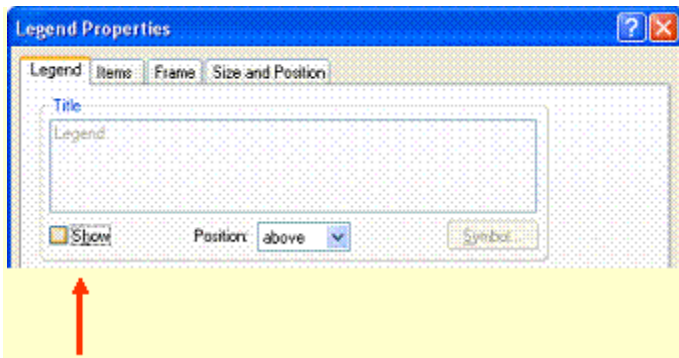
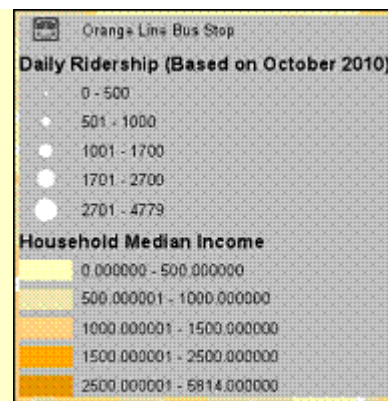
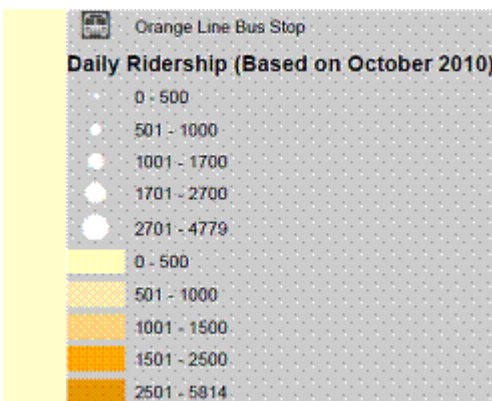


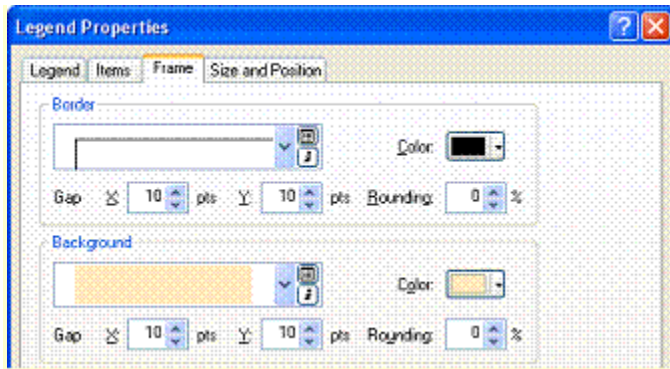
HANDY DANDY GENERAL MAP TIPS

- Remove the heading "**Legend**" from your legends (Legend Properties > Legend tab > uncheck Show)

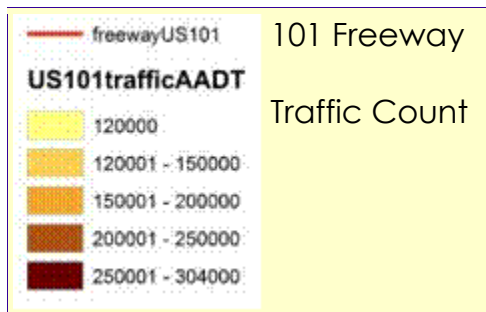


- Put space around the legend so that the outline isn't right on top of your content like below on the right. Fix the gap on the Border AND the Background or it will turn out with a weird strip around the edge like the one on the left.

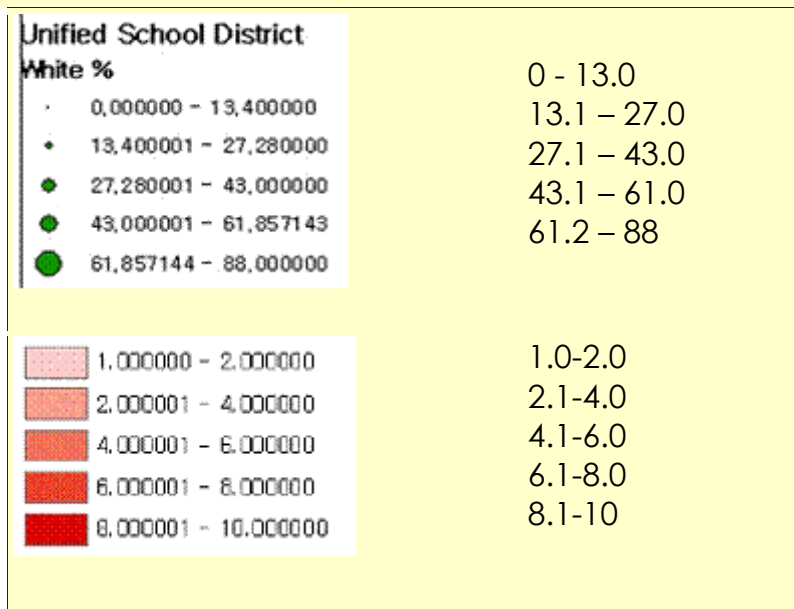




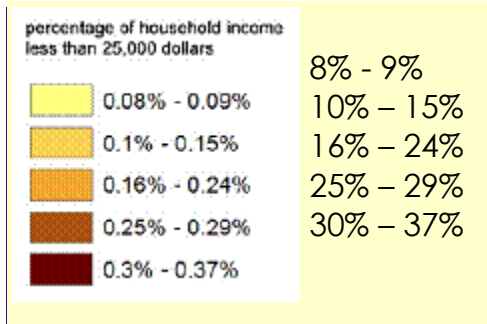
- Edit layer headings and values to maximize readability. You do this in the table of contents. Easy.



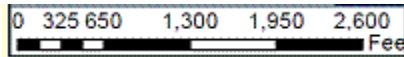
Do not show more than 2 decimal places in your legend, fewer if appropriate.



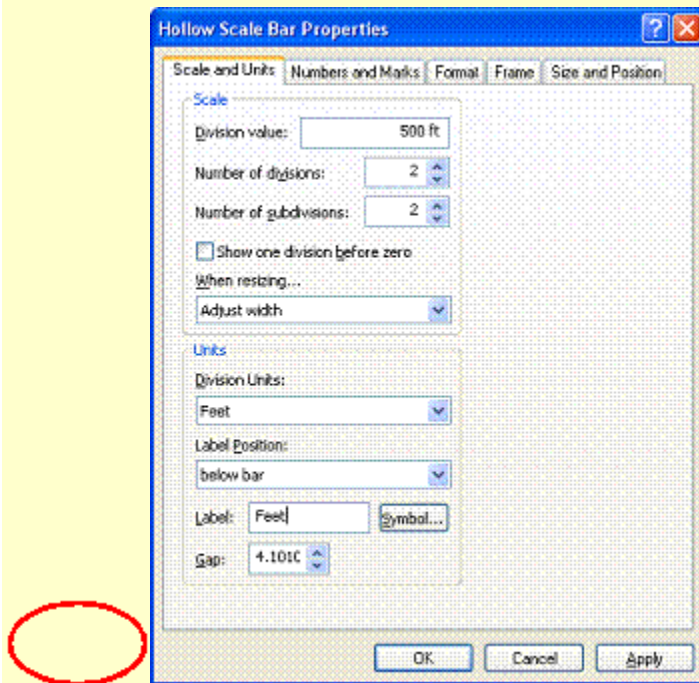
- Be careful and accurate with percentages in your legends.



- Scale bars should generally be in **feet** or **miles** based on your map extent. Choose appropriately
- Make scale bars to rounded, common numbers (...)



500 or 1000 foot intervals would be better.



- Use labels appropriately. You may not need them. If you do, make sure that they do not overlap (.....)



- Do not use "Courier" font unless you are trying to create a typewriter look
- Only include maps within your text if they are easily readable at that size. Otherwise, include them as full-page size at the end or both.
- If using Census data for Los Angeles County, delete the extra water polygons (Start Editing > select them and delete).

