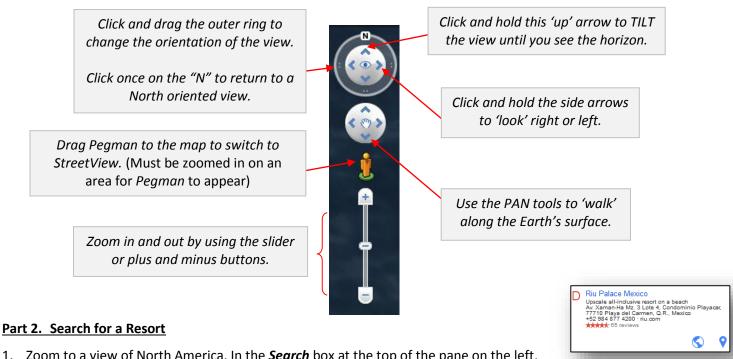


Instructions for Google Earth

Open Google Earth from: Start > Google Earth Pro

Part 1. Google Earth Basic Navigation



- 1. Zoom to a view of North America. In the **Search** box at the top of the pane on the left, enter a resort name and location. For example, "Riu Resorts, Mexico".
- 2. Double-click on a resort from the list. For example, "Riu Palace Mexico". Google Earth will 'fly to' the selected item.
- In the search results listing, click the globe to access the resort website. The website opens within the Google Earth software.
- Click Google Earth to return to the map.
- Use the Pan and Zoom tools to explore the area.
- 6. Clear the search results by clicking the "X" at the bottom of the SEARCH panel.
- 7. From the **LAYERS** panel, expand the "Gallery" then turn on "Google Earth Community".
- 8. Click on the Community icons i on the map to identify locations and resort names.

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<u>Part 3. Adding Features – study area boundary, hotel locations</u>

- From the PLACES panel, right-click My Places and select Add > Folder. Enter an appropriate name and click OK. The features you create should be listed in this folder.
- 2. To make a study area boundary: Right-click the [New Folder], select Add > Polygon
 - Add a **Name**: Study Area.

From the **Style, Color** tab:

Under *Lines*, choose a colour for the border, increase width to 4; and make the fill opacity 100%.

- Under Area, select the drop-down box that says "Filled+Outlined" and choose "Outlined".
- Click at locations along the perimeter of the study area to create a border. Click OK when finished.
- To add a hotel location: Right-click the [New Folder], select Add > Placemark and drag the pushpin to change its location.
 - Add a *Name* for the placemark (e.g. name of hotel or attraction).
 - To change the pushpin icon, click the yellow pin to the right of the Name field. Make a selection and click OK.
 - Click OK to close the New Placemark window. The map view now shows a placemark for the hotel.

Part 4. Adding Detail to a placemark

- 1. Right-click a placemark and select Properties.
- 2. Enter text in the *Description* window. Basic HTML code can be used to format details.

BASIC HTML CODE:

b>Rating: bolds the text

adds a space between lines of text or images

3. Click OK to return to the map.

Finding an image using Google

- 4. After doing a bit of research about the resort you can look for photos specific to the resort you chose. Do a Google search for "Riu Palace, Mayan Riviera, Mexico" (there are several resorts with similar names).
- 5. From the search results, click the images tab then click Search Tools
- 6. For Size options select Larger than 400x300 and select Labeled for reuse from the Usage rights dropdown.



- 7. Using these criteria will ensure results that are not protected by copyright and are an appropriate size to include in a pop up window in Google Earth.
- Click a suitable image and navigate to a path leading to just the image, no html extras.
 (HINT: Click on the suitable image and select 'View image')

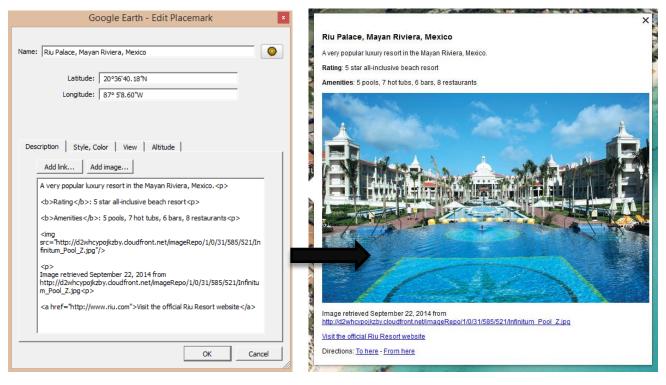


- 9. Right-click the image and select Copy Image Address.
- 10. In Google Earth, open the properties dialogue box and click Add Image and hit CTRL-V to paste the URL. (HINT: right-click the placemark, select Properties)
- 11. Click OK and OK again to return to the map.
- 12. Click the placemark to see the image results in the popup.
- 13. Open the placemark properties dialogue box.

14. Below the HTML tag **** enter a paragraph tag then add a basic source statement acknowledging the web link the image was taken from, followed by another paragraph tag. For example:

Image retrieved [current date] from [image url].

- 15. Insert a link to a webpage using the Add link... button. This action uses the URL as the linked text.
- 16. Customize the text by changing the URL between the HTML tags **change this text** such as: Visit the Official Resort website
- 17. Click OK to return to the map.
- 18. Click your placemark to see the results.



Part 5. Saving your work

- 1. To create a KMZ file, right-click on the project folder and select Save Place as...
- 2. Navigate to your X:/drive and give the file an appropriate name.
- 3. Once you are sure the KMZ is saved, delete the folder from GE before closing (Right-click > Delete). Click OK when prompted if you are sure you want to delete the folder and its descendants.
- 4. Click Save.
- 5. ALWAYS Save the most current copy of your kmz file.
- 6. To open the kmz in GE: File > Open. Navigate to your file and click Open. Your file will appear in Temporary Places.
- 7. Right-click the file and Save to My Places. Re-save your work (step 1-3) when you are finished with GE.
- 8. Follow the details outlined in the assignment for submitting your kmz file.

9. Questions or troubles? maplib@brocku.ca

A Note about copyright:

http://brocku.ca/library/campus-copyright-information/brock-copyright-faq#use

Is it permissible for students to use copyrighted materials in assignments and presentations?

Yes!

Under the fair dealing exception, students may use works for the purpose of research, private study, criticism, review, or education. So, provided the student is including the work for one of these purposes, and acknowledges the author and source of the material, and the use could be characterized as fair, it will likely be covered by the fair dealing exception.