



**Instruction: Loading Custom POI Files from <http://www.gps-poi-us.com>
Brand: Garmin**

1. Loading Custom POI files to a Garmin GPS requires the use of the application POI Loader, provided free by Garmin. You can download the POI Loader software [here](http://www.garmin.com/products/poiloader/).
<http://www.garmin.com/products/poiloader/>
2. Confirm compatibility of your particular GPS device with POI Loader. Garmin has a compatibility listing on the POI Loader download site.
3. If you have purchased a custom file development service from us (i.e., a contact database conversion) then you would have received your file to install on your Garmin GPS from us via an email.
4. If you purchased products from our online store, you should have been presented with the ability to download the file at the completion of your checkout process. You can download your order again at any time (within your purchased subscription length) by following these instruction:
 - a. Please login to our website using your username and password at this website: <https://store.gps-poi-us.com/>
 - b. Once logged in, select MY ACCOUNT. Then please click REVIEW ORDERS.
 - c. If you don't see your order, use the drop-down box to select the timeframe that your order occurred.
 - d. Once you see your order, click DOWNLOAD FILE(S).
 - e. On the next page click "CLICK HERE TO DOWNLOAD THE FILES YOU'VE PURCHASED."
5. If your order includes free updates for the length of your subscription, the method described in instruction 4a through 4e is also how you will receive and download updates then they are released.
6. Custom POI files must be saved in a directory on your computer that is ONLY for custom POI files and contains no other files.

- a. We recommend creating a new directory in your “My Documents” folder called “My Garmin.” If you already have custom POI files from other sources, this directory may already exist.
 - b. Within the new “My Garmin” folder, create a folder called “Custom POI.”
 - c. Store all of your custom POI files in this new Custom POI folder.
7. These files should NOT be opened in Excel. On many computer systems CSV files are assigned to Excel. Unfortunately, POI Loader also uses this CSV file format. Opening these files in Excel will not harm anything. However, do NOT save them when you close Excel. Saving them may change the file format and make them incompatible with POI Loader. There is no procedure within these instructions that requires you to open or double click on the files that you download from us. If the files do open in Excel for some reason simply close Excel and move on to the next instruction. DO NOT save them.
8. All files you download are compressed in ZIP format. You must unzip (or extract) the downloaded files before you use them. Windows XP and Vista have built in unzip utilities. You can usually access this capability by simply right-clicking on the ZIP file and picking the EXTRACT menu option.
 - a. In some cases, your ZIP program may automatically open the files in your ZIP file. In this case, the CSV file you downloaded from us may automatically open in Excel. If that occurs simply close Excel and move on. Never save the file if Excel prompts you to.
9. After you unzip the file you downloaded from us, the contents of that ZIP file will be extracted to a new folder on your computer. That new folder should have the same name as the ZIP file name.
10. Open the folder that contains the files you extracted from the zip file. The product you ordered from us is either going to be a file with a CSV file extension or a GPX file extension.
11. Locate the CSV file or the GPX file and SINGLE left-click on it. You need to select COPY from the EDIT menu in Windows.
12. Now browse on your computer to the CUSTOM POI directory that you created in the MY GARMIN directory. Once you are in the CUSTOM POI directory, select PASTE from the EDIT menu in Windows.
13. Once you have pasted your file into the Custom POI folder you are ready to install the file. The installation process from this point on is determined by Garmin, using Garmin’s POI Loader software. We are providing instruction on using Garmin’s POI Loader program in order to assist you. These instructions may, at any time, become obsolete based on changes Garmin chooses to make to their POI Loader software. Contact Garmin for support on the use of their POI Loader software.
14. **NOTICE:** POI Loader does not load individual POI files to your GPS. POI Loader loads ALL files that are located in your POI folder at that time to your GPS. In addition,

each time POI Loader is run, it completely erases the custom POI memory (NOT the built-in POI data) on your GPS and replaces it completely with whatever files are located in your POI folder.

- a. What does this mean? This means that if you already have a Custom POI file from us or another source on your Garmin GPS and that original file IS NOT in your CUSTOM POI directory on your computer when you install your new POI file, then the existing file that you had on your GPS before you ran POI Loader WILL BE DELETED from your GPS. This is how Garmin designed POI Loader – we have no ability to change that.
 - b. Make sure that you save ALL your custom POI files that you obtain and that they are all in the CUSTOM POI directory on your computer.
 - c. Therefore, is it possible to delete 1 POI file on your GPS that you decide you don't want? No. You must put all the POI files that you want to keep, in your CUSTOM POI folder on your computer, remove the POI file that you don't want from that folder and rerun POI Loader again.
 - d. You received an updated POI file version from us and you want to install it? You must also reinstall all existing POI files too (even if they haven't changed). Put your new updated file in your CUSTOM POI directory and also make sure all your existing POI files that you want to keep are also in the folder. Then re-run POI Loader.
15. Connect your Garmin GPS to your computer. How you do this depends on the specific GPS that you have. Instruction manuals for Garmin GPS devices are located [here](#).
 16. After the GPS is connected successfully to your computer, turn it on and run the POI Loader program on your computer.
 17. After you start POI Loader and click NEXT on the welcome screen, you will be brought to Garmin's automatic GPS device detection screen. If you've already connected your GPS to your computer (AND turned it on) then POI Loader should find and list your GPS on this screen.
 18. Once your GPS has been found by POI Loader, click next. You will be brought to the main screen for setting up the POI files.
 19. At the top of the screen, select the BROWSE button. Locate the folder (and highlight it) where you've stored your (unzipped) custom POI CSV or GPX files and select OK.
 20. Select Feet/MPH or Meters/KPH as desired.
 21. If it says Express Mode (Recommended) change it to manual. Then hit next.
 22. You should now be in the manual settings screen. Here, you will set the settings for each file individually. If you only have a single file, you will only do this once. The name of the file you are working on is at the top of the Garmin POI Loader screen.

23. There are two types of custom POI files supported by Garmin. The first is a “proximity alert file.” The second type is NOT a proximity alert file.
 - a. A proximity alert means that your GPS will notify you with automatic audible and visual notification when you approach the location of a POI. This notification can be distance based or it can be speed based.
 - b. If you do NOT set up a file as a proximity alert file, the points in that file are simply available to you at your discretion to manually search for as you drive. This is identical to searching for a POI that is in the built-in database.
24. You can choose to make any file a proximity alert file or not. You must ask yourself a single question: Do I want to be notified automatically with a visual alert and audible beep every time I drive by the location of a place in the file I purchased?
 - a. If your answer is yes, then you want to set the file as a proximity alert file.
 - b. If your answer is no, then you do not want to set the file as a proximity alert file.
 - c. For the files sold by GPS POI US, LLC typically customers set the traffic camera file and the school speed zone file as proximity alert files. Most other files are not used as proximity alert files.
25. As you cycle through each file in POI Loader the settings on the screen you see in POI Loader will default to what POI Loader thinks is right. Adjust the settings to match the way you want it.
26. For files that are not proximity alert files, ensure that the box that says “This file contains proximity alert points” is NOT checked. When it is not checked, hit Next. You must set this individually for each file that you are installing.
27. If you are installing our traffic camera or school speed zone file, CHECK the box “This file contains proximity alert points.” You will then be asked to configure the proximity alert based on speed or distance.
 - a. For the traffic camera files and school zone files, you want to base the proximity alert on distance (NOT speed). You can adjust the distances to your liking depending on your preferences. You can change it at any time by simply reinstalling the file according to these instructions.
 - b. In general, if you travel mostly on faster speed roads that contain traffic cameras, you want to be notified sooner (maybe up to 1500 feet or so). If the roads you travel that contain traffic cameras are lower speed roads, a shorter distance may be warranted. My personal choice is 850 feet.
28. After hitting the NEXT button and cycling through all the POI files you have bought, POI Loader will load them to your GPS. **You will receive a confirmation message in POI Loader showing the number of POI’s transferred.** This is how you know the installation was successful. At this point you can shut off your GPS and disconnect it from your computer.

29. Once the files are installed on your Garmin GPS, where you find them depends on the specific model you have. In general, you can find them either in EXTRAS -> CUSTOM POI or in MY LOCATIONS -> CUSTOM POI.
30. If you are using our traffic camera or school speed zone file, you also must set your GPS settings to enable proximity alerts. The location of these settings depends on the model of GPS you have. Consult your Garmin manual. In general, you need to enable the proximity alerts setting for both audible and visual notification without prompting.
31. Enjoy your files.
32. Tell your friends about <http://www.gps-poi-us.com>