

Mapping A Network Drive To Access GIS Data

Step 1: 2x Click My Computer on your Desktop

Step 2: Select Tools (in the Menu Bar) -> Map Network Drive

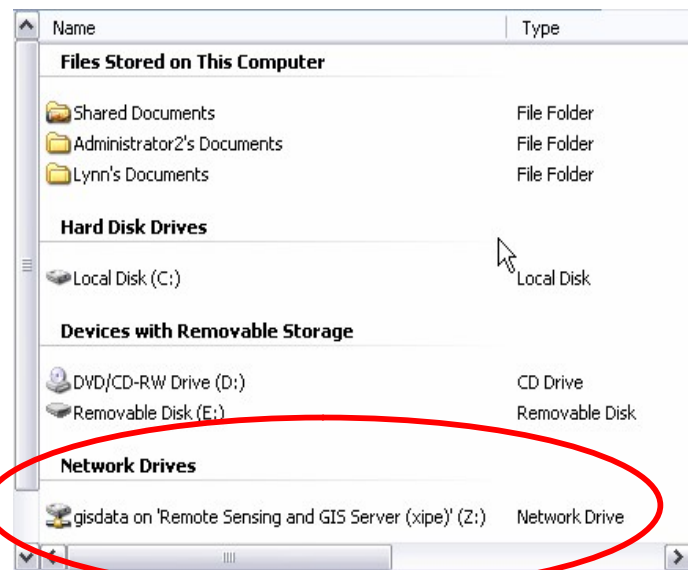
Step 3: In the new window, choose any Drive: letter that is available*** (it doesn't have to be Z) and type in the folder name \\xipe\gisdata exactly as shown in the following graphic:



Step 4: Click Finish.

Step 5: Return to "My Computer" and you should see the folder to the GIS data mapped as a network drive

Step 6: In ArcMap, when you Add A Layer, you might have to use the "Connect to Folder" Icon to make ArcMap understand that this is a folder where you wish to look for data layers.



*** Caution: When you save an ArcMap Document with data layers added from a network drive, the Document retains that drive letter configuration (for example: z:\boundaries\ritown5k.shp). Thus, when you open the ArcMap Document again, it will "look" for the layers under that specific drive letter. If it does not find drive letter z:, nothing will be visible in your display area and a red exclamation point will be seen. Thus, once you decide on a drive letter, keep it "reserved" so that you do not have to search for the data layers next time the Document is opened again.