

Toolkit **Task Guide #20**

Using Annotation Groups to Store Labels and Graphic Elements

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Abstract

ArcGIS allows for the creation of annotation groups which can store graphics (text or shapes) within a map document (mxd). Annotation groups allow the user to turn graphics off instead of deleting when it may be used again for future mapping. Graphics can be added to any previously created annotation group or a new annotation group may also be created.

The Toolkit 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 Toolkit Map Labels tool.

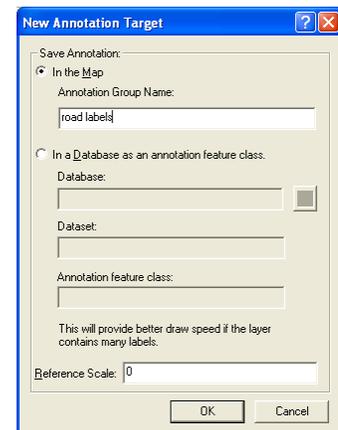
IMPORTANT – Never turn off the “<Default>” annotation group

Instructions

Optional - Creating a New Annotation Group

This option may be useful when the information needed for labels is not available from a layer in the TOC, and the labels will need to be displayed independent of other data.

1. On the Drawing toolbar, click the **Drawing** menu, then **New Annotation Target...** menu item.
2. On the New Annotation Target dialog, select the **In the Map** radio button and type the name of the new annotation group to be created.



Activating the Annotation Group

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

1. On the Drawing Toolbar, click the **Active Annotation Target** menu item and click the annotation group to place the new graphic in. The group will have a check mark to the left of the name when it is the active annotation target.
2. Create graphics that are to be attached to the currently active annotation group.

