

LABELING AND PRINTING PVA MAPS & DRG's *In ArcView 3.3*

LABELING:

AFTER PARCELS ARE DIGITIZED AND ATTRIBUTED:

(If you want to select a certain map, you can go to the Table, click and hold the Shift key down on the map numbers you wish to select. Convert to a .shp file to begin labeling. Then you can label just the file you have selected.)

BE SURE TO SAVE EACH MAP-CONSTRUCT AS A PROJECT.

*Be sure that Map Units are set to **Feet**, and Distance Units to **Inches**.*

1. First, open the **Palette**. This will give you access to text, lines and other graphic imaging data settings. This may be done by:
 - a. Double-clicking on the parcel .shp (shapefile). This will open the **Legend Editor**. Once this is opened, double-click on the rectangular outline-box on the left-center of the menu. This will open the **Palette**. **OR...**
 - b. If any line-graphic already exists in the map field, you can double-click on it to activate the **Palette**.
2. With the **Legend Editor** still open, click on the **Fill Palette** setting (the icon with the pouring paint can) on the **Palette** menu.
3. Select the open box (the first selection in the menu).
4. Set the line-weight in the **Outline** box at the bottom of the menu to the appropriate weight (**1.35** for parcel lines).
5. In the Color Palette, click on **Outline** in the **Color box**.
6. Select the proper color block from the menu below.
7. Close the **Legend Editor** menu.

8. With the **Palette** still open, select the **Pen Palette** (signified by a small pencil drawing a line). The default setting is the **solid line**. Leave it there, then go down to the **Size** box.
9. Highlight the numbers in the box, replacing them with the appropriate line-weights (see table below):

Parcel Lines:	_____	1.35
Land & Map Hooks:	_____	1.25
County Lines:	_____	1.49 to 1.5

10. Click on the **Color Palette** (the icon with a paintbrush).
11. To set the **text** to the appropriate color, click the drop-arrow on the **Color box**, select **Text**, then select the color block you need.
12. To set the **lines** to the appropriate color, click **Foreground** in the **Color box**, then select the color block you need.

NOTE: *Line colors and texts should be **Medium Blue** (unless otherwise requested by the client)*

Text labeling may be done one of two ways:

1. By manually setting the annotation using the **LABEL** key at the top of the window (an icon with a white tag on it).
2. By using **AUTO-LABEL**.

USING MANUAL ANNOTATION:

1. Insure that there are no items selected in the shape file's attribute table.
2. Highlight the shape file and click on **THEME** at the top of the window.
3. In the drop-menu, scroll down and select **AUTO-LABEL**. A secondary menu will appear asking for the item you wish to use for your label-source.
4. Select **COMMENT** from the listed options, then click **OK**.
5. Exit **AUTO-LABEL**. Some label texts may appear in the polygons. To remove them, return to the drop-menu in **THEME** and click on **REMOVE LABELS**. This will delete all polygon labels.

(**NOTE:** *This action may also delete other pre-added text, such as map*

references, road names, etc.. Use caution.)

6. Set the appropriate scale for the type of text you are entering (done in the **Scale 1:** box located in the upper right-hand corner of the window). Enter text as needed. *Use scaling table below.*

USING AUTO-LABEL:

1. Insure that there are no items selected in the shape file's attribute table. This will help to insure that all polygons will have a label-text appear in them.
2. Highlight the shape file and click on **THEME** at the top of the window.
7. In the drop-menu, scroll down and select **AUTO-LABEL**. A secondary menu will appear asking for the item you wish to use for your label-source.
4. Select **COMMENT** from the listed options, then click **OK**. (**NOTE:** in ArcView, the Auto-Labeler will **not** automatically size the text to fit the polygon. Therefore, you must visually check the parcel layer and either remove or rotate those numbers which are either too large or angled incorrectly to fit the polygon.)
 - a. To **remove** a labeltext, simply select it and press the **DELETE** key.
 - b. To **rotate** a labeltext, double-click on the text. A menu will appear. In the **Rotation Angle** box, type in the angle (0-360 degrees) to properly position the text within the polygon.
8. Use symbol window settings in drop-down boxes for text as needed. Change scales where necessary. *Use scaling table below:*

When Labeling parcels, use the following screen scales:

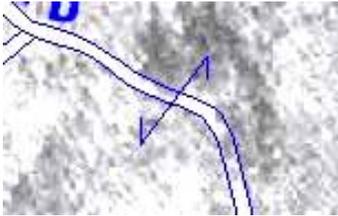
	660'	400'
LARGE RURAL PARCELS	14500	9,500
MEDIUM RURAL PARCELS AND ROAD NAMES	11500	7,500
SMALL RURAL PARCELS	9500*	5,500
PARCEL NUMBERS ON 200' SCALE MAPS		4500
BLOCK NUMBERS ON 200' SCALE MAPS		7500

** In a rural or urban subdivision, or in other circumstances where space does not permit otherwise, it may be necessary to use a screen scale of 7500 or less on 660' scale maps.*

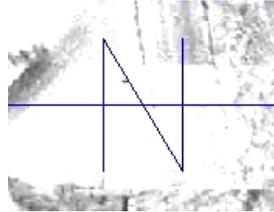
LABEL ALL PARCELS ON THE MAP SELECTED, using **label symbol** setting (a white tag with string) for most parcels and the leader-line selection (a "TL" with a diagonal line extending from it) from the "T" drop-menu for small parcels where the number will not fit inside the parcel. Try to fit the number inside the parcel wherever possible. Rotate the number if necessary, as described above:

LAND HOOKS AND MAP HOOKS:

It may be necessary on some maps to use **land hooks** (indicators that two or more polygons bear the same parcel designation) and **map hooks** (indicators that polygons extend outside the area of a particular map).



Land hook



Map hook.

ON BLOW-UPS:

1. Make all block numbers and blow-up references in **RED**



Blow-up reference number

NOTE: *Never put block numbers over parcel numbers or at parcel-boundary intersects.*



Block number placement.

COUNTY LINES AND REFERENCES:

*Make all County Lines and adjacent county names **GREEN**.*

To set County Line configuration:

1. Double-click on the County Line shape file. The **Legend Editor** will come up.
2. Double-click on the rectangular outline box on the left-central portion of the menu.
3. Select the “- - -” line configuration in the **Pen Palette** menu.
4. In the **Color Palette**, select the proper color (medium-dark green)

Text that follows roads or waterways may be added by selecting the linear text setting on the drop-down box from the text icon on the toolbar. It is the bottom-most icon in the box.

PRINTING

TO PRINT A FULL-SIZE PVA MAP:

BACKGROUND (AERIAL) SETTINGS:

(If MrSID image is too dark, double-click on the MrSID theme. A graphic box will appear. Click on **LINEAR**, move the top bar to or near the middle of the top of the box until the display is at the desired density, then click **APPLY**.)

LAYOUTS AND LEGENDS:

FROM VIEW1:

1. Set the display scale in the View at **30,500**
2. Size the view screen to the desired map boundaries to set the Print Area
3. Go to **PROPERTIES**, confirm the Map Units are set to **Feet**, and Distance Units to **Inches**
4. Click on **View** again, then select **LAYOUT** from the drop-down box (if a Layout was already established, go to the ArcView Project box and click Layout1, 2, etc.)
5. Select the topmost layout form (landscape), then click **OK**.
6. Go to **LAYOUT**, click on **PROPERTIES** in the drop-down box. Turn off check in box labeled **SNAP TO GRID**.
7. Go to **LAYOUT** again, this time clicking on **PAGE SETUP**. Set the following parameters:
 - a. Set the page size to **CUSTOM** (default setting)

- b. Width: **30"**
- c. Length: **30"**

- 8. Click **OK**
- 8. Double-click on **View1** at the top of the layout (Graphic Text1). Change the text to read:

MAPS ARE FOR IDENTIFICATION ONLY. NOT FOR CONVEYANCE

Set text size at **24 points**.

Move text line to bottom of map on left side.

- 10. Move **Scale Bar** to bottom left side of map under Graphic Text1:
 - a. Double-click on Scale Bar. Select "**checkerboard**" appearance for style.
 - b. Set Units to **Miles**
 - c. Set Interval at **.1**
 - d. Set Intervals at **10**
 - e. Set Divisions at **0**

- 11. Use the "T" label marker to add new text line:

**PREPARED BY OFFICE OF PROPERTY VALUATION, DIVISION
OF MINERAL TAXATION AND GIS SERVICES:** (insert date here)

Set text size at **18 Points**.

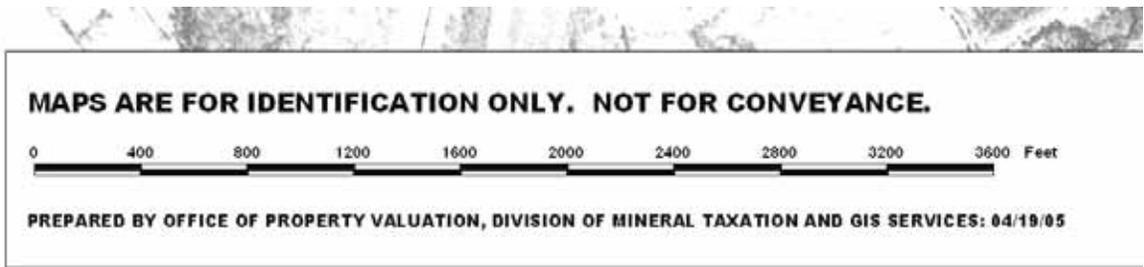
Move text line to bottom of map on left side, beneath Scale Bar.

- 11. Add new text:

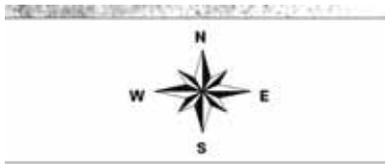
**XXXXX COUNTY
MAP: #
SCALE: 1" = ###'**

Set text size at 36 Points

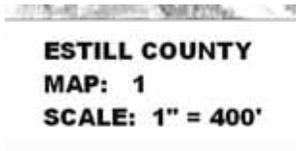
Move text line to bottom of map on right side beneath graphic display.



Proper legend text/scale bar relationship (example: 400-scale map legend)



Proper design and positioning of compass rose (North Arrow).



Proper display of Map identifier and scale text.

13. Double-click on **North Arrow**. Select *second style from left on top row*, then click **OK**.
14. Move North Arrow to spot beneath map display, between scale bar and ID text set.
15. Select all text lines, North Arrow and Scale Bar, then click **LAYOUT**. Select **Add Neatline** from drop-down box. A settings menu will appear.
14. Select to **place around selected graphics**.
15. Select **single line** for border style
16. Set width at **.5**
17. Click **OK**
18. Double-click on image. A graphic box will appear.
 - a. Set scale: **User Specified**
 - b. Scale (use table below):
 1. **1:7920 (660 SCALE)**

2. **1:3960** (330 SCALE)
3. **1:4800** (400 SCALE)
4. **1:2400** (200 SCALE)

c. Extent: **Clip to View**

d. Display: **Always**

e. Quality: **Presentation**

19. Click **OK**

20. Click on **FILE** (drop-down box)

21. Click on **PRINT**

22. When graphic box appears, click on **SETUP** to select printer (NOTE: Current plotting device in use is the **HP DesignJet 5500UVPS or your plotter address**).

23. Click on **SIZE** box on left side of menu. Set paper size to **ANSI-E**. Source should be defaulted to **Automatically Select**, or the Source box will be blank.

24. Click **OK**

25. On the **PRINT** menu, set **Copies** for the number desired.

26. Set Resolution to **720 dpi**.

27. Click **OK**

The printer will spool and begin printing.

Your first plots should be single edit-plots, used to check for errors or omissions.

NOTE: On all initial plots, make sure to overlay the mylar original onto the plot to ensure the scale is correct!

Once all corrections have been made, the final plots may be printed. Use the same procedures as above.

TO PLOT A DIGITAL TOPO MAP:

1. Start with **FILE**, clicking on **NEW PROJECT**

2. Click on **ADD THEME**
3. Select the **.drg** you want to print, then turn on the view
4. Click on **FILE** again (drop-down box)
5. Click on **PRINT SETUP**
6. Select **HP DesignJet 5500 UVPS or your plotter address.**
7. Click on **PROPERTIES:**
 - a. Set paper size to **ANSI E**
8. Click **OK**
9. Click **OK** again
10. Go to **VIEW** (drop-down box)
11. Select **LAYOUT**, then go to **Template manager** window
12. Select **PORTRAIT**
13. Click **OK**
14. When display comes up, select and delete all unwanted information (North Arrow, Scale Bar, etc..)
15. Stretch layout window to fill your view
16. Go to **LAYOUT**, click on **PROPERTIES**
17. Turn off **SNAP TO GRID**
18. Select the map and move it to the uppermost left corner
19. At the lower right corner, put your cursor over the box and stretch the map to fill the box
20. Go to **FILE**
21. Select **PRINT**
 - a. Set Resolution to **720**

22. Click **OK**

The printer will spool and begin printing.

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