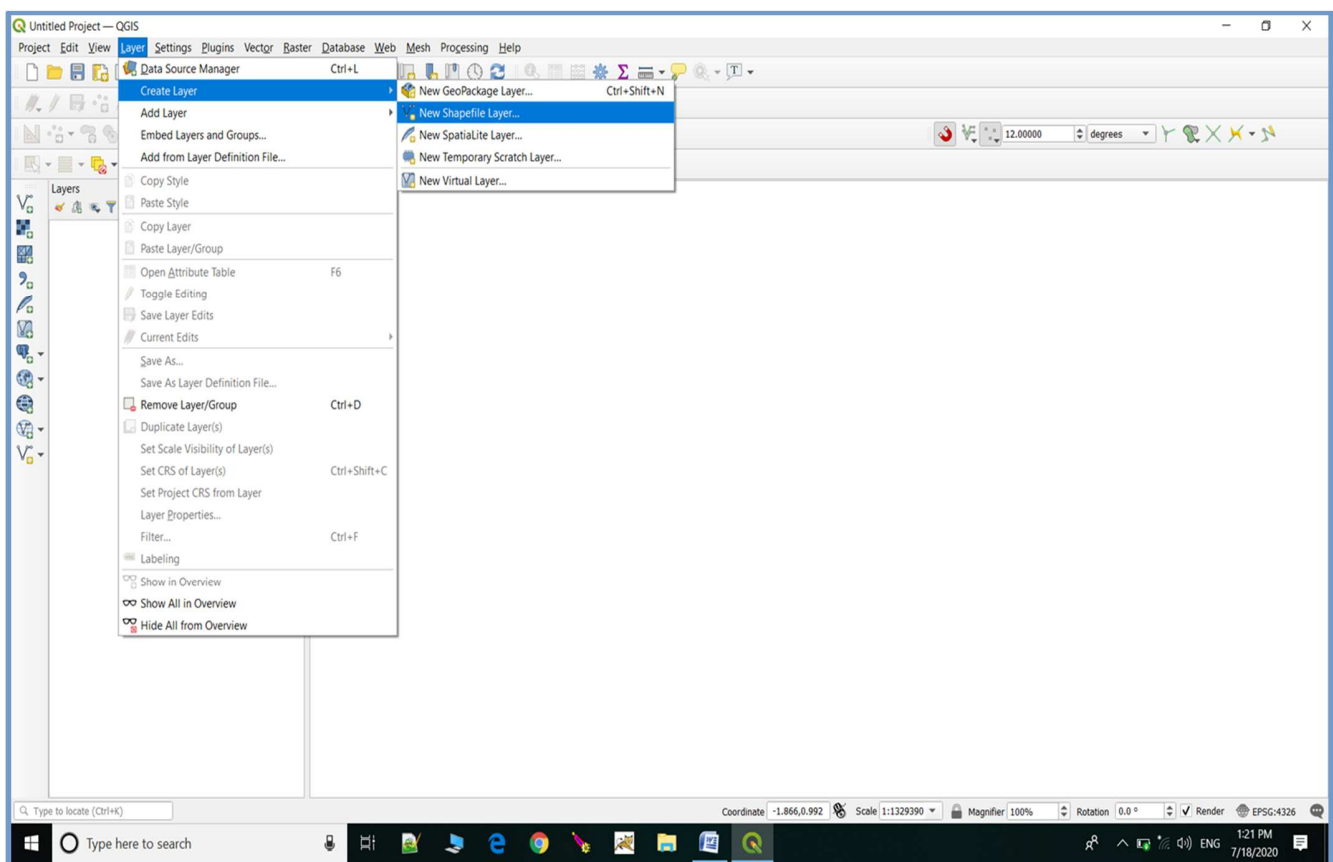


How to Create a New Shapefile in QGIS

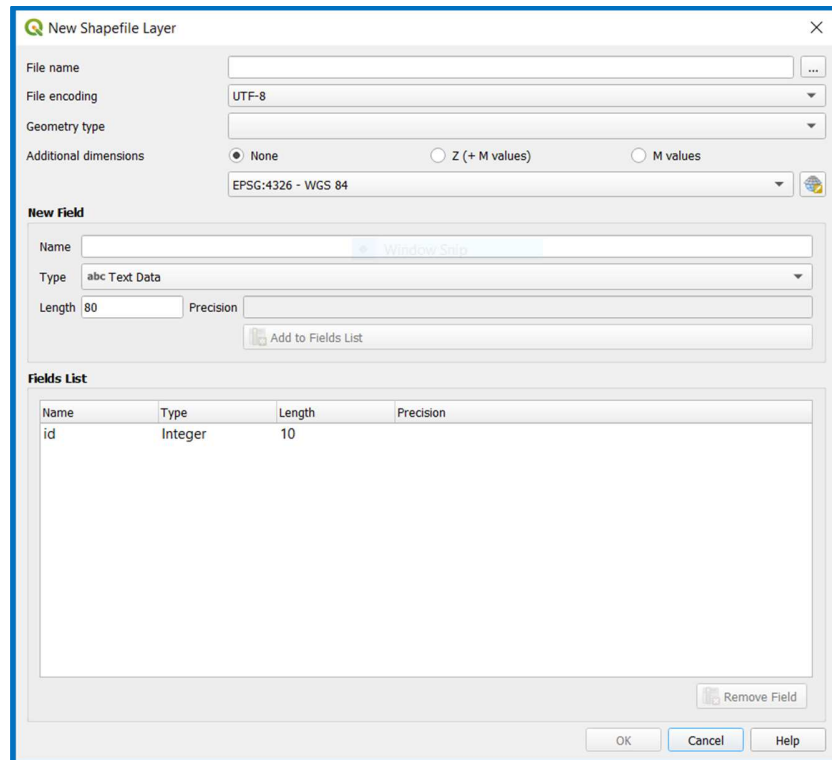
For creating new shape file for digitization or data creation follow the steps given below:

1. Go to **Layer** menu.
2. Select **Create Layer** option from Layer menu.
3. Select **New Shapefile Layer** option.

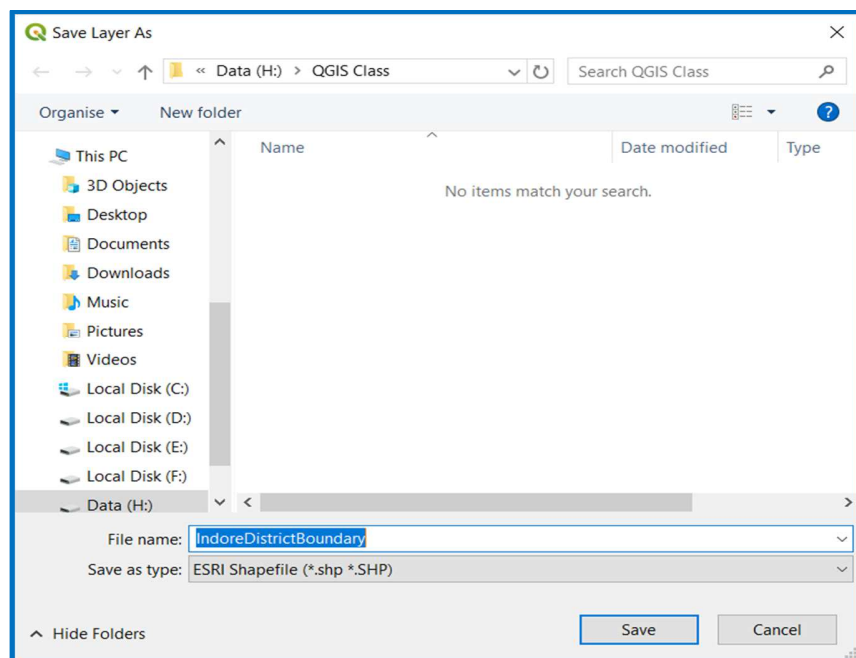


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4. **New Shapefile Layer** dialog box opens.

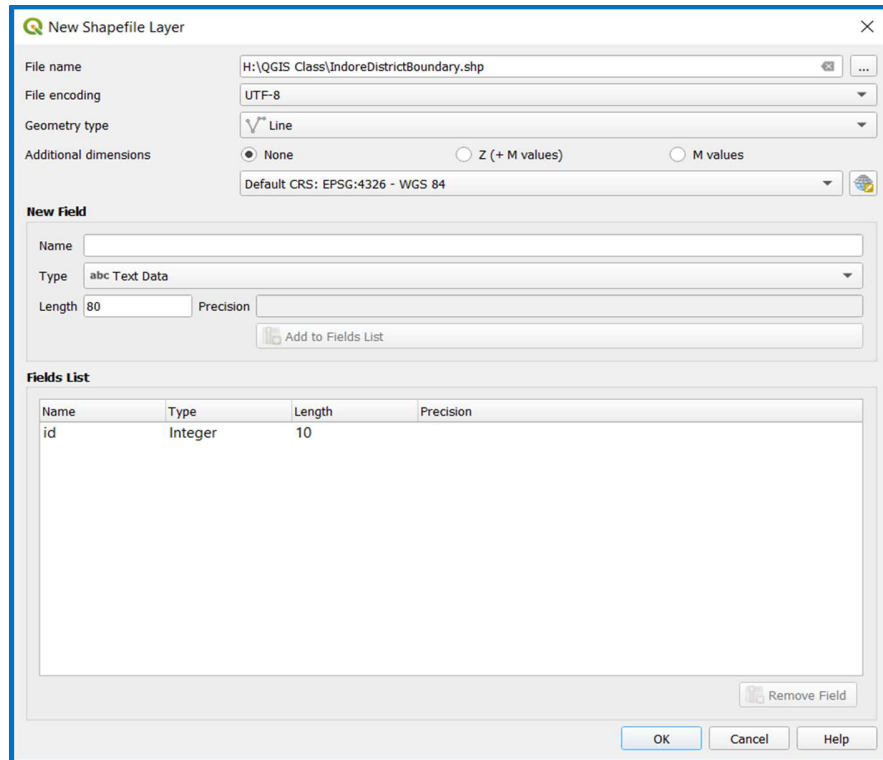


5. Click on **Browse ...** button next to **File name**.
6. **Save Layer As** dialog box opens.
7. Navigate to the folder where you want to save the file and click on **Save** button giving a suitable name to the Layer.

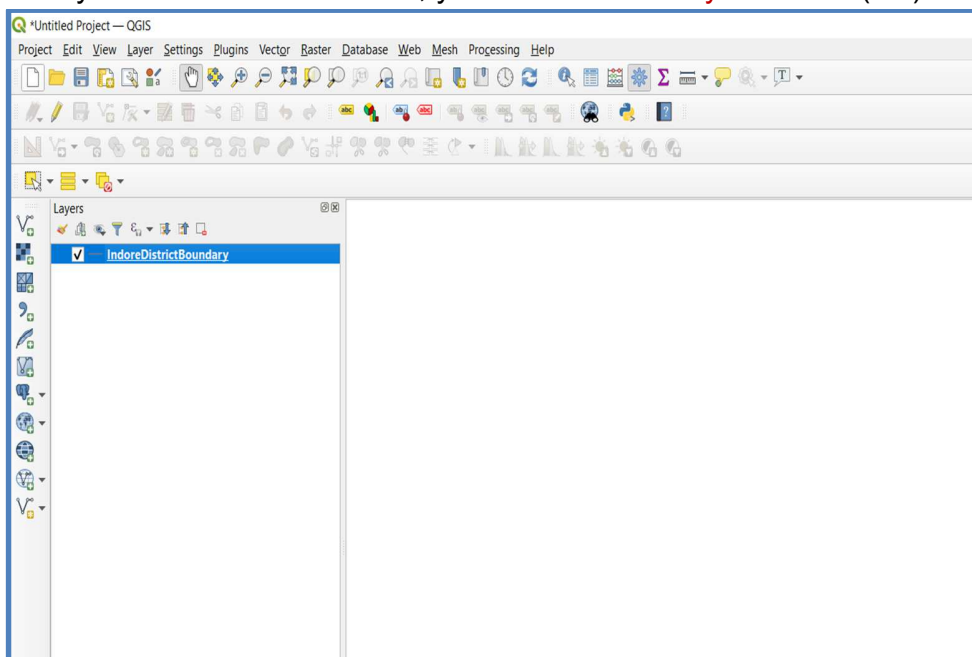


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- The **path** of the saved layer is now visible next to **File Name**.
- Select **File Encoding UTF-8**. And select the suitable Geometry Type from the dropdown menu next to **Geometry Type**. Then select CRS **EPSG: 4326 - WGS 84** from the dropdown menu next to **Globe Icon** and click on **OK** button.



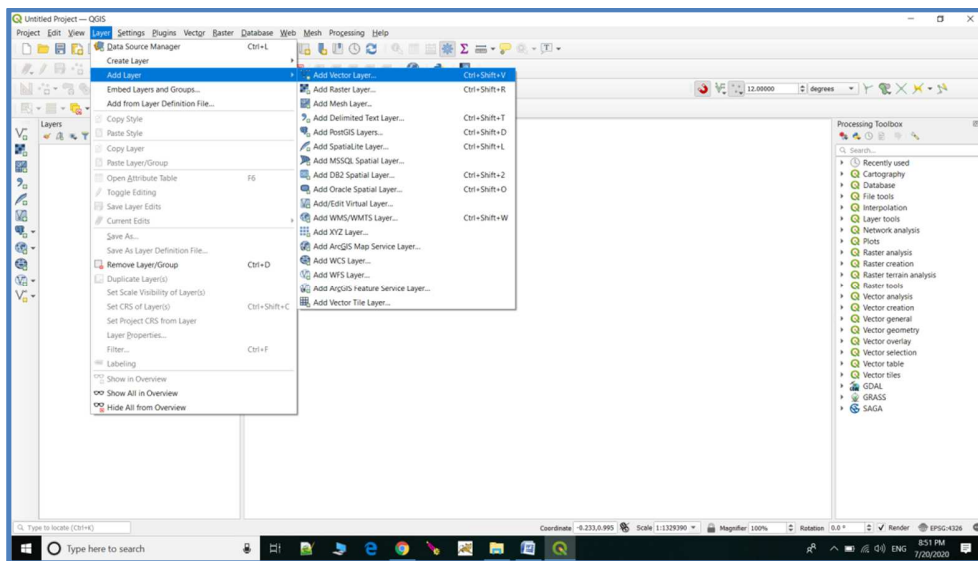
- New Vector layer is added to the QGIS, you can see it in **Layers Panel** (left).



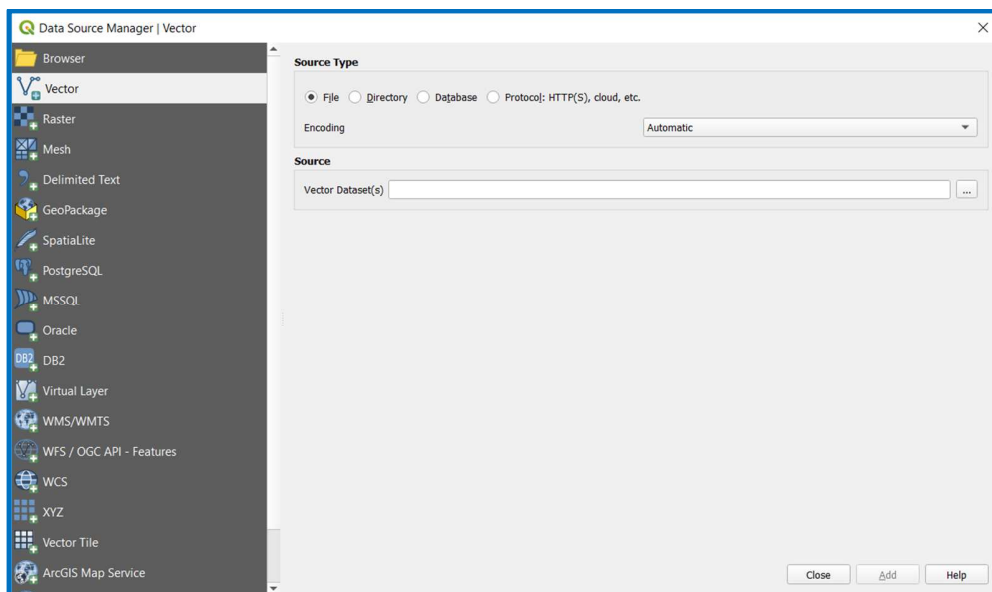
How to Open an Existing Shapefile in QGIS

For opening an existing shape file use the steps given below:

- I. Go to **Layer** Menu.
- II. Select **Add Layer** option from Layer menu.
- III. Select **Add Vector Layer** option.

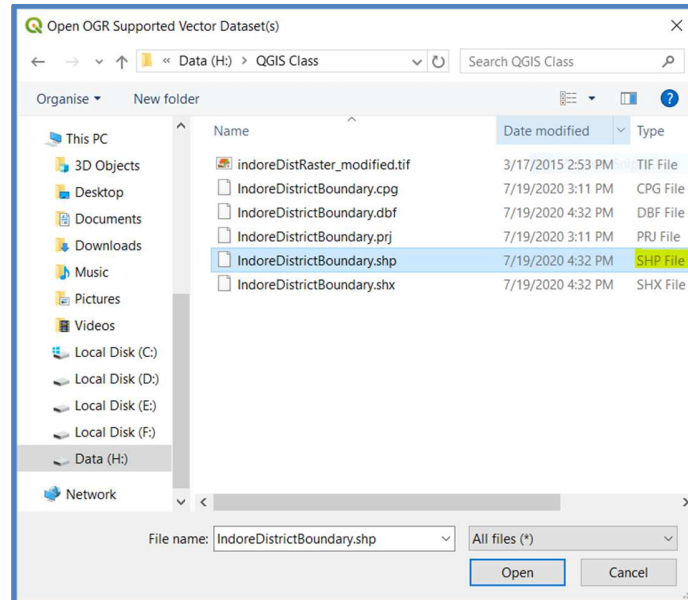


- IV. **Data Source Manager** dialog box opens.
- V. Enable the **File Source Type** and press the **browse ...** button next to Vector Dataset(s).

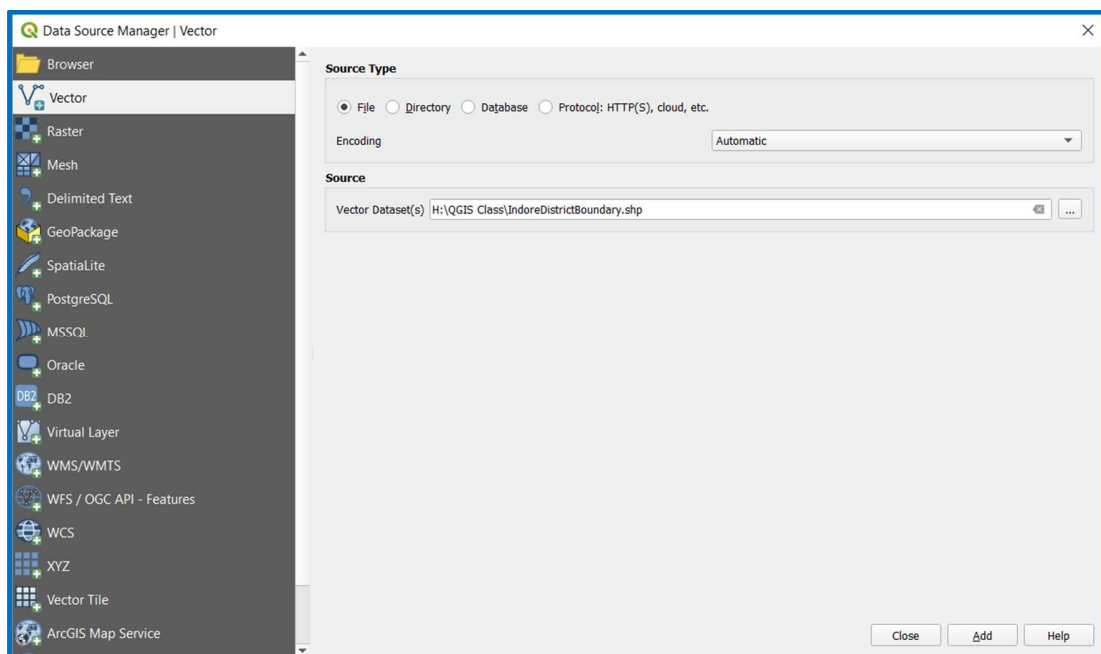


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- VI. A file browser dialog box opens.
- VII. Navigate to the folder where the desired shapefile is lying, select the file with **.shp** extension and click on **Open** button.



- VIII. You will see the **Data Source Manager** dialog box with the **file path** filled in, next to **Vector Dataset(s)**. Now click on **Add** button then click on **Close**.



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IX. Vector layer is opened in the QGIS interface; you can see it in the **Layers panel** (left).

