

# ArcExplorer

## Quick Manual

### General

The ArcExplorer browser is a product of ESRI. This software is freely distributed on the Internet for users that do not have other GIS software. The purpose of the software is to view spatial information. It also allows other functions like labelling the features, identifying features, editing the colours and layout for printing purposes, zooming in and out and also searching for features. (A feature can be any line, point or area (polygon) on your screen.)

The information the system uses is called shapefiles or also referred to as themes.

### Opening ArcExplorer

ArcExplorer is installed and opened like most programs in the Windows environment. On opening the software, you are presented with a blank project window. The window has a column on the left side. The features will be listed there.

### Adding shapefiles / Themes / Features to project window

- Select the button "Adding a theme" (see FIGURE A) or you can select <Add Theme..> from the Theme menu.
- A "Add Theme(s)" menu opens from where you can select the directory where the shapefiles are stored.
- Select the shapefile you want and click on .
- Repeat this until you have all the themes / files you need and then click on .

All the shapefiles / themes you have read will be listed in the project window in the column on the left.

### To identify a feature

- Select the button "Identify" (see FIGURE A) or you can select <Identify> from the Tools menu.
- Make the shapefile / theme you wish to identify the features from, active (see FIGURE A) by clicking on the shapefile / theme. (The shapefile / theme will be slightly lifted out.)
- Just move the cursor to the feature and click on the feature. An Identify Results list will appear with all the information on the selected feature.

### To find a feature

- Select the button "Find Features" (see FIGURE A) or you can select <Find...> from the Tools menu.
- Make the shapefile / theme you wish to search on, active (see FIGURE A) by clicking on the shapefile / theme. (The shapefile / theme will be slightly lifted out.)
- Complete all the requested fields (take note that the search is case sensitive) and then select the operation you want to perform at the bottom.

### **Changing the colours of the themes**

Should you wish to change the colour of a particular theme, you can just double click on the theme and a "Theme properties for ....." menu will appear.

- Show theme as single symbol (see FIGURE A)
- Show theme as unique values (see FIGURE A)
- Label the features in the theme
- Change the theme heading to be more meaningful.

### **Zooming in and out, shifting the map around (panning)**

The program offers the basic functions of allowing you to zoom to an area or zoom out again. You can also move the map to an area required. (see FIGURE A)

### **Scale bar and co-ordinates**

The shapefiles / themes are captured in geographical (latitudes / longitudes).

- To view the scale bar, the scale and the co-ordinates, select <Display Scale Bar> from the [View](#) menu. The co-ordinates displayed are in decimal degrees.

### **Printing a map**

The facility exists to generate small maps. The program will automatically add a north arrow, a scale bar and a legend to your map.

- Select <Print> from the [File](#) menu.
- A "Print Map" menu will appear where you can enter the Heading for your map and select the printer.

### **Saving the map (project)**

The map you have compiled can be saved. NOTE, to save the map, you are only saving the layout and NOT the data. (In other words, you cannot give the saved file to somebody else and they will be able to open the map.)

- Select <Save Project> or <Save as..> from the [File](#) menu.
- A "Save ArcExplorer Project" appears where you can select in what directory you wish to save the project. The file saved will have a \*.aep extension.

FIGURE A



