**ArcGIS Explorer Online**

**Adding Shapefiles to Map**

-choose the basemap

-in order to add shapefiles to ArcGIS Explorer Online, you first need to zip the files (.dbf, .prj, .sbn, .shx, .shp) into one folder

-to add it: Add Content > Import > Shapefile

    -option to keep original features or generalize

**Editing Layers**

-Side Bar (on the left) > Layers > click the shapefile > get to Layer Details

-from there you can change all the settings of the shapefile

    -opacity

    -pop-ups

    -display

    -scale range

**To Make A Choropleth**

-Display > Configure > Classify Using Colors

    -select the attribute, classification method, number of classes, color ramp

**Configuring Pop-Ups** - choose what you want to show up in the pop-ups

-Pop-Ups > Configure

    -Title and Description tab

        -check the boxes of the field that you want to show, or you can customize it

    -Fields tab

        -can change the name of the field shown

    -Media tab

        -add images that will show up at the bottom of the display window

        -copy and paste the image URL

**Creating Map Notes**

-look for the Add Features option in the sidebar (green polygon with a pencil)

-can add points, lines, texts, and shapes

-once you add it, click on it and there will be a pop-up

-in the pop-up window on the bottom right

    -Edit > Edit Pop-Up

**Making a Presentation**

-click on the Presentation Tab

-set the map to how you want it to look

    -in the sidebar, check the layers that you want to show

    -when finished, click Add New Slide and repeat

making a presentation

-click presentation tab

-set the map tp how you want it to look

    -includes checking and unchecking boxes in the sidebar that you want to show up

    -when it is how you want it to look, click add new slide and repeat the process

**Save your map**

**Share your map** with others through a link or with a group on ArcGIS.com