

# Using the Editor Toolbar

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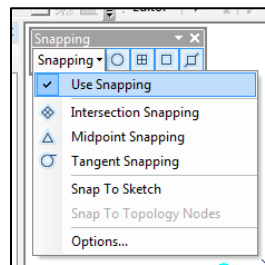
Natalie Susmann, revised 8/25/2011

Major changes to the Editor toolbar have been made. It has been reformatted to more efficiently allow you to edit attribute tables and features themselves. This document will help previous 9.3 users understand Editing quickly. It is suggested that you briefly review this document in order to quickly adjust to the software upgrade.

## Snapping

Snapping is an automatic feature, now. If you do NOT want to have snapping turned on, you need to do the following:

1. To turn this feature off, go to Editor→ Snapping→ Snapping Toolbar.
2. Select *Snapping*, and then uncheck *Use Snapping*.



3. Alternatively, to the right of the Snapping dropdown menu, you can select which type of snapping you would like to have on or off (point, end, vertex, or edge).

## Tool Locations

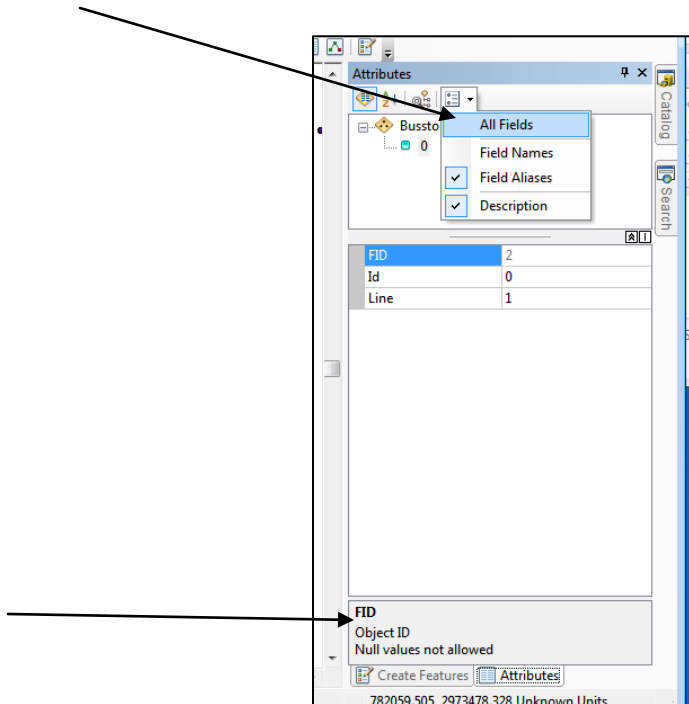
Most tools are now located via right hand click menus. In order to access these tools, you need to make sure you are editing the correct file (i.e. if you are editing a point file, you will not be able to access, and in most cases see, the line or polygon tools.) If you cannot find a tool you need while editing, try right clicking. In most cases it will appear.

## Changes to the Toolbar

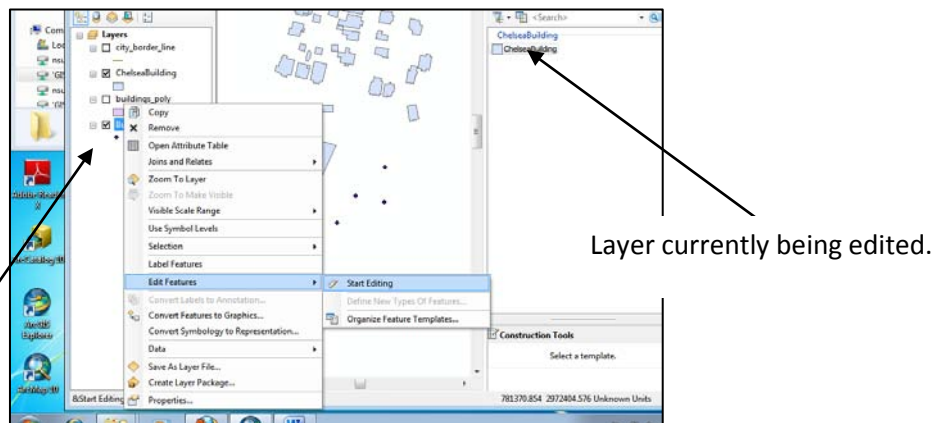
You can now view the attribute table via the toolbar, and change which features you can see to help stay organized during an editing session:



By clicking the Attribute Table toolbar (shown above) an Attributes side bar appears while editing. You can select which fields you wish to have visible, and ArcMap easily displays what type of field each is.



You will notice that the normal "Target Layer" dropdown menu is no longer available. In order to switch layers for editing, you need to right click on the layer from the Table of Contents, click Edit, and then "Start Editing."



New layer which needs to be edited.

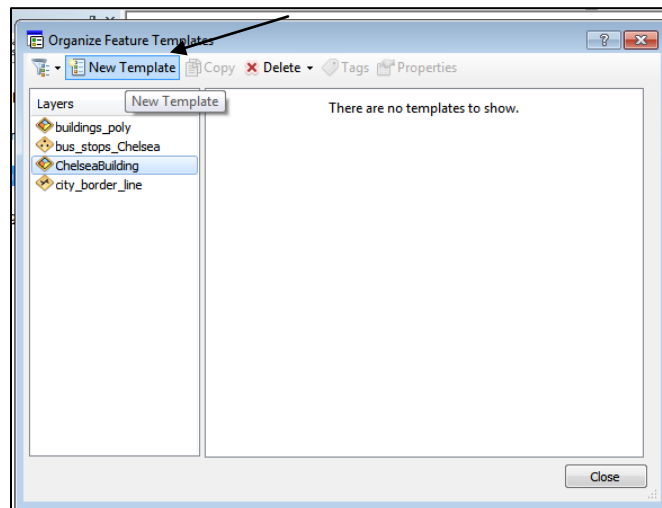
## Feature Templates

One of the major changes to the Editor is the addition of Feature Templates. Feature templates can be made to automatically populate fields. For example, if you had a roads file that was subdivided into three types of roads (highways, streets, and freeways), three feature templates would be made for that one target road layer.

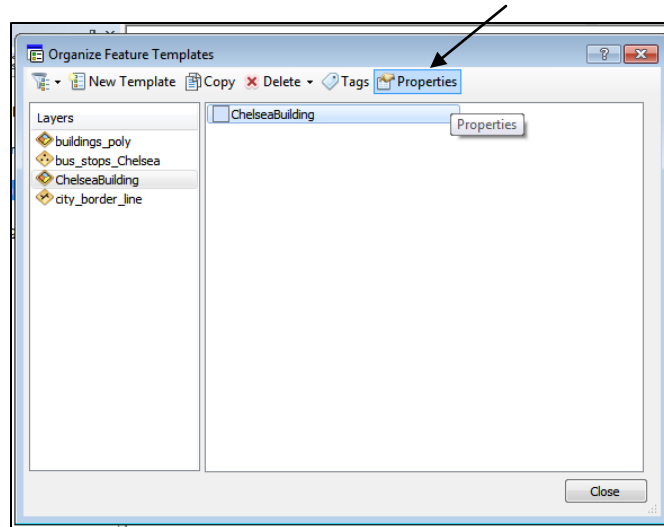
This way, if you decide that you need to make more streets, when you edit the street feature template, the attribute fields will automatically be assigned with the proper unique identifier. This saves you the time of having to first draw your roads, then going into the attribute table and either manually or via the field calculator, populating the fields which distinguish which type of road it is.

Here is a brief tutorial for using Feature Templates, meant for users who have edited in 9.3:

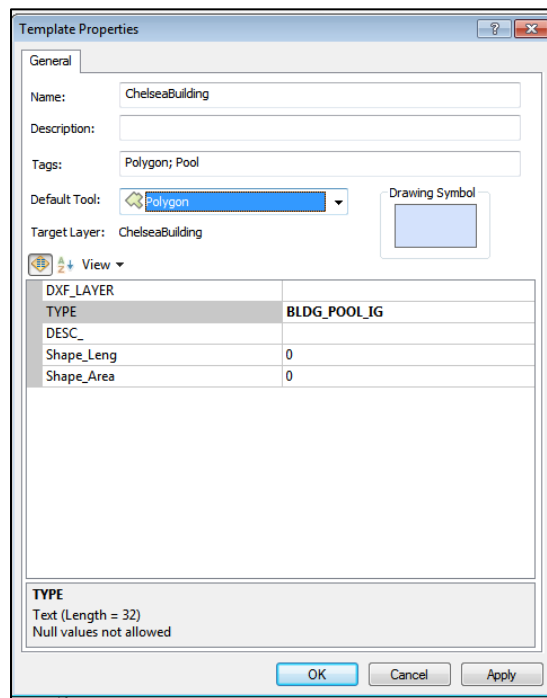
1. **Copy the Editing files into your H drive.**
2. Add the file ChelseaBuilding.shp to your project. Right click on the shapefile, and navigate to the attribute table. Note that there are four types of buildings included in this small portion of buildings in Chelsea.
3. We want to add more polygons to represent additional inground pools in the area. The new editing toolbar will be used.
4. Right click again on ChelseaBuilding.shp and navigate to Edit Features → Organize Feature Templates.
5. Notice that the screen lists all of the layers open in the Table of Contents. Highlight ChelseaBuilding and click “New Template.”



6. A dialogue box will appear; make sure ChelseaBuilding.shp is selected. Select “Finish.”
7. Back in the *Organize Feature Templates* dialogue box, select “Properties.”

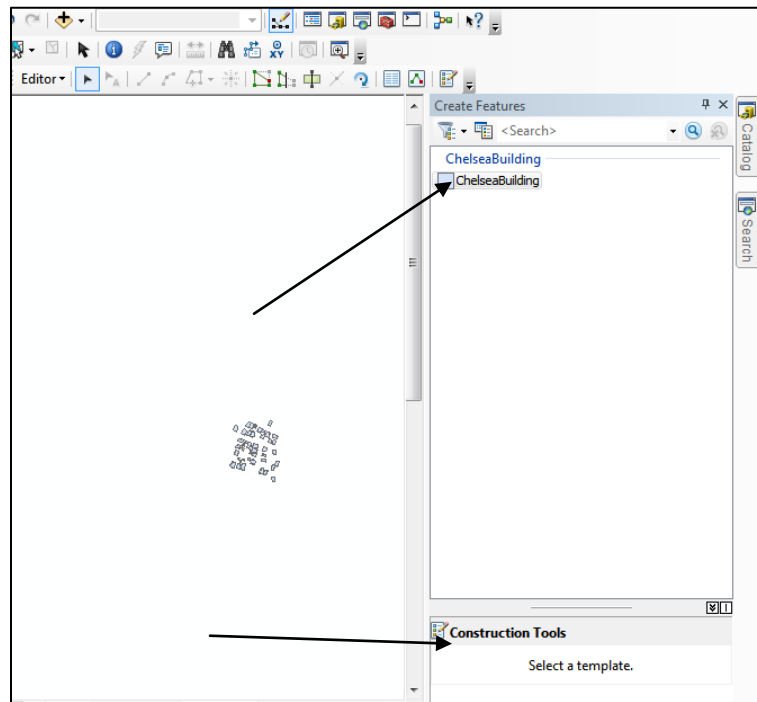


8. The properties box essentially allows you to populate the fields that will be common amongst all of the edited features. In this case, you will be adding more inground pools, so the TYPE will be the same throughout. This template essentially saves you the time from digitizing the pools, then having to go into the attribute table and manually changed the TYPE field for each entry created.
9. Fill in the TYPE field with BLDG\_POOL\_IG. Remember, if you want to symbolize all of the inground pool entries the same way, they need to be typed the same (meaning, if you wrote "Inground Pool" in the TYPE box as opposed to BLDG\_POOL\_IG, ArcMap wouldn't understand that both types of entries are indicating the same type of building. It might be best to temporarily close the *Template Properties* dialogue box, so that you can copy the BLDG\_POOL\_IG from the attribute table.



The Name and Description fields are meant to help you stay organized with multiple Feature Templates. Additionally, you can use the “Tags” to help search for created Feature Templates. For example, in this case you would enter the tags as “Chelsea; bus stop; Line 1”. (Each needs to be separated by a semi colon).

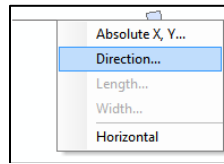
10. Click OK and close. Navigate to Editor → Start Editing. Select the ChelseaBuilding file and click OK. If you get a warning about coordinate systems, just click OK.
11. Notice that there is now a new toolbar docked on the righthand side of the screen. It lists the template you have chosen to open, and presents several tools.



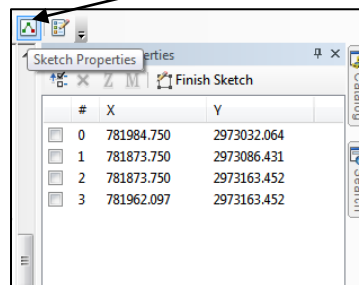
Notice on the bottom of the screen: the Construction Tools section. It says “Select a Template”. This means that you need to indicate which shapefile, or template, you wish to edit so that it knows which tools to present to you.

Click on ChelseaBuilding.

12. Now, the construction tools appear, with the Polygon tools selected (because ChelseaBuilding is a polygon shapefile).
13. Now suppose you wanted to digitize a pool that you knew was Olympic sized (50 X 20 meters). Click the “Polygon” tool under “Construction tools.” Your cursor should now have an X and a small box. Click once near the area of buildings indicated on the shapefile.
14. Now, right click. Click “Direction.” This tool will allow you to accurately draw whatever type of angle you wish. Type “90”. Hit “Enter.”



15. You now have a 90 degree angle rectangle. Move the cursor again and right click. Select "Length" and type 50. Hit "Enter". Notice now you have a rectangle that is 50 m long. Right click again, and select "width". Type in 20 and hit "Enter". Your rectangle has now been digitized.
16. Suppose you want to see the coordinates of your sketch. Try digitizing another pool, and BEFORE you hit "Finish Sketch" navigate to the "Sketch Properties" tool.

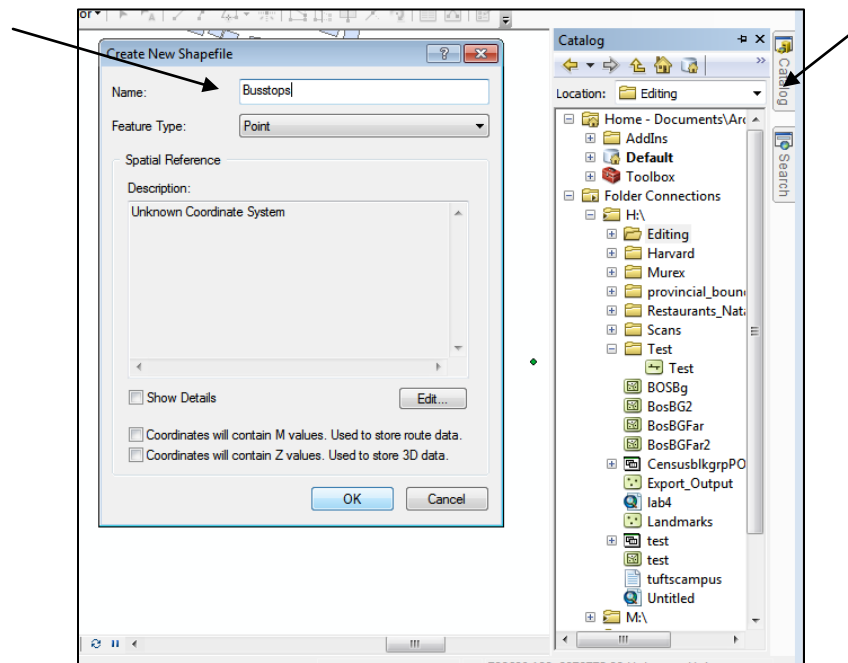


The coordinates of each vertex are shown. Once you hit "Finish Sketch" the table refreshes.

17. Now, right click on ChelseaBuilding, and select the Attribute Table. Notice now that not only has your pool been added to the attribute table as entry #50, but the TYPE field has also been populated automatically to indicate that it is an inground pool. This was because we set the program to do so in the Feature Templates Properties box.
18. If you wanted to freeform draw a polygon, you would select "Polygon" from the *Construction Tools Box*. Do so. Click once on your map. Notice now that the Polygon tools box appears.
19. Try drawing a polygon by clicking two more times. Notice when you right click, you have the option to "Finish Sketch" or "Delete Sketch".
20. Save your edits and stop editing.

Editing a new file would function in the same fashion; all you need to remember is to create your blank shapefile in Arc Catalog, add it to your project, and then follow the instructions here. The only difference is that when you are populating fields (in step 9), you will be creating them instead of adding more entries to a previously existing dataset.

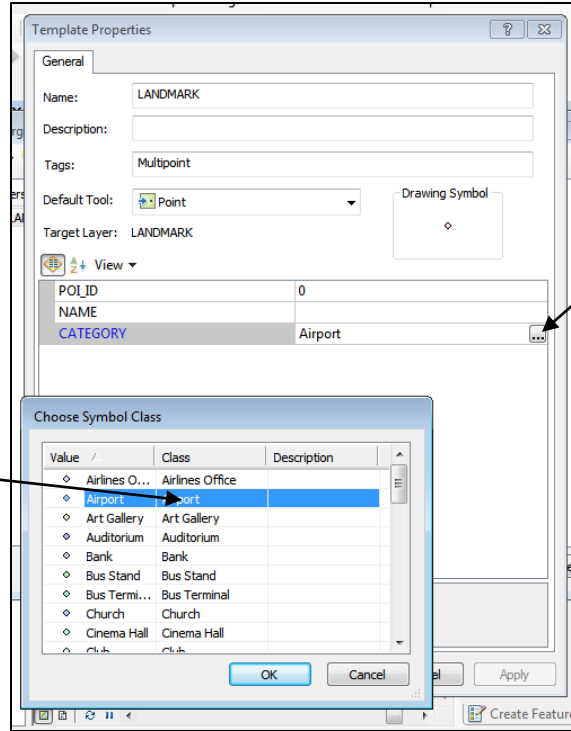
21. Open Arc Catalog by selecting the docked button on the righthand side of the ArcMap screen.
22. Navigate to your H drive. We will be creating a point file to show the locations of bus stops in Cambridge.
23. Right click on the project folder and select New → Shapefile. Name the file Busstops and make sure it is a point. Click OK.



24. Now, navigate to that file in your project folder. Drag and drop it onto the ArcMap screen. Nothing should appear because it is an empty file. However, you will see it listed in the Table of Contents.
25. Navigate to the attribute table and add a field called "Line".
26. Create a Feature Template for Busstops. Hint: see step 4.
27. In the Feature Template Properties, indicate in the "Line" field that you will digitize bus stops following Bus Line 1. (Hint: Type a "1" in "Line".) Click OK, and then close.
28. Now, select Busstops in the Create Features menu, and point, and begin digitizing a few bus stops (just pick any place). Do so by clicking on the map screen. Small dots should appear. Check your attribute table to make sure the fields are populating properly.
29. To digitize bus stops on a different line, go back to the Feature Template properties, and simply change the entry in the "Type" field.

**PLEASE NOTE:**

1. If you are digitizing a file that does not require any automatically populated fields, simply leave fields blank in the Feature Template properties.
2. In some cases, the Feature Type Properties will call up a dialogue box allowing you to select the field which you would like to edit:



Try this by clicking the blank space next to a field, and see if a dialogue box appears.