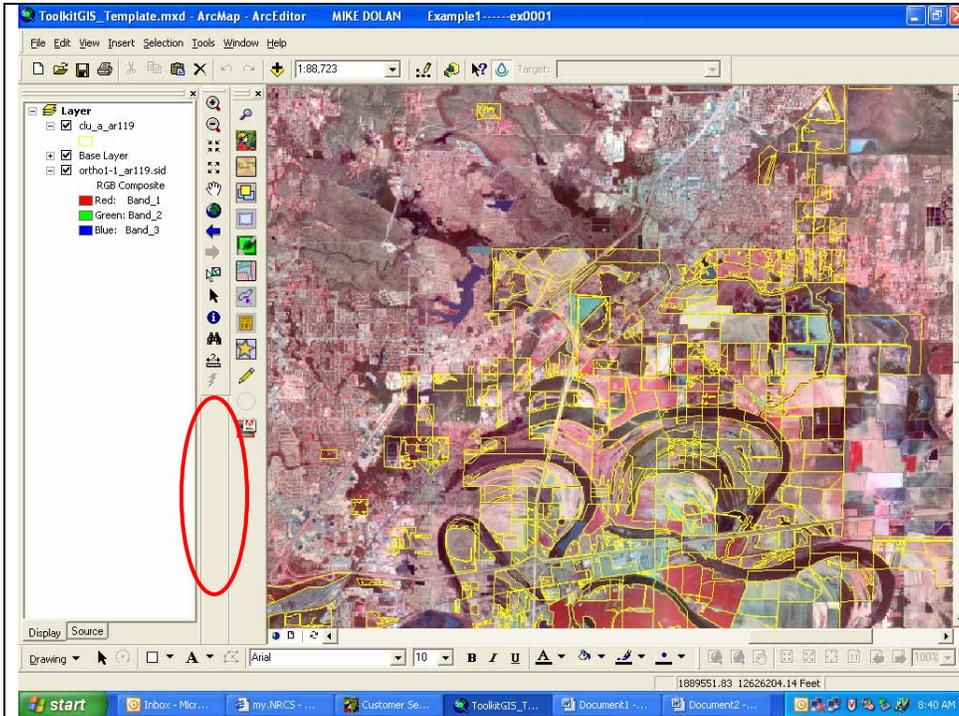


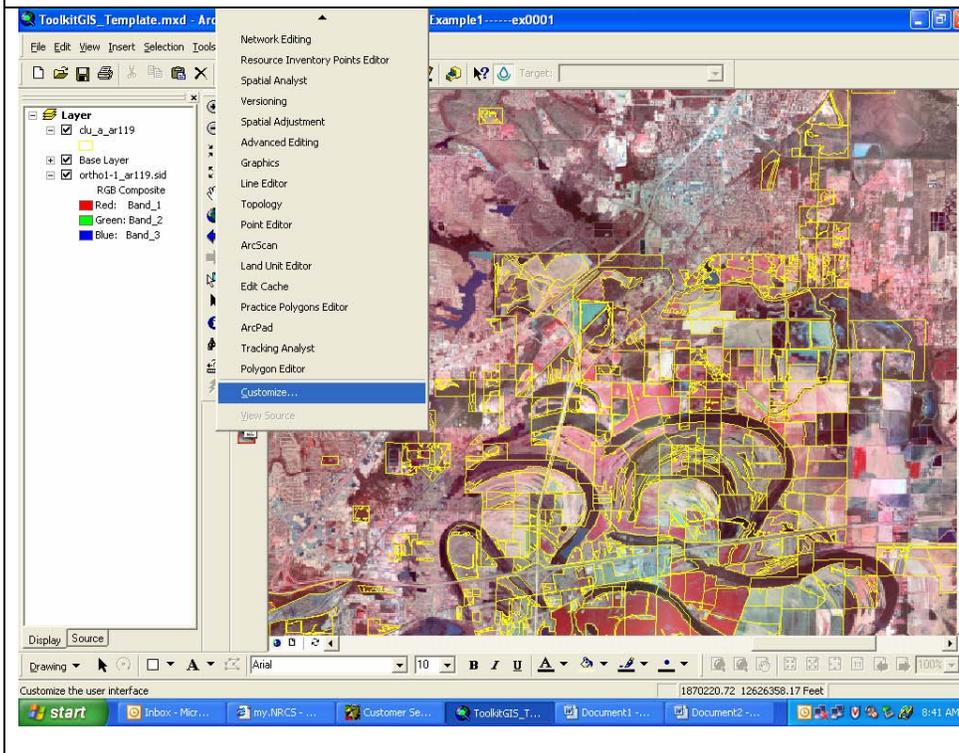
## Adding Tools to ArcMap

Johnny Chism, Resource Conservationist, Harrison, Arkansas

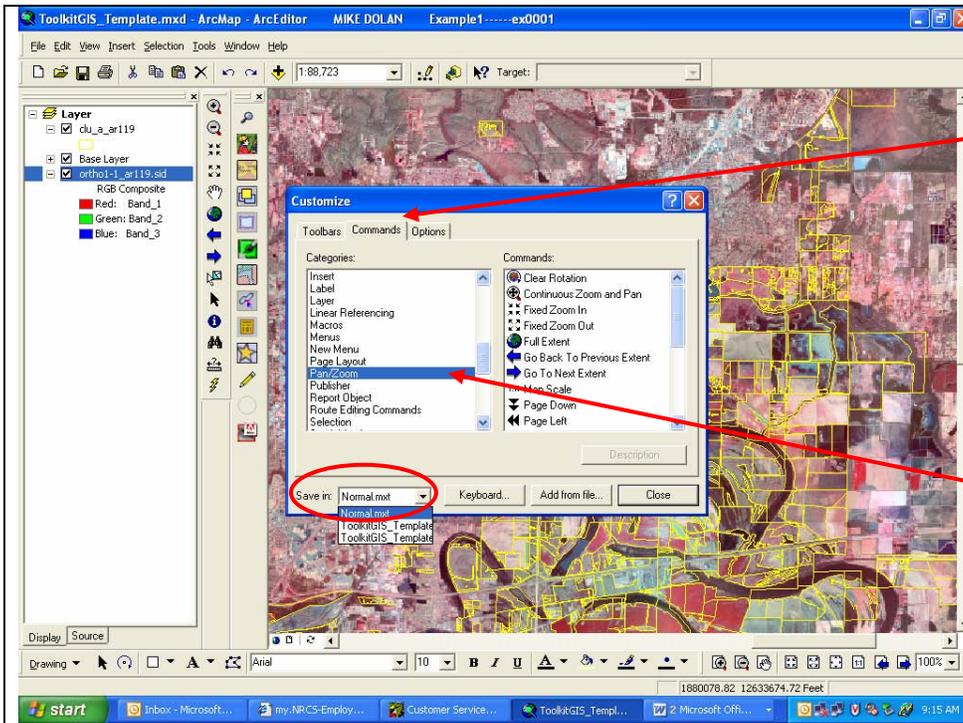
ArcMap is designed to be a flexible tool that can be customized for an individual user. If an individual uses tools from menus frequently, those tools can be added to their toolbar. The following information will show a user how to add tools to their ArcMap toolbar.



To add tools to your ArcMap Toolbar, right click on an empty area of the ArcMap Toolbar.



On the menu that appears, scroll down and click Customize.



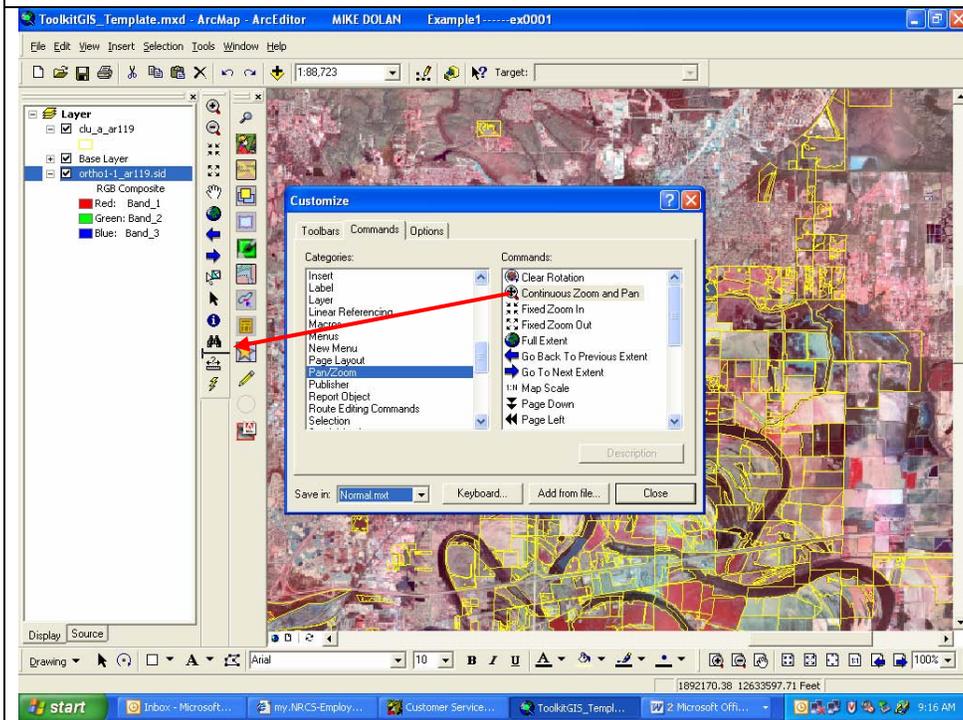
The Customize window will appear.

Click the Commands tab.

Choose the Normal.mxt to Save in. (The tools will then be available in all of your Map documents)

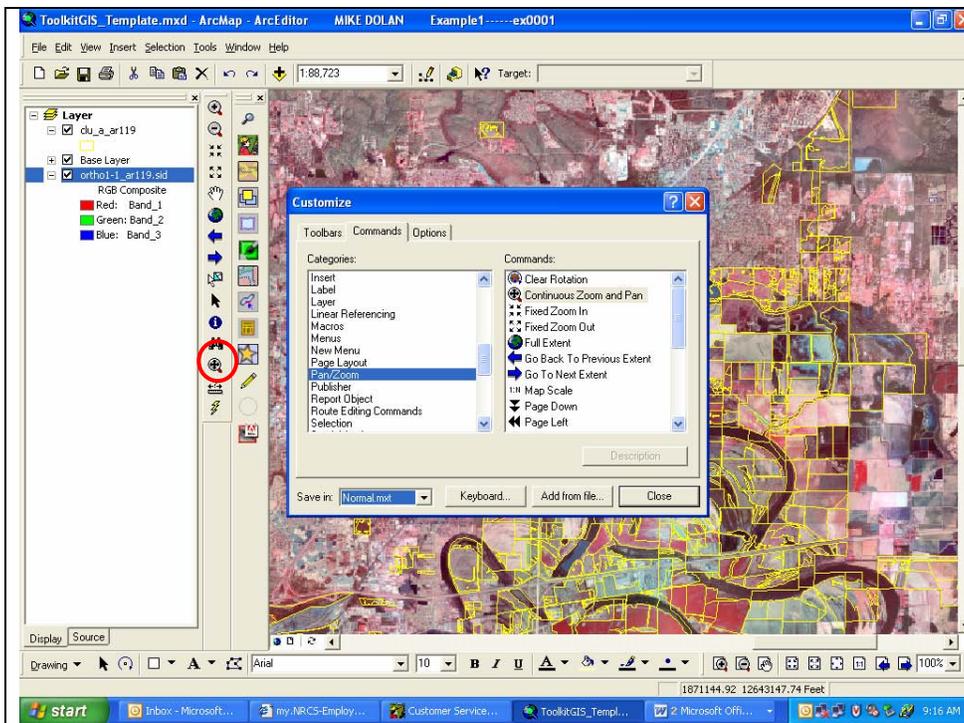
Choose the Category for the applicable tool that you need to add.

(see the chart at the end of this document for some recommended tools)



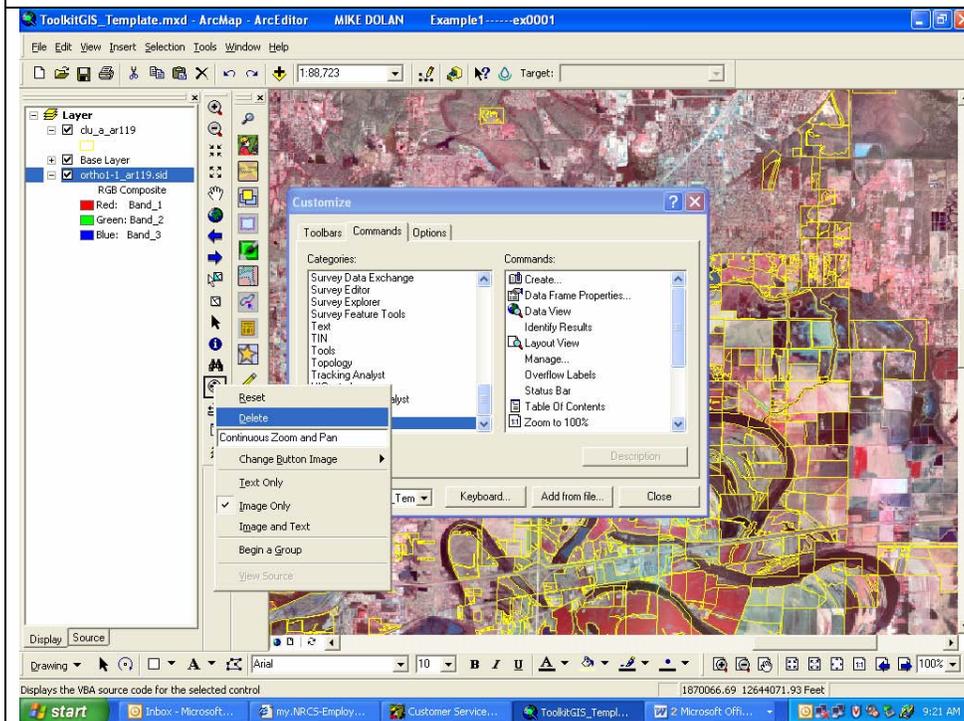
Once the tool is located, click on it and drag it to your toolbar.

A bar will appear on your toolbar to show where the tool will be placed.



When you release the mouse button, the tool will appear on your toolbar.

Repeat to add other tools. Close the customize window when you are finished.



If you need to remove tools:

With the Customize window open, right click on the tool and click delete.

Below are tools that I find useful. Some users may want to add them to their toolbar:

Icon	Tool	Category	Use	Benefits
	Continuous Pan/Zoom	Pan/Zoom	Drag up/down with left mouse button to zoom in/out. Drag with right mouse button to pan.	Allows pan and zoom functions with one tool.
	Zoom to Selected Features	Selection	Zooms to where only selected features are visible.	Useful if feature layer has many features.
	Clear Selected Features	Selection	Click to clear selected features	This tool was on the toolbar in ArcView and is useful in clearing selections
	Table of Contents	View	Toggles Table of Contents on/off	When digitizing, turning off the table of contents allows a larger view of the data.

There may be other tools that a user would find useful, depending on their preferences. You may want to experiment to see which tools you find useful.