

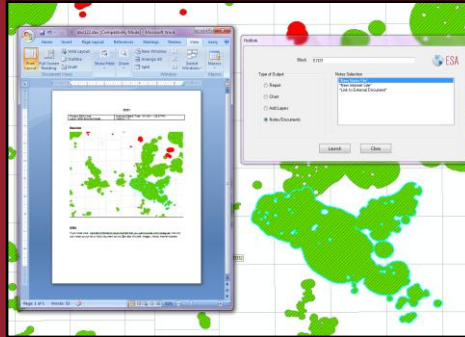
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## Hotlink's Notes/Documents for Data Organization

Geographic Information Systems are often used as an environment to manage spatial data from disparate sources, but they can also be used as systems to manage data that are not drawn in the map. The Hotlink tool within *GOM*<sup>3</sup> provides access to many datasets

related to objects in a map, such as the ownership history of a lease, images of well logs and numerous documents stored on BOEMRE servers. But the Hotlink tool can also provide access to internal documents within your company. The Notes/Documents option in the Hotlink window provides two main functions to share and organize information. The first creates documents to record notes for the purpose of sharing information within your organization while the second links other files to the objects within the map.

When clicking on an object in the map with the Hotlink tool (such as a well, lease, field, etc.), one of the options in the Hotlink window is Notes/Documents. The default choice is a New Notes File: the ability to create a Microsoft *Word* document with your map or 3D scene embedded for the purpose of sharing notes within your company. You will be asked for a location to save the document and a descriptive title, which is important because your document will now be "linked" to the object in the map.



Once you've written your notes about the feature, someone else within your company can use the Hotlink tool to click on the same feature and read your notes. There are two advantages here: it is an easy way to collaborate and the collaborators won't need to worry about where the

documents are stored—the map becomes the basis of organization.

The second branch of functionality for Notes/Documents is the Link to External Documents and New Internet Sites. Following along the same principles of collaboration and organization as the New Notes, the more common use of this functionality is to take advantage of material that already exists. Any file that can be opened on the computer can be linked to the object in the map: *PowerPoint* presentations, *Excel* spreadsheets, PDFs, images, videos, etc. If there are internal well logs or paleo reports, they can be linked to their respective wells. You may have dozens of documents scanned as images or PDFs detailing the history of a lease. There may be articles on the internet that should be linked to a project based on the field or discovery.

The ability to link information together in one application can improve efficiency in data management and access. The Hotlink in *GOM*<sup>3</sup> makes that process simpler.

Earth Science Associates (562) 428-3181

### *GOM*<sup>3</sup> Calendar

NAPE Expo - Houston  
February 16-18, 2011

In-house *GOM*<sup>3</sup> training at Anadarko  
March 2, 2011

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