

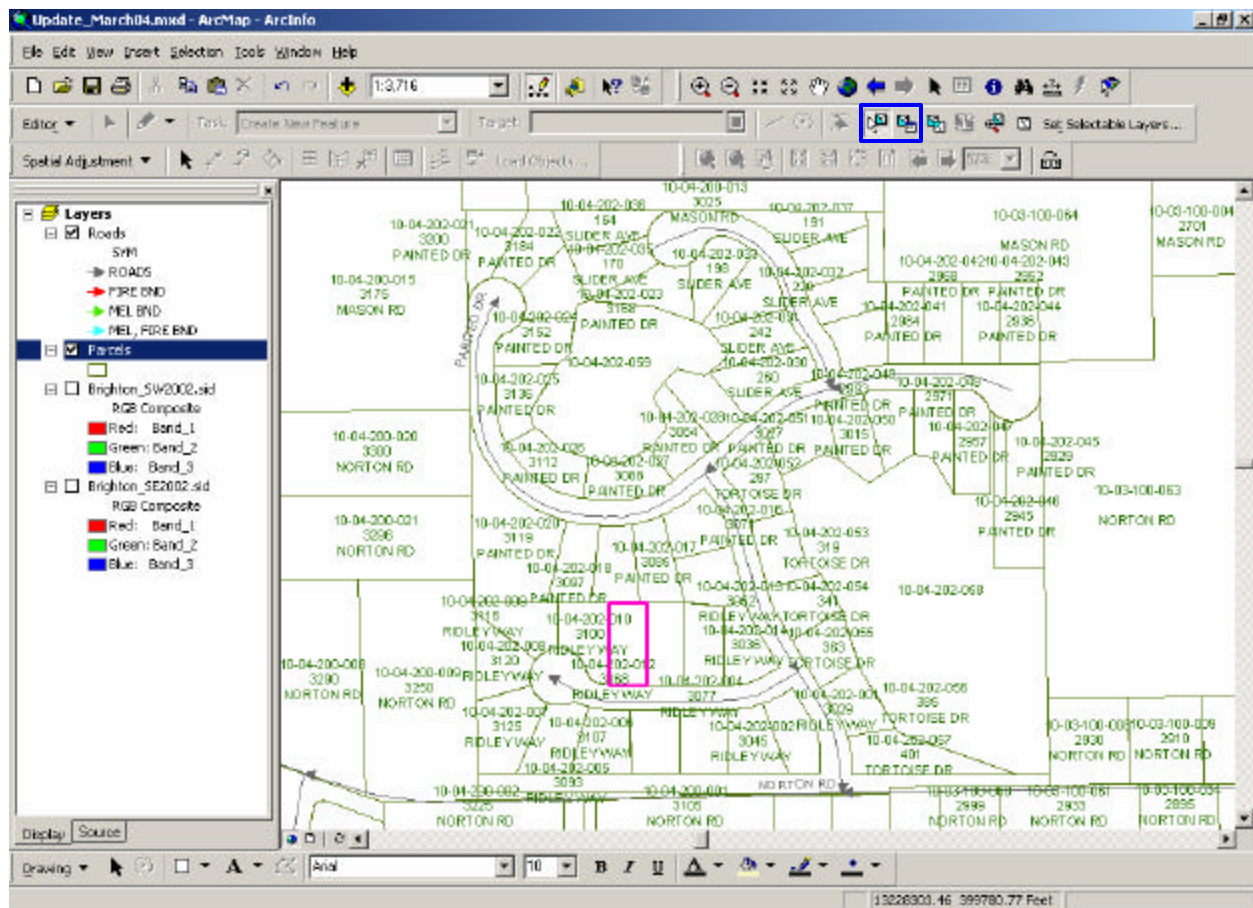
# Procedures to Create Mailing Buffer

Updated: April 2, 2007  
Software: ArcMap 9.1

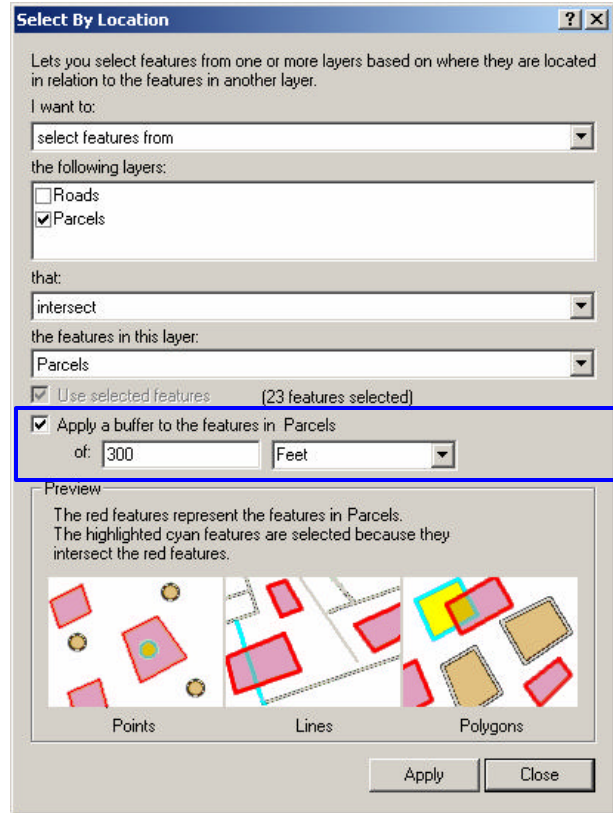
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## Identify Parcels within Specified Distance

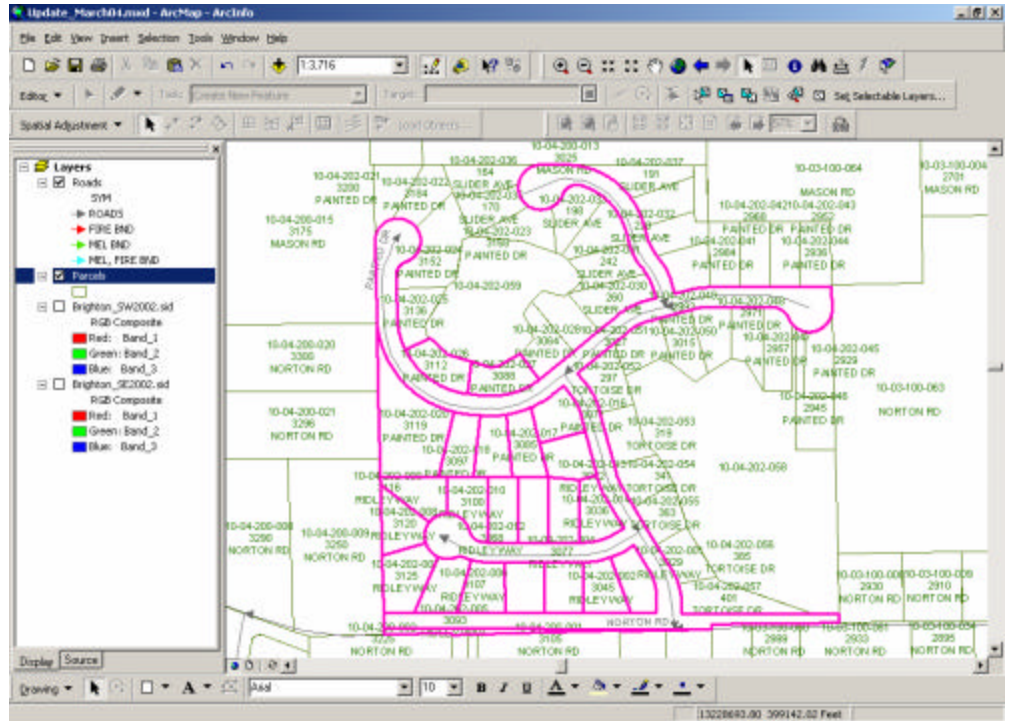
1. Add the parcel data to an ArcMap document
2. Select the parcel you need to buffer (selected features are highlighted in pink on the image below)
  - a. Use the Select by Attribute query or
  - b. Use the Select Features button



3. Click **Selection** → **Select by Location**
  - a. Enter the options shown in this sample
  - b. Click **Apply**
  - c. Click **Close**



4. The parcels within 300' from the selected parcel will highlight on the map. You can click **Selection** → **Zoom to Selected Features** to view all parcels that were selected by the query.



## Export Query Results

1. Right-click Parcel in the Table of Contents:
  - a. Select [Open Attribute Table](#)
2. In the table view, click the [Options](#) button
  - b. Select [Export](#)

FID	Shape	AREA	PERIMETER	LONG_PID	SHORT_PID
12189	Polygon	394247.960737	12098.394404		ROAD
12250	Polygon	68189.178460	1377.343011	10-04-2002-020	020
12259	Polygon	21785.460778	624.247430	10-04-2002-026	026
12295	Polygon	21873.366867	642.063638	10-04-2002-027	027
12305	Polygon	21254.611199	579.294677	10-04-2002-016	016
12346	Polygon	22378.086689	651.628172	10-04-2002-017	017
12356	Polygon	21808.345635	637.659766	10-04-2002-019	019
12359	Polygon	21971.635643	630.012690	10-04-2002-018	018
12372	Polygon	21610.592074	584.243483	10-04-2002-015	015
12405	Polygon	21524.982511	630.306020	10-04-2002-014	014
12409	Polygon	21800.000000	636.000000	10-04-2002-012	012
12410	Polygon	21807.182925	631.849667	10-04-2002-013	013
12411	Polygon	21797.490299	635.495134	10-04-2002-011	011
12412	Polygon	22788.245244	652.995233	10-04-2002-010	010
12413	Polygon	21609.663893	639.956290	10-04-2002-009	009
12420	Polygon	22806.696749	669.005429	10-04-2002-008	008
12455	Polygon	31344.488273	712.931188	10-04-2002-007	007
12465	Polygon	23476.638275	643.644958	10-04-2002-006	006
12466	Polygon	22118.706528	616.795635	10-04-2002-002	002
12467	Polygon	23012.547561	621.228048	10-04-2002-005	005

3. In the Export Data dialog box:
  - c. Select [Export: Selected Records](#) from the drop-down
  - d. Click the [folder](#) button
    1. Navigate to the folder where you want to save the table
    2. Name the new table
    3. Click [Save](#)
  - e. In the Export Data dialog box, click [OK](#)

**Export Data**

Export: [Selected records](#)

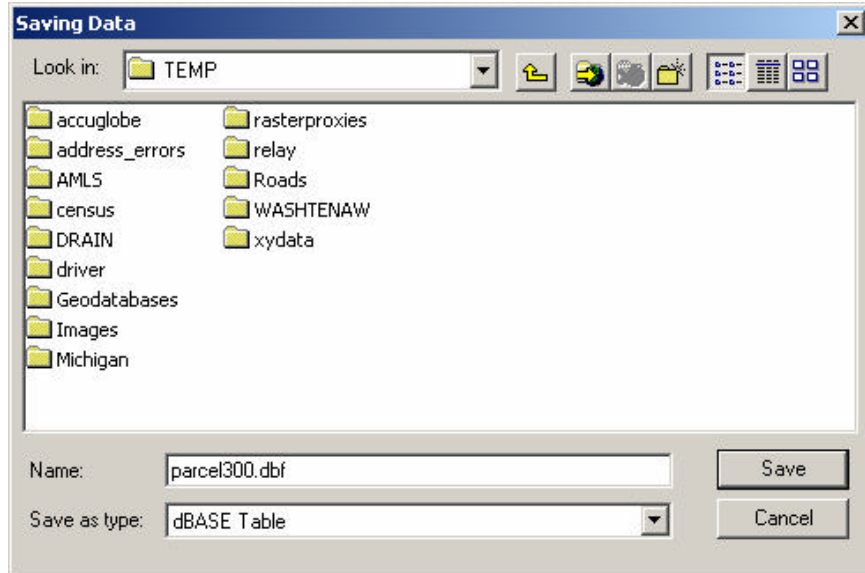
Use the same Coordinate System as this layer's source data.

Use the same Coordinate System as the data frame.

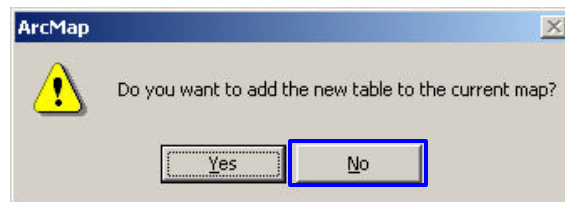
Output table:

C:\TEMP\parcel300.dbf

OK Cancel



4. By default, the selected records will be exported to a new table in .dbf format
  - a. Click **No** when prompted to add new table to the current map



5. DBF tables can be opened in MS Excel and the parcel numbers, owner names and addresses can be used to create mailing labels