How to Geocode, Single Address 10

This REGIS Quick Reference sheet presents a step-by-step process for locating single addresses within the RE-GIS ArcGIS 10 applications. These instructions show you how to type in a single street- or parcel-based address or a street intersection and zoom in to that location, flash the location on your screen or even add a dot at the location in question. (For instructions on how to geocode an entire database of addresses and create a point layer, please see "How to Geocode, Multiple Addresses."
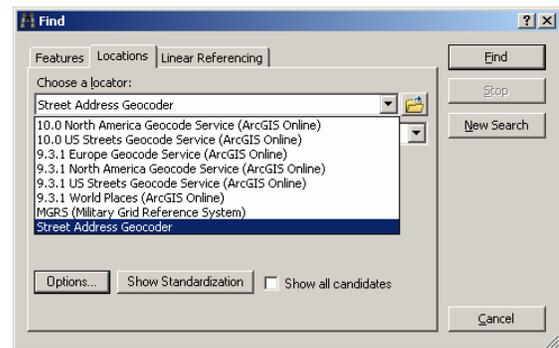
Step-by-Step Process

1. Log into the REGIS ArcGIS 10 application of your choice (ArcView 10, ArcEditor 10, ArcInfo 10) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers.
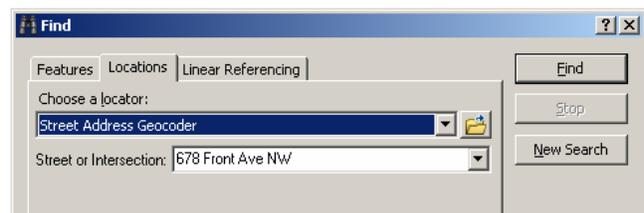
2. Click on the **Find** button in the Tools toolbar, located to the right of the Identify button and to the left of the Measuring and Find XY tool buttons.

3. In the Find dialogue box click the **Addresses** tab.

4. You will first need to choose an Address Locator (geocoding engine) prior to entering any addresses. Click on the **folder icon** to the right of the "Choose an address locator" drop-down box.

5. Choose the Address Locator—**Parcels Address Geocoder, Streets Address Geocoder, PPN Geocoder or Dashed PPN Geocoder**—that suits your needs. If you have any questions regarding which Address Locator you should use, call the REGIS Help Desk and they will be happy to help you decide.
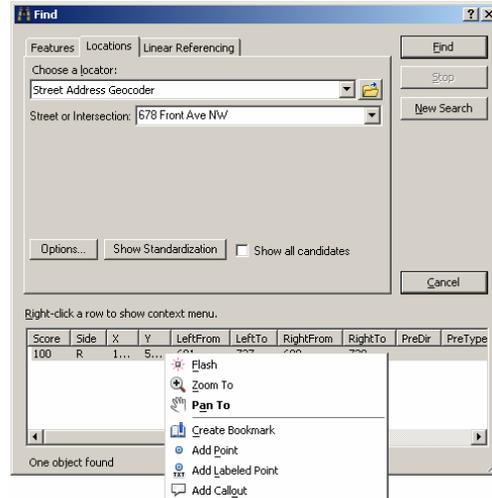
6. Depending on the Address Locator you added, you may see a field appear labeled **"Street or Intersection"** (for Street geocoding), **"Keyfield"** (for Parcel or PPN geocoding). Simply type in the address (or, in the case of Street geocoding, street intersection) and click the **Find** button. Be sure you enter as complete an address or street name as possible.

7. If the address or street intersection you entered is located, it will appear in the window below. You may see several candidates matching or nearly-matching your address or intersection. Simply choose the appropriate one—generally the one with the highest score under the Score column—by **right-clicking** on it. At this point, you have many options for showing or recording the location of the address or intersection. Here are the most commonly used:

   a. **Flash** — if you are already in the correct area, this first command will place a blinking dot on your screen momentarily. You can "re-flash" the location as many times as you need.

   b. **Zoom to** — similar to the above command, this second one will first zoom you in to the appropriate area and then will flash the location of your address or intersection on the screen.

   c. **Pan to** — similar to the above command, this third one will pan you in to the appropriate area and then will flash the location of your address or intersection on the screen.

d. **Create Bookmark** — you may also choose to automatically set a Bookmark at the location(s) of your geocoded address(es) for future reference. (Please see the discussion in the REGIS ArcView 10 User's Manual for information on Bookmarks.)

e. **Add Point** — this fifth command will zoom you into the proper area to see your geocoded address or intersection, then place a black dot at the appropriate location. (The black dot will remain on your map until you remove it.)

f. **Add Labeled Point** — this sixth command will zoom you into the proper area to see your geocoded address or intersection, then place a black dot at the appropriate location with a label of the address. (The black dot will remain on your map until you remove it.)

g. **Add Callout** — this seventh command will zoom you into the proper area to see your geocoded address or intersection, then place callout box with the address. (The callout will remain on your map until you remove it.)

8. Once you have zoomed into your geocoded location, flashed it, added a graphic at the location or set a Bookmark at it, you are done and may either click **Cancel** or choose the ⊠ box to dismiss the Find dialogue box, or you may also type a new address to continue single address geocoding.

Additional Information

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to *regis@gvmc.org*, or consult the REGIS Support Center at *http://www.gvmc-regis.org/regis_users.html*. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at http://www.gvmc-regis.org/training.html