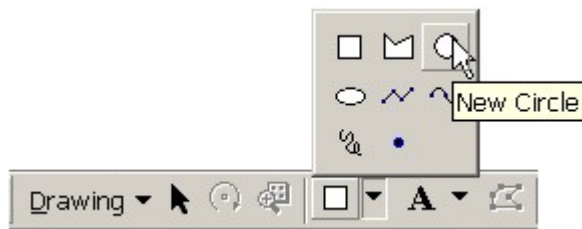
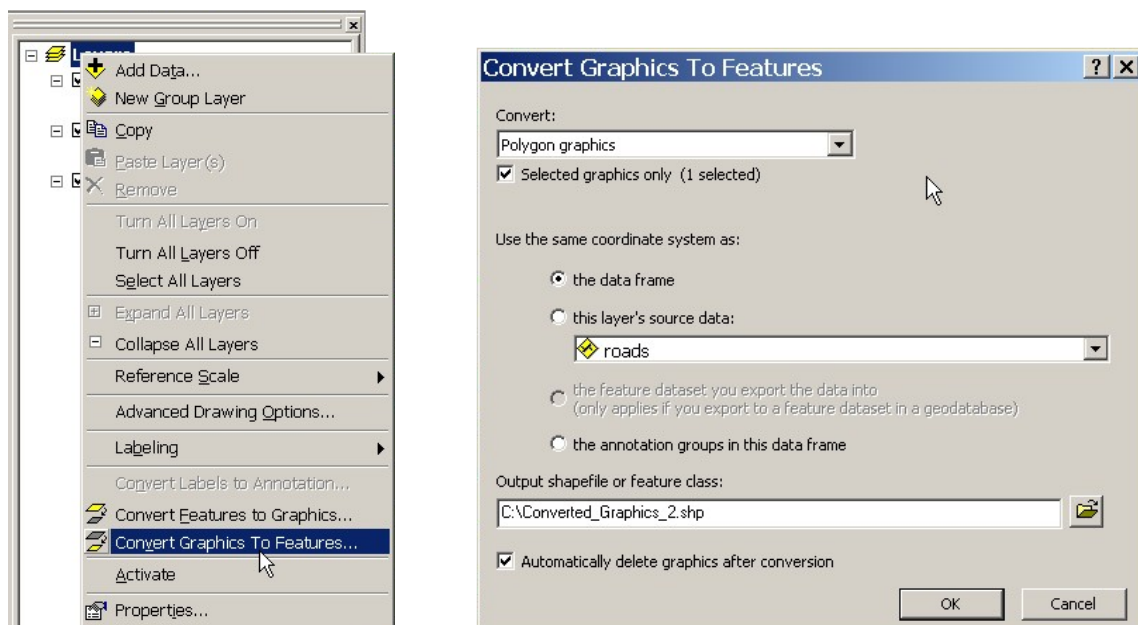


How to Clip an Existing Shapefile by Using a Polygon

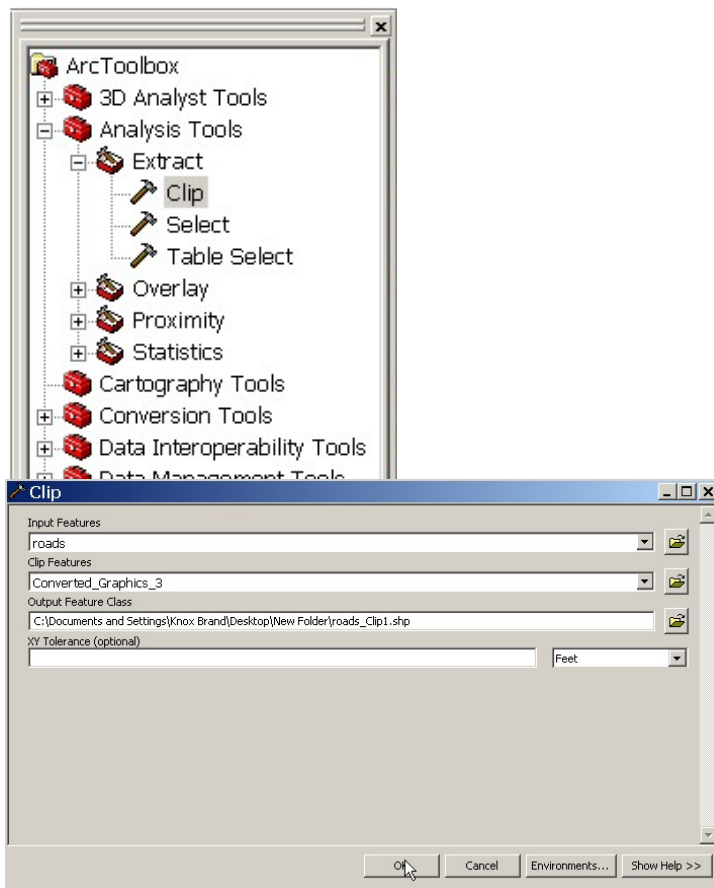
1. After adding the layers you wish to clip, decide which polygon shape you want to clip your data to. The simplest way is to draw a polygon shape and convert it; however, you could use any polygon shapefile for this.
2. Pick the shape you want to draw from the **drawing toolbar**. (If you do not have a drawing toolbar, go to **View – Toolbars – Draw**) This example will be using the circle.



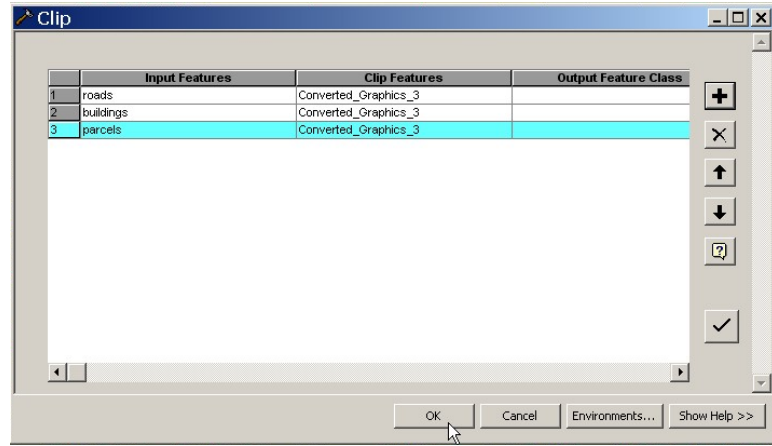
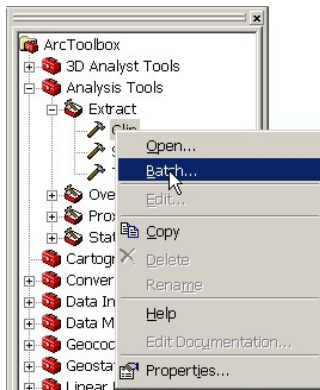
3. Draw the circle over the area you wish to clip.
4. Right click **Layers** in your table of contents and choose **convert graphics to features**. Specify the coordinate system which should be the same as the data frame. You can specify the output name as well as the location. Check the box for **automatically delete graphics after conversion**. After pressing **OK**, select to add the new feature as a layer. You should now have a layer in your table of contents with the name you specified in the output box.



5. Go to **ArcToolbox – Analysis Tools – Extract – Clip**. The **input feature** is the layer you want clipped. **Clip feature** is the layer that you converted from a graphic to a feature. So in this example, the roads would be the **input feature**, and the circle layer would be the **clip feature**.



(Alternative to step 5.) If you have many layers to clip at the same time, right click on **Clip** in the **Extract** menu, and select **Batch**. This will allow you to click and drag layers from the table of contents into the menu and quickly process many layers at once.



6. You should now have **'layername'_Clip1** (or several if you did batch) in your table of contents, which will be your clipped layers. You can turn off all the layers except your clipped ones to see the results.

