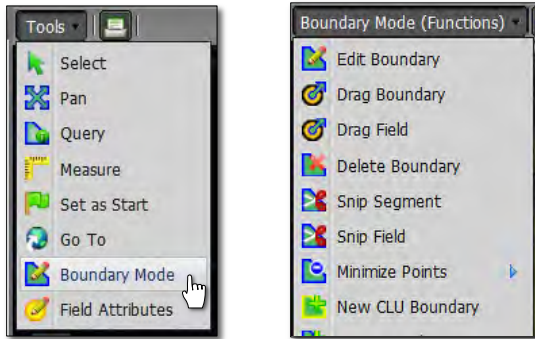
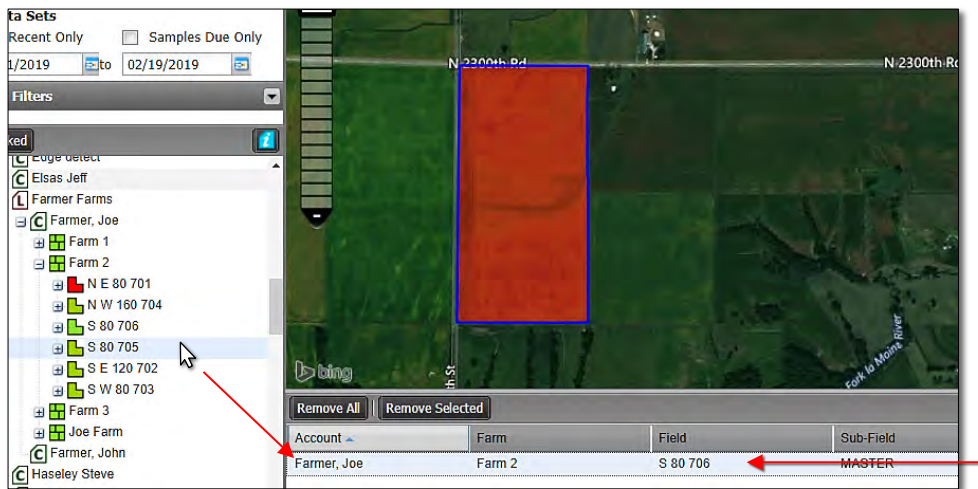


How to Clip Out Waterways or Areas in a Field

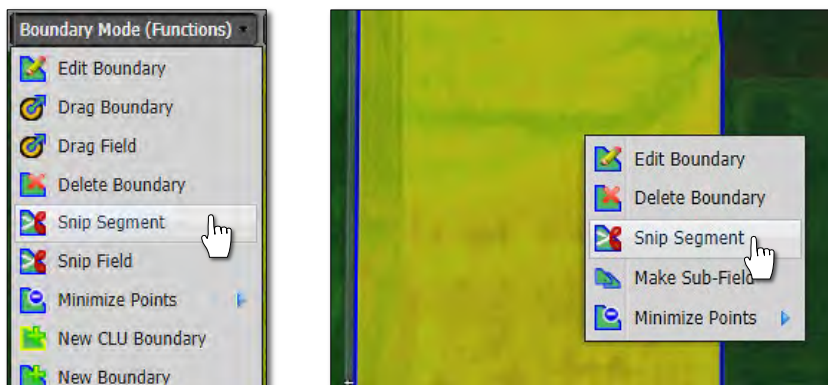
1. To activate the options, in the Tools drop-down window, select the **Boundary Editing Mode** (below left).
 - A. A new drop-down menu tab will appear along the top of the map window (below right).
 - B. Click on the drop-down arrow to display the options Boundary Editing options.



2. **Snip Segment:** This option allows you to clip an area out of a field.
 - A. Select the field to be clipped 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.



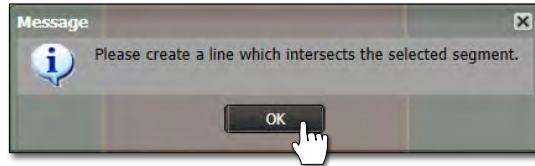
- C. With the field selected / highlighted... select the **Snip Segment** option from the drop-down menu (below left).
 - D. Users can also right click on the field to display the following menu (below right). Select **Snip Segment**.



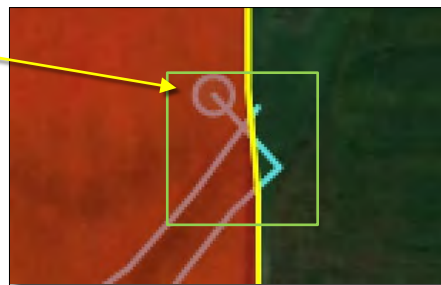
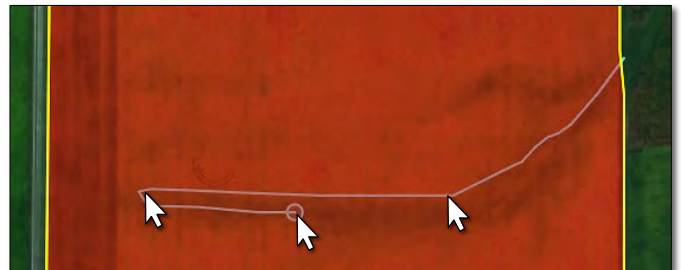
Clipping Areas Out of a Field continued...

D. Using the arrow cursor, click **once** on the field (below left).

- The following message will appear (below center). Click **OK** to continue. The field boundary will display with a yellow outline (below right).

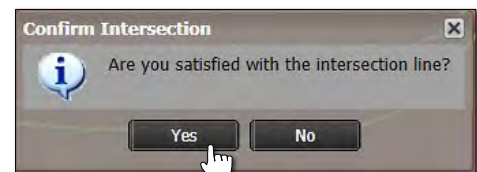


E. Depending on what you are clipping, move the cursor to a starting point and click. Begin moving the mouse / cursor and clicking to trace or clip around an area. Every click of the mouse will create a boundary point. Continue this process to trace out a clipped area in the field (see below).



F. At the end of the clipping, it is important to **overlap** or **cross** the final intersecting lines (above right).

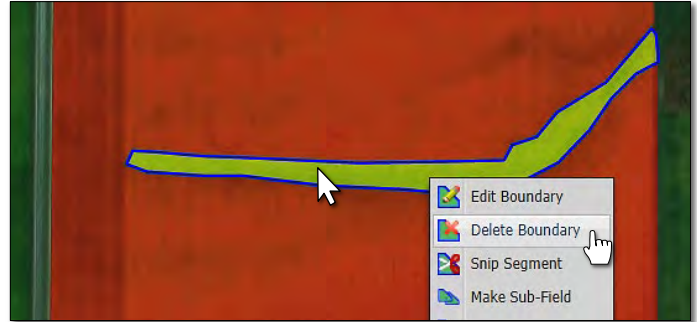
- Double click once the lines are crossed to finish the clip.
- A message will appear asking if you **Are satisfied with the intersection line**. If so, click **OK**... if not, hit **Cancel** and repeat the process.



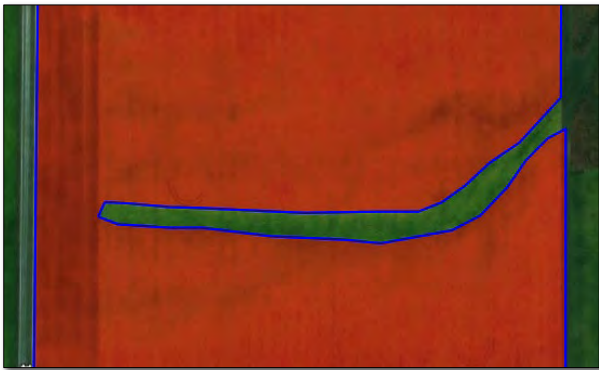
Splitting Fields continued...

G. If **OK** is chosen, the split will appear in blue and the yellow outline will disappear. The field will display a blue outline (below left).

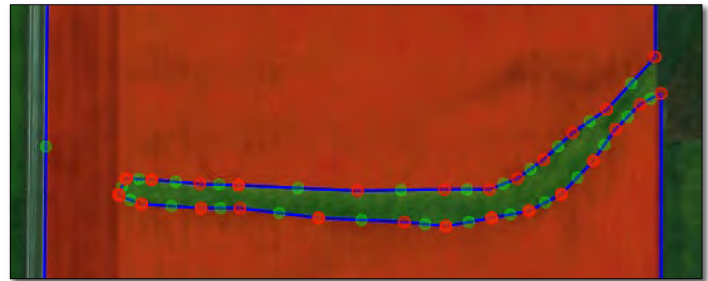
- To remove the clipped area, right click in the clipped polygon and display the menu (below right).



- Click **Delete Boundary**, the clipped area will be removed.

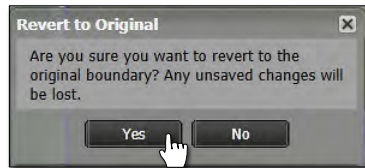
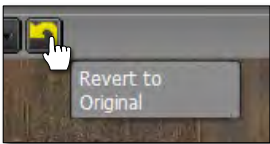


Note: Users can right click and use the **Edit Boundary** mode to continue to refine the clipped area.



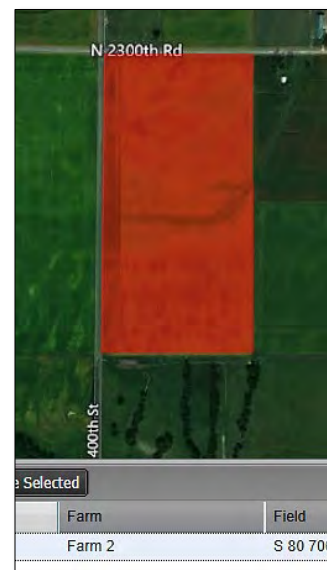
3. Revert to Original: Before you save. In the event you are working on clipping a boundary and decide to start over...

A. If you are not satisfied with your clipped area and want to stop the clip 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).



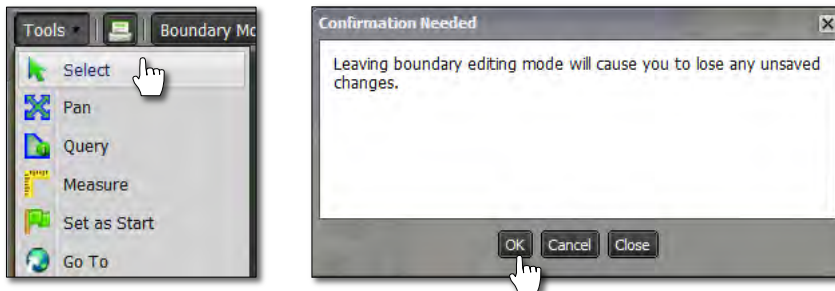
B. Click **Yes** if you want to return the boundary to its original state (right).

C. The Boundary Editing Mode will stay active. To start over, choose Snip Segment in the Boundary Mode (Functions) or right click and choose Snip Segment from the menu and repeat the clipping process.



Clipping Areas Out of a Field 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).



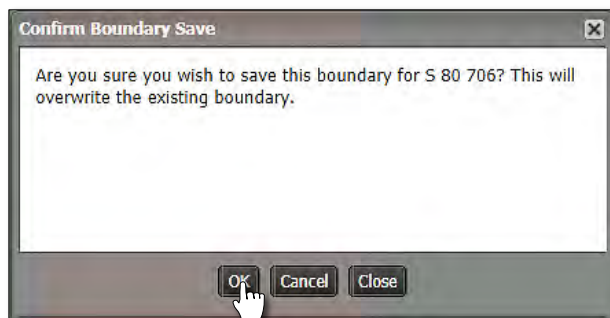
- E.** Upon clicking **OK**, the field boundary will revert back to its original form. To start the Snip Segment process again, click on the Boundary Mode in the Tools tab drop-down menu and choose the Snip Segment option under the drop-down menu.

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 clipped area you modified.