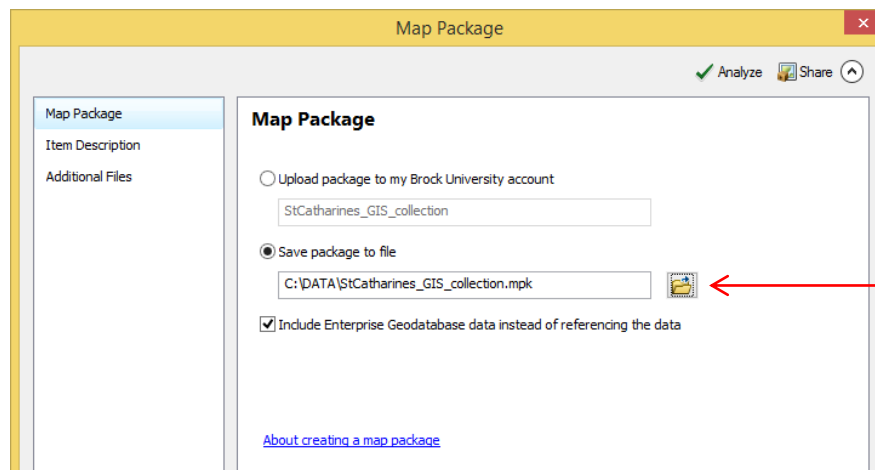


Creating and Extracting Map Packages

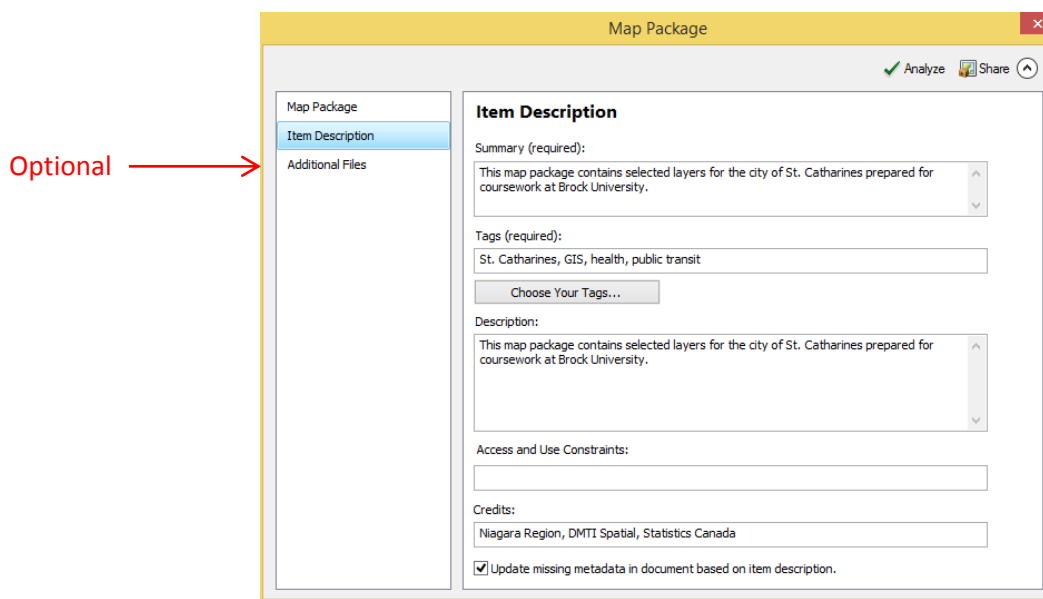
A 'map package' is a sort of ArcGIS zipped file with the extension .mpk that holds a map document (.mxd) and all the data included in that map document.

Creating a Map Package

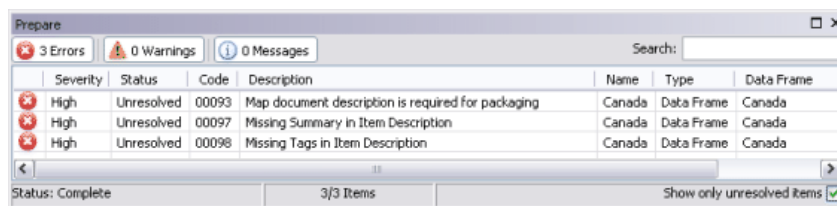
1. Open an existing map document.
2. Click **File > Share As > Map Package** on the main menu. The **Map Package** dialog box appears:



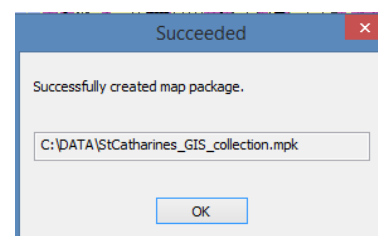
3. Select **Save package to file** and browse to the location where the map package will be saved. The default name reflects the name of the map document but may be changed at this point.
4. Click **Item Description** and fill in all fields.



- Optionally, specify **Additional Files** you want to include in the map package. This option allows you to include other content such as documentation, reports, readme files, license agreements, metadata etc.
- Click **Analyze** to validate your map for any errors or issues. You must validate and resolve all errors before you can save it to disk. If any issues are discovered, a **Prepare** window will appear with a list of issues. Right-click on each Prepare message to get more information, read help for the error, and to click on suggested fixes.



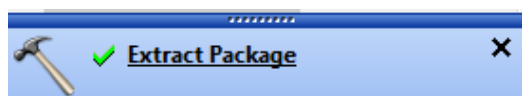
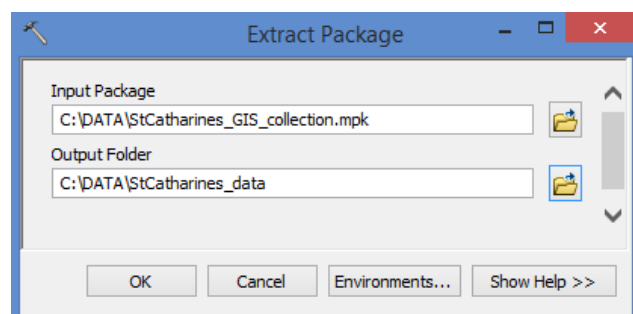
- Once validated, click **Share** to create your map package. If prompted to save the document, click **Yes** to continue. This process may take several moments depending on the number of layers and type of data to be packaged. A prompt will indicate success.



Extracting a Map Package

Like common zip files, a map package must be processed before the data can be viewed.

- Click the SEARCH tab and enter “package” as a search term.
- Click the tool called **Extract Package (Data Management)**.
- Browse to select the Input Package (*.mpk file).
- Browse to select the output folder where the files will be saved.
- Click OK to run the tool.
- This process may take several seconds. Watch for the pop up window at the bottom right indicating success.



- Click OK.

The data and map document is extracted to the identified folder in step 4. Packages created with ArcMap 10.3 will result in two versions of output (v10 and v103).

