
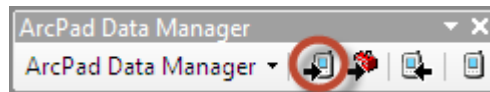


## Overview

An ArcPad AXF will allow you to check out existing data for comparison or updating in conjunction to collecting new features. In this support note, we will discuss how to check data out of ArcMap into an AXF, collect data in the field, and return the AXF to ArcMap.

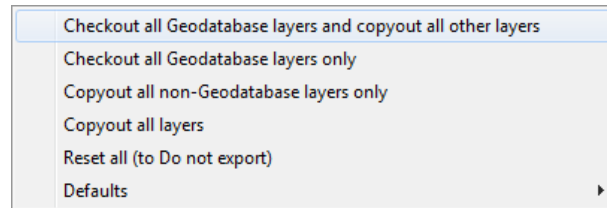
## Data Check Out

1. In ArcMap, add feature class layers to a new map. This can be done with the Add Data button. 
2. Once all the layers are displayed in the table of contents, save the map.
3. On the ArcPad Data Manager Toolbar, click the Get Data For ArcPad button.

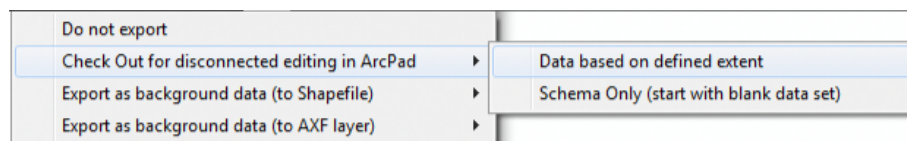


*Note: The ArcPad Data Manager is installed when you install ArcPad to your computer. The extension can be enabled ArcMap under Customize> Extensions.*

4. In the Get Data For ArcPad– Select Data window, choose the features classes that you want to export. If you want to check out feature classes and their existing data, you can click on Action and choose Checkout all geodatabase layers and copyout all other layers.

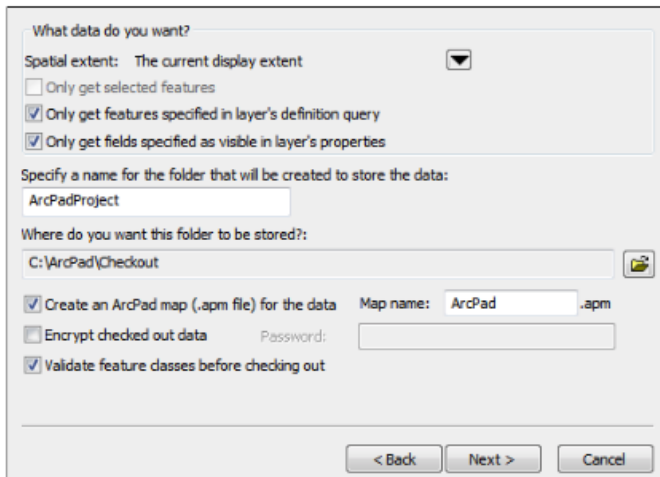
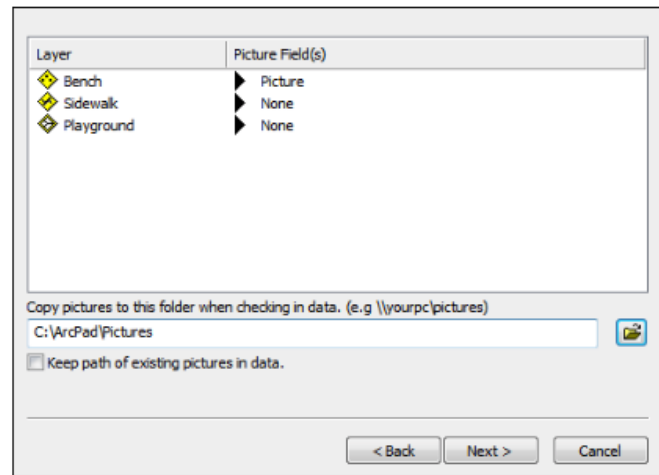


If you want to only choose a few layers to check out, click on the layer and choose Check Out for disconnected editing in ArcPad.



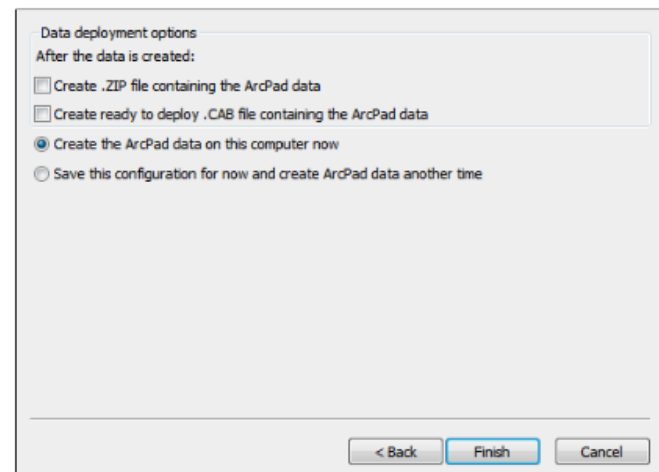
*Note: If you are editing data from more than one database, only one database will be editable in ArcPad and all other layers will be background only. Under Action, all editable layers will be labeled as Checkout Data, non editable layers will be labeled as Background Data, and layers not being exported will be labeled Do Not Export.*

5. Once your layers are set to the correct export, select Next.
6. On the next window, you can select a picture field for your layers.
7. If you have a picture attribute setup in your feature, click on the arrow below Picture Field(s) and select the picture attribute.
8. You will want to choose a destination fold for ArcPad to place the pictures in upon check in.
9. After you have finished, select Next.




10. In the spatial extent, check the box next to Only get features specified in layer's definition query and Only get fields specified as visible in layer's properties.
11. Specify a name for your checkout folder.
12. Select a destination directory for the checkout folder.
13. Select Next.

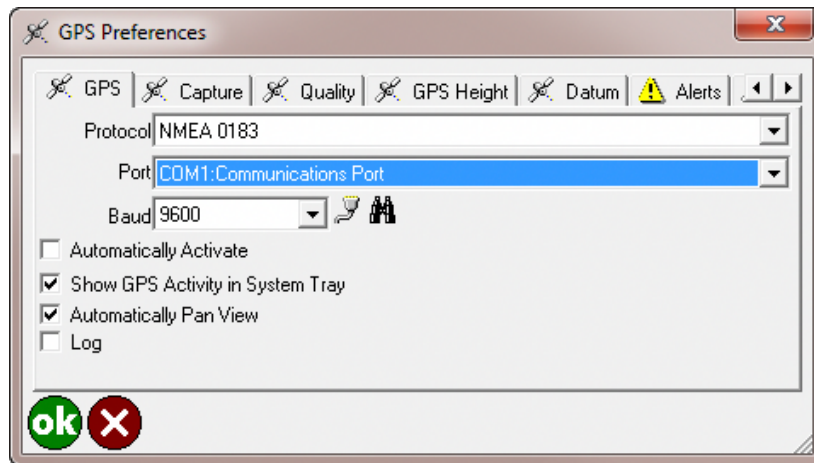
14. Select the option to Create the ArcPad data on this computer now.
15. Select Finish.
16. The checkout will create a folder with the name you specified in the file path you choose in the above screenshot. You will want to copy the entire folder to your handheld.
17. Connect you handheld to your computer through Windows® Mobile Device Center.
18. Open your File Explorer and go to the directory the ArcPad check out is saved in.
19. Copy the folder and paste it onto the handheld in the My Documents folder.







*Note: If you are running ArcPad on a Windows tablet, you need to copy the ArcPad checkout folder to a USB drive then copy the ArcPad checkout folder from the USB drive to the tablet.*

## Data Collection

1. Click on the ArcPad icon to open it.
2. Select Choose map to open and select the AXF you checked out.
3. To configure the GPS, tap the dropdown arrow underneath the satellite  icon and select GPS Preferences. The protocol should be set to NMEA 0183. Enter the port and baud rate as specified by your handheld's manual.
4. Select the Capture tab. Check the box next to Enable Averaging.
5. Enter 10 for Points and 5 for Vertices. Click OK when finished.

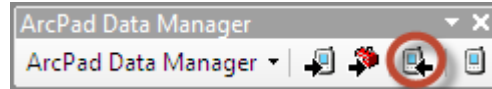



6. Tap the satellite icon to enable the GPS.
7. Once you have a GPS fix, the GPS status bar at the bottom of the screen will turn green.
8. To start collecting data, click on the Quickcapture toolbar. 
9. Select the feature you wish to collect.
10. When collecting point features, you will see the averaged percent next to the feature name. When collecting lines and polygons, you will have the option to average at the vertices  or to have it stream as you walk. 

11. Fill out the attribute information.
12. If there is a picture associated with the feature, select the Picture tab.
13. Select the camera icon to take a picture. 
14. This will bring up the camera built into your handheld. Use the buttons on your handheld to take a picture. Once you are satisfied with your picture, click OK and it will take you back to the Picture tab in ArcPad.
15. Click OK to finish the feature.
16. You should now see the feature on the map.
17. Repeat steps 8-15 for collecting more features.

## Data Check In

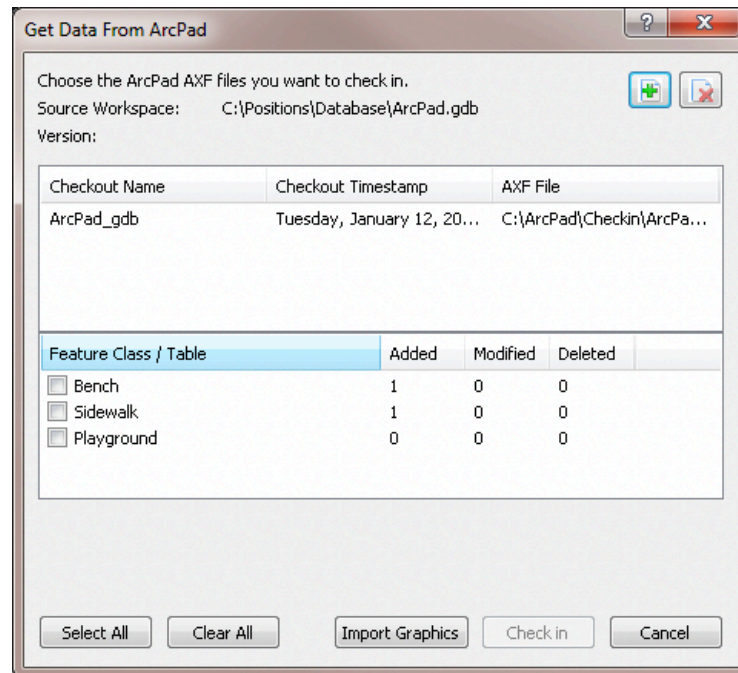
1. Connect your handheld to your computer through Windows Mobile Device Center.
2. Copy the ArcPad folder from the handheld's My Documents folder to your computer using file explorer.
3. In ArcMap, start an editing session. *Note: You will click the Editor dropdown on the Editor toolbar and choose Start Editing. If no Editor toolbar is showing, you can enable it under Customize> Extensions.*
4. On the ArcPad Data Manager Toolbar, click the Get Data From ArcPad button.



5. Click on the Add Button  in the Get Data From ArcPad window to add the AXF into ArcMap by browsing to the folder you just copied from your handheld..

*Note: The AXF file will be named after your database and not the map or checkout folder*

6. You will see that you will get a summary of all the added, modified, and deleted features.



7. Put a check in the box next to all the features that you want to check in.
8. Click the Check-in button to finish the check in process, which will add the features to your map.
9. You will get a report of all the features that were checked in.
10. End your editing sessions and save your edits.

For more information about ArcPad, please refer to the [ArcPad Help](#) or [ArcPad Quick Reference](#).