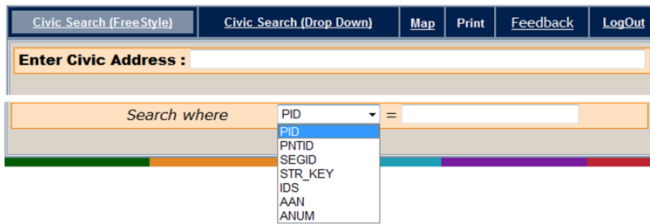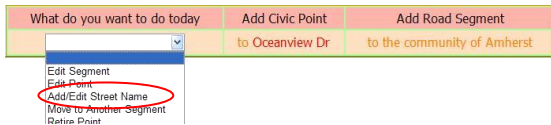## Adding a Street Name...

A typical street editing operation is the addition of a new street. This is accomplished by first adding the name of the street to the database, then adding any alias names, and subsequently creating the graphic street segments and linking the names to the segments. Each of these operations are described below.

Streets names are first added to a community's street name list, and only then are available to assign to street segments. For streets that cross a community boundary, the process of adding and assigning the street name must be repeated for each community.
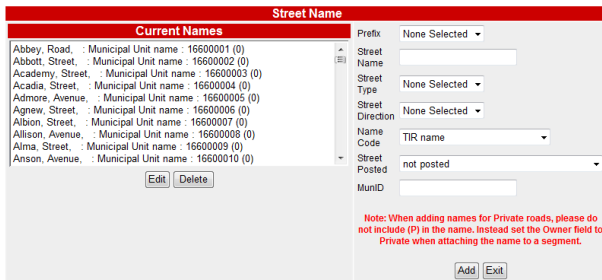
1 Begin by using the search functions to locate the community or areas where you will be working. Using the identify tool, select a point or road segment in the target community.

The Add/Edit Street Name will appear in the **What do you want to do today** drop down menu.
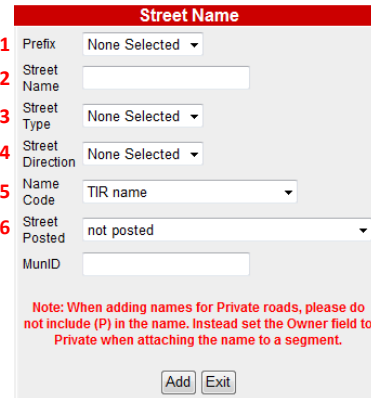

2 Select the Add/Edit Street Name option and a separate window will open to allow you to enter the new street name.

TIP! If you cannot successfully select an entity with the Identify tool, zoom in closer and try again.

The Current Names list shows all street names currently assigned in the selected community.

Begin by entering the following information 1) **Prefix** • add a French street type if applicable 2) **Street Name** 3) **Street Type** • is added separately, and should not be added in the street name text box, 4) **Street Direction** • **ONLY** use if it appears in the actual street name; it is not used to indicate direction of travel 5) **Name Code** • allows you to identify the source of the name, 6) **Street Posted** •identifies whether and how the street name appears on the local street sign, leave this option set to Not Posted if the existence or condition of the street sign is not known.

3 Click the add button to enter the street name to NSCAF. The system will notify you immediately if you attempt to add a street name that already exists in the NSCAF for that community. It also provides a warning if a similar name exists. Either click on the Cancel Button (if you wish to cancel the add operation) or the Continue Button (if you want to add the new street name).