InfoMentum
Moving the Region Forward

Training Materials

## How To: Get Started in the New Map Viewer

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Create a Map from an Existing Spreadsheet

HOW TO: GET STARTED IN THE NEW MAP VIEWER

From your ArcGIS Online account, click the tab at the top for "Map". This will launch Map Viewer Classic. In the top right corner click "Open in new Map Viewer". As you can see in the image on the next page, the interface of the new Map Viewer has changed significantly. The purpose of this tutorial will be to get you familiar with the tools and show you how to add a CSV file to quickly generate a map.
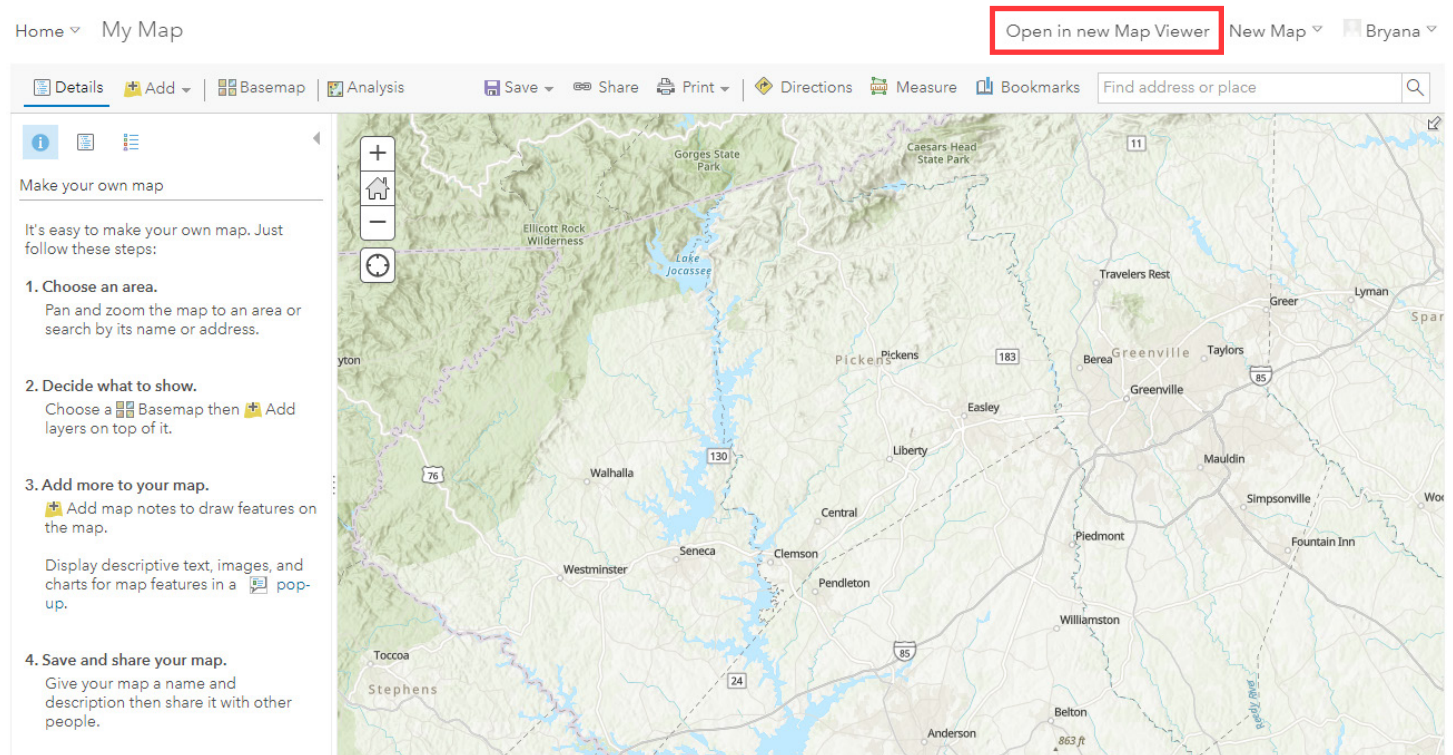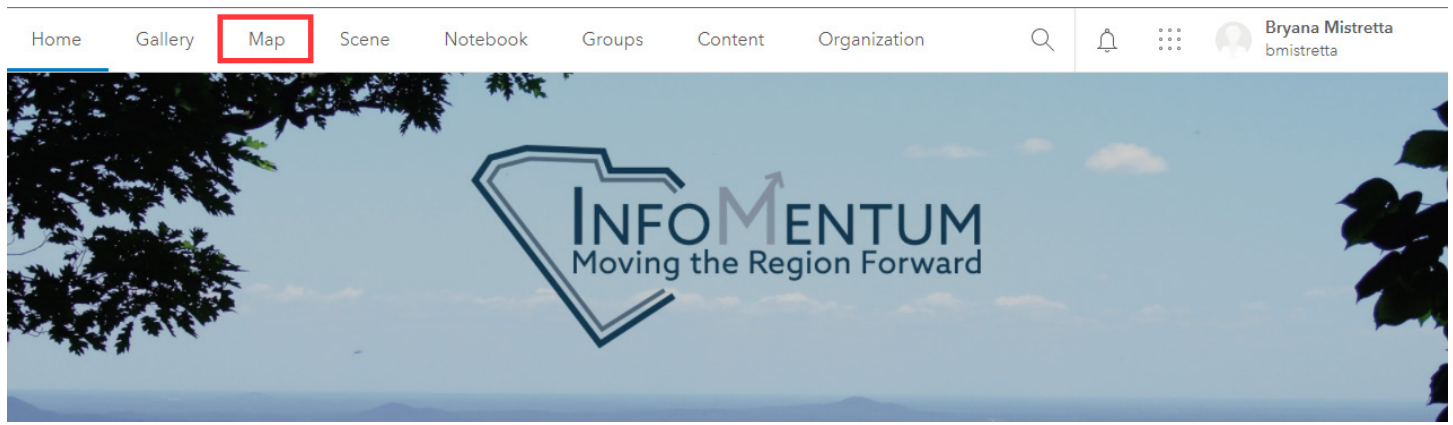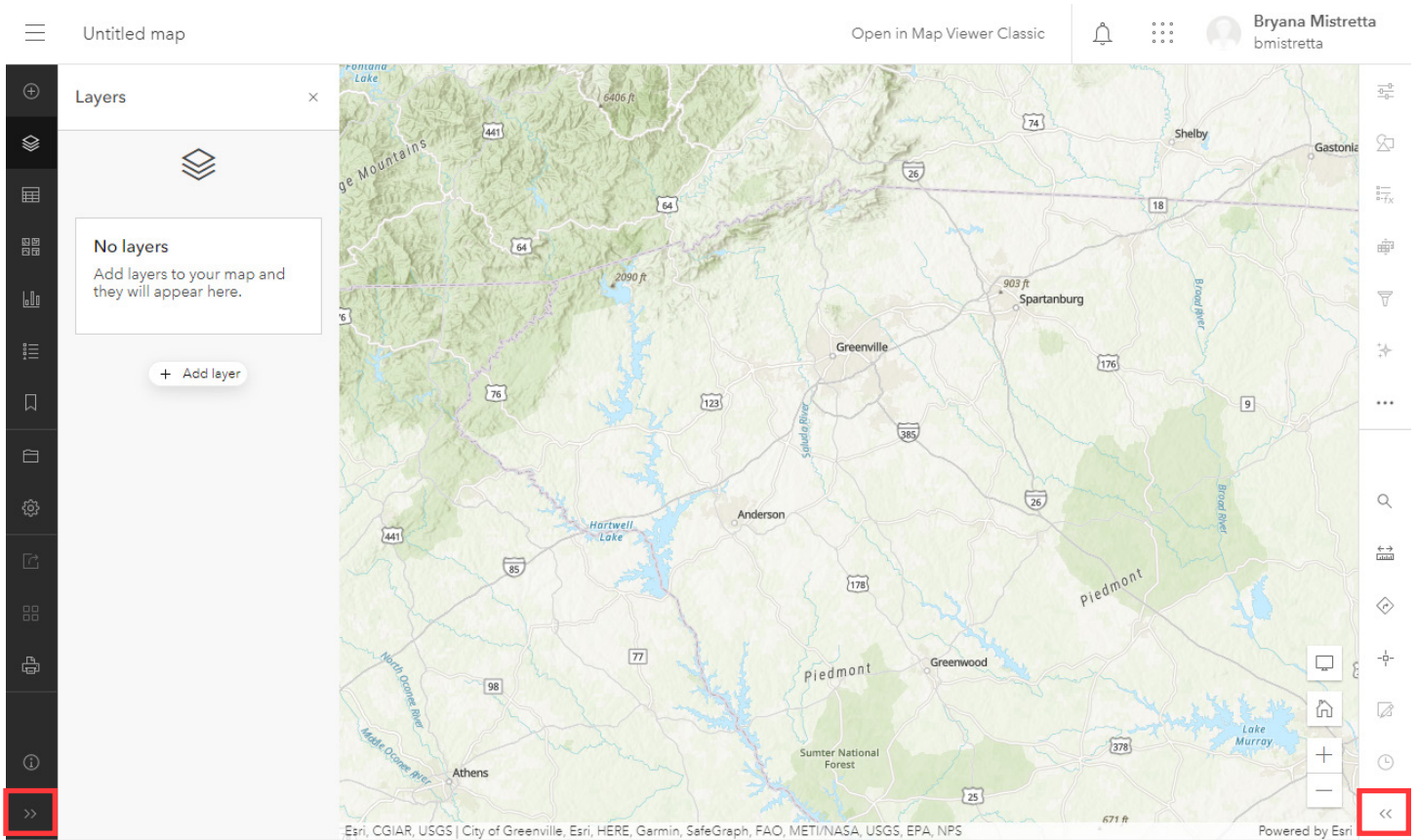
There are two main toolbars that run on the left and right side of the screen that you can expand or collapse at any time by clicking the double arrows at the bottom of the toolbar, highlighted in red in the image above. The left toolbar is primarily tools to make changes to the Map as a whole. The right toolbar has tools for individual layers and customizing the map features.

If you are unsure what an icon represents, expanding the toolbar will show you its name. The intention of the new Map Viewer, referred to moving forward as just Map Viewer, is to make map making faster, easier, and more intuitive. I will reference the original Map Viewer tool as Map Viewer Classic.
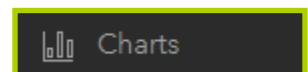
LAYERS

Upon opening Map Viewer, the Layers panel is open on the left side of the screen. You can click the "Add layer" button to add layers directly from your ArcGIS Online account. You can also add content using the "Plus" icon ("Add" tool) in the top left corner.

If you don't have content already in ArcGIS Online, clicking the "Add" tool will give you the option to add a "Sketch Layer" to quickly draw features on the map such as points or pins (called "stamp"), lines, polygons, shapes, and text. You also have tools to edit the colors, sizing, and pop-ups that appear when you hover over the features.
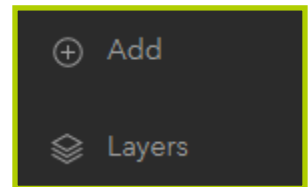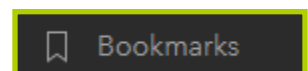
CHARTS

You can use data you add to the map to create charts that will float on screen below the map. You can add bar charts, line charts, histograms, or scatter plots to allow viewers to visualize more detail from the map. You have access to tools to customize the look of the charts such as titles, colors, labels, etc.


BOOKMARKS

Bookmarks allow you to zoom to specific features on the map and save the extent as links. This essentially creates a "tour" of the information in the map for viewers to click through.

Once you have added a layer to the map, the right toolbar allows you to change the appearance of the features, add pop-ups, add effects, filter, and configure the charts. You also have tools to search the map, measure, get directions, and find xy coordinates (called "location").

STYLES

Use styles to change the symbology of the data points or polygons in a map. Be sure to select the layer you are interested in changing on the "Layers" panel on the left side of the screen first. You can edit the shape, size, rotation, and colors to customize your map.
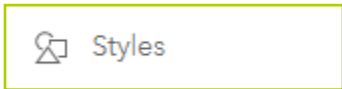
FILTER

Those familiar with GIS will recognize the function of this tool as Query. To add a "Filter" click "Add expression". You will see a set of drop down menus to format your argument. The first drop down is to chose a field name from your dataset, the second is your argument and the third is the results from the field in your dataset. For example, to filter the data in the map to only show major employers in Oconee County I would select "County Name" in the first drop down, "is" in the second, and "Oconee County" in the third. You can add multiple expressions and conditions to get the results you are looking to show.
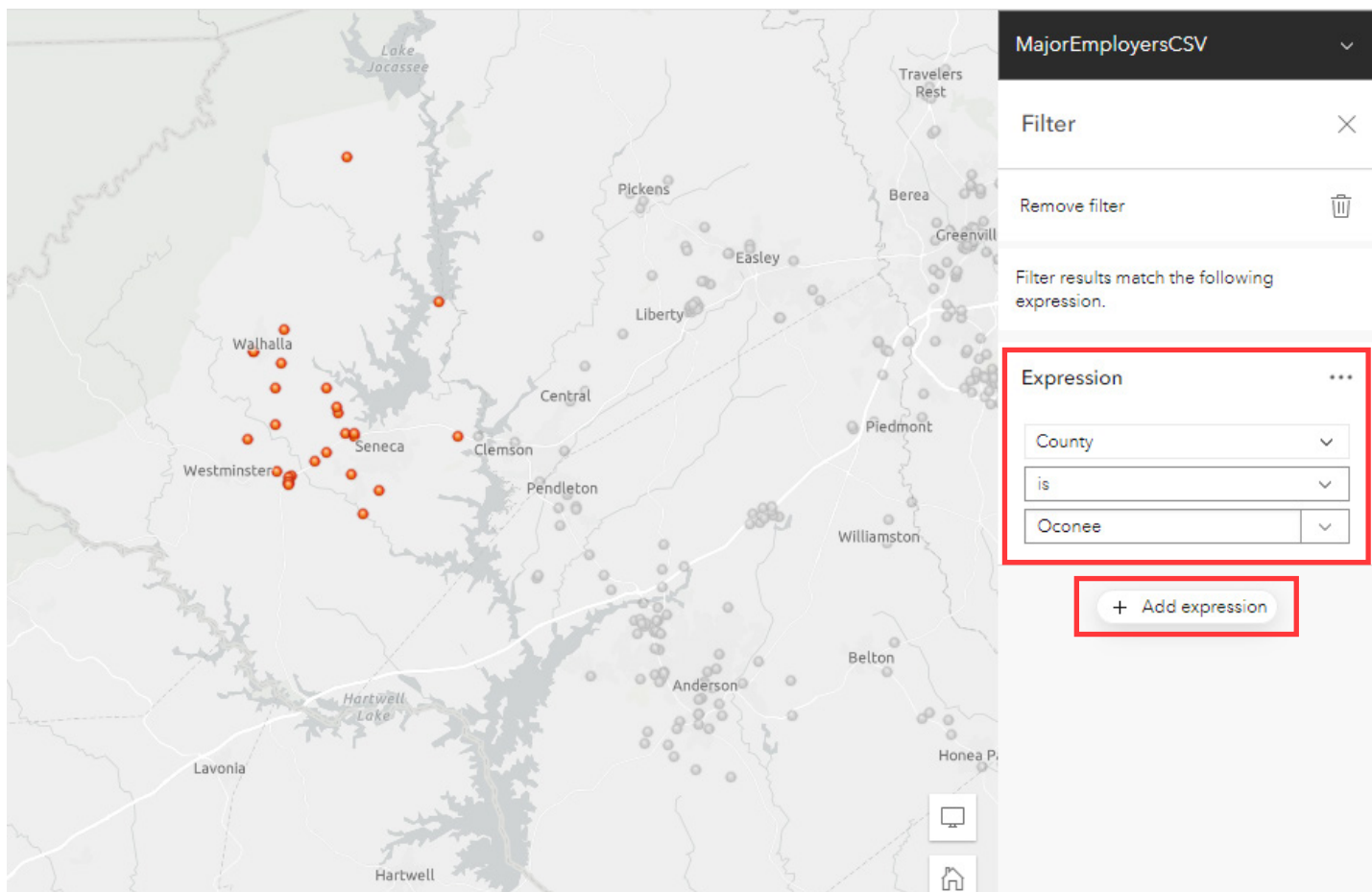
EFFECTS

Add special effects to the data in your map by toggling the switch next to it in the "Effects" panel. A description is provided for each effect to tell you how it will change the look of the features. Once you toggle an Effect on, a pop-up will appear to allow you to customize the effect. Multiple effects can be added to a layer and you can reorder the effects to tell the map what takes precedent by dragging them in the list.

CLUSTERING

Clustering will cluster point data on a map to declutter the view. Toggle the switch for "Enable Clustering" in the "Clustering" panel. More tools will appear to allow you to change the "Cluster radius", "Size range", edit the "Cluster label", "Cluster pop-ups", and the fields ("Cluster fields") that appear in the pop-up.
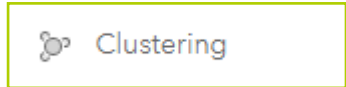
If there are 10 features clustered together on the map, the "Cluster pop-up" will provide a summary that says "this cluster represents 10 features. To see the individual features in the cluster, you will need to click "Browse features" in the Cluster pop-up, then select a location from the menu. To edit what fields show for the features, use the "Configure pop-ups" tool.


BEFORE
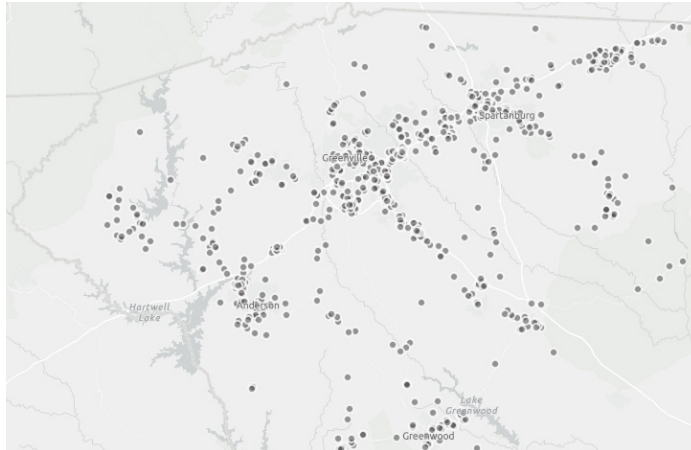
AFTER
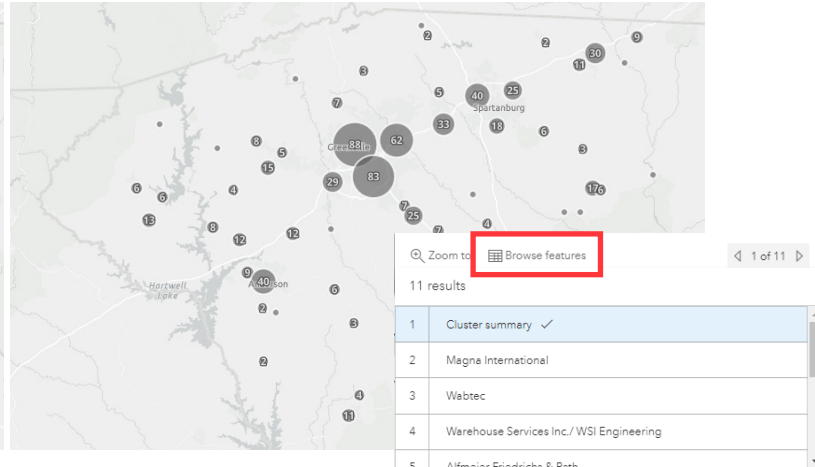
CONFIGURE POP-UPS

Pop-ups appear when a feature is clicked on the map, providing more information about the feature. For a major employer, the pop-up may show the company name, address, industry, a description of what they produce, and an employment range. To edit what fields appear, click "Fields list" in the Pop-ups panel and click the "X" next to the ones you do not want. If you want to reorder them, you can drag them up or down in the panel.

*TIP: If you click a feature on the map to open its pop-up, you can view the changes you are making in the pop-up panel as you make them.
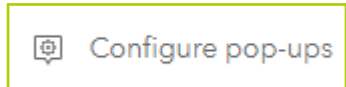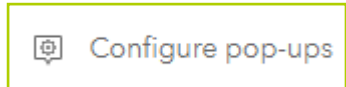

CONFIGURE FIELDS

Occasionally, the field names in a dataset are not intuitive or descriptive of what they actually represent. You can use the "Configure fields" tool to edit the "Display name" of a field by clicking on it.

LABELS

In the "Label features" panel, toggle the switch for "Enable labels" to turn them on. Click "Add label class" to change what field is used to label each feature. Use the "Filter" to only show labels for important features by writing an expression similar to the example in the *Filter section*. Use "Label style" to change the font, colors, sizing, etc and "Visible range" to control at what zoom level, the labels appear. If there are a lot of features labeled, you may want to set the visible range to "streets".
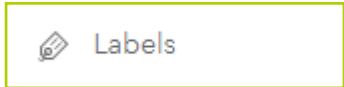
### ZOOM LEVEL: NEIGHBORHOOD
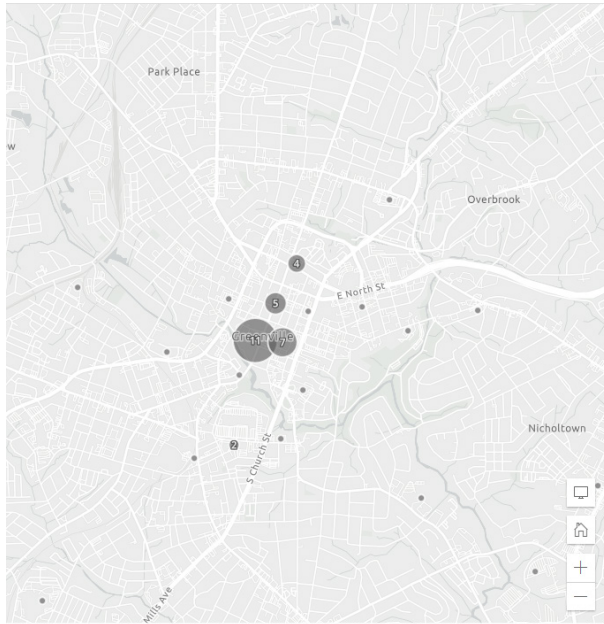
### ZOOM LEVEL: STREETS
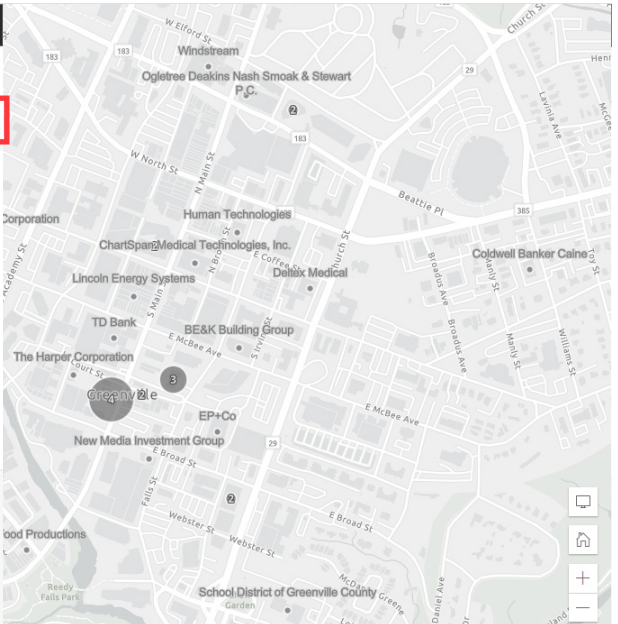
CONFIGURE CHARTS

In the "Charts panel", click "Add chart" and select the type of graph you would like to see. The options are bar chart, line chart, histogram, or scatter plot. Once you select the type, more tools will appear to allow you to customize the chart by selecting which fields you would like to graph, the labels for the axes, format for the graph, and data labels. The chart will appear in the map pane and take up about 2/3 of the screen. To make it smaller, click the double arrow pointing down at the top right of the chart. From the chart you can reopen the chart settings to make edits by clicking the gear on the left side.
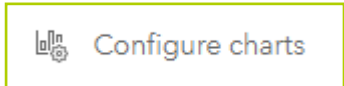
LARGE CHART
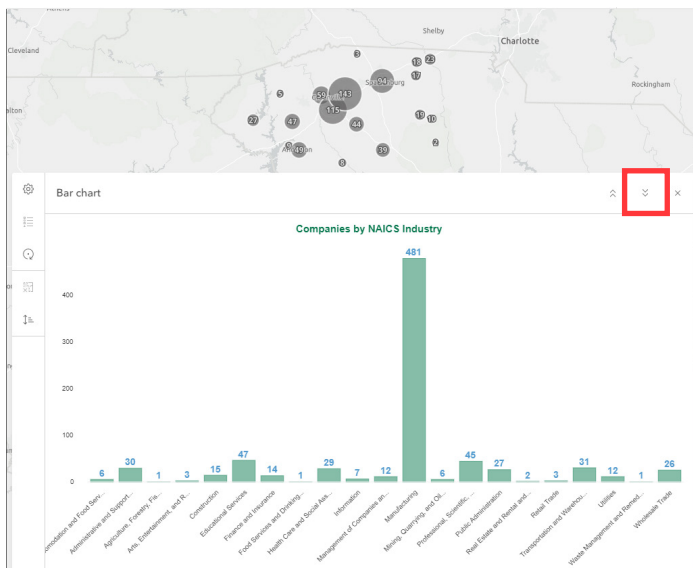
SMALL CHART
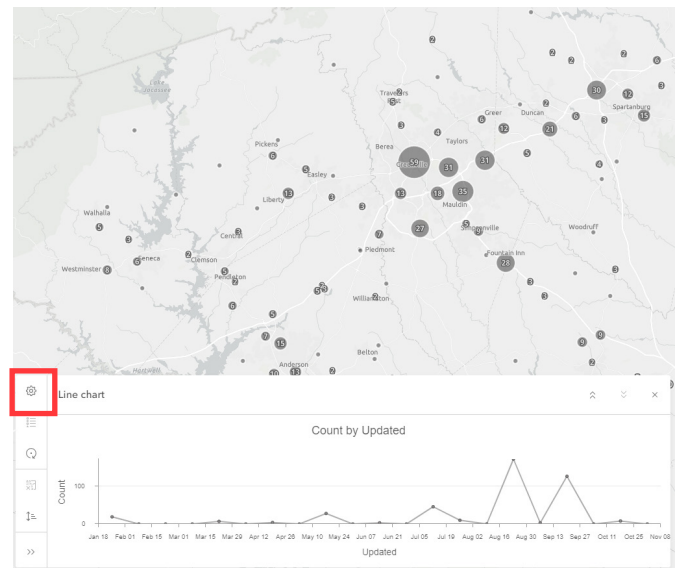
# HOW TO: CREATE A MAP FROM AN EXISTING SPREADSHEET

To create a map from an existing spreadsheet, you will need full addresses, or latitude and longitude coordinates, for each point arranged in columns as shown in the spreadsheets below. The latitude/longitude option allows you to geocode properties such as industrial sites that may not have an exact street address yet.

	B	D	E	F	G	H	I
	Company	Address	Address 2	City	State	Zip	County
4	City of Simpsonville	118 Northeast Main Street		Simpsonville	SC	29681	Greenville
5	Cott Beverages	1990 Hood Road		Greer	SC	29650	Greenville
6	EP+Co	110 East Court Street	suite 400	Greenville	SC	29601	Greenville
7	McMillan Pazdan Smith	400 Augusta Street	suite 200	Greenville	SC	29601	Greenville
8	Southern Weaving Company	1005 West Bramlett Road		Greenville	SC	29611	Greenville
9	Turner Padget	200 East Broad Street	suite 250	Greenville	SC	29601	Greenville

| A	B	C	
Latitude	Longitude	Property Name	Property Address
35.14045	-81.47133001	Tribal 90	252 Tribal Road
35.05561	-81.78551001	Revman Industries Prime Industrial Tract	6002 Cannons Campground Rd
35.09028	-81.68105001	Peachview Blvd	Peachview Boulevard
35.09943	-81.64999001	DCAS	Wilcox Ave.
35.15937048	-81.46207661	Norman Industrial Site	NW quad exit 106 I-85/SC 216
35.08867	-81.69421001	A.X. Blanton Site	S of Windslow Rd 1 mi NE of jct w/ SC 105
35.10882235	-81.6880049	Leonard Peeler Industrial Site	N of SC 11. 1.3mi NW of I-85 exit 92

ADD THE FILE TO ARCGIS ONLINE

Login to ArcGIS Online and click the tab to view your "Content". Then click "New item" in the top left of the screen.
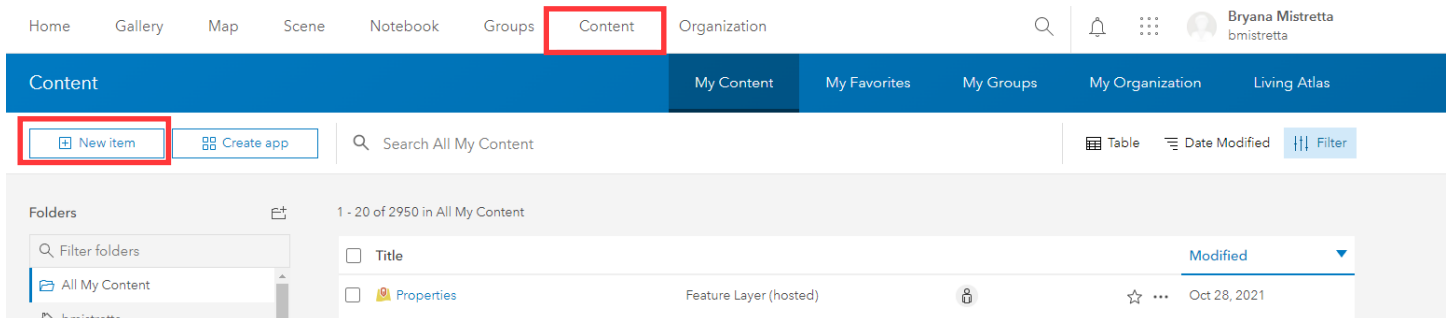
Add the file to the pop-up box by dragging and dropping it in the section outlined in red to the right. You can also use the buttons to navigate to it on your device, or to another saved location such as Google Drive, Drobbox, or OneDrive.

Another pop-up will appear asking if you want to create a feature layer (the default selection) or to just add the CSV file. Keep the selection as Feature layer.

Click "Next. "
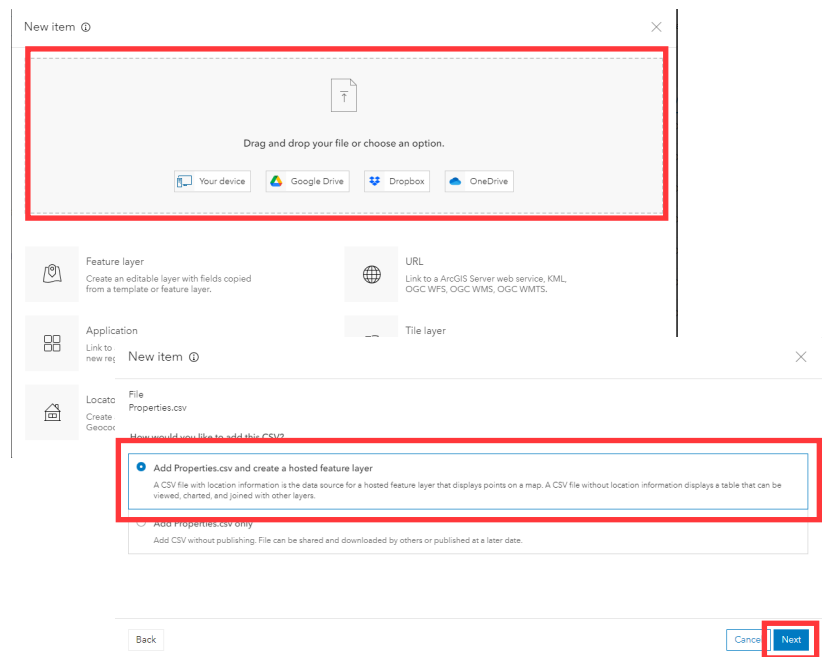
Another pop-up will ask you to make any changes necessary to the display name of the fields and the type of data in those fields. For example, if you have an employment count, you may need to change it from string to integer for ArcGIS Online to recognize the values as numbers and not text.

Click "Next"

The pop-up will now ask you how the location information is arranged in the file. Most of the time it will be "Addresses or place names" you will then select that the "Location information is in multiple fields" and direct ArcGIS online as to what field name correlates with "Address or Place", "City", "State", etc.

Click "Next"

Now give the file a name and assign any Categories or Tags that apply to the data to help you find it later and a Summary describing what the data represents.

Click "Save"

A pop-up window will appear to notify you of the properties that matched and give you the option to review them. Feel free to click "No"

ADD THE FEATURE LAYER TO MAP VIEWER

You now have a Feature Layer that you can add to Map Viewer to generate custom maps.

Click the drop down that says "Open in Map Viewer Classic" and select "Open in Map Viewer" to launch the map.
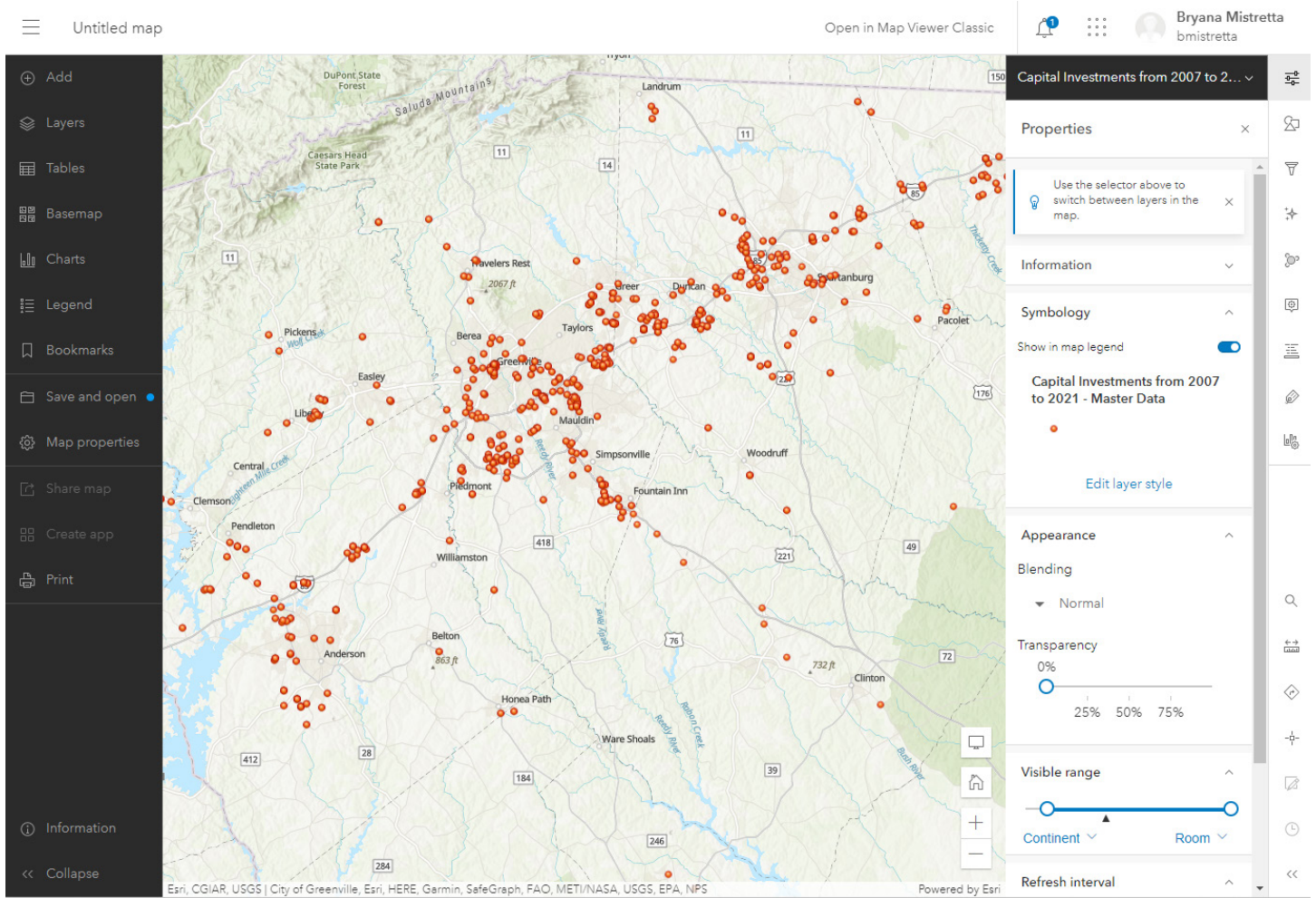
You can now use the description of the tools at the start of this tutorial to customize the look and function of your map.

If you have any trouble following these steps or would like a more in-depth training, please reach out to your InfoMentum team. We are happy to help!

REACH OUT

If you have questions about these new features or how to implement them in your upcoming project, reach out to the InfoMentum team.

BROOKE FERGUSON

Email | bferguson@scacog.org
Phone | 864.241.4649

BETH LEWIS

Email | blewis@scacog.org
Phone | 864.241.4633

BRYANA MISTRETTA

Email | bmistretta@scacog.org
Phone | 864.241.4632