How to Edit Boundaries

1. **Boundary Editing Mode / Edit Boundary**: This option allows you to select / move / adjust boundary node points.

    A. Select the field to be edited. Enlarge the field in the map viewing area. Using the Select tool, click on the name of the field in the account window. The field boundary will outline with a **blue** border, and field name will display with a blueish highlight.

    B. Click on the **Tools tab** and select the **Boundary Editing Mode** (below).
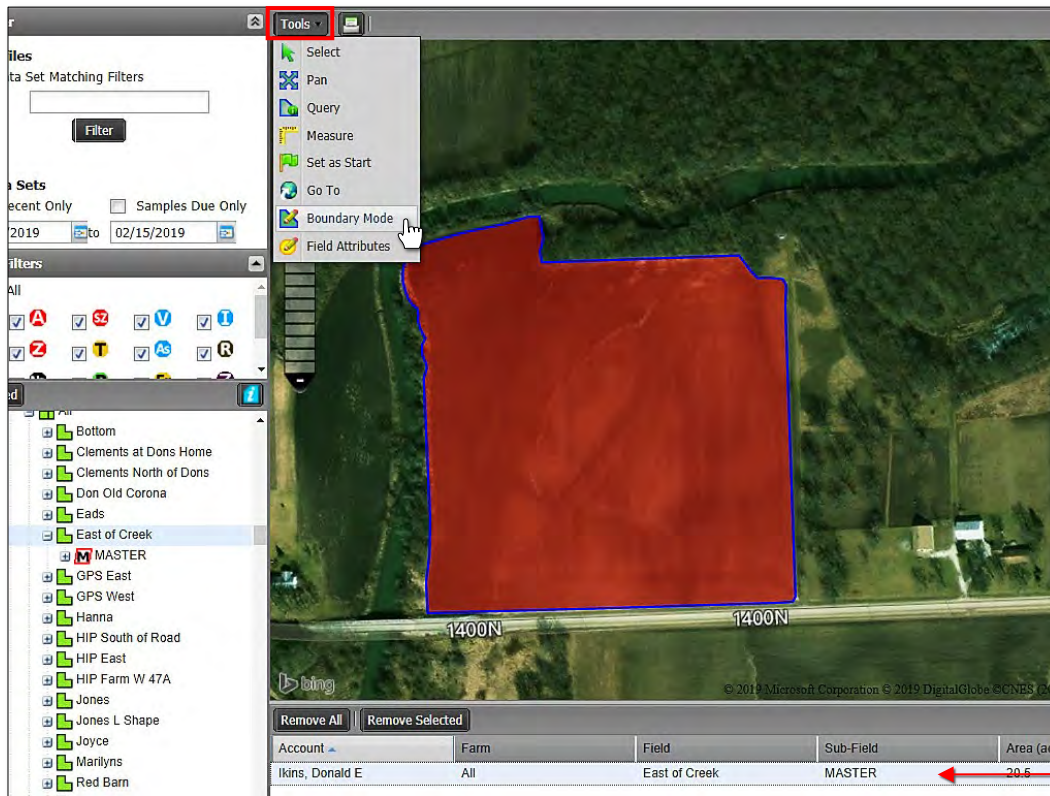
    C. A **Boundary Mode (Functions)** menu will appear along the top of the map window (below left). Click on the drop-down arrow to display the options.
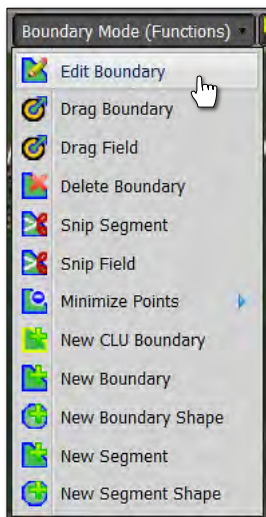
    D. Click on **Edit Boundary** (left). The field will display a blue outline.

    E. Users can also right click in the field and choose Edit Boundary (below).
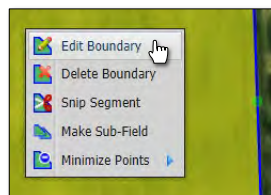
   F. Click on the field. The boundary perimeter points / nodes will appear (right).

Edit Boundary continued...

G. The nodes are editable. Users should zoom in to a level where they can easily click and hold on a point and move as needed.

Note: Every time you move a red node, a new green point / node is added next to it.

H. If the user needs to pull in tighter on the boundary for select editing, they can go to the Base Layer tab and select **Deep Zoom Layer**.

- This layer removes the background imagery, and provides several higher zoom levels to pull the boundary points tighter for editing.
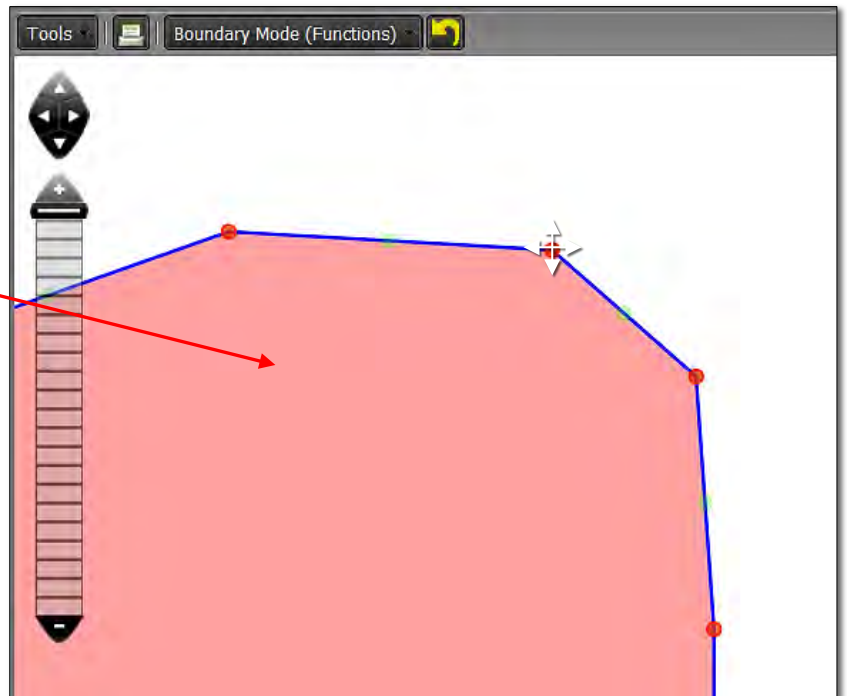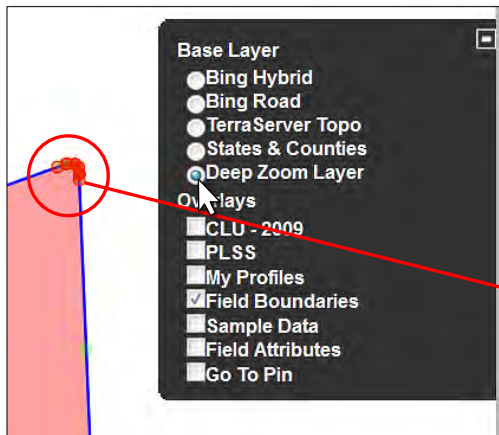

Note: Once done editing the nodes, click on the Bing Hybrid or Bing Road view to return to the standard map.

Edit Boundary continued...

2. **Delete Nodes:** Users can remove individual points as needed.
   A. Use the cursor to hover over a node (do not click on it); a white 4-pointed cursor will appear. Hit the **delete** key on the keyboard. The chosen node will disappear. Moving the cursor over many points and hitting the delete button in rapid succession will remove points quickly. Delete nodes as needed.
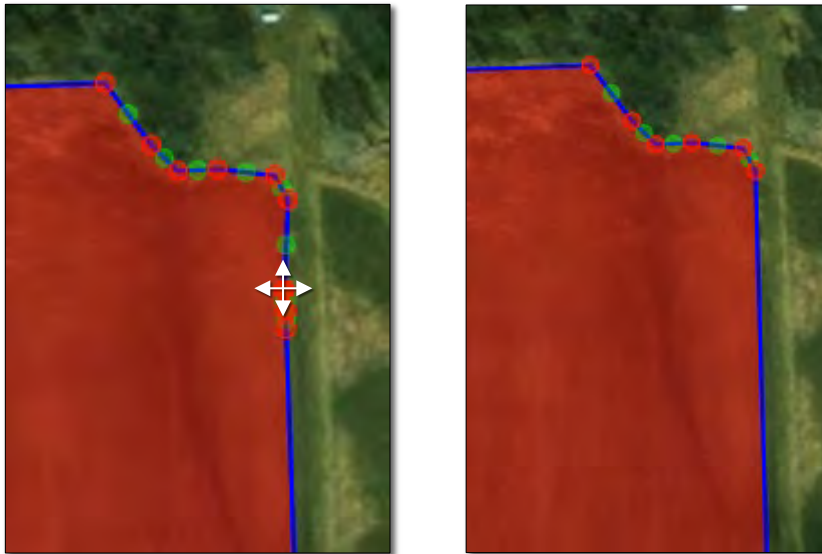

3. **Revert to Original: Before you save. In the event you are working on creating boundaries and decide to start over…**

   A. If you are not satisfied with your edits and want to stop the edits or start over, click on the **Revert** button (yellow counter-clockwise arrow). This will produce a message asking if you want to return to the original boundary (below right).
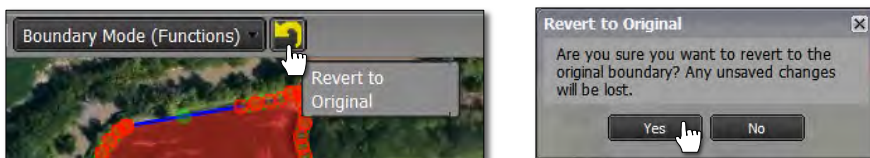
   B. Click **Yes** if you want to return the boundary to its original state.

   C. The Boundary Editing Mode will stay active. To start over, right click on the field and choose the Edit Boundary function.

   D. **Select Option:** Users can also revert the boundary by clicking on the **Select** option under the Tools tab. This will produce a message asking if you want to leave the editing mode and disregard any changes (below right).
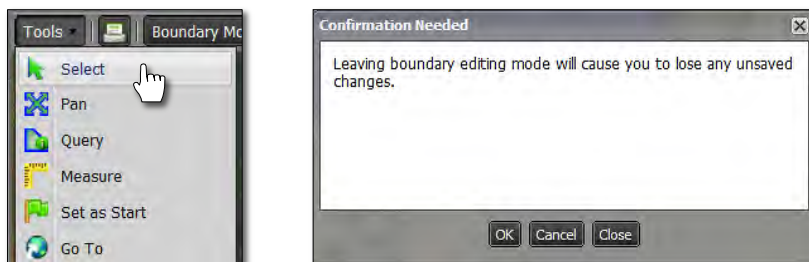
   E. Upon clicking **OK**, the field boundary will revert back to its original form. To start the Edit Boundary process again, click on the Boundary Mode in the Tools tab drop-down menu and choose the Edit Boundary option under the drop-down menu.
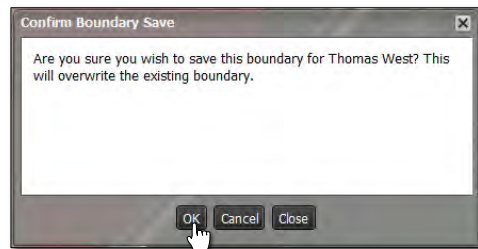
Edit Boundary continued...

4. Saving an Edited Boundary:

    A. If satisfied with the edited boundary, click on the **Click Here to Save** button.

Boundary Mode (Click here to save)

    B. A **Boundary Saved** notice will appear. If you want to proceed, click **Ok**.

Confirm Boundary Save

Are you sure you wish to save this boundary for Thomas West? This will overwrite the existing boundary.

OK Cancel Close

    C. Upon clicking **OK**, the field boundary with edits will be saved. A Boundary Saved confirmation message will display.

Message

Boundary Saved.

Close