

How to: Add Fields and Edit Attributes in QGIS

Open QGIS Desktop.

Click the **Open Data Source Manager** button.

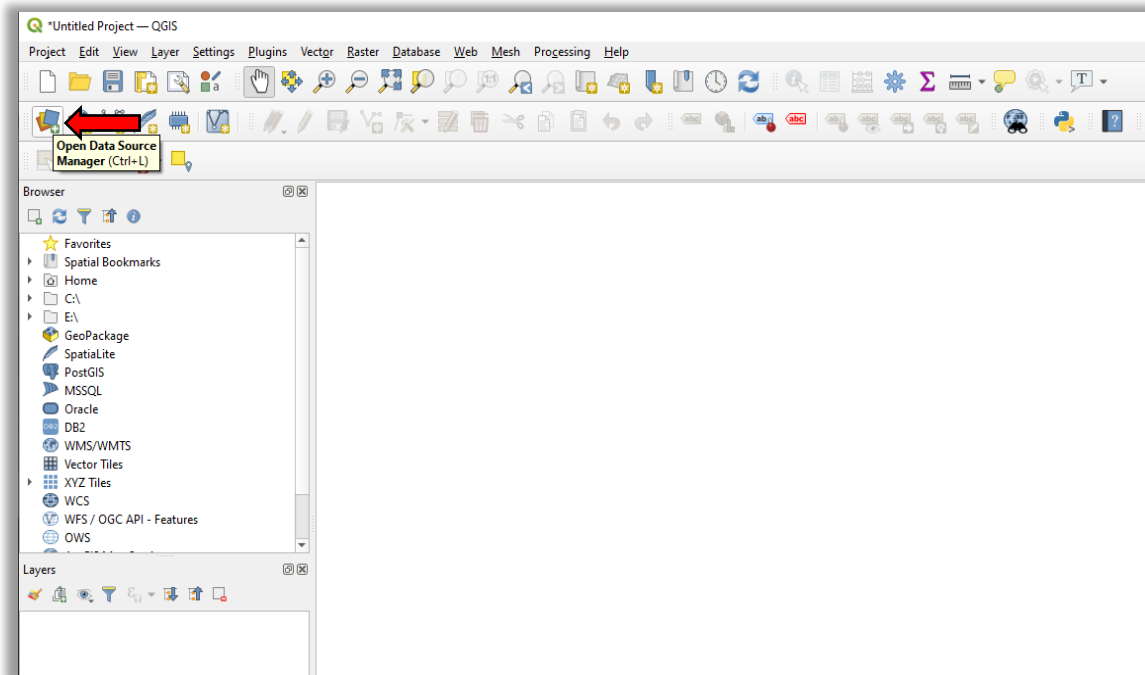


Figure 1. Finding the Open Data Source Manager Button

Make sure **Vector** is selected and click the button to the right of the **Vector Dataset(s)** in the **Source** section.

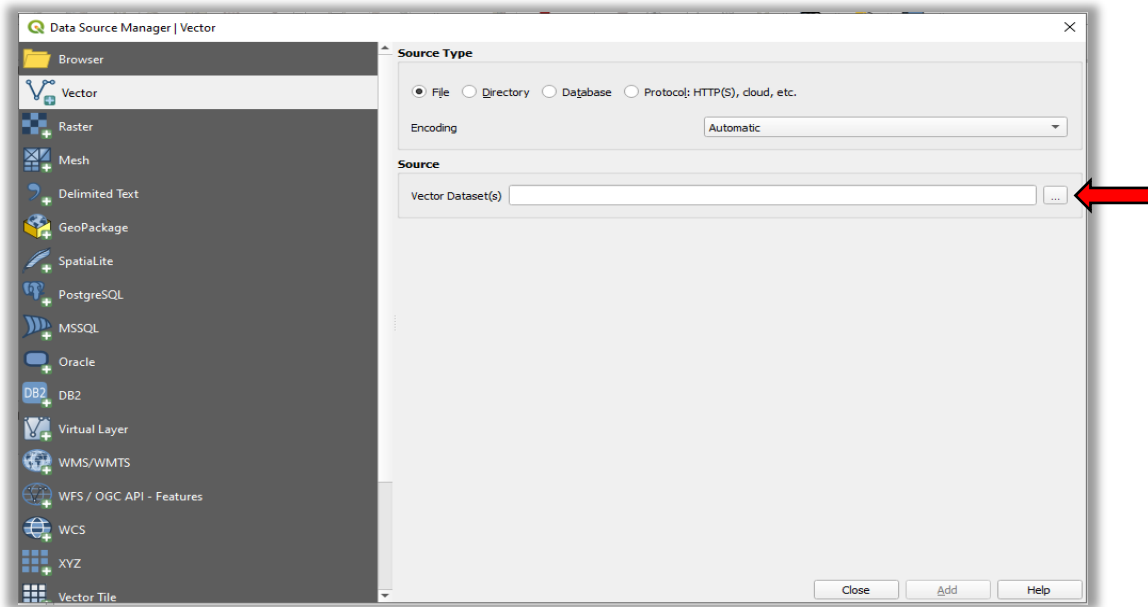


Figure 2. Vector Properties Dialog Box

Choose the shapefile (.shp) and click the **Open** button.

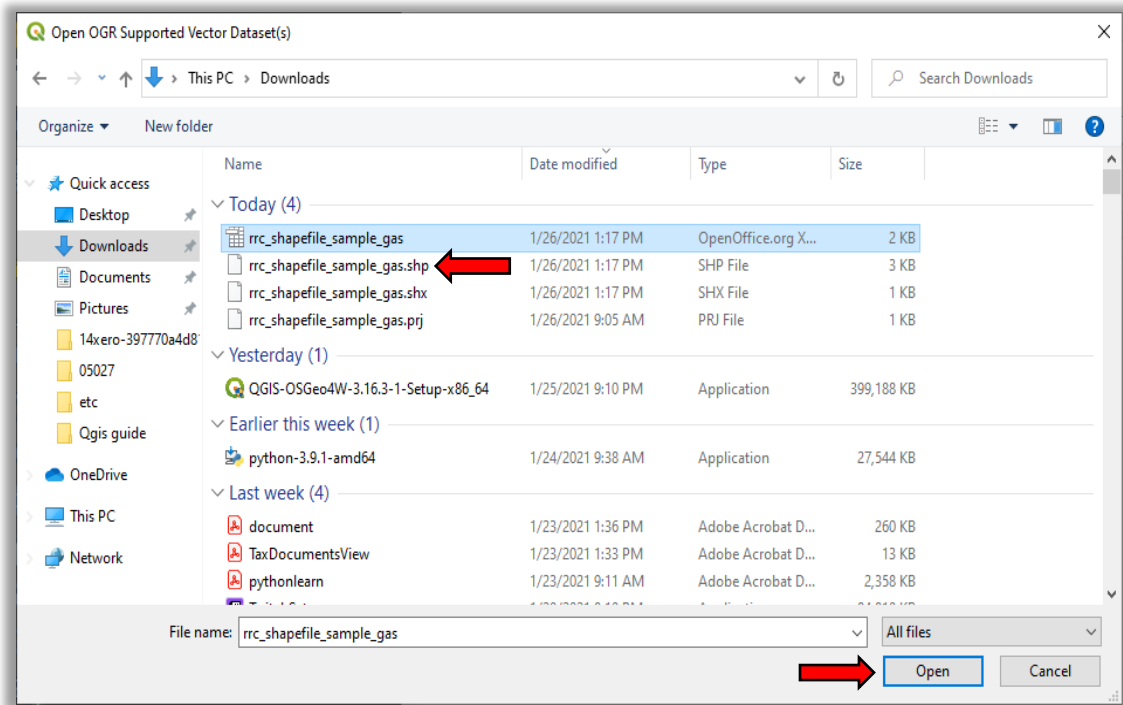


Figure 3. Finding Your Shapefile

Click the **Add** button.

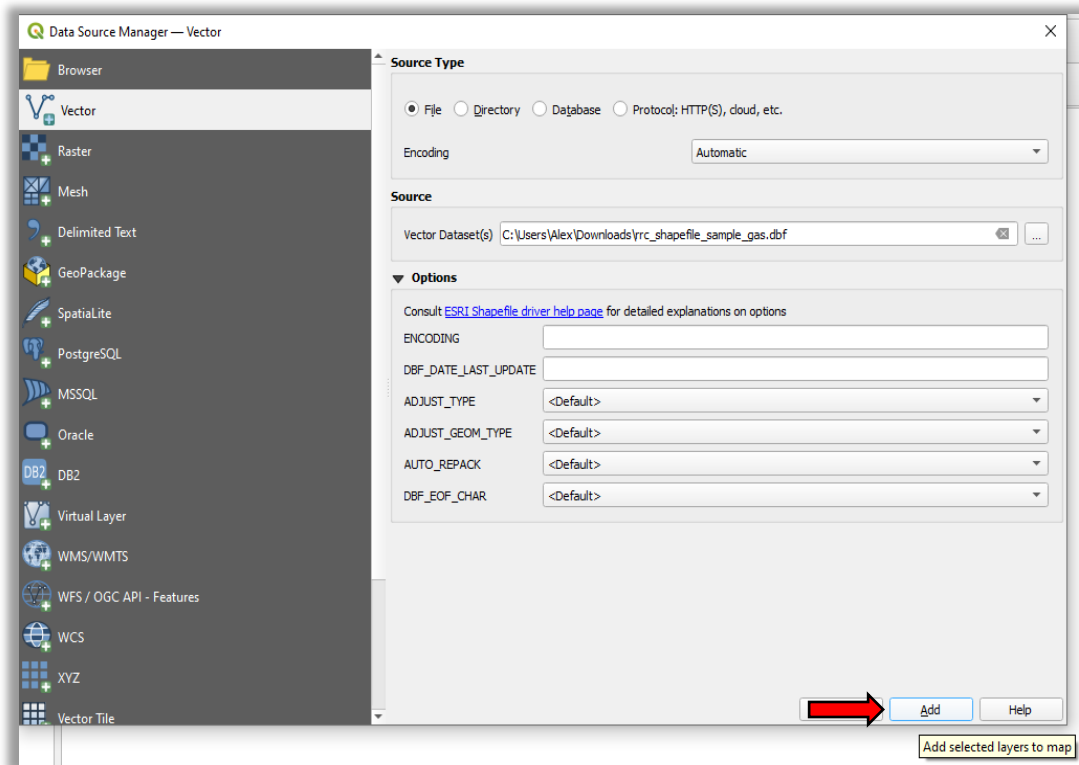


Figure 4. Finding the Add Button

Right click the layer in the **Layers Panel** then click the **Open Attribute Table** menu option.

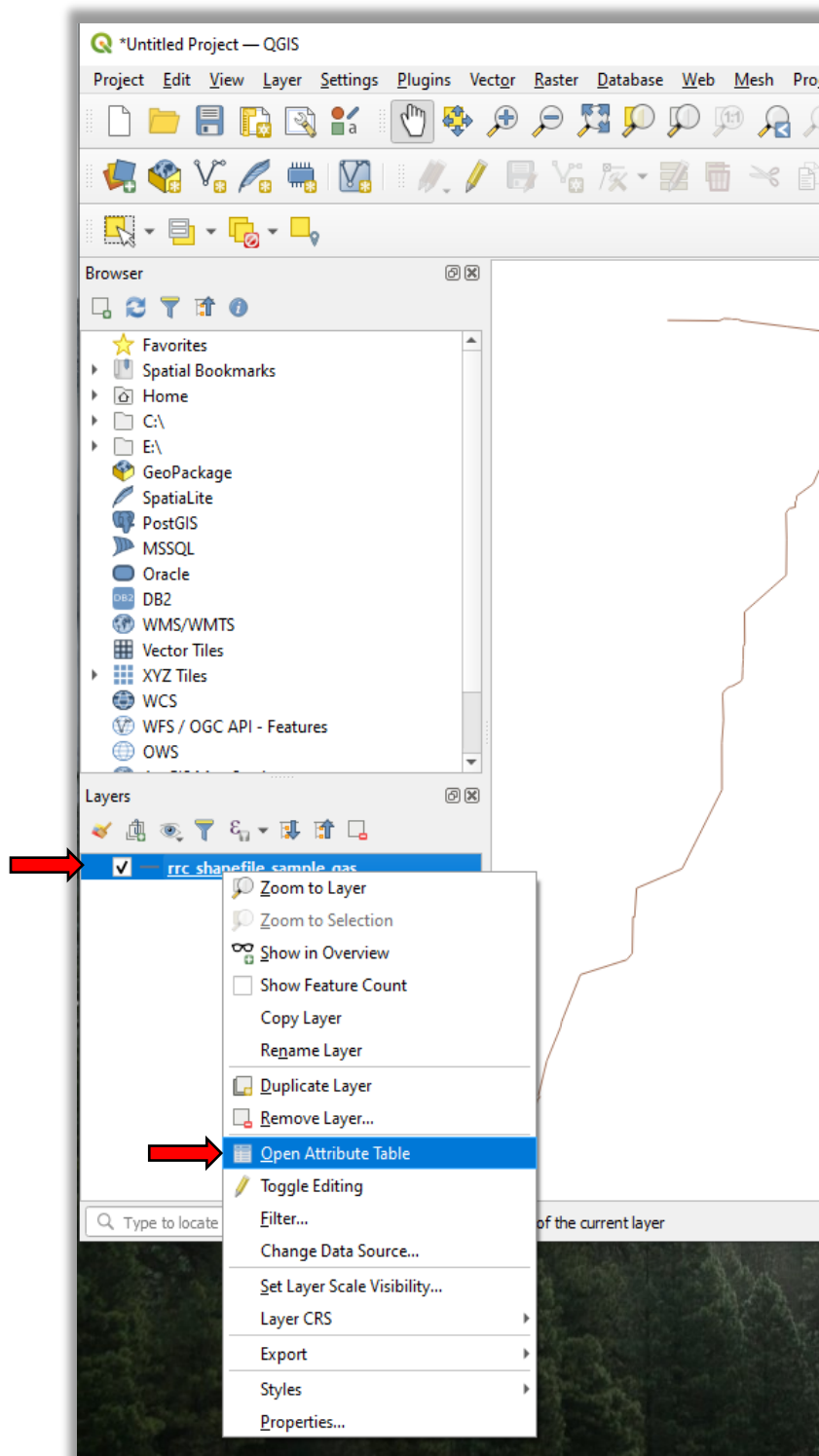


Figure 5. Opening the Attribute Table

Click the **Toggle Editing Mode** button.

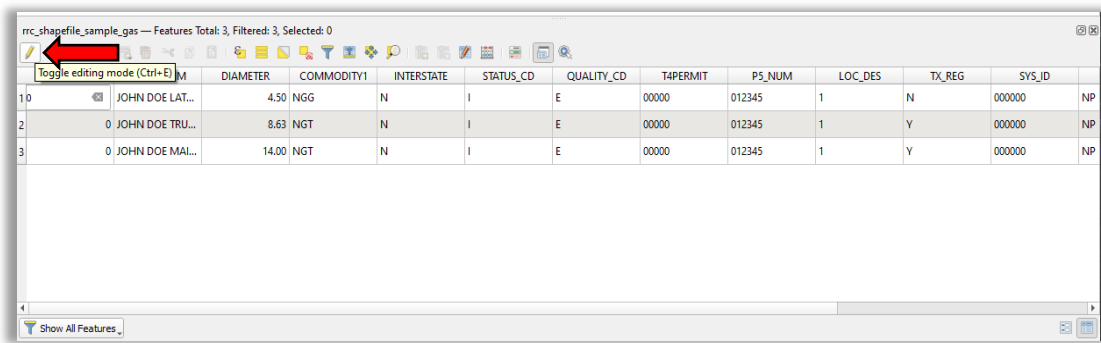


Figure 6. Finding the Toggle Editing Mode Button

Click the **New Field** button.

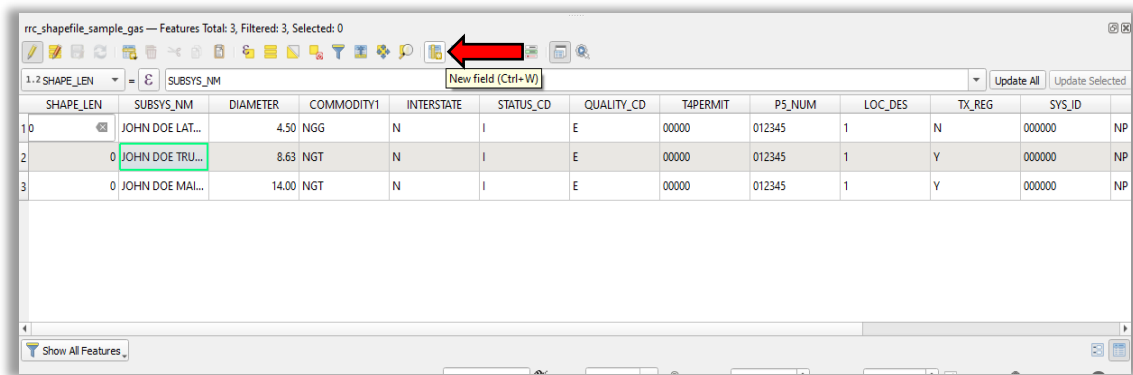


Figure 7. Finding the New Field Button

Input the field's **Name**, **Type**, and **Length**, then click the **OK** button.

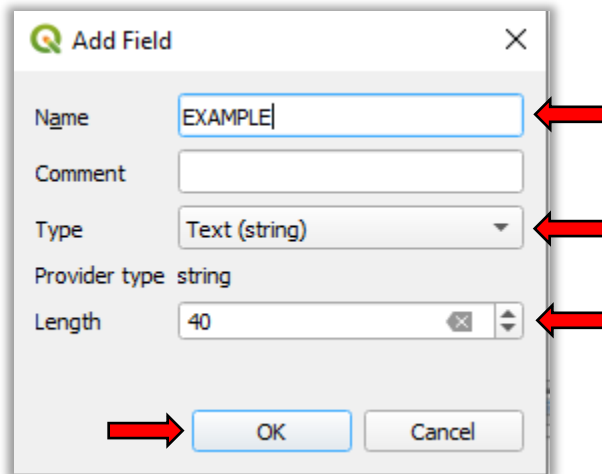
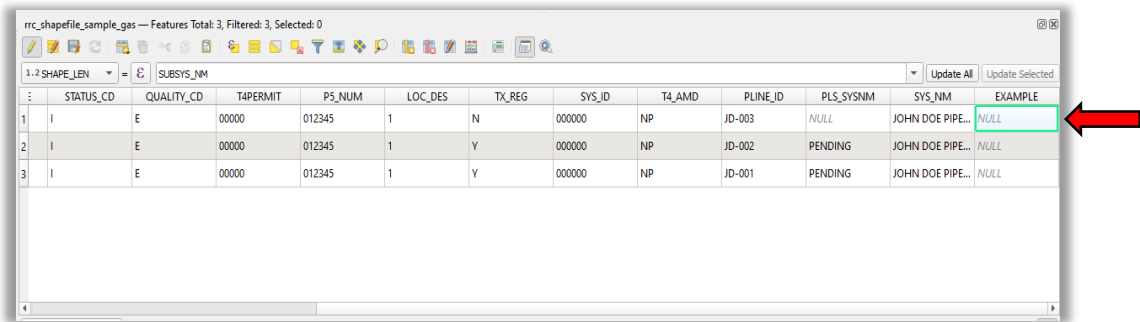


Figure 8. Updating the Field Information

Scroll to the field you just added and input the values.



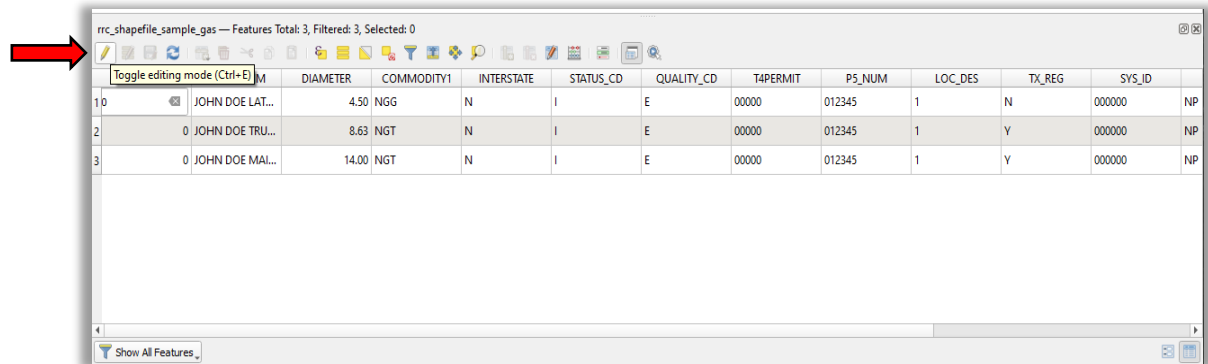
The screenshot shows a data table with the following columns: STATUS_CD, QUALITY_CD, T4PERMIT, P5_NUM, LOC_DES, TX_REG, SYS_ID, T4_AMD, PLINE_ID, PLS_SYSNM, SYS_NM, and EXAMPLE. The 'EXAMPLE' column is highlighted in green, and a red arrow points to it from the right. The table contains three rows of data.

	STATUS_CD	QUALITY_CD	T4PERMIT	P5_NUM	LOC_DES	TX_REG	SYS_ID	T4_AMD	PLINE_ID	PLS_SYSNM	SYS_NM	EXAMPLE
1	I	E	00000	012345	1	N	000000	NP	JD-003	NULL	JOHN DOE PIPE...	NULL
2	I	E	00000	012345	1	Y	000000	NP	JD-002	PENDING	JOHN DOE PIPE...	NULL
3	I	E	00000	012345	1	Y	000000	NP	JD-001	PENDING	JOHN DOE PIPE...	NULL

Figure 9. Finding the New Field

Repeat steps 9-11 for any other field that needs to be added.

Once you are done making edits, click on the **Toggle Editing Mode** button and then save.



The screenshot shows the same data table as in Figure 9, but with a new column 'DIAMETER' added. The 'Toggle editing mode (Ctrl+E)' button is highlighted with a red arrow. The table contains three rows of data.

	DIAMETER	COMMODITY1	INTERSTATE	STATUS_CD	QUALITY_CD	T4PERMIT	P5_NUM	LOC_DES	TX_REG	SYS_ID
1	4.50	NGG	N	I	E	00000	012345	1	N	000000
2	8.63	NGT	N	I	E	00000	012345	1	Y	000000
3	14.00	NGT	N	I	E	00000	012345	1	Y	000000

Figure 10. Finding the Toggle Editing Mode Button

Exit out of the program and submit your file.