

Tools and Procedures in ArcGIS Online

***Use Google Chrome or Mozilla Firefox for best experience!**

Accessing Map Content Tools

	 About	 Content	 Legend
Purpose	Provides access to more details about map	Lists the layers available within the map	Provides the key for all of the layers in the map that are active
How to Use	Click the icon, select More details	Turn layers on or off by checking and unchecking the box to the left	Some maps may not have detailed legends.

Menu (not logged in) MODIFY MAP activated



Click on HOME or ArcGIS in the upper left of the screen to navigate to various places within the program.

Data can be added to the map in four different ways

- Editable feature service
- Map Notes
- Search for layers
- From a file (zipped shapefile, csv, or gpx)

Adding Data via an Editable Feature Service

An editable feature service provides the opportunity to add data to a specific location on a map using a pop-up form with predetermined fields. The data can be symbolized and filtered. The editable feature service is stored in the cloud. Multiple people can add data to a map. No log-in is needed until the map is saved.

1. From the Gallery, search for the map attached to the feature service.
2. Click Edit. Click on the symbol in the Table of Contents. Click on the location on the map. You may search for the location of the specific city on the map.
3. Click the location on the map. Fill out the information in the pop-up.



NOTE: Editable feature services are created in ArcGIS Desktop.

Add Data via Search for Layers

1. Click on the arrow to the right of the word Add on the top menu bar.
2. Select Search for Layers.
3. Type in the search term.
4. In: ArcGIS Online.
5. Click the GO button.
6. Make a selection.
7. Click DONE ADDING LAYERS.



Add Data via Add File (.shp, .gpx, .txt or.csv)

1. Click the triangle next to the Add button.
2. Select Add layer from File.
3. Browse to the location of the file on the desktop.
4. Click IMPORT LAYER.

Note: Details on creating .csv files are included on page 5 of this document.

Exploring the Data Table

1. Click on the triangle next to the layer's name.
2. Click show table.
3. Sort the values in a column.
 - a. Click on the column's header.
 - b. Select sort Ascending or Descending
4. Generate Statistics
 - a. Click on the column's header
 - b. Select Statistics.



Filter Map Data

1. Click on the triangle to the right of the layer's name.
2. Select Filter.
3. Select the column for investigation.
4. Select the expression, such as greater than, less than or equal to.
5. Type in a Value or select a Field.
6. Click Apply Filter.
 - a. Countries meeting the criteria will be the only ones remaining on the map.
 - b. Note: Remove the filter before conducting another search by clicking on the triangle next to the layer's name and selecting Filter. You then have the option to remove or edit the filter.
 - c. Add an additional expression, make sure any is checked.



Bookmarks

Bookmarks provide a shortcut to a place on the map.

1. Navigate to the location on the map you want to bookmark.
2. Click Add Bookmark from Bookmarks on the upper right of the top menu bar.
3. Type the name for the bookmark and hit enter. Edit the bookmark, by using the pencil icon.



Adding a Map Note Layer

1. Click the Add button.



2. Select Add Map Notes. Change the name.
3. Leave the template field set to Map Notes.
4. Click Create.
5. The editor opens automatically.



6. Add a push-pin at the location you would like. You may need to close the search pop-up to do so.
7. Type in a Title.
8. Add a description.
9. CHANGE SYMBOL to one of your choice.
10. You can access a wider variety of symbols by clicking on the triangle to the right of Basic.
11. Click CLOSE.



NOTE: Test the functionality of the pushpin, the editor must be off. Click the edit button to turn it off, or click details to return to the Contents window.

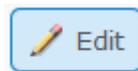
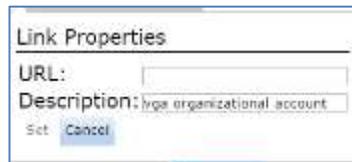
Adding a Web Link to a Map Note

Map Notes provide you with the opportunity to annotate or explain that data at a given point or area.

1. Go to Google or another search engine and obtain a link to a Web site.
2. Copy the URL for the site. Click on the pushpin to open the information and select edit.
3. Paste the URL into the Description box.
4. Highlight the text of the URL and select the yellow link to the right of the list button.
5. Note that the URL is already filled in for the description. Change the text in the description box to be more descriptive or type “Click here for further information.”



6. Paste the URL into the URL line.
7. Click Close.
8. Click on the Edit Button on the top menu to close it.
9. Test the pop-up to see if it is working properly.



Hint: Make sure to remove the http:// from the box before you paste the link in. An image or Web site with a double http:// will not work.

Adding a Picture to a Map Note

1. Go the Web and obtain an image. Wikipedia generally has copyright free images.
2. Open the picture.
3. Right click on the picture. Select “copy image URL” or “copy image location” The words used vary from browser to browser.
4. Go back to the pop-up. Paste the URL in the first line Image URL. Click CLOSE.
5. Click on the Edit Button on the top menu to close it.
6. Test the pop-up to see if it is working properly.

Hint: Make sure to remove the http:// from the box before pasting. Make sure the link is to an image and has at the end the letters jpg, jpeg, gif, or png.

Note: The second line, Image Link URL is reserved for a website that will open when the image is clicked. It does not need to be filled in.

Change Styles

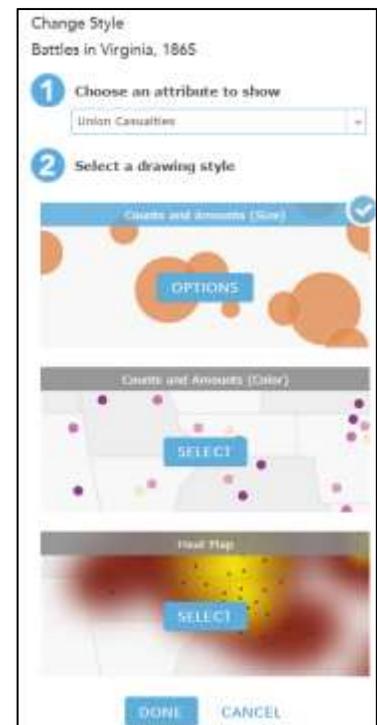
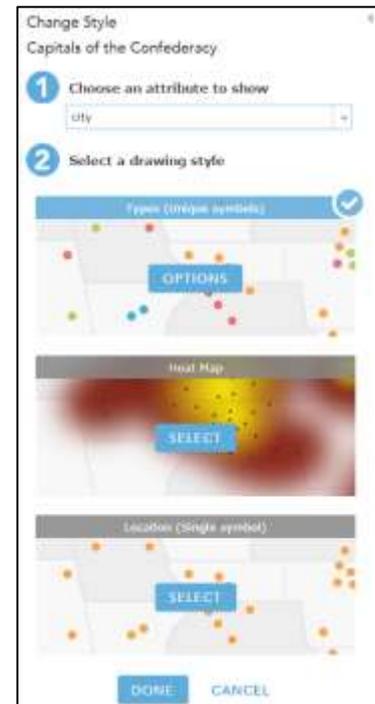
Change styles is a smart interface that suggests an appropriate way to symbolize the data. Various options support customization. Data include categories such as city, state, etc. or numbers.

Change Style to Show Location (word “values”)

1. Click on the triangle next to the layer.
2. Select Change Style.
3. Choose an attribute to show. The default may be show location only.
4. Select a drawing style.
 - a. Unique Symbols= a different color symbol for each type of feature, e.g., city, capital, provincial capital. (Maximum of 10).
 - b. Heat Map is used to show density or concentration of points.
 - c. Location uses the same symbol to show the location of the features, e.g., all cities without reference to type.
5. Options provides ways to customize the symbols, change color, values that show in the legend, order, etc.
6. Click DONE.

Change Style to show numerical “values”

1. Click on the triangle next to the layer.
2. Select Change Style.
3. Choose an attribute with numerical values to show.
4. Select a drawing style.
 - a. Counts and Amounts (Size) uses graduated symbols to represent the values. The larger the symbol, the higher the value.
 - b. Counts and Amounts (Color) uses color to represent values. The darker the color, the higher the value.
 - c. Heat Map shows a visualization of the density/clustering of point values.
5. Options provides ways to customize the representation of the data: color, order, classification methods, number of classes, labels and values that appear in the legend, etc.
6. Click DONE.



Configure Pop-ups

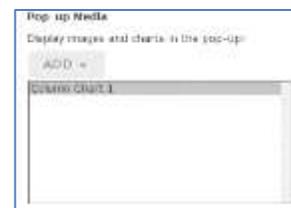
When the pop-up opens all of the data in the table is displayed and the titles may be a bit cryptic. You can control what the map viewer sees.

1. Select the layer you want to edit.
2. Click on the triangle to its right and select Configure Pop-up
3. Edit the Pop-up Title.
4. From the plus sign at the right of the Title box, you can select one of the fields such as NAME to display automatically.
5. To change what fields are displayed in the pop-ups, click Configure Attributes.
6. Select attributes to be included.
7. Uncheck those that add little meaning to the map's message such as FID, FIPS identifiers.
8. For each of the fields you can change the Field Alias, the number of decimal places to display, and the use of a 1,000 separator. The arrows above the Format box are used to change the display order. Click OK.
9. Click OK.
10. Make sure you click SAVE POP-UP.

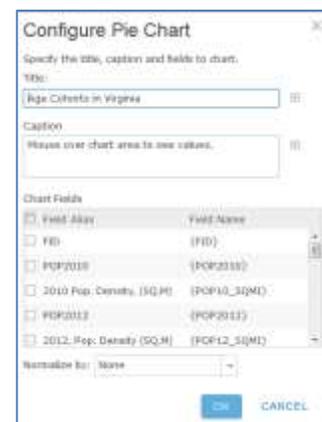


Adding a Chart to Pop-ups

1. Select the layer to display the pop-up.
2. Click on the layer's triangle and select Configure Pop-up.
3. Scroll down to the Pop-up Media box.
4. Select Add.
5. Choose the type of chart Pie Graph, Bar Chart or Column Chart.
6. Change the Title.
7. Include a caption to explain the data or provide directions to the
8. Select the Chart Fields that will be included.
9. Change Field Aliases.
10. Click OK.
11. Click SAVE POP-UP.



user.



Adding X,Y Coordinates

Prepare the file

1. Use Excel or Notepad to create the data file.
2. File must contain headers. For example: place,long,lat then hit enter. (Very important: put no spaces between the comma and the fields)
3. Longitude (x) and Latitude must be in decimal degrees. Latitudes in the southern hemisphere have a negative sign. Longitude in the western hemisphere have a negative sign.
4. Save the document as a .csv file or .txt if using Notepad. Select Save As and scroll down until you can select the proper extension.
5. Make sure there are **no** spaces or characters in the title of the file.

	A	B	C	D	E	F	G
1	Country	Urban Agglomeration	1950	1970	1990	2010	2,025
2	United States	New York-Newark	12,338,471	16,191,180	16,085,599	20,104,369	23,572,190
3	Japan	Tokyo	11,274,641	23,297,503	32,530,003	36,932,780	38,661,394
4	United Kingdom	London	8,360,847	7,509,405	7,653,723	8,923,000	10,255,253
5	France	Paris	6,283,018	8,208,121	9,330,327	10,516,374	12,162,858
6	Russian Federation	Moskva (Moscow)	5,356,392	7,106,457	8,986,631	11,471,637	12,576,097
7	Argentina	Buenos Aires	5,097,612	8,104,621	10,513,284	13,369,921	15,524,248

Note: If you are cutting and pasting data from an Internet source, check to make sure the data come in as numbers, verified by their right alignment as in the example above. Use Google to search for how to format columns as numbers within Excel.

6. Click the triangle next to the Add button.
7. Select Add layer from File.
8. Browse to the location of the file on the desktop.
9. Click IMPORT LAYER.
10. Data should automatically appear in the proper location on the map.



Measuring

When using a map, you can measure the area of a polygon, the length of a line, or find the coordinates of a point.

1. Open the map in the map viewer.
2. Click Measure from the top menu.
3. Set the measurement unit.
4. The first icon measures area, the second distance.
5. Click the distance icon and draw a line on the map.
6. Double click to end the measurement.
7. The results appear in the bottom portion of the Measure window.



Note: To get coordinates for a point on the map, click **Location**  and click the map at the location for which you want to get coordinates.

For more information and detailed directions visit

http://doc.arcgis.com/en/arcgis-online/use-maps/use-maps.htm#ESRI_SECTION1_034AE2CE6972491F9FD188598CA47450