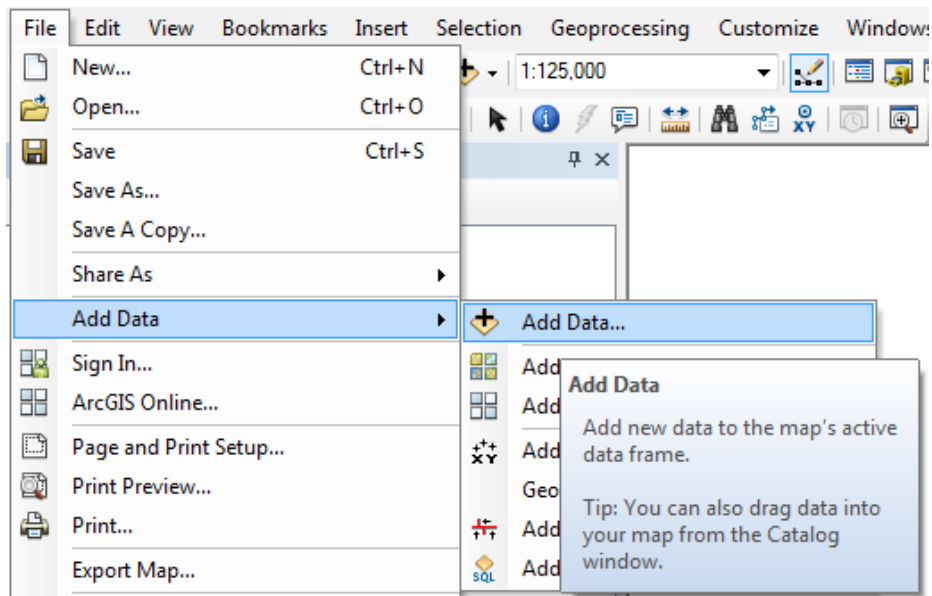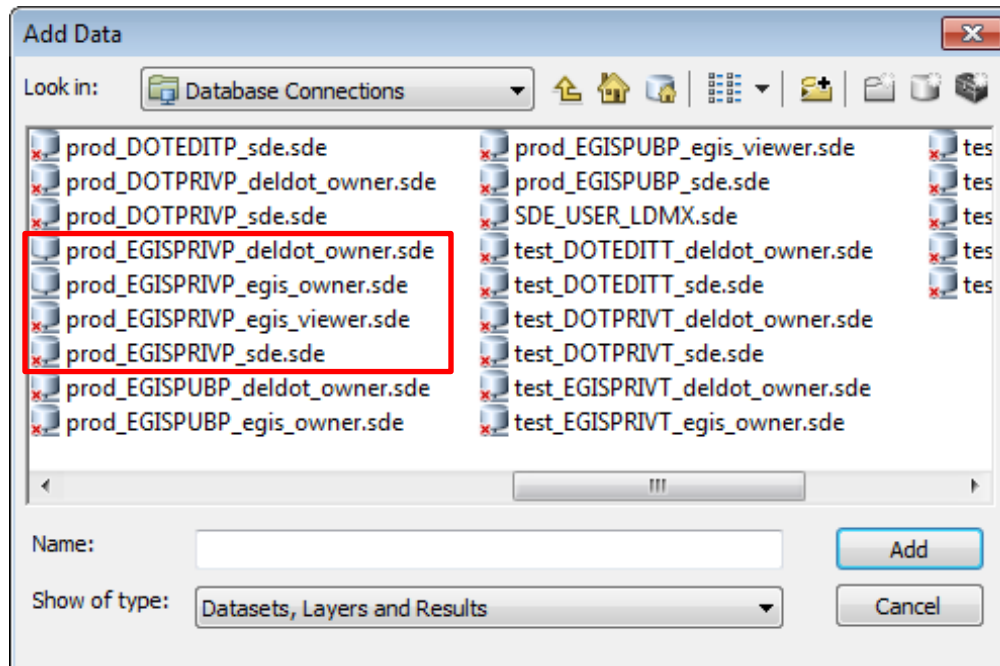## Use and Prepare MXD for Publishing

To publish a service, an **MXD** must first be set up. An **MXD** is a workspace in ArcMap.

Launch **ArcMap** and open a blank workspace.

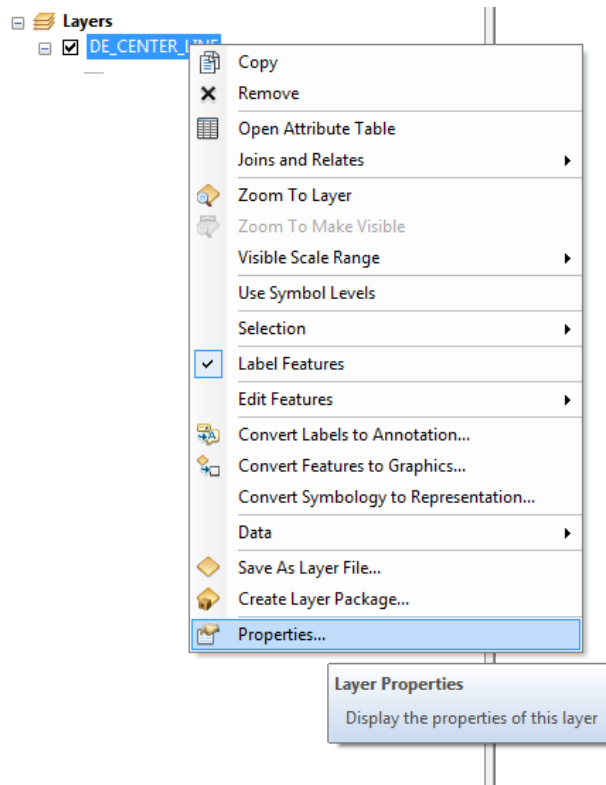Go to the **File** Menu and click on **Add Data** and then click **Add Data** again.

Then Click on **Database Connections** in the Drop-down menu. The following screen then appears:
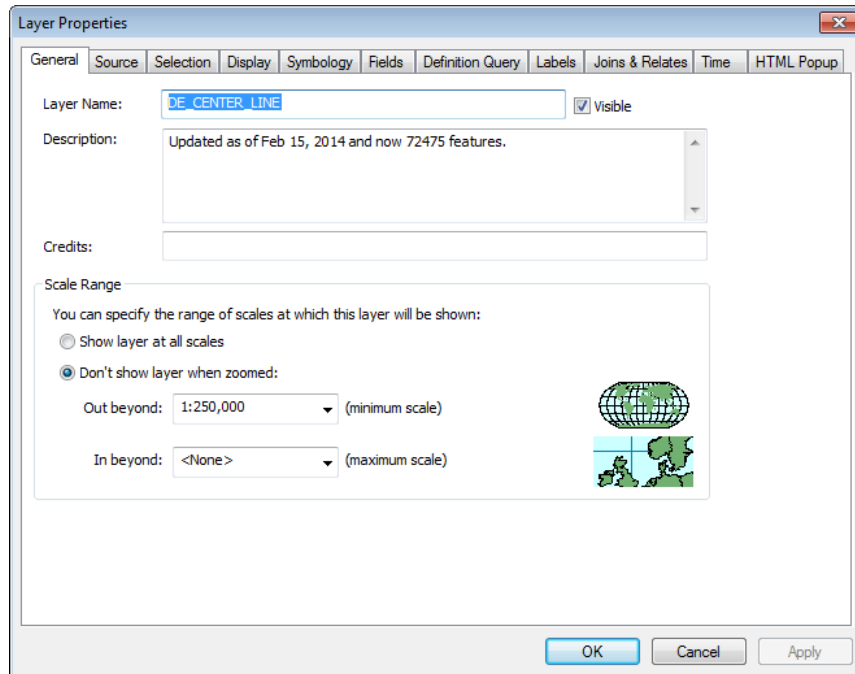
Data should be added from' prod_EGISPRIVP'. Depending on the user, it could be from deldot_owner, dnrec_owner, dshs_owner, ospc_owner, egis_owner, or egis_viewer.

Once the feature class has been added to the Table of Contents, make any desired changes to the symbology and labeling.
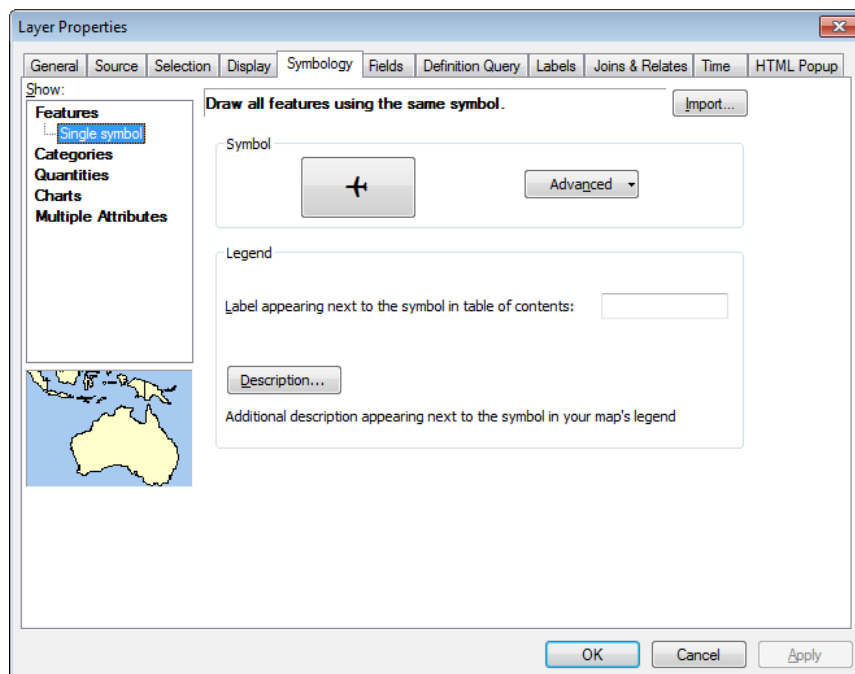
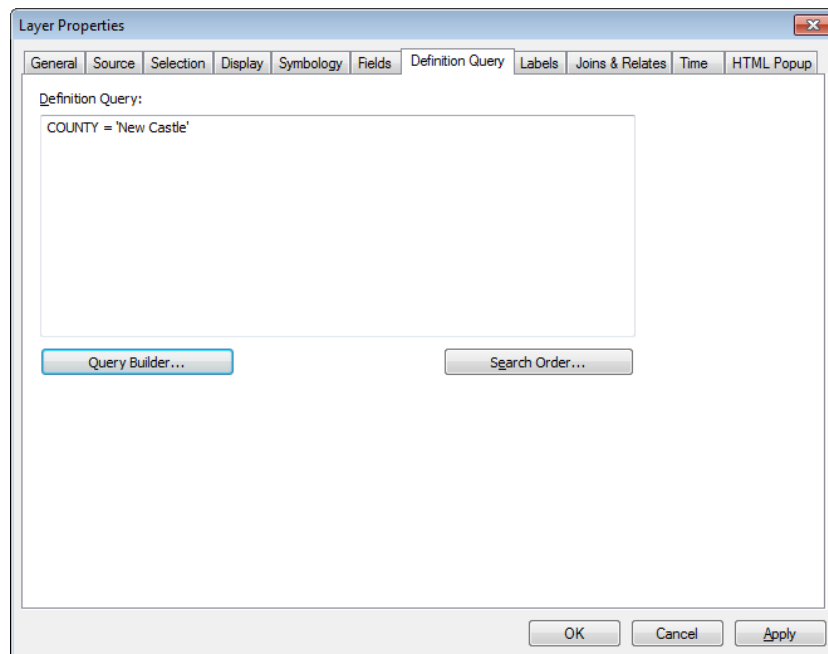Alternate click on the feature class and select **Properties**.

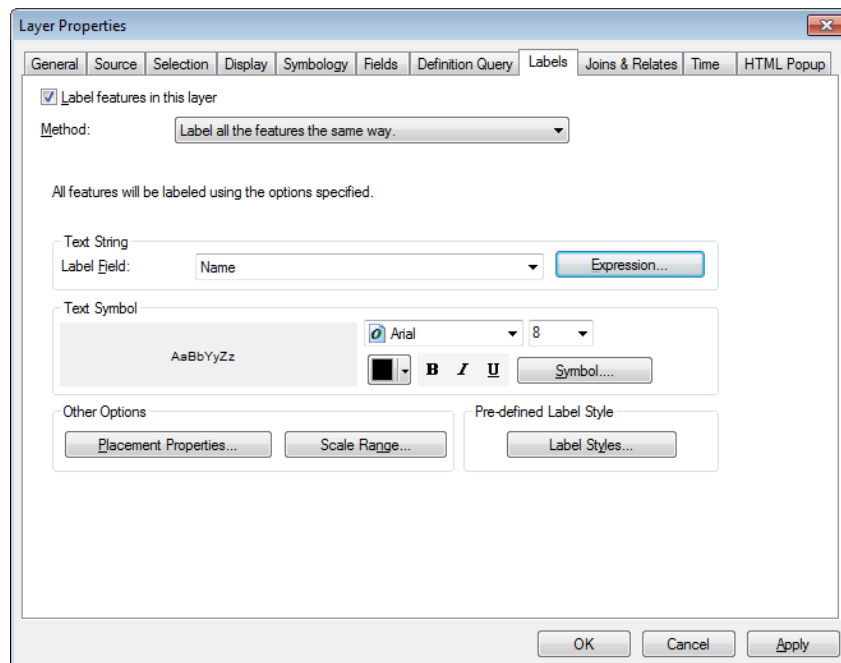The **Layer Properties** box then appears:

Click on the **Symbology** tab to define how your feature class should look once it has been published as a service.

Click on the **Definition Query** tab to specify exactly what is seen from the feature class.

Click on the **Labels** tab to use the attribute data to label the geometry from a feature class.

This should be repeated for each feature class until all look as desired for users of the service.

Save the MXD.

To begin Publishing, see the the Create a Service Definition File in at
http://firstmap.gis.delaware.gov/documents.shtml