

## Purpose

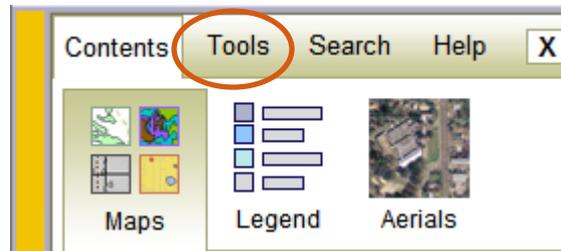
The **Editing Communities** tool enables authorized users to digitize community boundaries within their jurisdiction.

**Note:** Check with your organization's EST administrator or call the Help Desk for information about EST privileges.

## Instructions

Open the **Map Viewer** and zoom to a location on the map.

### Step 1: Click Tools.



Click the **Tools** link to expand the map tools panel.

### Step 2: Click Communities.

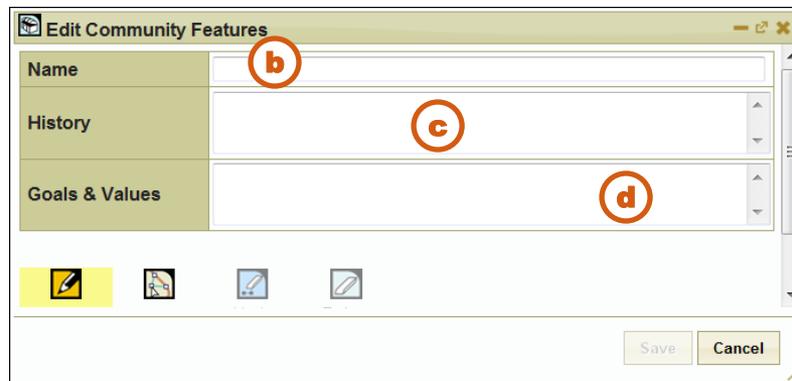
In the **Tools** panel, click the **Communities** icon.



**Tip!** See the Interactive Map Viewer tip sheet (located in the EST's **ETDM Library**) for an overview on using the **Map Viewer**.

## Creating a New Community Boundary

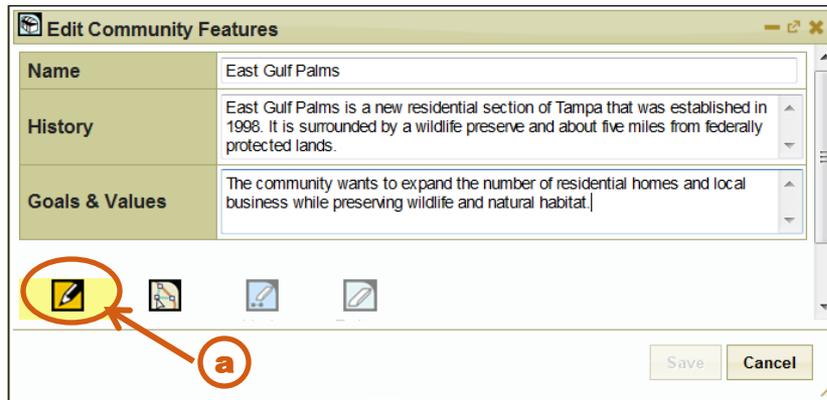
- a.** Click the **Create New Community** link.
- b.** Type the **Name** of the community.
- c.** Provide a brief background of the community in the **History** text box.
- d.** In the **Goals & Values** text box, type or copy and paste information regarding the community's goals.



**Note:** The **Name** field is a required field. The **History** and **Goals & Values** fields are optional.

## Drawing the Community Boundary

- a. Click the **Draw** icon to activate the drawing tool.
- b. Click once on the map to begin drawing. As you draw, a line and boxes will appear. Double-click on the map to finish drawing the polygon.



**Note:** You must click three vertex points on the map to establish a polygon area.



**Tip!** The **Community Editing** tool enables you to delete all or part of a drawing.

 Click the **Undo** button to clear the last graphical change.

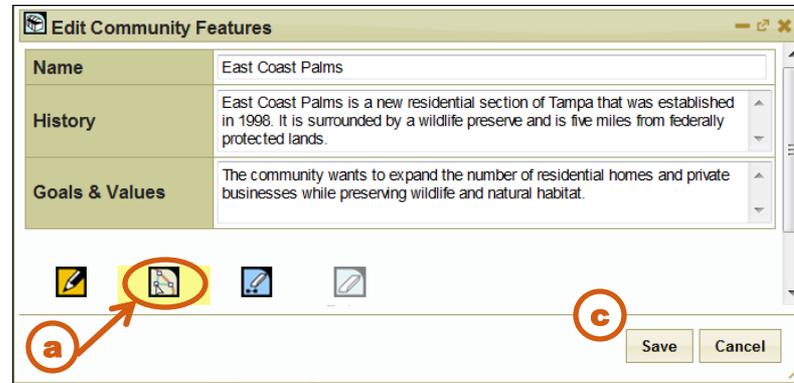
 Click the **Delete** button to erase the current drawing.

You can also erase a vertex by right-clicking on the selected point and then clicking **Delete Vertex**.



## Editing the Community Boundary

- a.** To change the shape of the community boundary, click the **Edit** icon to activate the editing tool.
- b.** Click and drag a vertex or midpoint to the desired location.
- c.** Click **Save** to preserve the community boundary shape.



**Note:** When drawing an area, the tool does not allow the polygon boundary to intersect itself.

**Tip!** Click the **Save** button to save the drawing and commit your changes to the EST database.

You can click **Save** at any time during the drawing or editing process as long as the basic validation rules have been met:

- ✓ The community name has been entered into the **Name** field in the **Edit Community Features** form.
- ✓ At least three digitized points are on the map.
- ✓ The polygon boundary does not intersect itself.



## Search for Existing Communities Features

### Searching for and Editing a Community Boundary

- a.** Select **Community Name** from the list box.
- b.** Enter the name of the community in the text box.
- c.** Click **Search**.
- d.** Click the **Edit Boundary** link to display the boundary shape on the map and then make your changes following the steps for editing a community boundary listed on page 4 of this tip sheet.

**Edit Community Features**

Search for Existing Communities

East Coast Palms  Community Name

**Edit Community Features**

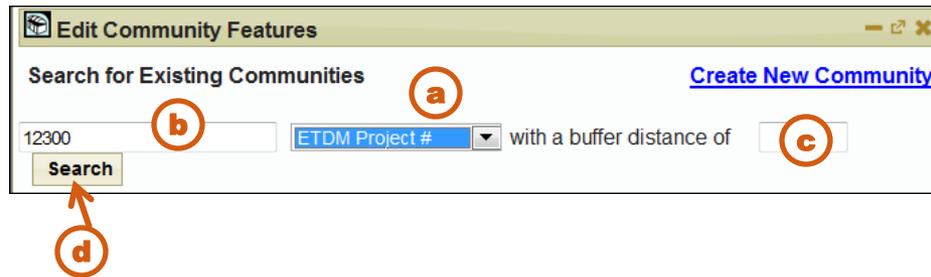
Search for Existing Communities [Create New Community](#)

East Coast Palms  Community Name

Community	Edit Options
2984-East Coast Palms	<a href="#">Edit Boundary</a>

## Searching for and Editing a Community Boundary by ETDM Project Number

- a.** In the **Search for Existing Communities** dialog box, select **ETDM Project #** from the list box.
- b.** Enter the ETDM Project number in the **Search** box (the box automatically displays the ETDM Project number of the project listed in the **Active Project** field located in the EST **Project Navigation** bar.) You can change the number in the **Search** box without selecting it as an active project.
- c.** Enter the buffer distance to search for communities within a specified distance of a project.
- d.** Click **Search**.



- e.** Click the **Edit Boundary** link to display the boundary shape on the map and then make your changes following the steps for editing a community boundary listed on page 4 of this tip sheet.

