

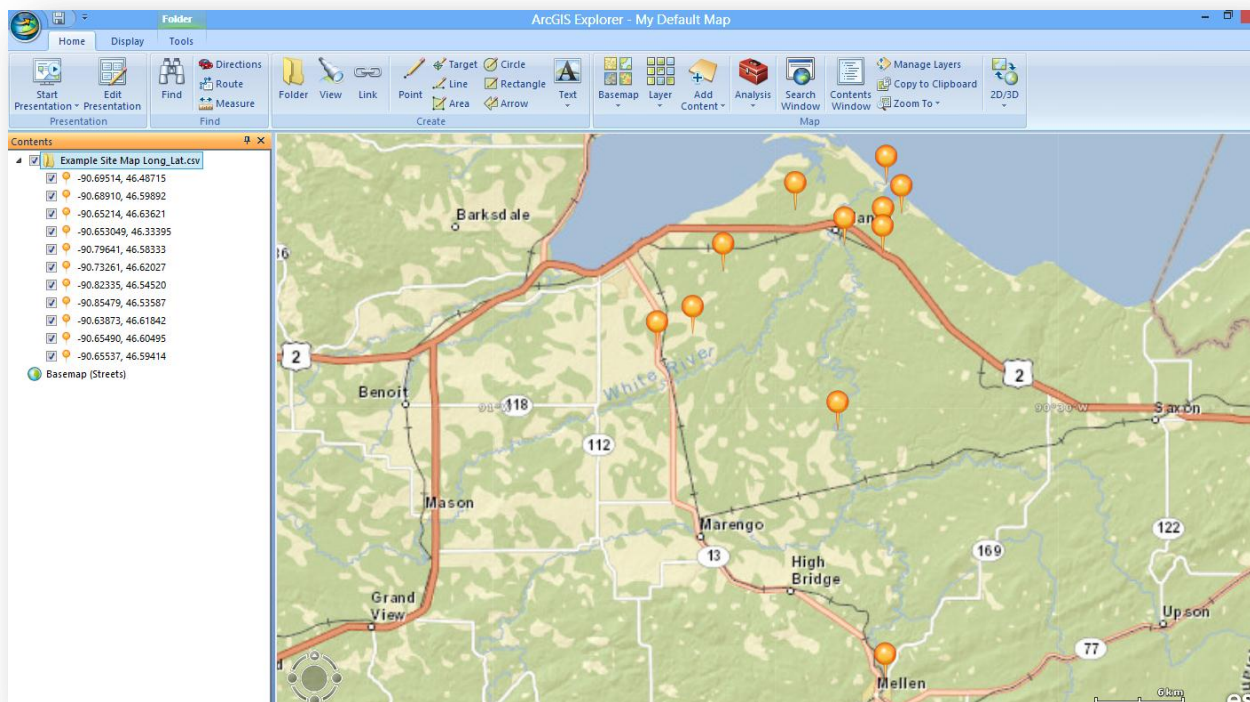


## ArcGIS Explorer: Creating a Site Locations Map

(Build 2500)

To download ArcGIS Explorer go to: <http://www.esri.com/software/arcgis/explorer/index.html>

*This guide is meant to help create a map of sample site locations for local watershed groups to use as a graphic and for input into the tool Data2Maps. ArcGIS Explorer is a free program you can create maps within and offers easy way to view, share, and present GIS data. The program, however, does not have the capabilities of ArcMap but is a good place to start using GIS and may suite the needs of your group.*



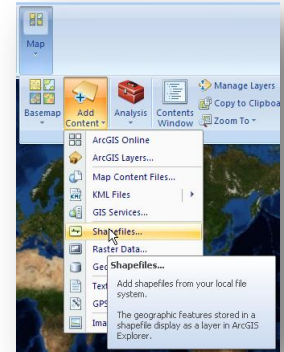
## 1. Download and Open ArcGIS Explorer

Open ArcGIS Explorer. Once open, click on the “Map” tab in the ribbon and then click on “Contents Window” to get the table of contents to show up in your map. You will use the table of contents while following this guide.

## 2. Add Sampling Locations:

Add sampling Locations by either:

- A) Adding a shapefile of your sampling locations (a shapefile that was already created in a GIS program such as ArcMap)
- B) Adding sites with a text file of x,y locations (that can be created using excel or another spreadsheet tool)
- C) Drawing point “notes” in Explorer



### A) Adding sampling locations shapefile:

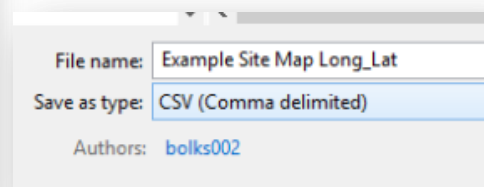
From the Home tab, selected Map > Add Content > Shapefile and navigate to the shapefile containing your sampling locations.

### B) Adding sites with a text file of x,y locations:

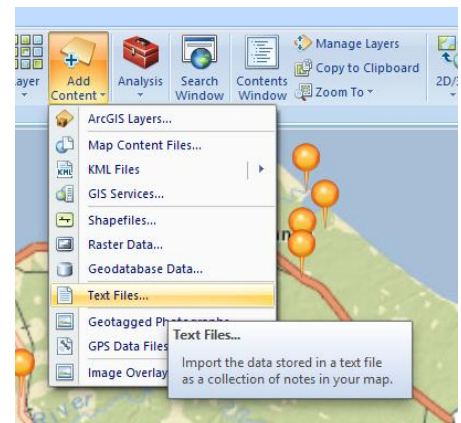
1<sup>st</sup> Gather your site’s X,Y coordinates. This can be done easily with excel or other spreadsheet programs.

Compile sampling locations with lat and long’s in separate 2 columns like shown below. Save the spreadsheet as a tab or comma delimited file (which are options under “save as”).

	A	B	C	D
1	Site Name	Site ID	Longitude (X)	Latitude (Y)
2	Bad River: Elmhoist	BR 1	-90.69514	46.48715
3	Bad River: Govt Rd	BR 2	-90.68910	46.59892
4	Bad River: Mouth	BR 3	-90.65214	46.63621
5	Bad River: Highway 169	BR 6	-90.653049	46.33395
6	Bear Trap: County A	BT 1	-90.79641	46.58333
7	Bear Trap: Goslin Rd	BT 2	-90.73261	46.62027
8	Bear Trap: Pearce Rd	BT 3	-90.82335	46.54520
9	Bear Trap: Rte 13	BT 4	-90.85479	46.53587
10	Denomie Creek: HJ Slough	DC 1	-90.63873	46.61842
11	Denomie Creek SBR	DC 2	-90.65490	46.60495
12	Denomie Creek US2	DC 3	-90.65537	46.59414

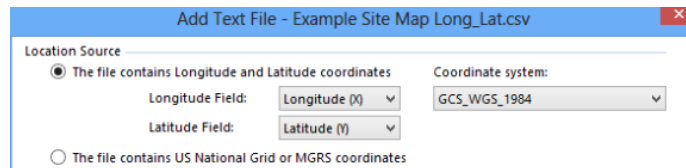
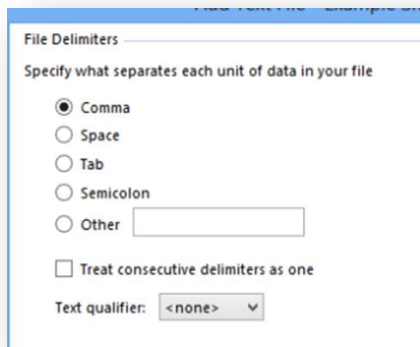


In Explorer, click on the “Add Content” button in the “Map” tab of the ribbon. Click “Text Files.”



Explorer will guide you through different easy and helpful screens to import your file. It will start by asking you how your file was delimited, such as by commas (in a comma delimited file you would choose this option or if you used commas in a simple text editor you would also select this option).

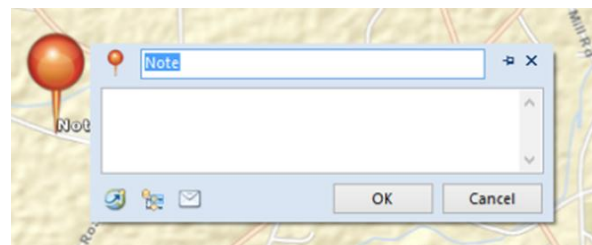
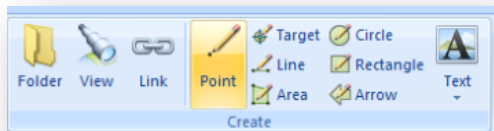
It will also ask you which columns are for the latitude and longitude.



### C) Adding Sampling Locations as “Notes”:

In ArcGIS Explorer you can make what are called “notes.” They are similar to what is known as a shapefile in GIS programs, but they are not able to be shared to ArcMap and while they have pop-ups they do not have an attribute table that can be accessed (the table that holds data about the geographic feature in a shapefile). Like a shapefile you can draw points, lines and polygons. For sampling locations a point is used.

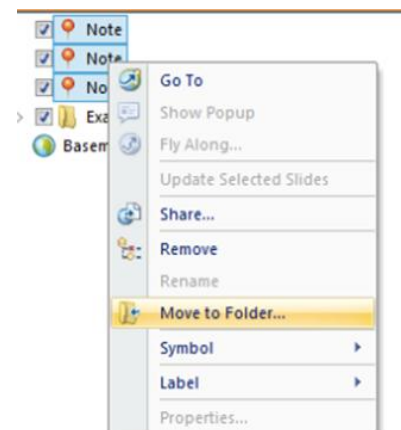
In Explorer, in the “Create” tab click on “Point” and click where you can your point to be on the map (Tip: zoom in far enough that it is accurate).



At this time you can add a name and additional information in the text box. This will show up as a text box if you click on the point later, and can be edited later if need.

Continue adding points until you are finished with all sampling locations.

Once you have all your sites added, you can select all of your sites in the contents menu by holding down the “shift” key. Right click on the selected points in the contents and select “Move to Folder” to group all of your sites in the contents.

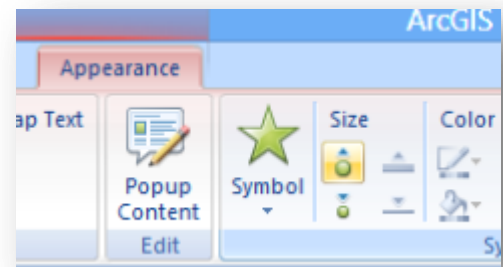
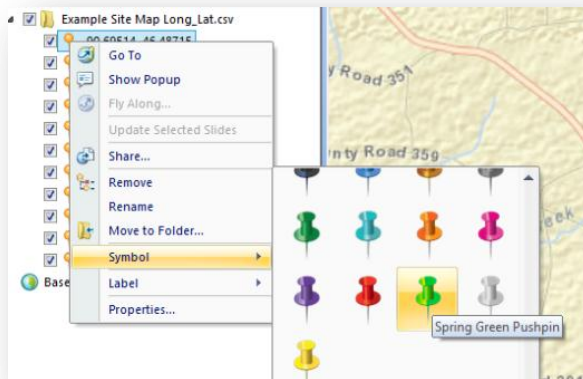


### 3. Changing the Symbology:

How the points are shown in your map(color, size and style) is called the Symbology. This can easily be changed to better suite what you would like.


To change the Symbology of a point, right click on the point in the table of contents and click “Symbol.” Choose the style of symbol you would like. With the symbol still highlighted in the Table of Contents click on the “Appearance” tab and click the up and down arrows to make the symbol bigger or smaller.

Tip: You can select and change many symbols at a time using the “Shift” key.



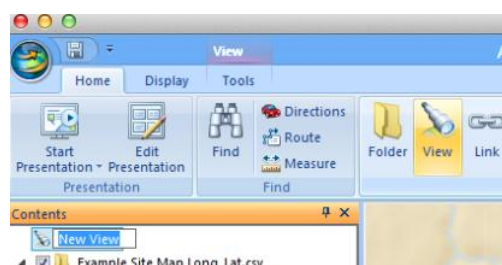
### 4. Setting a View

Find the best view of the map includes all of your sampling locations by zooming in and out with your mouse scroll bar or by hovering over the navigation tool in the lower left hand side of the map. The tool expands and the + and – bar can be used to zoom.

*Help: If you need help navigating around your map search “Use Navigation Control” in the help menu by clicking  in the top right hand of ArcGIS Explorer.*



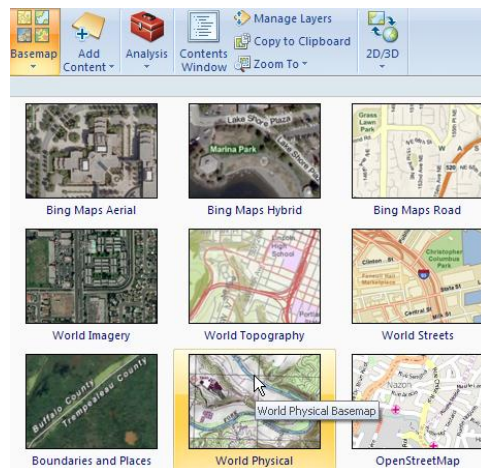
Once you are satisfied, from the “Home” tab click “View” to save this location to the map. A “New View” will show up in your table on contents you can add a descriptive name to. Now whenever you wish to return to this view double click on the icon in the Contents Window.





## 5. Create a Map Image

From the Home tab, select basemap, and choose a basemap you would like to use. There are many options to choose from and you can switch between different basemaps for different purposes .

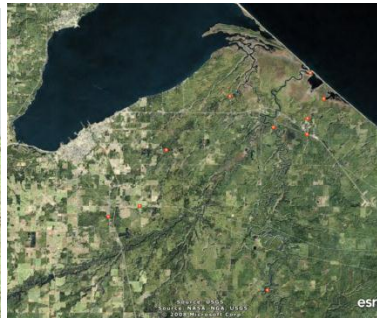


From the " Home" tab, click "Copy to Clipboard." An image of the map is now on your computer's clipboard. Go into another program, such as Microsoft Word or Powerpoint and right click and select "Paste." The map image can then even be saved as a pdf document from Microsoft products by going to "File" and "Save As."

*You may choose make several maps to display your sampling data, here are some examples made with basemaps in ArcGIS Explorer.*



*World Physical basemap*



*Bing Maps Aerial basemap*



*World Streets basemap*

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