

## Shapefile Upload

To add Shapefiles to your Consultation follow the guidelines below. These instructions can be forwarded to your GIS Technician for their reference.

### Shapefile Upload

Spatial Information can be contained within a file called a shapefile. This file can be uploaded into the CIS to specify spatial location. Shapefiles should be contained within a zip file.

The shapefile must adhere to the following format:

- One shapefile only. May contain points, lines, or polygons (whatever best describes the spatial location of the activity). Do not put multiple shapefiles into one zip file.
- Projection: EPSG 4326 <http://spatialreference.org/ref/epsg/4326/>
- No Z Data. Remove all z data if it exists.
- No multipart shapefiles. Please break any multipart shapes into individual shapes. A shapefile may contain multiple single-part shapes.
- File names should:
  - Contain no spaces or symbols. (Underscores are allowed)
  - Must be shorter than 32 characters
- Shapefiles should be zipped
  - Be sure to include the .shp, .shx, and .dbf all together
  - Do not put files in subdirectories. All files should be in the root of the zip file.
  - The free Windows tool "7Zip" (<http://www.7-zip.org/>) is a handy utility.

### Add a new file

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Upload

Files must be less than 512 MB.

Allowed file types: zip kml.