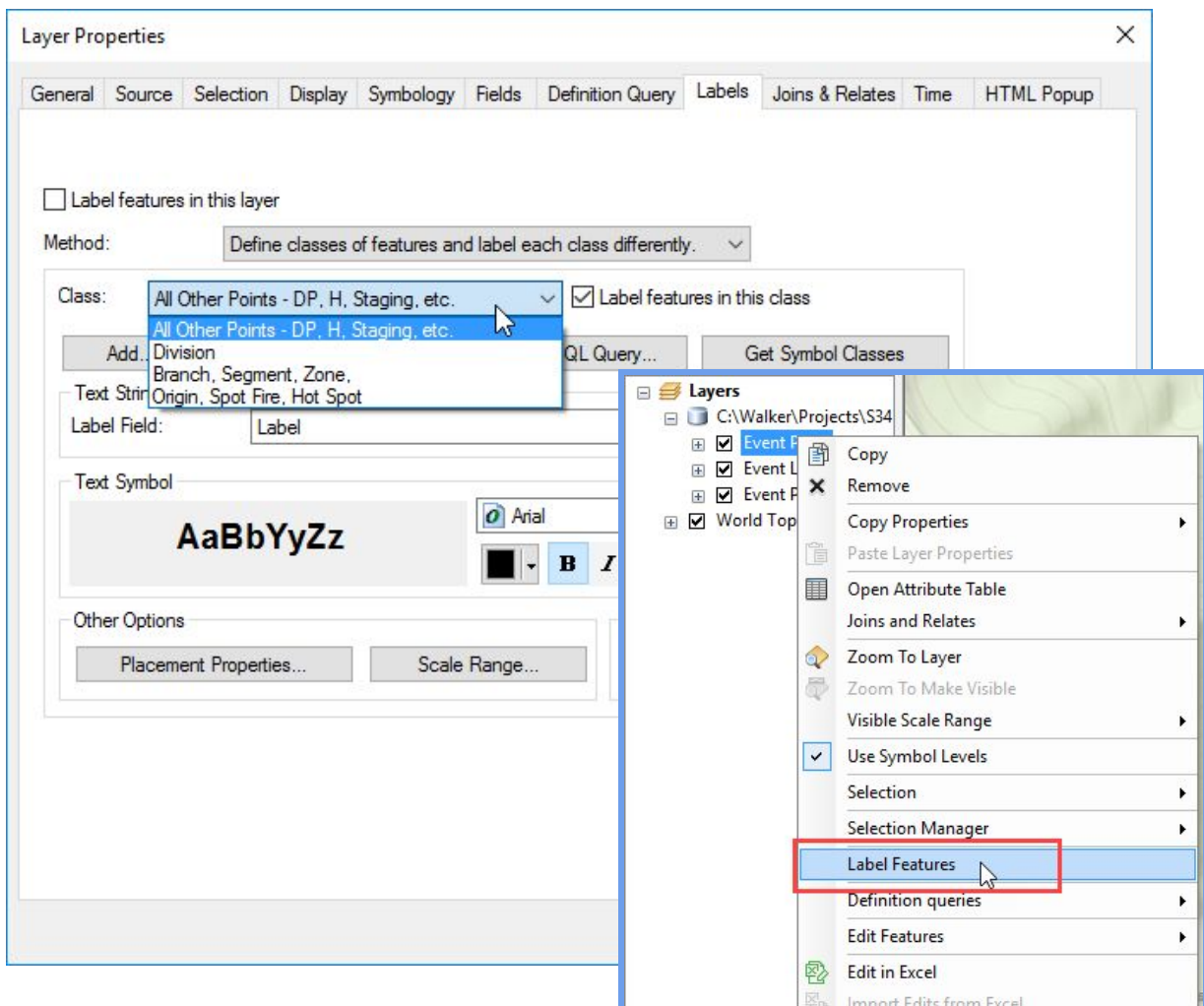


Converting Labels to Annotation in ArcMap

Annotation can be stored in a map or as a feature class in the Other Incident Data GDB. Map-stored anno is useful for a few labels here and there that need to be manually placed. An annotation feature class is best for anything more. In most cases it is easiest to just start with creating an annotation feature class in anticipation of incident growth.

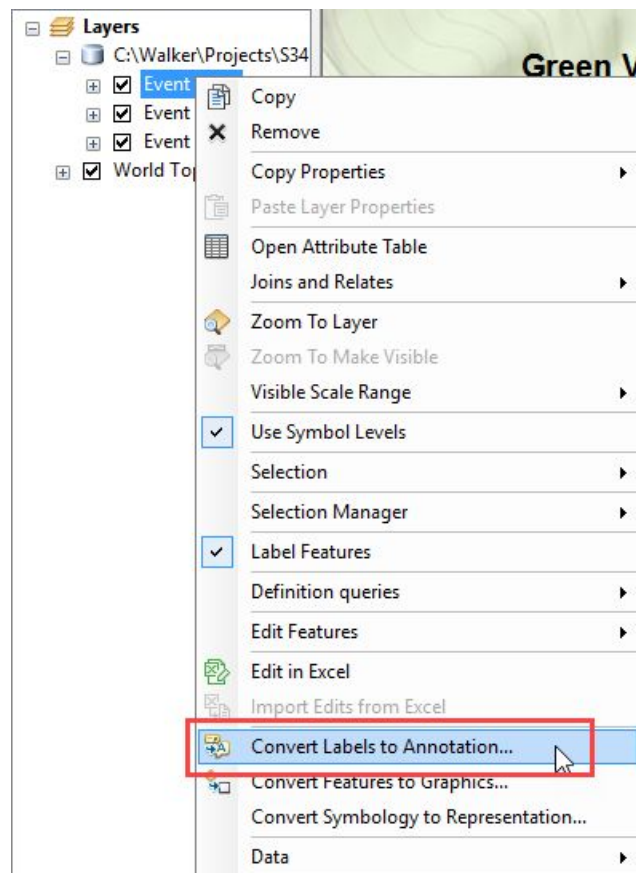
1. Turn on labeling for the layer you wish to convert labels to annotation. The provided 2018 layer files includes preconfigured label classes or labels can be customized in the layer properties.



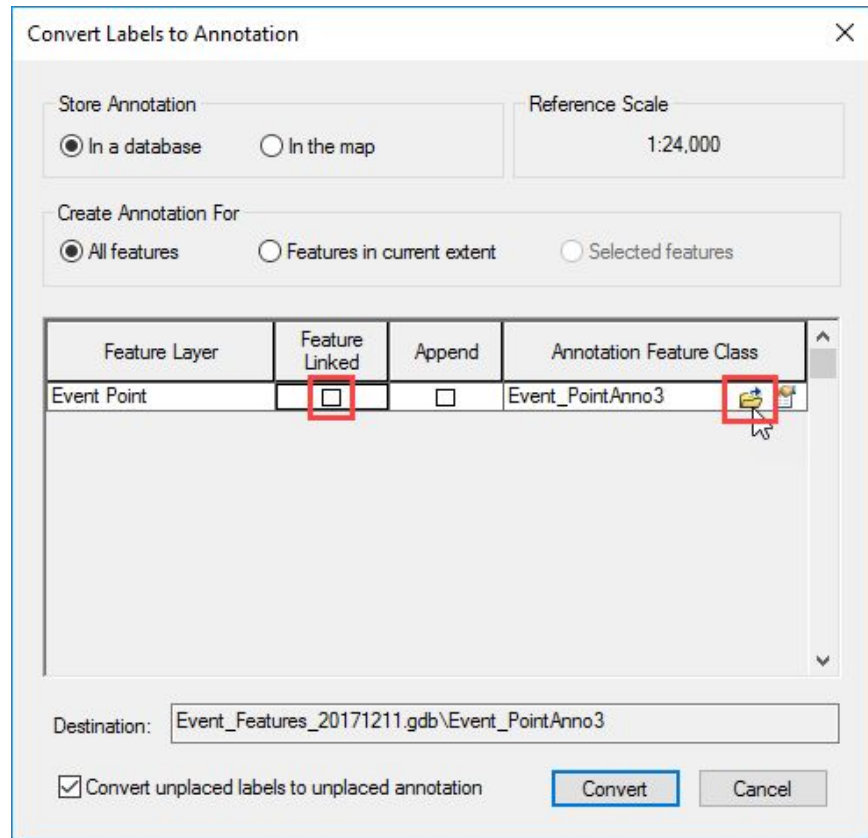
2. Set the map scale to the scale at which the annotation will be used. 24k (IAP Map standard) and 100k (large area) are most common but it can be set to anything. This will set the annotation reference scale when the labels are converted. The reference scale is the scale at which the anno will display at its set size. For example: 12pt text in an annotation feature class with a 1:24k reference scale will appear 12pt in a 1:24k scale map. It will appear larger in a 1:12k scale map and smaller in a 1:100k scale map.



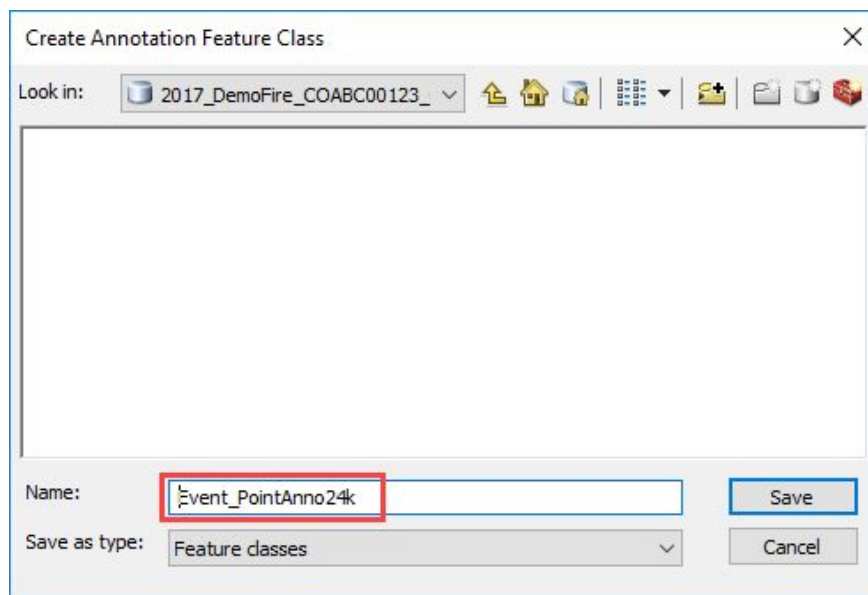
3. Right-click the layer and select Convert Labels to Annotation.



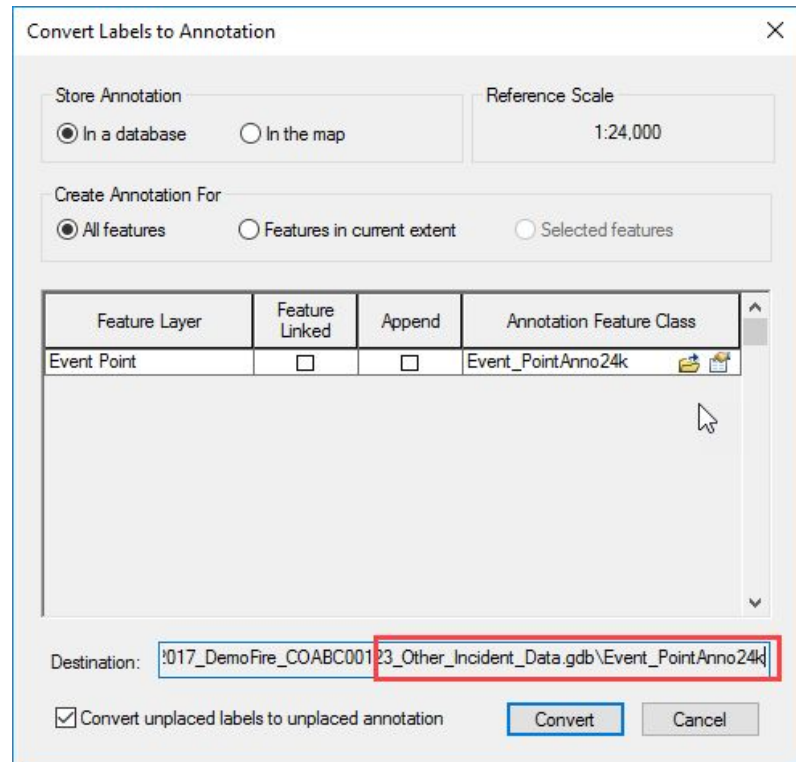
4. Uncheck the box under Feature Linked and click the folder icon to change the destination path. Feature linked annotation uses a relationship class to tie the new annotation feature class to the feature class it was created from. This requires the two layers to be in the same gdb which causes locks and other potential issues. Its use is not recommended.



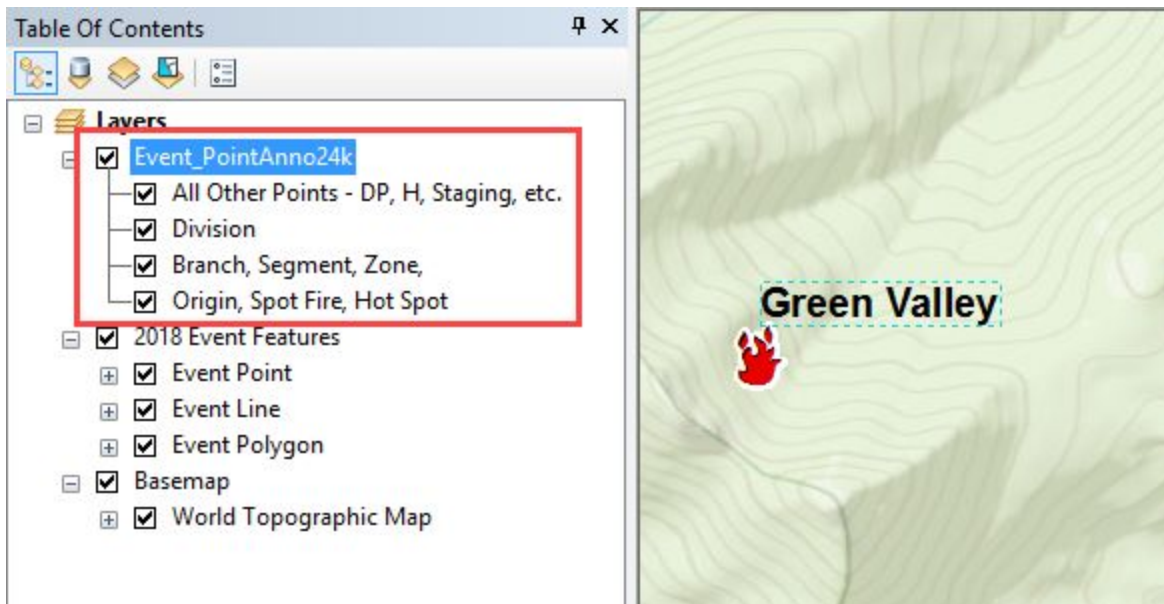
5. Navigate to the Other Incident Data gdb and be sure to include the layer and scale in the name of the new annotation feature class. Hit Save.



6. Double-check the setting and destination path and then click Convert.



7. The resulting annotation feature class will be automatically added to the table of contents with each label class that was defined now being an annotation class.



8. Start an edit session on the annotation feature class to move the labels to the desired locations.
9. The same process can be repeated for any other scales required.