

Tutorial 8:

Further Feature Editing Options (deleting, moving, copying and pasting, identifying, labelling and measuring features)

Tutorial Content

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Open your saved tutorial map project.

8.1. Creating a Copy of a Layer

All vector (those with points, lines and polygons) or tabular (attribute data) layers in a project can be edited. If you are making changes to a layer which is not one that you have created, it might be a good idea to make your edits in a copy of the layer, so you still have the original layer to refer back to.

To copy a layer's features, right click on the layer in the table of contents, select **Data**, and then **Export Data**.

The 'Export Data' window will appear. In the '**Export**' text box select the option **All Features**.

Under '**Use the same coordinate system as:**' select the option '**this layer's source data**'.

Choose a new layer name for the output shapefile. Click **OK**. Click **Yes** when asked if you want to add the new layer to the map.

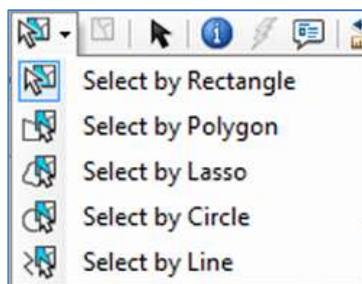
You have copied the data and are now able to work in a totally new data file. The original data file will remain unchanged.

8.2. Editing existing data layers

Selecting features



The '**Select Features**' tool lets you select features with the mouse by pointing at them and clicking or by dragging a selection box over them. Features that fall partly or completely within the box will be selected. Features will be selected from all active layers.



The drop down arrow gives you more options for selecting features.



Deleting features

To **delete** a feature, start an **Edit Session** and select the layer that the feature is in from within the 'Create Features' window.

Select the **Select Features** tool and highlight the feature you want to delete.

Selected features will be highlighted blue. Then press 'Delete' on the keyboard.

Deselecting Features:



When a feature is selected in ArcMap it appears blue. To deselect selected features, click on the '**Clear Selected Features**' tool in the 'Tools' toolbar.

Moving Features

To move a feature, start an '**Edit Session**', select the feature with the '**Edit**' tool from the '**Editor**' toolbar. The mouse pointer will turn to a cross hair and you will be able to move the feature to its new location.

Copying and Pasting Features



Sometimes it is necessary or it is easier and quicker to copy and paste existing features. To do this, start an '**Edit Session**'. Select the '**Edit**' tool from the '**Editor**' toolbar.



Drag a box round the features you want to copy and paste to select them or click on individual features. Selected features will be highlighted in blue. Click the '**Copy**' icon on the 'Standard' toolbar.



Then use the '**Paste**' icon on the 'Standard' toolbar to paste the new features.

***Note:** To copy and paste the selected features on to a different layer, select and copy them and then click on to the different layer in the 'Create Features' window before pasting.

8.3. Measuring Features in ArcMap

Before using the measure tool, it is first necessary to set the map and display units.

Click on **Layers** at the top of the table of contents and then double click. The '**Data Frame Properties**' window will open.

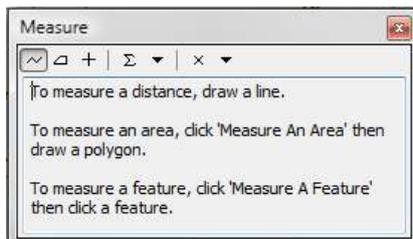
Select the **General** tab (the default option). Set the 'Map' and 'Display' units to **Meters** in the drop list. Click **OK**.



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Choose the '**Measure**' tool from the 'Tools' toolbar. The '**Measure**' window will appear with different measure options in a toolbar along the top: measure a line, measure an area, measure a feature.



To **measure a line** (the default option) click on the map at the point from which you wish to begin measuring. Click if you wish to change direction. Double-click where you wish to end.

To measure an area, select the icon '**Measure an Area**', which is second from the left. Click to begin defining the area, click again to add a corner, continue clicking until the whole area has been outlined. Double-click to finish.

The '**Measure a feature**' option (third from the left) can be used to display the area and perimeter of a polygon feature; it will display the map coordinates of a point feature; and it will display the length of line features on the map.

8.4. Identifying features in ArcMap



The **'identify'** tool allows you to click on or drag a box over a feature or an area on the map that you wish to identify and displays its attributes. Choose the **'identify'** tool and click on a feature to display its attributes. The tool will identify the features in the top layer of the table of contents. You can identify features on other layers by selecting those layers in the **'Identify from'** drop-down window.

Try using the identify tool on some of the features you have just created in your point, line and polygon data layers.



8.5. Labelling Features in ArcMap

It is possible to label the point features based on the information we recorded in the attribute table.

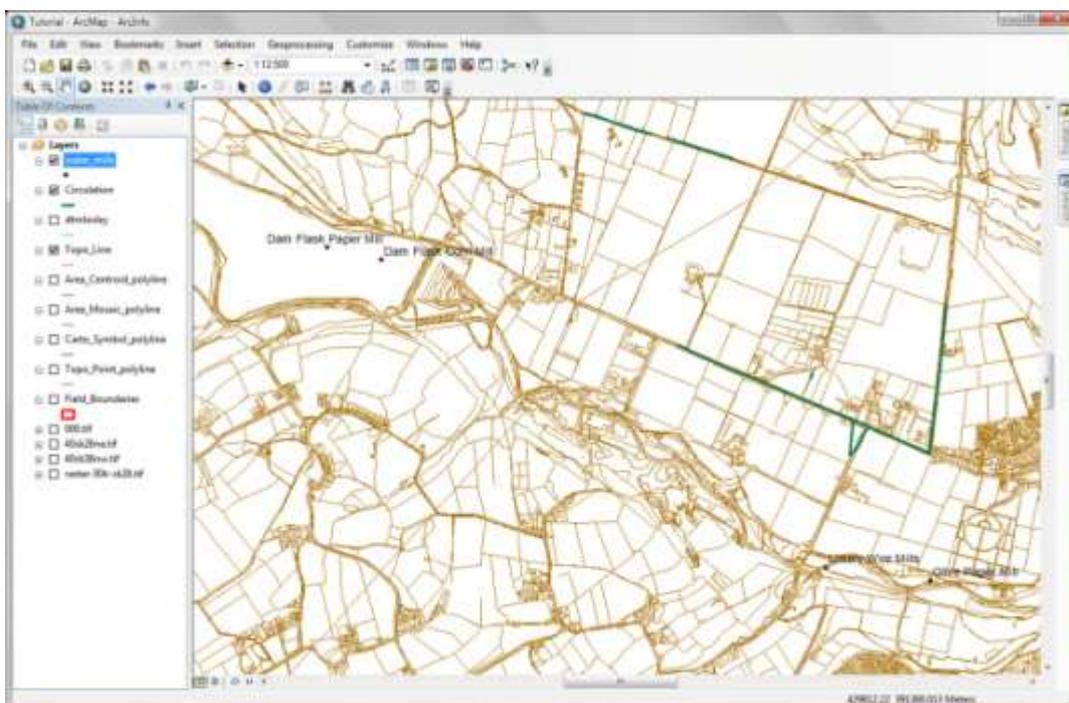
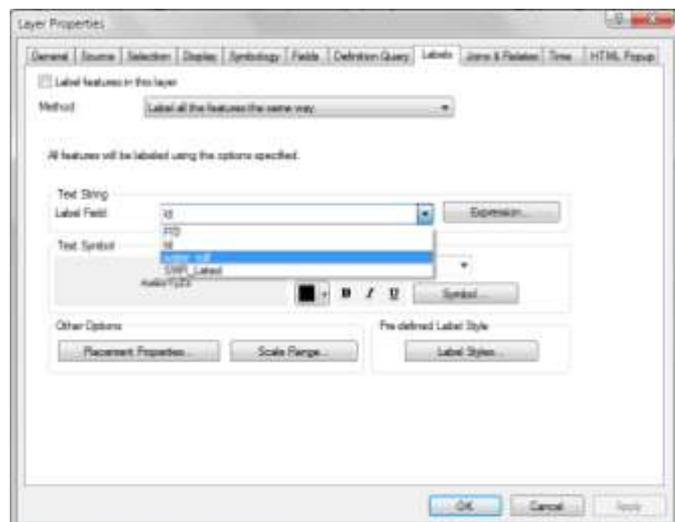
Right click on the layer name in the table of contents. Select **Properties**. The **'Layer Properties'** window will appear. Click **'Labels'** tab.

Set the label in the **'Label Field'** box from the options in the drop down menu. Click **OK**.

To display the 'labels' in your map right click on the layer name in the Table of Contents. Select **Label Features**.

Try labelling the point data layer you created in tutorial 6, using the water mill name column as the 'Label Field'.

You can remove the labels by right clicking on the layer name in the table of contents and selecting **Label Features** again.



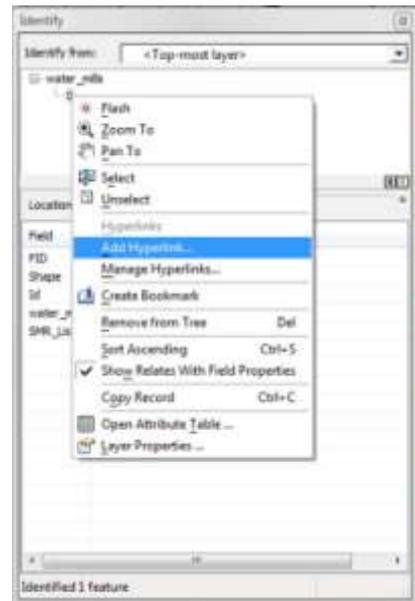
8.6. Add Hyperlinks

Adding a Hyperlink to your features can help you to include support documents or Web pages to your maps.

 Click the **'Identity'** button located in the **'Tools'** toolbar.

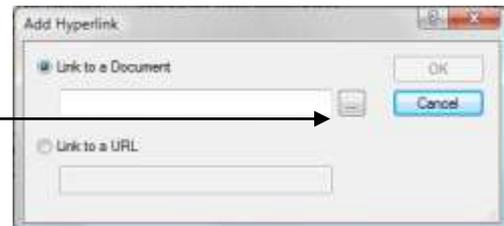
Click the feature that you will like to add a hyperlink

In the **left panel** of the **Identity** window right click on the name of the feature, and from the drop down menu click **'Add Hyperlink...'**



Now you can choose to add a Document or a Link to a URL.

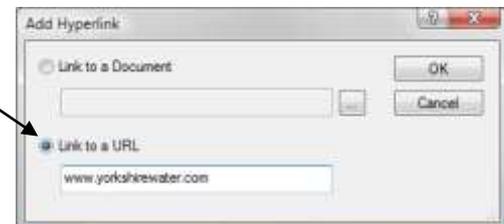
When choosing a 'Document' localise the file you want to hyperlink by click the folder icon.



When choosing a URL, write the Web page: www...

Or you can choose both options.

Click **OK**.



 To launch the hyperlink click the **'Hyperlink'** button in the **'Tools'** toolbar.

Move the cursor over your feature and if a hyperlink exists, the lightening cursor will turn black and a legend with the hyperlink will pop-up.

Click the feature and it will take you to either the document or the web page.

