

## Take Advantage of the Productivity Features in ArcGIS 9.2

Many new features and enhancements in ArcGIS 9.2 focus on improving productivity. In this release, tables are easier to work with and maps now have better navigation, improved map display, and shortcuts that let users investigate map data more efficiently. Specific shortcuts have been added for frequently used ArcMap tools such as the Edit and Sketch tools. The accompanying quick reference sheet lists some of the most useful time-saving tips and shortcuts for ArcGIS 9.2, grouped by tool or software component. It was designed to be torn out.

### New Ways for Working with Tables

Now Excel spreadsheets are automatically listed in ArcCatalog. Named ranges in an Excel spreadsheet can be accessed as a table. New tools and navigation enhancements make it much simpler to work with all tables in ArcGIS 9.2.

- Use the new Calculate Geometry dialog box to easily calculate area, perimeter, length, x and y locations, and centroids.
- Turn fields on and off, specify field aliases, and change the number format directly from the table window.
- Use new appearance properties to add long field names and values that wrap in the table window.
- Print tables directly from the table window.
- Navigate directly to features on the map by interacting with rows in the table window.
- Take advantage of many new shortcuts for working with and editing data in tables.
- Easily remove records from tables when selected records are displayed.

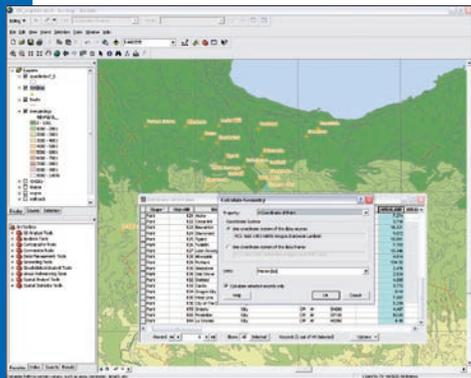
### Better Map Navigation

The new navigation enhancements for ArcMap use the mouse wheel for zooming, panning, and recentering a map, eliminating the need to switch tools while working. Get a list of navigation tips and shortcuts from within ArcMap by clicking inside the table of contents and pressing F1. Other map navigation improvements include

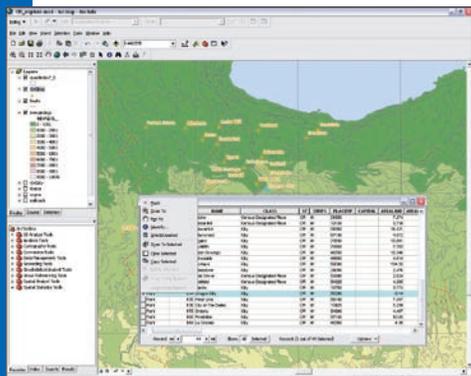
- Customize the map extent acquired by the Full Extent button.
- Specify scale with the new customizable scale control that includes support for relative scale input.
- Work with data at multiple scales simultaneously with the new Viewer window.
- Use the new tab on the enhanced Find dialog box that finds places using a free online world gazetteer service.
- Use the new My Places dialog box to quickly access frequently used addresses, locations, and extents from any map or globe.
- Use the new Flicker command for change detection and data comparison, added after prerelease.
- Take advantage of new Group layers functionality: dedicated transparency, contrast, and brightness properties. Group layers also now support the Swipe tool.
- Drag a box and sort and hide fields using the enhanced Identify tool.
- Add field aliases in place of field names when using the Select By Attributes and other key dialog boxes.

### Map Document Improvements

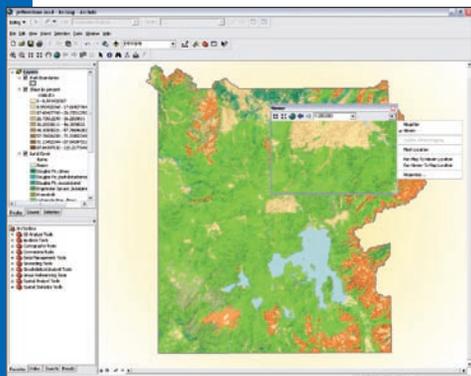
Enhanced Measure tool adds functionality such as area and feature measurement and running total. The Set Data Source(s) command in ArcCatalog now supports updating references in map documents to ArcSDE geodatabases, coverages, tables, rasters, and all geodatabase data types. File geodatabases are also supported. Make relative paths the default setting for all new map documents using a new Map Properties.



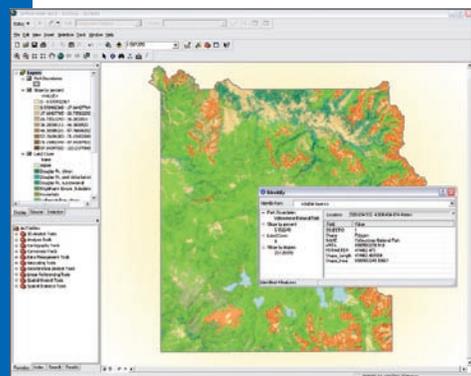
When working with tables, easily calculate area, perimeter, length, x and y locations, and centroids using the new Calculate Geometry dialog box.



Select features directly from rows in the table window.



View data at multiple scales at the same time with the new Viewer window.



The enhanced Identify tool can drag a box and sort and hide fields.

# ArcGIS Desktop

## A Selection of Time-Saving Tips and Shortcuts

Map Navigation		
Function	Shortcut	Availability
Refresh and redraw the display.	F5	9.1, 9.2
Suspend the map's drawing.	F9	9.1, 9.2
Zoom in and out.	Roll the mouse wheel backward and forward. Hold down Ctrl for a finer zoom. To switch direction of the mouse roll, go to Tools > Options > General tab.	9.2
Center map.	Click mouse wheel. Ctrl + click to center and zoom in.	9.2
Pan.	Hold down mouse wheel and drag	9.2
Zoom in on box you define.	Ctrl + drag mouse wheel	9.2
Temporarily change to Zoom In tool.	Hold down Z	9.2
Temporarily change to Zoom Out tool.	Hold down X	9.2
Temporarily change to Pan tool.	Hold down C	9.2
Temporarily change to Continuous Zoom/Pan tool.	Hold down B	9.2
In layout view, apply the navigation to the data frame rather than the page.	Shift + navigation shortcuts	9.2
Nudge or scroll map.	Arrow keys or Home, End, Page Up, Page Down	9.2
Go back to the previous extent.	<	9.2
Go forward to the next extent.	>	9.2
Open context menu of useful shortcuts to various commands.	Right-click map in data view with any tool	9.2
Toggle among Zoom In tool, Zoom Out tool, or Pan tool when one is active.	F6	9.2
Full Extent	Insert	9.2
Zoom to layer's extent.	Alt + click layer name in the table of contents	9.2
Table of Contents		
Put keyboard focus on the table of contents.	F3 (or click the table of contents)	9.1, 9.2
Put keyboard focus on the map.	Esc (or click the map)	9.1, 9.2
Expand/Contract selected items.	Left/Right arrows (or + and - keys)	9.1, 9.2
Expand/Contract all the items at that level.	Ctrl + click an expansion control	9.1, 9.2
Turn on/off selected layers.	Spacebar	9.1, 9.2
Turn on/off all layers.	Ctrl + spacebar	9.1, 9.2
Turn on/off all layers at that hierarchical level or all selected layers.	Ctrl + click a check box	9.1, 9.2
Activate data frame.	F11 (or Alt + click a data frame)	9.1, 9.2
Cycle through each data frame and activate it.	Ctrl + Tab	9.1, 9.2
Open context menu for selected item.	Application key (or Shift + F10)	9.1, 9.2
Rename selected item.	F2	9.1, 9.2

Table of Contents (Continued)		
Function	Shortcut	Availability
Open properties dialog box of a selected item.	F12 (or Enter)	9.1, 9.2
Select multiple layers in the table of contents.	Ctrl + click (or Shift + click)	9.1, 9.2
Copy layers inside a data frame instead of reordering them, or move layers between data frames instead of copying.	Hold down Ctrl and drag and drop	9.1, 9.2
Tables		
Open context menu of field management shortcuts.	Right-click field name	9.1, 9.2
Open context menu of selection and navigation shortcuts.	Right-click gray cell to the left of a record	9.2
Open table for any item in the table of contents.	Ctrl + double-click	9.2
Open tables for selected items in the table of contents.	Ctrl + T	9.2
Close all open table windows.	Ctrl + Shift + F4	9.2
Sort field.	Double-click field name	9.2
Turn off field.	Ctrl + double-click field name	9.2
Zoom in and out on table window.	Ctrl + roll mouse wheel	9.2
Toggle Show All and Show Selected views.	Ctrl + Tab	9.2
Select all records.	Ctrl + A (or Shift + click top left gray cell)	9.2
Deselect all records.	Ctrl + Backspace (or click top left gray cell)	9.2
Switch selection.	Ctrl + U (or Ctrl + click top left gray cell)	9.2
Deselect row.	Backspace	9.2
Work sequentially through table, selecting each record in turn.	Ctrl + Enter	9.2
Go to cell below.	Enter	9.2
Go to cell to right and wrap around to next row down.	Tab	9.2
Go to first cell in the current column.	Ctrl + Up arrow	9.2
Go to last cell in the current column.	Ctrl + Down arrow	9.2
Zoom to selected features.	Ctrl + Shift + =	9.2
Flash the current feature.	Ctrl + 8	9.2
Zoom to the current feature.	Ctrl + =	9.2
Pan to the current feature.	Ctrl + P	9.2
Identify the current feature.	Ctrl + I	9.2
Zoom to feature represented by a record and select it.	Hold down Ctrl + double-click to select and pan	9.2
Start or stop an edit session.	Ctrl + Shift + E	9.2
Copy cell value onto the clipboard.	Ctrl + C	9.2
Copy selected records onto the clipboard.	Ctrl + Shift + C	9.2
Start editing a cell.	F2	9.2
Cancel editing and restore cell's original value.	Esc	9.2
Delete the selected records.	Delete (or Ctrl + D)	9.2

# ArcGIS Desktop

## A Selection of Time-Saving Tips and Shortcuts

All Editing Tools		
Function	Shortcut	Availability
Show vertices of features near your cursor.	V	9.1, 9.2
Temporarily suspend snapping (especially useful when tracing along features).	Spacebar	9.1, 9.2
Sketch Tool 		
Create a segment parallel to an existing one.	Ctrl + P	9.1, 9.2
Create a segment perpendicular to an existing one.	Ctrl + E	9.1, 9.2
Create a segment at an exact angle.	Ctrl + A	9.1, 9.2
Create a segment at an exact length.	Ctrl + L	9.1, 9.2
Create a segment at an exact angle and length.	Ctrl + G	9.1, 9.2
Enter coordinate by value.	F6	9.1, 9.2
View the snapping tolerance represented as a circle around your cursor.	T	9.1, 9.2
Delete the sketch.	Ctrl + Delete	9.1, 9.2
Finish the sketch.	F2	9.1, 9.2
Finish a part of the sketch to create a multipart feature.	Shift + double-click	9.1, 9.2
Undo last edit.	Ctrl + Z	9.1, 9.2
Edit Tool 		
Move the selection anchor.	Ctrl	9.1, 9.2
Toggle through selected features within the selection tolerance to select correct one when there are multiple overlapping features.	N	9.1, 9.2
Toggle among Edit, Sketch, and Edit Annotation tools when one is active.	E	9.1, 9.2
Editing Tips and Time-Savers		
When editing in ArcMap, you can do on-the-fly unit conversion if you specify the unit type when you type a distance. When you enter a distance into a pop-up window, press F1 to get a list of the unit abbreviations you can use.		9.1, 9.2
Use the sticky move tolerance on the Editing Options dialog box to set a minimum number of pixels your pointer must move on the screen before a selected feature is moved. This helps prevent features from being accidentally moved small distances when they are clicked with the Edit tool.		9.1, 9.2
Customize the Editor toolbar to move the Start Editing, Stop Editing, and Save Edits commands onto the toolbar itself. Once moved, right-click each control and choose Image Only to show it as a button you can access with just one click.		9.1, 9.2

Tips and Time-Savers	
Shortcut	Availability
In any application, click Tools > Customize to enter customization mode where you can drag controls around to rearrange the user interface the way you want.	9.1, 9.2
Access context-sensitive help by clicking the What's This tool  and clicking any command or button. To get context-sensitive help for a command on a context menu, highlight the command and press Shift + F1.	9.1, 9.2
In ArcCatalog, drag a folder onto the entry at the top of the Catalog tree to create a folder connection to it.	9.1, 9.2
Rename your folder connections in ArcCatalog to give them more meaningful names.	9.2
Use the Window > Viewer command or the Create Viewer Window tool on the Data Frame Tools toolbar to set up custom viewer windows. Viewer windows are fully functioning live ArcMap displays, so all tools and navigation shortcuts work inside them.	9.2
In the Catalog tree, drag and drop your most frequently used coordinate systems into the top level of the Coordinate Systems folder for quick access to them on dialog boxes.	9.2
Control how far out the Full Extent button will take you by setting the full extent property on the Data Frame Properties dialog box.	9.2
In a table, calculate area, length, perimeter, centroid, and point coordinates by right-clicking the name of a text or numeric field and choosing Calculate Geometry.	9.2
The Results tab on the ArcToolbox window keeps a record of all the geoprocessing you have done.	9.2
Right-click any tool in the ArcToolbox window and click Batch to execute a single tool multiple times with different inputs without your intervention.	9.2

### Additional ArcGIS Resources

What's New in ArcGIS: [www.esri.com/whatsnew](http://www.esri.com/whatsnew)

ArcGIS Desktop Help Online: [www.esri.com/webhelp](http://www.esri.com/webhelp)

Support: [www.esri.com/support](http://www.esri.com/support)

Training: [www.esri.com/training](http://www.esri.com/training)

Books: [www.esri.com/esripress](http://www.esri.com/esripress)

