Instructions to set up your Point of Interest information for your ArcGIS map

To easily import Points of Interest into your map, set up an Excel file with their location information.

1. Open a new Excel file. On the first Row, label columns with State, City, and Address along with any other essential information you may need (Building Type, Color, Year Built, etc.). If you have coordinates instead of addresses, use Latitude and Longitude for your columns instead of State, City, and Address.

2. Enter your information in the appropriate columns.

3. Save the file as an Excel file. Keep this in case you need to alter it in the future.

4. Click on Save As. Instead of saving as an Excel, save this as a CSV by clicking on CSV (Comma Delimited).

Now, the CSV is ready to be placed into your map **(Part 2 below)**
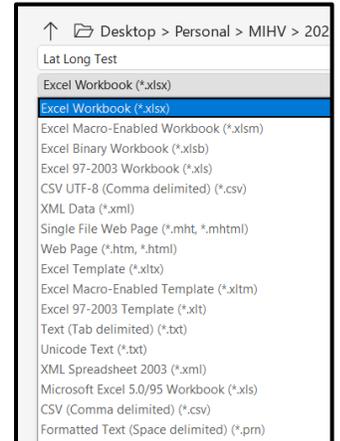
Instructions to make your first ArcGIS map

PART 1: Map Setup

1. Log in using your ArcGIS username and password.

2. Once you are logged in, click on Map, the third choice from the left on the top bar.

3. To select a background style for your map, click on Basemap (third from the left on the title bar) to choose a basemap.
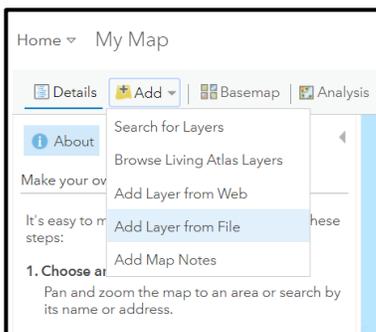
PART 2: Adding georeferenced points

1. Click on Add (second from the left on the title bar), then select Add Layer from File.

2. Click on Choose File, then locate the CSV file you made of your locations' addresses.

3. Once selected, click Import Layer. In the next dialog box, check to see if your addresses, cities, and states match the ArcGIS location fields (they should), then click Add Layer. Your points of interest are now added to the map.

PART 3: Adjusting Appearances

1. For Choose an Attribute to Show, select Address.

2. For Select a Drawing Style, determine if you want the symbols to vary (Unique Symbols) or be identical (Single Symbol).

3. Select the symbol for each Unique Symbol or Single Symbol. You can also import images to be used as your symbol under Use an Image (see Part 5 for instructions). Adjust Symbol Size to make your symbols visually appealing.

continued on back
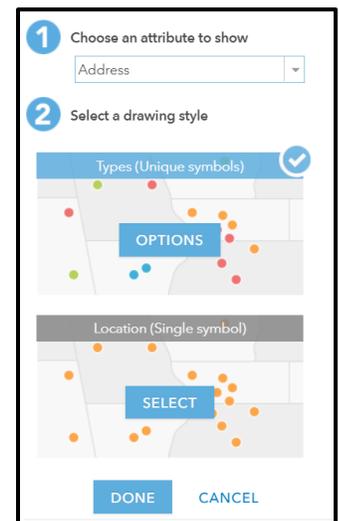
Part 4: Configuring Pop Up Boxes
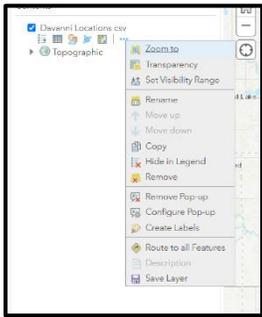
1. To see what each symbol's Pop-Up Box looks like, click on each symbol on your map.
2. To configure Pop Ups, hover over the layer you are working on and click on the 3 Dots on the right side of the layer (labeled More Options)
3. Click on Configure Pop-up. If you want to put a title for your popups, enter a title in Pop Up Title. For Pop Up Contents, you can eliminate any unnecessary information by deselecting the checkbox for the unnecessary information and selecting OK. You can also reorder the information by highlighting the information and clicking on the up or down arrows.

4. If you want to add a photo to your Pop Ups, click ADD under Pop Up Media and select Image. Enter a Title, a Caption, and the URL of the photo you want to link to the Pop Up, if the photo is already online. If the photo you want to link is a photo you took, follow instructions in Part 5.

Part 5: Uploading Photos to Use on Your Map

If you need to ever go back to change the appearances of your points of interest, go to the layer under Contents and select Change Style (the three polygons three from the left). To use photos for either symbols **(Part 3)** or for your Pop Ups **(Part 4)**, follow these steps.

1. If your photo is already online, copy the URL for the photo and paste it in the URL in the Use an Image area of the Symbol Appearances box **(Part 3)** or in the Image area of the Pop-Up Media section of the Configure Pop Up box **(Part 4)**
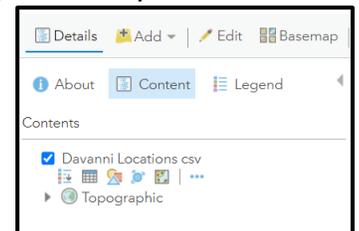
If you have photos of your own, you can upload them to ArcGIS to use in your map as Pop Up images or symbols.
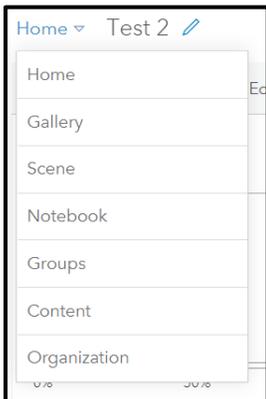
2. Click on Home in the upper left corner of your screen and select Content. Click on New Item. Locate your Photo and Upload it using a variety of methods offered in the New Item popup window. Once the photo is uploaded, enter in any essential information like Title, Caption, etc. You need to enter at least one Tag to allow the photo to be uploaded properly. To be able to show the image in your map, you must make it Public. Click on Share and change the setting to Everyone (Public) and Save. Scroll down to URL and copy the web address. For use as a symbol, select Use an Image (see **Part 3**) and paste the URL. For use as an image in a Pop Up, select Pop Up Media, Image and paste the URL.
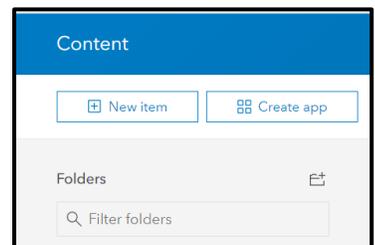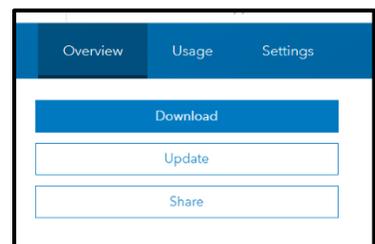
Part 6: Sharing Your Map

Once your map is complete, you can share it with the public using the following instructions.

1. On the toolbar, select Save which is sixth from the left. Enter a title for your map, and enter a Tag (location, etc.) and save the map.

2. Next to Save in the toolbar, click on Share. Click on the Everyone (Public) checkbox and copy the URL listed under Link to This Map. Now, your map is ready to share!