

## How to Add Data (GIS “Shapefiles”) to BioFinder

**Note:** use this process if you have an existing GIS “Shapefile” with your own data. A shapefile consists of eight separate files all with the same name but different extensions

community_places.cpg	5/23/2022 4:00 PM	CPG File	1 KB
community_places.dbf	5/23/2022 4:00 PM	DBF File	2 KB
community_places.prj	5/23/2022 4:00 PM	PRJ File	1 KB
community_places.sbn	5/23/2022 4:00 PM	SBN File	1 KB
community_places.sbx	5/23/2022 4:00 PM	SBX File	1 KB
community_places.shp	5/23/2022 4:00 PM	SHP File	5 KB
community_places.shx	5/23/2022 4:00 PM	SHX File	1 KB
community_places.xml	5/23/2022 4:00 PM	XML Document	29 KB

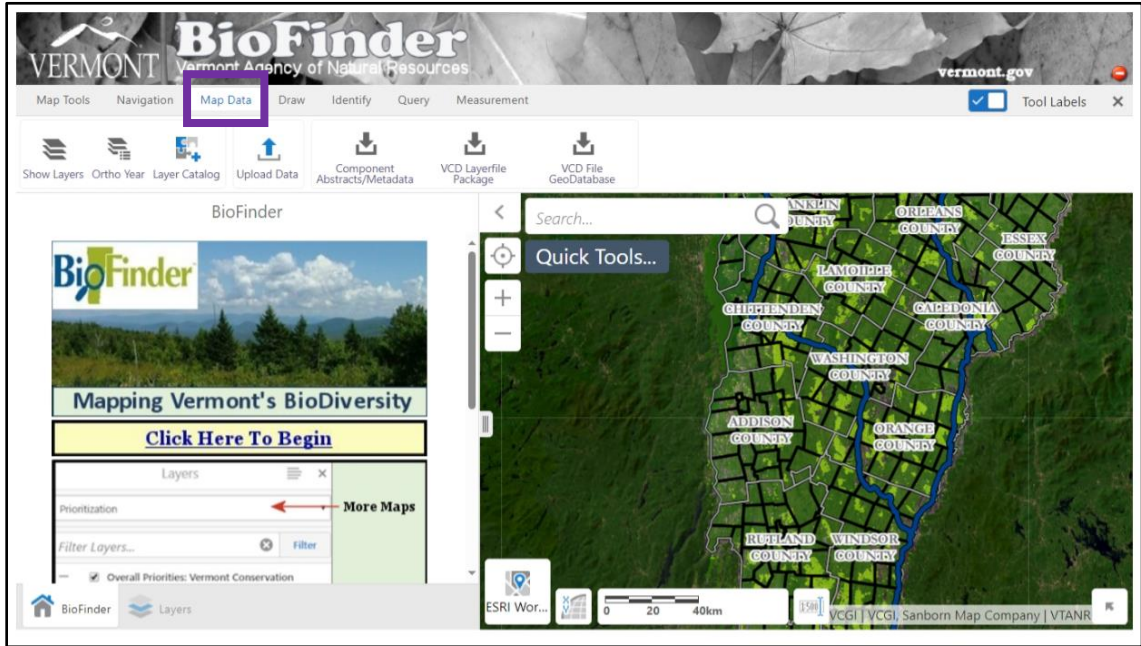
There is a separate process (not described here) for uploading existing datasets from the Agency of Natural Resources Atlas using the “Layer Catalog”

### Adding a Shapefile to display in BioFinder

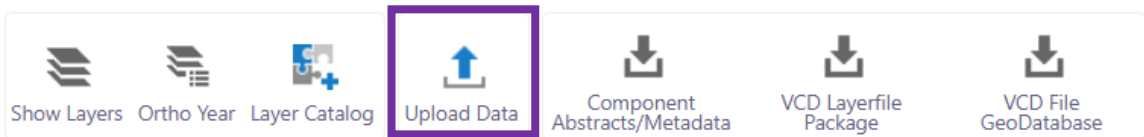
1. Open BioFinder  
<http://anrmaps.vermont.gov/websites/BioFinder4/>
2. Click the tools button at top right

The screenshot displays the BioFinder web application. The main map area shows Vermont with county boundaries labeled: FRANKLIN COUNTY, ORLEANS COUNTY, LAMOTHE COUNTY, CHITTENDEN COUNTY, WASHINGTON COUNTY, ADDISON COUNTY, ORANGE COUNTY, RUTLAND COUNTY, WINDSOR COUNTY, and WINDHAM COUNTY. A purple box highlights the 'Tools' button in the top right corner of the map area. The left sidebar contains a 'Layers' panel with a 'Filter Layers...' search bar and a list of layers. Red arrows point from the 'Layers' panel to the 'Components Combined' and 'Individual Components' sections. The 'Layers' panel includes sections for 'Prioritization', 'Design', and 'Component Layers'. The 'Components Combined' section includes 'Community & Species Scale (Components combined)' and 'Landscape Scale (Components combined)'. The 'Individual Components' section includes 'Community & Species Scale Components' and 'Landscape Scale Components'. The bottom of the interface shows a scale bar (0, 20, 40km) and a copyright notice: 'ESRI Wor... VCGI | VCGI, Sanborn Map Company | VTANR'.

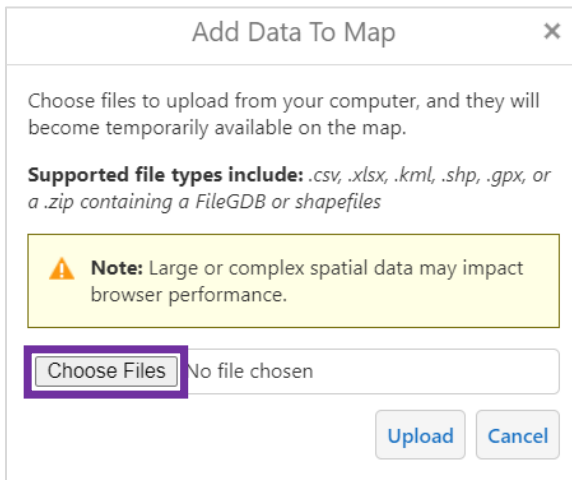
3. Click on Map Data Tab



4. Click the button to Upload Data

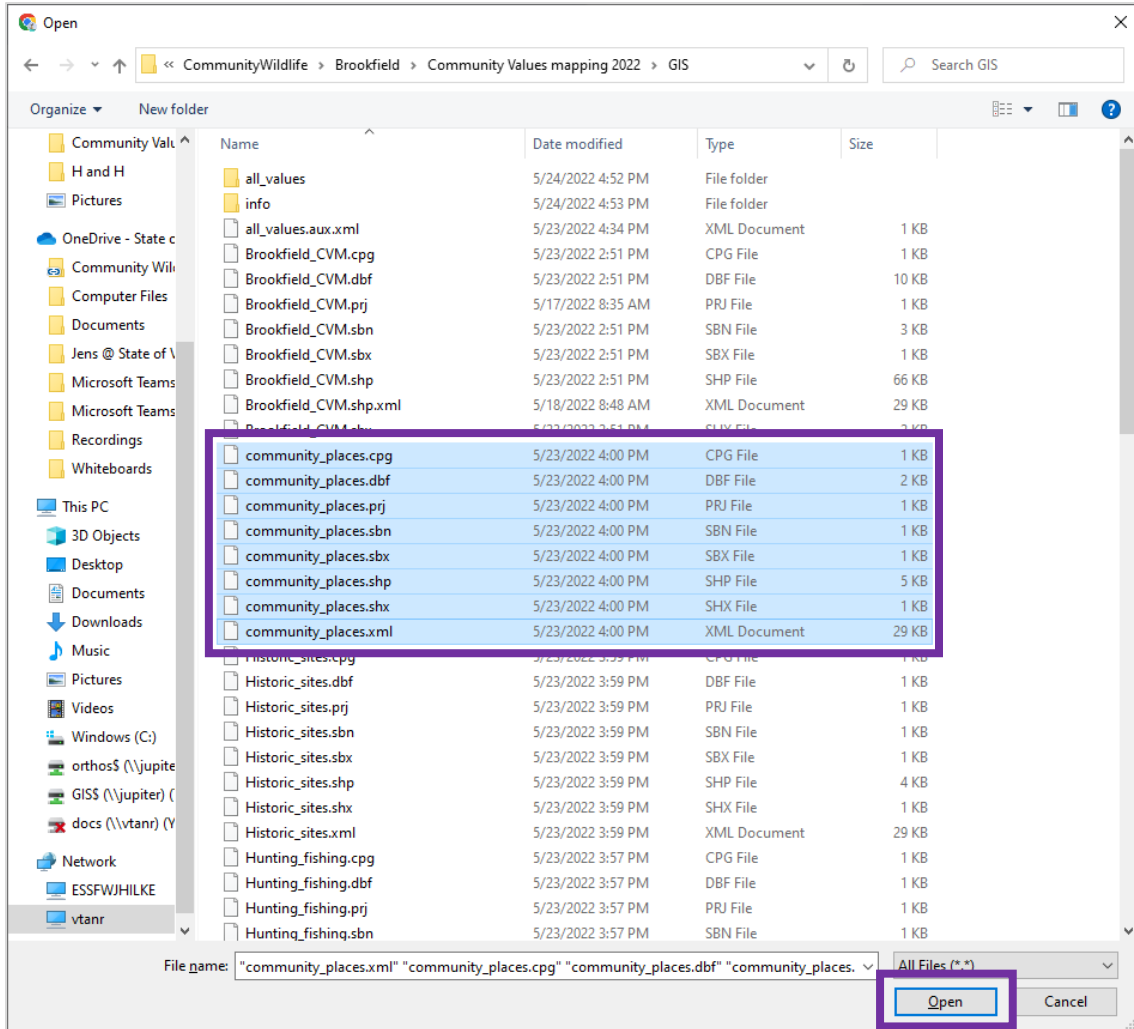


5. Click the button to Choose Files



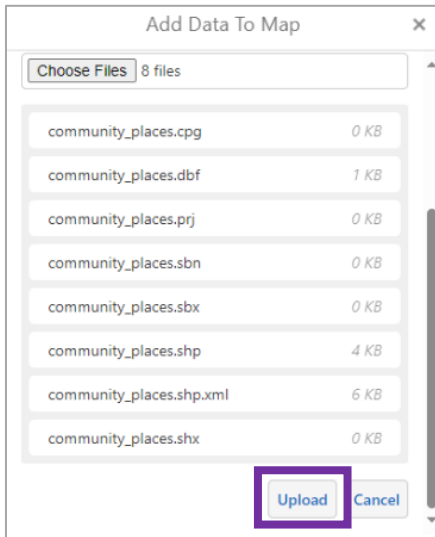
6. Navigate to the files you'd like to upload

You'll need to select ALL EIGHT FILES associated with a particular "Shapefile". Hold the SHIFT key and click on each of them. Then click OPEN.

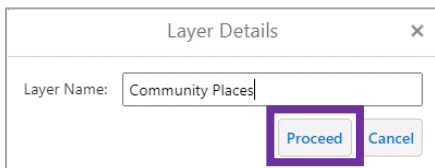


OR you could select an entire zip file, if it contains all the parts of a "Shapefile"

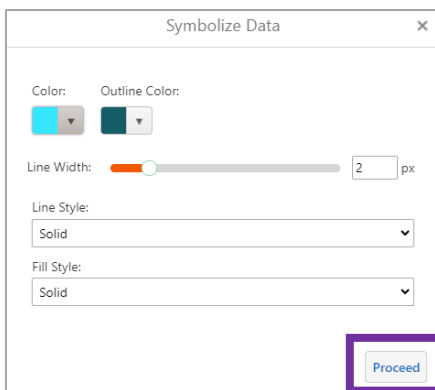
7. Click UPLOAD



8. Edit the name if you want, then click PROCEED



9. Edit the color & outline color that it will display, then click PROCEED



10. Now it will be added to the map as another layer in BioFinder. You can turn it off/ on, change the transparency and change the colors.

