

Helpful Hint—How to Merge Practice Polygons

Applies to Version:	Toolkit SP-4
Written by:	June Johnson Washington NRCS Toolkit Coordinator
Helpful Hint Date:	08/14/08

Background: There is no functionality in Toolkit to merge practices. Occasionally there is a need to do this. This hint will describe a procedure that can be used.

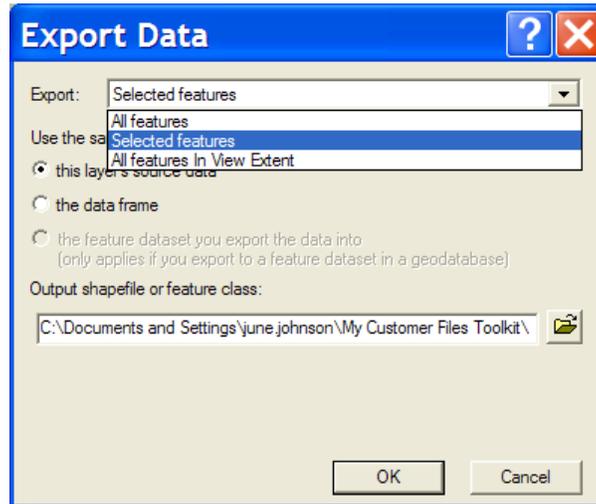
Procedure:

1. Right mouse click on the **Practices (polygons)** layer. Go to **Selection→Make this the only selectable layer**. (A quick way to accomplish this is to right mouse click and type S, and, then M.)

This may be verified by opening the selection tab at the bottom of the table of contents and looking for the layers that are checked. The Practices (polygons) will be the only one.

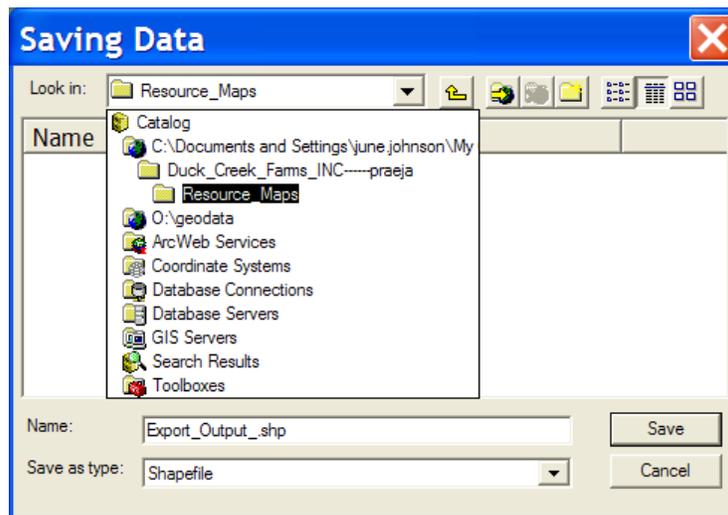


2. Switch back over to the **Display** tab.
3. Use the **Select Features** tool  from the ArcGIS toolbar and select the polygons that need to be merged. (There is no need to do this if there are only 2 polygons.)
4. Right mouse click on the **Practices (polygons)** layer. Go to **Data→Export Data** (A quick way to do this is to right mouse click followed by D and E on the keyboard.)

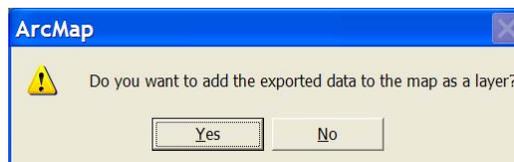


If polygons are selected, Selected features will be in the Export box.

5. Click on the **browse** button  to verify the location for the exported file. It is only a temporary file, so it doesn't really need to be stored in the Customer's folder. The default name is Export_Output.shp. This may be changed, if desired.



6. Click **Save** and, then, **OK**.
7. When prompted, answer **Yes**.



8. Use the **Clear Selected Features**  button on the ArcGIS toolbar to clear the Practices (polygons) selection.
9. Click on the **Toolkit Digitizer** tool  on the Toolkit Toolbar and select the Practices (polygon) layer to edit.
10. Use the **Select Features** tool from the editor toolbar to select the polygons that need to be merged. Click the **Delete** key on your keyboard to delete the polygons. Go to **Edit→Stop Editing**. When prompted to **Save Edits**, answer **Yes**.

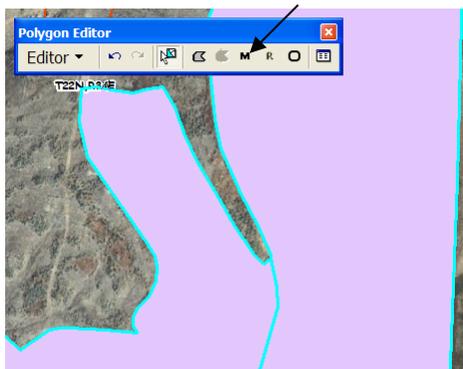


11. Turn on the **Export_Output** layer.
12. Click on the Toolkit Digitizer tool  on the Toolkit Toolbar and select the **Export_Output** layer to edit.

Notice that there is a **M** on the Polygon Editor toolbar.

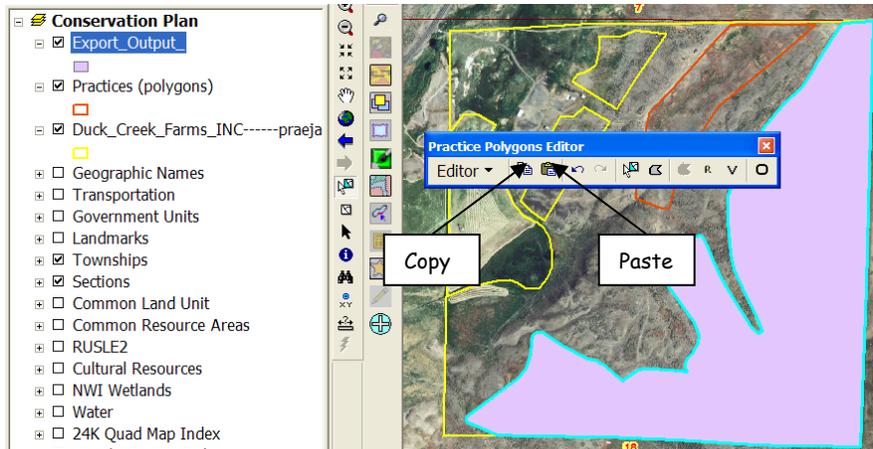


13. Use the **Select Features** tool from the Polygon Editor toolbar to select the two polygons to be merged. Click on the **M** to merge the two polygons.



14. Go to **Edit→Stop Editing**. When prompted to **Save Edits**, answer **Yes**.

15. Click on the **Toolkit Digitizer** tool  on the Toolkit Toolbar and select the **Practices (polygon)** layer to edit.
16. Right mouse click on the **Export_Output** layer. Go to **Selection→Make this the only selectable layer**. (A quick way to accomplish this is to right mouse click and type S, and, then M.)
17. Use the **Select Features** tool  from the ArcGIS toolbar and select the polygon from the **Export_Output** layer to copy to the Practice (polygons) layer. **Note: It is very important that the Export_Output layer is highlighted in the table of contents.**



18. Push on the **Copy** icon followed by **Paste**.
19. Click on **Edit→Stop Editing**. Answer **Yes** when prompted to save your edits.
Reminder: Attribute your practices and symbolize them on your map.
20. Right mouse click on the **Export_Output** layer and select **Remove**. This will remove it from the ArcMap project. When you are finished with your project, navigate to where you stored the **Export_Output** shapefile and delete all of the files found there that start with "Export_Output". If you stored them in the Customer's **Resource_Maps** folder, you may do this on the Customer File tab.

