



## Partnership for the East Asian-Australasian Flyway

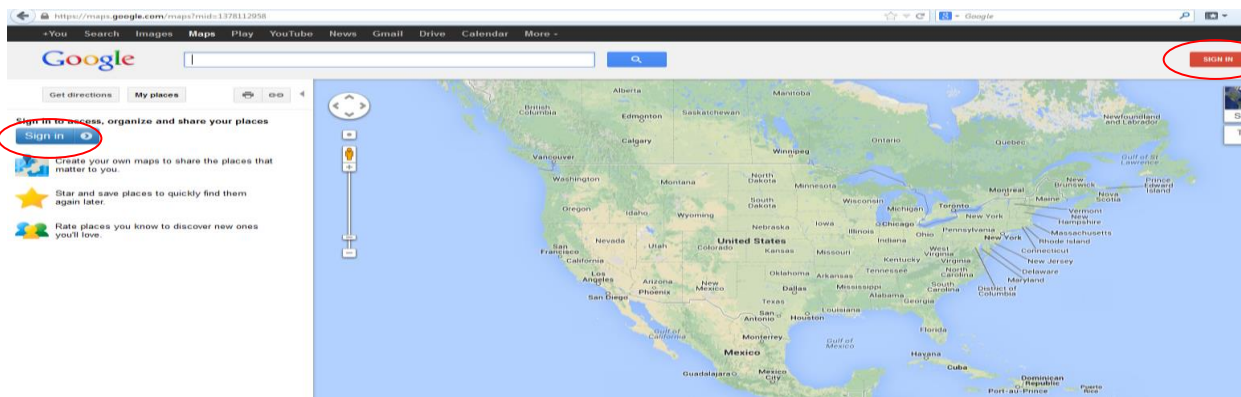
### Site Boundaries in Google Earth & Google Maps

It is often easy to draw boundaries in order to standardise site coverage and help monitor the correct area and route. Digitising site boundaries allows this information to be shared quickly. This document provides step-by-step guidance to digitising boundaries in the easily available freeware Google Earth and in the online Google Maps. Google Earth is only appropriate for high performance computers and broadband connection, as older and slower machines may crash. Google Maps, on the other hand, requires registration in Gmail.

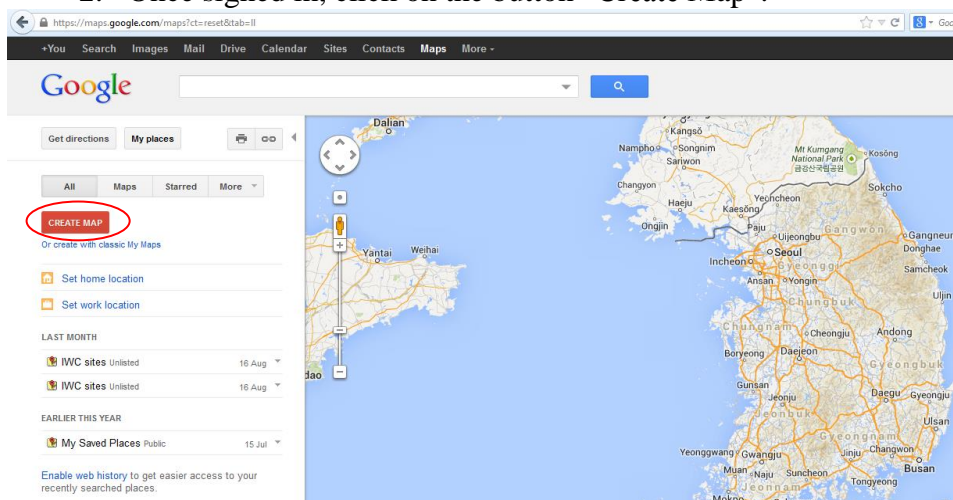
#### *Using Google Maps*

To work in Google Maps, go to [www.maps.google.com/maps](http://www.maps.google.com/maps).

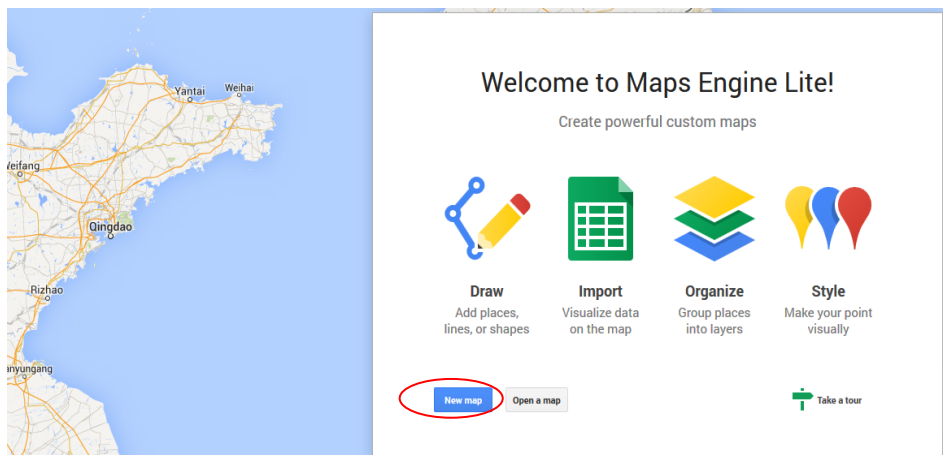
1. Once in the Google Maps screen, click on the “My Places” button in the left-hand menu. You will need to sign in or register by clicking on one of the “Sign In” buttons.



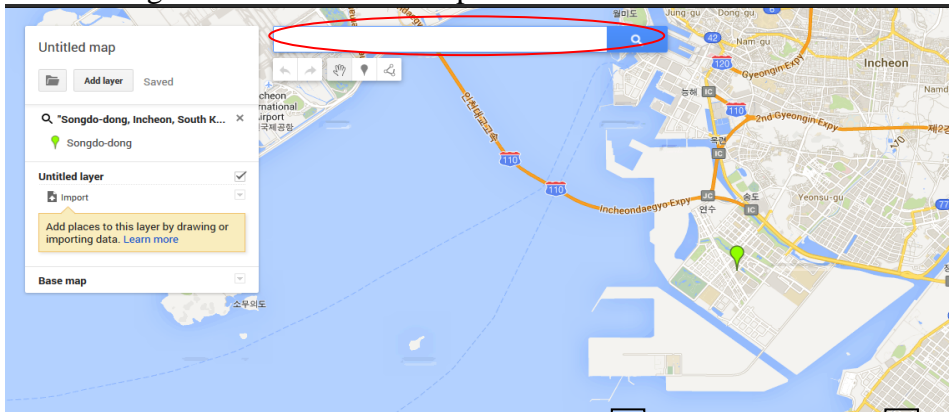
2. Once signed in, click on the button “Create Map”.



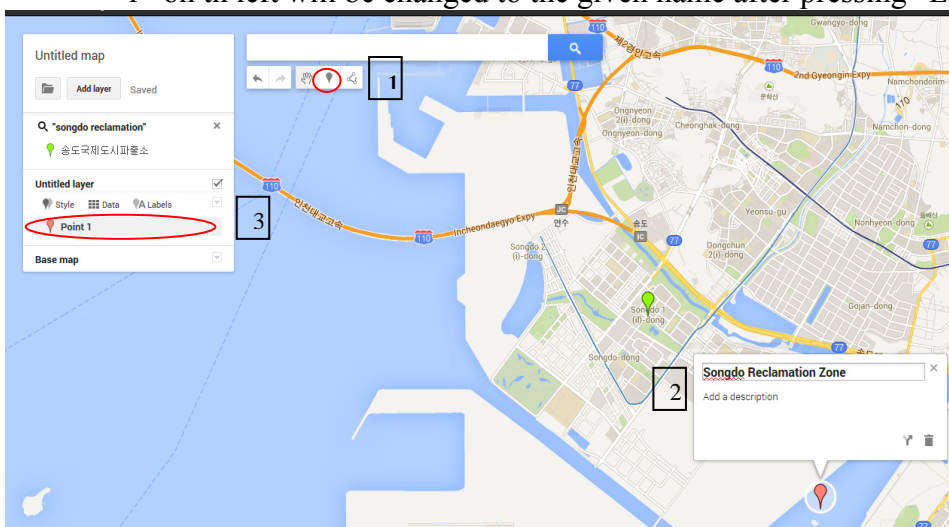
3. The following tab shows up. Click “New Map”.



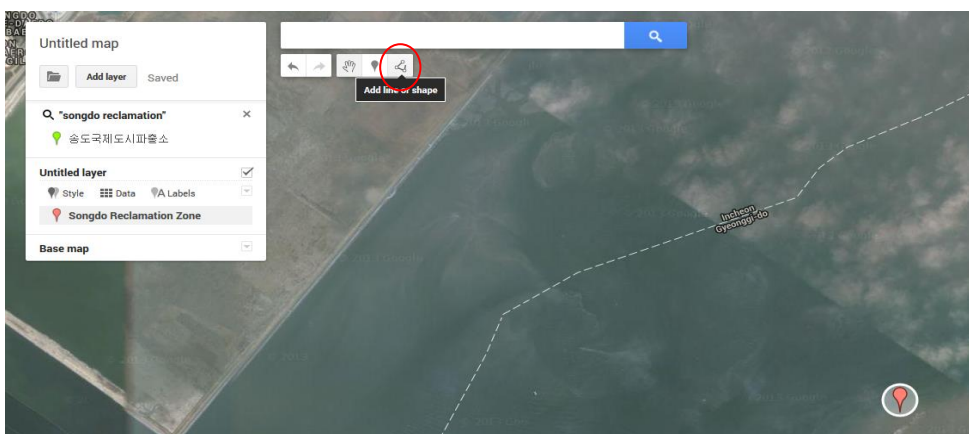
4. Enter the name of the place you are looking for in the search area. The result will appear with a green balloon on the map and in the left-hand menu.



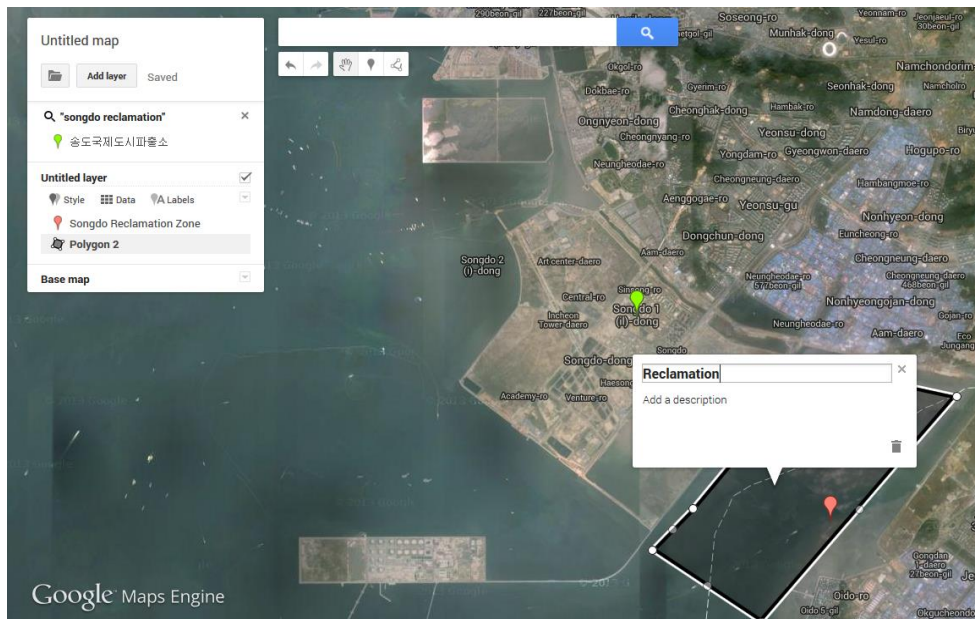
5. To give a name to a particular place, 1 click the balloon, 2 type the chosen name. 3 “Point 1” on the left will be changed to the given name after pressing “Enter”.



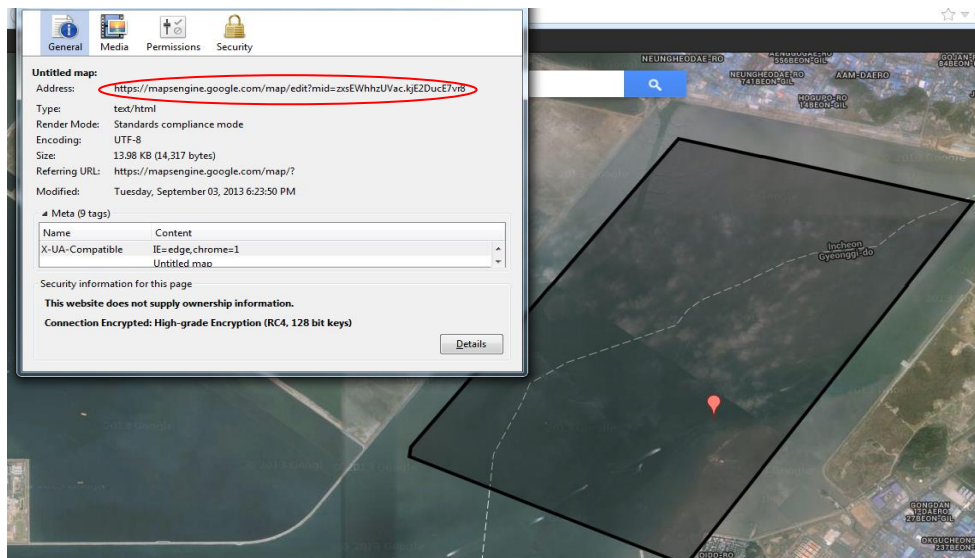
6. To draw boundaries, click “Add line or shape” and use the mouse to position them.



- Click inside to finish drawing and title the area. The given name will replace “Polygon”.



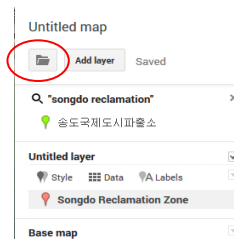
- To see the link to the newly created map, right click, click “View Page Info”



To put an additional marked area in the same folder/map/, repeat the same procedure by starting from step 5 or 6 depending on your preferences- spot or region.



To create a new map with **new** link, click the folder-like button and then “New map”.

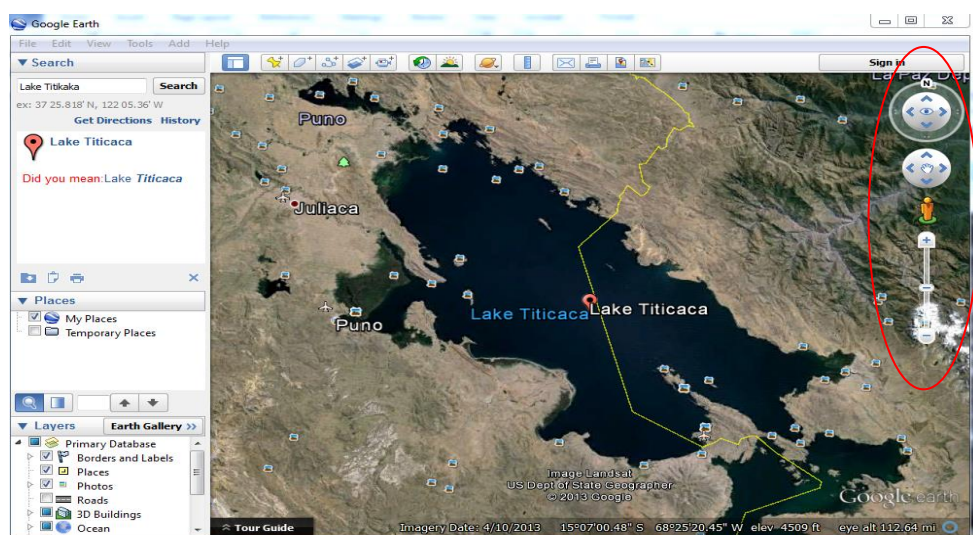



## Using Google Earth

To obtain the latest version of Google Earth just go to [www.google.com](http://www.google.com), search for “Google Earth” and follow the instructions to download the programme.

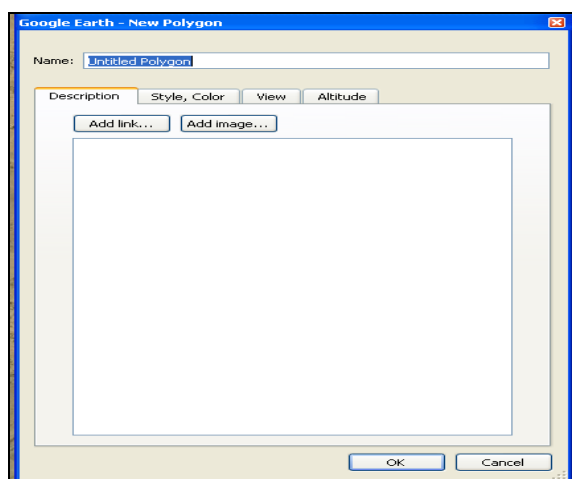
1. Once Google Earth is installed, run the programme
2. Type the place you are looking for in the search area.

Double click to zoom in. Navigate from the panel on the right side.



3. You have 3 options to open the new polygon dialogue box. Either:
  - a. Click on the  icon
  - b. Press ctrl+shift+G
  - c. Go to Add > Polygon

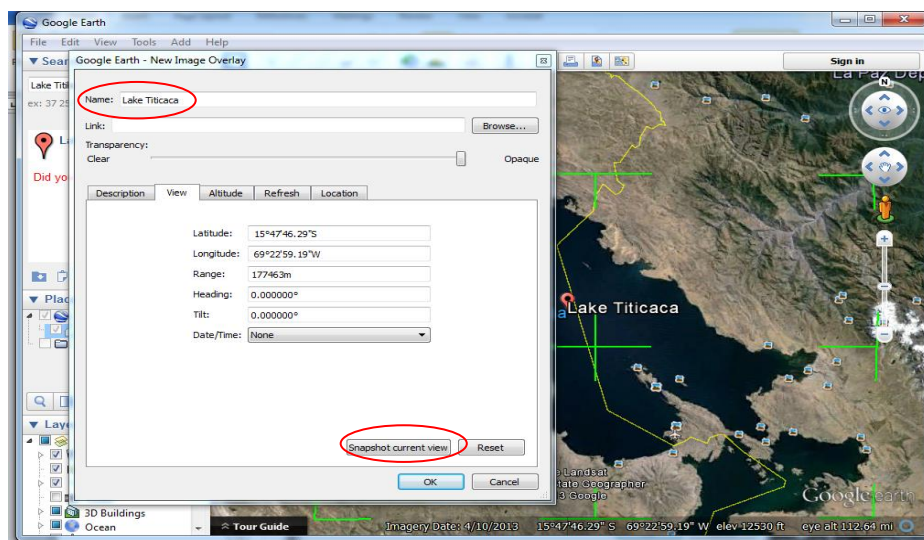
4. Then the following dialogue box opens:



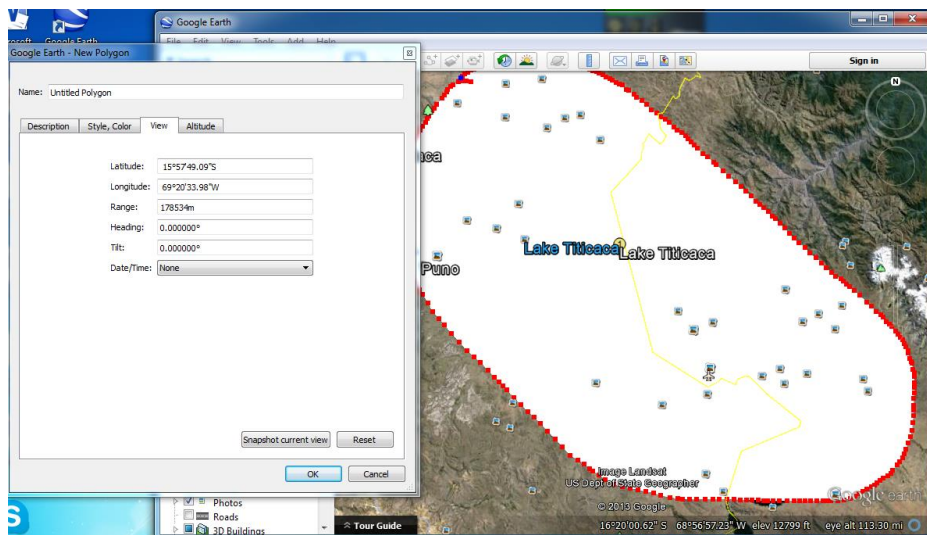
5. Fill in the site name in the box “Name” and add a description if you wish. You can also choose the colours of the polygon and outline under the “Style, Colour” tab, or set the level of transparency under this tab. **DO NOT PRESS OK YET!**

(Some new sites might have no site codes.)

6. Go to “View” in the same dialogue box and then enter the exact coordinates or choose “Snapshot current view” to have the coordinates shown. You can move the boundaries, which are in green, by clicking on them. **DO NOT PRESS OK YET!**

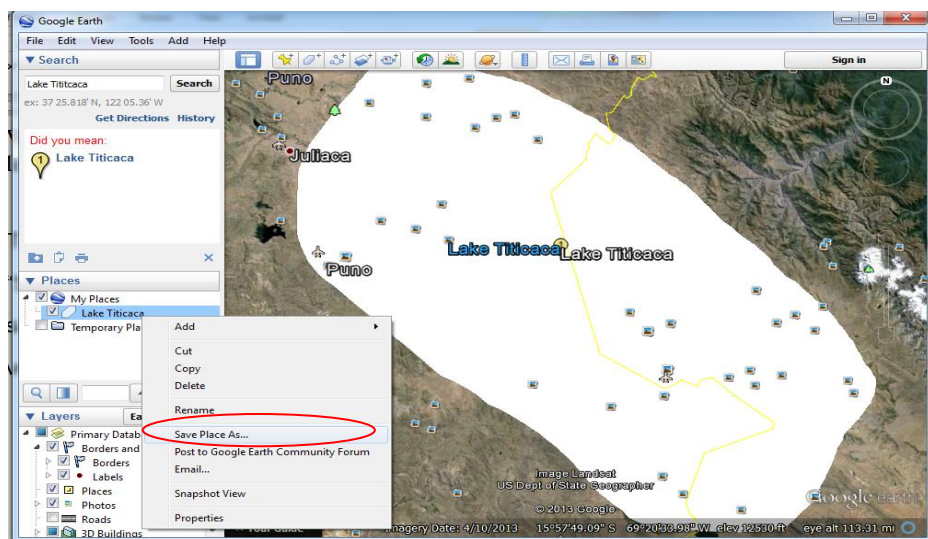


7. Alternatively you can outline the place you want on the map with the mouse (red circle).  
(A square cursor will appear when you hover the mouse over the map.)



When you are happy with the polygon, click OK. The polygon you made will now appear in the left panel.


8. To save the polygon to a file on your computer, right click on the polygon name. Choose “Save Place As...” in the menu that appears and then navigate to the folder you want to save the polygon in. The polygon can be saved as a KMZ or a KML. A KMZ is a zipped version of a KML. Enter the name you wish to use for the KMZ/KML and click “Save”.



9. You can share this file with anyone who has Google Earth and they can open it on their computer.

To open, simply click on the kmz or kml file, and the Google Earth programme automatically opens with the shape file in the correct place.

To put a couple of files together, rearrange them one under the other by dragging them with the mouse, then right click “Temporary Places”, then “Add” and “Folder” from the boxes that appear.

(Adding a placemark is analogous. Instead of clicking  icon, click the adjacent icon )

