

Workshop Handout: Creating a Web Map Using IndianaMap.org (Online Only)

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Access <https://www.indianamap.org/>

Open your browser and go to <https://www.indianamap.org/>

Sign In

- 1) In the upper right-hand corner of the IndianaMap homepage, click “Sign In” (Figure 1 Orange arrow) this allows you to save maps, access advanced tools, and avoid losing progress.

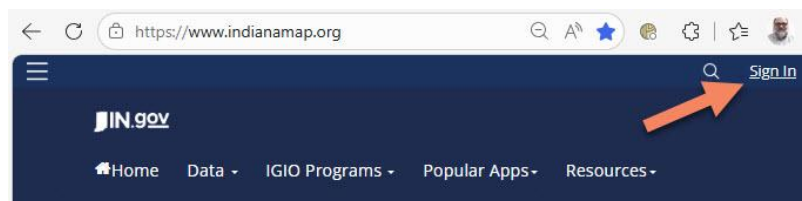


Figure 1

- 2) To access the ArcGIS online instance of your community account, select the Resources tab at the top of the IndianaMap homepage.
- 3) In the dropdown, click on community account from the list (Figure 2, orange arrow).
- 4) If logged into IndianaMap you will see an orange “Community Site” button.
- 5) Click the orange button

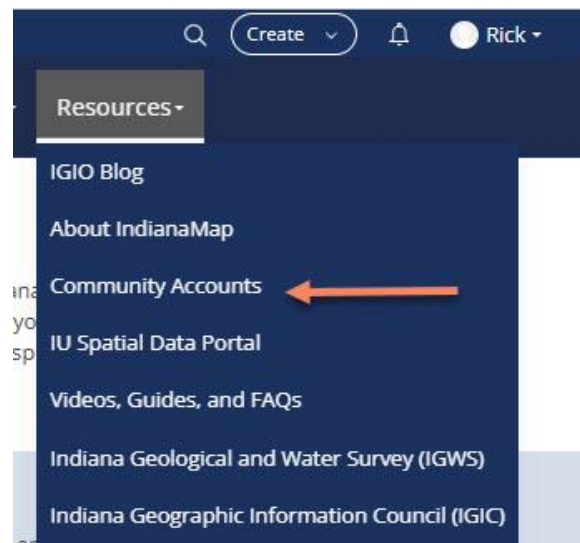


Figure 2

Hint: If you do not see “Community Site” but “Sign Up” it means you have not logged into the IndianaMap or need to create an account.

You are on the ArcGIS online default page. Book mark this site:

<https://inmap-hub.maps.arcgis.com/home/index.html>.

Open a New Web Map in ArcGIS Online

Across the top of the IndianaMap Community AGOL Organization page you will see a series of categories Home – Gallery – Map – Scene – Groups – Content – Organization.

- 1) Click on the Map tab (Figure 3 orange arrow).

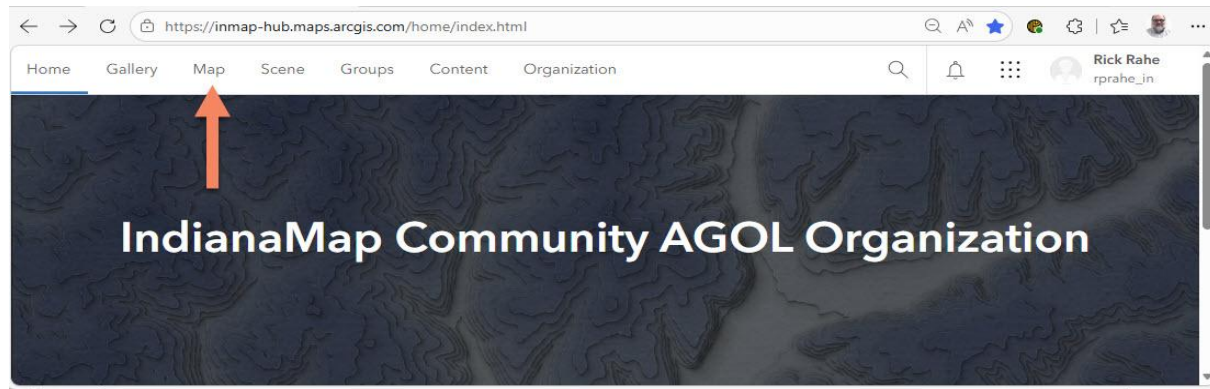


Figure 3

Save and Name Map

Before you start adding data save the map It is helpful to remember to **SAVE OFTEN**.

For our first map let's do a simple name that can be found easily using your initials (First, Middle and Last Name) and Overview_Map.

On the left side of the map page, you will see several options. During the training the different options will be reviewed. For now, look down the list on the left and find “Save and open”.

- 1) Click on “Save and Open”
- 2) Select the “Save As” option.
- 3) Enter the information into the corresponding fields from the Figure or Table 1.
- 4) Click **SAVE**.

Figure 4

Field	Text[GB1][RR2]
Title	@@@-Overview_Map
Folder	Use Default for now
Tags	2026 Workshop
Summary	A map created as part of the IGIC 2026 Workshop on IndianaMap.

Table 1

Add Indiana Statewide Datasets

On the left-hand side or contents toolbar you will find the Layer option toward the top of the list (Figure 5 orange arrow). When you select Layers, you will see a window open. It will list the layers that you have, there are no layers visible at this time. We are going to add layers now.

- 1) Click the add button (within the layers list)
- 2) Change the “My content” to “My Groups” (Figure 5 yellow arrow) or “Hub catalogs” (figure 5 blue arrow).
- 3) Add the following data to your map:
 - a. Address Points: Search for Address Points of Indiana Current.
 - b. Add Road Centerlines: Search for Road Centerlines of Indiana Current.
 - c. Add Parcels: Search for Parcels Boundaries of Indiana Current.
- 4) Remember to **SAVE** your work (Figure 5 orange rectangle).

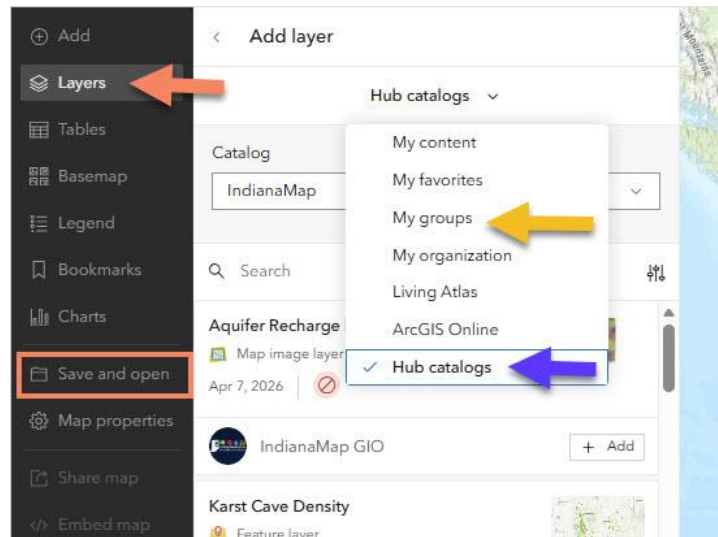


Figure 5

INFO: By default, you are added as a member of the IndianaMap group when you create an account. This will allow you to search data from other groups as well.

Groups will be covered in more detail later in the workshop. The Hub Catalog will only search for data available on the IndianaMap.org site.

Right Side Settings toolbar [GB3]

This is a long list, and it will be hard to cover all the settings. You can find additional information on ESRI's site with some details on how to use the different settings. See resources at end of guide for a link. For this training we are going to focus on Properties, Styles, Pop-ups, Labels, Filters, and Map tools.

Properties – Visual Range

Under the properties section there are options for symbology, appearance, visibility, time, refresh interval and feature display order. Symbology will be covered more under STYLE. One of the more useful options is visibility range. It allows you to define when a layer is visible based on the map scale. See appendix A.



Figure 6

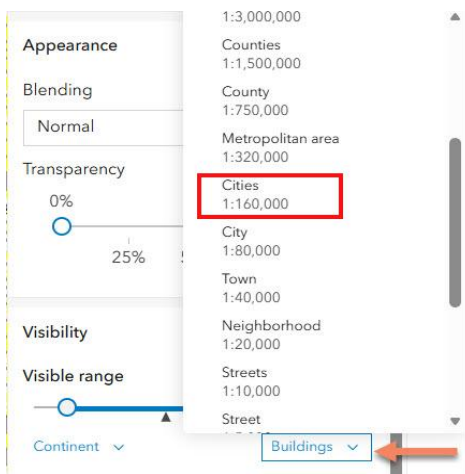


Figure 7

1) Table 2 has recommended upper ranges and lower ranges for the different layers.

2) Under Visibility – Visibility Range you can use the slider to set the values

3) Or click on the Lower Visual Range and enter the corresponding values in table 2. (Figure 7 orange arrow)

4) Select the Upper Value can be set the same way by clicking on the left end of range.

5) **SAVE**

Layer Name	Upper Range	Lower Range
County	Continent	Cities
Address	Streets	Room
Road Centerlines	Metropolitan	Room
Parcel	Town	Room

Table 2

Style Your Layers

When creating a map, it is helpful to make sure it is easy to read and find the information you need. Using the Style provides a way to highlight the information.

Address

- 1) Click on the layer in the content menu and select Addresses.
- 2) Select style from the setting toolbar, right hand side.
- 3) The address points are not visible, zoom in so the address symbols show up.
- 4) Choose the location (single symbol) – Style Options Figure 1 red box 1.
- 5) Click on symbol style red box 2.
 - a. There are a variety of categories for symbols that you can use.
 - b. You can also upload custom symbols if you like.
- 6) Click on the Category (Green arrow) S
- 7) Select POI and scroll through the list to find the house icon (purple circle).
 - a. You can change the size of the icon, primary color, background, orientation.
- 8) Adjust the settings to something you feel looks good.
- 9) Click on Done until you are back to the main styles window.

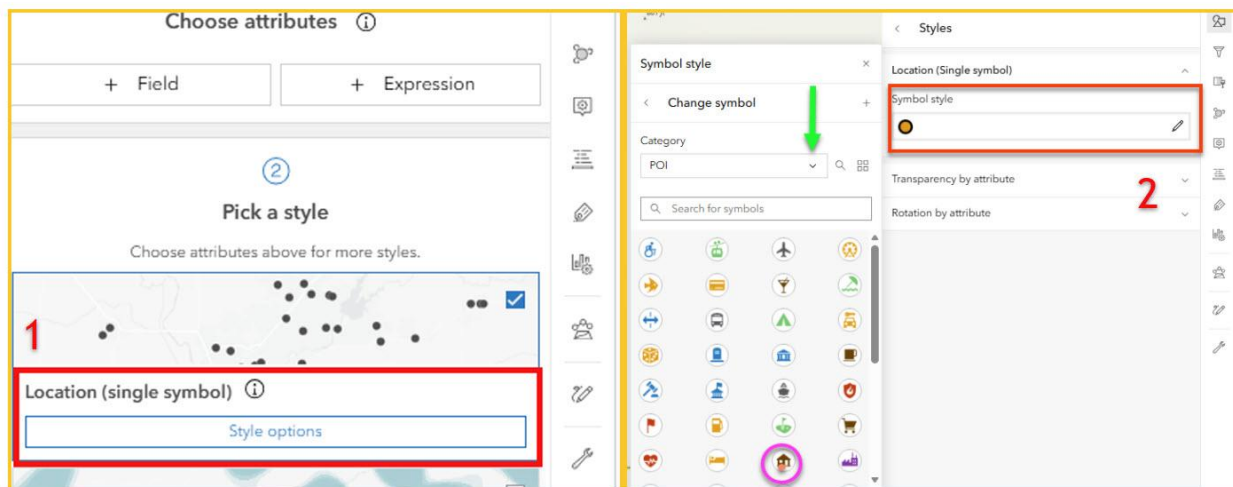


Figure 8

Hint: You can also enter the RGB or HSV values if you have a specific color you prefer to use. If you just need something close for a color you can pick it from the color palette too.

Road Centerlines

Change the Road Centerlines to a thicker grey line over the thin black line. This will help make the roadways more uniform and visible.

- 1) Select the Road Centerlines
- 2) Click on the Style tool (Figure 9 arrow 1).
- 3) Click the Location (Single symbol) - Style Options (Figure 9 arrow 2).
- 4) Click Symbol style (Figure 9 rectangle 3).
- 5) Change the color from Black to Grey
- 6) Click on the pencil icon in figure 9 rectangle 4.
- 7) Enter the a39898 at the # field to get the grey color.
- 8) Change width of line to make it more visible.
- 9) Enter 3 into the px value or use the slide bar to increase width (figure 9 rectangle 5).
- 10) Leave the defaults for county and parcel boundaries.
- 11) **SAVE**

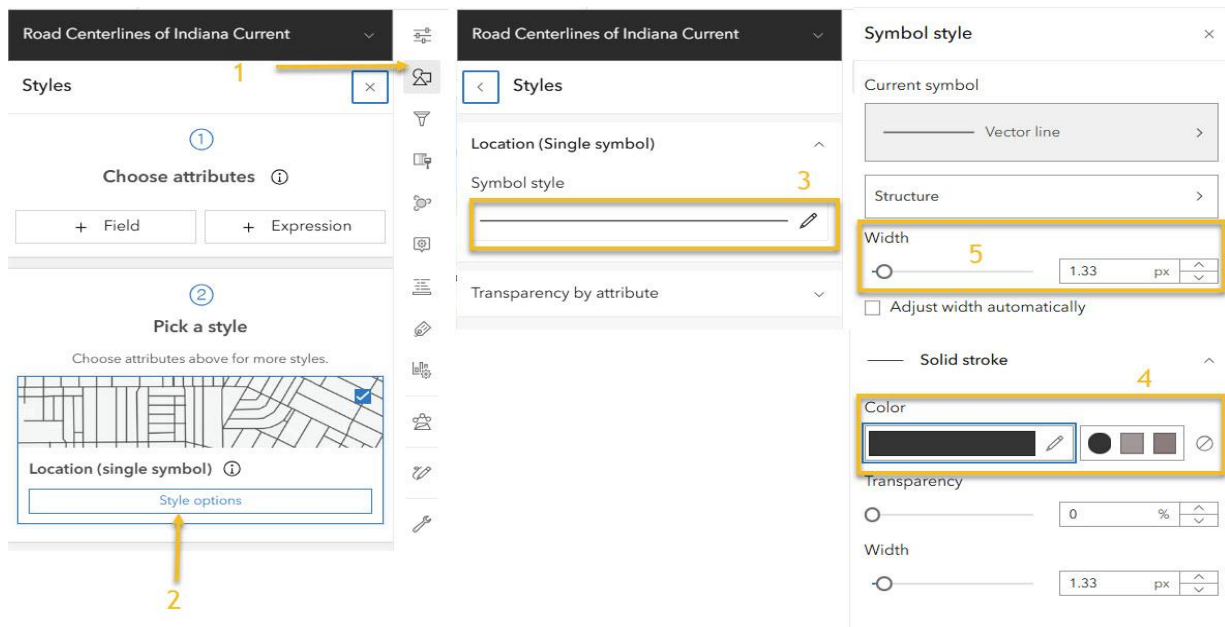


Figure 9

Configure Pop-Ups

Pop-ups show information on a specific feature of the data layers. For example, details on an address or parcel. Let's work on a pop up for the Address Data (Figure 10).

- 1) Select Addresses from the content layer.
- 2) Select Pop-ups from the Settings Toolbar.
- 3) Keep the default: Title – geofulladdress
- 4) Delete all fields from the pop-up list except for:
 - a. TAX_COUNTY,
 - b. TAX_TOWNSHIP,
 - c. TAX_CITY, TAX_SCHOOL,
 - d. TAX_LIBRARY, TAX_SPECIAL
- 5) **SAVE**

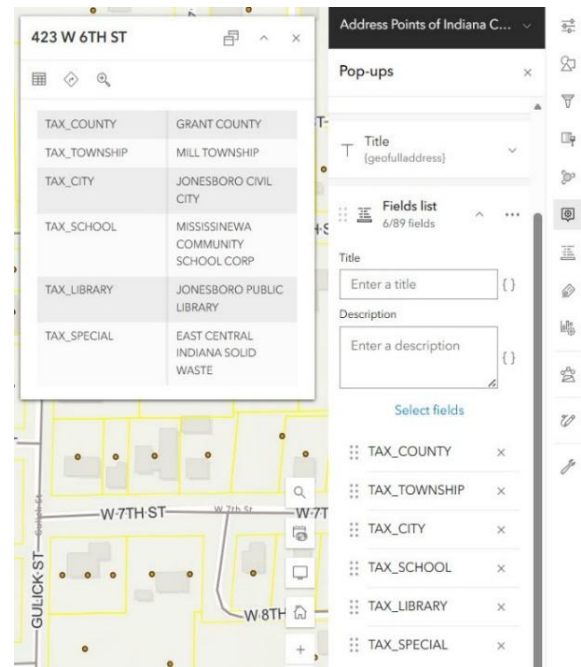


Figure 10

Labels

To enable labels for a feature, select the layer and then pick Labels from the settings toolbar (right hand side).

Use the road centerlines layer to add labels. By default, labels are normally enabled but no values are set.

- 1) Click on the Add label class button (Figure 11 yellow arrow).
- 2) Zoom in to an area to make review the labels on the roads.
 - a. You will notice it's not what you expect from the street name and it can be hard to read.
- 3) Change the Label Field (Figure 11 orange arrow) to a value that will provide a complete street designation.
- 4) Click on the label field
- 5) Scroll down to GEOFULLADDRESS
 - a. You can use the search field to find the value as well.
- 6) Next select the Edit label style
- 7) Change the font, most of the defaults should work.
 - a. The three things we want to modify are
 - i. Change font size to 14,

- ii. Set Halo size to 4
 - iii. Set the label repeat interval to 10000.
- 8) These values are all based on testing how the map appears at different scales. Take some time and play with the setting to see how they impact the labels.
- 9) Another item that can be helpful is to set a Visible Range for the labels similar to visible range for the layers.
- 10) **SAVE**

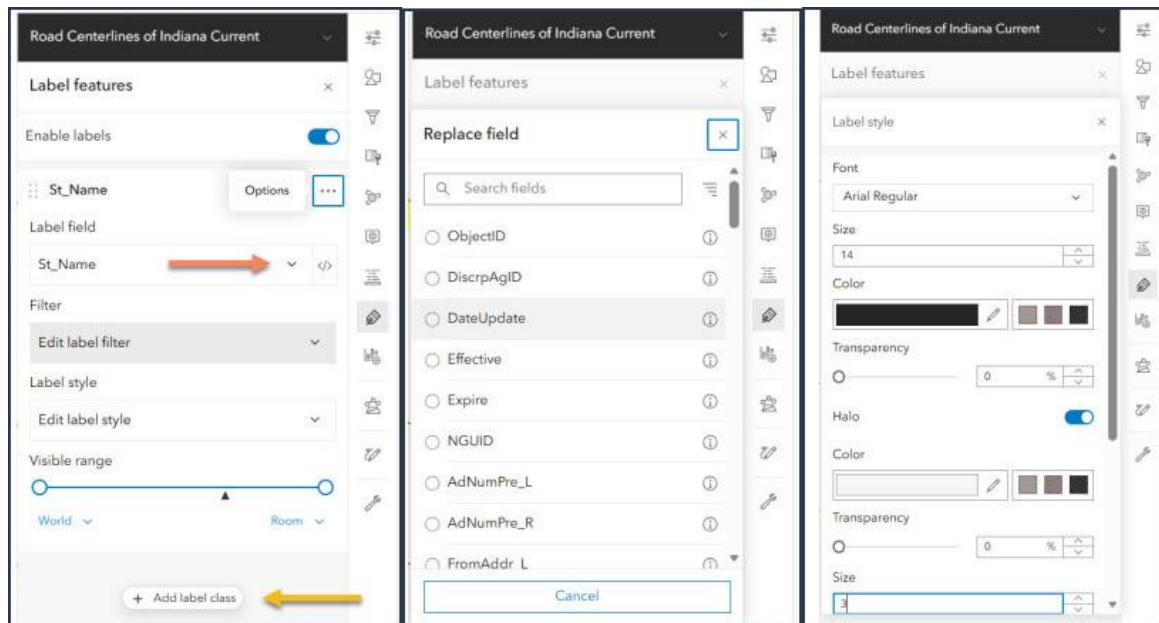


Figure 11

Filter and Query Your Data

When working with large data sets it can be helpful to filter the data that is visible. The filter tool allows the user to apply a filter that can limit the data that is displayed. Without deleting or removing information from the feature.

- 1) Select the Parcel layer from the layer content toolbar on the left-hand side.
- 2) Click the filter tool on the right side in the settings toolbar, it is the fifth button.
- 3) Select add filter (Figure 12 yellow arrow).
- 4) Change the conditions to match those Figure 12.
- 5) Click Done and click Done again.
- 6) **SAVE**

Looking at your data, you should now see only parcel data for Monroe County displayed on the map.

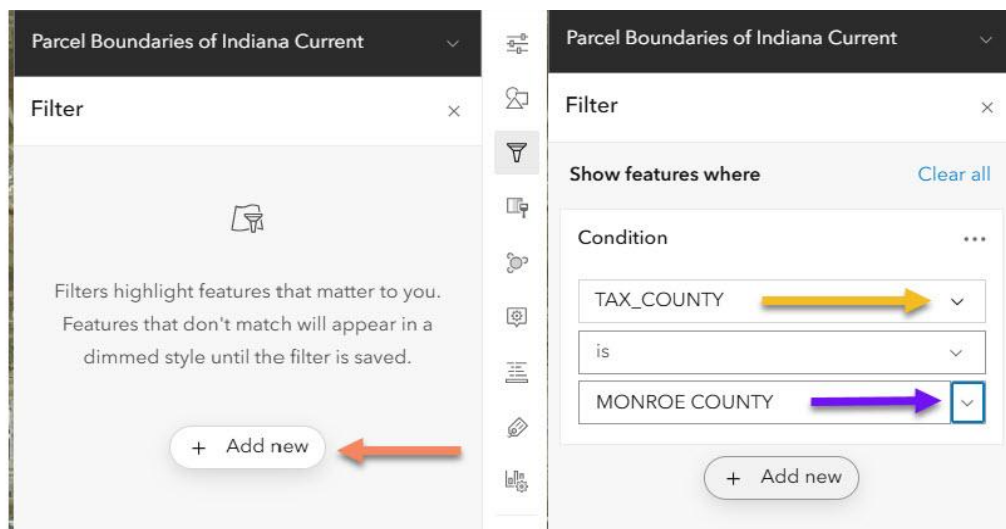


Figure 12

Choose a Basemap

On the contents bar you will see an option called Basemap (left side – third on the list).

- 1) Click on Basemaps
- 2) Look through the list to see the option available such as imagery, streets, or topographic.
- 3) Select the Imagery option from the list, top of the list.
- 4) **SAVE**

Add Additional IndianaMap Layers (Optional)

Optional layers include bridges, floodplains, and railroads.

SAVE

Share or Export Your Map

IndianaMap provides options for maps to be shared, printed or exported to a variety of formats.

EXPORT

- 1) Select Print from the content tool bar on the left side
 - a. Change title to = Overview Map IGIC Workshop
 - b. Keep Template set to the default Letter ANSI A Landscape.

- c. The Show print area is on by default it will show the area to be printed on the map. Keep this set to on.
- d. File format is PDF by default lets change this to JPG.
- e. Click on Advanced options, leave set to defaults.
- f. Click on Export and find a place to save the file on your laptop.

You can use this tool to export your map as a PDF, PNG, JPG, TIFF and other formats. A user can add/remove a legend, north arrow, and change other settings for the file. I recommend exploring those to see how those settings will change what is exported.

SHARING

We will cover sharing features and maps in the Group section of the workshop. But you can also share the map directly from the content toolbar on the left.

- 1) Find share and click on - Share map.
- 2) Click on Manage sharing.
- 3) The Manage sharing options are:
 - a. Owner – Owner of the item(s) has access.
 - b. Organization – All members of your organizations has access. This is everyone who has a Community Account.
 - c. Everyone (public) – People outside your organization has access.
- 4) The Set Group Sharing will be covered in a different section.
- 5) Cancel out of the Share window.

Save work and return to Home page.

Resources:

[Get started with ArcGIS Online | Documentation](#)

[What's new in Printing from Map Viewer \(February 2026\)](#)

APPENDIX A: ESRI Visitable Range Scales

Visible Ranges	Scale
Continent	1:50000000
Countries - big	1:25000000
Countries - small	1:12000000
States/Provinces	1:6000000
State/Province	1:3000000
Counties	1:1500000
County	1:750000
Metropolitan areas	1:320000
Cities	1:160000
City	1:80000
Town	1:40000
Neighborhood	1:20000
Streets	1:10000
Street	1:5000
Buildings	1:2500
Building	1:1250
Small building	1:800
Rooms	1:400