## Setting Layer Properties, and Saving a Layer File

To view the legend for the layers you have in your map display, access the Table of Contents (TOC). If the TOC is not visible, open the Windows menu and click on "Table of Contents".



Make sure you are viewing the TOC in the "List by Drawing Order" mode.

Most layers will be turned on and visible as soon as you select them in the MapCatalog tab.

Others may not be turned on. These you will have to place a check in the box to the left of their name in the TOC.

Others may already be checked on, but with the check mark slightly grayed-out. This means that the layer is scale-dependent and that the map view is not at a scale where the layer will display.

From the Table of Contents tab, you can right-click on any layer and perform a number of activities:



## Layer Properties dialog

The Layer Properties dialog has eleven tabs that allow you to customize the layer:

From the General tab, you can create (or remove) a scale dependency for the layer.

Laver Properties		? ×
General Source 9	Selection   Display   Symbology   Fields   Definition Query   Labels   Joins & Relat	es Time HTML Popup
Layer Name:	Zoning Visible	
Description:	Layerfile Name: \\olympus\gisdata\clarkgis\avdata\layers\clarkview\ordinance related\zoning_carto.lyr	×
Credits:		
Scale Range		
You can specify t	the range of scales at which this layer will be shown:	
Show layer a	at all scales	
C Don't show la	laver when zoomed:	
Out beyond:	: <none> (minimum scale)</none>	
In beyond	t: <none> _ (maximum scale)</none>	Ę
<u> </u>		
	ок	Cancel Apply

Layer Properties         General       Source       Selection       Display       Symbology       Fields       Definition Query       Labels       Joins & Relates       Image: Comparison of Comparison	? ×	From the Display tab, you can make the layer partially transparent.
Hyperlinks  Support Hyperlinks using field:  Our Curl Corpt Edit  Feature Exclusion The following features are excluded from drawing:		
Feature ID         DESC         Restore Drawing           Restore All         Restore All         Restore All		
OK	cel Apply	

Layer Properties ? × General Source Selection Display Symbology Fields Definition Query Labels Joins & Relates Time HTML Popup Show: Draw categories using unique values of one field. Import. Features Categories Value Field Color Ramp Unique values GRPDESC 4 • Unique values, many Match to symbols in a Symbol Value Label Count -Quantities <all other values> <all other values> Charts <Heading> Zoning **Multiple Attributes** Single-Family residential (R1- Single-Family residential (R1-? Single-Family residential (R1- Single-Family residential (R1-? Single-Family residential - 12 Single-Family residential - 12 ? Single-Family residential (R1- Single-Family residential (R1-? Single-Family residential (R1- Single-Family residential (R1-? Þ Single-Family residential (R1- Single-Family residential (R1-? Single-Family residential (R1 Single-Family residential (R1 ? Residential (R-12, R12) Residential (R-12, R12) 2 Residential (R-18, MF-18) Residential (R-18, MF-18) ? -Add All Values Advanced -Add Values. Remove All OK Cancel

The Symbology tab allows you to change legend types, legend colors, and legend symbols.

Layer Properties	
General Source Selection Display Symbology Fields Definition Query Labels J ins & Relates Time HTML Popup	
Label features in this layer	
Method: Label all the features the same way.	
All features will be labeled using the options specified.	
Label Field: DESC   Expression	You can change Label
	characteristics from the
Arial   6	Labels tab.
AaBbYyZz B Z U Symbol	
Other Options Pre-defined Label Style	
Placement Properties Scale Range Label Styles	
OK Cancel Apply	

You can select subsets of a layer (e.g. only Commercial and Industrial Zoning) by using the Definition Query tab.

yer Properties			?
General Source Selection Display Symbology Fields Definition Query	abels Joins & F	Relates   Time	HTML Popup
Definition Query:			
"ZCLSDESC" = 'commercial' OR "ZCLSDESC" = 'industrial'		-	
Query Builder			
	ОК	Cancel	Apply

## Saving your settings in a Layer File (.lyr)

In the TOC, right-click on the layer.

E 🛃 Layers	- 1		
	Сору		
×	Remove		
	Open Attribute Table		
_	Joins and Relates	۲	
<mark>_</mark> ] 📀	Zoom To Layer		
	Zoom To Make Visible		
_	Visible Scale Range	۲	
	Use Symbol Levels		
	Selection	F.	
<b>_</b> !	Label Features		
<b>_</b> }	Edit Features	×	
	Convert Labels to Annotation		
- Sec.	Convert Features to Graphics		
-	Convert Symbology to Representation		
<b>_</b> {	Data	×	Select "Save As Laver File"
	Save As Layer File		,
<u> </u>	Create Layer Package		
• I	Properties		

Browse to desired location, provide a suitable Name and click "Save".

Save Layer		×	:
Look in:	ArcMap_Training 💽   🏠 🗔   🏭 👻   😂   😂 1 tion	ŭ <b>6</b> 9	,
Name: Save as type:	NewElemBndry.lyr	Save Cancel	

Saved layer files can be imported into ArcMap in the same way as shapefiles or other data.