Redistricting PDF Maps

1. **Create 2 separate maps**: one for the E-size wall map layout and one for the letter-size map series layout.
   1. Each will have the same layers, but will be symbolized differently
   2. ***Typically, we use ESRI streets basemap*** to save time. However, a few counties have requested the DOT dominant routes layer and others have requested a topographic map.
2. **LOCATIONS**
   1. Feature Classes
      1. **Redistricting.gdb** (Z:\userFiles\Sam\_B\Redistricting.gdb):
         1. *West\_Virginia\_Routes, Dominant\_Routes, US\_Highways, Interstates*
            1. Use varies by county’s needs, road labeling is handled within the layer’s label class
         2. *Incorporated\_areas*
            1. Incorporated area polygons are shown on all maps below the district boundary layers.
         3. *SENfinal\_shp & HODfinal\_shp*
            1. Legislative district boundaries with the same symbology
            2. Used for E-size maps
      2. Other layers:
         1. *County Magisterial Districts and Voting Precincts*(R:\Redistricting\Data\CountyWorking)
            1. Most recent versions of each should be in the County folder within the Redistricting folder
         2. *BuildingFootprints Service Layer*
            1. Used on both E-size and Letter maps
         3. *Mask*
            1. Used for both maps
            2. Wall Map: create a mask around the entire county ( rectangular feature class, 50% grey, 50% transparency) Next go to the feature layer appearance tab, and select the magisterial layer from the ‘masking’ dropdown
   2. **Symbology:** Z:\userFiles\Sam\_B\Symbology
      1. Import corresponding layer file for each feature class you add to the map. The files in the symbology folder are labeled for boundary type and map type (e.g. *mag\_E\_size* is the symbology for the magisterial layer you will use for the wallmap)
      2. The label classes for the boundary layers are also within these layer files, right click on the layer and turn on labels.
      3. While this is the symbology we have standardized, we do make changes depending on the readability of the map
      4. Convert labels to annotation if they cover boundaries.
   3. Example maps:
      1. Lewis E-Size Magisterial: R:\Redistricting\Data\CountyWorking\Lewis\Magisterial Districts\v3\PDF Maps
      2. Lewis Voting Precinct Map Series: R:\Redistricting\Data\CountyWorking\Lewis\Voting Precincts\v3\PDF Maps
      3. Monroe Voting Precinct Map Series: R:\Redistricting\Data\CountyWorking\Monroe\Voting Precincts\v3\PDF Maps
3. **MAP SERIES:**
   1. Create a letter size layout with 0.25” guides (right click on the ruler, “add guides”/ ”offset from edge”/ 0.25). Snap the letter-size map frame to the guides (“add map frame”, drag to edge of the guides). No other setup in needed because the map series will automatically scale the map to the best fit.
   2. To enable the letter-size map series, open the map series tab in the layout properties (right click on the layout name/ “map series”). Enable map series and select the ‘spatial’ option. Then Select the precinct layer as the index layer, and ‘LONGNAME’ as the name field.
   3. **Map Series masking**: merge mask layer with Precinct shapefile (“merge tool” in the geoprocessing toolbox. Note that the precinct layer you merge with the mask must be the exact same layer that you use to define the map series). Delete the row of null values in this new layer’s attribute table. Under the merged layer’s Properties, set the Page Query page filter to the same field being used for the Map Series page name (LONGNAME, District, etc.), and select for features that “Don’t match” to show. The page query will only work once the map series is activated.
   4. In the map extent settings, make sure ‘Best fit extent’ is selected
   5. Copy/paste and edit all other elements of the layout (title, legend, credits, date exported, scale bar) from another map to save some time if you’d like. These elements will change dynamically with the map series page. Lewis county mxd file 🡪 (R:\Redistricting\Data\CountyWorking\Lewis\Magisterial Districts\v3\PDF Maps)
4. PDF Maps should be placed in the county folder found in R:\Redistricting\Data\CountyWorking