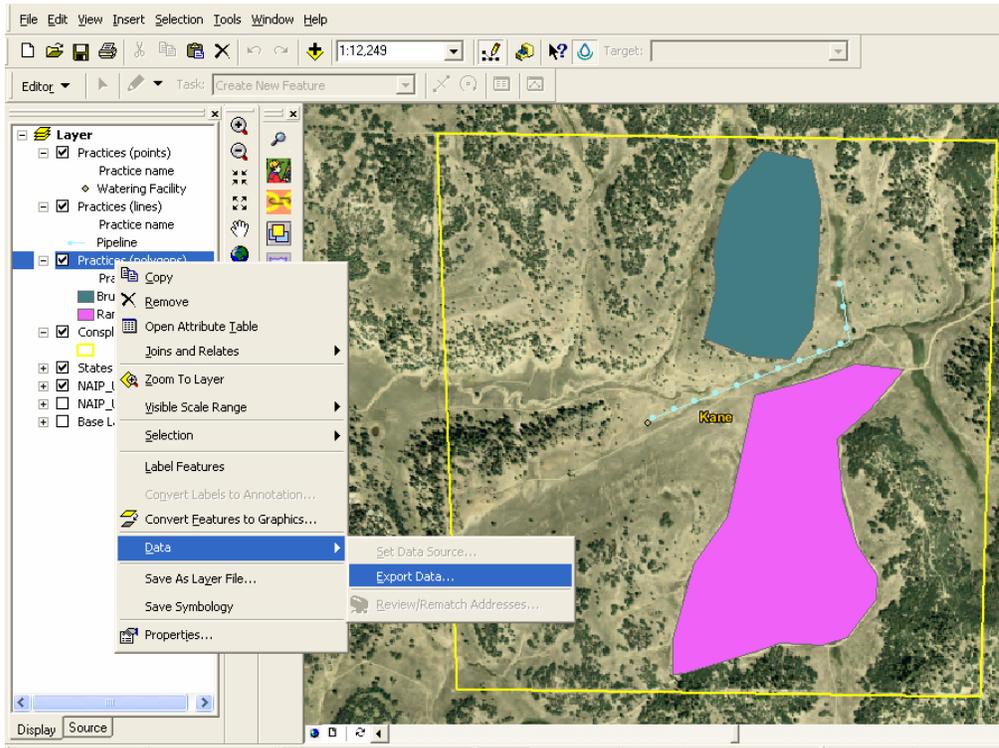
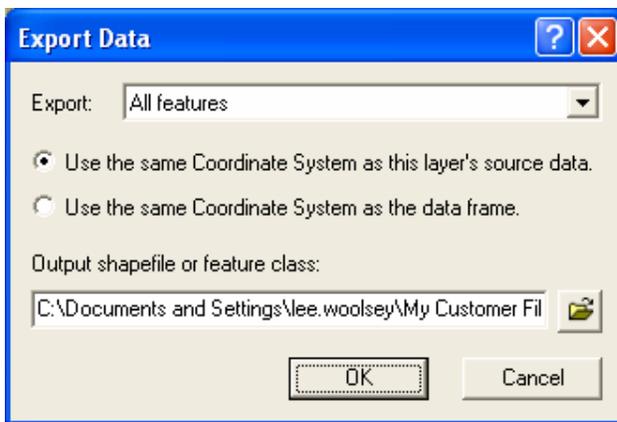


## Exporting a Shapefile in Toolkit

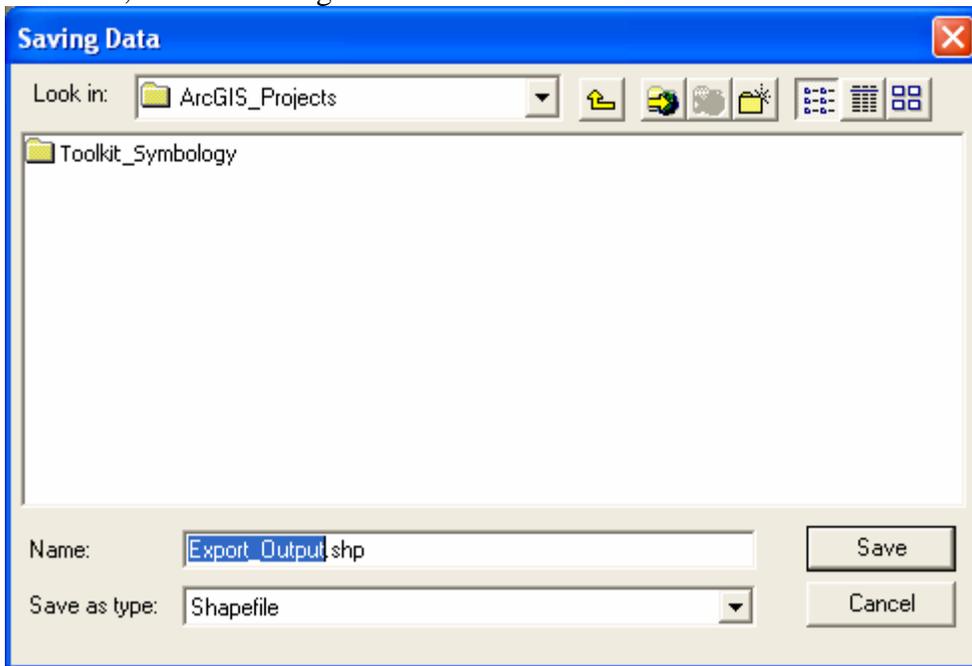
1. Right Click on the layer that you want to export. Then click on Data and then Export data. (If you do not have the Data option Please scroll down to Toolkit Tech Note 015 under heading Resolution, or call Lee Woolsey)



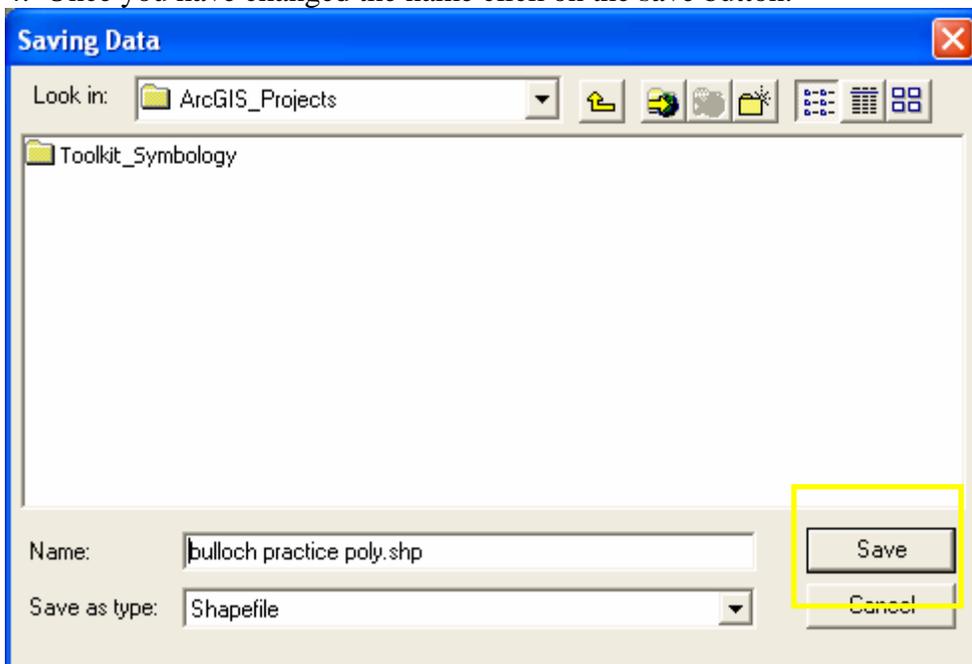
2. The box below will appear, the default file name is **Export\_Output.shp** and the default location that it will be saved is in the **Customer ArcGIS\_Projects** folder. I would recommend that you change the file name, to something more specific. You change the file name by clicking on the  icon.



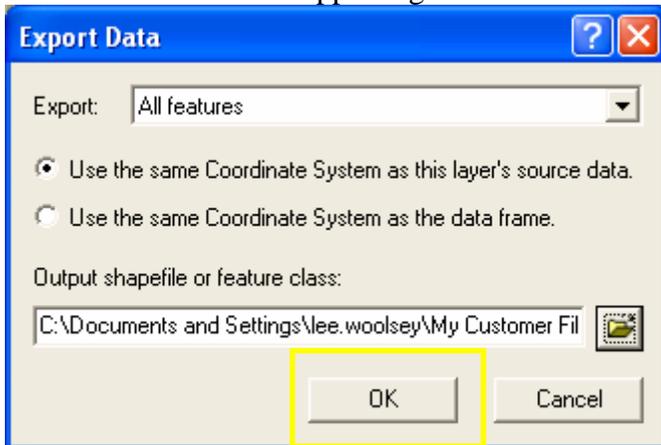
3. Once you click on the icon this screen will appear and you can highlight the file name as shown, and then change the name.



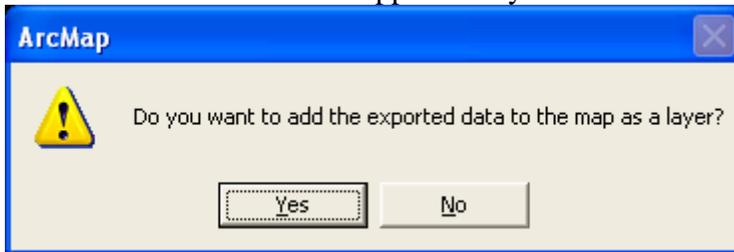
4. Once you have changed the name click on the save button.



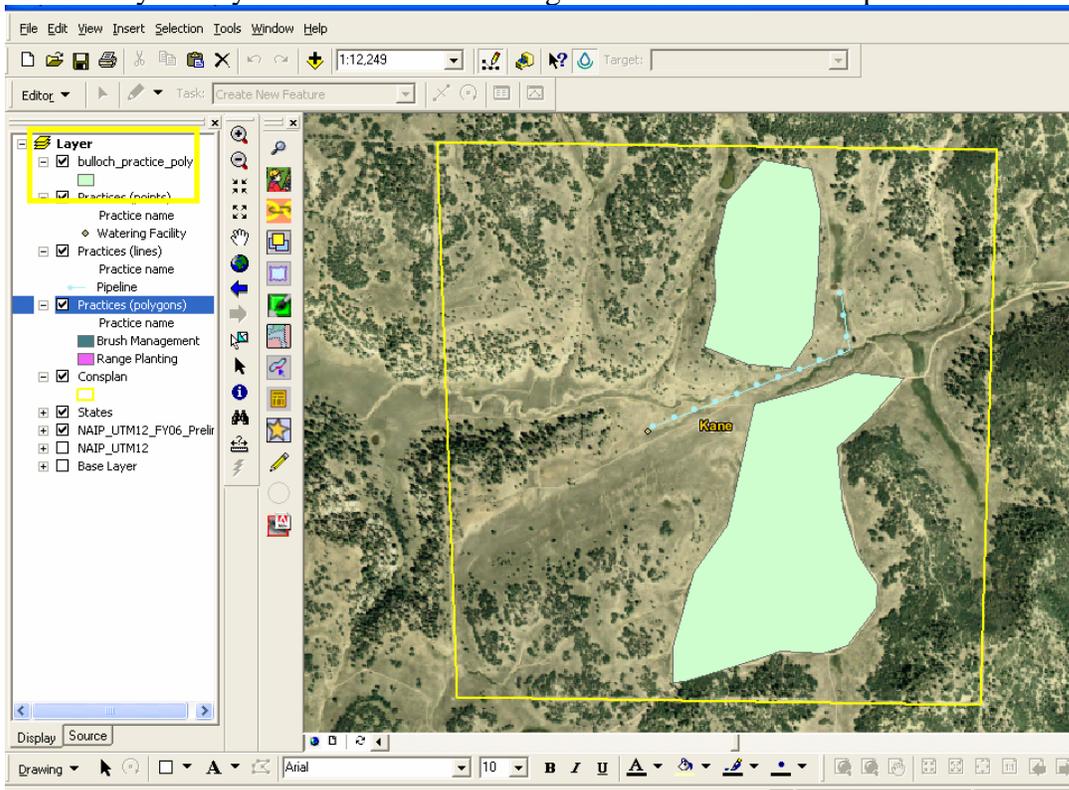
5. The box below will appear again and click on ok.



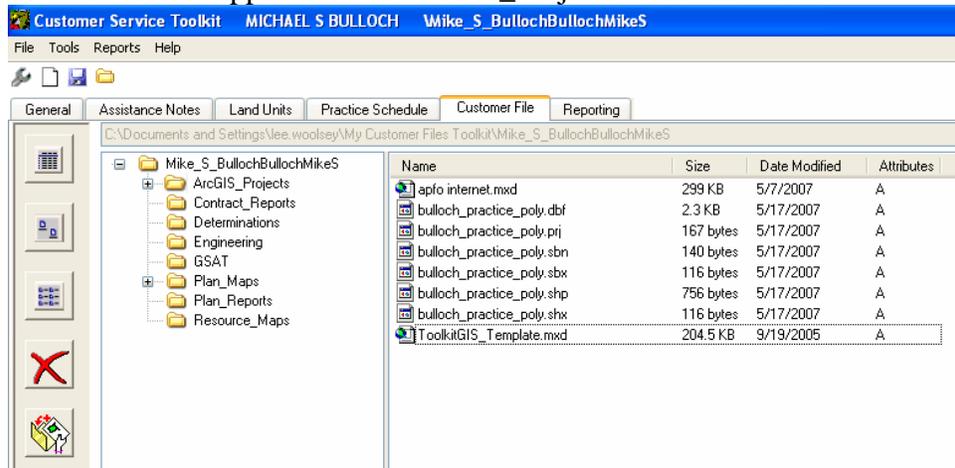
6. Next the box below will appear and you can add the exported shapefile to your map.



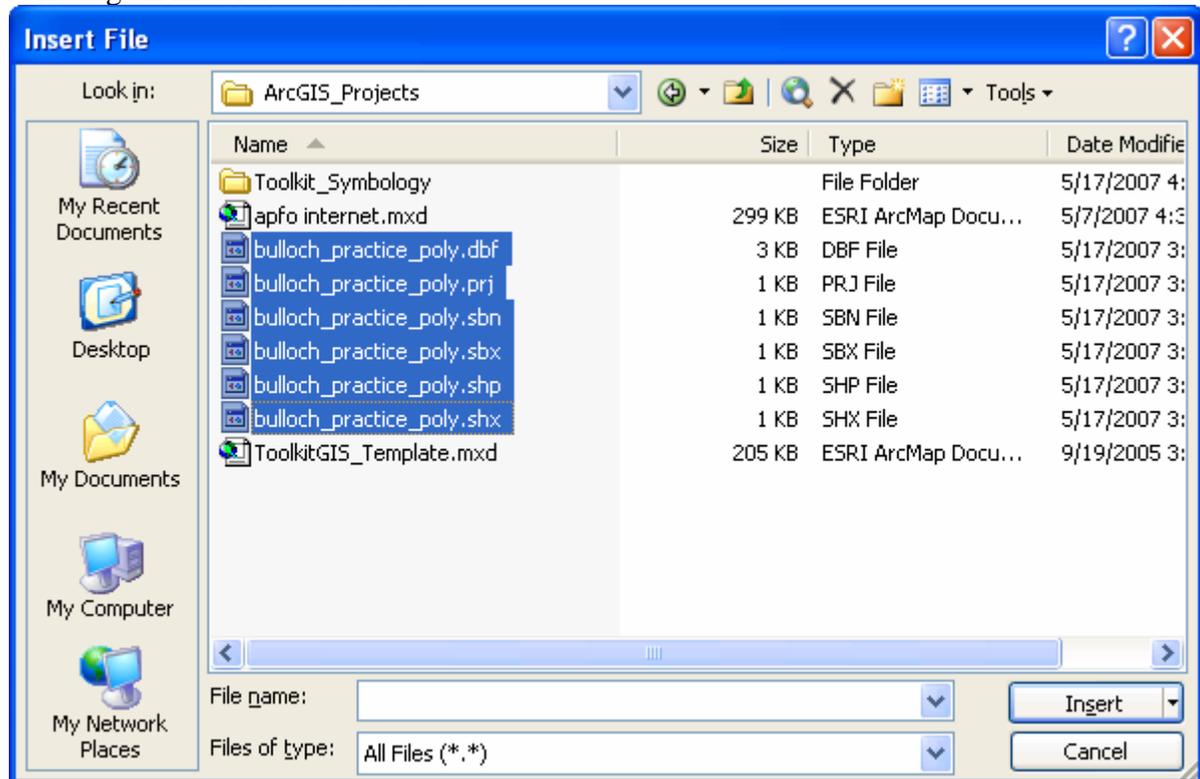
7. And if you do you should see something similar to the screen capture below.



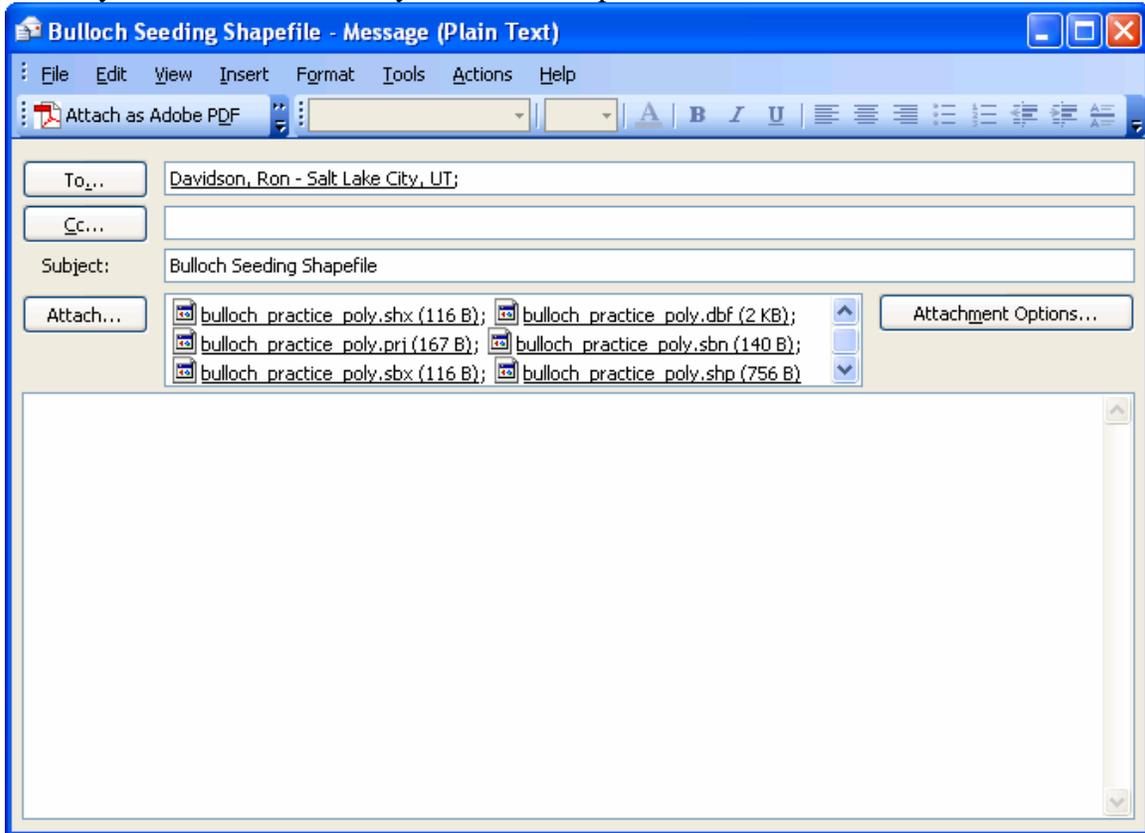
8. The file also appears in the ArcGIS\_Projects folder as one would have hoped.



9. The user can now send the shapefile as an attachment by click on the insert file option in outlook and navigating to the folder location ([C:\Documents and Settings\user.name\My Customer Files Toolkit\Farmers Folder\ArcGIS\\_Projects](C:\Documents and Settings\user.name\My Customer Files Toolkit\Farmers Folder\ArcGIS_Projects)) and selecting **all files** for attachment.

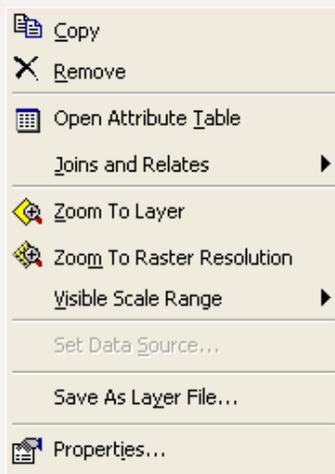


10. Once the shapefile (and associated files) show up in Outlook they can be emailed to another user. The receiving user will have to download (save) all files to their computer and they should not rename any of the files or problems will arise.

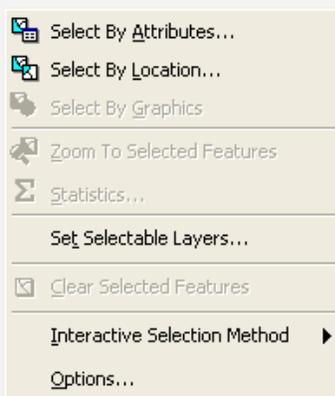




Right-click menu for an ortho/raster layer (the same for both basic and advanced users)



The selection menu is the same for both basic and advanced users.



The screen shots on the next page show the different tools available on the Toolkit Toolbar when the user level is set to Basic and Advanced. Note that when the ArcGIS level is set to **Advanced**, the selection tools are menu options only. If users prefer to have the select tools on the toolbar, reset the ArcGIS User Level to **Basic**.

*Support Tip: If the ArcGIS level is currently set to Advanced in Toolkit Preferences, the Selection menu will be present between the Insert and Tools menus in the top menu bar.*

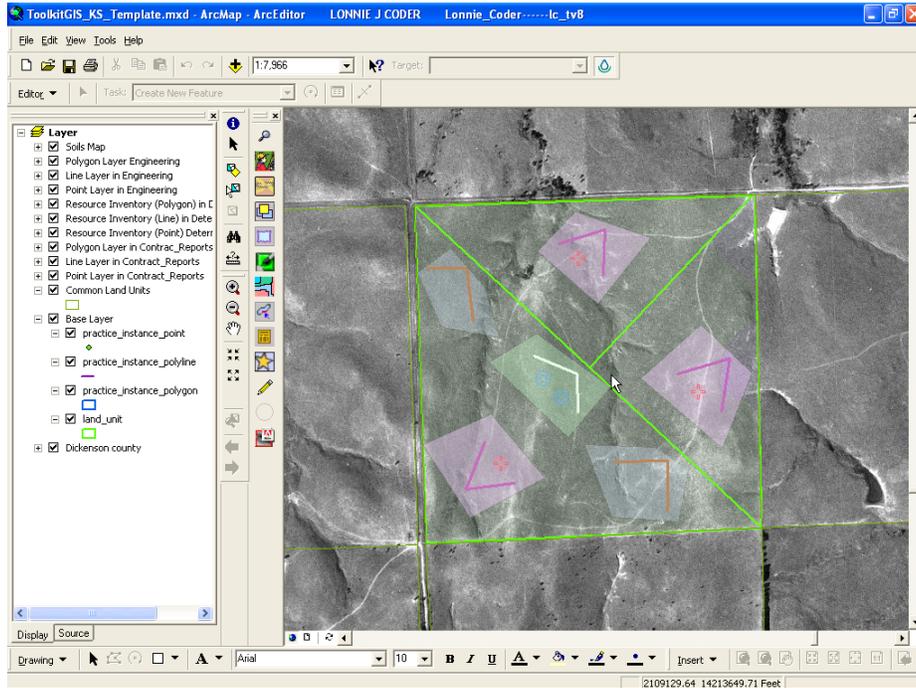


Figure 1. Basic.Normal.mxt

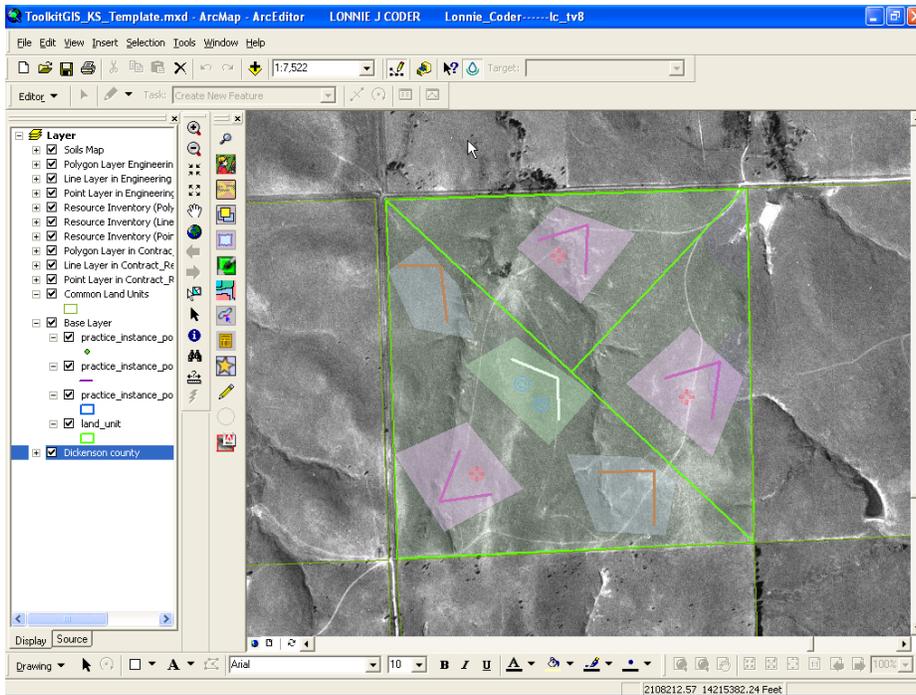


Figure 2. Advanced.Normal.mxt