



FEMA

Label Panel and Label-Edit User Guide

FEMA DFIRM Production Tools

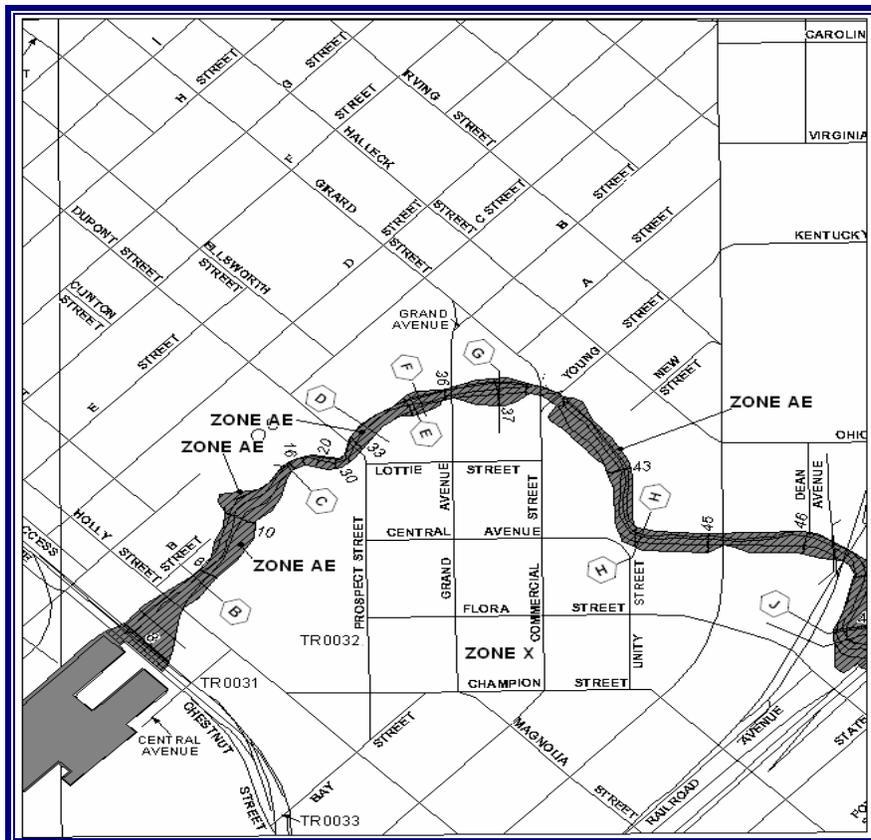


Table of Contents:

What are Label Panel and Label-Edit?	4
Label Panel and Label-Edit Overview.....	4
Quick Reference Guide.....	5
Label Panel Toolbar.....	5
Label Edit Toolbar.....	5
Tool Controls.....	6
Label Panel Toolbar.....	6
 Label Panel	6
Label-Edit Toolbar Tools.....	8
 Display Label Panel Output	8
 Change Label Status	8
 Change Label Properties	8
 Abbreviate Label	9
 Reset Label.....	10
 Highlight Feature.....	10
 Restore Suppressed Label	10
 Suppress Label	11
 Compose Label.....	12
 Decompose Label	12
 Make Label Horizontal	12
 Stack Label	12
 Duplicate Label	13
 Reposition Label	13
 Create Leader	13
 Generate Index File.....	14
 Mask.....	14



Label-Edit Options..... 14



Flip Label..... 16

Trouble – Shooting..... 17

Contacts..... 18

Quick Reference Guide

The following is a quick reference guide to all of the components of **Label Panel** and **Label-Edit**.

Label Panel Toolbar



[Label Panel](#)

Create annotation for the selected panel(s)

Label Edit Toolbar



[Display Label EZ Output](#)

This tool has been disabled



[Change Label Status](#)

Change status to prevent label modification if batch annotation is re-done



[Change Label Properties](#)

Convert serif to sans serif font



[Abbreviate Label](#)

Abbreviate a selected word



[Reset Label](#)

Convert an abbreviated word to its long form



[Highlight Feature](#)

Highlight a feature label or a feature



[Restore Suppressed Text](#)

Add suppressed labels to the map



[Suppress Label](#)

Remove a label from the panel



[Compose Label](#)

Convert a multi-part label into one unit



[Decompose Label](#)

Break a single-unit label into multiple text boxes



[Make Label Horizontal](#)

Make a selected label horizontal



[Stack Label](#)

Stack a label in a specified number of rows



[Duplicate Label](#)

Duplicate an existing label



[Reposition Label](#)

Move a label along a curved feature to a new position



[Create Leader](#)

Add a leader line



[Generate Index File](#)

This tool has been disabled.



[Mask](#)

This tool has been disabled.



[Label-Edit Options](#)

Modify the options for stacking, repositioning, and leaders

[Flip Label](#)

Invert selected text

Tool Controls

This section describes the function of each of the tools available on the [Label Panel](#) and [Label-Edit](#) toolbars and provides instructions for their use.

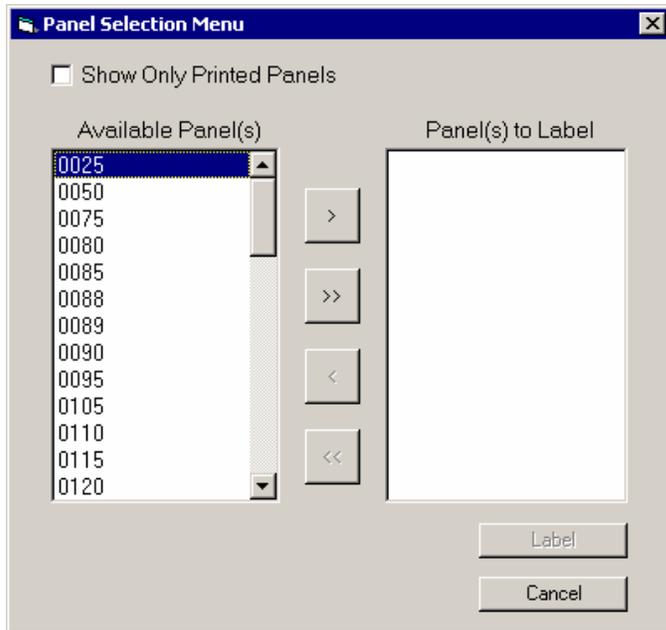
Label Panel Toolbar

There is one tool on the Label Panel toolbar. It allows you to select the panel(s) to be labeled and to launch the batch annotation process. Label Panel generates annotation for each FIRM panel you select, at the scale of the panel(s) selected. There are three annotation layers in the database: 24000, 12000, and 6000 scale.



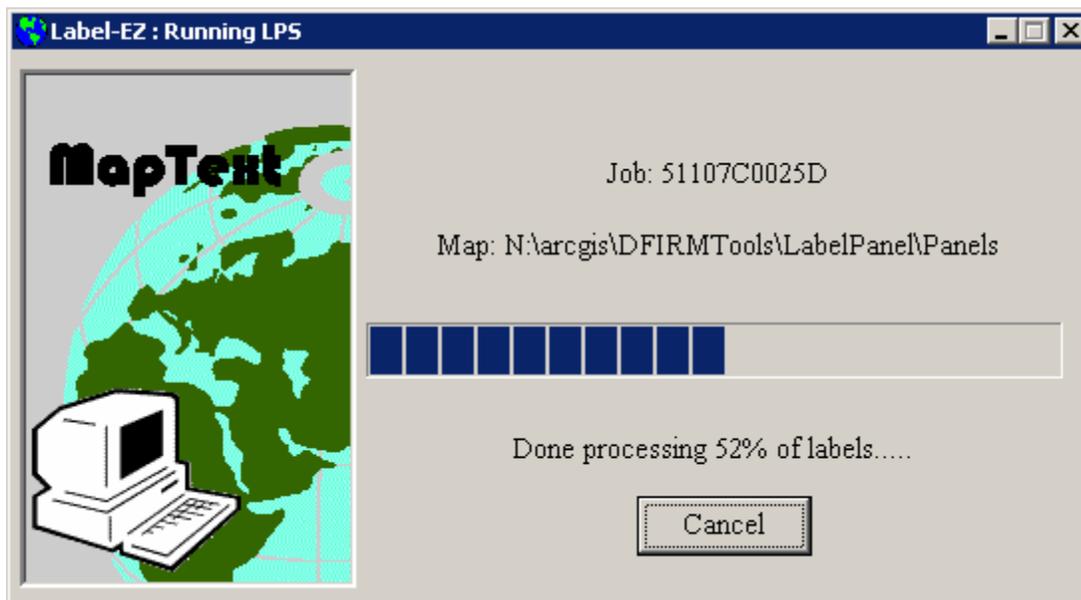
[Label Panel](#)

1. Click on the Label Panel button.

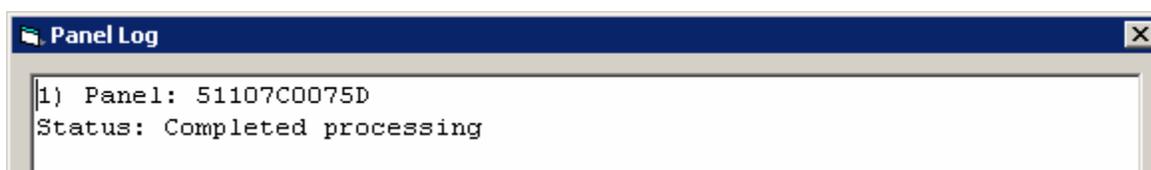


2. Click on the check box next to Show only Printed Panels if you would like to omit the non-printed panels from the list shown in the Available Panels window. The list from which you select panels is based on the attributes in the FIRM Panel Index layer (S_FIRM_PAN).
3. Select the panel(s) in the Available Panels window that you would like to have batch annotated. To select multiple panels, hold down the **Ctrl** key while making selections.

4. Move the selected panel(s) to the panel(s) to Label window, using the > button. To move all panels, click on the >> button.
5. Use the < and << buttons to remove a selected panel or all panels from the Panel(s) to Label window.
6. Once your selections are complete, click on Label. Your ArcMap project will be minimized and the following process indicator dialog will appear.



7. The annotation is generated in a batch process and stored in an annotation feature class.
8. When the annotation is complete, you will be notified by the following dialog:



9. When you close this dialog, by clicking on the X in the top right corner, your ArcMap project will maximize again.

Note: You will not see the annotation once Label Panel has completed the batch process. You must launch a workflow step in which panel annotation is edited. Run **Map Production Pro** and preview the panel annotated to see the labels and leaders.

Label-Edit Toolbar Tools

The **Label-Edit** tools allow you to adjust the placement of labels, add leader lines, and modify label properties. In order to view the annotation, you must launch a child job for the parent step involving editing of annotation. Any modification of the annotation, except applying a mask, requires that you be in an edit session.

Keep in mind that if you find errors in the data, you must make edits to the dataset and re-run the batch annotation for the panel on which you are working. Correcting annotation will not change the attribute value in the database.



Display Label Panel Output

This tool has been disabled, since the annotation for each job is loaded automatically when a step involving editing of annotation is launched.



Change Label Status

After you generate batch annotation with Label Panel, Label-Edit allows you to edit text placement and labels as necessary. Unmodified labels have a status of “placed” whereas those that have been moved or edited have a status of “fixed.” These classifications are useful in the event you need to re-run Label Panel. The “fixed” labels will not be replaced, nor will additional annotation be placed for those features that have fixed labels. The “hold” status indicates that a label has been modified but can be moved by when batch annotation is repeated, if necessary.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a label.
3. Click on the **Change Label Status** tool.



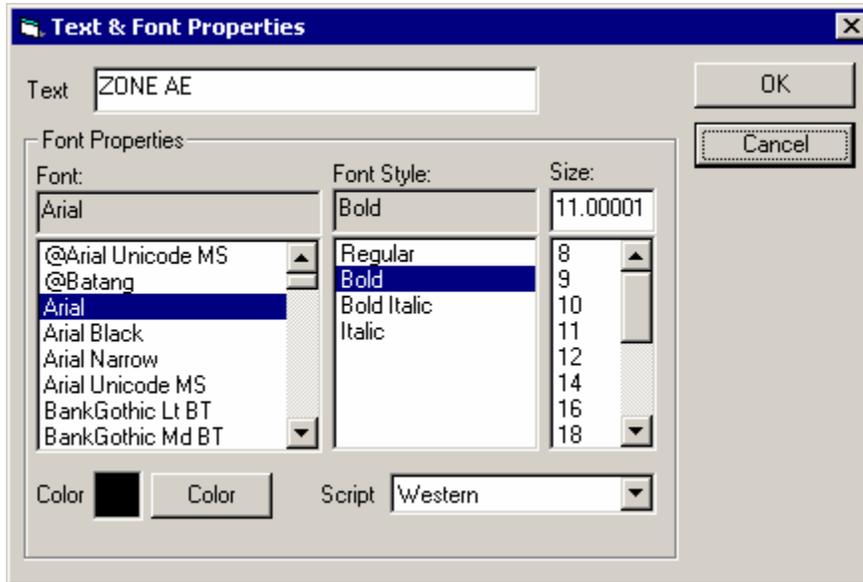
4. Select the status of the label and click **OK**.



Change Label Properties

This tool will allow you to modify a label's text or font properties.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a label.
3. Click on the **Change Label Properties** tool.



4. Change the font properties (font, font style, font size, font color) of the text label you have selected.

Note: You should ensure that any changes you make to the label properties will conform to the specifications in FEMA's April 2003 *Guidelines and Specifications for Flood Hazard Mapping Partners Appendix K: Format and Specifications for Flood Insurance Rate Maps*.

5. Click **OK** when you are done.



Abbreviate Label

Use this tool to abbreviate a single word that appears in a label.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a single word in a label.
3. If the label has multiple words, you will receive the error message below. Use the **Decompose Label** tool to break a multi-word label into separate words.



4. Click on **Abbreviate Label**.
5. If the selected word is in the abbreviation dictionary, its abbreviated form will replace the selected word.



Reset Label

Use this tool to reverse the effect of the **Abbreviate Label** or the **Stack Label** tools on a word.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a single word in a label that has been hyphenated or abbreviated.
3. Click on **Reset Label**.
4. The hyphenated or abbreviated word will revert to its original form.



Highlight Feature

You can highlight a feature by selecting its label and vice versa.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select the feature with the label you want to highlight or the label for the feature that should be highlighted.
3. Click on the **Highlight Feature** tool.

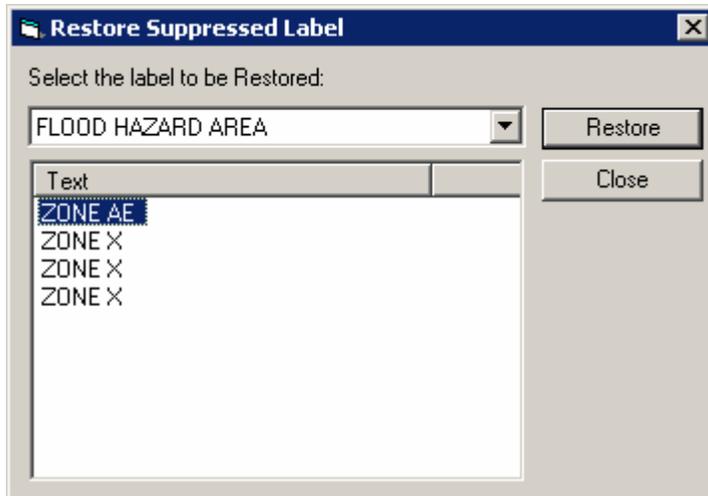
Note: If you select a feature for which the label has been suppressed, you will be prompted to restore it.



Restore Suppressed Label

Label Panel may suppress placement of labels during batch annotation due to lack of space or conflicts in label placement that require a user's attention. It is important that you run this command in order to determine which labels were not placed and to determine which need to be added to the panel.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Click on the **Restore Suppressed Text** tool.
3. Select the feature class you would like to work on from the dropdown list. The suppressed labels for that feature class will be shown in the Text window.



4. Select the label that you want to restore.
5. The data view will change, to focus on the location of the feature whose label you want to restore. The feature will be highlighted and the label text will be placed in close proximity to it.
6. If you would like to add the label to the layout, click **Restore**.
7. Modify the label, as necessary, using the **Label-Edit** tools.
8. Restore other labels for the same feature class or other feature classes.



Suppress Label

Remove labels from the panel and add them to the “suppressed label” layer (e.g., DFIRM.Anno_12000_SUP). You can always replace these labels by using the [Restore Suppressed Text](#) tool.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select one or more labels. To select multiple labels, hold down the Shift key while making selections.
3. Click on the **Suppress Label** tool.
4. All selected labels will be suppressed.
5. Be sure to turn off the annotation layer with the “SUP” suffix to see that the selected label has been removed. This layer holds all of the suppressed labels.

Note: You cannot suppress a word or a portion of a label only. Also, any leader lines associated with a suppressed label will be deleted and must be re-created if the label is restored.



Compose Label

Join a multi-part label into a single unit.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a label with individual text boxes for the letters/words.
3. Click on the **Compose Label** tool.
4. All of the individual boxes will be formed into a single text box.



Decompose Label

Break a label with several words into separate text objects.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a label with several words.
3. Click on the **Decompose Label** tool.
4. The single text box will be broken into multiple boxes, one for each word in the original label string. Each of these features will have the same label number so you can use the **Compose Label** feature to rejoin all of the words into a multi-word label.



Make Label Horizontal

Modify a label so that it is horizontal.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select a label.
3. Click on the **Make Label Horizontal** button to re-orient the label.



Stack Label

To fit long labels in narrow spaces or to fill an area, use this tool to create multi-line labels.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Check the preferences set on the **Stack Options** tab in the **Label-Edit Options** dialog.
3. Use the **Select Features** or **Edit** tool to select the label you want to modify.

4. Click on the **Stack Label** tool.

Note: The label will be broken-up between words for stacking, unless you have selected the “Allow Hyphenation” option on the **Stack Options** tab and selected the Hyphenation Dictionary to be used on the **General Options** tab.

5. Modify the stacking options and re-do the stack operation, if necessary.



Duplicate Label

Duplicate an existing label.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
2. Use the **Select Features** or **Edit** tool to select the label you want to duplicate.
3. Click on the **Duplicate Label** tool.
4. The new label is added to the layout, just above the original.
5. Modify the label, as necessary, using the **Label-Edit** tools.



Reposition Label

Adjust labels that follow curved line features using this tool.

1. Switch to **Data View**, if you are in **Layout View**.
2. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
3. Use the **Select Features** or **Edit** tool to select the label you want to move.
4. Click on the **Reposition Label** tool.
5. Move your cursor over the label to be moved and click the **LEFT** mouse button and drag the label to its destination along the curved line.
6. Release the mouse button to fix the label at its new location.

Note: If you have set the Options to select a single word, rather than an entire label, only the word will be repositioned. You can change your options during the edit session, as necessary.



Create Leader

Customize the leader lines created.

1. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.

2. Click on the [Label-Edit Options](#) button.
3. Select the arrow style you want to use and click **OK**.
4. Use the [Select Features](#) or [Edit](#) tool to select a label that requires a leader.
5. Click on the [Create Leader](#) tool.
6. Add the leader to the map. Click near the label to start the sketch and end it near the feature to which it refers. Click on the map to add a vertex to the line.
7. Double-click to end the leader line. The endpoint of the line will receive the arrowhead.

Note: You cannot change the leader properties once you have added a leader to the map.



Generate Index File

This tool has been disabled.



Mask

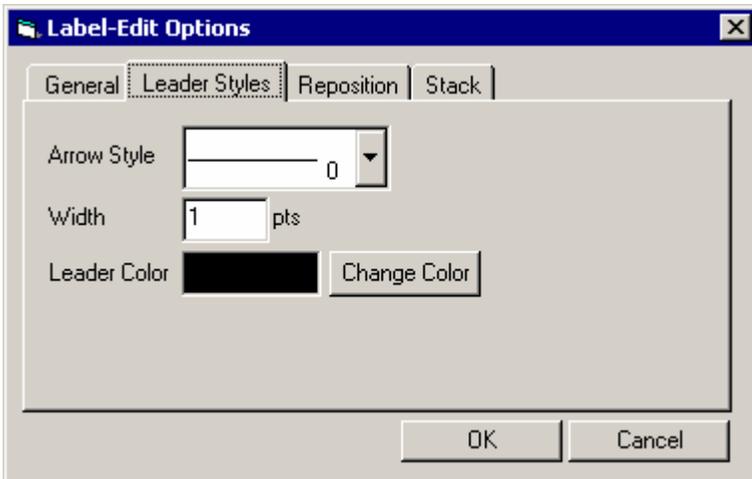
This tool has been disabled.



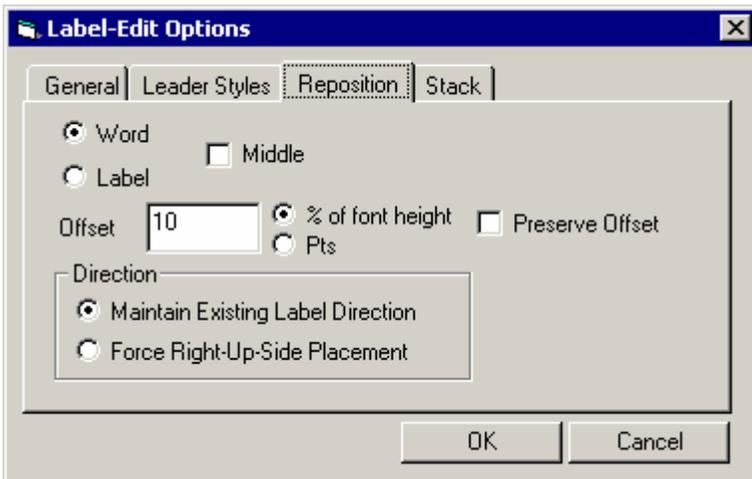
Label-Edit Options

When you start your label editing session, you can set your options for features such as arrow styles, repositioning, and stacking.

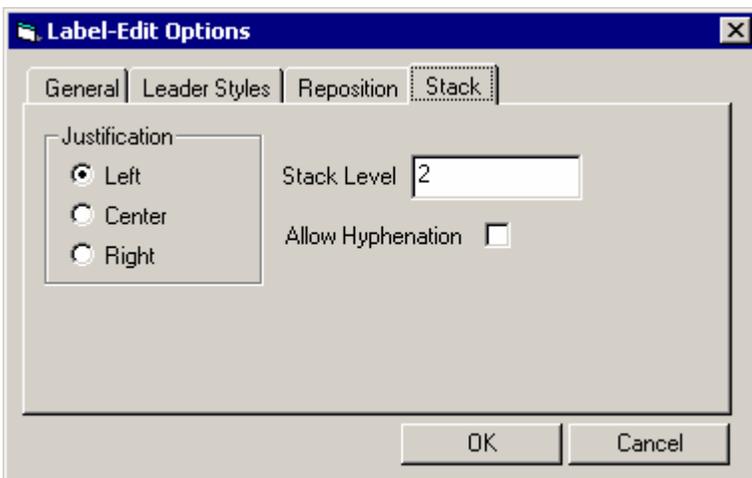
1. Start an editing session by clicking on [Edit](#) and choosing [Start Editing](#) from the menu options.
2. Click on the [Label-Edit Options](#) button.
3. Click on each tab in the dialog box to adjust your preferences.
 - a. **General Options tab:** The option to select different abbreviation or hyphenation dictionaries has been disabled.
 - b. **Leader Styles tab:** set the properties for the endpoint arrow style, the leader line width, and the leader color. For guidance, see FEMA's April 2003 *Guidelines and Specifications for Flood Hazard Mapping Partners Appendix K: Format and Specifications for Flood Insurance Rate Maps*.



- c. **Reposition Options tab:** set the reposition properties, including features such as selecting words or entire labels, offset from the text centerline, and text reading direction.



- d. **Stack Options tab:** specify the justification for stacked labels (left, center, right), the maximum number of lines to allow in a stacked label, and the use of hyphenation.



4. When you have made your selections, click **OK**.



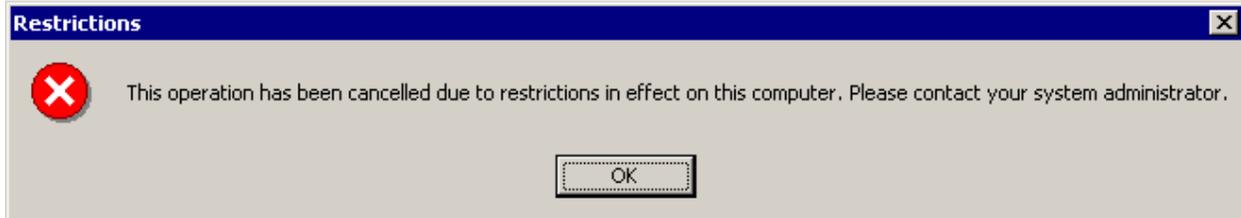
Flip Label

Reverse the reading direction of a label.

1. Switch to **Data View**, if you are in **Layout View**.
2. Start an editing session by clicking on **Edit** and choosing **Start Editing** from the menu options.
3. Click on the **Label-Edit Options** button.
4. In the Reposition section of the dialog, select “Label.” This will ensure that all text boxes belonging to a label are flipped in a single operation. You can deselect this option if you need to control the flipping of individual components of a multi-word label.
5. Use the **Select Features** or **Edit** tool to select a label.
6. Click on the **Flip Label** tool.
7. The reading direction of the label will be reversed.

Trouble – Shooting

Problem: The following error message pops up when I try to change the abbreviation or hyphenation dictionary in the **Label Edit Options** settings.



Solution: Users cannot change the dictionaries used by **Label-Edit**.

Problem: When using the Annotation Tools and the Label-Edit tools, sometimes the Label-Edit tool becomes greyed out (inactive).

Solution: Stop and re-start the editing session. This will reactivate the Label-Edit tools.

Problem: In the previous step, I labeled a panel. I followed the workflow process and advanced to the step where I am editing the annotation. I just launched a new child job for the annotation editing step to see the results of the labeling process. I see “8000” all over my panel. None of the features in the panel have an attribute value of “8000.”

Solution: The “8000” is a marker to indicate that an important field has not been populated. For instance if you have not populated the “Name Type” field in the Transportation layer, the “8000” marker will appear along your road features. In the child job, populate the empty attribute fields using the GeoPop toolbar tools, and re-label the panel. Close the child job and advance it to a “reconcile and post” step. Reconcile and post the edits that you made to the parent job. Close the child job. Once you see the JTX interface, create a new child job for the parent to which you reconciled and posted changes. If you still see “8000” markers, you should repeat this process.

Contacts

If you need assistance with this tool, please contact the representative at your local RMC.

REGIONAL - NSP MOD TEAM CONTACT LIST			
Name	Role	Email	Phone
REGION I			
Brent McCarthy	Lead	Brent.McCarthy@mapmodteam.com	336-240-7339
Jeffrey Burm	GIS/Mapping	jeffburm@mapmodteam.com	517-482-4930 x4752
REGION II			
Rich Cassin	Operations Manager	Rich.Cassin@mapmodteam.com	914-333-5366
Michael Crino	GIS/Mapping	mcrino@mbakercorp.com	718-482-9945
REGION III			
Mike Conaboy	Operations Manager	mconaboy@mbakercorp.com	609-734-7922
Lee Brancheau	GIS/Mapping	lbrancheau@mbakercorp.com	609-734-7912
REGION IV			
Stephen King	Operations Manager	Stephen.King@mapmodteam.com	678-459-1010
Kagan Kuyu	GIS/Mapping	Kagan.Kuyu@mapmodteam.com	678-459-1041
REGION V			
Sujata Banerjee	Business Manager	Sujata.Banerjee@mapmodteam.com	312-575-3902
Pam Coye	GIS/Mapping	Pam.Coye@mapmodteam.com	312-575-3913
REGION VI			
Dan Hoecker	Operations Manager	Dan.Hoecker@mapmodteam.com	940-783-4155
Phil Nguyen	GIS/Mapping	pxnguyen@mbakercorp.com	940-783-4121
REGION VII			
Matthew Koch	Operations Manager	mkoch@watershedconcepts.com	816-502-9420 x4952
Rod Odom	GIS/Mapping	rodom@watershedconcepts.com	816-502-9420 x4957
REGION VIII			
David Julia	Operations Manager	David.Julia@mapmodteam.com	720-514-1100
Mike Garner	GIS/Mapping	Mike.Garner@mapmodteam.com	720-514-1105
REGION IX			
Travis Clark	Business Manager	Travis.Clark@mapmodteam.com	510-879-0950
Michael Skowronek	GIS/Mapping	michael.skowronek@mapmodteam.com	510-879-0958
REGION X			
Michael Morgan	Business Manager	Mike.Morgan@mapmodteam.com	206-344-3891
Timothy Witten	GIS/Mapping	wittentd@bv.com	206-344-3891