

## How to Use Microsoft ActiveSync to Access Files on a GPS Unit

Note: This will require the most current version of Microsoft ActiveSync to be installed on your computer. It is a free download from the Windows Mobile website.

Before you begin transferring data between your computer and the GPS unit, it is advisable to have a folder on your desktop that is dedicated to GPS data. This will allow you to easily move data from your computer to your GPS unit and vice versa.

1. Start by attaching the USB cord to the computer and cradle unit.
2. Snap the GPS unit into place in the cradle.
3. Your desktop PC should recognize the GPS unit and automatically bring up Microsoft ActiveSync window.
4. If a window first opens that asks if you would like to set up a partnership between your computer and the GPS unit, select *Cancel* and you will be permitted to access your GPS unit without a partnership. It is best NOT to do this as it will establish a partnership with one unique computer and this can make it difficult to connect the GPS unit later to another PC.
5. In the ActiveSync window, click on the *Explore* button.
6. You can now move files back and forth between your computer and GPS unit. Just as would any other folder on your desktop. It is a good idea, however, to keep all the files you put on the GPS unit in the *Personal* folder.
7. Note that when you move a shapefile, you must move all the files that are associated with it (between about 3 and 8 files). All the files will have the same name with a different three-letter extension. For example: shapefile.shx, shapefile.dbf, shapefile.shp and, shapefile.shp would all need to be moved together.
8. To disconnect the GPS unit, simply press on the plastic arrow tab at the bottom of the cradle (opposite of where the cables connect). The device will click out of the cradle.

NOTE: See the instructions titled "Submitting GPS Files for Correction" if you need screen shots of ActiveSync.