

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

The following document consists of instructions for ordering vector and raster data on the new Geospatial Data Gateway Version 6. There are several different ways to begin the selection process in step 1 - **WHERE**. The default option, **Order by County/Counties** is used in the first example from start to finish (pages 2-10). Starting on page 11, the document will explain the other options for ordering data.

### **First: Open a browser and view the Home Page:**

- Open a web browser.
- To access the web based application, type the following address:

<https://gdg.sc.egov.usda.gov/>

The screenshot shows the Geospatial Data Gateway (GDG) home page. At the top left is the USDA logo with the text 'Natural Resources Conservation Service' and 'United States Department of Agriculture'. The main header reads 'Geospatial Data Gateway'. Below the header is a navigation menu with links: Home, Login, Check Order, Status Maps, News, Data Policy, FAQ, Help, Admin, Contact Us. The main content area is titled 'Welcome to GDG' and includes a 'System Status' section stating 'GDG6.0.1 All products are running normally. See TUTORIAL in help overview.' Below this is a large image of a natural rock archway over the ocean, with the text 'GEOSPATIAL DATA GATEWAY' overlaid. To the right of the image is a 'GET DATA' button with a red arrow pointing to it. Below the image is a section titled 'I Want To...' with several options: 'Order by County/Counties', 'Order by State', 'Order by Place', 'Order by entering Latitude/Longitude Bounding Rectangle', and 'Order by Interactive Map using custom Area Of Interest'. The footer contains links for NRCS, USDA, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Info Quality, FirstGov, and White House.

### **Next: Press the “GET DATA” Button to start the order process:**



## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

**Important Note:** Never use the browser “Back” button as you get in to an ordering session on the Gateway website. It will put you back at the beginning instead of the previous page you completed. Use the 1-WHERE, 2-WHAT, 3-HOW, 4-WHO, 5-REVIEW tabs at the top of the left hand window panel to go to a previous step.

### A. Order by County/Countries

#### Step 1: “WHERE”

The screenshot shows the 'WHERE' ordering page on the Geospatial Data Gateway. The page is divided into three main sections:

- 1-WHERE Order by County/Countries:** This section contains instructions for selecting a state and counties. It includes a 'Submit Selected Counties' button and a 'YOUR ORDER' panel on the far right.
- WHERE:** This section is titled 'Order by County/Countries' and features a dropdown menu labeled 'Select State for order: Select State'. A red arrow points to this dropdown menu, labeled 'Order Status Panel'.
- YOUR ORDER:** This section contains fields for 'Order Area (Where): None', 'Order Map Layers (What):', 'Order Format (How): None', 'Order Projection (How): None', 'Order Inclusion (How): None', 'Order Delivery Method (How): None', and 'Order Recipient (Who):'.

At the bottom of the page, there are navigation tabs for '2-WHAT', '3-HOW', '4-WHO', and '5-REVIEW'. A red arrow points to the '1-WHERE' tab, labeled 'Instruction Panel'.

- The “GET DATA” button on the Gateway home page will take you directly to **Order by County/Countries**.
- Select state of interest in the drop down list:

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)



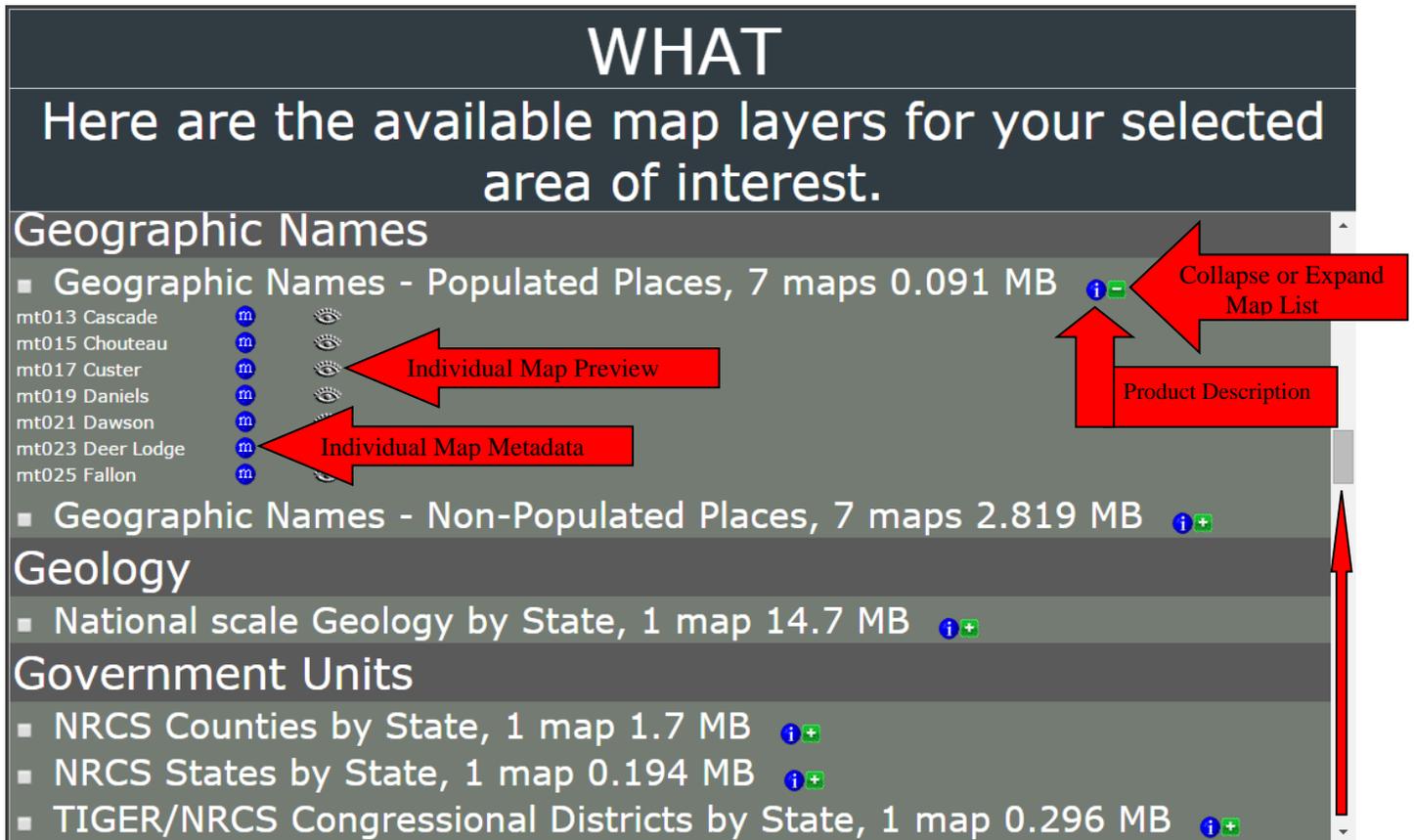
- ❑ Using <Shift> or <Ctrl> keys on your keyboard and left mouse click button to select, choose the counties needed in the list and press the appropriate **Add ">>"** or **Remove "<<"** button as you select or deselect the needed counties, then select the **"Submit Selected Counties"** button.

The screenshot shows the "WHERE" section of the Geospatial Data Gateway interface. At the top, it says "WHERE" in large white letters on a dark background. Below that, it says "If you wish to change the method for selecting the order area, click [HERE](#)." in white text. The next section is "Order by County/Counties" in white text. Below that is a dropdown menu labeled "Select State for order:" with "Montana" selected. The next section is "Select County or Counties" in white text. Below that are two scrollable lists of counties. The left list is labeled "Available Counties" and contains: Beaverhead, Big Horn, Blaine, Broadwater, Carbon, Carter, Fergus, Flathead, Gallatin, Garfield, Glacier, Golden Valley, Granite, Hill, and Jefferson. The right list is labeled "Selected Counties" and contains: Cascade, Chouteau, Custer, Daniels, Dawson, Deer Lodge, and Fallon. Between the two lists are two buttons: "<< Remove" and ">> Add". At the bottom, there is a button labeled "Submit Selected Counties" with a red arrow pointing to it from the right.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### Step 2: "WHAT"

- ❑ In the center panel window, the result is a list of all the available map layers for the area in which you selected above. A scroll bar on the right hand side of the panel allows you to see additional products in the lower section of the screen.
- ❑ The  button next to each product is a link to the map layer description.
- ❑ The  (or  when the list is already open) button allows you to open a list of each individual map for the map layer that will be delivered. An individual version of each map's metadata is available if you click on the  button, and a preview can be viewed of each individual map using the  button next to the map's metadata. To close the list of individual maps for a map layer, use the  button.



**WHAT**

Here are the available map layers for your selected area of interest.

**Geographic Names**

- Geographic Names - Populated Places, 7 maps 0.091 MB    
mt013 Cascade    
mt015 Chouteau    
mt017 Custer    
mt019 Daniels    
mt021 Dawson    
mt023 Deer Lodge    
mt025 Fallon  
- Geographic Names - Non-Populated Places, 7 maps 2.819 MB  

**Geology**

- National scale Geology by State, 1 map 14.7 MB  

**Government Units**

- NRCS Counties by State, 1 map 1.7 MB  
- NRCS States by State, 1 map 0.194 MB  
- TIGER/NRCS Congressional Districts by State, 1 map 0.296 MB  

Scroll Bar

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- ☐ Place a **check mark** in the left hand box(es) of the map layer(s) you wish to order. As you do, the window panel on the right side of the screen keeps a running total of the size of the order and the number of maps to be delivered.

The screenshot shows the 'WHAT' section of the Geospatial Data Gateway interface. It is divided into three main panels:

- 1-WHERE / 2-WHAT:** Contains instructions for selecting map layers. Three red arrows labeled 'Product Selection' point to the 'Geographic Names', 'Hydrography', and 'Hydrologic Units' sections.
- WHAT:** A list of available map layers for a selected area. The list includes:
  - Geographic Names:**
    - Geographic Names - Populated Places, 7 maps 0.108 MB
    - Geographic Names - Non-Populated Places, 7 maps 3.331 MB
  - Geology:**
    - National scale Geology by State, 1 map 14.7 MB
  - Government Units:**
    - NRCS Counties by State, 1 map 1.7 MB
    - NRCS States by State, 1 map 0.194 MB
    - TIGER/NRCS Congressional Districts by State, 1 map 0.296 MB
    - TIGER 2010 Urban Areas by State, 1 map 0.669 MB
    - TIGER 2010 American Indian Lands, 4 maps 0.664 MB
    - Federal, State, Tribal, etc. Protected Areas Land Ownership, 7 maps 10.619 MB
  - Hydrography:**
    - National Hydrography Dataset 1:24,000, 38 maps 757.535 MB
  - Hydrologic Units:**
    - 8 Digit Watershed Boundary Dataset NRCS Version, 38 maps 4.927 MB
    - 10 Digit Watershed Boundary Dataset in HUC8 NRCS Version, 38 maps 12.339 MB
    - 12 Digit Watershed Boundary Dataset in HUC8 NRCS Version, 38 maps 26.55 MB
    - Watershed Boundary Dataset Lines for HUC2-12, 38 maps 17.212 MB
- YOUR ORDER:** A summary panel on the right showing:
  - Order Area (Where):** Blaine, Broadwater, Carbon, Carter, Cascade, Chouteau and Custer Counties, Montana
  - Order Map Layers (What):**
    - Geographic Names - Populated Places
    - National Hydrography Dataset 1:24,000
    - 12 Digit Watershed Boundary Dataset in HUC8 NRCS Version
    - Digital Raster Graphic County mosaic by NRCS
  - Total:** 2440.807 Megabytes, 90 Maps (indicated by a red arrow)
  - Order Format (How):** None
  - Order Projection (How):** None
  - Order Inclusion (How):** None
  - Order Delivery Method (How):** None
  - Order Recipient (Who):** (Empty field)

- ☐ **Please Note** that there are size restrictions when placing orders on the Gateway. You may be prompted to alter your selections if you exceed the following guidelines for product delivery method:

<b>Download:</b>	8192 megabytes (8 gigabytes)
<b>CD:</b>	16384 megabytes (16 gigabytes)
<b>DVD:</b>	65536 megabytes (64 gigabytes)

*You can reduce the size of your order by limiting the area and/or selecting fewer products.*

- ☐ To enquire about special orders that exceed the size limitations of the Gateway, contact the following:

### **For NAIP:**

Customer Service Section  
 USDA Farm Service Agency  
 Aerial Photography Field Office  
 2222 West 2300 South  
 Salt Lake City, UT 84119-2020  
 Telephone: 801-844-2922  
 Fax: 801-956-3653

### **For products other than NAIP:**

**J. Steven Nechero**, Geospatial Data Leader  
 Natural Resources Conservation Service  
 National Geospatial Center of Excellence  
 501 W. Felix Street, Building 23  
 Fort Worth, TX 76115  
 Telephone: 817-509-3366  
 or **Rosemary Rivera**  
 Telephone: 1-800-672-5559  
 Fax: 1-817-509-3469

**Instructions for Ordering Vector and Raster Data  
On the Geospatial Data Gateway (version 6)**

- When you have finished selecting the map layer(s) you wish to order, select the Green “Continue”  button at the bottom of the center window panel (you may need to scroll down to the bottom of the center panel in order to see the  button).

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### Step 3: "HOW"

#### HOW

#### FORMAT

Available file formats are based on the map layers requested. Please select a file format for the non-Image map layers:

Image map layers will be delivered in their **Native Format**

#### PROJECTION

There is only one projection available for the map layers requested and it has been chosen automatically. See the **YOUR ORDER** panel to the right for details.

#### INCLUSION

The Data Inclusion option indicates how much geographical area will be delivered with a selected map layer. This is similar to a "clipping" option for the map layers. Due to the limitations for your selected area of interest (Where) the inclusion will be **Standard** (the entire data set will be delivered for the order area chosen).

For a list of what to expect for geographical coverage for each map layer in your order, see this **Inclusion Table**.

#### DELIVERY

Please select a delivery option for the order. Available delivery options are based on map layers chosen. USDA personnel may obtain data on optical media (DVD,CD) without incurring a cost. Other agencies and the private sector are charged: **FIFTY DOLLARS (50.00 US) FOR EACH CD and ONE-HUNDRED DOLLARS (\$100.00 US) FOR EACH DVD.**

Download Estimated completion in: . [Click to see a download time chart.](#)

CD This order will require 7 CD(s) for a total of \$350.00 US.

DVD Requested data will not exceed CD size capacity.

For additional delivery options please click [Here](#)

#### □ FORMAT:

- All image layers are provided in their native format. This file format is indicated on the Status Map Page.
- The vector format is always a choice of 'ESRI Shape' file or 'ESRI File GeoDataBase' (which combine all maps into a single shape file or feature class) except for CLU and soils. CLU and Soils are only available as 'Shape File'.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- Any layer with the description that includes 'by State' is always delivered as a single Shape File or File GeoDataBase feature class for the whole state.

### ❑ PROJECTION:

- All image map layers are provided in their native projection. This projection is indicated on the Status Maps page.
- A choice of map projection is provided when the layers are all vector layers.
- When any of the selected map layers are image layers, all vector layers are provided in the projection of the image layers.

### ❑ INCLUSION (CLIPPING):

The Data Inclusion option indicates how much geographical area will be delivered with a selected map layer. This is similar to a "clipping" option for the map layers. There are two options:

- **Standard:** The entire data set will be delivered for the order area chosen.
- **Extract:** A partial data set will be delivered for the order area chosen.

The current inclusion type is **Extract**. To change the inclusion type, click [HERE](#)

For a list of what to expect for geographical coverage for each map layer in your order, see this [Inclusion Table](#).

DELIVERY

- A choice of Standard or Extract is provided when area of interest by interactive map, place search or rectangle has been used and the map layers are all vector.
- If image layers are included, a choice is *only provided* with when an area of interest rectangle of less than .25 degrees latitude and longitude has been used.
- Standard inclusion is used in all other cases. Standard is always used when the selection method is by county or state.
- The extract inclusion option is ignored for Cropland Data Layer and all Soils map layers.
- See the Inclusion Table on the 3-How page for information on each map layer's standard and extract inclusion rules.

### ❑ DELIVERY:

- Delivery is via Download by default.
- If the amount of data is too large for Download, the only choices are CD or DVD.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- If the amount of data is too large for CD, the only choice is DVD.
  - If the amount of data is too large for DVD, the order cannot be placed.
  - NAIP cannot be delivered by CD or DVD. Links and information is presented in this area in the case of NAIP.
  - USDA personnel may obtain data on optical media (DVD,CD) without incurring a cost. Other agencies and the private sector are charged: FIFTY DOLLARS (50.00 US) FOR EACH CD and ONE-HUNDRED DOLLARS (\$100.00 US) FOR EACH DVD. The Gateway application automatically calculates how many media are needed for CD or DVD options if these are to be selected.
- Once the delivery method is chosen, select the  button.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### Step 4: "WHO"

- You must enter a valid email address to receive a completion e-mail indicating that your order is finished. Fields indicated with a '\*' are required:

WHO	
You must enter a valid email address to receive a completion email indicating that your order is finished. Fields indicated with a '*' are required.	
* First Name	Jack
* Last Name	GIS
* Contact Email	jack.gis@onecompany.org
* Confirm Email	jack.gis@onecompany.org
Organization/TSP ID	One Company
* Address	10 W. Main St.
Address	-
* City	Anytown
* State/Foreign Country	Kansas
* Zip	66111
* Contact Phone	913-867-5309
<input type="button" value="CONTINUE"/>	

- Select  to review order on the next screen.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### Step 5: “REVIEW”

- ❑ Review your order and information one last time before clicking the PLACE ORDER button in the left window panel.

The screenshot shows the 'REVIEW' page of the Geospatial Data Gateway. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with steps 1-5, where '5-REVIEW' is selected. Below the menu, there is a paragraph of instructions and an estimated completion time of 2 minutes. A green 'PLACE ORDER' button is located at the bottom of the sidebar. The main content area is titled 'REVIEW' and contains a table with four rows of order details.

REVIEW	
<b>Order Area (Where):</b>	Atchison, Barber, Barton, Bourbon, Chase, Cherokee and Clark Counties, Kansas
<b>Order Map Layers(What):</b>	<ul style="list-style-type: none"> <li>Digital Raster Graphic County Mosaic by NRCS, 7 maps 498.154 MB</li> <li>Quadrangle Index 1:24,000, 7 maps 0.073 MB</li> </ul>
<b>Order Delivery Specifics(How):</b>	None AutoUTM to county FTP
<b>Order Recipient (Who):</b>	Jack GIS One Company 10 W. Main St. Anytown, Kansas 66111 jack.gis@onecompany.org 913-867-5309

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### “FINISHED”

- ❑ The final page gives you an order number and a link (click “**Check Order**”) to another page where you can check the status of your order using either the order number or your e-mail address for tracking.

The screenshot shows the 'ORDER GENERATED' page. On the left is a navigation menu with options: 1-WHERE, 2-WHAT, 3-HOW, 4-WHO, 5-REVIEW, and FINISHED. The 'FINISHED' option is selected. The main content area has a dark header with 'ORDER GENERATED' and a message: 'Thank You for using the Geospatial Data Gateway'. Below this, it states: 'Order #: 10150 has been generated. Please note this number, as it will be needed to reference your order. You will receive an e-mail notification that your order is complete in as little as: **Undeterminable**. This time is a minimum and is dependant on order volume and system maintenance. It is not exact. Using the **Check Order** function allows download of data layers completed before notification is sent for multi-item orders. As a matter of etiquette, please download this order **BEFORE** placing any more orders. **DO NOT** place several orders in sequence. This way, other users will have an opportunity to place and download orders.' At the bottom, it says: 'Your order will be deleted **5 days** after the confirmation email has been sent to the email address that was given with your order.'

### “CHECK ORDER” Page:

The screenshot shows the 'Check Order' page. It has a green header with 'Check Order'. Below the header, it says: 'You may enter your email address to get a list of orders placed this fiscal year or enter the order number to see the status of that order. Use the + or - buttons to expand or collapse the details of an order from your list of orders.' There are two input fields: 'Enter Email Address: [input field] Go' and 'Enter Order Number: [input field] Go'. At the bottom, there is a footer with links: 'NRCS Home | USDA | My USDA | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House'. The date 'Last Modified: 10/09/2006' is also visible.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

The remainder of this document will only describe the other ways in which to choose your area of interest (Step 1-WHERE) because the remaining steps after Step 1 are exactly the same as described above.

### B. Order by State:

If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in the order process and want to start over, press the **1-WHERE** tab toward the top of the left panel to describe your new area of interest method.

#### Step 1: "WHERE"

- Click on the Green "HERE" word toward the top of the middle section of the page:



- Select "Order by State":



- Select state of interest in the drop down list:



- Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

# Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

## C. Order by Place:

If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in to the order process and want to start over, press the **1-WHERE** tab toward the top of the left panel to describe your new area of interest method.

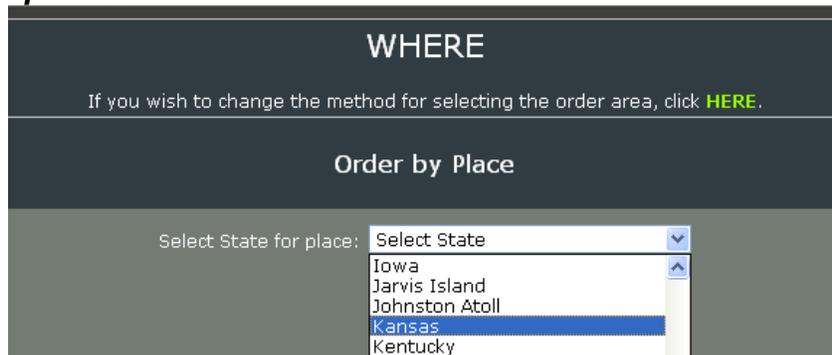
- ❑ Click on the Green **“HERE”** word toward the top of the middle section of the page:



- ❑ Select **“Order by Place”**:



- ❑ **“Select State for place”**:



## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- ❑ “**Select type of place**”:

WHERE

If you wish to change the method for selecting the order area, click [HERE](#).

Order by Place

Select State for place: Kansas

Select type of place: Select type of place

- Select type of place
- Any
- State
- Congressional District
- Zipcode
- County
- Populated Place
- Non-Populated Place
- 24K Topo Sheet
- Hydrologic Unit

- ❑ “**Name of Place**”: In the example below, typing either “**Any**” or “**%**” will result in a list of all Hydrologic Units for the state selected, or if you already know the name of the place for which you are searching, simply type in the name or code in the “**Name of Place**” entry field, then click the “**Find Places**” button. Selecting the Hydrologic Unit of your choice, a map of the area will appear in the lower right, then click the “**Select This Place**” button at the bottom of the page:

WHERE

If you wish to change the method for selecting the order area, click [HERE](#).

Order by Place

Select State for place: Kansas

Select type of place: Hydrologic Unit

Name of Place: Any  
(This entry supports the wildcard "\*" for character matching)

Find Places

Select Place for Order

Place Name: 10250009 Missouri Region/Republican/Harlan County Reservoir, Kansas, Nebraska. Place Type: HUC9

- 10240005 Missouri Region/Missouri-
- 10240007 Missouri Region/Missouri-
- 10240008 Missouri Region/Missouri-
- 10240011 Missouri Region/Missouri-
- 10250001 Missouri Region/Republic.
- 10250002 Missouri Region/Republic.
- 10250003 Missouri Region/Republic.
- 10250004 Missouri Region/Republic.
- 10250009 Missouri Region/Republic
- 10250010 Missouri Region/Republic.
- 10250011 Missouri Region/Republic.
- 10250012 Missouri Region/Republic.
- 10250013 Missouri Region/Republic.
- 10250014 Missouri Region/Republic.
- 10250015 Missouri Region/Republic.

Select Place (Kind of Place)

Select This Place

“Name of Place” entry field

“Find Places” button

“Select This Place” button

- ❑ Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

### D. Order by Bounding Rectangle:

If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in the order process and want to start over, press the

**1-WHERE** tab toward the top of the left panel to describe your new area of interest method.

#### Step 1: “WHERE”

- ❑ Click on the Green “**HERE**” word toward the top of the middle section of the page:

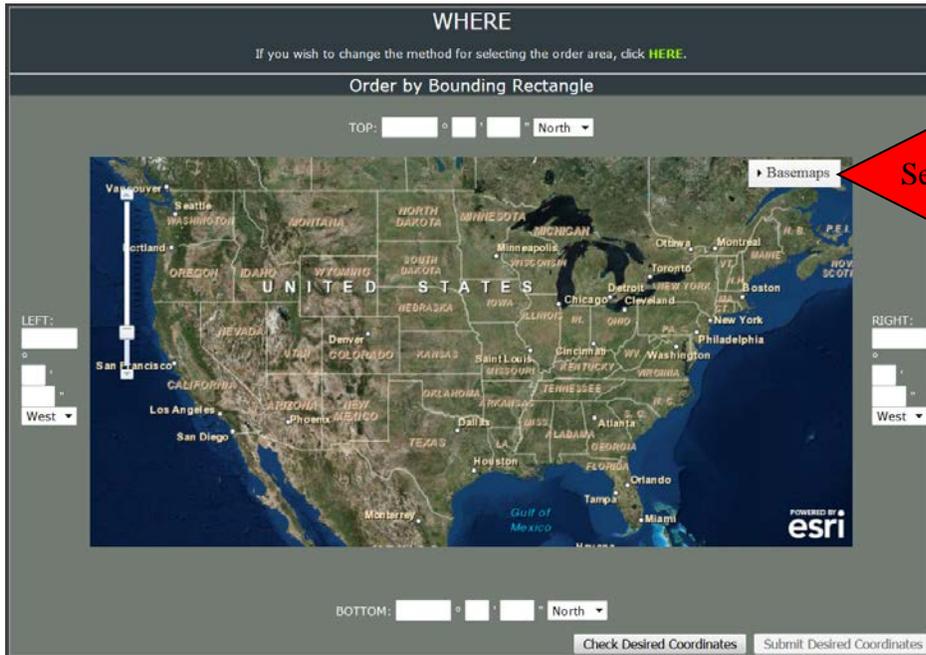


- ❑ Select “**Order by Bounding Rectangle (Latitude and Longitude)**”:



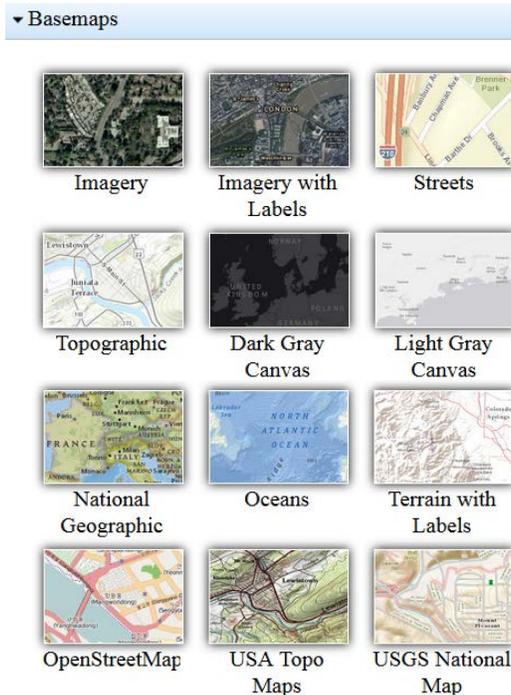
## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- Resulting in the following map and blank coordinates that require your input:



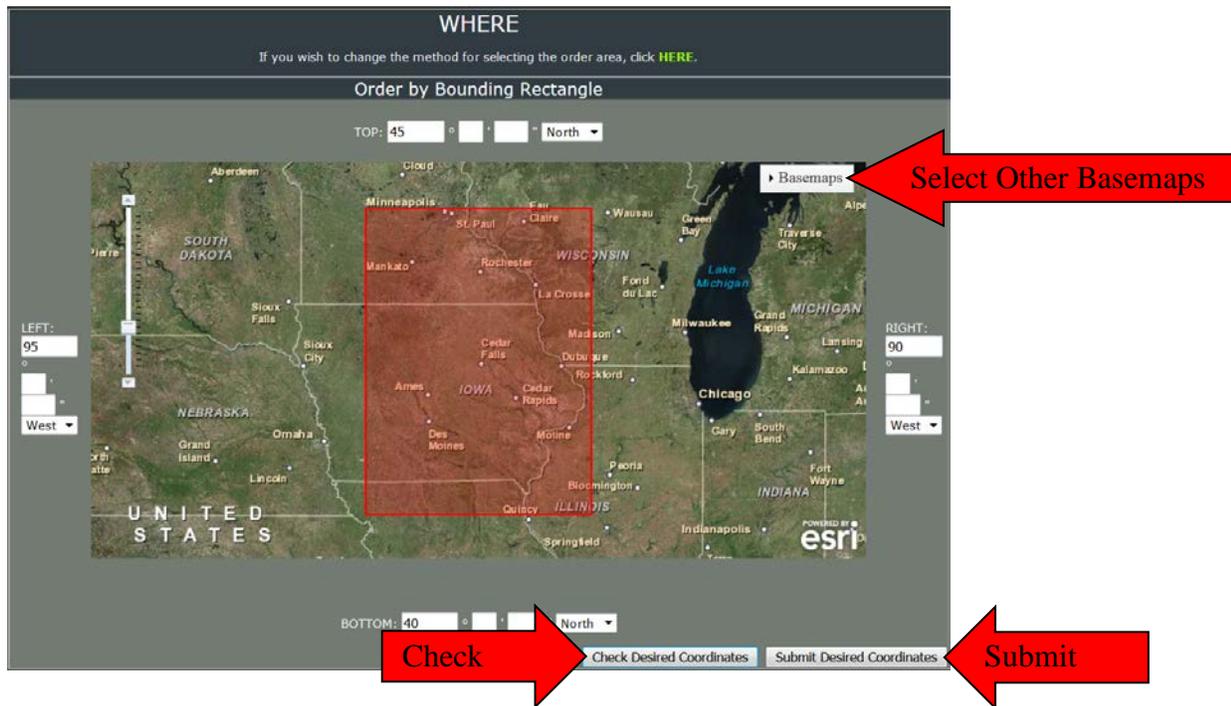
- There is also a Basemaps  button (in the example graphics above and on the next page) that will allow you to change to another desired Basemap as your map backdrop.

The standard ESRI Basemaps can be applied:



## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- ❑ You may need to obtain coordinates from another map, or you can test different coordinates then press the “**Check Desired Coordinates**” button which will zoom to your test results:

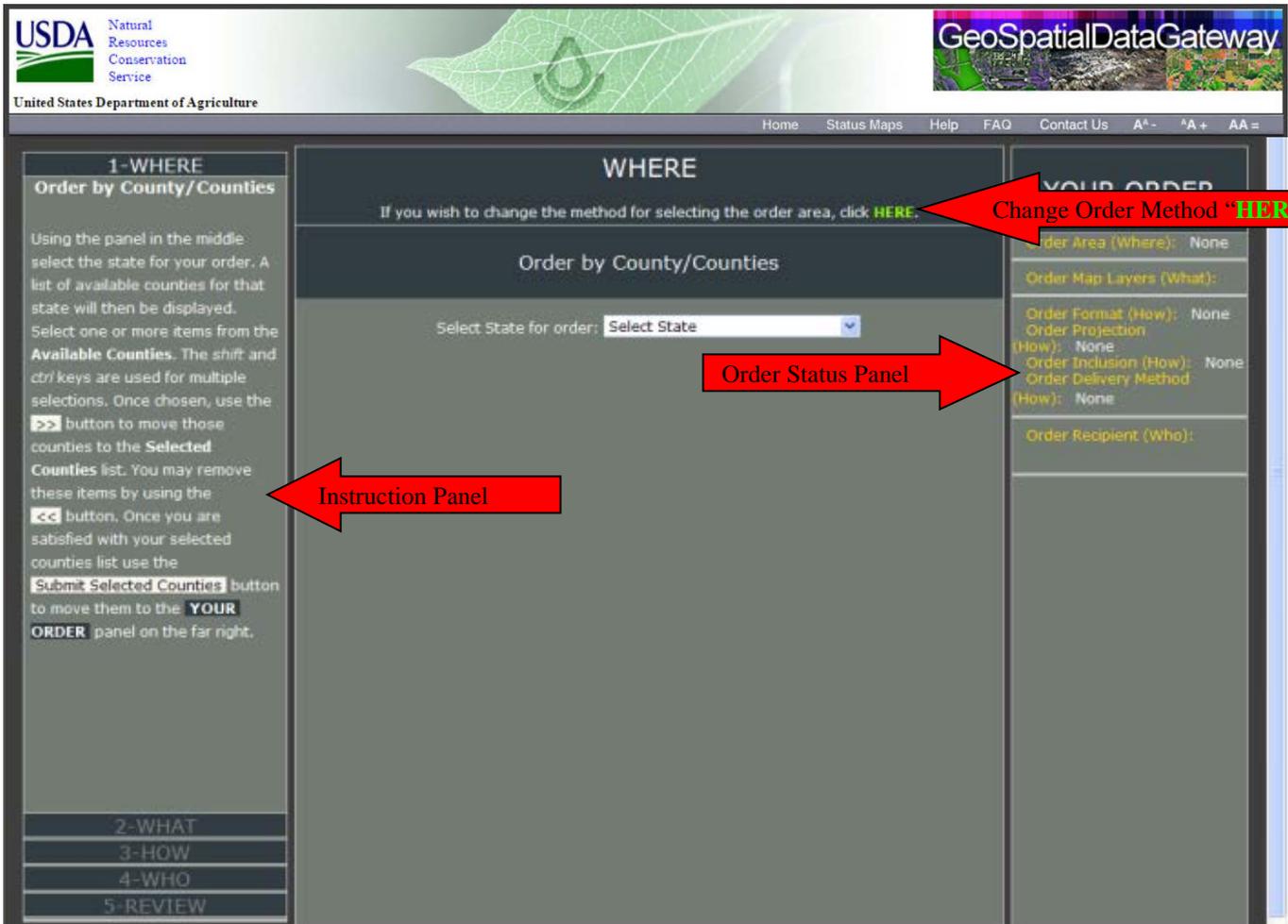


- ❑ Once you have the desired area of interest, press the “**Submit Desired Coordinates**” button.
- ❑ Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

# Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

## E. Order by Interactive Map – Custom Area of Interest (AOI)

### Step 1: “WHERE”

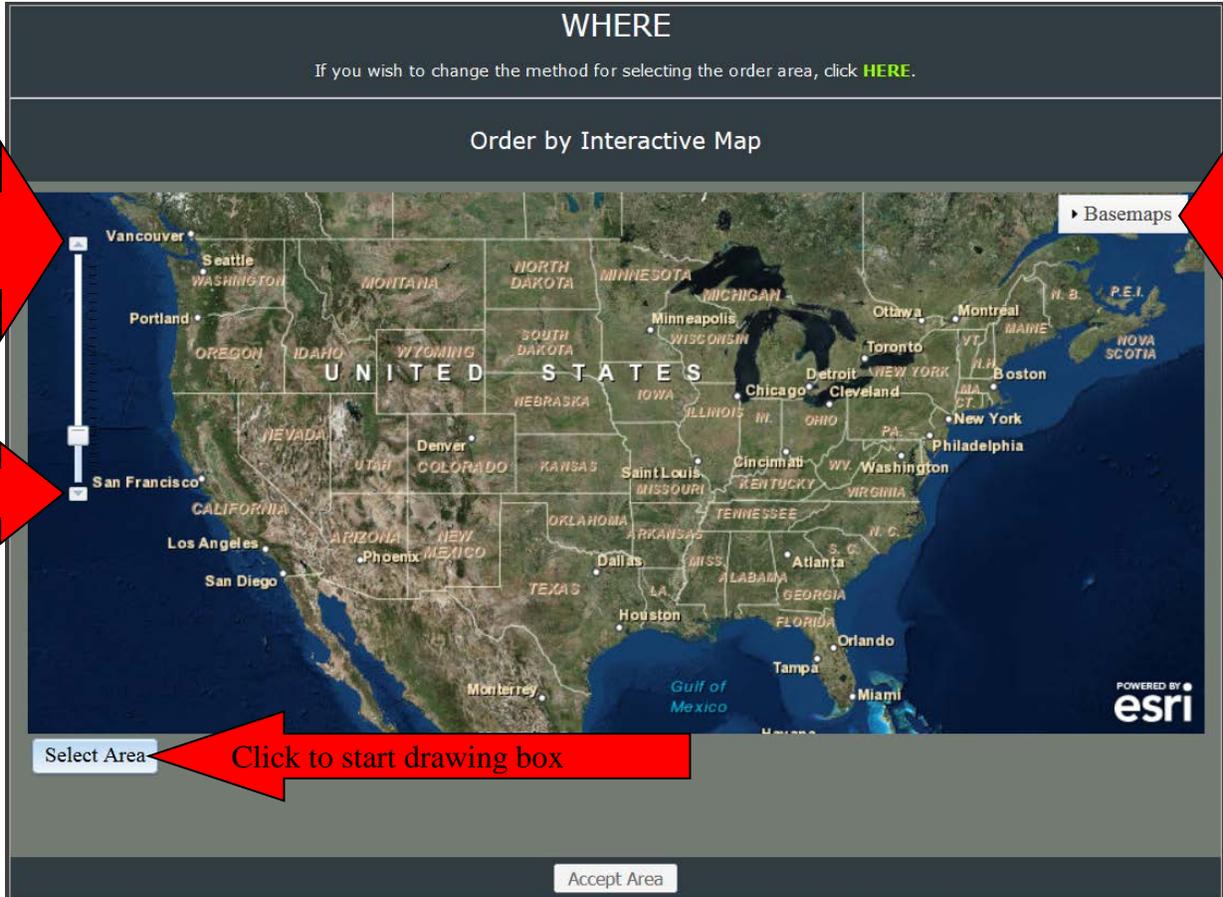


- ❑ The default method for selecting the order area is by **County/Counties**, but there are several other options if you click the Green “**HERE**” word toward the top of the middle section of the page producing the following selection of results from which to choose:
- ❑ Select “**Order by Interactive Map – Custom Area of Interest (AOI)**”:



## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- ❑ The resulting map is displayed in which you will create a minimum bounding box in the area where you want data. First, click the “**Select Area**” button. With the left mouse button start to draw the box and drag the box to the desired size. Once the box is drawn you can move it or resize it.



## Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

- ❑ Once the desired area of interest is selected by the bounding box, click the “**Accept Area**” button:

The screenshot shows the 'WHERE' section of the Geospatial Data Gateway. At the top, it says 'WHERE' and 'If you wish to change the method for selecting the order area, click [HERE](#).' Below this is the heading 'Order by Interactive Map'. The main area is a map showing a region with a red bounding box drawn around a specific area. The map includes labels for 'Wetland', 'Middle Creek', 'East Branch', 'South Branch', 'Williamsburg', and 'US 50-W'. A 'Basemaps' dropdown menu is visible in the top right corner. At the bottom left of the map, there is a 'Select Area' button. A red arrow points from this button to the text 'Click to draw bounding box'. At the bottom right of the map, there is an 'Accept Area' button. A red arrow points from the text 'Once box is finished, click to accept AOI' to this button.

- ❑ Instructions for Steps **2 (WHAT)**, **3 (HOW)**, **4 (WHO)**, **5 (REVIEW)** and **FINISHED** are on **Pages 4-10** if needed.



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