



Basic User Manual for the ArcGIS Pro

By

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Getting Started with the Program

The main toolbar/ribbon of ArcGIS Pro consists of the Home tab, Learning Resources, and Settings. Each of these performs a different function related to accessing and configuring the program, and also includes online lessons so that users can learn the program on their own. When you open the program, you arrive at the Home start page for creating new projects or opening existing projects. The details of the components are described in Table 1.

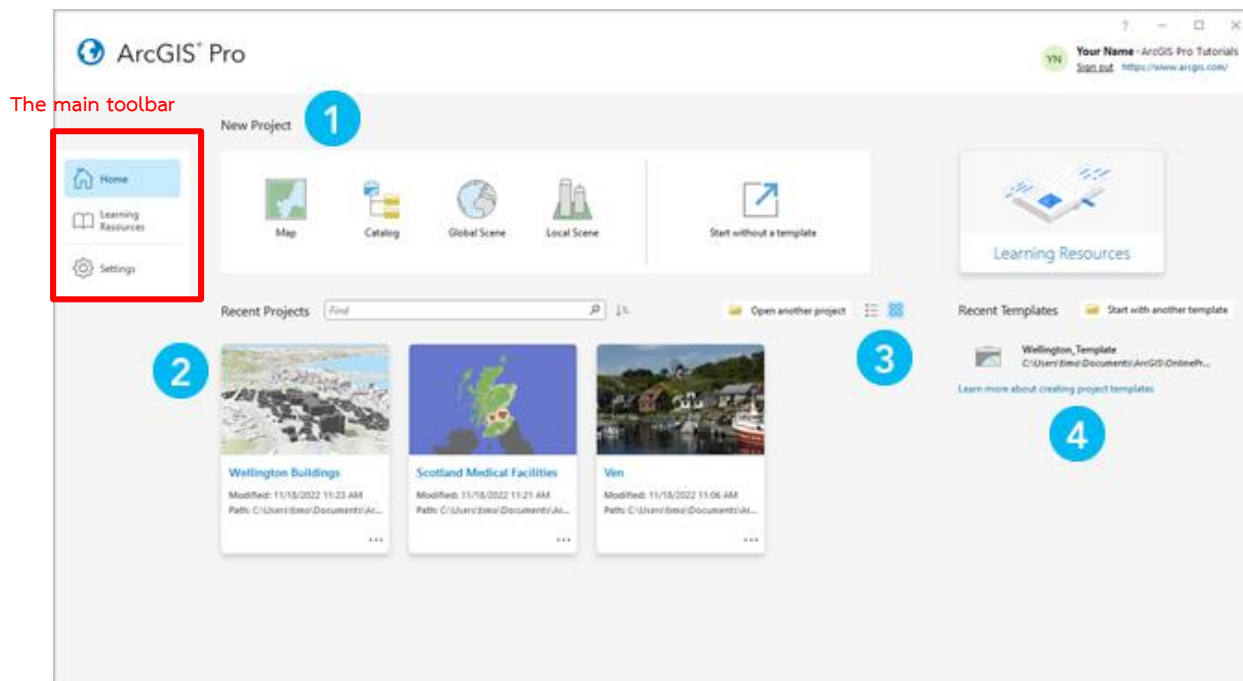


Table 1 Home tab

Component	Description
1	Click to start a new project
2	Click to open a recent project. To open a project that is not in the list, click open another project
3	Click List or Tiles to display the project list
4	Click Start with another template to begin a new project from a custom-defined template

Learning Resources is the tab for learning how to use the program through online lessons, helping to develop skills, problem-solving perspectives, and answers to various questions. It can also be accessed from the Settings page  or the Learning Resources button  and Help within the program's working window.

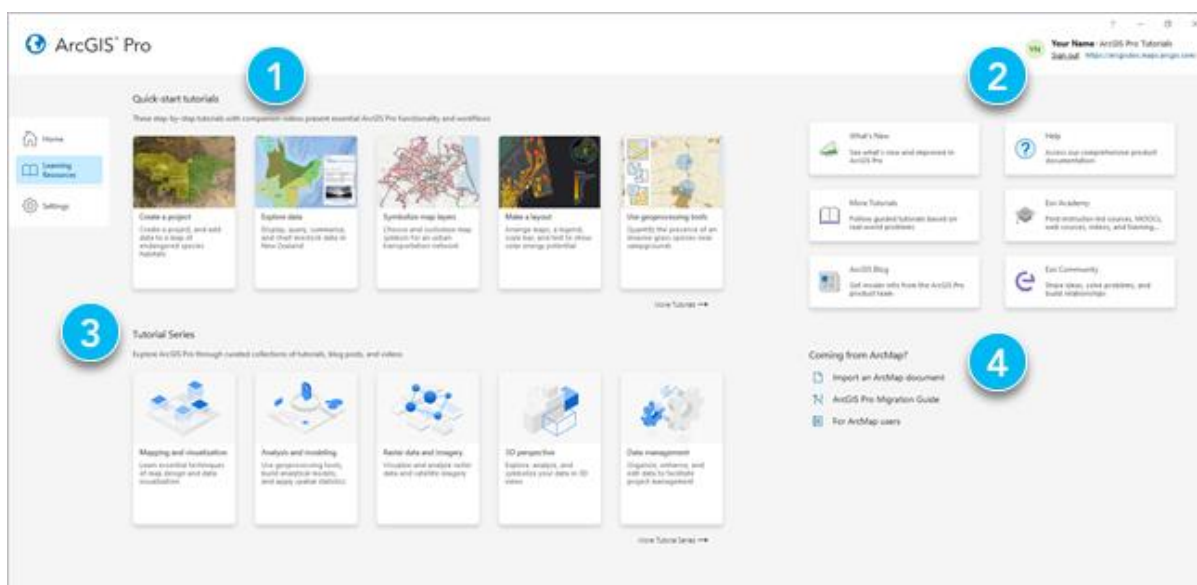


Table 2 Learning Resources Tab

Component	Description
1	Lessons for getting started and introducing common ArcGIS Pro functions
2	Product documentation, learning materials, training, news, and the ESRI community
3	Learning materials related to specific area of use
4	Resources to help ArcMap users learn ArcGIS Pro

Settings is used for configuring and managing the program.

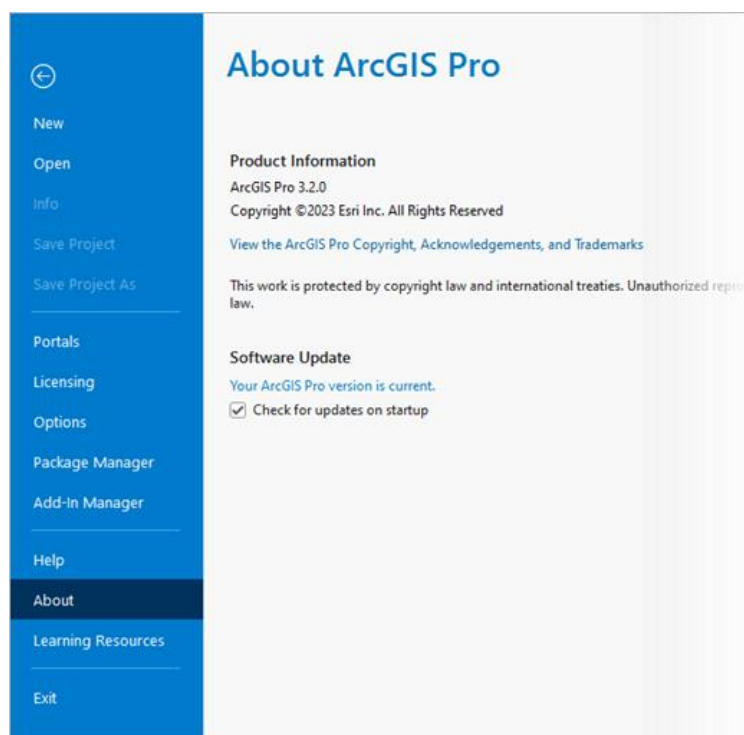


Table 3 Settings tab

Component	Description
<i>New</i>	Create a new project
<i>Open</i>	Open an existing project
<i>Info</i>	Describe various details of the project
<i>Save Project</i>	Save your work
<i>Save Project As</i>	Save your work in another format
<i>Portals</i>	Manage Portals connections or set the active one
<i>Licensing</i>	Program license information and license type changes
<i>Options</i>	Access project and application options to configure ArcGIS Pro
<i>Package Manager</i>	Manage packages for Python, R, System libraries
<i>Add-In Manager</i>	Install Add-ins to customize the program
<i>Help</i>	Open the online or offline help system
<i>About</i>	Information about the ArcGIS Pro version and updating to the latest version
<i>Learning Resources</i>	Lessons for getting started and other learning resources
<i>Exit</i>	Close the program

Once the user has created a new project or opened an existing one, they enter the ArcGIS Pro working window, whose main working areas are the Ribbon, Views, and Panes. The components are described in Table 4.

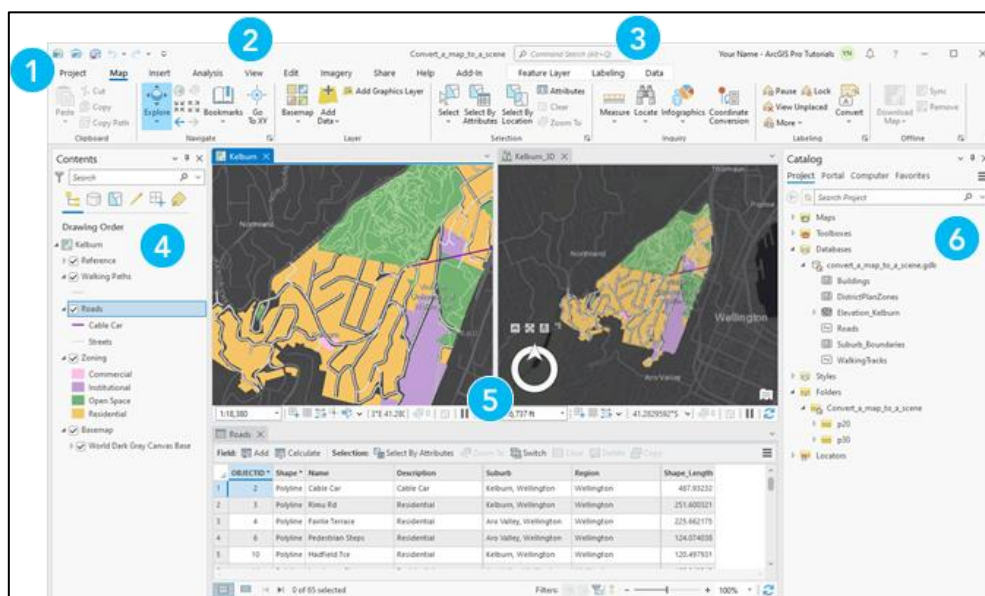


Table 4 Ribbon

Component	Description
1	Project Tap
2	The ribbon
3	The common search box
4	Content pane
5	Table view
6	Catalog pane

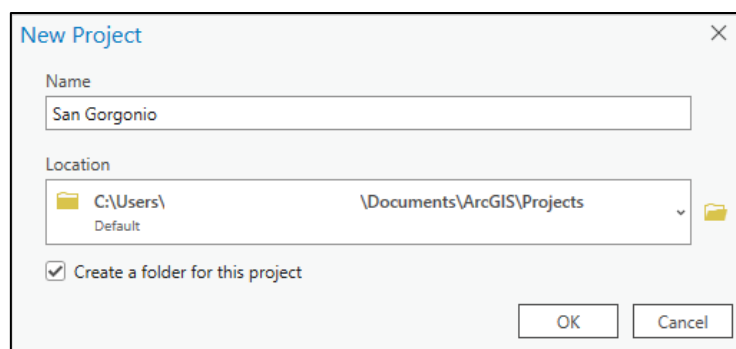
Created a Project

Creating a project for working in ArcGIS Pro uses the .aprx extension as the default file type. A project can consist of maps, scenes, layouts, tables, charts, and other items. In addition, it can connect to data stored in database folders, adding maps, layers, and other GIS content from your organization's ArcGIS or from ArcGIS Living Atlas of the World. Projects created in ArcGIS Pro can also be shared to other Portals.

- Create a new project → Map



- Name the project and select a storage folder



- The project will open on the topographic (physical geography) map view

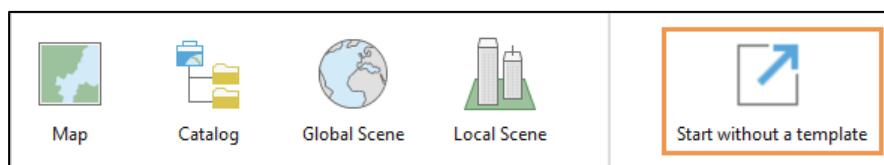


Import Data

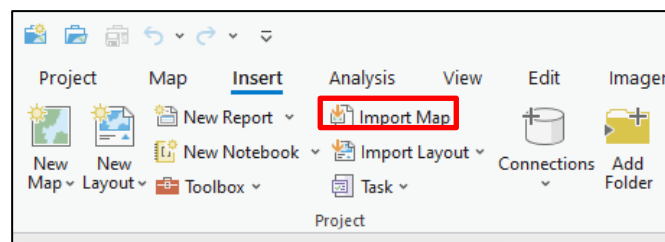
ArcGIS Pro can import documents from ArcGIS Desktop (ArcMap, ArcCatalog, ArcGlobe, ArcScene), namely maps (.mxd), scenes (.sxd), and 3D scenes (.3DD). Because the layer property settings of the two programs use different workflow mechanisms, the display of symbology, colors, and fonts may differ from the original. Users can bring a document file from ArcMap into an ArcGIS Pro project (.aprx) as follows:

1. Opening the document file (Import an ArcMap document to ArcGIS Pro)

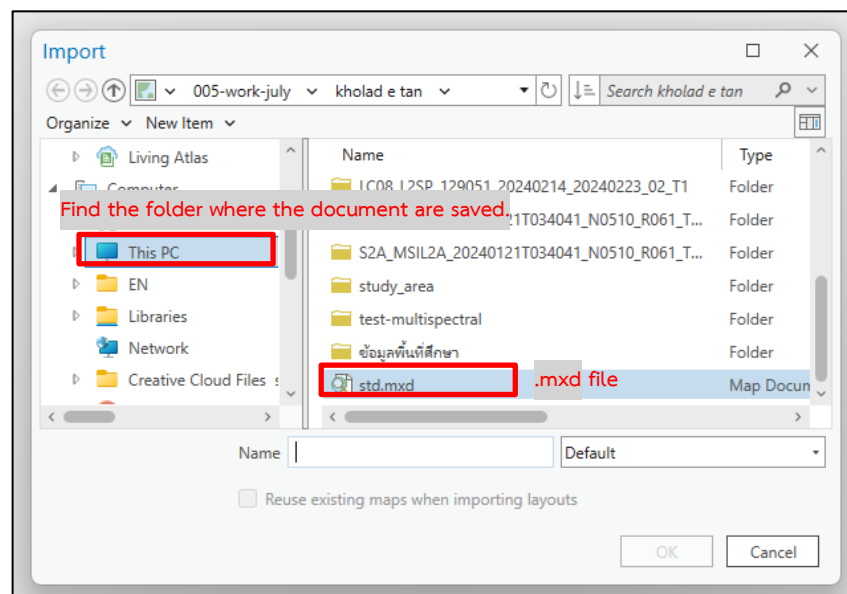
1.1 On the start page, click Start without a template



1.2 On the Insert tab, in the Project group, click Import Map 



1.3 The Import window appears; then select the .mxd file to import from the desired folder

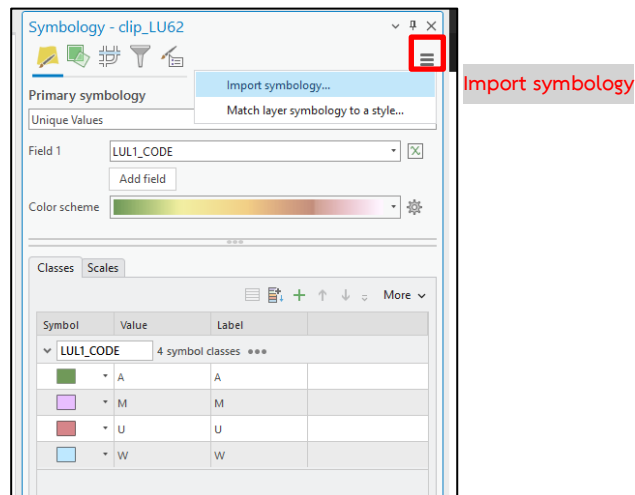


2. Importing a Layer style

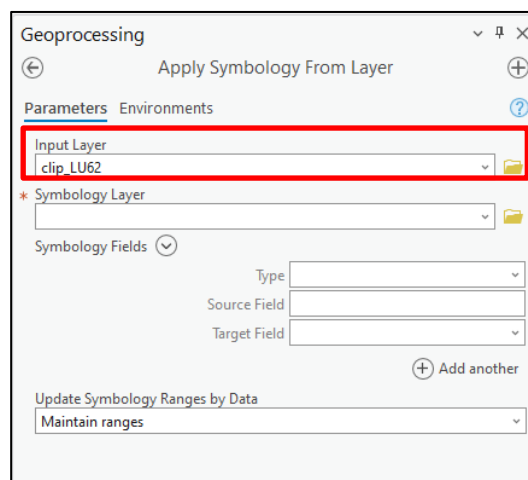
After bringing the .mxd file into the current working project, if the layer colors are displayed incorrectly or you want to use a previously saved Layer style, you can import it as follows:

2.1 In the Contents window , right-click the desired layer and select Symbology

2.2 The Symbology window appears; in the top-right corner, click Import symbology



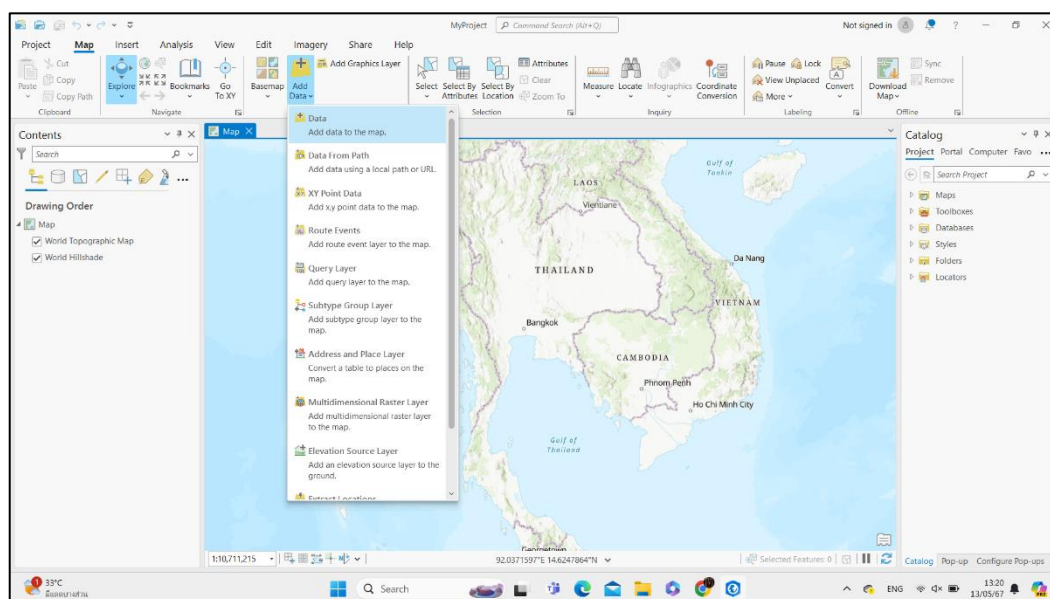
2.3 The Geoprocessing window appears; on the Parameters tab, in the Input Layer box, click Browse, select the folder where the Layer style (.lyr) is saved, then click Run



Adding Data to a Project

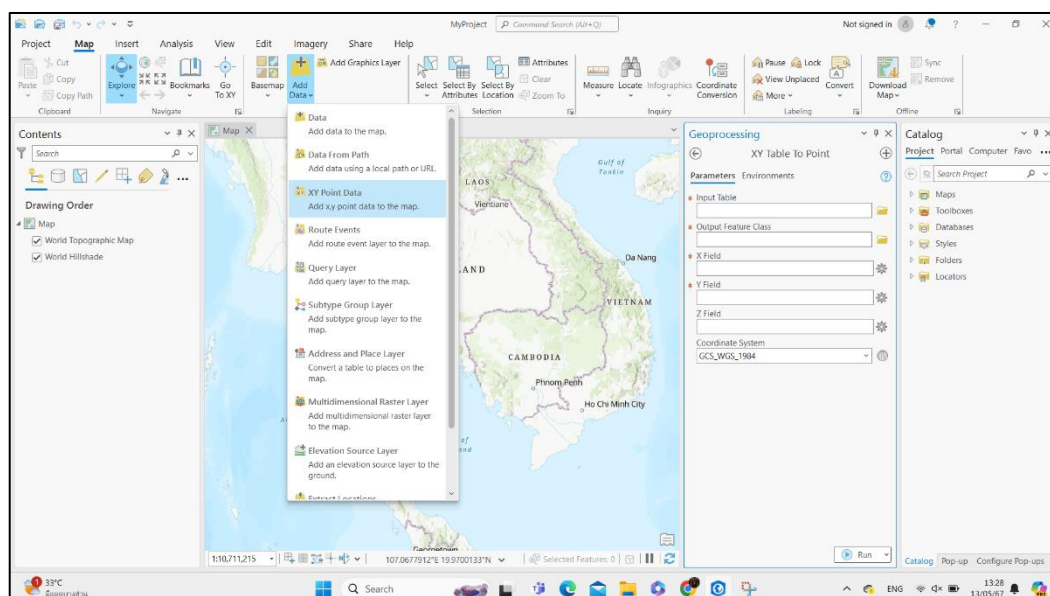
1. Adding data from dialog box)

1.1. On the Map tab, in the Layer group, select Add Data  to import data from a folder

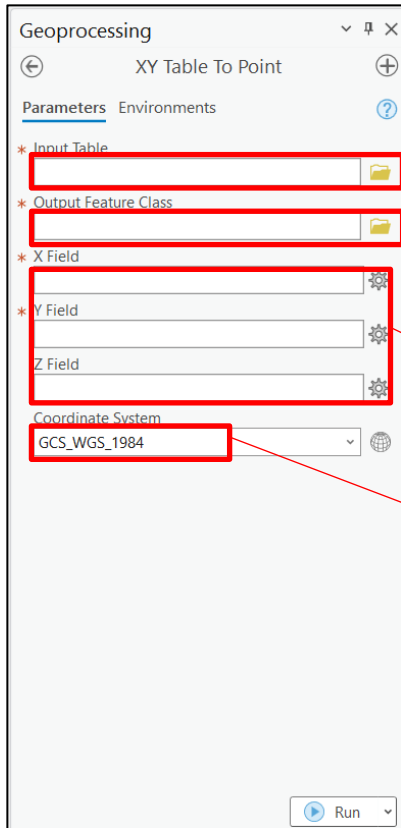


2. Adding data from coordinate values

2.1. On the Map tab, in the Layer group, select XY Point Data . If you import a table it will appear in the Contents window; right-click and choose Create Points from Table > XY Table To Point 



2.2. The Geoprocessing window then appears for specifying parameters. When they are set, click Run to create a point feature layer from the table

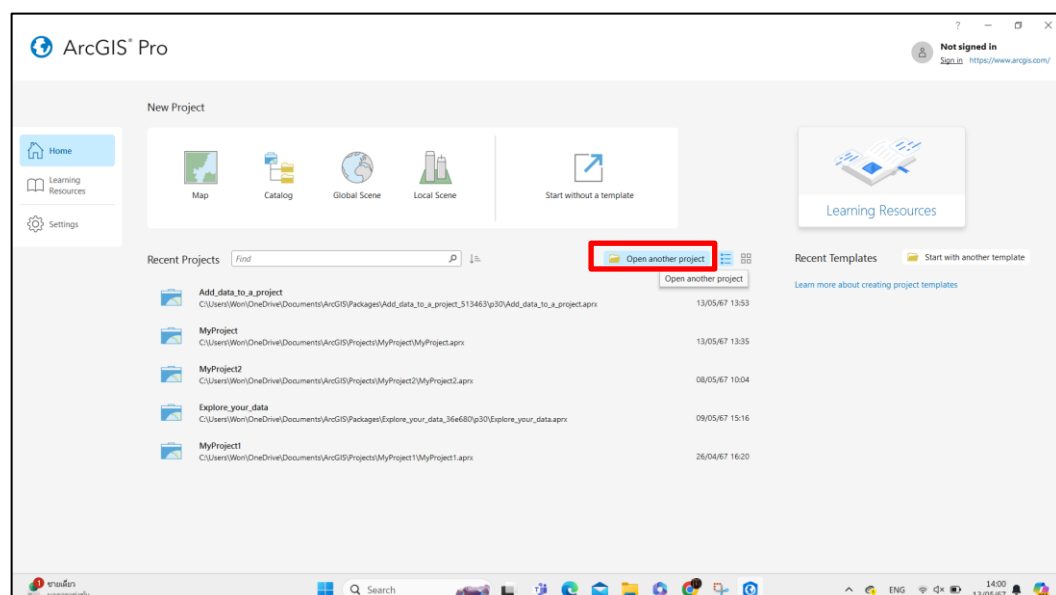


1. Select the input file, e.g., an Excel file containing the X,Y coordinates
2. Select the storage folder
3. Specify the Field containing the X,Y coordinates. If there is no Z value, it can be left blank
4. Define the coordinate system

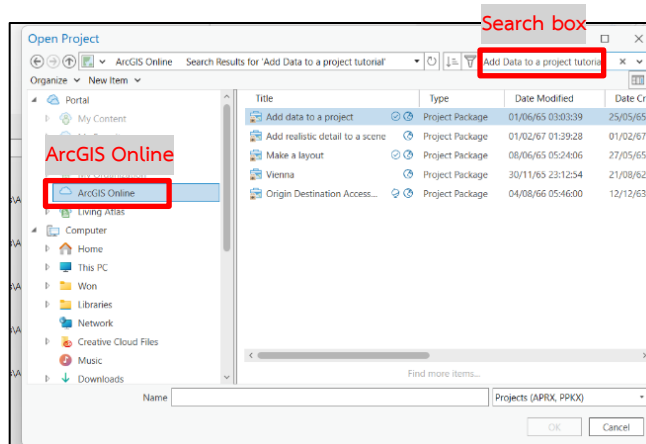
3. Importing data from ArcGIS Living Atlas of the World

ArcGIS Pro compiles geographic data from around the world. You can search for the map you need within ArcGIS Living Atlas of the World, including layers from ArcGIS Living Atlas.

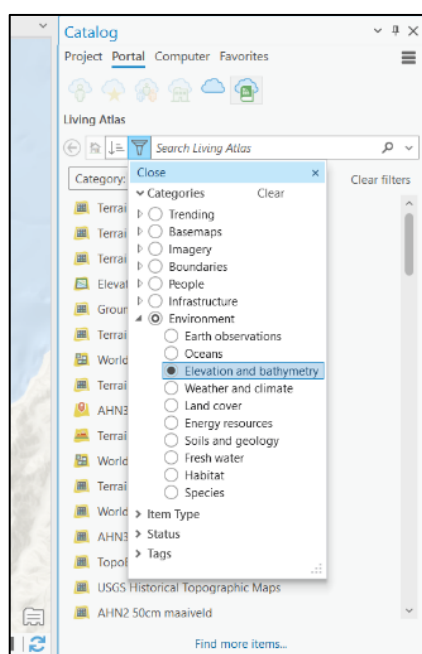
3.1. On the start page, select Open another project.



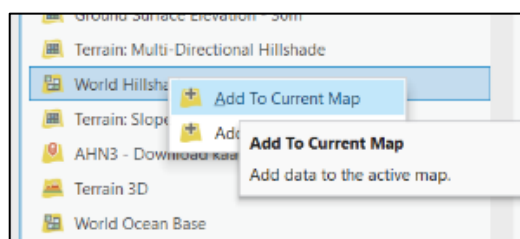
- 3.2. At the top of the Catalog window tab, click Portal and select ArcGIS Online 
- 3.3. At the top of the window, in the Search box, type to search for the map or layer you want, then click OK



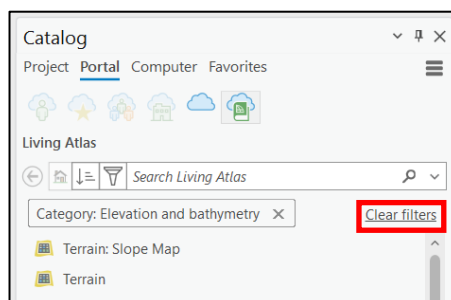
- 3.4. In the Catalog window, select Living Atlas ; then, in the search box, click Filter 
- 3.5. In the Catalog window, the list of ArcGIS Living Atlas items is filtered to show related maps and layers. Select the filters you want



- 3.6. Type the search term hillshade, then right-click the World Hillshade layer and click Add To Current Map to import the data into the project

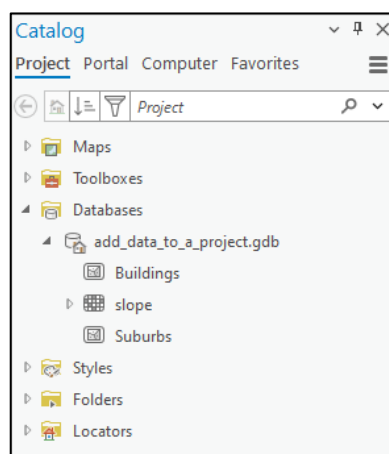


- 3.7. To clear the current search, go to the Catalog window and click Clear filters, and in the Search, box click Delete ✕

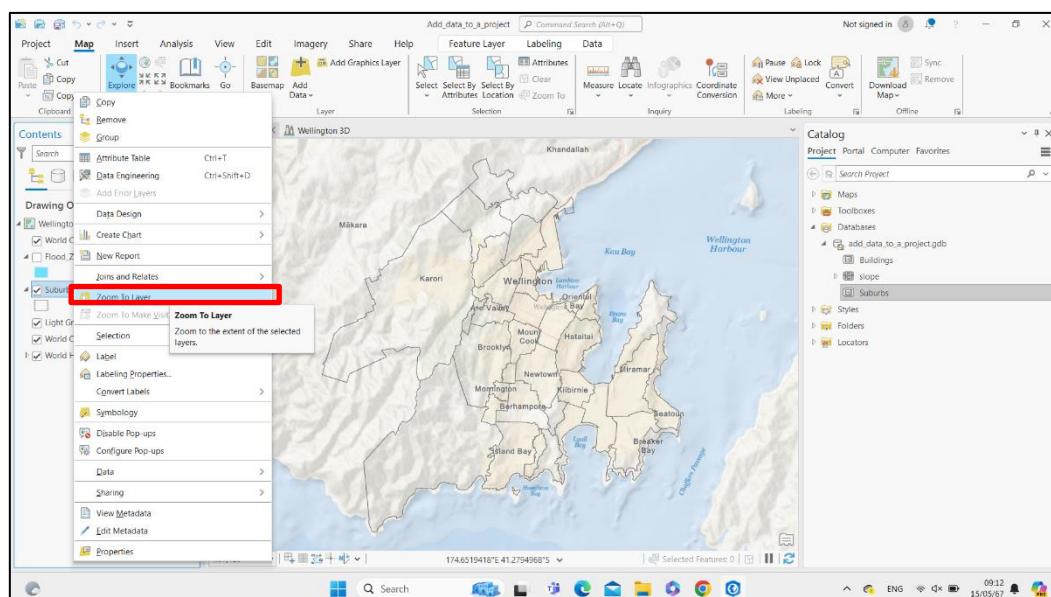


4. Adding data from a geodatabase)

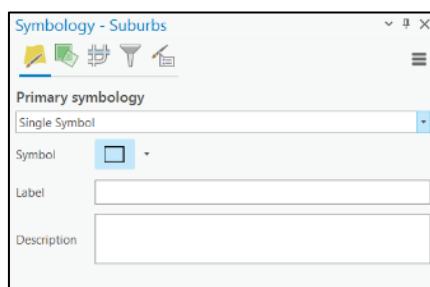
- 4.1. In the Catalog window, click Project, select the Databases folder → add data to a project.gdb To add a layer, right-click the desired layer and select Add To Current Map ➕



- 4.2 In the Contents window, the selected layer appears. For example, right-click the Suburbs layer and select Zoom To Layer 🔍 to zoom the map to an overview of the imported data



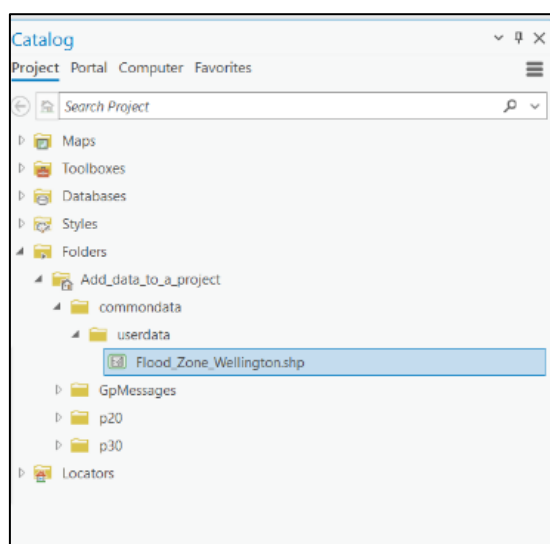
4.3 Right-click the Suburbs layer and select Symbology  to customize the data's appearance. In the Symbology window, the default Primary symbology  page appears; select Single Symbol when you want the layer to use a single symbol



5. Adding data from a folder

5.1 In the Catalog window, select the desired folder. For example: Folders > Add_data_to_a_project > commondata > userdata.

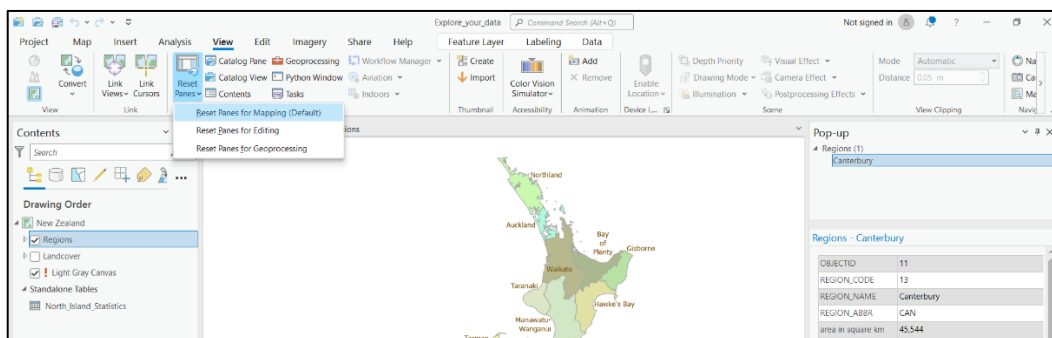
5.2 Click Flood_Zone_Wellington.shp and select Add To Current Map .



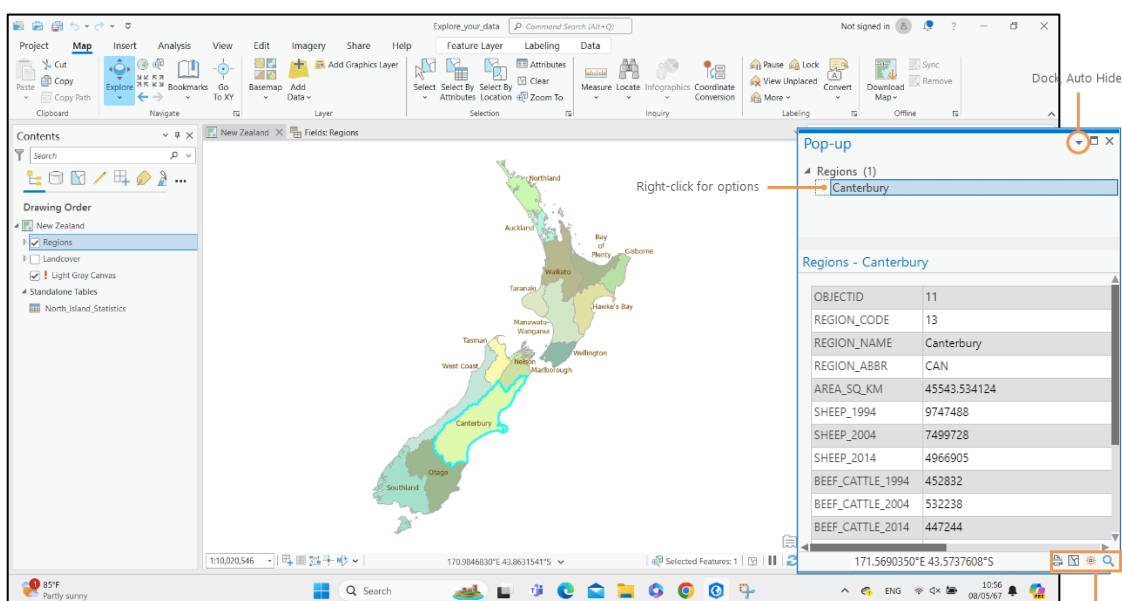
Exploring Data

1. Explore regions and their attributes

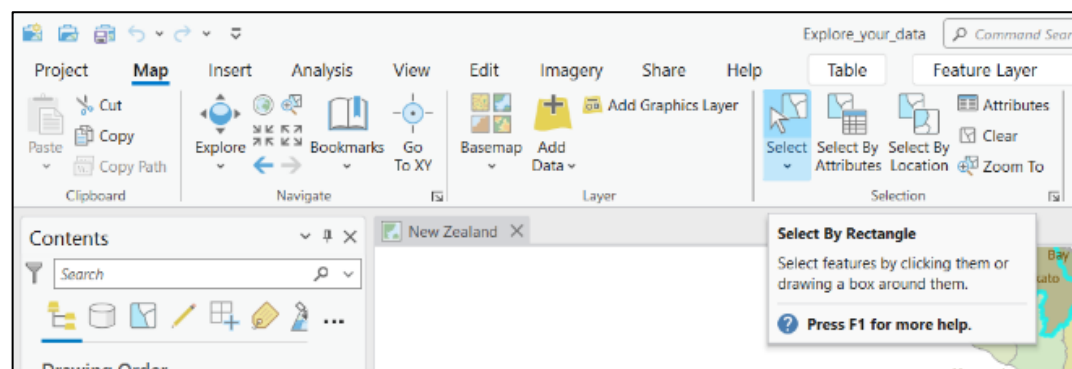
- 1.1. On the View tab, in the Windows group, click Reset Panes  and select Reset Panes for Mapping (Default) to make sure the Contents and Catalog windows are open and no other windows are closed



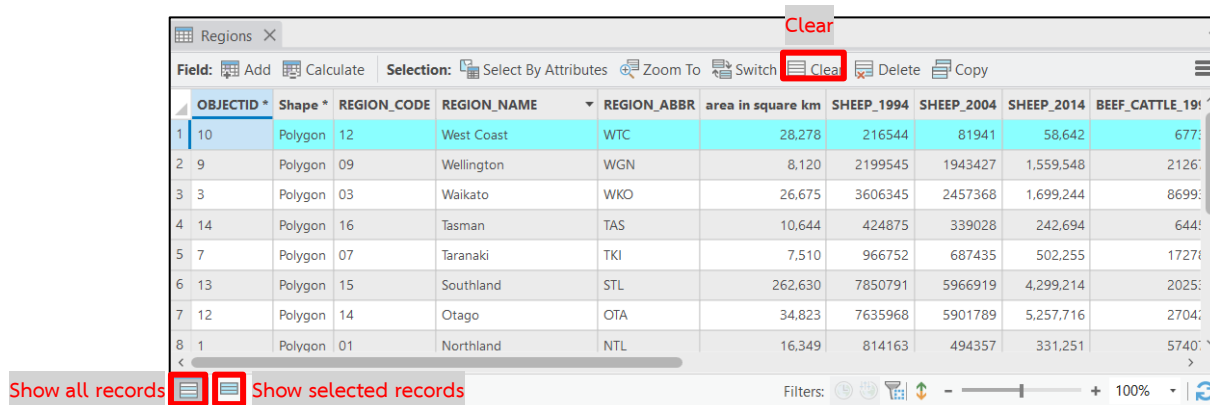
- 1.2. On the map tab in the Navigate group, select Explore . When you click on a layer in the map, the various details of the data appear



- 1.3. Alternatively, you can explore data using the tools in the Selection group; click Rectangle 



1.4. In the Selection group, click Attribute  to open the data details in table form



	OBJECTID *	Shape *	REGION_CODE	REGION_NAME	REGION_ABBR	area in square km	SHEEP_1994	SHEEP_2004	SHEEP_2014	BEEF_CATTLE_1994
1	10	Polygon	12	West Coast	WTC	28,278	216544	81941	58,642	6773
2	9	Polygon	09	Wellington	WGN	8,120	2199545	1943427	1,559,548	2126
3	3	Polygon	03	Waikato	WKO	26,675	3606345	2457368	1,699,244	8699
4	14	Polygon	16	Tasman	TAS	10,644	424875	339028	242,694	644
5	7	Polygon	07	Taranaki	TKI	7,510	966752	687435	502,255	1727
6	13	Polygon	15	Southland	STL	262,630	7850791	5966919	4,299,214	2025
7	12	Polygon	14	Otago	OTA	34,823	7635968	5901789	5,257,716	2704
8	1	Polygon	01	Northland	NTL	16,349	814163	494357	331,251	5740

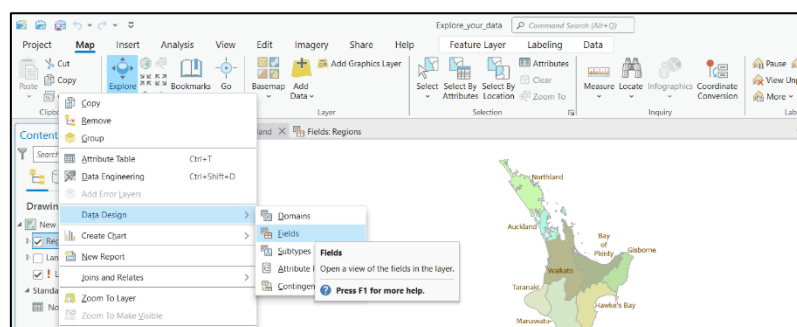
1.5. Click Show Selected Records  to display only the selected data

1.6. Click Show All Records  to display all data

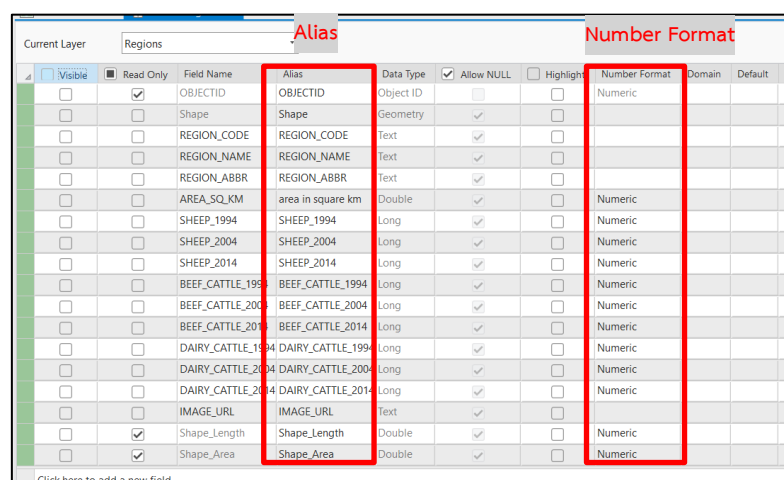
1.7. Click Clear  to cancel the display of selected data on the table and map

2. Designing table fields

2.1 In the Contents window, right-click the desired layer and select Data Design → Fields 



2.2 In the Visible column, select the checkbox in front of the fields you do not want to display in the table; and in the Alias column, double-click to edit the name so it is more consistent with the data



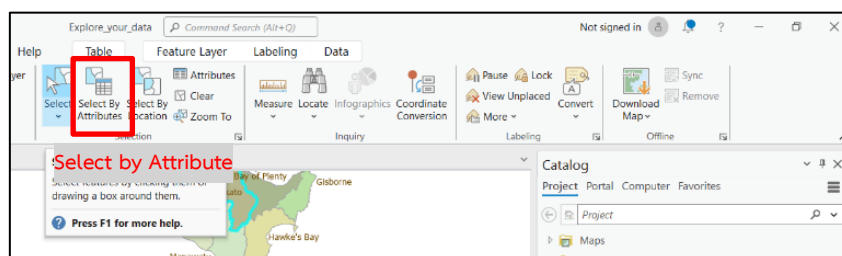
Visible	Read Only	Field Name	Alias	Data Type	Allow NULL	Highlight	Number Format	Domain	Default
☒	☐	OBJECTID	OBJECTID	Object ID	☐	☐	Numeric		
☐	☐	Shape	Shape	Geometry	☒	☐			
☐	☐	REGION_CODE	REGION_CODE	Text	☒	☐			
☐	☐	REGION_NAME	REGION_NAME	Text	☒	☐			
☐	☐	REGION_ABBR	REGION_ABBR	Text	☒	☐			
☐	☐	AREA_SQ_KM	area in square km	Double	☒	☐	Numeric		
☐	☐	SHEEP_1994	SHEEP_1994	Long	☒	☐	Numeric		
☐	☐	SHEEP_2004	SHEEP_2004	Long	☒	☐	Numeric		
☐	☐	SHEEP_2014	SHEEP_2014	Long	☒	☐	Numeric		
☐	☐	BEEF_CATTLE_1994	BEEF_CATTLE_1994	Long	☒	☐	Numeric		
☐	☐	BEEF_CATTLE_2004	BEEF_CATTLE_2004	Long	☒	☐	Numeric		
☐	☐	BEEF_CATTLE_2014	BEEF_CATTLE_2014	Long	☒	☐	Numeric		
☐	☐	DAIRY_CATTLE_1994	DAIRY_CATTLE_1994	Long	☒	☐	Numeric		
☐	☐	DAIRY_CATTLE_2004	DAIRY_CATTLE_2004	Long	☒	☐	Numeric		
☐	☐	DAIRY_CATTLE_2014	DAIRY_CATTLE_2014	Long	☒	☐	Numeric		
☐	☐	IMAGE_URL	IMAGE_URL	Text	☒	☐			
☐	☒	Shape_Length	Shape_Length	Double	☒	☐	Numeric		
☐	☒	Shape_Area	Shape_Area	Double	☒	☐	Numeric		

2.3 In the Number Format column, double-click to set the display format for numeric and date data types

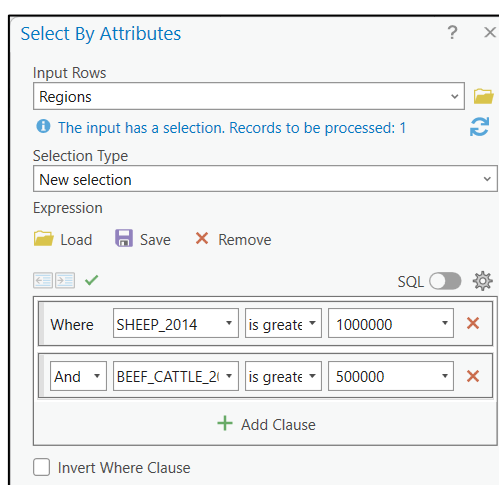
2.4 Then save the changes: on the Fields tab, in the Manage Edits group, click Save  If you do not want to make edits, click Refresh  at the bottom-right of the table

3. Querying the table

3.1 On the Map tab, in the Selection group, click Select By Attributes 

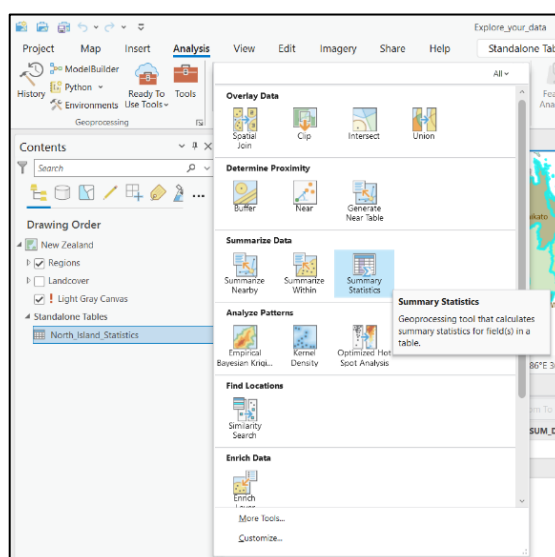


3.2 The Select By Attributes window appears; define the attributes you want to query in the data

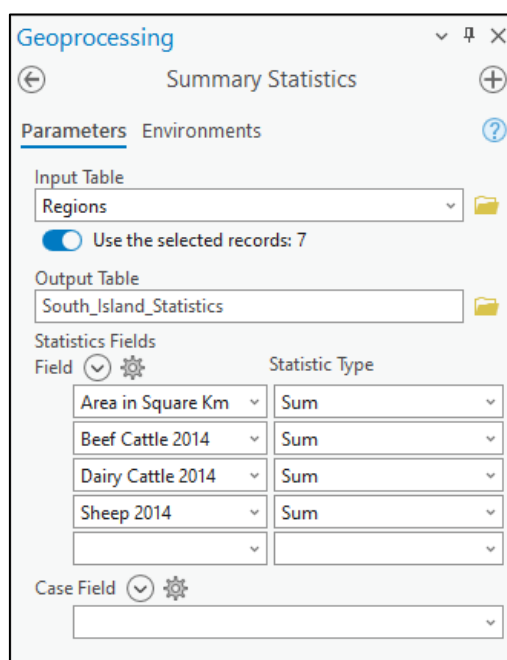


4. Summarizing table values

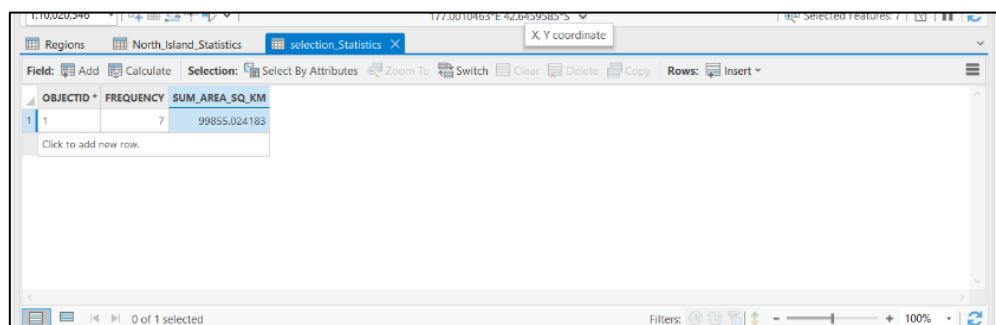
4.1 On the Analysis tab, in the Tools group, click Summary Statistics 



4.2 The Geoprocessing window appears for specifying the parameters you want to summarize from the table. For example, using the Regions data to produce the South_Island_statistics table result by taking the SUM of the desired fields, then click Run 

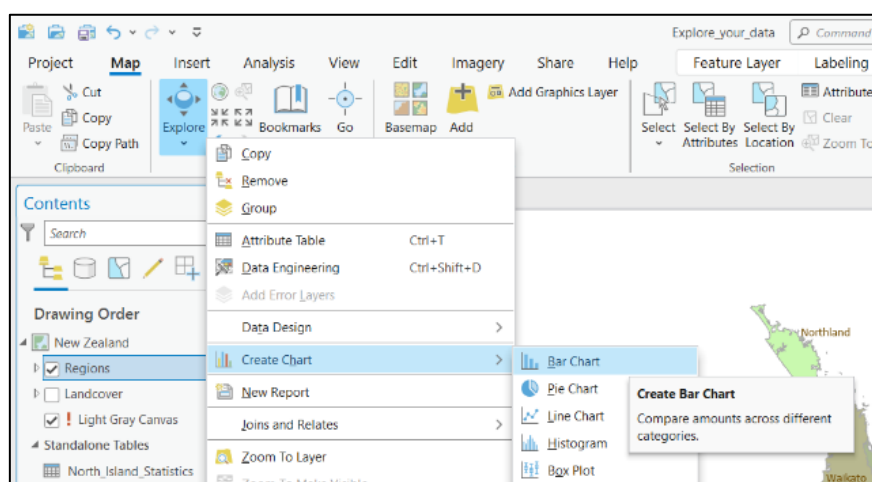


4.3 In the Contents window, right-click the data and select Open to display the calculation results



5. Creating a chart of the data distribution

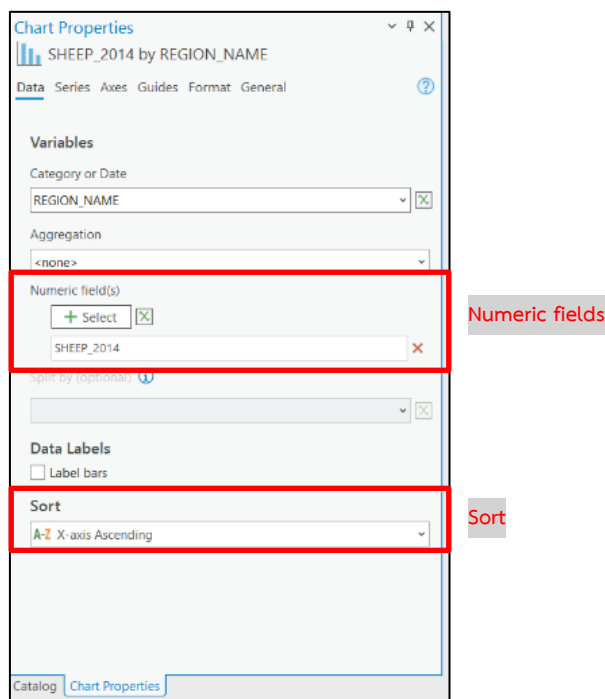
5.1 In the Contents window, right-click the Regions layer and select Create Chart 



5.2 The Chart Properties window appears. On the Data tab, name the chart; in the Category or Date box, select Names; and in the Aggregation box, select <none>

5.3 In the Numeric field(s) box, click Select and choose the Sheep 2014 data

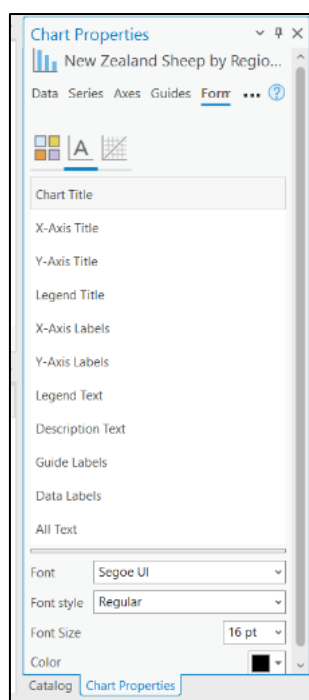
5.4 In the Sort box, click Y-axis Descending to sort the data from most to least



5.5 On the General tab, review the data brought into the chart

5.6 On the Format tab, click Text elements  and choose the text component X-Axis Labels

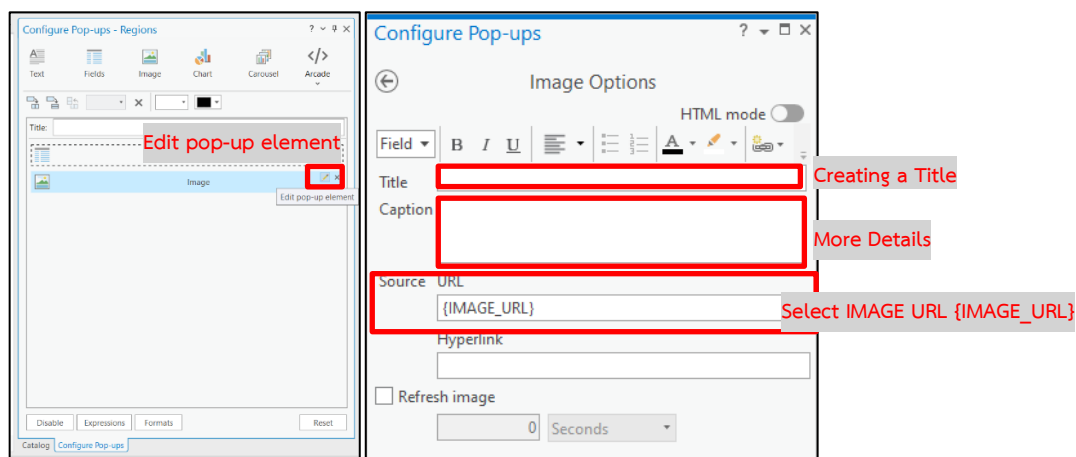
5.7 In the Color box, choose the fill color you want to display in the chart



6. Configuring images or text for the data

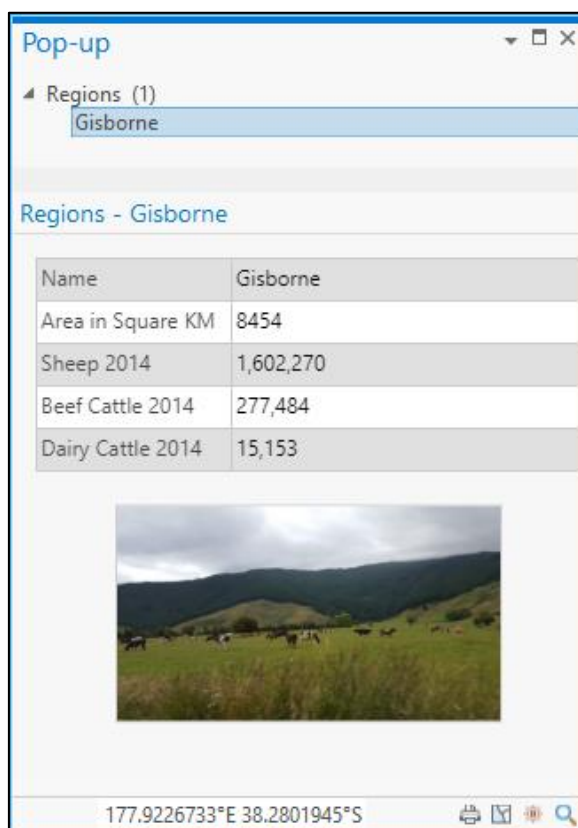
6.1 In the Contents window, right-click the Regions layer and select Configure Pop-ups 

6.2 In the Configure Pop-ups window, click Image, choose the desired image, then click Edit pop-up element 



6.3 In the Configure Pop-ups window, click Back 

6.4 On the map tab, select the Explore tool  and click on the data to which you added the image above to display the result



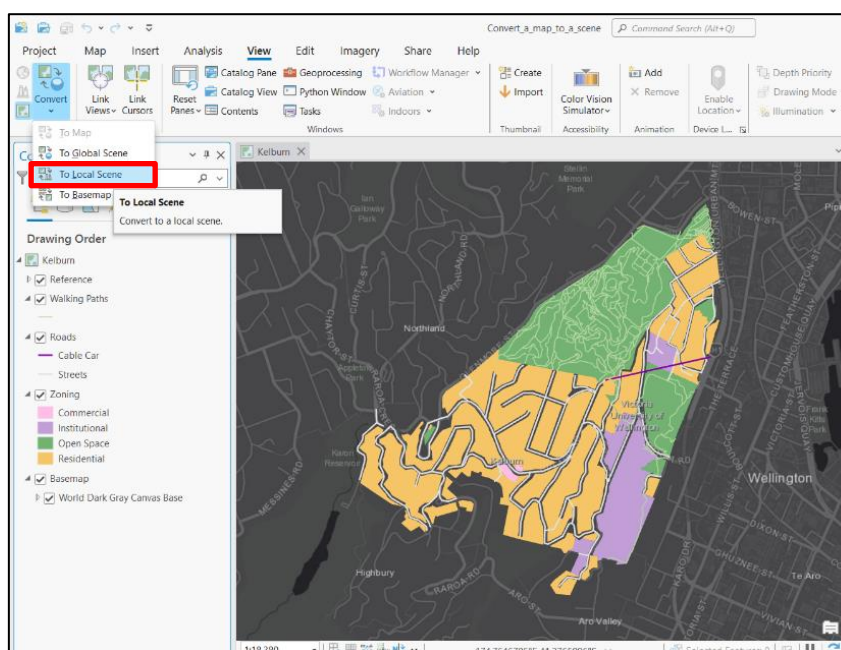
Converting a Map into a 3D Scene

Open a project from ArcGIS Online. Example study-area data: the Kelburn suburb of Wellington, New Zealand. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Convert a map to a scene.

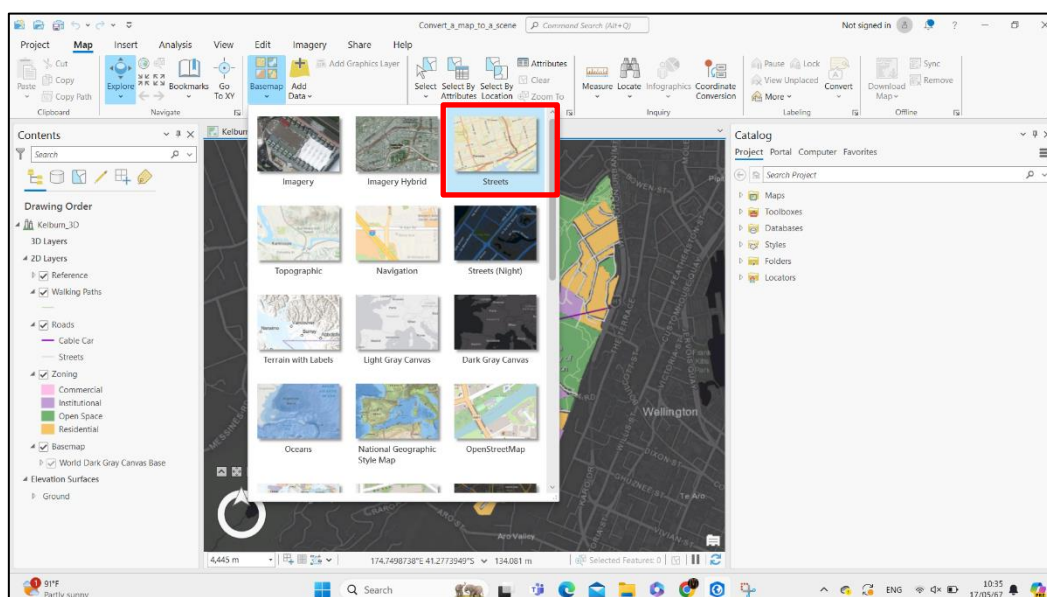
1. Creating a 3D Scene from the map

1.1 On the View tab, in the Windows group, click Reset Panes  and select Reset Panes for Mapping (Default) to make sure the Contents and Catalog windows are open and no other windows are closed

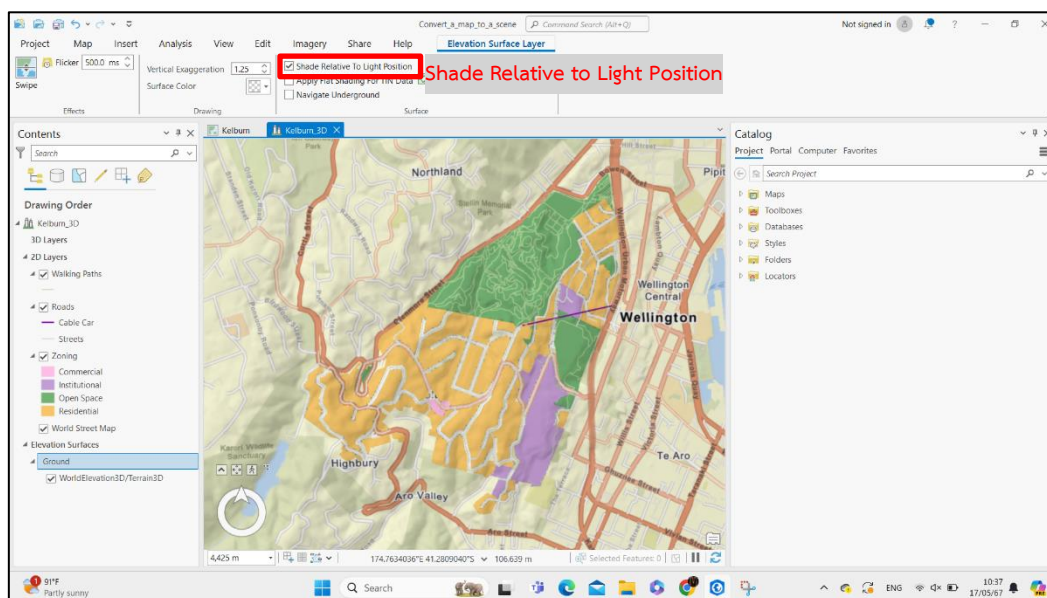
1.2 On the View tab, in the View Graphics Layer, select Convert  click To Local Scene .



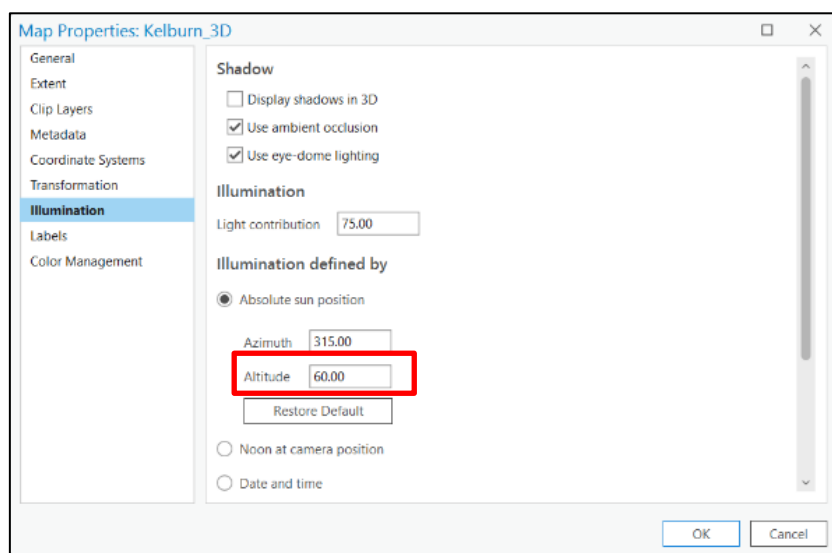
1.3 On the Map tab, in the Layer group, click Basemap  and select Streets



- 1.4 In the Contents window, in the Elevation Surfaces folder, click Ground; the Elevation Surface Layer tab appears on the Ribbon
- 1.5 Click the Elevation Surface Layer tab, and in the Surface group select Shade Relative to Light Position



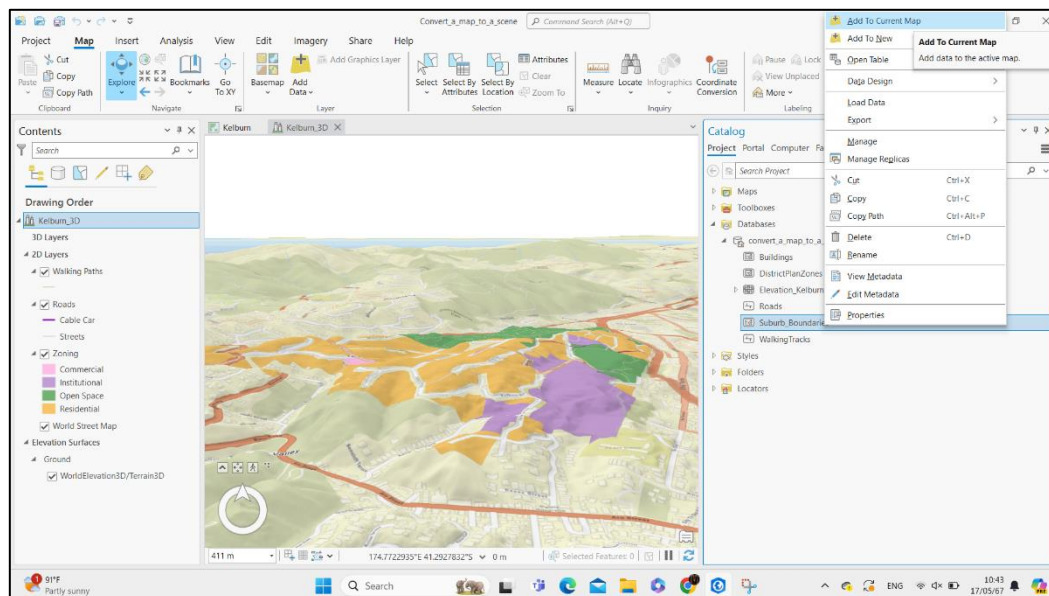
- 1.6 In the Contents window, right-click Kelburn_3D and select Properties. The Map Properties: Kelburn_3D window appears; on the Illumination tab, change the value in the Altitude box to 60, then click OK



2. Adding layers to the scene

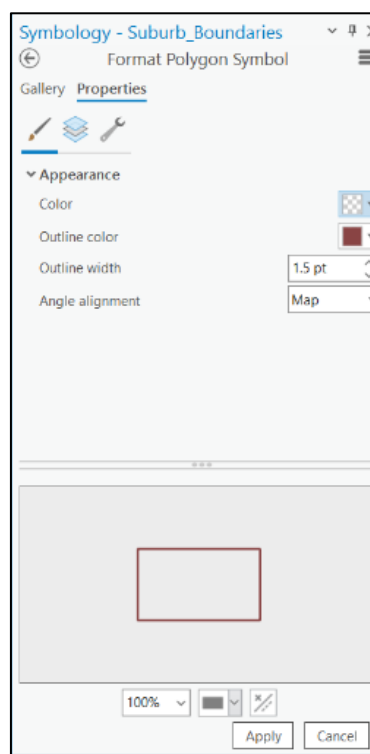
2.1 In the Catalog window, on the Project tab open Database → convert_a_map_to_a_scene.gdb

2.2 Select the Buildings and Suburb_Boundaries layers, right-click and select Add To Current Map 

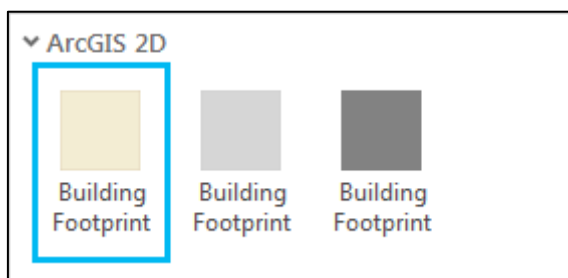


2.3 In the Contents window, right-click Suburb_Boundaries and select Properties

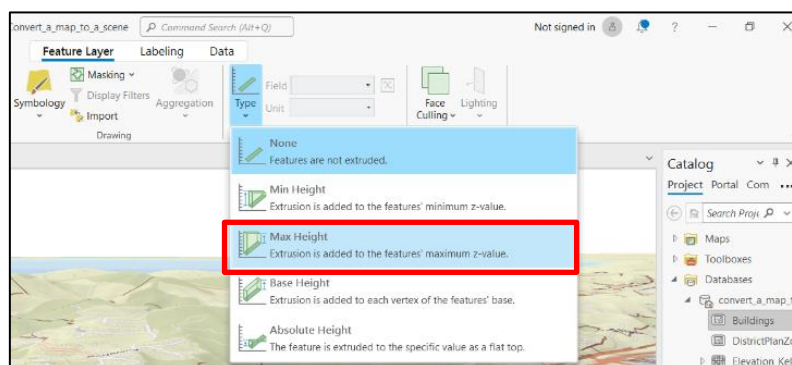
2.4 The Symbology window appears; in the Appearance section, click Color and select No color; in the Outline color box, select Cordovan brown; edit Outline width = 1.5 pt click Apply



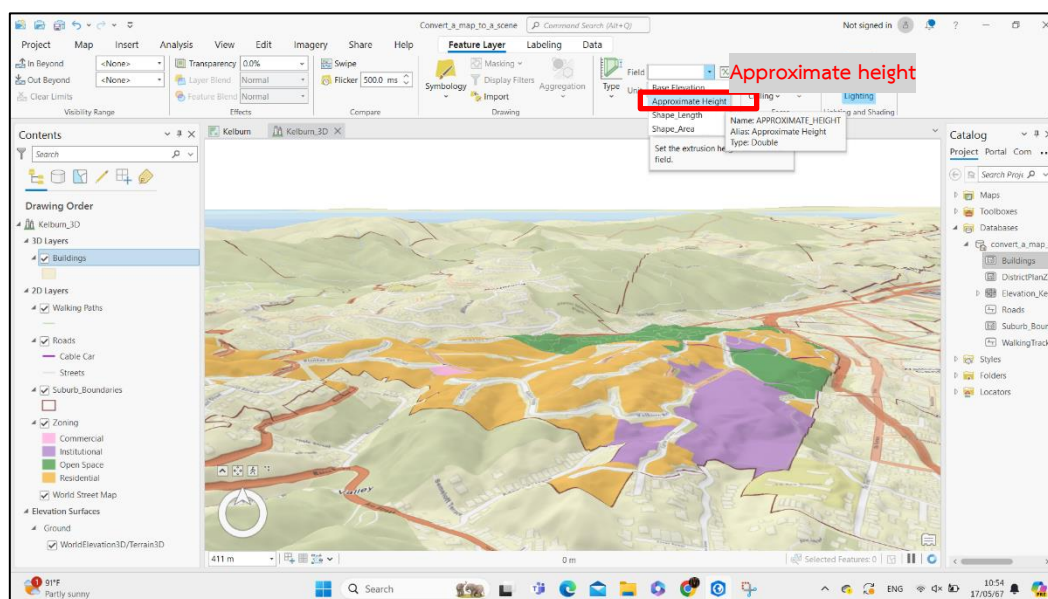
2.5 In the Contents window, right-click Buildings and select Properties; the Symbolology window appears; click the Gallery tab and select Building Footprint



2.6 In the Contents window, select Buildings; then, on the Ribbon, the Feature Layer tab appears; in the Extrusion group, click Type and select Max Height



2.7 In the Field box, click Approximate Height



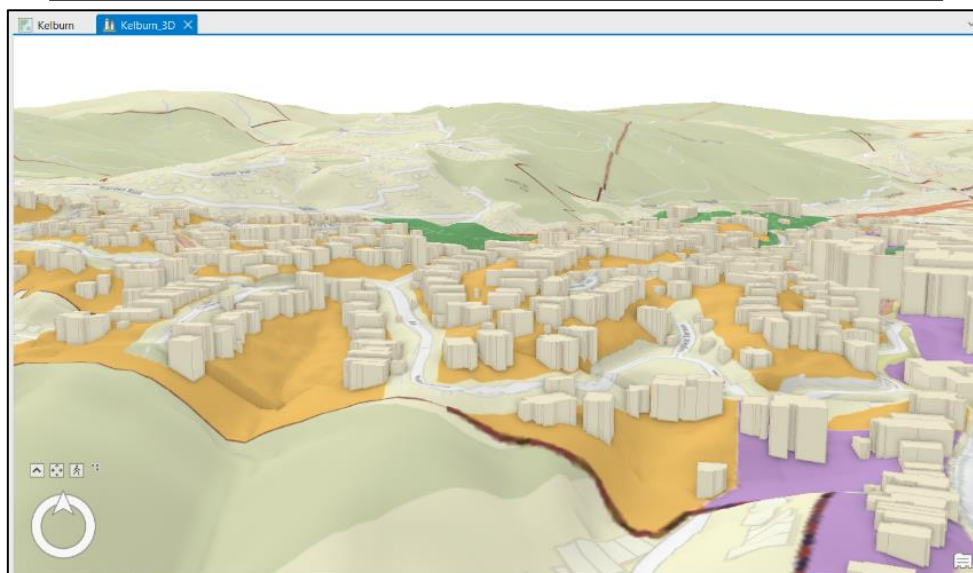
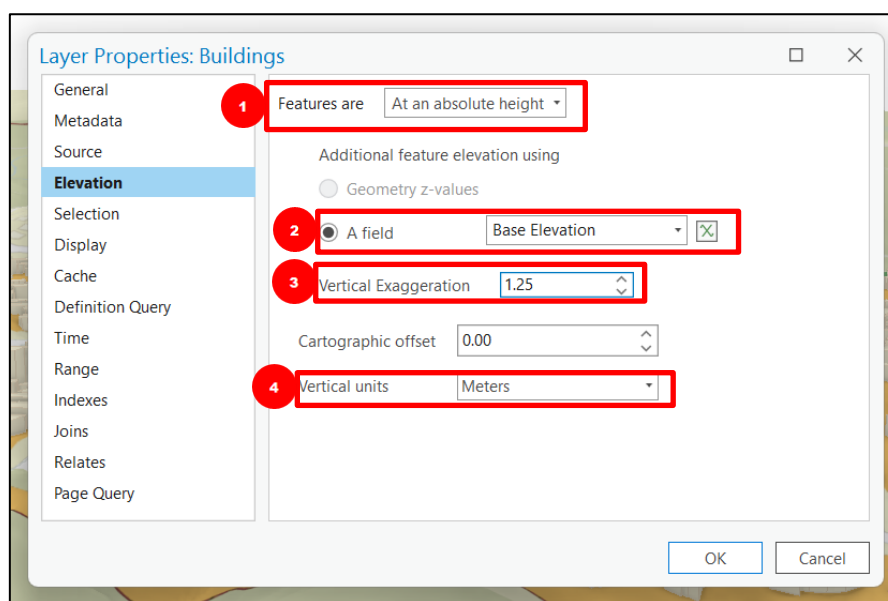
3. Changing the elevation properties of a layer

3.1 In the Contents window, right-click Buildings and select Properties ; the Layer Properties window appears; select the Elevation tab, and in the Features are box click at an absolute height

3.2 Then, under Additional feature elevation using, click A field and select Base Elevation

3.3 In the Vertical Exaggeration box = 1.25

3.4 In the Vertical units box, select Meters, then click OK



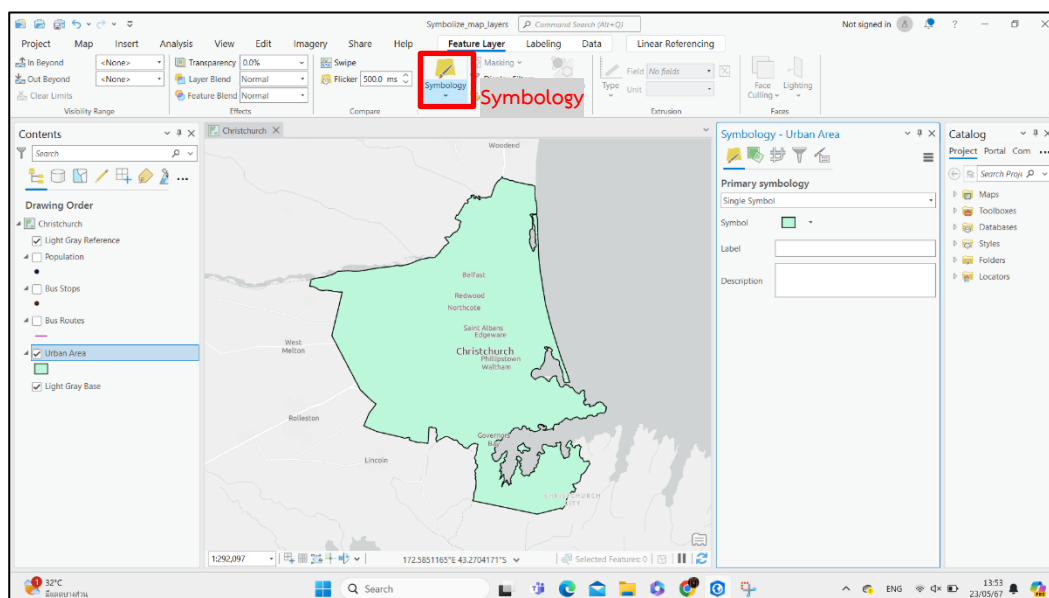
Symbolizing Layers to Show Their Attributes

Open a project from ArcGIS Online. Example study-area data: the Kelburn suburb of Wellington, New Zealand. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Symbolize map.

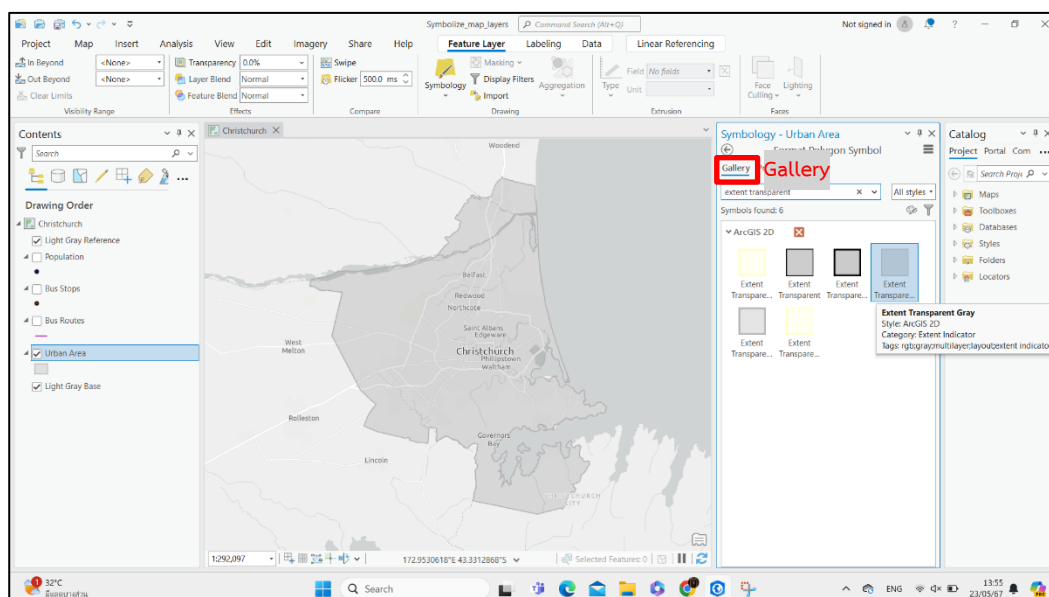
1. Symbolizing the urban area

1.1 On the View tab, in the Windows group, click Reset Panes  and select Reset Panes for Mapping (Default) to make sure the Contents and Catalog windows are open and no other windows are closed

1.2 In the Contents window, select Urban Area; the Feature Layer tab appears; in the Drawing group, click Symbolology 

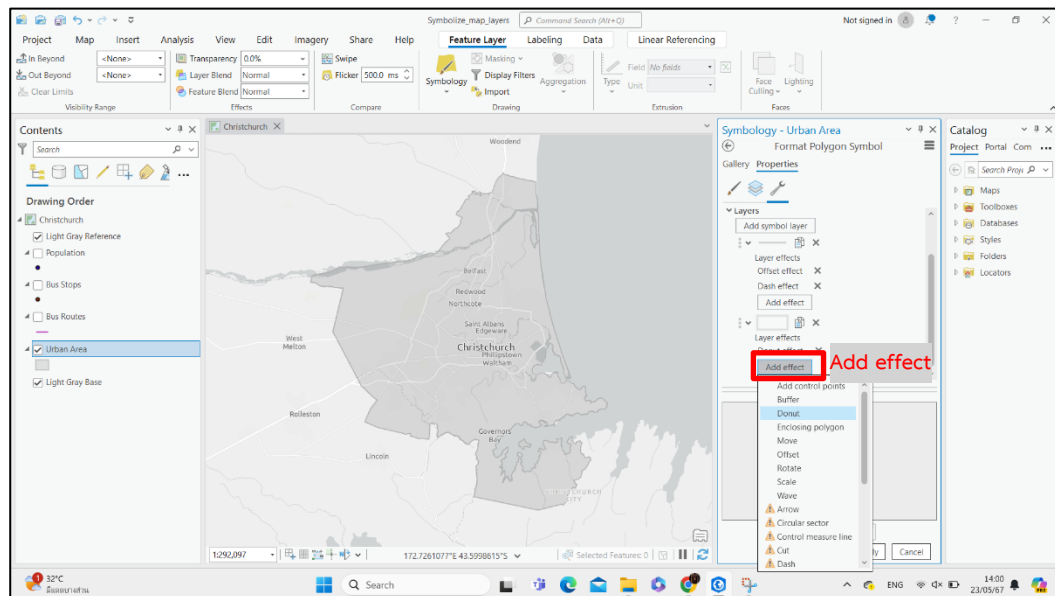


1.3 In the Symbolology window, click the Gallery tab and select Extent Transparent Gray

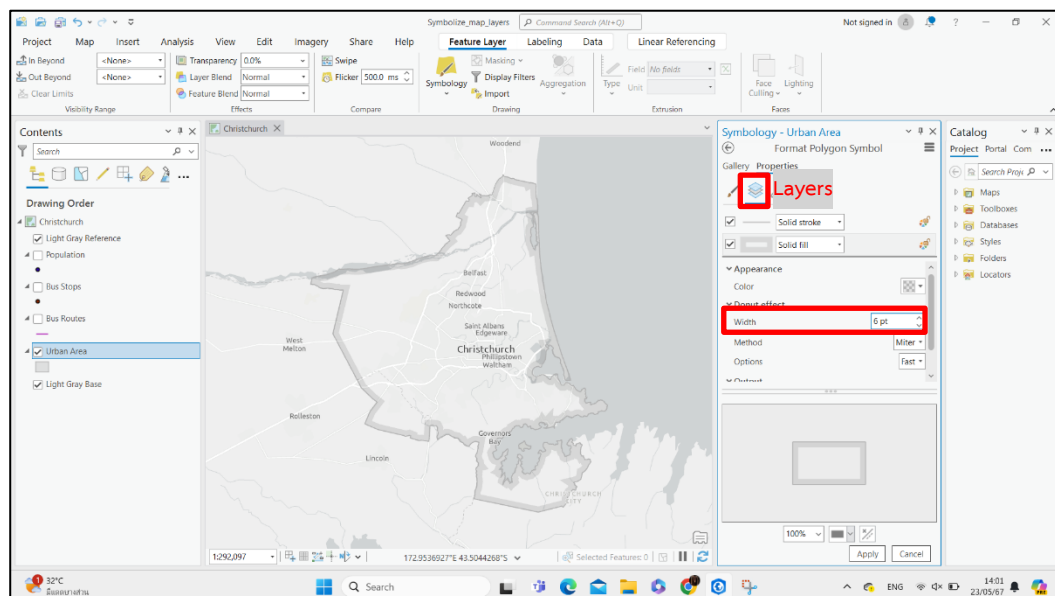


1.4 In the Symbology window, click the Properties tab; the icons for editing the layer's appearance appear. Start on the Symbol tab , where you can edit the symbol's properties such as color and line width

1.5 On the Structure tab, you can add or remove symbol structure , as well as create effects for the layer. For this example, in the Layers box, select Add effect and click Donut

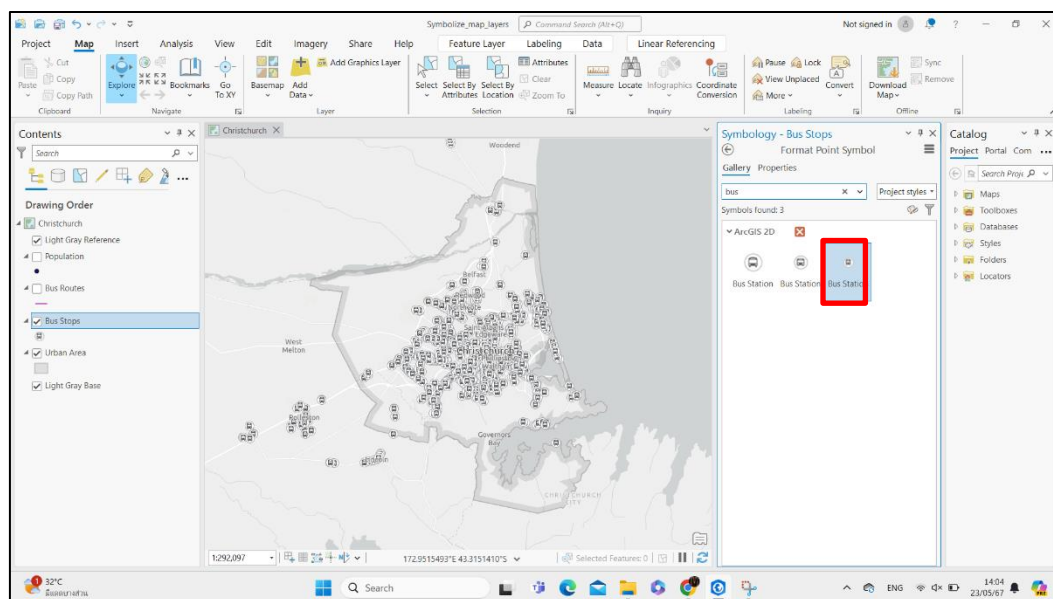


1.6 On the Layers tab , click Solid fill; in the Donut effect box → Width = 6 pt; click Apply



2. Symbolizing the bus stops

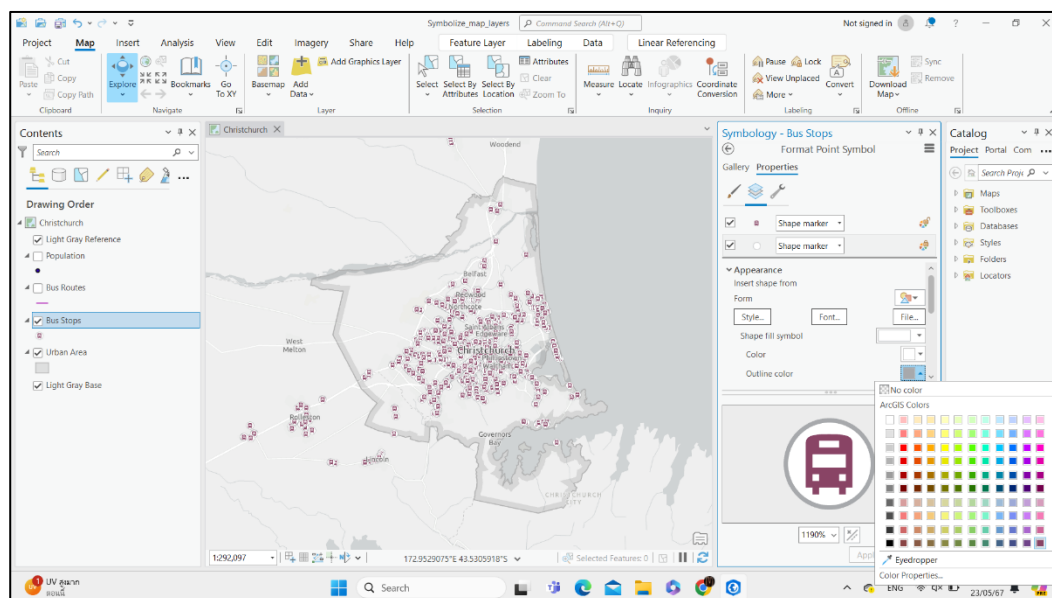
2.2 In the Contents window, select Bus Stops; the Symbology window appears; click the Gallery tab, type the search term Bus, and select the Bus Station symbol



2.3 In the Symbology window, click the Properties tab, then click Symbol to customize the symbol

2.4 At the very bottom of the Symbology window, a preview of the symbol is shown; to set the zoom, click Zoom to fit

2.5 In the lower part of the Appearance section, click Outline color and select Cabernet, then click Apply

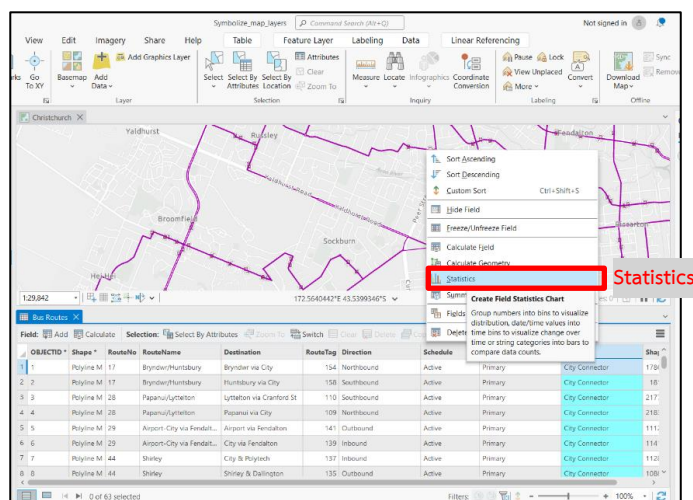


2.6 In the Contents window, right-click Bus Stops and select Zoom To Make Visible to display an overview of the data on the map

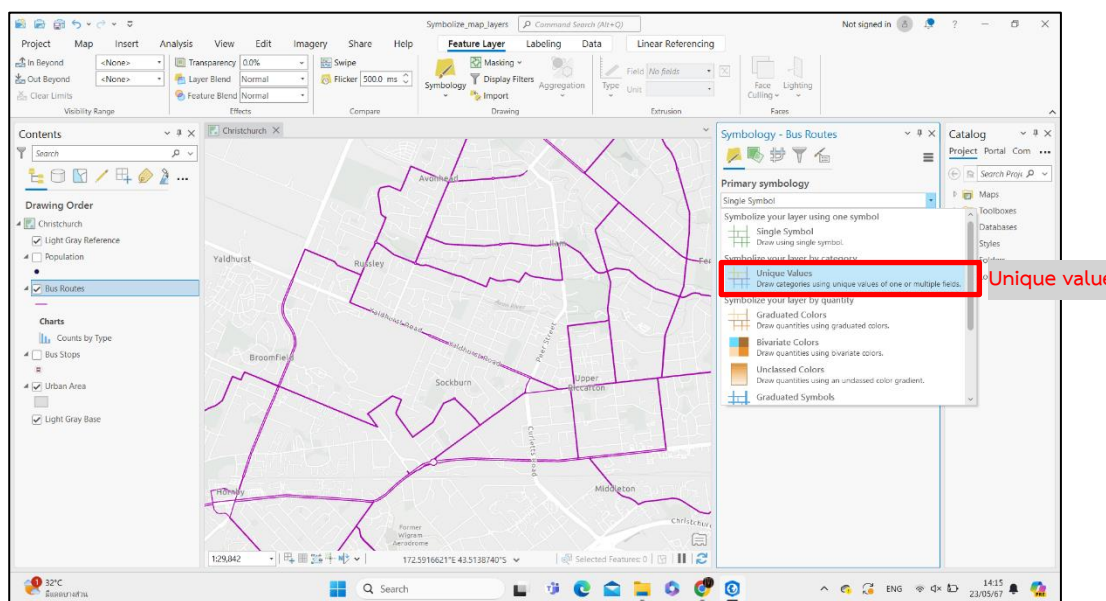
3. Symbolizing the bus routes

3.1 In the Contents window, select Bus Routes, right-click and select Attribute Table 

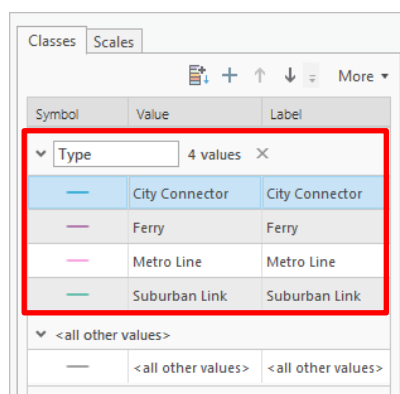
3.2 The data table appears; right-click the Type field and select Statistics  to display each route type in a different color



3.3 In the Symbolize window, in the Primary symbology box, select Unique Values



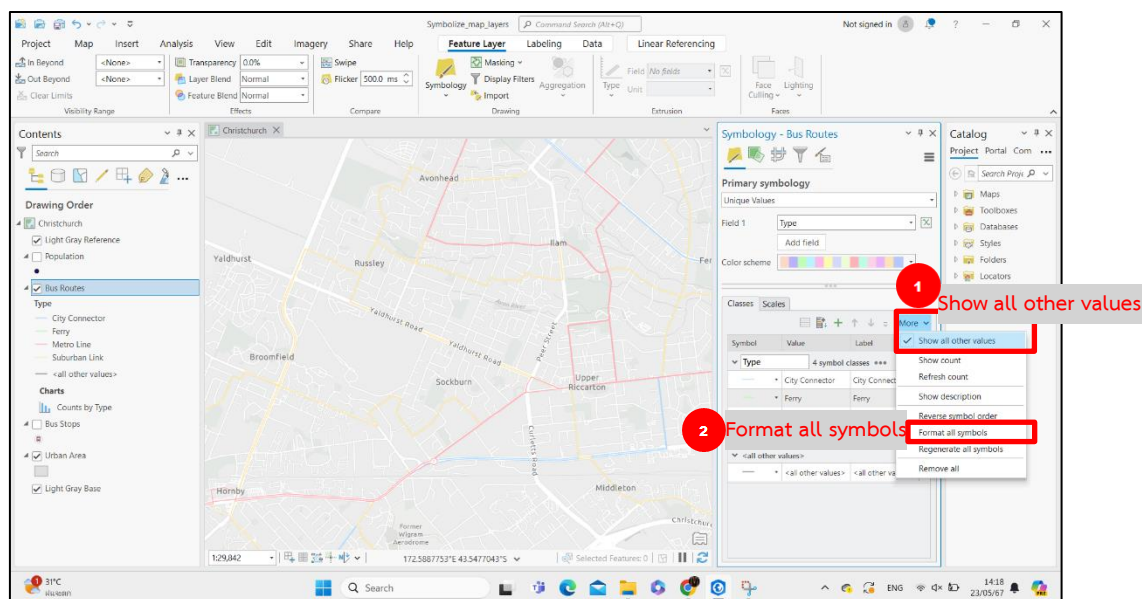
3.4 Click Field 1 and select Type to assign a unique value per type



3.5 Then click More and select Show all other values

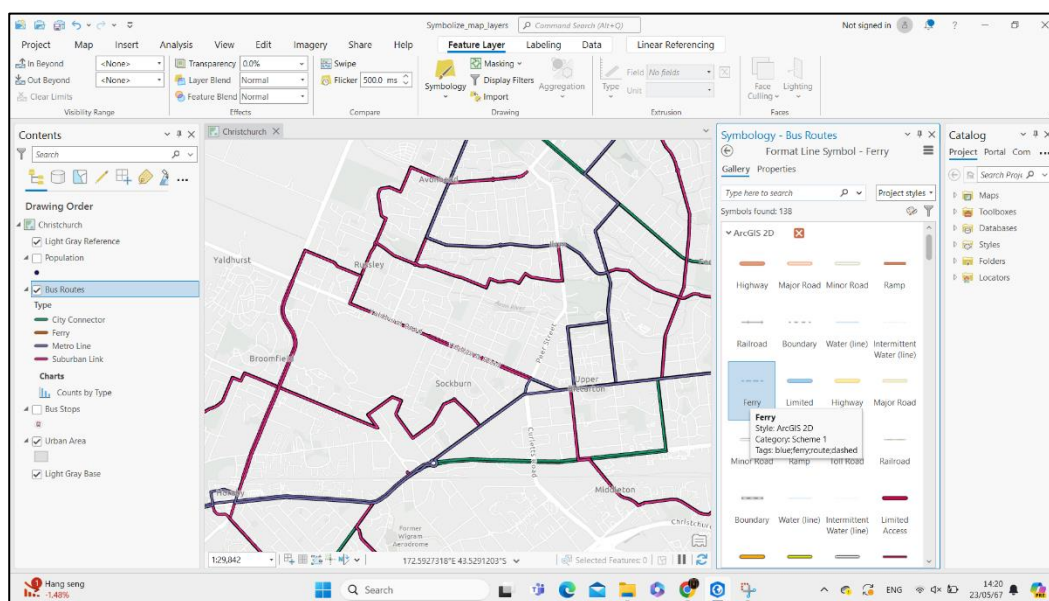
3.6 Click More again and select Format all symbols

3.7 On the Gallery tab, type the search term minor road and click the symbol that appears

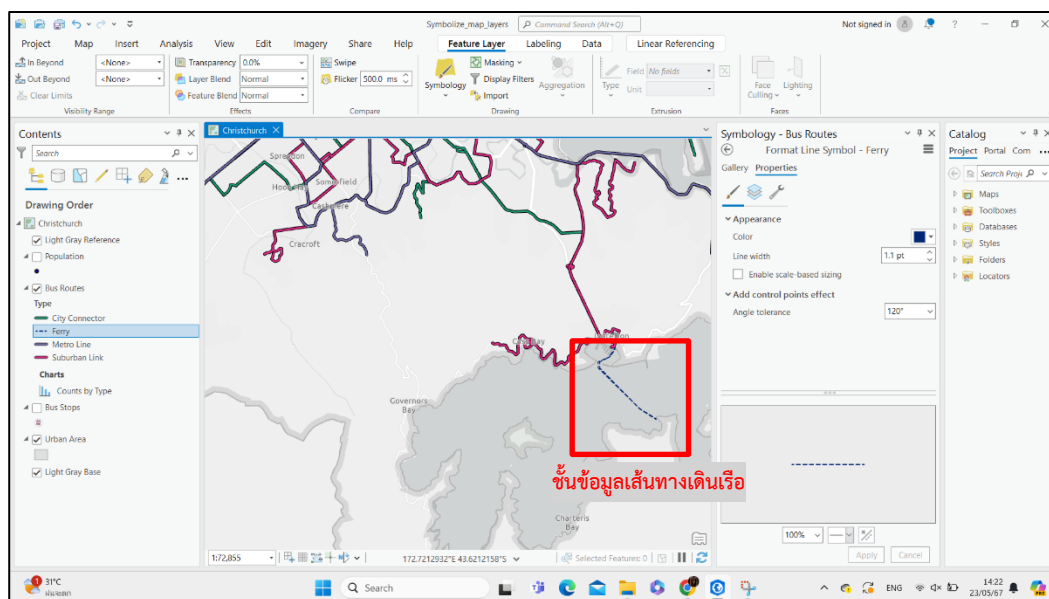


3.8 In the Symbology window, click Return to primary symbology page ; the Primary symbology tab  appears; click Color scheme to choose the desired color tone, then select Show names

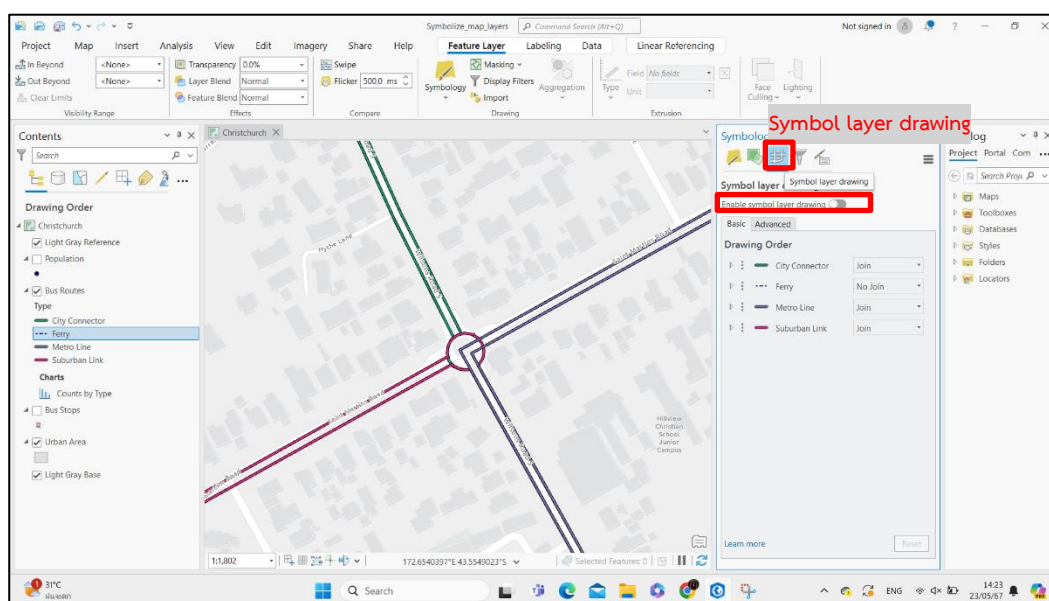
3.9 In the search box, type the search term Ferry to use a symbol for displaying the attributes of the ferry (water route) data



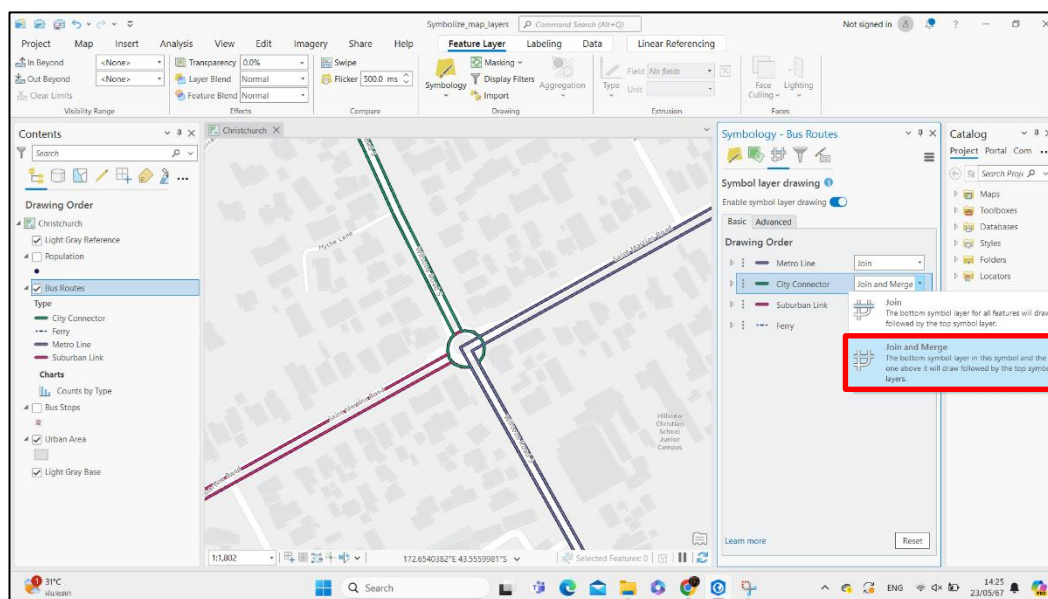
3.10 In the Symbology window, click the Properties tab and select Symbol ; in the Appearance box, choose the color you want for displaying the ferry route data, then click Apply



3.11 Click the Symbol layer drawing tab  and select Enable symbol layer drawing to better connect the routes over the road overlaps

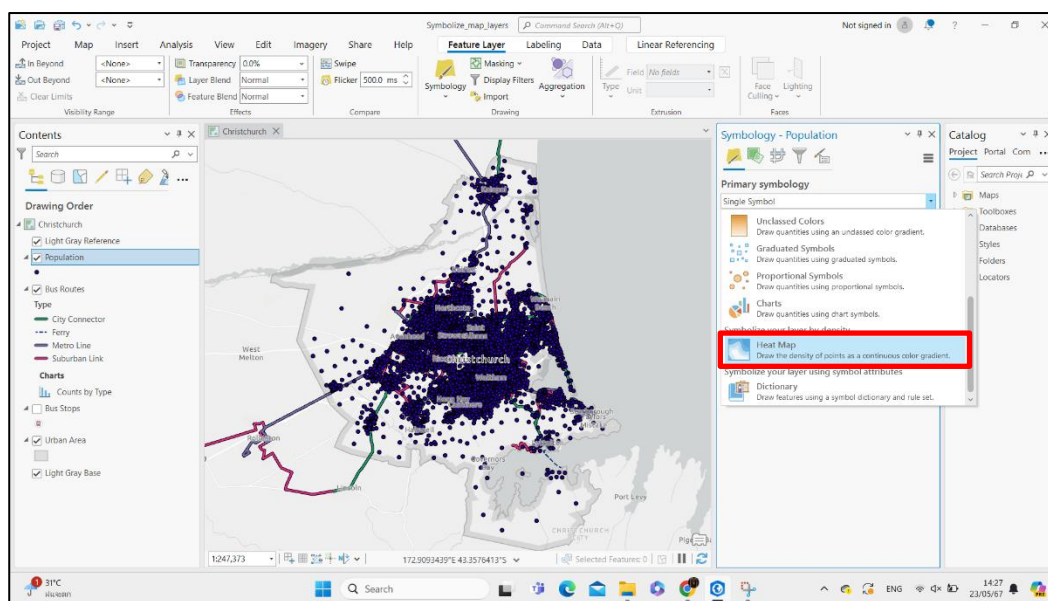


3.12 Click the City Connector and Suburban Link and select Join and Merge

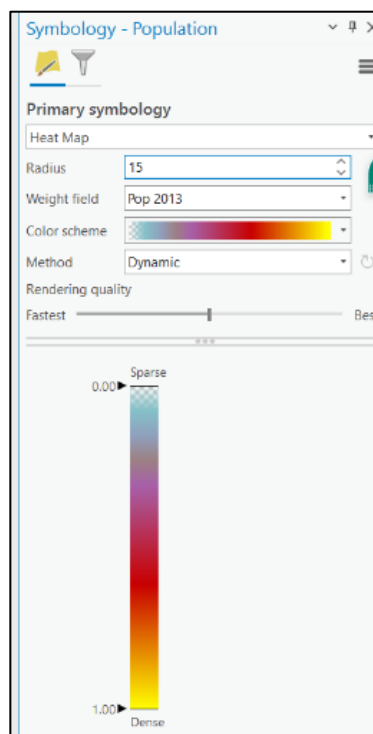


4. Symbolizing the population data

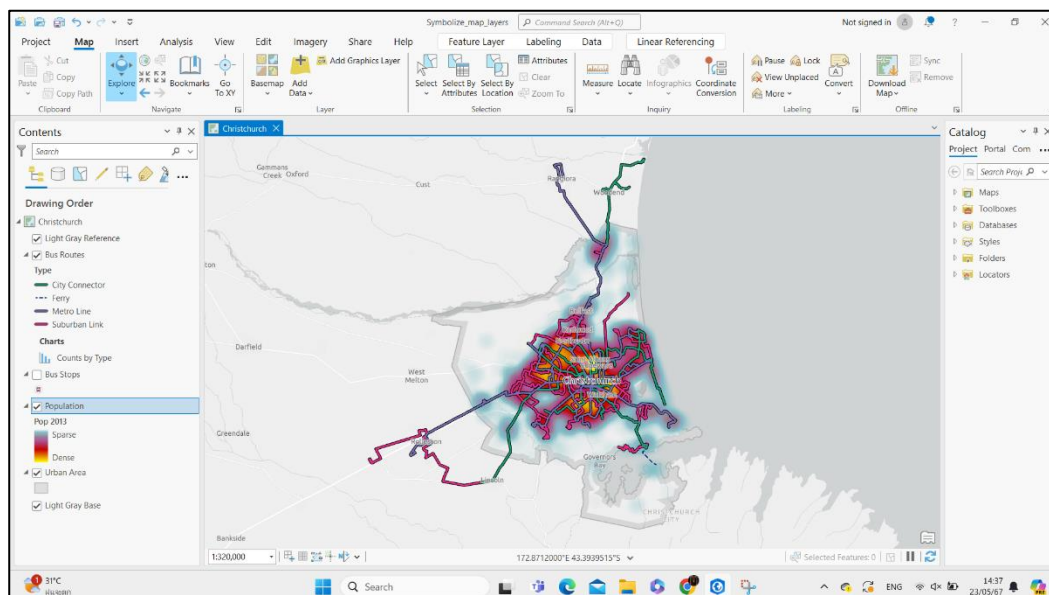
4.1 In the Contents window, select Population and right-click to open the Symbolology window; when it appears, click the Primary symbolology tab and select Heat Map



- 4.2 In the Weight field box, choose the Pop 2013 data; in the Method box, select Dynamic; change the number in the Radius box to 15

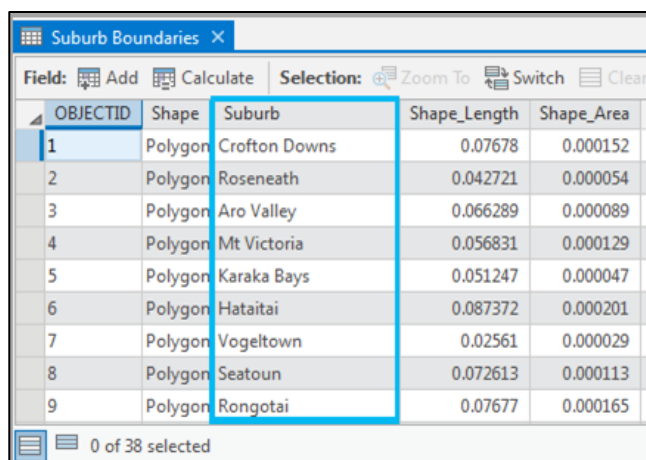


- 4.3 In the Contents window, drag the Population layer below the Bus Routes layer
- 4.4 Select the Population layer; the Feature Layer tab appears on the Ribbon; in the Effects group, select Transparency  = 65



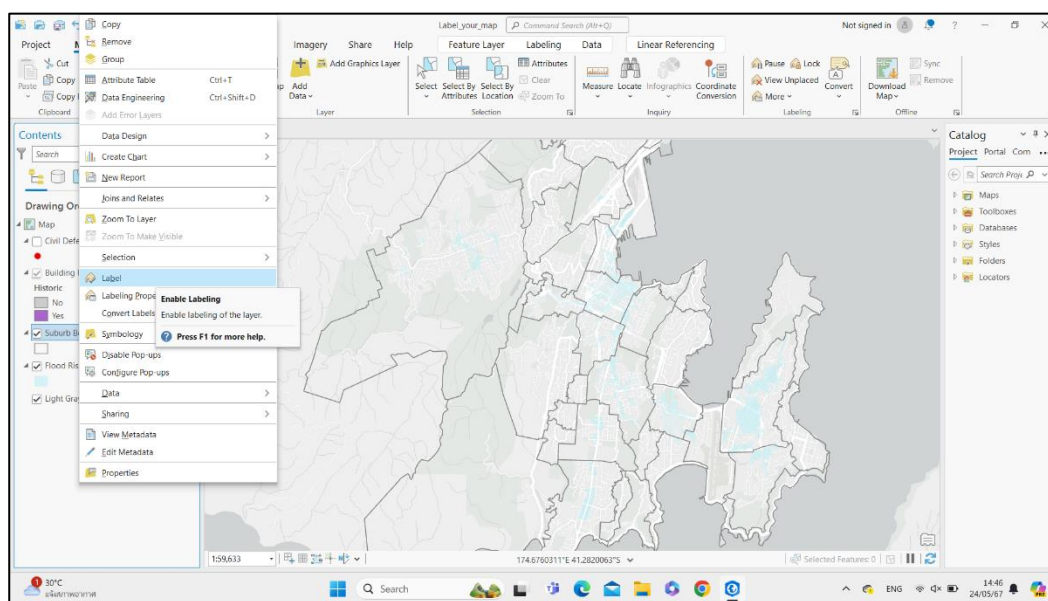
5. Labeling the map

5.1 In the Contents window, right-click Suburb Boundaries and select Attribute Table ; check the Suburb field, which contains the data used for labeling

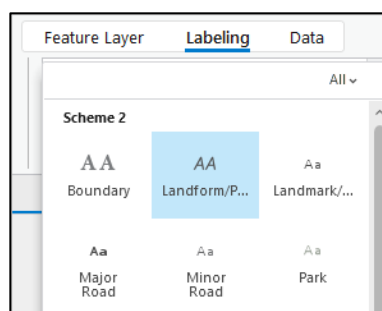


OBJECTID	Shape	Suburb	Shape_Length	Shape_Area
1	Polygon	Crofton Downs	0.07678	0.000152
2	Polygon	Roseneath	0.042721	0.000054
3	Polygon	Aro Valley	0.066289	0.000089
4	Polygon	Mt Victoria	0.056831	0.000129
5	Polygon	Karaka Bays	0.051247	0.000047
6	Polygon	Hataitai	0.087372	0.000201
7	Polygon	Vogeltown	0.02561	0.000029
8	Polygon	Seatoun	0.072613	0.000113
9	Polygon	Rongotai	0.07677	0.000165

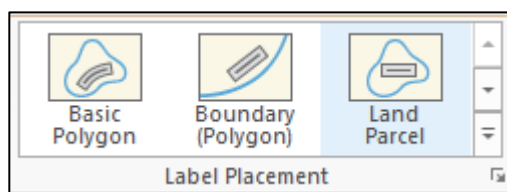
5.2 Right-click Suburb Boundaries and select Label ; the label names from the Suburb field appear



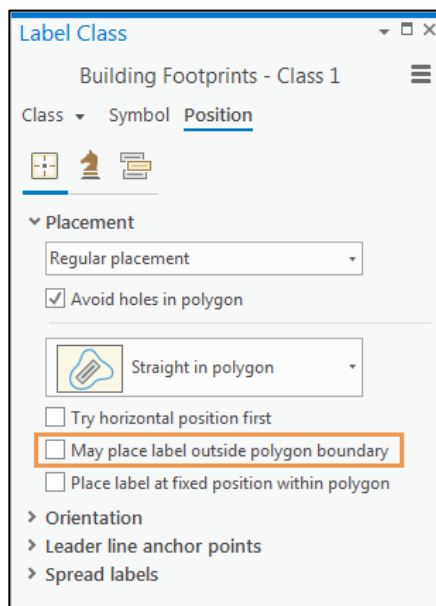
5.3 The Labeling tab appears on the Ribbon; in the Text Symbol box, click and select Landform/Physical Region



5.4 On the Labeling tab, in the Label Placement box, select Land Parcel



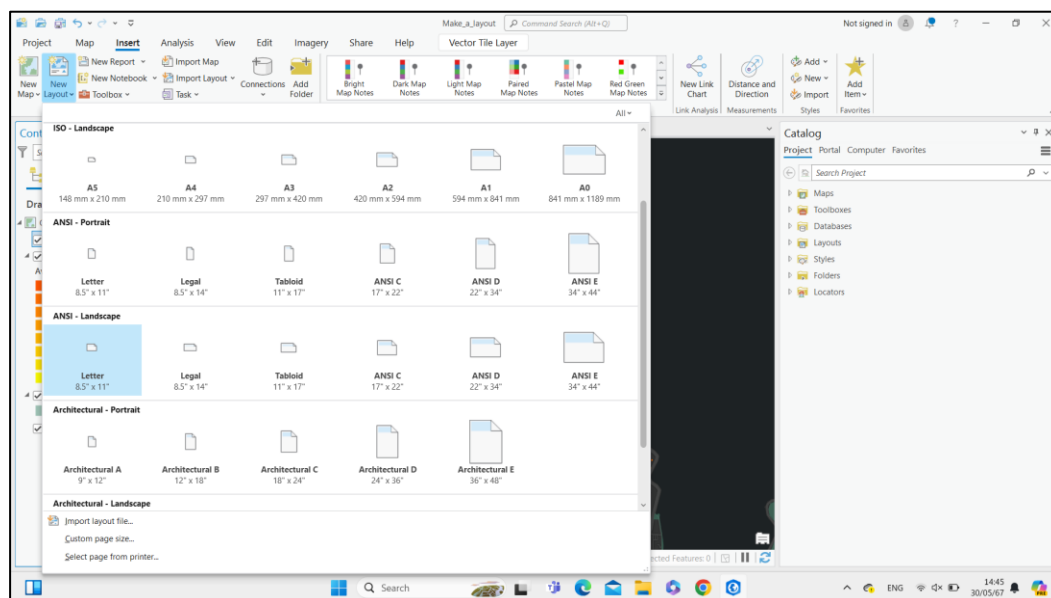
5.5 In the Label Class window, click the Position tab  and change from Horizontal in polygon to Straight in polygon, then click May place label outside polygon boundary



Creating a Map Layout

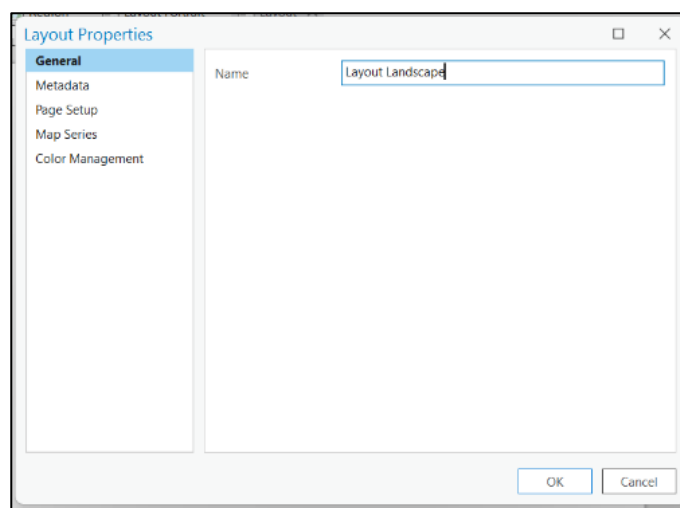
1. Inserting a layout

- 1.1 On the Insert tab, in the Project group, click New Layout  A window appears showing layout size and orientation options; for this example, choose ANSI – Landscape → Letter

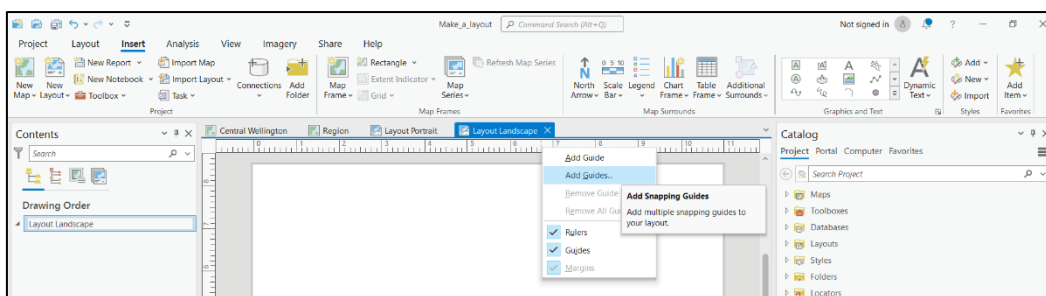


- 1.2 In the Contents window, right-click Drawing Order and select Layout → Properties

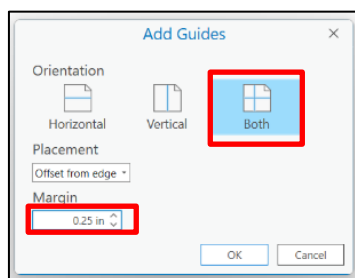
- 1.3 The Layout Properties window appears; on the General tab, edit the layout name to match the project



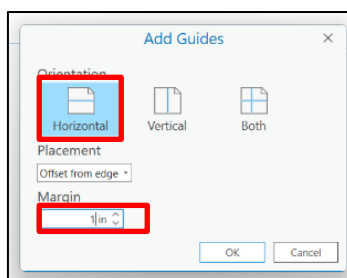
- 1.4 Right-click on the ruler bar and select Add Multiple Guides for arranging the elements on the layout



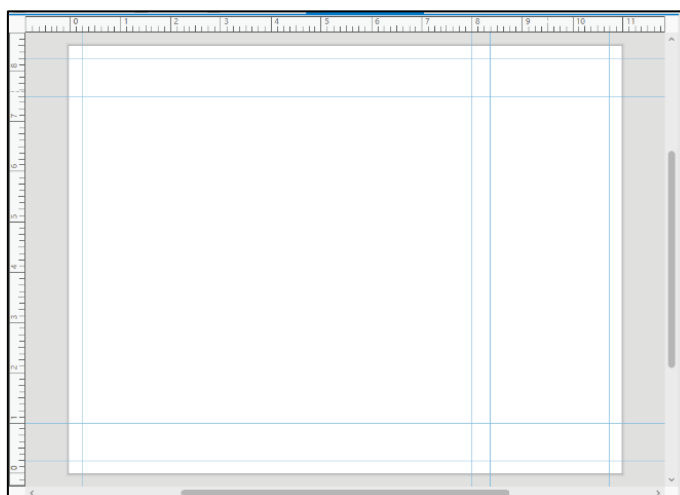
- 1.5 In the Add Guides window, on the Orientation tab, click Both; then, on the Placement tab, click Offset from edge and set the margin to Margin = 0.25 in; click OK



- 1.6 Right-click the ruler bar again and select Add Multiple Guides; the Add Guides window appears; on the Orientation tab, click Horizontal; then, on the Placement tab, click Offset from edge and set the margin to Margin = 1 in; click OK



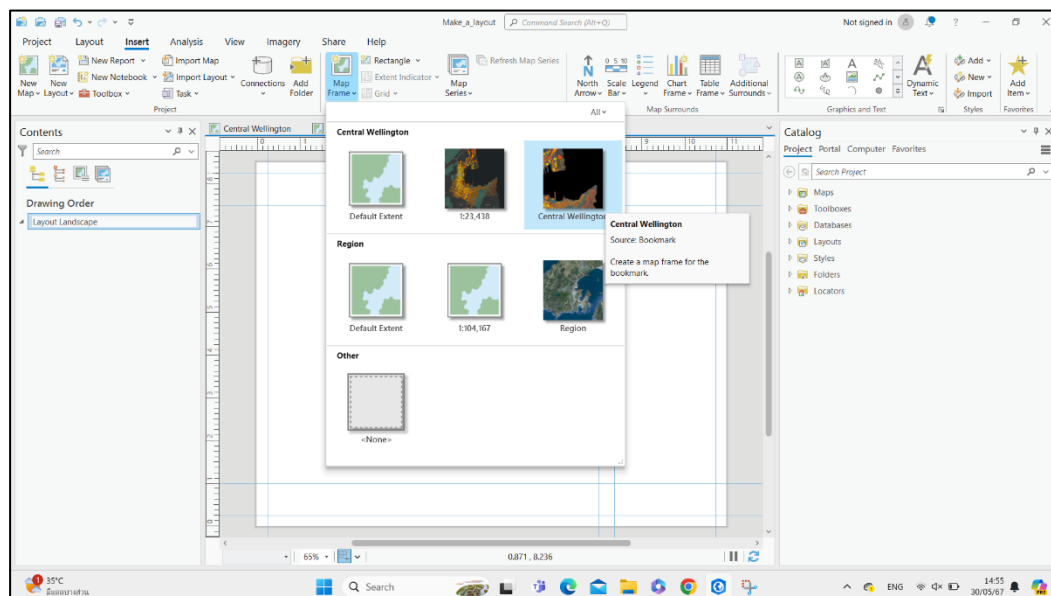
- 1.7 Right-click the ruler bar and select Add Guide (not Add Multiple Guides); a line appears on the layout; use the mouse to drag it to the desired position, and set the margin to Margin = On 8 in
- 1.8 Right-click the ruler bar again and select Add Guide, and set the margin to Margin = 8.25 in



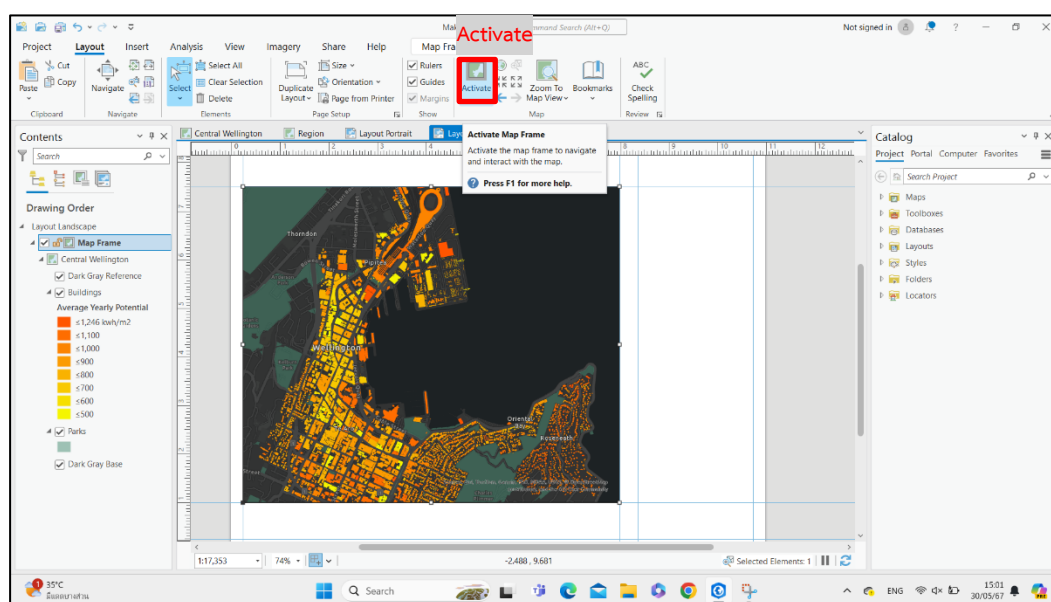
2. Inserting a basemap

2.1 On the Insert tab, in the Map Frames group, click Map Frame → Central Wellington

2.2 Use the mouse to draw the map onto the layout; the Map Frame tab appears on the Ribbon



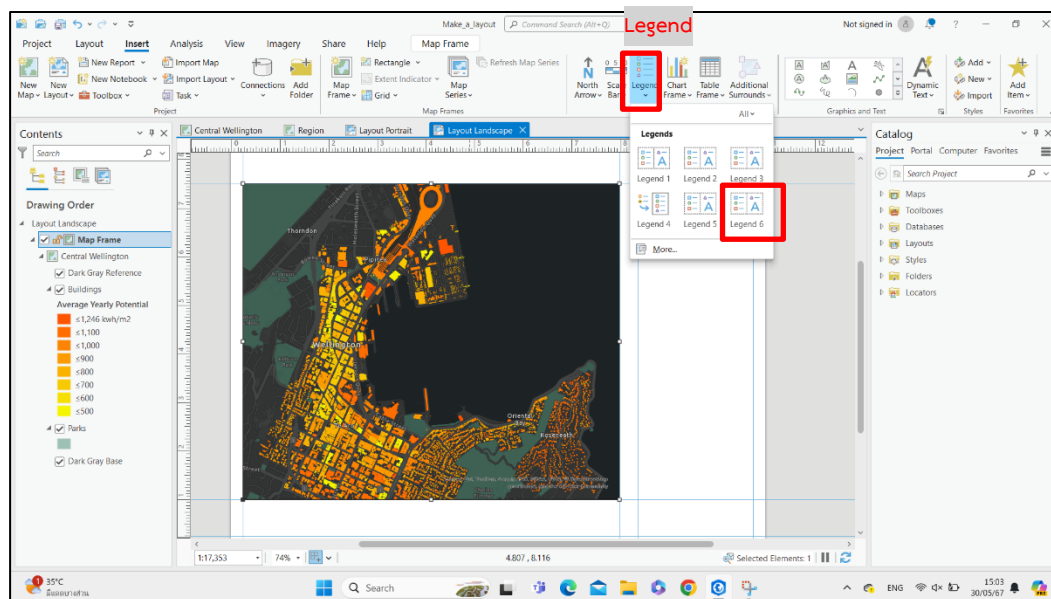
2.3 On the Layout tab, in the Map group, click Activate  to pan and find the position of the map you want to show on the layout



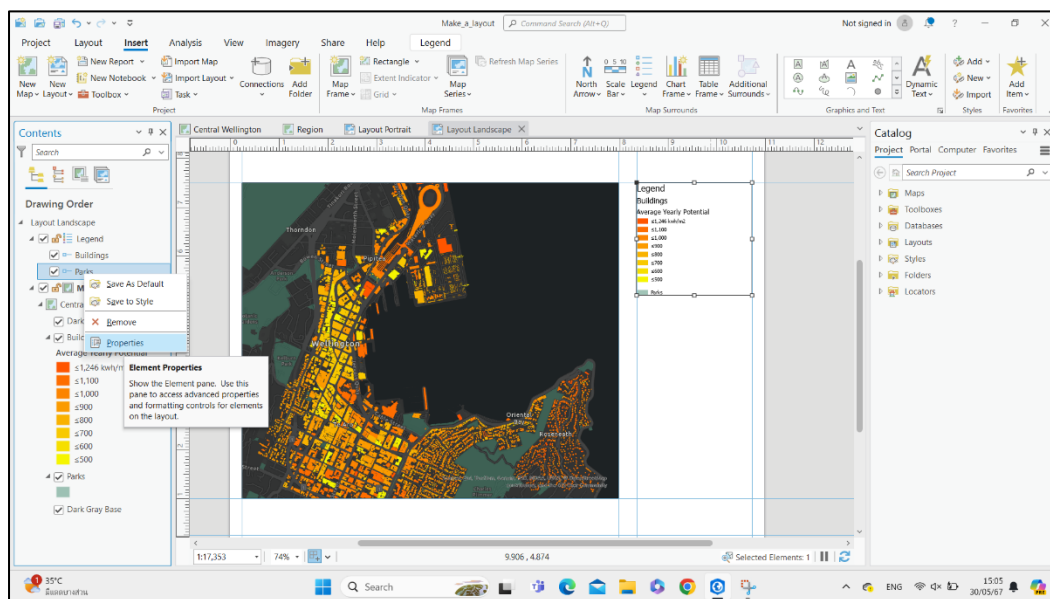
2.4 When the map position is arranged, go to the Layout tab, in the Map group, and click Close Activation  to deactivate and lock the map position

3. Inserting a map surround

3.1 On the Insert tab, in the Map Surrounds group, click Legend  and select Legend 6, then use the mouse to draw the legend frame in the bottom-right corner of the layout



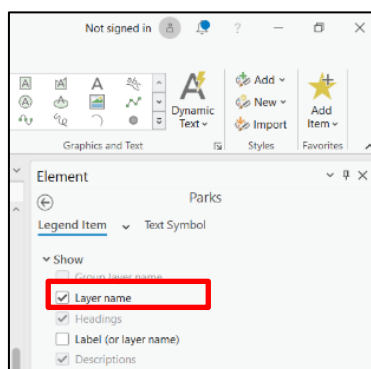
3.2 In the Contents window, under Layout Landscape, right-click Legend and select Properties 



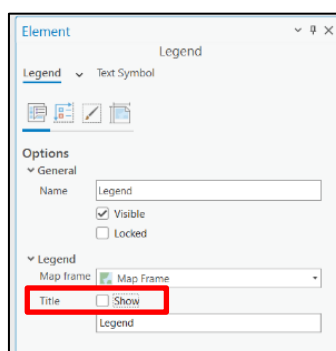
3.3 The Element window appears, consisting of these tabs:

Options tab 	Turn the symbol description title on/off and adjust the text of the
Legend Arrangement Options tab 	Set the Font size within a column; adjust the spacing between columns
Display tab 	Set the extent, background color, and legend symbol descriptions
Placement tab 	Set the size and position of items within columns

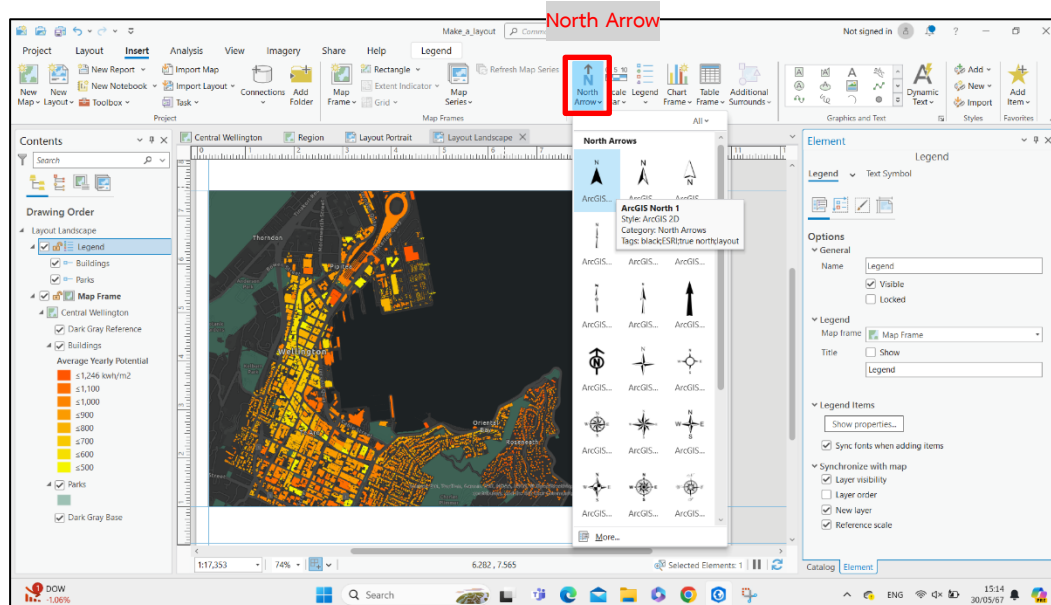
3.4 For the example, go to the Show box and select Layer name



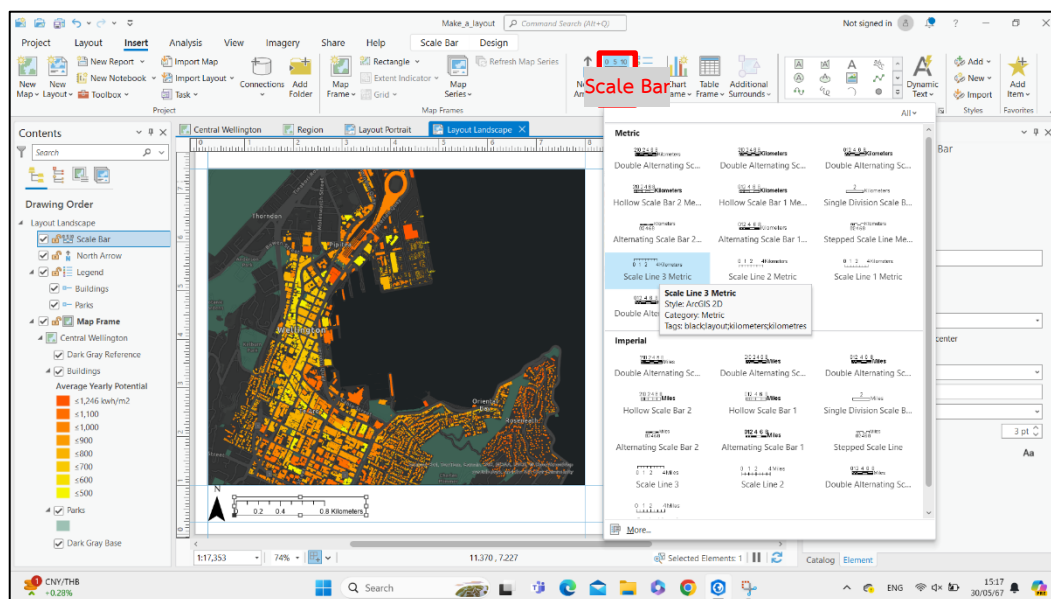
3.5 In the Element window, on the Legend tab, in the Title box, clear the Show checkbox



3.6 On the Insert tab, in the Map Surrounds group, select North Arrow  and choose a symbol to indicate north



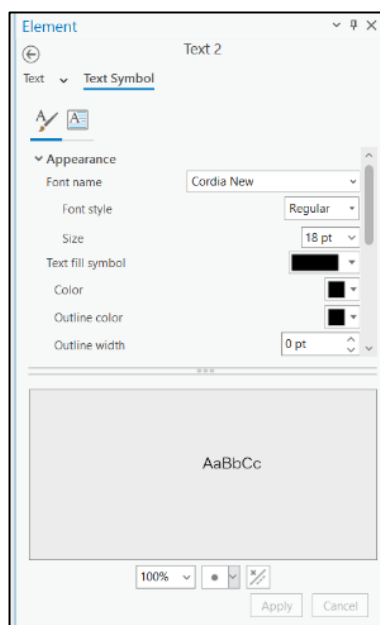
- 3.7 On the Insert tab, in the Map Surrounds group, click Scale Bar  and choose a scale bar in the Metric system



4. Inserting Text

- 4.1 On the Insert tab, in the Graphics and Text group, select Rectangle text ; use the mouse to draw above the map in the layout to add the map title

- 4.2 On the Text tab, in the Text Symbol box, you can edit the font size and style as desired



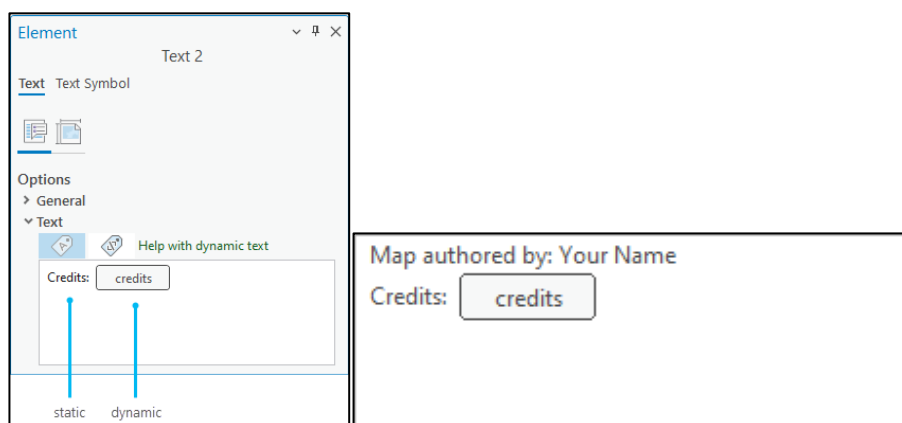
- 4.3 On the Insert tab, select Rectangle text  again to create a text box for additional map text, and adjust the size as desired in Text Symbol

5. Inserting dynamic text

5.1 On the Insert tab, in the Graphics and Text group, select Dynamic Text  Credits

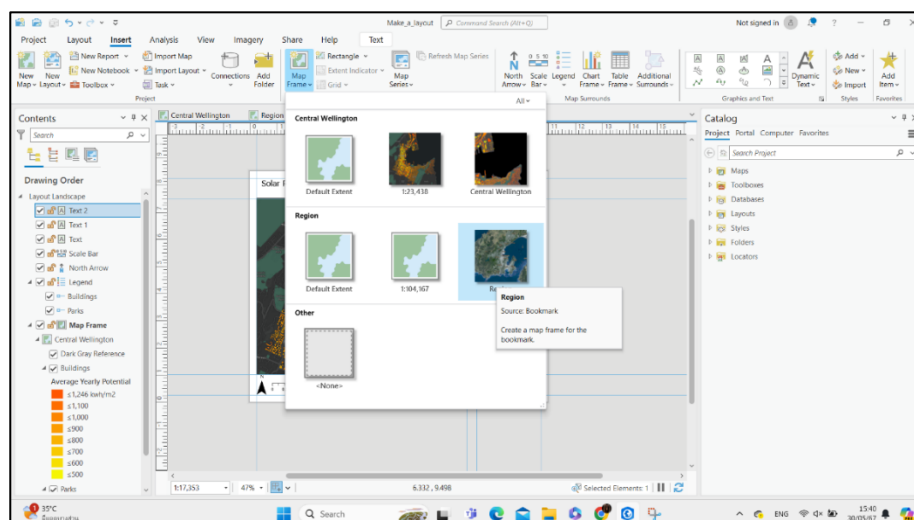
Map Frame		
Camera	Credits	Description
Camera X: 174°47'18"E	Wellington City Council	Average annual values for rooftops in kilowatt hours...
Map Units	Metadata	Name
Meter	Map Metadata	Map Frame
	Title Solar Radiation for Bu...	
Name of Map	Reference Scale	Relative Scale
Central Wellington	1:0	1 inch equals 0 miles
Relative Scale Metric	Rotation	Scale
1 centimeter equals 0 kilometers	0	1:14,090
Spatial Reference		
Spatial Reference Name: NZGD 2000 New Ze...		

5.2 Use the mouse to draw on the layout, then right-click and select Properties  the Element window appears; on the Text tab, select Options ; in the text box, click in front of the word Credits and type text or a data source reference

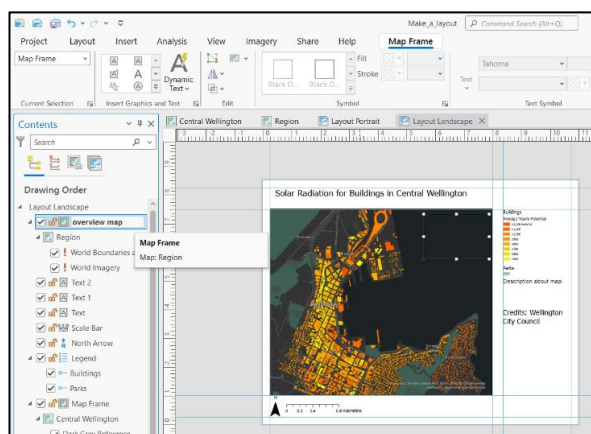


6. Adding an overview map

6.1 On the Insert tab, in the Map Frames group, select Map Frame  Region; use the mouse to draw on the map

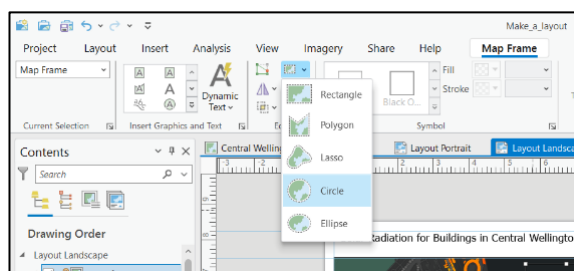


6.2 In the Contents window, select Map Frame 1 to edit the name, then type Overview Map

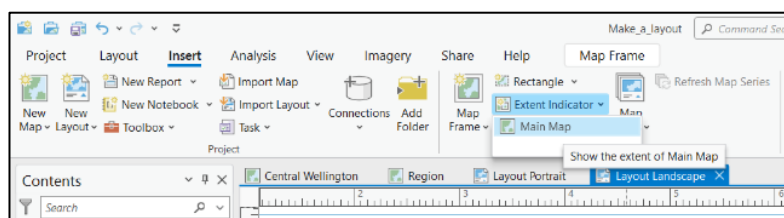


6.3 On the Map Frame tab, in the Edit group, select Reshape → Circle

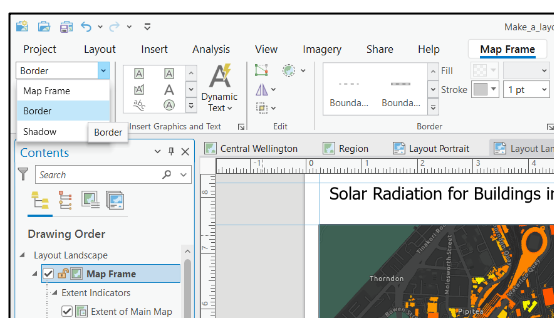
6.4 On the Layout tab, in the Map group, click Activate to pan and find the position you want to show on the layout; when arranged, click Close Activation



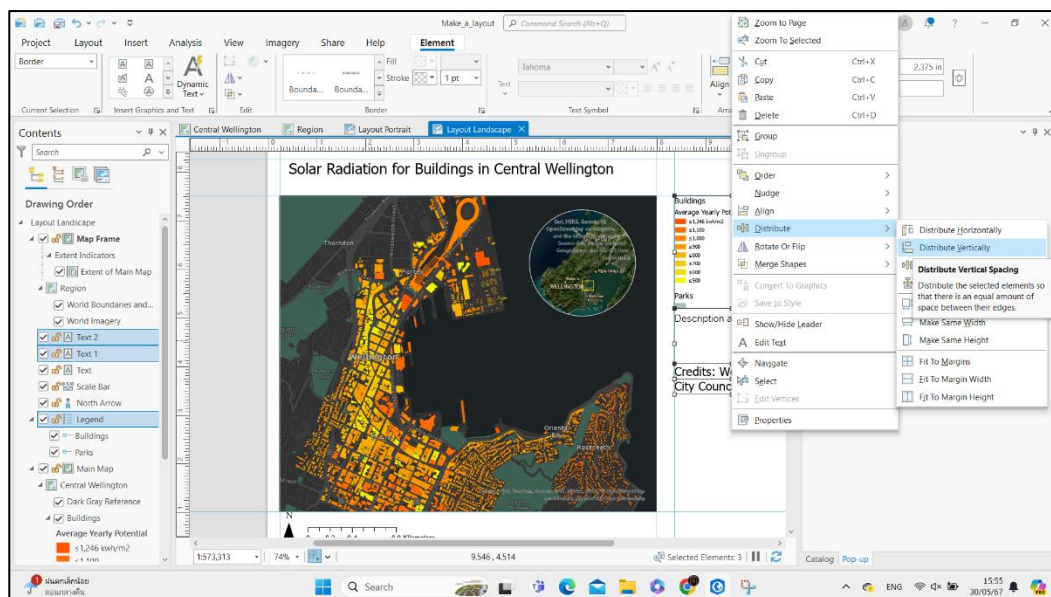
6.5 On the Insert tab, in the Map Frames group, select Extent Indicator → Main Map



6.6 In the Contents window, select Overview Map; the Map Frame tab appears; in the Current Selection group, click Border and adjust the map border as desired, then click an empty area on the layout to deselect Overview Map

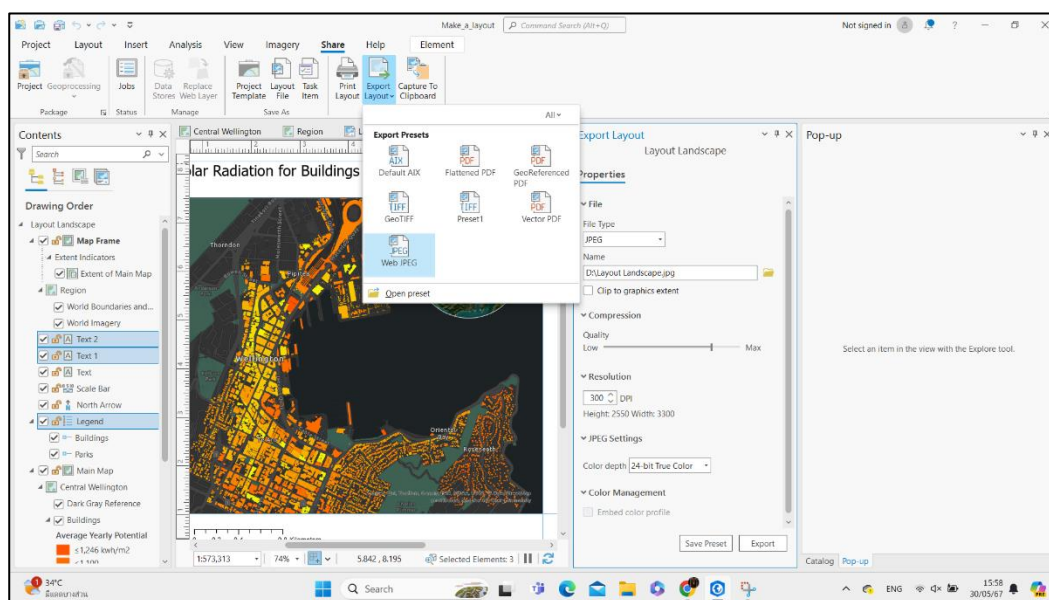


6.7 To position the elements on the layout, hold the Shift key and select the desired text blocks, then right-click and select Distribute  → Distribute Vertically  to make the vertical spacing between the elements equal



7. Exporting the layout

7.1 On the Share tab, in the Output group, click Export Layout  → Web JPEG ; click Browse  and select the desired folder for storage คลิก Browse 



7.2 The Export Layout window appears; in the Name box, click Browse  and select the project folder for storage

7.3 Accept the JPEG settings, then click Export

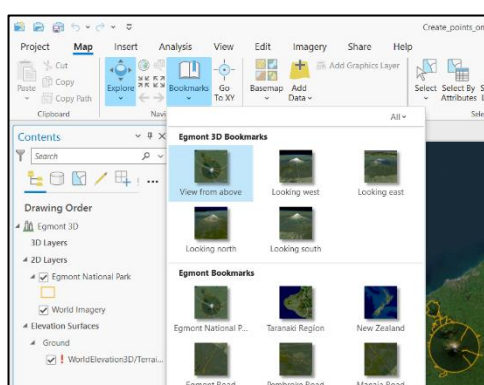
Creating Feature on a Map

Open a project from ArcGIS Online. Example study-area data: Egmont National Park in the Taranaki region of New Zealand. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Create points on a map.

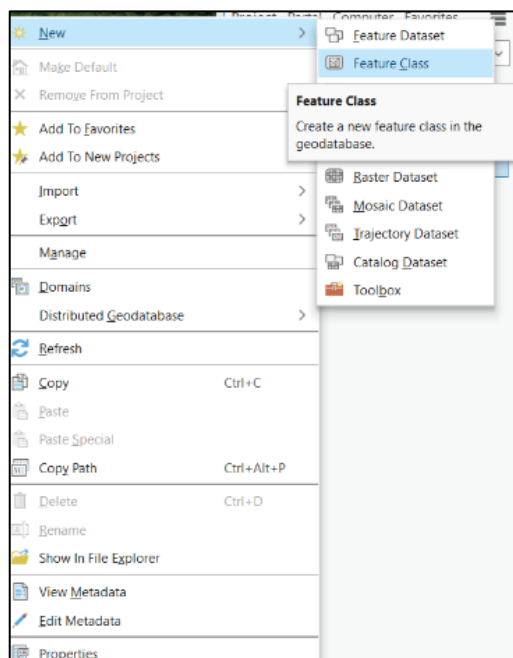
1. Creating points on a map

1.1 Creating a feature class

- On the Map tab, in the Navigate group, select Bookmarks  → Egmont 3D Bookmarks; click View from above to change the view of the study-area extent



- In the Catalog window, on the Project tab, select the Databases folder, right-click the layer create_points_on_a_map.gdb → New  → Feature Class 



- In the Define window: Name = ENP_Entrances, Alias = Park Entrances, and Feature Class Type = Point
- In the Geometric Properties box, select Z Values. Point features added to this class will have a z value specifying the vertical position, and x, y values specifying the horizontal position. Then click Next

Create Feature Class

Define

Name: ENP_Entrances
Alias: Park Entrances

Feature Class Type
Type of features stored in the feature class.
Point

Geometric Properties
☐ M Values - Coordinates include M values used to store route data.
☒ Z Values - Coordinates include Z values used to store 3D data.

☒ Add output dataset to current map

Name and Alias

Feature Class Type

Geometric Properties

- The Fields window appears; in the Field Name list, click Click here to add a new field; then, in the Data Type list, click Text
- In the Field Properties box, double-click Alias and change the name to Name, and double-click Length = 35, then click Next

Create Feature Class

Fields

Import Delete

Field Name	Data Type
OBJECTID	OBJECTID
SHAPE	SHAPE
NAME	Text
DESCRIPTION	Text

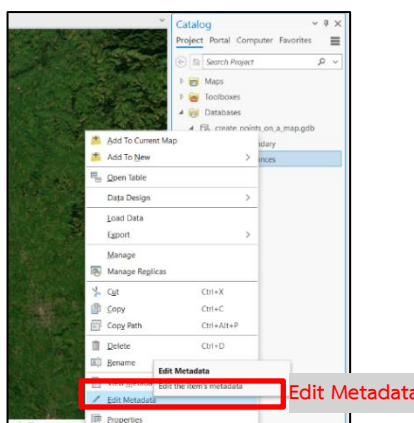
Click here to add a new field

Click any field above to see its properties.

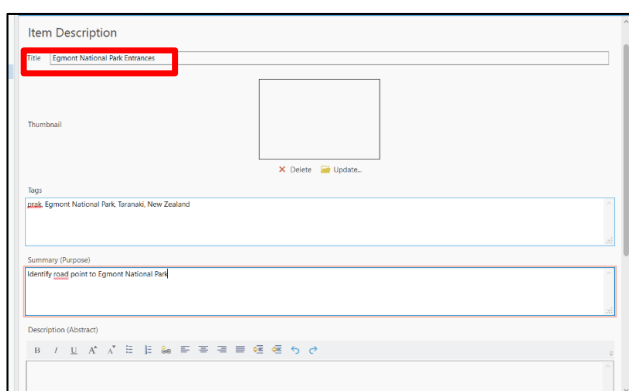
Field Properties

Alias	Description
Allow Null Values	Yes
Default	
Length	15

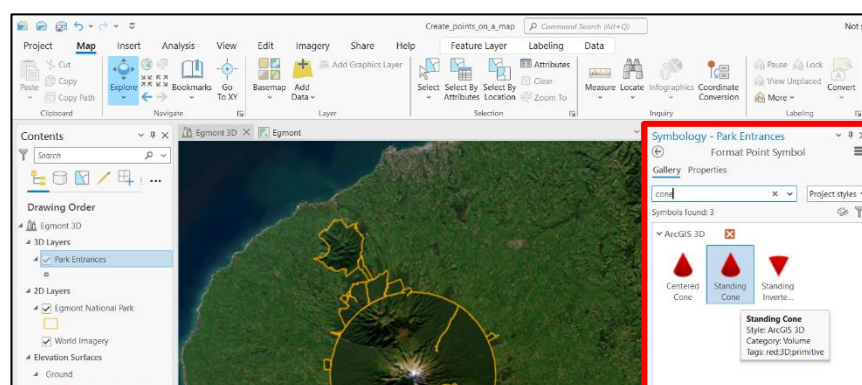
- The Spatial Reference window appears; choose the coordinate reference system of the data, then click Finish
- In the Catalog window, right-click ENP_Entrances and select Edit Metadata



- The Metadata View window appears; in the Title box, enter the name Egmont National Park Entrances

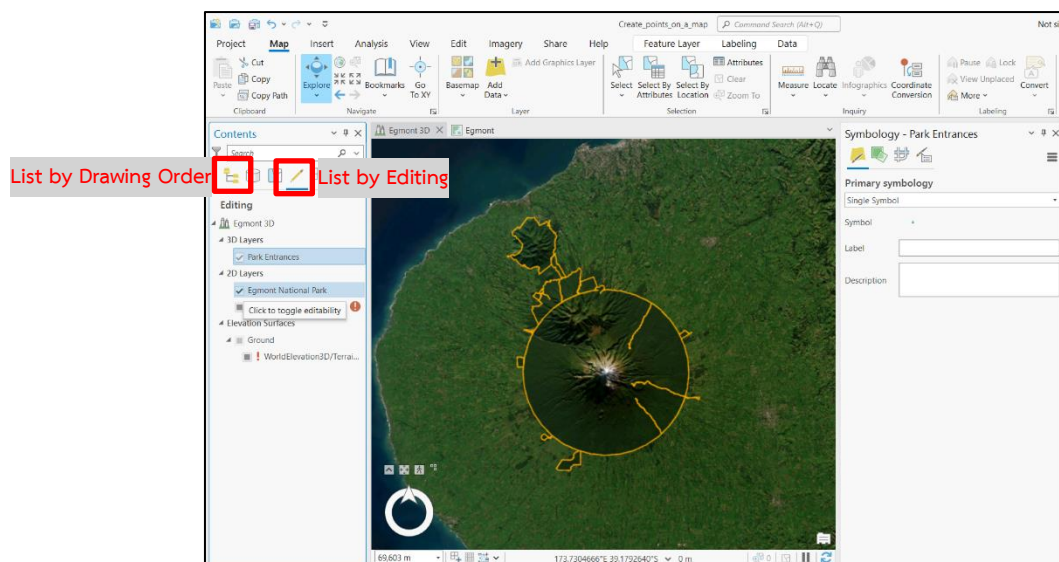


- In the Contents window, select Item Description; you will find it marked as correct  because it has the necessary metadata elements Contents
- On the Metadata tab, in the Manage Metadata group, click Save 
- In the Contents window, right-click Park Entrances and select Symbolology 
- The Symbolology window appears; on the Gallery tab, use the ArcGIS 3D → Standing Cone

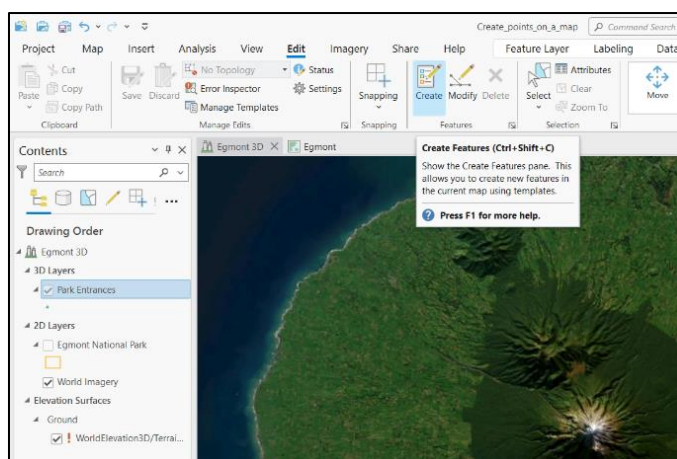


1.2 Configuring the feature template

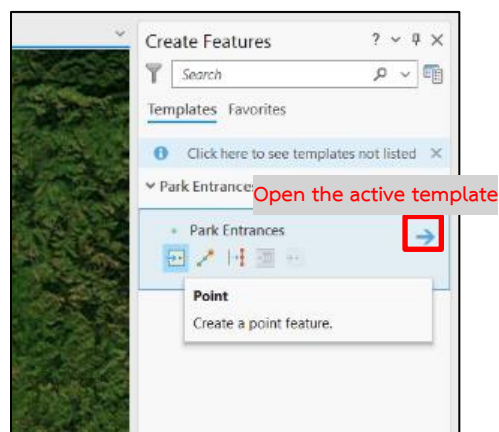
- In the Contents window, select List By Editing 
- Select 2D Layers and clear the selection of Egmont National Park (Uncheck box)



- In the Contents window, select List By Drawing Order
- On the Edit tab, in the Features group, select Create

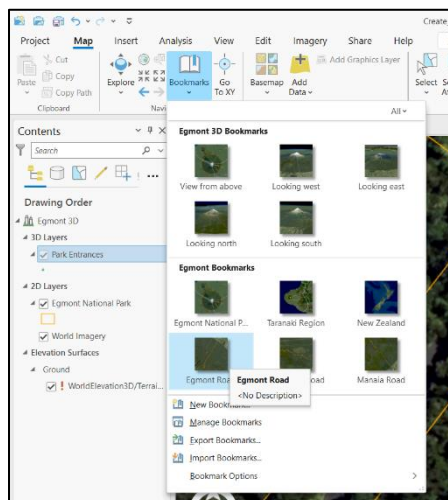


- The Create Feature window appears; select Park Entrances on the Point tool, which is the starting tool for creating point features

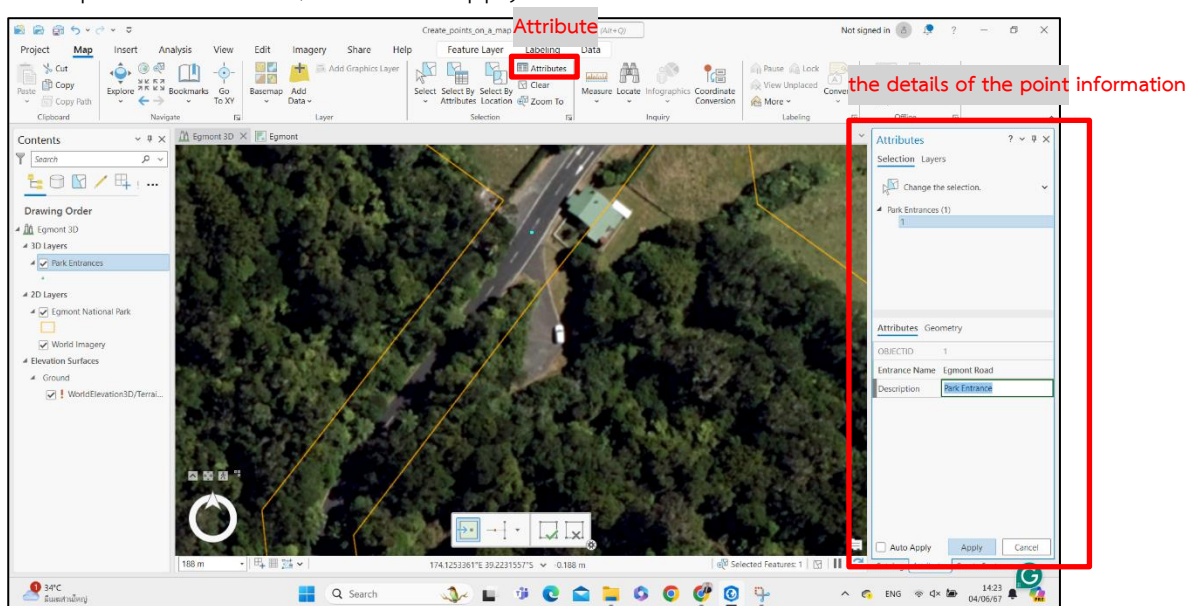


- Click open the active template to configure the Attribute Table for the layer
- Click <Null> Description and type Park Entrance, then press Enter

- On the Map tab, select Bookmarks  → Egmont Bookmarks → Egmont Road; the map zooms to the road



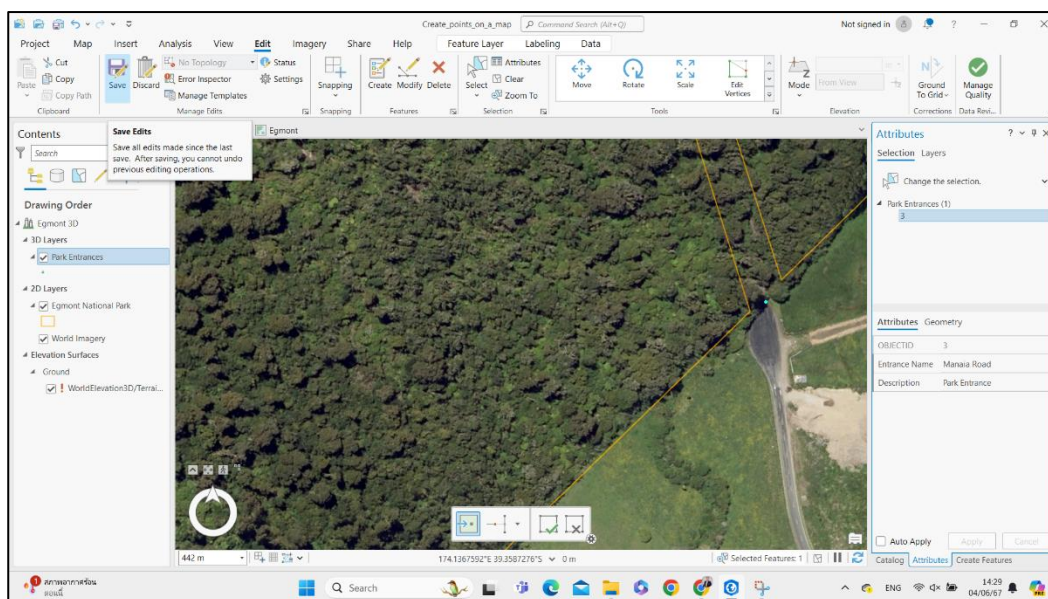
- Use the mouse to click once on the map at the entrance area; the point feature appears on the map
- On the Map tab, in the Selection group, select Attributes 
- The Attributes window appears; click <Null> to name the point along with a description of the data, then click Apply



- On the Geometry tab, the x, y, z values of the newly added feature are shown

Attributes		Geometry		
#	X (Meters)	Y (Meters)	Z (Meters)	
1	1697059.36	5657901.15	463.54	

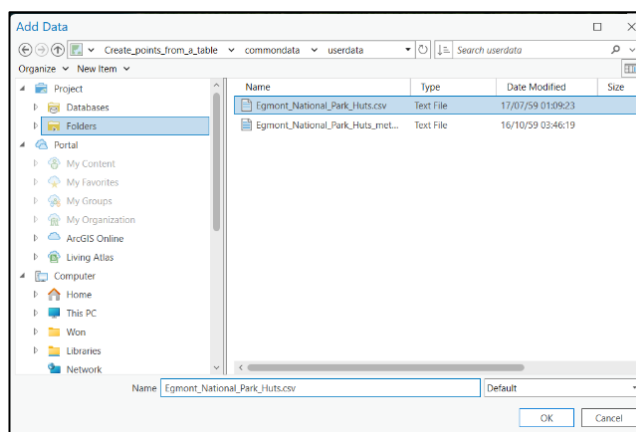
- Then click the Attributes tab again to check the point feature's table
- On the Edit tab, in the Manage Edits group, select Save 



2. Creating points from a table

2.1 Making a feature class from a .csv file

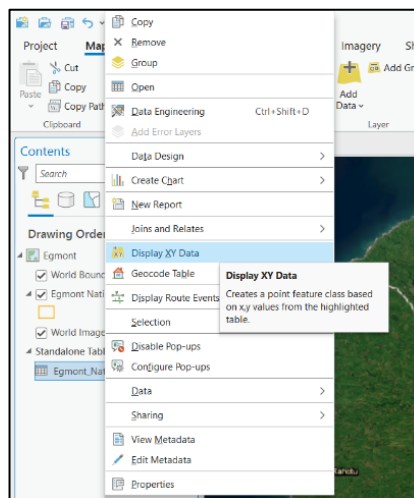
- On the Map, in the Layer group, select Add Data
- The Add Data window appears; select Project , Click Folders → Create_points_from_a_table → commondata → userdata
- Open Egmont_National_Park_Huts.csv to import the .csv file



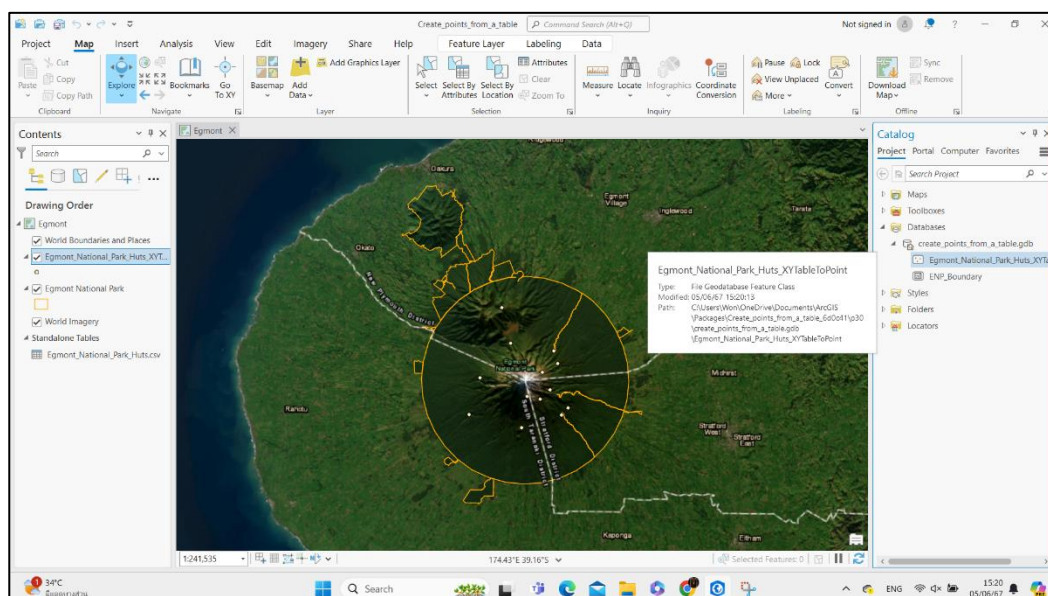
- In the Contents window, the imported data appears in the Standalone Tables section; then right-click Egmont_National_Park_Huts.csv and select Open to view the imported data

NAME	TYPE	CAPACITY	LATITUDE	LONGITUDE
1 Holly Hut	Department of Conserv...	32	-39.2649	174.0475
2 Kahui Hut	Department of Conserv...	6	-39.2943	174.0146
3 Lake Dive Hut	Department of Conserv...	16	-39.3361	174.0607
4 Maketawa Hut	Department of Conserv...	16	-39.2816	174.0999
5 Poukai Hut	Department of Conserv...	16	-39.2352	174.0375
6 Syme Hut	Department of Conserv...	10	-39.3094	174.066
7 Weaia Gorge Hut	Department of Conserv...	16	-39.3252	174.0037
8 Waingoporo Hut	Department of Conserv...	16	-39.3187	174.1104

- In the Contents window, right-click Egmont_National_Park_Huts.csv and select Create Points From Table , then click XY Table To Point 



- In the Catalog window, select the Databases folder → create_points_from_a_table.gdb

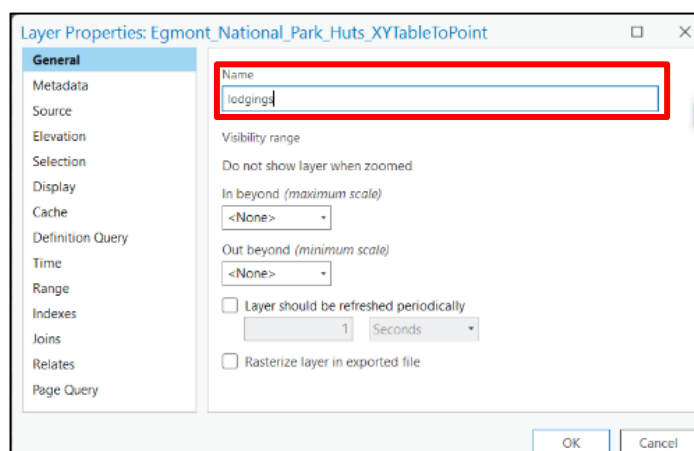


- Then right-click ENP_Lodgings  and select Edit Metadata 

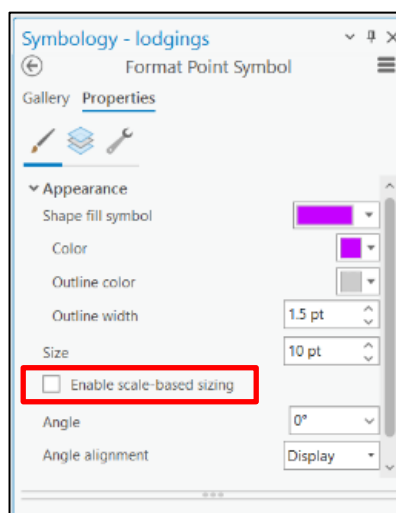
- The Metadata View window appears; in the Title box, type Egmont National Park Lodgings
- On the Metadata tab, select Manage Metadata and click Save 

2.2 Symbolizing the layer

- In the Contents window, select Egmont National Park Lodgings, right-click to open Properties; on the General tab, in the Name box, type Lodgings, then click OK

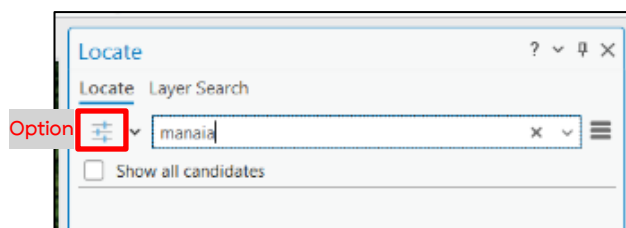


- On the Feature Layer tab, in the Visibility Range box, select Minimum Scale → 1:500,000
- In the Contents window, right-click Lodgings and select Symbology to customize the data's appearance
- Select the Gallery tab and use the ArcGIS 2D symbol → Square 1
- Next, select the Properties tab and clear the selection of Enable scale-based sizing

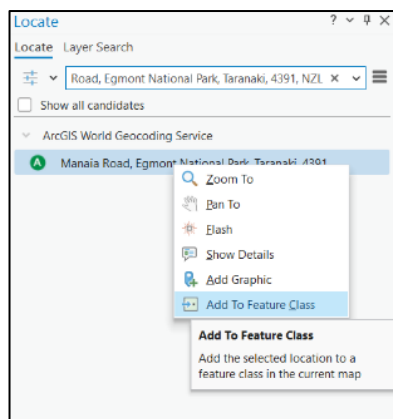


2.3 Adding another feature

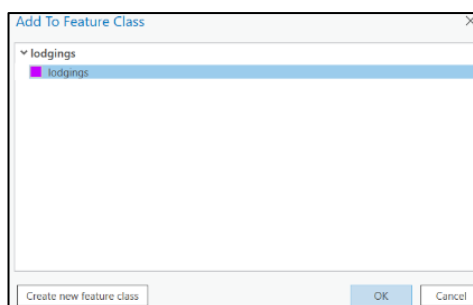
- On the Map tab, in the Inquiry group, select Locate
- The Locate window appears; select Option to search for a location on the map or enter X,Y coordinates



- When you have the desired location, right-click and select Add To Feature Class 



- The Add To Feature Class window appears; select Lodgings, then click OK



- In the Locate window, in the search box, select Delete  to clear the previous search
On the Edit tab, in the Selection group, select Attributes; click the NAME field and edit the place name; then return to the Edit tab, click Clear  and in the Manage Edits group Save 



- In the Contents window, right-click Lodgings and select Attribute Table  to check the details of the data you added earlier

Using Geoprocessing Tools

Open a project from ArcGIS Online. Example study-area data: Egmont National Park in the Taranaki region of New Zealand. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Use geoprocessing tools.

1. Opening the geoprocessing pane

Geoprocessing is a set of tools for processing geographic data and related data. The toolset is comprehensive and can be used for a wide range of spatial analysis or data management of GIS data — feature classes (Point, Line, Polygon), Raster, or tables.

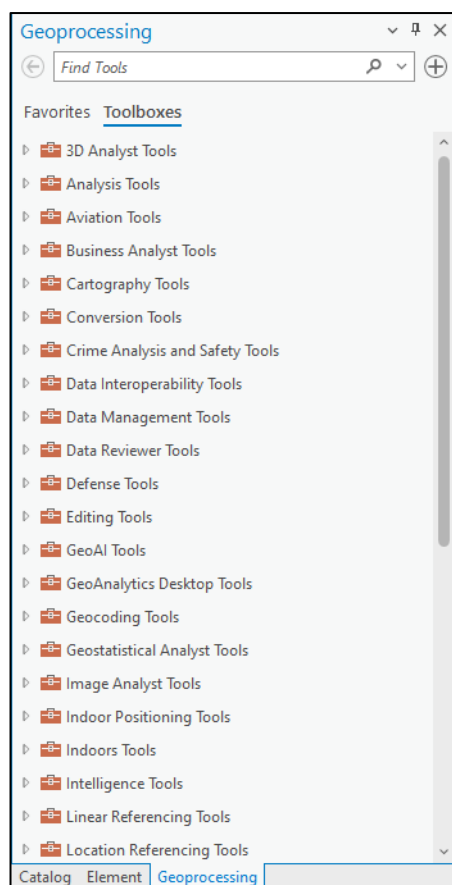
1.1 On the Analysis tab, in the Geoprocessing group, select Tools 

1.2 The Geoprocessing window appears; on the Toolboxes tab, there is a list of commands and functions installed with ArcGIS Pro for working with geographic data, namely:

built-in tools  = tools for working with GIS data

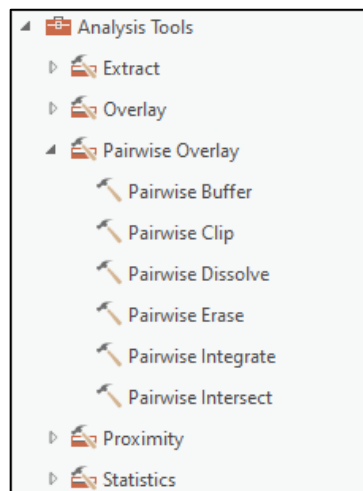
script tools  = tools that call a script file in a programming language, e.g.,
Python (.py)

model tools  = tools for creating models for geographic data processing



2. Buffering the features

2.1 In the Geoprocessing window, browse to Analysis Tools → Pairwise Overlay → Buffer

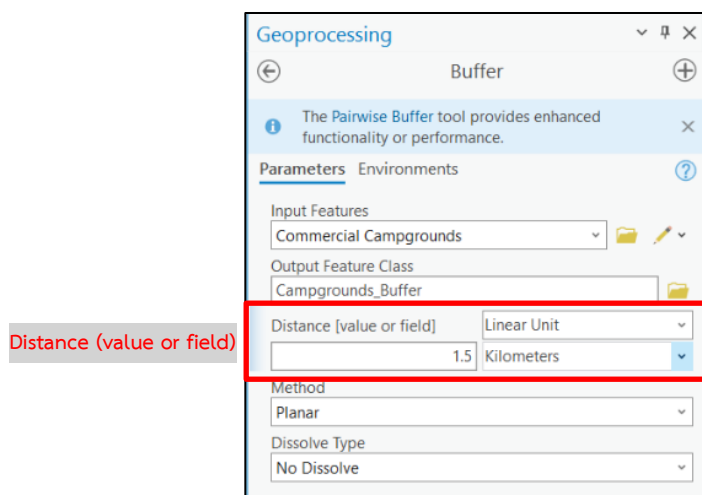


2.2 The Buffer tool window appears; in the Input Features box, select the desired layer.

For example: Commercial Campgrounds

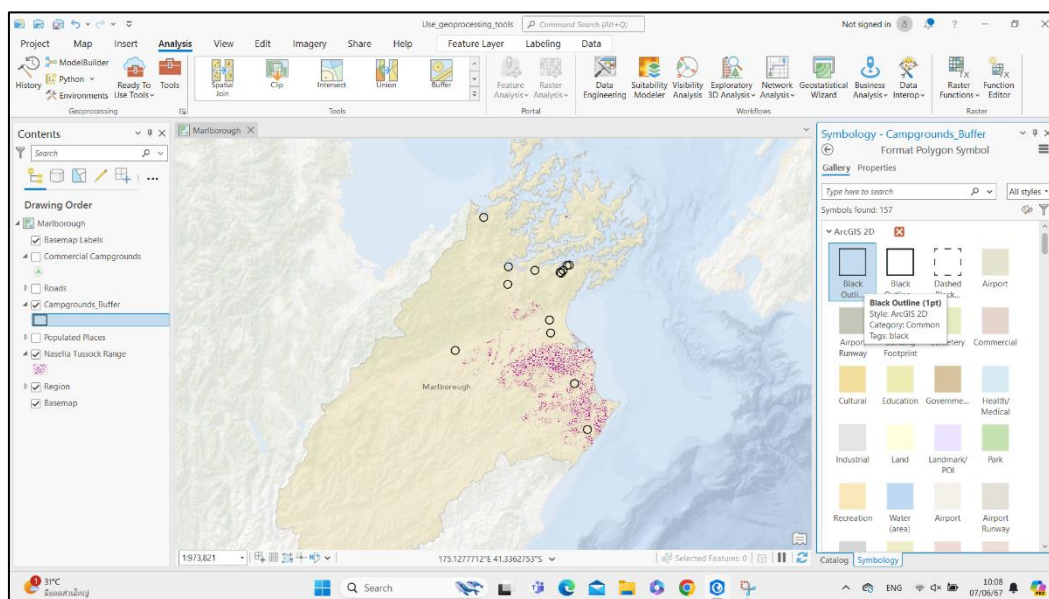
2.3 In the Output Feature Class box, edit the name to convey the meaning of the work, or keep the default

2.4 In the Distance [value or field] box, specify the buffer distance for the layer. For example: 1.5, and select the unit as Kilometers, then click Run



2.5 In the Contents window, the buffered layer appears; right-click Campground_Buffers and select Symbology

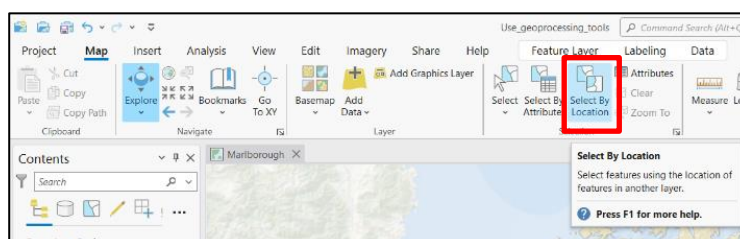
2.6 In the Symbology window, on the Gallery tab, use the Black Outline (1pt) symbol



2.7 On the Map tab, in the Navigate group, select Zoom In to check whether there is Nassella tussock data within the Buffer

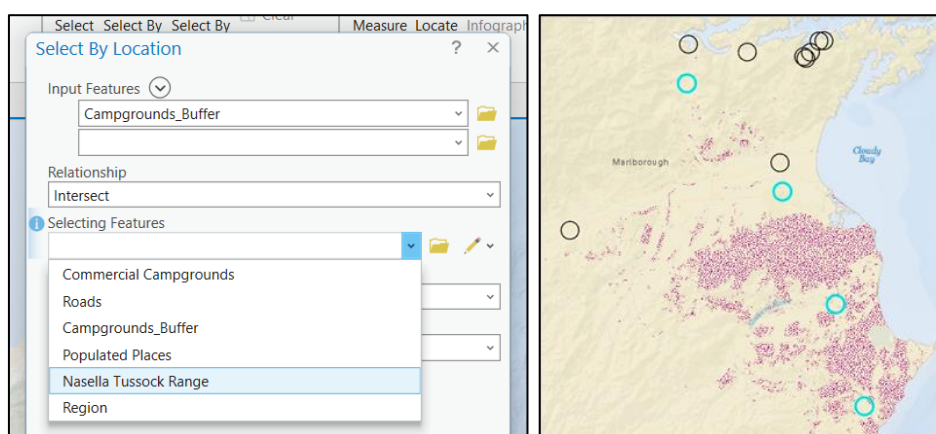
3. Selecting the buffers

3.1 In the Contents window, select Campground_Buffers; then, on the Map tab, in the Selection group, click Select By Location



3.2 The Select By Location window appears; in the Input Features box, select Campground_Buffers; in the Relationship box, select Intersect

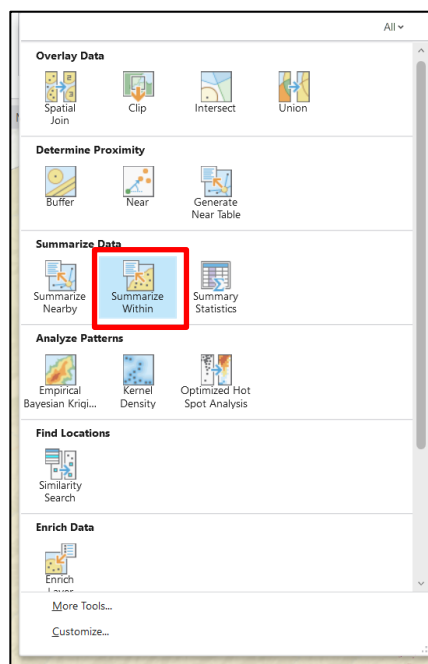
3.3 Next, in the Selecting Features box, select Nassella Tussock Range, then click Apply



3.4 On the Map tab, in the Selection group, select Clear to cancel the selection

4. Quantifying the area within the buffers

4.1 On the Analysis tab, in the Analysis gallery, select Summarize Within

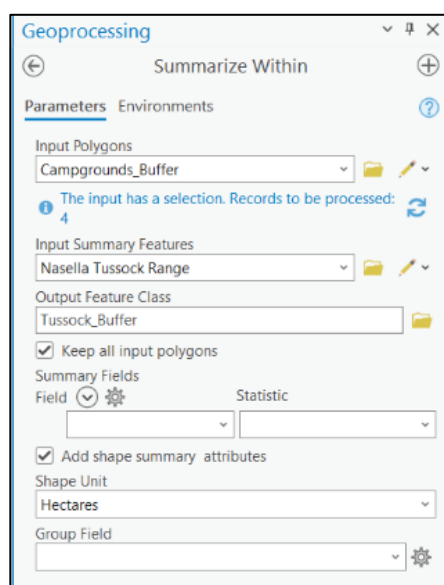


4.2 The Summarize Within tool window appears; in the Input Polygons box, import the Buffer Polygon data. For example: Campground_Buffers

4.3 In the Input Summary Features box, import the data you want to calculate. For example, select Nassella Tussock Range to calculate how much data falls within the buffer

4.4 In the Output Feature Class box, edit the name to convey the meaning of the work, or keep the default

4.5 In the Shape Unit box, select the unit you want to display. For example, select Hectares, then click Run 



4.6 In the Contents window, right-click Tussock_Within_Buffers and select Attribute Table 

4.7 The Attribute Table appears; the Summarized Area in HECTARES column shows the calculated area result

OBJECTID *	Shape *	Name	Address	Summarized Area in HECTARES
1	Polygon	Blenheim TOP 10 Holid...	78 Grove Road, Blenheim	0.249377
2	Polygon	Awatere Settlers Motor...	Seymour Street, Seddon	83.569067
3	Polygon	Chartridge Park	3389 SH 6, Havelock	0.67899
4	Polygon	A1 Ward Motel & Cam...	7305 SH 1, Ward	72.482182

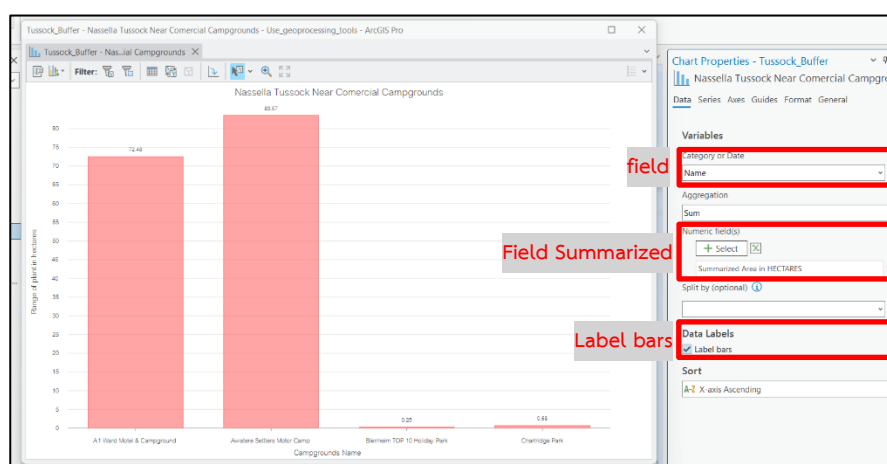
5. Visualizing analysis results

5.1 In the Contents window, right-click Tussock_Within_Buffers and select Create

Chart  → Bar Chart 

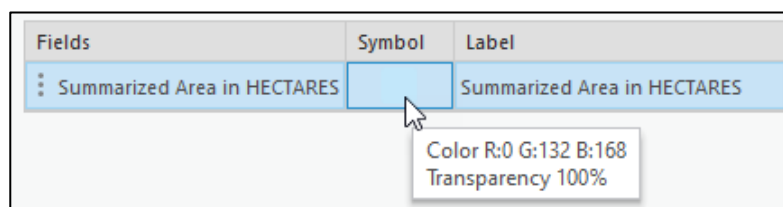
5.2 The Chart Properties window appears; on the Data tab, in the Category or Date box = Name

5.3 In the Data Labels box, select Label bars



5.4 In the Numeric field(s) box, click Select and choose the Summarized Area in HECTARES field, then click Apply

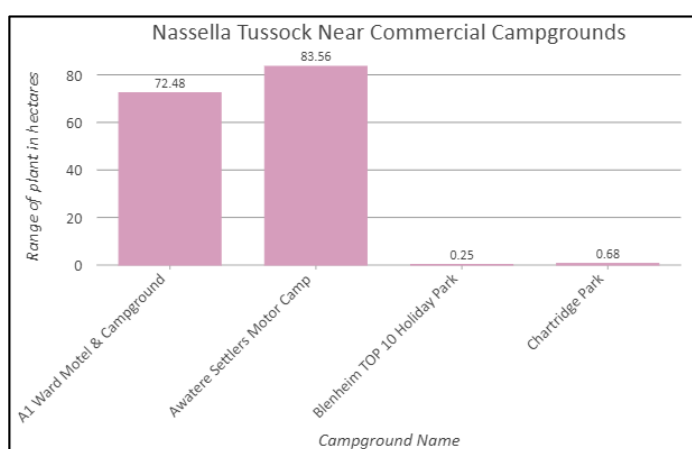
5.5 On the Series tab, select the Symbol column and click to customize the color as desired



5.6 On the Axes tab, in the X-axis box, select Label Character limit and set the font size; in the Number Format box, click Determine numeric field types 

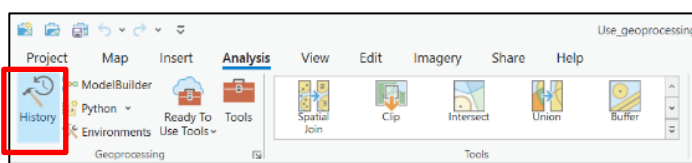
5.7 In the Category = Numeric box, in the Rounding box, change the decimal places to = 2, then click Apply

5.8 On the General tab, in the Chart title box, name the chart to match the data. For example: Nassella Tussock Near Commercial Campgrounds



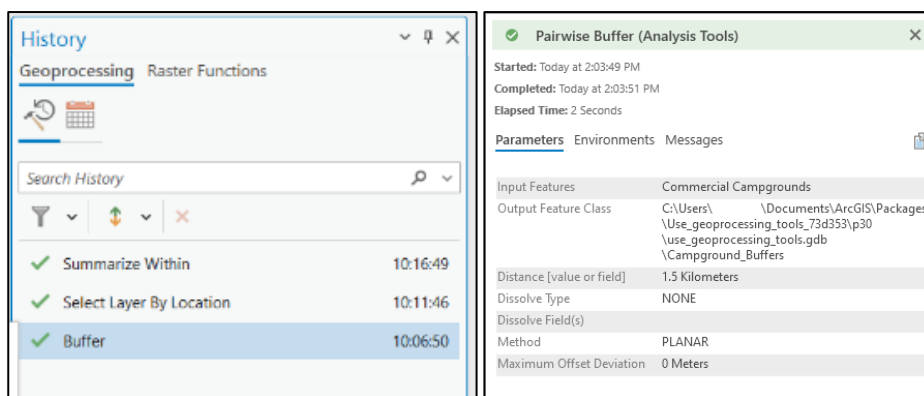
6. Viewing geoprocessing history

6.1 On the Analysis tab, in the Geoprocessing group, select History



6.2 The History tool window appears; select the Geoprocessing tab and click Tool History to show the geoprocessing tools that were used; a green check mark indicates the tool ran successfully

6.3 In the History window, right-click Pairwise Buffer and select View Details; a window appears showing the details of the tool run, along with the parameter settings and other information

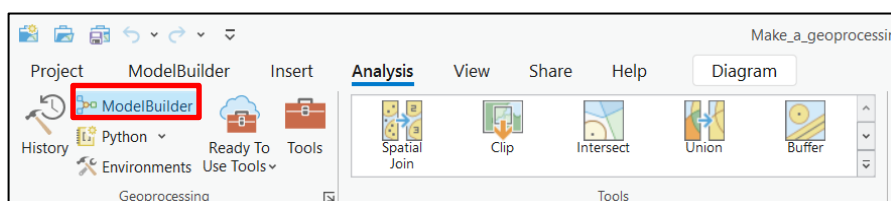


Building a Geoprocessing Model

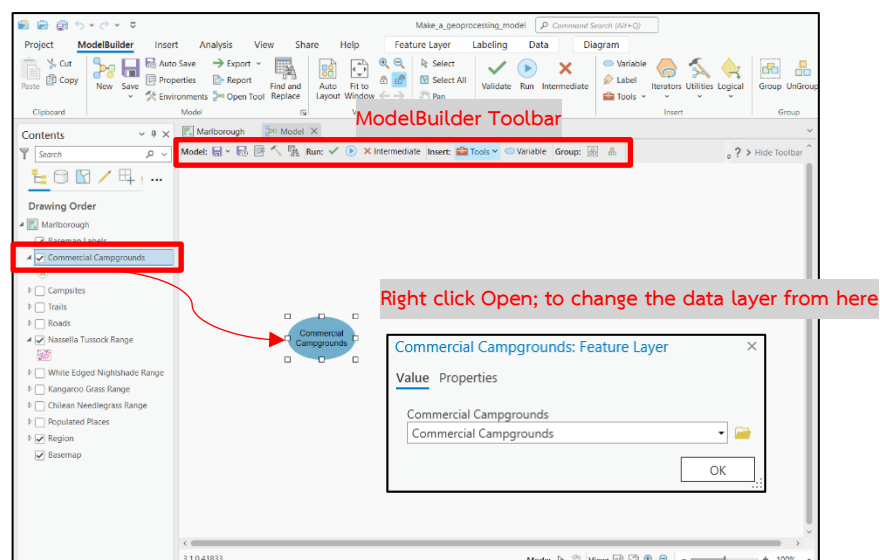
Open a project from ArcGIS Online. Example study-area data: Egmont National Park in the Taranaki region of New Zealand. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Make a geoprocessing model.

1. Creating a model and adding a process

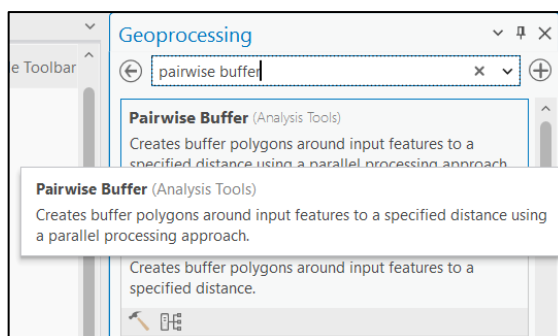
1.1 On the Analysis tab, in the Geoprocessing group, click ModelBuilder



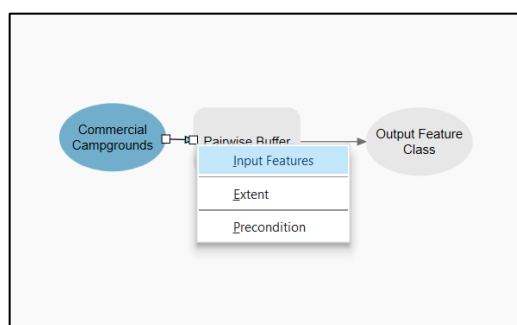
1.2 In the Contents window, select Commercial Campgrounds and drag the layer into the working area



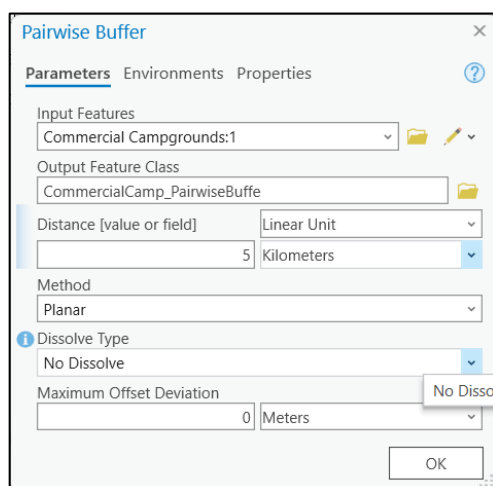
1.3 In the ModelBuilder tool window, click Tools; the geoprocessing pane appears; in the search box, type Pairwise Buffer, then drag the Pairwise Buffer tool into the working window



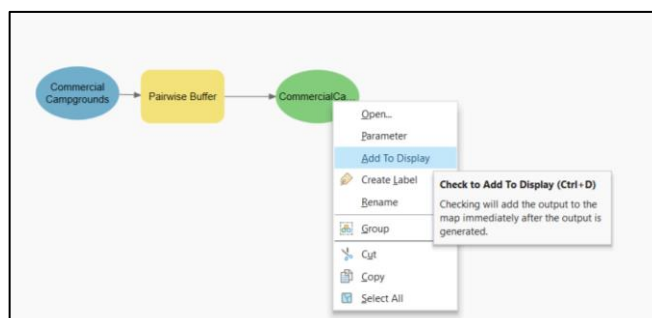
- 1.4 Use the mouse to drag the Commercial Campgrounds layer to connect it to the Pairwise Buffer tool; select Input Features



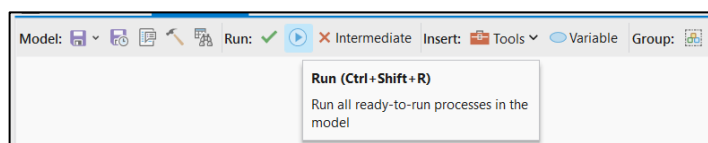
- 1.5 Right-click the Pairwise Buffer tool and select Open; a window appears for configuring the tool; in the Distance [value or field] box, set the buffer distance. For example, = 5, then change the unit to Kilometers, then click OK



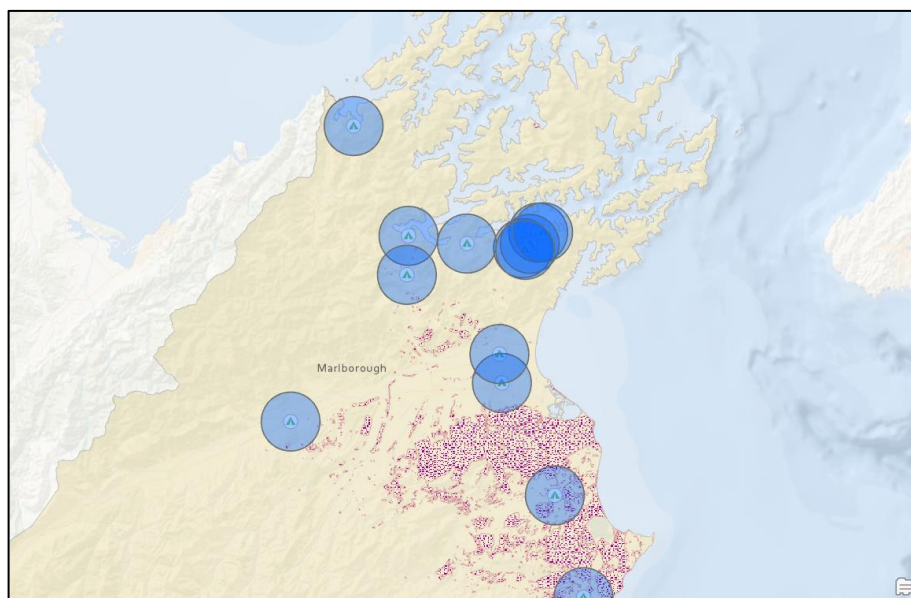
- 1.6 Right-click the green box and click Add To Display



1.7 On the ModelBuilder toolbar, click Run 

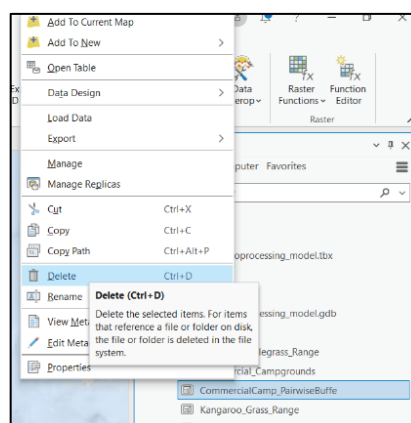


1.8 In the Marlborough map window, the result of using ModelBuilder with the Pairwise Buffer command is displayed



1.9 In the Contents window, select ModelBuilder and click Remove 

1.10 In the Catalog window, expand the Databases folder , select the Make a geoprocessing model.gdb data, right-click CommercialCamp_PairwiseBuffer, and click Delete 

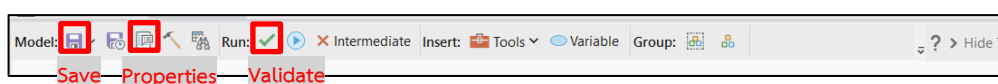


1.11 Return to the ModelBuilder tool window and click Validate , then click Properties 

The Tool Properties window appears; on the General tab, edit the Name box =

SummarizeInvasiveSpecies and the Label box = Summarize Invasive Species, then click OK

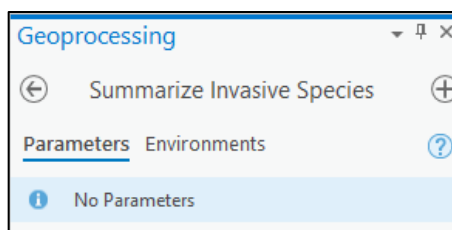
1.12 In the ModelBuilder tool window, click Save 



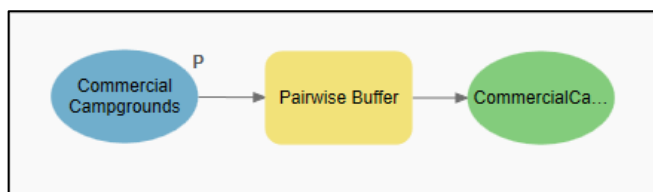
2. Configuring the model as a geoprocessing tool

2.1 In the Catalog window, in the Toolboxes folder , select Make_a_geoprocessing_model.tbx.

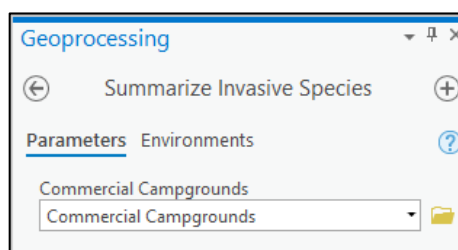
Right-click Summarize Invasive Species and select Open; the Geoprocessing window appears



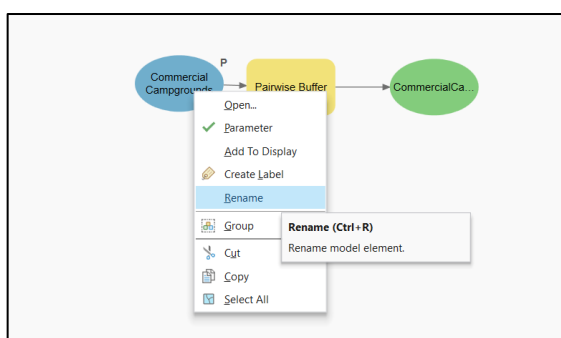
2.2 Right-click the Commercial Campgrounds box and click Parameter, then Save 



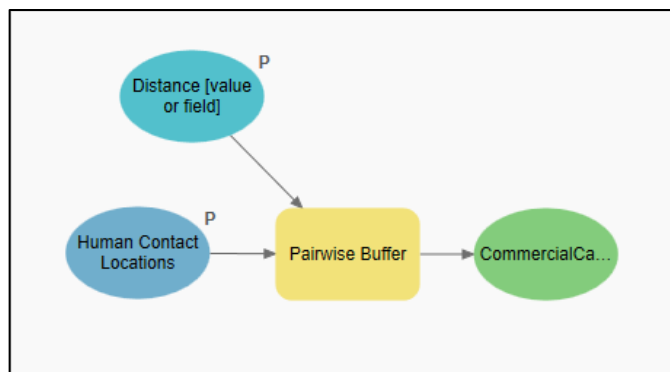
2.3 In the Catalog window, double-click Summarize Invasive Species; the input data appears



2.4 Then right-click the Commercial Campgrounds box and click Rename; edit the name = Human Contact Locations



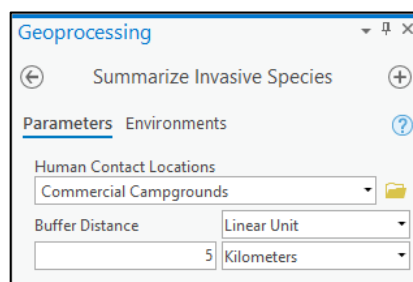
2.5 Right-click the Pairwise Buffer box and click Create Variable > From Parameter > Distance [value or field]; then right-click the Distance [value or field] box, select Parameter, and use the mouse to drag it to the top of the layout



2.6 Right-click the Distance [value or field] box and click Rename; edit the name = Buffer Distance

2.7 Next, right-click the CommercialCamp_PairwiseBuffe box and click Rename; edit the name = Contact Location Buffers, then click Save 

2.8 In the Catalog window, select Make_a_geoprocessing_model and double-click Summarize Invasive Species; the model's parameter settings appear

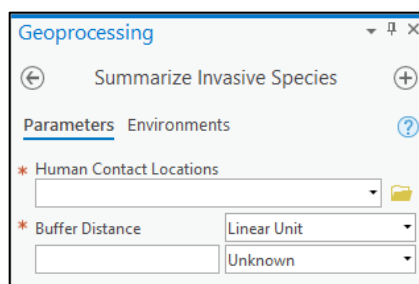


2.9 When you want to export data or edit the settings, right-click the Human Contact Locations box, click Open, select Commercial Campgrounds, and press the Delete key

2.10 Next, right-click the Buffer Distance box, click Open, and in the Buffer Distance box press the Delete key

2.11 In the ModelBuilder tool window, click Save 

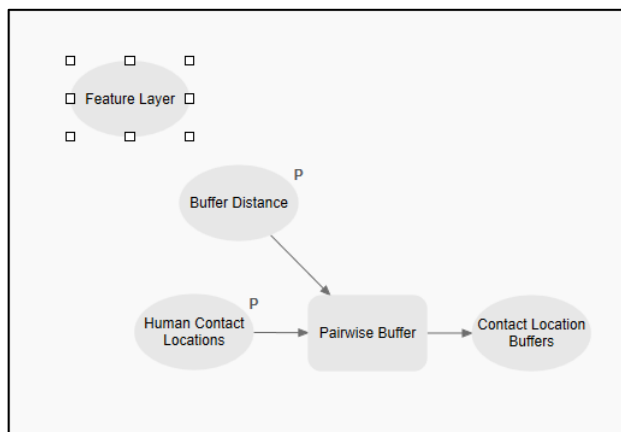
2.12 Return to the Catalog window and double-click Summarize Invasive Species; empty data appears



3. Building the Summarize model

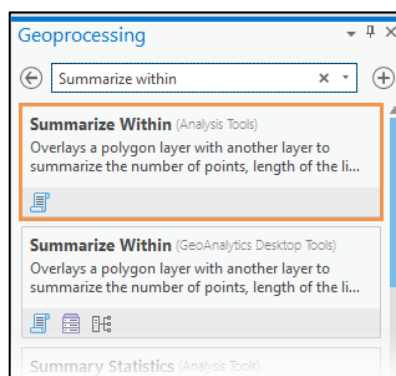
3.1 In the ModelBuilder tool window, click Variable 

3.2 The Variable Data Type window appears; scroll to and click Feature Layer, then click OK



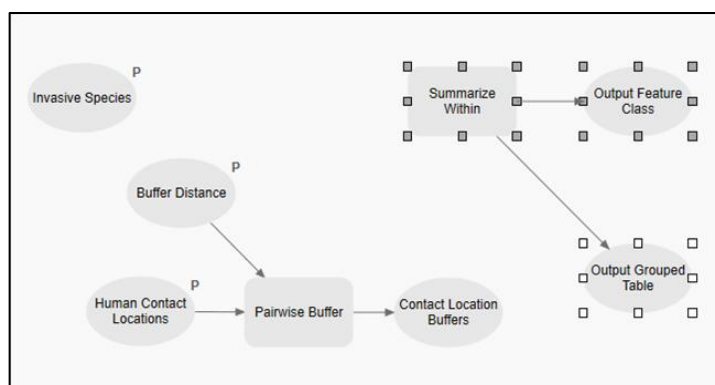
3.3 Right-click the Feature Layer box, edit the name = Invasive Species, and set it as a parameter

3.4 In the ModelBuilder tool window, click Tools ; the Geoprocessing window appears; in the search box, type Summarize Within



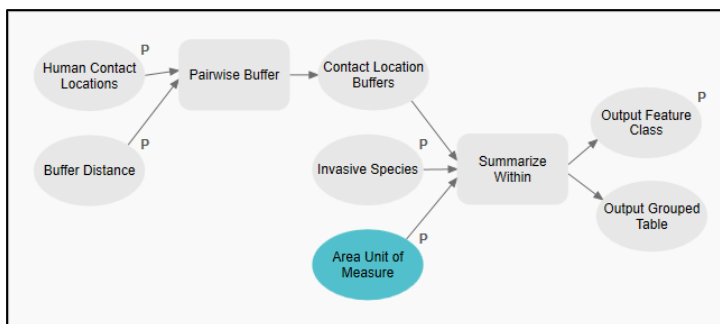
3.5 Use the mouse to drag the Summarize Within tool into the working window

3.6 Use the mouse to drag the Invasive Species layer to connect it to the Summarize Within tool; select Input Summary Features

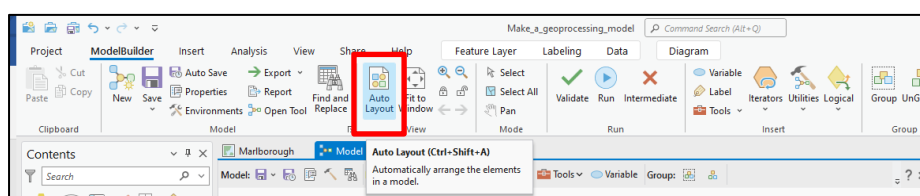


3.7 Next, use the mouse to drag the Contact Location Buffers layer to connect it to the Summarize Within tool; select Input Polygons

- 3.8 Right-click the Output Feature Class box and click Parameter
- 3.9 Right-click the Output Feature Class box, click Open, and press the Delete key
- 3.10 Right-click Summarize Within and click Create Variable > From Parameter > Shape Unit
- 3.11 The Shape Unit box appears; edit the name = Area Unit of Measure
- 3.12 Right-click Area Unit of Measure, click Open, and select the display unit = Hectares



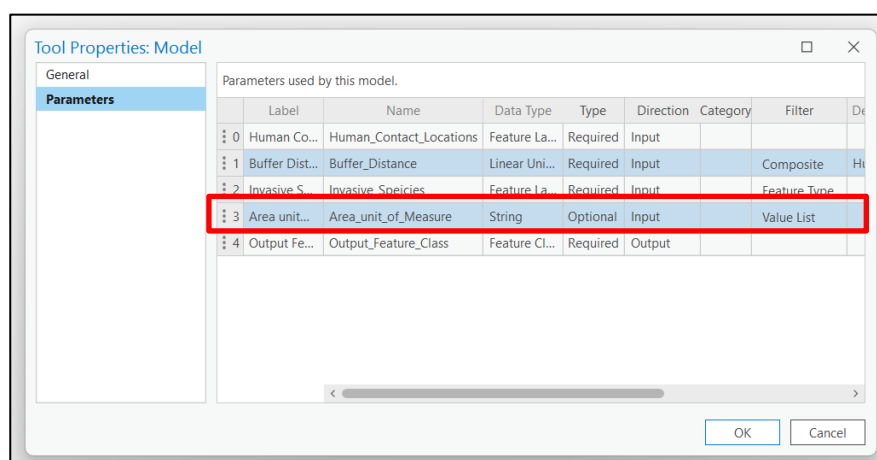
- 3.13 Right-click the Area Unit of Measure box, set it as a parameter; then, on the ModelBuilder tab, in the View group, click Auto Layout



- 3.14 In the ModelBuilder tool window, click Save

4. Setting model properties and environments

- 4.1 In the ModelBuilder tool window, click Properties
- 4.2 The Properties window appears; click the Parameters tab
- 4.3 The data table appears; select the Area Unit of Measure parameter row and move it to position 3

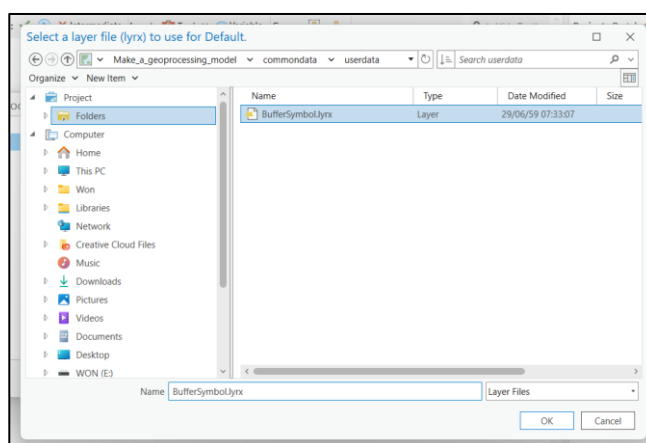


4.4 Next, on the last row, select the Symbology column and click Browse 

	Label	Filter	Dependency	Default	Environment	Symbology
0	Human Contact Locations					
1	Buffer Distance		Human_C...			
2	Invasive Species	ature Type				
3	Area Unit of Measure	lue List				
4	Output Feature Class					

4.5 A window appears for importing a file from a folder; click the Folders tab, select

Make_a_geoprocessing_model → comondata → userdata → BufferSymbol.lyrx,
then click OK

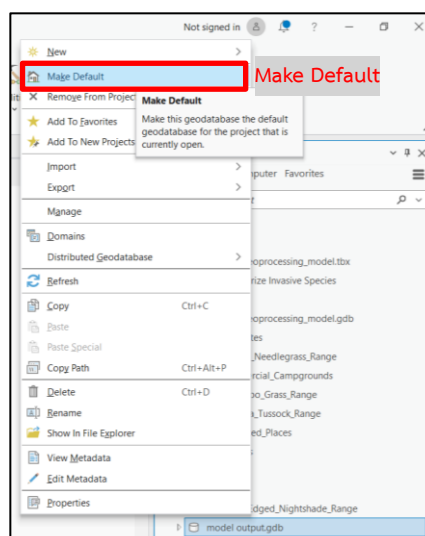


4.6 In the ModelBuilder tool window, click Save 

4.7 In the Catalog window, right-click the Databases folder and select New File Geodatabase 

4.8 The New File Geodatabase window appears; in the Name box, edit the name = Model_output

4.9 Return to the Catalog pane, right-click Model_output, and select Make Default 



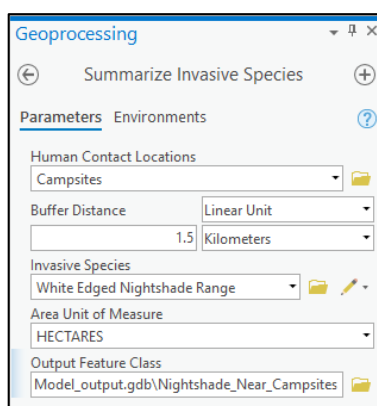
5. Running the Summarize tool

5.1 In the Contents window, turn off the Commercial Campgrounds and Nassella Tussock Range layers

5.2 Turn on the Campsites and White Edged Nightshade Range layers

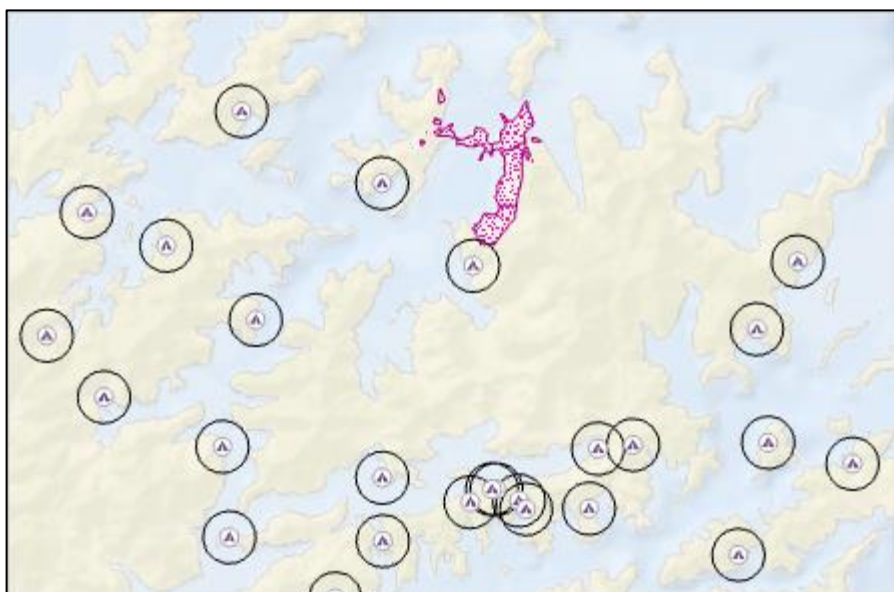
5.3 In the Geoprocessing window, select Summarize Invasive Species and set the following values:

- In the Human Contact Locations box = Campsites
- In the Buffer Distance box = 1.5 Kilometers
- In the Invasive Species box = White Edged Nightshade Range
- In the Output Feature Class box, edit the name = Nightshade_Near_Campsites



5.4 Once the data is set, click Run; when the tool finishes, a completion message appears at the bottom of the Geoprocessing window

5.5 In the Contents window, select Nightshade_Near_Campsites to display the analysis result from the model



5.6 Right-click Nightshade_Near_Campsites and select Attribute Table 

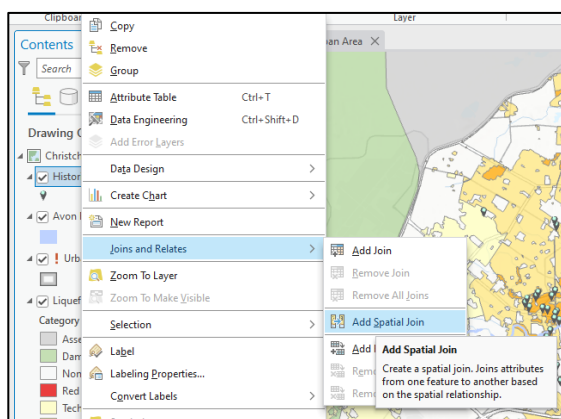
5.7 Right-click the Summarized area in HECTARES column and select Sort Descending;
you will find that the Campsite data within a 1.5 Kilometers radius has an area of
7.35 hectares

Joining Data Spatially

Open a project from ArcGIS Online. Example study-area data: the earthquake that struck Christchurch, New Zealand, on February 22, 2011. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Join Data Spatially.

1. *Joining layers spatially*

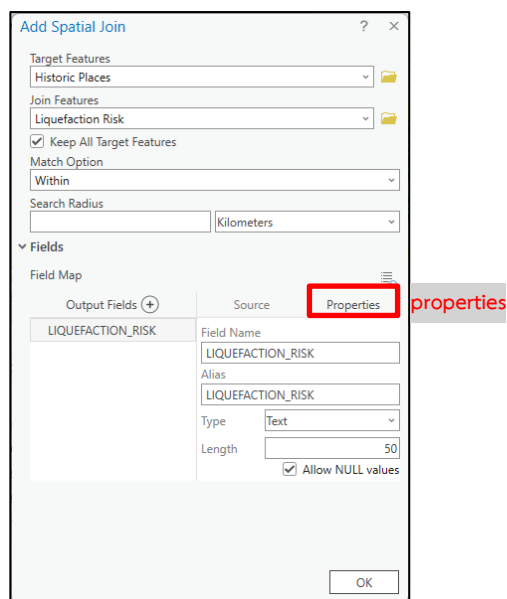
1.1 In the Contents window, right-click Historic Places and select Joins and Relates → Add Spatial Join 



1.2 The Add Spatial Join tool window appears; in the Target Features box = Historic Places, select the layer you want to join the table to; in the Join Features box, select Liquefaction Risk, the layer to be added to the Historic Places table

1.3 In the Match Option box, select Within; click the Fields tab, hold Shift, and select and delete all Fields except CATEGORY, then click the Properties tab

1.4 In the Field Name and Alias boxes, edit the name = LIQUEFACTION_RISK, then click OK



1.5 In the Contents window, right-click Historic Places and select Attribute Table

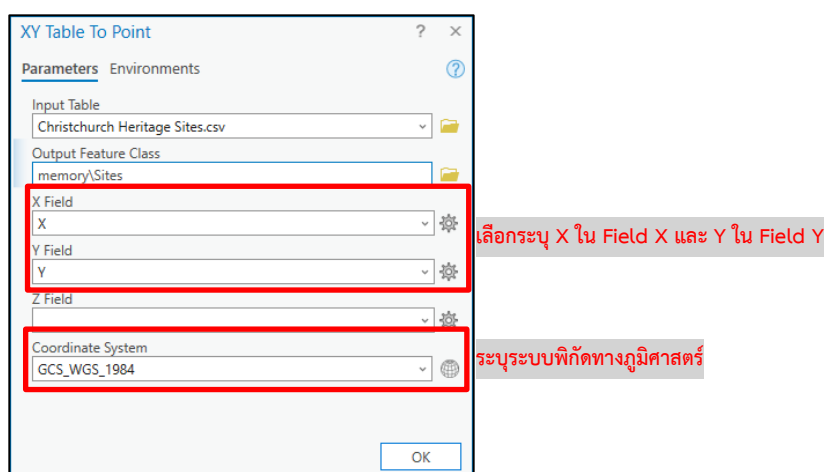
	OBJECTID	Join_Count	TARGET_FID	Risk	Created	Modified	OBJECTID	Join_Count	TARGET_FID	Liquefaction_risk	NewField
1	alsw...	64	1	64	Assessment needed	6/3/2556	64	1	64	Assessment needed	
2	Cas...	92	1	92	Assessment needed	6/3/2556	92	1	92	Assessment needed	
3	Cas...	93	1	93	Assessment needed	6/3/2556	93	1	93	Assessment needed	
4	ST	210	1	210	Assessment needed	6/3/2556	210	1	210	Assessment needed	
5	cros...	2	1	2	Damage unlikely	6/3/2556	2	1	2	Damage unlikely	
6	ossi...	3	1	3	Damage unlikely	6/3/2556	3	1	3	Damage unlikely	
7	HRIL...	4	1	4	Damage unlikely	6/3/2556	4	1	4	Damage unlikely	
8	TCH...	5	1	5	Damage unlikely	6/3/2556	5	1	5	Damage unlikely	

2. Creating a layer from a table

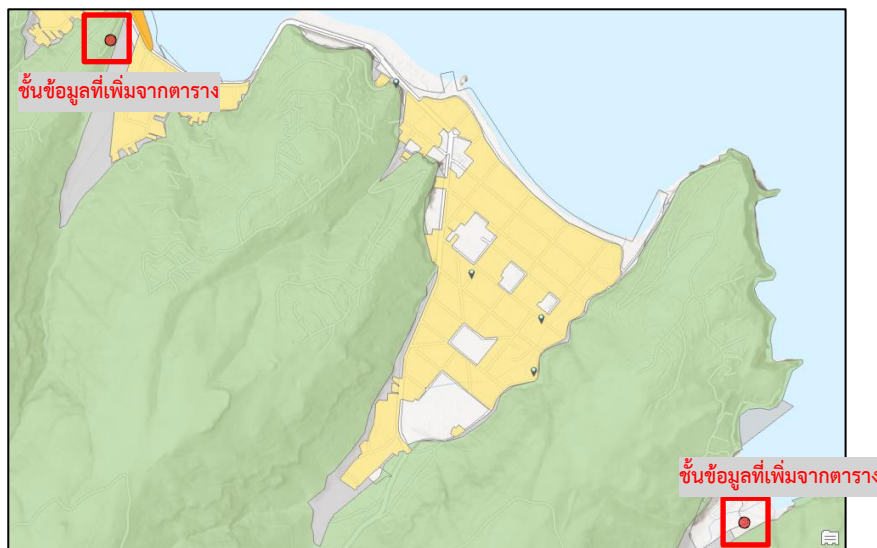
2.1 In the Catalog window, select Folders → Join_data_spatially → comondata → userdata; right-click Christchurch Heritage Sites.csv and select

2.2 In the Contents window, right-click Christchurch Heritage Sites.csv and select Display XY Data Table

2.3 The XY Table To Point window appears; in the Input Table box = Christchurch Heritage Sites.csv



- 2.4 In the Contents window, right-click Sites and select Zoom To Layer  To Layer to display the newly added data
- 2.5 Return to the Sites layer, right-click and select Symbolology; on the Gallery tab, use the desired symbol

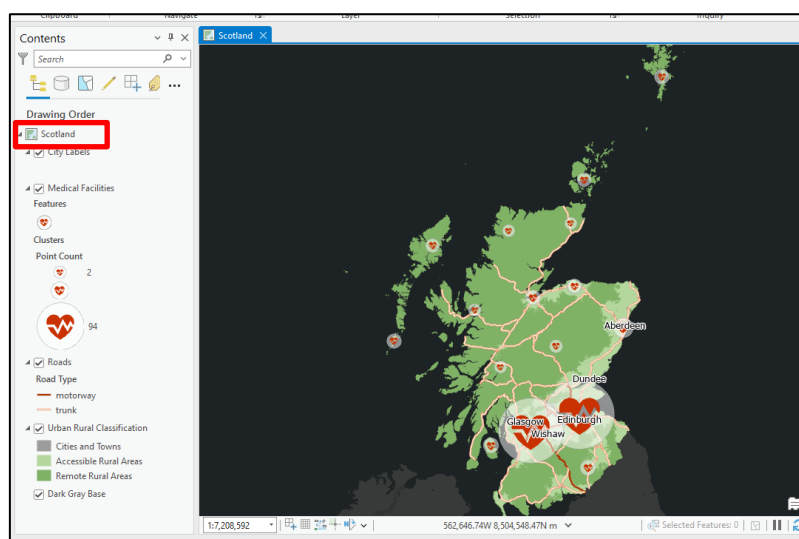


Sharing a Map on the Web

Open a project from ArcGIS Online. Example study-area data: the map of medical care accessibility in Scotland. Start on the start page, select Open another project, click ArcGIS Online, and in the Search box type Share a web map v310.

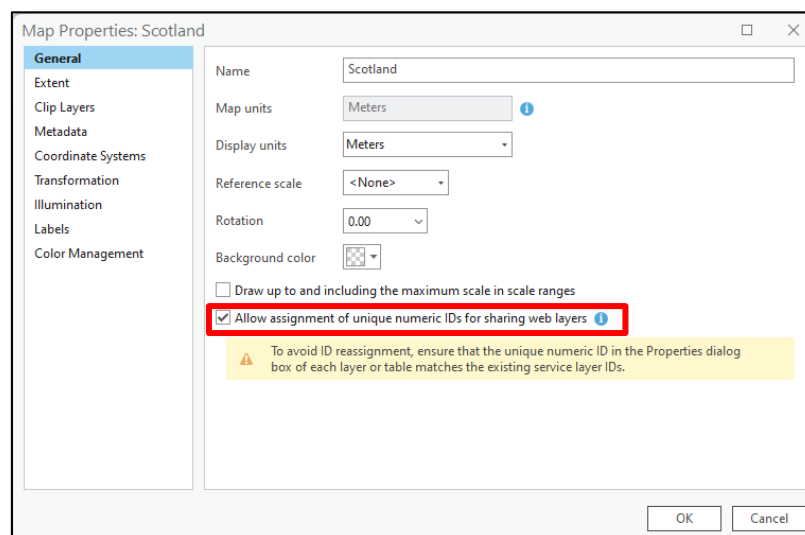
1. Viewing map properties

- 1.1 In the Contents window, right-click Scotland and select Properties 



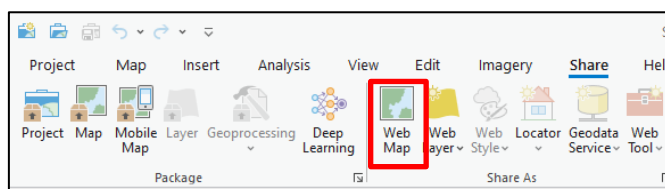
- 1.2 The Map Properties window appears; click the Metadata tab to view the map details

- 1.3 On the Coordinate Systems tab, specify the WGS 1984 geographic coordinate system, choosing a system that matches the basemap (Basemap)
- 1.4 On the General tab, click to select Allow assignment of unique numeric IDs for sharing web layers

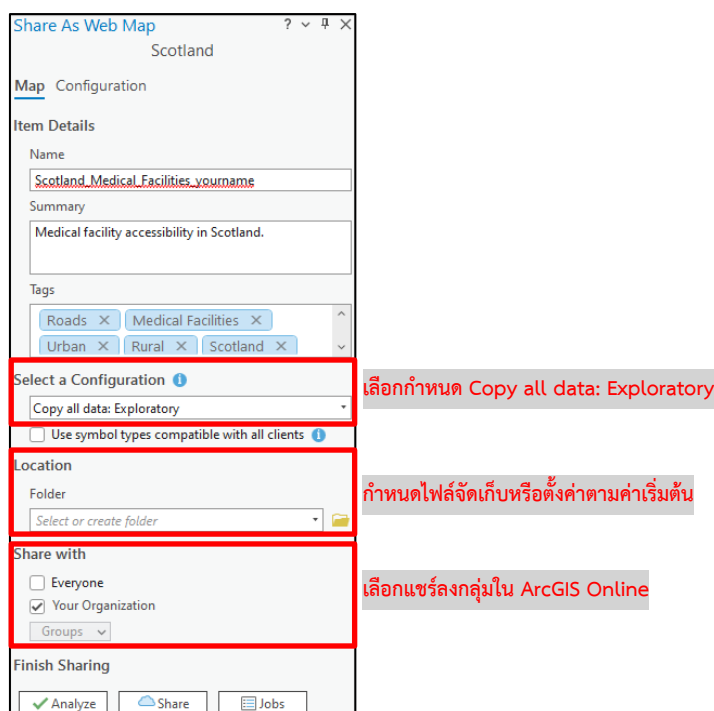


2. Preparing the map for sharing

- 2.1 On the Share tab, in the Share As group, select Web Map; the Share As Web Map window appears



- 2.2 In the Select a Configuration box, select Copy all data: Exploratory
- 2.3 In the Location box, select the folder where you want to store it, or accept the default
- 2.4 In the Share with box, select sharing to the desired group on ArcGIS Online



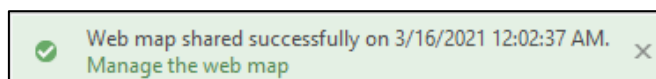
2.5 Next, select the Configuration tab and click Input Layers ; the items to be shared appear, namely the Web Map and the Web Feature Layer , consisting of Sublayers that correspond to the map's attributes. The number on the right is the unique numeric ID of the Sublayer



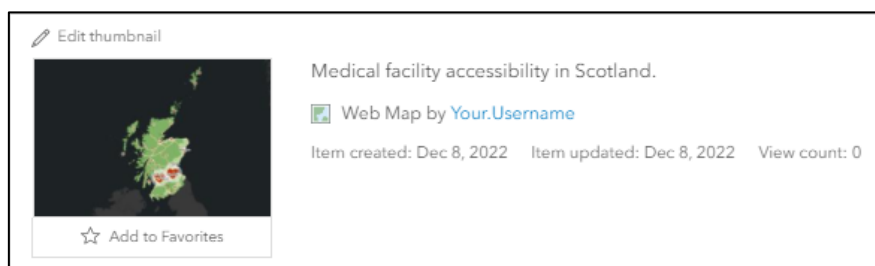
2.6 At the very bottom, the Finish Sharing tab appears; click Analyze. If there are analyzer errors or warnings, they appear on the Messages tab. If there are errors, the map cannot be shared and must be fixed first; but if they are warnings, they will affect the map display on the web

3. Sharing the map

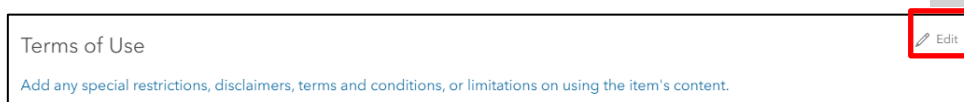
3.1 In the Share As Web Map window, on the Finish Sharing tab, click Share; a notification of successful sharing appears; click Manage the web map to open the web page and sign in to ArcGIS Online



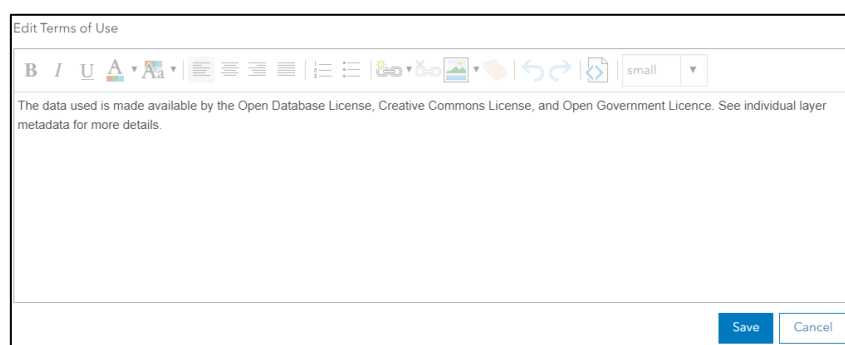
3.2 The website page appears with the map image as the cover, along with the map details



3.3 Scroll down to the Terms of Use heading and click Edit

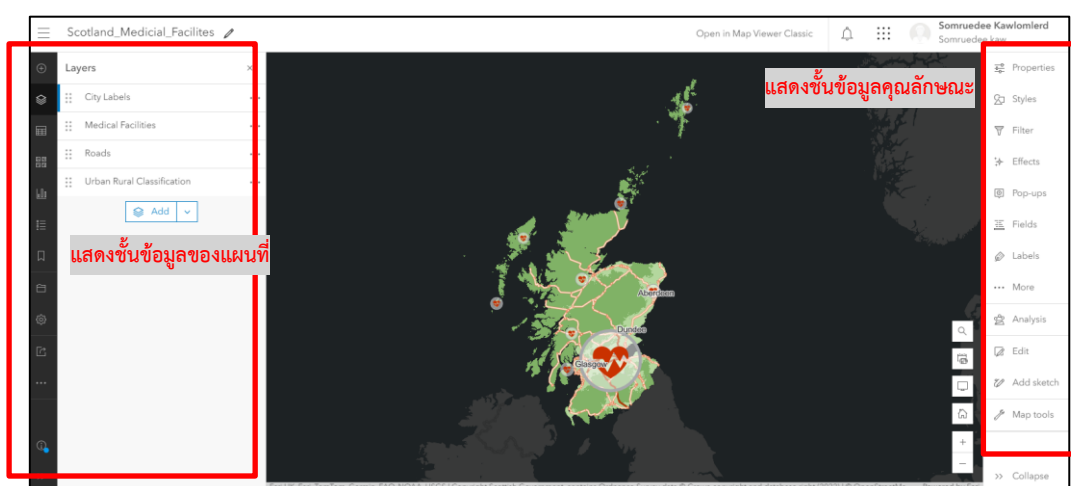


3.4 In the text box, add a description of the map and the various usage conditions, then click Save



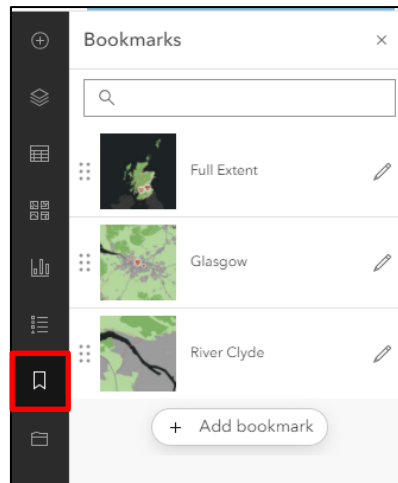
4. Exploring and modifying the web map

4.1 On the web page, click Open in Map Viewer; a window appears with the left panel showing the map layers and the right panel showing the map properties

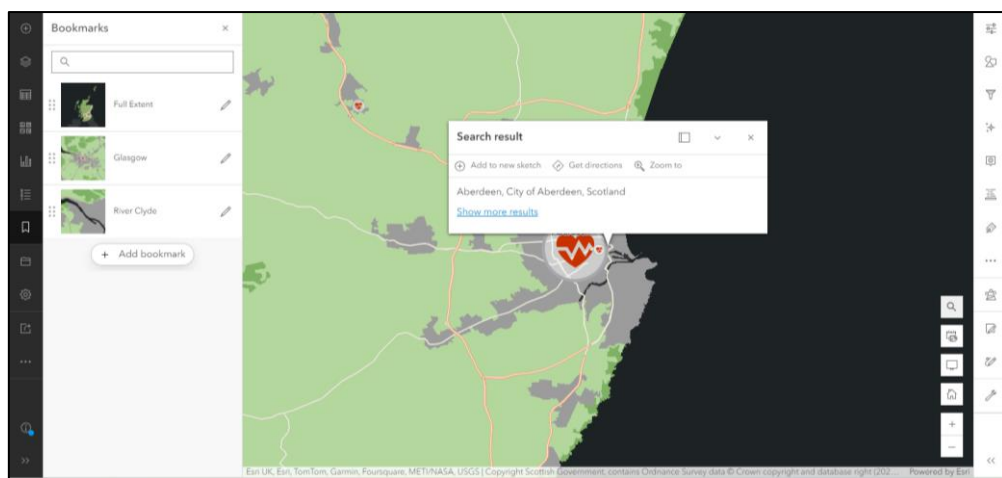


4.2 In the Contents (dark) tool window, click Legend; the symbols used in the map appear

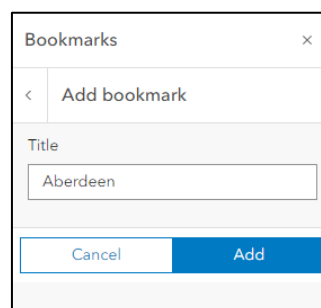
4.3 Next, select Bookmarks  and click to show each saved map view



4.4 Then click Search , type Aberdeen, and press Enter; the searched location appears

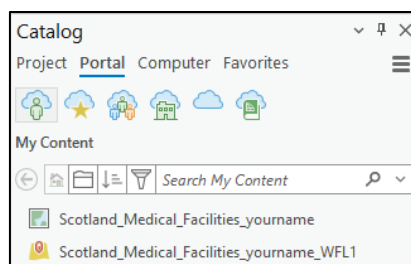


4.5 In the Bookmarks window, click Add bookmark; in the Title box, type the name of that location; then click Add. When finished adding, on the Contents (dark) tab, click Save and Open  → Save 



5. Opening the web map in ArcGIS Pro

5.1 Return to the project in ArcGIS Pro; in the Catalog window, click the Portal tab and select My Content ; the list of maps and layers appears



5.2 Right-click Scotland_Medical_Facilities_yourname and select Add And Open 

5.3 In the Catalog window, click the Project tab and expand the Maps folder 

5.4 In the Contents window, click List By Data Source 

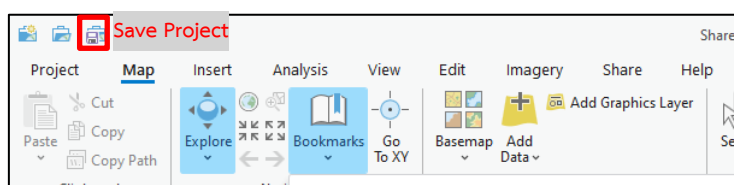


The source of the maps

(excluding the base map) is from

5.5 Then click List By Drawing Order  to go to the Bookmarks added in Map Viewer

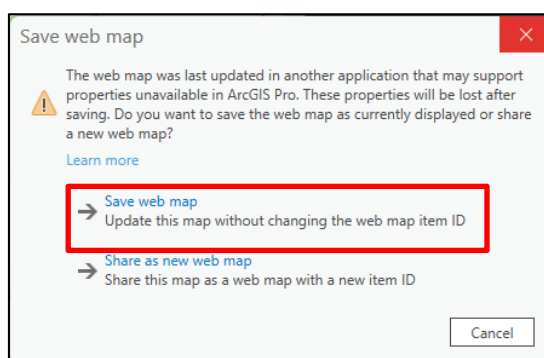
5.6 On the Map tab, in the Navigate group, select Bookmarks; the views added on the web page appear; then click Save Project 



5.7 In the Contents window, right-click Roads and select Symbolology to edit the road color

5.8 On the Share tab, in the Manage group, click Save Web Map 

5.9 The Save web map window appears; click Save web map



- 5.10 The Save web map window appears; check the Share with box to confirm sharing the map to the desired group on ArcGIS Online; then, on the Finish Sharing tab, click Analyze
- 5.11 Next, click Save; a successful-sharing notification appears; click Manage the web map to open the web page and sign in to ArcGIS Online
- 5.12 Once on the web page in ArcGIS Online, click Open in Map Viewer to open the map edited in ArcGIS Pro