

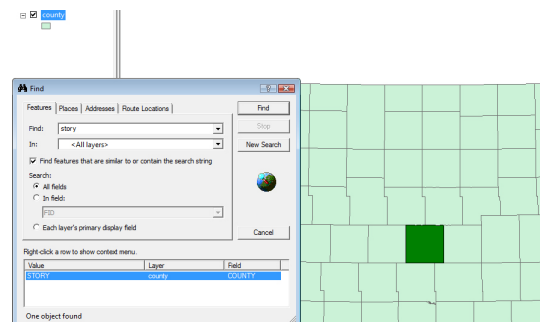
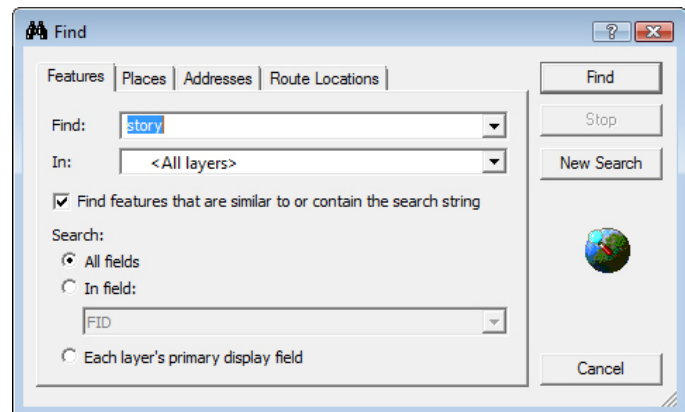
Searching within ArcMap: Finding Features and Places

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, "Essential ArcGIS Tutorial Series." The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

The find tool can search for features within the map data added or search online through the ESRI World Gazetteer. This tool provides for quick searches within map data without having the exact spelling or location of data.

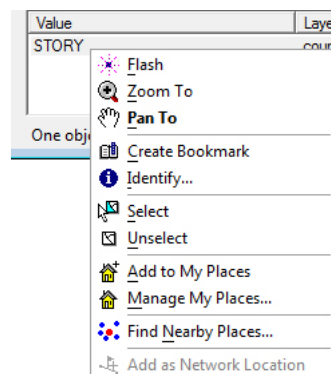
1. Finding Features within ArcMap

1. Open ArcMap and add shapefile.
2. Click on the **Find** tool.
 - Make sure the **Features** tab is selected.
 - In the **Find:** text box type the feature that needs to be found. ArcMap will find all features within the attribute table that contain this text.
 - In the **In:** drop-down menu, select the layer that is going to be searched. This will limit the results to selected features or layers.
 - Make sure the box next to **Find features that are similar to or contain the search string** is selected to expand search results to those that may not be exact on spelling.
3. Select **Find** in the window or hit enter. A search query will find any results and display the corresponding text in the table.

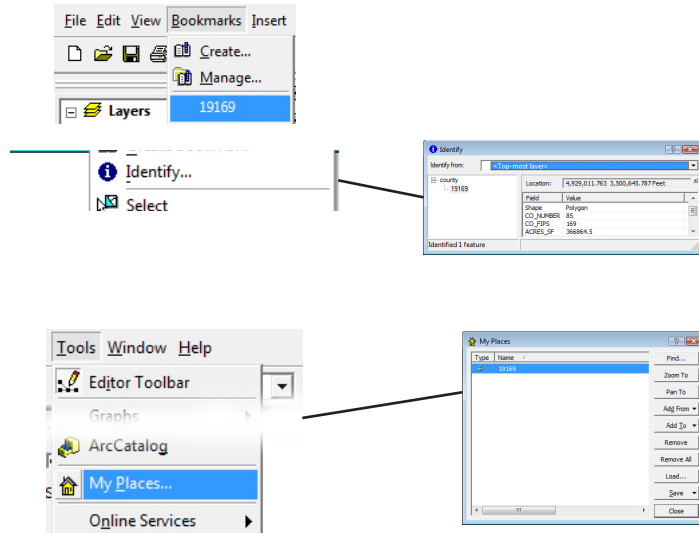


2. Display and Identifying Features

1. Click a feature from the table to display a flash showing the location of the selected feature.
2. Right click a feature from the table to see a list of alternative options.
 - **Flash** highlights the feature. This does the same action as left clicking.
 - **Zoom to** adjusts the scale to the feature.
 - **Pan to** centers the feature on the screen.

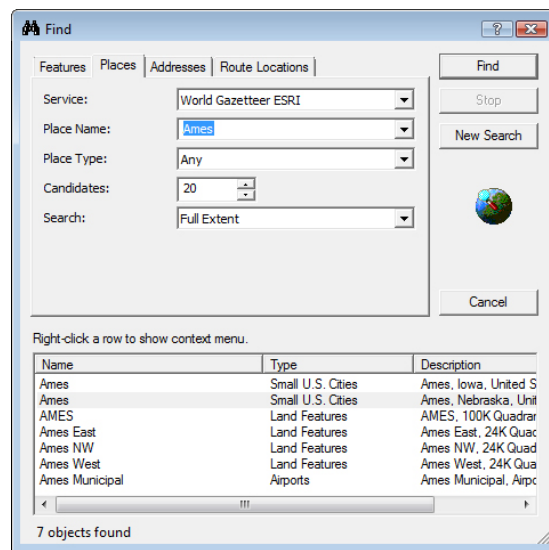


- **Create Bookmark** creates a quick view option by clicking **Bookmarks** in the ArcMap toolbar. Select the bookmark created to view the feature.
- **Identify** opens a new window that shows data about the feature.
- **Select** and **Unselect** creates a selection around the tool which is used in various features within ArcMap such as viewing or exporting the feature.
- **Add to my places** allows features to be added to a user's saved **My Places...** that can be viewed on any map on that computer. To open **My places** click **Tools > My places...**



3. Finding Places using ESRI Gazetteer

1. Select the **Places** tab within the window.
2. Make sure the **Service:** drop down tab displays **World Gazetteer ESRI**. (This will return a set of results coming from the ESRI database.)
3. Next to **Place Name:** type the place to be found. **Place Name:** can consist of cities or counties but are not limited to those.
4. Select **Find** in the window or hit enter to display a search query field. Any search result returned will be within or near any features on the map and will be limited to the ESRI World Gazetteer service. (Some results will not be returned.)
5. Right click a feature to get many of the options listed previously, or select **Add Graphic** to create ArcMap graphics or **Add Callout** to add a box labeling the feature.



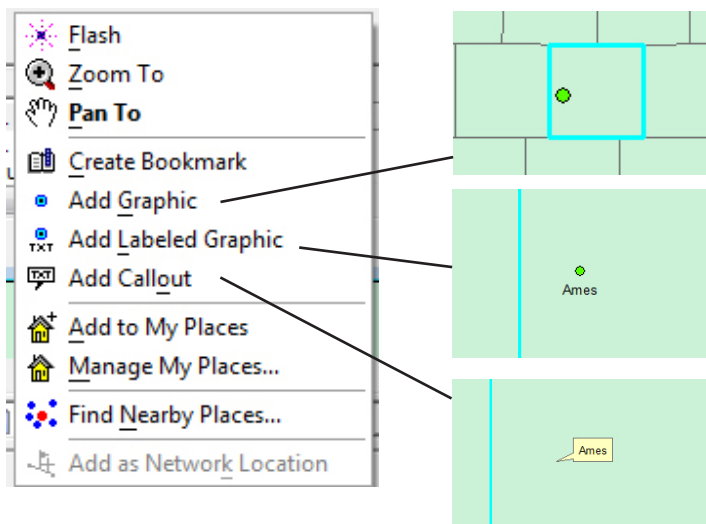
Contacts

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This task sheet and more are available for free download at www.extension.iastate.edu/gis.

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