

Adding outcrops as placemarks

1) Open Google Earth

2) Click the *yellow pin* in the bar above the Google Earth window to enter an outcrop as a single point, called a *placemark*. A flashing yellow pin will appear on the Google Earth map and a data window will open where you can enter your information data.



3) Zoom in on the map until you can recognise features in the area where the outcrop is located, and drag the pin to the right position. This is done by moving the cursor over the pin, pressing the left mouse button, and keeping this pressed when moving the pushpin. If you know the coordinates, you can also type those into the data window under "latitude" and "longitude"; the pushpin will move to the right position your pin this way.

4) Select the *placemark* symbol; to do this, press the button at top right of the *edit placemark* window, and choose the circle with dot that we use for outcrops. It should look like this:



Vulnerable "no hammer" outcrops can be indicated with the "camera" symbol. Don't forget to add a *no hammers allowed* warning to the description.



5) Format the *style and colour* of the dot in the data window.

- Press "style, colour"

- For *Icon* you can choose whatever colours you wish – for example, all outcrops of one excursion in one colour. Set the scale of "icon" at 1.0, opacity at 100%.

- For *Label* leave the colour of the text white, unless the background of the photograph is too light; in that case, choose some contrasting colour, but leave scale at 1,0 and opacity at 100%

- Click *description* and enter the title of your path under *Name*.

- Insert the text you want to give as a caption to the excursion in the field *description*. You can write the excursion's description in any style, formal or informal. If in doubt, we suggest having a look at existing entries for inspiration. Options are:

- what type of features can be seen,
- why are they special,
- if they are appropriate for advanced students or beginners,
- any difficulties of access,
- health and safety concerns,
- best time of the year to visit,
- whatever else you may find useful.

6) Photographs

We encourage you to add photographs to the information of your outcrop. You can make the photograph appear in the information window of the pushpin that marks the outcrop. You can find the instructions for this at the end of this text. You can also send us the photographs and let us place them, but in that case we cannot guarantee that they will appear as you intended.

7) Check that the pushpin is the right position, and if so, press OK. The placemark will now appear in the *places* bar at the left side of the globe.

To see the text of the description and photographs that have been entered, press with the left mouse button on the pushpin; they will appear in a separate window.

8) Continue with the next outcrop. When you insert several outcrops, create a folder under the Google Earth menu *Add* and place all your outcrops in it (you can do this by dragging the outcrops to the folder in the column "places" at left, using the left mouse button).

Editing outcrops

If you want to make further changes to your saved outcrops, edit it by clicking on it in the *places* column with the right mouse button. Open it with the left mouse button.

Deleting outcrops

Activate the outcrop point, then press *delete*.

Adding outcrops as polygons

If the outcrop you refer to is large, you may wish to show its extend, while the pushpin is positioned in the centre. This can be done in Google Earth as an irregular "polygon" that will appear below the pushpin that describes your outcrop. Download the .pdf "polygon" to read how this is done

Adding facilities

You can add hotels, restaurants, touristy information, and other features to the map. You can insert them following the *add an outcrop as a singlepoint* outlined above. Use an appropriate symbol (house, fork and knife, tree), instead of using the circles and dots used for outcrops. The list of symbols for placemarks is under the button at top right in your data window. In the description section of the data window, enter details of the facility, for example address, telephone numbers or what best to eat.

Send material to Outcropedia

- Once placemarks, polygons and excursions are complete and stored in a folder, please select the folder in the column Places at left by clicking it with the left mouse button.
- Click on the letter symbol in the bar above the map

Then save it in the menu at the top of the screen under *File>Save>Save Place as*.

- Save the folder as a .kmz file.
- Send this file to TecTask as an attachment to an email. Feel free to provide us with further information.
- We will add the material to the existing databases.
- choose "selected placemark/folder"
- press email, and enter our email address: outcropedia@googlemail.com

You may also first save the folder :

- Left click on the folder with the mouse
- Select under "File>save place as" and choose "Kml" as format
- save

You can now email us the file as an attachment

Saving your data

If you wish to save the data you entered on your own computer, Google Earth should normally save the material you added automatically on close down. However, in case the program crashes, you may lose your data. To avoid this, save the data in the menu under *File>Save>Save My Places*

Adding photographs

You can add photographs yourself to appear in the information window of the outcrop. In order to do this, you must add a line in the html language to the description in the data window of the outcrop. Proceed as follows.

- open the data window of the outcrop; right-click on the name of the outcrop in the column "places" on the left hand side of the Google Earth window. Left-click on "get info"

- Copy the following text into the description where you want the photograph to appear:

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- Replace " photodirectory"with the actual directory string of your photograph, the place where it can be found in the computer. The easiest way is to place the photographs on the desktop of your computer. You can now find the directory string on a PC by right clicking on the photograph and opening "properties"; you will see the directory in the center of the window. It usually starts with "C:\. ." but what follows will depend on the language in which your computer operates. Copy this entire directory line using Strg-C and paste it to replace "photodirectory" in the line given above using Strg-V. On a Macintosh, the directory for a photograph on the desktop will be

"/Users/MYNAME/Desktop/", where MYNAME is your home name, found in the column at left when you open your hard disk file.

-Replace " photoname " by the exact name of your photograph, and "xxx" by the correct three-letter extension code, defining the type of file, e.g. jpg, tiff, gif. An example of a correct name could be "roveredo.gif".

-As an example, a photograph from the Roveredo outcrop in the Alps appears in the data window of Google Earth on my Macintosh as:

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Once you save the Google Earth files after you finish entering outcrops later and send it to us, the photograph will be automatically sent to us as part of the file, and the directory will be changed to the new directory in our server.