

I. Adoption Sheet

10/13/2010

1. Add Data

Open a new map in **ArcMap**. Using the **Add Data** button, , on **Standard toolbar**, add the shapefiles required for the Adoption sheet.

a. Shapefiles Required:

1. Planning Boundary
2. County Boundary
3. City Boundary / Municipal Boundary
4. Roads (Ex: Local, Road State System_Arcs and Thoroughfares)
5. Schools
6. Railroad
7. Rivers and Streams (Ex:Hydro24k_arcs)
8. Water Bodies (Ex: MajorHydrography_polys)
9. If applicable, consider adding the following shapefiles:
 - Airports
 - Ferries
 - Ports
 - National/State Forests
 - Parks and Game Land
 - Military Bases
 - Mountain Ranges
 - Schools
 - Blue Ridge Parkway
 - Other significant features of the area

Note: Keep in mind that these shapefiles are to help citizens find their surroundings.

- b. Use the spreadsheet “**CTP GIS Data Layers.xls**” to download above data to your local drive. The spreadsheet is located here:
S:\Shared\TPB Reference\Comprehensive Transportation Plan
- c. The shapefiles should be clipped in advance using your study area boundary/planning boundary, to contain only what is needed for the map, and then used for the CTP map.

***NOTE*:** Make sure you clip out your area using the shapefiles from the ‘S drive’, save the clipped output on your hard drive and immediately remove/release the original ‘S drive’ files from your maps so that others can have access to the same.

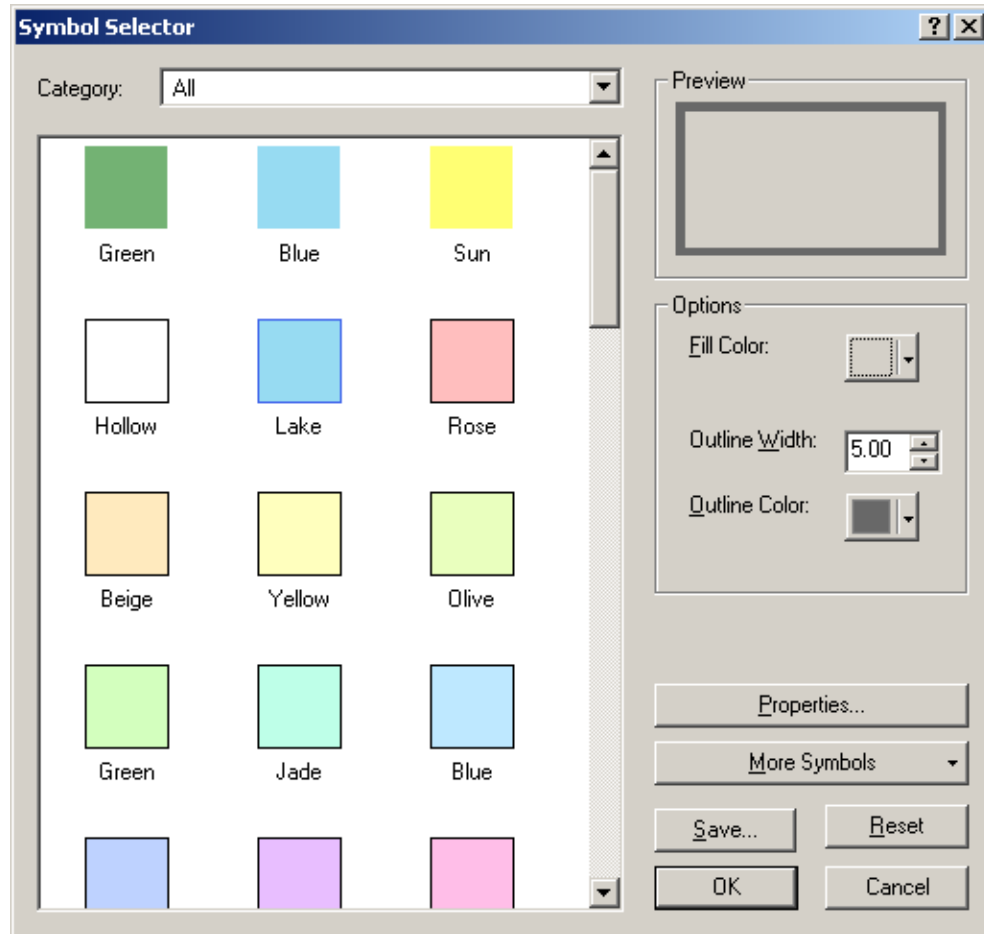
2. Save Map

Use **File – Save As** and save the map as UrbanAreaName Adoption Sheet.

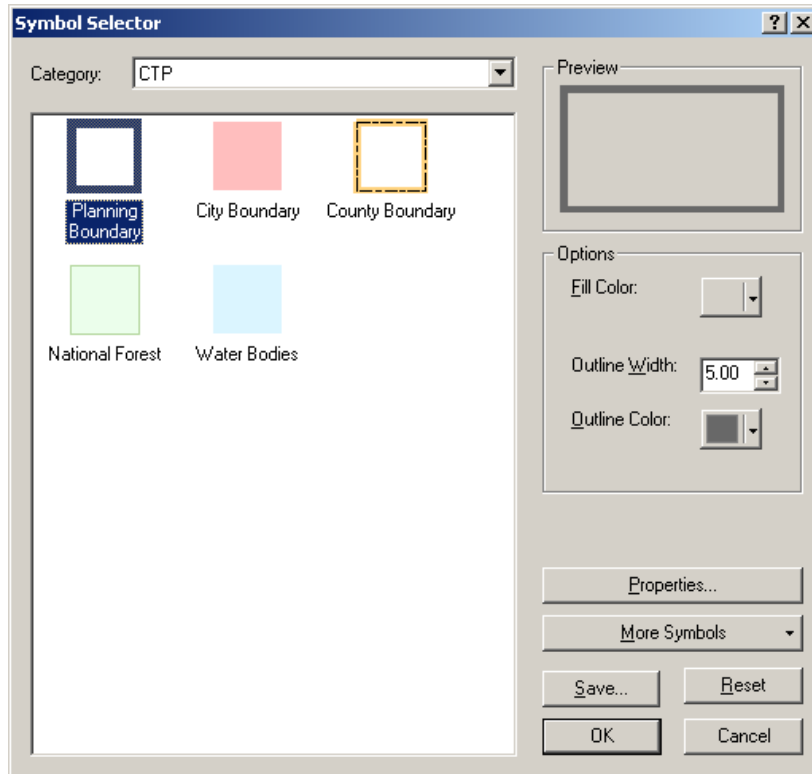
3. Update Symbols

- a. Extract and save to a desired location on your local drive the *style file* from the zip file called “**CTP_Style.zip**” located here:
S:\Shared\TPB Reference\Comprehensive Transportation Plan\CTP Map Templates

- Save the style file as “**Comprehensive Transportation Plan. Style**”
- Change the symbols for all the shapefiles added in Step 1 to match the standard CTP symbols, by adding the TPB standard CTP symbols to your Symbol Selector. Use instructions mentioned below.
 - In the **Table Of Contents** on left, click on the symbol under the ‘Planning Boundary’ shapefile to open the **Symbol Selector** window.



- Click on the **More Symbols** dropdown. Select **Add** and navigate to the location where you saved the **style file** from **Step a** above.
- Select the **Comprehensive Transportation Plan. style** file and click **Open**.
- In the Symbol Selector window, select **CTP** under the **Category** dropdown window.
- Select the **Planning Boundary** symbol and click **OK**.




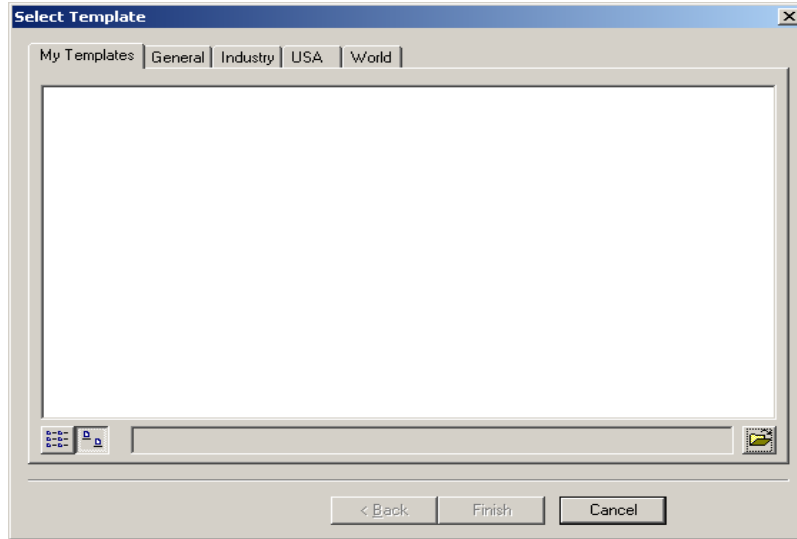
- h. Now, you should be able to select the appropriate standard CTP symbol for any shapefile feature (point, line, or area) using the symbols you just added under the **CTP Category** in Symbol Selector.
- i. Some of the symbols are as follows:


Read as: Shapefile - Symbol terminology in **CTP Category**

1. Planning Boundary - Planning Boundary
2. County Boundary - County Boundary
3. City Boundary / Municipal Boundary - City Boundary
4. Roads – Reference Road
5. Schools – School Reference
6. Railroad – Reference Railroad
7. Rivers and Streams - Rivers and Streams
8. Water Bodies - Water Bodies
9. Parks and Game Land – National Forest

4. Obtain the CTP Standard Template for Adoption sheet

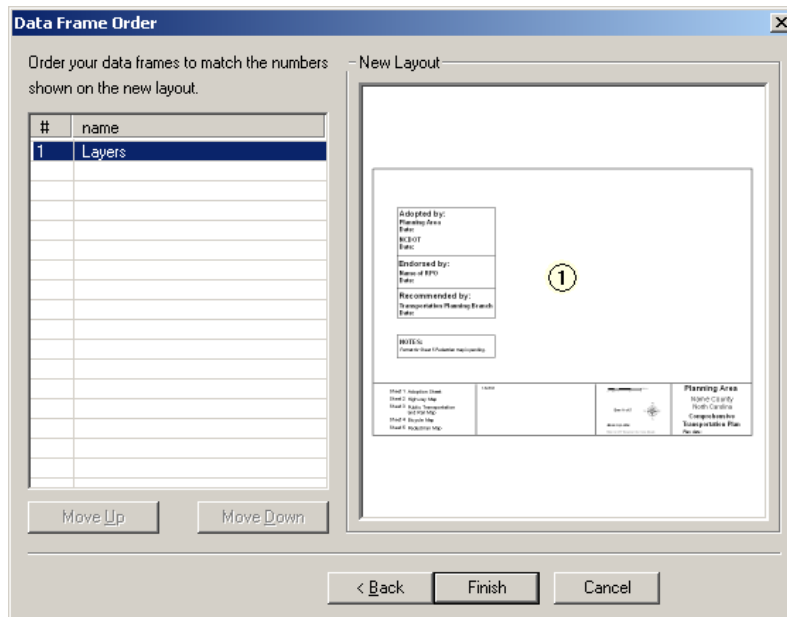
- a. Click and navigate to **Layout View** in your map.
- b. Click on **Change Layout** button, , located in the **Layout Toolbar**.



- c. Click on the ***Browse*** button,  , located in the bottom right hand corner of the window.
- d. Navigate to “**S:\Shared\TPB Reference\Comprehensive Transportation Plan\CTP Map Templates**” and select an ‘Adoption Sheet’ template that suits your requirement from one of the four styles provided:
 1. Landscape_Legend On Bottom
 2. Landscape_Legend On Side
 3. Portrait_Legend On Bottom
 4. Portrait_Legend On Side


NOTE: Once a particular type of template is selected, the remaining maps should also be selected from the same template style.

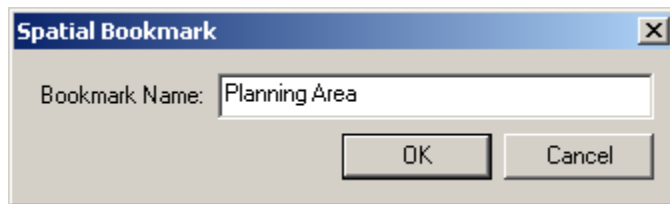
- e. Click ***Open*** after selecting an Adoption Sheet template for your map.



- f. Click on *Finish*.
- g. If the template does not serve its purpose, repeat **Steps b through f** to try another template.
- h. Save the map using *File-Save*.

5. Create Bookmark for Zoom Extent

- a. Decide on the extent of zoom on your map, and create a bookmark for the same so that the extent/zoom level remains identical in all the maps. Once created, the bookmark can be used to obtain the extent after editing as well as used for the other maps.
- b. In the **Data View**, using the zoom button, , zoom into the planning area boundary for the best fit.
- c. Change to **Layout View** and check. If OK, Select *View – Bookmarks - Create*. Give a suitable name for the bookmark such as Planning Area, for example.



- d. Once created, the bookmark can be recalled by selecting *View – Bookmark – Planning Area (Or whatever name you have given your bookmark)*.

6. Adjust Order of Shapefiles in Table Of Contents

- a. Change the order of shapefiles to display data on the map accordingly. For example, the Planning Boundary and County Line should be displayed on top of the roads, rivers, etc.
- b. In the **Table Of Contents**, *Select* and then *drag-and-drop* shapefiles in the correct position.


***NOTE*:** The layer at top in the **Table Of Contents**, displays on top in the map.

7. Prepare Legend


- a. Resize Legend Box
 - In the **Layout View**, click and select the **Legend** box that automatically comes with the map. Resize and make adjustments to fit the Legend in the empty space provided next to the list of maps.
- b. Rename Layers
 - Select a shapefile in the **Table Of Contents** on left. Right click and go to *Properties- General- Layer Name*. Change the **Layer Name** to be what you want it to appear as in the Legend. The Legend will automatically be updated accordingly. Repeat for all shapefiles displaying in the map. For example, your shapefile might be called “Urban Area Boundary” but according to standards, it should be “Planning Boundary” in the Legend.
- c. Adjust the order of shapefiles in the Legend.

- In the **Layout View**, click and select the legend text box. Right click and go to **Properties - Items** tab.
- Click on a shapefile found in the **Map Layers** column and either click on the “>” button to add or “<” to remove from the **Legend Items** column.



- Select a shapefile and click on the up or down arrow,  to move it either up or down in the legend order. For example, line shapefiles such as roads, rivers and streams look better if they are displayed above the area shapefiles such as boundaries, water bodies.
- d. Adjust the Font Style and Size.
- In the **Layout View**, click and select the Legend text box. Right click and go to **Properties – Legend tab – Symbol** and select appropriate font style and size options for the text “Legend”.
 - In the **Layout View**, click and select the legend text box. Right click and go to **Properties - Items** tab. Under **Change Text Symbol** select **All Items - Apply to the whole item**. Then click on **Symbol** next to it and change the font style and size, which will apply to all the Legend items. Click **OK**.

8. Update Map Data

- Select the text boxes and update following sections on the map.
 - **Adopted By**
 - **Endorsed By** and
 - **Recommended By**.
- In the **Layout View**, using the **Layout Toolbar** zoom button, , zoom on the text in the top left hand corner of the map.
- Select ‘Planning Area Name and Date’ text box, right click and go to **Properties - Text** tab and type in the correct information. Click **OK**.
- Repeat for the remaining three text boxes and update the information.
- Similarly, update **Planning Area** data located on the map near the North Arrow:
 - Planning Area – Change to your area name (Ex: Norwood)
 - County Name – Change to appropriate county (Ex: Stanly County)
 - Plan Date – Provide appropriate date (Ex: June 20, 2008)
 - Base Map Date - Provide appropriate date (Ex: August 4, 2006)
- Neighboring counties should be shown for points of reference when doing a county plan as stated in the base map procedure.
- For county plans that have donut areas (urban areas that have individual CTPs or thoroughfare plans) there should not be a date for the plans referenced. It should be shown as “See UrbanName CTP” or “See UrbanName Thoroughfare Plan.”
- Make sure the north arrow is pointing in the correct direction with respect to your area/map.
- Insert - Text** and type “DRAFT” and move the text around the legend area of the map. After a plan has been adopted locally, it will be changed from “DRAFT” to “RECOMMENDED” prior to being sent to the Board of Transportation.
- In addition, the map should be labeled as "Working Copy" instead of "Comprehensive Transportation Plan" until the CTP roadway classifications are

applied. This should reduce the likelihood that a working map would be confused with a draft plan.




9. Insert Photo or Logo (optional)

Using the **Standard Toolbar** on top, select **Insert - Picture** and you can then insert a GIF photo or logo that is suitable for your area. The picture is not required, but if used, it must be a GIF. If it is not a GIF, the map will become too large of a file to be placed on the internet once it is completed. The logo should be of the area and not the TPB logo.

10. Labels

Perform labeling while in the **Data View**. Do not label items in the Layout View because the labels will not adjust with zoom in the map. Labeling can be done in a variety of ways, but the labels must match the standard list below.

Following is a list of required layers to be labeled with the color and labeling convention.

Layer	Color(Highway Map)	Color(Other Maps)	Style
Rivers and Streams	Sodalite blue	Sodalite blue	Name in italics
Water Bodies	Sodalite blue	Sodalite blue	Name, but space the letters to take up the space
Interstates	Blue/Red	40% Gray	
US	Black	40% Gray	
NC	Black	40% Gray	
SR	Black	50% Gray	Name (SR #) i.e. Elm St. (SR 1111)
Roads	Black	50% Gray	Name
Municipality	Black	50% Gray	Name, but space the letters to take up the space
County	Black	50% Gray	Name, but space the letters to take up the space

Please view the warnings and precaution section of this procedure to view labeling warnings before labeling the map.