

Selecting features allows you to identify or more easily locate a subset of features on your map. You'll most likely work with selected features when you are querying, exploring, analyzing, or editing data. Applying a selection is also a way of specifying the features for which you want to calculate statistics, view attributes, move, export as a new layer, and so on. There are several ways you can select features.

### Selecting features in a Map:

1. Click the **Select Features by Rectangle** in the Standard Tools Toolbar (change from rectangle to polygon, lasso, circle or line by using the down arrow).
2. Using the mouse click and drag a box around the features to be selected (when using the **Select by Line** and **Select by Polygon** tools, you must double click or use the ENTER key to apply the selection - for the **Select by Lasso** and **Select by Circle tools**, you click and drag the tool to define the size of the selection extent).
3. Features that fall within or intersect the rectangle, line, polygon, lasso, or circle will be selected. Selected features will be highlighted.
4. Or use the **Select Features Tools** to select a single feature by clicking the feature in the map. To select multiple features hold the Shift key down and click several features in the map.

### Selecting features in an Attribute Table:

1. Open the attribute table for a map layer and select a record or records with a mouse click. Use click and drag to select several attributes in a row or use the control key and mouse click to select random records.
2. Selected records will be highlighted [selected] in the map window.

### Selecting features by their attributes:

1. Click **Selection** on the Main menu and click **Select By Attributes**.
2. Click the Layer drop-down arrow and select the layer containing the features you want to select.
3. Click the Method drop-down arrow and click a selection method, e.g. *Create a new Selection*.
4. Double-click a field to add the field name to the expression box. E.g. "NAME"
5. Click an operator to add it to the expression. E.g. =
6. Click **Get Unique Values** to see the values for the selected field. Double-click a value to add it to the expression. E.g. "Guelph"
7. Click the **Verify** button to see if you are using proper syntax or if the criteria you've entered will select any features.
8. Click **Apply**.
9. The status bar at the bottom of the ArcMap window tells you how many features are selected.
10. Selected records will be highlighted [selected] in the map window.

### Selecting features by location:

1. Click **Selection** on the main menu and click **Select By Location**.
2. Click the drop-down arrow and click a selection method. E.g. *select features from*
3. Check the layers whose features you would like to select.
4. Click the drop-down arrow and select the source layer [the layer you want to use to search for the features].
5. To select only from selected features in a layer, check *Use selected features*.
6. Click the drop-down arrow and click a spatial selection method for target layer feature(s): e.g. *are completely within the source layer feature*
7. Optionally, check *Apply a search distance* to the features in <layer> and set the distance within which to search for features.
8. Click **Apply** or click **OK** if you want to execute the query and close the dialog box in one click.
9. Selected records will be highlighted [selected] in the map window.

### Changing whether features in layers are selectable

1. Click the **List by Selection** icon in the Table of Contents. Each layer will be listed as either selectable or not selectable.
2. To make a layer not selectable, click the icon immediately to the right of the layer name. Click again to make the layer selectable again.

### Adding Selected Features to a map as a Layer:

1. To add the selected features as a new layer, right click the layer name, and from the secondary menu select **Data** and **Export Data**.
2. In the Export Data dialog box check that it says *Selected Features*.
3. In the Output shapefile / feature class, browse to the folder where you are saving your data and name your new file something meaningful. Click the **Save as type** dropdown box and choose *Shapefile*. Click **OK**.
4. Click **OK**.
5. Click **Yes** to add the exported data to the map as a layer.