Using ArcCatalog to Copy Geodata

Instructions for copying GIS data.

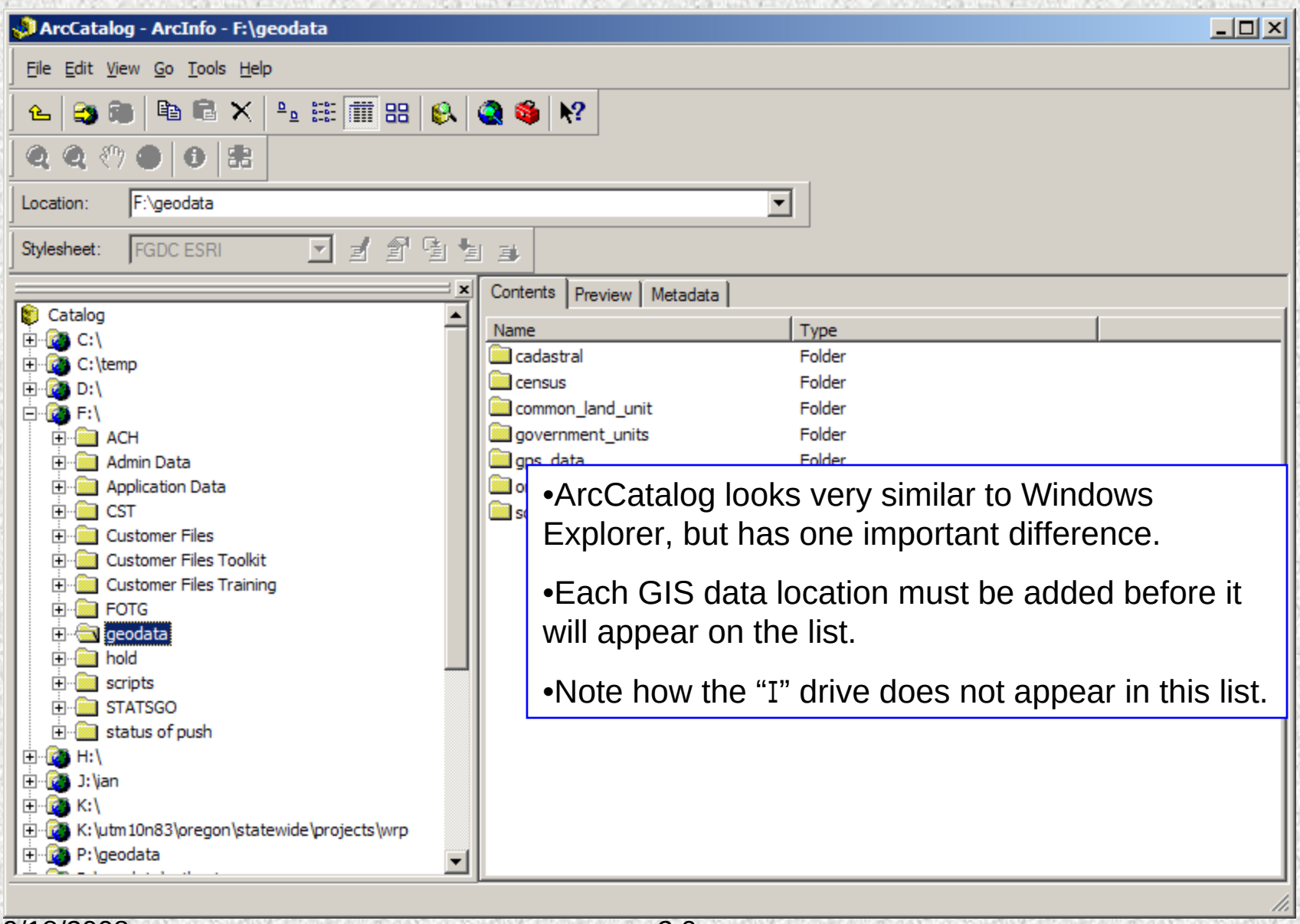
ArcGIS 9.2

9/18/2008

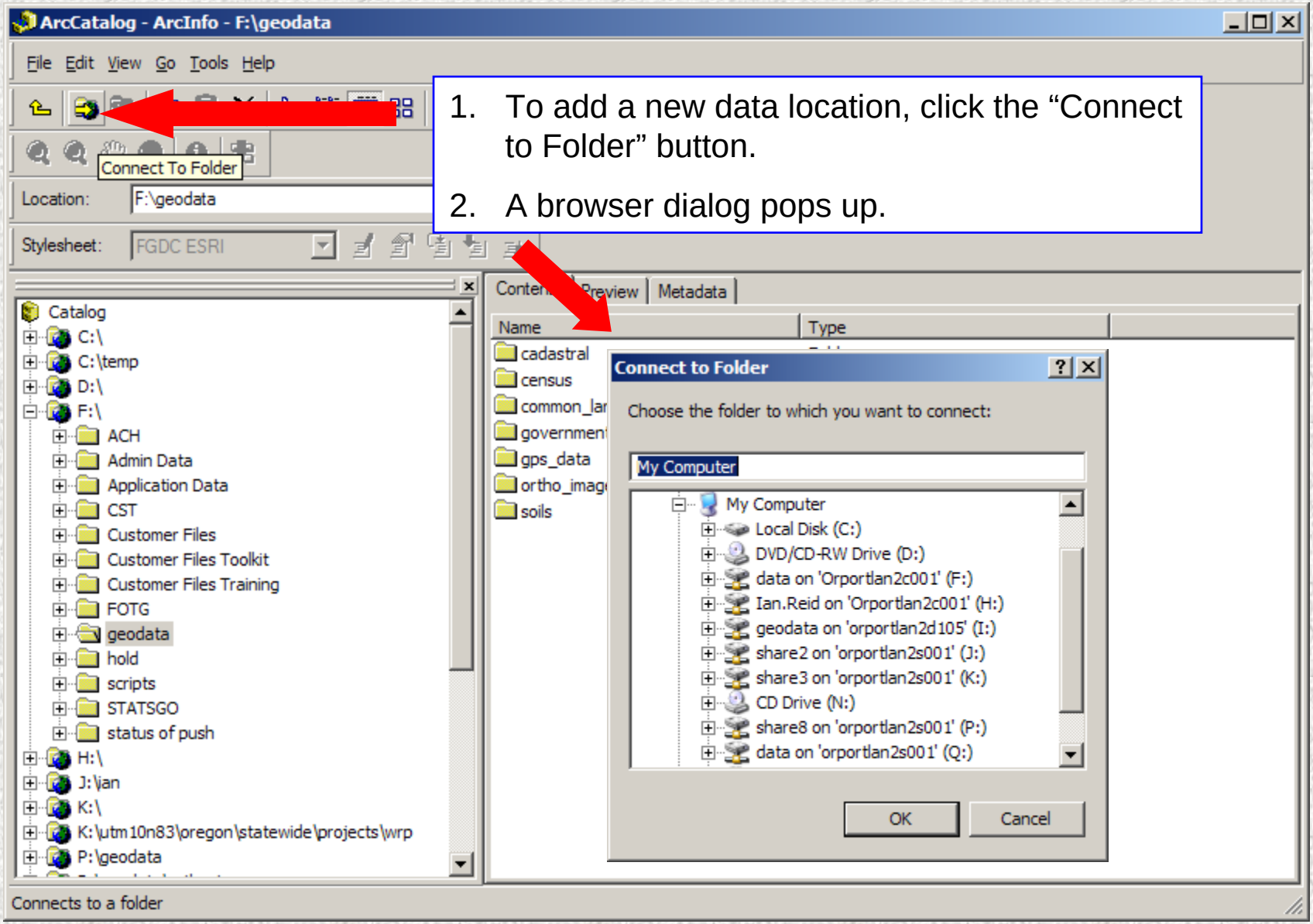
ver. 2.0

ArcCatalog

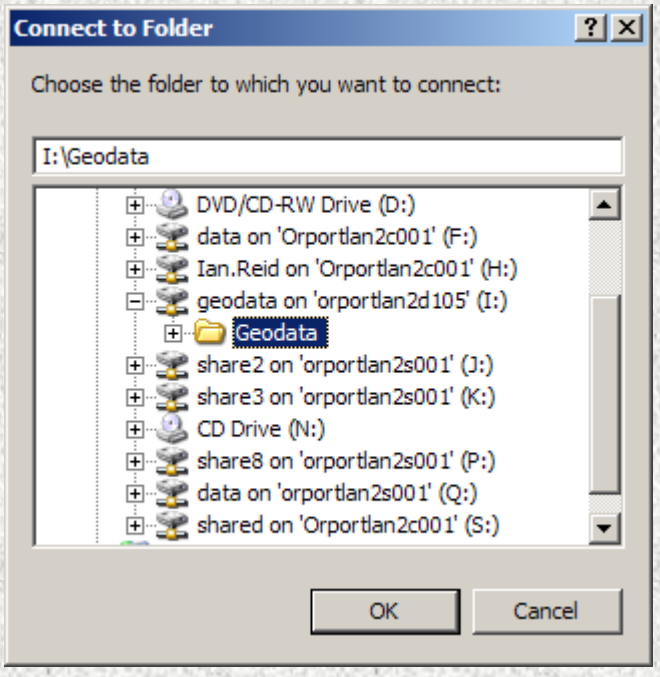
- ArcCatalog lets you easily copy GIS datasets from one location to another, ensuring that you transfer all the necessary files.
- Do not use ArcCatalog when ArcMap is open.
- Start ArcCatalog by clicking Start/All Programs/ArcGIS/ArcCatalog



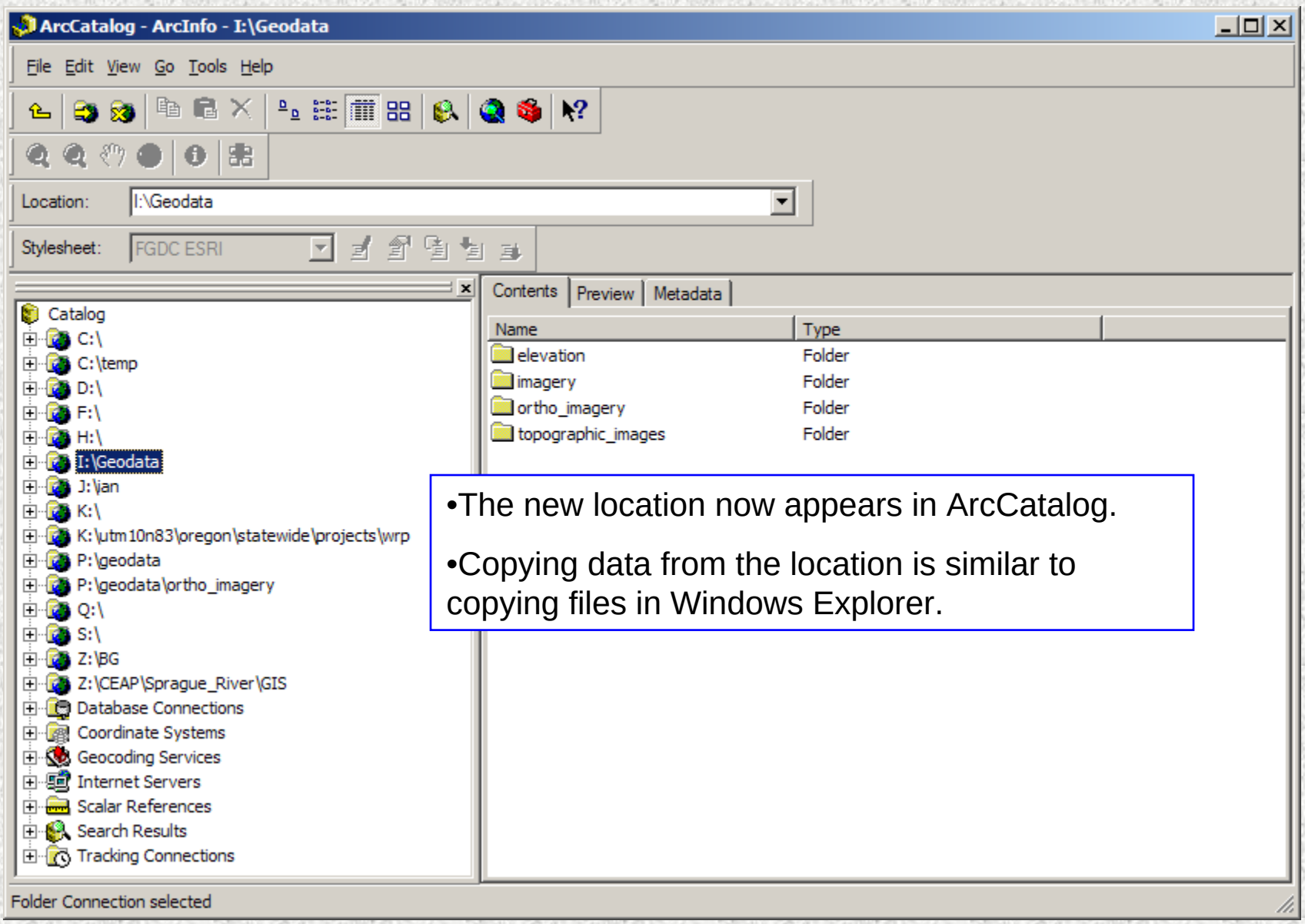
- ArcCatalog looks very similar to Windows Explorer, but has one important difference.
- Each GIS data location must be added before it will appear on the list.
- Note how the "I" drive does not appear in this list.



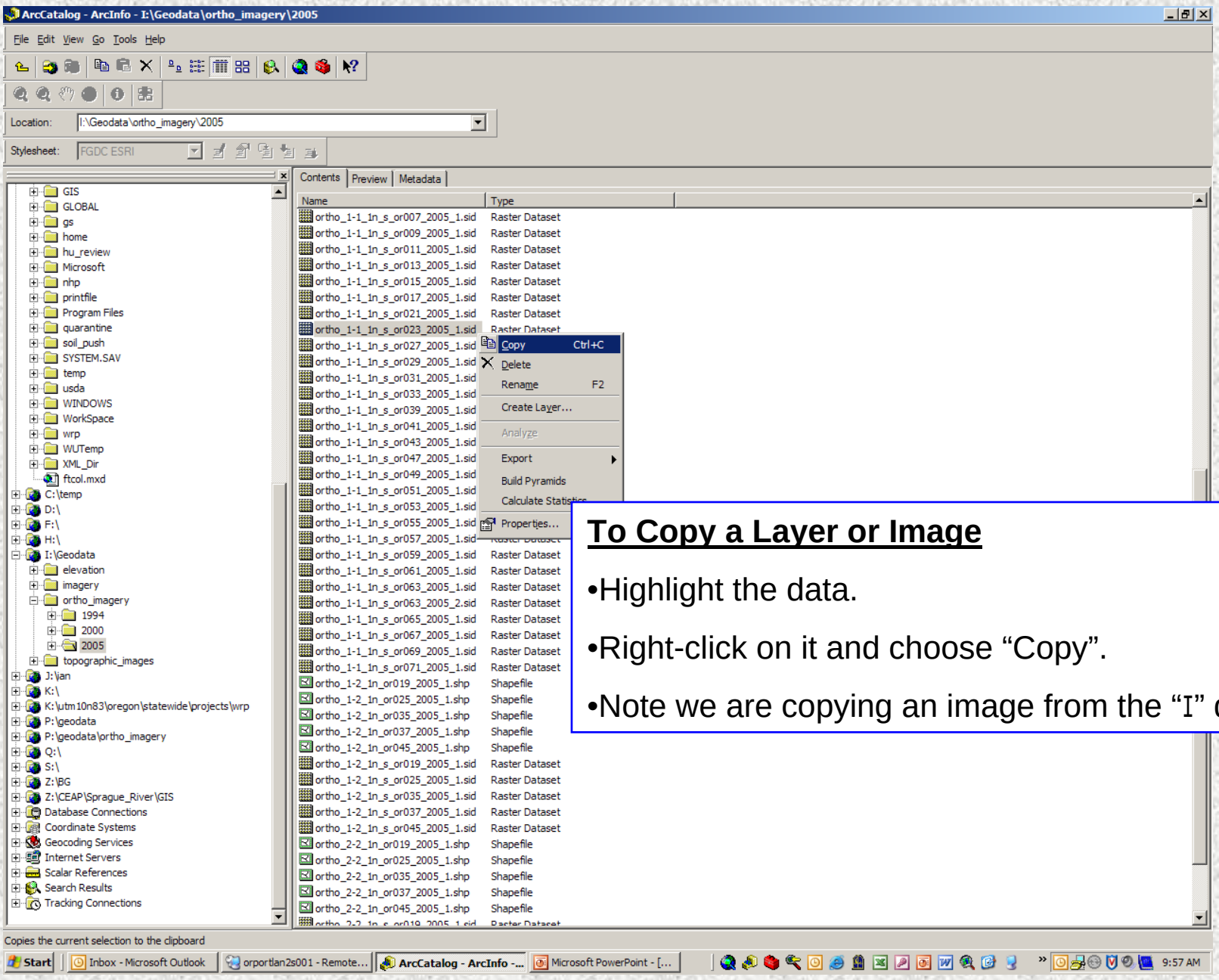
1. To add a new data location, click the “Connect to Folder” button.
2. A browser dialog pops up.



•Browse to the new data location, highlight it, and click “OK”.

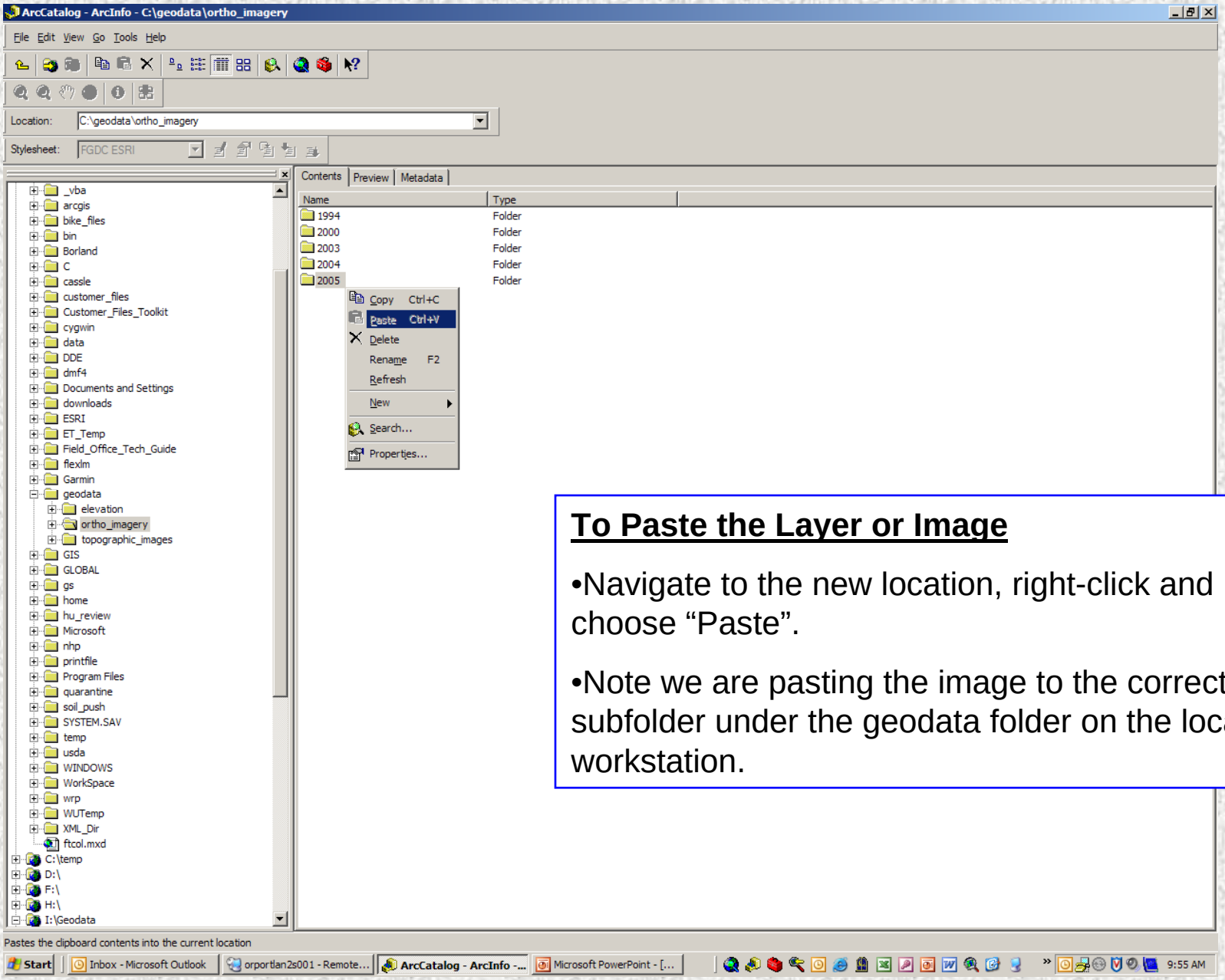


- The new location now appears in ArcCatalog.
- Copying data from the location is similar to copying files in Windows Explorer.



To Copy a Layer or Image

- Highlight the data.
- Right-click on it and choose “Copy”.
- Note we are copying an image from the “I” drive



To Paste the Layer or Image

- Navigate to the new location, right-click and choose “Paste”.
- Note we are pasting the image to the correct subfolder under the geodata folder on the local workstation.