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1) RIGHT CLICK THE SHP FILE

- Copy
- Remove
- Open Attribute Table
- Joins and Relates
- Zoom To Layer
- Zoom To Make Visible
- Visible Scale Range
- Use Symbol Levels
- Selection
- Label Features
- Edit Features
- Convert Labels to Annotation...
- Convert Features to Graphics...
- Convert Symbology to Representation...
- Data
- Save As Layer File...
- Create Layer Package...
- Properties...

2) SELECT JOIN

- Join...
- Remove Join(s)
- Relate...
- Remove Relate(s)

Join
Join data to this layer or standalone table based on a common attribute, spatial location or existing relationship class.

SEE ADDITIONAL STEPS ON THE NEXT PAGE.



