

Example: You work at Salvatore’s Pizza and your manager has learned you study GIS at Monroe Community College. They have asked you to make a map of all their restaurant locations using ArcGIS Pro.

Materials needed: Spreadsheet of Salvatore’s locations

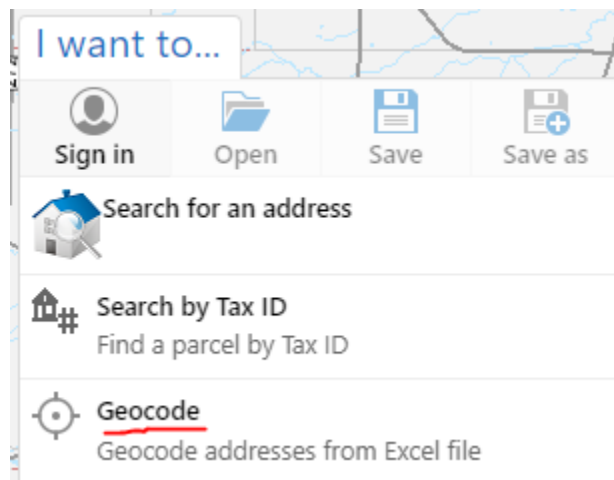
Steps:

1. Obtain address data for Salvatore’s locations (provided as an Excel spreadsheet)
2. Open Salvatore’s spreadsheet, examine data, then close



	A	B	C	D
1	address	city	state	zip
2	4000 Lake Ave	Rochester	NY	14612
3	4165 Buffalo Rd	Rochester	NY	14624
4	1700 Culver Rd	Rochester	NY	14609

3. Go to https://maps.monroecounty.gov/Html5Viewer2/index.html?viewer=Parcel_Viewer#
4. Click on “I want to...” and then click “Geocode”



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5. Click on Choose File and navigate to where your Salvatore's address spreadsheet is saved, click on it, and click next

Upload Data

Please upload a Microsoft Excel spreadsheet (.xlsx) file of addresses to geocode.

Important

- The first line of the table will be treated as column headers.
- There must be address, city, state, and zip columns in the file.
- For best performance please limit file to 5,000 records.

Excel File: *

Choose File SalvatoresGeocoding.xlsx

Cancel Next

6. Fill out each of the fields to match the fields in your spreadsheet (Address field on website should match Address field in spreadsheet, etc.)

Select Address Field

Select the columns which contain the address values to geocode.

Address: address

City: city

State: state

Zip: zip

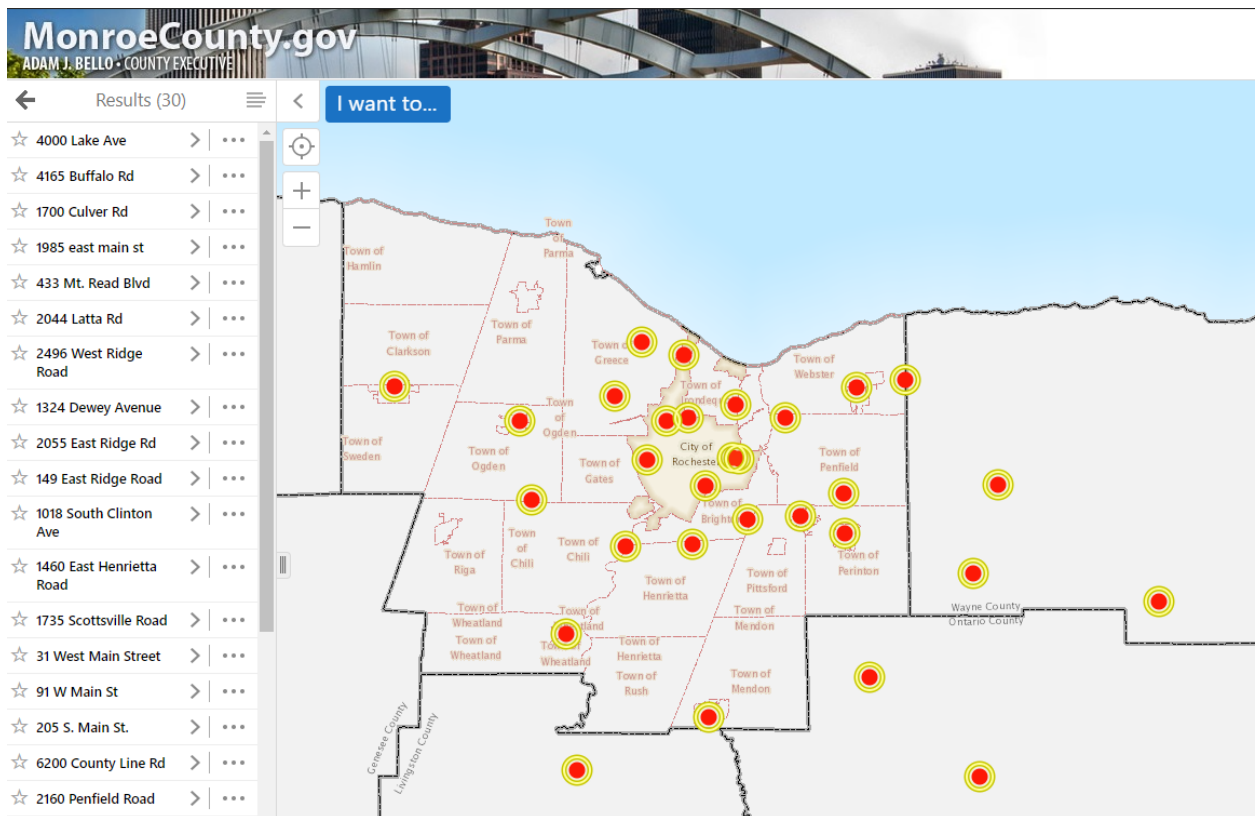
Cancel Continue

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- Click continue and let the geocoding process run.

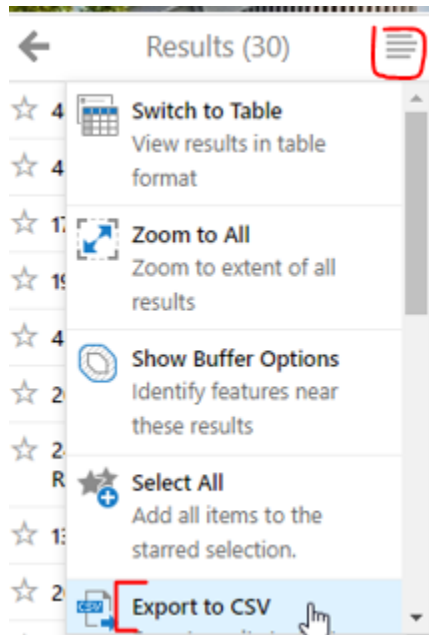


- Once complete, you will see 30 points on the map website in Monroe, Livingston, Wayne, and Ontario counties



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9. Click on the panel drop down next to results and scroll down to export to CSV, click ok

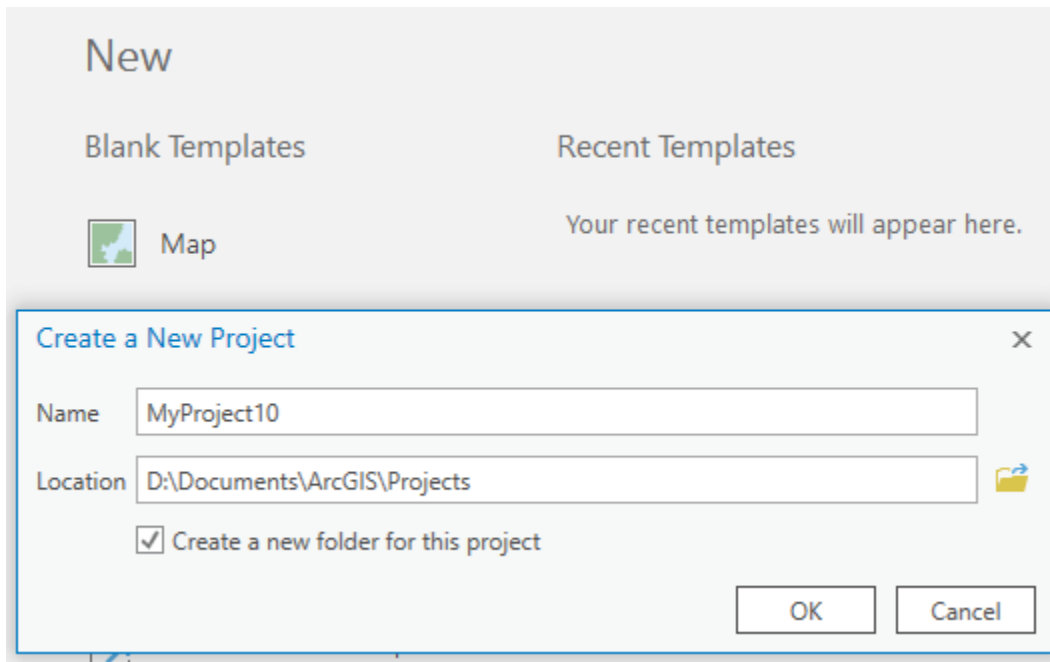


10. Open exported CSV table, examine data, then close

	A	B	C	D	E	F	G
1	geometry	address	city	state	zip	X_Coord	Y_Coord
2	X: -77.618	4000 Lake	Rochester	NY	14612	-77.6186	43.24325
3	X: -77.787	4165 Buffe	Rochester	NY	14624	-77.7871	43.12692
4	X: -77.565	1700 Culve	Rochester	NY	14609	-77.5654	43.16121
5	X: -77.557	1985 east	Rochester	NY	14609	-77.558	43.15972
6	X: -77.659	433 Mt. Re	Rochester	NY	14611	-77.6598	43.15929
7	X: -77.666	2044 Latta	Rochester	NY	14612	-77.666	43.2533
8	X: -77.694	2496 West	Rochester	NY	14626	-77.6946	43.21027

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11. Open ArcGIS Pro, open a Blank Map Template and create a name for your new project.



12. Under Map tab, click Add Data, and then click XY Point Data

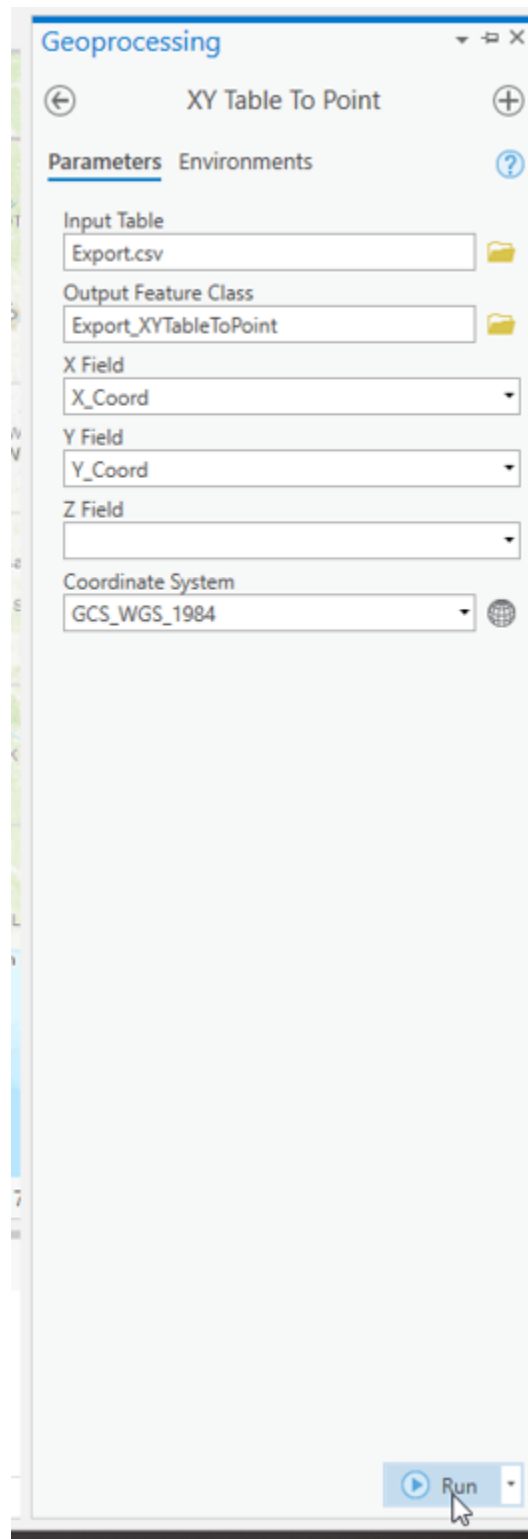


13. For input table, navigate to the folder where your exported CSV is (likely your Downloads folder) and click it

14. Remaining settings are fine as their default values

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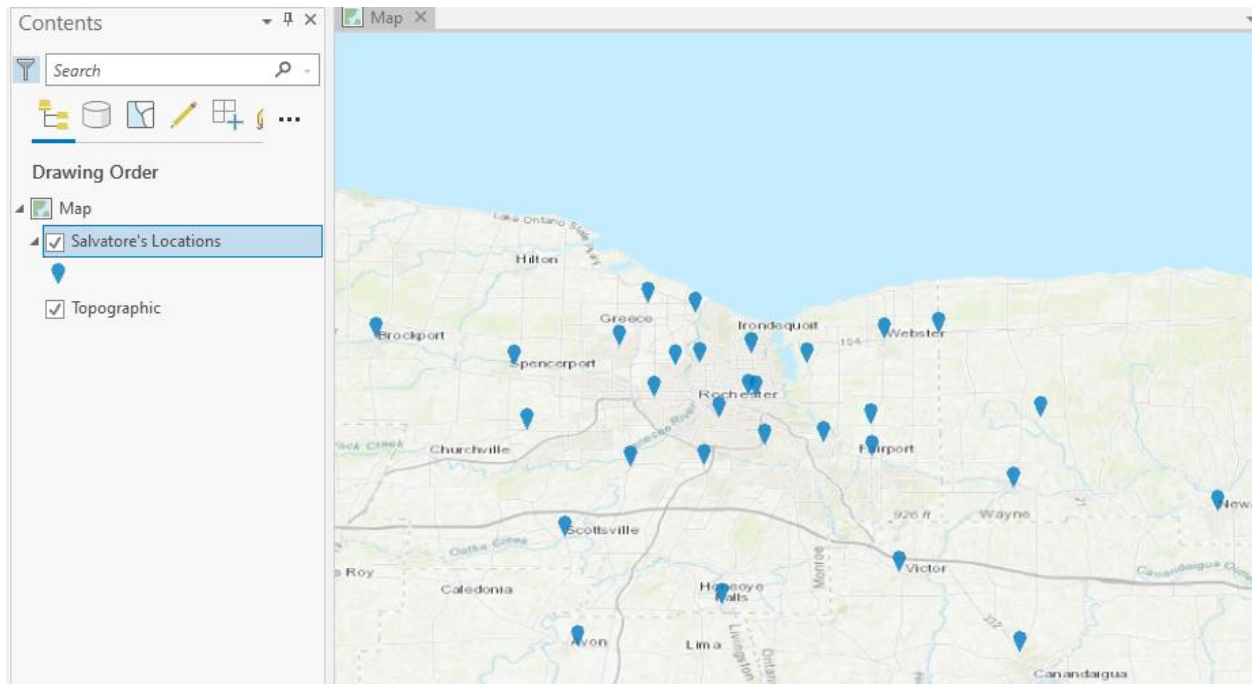
15. Click run



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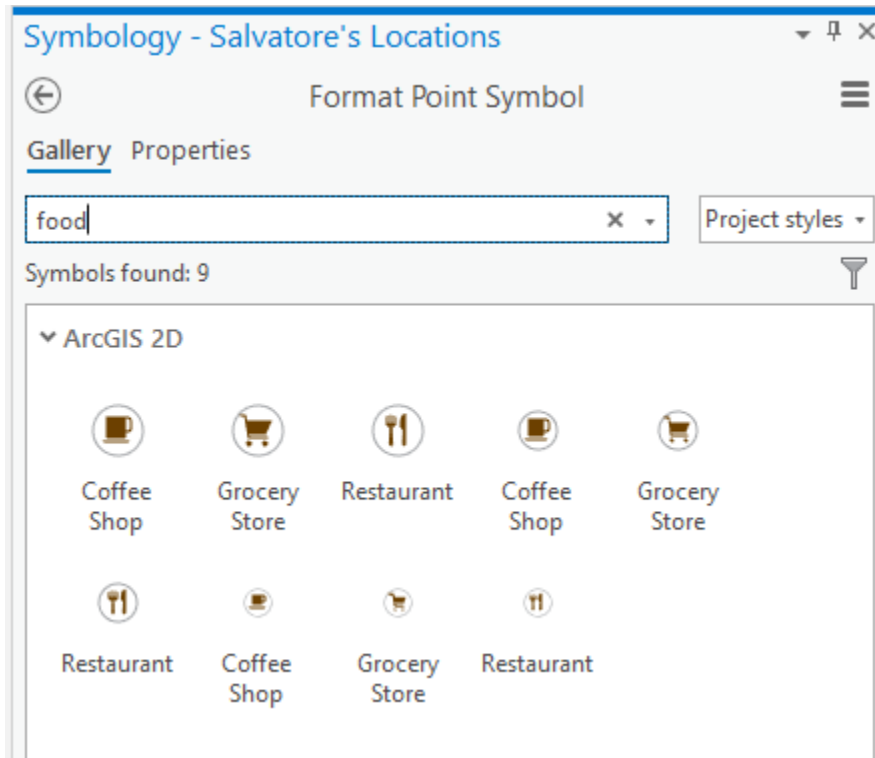
16. After the tool runs, you should now see points on your map, these points should look familiar to the points from step 8 – they are your restaurant locations!

17. Rename your new point layer to Salvatore's Locations (click once in the contents pane on your points name until the cursor appears, then you can type the new name)



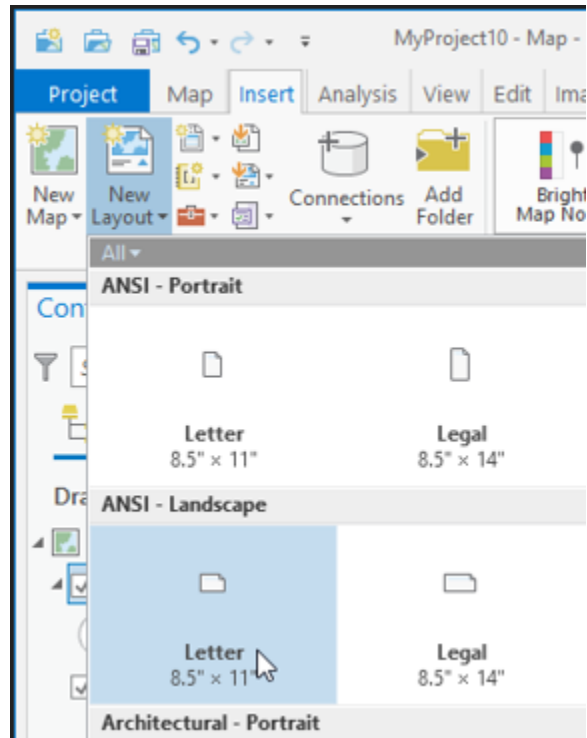
18. Change your symbology – double click on your point symbol in the contents pane to open symbology properties

19. Click on your point symbol again when the symbology menu opens, then on the gallery menu, search for “food”
 - a. Pick one of the restaurant symbols and then close the symbology menu

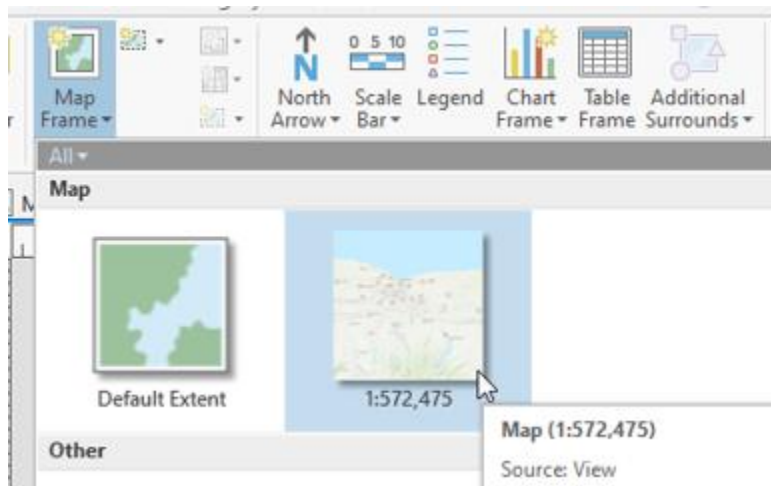


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20. Under Insert tab, click new layout, and click 8.5x11 landscape

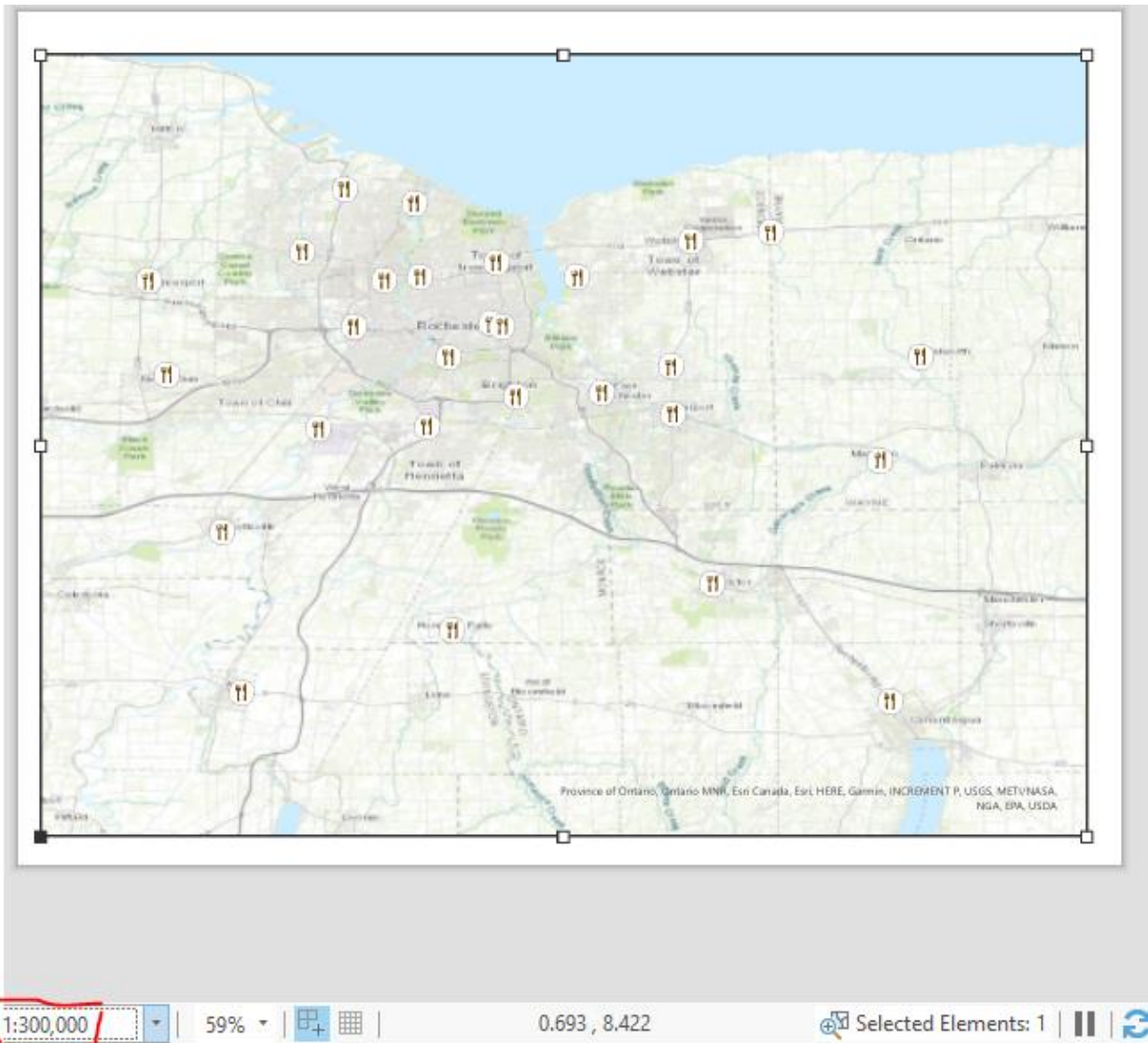


21. Click Map Frame, and click on the map frame that shows your basemap/points



22. Draw a box in the white space on the map layout to add your map frame to this screen

23. Change scale to 1:300000



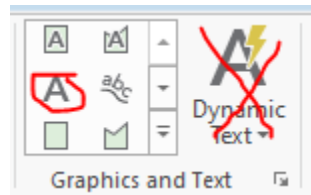
24. Insert north arrow, pick your favorite symbol, draw a box on your map to insert

25. Insert scale bar, pick your favorite style, draw a box on your map to insert

26. Increase scale bar size to make your increments round numbers

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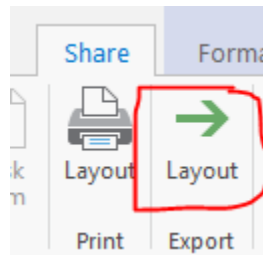
27. Insert title by clicking the A in the graphics and text group (NOT the giant A that says dynamic text), then draw a box



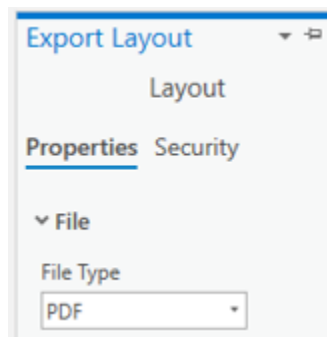
28. Give your map a title

29. Save

30. Under share tab, click the layout export button with the green arrow



31. Save as PDF, navigate to folder you want your PDF saved to, give document a name



32. Click Export at the bottom of the menu

33. Once it's done running, navigate to the location where you saved the PDF – open document to see your final map!