



CREATING YOUR DATABASE USING POINTS, PATH OR POLYGON IN GOOGLE EARTH PRO

Download the Free Google Earth Pro to your
computer - <https://earth.google.com/download-earth.html>

There are 3 different ways that you can draw/mark out your facility areas:

1

- **Placemark** – drops a push pin on the map

2

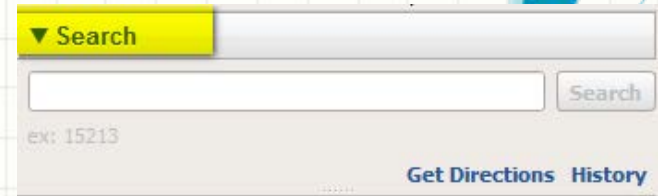
- **Path** – draws a line on the map

3

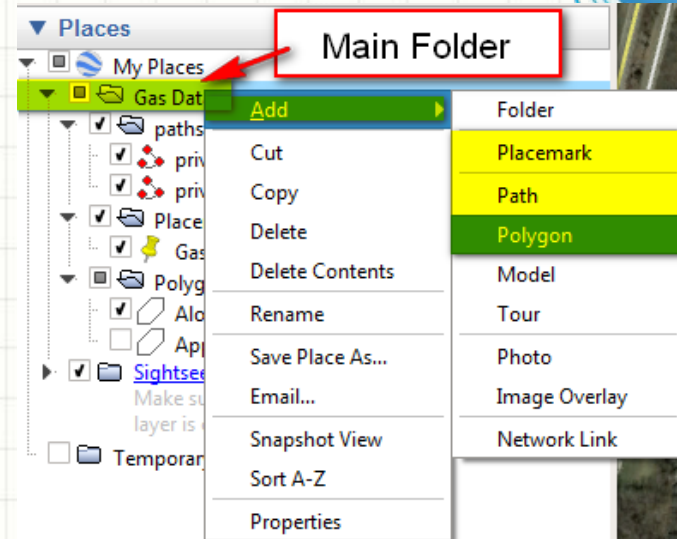
- **Poly** – draws an area with at least three straight sides and angles, and typically five or more. (Change the 'Area' opacity under 'Style,Color' tab on this options to see the aerial or roads underneath when drawing).



- ❖ Find your area on the map using the provided 'Search' box in upper left corner. Search by address, street name or just zoom in to your area on the map.

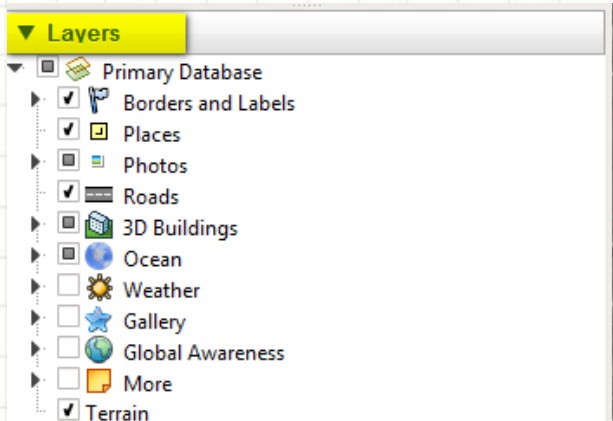


- ❖ Under 'Places' (left side of screen) Right mouse click on 'My Places'
 - 'Add' – 'Folder' – Name the folder (example – Placemark, Path or Point) – Hit 'Ok'
 - Right click on the sub-folder you created
 - Then go 'Add' then choose (Placemark, Path or Poly) and name it (example: Subdivision, County, City, Township name, job name or well name or # etc..)



(You can use all 3 drawing options if need be but please make sure each one has their own folder –example: 1 for all paths, 1 for all points and 1 for all poly's.)

- ❖ Can use the 'Layers' (left side of map) to turn on or off any features you want to see or not see – street names etc...

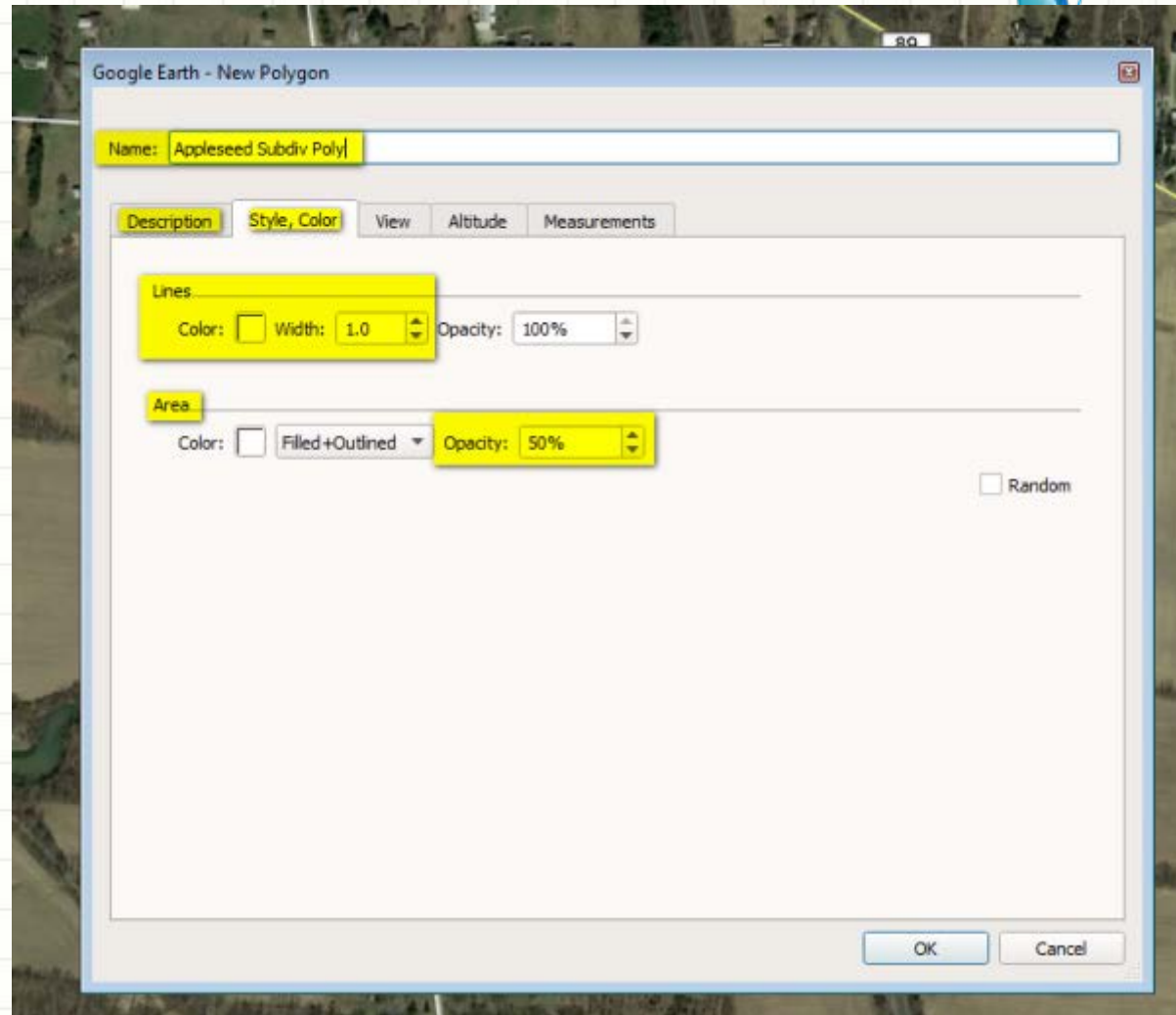


- ❖ After choosing which draw option this box will appear. **Keeping this box open the entire time** (slide to the side), this is where you will name your area, draw your path, poly or placemark on the map, change colors, thickness, add description, change the opacity, etc...
(Do not hit 'ok' until done drawing your area on the map)

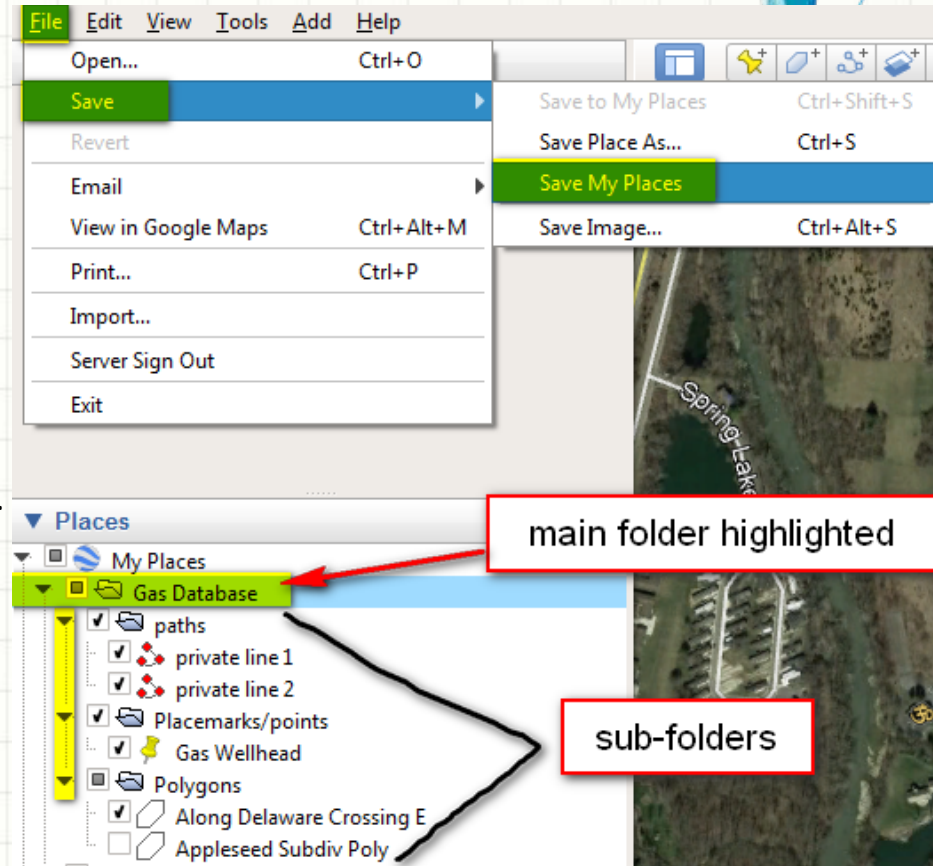
To draw a Placemark, Path or Poly: Left mouse single click to drop a single vertice at a time or hold the mouse button down to drop multiple vertices at a time.

To delete a single vertice hover over it and hit delete on your keyboard. For multiple vertices, click on a vertice and then holding down the delete key, it will keep deleting until you let go of the delete button.

- ❖ When done drawing your area hit 'Ok' and close the box.



- ❖ After creating all subfolders and drawing all areas – make sure all folders are in/under the Main Folder name that you created. Click on the Main Folder that you created and then choose ‘File’, ‘Save’, ‘Save My Places’. This will save all your areas within Google Earth. This way you can come back and edit them or add to them in the future.



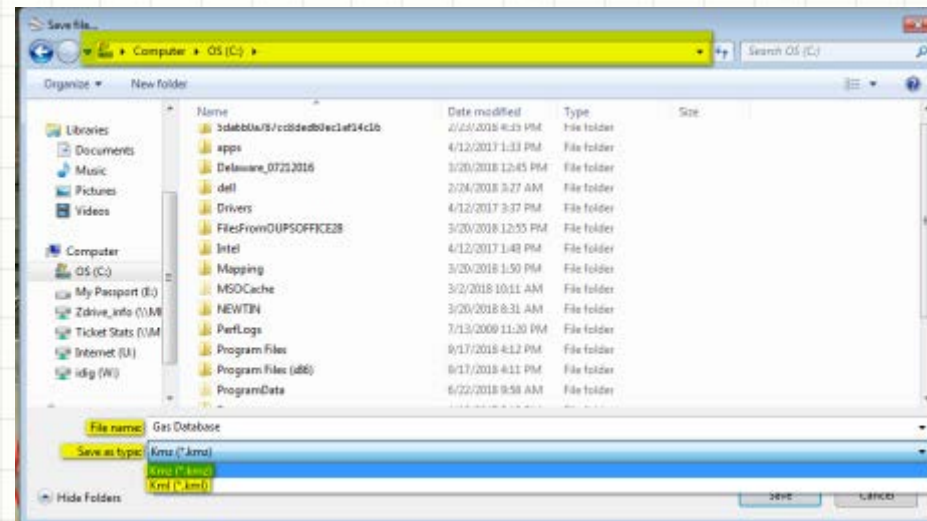
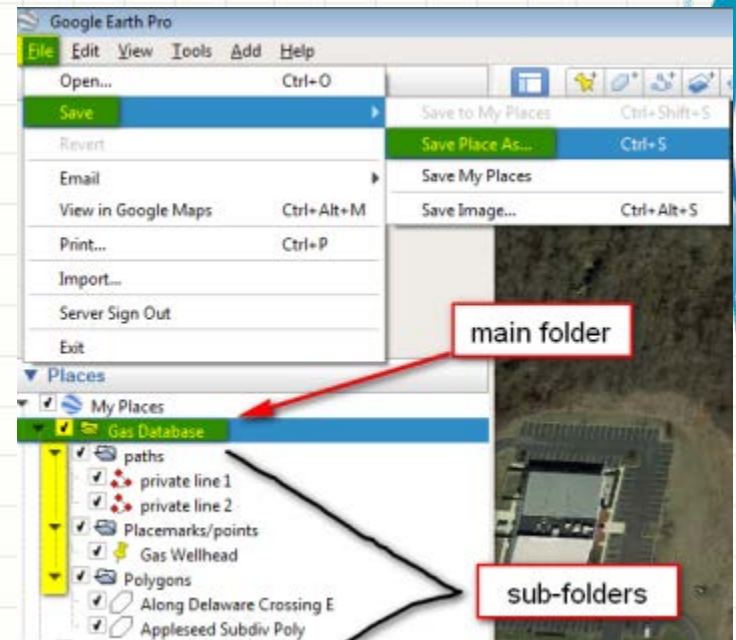
- ❖ After saving to “Save My Places’ you are now going to save it in a folder on your computer, this way you can send it in an email.

Make sure all folders are in/under the Main Folder name that you created. Click on the Main Folder that you created and then choose ‘File’, ‘Save’, ‘Save Place As’.

- ❖ A Save File pop-up box will appear and you can save this where ever you normally save files on your computer (C: drive, Desktop etc..), check the file name you would like it to be called and then choose either Kml or Kmlz under “Save as Type”.

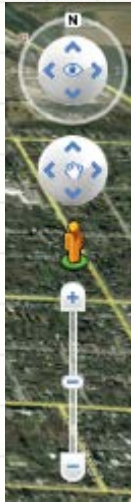
- ❖ The hit ‘Save’

- ❖ After saving your data, please email brians@ups.org to complete the process. Providing: Name, Company name, and phone number and the Google Earth files within the email.



Helpful Tips:

- You can 'Edit' a subfolder/area by right mouse clicking on that that path, point or poly area and go to 'Properties'.
- When needing to zoom in and out or move around on the map, use the tools in top right corner using the arrows



- Can turn Toolbar and Sidebar on and off under 'View' at the top of the screen

