Add text and shapefile and edit their layer properties into ArcGIS.com

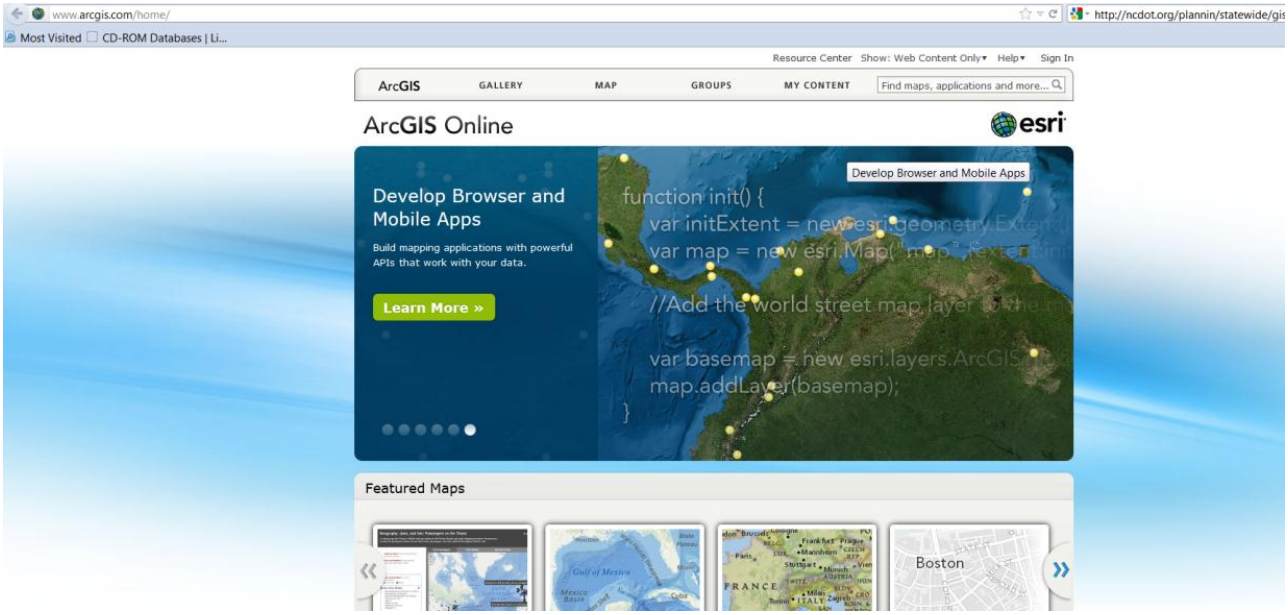
With the latest release of ArcGIS.com, you can add a layer to your map that was stored in a delimited text file (.txt or .csv), a GPS Exchange Format file (.gpx), or a shapefile (compressed into a .zip). Once the layer is in ArcGIS.com, you can edit the layer properties. For example, you can configure pop-up windows, change symbols, set visibility range, and enable editing.

This tutorial shows you how to add a CSV and shapefile into ArcGIS.com, edit their layer properties and create and share an interactive map. Both files can be downloaded from the City of Vancouver data open website (http://data.vancouver.ca/). Details on how to download the files used are available in the appendix.

Sign in ArcGIS.com

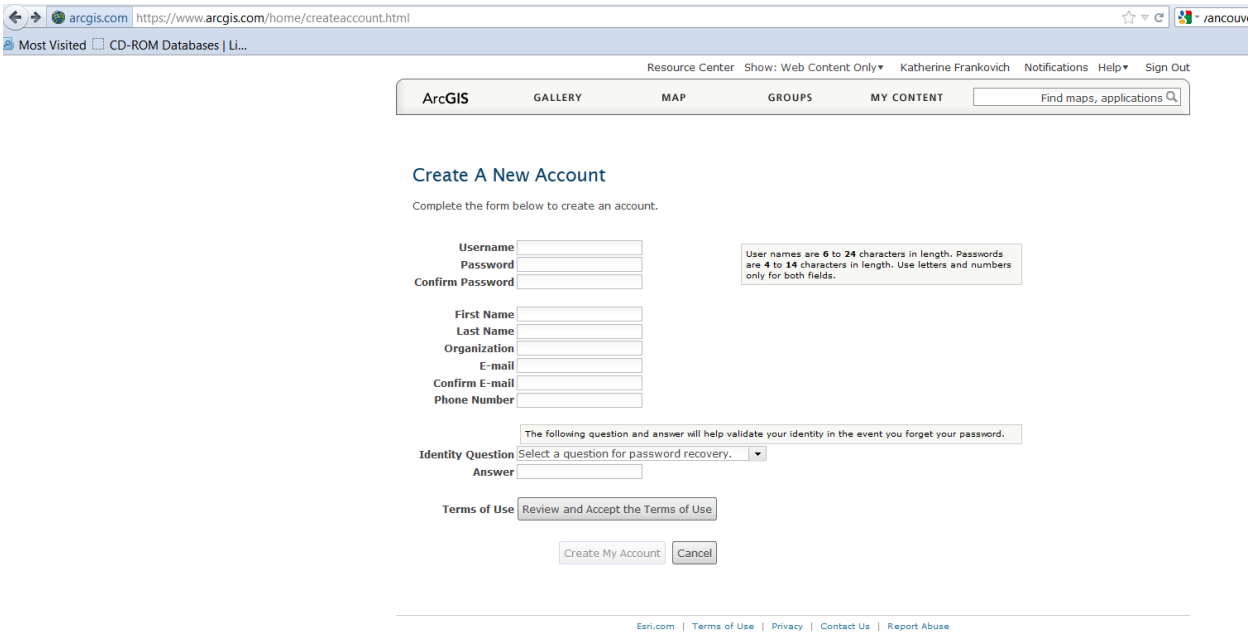
1. Open up ArcGIS.com.

Open a new internet browser and enter this address (http://www.arcgis.com/home/) in the address bar. When you see a webpage shown below, click *Sign In.*



2. Sign in ArcGIS.com with your Esri Global Account

If you are the first time user, you will need to click 'Create an account' and then follow the website's step by step instructions to create one. Once you sign in, you will notice that your first and last name appear and the 'Sign In' changed to 'Sign Out'.



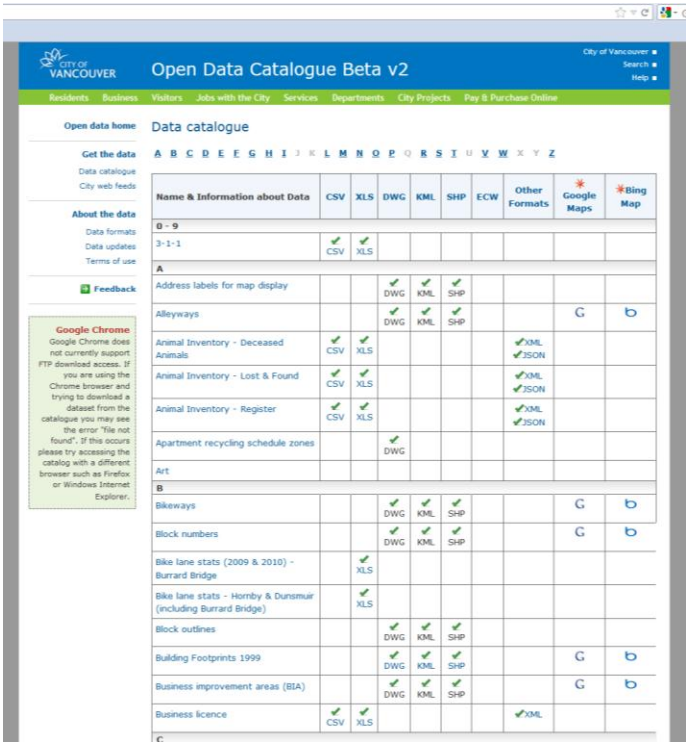
Download Shapefiles from City of Vancouver's Open Data Catalogue

3. Open the City of Vancouver's Open Data Catalogue

Open (http://data.vancouver.ca/) with an internet browser (IE or Firefox). You will see a webpage shown below.

4. Open the open data catalogue by clicking 'Data catalogue'

You will see a page as shown below. Each dataset usually has more than one file format. Download the city boundary layer as shapefile format and the fire halls layer in CSV format.



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Google Chrome
Google Chrome does not currently support FTP download access. If you are using the Chrome browser and trying to download a dataset from the catalogue you may see the error "file not found". If this occurs please try accessing the catalog with a different browser such as Firefox or Windows Internet Explorer.

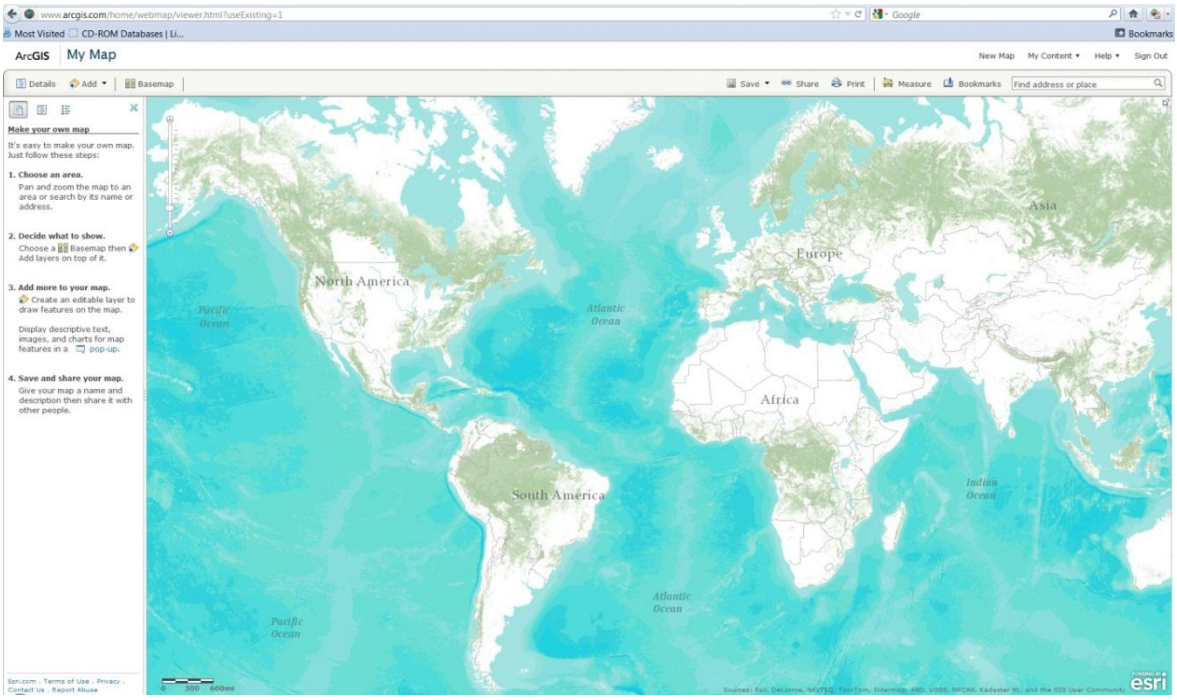
Data catalogue

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name & Information about Data	CSV	XLS	DWG	KML	SHP	ECW	Other Formats	Google Maps	Bing Map
0 - 9									
3-1-1	✔ CSV	✔ XLS							
A									
Address labels for map display			✔ DWG	✔ KML	✔ SHP				
Alleyways			✔ DWG	✔ KML	✔ SHP			G	b
Animal Inventory - Deceased Animals	✔ CSV	✔ XLS					✔XML ✔JSON		
Animal Inventory - Lost & Found	✔ CSV	✔ XLS					✔XML ✔JSON		
Animal Inventory - Register	✔ CSV	✔ XLS					✔XML ✔JSON		
Apartment recycling schedule zones			✔ DWG						
Art									
B									
Bikeways			✔ DWG	✔ KML	✔ SHP			G	b
Block numbers			✔ DWG	✔ KML	✔ SHP			G	b
Bike lane stats (2009 & 2010) - Burrard Bridge		✔ XLS							
Bike lane stats - Hornby & Dunsmuir (including Burrard Bridge)		✔ XLS							
Block outlines			✔ DWG	✔ KML	✔ SHP				
Building Footprints 1999			✔ DWG	✔ KML	✔ SHP			G	b
Business improvement areas (BIA)			✔ DWG	✔ KML	✔ SHP			G	b
Business licence	✔ CSV	✔ XLS					✔XML		
C									

5. Go back to ArcGIS.com and pen their map viewer

Click *Map* to display a view like below.

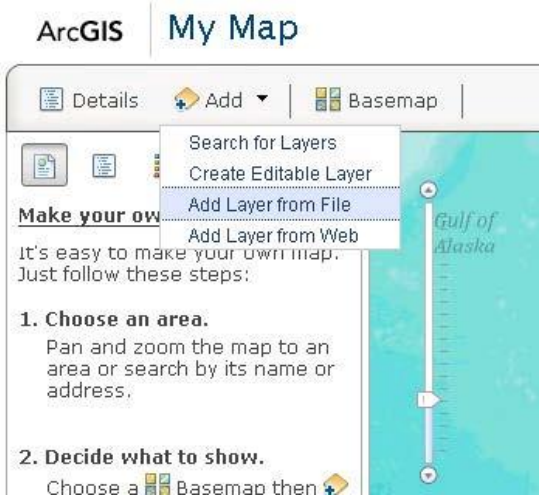


Import a Shapefile into ArcGIS.com

You are going to import a shapefile into ArcGIS.com. The shapefile, generally fewer than 1,000 features, has to be compressed into a zip file which is directly stored in the root of the .zip archive.

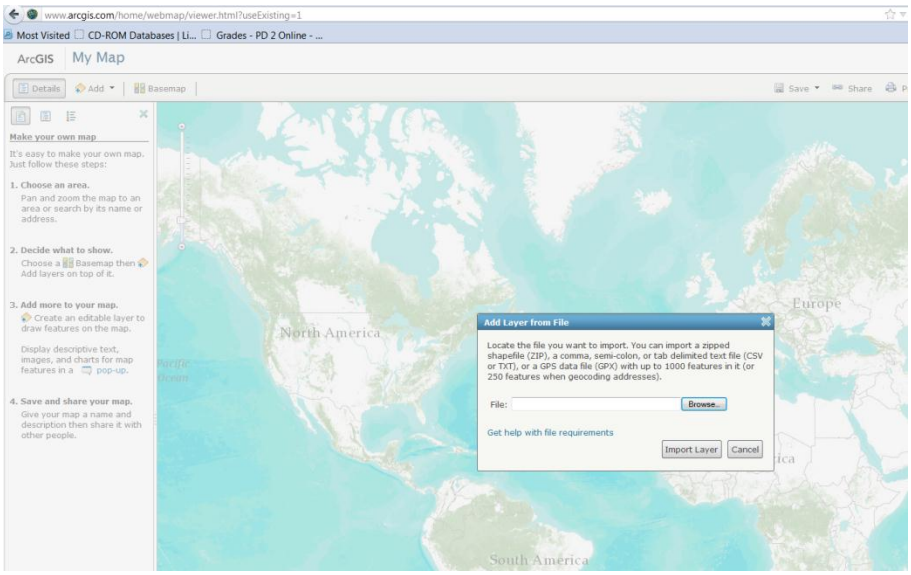
6. Add a shapefile to your map

Click 'Add' button and then choose 'Add Layer from File'.

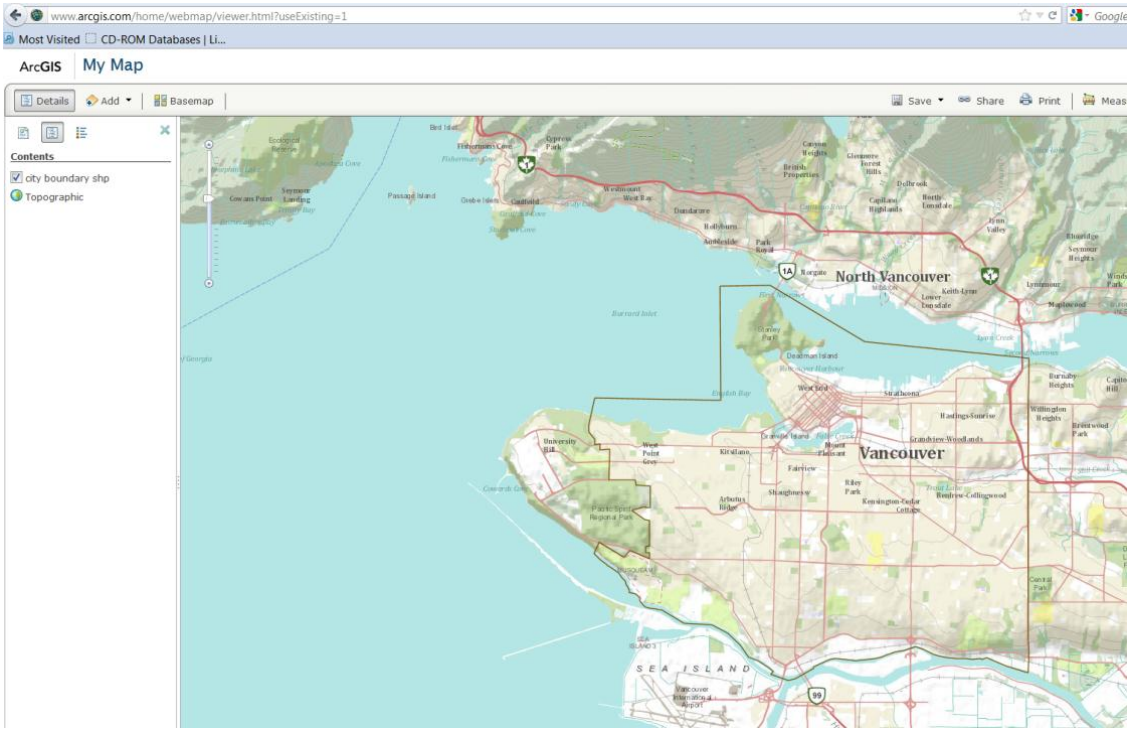


7. Locate the shapefile to import

Browse your computer to the folder where the shapefile (zip file) is located and click 'Import Layer'.



When you see an image similar to the one shown below, that means the boundary shapefile has been added into ArcGIS.com as a new layer.

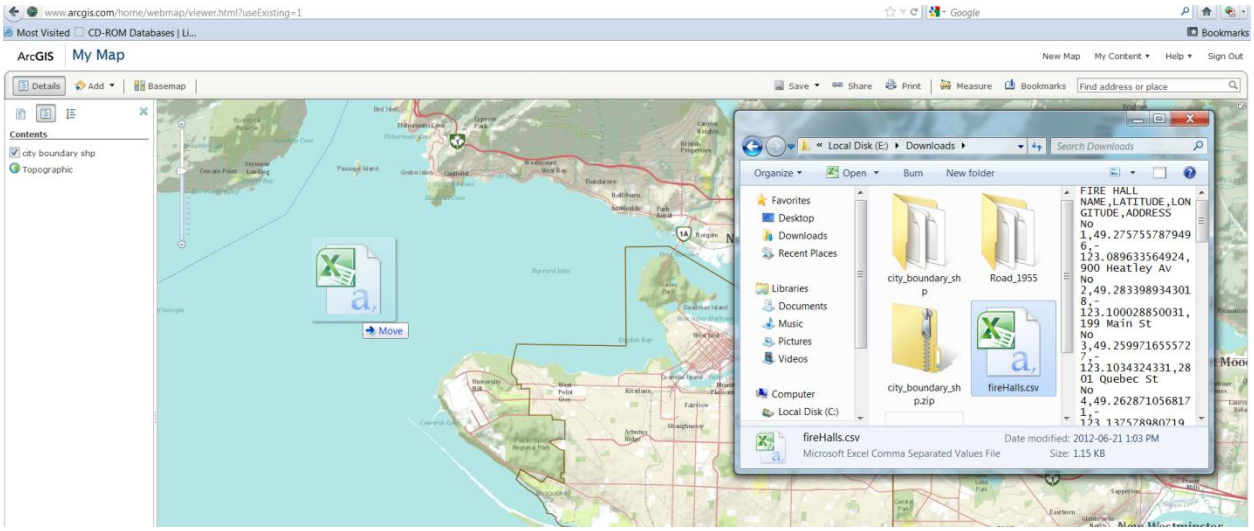


Drag and drop a CSV file into ArcGIS.com

In addition to importing your data file through map viewer by using 'Add' button, you can drag a CSV file and drop it onto your map. The comma-separated values text file (.csv) shall include latitude and longitude information. There is however a limit of 1,000 records that can be imported to the map.

8. Browse to locate the CSV file

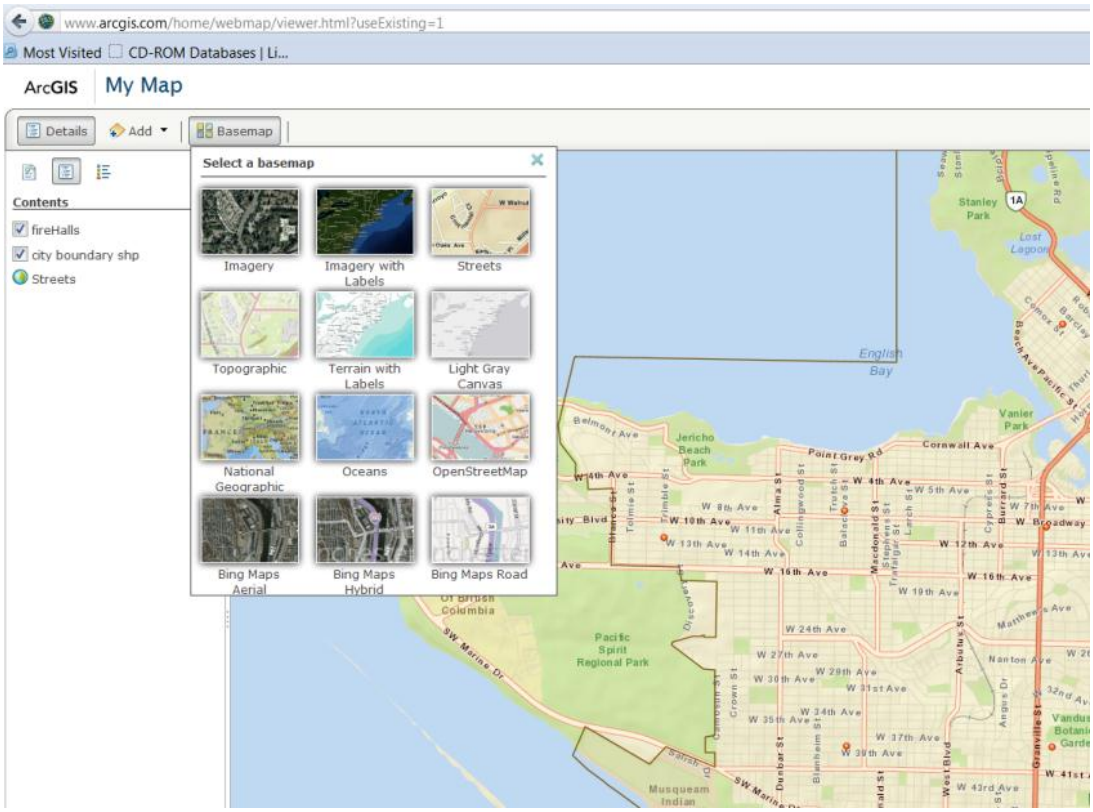
Open your Window's browser and navigate to the folder where the file is located. Drag and drop the CSV file. Click to select the 'fireHalls.csv' file, drag and drop it anywhere in 'My Map' and close the Windows' explorer.



Choose a new basemap and save the map

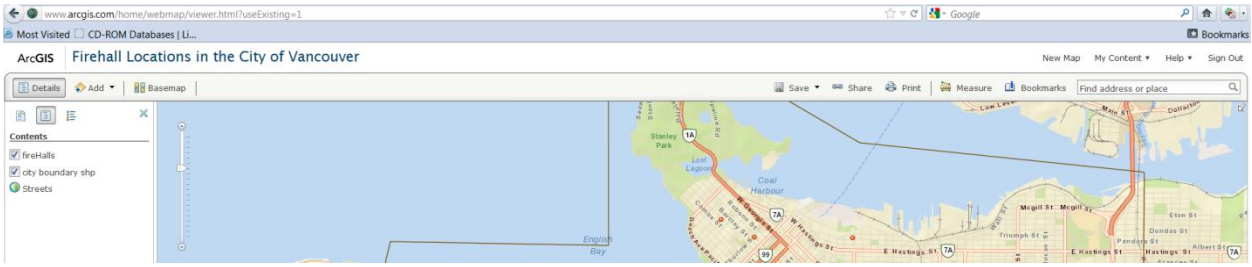
9. Choose a basemap

ArcGIS.com offers a variety of basemaps and the default one is 'Topographic'. Click 'Basemap' and select 'Streets'. The new street map with be like the one below:



10. Save your map

Click ‘Save’ menu and this will bring out a ‘Save Map’ message box. Once you have saved the map, you will notice that the map title has been changed from ‘My Map’ to ‘Fire Hall Locations in the City of Vancouver’.

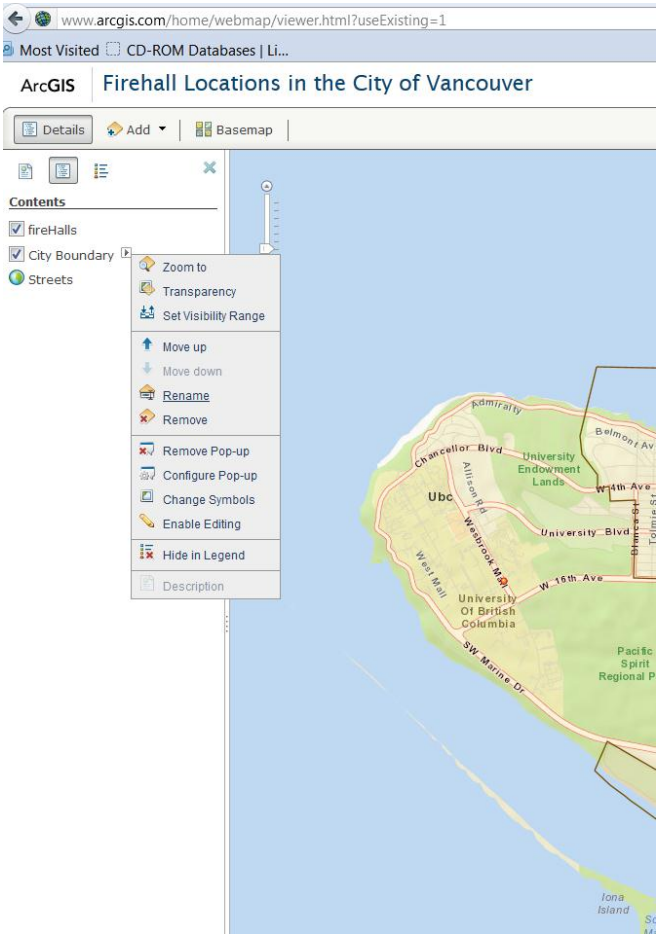


Adjust boundary layer properties

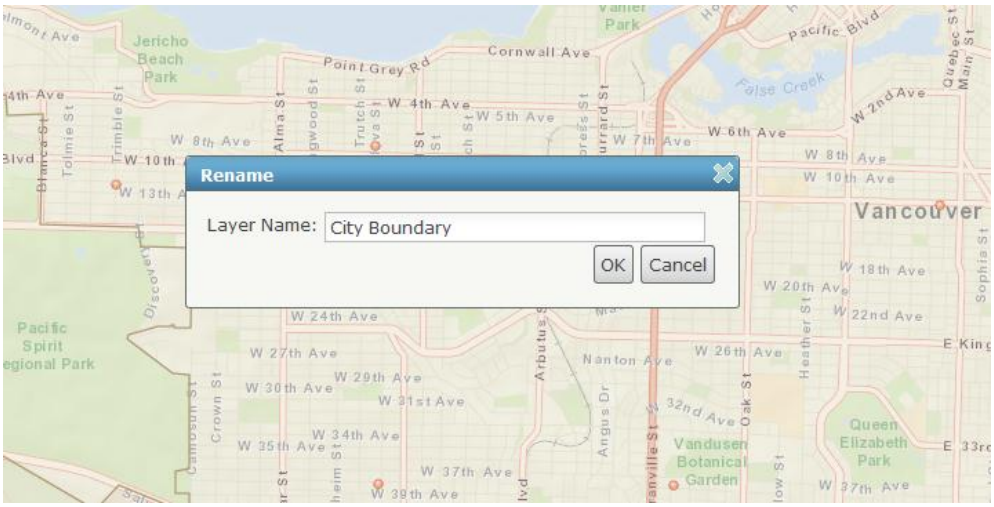
You can change the city boundary layer’s name and its symbols.

11. Change layer name

Move the cursor over ‘city-boundary_shp’ layer then click to show the message box. Click ‘rename’ and this will bring out a rename message box.

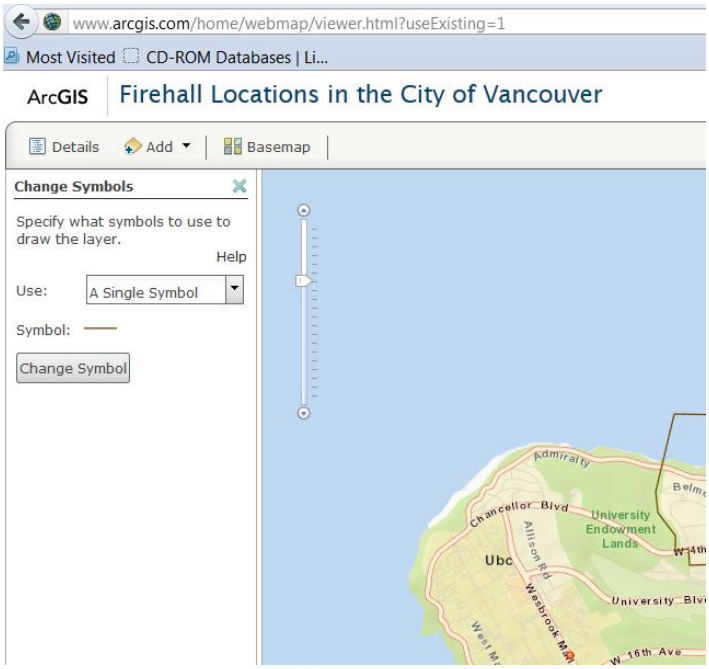


12. Type the new name as ‘city boundary’ and click ‘OK’ when finish.

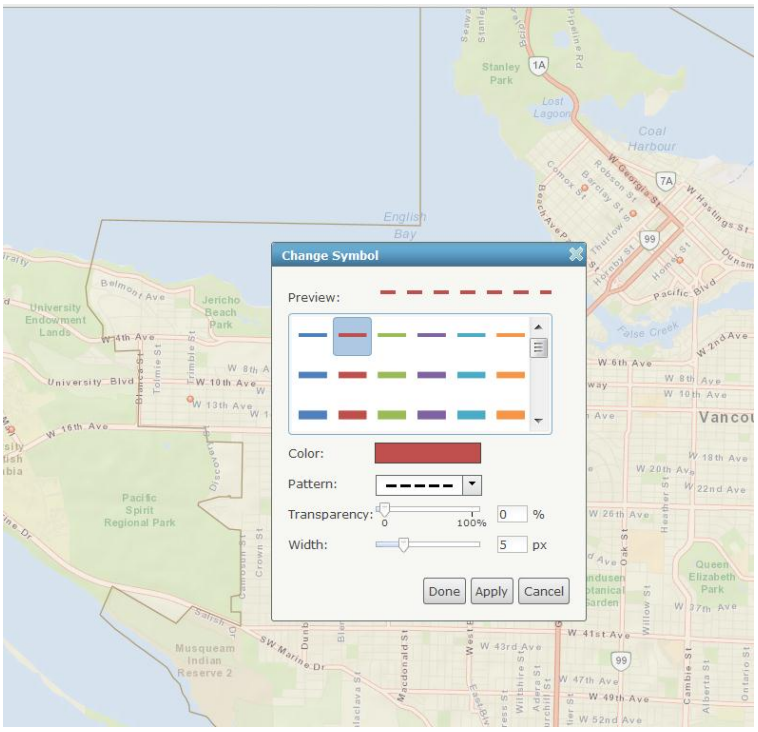


13. Change layer symbols

Select ‘A Single Symbol’ and click ‘Change Symbols’ to change its color, width, transparency and pattern.

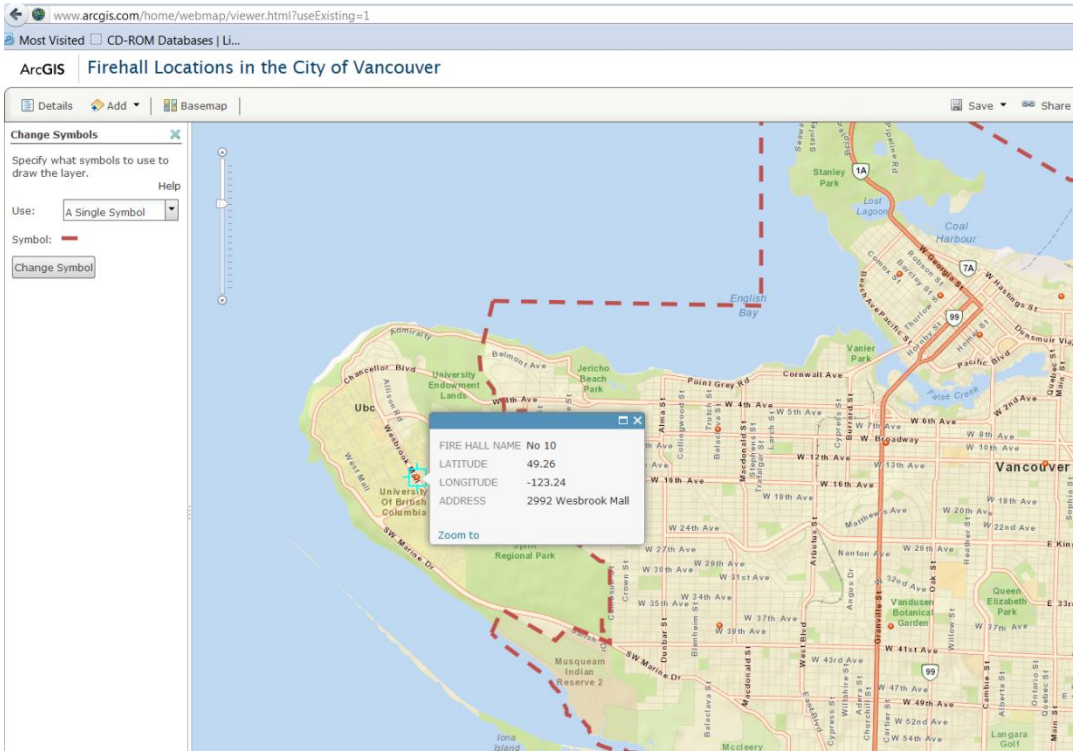


14. Change the city boundary symbol as: Red color, Pattern as dash line, Transparency as 0%, Width as 5 px and click ‘Done’ when finish.



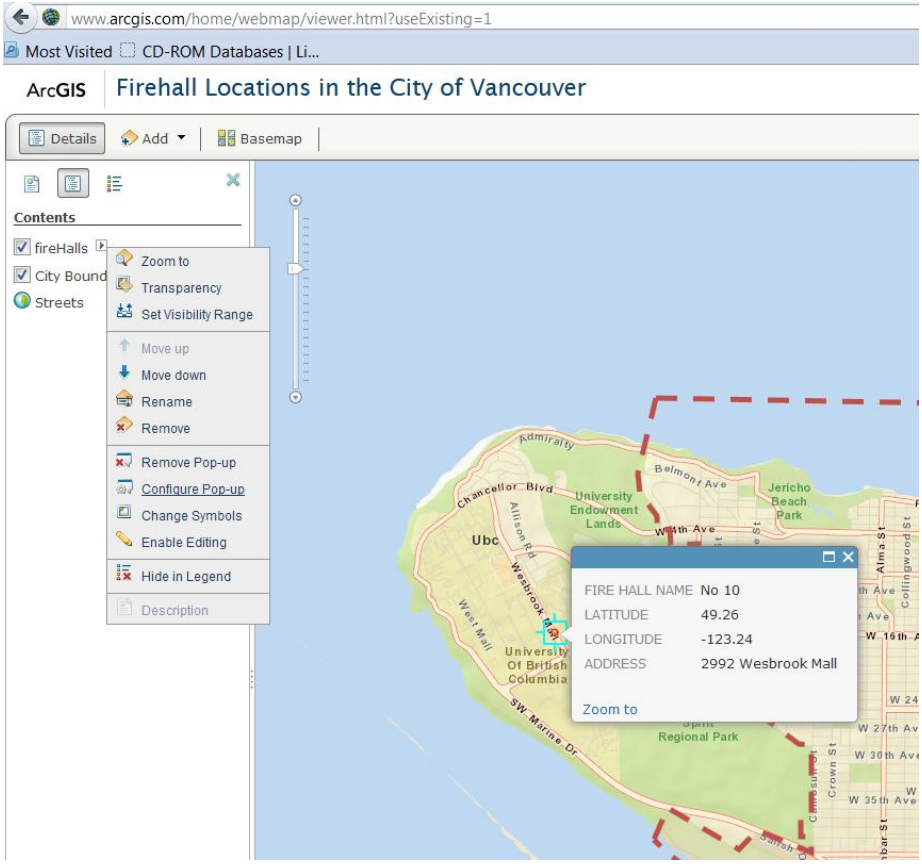
15. Show the pop up message

Click a fire hall symbol. This will bring out a pop up message showing its attributes name, latitude, longitude and address.



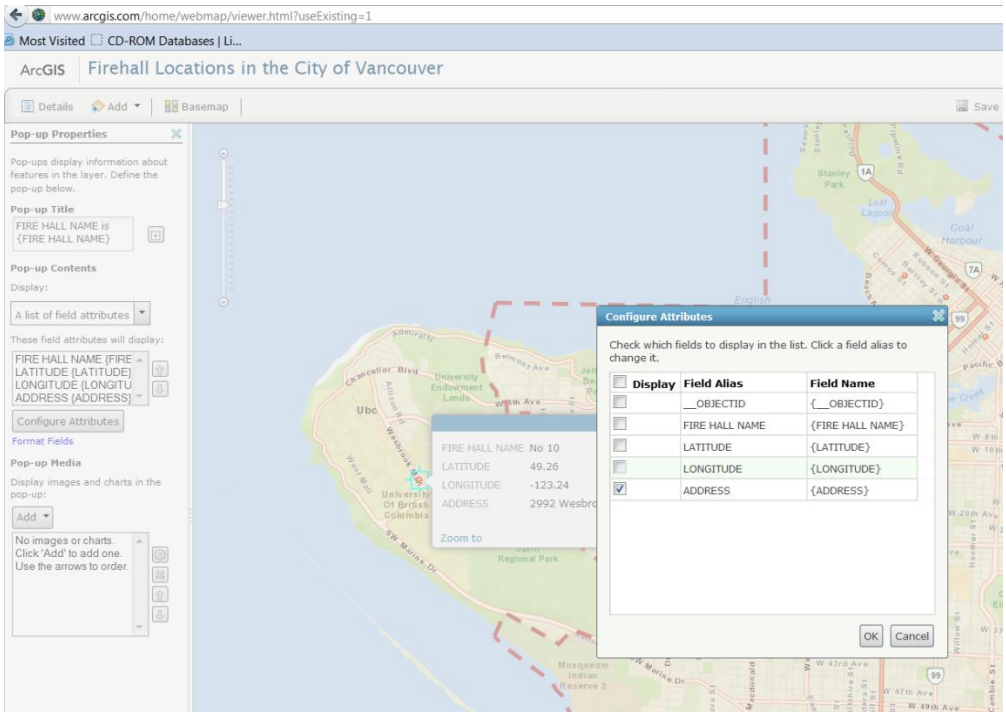
16. Configure the pop up message

Move the cursor over ‘fireHalls’ layer then click to show the message box. Click ‘Configure Pop-up’. Next you can configure the pop-up message title and its contents.



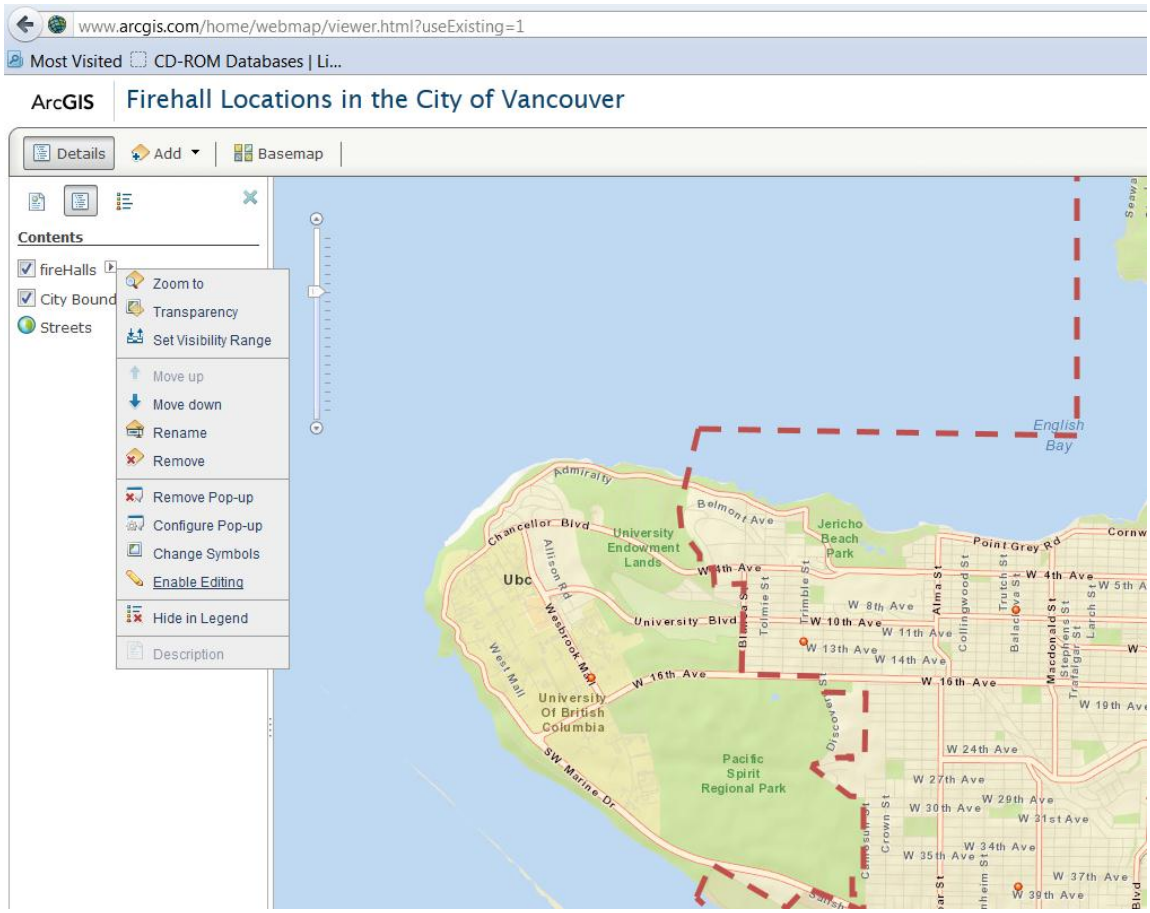
17. Modify pop-up message contents

By default, all field attributes will be displayed in the pop-up message. To remove unwanted attribute messages, click ‘Configure Attributes’. This will bring up a ‘Configure Attributes’ message box. Only click on ADDRESS field and click OK to confirm the change.



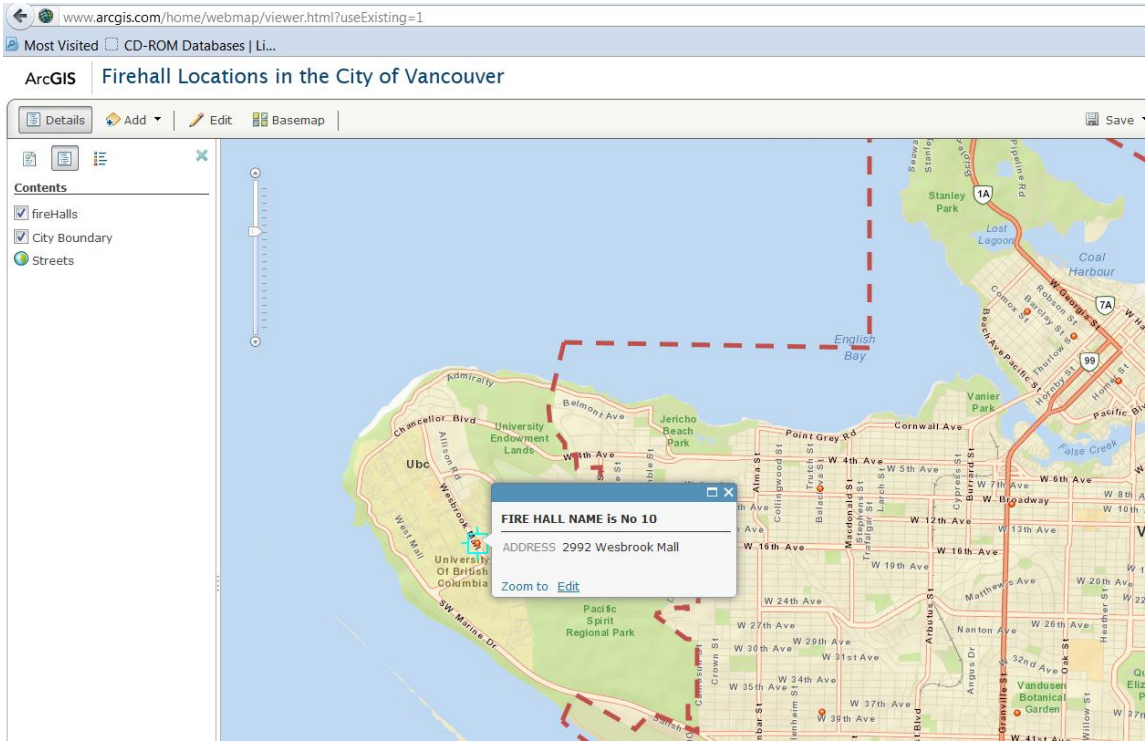
18. Enable editing function

Move the cursor over 'fireHalls' layer then click to show the message box. Click 'Enable Editing'.



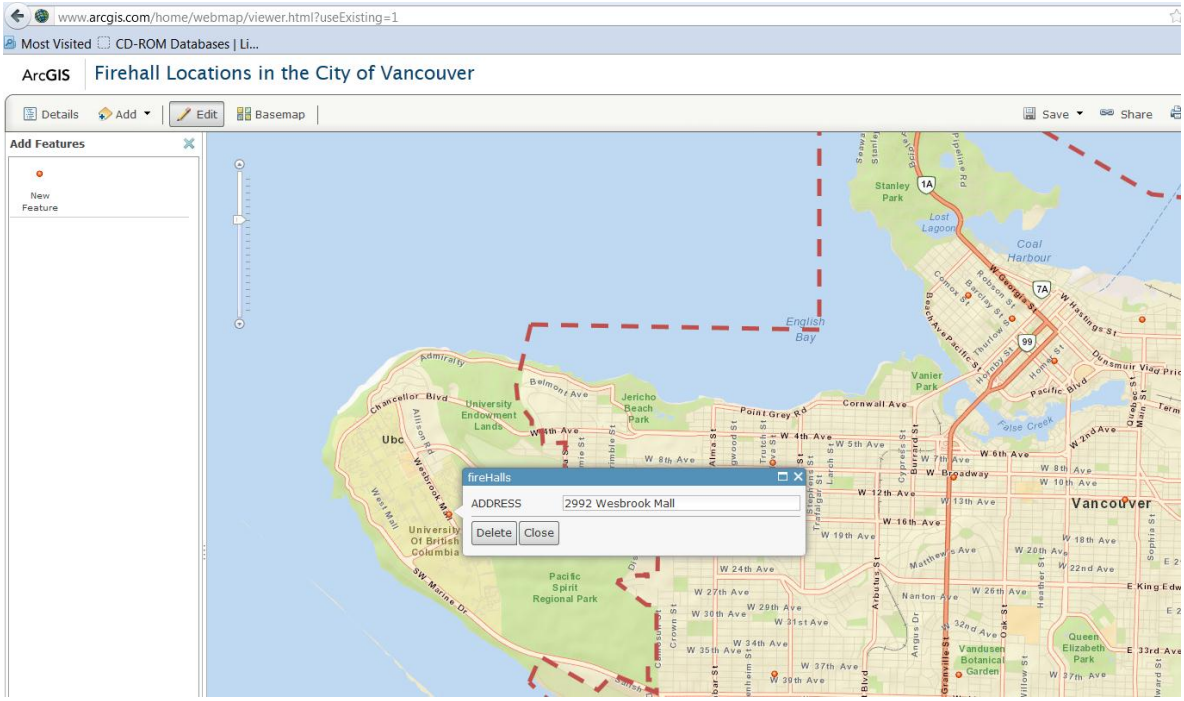
19. Edit a point feature

Zoom in the map and click a fire hall location, this will bring out a pop-up message and click ‘Edit’.



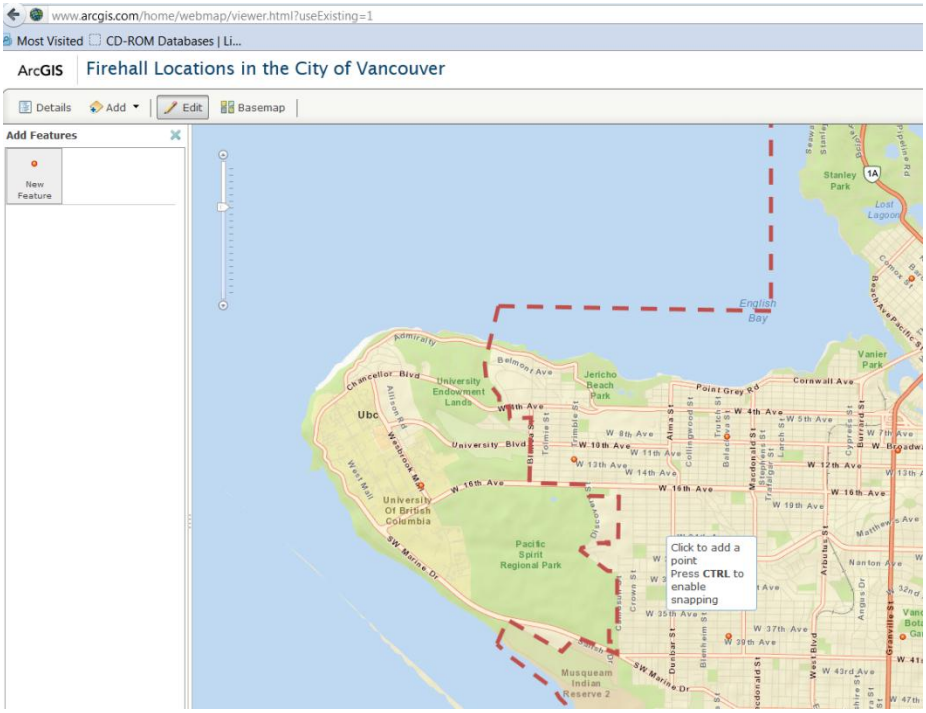
20. Deleting Points

Next you have the choice of deleting the point by clicking ‘Delete’, moving the point or modifying its attribute (address) in the address box.

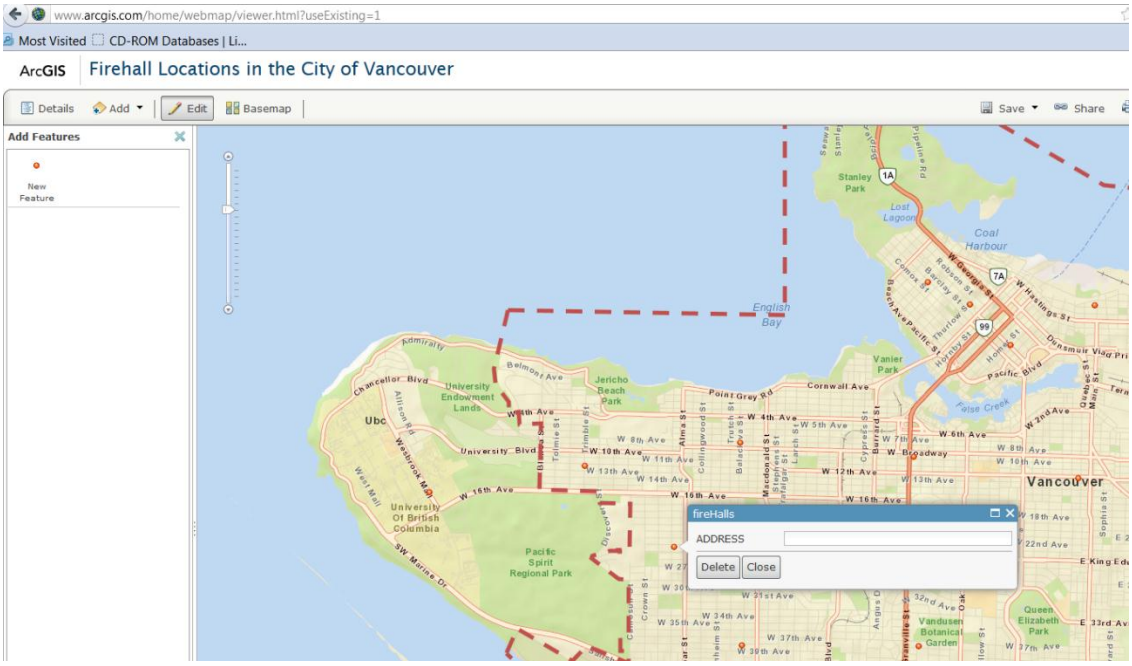


21. Add a New Point Feature

Click ‘location’ symbol under the ‘Add Features’ table of contents and next click a point somewhere in the map where you want to add a point.

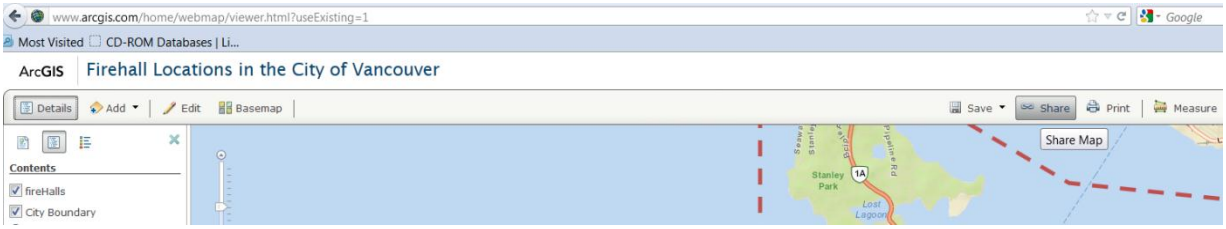


22. You will see this message box – enter an address and click close.

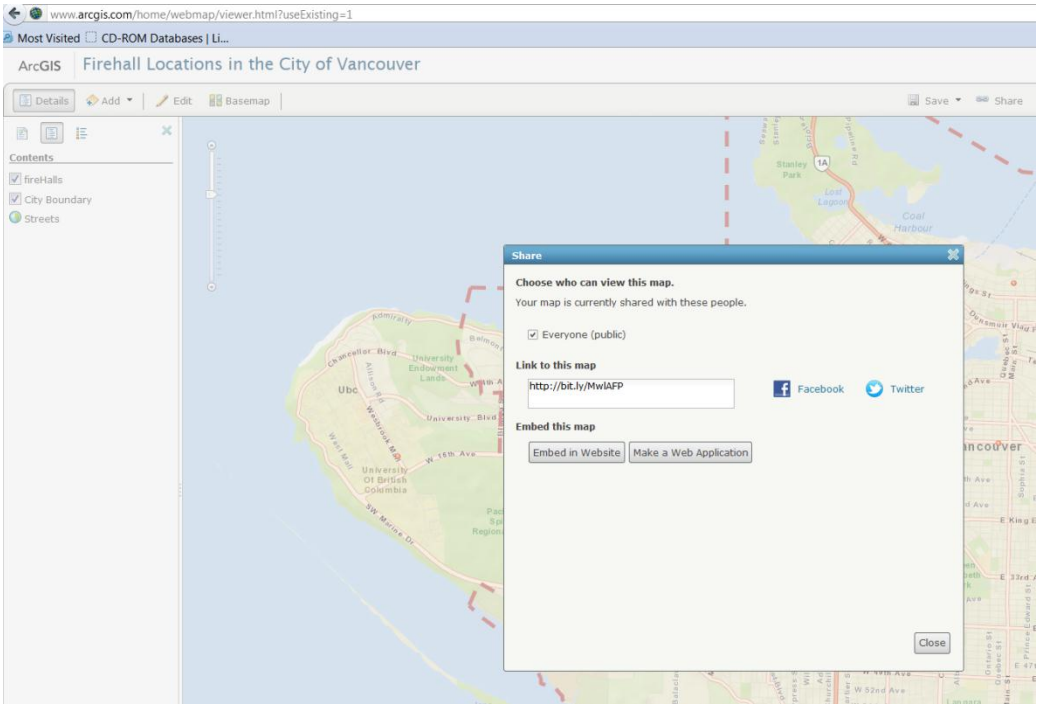


23. Share your map link

You can share the map link with others by clicking ‘Share’ menu. This will open a ‘Share’ message box.



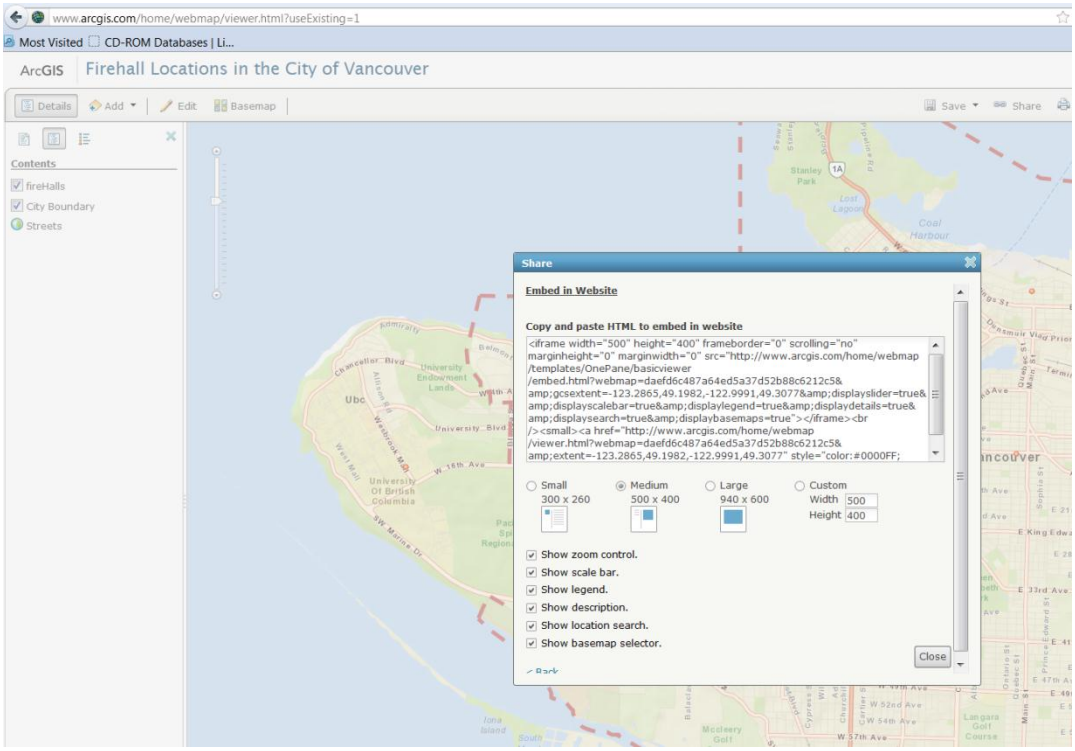
This will open a ‘Share’ message box. Click on the ‘Everyone (public)’ and use the link (e.g. http://bit.ly/v26B7U) to share with others via e-mail, Facebook or Twitter.



24. Embed the map in a website.

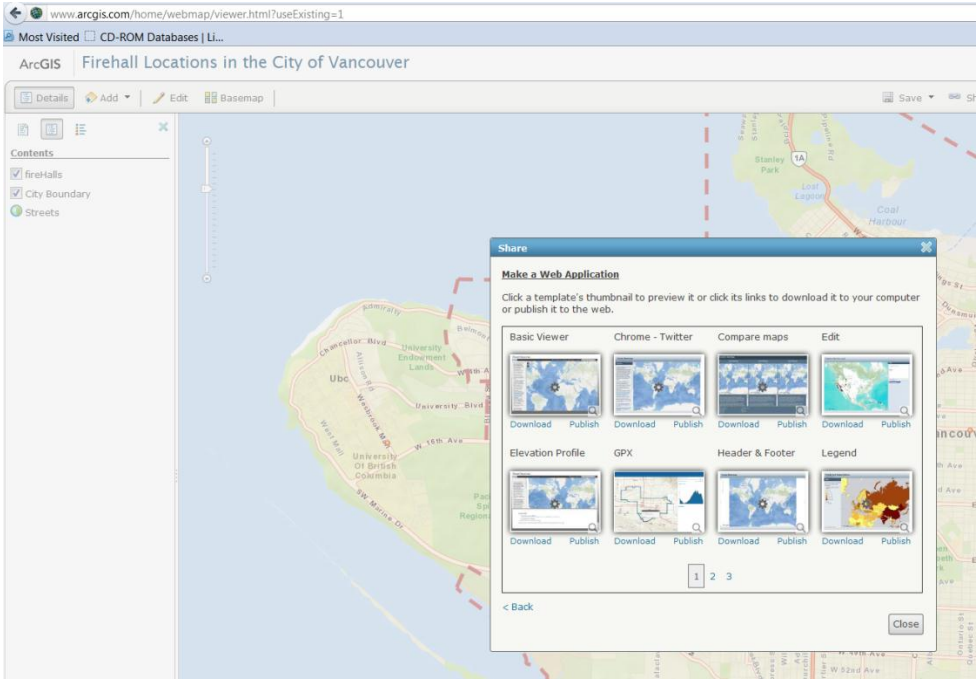
To embed the map in your website, click ‘Embed in Website’. This will lead to a new message box. Choose a map size (Small, Medium, Large or Custom) and click on ‘Show zoom control’ or/and ‘Show scale bar’. Then copy and paste HTML to embed in a website. Click ‘Close’ when

finished.



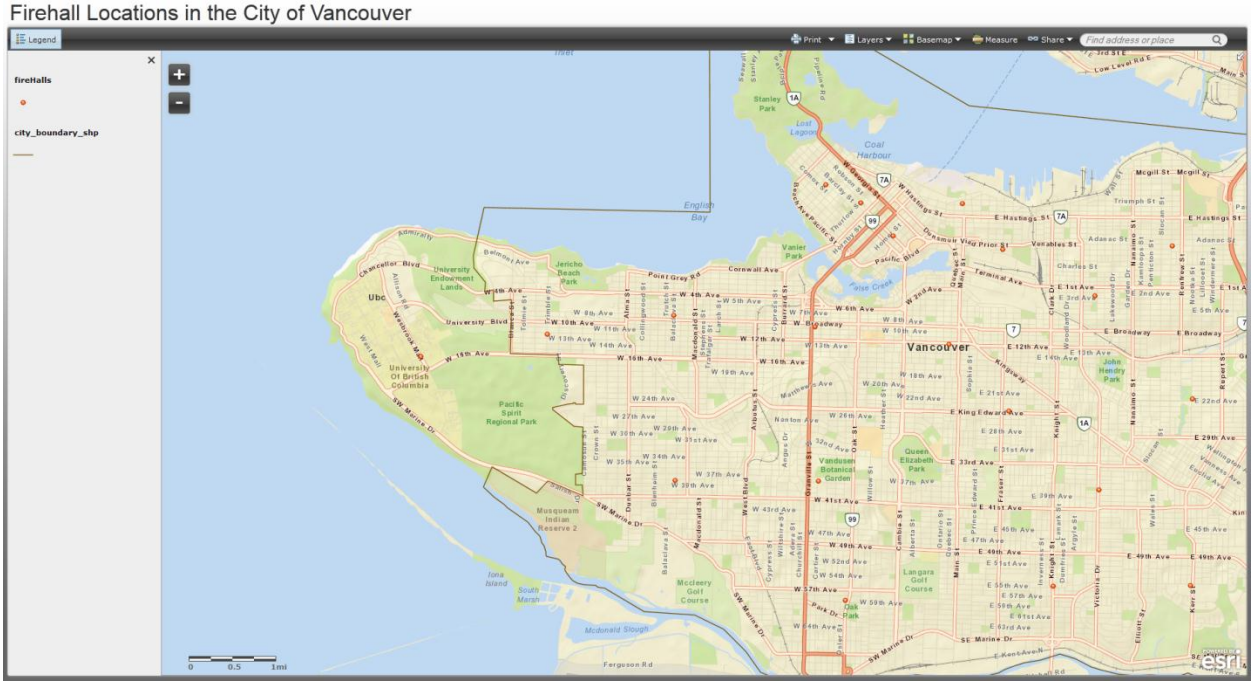
25. Make a Web Application

You can make a simple web application by clicking ‘Make a Web Application’ in the ‘Share’ message box. Choose a web application template. You can select a template, for example ‘Basic Viewer’ then double click to preview it.



Below is a saved, finished map for the fire hall locations in the City of Vancouver.

Firehall Locations in the City of Vancouver



Katherine Frankovich

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