


Creating a Tile Map in ViewPoint

Moving data from the Recon to your desktop computer

1. Plug the Recon into the USB Cable which connects to your PC.
2. Open Microsoft Active Sync.
3. Left click on Explore,
4. Each one of your projects are in its own folder. Find your project / projects and highlight by holding down the Ctrl Key and left clicking on the project / projects that you want to copy to the desktop
5. Be sure that you pointer is one of the files, and right click, and then left click on Copy.
6. Now on your desktop right click on the  and left click on Explore.
7. Double Left click on Local Disk C: /
8. Double left click on Tile Maps. (This is a folder that you create to store your raw data as a backup)
9. Now in the white part of the screen right click, and left click on PASTE, be sure that when you right click to paste you are NOT on top of another project.
10. Now you are finished close out of all of the windows.

Getting Dlog files into Viewpoint

1. Double click on the icon on the desktop for viewpoint. This takes you into Viewpoint.

Creating a Grower and a Farm

1. Go to "data" which is in the menu bar. Create a grower if You do not have the grower listed that you are working with. A pop up screen comes up and you are able to type in the growers name. Click OK.
2. Go to "data" and Create Farm. A screen comes up and you are able to type in the name of the farm. Click next.

3. Then a window comes up to select a season and then click next.
4. Farm setup DOP comes up and click next.
5. Farm Setup Projection. Click **Change Projection**. Select Universal Transverse Mercator for the projection. Click next
6. For the zone click zone 16 which is for Indiana and Eastern Illinois (17 – Michigan). Click next. On the next Screen select WGS Datum (1984) and then click Finish and then Finish again on the last screen.

Bring a Project into View Point

1. Go to tools from the menu bar.
2. Then click on Import Drawing
3. Click on Dlog
4. There are two ways to import your data
 - a. Straight from your Recon by selecting “Select files from Mobile Device”
 1. Click Next and then put a check mark within the files you want to bring in.
 - b. Selecting files from folder.
 1. Click the Add button
 2. Now you want to go find where your project is stored (C-drive – tile maps)
 3. Click on the Down arrow in the LOOK IN Box and select Tile Maps and hit Open
 4. Select a project that you want to bring into Viewpoint.
 5. Now highlight the Layers that you want to bring in by holding the Ctrl key and left clicking all of the Layers that you want to bring in.

Now click the Open button

You should see all layers in Batch import window and then click Finish / Ok.

This will allow the Batch import window to start and then close out, manually by clicking the X at the top right.

After you see batch import on layer list check all the boxes at the right under layers and click apply. Now your map should be on the screen.

Changing layer color, line type, or point type

1. Right click on the layer on right side of screen.
2. Click on “Drawing Properties” and choose a color for the layer. Click OK. (This closes you out of this window).

Note: Anytime you check or uncheck a layer, push “Apply” so Viewpoint Recognizes the changes made.

If you are zooming in or out or some activity that the mouse cursor is not An arrow, click the right mouse button to get the arrow back.

Adding Labels

1. Right click on the Layer that you want to add a label to.
2. Click on Files (at the bottom)
3. Then this will bring you to the Drawing Layer, and click on Tools
4. Then Click on Labels, and then Add
5. Next Type the Label into the Box, and click Manual
6. This will give you a cross hair; the label will appear in the upper right quarter of the cross hair, by left clicking the mouse button where you want the label.

If ever the Labels Are Gone in ViewPoint

Click on View > Labels > ALL DISPLAYED DATA > ON

Printing A Map

1. Left Click on Map, then left click on Map Generator.
2. Left click on Printing and then left click on Options.

3. Then hit NEXT
4. The First Screen is the Map Title page, make sure it is correct then click NEXT,
5. Next Is the Bitmap page, click next.
6. Now this brings you to the text box, Put a check In **RESIZE TO FIT TEST BOX**
7. Now Hit FINISH
8. Now left Click on Printing, and left click on Print.

Printing up a Material List.

1. Now on your desktop double left click on My Computer.
2. Double Left click on Local Disk C:/
3. Double left click on Tile Maps.
4. Double click on the folder with the project name that you want the material list for. Go to the right hand screen and double click on the material list icon.
5. You should now see a page with your material list on it.
6. Now left click the File button at the top of the screen, and left click on PRINT.
7. A box should appear to print click OK at the bottom.