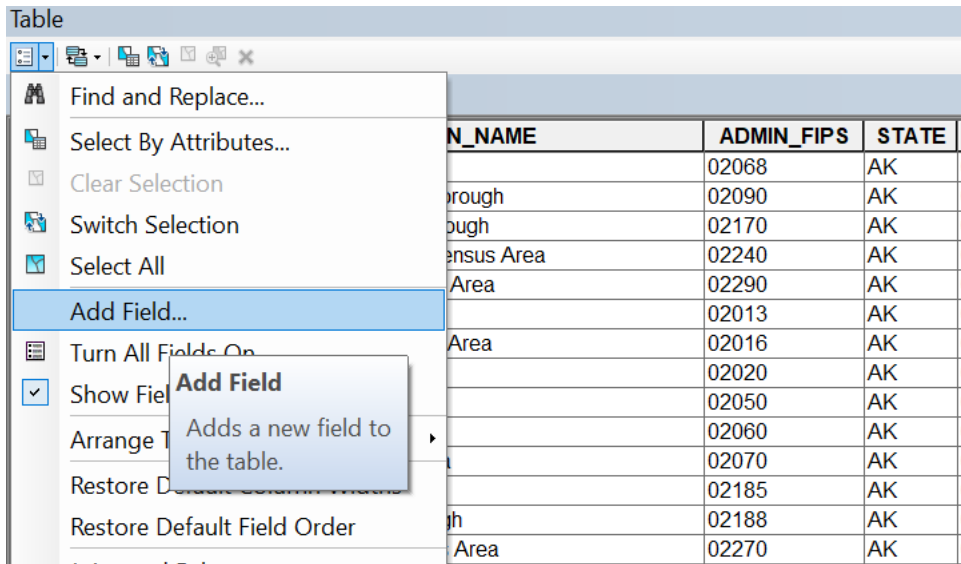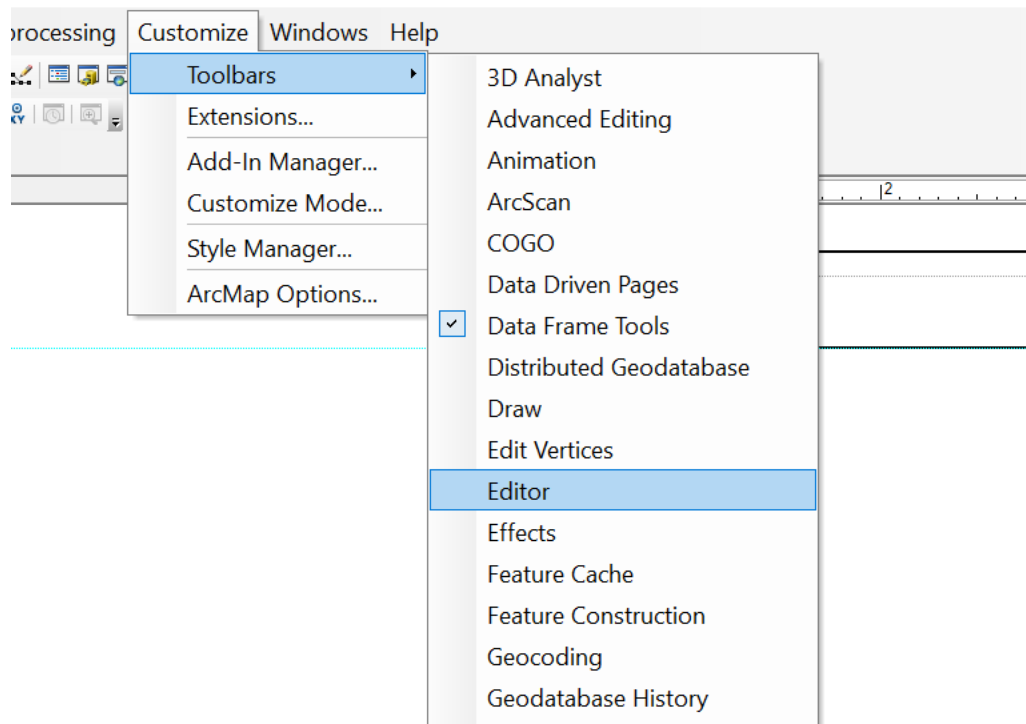# How to add a field to ArcMap

1. Right click on your layer -> attribute table -> table options -> add field



2. Give field a meaningful name. Choose type double for the maximum flexibility entering values

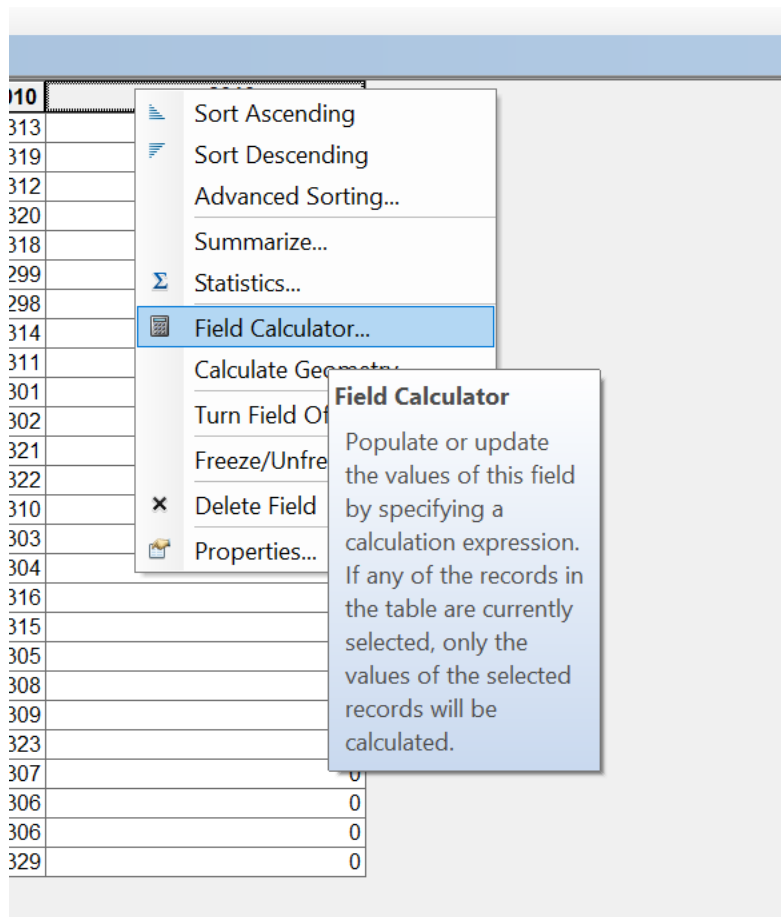3. Turn on editor (customize –> toolbars -> editor)



4. start editing (dropdown menu on the editor tool bar)

When finished, save edits from the dropdown menu and then stop editing
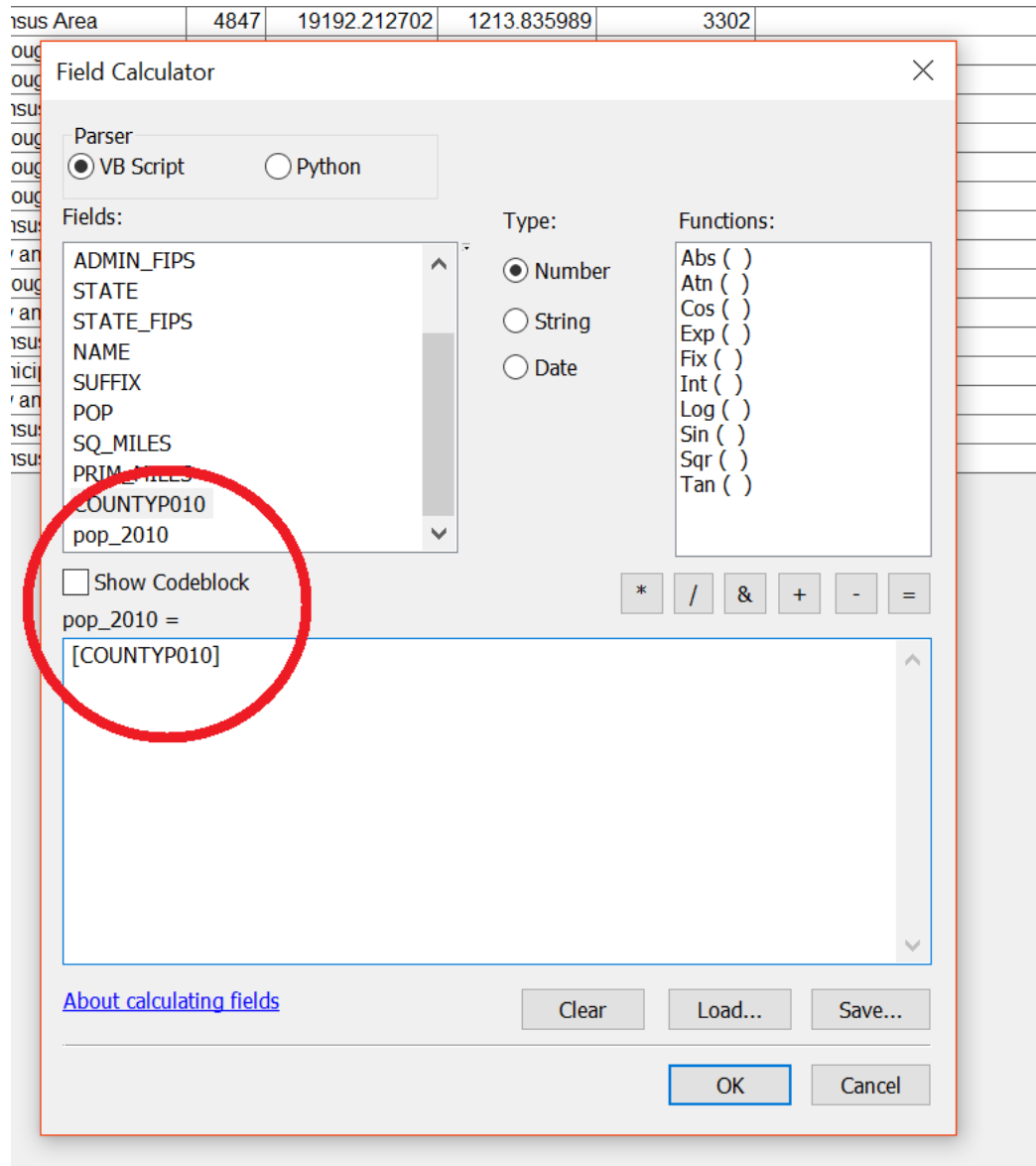
# How to use field calculator

*You may want to do this to show change between two values, to turn a character value into a numeric value, or to fix problems with numeric values entered into a string (character) field that won't display as a choropleth.*

1. Make a new field for the value you're calculating & give it a meaningful name

2. Right click on the field and select "Field Calculator"



*If you need to turn a character value into a numeric value:*

1. Click on the name of the field that you want to turn into the numeric value

2. Click OK, and field calculator fills the new field with the values. You now have a numeric field!

*To show difference (pay attention to how you write this up in your results; do negative values show decrease or increase?)*

1. Click on the old value (the expected value)

2. Subtract the new value from it (the actual value)

   *depending on whether you are doing a forward or backward looking map, you may reverse the calculation

3. Click OK. You now have the difference!

*To standardize in some way:*

1. Click on the field you want to standardize

2. Divide by a logical number (if you are working with count data, you can standardize by a population field)

3. Click OK!