

Creating a Shapefile Using the Draw Toolbar

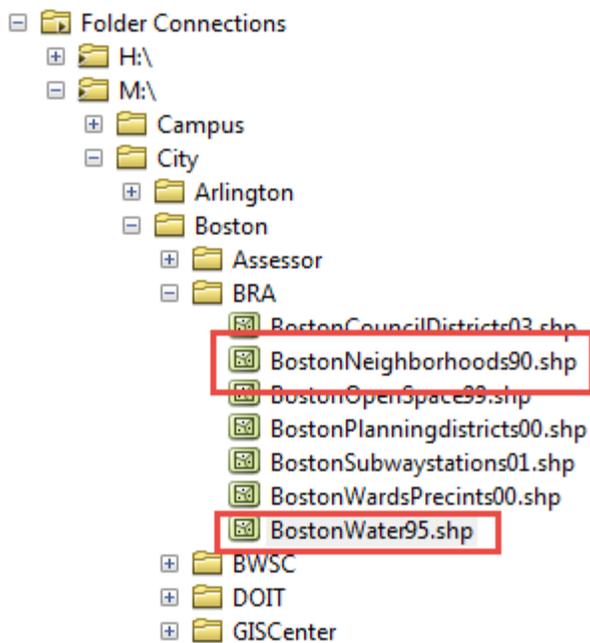
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This tutorial will teach you to create a basic polygon shapefile using the Draw Toolbar. This is useful for research or mapping in which there is a specific Study Area you wish to symbolize that doesn't match up to political or geographic boundaries.

For further information on converting drawn features to Shapefiles, see the ESRI ArcGIS 10 [Online Resource Center](#)

Drawing the Polygon:

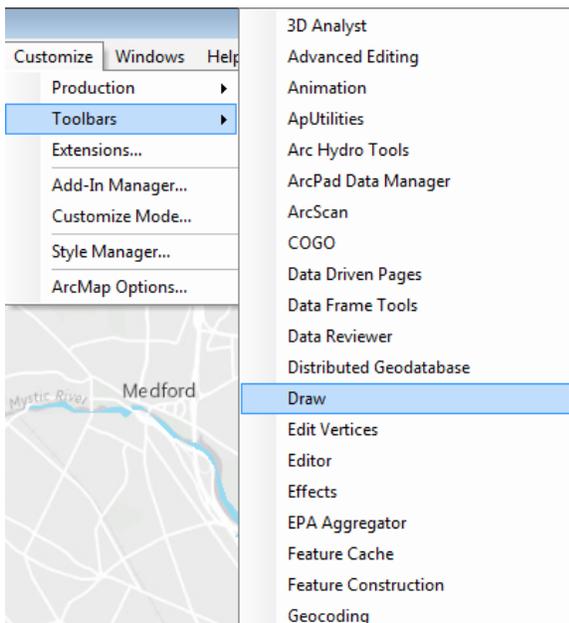
1. For this tutorial, we'll use data for the city of Boston from the M: Drive. In Catalog, drill down to *M:* → *City* → *Boston* → *BRA* and then add the **BostonNeighborhoods90** and **BostonWater95** shapefiles to your map.



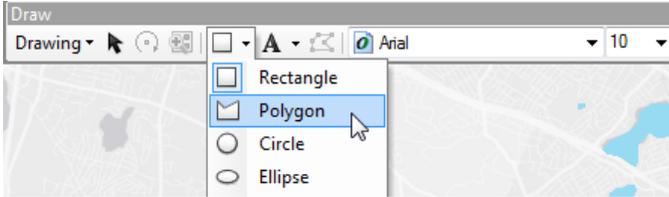
2. Also, for reference, go to **File** → **Add Data** → **Add Basemap** and add the *Light Grey Canvas Basemap*. Now, we're ready to create our *Study Area*!
3. Let's say we want to create a *Study Area* that includes all of East Boston.



4. Use the magnifying glass to zoom into east Boston by tracing a square around the study area. Your map will zoom to that extent.
5. You will now add the **Draw** Toolbar. In the top left of your screen, click on **Customize** → **Toolbars** and then click on **Draw** so that the toolbar appears.



- In the **Draw** Toolbar, click the drop down next to the **Rectangle** symbol and change it to **Polygon**. You will notice that your cursor will change into a cross shape-every time you mouse is in the map.

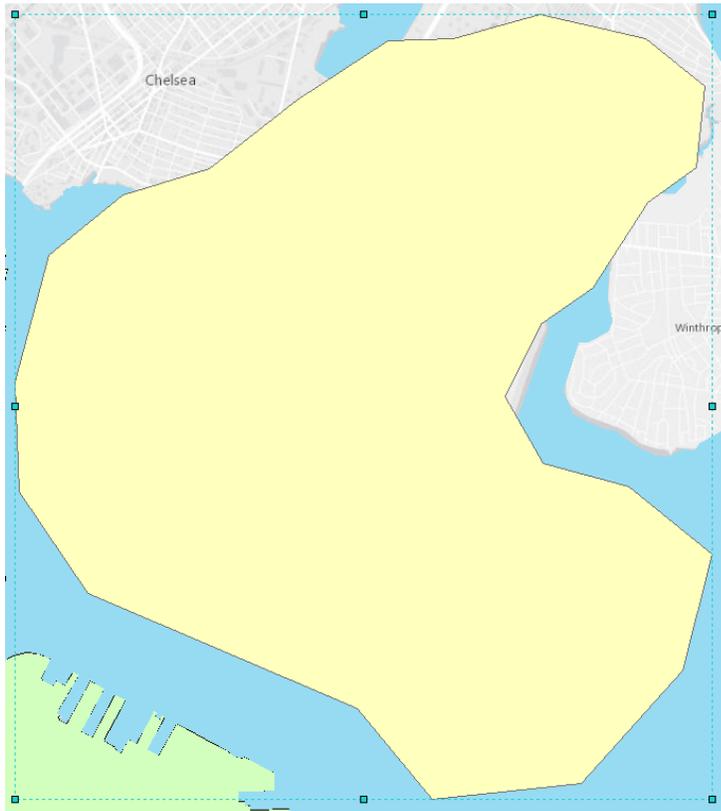


Note: To create another type of shape, simply change the tool to the shape you want to draw (i.e. **Line** for a road, or **Marker** for a point)

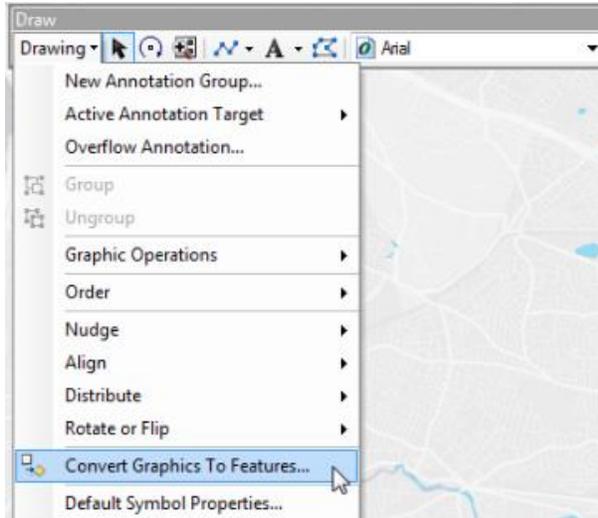
- Now, begin to carefully click around your sample area. With each click, you will see the lines of the Polygon begin to form. It does not need to be a square; you want to outline just East Boston.
- In the end, you will have something that looks like the image below. Press the **Enter** button to finish Drawing (or double click) to create the **Polygon**. This will turn it into a solid, colored image.

Note: This works in the same fashion for drawing Lines, and after you click to place a marker, ArcMap will automatically create it.



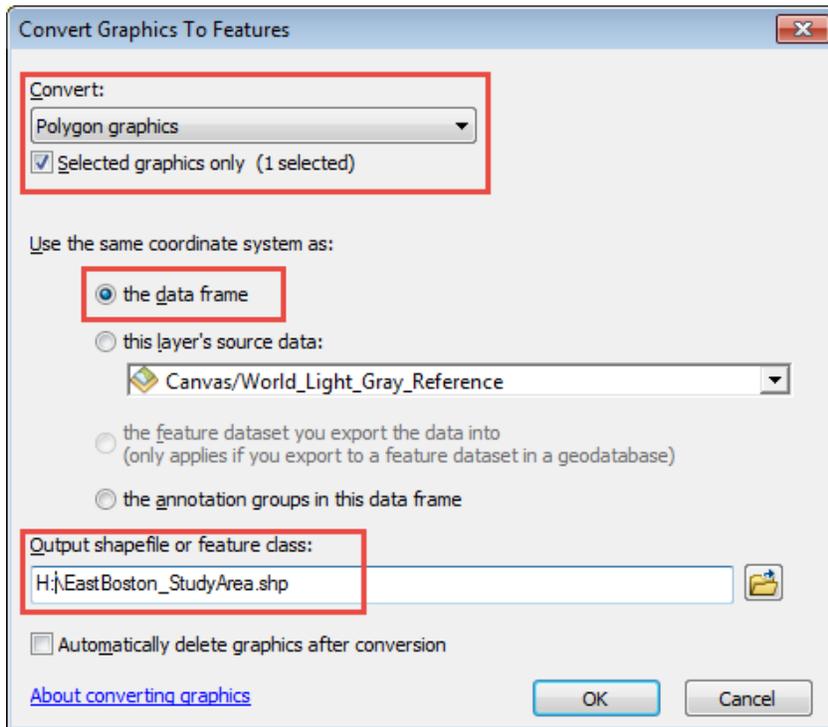


9. You are ready to convert your image into a shapefile. Click on the **Drawing** button in the Draw toolbar, and select **Convert Graphics to Features**.



10. Fill out the box as shown below. Use the same coordinate system as *the data frame*. Set the output to your H drive and give it a descriptive name, such as **EastBoston_StudyArea**.

Note: If you have drawn a Line or Marker, or multiple different shapes, be sure to select the ones you want to convert in the **Convert** box.



11. Click OK when ArcMap asks you whether you want to add the resulting shapefile to your map, and your new Zone will appear. Delete the original graphic from which it was converted.
12. You can now use your new shapefile for your specific needs.