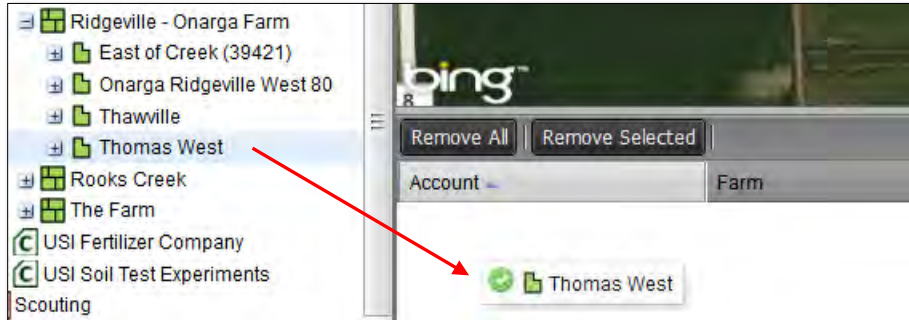


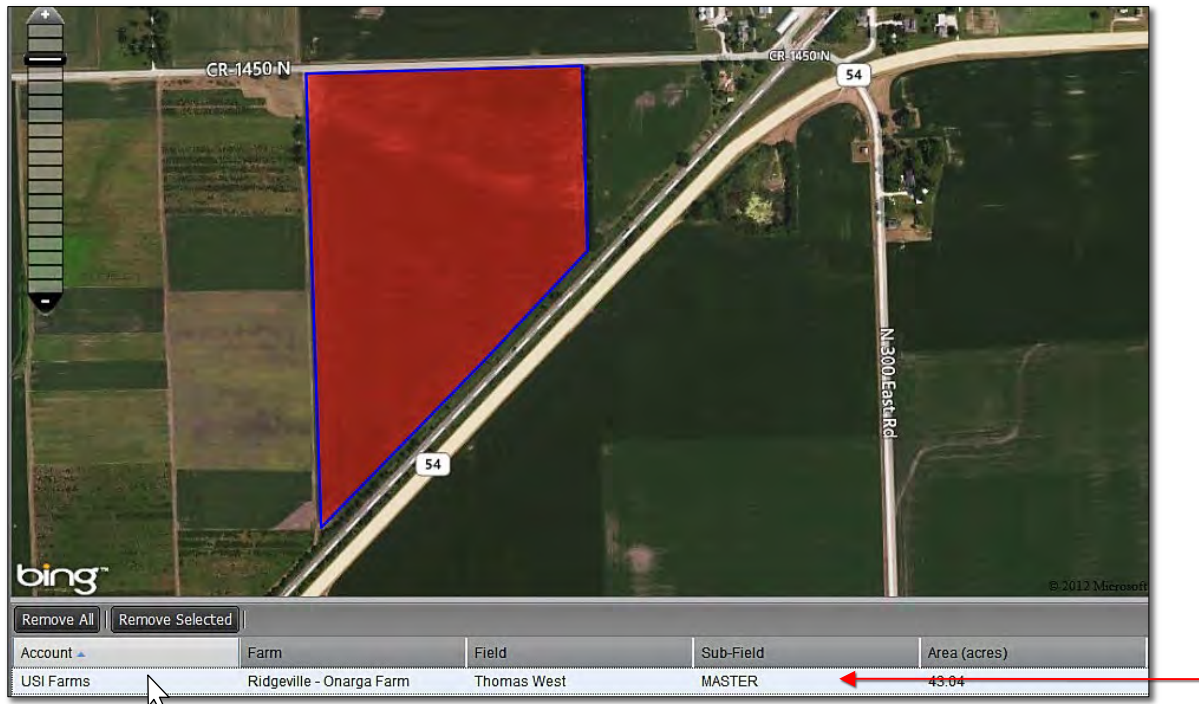
How to Add a Segment to a Boundary

1. **New Segment:** This function allows users to add additional perimeter / acreage to an existing boundary.

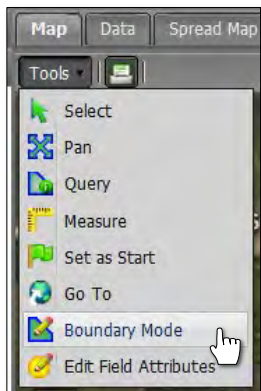
A. Drag an existing field to the Account Window.



B. Click on / highlight the field in the account window. Note the field border will be indicated with a **blue** outline (below) and the field name will display with a blueish highlight.

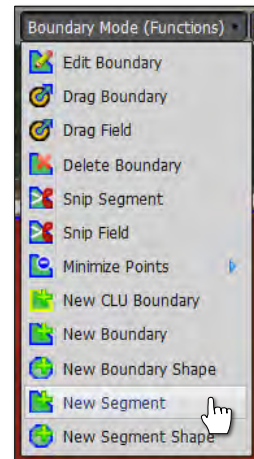


C. Click on **Tools** drop-down menu. Click on the **Boundary Mode**. The **Boundary Mode (Functions)** tab drop-down menu will appear in the upper map window.

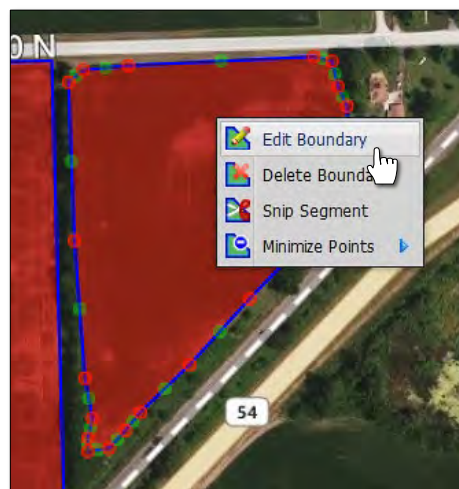


New Segment continued...

- D. Click on the Boundary Mode drop-down list and view the options. Click on the **New Segment** selection (right).
 - Once selected, the menu will close.
 - Go to the field map and begin creating a new boundary.
- E. Use the scale feature and zoom the field in to a level where you are comfortable with adding a segment.
- F. Locate a starting point of the new segment and start creating a new perimeter. The polygon feature will trace out the perimeter as you add points.
 - Each click of the mouse creates a boundary node / perimeter point.
 - Continue tracing the boundary until complete.



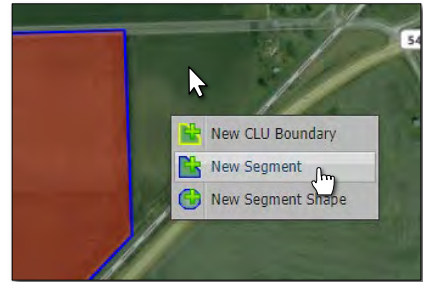
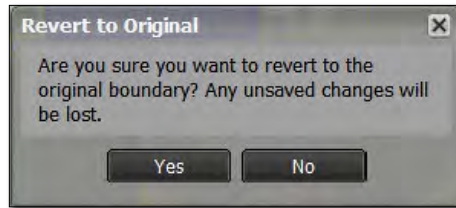
- G. When done with the perimeter, double-click the mouse to finalize the boundary.
 - The boundary will fill with red.
 - Users can use the Edit Boundary features to modify / finish the boundary (below right). Reference the Boundary Edit module for more detailed instructions on boundary editing.



New Segment continued...

2. Revert to Original: Before you save. In the event you are working on creating a new segment and decide to start over...

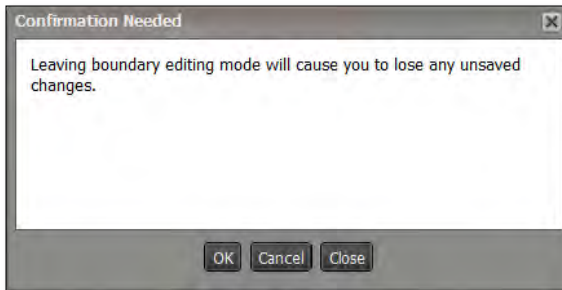
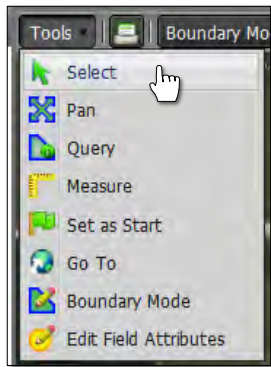
A. If you are **not** satisfied with your boundary and want to stop the exercise or start over, click on the **Revert** button. This will produce a message asking if you want to return to the original boundary (below center).



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

C. The current filled boundary will empty. Boundary Mode will stay active. To start over, right click within the boundary and repeat the New Segment command (right).

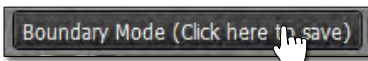
D. Users can also revert the boundary by clicking on the **Select** option under the Tools tab. This will produce a message asking if you want to leave the boundary mode and disregard any changes (below right).



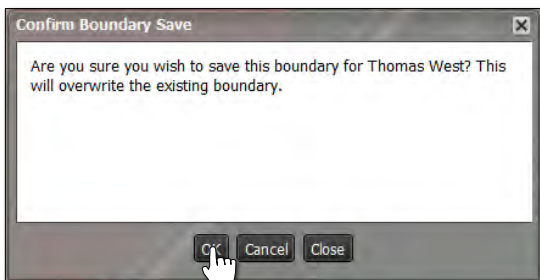
E. Upon clicking **OK**, the field boundary will be removed. To start the New Boundary process again, click on the Boundary Mode in the Tools tab drop-down menu and choose the New Segment option under the drop-down menu.

3. Saving a New Boundary:

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

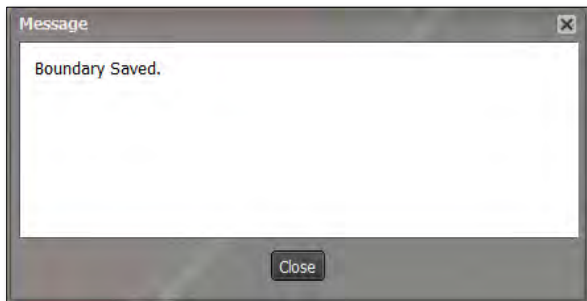


B. An indicator will display to confirm saving the boundary segment. If you want to proceed, click **Ok**.



New Segment continued...

C. A **Boundary Saved** notice will appear. Note the field will be indicated with a **blue** outline (below right).



D. The field will now have the added segment as part of the boundary / acres.

