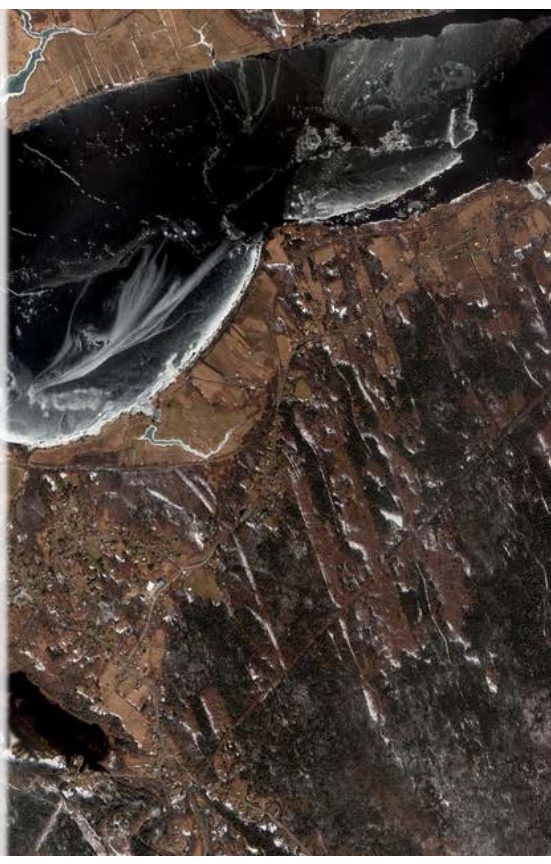# ArcGIS Online Basic User's Manual

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COEP 4082 Community Mapping

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COGS | *nscc*

INTRODUCTION

ArcGIS Online for organizations is a web based application that allows sharing and examining of geographic information as well as access to content published by Esri, ArcGIS users and other providers. The program provides users with the opportunity to create groups and join others while controlling access to items shared with the public or within the groups.

This User's manual will provide step by step instructions to some basic ArcGIS online functions including: Signing in, uploading feature services, editing attributes, and exporting to shapefiles.

Getting Started

As stated above, ArcGIS online is a web based application. That means that just about everything that is done with it is through a web browser. Take your pick of browsers. There are multiple types of browsers including:

- Google Chrome

- Internet Explorer

- Mozilla Firefox

Choose which ever one you wish. The examples in this report will be from Google Chrome because it has fewer glitches than Internet Explorer.

Once your browser opens, direct your pointer into the address window at the top of the screen, type **www.arcgis.com** and press **enter**.
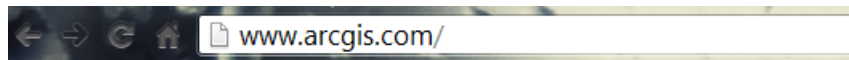
Your window should look something like this:

Near the top of the website on the right side near the Esri logo there is a **Sign in** button. Click on it to go to the Sign in page.

On this page you are given the option to **create a Personal Account**, **Register your Esri Global Account**, sign up for a **30-Day Free Trial** or simply sign into an existing account which is what we will do.

On the right side of the page under **Sign in** you can enter your username and password. For the community mapping class, we have been provided with the following information:

- Username: CommMappingAGOL
- Password: cogs2013

Click on **Sign In**
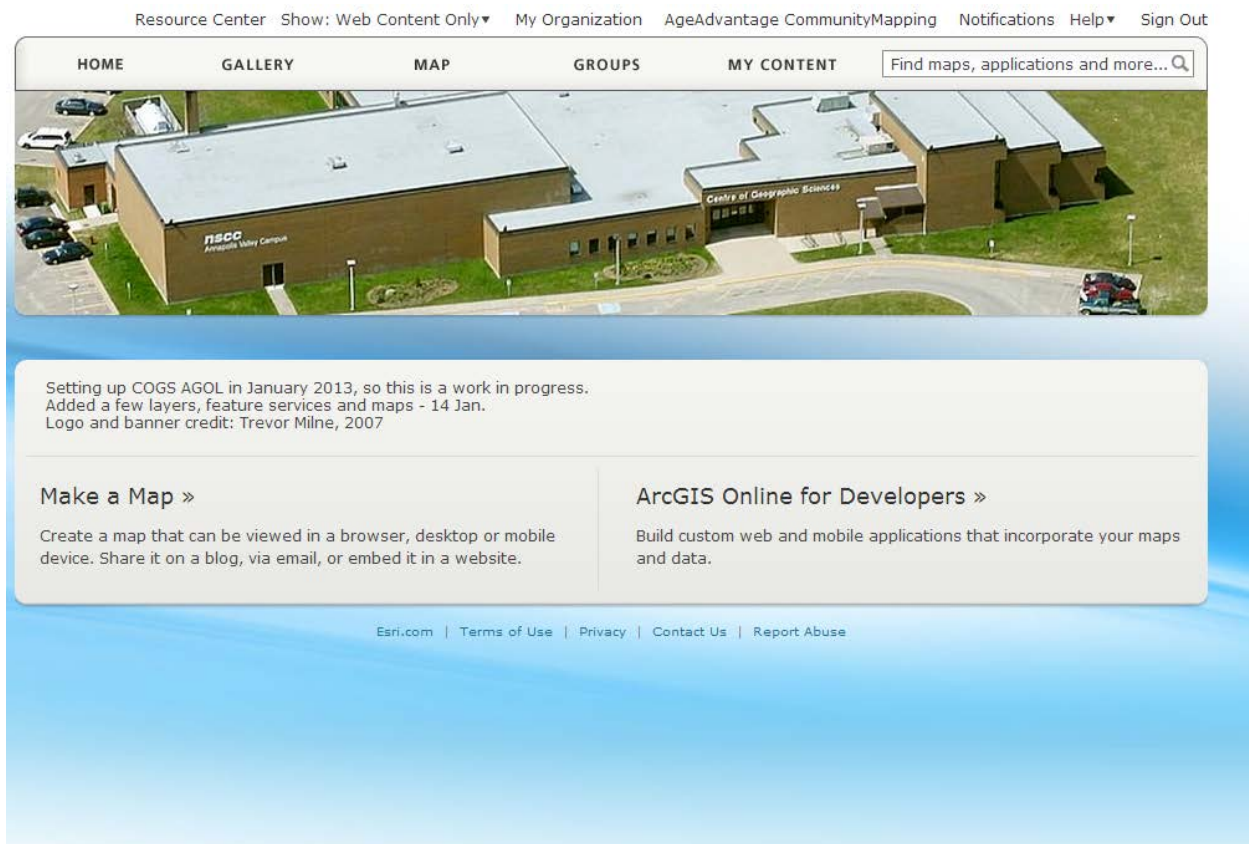
This is the Welcome page to the Community Mapping Project of 2013. Here you can see a nice image of the school courtesy of COGS' own Trevor Milne.

Along the top of the page the user can see several tabs including:

As the user, you can feel free to explore these tabs at your leisure. They all do some pretty interesting things.

Click on **My Content**.

My Content is like the heart of ArcGIS online. It's where you upload your data as CSVs (Comma Separated Values) and Feature Services. These can then be edited in a map window and exported and downloaded as shapefiles. Since the community mapping group has already started on the **Accommodations** Feature Service, they can click on **AnnapolisRoyal** in the table of contents and skip this section. The next part will talk about uploading CSVs and shapefiles and creating Feature Services.

Creating CSVs

In order to create CSV files to be imported into ArcGIS online you can use Microsoft Excel. Open it by clicking on its icon.
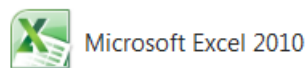
When Excel opens a new blank document will be ready to be used. Direct your mouse pointer to the first box in the top left corner. Notice that the box is now highlighter and values can be entered.
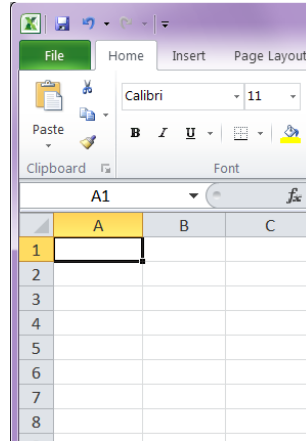
This top row of boxes is going to be used for the attributes that we wish to collect. In this example, headings were used that might be useful in capturing Heritage information. Notice how the names are usually shortened to fewer than 13 characters and they do not contain special characters. This is done to increase efficiency and help when your exporting as a shapefile.

Fill out your Excel spreadsheet so it looks something like this:

|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fid	FacilityNa	StreetAddr	Community	Type	DaysOpen	TimeOpen	SeasonOpen	ContactNam	Tel	Website	EMail	GISReady	Longitude	Latitude
2															
3															
4															
5															
6															
7															
8															
9															
10															

The names don't have to be exactly the same but as you set up different spread sheets it is usually good to be consistent.

When you're finished with the headings, you should save the spread sheet. This is a chance to name your file and create a CSV.

In Excel, click **File**> **Save As**
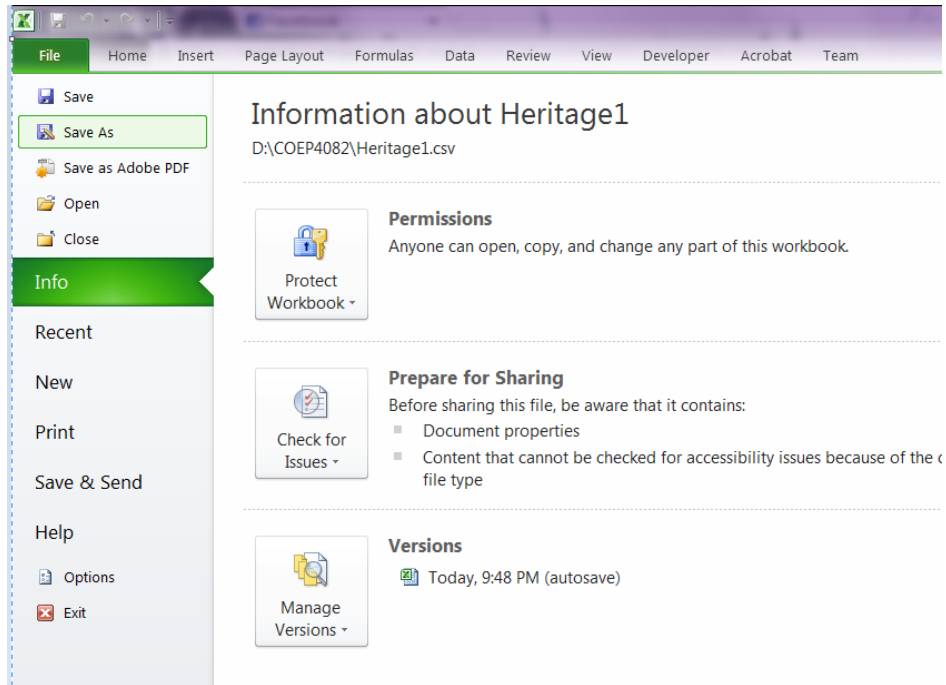
A Save As window will pop up and ask you where you want to save your file and what you want to call it. This Example is named **Heritage1** and it is saved as a CSV file.
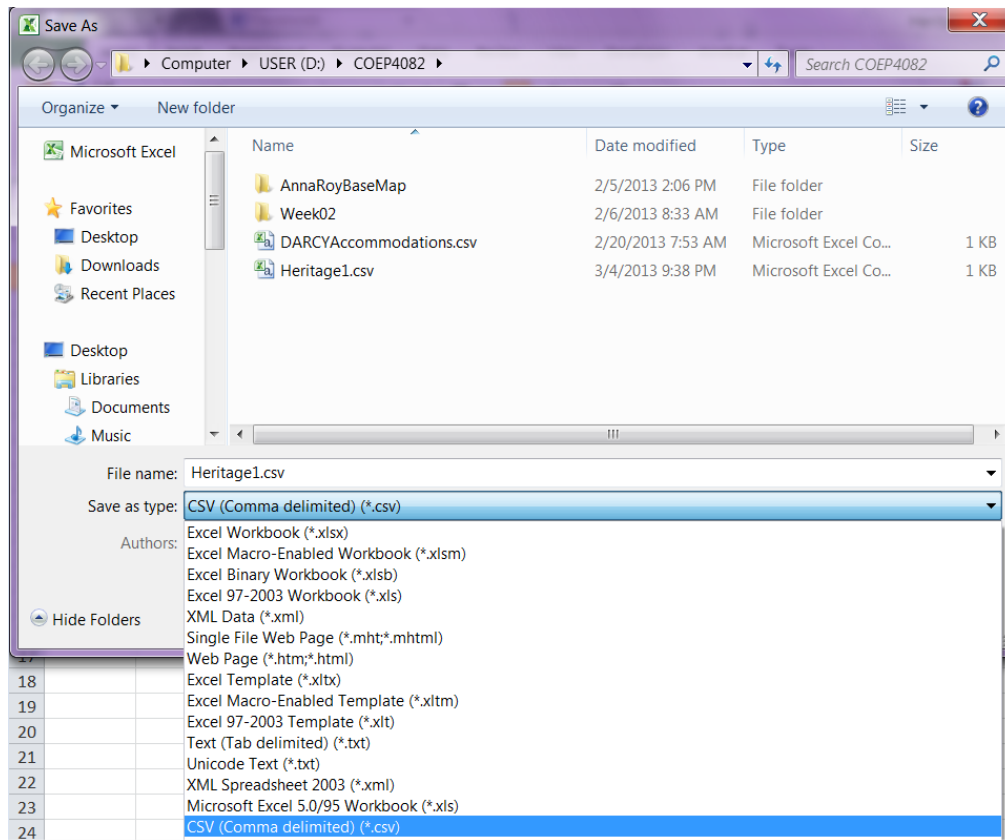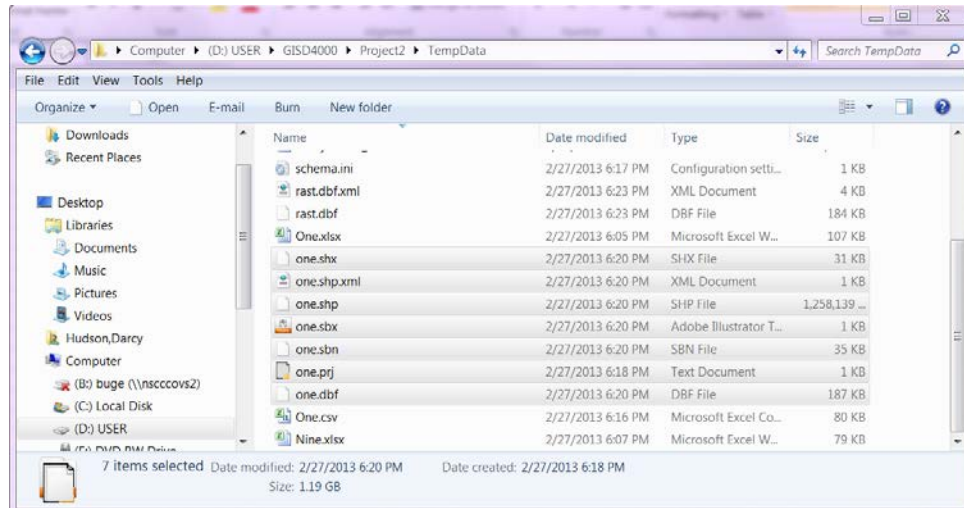

Once the spreadsheet is saved Excel can be closed.

Zipping Shapefiles for Import

If you are more familiar with GIS and you are already using shapefiles they are also able to be uploaded to ArcGIS online.
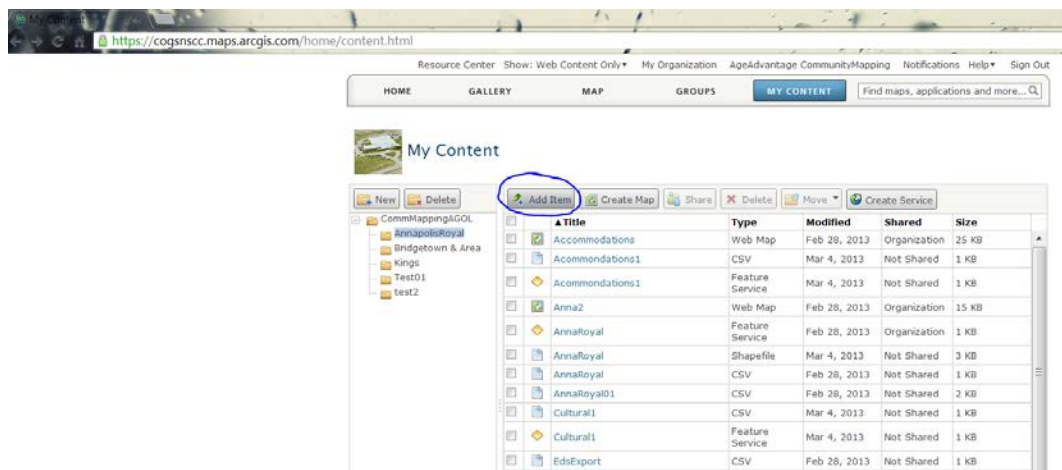
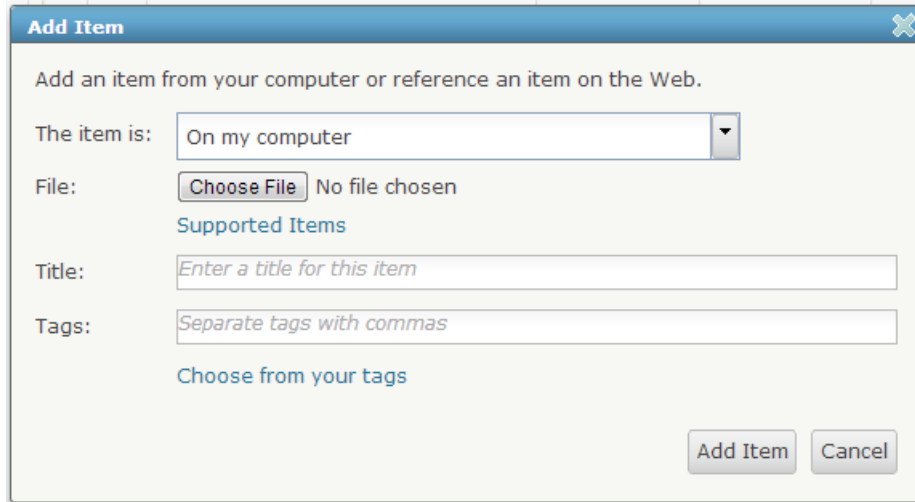Simply open up your Windows Explorer and locate your shapefiles.

Since shapefiles are actually made up of multiple files you have to select all of the associate files and then **Right Click** with your mouse on them. Click **Send to** > **Compressed (zipped) folder**. Doing so will create a new zipped folder that can be renamed if desired. The new folder can be imported into ArcGIS online in the same manner as the CSV.

Importing to ArcGIS Online

Back in <u>My Content</u>, Click on the **Add Item** button.
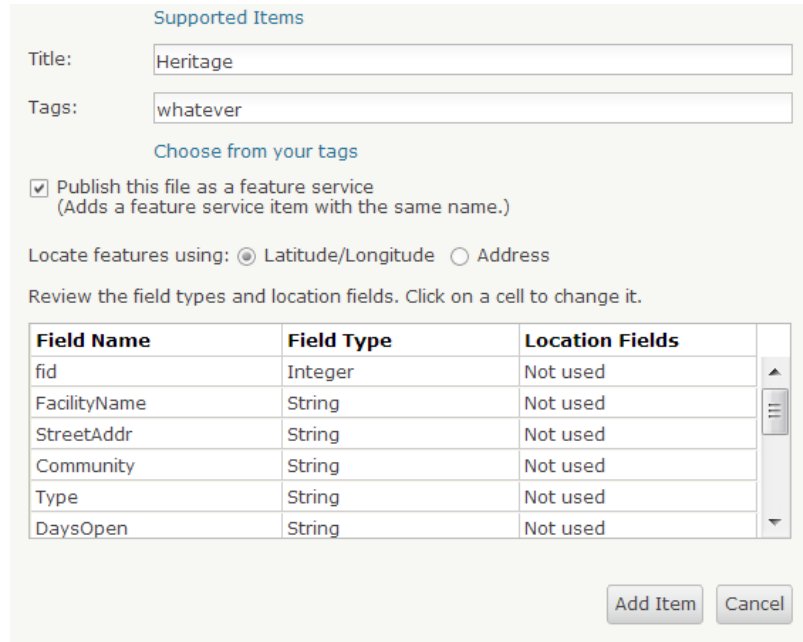
The Following window will pop up:

Click on the **Choose File** button and navigate to where ever you saved your CSV spread sheet. Select it then enter a title and tags in the fields above. The title should be appropriate for the CSV and the tags don't really matter.
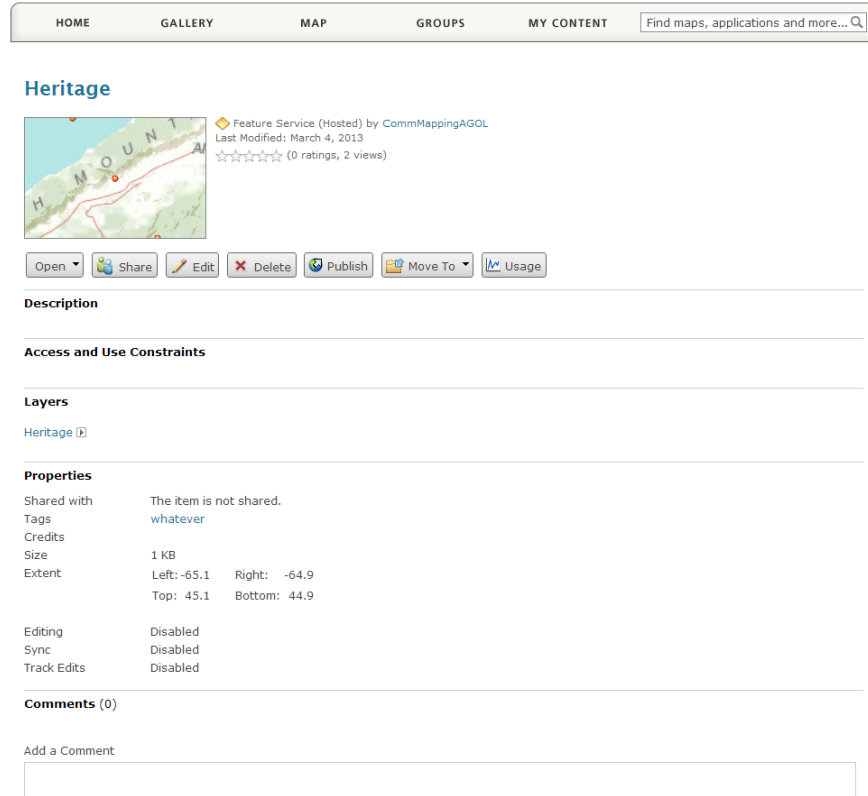
When you select your file you are given the option of publishing the file as a feature service. That will add a Feature Service that we can then go in and edit points.

Click **Add Item**. The window should refresh once your Feature Service is created. You should see something like this:

Before you're ready to go into the map and edit the points you should make your feature service editable and shared for everyone in the group to edit.

Underneath the little image of the map click on the **Edit** button. This window gives the user the opportunity to provide a description of the service. Scroll down until you see **Editing** under the **Properties** heading.

Ensure that the box is checked to enable editing. You can also select the amount of access that people have. We usually allow full access to our Feature Services.

Click **Save**.

Now that you've got yourself into ArcGIS online and you know how to upload CSVs and create Feature Services it's time we open up ArcGIS online and look at how to add new points and Edit the attributes.

Adding & Editing Content

In <u>My Content</u> click on the feature service that you want to edit. This will open up the Feature Service window:

Click on the image of the map in order to open the map service in the ArcGIS.com map viewer or for more options click on the small around next to the **Open** button.
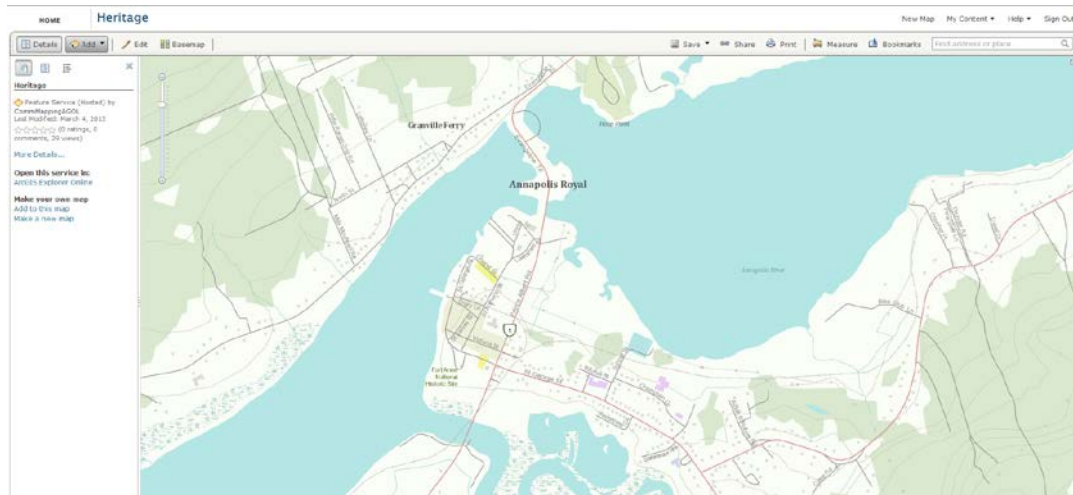

Click on **Open in ArcGIS.com map viewer** or **Open with full editing control**. Both will redirect the page to a map viewer with editing capabilities.
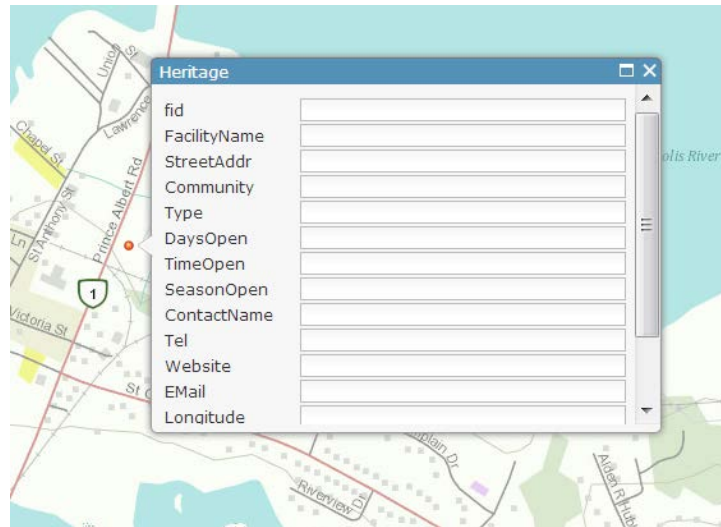
Zoom into your study area. On the bar across the top of your map you can see a number of buttons. Click on the **Edit** button and notice how the sidebar changes to the new Heritage Point Feature.
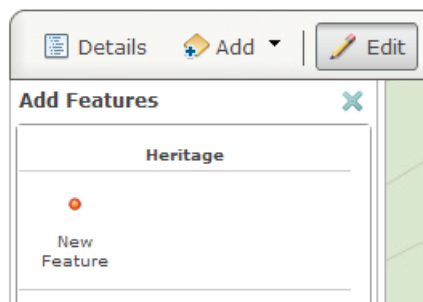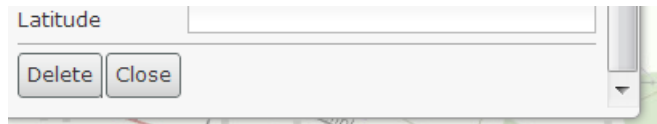

Click on the new feature and move your mouse pointer over the map. Notice that as you move your mouse across the map a box tells you to Click to add a point.
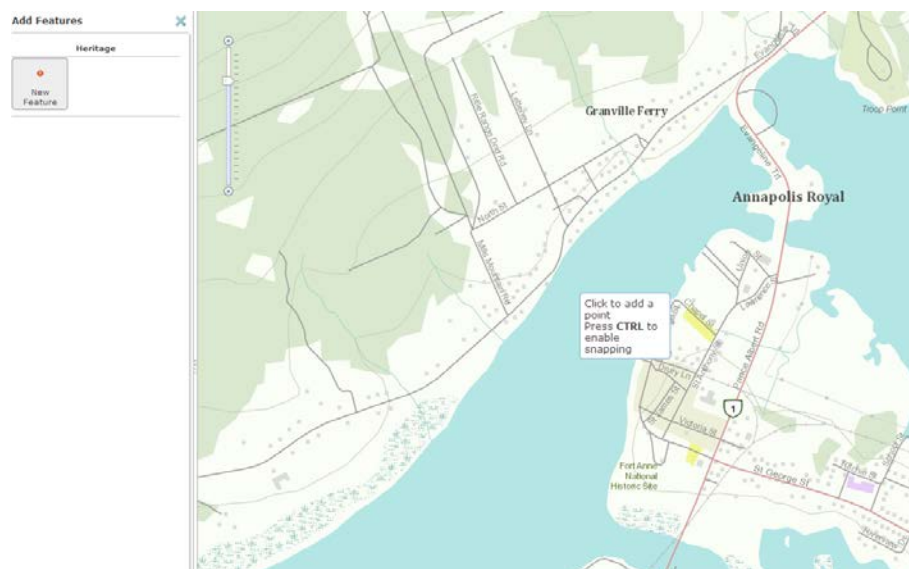
Click where ever you want to add your point.

When you click to add a new feature the pop up menu will appear showing all off the headings that you put into the CSV file. The fields can be edited to contain appropriate information. When you're finished, scroll to the bottom of the window and click on the **Close** button.

Click on the **Save** button located above the map to ensure that the attribute information is kept in the tables. Notice the **Save As** as well as the **Save** options. Clicking **save** will save your attributes in the feature service. Clicking on **Save As** will allow you to save a new map document with a new name of your choice.

You can add as many points as you want into the Feature Service. This will act as a layer that we will export as a shapefile that can be used in other programs.

When you're finished with your editing, you can close the map. The program will prompt you to see if you wish to save any changes. Click on **No.** All of your edits have already been saved.

Exporting to Shapefiles

Exporting the data from the Feature Service to a shapefile is actually quite simple. Once the Feature Service has been updated click on **Save** and return to My Content. Click on the Feature Service that you want to export. It will bring your to this window:

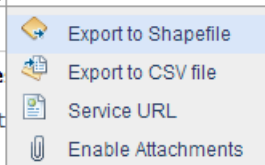Under the Layers heading you will see the name of your feature service highlighted in blue with a little arrow next to it. Click on the arrow.
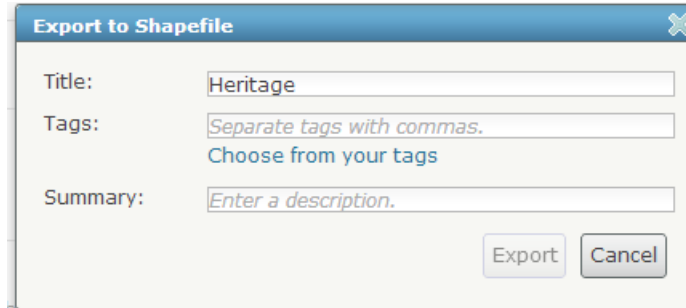

Select **Export to Shapefile**.
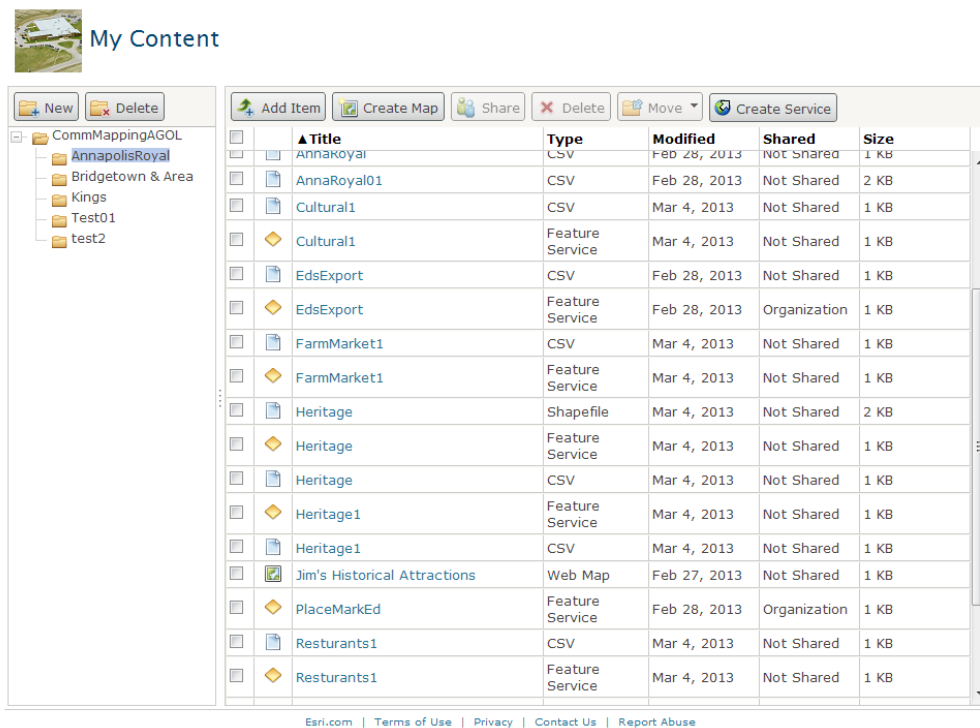
This window pops up:

Fill in the spaces appropriately and then click **Export.**

It takes a moment to export the Feature service so be patient. When the Export is finished the window will refresh without much change. Go back to <u>My Content</u>.

Notice that the Feature Service has been saved in the Table of Contents as a Shapefile. Click on the new shapefile.

The new shapefile window opens and looks very similar to the Feature class window. The difference is how you open it. Click the arrow next to the **Open** button. The only available option is to download. Click on **Download** and you'll be prompted for a place to save the shapefile.

Find a place to save the shapefile. Notice that it comes in a zipped format. Name it whatever you want and click **save**. The window will disappear.

Open Windows Explorer and Navigate to where the shapefile was downloaded. **Right click** on the folder. Select **7-Zip** (or whatever compression program you have) and then **Extract to "…."**

This will create a new folder called whatever your zipped folder was named.

Open your new folder and see the new shapefile and all of its associated files. These shapefiles are compatible with a variety of other GIS softwares including ArcGIS and QGIS.