



Quick Start Guide to

# ArcGIS<sup>SM</sup> Online





## Quick Start Guide to ArcGIS Online

ArcGIS<sup>SM</sup> Online is a cloud-based platform that allows you to easily and quickly make a map, collaborate, and share your map with others. ArcGIS Online is available for personal use through a free account or organization-wide with a subscription. As an ArcGIS Online user, you retain all rights to your data and control who has access to it. This guide is a quick tutorial designed to get you started using ArcGIS Online and provides short instructions for common tasks. More information is available in ArcGIS Online help at [esri.com/ago/help](https://esri.com/ago/help).

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# Getting started: Sign up for a free account

ArcGIS Online provides access to data, web maps, and applications from Esri and the global (GIS) community. Here's how to get started:

1. Go to [arcgis.com](http://arcgis.com).
2. Sign up for an account so you can save your maps and upload data into Esri's cloud.
3. Congratulations. You are now a member of ArcGIS Online.

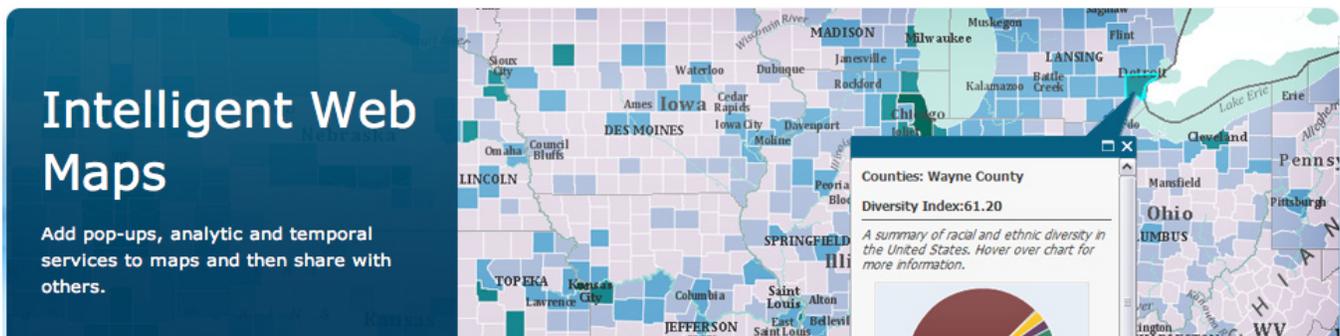
## Explore ArcGIS Online

ArcGIS Online gives you access to information and applications shared by other members. Follow the steps below to explore and discover ArcGIS Online:

1. Click **Gallery** to browse featured maps, web mapping applications, and mobile applications shared by the ArcGIS Online community.
2. Click **Map** to build interactive web maps and share them with others.
3. Click **Groups** to search for and collaborate with other ArcGIS Online users.
4. Click **My Content** to add and share your items with the ArcGIS Online community.
5. Looking for something specific? **Search** ArcGIS Online using the bar in the top right. For example, type **Horn of Africa** and press enter or ⏎ (if iPad or mobile device): tap return then change all "click" instances to "tap" throughout to see all content for the Horn of Africa.



## ArcGIS Online



# Create and share a map

You can make your own map using the data available in ArcGIS Online, and you can add your own data as well. Step through making a map using data from ArcGIS Online, adding your data from a text file, symbolizing the data, and then sharing your map with others.

## Add data from ArcGIS Online to your map

1. From the ArcGIS.com home page, click **Map** to open the built-in map viewer.
2. By default, the basemap is the Topographic map from Esri. Click **Basemap** and select the map of your choice (Imagery, Streets, OpenStreetMap, Terrain, etc.).
3. To add data, click **Add** and choose **Search for Layers**.
4. Type a keyword in the **Find** text box (Earthquakes, for example), then click **Go to search**.
5. From the results list, click the **Add** link next to each one you want to add to your map.
6. Continue adding relevant data to create your own mashup.

## Add your data from a text file

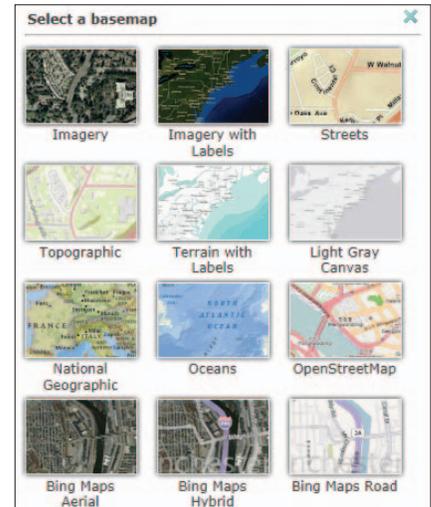
You can add your own data to the map containing one pair of latitude-longitude fields that are stored in a delimited text file (.txt or .csv), a GPS Exchange Format file (.gpx), or a shapefile that has been compressed into a .zip file. (Delimited text and .gpx files should contain less than 1,000 features.)

1. Click **Add** and choose **Add layer from file**.
2. Click **Choose File** and locate the file on your computer.
3. Click **Import Layer** to add your data to the map.

## Symbolize and configure your data

You can change how features are displayed on a map and expose the rich content that is stored in the attributes using pop-up windows.

1. Click the **arrow** next to the layer you want to configure. If your layer does not have an arrow, click the layer to expand the contents. This will allow you to see each configurable layer.
2. Choose the parameter to configure:
  - a. You can modify the **Transparency** of your data.
  - b. You can **Rename** your data in the Contents list.
  - c. If the layer was not added from ArcGIS.com, you can **Change Symbols** to make your data more relevant on the map.



## Save your map to My Content

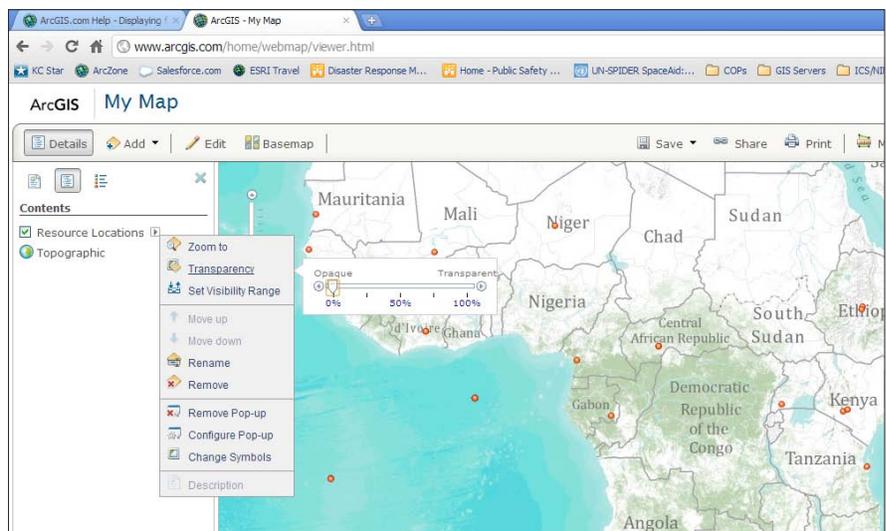
Once you have created your map, you can save it to My Content so that only you can see it and use it later.

1. Make sure you are signed in to ArcGIS Online.
2. Click **Save** at the top of your map to save your map.
3. Enter a **Title** for your map.
4. Enter **Tags** or keywords for your map and data.
5. Enter a **Summary** of the map you created.
6. Choose the **Save in folder** on your profile to save your map.

## Share your map: Embed in a website or create free application

There are times when you want to share your map with others. You can do this by e-mailing your map URL, embedding the map in a website or blog, or using an application template in ArcGIS Online.

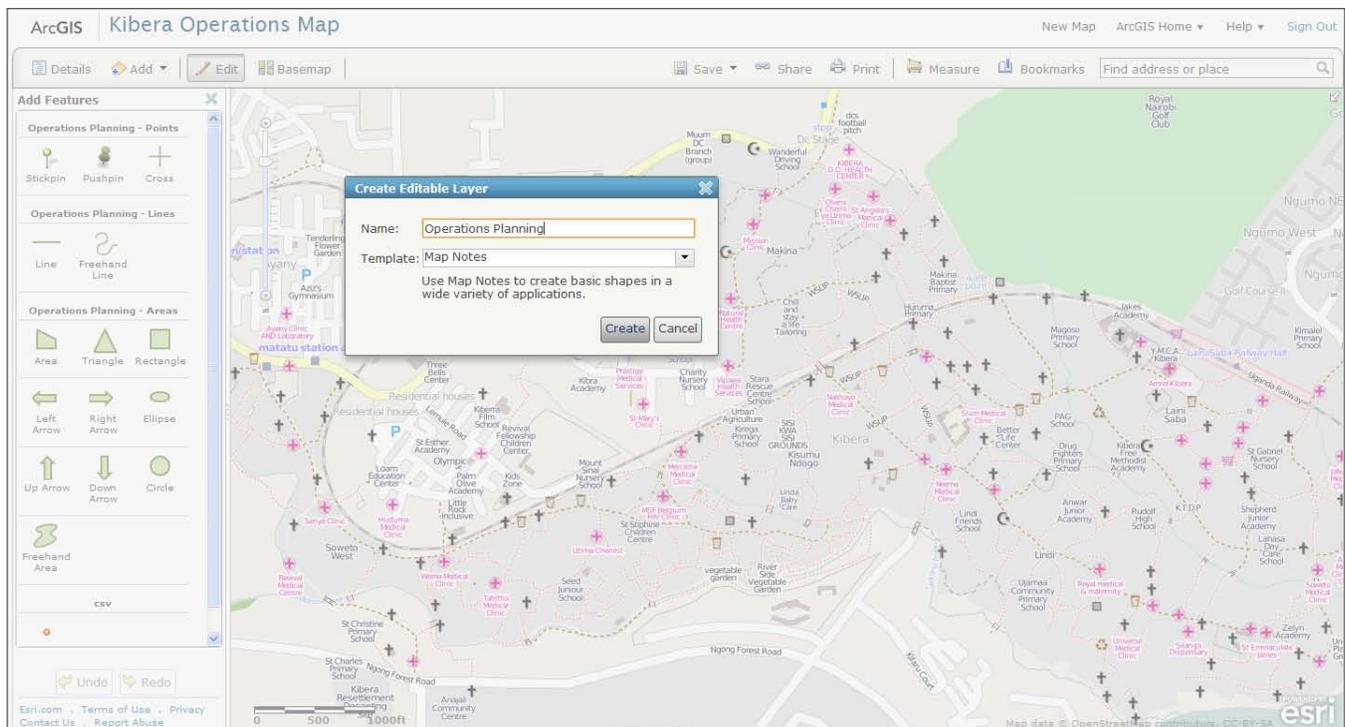
1. **Open** the saved map you want to share in the map viewer.
2. Click **Share** at the top of your map.
3. Check the boxes to share with **Everyone (Public)** and/or **Members of these groups**, which limits who has access to your map. There is more information on groups on page 7.
4. When you choose **Everyone (Public)**, maps can be shared in four ways:
  - a. Share a direct link to your map by copying and pasting the URL shown in **Link to this map** into an e-mail.
  - b. Click the **Facebook** or **Twitter** buttons to share your map.
  - c. Click **Embed in Website** to copy the HTML code to your website or blog.
  - d. Click **Make a Web Application** and use one of the free application templates.

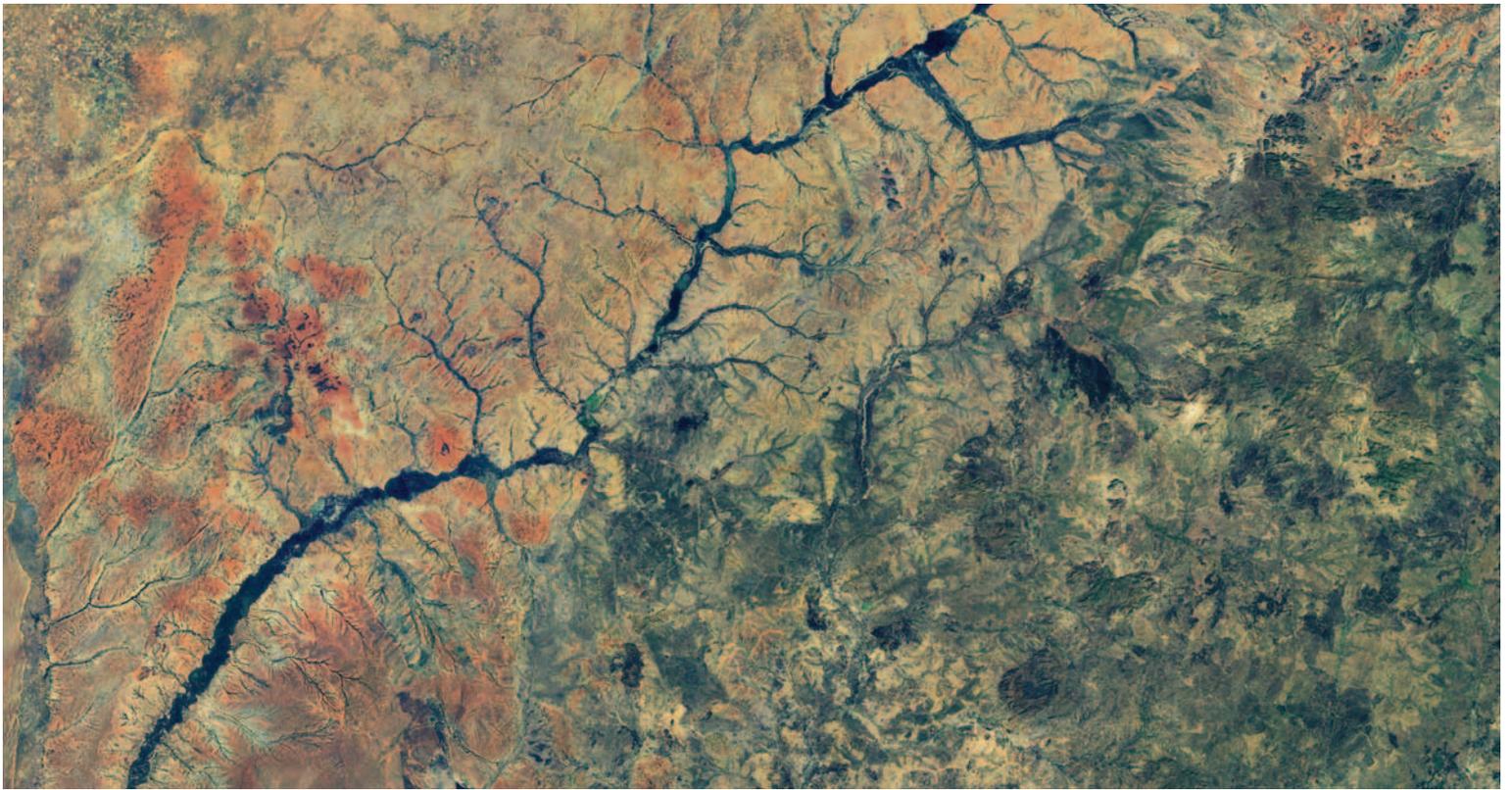


# Collaborate using your map

With ArcGIS Online, you can add editable layers to your map. The layers allow you and others with whom you shared the map to add features and data on top of your map.

1. Click **Add** and choose **Create Editable Layer**.
2. Name your editable layer.
3. Use the **Template** drop-down menu to select an editable layer template. Select **Map Notes** to add points, lines, and areas to your map.
4. To edit this layer, click **Edit**.
  - a. Select the feature you want to add to the map from the **Add Features** window.
  - b. Click on the map to add your feature.
  - c. Enter a **Title** and **Description**. If applicable, add an **Image URL** or **Related Link URL** for the feature.
  - d. Click **Change Symbol** to customize the feature symbology.
  - e. Click **Close** when finished to add your feature.
  - f. Click **Save** to save your map with your new features added.





## Organize your data with groups

Groups are a great way to collaborate with other ArcGIS Online users. Search for groups whose content you want to use or that you want to join so you can contribute your own. If you don't see a group related to something you are interested in, you can create your own and decide if you want others to join. Here is how to create a new group:

1. On the ArcGIS Online home page, click **Groups**.
2. Click **Create a Group**.
3. Enter a **Name**, **Summary**, **Description**, and **Tags** for your group. You can also add a thumbnail image for your group.
4. Set the Status of your group:
  - a. Click **Private** to keep your group hidden and available by invitation only.
  - b. Click **Public** to allow other ArcGIS Online users to find your group.
  - c. Click **Users can apply to join group** if you want to allow others to join your group.
5. Click **Save** to create your new group.

To get more details and access tutorial videos, visit [esri.com/ago/help](https://esri.com/ago/help).



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