

How to Connect to Data on the Network in ArcGIS

This instruction set applies to **ArcGIS** software and should help you to connect to the folder on the Bio-sci network containing data that you wish to work with. These instructions explain how to connect to the Shared_GIS directory on MOSS, but may be adapted for any folder that you have access to on a network or on an extra hard drive.

If you wish to connect to a network folder then you must be logged onto a computer with your Bio-sci user ID and password, and have read or read/write access to MOSS.

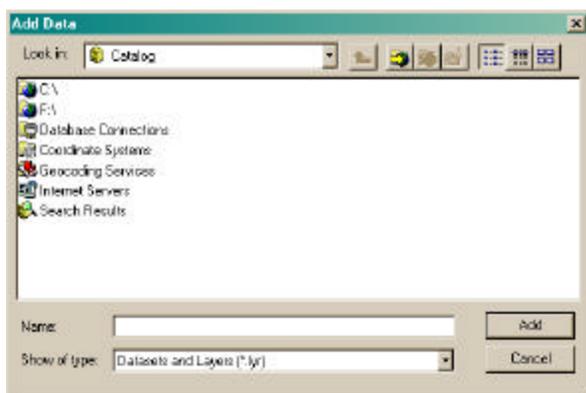
Read-only access means that you can copy data from the server, but cannot save, modify, or write data back to the same location (i.e. you will need to save to the local hard drive or another location). **Read/write access** means that you can copy from and save to the folder, (i.e. work off the network). Professors' labs have access to 10 GB shared folders in which all authorized lab members have read/write access.

The following applies specifically to connecting to a folder on the 'Shared_GIS' directory on the Bio-sci\Moss network, and therefore requires authorized access. You can gain access to a particular folder in the three ArcGIS modules: ArcMap, ArcCatalog, and ArcToolbox; however, the interface for doing so is slightly different in each.

ArcMap

Adding Data:

You can connect to the desired folder when you want to add data in your map document. Simply connect to the folder once, and you will have access to the data within. If you have read/write access then you may also save your work to the folder.



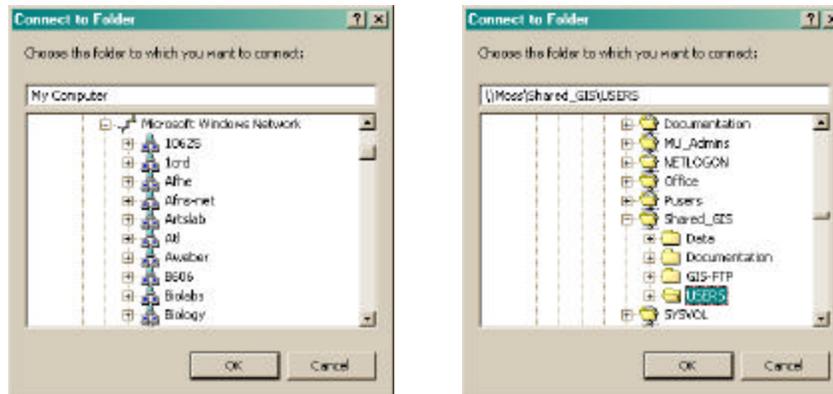
1. In an open map document in ArcMap, ADD DATA
2. Click on the CONNECT TO FOLDER button 
3. Navigate to "Shared_GIS" through My Network Places → Entire Network → Microsoft Windows Network → **Bio-sci \MOSS**
\Shared_GIS\USERS\your_lab

To facilitate navigation, click on the "+" to expand the directories or double-click to open them to the next level.

4. Click OK

The “Look in:” box indicates connection to **\\MOSS\Shared_GIS\USERS\your_lab**.

5. Select any data layers as you would normally and click ADD



Saving Data:

This works the same as above, allowing you to work directly off the network folder.

1. Right-click on the data layer you wish to save
2. Choose DATA → EXPORT DATA...
3. Click on the BROWSE button (has a folder icon on it)
4. Click on the CONNECT TO FOLDER button, or if previously connected then choose **\\MOSS\Shared_GIS\USERS\your_lab** from the “Look in:” box
5. Continue as you would for saving data normally

If you get an error that you cannot save the file then this probably means you have read-only access to the folder. You will need to save to an alternate location or back-up on CD.

ArcCatalog

When working in ArcCatalog, you can connect to the particular folder up front by clicking on the connection button in the ArcCatalog interface.

1. Click on the CONNECT TO FOLDER button in the standard toolbar
2. Navigate to “Shared_GIS” through My Network Places → Entire Network → Microsoft Windows Network → Bio-sci **\\MOSS\Shared_GIS\USERS\your_lab**
3. Click OK

ArcToolbox

The above instructions for ArcMap can be applied to the tools in ArcToolbox that ask you to select the data you want the particular tool to work with. The “Choose input dataset...” dialog window works exactly the same as the “Add Data” dialog window. Click on the CONNECT TO FOLDER button and navigate to the folder of choice on the network.

Disconnecting from a Folder

1. Highlight the folder in the catalog
2. Click on the DISCONNECT FROM FOLDER button

