TIPS FOR CREATING YOUR MAP:

1. Make sure to add a title to your map that accurately reflects what the map is representing.

   - From the View menu, choose "**Layout View**." A layout toolbar should appear, and your screen shot will show your map in the middle of a piece of paper. **To add a title,** click on "**Insert**" from the menu bar and then click and select "**Title**" from the drop down menu. You can change the font and font size by double-clicking on your title and using the tools in the dialog box.

2. Include a legend box that clearly describes to the map user what the elements in your map are. Choose a font style and size that is easy to read and list the map elements in order that makes sense. For example, if your map is about income distribution, make sure that the symbols representing income levels are first on your list, as these are the most important pieces of importation your map conveys.

   Legends generally appear near the bottom of a map or at the outer edges, but don't let this limit you. You can place the legend wherever you think it's best, though make sure the legend is not covering important pieces of the map. Another option is to put a thick frame around the legend to set it apart from the map.

   - From the **Insert** menu, choose "**Legend**"
   - Click inside the Legend Items box. Items on the left are your options. Items on the right are those that you wish to display in the Legend. (If your legend doesn't come out exactly like you want you can double click on the legend and make adjustments)
   - Click the double left-arrow button and all the items go into the options box.
   - Click on an item you want displayed in the Map Layers box and then click the single right arrow.
   - When you have selected the items you want, click next until the window closes.

3. Add a North Arrow to guide the map user, and a scale bar.
   - From the Insert menu, choose "**Scale Bar**" Select a scale bar and click **OK**. It will appear in your layout but you will need to position the scale bar and size it by dragging on the corners of the rectangle. Right click on the scale bar and click on **Properties** in the menu box that opens. In the "**Scale and Units**" tab, make sure the "**Division Units**" are miles (you can change them to kilometers**.)**

4. Include additional features such as text boxes, labels, or background colors to improve your layout. If you map is near water then the background color should be blue and labeled. There are water labels for lakes and rivers, but for large bodies of water many people find changing the background color and making a label, such as "**Pacific Ocean"** works best. To change the background color right click on the map in layout view and go to Properties>Frame and choose a background color from the drop down menu.