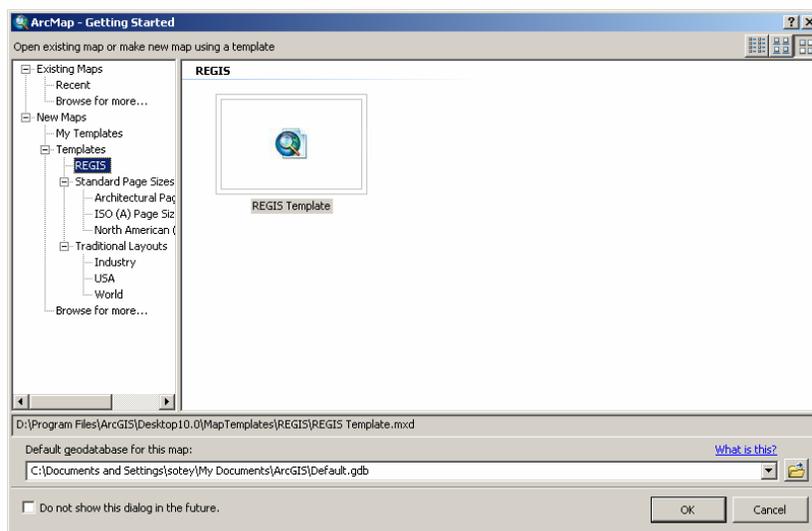


This REGIS QuickReference Sheet details how to add data layers into your ArcGIS map document or “project” file. While hundreds of data layers can be accessed directly from the REGIS data servers, you can also add data into the GIS from an infinite number of external sources as well.

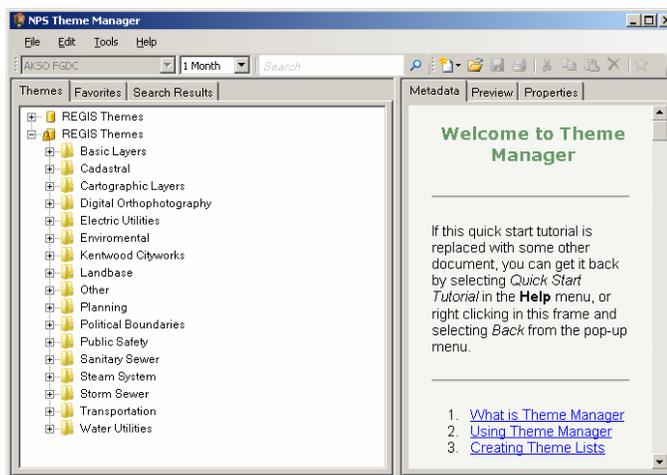
Add Data from the REGIS Data Servers

1. Many users of the REGIS ArcGIS applications will find all of the data layers they need already available on the REGIS data servers. There are hundreds of data layers currently available, most of which cover the entire 1,000 square mile “REGIS region”.
2. Log into ArcGIS (ArcView, ArcEditor, ArcInfo) as you normally would. Either:



- a. Go to New Maps>Templates>REGIS and double click the REGIS Template icon.
 - b. Open an existing Map Document (.mxd) file that has the REGIS Custom Toolbar added. If you have an existing project that needs the REGIS Custom Toolbar added please contact the REGIS Help Desk.
3. Click on the “NPS Theme Manager” button in the REGIS Custom Toolbar and the “NPS Theme Manager will appear. (see below)



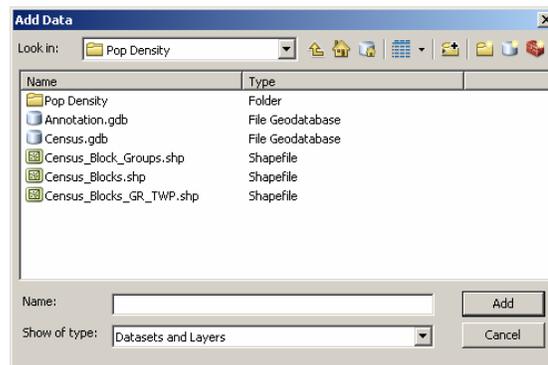


4. In the “NPS Theme Manager” double click on any of the folders listed to see a list of GIS layers that fall under that category. Once you have located the GIS layer of interest click on the layer to highlight it in blue and use your mouse to drag it into the ArcView Table of Contents window. *(Note that the first data layer you add off the REGIS data servers will take an extra moment to load into your project, as you are being logged into all of the necessary data servers at that point.)*
5. Repeat the above process for each additional data layer you want in your project, clicking the specific layer on the right then dragging it into the Arc View Table of Contents. When you have finished adding the layers needed, use the X to close the “NPS” Theme Manager window”

Add Data from Other Sources

You can also add GIS data from any other source available to you, which includes files on your own local C: drive, from your I: drive on the REGIS servers, from a CD-ROM, or even directly from the Internet.

1. Log into ArcGIS (ArcView, ArcEditor, ArcInfo) as you normally would. Either start a brand new blank project or open an existing Map Document (.mxd) file.
2. Click on the “Add Data” button in the Standard toolbar and the “Add Data” dialogue box will appear. You are presented with items which can be viewed in the GIS. There are, quite literally, a myriad of sources for GIS data, so you may wish to use the “Look In:” pull-down menu to help navigate to the appropriate location. Call the REGIS Help Desk for additional help and support with this feature.



Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to regis@gvmc.org, or consult the REGIS Support Center at http://www.gvmc-regis.org/regis_users.html. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>