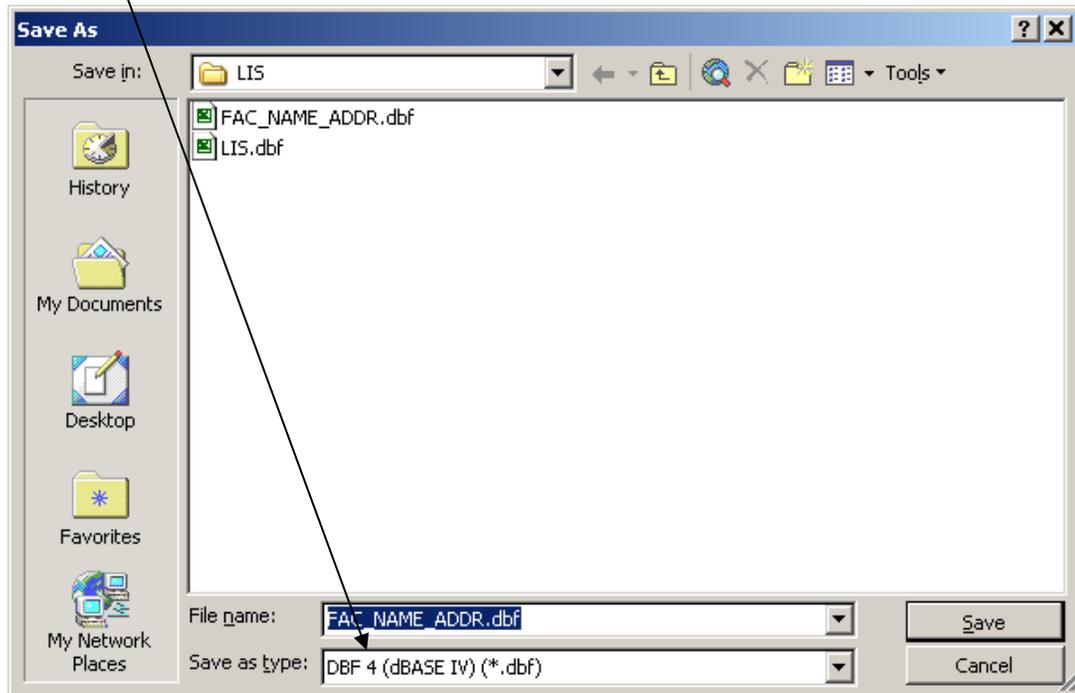
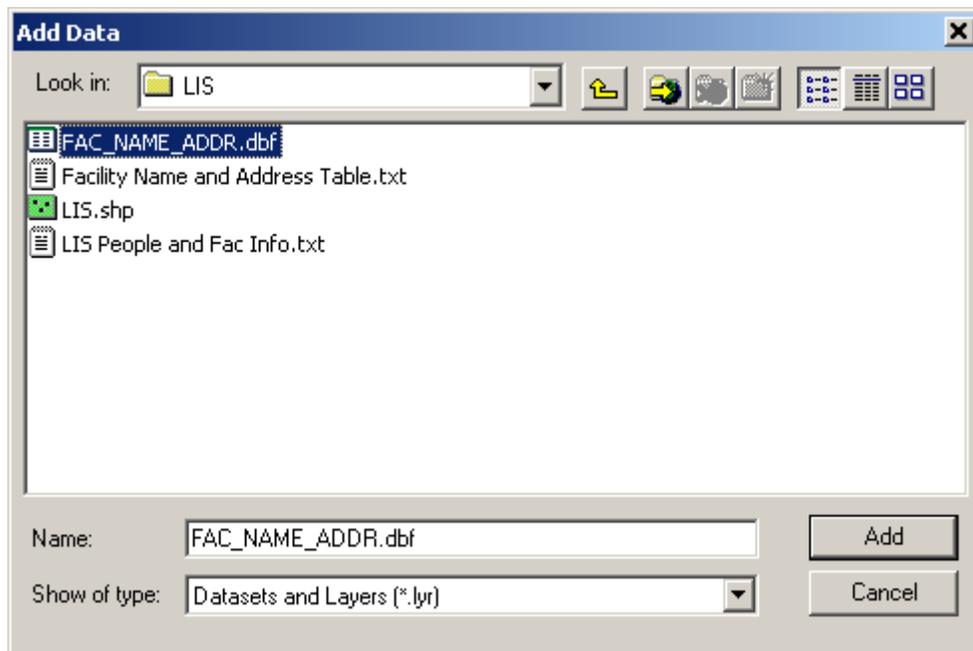


Geocoding Addresses in ArcMap

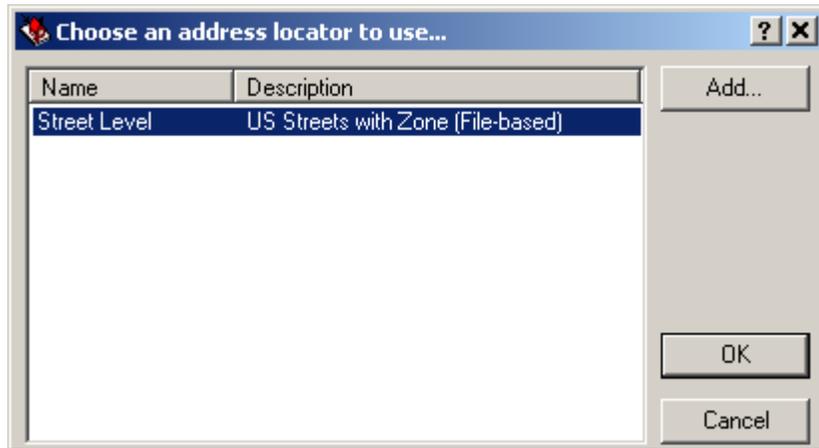
1. Enter your address data into an Excel spreadsheet. Go through your Excel spreadsheet and make sure all the addresses do not have PO Boxes in them or anything else besides just the address feature. (Example of a wrong address format: 102 E. S. St. – the correct address would be 102 E South Street; there cannot be any points located after abbreviations)
2. When you are done editing your table choose all the records and then “Save as” a “DBF 4”. Make sure to save it with a unique name and a location where you can find it easily.



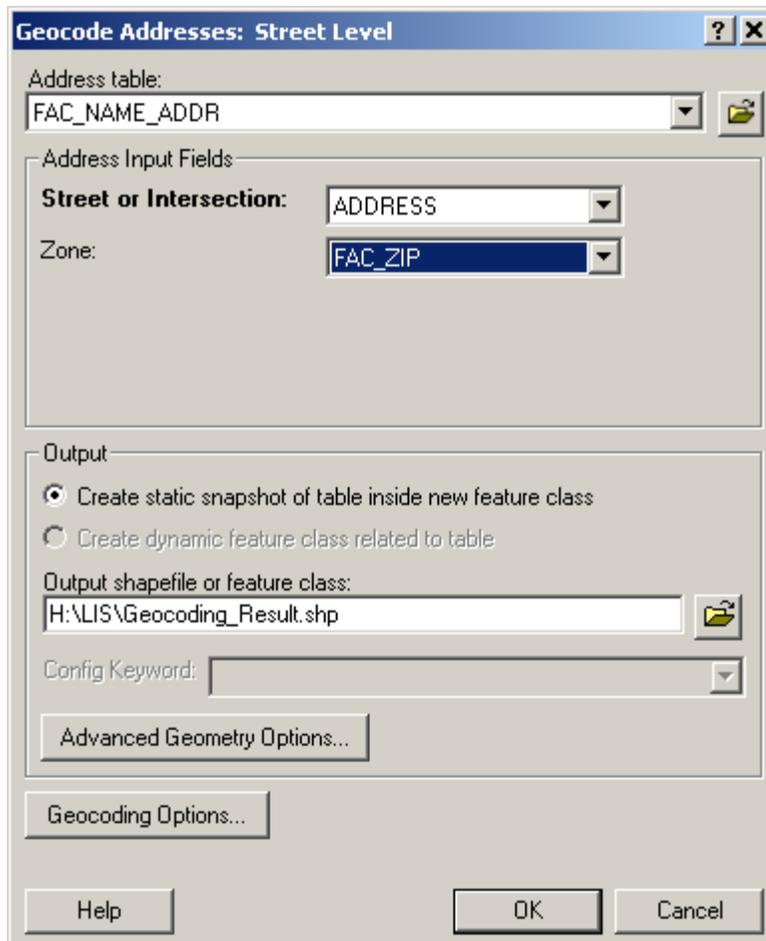
3. Open ArcMap. Add a shapefile that is already projected to “NAD 1983 State Plane Nebraska Feet”. Now add your “DBF 4” that you just saved by clicking on the plus button in ArcMap.



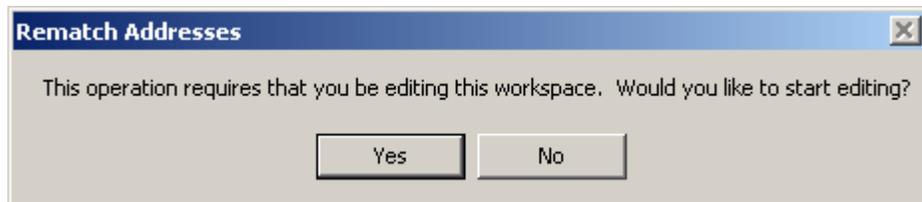
- Once you have added your table right click and choose “Geocode Addresses”. Once you have done this you will need to choose an address locator, use the “Street Level” and click on Ok.



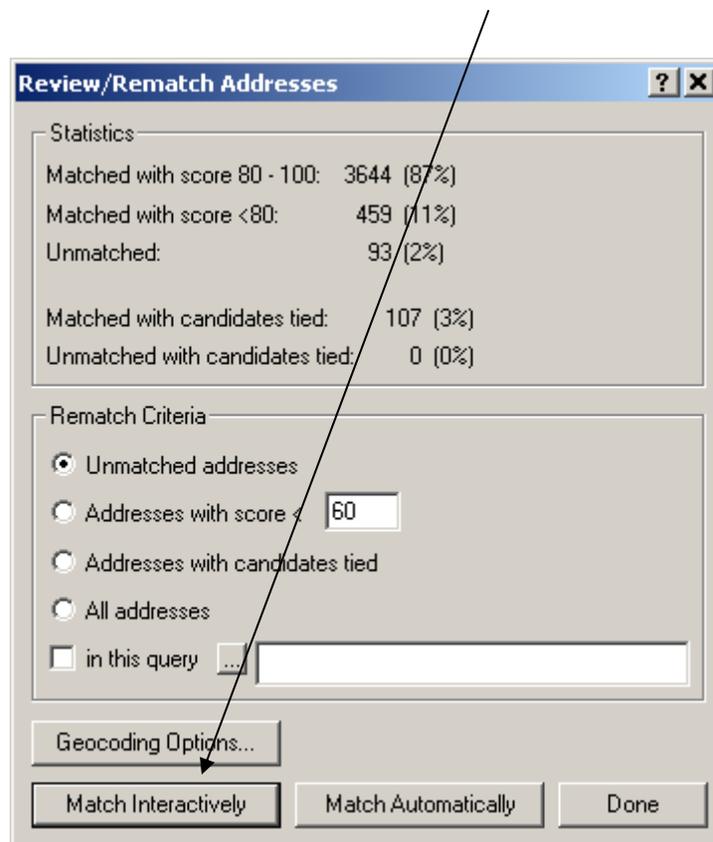
- Once you click Ok it will bring up a window, choose your zone as your zip code field. In the output shapefile area save your shapefile with a unique name and save it in a directory where you can find it later. Click Ok when you are done. The addresses will begin to be geocoded and the computer will let you know which addresses were not found



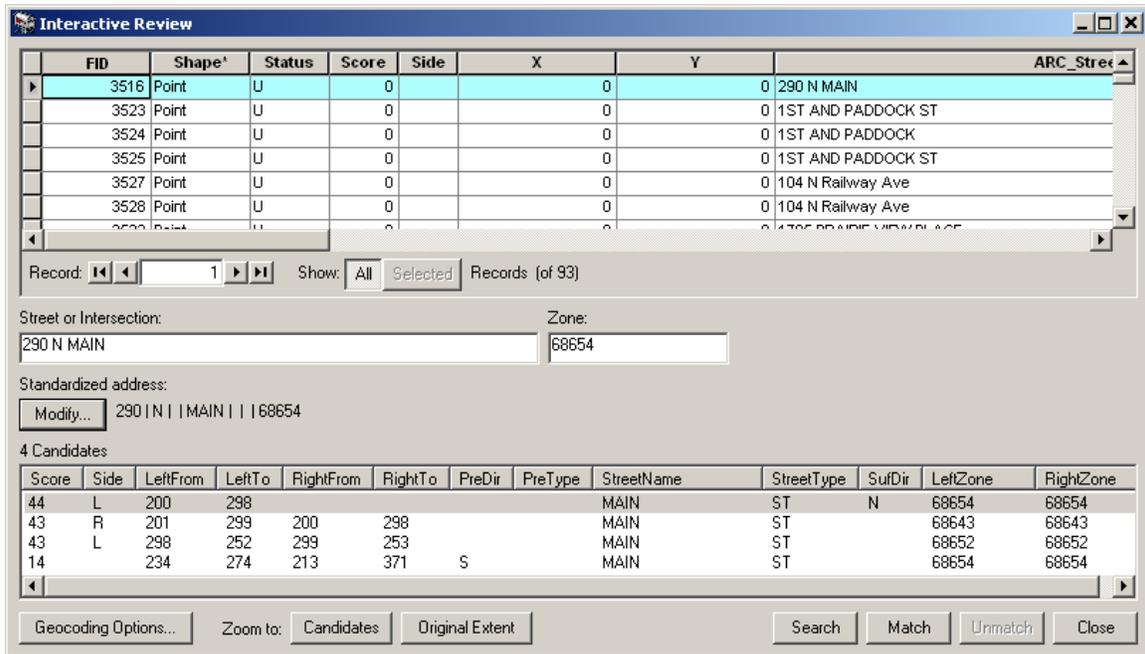
6. After the Geocoding is done right click your shapefile that it created and click on “Data” and then “Review/Rematch Addresses”, the computer will ask you to start editing your workspace, say yes.



7. Once you have started editing your workspace the Review/Rematch Addresses window will come up, click on “Match Interactively”.



- Once you have clicked on “Match Interactively” the Interactive Review window will come up.



- For each record that an address was not found for you will have to find the closest possible match. There are some Internet Search Engines that can help you with this process. Below is a list of these Internet addresses.

<http://www.whitepages.com/10778/reverse-phone> - this is helpful if you have a phone number in your data.

<http://www.yellow.com/zipcode.html> - this is helpful if you are looking for a zip code for a particular city.

<http://www.mapquest.com/> - this is the most helpful resource, just type in your address without the zip code and it will usually tell you what zip code that address is in and where it is located on the map.

**Some hints when Geocoding is to place an address as close as possible to where it might be located, using MapQuest you can find a road next to the road it cannot find. For example a lot of County Road locations and Highway locations will not be found, just try to place the point near the road in question.*

- When you are done Geocoding click on “close” in the interactive review window, then click done in the review/rematch addresses window and then click save in ArcMap and save your edits. Now your points will be located on a map.