How to Create Buffers (Circles) Around a Point Layer

1. **Open ArcMap** on your computer.
2. Click on the **Arc Toolbox** button on the Standard toolbar.
3. Click on the “+” button beside **Analysis Tools**
4. Click on the “+” button beside **Proximity**.
5. Double-click on **Buffer**. The Buffer window with pop up.
6. **In the Input Features window, you can either:**
   - A. Use the down arrow to choose an existing shapefile that you already have on your map. Double-click the layer desired.
   - **OR**
   - B. Use the look in button to search for shapefiles. Click **Add**.
7. **In the Output Feature Class window**, the shapefile that is to be buffered automatically pops up.
8. Under the Distance window, click the **Linear Unit radio button**. The window should become highlighted.
9. Type in the distance (numerical) to be buffered.
10. Use the drop down arrow to select the desired units of measurement (feet, meters, yards, etc.)
11. Click on **Field radio button**. The window should become highlighted. Click on the drop down arrow and then select **LENGTH**.
12. Click **OK** at bottom of the Buffer window.
13. **You have created a buffer** around the point layer you have selected. Buffers should show up on existing map and a buffer layer should appear other with other existing layers.