

ArcGIS Editing Notes

2009 Assessors' Educational Conference, Tulsa, Oklahoma

August 5, 2009

Introduction

This class is an attempt to streamline and standardize the county assessor map editing process. The goal of this class and these notes is to allow the mapper to become more familiar with editing in the ArcGIS environment.

Since most counties have the ArcView license, we will be centering our time on using those standard editing tools available with that license.

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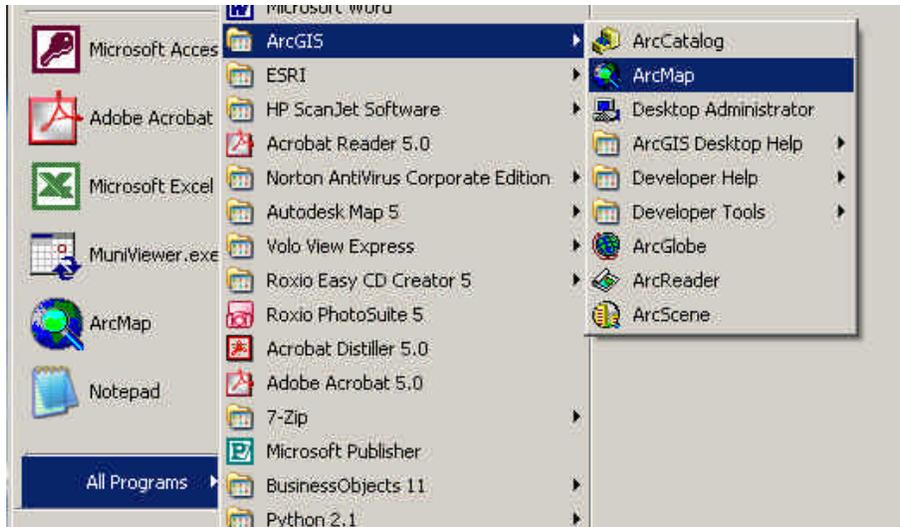
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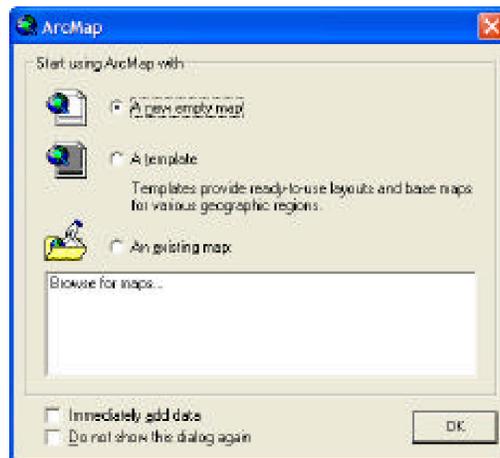
The Initial Setup

We are covering these steps because you may not have an edit project already created yet, or the project that you have becomes corrupted and you did not create a spare.

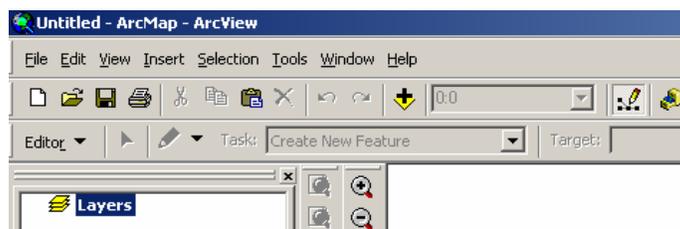
Step 1: Find an ArcMap icon. It will either be on the desktop or in ArcGIS under All Programs under Start.



Step 2: Open ArcMap. If this window comes up, click on the Do not open this dialog again. And hit OK.



Step 3: Click on the Add Theme button to start loading mapping layers.

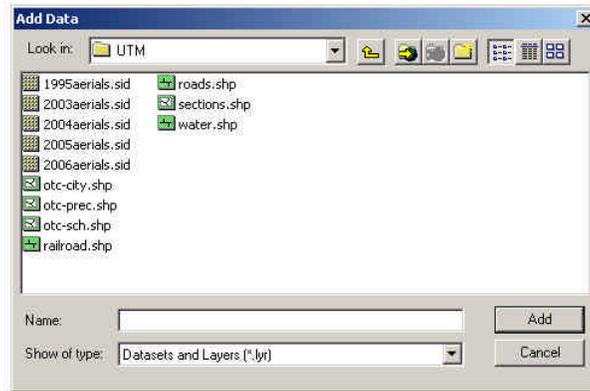


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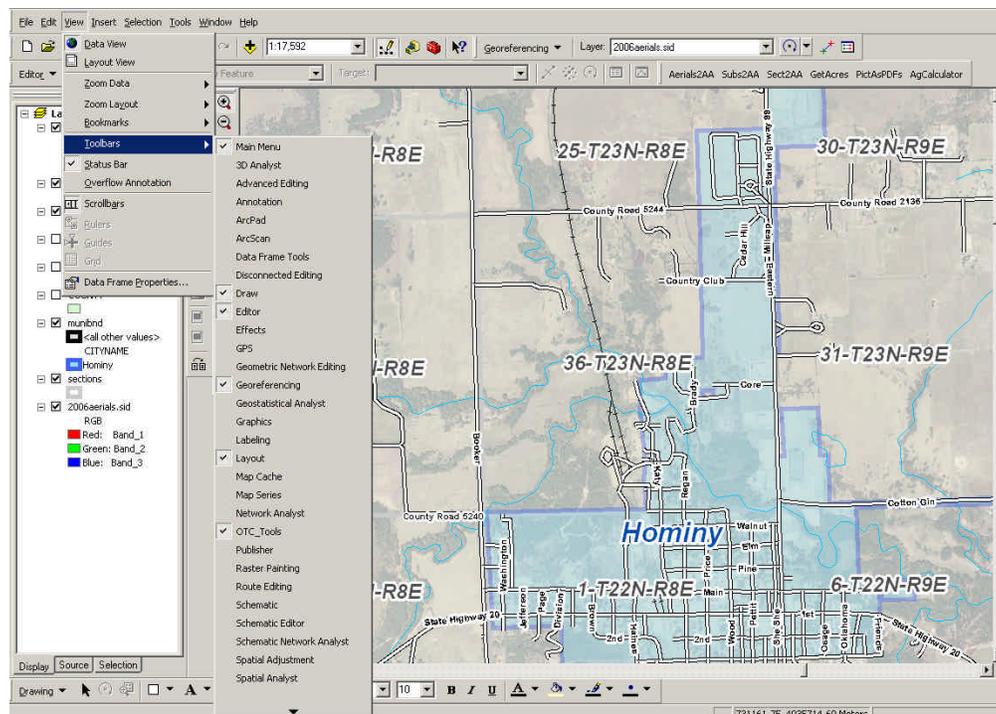
Step 4: In the navigation window that opens, find your mapping layers. If you can not find the directory that you know the mapping layers are in, click on the Connect to Folder button. (ArcGIS tries to remember where you have been. This button will allow you to browse and find any directory.)



Step 5: Select your mapping layers and click on the Add button. (If you have layers with multiple projections, load the UTM ones first. This will help the aerial photos line up correctly with the rest of your mapping.)

Step 6: Turn on and off and set the display properties as you wish for the display of your mapping layers.

Step 7: Turn on the toolbars that we generally use by going to View and then Toolbars. Make sure that these toolbars are checked: Main Menu, Draw, Editor, Layout, Standard, and Tools.

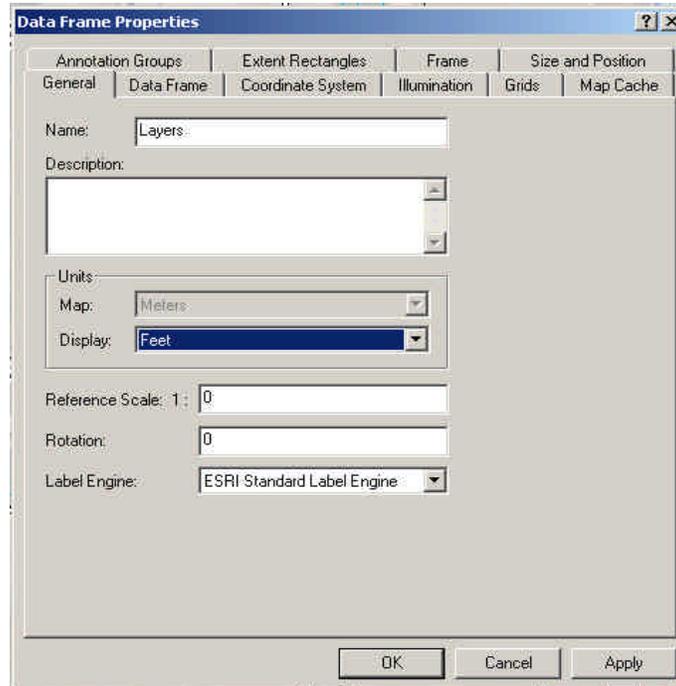


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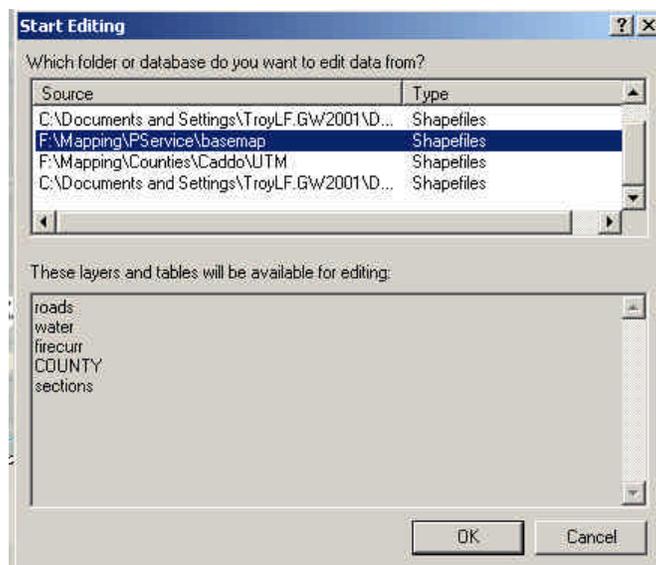
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Step 8: Set your display distance units by right clicking on Layers in the legend (or Table of Contents) and then clicking on Properties. In the Data Frame Properties window, choose the General tab and make sure that the Display under Units is set to Feet.



Step 9: Go ahead and save your project by clicking on File and then Save As. Generally, we like to save our projects on the desktop. This makes it easier to find our projects later.

Step 10: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

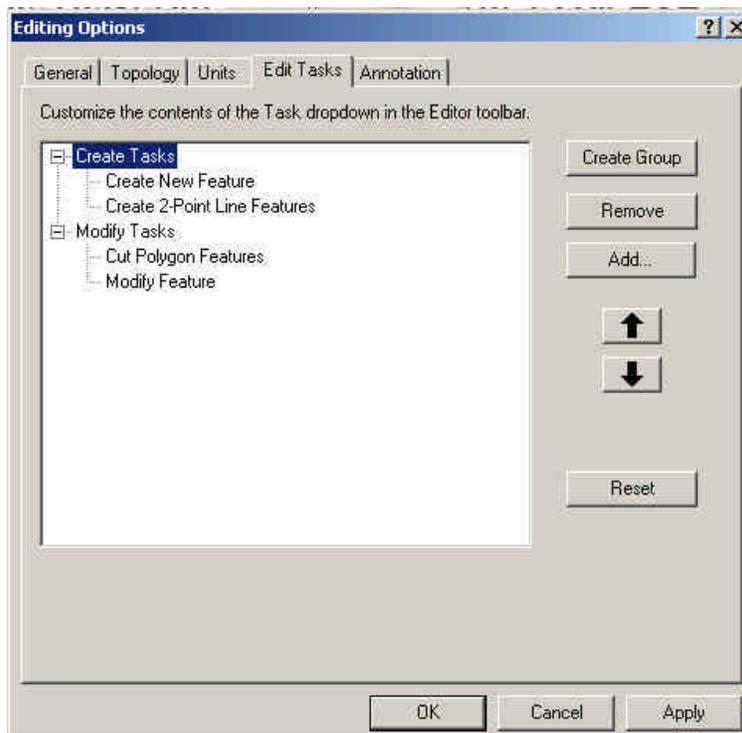
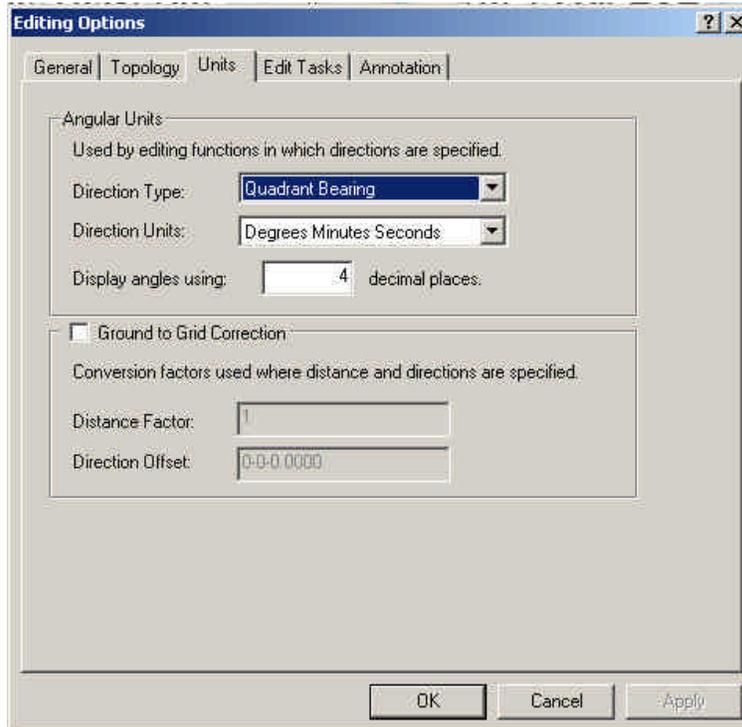


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Step 11: Click on Editor and then Options. On the Units tab, choose Quadrant Bearing under Direction Type and Degrees Minutes Seconds under Direction Units. On the Edit Tasks tab, remove all tasks except for Create New Feature, Create 2-Point Line Features (for drawing dimensions), Cut Polygon Features, and Modify Feature. Then, hit Apply and close this window. Now would be a good time to save your project again.



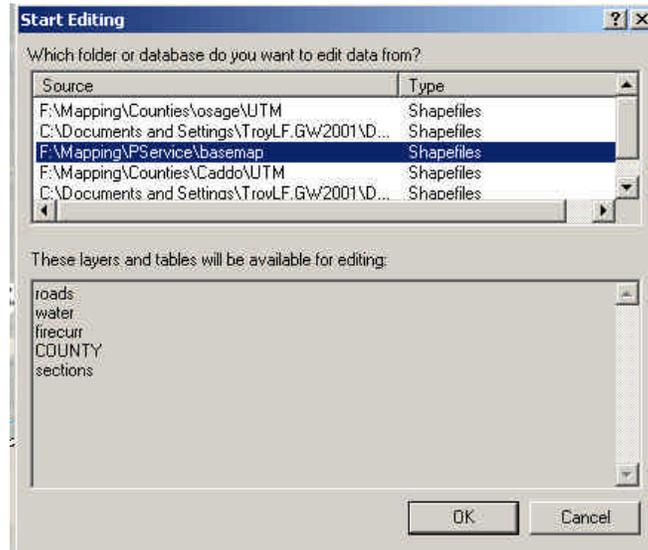
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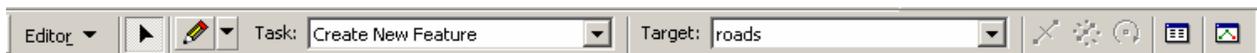
Drawing New Shapes: Points

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

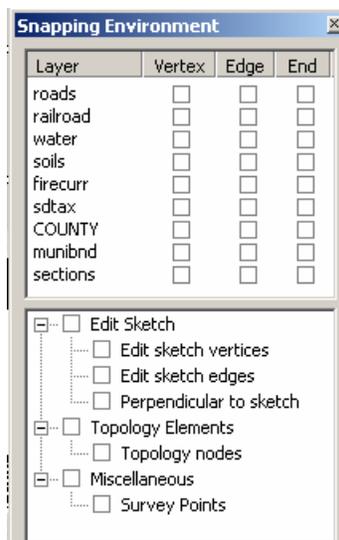


Step 2: Zoom to the area where you want to add your point.

Step 3: Make sure that your Target on the Editor toolbar is set to the layer you want to add your point to. And make sure that your Task on the toolbar is set to Create New Feature. Then, click on your Sketch tool.



Step 4: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



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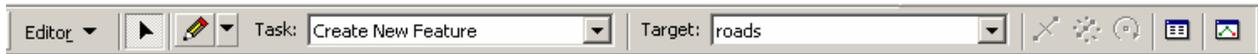
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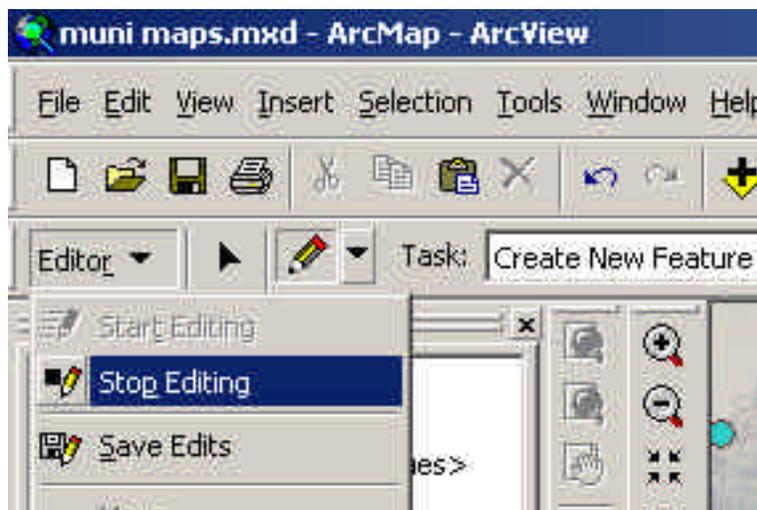
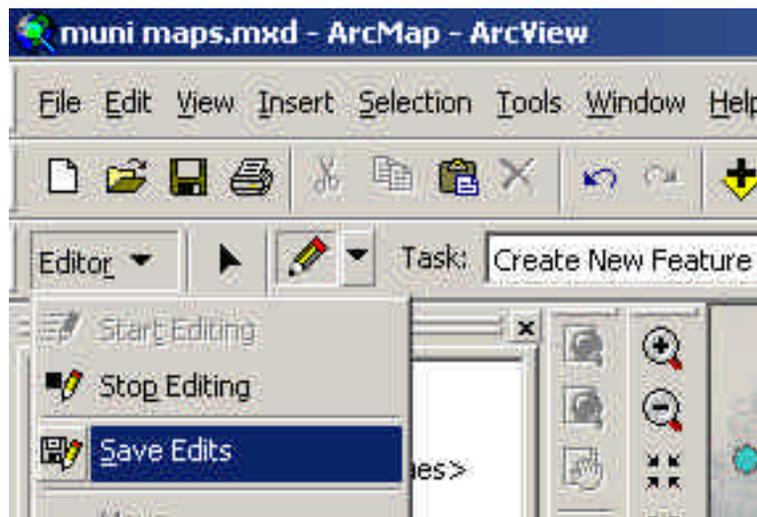
Step 5: Click on the map to set your point. If you want to place the point at a specific coordinate, you can hold your Control Key on the keyboard and click on the F6 key. Now just type in your X and Y coordinates.



Step 6: While your new point is still highlighted, click on the Attributes button and label your point.



Step 7: Repeat for each point you want to add. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Stop Editing.



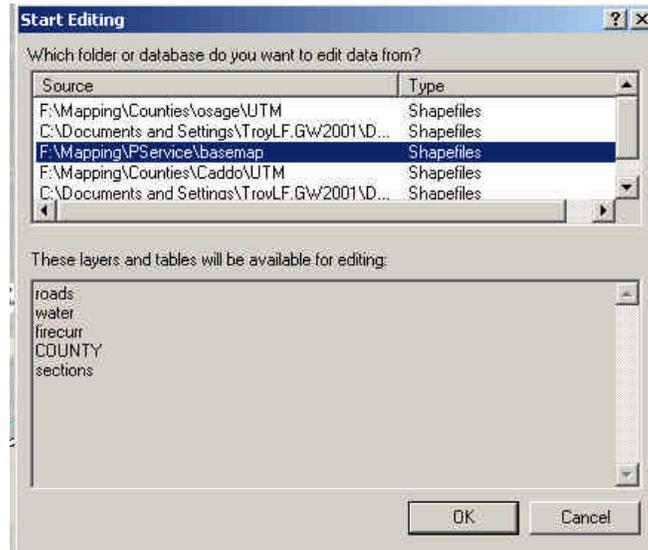
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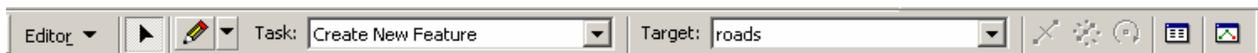
Drawing New Shapes: Lines

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

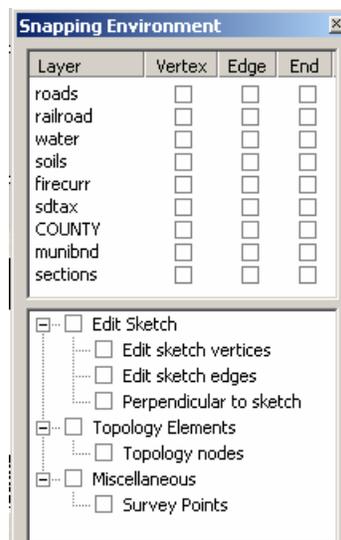


Step 2: Zoom to the area where you want to add your line.

Step 3: Make sure that your Target on the Editor toolbar is set to the layer you want to add your line to. And make sure that your Task on the toolbar is set to Create New Feature. Then, click on your Sketch tool.



Step 4: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



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Step 5: Click on the map to set your starting point. If you want to place the starting point at a specific coordinate, you can hold your Control Key on the keyboard and click on the F6 key. Now just type in your X and Y coordinates.

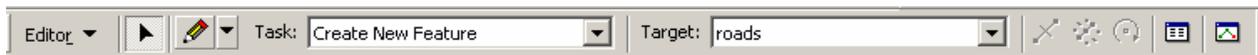


Step 6: Click on the next point for your line. If you want to go a specific distance and bearing, you can hold your Control Key on the keyboard and click on the G key. Now just type in your bearing and distance. (Always type in your distance with a unit: ' or FT for feet, ch for chain, rd for rod, lk for link or yd for yard.)

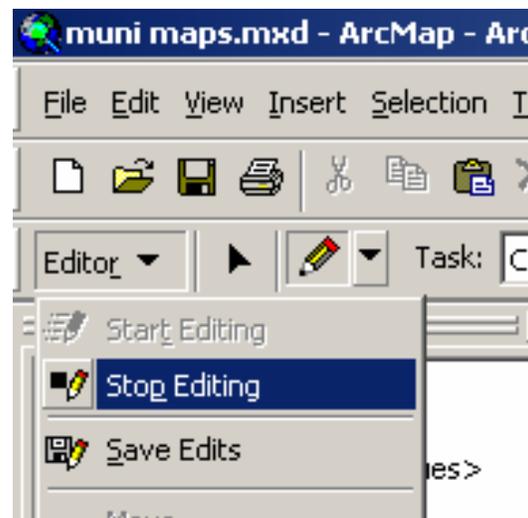
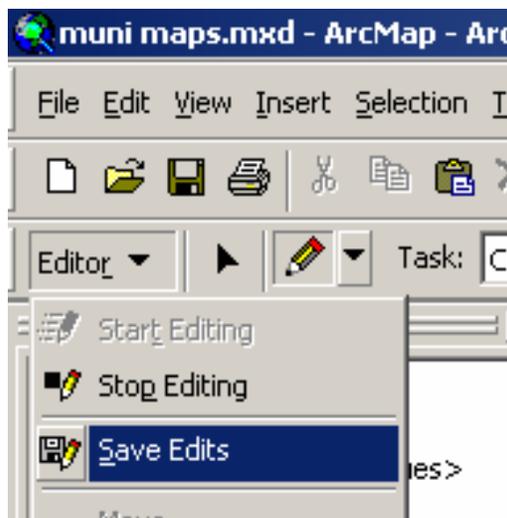


Step 7: Continue until you finish drawing your line. When you are finished, click on the F2 key on the keyboard to stop drawing.

Step 8: While your new point is still highlighted, click on the Attributes button and label your line.



Step 9: Repeat for each line you want to add. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.



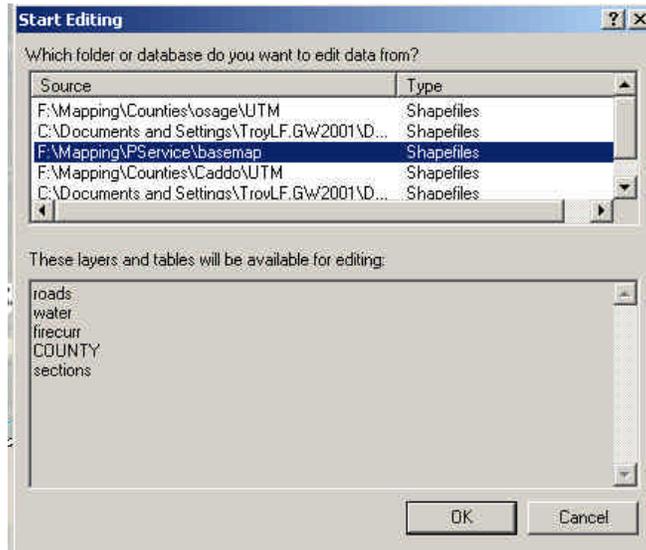
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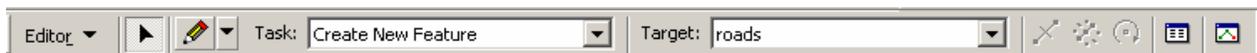
Drawing New Shapes: Polygons

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

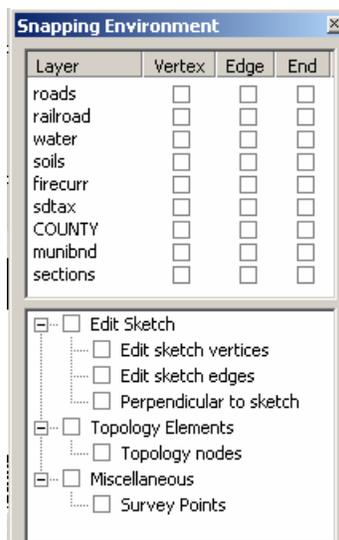


Step 2: Zoom to the area where you want to add your line.

Step 3: Make sure that your Target on the Editor toolbar is set to the layer you want to add your line to. And make sure that your Task on the toolbar is set to Create New Feature. Then, click on your Sketch tool.



Step 4: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



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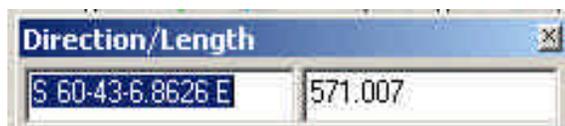
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Step 5: Click on the map to set your starting point. If you want to place the starting point at a specific coordinate, you can hold your Control Key on the keyboard and click on the F6 key. Now just type in your X and Y coordinates.



Step 6: Click on the next point for your polygon. If you want to go a specific distance and bearing, you can hold your Control Key on the keyboard and click on the G key. Now just type in your bearing and distance. (Always type in your distance with a unit: ' or FT for feet, ch for chain, rd for rod, lk for link or yd for yard.)

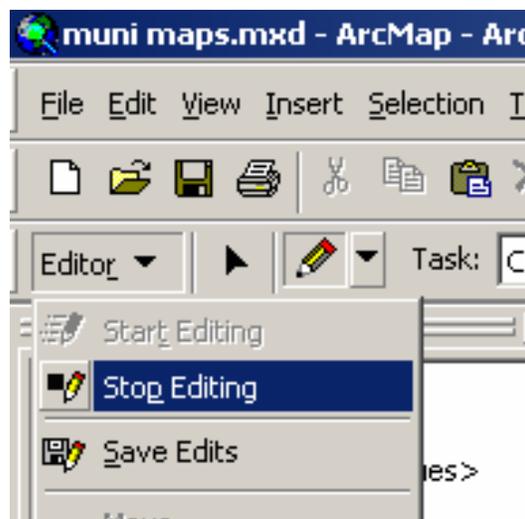
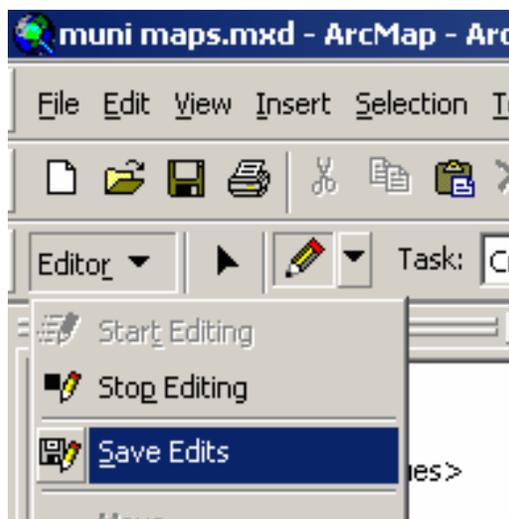


Step 7: Continue until you finish drawing your polygon. When you are finished, click on the F2 key on the keyboard to stop drawing.

Step 8: While your new polygon is still highlighted, click on the Attributes button and label your line.



Step 9: Repeat for each polygon you want to add. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.



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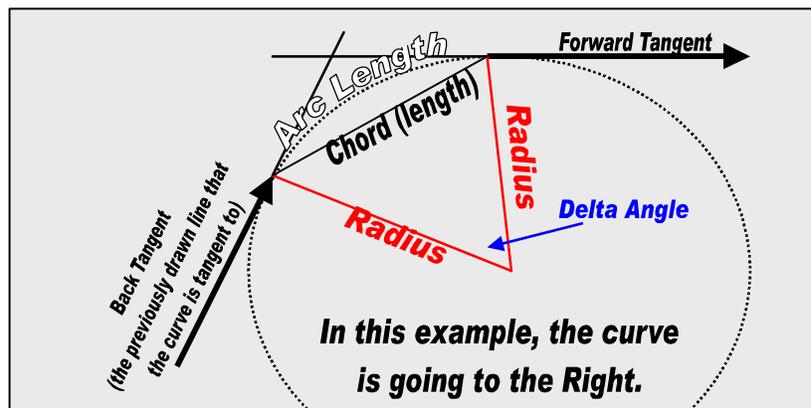
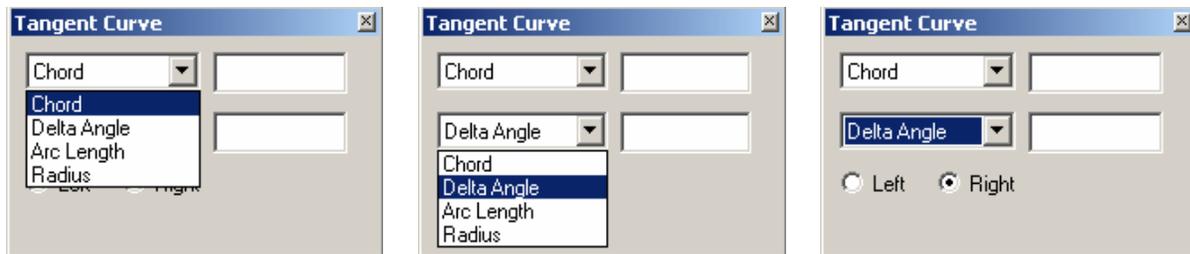
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Drawing Curves (when creating Lines & Polygons)

Generally, curves are buried in a legal description. ArcView assumes that most of the curves you wish to draw by metes-and-bounds will be tangent curves. Tangent curves are curves that extend smoothly off of the previously drawn line.

As you are drawing your shape, you get to the tangent curve. Right-click on the map and choose "Tangent Curve" from the pop-up box. Choose the categories of information that you have and enter them. (Always type in your distance with a unit: ' or FT for feet, ch for chain, rd for rod, lk for link or yd for yard.) Delta Angles will be in the 99-99-99.9999 format. You will always have to choose left or right for direction of curvature.



If your curve is not tangent to the previous line, but has a tangent angle, hold your Control Key on the keyboard and click on the G key. Now just type in the tangent bearing and distance of 0.00001FT. (This will draw a very, very, small line to establish that tangent line.)

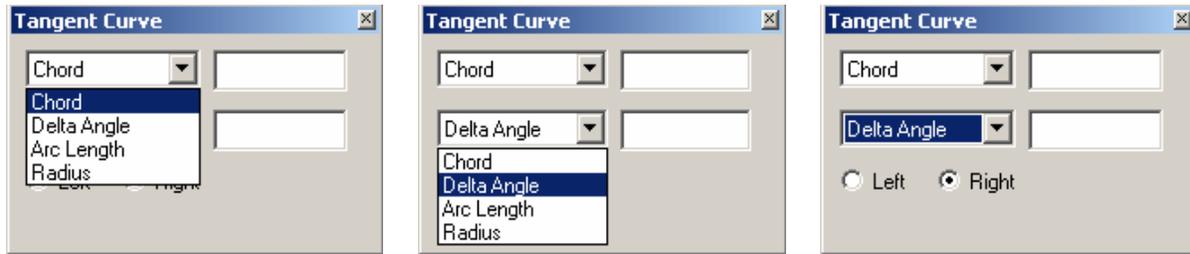


Next, right-click on the map and choose "Tangent Curve". Choose the categories of information that you have and enter them. (Always type in your distance with a unit: ' or FT for feet, ch for chain, rd for rod, lk for link or yd for yard.) Delta Angles will be in the 99-99-99.9999 format. You will always have to choose left or right for direction of curvature.

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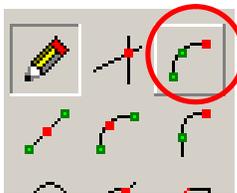
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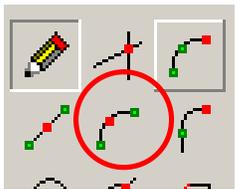
If your curve is not tangent, or you do not have the information needed to use the Tangent Curve screen, you will need to approximate the curve.

Go ahead and draw the shape as far as you can before hitting the curve. If you are drawing a line, pick a curve tool and continue drawing. If you are drawing a polygon, close the shape. Re-start the shape from the end of the legal description and work it backwards until you hit the curve again.

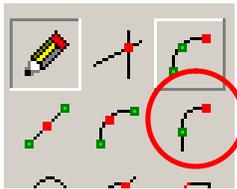
Meet your three freehand curve tools.



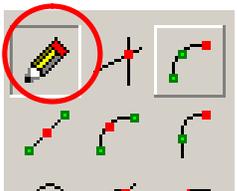
The "Arc Tool" in the upper-right corner allows you to start the curve at your current point. Then click on the approximate middle point of the curve. Then click on the ending point of the curve.



The "End Point Arc Tool" in the middle allows you to start the curve at your current point. Then you click on the end point of the curve. Then you click on the approximate middle point of the curve to finish it.



The "Tangent Tool" in the middle-right allows you to draw an assumed tangent curve with no information. It will be tangent to the previously drawn line. Just click on the end point of the curve.



To continue drawing your shape. Click back on the "Sketch Tool" in the upper-left corner.

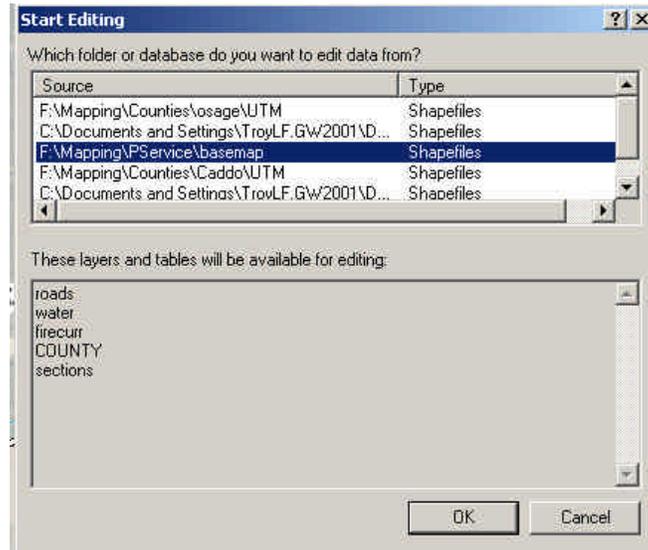
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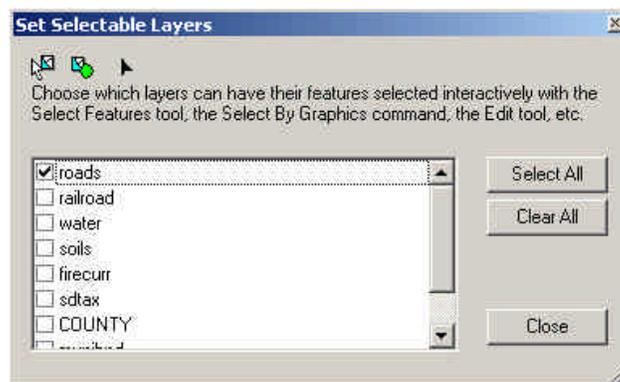
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Modifying Drawn Shapes: Points

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

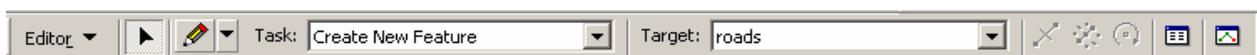


Step 2: Click on Selection and then on Set Selectable Layers. In the Set Selectable Layers window, clear all layers except the point layer you wish to modify. Then close this window.



Step 3: Zoom to your point you want to move.

Step 4: Make sure that your Target on the Editor toolbar is set to the layer you want to add your point to. And make sure that your Task on the toolbar is set to Modify Feature. Then, click on your Edit tool.

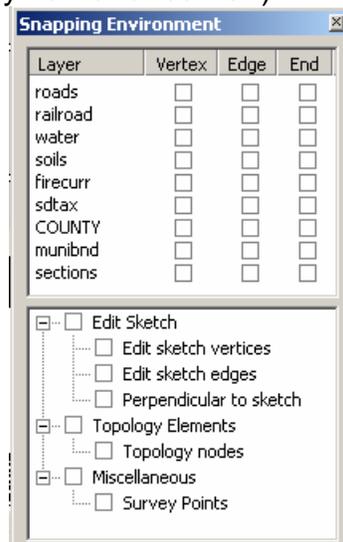


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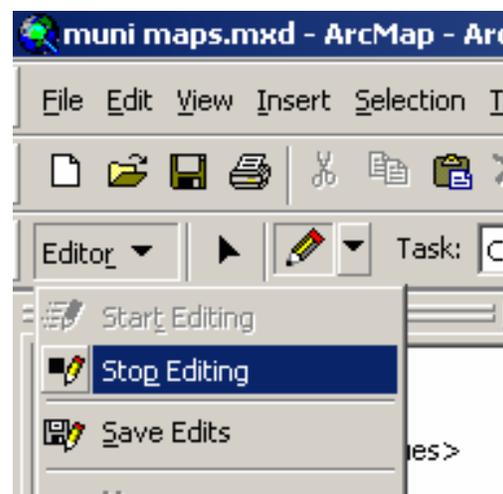
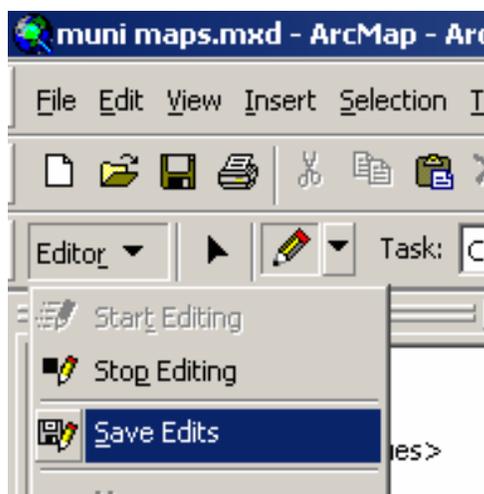
Step 5: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



Step 6: Click on your point to highlight it. Then move your mouse back over the point until the mouse changes to four stem-less arrow points. Now, click and drag your point to its new location. If you want to move the point by a specific distance, you can do a right-click over the point and then click on Move. Type the X and Y distances your wish to move the point.



Step 7: Repeat for each point you wish to modify. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.



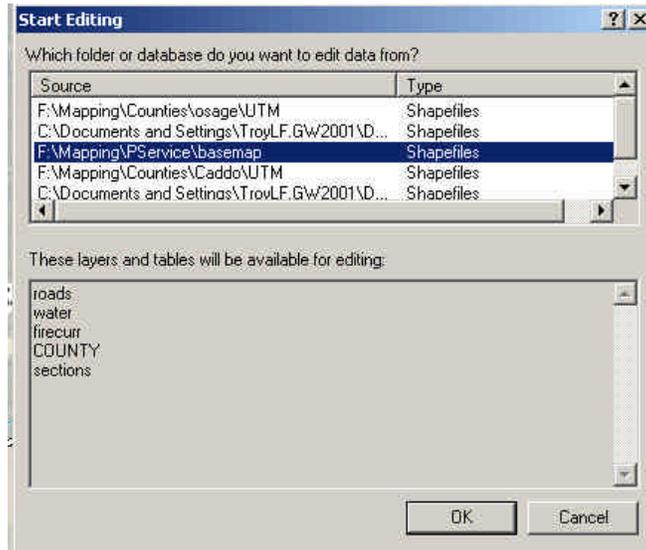
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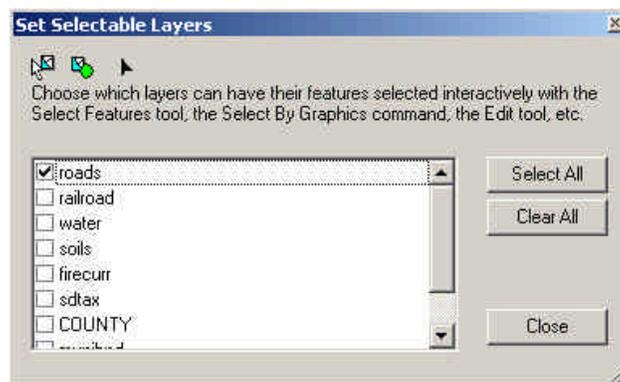
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Modifying Drawn Shapes: Lines

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

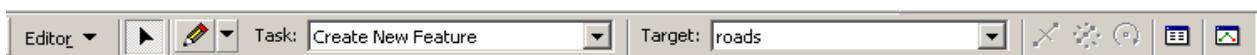


Step 2: Click on Selection and then on Set Selectable Layers. In the Set Selectable Layers window, clear all layers except the line layer you wish to modify. Then close this window.



Step 3: Zoom to your line you want to modify.

Step 4: Make sure that your Target on the Editor toolbar is set to the layer you want to add your line to. And make sure that your Task on the toolbar is set to Modify Feature. Then, click on your Edit tool.

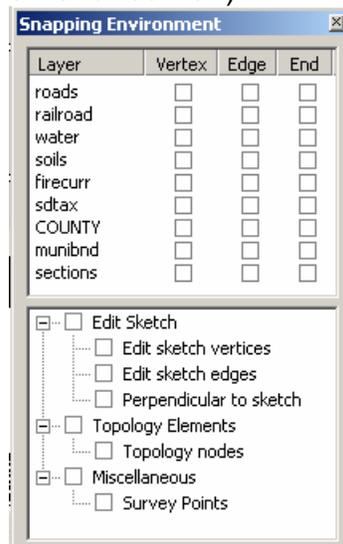


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Step 5: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



Step 6: Click on your line to highlight it. Then move your mouse back over a corner point until the mouse changes to four stem-less arrow points. Now, click and drag your point to its new location. If you want to move the point by a specific distance, you can do a right-click over the point and then click on Move. Type the X and Y distances your wish to move the point.



Step 7: Repeat for each point you wish to modify on the line. If you wish to get rid of a corner, when your four stem-less arrow points mouse is over the corner, right-click and then click on Delete Vertex. If you wish to add a corner, move your mouse over the line and do a right-click. **If you do not see an Insert Vertex option, click somewhere on the screen but NOT on the map. You will move the entire line.** If you do see an Insert Vertex option, click on it to add your corner.

Step 8: Repeat for each line. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.



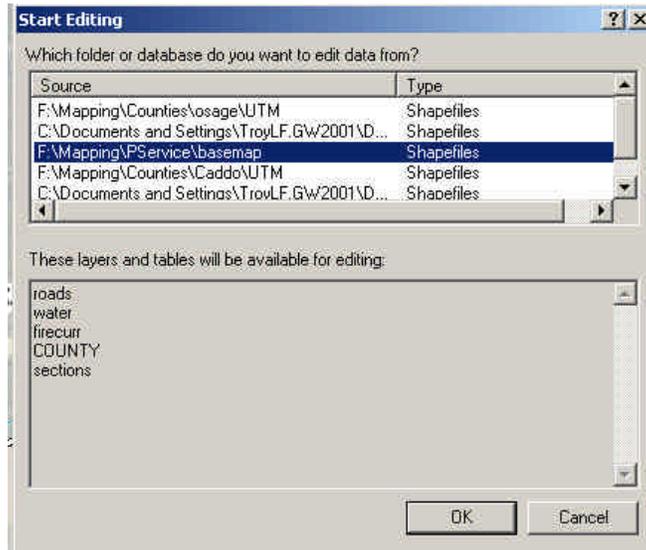
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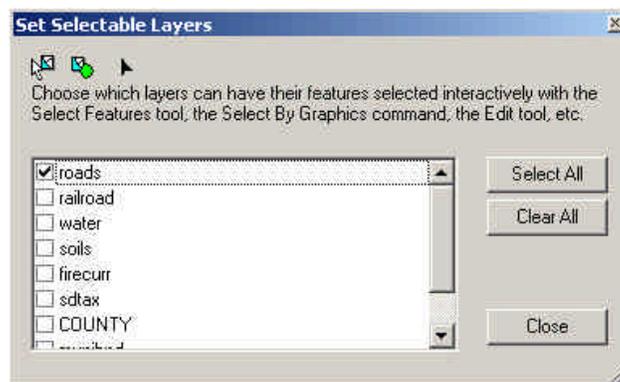
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Modifying Drawn Shapes: Polygons

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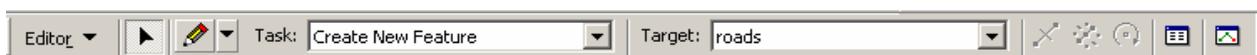


Step 2: Click on Selection and then on Set Selectable Layers. In the Set Selectable Layers window, clear all layers except the polygon layer you wish to modify. Then close this window.



Step 3: Zoom to your polygon you want to modify.

Step 4: Make sure that your Target on the Editor toolbar is set to the layer you want to add your line to. And make sure that your Task on the toolbar is set to Modify Feature. Then, click on your Edit tool.

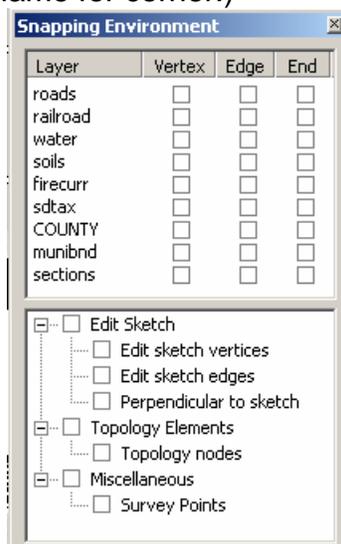


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Step 5: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



Step 6: Click on your polygon to highlight it. Then move your mouse back over a corner point until the mouse changes to four stem-less arrow points. Now, click and drag your point to its new location. If you want to move the point by a specific distance, you can do a right-click over the point and then click on Move. Type the X and Y distances your wish to move the point.



Step 7: Repeat for each corner you wish to modify on the polygon. If you wish to get rid of a corner, when your four stem-less arrow points mouse is over the corner, rightclick and then click on Delete Vertex. If you wish to add a corner, move your mouse over the line and do a right-click. **If you do not see an Insert Vertex option, click somewhere on the screen but NOT on the map. You will move the entire polygon.** If you do see an Insert Vertex option, click on it to add your corner.

Step 8: Repeat for each polygon. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.



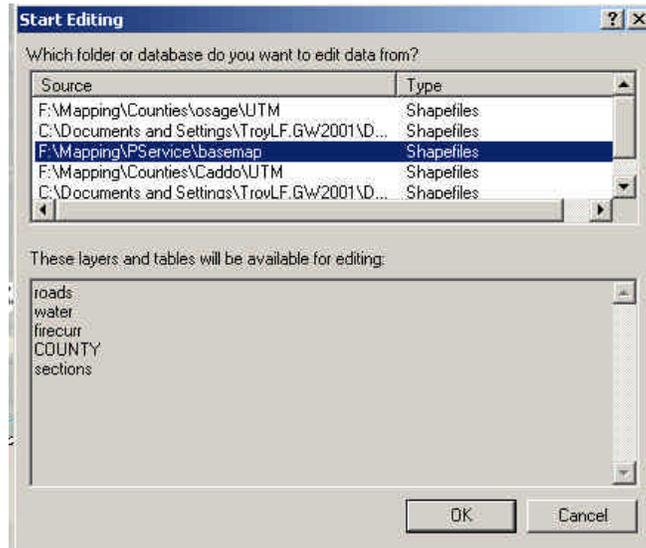
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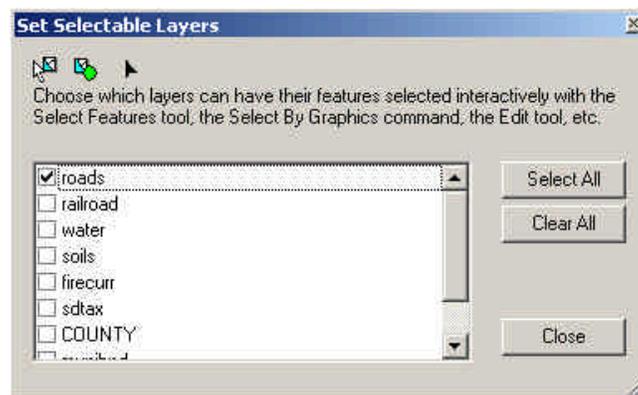
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Splitting and Combining Shapes

Step 1: Click on Editor and then on Start Editing. If your mapping layers are in multiple locations, you will get this box. Just choose which location contains the layers you wish to edit.

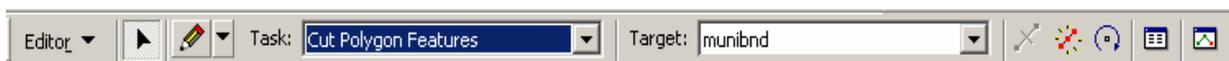


Step 2: Click on Selection and then on Set Selectable Layers. In the Set Selectable Layers window, clear all layers except the layer you wish to modify. Then close this window.



Step 3: Zoom to your shape(s) you want to combine or split.

Step 4a: To split a polygon, make sure that your Target on the Editor toolbar is set to the layer you want to modify on. And make sure that your Task on the toolbar is set to Cut Polygon Feature. Then, click on your Edit tool.

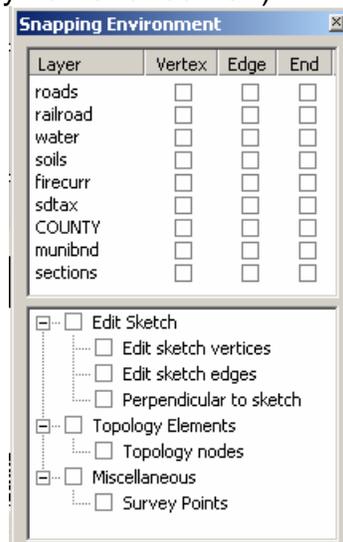


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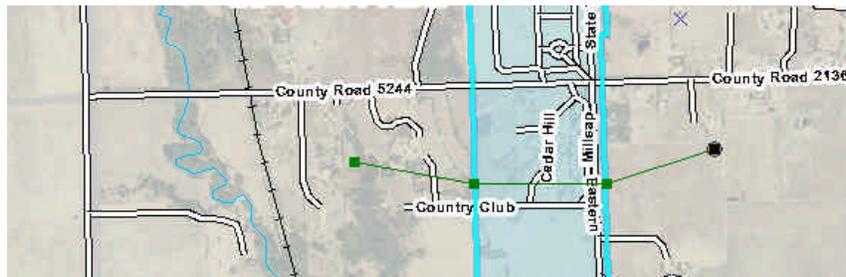
Step 5a: Click on Editor and then on Snapping to set what you want to be able to snap to on the map. (Vertex is a fancy name for corner.)



Step 6a: Click on your polygon to highlight it.



Step 7a: Then click on the Sketch Tool. Draw a line to cut the polygon into two pieces. It is generally best to start and stop the line outside of the shape you are trying to cut.



Step 8a: Click on the Attribute button and in the left window, choose which shape to re-label. Re-label that shape in the right window and close it when finished.



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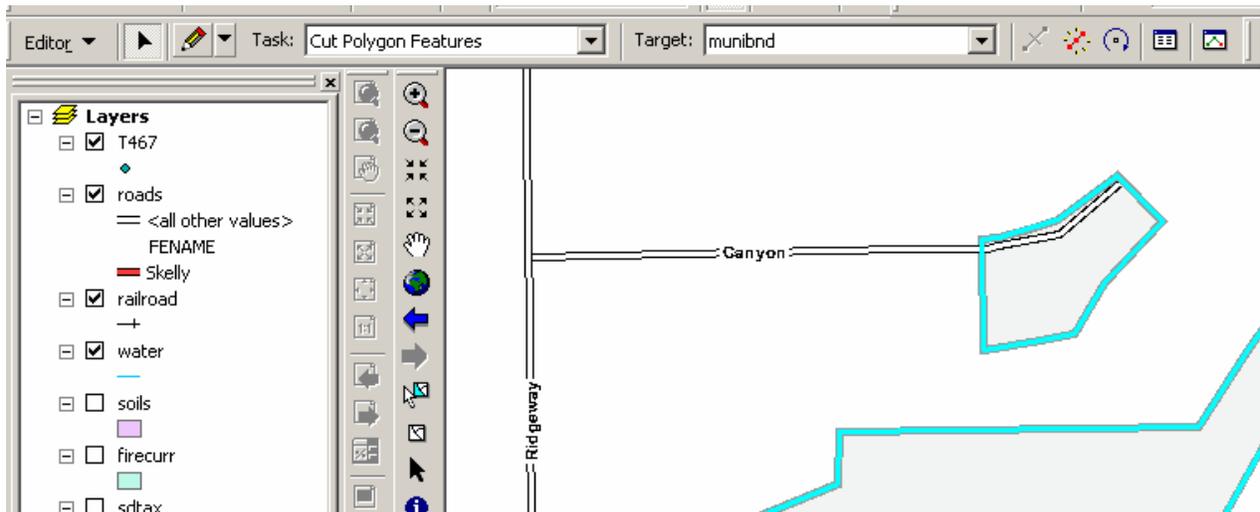
Step 9a: Click on Selection and Clear Selected Features before going on.

Step 10a: Repeat for each polygon. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.

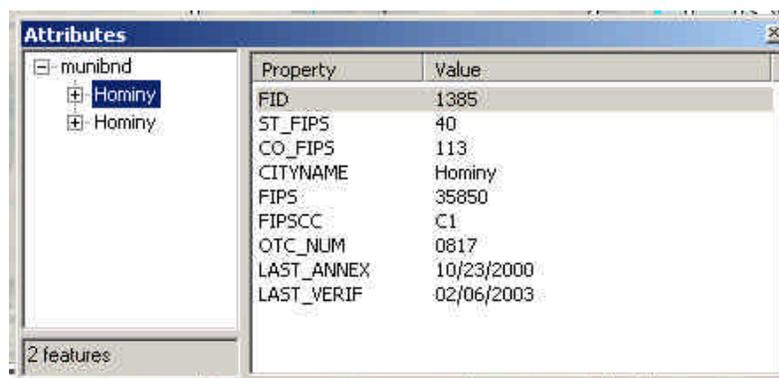
Step 4b: To split disconnected polygons, make sure that your Target on the Editor toolbar is set to the layer you want to modify on.



Step 5b: Click on your polygon to highlight it. It should highlight all the connected pieces with the one click. Then click on the Explode Multi-part Feature Tool. If you do not see this tool, click on View in the Menu, highlight Toolbars, and then click on Advanced Editing.



Step 6b: Click on the shape to re-label. Then, click on the Attribute button. Re-label that shape in the right window and close it when finished.



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Step 7b: Click on Selection and Clear Selected Features before going on.

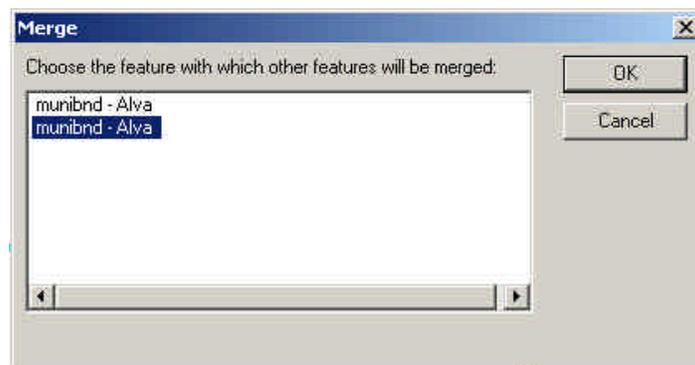
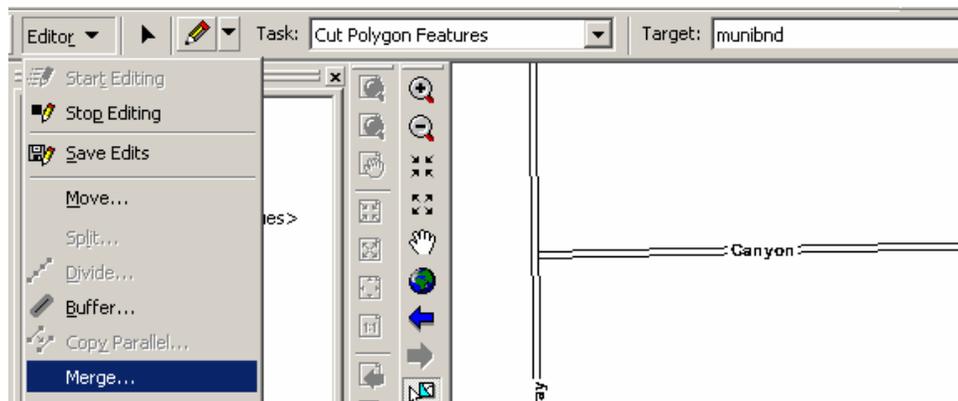
Step 8b: Repeat for each polygon. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.

Step 4c: To combine two or more polygons, make sure that your Target on the Editor toolbar is set to the layer you want to add your line to. And make sure that your Task on the toolbar is set to Modify Feature. Then, click on your Edit tool.



Step 5c: Hold your Shift key down on the keyboard and click on your polygons one at a time to highlight them.

Step 6c: Click on Editor and then Merge to combine the polygons together. When the Merge window appears, just choose which polygon has the labeling that you want to keep and hit OK.



Step 7c: Click on Selection and Clear Selected Features before going on.

Step 8c: Repeat for each polygon. Periodically, click on Editor and then on Save Edits. This saves your current edits. When you are finished, just click on Editor and Save Edits for any last changes. Then click on Editor and Stop Editing.

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OTC Tools

Aerials2AA Subs2AA Sect2AA GetAcres PictAsPDFs AgCalculator

Here is a list tools created in the Visual Basic extension of ArcView.

Aerials2AA

This tool creates a set of digital pictures of selected sections for use with the State's AA program. You would have the lots and blocks turned off. The only difference between this tool and the **Sect2AA** button is you would have the aerial photos turned on before running it. It places the photos into the aeriels folder.

Sub2AA

This tool creates a set of digital pictures of selected subdivisions for use with the State's AA program. You would have the lots, blocks, and subdivisions turned on and the aeriels turned off. This tool places the photos into the maps folder.

Sect2AA

This tool creates a set of digital pictures of selected sections for use with the State's AA program. You would have the lots and blocks turned off. The only difference between this tool and the **Aerials2AA** button is you would have the aerial photos turned off before running it. It places the photos into the maps folder.

GetAcres

This tool measures the area of all selected polygons and pops up a window with the total acreage. This tool is no longer needed if you have ArcView 9+ installed.

PictAsPDFs

This tool creates a set of pdf files of selected sections. You would have the lots and blocks turned off. You can have the aeriels turned off or on. These files will be searchable by parcel number. It places the photos into whichever folder you wish set at design time.

AgCalculator

This tool measures and sumurizes the ag breakout of all selected parcels. You get Parcel Id Number, soil type, landuse, and acres. This tool will only work in ArcView 9+. It is a work in progress, and because of such, it is in a state of change. The final version will be able to upload dirrectly into the State's CAMA program.

OwnerUpdate

This tool is also found on most Assessor ArcView projects. It was originally designed by Chris Mask of VLS to upload the ownership information from the State's AA program. In most cases, I have modified the code to build a link to the digital house pictures. In the TerraScan system counties, a link is built for the primary building foot print drawing as well.

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SA&I Picture Update

Step 1a: After you have updated the parcels and want to run the update to SA&I for the entire county, turn off the lots, blocks, and aerials. Right-click on "SECTIONS" in the Table of Contents and click on Selection and then on Select All. Click to the Sect2AA button. (It will take about 25-45 minutes to run the entire county.)

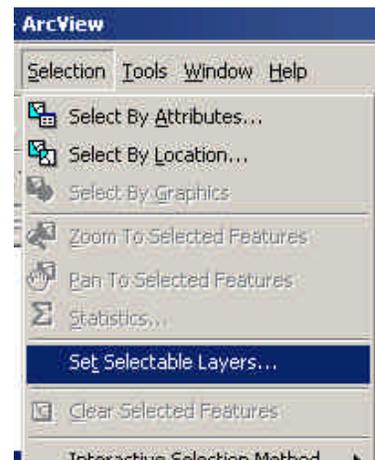


Step 2a: Turn on the aerials and click on the Aerials2AA button. (It will take 2-4 hours to run the entire county.)

Step 3a: Turn off the aerials and turn on the lots and blocks. Click on the Clear Selected Features button. Right-click on "subdivision" in the Table of Contents and click on Selection and then on Select All. Click to the Sub2AA button. (It will take about 25-45 minutes to run the entire county.)

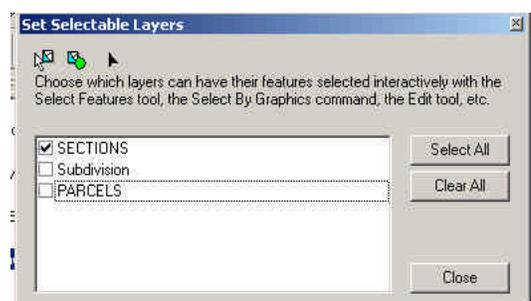
Step 1b: After you update the parcel layer (making new parcels or deleting old ones), turn off the aerials, and zoom to the area of the changes.

Step 2b: Click on "Selection" in the menu and then on "Set Selectable Layers...". Then click on "Clear All".



Step 3b: If you have changed parcels in platted areas, click on "Subdivision". If you have changed parcels in unplatted areas (0000-xx-...), click on "SECTIONS".

Step 4b: Close this "Set Selectable Layers" window and then click on the "Select Features" tool.



Step 5b: Now, click on the subdivision for platted parcels or the section for unplatted parcels to highlight it.

Step 6b: Click on "Subs2AA" on the toolbar to update the platted area to AA or on "Sects2AA" to update the unplatted area to AA. (It should take a couple of sections to update a single subdivision or section.)

Step 7b: If you are doing an unplatted area, turn on the aerials. Then, click on "Aerials2AA" on the toolbar. (It should take about ten seconds to update a single section.)



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Parcel label expression for first initial and last name:

```
Function FindLabel ( [Owner] ) 'For Casmap.dat - whatever contains the owner's name
If Len( [Owner] ) > 10 Then
    o = Left( [Owner], 10)
Else
    o = [Owner]
End If
If Len( [Owner] ) > 0 Then
    For i = 1 to Len( [Owner] )
        If Mid( [Owner, i, 1) = "," Then 'Or use " " if not using commas
            o = Mid( [Owner], (i + 2), 1) & " " & Left( [Owner], (i - 1))
        End If
    Next
End If
FindLabel = o & vbNewLine & [Acres] & vbNewLine & [ParcelID] 'Whatever you want
'vbNewLine makes the label start a new label line
End Function
```

Roads label expressions for highways & general road names:

```
Function FindLabel ( [FENAME] ) 'For general roads
If Mid( [FENAME], 1, 2) = "I-" Then
    FindLabel = ""
Elseif Mid( [FENAME], 1, 13) = "State Highway" Then
    FindLabel = ""
Elseif Mid( [FENAME], 1, 21) = "United States Highway" Then
    FindLabel = ""
Else
    FindLabel = [FENAME]
End If
End Function
```

```
Function FindLabel ( [FENAME] ) 'For interstate highways
If Mid( [FENAME], 1, 2) = "I-" Then
    FindLabel = Mid( [FENAME], 3, 3)
End If
End Function
```

```
Function FindLabel ( [FENAME] ) 'For state highways
Elseif Mid( [FENAME], 1, 13) = "State Highway" Then
    FindLabel = Mid( [FENAME], 15, 3)
End If
End Function
```

```
Function FindLabel ( [FENAME] ) 'For US highways
Elseif Mid( [FENAME], 1, 21) = "United States Highway" Then
    FindLabel = Mid( [FENAME], 23, 3)
End If
End Function
```

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Label expression for the Dimension layer when populated by the "inverse" tool (ArcEditor):

```
Function FindLabel ( [Direction], [Distance] )  
  o = IsNumeric( [Distance] )  
  If o = "False" Then  
    FindLabel = [Direction] & vbNewLine & [Distance]  
  Else  
    FindLabel = [Direction] & vbNewLine & Round(( [Distance] * 3.280839895), 2) & ""  
  End If  
End Function
```

'assuming that the native unit is meters, to match the aerial photos. If the native map units are feet, just do not include the:" * 3.280839895".

Parcel area calculation for the attribute table:

First, you open the parcel attribute table and create an "Area" field. Then you right-click on the field header and choose to calculate on that field. In the pop-up window you type:

In the larger text box:

```
Dim dblArea as double  
Dim pArea as IArea  
Set pArea = [shape]  
dblArea = Round(((pArea.area * 3.280839895 * 3.280839895) / 43560), 2)
```

'assuming that the native unit is meters, to match the aerial photos. If the native map units are feet, just do not include the:" * 3.280839895 * 3.280839895".

In the smaller text box:

```
dblArea
```