




## Labels and Layouts

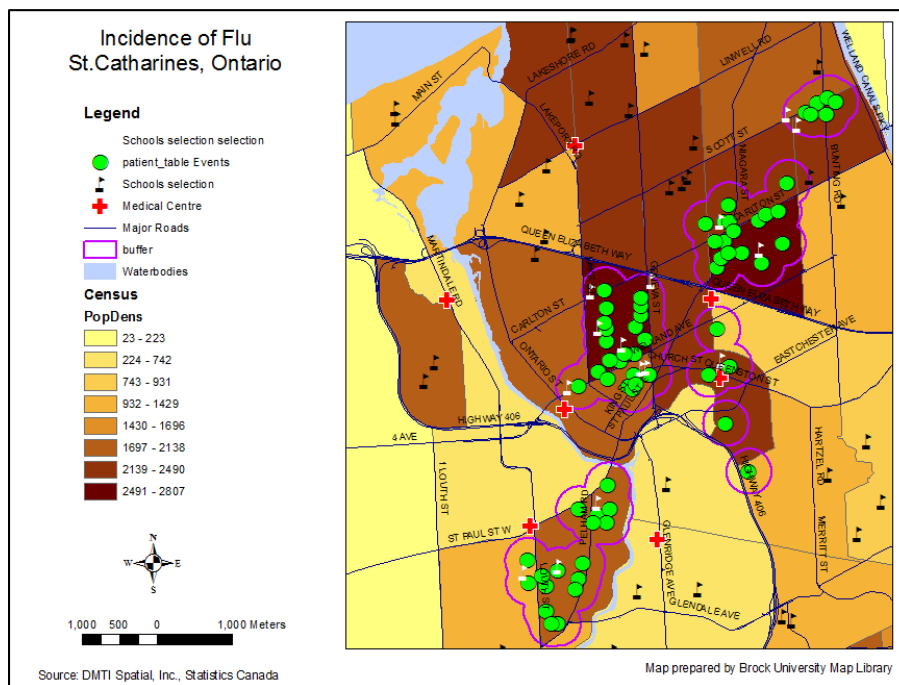
**Section 1: Labels** – The attributes of a layer may be used to automatically label features.

1. Right-click the roads layer and select *Label features*. Roads are labeled using the default symbology.
2. Labels can be turned off by right-clicking the layer and unchecking the *Label features* option.
3. To add custom text, click the *New Text* tool from the DRAWING Toolbar. 
4. Click on the map and enter the custom text. Hit Enter to apply the text.
5. To change any aspect of the text, double-click the text to access the Text Properties dialogue box.
6. To re-position text, use the Selection tool  to select and drag the text.

**Section 2: Layout** is a 'print preview' where cartographic elements can be added such as a title, north arrow, scale bar, legend or source statements.

1. Select *View > Layout View*.
2. Select *Insert > Legend*. Work through the Legend wizard accepting the defaults.
3. Click OK to the final window to return to the map.
4. Add additional elements from the *Insert* menu.
5. Use the Selection tool  to select a map element and drag it to a new location.
6. With an element selected, use the selection handles to resize the element.

Below is a sample map layout:



**What's next?** See "ArcGIS at Brock" <http://brocku.ca/library/collections/maplibrary/arcgis-at-brock> for details about acquiring the software, data and training resources.