

HOW TO CONVERT A MAPINFO FILE TO AN ARCVIEW FILE AND AN ARCVIEW FILE TO A MAPINFO FILE

A. MapInfo To ArcView

1. Open MapInfo
2. From the **Main Menu Bar** *select* **Tools > Universal Translator > Universal Translator**.
3. A **Universal Translator** window should open. From the **Source** menu, for the **Format** *scroll down* and *select* **MapInfo.TAB**. For the **File(s)** *select* the button on the end with the 3 dots, and then *locate* the **MapInfo *.TAB** file.
4. From the **Destination** menu, for the **Format** *scroll down* and *select* **ESRI Shape**. For the **Directory** *select* the button on the end with the 3 dots, and then *choose* the location where you want the output (Newly created ArcView file) file.
5. Now *select* **OK**. After the **Translation successful** message appears, *select* **OK**.
6. Now *quit* the **Universal Translator** window, then *quit* **MapInfo**.
7. Open **ArcView** and *locate* the directory where **output file (*.shp)** was placed. The file will have the same name that it had as a **MapInfo file**, except for the extension, which will now end with ***.shp**. *Select* the **file** then *click* **OK**.
8. Now *select* the **theme**, by *clicking* on the **little grey box** beside the theme name.

B. ArcView To MapInfo

1. Open MapInfo
2. From the **Main Menu Bar** *select* **Tools > Universal Translator > Universal Translator**.
3. A **Universal Translator** window should open. From the **Source** menu, for the **Format** *scroll down* and *select* **ESRI Shape**. For the **File(s)** *select* the button on the end with the 3 dots, and then *locate* the **ArcView Shapefile (*.shp)**.
4. From the **Destination** menu, for the **Format** *scroll down* and *select* **MapInfo TAB**. For the **Directory** *select* the button on the end with the 3 dots, and then *choose* the location where you want the output (Newly created MapInfo file) file.
5. Now *select* **OK**. After the **Translation successful** message appears, *select* **OK**.

6. Now *quit* the **Universal Translator** window.
7. From the **Main Menu Bar** *select* **File > Open Table** and *locate* the directory where **output file (*tab)** was placed. The file will have the same name that it had as a **ArcView file**, except for the extension, which will now end with ***.tab**. *Select* the **file** then *click* **Open**.
8. Now *select* the **theme**, by *clicking* on the **little grey box** beside the theme name.