

How to Use ArcCatalog and ArcMap to Edit or Add Fields to the Attribute Table

The name and data type of an existing field in the Attribute Table cannot be modified; instead, you must add a new field with the appropriate name and data type using ArcCatalog

Adding a field in ArcCatalog

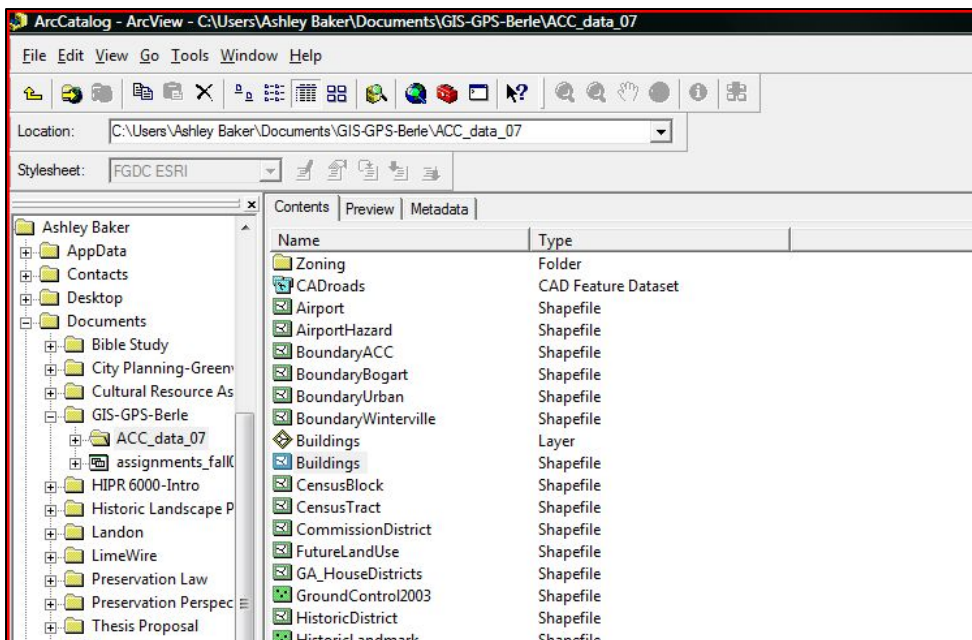
1. Open **ArcCatalog** by clicking on the icon in the toolbar, or from the **ArcGIS** menu listed under **All Programs** in the **Start Menu** on your desktop.



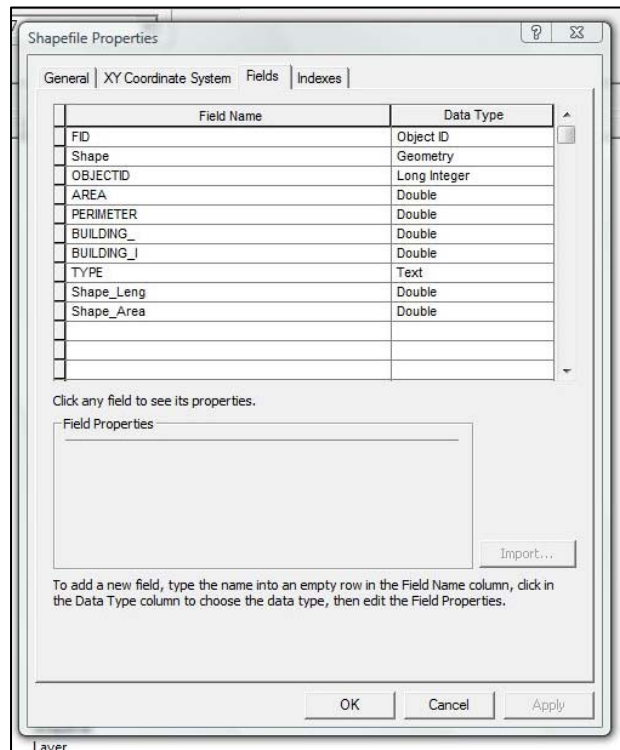
It may take a few moments for ArcCatalog to load. Once it opens, you can browse, copy, paste and delete files you would on your desktop. **Note that once you delete something in ArcCatalog, it is gone forever. It does not go to the Recycle Bin.**

Browse to the shapefile or lone .dbf file you would like to edit and select it.

Notice that shapefiles are listed as one file here, unlike 4 or 5 files on your desktop. If you change the name of a file here, it will automatically change the name of all the files that compose the shapefile.



2. Under the **File** menu, select **Properties**.
3. Click the **Fields** tab.



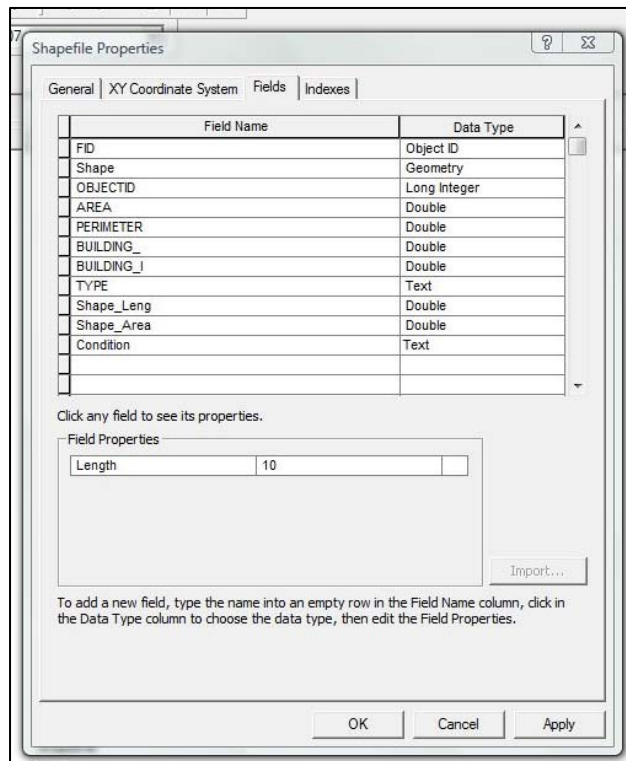
4. Scroll down to the empty row below the last entry under **Field Name** and type the name of the new field.
5. Click under **Data Type** next to the new field name and select the appropriate data type in the list. Typically you will want **text** or **short integer** (numeric entries)

The properties that are appropriate to the new field's data type will appear in the **Field Properties** box below.

6. Customize the field that is listed based on the data type you chose:

Properties may include:

- **Precision**—The number of digits that can be stored in a number field. For example, the number 56.78 has a precision of 4.
- **Scale**—The number of digits to the right of the decimal point in a number in a field of type Float or Double. For example, the number 56.78 has a scale of 2. Scale is only used for Float and Double field types.
- **Length**—The length of a text field specified in characters.



7. Click **OK**.

Adding a field in ArcMap

1. In ArcMap, right-click the shapefile layer in the table of contents and select **Open Attribute Table**.

FID	Shape	PLOT	SPECIES	_DBHS	DBH1	DBH2	DBH3	DBH4	DBH5	DBH6	TREE_HT	BOLE_HT	CRWI_WIDTH
0	Point	1	SAPA	1	11	0	0	0	0	0	22	12	9
1	Point	1	SAPA	1	10	0	0	0	0	0	20	12	7
2	Point	1	SAPA	1	11	0	0	0	0	0	18	11	12
3	Point	1	SAPA	1	10	0	0	0	0	0	0	0	0
4	Point	1	SAPA	1	13	0	0	0	0	0	20	9	13
5	Point	1	SAPA	1	10	0	0	0	0	0	15	9	9
6	Point	1	SAPA	1	10	0	0	0	0	0	30	13	10
7	Point	1	SAPA	1	9	0	0	0	0	0	30	15	12
8	Point	1	SAPA	1	9	0	0	0	0	0	0	0	0
9	Point	1	LA6	6	2	2	2	2	2	2	15	6	0
10	Point	1	LA6	3	4	4	4	0	0	0	18	6	15
11	Point	1	LA6	1	2	2	2	2	2	2	15	7	15
12	Point	1	LA6	1	2	2	2	2	2	2	17	6	10
13	Point	1	CULE	1	4	0	0	0	0	0	15	0	8
14	Point	1	CULE	1	4	0	0	0	0	0	12	0	9
15	Point	1	CULE	1	3	0	0	0	0	0	10	0	6
16	Point	1	CULE	1	3	0	0	0	0	0	10	0	6
17	Point	1	CULE	1	4	0	0	0	0	0	14	0	8
18	Point	1	QUVI	1	3	0	0	0	0	0	14	44	14

2. Click the **Options** button and select **Add Field**.
3. Type a field name in the **Add Field** window.
4. Click the **Type** drop-down arrow and select a type.

Name: Multi_Stemmed

Type: Short Integer

Field Properties

Short Integer
Long Integer
Float
Double
Text
Date

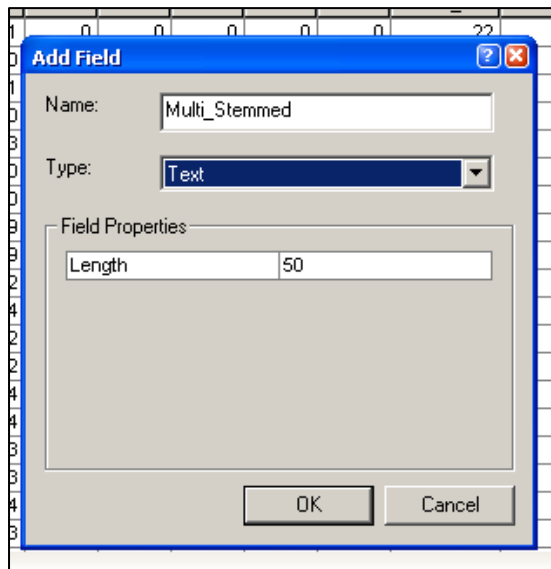
OK Cancel

The properties that are appropriate to the new field's data type appear in the **Field Properties** list.

5. Customize the field that is listed based on the data type you chose:

Properties may include:


- **Precision**—The number of digits that can be stored in a number field. For example, the number 56.78 has a precision of 4.
- **Scale**—The number of digits to the right of the decimal point in a number in a field of type Float or Double. For example, the number 56.78 has a scale of 2. Scale is only used for Float and Double field types.
- **Length**—The length of a text field specified in characters.



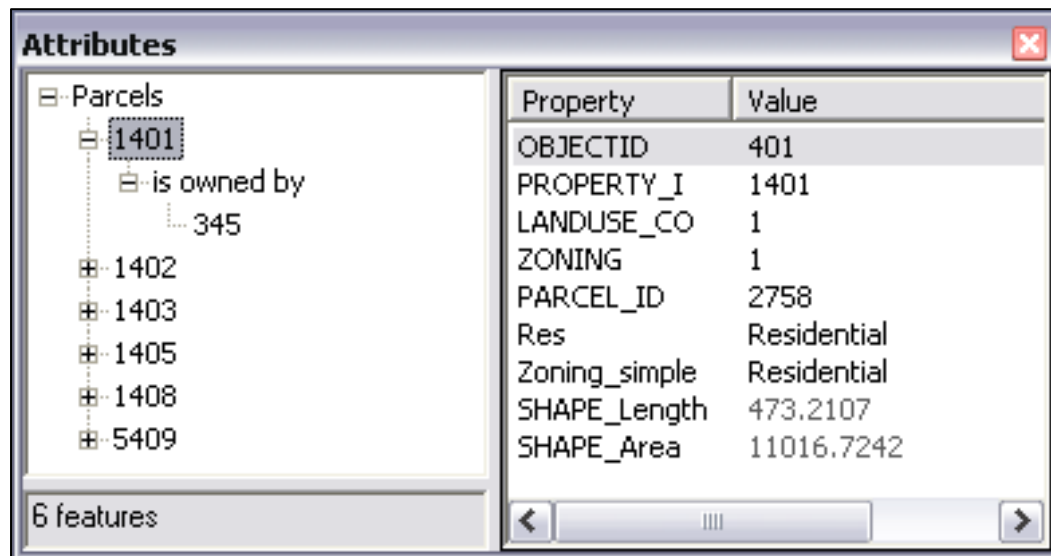
6. Click **OK**.

Editing Attributes

The Attributes dialog box allows you to view and edit attributes of features you've selected in your map when you're in an edit session. You can open it by clicking the Attributes button on the Editor toolbar.

The attributes button looks like this: 

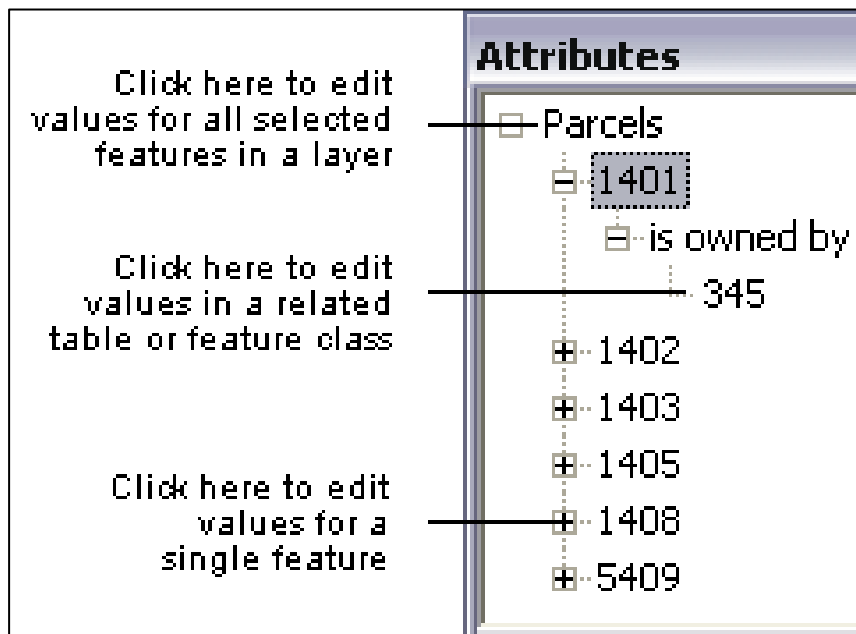
The left side of the dialog box lists the features you've selected. Features are listed by their primary display field and grouped by layer name. The number of features selected is displayed at the bottom of the dialog box.



The right side of the Attributes dialog box contains two columns: the attribute fields of the layer you're viewing, and the values of those attribute properties. The attribute fields, such as ZONING and PARCEL_ID, are listed under the Property column, and their values are in the Value column.

The attribute values that appear on the right side of the dialog box depend on what you click in the tree on the left side of the dialog box.

- To modify a value for a single feature, click the primary display field for the feature (such as 1401, 1402, and so on) on the left side of the dialog box and make your changes in the Value column on the right.
- To modify attribute values for all selected features in a layer at the same time, click the layer name on the left and make your changes in the Value column on the right. In the example graphic, if you click Parcels, you can change the attributes for all the selected features.
- To edit the attributes of tables or feature classes that are related to the selected features, click and traverse through the tree, and edit the values on the right.



Entering attributes after creating a new feature

You can turn on a setting on the Attributes tab of the Editing Options dialog box so you will be prompted to enter attributes into the Attributes dialog box after any editing operation that results in new features, in either all layers or specific ones in your map. As soon as you complete a sketch or an operation resulting in new features, the Attributes dialog box will appear. You will need to close the dialog box before you can do anything else with ArcMap.

Turning on this setting will be most useful when:

- Your geodatabase does not allow features to have null attribute values. When prompted, you can edit and replace null values before the new feature is stored in the geodatabase.
- You are creating new features and want to attribute them immediately. This is especially true when you are creating a few new features at a time, and they have known attributes or subtypes.

Editing attributes in the table window

You can also edit attributes in the table window. An attribute table window can show you the values for all features in a layer, not just those selected. Editing attributes through the table window allows you to quickly make changes to several features (records) at once using the field calculator. In addition, the table window allows you to add and delete fields and customize how the fields appear by setting up field aliases, hiding fields, and so on. Select the **Options** button to access these features.

