

Editing Annotation Layer/Creating duplicate labels

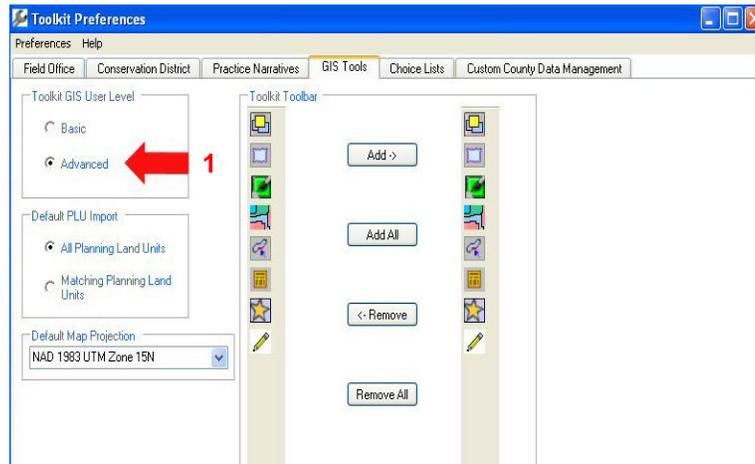
Abstract

This guide will explain how to make changes/additions to an **existing** annotation layer. This is similar to the “Attach Graphics” option with Toolkit that worked under ArcView.

Steps: Change Toolkit Preferences to Advanced – Select Annotation Target – Add text(annotation)

Details

1. To be able to modify the annotation labels, you need to change the GIS Tools from the Basic Setting to the Advanced Setting in your Toolkit Preferences (see graphic 1).



2. Once that's done, you now have more options under the drawing toolbar iArcMap. In ArcMap, **Click** on the *Drawing* toolbar (see graphic 2).
3. Scroll up to *Active Annotation Target* (see graphic 3). To the right will be all of the annotation layers that have been created. In this case, there are two layers (one is for the field labels, and the other one is for the soil labels).

Wisconsin Toolkit User Guide



4. To make any changes/add more labels, you have to specify the annotation target **before** making any changes. In this example, we will add the tract number to the map.
6. To do this, **click** on *Drawing>>Active Annotation Layer>>T8750 PLU Labels*. This will place a checkmark on that layer and the window will disappear.

7. **Click** on the drop-down arrow to the right of the free-text icon, and choose the callout box (see graphic 4).
8. **Click** on the map where you want to place the callout box, and then type in the tract number text. This callout box will now “ride” with the Planned Land Unit labels when you turn on and turn off those labels in the Annotation Groups window.

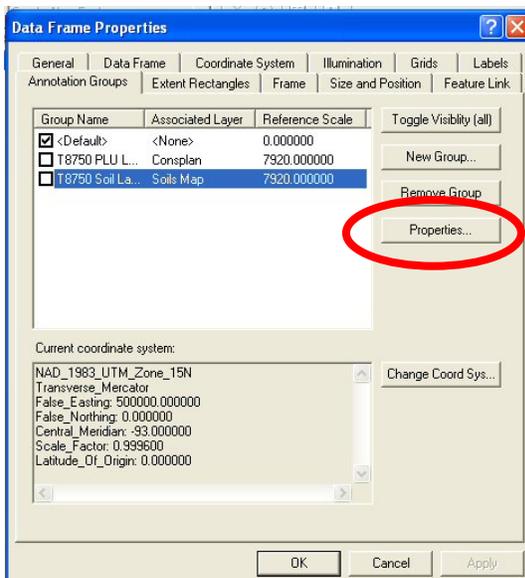
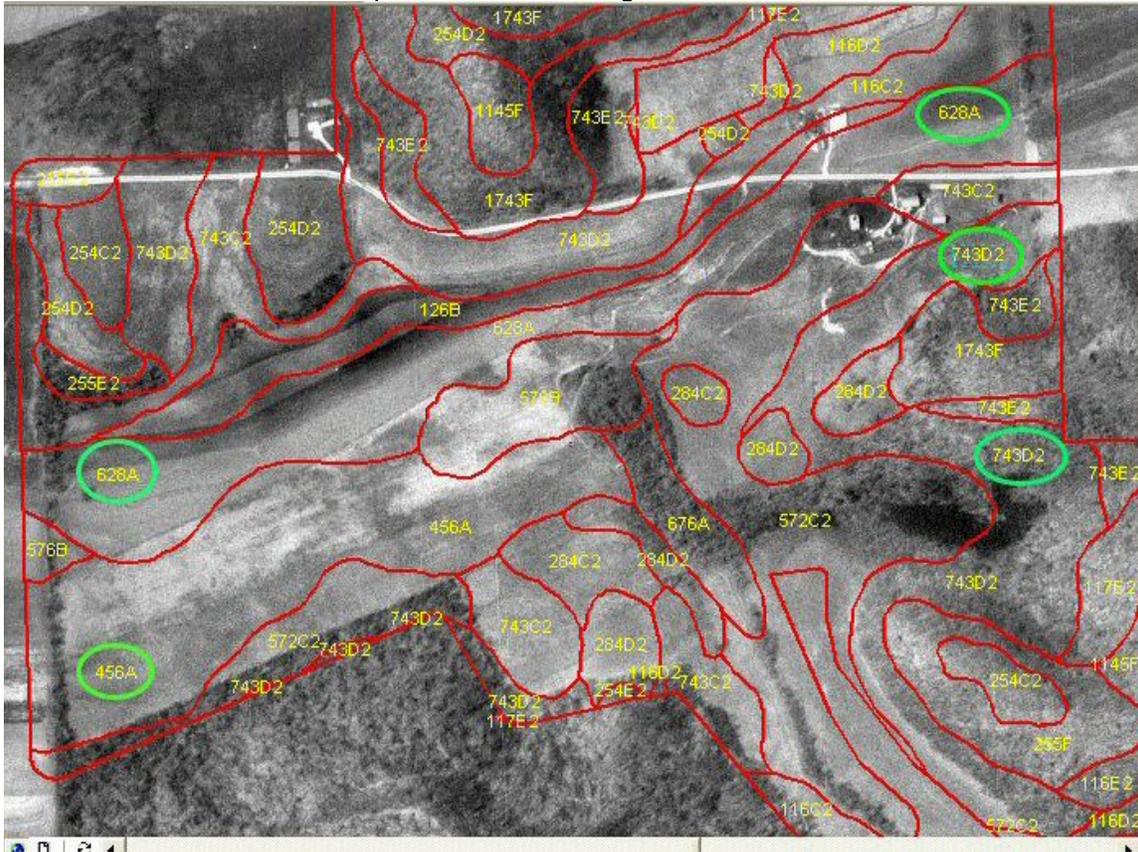


9. To copy any existing labels, you once again have to specify the annotation target **before** making any changes. In this example, we will copy some of the soil labels from the T8750 Soil Labels annotation layer.
10. To do this, **click** on *Drawing>>Active Annotation Layer>>T8750 Soil Labels*. This will place a checkmark on that layer and the window will disappear.

11. On the data view window, select the soil label that you want to copy with the select elements tool  (the solid black arrow head).
12. Hold the CTRL key down and hit the letter “C” to copy the graphic.
13. Hold the CTRL key down and hit the letter “V” to paste the graphic. A duplicate will appear just to the right of the original label.
14. Move the newly copied label to a desired location.

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Here's a screenshot with the copied labels circled in green:



Some other things:

To make some minor corrections to the annotation layer(s), right-click on the Data Frame>>Properties. The Data Frame Properties window will appear.

Click on the Properties button on the lower right allows you to change some things on the annotation layer.

Wisconsin Toolkit User Guide

Annotation Group Properties

Name: T8750 Soil Labels

Associated Layer: Soils Map

Reference Scale: 7920

Scale Range

Show at all scales

Don't show when zoomed:

Out beyond 1: 0 (minimum scale)

In beyond 1: 0 (maximum scale)

OK Cancel

You can edit the annotation layer name here if you made a typo.

This is the layer that the annotation is associated with. When this layer is turned off, the labels will disappear also.

This is the scale that the annotation was created at. This can be changed also.