Using the Trimble GeoXM/XT GPS unit
"Cheat Sheet" – step-by-step instructions

1) Turn on GPS unit by pressing power button (large button near bottom – don't hold it down, and <u>make sure it pops back up fully</u>!)
2) Start ArcPad (tap Start—ArcPad 6.0 or double-tap the ArcPad 6.0 icon on the desktop)
3) Load your project (tap manila folder "Open" icon (top left corner) and browse to the project that was created for you)
4) Make sure GPS is active (tap dropdown arrow to the right of satellite icon on top toolbar, make sure there's a red box around GPS Active icon; if not, tap it)
5) Start editing the layer(s) you want to edit (tap three-yellow-pieces-of-paper Layers button and check the checkbox(es) below the pencil icon in the rows of the layers you want to edit – these will vary depending on what project you're working on. If they're already checked, uncheck and then re-check them). Tap OK. Now you should see four toolbars at the top of the screen
6) Wait until you get a GPS signal (a red icon on map with a rotating pointy end and a yellow crosshair in its center). If the icon you see is a red circle with a slash through it, wait until you get a signal (could take 10 minutes)
7) Now you are ready to collect data. *Point Data:*
8) **Stand over the place on the ground that you want to collect and tap the button on the 3rd toolbar that looks like a satellite with one black dot next to it**
9) **Start entering attributes on the form that pops up (the form may have more than one tab); a counter on the top of the form will go from 0% to 100% as it takes 30 position readings. Do not walk away from the point before the counter reaches 100% and then disappears**
10) **Once the counter gets to 100% and disappears, and you have finished entering all attributes, tap OK to save your new point**
11) *Line Data:*
12) **Stand at the beginning of the line you want to capture and tap the dropdown arrow to the right of the shape icon (usually looks like a single black dot but may be another shape; it's on the third toolbar, to the left of the button you used to capture a point). Choose Polyline from the dropdown menu. The Polyline button should now appear pressed-in**
13) **Tap the Add GPS Vertices Continuously button (icon that looks like a satellite with three black dots and a plus-sign (on the third toolbar, second from the right)). It should now appear pressed in. This means you are adding GPS readings to your line—start walking!**
14) **Walk along your line at a steady pace. If your line makes any sharp bends, slow down at the corners to make sure you get a reading there**
15) **While walking, listen for the sounds that the GPS unit makes that indicate that it has lost the GPS signal. When you detect that the GPS unit is no longer getting a signal, stop walking and wait until the signal comes back (you can move around a bit, hold the unit up higher, etc.)**
16) **When you get to the end of your line, tap the Add GPS Vertices Continuously button again so that it does NOT appear pressed-in. This means you are no longer adding GPS readings to your line**
17) **Tap the Polyline button. The attribute form will pop up; enter your attributes. When you are done, tap OK to save your new line**
18) Repeat steps 8-10 (for each point you want to take) and 12-17 (for each line you want to take) until you are done for the day (or it's time for your lunch break)
19) To close ArcPad, tap on the dropdown arrow next to the manila folder "Open" icon and choose Exit. If you are prompted to save, you can choose Yes or No – your data is already saved; this just saves your zoom extent and layer colors, etc.
20) Press the power button to turn the unit off – don't hold it down, and <u>make sure it pops back up fully</u>!
21) When you get back to the office, make sure you put the GPS unit on its recharger cradle in a secure location! This is extremely important!

DCR GIS – contact David Kimball 617-626-1447 <u>david.kimball@state.ma.us</u>