**Alan Burger’s At Sea Aggregation Data for Marbled Murrelets**

**“How To” guide for users new to ArcGIS**

Related Tables:

* Open ArcGIS 10 →ArcMap→ MAMU\_Data\_Consolidation\_2012→ BurgerAtSeaFinal→MapFiles→BurgerAtSeaFinal.mxd
* Right click on the “at\_sea\_polygons” layer and open “Attribute Table”
* You must select an area (either on the map or within the attribute table) to see the data in the related tables. For example: In the attribute table, click on the grey box to the left of ObjectID 1. The entire row is now highlighted.
* At the top of the attribute table, click the pull-down menu next to the “Table Options” icon (top left).
* Scroll down to “Related Tables”. You will see three options: VisualCounts, VisualDensities, and RadarCounts.
* Choose any related table, and it will show the data for only that selected area and for your selected related table (i.e.: VisualCounts)
* To get back to the main attribute table, click “Related Tables” again, and choose the only option.
* If you would like to see the entire related table and not just the selected row, at the bottom of the attribute table, choose the icon called “Show All Records”.
* You can unselect your chosen area by going to the top of the attribute table and click the icon called “Clear Selection”.

To view the Attribute Table:

* Right click on layer label for radar points
* Scroll down to “Attribute Table”
* You can also choose your area of interest from the attribute table by clicking the grey box on the far left of the attribute table, next to the record you want to see. This will highlight the row, and also highlight the point on the map. To unselect your area/point, you can click the “Clear Selected Features” icon either in the attribute table, or in the top portion of the ArcMap window.

To copy the screen view:

* CTRL+PRT SC (control button and print screen buttons on your keyboard).
* Open a Word Document and CTRL+V and it will copy your screen.

To Export the map as a pdf:

* In ArcMap, go to “File” menu.
* Scroll down to “Export Map”
* Choose where to save your map from the pull down menu, change the name of the map (if needed), and choose file type from pull down menu.

To find files easier:

* Open the Attribute Table.
* Scroll across to field name of choice.
* Right click on specified field (i.e.: Year, Name, etc.).
* Choose “Sort Ascending”. This will order the column in numerical or alphabetical order to make finding a particular record easier.