1. Determine the feature type (point, line or polygon) needed by referencing the OWRI guidelines.

2. In ArcCatalog, right click on a folder and select 'New' and then 'Shapefile...'

Suggestion: name the shapefile with the OWEB grant number or project name.

3. Set the coordinate system to:

NAD 1983 Oregon Statewide Lambert Feet Intl.

Include the following attributes:

- **name** text field, the project name
- **activity** text field, e.g., riparian, instream, road, etc.
- treatment text field, a short description of the treatments

4. Login to OWRI Online (OWRIO) and upload the map following the instructions on the upload page.

Note: double check that you have selected the correct OWRI project that corresponds with the map that is about to be uploaded.

Note: shapefiles are required to be zipped prior to upload, additional guidance is provided on the OWRIO upload page. For zip file guidance from Microsoft, <u>click here</u>.

OWRI Guidelines:

- **Instream Project** map as a line feature on the stream centerline. If the project is a single instream feature such as a single log or boulder structure, map as a single point.
- **Road Project** map as a line feature. If the project is a single site such as an addition of a cross-drain or a road ford improvement, map as a single point.
- Fish Passage Project map as a point feature for each fish habitat improvement.
- Riparian Project map as a line feature on the stream centerline.
- Wetland Project map as a polygon feature. If the project is at a single location such as a dike removal project or a single large wood structure placement, map as a single point.
- **Upland Project** map as a polygon feature. If the project is at a single location such as an off-channel livestock watering site, or manure storage facility, map as a single point.
- **Urban Project** map as a polygon feature.

Spatial Reference Properties			? X
XY Coordinate System			
Name: NA	AD_1983_Oregon_Statewid	le_Lambert_Feet_	Intl
Details:			
Projection: Lambert_Conformal_Conic ▲ False_Easting: 1312335.958005 False_Northing: 0.00000 Central_Mendian: -120.500000 Standard_Parallel_1: 43.000000 Standard_Parallel_1: 43.000000 E Latitude_Of_Ongin: 41.750000 Latitude_Of_Ongin: 41.750000 Linear Unit: Foot (0.304800) E			
Geographic Coordinate System: GCS_North_American_1983 Angular Unit: Degree (0.017453292519943299) Prime Meridian: Greenwich (0.0000000000000000000) Datum: D_North_American_1983			
Select	Select a predefined coor	dinate system.	
Import	Import a coordinate system and X/Y, Z and M domains from an existing geodataset (e.g., feature dataset, feature class, raster).		
<u>N</u> ew -	Create a new coordinate system.		
Modify	Edit the properties of the currently selected coordinate system.		
Clear	Sets the coordinate system to Unknown.		
Save As	Save the coordinate system to a file.		
	ОК	Cancel	Apply