

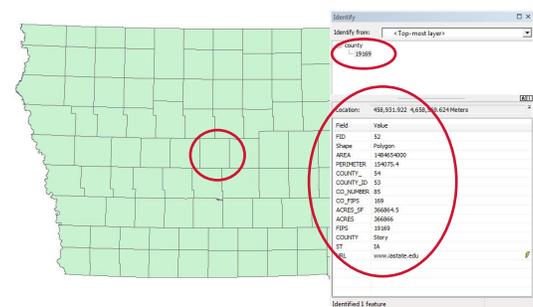
## Customizing ArcGIS Settings for Improved Productivity: Adding Hyperlinks

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, “Essential ArcGIS Tutorial Series.” The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

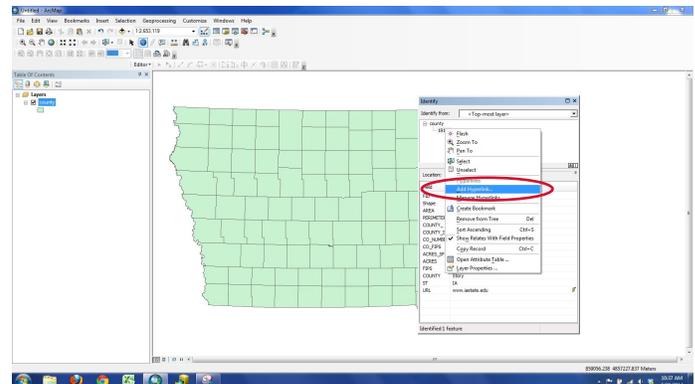
Hyperlinking is a feature in ArcGIS that allows for outside content to be added to features within ArcMap. This allows from more customization of map data. The hyperlink feature supports any file that can be opened with existing software on the computer. This task sheet will cover how to set up a hyperlink for a variety of file types.

### 1. Download Data

- Download the data used in this task sheet by navigating to [www.extension.iastate.edu/communities/gis/quicktasksheets/data](http://www.extension.iastate.edu/communities/gis/quicktasksheets/data). Click on the publication number that matches this task sheet. In this case, the publication number is PM2082-09j. This data originated from the Iowa Natural Resource Geographic Information Systems Library (NRGIS Library) and can also be found at: <https://programs.iowadnr.gov/nrgislib/> or [www.igsb.uiowa.edu/nrgislib/](http://www.igsb.uiowa.edu/nrgislib/).



- Click the Add Data icon and select county.shp from the folder it resides in. *Note: The shapefile will need to be extracted from the zipped folder before it can be added or viewed in ArcGIS programs.*

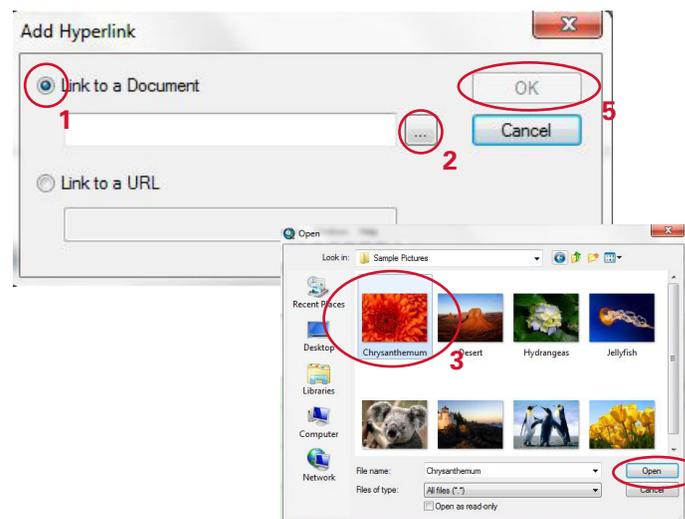


### 2. Open ArcMap and add a Shapefile

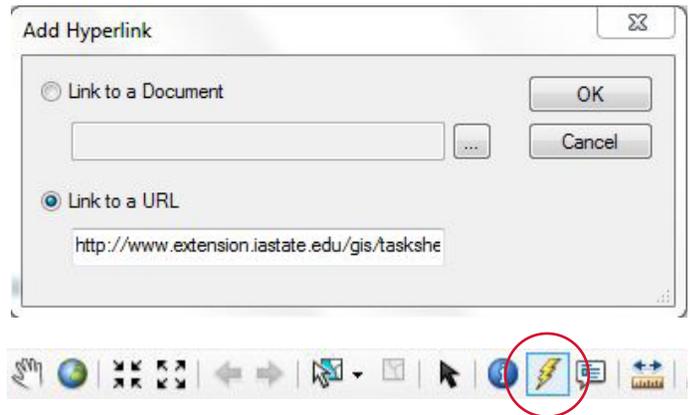
- Open a blank ArcMap document and add the county shapefile to the map.
- Select the **Identify** tool in the main toolbar and select a county on the map that is to be hyperlinked by clicking on the feature.

### 3. Creating a Hyperlink

- In the **Identify** window, right-click the feature name that is shown and select **Add Hyperlink...**
- To link to a document such as an image file or text file select **Link to a Document** and select the icon to **browse folders**. Navigate to and select the desired file and click **OK**.

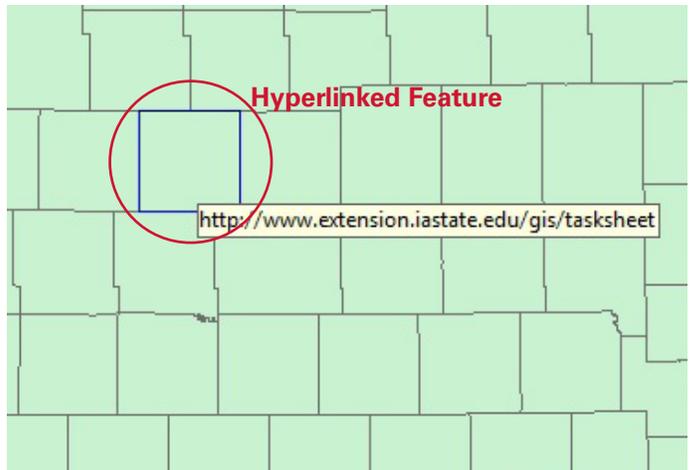


- c. To link to a webpage, select **Link to a URL** and type in the URL of the desired website in the box below and click **OK**.
- d. Close the **Identify** window.



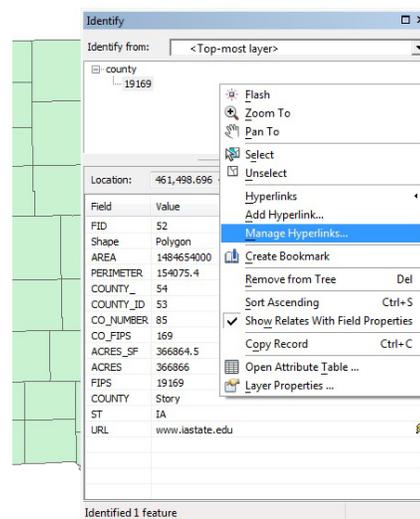
#### 4. Viewing a hyperlinked feature

- a. To view the hyperlinks select the **Hyperlink** tool in the main toolbar. *Note features that have a hyperlink established will be highlighted in blue.*
- b. Click on the feature that has been hyperlinked. Depending on the file type, a new program will open up to run the hyperlink. For example, a web browser will open when a URL link is selected with the hyperlink tool.



#### 5. Managing Hyperlinks

- a. Select the **Identify** tool in the main toolbar and click on the hyperlinked feature.
- b. In the **Identify** window, right-click the feature that is shown and select **Identify Hyperlinks...**
- c. In the Manage Dynamic Hyperlinks window you can (**Jump To...**, **Remove**, **Remove all**, and **Add New...**) hyperlinks.



## Contact

Bailey Hanson bahanson@iastate.edu, 515-520-1436 or Professor Christopher J. Seeger, ASLA, GISP cjseeger@iastate.edu, 515-509-0651 for more information about the Geospatial Technology Program. This task sheet and more are available at [www.extension.iastate.edu/communities/gis](http://www.extension.iastate.edu/communities/gis).

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