One of the new features of Toolkit 2004 is the option of adding conservation practices to the map document and automatically adding the data to the practice schedule. There can be only one practice theme for each of the practice types (lines, points, polygons). So all line type practices should be digitized into one theme. Examples are fences, pipelines, terraces, etc. Usually any practices whose units are feet would be digitized as Lines. To start digitizing the practices, click the New Toolkit Layer tool.
To digitize Line type practices, check the Practice Line checkbox.

The Practice Lines Editor toolbar appears. Click the Add Practice tool. Notice the tool defaults to a line tool. Notice the editor icon appears on the Toolkit Toolbar to show a layer is being edited.
To digitize a pipeline from the Pond in Field 1, click once to start the line, click at each change in direction, and double-click to end the line.

The line is added, the line will be attributed later to signify it is a pipeline. There are also several fences that are planned for Field 1.
There will be several fences in this field, but they need to be combined as one line in the practice schedule. To digitize them as one fence with several parts, click once to start the line, click at each change in direction, BUT do not double click to end the line, instead click once at the end, then extend the line outside of the boundary and Right Click, choose Finish Part.

Click to start the second part, click at the end, then extend the line outside of the boundary and Right Click, then choose Finish Part.
Repeat for the third part. Click to start the third part, click at the end, then extend the line outside of the boundary and Right Click, then choose Finish Part.

Repeat for the last part. Click to start the last part, click at the end, then extend the line outside of the boundary and Right Click, but now choose Finish Sketch.
Now all the parts of the fence are digitized as one fence.

To add a fence in the second field, click once to start the line and double click to end the line.
Repeat for the fence in the third field.

All of the pipelines and fences are digitized. Click the Editor dropdown and click stop editing.
Click Yes to save your edits.

Notice the editor icon disappears from the Toolkit Toolbar to show that no layer is being edited. Close the Editor Toolbar.
Now the lines (practices) need to be attributed to record which practice each line represents. Click the Attribute Tool.

Select the layer to attribute (Practices lines).
The attribute tool window appears, click the first line (Pipeline) to select it. Notice the line changes color to signify it is selected.

Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the scheduled date. Note the Amount is automatically calculated from the length of the line. Click Apply.
Click to select the next line (fence). Notice all parts of the line are selected and the total distance of all parts appears in the planned amount. Record the information, and click Apply.

Click to select the next line (fence). Record the information, and click Apply.
Click to select the last line (fence). Record the information, and click OK (since this is the final line to be attributed).

Now give the individual practices unique symbols. Right click on the Practices (lines) layer then click Properties.
The Layer properties window opens, click on the symbology tab. Under the show window click on Categories.

Click on Unique Values and change the Value Field to Practice Name. Click the Add All Values button.
All the practices are added. Uncheck the checkbox next to <all other values> to unselect it. To change the symbol for the practices double click on the Fence symbol.

Some symbol choices appear but to use the NRCS planning symbols click the More Symbols button.
Click on NRCS Planning to place a check and select it.

The NRCS Planning symbols appear, scroll down and click on the Planned Fence symbol.
Click the dropdown button on the color options and choose a color.

Use the scroll buttons in the width window to change the size of the symbol if necessary. Then click OK.
The fence symbol is changed, repeat the process to change the symbol for the pipeline. Double click on the pipeline symbol.

The NRCS symbols appear. Note that you do not have to add them again, scroll down and click on the planned pipeline symbol.
Change the color and width if necessary, then click OK.

The pipeline symbol is changed, click OK.
The new symbols appear on the map. Even though you changed the symbols for the lines, they will default back to a plain line when you open the map document again, if you do not save the symbology. Right click on the Practices (lines) layer and click Save Symbology.

To record the practice narrative for the practices just added you need to go to the practice schedule. To do so click the Customer Service Toolkit icon on the task bar.
You are returned to Customer Service Toolkit, click the Practice Schedule tab if you are not already there. Select the plan by clicking the dropdown button in the Select a Plan window. The land units appear with the practices that were just digitized. Notice no narratives are entered for the practices just digitized, click on the Narrative line for the first practice.

The narrative window appears, choose a narrative and click OK.
Continue and add narratives for all practices. Notice all information except the practice narratives is brought over from the map document.

Enter the Plan Date for the Plan and click Save.
Click OK.
To return to ArcGIS click the New_plan.mxd icon on the task bar.

You are returned to the map document.
You can also use the map labels tool to label the practices. Click the Map Labels tool.

Choose the Practices (lines) layer to label.
Check up to 5 fields to use as labels. One is sufficient for this layer, choose Planned Amount as the Field and ft. for the units. Click OK.

Click OK to accept the default annotation layer name.
The practices are now labeled with the planned amount (ft.).

Now is a good time to save the map document, click File, Save.