



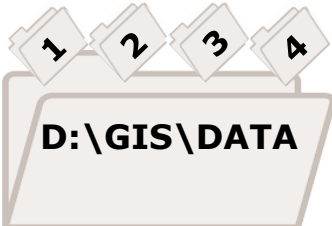
D:\GIS

GIS DATA FILE MANAGEMENT

Below are some suggestions to provide assistance in creating an organized and efficient mapping file system within your computer. In the following examples D:\GIS is used as the location on your hard-drive, but it could be C or any letter, especially if your organization is on a network.

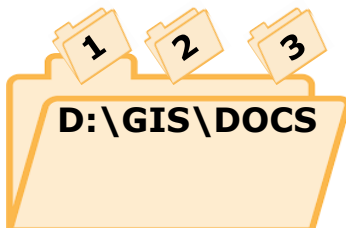
This will be the main directory to hold any information related to GIS.

Using File Explorer or Arc Catalog, you will create sub-directories which would include, but not limited to, "DATA", "DOCUMENTS", "EXPORT", "IMAGES" and "MAPS" within the root directory D:\GIS. The following examples are in alphabetical order, to represent what you would see on your system.



The **DATA** directory stores all the spatial and non spatial information your GIS displays, like GPS results, spreadsheets, layer files and land-based data that you produced or downloaded. Land-based layers that cover a larger extent could be stored under the name of the scale it reflects. NRCan stores their reserve data per IRname & #. By organizing your data in titles that reflect type of info, you can locate your files quickly. Having one data file per layer saves space on your computer and you will always know it is the most current. Having Meta Data within each file lets you know if you have the most recent copy, who its from, extent and more. **NOTE: Refrain from duplicating data per project.**

1. D:\GIS\DATA\LANDBASE\ Roads, Rivers, Waterbodies, Water_lines.shp
2. D:\GIS\DATA\LUP\ Zones, Trad_Uses, Development, Commercial.gdb
3. D:\GIS\DATA\250K\ Roads, Rivers, Waterbodies, Land features.igds
4. D:\GIS\DATA\MYREZ_12\Administrative_Area, Easement, Land_Parcel, Land_Parcel_Boundary.shp



All documents E.G. data sharing agreements, manuals and work schedules, can be stored in the **DOCUMENTS** directory

1. D:\GIS\DOCUMENTS\Agreements.doc
2. D:\GIS\DOCUMENTS\Training.pdf
3. D:\GIS\DOCUMENTS\Schedules.xls



All digital maps can be exported to share with others in a jpg or a pdf; for example, you could keep these in a directory called **EXPORT**.

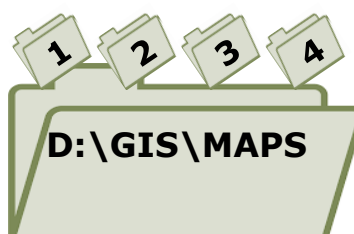
Create subdirectories to reflect what image files are in each directory. Also, when sharing large maps, remember to let them know that this is a Large Format Document and to select "Fit to Page" before hitting print, this will save paper.

1. D:\GIS\EXPORT\LUP\Zones.pdf, Commercial.png, housing.tiff
2. D:\GIS\EXPORT\MYREZ_12\911.bmp, addresses.jpg,
3. D:\GIS\EXPORT\CULTURAL\hunting.jpg, fishing.gif, arch_sites.pdf



By creating an **IMAGES** directory, your GIS technician can keep logos, map surrounds, pictures and other images stored for convenience. Another suggestion is to name a directory after the source where you received the image from.

1. D:\GIS\IMAGES\LOGOS\Band.jpg, Nation.tiff, Sponsor.bmp
2. D:\GIS\IMAGES\PHOTOS\Animals.gif, Plants.jpg or Heritage.bmp
3. D:\GIS\IMAGES\DESIGNS\Map_Surround.png, branding.jpg



GIS **MAPS** are considered mapping projects so each project will hold different sets of layers, tools, output scales, sizes and reports. This means each project holds its own title, legend, north arrow, scale bar, sources of data and date of production. Each project points to the location where the data is found (hyperlink), for example to your GIS\DATA directory, this keeps the file size of each project at a minimum so you can use several data layers in one project. Putting the maps in appropriate directories, with appropriate names, will save time in the future. **NOTE: Put the directory and map name within the map for you to refer to later.**

1. D:\GIS\MAPS\COMMUNITY\houses, roads, addresses.
2. D:\GIS\MAPS\TERRITORIAL\referrals, SARA, guide outfitters, agricultural.
3. D:\GIS\MAPS\CULTURAL\Hunting, Fishing, Gathering, Archaeological and all other cultural maps made.
4. D:\GIS\MAPS\RESERVES\Myres_12, myres_32, All reserves.

Disclaimer: This document is designed to assist you in organizing the data files you've created or downloaded, to work with your GIS Maps to assist your Lands management department. Please contact the GIS Specialist if you have any questions or need assistance with your digital database management.
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