



## Workflow for Creating a Quick Map Using a Template

### 1. Open a new blank ArcMap document.

### 2. Add base data and static/reference data layers.

In situations where you will be making a map several days in a row, and have several static layers, you may choose to save your .mxd with a generic name at this point. On subsequent days you can open this generic .mxd and proceed from there saving yourself the time required to add all the static layers and base maps each day.

### 3. Add incident data to your map.

### 4. Apply symbology, label features and set reference scale for labels.

Remember to adhere to the ICS symbology standards when possible. Ensure labels will be clear when printed in black and white and features whose symbols are similar or the same are labeled clearly (i.e. helispots and drop points)

### 5. Switch to Layout View and apply map template

Toggle to Layout View and click on Change Layout. Navigate to your map template.

### 6. Add/update required map elements (STANDL) and consider adding optional map elements (SGD).

**Scale** – a graphical scale bar is best if the map may be printed at various sizes

**Title** – include incident name, map type, unit ID, local incident ID, and operational date and shift map was prepared for

**Author** – person or group map was prepared by

**North Arrow**

**Date** – date map was prepared

**Source Statement** – can include date data was collected, coordinate system, projection

**Graticule/Grid** – if included, be sure datum is specified on map so graticule can be used with GPS units in the field

**Datum** – must be included if graticule/grid is used

### 7. Check map for errors – remember people are using this map to make operational decisions

Check spelling

Ensure features are labeled correctly

Ensure all features are displayed, not hidden by other features or labels

Is scale bar in increments that are useful, ie. 0.10 miles vs 0.13 miles

### 8. Export your map to a geo-enabled PDF.

File>Export, choose PDF as type and check “Export Map Georeference Information”

Consider labeling map document according to GSTOP file naming convention:

*{map type}\_{page size}\_{page orientation}\_{date}\_{time}\_{incident name}\_{unit ID +local incident ID}\_{operational period – if appropriate}.pdf*