

## Adding or Removing Data Layers in ArcMap

### **Abstract**

This document provides instructions for adding and removing data layers in the current ArcMap project (.mxd).

*Steps--Add: Click the add data button – navigate to the directory where your data is stored – select the layer(s) that you want to add – click add*

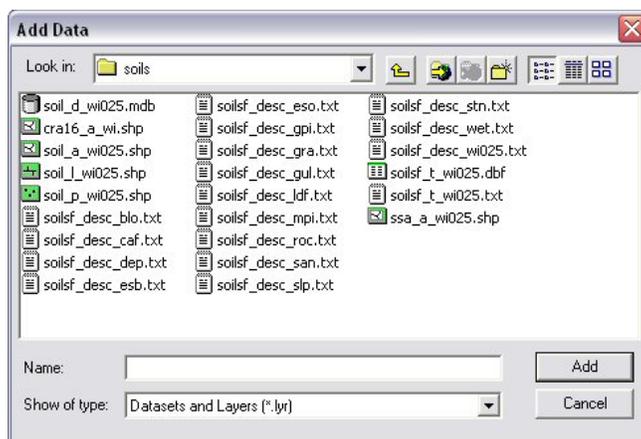
- or -

*Steps--Remove: Right click on the name of the layer in the table of contents – choose remove from the context menu*

### **Details**

#### Instructions to Add Data

1. **Click** the add data button . An “Add Data” dialogue window will appear in which you can navigate to the location of the data you wish to add to the project. Do so.



2. **Select** the file that you wish to add with a single, left-click. Then **click** the **Add** button. The data layer will be added to your map project with a default symbology. You can also hold the **CTRL** key and choose multiple files and then **click** the **Add** button.

#### Instructions to Remove Data

1. Locate the file you wish to remove in the Table of Contents in ArcMap. **Note: The Table of Contents is the list of data layers that appears on the left side of the ArcMap window.**
2. **Right-click** directly on the file name for the layer that you wish to remove and a context menu will appear. Choose **Remove** from the menu.

