REGIS QuickReference
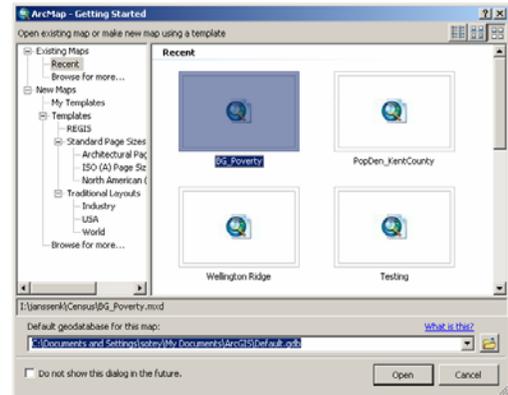# How to Open a Saved ArcGIS Project

This REGIS QuickSheet shows how to open a previously-saved Map Document File (.mxd), also commonly known as an ArcGIS "project". A previously-saved project can contain any number of data layers, map layouts and other saved items for easy re-use at a later time. There are two ways to open a saved .mxd file.

Open a Saved Project (.mxd) at Log In

1. Log into ArcGIS (ArcView, ArcEditor, ArcInfo) as you normally would.

2. After the ArcGIS application loads, the "Getting Started" dialogue box appears with several choices. By default, Recently opened projects is selected, which will display icons of map documents you have recently opened. ArcGIS remembers your last several saved projects for you, saving you from having to navigate to where you saved it last. If you want to create a new blank map document and add all the layers from scratch navigate to REGIS (under New Maps>Templates) and add the REGIS Template. Either double-click on the map icon or click on the map icon and the "OK" button to continue.

Open a Saved Project (.mxd) after Logging In

1. If you are already in the middle of an ArcGIS session, you can open up a saved map document (project) file as simply as opening a new document in many other programs.

2. Just click on the "Open" button in the Standard toolbar or click the "File" drop-down menu and choose "Open…". The standard "open file" dialogue box will appear. Simply navigate to the appropriate folder and locate the file you wish to open. Just double-click on the .mxd file you're looking for, or select it and click on the "Open" button in the lower right corner.

Notes

- Map Documents (.mxd or "project files") can be stored and retrieved from any of several locations. First, as a REGIS User, you have your very own "I drive" folder in which you can store and retrieve project files. Second, each user's community or agency has an I drive folder in which projects and data can be stored and found. (For example, I:/Grandville and I:/Hudsonville can be accessed only by employees of Grandville and Hudsonville, respectively.) Third, you can save and open projects from your local C: drive on your computer, but note that your local C: drive is found as "**C$ on Client (V:)**" or as the "V: drive."

- You can set up your own "master project" file by opening up a new, empty map document, adding the various data layers you use most often, zooming into your area of interest (e.g. your community) and saving the map document to your "I" or local "C" ("V" in REGIS) drives. Then, every time you log into REGIS ArcGIS , you can simply re-open your saved project file and save the time of re-adding layers and configuring your map from scratch each time.

Help and Additional Information

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to *regis@gvmc.org*, or consult the REGIS Support Center at *http://www.gvmc-regis.org/regis_users.html*. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at http://www.gvmc-regis.org/training.html