

TRACS Quick Reference Guide

Course 6: Mapping Tools

Lesson 6b: Import a Shapefile

Step	Action
	<p>A shapefile is a vector data storage format for storing the location, shape, and attributes of a geographic feature or set of features. It is stored as a set of files in a GIS software program, such as ArcGIS, and may be exported as a .zip file in order to be uploaded into TRACS to represent the location instead of drawing a shape.</p> <p>Shapefile Guidelines:</p> <ul style="list-style-type: none"> • Must be a zipped shapefile (*.zip) • Must include polygon/multi-polygons • Must be 2-dimensional coordinates • Should use WGS84 / NAD83 coordinate system • Shapefile must be smaller than 10 MB • Large shapefiles may fail to load property (contact the TRACS Help Desk for assistance)
1	From the location page, select either the “Draw Polygon” or “Draw Point” button to open the mapper window.
2	The mapper window opens. Select the “Import Shape” section to open it.
3	The Import Shape section opens. Click the “Choose File” button and select the file from your computer to open.
4	The file name will display next to “Choose File”. Click the “Upload File” button.
5	<p>“Step 3) Pick Shapes” opens. Select the shape(s) to include by checking the box for the shape(s). The shape(s) will display on the map once selected.</p> <p>Optional: Click on the drop-down menu for “Feature attribute to use as label”. This label is used behind-the-scenes. Select an attribute to use as the label for all of the selected shapes. The list of attributes may vary and is based on the attribute data associated with the imported shapefile.</p>
6	Click “Finished” on the left side. If any additional shapes need to be added, repeat the steps to import additional shapefiles or refer to Lesson 6a for steps to draw additional polygons (shapes or rectangles) or points. Click “Close”.
7	The polygon(s) will display in the location preview window. Complete the Geographic Location details (refer to Lesson 6a for more details).