

## Changing the name of a Territory

Once you have Territories added as a layer to your project you can use the **Territories Panel** to control the appearance of the layer, as well as the data associated with it. The following instructions will give you a step by step guide on how to change the name of a Territory in your layer.

### Before you begin

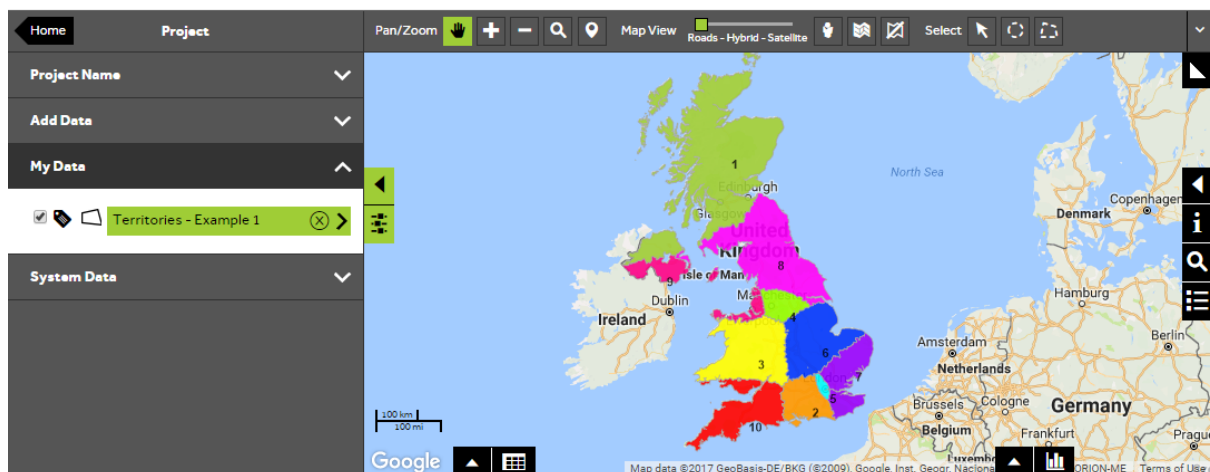
Before you start editing your Territories, make sure that you have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

- Territories Steps - Create Project
- Territories Steps – Import Data



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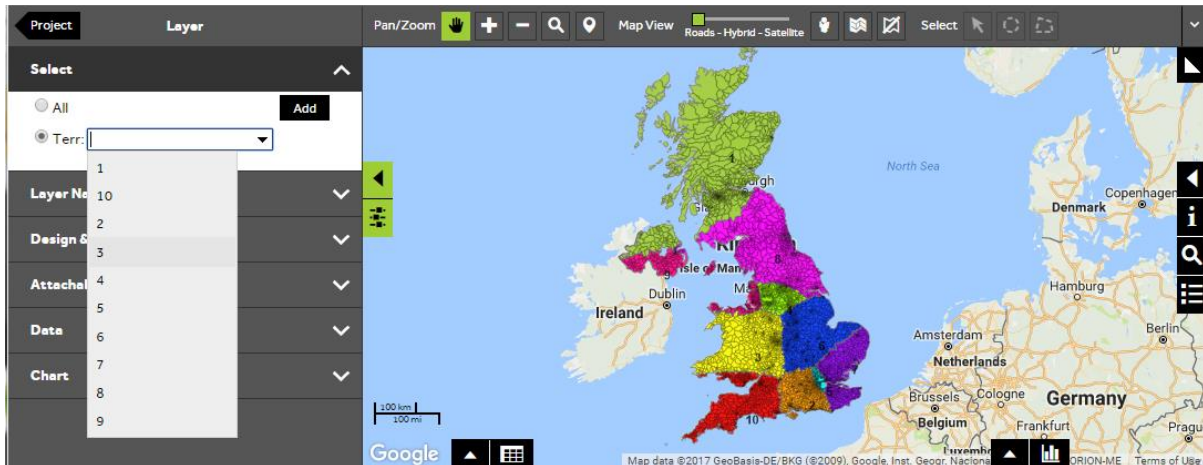
- To change your own data, **Open an existing project** and then select **My Data**.
- So that you will be able to see the change in your Territory name on the map, it is a good idea to make sure that the labels are switched on for your layer. To switch on the labels click on the **label icon** next to your layer name. To open the layer click on the **layer name**.



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## Select Territory to update

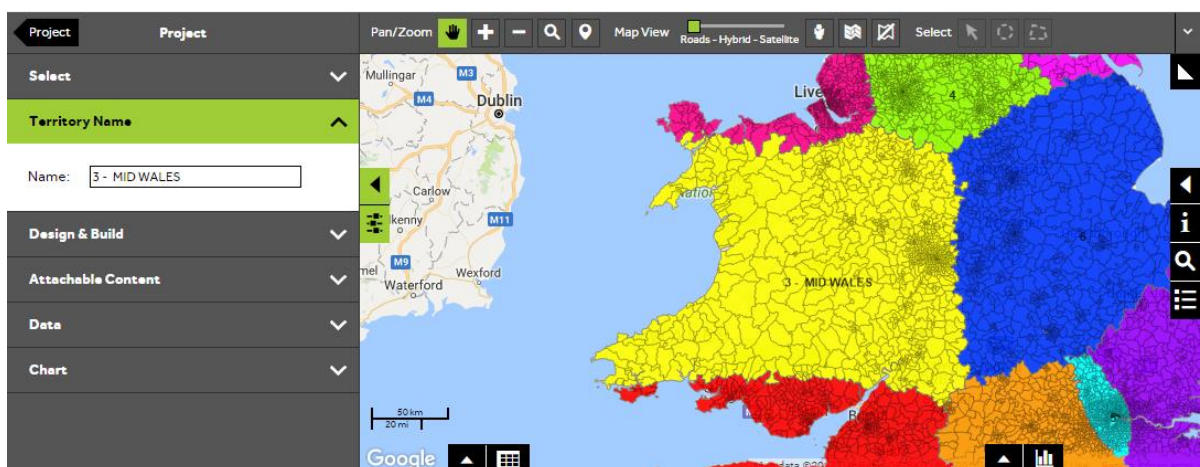
- To change the name (or unique identifier) of a Territory, you need to firstly select the Territory. To select your Territory, open the **Select** section and click on the button next to **Terr**, then start to type in the name of your Territory into the text box, you will see a dropdown list of Territory names. When you can see your Territory, click on it to select it.



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## Change the Territory name

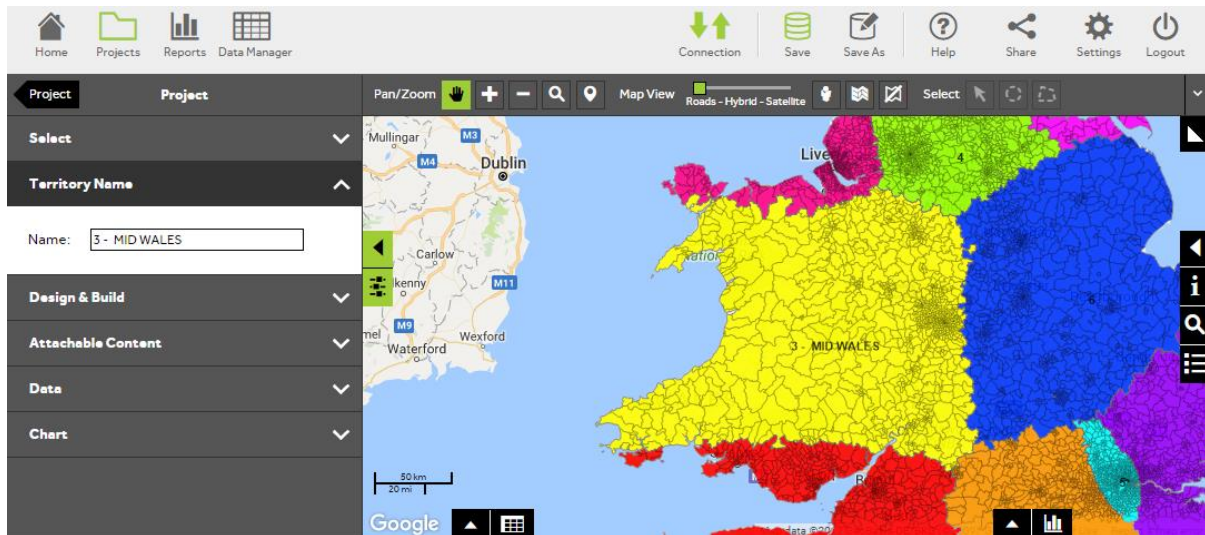
- To change the Territory name, open the **Territory Name** section and type a new name in the text box. The map will automatically update to reflect the change. If your Territories are coloured based on the Territory name, the colours may also change, due to the colours being assigned in alphabetical order.



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## Save your project

- To save the change made to your layer, click on the **Save** button. This will save the changes to the layer and any other changes made to the project.



## What do you want to do next?

You may wish to change the colour of a Territory or you may wish to attach content such as photos, documents or videos to a Territory. Please refer to the following sections for further assistance:

- Refer to: **Territories Steps – Style Layer - Colour**
- Refer to: **Territories Steps – Attach Content**
- Contact: **Geoplan Support**