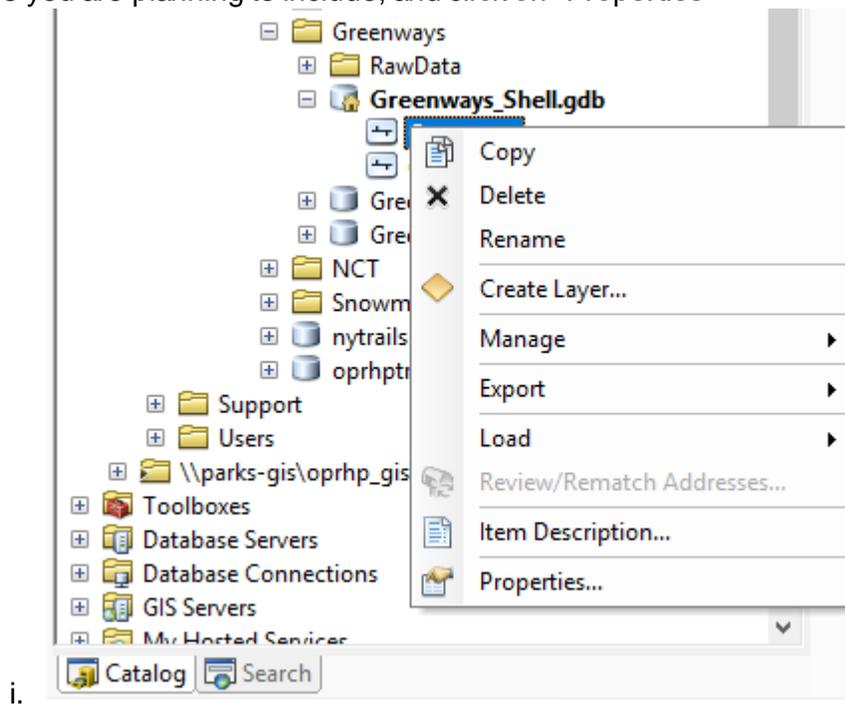


Thank you for submitting your trail data to the 2020 Statewide Greenways Plan. Your submission will be a valuable addition to our inventory and provide our staff and the public greater insight into the network of existing and planned greenway trails across New York.

Our Greenways Geodatabase will house both proposed and existing greenway trails. When loading your data, pay special attention to the **Status** column to accurately mark whether your trail is proposed or existing. This column is particularly important because knowing the status of greenway trails will help us best determine where expansions should be made.

Preparing your Data

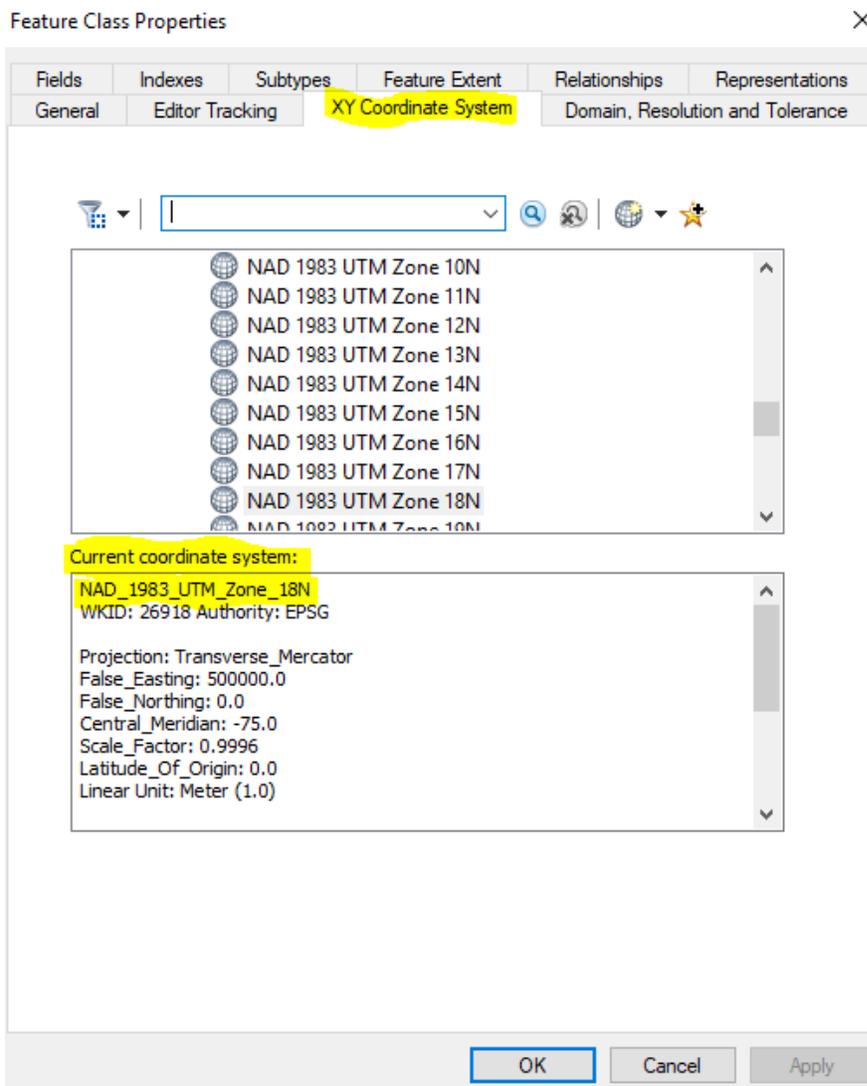
1. Sort through your data to determine relevant shapefiles and feature classes to be submitted.
 - a. This Geodatabase (GDB) is only for polyline data, or data stored in line form, like most trails are. We will not need any data stored in point form, like benches, for this project.
 - b. We ask that you limit your data submission to include only trails under your jurisdiction that would be considered a Greenway trail. These should include shared-use paths such as rail trails, bike paths, canalway trails, towpaths, etc. If you are uncertain a trail meets the characteristics, please include it in the data submission and we will remove it if necessary.
2. Check the projection of your data (refer to step 3 for instructions). The Geodatabase will only allow data to be loaded that is projected to NAD_1983_UTM_Zone_18N. If your data uses a different projection, please follow the instructions in step 4 below to change the projection. If you anticipate having difficulties changing your projection, please email Rebecca.Odell@parks.ny.gov and we will provide you with a geodatabase in your data's projection.
3. How to check your data's projection
 - a. In the catalog tab in ArcMap, navigate to your data. Right click on your shapefile or feature class you are planning to include, and click on "Properties"



i.

Statewide Greenways Plan Data Submission Instructions

- b. This will open the Properties Window. In the tabs at the top of the window, click on the “XY Coordinate System” tab. Look at the box labeled “Current Coordinate System”. If it says any other coordinate system aside from NAD_1983_UTM_Zone_18N, you will need to change it. (Step 4)

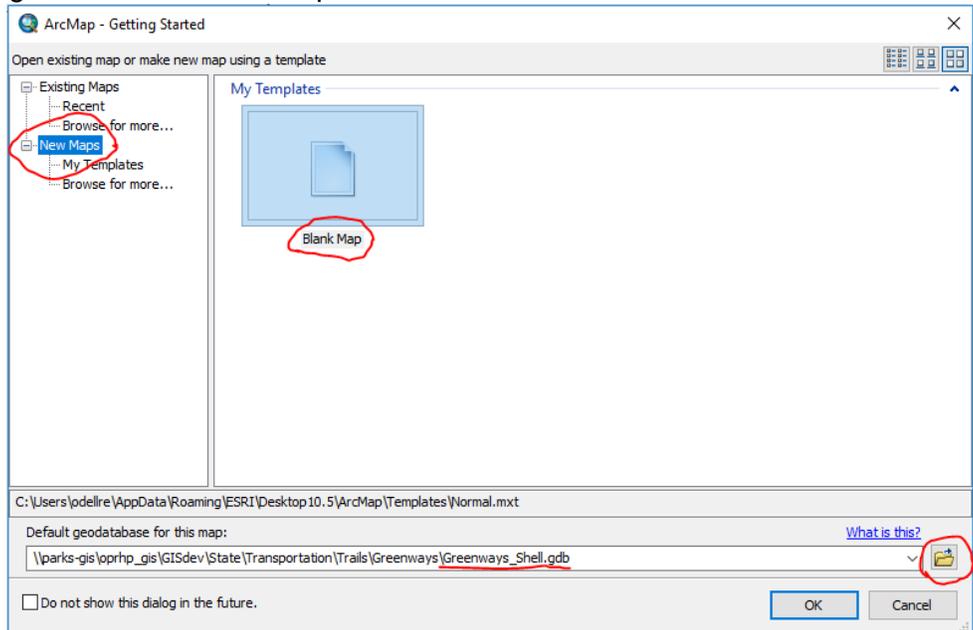


- i.
4. How to change your data's projection
 - a. In your GDB, right click and select new → Dataset.
 - i. Select NAD_1983_UTM_Zone_18N to be this dataset's coordinate system
 - b. Drag greenway shapefiles you will be projecting over to the table of contents in your map
 - c. Use project tool (toolbox -> Data Management -> Projections and Transformations -> Project) to change projection
 - d. In Catalog, drag new projection into the new feature dataset
5. Prior to loading your data into the GDB, make sure all your shapefiles/feature classes have the same schema (data structure). This can easily be checked in attribute table. Shapefiles and feature classes with the same schema will have the same attribute table layout. The number and name of all fields will be the same. If they do not have the same schema, it will be helpful to you to group them by schema or make note of the feature classes that have the same schema.

Statewide Greenways Plan Data Submission Instructions

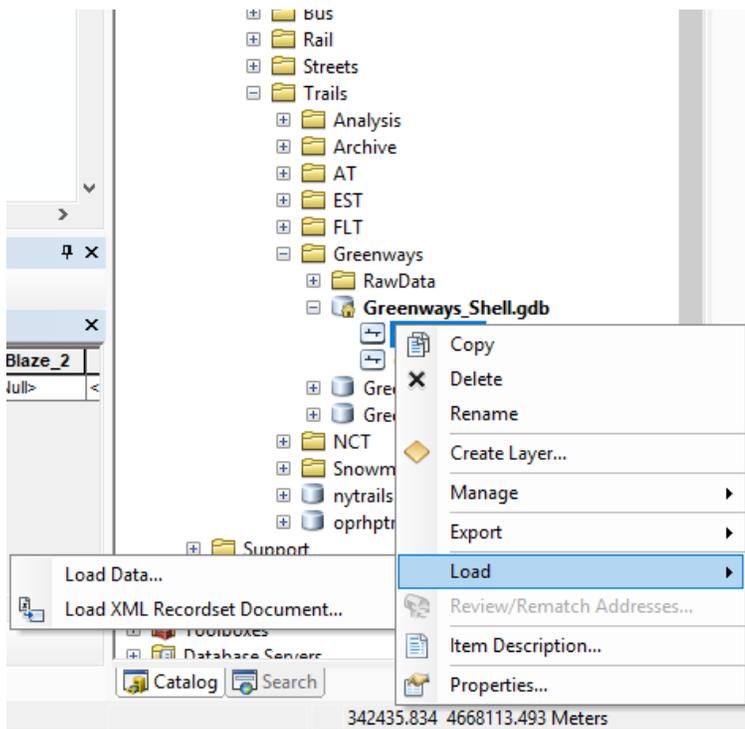
Loading your data

1. Right click and download the Greenways_Shell.gdb to your desired folder. Unzip it by right clicking on it and selecting “Extract All”.
2. Open ArcMap and select “New Map”, then select “Blank Map”. In the bottom right corner of the popup, select the folder image and navigate to the Greenways_Shell.gdb and set it as your default geodatabase for the map.



a.

Open Catalog in ArcMap, navigate to Greenways_Shell.gdb and click to expand it. You will see a feature class called “Greenways”. Right click on it and point to “Load” then click on “Load Data...”

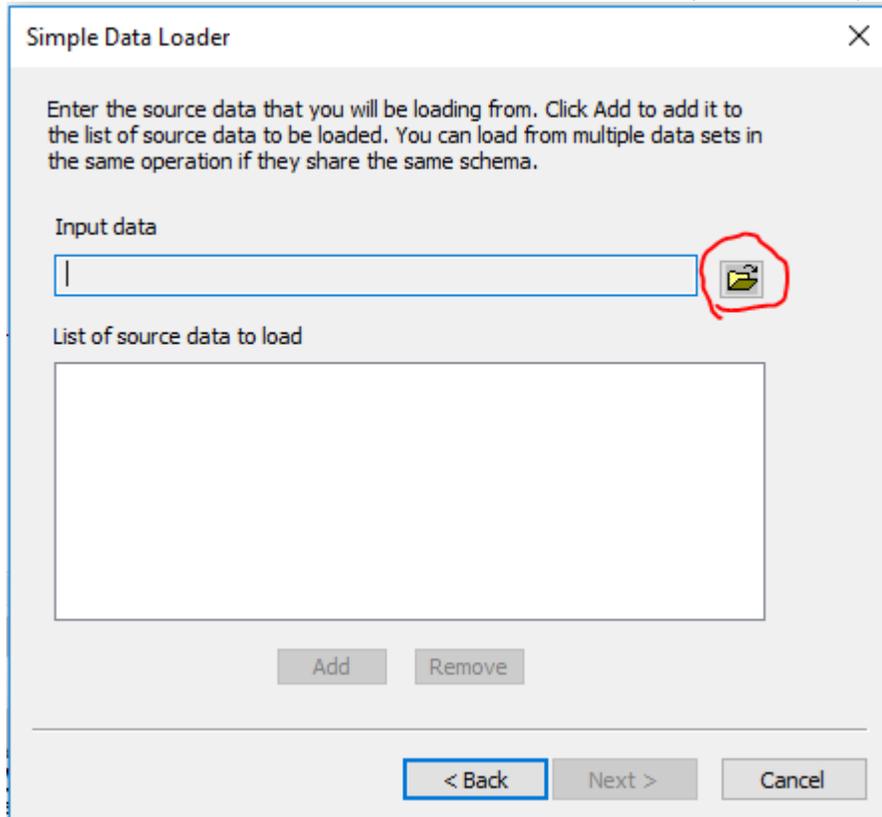


b.

- i. The above picture shows the pop-up menu after right clicking on the Greenways feature class

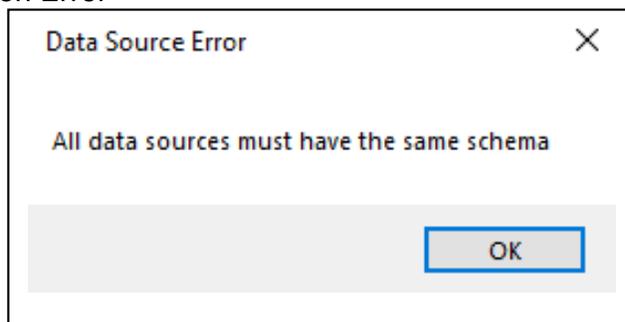
Statewide Greenways Plan Data Submission Instructions

3. Clicking “Load Data...” opens the Simple Data Loader. Click next until you come to the input data page, pictured below. If this tool has been used before, it may immediately open to this page.



- a. 4. Click on the folder next to the Input data bar. Navigate to your greenway feature classes and select one, then click the add button under the “list of source data to load” box. Repeat this process until all your data is added. Then click next.

- a. Common Error



- i.
- ii. This means the data you are loading have different schema (different attribute table layouts). This can be worked around by loading all data with one type of schema at one time, and then opening a new Simple Data Loader session and loading all data with a second type of schema, and so on until all data is added. For more information on how to compare schema, refer to Step 5 under “Preparing your Data”.

Statewide Greenways Plan Data Submission Instructions

- If the Simple Data Loader provides the option, choose “off road” as the subtype. If it does not give you the option, or you are concerned because your trail has on- and off-road segments, note that you will be able to easily change this at a later step

Simple Data Loader

Select the target geodatabase and feature class that you will be loading the source data into.

Choose an existing geodatabase:

\\parks-gis\pprhp_gis\GISdev\State\Transportation\Trails\Gre

Select the target feature class:

Greenways_1

I do not want to load all features into a subtype.

I want to load all features into a subtype.

Select the target subtype:

Off Road

< Back Next > Cancel

a.

- Select Next, which will bring you to the Target Field page. Target Field refers to the attribute columns in the Greenways feature class, while Source Field refers to the attribute columns from your data. Compare Target field with matching source field and make sure ArcMap autopopulated them correctly.

Simple Data Loader

For each target field, select the source field that should be loaded into it.

Target Field	Matching Source Field
Category [string]	<None>
Type [int]	<None>
Structure [string]	<None>
Name [string]	NAME [string]
Alt_Name [string]	<None>
Alt_Name_2 [string]	<None>
Abbrev [string]	<None>
Blaze [string]	<None>
Blaze_2 [string]	<None>
Blaze_3 [string]	<None>

Reset

< Back Next > Cancel

a.

Statewide Greenways Plan Data Submission Instructions

- It may be that ArcMap failed to add a Matching Source Field because of variations in the name. For example, if your trail blazes data are stored in a column titled “Markers”, you may need to select the box next to “Blaze” and select “Markers” from the drop down. If you have a column with important information that doesn’t match up with any options under target field, feel free to add it under “Notes”.

Simple Data Loader

For each target field, select the source field that should be loaded into it.

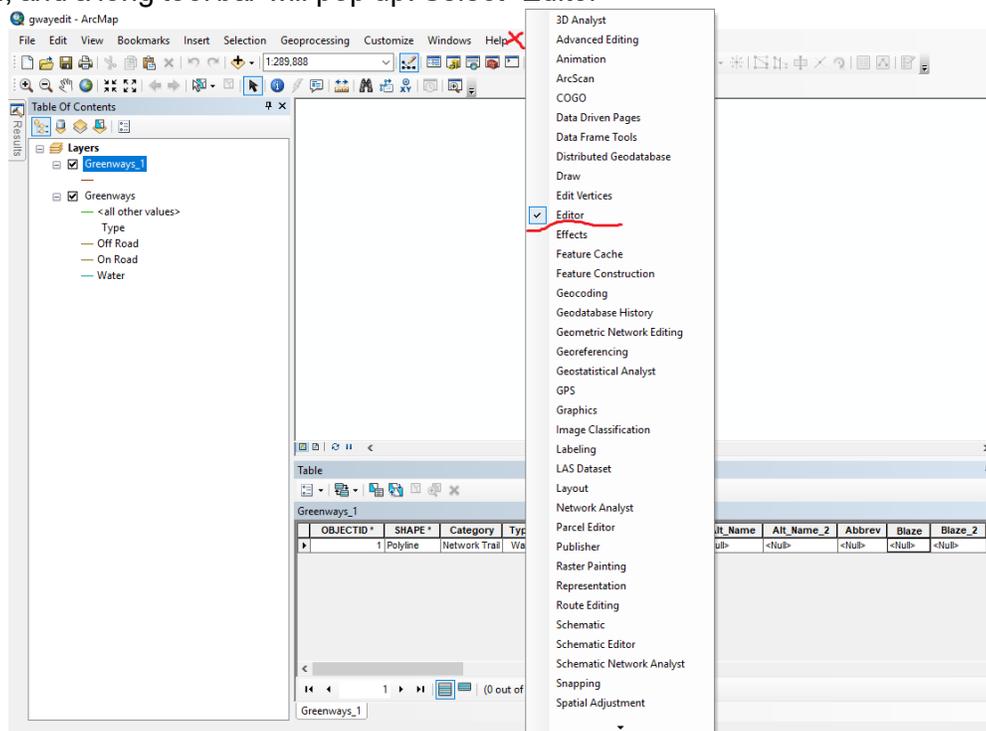
Target Field	Matching Source Field
Owner_2 [string]	<None>
Owner_3 [string]	<None>
Maintainer [string]	<None>
Description [string]	DESCRIP [string]
Notes [string]	<None>
Miles [double]	<None>
Speed [string]	MAPKEY [string]
DateUpdated [DATE]	NAME [string]
Source [string]	STATUS [string]
SourceColl [string]	DESCRIP [string]
	LENGTH [float]
	Shape_Length [double]

< Back Next > Cancel

- In this case, I am using the drop down to add “Mapkey” under “Notes”. I also did this in the above box, where I matched “DESCRIP” with “Description”.
- Select Next twice and then finish the Simple Data Loader. When the job finishes, click and drag the Greenways feature class over to your map document and then open its attribute table by right clicking and selecting “Open Attribute Table”.

Statewide Greenways Plan Data Submission Instructions

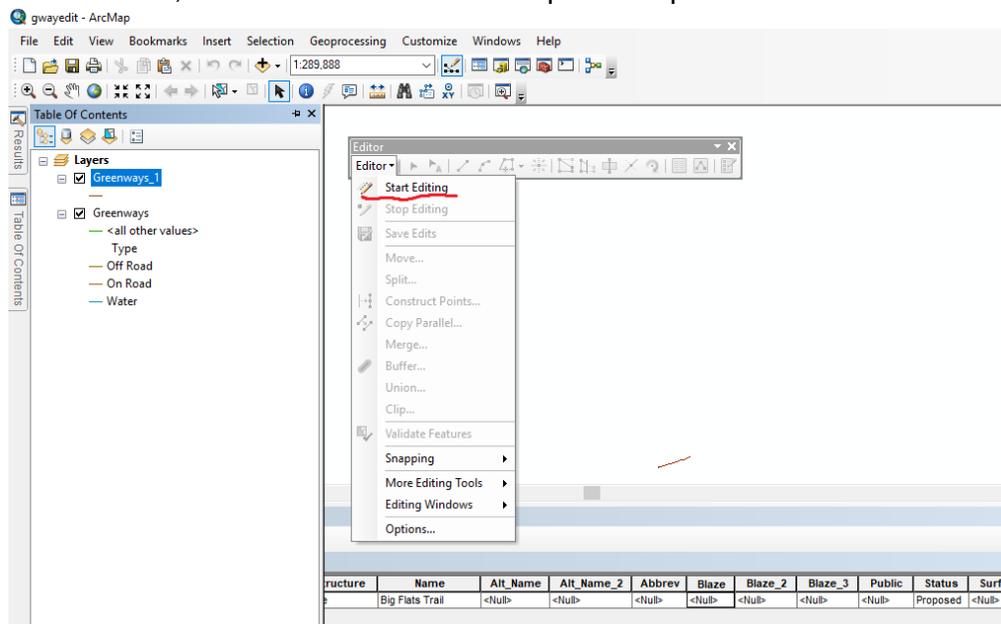
- Open an editor session. Right click in the blank space next to the “Help” tab along the top of the screen, and a long tool bar will pop up. Select “Editor”



a.

- Note the red “X” above of where to click to find the tool bar. Then scroll through and click “Editor” underlined in red, which will open the editor toolbar

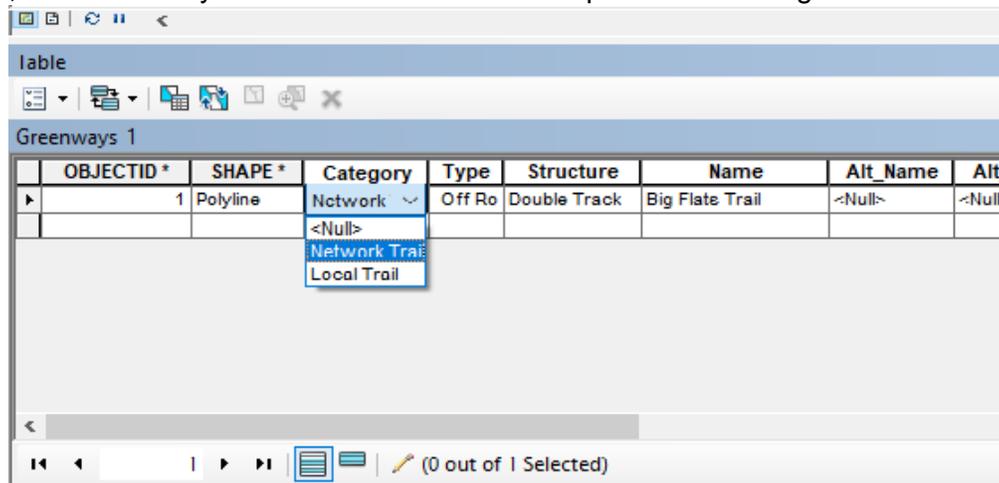
- In the editor toolbar, click on “Editor” which will open a dropdown menu. Click “Start Editing”



a.

Statewide Greenways Plan Data Submission Instructions

11. Look at the fields in the attribute table. For any empty fields, begin filling in information. When you click on the field, it may be a drop down or it may give you the option to type out the information. Please fill out as many fields as you can. Most importantly, pay special attention to the “Status” column, and accurately mark whether the trail is Proposed or Existing.



The screenshot shows a GIS application window titled 'table' with a toolbar. Below the toolbar is a header for 'Greenways 1'. The main area contains an attribute table with the following data:

OBJECTID*	SHAPE*	Category	Type	Structure	Name	Alt_Name	Alt
1	Polyline	Network	Off Ro	Double Track	Big Flate Trail	<Null>	<Null>
		<Null>					
		Network Trail					
		Local Trail					

The 'Category' field in the first row is selected, and a dropdown menu is open, showing options: '<Null>', 'Network Trail', and 'Local Trail'. The status bar at the bottom indicates '(0 out of 1 Selected)'.

a.

12. For any confusion about definitions of words, refer to the glossary provided (StatewideTrails_DatabaseStructure.xlsx) with the GDB. Fill out all attribute information for each trail feature to be submitted.

Completed GDB files should be compressed and emailed as an attachment to: Rebecca.Odell@parks.ny.gov. Please include your contact information and any relevant information we should know about your submission. Once we have had an opportunity to review the data, we will reach out with any questions or clarifications.