

Task : How to populate a new field in an ArcView Table with existing data.

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1. Open ArcView 3.2
2. Open the target table – **before you start editing make sure that you have a backup copy of your data.**
3. Start editing the table by selecting the Table/Start Editing menu choice.
4. Add a new field by selecting the Edit/Add Field menu choice.
5. Create a new field using the same characteristics as your target field – the one from which you wish to copy data, e.g. String. Click OK.
6. Make sure that your new field is highlighted.
7. Select either the Field/Calculate menu choice or the Calculator button.
8. Place your cursor in the input box at the bottom of the Field Calculator dialog box.
9. Double click on the name of your target field in the upper left hand box. The name of the field should appear in the lower box.
10. Click OK and the new field should be populated with the contents of the target field.
11. Stop editing the table by selecting the Table/Stop Editing menu choice and save the edits.

You can also populate new fields with manipulated data from other fields. For example, you can create a field “pmtsited” with the concatenated value of the permit and site id fields by double clicking on the first field (permit) adding a + by double clicking on the + in the upper right Requests box, and then double clicking on the second field (siteid). This generates the statement “pmtsited = permit + siteid”.