**How to Create, Modify, Copy, and Attribute**

**Create**

**Smart Editor button**

* **Create new features:**
  + Click the Smart Editor button
  + Choose the type of feature you want to create
  + Click on the map to create the feature
  + Attribute table opens after you double click to complete the feature
  + Fill out attributes
* **Copy Features:**
  + Click the Smart Editor button
  + Choose the type of feature you want to copy
  + In the dropdown at the bottom of the Smart Editor window choose Select Features To Copy
  + Click and drag to select the feature you want to copy on the map
  + Click Create Features.
    - Note: The copied feature will keep the attributes of the original feature
  + Use the Edit button to move the copied feature to its new location (see below)

**Edit button**

* **Move a feature (copied feature) to its new location:**
  + Make sure no features are selected (clear selected button)
  + Click on the existing feature you want to move in the map
  + When the popup appears hit the ‘3 dots’ (ellipses) in the lower right corner
  + Select Edit from the list
  + A pan hand will appear when you move the cursor over the feature you want to move
  + Click and hold to drag the feature to its new location
  + Update attributes as needed
  + Clear selection