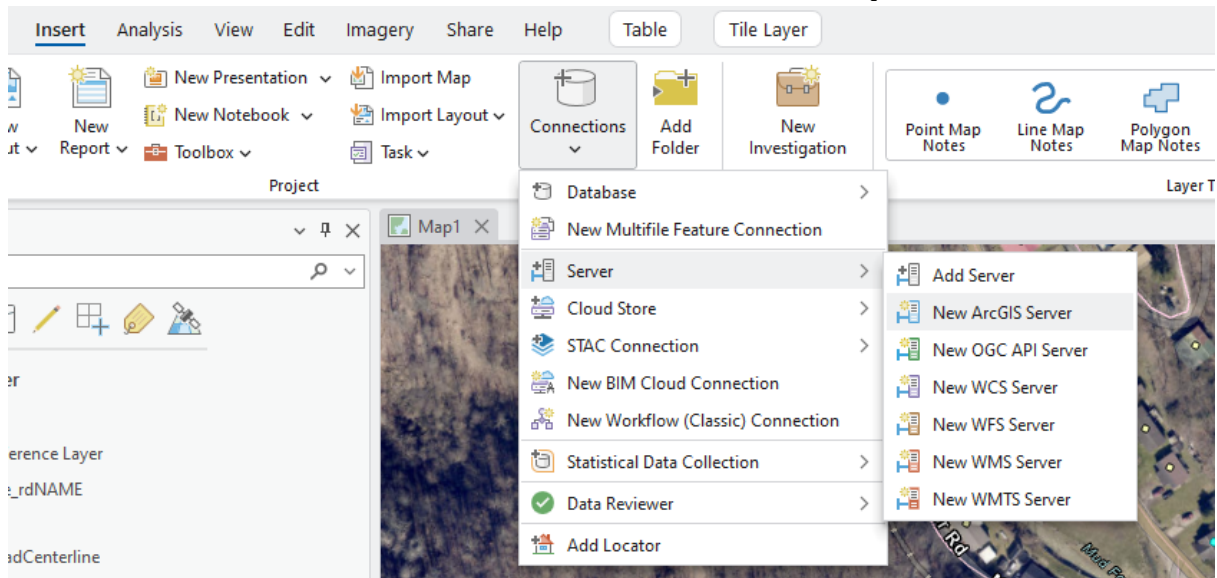


# How to Set Up and Use WV Locators in ArcGIS Pro

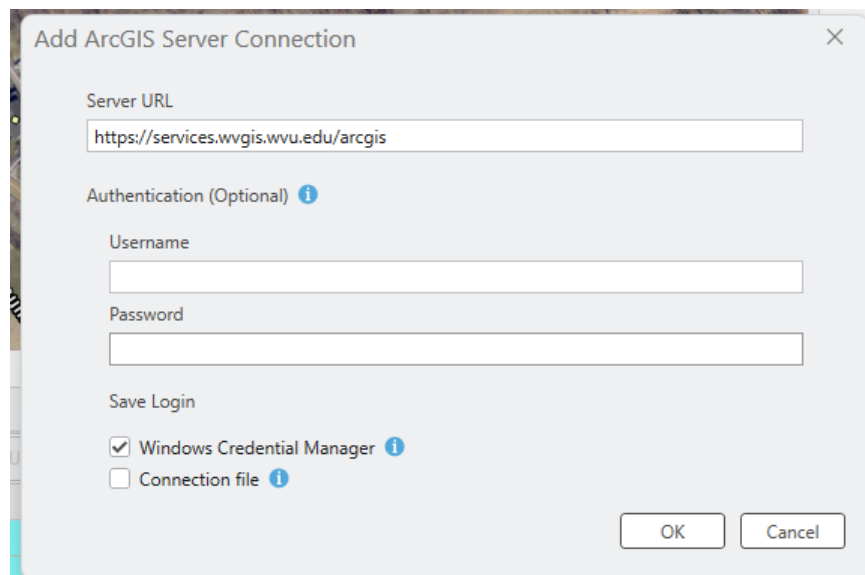
The locator services from WVGISTC can be used to process single addresses or multiple addresses (bulk submissions) in ArcGIS Pro. Before you start geocoding, you must connect to the geocoding services. This guide provides instructions to connect to the WV Locators in ArcGIS Pro.

## Step 1. Create an ArcGIS Server connection

1. Launch ArcGIS Pro and open your project.
2. On the Insert tab, click **Connections > Server > New ArcGIS Server** to open the Add ArcGIS Server dialog.

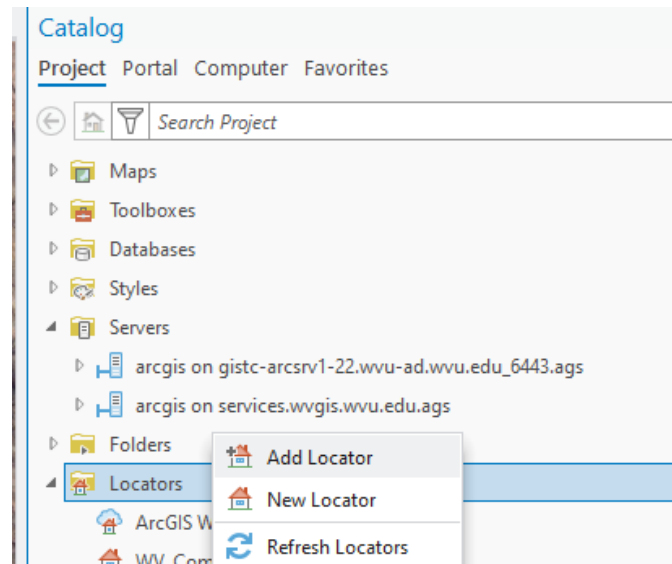


3. In the **Add ArcGIS Server Connection** window, enter the following server URL: <https://services.wvgis.wvu.edu/arcgis/> and leave the Authentication fields blank. Click **OK** to complete the connection.

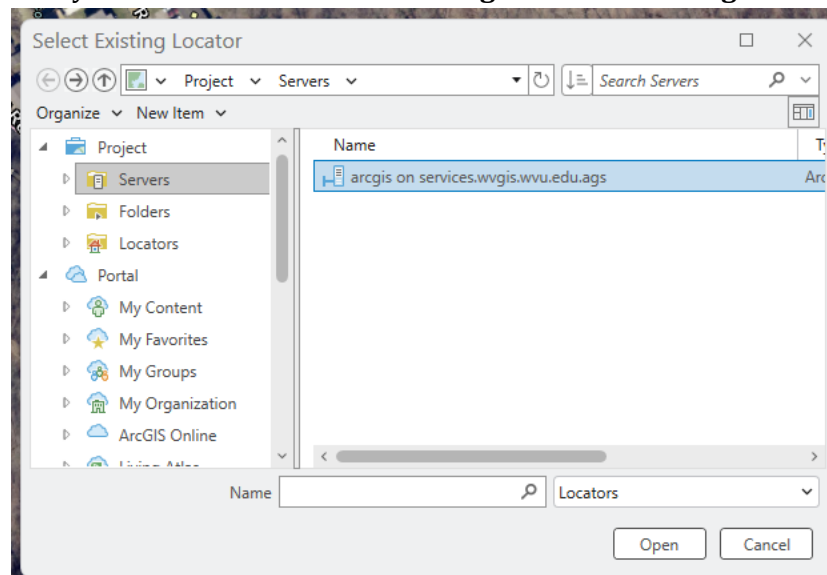


## Step 2. Add Locator to the project

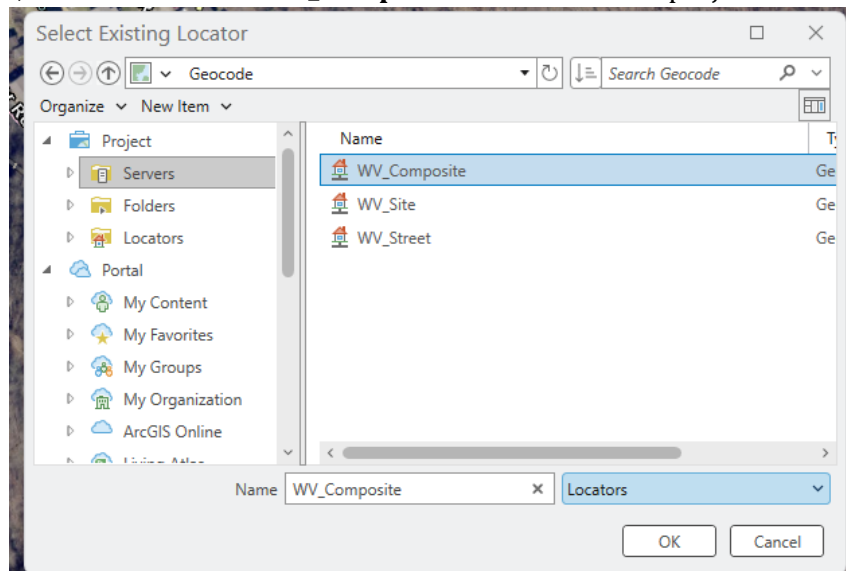
1. Right click **Locators** and choose **Add Locator**.



2. In the **Select Existing Locator** window, select Servers under Project in the Contents table located on the left, double click the newly created server connection **“arcgis on services.wvgis.wvu.edu.ags”**.



3. Click Geocode folder, then double click **“WV\_Composite”** to add it to the project.

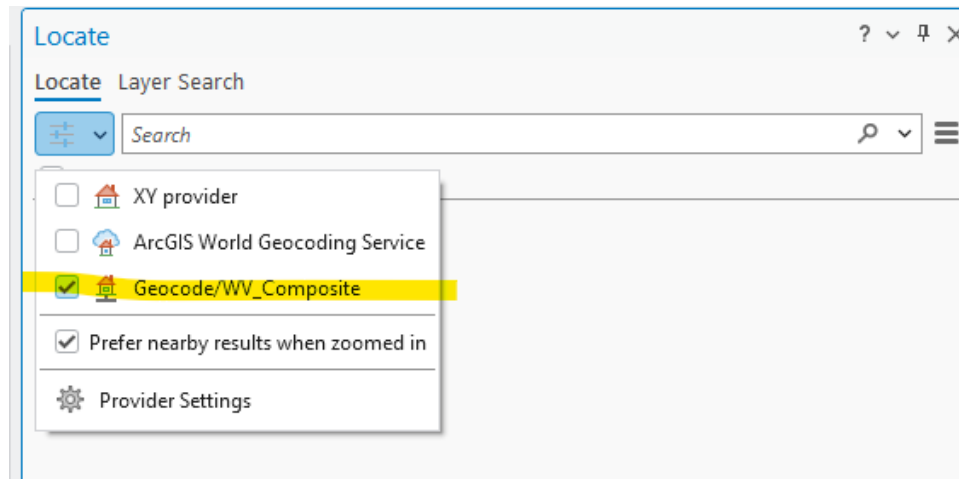


### Step 3. Use the WV Locator

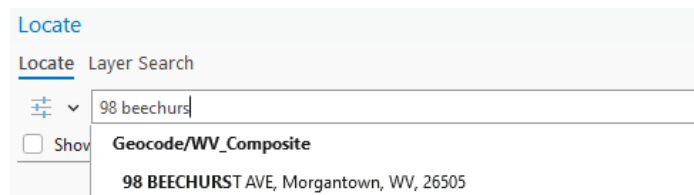
Once you have added the WV composite locator to your project in ArcGIS Pro, you can begin to use them for geocoding either a single address or multiple addresses.

#### Single Address: Using the Locate Tool

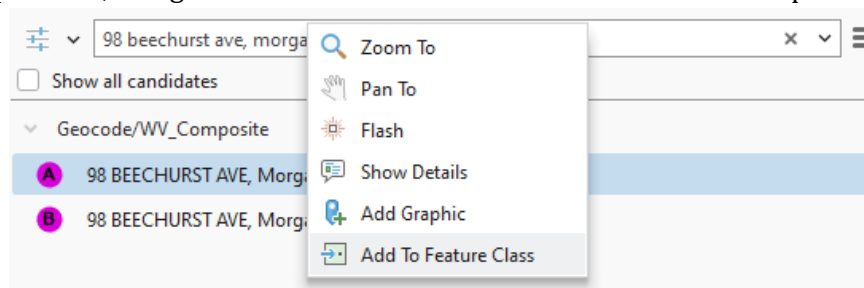
1. From the **Map** tab, in the Inquiry group, click **Locate** to open the Locate pane.
2. In the **Locate** pane, click the **Options** button to the left of the search bar and make sure the option “**Geocode/WV\_Composite**” is checked from the dropdown list. This is the WV Locator service we just added.



3. In the search bar, type the full address you want to geocode (e.g. 98 BEECHURST AVE, Morgantown, WV, 26505) and press Enter. As you type your address, suggestions will be displayed below for your convenience.

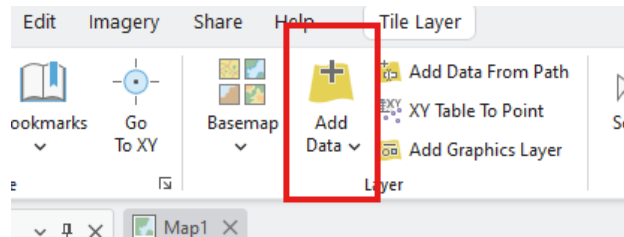


4. The results will appear below, and you can click on the correct result to zoom to the location on the map. It might show multiple candidates with rankings. You can click on each candidate to zoom to and highlight its location in the map viewer, or right click on each candidate and select one of the options.

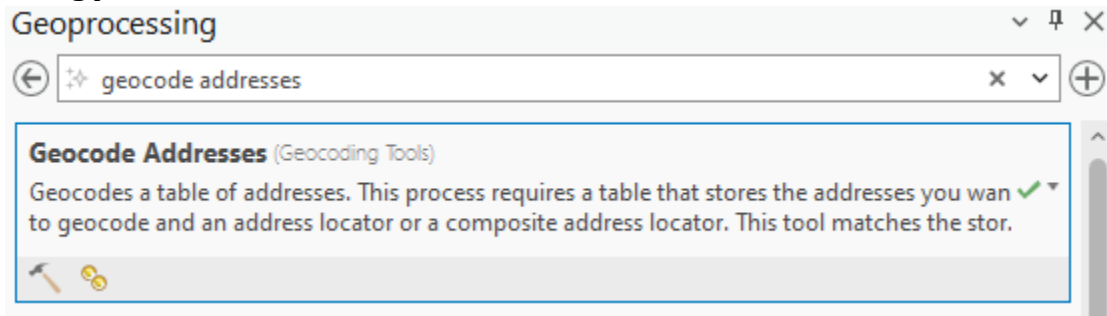


#### Multiple Addresses: Using the Geocode Addresses Tool

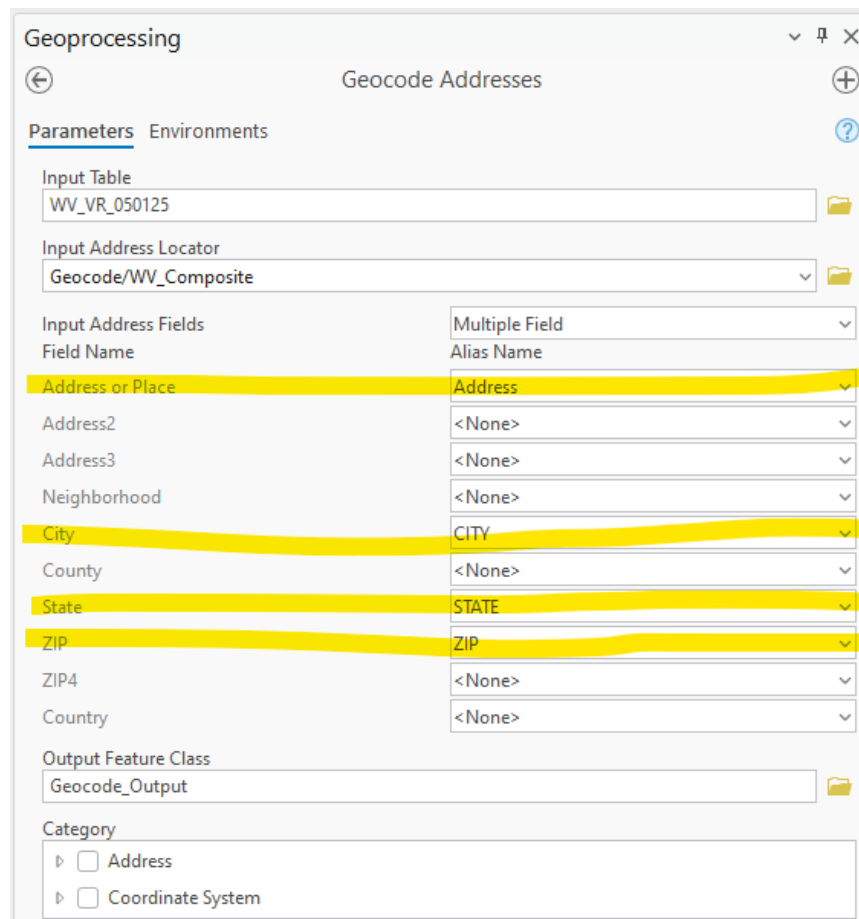
1. Prepare your address table: Create a table in Excel with the following minimum required fields: street address, city, state and zip code. Alternatively, you can have a single field for full addresses that include all those components listed above.
2. Add the address table to your ArcGIS Pro project by clicking the **Add Data** button and select your address table.



3. Open the **Geocode Addresses** tool:
  - Go to the **Analysis** tab, click **Tools**, and search for **Geocode Addresses** using the search bar in **Geoprocessing** pane.



4. In the **Geocode Addresses** tool:
  - 1) Set the **Input Table** to your address table.
  - 2) Select the "**Geocode/WV\_Composite**" option from the Input Address Locator dropdown.
  - 3) Under **Input Address Fields** section, make sure to select all the fields used for geocoding for the matching Address field category.
  - 4) Set the location and name of your choice for **Output Feature Class**.
  - 5) Click **Run** to run the tool.



5. After running the tool, a new feature layer will be created, showing the geocoded addresses on the map. You can export this event layer to a permanent shapefile or feature class by right clicking the event layer in the Contents pane and choosing Data > Export Features.