

ARCGIS CHEAT-SHEET

A Quick Guide to the tools in ArcGIS Map Viewer

This guide is a companion piece to the 'Online Mapping Beginner's Workshop' PowerPoint.

Left-Hand Menu Tools



The screenshot shows the left-hand menu of the ArcGIS Map Viewer. The menu items are: Add, Layers, Tables, Basemap, Charts, Legend, Bookmarks, Save and open, Map properties, Share map, Create app, Print, Information, and Collapse. Red arrows point from each menu item to its corresponding description on the right.

| Menu Item | Description |
|----------------|---|
| Add | Upload data layers to your map. This includes CSV files, data hosted on the web, GeoRSS and GeoJSON. Choose what type of layer you want your data to appear as. |
| Layers | Search for and add already-created layers to your map. Allows you to add layers from your own content, your organization, and the Living Atlas. View layer properties and toggle existing layers to visible or invisible. |
| Tables | Search for and add data tables to your map from your content, organization, and the Living Atlas. |
| Basemap | Change the Basemap of your map. There are several default options. You can also choose from the Living Atlas. |
| Charts | Add and configure charts to your map. |
| Legend | View your map's legend. This includes legend data from all existing layers. |
| Bookmarks | Add bookmarks to your map to zoom in on specific areas or isolate layers of interest. This feature is useful for producing StoryMaps or Presentations. |
| Save and open | Save your map, open a different map, or create a new map. |
| Map properties | Edit general settings, including: Enabling a background color, preserving map scale on zoom, change time settings. |
| Share map | Make changes to your map's viewing and editing permissions. |
| Create app | Choose one of ArcGIS's presentational apps to provide a focused experience using your map. |
| Print | Print a static view of your map or create still image as a PDF, JPEG, PNG, etc. |
| Information | |
| Collapse | |

Right-Hand Menu Tools

View information about source layers, and edit symbology, layer transparency and your map's overall visible range

Change how your data appears on the map. This includes style attributes like sizing of data points, variations in size and color by density, and much more.

Add a filter to your map. Filters highlight features that matter to you. Features not matching the query appear in a dimmed style until the filter is saved.

Use effects like glows, shadows and blurs to highlight layers or features for an eye-catching map.

Given a set of point features, the Cluster Analysis tool identifies spatial clusters and labels each cluster with the number of incidents it contains.

Create pop-ups to bring focus to certain attributes associated with each layer in the map. Pop-ups can contain attachments, images, charts, and text, and links.

Configure the field or fields you want to display by changing the display name and formatting the display properties.


Control the settings for labels on your map.

Add and configure charts to your map.

Create features like stamps, lines and polygons to symbolize something you want to show on the map, add descriptive information through text.


Basic navigational tools for exploring your map, such as the search tool, coordinate locator, and measurement tool.


 Properties

 Styles

 Filter

 Effects

 Clustering

 Configure pop-ups

 Configure fields

 Labels

 Configure charts

 Sketch

 Map tools

[» Collapse](#)