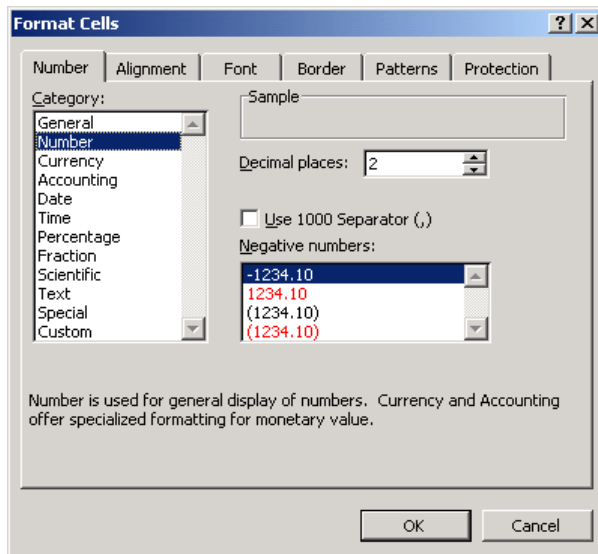
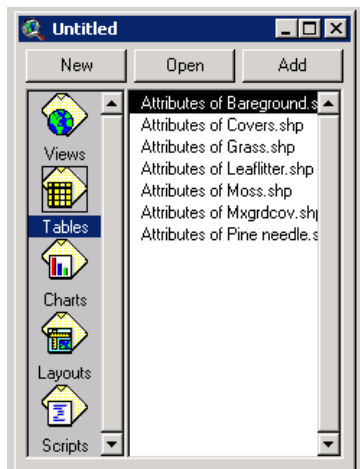


STUDY SITE PROJECT BRINGING IN DATA FROM EXCEL TO YOUR GIS PROJECT

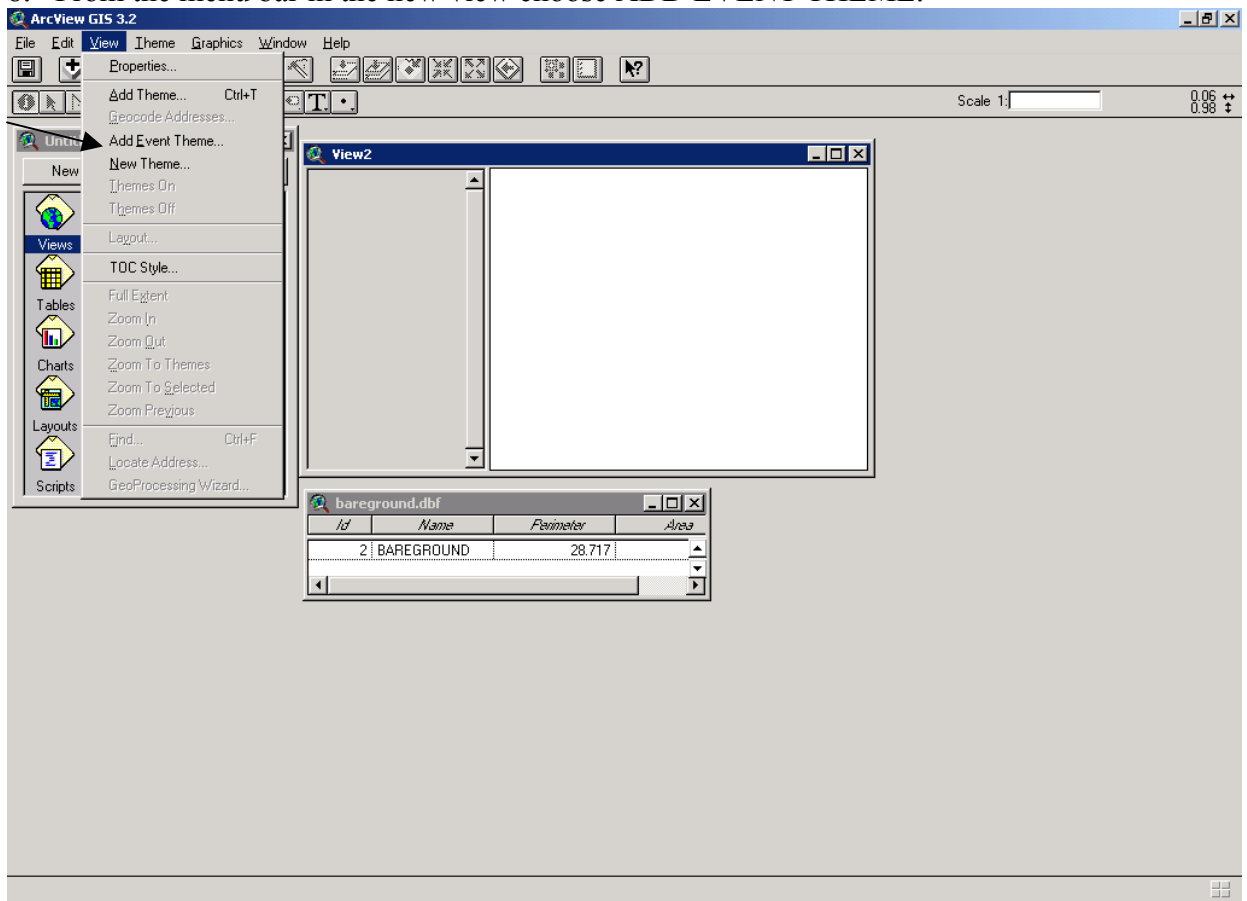
1. Enter your data into an EXCEL spreadsheet. You will find the spreadsheets for each procedure on the study site website. Copy and paste them into EXCEL from the website.
2. BE CAREFUL how you enter the data. Be sure that the cells are all formatted the same (left justified works well). Delete all extra spaces. In EXCEL go to FORMAT in the menu bar and choose "format cells". Be sure that number columns are formatted as numbers and text columns are formatted as general.



3. Highlight only the cells that have information in them and save the spreadsheet as a text (tab delimited) file. You DO NOT want rows and columns of blanks. A text (tab delimited) file seems to work best but database 3 and 4 are also possibilities. Be sure to remember where you saved your spreadsheet. Make a folder in one place to keep everything. For example: a:\study\robin
4. Open ArcView as a BLANK PROJECT. The content window will be open so choose the TABLE icon.



5. The first thing you must do is to add the table to ArcView. Select the ADD button and then navigate to where you saved the table. The table should appear in your project window. Check to see that all of the data is in the table. If you receive an error message or some of the data is missing, then there is something wrong with the way you saved the data in EXCEL. You will need to go back to EXCEL to check for any inconsistencies, extra spaces or formatting errors.
6. Select the VIEW icon and then NEW to open a blank window.
7. Go to FILE in the menu bar and choose SET WORKING DIRECTORY from the pull down menu. Select the drive that contains the folder that you are saving all of your work in. You can type it in if you wish. For example a:\
8. From the menu bar in the new view choose ADD EVENT THEME.



9. Then select from the pull down menu the table you want to add and the select X_M and Y_M fields. For example you would select bareground.dbf and for the X field X_M and for the Y field Y_M. Click on the OK button and the theme should appear in your view.
10. Make the new theme active by selecting it. Then from the menu bar choose THEME and in the pull down menu select CONVERT TO SHAPEFILE. Save the shapefile to your project folder and give it a name you will remember. Then add it to your view. You can now delete the .dbf or.txt (the first theme you made) from your view.