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.

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.

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, [click here](#).