How to: Add Fields and Edit Attributes in QGIS

Open **QGIS Desktop**.

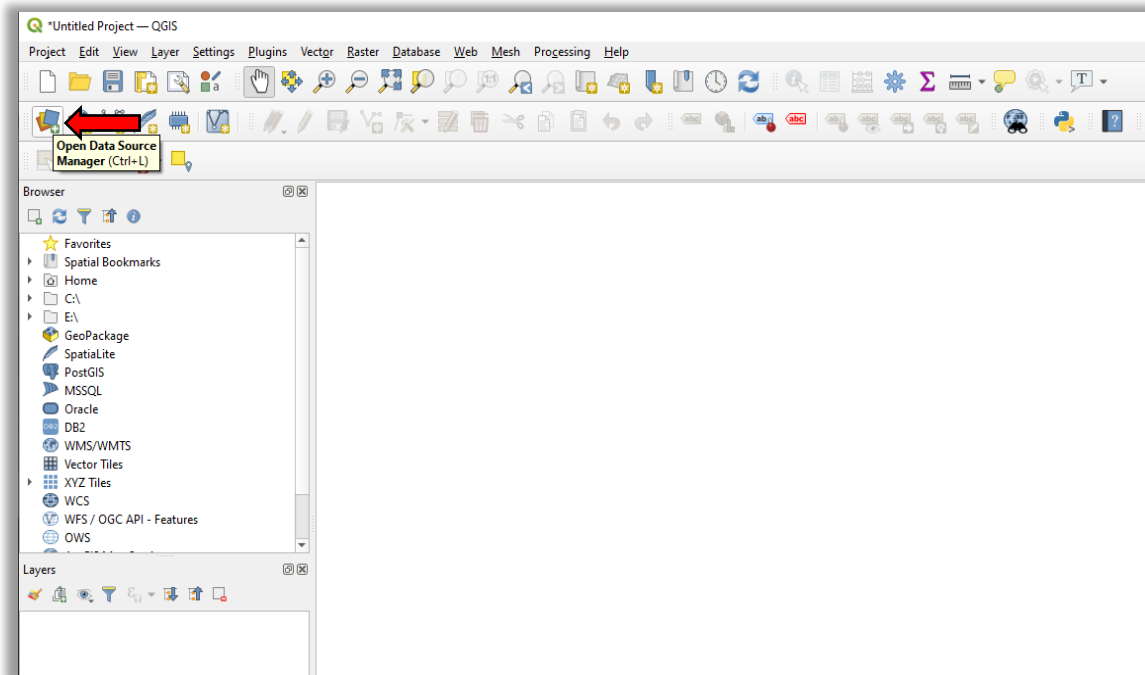Click the **Open Data Source Manager** button.

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.
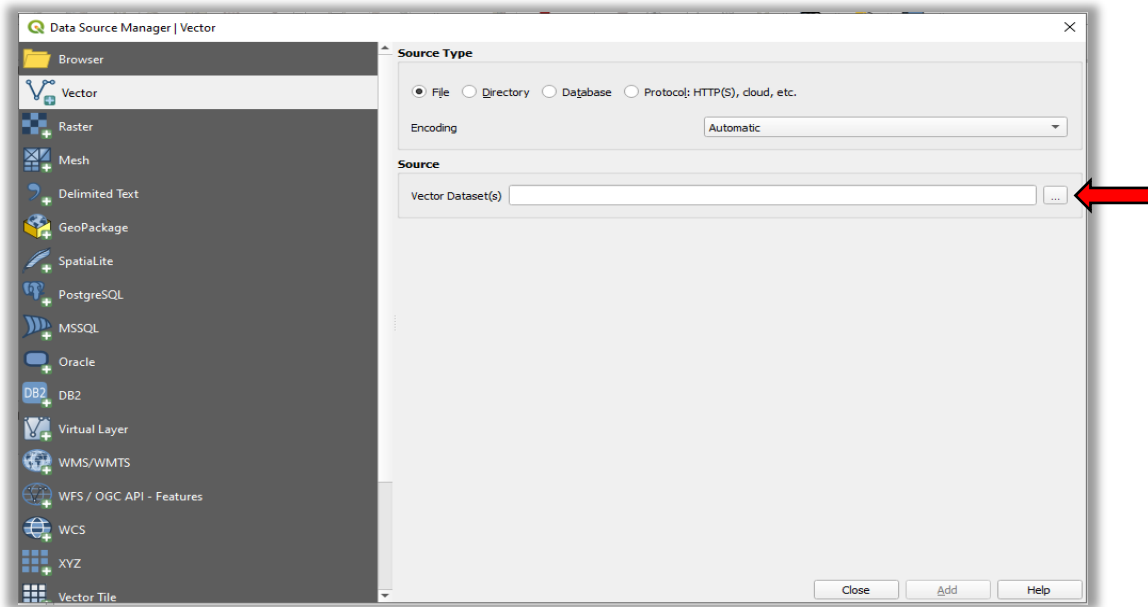

Figure 2. Vector Properties Dialog Box

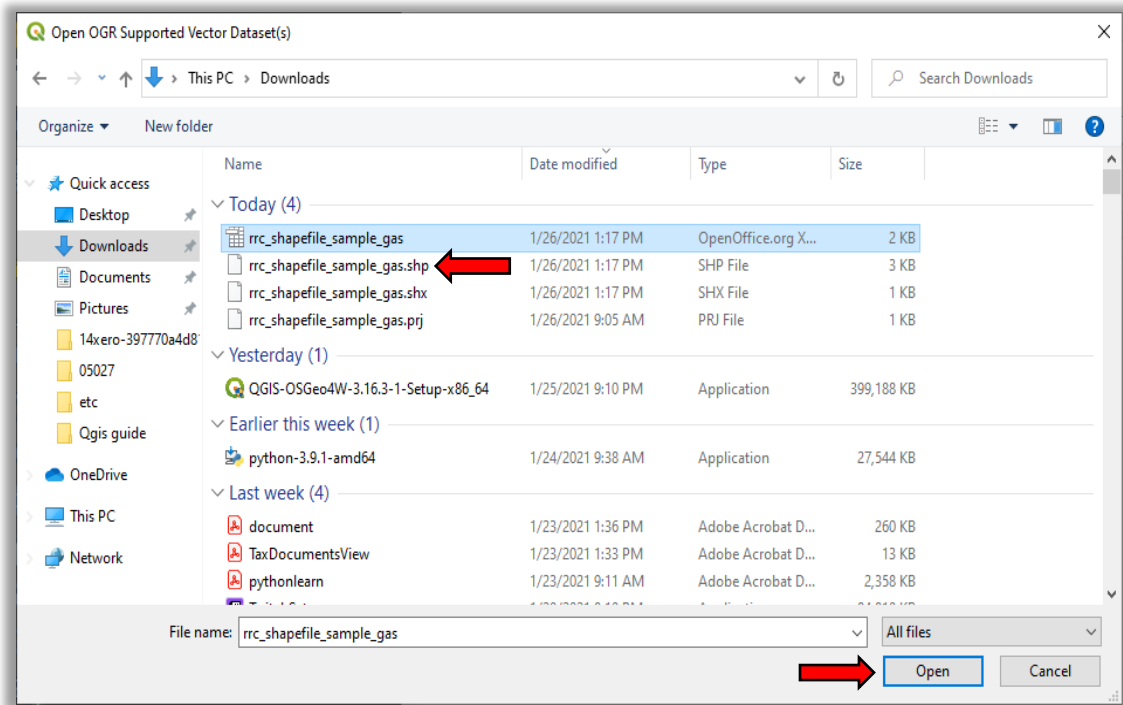Choose the shapefile (`.shp`) and click the **Open** button.

Figure 3. Finding Your Shapefile

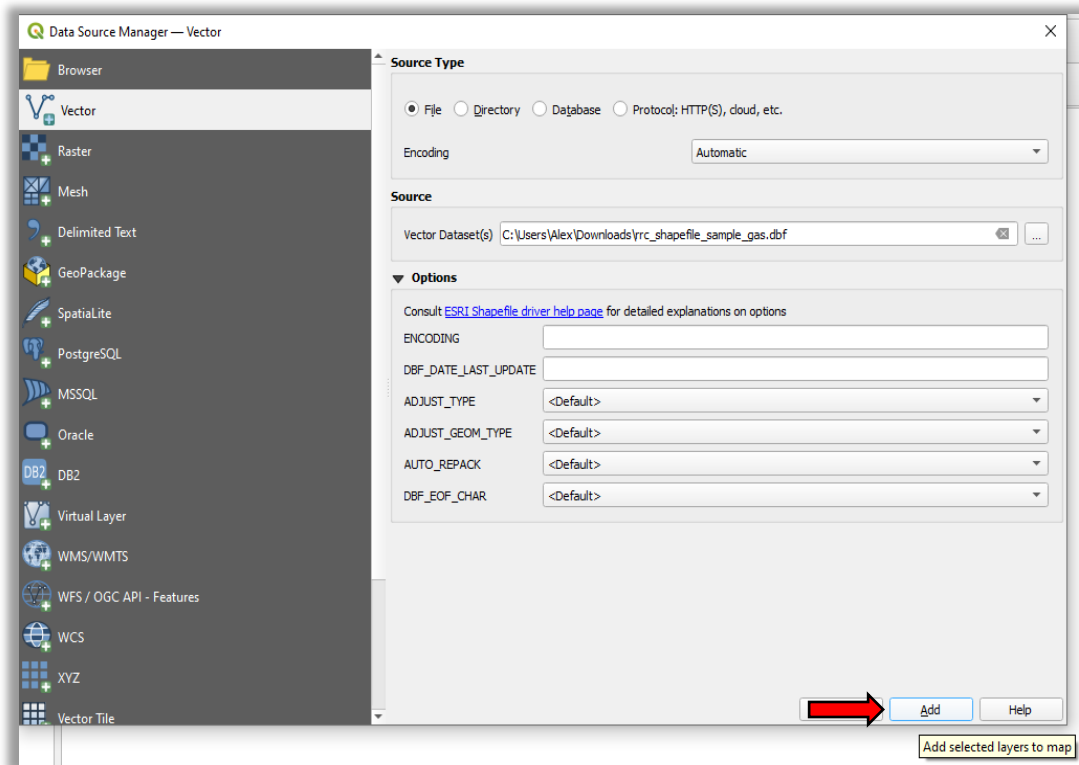Click the **Add** button.

Figure 4. Finding the Add Button

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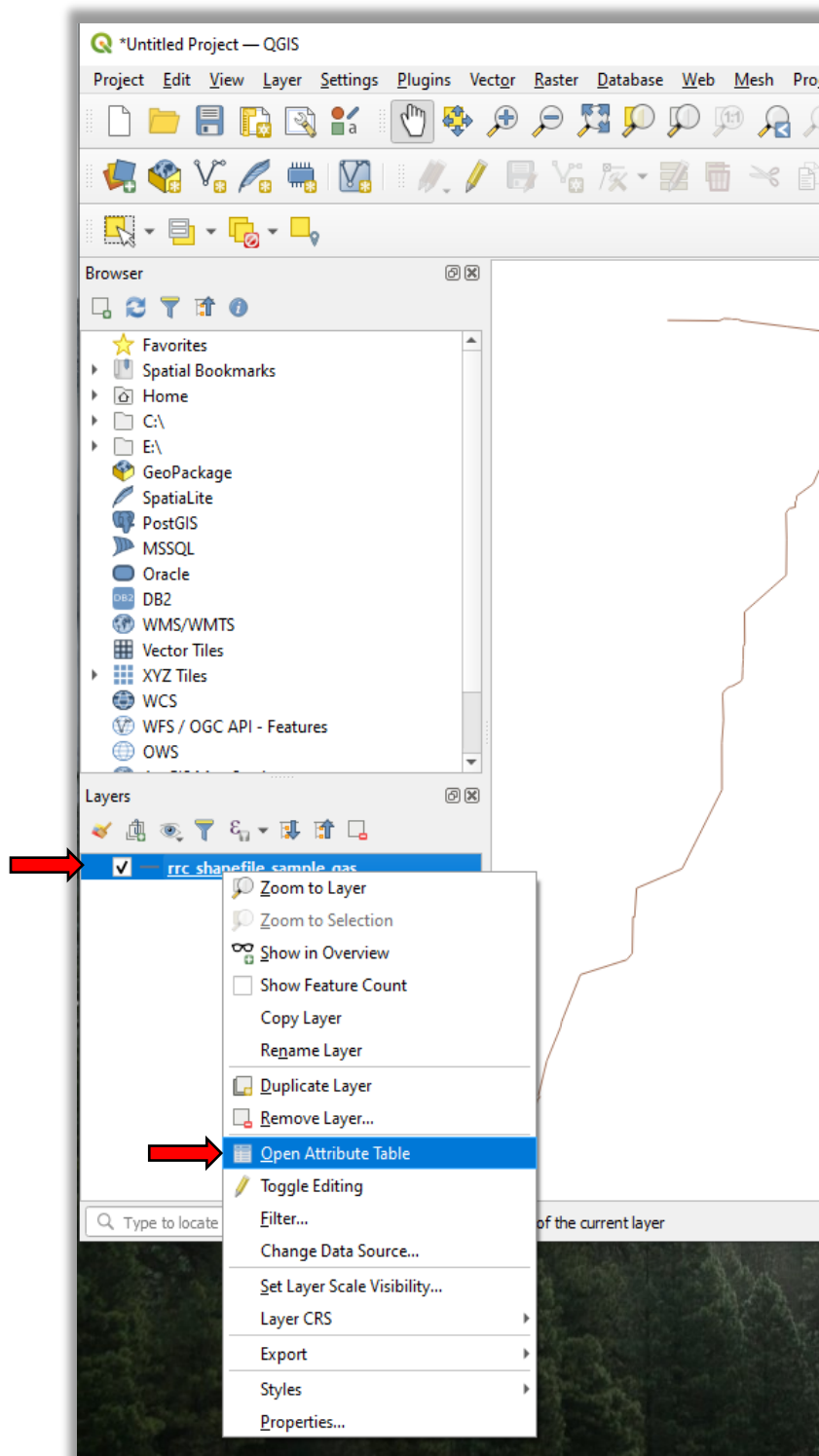

Figure 5. Opening the Attribute Table
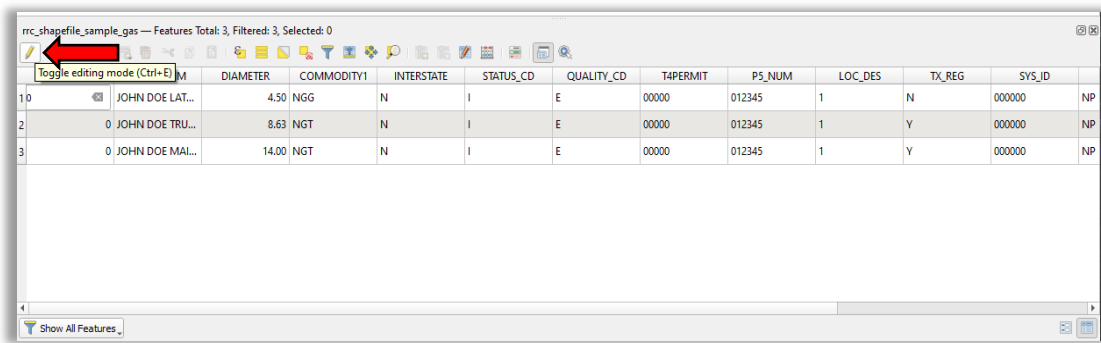
Click the **Toggle Editing Mode** button.

Figure 6. Finding the Toggle Editing Mode Button
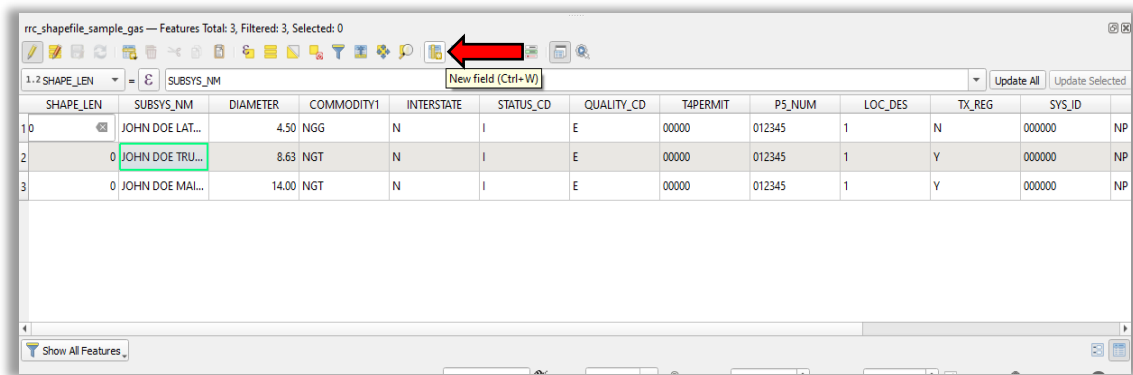
Click the **New Field** button.

Figure 7. Finding the New Field Button

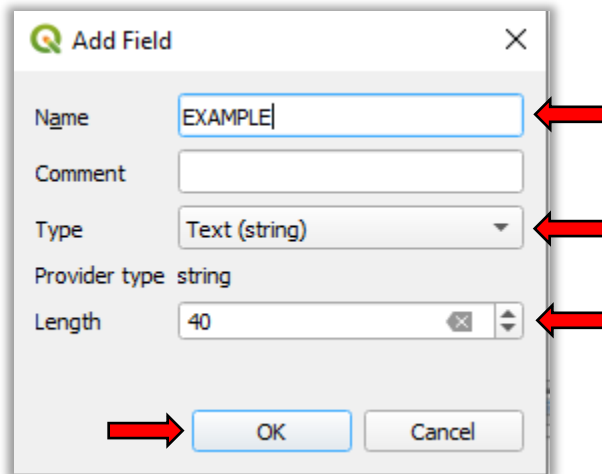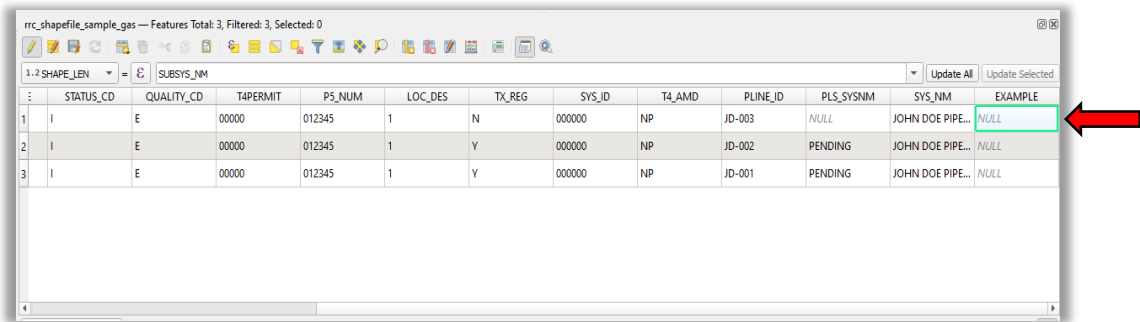Input the field's **Name**, **Type**, and **Length**, then click the **OK** button.

Figure 8. Updating the Field Information

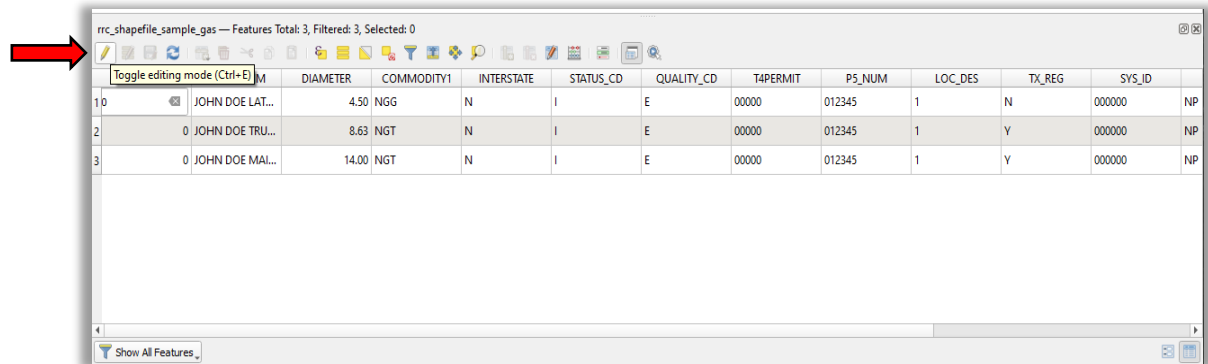Scroll to the field you just added and input the values.

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.

Figure 10. Finding the Toggle Editing Mode Button

Exit out of the program and submit your file.