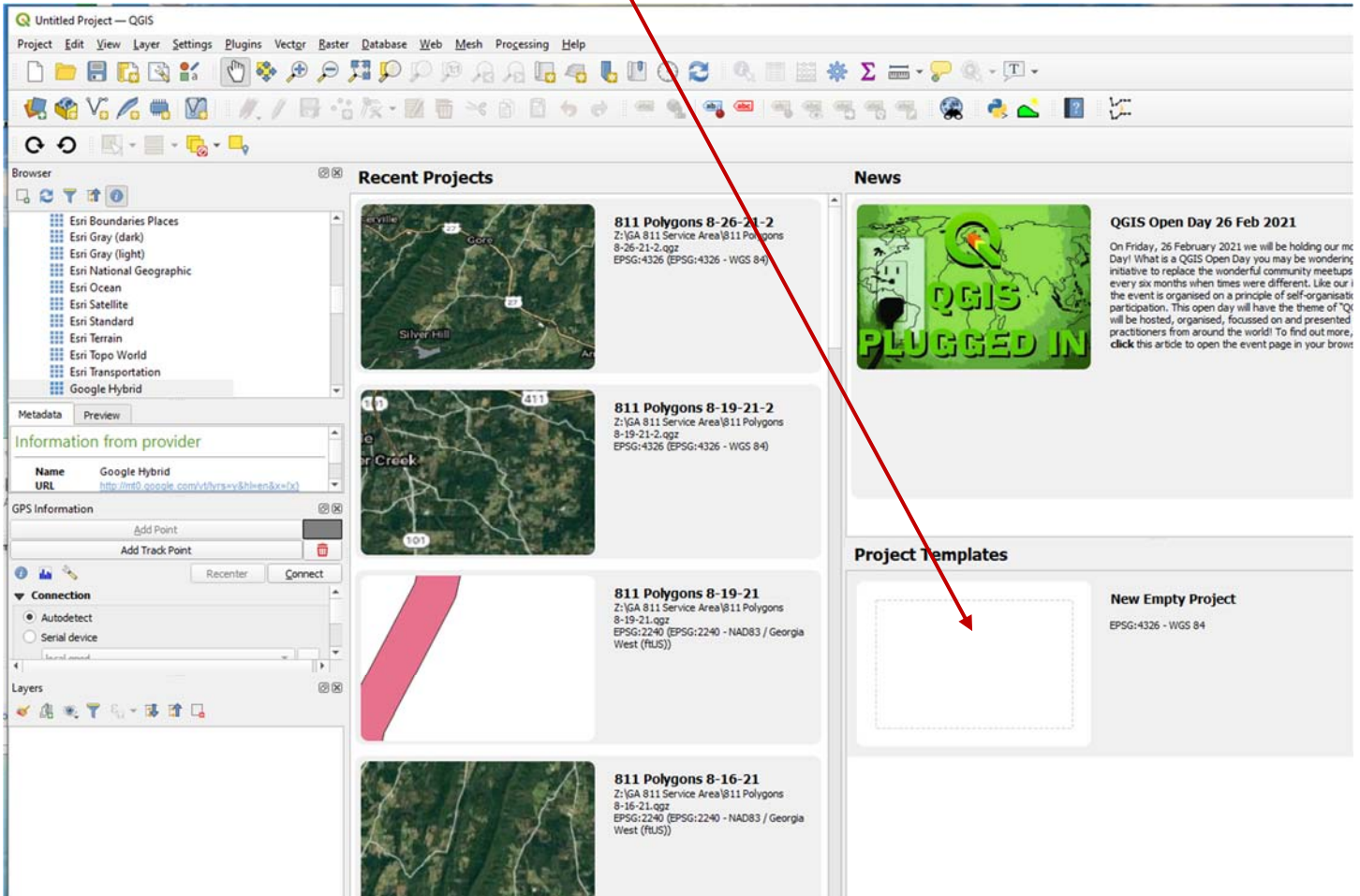
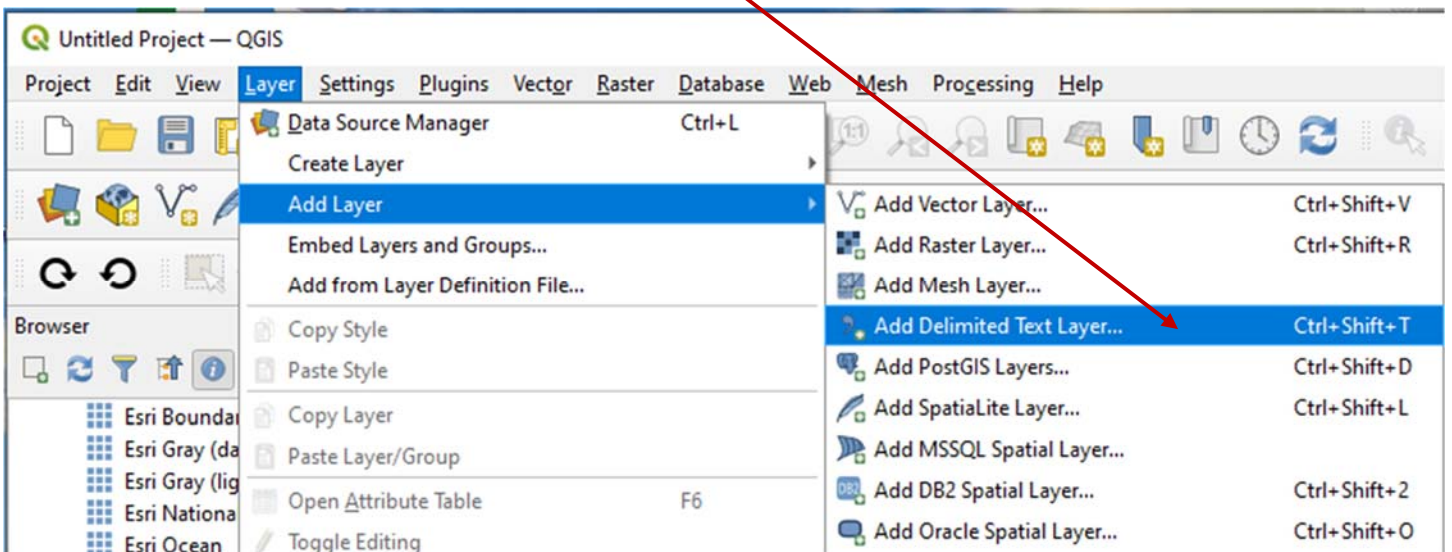


Upload CSV File to QGIS

1: Open QGIS and click on **New Empty Project**.



2: Go to **Layer>Add Layer>Add Delimited Text Layer**



3: In the File Name field click the ellipses to the right and browse for your CSV file.

Make sure CSV radio button is selected. CRS should be EPSG:4326-WGS84

The screenshot shows the 'Data Source Manager - Delimited Text' dialog box. The left sidebar lists various data source types, with 'Delimited Text' selected. The main panel has the following sections:

- File Format:** Contains three radio buttons: 'CSV (comma separated values)' (selected), 'Regular expression delimiter', and 'Custom delimiters'.
- Record and Fields Options:** Includes a 'Number of header lines to discard' spinner set to 0, and checkboxes for 'First record has field names' (checked), 'Detect field types' (checked), 'Decimal separator is comma', 'Trim fields', and 'Discard empty fields'.
- Geometry Definition:** Contains radio buttons for 'Point coordinates' (selected), 'Well known text (WKT)', and 'No geometry (attribute only table)'. It also has dropdowns for 'X field', 'Y field', 'Z field', and 'M field'. A 'DMS coordinates' checkbox is present. The 'Geometry CRS' dropdown is set to 'EPSG:4326 - WGS 84'.
- Layer Settings:** Includes checkboxes for 'Use spatial index', 'Use subset index', and 'Watch file'.
- Sample Data:** A text area for previewing data.

At the bottom, there is a 'Please select an input file' prompt and buttons for 'Close', 'Add', and 'Help'. Red arrows from the text above point to the 'File name' browse button, the 'CSV' radio button, and the 'Geometry CRS' dropdown.

4: Make sure your window has the right coordinates selected for Lat and Lon. The image below is what this will look like after you load your CSV file. When all looks good click add and then close.

Data Source Manager | Delimited Text

File name: \\pkprbsv001\Folder Redirection\jankovsky\Desktop\Austin Data\CSV\Capital Aggregates.csv

Layer name: Capital Aggregates Encoding: UTF-8

File Format

- ☒ CSV (comma separated values)
- ☐ Regular expression delimiter
- ☐ Custom delimiters

Record and Fields Options

Number of header lines to discard: 0

☒ First record has field names

☒ Detect field types

☐ Decimal separator is comma

☐ Trim fields

☐ Discard empty fields

Geometry Definition

☒ Point coordinates

X field: Longitude

Y field: Latitude

☐ DMS coordinates

☐ Well known text (WKT)

☐ No geometry (attribute only table)

Geometry CRS: EPSG:4326 - WGS 84

Layer Settings

☐ Use spatial index

☐ Use subset index

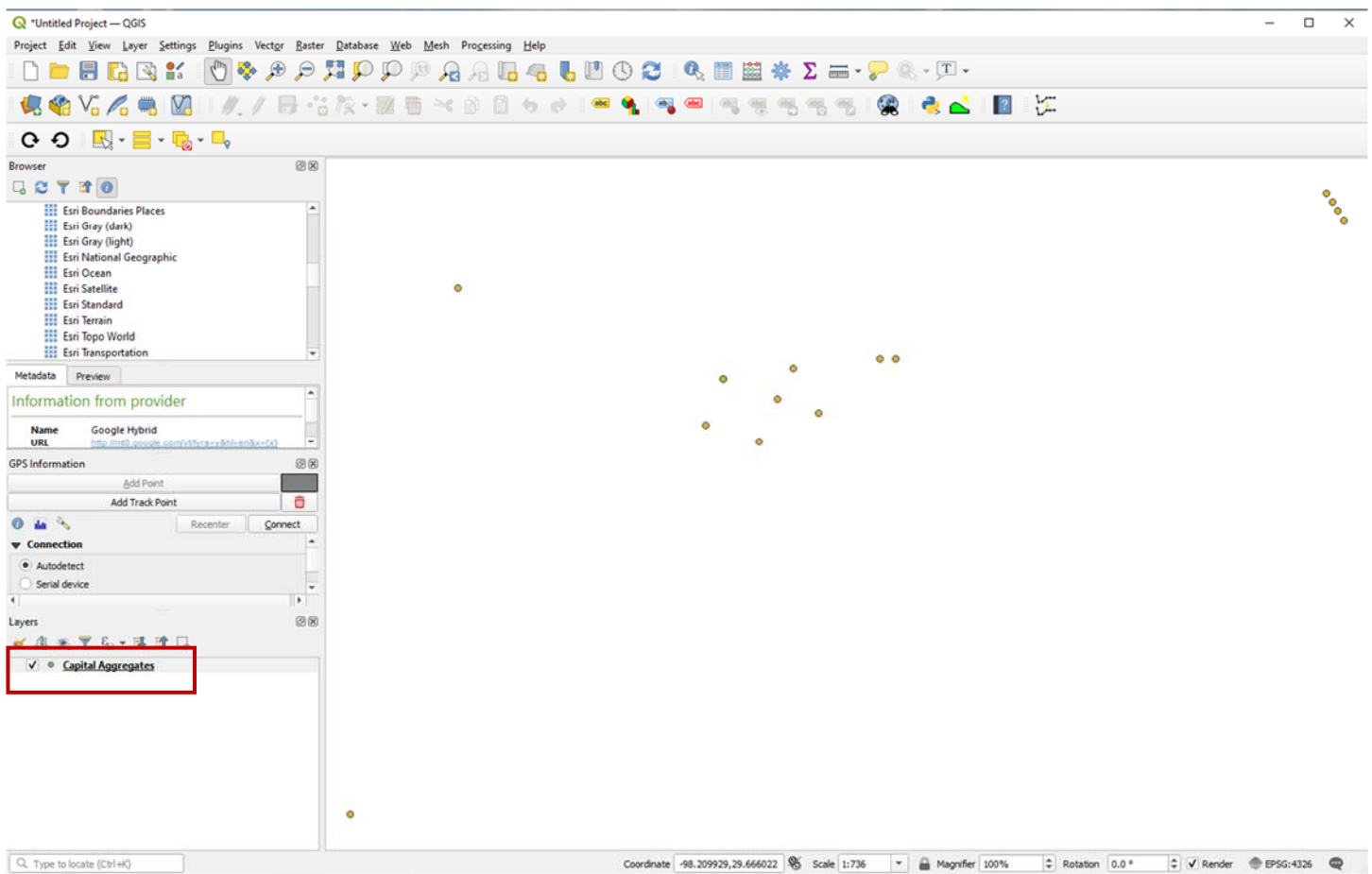
☐ Watch file

Sample Data

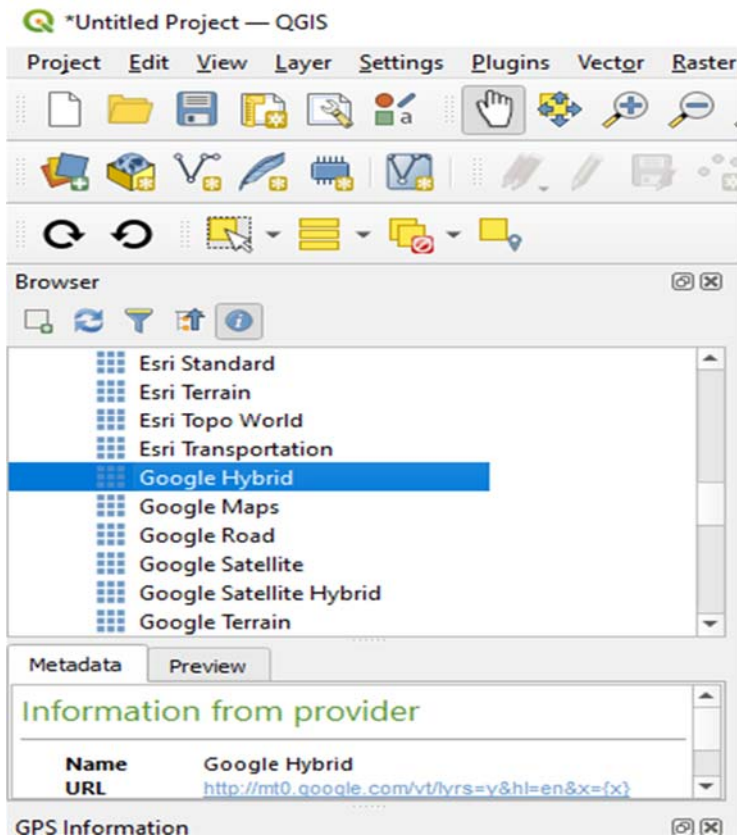
	Name	Easting	Northing	Elevation	Description	Longitude	Latitude	Ellipsoidal height	Easting RMS
1	Station 1	-98.20950786	29.66545264	198.099		-98.20950786	29.66545264	198.099	0.017
2	Station 2	-98.21081881	29.66566249	197.617	Painted rock on the far side	-98.21081881	29.66566249	197.617	0.013

Close Add Help

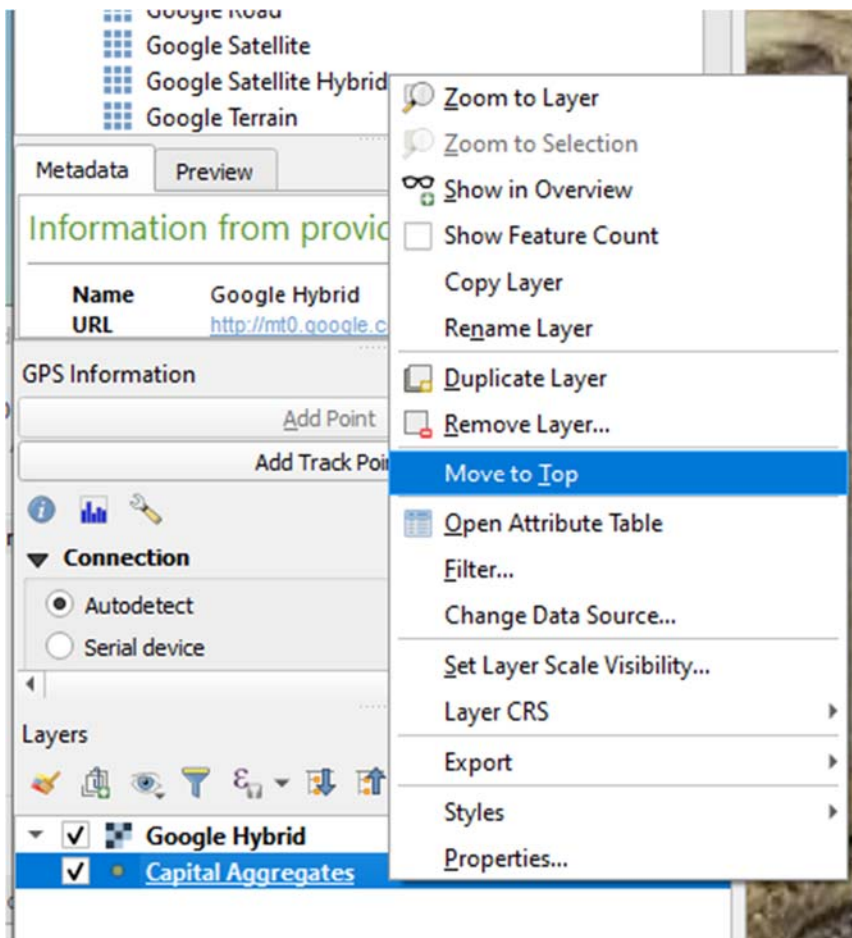
5: This is what your points will look like.



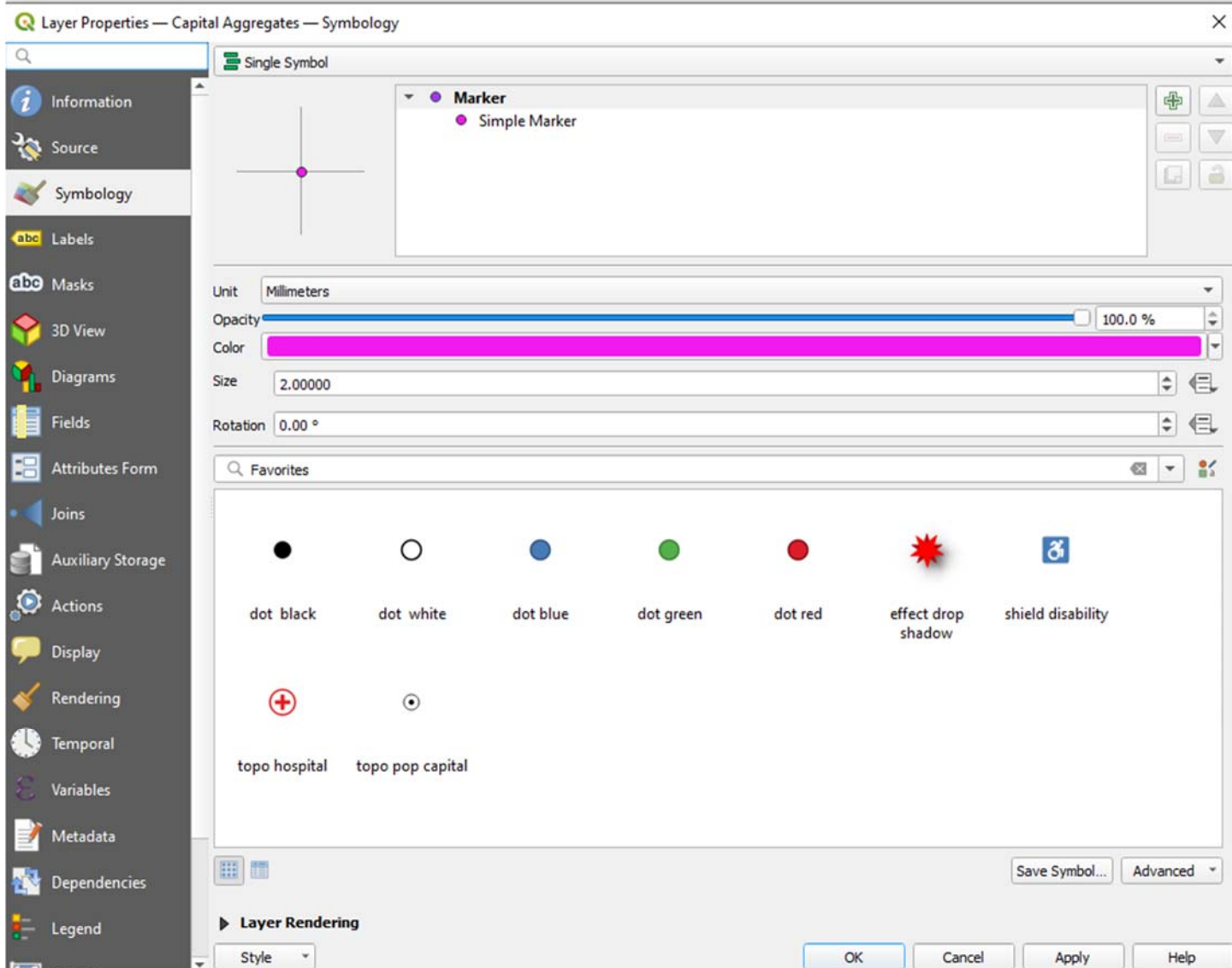
The column on the left has important information. Your file name is now showing up and this is also where you will load your map. Next you need to insert a map into the window. Browse for a map and double click on your choice.

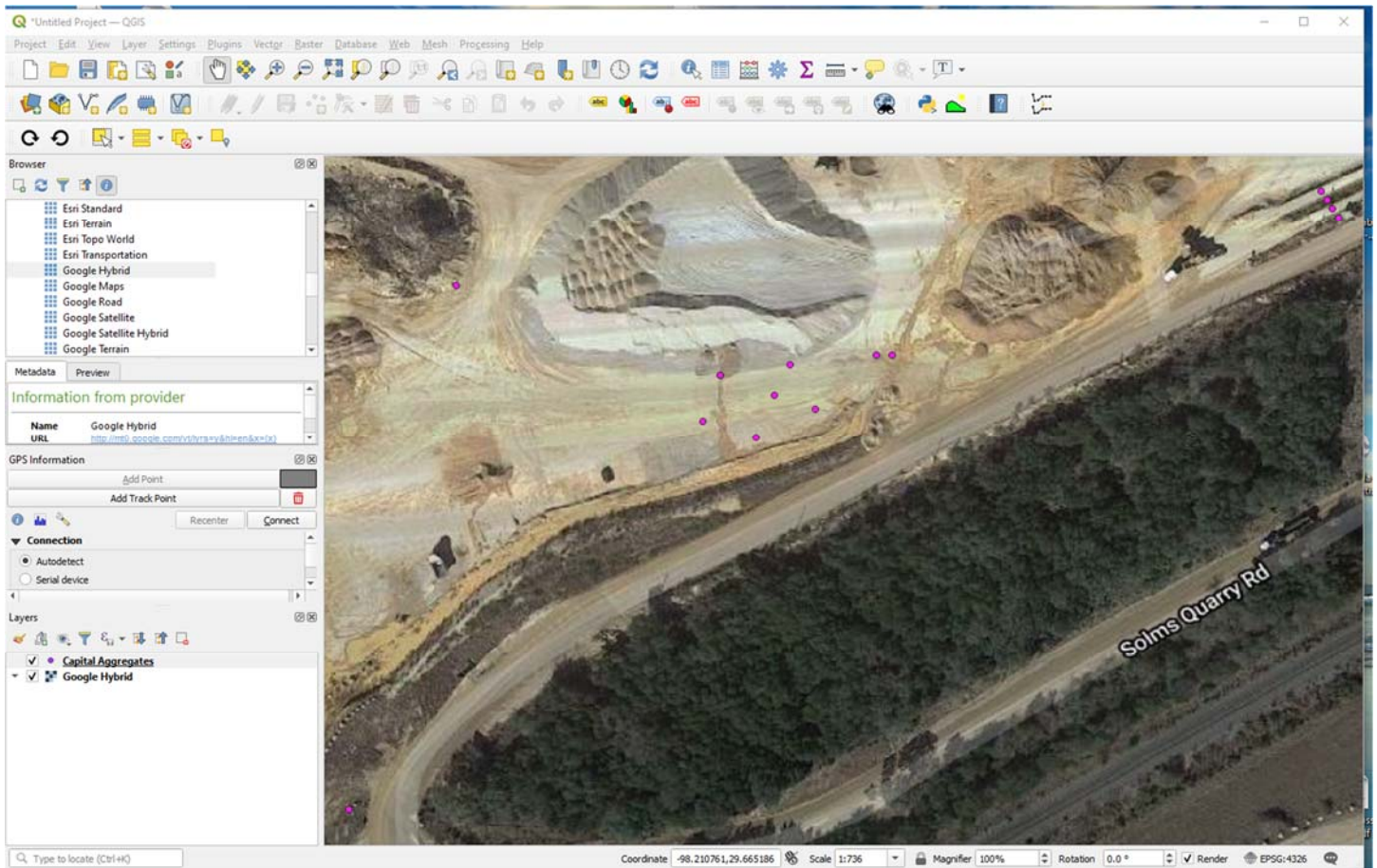


Once you do this you will see the map is now in the **Layer** section at the bottom of the page on the left. If it is at the top of the list, it is in front of your points. You need to move the map down or your project up in order to see your points. You can just drag the map below the project and it will move, or you can right click on your project and tell it to **Move to Top**.

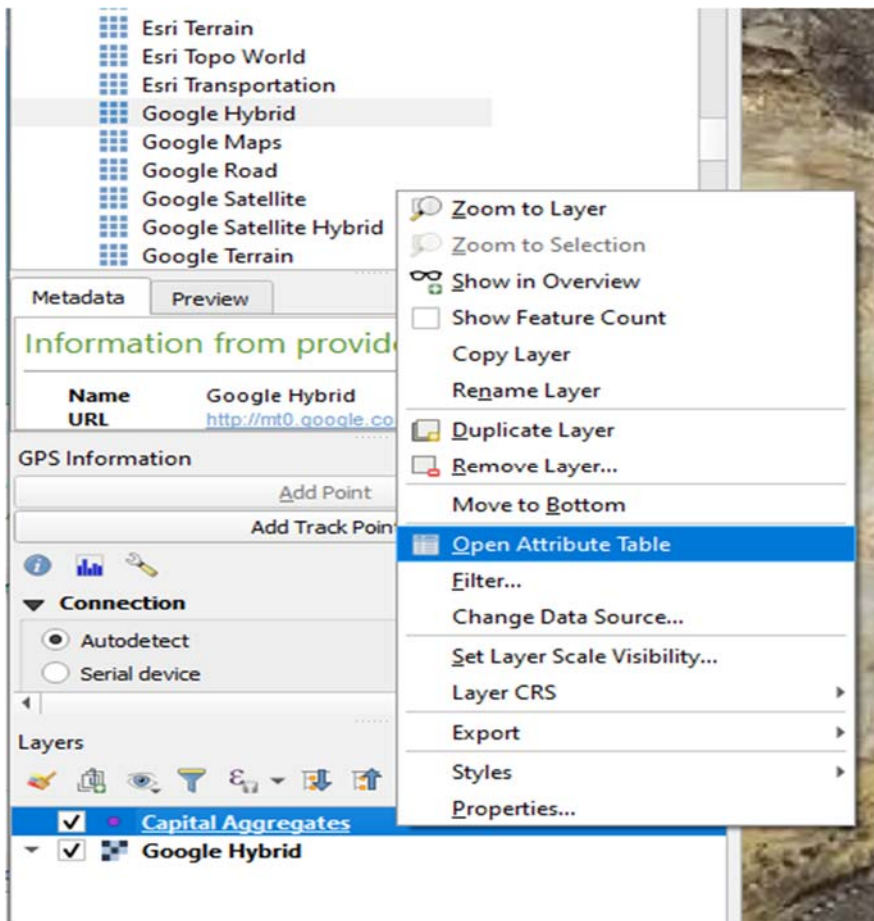


Now you will be able to see your points. You can change the color and style of your points by double clicking on your project layer and going to **Symbology**. I have turned your points fuchsia so they show up better.





6: Open your Attribute Table. Either right click on your Project Layer or go to the Menu bar and click on the little table.





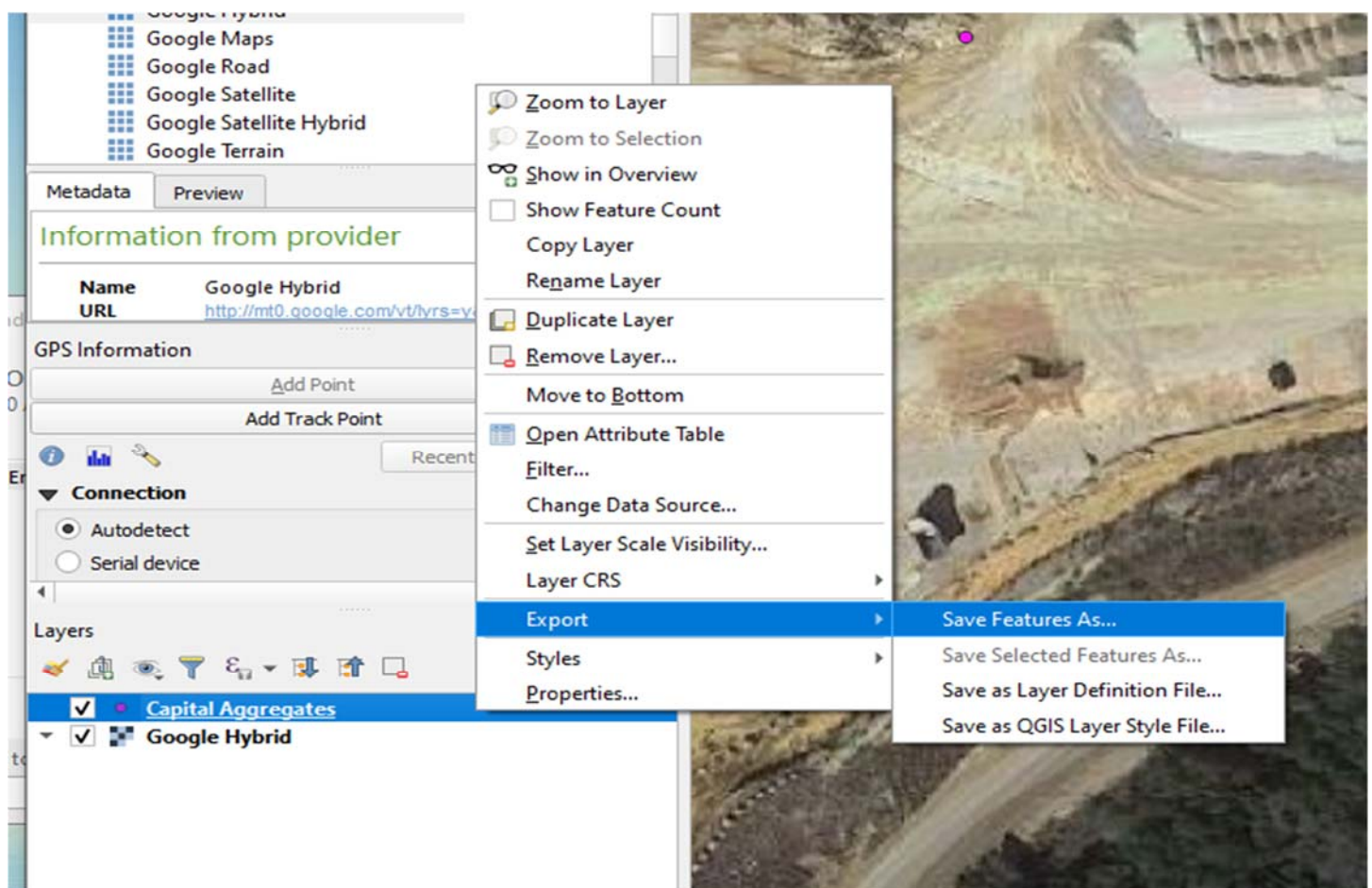
This is what you'll see.

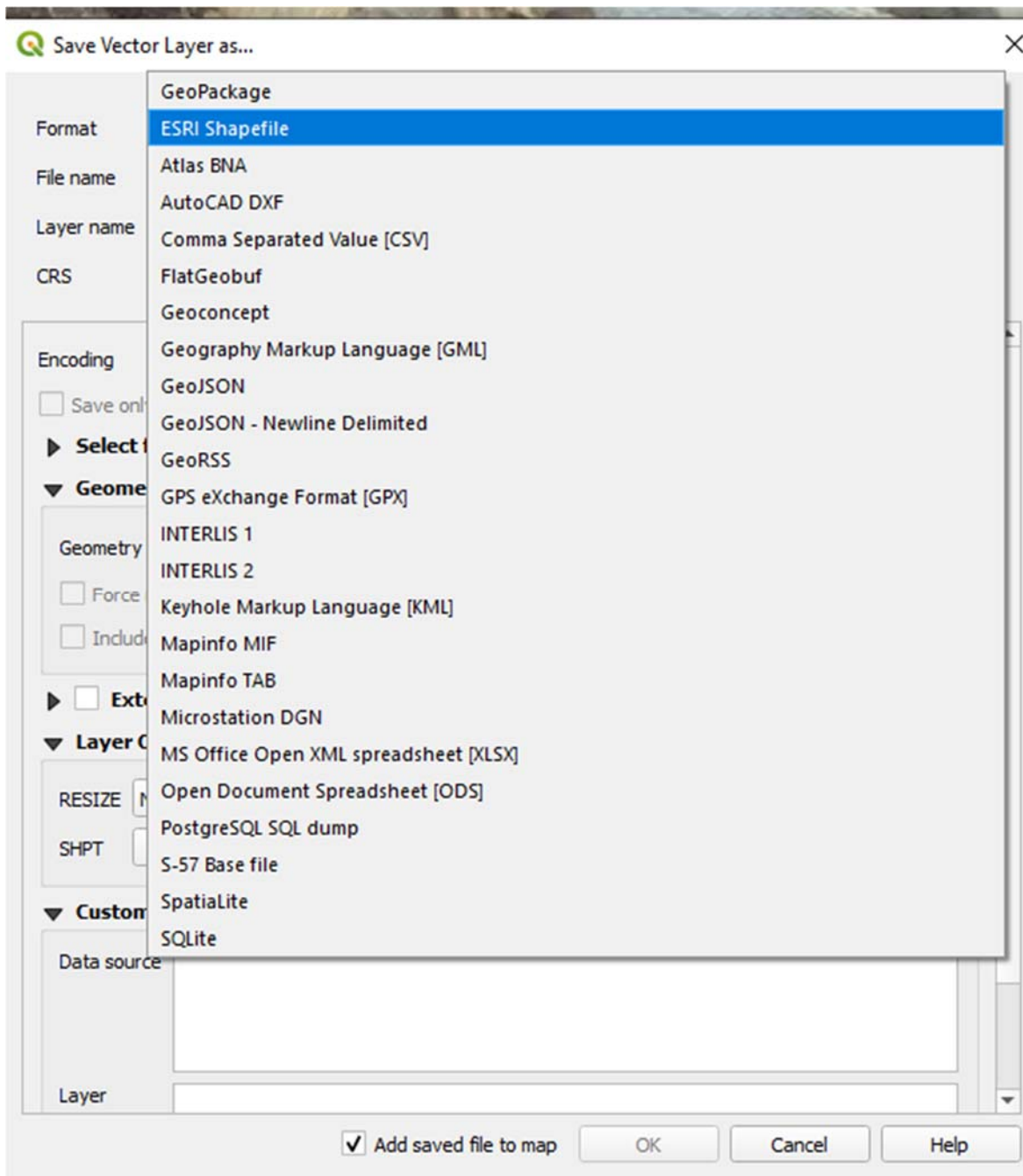
Capital Aggregates — Features Total: 15, Filtered: 15, Selected: 0

	Name	Easting	Northing	Elevation	Description	Longitude	Latitude	Ellipsoidal height	Easting RMS	Northing RMS	Elevation RMS	Lateral RMS	Area
1	Station 5	-98.20821598	29.66594804	201.791	Top of scale No...	-98.20821598	29.66594804	201.791	0.151	0.085	0.046	0.173	
2	Station 6	-98.2081994	29.6659218	201.776	Top of scale No...	-98.2081994	29.6659218	201.776	0.016	0.028	0.019	0.033	
3	Station 3	-98.20816572	29.66586862	201.776	Top of scale so...	-98.20816572	29.66586862	201.776	0.01	0.01	0.016	0.014	
4	Station 4	-98.2081819	29.66589524	201.755	Top of scale so...	-98.2081819	29.66589524	201.755	0.024	0.007	0.019	0.026	
5	Stake point 2	-98.21002423	29.66539191	197.219	point	-98.21002423	29.66539191	197.219	0.015	0.02	0.02	0.025	
6	Stake point 2	-98.21002471	29.66539172	197.169	point	-98.21002471	29.66539172	197.169	0.036	0.022	0.019	0.042	
7	Station 7	-98.21113979	29.66408791	194.96	Geotech point	-98.21113979	29.66408791	194.96	0.012	0.01	0.016	0.016	
8	Stake point 1	-98.21007604	29.66525432	197.089	point	-98.21007604	29.66525432	197.089	0.012	0.018	0.03	0.022	
9	Stake point 5	-98.20973809	29.66529066	197.064	point	-98.20973809	29.66529066	197.064	0.008	0.009	0.014	0.013	
10	Stake point 6	-98.20991575	29.66520359	196.602	point	-98.20991575	29.66520359	196.602	0.014	0.01	0.014	0.017	
11	Stake point 3	-98.20986219	29.66533224	197.088	point	-98.20986219	29.66533224	197.088	0.253	0.029	0.039	0.254	
12	Stake point 4	-98.20981401	29.66542325	197.429	point	-98.20981401	29.66542325	197.429	0.014	0.021	0.016	0.025	
13	Station 1	-98.20950786	29.66545264	198.099	NULL	-98.20950786	29.66545264	198.099	0.017	0.024	0.038	0.03	
14	Station 2	-98.21081881	29.66566249	197.617	Painted rock on...	-98.21081881	29.66566249	197.617	0.013	0.01	0.011	0.016	
15	Power Box	-98.20955542	29.66545303	197.737	power pad point	-98.20955542	29.66545303	197.737	0.036	0.013	0.015	0.038	

The beauty of GIS files is they contain data as well as visual information.

7: Now you want to export your data. Right click on your project in the Layer window and select **Export>Save Feature As...** This is where you can pick and choose what format you want. For map save it as an ESRI shapefile. You can also save it as KML for Google Earth as well as about 20 other formats. Be sure to create a separate folder for your Shapefile as it contains 4 or 5 files that must be kept together.





You need to poke around and find all the different tools.

Good luck.