

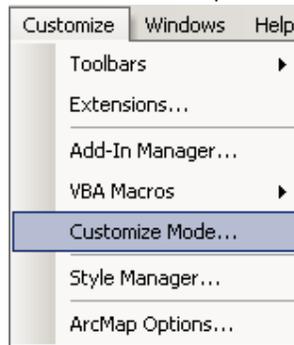
This REGIS QuickSheet presents a step-by-step process for creating a graphic or shapefile buffer of a selected point, line, or polygon feature within ArcMap. For instructions on how to log into REGIS or how to add data, please see previous QuickReference sheets.

Step-by-Step Process

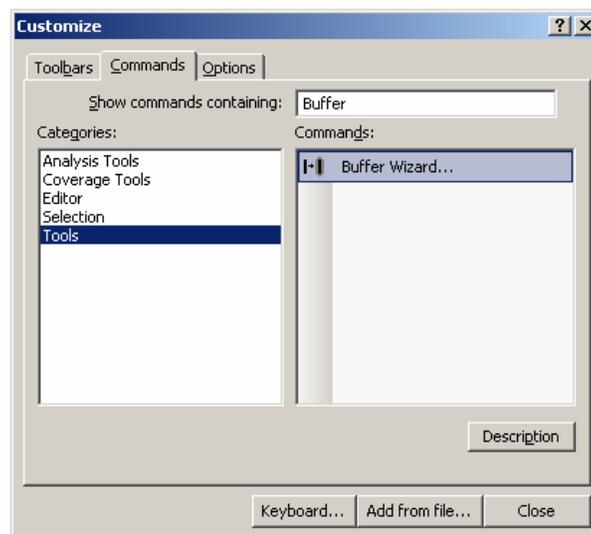
1. In a new or existing ArcView 10, ArcEditor 10, or ArcInfo 10 project, add the Buffer Wizard Tool button to the toolbar of your choice.
 - a. The Buffer Wizard Tool button may appear on the toolbar by default. If so, skip to step 2.



- b. To add the wizard button, go to the "View" dropdown at the top of your screen, then choose "Toolbars" then "Customize Mode..." at the bottom of the menu that expands out.



- c. When the "Customize" box pops up, go to the "Commands" tab, type Buffer in the Show commands containing box, then left-click Tools and drag-and-drop the "Buffer Wizard..." into a toolbar on your screen.



- Select the feature you wish to buffer using the "Select Feature" tool on the "Tools" toolbar. For example, this could be a well (point), street (line), or parcel (polygon).

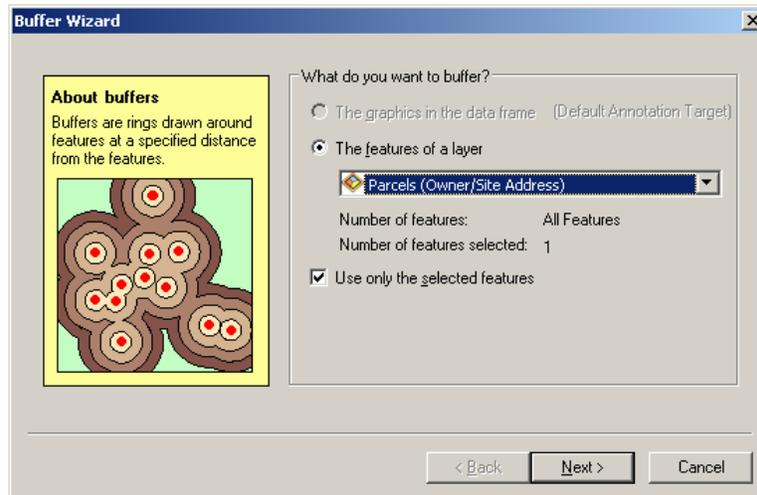
Note: Make sure the layer is selectable! Use the "List by Selection" tab at the top of the Table of Contents



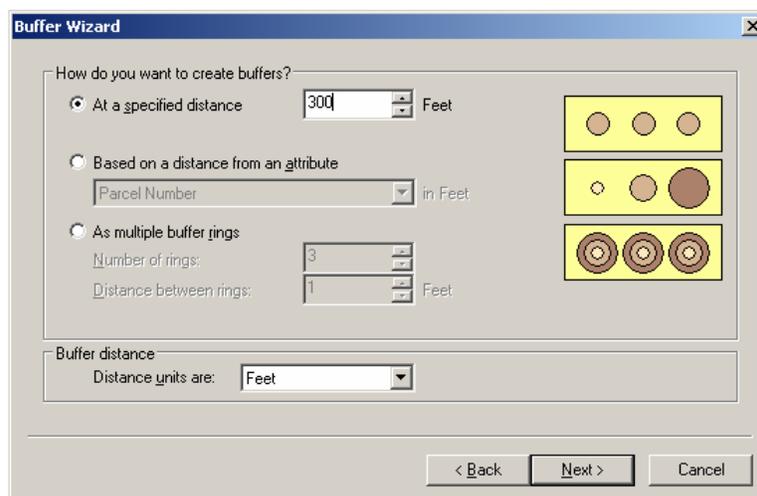
- Click your newly-added buffer wizard button to start the buffer creation process. In this example, a buffer of a parcel (polygon) will be created. The procedure for buffering points or lines is very similar.



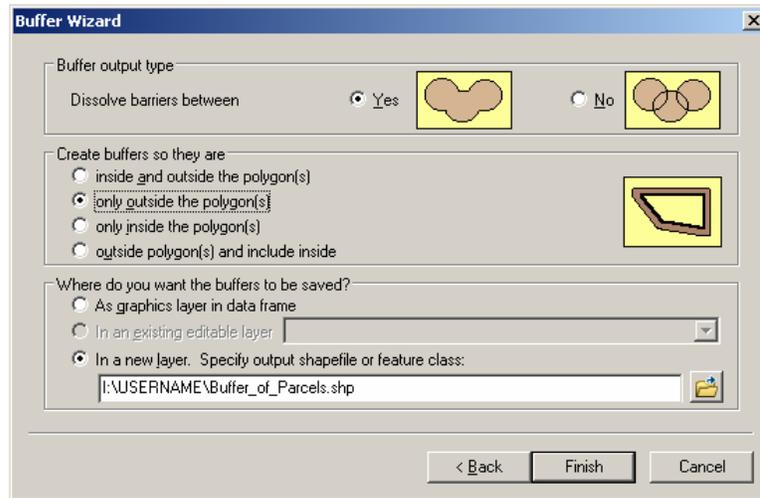
- First, choose which layer to buffer, and whether or not to use a selected feature(s). Click "Next".



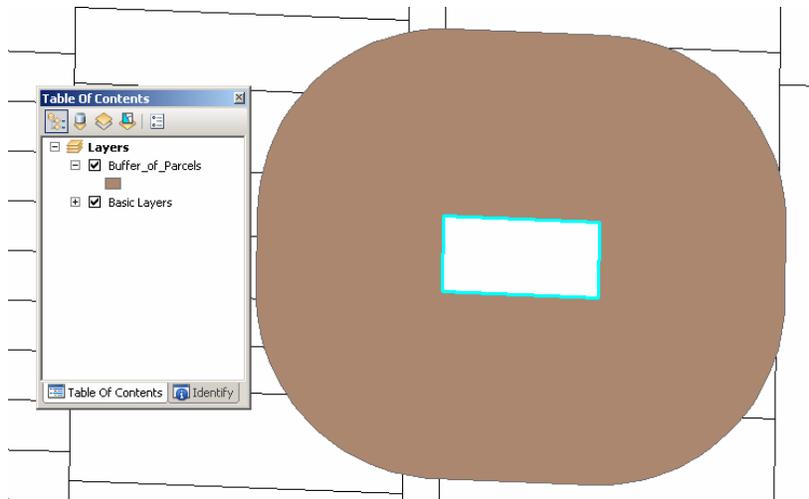
- Second, choose your buffer options (usually a specified distance), and the buffer distance units (usually feet). Click "Next".



- c. Third, continue to set buffer output options. The third area of the wizard below contains options for creating a graphic buffer within the map, or creating a shapefile which can be used in other projects later. To create a shapefile, fill in the "output shapefile or feature class" box as shown, substituting your username for the word "USERNAME".



- d. Last, click "Finish". The buffer will be added to your map project, and shown in the Table of Contents.



Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS 10 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>