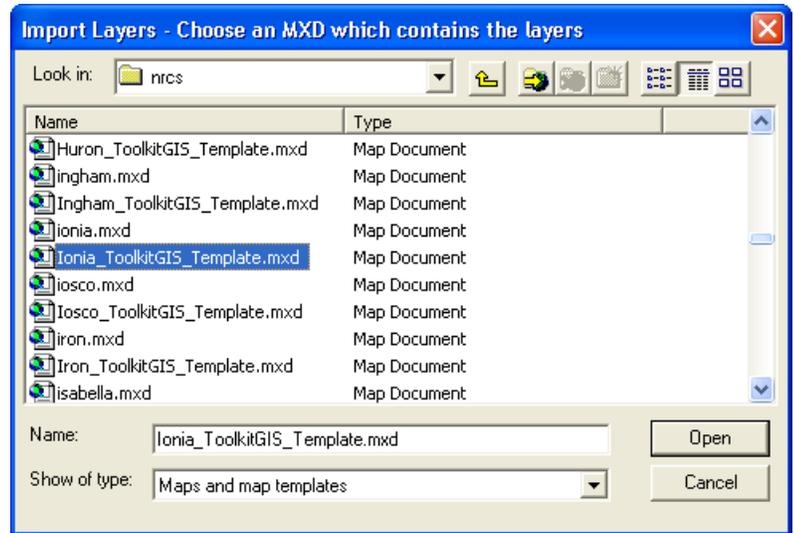


# Import Layers Tool

The NRCS-MI Import Layer Tool can be used to copy layers from a different MXD file into the current MXD file, along with each layer's symbology and any associated annotation groups. This utility can be helpful when working with a client who owns land in multiple counties.

## Importing a Layer

1. Click the Import Layers button on the NRCS-MI toolbar.
2. Navigate to the location of the MXD which contains the layer(s) you wish to import.
3. Select the source file and click **Open** (or just double-click on the file name)



Based on the select MXD source file, the Import Layers tool will look something like this:

**Source MXD file**

**Additional characters to be added to the layer name (optional)**  
In this example, all resulting files will end with " - Ionia".

**List of data frames (maps) in source MXD**  
Click to select a different data frame – The layers within that map will display in the "Layers" list.

**Closes the tool (Or click the Quit button)**

**Select a different source MXD**

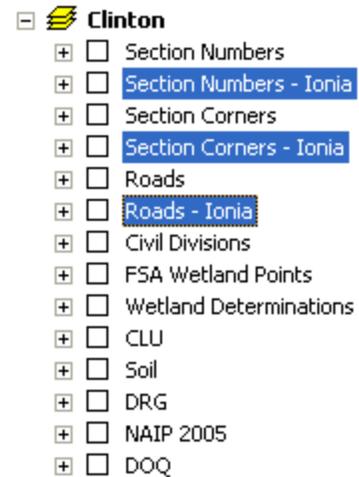
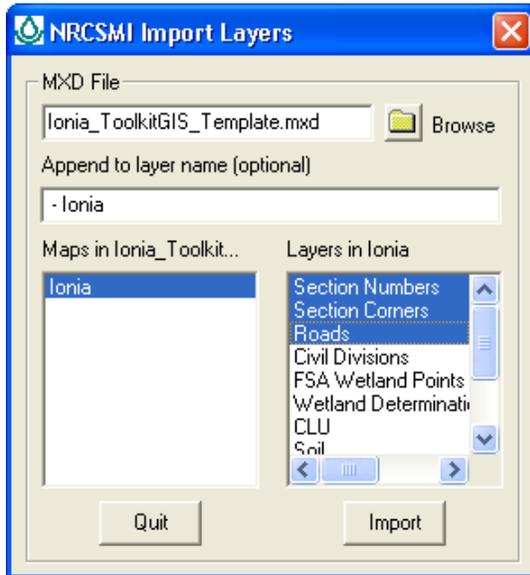
**List of available layers in the selected map**  
You may choose to import one or more layers.  
Refer to the "Importing Multiple Layers" section for more information.

4. Double-click the layer you wish to import.

## Importing Multiple Layers

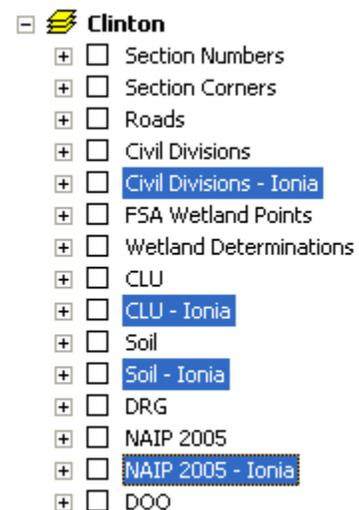
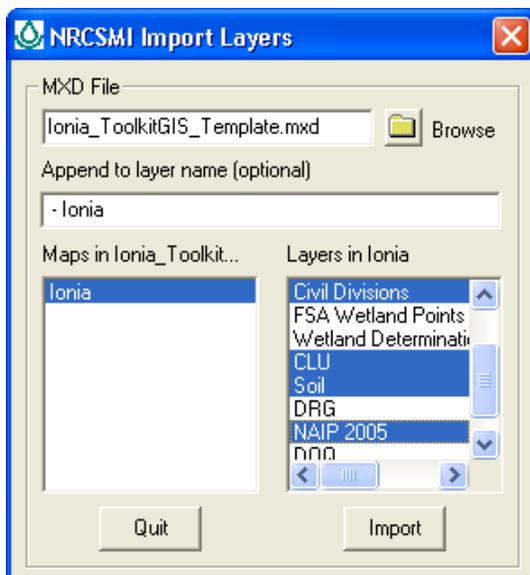
Option #1: If the layer names appear one after the other within the “Layers” list:

1. Click **once** on the first layer you wish to import
2. Hold down the <Shift> key and click on the last layer you wish to import
3. Click the **Import** button



Option #2: If the layer names are separated within the “Layers” list:

1. Click **once** on the first layer you wish to import
2. Hold down the <Ctrl> key on your keyboard
3. Click **once** on each layer you wish to import
4. Click the **Import** button



# Layer Names

You may leave the “Append to layer name:” line blank to retain the imported layers’ original names...

Append to layer name (optional)

- Section Numbers
- Section Corners
- Roads
- Civil Divisions
- Civil Divisions
- FSA Wetland Points
- Wetland Determinations
- CLU
- Soil
- DRG
- NAIP 2005
- DOQ

...or you may enter any additional characters you wish to have appended to the layers’ names.

Append to layer name (optional)

- Section Numbers
- Section Corners
- Roads
- Civil Divisions
- Civil Divisions - Ionia
- FSA Wetland Points
- Wetland Determinations
- CLU
- Soil
- DRG
- NAIP 2005
- DOQ

This can be useful when importing several layers which have the same original name, but represent different geographic areas. For example...

- Civil Divisions
- FSA Wetland Points
- Wetland Determinations
- CLU
- Soil

VS.

- Civil Divisions
- Civil Divisions - Eaton
- Civil Divisions - Gratiot
- Civil Divisions - Ingham
- Civil Divisions - Ionia
- Civil Divisions - Montcalm
- Civil Divisions - Saginaw
- Civil Divisions - Shiawassee
- FSA Wetland Points
- Wetland Determinations
- CLU
- Soil

## Annotation Group Names

If a source layer is associated with an annotation group in the source MXD file, that annotation group will be imported along with the layer.

The new annotation group name will be based on the new layer name: **[LAYER NAME] Anno**

Group Name	Associated Layer
<input checked="" type="checkbox"/> <Default>	<n/a>
<input checked="" type="checkbox"/> Civil Divisions - Ionia Anno	Civil Divisions - Ionia
<input checked="" type="checkbox"/> Civil Divisions Anno	Civil Divisions
<input type="checkbox"/> Section Numbers Anno	Section Numbers

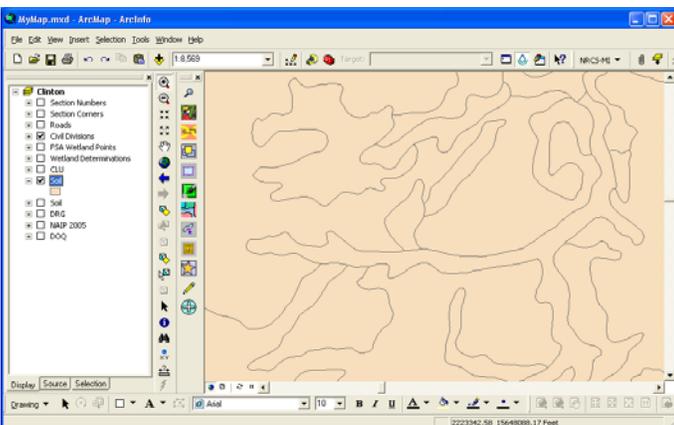
If you choose to name the new layer the same as an existing layer, it is possible that an annotation group named **[LAYER NAME] Anno** may already exist in the project.

In such cases, an incremental number will be added to the end of the new annotation group's name: **[LAYER NAME] Anno2** (3, 4, 5, etc.)

Group Name	Associated Layer
<input checked="" type="checkbox"/> <Default>	<n/a>
<input checked="" type="checkbox"/> Civil Divisions Anno	Civil Divisions
<input checked="" type="checkbox"/> Civil Divisions Anno2	Civil Divisions
<input type="checkbox"/> Section Numbers Anno	Section Numbers

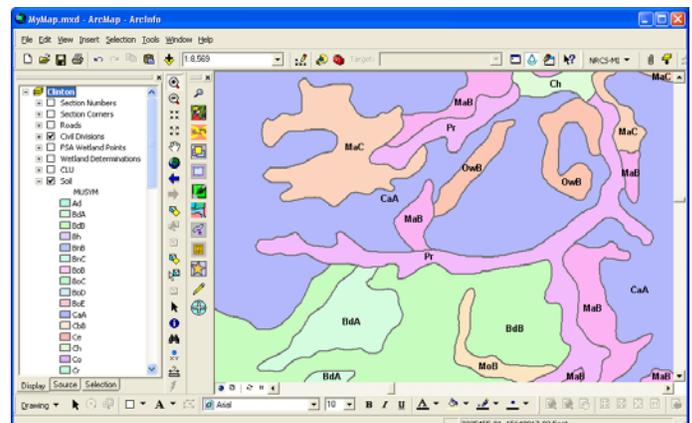
## Layer Properties

All properties of the source layer are imported to the new layer, including symbology, label properties, join references, etc. In many instances, the Import Layers tool may provide a more convenient method for adding additional layers than the ArcMap "Add Data" tool.



For example, using the **Add Data** tool to load a soil map unit layer will result in the layer's symbology defaulting to "Single Symbol" with no labels.

The **Import Layers** tool, on the other hand, retains the layer's original color and label settings from the source MXD file.

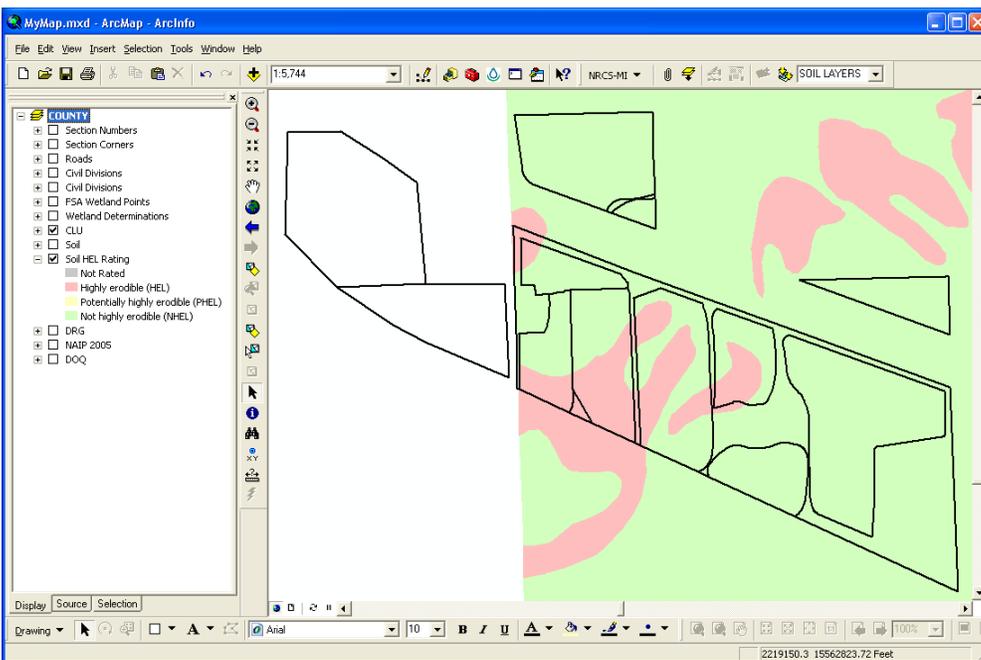


## Example: HEL Determinations across county lines

Let's say a client's CLU data is maintained by FSA in "this" county, although the land units are physically located in an adjacent county.

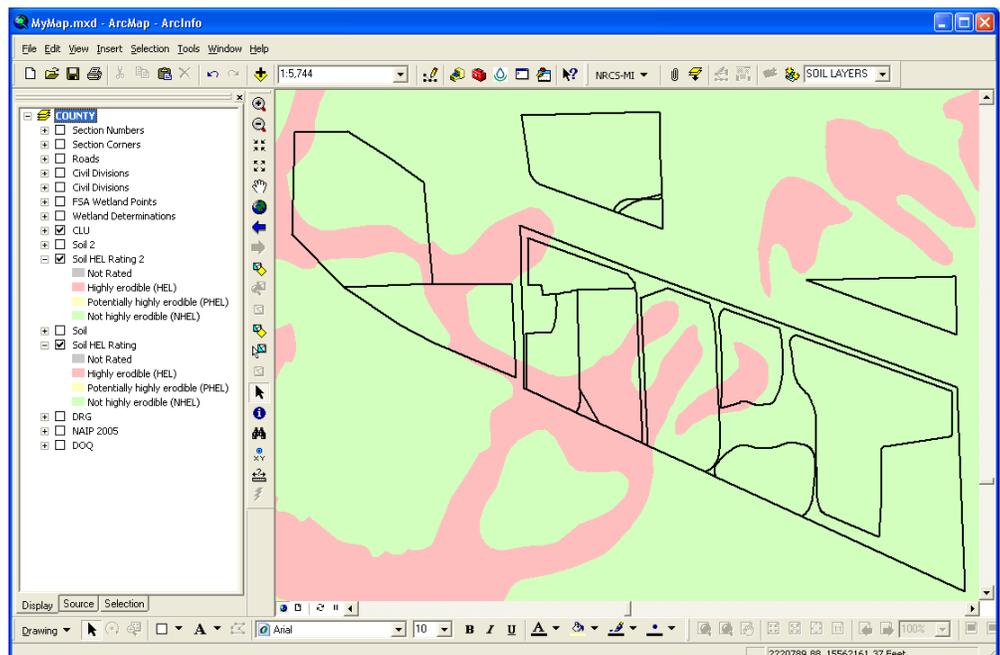
Using the Import Layers tool, you may import the soil layer from an adjacent county project for use as input with the NRCS-MI Soil Layers Tool.

The new HEL soil ratings layer can then be used with "this" county's CLU layer as input for the HEL Soil Report tool.



BEFORE

AFTER



## Common MXD Locations

When searching for a saved MXD file, it might be helpful to remember that the two most common locations in which NRCS-MI stores MXD files are:

- **F:\geodata\project\_data\nrcs**

The master ArcMap templates for every county on the server are stored here.

And

- **C:\Documents and Settings\[YOUR NAME]\My Customer Files Toolkit\  
[CLIENT FOLDER]\ArcGIS\_Projects**

This is where most client-specific ArcMap projects created within Customer Service Toolkit are commonly stored. When navigating, substitute your Windows login name for [YOUR NAME], and the Toolkit client's folder name for [CLIENT FOLDER].

**HINT: Creating an ArcGIS folder connection is a great way to speed up navigation to saved project locations. See the GIS Skill Builder “Connecting to Folders” for more information.**

## Miscellaneous

- Toolkit Layers

Users should **never** attempt to use the Import Layers tool to import a Toolkit client's planned land units or practice layers. The Toolkit  **Select a Plan** function should always be used to load planned land unit and practice layers for use in Toolkit.