

### Creating a Custom ArcMap Template

#### **Abstract**

You will learn how to create a custom ArcMap template in this guide.

*Steps: Open Existing TK Template – Add Additional layers – Save Template in new location and named differently*

#### **Details**

Most field office staff want to have a separate ArcMap template to use for a “quick and dirty” map for when a landowner comes in and just wants a soils map or something else like that.

There are two ways to do this:

- Use the Toolkit Template as a start and save the template to a different folder and different filename (the easy method).
- Make one from scratch (the harder method).

#### **Using the Toolkit Template**

1. Navigate to the **C:\Program Files\USDA\Toolkit5\Templates** folder.
2. Open up the *ToolkitGIS\_Template\_countyname.mxd* file by double-clicking on it.
3. Add any other data into the map if you want to.
4. Save the new template by:
  - Saving the ArcMap document to a completely different location than the one that is used with Toolkit. A good example that we use is in a folder that we created called **C:\ArcMap\_Templates**.
  - Make sure to give the ArcMap document a completely different name than the one used for Toolkit. A good example would be something like *countyname\_county.mxd*

#### **Creating a template from scratch**

1. Open up ArcMap and create a new ArcMap document by clicking on the little white sheet of paper in the upper left of ArcMap or **File>>New**.
2. Add all of the desired data using the  button. Navigate to the folder that has the data in it that you want to display. (e.g. **C:\countyname\_geodata\Soils**, etc...)
3. Change the symbology for each layer to whichever color you like.
4. Change the layer name on each file so that it makes more sense than the filename itself (ie...the 2005 NAIP is named something like *naip\_1-1\_1n\_s\_wi045\_2005\_1.sid*. Changing the name to 2005 FSA Compliance Imagery makes more sense).
5. Change the layer's transparency if you need to “see through” the layer to the imagery at the bottom of the data frame (digital ortho, NAIP imagery, Topographic mosaic, etc...)
6. Continue to do so until you get the layers that you want.
7. Save your ArcMap document. (Using the same convention as was outlined in using the TK template).

**Note:** If you have any questions or need some assistance with creating you own template, please contact your Area GIS Specialist.