

# ArcMap Editing

## Tips & Tricks

### SHORTCUT KEYS

Google “*arcgis desktop tips*” to locate PDF:  
<http://www.esri.com/library/brochures/pdfs/arcgis-desktop-tips.pdf>

Menu Commands		Pan/Zoom (temporarily change tool)	
CTRL-S	Save	Z	Zoom In
CTRL-Z	Undo	X	Zoom Out
CTRL-Y	Redo	C	Pan
CTRL-X	Cut	B	Continuous Pan
CTRL-C	Copy		Roll mouse wheel in/out, CTRL for finer zoom
CTRL-V	Paste		Hold mouse wheel down for pan
		<	Previous extent
		>	Next extent
<b>Drawing</b>			
F5	Redraw/Refresh		
F9	Suspend/Resume	<b>Snapping</b>	
		Spacebar	Temporarily suspend snapping
		V	Show vertices

## **GENERAL TIPS**

### **Symbology**

- Use symbols that are easy to see.

### **Selectable Layers**

- Be able to have layers visible but not selectable

### **Snapping**

- Point, Edge, Vertex, End
- Spacebar to temporarily suspend (very handy)

### **Sticky Move Tolerance**

- Defaults to 7 pixels? Helps prevent features from being unintentionally moved.

## **EDITING TOOLS**

### **Reshape**

- Rarely seems to pay off to try to move vertices; reshape instead.

### **Curve Tool**

### **Trace Tool**

- O – Offset from feature being traced
- Can enter ft (Feet), m (Meters), in (Inches), ftUS (Survey Foot)
- Negative value to change side of feature being traced, or just TAB to switch

### **Parallel**

- Right click on any line to be parallel to

### **Perpendicular**

- Right click on any line to be perpendicular to

### **Direction**

### **Length**

### **Direction/Length**

### **Multiple Parts**

- Can create features with multiple parts before completing the sketch

### **Cut**

- Often easier to cut a larger polygon rather than trace the boundary of an existing one.

### **Fill Void Area**

- Digitize a line inside a void area using the Auto Complete Polygon tool to create a new polygon using surrounding polygon boundaries

## **MAP TOPOLOGY**

### **Create Map Topology**

- Basic license is sufficient

### **Reshape Shared Border**

### **Snap Stream Intersections**

- Use Shared Features list to show which features are connected to an endpoint

## **GEODATABASE TOPOLOGY**

### **Requirements**

- Standard or higher license
- File or higher geodatabase

### **Creating**

- Create File Geodatabase
- Create Feature Dataset
- Copy Feature Classes into Feature Dataset
- Create Topology in Feature Dataset
- Add Feature Classes to participate in Topology
- Add Rules

### **Using/Editing**

- Add Topology to ArcMap
  - Include Feature Class
- Symbolize
  - Can change how errors are symbolized
- Start Editing Feature Class
- Error Inspector (table)
- Fix Topology Error Tool
- Mark Exceptions