

Tips for North Arrows

How Do I Add a North Arrow

- You must be in Layout Mode
- Insert Dropdown – North Arrow
 - Choose Arrow design - click OK button
- Move to desired location by clicking on arrow and dragging it to desired location

Tips

- Should be at the top of page whenever possible
- Generally picking a simple arrow is best
- It should not be too large
 - Can adjust this by clicking on arrow and clicking on one of the corners, change to desired size
- It should not be too overwhelming
 - Color can affect this. To change color (perhaps to a grey), double click on the North Arrow – in the window select North Arrow tab – click the color box and select desired color