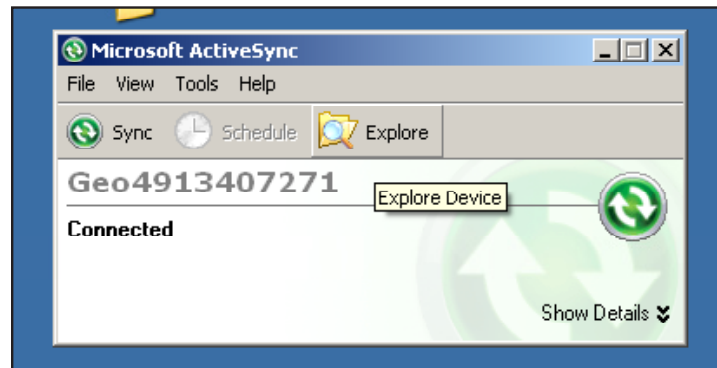


# Guide for Viewing and Editing Inventory Data (.dbf files)

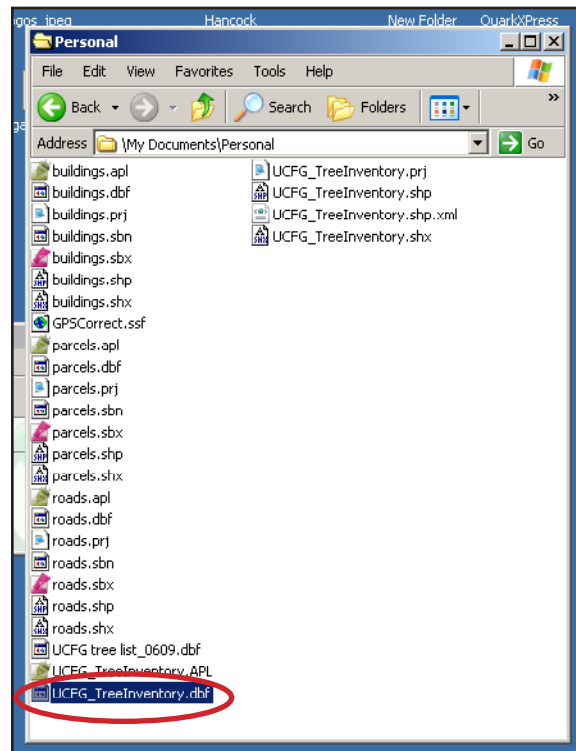
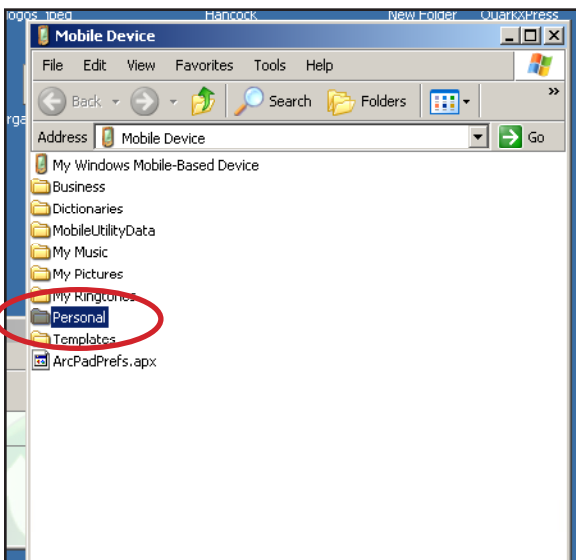
The purpose of this tutorial is to very basically instruct you how to view and/or edit your data from a tree inventory. This tutorial is for people working on projects in conjunction with the Department of Horticulture at the University of Georgia. Those not involved with UGA have permission to access and use this tutorial for educational purposes. Please note this instruction is specifically based on a shapefile used while collecting data in the field using ArcPad. In general, one may refer to this tutorial to learn how to view and edit a database (.dbf) file using Excel.

## Part 1: Retrieve Files Using Microsoft ActiveSync

1. Link the GPS unit to your computer using the cradle and USB cable provided. Microsoft ActiveSync should open. Click on “**Explore**”.



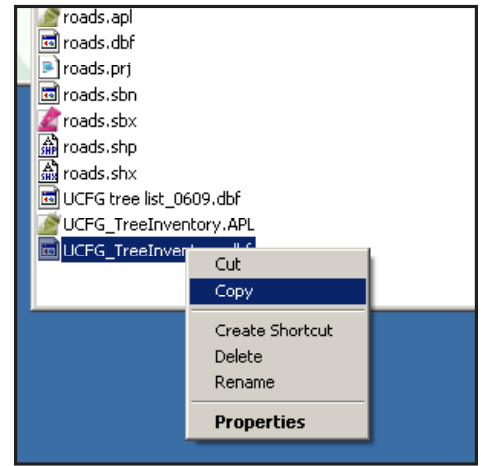
2. Browse to the folder where you have stored the shapefile containing the inventory data. For this example, it is in the “**Personal**” folder.



- Copy the .dbf file from the shapefile you used to collect data. In this example, the tree inventory was conducted using a shapefile called “UCFG\_TreeInventory”.

The file being copied is “UCFG\_TreeInventory.dbf”.

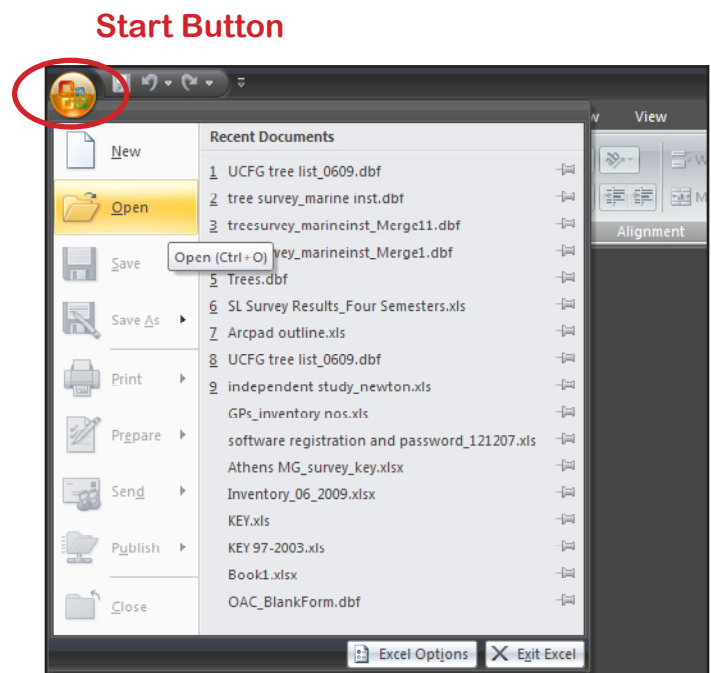
Paste the file in a location of your choosing.



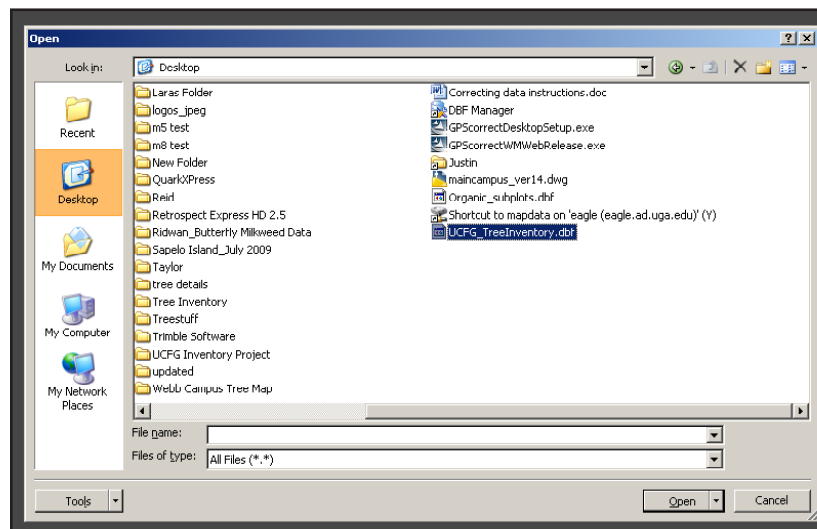
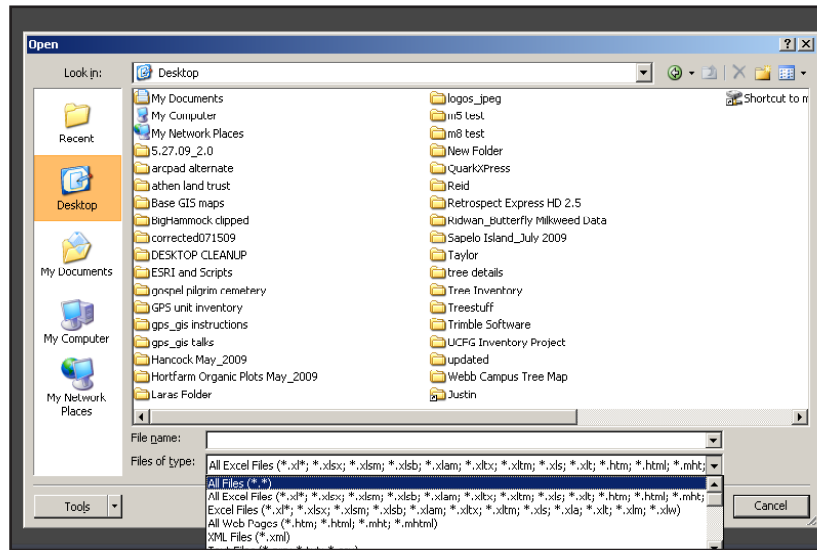
## Part 2: Viewing in Excel

*NOTE:* A database file will open in both Excel 2007 and Excel 97-2003. Excel 2007 will not allow you to save your data as a .dbf file. You will have to save it as an Excel spreadsheet (.xls). Excel 97-2003 will allow you to save your data as a .dbf or an Excel spreadsheet (.xls). If you plan on editing the data and returning it to the shapefile format for use by ArcMap, use Excel 97-2003. These items will be addressed further in the tutorial.

- Open Microsoft Excel.
- Open your data by double clicking on the file, or navigate to it through the “Open” command in Excel.
- Click on the “Start” button and scroll to “Open”.



4. If you navigate to it from Excel, browse to the file when the “**Open**” window opens. You will not be able to view it unless you select “**All Files (\*.\*)**” from the “**Files of Type**” dropdown list. For this tutorial, the file has been saved on the desktop.



5. Select the file and click on “**Open**”.

When the file opens, it will look like this in both **Excel 97-2003** and **Excel 2007**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	PLOT	SPECIES	DE	DE	DE	DE	DE	DE	DE	TREBO	CRID	M	TREE_IS	IS	CR	DE	CR	TG	IR	WO	IR	TO	OT	HER	
2	1	SAPA	1	11	0	0	0	0	0	22	12	9	E	0	1	Y	5	FALSE	FALSE	FALSE					
3	1	SAPA	1	10	0	0	0	0	0	20	12	7	E	0	2	Y	5	FALSE	FALSE	FALSE					
4	1	SAPA	1	11	0	0	0	0	0	18	11	12	E	0	3	Y	5	FALSE	FALSE	FALSE					
5	1	SAPA	1	10	0	0	0	0	0	0	0	0		0	4	0	FALSE	FALSE	FALSE						
6	1	SAPA	1	13	0	0	0	0	0	20	9	13	E	0	5	Y	5	FALSE	FALSE	FALSE					
7	1	SAPA	1	10	0	0	0	0	0	15	9	9	E	0	6	Y	5	FALSE	FALSE	FALSE					
8	1	SAPA	1	10	0	0	0	0	0	30	13	10	E	0	7	Y	5	FALSE	FALSE	FALSE					
9	1	SAPA	1	9	0	0	0	0	0	30	15	12	E	0	8	Y	5	FALSE	FALSE	FALSE					
10	1	SAPA	1	9	0	0	0	0	0	0	0	0		0	9	0	FALSE	FALSE	FALSE						
11	1	LA6	6	2	2	2	2	2	2	15	6		E	0	10	N	5	FALSE	FALSE	FALSE					TRU
12	1	LA6	3	4	4	4	0	0	0	18	6	15	G	15	11	N	5	FALSE	FALSE	FALSE					TRU
13	1	LA6	1	2	2	2	2	2	2	15	7	15	G	15	12	N	5	FALSE	FALSE	FALSE					TRU
14	1	LA6	1	2	2	2	2	2	2	17	6	10	E	25	13	N	4	FALSE	FALSE	FALSE					TRU
15	1	CULE	1	4	0	0	0	0	0	15	0	8	E	0	14	N	3	FALSE	FALSE	FALSE					FALS
16	1	CULE	1	4	0	0	0	0	0	12	0	9	E	0	15	N	3	FALSE	FALSE	FALSE					FALS
17	1	CULE	1	3	0	0	0	0	0	10	0	6	E	0	16	N	1	FALSE	FALSE	FALSE					FALS
18	1	CULF	1	3	0	0	0	0	0	10	0	6		0	17	N	2	FALSE	FALSE	FALSE					FALS
19	1	CULE	1	4	0	0	0	0	0	14	0	8	E	10	18	N	3	FALSE	FALSE	FALSE					FALS
20	1	QUVI	1	3	0	0	0	0	0	14	44	14	E	0	19	N	5	FALSE	FALSE	FALSE					TRU
21	1	BENI	1	7	4	0	0	0	0	30	4	22	E	25	20	N	4	FALSE	FALSE	FALSE					FALS
22	1	QUVI	1	3	0	0	0	0	0	15	3	7	P	30	21	N	5	FALSE	FALSE	FALSE					TRU
23	1	BENI	2	3	4	0	0	0	0	20	33	12	E	0	22	N	5	FALSE	FALSE	FALSE					TRU
24	1	QUVI	1	3	0	0	0	0	0	8	3	8	D	75	23	N	5	FALSE	FALSE	FALSE					TRU
25	1	MAGR	1	3	0	0	0	0	0	13	0	4	G	20	24	Y	5	FALSE	FALSE	FALSE					TRU
26	1	MAGR	1	3	0	0	0	0	0	12	0	4	C	40	25	Y	5	FALSE	FALSE	FALSE					TRU
27	1	MAGR	1	3	0	0	0	0	0	14	0	4	P	30	26	Y	5	FALSE	FALSE	FALSE					TRU
28	1	MAGR	1	3	0	0	0	0	0	12	0	4	C	40	27	Y	5	FALSE	FALSE	FALSE					TRU
29	1	MAGR	1	3	0	0	0	0	0	12	0	4	P	30	28	Y	5	FALSE	FALSE	FALSE					TRU

You now have spreadsheet that can be edited like any other Excel file. Here, the column widths have been changed to view the data clearly:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PLOT	SPECIES	DBHS	DBH1	DBH2	DBH3	DBH4	DBH5	DBH6	TREE_HT	BOLE_HT	CRWN_WIDTH	DIEBACK	_AREA	_MISSING	TREE_ID	SHRB_IND	_BLDGS	STRE
2	1	SAPA	1	11	0	0	0	0	0	22	12		9	E	0	1			Y
3	1	SAPA	1	10	0	0	0	0	0	20	12		7	E	0	2			Y
4	1	SAPA	1	11	0	0	0	0	0	18	11		12	E	0	3			Y
5	1	SAPA	1	10	0	0	0	0	0	0	0		0		0	4			
6	1	SAPA	1	13	0	0	0	0	0	20	9		13	E	0	5			Y
7	1	SAPA	1	10	0	0	0	0	0	15	9		9	E	0	6			Y
8	1	SAPA	1	10	0	0	0	0	0	30	13		10	E	0	7			Y
9	1	SAPA	1	9	0	0	0	0	0	30	15		12	E	0	8			Y
10	1	SAPA	1	9	0	0	0	0	0	0	0		0		0	9			
11	1	LA6	6	2	2	2	2	2	2	15	6		E		0	10			N
12	1	LA6	3	4	4	4	0	0	0	18	6		15	G	15	11			N
13	1	LA6	1	2	2	2	2	2	2	15	7		15	F	15	12			N
14	1	LA6	1	2	2	2	2	2	2	17	6		10	E	25	13			N
15	1	CULE	1	4	0	0	0	0	0	15	0		8	E	0	14			N
16	1	CULE	1	4	0	0	0	0	0	12	0		9	E	0	15			N
17	1	CULE	1	3	0	0	0	0	0	10	0		6	E	0	16			N
18	1	CULF	1	3	0	0	0	0	0	10	0		6		0	17			N
19	1	CULE	1	4	0	0	0	0	0	14	0		8	E	10	18			N
20	1	QUVI	1	3	0	0	0	0	0	14	44		14	E	0	19			N
21	1	BENI	1	7	4	0	0	0	0	30	4		22	E	25	20			N
22	1	QUVI	1	3	0	0	0	0	0	15	3		7	P	30	21			N
23	1	BENI	2	3	4	0	0	0	0	20	33		12	E	0	22			N
24	1	QUVI	1	3	0	0	0	0	0	8	3		8	D	75	23			N
25	1	MAGR	1	3	0	0	0	0	0	13	0		4	G	20	24			Y
26	1	MAGR	1	3	0	0	0	0	0	12	0		4	C	40	25			Y
27	1	MAGR	1	3	0	0	0	0	0	14	0		4	P	30	26			Y
28	1	MAGR	1	3	0	0	0	0	0	12	0		4	C	40	27			Y
29	1	MAGR	1	3	0	0	0	0	0	12	0		4	P	30	28			Y

To save your work in Excel 97-2003, go to **Part 3**.

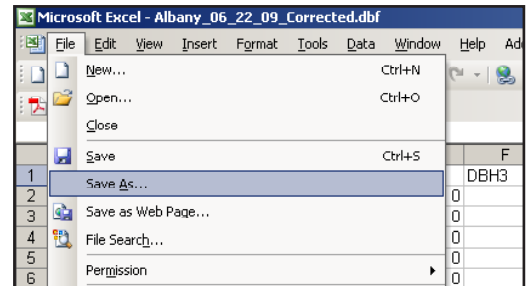
To save your work in Excel 2007, go to **Part 4**.

**If you are not interested in editing and only wanted to view your data, there is no need to save. Just close Excel.**

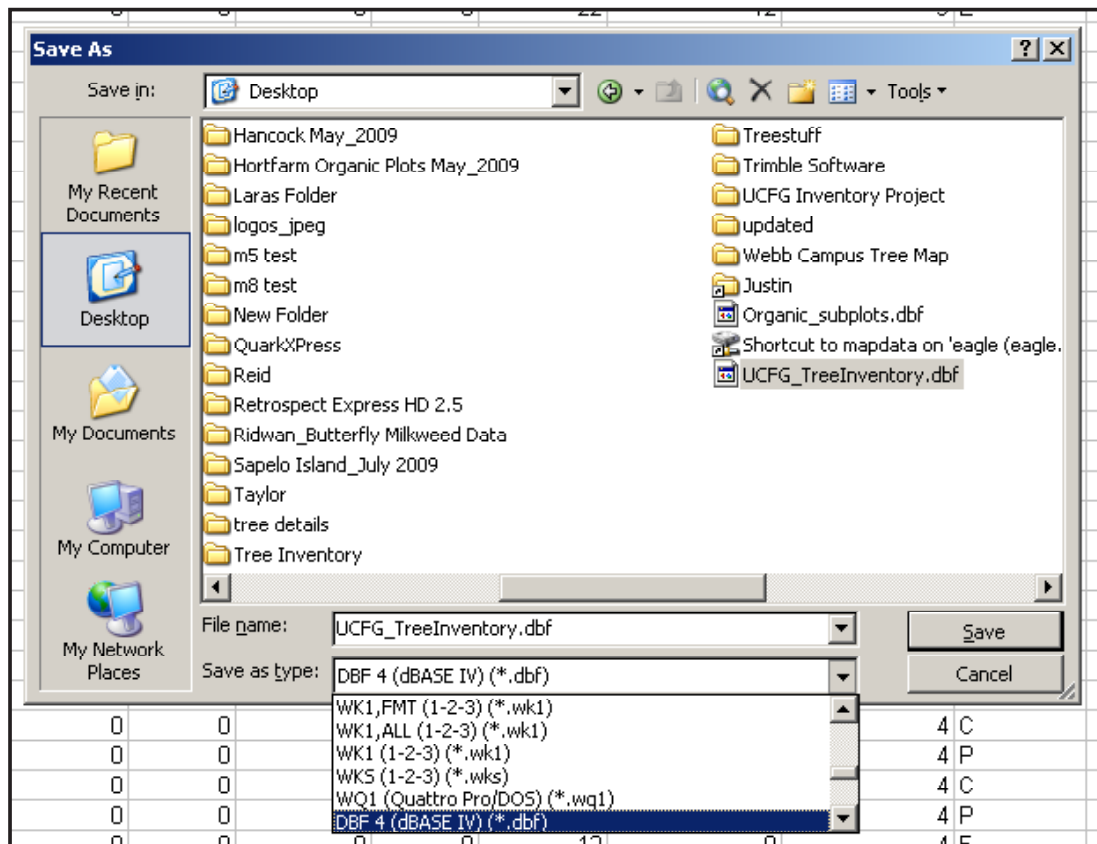
## Part 3: “Save As” in Excel 97-2003

In **Excel 97-2003** your data may be saved as an “.xls” or a “.dbf”. Saving the file as a database file after you have made edits in Excel is only useful if you plan on applying these edits to and/or using the file in ArcMap. Note that the data may also be edited in the ArcMap program as an “Attribute Table”.

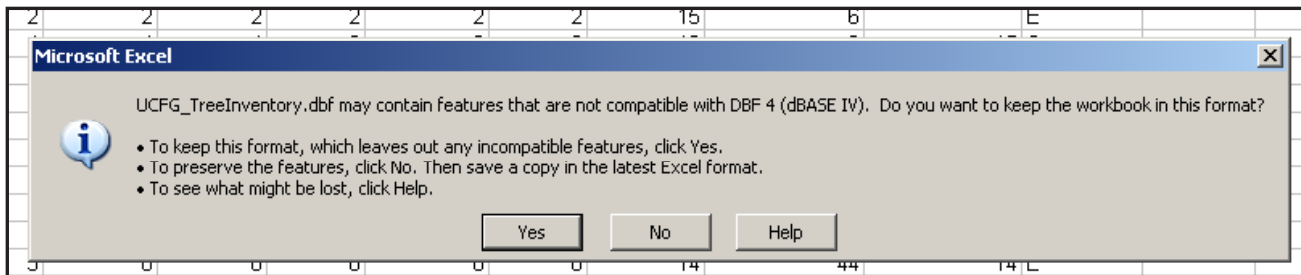
1. When you are ready, click on “**File**” and scroll down to “**Save As...**”. The “Save As” window will open.



2. In the “**File name**” field browse to or create a name for your file.
  - a.) *TO SAVE AS .xls:* In the “**Save as type:**” field, scroll up to the top of the list and select “**Microsoft Office Excel Workbook (\*.xls)**”. After you have chosen a type, click on “**Save**”.
  - b.) *TO SAVE AS .dbf:* In the “**Save as type:**” field, the extension “**DBF 4 (dBASE IV) (\*.dbf)**” will be the default. Click on “**Save**”.



When you get this message, click “Yes”.



## Part 4: “Save As” in Excel 2007

For Excel 2007, Microsoft removed the option to save a file as a “.dbf”. If you do not need to use ArcMap to organize your data, then saving the file as an Excel spreadsheet will not pose a problem. If you do not have Excel 97-2003 and need to keep the data in .dbf format, you may conduct simple edits in the ArcMap “Attribute Table”.

1. Click on the Start button, scroll to “**Save As**” and select a version of Excel that is suitable for you. If you will be sharing the data, save it as “**Excel 97-2003 Workbook**” in case people viewing the data have not upgraded their version of Excel.
2. In the “**File name:**” field, browse to or create a name for your file. In the “**Save as type:**” field, “**Microsoft Office Excel Workbook (\*.xls)**” or something similar will be the default and you will not need to change it.
3. Click on “**Save**”.

