

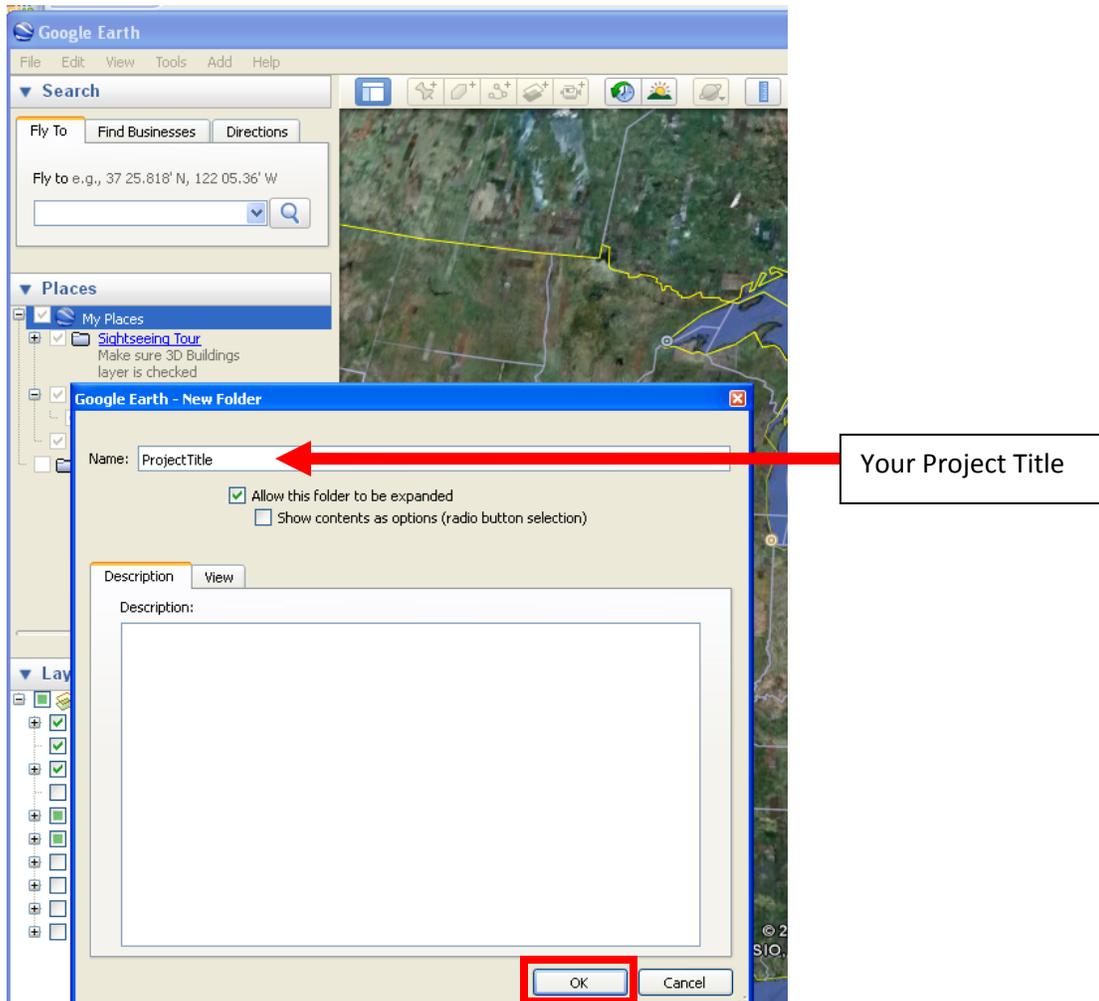
Instructions for Submitting GIS Data via Google Earth

1. Open Google Earth.

Under Places, My Places. Right click on My Places. Create New Folder for Project.

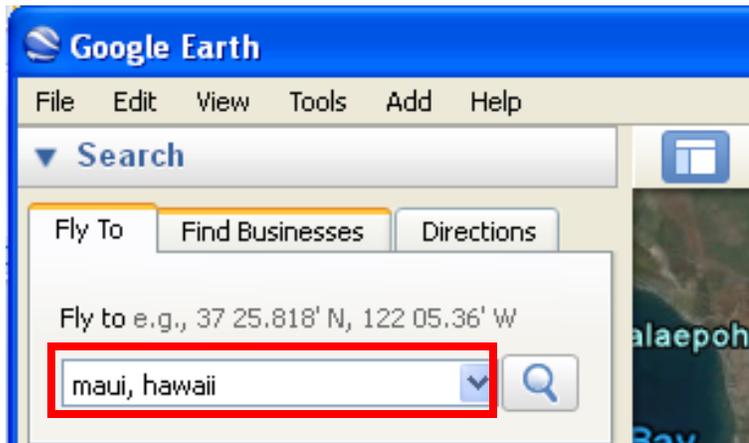
Name folder something meaningful, such as the title of your project.

Select OK.

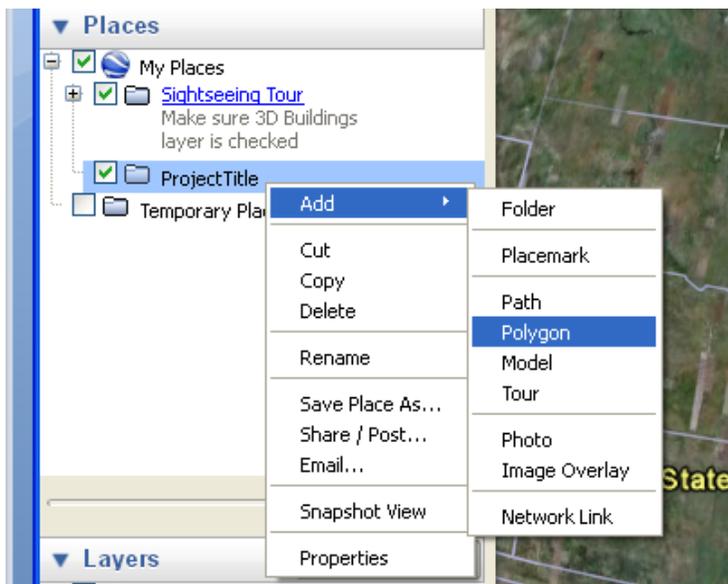


2. Zoom in on the tract you are digitizing. If you have GPS coordinates, you can use these to Search for your location. Or you can use the Search bar, to search for a specific city or state near your tract.

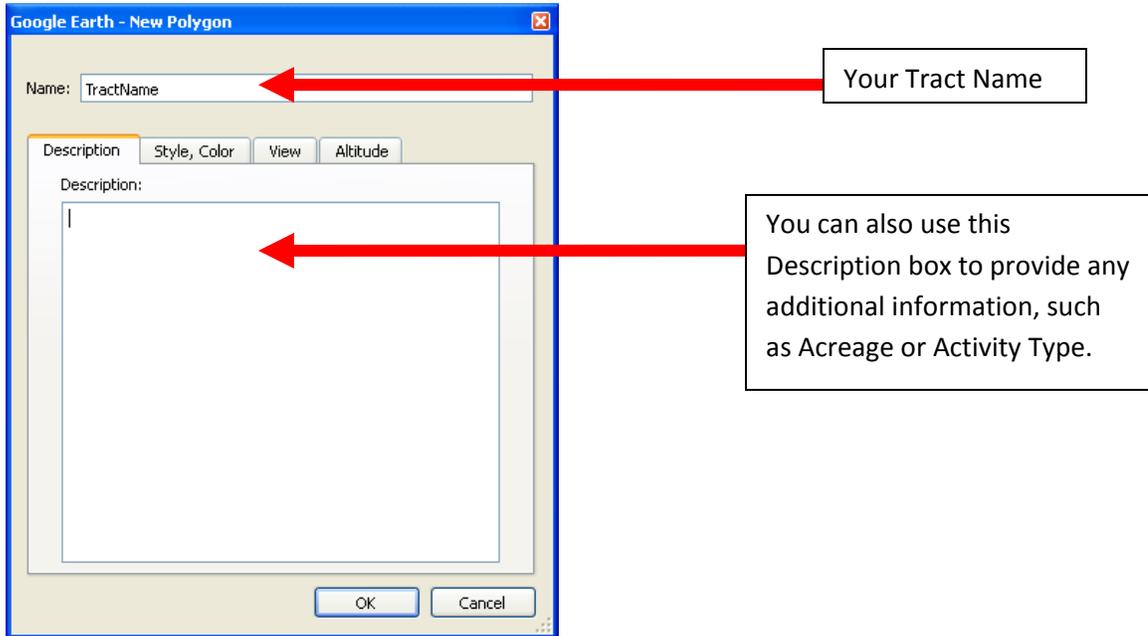
Use the scroll button on your mouse to zoom in/out. You can pan on the map by holding down the left mouse button.



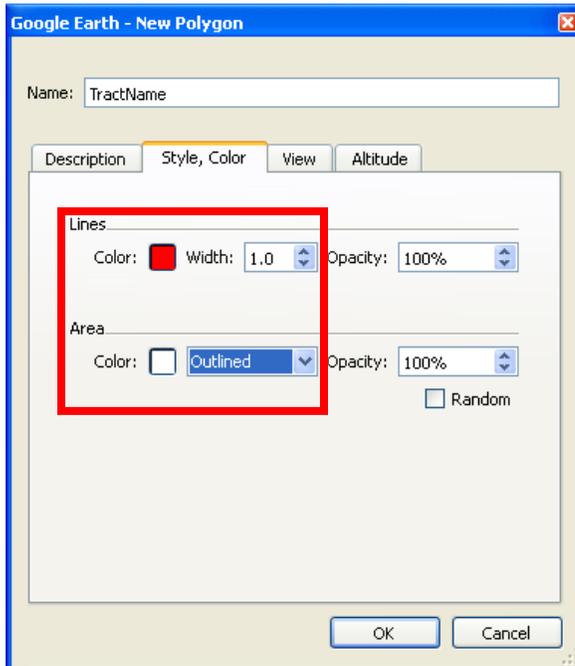
3. Once you have located the tract on the map, now you can begin to create the polygon. Make sure the entire tract is visible in the Google Earth window. Right click on your Project Title in My Places and add polygon.



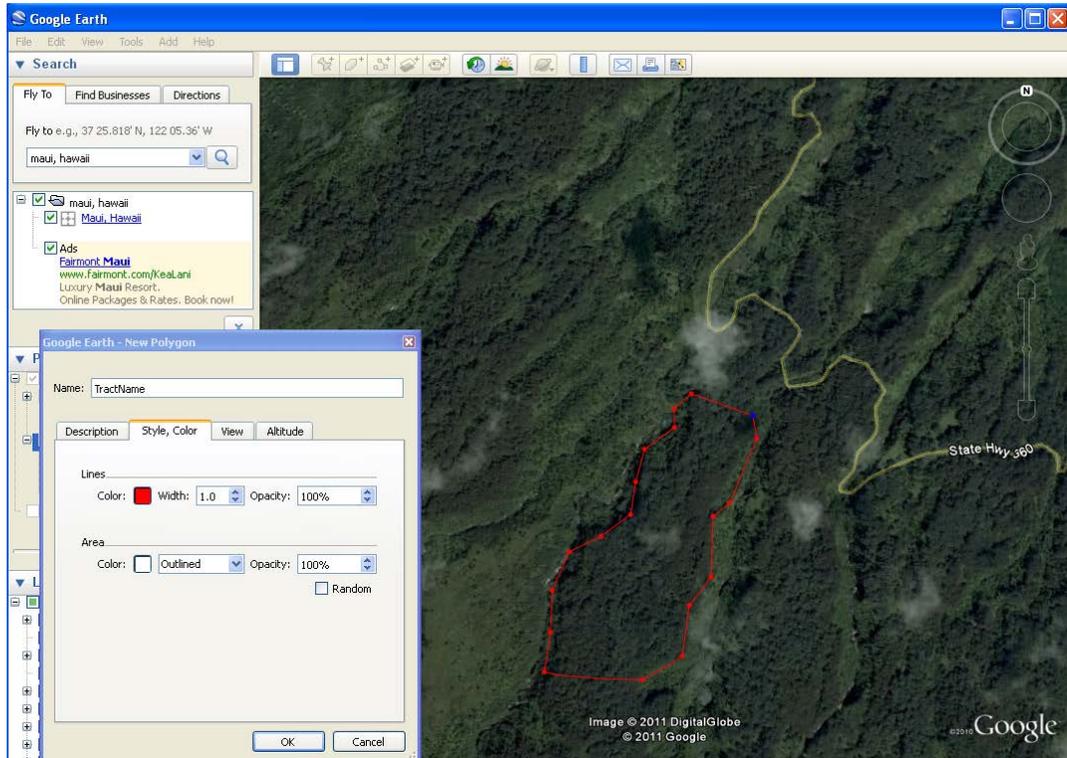
- Under the Description tab:
Give your polygon a meaningful name, such as the name of the specific tract.



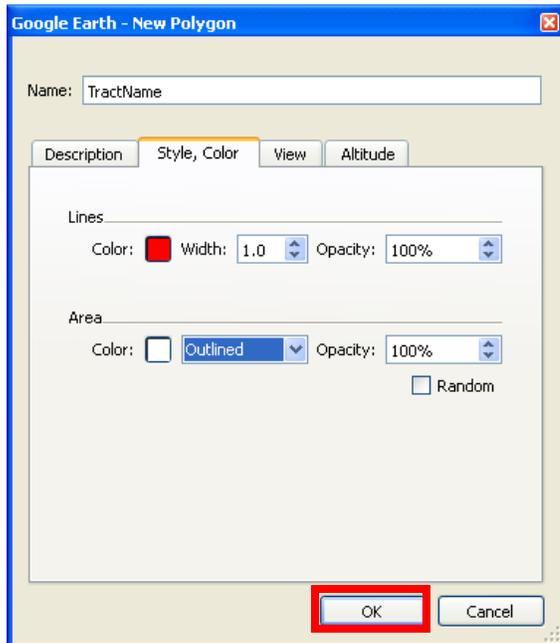
- Under the Style/Color tab:
Choose a Line Color and Width.
Select "Outlined".



5. You can now begin to outline the shape of your tract.
The cursor should be a square drawing tool.
Outline the shape by clicking the left mouse button around the edge of your tract.

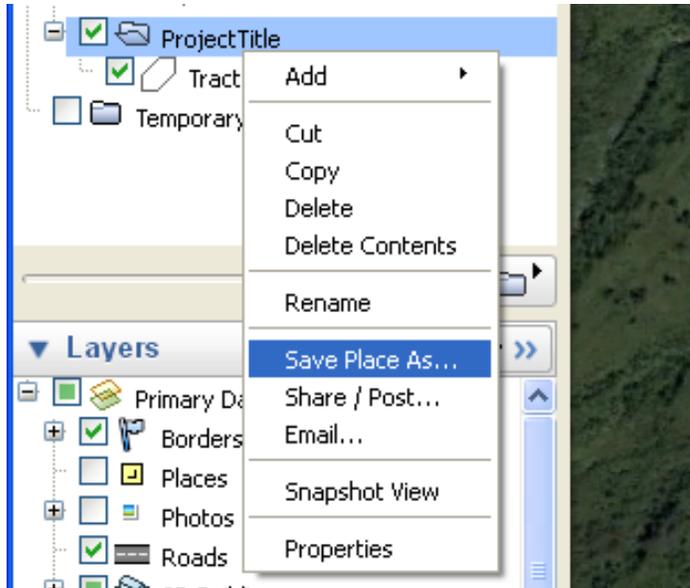


Once the outline of your tract is complete, Select OK.

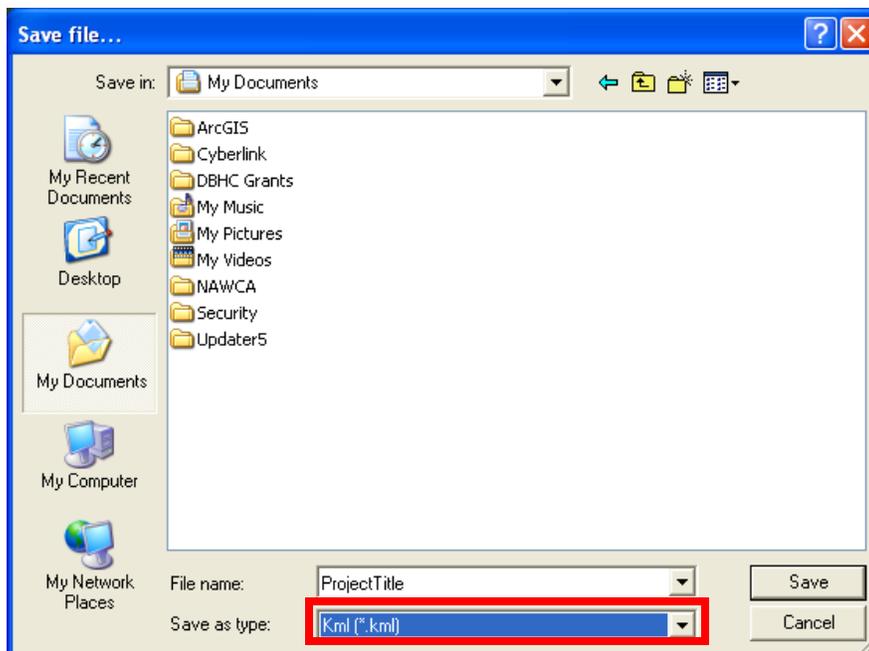


- Repeat steps 2-5 for each tract in your project.
- Once all of the tracts have been completed, Save your project as a .kml file.
Right Click on your Project Folder.

Save Place as...



Browse to a folder on your hard drive and save your project as a .kml.



- Repeat Steps 1-7 for all of your projects and tracts with NAWCA/NMBCA.
- Submit .kml files by email to neotropical@fws.gov