Downloading data from the Trimble GeoXM/XT GPS unit
"Cheat Sheet" – step-by-step instructions

1) To transfer data that you collected in the field using the Trimble GeoXM or GeoXT GPS unit, you need to have the latest version of Microsoft ActiveSync installed on your desktop/laptop computer. You can get this for free from Microsoft.com
2) Place the GPS unit into its cradle, which must be connected to your computer by USB cable (it also must be plugged into an electrical outlet). ActiveSync should launch automatically on your office computer. If not, try removing the GPS unit, wait a minute, then try again
3) ActiveSync will give you a choice of the partnership type you want to set up – choose Guest Partnership (or No if the options are Yes and No) and click Next
4) Click the Explore button on the ActiveSync window. This will pop up a Windows Explorer/My Computer type of window. Now you need to find where your data is stored on the GPS unit. We typically store the data in \Disk\My Documents\<project_name>\ (to find \Disk\, double-click My Pocket PC – this may have a different name)
5) Once you have found the folder in which your data is stored, highlight all the files that make up the shapefile(s) that you edited in the field. This means all the files that start with the same name but have various three-letter extensions (there may be more than one set of these if you edited a line and a point layer, etc.), for instance: **DCRtrailpoint.apl, DCRtrailpoint.dbf, DCRtrailpoint.prj, DCRtrailpoint.shpl, DCRtrailpoint.shx, DCRtrailpoint.ssf, and DCRtrailpoint.vbs**
6) Highlight all these files by shift-clicking on them, then right-click on them and choose Copy
7) Now we need to find a place to put them on your office computer. Choose an area that makes sense, either on your hard drive or a network drive. Create a new folder to store just today's GPS data – it should be named in a way that you will be able to tell what work project and what date the data is from
8) Paste the data into this new folder by right-clicking on it and choosing Paste
9) At this point you can differentially correct the data if you want (this will increase the data's spatial accuracy). Instructions for this can be found in the more detailed document GeoXM Data Downloading.doc. You can either do this yourself or email it to GIS staff and they will do it for you
10) Now the shapefiles are on your office computer and ready to use in ArcView/ArcGIS or the program of your choice. You can add them to your GIS project like any other shapefile – by clicking the Add Data ("plus") button. If this is data that GIS staff would find useful, please email it to them
11) Once you are sure that you have the data downloaded correctly, you'll need to delete it from the GPS unit so you can start next time with fresh empty shapefile(s). In the folder on your GPS unit that held the data you downloaded there should be a folder called "empties."
12) Delete all the files that you downloaded (all the files that start with the same name but have different three-letter file extensions). Make sure you delete the file that ends with ".SSF".
13) Now copy the matching files (there won't be an .SSF file) from the "empties" folder into the folder you just deleted the files from (highlight them all by shift-clicking, right-click and choose Copy, then go to the main folder and right-click and choose Paste). Next time you use the GPS unit you will be editing these new empty shapefile(s)
14) Keep the GPS unit on a recharger cradle!

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