

## **Adding Map Notes (Custom Map Builder only)**

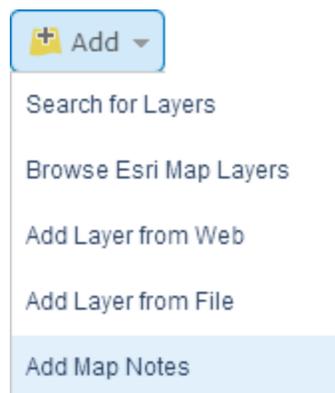
Use Map Notes to symbolize something on your map, such as points of interest, parcel markups or trails. Add descriptive information to the feature so that it will appear in a pop-up when somebody clicks on it.

Features are saved in your map so that only you, the map author, can edit them. **Likewise, for best results create an account to save a copy of your map.** These types of features are useful for displaying information, such as the location of special events.

### **Considerations for adding map notes** (from the ArcGIS.com Help)

- Only you, the map author, can save edits to the layer.
- You can set the visibility range ([see below](#)) for when your map notes layer is displayed on the map.
- Make edits to an existing feature by clicking inside the symbol on the map. This reopens the pop-up.
- Change the size of an existing symbol by dragging the vertices that appear on the shape.
- Remove a feature from your layer by clicking inside the feature to reopen the pop-up and clicking **Delete**.
- Hide all features associated with a layer by clicking **Details**, then **Contents**, and un-checking the box to the left of the layer name.
- Remove the layer by clicking **Details**, then **Contents**. Click the arrow to the right of the layer name and click **Remove**.
- The Disasters, General Infrastructure, and Damage templates include humanitarian icons from the [United Nations Office for the Coordination of Humanitarian Affairs](#). Source: OCHA.

1. Click Add and choose "Add Map Notes."



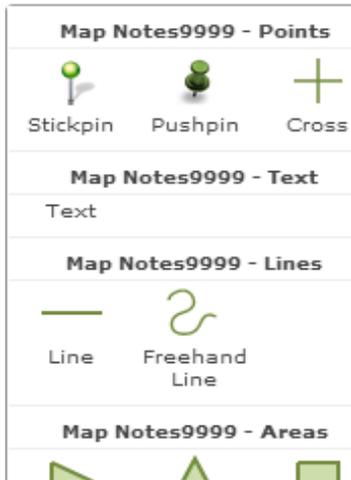
2. Name your map notes layer.

3. Click the Template drop-down arrow to select a feature template. For best results, select the Map Notes Template to add points, lines, and areas to your map. Click the Create button.

4. To add a feature to this layer, click Edit.



#### Add Features



- a) Select the type of feature you want to add to the map from the Add Features window.
- b) Click on the map to add your feature.
- c) Enter a title and/or description. If applicable, add an image URL or related link
- d) URL for the feature.
- e) Click Change Symbol to customize the feature symbology.
- f) Click Close when finished to add your feature.
- g) Click Save or Save As (if it is the first time) to save your map with your new features added.
- h) To exit the editing process, at any time, click the back arrow next to Add Features.