

# Tips for Scale Bars

## How Do I Add a Scale Bar

- You must be in Layout Mode
- Insert Dropdown – Scale Bar
  - Choose Scale Bar - click OK button
- Move to desired location by clicking on the scale and dragging it to desired location

## Tips

- If the numbers on scale bar are not a standard value, change the length of the bar
  - Click on the bar – click on the side handle and drag to appropriate size
- Use appropriate units, the default is whatever the unit of the projection is
  - Double click on the scale bar – choose the Scale and Units tab – use the dropdown under division units to select appropriate unit
- You can change the unit label (the default is the American spelling for both metre and kilometer)
  - Double click on the scale bar – choose the Scale and Units tab – type in desired spelling in Label option
- Generally picking a simple scale bar is best
- If it is difficult to read scale bar you can color the background to match the area where the scale bar is being placed
  - Double click on the scale bar – choose the Frame tab – click the background dropdown box – select colour – if colour doesn't match pick any one and then click on the background color box select the color or go to more color to enter the RGB
- We recommend using a scale bar over scale text as the scale text will not be correct if the size changes (it is projected or shrunk to fit to a page), whereas the scale bar will stretch appropriately