

## Fact Sheet: ArcView Basics

The following is an excerpt from *ArcBasics: A Basic ArcView Instructional Guide For Everyone*, prepared by the ESRI Schools and Libraries Program.

### ArcView Organization

In ArcView you work **with views, tables, layouts, charts and scripts** stored in one file called a **project**. You work with one project at a time in ArcView. Projects enable you to keep all the components together that you need for a specific task or application.

### The Project window

When you create a new project or open an existing one, a **Project window** will appear in the ArcView window. This lists all the components of the project and enables you to manage them. Double-click a component's name to open it. The title bar of the Project window shows you the name of the project.

### View, table, chart, layout, and script windows

When you open one of the components of a project, it is displayed inside its own window. You can have any number of windows open in ArcView, but at any time there is only one active window. The **active window (document)** is the window you are currently working with. All the windows that are currently open inside the ArcView window are listed at the bottom of the Window menu in the ArcView menu bar. The first window in this list is the Project window.

To make a window active, simply click inside it or on its title bar, **or choose it from the list in the Window pulldown menu** at the top of the ArcView window. When you open a window it automatically becomes active. If a portion of a window is hidden by other windows, you can bring it to the top by making it active (the active window has a blue title bar at the top).

When you perform an action in ArcView, it usually applies to the active window. ArcView's user interface changes according to what is in the active window. So for example, when the Project window is active, you will see the buttons, tools and menus for working with projects. The interface will change for each of the document types in ArcView.

### ArcView Documents



#### Views

A View is a window where you can display **themes**. Essentially, this is the window where the geographic data (location information) is displayed as interactive maps. Each view has a **Table of Contents** that lists the themes in the view and shows what symbols and colors they are drawn with. You also use the Table of Contents to control how the view is drawn (by turning them on and off and by changing the order in which they are displayed).



#### Tables

Tables contain descriptive (attribute) information about map features. They are linked to the themes in views that contain the features they describe. ArcView's tables also have a full range of features for obtaining summary statistics, sorting and querying.



#### Charts

Charts display data in the tables graphically. ArcView charts are fully integrated with ArcView tables and views so you can choose the information by clicking on it in a table. There are several types of charts that you can choose from.



## Layouts

A layout is where you bring all the components of your project together to create a hard copy printout. This is where you will present your map, charts and tables and where you will create a north arrow, a scale bar, and give your map a title. Layouts are linked to the data they represent so any changes you make to the data, will be reflected in your layout.



## Scripts

Scripts are programs written in Avenue, ArcView's programming language and development environment. Using Avenue, you can customize almost every aspect of ArcView, from adding a new button to run a script to creating an entire custom application.

## Components of ArcView's Graphical User Interface (GUI)

### Menu bar

This bar along the top of the ArcView window contains ArcView's pulldown menus. To choose a function from a pulldown menu, you can use the mouse or a keyboard shortcut. Some keyboard shortcuts are listed in the menus. Others depend on the graphical user interface (GUI) system you are working with. The contents of the menu bar change according to what is in the active window.

### Button bar

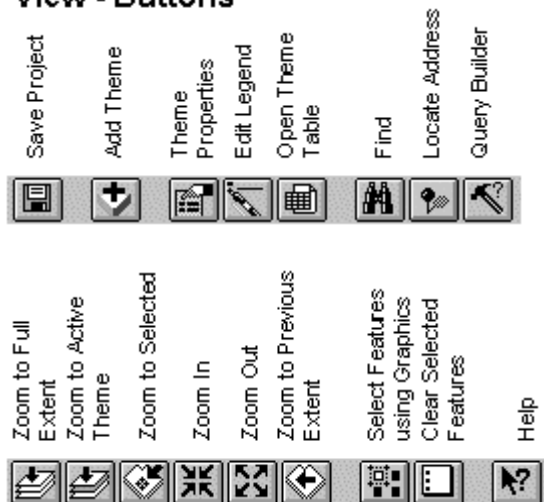
This bar located beneath the Menu bar in the ArcView window contains buttons giving you quick access to various controls. Click on a button to choose it. The contents of the button bar change according to what is in the active window. When you click on a button, something happens immediately.

### Tool bar

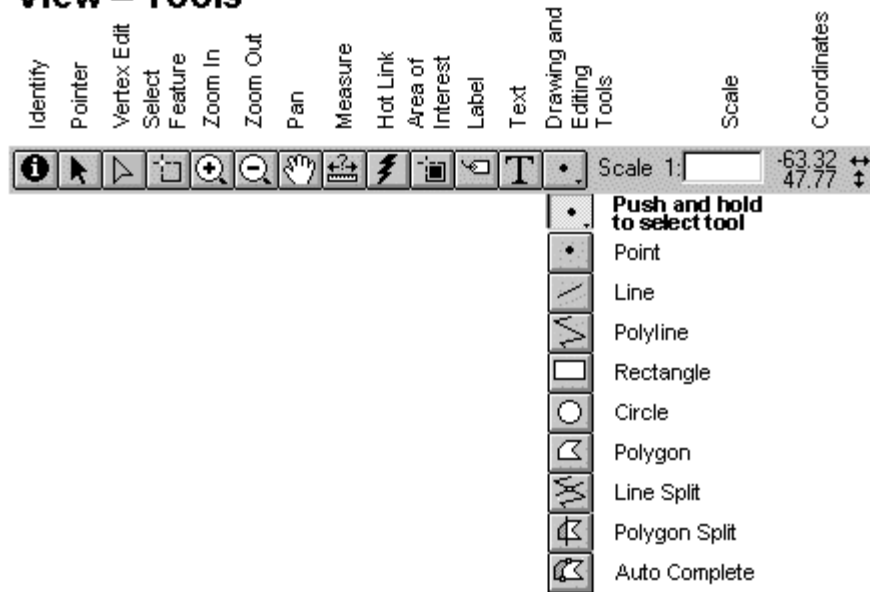
This bar located beneath the Button bar in the ArcView window contains various tools you can work with. If you are working on the Project window or on a script, there is no tool bar. You click on a tool to choose it. This will change the cursor to reflect the tool you have chosen. The tool remains selected until you choose another one. The contents of the tool bar change according to what is in the active window.

The *ArcView Buttons Reference Guide* (below) was provided by Claude Brun del Re.

## View - Buttons



## View – Tools



## Table - Buttons



## Table - Tools



## Chart - Buttons



## Chart - Tools



## Layout - Buttons



## Layout - Tools

