

When you want to share your projects:

**What you need:**

1. Your data source file(s), such as shapefiles, geodatabases, etc.
2. The ArcMap layout file(s) in **.mxd** format that is pointing to these data source files.

**What you should do:**

- In ArcMap in your Layout View:  
  
go under File>Map Properties>Data Source>Options  
select *Store relative path names*  
save the **.mxd** file
- Compress all the files, your datasource files and your **.mxd** file in a **zip** file.

**Ship the zip file.**