



CartéView for MapInfo

Revised 1/07



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CHAPTER ONE:

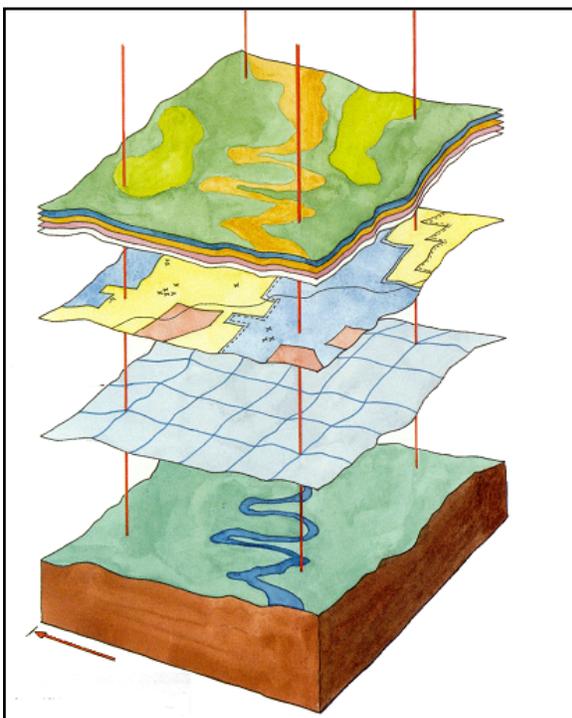
CartéView

CartéView for MapInfo was developed using Premier's legal land processing technology in combination with geographic information systems development tools created by MapInfo Corporation of Troy, New York. You can use this software to automatically process a variety of legal land descriptions and display them on a map in a fraction of the time spent to manually process this information. This edition of CartéView runs with either the MapInfo run-time version or with full-featured MapInfo Professional.

With CartéView you can do the following:

- ❖ Automatically map land-use and well spot data described in terms of the Public Land Survey System (PLSS).
- ❖ Read legal land descriptions for areas described by aliquot terms to the PLSS, build a representative spatial polygon and attribute the database files defined within the processing file.
- ❖ Read well or other point data from the databases described by aliquot or footage calls based from the PLSS, build a representative spatial point file, and attribute the database defined within the input file.
- ❖ Generate electronic maps quickly with the option to output to GIS industry-standard packages; such as MapInfo, ArcINFO, and ArcView.

In order to create a map from CartéView; you must have a digital land grid database covering the area to be mapped, a formatted land or point records database from which to generate map data, and a licensed copy of MapInfo Professional or MapInfo Run-time module.



Making a map using CartéView with one layer or many layers involves four simple steps.

1. Preparing a landgrid by "clipping" the area of your interest
2. Create Export Data files - A data file containing the data that you want to map by using PDS Studio (www.pdsstudio.com)
3. CartéView processing the data file against the digital land grid
4. Cartography - Assemble and print the map

To create additional layers on your map, repeat steps two and three.

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CHAPTER TWO:

CartéView

Setup for Mapping

Once you have selected your area of interest and the layers you want to map, there are some preparation steps to take before creating a map:

- A. File Maintenance
- B. Copy Land Grid
- C. Prepare Land Grid

A. File Maintenance

Prior to using CartéView, we suggest that you organize the files you create. Create a folder (directory) for each project that you undertake and save all files related to that project in that same folder or in subfolders below the main project folder. That way, everything you need will be in one folder.

For our training example we will create a project folder to store everything needed for our map. All of our training files will be stored in this folder. Be sure to use a specific name for your folder to help you identify the project in the future.



For larger maps with multiple layers, you may want to create subfolders within your project folder to store the different types of files, such as PDS Exports, MapInfo Tables, etc.

Hint:

When naming files, do not start names with numbers such as 52n72w. If you want to use names with numbers, start with a character such as t52n72w. Do not use special characters, such as # or % in your names.

B. Copy Land Grid

A good habit to start when creating maps is to copy your land grid into your project folder. If you are working from a copy of the land grid and you make a mistake editing it, you will have altered only the copy and not the master.

To speed up CartéView processing of your land use records, copy the smallest unit of the grid that encompasses all records that you want to map. For instance, if all of your records are in Campbell County, copy only the land grid files associated with Campbell County into your project folder.

When using Premier's land grid, copy both the section and township files. Section files have an "s" appended to the file name; township files have a "t" appended. CartéView works against the section land grid; however, the township files provide a useful layer for making a finished, easy-to-read cartographic product. From the Explorer window, you can use the copy and paste functions to copy files from your stored grid into your project folder. Make sure to copy all the files associated with the section and township.

C. Prepare a Land Grid

Step 1:

Identify the area to map-Identify the townships that you need for a particular project, such as Campbell County, 51-52 North, 71-72 West. If you are mapping an entire county, region of a state, or an entire state, you won't need to perform any clipping. If your map area goes across two counties or two regions, you will have to select the region or the state to clip, because you need to process against one section file.

Step 2:

Locate your land grid- township and section files. This example uses Premier Data Services 1:24,000 grid. Township files end with the letter "t" and section files end with the letter "s." For example, Campbell County township grid is abbreviated "campbelt" while the section grid is abbreviated "campbels".

Step 3:

Select the files- There are five files that are associated with the *section* coverage that have the same names but different extensions: *.id, *.tab, *.ind, *.map and *.dat and four more with the *township*. To copy the files hold down the **Shift Key** the ENTIRE time and highlight the files from top to bottom, right click, and select Copy. Release the Shift Key. Paste the files into your project folder.

Step 4:

Set properties-Highlight the files from top to bottom by holding down the Shift Key the ENTIRE time, and right click with your mouse pointer aimed at the selected files. Select Properties, and make sure there is NO CHECK MARK in the box next to Read Only.



CHAPTER THREE:

CartéView

Preparing the Grid Files

In this section we will “clip” the grid to work with our AOI (Area of Interest). Clipping the grid results in a cleaner map that is easier to read.

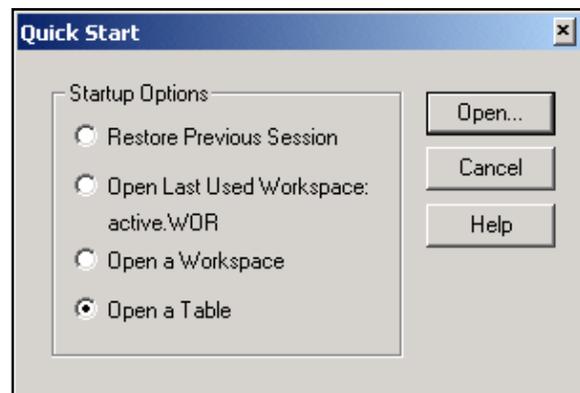
Step 1:

Open MapInfo-Double click the MapInfo shortcut on your desktop or go to the Start menu, Programs, MapInfo.



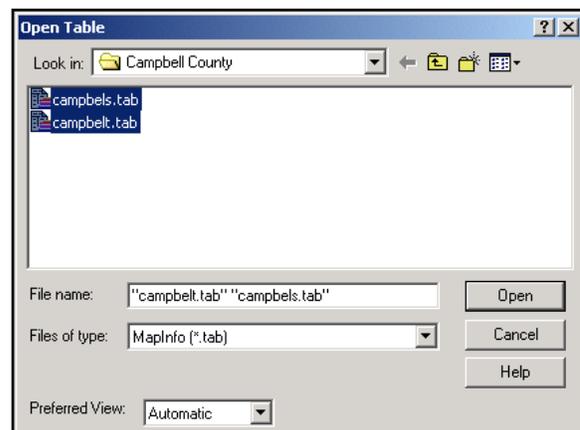
Step 2:

Quick Start Window- Choose “Open a Table”. Or, if you prefer, you may close the dialog box and click on File in the upper left corner, select Open Table, and select Open.



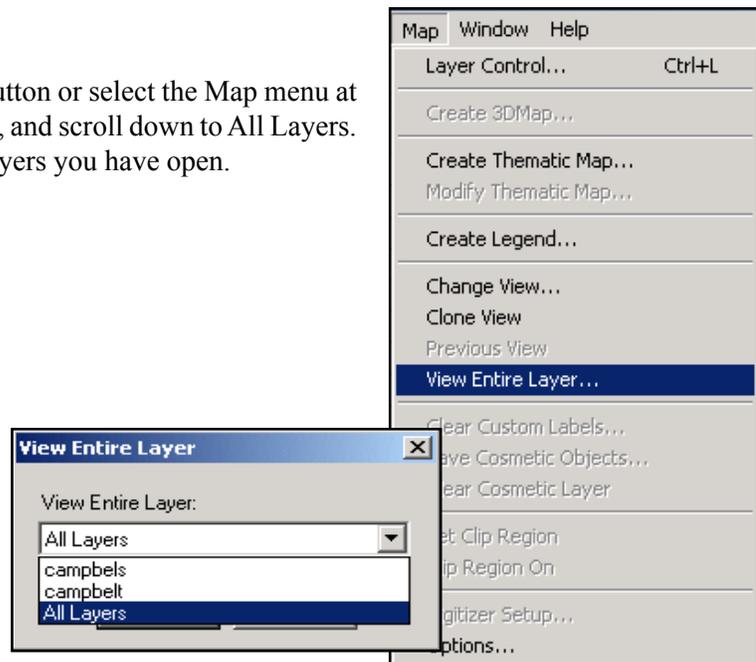
Step 3:

Open the Section and Township Files- Navigate to your project folder and select the section and township .tab files as shown below. Open both files by holding down the Shift Key and highlighting both, then select Open.



Step 4:

View All Layers- Click on the right mouse button or select the Map menu at the top of the screen, select View Entire Layer, and scroll down to All Layers. As shown below, you will see the all of the layers you have open.



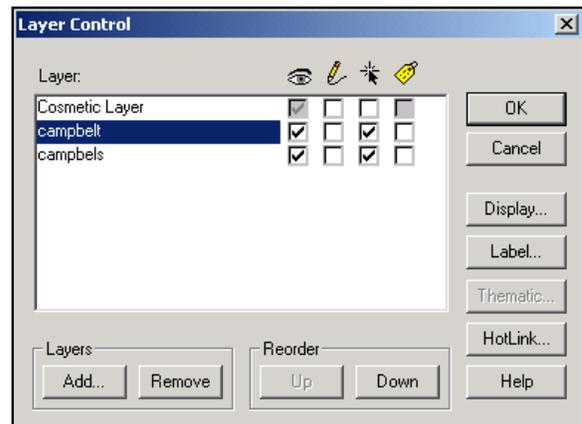
Hint:

The Layer Control window is where you change the look of you map by changing the individual layers, moving the layers up and down, labeling layers, etc. Whenever you want to change the look of the map, use the Layer Control window to make changes. You can open Layer Control three ways; (1) right mouse click and select Layer Control, (2) from the Map menu, Layer Control commands, or (3) use the layer control tool in the Main 

Step 5:

Layer Control- Move the campbellt (township) layer above the campbells(section) layer with the Reorder, Up and Down buttons or by highlighting a layer, holding the left mouse button and dragging it up or down.

Note: The cosmetic layer is the top layer, which is transparent and can't be moved. It is the layer onto which you can add your own text, lines, symbols, etc.



Step 6:

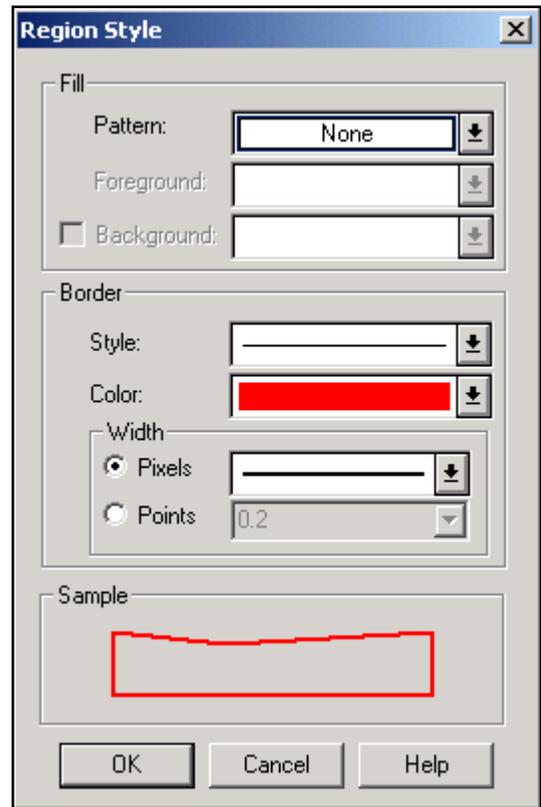
Display Options- Select and highlight the campbelt layer, and select **Display**. Check the box above the Style Override Box and select the Region Style icon.



Set the fill pattern to 'None.'

Set the border color to a color of your choice. Premier usually sets it to red. Set the pixel width to 2.

Select **OK** twice.



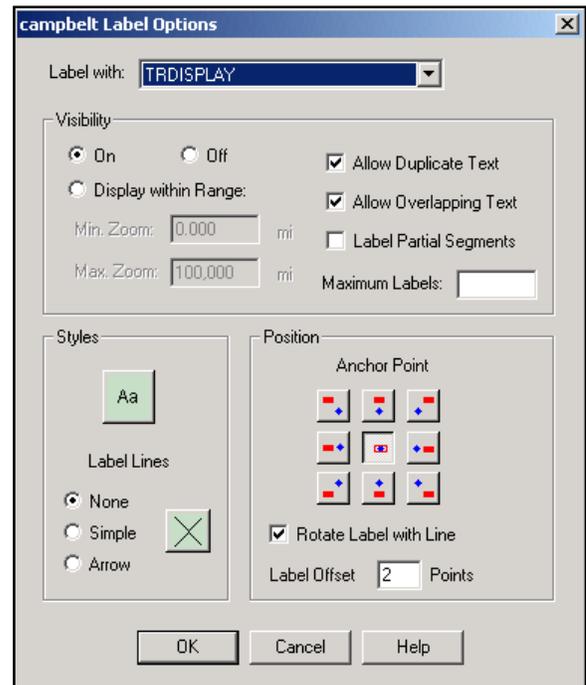
Step 7:

Label Options- From the Layer Control window, with the township layer highlighted and select the Label button.

At the 'Label With' field, scroll down to **TRDISPLAY** for 24K grid or 100K grid in the drop down menu. This will label the township grid with the township and range. If you are not using grid from Premier, then select the appropriate attribute.

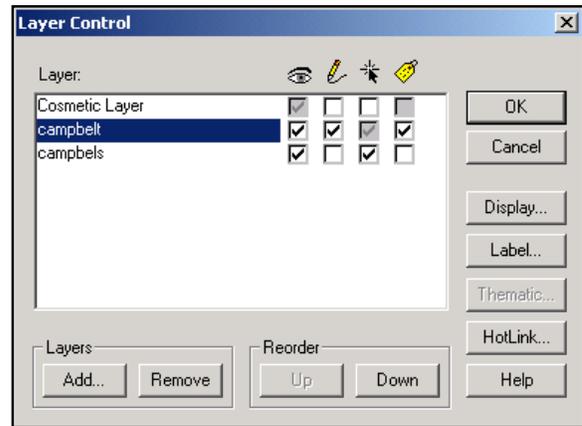
Put a check mark in the 'Allow Overlapping Text' box as illustrated below.

Select the OK button.



Step 8:

Layer Control- In the township layer, check the Editable box, check the Auto Label box and select OK.



Step 9:

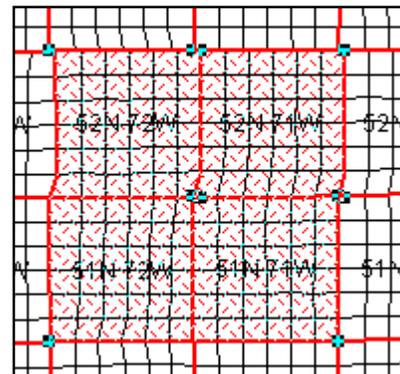
Clipping the Grid- Use the +/- magnifying glass to zoom in or out or the grabber tool to pan the screen in order to view all the desired project townships.



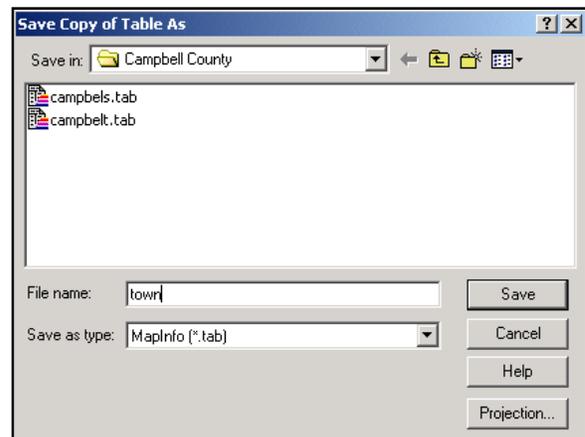
Highlight your area of interest using the Marquee Tool in the Main Toolbar. Draw a box around the desired townships by clicking and holding on one corner, dragging diagonally, and then releasing the button.



A red pattern with black boxes at the corners will appear, as shown.



Go to File, Save Copy as, choose Selection, and use the Save As button to save the layer as a town and store it in the project folder. Name it town.tab.

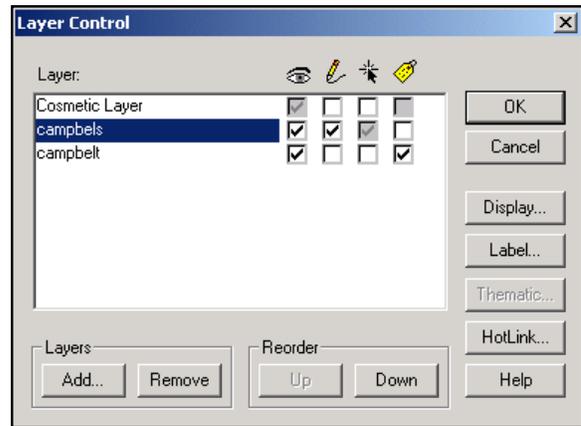


Step 10:

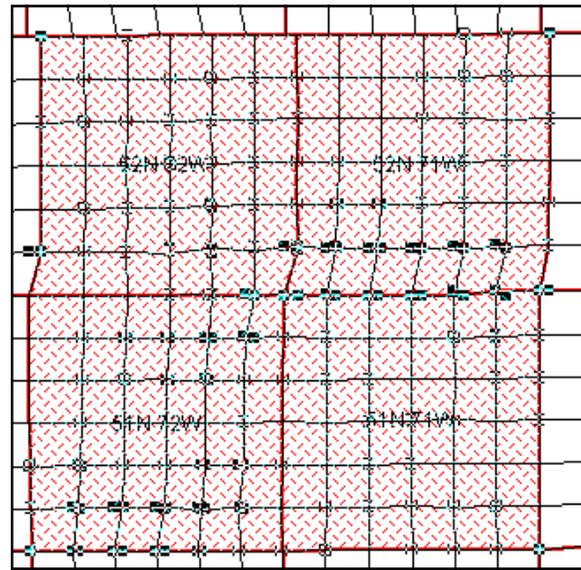
Repeat for Section Layer- Go to the Layer Control screen, select the township layer and remove the check mark from the selectable and editable boxes.

Move the section layer to the top layer under the cosmetic layer.

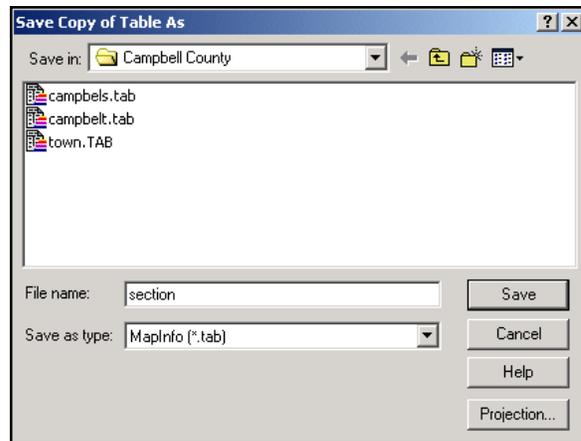
Select the section layer in the Layer Control screen, as shown below. Put a check mark in the editable column and select OK.



Use the Marquee Tool button in the main toolbar to draw a box around the desired sections. Drag your cursor over the sections or townships that you are interested in by starting in the farthest corner and going over the area. This will highlight the area selected, as shown.



Go to File, Save Copy as, choose Selection, and use the Save As button to save the layer as section and store it in the project folder. Name it section.tab.



Step 11:

Close- Go to File, Close All. Exit Map Info.

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CHAPTER FOUR:

CartéView

Retrieving Data to be Mapped

Getting the data to be mapped involves two steps:

- A. Creating Export Files, and
- B. Determining What Layers to Map

A. Creating Export Files

Step 1: Go to <http://www.pdsstudio.com> with your Internet browser.

Step 2: Login to PDS Studio

Step 3: Select BLM Case Recordation

Name	Description
BLM Case Recordation	This database contains federal use case authorizations for the United States.
BLM Land Status	This database contains federal land status information for the United States.
BLM Mining Claims	This database contains federal mining claim information for the western United States.
Lot & Tract Lookup	This database contains aliquot equivalent for lot and tract locations for the western United States.
Map Server	Simplified access to land data through maps
State & BLM Lease Sales	This database contains federal and state Oil and Gas lease sale information for Wyoming, Colorado, Montana, New Mexico, and Utah.
Well Data	This database contains federal and state well information.

Step 4: Select Wyoming Case Recordation

Home Your Account All Data Outputs Report Prices Support Premier Data Help				
BLM Case Recordation				
Select Database				
Name	Description	Updated Thru	Subscription	
Arizona Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
California Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Colorado Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Eastern States Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Free Sample Database	Case Recordation Sample Data (Wyoming)	Apr-04-2001	Valid thru Jan-01-2005	
Idaho Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Montana Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Nevada Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
New Mexico Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Oregon Washington Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Utah Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	
Wyoming Case Recordation	Case Recordation	Aug-15-2003	Valid thru Jan-01-2005	

Step 5: Under Available Criteria select Location and enter your desired township and ranges. Use the <tab> key to move between entry fields.

Location - Federal Township & Range

Meridian (optional)

	Township		Range	
Min Value:	<input type="text" value="28"/>	<input type="text" value="N"/>	<input type="text" value="107"/>	<input type="text" value="W"/>
Max Value:	<input type="text" value="29"/>	<input type="text" value="N"/>	<input type="text" value="109"/>	<input type="text" value="W"/>
Section:	<input type="text"/>			

Exclusive

Step 6: Click Apply.

Step 7: Under Available Criteria, select Disposition and move Authorized and Pending to the right by clicking the single right arrow. Use the <CTRL> key to select multiple selections from the list. Use the <SHIFT> key to select multiple continuous selections from the list.

Disposition

Available		Selected
Cancelled		Authorized
Closed		Pending
Expired	>	
Rejected	>>	
Relinquished	<	
Void	<<	
Withdrawn		

Step 8: Click Apply

Step 9: Under Outputs, Reports select Case Type Frequency ... put in a title it desired.

Step 10: Click Continue

Step 11: Under Completed Outputs, Description, click on the bold underlined report title to view report in Acrobat Reader

PDS Studio		BLM Case Recordation Home		Application Data Outputs				Help	
Completed Outputs - Click on Description to View									
Application	Data Source	Description	File Name	Date Created	Status	Time to Process	Delete Date	Type	
BLM Case Recordation	Wyoming Case Recordation	<u>Case Type Frequency</u>	chase_41301	Sep-03-2003	Completed	0:0:2	Oct-03-2003	Reports	View Receipt Delete

Case Type Frequency

Sep-03-2003

Case Type	Description	Total
262400	State gt sch sec patents	2
281001	Row-roads	136
281007	Row-roads federal fac	4
282103	Fed aid highway(sec 317)	3
285001	Row-pwr facilities	1
285003	Row-power tran-flpma	3
286001	Row-comm site, flpma	1
286203	Row-tel & teleg,flpma	1
287001	Row-water facility	20
288001	Row-pipeline-other	1
288100	Row-o&g pipelines	490
288101	Row-o&g facility sites	5
288104	Row-salt wtr disp-flpma	1
289001	Row-other-flpma	15
311121	O&g lse noncomp pd -1987	30
311211	O&g lse simo public land	16
312021	O&g lse comp pd -1987	62
315100	O&g geophys expl-excep ak	2
318210	O&g exploratory unit	5
318230	O&g participating area	7
318310	O&g communitization agrmt	2
361113	Min mat negotiated -all	1
Total:		808

B. Determining What Layers to Map

Step 1: Click the BACK button on the main toolbar to return to Completed Outputs

Step 2: Click on BLM Case Recordation Home to return to Case Recordation Criteria selection options

Step 3: Under Application Queries, use the dropdown menu to select Active Oil and Gas Leases ... click the Recall button.

The screenshot displays the 'Wyoming Case Recordation' software interface. At the top, it shows 'Current Database: Wyoming Case Recordation' and 'Updated: Aug-15-2003'. The main area is divided into three columns: 'Available Criteria', 'Criteria Selected', and 'Outputs'. Under 'Available Criteria', several options are listed, including County, Location, Case Type, Owner Type, Disposition, Owner Name, Serial Number, Commodity, Action Type, Action Date, and Expiration Date. The 'Criteria Selected' column contains a list of case types such as '310112 - O&G Private Le', '310781 - O&G Renewal L', '310911 - O&G Lse Speci', '311100 - O&G Lse Regu', '311111 - O&G Lse Nonc', '311112 - O&G Lse Nonc', '311115 - O&G Lse Sp Ac', '311116 - O&G Lse Sp Ac', '311120 - O&G Lse Texas', '311121 - O&G Lse Nonc', '311122 - O&G Lse Nonc', '311131 - O&G Lse Future', '311132 - O&G Lse Fut In', '311212 - O&G Lse Simo', '312011 - O&G Lse Comp', and '312012 - O&G Lse Comp'. The 'Outputs' column lists various report types like 'Basic - (5000)', 'Owner Mail Merge Text File - (10000)', 'Ownership CarteView Export', 'Reports', '(O&G) Exhibit A - (5000)', '(O&G) Expiration Date - (10000)', '(O&G) Location Price - (10000)', '(O&G) Net Acreage By Lessee - (10000)', '(O&G) Price Per Acre - (5000)', 'Acreage Inventory - (10000)', 'Action Frequency - (10000)', 'Case Summary - (5000)', 'Case Type - (10000)', 'Case Type Frequency', 'Commodity Frequency - (10000)', and 'Net Acreage - (10000)'. Below the main area, there is a 'Current Selection' section with 'Count: 21751' and buttons for 'View List', 'Clear Criteria', and 'Save Criteria'. At the bottom, there are 'Application Queries' and 'User Queries' dropdown menus, both set to 'Active Oil and Gas Leases' and 'No query recalled' respectively, with 'Recall' and 'Delete' buttons.

Step 4: Click on Location under Available Criteria enter your desired township and range click apply.

Step 5: Under Outputs, Exprots, click on Ownership CarteView Export.

Step 6: Under Export Options, take the defaults if using the Premier grid. If the landgrid is GCDB, do NOT check substitute lots. Check how your landgrid outputs half townships. For example, the Premier grid outputs them as “.5” - 33SN. Click continue

The screenshot shows the 'Export Options' dialog box. It has a title bar 'Export Options'. Below the title bar, there are two radio buttons for 'Output Half Township as', with '2' selected and '5' unselected. Below that, there are two checkboxes: 'Substitute Lots' (checked) and 'Use Survey Type' (unchecked). At the bottom of the dialog is a 'Continue' button.

Step 7: Enter a report title under Description if desired and click continue.

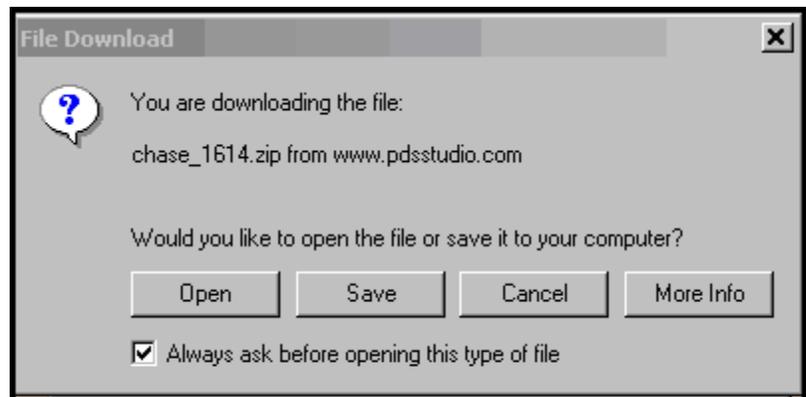


Step 8: Under Completed Outputs, Description, click on the bold, underlined report title to activate WinZip. (You may also right click on the report title and choose Save Target As to save the zip file to the folder of your choice.)

PDS Studio		BLM Case Recordation Home		Application Data Outputs				Help	
Completed Outputs - Click on Description to View									
Application	Data Source	Description	File Name	Date Created	Status	Time to Process	Delete Date	Type	
BLM Case Recordation	Wyoming Case Recordation	<u>Ownership CarteView Export</u>	chase_1614	Sep-03-2003	Completed	0:0:19	Oct-03-2003	Exports	<u>View Receipt</u> Delete

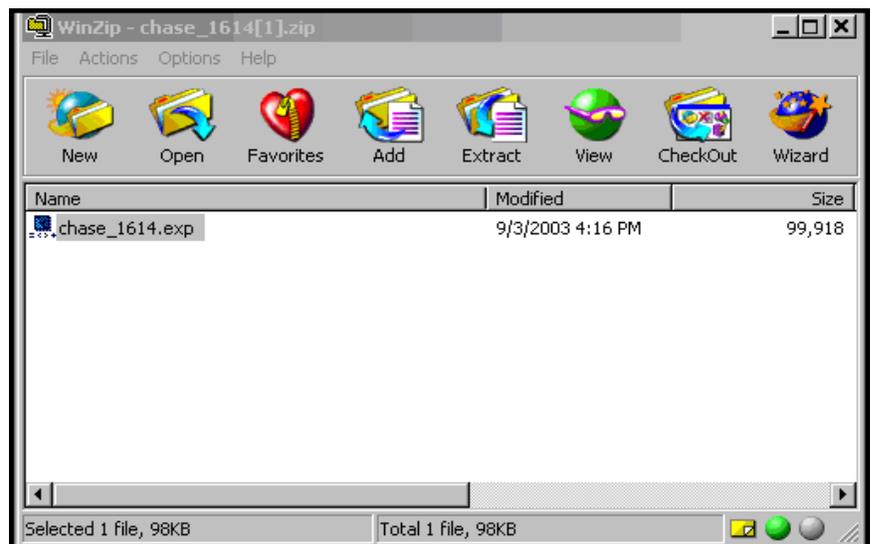
Step 9:

At the Download dialog box, you can open, save or cancel the operation Select open.

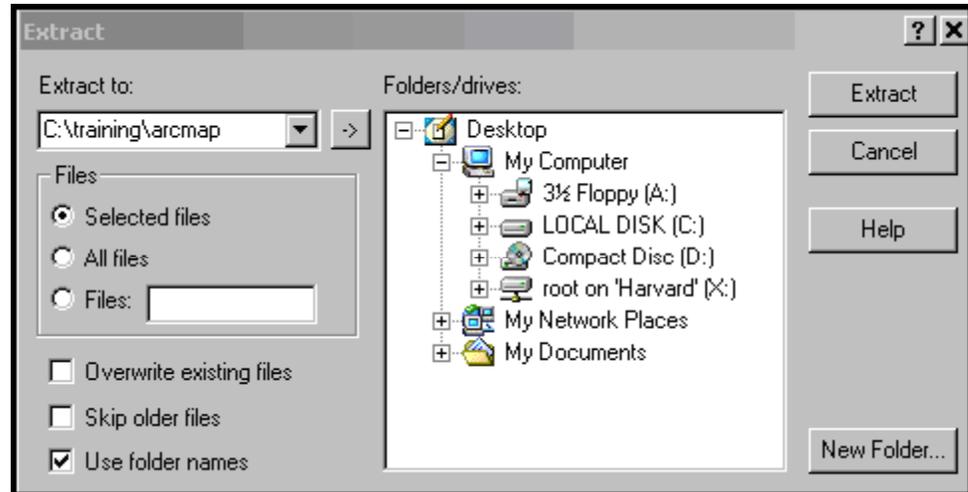


Step 10: Close the Comment dialog boc.

Step 11: Highlight the zip file and either click on the extract icon in the toolbar or right mouse click and choose extract.



Step 12: Navigate to the desired folder and click the Extract button.



Step 13: Repeat the procedure for other layers such as units, communitization agreements, participating areas, closed leases, etc.



CHAPTER FIVE: *CartéView*

Open CartéView for MapInfo

MapInfo tables are created by processing Premier export files against the landgrid in CartéView for MapInfo.

Step 1: Add Section data layer by clicking on the  open icon on the toolbar or by going to File > Open Table.

Hint:

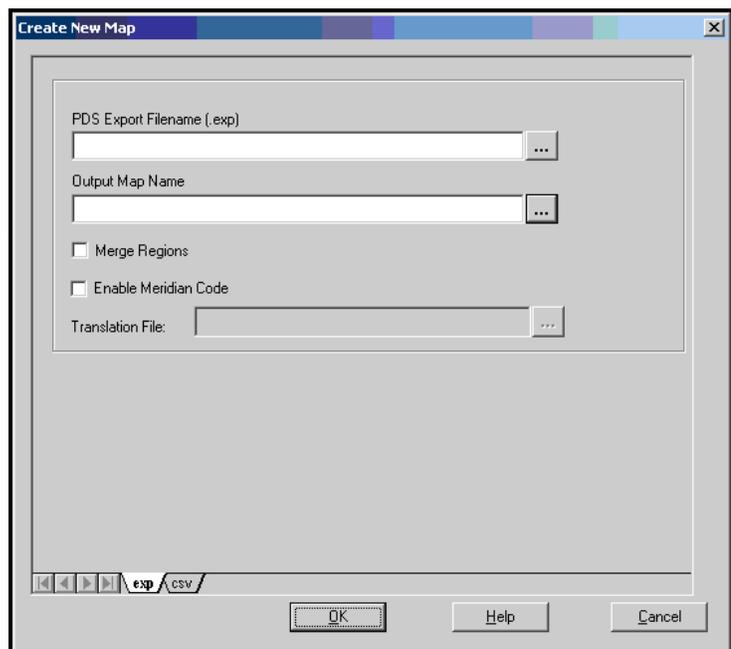
The CF button should now be highlighted. If it is grayed out then your script and keyword files are either selected incorrectly or not selected at all. The land grid script and keywords option is a feature of the CartéView software that allows CartéView to read and process against any land grid you have or may choose to use. Select the correct script and keywords for the land grid theme under the Options button. If you are using Premier's grid, the options are Default.dsm and DefaultKeywords.txt. All scripts files are located at C:\Program Files\Premier Data Services\CarteView MI folder. Please call our Customer Support if you are not sure what options to use for your grid.

Step 2: Click CF button  in the toolbar to process your export file.

The Create New Map dialog box will appear.

Step 3: Under 'PDS Export Filename (.exp)' browse to the project folder where you have saved your export file ... click open.

Step 4: Use the browse button under 'Output Map Name' to navigate to your project folder. Type the layer name (for example, active.tab) and click Save.



Step 5: Click Merge regions box if needed

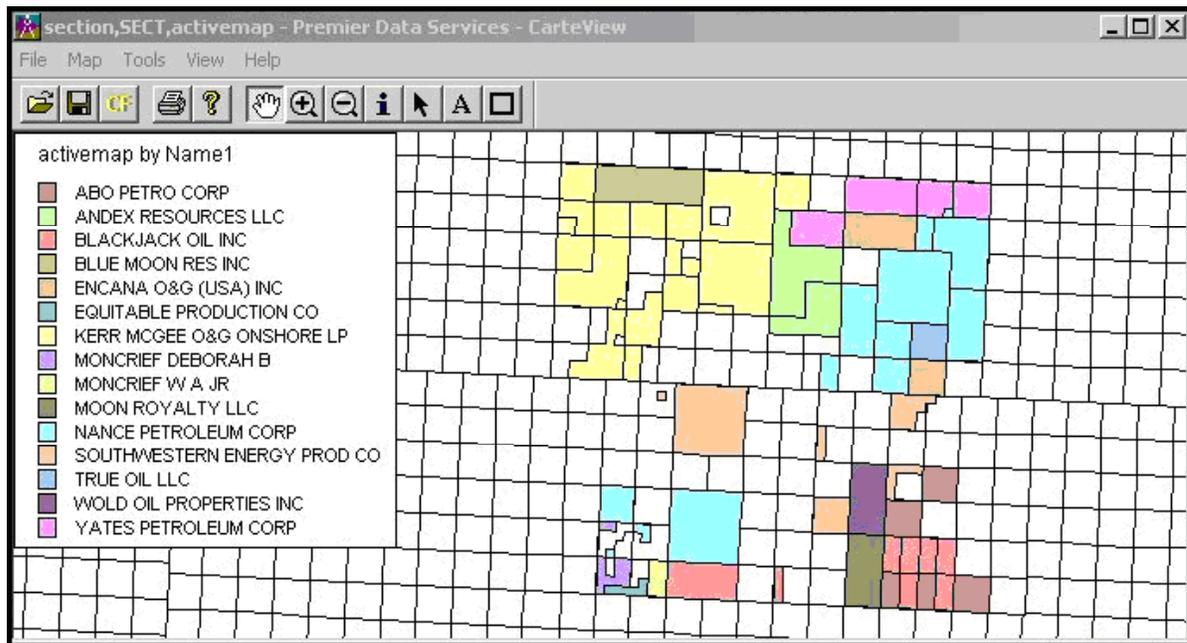
Hint:

Merge Regions as a CartéView function that does two things: 1) removes boundary lines between contiguous parcels of land which are part of a single lease or case; this creates a single region out of multiple, contiguous land parcels which are part of the same lease or case; and 2) merges noncontiguous parcels of land which are part of a single lease or case into a common region so that when you select one part of a lease or case all noncontiguous parts of that same lease or case will also be selected. Use Merge Regions to remove unnecessary lines from your map and to eliminate redundant labeling of contiguous parcels of land that are part of the same lease or case.

Note: This feature of CartéView requires a significant amount of computer power to process; hence, when you select this option, it will approximately double the time it takes to create a map. Therefore, we recommend that you use this feature on maps of smaller areas. Also, this feature is only available at the time a map is created.

Step 6: Click Enable Meridian Code box ONLY when processing data in map areas with multiple meridians that contain identical townships (for example, in some part of Utah). This ensures the records are mapped to the correct area on the land grid. When you check the Enable Meridian Code check box a warning message will appear ... simply click OK.

Step 7: Click the OK button to start the CartéView process. When CartéView is done processing, the map will be displayed.



Step 8: Save the workspace ... go to File > Save Workspace, browse to your project folder and save your workspace.

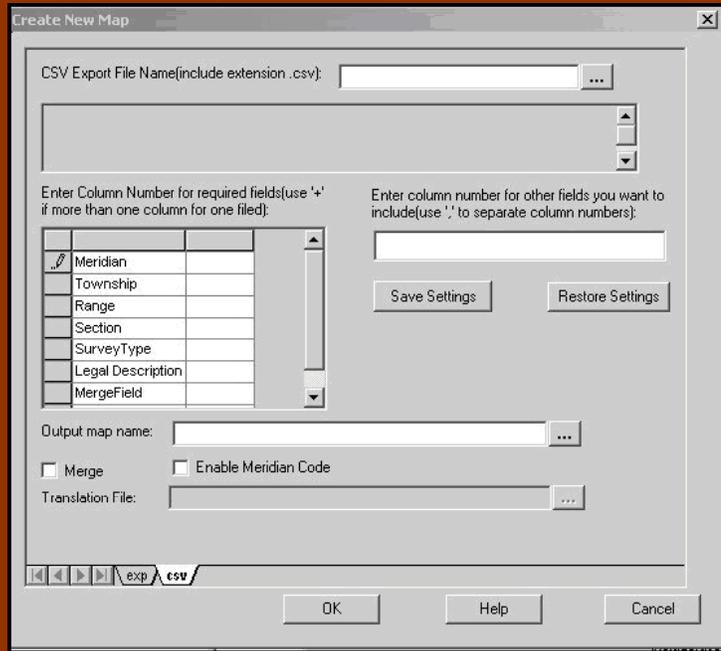
Step 9: Repeat the process for all the export files you created in PDS Studio to produce the individual layers in CartéView without saving the Workspace. All the layers will be saved as *.tab files.

Hint:

CartéView for MapInfo has been developed to work with the Premier Export (*.exp) file format as well as with the (*.csv) file format. If the CSV tab is selected in the Create New Map dialog, a different dialog box will appear.

This dialog box is provided so that you may select which column header in the CSV file contains the required information for CartéView. Enter the CSV column number next to the required CartéView field.

Notice that you may combine columns in the CSV file to complete the required field information. For instance, the Township and Range number and direction information may be split into different columns. One column could contain the number and another column could contain the direction. To combine the columns simply enter the column number containing the Township number, enter a plus sign (+), and then enter the column number containing the Township direction. The end result of the combined columns should meet the required field format.



The “CSV File Info” dialog gives the user flexibility when using different formatted CSV files. You may enter additional column numbers in the field on the right side of the dialog if you would like that information to display as attributes. Separate multiple column numbers with commas. If every CSV file you load has the same format, select the Save Settings button. When you open a CSV file you can then select the Restore Settings button when this dialog appears. The fields will populate with the previously saved values.

CSV Export File Name (include extension .csv): Browse to your project folder, highlight export file (in .csv format) and click Open

Output Theme: Browse to your project folder and name your tab file. Click Open.

Click the Merge Region box and Enable Meridian Code if needed (see explanations above in Steps 5 and 6).

Click OK to start the CartéView process. When CartéView is done processing, the map will be displayed as described above in Step 7.

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CHAPTER SEVEN: *CartéView*

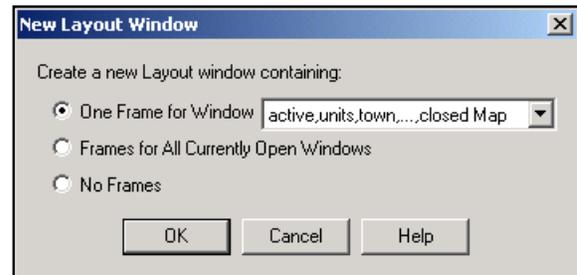
This chapter will explain how to configure the map for printing. We will now use the following steps to add a legend to the map, center it, move labels, add a border, and other features to give it the best possible presentation.

- A. Create Layout
- B. Adjust the Size and Position of the Map on the Layout Page
- C. Create Held By Production Thematic (HBP)
- D. Label the Townships, Sections and Active Layer
- E. Label Units
- F. Turn On the Labels and Save the Modified Files

A. Create Layout

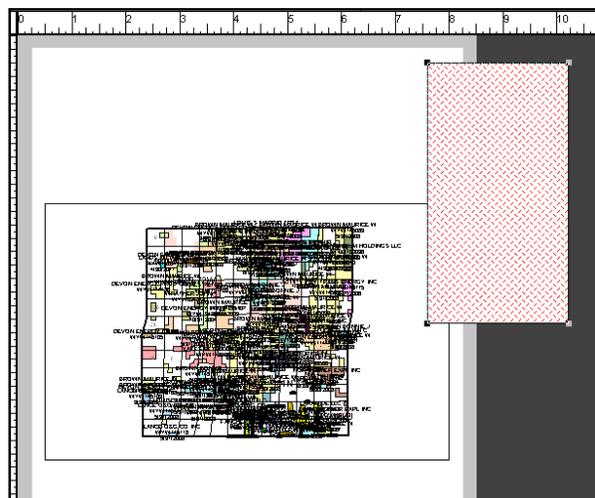
Step 1:

Create Layout- Select Window, New Layout Window and Select OK, as shown below. This will show your map as it would appear on an 8.5" X 11" sheet. Select One Frame for Window that will default to all the layers in your map.



Step 2:

Delete box- If you get a blank box in your layout, delete it by selecting it with the Select tool and deleting.



Step 3

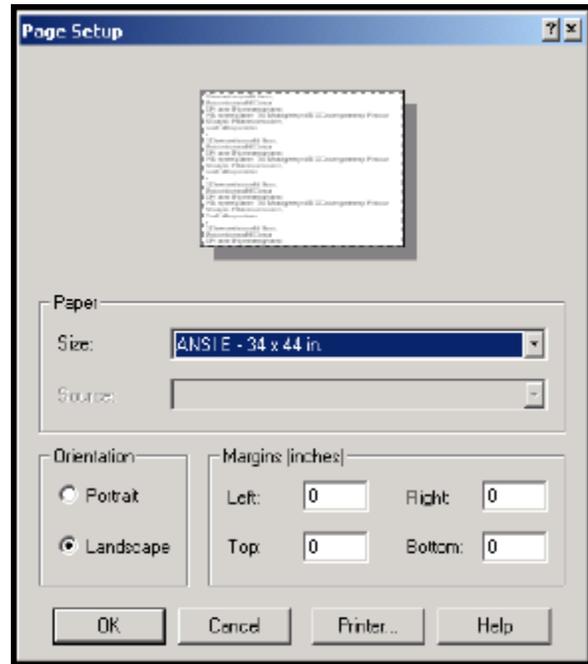
Page Setup- Select File, Page Setup.

Select the Printer button and locate the printer you will be using, as shown.

Select Portrait or Landscape and the size of the paper you are using.

Click OK.

Select Layout, View Entire Layout or right click to view entire layout. This will reflect the new page size. Notice that the layout is larger but the map size remains the same.



Note:

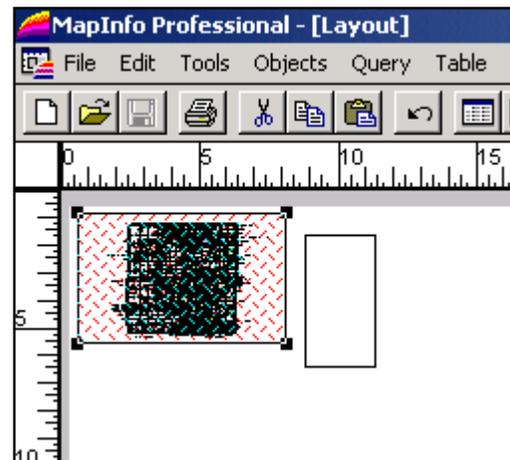
If the large size you are looking for is not listed; it is because you are attached to a regular printer. Select Printer and find the correct one.

Step 4:

Delete box- Delete the small empty box that is pictured above to the right of the map. Highlight the region and move to the top left corner as shown above. Use the select tool on the main toolbar to enlarge the view by dragging the corner to fill the entire screen.

Hint:

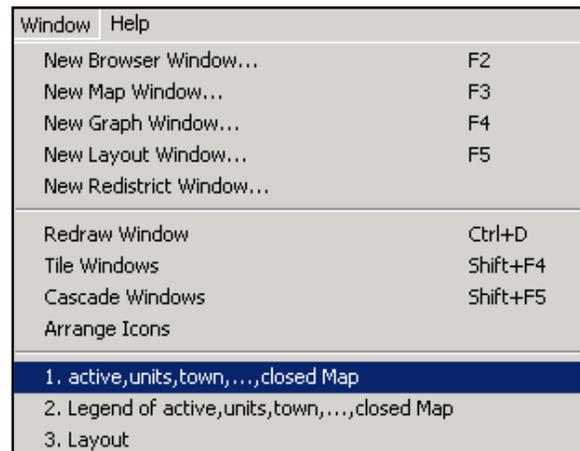
To see entire paper, right click and select "View Entire Layout".



B. Adjust the Size and Position of the Map on the Layout Page

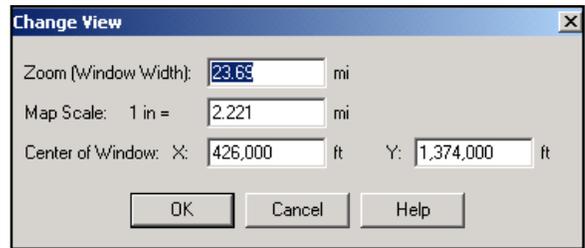
Step 1:

Return to the Workspace- Go to Window and select active, units, town, ...closed Map, as shown below. You are now back at the Workspace.



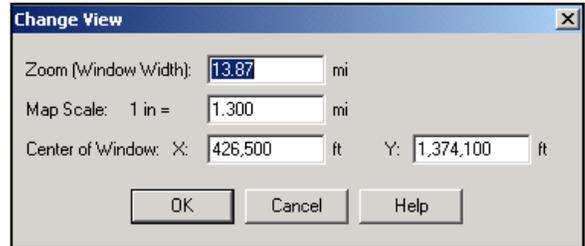
Step 2:

Enlarge the map to fill the print area-Return to the working map, select Window, and select active, units, town,...closed Map. Press the right mouse button and select Change View. Write down the numbers in these fields (as shown in the following screen) in case you change the map too much and want to start at the original scale.



Step 3:

Change Map Scale- Change the Map Scale field. If you need to enlarge the map, shrink the scale. If you need it smaller, enlarge the scale. In this example, we have enlarged the map by reducing the map scale. Review the changes on the Layout side.



Step 4:

Center the Map- Use the grabber tool to position the map.



Go to Window, Layout to see if it is now centered. Repeat this process until it looks centered or positioned as desired.

C. Fix Overlapping Labels

Step 1:

Layout- Go to the Window and select Layout.

Right click the mouse and select View Actual Size or under layout, view actual size; use the grabber tool to look at labels. Note where the labels overlap.

Step 2:

Working Map- Return to your working map by going to Window and selecting active, units, town,...closed Map.

Click the right mouse button and select Change View. Make sure to write down the numbers so you can restore the size and position of the map.



Use the zoom in tool to see if the labels are overlapping.



If they are, use the select tool to click and drag them to the correct place.



Use the grabber tool to move around and find overlapping labels.

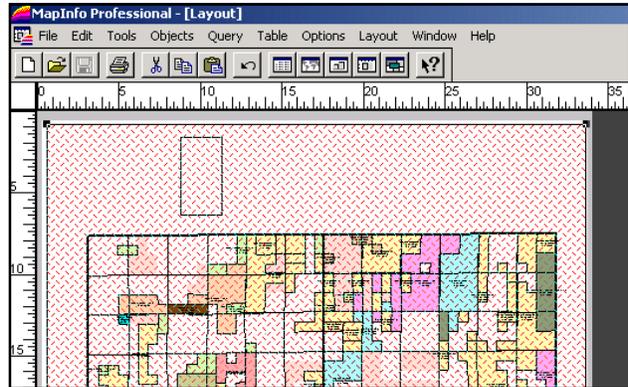


After they are identified, move the labels with the select tool.

D. Add a Border to the Map

Step 1:

Layout Window- Go to Window and select Layout. Use the select tool to highlight the entire map.



Step 2:

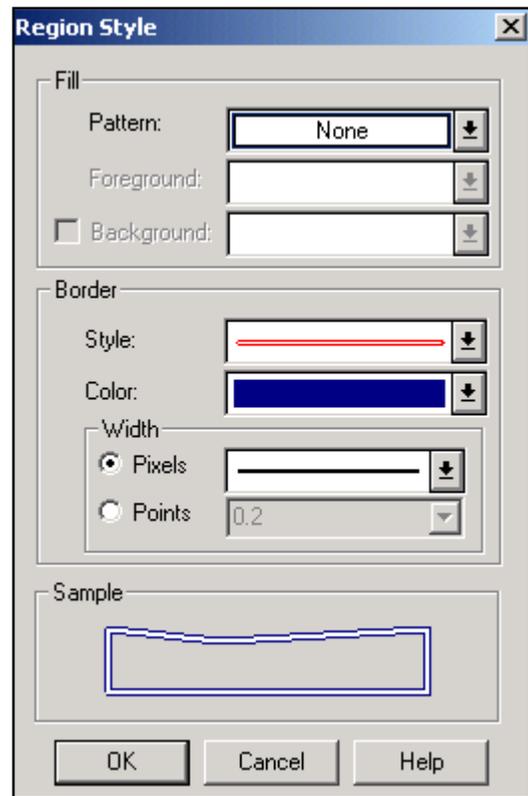
View Entire Layout- Click on the right mouse button to View Entire Layout.

Go to Options, Region Style.

Under Fill, select the Pattern as None.

Under Border, select the Style as a double line, select the color as dark blue and the Pixel width as 2.

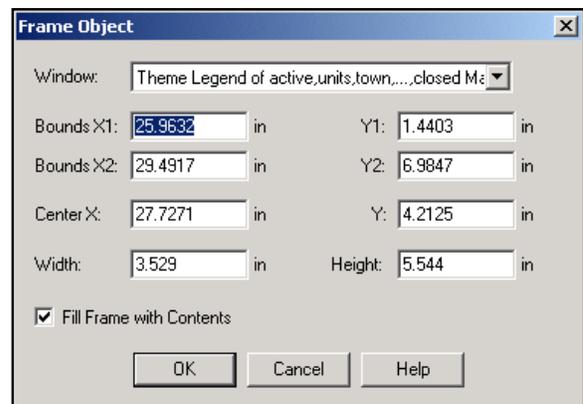
Select OK.



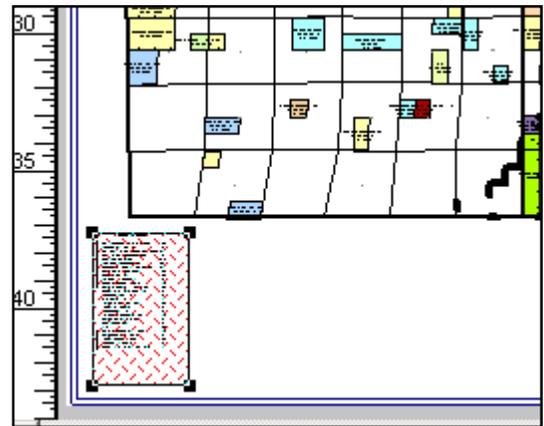
E. Add a Legend to the Map

Step 1:

Frame Tool- Select the frame tool  and draw a box anywhere on the map layout.



Select OK and the legend will appear. Use the pointer tool to move it to the area of the map where you want the legend.



F. Change the Title of the Legend and Font Size

Step 1:

Change Title- Go to Window, select active, units, town,...closed Map.

Go to Layer Control and highlight the thematic Ind Value with Name.

Select Thematic, select Legend.

Change the Title to 108 Active Federal O & G Leases or the number of leases in your map.

Select the Title Font icon and change the font to 24 and bold and text color to dark blue.

Select OK button.

Step 2:

Change Subtitle- Fill in the Subtitle as Majority Lessee.

Select the Subtitle Font icon and change the font to 14 and bold and text color to dark blue.

Under range labels, change the font to 24 bold. Select OK. Remove the check from Show Record Count. Select OK button three times.

Step 3:

View Legend in Layout- Go to Window, Layout and look at the change on the legend.

With the Select tool, increase the size of the box to ensure the legend is visible.

Highlight the legend box with the Select tool. Go to Options, Region Style, select the border at NONE, and pattern as NONE.

G. Label the Legend for the Units Layer of the Map

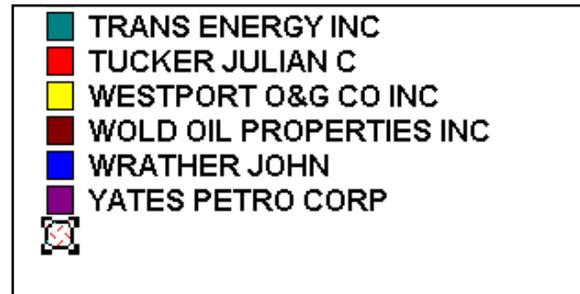
Step 1:

View the Legend- Highlight the legend with the Select tool in the Layout screen. Drag it to the side of the map about halfway down.

Use the zoom in tool to zoom in on the legend. You will have to do this a few times to see the legend.

Step 2:

Create a Box- Use the rectangle tool to draw a box around an existing box for a company. Use the select tool to drag the box below the others.

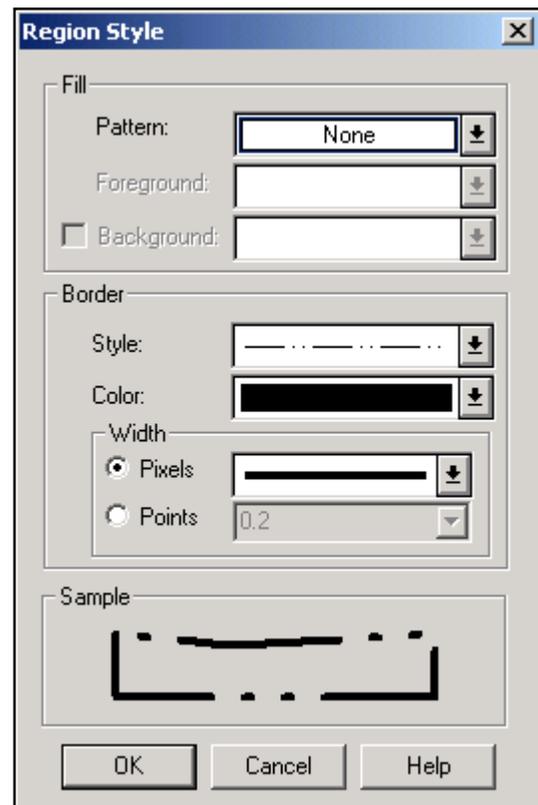


Step 3:

Change Settings- Double click on the new box and select the Style button. The following box shows the best style setting for the Units layer. The Fill is NONE and select the border to be the one pictured below and the pixels to be 4; the 5th one down on the far right.

Select the text tool and click near the Units box and type in Units.

Double click on the word Units to display the “Text Object” window. Click on the Select button and change font size to 24, Bold and all Caps. Use the select tool to align it with the box you drew for the representation of Units.



H. Label the Legend for the Closed Leases Layer

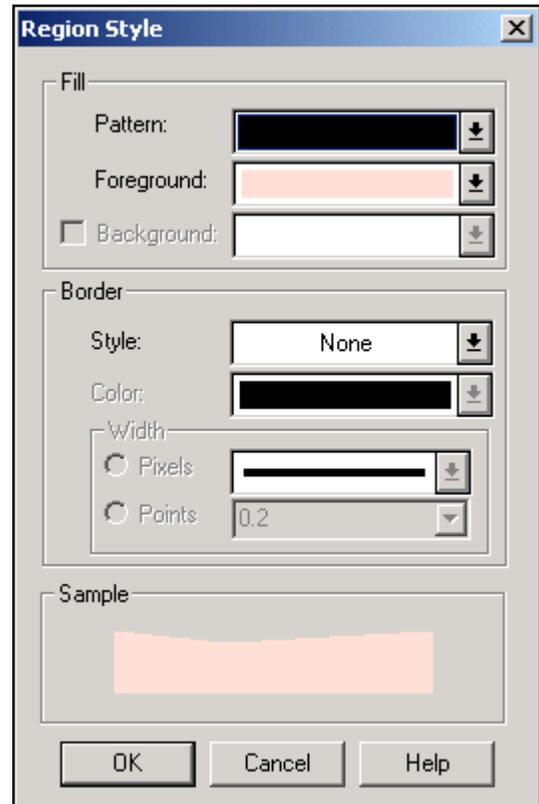
Step 1:

Create a box- Click on the Units box, and copy and paste. Use the select tool to drag the box below the units box.

Step 2:

Change Settings- Double click on the new box and select the Style button. The foreground color as shown below is 2 down and 2 over from the left. The border style is NONE.

Select the Text button and click near the Closed Leases box. Type in Closed Leases. Use the select tool to align it with the box you drew for the representation of Closed Leases.



I. Label the Legend for the Held by Production Layer

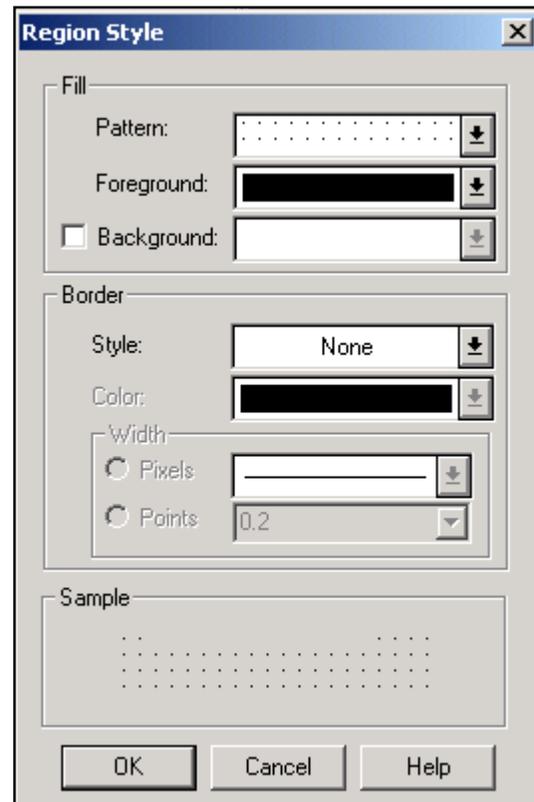
Step 1:

Create a box- Copy and paste as above and use the select tool to drag the box below the others.

Step 2:

Set Style- Double click on the new box and select the Style button.

The following box shows the best style setting for the Held by Production layer. The pattern is 2 over and 7 down. Remove the check next to background.



Step 3:

Change Settings- Select the Text button and click near the HBP box. Type in Held By Production. Use the select tool to align it with the box you drew for the representation of Held By Production. The legend should appear similar to the following:



J. Add a Title to the Map

Step 1:

Create a Title- Select the Text tool.

Click on the top middle of the map and type in the title that you want.

