

## Adding Land Units to an Existing Plan

### **Abstract**

The purpose of this guide is to demonstrate how to add more tracts or fields to an existing Planned Land Units layer.

*Steps: Bring in Plan – Add Land Units – Attribute Land Units – Label Land Units – Save.*

### **Details**

Note: Open Toolkit, check out the customer, and open the ArcGIS map document.

#### Bringing in the Plan

1. Click on the **Select a Plan** button.



2. Select the Plan and **click OK**.

#### Adding Land Units

3. **Click** on the **Digitizing Pencil** to get into Edit Mode



4. Choose the *Planned Land Units* layer to edit.

5. **Click** on the **Select by Attributes** button



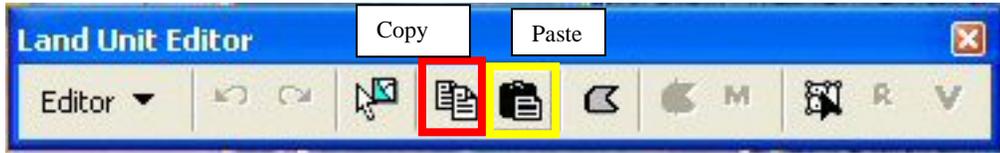
to perform a query on the CLU layer to find the tract(s) to add.

6. Make sure that the source layer (FSA CLU) is highlighted in the table of contents.

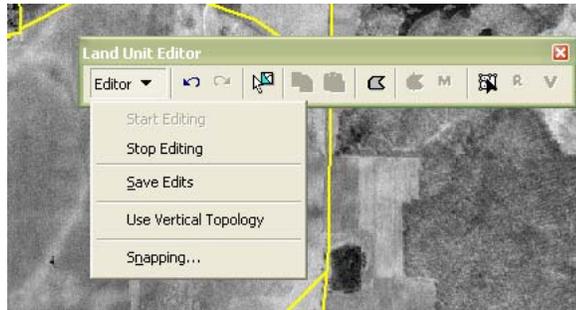


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- On the Land Unit Editor toolbar, **click** the **copy** button, and then **click** on the **paste** button. This will copy the selected tract(s) from the CLU layer and paste them into the Planned Land Units layer.



- Stop Editing**--Click on the Editor button on the *Land Unit Editor* toolbar. Choose *Stop Editing* from the list. Click the **Yes** button at the prompt to save your edits.
- Attribute the new Land Units. If necessary, refer to the task guide for *Attributing the Land Units* for attributing instructions.



- To label the new Land Units:  
**Zoom** to the desired scale, use any method below:



- **type** in the ratio here.

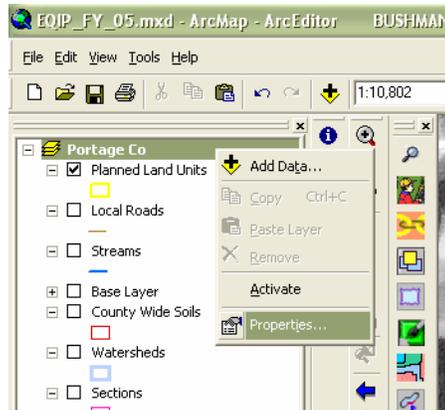


- **Click** this and the view will zoom to the extent of the PLU layer.

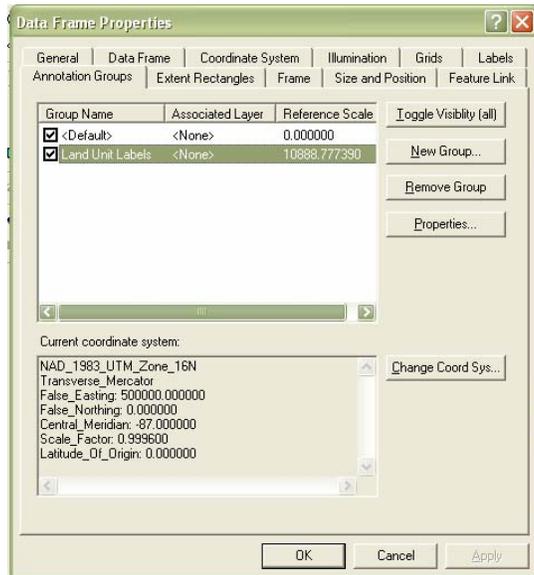


- **draw boxes** with these tools.

- Delete the existing Annotation layer by **right-clicking** on the *Data Frame* title and then **click Properties**. In the *Data Frame Properties* window, go to the *Annotation Groups* tab. **Click** to highlight the old label annotation group to be deleted. **Click** the **Remove Group** button. Click the **OK** button.



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11. **Create** new Labels. If necessary, refer to *Labeling the Land Units* task guide. After running the labels, **click** on the *File* pull down menu and **click** Save.