

ArcGIS Pro: Creating a Layout

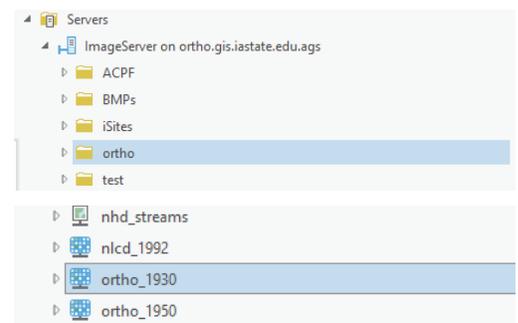
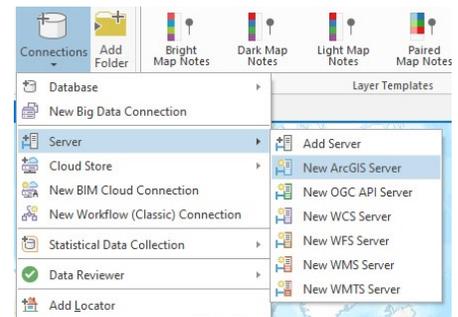
ArcGIS Pro 2.9.3

Welcome to the Essential GIS Task Sheet Series. This series supplements the Iowa State University Extension and Outreach Geospatial Technology Training Program's workshops and short courses by providing quick and easy instructions for performing a variety of mapping, data science, analysis and data visualization tasks.

In this tutorial you will learn how to create and export a layout in ArcGIS Pro. Creating a layout allows you to add common cartographic elements such as a scale bar, compass, and legend, and then export your final map for use in reports, presentations, or websites. A good map layout should be well organized and easy for your audience to understand. ArcGIS Pro provides many options and details to fine-tune your final product; this tutorial will introduce you to the basic process.

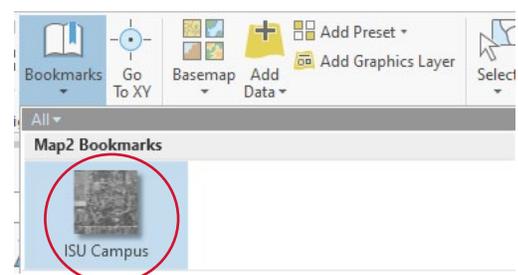
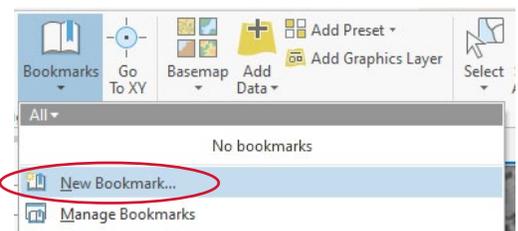
1. Getting Started & Downloading the Data

- Open ArcGIS Pro. Create a new project by clicking **Map** under the **New - Blank Templates** column in the start page.
- Create a new **ArcGIS Server Connection** using https://ortho.gis.iastate.edu/arcgis/rest/services/ortho/ortho_1930/ImageServer as the **Server URL**. Refer to task sheet *ArcGIS Pro: Connecting to an ArcGIS Server* [GISTP 0010](#) for more detail.
- Once the connection is made, expand **Servers** in the **Catalog** pane and expand **ImageServer on ortho.gis.iastate.edu**. Next expand the **ortho** folder, locate the **ortho_1930** service and drag it onto your map.
- A new layer of 1930s aerial imagery will be added to your **Map** and your **Contents** pane.



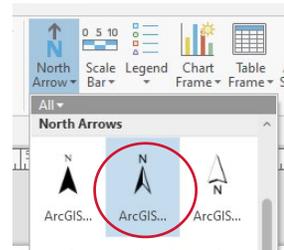
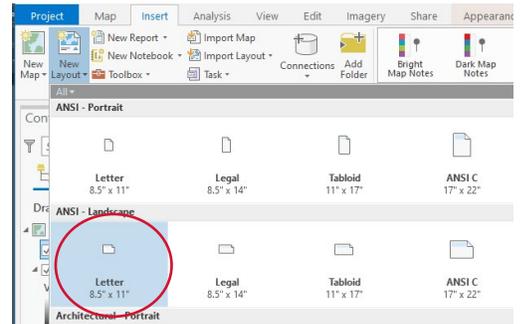
2. Creating a Bookmark

- Find a place of interest, such as the Iowa State University campus, to be the primary focus of your map. Zoom in until you have the detail level you desire.
- In the **Map** tab open **Bookmarks** and select **New Bookmark**. In the **Create Bookmark** window, give the bookmark a meaningful **Name** such as **ISU Campus** and click **OK**.
- Zoom out of the map view and pan to a different location. Click on the **Bookmarks** tool again and you will see a small image of the location you bookmarked in the previous step. Select the bookmark and your map view will return to the saved location and zoom level.



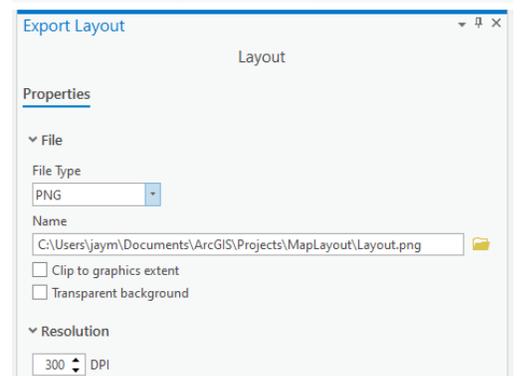
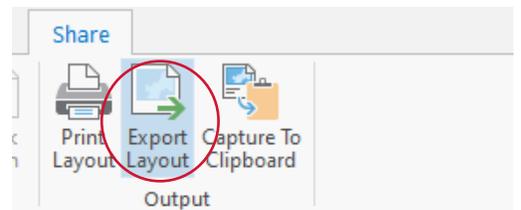
3. Creating a Layout

- In the **Insert** tab, select **New Layout**. You will be presented with a number of options for page size and orientation. Select **Letter** from the **ANSI - Landscape** section. A new **Layout** window consisting of a blank white page will open.
- With the **Insert** tab still active, click on **Map Frame** and select the bookmark created in step **2b**. Your cursor will change to crosshairs. Click and drag to draw a box on your page; when you release the mouse button, your bookmarked view will appear in the box.
- You can adjust the size and positioning of the frame by clicking and dragging the small white boxes at the corners and edges of the frame. Adjust the frame so there is space at the top for a title and a small amount of space around the edges.
- To add a title to your layout, select the **Rectangle Text** tool found in the **Graphics and Text** tool group under the **Insert** tab. Draw a text box and type a title such as **Iowa State University, 1930**. To adjust font appearance, click on the **Format** tab and utilize the tools found in the **Text Symbol** tool group.
- To add a compass to your map, select the **North Arrow** tool located in the **Map Surrounds** tool group under the **Insert** tab. Your cursor will change to crosshairs; click and drag to create a box to insert the selected arrow. Add a **Scale Bar** to your map in the same manner.



4. Exporting a Finished Layout

- When you are finished editing your layout, open the **Share** tab and select the **Export Layout** tool within the **Output** tool group.
- From the **Export Layout** window you may choose the **File Type** and corresponding options, along with the **Name** and location to save the file on your computer.
- Click **Export** to finish process and you will have a file which is ready to print, email, and include in presentations or reports.



Contact: Extension GIS Specialist Bailey Hanson, GISP bahanson@iastate.edu, 515-520-1436 or Professor Christopher J. Seeger, ASLA, GISP cjseeger@iastate.edu, 515-509-0651. Additional task sheets and information about the Geospatial Technology and Spatial Data Science Programs are available at www.extension.iastate.edu/communities/gis.

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