

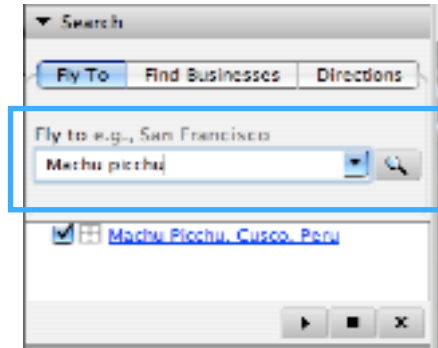
Working with Google Earth



The Places panel in Google Earth serves as a repository to bookmark locations that you want easy access to. There are two folders located in Places: My Places and Temporary Places. Locations that are bookmarked and placed in either folder are called **Placemarks**. Placemarks that are created and saved in the **My Places** folder can be accessed at subsequent Google Earth sessions. Placemarks can be temporarily placed in the **Temporary Places** folder for easy access during a current Google Earth session.

Locating a Place

In the Search panel, type in the address, name of the location or business type using the **Fly To** **Find Businesses** options, then click on the magnifying glass icon to find the location you're looking for.





The 3D Viewer will zoom into your location.





Positioning the 3D Viewer

Move your cursor over the compass, located at the top right corner of the 3D Viewer to view the Navigation Controls. Use the navigation controls to adjust the viewing position of the location.

Tilt: Click on  (tilt up) to tilt vertically; click  (tilt down) to tilt horizontally.

Rotate: Drag the circular navigation compass to manipulate the view.

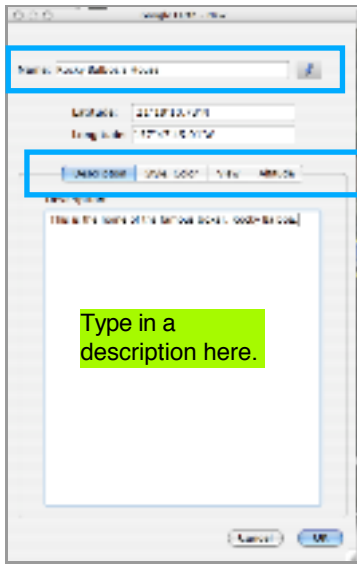
Zoom in/out: Drag toward the  to zoom in; drag toward the  to zoom out.



Creating a Placemark

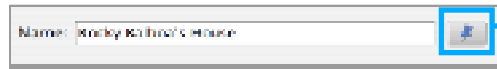
Once you've located and positioned the 3D Viewer to the spot you'd like to placemark, click on the **Add Placemark** button on the Google Earth toolbar.



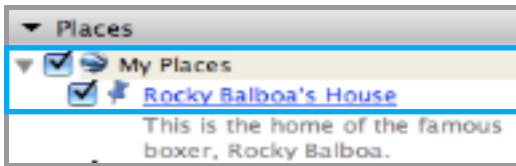


- A **New Placemark** window will appear. Type in a Placemark name and description.
- You can also define the following properties:

Style, Color: Select a color, scale and opacity for the placemark label and icon.
View: Select a position for the placemark.
Altitude: Select the height that the placemark will appear over the terrain.



Click on the placemark icon button to select a different placemark icon.

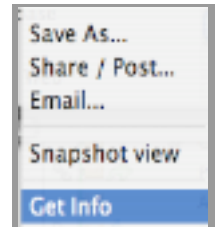


Once you've defined the properties, click OK. The new placemark will appear in the My Places folder in the Places panel.

Editing a Placemark

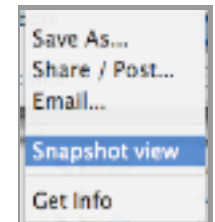
To edit a placemark:

- Right-click or Control-click on the placemark name.
- From the drop-down menu, select **Get Info**.
- The placemark window will appear; modify the properties and click OK when you're done.



To change the view of a placemark:

- Reposition the 3D viewer to your liking.
- Right-click or Control-click on the placemark name.
- Select **Snapshot View**.



Formatting Information in the Placemark Description Window

You can use HTML commands to format text, add images and audio into the placemark description window.

Here are some basic HTML commands and descriptions and examples of how you can use them:

Command:	Example:	Output:
<code>
</code> inserts a line break	The red canary turned purple <code>
</code> after eating a cup of blueberries.	The red canary turned purple after eating a cup of blueberries.
<code><p></code> inserts a paragraph break	(Looks like 2 returns. They create an extra space between lines. Paragraph breaks do not need to be turned off.)	The red canary turned purple. The red canary ate blueberries.
<code></code> <code></code> bold text	The red <code></code> canary <code></code> turned purple.	The red canary turned purple.
<code></code> <code></code> Sets size of font, from 1 to 7	The <code></code> red <code></code> canary turned purple.	The red canary turned purple.
<code></code> <code></code> Sets font color	The <code></code> red <code></code> canary turned purple.	The red canary turned purple.
<code></code>	Inserts a link: http://www.centralpets.com/animals/birds/songbirds/sbd4299.html	(Creates a link to this website address.)

Images can be inserted within the Description window. The image must be housed on a server. To insert an image, use the following HTML command:

``

Example: ``



You can also create a link to a webpage to play an audio or video file in the description window. When the link in the description window is clicked, a web browser window will open in front of Google Earth; it will navigate to the defined site to play the audio or video file.

To call up an audio file, use the following HTML command:

`<![CDATA<a>` *url address of file* ``

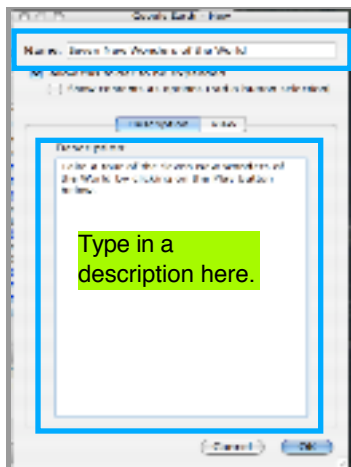
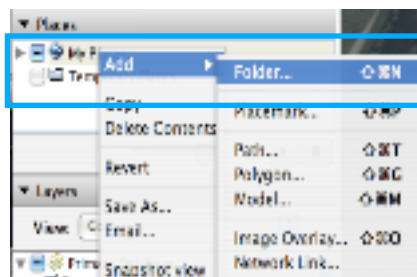
Example: `<![CDATA<a>`<http://monsterhunterclub.com/multimedia/audio/CryptidLove.mp3>``

Creating a Places Folder

In the **Places** panel, you can create folders to organize your Placemarks.

To create a folder:

- Right-click or Control-click on the **My Places** folder.
- From the drop down menus, select **Add > Folder**.



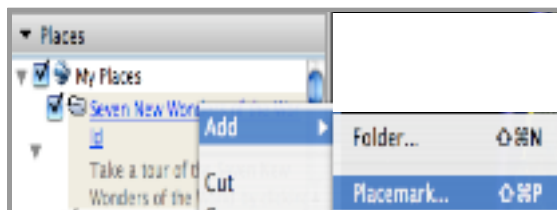
- A **New Folder** window will appear. Type in a folder name and description. then click **OK**. The newly created folder will appear in the **My Places** folder.




Adding Placemarks to a Folder

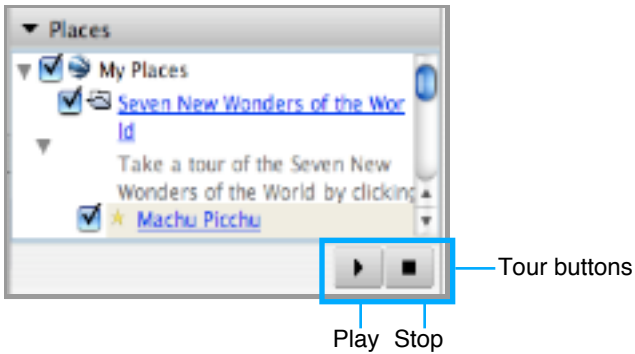
To add a placemark to a folder:

- Right-click or Control-click on the folder you want to add a placemark to.
- From the drop down menus, select **Add > Placemark**.
- The new placemark window will open.
- Follow the instructions in "Creating a Placemark".
- The placemark will be added to the folder.



Touring Placemarks in a Places Folder

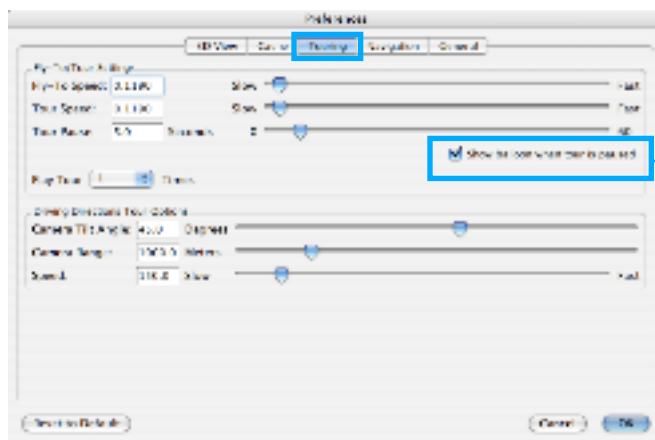
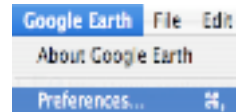
If you have one or more placemarks in a places folder, you can play a tour by clicking on the play button  located at the bottom of the Places Panel. Once you click on the play button, the 3D viewer will navigate to each location in the listed order of the selected folder.



Setting Touring Preferences

To set touring preferences:

- From the menu bar, select **Google Earth > Preferences**.
- Click on **Touring**.
- Define the preferences, then click OK when done.



Select this option to open Placemark windows throughout the tour.