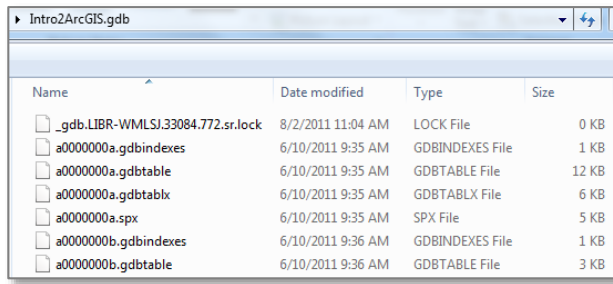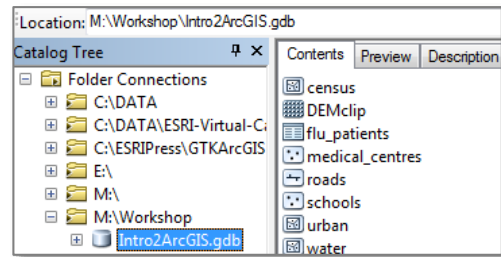## Using ArcCatalog

"Windows Explorer" is used to copy, move, delete, preview and create computer files. "ArcCatalog" is the comparable utility for working with spatial data in ArcGIS.
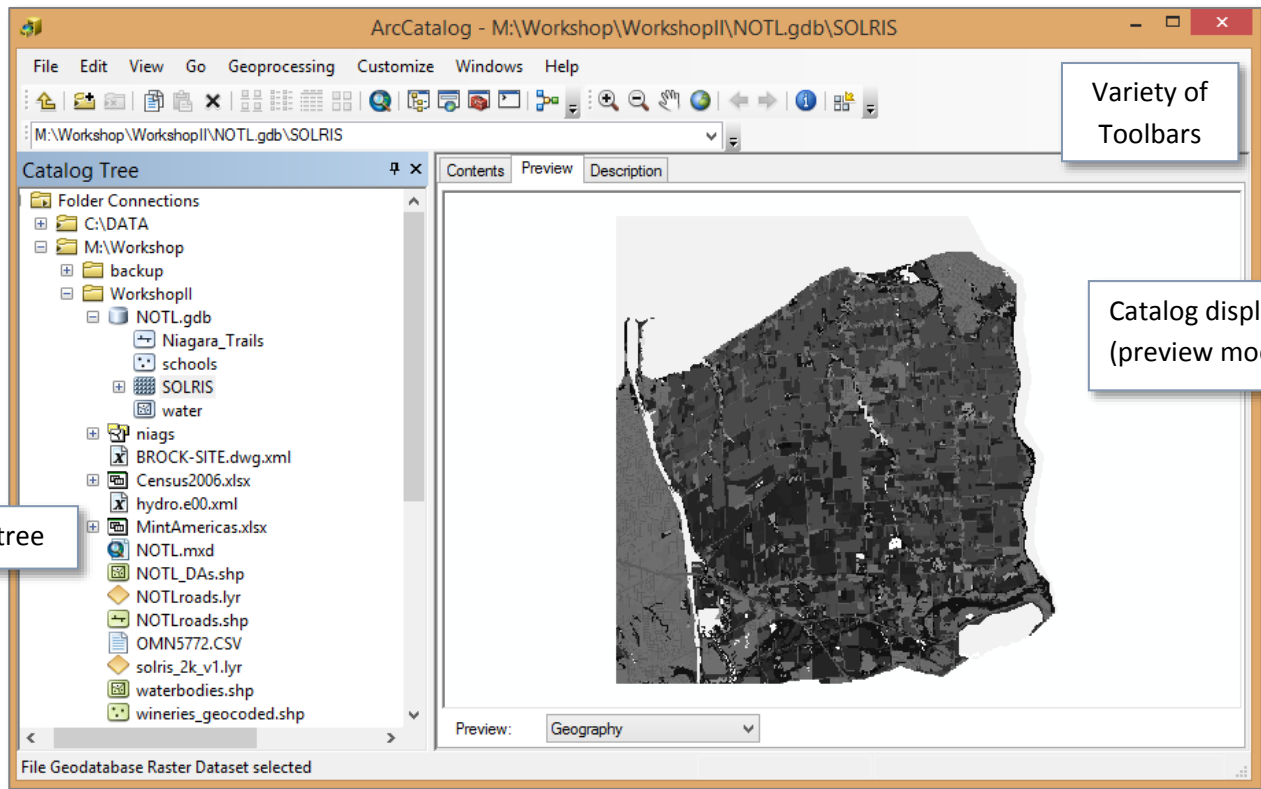
What you see in Windows Explorer   *What you see in ArcCatalog*
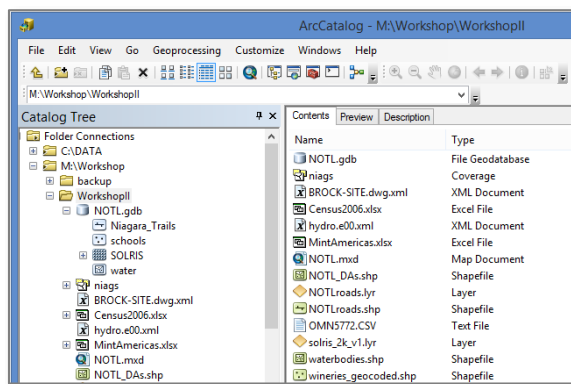

Introducing ArcCatalog

ArcCatalog is a stand-alone data management tool. Run ArcCatalog from START > All Programs > ArcGIS >
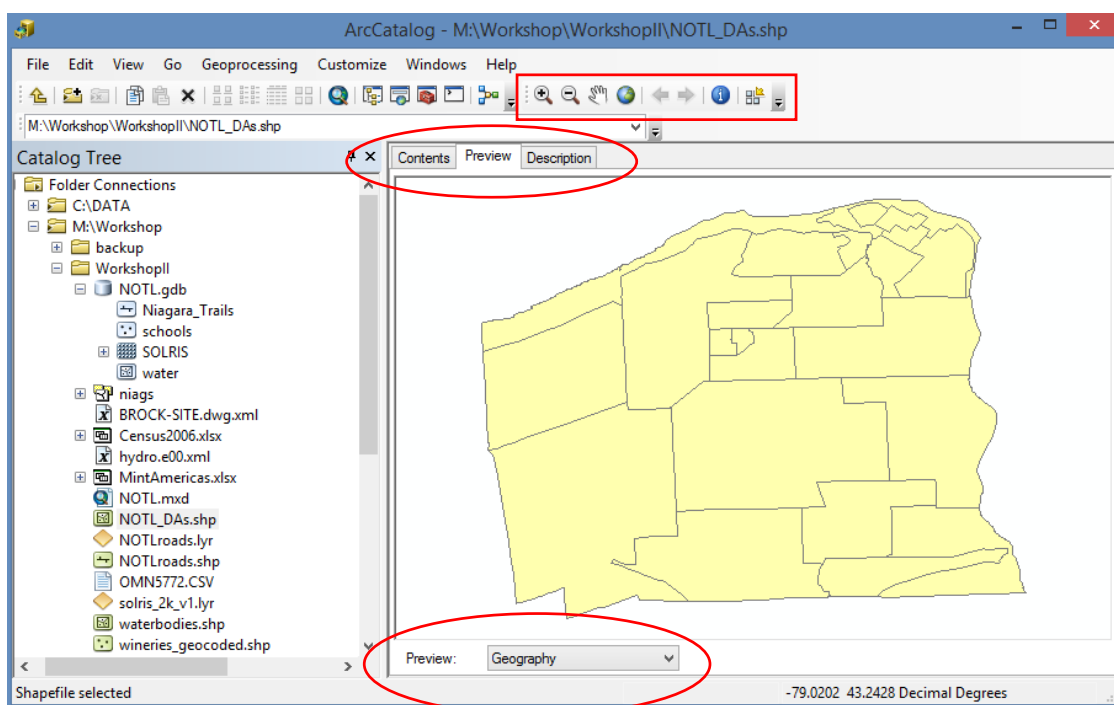
MAKING A CONNECTION (to a directory, dataset, server)

To access data files a preliminary connection to a <u>folder</u> must be made. This connection acts as a sort of 'short cut' within ArcCatalog.

1. Click the Connect to Folder icon ![icon] and navigate to the location where your data resides. Be sure to select only the folder. Click OK.
2. From the catalog tree on the left, click the folder to view its contents.

3. To learn more about file types, use the *GIS Dictionary* found on http://support.esri.com/

4. Change the **Contents** view from *large icons, list, details* and *thumbnails* by clicking these buttons ![buttons]
5. From the Catalog Tree, select a shapefile (green icon such as ![icon]).
6. Click the Preview tab from the Catalog display window. A preview of the data appears. This window is interactive such that you can zoom with the magnification tools and explore the data using the Identify tool.

7. From the bottom of the window change the Preview from *Geography* to *Table*. This preview affords a look at the associated attribute table for the data.

8. Click the Description tab at the top of the catalog display window to access information about the dataset. This information is referred to as 'metadata'.
9. Thumbnails provide a quick picture of the data and can be useful when looking for specific data layers. To make a thumbnail return to the Preview window and click the Create Thumbnail button

COPY/MOVE/CREATE

Copy, Paste and Delete functions are accessed via a context menu or by using the buttons on the Standard toolbar.

1. To create a new geodatabase, select a folder connection from the Catalog Tree.
2. Right-click the Contents side of ArcCatalog and select New > File Geodatabase.
3. Provide a unique name and hit ENTER. Hit F5 to refresh the view if necessary.
4. To add layers to the geodatabase, right-click the new item and select Import > Feature Class (multiple)…
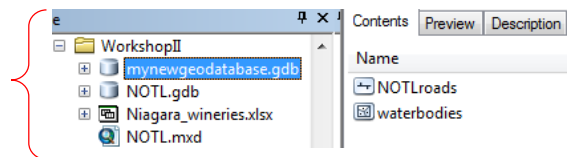
The resulting dialogue window allows the import of multiple feature classes simultaneously.

5. Navigate to a folder holding shapefiles you want to import. While holding the CTRL key, select multiple files.
6. Click Add.
7. Accept the default output geodatabase (should be the one you just created).
8. Click OK.

Click the new geodatabase in the Catalog Tree to view the new content.

A subset of data may be added using Structured Query Language (SQL).

9. Right-click the geodatabase; select Import > Feature Class (single)…
10. Browse to the specific shapefile you want to import (this example uses a shapefile representing water wells).
11. Provide a name for the Output Feature Class (in this case *waterwells*). When naming files, do NOT use special characters or spaces.
12. Beside the entry for Expression, click the SQL button and create the SQL expression to limit your import. In this case we want to import all water wells with a depth greater than zero (i.e. "Depth" > 0).
13. Click OK.

To see the results, preview the attribute table for the original shapefile and note the number of records at the bottom of the Contents window; then preview the new feature class table.