

## **Adding Hyperlinks to Features in ArcGIS**

Hyperlinks allow you to access documents (e.g., image files, Adobe PDFs, Microsoft (MS) Word documents, or MS Excel spreadsheets) related to your spatial features in ArcMap.

Once the hyperlinks are established, clicking a feature, such as a Global Positioning System (GPS) waypoint or soil polygon, with the hyperlink tool launches the document or file using the application with which that file is currently associated. For example, if there is a MS Word document linked to a point feature, clicking on the point with the hyperlink tool in ArcMap will open the document in a new MS Word window.

There are different methods for creating and storing hyperlinks. This guidance describes the method where hyperlinks are stored with the layer in your map document, or if you save the layer to an ArcGIS Layer file (.lyr). The hyperlinks are not stored within the shapefile or geodatabase itself. The benefits of this method are that you can define multiple hyperlinks for a feature and it is relatively simple.

This guidance also sets hyperlinks with relative paths to ensure that the project is portable and can be moved, copied, and shared with the hyperlinks remaining intact. Some steps in the following directions must be followed exactly to ensure that links are not broken when the project folder is shared or moved.

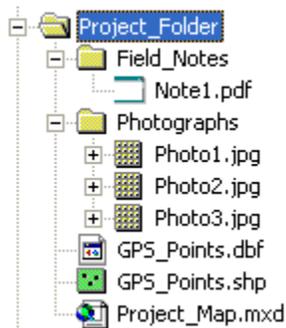
This example shows the process of linking photographs and scanned field notes (saved as PDF files), to GPS waypoints. The same methods could be applied for hyperlinks to different file types or to add links to a line or polygon layer.

Generic folder and file names are used in the following example. These are italicized and should be modified as needed for each specific project.

## Creating the Project Folder

1. In Windows Explorer, create a new project folder and give it a meaningful name.
2. Within the newly created *Project\_Folder*, create new folders for *Field\_Notes* and *Photographs*.
3. Copy or move the photographs and field notes files to their respective folders.
4. In ArcCatalog, copy the *GPS\_Points* shapefile or geodatabase to the *Project\_Folder*.
5. Open ArcMap with a new (blank) map document.
6. Use the **Add Data** button to add the *GPS\_Points* layer to your map.
7. Select **File > Document Properties...**
8. In the Document Properties pop-up window, select **Data Source Options...**
9. Select **Store relative path names to data sources**, and click **OK**.
10. Save the map document to your *Project\_Folder*.

The project folder should have this structure (viewed in ArcCatalog). The scanned field notes PDF and digital photos jpg files are stored within their respective folders.



This will allow you to copy or move the entire project folder and still maintain the hyperlinks.

## Adding Hyperlinks to a Shapefile or Feature Class

Open the saved ArcMap document, and display the *GPS\_Points* layer.

Select **Selection > Set Selectable Layers...**

Make sure that the layer that you are adding hyperlinks to is the only one checked, then click **Close**.

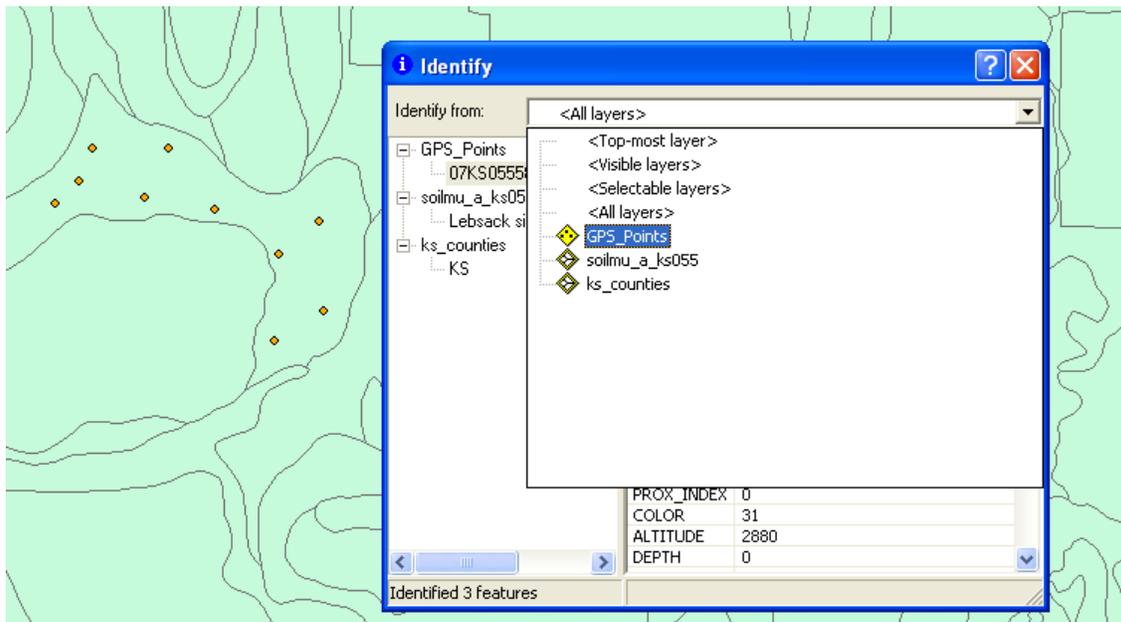
Select **Selection > Options...**

Change the **Selection tolerance** to 8 pixels, and click **OK**.

Click the Identify tool  on the Tools toolbar.

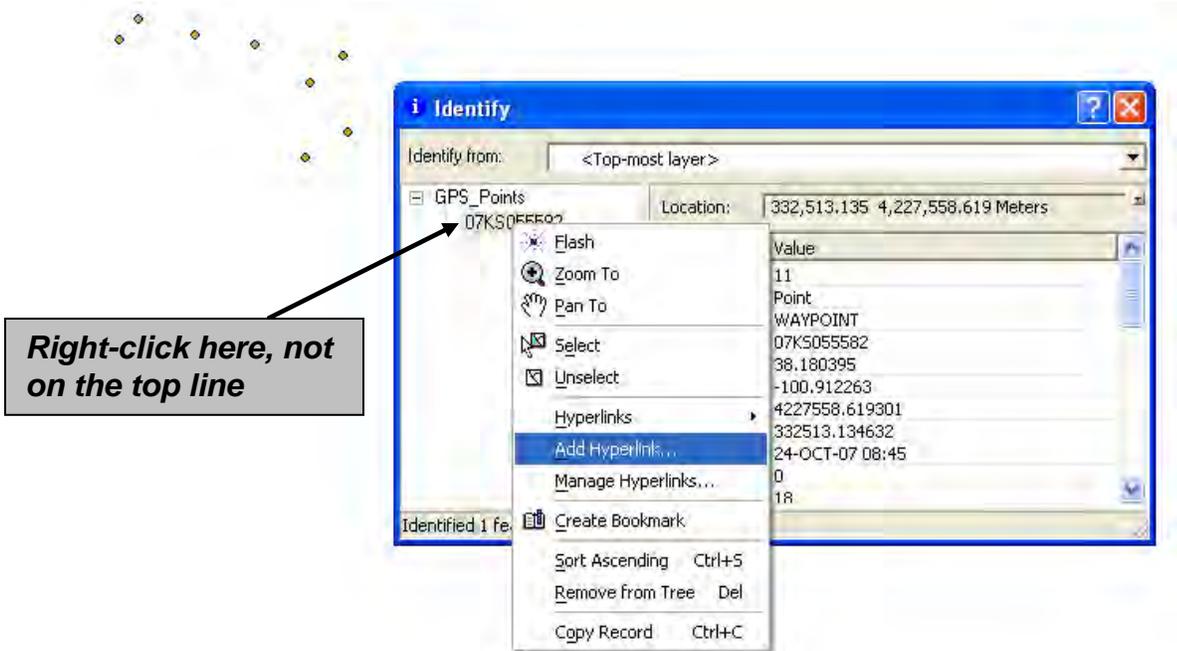
Click the feature for which you want to define a hyperlink, for example a GPS point.

**Note: Depending on which layers are displayed in your map document, there may be more than one feature identified in the pop-up window. Select your layer of interest from the drop-down list at the top of the window to only display that layer in the Identify window.**



In the Identify window, right-click the feature and select **Add Hyperlink**.

**Note:** In the Identify window, the top line is the layer name (*GPS\_Points* in this example) and the lines beneath that are the selected individual features in that layer (*07KS055582* in this example). Right-click the individual feature to add the hyperlink.



In the Add Hyperlink window, enter the hyperlink target, using this format: *folder\file\_name.extention*

For example:

Field\_Notes\note1.pdf  
Photographs\photo1.jpg



**Note:** Do NOT use the browse folder icon to select the file. The project will not be portable if browse folder is used.

When finished adding hyperlinks, save the map document.

## Accessing Hyperlinks

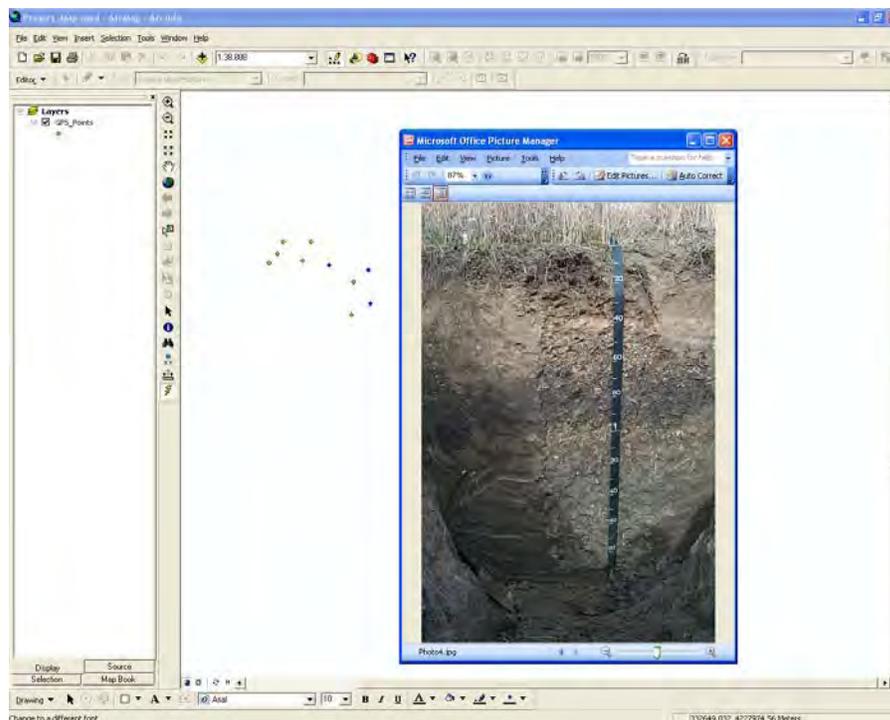
Click the Hyperlink tool  on the Tools toolbar.

Any visible features in the map that have hyperlinks defined will now be drawn in blue (the default color). You may want to change the display properties symbol of the *GPS\_Points* layer so that the contrast with the blue hyperlinked points is more visible. When you move the cursor over a feature with hyperlinks, you will see a pop-up tip with the name of the target file(s).

Click the feature to launch the hyperlink, which is opened using the associated application. If a feature has more than one hyperlink, a dialog box will appear and you can select the hyperlink you want to launch.



**Note:** If the hyperlinks do not appear to be working, save your map document, then try to select the feature with the Hyperlink tool.



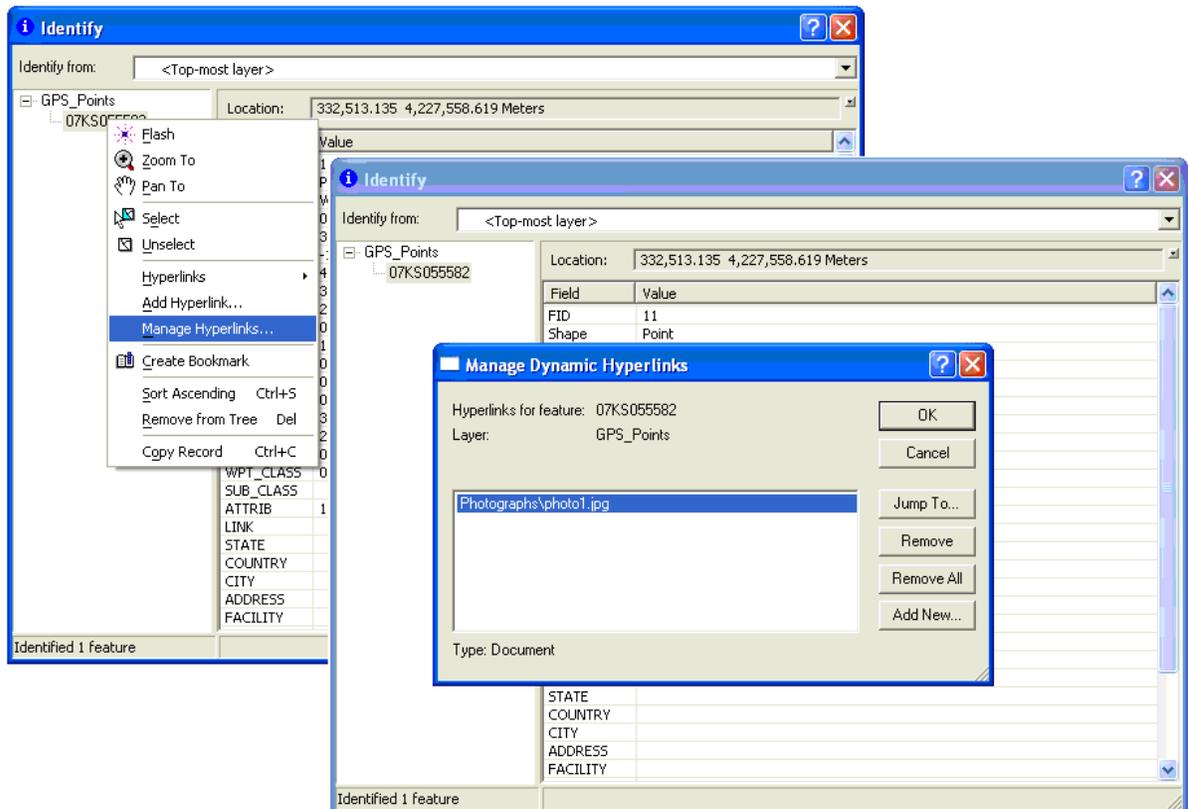
## Managing Hyperlinks

Click the Identify tool  on the Tools toolbar.

Click the feature that has the hyperlinks you want to manage.

Right-click the feature in the Identify window and click **Manage Hyperlinks**.

Click **Add New**, **Remove**, **Remove All**, or **Jump To**.



## Moving or Sharing the Project Folder

These steps would be used to transfer the project to the Central Great Plains Major Land Resource Area (MLRA) Office Region 5 (MO5) for review by the Soil Data Quality Specialist. The project can be moved or shared in either ArcCatalog or Windows Explorer; the important point is to copy the entire project folder. Right-click your *Project\_Folder* and select **Copy**. Then navigate to your SSO\_project office folder on the Kansas state office share drive and paste the copied folder.