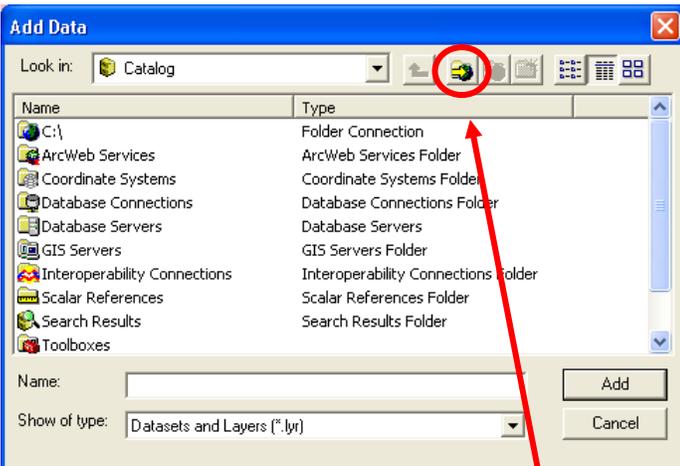


# Connecting To Folders

## Reconnecting the F: Drive

NRCS-MI users may sometimes find that their “F:” drive is no longer available in the ArcMap **Add Data** tool, most commonly after receiving a new or rebuilt computer.



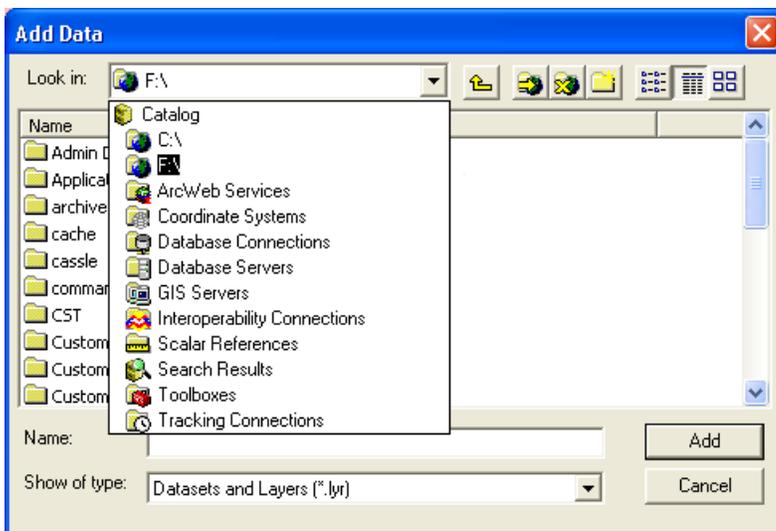
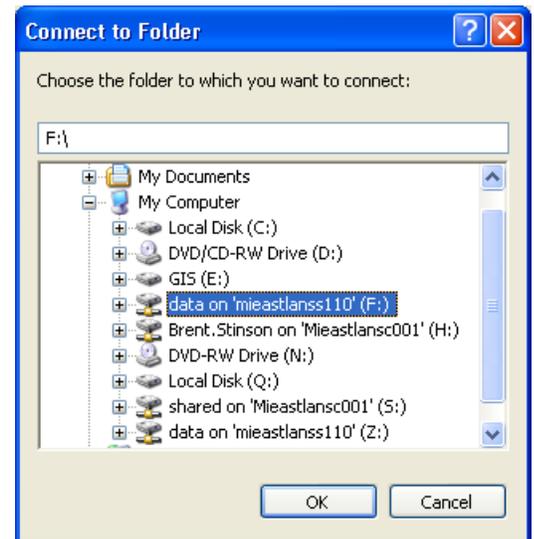
This is because ArcGIS uses a custom file explorer utility which is specially designed for managing geospatial datasets.

Any time ArcGIS is installed, (or reinstalled), connections to network folders must be re-established in order to be “seen” by ArcMap.

1. In the **Add Data** window, click  **Connect to Folder**.

2. Under **My Computer**, click ONCE on the “F:” drive connection to the local server and click **OK**.

(Server name will vary depending on your location.)



3. Drill down on the **Look In:** list. The “F:” drive is now an available selection.

**IMPORTANT:** Once connected, a folder will remain connected until ArcGIS is reinstalled or until the connection is manually removed.

## Connecting for Convenience

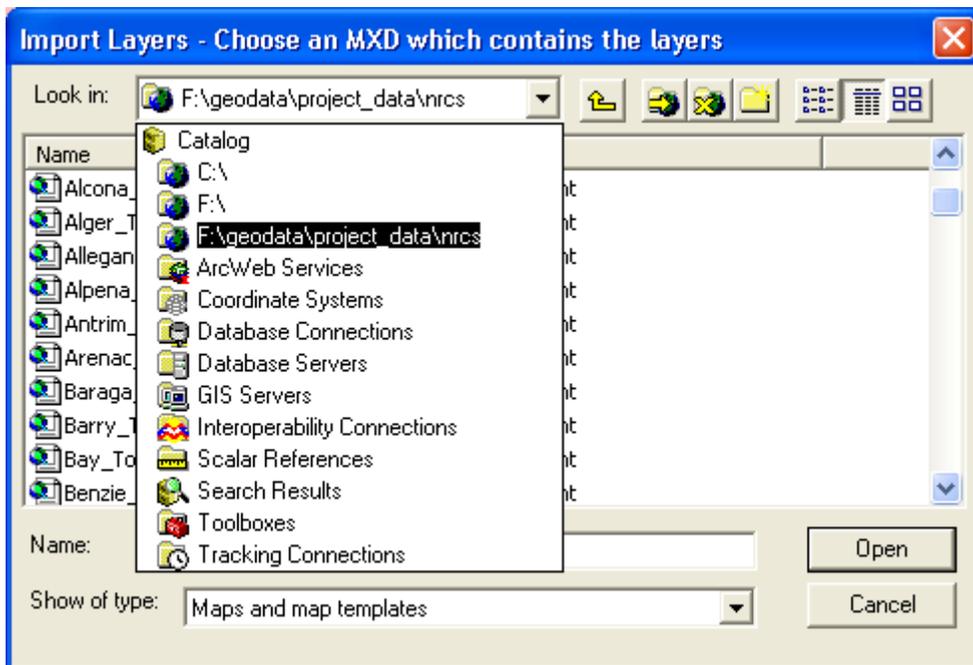
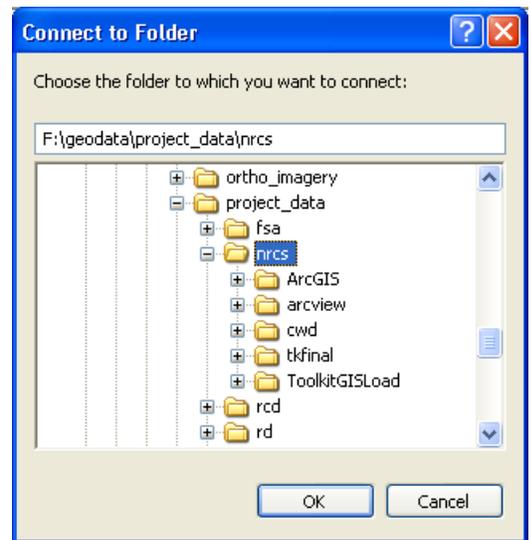
Setting up connections to commonly-used folders will greatly increase the speed at which you navigate to saved projects and data layers.

NOTE: You can connect to folders via the **Add Data** tool even if you don't really want to add data to your project at that time - After connecting to the desired folder(s), just click **Cancel** in the **Add Data** window.

### Example: County Project Templates

Creating a connection to “f:\geodata\project\_data\nrcs” allows for faster navigation to the master [COUNTY]\_ToolkitGIS\_Template.mxd project templates

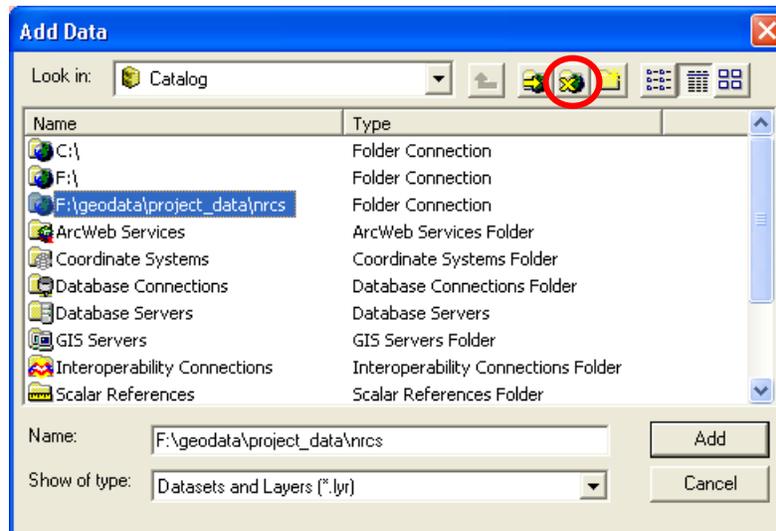
This connection can be useful if you use the NRCS-MI **Import Layers** tool to import standard layers from the county templates.



As shown here, setting up a folder connection allows you to jump directly to the desired folder from the **Look in:** list instead of having to navigate through several levels of folders

## Disconnecting a Folder

If you wish to disconnect a folder, simply highlight the folder in the **Add Data** window, and click the  **Disconnect from Folder** button.



## “Dead” Connections

If a connected folder is moved or deleted, the connection becomes “stale” - basically a dead end which points to a location which doesn’t exist anymore.

To avoid having a bunch of dead folder connections hanging around, remember to remove connections to folders which no longer exist.

Customer Service Toolkit Users should avoid connecting directly to Toolkit client folders, since these folders are removed when the client is checked back into the National Conservation Planning Database.

As an alternative to connecting directly to Toolkit client folders, users may find that connecting to “C:\Documents and Settings\LOGIN.NAME\My Customer Files Toolkit” provides a stable connection which is only one folder away from any checked-out Toolkit client.