How to Setup the WV Locators From the WVGISTC: The locator services can be used to process single addresses or many addresses (bulk submittions) in ArcMap. Before you start geocoding, you must connect to the geocoding services to be used. Follow the instructions below to connect the WV Locators in ArcCatalog.

This guide is designed for Arc 10.2. For other versions or for extra assistance please consult the "Help" document "Working with address locators and geocoding " within ArcGIS.

## ArcCatalog: add an ArcGIS Server

- 1. Launch ArcCatalog
- 2. Click GIS Servers in the table of contents area (see the illustrations below)
- 3. Double click on the Add ArcGIS Server item
- 4. In the Add ArcGIS server dialog, select "Use GIS Services," then click Next
- 5. Enter the address for Server URL: <u>http://services.wvgis.wvu.edu/ArcGIS/rest/services/Geocode</u> Click Finish



## ArcMap: add locator

- 1. Launch ArcMap
- 2. Click > Customize > Toolbars> Geocoding To put the geocoding toolbar on your map document
- 3. Click > 1<sup>st</sup> Drop down menu or on the mailbox icon within the Geocoding Toolbar **3**.
- 4. Click> Manage Address Locators
- 5. Click > Add
- 6. Select > GIS Servers
- 7. Select "http://services.wvgis.wvu.edu/ArcGIS/rest/services/Geocode"
- 8. Click Add
- 9. Select WV\_geocode\_Site and/or WV\_geocode\_Street
- 10. Click Add
- 11. Click Close

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**How to Use the Locators:** Once you have set up the locator services in Arc Catalog, you can begin to use them within ArcMap. You can either use a new arcmap project or an existing project.

**Single Address:** If you only need to locate a single address, The Find tool **M** can be used to geocode.

- 1. Click the Find Tool
- 2. Click the Locations tab
- Choose the locator wv\_geocode\_site or wv\_geocode\_street
- 4. Fill in Full Address
- 5. Click Find

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**Bulk Addresses:** Multiple addresses can be geocoded directly in ArcMap using tables with the locator services.

- 1. Add a table to ArcMap
- 2. Click ArcToolbox
- 3. Click Geocoding
- 4. Click Geocode Addresses
- 5. Choose a locator, click OK

The table must comply with the minimum required fields for the selected locator (As listed below). The locator returns an event table in the ArcMap session. This event table can then be saved to a permanent

• Input Table • Input Address Locator			Geocode Addresses Geocodes a table of addresses. This process requires a table that stores the addresses you want to recorde and an address
Input Address Fields		_ ≧	locator or a composite address locator. This tool matches the addresses against the address locator and saves the result for
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shapefile. The locator service returns new fields (Listed below) associated with the event points created that allows you to determine the accuracy (or match quality) of the results.

## Required fields:

WV\_Geocode\_Site\_UTM17: street address, zip code WV\_Geocode\_Street\_UTm17: street address, city, state, zip code

## For more information please consult the "Working with address locators and geocoding" Document within Arc Help.

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