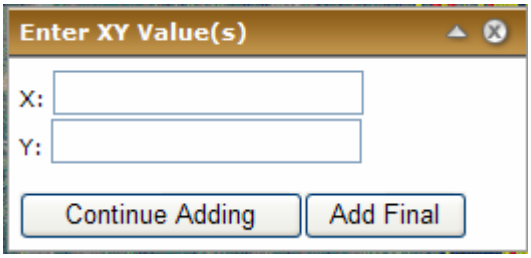
HOW TO USE THE INTERACTIVE (USERS) MAP

Before adding or editing data, zoom into the area you wish to work in using the **Zoom In** tool  . You will need to be in an edit mode to add new data. To begin editing, click on the **Editing** link in the **Tasks** pane. This will bring up the **Editing** tool window. Choose the layer to add or edit from the **Edit:** pull-down list. For points, choose **Milfoil reporting points**. There are some "issues" with adding new points with the **Enter XY** tool. There seems to be some bug that won't allow you to add an XY point ***until*** you've added a point with the **Create Feature** tool  . Here's the process that will need to be followed:

- Add a point with the **Create Feature** tool  in some unlikely place (over land).
- Click on the **Enter XY Values** button  to open the dialog box



and add your **UTM coordinates (NAD 1983, zone 11 North, DO NOT USE DECIMAL DEGREES!)**. The **Continue Adding** button works to add multiple coordinates. Use the **Add Final** button with the last coordinate to dismiss the dialog box. Attribute them in the lower part of the **Editing** window as you add them. The **Enter XY Values** dialog box can remain up. It will not interfere in editing the attributes.

- After entering all of the coordinates, clear all selected points (**Clear Features** button ), select the first "dummy" point you added with the **Select Feature** tool  and delete it  .
- Save your edits with the **Save Edits** button.

To add new milfoil reporting areas (polygons), choose **Milfoil reporting areas** from the **Edit:** pull-down list. Use the **Create Feature tool**  to add new polygons. Click on the map to create vertices and double click to end the polygon. It takes a minimum of 3 vertices to create a polygon. Attribute them in the lower part of the **Editing** window as you add them. Do not worry about filling in the **Acres** as that will be calculated using the **Update Acres** task when you have finished digitizing all of your polygons. The process for adding polygons and updating the acres field is thus:

- Add all of your polygons and attribute them.
- Clear all selected features (**Clear Features** button).
- Save your edits with the **Save Edits** button  .
- Run the **Update Acres** task. It is not complete until the "circling busy symbol" next to **"Update Acres Results"** in the **Results** pane stops spinning. It will take two to five minutes

to complete depending on how big the milfoil data has become. The results will **not** be immediately seen in the acres field of the data.

- When the **Update Acres** task completes, use the **Create Features** tool  to **add** a temporary polygon, and then **delete**  it (it takes three vertices to make a complete polygon).
- Click the **Save Edits**  button again and the updated acres will show in the attributes of the polygons you added.