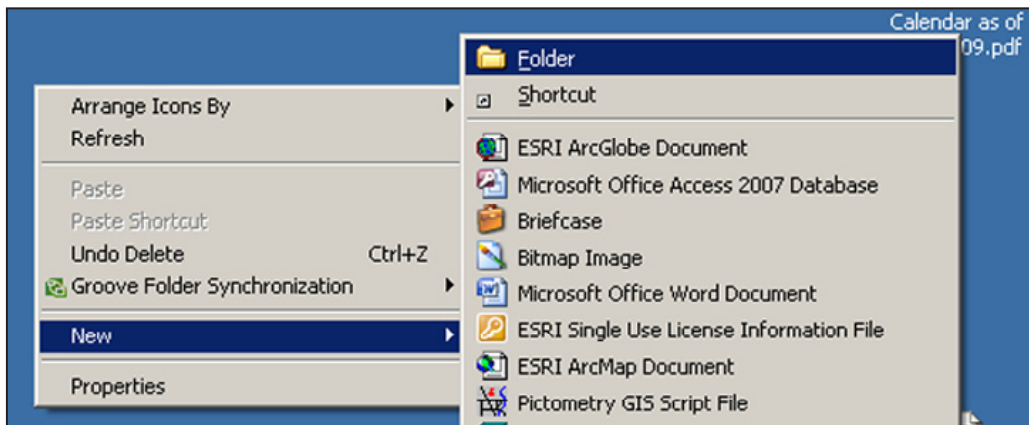


Submitting GPS Shapefiles for Correcting by Pathfinder Office

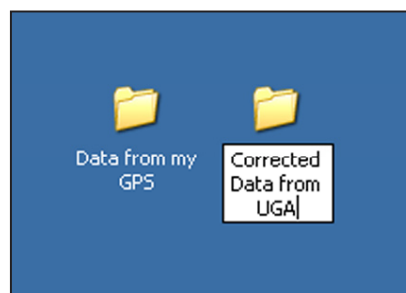
The purpose of this tutorial is to very basically instruct you how to submit field data shapefiles to your point of contact at UGA (or other party) to be corrected with Pathfinder Office software. This tutorial is for people working on projects with the Department of Horticulture at the University of Georgia. Those not involved with UGA have permission to access and use this tutorial for educational purposes.

NOTE: Every time your GPS asks you “There is an outdated ssf file. Do you want to CREATE A NEW FILE or OVERWRITE EXISTING?” be sure to select **CREATE A NEW FILE.**

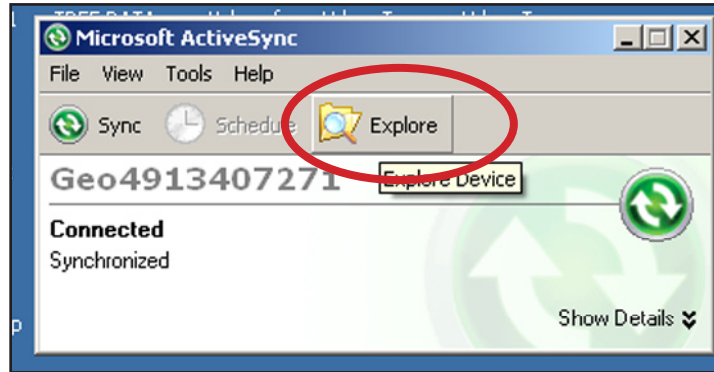
1. If you have not done so already, create two new folders for data organization purposes. The following is what we recommend:
 - a. On your desktop, or in a location you prefer, right click and select **New** then **Folder**.



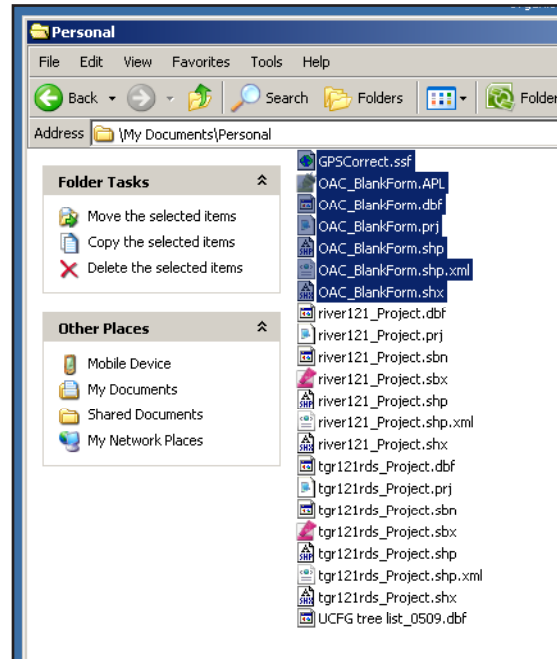
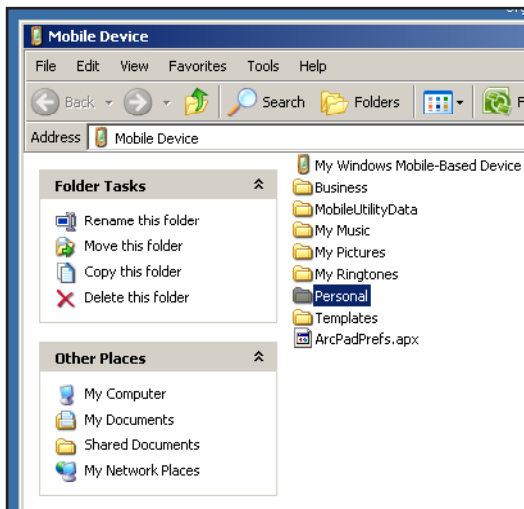
- b. Name one of the folders “Data from my GPS” and the other “Corrected Data from UGA”. Once you receive corrected data from UGA, you will be deleting the old dataset. These folders will hopefully insure you are not deleting the wrong set.



2. Sync your GPS unit to the computer. The ActiveSync window should appear. Select **Explore**.

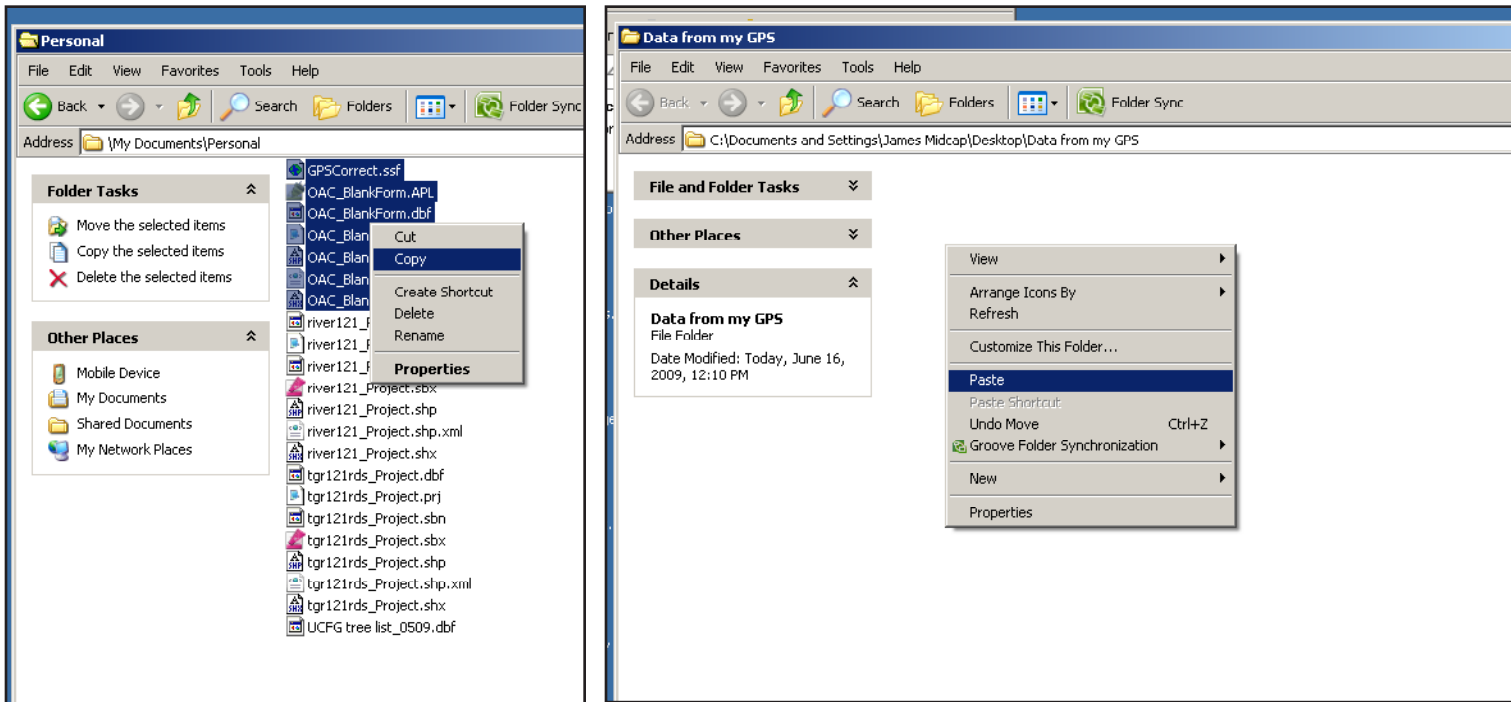



3. In this tutorial, the data files have been stored in the **Personal** folder on the GPS unit. If you have the files in another folder, open that folder. If your files are in the **Personal** folder, double click to open it. Select the files that make up your data set (ie- the ArcPad form you have been using) along with ALL the GPSCorrect.ssf files you have. We do not need the shapefiles that comprise your base map layers or the UCFG tree list.dbf file.

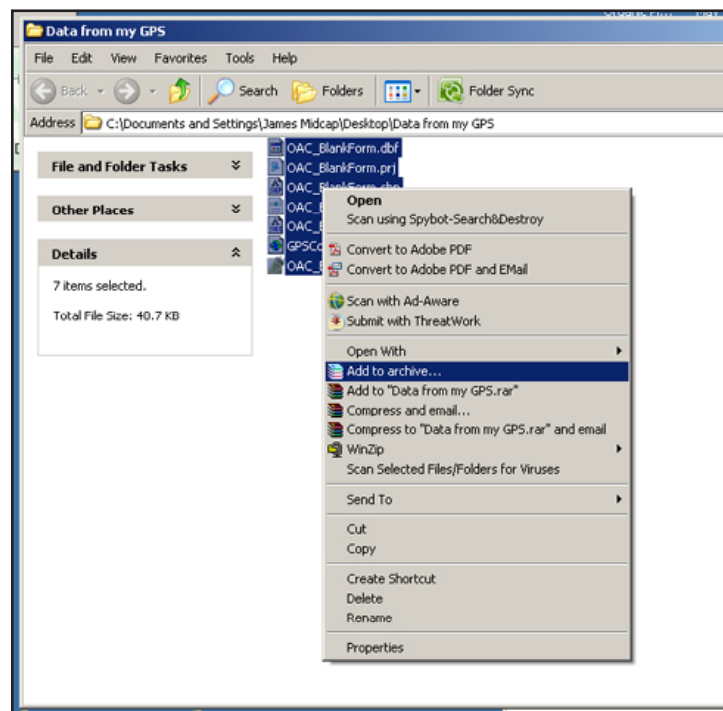


NOTE: If you do not already have “WinRAR” installed on your computer, download it for free from <http://www.win-rar.com/download.html>. This is the program we use to compress the shapefiles for emailing.


4. Copy the files by right clicking on one of them and select **Copy**. Open your new folder named “Data from my GPS” and paste these files into the folder. Right click in the folder and select **Paste**.

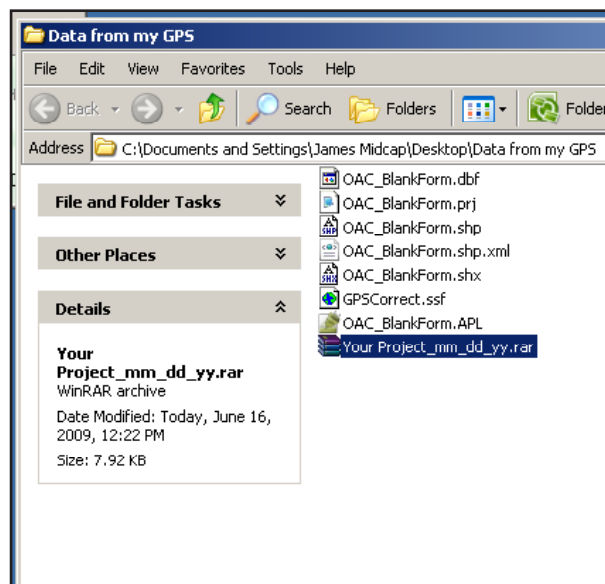
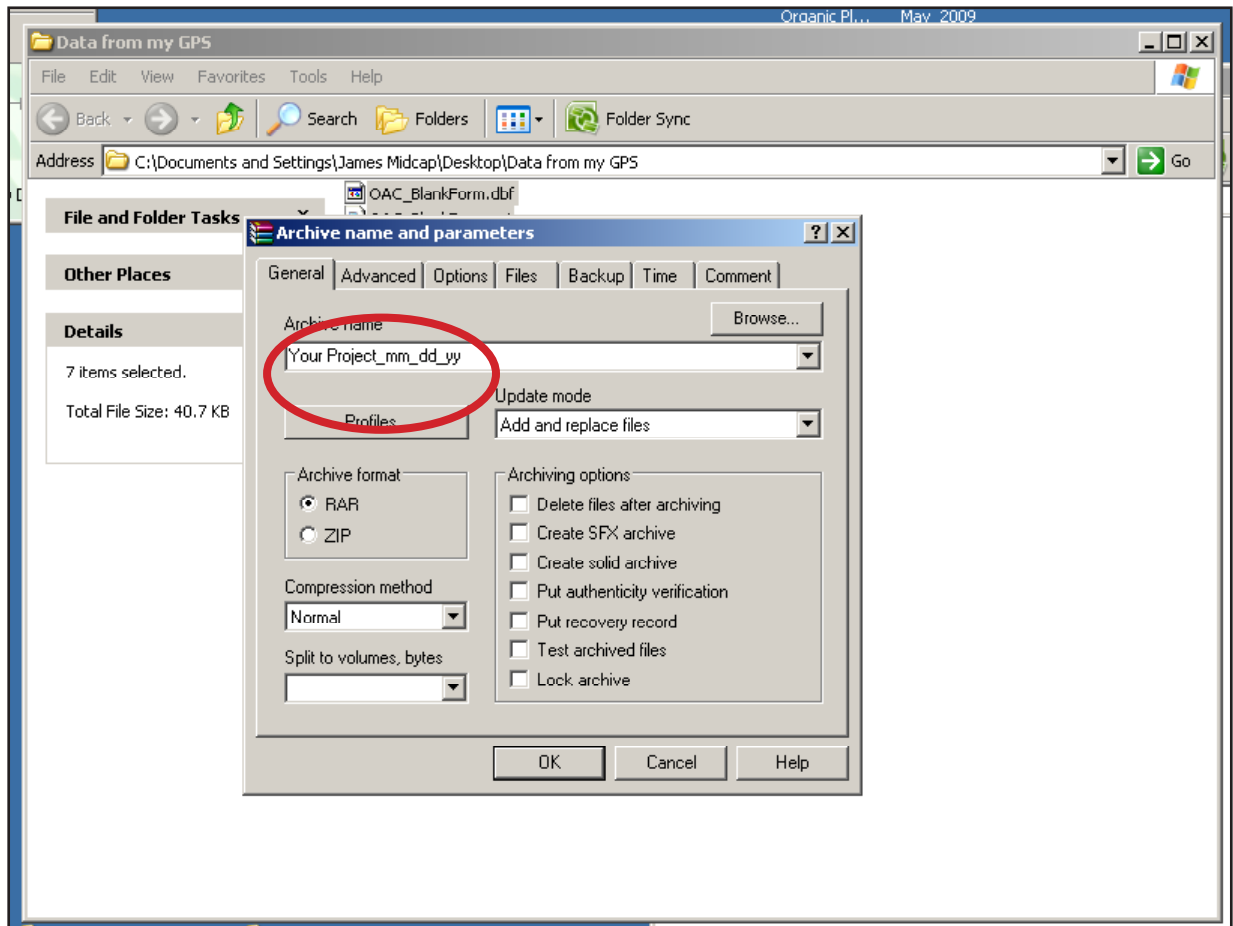


5. Now compress the shapefiles. Select the files you just pasted into the folder and right click. From the dropdown list, select **Add to Archive**. Look for this icon: 

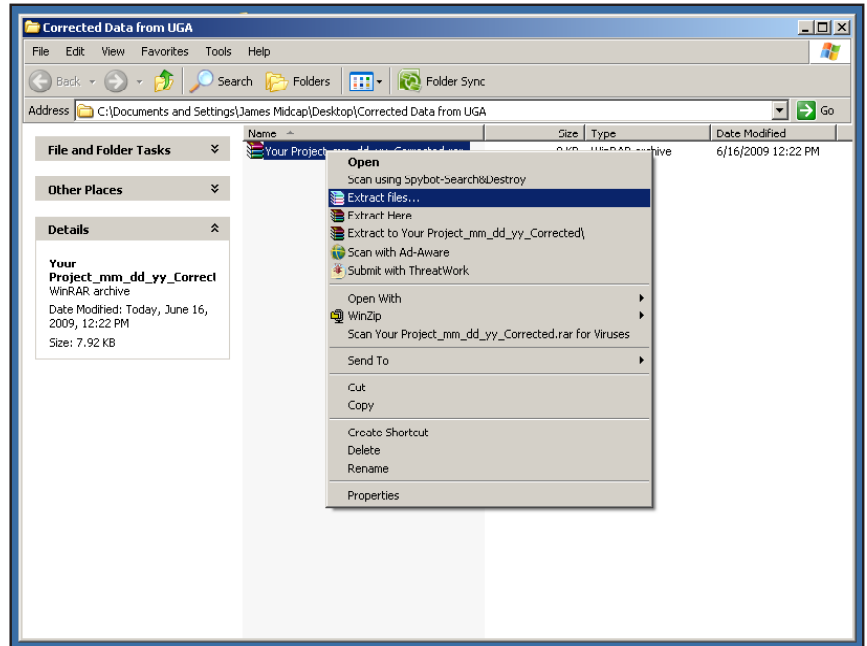
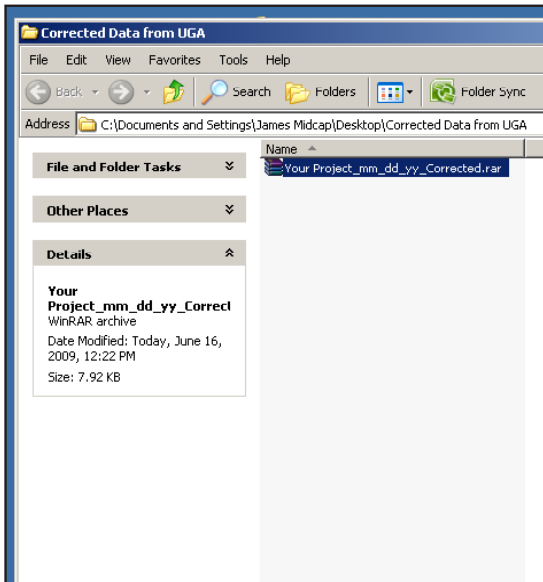


6. In the **Archive Name and Parameters** box that opens, type in an archive name using the format below. An example would be “UGA Grounds_06_15_09”. Listing your location will work. Please keep it short. Nothing else needs to change. Select **Ok**.

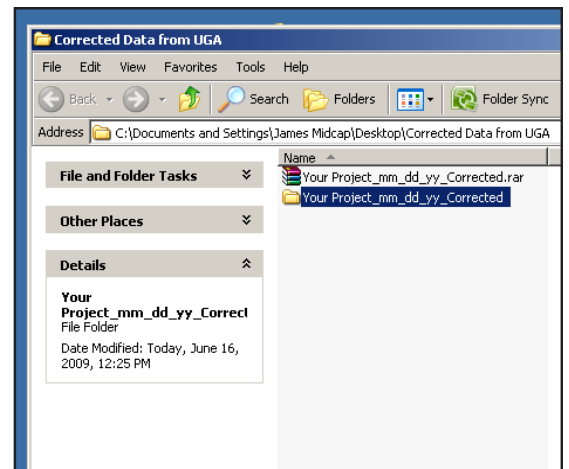
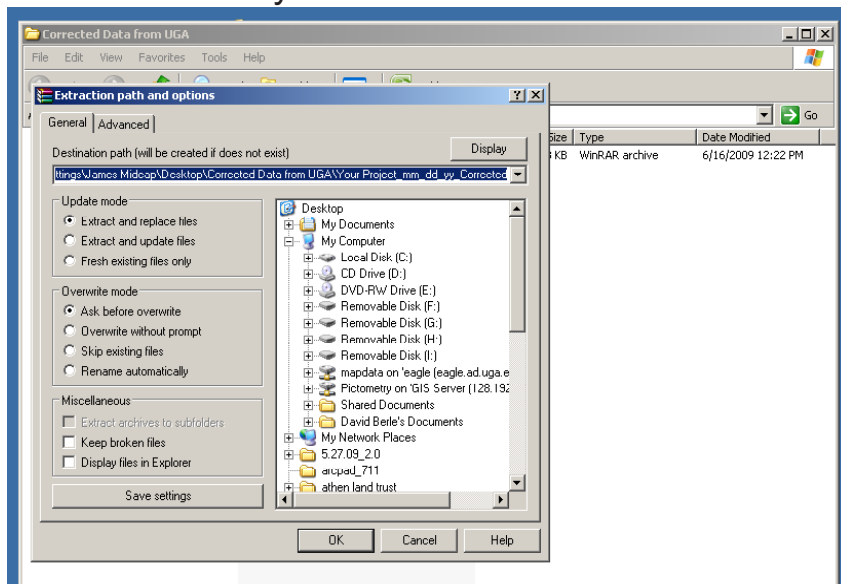
A file with the archive icon  will appear in your folder. Please email this to your point of contact at UGA (or whomever else is assisting you).



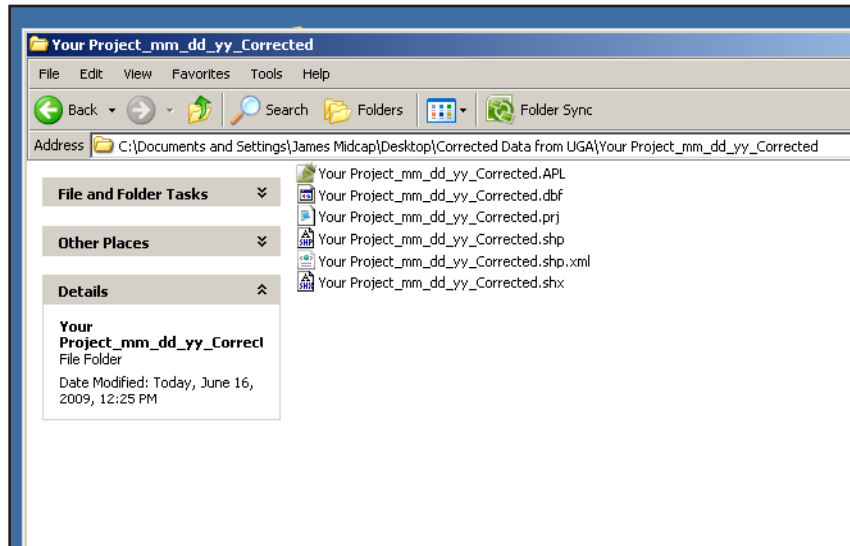
7. Once your point of contact at UGA has corrected your data, he or she will email the corrected data back to you as a compressed file with “Corrected” in the title. Save this file into your folder named “Corrected Data from UGA”. To open the file, right click on the .rar file and select **Extract Files**.



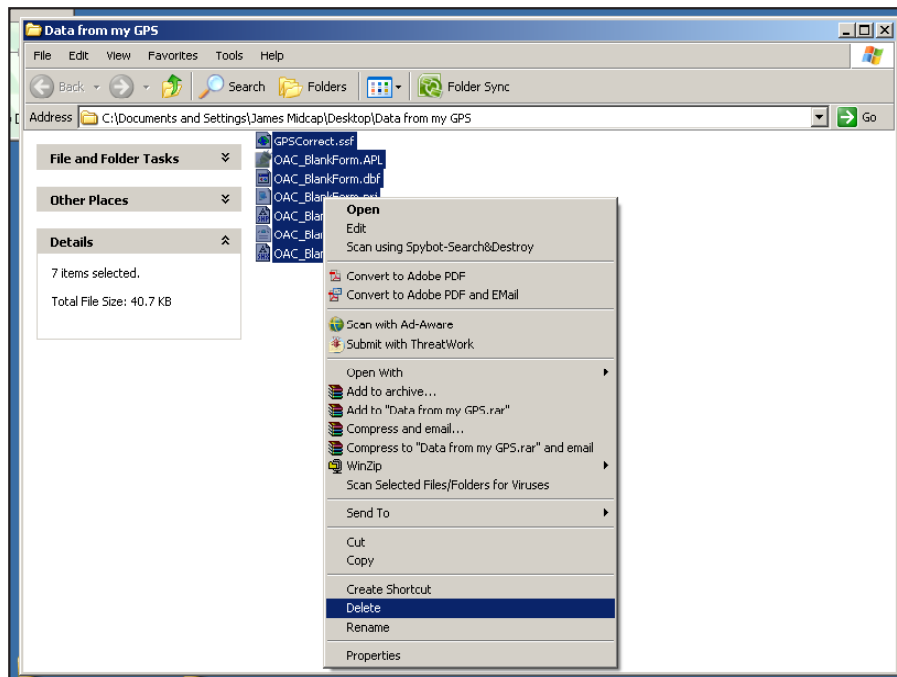
8. When the **Location Path and Options** box opens, make sure the files will be sent to the correct folder by double checking what is listed in **Destination Path**. If not, browse to the correct folder. The default will be the folder you saved the .rar file into. In this case, it is the “Corrected Data from UGA” folder. Leave all the other settings as they are. Click **Ok**. A new folder will appear in the destination you chose.



9. When we correct your data, we will change the name you sent us by adding “Corrected” after the date. It will be this file that you load onto your GPS unit when you resume your inventory.



10. Delete the old files. This will save a lot of headache and confusion later. Open the “Data from my GPS” folder and delete the old shapefile. Select all the files, including the .ssf files. Right click and select **Delete**. You may also delete the .rar file in the other folder.



NOTE: Once we get your files, it will only take a day or two to get them back you. Please do not let a lot of data build up before sending it to us for correction. Every two weeks of inventory is a good time frame.