

Helpful Hint—How to Insert a Field into an Existing Planned Land Unit

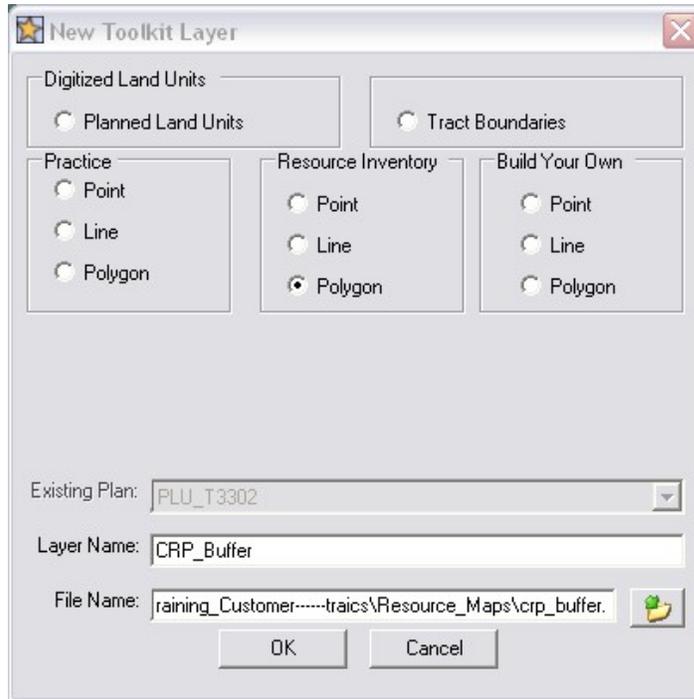
Applies to Version:	Toolkit 5.4, SP-4
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Helpful Hint Date:	9-15-2008

Background: When developing a plan a user may need to be able to include a smaller field within a larger one, such as for a CRP easement, and assign the smaller field a unique field number. The boundaries of the smaller field may be digitized on-screen or may have been determined using GPS technology.

Procedure: Below is an existing PLU where we want to digitize the hilltop as a separate field number.



Step 1: Create the smaller field using either the "Resource Inventory" or "Build Your Own" polygon. You can rename the default "polygon" to CRP_Buffer, or whatever you choose, if desired. (If your inset field boundary shapefile has already been made, skip to Step 2.)



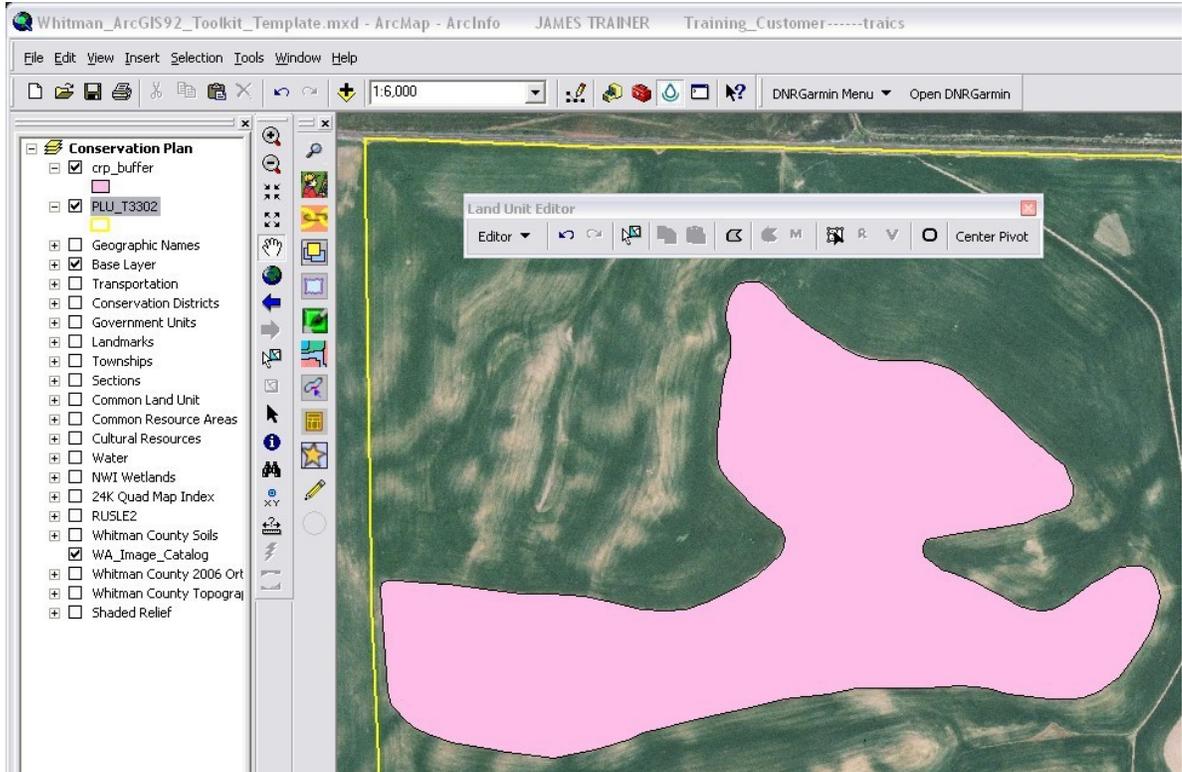
After clicking "OK", the Polygon Editor will appear and you can digitize the field.



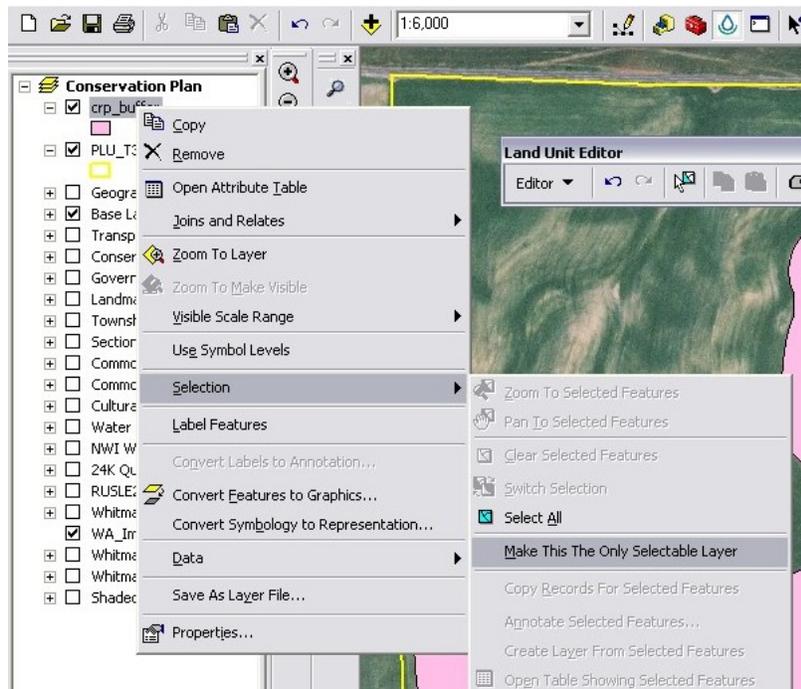
Your map should look something like this:



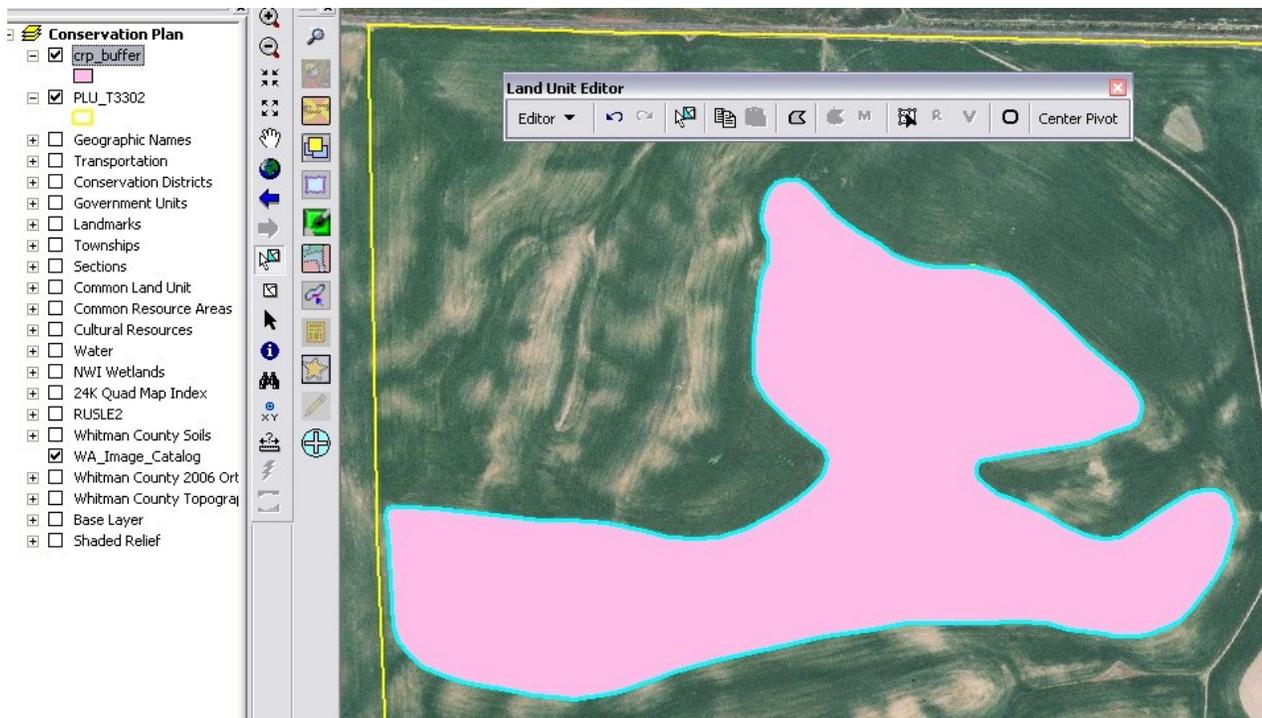
Step 2 is to copy the CRP_Buffer shapefile into the PLU. Begin editing your PLU layer by clicking on the Toolkit Digitizer (pencil) tool , and select your PLU layer to edit. Your screen will look something like this:



Next, right-click on your new field's layer name in the Table of Contents and choose 'Selection', then choose 'Make This The Only Selectable Layer'.

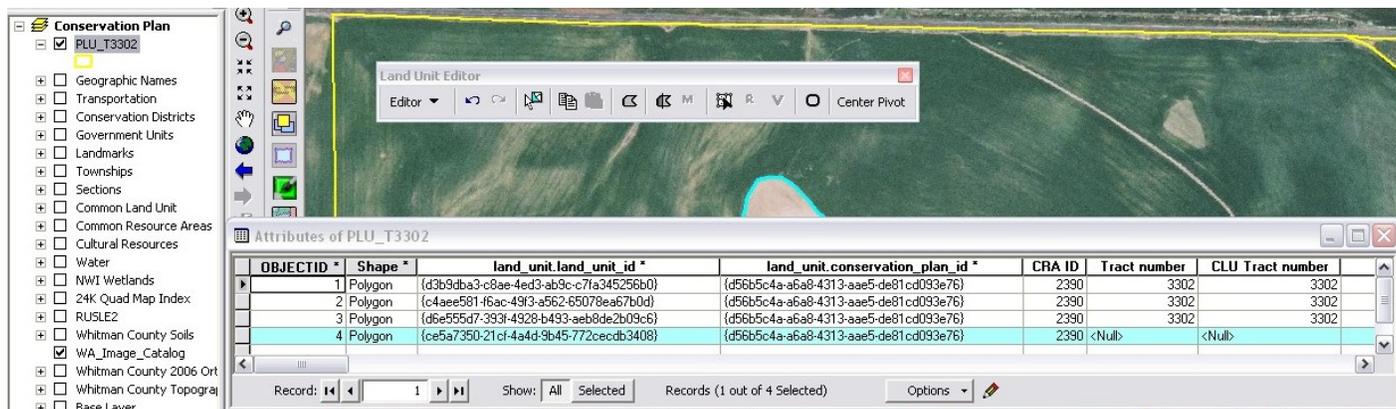


Use the Select Feature tool  from the ArcGIS toolbar and select the CRP_Buffer. Notice that the copy button on the Land Unit Editor toolbar is now active. Click on the Copy button  followed by Paste .



Click on **Edit→Save Your Edits** but don't stop editing yet. Turn off or remove the CRP_Buffer layer.

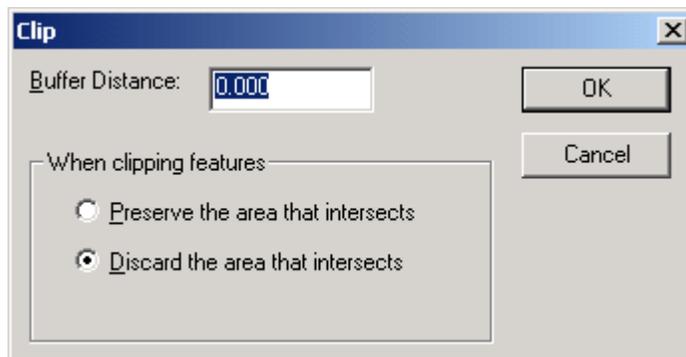
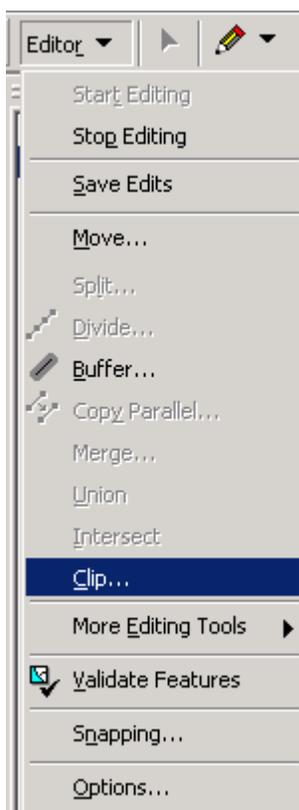
Step 3 is to clip the CRP_Buffer shape so that it can be attributed separately from the surrounding fields. Select the CRP_Buffer field by a **Right Mouse Click on the PLU layer→Open Attribute Table** and **Click on the Row that is the CRP_Buffer field.** (If more than 1 field, do them one at a time.)



Click on **View→Toolbars→Editor**. The top of your screen will look like this:



Click on **Editor→Clip**. Accept the defaults, click **OK**, **Save Edits** and **Stop Editing**.



Now when you attribute, you can select the CRP_Buffer or surrounding field(s) as unique Land Units. Remember to re-attribute the larger parent field to remove the acres taken by the new field.

