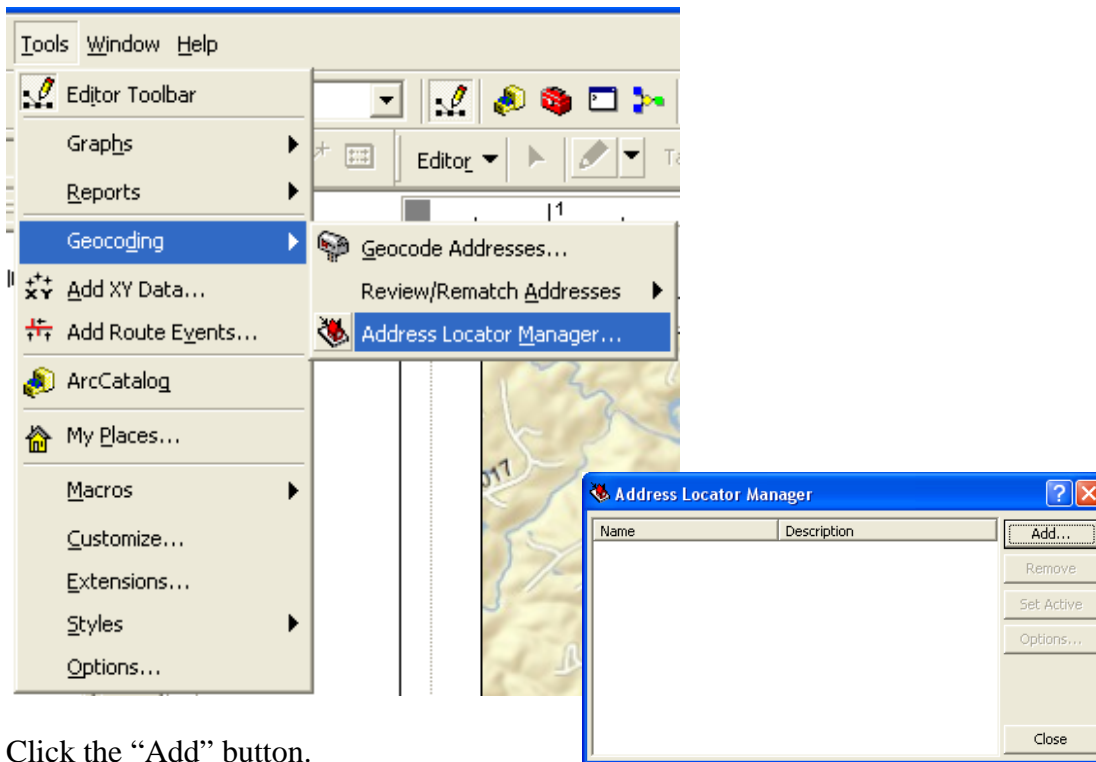


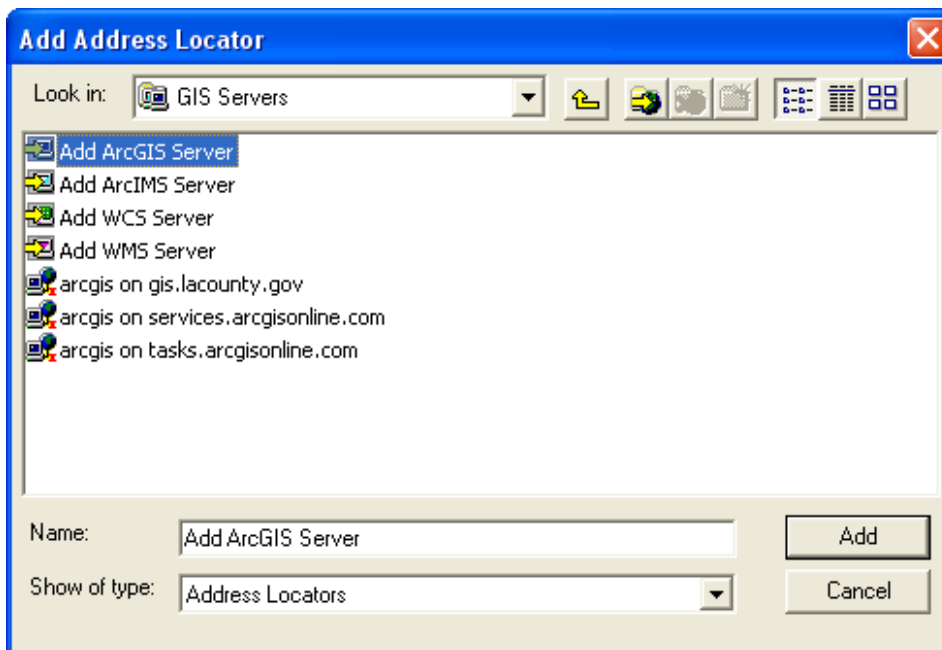
Batch Geocoding Service for Under 1,000 Addresses

In ArcMap, go to Tools > Geocoding > Address Locator Manager

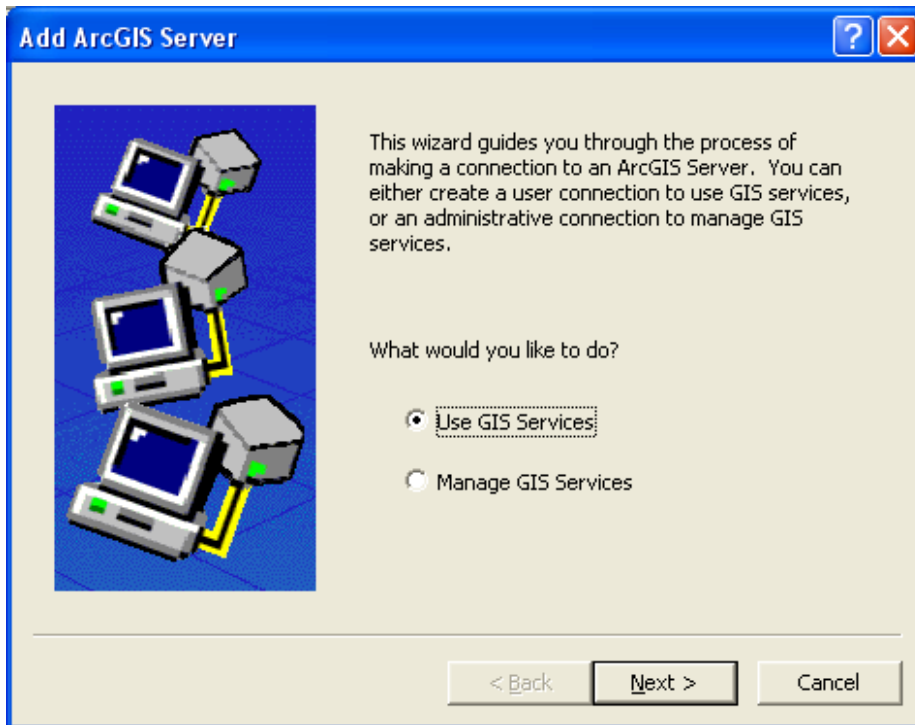


Click the “Add” button.

For “Look in” use the drop-down list to choose “GIS Servers”, then double-click “Add ArcGIS Server”.

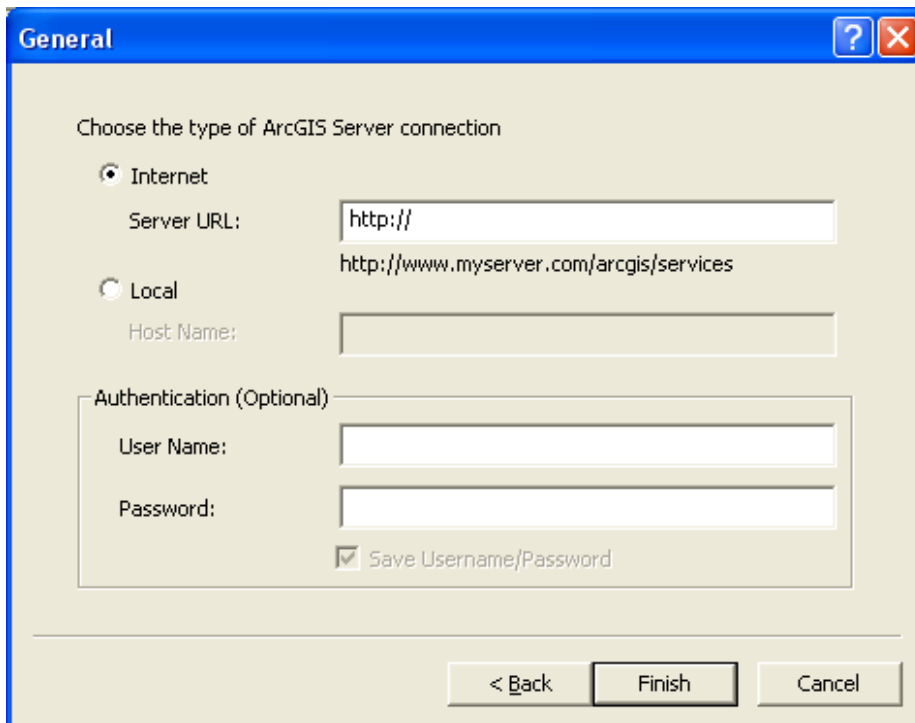


When you see this dialog, leave it at “Use GIS Services” and click “Next”.

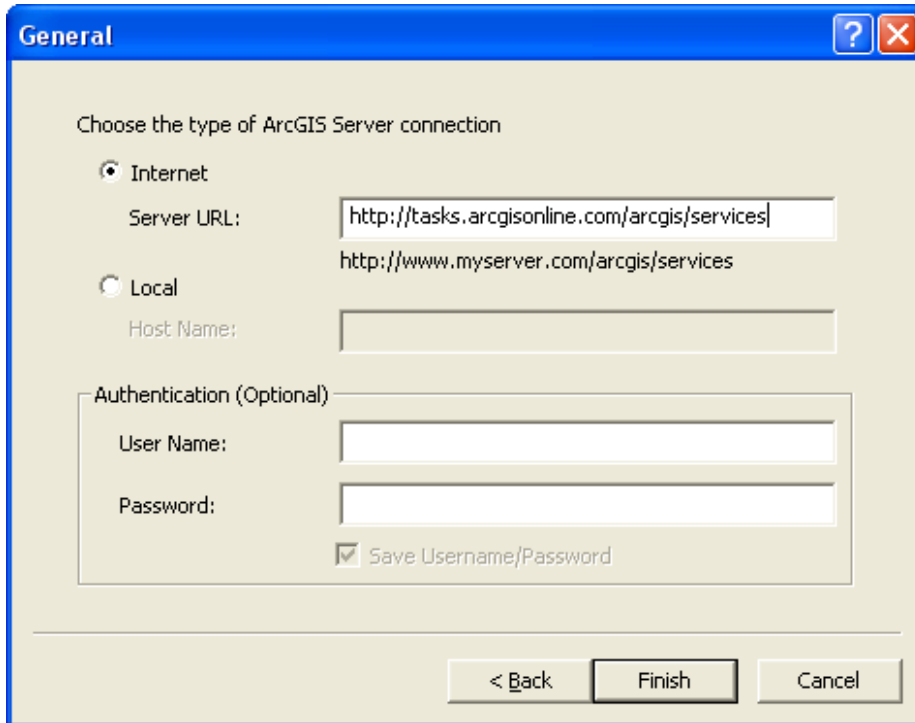


When the next dialog appears, type the following into the Server URL textbox after http://

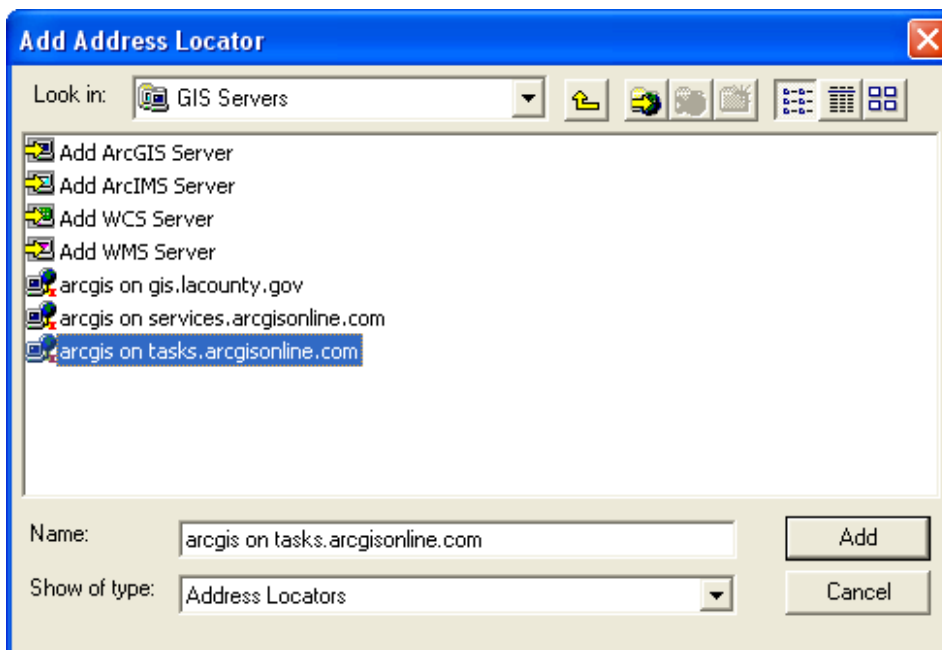
tasks.arcgisonline.com/arcgis/services



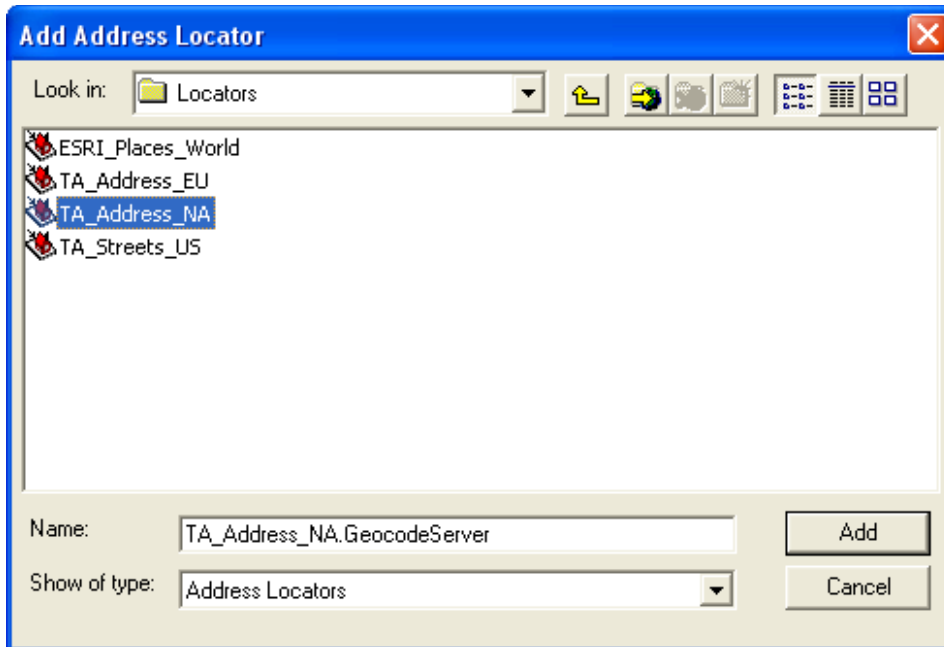
So that it looks like this, and click “Finish”.




Clicking “Finish” will bring you back to this dialog, where you can see that the GIS Service has been added to your list of choices.



Double-click on it, then on the Locators folder and choose the TA_Address_NA, as shown on the next page.



This will add the North American streets geocoding service into ArcMap.

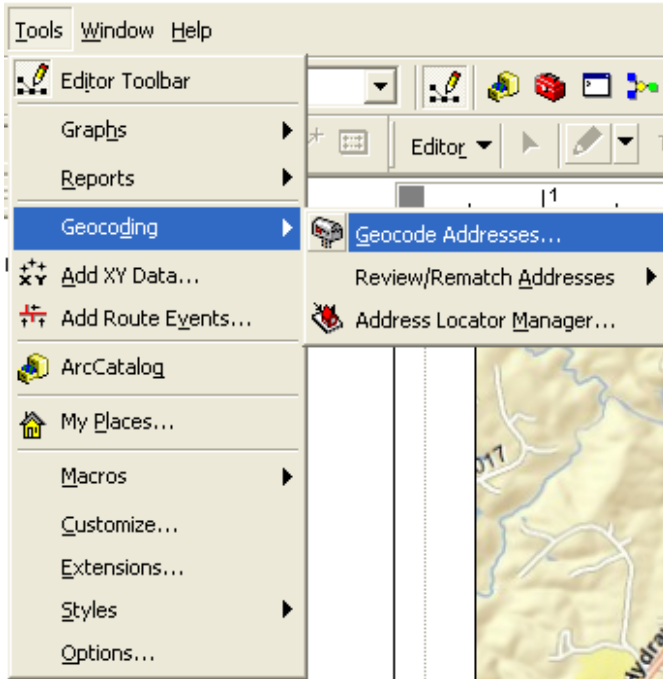
Next, use the Add Data button  to add your table of addresses into ArcMap (browsing to the Excel Sheet number if needed).

Make sure that your table has the proper fields for geocoding to a national streets layer, including the whole street address, the city and state, or zip. Below is the table used in this example:

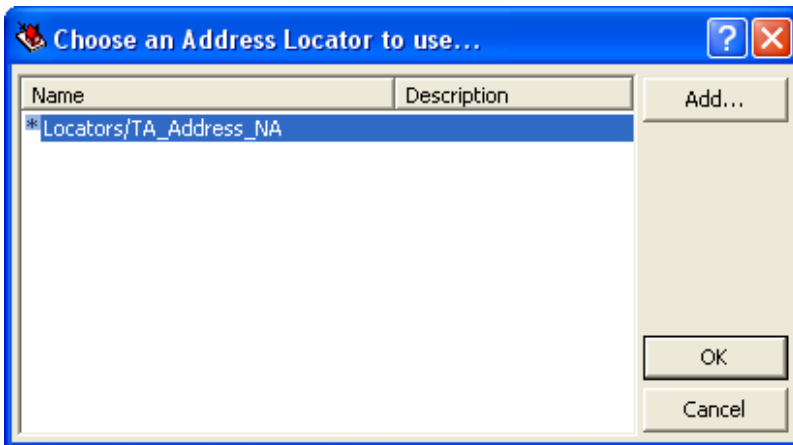
The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D
1	Place	Street	City	State
2	Clifton Inn	1296 Clifton Inn Drive	Charlottesville	VA
3	Hampton Inn (Downtown)	900 W. Main Street	Charlottesville	VA
4	Hampton Inn (Route 29)	2035 India Road	Charlottesville	VA
5	Hilton Garden Inn	1793 Richmond Road	Charlottesville	VA
6	Omni Hotel	235 West Main Street	Charlottesville	VA
7	Zinc (Friday @ 9)	420 West Main Street	Charlottesville	VA
8	Sleep Inn	1185 5th St. SW	Charlottesville	VA
9	Doubletree	990 Hilton Heights Road	Charlottesville	VA
10				

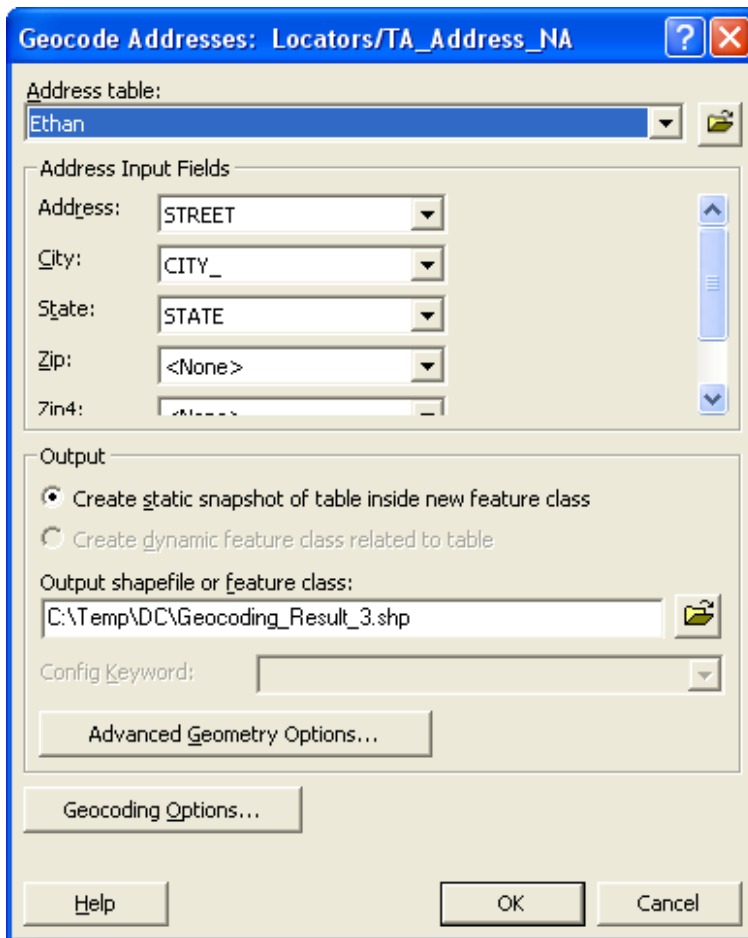
Next, go to Tools > Geocoding > Geocode Addresses.



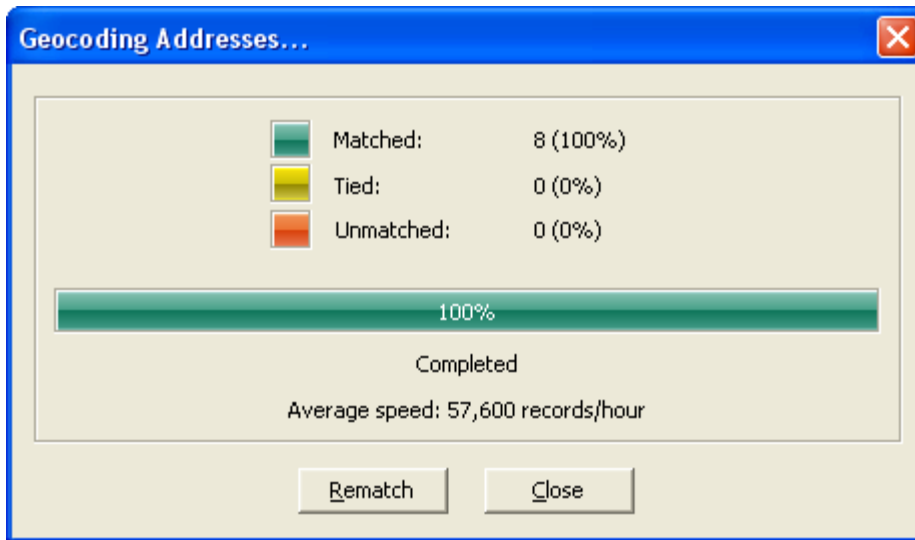
It will first ask which Address Locator you want to use. Choose the North America one that you just added and click “OK”.



Unless you have more than one table in your mxd, it should know which “Address table” you want to geocode, but it’s always good to double-check. Make sure the “Address Input Fields” are correct, and that you’re saving your “Output shapefile” in the right place, and click “OK”.



You'll get the Geocode Status dialog (below), which you can Close.



And your resulting geocoded points layer should appear in your TOC and on the map.

