

## Toolkit Task Guide #26 Coordinate Label Tool

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### Abstract

The Coordinate Label Tool will allow users to point and click in ArcGIS to create a callout label that will include either geographic coordinates in latitude and longitude degrees, minutes, seconds format or the universal transverse mercator (UTM) coordinates in northing and easting format.

### Assumptions

Toolkit has been installed according to Kansas procedures including Kansas Toolkit Task Guides #1 and #2. A Toolkit customer must be checked out and ArcGIS is open.

### Instructions

1. Click the **Coordinate Label** Tool  in the ArcGIS Kansas NRCS toolbar.
2. The user will be prompted to click **Yes** for Geographic (Lat/Long) coordinates or click **No** for UTM (Northing/Easting) coordinates. *Refer to Image 1 and Image 2 for example labels.*



Image 1

Lat 39°6' 13.56"  
 Long -97°17' 48.6"

Image 2

Northing 4,329,659.05  
 Easting 646,318.60

3. Move the point of the mouse cursor over the point of interest in the Data View.
4. Click the point of interest. *A callout label will be created in the Data View displaying the coordinates. The label will initially display over the point of interest.*

To move the callout label displaying the coordinates, follow the steps below.

Important: Do not move the anchor point which the callout label is referencing. The coordinate values do not update when the anchor point is moved.

5. Click the **Select Element** button  in the ArcGIS Tools toolbar.
6. Click the **callout box** to select the label. *The callout box will become selected and will display with a light blue dotted frame and a light blue point at the location of the point of interest or anchor point.*
7. Click and hold on the callout box and drag the callout box to an alternate location.

