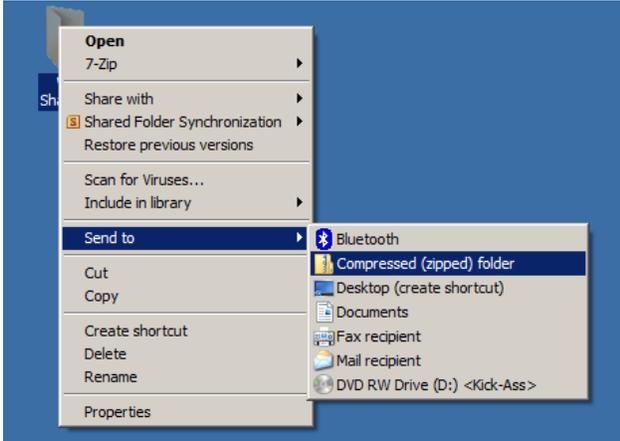
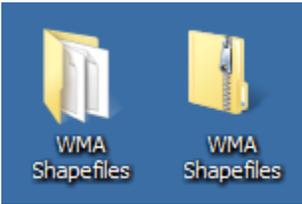
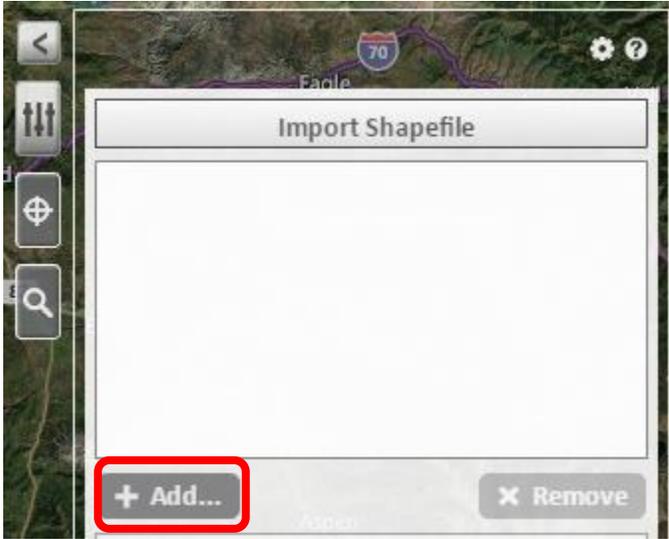
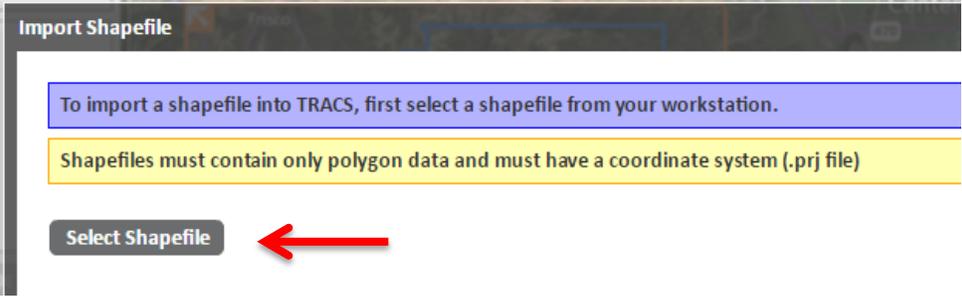


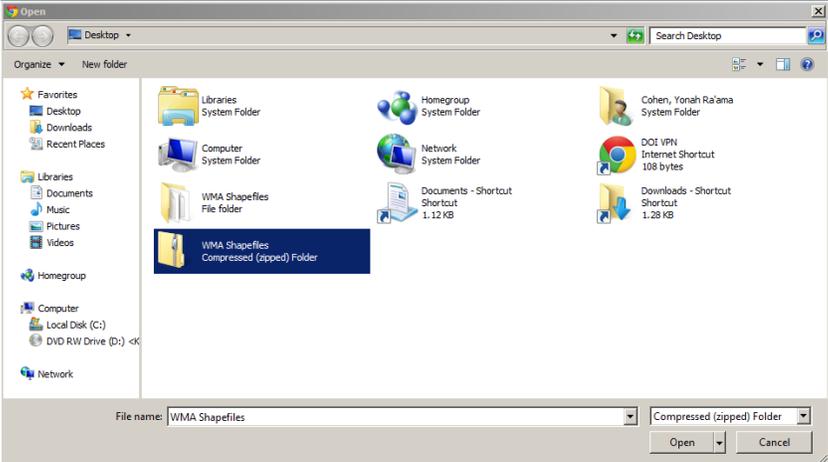
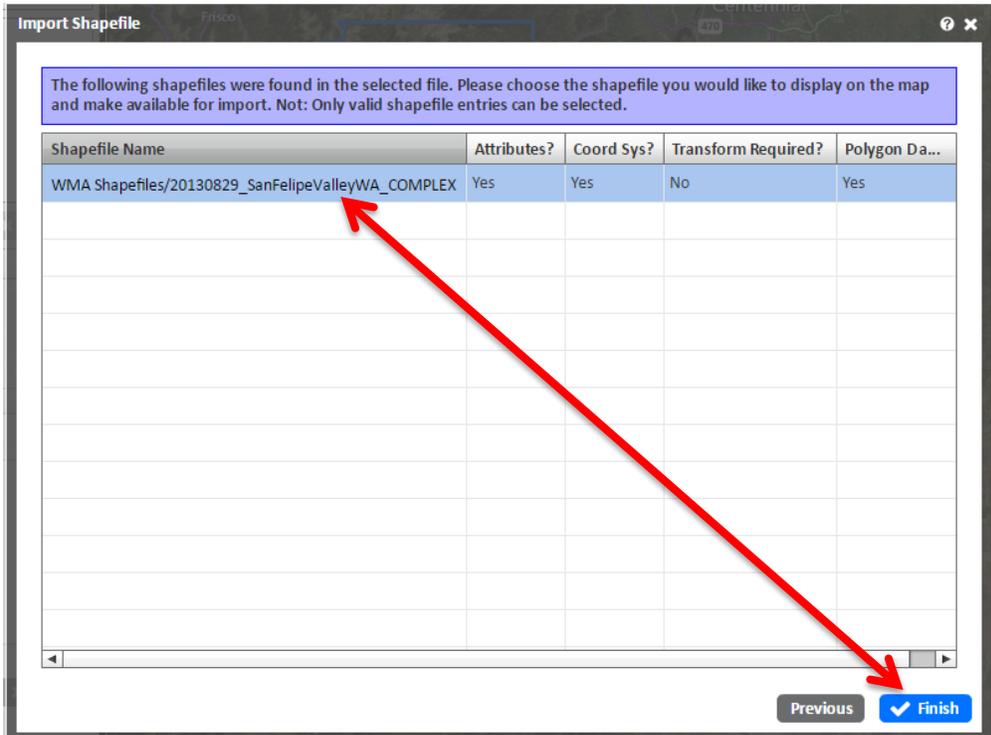
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Lesson 13 Importing a Shapefile	
Step	Action
1	<p>The shapefile import tool allows users to create Plan, Project, or Action boundaries from data produced by GIS software. The shapefile import tool accepts all local coordinate systems and translates the shape into the flat webmercator map display.</p> <p>NOTE: The TRACS shapefile import tool requires a zip file that contains standard shape file extensions. The shapefiles must contain only polygon data and must have a coordinate system (.prj) file. A zip file may contain more than one shapefile and its associated extensions.</p> <p>To create a zip file, assemble your GIS file extensions (e.g. .shp, .dbf, .prj) in one folder.</p> <div style="text-align: center;">  </div>
2	<p>Right-click on the folder you created and select Send to → Compressed (zipped) folder.</p> <div style="text-align: center;">  </div> <p>This creates a zip file in the same location as the original folder.</p> <div style="text-align: center;">  </div>

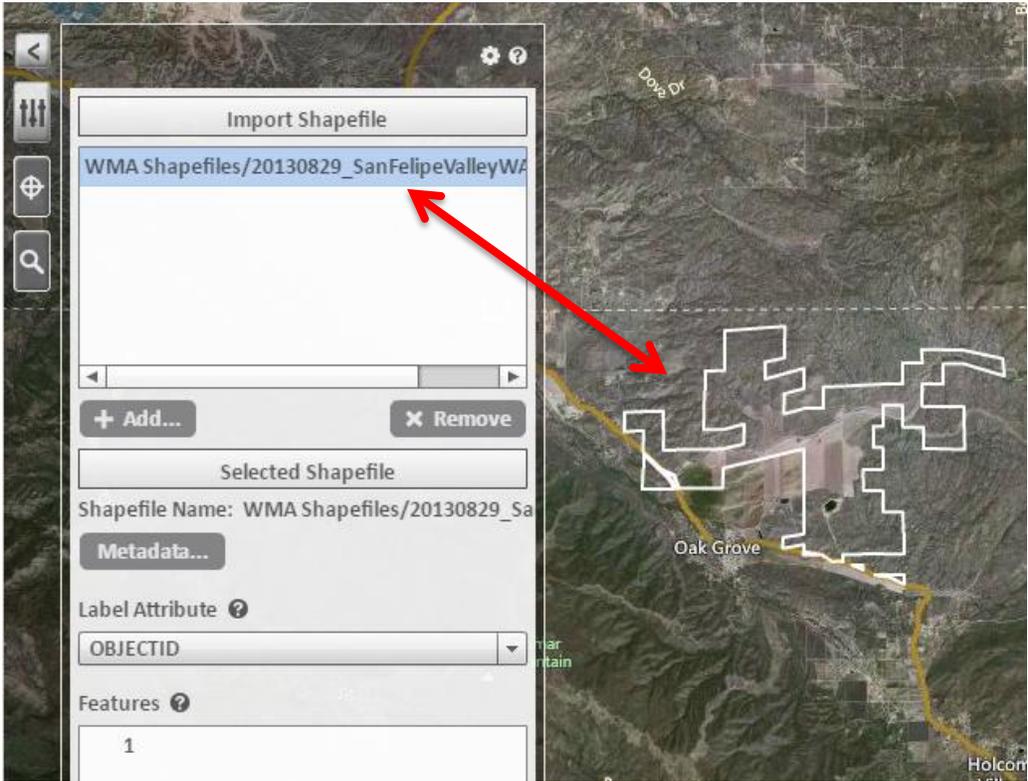
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Step	Action
3	<p>In TRACS, use the Guided Process Tool to create a new project or action. For a plan, select the feature editor dock on the left. Select Import Shapefile button for the appropriate feature (project, plan or action).</p> 
4	<p>Click the Add button from the Import Shapefile window.</p> 
5	<p>Click the Select Shapefile button from the Shapefile Import box.</p> 

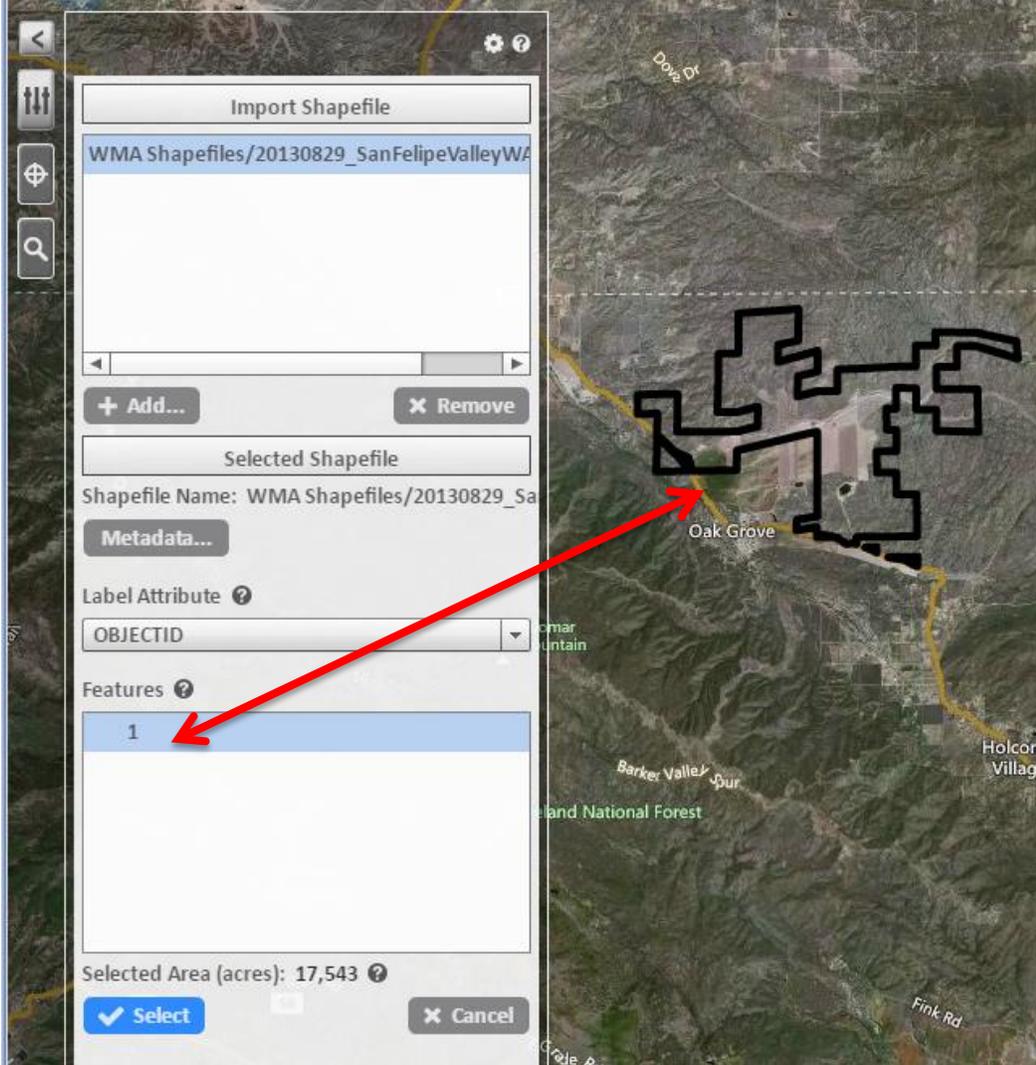
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Step	Action																																																							
6	<p>Navigate to the folder on your local machine where you created the zip file and click the Open button.</p> 																																																							
7	<p>Select the shapefile and then click the Finish button. Note: The Coord Sys and Polygon Data columns must display “Yes” in order to import the file.</p>  <table border="1" data-bbox="430 1207 1356 1732"> <thead> <tr> <th>Shapefile Name</th> <th>Attributes?</th> <th>Coord Sys?</th> <th>Transform Required?</th> <th>Polygon Data...</th> </tr> </thead> <tbody> <tr> <td>WMA Shapefiles/20130829_SanFelipeValleyWA_COMPLEX</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Shapefile Name	Attributes?	Coord Sys?	Transform Required?	Polygon Data...	WMA Shapefiles/20130829_SanFelipeValleyWA_COMPLEX	Yes	Yes	No	Yes																																													
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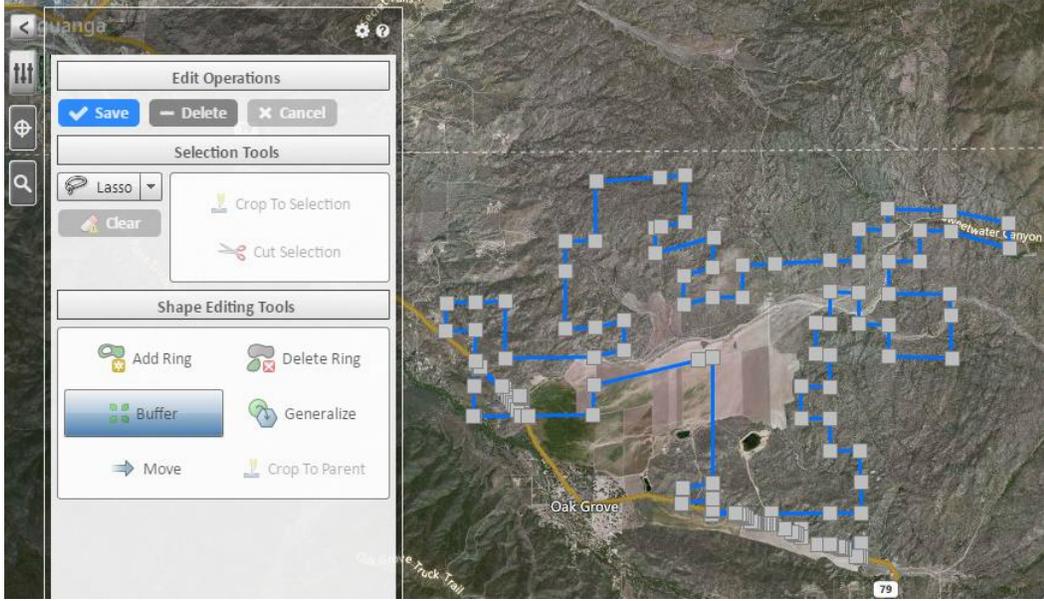
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Step	Action
8	<p>The shapefile is now imported but has not yet been saved. Select the shapefile name in the top box (highlights in blue). The shape will appear on the mapper outlined in white.</p>  <p>Optional: Select an attribute from the Label Attribute dropdown list to change how features are labelled.</p>

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Step	Action
9	<p>Click on a feature to display it on the mapper in black. To select more than one feature, hold the Shift or Ctrl key down to select them. Click the Select button to select the feature as the project shape.</p> 

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Step	Action
10	<p>The black outline is converted to a blue Project boundary (or a green boundary for an action or red for a plan). It is editable before clicking the Save button.</p> 
11	<p>Clicking the Save button will open the data entry form.</p> 