

# Cartography

## Simple Dot Map

Name:

Section:

Directions: Follow the directions on how to make a Dot Map of the students in the class.


### Step 1: Preparing Your Data

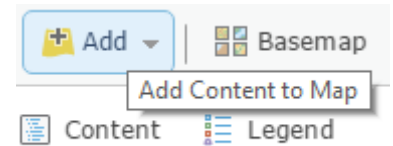
#### 1. Compiling your Data

- Open Microsoft Excel
- Make categories for **Student Name**, **City**, **State**, and **Country**
- Make a spreadsheet of the data using the information collected at the start of class
- Once you are finished save the file as a **.csv File** titled **Cartography Students** in a place you can easily find it

### Step 2: Setting Up Your Map

#### 1. Importing the Data

- Sign in as normal
- Once in click on the **Map** option along the top bar
- On the default map screen left click the **Add** button to add content to your map and select **Add Layer From File**
- In the window that pops up it will ask you to search for the file you would like to import. Find the **Cartography Students** file you created and select it.
- Make sure the file name readings Spring 2015 GIS Students.csv. As long as that is correct press the  button.



#### 2. Formatting the Data

- On the pop up screen that comes up called **Add CVS Layer** make sure that you are using the **Address Location Feature**
- For **Country** make sure that **World** is selected
- Make sure that the **Field Names** and **Location Fields** match up
  - Select Region to represent State
  - Student Name should not be used
- Once all of that is done click the **Add Layer** button in the bottom of the window

#### Add CSV Layer

Locate features using:  Latitude/Longitude  Address

Country:

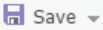

Review the location fields. Click on a cell to change it.

Field Name	Location Fields
Name	Not used
City	City
State	Region
Country	Country

**ADD LAYER**

**CANCEL**


### Step 3: Saving Your Map

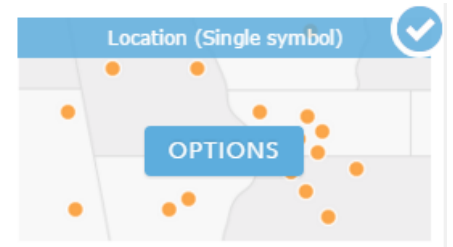
- In the top bar left click  the button and select **Save As**
- Make the Title **Cartography Students <Name>**
- Add the **Tags** Saint Paul Prep
- And make the **Summary** Dot map of the students in Mr. Tredinnick's spring 2015 GIS Course
- Once you are ready click  the button

Note: It is always a good idea to save your maps periodically as you go along




## Step 4: Configuring Your Map

### 1. Change the Style

- For Option One choose that the **Attribute** you want to display is Show Location Only
- For Option Two scroll down and select **Location (Single Symbol)**
- The dots should now have changed so that is only one style of dot
- Click  the button to configure your dots

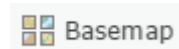


### 2. Formatting your Dots

- Click on **Symbols** to bring up the pop-up window that will allow you to change the format of your dots
- Select that you would your dots to be the red pin 
- On the bottom change it so that the size of your dots will be **24px**
- Once you have completed all that hit  the button to accept your changes
- If everything is set click the  button to move on

### 3. Change the Basemap

- Change to a **Light Gray Canvas** basemap by clicking on the





Basemap

button on the top bar

### 4. Save your map

- You do not just have to do save as, it will now just automatically save under the name you established earlier

## Step 5: Sharing your Map

- Left click on the  Share button on the top bar
- Choose to share it with members of the Geographic Information Systems Class Group
- Finally scroll down and click the  button

**Congrats you have made a dot map!**