

Editing the Planned Land Units Layer

Abstract

In this guide you will learn how to edit the Planned Land Units layer to add fields, split fields, or merge fields within the tract. This guide does not cover adding new land to a tract.

Steps: All procedures in this guide require the Toolkit Digitizer to be active. After completing all edits in a session, Save Edits and Stop Editing to close the Land Unit Editor toolbar.

Steps to Add Field: Use the Add Field tool to draw the new field within the tract – Double-click to finish the drawing and complete the added field

-Or-

Steps to Split Fields: Use the Select Field tool to select the field to split – Use the Split Field tool to draw the split – Double-click to finish the drawing and complete the split

-Or-

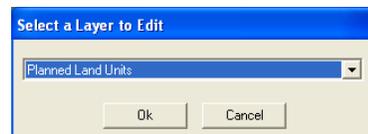
Steps to Merge Fields: Use the Select Field tool to select the fields that are to be merged – click the merge fields tool – choose the attributes to be assigned to the resulting field

Details

General Instructions to Start and Stop Any Digitizing Session

1. To start editing a Planned Land Units layer, **click** the **Toolkit Digitizer** button. 

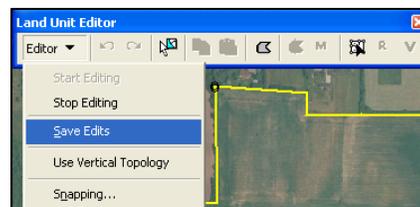
2. **Select** the Planned Land Units layer as the layer to edit. **Click** the **Ok** button.



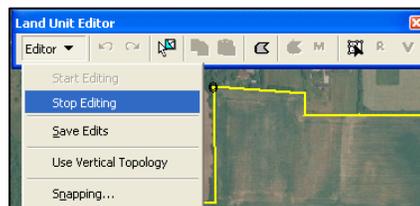
3. This activates the *Land Unit Editor* toolbar that has the editing tools and puts you in an edit session. This status is shown on the **Toolkit** toolbar by this symbol. 



4. To save edits, **click** the **Editor** pop-down and **click** **Save Edits**. Saving can be done often while editing.



5. To stop editing, **click** the **Editor** pop-down and **click** **Stop Editing**. Stopping only needs to be done when you are finished making all edits.



Wisconsin Toolkit Task Guide

Instructions to Add a Field

1. While in an edit session, select the *Add Field*  tool from the *Land Unit Editor* toolbar. The *Add Field* tool should only be used to add a polygon within existing tracts and the new polygon should not touch the edges of any other polygons. **Note:** If the new polygon will intersect the edge lines of existing polygons, then refer to the Instructions to Split a Field.
2. **Draw** the polygon for the new field by using **left clicks** to outline the shape of the field. Use a **double click** to finish the sketched polygon. At this point, the field will be automatically selected, shown by the blue color. After clearing selections, the field will appear as normal.



Drawing the polygon



After the sketch



After clearing selections

Instructions to Split a Field

1. While in an edit session, use the *Select Field*  tool from the *Land Unit Editor* toolbar to **click** on the field to be split. Once selected, the field will be highlighted in blue. **Notes:** Only one field at a time may be split. You should not use the *Split Field* tool to draw new polygons that are completely within a field and do not touch the edges. If you need such a polygon added, refer to the Instructions to Add a Field instead.
2. Once the field is selected, the *Split Field*  tool will become active on the *Land Unit Editor* toolbar. **Click** on the *Split Field*  tool to activate it.



Selected Field



Split Field

3. **Left-click** once outside of the selected polygon. Continue to **left-click** as you sketch the splitting line across the selected polygon. **Double-click** outside of the selected field to complete the sketch. The field is now split into two fields.

Instructions to Merge a Field

1. While in an edit session, use the *Select Field*  tool from the *Land Unit Editor* toolbar to and **click** on the fields to be merged. To successfully select multiple fields, **hold down** the *Shift* key and **click** once on each field to be selected. Alternately, you could **click and drag** a box with your cursor through the fields to be selected. **Note: Merging fields will combine multiple fields into one field by dissolving any lines that separate the fields and also assigning one set of attributes to the one resulting field.**



2. Once the fields to be merged are selected, the *Merge Field*  tool will become available on the *Land Unit Editor* toolbar. **Click** the *Merge Field*  tool to merge the fields together. **Note: The Merge Field tool will only become available for use if multiple fields are selected.**

3. After clicking the *Merge Field*  tool, a *Select Merge Target* window will be displayed. In this window, you will select which set of attributes will be given to the resulting field. If you **click** once on any entry in the list, the field that has the attributes linked to the listed record will flash on the map. You can use this technique to visually ascertain which field's attributes you want to assign to the merged polygon. With the line highlighted for the attributes that you want to use, **click** the **OK** button. The fields will be merged.

