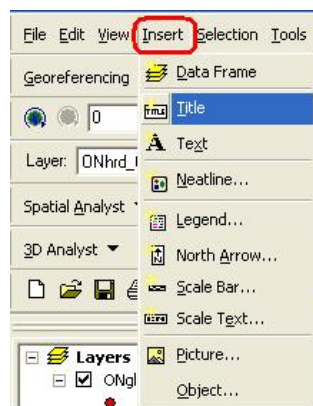
You should notice that your layout view has changed to landscape. In this example, we will leave the page layout in its original format (portrait).

3. Neatline – A neatline is automatically added to the layout view, however, in the previous step IF you changed the layout to landscape then the neatline must be adjusted to fit the print layout. In order to do this, grab one of the corners of the neatline and drag it to the corresponding corner of the page layout (**Do not** pull the corner farther than the dotted lines because anything outside of that region will not be printed). Example below.

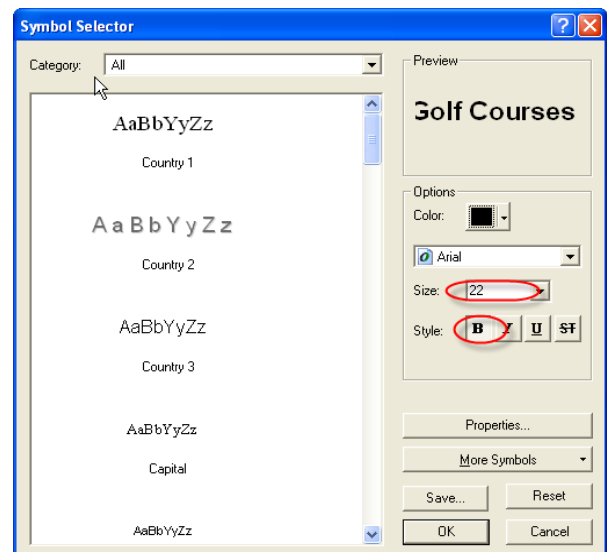
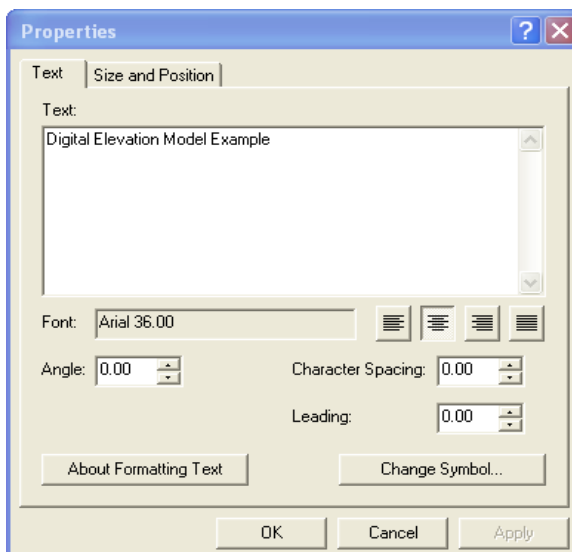


**Note:** if you would like to add a neatline to other objects in the layout, *click* the object, *click* **Insert** from the main menu, then *click* **Neatline**. The **Neatline** window will appear allowing you to change the properties of the neatline. *Click* **OK**, when you are satisfied with the neatline.

4. *Click* **Insert** from the main menu. In the ensuing drop down menu, you can add a Title, Legend, North Arrow, and Scale Bar. Once inserted into the layout view, each item can be manipulated by *Double-Clicking* on it. Examples are listed below:



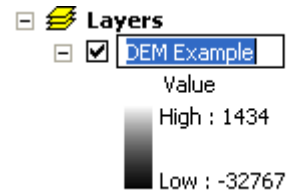
5. **Title** – *Click* **Insert** from the main menu. Select **Title**. In the **Text** textbox type in the title then push **Enter** on your keyboard. *Double-Click* the Title to open the **Properties** window.



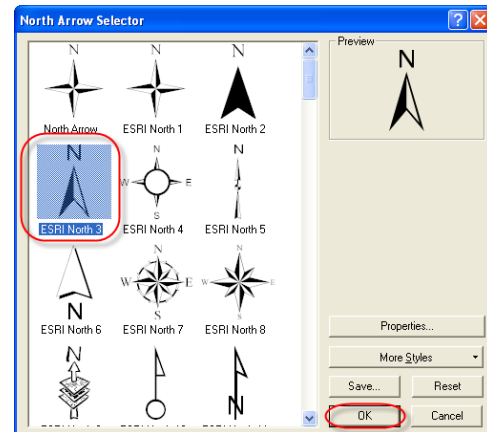
Click **Change Symbol**. In the **Symbol Selector** window, you can change the properties of the text. Click the bolded **B** in order to make the text bold. Change the font size to **46**. Click **OK**, then click **OK** again.

6. Legend - Click **Insert** from the main menu. Select **Legend**. The **Legend Wizard** window will appear. Click **Next**. Change the legend title if you wish, otherwise click **Next**. Click **Next** two more times, then click **Finish**. Click and drag the legend from the centre of the layout and move it to the bottom left corner.

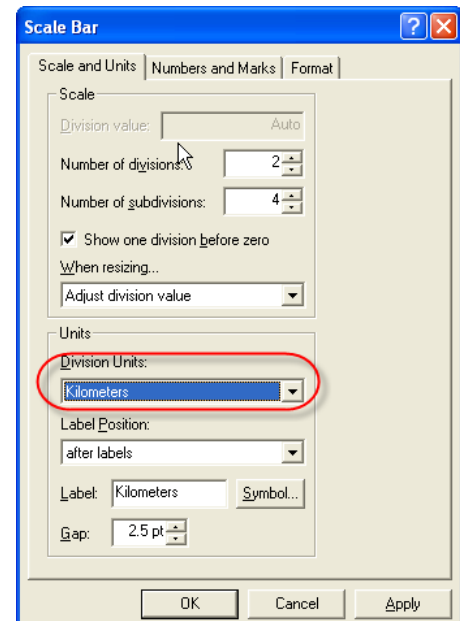
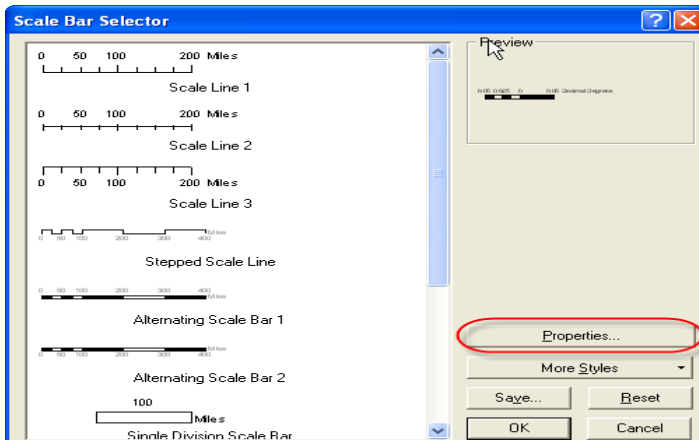
To customize the legend labels, left click the appropriate layer in the **Layer** window then wait two seconds and click it again, you should now be able to change the name.



7. North Arrow - Click **Insert** from the main menu. Select **North Arrow**. In the **North Arrow Selector** window, chose an appropriate north arrow then click **OK**. Click and drag the north arrow from the centre of the layout and move it to the bottom right corner.

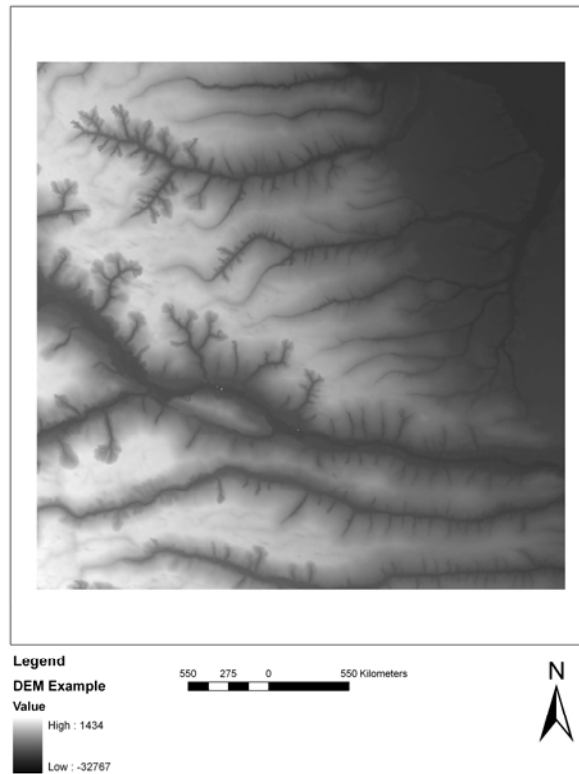


8. Scale Bar - Click **Insert** from the main menu. Select **Scale Bar**. Click **Properties** to open the **Scale Bar** window. In the **Division Units** textbox, select **kilometers**. Click **OK**. Click **OK**. Click and drag the scale bar from the centre of the layout and move it to an appropriate position below the map.



If done correctly, your map should look like the image below.

### Digital Elevation Model Example

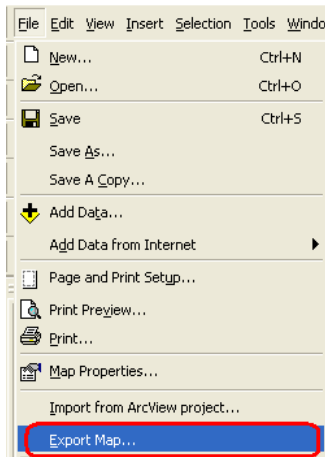


9. To print the map, *Click **File*** from the main menu and *Select **Print*** from the drop down menu. After selecting the appropriate printer and print specifications, *Click **OK***.

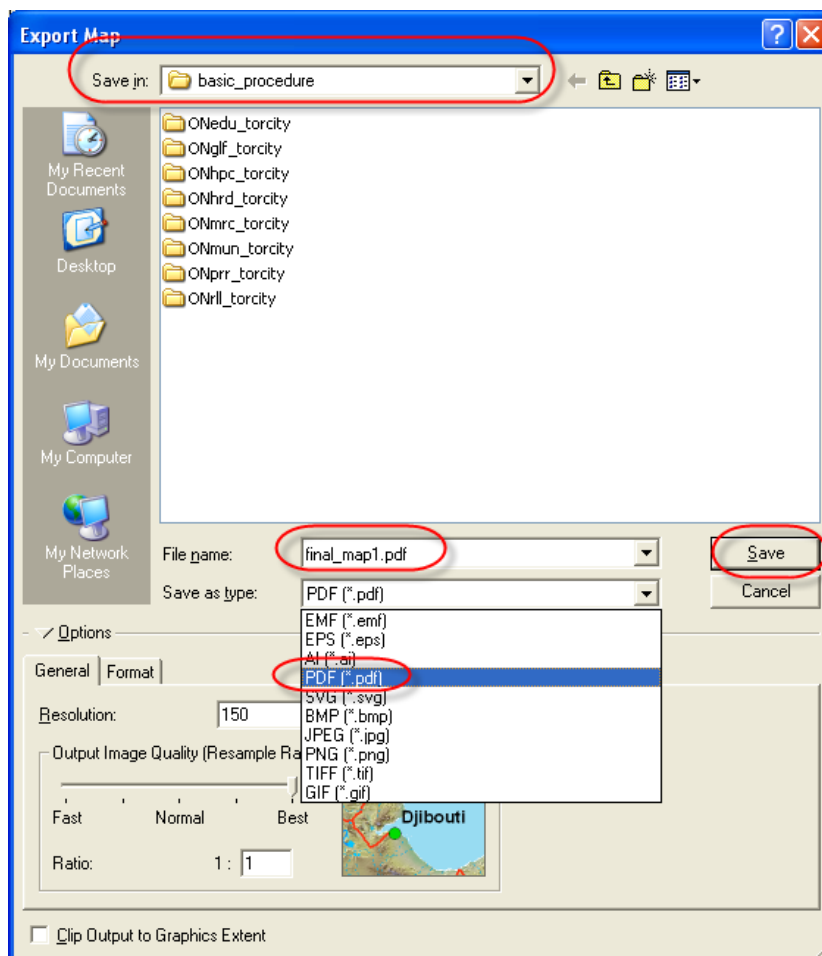
### Exporting to PDF or Other Formats

Alternatively, you may opt to export your map and save it for later use rather than printing your map. ArcMap offers a variety of file types that you can save your map as. The following procedure will show you how to export your map, using one of the various file types.

1. Once you have completed *Steps 1* through *8* above or you are satisfied with your map, you may begin the export procedure. *Click **File*** from the main menu and *Select **Export Map***.



2. The **Export Map** window will open. In the **Save In** window, *browse* to the location that you wish to save your map. In the **File Name** text box, chose an appropriate name for your map. In the **Save as Type** textbox *select* the format that you would like to save your map in.



3. **Click Save.**