

# How to use ArcPad





1. Turn on the HP iPAQ or Trimble GeoXT.
  2. Click on “Start”, then “Programs”, and then click on “ArcPad”.
- Note: for more information on the iPAQ read the how to for the HP iPAQ 5550.
3. Complete the attached tutorial from ESRI Virtual Campus.
- Note: The exercise has already been downloaded on to the iPAQ.

## ESRI’s Virtual Campus Tutorial

### Step 1 Open ArcPad and add layers

Open ArcPad, if necessary.

Tap the Add Layer button .

In the Add Layer(s) dialog, tap the Directory Browser button .


In the Directory Browser dialog, tap your mobile\_mapping folder (e.g., **C:\myDocuments\mobile\_mapping**), then tap OK.

Tap the boxes next to hydrants, parcels, and subdivisions.

Tap OK.

### Step 2 Change the map units

The scalebar in your map is using metric units, but the map units of your data use feet. You will use the Properties dialog in ArcPad to make your scalebar and map units match.

From the Main toolbar, tap the Tools button .


In the top-right corner of the ArcPad Options dialog, use the right facing arrow to scroll through the options until you see the Display tab.

Tap the Display tab.

For Display Units, tap the Statute (US Units) option.

Tap OK.

Notice the scalebar is now using US units.

 [Will changing the display units affect measurement results?](#)

### Step 3 Change the layers drawing order

To make the data easier to work with, you will change its drawing order so the hydrant layer draws on top of the parcels layer, and the parcels layer draws on top of the subdivisions layer.

Tap the Layers button .

In the Layers dialog, highlight the hydrants layer.


On the right side of the layers dialog, tap the up arrow to move the hydrants layer above both the subdivisions and parcels layers. Use the same method to place parcels above Subdivisions.

Close the Layers dialog.

Tap OK.

#### Step 4 Change the hydrant symbols

The drawing order is appropriate for your needs, but the symbology of your data does not let you see all three layers at once. To clear things up, you will change the symbology of the layers. Tap the Layers button.

Highlight the hydrants layer, tap the Layer Properties button . (need to press the right arrow to scroll to Layer Properties)

In the Layer Properties dialog, tap the Point Style tab (need to press the right arrow to scroll to Point Style).

Make sure the Fill Points box is checked, then tap the Fill Color symbol.

In the Color Designer, tap a dark red color from the color palette.

In ArcPad Version 6.0, the color you chose is copied to the New color chip that is located in the upper-right corner of the Color Designer. In Version 6.0.1, the new color is displayed as the background color in the OK button; the old color is displayed as background color in the Cancel button.

Tap the New color chip to confirm your choice (Version 6.0) or tap the OK button (Version 6.0.1).

If necessary, change the Outline Color to black.

Change the size of the hydrants to 4.

The color and size of the hydrants is set.

#### Step 5 Turn on the hydrant labels

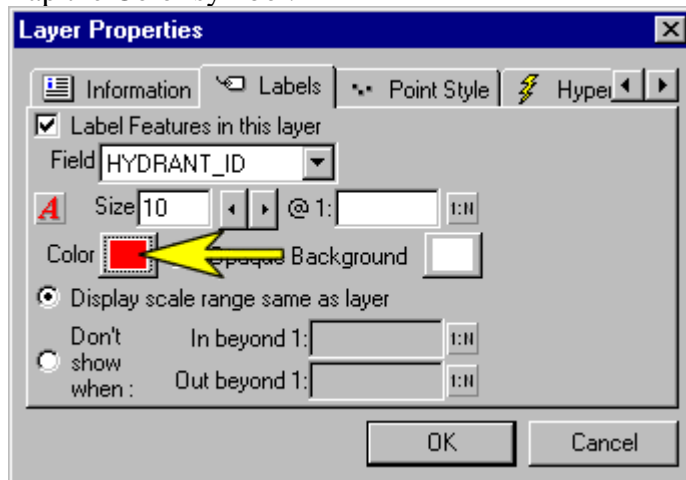
In the Layer Properties dialog, tap the Labels tab.

Check the "Label Features in this layer" box.

If necessary, from the Field dropdown list, choose HYDRANT\_ID.

For Size type 10.

Tap the Color symbol.



In the Color Designer, choose a red color from the color palette, then tap the New color chip (Version 6.0) or tap the OK button (Version 6.0.1).

Check the Opaque Background option. This will put a background behind each label.

Tap OK.

You won't be able to see the changes you made until you close the Layers dialog. Before you close the dialog you will change the parcel symbology.

## Step 6 Change the parcel symbology

Double-tap the parcels layer in the Layers dialog. This is a shortcut for opening the Layer Properties dialog.

Tap the Polygon Style tab (need to scroll to Polygon Style).

Set the Outline Width to 2.

Change the outline color to dark gray.

Make sure the Fill Polygons options is unchecked.


Tap OK to close the Layer Properties dialog.


Close the Layers dialog.

 [Why was the subdivision layer automatically symbolized?](#)

## Step 7 Locate a parcel

The hydrant you are going to add is located in the southwest corner of Parcel 29. Before you can add the new hydrant, you must locate parcel 29.


On the Browse toolbar, tap the Find button .

In the Find dialog, tap the Select Layers button .

In the Field Browser dialog, tap the plus sign next to parcels.shp.

In the list of fields, tap the PID field to highlight it.

Tap OK.

In the Find text box, enter 29, then tap the Search button .


One match is found and posted in the results list.

In the results table, tap the record to highlight it.

Notice the associated feature is also highlighted in the ArcPaddisplay.

In the lower-right corner of the Find dialog, tap the dropdown arrow and choose Zoom to Feature.

Close the Find Dialog.

Tap the Clear Selected Features button .

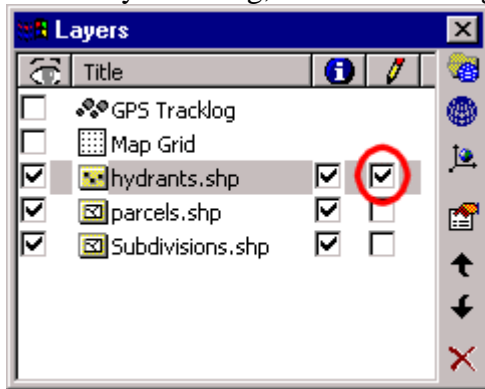
You have located the parcel, now you can record the location of the hydrant that is on it.

## Step 8 Activate hydrant editing

Before you can add the hydrant, you must make the hydrant layer available for editing.

Tap the Layers button.

In the Layers dialog, check the editing box for the hydrants layer.



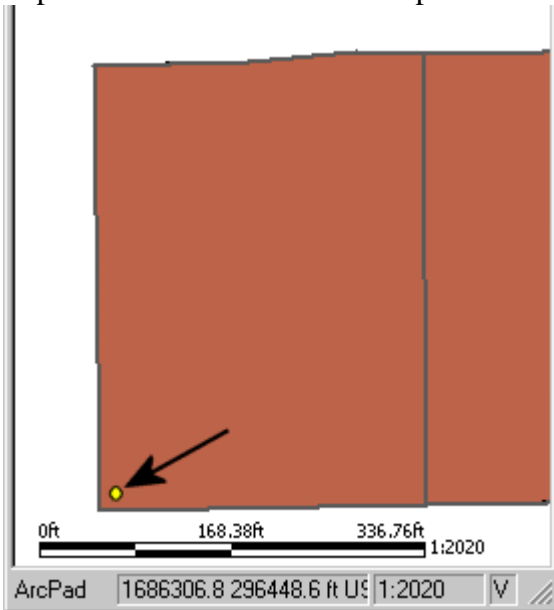
Close the Layers dialog.

## Step 9 Add the hydrant


In most cases, capturing a hydrant with ArcPad would occur in the field with GPS. In this exercise, you will add the hydrant by tapping its approximate location in the display.

On the Edit/Drawing toolbar, tap the Point button .

Tap the southwest corner of the parcel at the location shown below.



The Feature Properties dialog appears once you've added the hydrant. This dialog is used to assign attributes to a feature. It can also be used to edit the geometry of a feature by allowing you to explicitly define the coordinate values of a feature's vertices or a point.

Within the Feature Properties dialog, tap to the **immediate right** of the field type icon  to bring up the text cursor. If it does not activate on the first try, try again.

Enter **14** for the Hydrant\_ID, then tap OK.

Now that you've added the hydrant, you can move on to the streets.

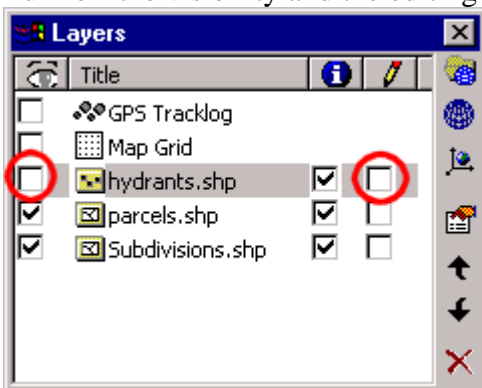
## Step 10 Reset the display

Before you begin adding the streets, you'll turn off the hydrants layer and change some of the display properties.

Tap the Zoom to Full Extent button .


Tap the Layers button.


Turn off the visibility and the editing status of the hydrant layer.



Close the Layers dialog.


To save room in your display, you will turn off the scalebar.


Tap the Tools dropdown arrow , then tap the Scale Bar option to turn it off.  
Tap the Tools dropdown arrow again, then turn on the Panning Frame.

 [How do I use the panning frame?](#)

The display is cleaned up and ready for adding streets, but before you can do this you will need to create a streets layer.

### Step 11 Create a new streets layer

Tap the dropdown arrow next to the Open Map button . Choose New Layer.  
In the New Shapefile dialog, tap the Type dropdown arrow, and choose Polyline.

Tap the Add Field button .

In the Field dialog, name the field **STREET**.

Tap OK.

The New Shapefile dialog shows you the properties of the field you just created.

Tap OK.

In the Create New ShapeFile Layer dialog, name the new shapefile **Streets**, and save it in your MyDocuments folder (e.g., **C:\Temp\mobile\_mapping\MyDocuments**).

Tap the Layers button.

After you create a new shapefile in ArcPad, it is automatically added to the current map with its visibility and editing status activated.

Close the Layers dialog.

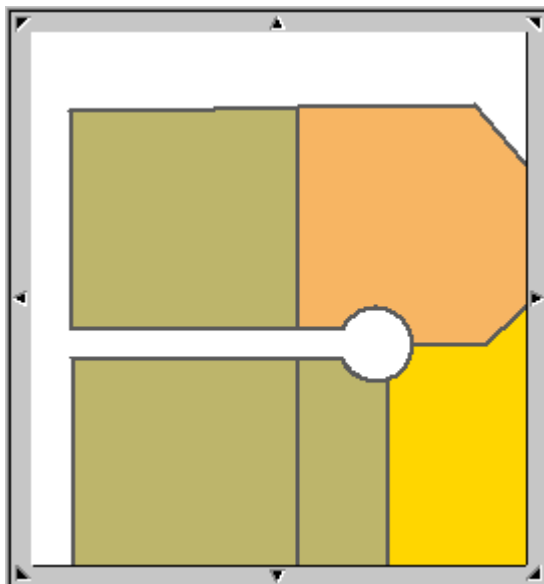
### Step 12 Use the Zoom In tool

You will add the first street to the cul-de-sac located at the north end of the study area. Before you can draw the street you need to zoom in closer to its location.


Tap the Zoom In button .

 [How do I use the zoom in tool?](#)

Zoom in to the area shown below.

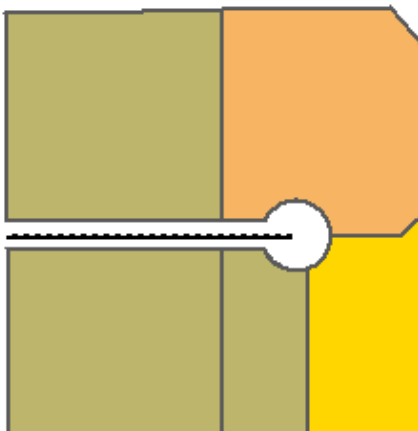


### Step 13 Digitize Kansas Street

Tap the Line button .

To draw a line with this tool, tap where you want the line to start, then, while holding the pen down, drag to the location you want the line to end. The location where you lift the pen off the display defines where the line ends.

Using the tap-and-drag technique described above, draw the cul-de-sac's street centerline at the location shown below.

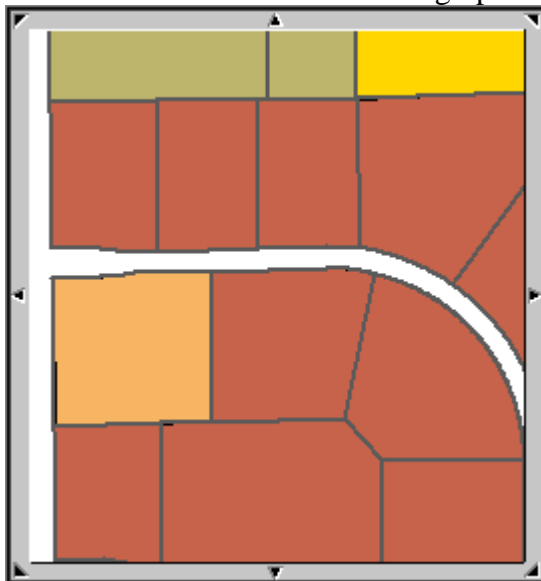


After you draw the street, enter **Kansas St** for the street name, then tap OK. Click the Full Extent button.

### Step 14 Digitize State Street

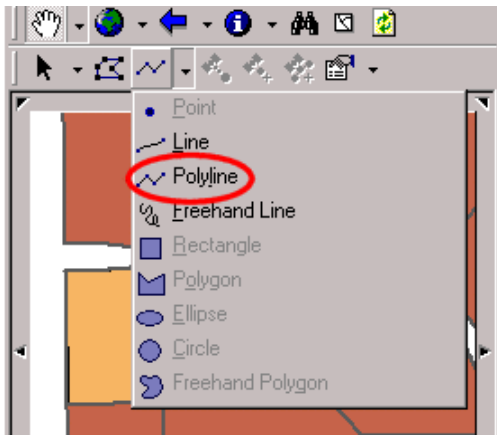
The next street you will add is south of the one you just added.

Zoom in to the area shown in the graphic below.

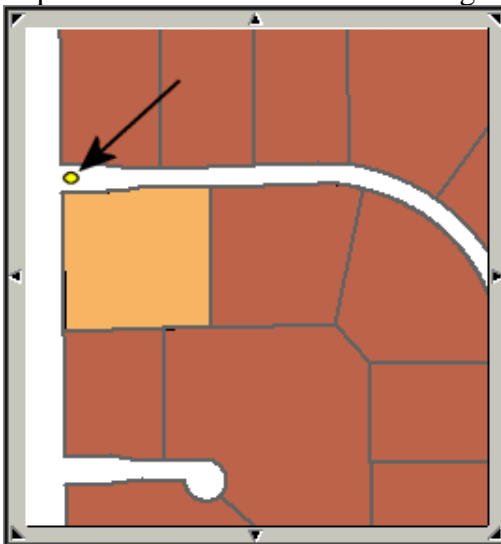


To add this street, you will use the Polyline tool. To use this tool, tap the location where you want the line to start, then tap and drag to define each successive vertex. After adding the final vertex, tap the Polyline button to finish the sketch.

From the Editing tools dropdown list, choose Polyline.



Tap the location shown below to begin drawing the street.



Tap just to the right of the first vertex and drag to the next location where you want to place a vertex, when you remove the styles from display (or release the mouse button) the vertex is added. Digitize the rest of the street by using the tap and drag process to add the polyline's vertices. When you get to the edge of the display, use the panning frame to bring the rest of the street into view, or click the Full Extent button and continue adding vertices.

 [The "tap and drag" method is not working for me!](#)

When you're finished drawing the street, tap the Polyline button.

Name the street **State St**, then tap OK to close the Feature Properties dialog.

Tap the dropdown arrow next to the Feature Properties button  and choose Zoom to Selected Feature.


## Step 15 Save your map and close ArcPad

Your work is done for now, but you should save the current map just in case you need to return to this study area again.

Tap the Zoom to Full Extent button.

Tap the Save Map button .

Name the map **Streets.apm** and save it in your MyDocuments folder.

 [Do I need to save my edits to the streets and hydrants layer?T](#)

Close ArcPad.