

## Instructions for using the ArcGIS Online geocoder for Harvard affiliates

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1. Create a personal Harvard ArcGIS Online account by following the instructions [here](#).
2. Sign into ArcGIS Online [here](#).
3. Click MAP at the top.
4. Click Add and Add Layer from File.
5. Click the Choose File button, and select your file. It must be in .CSV format with headers, like [this one](#).
6. Click the IMPORT LAYER button.
7. Specify to locate features using Address.
8. Choose the country your address are in. If multiple countries, choose "World".
9. Make sure the Location Fields are set to your Address, City, State and ZIP fields (or appropriate fields for Non-U.S. data).
10. Click Add Layer

The geocoded locations will be added as a layer on your map. Now you can:

- Share this live webmap with others
- Symbolize your geocoded locations thematically according to one of the attributes in your data file
- Export the layer as a shapefile for analytical use in ArcGIS or another GIS software.

NOTE: You can also access the ArcGIS Online geocoder through the ArcGIS desktop software by using these instructions:

1. Create a personal Harvard ArcGIS Online account by following the instructions [here](#).
2. Open ArcMap 10.4 (click Start > All Programs > ArcGIS > ArcMap 10.4). Download and install ArcGIS 10.4 by following instructions listed [here](#). Or, visit a [Harvard computer lab that has ArcGIS](#).
3. Click File > Sign In. Sign in with your ArcGIS Online account.
4. Click File > Add Data > Geocoding > Geocode Addresses.
5. Choose the World Geocode Service, and click OK.
6. Click the browse to folder button  and choose your address file. It must be in .CSV format with headers, like [this one](#). When browsing to your file, you may have to click the Connect to Folder button:  to establish a connection to the location on disk where your file is.
7. Specify the Address Input fields, and the Output shapefile.
8. Click OK, and your addresses will be geocoded. The result is a shapefile that will be added to your map. use a Basemap to inspect your results by clicking File > Add Data > Add Basemap.

9. To refine the geocoding results, you can right click on your shapefile, and choose Data > Review / Rematch Addresses.

<http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html#//002500000041000000.htm>