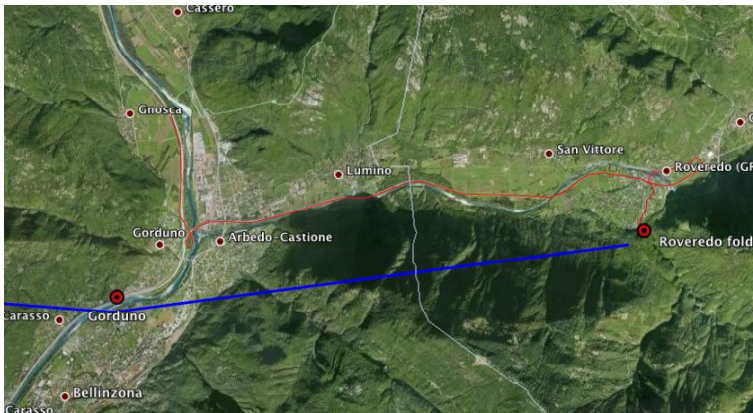


Adding excursions

Outcropedia has two types of tracks for excursions:

- **Excursion tracks (red)** follow the exact road or walking path to the outcrop. They are useful wherever it is difficult to find an outcrop, and the exact route should be given, for example a track over a mountain or complex road connection. In other cases, an excursion sequence may be sufficient. Details can be given in the *description* field of the excursion track.

- **Excursion sequences (blue)** outline the outcrop sequence as the crow flies. The sequence is a line connecting the actual outcrops by the shortest possible distance. Excursion sequences show what outcrops belong together and in what order they are best visited. For example, a certain sequence may be preferable because of daylight conditions (sun on the outcrop) or because of didactic reasons. The sequence should be described in the *description* field of the excursion sequence.



To draw an excursion track or sequence, proceed as follows:

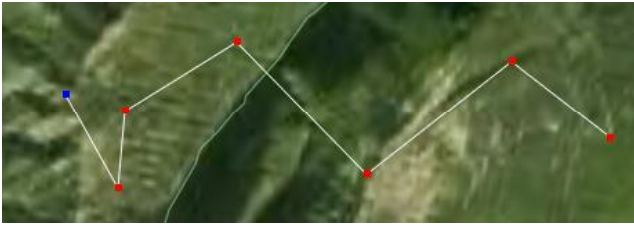
1) Click on the three blue dots in the bar above the Google Earth Window. This creates a *path*.



2) Enlarge the field of view in the map by rolling the track wheel of your mouse, or using the vertical bar that appears if you move the cursor to the right hand side of the map. Enlarge until you can recognise features in the area where the outcrops are located, and then click with the left mouse button. A number of coloured squares appear, connected by coloured lines. This is a "path", connecting "nodes". At each new click, a blue "active" node will appear beyond the last node, lengthening the path, while the older nodes turn red and are "inactive".

3) If you wish to change the shape of your path, bring the cursor to any node you wish to move; it will change to green; left click and it becomes the active node and will turn blue. Then, to modify your path, drag it around by keeping the left mouse button pressed. If you wish increase the density of nodes in your line to make a track more precise, do the following. Click with the left mouse on the red node "upstream" from to the place in the line where you wish to insert a new node. Upstream in this

case means towards the oldest node in the line, where you started drawing. When the colour of the node you wish to activate has turned to blue, click on or next to the line to add a new node. You can remove active (blue) nodes with the right mouse button or with the "delete" button on the keyboard.



4) In the data window, format the path's line in the "*style,colour*" menu. We suggest:

- red for a normal excursion track;
- blue for an excursion sequence.
- Set the width to 2 and opacity to 100%

5) In the data window, 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 on the excursion,
- if they are appropriate for advanced students or beginners,
- any difficulties of access,
- health and safety concerns,
- best time of the year to visit,
- suggested sequence in which outcrops should be visited,
- estimated excursion time,
- places to stay and eat, and
- whatever else you may find useful.

6) Check that the excursion track or sequence is in the right position, and if so, press OK. It will now appear in the *places* bar at the left side of the globe as a coloured triangle of dots.

7) When you insert several excursions, create a folder under the Google Earth menu *Add* and place all your excursions in it (you can do this by dragging the paths to the folder).

Editing excursions

If you want to make further changes to your saved excursions, edit it by clicking on it in the *places* column at left with the right mouse button. Then select "get info" and press the left mouse button

Deleting excursions

Activate the excursion in the in the *places* column at left, then press *delete*.

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 single point* outlined in a separate PDF. 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 or telephone numbers.

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