

## Record Selection Total

How to Select Data by a Boundary:

- 1. Select the Data Selection Tool button in the lower right of application to open the Data Selection box. Clear any prior selections by clicking "Clear all".
- 2. Turn on desired layers under Layer Visibility and select only a single boundary layer.
- 3. Place a check mark next to the layer name for each layer that is to be selected.
- 4. (a) At upper left of Data Selection box, select drop down arrow and click "Select by data". (b) Then click on up arrow immediately to left of drop-down arrow. It will turn black when active.
- 5. In Data Selection box, update "Selecting features" to desired boundary layer.
- 6. Make a single selection from the boundary layer turned on in step 2 by clicking on the map within an area of interest (e.g., a county). Selection will be highlighted.
- 7. At the top of the Data Selection box, select "Apply". After a moment, a count of selected data will display to the right of the layers in the Data Selection box and also at the bottom left of the table view. To see only the selected records in the table view, click on table tab of interest and the left-most button of Table Tools.

