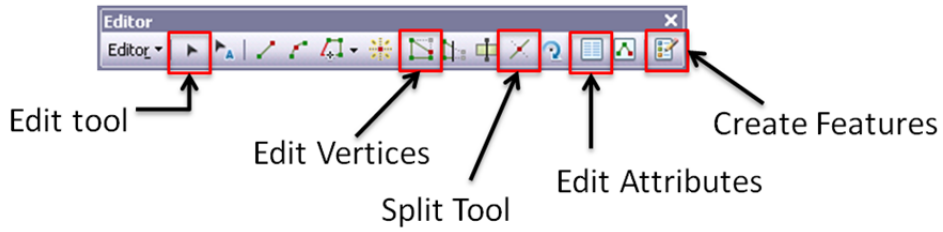
The Editor Toolbar



Edit tool

Keyboard shortcut	Editing function
E	Toggle between construction, Edit, and Edit Annotation tools.
CTRL	Move the selection anchor.
SHIFT	Add to/Remove from the selection.
N	Select next feature.
P	Open Edit Sketch Properties window.
A	Insert a vertex where you click a segment. If you hold down A, then click and drag, you can insert the vertex and move it in one motion.
D	Delete the vertex you click. Hold down D and drag to delete multiple vertices.
BACKSPACE	Delete selected vertices.

Keyboard shortcuts common to all editing tools

Keyboard shortcut	Editing function
Z	Zoom in.
X	Zoom out.
C	Pan.
B	Continuous zoom/pan.
V	Show vertices.
ESC	Cancel.
CTRL+Z	Undo.
CTRL+Y	Redo.

To Begin:

Visit: https://www.mvrpc.org/gis-training

Click the link called 'Working with Data ArcGIS Training'.

Once at the MS OneDrive page, click 'Download' in the upper left; it will take a minute or two to download a zip file.

Locate the zip file and unzip it (right-click, 'extract all') to your desktop. This will be your working folder.

Start ArcMap

1. Click the **Open** button on the Standard toolbar.
2. Navigate to the **Exercise1.mxd** map document in your working folder. If the Getting Started window opens, choose to browse for an existing map and navigate to **Exercise1.mxd**.
3. If things don't open or load correctly, please bring this to our attention.