

## Deleting Land Units

### **Abstract**

The purpose of this guide is to demonstrate how to delete land units from an existing plan.

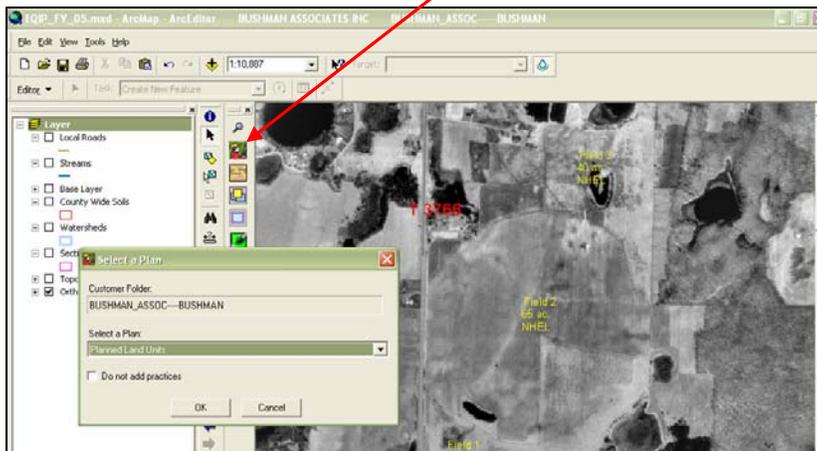
*Steps: Open Plan - Start Editing - Select Land Units - Delete - Stop Editing - Save - Delete from the Land Units tab.*

### **Details**

With Toolkit running, the customer checked out, and their ArcGIS map document open:

#### Open the Plan

1. **Click** on the **Select a plan** button.



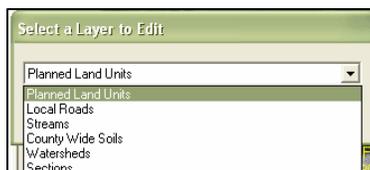
2. **Select** the applicable *Plan* and click the **OK** button.

#### Start Editing

3. **Click** on the **Toolkit Digitizer** button.



4. **Select** the layer to edit from the drop down list (i.e. Planned Land Units, Consplan\_FY06, etc.).



5. **Click** the **OK** button. The *Land Unit Editor* toolbar will open.

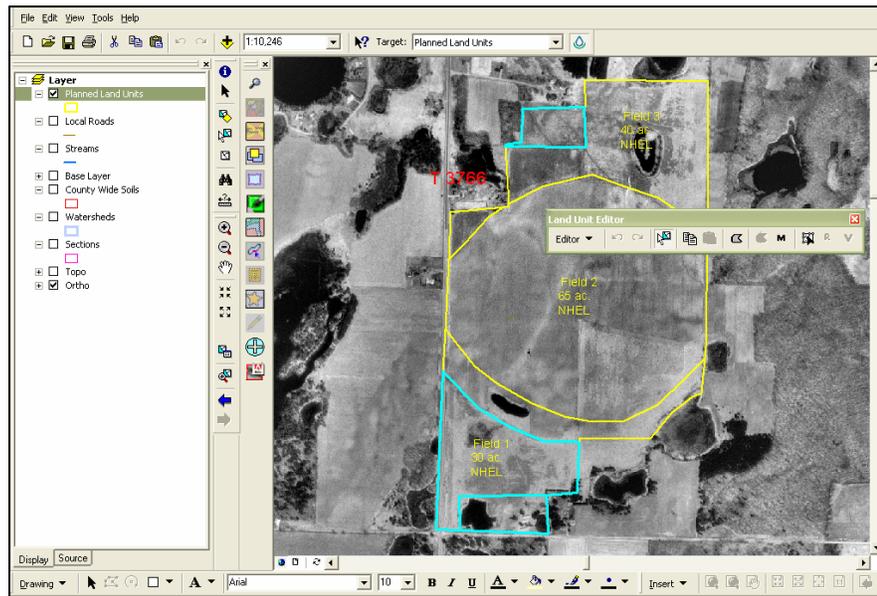


Select Land Units

6. Click on the **Select Field** button on the *Land Unit Editor* toolbar.



7. Click in the middle of the land unit you want to delete. The selected land unit will turn light blue.



**Note:** Select more than one land unit by...

- holding down the *Shift* key and clicking in other land units.
- OR by drawing a box (left click – hold down mouse click – draw a box) through the applicable land units. The land units that the box intersects will be selected.

Delete

8. When all land units are selected, press the *Delete* key on your keyboard.

Stop Editing

9. Click on the **Editor** button on the *Land Unit Editor* toolbar.



10. Select **Save Edits** from the list.
11. Click on the **Editor** button again, this time select **Stop Editing**.

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12. **Click** on the *File* menu and **select Save**.

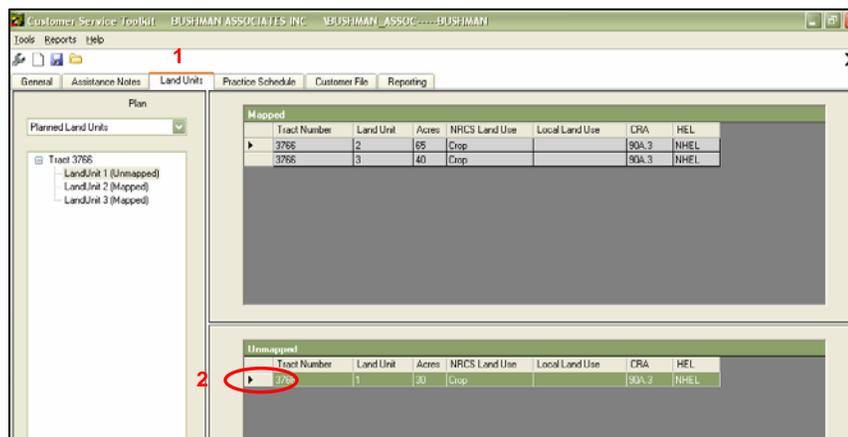
13. **Close** ArcGIS.

### Delete from Land Units tab

Note: The tabular data (i.e. tract number, field number, acres, etc.) that may have been associated with the deleted *Land Unit Polygons* have not been deleted. Toolkit retains this data as *Unmapped* tabular data. The steps below will demo how to delete it.

14. **Navigate** to the *Land Units* tab (see graphic below– **1**).

15. Select the land unit by **clicking** on the area to the left of the data row (see graphic below– **2**).



16. **Press** the **Delete key** on your keyboard and **select Yes** at the prompt.

