

# Procedures to Symbolize & Label the Roads Layer

Revised: March 25, 2010

Software: ArcGIS – ArcMap 9.3.1

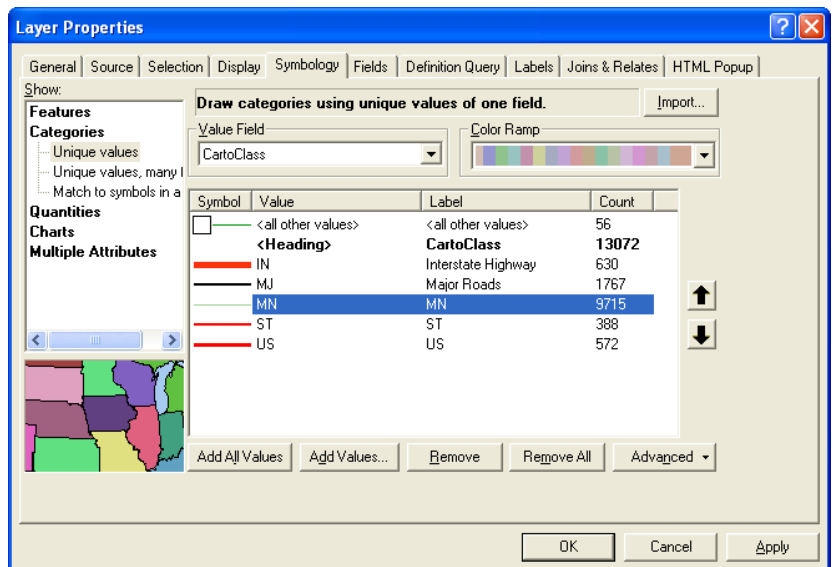
## To change the layer symbology:

1. Open the Symbology dialog box
  - a. Right-click **Roads** in the Table of Contents
  - b. Select **Properties**
  - c. In the **Layer Properties** window, click the **Symbology** tab
2. Change symbology for each code
  - a. From **Categories**, select **Unique values**
  - b. Select **CartoClass** from the **Value Field** drop down
  - c. Click **Add All Values** button
  - d. Uncheck the **<all other values>** box
  - e. To remove the roads that do not have a code, click in the **empty heading** and then click **Remove**
  - f. **Double-click** on the symbol line to change the line style

CartoClass	Label	Size	Color – No Ortho	Color – Ortho
IN	Interstate Highway	3.40	Red	Red
MJ	Major Road	1.50	Black	Topaz Sand
MN	Minor Road	0.80	Gray	Topaz Sand
ST	State Highway	1.50	Red	Red
US	US Highway	2.00	Red	Red

3. Rename the Road Codes so that they explain what each code stands for

- a. Click on the letters under **CartoClass** and type in Interstate Highway, Major Road, etc. next to the code
- b. The label that appears in the **CartoClass** column will also display in the legend



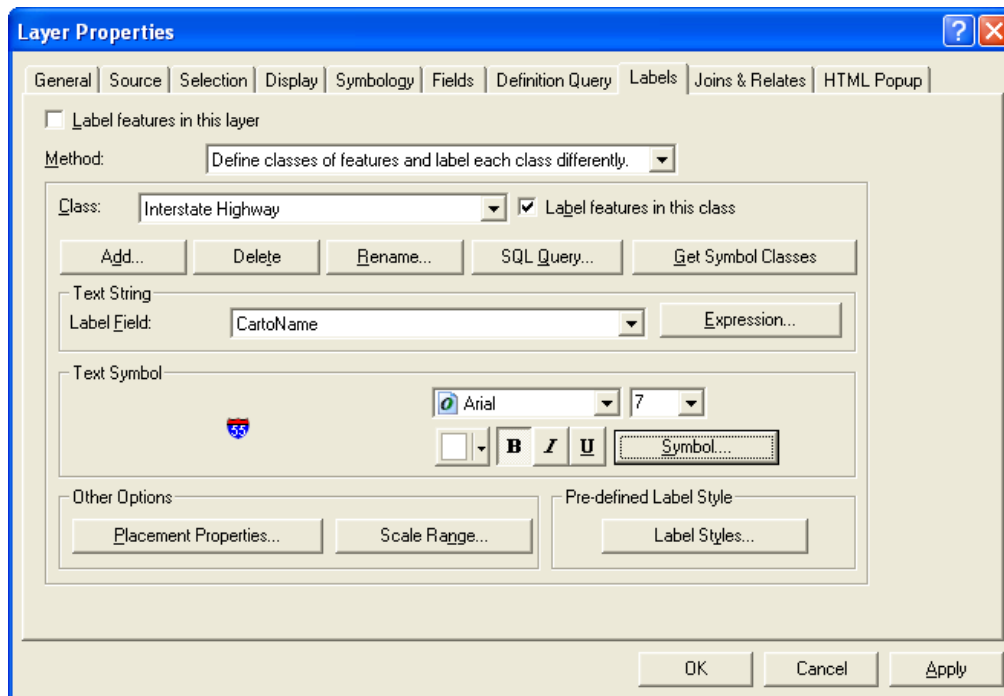
4. Change the display order:

- a. Click on one category and use the arrows on the right side of the window to change the display order

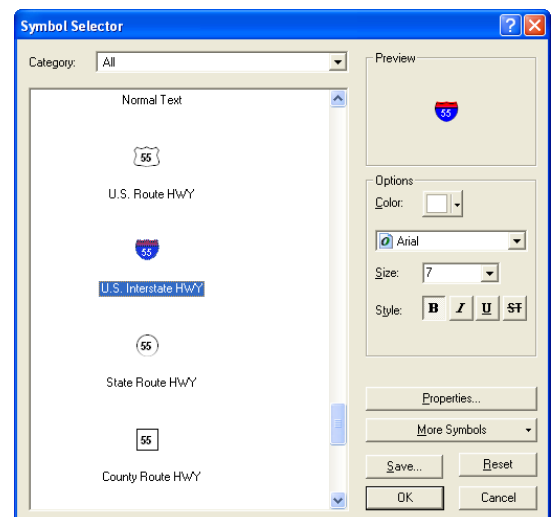
5. Click **OK**

## To label the Roads layer:

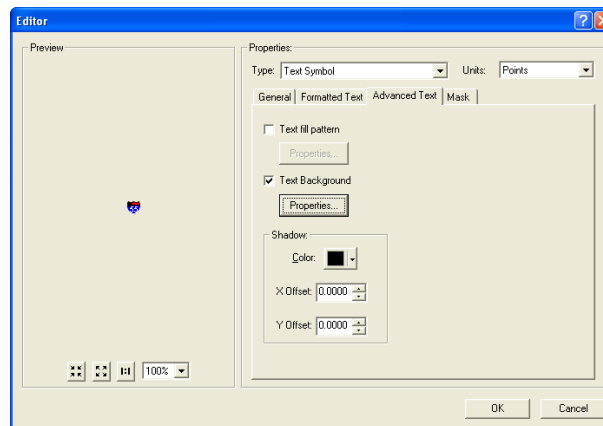
1. Open the Labels dialog box
  - a. Right-click **Roads** in the Table of Contents
  - b. Select **Properties**
  - c. In the **Layer Properties** window, click the **Labels** tab
2. Create classes of labels to match the symbology:
  - a. In the **Method:** dropdown, select **Define classes of features and label each class differently**
  - b. Click **Get Symbol Classes**
3. Label the **Interstate Highway**
  - a. In the **Class:** dropdown, select **Interstate Highway**
  - b. In the **Label Field:** dropdown, select **CartoName**
  - c. Click **Symbol...**



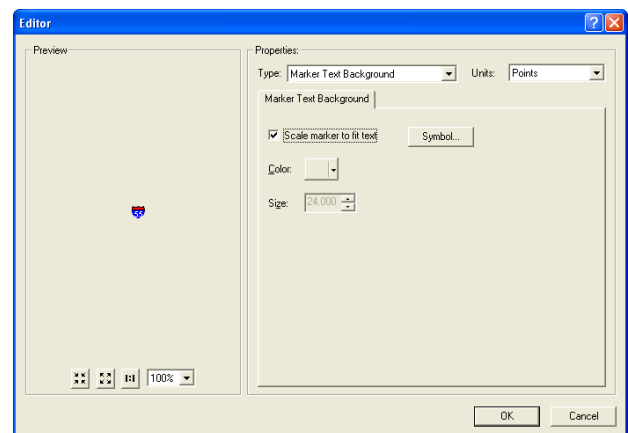
- i. In the **Symbol Selector**, select **U.S. Interstate HWY**
- ii. Click the **Properties...** button



1. In the **Editor** window, click the **Advanced Text** tab
2. Check the **Text Background** box
3. Click **Properties...**

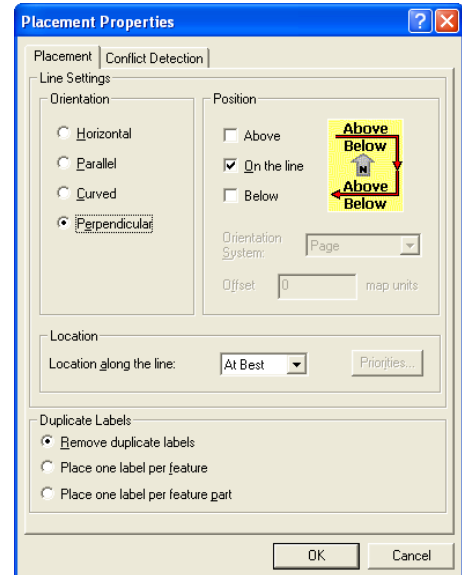


- a. Check the **Scale marker to fit text box**
- b. Click **OK**
4. Click **OK** to exit the Editor window
- iii. Click **OK** to exit the Symbol Selector



- d. In the **Layer Properties** window, click the **Placement Properties** button
  - i. Select **On the Line** from the **Position** list (uncheck Above)
  - ii. Click **OK**
4. Label the **US Highway**
  - a. In the **Class:** dropdown, select **US Highway**
  - b. In the **Label Field:** dropdown, select **CartoName**
  - c. Click **Symbol...**
    - i. In the **Symbol Selector**, select **U.S. Route HWY shield**
    - ii. Click the **Properties...** button
      1. In the **Editor** window, click the **Advanced Text** tab
      2. Check the **Text Background** box
      3. Click **Properties...**
        - a. Check the **Scale marker to fit text box**
        - b. Click **OK**
      4. Click **OK** to exit the Editor window
    - iii. Click **OK** to exit the Symbol Selector

- d. In the **Layer Properties** window, click the **Placement Properties** button
  - i. In the **Placement Properties** window, select **Perpendicular** in the **Orientation** list
  - ii. Select **On the Line** from the **Position** list
  - iii. Click **OK**



5. Label the **State Highway**
  - a. In the **Class:** dropdown, select **State Highway**
  - b. In the **Label Field:** dropdown, select **CartoName**
  - c. Click **Symbol...**
    - i. In the **Symbol Selector**, select **State Route HWY shield**
    - ii. Click the **Properties...** button
      1. In the **Editor** window, click the **Advanced Text** tab
      2. Check the **Text Background** box
      3. Click **Properties...**
        - a. Check the **Scale marker to fit text** box
        - b. Click **OK**
      4. Click **OK** to exit the Editor window
    - iii. Click **OK** to exit the Symbol Selector
  - d. In the **Layer Properties** window, click the **Placement Properties** button
    - i. Select **On the Line** from the **Position** list
    - ii. Click **OK**
6. **Major Roads** Labels
  - a. In the **Class:** dropdown, select **Major Roads**
  - b. In the **Label Field:** dropdown, select **Street**
  - c. Select the font type, size, color, etc using the options available in the Text Symbol area
7. **Minor Roads** Labels
  - a. In the **Class:** dropdown, select **Minor Roads**
  - b. In the **Label Field:** dropdown, select **Street**
  - c. Select the font type, size, color, etc using the options available in the Text Symbol area
8. Click **OK** to return to apply the changes and return to the map view