

Tips for Legends

How Do I Add a Legend

- You must be in Layout Mode
- Insert Dropdown – Legend
 - This brings you into a wizard
 - Things can be changed once it is completed

Tips

- Should define non-obvious symbols
- If it is a single occurrence on the map, then it should be labeled on the map and not be put in the legend
- Title of a legend should never be “Legend”, this is redundant
- Try and avoid placing a box around legend, it produces a visual barrier on your map
- Symbols in legend should be identical to symbols on the map (size and color)
- Keep all legend items together on the page
- Order of items in the Legend should be points on top in legend, then lines, and then polygons
- Grouping and spacing data in Legend can make it easier to read.
 - To change spacing double click on legend in the map (this brings up a popup window)
 - Go to the Items tab - click on the Legend item that you want changed – click the Style button – choose desired style
- You can change the shape from the standard horizontal line or rectangular box to more accurately reflect the natural shape of the feature.
 - To change spacing double click on legend in the map (this brings up a popup window)
 - Go to the Items tab - click on the Legend item that you want changed – click the Style button- click Properties button – under the General Tab click on Override default patch – Use the dropdown for either the area or line to pick an appropriate symbol