

## Part Two: Adding layers from a File

This document contains step-by-step instructions on how to add feature layers to an ArcGIS Online map using your own data spreadsheets.

### Adding layers from a file

#### Adding data from an Excel spreadsheet

Adding data from an Excel spreadsheet can be useful, particularly when you have collected your own data (e.g. field survey). If the spreadsheet is formatted correctly, and includes locations or coordinates, it can be imported into your map.

Before you can import your Excel spreadsheet, you need to ensure that the spreadsheet is 'cleaned' and formatted correctly. We have provided a quick overview below. However, we have professional development resources that teach you how to clean and prepare your data, which are available on our website.

1. Make sure your Excel sheet is 'cleaned' and get rid of unnecessary columns/rows.

	A	B	C
1	Data Source from Esri Australia 2018		
2			
3	Country	Statistics	
4	Australia	55	
5	New Zealand	28	
6	Africa	47	
7	France	69	
8	Sweden	45	
9	United States	35	

	A	B
1	Country	Statistics
2	Australia	55
3	New Zealand	28
4	Africa	47
5	France	69
6	Sweden	45
7	United States	35

2. If your headers have spaces, be sure to use an underscore instead (headers only).

Statistics About Cars	
55	
28	

Statistics_About_Cars	
55	
28	

3. Make sure your file is saved as a CSV (Comma delimited) file and not an XLSX file.

Once your data is cleaned and formatted correctly, and has been saved as a CSV file, it is ready to be imported.

1. In ArcGIS Online, press the  button and select **Add Layer from File**.
2. Browse for your file and choose **Add**.
3. ArcGIS will process the CSV file but will ask you to help define the parameters.

- If you used an Address or Place, choose to **Locate features by** that option.
- If you used coordinates (i.e. data from a GPS) choose to **Locate features by** that option.

## Add CSV Layer

Locate features by:

Coordinates
  Addresses or Places
  None, add as table

In:

Review the location fields. Click on a cell to change it.

Field Name	Location Fields
Property	Not used
Address	Address or Place

ADD LAYER

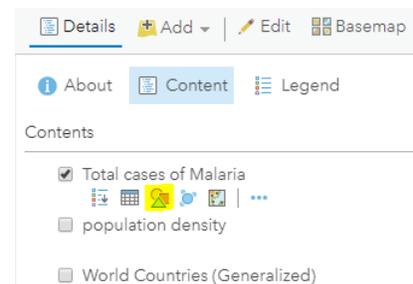
CANCEL

- Select the country your data appears in or choose **World** if you are importing data for multiple countries.
- Select the column which has the location data (this will be in your columns from Excel)
- Select **ADD LAYER**.

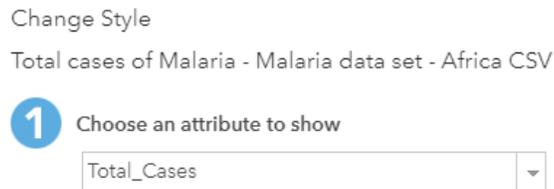
## Styling layers

### Initial styling

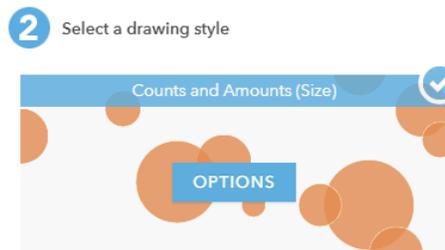
- Open the **Details** window and select **Content** to view all your map layers
- Click on the name of the layer you wish to change.
- Click on the **Change Style** icon (  ).



4. **Choose an attribute to show** by selecting from the options in the dropdown menu. These are the different columns of data in your Excel spreadsheet and will display differently on the map.



5. Once you have chosen an attribute, **Select a drawing style** from the available options. To edit the style (colours, size, symbols) of your selected drawing style, press the **Options** button.

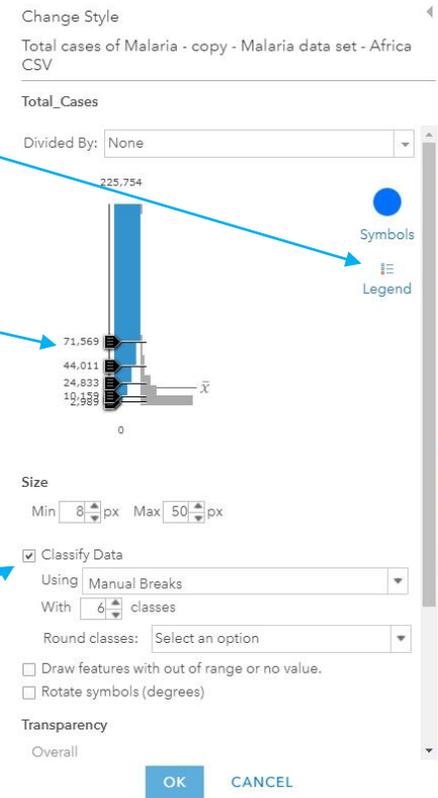


6. From this, you can change the symbol, colour range, scale and overall size.

Change the colour of your symbols by going to legend. Then click on each class size to change the fill and size if desired.

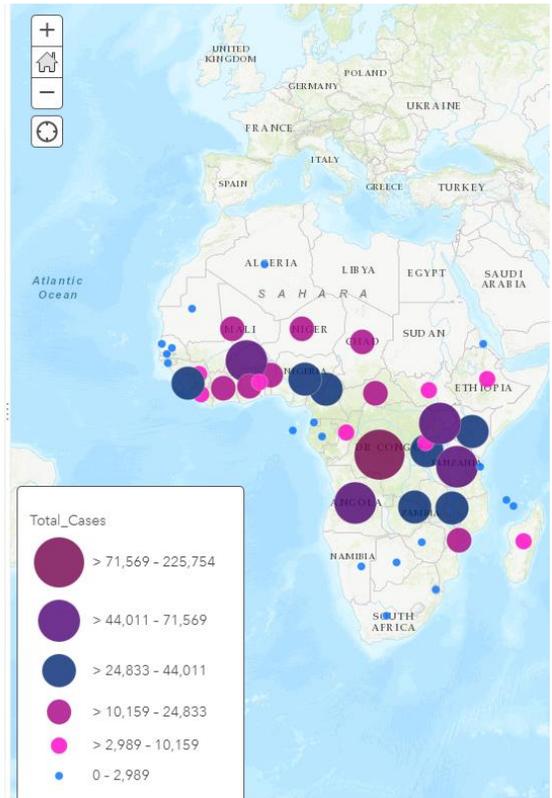
Manually edit or change your class sizes by moving the dials

Classify your data by enabling this checkbox. You can add more classes and choose how you wish for the classes to be divided (e.g. manual breaks or equal intervals)



**Total\_Cases**

- > 71,569 - 225,754
- > 44,011 - 71,569
- > 24,833 - 44,011
- > 10,159 - 24,833
- > 2,989 - 10,159
- 0 - 2,989



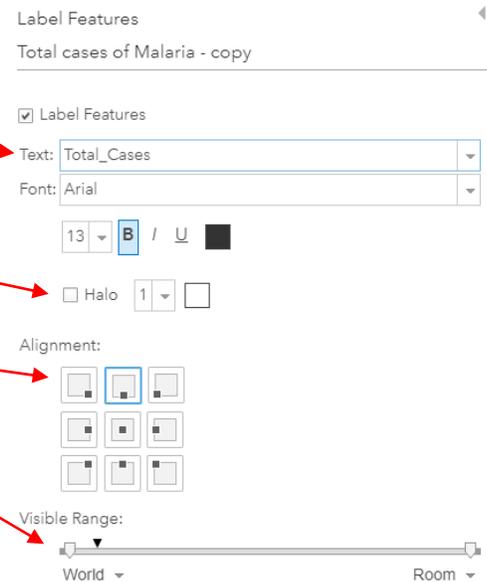
- When you are done, press **OK** and then press **DONE**.

## Adding labels to your layers

Turn your data layer on. Select the **More Options** button on this layer and click **Create Labels**.



- Choose the attribute you wish to appear as a label from the drop down.
- Check **Halo** to make your numbers more visible.
- Choose where your label will sit regarding the data feature.
- Set the visible range at which you want labels to be seen.
- Press **OK** to finalise your choices.



## Renaming a map layer

- In the **Content** window, click on the name of the layer you wish to edit.
- Select **More Options** and select **Rename**.
- Rename the layer, then click **OK**.



## Deleting a map layer

- In the **Content** window, click on the name of the layer you wish to remove.
- Select **More Options**, then select **Remove**.



## Make a map layer transparent

1. Click on the map layer you wish to make more transparent and then press the **More Options** icon.
2. Select **Transparency** and shift the slider to your required transparency.



## Set a layer's visibility range

Not all layers are visible from all scales. Users are sometimes required to change the scale of the map (zoom in and zoom out) before certain layers become visible. To change the visibility range for a feature layer:

1. Click on the map layer you wish to edit and then press the **More Options** icon.
2. Use the slider to set your visibility range.



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## Next Steps:

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### *Request a free ArcGIS Online Account for your school:*

Australian schools can request a free ArcGIS Online account as part of Esri Australia's Classroom GIS Initiative. A school subscription provides additional map layers, content, features and privacy. Learn more about ArcGIS Online, and apply for your ArcGIS Online School subscription at <http://esriaustralia.com.au/education>

### *Speak to Esri Australia's Education Program Manager:*

Australian schools can seek additional support or speak to our Education Program Manager by emailing [education@esriaustralia.com.au](mailto:education@esriaustralia.com.au).