

## Tips for Adding Labels

### How Do I Add Labels

- Right Click on the data layer in the Table of Contents – choose Properties – select Labels tab
  - Click on Label features in this layer option
  - Select field from Label Field dropdown
  - Change desired Font

### Tips

- With Labels you are not able to move/colour/size/delete them individually. To do that you must convert the labels to Annotation
  - Right click on the name of the Layer in the Table of Contents – Convert Labels to Annotation – Store Annotation In the Map – click the Convert button
  - To make changes double click on the map in the Layout window (you'll notice a hashed frame around the map) – single click on the label so select it to move it – double click to change label/colour/spacing/font
- There should be no ambiguity with regards to label placement.
- Words/Labels should be all on water or all on land. It should never straddle the two
- Where labels overlap features, it should be the features that are interrupted not the word.
  - If Annotation: Double left click on the text to change – right click – choose Properties – Text tab – Change Symbol button – Properties button – Mask tab – Style select Halo – adjust size as required – Symbol button – choose color that matched the background color.
  - If Labels: Right click on the name of Layer in the Table of Contents – choose Properties – Label tab – click Symbol button – click Properties button – select Mask tab - Style select Halo – adjust size as required – Symbol button – choose color that matched the background color.
- Typically maps should have only 2 fonts, one serif and one sans-serif
  - Can adjust font by double clicking on the text – click the Change Symbol button – change the font option
  - Standard that hydrographic features are italic serif font (often blue in colour)
  - The standard for cultural features (including towns and cities) are sans serif font