

## Toolkit Task Guide #21

### Creating Map Labels for Conservation Plans Covering Large Geographic Areas

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#### Abstract

The **Map Labels**  tool works well in many situations for creating annotation groups to label features from a layer in the Table of Contents (TOC). The **Label**  tool on the ArcGIS **Drawing** toolbar can be used to add additional labels that may not have been originally added when using the **Map Labels** tool.

IMPORTANT – Never turn off the “<Default>” annotation group

#### Instructions

##### Creating the Annotation Group with the Map Labels Tool

1. Zoom to some fields in the consplan layer at an approximate scale that the labels and map will be printed at (i.e., 12000).
2. Use the **Map Labels**  tool to create labels in an annotation group as is normally done. Be sure to check the “Scale Labels” option.



**Map Labels**  tool only creates labels for the fields that are currently viewable on screen (the view extent).

##### Activating the Annotation Group

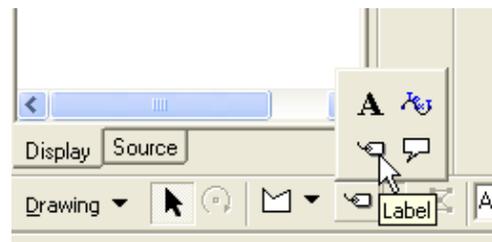
When labels are created, they are by default attached to the “<Default>” annotation group. Labels can be attached to other annotation groups by activating the annotation group prior to creating the labels.

On the **Drawing** toolbar, click the **Drawing** menu and the **Activate Annotation Target** menu item and click on the annotation group for which the new labels will be attached to. The annotation group will have a check mark to the left of the name when it is the active annotation target.

##### Create Additional Labels

Additional labels can be created with the **Label**  tool on the **Drawing** toolbar. The new labels created will contain the same data as the labels originally made with the **Map Labels** tool.

1. The **Label**  tool will label the top most visible layer in the TOC. If the consplan layer is not the top most layer in the TOC either drag it to the top or turn off all layers above it.
2. Select the **Label**  tool from the **Drawing** toolbar.



3. Select the appropriate option for label Placement on the Labeling Options dialog.
4. The Label Style should be set to **Use properties set for the feature layer**.
5. Zoom to each of the additional fields or groups of fields needing to be labeled.
6. Click within each field as needed to add additional labels.
7. Labels can be moved with the **Select Elements**  tool after each label has been created or after all labels have been created.

