

## Using the Montana State Library's Geocoding Web Service

Note: these directions were developed using ArcGIS 10.3 and last updated on 10/1/15. If you are using a different version of ArcGIS, some of the steps might have slight differences.

### Connecting to a web service through Esri's ArcCatalog/ArcMap

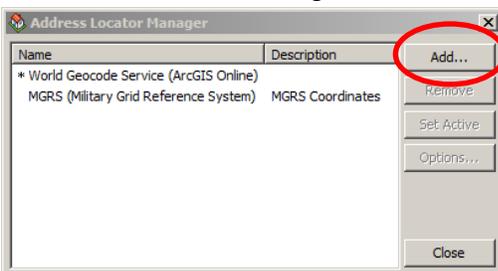
1. In ArcMap: Open the ArcCatalog window. Expand *GIS Servers*  
In ArcCatalog: In the Catalog Tree expand *GIS Servers*
2. Double click on *Add ArcGIS Server* connection
3. Take first default: *Use GIS Services*
4. Click Next
5. Enter the following URL into the Internet Server URL text box: ***http://gisservicemt.gov/arcgis/services/***
6. Click Finish
7. An "arcgis on gisservicemt.gov (user)" connection will be added to your connections under GIS Servers (double click this to open a connection).
  - The Montana geocoding service is located in the *MSL* folder
  - (Note: MSDI Framework services are located in the *MSDI\_Framework* folder)

### Use the geocoding services with the Geocoding Toolbar in ArcMap

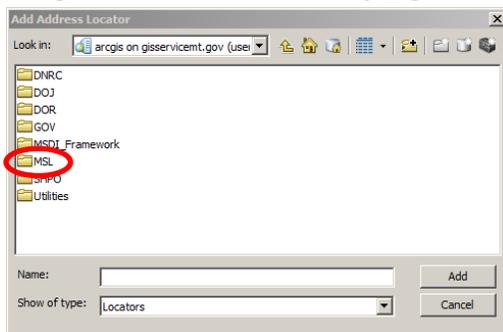
1. Open an ArcMap
2. Add the Geocoding toolbar if it is not currently added. Customize > Toolbars > Geocoding
3. On the Geocoding Toolbar, expand the left the drop down menu. Choose <Manage Address Locators...>



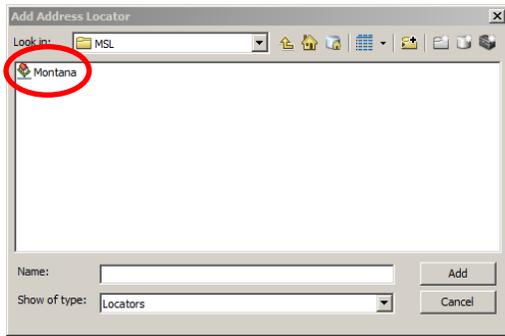
4. In the Address Locator Manager window click Add.



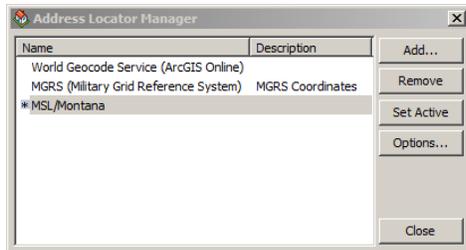
5. Navigate to the connection to ***http://gisservicemt.gov/arcgis/services/*** added in the first section, then to the *MSL* folder.



6. Select the Montana locator, then click Add



7. The MSL/Montana locator is now in the Address Locator Manager window. Make sure it is highlighted in blue by clicking on it and close the window.

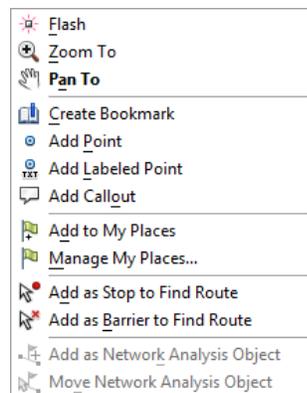


8. Type in the following address into the box on the toolbar: **“1515 E 6th Ave, Helena, MT”** and hit the Enter key.



You should see a yellow text box appear (for a moment) under the toolbar that says “Found: 1515 E 6TH AVE, HELENA, MT, 59601”. This indicates the geocoder was able to find a match for the address and displays the standardized address. Note: you can get the yellow text box to reappear by placing your cursor over the address in the toolbar.

9. Right click on the address on the toolbar and note the options available in the context menu.



10. To geocode more than one address from a file (batch geocoding), click on the Geocode Addresses button, or use the Geocode Addresses tool in ArcToolbox.

