**Branner General Maps ArcGIS Online Instructions**

**STEP 3** Publish as a Map Service

Log into AGO from ArcMap (File > Sign In…) using the credentials:

**User:** SGC\_IndexMaps

**Pass:** SGCINDEX1

After you are logged in, share the finished mxd as a service (File > Share As)

Settings

Service name = the name of the JMM project, eg. SUL General Map Collections (ok to use the same for all of them)

**Capabilities**

* Check Feature Access, uncheck Tile Mapping
* Operations allowed: leave as default

**Item Description**

* Summary = name of the map set (CF. SULGC\_catkey)
* Tags = SULGC\_catkey
* Description = Stanford Libraries Index Map Collection
* Credits = SGC\_IndexMaps

**Sharing**

* Everybody (public) /Stanford

**ArcGIS Online**

**Creating a Web Map:**

**STEP 1** Add feature layer to new map and select the light grey canvas basemap. Save to JMM Index Maps folder.

**STEP 2** Configure Map Symbology

Legend Style: rename layer “In Collection” and choose unique symbols by Ckey (if the sheet has a ckey, it’s in our collection) – change legend label to Yes and No

* Yes
  + Fill: #38A800 75% transparent
  + Outline: #267300 0% transparent, 1 px line width
* No
  + Fill: #E64C00 100% transparent
  + Outline: #E60000 0% transparent, 1 px line width

**STEP 3** Add Labels

* Label fishnet polygons using [Sheet\_Num]
* Size 8-10, Bold, Dark slate grey
  + Choose label size so that all labels display at full extent of layer if possible

**STEP 4** Configure Pop Up

* Title: {Title} or {Label}: {Sheet\_Num}
* Includes:
  + {Sheet\_Num} alias “Sheet Number”
  + {Call\_Num} alias “Call Number”
  + {Druid}
  + {Purl} alias “URL”

**STEP 5** Save and make sure to set sharing to Everybody/Stanford (\*\*\*Do not share with SUL General Map Collections group\*\*\*)

**STEP 6** Update:

* Summary = This layer provides an index map that can be used to locate individual scanned map sheets.
* Credits = Stanford Geospatial Center

**STEP 7** Update the SUL General Map Collections spreadsheet to reflect completed index map

[~~https://docs.google.com/spreadsheets/d/1sHyEQG3IZKDH5PR0u2RgqYV-X-FpcvH6XRy46fzMWAI/edit?usp=sharing~~](https://docs.google.com/spreadsheets/d/1sHyEQG3IZKDH5PR0u2RgqYV-X-FpcvH6XRy46fzMWAI/edit?usp=sharing)

https://docs.google.com/spreadsheets/d/1YtjodfZ8jBLg-lubBlOqJNLH7JL3JA7m6dWaa\_f7lBo/edit#gid=0

**(please put in new google doc path)**

**Creating a Web App:**

**STEP 1** Open ~~JMM~~ Index Map in map viewer, go to share, choose “Create a Web App.” On the Configurable Apps tab, navigate to Page 2 and select Simple Map Viewer and “Create.”

**STEP 2** Fill in the Web App Settings from the following template. Use ckey to find the map set record in SearchWorks and gather the location, scale, and title information.

**Map App description template**

**In Map App details under Edit:**

Title: LOCATION SCALE (eg Korea, 1:50,000; take scale and location from the SearchWorks record for the map set – use ckey)

Summary: Index map to the LOCATION SCALE (LABEL) ~~Japanese Imperial Maps~~

Description: Interactive index to the map set for LOCATION SCALE (LABEL). Green index grids indicate maps from this set that are in the Stanford collection and available to view and download, red grids indicate maps from this set that are not in the Stanford collection.

Access and Use Constraints: There are no access and use limitations for this item.

Tags: GRIDS (Cartography), INDEX MAPS, LOCATION

Credits: Stanford University Libraries, Stanford Geospatial Center

**In Map App details under Configure App:**

Title: [location] [scale] (eg Korea, 1:50,000)

Description: Interactive index to the map set for LOCATION SCALE (LABEL). Green index grids indicate maps from this set that are in the Stanford collection and available to view and download, red grids indicate maps from this set that are not in the Stanford collection.

**STEP 3** Set the Thumbnail. Open the application, drag and position the map such that the bulk of the index sheets are in the upper left hand corner area. Open the Snipping Tool in Windows, and take a screenshot of the map, capturing the entire area of the map including the title bar and navigation buttons, but excluding the legend side panel. You do not need to capture the entire coverage of indexes. See other map thumbnails for an example. Saving as the default Capture.PNG to Desktop is fine. In AGO, click EDIT and the Click the thumbnail to change the image. After uploading, you will not see a preview. Save.

**STEP 4** When the web app is finalized, share with the SUL General Map Collections Group.

**Updating Shapefile Metadata**

Open up ArcCatalog and find the shapefile. In the description tab, click edit. See Completed Index Maps folder for examples.

* Title: LOCATION SCALE “Maps Index”
* Tags: Grids (Cartography), Index Maps, Location
* Summary: This layer provides an index map that can be used to locate individual scanned map sheets.
* Description: This polygon shapefile is an index to SCALE scale maps of LOCATION, titled 'TITLE/LABEL.’ To create this index, footprints were generated using the fishnet tool, and metadata were supplied for the digitized paper maps by Stanford University Libraries. After the footprints were created, the shapefile was trimmed and labeled according to the sources.
* Credits: Stanford University Libraries, Stanford Geospatial Center