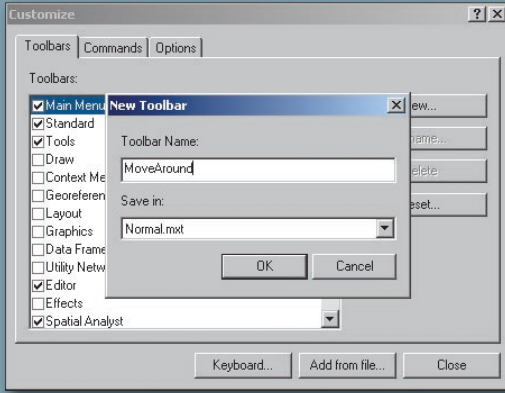
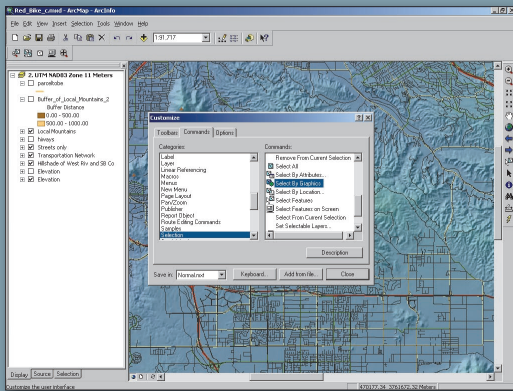


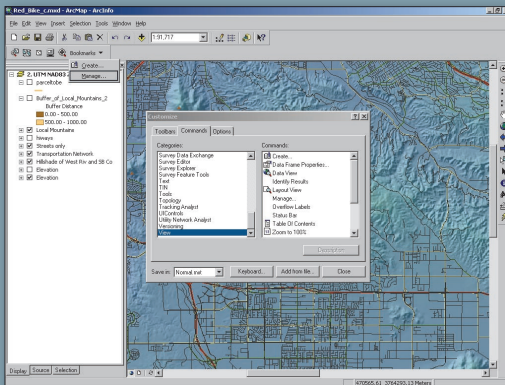
In the Customize dialog box, click the Toolbars tab and click the New button. Name the toolbar and drag the desired commands to the new toolbar.



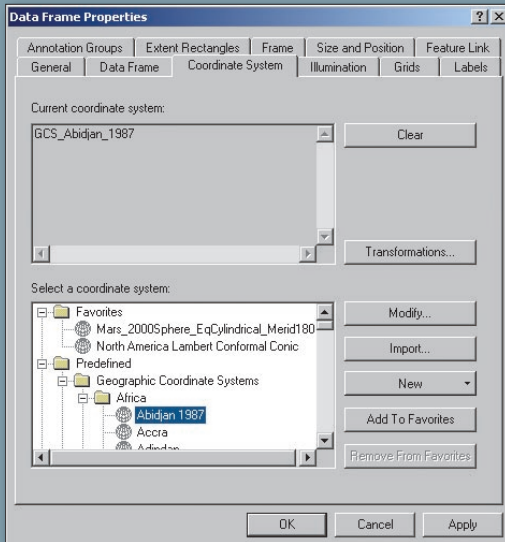
To work with features more easily, drag the Clear Selected Features, Select Features on Screen, and Zoom to Selected Features tools from the Selection menu to a custom toolbar and add the Continuous Pan/Zoom tool from the Pan/Zoom menu to an existing toolbar or a custom toolbar.



Click New Menu category and click and drag New Menu command to a menu or a toolbar.



On the Coordinate System tab of the Data Frame Properties dialog box, locate the desired coordinate system, select it, and click the Add To Favorites button.



# More Ways to Be Productive

By Stephen Lead, ESRI (UK) Ltd.

Because the ArcMap and ArcCatalog interfaces are so easy to modify, some of the most useful modifications are also the most easily affected. These tips involve simple modifications to the interface that streamline often-repeated operations. This article describes how to

- Make specific menu items and tools more accessible
- Find features more quickly
- Make Bookmarks more accessible and use them
- Make often-used coordinate systems more accessible

## Make Popular Menus and Tools More Accessible

It's easy to make simple changes to the layout of the ArcMap menus and toolbars. The key is to look at how you work and reorganize the interface to make those tools and commands you use the most more available.

After identifying frequently used commands and tools, choose Tools > Customize. Click the category containing a desired command and drag it to an existing toolbar or menu. Alternatively, these tools can be saved to a custom toolbar that is created by choosing Tools > Customize. In the Customize dialog box, click the Toolbars tab and click the New button. Name the toolbar and drag the desired commands as previously described.

## Find Features More Quickly

In addition to tools that have already been moved for greater accessibility, Selection and Zoom tools that help locate and manipulate features more rapidly are good candidates for relocation. If you haven't already moved these time-saving tools, drag the Clear Selected Features, Select Features on Screen, and Zoom to Selected Features tools from the Selection menu and add the Continuous Pan/Zoom tool from the Pan/Zoom menu to an existing toolbar or a new custom toolbar.

## Make Bookmarks Accessible

ArcMap Bookmarks save time when editing, viewing, or otherwise working with a map. They provide a method for quickly returning to a specific location at predetermined scale. Multiple, named bookmarks can be saved and persist with the map document.

By default, the spatial bookmarks are buried in the Standard menu under View > Bookmarks. Choose Tools > Customize and click the Commands tab. Click the New Menu category in the left pane of the dialog box and click and drag the New Menu command from the right pane and drag it to either the top level of the Standard menu between the Tools and Window menus or a toolbar.

Right-click the new Menu and type "Bookmarks" in the caption area. Return to the Customize dialog box and click the View category. Drag the Create and Manage commands to the new Bookmarks menu.

## Make Coordinate Systems More Accessible

Saving an often-used coordinate system in the Favorites folder will eliminate the need to burrow through numerous, nested folders to locate the correct coordinate system every time you need it. On the Coordinate System tab of the Data Frame Properties dialog box, locate the desired coordinate system, select it, and click the Add to Favorites button. Now it will be available directly from the Favorites folder.

See "Customizing ArcMap and ArcCatalog" in the ArcGIS Desktop online help for more suggestions for modifying ArcMap and ArcCatalog.