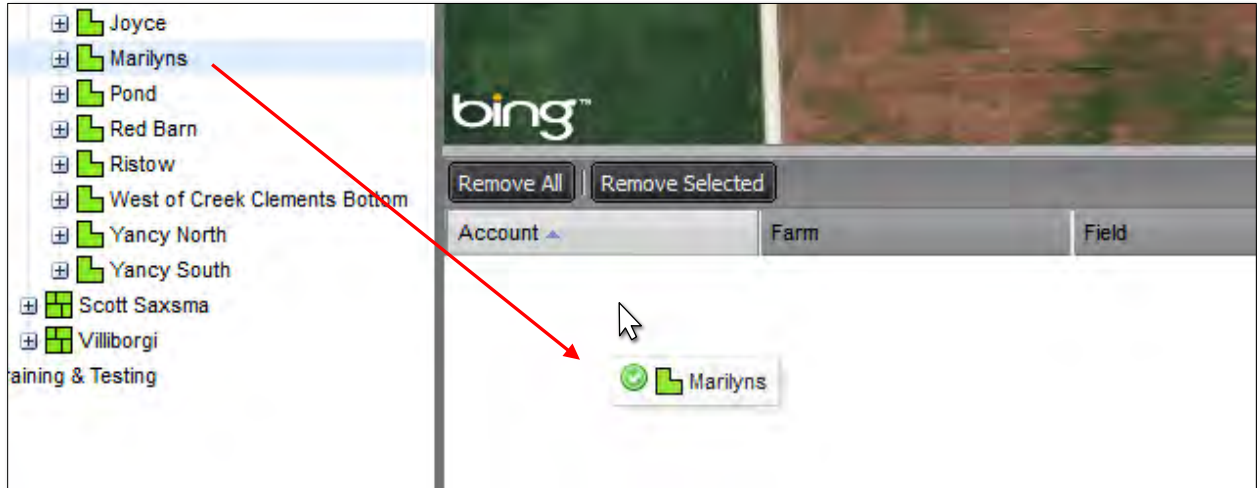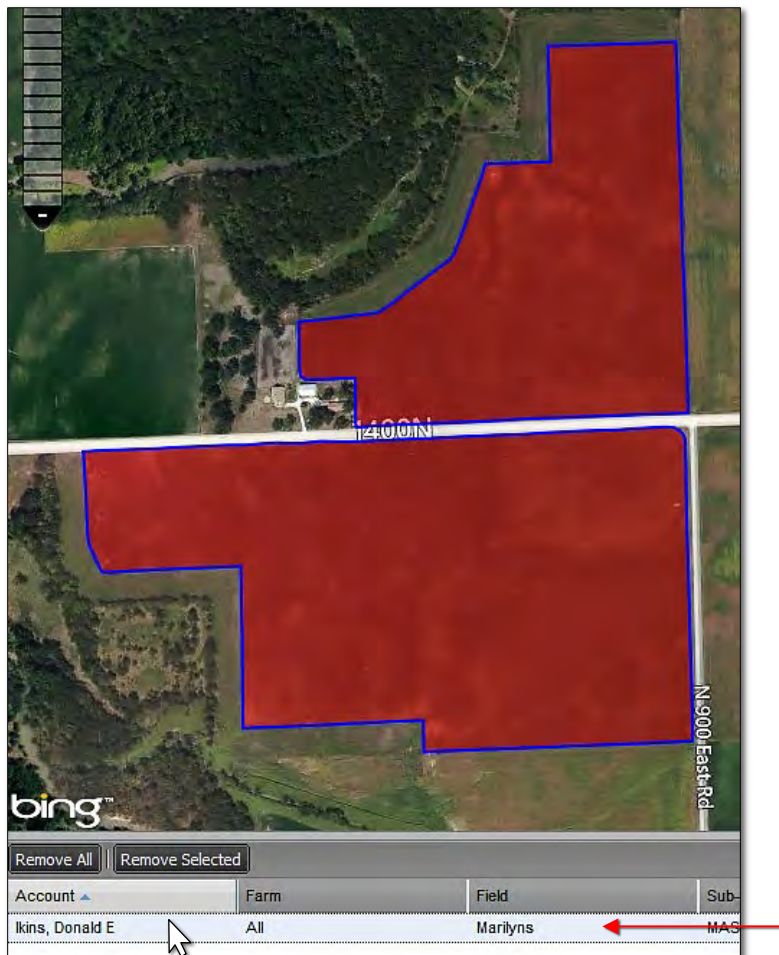## How to Add a New Segment to a Boundary Using the Shape Tool

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

    A. Drag an existing field to the Account Window.
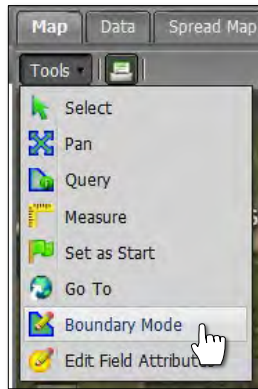

    B. Click on / highlight the field in the account window. The boundary border will turn **blue** and the field name will display with a blueish highlight.
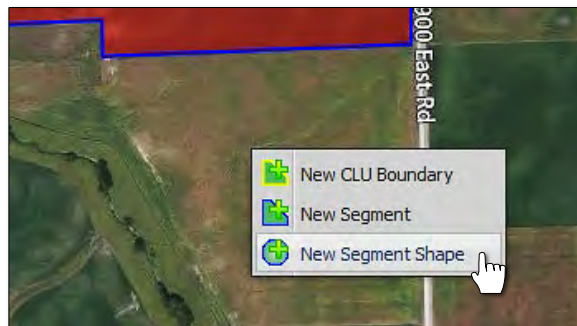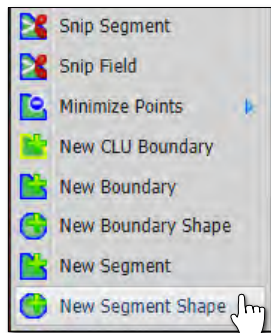
New Segment Shape continued…

C. Under the **Tools Tab**, select the **New Boundary Mode** selection. A New Boundary Mode tab will appear in the upper map window (below).
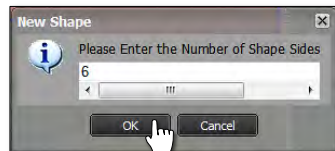
D. Open the Boundary Mode tab and view the options. Click on the **New Segment Shape** selection (below left); or right click on the area where the new segment will be created and select **New Segment Shape** (below right).
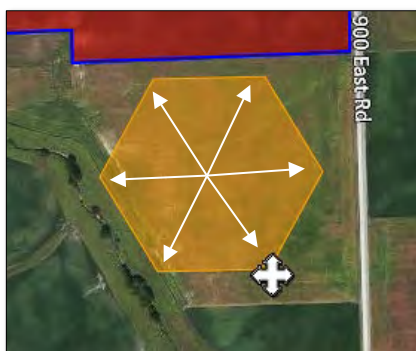
E. As soon as you choose **New Segment Shape** function the menu will close and an indicator will appear asking the user to enter the number of sides for the shape to be created.

 - Enter a number of sides that reflect the boundary to be created, then click **Ok**.

F. Click and hold the mouse within the area of the new boundary and drag slowly outwards. The designated number of shape sides will be created and expand as you drag the mouse.
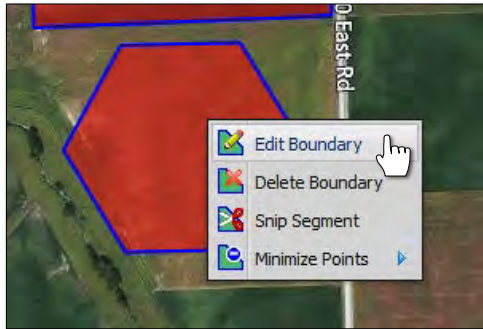
 - Once the shape is to an editable size, release the mouse and the shape will turn red (right).

New Segment Shape continued…

2. **Edit Boundary**: This option allows you to edit the perimeter of newly created segment (if required).

   A. Right click on the newly created segment and select **Edit Boundary**.
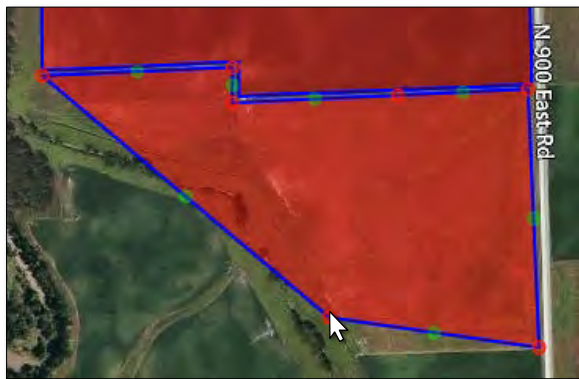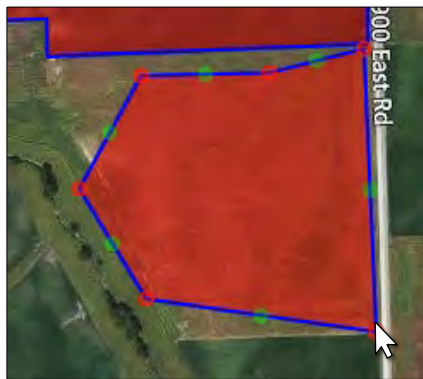

   B. The boundary will change to show as a blue outline.

   C. Click once on the boundary. The perimeter nodes will appear.

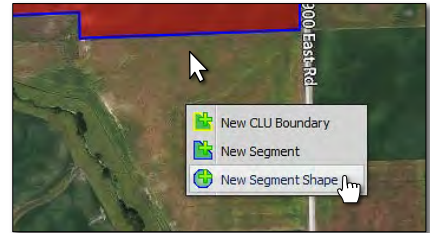   D. Click and hold the edit points. Move / adjust the points (nodes) until the segment is to your satisfaction.
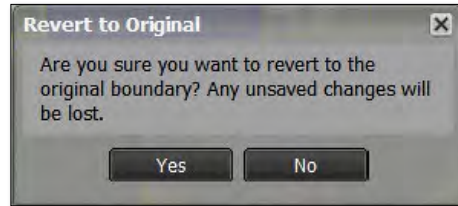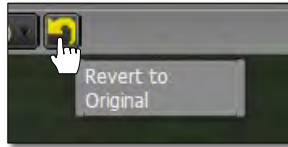

   Note: Every time a node is edited, an additional green node is added.

New Segment Shape continued…

3. **Revert to Original: Before you save. In the event you are working on creating a new segment and decide to start over…**
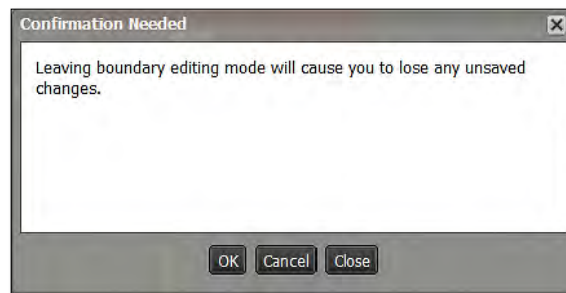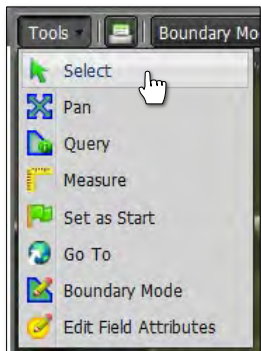
   A. If you are **not** satisfied with your boundary and want to stop the exercise or start over, click on the **Revert** button. This will produce a message asking if you want to return to the original boundary (below center).

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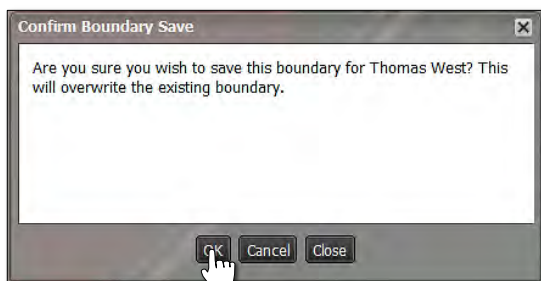
   E. Upon clicking **OK**, the field boundary will be removed. To start the New Boundary process again, click on the Boundary Mode in the Tools tab drop-down menu and choose the New Segment Shape option under the drop-down menu.

4. **Saving a New Boundary:**

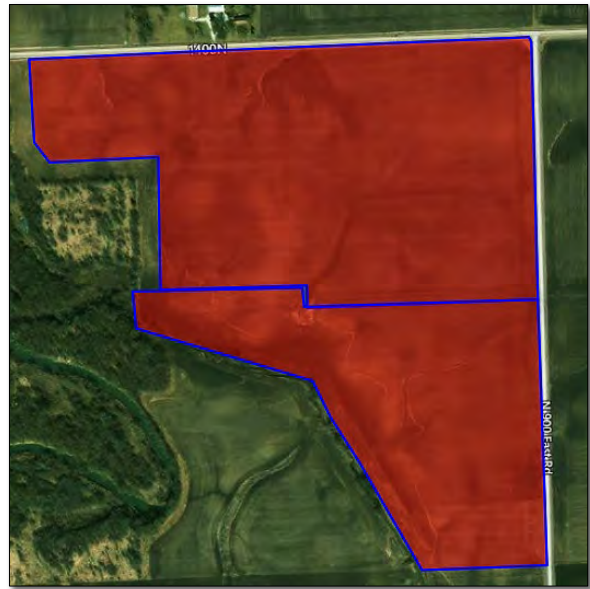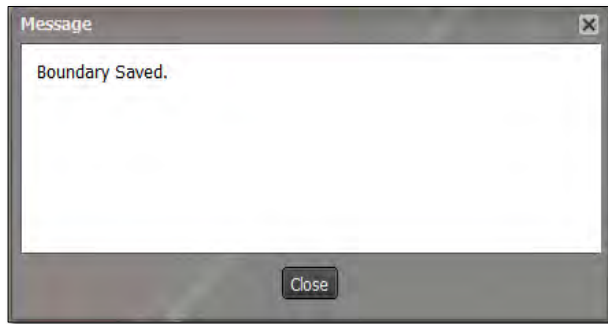   A. If satisfied with the new boundary segment, click on the **Click Here to Save** button.

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

New Segment Shape 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.