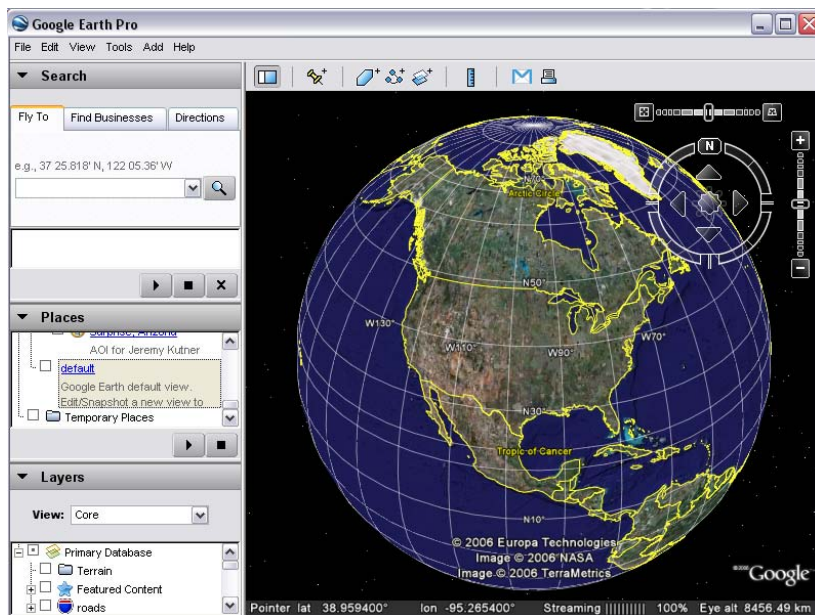


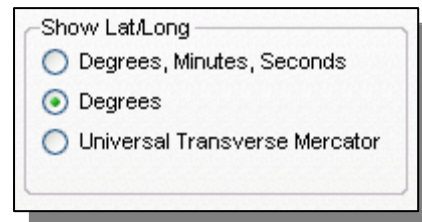
Using Google Earth to Determine Bounding Coordinates for Cartographic Materials

Setting Preferences for Google Earth

1. *Install* [Google Earth](#).
2. *Familiarize* yourself with the **Google Earth User Guide** at <http://earth.google.com/userguide/v4/> (a very quick introduction).
3. *Start Google Earth*.
4. On the **Main Menu**, go to **View>Grid** and *activate* the **Grid Overlay**, if it is not already active.



5. On the **Main Menu**, go to **Tools>Options**. *Click on* the **3D View Tab** if it is not already active.
6. Under the **Show Lat/Long** item, *set your preference* for displaying geographic coordinates. *Click OK* to apply the change.




Degrees, Minutes & Seconds = 38°57'33.84"N, 95°15'55.44"W

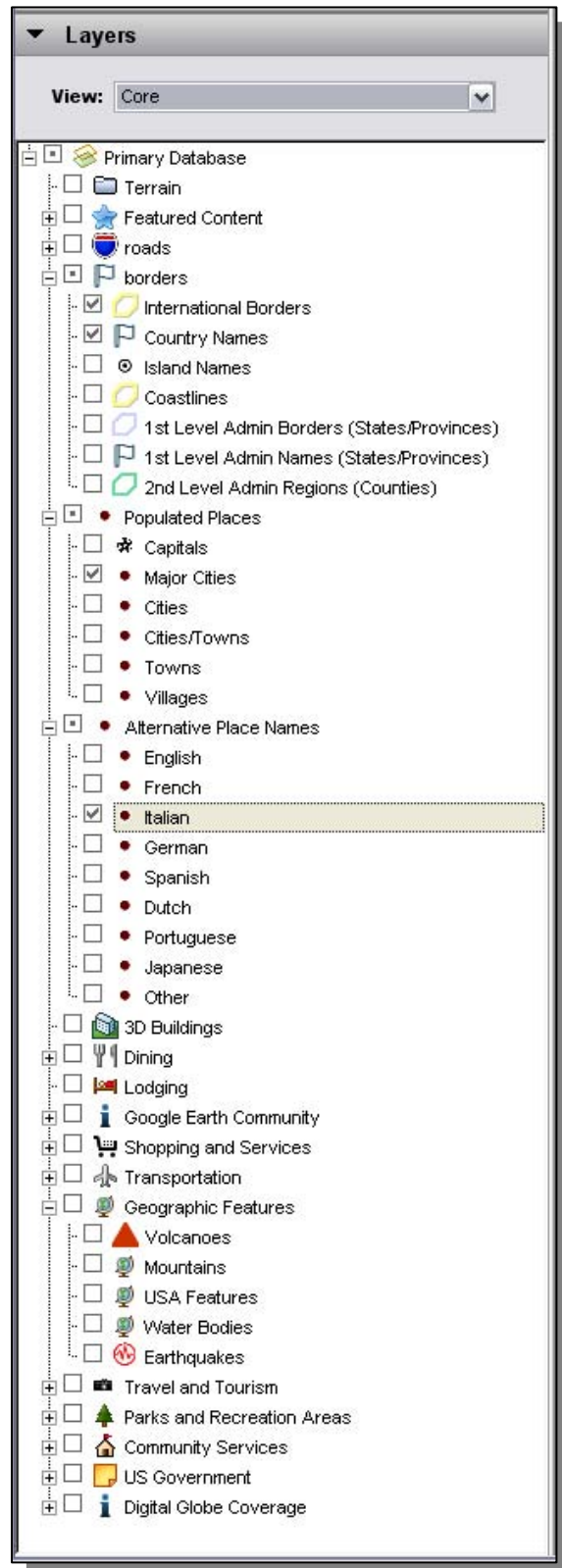
Decimal Degrees = 38.959400°, -95.265400°

To convert latitude and longitude values from degree-minute-second (DMS) to decimal format, you can use this formula:

degrees + (minutes*1/60) + (seconds*1/3600)

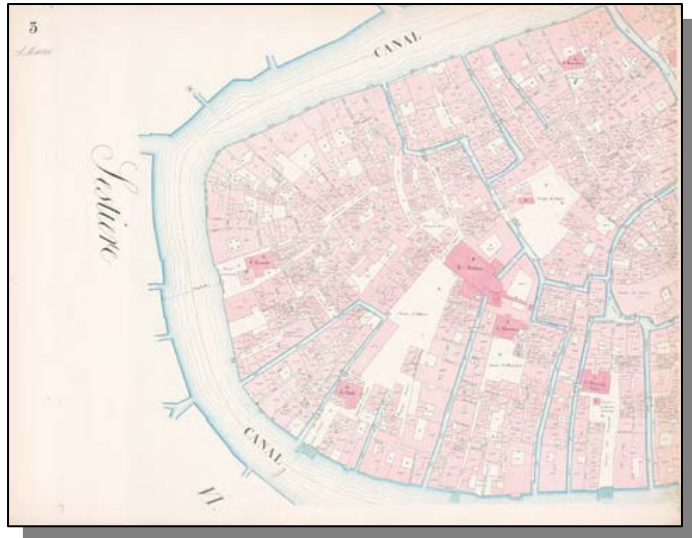
Displaying Geographic Boundaries and Features

1. In the **Layers Side Panel**, *Uncheck* the **Primary Database** item to disable visibility of all layers.
2. *Expand* the **borders** item by *clicking* on the + sign to the left of the item.
3. *Check* the **checkboxes** of any **geographic boundaries** you wish to have displayed while working.
4. *Expand* the **Populated Places** item and *check* the **checkboxes** for the **feature classes** you wish to display.
5. If necessary, *expand* the **Alternative Place Names** item and *select* alternative display languages for features.
6. *Activate* the visibility of any other **geographic features** necessary for you work using the same methods
7. When finished, you can *click* on the **arrow** in the **Layers Side Panel Title Bar**  to reduce its visibility.




Searching for Places and Determining Bounding Coordinates.

1. In the **Search Panel**, *enter* the search term **“Venice, Italy”** and *click* on the **Search**



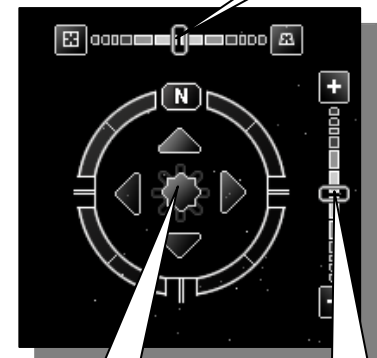
Button .

2. **Google Earth** will *“Fly”* to Venice, Italy.

3. Use the **Pan Tool**  (it is the default for your **Mouse Cursor**), to *pan* until

you *Locate* the extent of the map of interest.

4. You can use the **Navigation Tools** (in the upper-right corner of the **Google Earth View Window**) to *zoom in and out* until you have a view that is satisfactory for determining coordinates.
5. Note that the **Lat/Long Grid** you enabled is *scale-dependent* and **graticules** are *added and labeled* as you *zoom in and out* of the view.



Pan

Zoom

6. You should now be able to *compare* the **view in Google Earth** to the **extent of your map** and determine the **Bounding Coordinates** for the map.
7. Note that **Google Earth** displays the **Latitude/Longitude coordinates** for the position of your **Mouse Cursor** (to 6



decimal points) at the lower-left of the **View Window**.

Tips & Tricks

- If you are unable to find geographic features using the search tool, try enabling the Feature Names Layer for the class you are seeking and use the Navigation Tools to Zoom & Pan to the general area of the feature. Feature names available in the Layers Panel are not necessarily available to the Search Feature.
- You can use the Placemarks tool to create markers that will allow you to return to an area quickly from the Places Panel.