

# Creating a KMZ File with Google Earth Pro

## 1.0 Install Google Earth Pro

Click this link ([Install & uninstall Google Earth Pro - Google Earth Help](#)) to get to Google Earth's installation help page and follow the installation instructions for your operating system (also pictured below).

### Install Google Earth Pro

---

#### Install Earth Pro on Windows ^

1. [Download Google Earth Pro](#) .
2. Double-click the file and follow the installation process.
3. To open Google Earth Pro, click **Start** > **Programs** > **Google Earth Pro**. Then, click Google Earth Pro.

---

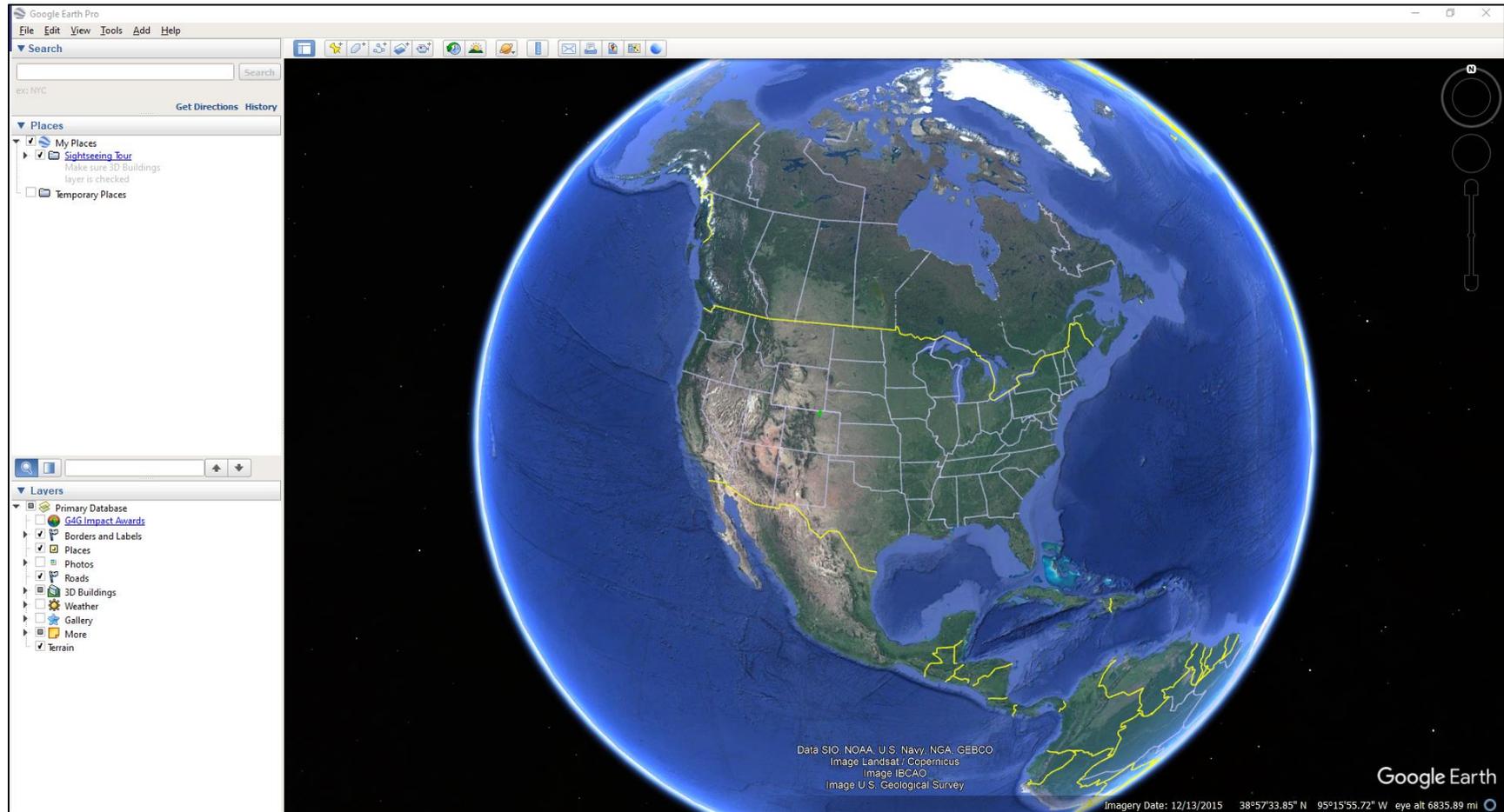
#### Install Earth Pro on a Mac ^

1. [Download Google Earth Pro](#) .
2. Open "GoogleEarthProMac-Intel.dmg".
3. Open the "Install Google Earth Pro.pkg" file and follow the installation process.
4. To open Google Earth Pro, open your Applications folder and double-click Google Earth Pro.

**Note:** During the installation process, Mac OS X will ask for an administrator password. This information is never shared with Google.

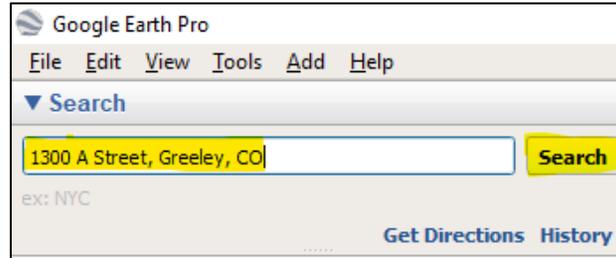
## 2.0 Open Google Earth Pro

Launch Google Earth Pro. Please note that these instructions are specific to Google Earth Pro, not the web application version of Google Earth.



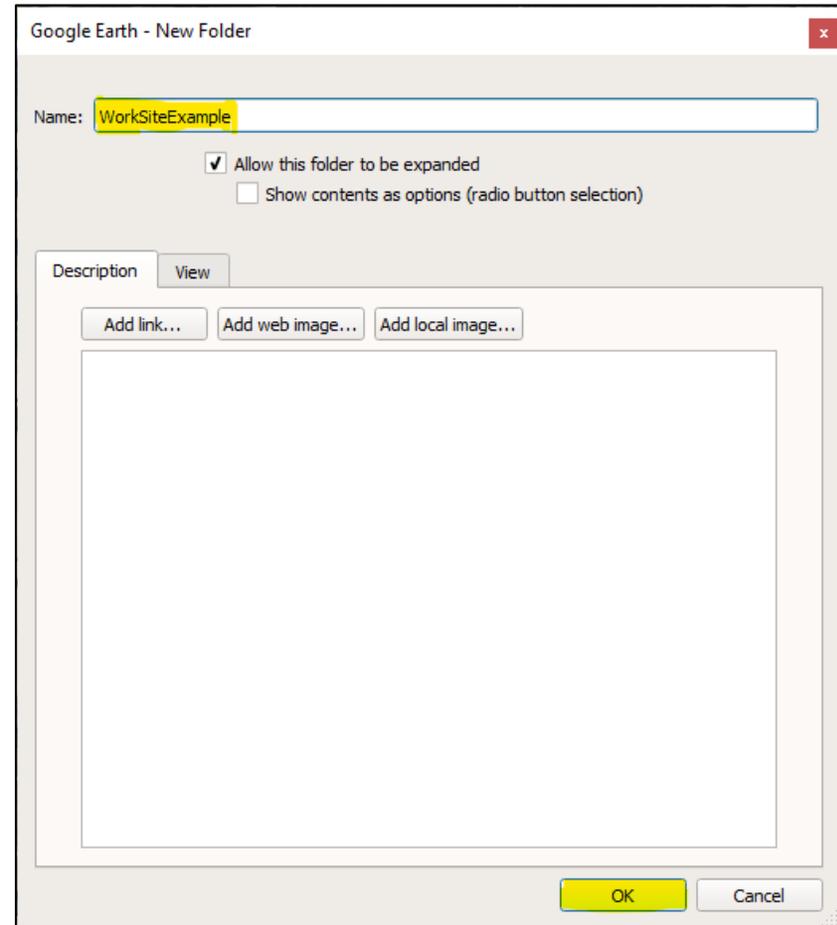
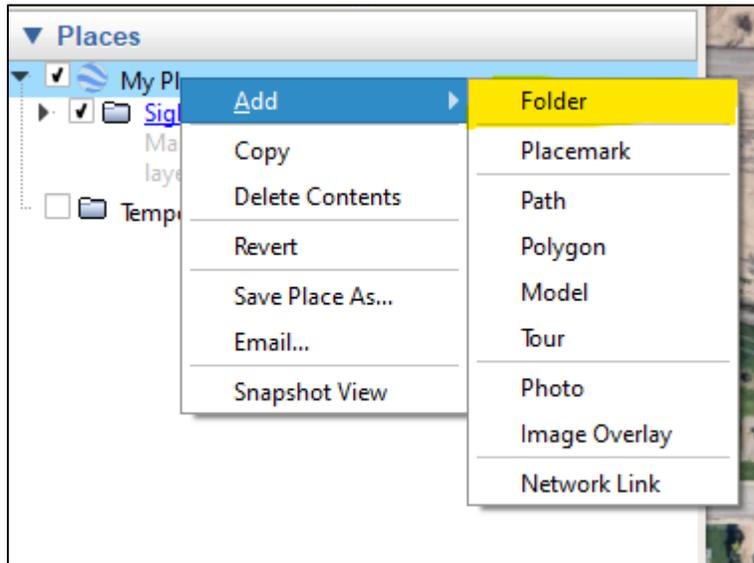
### 3.0 Address Search

Using the Search window in the top left corner of the screen, enter the address of your work site and click Search. The map should automatically zoom in to that location.



## 4.0 Setup a Project Folder

Using the Places window on the left, right click on My Places and choose Add > Folder. Then type in a name for your project and click OK.



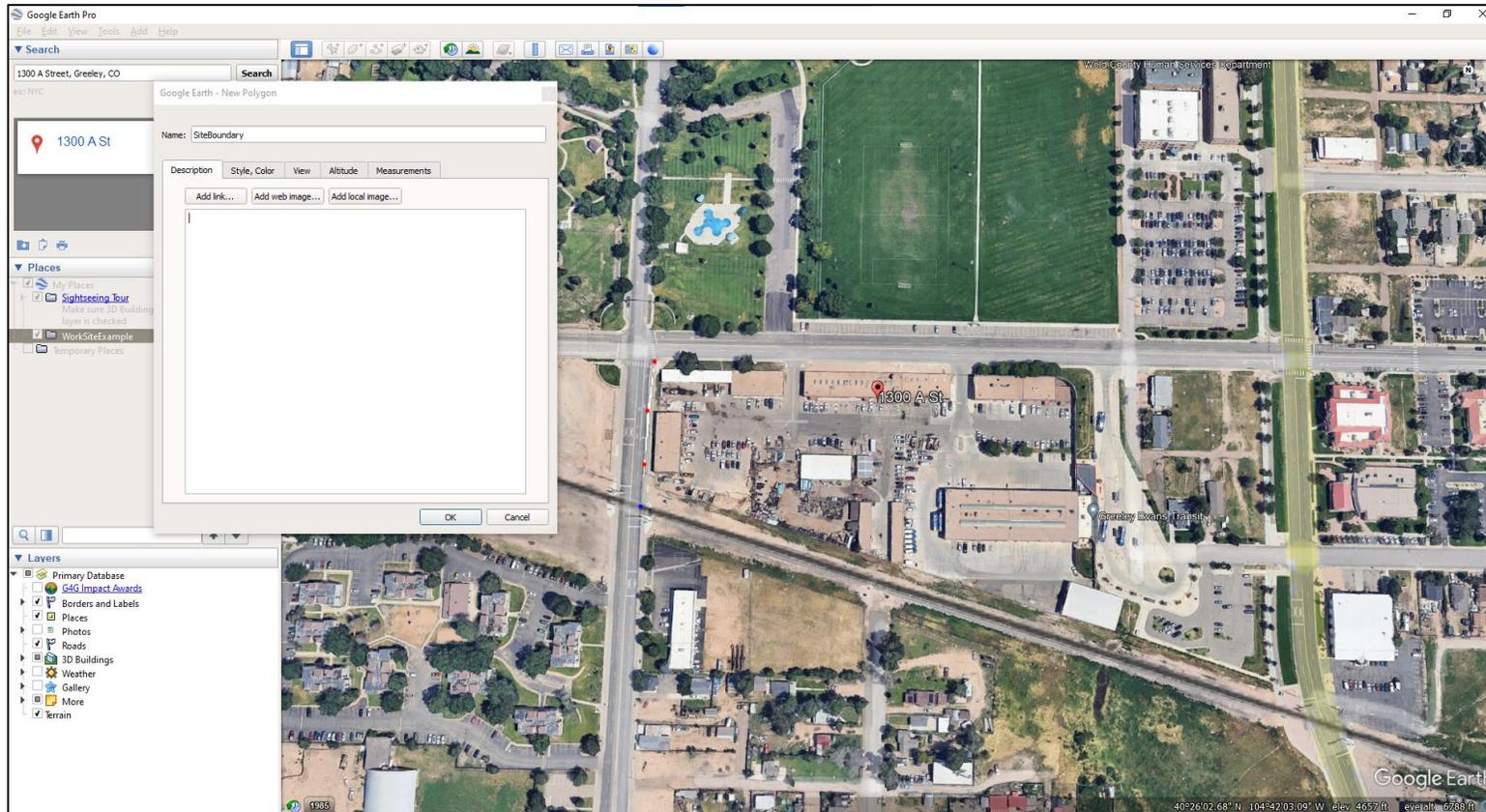
## 5.0 Draw Your Work Site Polygon

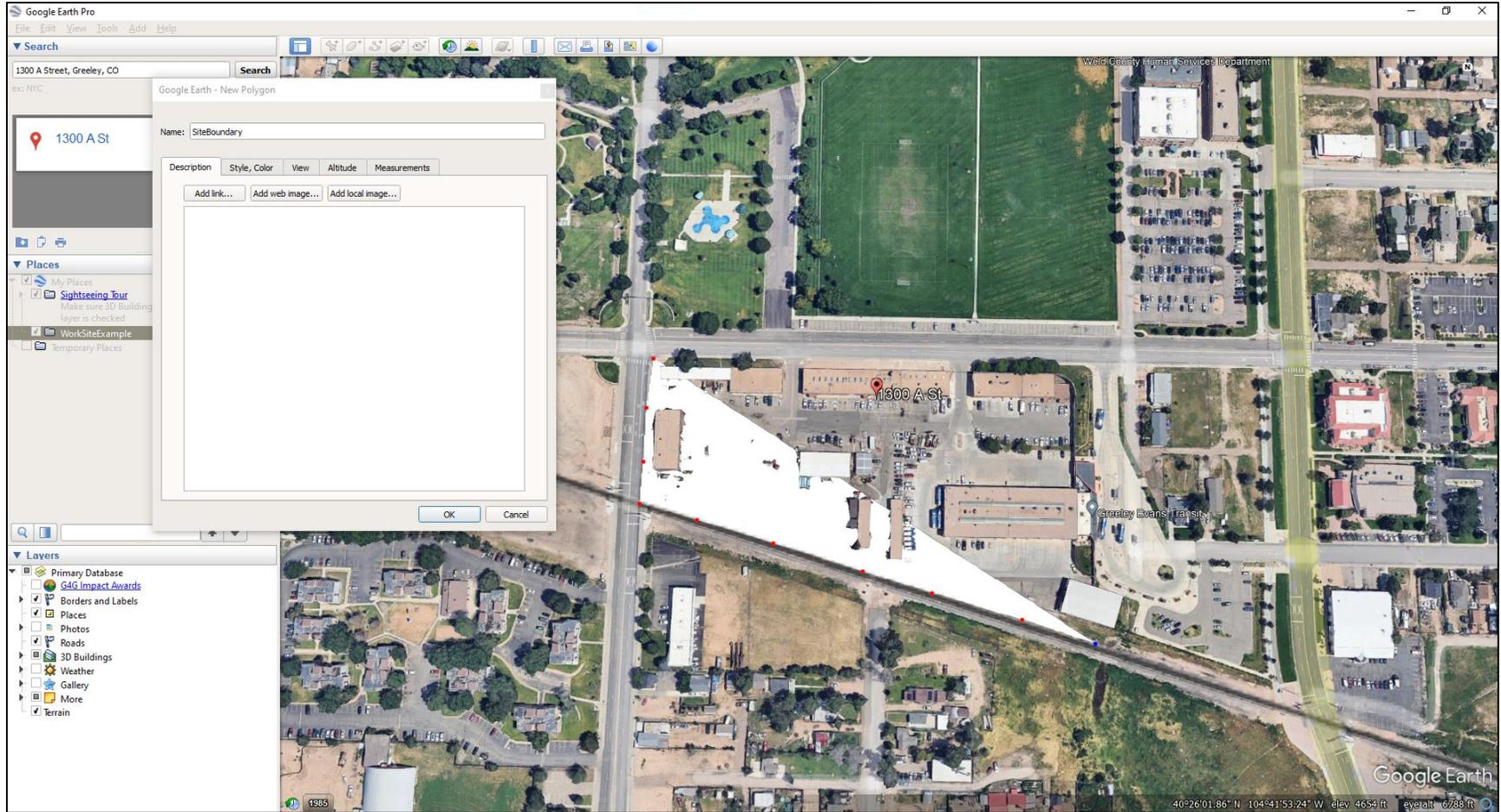
Using the tool bar at the top of the screen, click on the Add Polygon button.



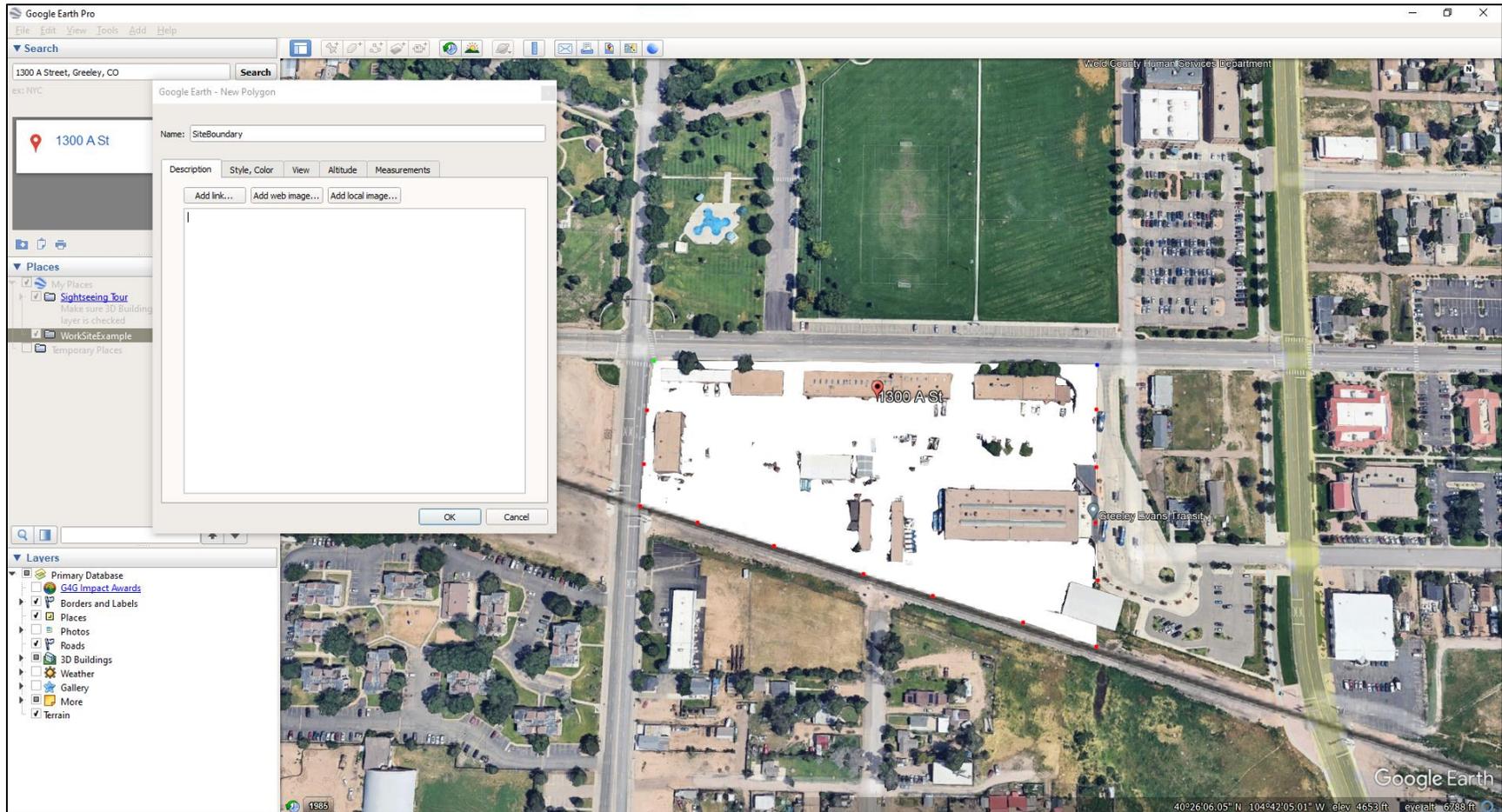
It will open a new window titled Google Earth – New Polygon. You can move that window out of the way but make sure to leave it open until you’re finished drawing the polygon. To draw the polygon, trace your desired shape on the map, clicking to add anchor points (shown as the red dots below).

\*If applying for a City of Greeley Land Grading permit, please ensure the site polygon is encompassing all areas of proposed disturbance for the site, including stockpile areas, staging areas, and haul routes.

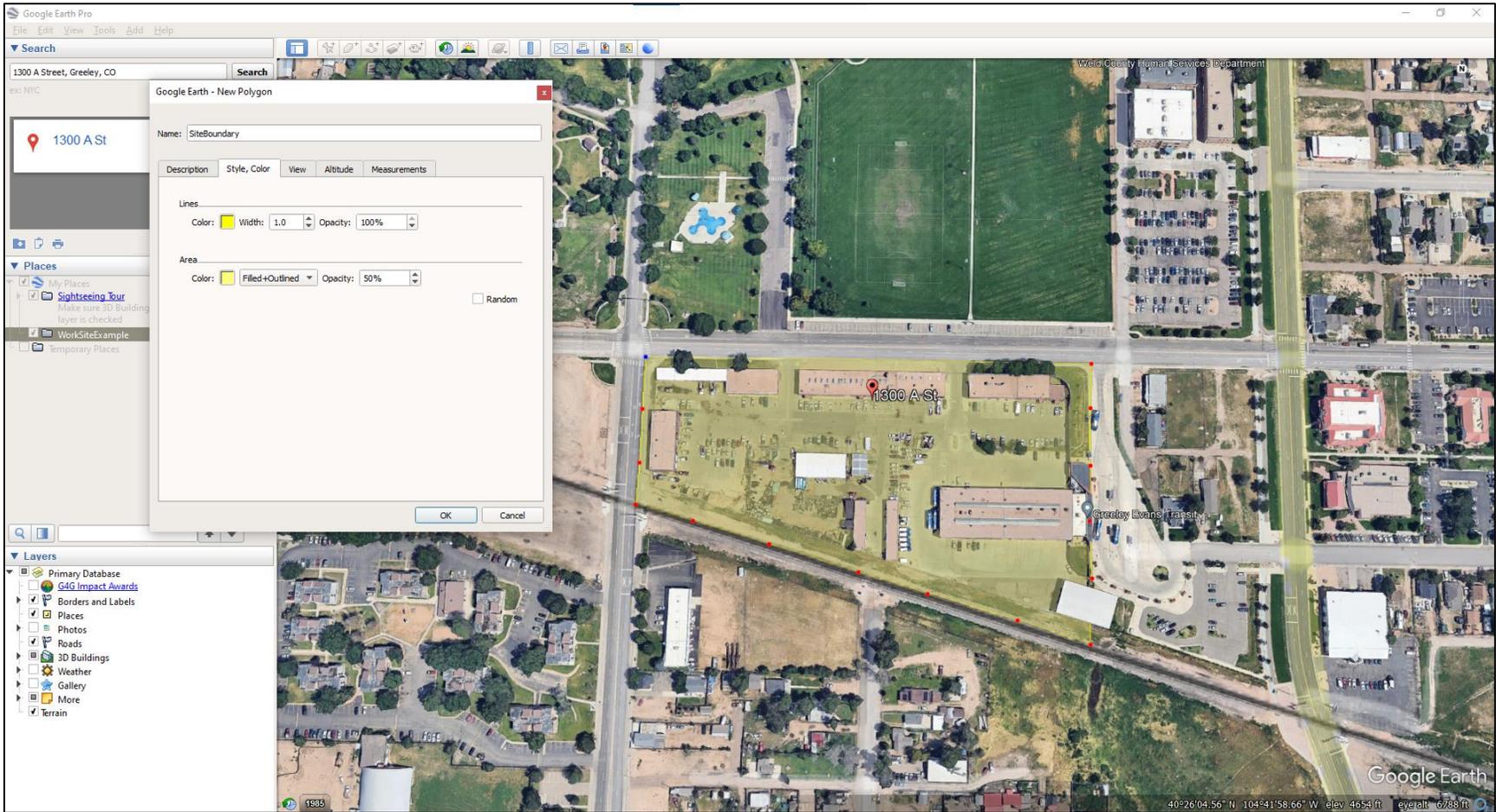




Continue adding anchor points around your entire work site. If needed, you can reposition any of the anchor points after you've placed them.

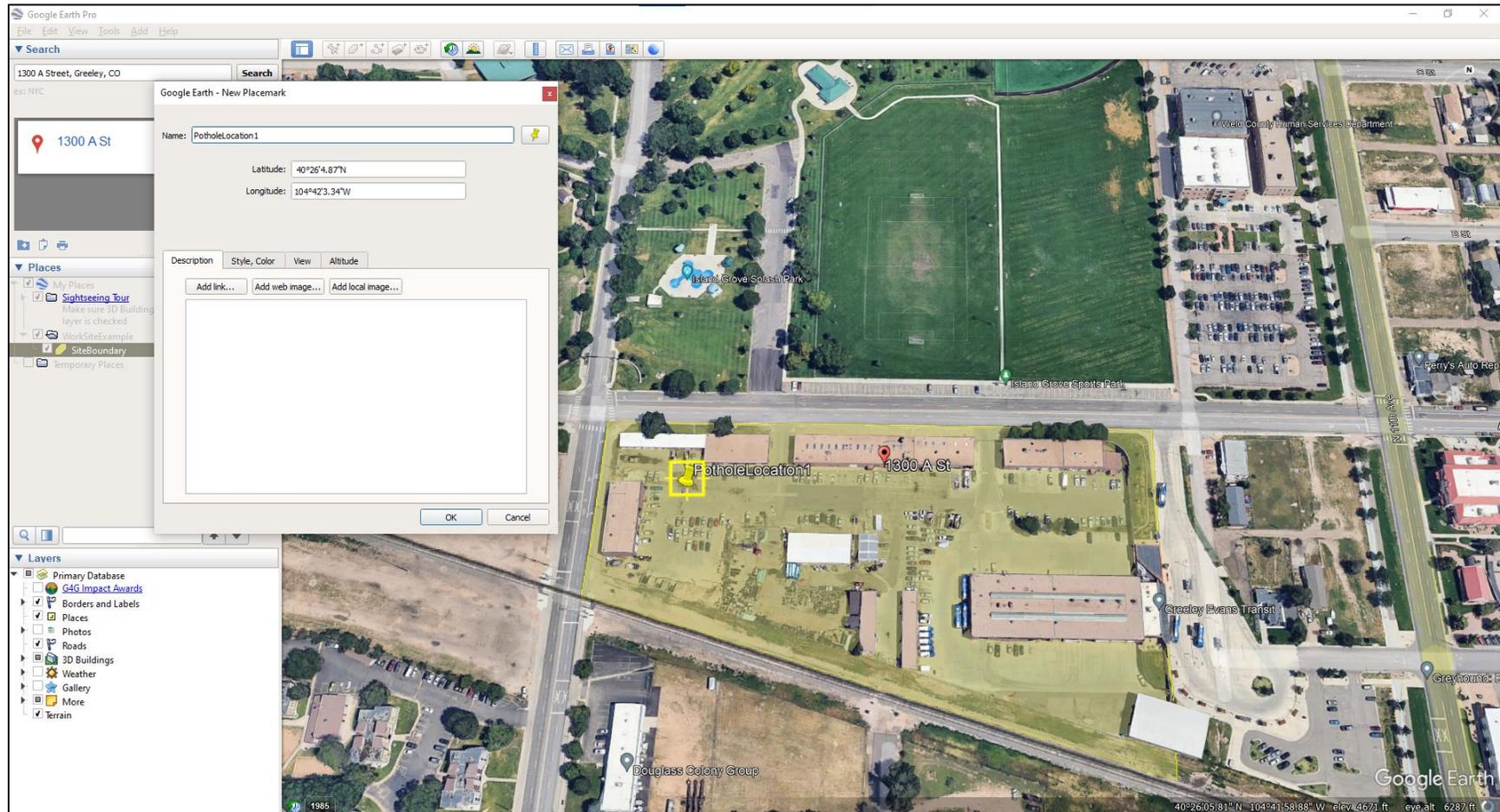


Once you're finished drawing the boundary, you can change the appearance of the polygon if desired, using the Style, Color tab. This can be a useful tool if you're planning to add annotations to your site map.





Similar to the Add Polygon function, the Add a Placemark function will open up a new window titled Google Earth – New Placemark and it will generate a thumbtack icon on your map. Move the icon to your desired location and enter a name for the point. You can also change the appearance by using the Style, Color tab if desired. Click OK when you're finished.

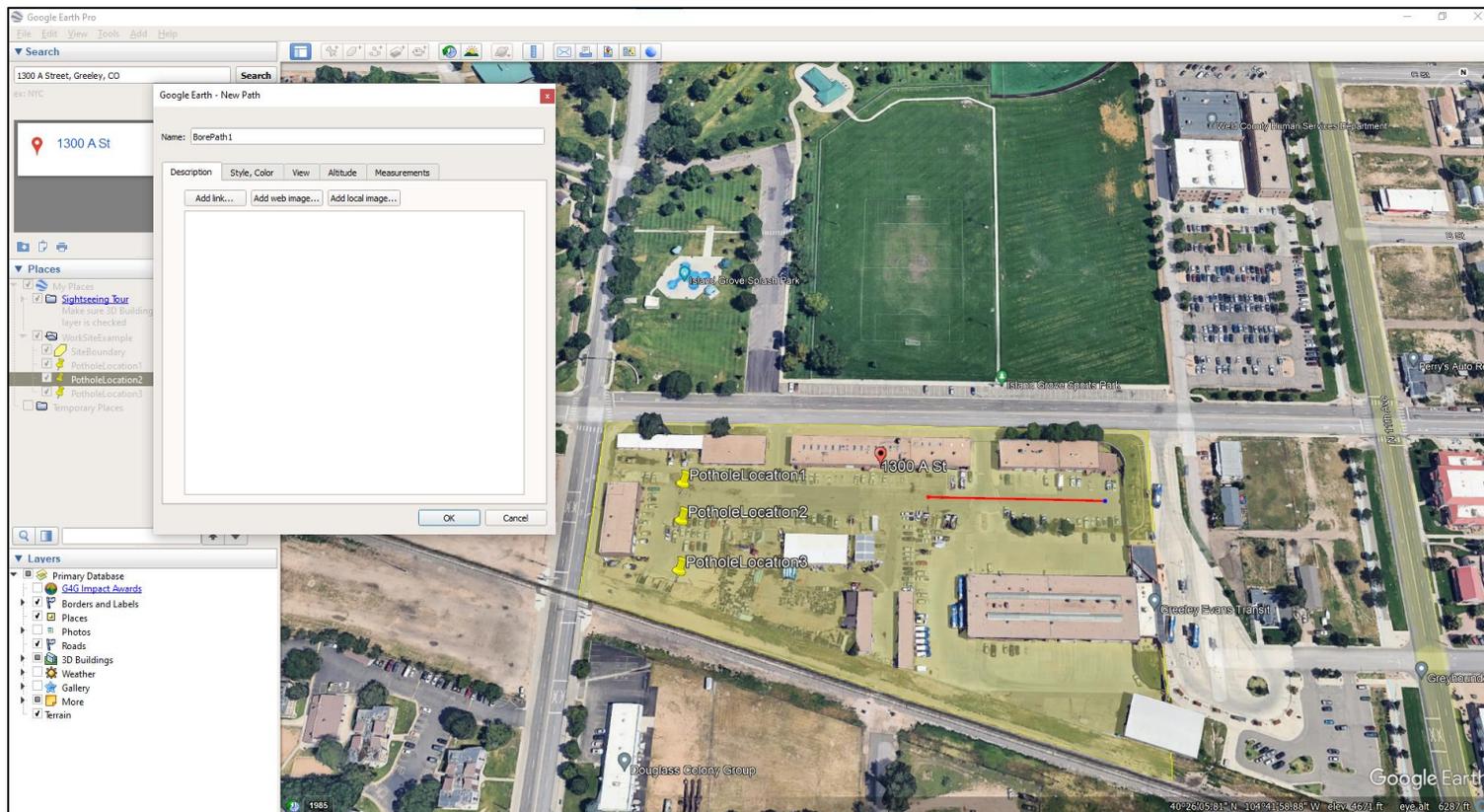


## 6.2 Adding a Line

If you wanted to add a line to your map (like to indicate a utility bore path), you would use the Add Path button on the toolbar at the top of the screen.



Similar to the Add Polygon/Placemark functions, the Add Path function will open up a new window titled Google Earth – New Path. To draw the line, click on the map and continue adding anchor points until you've achieved the desired line. Make sure to name it and change the appearance if desired, then click OK.

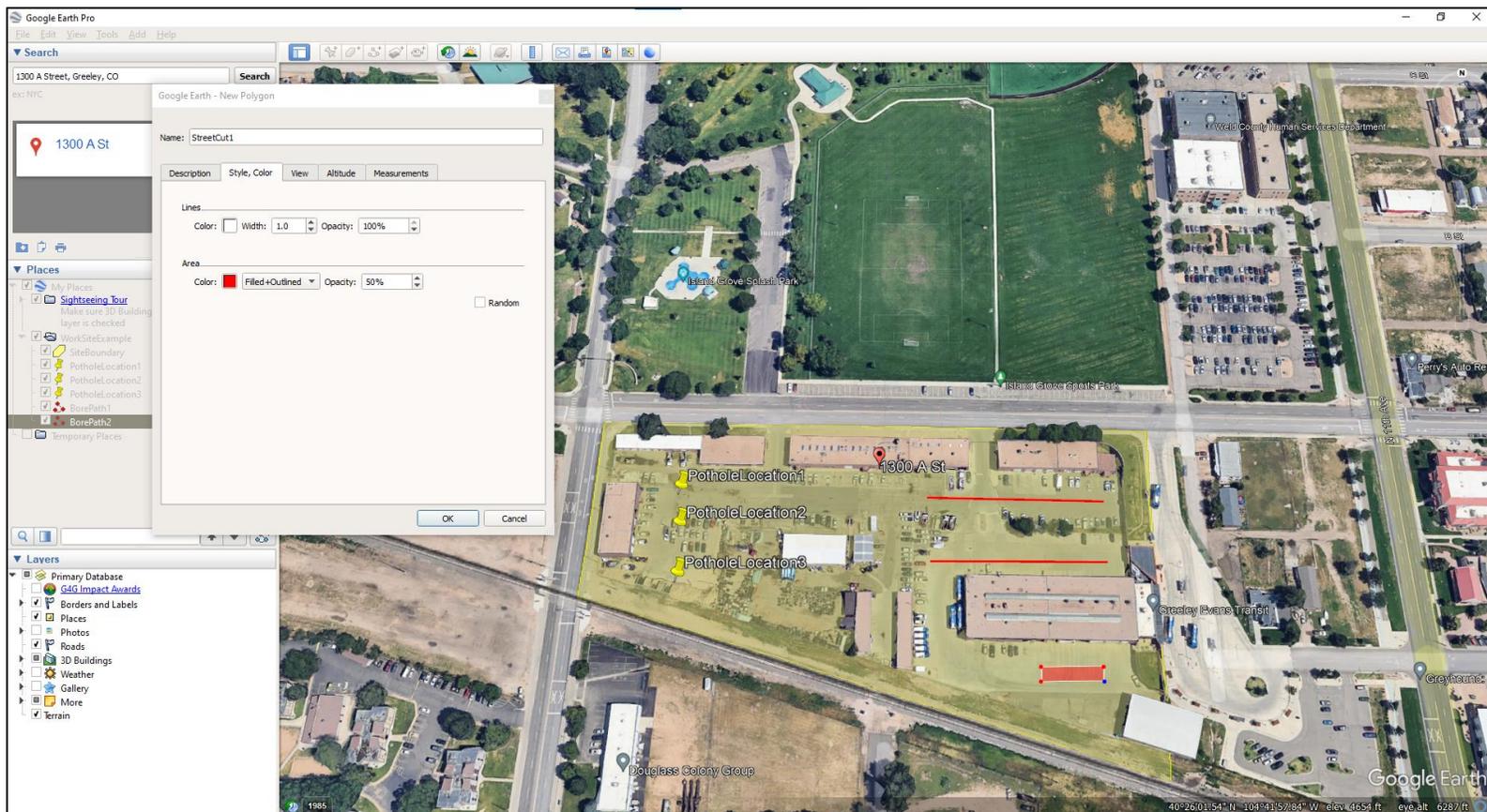


### 6.3 Adding a Polygon

If you wanted to add another polygon to your map (like to indicate a street cut or bulbout), you would use the Add Polygon button on the toolbar at the top of the screen.

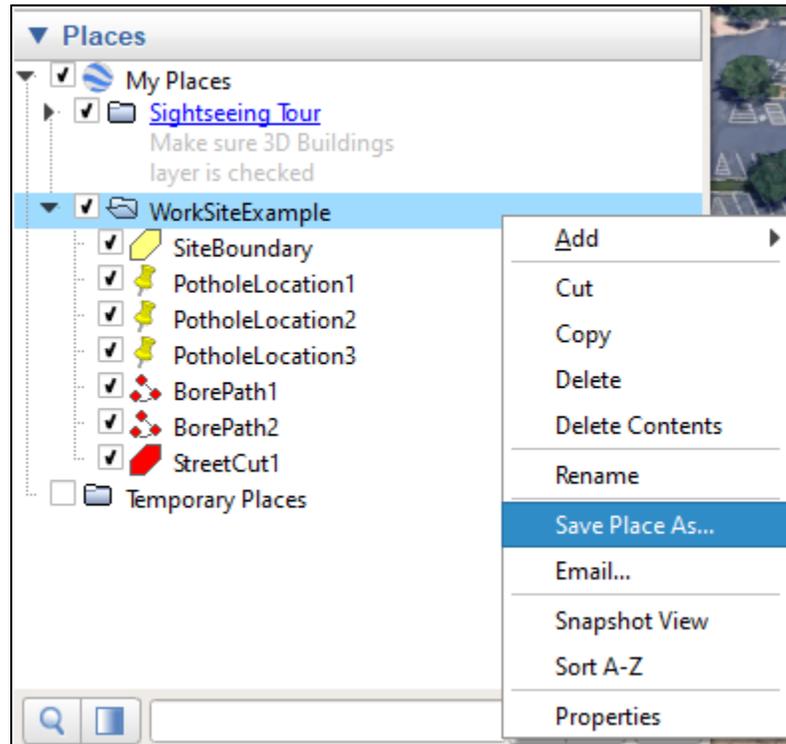


Once again, the Google Earth – New Polygon window opens and you can trace the shape of your new polygon directly onto the map. Make sure to name the new polygon and change its appearance, if desired, then click OK.



## 7.0 Saving the File

When you're finished with your work site polygon and any additional annotations you would like to include, right click on the folder you created in the Places window and click Save Place As...



Using the file browser, navigate to your desired location on your computer, check the name of your file, and make sure the type is set to KMZ. Then click Save.

File name:	WorkSiteExample
Save as type:	Kmz (*.kmz)

The KMZ file is now ready to be uploaded in eTrakit, where it can be converted into the GIS shape file that is required for your permit application.