

Converting an Excel file to dbf for use in ArcGIS

In Excel:

- Delete any extra lines at the top of the file
- Make column headings follow these rules:
 - 10 characters or fewer
 - First character is an alpha
 - No special characters except underscore
 - No spaces
- Select all, then **Format>Column>Autofit Selection**
- Format text fields to have column widths set properly
- Format number cells properly, including decimal places
- Make sure your join field is the same format as the one in the shapefile
- Save the file as an Excel file with a new name
- Save the file as a dbf file, answering “**Yes**” to the question about format
- Close the file, answering “**No**” to the question about saving the changes (because you’ve already saved them in the prior step)

Open ArcGIS and add the dbf to your Map and join it to your shapefile