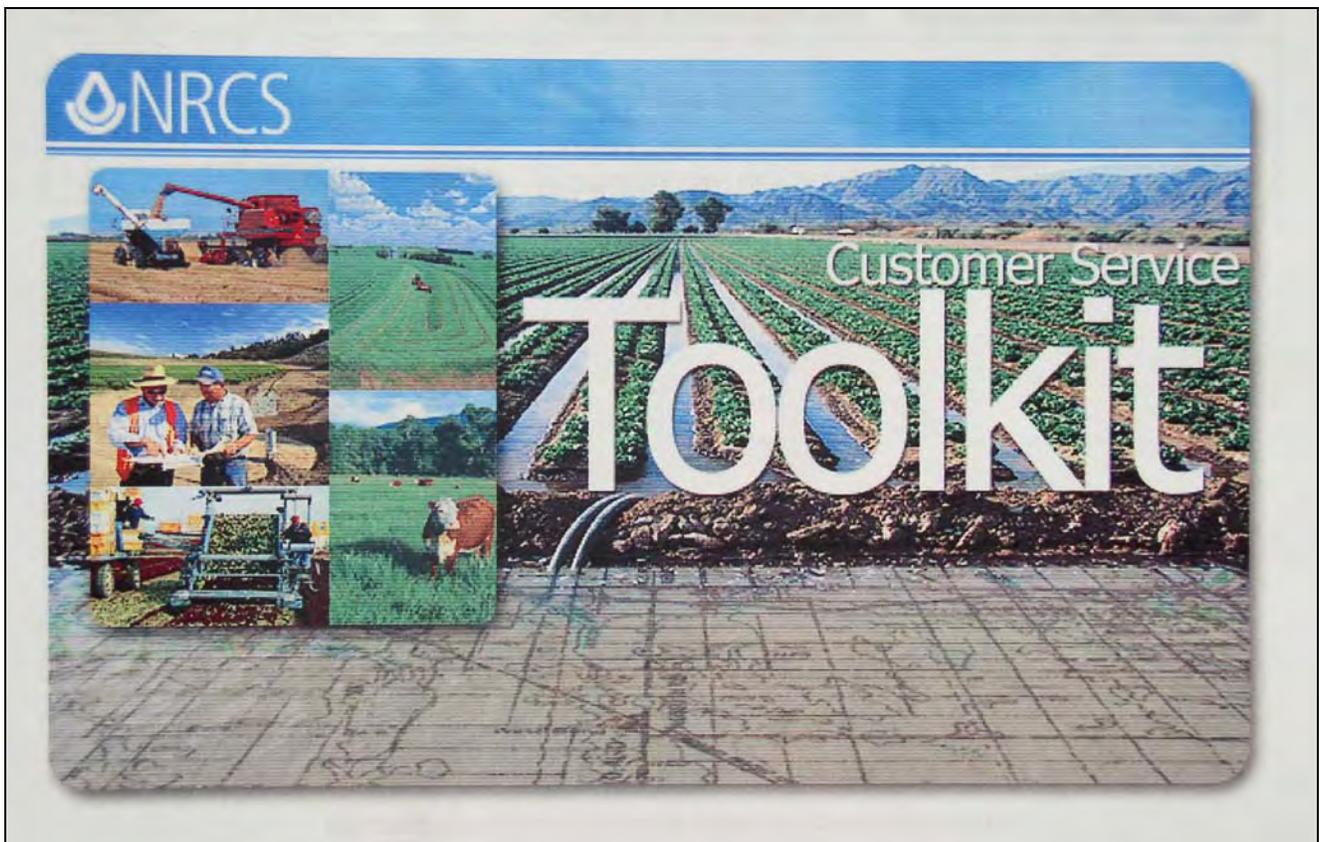


Guidelines
For
Sending

ARC-GIS
MAPS and SHAPEFILES
Within Toolkit

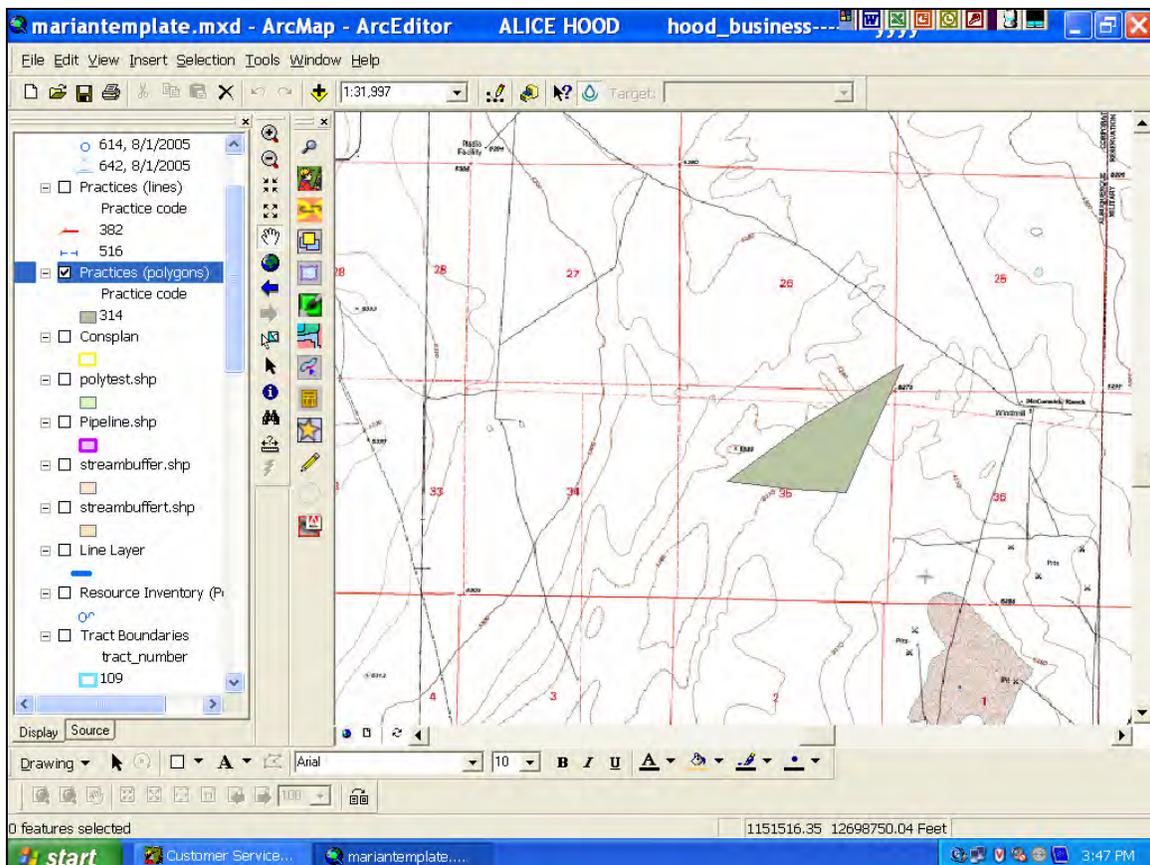


To help complete the cultural resource process you will need to use Arc-Map for two purposes.

1. To request a cultural resources records search of the proposed projects area. This will require you to send an Arc-Map shapefile through E-Mail directly to ARMS (Archaeological Records Management Services). In turn you will receive a shapefile back from ARMS that identifies any previously recorded sites within your projects area. This does not mean everything has been recorded in this area, that's up to your on the ground survey of the area.
2. Create and E-Mail to the State Office a 1:24,000 scale Arc-Map of the project to be included with your Section 106 Form. This map will include: Title, Legend, North Arrow, Project Acres, Project Area clearly defined, Scale, Producers Name, Quadrangle Name, Legal Description, Isolated Occurrences and Sites marked. No other information or layers will be on the maps.

Creating Shapefile Maps:

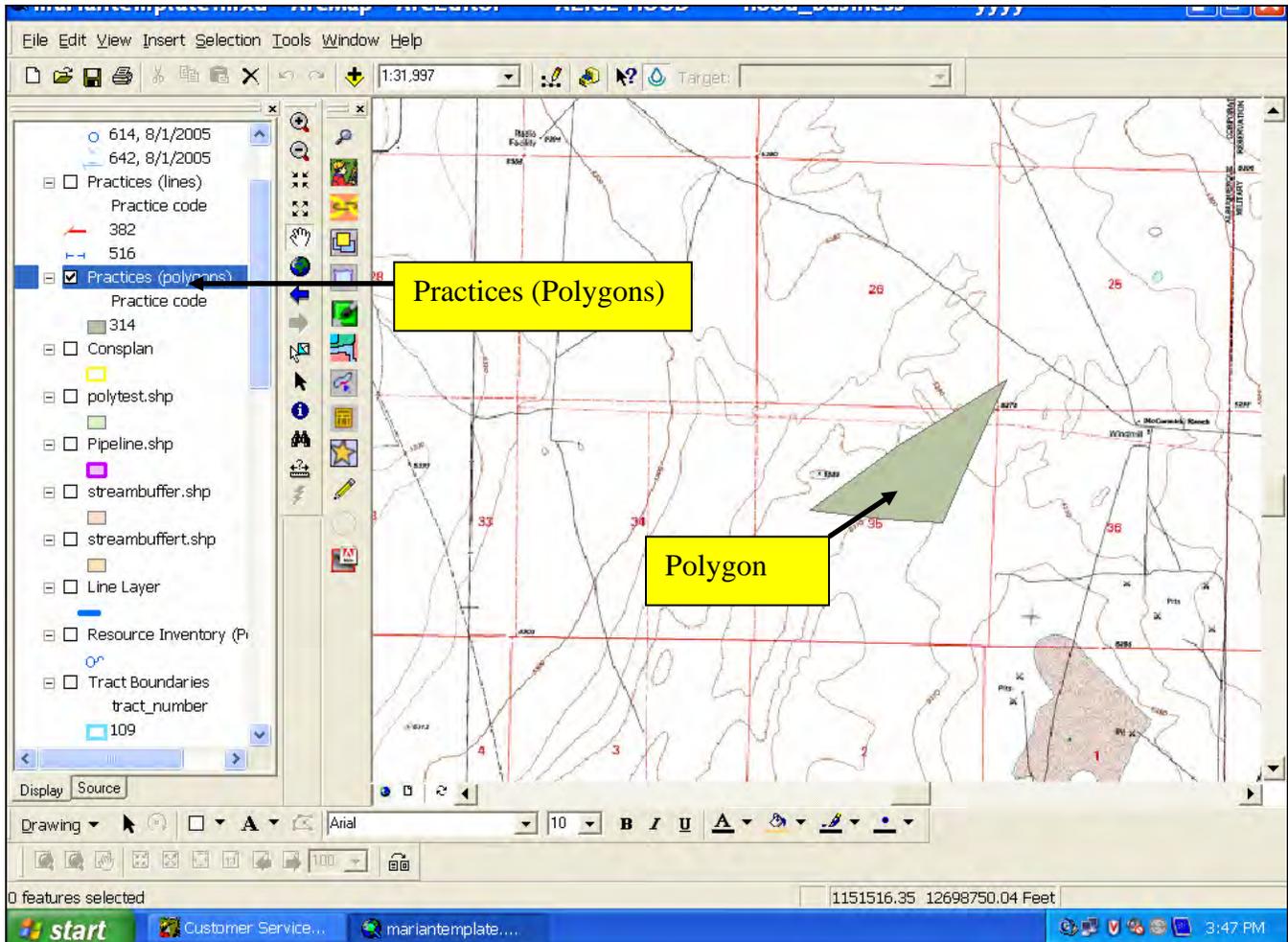
Go into Customer Service Toolkit and check out the file for the producer you wish to work in. Once you have your producer checked out click on the Customer Files tab and select the ArcGIS_Projects folder. To the right you should see your _Template.mxd choices, (Producer Name_Template.mxd). Select the template that includes the consplan. You will now see ArcMap flash on your screen followed by a view similar to the one found below.



At this point you will need to uncheck the **consplan** layer and the **Ortho** layer, they will not be used and only cause confusion and clutter to your map.

You will need the **Topographic** layer so check it on. You will also need to check what ever **Practices** layer (lines, points or polygons) you want to send.

For this example we want to create a map for a proposed Brush Management project. So we are going to check the layer for Practices (Polygons), you now will see that polygon colored gray) appear on the below map.



NOTES

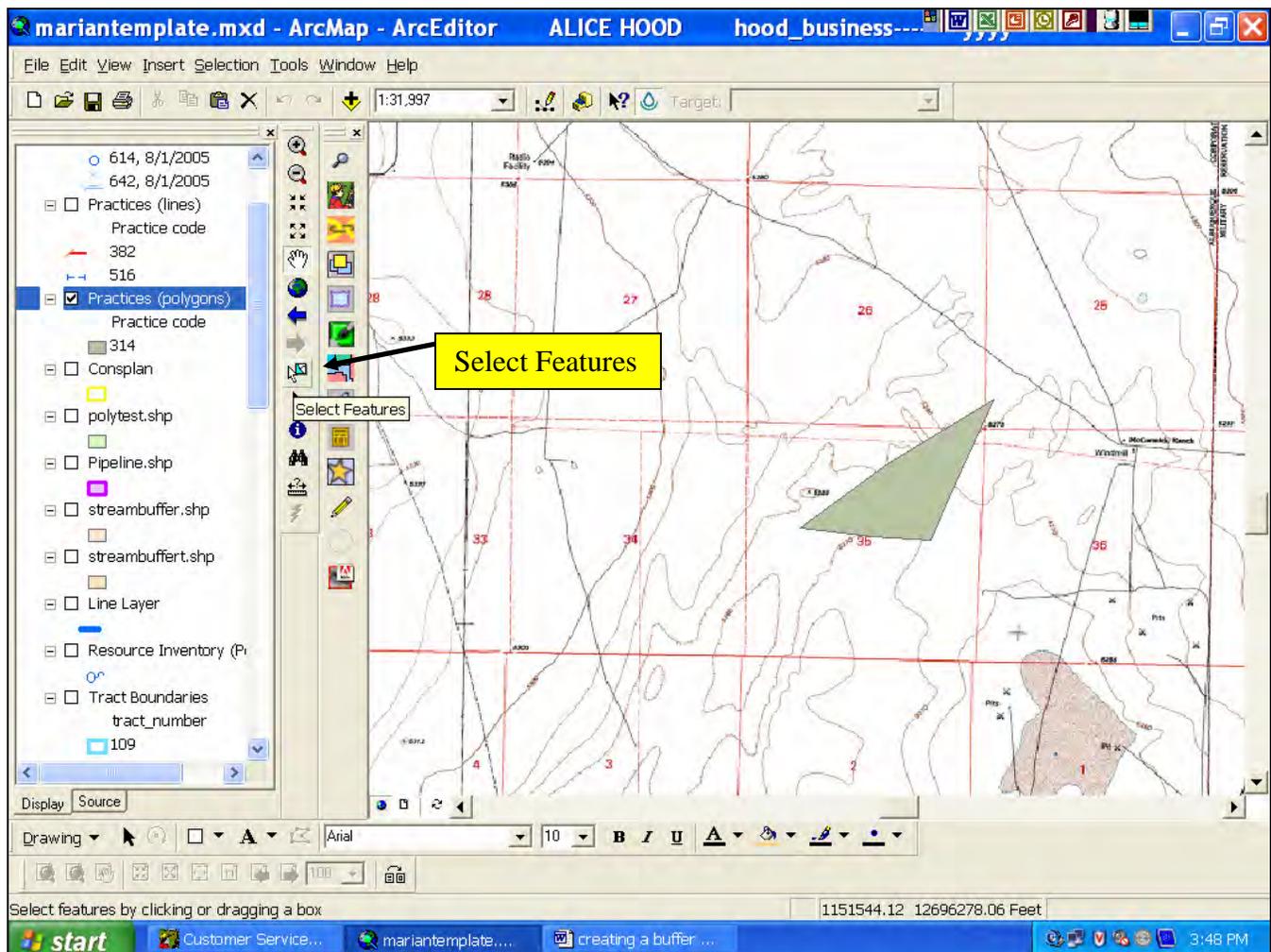
In order to create shapefiles within Arc-Map (which creates layers) you will need to use the Buffer Tool . By using the buffer tool you will create a shapefile that is only filed within your [F: Customer Service Toolkit / Producers Name / Resource Maps](#).

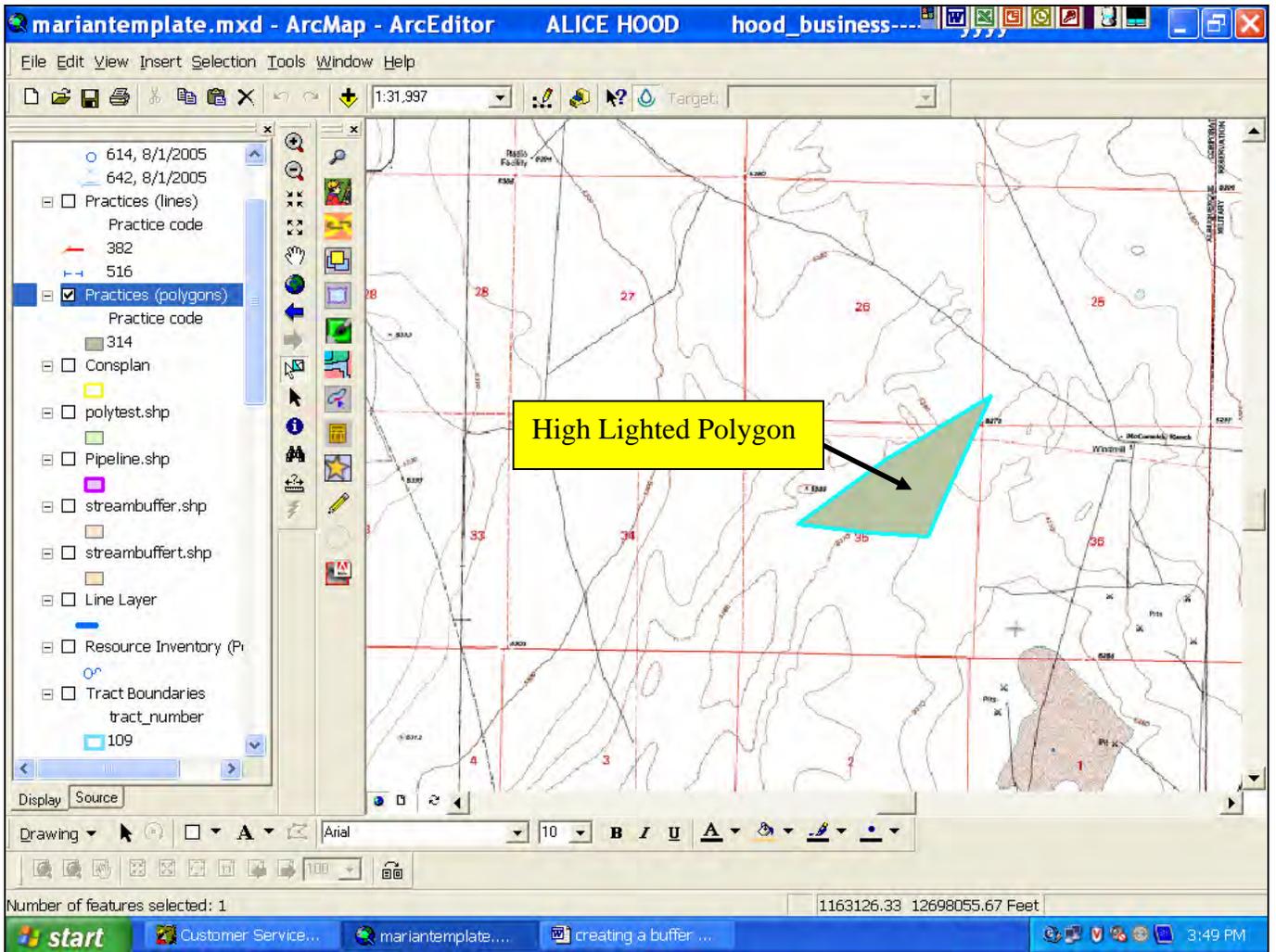
Creating a buffer around a conservation practice:

There are two options when creating a buffer.

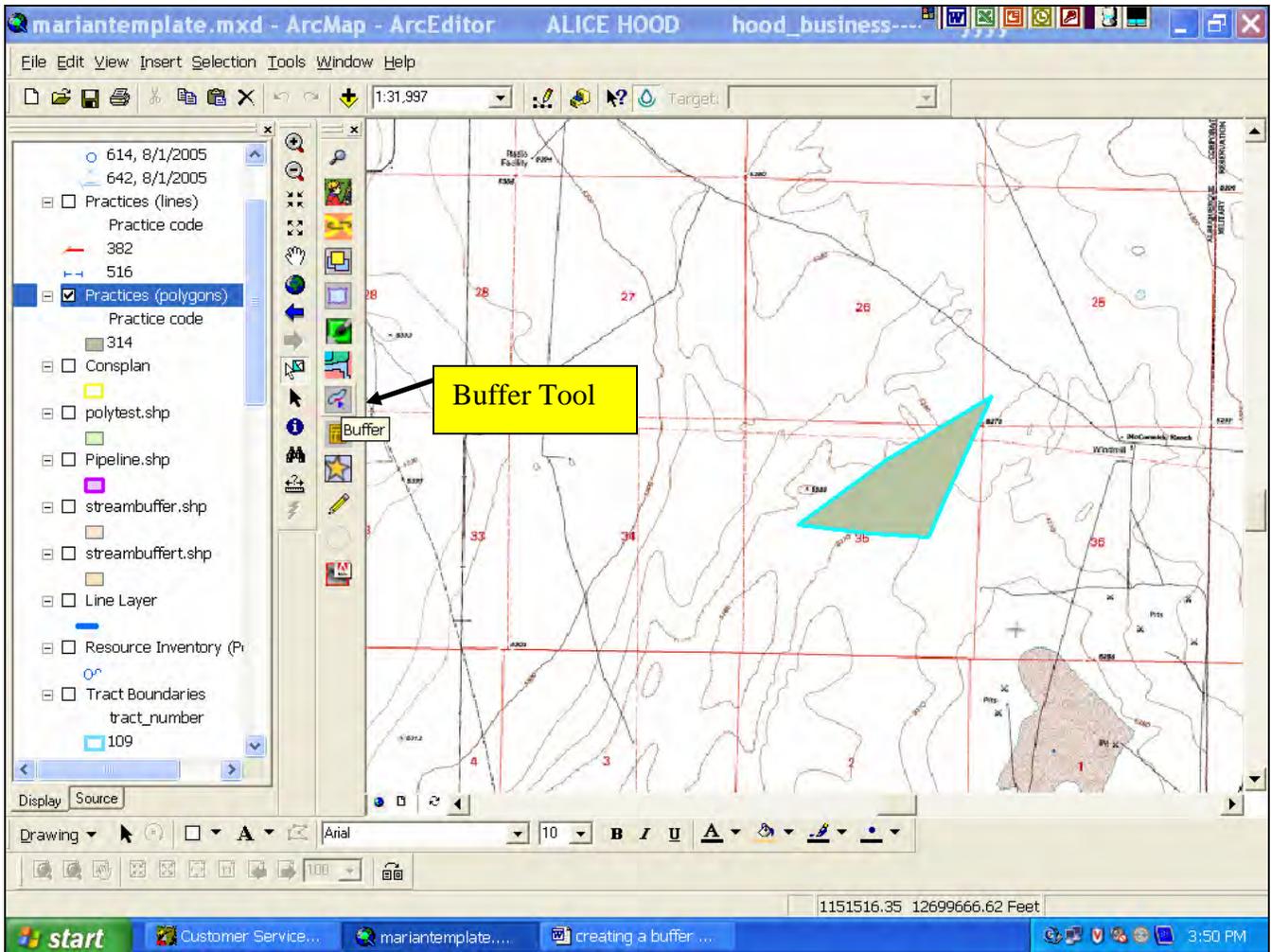
Option #1: This option works best when you are buffering one conservation practice such as the polygon example below. You need to turn off all layer except the Topographic layer and the layer you want to buffer, for this example we are using the Practice (Polygons) layer.

Next you will click on the **Select Features** button and then go click on the brush management polygon. This will high light the polygon in light blue, refer to image on page 4.



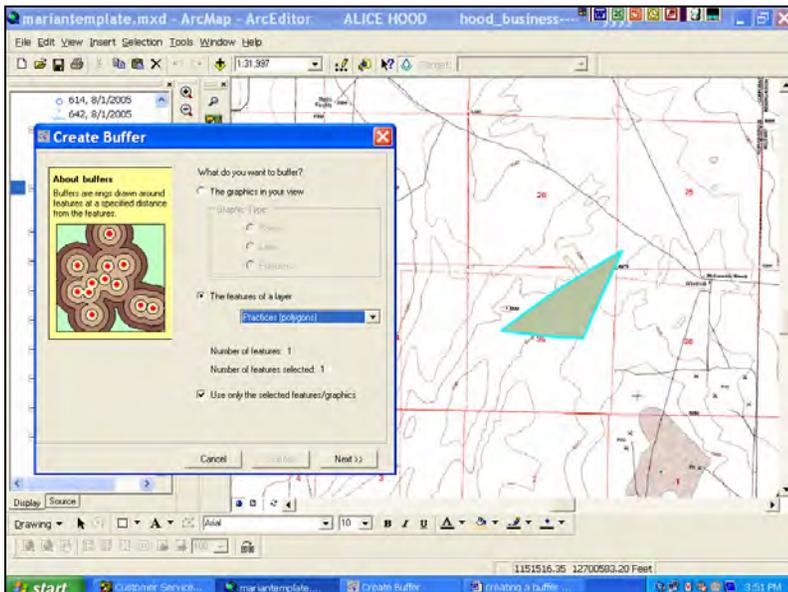


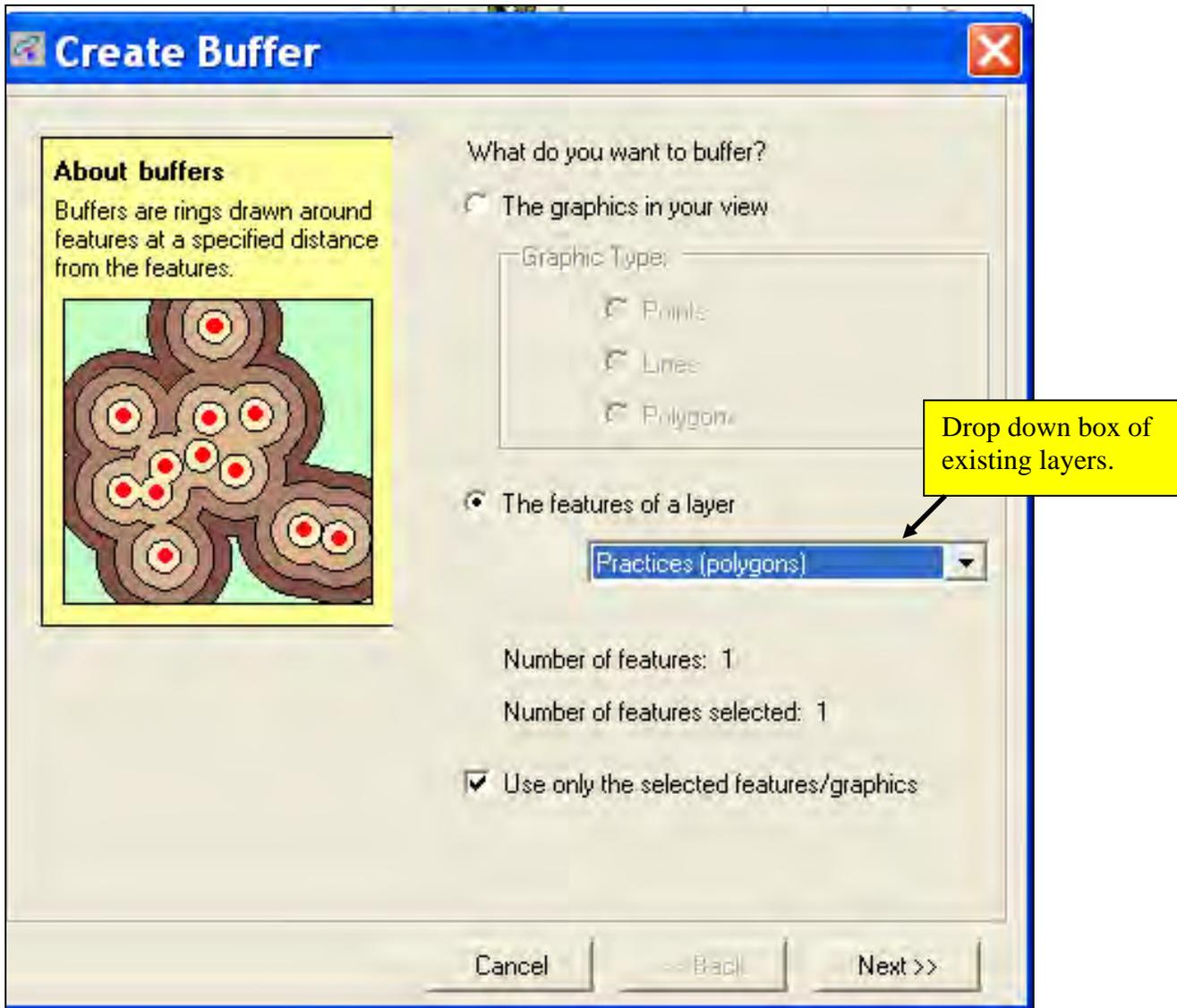
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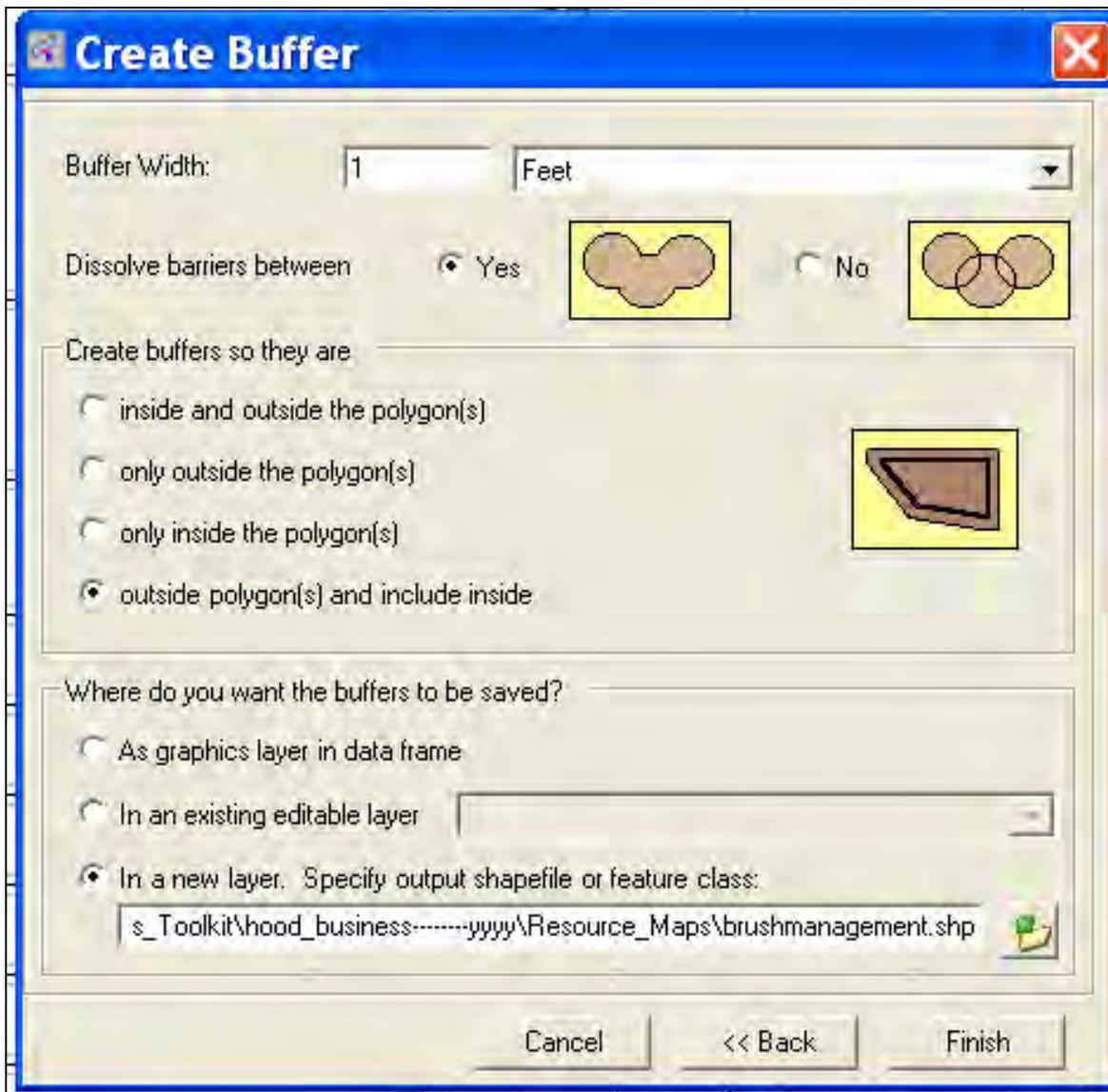
Select the **Buffer** tool button. You will see the Create Buffer Window.

NOTES





At the Create Buffer window you will select “The features of a layer” and use the drop down menu to select the layer you are working in. For this example we selected “Practices (polygons)”. Below this drop down box you will see **Number of Features: 1**. This lets you know that within that “Practices (polygons)” layer there is one choice, 314 – Brush Management. You will also see **Number of Features selected: 1**, this is the number of features within that “Practices (polygons)” layer that you selected / high lighted. Look at this area to make sure you are going to get what you want. Now click the **Next>>** button.



In this next window you are going to create the buffer.

Buffer Width: These boxes you will tell it how wide you want the buffer to be and in what measurement units. The measurement units will always be in feet, however for the number with in those units there is two examples.

1. For polygons such as Brush Management you will want to put in the number “1”, making for a one foot buffer around the polygon.
2. For lines and points like Fences, Pipelines, Wells and Tanks you will put the width in feet that you walked on each side of the line during your survey.
Example: You walked a pipeline for cultural resources and your corridor was 50 feet in width. In this box you would put the number “25” , 25 feet on both sides of the line.

Dissolve barriers between: Generally YES is marked.

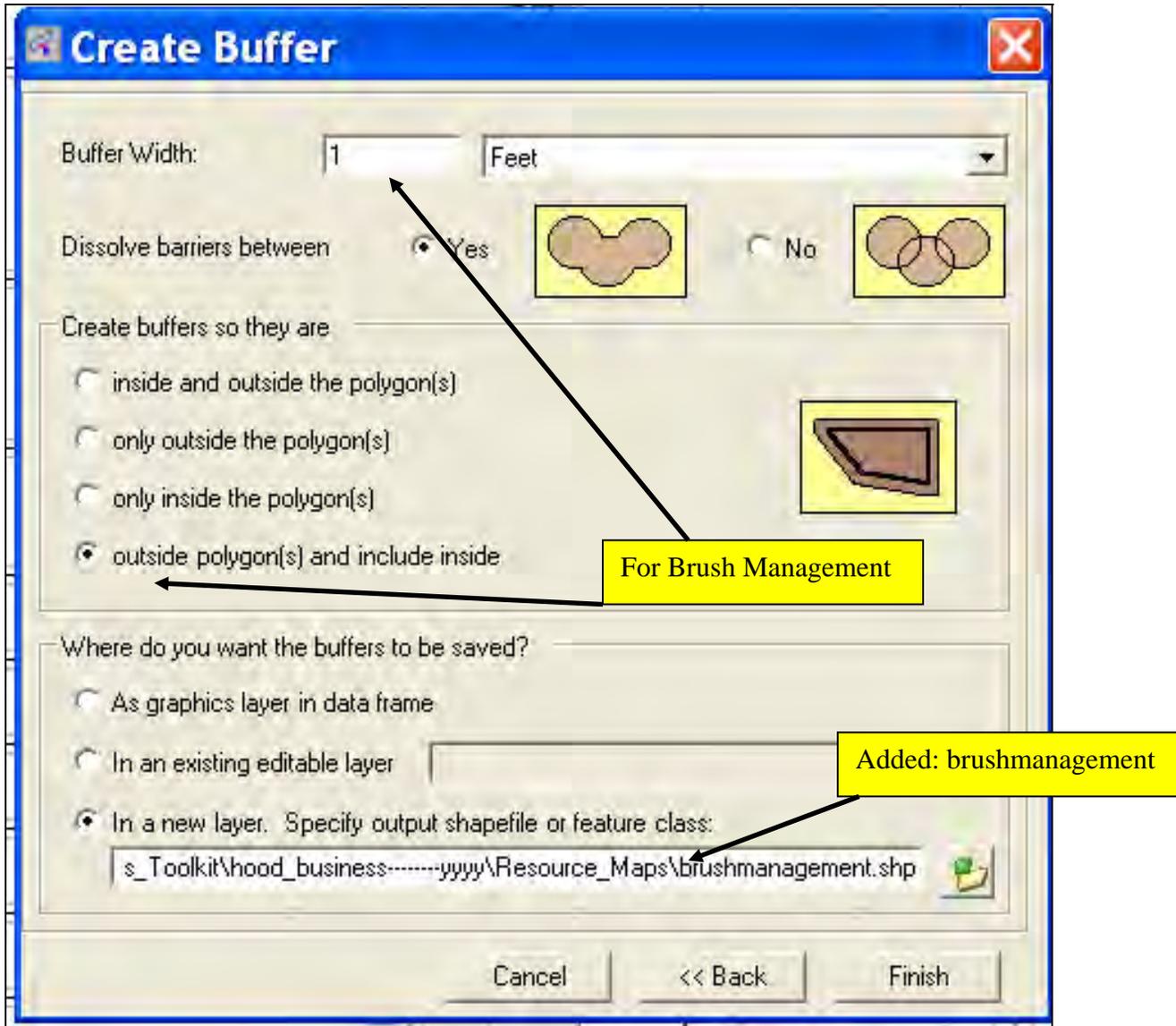
Create buffers so they are: Here you have four choices, listed below.

Inside and outside the polygon(s): Buffer will be projected on both sides of the line.

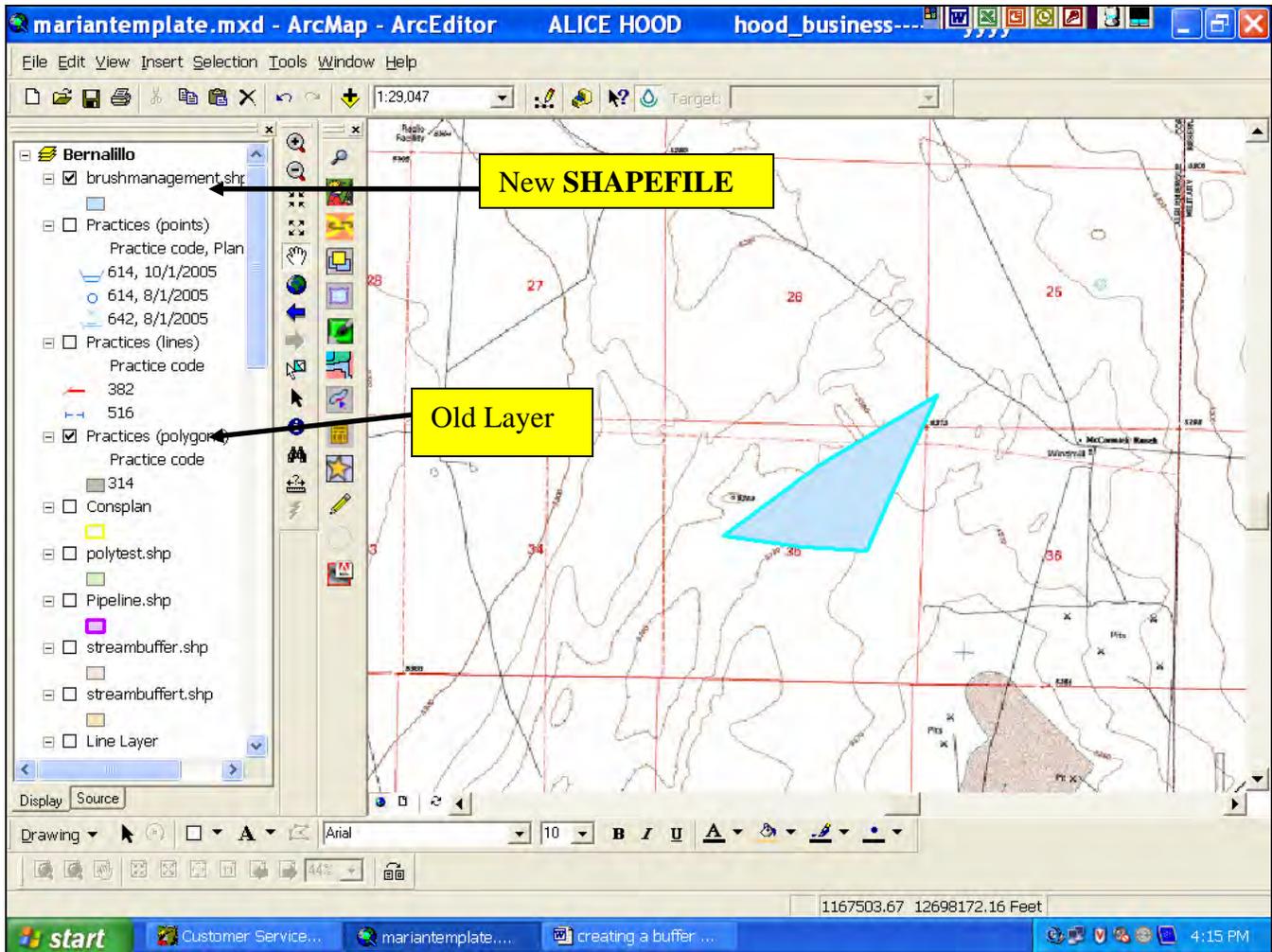
Only outside the polygon(s): Buffer will be projected on the outside of the line.

Only inside the polygon(s): Buffer will be projected on the inside of the line.

Outside polygon(s) and include inside: Buffer will be projected on the outside and the entire inside will also be included. This is the one you will use when working with brush management areas, and that is why you only use 1 foot for the Buffer Width.



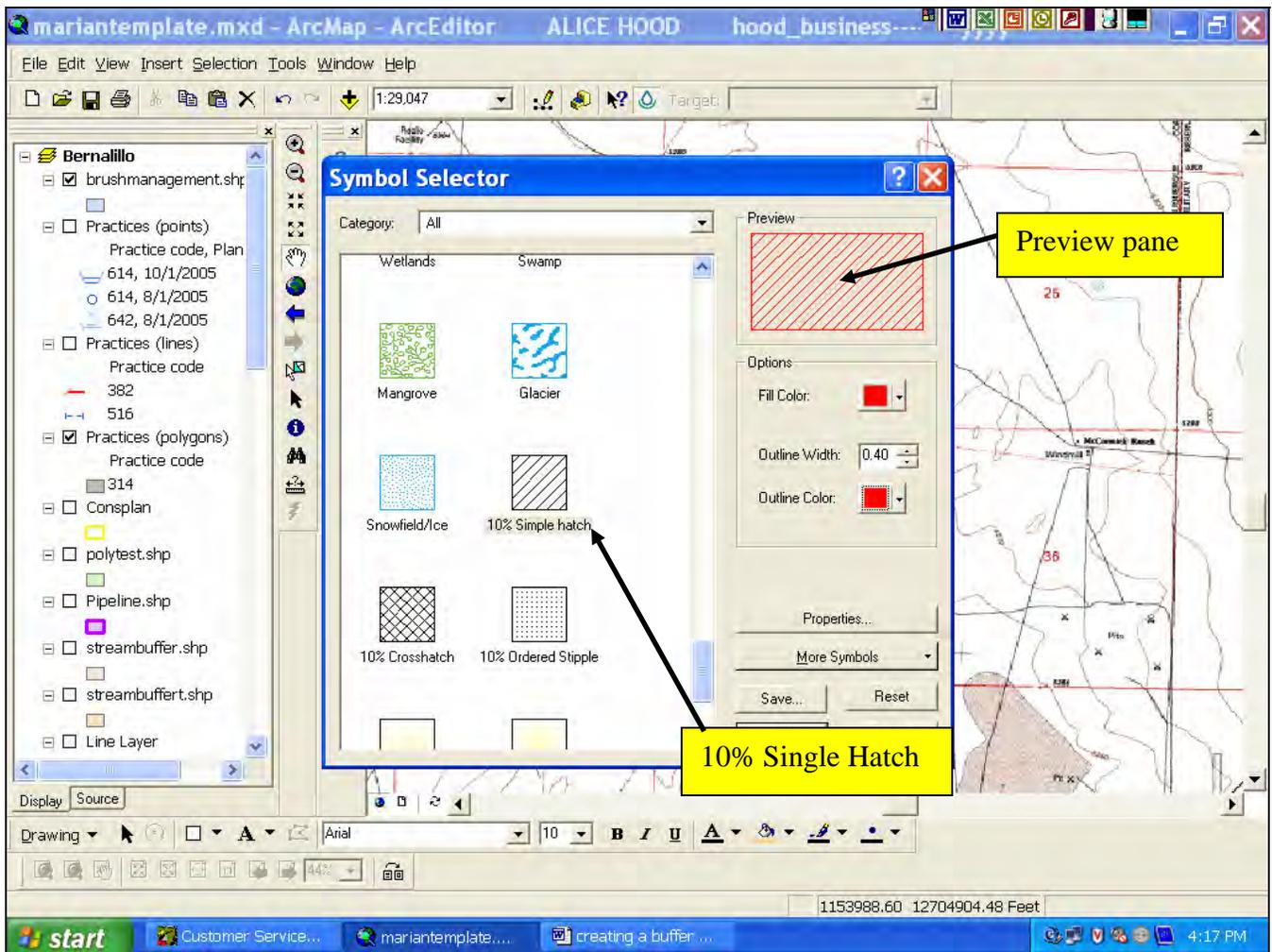
Where do you want the buffers to be saved? This will automatically save to **F: Customer Service Toolkit / Producers Name / Resource Maps**. However you may want to add a unique name, like the example above **brushmanagement** was typed over Buffer_output. When you have finished click the **Finish** button. Note if you have not checked the folder back in it will be in **C: Customer Service Toolkit / Producers Name / Resource Maps**. Until you check it in.



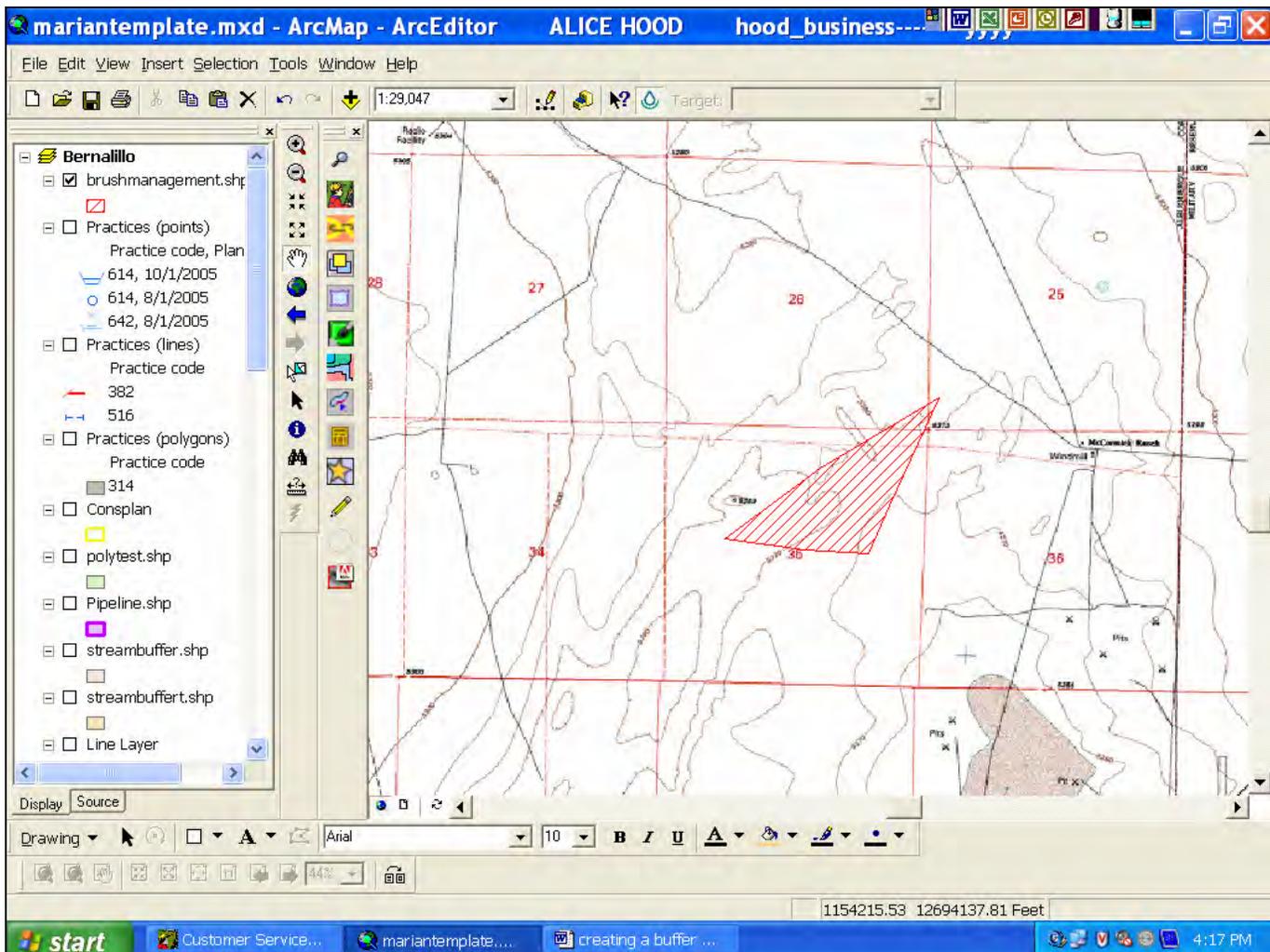
You now have a shapefile capable of being E-Mailed, but we're going to clean it up so it will look more professional.

Now you need to un-check the Practices (polygon) layer, so that you have only the Topographical layer and your new shapefile brushmanagement checked on.

You are going to left click on your shapefile icon. This will bring up the Symbol Selector window. In this example you will see in the upper right hand corner a Preview header with the color of the existing icon. Use the scroll down window and on the right side almost at the bottom you will see a **10% single hatch** click on it. It will turn your Preview pane to black hatched. Below the preview is the Options pane, choose a bright color and click **OK** button.

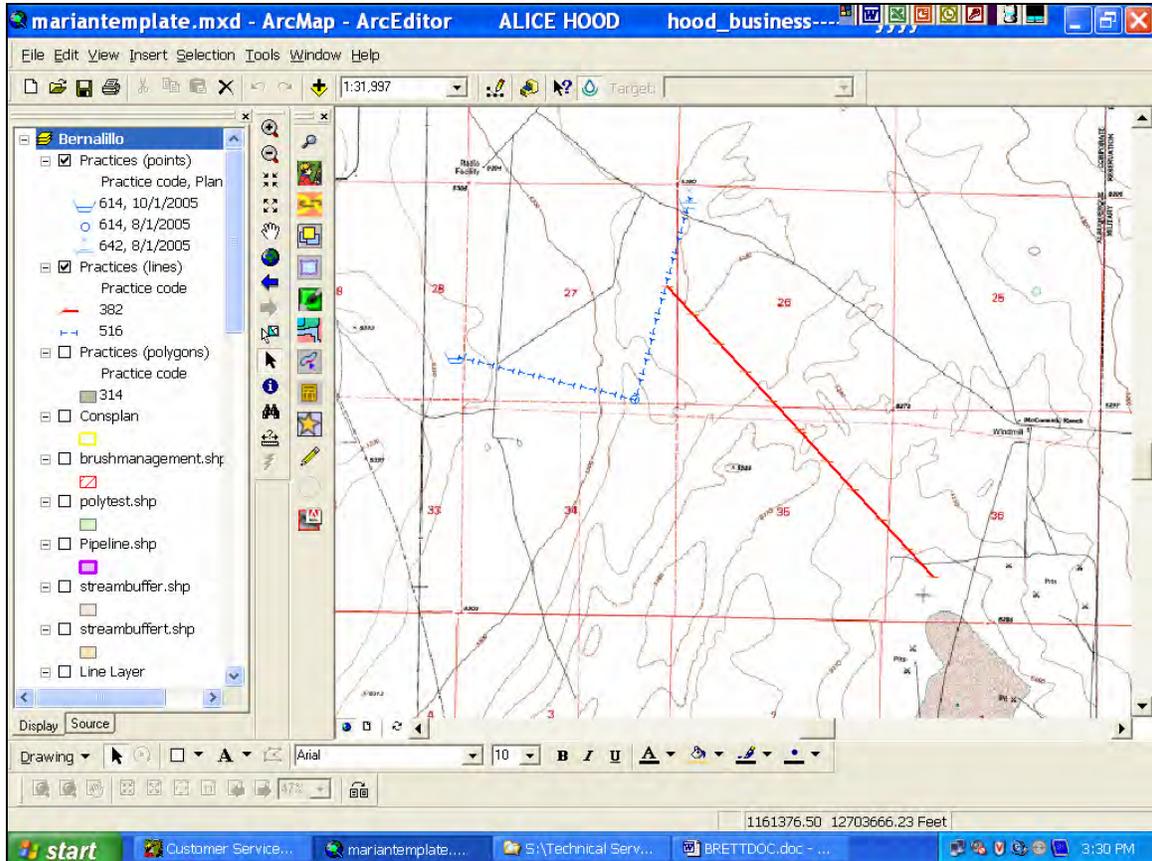


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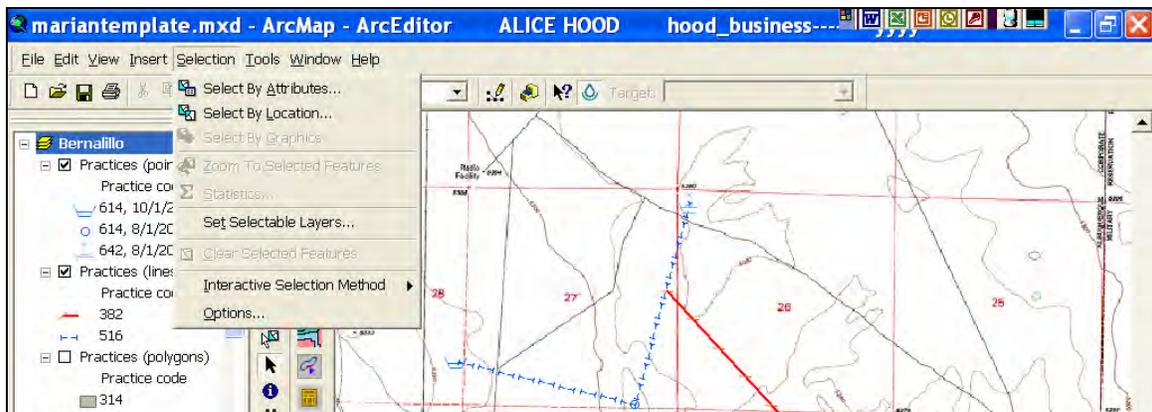


NOTES

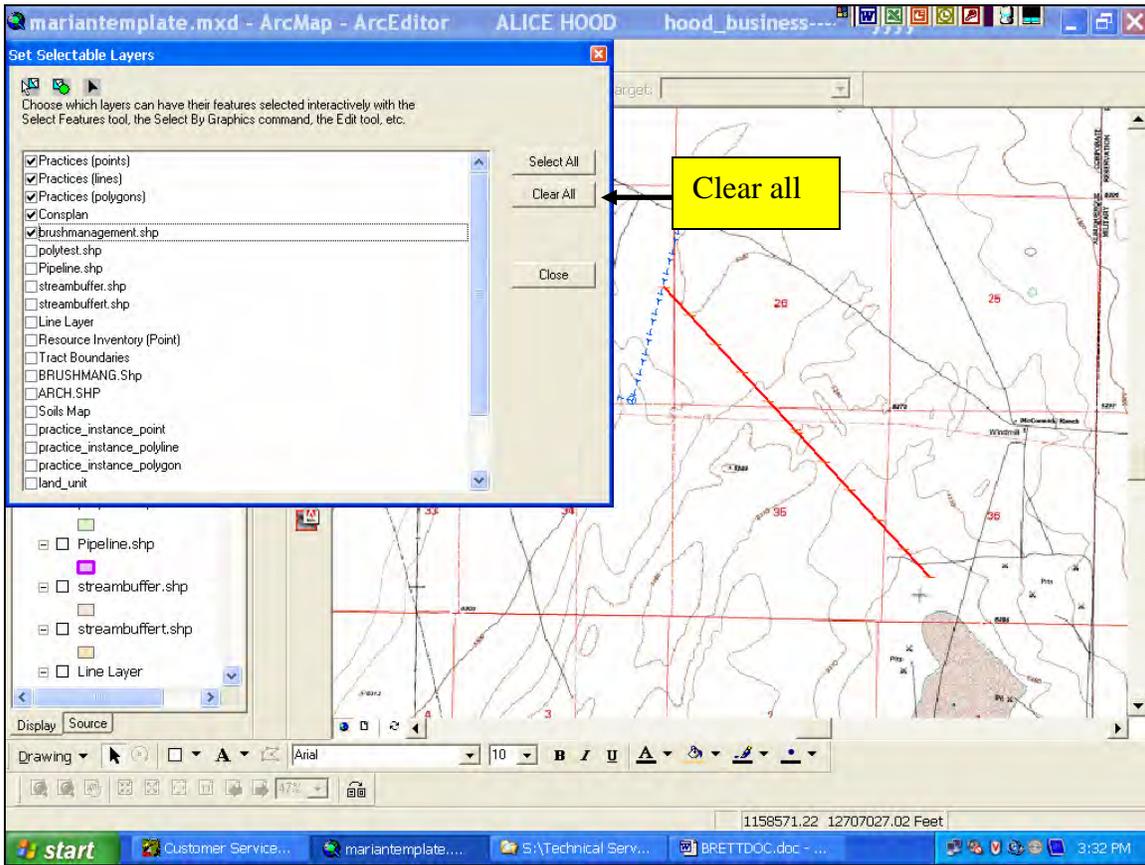
Option #2: This option works best when you are buffering two or more conservation practice such as the Practices (lines) and (points) example below. You need to turn off all layers except the Topographic layer and the layers you want to buffer, for this example we are using the Practice (lines) and (Points) layers.



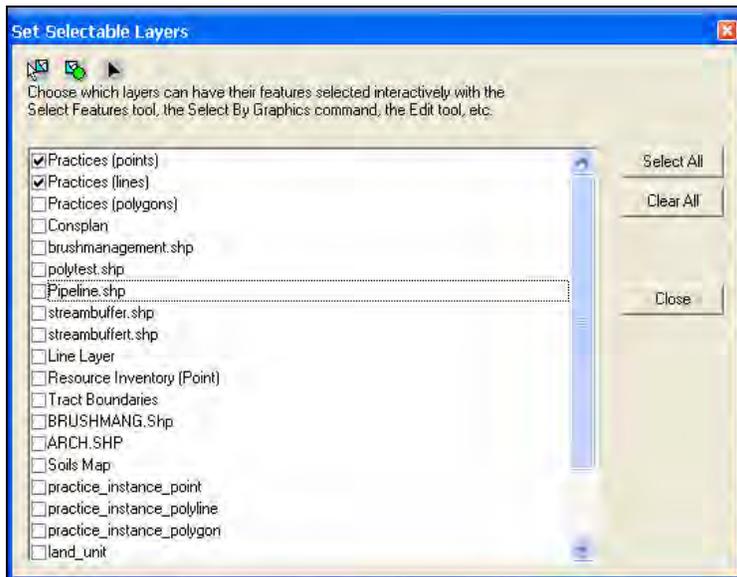
You want to go to the **Selection** button on the Menu Bar and select **Get Selectable Layers**.

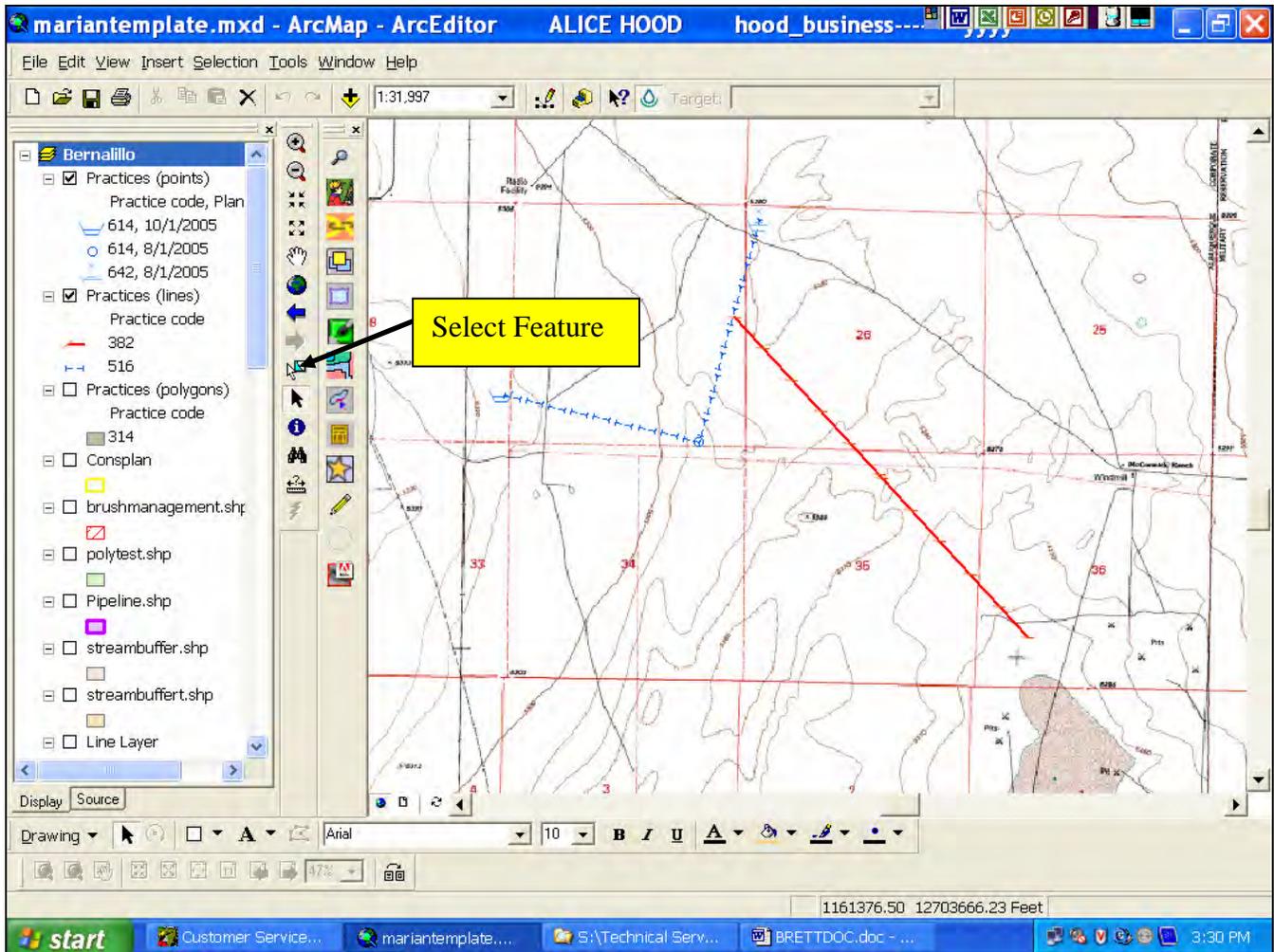


You will see the **Get Selectable Layers** window with several layers selected, click the **Clear all** button.



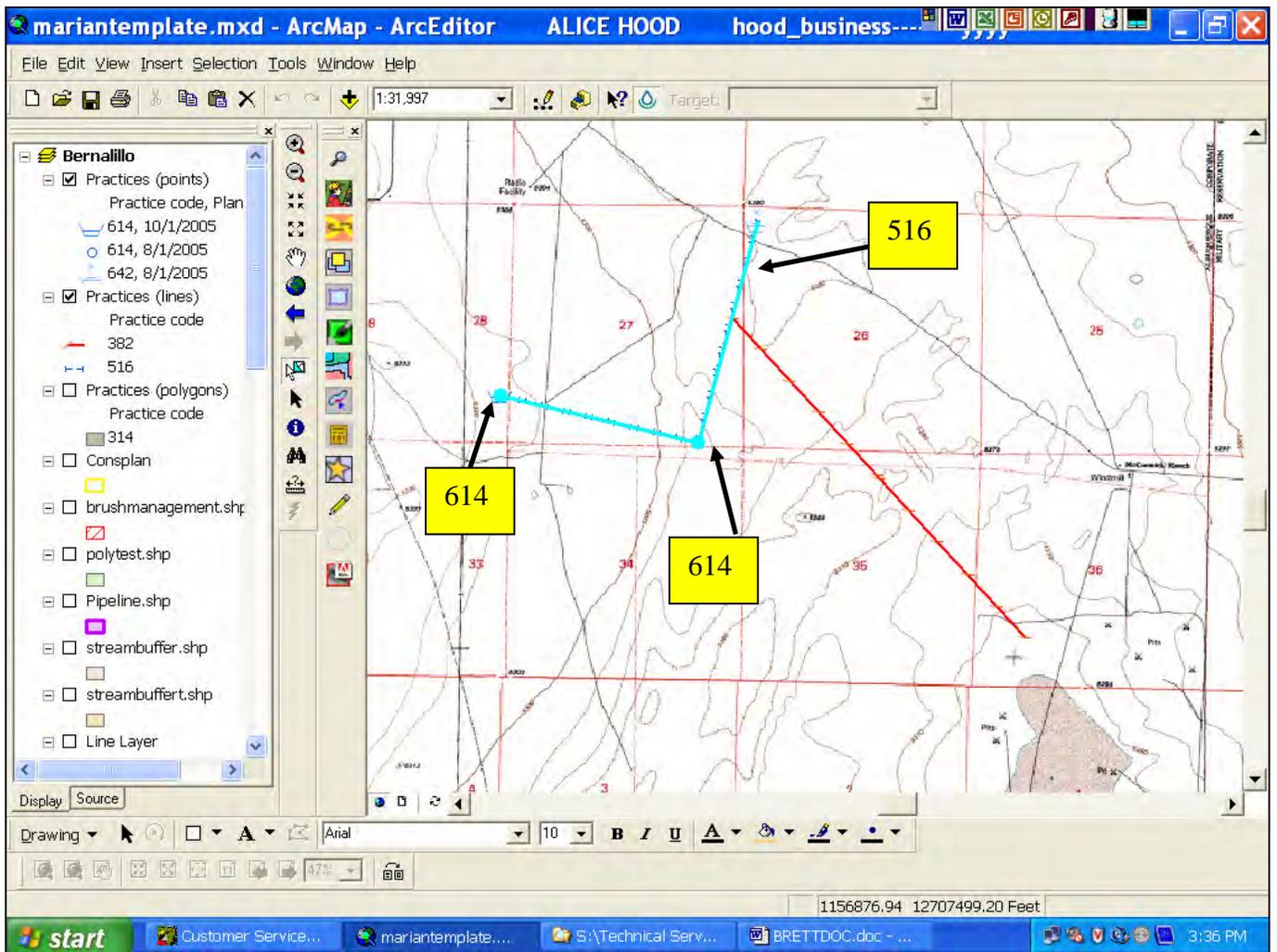
Now put a check in the boxes for Practices (points) and Practices (lines) and click on the **Close** button.



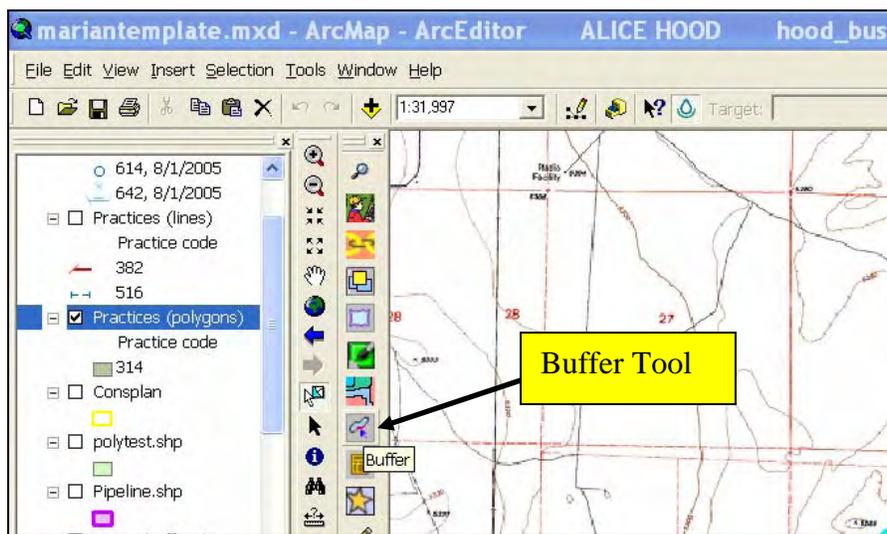


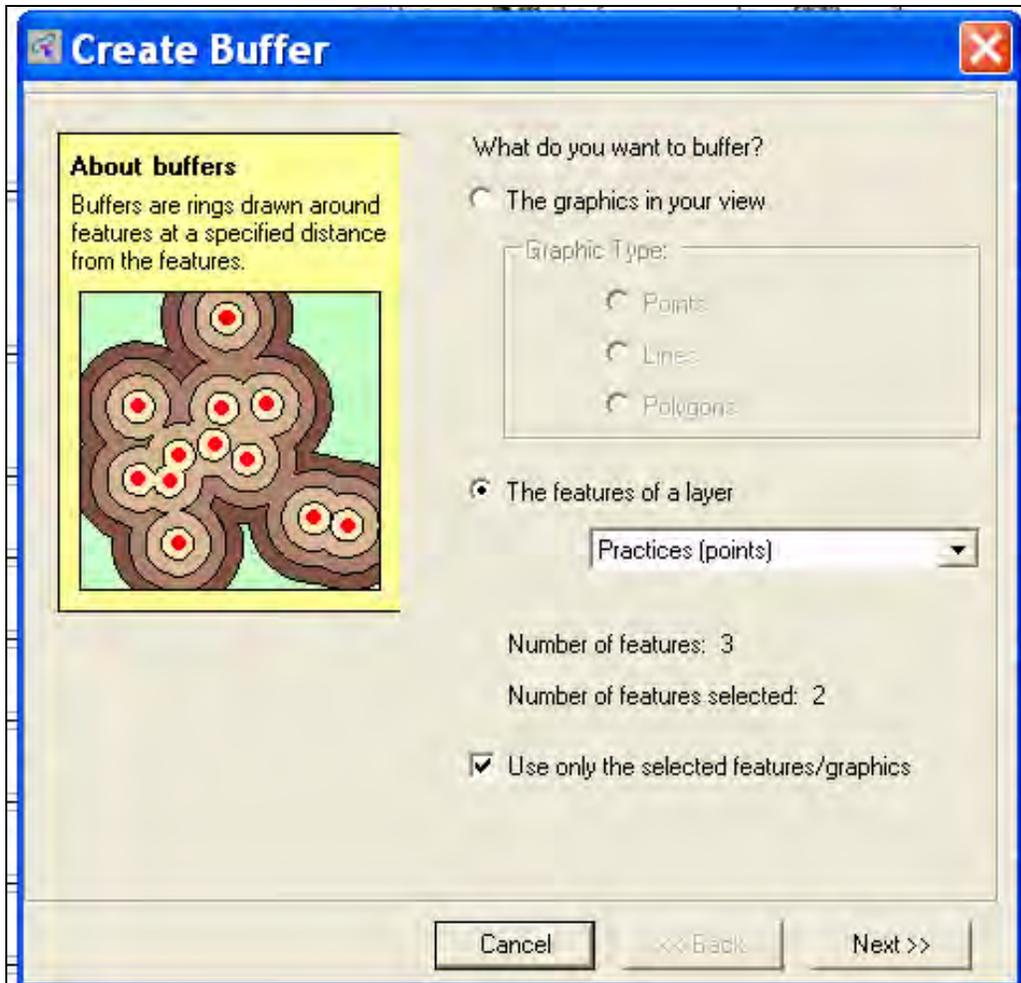
For this example we want to include in our map the practices (points) 614 – Trough, and there are two separate items and we want them both. We also want to include under Practices (lines) 516 – Pipeline. Next you will click on the **Select Features** button and then go to the map and click on the first practice you want to include. The first practice is 614, 10/1/2005, you will see it high lighted in blue. For the second item 614, 8/1/2005 you will hold down the **Shift** key and click on its location on the map, now you have two high lighted items on your map. For the third and final item 516 you will continue to hold down the **Shift** key and locate it on your map and click on it. Now you have all three items high lighted in blue, refer to page 15.

Note when making maps **do not** include polygon practices such as Brush Management on the same maps as pipelines, troughs, fences and wells. You will need to make two separate maps, that means two separate **Section 106 Forms** as well.



Select the **Buffer** tool button. You will see the Create Buffer Window appear.



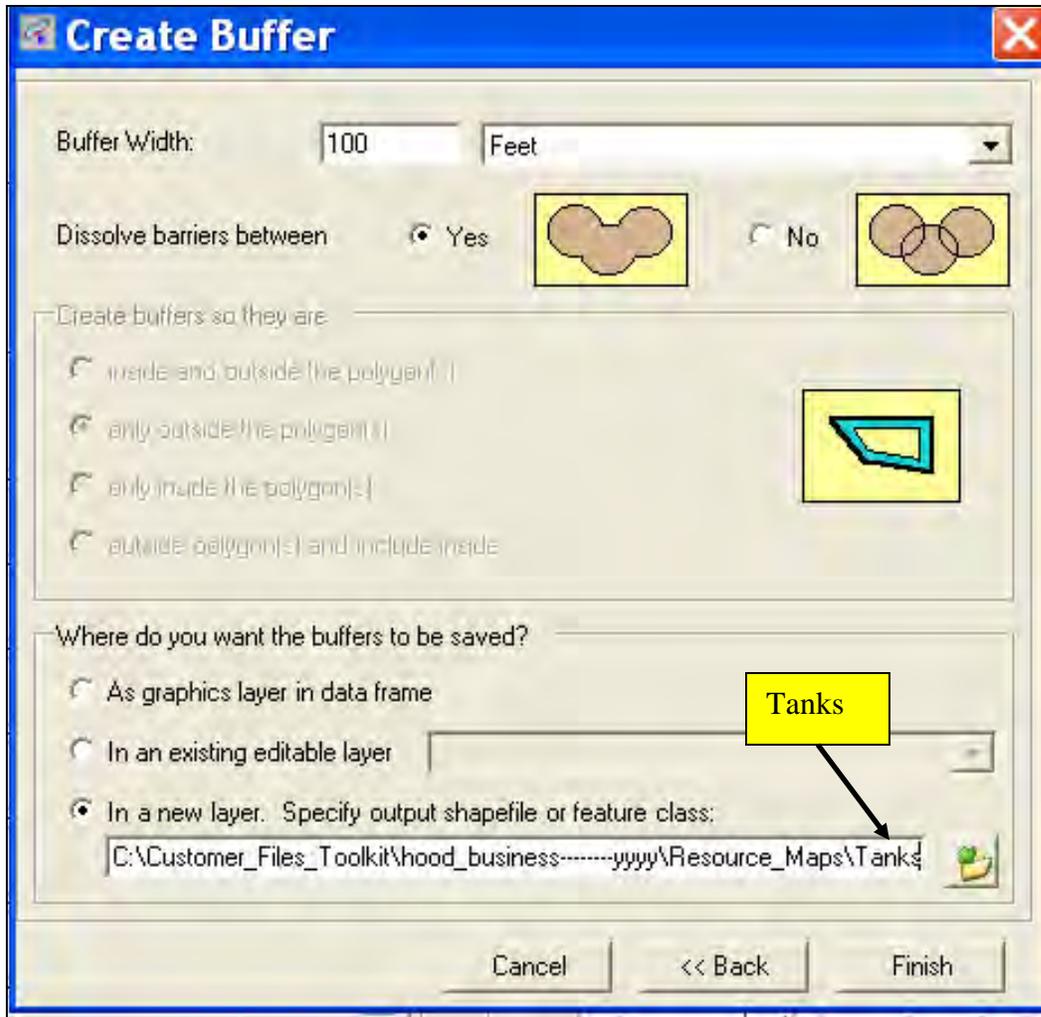


At the Create Buffer window you will select “The features of a layer” and use the drop down menu to select the layer you are working in. For this example we selected “Practices (points)”. Below this drop down box you will see **Number of Features: 3**. This lets you know that within that “Practices (points)” layer there is three choices; 614, 10/1/2005 – Trough, 614, 8/1/2005 – Trough and 642, 8/1/2005 - Well. You will also see **Number of Features selected: 2**, this is the number of features within that “Practices (points)” layer that you selected / high lighted. Look at these areas to make sure you are going to get what you want. Now click the **Next>>** button.

In this next window you are going to create the buffer.

Buffer Width: These boxes you will tell it how wide you want the buffer to be and in what measurement units. The measurement units will always be in feet, for the number put the number of feet you surveyed around the point. Example 100 feet was walked on all sides of the point.

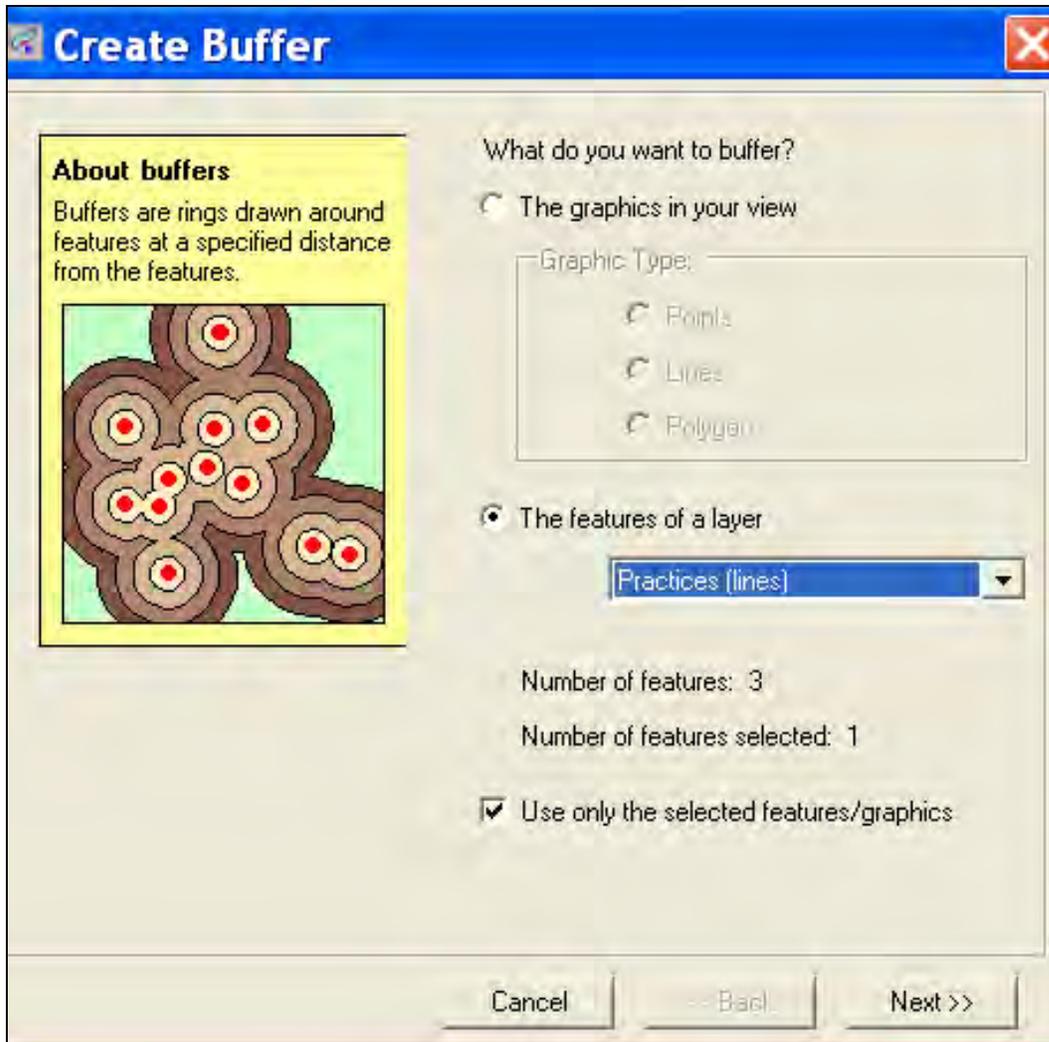
Dissolve barriers between: Generally YES is marked.



Where do you want the buffers to be saved? This will automatically save to **F: Customer Service Toolkit / Producers Name / Resource Maps**. However you may want to add a unique name, like the example above **Tanks** was typed over Buffer_output. When you have finished click the **Finish** button. Note if you have not checked the folder back in it will be in **C: Customer Service Toolkit / Producers Name / Resource Maps**. Until you check it in.

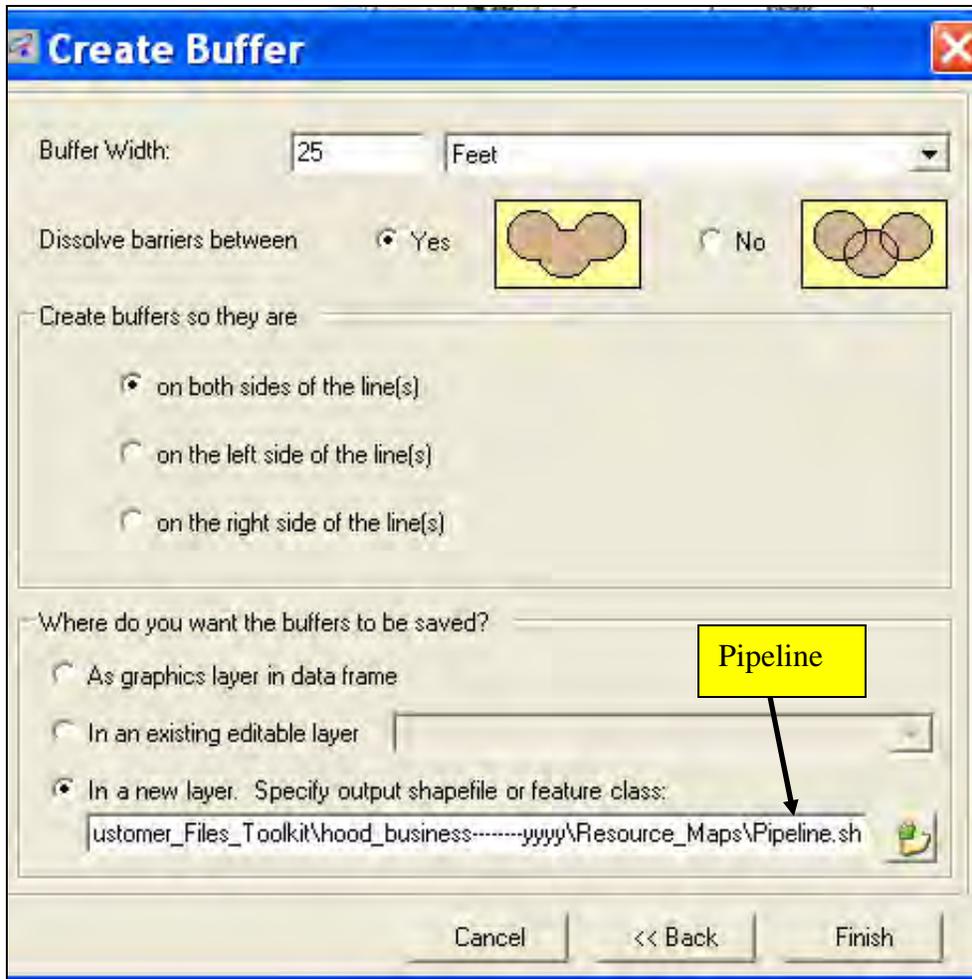
Now you want to select the **Buffer** tool button again to create a buffer for the pipeline. You will see the Create Buffer Window appear.

NOTES



At the Create Buffer window you will select “The features of a layer” and use the drop down menu to select the layer you are working in. For this example we selected “Practices (lines)”. Below this drop down box you will see **Number of Features: 3**. This lets you know that within that “Practices (lines)” layer there is three choices; 382 – Fence, (Note: the fence was added in two segments and is counted as two features on this example generally it would be just one segment and count as one feature), and 516 – Pipeline. You will also see **Number of Features selected: 1**, this is the number of features within that “Practices (lines)” layer that you selected / high lighted. Look at this area to make sure you are going to get what you want. Now click the **Next>>** button.

In this next window you are going to create the buffer.



Buffer Width: These boxes you will tell it how wide you want the buffer to be and in what measurement units. The measurement units will always be in feet, for the number put the number of feet you surveyed on each side of the proposed pipeline. Example 25 feet was walked on all sides of the pipeline, totaling a 50 foot wide surveyed corridor.

Dissolve barriers between: Generally YES is marked.

Create buffers so they are: Here you have three choices, listed below.

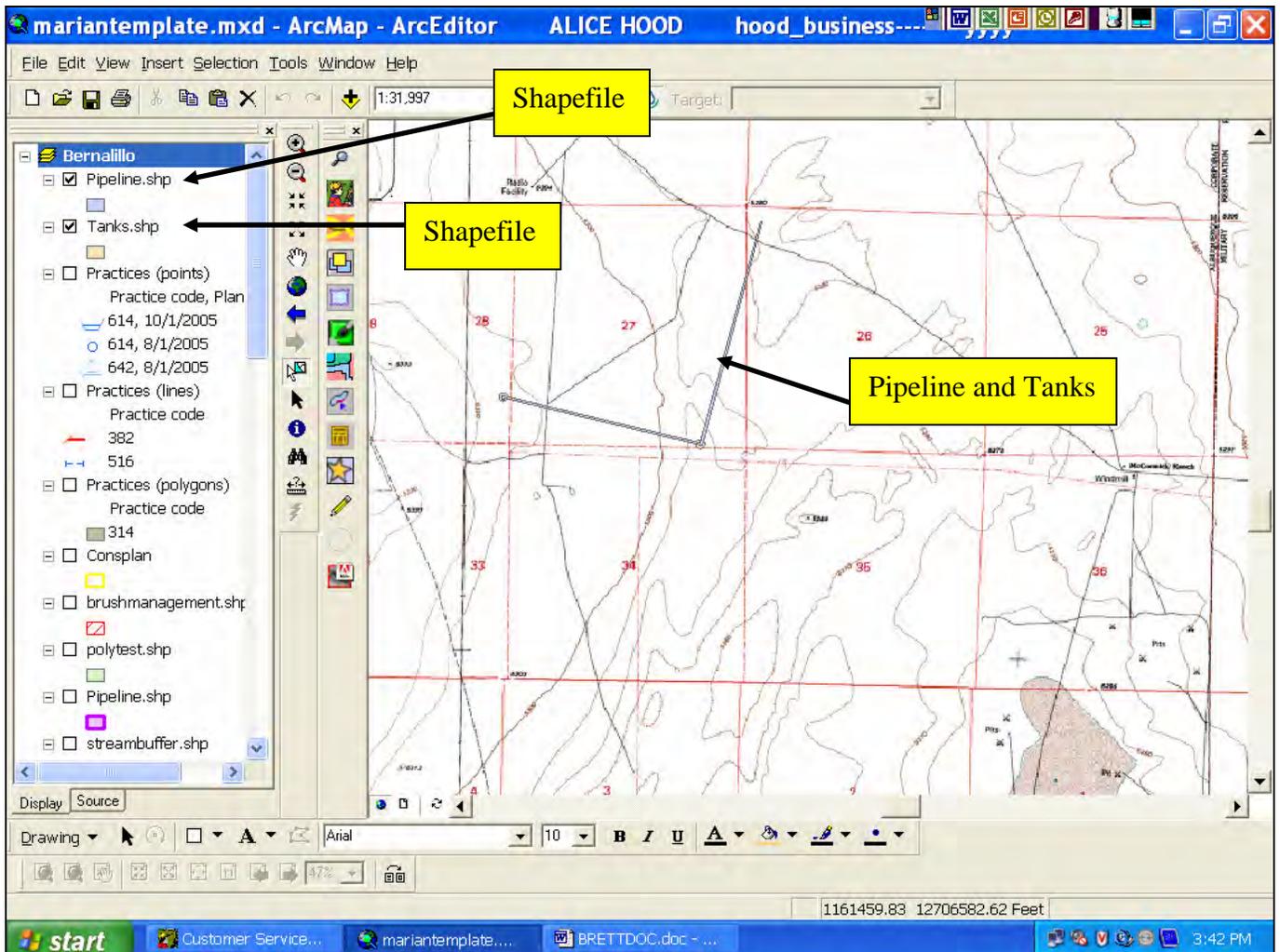
On both sides of the line(s): Buffer will be projected on both sides of the line. This is the one you will use when working with line practices like pipelines and fences.

On the left side of the line(s): Buffer will be projected on the left side of the line.

On the right side of the line(s): Buffer will be projected on the right side of the line.

Where do you want the buffers to be saved? This will automatically save to **F: Customer Service Toolkit / Producers Name / Resource Maps**. However you may want to add a unique name, like the example above **Pipeline** was typed over Buffer_output. When you have finished click the **Finish** button. Note if you have not checked the folder back in it will be in **C: Customer Service Toolkit / Producers Name / Resource Maps**. Until you check it in.

Now you have a view that looks like the one displayed below. In the layers bar on the left of your screen you will see the two new shapefiles, Pipeline.shp and Tanks.shp. In the view itself you will see your new shapefiles displayed and to scale in width.

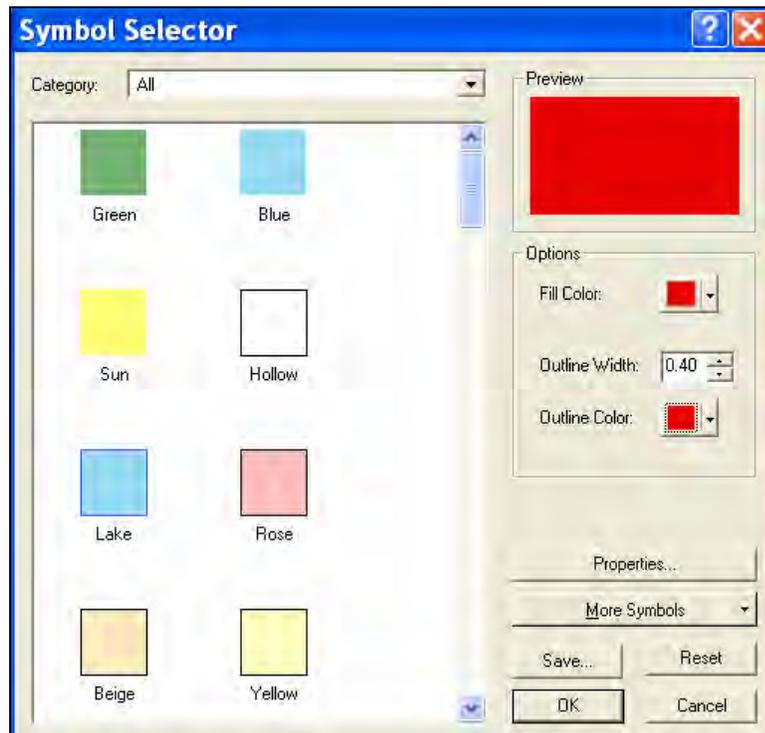
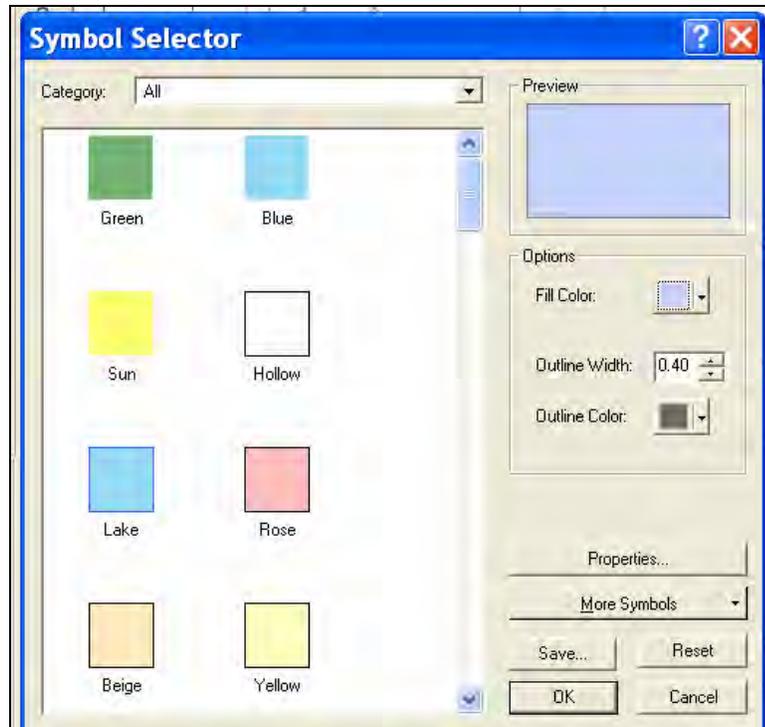


You now have a shapefiles capable of being E-Mailed, but we're going to clean it up so it will look more professional.

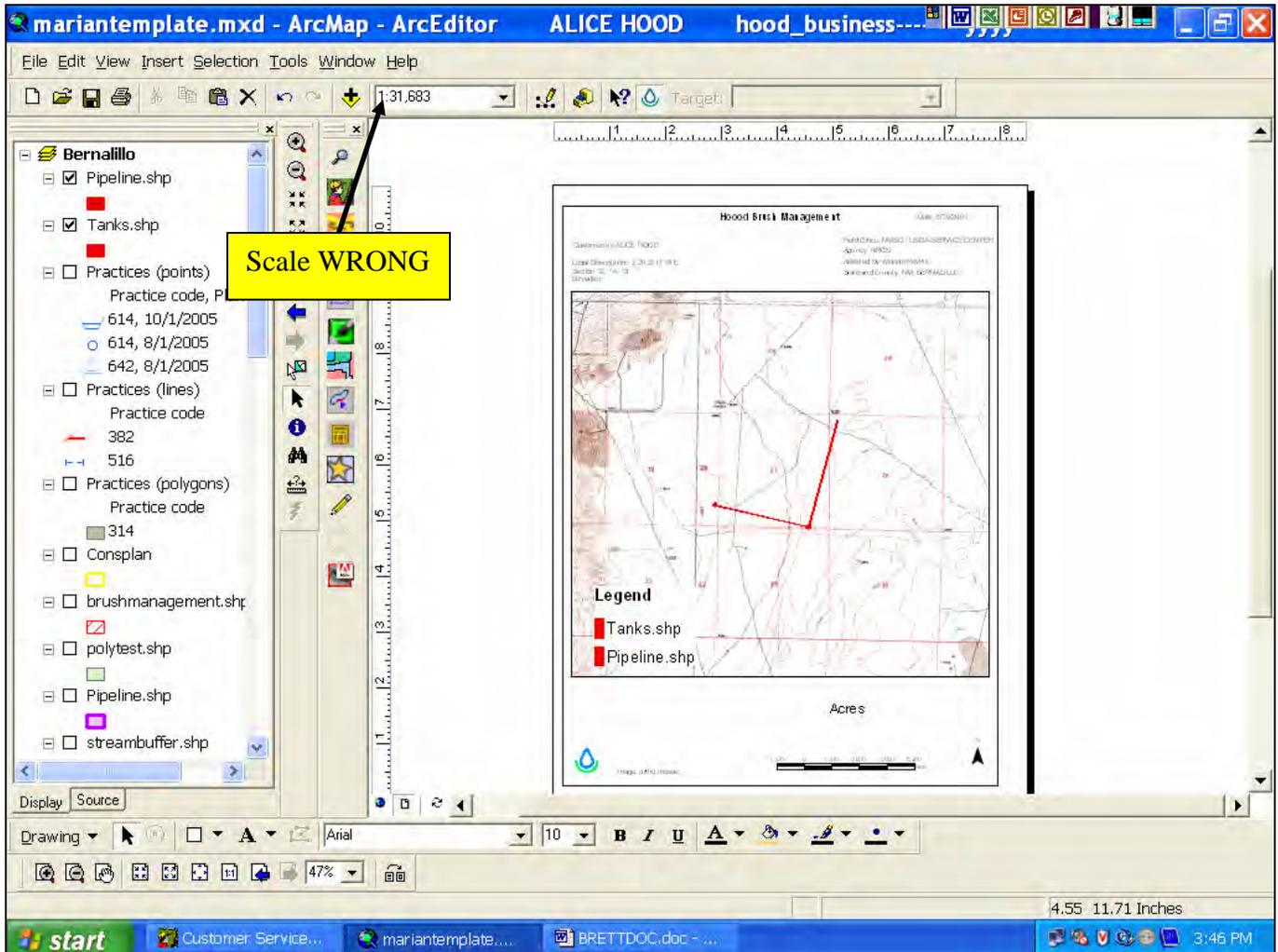
Now you need to un-check the Practices (points) and (lines) layers, so that you have only the Topographical layer and your new shapefiles Pipeline and Tanks checked on.

NOTES

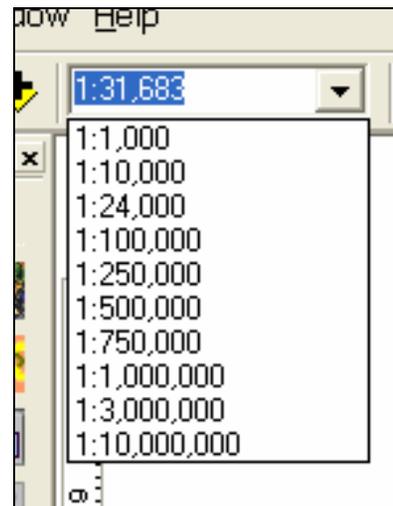
You are going to left click on your shapefile icons, one at a time. This will bring up the Symbol Selector window. In this example you will see in the upper right hand corner a Preview header with the color of the existing icon. Below the Preview Pane is the Options pane, choose a bright color and click **OK** button.



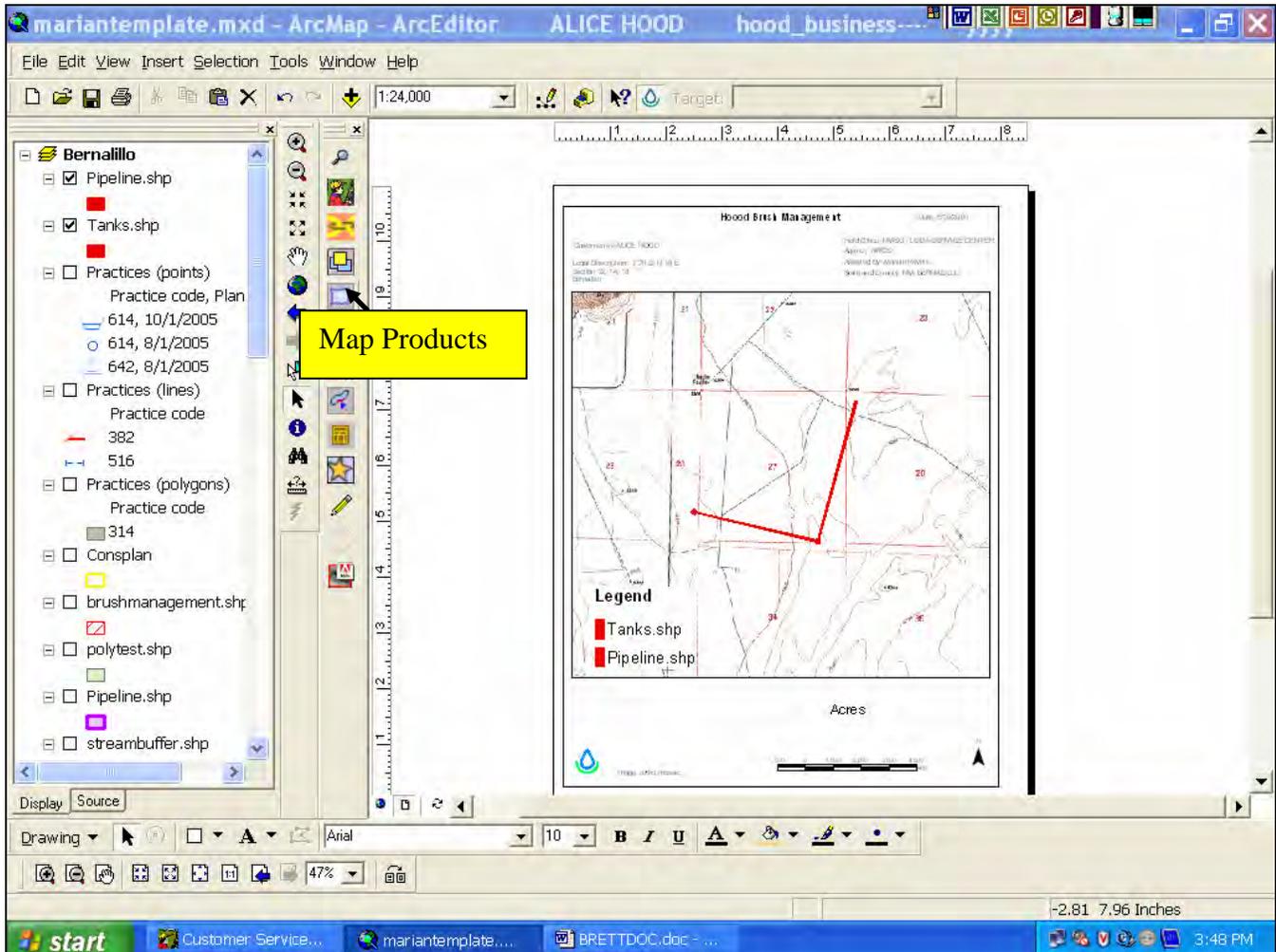
You now can go to the Layout screen and view your map. **Make sure your scale is at 1:24,000.**



Use the drop down menu and change it to 1:24,000



Now you are going to use the **Map Products** button and put the information that we need on the maps layout.

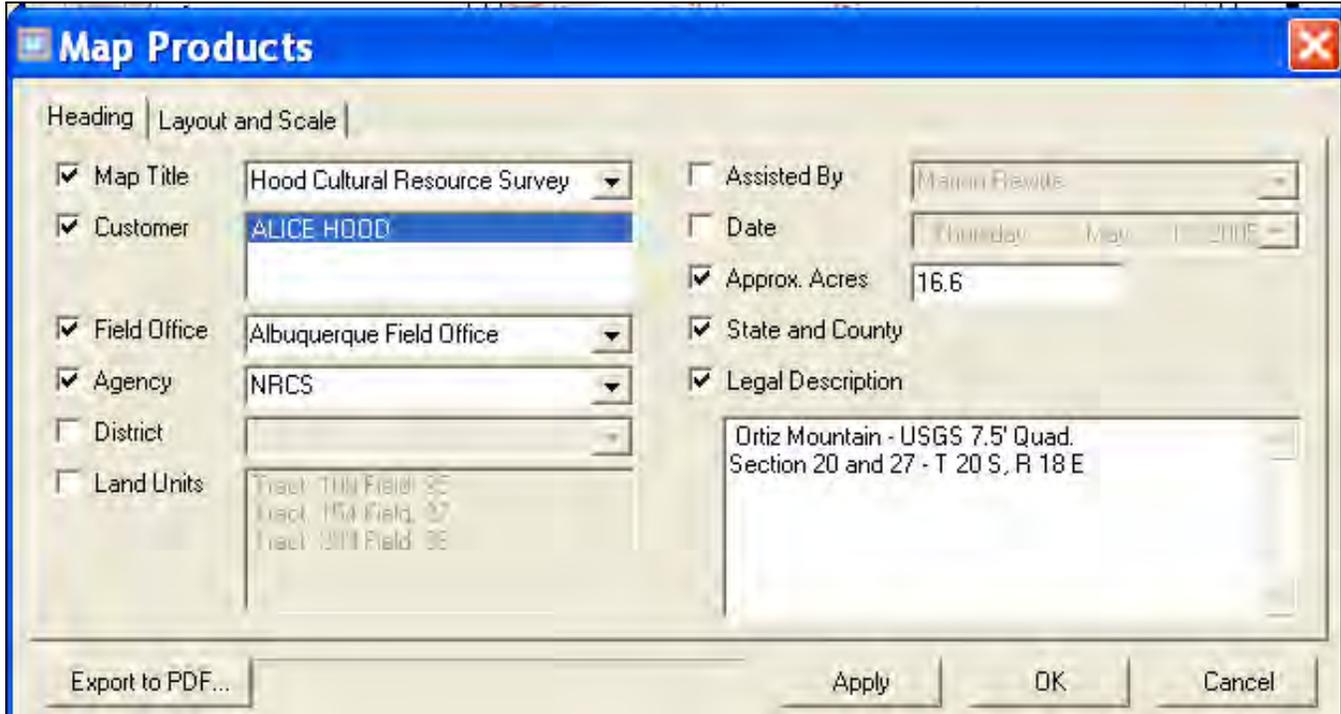


This map will include:

1. Title – Cultural Resources Survey
2. Legend – Box with surveyed areas
3. North Arrow
4. Project Acres
5. Project Area - Clearly defined on the map
6. Scale
7. Producers Name
8. Quadrangle Name – Ortiz Mountain – USGS 7.5' Quad.
9. Legal Description – Section 20 and 27 – T20N; R9E
10. Isolated Occurrences and Sites marked and identified

No other information or layers will be on the maps.

Click on the **Map Products** button and you will see the window shown below.



Within the **Heading** tab you can change the Map Title, add producers name in Customer, leave Field Office as is, leave Agency as is, check Approx. Acres and add the total number of surveyed acres in the box, leave State and County checked and in Legal Description type information similar to that shown above.

Within the **Layout and Scale** tab make sure scale is set at 2000.

You can change size of text and/or rearrange the text boxes on the layout view, however make it look professional.

By doing this and with Toolkit's default layout nine of the ten items required above on page 23 will be included on the map layout. For item # 10 – Isolated Occurrences and Sites marked, you will have to insert these yourself into the map layout screen.

NOTES

Hood Cultural Resource Survey

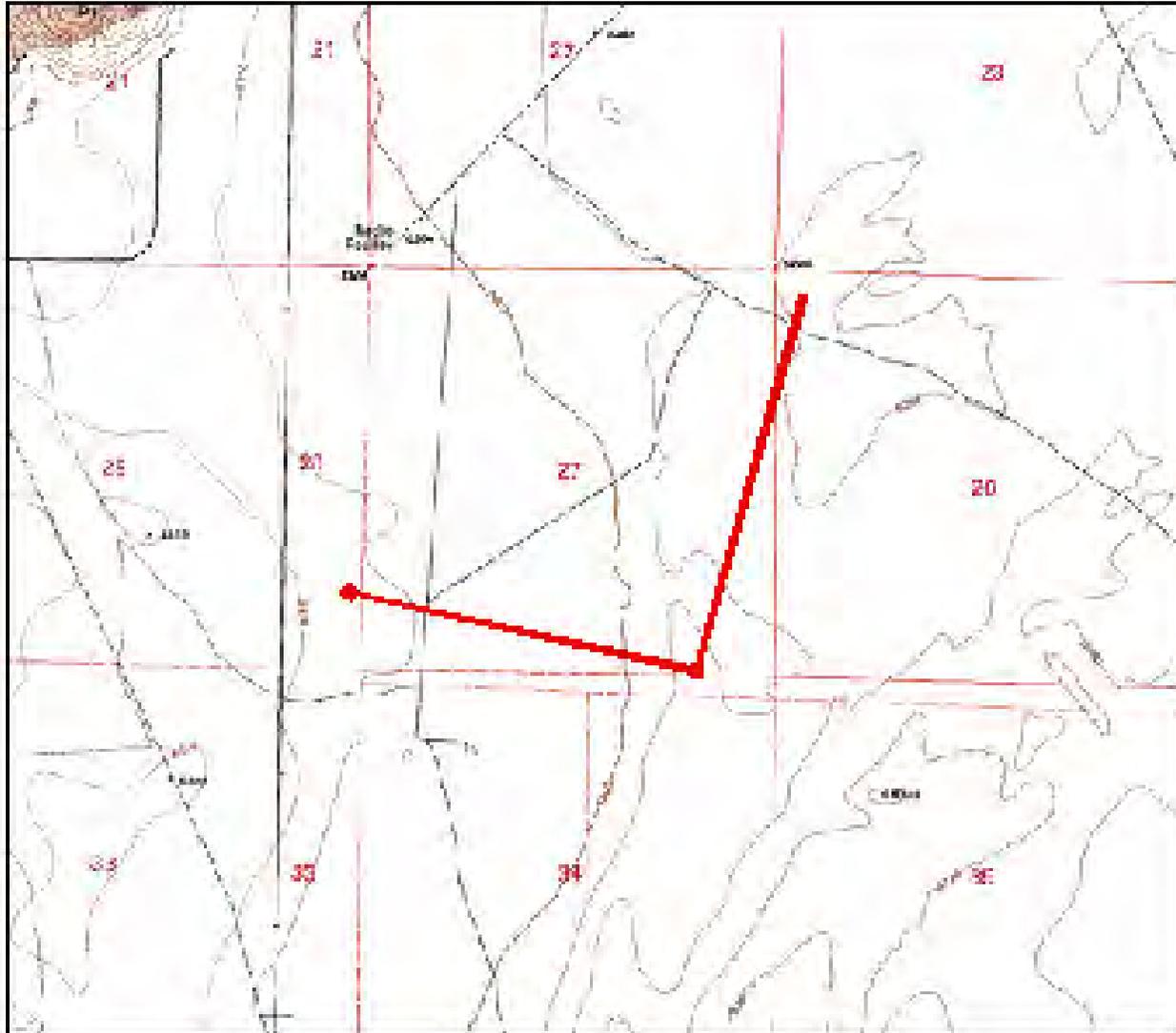
Customer(s): ALICE HOOD

Approximate Acreage: 75.5

Legal Description: Clear Mountain - USGS T8 S10 East
Section 20 and 27 - 1/20 S R 10 E

Field Office: Ahtuqpaqpaq Field Office
Agency: NPS

State and County: NM (SHERALCO)

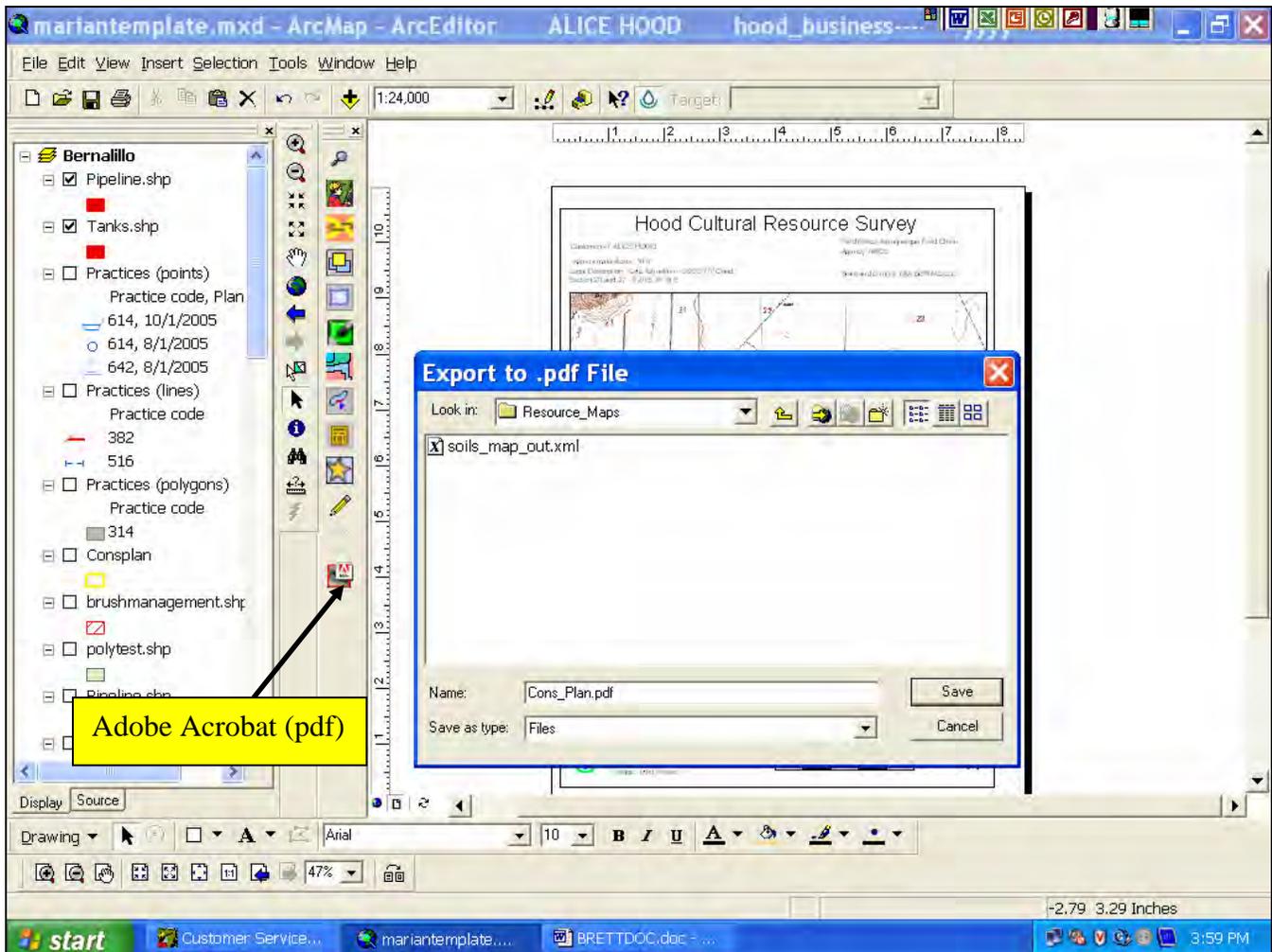


Legend

-  Piora mudo
-  Bando mudo
-  Image of the mudo



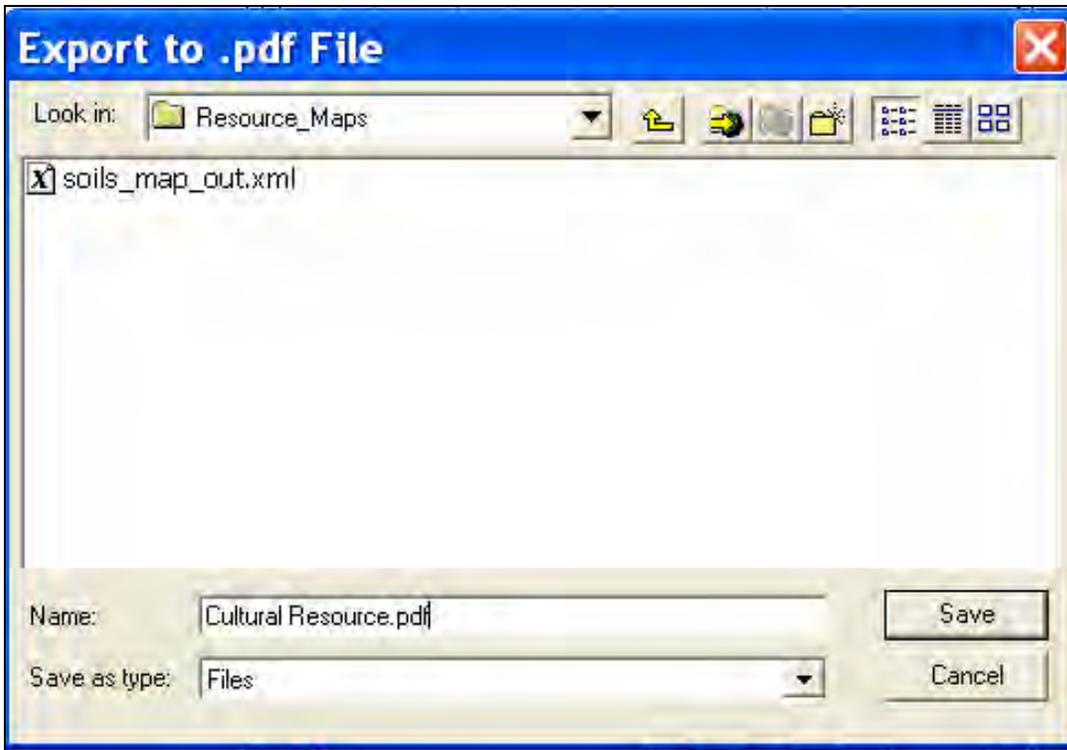
When you have your map the way you want it, and it has all the information that is needed you are ready to E-Mail it. Click on the Adobe Acrobat (pdf) button and the following Export to .pdf File window will appear.



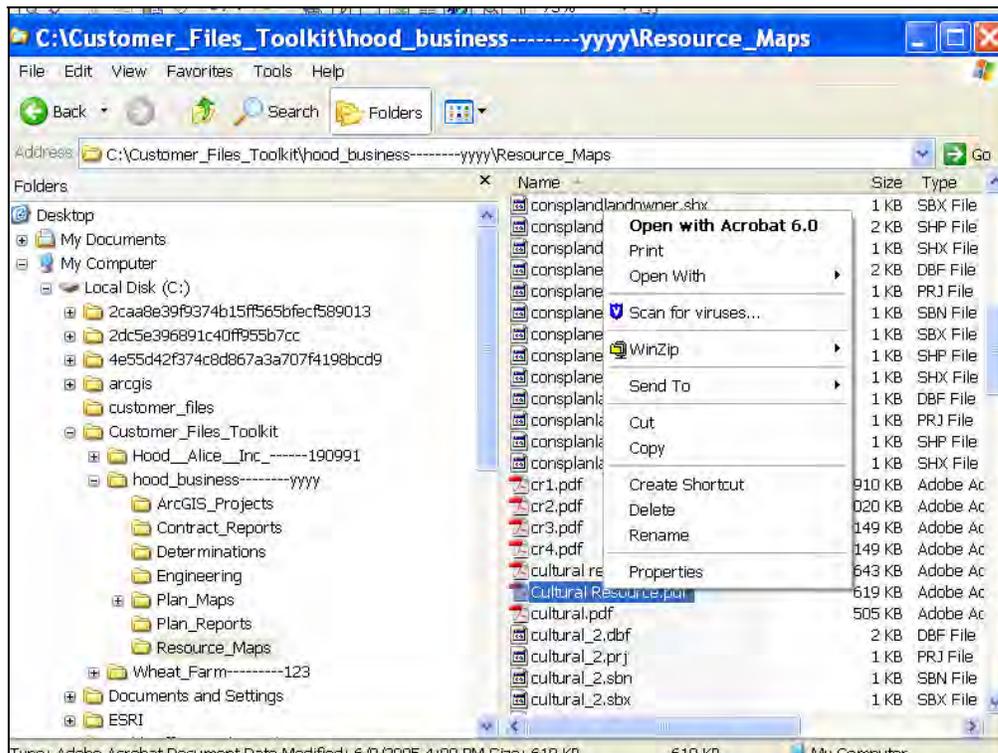
Look in should always be Resource_Maps.

Name Replace Cons_Plan.pdf with Cultural_Resource, or some other unique identification you will know.

Click **Save**



Now you can E-Mail this Map to the State Office. Use Explorer and go to **F: Customer Service Toolkit / Producers Name / Resource Maps**. If you have check the folder back in to Customer Service Toolkit or in **C: Customer Service Toolkit / Producers Name / Resource Maps**. If you have not checked the folder back in.



Find your pdf file, right click and choose **WinZip** and then choose **Zip and E-Mail**.

