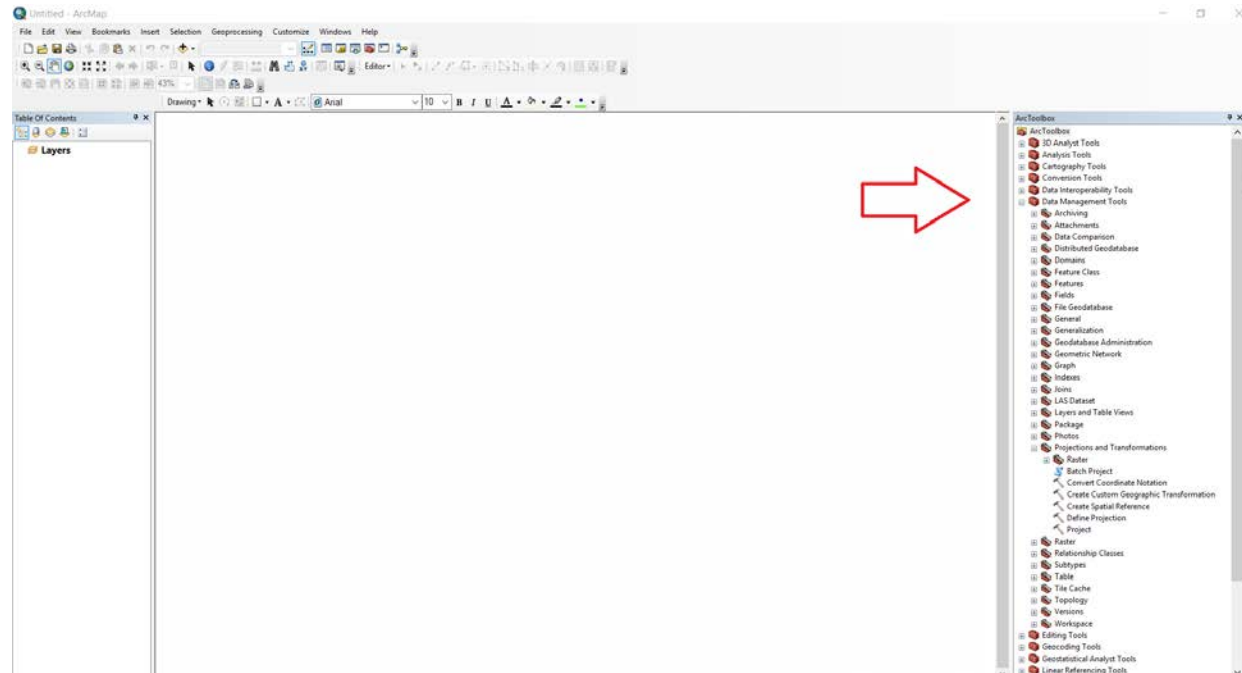1. Projecting Data in a different coordinate system
   a. Navigate to ArcToolbox

   b. Navigate to Data Management Tools > Projections and Transformations > Project

Based on the coordinate system of the input layer and the desired coordinate system of the output, you may need to identify a "geographic transformation".