

“There’s no place like home!”

Objective: Learn the basic operations of manually adding data to arcmap.



1. Open a new ArcMap session
2. Fill in the appropriate map document properties
 - a. Ensure your relative pathnames box is checked
3. Using google find a shapefile of the state you call home
 - ** Do not use the census state files - TigerLine files
 - a. Google key term suggestions: Shape border shapefile, Shape name shapefile, State GIS data, State GIS boundary
 - b. Good places to look: State/county Governmental sites, large state schools, State Services sites
4. Add your new file to your Map by making a folder connection to where you want to store the data and adding it to your map.
5. Save
6. Now let's add a point at your home address
7. Locate the “Find” tool - look for binoculars
 - a. Using the location search, search for the address you would like to locate
8. Right click on the resulting address options
 - a. We're going to want to add a labelled point; we will amend the label later

B: well now you've got a place... but how are we sure it is finding the correct spot, after all it is just technology?

Relational space is a super important attribute of geography; in this case we're going to add some imagery to our map and confirm using known landmarks that the point you've just added is correct
9. On the top of your screen there is an add data button
 - a. Using the drop down menu for the add data button locate the add basemap option
 - b. Add the imagery with labels to your map
10. To the left hand side of your screen you have a rail that contains your table of contents
 - a. There are multiple views for the table of contents; these views allow different functions for each view and will be used in different circumstances. Like most of GIS you will find the one you prefer to work in. By hovering over any button in ArcMap you are able to view the description of each
 - i. List by Drawing Order
 - ii. List by Source
 - iii. List by Visibility
 - iv. List by Selection
 - b. For right now please ensure you are in List by Drawing Order

- c. Click and drag your reference layer and the basemap above the current state boundary shapefile
 - d. Now you should be able to see where your point is, ensure that the point is correctly located, if it isn't then go back and fix the address/locate the correct result
- 11. If you've confirmed the location of the point, let's create a feature out of the graphic that currently exists
 - a. To convert your graphic to a feature right click next to the Layers title in the table of contents
 - i. In this case we want to convert the point graphic
 - ii. The coordinate system should be the same as the data frame
 - iii. Lastly, we want to read the file address on the output to make sure that it is going to the DATA folder for the Map1 project
 - iv. PLEASE do not add any spaces or strange characters to the file name; it causes unknown errors in Arc and will on occasion corrupt files
 - 1. I re-named mine to home
 - v. Check the delete after conversion option as well
 - vi. File type should be a shapefile
 - vii. Yes, you should add the new file to your map
 - b. The new feature should appear in your table of contents
- 12. Save
- 13. Now come up with your favorite place to visit (not your home) when you are home
- 14. Locate the address, add a point graphic, confirm the location and convert the point to a new feature
 - a. If you're not sure, revisit the instructions prior to this, name it as necessary
- 15. Once you've got 2 point features locate the measure tool (Ruler button)
 - a. Monkey with the tool until you've figured out how to measure length between two points manually
 - b. Add the distance in miles between your two points to your lab write up doc
- 16. Save
- 17. Close
- 18. Send to a T/A for feedback