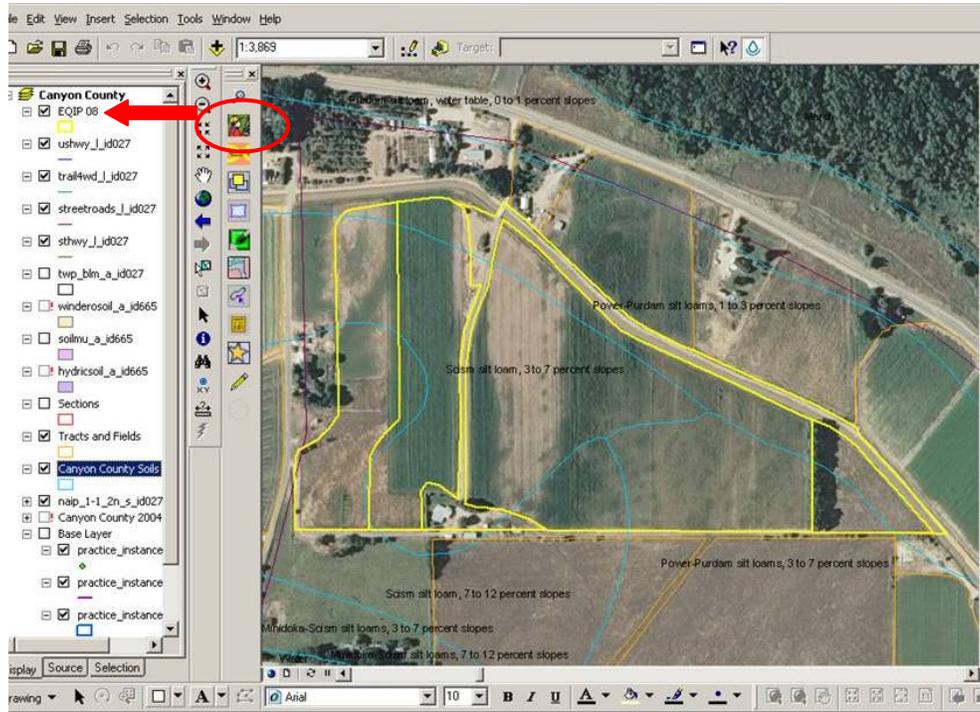


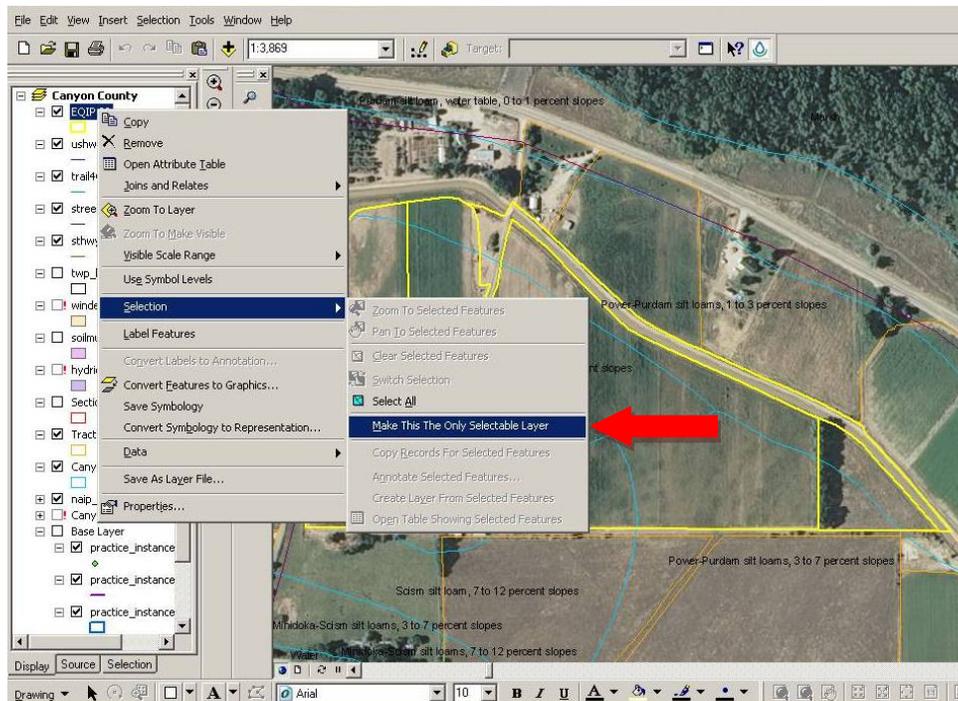
Creating a New Consplan using Data from an Existing Consplan Layer in Toolkit

Method One: Copy/Paste Using Toolkit Toolbar (“Official” method)

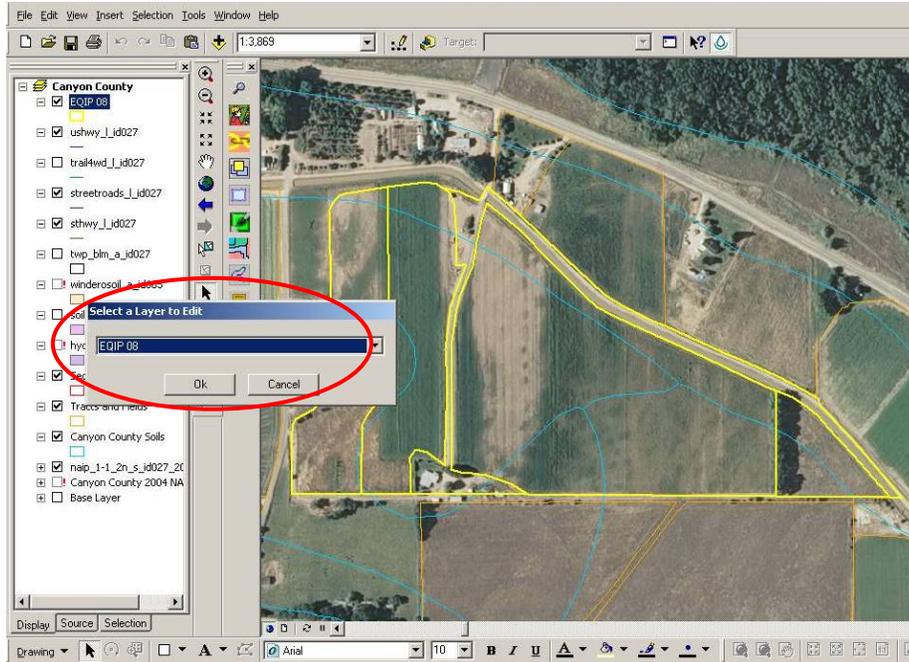
1. Click on the *Select a Plan* icon (Cyber Farmer button) on the Toolkit toolbar (located down the middle of the page) and select the Consplan layer that you want to copy data from.



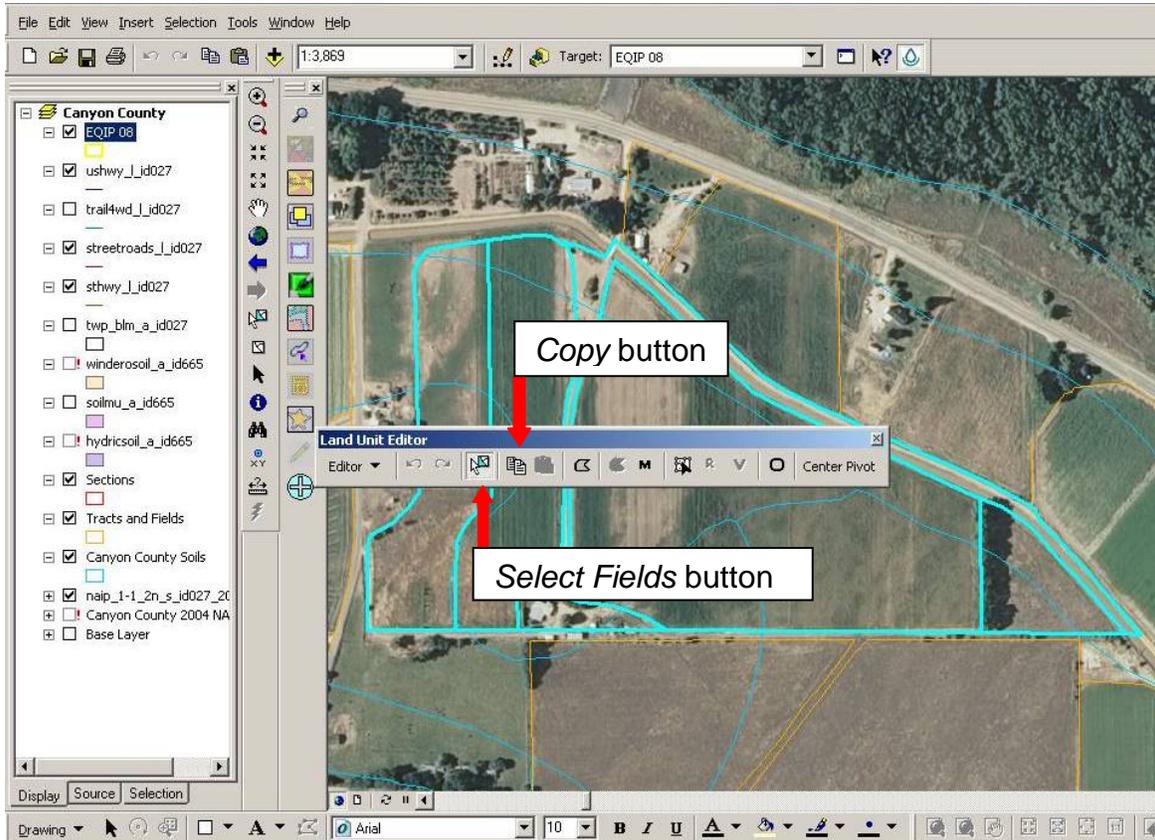
2. Make sure the Consplan layer (*EQIP 08* in this example) is not in the edit mode. Set this Consplan layer as the only selectable layer. You can do this by right-clicking on the Consplan layer, click on *Selection*, then choose *Make this the only selectable layer*.



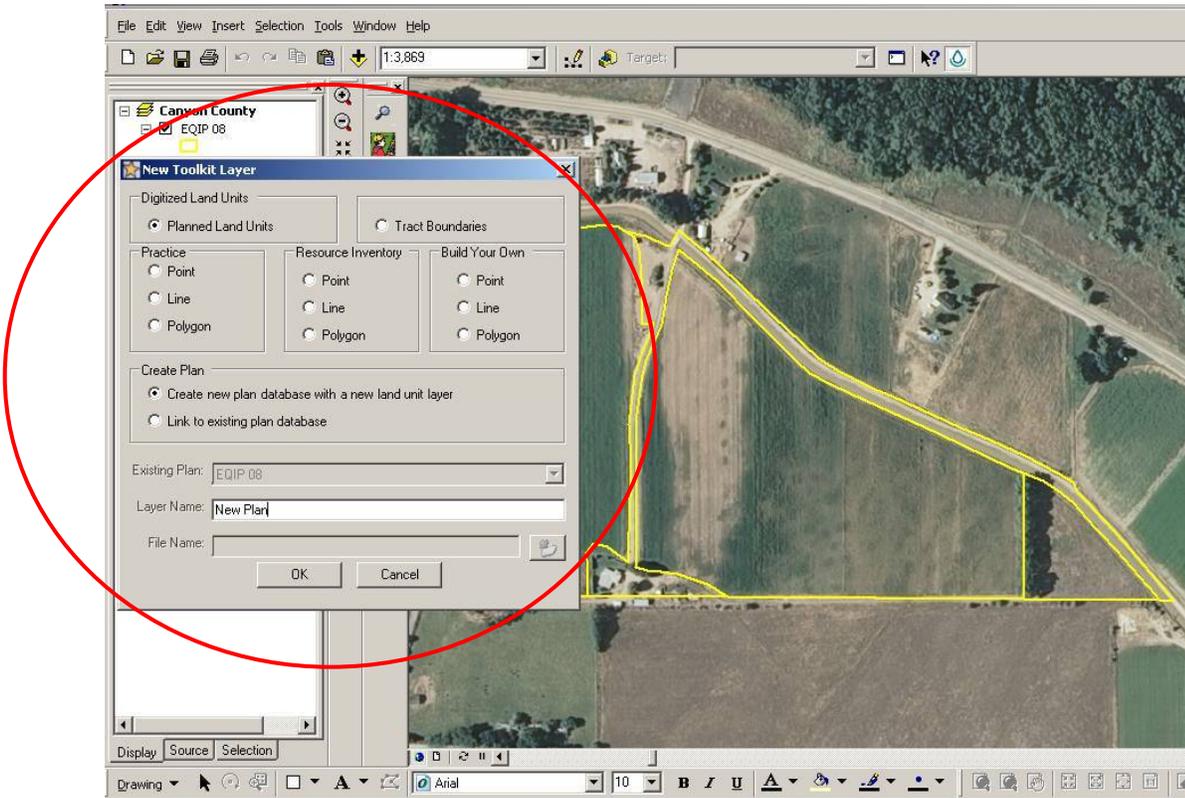
- Click on the *Edit* icon on the Toolkit toolbar (Pencil button) and select the Consplan you want to copy from.



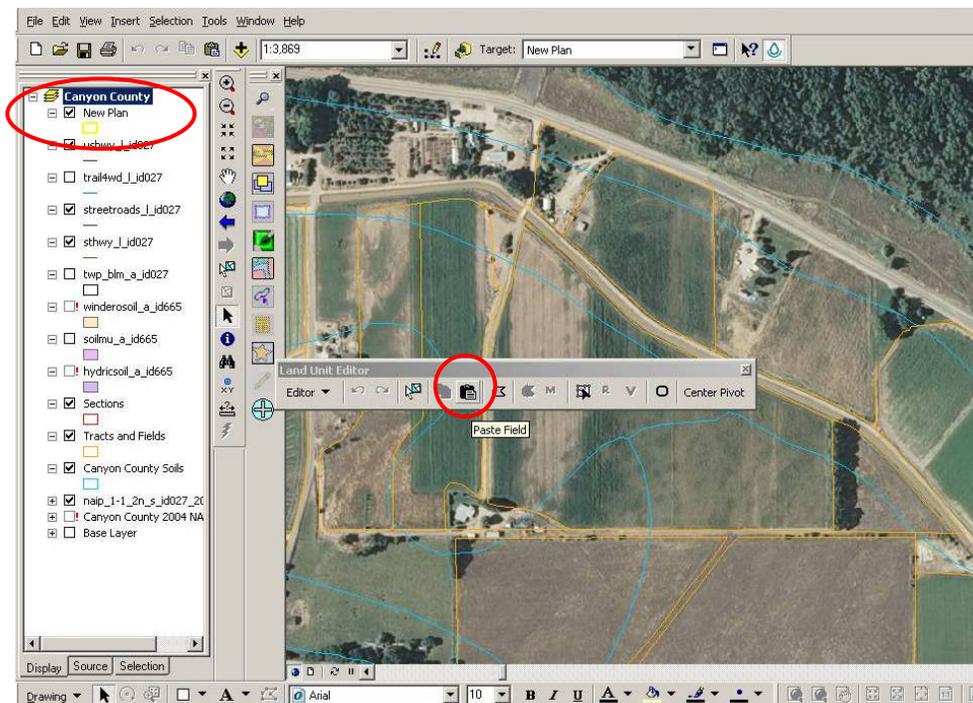
- Using the *Select Fields* icon (envelop with the arrow button) on the Editor toolbar, and then draw a box around all the land units you want to copy. They will be highlighted in blue. Click on the *Copy* button on the Editor toolbar. Then select *Stop Editing*.



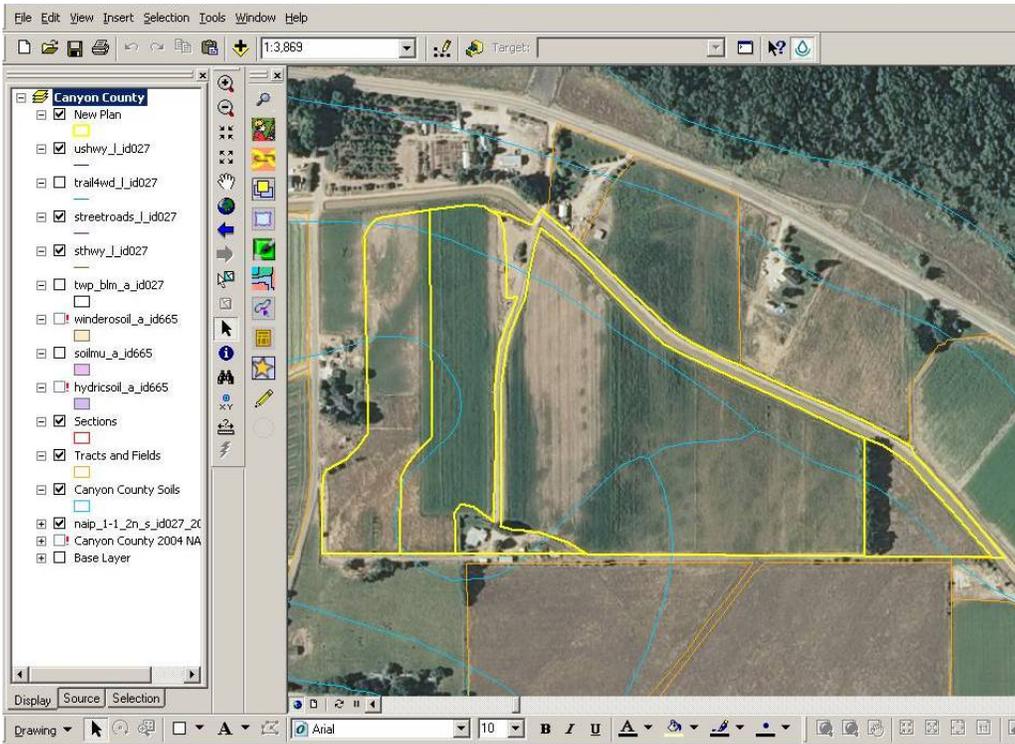
5. Select the *New Toolkit Layer* icon (Star button) on the Toolkit toolbar to create a new Consplan. Activate the *Planned Land Units* radio button. Make sure the *Create new plan database with a new land unit layer* is selected. Name your new plan (e.g., Masterplan, PrimaryPlan, CSP_Plan, etc.). Click the *OK* button. When it asks you if you want to use a Source Layer, select *No*.



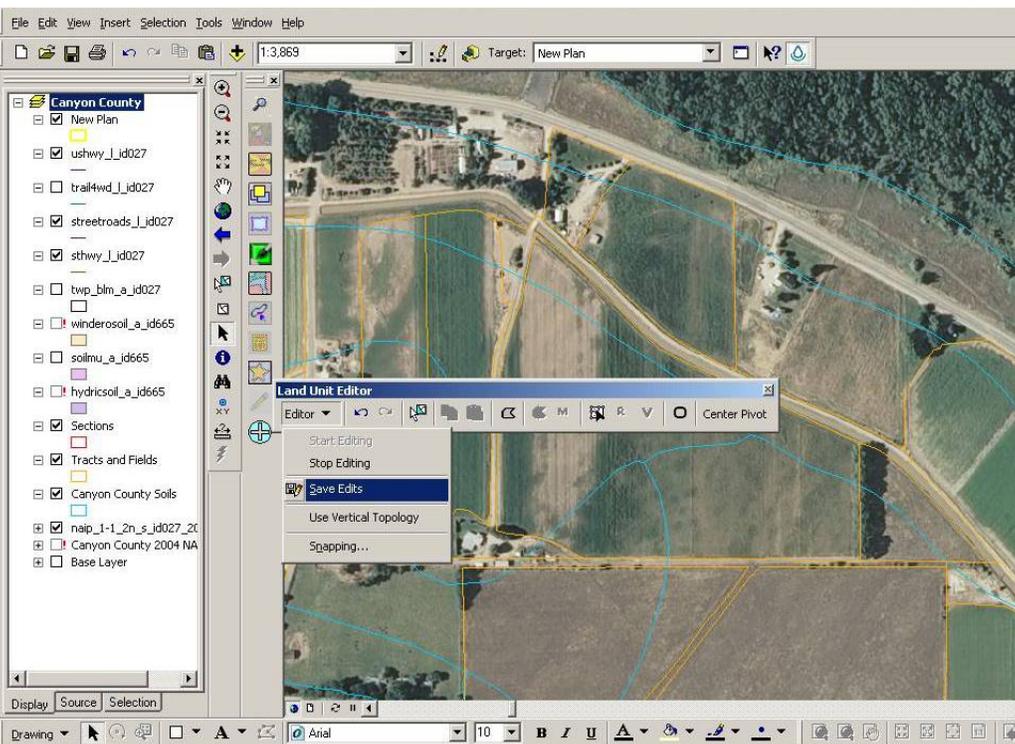
6. The new Consplan layer opens automatically in Edit Mode. Use the *Paste* button on the Editor toolbar.



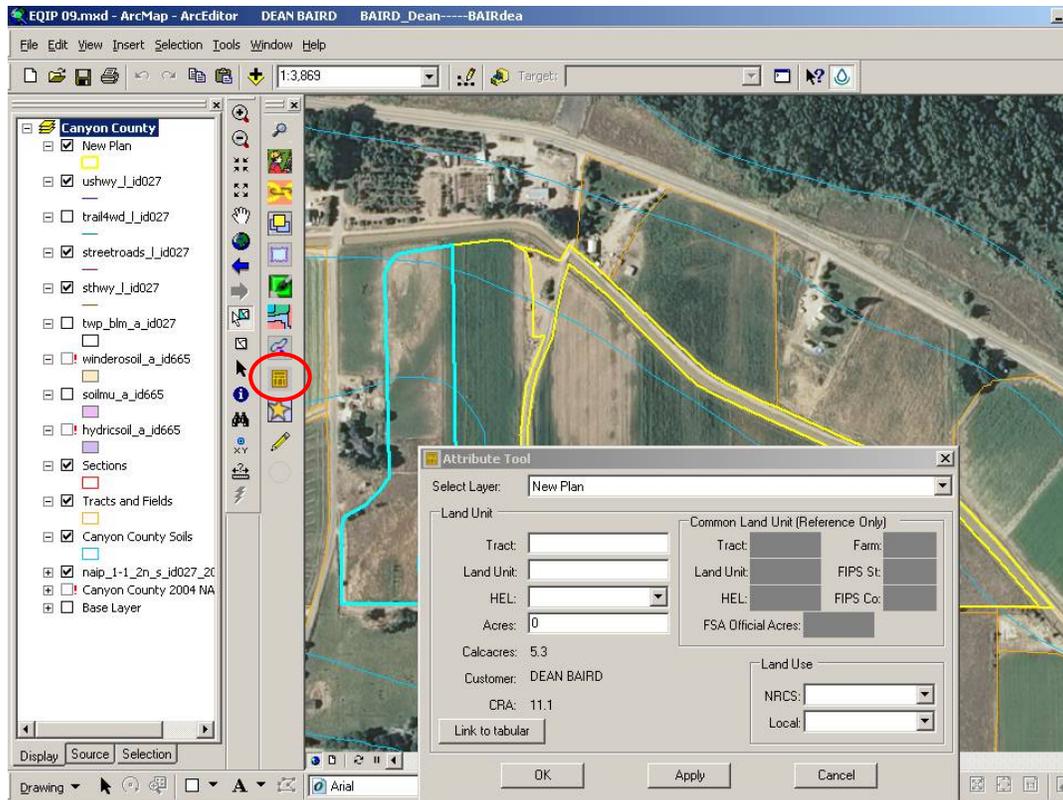
7. The copied land units will appear in yellow.



8. Use the Toolkit Editor toolbar and select *Save Edits*, then select *Stop Editing*. The copy process is now complete.



9. You will need to attribute each land unit for the new Consplan, since this information did not copy over.



Method 2: Copy/Paste Using ArcMap Toolbar

Some field offices have reported more success in copying and pasting Consplan layer data using the ArcMap Copy and Paste buttons, rather than the Toolkit Copy and Paste functions. Therefore, below is an alternative process documented by Kelly Olson, ARC Area West. If you have problems using the “official” method, then try this alternative.

1. With the use of the *Select a Plan* icon (the cyber farmer button) in Toolkit, bring the layer that you want to copy data from into your project.
2. Make sure the Consplan layer that you want to copy from is not in the edit mode. Set the Consplan layer as the only selectable layer. You do this by going to the *Selection* icon on the ArcMap toolbar and choose the *Set Selectable Layers* option. Use the *Clear All* option to unselect all layers, and then check the box next to the Consplan layer you wish to copy. Close the dialog box.
3. Using the *Select Features* icon (the envelop with the white arrow) on the Toolkit toolbar, select the land units that you want to copy in the new Consplan layer by drawing a box around all the land units you want to copy. Then click the *Copy* icon on the ArcMap toolbar (toolbar across the top).
4. Select the *New Toolkit Layer* icon (the big star on the Toolkit toolbar) to create a new Consplan. Activate the *Planned Land Units* radio button on the dialog box. Under the *Create*

Plan heading, make sure the *Create new plan database with a new land unit layer* radio button is activated. Name the new Consplan (e.g., Masterplan, PrimaryPlan, CSP_Plan, etc.). Click the *OK* button. When it asks you if you want to use a Source Layer, select *No*.

5. The new Consplan layer opens automatically in Edit Mode. Do not use the Toolkit Editor toolbar, but instead use the ArcMap toolbar at the top and select the *Paste* icon. Be patient as it may take a short time to copy the data.
6. The copied land units will appear in yellow. Use the Toolkit Editor toolbar and select *Save Edits*, then select *Stop Editing*. The copy process is now complete.
7. You will need to attribute (the *Attribute* icon looks like a table) the land units for the new Consplan, since this information did not copy over.