

How to save your projects when using ArcGIS on Brock Desktop Computers

As you may have experienced, when you use a desktop computer, you cannot save things to your user profile (ie “my documents” or “my desktop”). Well, you can, but next time you log in, they will have disappeared because the system is wiped of this kind of data frequently.

So what do you do if you want to save a project and come back to it?

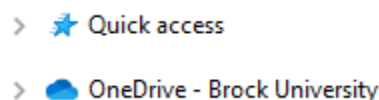
There are a few options - we recommend #1, but you may want to choose whatever is right for you:

1. **Save to One Drive**
2. **Export Package file**

Note: ArcGIS project files, and in general GIS data, is not like saving a simple word document. One “project” will have a ton of little files inside of it and is kind of crazy/ messy looking. That is normal: you are not doing anything wrong if your saved project is a file within many other files.

Option 1: Save to OneDrive

1. Before opening ArcGIS Pro, you will need to connect and login to OneDrive – Brock University. If you don’t automatically see a prompt for this task, google “Brock University OneDrive login” and follow the prompts. You will be required to authenticate with your Brock credentials.
2. To be sure you’ve logged in correctly, open “This PC” and you should see the cloud icon below the Quick Access like this:



3. Run ArcGIS Pro from the Windows start menu.
4. If prompted, sign in using “Your ArcGIS Organization’s URL”
 - a. Enter “Brock” to complete the URL, click Next
 - b. Click Brock University
 - c. Use your Brock credentials to sign in

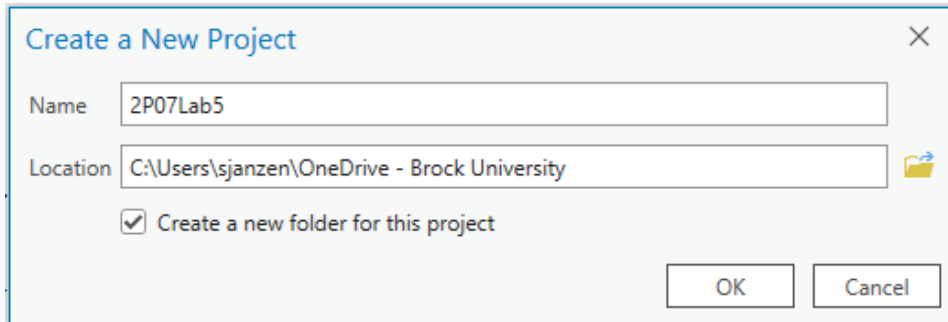


Map

5. If you don’t see a ‘quick start’ window, click

The next steps are CRITICAL:

6. Give the project a meaningful name.
7. From the save location, click BROWSE and navigate to your OneDrive – BrockUniversity folder.
8. Note the option is checked to “create a new folder for this project”.... this folder is where you can save all your data files for future access. See screenshot below:

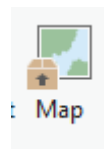


9. Click OK.
10. With your project set up in OneDrive this way, you will be able to access it from any Windows PC on campus.
11. Don't forget to save your project periodically as you work.

Option 2: Export Package file (which makes it easy to send wherever you want for storage)

Again: ArcGIS project files, and in general GIS data, is not like saving a simple word document. One project will have a ton of little files inside of it and is kind of crazy/ messy looking. To send or share an ArcGIS project so that you can open it again on another device without issues, you have to bundle together all of the little files in a special process, explained below.

1. After creating your map with data and layout, etc. You may wish to save the whole shebang as a “package”.
2. In ArcGIS Pro, on the top ribbon, click the Share tab.



3. In the Package group, click Map Package.
4. The Package pane appears.
5. To specify where to save your package, click “Save package to file”.
 - a. Alternately, you can save it to ArcGIS Online, if you are familiar with that protocol.
6. Under Item Details, beside “Name”, browse to OneDrive – Brock University and provide a file name before clicking Save.

7. Add a brief summary and make sure the box is checked to “Include Enterprise and UNC Path Data”. See image:

Package Map

Share Map As A Map Package

Package Attachments Messages

Start Packaging

Upload package to Online account

Save package to file

Item Details

Name

C:\Users\sjanzen\OneDrive - Brock University\GIS2p07map.mpkx

Summary

2p07 chapter 5 project

Tags

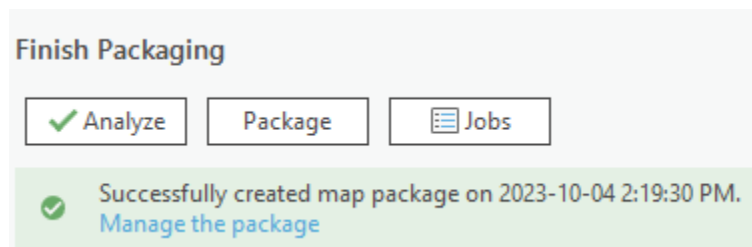
Options

Include Enterprise and UNC Path Data

8. Click the Analyze button at the bottom of the pane and address any issues you might have.

9. Finally, click 

10. The finished document may be shared with others using ArcGIS Pro technology to view.



HINT: To view the map at a later date, use any Windows PC that has ArcGIS Pro on it. Open Windows Explorer (“THIS PC”) and navigate to your OneDrive – Brock University folder where you saved the map package. Double-click the .mpkx file and the software automatically runs and opens the map and data.

