Society of St Vincent de Paul
Archdiocesan Council of San Antonio

Instructions for updating the Google Earth map

Here at the Society of St Vincent de Paul Archdiocesan Council Office, we have adopted a more modern method of identifying our service areas. This involves using a custom Google Earth map with the boundaries of the Conferences, and allows you to determine what Conference serves an address.

These instructions are broken down into the following sections:

Installing Google Earth

To use Google Earth, you must download and install the Application Google Earth from Google. If you already have Google Earth installed on your computer, please skip this section.

The direct link to download Google Earth is https://www.google.com/earth/download/ge/agree.html. Click the button Agree and Download to download the setup file. When the setup file has finished downloading you should run the setup file. Just follow the on screen instructions. When you have finished installing Google Earth, then follow the instructions for Downloading and setting up your Google Earth Map File.

Using Google Earth

Hopefully this will help to explain some of what Google Earth does and how it does it.

When you open Google Earth you are presented with the Google Earth map. It contains all the streets, cities, counties, etc. Google Earth also has what it calls "places" which is actually a layer of a collection of "overlays" that we use to specify our Conferences and provide a graphical representation (polygon) of the Conferences, and stores notes to display to the user when they click on the Conference. These notes come primarily from the Annual Report and the Annual Report Supplement.

Every time you open Google Earth it will load "My Places" which has all your saved map data within it. Google Earth ALWAYS uses its own library called "My Places". All other map files are stored within "My Places". Google Earth also uses a library called "Temporary Places". When you open (or double click) a

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map file it is loaded into "Temporary Places". As you go on, you can choose to save (upload) what you loaded in "Temporary Places" into "My Places" and then close Google Earth.

For this reason, you don't want to open a map file again, because you will soon have several versions of the map file. After you load the map file, delete the map file and open the Google Earth program itself. Google Earth will only display "places" that are checked.
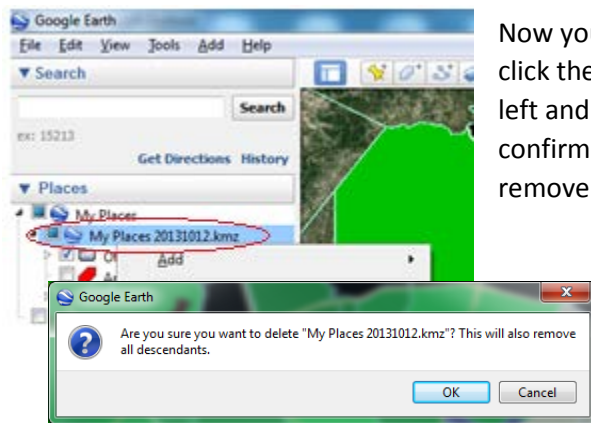
Delete Old Google Earth Map Files

Note: If you have previously imported one of our maps, you should locate and delete all the previous versions of our Google Earth map files from your computer before proceeding. Google Earth Map Files have a .kmz extension. Deleting these files will ensure that all previous versions are removed from your computer. If this is your first time using Google Earth, skip this section.

Possible names are, but are not limited to:

- *My Places2.kmz*
- *All Conferences SVDP 6.25.12.kmz*
- *All Conferences SVDP 10-24-12.kmz*
- *My Places 2013.kmz*
- *My Places 10-24-12a.kmz*
- *My Places 10-24-12b.kmz*
- *My Places Conferences Only.kmz*

Delete the old Google Earth Places

Now you want to remove ALL the old places. To do this, right-click the top-most category on the old map as shown to the left and select **Delete**. Google Earth will pop up a confirmation box. Don't let it scare you. Click OK. This will remove the copy from My Places.
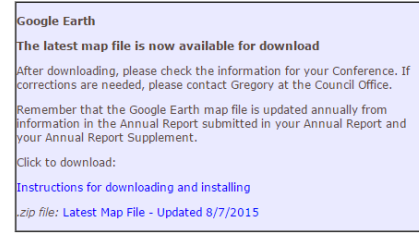
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Downloading the Society's New Google Earth Map File

You can download the latest Google Earth Map File from our Members Find a Location page http://www.svdpsa.org/ge-map.
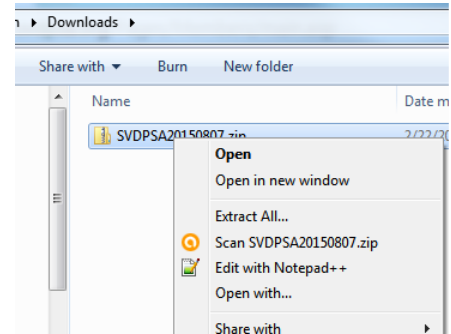
Locate the Google Earth section on the page that looks like this image.

There are two links

Instructions (This document). Depending on your browser and your preferences the Instructions may open either with your browser or your Application that you use to open a .pdf file.

Latest Map File with the Updated Date. This date is the date the Society's New Google Earth Map File has been updated. The Latest Map File is stored within a .zip file. To download it, click the link Latest Map File. Once you have downloaded the zip file you must open your download folder using the file explorer for your computer. In Windows, this would be the Windows File Explorer. With Windows 7 or later, you should see Downloads under Favorites. (The default location for the Download folder is usually: C:\Users*username*\Downloads\). You may have a different download folder configured in your browser.

Navigate to your download folder and extract the map file from the zip file. Using Windows 7 / 8 / 10 you can usually do this by right-clicking the file and click "Extract All…"
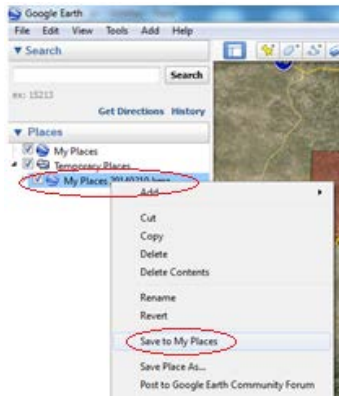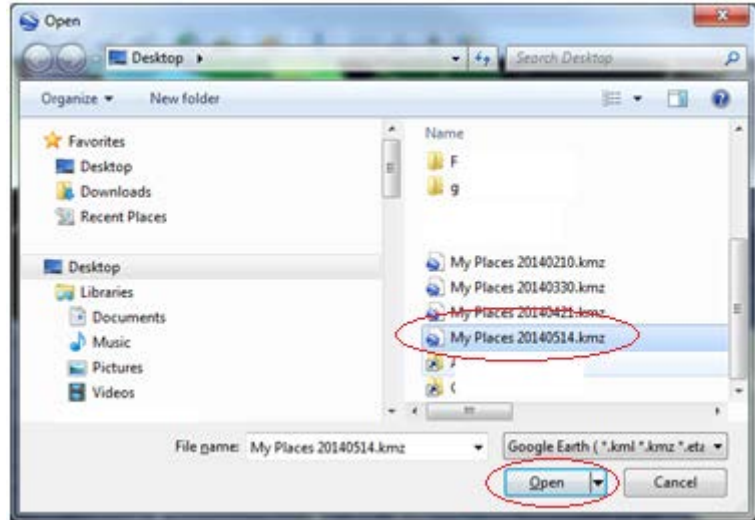
Specify the destination folder and click Extract.

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Open the Society's New Google Earth Map File.

In Google Earth, select the menu option File / Open. Navigate to the newly saved file, select it and click the button **Open**.

Another way to open the file is to navigate to the newly downloaded file that you have extracted and double click the file.

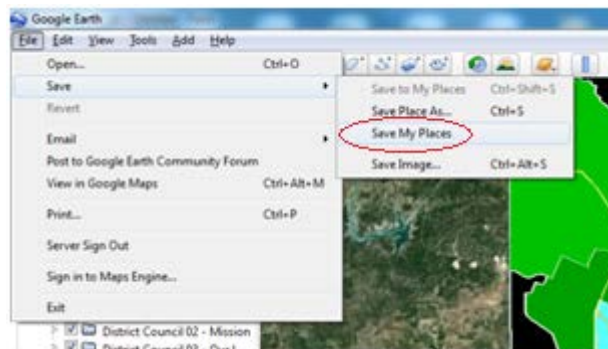The file you opened is now loaded under Temporary Places.

Right click it and select **Save to My Places**.

Then uncheck Temporary Places (which should be empty).

One last thing to do is the select the menu option **File / Save / Save My Places**.

This will make sure that the changes are saved to the default "My Places".

If you have any trouble with this process, please contact me. I am more than willing to assist you.

Gregory Hampton

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email Greg.Hampton@svdpsa.org

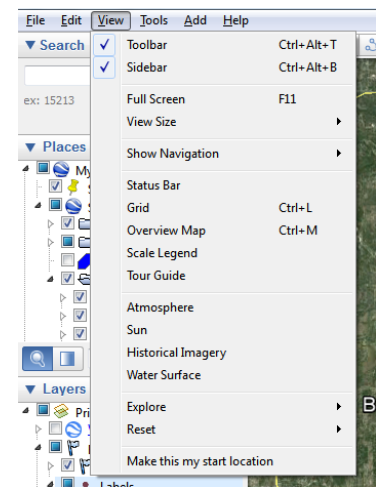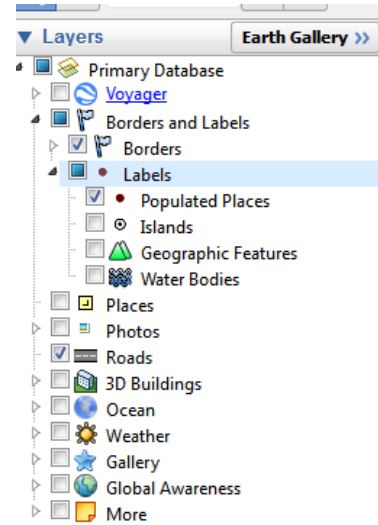# Instructions for updating the Google Earth map

Other Helpful tidbits.

Starting Location

> *The Starting Location is where Google Earth centers itself on the map whenever you start the Application. To set your starting location, center the map at the point you want to always start with, zoom in / out until you have the perfect view for yourself, then select the menu option View / Make this my Starting Location. To save it, select the menu option File / Save / Save My Places.*

Fine Tuning

When using Google Earth and you enter an address, Google Earth zooms out from the current location, then flies to and zooms in to the address you entered. On some computers this may be extremely sluggish. There are a couple tweaks you can apply to speed things up.

- Remove some of the extra layers. On the left side Sidebar, expand the Layers Section. Uncheck everything. Then check the following:

    o Borders and Labels / Borders

    o Borders and Labels / Labels / Populated Places

    o Roads

- In the menu option View, Uncheck All the options except for Toolbar and Sidebar. Select the menu option View, and click on the checked option to uncheck it.

- Change the Fly-To Speed. Select the menu option Tools / Options. On the Navigation Tab, change the Fly-To Speed. Move the slider all the way to the right (Fast)

- Click Apply, then click OK.

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What Else to have checked

As a general rule, where our map file is concerned, only the following "places" should be checked. You can expand each section to see what "places" are checked. So if you notice that something should be visible, make sure it is checked.

- Starting Location should be checked. (See Other Tidbits for setting your Starting Location.)

- Closed Conferences should be checked so you can see the black areas (that are not served).

- Under Other, Military Bases and Airports should be checked

- Cities should be unchecked as the individual cities may interfere with the Conference selection. (When you click a spot on the map, the city may be displayed instead of the Conference)

- Archdiocese of San Antonio should be unchecked as the Archdiocese may interfere with the Conference selection. It is included for reference, to provide a border outline of the Archdiocese of San Antonio.

- All Conferences should be checked.