

Adding Excel Data to ArcMap

• Preparing Your Data

Before you can import tabular data into ArcMap, you must make sure it is in a file type and a format that ArcMap can recognize. First we will format our data fields, then we will save it correctly.

Formatting Tabular Files

Both latitude/longitude data and addresses must be correctly formatted in order to display correctly in ArcMap

- Lat/Long
 - Use numerical values only (**DO NOT** include text like E, East, N, North, degrees, etc)
 - When appropriate, use negative (-) signs to indicate hemisphere
 - o Make sure your data is in decimal degrees, not degrees-minutes-seconds
 - Latitude and Longitude must be in two separate fields If you name these fields "latitude/longitude" or "X/Y," ArcMap will automatically recognize them

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3	-120.7	39.7	11		
6	-121.8	40.2	12		
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- Addresses
 - Divide your data into the following columns: Address, City, State, Zip. Enter the corresponding data into each column.
 - If you are missing data from one of these categories, you do not need to include that header
 - Enter your data carefully mistakes and typos can lead to errors in finding the address!

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Useable File Extensions

Once you have formatted your data, you will save it using a file type that ArcMap can recognize. The following file types can be used in ArcMap. All of these file types can be read by Microsoft Excel:

- o .csv
- o .txt
- o .xls (97-2003 ONLY .xlsx will not work)



• Importing Your Data

The way you import your data will depend on whether you are using latitude/longitude or addresses. In either case, the first step is to add your tabular data to the map document.

Before adding your data

- Make sure the field names you have chosen are not too long and do not have *spaces* or other problematic characters (eg: *, &, !, #, etc)
- Save and close your excel document. Leaving it open may interfere with other operations later.

Adding tabular data to the map document

You can drag and drop from ArcCatalog or use the add data button in ArcMap. You will have to select the **specific worksheet** if you are using an excel file.

Add Data									x
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Selecting the appropriate worksheet from an excel file

The data you add will only appear in the table of contents when you are in "List by Source" view.



Latitude/Longitude: "Display XY Data"

You are now ready to display your data. Note that with lat/long data, initially you will **only be displaying data**, and an additional step is necessary to create a new, permanent file

- Right click on the worksheet containing lat/long data
- Click "Display XY Data..."

- If you named your lat/long fields "X/Y" or "Latitude/Longitude," the resulting dialog box will automatically fill in these field names for "X field" and "Y field." If not, enter these field names manually
- If you do not have elevation data, leave "Z field" blank.
- Enter the projection information for your data by clicking the "Edit" button at the bottom of the box.
- Most GPS data uses a geographic coordinate system called WGS 1984. Be sure to enter the correct projection information for your data to ensure that it displays correctly
- Click OK



A table containing X and Y coordinate data can be added to the map as a layer										
Choose a table fr	om the map or browse for another table:									
Lat_Long\$										
Specify the field	Specify the fields for the X, Y and Z coordinates:									
X Field:	Longitude	•								
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• The following pop-up will appear. Click OK, but let this remind you that this data is only being **temporarily displayed** on the map. The next step will make this data permanent.



Your data should now be proudly displayed on the map. To make this display permanent, you will export it.

- Right click on the displayed data, which should have the word "Events" after it.
- Click "Export data"



- In the resulting dialog, you will use the same coordinate system as the layer's data source, since you already correctly selected that coordinate system
- Select a location and file type (shapefile or feature class) to create by clicking on the folder icon next to the pathname

Congratulations, you are a tiger of a datamaker!



