

## Quick tips for using Google Earth and Options for Providing Comments

**To adjust the transparency of the vegetation layer in Google Earth follow the steps below.**

1. Under the “Places” section on the left hand side find “carrizo\_veg”, right click on this item and choose “Properties”.
2. Now check the box next to “Allow this folder to be expanded.”
3. Click “OK”
4. Expand “Carrizo\_veg” using the “+” sign
5. Right click on the sub-item also named “carrizo\_veg” and choose “Properties”
6. A dialog box will appear with a sliding bar labeled “Transparency”, drag this bar to the left to make it more transparent and to the right to make it less transparent.
7. Click “OK” when you are finished

**To view more than one kmz file (vegetation, protected lands, etc.) at a time, follow these steps.**

- 1) Save the .kmz file on your computer
- 2) Open Windows Explorer and browse to the .kmz file
- 3) Double click on the file and Google Earth will open. It will place the new Network Link on the left hand side under “Places” in a folder called “Temporary Places.”
- 4) If you want to add additional kmz files, keep Google Earth open, browse to the .kmz file you’d like to add in Windows Explorer, double click on a new .kmz file. This will add the new file to your “Temporary Places”

**There are a few options for providing your comments on the vegetation and road layers.**

A. The ideal way to provide comments is to create a polygon in Google Earth following these steps:

1. Click on the add polygon tool at the top of the page in Google Earth.
2. A popup window will come up. You can name the polygon (e.g. veg change 1) and then click on the style/color tab to select a color for the line and fill. NOTE: Don’t click the OK button until you’ve actually created your polygon. Instead, move the popup window to the side out of view until you create your polygon.
3. Once you’re done drawing your polygon, click OK. You will now see your newly created polygon in the **Places** section on the left hand side of your screen, under *temporary places*.
4. If you right click on the polygon, you will see an option for email. It will automatically launch your email with the file of the polygon you’ve created already attached.
5. You can then provide comments specific to that polygon.

B. Another option is to provide screen captures of your areas of concern.

1. Zoom into the area of concern and do a print screen (Alt + Print Screen). This will essentially copy a screen shot to your clipboard.
2. You can then open a Word document and paste the image there. You can then provide comments specific to that area.

C. Another option is to provide the general geographic location of the area of concern using Township, Range and Section.