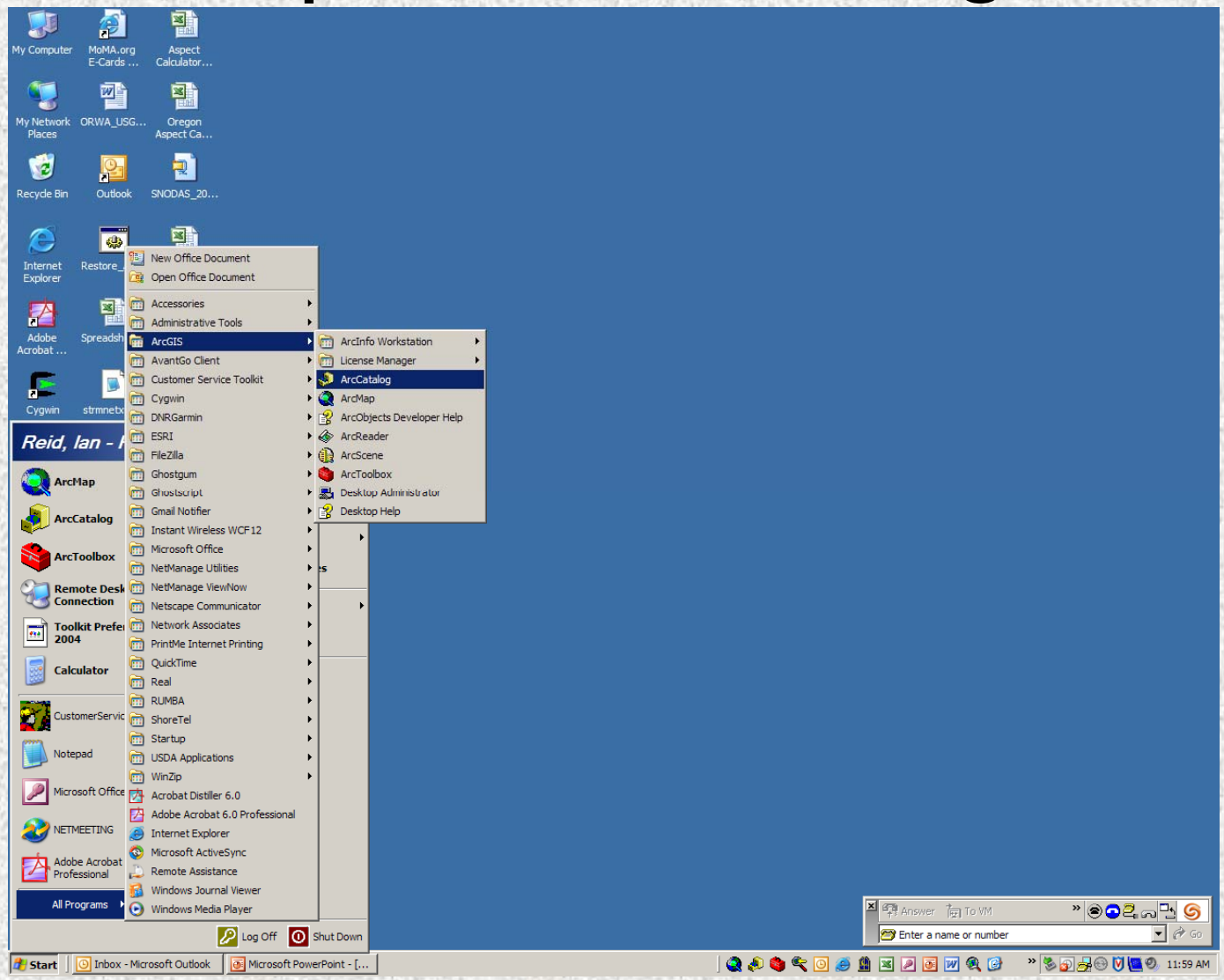
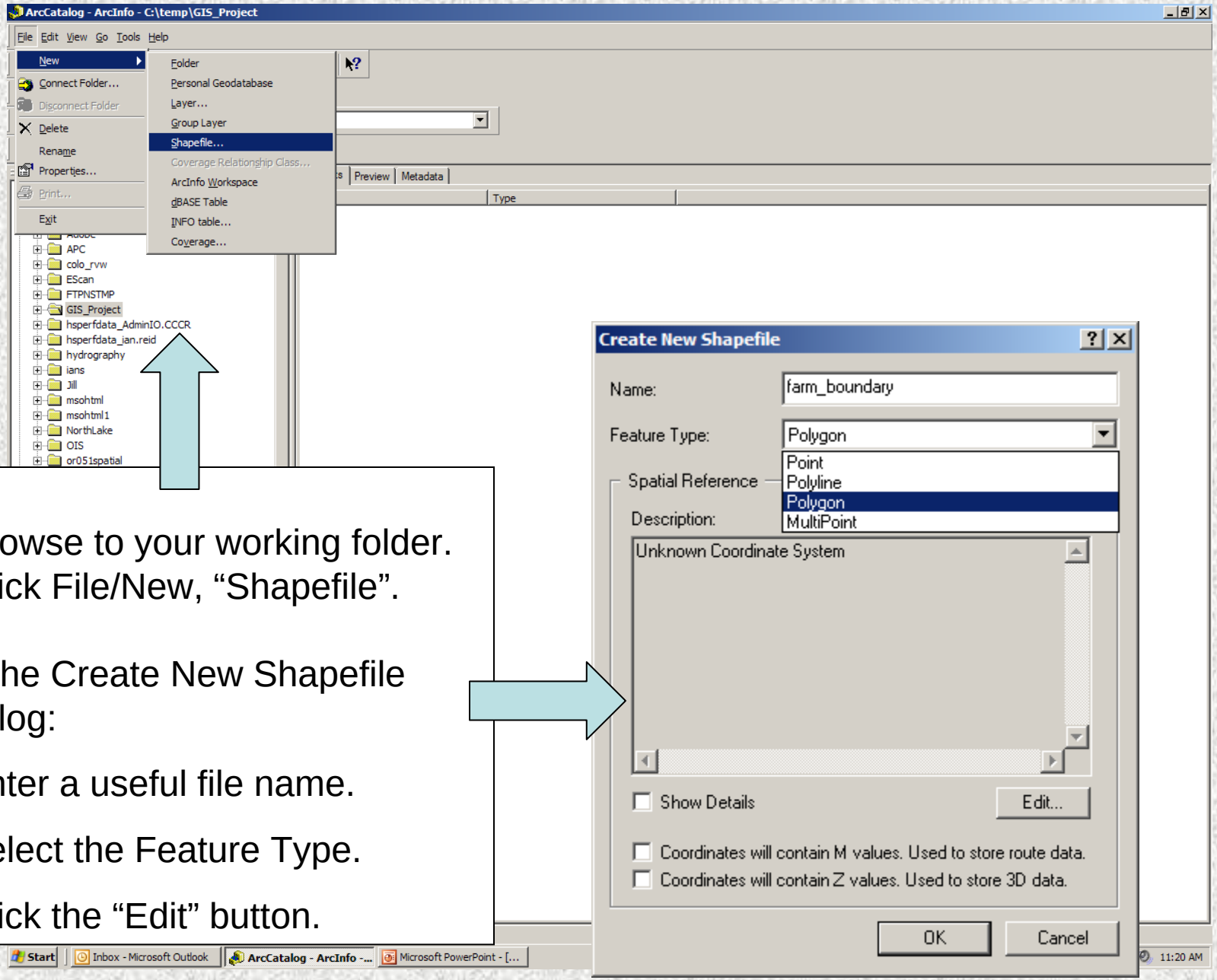
Creating a New Shape File in ArcGIS 9.2

Open ArcCatalog





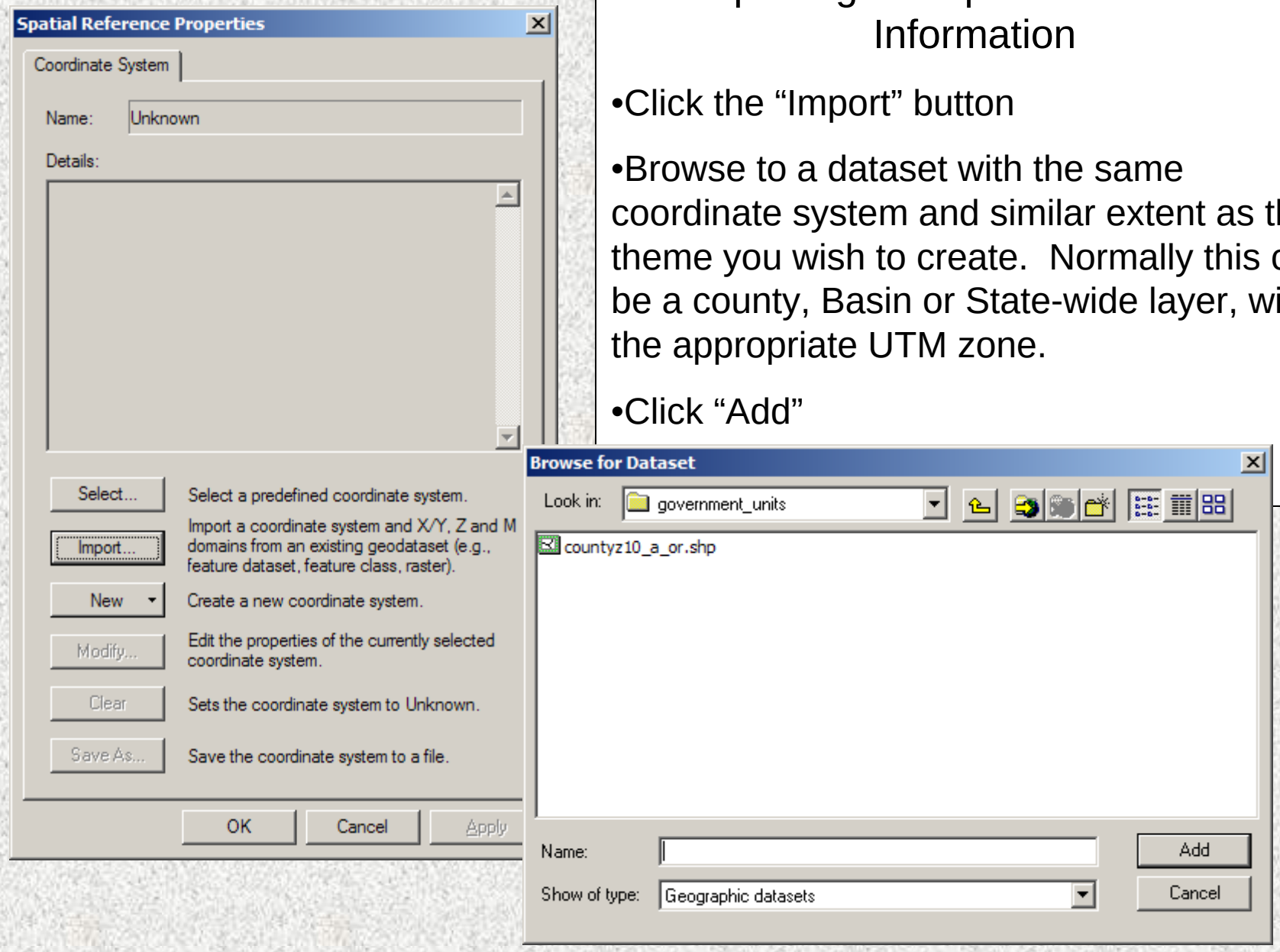
- Browse to your working folder.
- Click File/New, “Shapefile”.

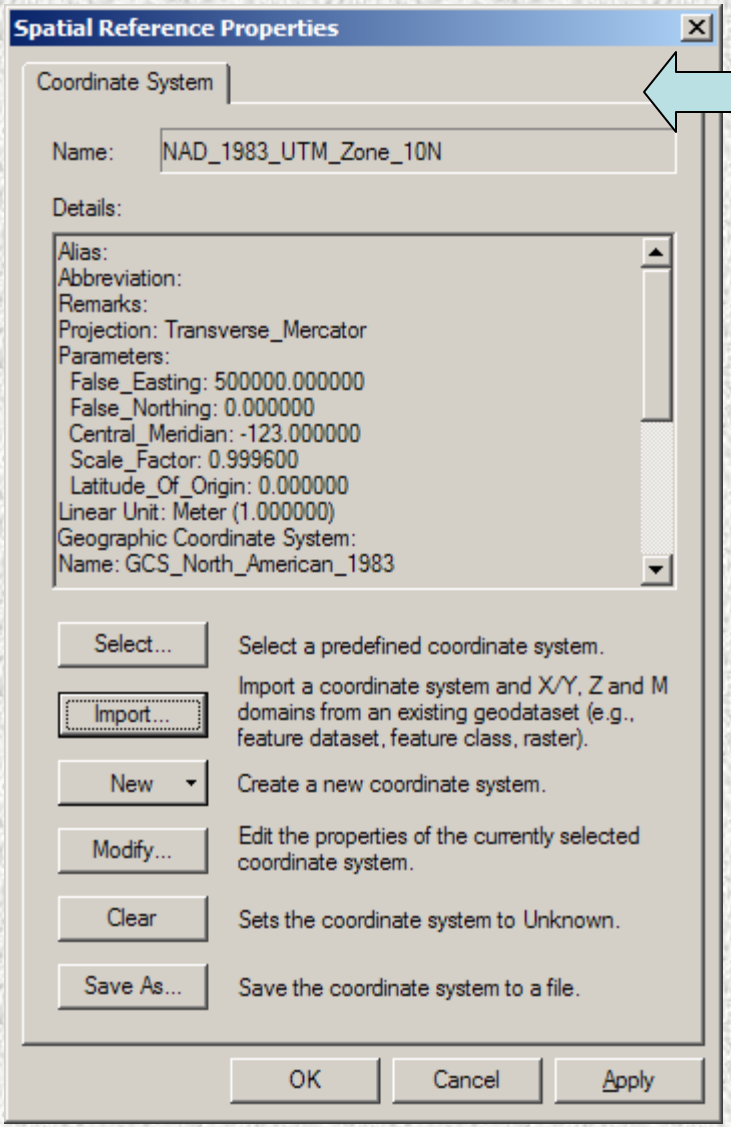
In the Create New Shapefile dialog:

- Enter a useful file name.
- Select the Feature Type.
- Click the “Edit” button.

Importing the Spatial Reference Information

- Click the “Import” button
- Browse to a dataset with the same coordinate system and similar extent as the theme you wish to create. Normally this can be a county, Basin or State-wide layer, with the appropriate UTM zone.
- Click “Add”



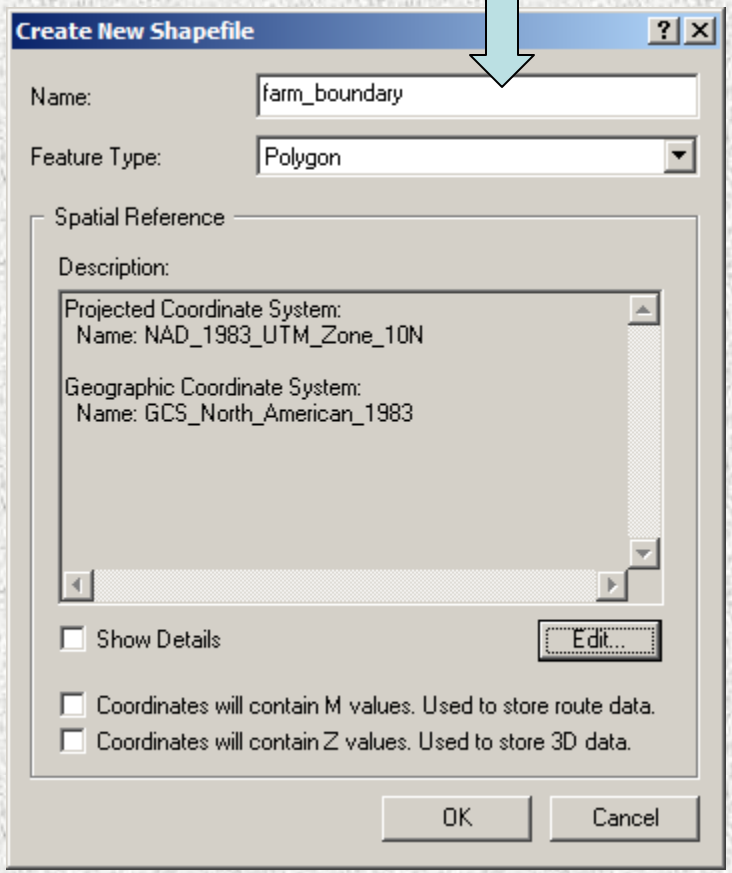


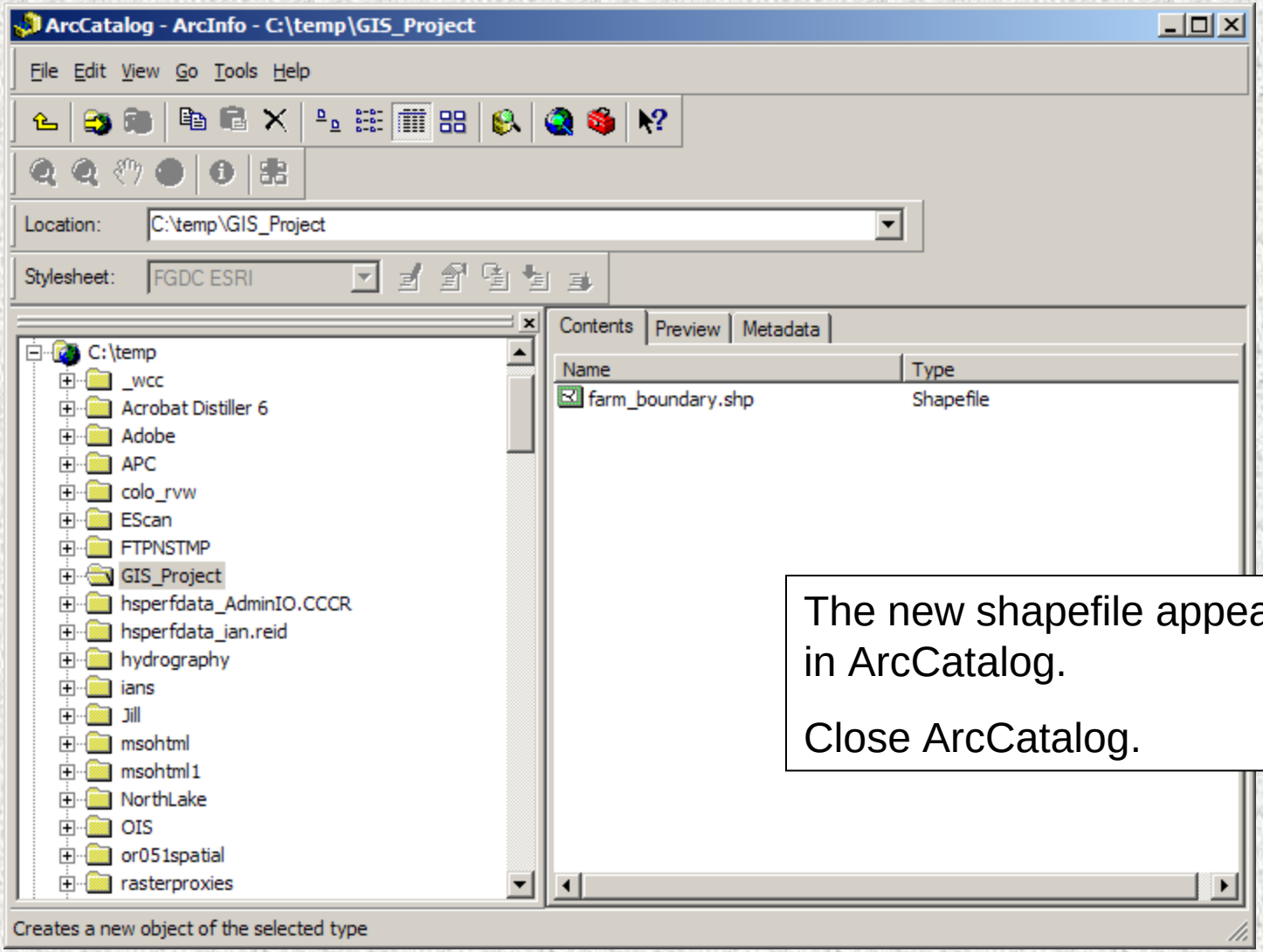
The “Spatial Reference Properties” will be automatically filled in for you.

Click “OK”.

The Spatial Reference information is updated in the “Create New Shapefile” dialog.

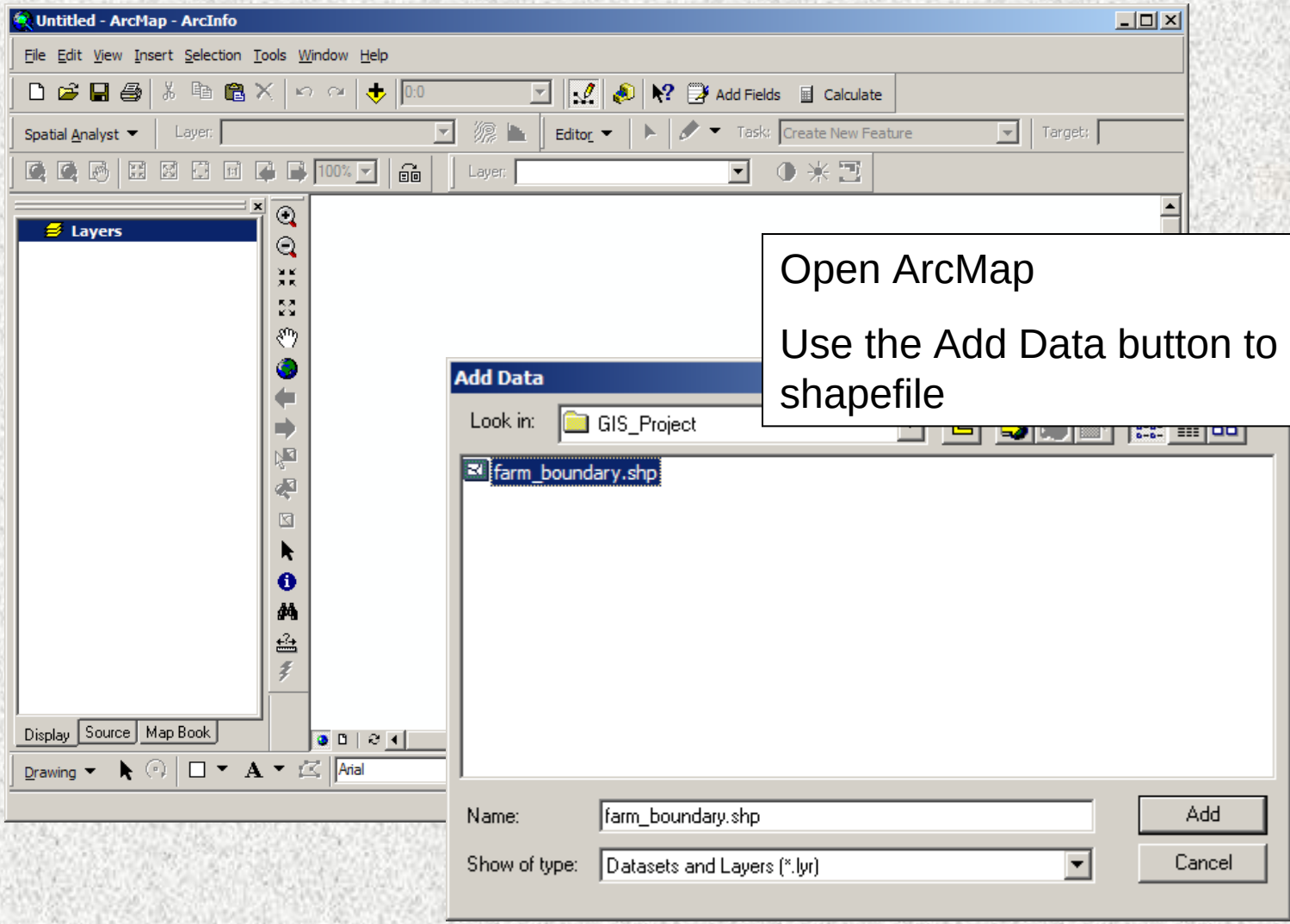
Click “OK”.





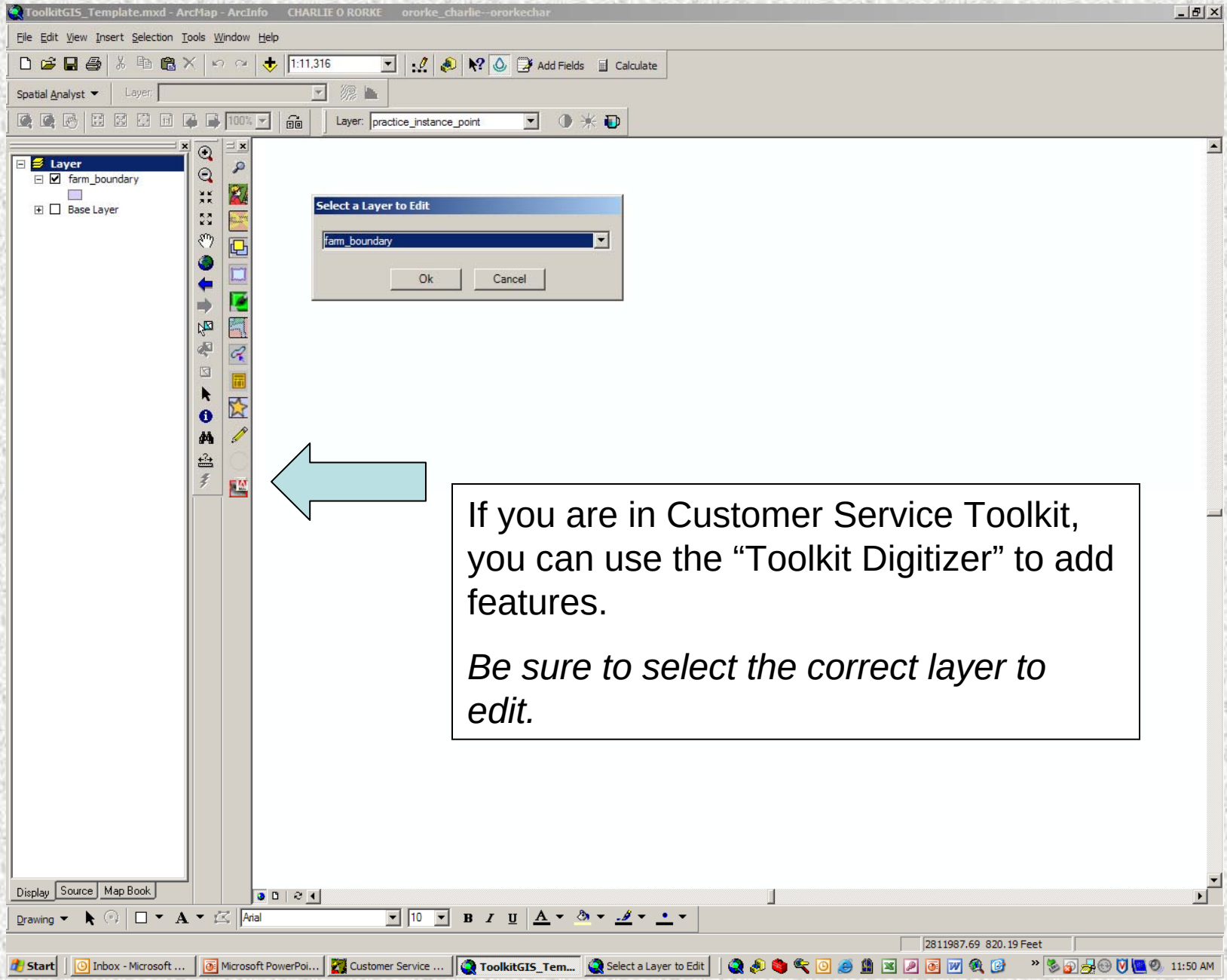
The new shapefile appears in ArcCatalog.

Close ArcCatalog.



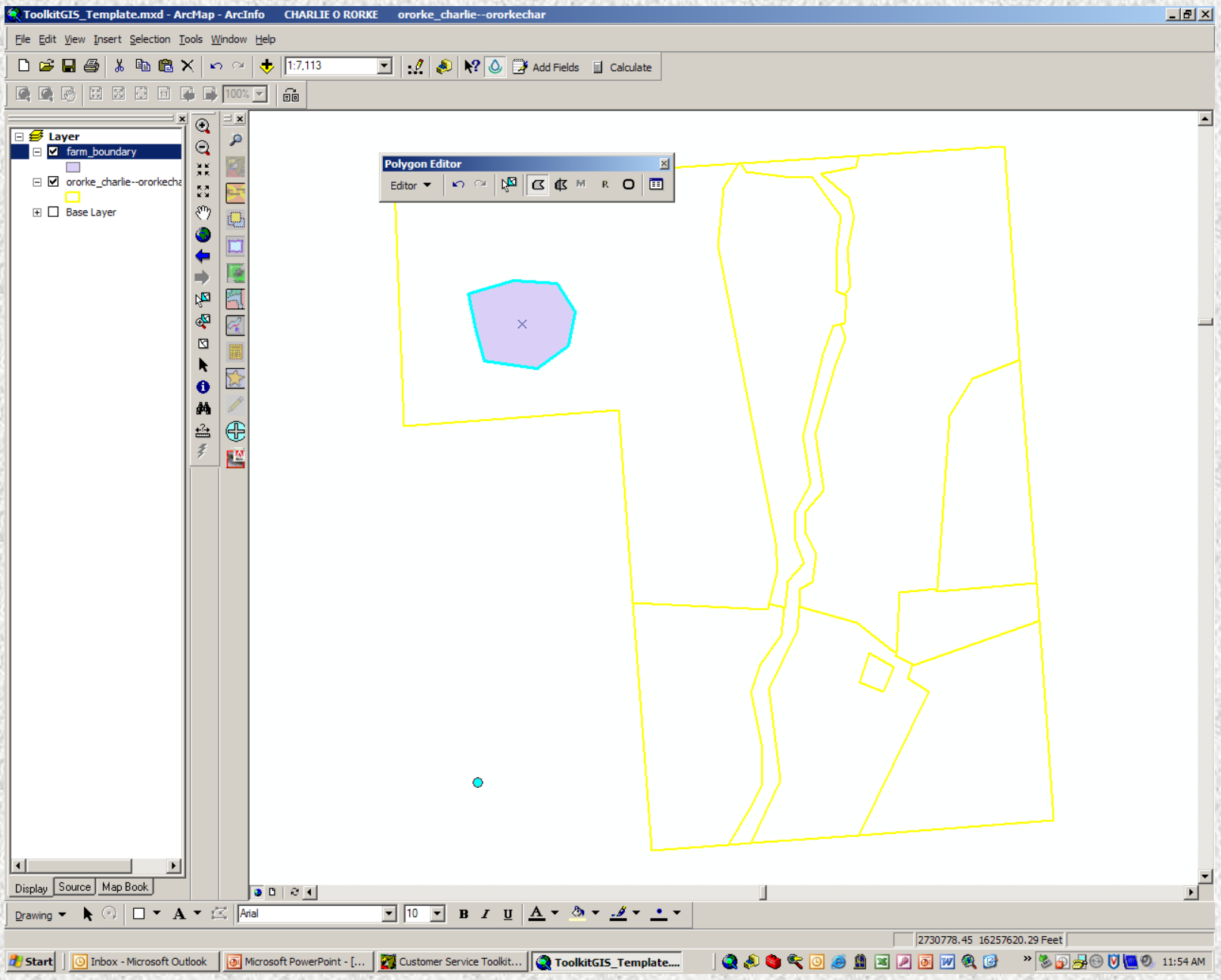
Open ArcMap

Use the Add Data button to add the new shapefile



If you are in Customer Service Toolkit, you can use the “Toolkit Digitizer” to add features.

Be sure to select the correct layer to edit.


ToolkitGIS_Template.mxd - ArcMap - ArcInfo
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File Edit View Insert Selection Tools Window Help
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Add Fields
Calculate
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Display
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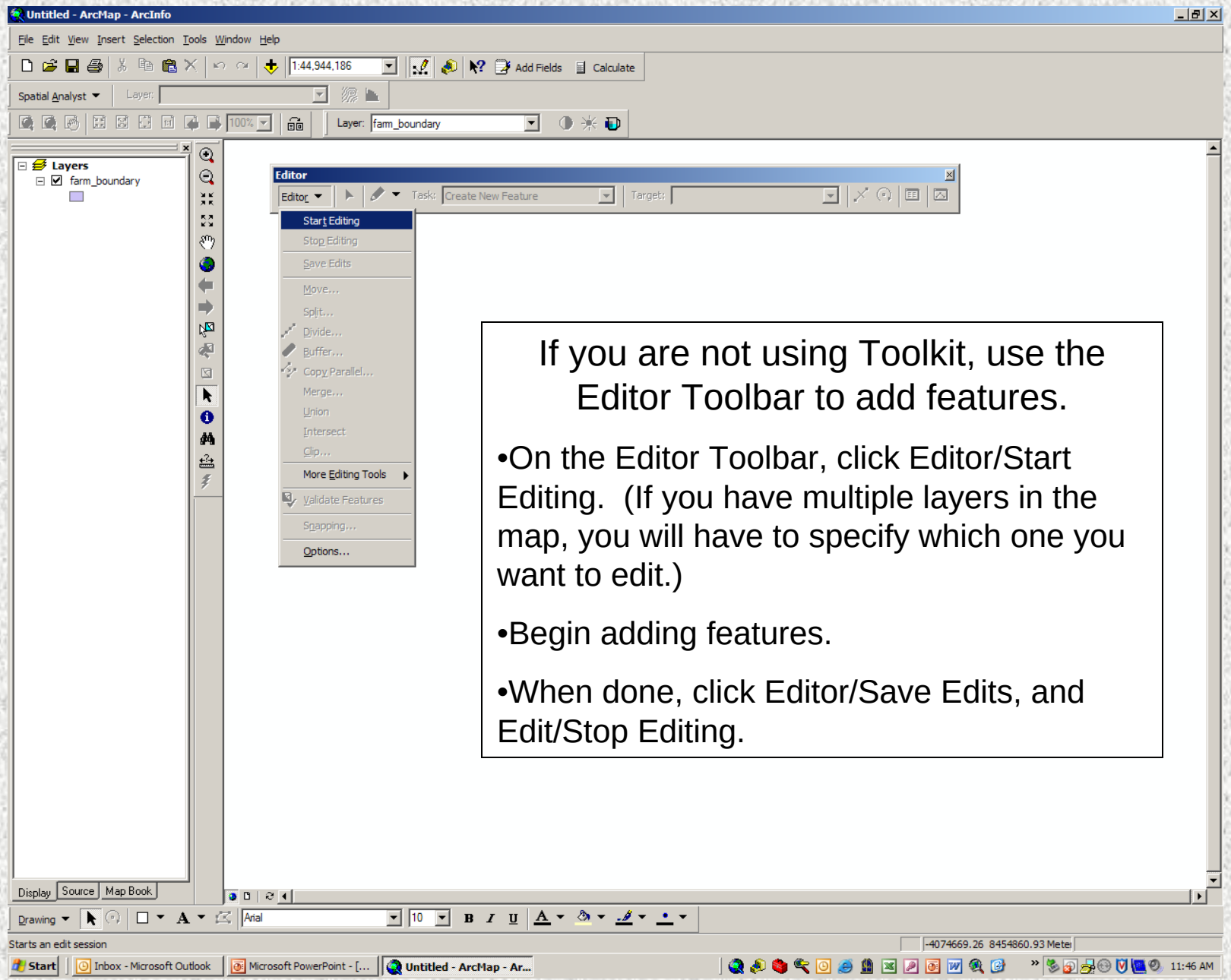

If you are not using Toolkit, use the Editor Toolbar to add features.

- On the Editor Toolbar, click Editor/Start Editing. (If you have multiple layers in the map, you will have to specify which one you want to edit.)
- Begin adding features.
- When done, click Editor/Save Edits, and Edit/Stop Editing.