

Tips for Key Maps / Inset Maps

How Do I Add a Key Maps or Inset Maps

- You need a new data frame
 - Insert dropdown – Data Frame
- Add / Symbolize desired data to the new data frame
 - File dropdown – Add Data
 - Right click on the name of the layer in the Table of Contents that you want to change – choose Properties option – Symbology tab – make desired changes
- Add extent rectangle
 - Click on Data Frame in the Layout window that has the larger extent, right click in the Data Frame – choose Properties – select Extent Rectangles tab – choose the data frame from the Other Data Frame list – use arrow to move it to the Show extent rectangle for these data frames – if desired click on the Frame button to change the properties/look of the extent rectangle

Tips

- Index Map
 - Should be a simplified version of the map
 - Should cover at least 5X the area of the main map
 - Should have its own scale/coordinates/title
 - Main coverage should be shown on the key map
- Inset Map
 - Should show a smaller section of the main map in more detail
 - Should be more complex than the main map (more detail/symbols)
 - Inset map area coverage should be shown on main map coverage
 - Should have its own scale/coordinates/title