



DOWNLOAD FILE FROM MAPSHOTS

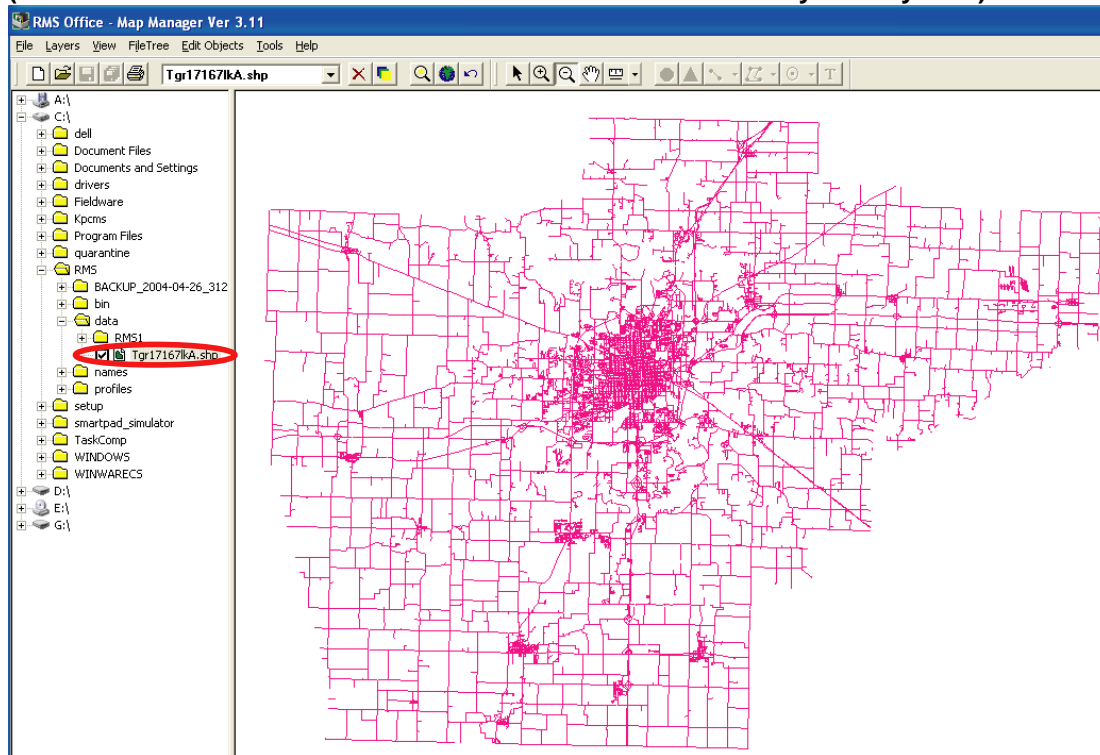
1. Go to www.mapshots.com.
2. Locate Downloads from the menu options down the left side of the screen.
3. Select Tiger Files.
4. Select the State from the pull down menu.
5. Select the County from the pull down menu.
6. Click on the Blue Tiger zip file.
7. The Option to Open or Save will be displayed. Save the zip file to a known location (Desktop) or a program such as "Power Archiver" may appear to un-zip the files. Extract desired files to a known location or directly to the RMS Data folder. (Hint: Files ending in the letter A represent county roadways.)
8. Each file name has three files associated with it (.shp, .shx, and .dbf) all three files are needed in the RMS data folder to convert files from .shp to .gmf.
9. If files are saved to the desktop use windows explorer to transfer files to the RMS Data folder.

CONVERT .SHP FILES to .GMF FILES USING RMS MAP MANAGER

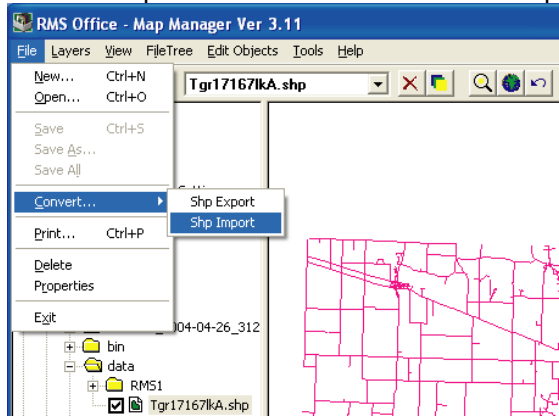
(The example below is for attaining streets and names from www.mapshots.com)

1. Once the files have been copied to the RMS data folder or folder of choice select one of the .shp files to be converted. This file should be pink in your viewing screen. RMS Office Map Manager only recognizes .shp files.

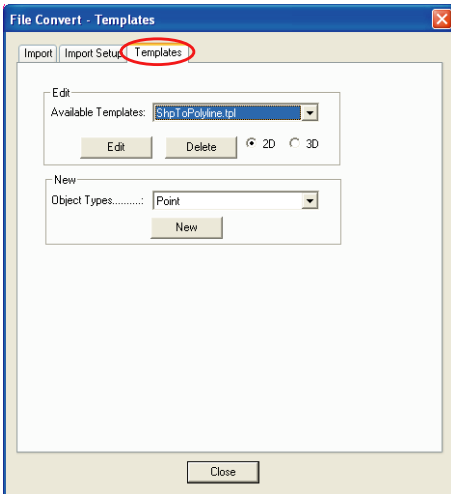
(Hint: the letter A at the end of a file name stands for the county road system)



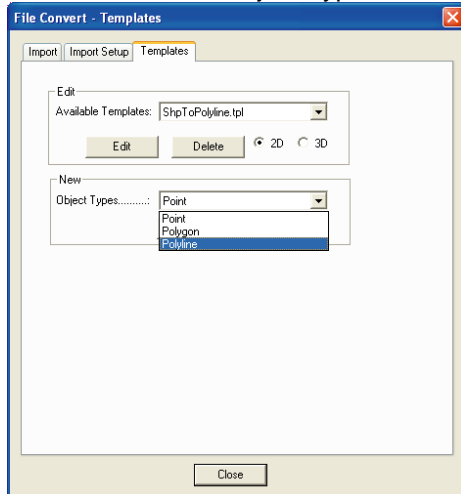
2. From the top menu select File – Convert – Shp Import.



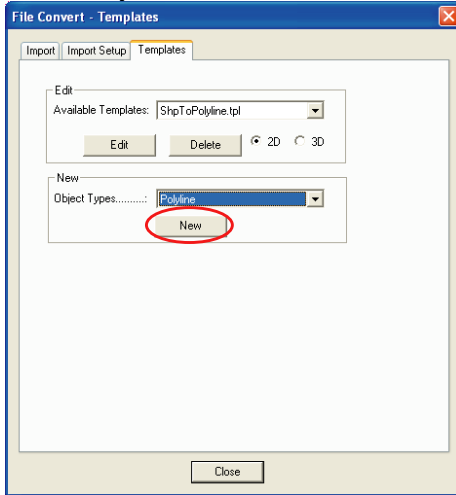
3. From the convert screen select the Template Tab.



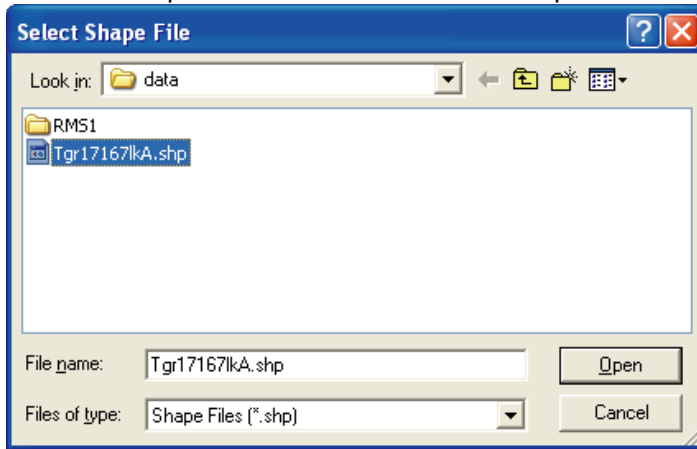
4. Locate the New – Object Types box and select Polyline.



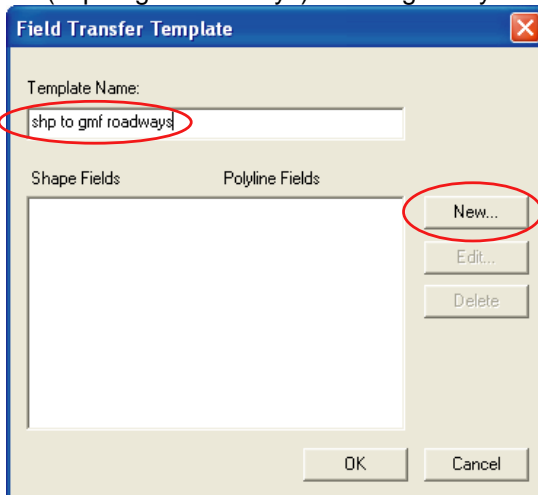
5. Once Polyline is selected create a New Template.



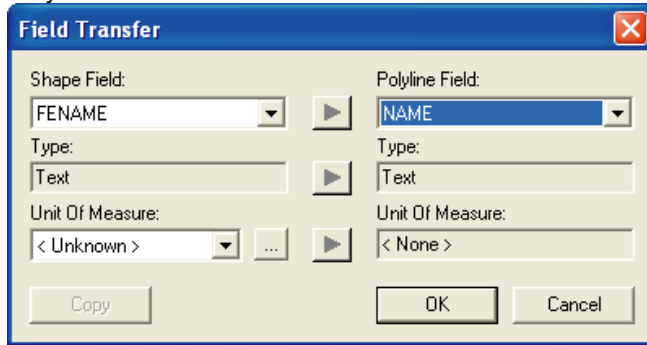
6. Select the .shp file to be converted and click Open.



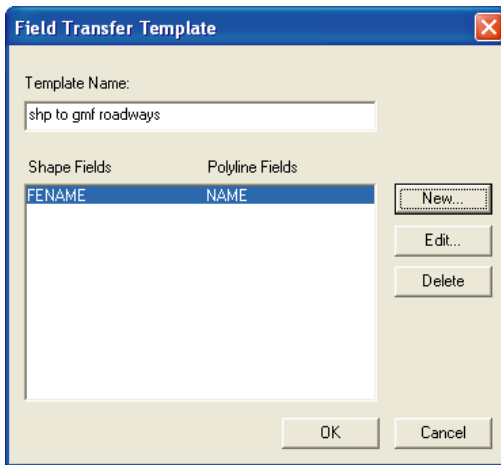
7. Name template and press the New button. In the example below the template name will be (shp to gmf roadways). Naming is key when using multiple templates.



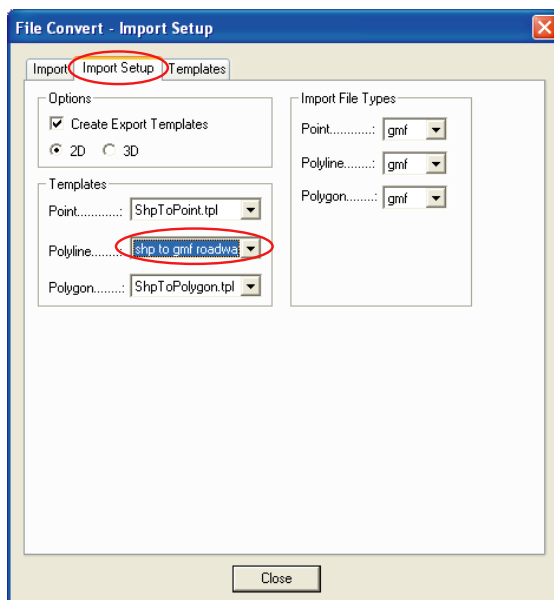
8. Shape Field box select - FENAME (**FENAME relates to the heading for the street names in the .dbf file. The .dbf file can be opened using Microsoft Excel.**) In the Polyline Field box select - NAME and then Click OK.



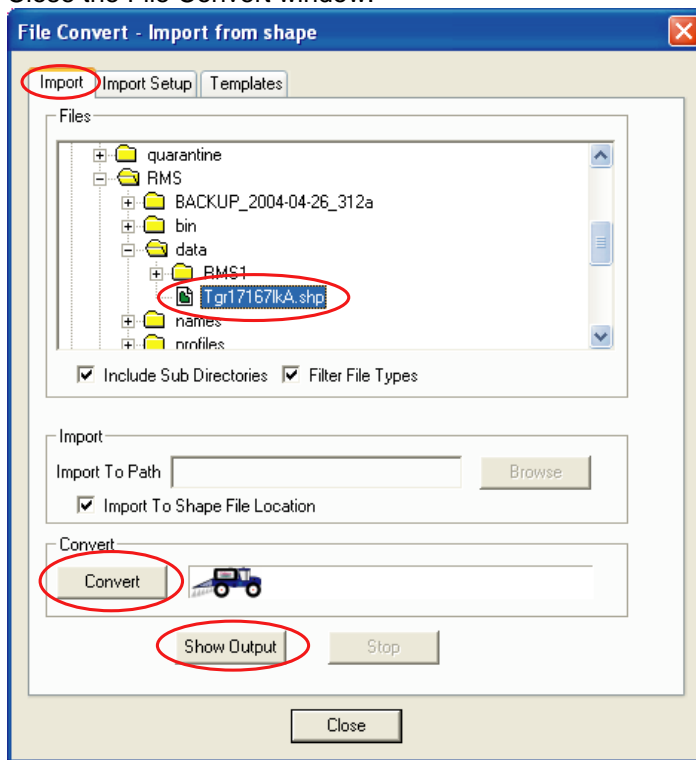
9. The new template has been created click OK.



10. Select the Import Setup Tab and under the Templates - Polyline select the template created (shp to gmf roadway).



11. Select the Import Tab and then select the file to be converted. The file will default save to the .shp file location unless the Import Path is specified. Select Show Output to view the converting process. The final step is to select Convert. Once the File is 100% converted Close the File Convert window.



12. View the converted shp to gmf file in RMS Office Map Manager. The gmf file should display in blue.

