ArcGIS Online: Quick User Guide

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Note: The use of ArcGIS Online is intended for users that have general knowledge of GIS software systems. This document is for the purpose of providing general documentation on using ArcGIS Online and accessing Clark County GIS Management Office (Gismo) Data, Maps and Applications. For more information on using ArcGIS Online refer to the link below.

ArcGIS Online User Resources Link:


Data Disclaimer: ALL MAPS AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED.
Getting Started with ArcGIS Online

1. Create a public account:

Click the Link to create an account:  https://www.arcgis.com/home/createaccount.html
2. Using ArcGIS Online Search:

Once your account is created search for Clark County GIS Management Office using tag ‘ClarkCountyNevadaGIS’; click the search icon on the ArcGIS Online Homepage

The search box will open: Type ‘ClarkCountyNevadaGIS’ into the search box and press enter
The search page will open by default to the Content tab: Content from Clark County Nevada GIS will appear

Click the Groups tab to view the Clark County Nevada GIS Group
Click Clark County Nevada GIS link to open the Group page for Clark County:

https://www.arcgis.com/home/group.html?id=54373a772b624649b61226e5fa83b0c6#overview

Once you have an account and have located the Clark County Nevada GIS content/group you can add content to your account, create your own groups, search for data, share data to your groups, and create your own Maps, Apps and more.

Two ways to add GISMO data to your account Creating a Group and Add Content to your favorites. Both will allow you to SHARE or save content to your ArcGIS Online account for use in your custom maps and apps.
3. Add Data/Content to your Account:

**A. Create a Group:** Click the Groups tab from the ribbon at the top of the ArcGIS Online web page.

The Groups page will open: click Create Group.

Find a group and join it or create your own and invite others to join.
Fill out the information to create a group and click Create Group at the bottom of the form.
Once your group is created the group page will open: Fill out the information you would like
Share Content to Group: Search for ‘ClarkCountyNevadaGIS’ to find content

Select desired content: Click the link to the content's overview page by selecting the Content name
Content Overview page will open: Select Share button

Select your group in the Share window and click OK - Content will then be added to your group’s content

*Use the same steps above to add more content to your group for use in your custom maps and apps. You can also view more public content by selecting Living Atlas from the Content blue ribbon or by searching Living Atlas.
B. Add Content/Data to Favorites: Search for ‘ClarkCountyNevadaGIS’ to find content

Select desired content: Click the Favorites Icon to add to Favorites - Content will be added to your Account’s content
4. Access your Accounts Content:

View your Group’s Content: there are two ways to view this content

A. Go to your group’s page: select group from the top ribbon the select your group to open group’s page

B. Select Content from the top ribbon – this opens your content page – Default will open to My Content – click My Groups in the blue ribbon to open your group’s content. This will show your content you just shared to your group.
View your Favorites Content:

Select Content from the top ribbon – this opens your content page – Default will open to My Content – click My Favorites in the blue ribbon to open your Favorites content. This will show your content you added to your favorites.
5. Create a Custom Map using ArcGIS Online:

*For the following example the following data was shared to my group: Points of Interest, MostCurrentFlight and Assessor Map

Select the Map tab from the ribbon at the top of the web page
The map User Interface will open; the default extent will show with the basic instructions on creating a map.

To add data from your group or favorites click the ADD drop down and select SEARCH FOR LAYERS; the default will show MY CONTENT, Select the drop down and change to MY GROUPS or MY FAVORITIES

You will now see your content or layers from your group in the left side pane:

Click the plus signs in the boxes to add the content to your map; as you add the layers the default extent will change to the extent of the added content/data and the content/data will become visible on the map

Click Details from the maps user interface ribbon to view the Content in your map:

The Contents/Data layers of the map will display in the left pane; you can move the layers up and down to change the way the data is viewed in the map
Move layers Up or Down: Hover over the left arrow and a pop-up will show with the drag and drop icon and message – Click and drag to re-order layers

*note by default some layers will have label and visibility settings already applied; depending on the type of data you can change some of these settings

When finished with customizing your Map Select Save from the User Interface Ribbon to save your Map: Add a Title for your Map, Assign Tags and your Map will be saved to My Content

For more information on creating and customizing ArcGIS Online maps and apps use the following link: [https://doc.arcgis.com/en/arcgis-online/create-maps/create-maps-and-apps.htm](https://doc.arcgis.com/en/arcgis-online/create-maps/create-maps-and-apps.htm)