ReportsNow®

Simple reporting for all business users

EZShapes

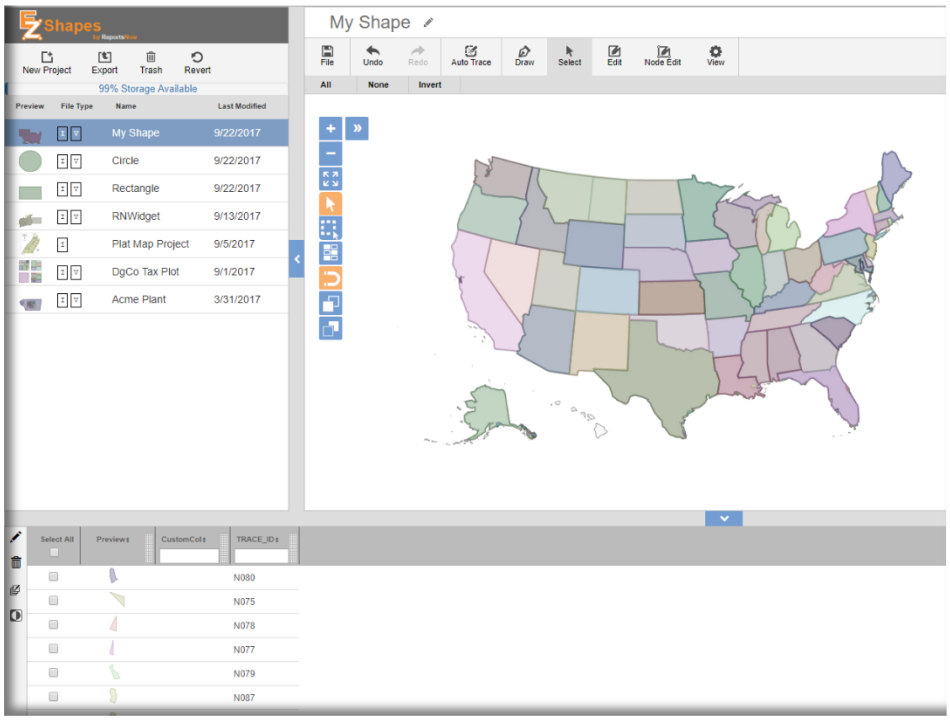
BaseRel_November 2017

EZShapes

EZShapes Overview

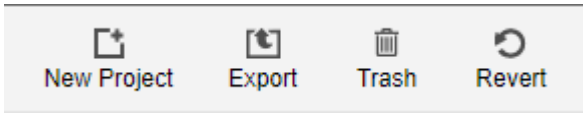
➢ What is EZShapes?

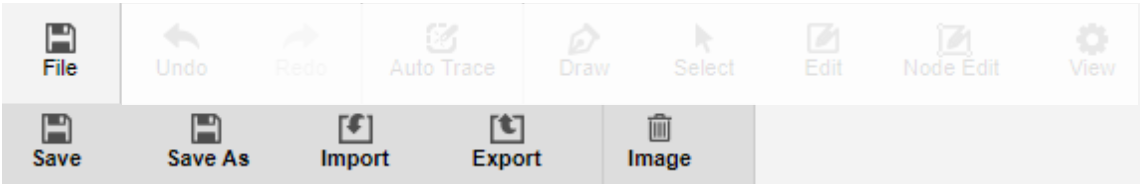
EZShapes is a tool for creating or editing shapefiles. The resulting output may be exported for use in other applications. The output formats include: **SVG**, **GeoJson**, or **ShapeFile**.



➢ How to Navigate

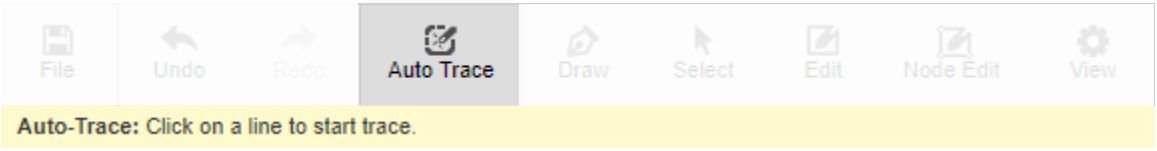
The following icons are a part of the EZShapes tool:

	
New Project	To create a new project
Export	To export a current project
Trash	To delete a project
Revert	To undo **all** changes since last save
	
Storage Available	Storage space based on free vs. paid subscription

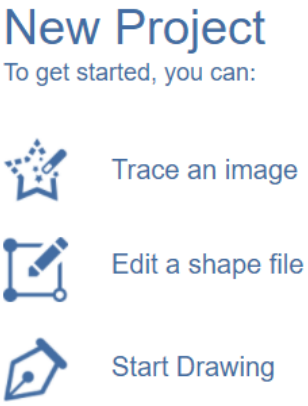


File/ Save	To save a project
File/ Save As	To save as a different project
File/ Import	To import an image or shape file
File/ Export	To export an image or shape file
File/ Image	To delete a background image used to trace

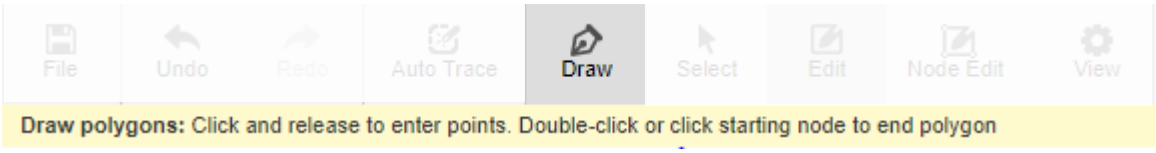
Undo	Undo last change(s) one at a time up to last save
Redo	Redo last change(s) one at a time up to last save



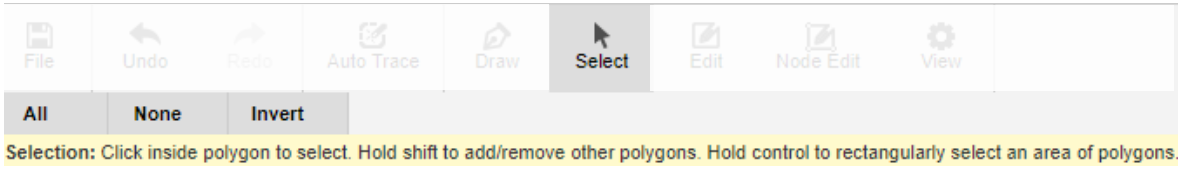
Auto Trace	Automatically traces detectable lines

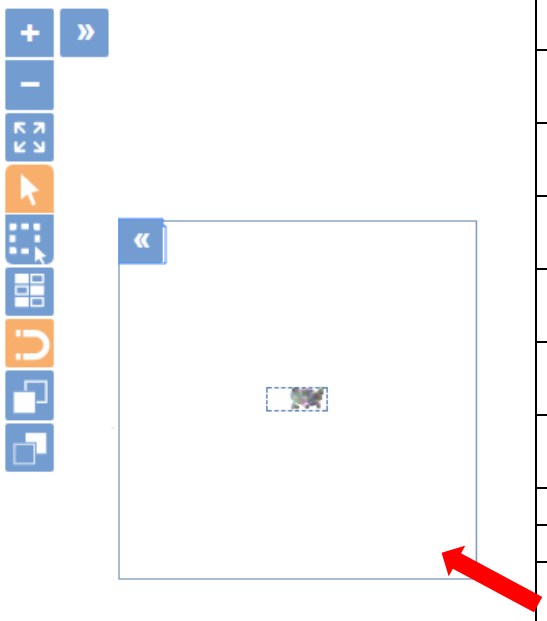


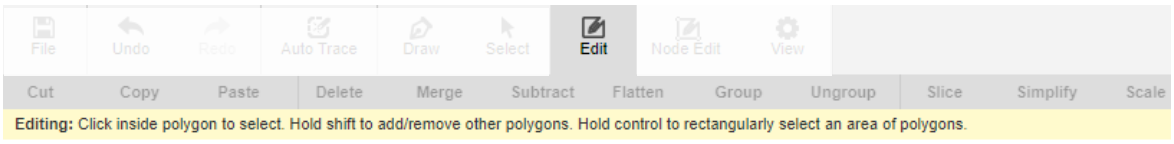
Trace an image	Another way to import an image
Edit a shape file	A way to grab existing shape file
Start Drawing	A way to manually draw a shape



Draw	Allows for adding manual drawings to a project

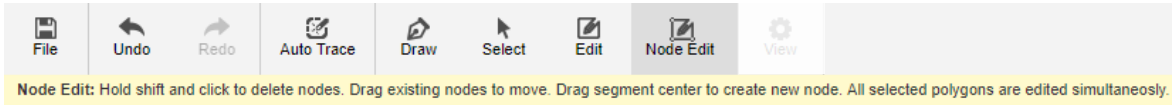


Select/ All	To select all polygons
Select/ None	To deselect all polygons
Select/ Invert	To invert the selection of highlighted polygons
	The + sign **Zooms In** or use your mouse/ computer finger control zoom features
	The - sign **Zooms Out** or use your mouse/ computer finger control zoom features
	The 4 arrow icon **Zooms** to the "**Extents**" or full image view
	The single arrow icon is the standard single selection item indicator
	The dotted box icon allows designers to select a **Region** for the highlighted boxed area
	The multi-select toggle icon allows added selections to what is already highlighted or use Ctrl/Shift
	The magnet icon allows selected nodes or images to snap to nearest mapped geometric shape
	This overlap Icon brings selected image(s) forward
	This overlap Icon places selected Image(s) backward
	The double arrows allow for the designer overview window to be opened or closed to see all shapes in the design area

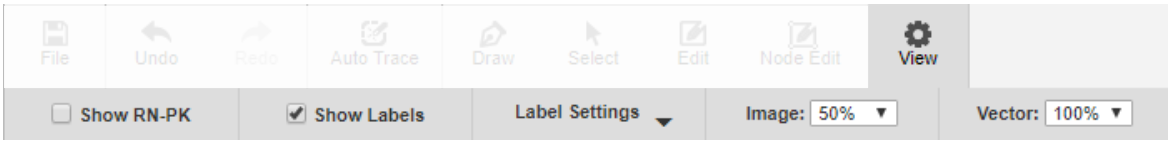


Edit/ Cut	Cut selected item(s)
Edit/ Copy	Copy selected item(s)
Edit/ Paste	Paste selected item(s)
Edit/ Delete	Delete selected item(s)
Edit/ Merge	Merge selected item(s) and try to eliminate interior lines

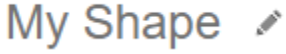
Edit/ Subtract	Subtract the portion of the underlying shape from that of the overlying shape selection
Edit/ Flatten	Flatten selected overlapping polygon shapes so they do not overlap
Edit/ Group	Group selected item(s)
Edit/ Ungroup	Ungroup selected item(s)
Edit/ Slice	Slice selected item(s)
Edit/ Simplify	Simplify selected item(s) complexity and node count
Edit/ Scale	Scale selected item(s)



Node Edit	Edit nodes for the polygon shape
	Add Nodes
	Delete Nodes
	Move Nodes
	Combined edit capability to add, delete, and move nodes



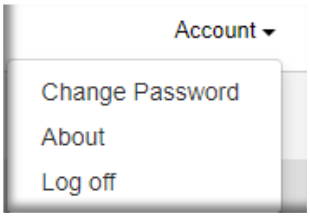
View/ Show RN-PK	Show internal polygon key column in formatting grid
View/ Show Labels	Show label in the center of each polygon (only visible depending on zoomed-in scale)
View/ Show Label Settings	Customize label settings
View/ Show Image	Set display transparency of raster layer (underlying traced shape outline if background image not deleted)
View/ Show Vector	Set visibility of the vector layer (the polygon shading)



My Shape	Edit the project name
	Edit grid column
	Delete selected grid row(s)
	Edit multiple selected grid row column titles
	Invert selection of grid rows

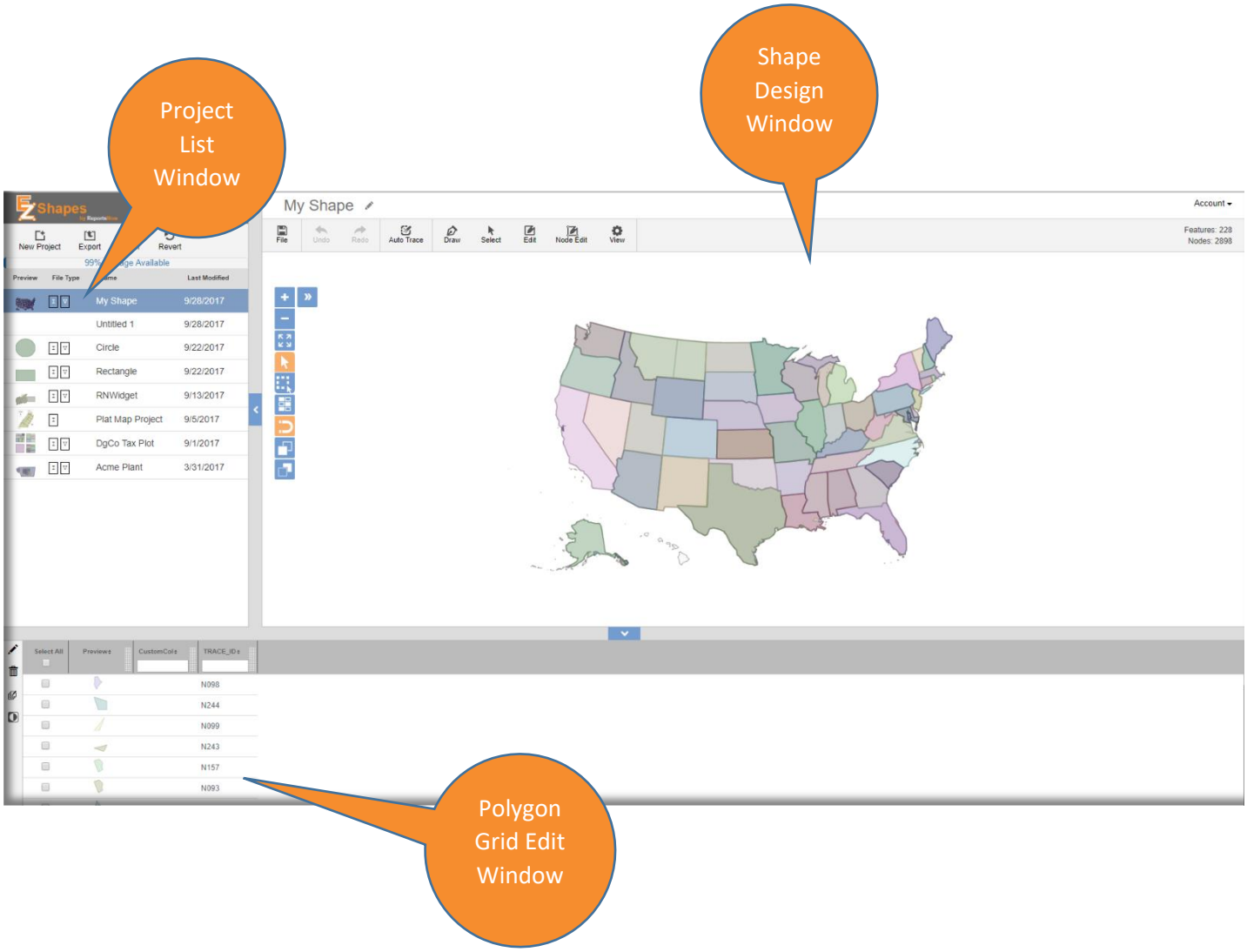
Preview	A small scale preview of project shape
File Type	The type of file: e.g. original image or traced vector shape
Name	Name of project
Last Modified	Date project was last modified

Features	Number of features in current project
Nodes	Number of nodes in current project



Account/ Change Password	To change your current password
Account/ About	To find out about your EZShapes version
Account/ Log Off	To log out of EZShapes

Arrows	To collapse a section in EZShapes

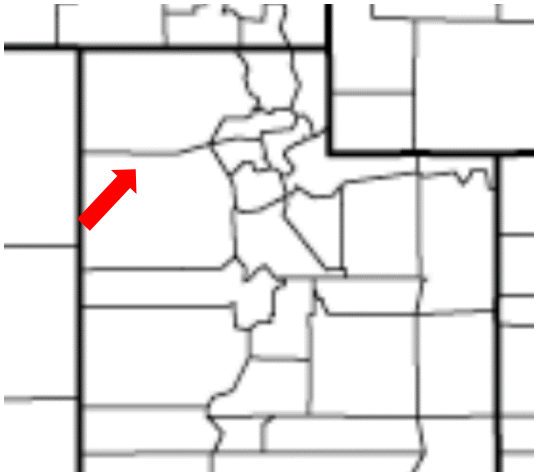

Project List Window
Shape Design Window
Polygon Grid Edit Window
My Shape
New Project
Export
Revert
Preview
File Type
Name
Last Modified
My Shape 9/28/2017
Untitled 1 9/28/2017
Circle 9/22/2017
Rectangle 9/22/2017
RNWidget 9/13/2017
Plat Map Project 9/5/2017
DgCo Tax Plot 9/1/2017
Acme Plant 3/31/2017
File
Undo
Redo
Auto Trace
Draw
Select
Edit
Node Edit
View
Account
Features: 228
Nodes: 2898
Select All
Preview
CustomCols
TRACE_IDs
N098
N244
N099
N243
N157
N093

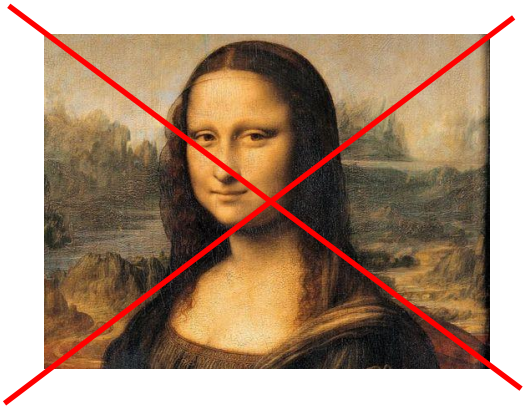
Adding a Project and Tracing Image

➢ Before you begin

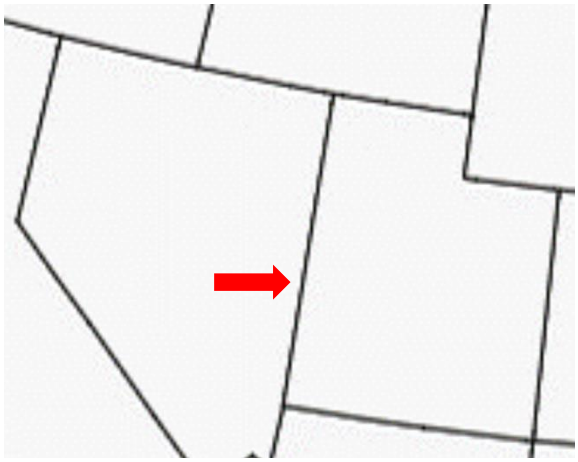
Before beginning your project, note that shape file creation and output results will depend on the quality and clarity of the image. If the image is blurry, the line quality is low, or the image is a photograph where polygon and node detection are harder to detect via auto-tracing, all or more manual tracing and drawing will be required to complete desired polygon shapes.

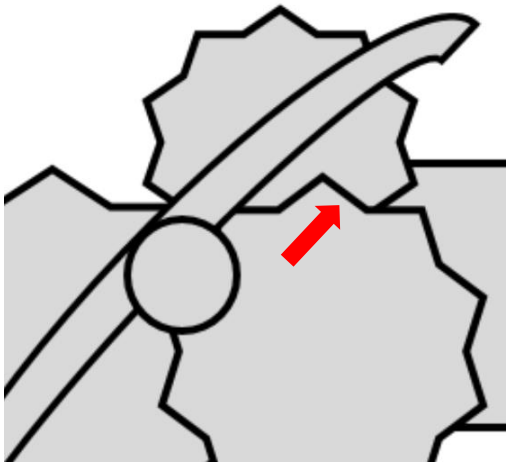
Examples of poor image quality:





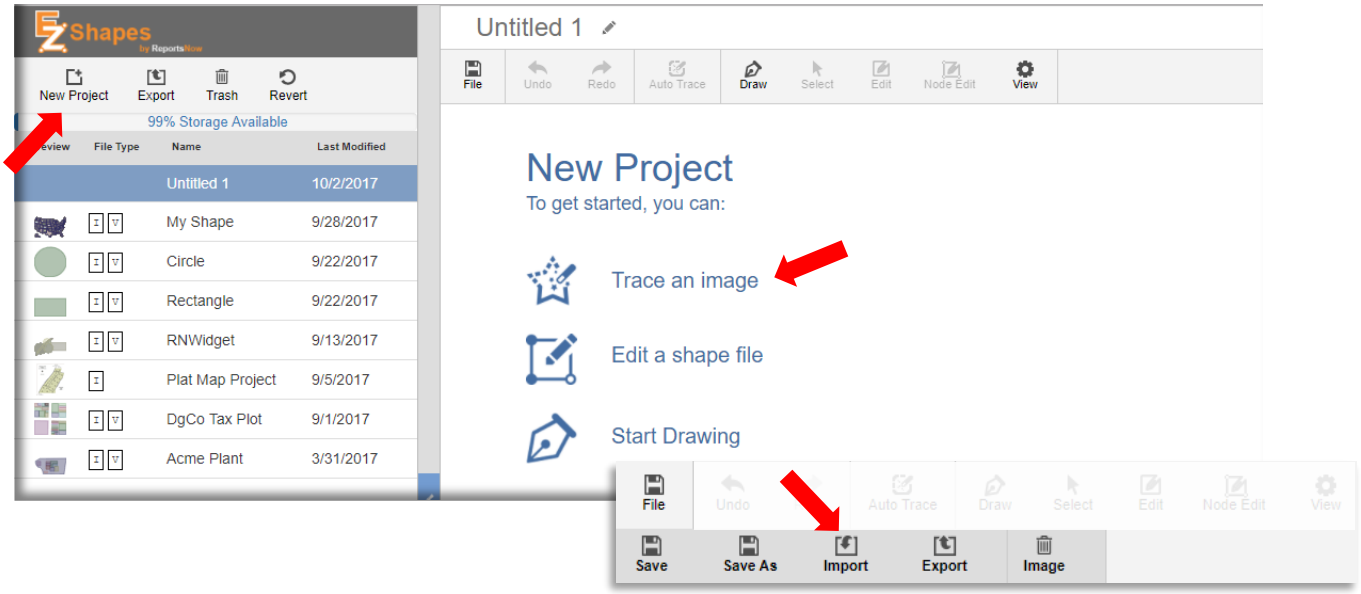
Examples of good or excellent image quality:





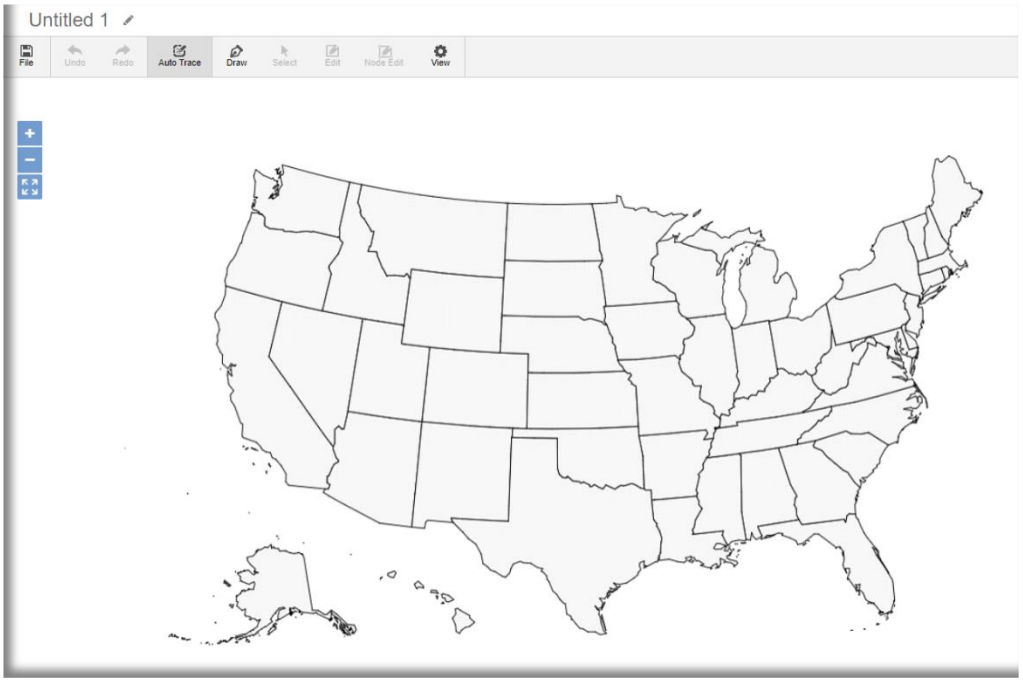
➢ How to begin and trace

After selecting **New Project**, there are two ways to begin to trace: 1) choose from **Trace an image**, **Edit a shape file**, and **Start Drawing**, or 2) Select the **File** icon and choose **Import**.



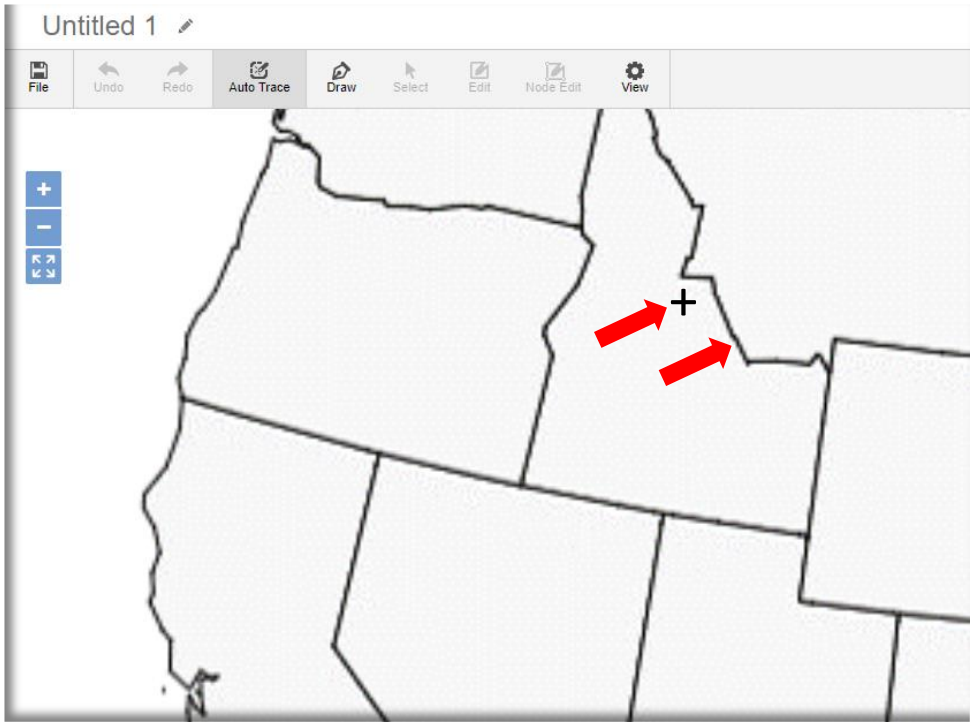
Once your image is inserted, **Zoom** by selecting the **+** sign, by using your mouse, or finger control zoom capabilities. This will allow you to place the trace target more easily on a desired line and can make for better auto detection.

You may also try to trace by not zooming in. Tracing performance all depends on the quality of the lines being detected in the image.

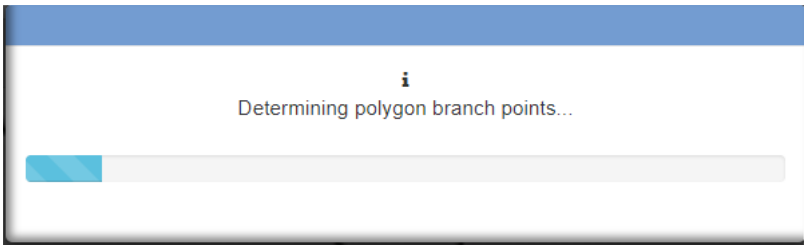


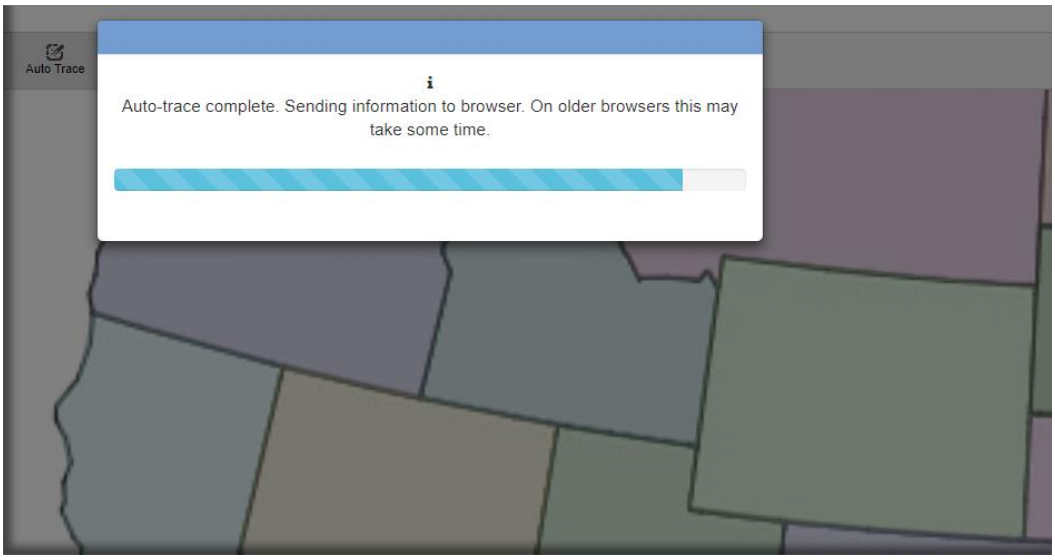
Next, if not already selected, choose the **Auto Trace** icon. This will present a cross-cursor as your selector.

<u>Place the cross-cursor over a line in the image</u>. Then **Click**.

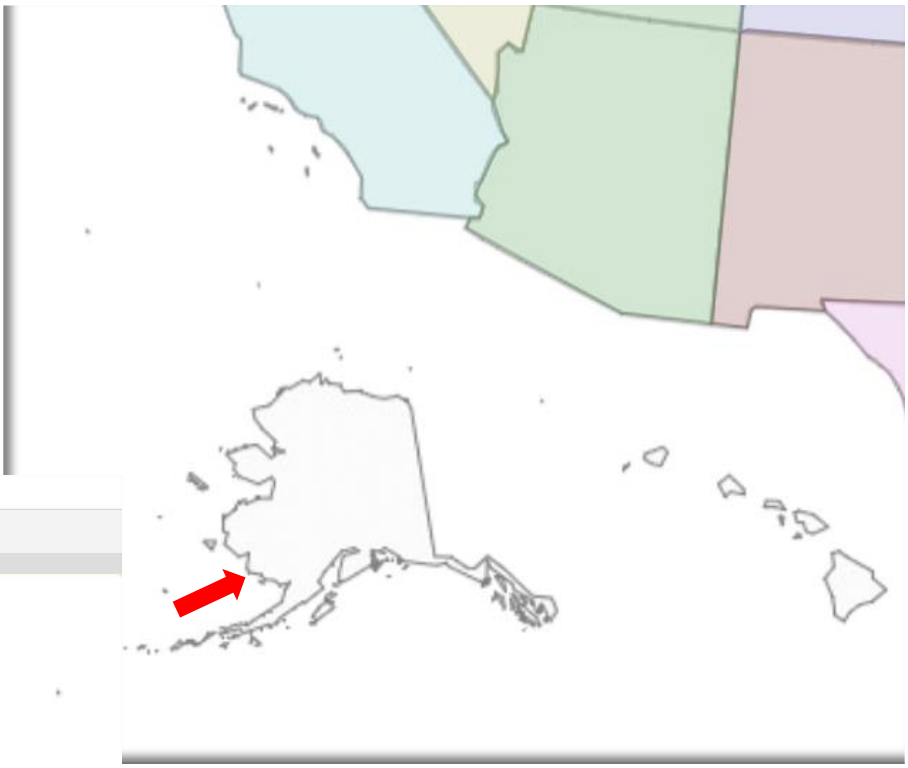


EZShapes will begin to trace any lines it auto detects and create corresponding polygons. If the image is of poor quality, no tracing may have occurred. If the line quality was excellent, all lines of the image will be created. And for those with line quality in between, some manual drawing, slicing, grouping, or other edits may need to be performed to get to the desired polygon images.

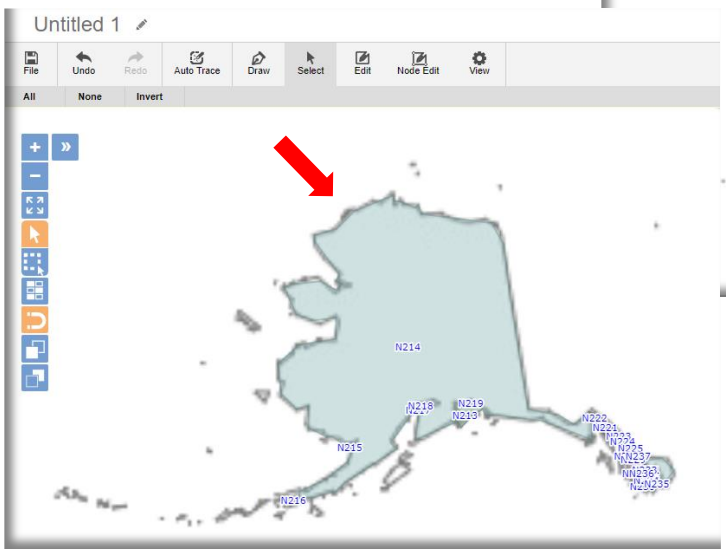




Once the tracing is complete, and if successful, you will see a color filled image like below.

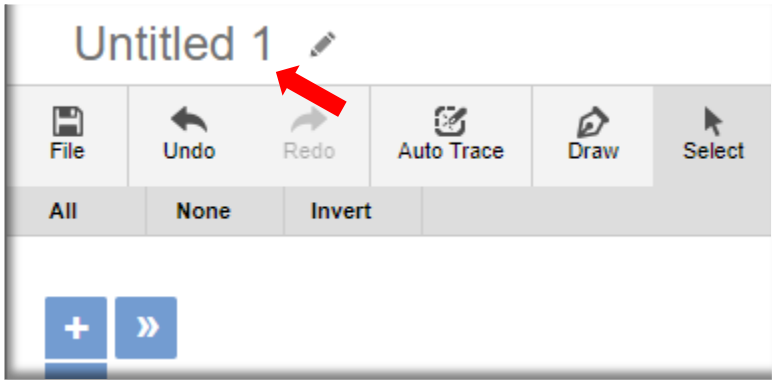


Notice how the polygons created were for contiguous lines. Lines that were apart from where you placed the auto trace cursor will need to be "auto traced" separately, like Alaska in our image. To do so, zoom in to that portion of the imported image, be sure to select the **Auto Trace** icon if not already selected, and then **Click** on a line to begin the tracing.

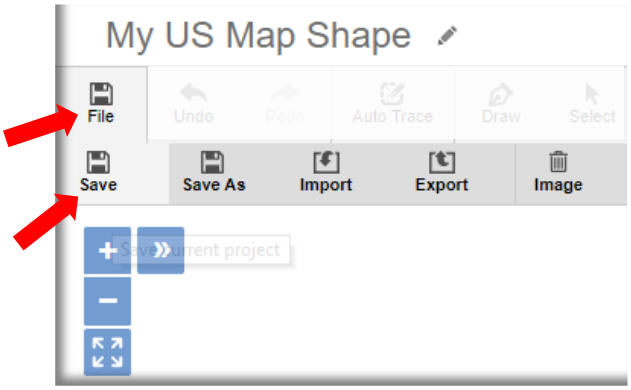


Next, **Name** and **Save** your project. Always save early and often as best practice with any software project so you don't accidentally lose your changes.

To name the project, click the area where the project shows "**Untitled 1**" and choose a desired name, e.g. **My US Map Shape**.



Then, select the **File** icon and choose **Save**.

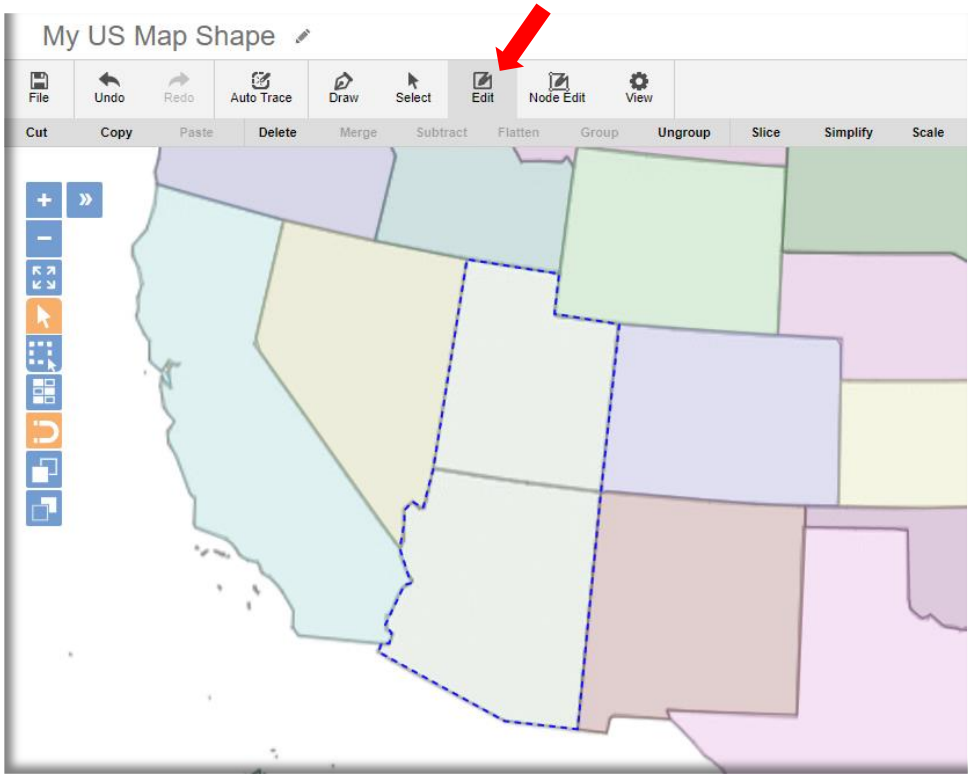


Basic Editing of a Project and Shape

➢ Editing Overview

There were several editing features alluded to in the navigation section at the beginning of this manual. We will walk you through each in the pages that follow. In this topic we want to focus on basic edits.

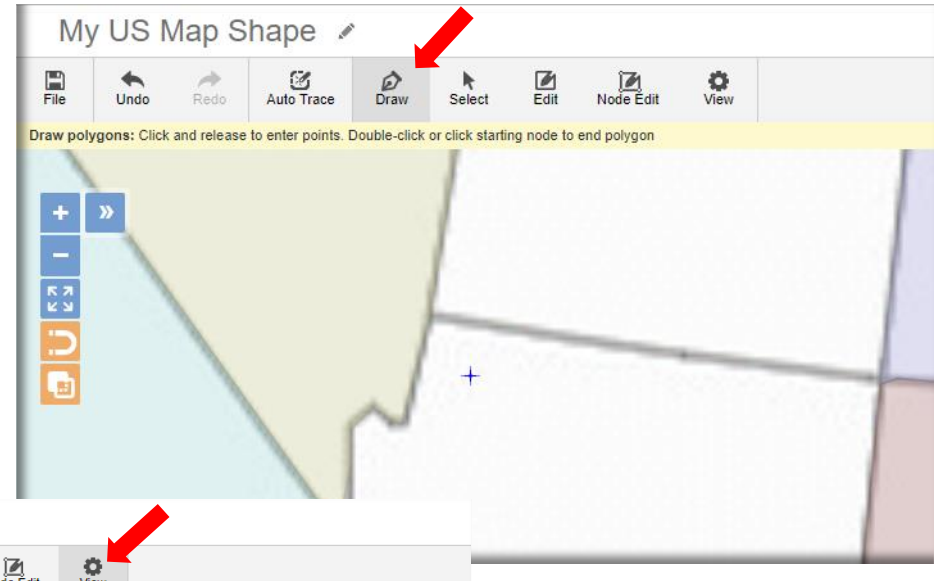
Some edits may be standard **Cut**, **Copy**, **Paste**, and **Delete**. Or shapes may need to **Slice**, **Flatten**, **Merge**, **Subtract**, **Group**, **Ungroup**, **Simplify**, or **Scale**.

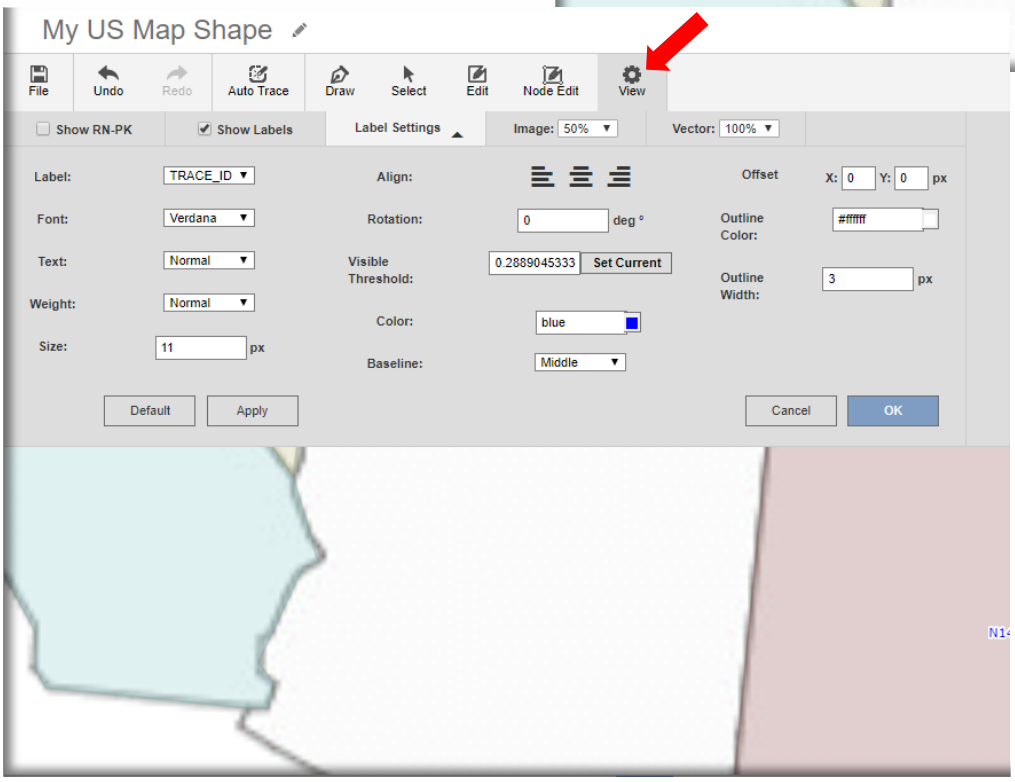


In upcoming topics we will discuss other edits, like when designers need to edit Polygon nodes: **Add**, **Delete**, **Move**, etc.

Or, like when designers need to manually draw or trace an image to establish polygon shapes… or even change the **View** or appearance.

Let us proceed to walk you through each.

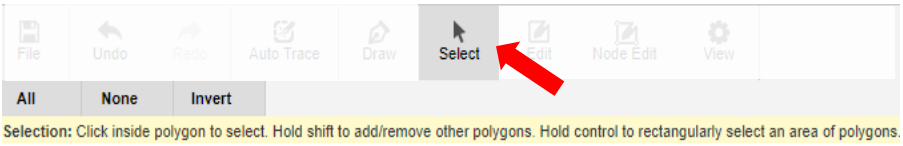




➢ First step to any editing: the Select option(s)

In order to properly edit shapes, the selection you choose will impact which shapes are selected and how they are edited. Let's go through each item below.

Choose the **Select** icon. Three default choices appear: **All**, **None**, or **Invert** (to invert from the current selection)

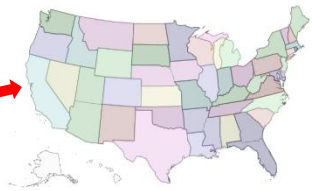


Or, you may choose from the selection menu to highlight the desired shapes.

The **+** sign **Zooms In** or use your mouse/ computer finger control features

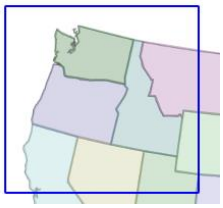
The **-** sign **Zooms In** or use your mouse/ computer finger control features

The 4 arrow icon **Zooms** to the "**Extents**" or full image view



The single arrow icon is the standard single selection item indicator

The dotted box icon allows designers to select a **Region** or the highlighted boxed area



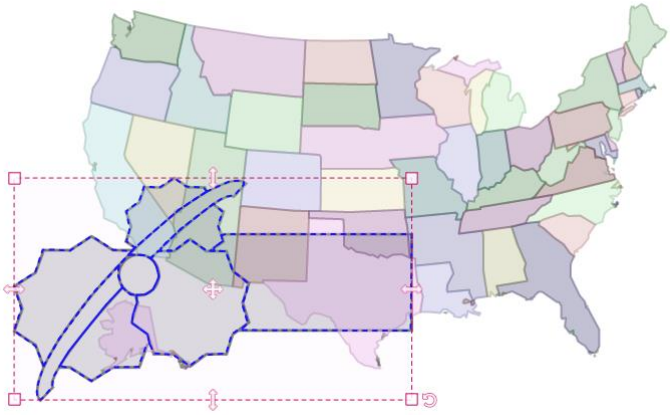
The multi-select toggle icon allows to add selections to what is already highlighted or toggled (Holding down **Shift/Ctrl** keys in lieu of this toggle will also work)

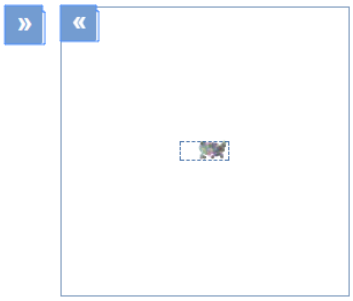
The magnet icon allows selected nodes or separate images to snap to nearest mapped geometric shape

The overlap Icon brings selected image(s) forward*

The overlap Icon places selected image(s) backward*

***Note 1:** Overlapping shapes only applies to projects where shapes have been dragged into a position that creates an overlap (image to the right). Designers may then bring a selected image or group of separate traced images forward or backward, accordingly.



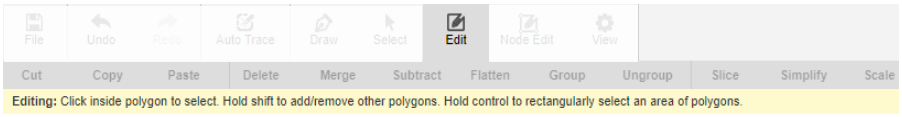


The double arrows allow for the designer overview window to be opened or closed to see all shapes in the designer area, in our example the map of the US (image to the left).

NOTE 2: WHEN USING THE MULTI-SELECT TOOL THAT IS INTENDED FOR HANDHELD DEVICES IN LIEU OF CTRL/SHFT KEYS, ALWAYS TURN OFF THE TOGGLE AFTER SELECTIONS ARE MADE (SO THE SINGLE TOGGLE ARROW IS THE ONLY ICON CHECKED). OTHERWISE, YOU WILL NOT BE ABLE TO DE-SELECT HIGHLIGHTED ITEMS WHEN CLICKING IN A BLANK AREA OF THE DESIGN WINDOW.

➢ Second step to editing: choose the desired edit

Once you have selected the shapes for editing, the first edit selections are obvious:



Edit/ Cut - Cut selected item(s)

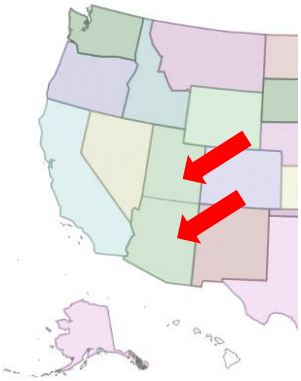
Edit/ Copy - Copy selected item(s)

Edit/ Paste - Paste selected item(s)

Edit/ Delete - Delete selected item(s)

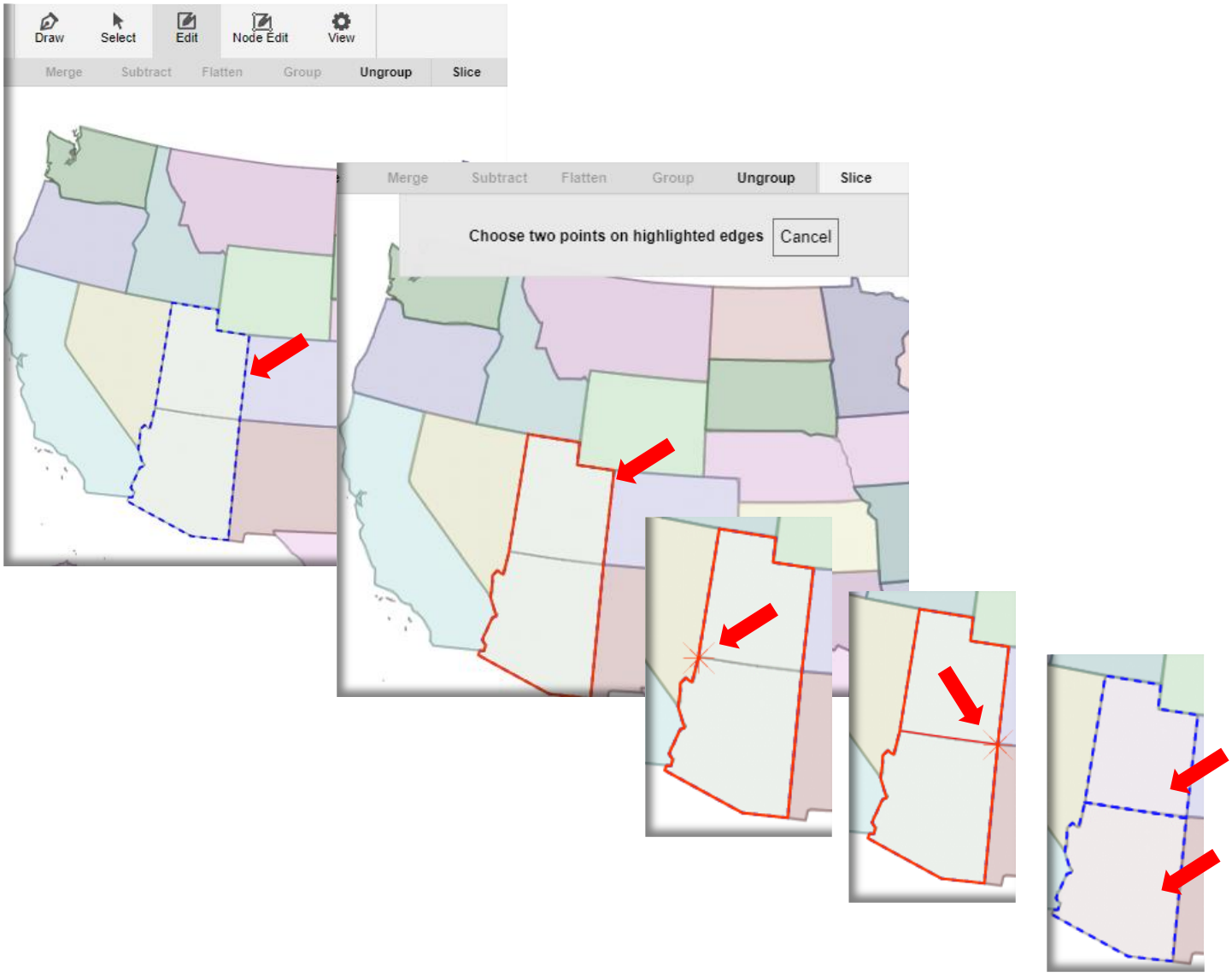
Edit/ Merge - Sometimes you may need to merge polygon shapes and eliminate interior lines where possible, for example the traced shape for Alaska created extra polygons that should be merged as a part of one shape. Start by highlighting the desired shapes using the multi-select icon or Ctrl/Shift. Then choose **Merge**. The same color will appear for all the merged polygons,

Edit/ Slice - Sometimes you may need to slice polygon shapes that didn't render or trace the way you expected, due to poor line quality of the initial image (see image to the right). Start by highlighting the desired shape. Then choose **Slice**.

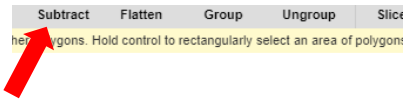


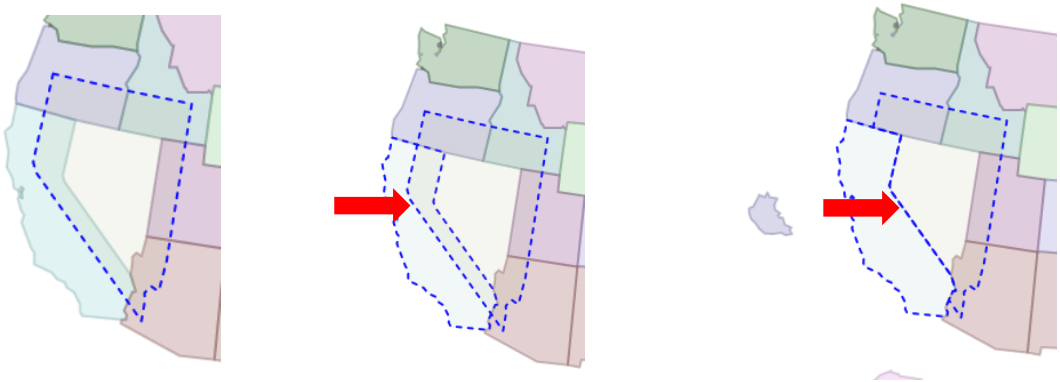
A red outline appears around the polygon shape to be sliced (See below). First, hover over the starting point and notice the red starburst. Second, click the starting point of the slice. Third, hover over the ending point of the slice and notice the red starburst on the opposite side of the polygon area being sliced. Fourth, click the end point to complete the slice. Two separate polygons appear.

DON'T PANIC IF SLICED POLYGONS DO NOT APPEAR AS THEIR FINAL DESIRED SHAPE. Node editing will allow you to change the sliced shape(s) as necessary. This will be discussed in an upcoming topic.

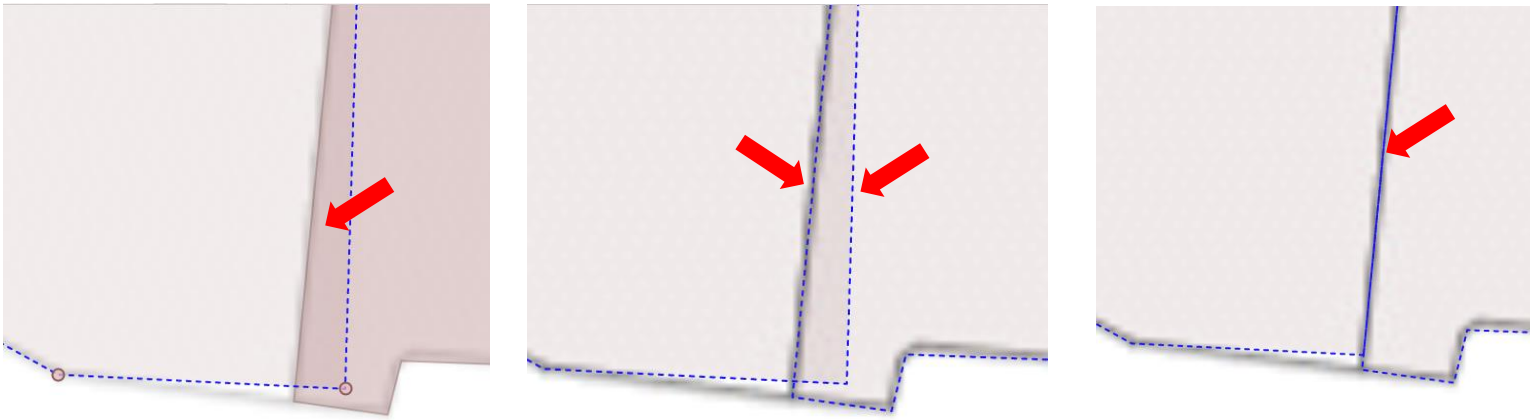


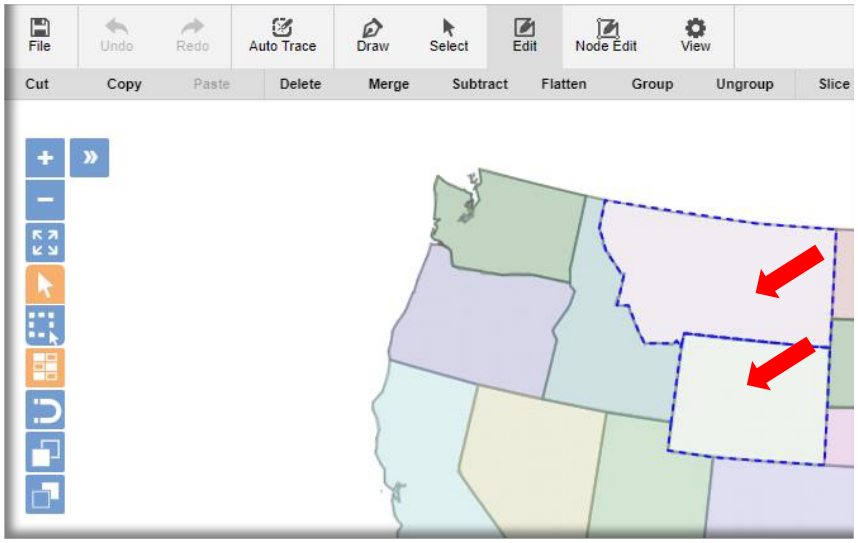
Edit/ Subtract - When you have selected two polygon shapes and wish to de-select or "subtract" the portion of the underlying shape from that of the overlying shape selection, choose **Subtract**.



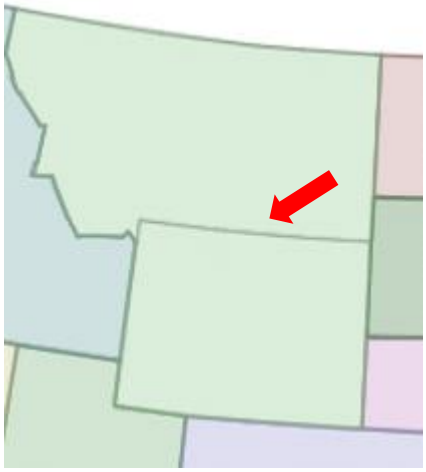


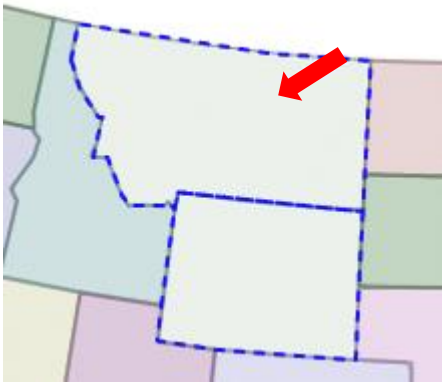
Edit/ Flatten – Sometimes polygon shapes are traced and overlap. Highlight the shapes and choose **Flatten** so overlapping polygons no longer overlap.



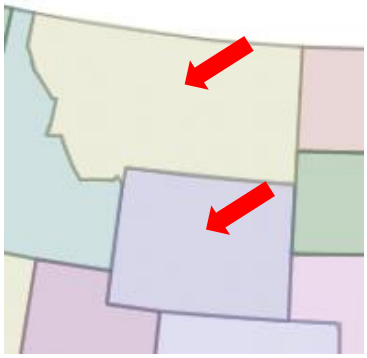


Edit/ Group - Sometimes you want to highlight several polygons and create a group. Select desired polygon shapes and choose **Group**.



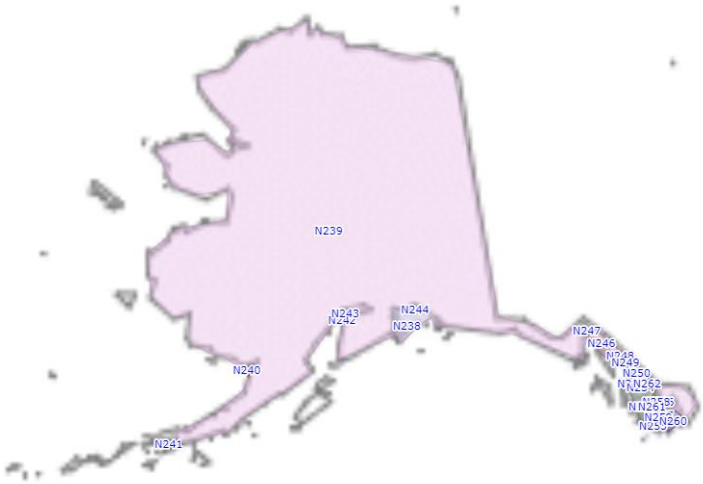


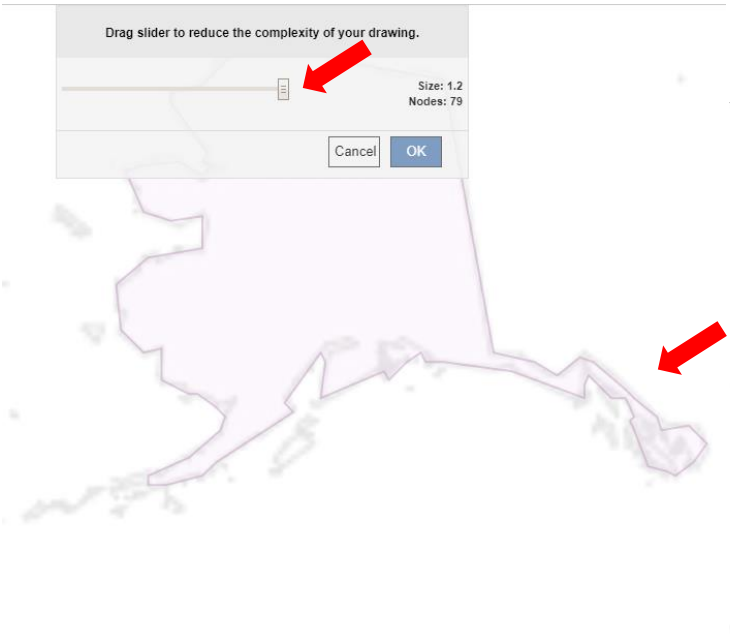
Edit/ Ungroup - Sometimes you want to ungroup a previously created group. Choose grouped items and then select **Ungroup**.



Edit/ Simplify - Some traced polygons create more detail than the designer needs for a shape, creating extra nodes that may be deleted (e.g. starting image to the right).

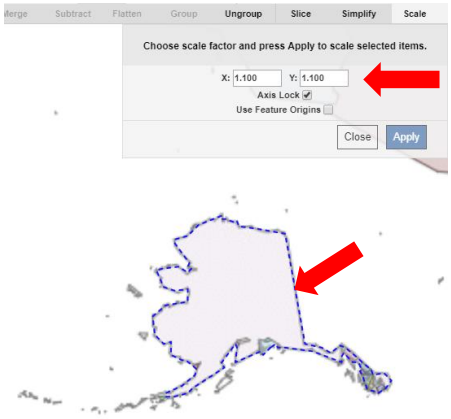
To view and/or change the complexity of a polygon's nodes and **Simplify**, select a polygon, e.g. Alaska in our example. A scroll selector appears to change the complexity of the nodes created (see image below). Notice the traced shape changing in the background. Choose desired complexity of the polygon shapes.

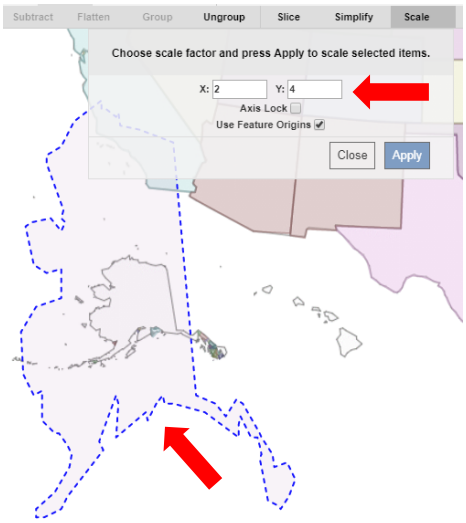




Edit/ Scale - Sometimes polygon shapes may appear out of scale to other scaling aspects of your project. For example, Alaska looks too small or too large to the corresponding United States map. Select the polygon to scale, and then choose desired ratios, override locking, and even show original featured image if the background image was not deleted.

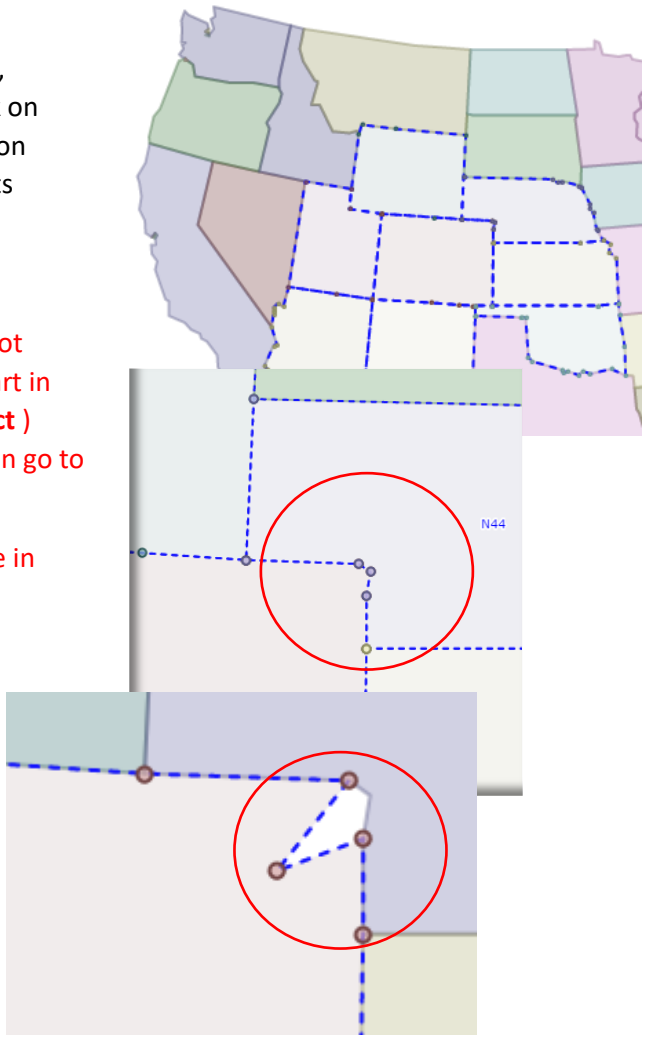
Note: When in the magnet is toggled to “on” the scaling occurs in increments. If you need to have complete control of degree rotation, de-select the magnet toggle





Editing Nodes

➢ First step: the selection option(s)



Just as in our last topic, selecting your polygons, nodes, images, etc., is the first step. Start by selecting **Node Edit** and then click on your shape or polygon for node editing. This is the most common approach. After you click on your shape, notice how it highlights touching, neighboring shapes, too.

Note:

For those using a handheld device…If neighboring shapes are not desired for editing and before you start **Node Edit**, you may start in **Select** mode. Choose only one or more shapes with **Multi-Select**) as desired (reminder to turn multi-select toggle "off" after. Then go to **Node Edit**. OR

If not on a handheld device, you may always use **Ctrl/Shft** while in **Node Edit** to choose a couple shapes and override the default selection.

However, it is recommended to start by choosing **Node Edit** without any shapes selected. Then click on a shape, because the associated polygons are selected so that neighboring shapes stay in agreement/ allignment. The assumption is that, for example, you want to move or delete a node on one shape, so you also want the neighboring shape to follow the shape change. Otherwise there may be gaps between shapes (like the screenshots to the right).

Second step: the node edit selections.

Zoom in as necessary to better see specific node details.

You may select independent edits, like the **Add Node** icon to add several nodes to tweak your polygon shape, **Delete Nodes** to get rid of extra undesired nodes, or **Move Nodes** to drag and drop nodes into proper positions.

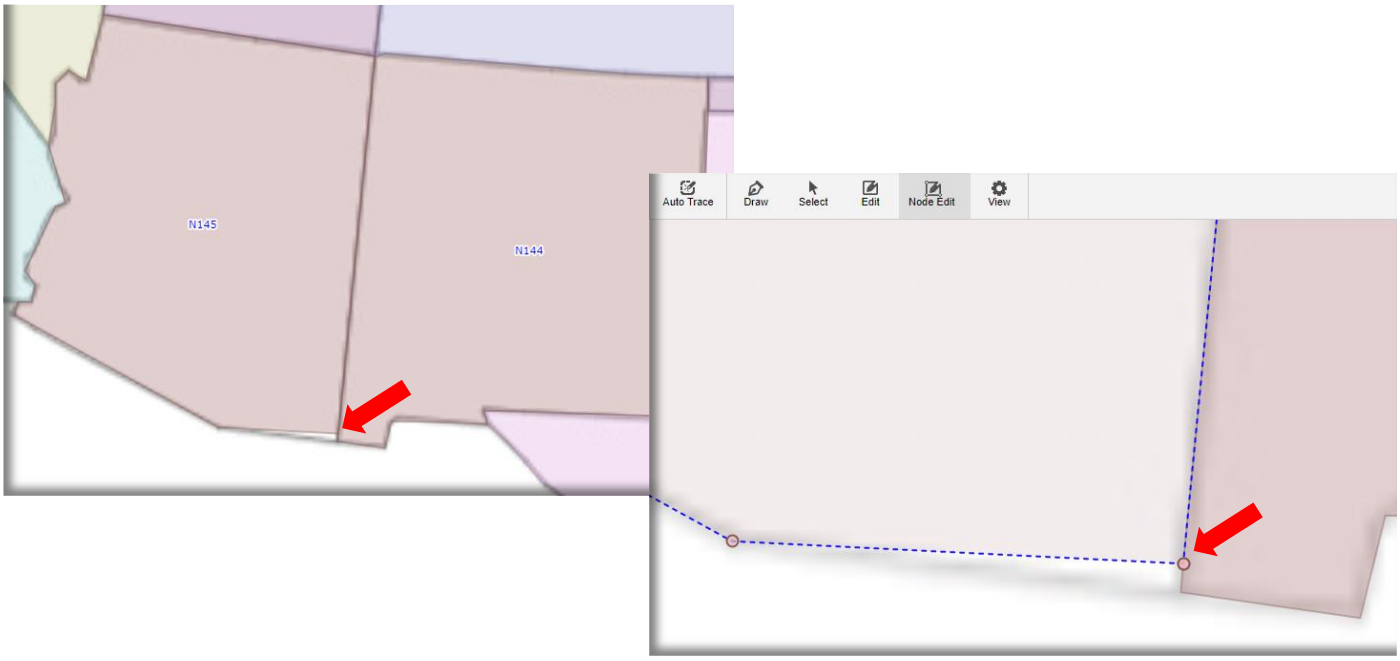
Add Nodes

Delete Nodes

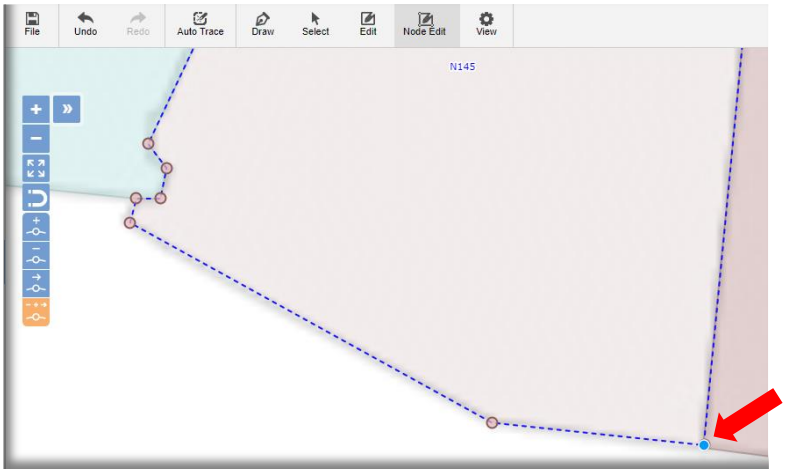
Move Nodes

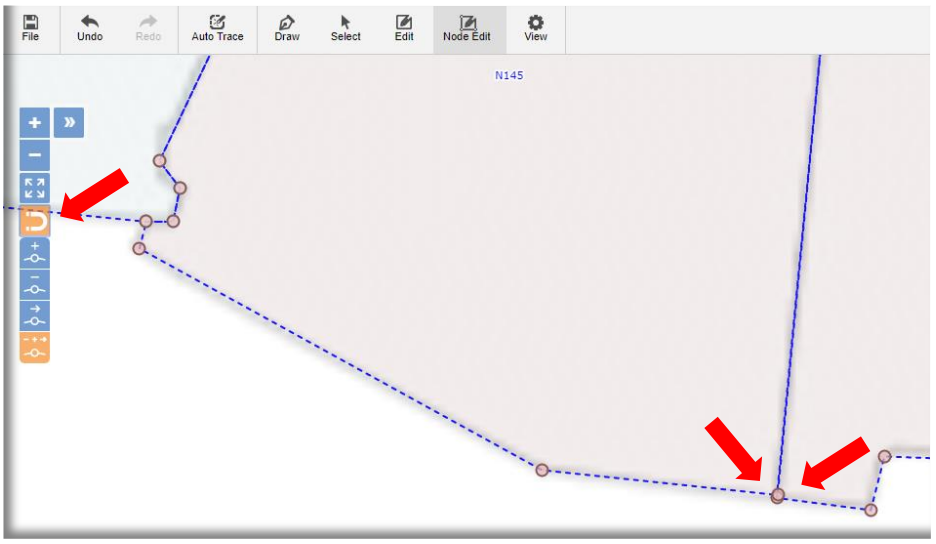
Combined edit capability to add, delete, and move

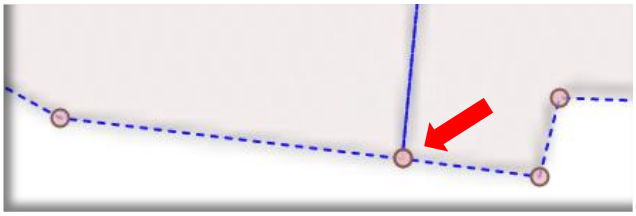
Designers may also choose the **Combined Edit Node** icon to allow for Adding, Deleting, and Moving nodes as needed when you work with a shape. In the example below we selected the combined edit, focusing on the state of Nevada, which needs some node editing.



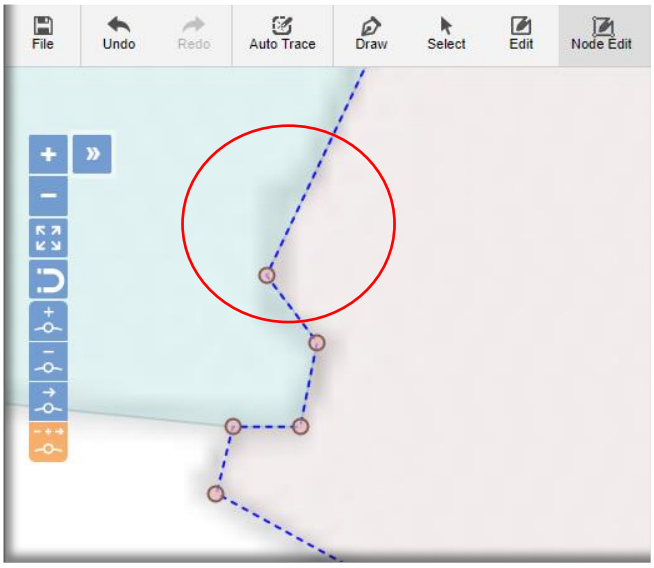
Next, you may **Move** and drag the polygon node(s) into the desired position (left image) or you may turn on the **Magnet** icon, select adjacent polygons, and then drag the desired node to automatically attach to the nearest node of the next geometric shape (right images). Or if you started in **Node Edit** before highlighting Nevada, the neighboring shapes would also be selected, so as you drag the node for Nevada, shape for New Mexico is automatically adjusted.

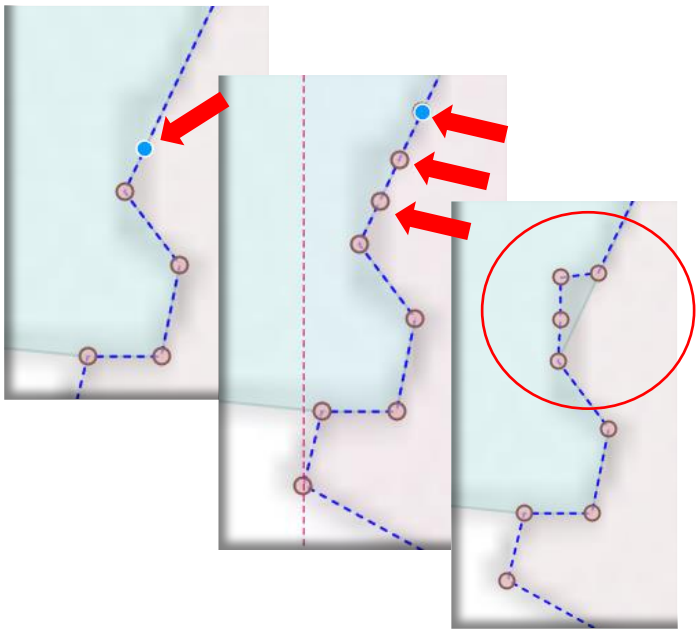




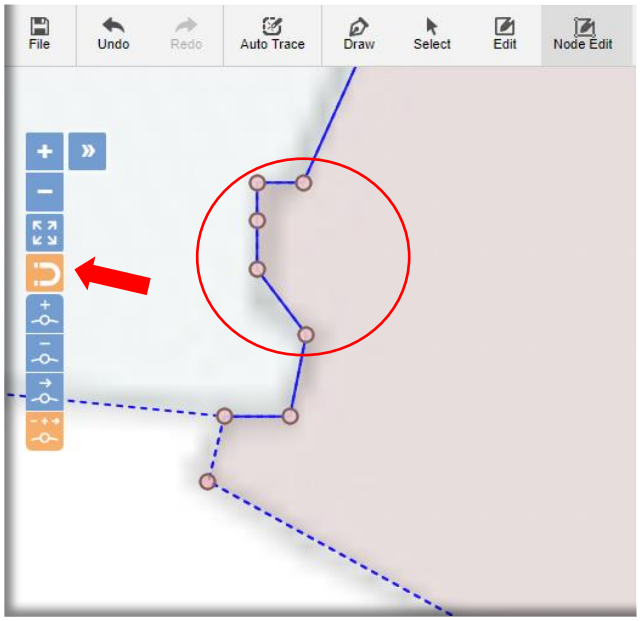


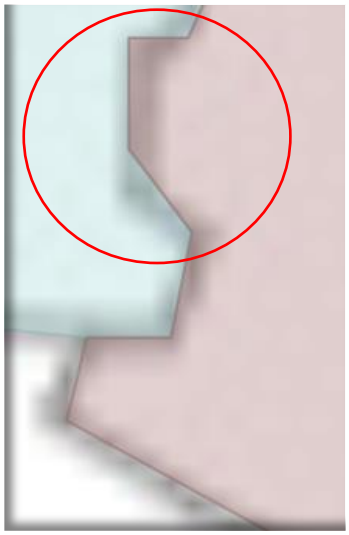
If a single shape needs additional nodes to create the desired shape, focus on the polygon shape. Select **Node Edit**. Zoom in to clearly see what you are editing. With either the **Add Node**s icon engaged or the **Combined Edit** icon engaged, first, begin clicking along the polygon line where you want to insert additional nodes (see image below). Second, drag nodes into the desired position(s) and a node is added. Repeat as necessary to get the desired shape and node detail.



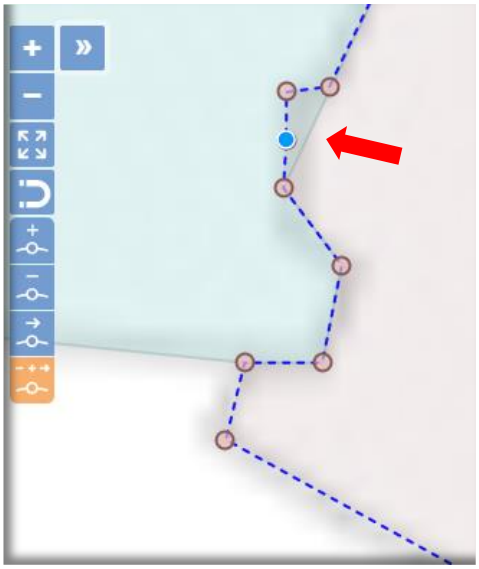


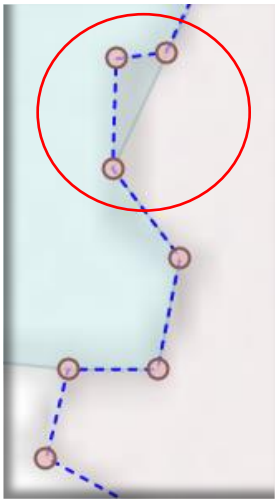
Better yet, as mentioned a few times in this section…if the polygon shape being edited is also impacting the adjacent polygon shape(s), no sense in doing shape editing independently. Instead, select adjoining shapes either by using Node Edit regions or select the adjacent items. Be sure that the Magnet icon is on. Then add your nodes on one of the shapes. Move nodes where desired on that same shape. In either approach, both shapes will show the shape modification, like what is shown below for Arizona and Nevada state lines.





To delete nodes, select the **Delete Node**s icon or the **Combined Edit** node icon. Hover over the desired node to delete. With your **Shift** key held down, click on the node(s) to remove each, one at a time. Depending on if you have adjacent shapes highlighted is whether those shapes will also inherit the shape edit.

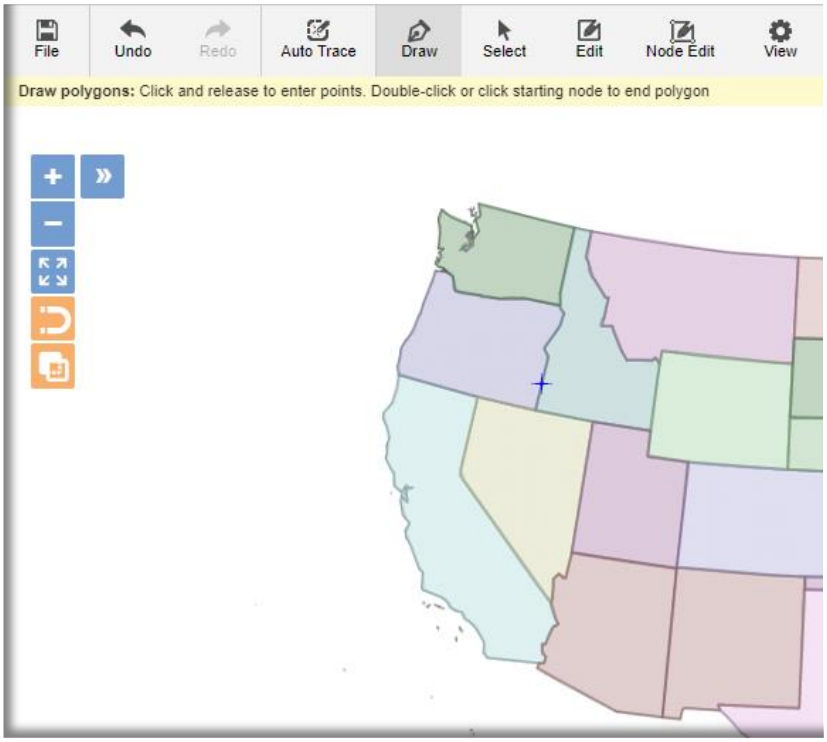




Draw

➢ Drawing Shapes

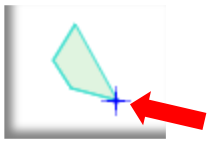
Whether you are drawing a new standalone shape within your project or drawing where auto trace was unable to detect the lines due to poor image quality…. drawing allows users to easily point and click.

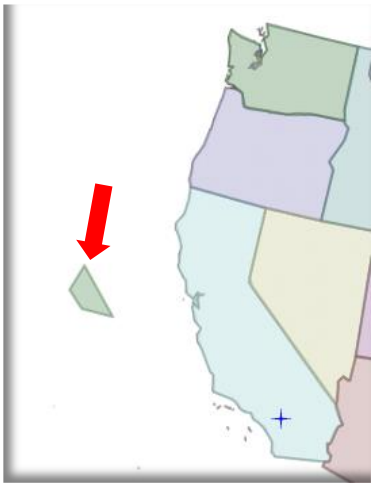


For example, maybe you are adding your own private island off the coast of California. Select the **Draw** icon. Then place the blue cursor at its starting position. Click.

Move to the second point and Click. Continue until you have reached your shape.

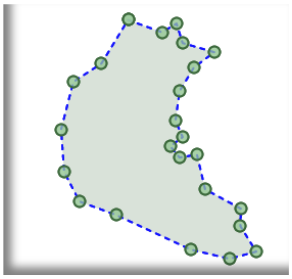
You may select **Undo,** if you made a mistake, for each click up to your last save.

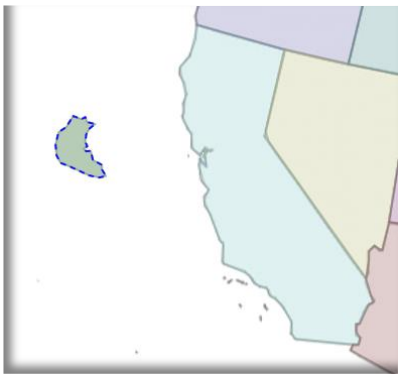




You may edit, add, delete, and/or move nodes via the **Node Edit** icon to refine the shape.

Finally, you may highlight the shape and delete it or highlight and move it as a part of a group of shapes.



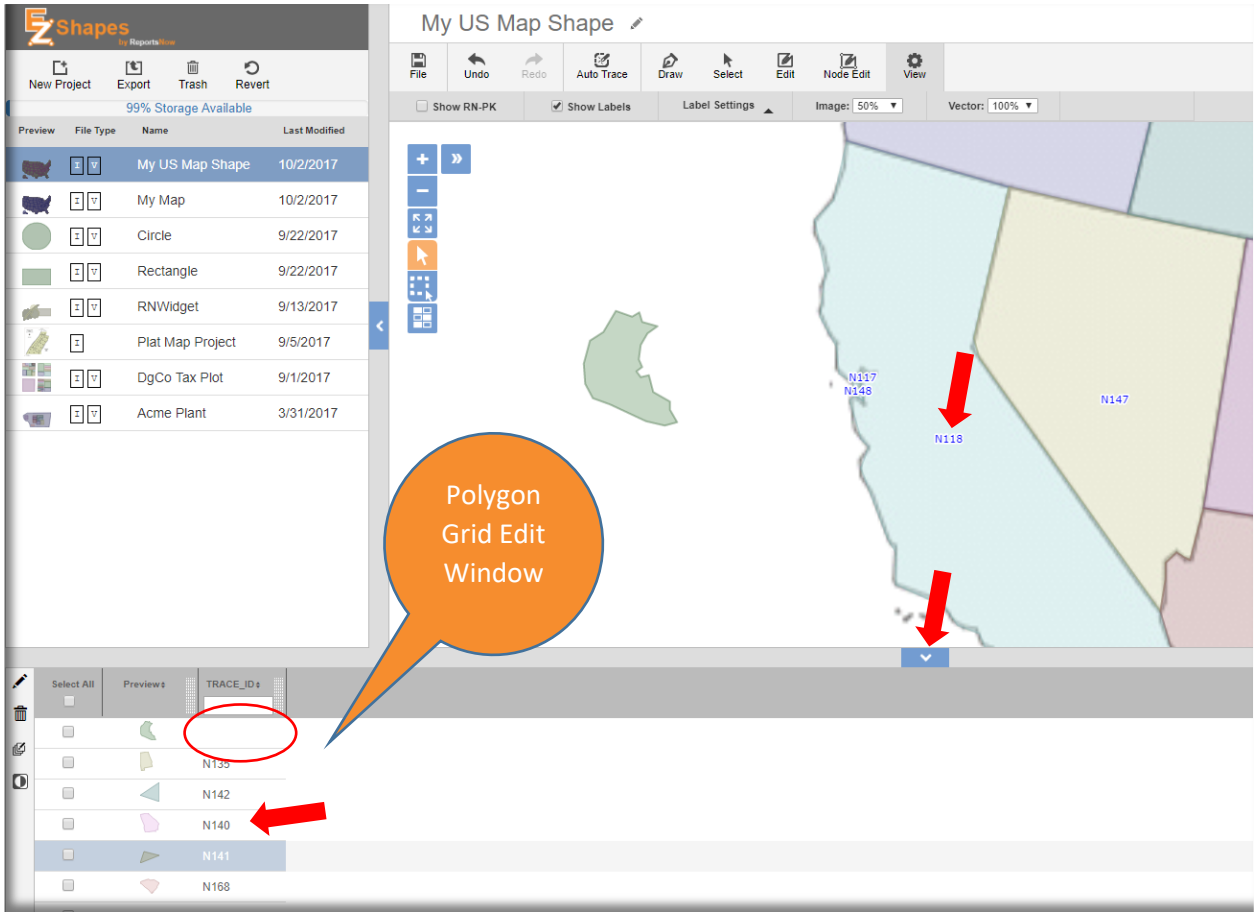


View

➢ Shapes View options

Each Polygon has grid settings and corresponding **View** options in EZShapes that apply to the grid.

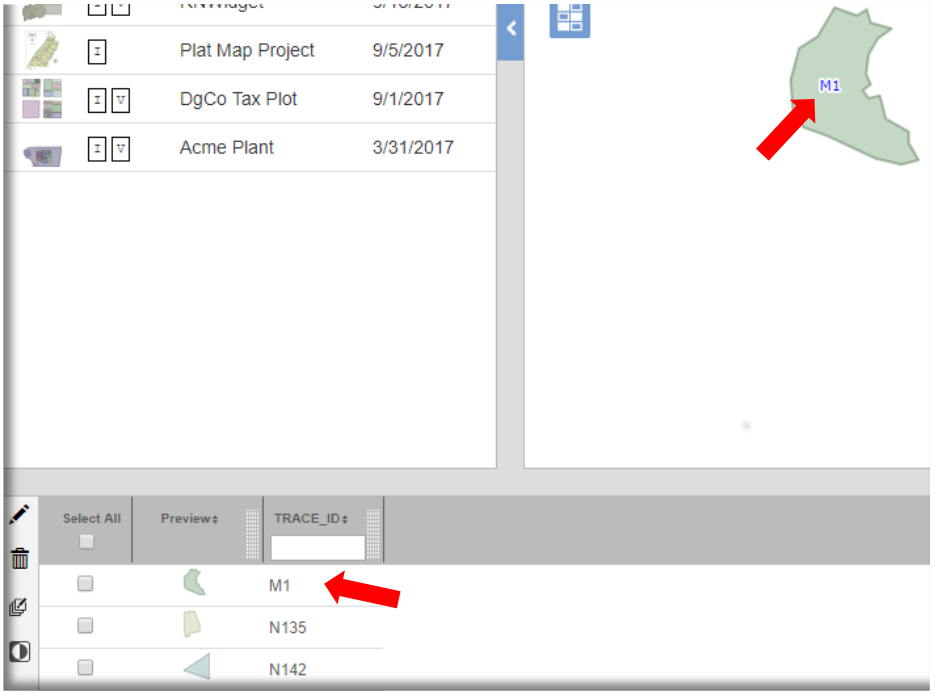
The Grid selections are viewed in the lower design window and may be open, closed, or expanded. The window may be opened or closed by clicking on the lower arrow. It may be expanded by dragging the window to the desired height.



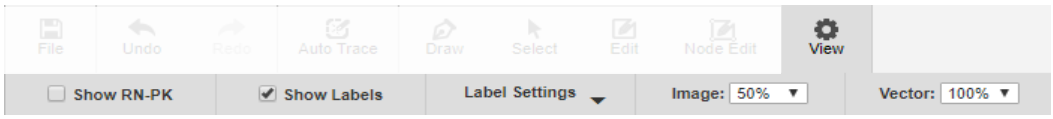
Each polygon shape that was auto traced, is given a **Trace_ID #** starting with N for node. Zoom-in to the shapes to see the value on each shape.

Every polygon is given a Grid row and Preview, as seen in the image above.

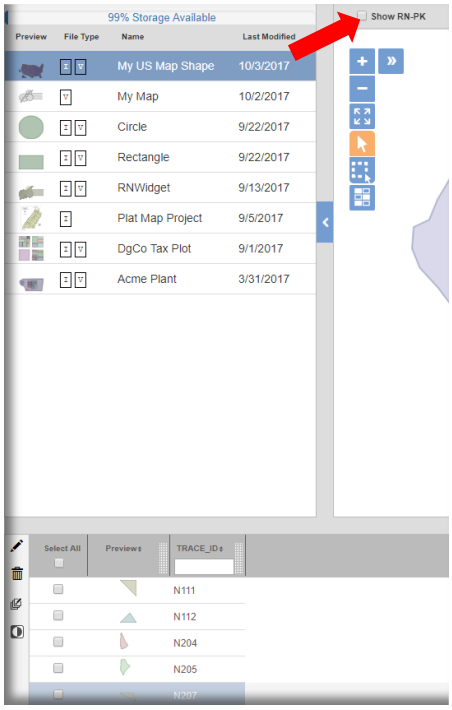
For new, manually created shapes, like our California island example above, the designer must add a **Trace_ID #** or value, like **M1** for our first manually drawn item we created as shown below. We'll discuss modifying the grid in an upcoming topic.

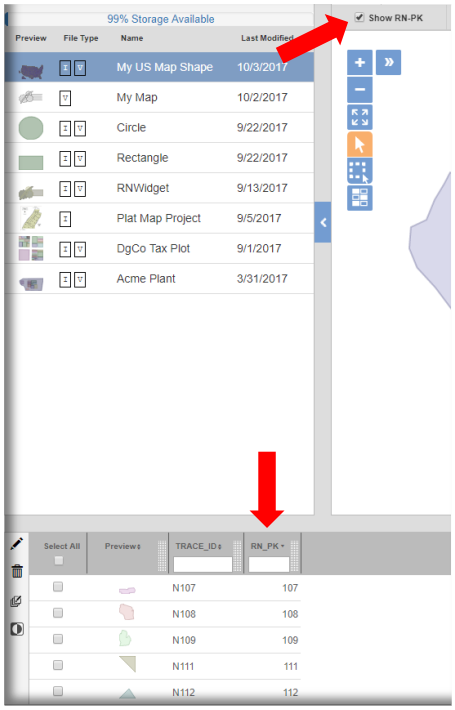


So back to the **View** menu settings specifically. It allows the following functionality:

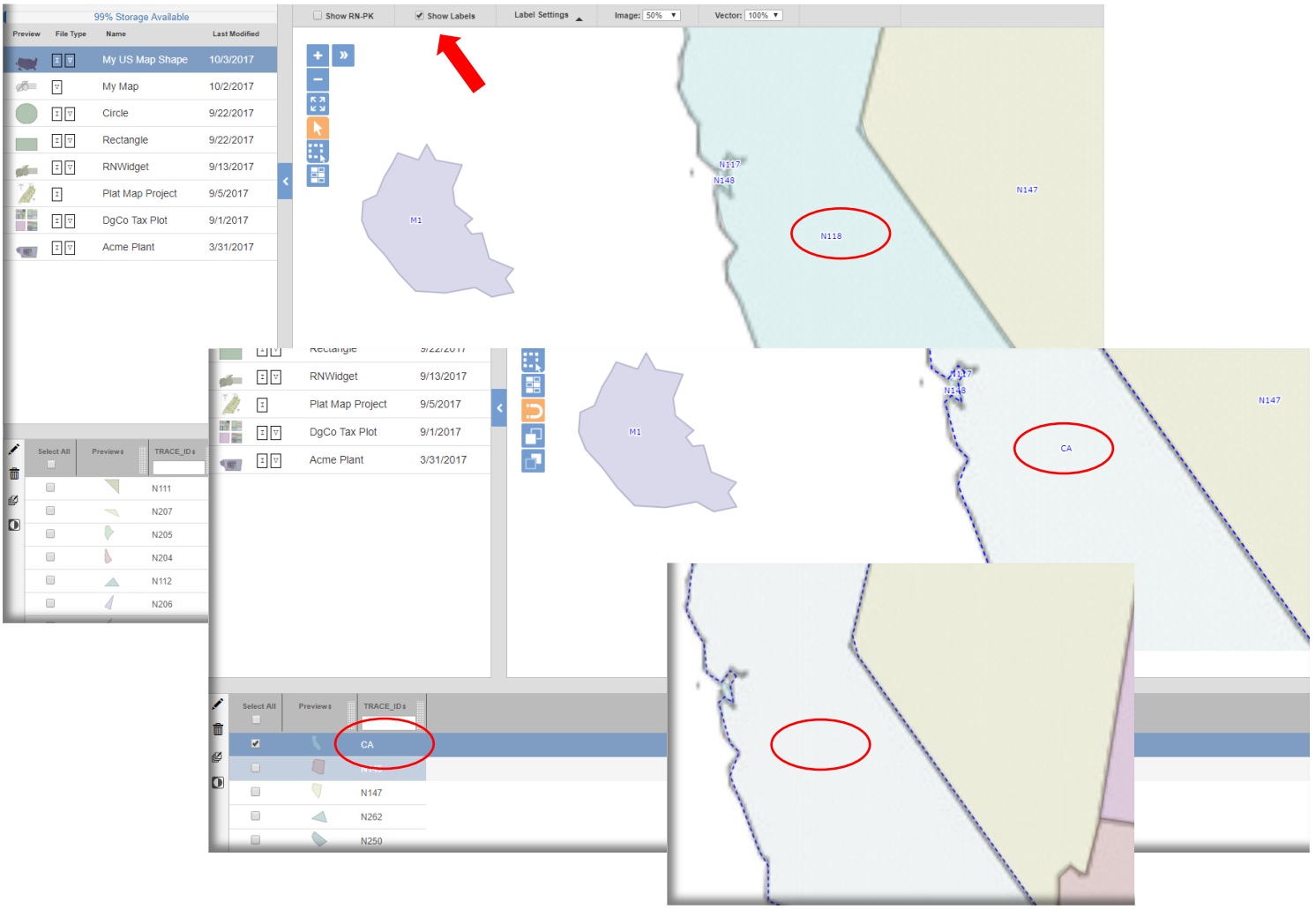


View/ Show RN-PK – EZShapes assigns an internal system polygon key to each shape. When checked, it will show as a grid column in the grid. Every shape that is traced or drawn will have a system assigned number based on when a polygon shape was created, e.g. 1,2,3 etc.

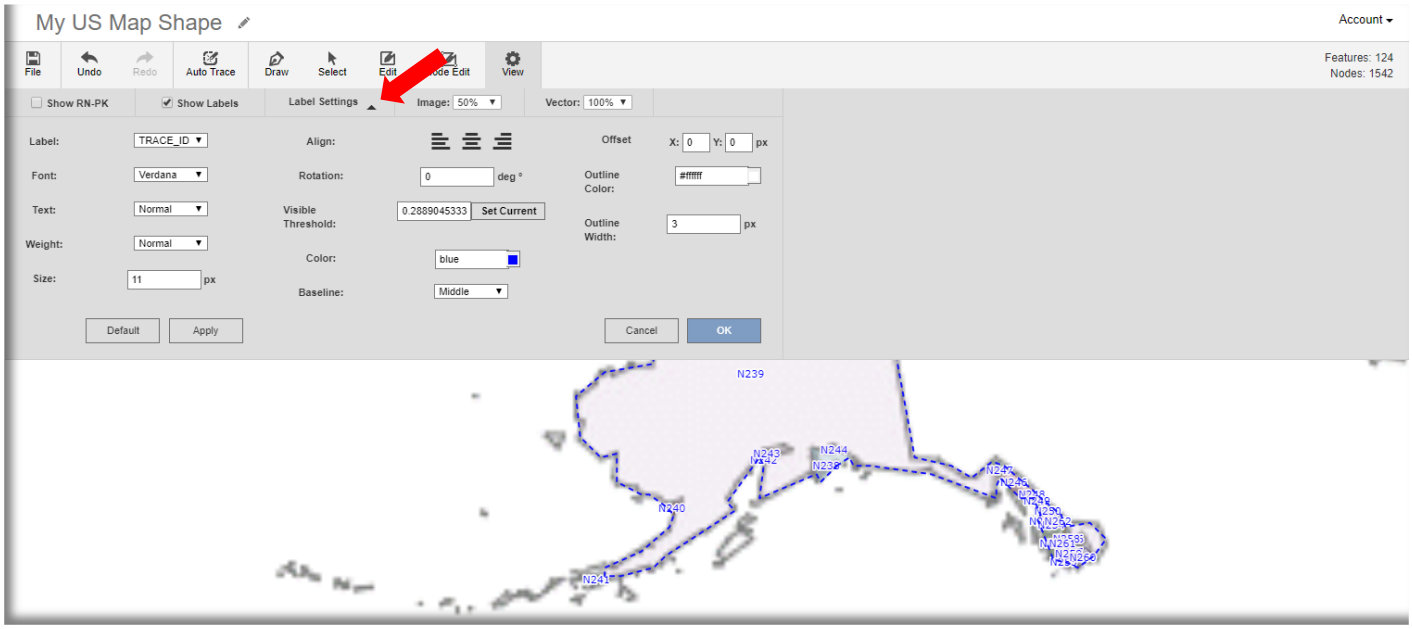




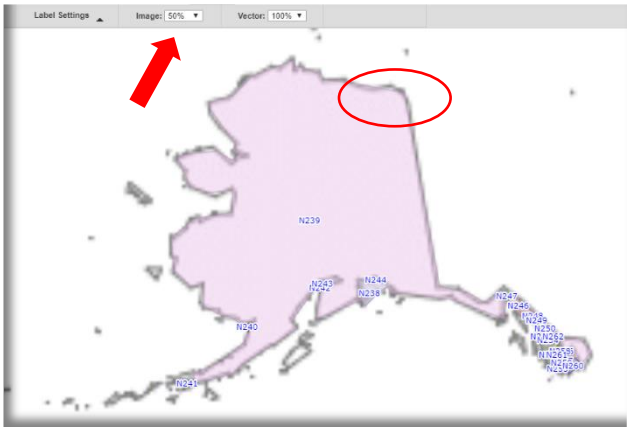
View/ Show Labels - You may <u>show</u> the polygon shape's **Trace_ID #** label in the center of each polygon. You may change the name of each trace id as viewed on the shape, like CA for California below, or leave the system assigned **Nxx** and add your own separate columns to the grid that may be used for shape file integration to other applications (Adding grid columns is discussed in an upcoming topic.) Or you may hide the label entirely by unchecking this option.

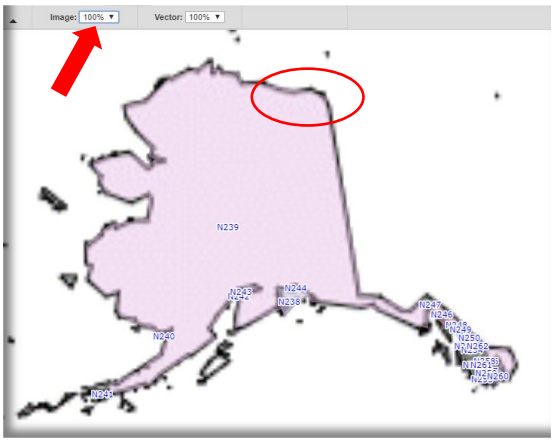


View/ Show Label Settings – You may customize the **Trace_ID #** label settings, including font, text, weight, etc. Select the **Label Settings** arrow to expand the menu selection window.

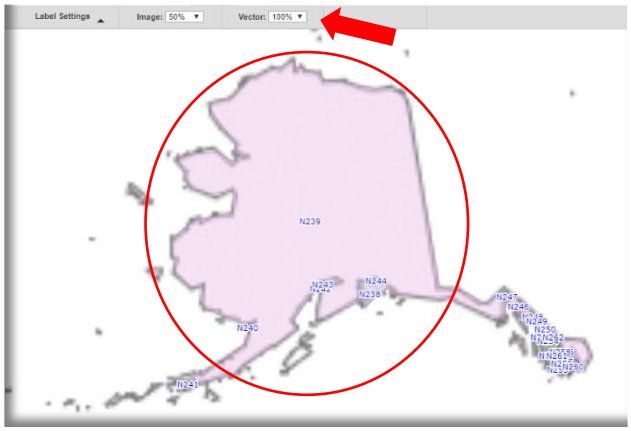


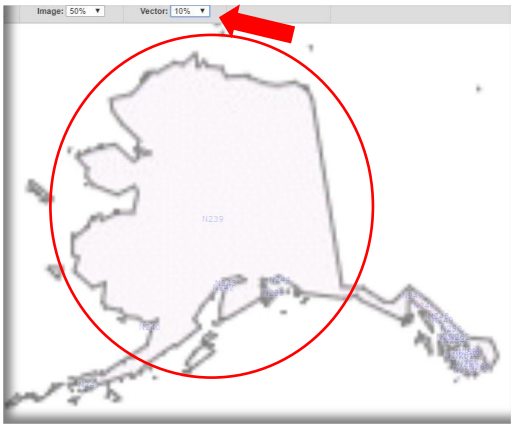
View/ Show Image Set display transparency of raster layer (darkness of underlying traced image shape outline as long as the background image is not deleted).





View/ Show Vector Set visibility of the vector layer (the polygon darkness of shape shading).



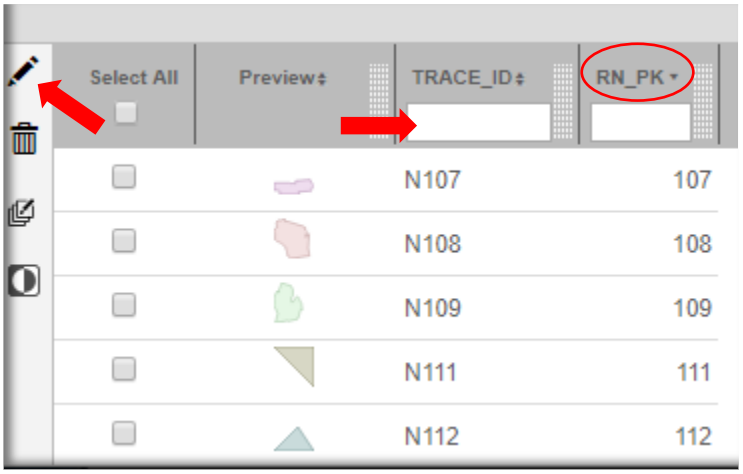


Grid Columns

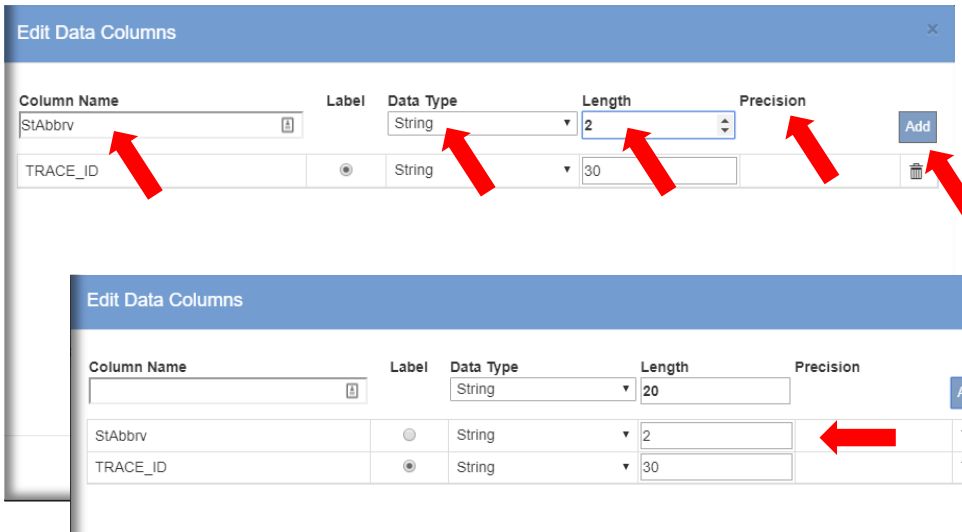
➢ Grid Column options

Each Polygon has a grid row with default settings, including: **Select All** to select columns for edit, **Preview** to see the associated polygon shape, **Trace_ID #** as discussed in the last topic for each shape, and if turned "on" under **View**, the internal system number **RN_PK**,

You may change the sort order of ascending or descending for a given column by clicking on the arrow of a column. You may also use the grid column search area to search for a specific Trace Id, RN_PK value, or user added column(s).



To add your own user defined columns, select the pencil icon in the grid window. A new **Edit Data Columns** window appears.

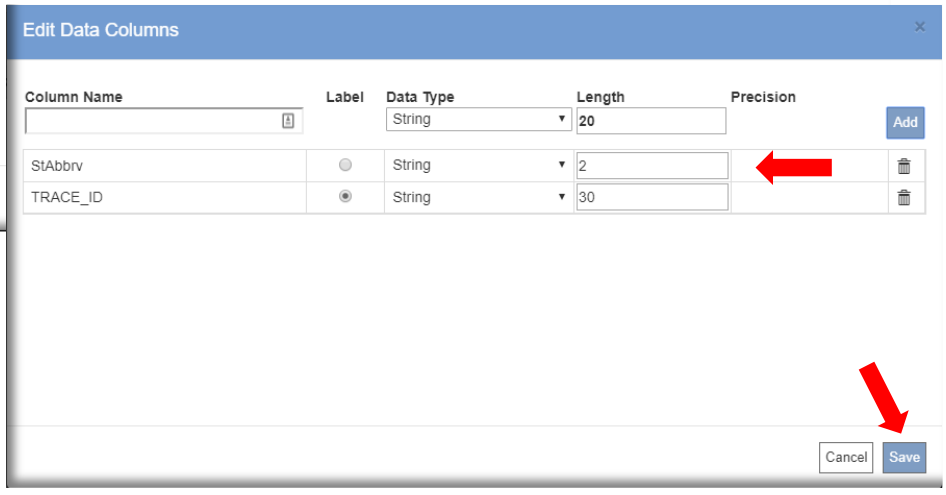


To add your own column, type a one word, short **Column Name**, like **StAbbrv**.

Next choose the **Data Type**, field **Length**, and if a decimal…the **Precision**.

Click **Add**.

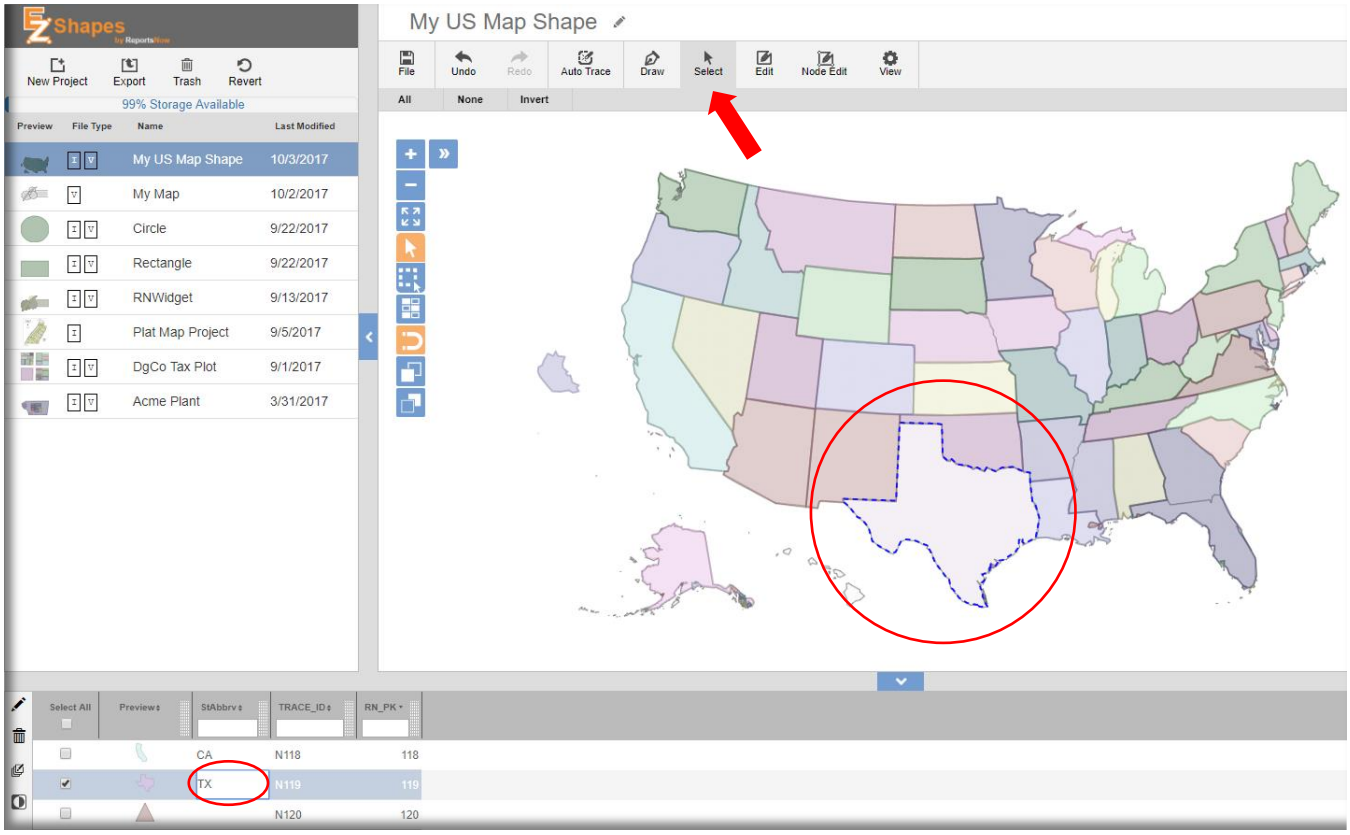
Add as many columns as you need for your shapes integration and use with other software applications, like **ReportsNow's DAS dashboards**.



When finished, click **Save**.

Notice the new column in your grid.

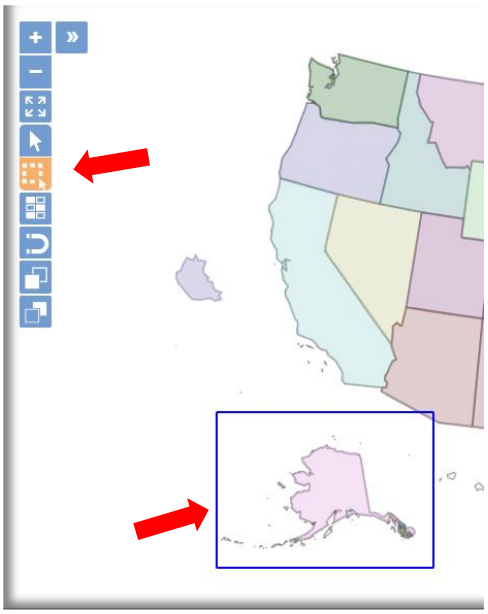
Next, choose the **Select** icon, and click a shape, like Texas. The grid will scroll automatically and highlight that grid row for the selected shape(s) Enter your desired text in the appropriate cell, like CA or TX. Be sure to match your field length and output type, like decimal or string, that will be used with other software applications. If you need to re-edit that column's settings, click the pencil and edit the column settings.

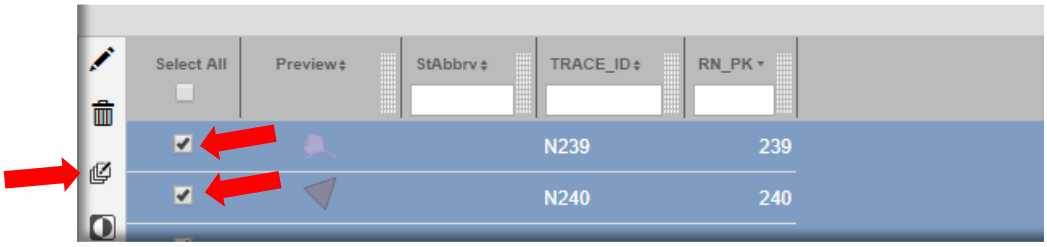


If you have several polygons that are merged as a part of one shape, like we did earlier with the extra polygons for **Alaska**, it is helpful to be able to make a mass edit of the custom column(s) and/or **Trace_ID #**'s. In our example, maybe all of the nodes are really **Alaska** and we want the abbreviation **AK** for each of those polygon shape grid items.

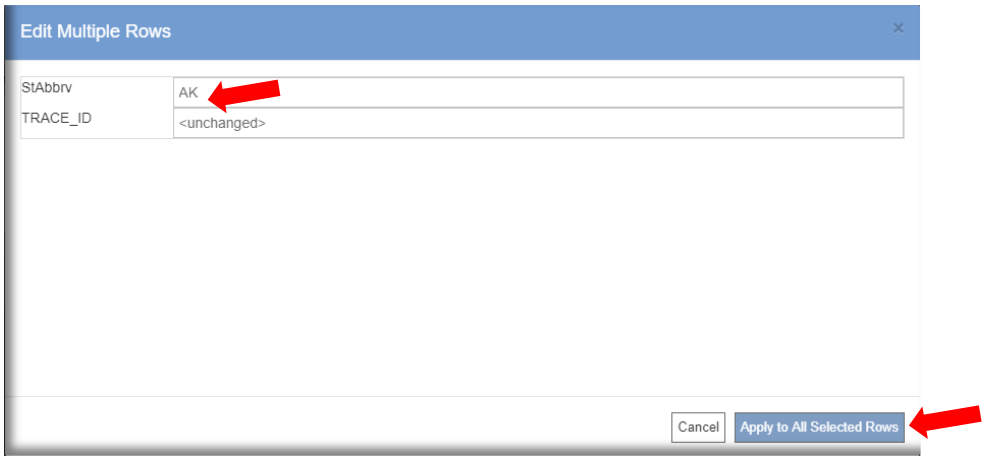
To easily perform this task, choose the **Region** select icon under **Select**.

Notice how all the "lassoed" nodes are now highlighted in the grid, (see the image below). A checkmark was automatically placed next to each.

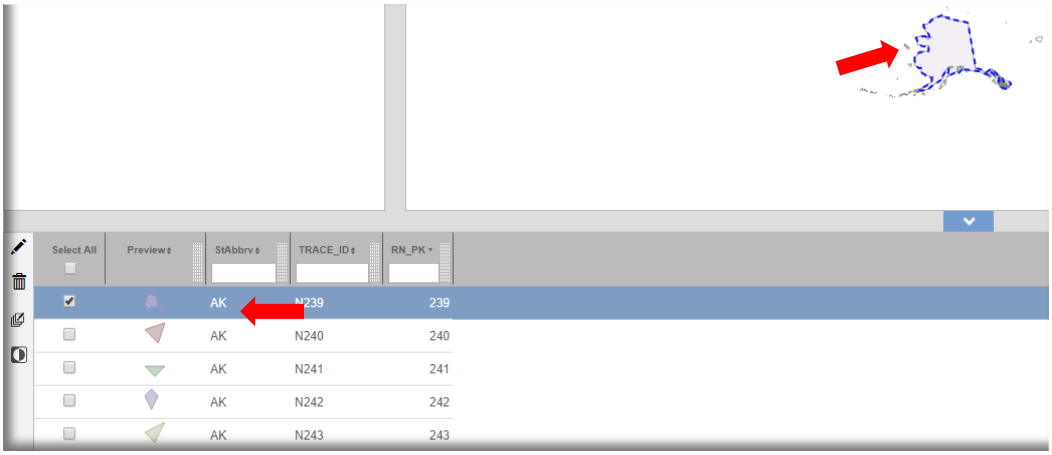




Next, choose **Set Data for Selected** rows via that icon shown above. Then, edit the desired column(s), typing AK in our example



Click the combined polygon shape you just edited, like Alaska, and view changes to all selected grid cells.



The next grid edit tool is **Invert Selection**…to invert a selection of rows, choose the invert icon.

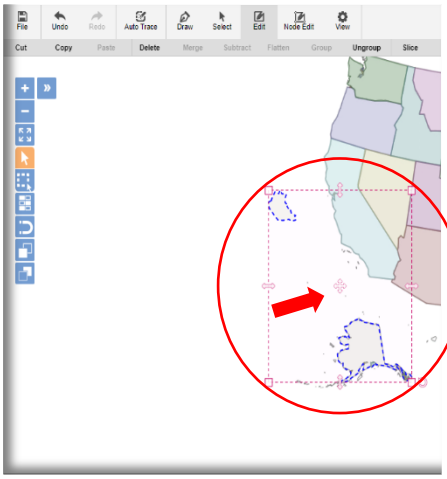
To delete a row in the grid, place a check next to the row and select the **trash can**.

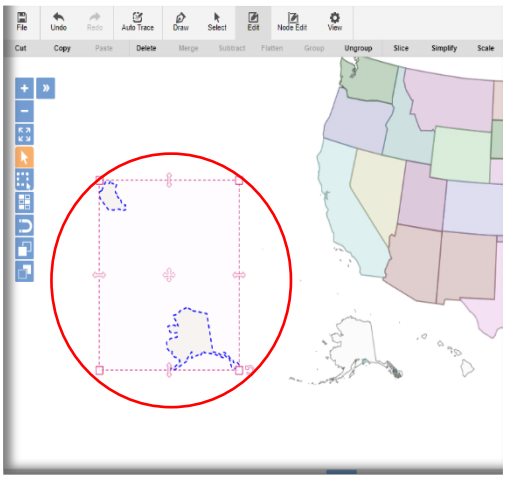
Moving, rotating, & scaling shapes and deleting background image

➢ Moving shapes within a project's design window

If you have polygon shapes that you have added or traced, you may select the individual or grouped shapes via **Select** (Note: once the shapes are grouped and selected or a single shape is highlighted, be sure **Select** is in single select mode and not multi-select mode, or you can't move the shape).

Next, as you click again on the highlighted shape and begin to drag, it detects your movement and opens a directional "move" box. Focus on the cross arrows in the center. Drag and drop the highlighted shape where you desire. Click in blank space to de-select. (Again, if multi-select was used instead of Ctrl/Shft and the toggle is still turned "on", you will not be able to de-select when clciking in white space. Go back to Select and turn "off" the multi-select tool.)

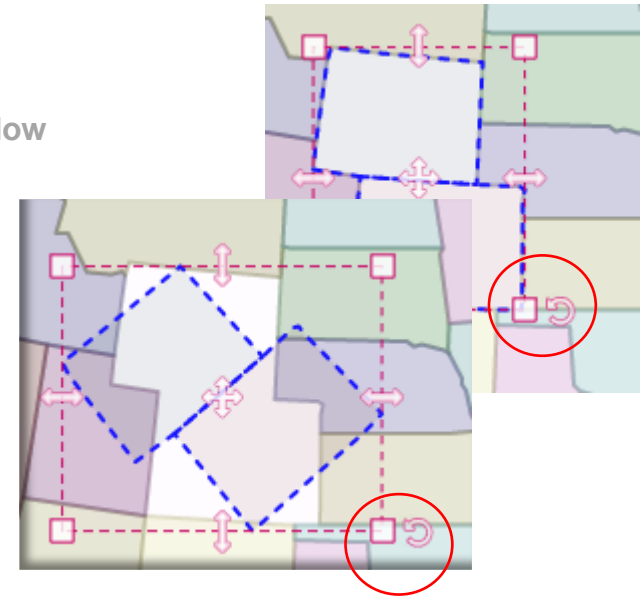




➢ Rotating shapes within a project's design window

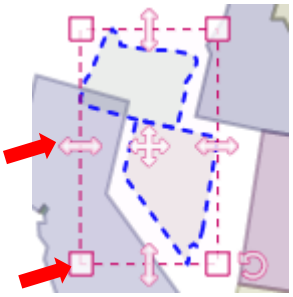
If you choose to rotate a shape(s) that is highlighted as we mentioned above in our moving shapes segment, click on the ratation symbol in the lower right hand corner.

When in the magnet is toggled to "on" the rotation occurs in 5 degree increments (or 10%). If you need to have complete control of degree rotation, de-select the magnet toggle.



➢ Scaling selected shapes

If you choose to scale selected shapes when they are in transform mode (red dashed box around the shapes), focus on a corner box or the sizing arrows and use your mouse to or finger controls to shrink or enlarge the scaling.

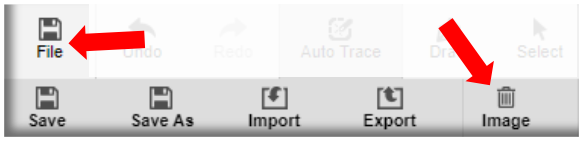


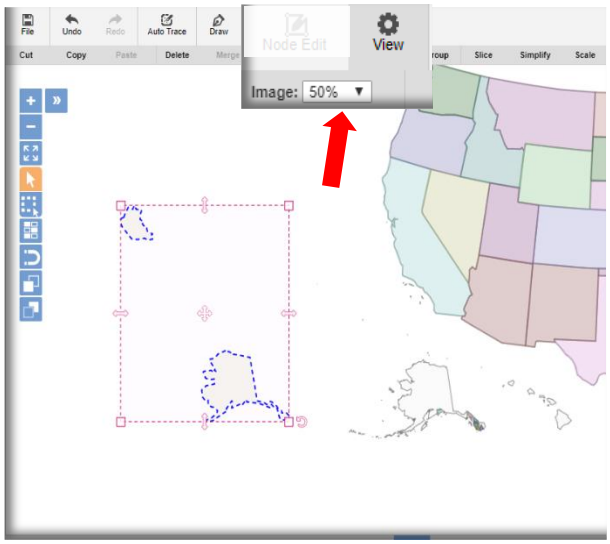
When in the magnet is toggled to “on” the scaling occurs in 5 degree increments (or 10%). If you need to have complete control of degree rotation, de-select the magnet toggle.

➢ Deleting background image

If you drag a taced shape away from the underlying image, you may decide to go to **View** to set the **Image** visibility to 0% so you don’t have extra odd images appearing in the design window. Those images are not exported as a part of a shape file but were used when you traced a shape earlier on.

You may also delete the background image **but save the project first**, in case you decide to **Undo** or **Revert**. Then choose **File**/ **Image** (trash can) to delete the background image.

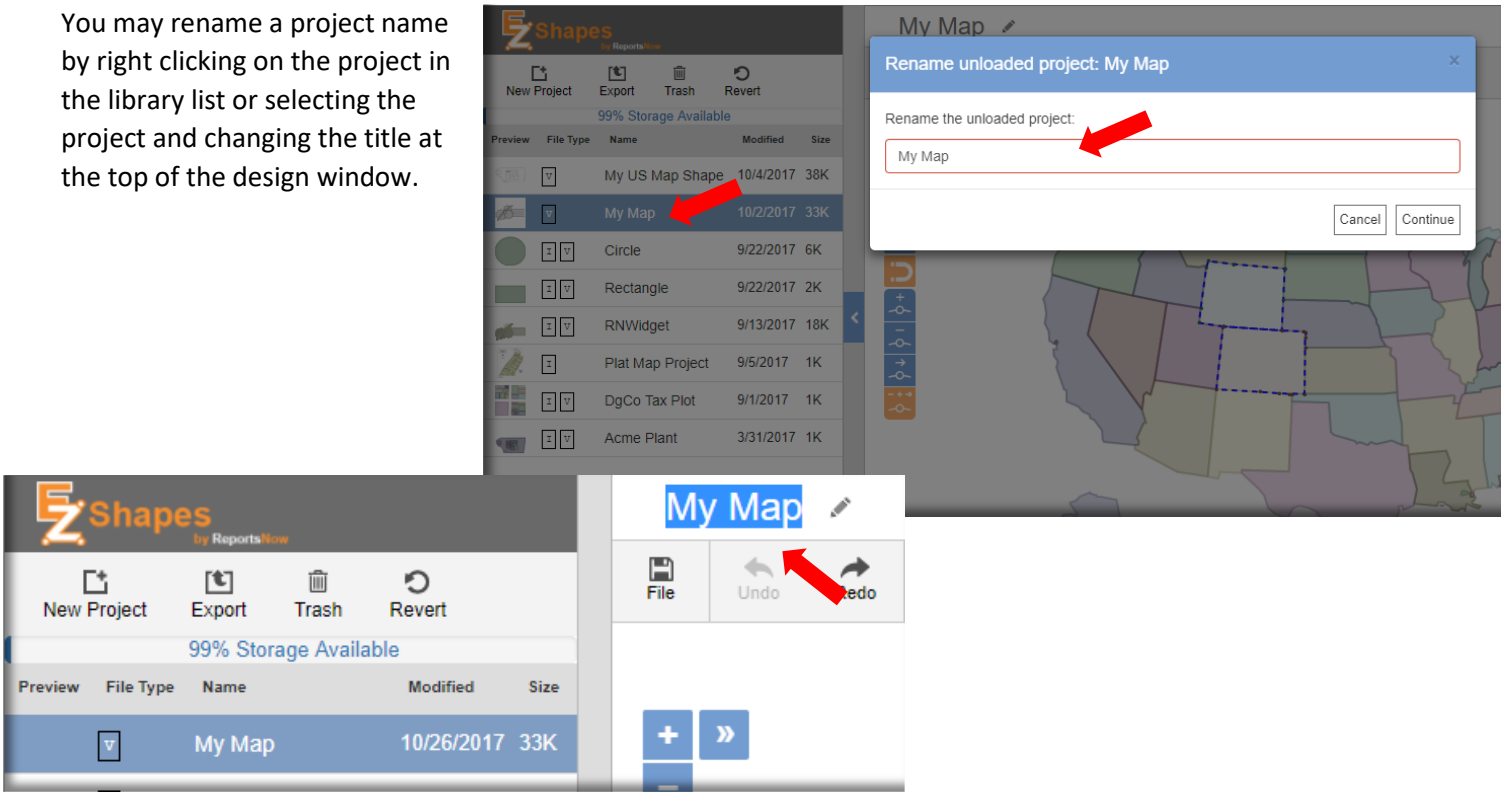




Shapes Library

➢ Renaming a shape file project in the library

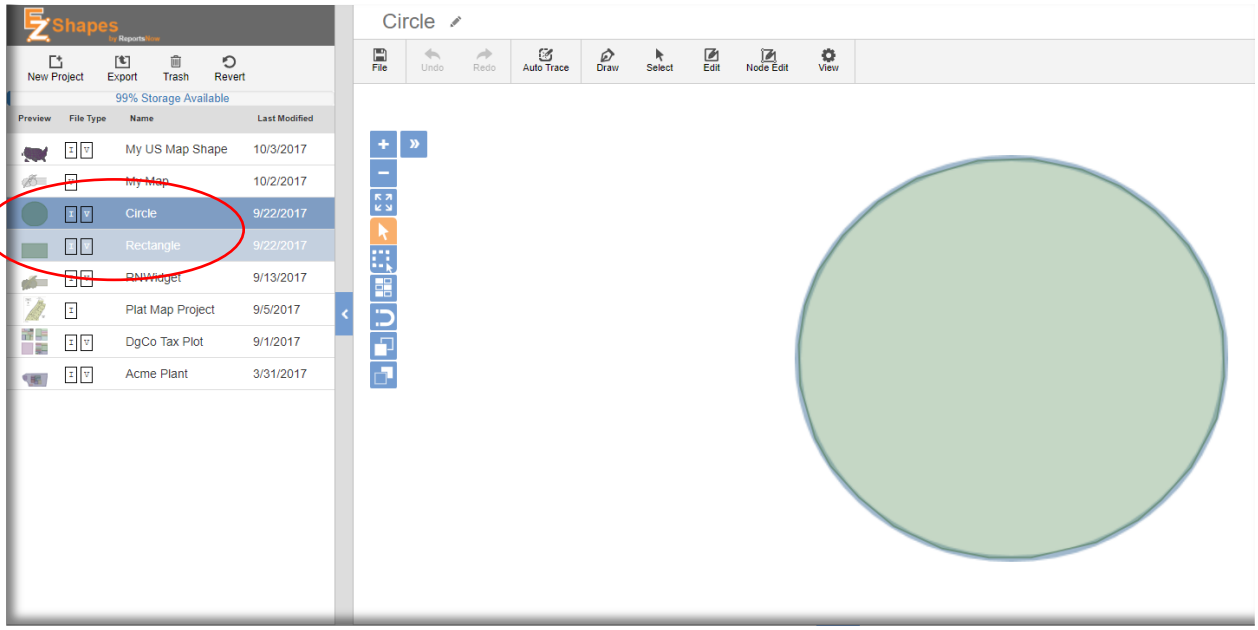
You may rename a project name by right clicking on the project in the library list or selecting the project and changing the title at the top of the design window.

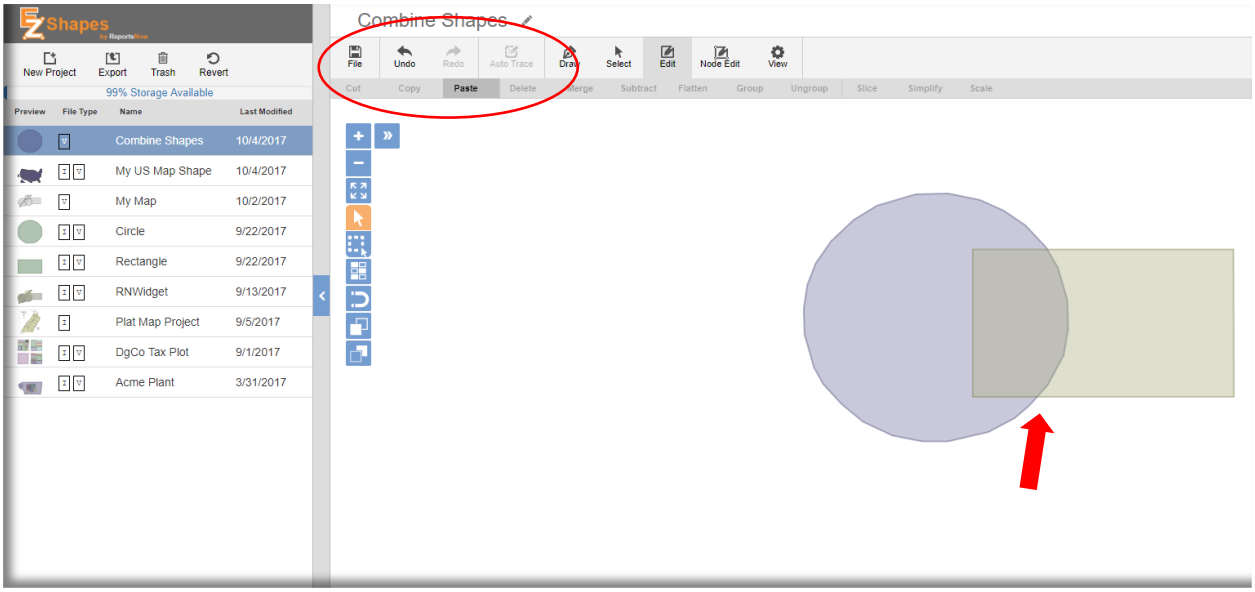


➢ Creating standard shapes library

At the time of base release, there is not a standard shapes library from which to choose pre-defined shapes. However, the following is a trick to add shapes into EZShapes that then may be selected, copied, and pasted into another project.

Go to a 3rd party application, like Microsoft PowerPoint or Paintbrush, add a shape to that environment. Save it as a .jpeg or .png to a project folder for shape files. Then, import the image into a new EZShapes project. Save the project with the name of the shape, like **Circle** or **Rectangle**. The shape is ready to select, copy, paste, and resize into another project like the image at the bottom of the page. Hotkeys **Ctrl V**, C, etc. may be used in lieu of clicking icons to copy, paste, etc.

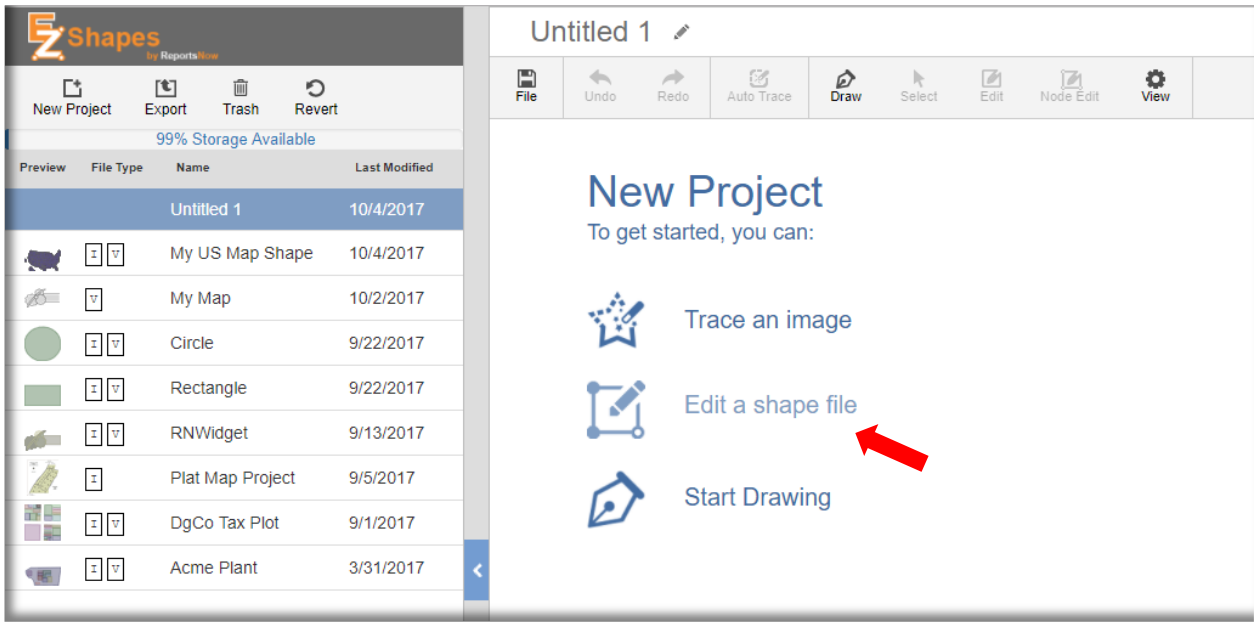

EZ Shapes
New Project
Export
Trash
Revert
99% Storage Available
Preview
File Type
Name
Last Modified
My US Map Shape 10/3/2017
My Map 10/2/2017
Circle 9/22/2017
Rectangle 9/22/2017
RNWidget 9/13/2017
Plat Map Project 9/5/2017
DgCo Tax Plot 9/1/2017
Acme Plant 3/31/2017
Circle
File
Undo
Redo
Auto Trace
Draw
Select
Edit
Node Edit
View


EZ Shapes
New Project
Export
Trash
Revert
99% Storage Available
Preview
File Type
Name
Last Modified
Combine Shapes 10/4/2017
My US Map Shape 10/4/2017
My Map 10/2/2017
Circle 9/22/2017
Rectangle 9/22/2017
RNWidget 9/13/2017
Plat Map Project 9/5/2017
DgCo Tax Plot 9/1/2017
Acme Plant 3/31/2017
Combine Shapes
File
Undo
Redo
Auto Trace
Draw
Select
Edit
Node Edit
View
Cut
Copy
Paste
Delete
Merge
Subtract
Flatten
Group
Ungroup
Slice
Simplify
Scale

Importing and Editing Existing Shape Files

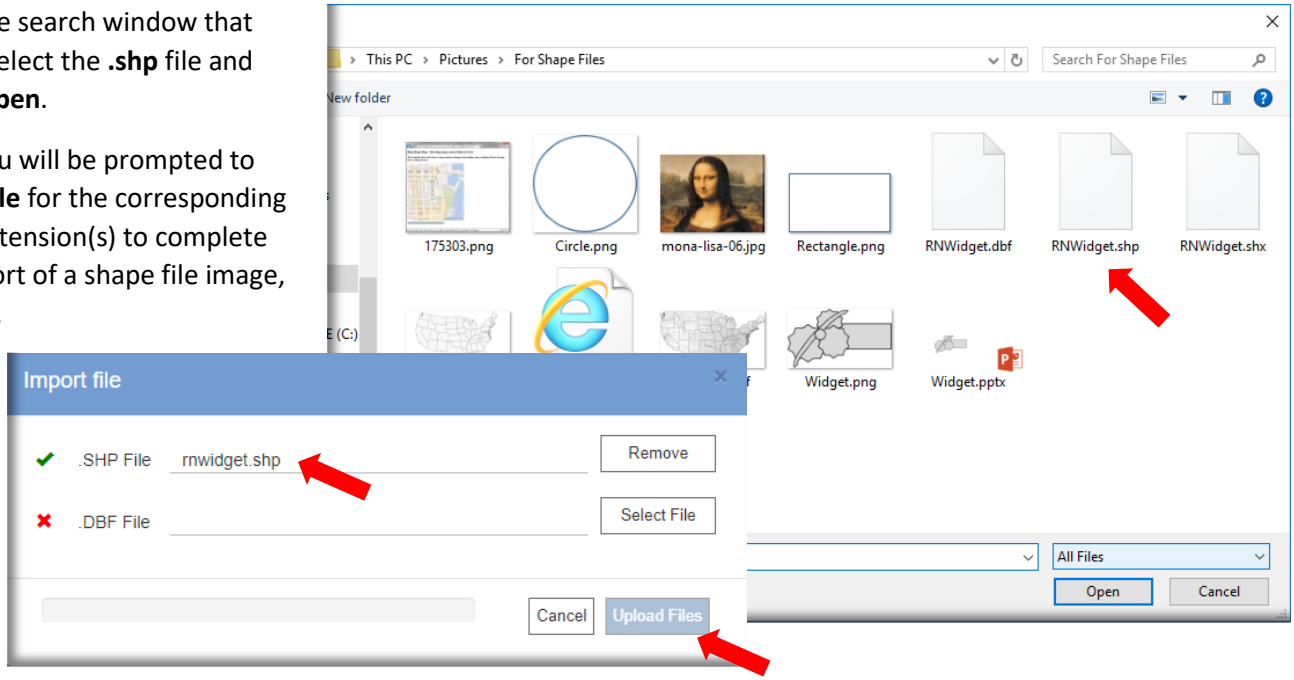
➢ Using Existing Shape Files

If your new project requires using an existing shape file, begin by selecting **Edit a shape file**.



In the file search window that opens, select the **.shp** file and select **Open**.

Next, you will be prompted to **Select File** for the corresponding file(s) extension(s) to complete the import of a shape file image, like **.dbf**.



Then, choose **Upload Files**, and your shape should then be imported as the image or shape to trace.