

## Repairing an mxd using V:/ C: drive data

Open **Windows Explorer** on your local network, navigate to your C:/MyGISFiles directory and **delete files** that are no longer being used.

**Open ArcCatalog** and **navigate** to your **H: drive** and **create** a new folder called **MyGISFiles**. **Copy** all the data from the **Z: drive** to the **H:/MyGISFiles**.

Open **ArcMap** and open an **mxd** containing data layers using the **Citrix V: drive** data.

When the mxd opens, all the layers with a connection to the old Citrix V:/C: drive will be broken as indicated by the red explanation mark in front of the layer name. (!)

**Right click** on any broken layer and go to **Properties>Source tab**. Make note of the feature class name. Click **Cancel**.

Using the same layer, **right click** and go to **Data> Repair Data Source**. Navigate to the layer feature class on its new location on the LOJIC Virtual Network **H: drive**, select it and click **OK**. All the broken layers whose source was the old Citrix V: drive will be repaired and updated in the mxd.

### Save the mxd.

Once the mxds are repaired, it is recommended that you delete all the files that were copied to the H:/MyGISFiles directory from the Z: drive.

***In the future, use the shared folder as a bridge between the networks only and do not access data on the Z: drive in an mxd or project.***

