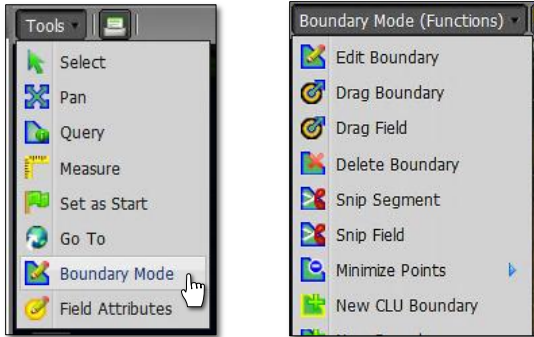


## How to Split Fields

1. To activate the options, in the Tools drop-down window, select the **Boundary Editing Mode** (below left).
  - A. A new drop-down menu tab will appear along the top of the map window (below right).
  - B. Click on the drop-down arrow to display the options Boundary Editing options.



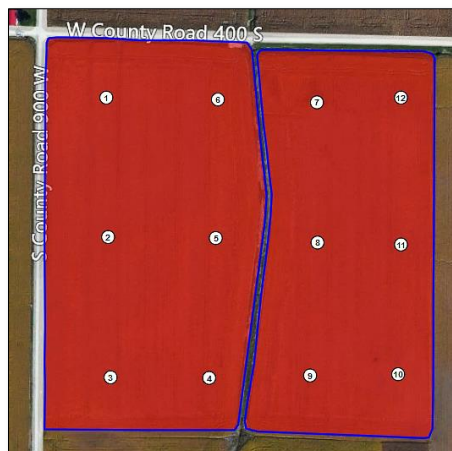
2. **Snip Field:** This option allows you to create a split through a boundary / field (including all separate segments that make up the field).
  - A. Select the field to be split by clicking on the field name in the Account Window. The field will display with a **blue** outline. The field name in the account window will display a blueish highlight.



**Note:**

The split feature is used to separate fields into sections, sub-fields, or to cut out waterways or specific areas of a field.

- B. If the user wants to use the sample data as a guide for splitting between sample points, they can make the sample points visible by clicking on the **+** box to open the **Base Layer**. Then, select **Sample Data** (below left).

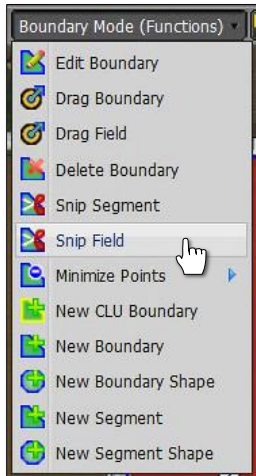


**Note:**

The most recent sample data points will become visible within the boundary. Users can use these points as a guide when splitting a segment or whole field.

Splitting Fields continued...

- C. With the field selected / highlighted... select the **Snip Field** option from the drop-down menu (below left).
- D. Using the arrow cursor, click **once** on the field.
  - The field boundary will outline with yellow (below). The following message will appear. Click **OK** to continue.



- E. Use the cursor and start outside the segment perimeter, click once and release, and drag the line across the field (and segment as needed). Make sure the cursor is outside the opposite end of the boundary, then double-click the mouse to finish the split.

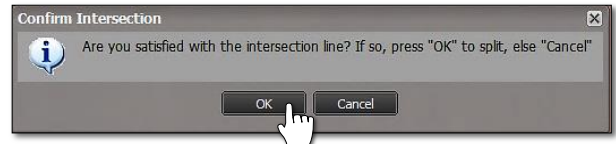


### Splitting Fields continued...

**Note:** The Snip tool is dynamic, meaning you can make a contour line or a straight line. Each click of the mouse creates an interval point that allows you to create a curved line (to trace along a waterway for example. See example below).



F. Once you double-click, a message will appear asking if you are **satisfied with the intersection line**. If so, click **OK**, if not, hit **Cancel** and repeat the process.



G. If **OK** is chosen, the split will appear and the yellow outline will disappear. The field will show a blue outline. Each section can be selected and edited if needed (below).

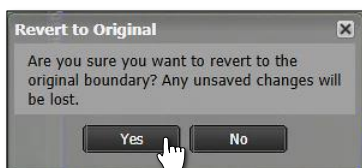


3. **Revert to Original: Before you save. In the event you are working on splitting boundaries and decide to start over...**

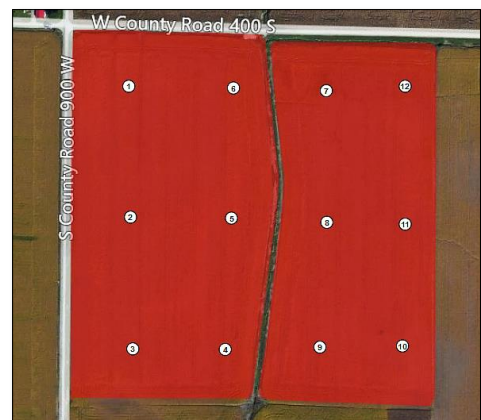
A. If you are not satisfied with your edits and want to stop the split or start over, click on the **Revert** button (yellow counter-clockwise arrow). This will produce a message asking if you want to return to the original boundary (below).



B. This will produce a message asking if you want to return to the original boundary (right). Click **Yes** if you want to return the boundary to its original state (below).

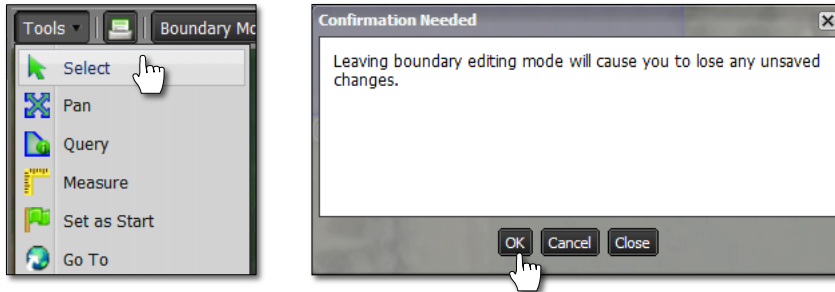


C. The Boundary Editing Mode will stay active. To start over, click on the field in the account window to activate it, then choose Split Field in the Boundary Mode (Functions) again.



*Splitting Fields continued...*

- 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).



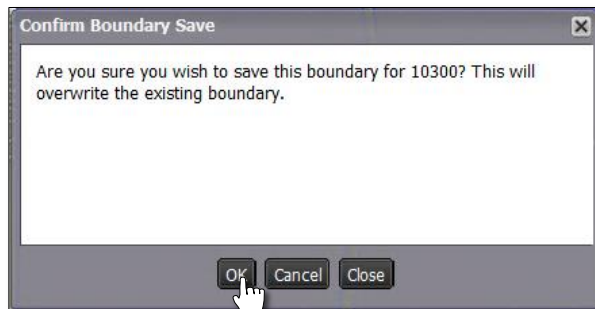
- E.** Upon clicking **OK**, the field boundary will revert back to its original form. To start the Snip Field process again, click on the Boundary Mode in the Tools tab drop-down menu and choose the Snip Field option under the drop-down menu.

#### 4. Saving a Boundary:

- A.** Saving boundary / field. If satisfied with new boundary / field, click on the **Click Here to Save** entry.



- B.** An indicator will appear asking if you want to save the boundary. If so, click **Ok**. If not, select **Cancel** and repeat the process.



- C.** The field will now save with the split you added.