# Converting coordinates with Geotrans

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## Single points

Choose the relevant settings in the upper and lower panels and use the green *Convert…* buttons to convert you data.

## Batch processing

This is described under *File Processing* in the online *Help*; in short this is what to do:

* Prepare the input file
	+ Templates for the most common formats can be found in the same folder as this instructions file (e.g. *Headers WGS84 MGRS*)
	+ If you need other formats, use the *Create File Header…* funtion found on the *File* menu in Geotrans to save a file with the correct headers
	+ Paste your data to be converted into this file and save it as a text file (Tab delimited; \*.TXT)
* Open the input file in Geotrans (*File - Open*)
* Choose your desired output format (input format is filled in based on the input file headers)
* Click *OK* and choose where to save the results
* Click *Start* to perform the transformation. Check the results to see that all points were transformed successfully.