

Labeling the Land Units

Abstract

The purpose of this guide is to demonstrate how use the label tool to create an annotation layer for your map.

Steps: Set Scale - Label Tool/ Enter Label Description – Change Label Color.

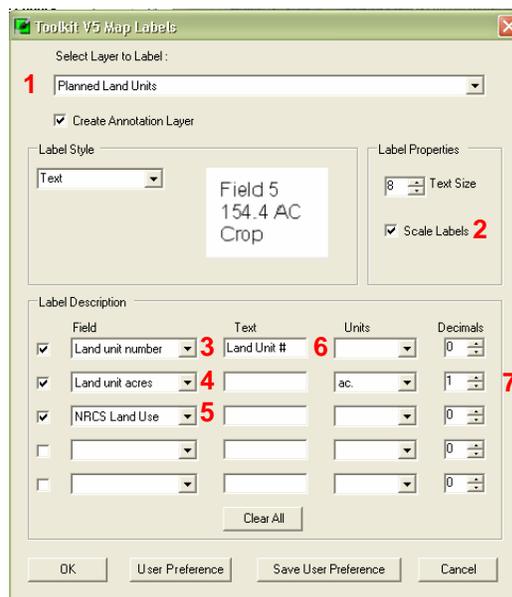
Details

1. Zoom in so that you can see all of your land units with the Zoom to plan button . If there are multiple tracts separated by some distance, label each tract separately by zooming into the individual tract.

Or you can set the scale in the scale bar
 By typing in the ratio you want.



2. Label your fields with the label tool by clicking on the **Label Tool**. 
3. The Map Label window comes up.

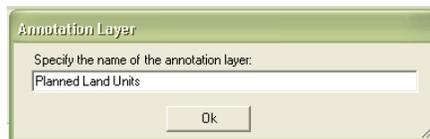


To label the information that was attributed use “Land Unit Number”, “Land Unit Acres”, and “NRCS Land Use”

4. In the Select Layer to Label area, choose *Planned Land Units* (see graphic 1).
5. In the *Label Properties* area, **check** the Scale Labels checkbox (see graphic 2).

Wisconsin Toolkit User Guide

6. In the *Label Description Area*, **check** the check boxes for each line you want displayed: In this case, we want the Land Unit Number (see graphic 3), Land Unit Acres (see graphic 4), and finally, NRCS Land Use (see graphic 5) on our map.
7. We also want to have the word “Field” displayed in front of the Land Unit Number, so we have to type in the word ‘Field’ in the text box (see graphic 6).
8. Assign Units to appropriate Fields. In this case, we want “Ac.” to show up after the acres value, and we have to set the decimal place for the acres value by changing the decimal place value from zero to one (see graphic 7).
9. **Click** the **Save User Preference** button. (From now on when you want to create labels using the same attributes as you determined above, all you have to do is **click** the **User Preference** button).
10. **Click** the **OK** button. This will place labels in the visible land units.
11. The *Annotation Layer* box will pop up next.



If this is the only labeling you are going to do for this customer **click** the **OK** button.

If you are going to label another tract, name the Annotation layer after the visible tract(s). One example would be to name the annotation layer *T1234 PLU Labels*. This stands for Tract 1234 Planned Land Unit Labels. If the landowner has upwards of 30-40 tracts, it’s really easy to see which tracts those field labels are for.

12. **Click** the **OK** button. The labels are displayed in black.
13. **Select** the Select Elements Tool. 
14. **Select** all of the labels by **clicking** and drag a box completely around all the labels.
15. **Click** on the font color tool. (See Graphic 8).



Change the color of the font by choosing which color you want the text to be. The font size can also be changed from this toolbar.



Wisconsin Toolkit User Guide

16. **Double click** on *Layers* to bring up the data frame properties window. In this window **click** the *Annotation Groups* tab. The annotation group can be toggled on and off from this window by checking or un-checking the check box.

Note: Never un-check the *<Default>* box.

