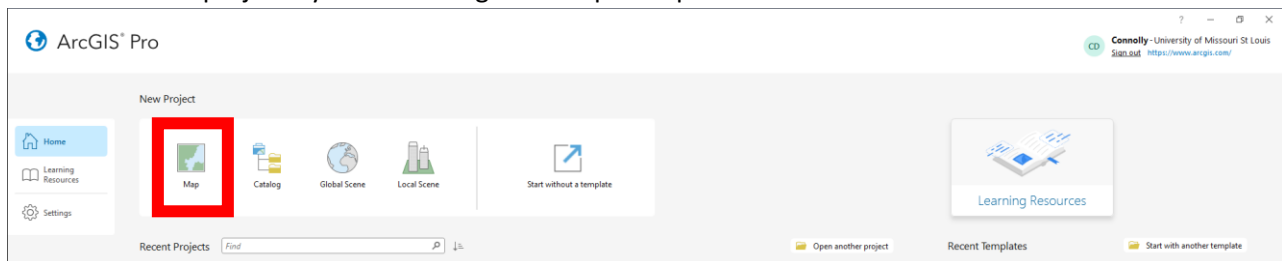


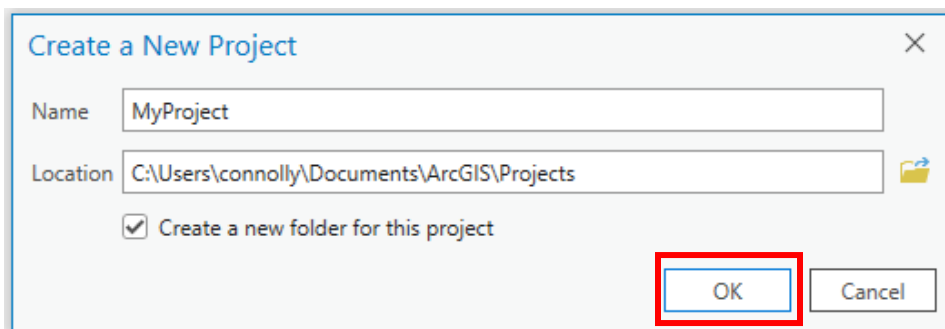
Part 1 – Creating a project, finding locations, adding graphic markers, and creating bookmarks.

Section 1 – Creating an ArcGIS project file and navigating to our location of interest.

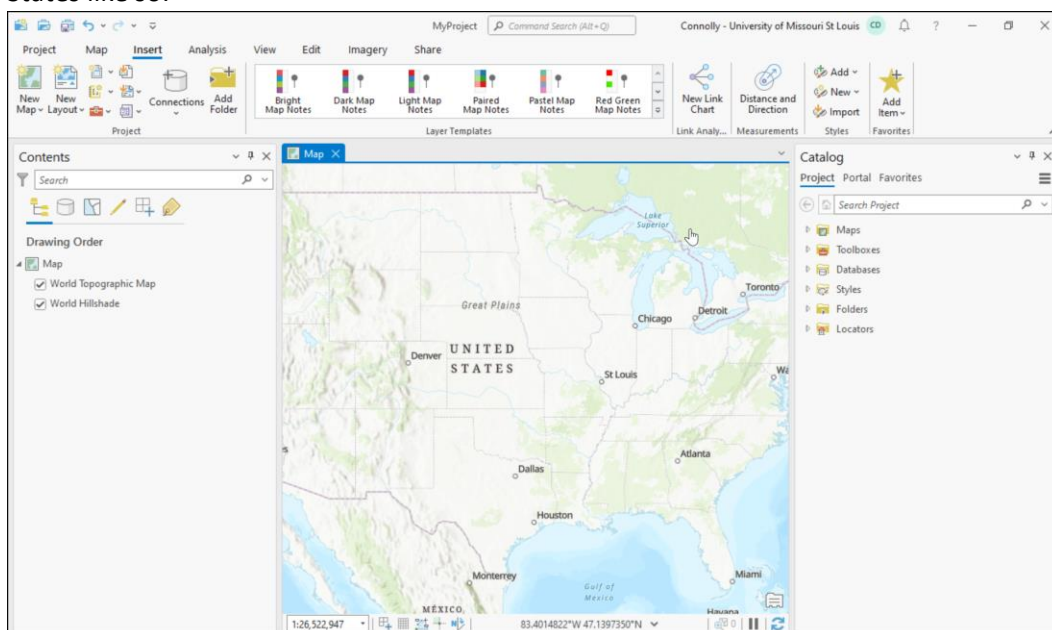
1. create a new project by first selecting the “Map” template



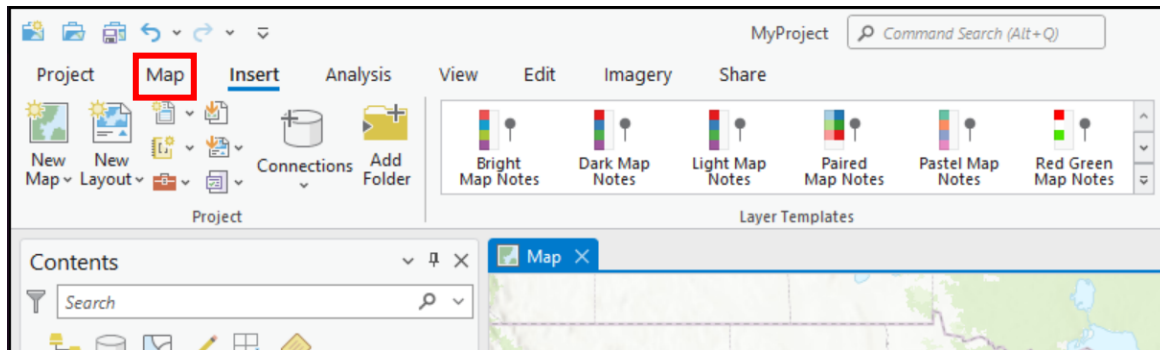
2. Name the project and decide where to store the project file, then click “OK”



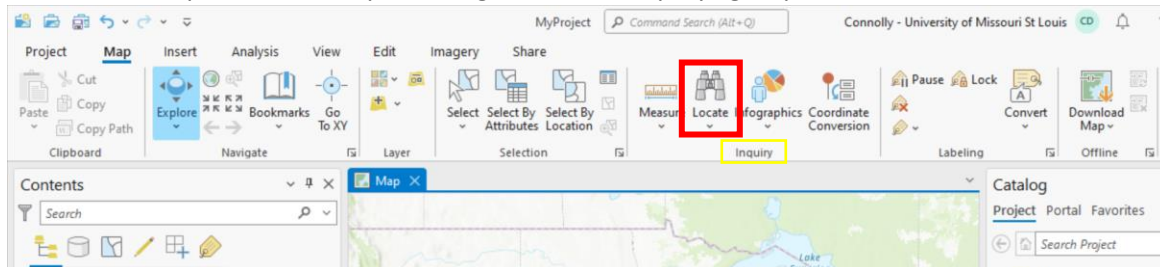
3. The new project using the “Map” template will start you with a topographical map of the United States like so:



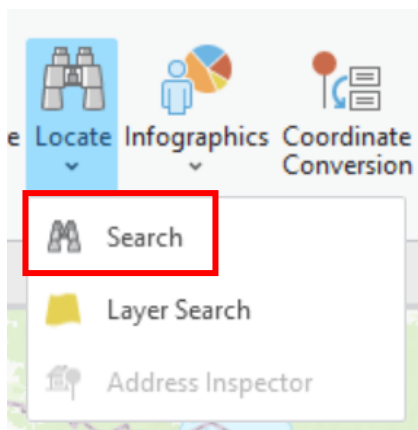
4. Our area of interest for this project is the St. Louis area. To focus on the St. Louis area, first click on the “Map” tab located in the upper left of the program:



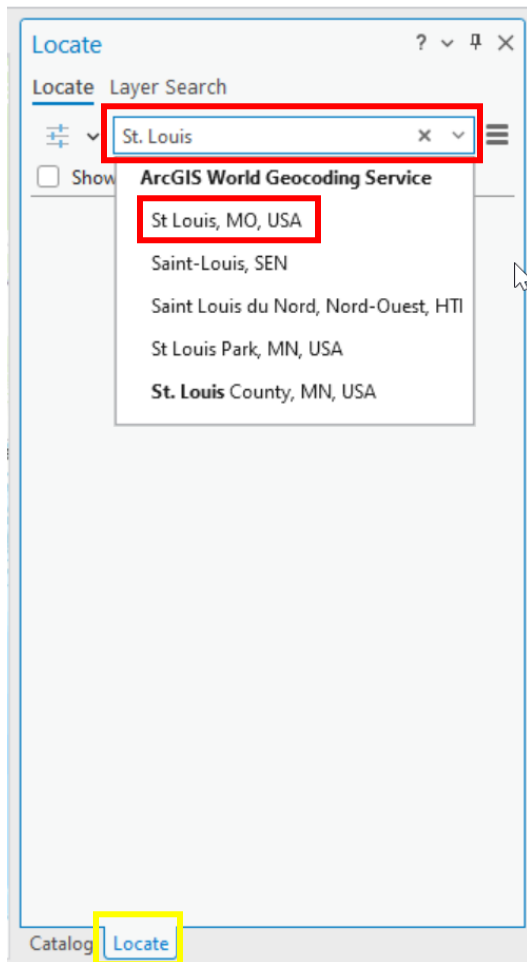
5. With the Map ribbon now open, navigate to the “Inquiry” group and click on the “Locate” tab:



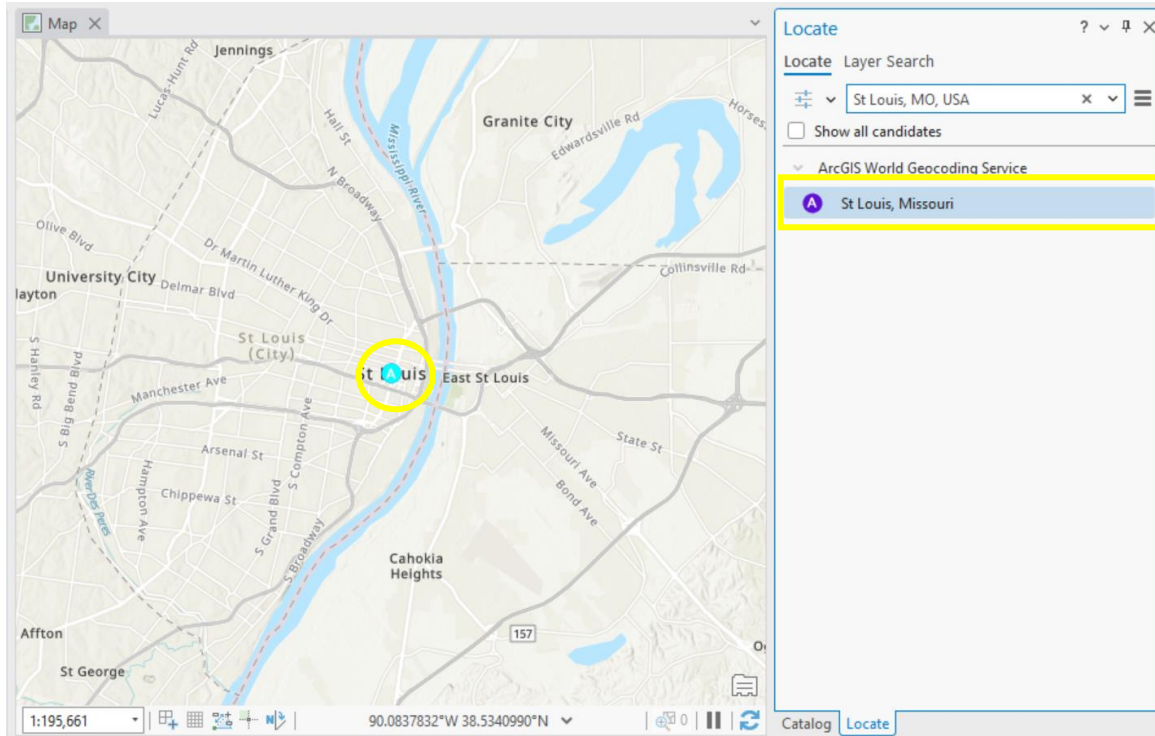
6. In the “Locate” tab drop-down menu, click on Search to open the Locate Pane:



7. The “Locate” pane will now be open to the left of our “Map” view. Type “St. Louis” in the search box like so:

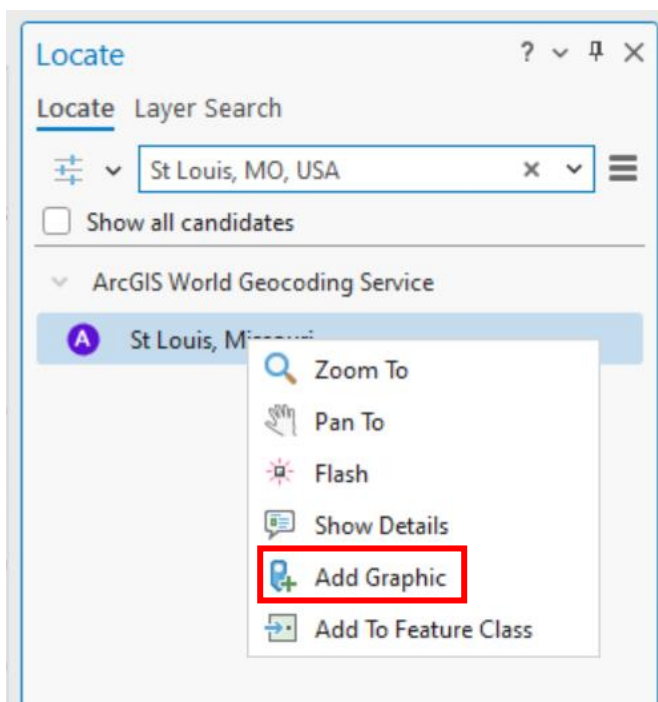


8. The “ArcGIS World Geocoding Service” will automatically populate a suggestion for “St. Louis, MO, USA”, click on this suggestion and the map will zoom to this location and set a temporary marker like so:

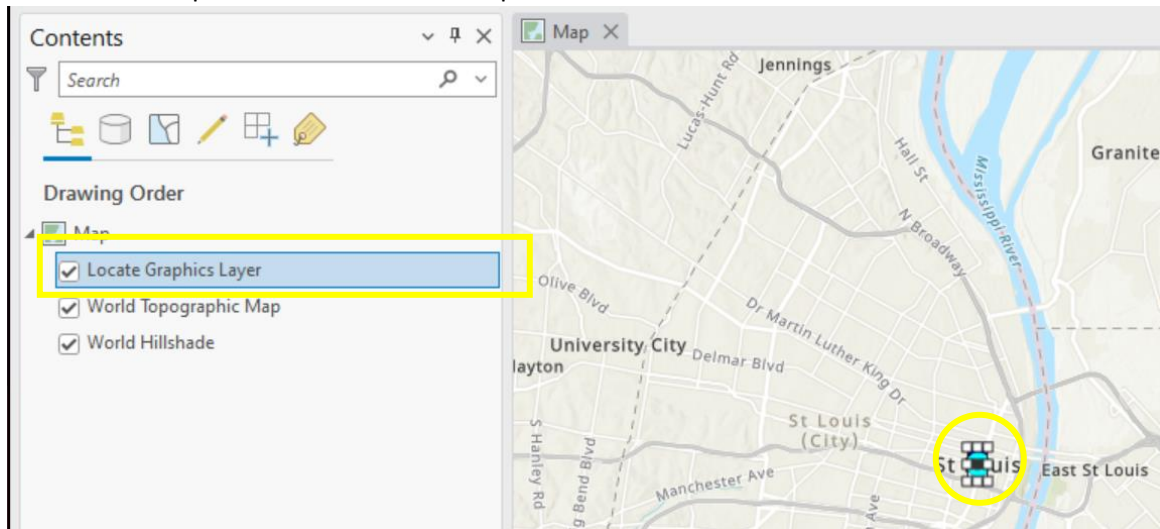


Section 2 – Adding a permanent graphic to our map.

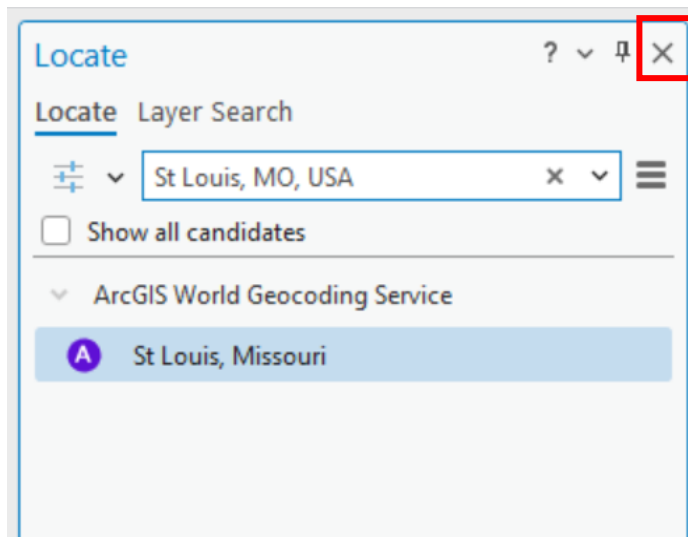
9. To make this marker a permanent marker rather than a temporary marker, right-click on “St. Louis, Missouri” in the “Locate” pane and select “Add Graphic” like so:



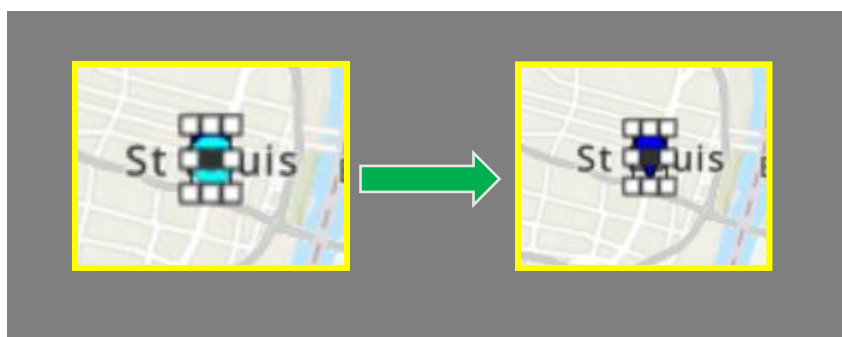
10. This will now show the selected marker in the Map view and show a new “Locate Graphics Layer” in the “Contents” pane to the left of the Map view like so:



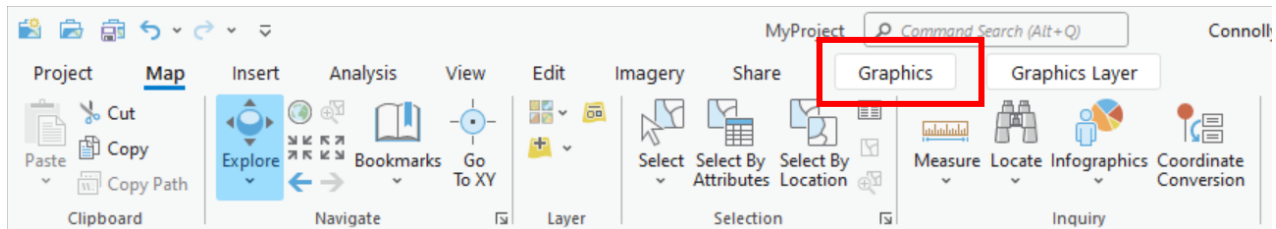
11. To remove the temporary marker created by the “Locate” tool, we need to close the “Locate” pane to the right of the Map view like so:



12. We can confirm that the temporary marker has been removed by seeing that the marker graphic has changed from a teal circle graphic to a dark blue pushpin graphic like so:

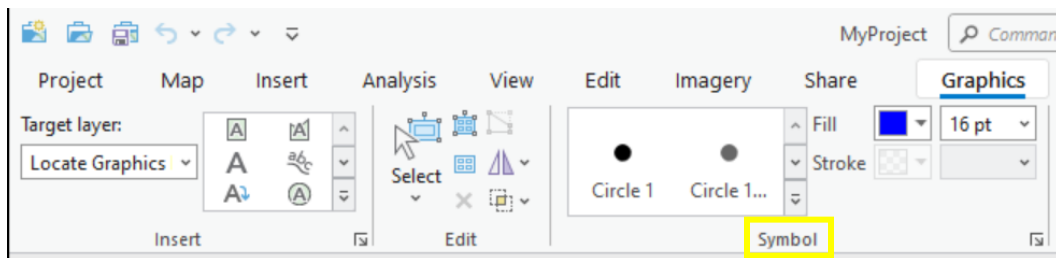


13. To change the Graphic's symbol, we need to click on the "Graphics" context tab located above the Map view like so:

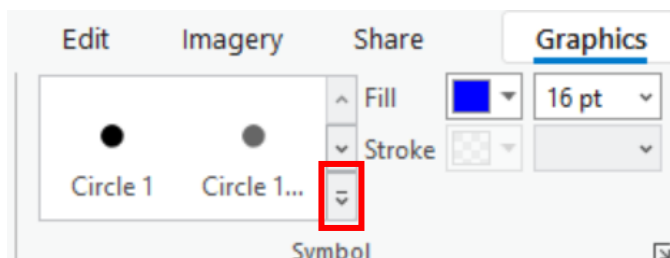


(Note: The "Graphics" and "Graphics Layer" tabs only appear after you add a graphic to the map.)

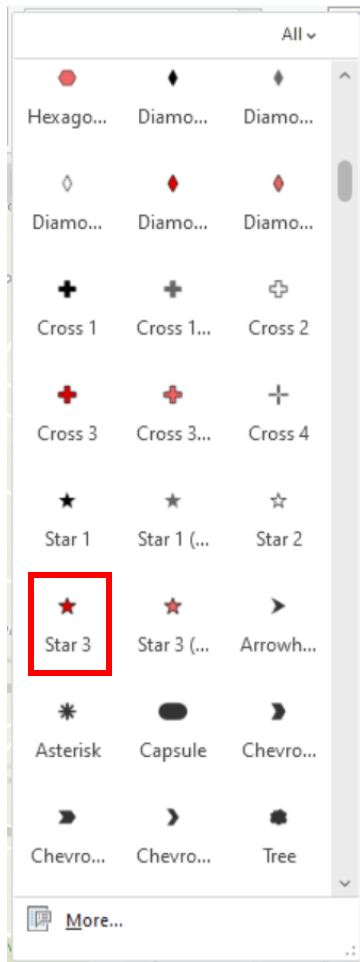
14. Once inside the "Graphics" ribbon, navigate to the "Symbol" group to make changes to the graphic's symbol like so:



15. To view all available symbols for our permanent graphic, click on the drop-down menu button like so:



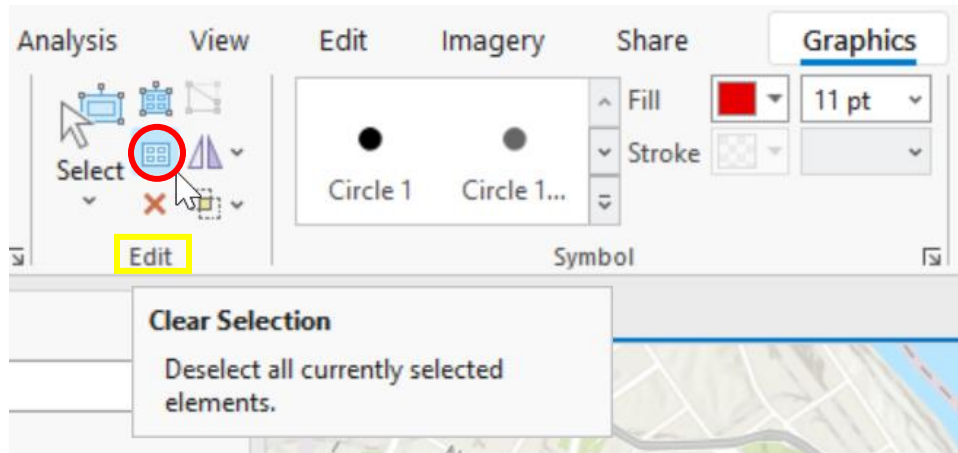
16. We can now see all available "Symbols" to use for our permanent graphic. Scroll down in this menu to find and select "Star 3" as the Symbol for our graphic like so:



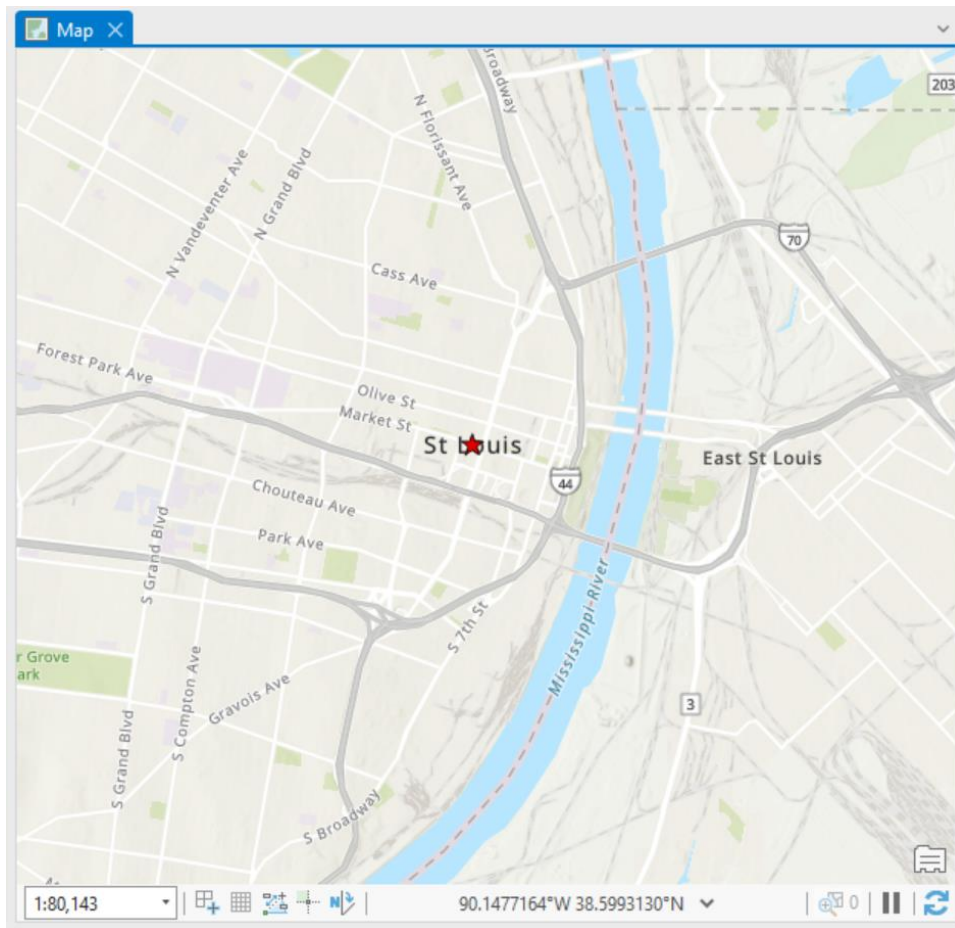
17. With the new Symbol selected, we notice that the star symbol is not clearly visible because it is shown with selection handles like so:



18. To remove the selection handles and clearly see our Star 3 symbol graphic, we need to clear the selection by clicking the “Clear Selection” button located in the “Edit” group of the “Graphics” ribbon like so:

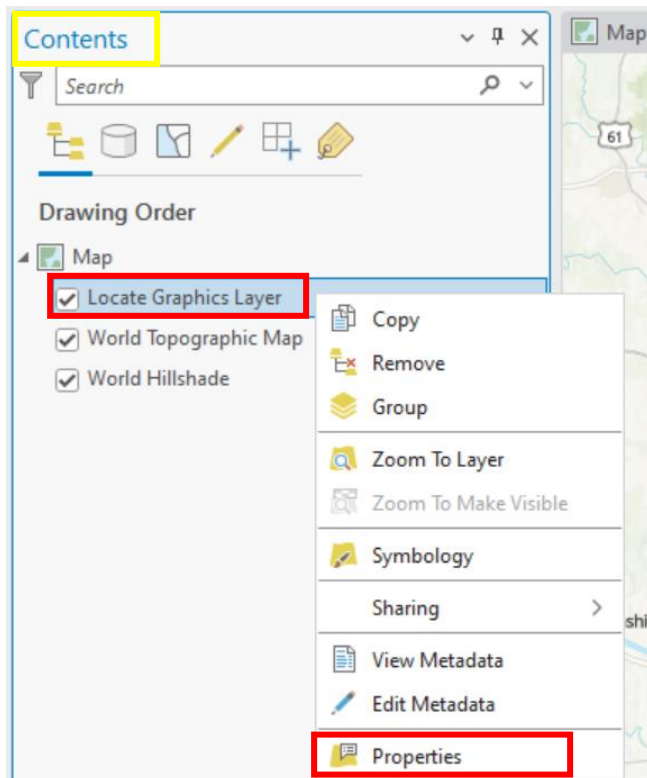


19. The map will now clearly show our permanent Star 3 symbol graphic in our Map view like so:

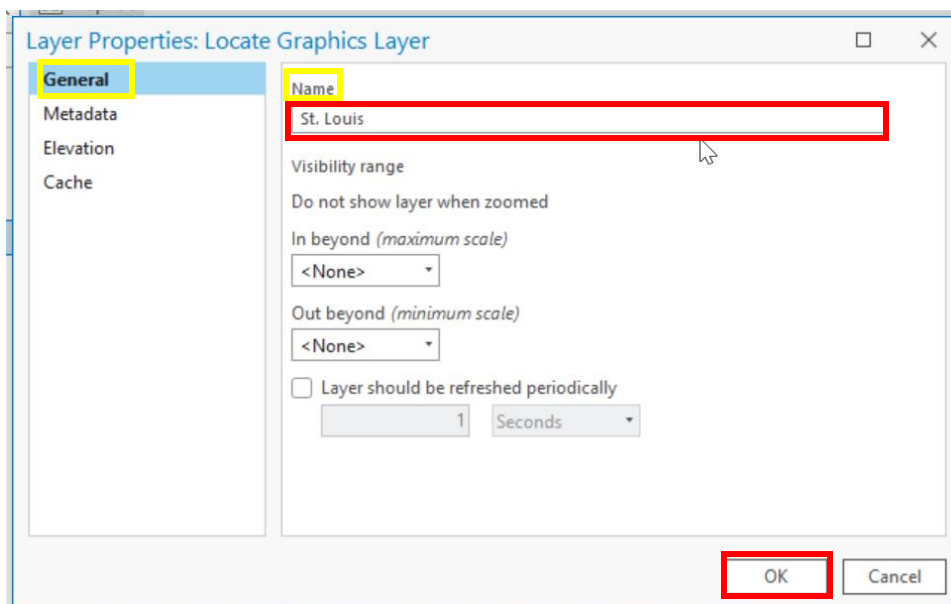


Section 3 – Naming our graphic layer and creating a bookmark

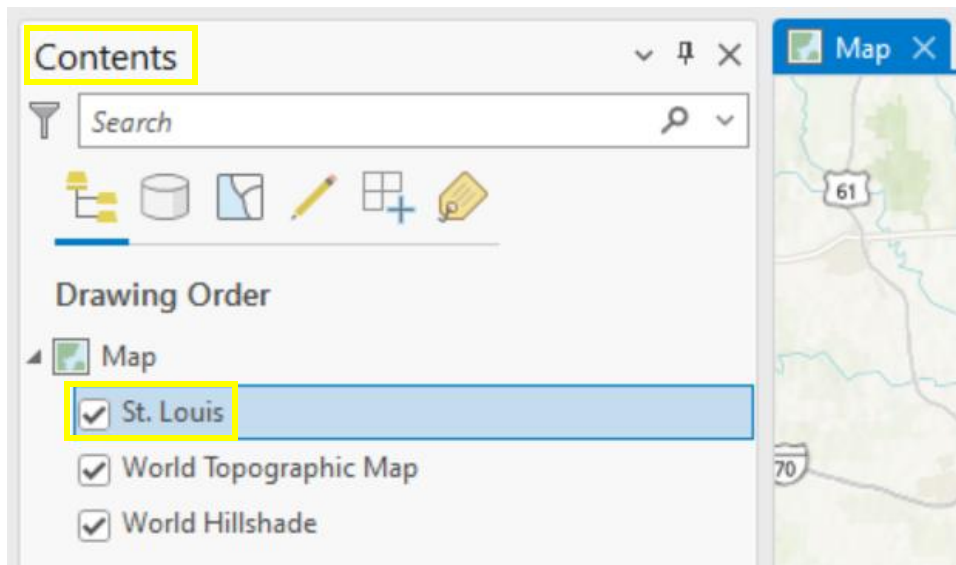
20. To name our graphic layer, navigate to the “Contents” pane to the left of the map view and right-click on the “Locate Graphics Layer” then click on “Properties” at the bottom of the menu like so:



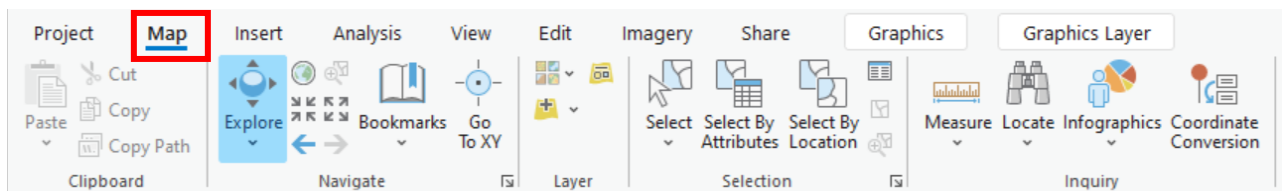
21. The “Layer Properties” dialog box will now appear, navigate to the “General” tab in the dialog box. In the “Name” box of the “General” tab, delete the name “Locate Graphics Layer” and input the new name “St. Louis” then click “OK” like so:



22. We can now see that the “Contents” pane shows our graphics layer with the name “St. Louis” like so:

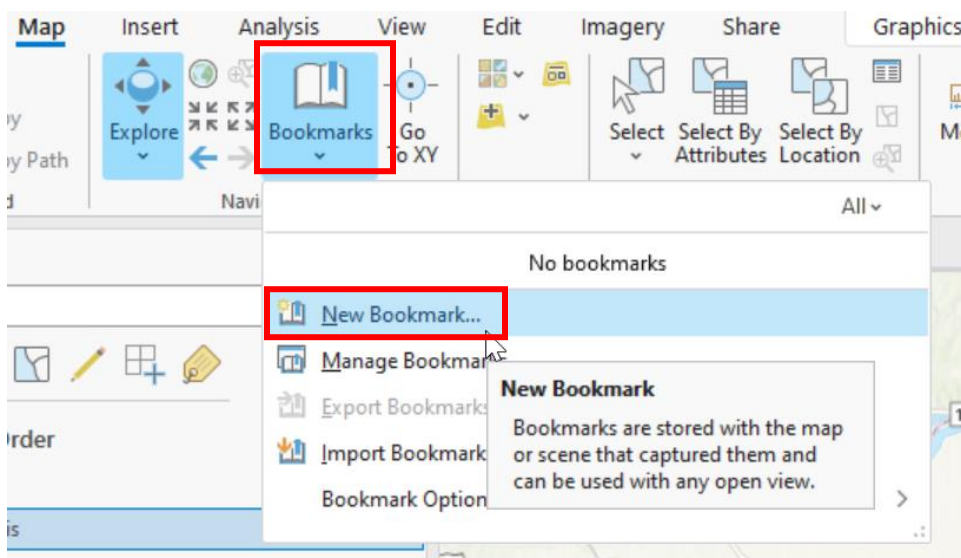


22. To bookmark this graphic layer for easy future access, we need to navigate to the “Map” tab like so:

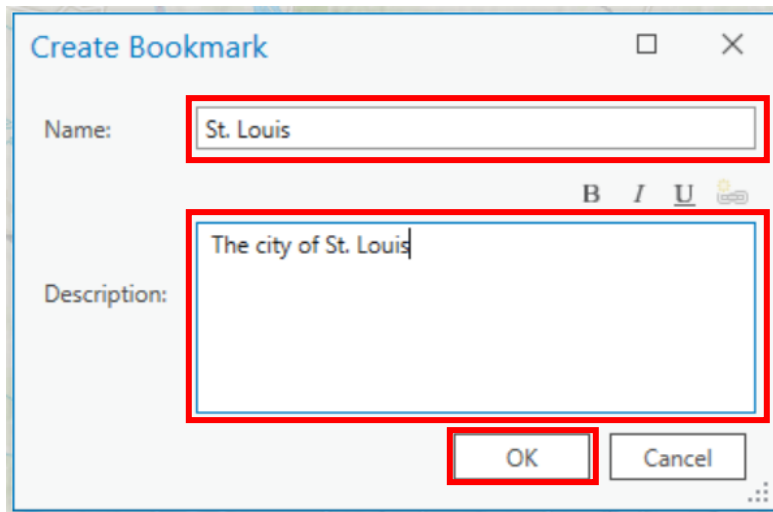


(Note: The bookmark will only apply to the selected layer in the “Contents” pane, notice the St. Louis graphic layer is highlighted blue in step 22, indicating that it is selected.

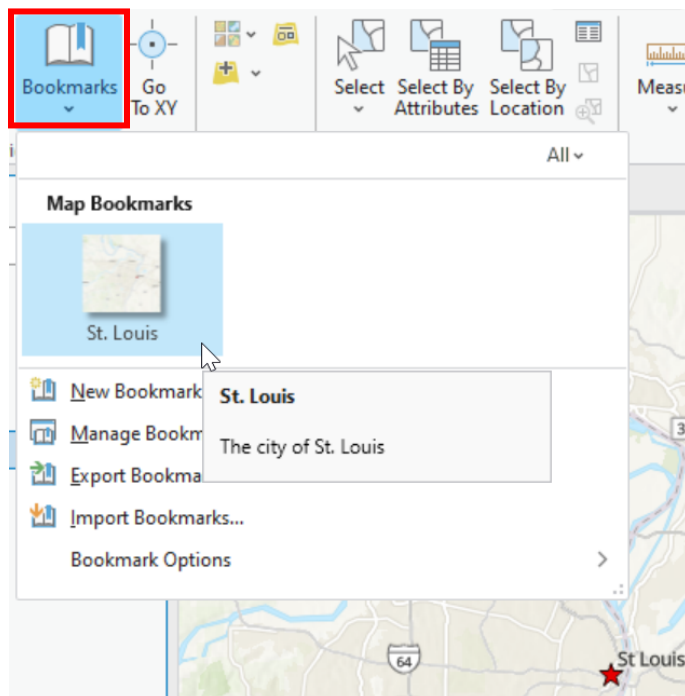
23. In the “Navigate” group of the “Map” ribbon, click on “Bookmarks” and select “New Bookmark” from the drop-down menu like so:



24. This will bring up the “Create Bookmark” dialog box, name the bookmark “St. Louis” and give it the description “The city of St. Louis” then click “OK” like so:



25. With the new “St. Louis” bookmark created, we can now easily navigate to this point of interest from any position in the Map view by first clicking the “Bookmarks” tab located in the “Map” ribbon, then selecting our “St. Louis” bookmark like so:



(Note: Hover your cursor over the bookmark to bring up a preview of the bookmark’s description.)

26. Finally, to save our work, navigate to the “Quick Access Toolbar” at the top left of the program and click the “Save” button like so:

