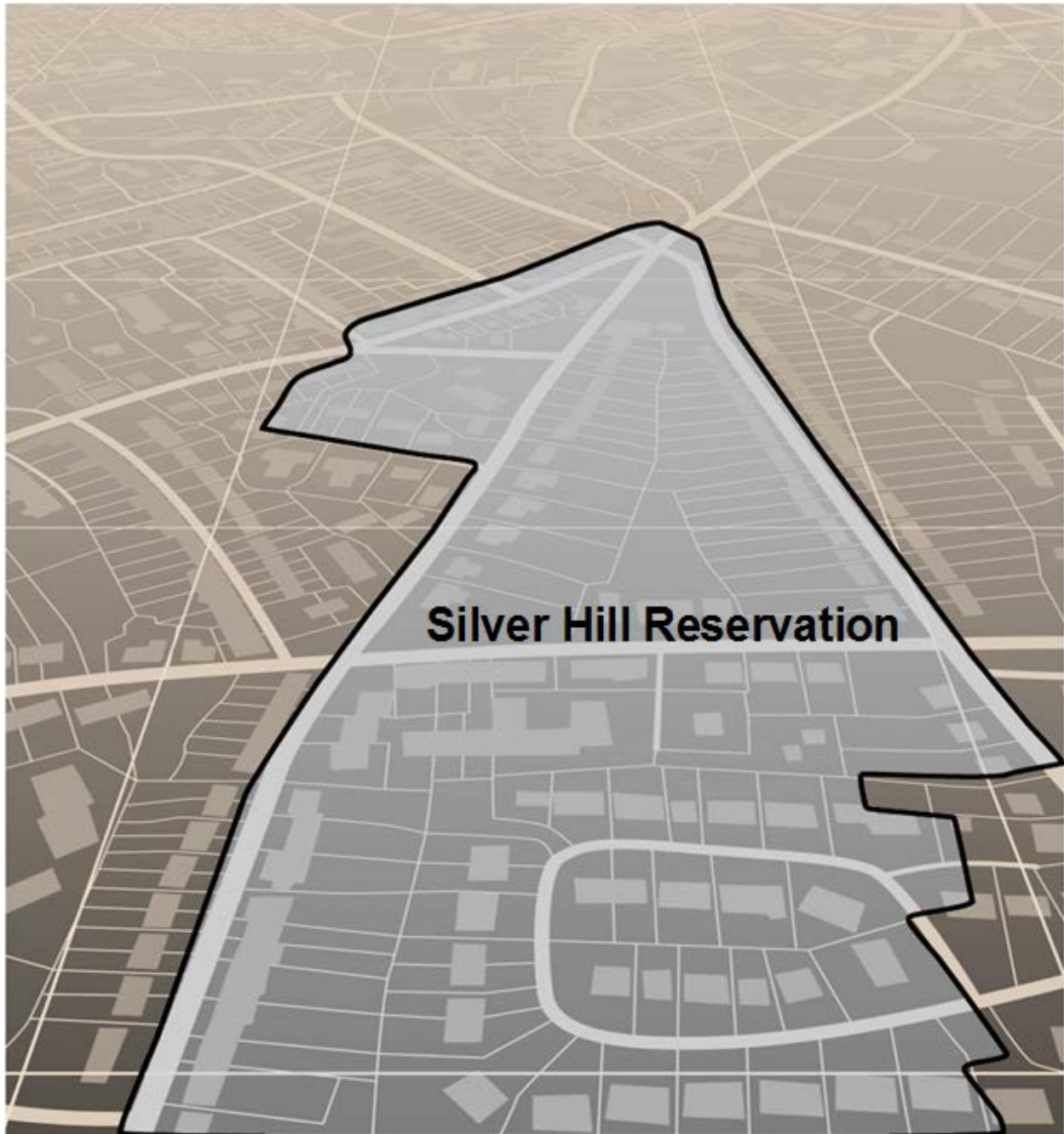


# Boundary and Annexation Survey (BAS) Tribal Respondent Guide: GUPS

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*Instructions for using the Geographic Update Partnership Software (GUPS)*

Revised as of November 12, 2020



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# INTRODUCTION

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## A. The Boundary and Annexation Survey

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) annually to collect information about selected legally defined geographic areas, such as counties (and equivalent areas), incorporated places, minor civil divisions (MCDs), federally recognized American Indian Areas (AIAs) — including reservations, off-reservation trust lands and tribal subdivisions, and Hawaiian Homelands. BAS also provides an opportunity for participants to review the names and geographic relationships for these areas. Title 13, Section 6, United States Code authorizes this survey.

The Census Bureau uses the boundary information collected during BAS to tabulate data for the decennial and economic censuses, and to support the yearly delivery of the American Community Survey (ACS) data. Maintaining correct boundaries and boundary-to-feature relationships through BAS helps ensure that the Census Bureau assigns the appropriate housing and population counts to each government.

In compliance with the Office of Management and Budget Circular A-16, BAS supports the Census Bureau’s spatial data steward responsibilities for the Federal Geographic Data Committee (FGDC) and the Geospatial One-Stop by updating the inventory and boundaries of governments.

In addition, BAS is the source of up-to-date information on changes to the boundaries, codes and names of incorporated places, MCDs, counties (and equivalent areas), Hawaiian Homelands, and federally recognized AIAs, which include reservations and off-reservation trust lands used by the U.S. Geological Survey (USGS), the National Map, and the Geographic Names Information system (GNIS). Please visit the BAS program website at <https://www.census.gov/programs-surveys/bas.html>.

For more information on BAS, please view the BAS video series on the Census Bureau’s BAS website at <https://www.census.gov/programs-surveys/bas/library/videos.html>.

## B. Key Dates for BAS Respondents

**January 1**—Boundary updates must be legally in effect on or before this date to be reported in the current survey year.

**March 1**—Boundary updates returned by this date will be reflected in the ACS and in next year’s BAS materials.

**May 31**—Boundary updates returned by this date will be reflected in next year’s BAS materials.

## C. Legal Disputes

If the Census Bureau discovers that an area of land is in dispute between two or more jurisdictions, the Census Bureau will not make any boundary corrections until the parties come to a written agreement or there is a documented final court decision regarding the dispute.

To learn more, please contact the Census Bureau Legal Office at **1-301-763-9844**.

For disputes involving tribal areas, the Census Bureau must defer to the Office of the Solicitor at the Department of the Interior for a legal opinion. Often complicated land issues require an extended period of time for resolution, and in those cases, the Census Bureau will retain the current boundary in the database until a legal opinion is issued by the Solicitor's office.

## D. Respondent Guide Organization

This guide was created for those who choose to participate in the survey using GUPS. Those using their own GIS should consult the Boundary and Annexation Survey Tribal Respondent Guide: Digital available on the BAS website: <[https://www.census.gov/programs-surveys/bas/information/response-methods.Digital\\_BAS.html](https://www.census.gov/programs-surveys/bas/information/response-methods.Digital_BAS.html)>. Those using paper maps should consult the Boundary and Annexation Survey Respondent Guide: Paper available on the BAS website: <[https://www.census.gov/programs-surveys/bas/information/response-methods.Paper\\_BAS.html](https://www.census.gov/programs-surveys/bas/information/response-methods.Paper_BAS.html)>.

This guide is equipped with shortcuts to subjects that respondents may want to jump to directly. To move directly to one of these sections, click on the linked text. This guide contains two parts:

**Part 1: Provides an overview of BAS. It specifies the:**

- [Process and Workflow.](#)
- [Reviewing BAS Data](#) (Information specific to the review and update of each type of geographic area).
- [Quality Control and File Submission.](#)
- [Submitting Files through Secure Web Incoming Module \(SWIM\).](#)
- [Submitting Files on DVD.](#)

**Part 2: Describes GUPS and gives step-by-step instructions (Action/Result in table format) for:**

- [Requirements and Installation.](#)
- [How to Install GUPS.](#)
- [Using GUPS \(Basics and Map Management\).](#)
- [How to Access BAS Shapefiles.](#)
- [Import Data from the Census Bureau's BAS Website.](#)
- [Download Shapefiles from the BAS Website .](#)
- [Download Shapefiles from the Census Bureau ftp2 Site.](#)
- [How to Import User-Provided Data into GUPS.](#)
- [Making BAS Updates in GUPS.](#)
- [How to Update Legal Boundaries.](#)
- [How to Update Linear Features.](#)

- [How to Update Area Landmarks and Hydrographic Areas.](#)
- [How to Update Point Landmarks.](#)
- [How to Use GUPS Review and Validation Tools.](#)
- [Exporting a Printable Map.](#)
- [Submitting Files to the Census Bureau through SWIM.](#)

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**Note:** In all the Action/*Result* tables, the action is usually a command or action the participant needs to perform, and the Result(s) of the action will be shown in italics. For example, if the participant clicks the GUPS icon on the desktop, *the software should begin to run automatically.*

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# PART 1 BAS OVERVIEW

## SECTION 1 PROCESS AND WORKFLOW

Figure 1 below illustrates the three phases of the work to be completed for Tribal BAS. The first section in the diagram includes initial steps. The second section indicates the types of geographic data that should be reviewed and updated. The last section lists the final steps to validate and submit changes.

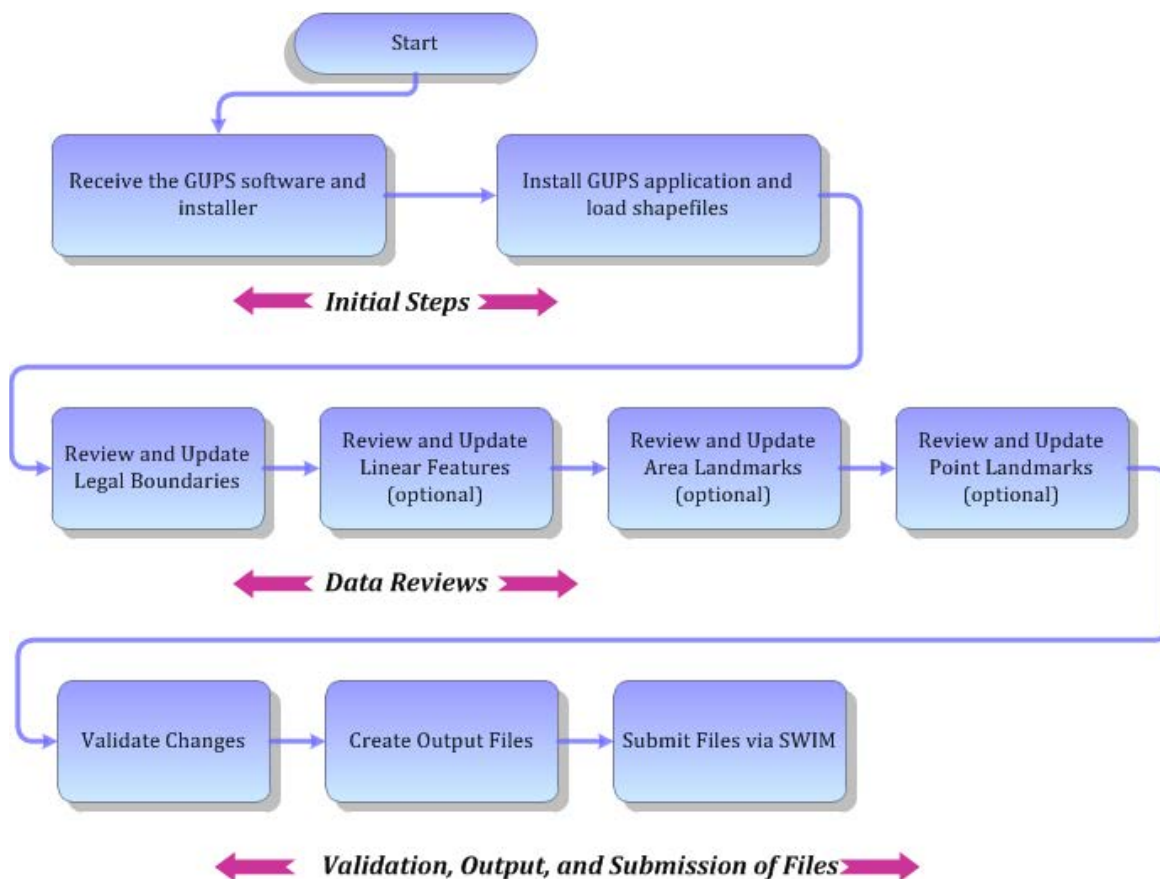


Figure 1. Tribal BAS Workflow

The sections of this guide are organized around the topical areas in the diagram and provide needed program information and procedures, as well as relevant deadlines.

See [Appendix A](#) for a list of contacts and helpful program links.

### 1.1 Receiving the GUPS Application and Shapefiles

GUPS is available for installation two ways. GUPS software is available for download directly from the BAS website <<https://www.census.gov/programs-surveys/bas/technical-documentation/gups-instructions.html>>. Participants can also request to receive GUPS software on DVD, which will be shipped in a package that includes a DVD containing GUPS, this respondent guide in portable document format (.pdf), and a read me text (.txt) file.

Once GUPS is installed, the BAS shapefiles can be imported from the BAS website directly to the GUPS application. Instructions on how to load data into GUPS appears in [5.2, Import Data from the Census Bureau's BAS Website](#). If a participant does not have internet access, they may request shapefiles on DVD. To request a data DVD, call **1-800-972-5651** or email [<geo.bas@census.gov>](mailto:geo.bas@census.gov).

## 1.2 Getting Help

**Part 2: How to Use GUPS** of this guide contains directions for how to use the tools available within the GUPS application, as well as step-by-step instructions for how to carry out specific shapefile updates (e.g., additions and deletions of tribal areas, adding and deleting features and landmarks, etc.).

### 1.2.1 GUPS Help

Training videos for help with using GUPS are available on the BAS website [<https://www.census.gov/programs-surveys/bas/library/videos.html>](https://www.census.gov/programs-surveys/bas/library/videos.html). In addition, a 508-compliant version of this guide is available at [<https://www.census.gov/programs-surveys/bas/information/respondent-guides.html>](https://www.census.gov/programs-surveys/bas/information/respondent-guides.html).

For supplemental information on functions within GUPS that are specific to QGIS, a QGIS user's manual can be found at [<http://docs.qgis.org/3.4/en/docs/user\\_manual/index.html>](http://docs.qgis.org/3.4/en/docs/user_manual/index.html).

The QGIS manual offers particularly helpful information on several activities that are touched on in this guide, but not described in detail, including working with user-provided data layers, creating search expressions for attribute tables, and creating customized coordinate systems. For questions concerning technical problems with the GUPS application, user support is available via telephone at **1-800-972-5651** and by email [<geo.bas@census.gov>](mailto:geo.bas@census.gov).

### 1.2.2 BAS Help

BAS participants may find the *Boundary and Annexation Survey (BAS) Tribal Respondent Guide: Digital* helpful. Although designed for experienced GIS users, it provides important information on geocoding, topological relationships, and spatial accuracy relevant to Census Bureau shapefiles. This guide can be downloaded at: [<https://www.census.gov/programs-surveys/bas/information/response-methods.Digital\\_BAS.html>](https://www.census.gov/programs-surveys/bas/information/response-methods.Digital_BAS.html).

## SECTION 2 REVIEWING BAS DATA

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The Census Bureau requests that participants review and update all legal governments and boundaries within their reservation/trust lands/tribal subdivisions, including the additions and deletions of land area and boundary corrections. They may also update linear features and landmarks, including area landmarks, hydrographic areas, and point landmarks, although review of these is optional.

To help conduct the review, the GUPS application allows participants to import and overlay their own geospatial data layers with the Census Bureau shapefiles. Image files may be imported from web mapping services, geodatabases, and other file types. Steps to import the most common types of user-provided data are provided in [5.7, How to Import User-Provided Data into GUPS](#).

### 2.1 Boundary Corrections

A boundary correction is the adjustment of a boundary to correct an error in how the Census Bureau depicts an existing boundary. Boundary corrections should follow the general shape of the existing boundary. Legal documentation is not required when submitting a boundary correction to the Census Bureau.

### 2.2 Legal Boundary Changes

Legal boundary changes are the result of legal actions (e.g., additions), and documenting such changes is the primary goal of BAS. AIA legal documentation (e.g., statute, federal court decision, trust deed) must accompany all AIA legal boundary changes.

### 2.3 Tribal Areas that can be Submitted through BAS

The following can be updated through Tribal BAS:

- **Federal American Indian Reservations** are areas that have been set aside by the United States for the use of tribes, the exterior boundaries of which are more particularly defined in the final tribal treaties, agreements, executive orders, federal statutes, secretarial orders, or judicial determinations.
- **Federal Off-Reservation Trust Lands** are areas for which the United States holds title in trust for the benefit of a tribe (tribal trust land) or for an individual American Indian (individual trust land).

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**Note:** Trust lands may be located on or off a reservation; however, the Census Bureau tabulates data only for off-reservation trust lands. Please do not submit on-reservation trust land because the Census Bureau can only show the exterior reservation boundary. The Census Bureau does not identify fee land (or land in fee simple status) or restricted fee lands as specific geographic areas.

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- **Tribal Subdivisions** are legal administrative subdivisions of federally recognized American Indian reservations and off-reservation trust lands, and are described as additions, administrative areas, areas, chapters, county districts, communities, districts, or segments. These areas are internal units of self-government or administration that serve social, cultural, and/or economic purposes for the American Indians on the reservations and off-reservation trust lands.
- **Hawaiian Homelands** are areas held in trust for Native Hawaiians by the state of Hawaii, pursuant to the Hawaiian Homes Commission Act of 1920, as amended.

**Table 1** shows the specific changes allowed for each legal government type.

**Table 1: Available Change Types by Government Type**

Entity Type	Available Change Types
<b>Hawaiian Home Land (HHL)</b>	<ul style="list-style-type: none"> <li>• New Entity</li> <li>• Deleted Entity</li> <li>• Addition</li> <li>• Deletion</li> <li>• Boundary Correction (add)</li> <li>• Boundary Correction (remove)</li> <li>• Geographic Corridor</li> <li>• Geographic Offset</li> </ul>
<b>Reservation / Trust Land</b>	<ul style="list-style-type: none"> <li>• New Entity (No Land previously. Have Reservation land and adding Trust Lands for first time, or Have Trust land and are adding Reservation for first time)</li> <li>• Deleted Entity (changing from Reservation to Trust land or Trust Land to Reservation)</li> <li>• Addition (adding to type of geography that already exists)</li> <li>• Deletion (Deleting a portion of Reservation or Trust Land)</li> <li>• Boundary Correction (add)</li> <li>• Boundary Correction (remove)</li> <li>• Geographic Offset</li> </ul>
<b>Tribal Subdivision</b>	<ul style="list-style-type: none"> <li>• Adding tribal subdivisions for first time</li> <li>• Deleting tribal subdivisions all together</li> <li>• Addition</li> <li>• Deletion</li> <li>• Boundary Correction (add)</li> <li>• Boundary Correction (remove)</li> </ul>

## 2.4 Submitting Acceptable Documentation

The Census Bureau is responsible for depicting reservation and off-reservation trust land boundaries, but because the Census Bureau is not the authority on the boundaries, documentation is required to update reservation and off-reservation trust land boundaries.



The following changes require documentation:

- New off-reservation trust land.
- New reservation land.
- Changes from off-reservation trust land to reservation land and changes from reservation land to off-reservation trust land.
- Large changes to existing off-reservation trust land.
- Large changes to existing reservation land.
- Boundary corrections to off-reservation trust land or reservation land that do not follow the general shape of the boundary.

For off-reservation trust land, the most common documentation is a trust deed or a letter from the Bureau of Indian Affairs (BIA). Documents should state that the land is “in trust” for the tribe.

For reservation land, documentation examples include (but are not limited to) federal register notice, Act of Congress, Executive Order, or a new legal opinion issued by the BIA. When submitting large boundary corrections to an existing reservation, please submit the reservation document.

If no documentation is available, please contact the tribe’s regional BIA office to obtain documentation. The Census Bureau will treat legal opinions issued in writing from the BIA as documentation since the BIA is the authority on reservation and off-reservation trust land boundaries. If the Census Bureau cannot interpret a document, such as a treaty, the Census Bureau will contact the BIA for assistance.

For questions about documentation, please call the Census Bureau at **1-800-972-5651** or email [geo.bas@census.gov](mailto:geo.bas@census.gov). To contact the BIA, please reach out to the nearest regional office, see <https://www.bia.gov/regional-offices>.

## 2.5 Reviewing Linear Features

It is important that Census Bureau data reflects the most recent linear features to ensure that new or previously missed housing units located along these features are identified and located. When reviewing linear features (edges layer) on the Census Bureau shapefiles, first determine whether any features are missing or need to be deleted. Pay particular attention to areas that have experienced recent population growth or construction activities, as these are the most likely to possess new or altered linear features (e.g., new subdivisions, traffic circles converted to straight ways, or privately maintained roads that serve as public streets, but exclude private driveways).

Attribute updates (e.g., name, class code, and address ranges) may also be added for selected features. For a complete list of Master Address File and Topologically Integrated Geographic Encoding and Reference (MAF/TIGER) Feature Class Codes (MTFCC), refer to [Appendix C](#).

To aid in the review of linear features, GUPS allows users to import local street centerline files, hydrography layers, imagery, and other user-provided geospatial data for reference and comparison against the Census Bureau data.

In the review, please note:

- **S1100 and S1200**—If adding road features with an MTFCC of S1100 (Primary Road) or S1200 (Secondary Road), users must supply a feature name. As is the case for all road features, the feature name should be a proper name or route number.
- **Spatial Inaccuracies**—The Census Bureau will not process the wholesale spatial realignment of features to enhance spatial accuracy. If a feature is in the incorrect location, delete the feature and add it in the correct location. Take this action only if the feature is exceedingly spatially inaccurate and/or the current location (with respect to other features and boundaries) affects the tabulation of housing units to the correct geography, such as legal governments, census tracts, and census blocks.
- **Address Range Changes**—The Census Bureau accepts address range data as part of the linear feature update layer. As with other linear feature updates, the required attributes and corresponding change type for the update must be supplied. In addition, because existing address ranges are not shown in the Census Bureau’s outgoing shapefiles, it is recommended that participants only add address ranges to new features.

## 2.6 Reviewing Area Landmarks and Hydrographic Areas

The Census Bureau accepts updates to area landmarks and hydrographic areas in a similar manner to legal boundary changes. However, area landmarks and hydrographic areas are not legal governments, so no documentation or effective dates are required.

- Allowable updates for area landmarks and hydrographic areas are:
- Add new area landmark or hydrographic area.
- Remove area landmark or hydrographic area.
- Change or add landmark name.
- Boundary corrections (add and remove area).

If adding a new area landmark or hydrographic area, please add only:

- Water bodies.
- Glaciers.
- Airports.
- Cemeteries.
- Golf courses.
- Parks.

The Census Bureau cannot add other types of area landmark/hydrographic areas to the MAF/TIGER system at this time (even though others may already exist in the database).

**Table 2** shows the acceptable MTFCCs for new area landmarks or hydrographic areas.

**Table 2: Acceptable MTFCCs for New Area Landmarks/Hydrographic Areas**

MTFCC	Description
H2030	Lake/Pond
H2040	Reservoir
H2041	Treatment Pond
H2051	Bay/Estuary/Gulf/Sound
H2081	Glacier
C3023	Island
K1231	Hospital/Hospice/Urgent Care Facility
K1235	Juvenile Institution
K1236	Local Jail or Detention Center
K1237	Federal Penitentiary, State Prison, or Prison Farm
K2110	Military Installation
K2180	Park
K2181	National Park Service Land
K2182	National Forest or Other Federal Land
K2183	Tribal Park, Forest, or Recreation Area
K2184	State Park, Forest, or Recreation Area
K2185	Regional Park, Forest, or Recreation Area
K2186	County Park, Forest, or Recreation Area
K2187	County Subdivision Park, Forest, or Recreation Area
K2188	Incorporated Place Park, Forest, or Recreation Area
K2189	Private Park, Forest, or Recreation Area
K2190	Other Park, Forest, or Recreation Area (quasi-public, independent park, commission, etc.)
K2424	Marina
K2540	University or College
K2457	Airport – Area Representation
K2561	Golf Course
K2582	Cemetery

---

**Note:** If adding an MTFCC K2457 (Airport – Area Representation) area landmark, please limit the updates to major airports (major regional and international airports). The feature should show the full extent of the airport facility, that is, do not limit the addition to simply the landing strips.

---

***Area Landmark/Hydrographic Area Changes May Be Delayed***

The Census Bureau prioritizes boundary changes to legal areas to meet ACS and BAS deadlines. Therefore, there may be delays in incorporating area landmark and hydrographic area changes to the MAF/TIGER system. Please do not resubmit any changes that were sent during the previous year's BAS. The Census Bureau are working on incorporating those changes, and they will be reflected in the next year's BAS materials.

## 2.7 Reviewing Point Landmarks

Because many of the area landmarks contained in the Census Bureau’s MAF/TIGER system originate from USGS GNIS, which is the official gazetteer of point landmark names for the Federal Government, point landmark updates are limited in BAS. The Census Bureau cannot modify any point landmark imported from the GNIS database. Thus, be aware that name changes or deletions submitted for the following types of landmarks may be left unchanged:

- K2451 (Airport or Airfield).
- K2582 (Cemetery).
- C3022 (Summit or Pillar).
- C3081 (Locale or Populated Place).

Also, due to Title 13 privacy concerns, any landmark with an MTFCC shown in [Table 3](#) below cannot be added to the MAF/TIGER system as a point landmark. The MAF/TIGER system no longer maintains any point landmarks with these MTFCCs. Point landmarks with these codes could identify a residence or private business. Thus, it is also important not to add any of the point landmark types shown in the table using alternative MTFCCs.

**Table 3: Restricted Point Landmark MTFCCs**

MTFCC	Description
K1100	Housing Unit Location
K1121	Apartment Building or Complex
K1122	Rooming or Boarding House
K1223	Trailer Court or Mobile Home Park
K1226	Housing Facility/Dormitory for Workers
K1227	Hotel, Motel, Resort, Spa, Hostel, YMCA, or YWCA
K1228	Campground
K1229	Shelter or Mission
K1232	Halfway House/Group Home
K1233	Nursing Home, Retirement Home, or Home for the Aged
K1234	County Home or Poor Farm
K1235	Juvenile Institution
K1241	Sorority, Fraternity, or College Dormitory
K1251	Military Group Quarters
K1299	Other Group Quarters Location
K2100	Governmental
K2197	Mixed Use/Other Non-residential
K2300	Commercial Workplace
K2361	Shopping Center or Major Retail Center
K2362	Industrial Building or Industrial Park
K2363	Office Building or Office Park
K2364	Farm/Vineyard/Winery/Orchard

MTFCC	Description
K2366	Other Employment Center
K2424	Marina
K2500	Other Workplace
K2564	Amusement Center

***Point Landmark Changes May Be Delayed***

The Census Bureau prioritizes boundary changes to legal areas to meet ACS and BAS deadlines. Therefore, there may be delays in incorporating point landmark changes to the MAF/TIGER system. Please do not resubmit any changes that were sent during the previous year's BAS. The Census Bureau is working on incorporating those changes, and they will be reflected in the next year's BAS materials.

## SECTION 3 QUALITY CONTROL AND FILE SUBMISSION

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### 3.1 Validating Updates

Once BAS updates are complete, please conduct a review of the change polygons using the validation tools to ensure that:

1. The polygons have no unintended holes (e.g., several faces were annexed but missing a traffic circle or small pond).
2. All boundary corrections meet a minimum size threshold (very small corrections cannot be processed).

#### *Validate Often*

Validation tools in GUPS are accessible at any time while working in the application. For best results, utilize the tools often while working to identify errors early and avoid extensive rework. Steps to use the Geographic Review tool and the Review Change Polygons tool are included in [6.5, How to Use GUPS Review and Validation Tools](#).

### 3.2 Submitting Files through Secure Web Incoming Module (SWIM)

Prompt submission of updates is welcome. It benefits the Census Bureau-allowing the BAS team to review the files early, provide feedback, and avoid backups in file processing-and the participant-guaranteeing their updates are recorded accurately and are reflected in the latest releases of Census Bureau data products.

For those with internet access, all BAS submissions must be made via the SWIM. Due to security reasons, the Census Bureau cannot accept files sent via email or through its alternate File Transfer Protocol (FTP) sites. For those without Internet access, see [3.3, Submitting Files on DVD](#).

If participants indicated on their BAS Annual Response Form that they wished to receive or use the GUPS application, they will automatically receive the SWIM URL and a registration token via email. The email should arrive five days after completion of the Annual Response online (or five business days after the Census Bureau receives the paper form).

The registration token allows users to establish personal SWIM accounts. If a SWIM token does not arrive after the amount of time specified, email [<geo.bas@census.gov>](mailto:geo.bas@census.gov) or call **1-800-972 5651**. Once registered, the token will no longer be necessary to log into the system.

#### *Current SWIM Users*

If a participant is in another Census Bureau partnership program or participated in a previous BAS year and already has a SWIM account, they may use their current account to submit files for BAS. They do not need to set up a new account.

**Note:** Participants will not be able to upload a file larger than 250 MB and SWIM will block participants from uploading a ZIP file that contains another ZIP file.

For step-by-step instructions to submit files through the SWIM, refer to [Table 46](#).

### **3.3 Submitting Files on DVD**

If internet access is unavailable, please copy the ZIP file(s) to DVD for submission. The DVD should be mailed to:

*U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Bldg 63E  
1201 East 10th Street  
Jeffersonville, IN 47132*

## **PART 2 HOW TO USE GUPS**

### **SECTION 4 REQUIREMENTS AND INSTALLATION**

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This section includes information needed to use GUPS. It offers a description of the GUPS application and gives specific instructions (in the form of Step/Action tables) for how to use GUPS to make BAS updates. Reminder: this guide is equipped with shortcuts to subjects that respondents may want to jump to directly. To move directly to one of these sections, click on the [linked](#) text.

#### **Section 4. Requirements and Installation.**

- [Getting Started](#) - Lists the hardware and software requirements for GUPS and SWIM.
- [How to Install GUPS](#) - Provides instructions for installing the application.

#### **Section 5. Using GUPS (Basics and Map Management)**

- [How to Access BAS Shapefiles](#) - Provides instructions to load shapefiles.
- [Import Data from the Census Bureau's BAS Website.](#)
- [Download Shapefiles from the BAS Website .](#)
- [Download Shapefiles from the Census Bureau ftp2 Site.](#)
- [Using the GUPS Interface](#) - Including the Menu, Toolbars, Layers Panel or Map Legend, and the Map View area.
- [GUPS Main Page.](#)
- [Menu & Toolbars](#)- Offers instructions for using the tools available through the menu and toolbars.
- [How to Import User-Provided Data into GUPS.](#)
- [How to Upload User-Provided Data Layers.](#)
- [How to Import a Shared ZIP Shapefile.](#)

#### **Section 6. Making BAS Updates in GUPS**

- [How to Update Legal Boundaries](#) - Gives instructions to make required and optional updates in the application.
- [Adding \(or Deleting\) Land Area to an Existing Reservation or Existing Off-Reservation Trust Land.](#)
- [Make a Boundary Correction \(Add Area/Remove Area\).](#)
- [Adding a Geographic Offset.](#)
- [How to Update Linear Features.](#)
- [How to Update Area Landmarks and Hydrographic Areas.](#)
- [How to Update Point Landmarks.](#)
- [How to Use GUPS Review and Validation Tools.](#)
- [Exporting a Printable Map.](#)

**Section 7. Submitting Files to the Census Bureau through SWIM** -Provides instructions to submit files to the Census Bureau through SWIM.



## 4.1 Getting Started

Download GUPS from the BAS website at: <<https://www.census.gov/programs-surveys/bas/technical-documentation/gups-instructions.html>>. If the GUPS package was requested, it should include a DVD containing the GUPS software, respondent guides, and a readme text file.

Before beginning the installation, check that the computer has the capabilities needed to run GUPS (using [Table 4](#)).

GUPS is based on QGIS (formerly known as Quantum GIS), a free and open-source desktop geographic information system application. To learn more about QGIS, visit their website at <<http://www.qgis.org/en/site/>>. The GUPS application was developed for use in a desktop PC or a network environment.

[Table 4](#) lists the hardware and software requirements to install and run GUPS. Also included are the software requirements to submit files through the SWIM website.

**Table 4: GUPS Hardware and Software Requirements**

Hardware	Operating system	Browser
<p><b>Disk Space Needed to Run GUPS:</b> 4 GB</p> <p><b>Disk Space Needed to Store Shapefiles:</b> Shapefile sizes vary. To view the size of the shapefiles, right-click, and choose <b>Properties</b> in the drop-down menu. <i>The Files Properties box opens and displays the folder size.</i> Select multiple files/folders in the list to view their properties via the same method.</p> <p><b>RAM:</b> 4 GB minimum, 8 GB or more recommended for optimal performance.</p>	<p><b>Windows®:</b> To run GUPS, Windows users need one of the following operating systems:</p> <ul style="list-style-type: none"> <li>• Windows 8®</li> <li>• Windows 10®</li> </ul> <p><b>Apple®:</b> Mac OS X® users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp®, which comes pre-installed on all Mac computers. Locate instructions for using Boot Camp at: &lt;<a href="https://www.apple.com/support/bootcamp/getstarted/">https://www.apple.com/support/bootcamp/getstarted/</a>&gt;.</p> <p><b>IMPORTANT:</b> Since Boot Camp requires a restart of the computer to set up the bridge, be sure to print the instructions provided at the URL above before beginning installation.</p>	<p><b>SWIM runs on the two most recent versions of each of these major browsers:</b></p> <ul style="list-style-type: none"> <li>• Internet Explorer®</li> <li>• Google Chrome®</li> <li>• Mozilla Firefox®</li> <li>• Apple Safari®</li> </ul>

Depending on the Windows OS version, the GUPS dialog boxes may have a different appearance than the screenshots contained in the user guide, although the content is the same.

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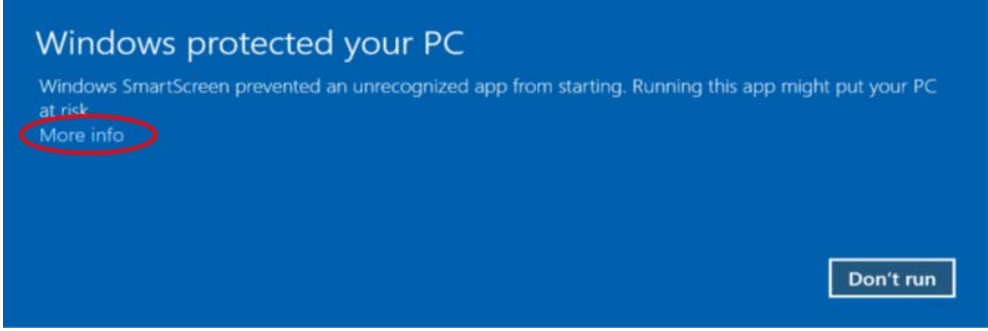
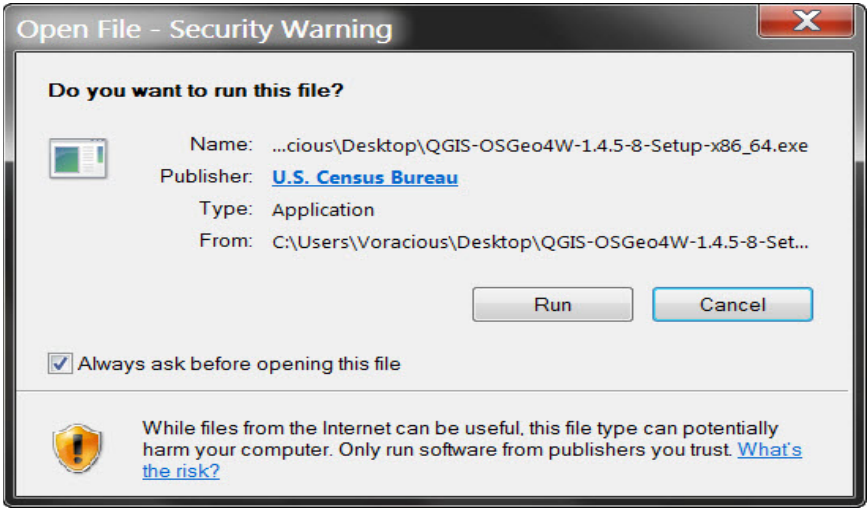
**Note:** GUPS continues to evolve through updates and revisions. As a result, some discrepancies between the appearance of individual screens or buttons in this guide may differ from the actual software received with the feedback materials. Other variations in color or styles may also exist.

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## 4.2 How to Install GUPS

To install the GUPS application users must have Administrator privileges for their computer. If an earlier installation of GUPS is present, please check that it is the correct version for this year's BAS. Go to the **GUPS** tab and select the **About GUPS** option in the drop-down menu to find the GUPS version number. If it is not GUPS Version 13.0.X-X or later, download the most recent version and follow the setup instructions. Alternatively, compare the currently installed version with the one provided on the Census Bureau's installation DVD to ensure the latest version. To complete the installation, follow the steps in [Table 5](#).

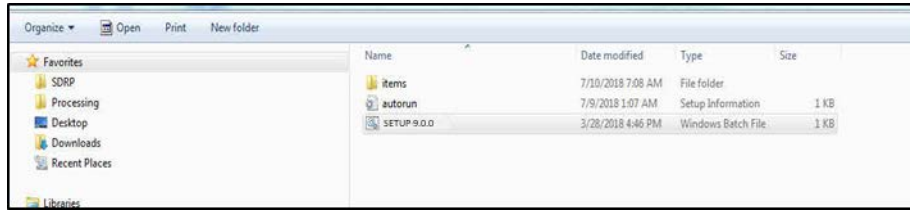
**Table 5: Install the GUPS Application**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Click the direct download link &lt;<a href="https://www2.census.gov/geo/pvs/gups/gups.zip">https://www2.census.gov/geo/pvs/gups/gups.zip</a>&gt; or place the installation DVD into the computer's DVD drive. For some users, a <b>Windows protected your PC pop-up box may appear</b>.</p>  <p>To continue, click <b>'More info'</b>, then select <b>'Run anyway?'</b>.</p>
<p><b>Step 2</b></p>	<p>Other users may receive a user account control pop-up that asks, "Do you want to run this file?", "Do you want to allow the following program from an unknown publisher to make changes to this computer?", or a similar query. See an example below.</p>  <p>If this pop-up occurs, click Run, Yes, Allow, or an option that allows the installation to proceed. <i>The software should begin to run automatically.</i></p>

**Step 3**

If the software does not run automatically, open Windows Explorer, navigate to the DVD drive, and double-click on the file named **Setup<current version number>.bat** file.

**Note:** The name of this file will vary depending on the current GUPS version number, but it will be the only setup **.bat** file available.



If the software still does not run properly, contact the local system Administrator for assistance.

**Step 4**

A **Welcome to QGIS 3.4.4-Madeira** window pops up allowing users to import previous settings used into the default profile. Users may choose to import their settings or to have a clean start. Select the desired options and click “Let’s get started”.



Before proceeding, close all other programs or applications. Once other programs and applications are closed, click the **Next** button.

**Step 5**

When the installer opens, the **Welcome to the QGIS Setup Wizard** screen appears.

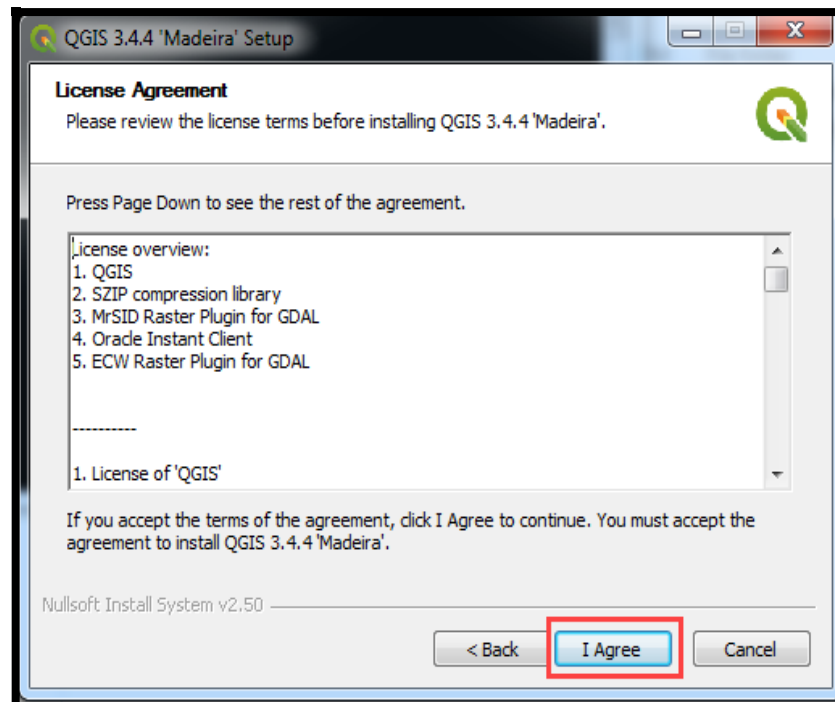


**Note:** The version needed for 2020 BAS is QGIS 3.4.4 Madeira. If the exact same version of QGIS exists on the computer, an instruction to uninstall and reinstall appears. Participants may retain other versions of QGIS that may be in use for other programs but must reinstall if the same version exists on the computer to ensure installation of the latest update.

Before proceeding with installation, close all other programs or applications. Once other programs and applications are closed, click the **Next** button.

**Step 6**

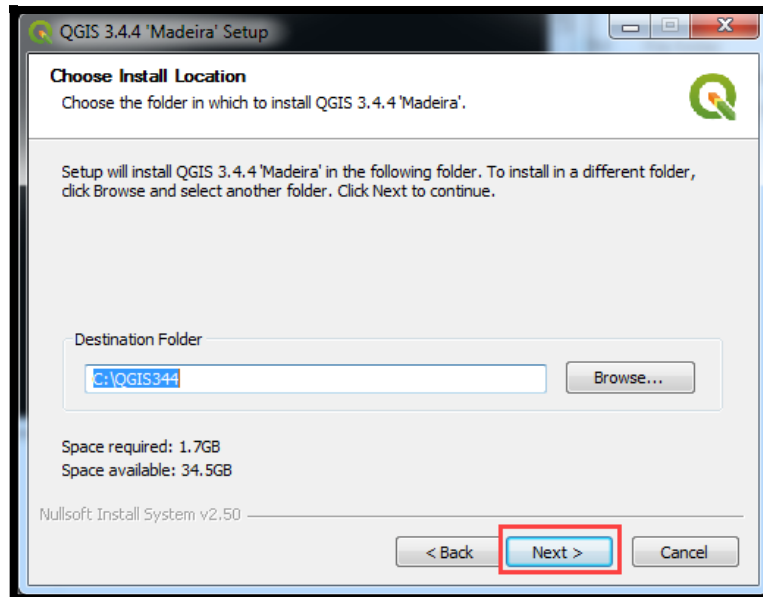
The **License Agreement** screen appears.



Read the License Agreement and click the **I Agree** button to continue.

**Step 7**

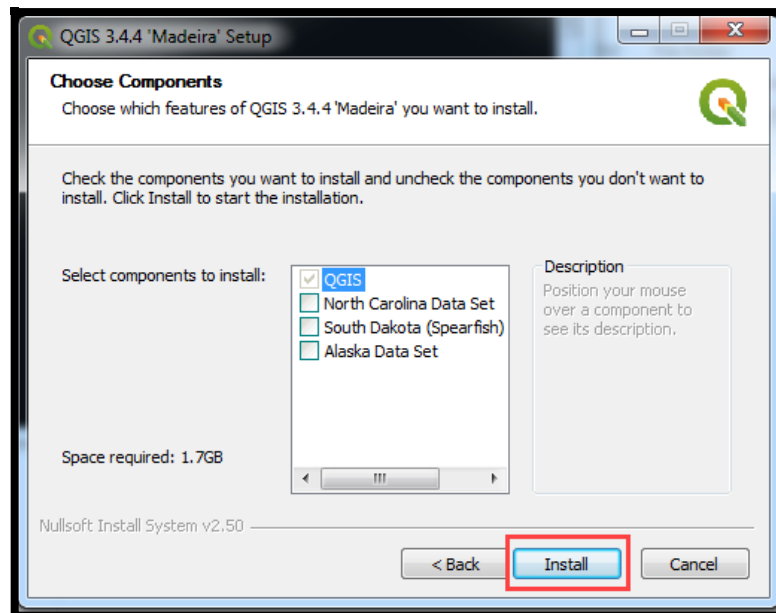
The **Choose Install Location** screen opens. It is recommended to install the application at the default: (i.e., C:\Program files\QGISGUPS). Otherwise, use the **Browse** button to navigate to a preferred location.



The Browse button on this screen allows participants to browse the local computer for an installation location. The Census Bureau recommends the installation of the GUPS application to the default location: (e.g., C:\QGIS344) to prevent installation errors or issues. To begin the installation, click the **Next** button.

**Step 8**

The **Choose Components** screen opens.



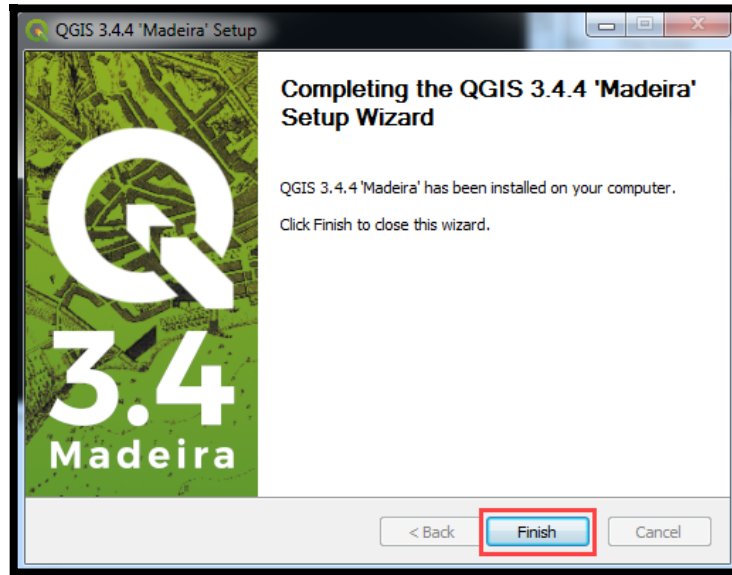
' QGIS' in the **Select components to install** field is checked and grayed out since it is the default. Simply click **Install** to continue.



To review a previous page or reread the license agreement, click the **Back** button (each screen contains this button). *This returns the screen to the previous page.*

**Step 9**

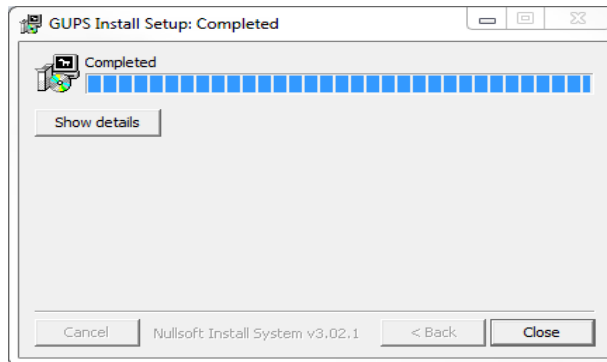
The software should take between 5 and 10 minutes to install. *When it is finished, the **Completing the QGIS GUPS Setup Wizard** screen opens.*



Click the **Finish** button.

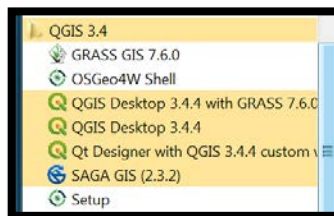
**Step 10**

*The **GUPS Install Setup: Completed** screen opens showing the status of the installation of GUPS. When completed, click the **Close** button on the following screen.*



**Step 11**

To complete the installation, click the **Close** button at the bottom of the **GUPS Install Setup: Completed Setup Wizard** screen. *Once the application installs, QGIS will be added to the All Programs Start Menu list.*



## SECTION 5 USING GUPS (BASICS AND MAP MANAGEMENT)

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After successfully installing GUPS, participants are ready to start their Tribal BAS updates. There are three ways to retrieve shapefiles when starting a new project:

- From the Census website (loads directly into GUPS).
- From DVD (if one was requested).
- From My Computer (if the files have been downloaded to the hard drive).

**Table 6** shows the steps to open GUPS and start a new project using the Census Bureau website. **Table 7** shows the same steps to open GUPS, but starts a new project using the Census Bureau provided DVD or My Computer (downloaded Census shapefiles saved to the hard drive).

### 5.1 How to Access BAS Shapefiles

BAS shapefiles from the BAS website can be pulled directly into the application when working in GUPS by choosing the Census Web option during project setup. Users can load the shapefiles as needed or load multiple county files at once. This is the preferred method for loading the Census Bureau's BAS shapefiles into GUPS as it ensures that required files are placed in the correct location for the application to access.

Another option for loading files is to download the shapefiles from the BAS website (or from the Census Bureau ftp2 site), then import them into GUPS. BAS shapefiles are available for download from the BAS website here: <<https://www.census.gov/geographies/mapping-files/2021/geo/bas/2021-bas-shapefiles.html>>. Instructions for how to download Census Bureau shapefiles appear in **Table 6** and **Table 7**. Downloading files to the hard drive is not the preferred method when working in GUPS and should be used only when necessary (e.g., if additional data layers that GUPS does not automatically load need to be pulled in as user-provided data).

If the shapefiles were received as part of the GUPS package on a DVD, the files can be loaded directly into GUPS from the DVD. Instructions for how to load shapefiles are contained in **Table 6**.

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**Important:** New format for references that include a date with a year. X will represent the current year (i.e., all images where 202x is used).

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Whether pulling the files from the BAS website or from the DVD, the GUPS application unzips them and places them into a pre-established folder created on the computer's home directory during the installation process (C:\GUPSGIS\gupsdata\BAS2021\shape). It then displays them in the application and manages the files. There is no need to take any further action.

#### CAUTION!

Regardless of the source of the shapefiles, it is important **NOT TO CHANGE** any shapefile or folder name. The files and folders must have the *exact* names given for the GUPS application to recognize and load them.

## 5.2 Import Data from the Census Bureau’s BAS Website

To open the GUPS application and begin Tribal BAS updates, follow the steps in [Table 6](#) below. Before beginning, note that:

1. To practice using GUPS without committing the changes made, simply exit the system without saving. Before the system closes, it will give the option to discard the changes.
2. If comfortable with the system, but not all changes are completed in one session, simply save the changes, then close the system. When opening GUPS later, reopen the project and continue working.

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**Note:** In all the Action/Result tables, the action is usually a command or action to perform and the Result(s) of the action are in italics. For example, click the QGIS icon on the desktop, *the software should begin to run automatically.*

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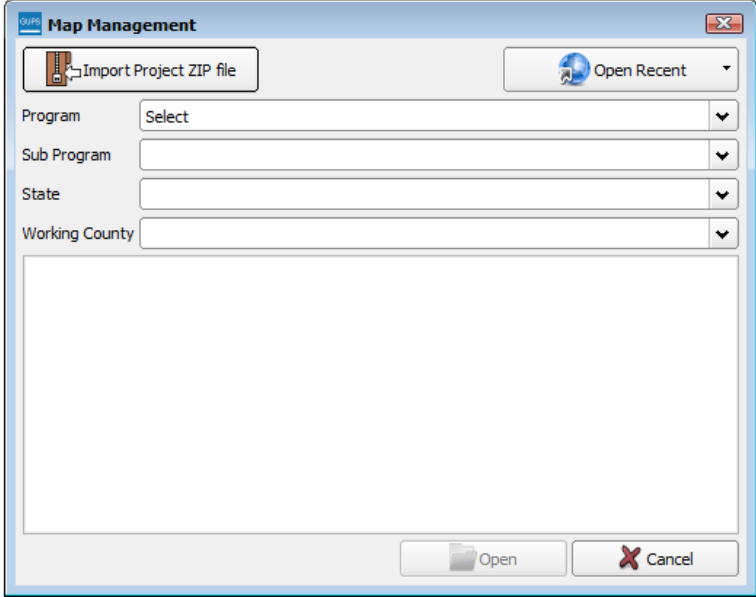
**Important:** New format for references that include a date with a year. X will represent the current year (i.e., all images where 202x is used).

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**Table 6: Start a New Project Using Shapefiles from the BAS Website**

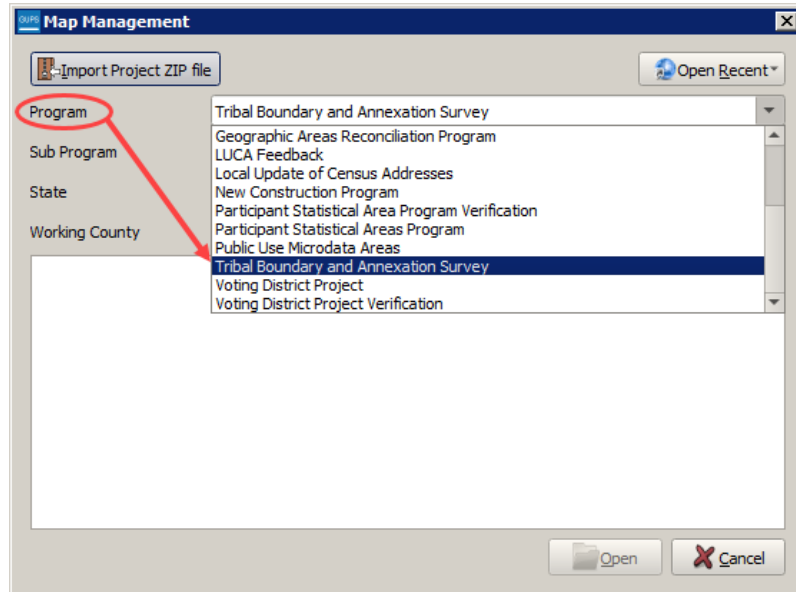
Step	Action and Result
<p><b>Step 1</b></p>	<p>Select <b>QGIS Desktop 3.4.4</b> from the All Programs Start Menu list.</p> <div data-bbox="706 1056 1049 1270" data-label="Image"> </div> <p><i>The QGIS splash screen appears. (Note: QGIS is the open-source platform for building GUPS.)</i></p> <div data-bbox="691 1320 1060 1503" data-label="Image"> </div>



<p><b>Step 2</b></p>	<p>Wait until the application loads (this may require a few minutes on older computers). <i>When the GUPS application has loaded, the GUPS main page opens and the QGIS Tips! box appears.</i></p>  <p><b>Note:</b> Since GUPS was built on the QGIS open-source platform, there may be references to QGIS in several locations within the GUPS application.</p>
<p><b>Step 3</b></p>	<p>To view QGIS system tips, click the <b>Next</b> button to read the first tip. Thereafter use the <b>Previous</b> and <b>Next</b> buttons to navigate within tips. To no longer see the tips on startup, click the checkbox in the bottom left-hand corner that reads 'I've had enough tips, don't show this on startup anymore!'</p>
<p><b>Step 4</b></p>	<p>To begin a GUPS project, close the <b>QGIS Tips! box</b> by clicking the <b>OK</b> button. <i>The box closes and the Map Management dialog box opens, as shown below.</i></p> 

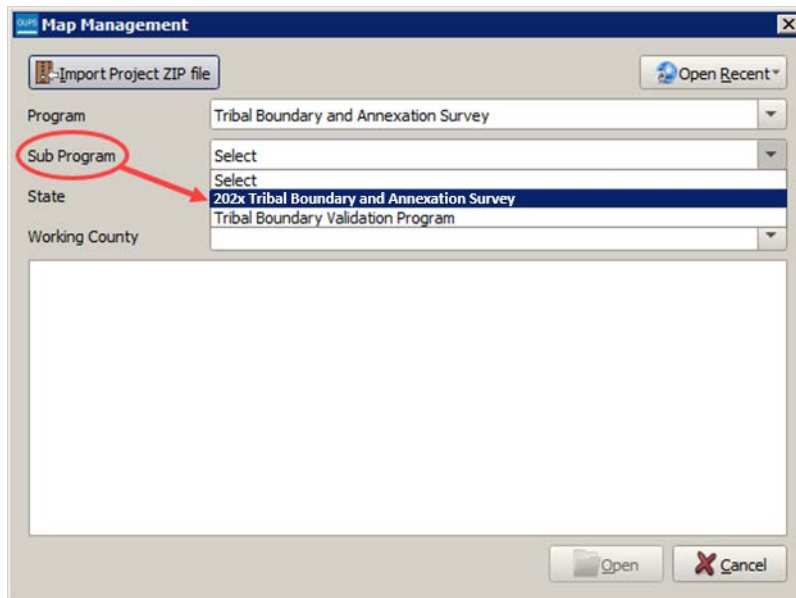
**Step 5**

In the **Map Management** dialog box, use the drop-down menu next to the **Program** field to select the program, **'Tribal Boundary and Annexation Survey'**. *'Tribal Boundary and Annexation Survey' populates the field.*



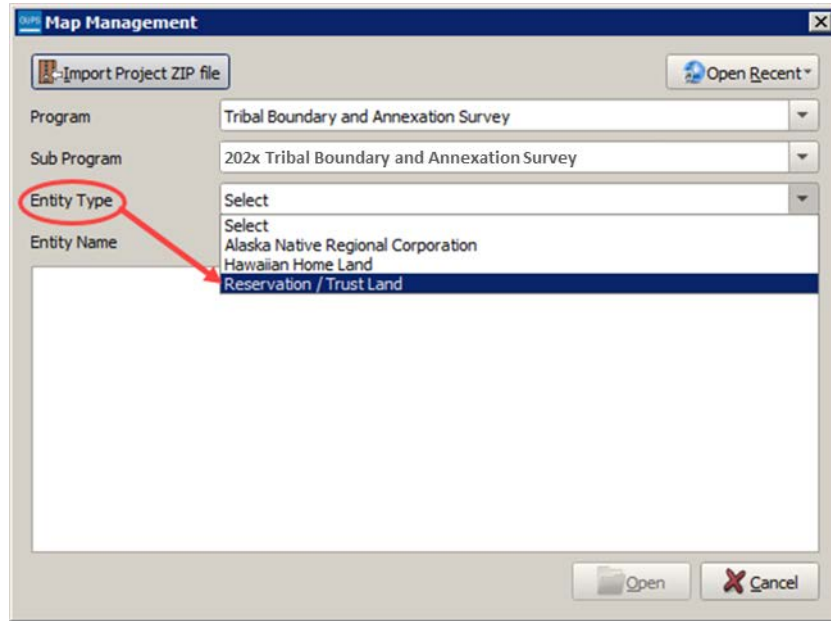
**Step 6**

In the **Sub Program** field, select **'Tribal Boundary and Annexation Survey'**. In the **State** field, use the drop-down menu to select a state. The scroll bar to the right allows the user to move up and down the list of states.



**Step 7**

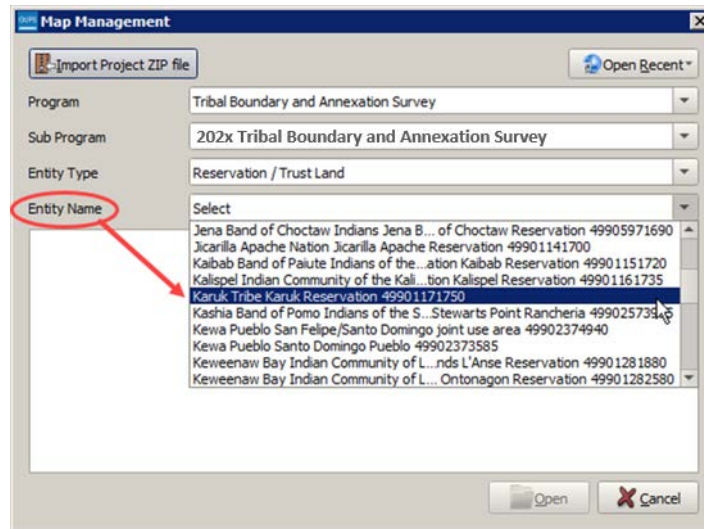
In the **Entity Type** field drop-down menu, select the entity type represented by this submission. The options are 'Alaska Native Regional Corporation', 'Hawaiian Homeland', and Reservation/Trust Land'.

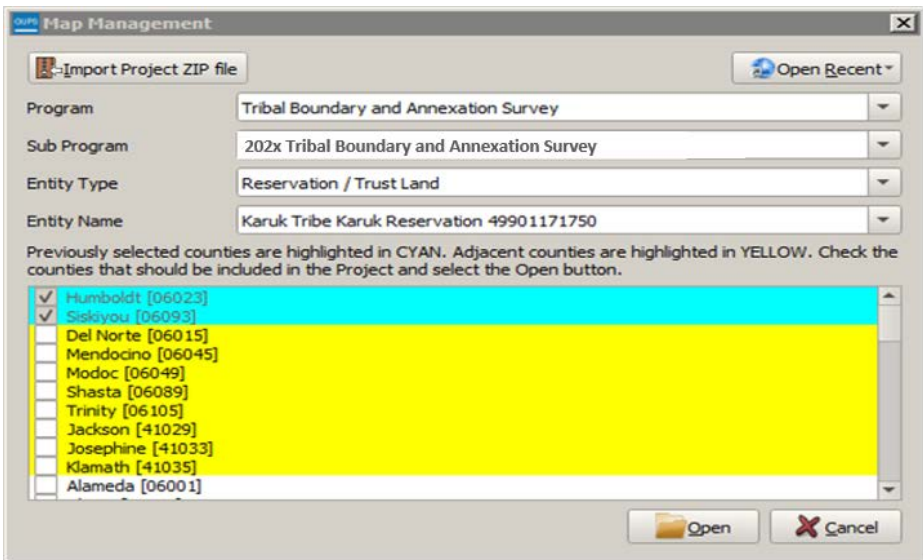
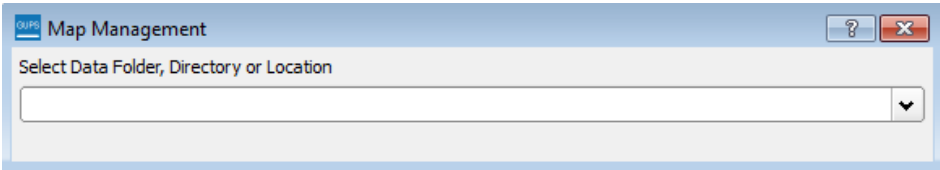

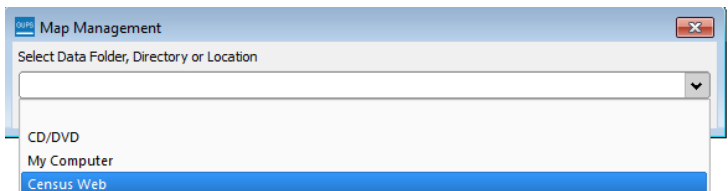


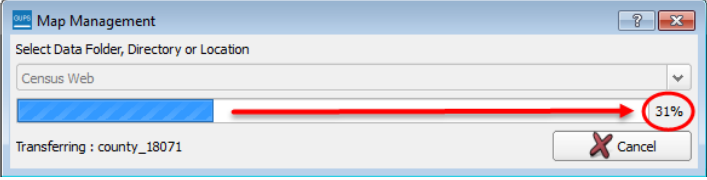
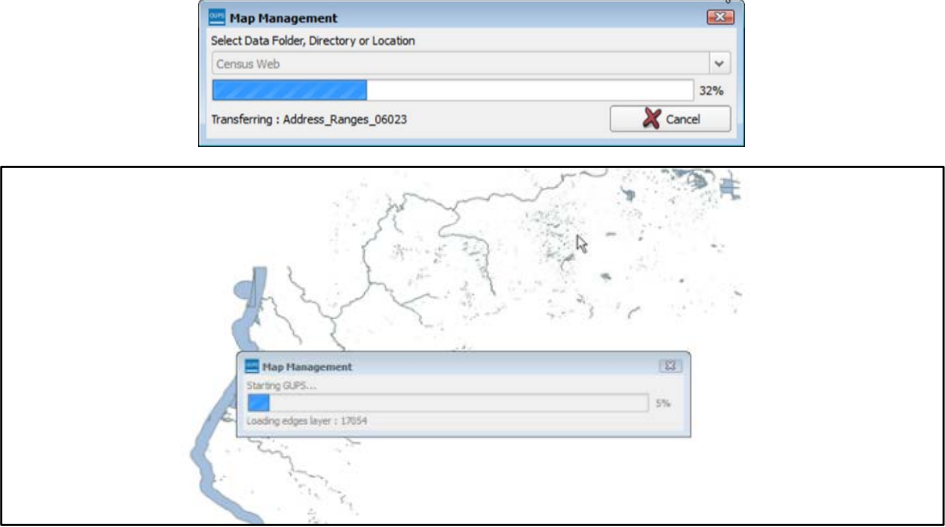
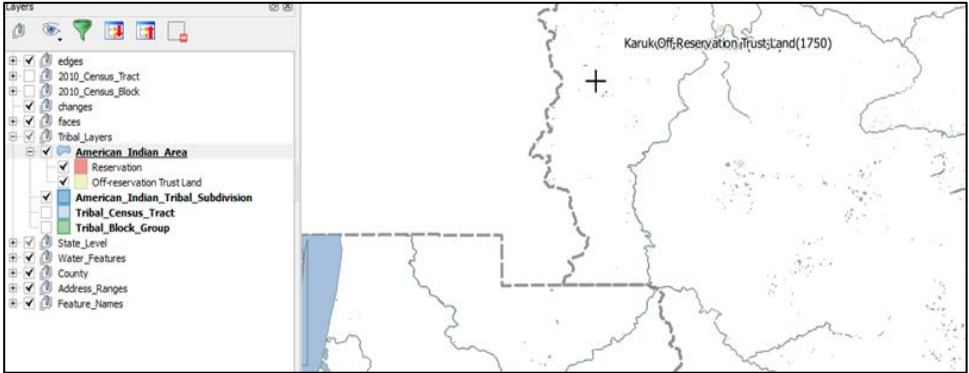
This example uses Reservation/Trust Land.

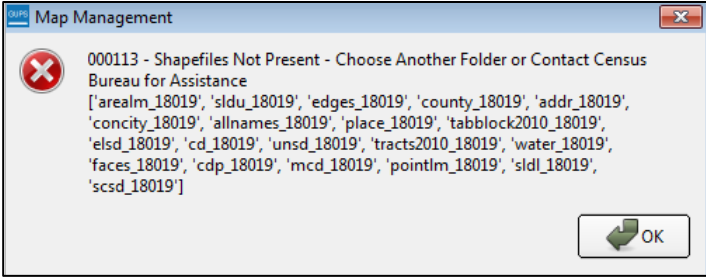
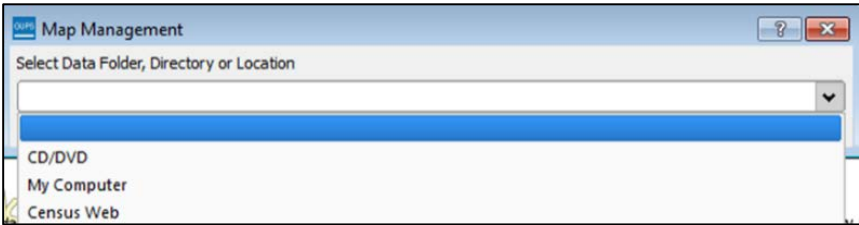

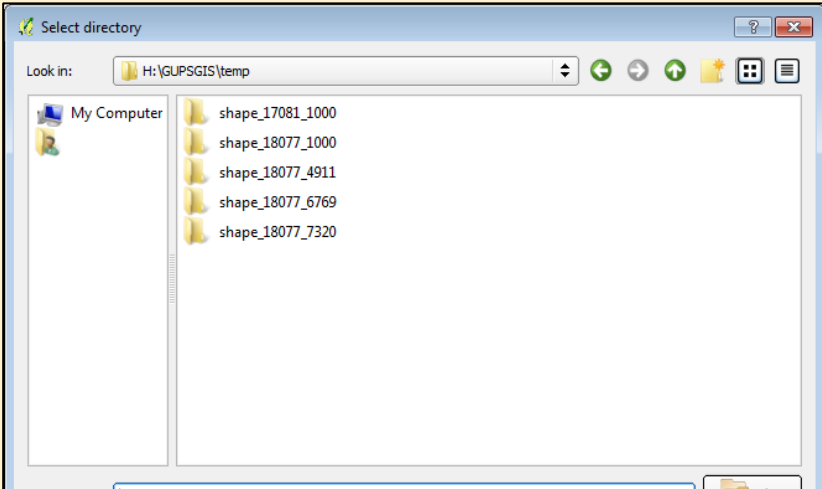

**Step 8**


Next, select the **Entity Name** field drop-down. *Since the entity type 'Reservation/Trust Land' was selected GUPS automatically provides a list of the Reservations and Off-Reservation Trust Lands.* The scroll bar to the right allows users to move up and down the list of reservations/trust lands.



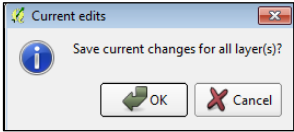
<p><b>Step 9</b></p>	<p>Once the entity is selected from the drop-down menu, <i>the Map Management screen will provide users with a list of counties. The counties in which the selected entity already exists will be at the top of the list and their corresponding check boxes will be 'checked'. Adjacent counties (counties whose borders touch the automatically selected county or counties) are highlighted in <b>YELLOW</b>. Any previously selected counties will be highlighted in <b>CYAN</b>.</i></p> <p>All checked counties will display in the <b>Map View</b>. Uncheck the box for any counties that do not need to be seen.</p> <p>To select additional counties to display (users may choose up to a <b>total of 10</b> at once), check the checkboxes next to them. Scroll down using the scroll bar to the right to see the full list of counties.</p> 
<p><b>Step 10</b></p>	<p>After selecting the working county or counties, GUPS will prompt the participant for a location from which to import the county's (or county equivalent's) shapefiles. <i>The <b>Select Data Folder, Directory or Location</b> box opens.</i></p> 
	<p>GUPS only ask to specify a data download location once per project. When a project has been closed and reopened, the shapefiles automatically load, even if there were no changes during the first session.</p>
<p><b>Step 11</b></p>	<p>In the <b>Select Data Folder, Directory or Location</b> box drop-down menu, select the location from which to pull the file. This example assumes the user is pulling the data from the BAS website, so click on <b>Census Web</b> in the drop-down menu.</p> 

<p><b>Step 12</b></p>	<p>When <b>Census Web</b> is chosen, the shapefile for the county begins to load and progress is displayed by a blue striped bar (color may vary), with the percentage of the upload completed displayed to the right.</p> 
<p><b>Step 13</b></p>	<p>As GUPS loads the data, it unzips and copies the files to a folder that in the home directory created during the installation process. The data is then loaded into the GUPS application.</p> 
<p><b>Step 14</b></p>	<p>It then pulls the file into the GUPS application.</p> 

<p><b>Step 15</b></p>	<p>If for any reason shapefiles are missing from the location chosen in the <b>Select Data Folder, Directory or Location</b> drop-down menu, or the files are corrupted and cannot be loaded, an error message will display.</p> 
<p><b>Step 16</b></p>	<p>Click OK to return to the <b>Map Management</b> dialog box.</p>
<p><b>Step 17</b></p>	<p>Try loading the file(s) from another location. After reopening map management, reselect the desired working county and pick another option for loading the files.</p> 
	<p>If loading shapefiles using the 'Census Web' and 'CD/DVD' options is not successful, follow the instructions in <a href="#">Table 7</a> or <a href="#">Table 8</a> to download the files to the computer from the BAS website or Census Bureau's ftp2 site. Then pull them into GUPS using the 'My Computer' option in the <b>Select Data Folder, Directory or Location</b> drop-down menu. <i>When 'My Computer' is selected the <b>Select directory</b> screen opens.</i></p>  <p>On this screen, click on the <b>My Computer</b> icon in the left-hand corner. </p> <p>Navigate to the location of the files to be loaded, then select the files and click on the <b>Select</b> button at the bottom of the <b>Select directory</b> screen. <i>GUPS unzips and loads the files, then moves them to the pre-established folder on the home directory.</i></p>

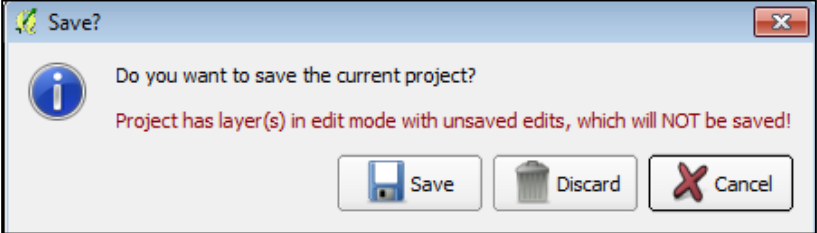
**Step 18** After working on a project, be sure to save before exiting. Otherwise the edits will be lost. To save, click the Save icon on the **Standard toolbar**. 

The **Current edits** pop-up box asks to save the changes for all layers.



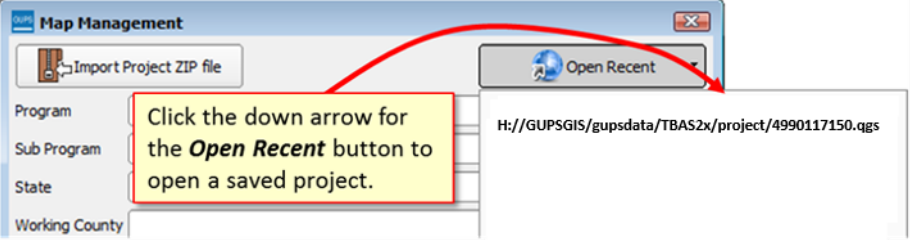
Click **OK**. The changes are saved.

**Step 19** Close the application to discard any changes (click the red X in the upper right-hand corner of the main GUPS page). A **Save?** pop-up warning asks “Do you want to save the current project?”



Click **Discard** to not save the current project.

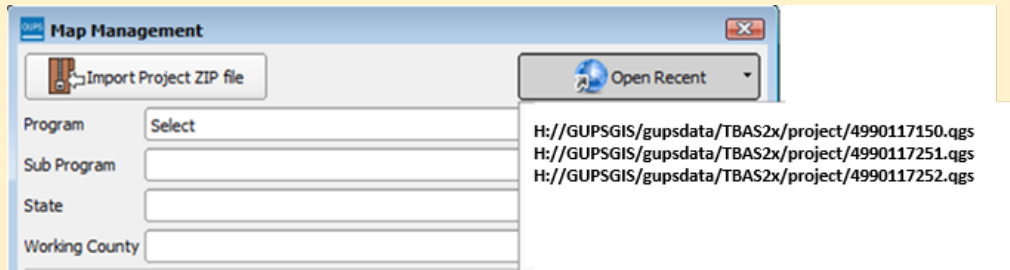
**Step 20** To reopen a saved project, in the **Map Management** dialog box, click the down arrow next to the **Open Recent** button. The drop-down menu opens with a list of current projects.



Click the down arrow for the **Open Recent** button to open a saved project.



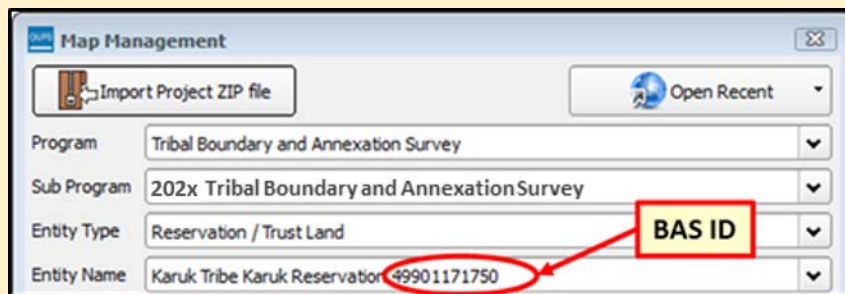
If sharing a computer with other GUPS users, multiple project files may appear in the drop-down menu, as shown below. Here three separate users in Karuk Reservation have created projects on the same computer.



To identify which of the entries in the list represents the project, look at its number string. This string comprises the BAS ID. Each BAS ID is 11 digits. The first digit indicates the Entity Type (i.e., the user type) (4 = American Indian Area). The next two digits are the state FIPS code and 99 is what BAS uses for all AIAs since they can cross state lines. The following four digits are the TR code (the tribe code). The final four digits are the AIANNHCE/TA Code (the tribal area code).

The number string, **49901171750.qgs** reflects a project created by the Karuk Tribal participant, where 4 = American Indian Area; 99 = state FIPS code used for tribal areas; 0117 = code for Karuk Tribe; and 1750 = Karuk Reservation/Trust Land.

The BAS ID information for a particular geography is available within the **Map Management** dialog box. Below is an example for Karuk Tribe Karuk Reservation.



**Step 21**

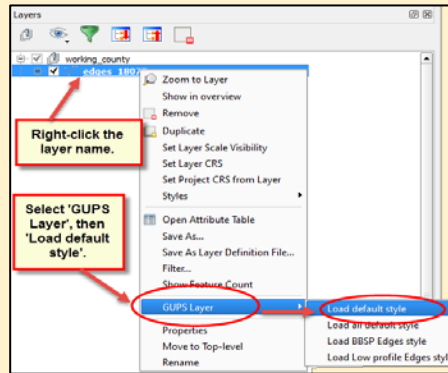
After identifying the correct file to reopen, select it from the list. *The map for the project automatically loads and the layers show in the **Layers Panel**.*



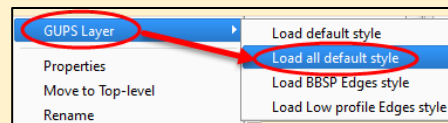


Census Bureau-defined default layers and view settings are loaded each time a new project is started in GUPS. If these default settings have been changed and then are saved during a project, reopening the project will load these saved changes rather than the Census Bureau-defined default layers and view setting. To restore the default settings for a layer:

- Click on the layer in the **Layers Panel**. A drop-down menu opens.
- In the drop-down menu, select **'GUPS Layer'**. A submenu opens.
- In the submenu, select **'Load default style'** (see illustration below).



To reset the default settings for all layers, select **'Load all default style.'**

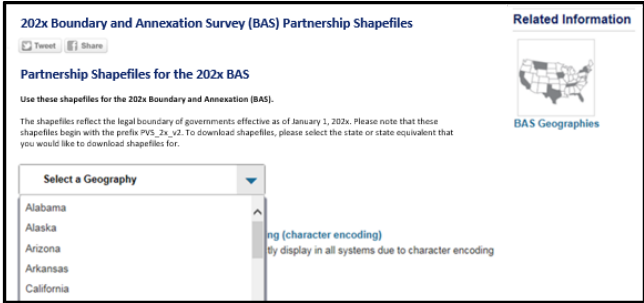

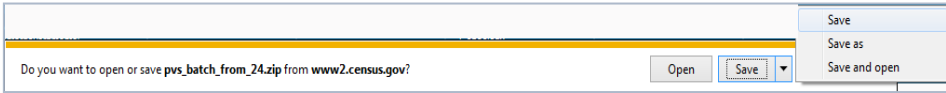


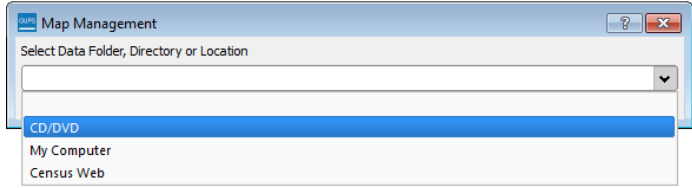
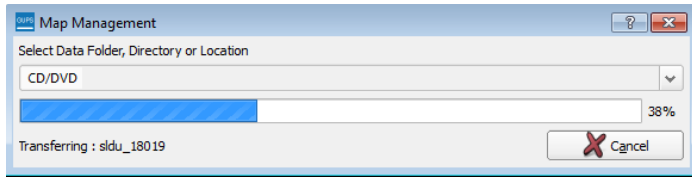
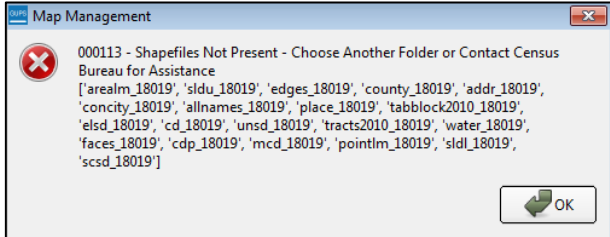
### 5.3 Download Shapefiles from the BAS Website

Follow the steps in [Table 7](#) to download the files from the BAS website to the hard drive. Please note that images may vary slightly as website updates are made after this document is published.

**Table 7: Download Shapefiles from the BAS Website to a Hard Drive**

Step	Action and Result
Step 1	<p>Enter the URL &lt;<a href="https://www.census.gov/geographies/mapping-files/2020/geo/bas/2020-bas-shapefiles.html">https://www.census.gov/geographies/mapping-files/2020/geo/bas/2020-bas-shapefiles.html</a>&gt; into the Internet browser. <i>The <b>Boundary and Annexation Survey (BAS) Partnership Shapefiles</b> page opens.</i></p> 


<p><b>Step 2</b></p>	<p>Under ‘2020 Partnership Shapefiles’, in the ‘<b>Select a Geography</b>’ drop-down box, select the name of the state in which the entity is located from the drop-down list. <i>The [State Name] Partnership Shapefile Batch Download page opens.</i></p> 
<p><b>Step 3</b></p>	<p>Select the county(ies) or county equivalent(s) needed by clicking the box next to it. Up to five (5) counties may be selected at a time. Once the counties selection is complete, click the <b>Submit</b> button at the bottom left hand side.</p>  <p><i>A prompt to save the file(s) appears.</i></p> 
<p><b>Step 4</b></p>	<p>Click the down arrow next to <b>Save</b> and select ‘Save As’ in the drop-down list. <i>The <b>Save As</b> dialog box appears, with the file appearing in the <b>File Name</b> field. If more than one county was selected, a single ZIP file containing the selected counties is saved.</i></p>
<p><b>Step 5</b></p>	<p>In the <b>Save As</b> dialog box, select a location on the home directory to save the files.</p>
<p><b>Step 6</b></p>	<p>Click the <b>Save</b> button. <i>The file(s) are saved in the selected location.</i></p>
<p><b>Step 7</b></p>	<p>To obtain shapefiles for additional counties, repeat the download process as needed.</p>
<p><b>Step 8</b></p>	<p>When the geography is selected in GUPS, the application asks to specify the location (‘CD/DVD’, ‘My Computer’, or ‘Census Web’) of the files. When a selection is made, GUPS asks to select a directory. Navigate to the location where the files were saved and select those to be uploaded. <i>GUPS unzips and loads the files, then moves them to the pre-established folder in the home directory.</i></p>

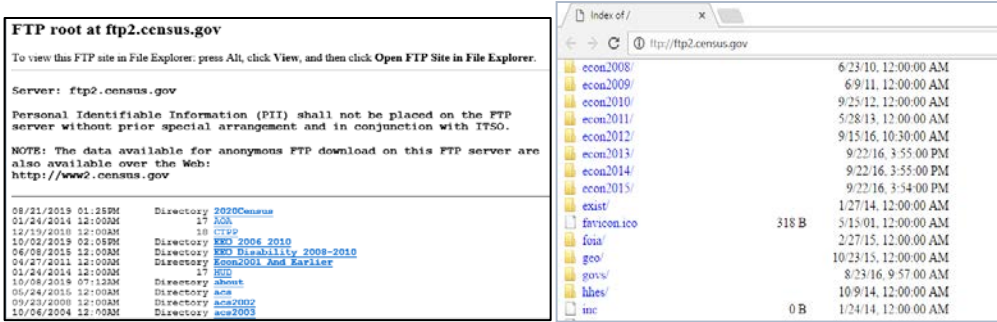
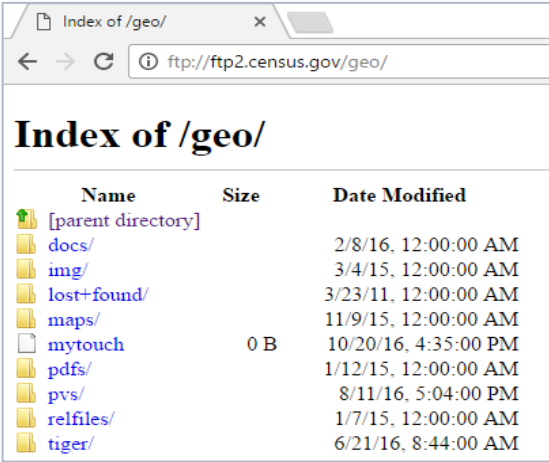
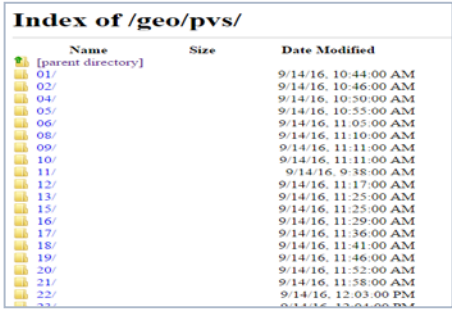
<p><b>Step 9</b></p>	<p>When the <b>Select Data Folder, Directory or Location</b> box opens, use the drop-down menu to select the location from which to pull the shapefiles. In this instance, <b>this example loads them from a Census Bureau-provided DVD</b>. To do so, insert the DVD into the DVD drive, then select 'CD/DVD', as shown below.</p>  <p>The files for Clark and Jennings Counties begin to load and progress is displayed by the blue striped bar (color may vary), with the progress percentage noted to the right.</p> 
<p><b>Step 10</b></p>	<p>If for any reason shapefiles are missing from the location chosen in the <b>Select Data Folder, Directory or Location</b> drop-down menu, or the files are corrupted and cannot be loaded, an error message will display.</p> 


## 5.4 Download Shapefiles from the Census Bureau ftp2 Site

If using GUPS at the state level, or if downloading shapefiles for several counties at one time, follow the steps in [Table 8](#).

**Table 8: Download Shapefiles from ftp Site to a Hard Drive (State Users)**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Using Internet Explorer (IE) or another web browser navigate to <a href="ftp://ftp2.census.gov/">ftp://ftp2.census.gov/</a>. The <b>FTP root at ftp2.census.gov</b> main page opens.</p> 

<p><b>Step 2</b></p>	<p>Press ‘Alt’ and click the ‘View’ tab on the browser menu and select “Open FTP site in File Explorer” to open the Census Bureau FTP site in Windows Explorer (sometimes called file explorer). If using Windows Explorer to access the FTP site, no login information is required.</p> 
<p><b>Step 3</b></p>	<p>After the Census Bureau FTP site opens in file explorer, click the ‘geo’ folder.</p> 
<p><b>Step 4</b></p>	<p>Within the ‘geo’ folder, click the ‘pvs’ folder (partnership verification files).</p> 
<p><b>Step 5</b></p>	<p>Select the state folder that contains the county or counties for which data is downloading. The state folders are represented using two-digit state FIPS codes.</p>
<p><b>Step 6</b></p>	<p>There are several sets of shapefiles within each state directory. Download the most recent partnership shapefiles. These shapefiles are contained within a ZIP file with the prefix <b>partnership_shapefiles_20v2</b>. Each ZIP file ends with a five-digit state-county FIPS code (e.g., 08051) which represents the county for which the data is downloading. <b>Make sure to choose the filename with “20v2”, because the “20v1” files are sometimes also available in the folders.</b></p>

<p><b>Step 7</b></p>	<p>Select the county or counties that are to be downloaded to the local drive. These files may be copied to any desired location. When selecting a geography in GUPS, the application asks to specify the location ('CD/DVD', 'My Computer', or 'Census Web') of the files. When 'My Computer' is selected, GUPS asks to select a directory. Navigate to the location where the files will be saved and select those that are to be uploaded. <i>GUPS unzips and loads the files, then moves them to the pre-established folder on the home directory.</i></p>
	<p>If using an FTP client software such as WinSP or FileZilla (or other), &lt;<a href="ftp://ftp2.census.gov/">ftp://ftp2.census.gov/</a>&gt; may be connected to without a password. Participants should enter 'anonymous' as the user name and their email address as the password.</p>

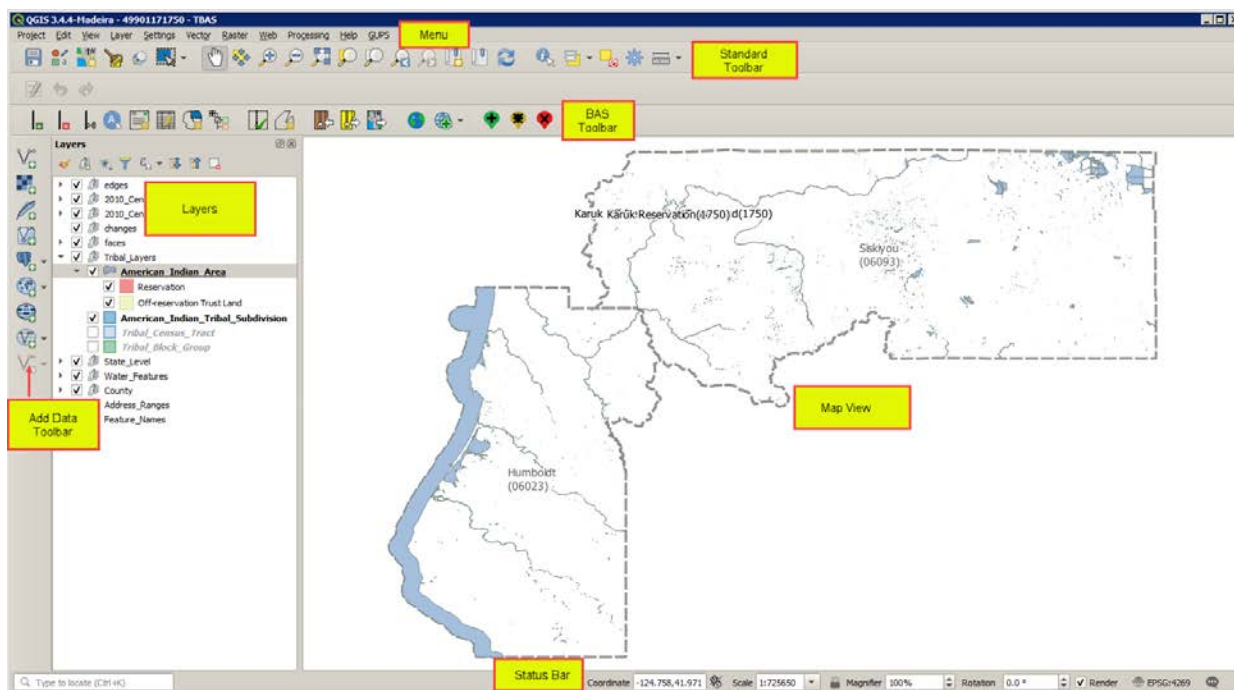
## 5.5 Using the GUPS Interface

### 5.5.1 GUPS Main Page

**Figure 2** shows the layout of the main GUPS page. This page contains all the tools needed for making BAS updates. All work is completed from this page. Shown in the figure are the main page elements.

These include the:

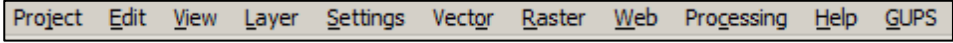
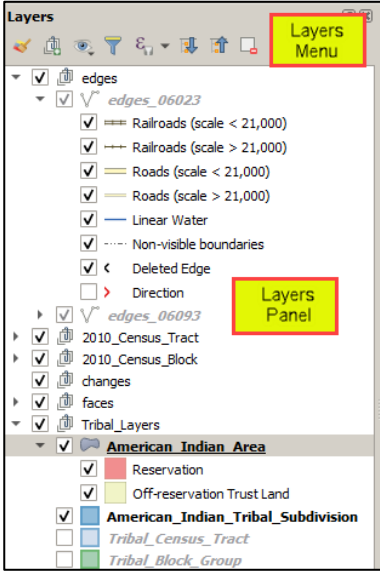

1. Menu.
2. Layers Panel.
3. Map View (where the data display).
4. Toolbars (Standard toolbar, BAS toolbar, and Add Layers toolbar).
5. Status Bar (at bottom of page).




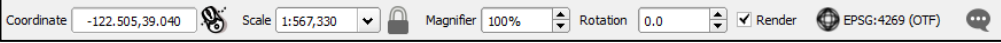


**Figure 2. GUPS Main Page Layout**

The purpose for each element on the main GUPS page is explained in 5.5.1 through 5.7.1 which describe in detail the individual components and specific functions of each element.

**Table 9: GUPS Main Page Elements**

Page Element	General Function
<p><b>Menu</b></p>	<p>The menu offers basic features such as <b>settings</b> and <b>help</b>; tools to manage the map view and import user-provided data; important calculation, measurement, and geoprocessing tools; and tools needed to make shapefile updates. Note that almost all the functions available from the <b>menu</b> are also available in the application’s more conveniently located toolbars.</p> 
<p><b>Layers Panel</b></p>	<p>The <b>Layers Panel</b> shows the layers on the map for the county selected. Layers (or groups) can be removed, layer visibility managed, and legend content filtered through the Layers Panel toolbar.</p> 
<p><b>Map View</b></p>	<p>The <b>Map View</b> displays the data for the county selected in the <b>Map Management</b> dialog box.</p> 

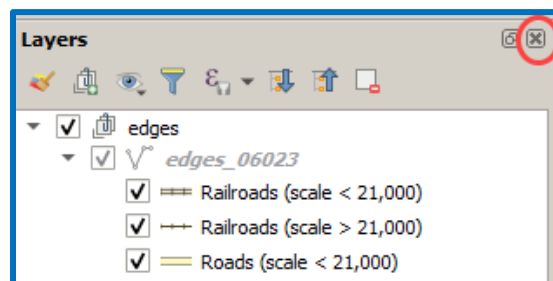
Page Element	General Function
<b>Standard Toolbar</b>	Provides the navigation and other tools needed to interact with the map and layers' attribute tables. 
<b>BAS Toolbar</b>	Gives the specific tools needed to make BAS updates, view linear feature attributes, review and validate changes, import and export zipped files, and print maps. 
<b>Manage Layers Toolbar</b>	Offers tools to import non-Census data. Map layers may be superimposed in GUPS to compare the features on the users' maps with those on the Census Bureau shapefiles. <b>Note:</b> Although shown horizontally here, this toolbar appears aligned vertically to the left of the <b>Layers Panel</b> in the GUPS application. 
<b>Status Bar</b>	Displays information on the map scale, projection, and coordinates and allows adjusting of the display. 

## 5.5.2 Layers Panel and Map View

When choosing a program and geography in the **Map Management** dialog box, GUPS automatically loads a set of default data layers (and default layer groups) defined by the Census Bureau for the program specified. As the map opens in **Map View**, the list of the preset layers (already grouped) appears in the **Layers Panel**.

Use the **Layers Panel** and the small **toolbar** appearing at its top to manage the map view. Note that the **Layers Panel** and the **Map View** windows are interdependent. Selections that are made in the **Layers Panel** are immediately reflected on the map display.

Close the **Layers Panel** at any time to see more of the map (just click on the small 'x' in the upper right-hand corner).



**Figure 3. Close Layers Panel**

To restore the Layers Panel, click the View tab on the Menu, select 'Panels' in the drop-down menu, click the arrow next to 'Panel' to open the submenu, then click on 'Layers'.

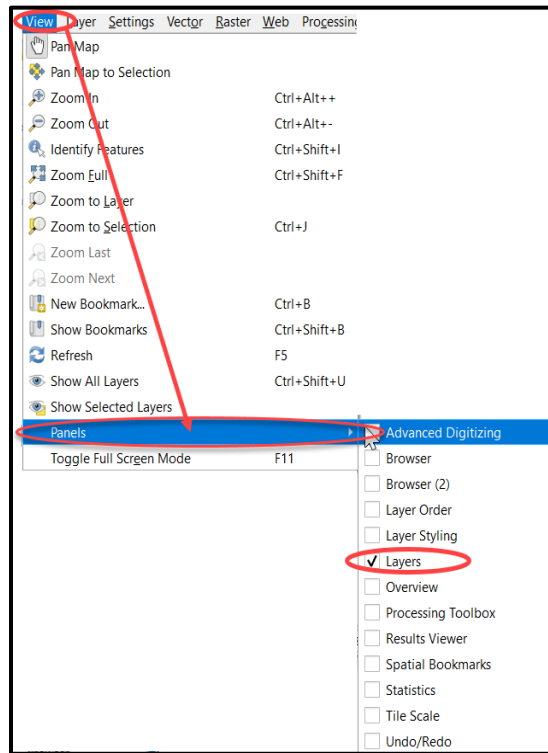


Figure 4. Restore the Layers Panel



The **Layers Panel** will then reopen and display in its default position on the page.

### 5.5.3 Managing the Map View from Within the Layers Panel

Within the **Layers Panel**, layer visibility can be managed (i.e., determine what layers display on the map), data layers reordered, and new layer symbology set.

#### 5.5.3.1 Manage Layer Visibility

To add or remove layers from the map view:

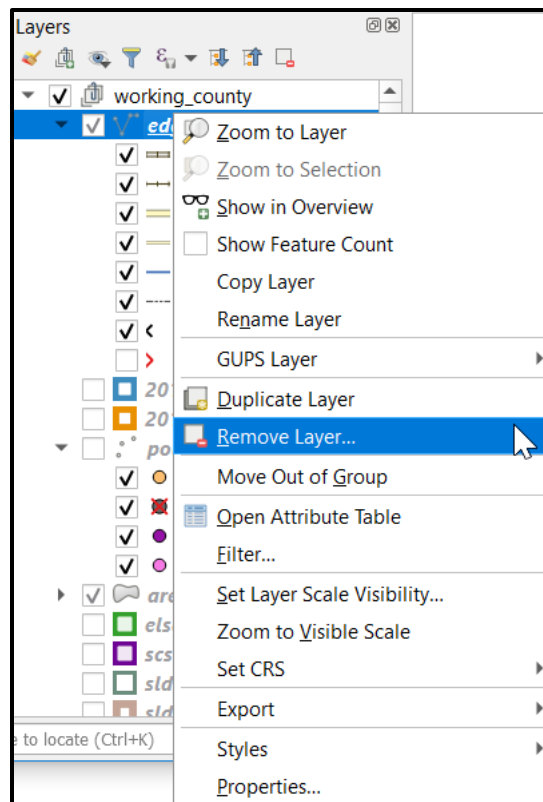
- Click the checkbox next to a layer to add it to the map view.   edges\_55025
- Uncheck the checkbox next to a layer to remove it from the view.   edges\_55025

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**Note:** To remove a layer from the map document right-click the name of the layer and select 'Remove Layer' in the drop-down menu. The layer will be removed from the map document. After removal, the layer would need to be re-added if needed again.

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**Figure 5. Managing Layer Visibility**

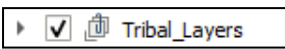
### 5.5.3.2 Reorder Data Layers

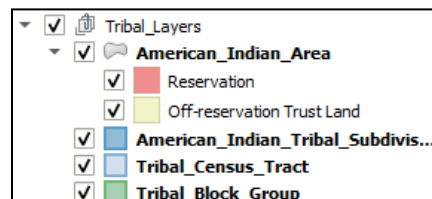
In the **Layers Panel**, the order in which the layers are listed determines how the layers display on the map. The layers at the top display on top of those below them. To change the display order:

1. Left click on the layer name.
2. Hold down the mouse button and drag the layer to the desired position in the list.
3. Release the mouse button to place the layer in its new position. The map display will then reflect the new layer order in the **Layers Panel**.

### 5.5.3.3 Expand/Contract Layers Panel Menus

To expand or contract the menu for a layer or layer group:

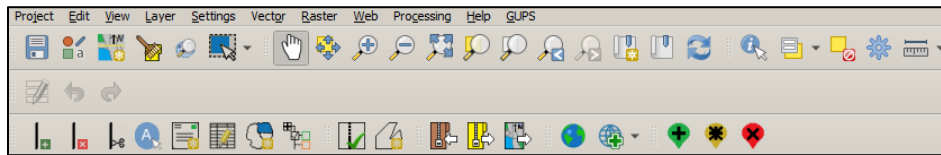
- Click on the '▸' sign to expand the group: 
- When the '▸' sign next to the layer name is clicked, the layer's submenu opens:



- Click on the box and uncheck next to the layer to *close the submenu(s)*.

## 5.6 Menu & Toolbars

The main **Menu**, the **Standard toolbar**, and the **BAS** toolbar are located at the top of the GUPS page. These toolbars offer general GIS and system tools used to make BAS updates.



**Figure 6. Menu and Toolbars**

The **Manage Layer toolbar**, the vertical toolbar located to the left of the Layers Panel (shown here in a horizontal position) is used to import user-provided data.



**Figure 7. Manage Layer Toolbar**

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**Note:** Although the Menu is always located at the top of the page and cannot be moved, the toolbars may be moved to a more convenient location. For example, drag the **Add Data** toolbar to the top of the page to expand the area available for the **Layers Panel** and **Map View**.

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While working with the toolbars, hover the mouse over any toolbar button to see the name of the tool it represents. Resize and reposition the toolbars by dragging them.

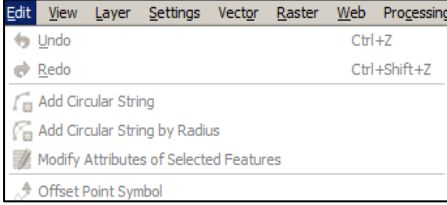
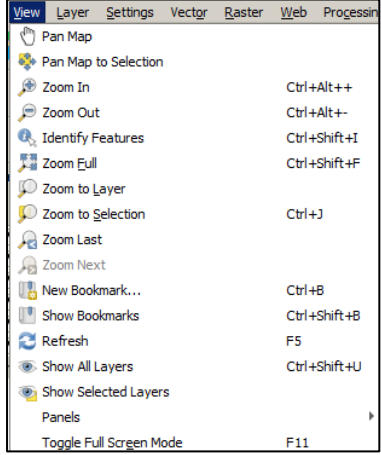
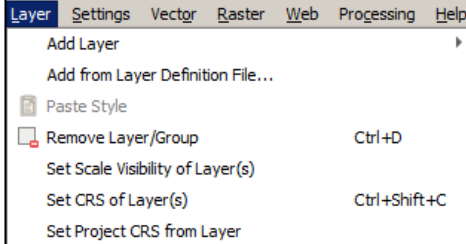
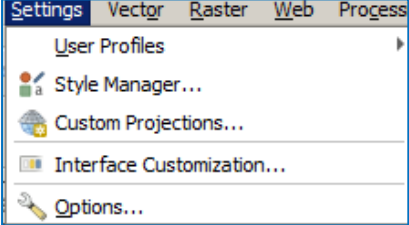
The Menu, the Standard toolbar, and the BAS toolbar are described in the section below. The Add Data toolbar is discussed in [5.7, How to Import User-Provided Data into GUPS](#).

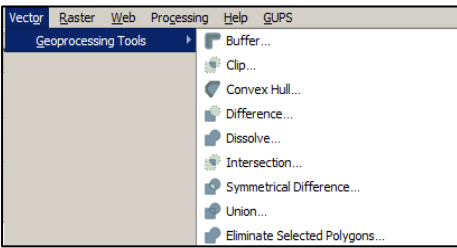
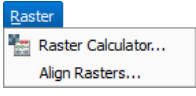
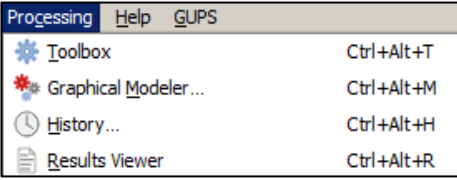
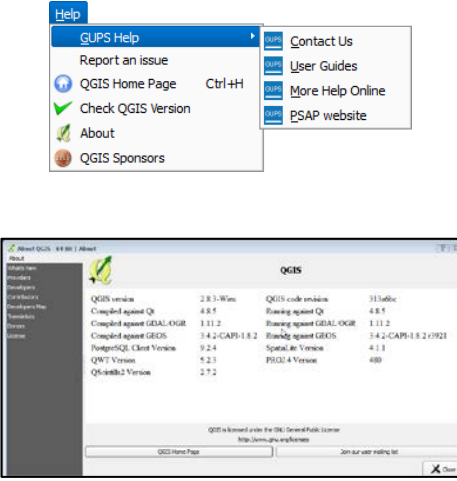
### 5.6.1 Menu Tabs

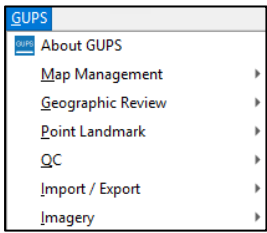
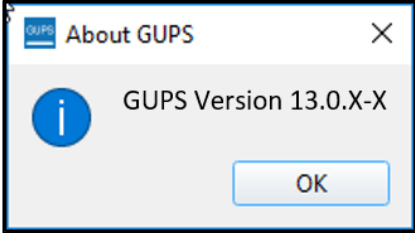
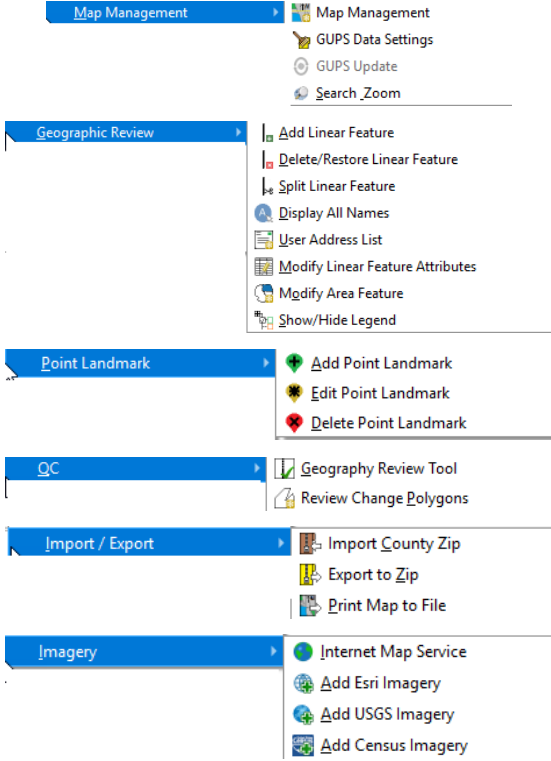
**Table 10** below defines each of the tabs on the main **Menu**, provides an image of the drop-down options for each, and describes each tab's function.

**Table 10: Menu Tabs and Their Functions**

Tab	Drop-down Menu	Function/Description
<b>Project</b>		From the <b>Project</b> tab, click on 'Save' to save the project, click on ' <b>Import/Export</b> ' to create an image file of the map in <b>Map View</b> , or exit the application. When using ' <b>Export Map to Image</b> ' sub-menu under ' <b>Import/Export</b> ', GUPS provides various image file type formats when exporting a map view (.png, .jpg, .tif, etc.).

Tab	Drop-down Menu	Function/Description
<b>Edit</b>		<p>From the <b>Edit</b> tab, click ‘Undo’ to undo the last action or ‘Redo’ to redo an undone action.</p> <p><b>Note:</b> For ‘Undo’ to work, the correct layer must be selected in the <b>Layers Panel</b>. For example, if a linear feature is added to the <b>Edges</b> layer, then the layer is deselected by selecting the <b>Area Landmarks</b> layer, ‘Undo’ will not delete the linear feature. The <b>Edges</b> layer must be selected to undo the linear feature’s addition.</p> <p><b>Note:</b> Multiple actions can be undone on a single layer (e.g., the addition of several linear features) if the project has not been saved. If the project is saved, the Undo option is disabled until more changes are made.</p>
<b>View</b>		<p>The <b>View</b> tab is used to complete several actions also available on the <b>Standard toolbar</b>. Included are options for navigating the map, identifying feature attributes, measuring distance, and creating spatial bookmarks to return to the same map view at a later time. This location also provides a way to:</p> <ul style="list-style-type: none"> <li>• Set what toolbars display.</li> <li>• Restore the <b>Layers Panel</b> if it has been closed it (click ‘Panels’ in the drop-down menu, click the right arrow, click ‘Layers’ in the Layers down-menu).</li> <li>• Refresh the map to restore it to the original map extent.</li> </ul>
<b>Layer</b>		<p>The <b>Layer</b> tab on the Main menu toolbar allows you to Add Layer, Add from Layer Definition File, Paste Style, Remove Layer/Group, Set Scale Visibility of Layer(s), set Coordinate Reference system (CRS) of layer(s), and set project CRS from layer.</p> <p><b>Note:</b> Many of these same functions are more conveniently located on the <b>Add Layers</b> toolbar and the small toolbar that sits at the top of the <b>Layers Panel</b>.</p>
<b>Settings</b>		<p>The <b>Settings</b> tab provides access to User Profiles, Style Manager, Custom Projections, Interface Customization, and General Options for QGIS.</p>

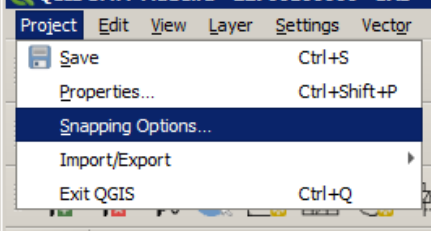
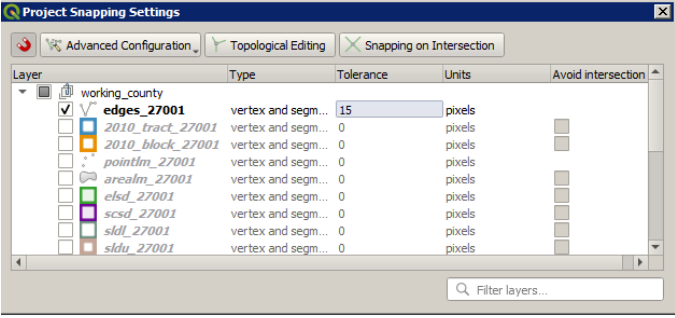
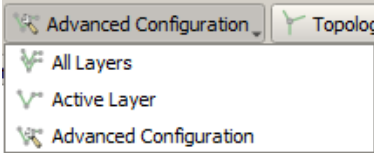
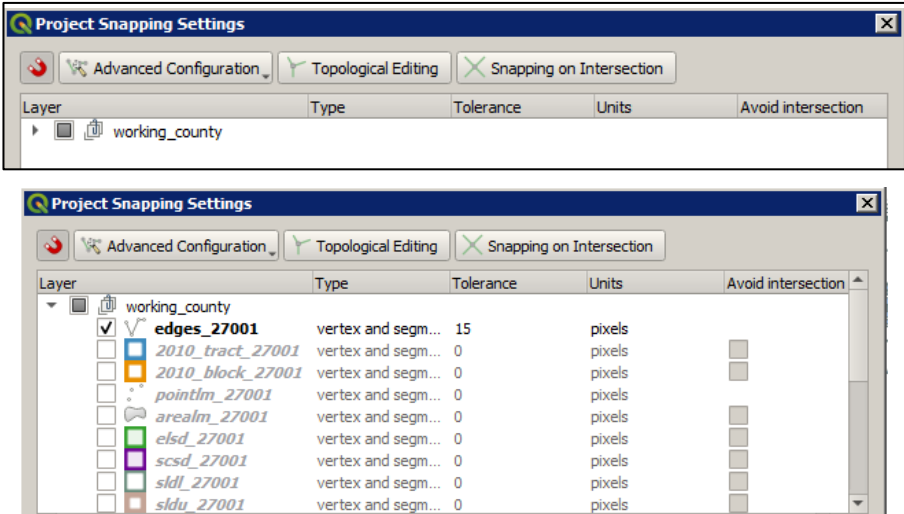
Tab	Drop-down Menu	Function/Description
<b>Vector</b>		<p>The <b>Vector</b> tab provides access to several Geoprocessing Tools, used to create buffers around features, overlay areas to create an intersection, union, or symmetrical difference, merge features, and perform other common geoprocessing actions.</p>
<b>Raster</b>		<p>The <b>Raster</b> tab provides access to a Raster Calculator, which performs calculations on the basis of existing raster pixel values. It includes a Georeferencer tool, which can be used to assign coordinates to the raster, and access to the Terrain Analysis, Projection, Conversion, Extraction, Analysis, and Miscellaneous Tools to assist in drawing land detail.</p>
<b>Processing</b>		<p>Although available to GUPS users, the options under the <b>Processing</b> tab are not needed for Census Bureau geographic program participation. The items under this tab pertain to algorithms, creating models, viewing the results of algorithms executed, and history.</p>
<b>Help</b>		<p>The <b>Help</b> tab provides tools for understanding QGIS (the open-source platform on which GUPS was developed) and the GUPS application itself. It also contains BAS contact information, access to the online version of this guide, training videos, and other information. Clicking the <b>About</b> option will bring up the latest version of GUPS installed on the computer.</p>

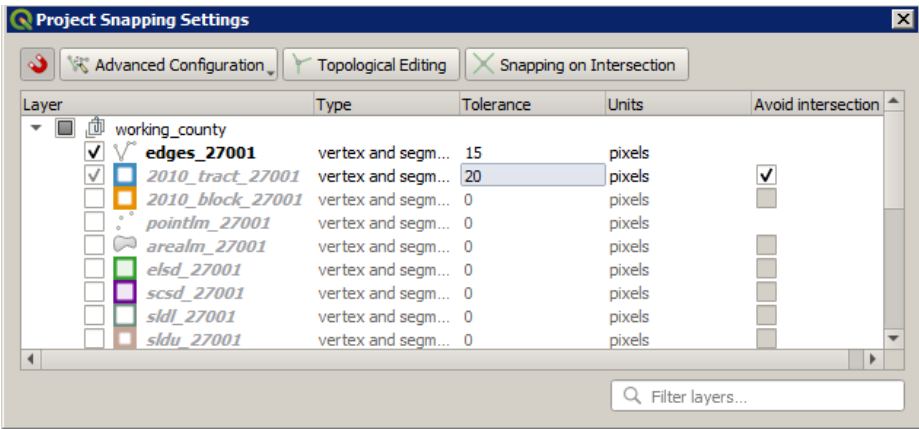
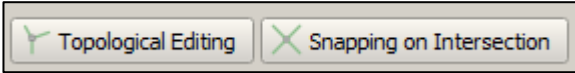
Tab	Drop-down Menu	Function/Description
<p><b>GUPS</b></p>	 <p>Click the <b>About GUPS</b> option in the drop-down menu to find the GUPS version number. This number will be required if technical assistant is needed. Here the version number is 13.0.X-X current_202x1008. The number that appears may be more recent based on the user's computer and software.</p> 	<p>The <b>GUPS</b> tab provides quick access to Map Management, Geographic Review, Point Landmark, Quality Control (QC), Import/Export, and Imagery drop-down screens.</p> 

**Note on Snapping Tolerances**

Snapping tolerances in GUPS are pre-defined by layer (e.g., the default tolerance for edges is set to 15 pixels). When making boundary corrections, it may be beneficial to adjust the snapping tolerances for a layer or layers. To do this, follow the steps in the table below.

**Table 11: Adjust Snapping Tolerances**

Step	Action and Result
<p><b>Step 1</b></p>	<p>In the <b>Project tab</b> drop-down menu, click on '<b>Snapping Options</b>'.</p>  <p>The <b>Snapping Setting</b> dialog box opens.</p> 
<p><b>Step 2</b></p>	<p>From the <b>Advanced Configuration</b> drop-down menu, select whether to apply the tolerance adjustment to the current layer only or to all layers.</p> 
<p><b>Step 3</b></p>	<p>Within the Layer window, you will need to expand the layer menu to see all the layers.</p> 

<p><b>Step 4</b></p>	<p>Check the box next to each layer to snap. From the <b>Tolerance</b> drop-down menu, use the up and down arrows to select the value, and then select the units (map units or pixels) in the drop-down to the right to avoid intersection.</p>  <table border="1" data-bbox="415 268 1328 693"> <thead> <tr> <th>Layer</th> <th>Type</th> <th>Tolerance</th> <th>Units</th> <th>Avoid intersection</th> </tr> </thead> <tbody> <tr> <td>working_county</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> edges_27001</td> <td>vertex and segm...</td> <td>15</td> <td>pixels</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 2010_tract_27001</td> <td>vertex and segm...</td> <td>20</td> <td>pixels</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 2010_block_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> pointlm_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> arealm_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> elsd_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> scsd_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> sld_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> sldu_27001</td> <td>vertex and segm...</td> <td>0</td> <td>pixels</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Layer	Type	Tolerance	Units	Avoid intersection	working_county					<input checked="" type="checkbox"/> edges_27001	vertex and segm...	15	pixels		<input checked="" type="checkbox"/> 2010_tract_27001	vertex and segm...	20	pixels	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2010_block_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> pointlm_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> arealm_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> elsd_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> scsd_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> sld_27001	vertex and segm...	0	pixels	<input type="checkbox"/>	<input type="checkbox"/> sldu_27001	vertex and segm...	0	pixels	<input type="checkbox"/>
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<p><b>Step 5</b></p>	<p>To enable topological editing and/or snapping on an intersection, select either box.</p> 																																																							
<p><b>Step 6</b></p>	<p>Exit out of the window. <i>The new snapping tolerances are set.</i></p>																																																							

## 5.6.2 Standard Toolbar Buttons

The **Standard toolbar** provides the navigation tools to interact with the map and layers' attribute tables.



**Figure 8. Standard Toolbar**

The **Standard toolbar** includes several smaller toolbars. Each sub-toolbar is identified by a series of small parallel lines that precede it.







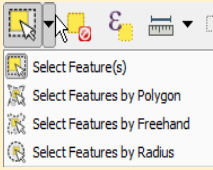







**Figure 9. Sub-tool Markers**










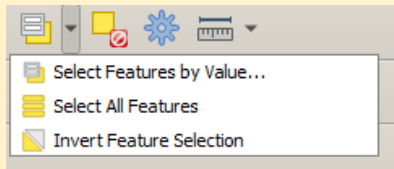



The first sub-toolbar contains the **Save** button, **Style Manager** button, **Map Management** button, **GUPS Data Settings** button, the **Search** button, and the **Select Features** button. The second sub-toolbar provides tools for viewing, navigating the map and creating spatial bookmarks in **Map View**, and the third sub-toolbar is used to identify, select features by value, deselect all features on the map, access processing tools in the Toolbox, and make measurements.

The location of the sub-toolbars can be moved by simply left-clicking the parallel lines preceding the sub-toolbar and while holding down the mouse, dragging the sub-toolbar to the desired location. Each button on the Standard toolbar and its purpose is defined in [Table 12](#).

**Table 12: Standard Toolbar Buttons**

Button	Name	Function/Description
	<b>Save</b>	Saves the current GUPS project, including any user changes to layer properties, projection, last viewed extent, and layers added.
	<b>Style Manager</b>	Allows customization of map symbols.
	<b>Map Management</b>	Choose a geographic participant program in GUPS and access the automatically loaded default map display layers based on the program chosen.
	<b>GUPS Data Settings</b>	<b>Warning! This tool deletes files and folders permanently!</b> Change GUPSGIS data working directory and clean GUPS project data.
	<b>Search</b>	Search the map by place, landmark, or street name and zoom automatically to the feature.
	<b>Select Features by Area or Single Click</b>	Allows the user to select layer features in the map window with a single click, by dragging the cursor, or by drawing graphics on the screen. 
	<b>Pan Map</b>	Shifts the map in <b>Map View</b> without changing the map scale. Click the button, then click a location on the map to re-center the map to the clicked location.
	<b>Pan Map to Selection</b>	Shifts the map in <b>Map View</b> to the rows selected in the attribute table for a selected feature. After selecting a feature(s), click the button to re-center the map based on the selected feature(s).
	<b>Zoom In</b>	Displays the map in <b>Map View</b> at a larger scale. Click the button, then click on the map at the location to be zoomed.
	<b>Zoom Out</b>	Displays the map in <b>Map View</b> at a smaller scale.
	<b>Zoom Full</b>	Displays the map in <b>Map View</b> at a smaller scale and zooms the map view to the full extent of the county.





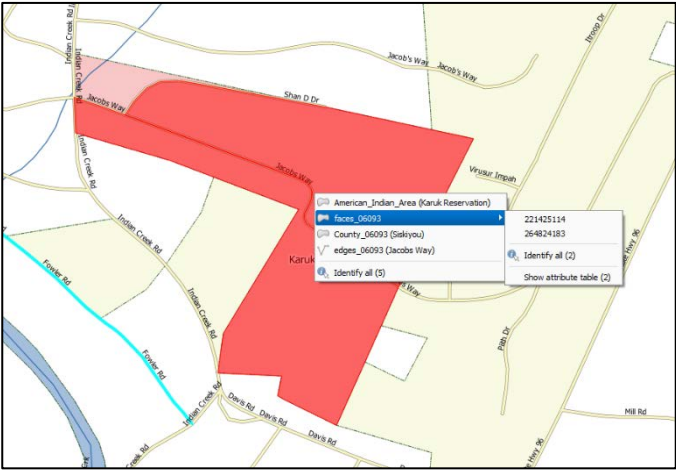
Button	Name	Function/Description
	<b>Zoom to Selection</b>	Zooms the <b>Map View</b> to the rows selected by query in the attribute table for a feature(s). After selecting a feature(s) on the map, click the button to view the feature(s) at a larger map scale.
	<b>Zoom to Layer</b>	Zooms the <b>Map View</b> to the layer selected in the <b>Layers Panel</b> . After selecting the layer, click the button to zoom to the layer's extent.
	<b>Zoom Last</b>	Zooms the <b>Map View</b> to the previous map extent.
	<b>Zoom Next</b>	Zooms the <b>Map View</b> forward to the next map extent (only if a previous extent is available).
	<b>New Bookmark</b>	Creates and names a spatial bookmark of the current map view.
	<b>Show Bookmarks</b>	Display all bookmarks created by the user.
	<b>Refresh</b>	Displays <b>Map View</b> to initial full display.
	<b>Identify Features</b>	Identifies geographic features. Click the button, then click on a feature on the map to identify the feature at the location.
	<b>Select Features by Value</b>	Allows selection of features by value. 
	<b>Deselect Features from All Layers</b>	Deselects selected features from all layers.
	<b>Processing Toolbox</b>	Displays list of processing tools available.
	<b>Measure</b>	Provides options to measure linear distance, area, and angles on the map.

Most of the sub-toolbar buttons defined above are straight-forward. Those related to features, however, require further explanation. These buttons are used to identify and select/deselect features on the map and to view feature attributes. They are also used to make measurements and create spatial bookmarks.

### 5.6.2.2 Identify a Feature Using the Identify Features Button

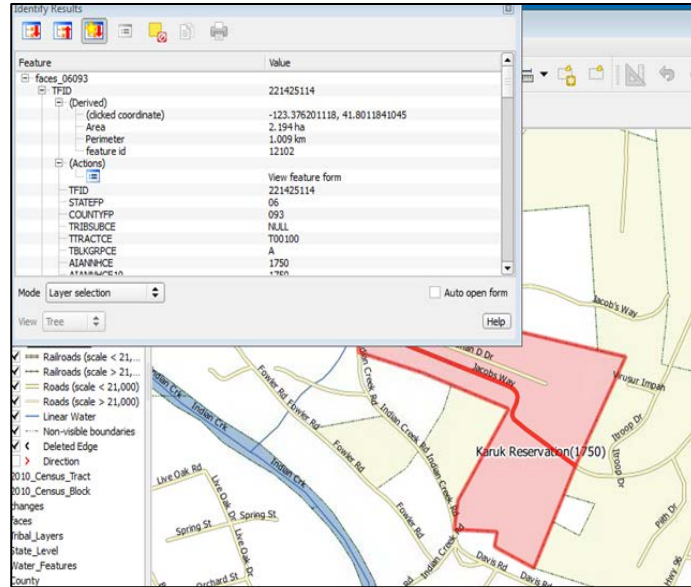
To identify a feature on the map, follow the steps in [Table 13](#).

**Table 13: Identify a Feature on the Map**

Step	Action and Result
Step 1	<p>Click the <b>Identify</b> button on the <b>Standard toolbar</b>.</p> 
Step 2	<p>Then right-click on the feature. <i>The results will display in drop-down menus on the map.</i></p>  <p>To see all attributes for the feature, select 'Show attribute table' in the <b>faces</b> drop-down menu.</p> 

**Step 3**

Alternately, click the **Identify** button, then left click on the feature. *The feature turns red (color may vary) and the **Identify Results** screen opens under the **Layers Panel**, showing the feature attributes.* (Note that here the screen was dragged from beneath the **Layers Panel** so that it sits over the map.)





**5.6.2.3 Select/Deselect Features Using the Select Features and Deselect Features Buttons**

The **Select Features** button provides several ways to select features on the map. The **Deselect Features from All Layers** button will deselect previously selected features.


**Table 14** describes each of the feature selection methods, discusses when one might be preferable over another, and explains how to deselect features.


**Table 14: Select/Deselect Features on the Map**

Step	Action and Result
<b>Step 1</b>	To begin, click on a layer name in the <b>Layers Panel</b> . For example, to select a linear feature, click on the 'edges' layer. To select faces, click on the 'faces' layer.
<b>Step 2</b>	Click once on the <b>Select Features</b> button on the <b>Standard Toolbar</b> . 
<b>Step 3</b>	To select an edge or face on the map, click on it. In this example, select 'faces' in the <b>Layers Panel</b> and click on a face. <i>The face selected turns cyan.</i> 

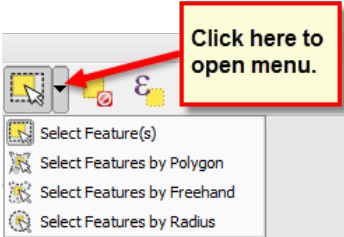
**Step 4** To select more than one face, hold down the **CTRL** key while clicking on the additional face(s). This method is useful when selecting noncontiguous faces, as shown below.



 To select multiple features, click the **Select Feature** button, then drag the cursor over the features on the map. This method is useful when selecting several contiguous faces or a large number of nearby linear features without having to click each feature one by one.

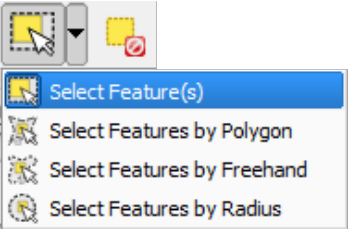
 **A Note on GUPS Tools**  
 GUPS tools remain active until a different tool is selected. For example, if the **Select Features** tool is used to choose faces for a new area landmark, then in order to add a new linear feature instead, the **Add Linear Feature** must be clicked before clicking on the map again. If note, the **Select Features** tool, still active, selects a face.

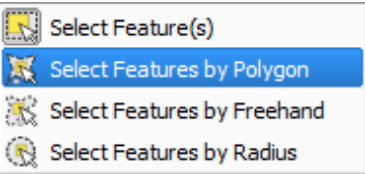


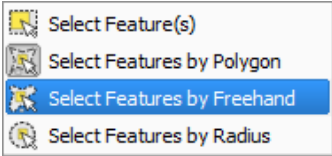
**Step 5** To open the other **Select Features** options, click on the down arrow to the right of the **Select Features** button. *The **Select Features** drop-down menu opens.*



Note that when a menu option is selected, the button’s appearance changes.

**Step 6** The first option in the menu, ‘**Select Feature(s)**’, duplicates the functions made available in the Select Features button on the main toolbar.



<p><b>Step 7</b></p>	<p>The second option, <b>'Select Features by Polygon'</b>, selects features via a polygon drawn on the map. To use this feature select it in the drop-down menu, then follow the steps below.</p> 
<p><b>Step 8</b></p>	<p>Left click on the map to begin the polygon. Drag the cursor to extend the line, left click, and then extend the line in a new direction. Finish by closing the polygon, as shown below.</p> 
<p><b>Step 9</b></p>	<p>To complete the selection, right-click. <i>All faces with an edge appearing within the polygon are highlighted in cyan.</i></p> 
<p><b>Step 10</b></p>	<p>The third option, <b>'Select Features by Freehand'</b>, selects features based on user-defined shapes drawn on the map.</p>  <p>To use this option, click on the map and use the cursor to draw any shape (polygon, triangle, circle, etc.). <i>If the shape does not cross any edges, the single face in which the shape is drawn is selected and turns cyan. If the shape crosses several faces, all faces whose edges are crossed are selected and turn cyan.</i></p> <p><b>Note:</b> This method is particularly useful when attempting to select a very small face. For example, draw a tiny triangle within a face to select it.</p>

<p><b>Step 11</b></p>	<p>The final option, 'Select Features by Radius', selects features by defining a circle around the features to select.</p> <div data-bbox="695 239 1053 407" style="text-align: center;"> </div> <p>To use this tool, left click on the map, then hold down the mouse and drag the cursor outward to expand the circle. Release the mouse when done. <i>The feature(s) selected is (are) highlighted in cyan.</i></p>
<p><b>Step 12</b></p>	<p>Polygons can be deselected by holding and using the same selection option to select by holding <b>CTRL</b> and retracing over the polygons or deselect a feature or features automatically by clicking the</p> <div data-bbox="846 575 907 632" style="text-align: center;"> </div> <p><b>Deselect Features from All Layers</b> button once. <i>The selected features in all layers are deselected.</i></p>

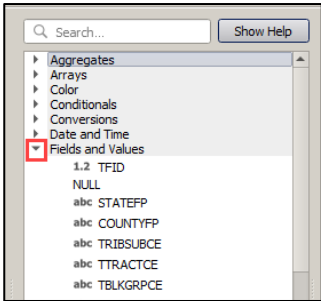
### 5.6.2.4 Select Features by Querying the Attribute Table

Another method to select features is by querying the attribute table. To do so, follow the steps in [Table 15](#). In this example, the attribute table is being queried for the edges layer to locate and select all linear features flagged as edges for block boundaries.

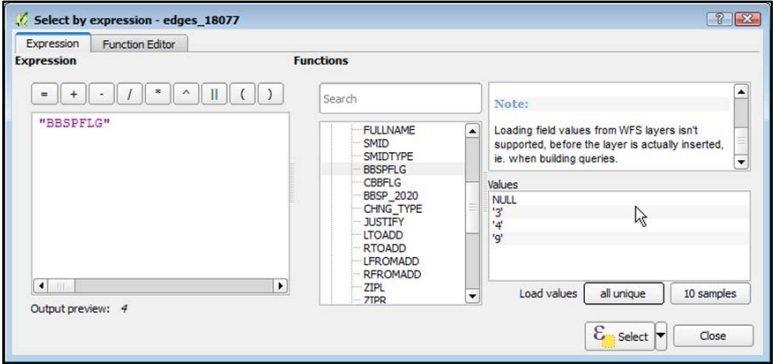
**Table 15: Select Features by Querying the Attribute Table**

Step	Action and Result
<p><b>Step 1</b></p>	<div data-bbox="1068 1010 1167 1079" style="text-align: right;"> </div> <p><b>Click the Select Features by Value</b> button on the <b>Standard toolbar</b>.</p> <p><i>In the drop-down menu, <b>Select by Expression</b> window opens. The window has two tabs: <b>Expression</b> and <b>Function Editor</b>.</i></p> <div data-bbox="578 1186 1205 1600" style="text-align: center;"> </div>

**Step 2** Under the **Expressions** tab, click the '+' symbol next to the items in the **Functions** field to display their submenus.



**Step 3** To build a query, click the '+' sign next to 'Fields and Values' to open the list of choices and then double-click on a field name. In this example, the 'BBSP Flag' is selected to search for all features flagged as edges for block boundaries. *Once selected, "BBSP Flag" appears in the expression pane, and a Load values field is added to the Fields pane at the bottom far-right corner.*

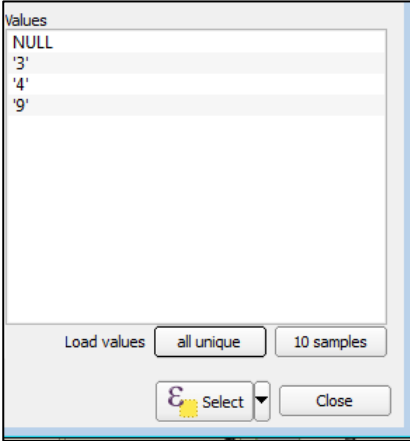


**Step 4** Select an operator from a full list by clicking the '+' sign next to "Operators" in the **Functions** pane. **OR**, if one needs a commonly used operator such as equals, plus, or minus, click its corresponding button in the row of buttons at the top of the **Expression** pane.




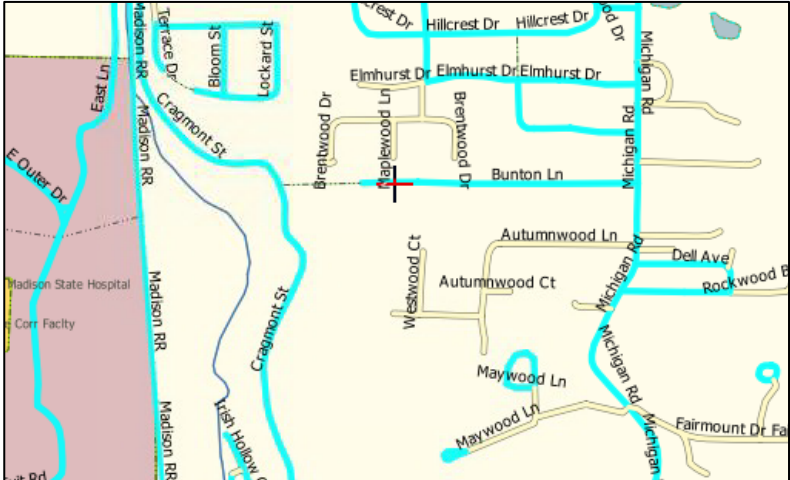
**Step 5** In this example, the operator for equals is required. Double-click the '=' operator button. *The expression in the Expression pane now reads "BBSP Flag" =.*

**Step 6** To select a specific value for the field “BBSP Flag”, click either the **all-unique** or **10 samples** button in the **Load values** field. *The **Values** field above the buttons populates with all allowed values.*



**Step 7** Select a value. Then select ‘4’ by double-clicking on it in the **Values** field list. *The expression changes to “BBSP Flag” = ‘4’.*

**Step 8** Click the **Select by Expression**  button just below the **Load values** field. Then click **Close**. *All edges marked with a BBSP Flag with a value of ‘4’ turn cyan on the map.*

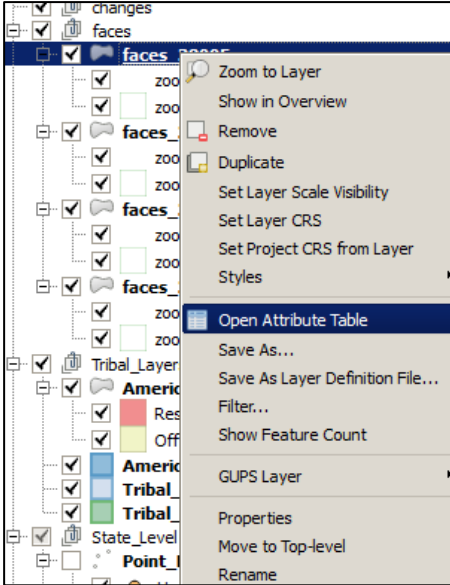
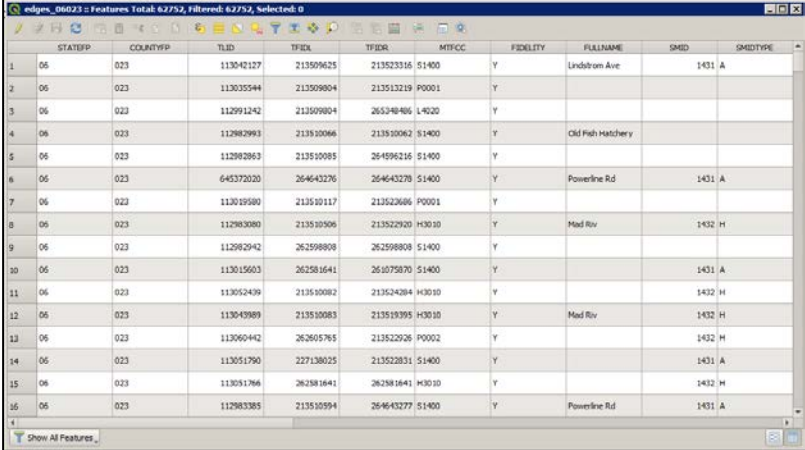


**5.6.2.5 View an Attribute Table for a Layer on the Map**

To view an attribute table for a map layer, follow the steps in [Table 16](#).




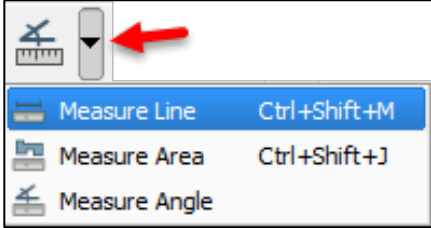
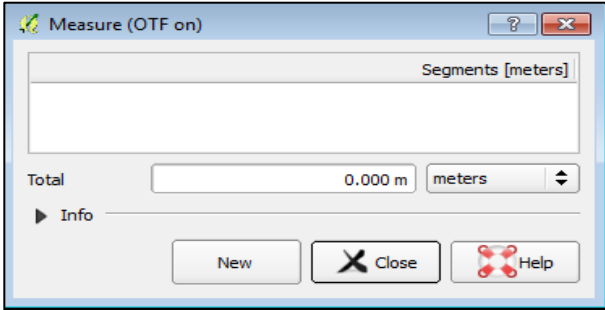
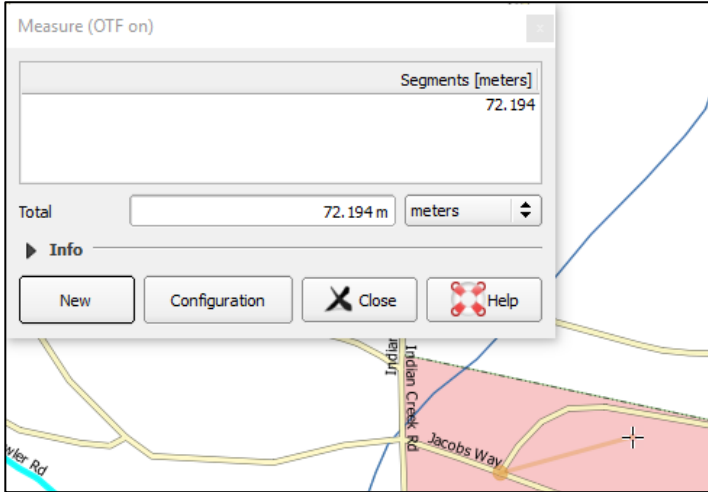
**Table 16: View Layer Attributes Using the Attributes Table**

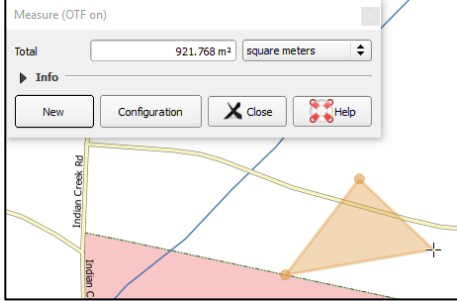
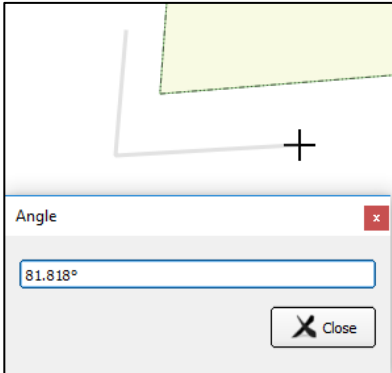
Step	Action and Result
<p><b>Step 1</b></p>	<p>Right-click the layer in the <b>Layers Panel</b>. <i>The drop-down menu opens.</i></p> 
<p><b>Step 2</b></p>	<p>Click the '<b>Open Attribute Table</b>' option in the drop-down menu. <i>The Attribute table opens showing all features in the layer and their attributes (e.g., name, MTFCCs, etc.). Each column represents a separate attribute and each row an individual feature.</i></p> 
<p><b>Step 3</b></p>	<p>To select a feature to view, click on the number on the far left of the row. To select multiple features, click on the number of the row for the first feature, then press the <b>CTRL</b> key. While holding the <b>CTRL</b> key down, click on the numbers for the other desired individual features. To select a range of features, click on the number for the row showing the first feature, then press the <b>SHIFT</b> key. While holding down the <b>SHIFT</b> key, click on the number for the last row to be selected.</p>

### 5.6.2.6 Determine Distance, Area, and Angles on the Map

To measure the distance between two or more points, area, or an angle on a map, follow the steps in [Table 17](#).

**Table 17: Measure Distances, Area, and Angles on a Map**


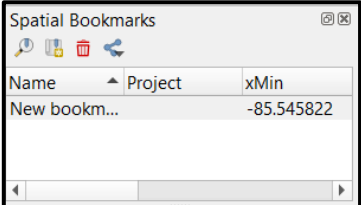
Step	Action and Result
<p><b>Step 1</b></p>	<p>Click the <b>Measure</b> button on the <b>Standard toolbar</b>. </p> <p>The <b>Measure</b> button drop-down menu opens.</p> 
<p><b>Step 2</b></p>	<p>To measure the distance between two points on the map, select '<b>Measure Line</b>' in the drop-down menu. The <b>Measure</b> box opens.</p> 
<p><b>Step 3</b></p>	<p>Zoom to the map location to be measured. Then click on the beginning point on the map and continue clicking on points until reaching the final point. Right-click when finished. The length of each segment of the line drawn, as well as the total length of the line between the beginning point and the ending point, appear in the <b>Measure</b> box.</p> 


Step	Action and Result
<p><b>Step 4</b></p>	<p>To measure area on the map, select '<b>Measure Area</b>' in the drop-down menu. <i>The <b>Measure</b> box opens.</i> When the box opens, left click on the map to begin drawing a polygon around the area one wants to measure. Left click when each vertex of the polygon is reached. When finished, tight-click. <i>The area polygon encompasses appears in the <b>Total</b> field.</i> Use the drop-down to the right to see the area in other units of measure.</p>  <p>To begin a new measurement, click the <b>New</b> button.</p>
<p><b>Step 5</b></p>	<p>To measure an angle on the map, first select the '<b>Measure Angle</b>' option in the drop-down menu. Then left click on the map to begin drawing the angle. Drag the mouse (but do not hold down the mouse button) to create the first side of the angle. Then left click. Drag the mouse again (again without holding down the mouse button) to draw the second leg. <i>The <b>Angle</b> box opens showing the angle measurement.</i></p> 

### 5.6.2.7 Save Locations on a Map Using the Bookmark Button

To save geographic locations on the map and view them later, follow the steps in [Table 18](#).

**Table 18: Bookmark Locations on a Map**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Zoom to the location on the map in <b>Map View</b> to be bookmarked and click on the <b>New Bookmark</b> button on the <b>Standard toolbar</b>.  <i>The <b>Spatial Bookmarks</b> box opens.</i></p> 

<b>Step 2</b>	Click on the row named <b>'New bookmark'</b> . Then backspace over <b>'New bookmark'</b> and type in a descriptive name for the bookmark (255-character limit). Click the <b>Close</b> button. <i>The bookmark is added.</i>
<b>Step 3</b>	To view and manage spatial bookmarks, click on the <b>Show Bookmarks</b> button on the <b>Standard toolbar</b> . <i>The <b>Spatial Bookmarks</b> dialog box again opens.</i> To zoom to a bookmark, click on a bookmark name in the dialog box and then click the <b>Zoom to</b> button. To delete a bookmark, click on the bookmark name, then press the <b>Delete</b> button.
	Bookmark names and coordinates can be edited from the <b>Geospatial Bookmarks</b> dialog box.

### 5.6.3 BAS Toolbar Buttons










The **BAS toolbar** provides the BAS-specific functions needed to complete a participant's review and update activities, as well as to import and export zipped shapefiles.







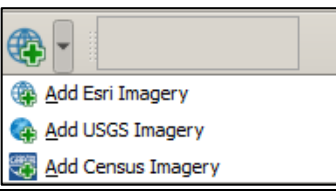





**Figure 10. BAS Toolbar**

Each toolbar button is described in [Table 19](#).

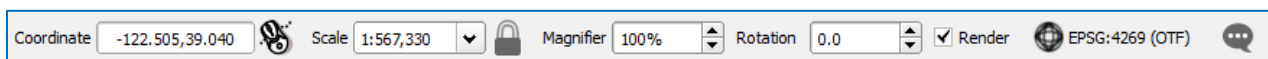
**Table 19: BAS Toolbar Buttons**

Button	Name	Function/Description
	<b>Add Linear Feature</b>	Add a new linear feature.
	<b>Delete/Restore Linear feature</b>	Delete an existing linear feature.
	<b>Split Linear Feature</b>	Split a linear feature. Splitting a linear feature may be necessary to accurately reflect an entity's location. This feature "splits" the original into two.
	<b>Display All Names</b>	Displays all names for a street with multiple names assigned in the MAF/TIGER system.
	<b>User Address List</b>	Import an address list (.csv, .txt, etc.) into GUPS.
	<b>Modify Linear Feature Attributes</b>	Edit attributes of a selected linear feature.
	<b>Modify Area Feature</b>	Make updates to legal area (additions, deletions, boundary corrections, etc.).
	<b>Show/Hide Legend</b>	Shows or hides the layer.
	<b>Geography Review Tool</b>	Review the attribute table for a layer.

Button	Name	Function/Description
	<b>Review Change Polygons</b>	Review change polygons in a layer and make corrections (reviews change polygons for holes and minimum size).
	<b>Import County ZIP</b>	Import zipped Census Bureau shapefiles shared by another GUPS user.
	<b>Export to ZIP</b>	Create the ZIP file containing all required data and shapefiles to be submitted to the Census Bureau.
	<b>Print Map to File</b>	Export a printable map in .pdf, .png, .tif, or jpeg format.
	<b>Internet Map Service</b>	Add imagery from Google Maps or Bing Maps.
	<b>Add Esri Imagery</b>	Displays satellite imagery overlaid on the QGIS map. 
	<b>Add Point Landmark</b>	Add a new point landmark.
	<b>Edit Point Landmark</b>	Edit point landmark attributes.
	<b>Delete Point Landmark</b>	Delete an existing point landmark.

#### 5.6.4 Status Bar


The **Status bar** at the bottom of the GUPS main page displays information about the map. It helps adjust the map scale and see the mouse cursor's coordinates on the map.


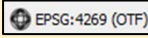



**Figure 11. Status Bar**

**Table 20** describes each element of the Status Bar.

**Table 20: Status Bar Elements**

Item	Description
Coordinate	Shows the current position in map coordinates (default is decimal degrees for GUPS) as the map cursor is moved across the map.
	Toggles between the coordinate position of the mouse cursor or the map view extents as the map is panned and zoomed.

Item	Description
Scale	Shows the current zoom level in the <b>Map View</b> . Can be changed by selecting one of the predefined levels from the drop down, by typing in a new ratio, or using the scroll wheel on the mouse.
	Locks the scale to use the magnifier to zoom in or out.
Magnifier	Allows the map view to be set to a specific zoom level.
Rotation	Shows the map rotation.
Render	Temporarily prevent layers from drawing. Enable by clicking the checkbox immediately to the left of "Render".
	Clicking on the icon opens the projection properties for the current map.
	Displays system messages for the QGIS session.

## 5.7 How to Import User-Provided Data into GUPS

### 5.7.1 The Add Data Toolbar





To import one's own imagery, geodatabase, shapefiles, web mapping service, or other data layers into GUPS use the **Add Data toolbar**.









Figure 12. Add Data Toolbar

Although shown in a horizontal position in [Table 12](#), the Add Data toolbar appears arranged vertically to the left of the Layers Panel in GUPS. Its buttons are described in [Table 21](#).

Table 21: Add Data Toolbar Buttons

Button	Name	Function/Description
	Add Vector Layer	Add vector-based shapefile and geodatabase files.
	Add Raster Layer	Add raster-based shapefile and geodatabase files.
	Add SpatialLite Layer	Add data from a SpatialLite database.
	Add/Edit Virtual Layer	Add or Edit Virtual Layers.

Button	Name	Function/Description
	Add PostGIS Layer	Add PostGIS layer.
	Add WMS/WMTS Layer	Add Web Mapping Services and Web Mapping Tile Services. Publicly accessible and secured WMS services are supported.
	Add WCS Layer	Add Web Coverage Services, which provide access to raster data useful for client-side map rendering.
	Add WFS Layer	Add Web Feature Services.
	New Shapefile Layer	 Add a new shapefile layer or new temporary scratch layer.

### 5.7.2 How to Upload User-Provided Data Layers

GUPS supports vector data in a number of formats, including those supported by the OGR library data provider plugin, such as Esri shapefiles, MapInfo MIF (interchange format), and MapInfo TAB (native format). It also supports PostGIS layers in a PostgreSQL database and Spatialite layers. Support for additional data types (e.g., delimited text) is provided by additional data provider plugins.


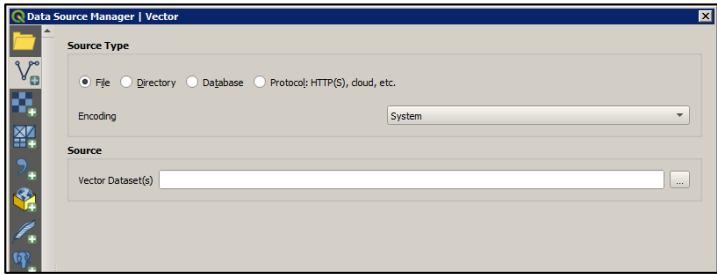
Below are the steps to import the most commonly used data formats. To load shapefile or geodatabase data layers into the map, follow the steps in the table below.


---

**Note:** Only one user-provided data layer may be uploaded at a time. If uploading multiple data layers, note that GUPS will only allow upload one layer at a time.

---



**Table 22: Load Shapefiles/Geodatabase Layers**

Step	Action and Result
Step 1	<p>Begin the upload. Click the <b>Add Vector Layer</b>  button on the <b>Add Data toolbar</b>. <i>The Add Vector Layer dialog box opens.</i></p> 

<b>Step 2</b>	In the <b>Encoding</b> drop-down menu, the default value is <b>'system'</b> . If an error message appears when opening the file, use the drop-down to select UTF-8. <i>UTF-8 populates the <b>Encoding</b> field.</i>
<b>Step 3</b>	Click the ellipses button and navigate to the folder where the shapefile or geodatabase is saved on the computer. 
<b>Step 4</b>	Left click the file to be uploaded, then click the <b>Add</b> button. <i>The shapefile / geodatabase is added to the <b>Layers Panel</b> and to the <b>Map View</b> window.</i>

To load data from a web mapping service, follow the steps in [Table 23](#).



**Table 23: Load Data from a Web Mapping Service**

Step	Action and Result
<b>Step 1</b>	Begin the upload. Click the <b>Add WMS/WM(T)S Layer</b> button  on the <b>Add Data toolbar</b> . <i>The <b>Data Source Manager</b> dialog box opens.</i>
<b>Step 2</b>	Select the web mapping service. Click the <b>Layers</b> tab, then click the <b>New</b> button under the tab. <i>The <b>Create a new WMS Connection</b> dialog box opens.</i>
<b>Step 3</b>	In the <b>Name</b> field, type a name for the web mapping imagery service. In the <b>URL</b> field, type the URL for the service. If the service requires a user name and password, type them in the fields provided. Click <b>OK</b> . <i>The service will be added to the drop-down menu for web mapping services appearing just below the <b>Labels</b> tab.</i>  <b>Note:</b> If working inside a firewall, users may be prompted to enter a user name and password to obtain resources from outside the firewall.
<b>Step 4</b>	Select the imagery service added in the drop-down menu. <i>The available layers appear in the <b>ID/Name/Title/Abstract</b> box.</i>
<b>Step 5</b>	Click on the layer to be displayed, then click the <b>Add</b> button. <i>The WMS is added to the map showing in <b>Map View</b> and to the <b>Layers Panel</b>.</i>
	When the WMS is added, it displays over the top of other layers selected for <b>Map View</b> . To make it display below these layers, click on the WMS layer and, while holding down the mouse button, drag it to the bottom of the <b>Layers Panel</b> .

If participants do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, they can still add other types of imagery files to GUPS (e.g., a county or state imagery dataset). One option for adding imagery may be the National Agricultural Imagery Service (NAIP), supplied in web mapping service format by the U.S. Geological Survey. To add imagery files, follow the steps in [Table 24](#).



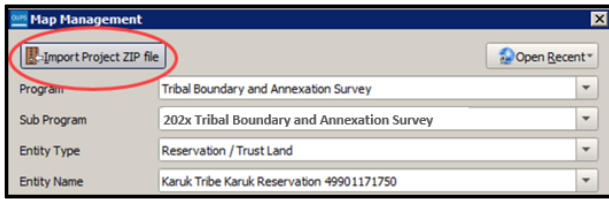

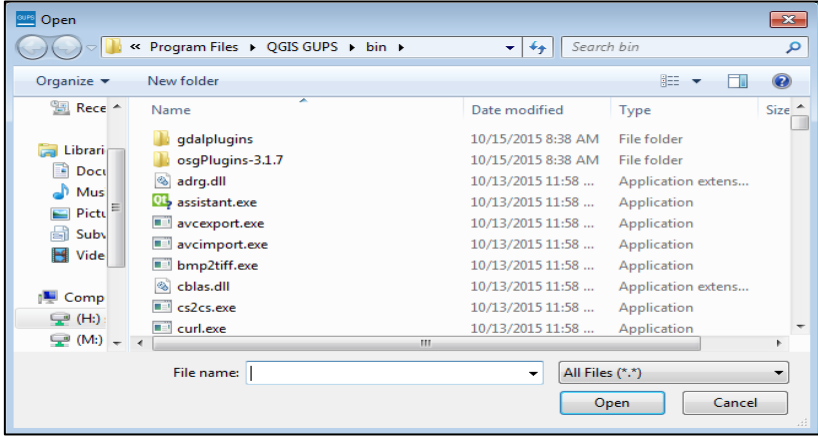
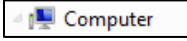
**Table 24: Add Imagery Files**

Step	Action and Result
Step 1	 <p>Click the Add Raster Layer  button on the Add Data toolbar. <i>The <b>Open a GDAL Supported Raster Data Source</b> dialog box opens.</i></p>
Step 2	Navigate to the folder where the imagery file is stored.
Step 3	Select the file, then click <b>Open</b> . <i>The file loads into GUPS.</i>

### 5.7.3 How to Import a Shared ZIP Shapefile

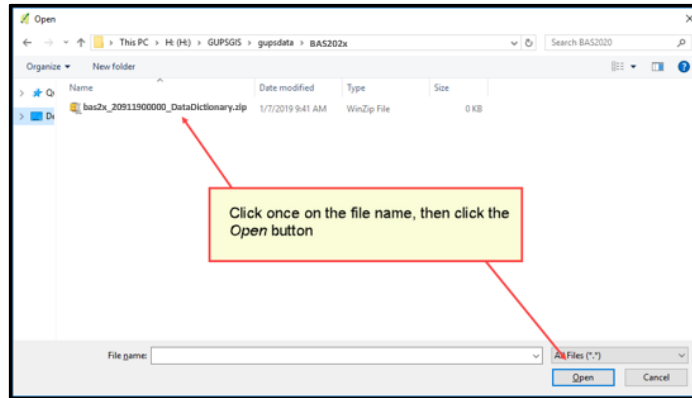
To import Census Bureau shapefiles already updated by another user, use the **Import Project ZIP File** button (available both on the BAS toolbar and in the Map Management dialog box), then follow the steps in [Table 25](#).

**Table 25: Import a ZIP File Shared by Another User**

Step	Action and Result
Step 1	<p>Click the <b>Import Project ZIP File</b> button in the upper left-hand corner of the <b>Map Management</b> dialog box:</p>  <p><b>OR</b> on the <b>BAS</b> toolbar: </p>
Step 2	<p><i>The <b>Open</b> window launches.</i></p> 
Step 3	<p>From this window, click on the <b>Computer</b> icon (called <b>My Computer</b> in some versions of Windows) located in the far-left-hand pane. </p> <p>When the list of directories opens, navigate to the location where the shared ZIP file is located.</p>

**Step 4**

Click once on the file, then click the **Open** button.



*The file loads into **Map View**.*

## SECTION 6 MAKING BAS UPDATES IN GUPS

The tables in this section provide step-by-step instructions for making BAS updates. The examples assume participants have read and understood the directions for opening GUPS and using Map Management. If not yet comfortable with Map Management, please review the contents of [Section 5, Using GUPS \(Basics and Map Management\)](#) before making updates. It is highly recommended to use a source of imagery data when making any BAS updates.



### 6.1 How to Update Legal Boundaries

All examples shown here, although using real data, are purely fictitious. They are employed for purposes of illustration only and do not indicate any actual geographic changes.

#### 6.1.1 Adding Land Area as Reservation or Trust Lands for the First Time

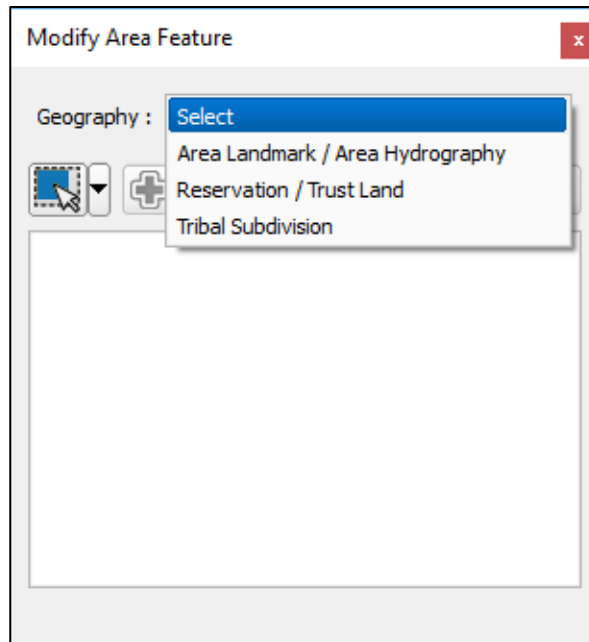
Follow the steps in the [Table 26](#) to add land as reservation or off-reservation trust land(s). In this example, a parcel of land is added as a fictitious newly acquired ‘off-reservation’ trust land for the Spirit Lake Reservation (3935).

**Table 26: Add Land Area as Reservation or Off-reservation Trust Land**

Step	Action and Result
Step 1	Open in <b>Map View</b> the entity where the new trust land(s) will be added. Be sure that all layers desired to be seen are checked in the <b>Layers Panel</b> . It is recommended to check (turn on) all Tribal Layers.
Step 2	<p>Click the <b>Modify Area Feature</b> button on the <b>BAS toolbar</b>. </p> <p><i>The <b>Modify Area Feature</b> dialog box opens.</i></p> 

**Step 3**

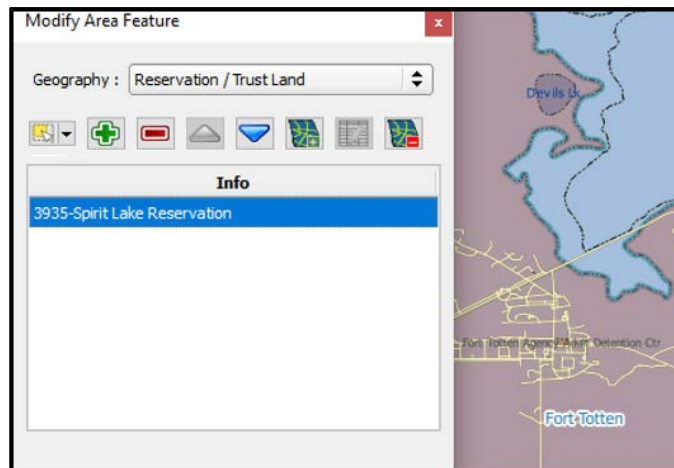
Click the drop-down area next to the **Geography** field and select the entity type to be added from the drop-down menu. In this example Off-Reservation trust land is being added, so 'Reservation/Trust Land' is selected.




*Reservation/Trust Land appears in the **Geography** field and prior to any changes, Spirit Lake Reservation will be the only file that becomes available.*

**Step 4**

Double-click on the row in the list for the place that is making the annexation. (**Note:** The list of places is short, but in some cases it can be long. Use the scroll bar to the right of the list to move up and down the list, if needed.) *The map zooms to the place selected upon double-clicking a row.*

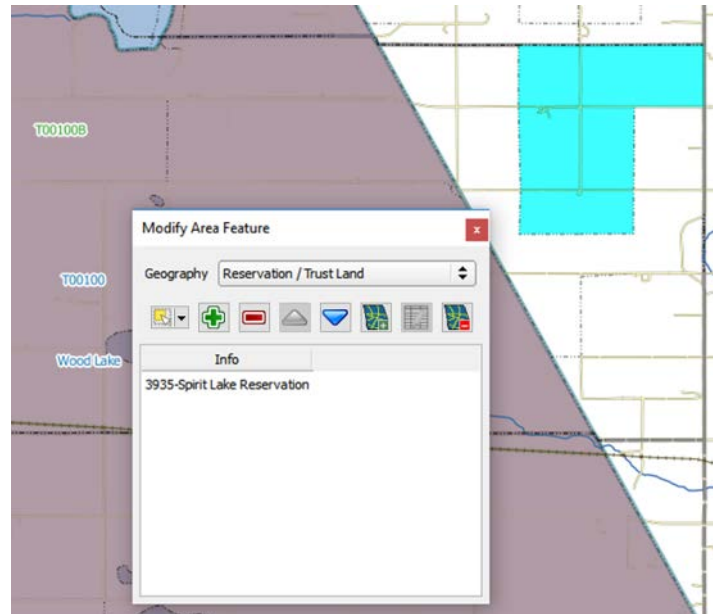


If the map does not zoom to a scale sufficient to make the changes, click on the **Zoom in** button on the **Standard toolbar**. 

**Step 5**

Then click on the map to select the face or faces.

If the entity includes only a single face, simply click once on the face to select it. If the entity includes several contiguous faces, after clicking on the first face, depress the **CTRL** key and while holding it down, left click on each additional face to be added. *The selected faces turn cyan.*



**Note:** Faces may also be selected (after clicking the Select Features button) by simply dragging the cursor over the edges that mark their boundaries. Additional means of selecting faces (by polygon and by radius) are discussed in [SECTION 1](#).

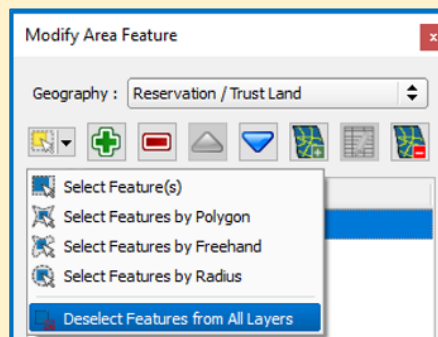


Because all geographic areas consist of faces, it may be necessary to “split” a face to accurately reflect an entity’s boundary.

To split a face, digitize a new line that represents the boundary’s location (see [Table 30](#) for instructions on how to add a linear feature) and assign it the appropriate MTFCC. This splits the original face into two faces. The new face can now be added to the new entity.



If a face is accidentally selected, it can be deselected with the **Deselect Features from All Layers** option in the **Select Feature(s)** drop-down menu.

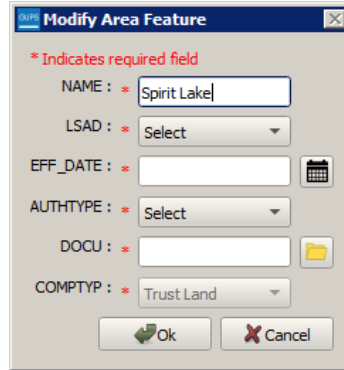


**Step 6**

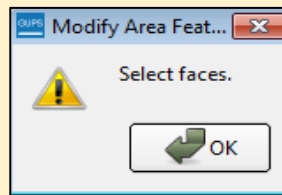
To record a new entity, click the **Add Entity** button on the dialog box toolbar.



The *Modify Area Feature* new entity dialog box opens.



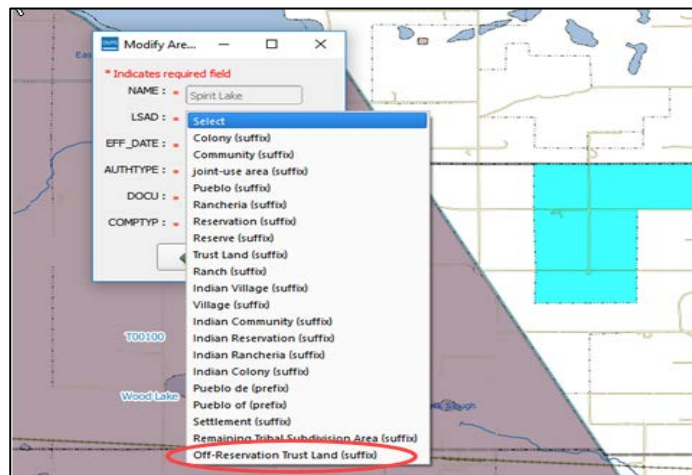
A pop-up warning will appear if **Add Entity** is clicked before selecting the faces. Simply click **OK** and add the faces.



Since faces were already selected, the pop-up warning does not appear.

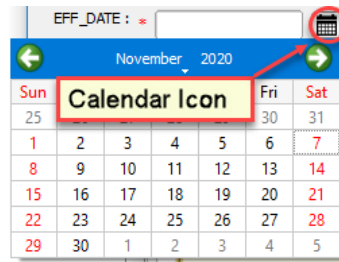
**Step 7**

In the new entity dialog box, select the **LSAD** (Legal/Statistical Area Description) from the drop-down list available. This example indicates an 'Off-Reservation Trust Land (suffix)' since a reservation already exists. If a reservation didn't already exist, then the LSAD should be 'Trust Land (suffix)'. The term 'Off-Reservation Trust Land' or 'Trust Land' will be added to the Entity Name, in this example, will be added to Spirit Lake Reservation.

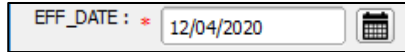


**Step 8**

Next add the effective date for the legal change. Click on the calendar icon next to the **EFF\_DATE** field and, *when the calendar opens*, click on the effective date.

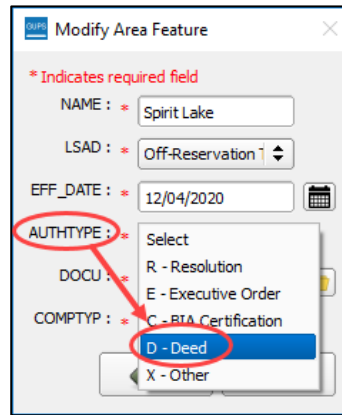


The date selected populates the **EFF\_DATE** field.



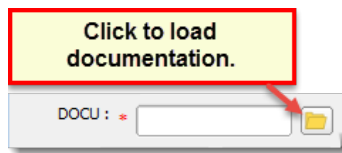
**Step 9**

Next, add the authority type using the **AUTHTYPE** drop-down menu. This example indicates the AUTHTYPE as a D-Deed.

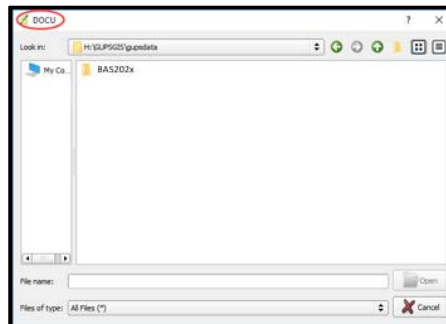


**Step 10**

Finally, upload documentation for the change. For all changes that are more than cartographic boundary corrections, documentation will need to be provided. To upload documentation, click the folder icon next to the **DOCU** field.



The **DOCU** window opens.

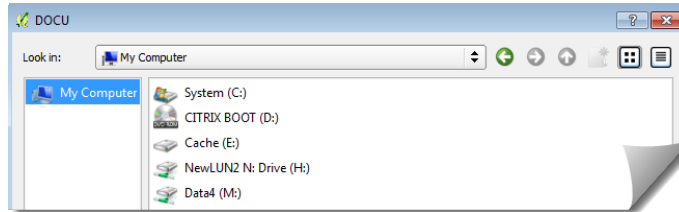


**Step 11**

Click on the icon for **My Computer** (or simply **Computer** in some Windows versions) to open the directory where documentation is saved.



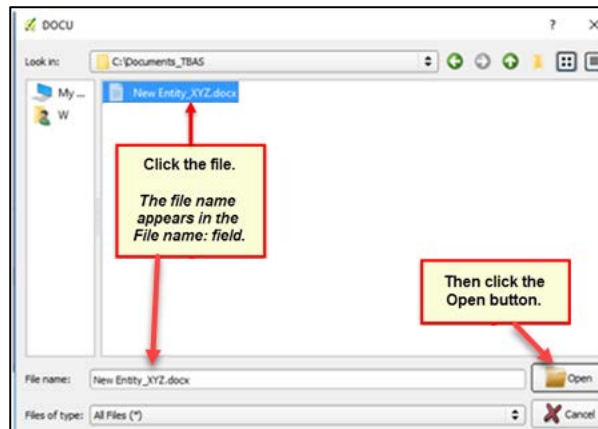
The directories display, as shown below.



**Step 12**

Select the appropriate directory in the list and navigate to the file to be uploaded as documentation, then click the file. *The file name appears in the **File name** field.*

To upload the file, click the **Open** button.



**Step 13**

Once the **Open** button has been clicked, *the name of the document appears in the **DOCU** field.*

A screenshot of a dialog box titled 'Modify Area Feature'. It contains several fields with red asterisks indicating required fields: 'NAME : \* Spirit Lake', 'LSAD : \* Off-Reservation', 'EFF\_DATE : \* 12/04/2020', 'AUTHTYPE : \* D - Deed', 'DOCU : \* XYZ Deed', and 'COMPTYP : \* Trust Land'. There are 'Ok' and 'Cancel' buttons at the bottom.



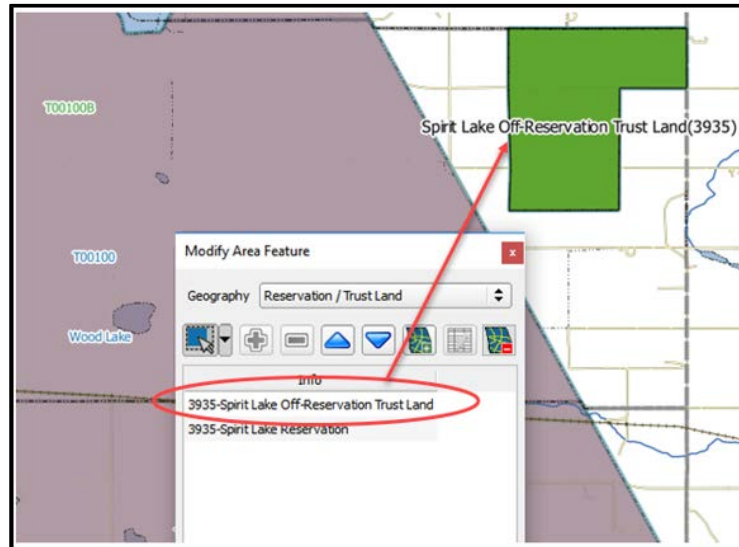
**Step 14**

Click the **OK** button.

**Note:** Red asterisks indicate required fields. These required fields must be completed to move forward. If **OK** is clicked before completing one or more required fields, GUPS will not move on. Any required field not completed will highlight in red.

**If the reservation and/or trust lands contain more than one census tract, or more than one block group or more than one Tribal Subdivision – there are a few additional steps – continue on to Step 15 below.**

If not, and all required fields have been completed, when OK is clicked, *the faces for the new entity turn green on the map (colors may vary) and the name of the new entity appears on the list in the Modify Area Feature dialog box.* Skip to **Step 16.**

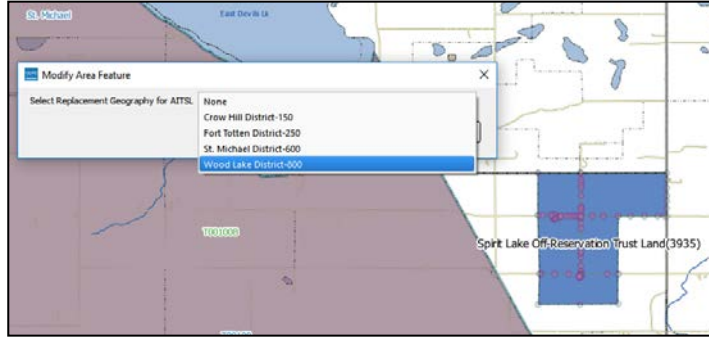


Once the Census Bureau verifies the new Trust Lands, it will assign it the same FIPS code as the Reservation.

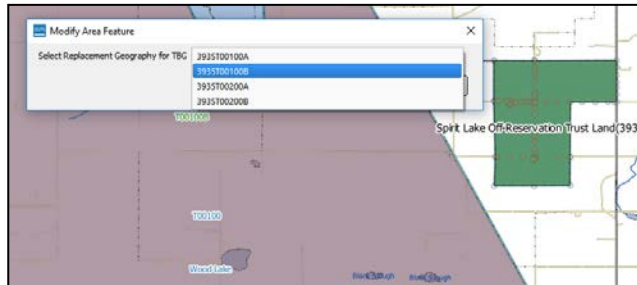
**Step 15**

If there is more than one census tract, block group or tribal subdivision, there are additional steps to follow when adding area either as ‘reservation’ or ‘trust land’.

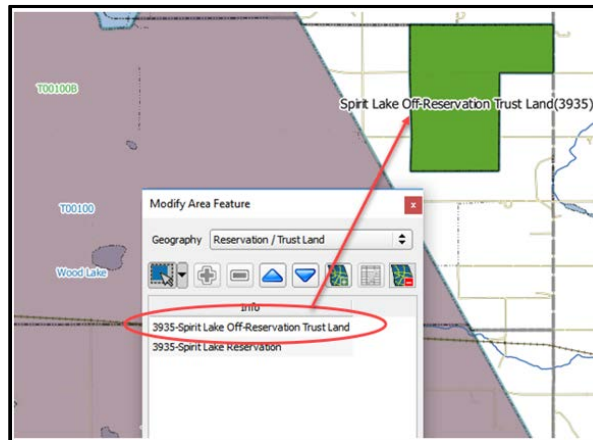
After clicking **OK** (in **Step 14**) if there is currently more than one tribal subdivision defined for the Entity, a pop-up window will appear with a drop-down menu to select which Tribal subdivision (AITSL) the new area should be assigned to. In this example, the new Off-Reservation Trust Land is being assigned to Wood Lake District (800).



Once a selection is made, if there is more than one Tribal Block Group (TBG), a new pop-up window will appear with a drop-down menu to select which Tribal Census Tract/Tribal Block Group to which the new area should be assigned. In this example, it is being assigned to the adjacent area labeled 3935T00100B.



Once the selection is made, users are returned to the *Modify Area Feature* menu and can continue with additional changes to the boundaries. (**Step 16**)




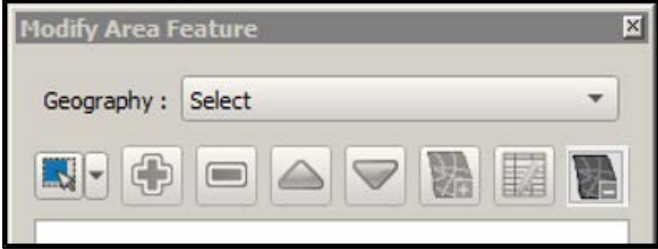
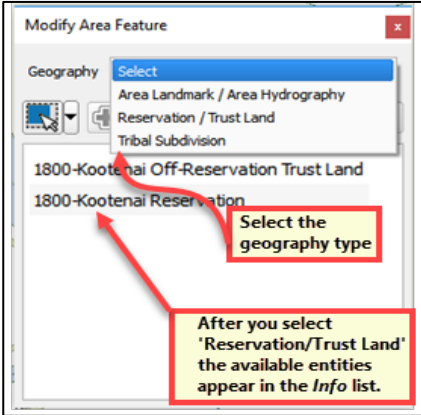
**Step 16**

To make additional changes to the map, simply make a new selection in the **Modify Area Feature** dialog box **Geography** field and continue work (refer back to **Step 3** above). Changes may be saved while working or once all the work is done, however, it is recommended to save changes as they are made to avoid losing work in the event of a power outage or system interruption. Changes can be made to the reservation boundary, trust land boundaries and tribal subdivision boundaries.


## 6.1.2 Adding (or Deleting) Land Area to an Existing Reservation or Existing Off-Reservation Trust Land


Follow the steps in [Table 27](#) to record land being added to an existing reservation or existing off-reservation trust lands. The fictitious example in the table looks at Kootenai Off-Reservation Trust Lands.

**Table 27: Record an Addition**

Step	Action and Result
Step 1	Open in <b>Map View</b> the entity. Be sure that all layers desired to be seen are checked in the <b>Layers Panel</b> .
Step 2	<p>Click the <b>Modify Area Feature</b> button on the <b>BAS toolbar</b>. </p> <p>The <i>Modify Area Feature</i> dialog box opens.</p> 
Step 3	<p>Click the drop-down area next to the <b>Geography</b> field and select the entity type (here <b>'Reservation/Trust Land'</b>), from the drop-down menu. <i>A list of available entities appears in the Info list in the bottom portion of the dialog box.</i></p> 

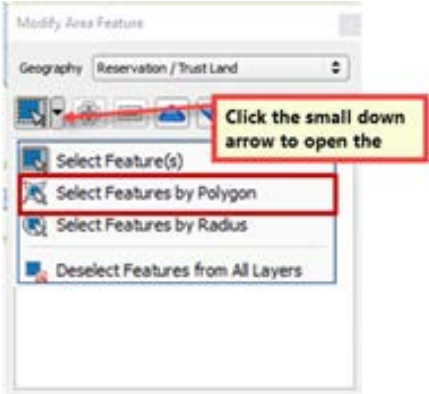
**Step 4** Click on the row in the list for the entity that is making the addition (here 'Kootenai Off-Reservation Trust Land'). (**Note:** *The map zooms to the full extent of the entity selected when a row is clicked.*)



**Step 5** Click on the **Zoom in** button on the **Standard toolbar** to zoom into the area where the addition is to be made. 

**Step 6** To select the faces to be added to the off-reservation trust lands, click on the small down arrow next to the **Select Features** button on the dialog box toolbar. *The **Select Features** button drop-down menu opens.*

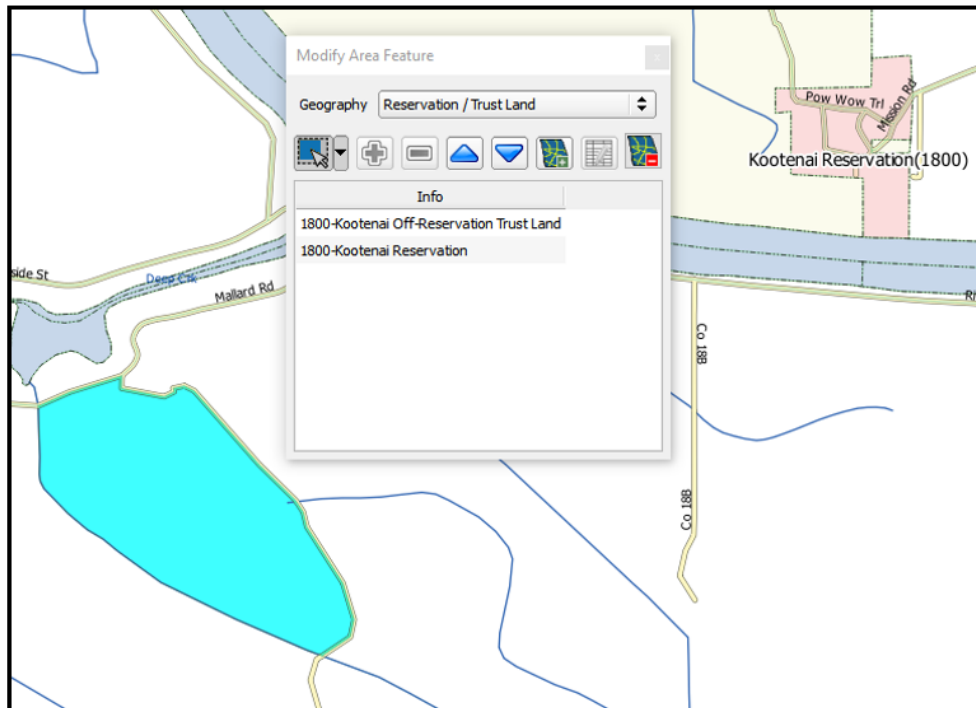
In this example the “polygon” method is used to select the faces to be added to Kootenai Off-Reservation Trust Lands. Click on '**Select Features by Polygon**' in the menu.



**Step 7**

Next, go to the map and place the cursor where the faces should be added.

To select a single face, simply drag the cursor outward in the center of the face. To select multiple faces, drag the cursor across the edges that separate the faces. In this example, select seven faces. *The faces selected turn cyan.*

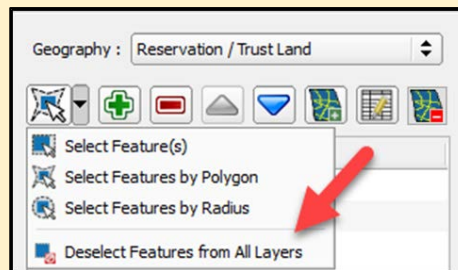


Because all geographic areas consist of faces, it may be necessary to “split” a face to accurately reflect an entity’s boundary.

To split a face, digitize a new line that represents the boundary’s location (see [Table 30](#) for instructions on how to add a linear feature) and assign it the appropriate MTFCC. This splits the original face into two faces. The new face can now be added to the new entity.

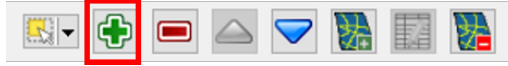


If a face is selected by accident, use the **Deselect Features from All Layers** option in the **Select Feature(s)** drop-down menu to clear the selected faces from the screen and start over.

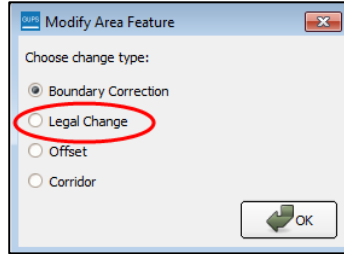


**Step 8**

Click the **Add Area** button on the dialog box toolbar.

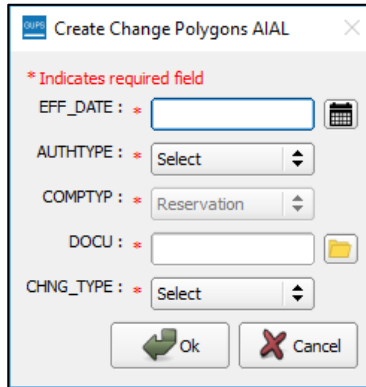


The **Modify Area Feature Choose change type** pop-up box appears and asks to choose the change type.



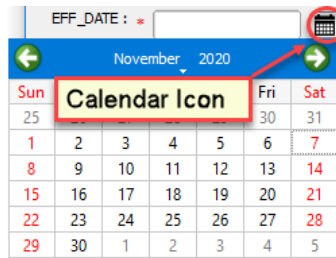
**Step 9**

Since this is an addition (not a boundary correction), click the '**Legal Change**' radio button, then click **OK**. The **Create Change Polygons** dialog box opens.

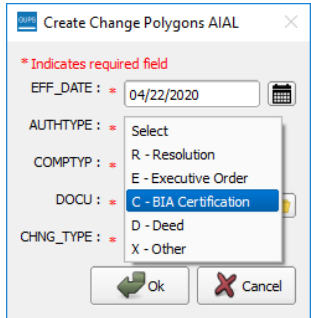

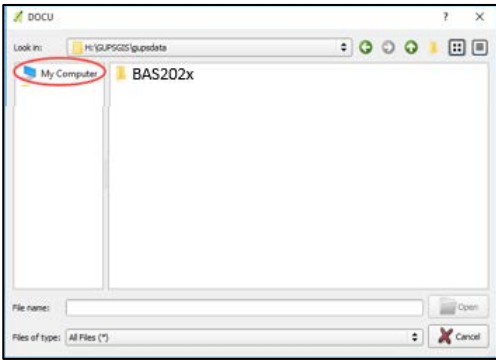
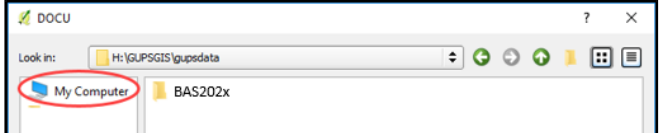
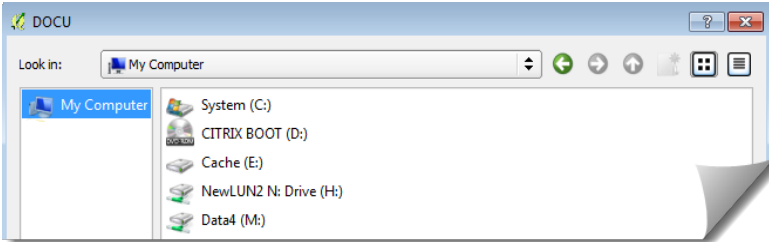


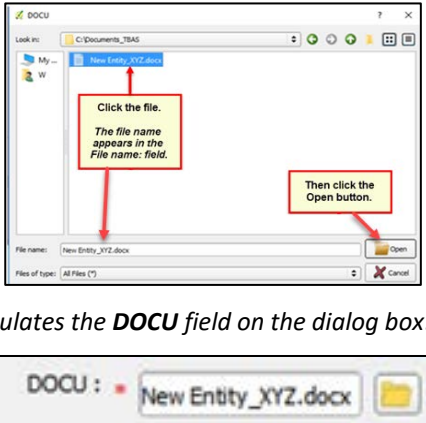
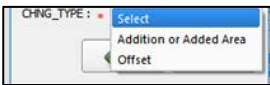
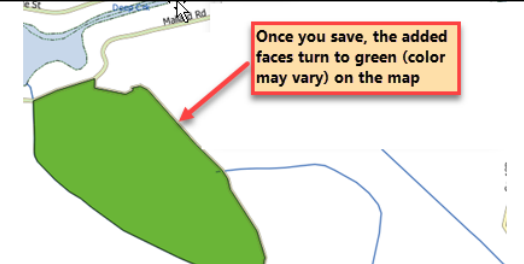
**Step 10**

Click the calendar icon next to the **EFF\_DATE** field to open the calendar, then click on the effective date for the annexation.



The selected date will populate the **EFF\_DATE** field.

<p><b>Step 11</b></p>	<p>Select an authority type for the addition in the <b>AUHTYPE</b> field drop-down menu.</p> 
<p><b>Step 12</b></p>	<p>In the <b>DOCU</b> field, type in the ordinance or other legal documentation number authorizing the addition of the Off-Reservation Trust Lands or upload documentation for the change. To upload documentation, click the folder icon next to the <b>DOCU</b> field.</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p><b>Click to load documentation.</b></p> </div>  <p><i>The <b>DOCU</b> window opens.</i></p> 
<p><b>Step 13</b></p>	<p>Click on the icon for <b>My Computer</b> (or simply <b>Computer</b> in some Windows versions) to open the directory where documentation is saved.</p>  <p><i>The directories display, as shown below.</i></p> 


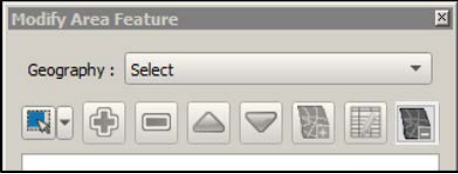
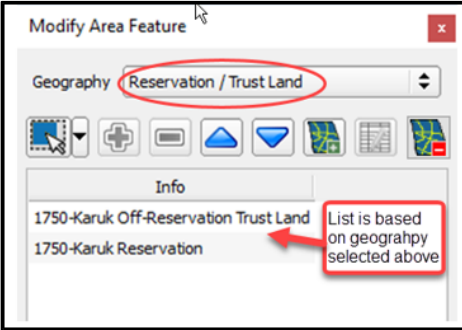

<p><b>Step 14</b></p>	<p>Select the appropriate directory in the list and navigate to the file to be uploaded. Click the file, then to upload it, click the <b>Open</b> button at the bottom of the <b>DOCU</b> window.</p>  <p>The name of the document populates the <b>DOCU</b> field on the dialog box.</p>
<p><b>Step 15</b></p>	<p>Finally, select 'Addition or Added Area' in the drop-down menu for the <b>CHNG_TYPE</b> field.</p> 
<p><b>Step 16</b></p>	<p>When finished, click <b>OK</b>. <i>The added faces (once saved) turn green in color on the map (color may vary).</i> If there is more than one census tract, block group or tribal subdivision, there are additional steps to follow when adding area either as 'reservation' or 'trust land'.</p> <p>Instructions can be found beginning in <a href="#">Table 26 Step 15</a>.</p> 

### 6.1.3 Make a Boundary Correction (Add Area/Remove Area)

To make a boundary correction that adds or removes area from a government, follow the steps in [Table 28](#). In this fictitious example, a boundary correction is made to the Karuk Off-Reservation Trust land.

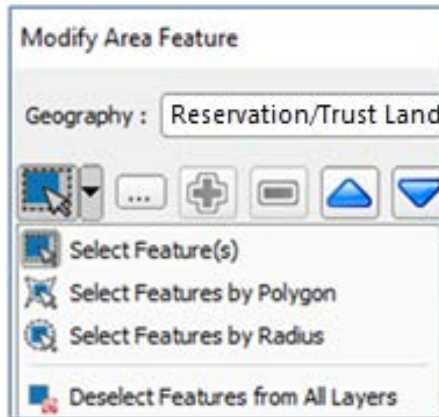


**Table 28: Make a Boundary Correction**

Step	Action and Result
Step 1	Open in <b>Map View</b> the entity. Be sure that all layers desired to be seen are checked in the <b>Layers Panel</b> .
Step 2	<p>Click the <b>Modify Area Feature</b> button on the <b>BAS toolbar</b>. </p> <p>The <b>Modify Area Feature</b> dialog box opens.</p> 
Step 3	<p>Click the arrow next to the <b>Geography</b> field and select in the drop-down menu the entity type for which are will be added or removed. In this example, '<b>Reservation/Trust Land</b>' is selected. <i>The Info list populates with the entities for the geography that was chosen at the beginning of the project.</i></p> 
Step 4	<p>Click on the row in the list for the area for which area is being added or removed (here Karuk off-Reservation trust land). <i>The map zooms to the area selected.</i></p> 

**Step 5**

Click the down arrow next to the **Select Features** button to select the face(s) to add or remove for the boundary correction. *The **Select Features** drop-down menu opens.*



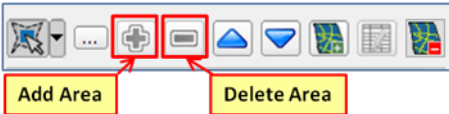
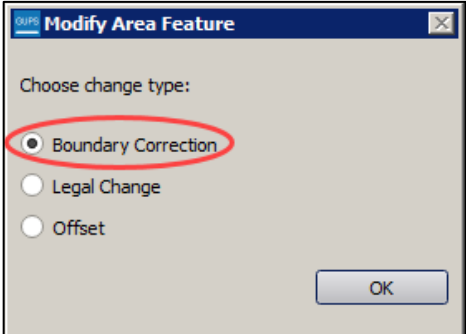


In this example, add two small faces that are difficult to select, so opt for '**Select Features by Freehand**'. This method allows placing the cursor inside the first face and drawing a tiny line. *The selected face turns cyan.*



To select the other face, press the CTRL key, and while holding it down, repeat the action for the remaining face. *Both faces turn cyan.*




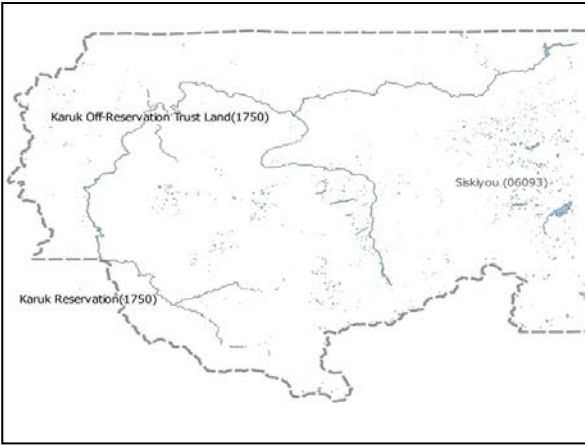
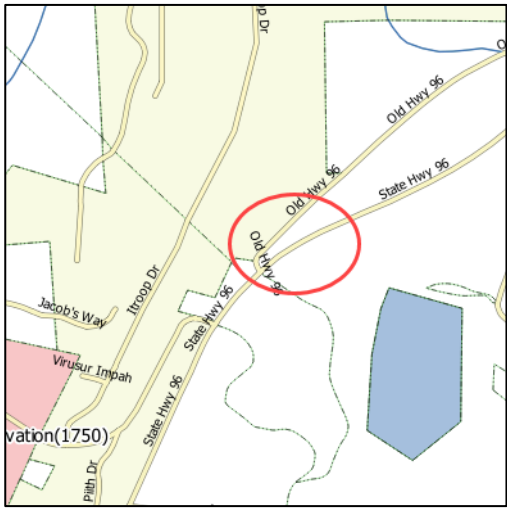

To add area, the area must be outside the selected entity. To remove area, the area must be within the selected entity.

<p><b>Step 6</b></p>	<p>On the <b>Modify Area Feature</b> toolbar, click on the <b>Add</b> button (to add area to the entity) or on the <b>Remove</b> button (to remove area from the entity).</p>  <p>The <b>Modify Area Feature Choose change type</b> pop-up box opens and asks to choose the change type.</p> 
<p><b>Step 7</b></p>	<p>Since a boundary correction is being made, rather than a legal boundary change, click the radio button next to <b>'Boundary Correction'</b>. Then click OK. <i>The added faces turn green on the map (color may vary) and are added to the legal entity boundary.</i></p> 
	<p>Removing area from a boundary is conducted following the same steps, the only difference being that the <b>Remove</b> button is clicked on the <b>Modify Area Feature</b> toolbar. Once the faces are selected and the <b>Remove</b> button clicked, the same <b>Modify Area Feature Choose change type</b> pop-up box appears. Select <b>'Boundary Correction'</b>, and see the faces turn green.</p>

### 6.1.4 Adding a Geographic Offset

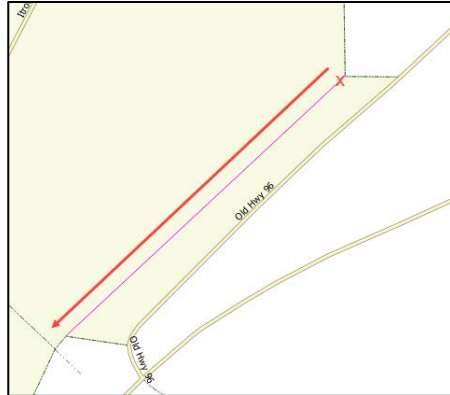
The steps to add a geographic offset are shown in [Table 29](#). The fictitious example provided uses Karuk Reservation and Off-Reservation Trust Land. The steps in the table show how the tribe would mark the addition of a geographic offset along Old Hwy 96 in order to ensure that the houses that are addressed to the north side of that stretch of highway are not included within the reservation/trust land boundary.

**Table 29: Add a Geographic Offset**

Step	Action and Result
	<p>Creating a geographic offset requires two actions: first split the face (if an edge does not already exist), then add the area.</p>
<p><b>Step 1</b></p>	<p>Load the data for the reservation (in this example, Karuk Reservation/Trust Land).</p> 
<p><b>Step 2</b></p>	<p>Pan to the location of the geographic offset (here Old Hwy 96).</p> 
<p><b>Step 3</b></p>	<p>Click the <b>Add Linear Feature</b> button on the <b>BAS toolbar</b>. </p>

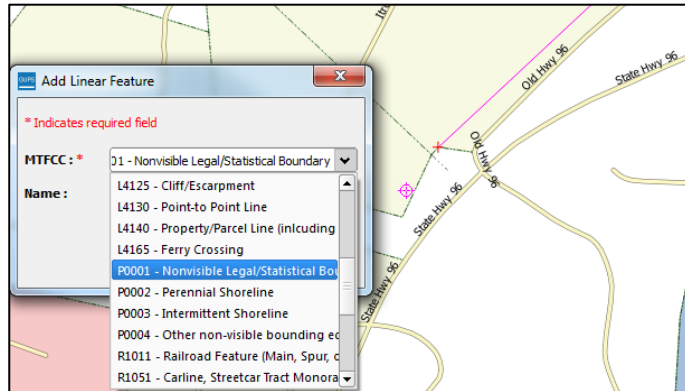
**Step 4**

Left click on the map at the beginning point of the first line and drag the cursor to create the line marking the offset distance from the highway. Left-click at the end of the line, then right-click to tell GUPS to finish drawing. *The line appears on the map, and the **Add Linear Feature** dialog box opens.*



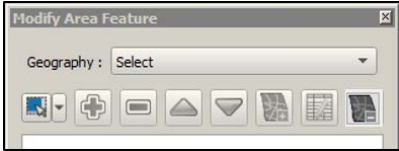
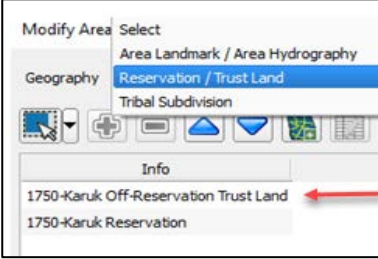
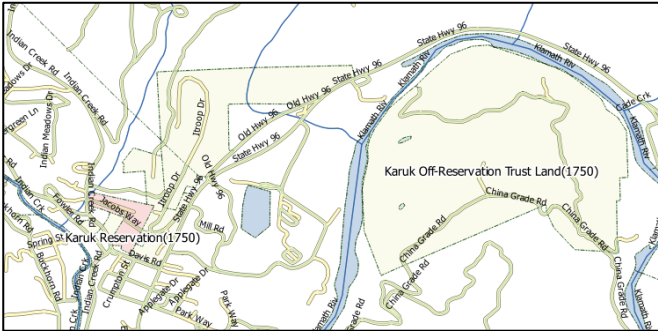
A screenshot of the 'Add Linear Feature' dialog box. The dialog box has a title bar with 'GUPS Add Linear Feature' and a close button. Below the title bar, there is a red asterisk followed by the text '\* Indicates required field'. There are two fields: 'MTFCC : \*' with a dropdown menu showing 'Select' and a downward arrow, and 'Name :' with an empty text box. At the bottom, there are two buttons: 'OK' with a green arrow icon and 'Cancel' with a red X icon.

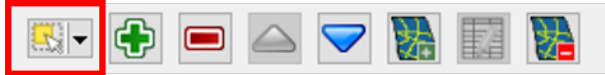

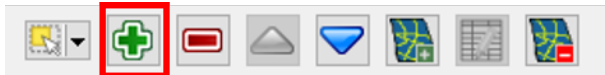
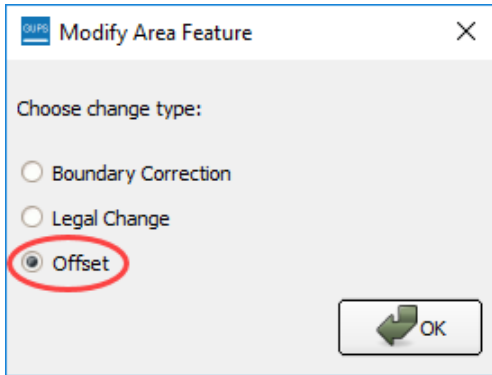
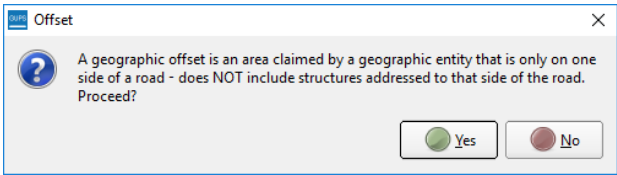
**Step 5**

Type a name if desired in the **Name** field, then select the appropriate MTFCC code in the **MTFCC** drop-down list. In this example, select 'P0001 – Nonvisible Legal/Statistical Boundary'.

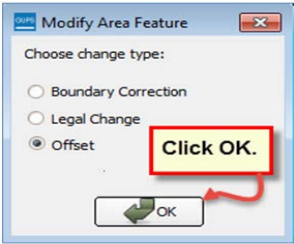


*The **MTFCC** field populates with the selection.*

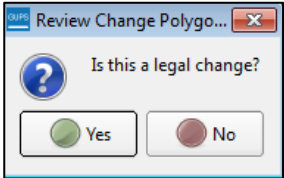
<p><b>Step 6</b></p>	<p>Click the <b>OK</b> button. <i>The line turns from purple to dark green (colors may vary) and the name, if provided, is added to the map.</i></p> 
<p><b>Step 7</b></p>	<p>To add the area: click the <b>Modify Area Feature</b> button on the <b>BAS</b> toolbar.  <i>The <b>Modify Area Feature</b> dialog box opens.</i></p> 
<p><b>Step 8</b></p>	<p>In the <b>Geography</b> field drop-down menu, select the entity type (in this case, 'Reservation/Trust Land'). <i>A list of the available options populates the <b>Info</b> list at the bottom of the dialog box.</i></p> 
<p><b>Step 9</b></p>	<p>Click on the row for Karuk Off-Reservation Trust Land in the list. <i>The map zooms to the Karuk Off-Reservation Trust Land.</i></p> 

<p><b>Step 10</b></p>	<p>Pan to the location of the new offset drawn on the map. Then click the <b>Select Feature(s)</b> button on the small toolbar near the top of the <b>Modify Area Feature</b> dialog box.</p> 
<p><b>Step 11</b></p>	<p>Left click inside the offset face, then drag the cursor across the road. <i>When the cursor is released the face on the north side of the road will be selected and turn cyan to highlight.</i></p> 
<p><b>Step 12</b></p>	<p>To record the offset, click the <b>Add</b> button on the <b>Modify Area Feature</b> dialog box toolbar.</p>  <p><i>The <b>Modify Area Feature Choose change type</b> dialog box opens.</i></p> 
<p><b>Step 13</b></p>	<p>Click the radio button next to <b>Offset</b>. <i>A box opens giving an explanation of what a geographic offset is and asking to proceed.</i></p>  <p>Click <b>Yes</b>. <i>The screen returns to the <b>Modify Area Feature Choose change type</b> box.</i></p>

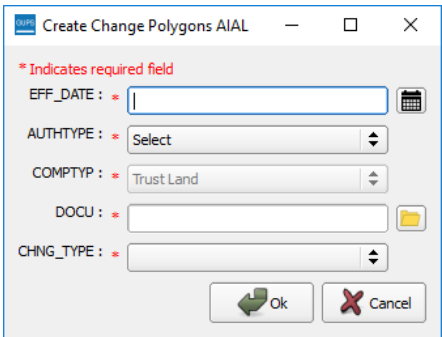
**Step 14** Click the **OK** button at the bottom of the box.



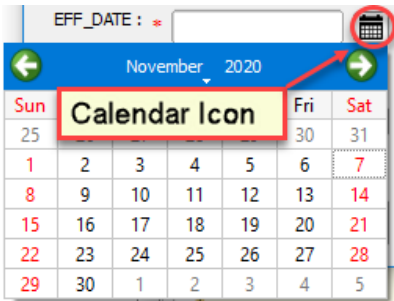
**Step 15** *The **Review Change Polygons** pop-up box opens and asks whether this is a legal change.*



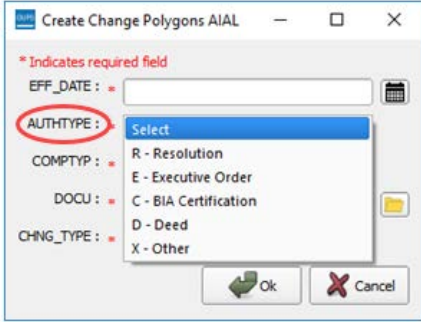
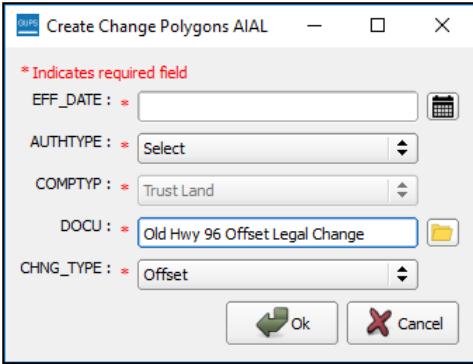
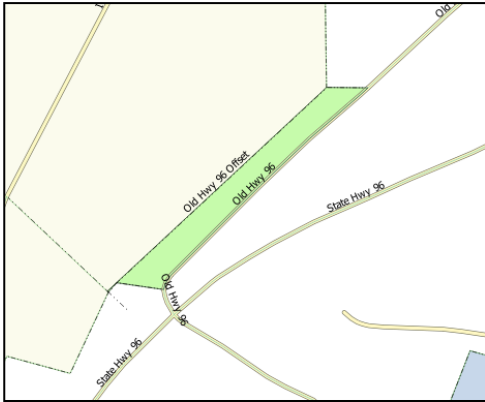
**Step 16** If the geographic offset is not part of a legal change, click **No**. *The change is automatically added as a boundary correction.*  
 If the geographic offset is a legal change, click **Yes**. *The **Create Change Polygons** dialog box opens.*



**Step 17** Click on the calendar icon next to the **EFF\_DATE** field to select an effective date for the change.






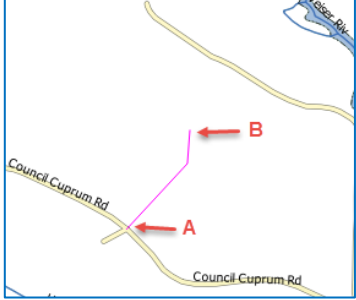
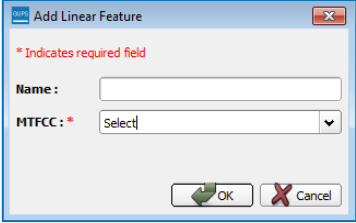
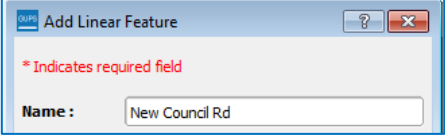
<p><b>Step 18</b></p>	<p>Use the <b>AUTHTYPE</b> drop-down menu to select an authority type.</p> 
<p><b>Step 19</b></p>	<p>In the <b>DOCU</b> field, either type in the documentation number, or upload legal documentation of the change. To upload a document, click on the folder icon, navigate to the directory where the document is stored, and double-click the file. <i>The file uploads to GUPS and the name of the file appears in the <b>DOCU</b> field.</i></p> 
<p><b>Step 20</b></p>	<p>In the <b>CHNG_TYPE</b> field, select '<b>Offset</b>' in the drop-down list. <i>Offset fills the <b>CHNG_TYPE</b> field as shown in the screenshot above.</i></p>
<p><b>Step 21</b></p>	<p>Click <b>OK</b>. <i>The face marking the offset turns green on the map (color may vary). The offset has been added.</i></p> 

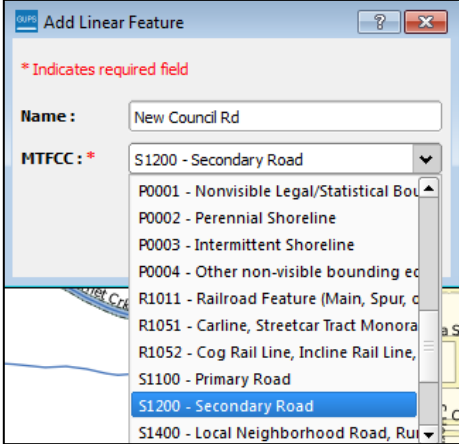
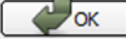
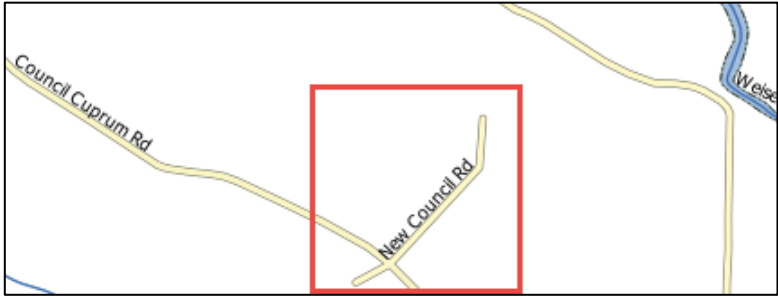

## 6.2 How to Update Linear Features

### 6.2.1 Adding a Linear Feature

Follow the steps below to add a linear feature.

**Table 30: Adding a Linear Feature**


Step	Action and Result
Step 1	Open in <b>Map View</b> the entity where the new linear feature will be added. Be sure that the edges layer is checked in the <b>Layers Panel</b> . Then zoom to the location on the map where the feature will be added.
Step 2	Click on the <b>Add Linear Feature</b> button on the <b>BAS toolbar</b> . 
Step 3	<p>Left-click the mouse at the starting point of the line (A) and continue to left-click the mouse at each vertex (shape) point of the line. Right-click the mouse (B) when the new line is completed. The right-click tells GUPS to finish drawing.</p>  <p><i>The Add Linear Feature dialog box opens.</i></p> 
Step 4	<p>Type the name of the new linear feature in the <b>Name</b> field if the feature is named; otherwise, leave blank. Be sure when entering the feature name either to spell out the feature type (e.g., street, road, avenue), or to select an approved abbreviation from the list provided in <a href="#">Appendix D</a>.</p> 

<p><b>Step 5</b></p>	<p>In the <b>MTFCC</b> field drop-down menu, choose the appropriate code for the feature.</p> 
<p><b>Step 6</b></p>	<p>Click the <b>OK</b> button  at the bottom of the <b>Add Linear Feature</b> dialog box. <i>The added linear feature and the assigned name appear on the map.</i></p> 
	<p><b>Adding a linear feature coincident with a boundary</b> – GUPS will not allow one linear feature to be placed over another. For example, if attempting to add a road overlaying a legal boundary line, a pop-up box will warn ‘Added Line Overlays an Existing line’. If adding a linear feature coincident with a boundary, follow the instructions for updating linear feature attributes instead (for instructions click on <a href="#">Table 33</a>). Once a street is added on a boundary edge, update the MTFCC in the <b>Update Attributes</b> pop-up to one of the "S" class feature codes (e.g., S1400) and add a name in the <b>FULLNAME</b> field.</p>

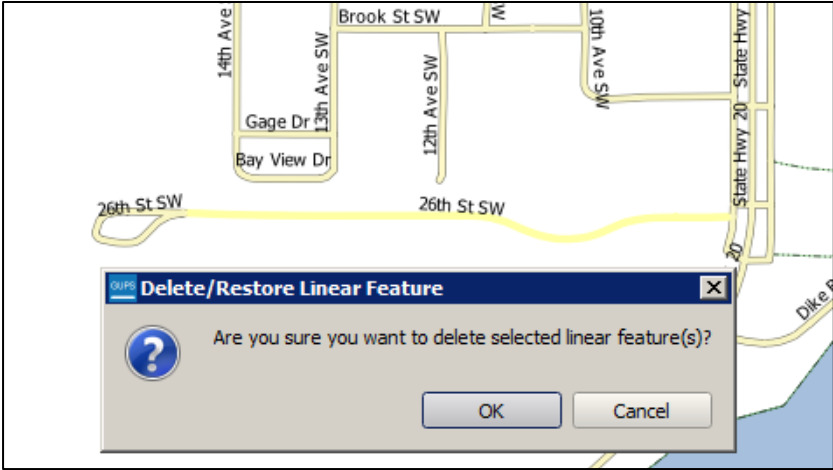
## 6.2.2 Deleting a Linear Feature

To delete a linear feature, follow the steps below.

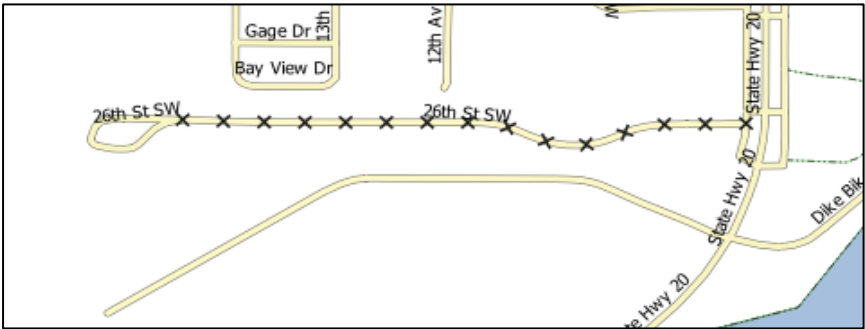
**Table 31: Deleting a Linear Feature**


Step	Action and Result
<p><b>Step 1</b></p>	<p>Open in <b>Map View</b> the entity where the linear feature will be deleted. Be sure that the edges layer is checked in the <b>Layers Panel</b>. Then zoom to the location on the map where the feature will be deleted.</p>
<p><b>Step 2</b></p>	<p>Click on the <b>Delete Linear Feature</b> button on the <b>BAS toolbar</b>. </p>

**Step 3** Left click the linear feature to be deleted. In the example below, 26th St SW was clicked. *The clicked linear feature turns yellow (color may vary) and the **Delete Linear Feature** pop-up box appears, asking for confirmation to delete the feature.*



**Step 4** Click **OK**. *The line is deleted in the attribute table. The yellow color is removed from the line and the line now has Xs marked on the street.*



 When a linear feature is deleted, it is not actually removed from the Census Bureau shapefile. GUPS assigns a Delete Line flag to the feature in the attribute table, and the feature is later processed for deletion when the Census Bureau receives the BAS file.

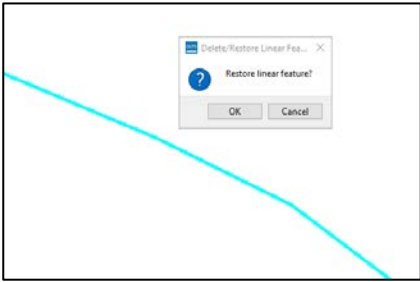
**Note:** If there are multiple linear features to delete, click the **Delete Linear Feature** button on the toolbar once, then press CTRL and click each of the features to be deleted. GUPS will delete all of the linear features selected. The cursor can also be dragged over multiple linear features to select them.

### 6.2.3 Restoring a Deleted Linear Feature

To restore a deleted linear feature, follow [Table 32](#).

**Table 32: Restoring a Deleted Linear Feature**


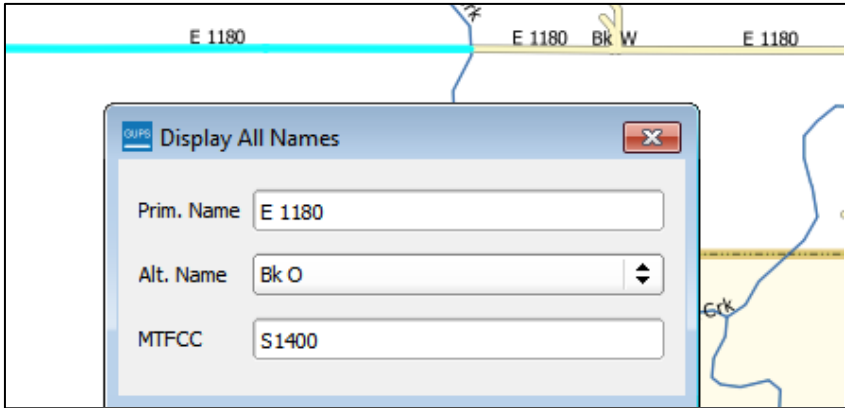
Step	Action and Result
<b>Step 1</b>	Open in <b>Map View</b> the county that contains the deleted linear feature. Be sure the edges layer is checked in the <b>Layers Panel</b> . Then zoom to the location on the map where the deleted feature is located.

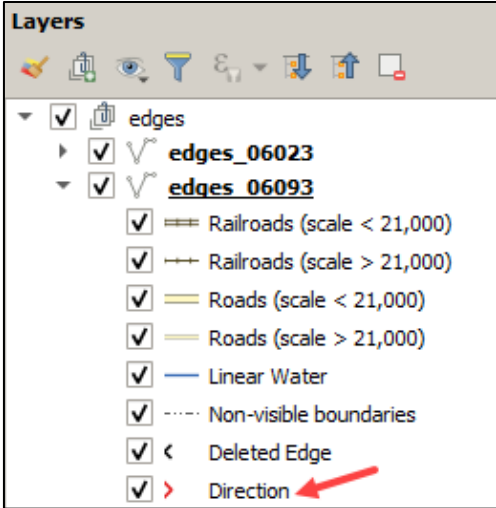
<p><b>Step 2</b></p>	<p>Left click on the deleted feature. <i>The deleted feature turns cyan and the <b>Delete Linear Feature</b> dialog box opens. The box asks for confirmation to restore the line.</i></p> 
<p><b>Step 3</b></p>	<p>To restore the linear feature, click the OK button. <i>The <b>Delete Line flag</b> is removed from the attribute table and the line is restored.</i></p>


### 6.2.4 Changing the Attributes of a Linear Feature

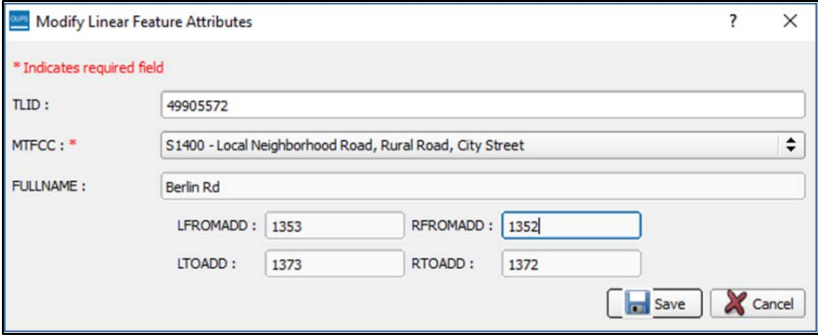
Follow the steps in [Table 33](#) to change the attributes (e.g., the name, MTFCC, or address range) of a linear feature.

**Table 33: Changing the Attributes of a Linear Feature**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Identify any alternate names a linear feature may have before planning on changing the name. To identify all names, click the Display All Names button on the <b>BAS toolbar</b>. </p> <p>Then click on the linear feature on the map. <i>The selected feature turns cyan and the <b>Display All Names</b> dialog box opens, showing the primary name in the <b>Prim. Name</b> field and the alternate name, if one is present, in the <b>Alt. Name</b> field.</i></p>  <p>To see any additional alternate names, click the drop-down arrow to the right of the <b>Alt. Name</b> field. If no alternate name exists, 'NULL' appears in the <b>Alt. name</b> field.</p>

<p><b>Step 2</b></p>	<p>If providing an address range for a linear feature, check the checkbox next to <b>&gt; direction</b> in the <b>Edges</b> field in the <b>Layers Panel</b>. <i>This activates the arrows that indicate the FROM and TO nodes for line segments.</i></p> 
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<p><b>Step 3</b></p>	<p>Click on the <b>Modify Linear Feature Attributes</b> button on the <b>BAS toolbar</b>. </p>
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<p><b>Step 4</b></p>	<p>Click the linear feature on the map with attributes to be edited. <i>The <b>Modify Linear Feature Attributes</b> dialog box opens with the TIGER Line Feature ID (TLID) of the feature selected. The <b>FULLNAME</b> field populates if the feature is named. If the feature is not named, the field is blank. The <b>MTFCC</b>, <b>LTOADD</b>, <b>RTOADD</b>, <b>LFROMADD</b>, and <b>RFROMADD</b> fields show the assigned values for each.</i></p> 
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<p><b>Step 5</b></p>	<p>Update the <b>FULLNAME</b> field. If the field is blank, type in the new name. If the field is already populated, highlight the existing name and hit the <b>Delete</b> key on the keyboard. It is also possible to backspace over the name to clear the field. Then type in the new name.</p>
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<p><b>Step 6</b></p>	<p>If correcting the <b>MTFCC</b>, click on the down arrow to the right of the field to open the drop-down menu and select the correct MTFCC from the menu.</p>
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<p><b>Step 7</b></p>	<p>Change the address range for the linear feature, if necessary. Type in potential address ranges in the <b>LTOADD</b> (left to address); <b>RTOADD</b> (right to address); <b>LFROMADD</b> (left from address); <b>RFROMADD</b> (right from address) fields based on the directional arrows. The directional arrows show the origin node (FROM) and the end node (TO).</p>
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<p><b>Step 8</b></p>	<p>Click Save button at the bottom of the <b>Modify Linear Feature Attributes</b> dialog box.</p>
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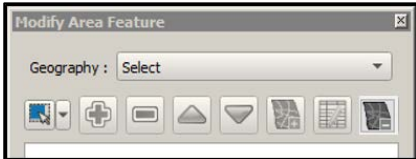
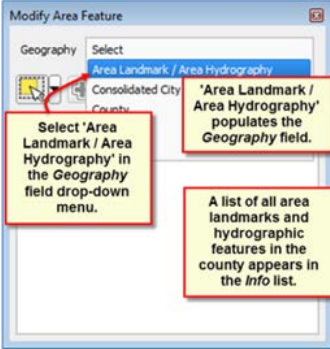
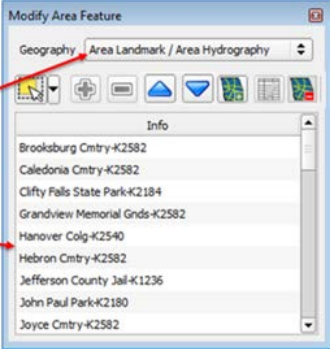
	<p>The address ranges for all features are blank in the geographic partnership shapefiles because the ranges are stored in tables separate from the shapefiles. Address ranges can be provided in these fields but be aware that the Census Bureau may already have address ranges.</p> <p>It is important to note which node is the FROM node and which is the TO node (based on the red directional arrows) so that the address ranges are associated with the correct side of the street and the correct census block.</p> <p><b>Note:</b> Provide potential address ranges for block sides, such as 0-98, 100-198, etc., for even parity and 1-99, 101-199, etc., for odd parity address ranges. Do not provide actual address ranges.</p>
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### 6.3 How to Update Area Landmarks and Hydrographic Areas

#### 6.3.1 Adding a New Area Landmark/Hydrographic Area

To create a new landmark or hydrographic area, follow the steps below. In this fictitious example, a golf course is added in Jefferson County, Indiana, located northwest of Dupont Town.

**Table 34: Creating a New Area Landmark/Hydrographic Area**

Step	Action and Result
Step 1	Open in <b>Map View</b> the county where the new landmark or hydrographic area will be added. Be sure the <b>'Area_Landmarks'</b> layer is checked in the <b>Layers Panel</b> . Then zoom to the location on the map where the landmark or hydrographic area will be added.
Step 2	<p>Click the <b>Modify Area Feature</b> button on the <b>BAS toolbar</b>.  <i>The <b>Modify Area Feature</b> dialog box opens.</i></p> <div style="text-align: center;">  </div>
Step 3	<p>In the <b>Geography</b> field drop-down menu, select <b>'Area Landmark/Area Hydrology'</b>. <i>'Area Landmark/Area Hydrology' populates the <b>Geography</b> field and a list of area landmarks and hydrological features in the county appears in the <b>Info</b> list.</i></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Select 'Area Landmark / Area Hydrography' in the <b>Geography</b> field drop-down menu.</p> </div> <div style="text-align: center;">  <p>A list of all area landmarks and hydrographic features in the county appears in the <b>Info</b> list.</p> </div> </div>

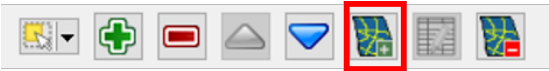
**Step 4** Click on the yellow **Select Feature(s)** button on the **Modify Area Feature** toolbar.



**Step 5** Then click on the first face on the map to select it. To select more than one face, depress the **CTRL** key, and while holding it down, click on the additional faces. In this example, two faces are selected, one on either side of Bear Creek. *The selected faces turn cyan.*



**Step 6** Click on the **Add Entity** button on the **Modify Area Feature** toolbar.



*The **Modify Area Feature** box opens.*

GPS **Modify Area Feature** [min] [max] [close]

*\* Indicates required field*

State :

County :

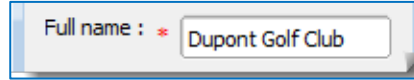
Full name : \*

MTFCC : \*

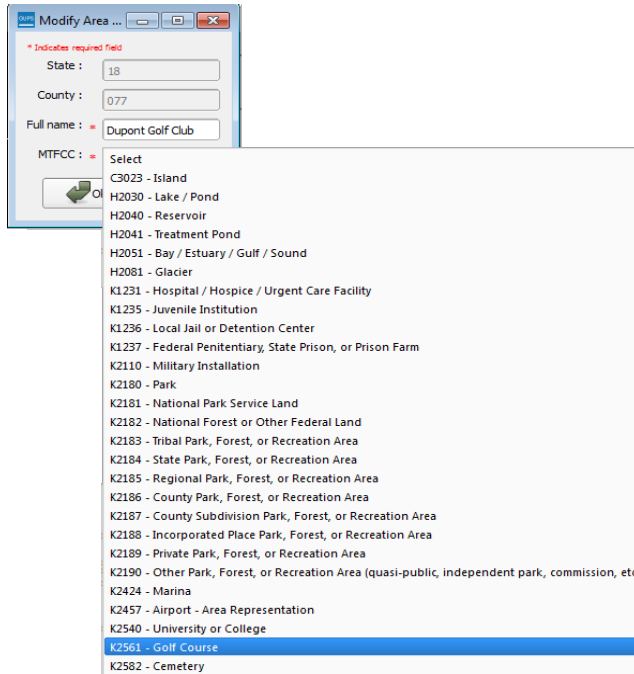


**Step 7**

In the **Modify Area Feature** box, type in the name of the new area landmark in the **Full name** field.

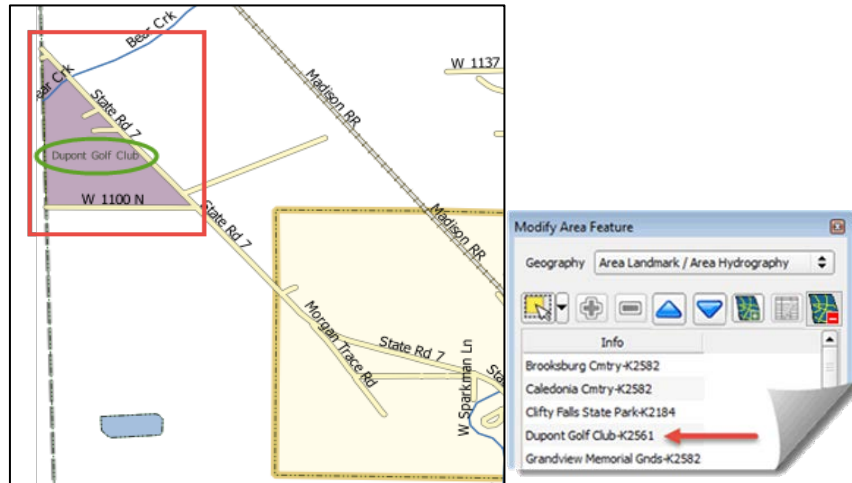


Then select the appropriate code in the **MTFCC** field drop-down list, as shown below.



**Step 8**

Click **OK**. *The faces selected for the new entity now display in purple (color may vary). The name of the added landmark also appears within the change polygon on the map (see green circle), and the name of the new entity appears in the **Info** list.*




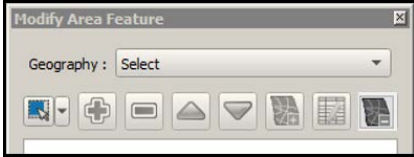
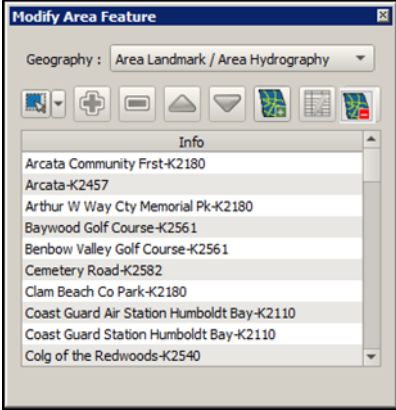

Because all geographic areas consist of faces, it may be necessary to “split” a face to accurately reflect an entity’s boundary.

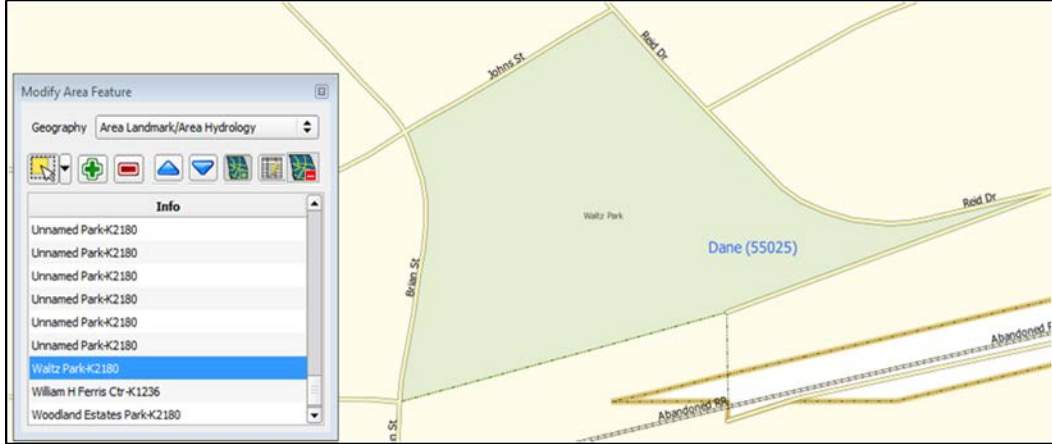

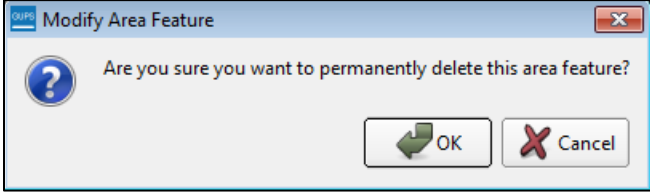

To split a face, digitize a new line that represents the boundary’s location (see [Table 30](#) for instructions on how to add a linear feature) and assign it the appropriate MTFCC. This splits the original face into two faces. The new face can now be added to the new entity.

### 6.3.2 Deleting an Area Landmark/Hydrographic Area

To delete an area landmark or hydrographic area, follow the steps below.

**Table 35: Deleting an Area Landmark/Hydrographic Area**



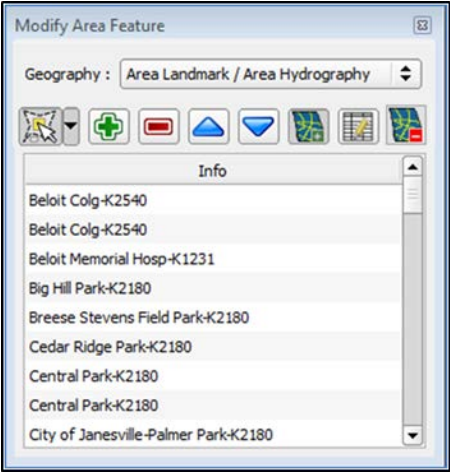
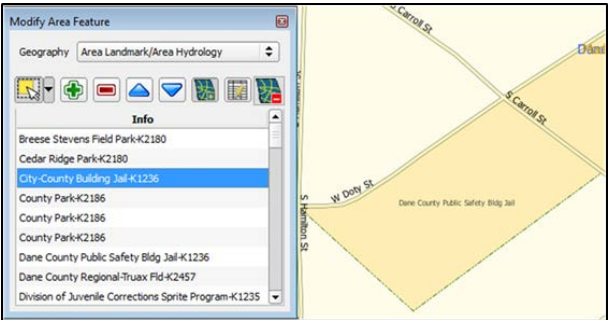
Step	Action and Result
Step 1	Open in <b>Map View</b> the county where the new landmark or hydrographic area will be deleted. Be sure the 'Area_Landmarks' layer is checked in the <b>Layers Panel</b> .
Step 2	<p>Click the Modify Area Feature button on the <b>BAS toolbar</b>. </p> <p>The <b>Modify Area Feature</b> dialog box opens.</p> 
Step 3	<p>In the <b>Geography</b> field drop-down menu, select 'Area Landmark/Area Hydrography'. 'Area Landmark/Area Hydrography' populates the <b>Geography</b> field and a list of area landmarks and hydrological features in the county appears in the <b>Info</b> list.</p> 
Hint	<p>To view all the area landmarks and hydrographic areas in the <b>Info</b> list, use the scroll bar located to the far right-hand side of the <b>Modify Area Feature</b> dialog box.</p> <p>To move up and down within the list, use the blue navigation arrows located on the small toolbar near the top of the dialog box. </p>

<p><b>Step 4</b></p>	<p>In the <b>Info</b> list, click on the area landmark/hydrographic area to be deleted. <i>The selected entry is highlighted in the <b>Info</b> list and the map zooms directly to the selected feature.</i></p> 
<p><b>Step 5</b></p>	<p>Click the <b>Delete Area Feature</b> button on the Modify Area Feature dialog toolbar.</p>  <p>A pop-up box opens and asks to confirm deleting the feature.</p> 
<p><b>Step 6</b></p>	<p>To delete the area landmark/area hydrography, click <b>OK</b>. <i>The linear feature turns gray (color may vary) on the map, and its name disappears from the <b>Info</b> list.</i></p>
<p><b>Step 7</b></p>	<p>Not ready to delete? Click <b>Cancel</b> to be returned to the <b>Modify Area Feature</b> dialog.</p> 
<p><b>Step 8</b></p>	<p>Once ready to delete the area landmark/area hydrography, click on the feature name in the <b>Info</b> list, <i>the buttons will reactivate</i>, and click the <b>Delete Area Feature</b> button.</p>

### 6.3.3 Adding Area to an Area Landmark or Hydrographic Area

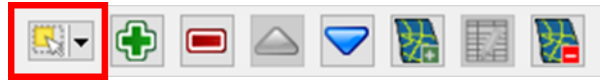
Follow the steps in [Table 36](#) to add area to an area landmark or hydrographic area.

**Table 36: Adding Area to an Area Landmark/Hydrographic Area**

Step	Action and Result
Step 1	Open in <b>Map View</b> the county that contains the area landmark or hydrographic area to which area will be added. Be sure the 'Area_Landmarks' layer is checked in the <b>Layers Panel</b> .
Step 2	<p>Click the <b>Modify Area Feature</b> button on the <b>BAS</b> toolbar.  The <b>Modify Area Feature</b> dialog box opens.</p> 
Step 3	<p>Click the down arrow next to the <b>Geography</b> field and select '<b>Area Landmark/Area Hydrography</b>' in the drop-down menu. <i>The selection populates the <b>Geography</b> field and a list of area landmarks/hydro features in the county appears in the <b>Info</b> list.</i></p> 
Step 4	<p>Click the row in the list for the area landmark/area hydrography to which area will be added. <i>The selected entity is highlighted in the <b>Info</b> list and the map zooms to its location.</i></p> 

**Step 5**

To select the face(s) to add to the area landmark, click the **Select Feature** button on the **Modify Area Feature** toolbar.



Then click the face to be added to the area feature. *The added face turns cyan.* (**Note:** To select more than one face, depress the **CTRL** key, and while holding it down, click the other faces.)



**Step 6**

To add the face(s) selected, click the **Add Area** button on the **Modify Area Feature** dialog box toolbar.



*The selected face is added to the area landmark and turns the same color as the other face(s) that make up the area landmark. The map also now shows the full extent of the area landmark.*





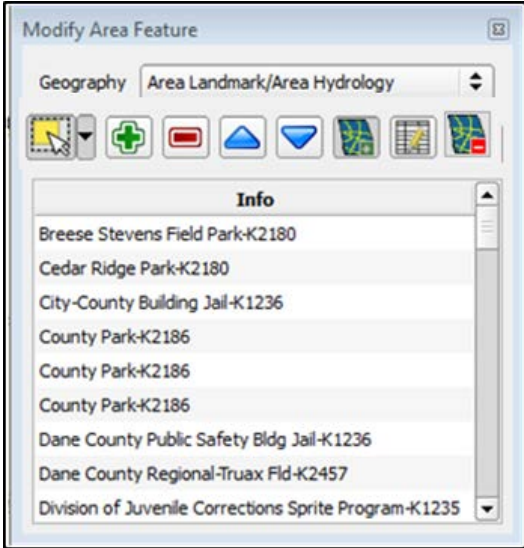
Because all geographic areas consist of faces, it may be necessary to “split” a face to accurately reflect an entity’s boundary.

To split a face, digitize a new line that represents the boundary’s location (see [Table 30](#) for instructions on how to add a linear feature) and assign it the appropriate MTFCC. This splits the original face into two faces. The new face can now be added to the new entity.

### 6.3.5 Removing Area from an Area Landmark/Hydrographic Area

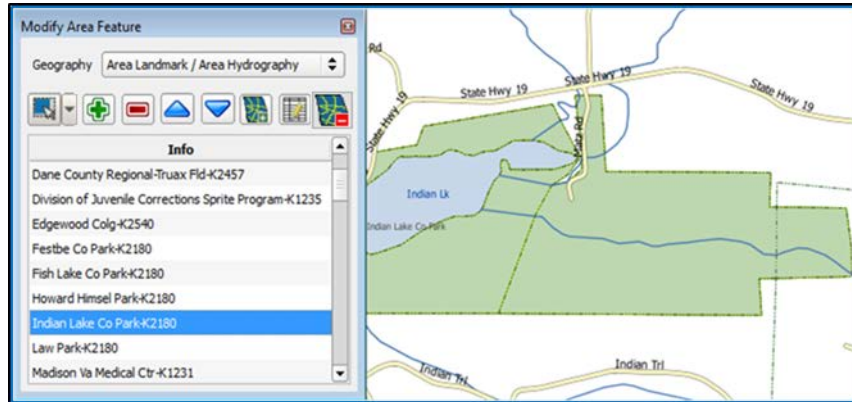
Follow the steps in [Table 37](#) to remove area from an area landmark or hydrographic area.

**Table 37: Removing Area from an Area Landmark/Hydrographic Area**

Step	Action and Result
Step 1	Open in <b>Map View</b> the county that contains the area landmark or hydrographic area from which area will be removed. Be sure the <b>'Area_Landmarks'</b> layer is checked in the <b>Layers Panel</b> .
Step 2	<p>Click the <b>Modify Area Feature</b> button on the BAS toolbar. </p> <p>The <b>Modify Area Feature</b> dialog box opens.</p> 
Step 3	<p>In the <b>Geography</b> field drop-down menu, select <b>'Area Landmark/Area Hydrography'</b>. <b>'Area Landmark/Area Hydrography'</b> populates the <b>Geography</b> field and a list of area landmarks and hydrological features in the county appears in the <b>Info</b> list.</p> 

**Step 4**

Select the area landmark/hydrography area from which area will be removed. *The selected entity is highlighted* in the **Info** list and the map zooms to its location. In this example, Indian Lake County Park is chosen.



**Step 5**

To select the face(s) to remove from the area landmark, click the **Select Feature** button on the **Modify Area Feature** dialog box toolbar.



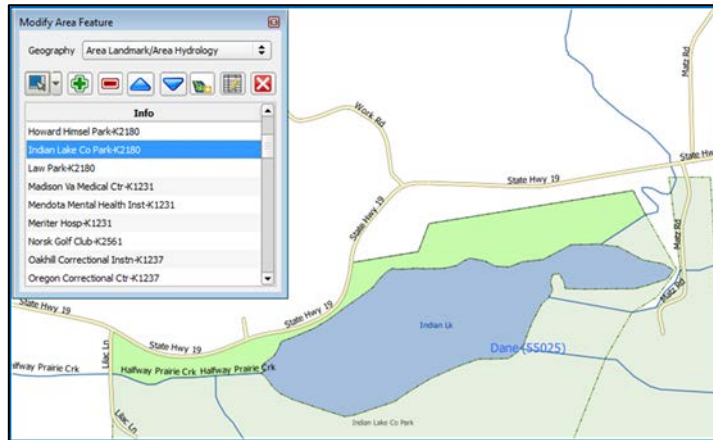
Then click on the first face to remove. To select additional faces, depress the **CTRL** key, and while holding it down, click the additional faces.

**Step 6**

To remove the face(s) selected, click the **Remove Area** button on the **Modify Area Feature** dialog box's internal toolbar.



*The selected face turns light green (color may vary) on the map and is removed from the area landmark.*





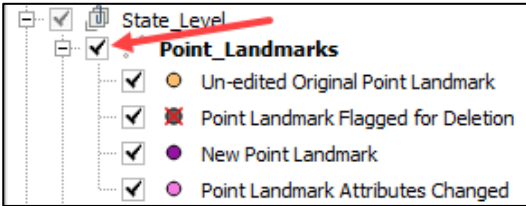

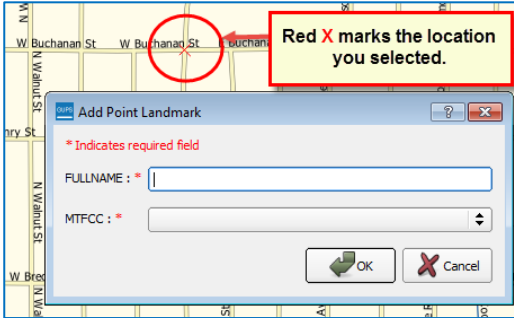
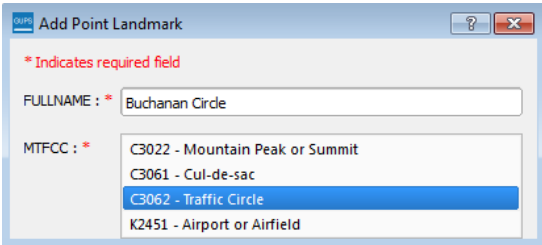
Because all geographic areas consist of faces, it may be necessary to “split” a face to accurately reflect an entity’s boundary. To split a face, digitize a new line that represents the boundary’s location (see [Table 30](#) for instructions on how to add a linear feature) and assign it the appropriate MTFCC. This splits the original face into two faces. The new face can now be added to the new entity.

## 6.4 How to Update Point Landmarks


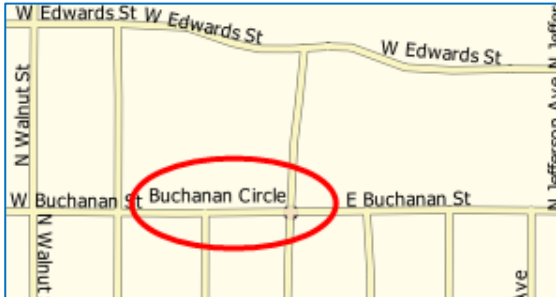
### 6.4.1 Adding a Point Landmark

To add a point landmark, follow the steps in [Table 38](#).

**Table 38: Adding a Point Landmark**

Step	Action and Result
<b>Step 1</b>	<p>Open the project in <b>Map View</b>. Be sure the ‘<b>Point Landmark</b>’ layer is checked in the <b>Layers Panel</b> (found under the ‘<b>State_Level</b>’ layer).</p> 
<b>Step 2</b>	<p>Click the <b>Add Point Landmark</b> button on the <b>BAS</b> toolbar. </p>
<b>Step 3</b>	<p>Click on the map where the point landmark will be added. <i>The <b>Add Point Landmark</b> dialog box opens, and a red X marks the selected location.</i></p> 
<b>Step 4</b>	<p>Type in the name for the new point landmark in the <b>FULLNAME</b> field. Then click the down arrow next to the <b>MTFCC</b> field to open the drop-down menu.</p> 


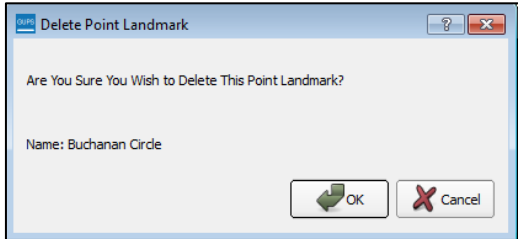


<p><b>Step 5</b></p>	<p>Select the <b>MTFCC</b>, then click the <b>OK</b>  button at the bottom of the box.</p> <p><i>The map updates to show the added point landmark. In this case, a traffic circle was added and named Buchanan Circle.</i></p> 
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## 6.4.2 Deleting a Point Landmark

To delete a point landmark, follow the steps in [Table 39](#).


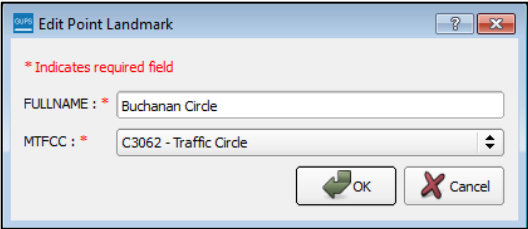
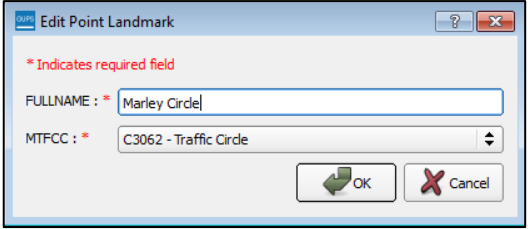
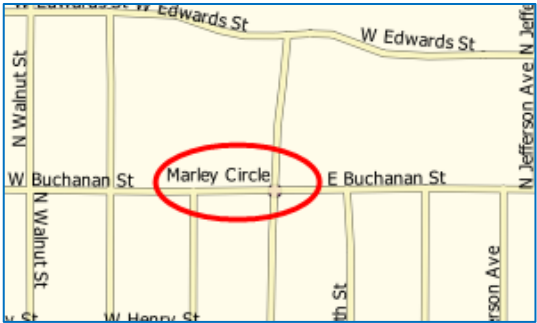
**Table 39: Deleting a Point Landmark**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Zoom to the area on the map where a point landmark will be deleted. In this example, the traffic circle named Buchanan Circle will be deleted.</p>
<p><b>Step 2</b></p>	<p>Click the <b>Delete Point Landmark</b> button on the <b>BAS</b> toolbar. </p>
<p><b>Step 3</b></p>	<p>On the map, click on the point landmark to be deleted (Buchanan Circle). The <b>Delete Point Landmark</b> dialog box opens and asks to confirm the deletion of the point landmark.</p> 
<p><b>Step 4</b></p>	<p>Click <b>OK</b>. <i>The point landmark disappears from the map and from the attribute table.</i></p>

### 6.4.3 Changing the Attributes of a Point Landmark

To change the attributes of a point landmark (e.g., its name, MTFCC), follow the steps in [Table 40](#).

**Table 40: Changing the Attributes of a Point Landmark**

Step	Action and Result
Step 1	Zoom to the area on the map where the point landmark is located and click on the landmark. In this example, the name of Buchanan Traffic Circle will be changed.
Step 2	Click on the <b>Edit Point Landmark</b> button on the <b>BAS toolbar</b> . 
Step 3	On the map, click on Buchanan Circle. <i>The <b>Edit Point Landmark</b> dialog box opens.</i> 
Step 4	To change the name, backspace over the name appearing in the <b>FULLNAME:</b> field, then type in the new name. In this example, the name is changed to Marley Circle. 
Step 5	Click <b>OK</b> . <i>The new name of the point landmark appears on the map.</i> 

## 6.5 How to Use GUPS Review and Validation Tools


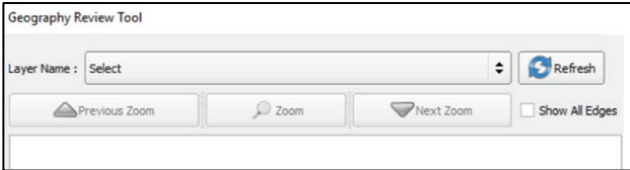
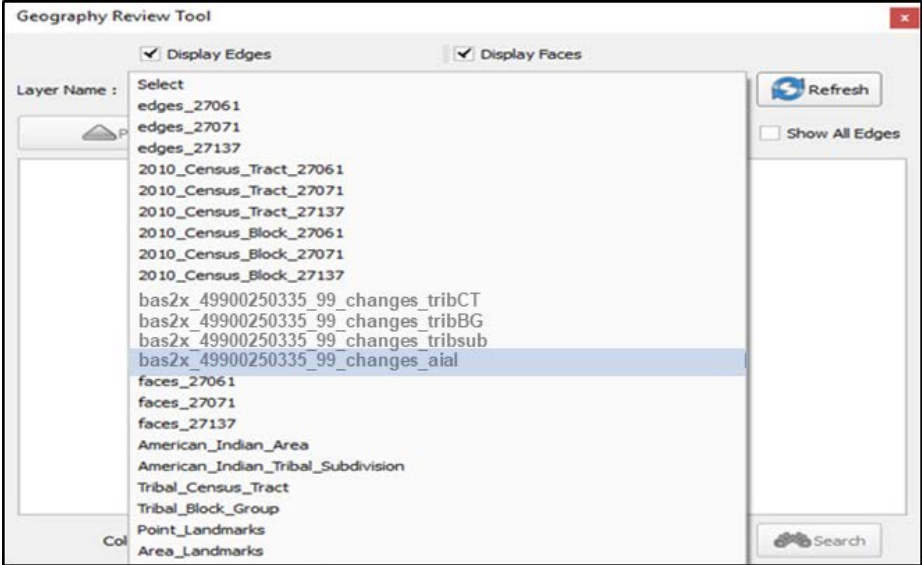
GUPS provides two tools—the **Geography Review** tool and the **Review Change Polygons** tool to help users review and validate the updates made in the system.

### 6.5.1 Geography Review Tool

The **Geography Review** tool filters the map layers based on various fields in the attribute table. This tool can check the changes made to linear features, area landmarks, point landmarks, and legal boundaries anywhere within a county. It can also be used to view the attributes of governments, features, landmarks, and boundaries that were not changed.

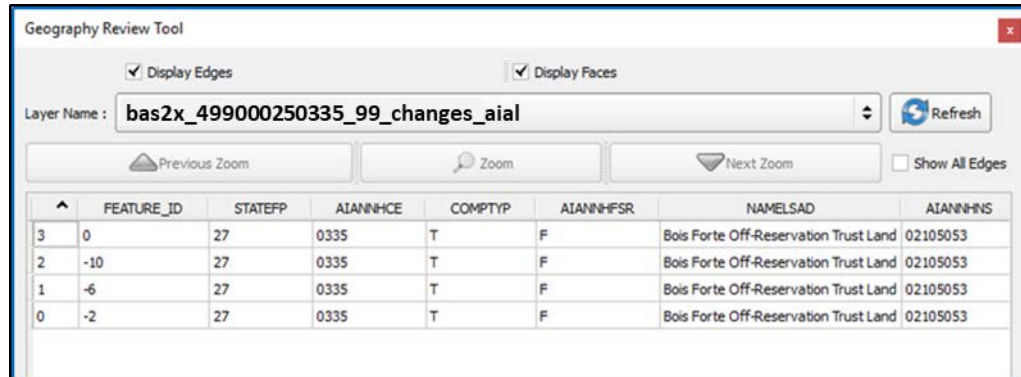
Note: Although this tool allows users to review the changes, they cannot use it to edit them. Instructions for how to use the **Geography Review** tool information appear in [Table 41](#).

**Table 41: Using the Geography Review Tool**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Click on the <b>Geography Review</b> button on the <b>BAS toolbar</b>.  The <b>Geography Review Tool</b> dialog box opens.</p> 
<p><b>Step 2</b></p>	<p>In the <b>Layer Name:</b> field drop-down menu, select the data layer to be viewed:</p>  <p>In this example, the file “bas2x_49900250335_99_changes_aial” was selected. This is the transaction data output file for the area landmark layer (note the word “changes” in the file name to indicate the layer has been updated).</p>

**Step 3**

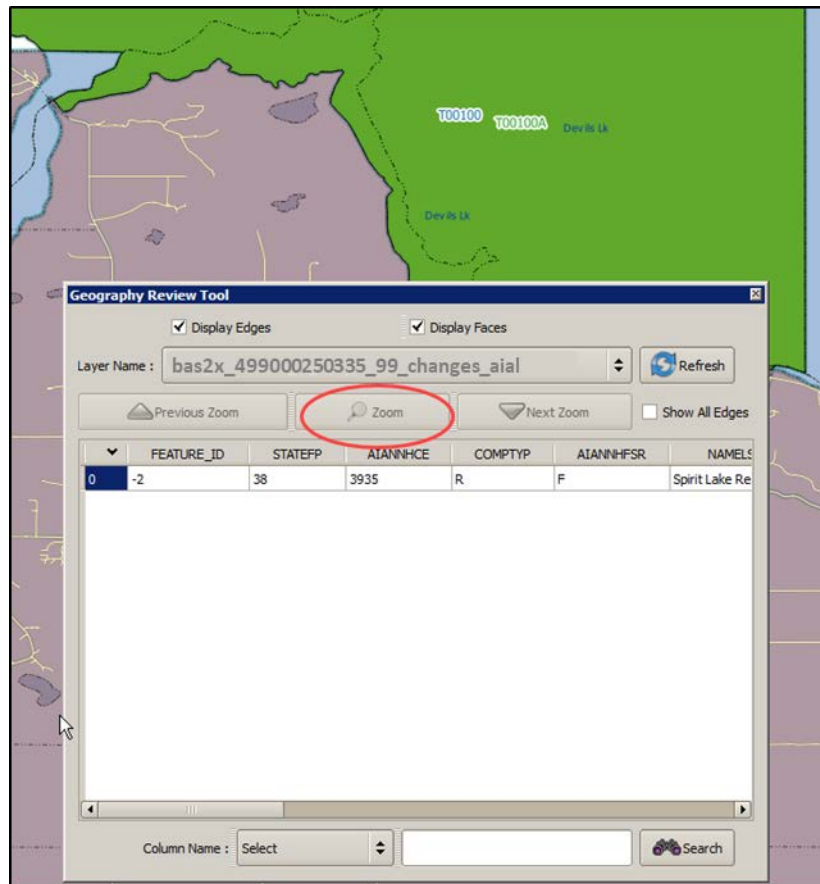
Once the selection is made, the attribute table for the layer opens, with the attributes for each area landmark changed displayed in a separate row.



If not all the columns in the attribute data table are visible, drag the edge of the dialog box outward to widen the view. Users may also move the dialog box to another location by clicking inside the box and dragging it.

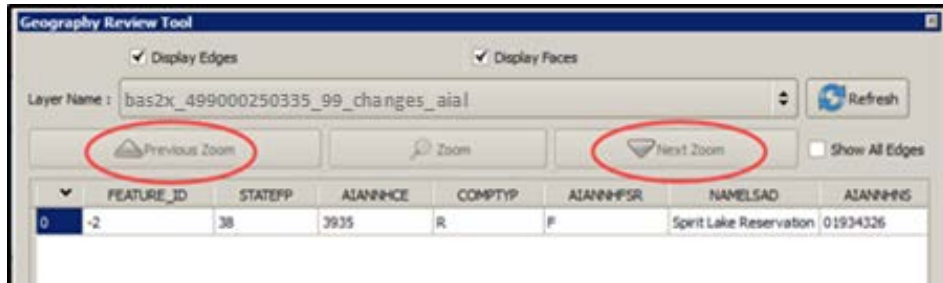
**Step 4**

To see a tribal area on the map, click its row in the attribute table, then click the **Zoom** button (the row is highlighted and the map automatically zooms to the area selected, which is highlighted and shows changes made in cyan).



**Step 5**

To view other features listed in the table rows, use the Previous Zoom and Next Zoom buttons. The previous or next row highlights and the system zooms to the map for that row.



**Step 6**

Use the **Search** feature at the bottom of the dialog box to filter the table layers by specific attributes (e.g., full name, MTFCC, change type, etc.).

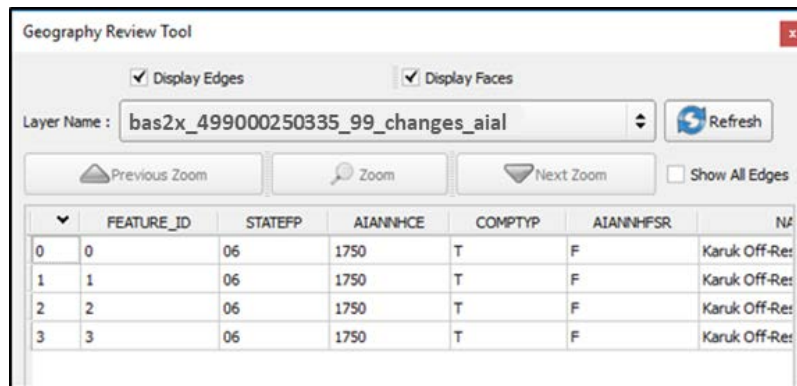


**Step 7**

First, select the layer to view (in this example, the AIAL (Tribal Area) layer is selected).

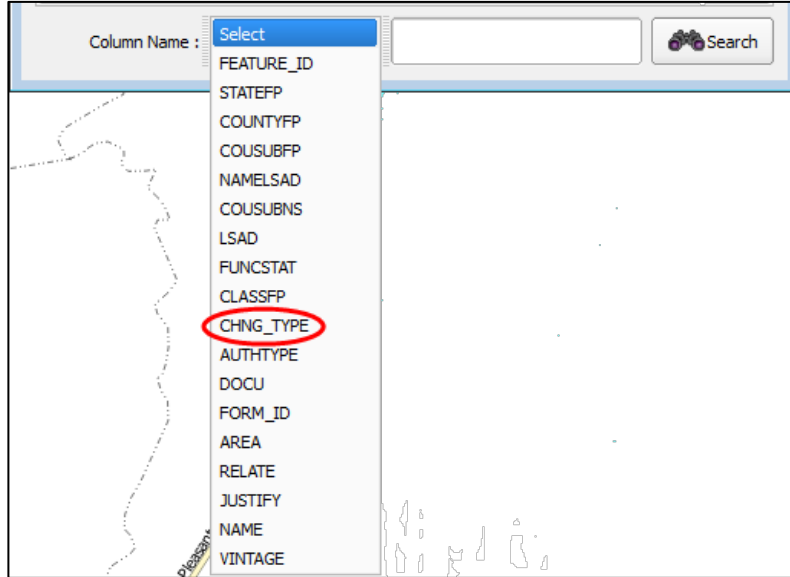


For each feature changed for a Tribal area, the attributes of the changed feature display in the table rows. Each column gives the name of the attribute.



**Step 8**

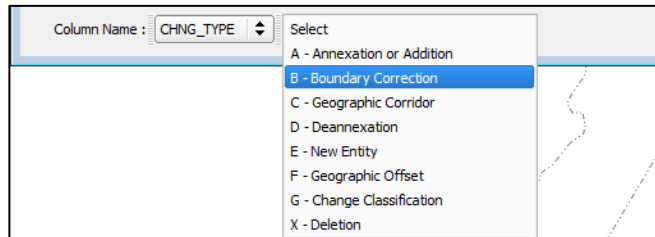
In the **Column Name** drop-down menu, select the attribute by which to filter.



In this example, change type (**CHNG\_TYPE**) is selected.

**Step 9**

Finally, in the **Select** drop-down, select the attribute value by which to filter, then click the **Search** button. In this example, 'Boundary Correction' is selected.



After clicking **Search**, the attribute table is filtered to show the rows for all boundary corrections made in the AIAL (Tribal Area) layer.

Geography Review Tool

Display Edges  Display Faces

Layer Name: bas2x\_499000250335\_99\_changes\_aial

Show All Edges

NAMELSAD	AIANNHNS	LSAD	FUNCSTAT	CLASSFP	PARTFLG	CHNG_TYPE	EFF_DATE	/
Karuk Off-Reservation Trust Land	02418982	OT	A	D5	N	B - Boundary Correction		
Karuk Off-Reservation Trust Land	02418982	OT	A	D5	N	B - Boundary Correction		
Karuk Off-Reservation Trust Land	02418982	OT	A	D5	N	B - Boundary Correction		

**Step 10**

To view an individual boundary correction, click on its row and click the **Zoom** button.

**Step 11**

To return to the attribute table to see the full (**unfiltered**) county subdivision layer, click the **Refresh** button in the upper right-hand corner of the dialog box.



Note that when filtering the table by some attributes (e.g., state and county FIPS code or MTFCC), no drop-down list appears from which to make a selection. This is because some attribute codes are too numerous to make scrolling through a list practicable. Instead a blank box will appear in which search values may be entered. For example, if filtering the area landmarks layer by MTFCC to see hospitals, type in the MTFCC for hospitals (K1231), as shown below, then click **Search**.

## 6.5.2 Review Change Polygons Tool

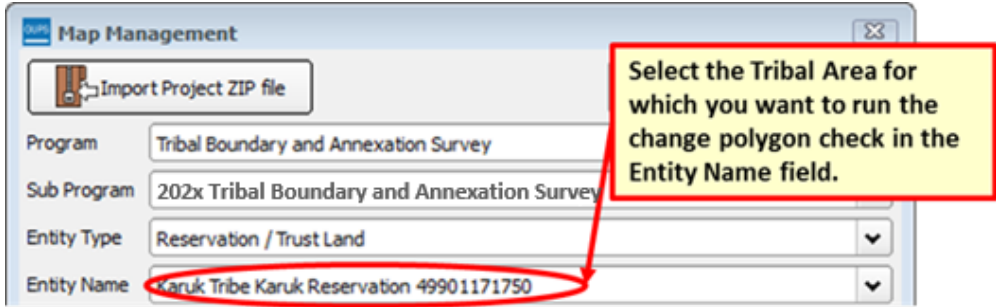
The **Review Change Polygons** tool allows users to view the transactions created from the edits made to legal governments, as well as to area landmarks and hydrographic areas. Users can review the transaction polygons that represent boundary changes, as well as new incorporations and disincorporations. The tool also allows users to make corrections to change polygons.

### *Notes on Reviewing Change Polygons*

The **Review Change Polygons** tool must be run before GUPS will export a file. The **Review Change Polygons** tool must be run for each county in which changes were made. For example, if changes were made to the working county, but also to an adjacent county when annexing land for the tribal area, the change polygon check must be run on **both** counties.

To use the **Review Change Polygons** tool, follow the steps in [Table 42](#).

**Table 42: Reviewing Change Polygons**

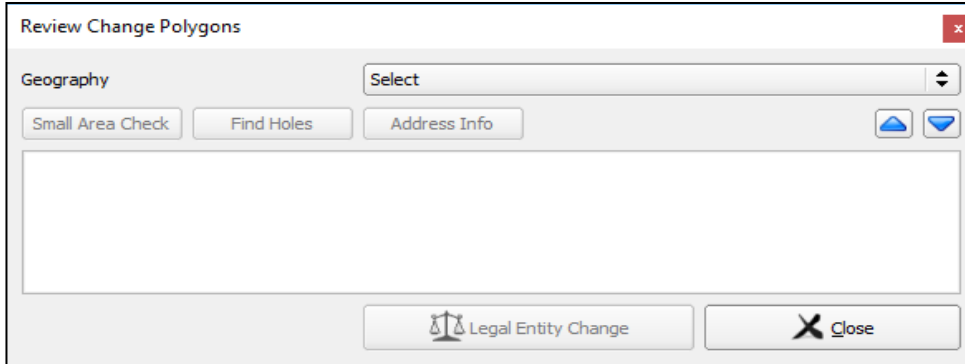
Step	Action and Result
<p><b>Step 1</b></p>	<p>In the <b>Map Management</b> dialog box, make sure the Tribal Area for which the check is to be run appears in the <b>Working County</b> field.</p>  <p>Once the <b>Open</b> button at the bottom of the dialog box is clicked and the map opens in <b>Map View</b>, the <b>Review Change Polygons</b> check may be run.</p>

**Step 2**

Once the entity is loaded, the change polygons review may begin. Click on the **Review Change Polygons** button on the **BAS** toolbar.



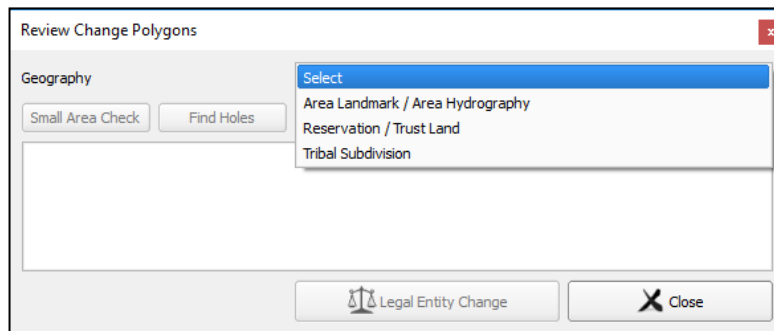
The **Review Change Polygons** dialog box opens just below the **Layers Panel**.



**Note:** This box can be dragged anywhere on the screen and docked.

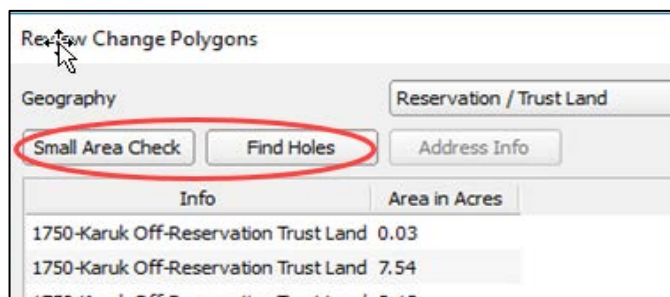
**Step 3**

Use the **Geography** drop-down menu shown below to select the geography to review.

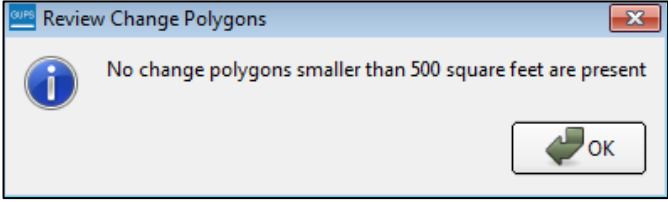
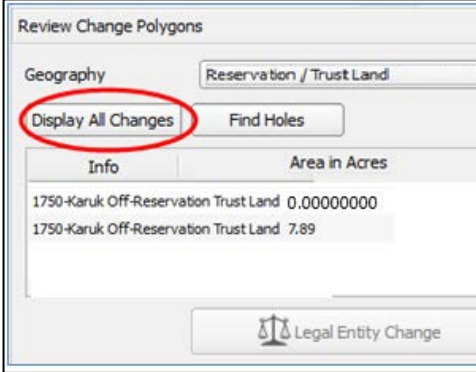
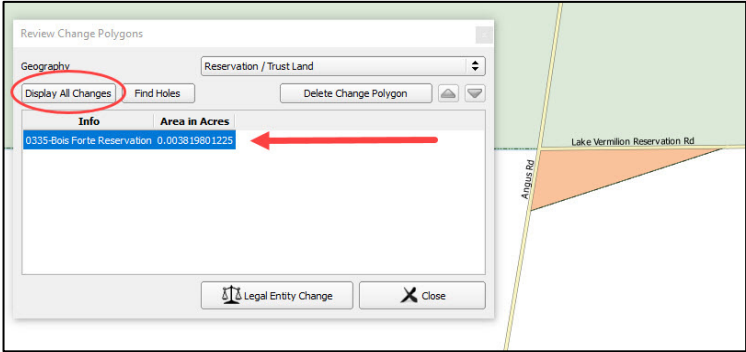


**Step 4**

After selecting an entity type, the **Small Area Check** and **Find Holes** buttons become active and all change polygons for the entity type selected appear in the **Info** list at the bottom of the box.

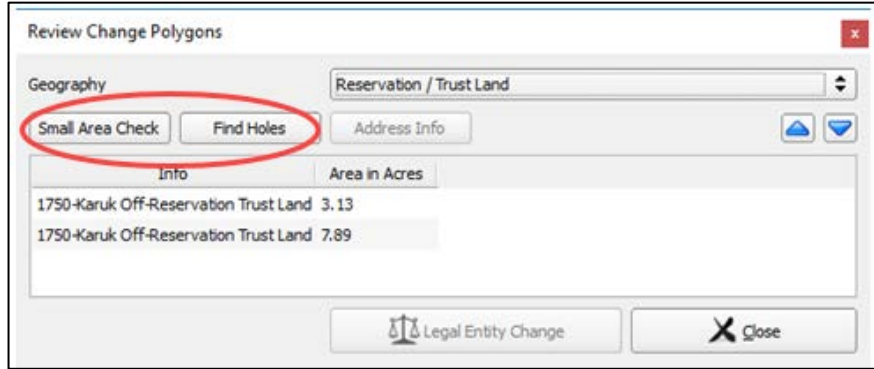




<p><b>Step 5</b></p>	<p>To check for small area change polygons, click the <b>Small Area Check</b> button. <i>If all the change polygons are of sufficient size, a pop-up box with this information appears.</i></p> 
<p><b>Step 6</b></p>	<p><i>If there are small area polygons within the Reservation/Trust Land, they appear in the <b>Info</b> list with their acreage noted in the <b>Area in Acres</b> column. The <b>Display All Changes</b> button also becomes active (this button allows toggling back to see all change polygons in the list).</i></p> 
<p><b>Step 7</b></p>	<p>To view a polygon on the map, click the row for the polygon in the <b>Info</b> list. <i>The polygon is highlighted and the map zooms to the location of the polygon.</i></p>  <p>Note in the illustration above, the <b>Review Change Polygons</b> box was moved to sit over the map. As stated earlier, the box may be moved anywhere on the page and docked.</p>

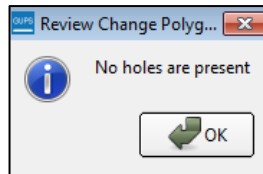
**Step 8**

Next, review the polygons for holes (that is, two or fewer small faces missed when creating a change polygon). While still in the **Review Change Polygons** dialog box, select a geography type from the **Geography** drop-down menu. For this example, 'Reservation/Trust Lands' is selected. *A list of change polygons for Reservations/Trust Lands populates the **Info** list and the **Display All Changes** button replaces the **Small Area** button (since this check was already run). The **Find Holes** button remains in its original location.*



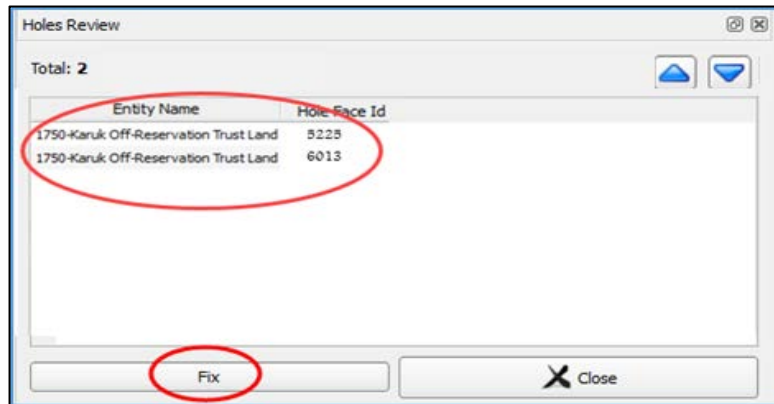
**Step 9**

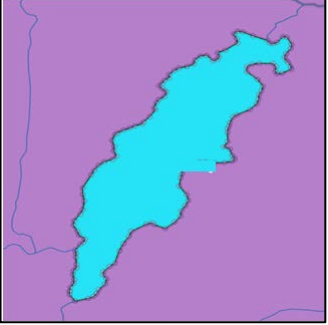
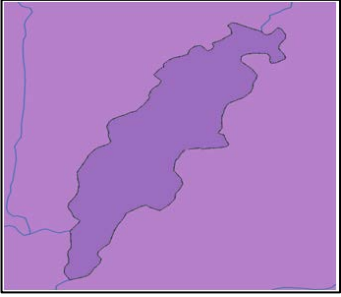
Click on the row for the polygon in the **Info** list to see it on the map, then click the **Find Holes** button. *If no holes are present, a pop-up box with this information appears.*



**Step 10**

*If holes are found, a list of polygons with holes appears in the **Holes Review** box and the **Fix** button activates at the bottom of the box.*



<p><b>Step 11</b></p>	<p>To correct a change polygon, click on its row to highlight it. <i>The map zooms to its location and displays all holes in cyan.</i></p> 
<p><b>Step 12</b></p>	<p>Click the <b>Fix</b> button to repair the hole. <i>The change polygon is corrected and the correction displays on the map (i.e., the hole is changed to the same color as the remainder of the polygon).</i></p> 
<p><b>Step 13</b></p>	<p>Before the <b>Find Holes</b> check is complete, repeat the steps above <b>for each</b> geography type for which change polygons were created.</p>
<p><b>Step 14</b></p>	<p>After reviewing for small areas and holes, use the <b>Review Change Polygons</b> tool to check the general accuracy of the change polygons. To do so, select the entity type in the <b>Geography</b> drop-down menu. <i>A full list of change polygons for the geography type selected displays in the Info list.</i></p>
<p><b>Step 15</b></p>	<p>Click on the row for each polygon to see it on the map and review the changes.</p> <p>If there is a mistake on the map (e.g., a new incorporated place was created with five faces rather than intended six), click on the <b>Modify Area Feature</b> button on the <b>BAS toolbar</b> and make the correction.</p>

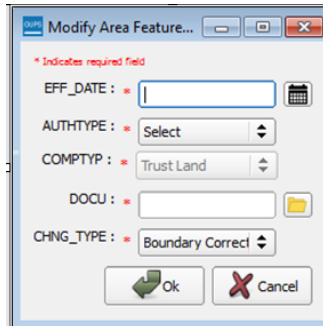
**Step 16**

To review boundary changes, select the entity type to be reviewed in the **Geography** drop-down menu at the top of the **Review Change Polygons** dialog box. In this example, **'Reservation/Trust Land'** is selected. *All boundary change polygons for the entity type selected populate the Info list.*

To review a boundary change, click on the change polygon in the list, then click the **Legal Entity Change** button at the bottom of the **Review Change Polygons** dialog box, shown below.



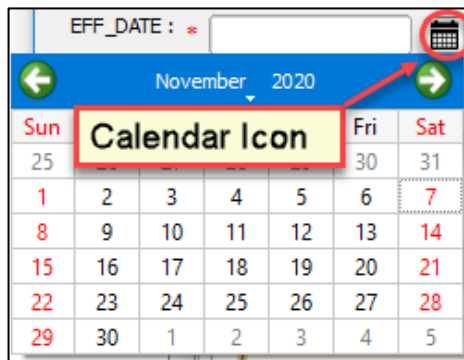
The map zooms to where the change was made, and a box opens displaying the information that was entered when the change was coded. Here, because the change was a boundary correction, the effective date, authority type, and documentation fields are not filled.



If this change was mistakenly coded as a boundary correction, and should have been a legal change instead, correct the error here. In this example a change polygon mistakenly coded as a boundary correction rather than an addition is corrected.

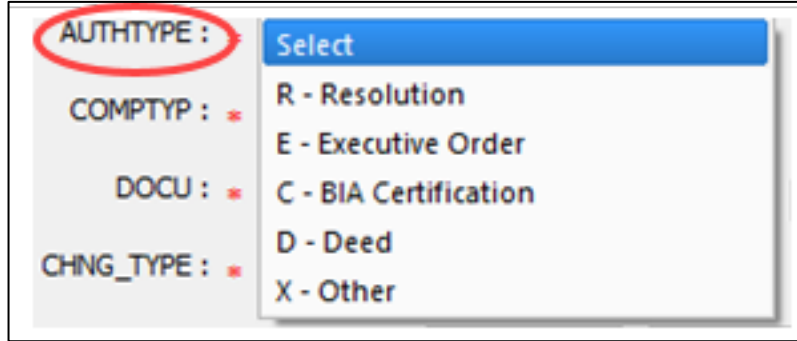
**Step 17**

Click the calendar icon next to the **EFF\_DATE** field to select an effective date for the addition.



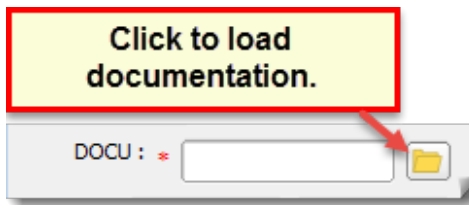
**Step 18**

Use the drop-down menu for the **AUTHTYPE** field to select the authority type for the change.

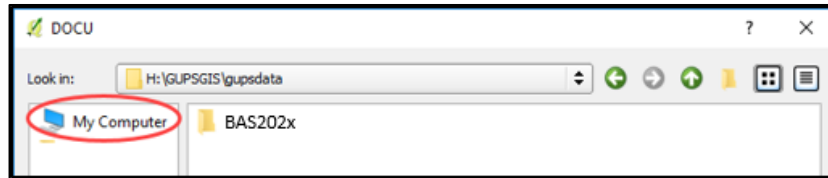


**Step 19**

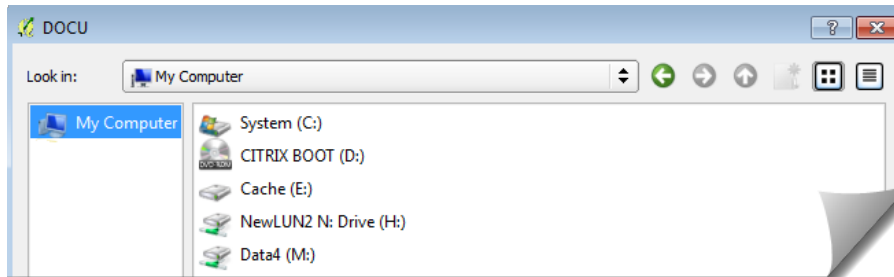
In the **DOCU** field, type in the ordinance or other legal documentation number authorizing the Addition or upload legal documentation for the change. To upload documentation, click the folder icon next to the **DOCU** field.



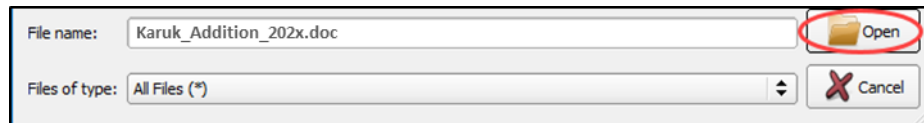
When the **DOCU** window opens, click on the icon for 'My Computer' (or simply 'Computer' in some Windows versions) to open the directory where the documentation is saved.



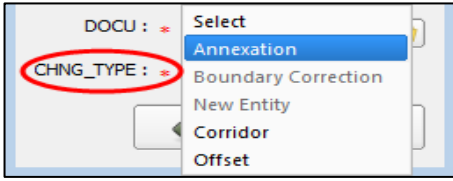
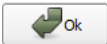

The directories display, as shown below.



Select the appropriate directory and navigate to the file to be uploaded. Click the file. Then, to upload it, click the **Open** button at the bottom of the **DOCU** window.




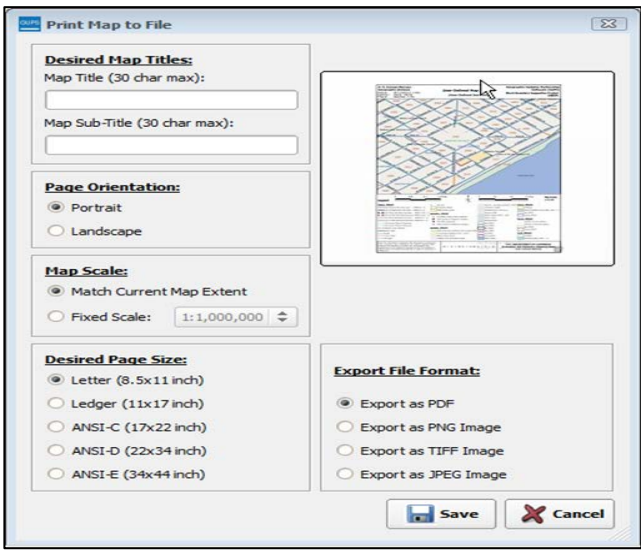
*GUPS uploads the file and the file name appears in the DOCU field.*

<p><b>Step 20</b></p>	<p>Finally, in the <b>CHNG_TYPE</b> field drop-down menu, change ‘Boundary Correction’ to the correct change type (‘Annexation’, ‘Corridor’, or ‘Offset’). Here ‘Annexation’ is selected.</p> 
<p><b>Step 21</b></p>	<p>Click the <b>OK</b>  button. <i>The correction is made.</i></p>
<p><b>Step 22</b></p>	<p>When <i>all reviews</i> are completed (for small areas, holes, and boundary changes) for <i>all entity types</i>, and all needed corrections have been made, click the <b>Save</b>  button on the <b>BAS toolbar</b>. <i>All corrections are saved. The Review Change Polygons check is complete.</i></p>

**6.6 Exporting a Printable Map**

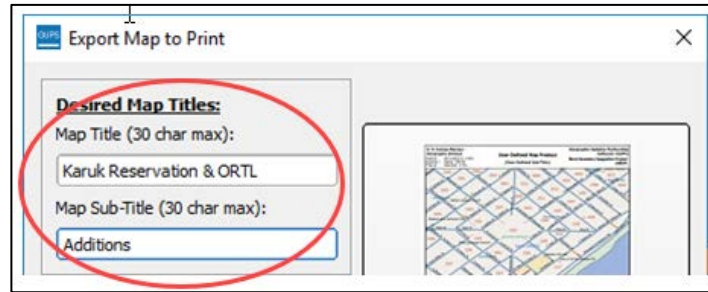
GUPS allows users to generate printable maps in four formats (.pdf, .png., .tiff, and .jpeg). The maps can be created in portrait or landscape view, on letter or ledger (legal) size paper, and at various scales. To export a printable map from GUPS, follow the steps below.

**Table 43: Exporting a Printable Map**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Click on the <b>Export to ZIP</b> button on the <b>BAS toolbar</b>. </p> <p><i>The Print Map to File dialog box opens.</i></p> 

**Step 2**

In the **Desired Map Titles** section, type in a map title and sub-title.

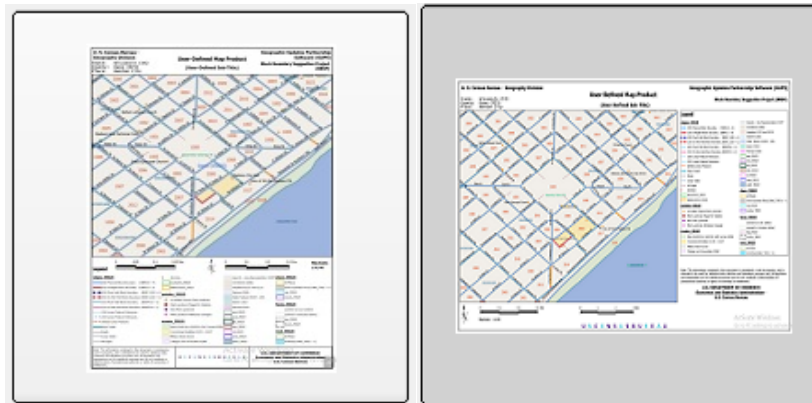


**Step 3**

Under **Page Orientation**, click the radio button next to 'Portrait' or 'Landscape' to select the map's orientation on the page when printed.



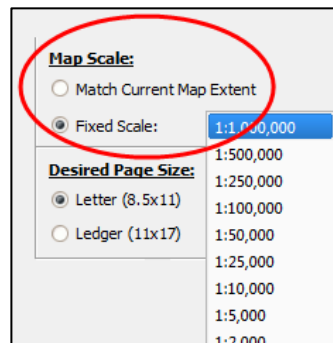
The map orientation in the preview pane to the right changes to reflect the selection.



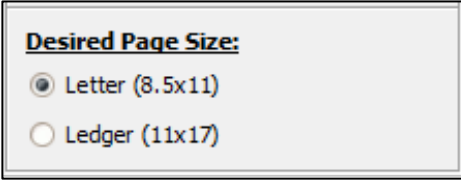
Portrait View (left) and Landscape View (right).

**Step 4**

Under **Map Scale**, click the appropriate radio button to select the map scale (use the current map extent or set a fixed scale). To select a fixed scale, click the radio button next to 'Fixed Scale', then click the down arrow to open the drop-down menu. In the drop-down list, click on the desired scale.



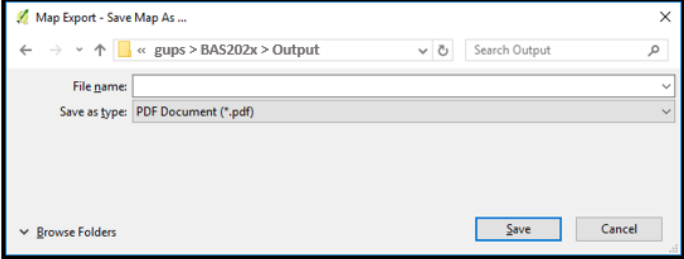
**Step 5** Under **Desired Paper Size**, click the radio button next to 'Letter' for 8½ by 11-inch paper or the 'Ledger' button for 11 by 17-inch paper.



**Step 6** When ready to export the file, under **Export File Format**, click the radio button next to the desired format. The file may be exported in .pdf, .png, .tiff, or .jpeg format.

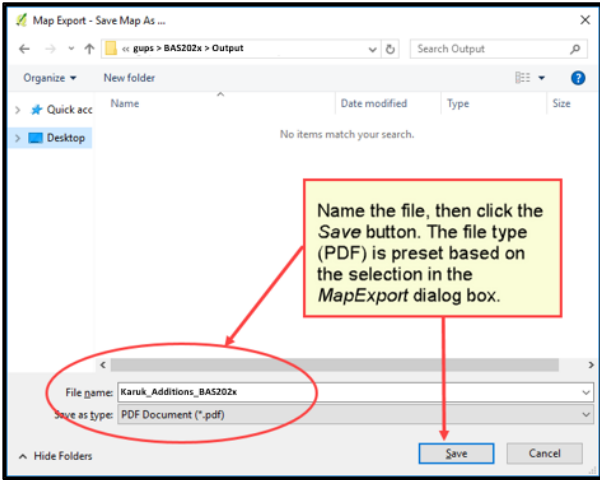


**Step 7** Click the **Save** button. *The **Map Export – Save Map As...** window opens.*

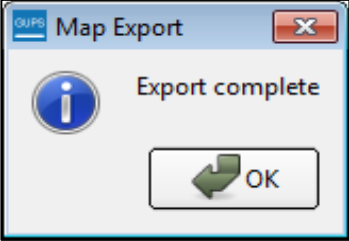
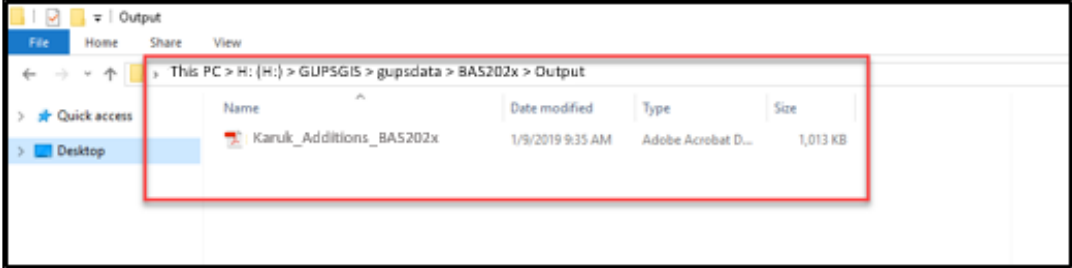


**Note:** GUPS automatically selected the “output” folder for BAS2020 as the save location. This folder was created on the computer by the GUPS installer. To save the file to a different location, navigate to the location first before saving.

**Step 8** After selecting the location, type in the name to give the file, then click **Save**.





<p><b>Step 9</b></p>	<p>The file is saved and a pop-up message appears confirming that the export is complete.</p> 
<p><b>Step 10</b></p>	<p>To save the file, click <b>OK</b>. The file is saved either in the default BAS2020 output location or in the alternate location specified. Here file is saved in the default location.</p> 

### 6.6.1 How to Export ZIP Files to Share/Submit

When creating ZIP files to export, users have two options—exporting the file to share with other users or exporting the file for submission to the Census Bureau. In either case, GUPS automatically names the output ZIP file. It packages all the files required by the Census Bureau (including any documentation uploaded) into the ZIP file and saves it in a preset location created on the computer during the installation process.


**Important Note**

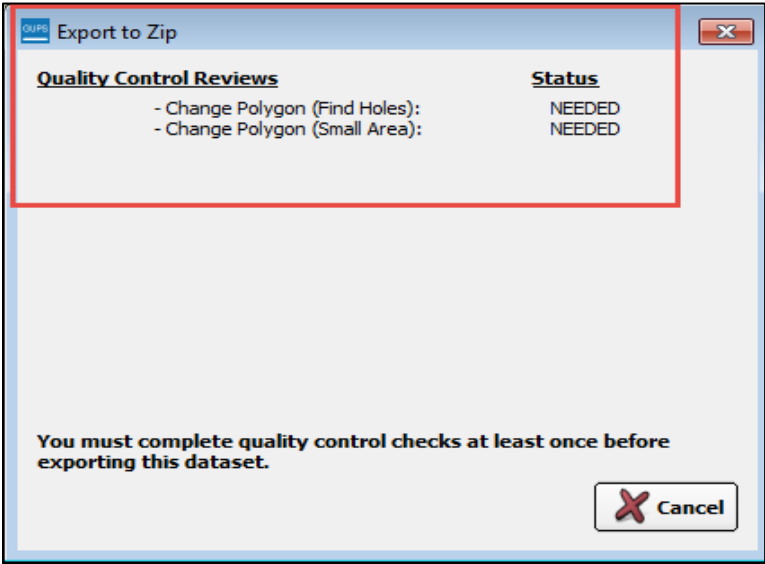
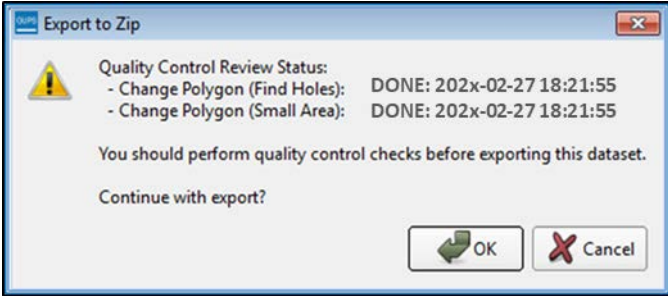
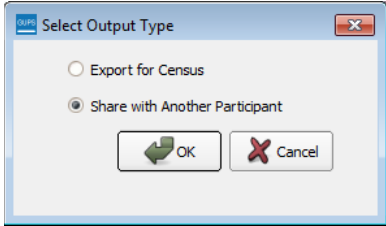
If changes were made to more than one working county, separate ZIP file must be exported for each county.

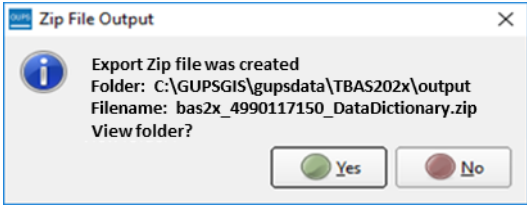
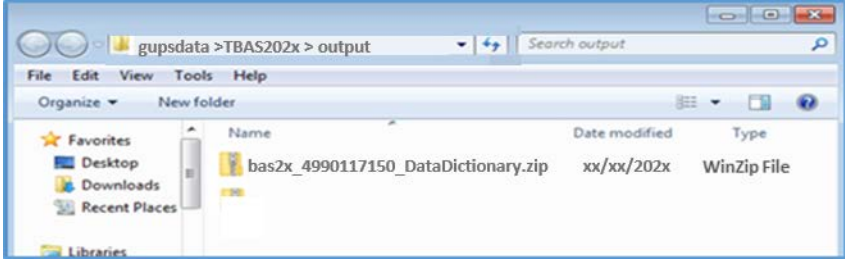
### 6.6.2 Exporting a File to Share

To export a file to share with another user, follow the steps in [Table 44](#).

**Table 44: Exporting Files to Share with Another User**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Click on the <b>Export to ZIP</b> button on the <b>BAS toolbar</b>.</p> 


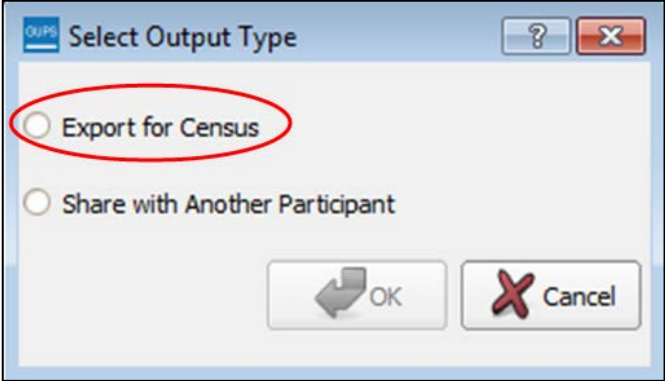
<p><b>Step 2</b></p>	<p>After clicking the <b>Export to Zip</b> button, one of two results may occur, depending on whether the changes were validated using the <b>Review Change Polygons</b> tool. If the tool was not used to check the work, the <b>Export to ZIP</b> pop-up box appears and lists the specific checks that need to be run before the file can be exported.</p>  <p>If this message appears, click the <b>Cancel</b> button and run the <b>Review Change Polygons</b> check. Then repeat the initial export steps again.</p>
<p><b>Step 3</b></p>	<p>If the <b>Review Change Polygon</b> check was already run, the <b>Export to ZIP</b> pop-up box displays the status of the checks and the date and time they were made, as shown below.</p> 
<p><b>Step 4</b></p>	<p>Look carefully at the run times listed. If any additional changes were made after these times, click <b>Cancel</b> and run the <b>Review Change Polygons</b> check again. Then repeat the export steps.</p>
<p><b>Step 5</b></p>	<p>The <b>Select Output Type</b> dialog box opens.</p>  <p>To prepare ZIP file to be shared with another user, select the “Share with Another Participant” radio button. Click <b>OK</b>.</p>

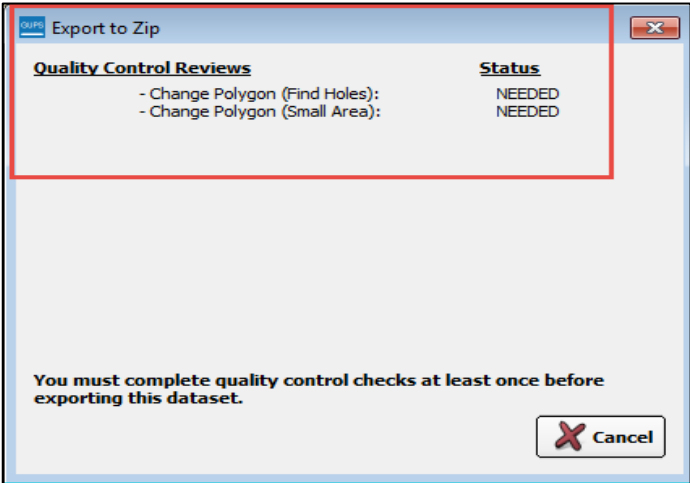
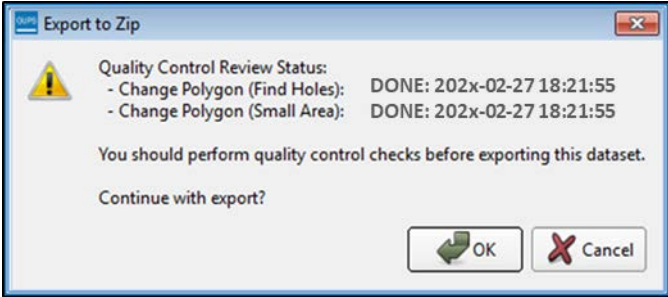
<p><b>Step 6</b></p>	<p>The <b>ZIP File Output</b> dialog box opens. It informs that the ZIP file was created and asks “if you want to view the folder”.</p> 
<p><b>Step 7</b></p>	<p>If <b>Yes</b> is clicked, the directory opens and displays the folder location where GUPS placed the file.  <b>Note:</b> GUPS automatically saves the file to an output folder that the GUPS installer placed on the computer during the installation process.</p> 
<p><b>Step 8</b></p>	<p>The file may now be shared with another user.</p>

### 6.6.3 Exporting a File to Submit to the Census Bureau

To export a file to submit to the Census Bureau, follow the steps in [Table 45](#).

**Table 45: Exporting Files for Submission to the Census Bureau**

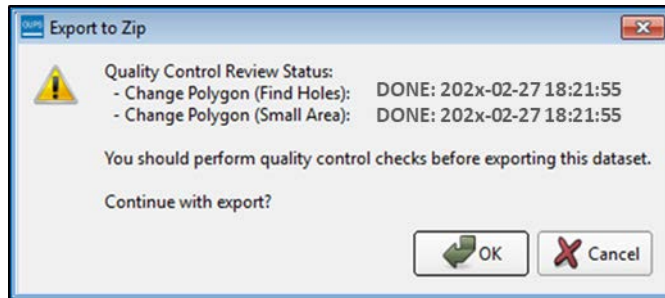
Step	Action and Result
<p><b>Step 1</b></p>	<p>Click on the <b>Export to ZIP</b> button on the <b>BAS</b> toolbar. </p> <p>The <b>Select Output Type</b> dialog box opens.</p>  <p>Click the <b>Export for Census</b> radio button. Then click <b>OK</b>.</p>

<p><b>Step 2</b></p>	<p>After clicking the <b>OK</b> button, one of two results may occur, depending on whether the changes were validated using the <b>Review Change Polygons</b> tool. If the tool was not used to check the work, the <b>Export to ZIP</b> pop-up box appears and lists the specific checks that need to be run before the file can be exported.</p> 
<p><b>Step 3</b></p>	<p>If this message appears, click the <b>Cancel</b> button and run the <b>Review Change Polygons</b> check. Then repeat the initial export steps again.</p>
<p><b>Step 4</b></p>	<p>If the <b>Review Change Polygon</b> check was already run, the <b>Export to ZIP</b> pop-up box displays the status of the checks and the date and time they were made, as shown below.</p> 
<p><b>Step 5</b></p>	<p>Look carefully at the run times listed. If any additional changes were made after these times, click <b>Cancel</b> and run the <b>Review Change Polygons</b> check again. Then repeat the export steps.</p>

**Step 6**

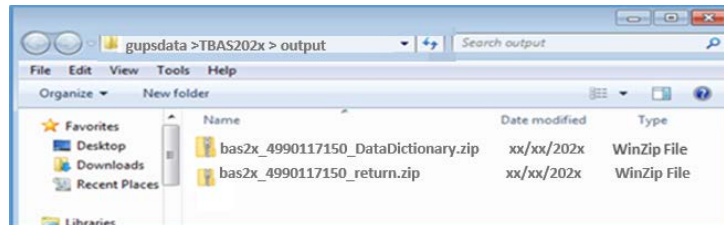
Otherwise, click **OK**. The **GUPS User Contact Information** dialog box opens up. Complete the required fields and click **OK**.

The **ZIP File Output** dialog box opens. It informs the user that the ZIP file was created and asks if they want to view the folder.



**Step 7**

If **Yes** is clicked, the directory opens and displays the folder location where GUPS placed the file. **Note:** GUPS automatically saves the file to an output folder that the GUPS installer created during the installation process.



**Step 8**

The file is now ready to be uploaded to the Census Bureau through SWIM. See [Section 7, Submitting Files to the Census Bureau through SWIM](#).


## SECTION 7 SUBMITTING FILES TO THE CENSUS BUREAU THROUGH SWIM

To upload and transmit update files to the Census Bureau, participants must access their accounts in the SWIM, as shown in [Table 46](#).

**Note:** Participants **with existing SWIM** accounts, should use their user name (email address) and password. If participants indicated on their BAS Annual Response Form that they wished to receive or use the GUPS application, they automatically receive the SWIM URL and a registration token via email. The email should arrive five days after the Annual Response is completed online (or five business days after the Census Bureau receives the paper form). Participants **without existing SWIM** accounts, should contact the Census Bureau at [<geo.bas@census.gov>](mailto:geo.bas@census.gov) to obtain a 12-digit registration token needed to create an account. Once a token has been assigned, participants can create their SWIM accounts.

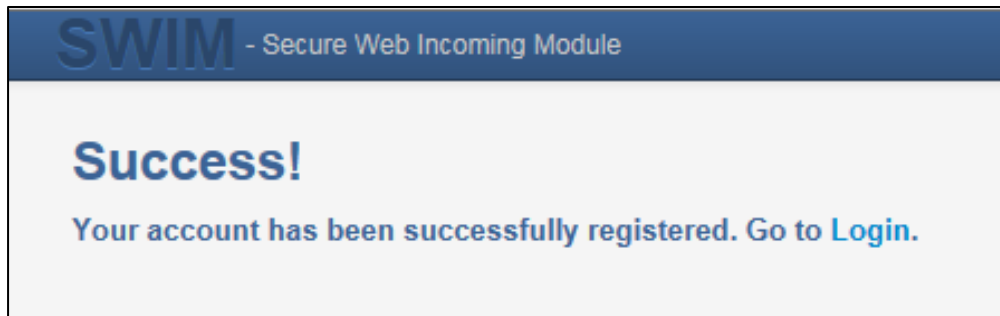
**Table 46: Transmitting Files to the Census Bureau Using SWIM**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Open a new browser window and enter the URL <a href="https://respond.census.gov/swim/">&lt;https://respond.census.gov/swim/&gt;</a>. The SWIM login screen opens.</p> <div data-bbox="647 947 1167 1654" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Secure Web Incoming Module</b> <b>Please Login</b></p> <p>Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.</p> <p>Please note: sessions will expire after 15 minutes of inactivity.</p> <p><b>Email:</b></p> <input type="text" value="Email"/>  <b>Password:</b> <input type="password" value="Password"/>  <a href="#">Forgot your password?</a> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Register Account"/> </p> </div>
<p><b>Step 2</b></p>	<p>Users that already have a SWIM account should enter their email address and password. Click the <b>Login</b> button. <i>The <b>Welcome</b> screen opens.</i> Go to Step 8.</p>

<p><b>Step 3</b></p>	<p>Users without a SWIM account must register. Click the <b>Register Account</b> button. <i>The <b>Account Registration</b> screen opens.</i></p> <div data-bbox="565 243 1252 1041" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <h3 style="text-align: center; color: #0056b3;">Account Registration</h3> <p>Registration Token: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Phone Number: <input type="text"/> - <input type="text"/> - <input type="text"/> # <input type="text"/></p> <p>Agency: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Security Question: <input type="text" value="Please select a verification question."/> <input type="button" value="v"/></p> <p>Answer: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>
	<p>All fields on the <b>Account Registration</b> screen are required.</p>
<p><b>Step 4</b></p>	<p>On the <b>Account Registration</b> screen, first, enter the 12-digit token provided by the Census Bureau. Then enter contact name, agency, and email in the appropriate fields.</p>
<p><b>Step 5</b></p>	<p>Create a password. The password must meet the five criteria below:</p> <ol style="list-style-type: none"> <li>4. It must be at least 8 characters in length</li> <li>5. It must have at least one upper case character</li> <li>6. It must have at least one lower case character</li> <li>7. It must have at least one number</li> <li>8. It must have at least one special character (valid special characters are: #, !, \$, *, &amp;, ?, ~).</li> </ol> <p><b>Note:</b> The commas shown immediately above are to separate the special characters listed. A comma is not a valid character for the password.</p>

**Step 6**

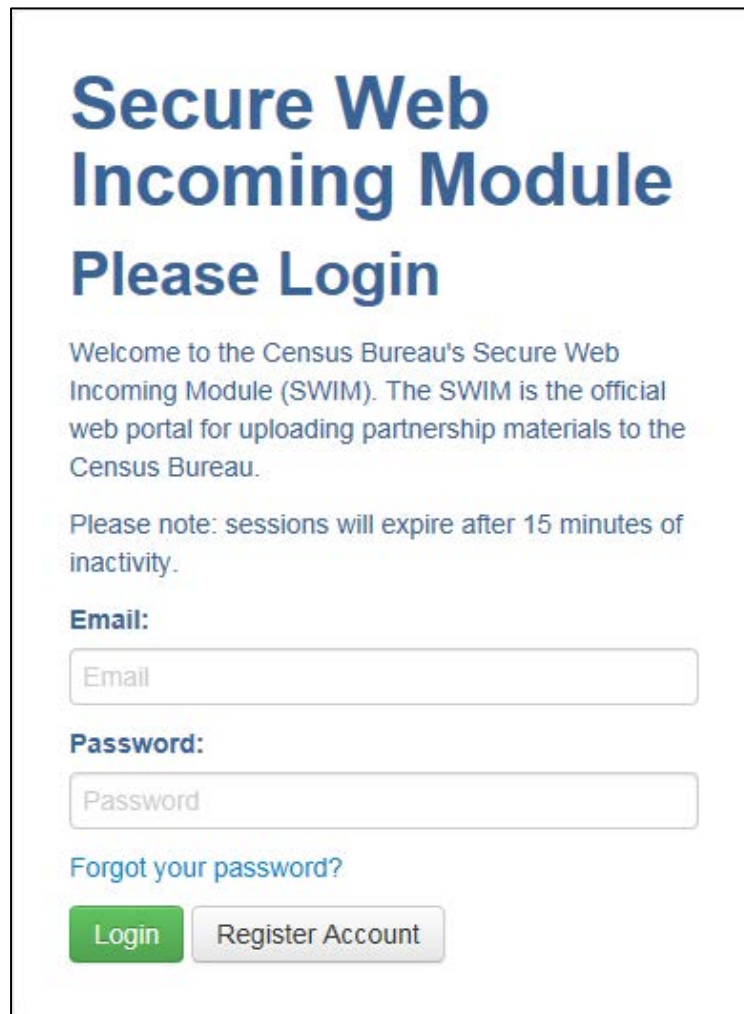
Set up a security question (click the arrow on the right of the **Security Question** box and select a question in the drop-down list, then enter an answer in the **Answer** box). When finished, click the **Submit** button. A screen opens to confirm that the account has been successfully registered.



On the **Confirmation** screen, click **Login**, and be returned to the *Login* screen.

**Step 7**

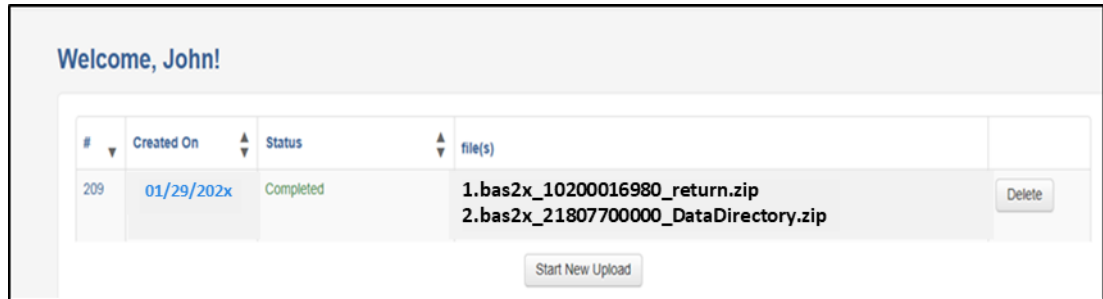
Login screen.





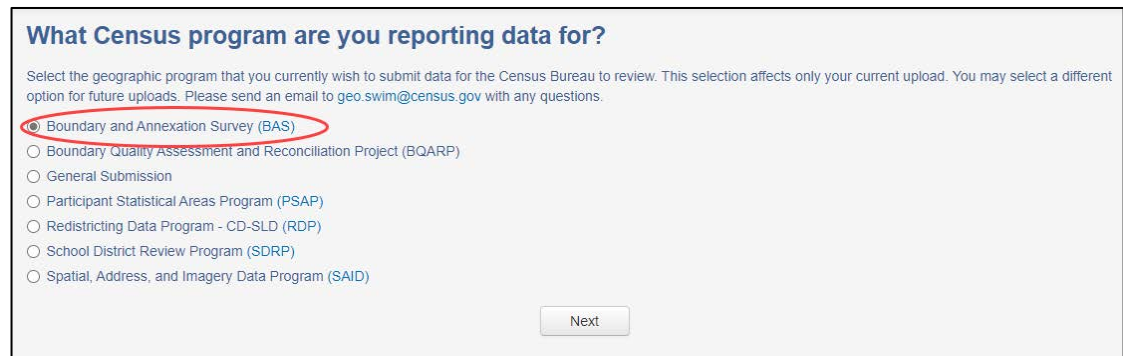
**Step 8**

On the **Login** screen, enter the email and password then click the green **Login** button. *The **Welcome** screen opens. A list of previously uploaded files is visible with the following information, the creation date of the file, the name of the file, and its corresponding ZIP size.* To make modifications, click on the file to be edited then select the **Start Now Upload** button.



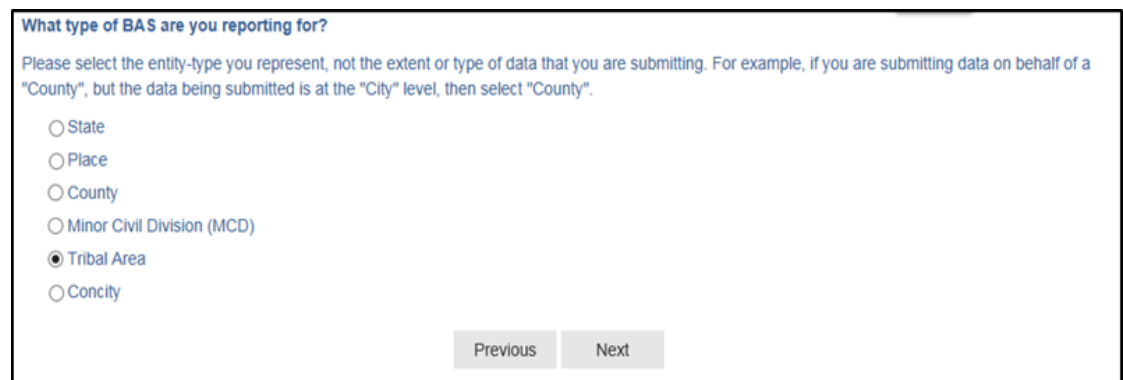
**Step 9**

To begin an upload, click the **Start New Upload** button. Select the **Boundary Annexation Survey (BAS)** radio button, and then click **Next** at the bottom of the screen.



**Step 10**

A screen opens asking **“What type of BAS are you reporting for?”** Click the radio button next to the governmental unit for which data is being reported, then click the **Next** button. In this example, **Tribal Area** is selected.



**Step 11**

A screen opens that allows selection of the Tribal Area for which data is being reported. Scroll through the drop-down menu and select the Tribal Area. Then click the **Next** button.

The screenshot shows a form titled "Select a Tribal Area". It contains a label "Tribal Area:" followed by a dropdown menu with the word "Select" and a downward arrow. Below the dropdown are two buttons: "Previous" and "Next".

The screenshot shows a scrollable list of tribal areas under the heading "Select a Tribal Area". The list includes: Kanihiki Hawaiian Home Land, Kanohe-Olaa Hawaiian Home Land, Kapaa Hawaiian Home Land, Kapaakea Hawaiian Home Land, Kapaolei Hawaiian Home Land, Kaniak Reservation and Off-Reservation Trust Land (circled in red), Kaitiaki Hawaiian Home Land, Kaupea Hawaiian Home Land, Kawaihae Hawaiian Home Land, Keahuolu Hawaiian Home Land, Kealahou Hawaiian Home Land, Keanae-Wailua Hawaiian Home Land, Keaukaha Hawaiian Home Land, Kekaha Hawaiian Home Land, Keokea (Agricultural) Hawaiian Home Land, Keoniki Hawaiian Home Land, Kewalo Hawaiian Home Land, Kickapoo (KS) Reservation, Kickapoo (KS) Reservation/Sac and Fox Nation Trust Land joint-use area, Kickapoo (TX) Reservation, Klamath Reservation, Kolaoa Hawaiian Home Land, Koniag Alaska Native Regional Corporation, Kootenai Reservation and Off-Reservation Trust Land, L'Anse Reservation and Off-Reservation Trust Land, and La Jolla Reservation.


**Step 12**

The **Select a .zip file to upload** screen opens. Choose a ZIP file to upload. **Note:** All files must be a ZIP file. The ZIP file cannot contain another ZIP file. To upload a file, click the **+ Add File** button on the screen.


The screenshot shows a form titled "Select a .ZIP file to upload." It includes instructions: "File submissions must be in 'zip format' Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below." Below the instructions is a "Choose File:" label and a button with a plus sign and the text "+ Add File" (circled in red). There are also fields for "Status:", "File(s):", and "Comments:" with a text area below. At the bottom are "Previous" and "Next" buttons.

**Step 13**

The **Choose File to Upload** window opens.

Name	Date modified	Type	Size
 Example	1/10/2019 11:26 AM	WinZip File	0 KB

Locate the ZIP file to upload then double-click it. **Note:** Only one file can be added at a time.

<p><b>Step 14</b></p>	<p>Once the file upload is complete, the <b>Status</b> field shows <b>'Success.'</b> The name of the file appears in the <b>File(s)</b> field. To add another file, click the <b>+ Add File</b> and the upload process will repeat.</p> <p>In this example, there are two files uploaded.</p> <div data-bbox="483 289 1336 636" data-label="Image"> </div>
<p><b>Step 15</b></p>	<p>After uploading the file(s), type any comments (including pertinent information about data projection or supporting documentation for shapefiles) in the <b>Comments</b> field. Click <b>Next</b>.</p>
<p><b>Step 16</b></p>	<p>The <b>Thank You</b> screen appears and confirms the receipt of the submission.</p> <div data-bbox="380 842 1437 1022" data-label="Image"> </div>
<p><b>Step 17</b></p>	<p>To submit files for a different entity, click on the <b>'Upload Form'</b> link in the phrase "You may Log Out or return to the upload form, to submit more files." This choice returns to the <b>Welcome</b> screen.</p> <p>To log out, click on <b>Log Out</b>. The Census Bureau will acknowledge the receipt of the uploaded file.</p>
	<p>SWIM sessions deactivate after 15 minutes of inactivity.</p> <p><b>Note:</b> While working in SWIM, the participant may obtain help by clicking on the <b>Help</b> button on any screen. After clicking the button, a screen opens with links to help resources.</p> <div data-bbox="422 1333 1398 1820" data-label="Image"> </div>

## APPENDICES

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## APPENDIX A      BAS CONTACT INFORMATION AND RESOURCES

Table 47: BAS Contact Information and Resources

Action/Question	Resource	Contact
Request shapefiles on DVD	Geography Division	Call: 1-800-972-5651 Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> >
BAS materials questions	Geography Division	Call: 1-800-972-5651 Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> >
Legal boundary questions	Geography Division	Call: 1-301-763-1099 Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> > Fax: 1-800-972-5652
Ask guidance on areas under legal dispute	Census Bureau Legal Office	Call: 1-301-763-9844
GUPS technical support	Geography Division	Call: 1-800-972-5651 Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> > Be sure to have the number for the version of GUPS being run ready. To find this number, go to the <b>Help</b> tab on the main <b>Menu</b> in GUPS and click 'About GUPS' in the drop-down menu. A pop-up box will provide the number.
SWIM token questions	Geography Division	Call: 1-800-972-5651 Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> >
SWIM technical support	Geography Division	Email: < <a href="mailto:geo.bas@census.gov">geo.bas@census.gov</a> >
Submit output files on DVD (if Internet access is unavailable)	National Processing Center	Send to: U.S. Census Bureau National Processing Center ATTN: BAS Returns, Bldg 63E 1201 East 10th Street Jeffersonville, IN 47132

## APPENDIX B TERMS

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**Areal Feature** - is a prominent and identifying feature of a landscape significant enough to warrant name recognition, such as a lake, park, school, military base, or cemetery, etc. This type of feature class is only assigned to a face geometry. Any face can be assigned to multiple features. For example, a water body can also be part of a park.

**Edge** - is a one-dimensional object (legacy 1-cell), bounded by two nodes: a start node and an end node. Its geometry is distinguished by the coordinates of the start and end nodes, and additional coordinates that are ordered and serve as vertices (or shape points) between the two nodes. An edge is a primitive feature in the Oracle database.

Effects of having **Edge** features in the MAF/TIGER Database (MTDB):

- Represents an invisible boundary line for various geometry, geographic, and statistical data and can stand alone.
- A linear feature always occupies the same space as an edge and there are attributes on an edge that are lone relevant when a linear feature exists.

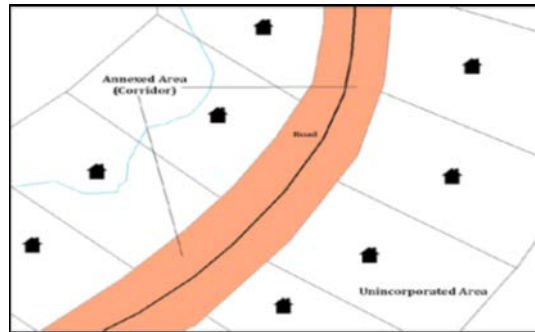
**Face** - is a two-dimensional object (legacy 2-cell) bounded by two or more edges. Its boundary includes not only the edges that separate it from other faces, but also any interior edges (two-dimensional topological primitives) contained within the area of the face.

**Geographic Area** - is a demarcated area used for the collection and/or tabulation of Census Bureau data.

**Geographic Corridors** - is an area that includes only a road (or other feature's) right-of-way and does not contain any structures. [Figure 13](#) Annexed Area Corridor and Unincorporated shows a corridor that has been created where an incorporated place annexed the road right-of-way, but not the housing units assigned to either side of the road (these belong instead to an unincorporated area). If it is important to the incorporated place that its ownership and/or maintenance of the road and/or its right-of-way be displayed on Census Bureau's maps, a geographic corridor should be created. However, the Census Bureau does not require places to report rights-of-way: maintaining geographic corridors in a nationwide database is difficult and impractical, and the right-of-way should only be included if it is crucial to the place, or if state or local laws require it. The Census Bureau would actually prefer that the area simply not be assigned to the place at all.

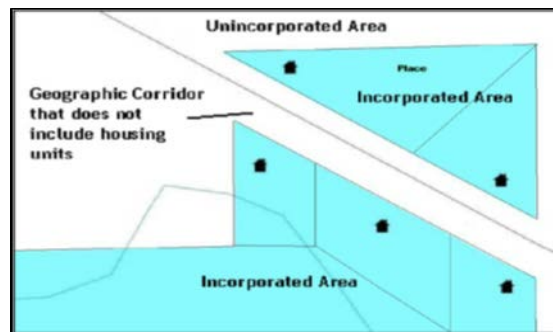
[Figure 14](#) shows an example where the right-of-way belongs in an unincorporated area, while the housing units along it are included in an incorporated place (shown in color). While depicting this corridor may be important for local purposes, it is not relevant for Census Bureau tabulations and is not easy to depict in the Census nationwide database. This type of corridor should not be included in a BAS response.

Please note that the Census Bureau does not require places to display rights-of-way or road maintenance corridors that do not contain or potentially contain housing or population. If local or state law does not require depiction of these geographic features, the Census Bureau prefers that they be left off BAS submissions. However, if it is necessary for the place to depict them, then they must be submitted as a geographic corridor.



**Figure 13. Annexed Area Corridor and Unincorporated Area**

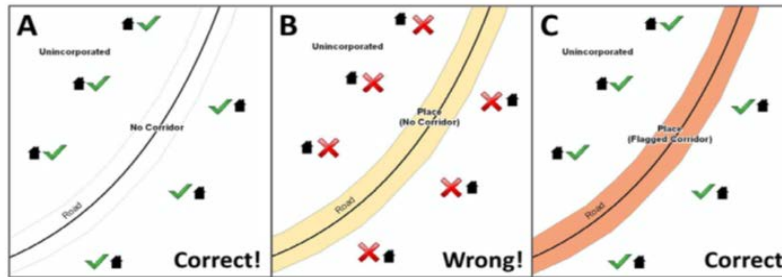
A corridor that has been created where an incorporated place annexed the road right-of-way, but not the housing units assigned to either side of the road.



**Figure 14. Incorporated Area and Unincorporated Area**

The right-of-way belongs in an unincorporated area, while the housing units along it are included in an incorporated place.

To recap, when a participant has a case where a road right-of-way is legally included in the boundary, but the adjacent parcels/houses are not, there are two options. Either do not include the area in the place at all (Scenario A in [Figure 15](#)), or include it in the place and flag it as a corridor (Scenario C in [Figure 15](#)). Never include such areas within the place boundary without flagging them as corridors (Scenario B in [Figure 15](#)).



**Figure 15. Participant Responses**

**Figure 15** – (A): The respondent did not include place ownership of the road or the right-of-way, allowing houses along the road to be geocoded correctly. (B): The respondent chose to show place ownership of the road, but did not flag it as a corridor, causing houses along the road to be incorrectly geocoded. (C): The respondent chose to show place ownership of the road, and flagged that ownership as a corridor, allowing the houses to be geocoded correctly. Both A and C are acceptable.

### Geographic Offsets

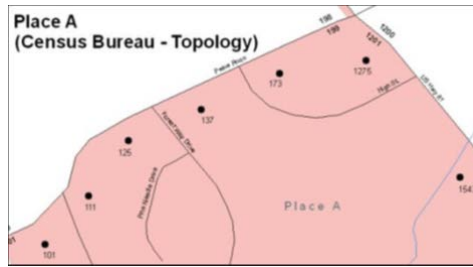
A geographic offset is an area (either within or outside of a geographic area) that is only on one side of a road (unlike corridors, which involve both sides of the road) and does not include structures addressed to that side of the road. Much of the same guidelines regarding corridors also holds true for offsets.

The Census Bureau is aware that many governments base their legal boundaries on cadastral (parcel-based) right-of-way mapping. Census Bureau maps are based on spatial data that are topologically integrated which makes maintenance of geographic offsets inefficient. Using the road centerline wherever possible will help to establish more accurate population counts. If a boundary follows a front-lot-line, the Census Bureau strongly prefers that the road centerline be used as the boundary. If a boundary is at the rear of a lot, then it should be depicted as such. If it is unclear whether a particular line is a front-lot line or something else, please contact the BAS team for assistance. As a rule, if a house or building could not conceivably be built in the area between the potential line and the centerline of the road, then the line can be considered a front-lot line. **Figure 16** depicts a cadastral (parcel-based) boundary map and **Figure 17** shows how the boundary should be represented when it is sent to the Census Bureau.

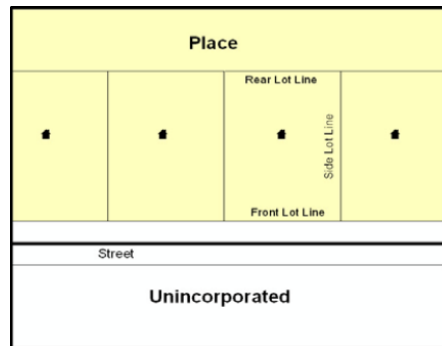


**Figure 16. A Cadastral (Parcel-Based) Boundary Map**



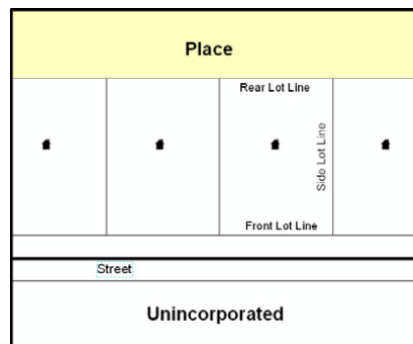


**Figure 17. How a Boundary Should be Represented When Sent to the Census Bureau**



**Figure 18. Place Boundary – Front-Lot-Line**

Shows a situation in which the place boundary is along the front-lot-line. In this example, the respondent must either use the road centerline as the boundary (preferred) or create an offset.



**Figure 19. Place Boundary – Rear-Lot-Line**

The place boundary is on the rear-lot-line, so the respondent should of course not use the road centerline or create an offset but should rather digitize in a new boundary following the rear-lot-line.

The Census Bureau has included an “offset” shapefile in the BAS materials (bas\_2020\_offset\_<ssccc>.shp), so that the jurisdiction can be checked for any existing corridors or offsets. While the Census Bureau prefers that new offsets are not created (see above), this information can be helpful in determining if current boundaries are correct.

**Linear Feature** - is a single dimension feature (Road/Path, Hydro, Rail, or Miscellaneous) along one or more edges.

**Point Feature** - is an isolated node not connected to an edge. The XY coordinate point is where a structure resides. Point Feature structures include housing units and legacy point landmark of public facilities such as libraries, police stations, schools, churches, malls, and some monuments.

## APPENDIX C MTFCC DESCRIPTIONS

The MAF/TIGER Feature Classification Code (MTFCC) is a five-digit code assigned by the Census Bureau to classify and describe geographic objects or features in Census Bureau MAF/TIGER products.

**Table 48: MTFCC Descriptions**

MTFCC	Feature Class	Feature Class Description
C3022	Mountain Peak or Summit	A prominent elevation rising above the surrounding level of the Earth's surface.
C3023	Island	An area of dry or relatively dry land surrounded by water or low wetland [including archipelago, atoll, cay, hammock, hummock, isla, isle, key, moku and rock].
C3024	Levee	An embankment flanking a stream or other flowing water feature to prevent overflow.
C3026	Quarry (not water-filled), Open Pit Mine or Mine	An area from which commercial minerals are or were removed from the Earth; not including an oilfield or gas field.
C3027	Dam	A barrier built across the course of a stream to impound water and/or control water flow.
C3061	Cul-de-sac	An expanded paved area at the end of a street used by vehicles for turning around. For mapping purposes, the Census Bureau maps it only as a point feature.
C3062	Traffic Circle	A circular intersection allowing for continuous movement of traffic at the meeting of roadways.
C3066	Gate	A movable barrier across a road.
C3067	Toll Booth	A structure or barrier where a fee is collected for using a road.
C3070	Tower/Beacon	A manmade structure, higher than its diameter generally used for observation, storage, or electronic transmission.
C3071	Lookout Tower	A manmade structure, higher than its diameter, used for observation.
C3072	Transmission Tower including cell, radio and TV	A manmade structure, higher than its diameter, used for electronic transmission.
C3073	Water Tower	A manmade structure, higher than its diameter, used for water storage.
C3074	Lighthouse Beacon	A manmade structure, higher than its diameter, used for transmission of light and possibly sound generally to aid in navigation.

MTFCC	Feature Class	Feature Class Description
C3075	Tank/Tank Farm	One or more manmade structures, each higher than its diameter, used for liquid (other than water) or gas storage or for distribution activities.
C3076	Windmill Farm	One or more manmade structures used to generate power from the wind.
C3077	Solar Farm	One or more manmade structures used to generate power from the sun.
C3078	Monument or Memorial	A manmade structure to educate, commemorate, or memorialize an event, person, or feature.
C3079	Boundary Monument Point	A material object placed on or near a boundary line to preserve and identify the location of the boundary line on the ground.
C3080	Survey Control Point	A point on the ground whose position (horizontal or vertical) is known and can be used as a base for additional survey work.
C3081	Locality Point	A point that identifies the location and name of an unbounded locality (e.g., crossroad, community, populated place or locale).
C3085	Alaska Native Village Official Point	A point that serves as the core of an Alaska Native village and is used in defining Alaska Native village statistical areas.
C3088	Landfill	A disposal facility at which solid waste is placed on or in the land.
G2100	American Indian Area	A legally defined state- or federally recognized reservation and/or off-reservation trust land (excludes statistical American Indian areas).
G2101	American Indian Area (Reservation Only)	American Indian Area (Reservation Only)
G2102	American Indian Area (Off-Reservation Trust Land Only)	American Indian Area (Off-Reservation Trust Land Only)
G2120	Hawaiian Homeland	A legal area held in trust for the benefit of Native Hawaiians.
G2130	Alaska Native Village Statistical Area	A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving governmental services from the defining legal Alaska Native Village corporation.
G2140	Oklahoma Tribal Statistical Area	A statistical entity identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes that have no current reservation but had a former reservation in Oklahoma.
G2150	State-designated Tribal Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a state-appointed liaison for a state-recognized American Indian tribe that does not currently have a reservation and/or lands in trust.

MTFCC	Feature Class	Feature Class Description
G2160	Tribal Designated Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a federally recognized American Indian tribe that does not currently have a reservation and/or off-reservation trust land.
G2170	American Indian Joint Use Area	An area administered jointly and/or claimed by two or more American Indian tribes.
G2200	Alaska Native Regional Corporation	Corporate entities established to conduct both business and nonprofit affairs of Alaska Natives pursuant to the Alaska Native Claims Settlement Act of 1972 (Public Law 92-203). There are twelve geographically defined ANRCs and they are all within and cover most of the State of Alaska (the Annette Island Reserve-an American Indian reservation-is excluded from any ANRC). The boundaries of ANRCs have been legally established.
G2300	Tribal Subdivision	Administrative subdivisions of federally recognized American Indian reservations, off-reservation trust lands, or Oklahoma tribal statistical areas (OTSAs). These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for the American Indians on the reservations, off-reservation trust lands, or OTSAs.
G2400	Tribal Census Tract	A relatively small and permanent statistical subdivision of a federally recognized American Indian reservation and/or off-reservation trust land, delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G2410	Tribal Block Group	A cluster of census blocks within a single tribal census tract delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G3100	Combined Statistical Area	A grouping of adjacent metropolitan and/or micropolitan statistical areas that have a degree of economic and social integration, as measured by commuting.
G3110	Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using whole counties and equivalents.
G3120	Metropolitan Division	A county or grouping of counties that is a subdivision of a Metropolitan Statistical Area containing an urbanized area with a population of 2.5 million or more.
G3200	Combined New England City and Town Area	A grouping of adjacent New England city and town areas that have a degree of economic and social integration, as measured by commuting.
G3210	New England City and Town Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using Minor Civil Divisions (MCDs) in New England.

MTFCC	Feature Class	Feature Class Description
G3220	New England City and Town Division	A grouping of cities and towns in New England that is a subdivision of a New England City and Town Area containing an urbanized area with a population of 2.5 million or more.
G3500	Urban Area	Densely settled territory that contains at least 2,500 people. The subtypes of this feature are Urbanized Area (UA), which consists of 50,000 + people and Urban Cluster, which ranges between 2,500 and 49,999 people.
G4000	State or Equivalent Feature	The primary governmental divisions of the United States. The District of Columbia is treated as a statistical equivalent of a state for census purposes, as is Puerto Rico.
G4020	County or Equivalent Feature	The primary division of a state or state equivalent area. The primary divisions of 48 states are termed County, but other terms are used such as Borough in Alaska, Parish in Louisiana, and Municipio in Puerto Rico. This feature includes independent cities, which are incorporated places that are not part of any county.
G4040	County Subdivision	The primary divisions of counties and equivalent features for the reporting of Census Bureau data. The subtypes of this feature are Minor Civil Division, Census County Division/Census Subarea, and Unorganized Territory. This feature includes independent places, which are incorporated places that are not part of any county subdivision.
G4050	Estate	Estates are subdivisions of the three major islands in the United States Virgin Islands (USVI).
G4060	Subbarrio (Subminor Civil Division)	Legally defined divisions (subbarrios) of minor civil divisions (barrios-pueblo and barrios) in Puerto Rico.
G4110	Incorporated Place	A legal entity incorporated under state law to provide general-purpose governmental services to a concentration of population. Incorporated places are generally designated as a city, borough, municipality, town, village, or, in a few instances, have no legal description.
G4120	Consolidated City	An incorporated place that has merged governmentally with a county or minor civil division, but one or more of the incorporated places continues to function within the consolidation. It is a place that contains additional separately incorporated places.
G4210	Census Designated Place	A statistical area defined for a named concentration of population and the statistical counterpart of an incorporated place.
G4300	Economic Census Place	The lowest level of geographic area for presentation of some types of Economic Census data. It includes incorporated places, consolidated cities, census designated places (CDPs), minor civil divisions (MCDs) in selected states, and balances of MCDs or counties. An incorporated place, CDP, MCD, or balance of MCD qualifies as an economic census place if it contains 5,000 or more residents, or 5,000 or more jobs, according to the most current data available.

MTFCC	Feature Class	Feature Class Description
G5020	Census Tract	Relatively permanent statistical subdivisions of a County or equivalent feature delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
G5030	Block Group	A cluster of census blocks having the same first digit of their four-digit identifying numbers within a Census Tract. For example, block group 3 (BG 3) within a Census Tract includes all blocks numbered from 3000 to 3999.
G5040	Tabulation Block	The lowest-order census defined statistical area. It is an area, such as a city block, bounded primarily by physical features but sometimes by invisible city or property boundaries. A tabulation block boundary does not cross the boundary of any other geographic area for which the Census Bureau tabulates data. The subtypes of this feature are Count Question Resolution (CQR), current, and census.
G5200	Congressional District	The 435 areas from which people are elected to the U.S. House of Representatives. Additional equivalent features exist for state equivalents with nonvoting delegates or no representative. The subtypes of this feature are 106th, 107th, 108th, 109th, and 111th Congressional Districts, plus subsequent Congresses.
G5210	State Legislative District (Upper Chamber)	Areas established by a state or equivalent government from which members are elected to the upper or unicameral chamber of a state governing body. The upper chamber is the senate in a bicameral legislature, and the unicameral case is a single house legislature (Nebraska).
G5220	State Legislative District (Lower Chamber)	Areas established by a state or equivalent government from which members are elected to the lower chamber of a state governing body. The lower chamber is the House of Representatives in a bicameral legislature.
G5240	Voting District	The generic name for the geographic features, such as precincts, wards, and election districts, established by state, local, and tribal governments for the purpose of conducting elections.
G5400	Elementary School District	A geographic area within which officials provide public elementary grade-level educational services for residents.
G5410	Secondary School District	A geographic area within which officials provide public secondary grade-level educational services for residents.
G5420	Unified School District	A geographic area within which officials provide public educational services for all grade levels for residents.
G6100	Public-Use Microdata Area	A decennial census area with a population of at least 100,000 or more persons for which the Census Bureau provides selected extracts of household-level data that are screened to protect confidentiality.

MTFCC	Feature Class	Feature Class Description
G6300	Traffic Analysis District	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data. A Traffic Analysis District (TAD) consists of one or more Traffic Analysis Zones (TAZs).
G6320	Traffic Analysis Zone	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data.
G6330	Urban Growth Area	An area defined under state authority to manage urbanization that the Census Bureau includes in the MAF/TIGER® System in agreement with the state.
G6340	ZIP Code Tabulation Area (Three-Digit)	An approximate statistical-area representation of a U.S. Postal Service (USPS) 3-digit ZIP Code service area.
G6350	ZIP Code Tabulation Area (Five-Digit)	An approximate statistical-area representation of a U.S. Postal Service (USPS) 5-digit ZIP Code service area.
G6400	Commercial Region	For the purpose of presenting economic statistical data, municipios in Puerto Rico are grouped into commercial regions.
H1100	Connector	A known, but nonspecific, hydrographic connection between two nonadjacent water features.
H2025	Swamp/Marsh	A poorly drained wetland, fresh or saltwater, wooded or grassy, possibly covered with open water [includes bog, cienega, marais, and pocosin].
H2030	Lake/Pond	A standing body of water that is surrounded by land.
H2040	Reservoir	An artificially impounded body of water.
H2041	Treatment Pond	An artificial body of water built to treat fouled water.
H2051	Bay/Estuary/Gulf/Sound	A body of water partly surrounded by land [includes arm, bight, cove and inlet].
H2053	Ocean/Sea	The great body of salt water that covers much of the earth.
H2060	Gravel Pit/Quarry filled with water	A body of water in a place or area from which commercial minerals were removed from the Earth.
H2081	Glacier	A body of ice moving outward and down slope from an area of accumulation; an area of relatively permanent snow or ice on the top or side of a mountain or mountainous area [includes ice field and ice patch].
H3010	Stream/River	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run].

MTFCC	Feature Class	Feature Class Description
H3013	Braided Stream	A natural flowing waterway with an intricate network of interlacing channels.
H3020	Canal, Ditch or Aqueduct	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral].
K1121	Apartment Building or Complex	A building or group of buildings that contain multiple living quarters generally for which rent is paid.
K1223	Trailer Court or Mobile Home Park	An area in which parking space for house trailers is rented, usually providing utilities and services.
K1225	Crew-of-Vessel Location	A point or area in which the population of military or merchant marine vessels at sea are assigned, usually being at or near the home port pier.
K1226	Housing Facility/Dormitory for Workers	A structure providing housing for a number of persons employed as semi-permanent or seasonal laborers.
K1227	Hotel, Motel, Resort, Spa, Hostel, YMCA or YWCA	A structure providing transient lodging or living quarters, generally for some payment.
K1228	Campground	An area used for setting up mobile temporary living quarters (camp) or holding a camp meeting, sometimes providing utilities and other amenities.
K1229	Shelter or Mission	A structure providing low-cost or free-living quarters established by a welfare or educational organization for the needy people of a district.
K1231	Hospital/Hospice/Urgent Care Facility	One or more structures where the sick or injured may receive medical or surgical attention [including infirmary].
K1233	Nursing Home, Retirement Home, or Home for the Aged	A structure to house and provide care for the elderly.
K1234	County Home or Poor Farm	One or more structures administered by a local government that serve as living quarters for the indigent.
K1235	Juvenile Institution	A facility (correctional and non-correctional) where groups of juveniles reside; this includes training schools, detention centers, residential treatment centers and orphanages.
K1236	Local Jail or Detention Center	One or more structures that serve as a place for the confinement of adult persons in lawful detention, administered by a local (county, municipal, etc.) government.
K1237	Federal Penitentiary, State Prison, or Prison Farm	An institution that serves as a place for the confinement of adult persons in lawful detention, administered by the federal government or a state government.



MTFCC	Feature Class	Feature Class Description
K1238	Other Correctional Institution	One or more structures that serve as a place for the confinement of adult persons in lawful detention, not elsewhere classified or administered by a government of unknown jurisdiction.
K1239	Convent, Monastery, Rectory, Other Religious Group Quarters	One or more structures intended for use as a residence for those having a religious vocation.
K1241	Sorority, Fraternity, or College Dormitory	One or more structures associated with a social or educational organization that serve as living quarters for college students.
K2100	Governmental	A place where employees are employed in federal, state, local, or tribal government.
K2146	Community Center	A meeting place used by members of a community for social, cultural, or recreational purposes.
K2110	Military Installation	An area owned and/or occupied by the Department of Defense for use by a branch of the armed forces (such as the Army, Navy, Air Force, Marines, or Coast Guard), or a state-owned area for the use of the National Guard.
K2165	Government Center	A place used by members of government (either federal, state, local, or tribal) for administration and public business.
K2167	Convention Center	An exhibition hall or conference center with enough open space to host public and private business and social events.
K2180	Park	Parkland defined and administered by federal, state, and local governments.
K2181	National Park Service Land	Area—National parks, National Monuments, and so forth—under the jurisdiction of the National Park Service.
K2182	National Forest or Other Federal Land	Land under the management and jurisdiction of the federal government, specifically including areas designated as National Forest, and excluding areas under the jurisdiction of the National Park Service.
K2183	Tribal Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of an American Indian tribe.
K2184	State Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a state government.
K2185	Regional Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a regional government.
K2186	County Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a county government.

MTFCC	Feature Class	Feature Class Description
K2187	County Subdivision Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a minor civil division (town/township) government.
K2188	Incorporated Place Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a municipal government.
K2189	Private Park, Forest, or Recreation Area	A privately owned place or area set aside for recreation or preservation of a cultural or natural resource.
K2190	Other Park, Forest, or Recreation Area (quasi-public, independent park, commission, etc.)	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of some other type of government or agency such as an independent park authority or commission.
K2191	Post Office	An official facility of the U.S. Postal Service used for processing and distributing mail and other postal material.
K2193	Fire Department	Fire Department.
K2194	Police Station	Police Station.
K2195	Library	Library.
K2196	City/Town Hall	City/Town Hall.
K2300	Commercial Workplace	A place of employment for wholesale, retail, or other trade
K2361	Shopping Center or Major Retail Center	A group of retail establishments within a planned subdivision sharing a common parking area.
K2362	Industrial Building or Industrial Park	One or more manufacturing establishments within an area zoned for fabrication, construction, or other similar trades.
K2363	Office Building or Office Park	One or more structures housing employees performing business, clerical, or professional services
K2364	Farm/Vineyard/Winery/ Orchard	An agricultural establishment where crops are grown and/or animals are raised, usually for food.
K2366	Other Employment Center	A place of employments not elsewhere classified or of unknown type.
K2400	Transportation Terminal	A facility where one or more modes of transportation can be accessed by people or for the shipment of goods; examples of such a facility include marine terminal, bus station, train station, airport and truck warehouse.
K2424	Marina	A place where privately owned, light-craft are moored.

MTFCC	Feature Class	Feature Class Description
K2432	Pier/Dock	A platform built out from the shore into the water and supported by piles. This platform may provide access to ships and boats, or it may be used for recreational purposes.
K2451	Airport or Airfield	A manmade facility maintained for the use of aircraft [including airstrip, landing field and landing strip].
K2452	Train Station, Trolley or Mass Transit Rail Station	A place where travelers can board and exit rail transit lines, including associated ticketing, freight, and other commercial offices.
K2453	Bus Terminal	A place where travelers can board and exit mass motor vehicle transit, including associated ticketing, freight, and other commercial offices.
K2454	Marine Terminal	A place where travelers can board and exit water transit or where cargo is handled, including associated ticketing, freight, and other commercial offices.
K2455	Seaplane Anchorage	A place where an airplane equipped with floats for landing on or taking off from a body of water can debark and load.
K2456	Airport—Intermodal Transportation Hub/Terminal	A major air transportation facility where travelers can board and exit airplanes and connect with other (i.e. non-air) modes of transportation.
K2457	Airport—Statistical Representation	The area of an airport adjusted to include whole 2000 census blocks used for the delineation of urban areas.
K2458	Park and Ride Facility/Parking Lot	A place where motorists can park their cars and transfer to other modes of transportation.
K2459	Runway/Taxiway	A fairly level and usually paved expanse used by airplanes for taking off and landing at an airport.
K2460	Helicopter Landing Pad	A fairly level and usually paved expanse used by helicopters for taking off and landing.
K2540	University or College	A building or group of buildings used as an institution for post-secondary study, teaching, and learning [including seminary].
K2543	School or Academy	A building or group of buildings used as an institution for preschool, elementary or secondary study, teaching, and learning [including elementary school and high school].
K2545	Museum, Visitor Center, Cultural Center, or Tourist Attraction	An attraction of historical, cultural, educational or other interest that provides information or displays artifacts.
K2561	Golf Course	A place designed for playing golf.
K2564	Amusement Center	A facility that offers entertainment performances or sporting events. Examples include arena, auditorium, theater, stadium, coliseum, racecourse, theme park, fairgrounds, and shooting range.

MTFCC	Feature Class	Feature Class Description
K2582	Cemetery	A place or area for burying the dead [including burying ground and memorial garden].
K2586	Zoo	A facility in which terrestrial and/or marine animals are confined within enclosures and displayed to the public for educational, preservation, and research purposes.
K3544	Place of Worship	A sanctified place or structure where people gather for religious worship; examples include church, synagogue, temple, and mosque.
L4010	Pipeline	A long tubular conduit or series of pipes, often underground, with pumps and valves for flow control, used to transport fluid (e.g., crude oil, natural gas), especially over great distances.
L4020	Powerline	One or more wires, often on elevated towers, used for conducting high-voltage electric power.
L4031	Aerial Tramway/Ski Lift	A conveyance that transports passengers or freight in carriers suspended from cables and supported by a series of towers.
L4110	Fence Line	A man-made barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.
L4121	Ridge Line	The line of highest elevation along a ridge.
L4125	Cliff/Escarpment	A very steep or vertical slope [including bluff, crag, head, headland, nose, palisades, precipice, promontory, rim and rimrock].
L4130	Point-to-Point Line	A line defined as beginning at one location point and ending at another, both of which are in sight.
L4140	Property/Parcel Line (Including PLSS)	This feature class may denote a nonvisible boundary of either public or private lands (e.g., a park boundary) or it may denote a Public Land Survey System or equivalent survey line.
L4150	Coastline	The line that separates either land or Inland water from Coastal, Territorial or Great Lakes water. Where land directly borders Coastal, Territorial or Great Lakes water, the shoreline represents the Coastline. Where Inland water (such as a river) flows into Coastal, Territorial or Great Lakes water, the closure line separating the Inland water from the other class of water represents the Coastline.
L4165	Ferry Crossing	The route used to carry or convey people or cargo back and forth over a waterbody in a boat.
P0001	Nonvisible Linear Legal/Statistical Boundary	A legal/statistical boundary line that does not correspond to a shoreline or other visible feature on the ground.
P0002	Perennial Shoreline	The more-or-less permanent boundary between land and water for a water feature that exists year-round.

MTFCC	Feature Class	Feature Class Description
P0003	Intermittent Shoreline	The boundary between land and water (when water is present) for a water feature that does not exist year-round.
P0004	Other non-visible bounding Edge (e.g., Census water boundary, boundary of an aerial feature)	A bounding Edge that does not represent a legal/statistical boundary and does not correspond to a shoreline or other visible feature on the ground. Many such Edges bound area landmarks, while many others separate water features from each other (e.g., where a bay meets the ocean).
R1011	Railroad Feature (Main, Spur, or Yard)	A line of fixed rails or tracks that carries mainstream railroad traffic. Such a rail line can be a main line or spur line, or part of a rail yard.
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit	Mass transit rail lines (including lines for rapid transit, monorails, streetcars, light rail, etc.) that are typically inaccessible to mainstream railroad traffic and whose tracks are not part of a road right-of-way.
R1052	Cog Rail Line, Incline Rail Line, Tram	A special purpose rail line for climbing steep grades that is typically inaccessible to mainstream railroad traffic. Note that aerial tramways and streetcars (which may also be called "trams") are accounted for by other MTFCCs and do not belong in R1052.
S1100	Primary Road	Primary roads are generally divided, limited-access highways within the interstate highway system or under state management, and are distinguished by the presence of interchanges. These highways are accessible by ramps and may include some toll highways.
S1200	Secondary Road	Secondary roads are main arteries, usually in the U.S. Highway, State Highway or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They often have both a local name and a route number.
S1400	Local Neighborhood Road, Rural Road, City Street	Generally, a paved non-arterial street, road, or byway that usually has a single lane of traffic in each direction. Roads in this feature class may be privately or publicly maintained. Scenic park roads would be included in this feature class, as would (depending on the region of the country) some unpaved roads.
S1500	Vehicular Trail (4WD)	An unpaved dirt trail where a four-wheel drive vehicle is required. These vehicular trails are found almost exclusively in very rural areas. Minor, unpaved roads usable by ordinary cars and trucks belong in the S1400 category.
S1630	Ramp	A road that allows controlled access from adjacent roads onto a limited access highway, often in the form of a cloverleaf interchange. These roads are unaddressable and do not carry a name in the MAF/TIGER System.
S1640	Service Drive usually along a limited access highway	A road, usually paralleling a limited access highway, that provides access to structures along the highway. These roads can be named and may intersect with other roads.

MTFCC	Feature Class	Feature Class Description
S1710	Walkway/Pedestrian Trail	A path that is used for walking, being either too narrow for or legally restricted from vehicular traffic.
S1720	Stairway	A pedestrian passageway from one level to another by a series of steps.
S1730	Alley	A service road that does not generally have associated addressed structures and is usually unnamed. It is located at the rear of buildings and properties and is used for deliveries.
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A road within private property that is privately maintained for service, extractive, or other purposes. These roads are often unnamed.
S1750	Internal U.S. Census Bureau use	Internal U.S. Census Bureau use.
S1780	Parking Lot Road	The main travel route for vehicles through a paved parking area.
S1820	Bike Path or Trail	A path that is used for manual or small, motorized bicycles, being either too narrow for or legally restricted from vehicular traffic.
S1830	Bridle Path	A path that is used for horses, being either too narrow for or legally restricted from vehicular traffic.
S2000	Road Median	The unpaved area or barrier between the carriageways of a divided road.

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**Note:** The information in this table was last updated in November 2020.

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## APPENDIX D STANDARD STREET TYPE ABBREVIATIONS

Table 49: Standard Street Type Abbreviations

Street Name Type	Standard Abbreviation
ALLEY	ALY
ANEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES

Street Name Type	Standard Abbreviation
CREST	CRST
CROSSING	XING
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GLENS	GLNS
GREEN	GRN
GREENS	GRNS
GROVE	GRV
GROVES	GRVS
HARBOR	HBR
HARBORS	HBRS
HAVEN	HVN



Street Name Type	Standard Abbreviation
HEIGHTS	HTS
HIGHWAY	HWY
HILL	HL
HILLS	HLS
HOLLOW	HOLW
INLET	INLT
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
JUNCTION	JCT
JUNCTIONS	JCTS
KEY	KY
KEYS	KYS
KNOLL	KNL
KNOLLS	KNLS
LAKE	LK
LAKES	LKS
LAND	LAND
LANDING	LNDG
LANE	LN
LIGHT	LGT
LIGHTS	LGTS
LOAF	LF
LOCK	LCK
LOCKS	LCKS
LODGE	LDG
LOOP	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNRS
MEADOW	MDW
MEADOWS	MDWS
MEWS	MEWS
MILL	ML
MILLS	MLS
MISSION	MSN
MOTORWAY	MTWY
MOUNT	MT
MOUNTAIN	MTN
MOUNTAINS	MTNS
NECK	NCK
ORCHARD	ORCH
OVAL	OVAL

Street Name Type	Standard Abbreviation
OVERPASS	OPAS
PARK	PARK
PARKS	PARK
PARKWAY	PKWY
PARKWAYS	PKWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PIKE	PIKE
PINE	PNE
PINES	PNES
PLACE	PL
PLAIN	PLN
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
POINTS	PTS
PORT	PRT
PORTS	PRTS
PRAIRIE	PR
RADIAL	RADL
RAMP	RAMP
RANCH	RNCH
RAPID	RPD
RAPIDS	RPDS
REST	RST
RIDGE	RDG
RIDGES	RDGS
RIVER	RIV
ROAD	RD
ROADS	RDS
ROUTE	RTE
ROW	ROW
RUE	RUE
RUN	RUN
SHOAL	SHL
SHOALS	SHLS
SHORE	SHR
SHORES	SHRS
SKYWAY	SKWY
SPRING	SPG
SPRINGS	SPGS
SPUR	SPUR

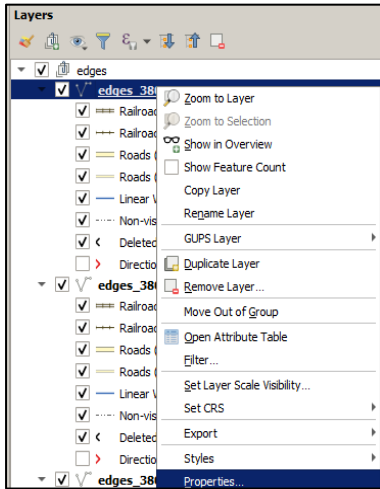
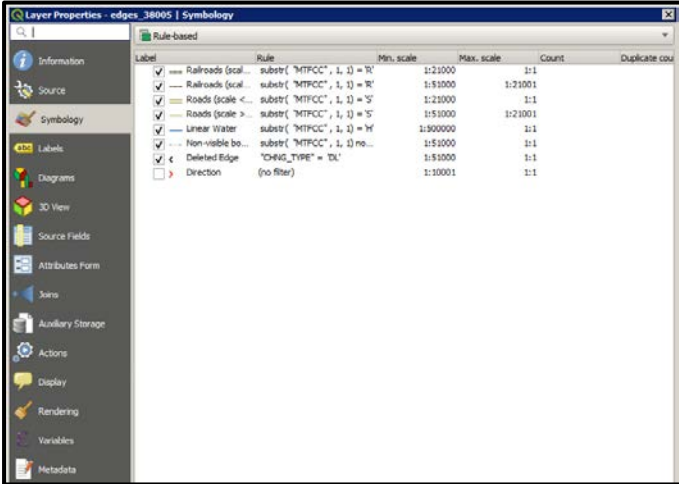
Street Name Type	Standard Abbreviation
SPURS	SPUR
SQUARE	SQ
SQUARES	SQS
STATION	STA
STRAVENUE	STRA
STREAM	STRM
STREET	ST
STREETS	STS
SUMMIT	SMT
TERRACE	TER
THROUGHWAY	TRWY
TRACE	TRCE
TRACK	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TUNNEL	TUNL
TURNPIKE	TPKE
UNDERPASS	UPAS
UNION	UN
UNIONS	UNS
VALLEY	VLY
VALLEYS	VLYS
VIADUCT	VIA
VIEW	VW
VIEWS	VWS
VILLAGE	VLG
VILLAGES	VLGS
VILLE	VL
VISTA	VIS
WALK	WALK
WALKS	WALK
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS

# APPENDIX E GUPS TOOLS

## E1 Set Layer Symbology

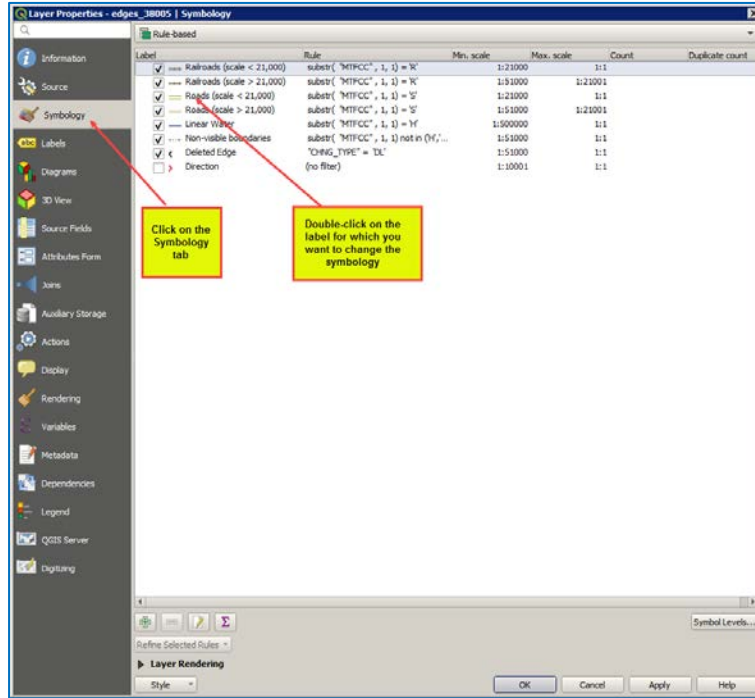
GUPS loads a default layer symbology established for each Census Bureau geographic partnership program. The default symbology can be changed to suit users' preferences. To change the default symbology for a layer in GUPS, follow the instructions in [Table 50](#).

**Table 50: Reset Layer Symbology**

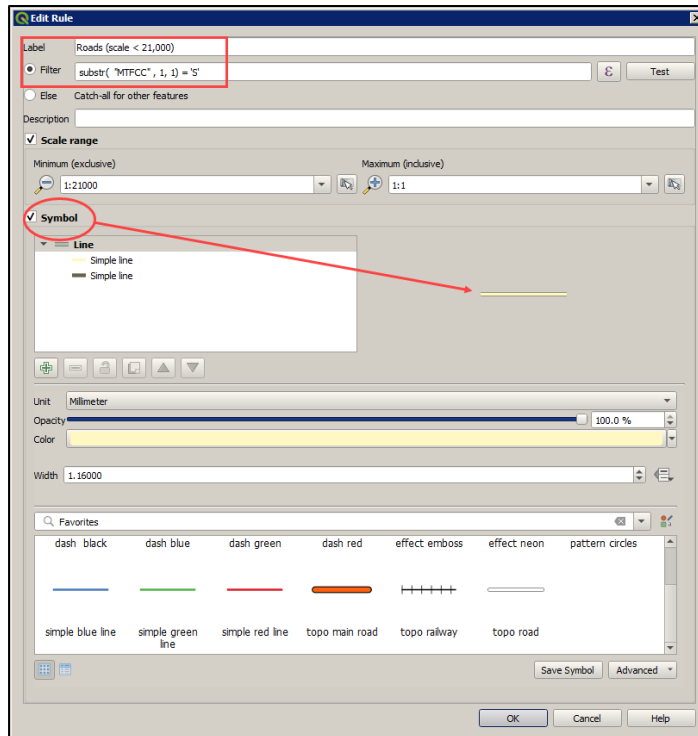
Step	Action and Result
<p><b>Step 1</b></p>	<p>Right-click on the layer in the <b>Layers Panel</b> (in this example, the Edges layer is selected). <i>The Layers drop-down menu opens.</i></p> 
<p><b>Step 2</b></p>	<p>In the drop-down menu, choose 'Properties'. <i>The Layer Properties screen opens.</i></p> 

### Step 3

In the left-hand pane, click on **Style**, then double-click the symbol to be edited in the layers list. In this example, 'Roads, substr ("MTFCC", 1,1) = S1100' is selected.

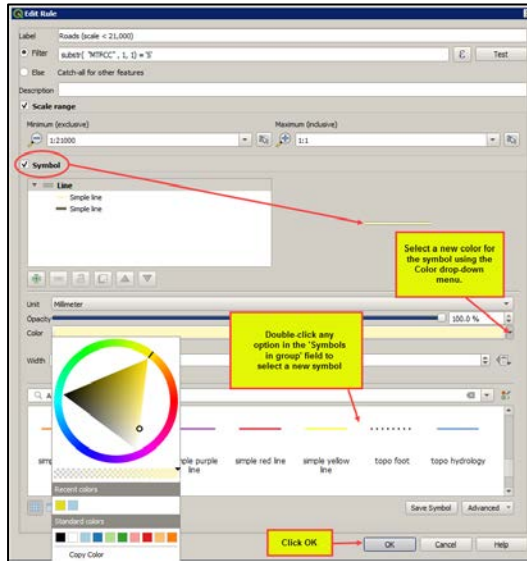


The **Rule Properties** dialog box opens, and the **Label** and **Filter** fields display the item chosen. The **Symbol** pane shows the current symbology (yellow line).



**Step 4**

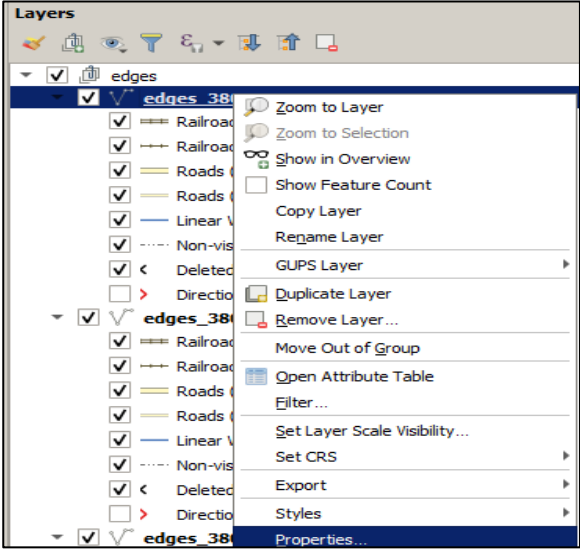
Choose a new color from the **Color** drop-down menu or select a different symbol for the layer altogether by double-clicking any symbol in the **Symbols in Group** field. Click **OK**. *The new symbology will display in the **Layers Panel** and in **Map View**.*



## E2 Change Label Display

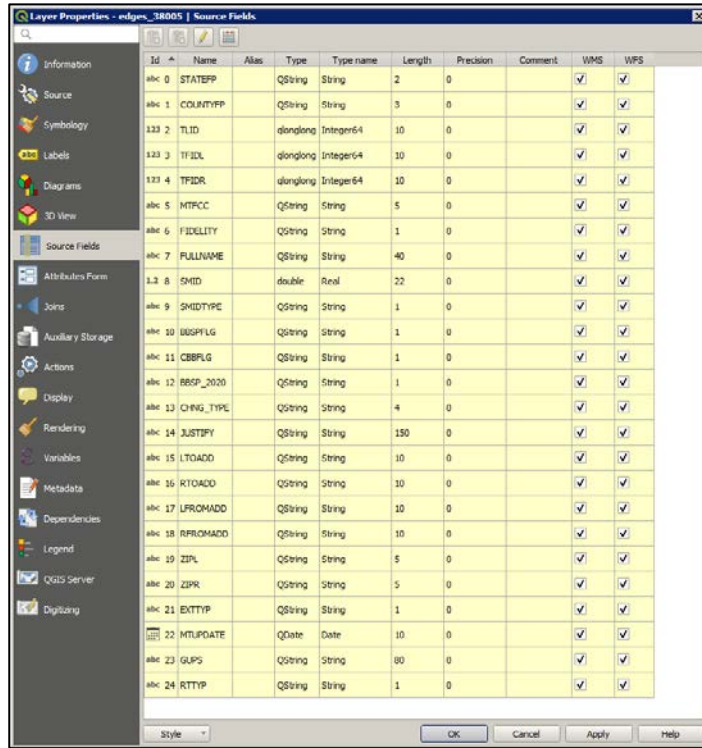
To change the default labeling for a layer, follow the steps in [Table 51](#).

**Table 51: Change Default Labeling**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Right click on the layer (the edges layer is selected) in the <b>Layers Panel</b>. The Layers drop-down menu opens.</p> 

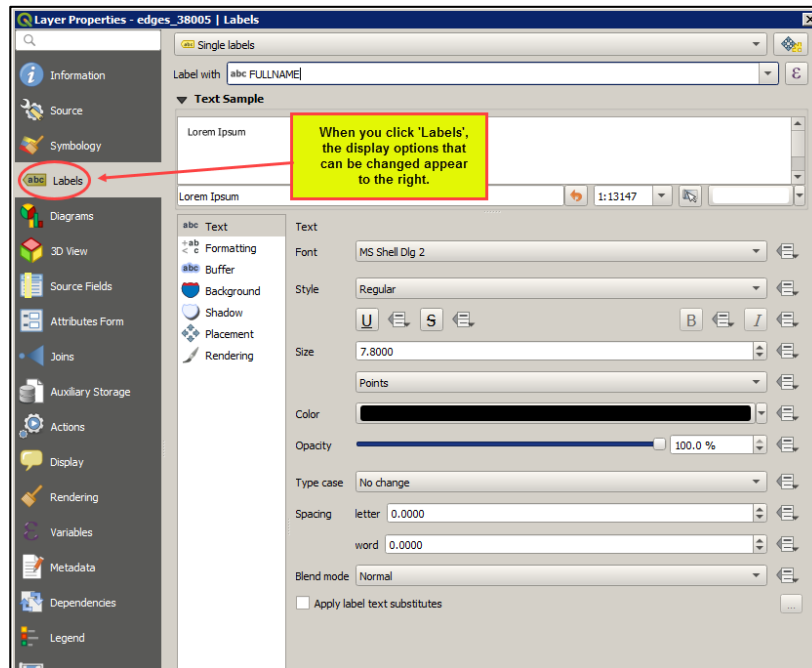
**Step 2**

In the drop-down menu, choose 'Properties'. The **Layer Properties** dialog box opens.

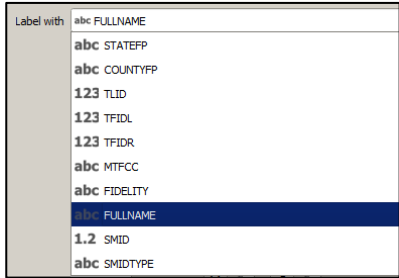


**Step 3**

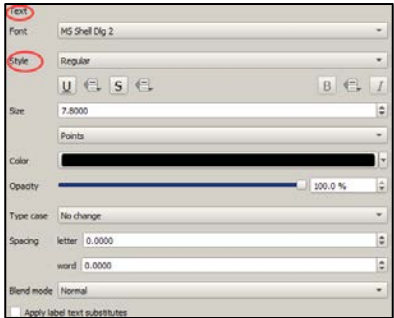
In the far left-hand pane, click **Labels**. The options to change the label display properties open in the main window.



**Step 4** To change the attribute field, click on the drop-down menu for 'Label this layer with' at the top of the screen, and select the desired option.



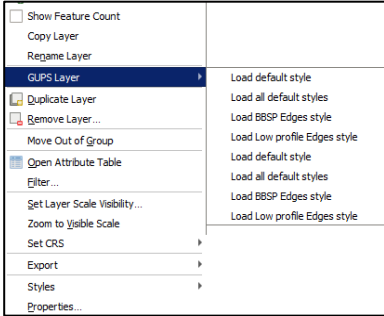
**Text style** options change the font, style, size, color, transparency, type case, and spacing of layer labels. Shown below are the drop-down options for style.



### E3 Restoring Default Label Display Settings

To restore the default labeling for a layer, follow the steps in [Table 52](#).

**Table 52: Restoring Default Labeling**

Step	Action and <i>Result</i>
<b>Step 1</b>	Right-click on the layer that was changed in the <b>Layers Panel</b> . <i>The layer's drop-down menu opens.</i>
<b>Step 2</b>	<p>In this example, the Edges layer is selected. In the drop-down menu, click on the arrow to the right of 'GUPS Layer'. Four options appear: 'Load default style', 'Load all default style', 'Load BBSP Edges style', 'Load Low profile Edges style', 'Load default style', 'Load all default styles', 'Load BBSP Edges style', and 'Load Low profile Edges style'.</p> 
<b>Step 3</b>	Select 'Load default style' to restore the selected layer's original properties OR select 'Load all default style' to reset ALL the layers to their original settings.



## E4 Using the Layers Panel Toolbar to Manage Layers

Using the buttons on the toolbar located at the top of the Layers Panel, users can add and remove layers or groups, manage layer visibility, filter the legend by map content, expand or contract all sections of the Layers Panel list at once, and group layers.




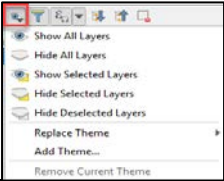


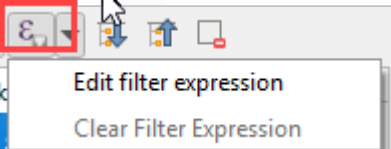



The Layers Panel Layers toolbar contains the items shown below in [Figure 20](#).

[Table 53: Layers Panel Toolbar Buttons](#) describes the function of each of the buttons on the toolbar.



Figure 20. Layers Panel Toolbar

Table 53: Layers Panel Toolbar Buttons

Button	Name	Function/Description
	Open the Layer Styling Panel	Customize symbology and labels of a selected layer.
	Add Group	Organize layers in the <b>Layers Panel</b> into groups.
	Manage Map Themes	 Allows the user various view options for <b>Layers</b> .
	Filter Legend by Map Content	Removes from the <b>Layers Panel</b> display any layers that are not currently in the <b>Map View</b> extent. This feature ensures that the <b>Layers Panel</b> does not contain entries for items not currently in the map view.
	Filter Legend by Expression	 Provides functions which aggregate values over layers and fields.
	Expand All	Expands the <b>Layers Panel</b> menus (+) to display all layers under each group's menu.
	Collapse All	Collapses the <b>Layers Panel</b> menus (-) to show only groups.
	Remove Layer/Group	Remove a layer or group from the <b>Layers Panel</b> .

## APPENDIX F      MAF/TIGER FEATURE CLASSIFICATION

Table 54: MAF/TIGER Feature Classification

MTFCC	FEATURE NAME
S1100	Interstate Highway or Primary Road with limited access
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads
S1400	Local Neighborhood Road, Rural Road, City Street
S1500	Vehicular Trail (4WD)
S1630	Ramp
S1640	Service Drive usually along a limited access highway
S1710	Walkway/Pedestrian Trail
S1720	Stairway
S1730	Alley
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)
S1750	Private Driveway
H3010	Stream/River
H3013	Braided Stream
H3020	Canal, Ditch or Aqueduct
R1011	Railroad Feature (Main, Spur, or Yard)
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail
R1052	Cog Rail Line, Incline Rail Line, Tram
P0001	Nonvisible Legal/Statistical Boundary
L4010	Pipeline
L4020	Power Transmission Line
L4110	Fence Line
L4121	Ridge Line
L4031	Aerial Tramway/Ski Lift
K2451	Airport or Airfield
L4140	Property/Parcel Line
L4165	Ferry Crossing

## APPENDIX G SHAPEFILE NAMES

State Shapefile Names - PVS\_20\_v2\_<layername>\_<SS>.shp, where <SS> is the number corresponding to the state, for example, “24” and <layername> is the abbreviation for the shapefile layer, describe in detail below.

Table 55: State Shapefiles Names

SHAPEFILE LAYER	<layername>
American Indian Areas (AIA) – Legal	aial
2010 American Indian Areas (AIA) – Legal	aial2010
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Block Area Group	bag
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Congressional Districts	cd
Census Designated Place	cdp
Counties and Equivalent Areas	county
2010 Counties and Equivalent Areas	county2010
Elementary School Districts	elsd
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Incorporated Places	place
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative District Upper Chambers	sldu
State	state
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Urban Area	uac
Unified School District State-Based	unsd

**County Shapefile Names - PVS\_20\_v2\_<layername>\_<SSCCC>.shp**, where <SSCCC> is the number corresponding to the state and county, for example, “24001” and <layername> is the abbreviation for the shapefile layer, describe in detail below.

**Table 56: County Shapefiles Names**

<b>SHAPEFILE LAYER</b>	<b>&lt;layername&gt;</b>
<b>American Indian Areas (AIA) – Statistical</b>	aias
<b>American Indian Tribal Subdivisions (AITS) - Legal</b>	aitsl
<b>American Indian Tribal Subdivisions (AITS) - Statistical</b>	aitss
<b>Alaska Native Regional Corporations (ANRC)</b>	anrc
<b>Area Landmark</b>	arealm
<b>Block Area Groups</b>	bag
<b>Block Groups</b>	bg
<b>Metropolitan Statistical Area/Metropolitan Statistical Area</b>	cbsa
<b>Census County Division</b>	ccd
<b>Congressional Districts</b>	cd
<b>Census Designated Place</b>	cdp
<b>Consolidated Cities</b>	concity
<b>Counties and Equivalent Areas</b>	county
<b>Census Tracts - Current</b>	curtracts
<b>All Lines</b>	edges
<b>Elementary School Districts</b>	elsd
<b>Hawaiian Homelands (HHL)</b>	hhl
<b>County Subdivisions - Legal</b>	mcd
<b>New England City and Town Areas</b>	necta
<b>Offsets</b>	offset
<b>Incorporated Places</b>	place
<b>Point Landmarks</b>	pointlm
<b>2010 Public Use Microdata Areas</b>	puma2010
<b>Secondary School Districts</b>	scsd
<b>State Legislative Districts Lower</b>	sldl
<b>State Legislative Districts Upper</b>	sldu
<b>Subbarrios</b>	submcd
<b>Census Blocks - Current</b>	tabblock
<b>2010 Census Blocks</b>	tabblock2010
<b>2010 Traffic Analysis Delineation</b>	tad2010
<b>2010 Traffic Analysis Zones</b>	taz2010
<b>Tribal Block Groups</b>	tbg
<b>Tribal Census Tracts</b>	tct

<b>SHAPEFILE LAYER</b>	<b>&lt;layername&gt;</b>
<b>2010 Census Tracts</b>	tracts2010
<b>Census Urban Areas</b>	uac
<b>Urban Growth Area</b>	uga
<b>Hydrography - Area</b>	water
<b>Unified School Districts</b>	unsd
<b>Relationship Tables</b>	
<b>Address Ranges</b>	addr
<b>Topological Faces (2-cells with all geocodes)</b>	faces
<b>Topological Faces - Area Landmark Relationship</b>	areafaces
<b>Topological Faces - Area Hydrography Relationship</b>	hydrofaces
<b>Linear Feature Names - Fielded</b>	allnames

## APPENDIX H SHAPEFILE LAYOUTS

**Table 57: Edges Shapefile (PVS\_20\_v2\_edges)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
TLID	10	Double	Permanent edge ID
TFIDL	10	Double	Permanent face ID (left)
TFIDR	10	Double	Permanent face ID (right)
MTFCC	5	String	MAF/TIGER Feature Class Code
FIDELITY	1	String	Indication to a respondent when their entity boundary has changed through spatial enhancement
FULLNAME	40	String	Decoded feature name with abbreviated qualifier, direction, and feature type
SMID	22	String	Spatial Theta ID
SMIDTYPE	1	String	SMIDTYPE code
BBSPLG	1	String	Redistricting data project participant's submitted request of an EDGE for selection as a block boundary
CBBFLG	1	String	Indicates the status of an EDGE for a selection as a block boundary
BBSP_2020	1	String	New BBSP flag
CHNG_TYPE	4	String	Type of linear feature update
JUSTIFY	150	String	Justification of change
LTOADD	10	String	Left To address
RTOADD	10	String	Right To address
LFROMADD	10	String	Left From address
RFROMADD	10	String	Right From address
ZIPL	5	String	Left ZIP code
ZIPR	5	String	Right ZIP code
EXTTYP	1	Char	Extension type
MTUPDATE	10	Date	Date of last update to the edge

**Table 58: Address Ranges Attribute File (PVS\_20\_v2\_addr)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
OID	8	STRING	Object ID
TLID	22	Integer	TIGER Line ID
STATEFP	2	String	FIPS State Code
COUNTYFP	3	String	FIPS County Code

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
FROMHN	12	String	From House Number
TOHN	12	String	To House Number
SIDE	1	String	Side Indicator Flag
ZIP	5	String	5-digit ZIP Code
PLUS4	4	String	ZIP+4 Code
LFROMADD	10	String	Left From Address
LTOADD	10	String	Left To Address
RFROMADD	10	String	Right From Address
RTOADD	10	String	Right To Address
ZIPL	5	String	Left 5-digit ZIP Code
ZIPR	5	String	Right 5-digit ZIP Code
ZIP4L	4	String	Left ZIP+4 Code
ZIP4R	4	String	Right ZIP+4 Code

**Table 59: Census Block Shapefile (PVS\_20\_v2\_tabblock2010)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
BLKSZIND	1	String	Block Size Indicator
BLOCK	4	String	Block Number
BLOCKCE	4	String	Tabulation Block Number
BLOCKID	15	String	FIPS State Code, FIPS County Code, Census Tract Code, Block Number
COUNTYFP	3	String	Census County FIPS code
COUNTYFP10	3	String	FIPS County Code
FID	10	Integer	Permanent Face ID
NCELIGBLE	1	String	New Construction Program eligible
PARTFLG	1	String	Part Flag Indicator
Shape	7	String	Type of shape
STATEFP	2	String	Census state FIPS code
STATEFP10	2	String	FIPS State Code
SUFFIX1CE	2	String	Census Block Suffix 1
SUFFIX2CE	2	String	Census Block Suffix 2
TRACTCE10	6	String	Census tract code

**Table 60: Census Tract Shapefile (PVS\_20\_v2\_curtracts)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
CHNG_TYPE	2	String	Type of area update
COUNTYFP	3	String	FIPS County Code
EFF_DATE	8	String	Effective Date or Vintage
FID	10	Integer	Permanent Face ID
JUSTIFY	150	Char	Justification
NAME	100	String	Name
NEW_CODE	2	String	New Congressional District Code
RELATE	120	String	Relationship Description
SHAPE	7	String	Type of shape
STATEFP	2	String	FIPS State Code
TRACTCE	6	String	Census Tract Code
TRACTID	11	String	FIPS State Code, FIPS County Code, Census Tract Code
TRACTLABEL	7	String	Tract number used for LUCA geocoding
TRACTTYP	1	String	Tract Characteristic Flag
VINTAGE	2	String	Vintage updated with returned data

**Table 61: American Indian Areas Shapefile (PVS\_20\_v2\_aial)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
AIANNHCE	4	String	Census AIANNH Code
AIANNHFSR	1	String	Flag Indicating Level of Recognition of an AIA
AIANNHNS	8	String	ANSI numeric identifier for AIA areas
AREA	10	Double	Acreage of Area Update
AUTHTYPE	1	String	Authorization Type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
CHNG_TYPE	2	String	Type of Area Update
CLASSFP	2	String	FIPS 55 Class Code Describing an Entity
COMPTYP	1	String	Indicates if Reservation, Trust Land, or both are Present
COUNTYFP	3	String	FIPS County Code
DOCU	120	String	Supporting Documentation
EFF_DATE	8	Date	Effective Date
FID	10	Integer	Permanent Face ID
FORM_ID	4	String	(MTPS and Web BAS Only)
FUNCSTAT	1	String	Functional Status
JUSTIFY	150	Char	Justification
LSAD	2	String	Legal / Statistical Area Description



ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
NAME	100	String	AIA name
NAMELSAD	100	String	Name with Translated LSAD
PARTFLG	1	String	Part Flag Indicator
RELATE	120	String	Relationship description
SHAPE	7	String	Type of shape
STATEFP	2	String	FIPS State Code
VINTAGE	2	String	Vintage of the Data

**Table 62: County and Equivalent Areas Shapefile (PVS\_20\_v2\_county)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
COUNTYNS	8	String	ANSI feature code for the county or equivalent feature
NAMELSAD	100	String	Name with translated LSAD code
LSAD	2	String	Legal/Statistical Area Description code
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing an entity
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data

**Table 63: County Subdivisions Shapefile (PVS\_20\_v2\_mcd)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
COUSUBFP	5	String	FIPS 55 county subdivision code
NAMELSAD	100	String	Name with translated LSAD

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
COUSUBNS	8	String	ANSI feature code for the county subdivision
LSAD	2	String	Legal/Statistical Area Description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing an entity
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data

**Table 64: Incorporated Place Shapefile (PVS\_20\_v2\_place)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
PLACEFP	5	String	FIPS 55 place code
NAMELSAD	100	String	Name with translated LSAD
PLACENS	8	String	ANSI feature code for the place
LSAD	2	String	Legal / Statistical Area Description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing and entity
PARTFLG	1	String	Indicates if only part of a feature is represented
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data