


## Navigating ArcGIS Online

This document contains step-by-step instructions on how to navigate ArcGIS Online and its basic tools.

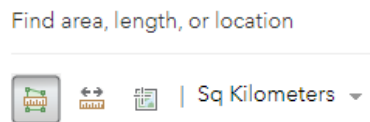
ArcGIS Online is easy to navigate once you understand the basic function and location of various tools. The first step to creating a map is to visit the 'Map' tab when you first login. It is located at the top of the Home page.



The tools that sit in the pane above the map allow you to perform a range of different functions, which will briefly be explained here:


1. The [search bar](#) allows you to search addresses or places. As you type an address or location, the Search bar will begin to offer suggestions.
2. [Bookmarks](#) allow you to bookmark a place or area of interest or relevance. It will then allow you to quickly visit this place or area without having to set the map extent or perform a search again.
  - a. To bookmark an area, you must first zoom in on the map until you have achieved the view you require
  - b. Select  **Bookmarks** and press **Add bookmark**.
  - c. Give your new bookmark an appropriate title.
  - d. Press the Enter key to save your new bookmark.
  - e. To delete a bookmark, press the red cross. Press the yellow pencil icon to edit it.

3. The **Measure** tool allows you to measure:
  - a. the length or distance between two or more points
  - b. an area
  - c. the latitude and longitude coordinates of any location.



When measuring area or length, remember to change your measurement result to your desired unit e.g. kilometres or miles.

4. The **Directions** tool works in a similar way to Map apps like Google Maps or Apple Maps. It provides a range of transportation options, travelling time, and step-by-step directions to a specified destination.
5. **Print** allows you to print either a blank map or a created map. You can choose to print the map on its own or print the map with the legend.

6. It is recommended that you **Save** your map regularly as you are working online.
  - a. Press  Save
  - b. Select **Save As** if it is a new map.
  - c. Add the appropriate details, then select **SAVE MAP**
  - d. Note: You must add at least one tag before you are able to save the map.

×

### Save Map

Title:


Categories: + Assign Category ▼

Tags:

Summary:

Save in folder:  ▼

SAVE MAP
CANCEL

7. **Share** your map. Each map created by you is **Private** by default. In order to share your map with others you will need to change the privacy level.
  - a. Press  Share
  - b. Choose a privacy level for your map
    - i. If you select **Everyone**, your map will be public.
    - ii. The second checkbox means that anyone within **your organisation** (school account) will be able to see the map.
    - iii. Alternatively, you can select to share your map with a single **group** e.g. Year 11 Geography.


## Share

Choose who can view this map.

Currently, only you can view your map. Before you can link to it or embed it, you need to allow others to view your map.

Note: This map contains layers that require a subscription to view. [Learn more about sharing maps with subscriber or premium content.](#)

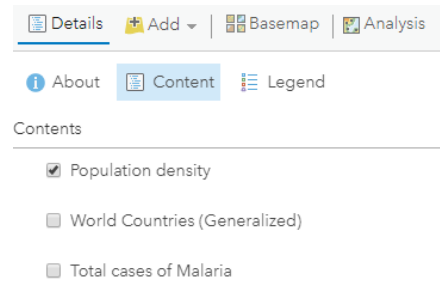
- Everyone (public)
- GIS for Schools
- Members of these groups:

8. Selecting a **Basemap** allows you to choose between a range of different map types. Press  **Basemap** and then select any of the available basemaps from the window. You can change between these basemaps at any time.

9. The **Details** pane allows you to view layers that you have added to your map under the **Content** heading.

It also allows you to view the **Legend** for any selected layers. In this case, a legend would show for 'Population density' as it is the only layer currently selected.

10. **Adding and styling layers** will be discussed in another instructional document as these tools are more complex.



---

## Next Steps:

---

### *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).