

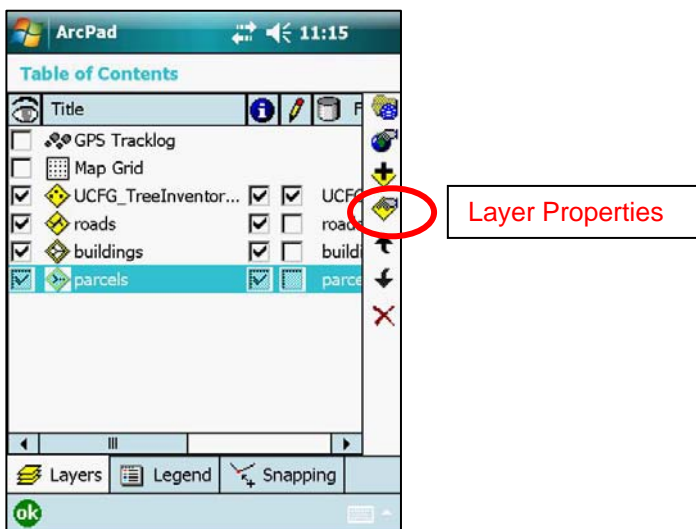
## How to Edit Symbols and Turn On/Off Labels in ArcPad

You will notice that each time you load a layer onto ArcPad (see the *Comprehensive Guide for Using ArcPad* instructions), a randomly assigned color and/or symbol will be given to each layer. This set of instructions will teach you how change the color, style and/or symbol for a layer, as well as how to turn labels on and off. Labels can be displayed all the time, or at different scales. The default is for ArcPad to load a layer with all the labels off.

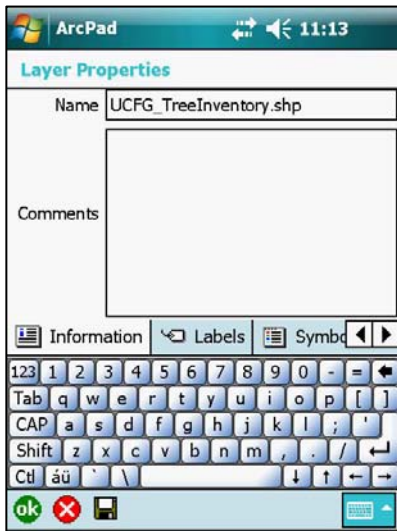
1. To change the symbol for a layer, tap on the *Table of Contents* button on the toolbar:



2. Select a layer by either double tapping it, or tap it once and then select the *Layer Properties* button (hand pointing to a yellow diamond) on the right side of the screen):



The *Layer Properties* window will open:

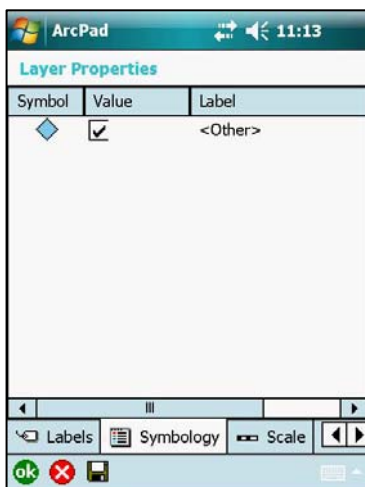


3. To turn labels for the selected layer off and on, tap on the labels tab:
  - a. To turn a label off, select *No labels*.
  - b. To turn a label on, select *Labels using field* and then choose which attribute for the layer to label from the dropdown list. Sometimes, if you are using files from someone else, you have to experiment to find which field has the information you want displayed.
  - c. You can pick the font type, size and color
  - d. You can also choose to have only the labels displayed when you zoom into a specific resolution. This helps prevent the map from being overrun with large labels.
  - e. Select the green *ok* button at the bottom of the screen if you are finished. The map will open with labels displayed.

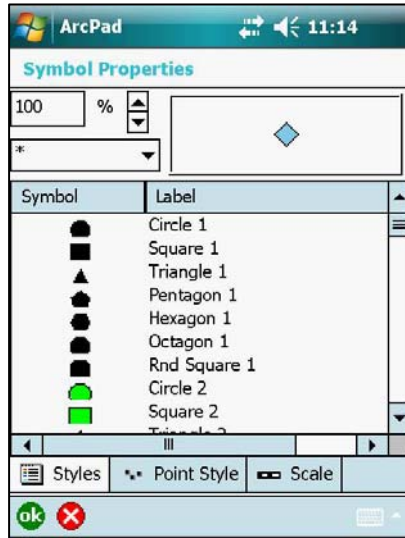
4. To change a symbol, select the *Symbology* tab. It is next to the *Labels* tab:



This will show you what the current symbol is for the layer. Make sure the *Value* box is checked.



- a. Double tap on the current symbol (in this example, double tap on the blue diamond) to open the *Symbol Properties* window. The current symbol selection will be displayed in the box in the upper right:



Notice a list of symbols to choose. Tap on a new symbol to assign that as the symbol for the layer.

- b. Tap on the *Point Style* tab to change the color or size of the symbol. Your current symbol selection will show in the *Marker* box. Set the *Outline Color*, *Fill Color* and *Size* to what you want. Note that the size you select is a constant no matter what scale your map is in.
- c. Once you have chosen the new symbols tap on the green *ok* button at the bottom left of the screen to get back to the *Layer Properties* screen.

5. Tap the green *ok* button again to get back to the *Table of Contents*.

- a. Here you may choose another layer to change. Polyline layers (like roads or hydrology) and polygon layers (like parcels or buildings) may be changed following the same process. You may want to change a polygon layer color to *Hollow* on the *Symbol Properties* page so that it will not cover other layers.

NOTE: You may also move a layer's position by selecting it in the *Table of Contents* and using the black up and down arrows (toolbar on the right) to toggle it into another place. Layers at the top of the list will cover any layers underneath in map view.

6. When you are finished with labels and symbols, tap the green *ok* button at the bottom left of the *Table of Contents*. Your new symbols and any labels turned on should now be displayed on the map.