



## Mapmaking with ArcGIS Explorer

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The purpose of this document is to provide step-by-step instructions for creating a facility map in ArcGIS Explorer.

ArcGIS Explorer produced by ESRI is a free lightweight client mapping application. It can be used to access, integrate, and utilize geographic content, and other map services from the Web.

### Step 1. Download the software

1. Point your browser (ie: Internet Explorer) to <http://arcgisonline.esri.com/index.cfm?fa=download.arcgisexplorer>
2. At the bottom of the page, find "Download ArcGIS Explorer" and click on the button. (Note: the SDK is the Software Developers' Kit, which you probably do not need). This is about 30 MB of information, so it will take some time to download, depending on your connection speed.
3. Follow the instructions from Windows Installer to install the program. Again, this will take some time.
4. Close your browser and you should have a "ArcGIS Explorer" icon on your desktop.
5. Double-click to launch the program.

### Step 2. Find your facility

1. Click the "Find Address" bar on the left hand side of the window.
2. Type the physical address of your facility in the "Task Center" near the upper left of the window, then click "Find".
3. This should zoom (or fly) you to an aerial image of the address you typed. (Note: this is not quite as robust as some of the online mapping program like Google Maps or Mapquest. You may get to an address that is in your neighborhood, in which case, it is easiest to just drag - click the mouse button, hold and drag it around - the map over to your address.)
4. Check the image carefully for the major features required by the order – some of the images may be outdated!

### Step 3. Make your map.

1. Draw graphic features (lines/polygons) and add labels to identify features  
You can identify features of interest to the waterboard (wells, drains, pumps, etc.) by creating a note. A note has a title, description and an object associated with it. The text will appear in a pop-up window when you select the object on the map.
  - a. Select the "Create Notes" bar from the Task list.
  - b. In the Task Center (above the Task list), type a Title (this will appear in the Results list below the Task list) and Note Text (this will appear in the pop-up window).
  - c. Select a shape for the object: Point, Line, or Area.
    - i. Points are straightforward - click on the Point tool, click on the feature in the map.

- ii. Lines are easy – click on the line tool, click once on the first point, once on the next, etc., until the end is reached, then double-click. The line may or may not appear as you're drawing, but have faith, they will appear when you're done.
  - iii. Polygons are similar to lines, but you need to close the shape by double-clicking at the starting point when you've drawn the shape. Again, have faith, the shape will appear.
- d. Once you finish drawing, the feature will appear in the Results list. If you position the cursor on the feature on the list, then click the right mouse button, you'll get the following list of options from which to choose:

<i>Command</i>	Functionality
<i>Add Folder</i>	Adds a folder to the top of the Results window
<i>Zoom</i>	Navigates to the spatial extent of the note's shape
<i>Move Here</i>	Navigates the display so that the note is at the center
<i>Flash</i>	Flashes the shape associated with the note
<i>Add View</i>	Creates another <a href="#">view</a> of the note. The view appears as a child node of the note.
<i>Show/Hide Popup Window</i>	Shows the note in a popup window on the map. When the popup window is visible the menu command becomes Hide Popup Window, so you can remove the note from view.
<i>Add a link...</i>	Displays a file dialog <a href="#">to associate a file with the note</a> . Once you've selected the file, it appears as a child node of the note result. Double-clicking the file name will open it.
<i>Export Result...</i>	Saves the note to a result file (.nmf)
<i>Remove</i>	Deletes the result associated with the note from the map
<i>Rename</i>	Selects the note result's name so you can rename it
<i>Properties...</i>	Displays a dialog box to set the properties of the note.
<i>Send To</i>	Places the note's geometry in the task parameter you choose

#### **Tips**

- Click outside the map display, on the console, for example, to stop sketching the shape on which you are working.
- Press the Esc key to cancel your choice of the Point tool.

### **3. Measure structures and features**

Determine the location and elevation of a point, determine the length of a vector, or calculate the aggregate length of multisegment lines. Before or after performing each measurement, you can set or change length units, implicitly converting existing measurements. The task also provides a way to store the measurement as a result.

- a. Determine the location and elevation of a point
  - i. Select the "Measure" bar from the Task list.
  - ii. If you wish to save the result for later use, type a Title in the Title box.
  - iii. Select the units of measurement you wish to use from the drop-down menu.
  - iv. Select the "Point" tool.
  - v. Click on the structure or feature on the map.
  - vi. The measurement appears in the Measurement Details box at the left.
  - vii. Click "Create Result" to save it in the Results list.
- b. Determine the length of a vector
  - i. Follow steps i-iii above.

- ii. Select the “Measure Vector” tool.
    - iii. Click on the first point, move to the end point and click again. The measurement will appear in the Measurement Details box.
    - iv. To save, click “Create Result”.
  - c. Determine the aggregate measurement of a path
    - i. Follow steps i-iii in section a above.
    - ii. Select the “Measure Line” tool.
    - iii. Click on the each of the points of the path in turn, double-click on the last point. As you move the cursor, the segment length will appear in the Measurement Details box. This measurement is added to the Total Length upon each click of the mouse.
    - iv. To save, click “Create Result”.
- 4. Publishing

You can Print, copy or save your map as a map file.

  - a. To Print – when your map is completed, select “File” then “Print”.
    - i. You will be able to select the orientation (portrait or landscape) and the printer. Everything else is pre-set. Notes do not appear on the map, only the objects you’ve drawn.
  - b. To Copy to the clipboard for pasting into another application (Word, Powerpoint, Photoshop, etc.) – select “View” then “Copy View to Clipboard”.
    - i. Launch the application you wish to paste into, then select “Edit” and “Paste”. The entire map will appear in the new window. Note: this takes some time to complete, so be patient.
  - c. To save a map, select “File” then “Save As” and name the file. (Note: this also takes some time to complete and does not create a file that can be used in any other application. It does allow you to add to the same map at future sessions.