



Instructions: Exporting GIS Map Data

Filtering the Data

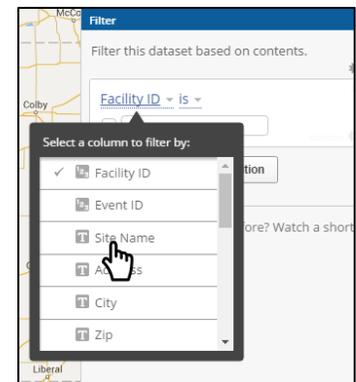
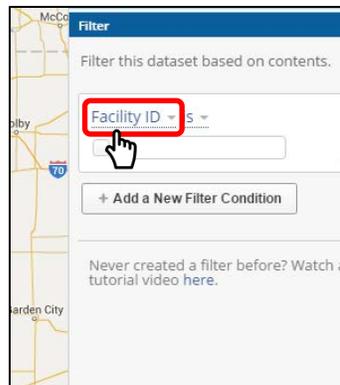
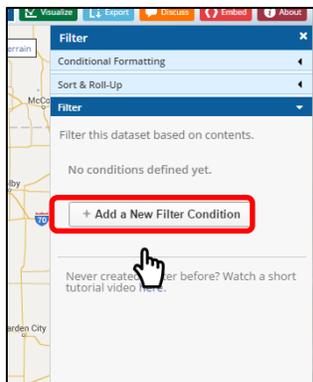
You may want to begin by filtering the data for a specific city, county or other criterion before downloading the data set.
Note: The filter feature is unavailable for datasets in geospatial formats (shapefile, KML or KMZ).

1. Click on the Filter button ( Filter) on the top right-hand side of the screen.

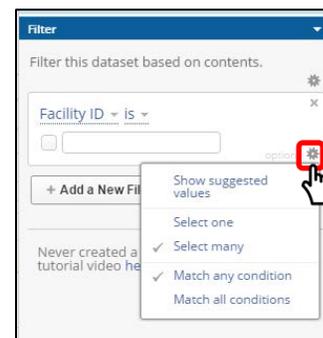


2. The Filter screen will then appear.

- a. From the Filter menu, choose Add a New Filter Condition () and click on the drop-down to select the field by which you would like to filter the results and press Enter.



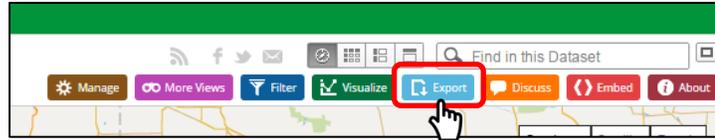
Note: You can click on the gear icon for additional options, such as "Show suggested values" which will bring up possible filter criteria or "Select many" which will allow you to select multiple criteria, like "Jefferson" and "Denver" County.



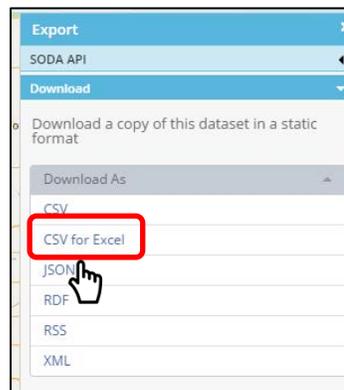
Downloading the Data

Download data to csv for Excel or download an ESRI shapefile package. The format type you can download will depend on the data set parameters set by the data administrator. This section will go over the most common type of download (CSV for Excel) and how to then import and open the csv file in Excel. Other format types follow a similar process to download.

1. Click on the Export button () on the top right-hand side of the screen.



2. The Export screen will pop up on the right side of the screen. Under the Download menu, select the format you would like to download. If you want to view the data in Excel, select "CSV for Excel."



3. Open the file in the bottom left corner of your screen and save the file as a csv.
4. Open Microsoft Excel and then open the CSV (comma delimited) file within excel. If the CSV file does not appear, try changing the file type to All Files (".")



5. Follow the text import wizard. There will be 3 steps. Make sure in Step 2 to uncheck "tab" as the delimiter and choose "comma" instead as the delimiter (this is used to separate the text into the appropriate columns).