



# Member GIS Webinar

Google Earth KMZ/KML Files

Presenter: Brooke Nettles  
*GIS Technician I*

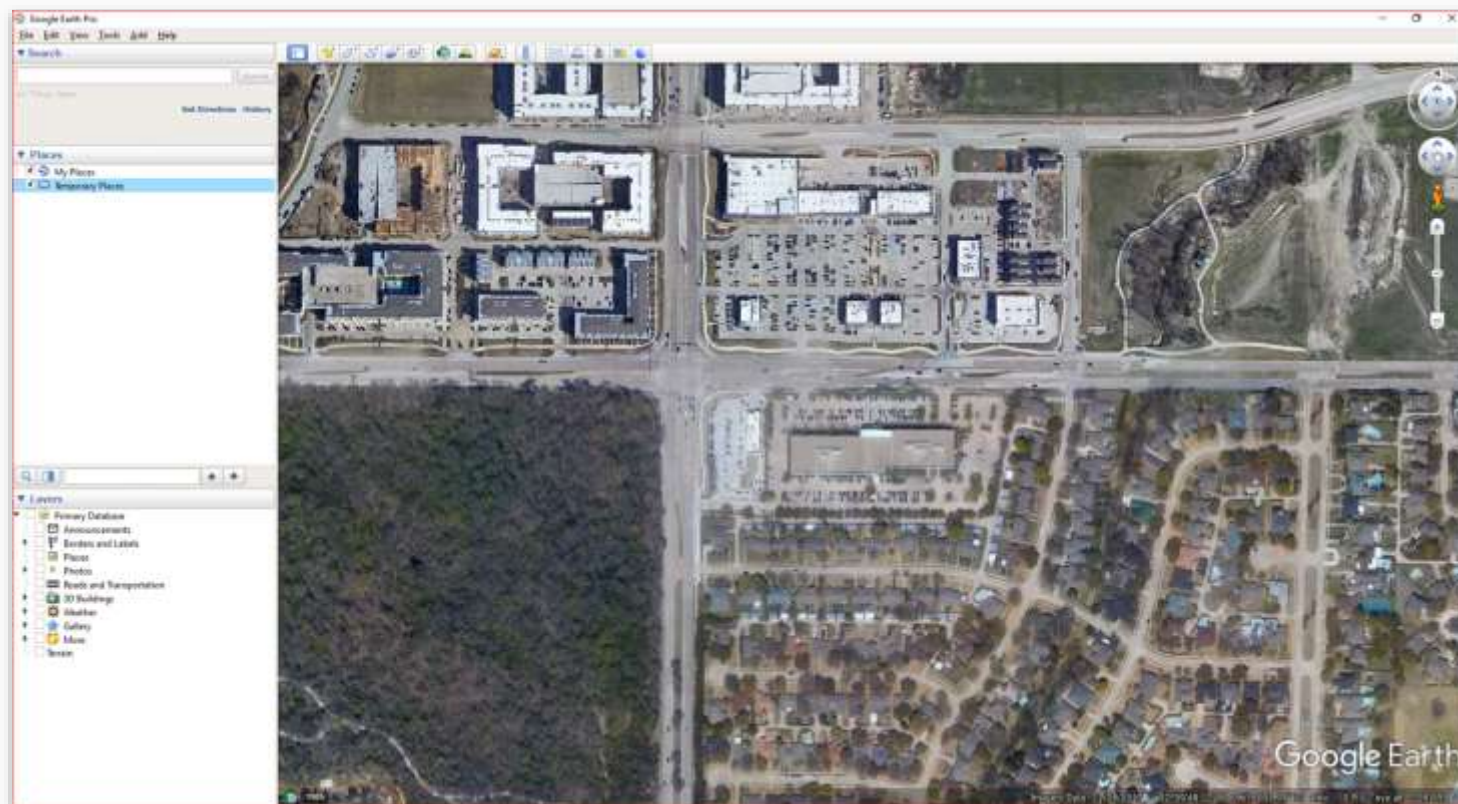
# Topics

- Downloading Google Earth Pro
- Viewing Google Earth Files
- Creating a Google Earth KMZ/KML File
- Understanding the Tools
  - Add Placemark, Add Polygon, Add Path
- Editing Polygons and Polylines
- Merging Multiple KMZ/KML Files
- Saving KMZ Files
- My Places vs Temporary Places
- Additional Help

# Downloading Google Earth Pro

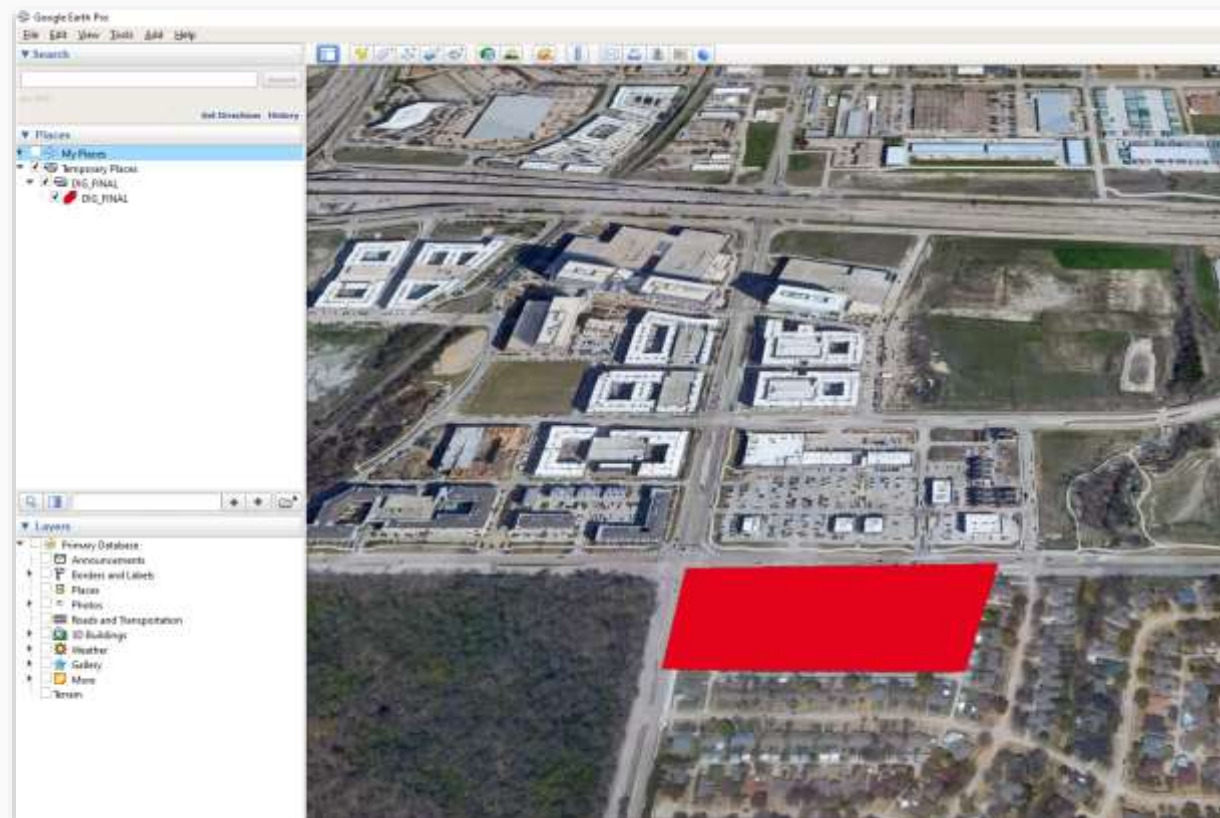
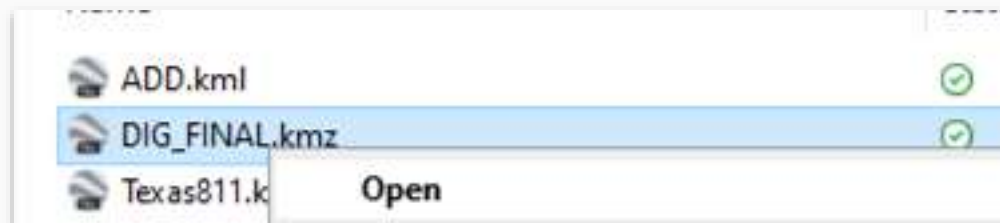
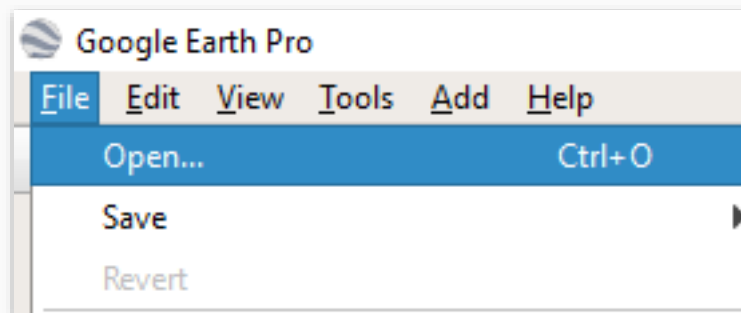
Google Earth Pro:

<http://www.google.com/earth/download/ge>



# Viewing Google Earth Files

- Double click/Open the .kmz file, or
- File → Open





# Creating a Google Earth File

First, determine if you need to create a point, line, or polygon feature.

*Polygon*



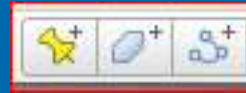
*Polyline*



*Point*



# Understanding the Tools



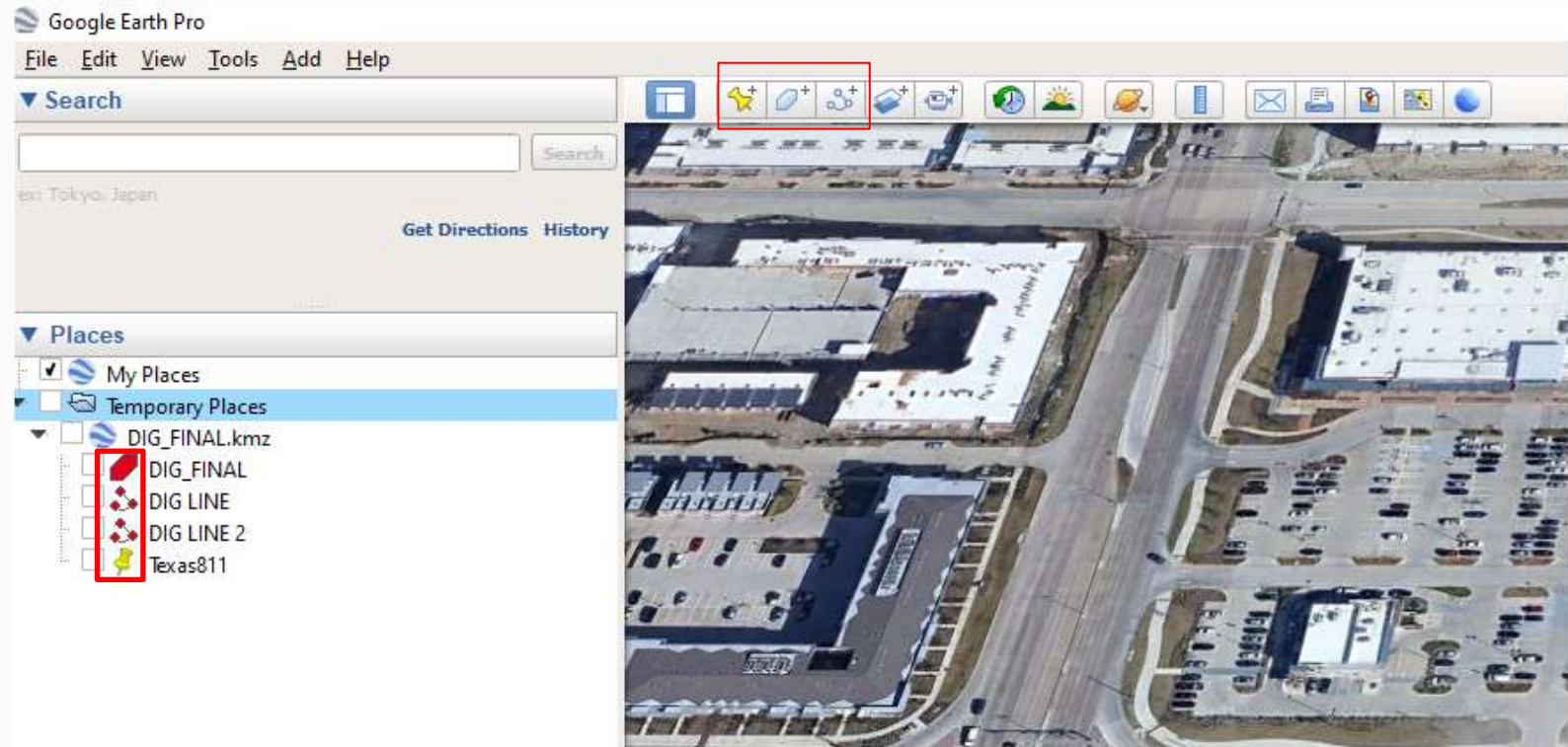
Add Placemark



Add Polygon



Add Path



# Placemark



- Helpful in marking your place on the map
- Will be buffered and applied to your code, if included

## Common Member Mistake:

- ✘ Submitting only the Placemark instead of the entire coverage area
- ✘ Unintentionally including Placemarks in their coverage





# Polygon



- Entire area will be included in your coverage areas
- GIS Team will not automatically apply any buffers to a polygon file

## Common Member Mistake

- ✘ Drawing polygons, instead of polylines, and expecting them to be buffered





# Path/Polyline



- Submitted lines will be buffered.
- If no buffer is specified on the submission form, we apply an automatic 300-foot buffer.
- Our minimum buffer size is 10-feet.

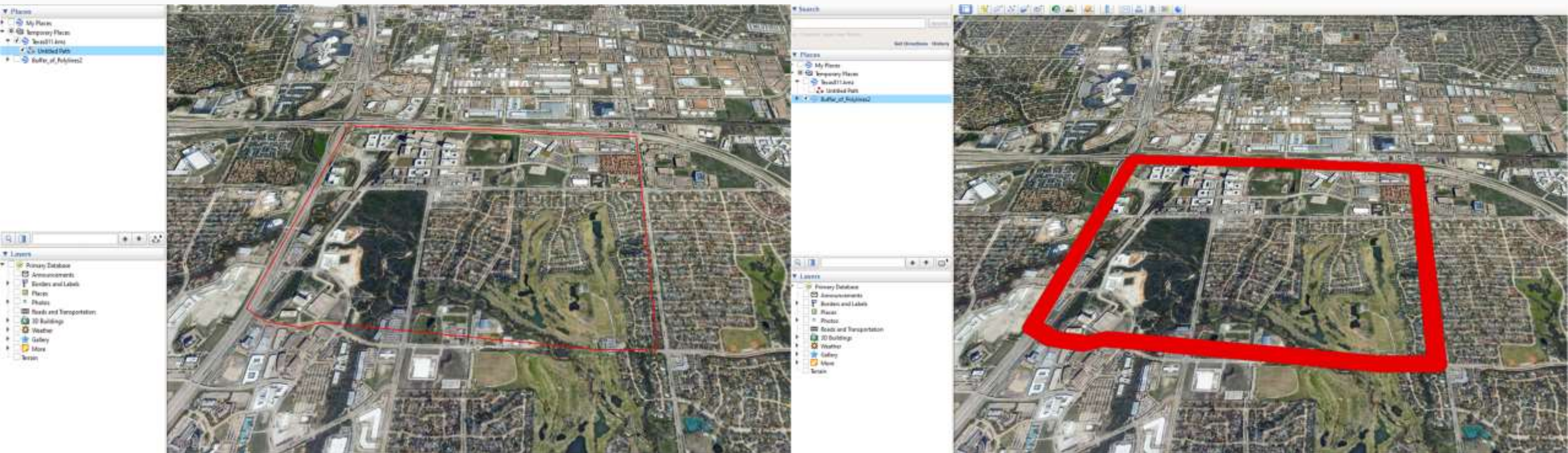
## Common Member Mistake

- ✘ Drawing polylines, instead of polygons, and expecting the interior to be filled.



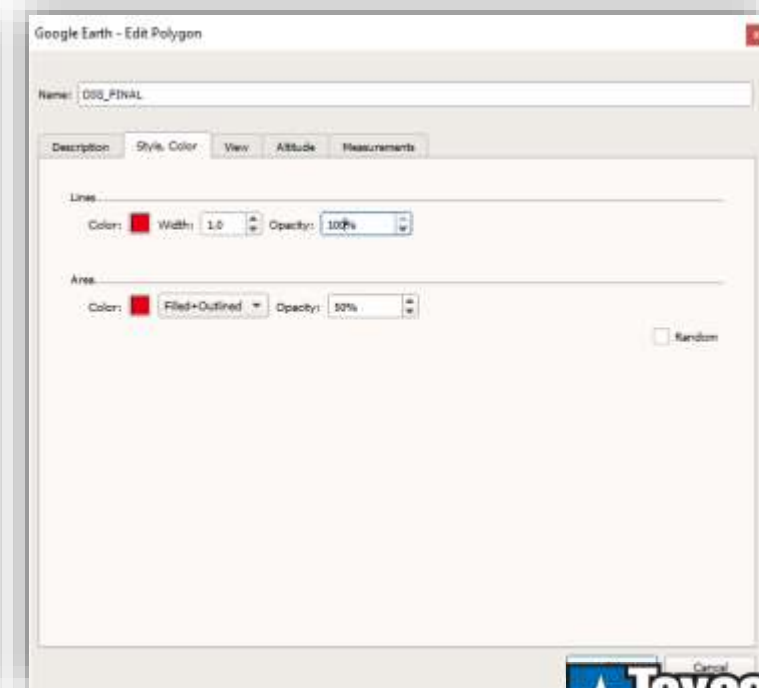
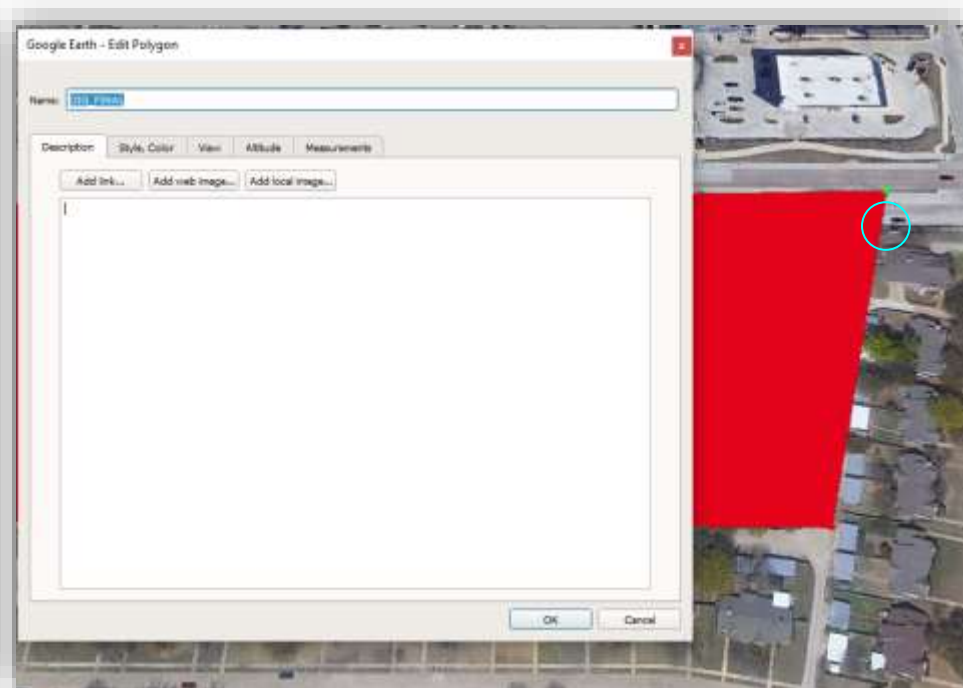
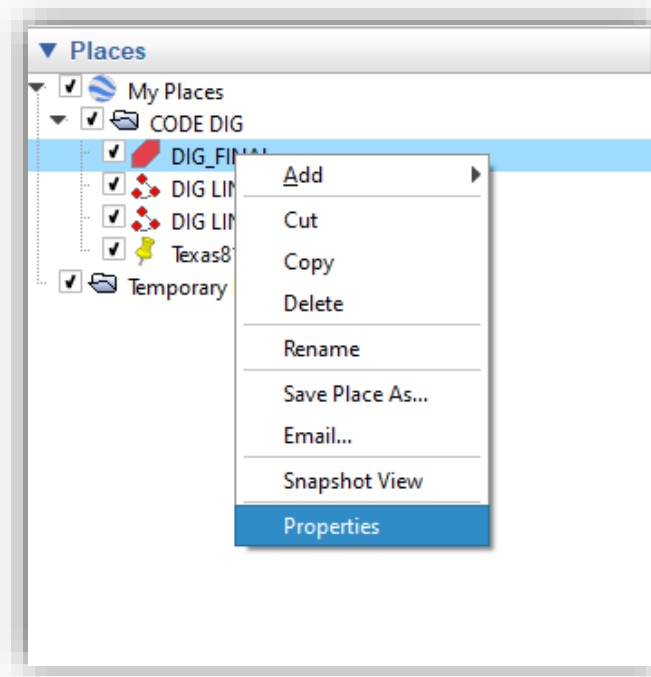
# Path/Polylines

Here is what happens when the polyline tool is used to draw an area and is buffered.



# Editing Polygons and Polylines

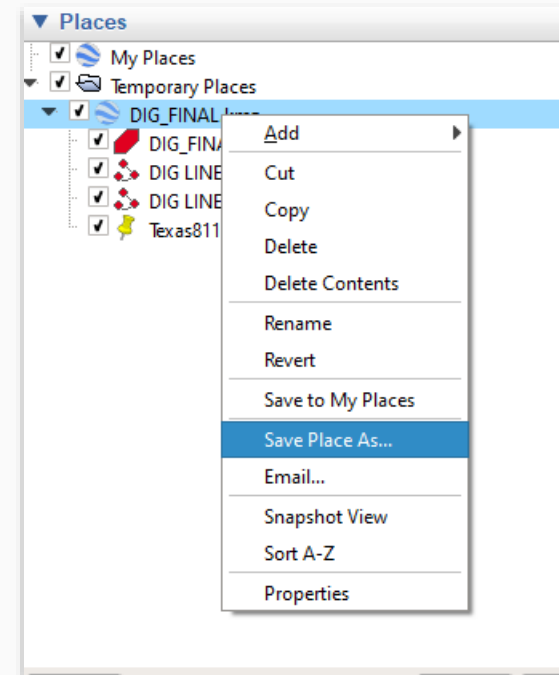
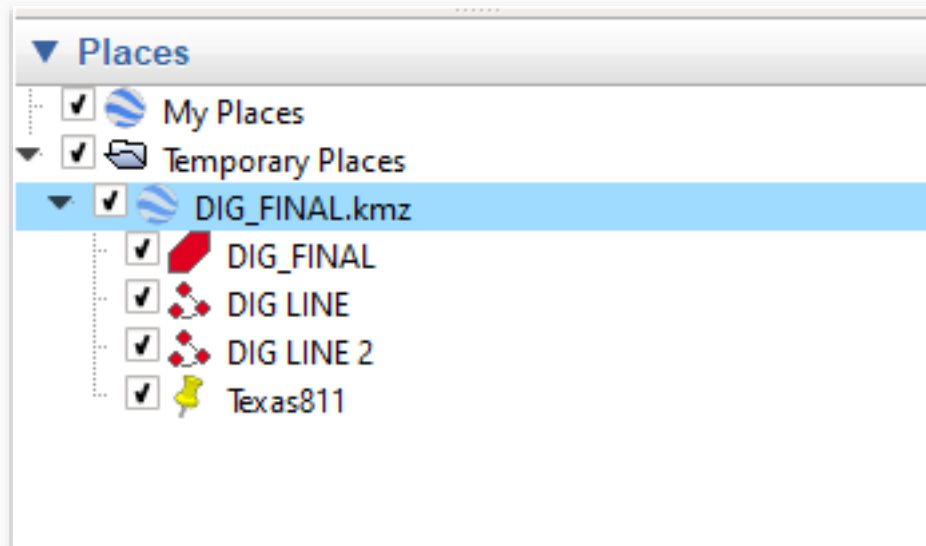
You can edit existing polygons and polylines by opening up the properties and dragging the vertices to your desired placement. Additionally, you can change the color and opacity.





# Merging KMZ Files

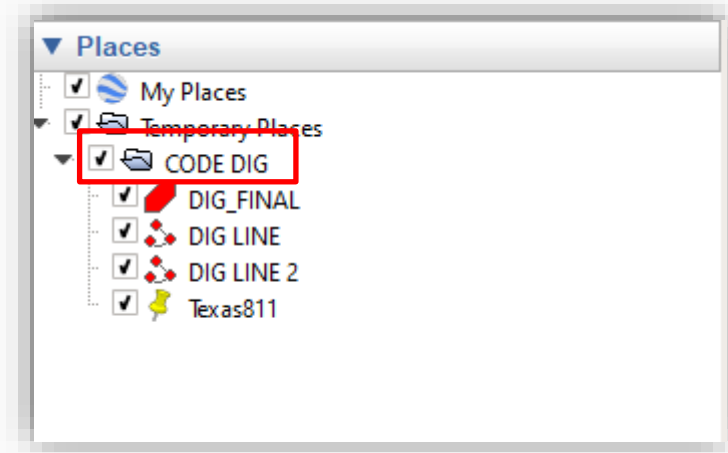
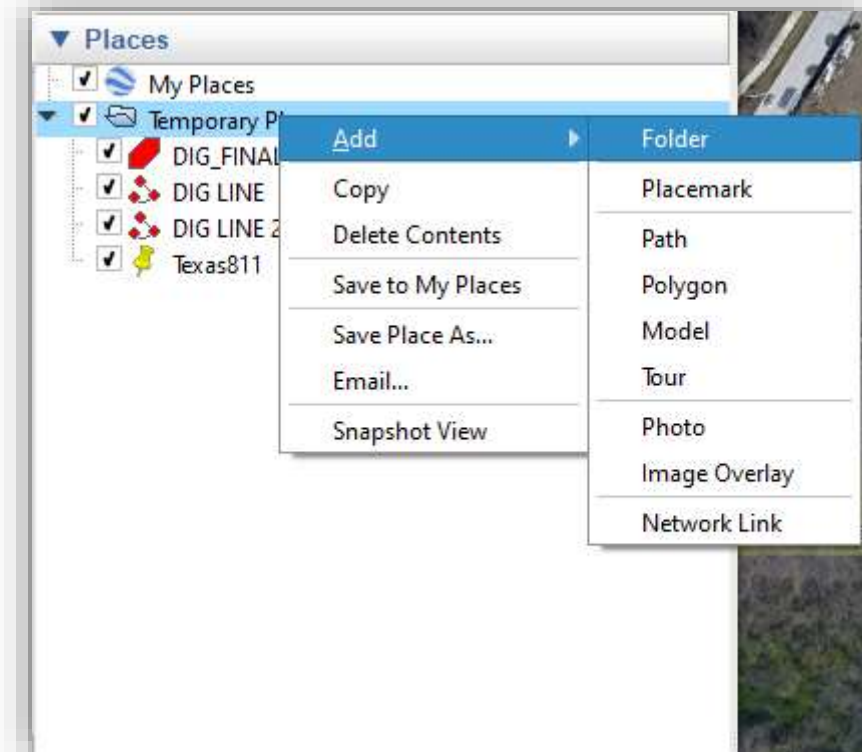
Multiple KMZ files can be merged into one file that can then be attached to a Member Mapping Submission Form





# Saving KMZ Files

- To better organize your files, you can Right click – Add – Folder to create a new folder you can drag and drop files into.

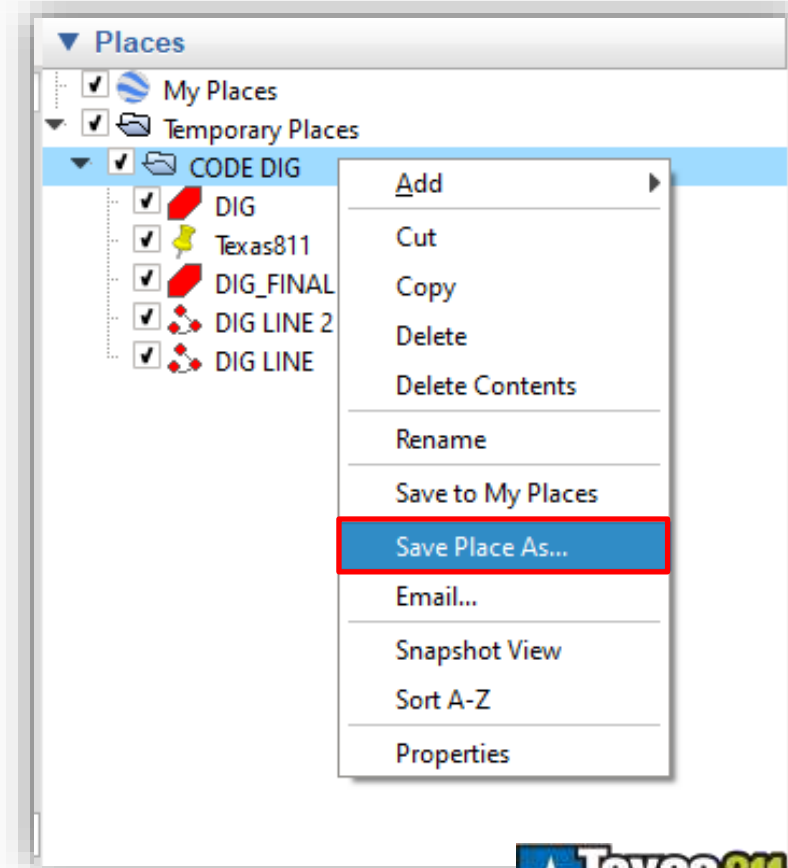


# Saving KMZ Files

- Right Click, Save Place As...
- REMEMBER to include everything you want covered in the One Call system.

## Common Member Mistake:

✘ Selecting **Save to My Places** instead of **Save Place As...**



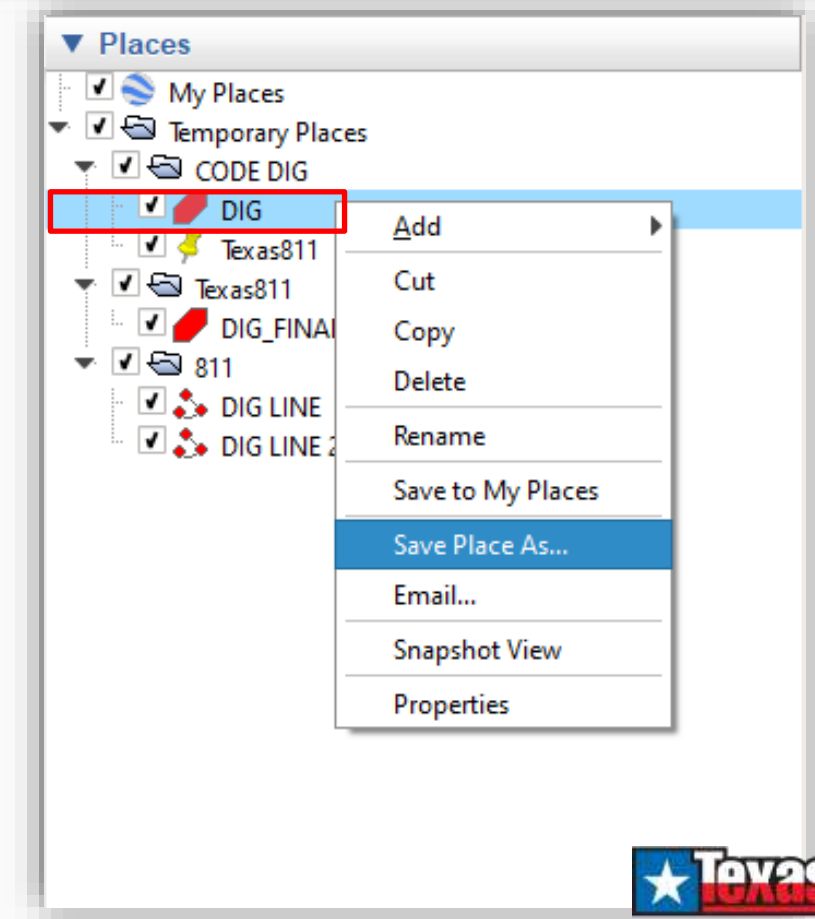
# Saving KMZ Files

## Common Member Mistake

- ✘ Not saving the entire file and only sending us part of what you need covered



Remember: Think of an umbrella



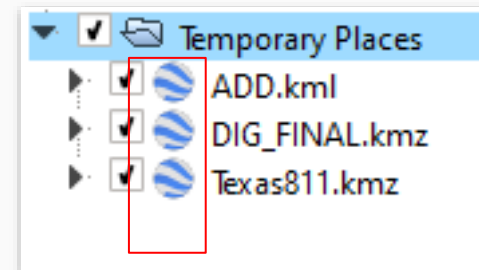
# Saving KMZ Files

## Common Member Mistake

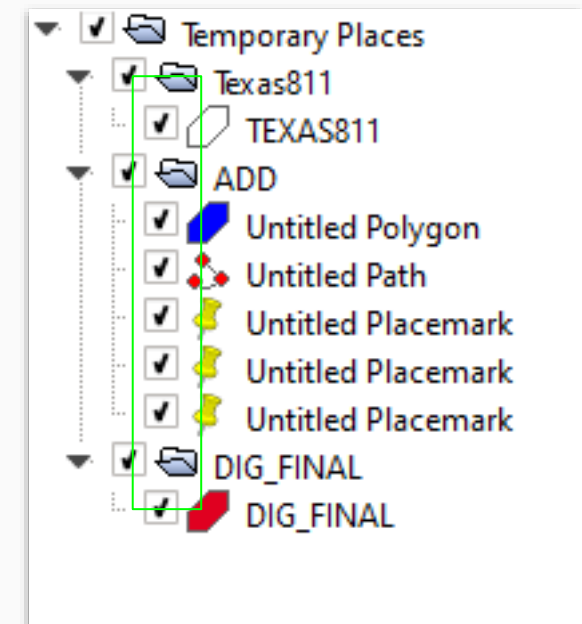
- ✘ Sending too many KMZ Google Earth icons 

This causes internal errors for the GIS team and we have been unable to process member mapping when submitted this way, especially large coverage areas.

You will want to contain your data within folders.



## Correct





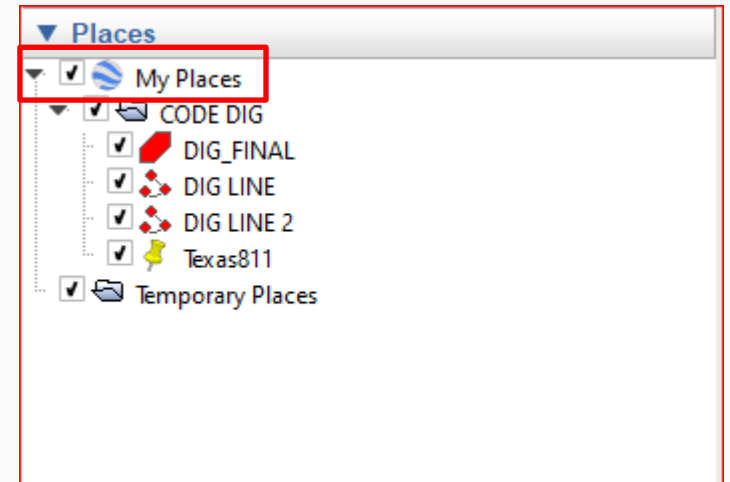
# My Places vs Temporary Places

- The My Places section under the Table of Contents/Places will keep your files there when you close out of Google Earth and will remain there until you reopen Google Earth.
- The Temporary Places section will remove your files when you close out of Google Earth.

## ✘ Common Member Mistake

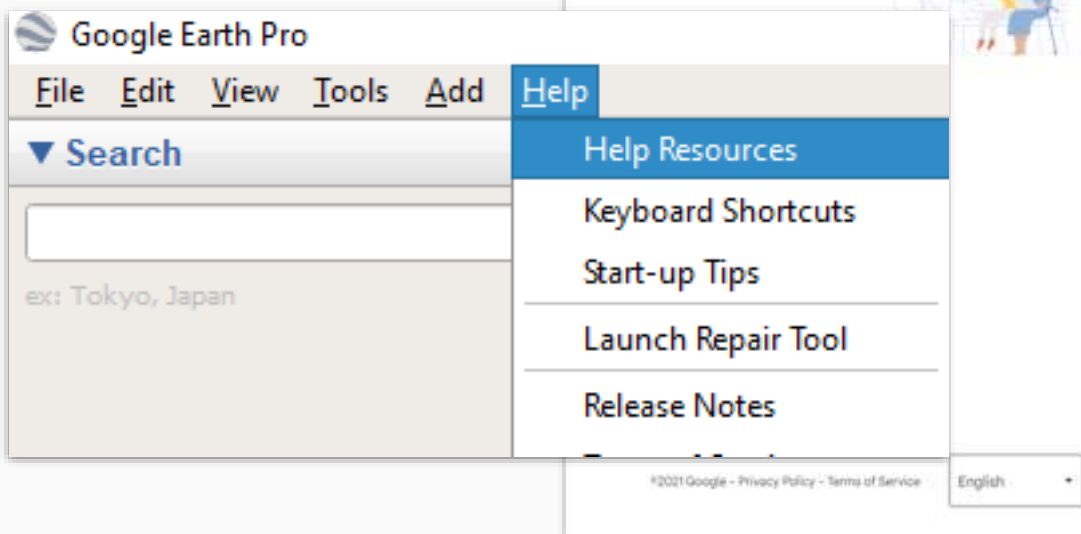
Reviewing the FINAL file the GIS department sends to you while also having data in the My Places tab. This results in seeing coverage that is not included in your FINAL file.

When checking your FINAL file, make sure everything else in the Table of Contents/Places is turned off.

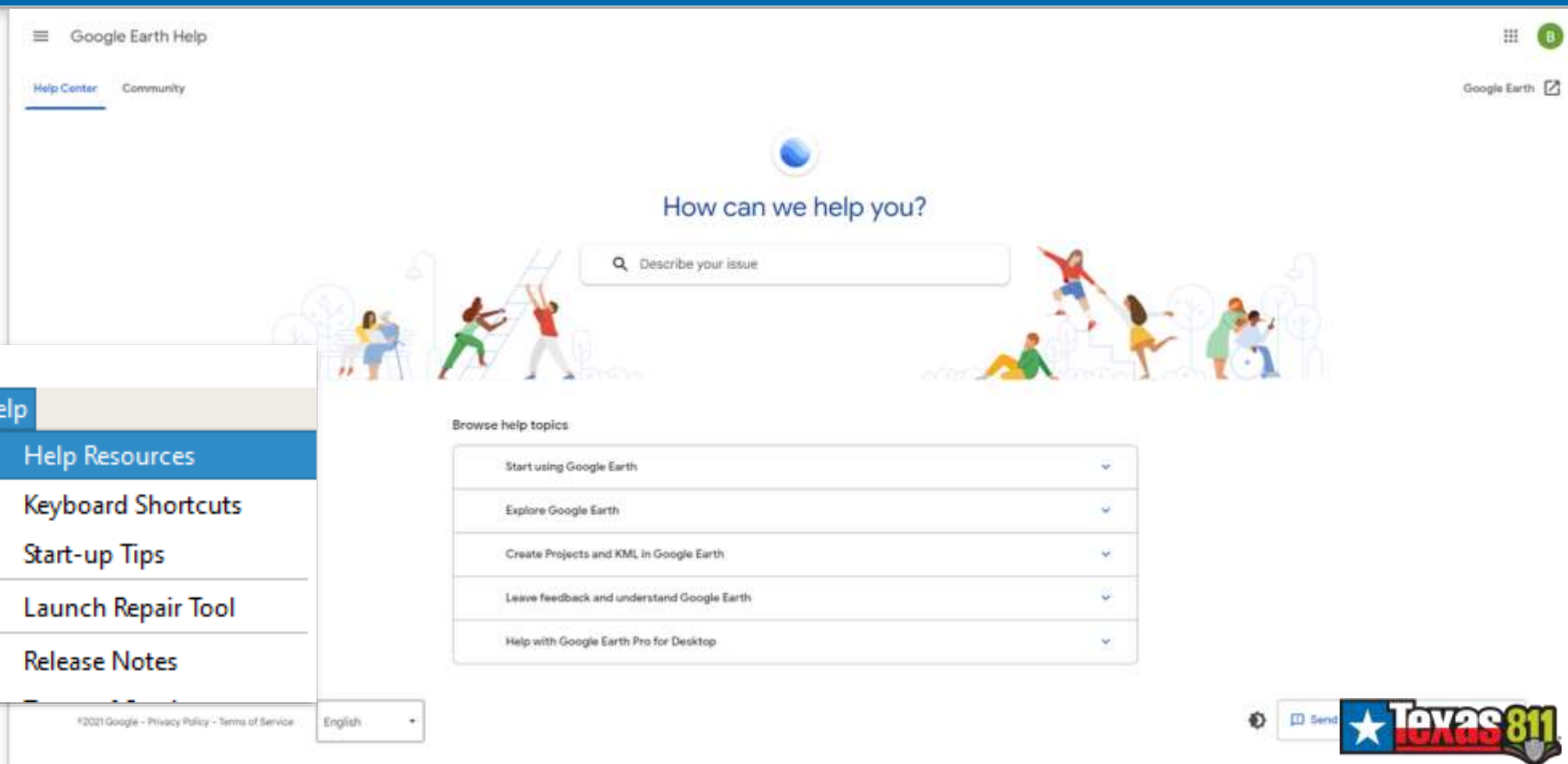


# Additional Help

Access additional help by using the Help tab in Google Earth or by emailing or calling the 811 GIS Department



The screenshot shows the Google Earth Pro desktop application. The top menu bar includes File, Edit, View, Tools, Add, and Help. The Help menu is open, displaying the following options: Help Resources, Keyboard Shortcuts, Start-up Tips, Launch Repair Tool, and Release Notes. Below the menu bar is a search bar with the placeholder text "ex: Tokyo, Japan". At the bottom of the application window, there is a footer with the text "©2021 Google - Privacy Policy - Terms of Service" and a language dropdown menu set to "English".



The screenshot shows the Google Earth Help Center website. The page title is "Google Earth Help". There are two main navigation links: "Help Center" and "Community". The main heading is "How can we help you?". Below this is a search bar with the placeholder text "Describe your issue". The page features an illustration of people helping each other. Under the heading "Browse help topics", there is a list of five topics, each with a dropdown arrow: "Start using Google Earth", "Explore Google Earth", "Create Projects and KML in Google Earth", "Leave feedback and understand Google Earth", and "Help with Google Earth Pro for Desktop". At the bottom right, there is a "Send" button and the "Texas 811" logo.

# Questions?

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