1. In ArcMap, open your project. Go to Tools and click customize. Click the commands tab. Under categories, you will find tools; select this. On the right pane, select buffer wizard. Drag the buffer wizard onto any toolbar.

2. Open the buffer wizard. Select the feature you would like to buffer. Click next.
3. Specify your distance. You will probably want to change to meters. Let’s try a 10 meter buffer. Click next.

4. The tools will default to a merged buffer and outputting a shapefile. Click finish.
5. All done!