

Toolkit Task Guide #55

Adding Conservation Practice Style Sheets in ArcMap 10.0

August 7, 2013

Abstract

ArcGIS Styles contain defined symbols that help create a higher quality and more consistent map. The Kansas Conservation Practice Style Sheet includes a complete list of symbols for use in conservation planning. Styles can increase the effectiveness of maps through standardization and decrease the time to create a quality map. Styles are used with features that have been digitized as part of a layer in the ArcMap Table of Contents (TOC).

Installation

These steps only need to be completed when directed by the state office or on a new or rebuilt workstation.

1. Click the **Geodata Tools** shortcut on the Desktop.
2. Click the **Tools** tab.
3. Click the **Update Workstation Tools** button.

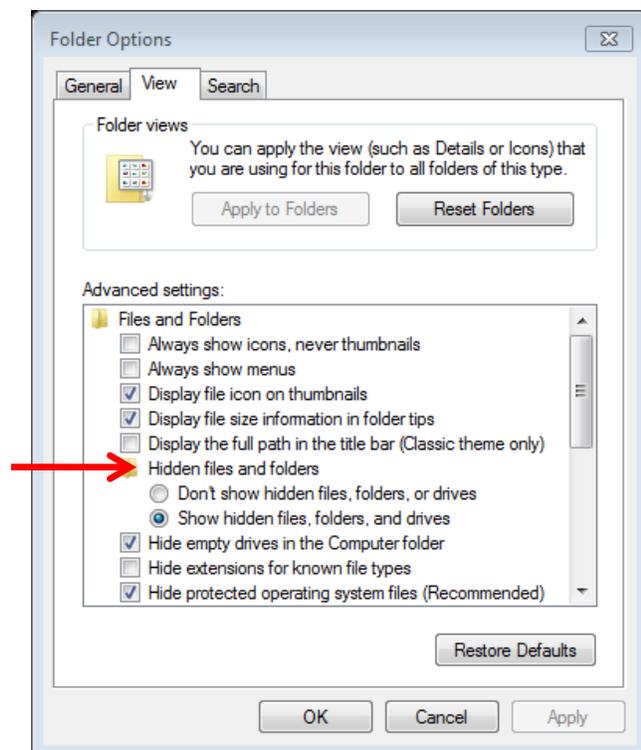
Instructions

Change folder options to show hidden files

1. Open **My Computer** by clicking the file folder icon located on the taskbar near the Windows Start Button.



2. Click **Organize** (at the upper left), then **Folder and search options**.
3. Select the **View** tab.
4. Under **Hidden files and folders**, select **Show hidden files, folders, and drives**.
5. Click **OK**.



Add Conservation Practice Style Sheets to ArcMap

The following steps may be completed by opening ArcMap from within Customer Service Toolkit (Toolkit) or outside of Toolkit.

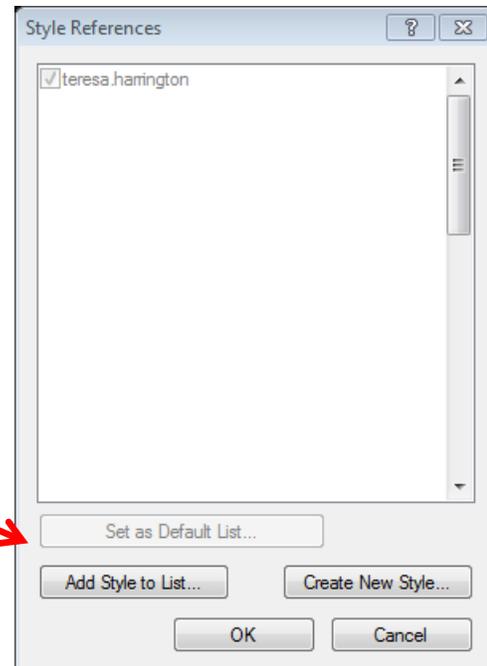
1. In ArcMap, select **Customize** from the top menu bar, then **Style Manager . . .**
2. Click **Styles . . .**, then **Add Style to List . . .**
3. Browse to **C:\Users\\AppData\Roaming\ESRI\Desktop 10.0\ArcMap**
4. Select **NRCS_Kansas_Conservation_Practice.style**, then **Open**.
5. Click **Add Style to List . . .**
6. Select **NRCS_Kansas_Range.style**, then **Open**.
7. Make sure that both of the newly added styles are checked, then click **Set as Default List . . .** to save these settings.

*If **Set as Default List . . .** is not active, click on an empty check box next to any style on the list, click again to uncheck and the button should become active. Once the styles are added to your default list, they will appear in the left pane of the Style Manager window.*

8. Click **OK**, then **Close**.

Manually setting symbology using the conservation practice style.

1. Double-click the layer in the TOC to access Layer Properties.
2. Click the **Symbology** tab.
3. Select the appropriate symbol type; i.e., Features, Categories.
4. Modify each symbol with a click or double-click respective of the type of symbology used.
5. Use the left window on the Symbol Selector dialog to select the appropriate symbol for the feature.



Automatically Setting Symbology Using the Conservation Practice Style.

1. Digitize and attribute practice points, lines, or polygons using standard Toolkit procedures.
2. Double-click the layer in the TOC to access Layer Properties.
3. Click the **Symbology** tab in the Layer Properties dialog.
4. Click **Categories** in the upper left of the Symbology tab.
5. Click **Match to symbols in a style.**
6. From the “Value Field” list box, select “**Practice name.**”
7. From the “Match to symbols in Style” list box, select “**NRCS_Kansas_Conservation_Practice.style.**”
8. Click the **Match Symbols** button.
9. Click **OK** to save changes and close the dialog.

