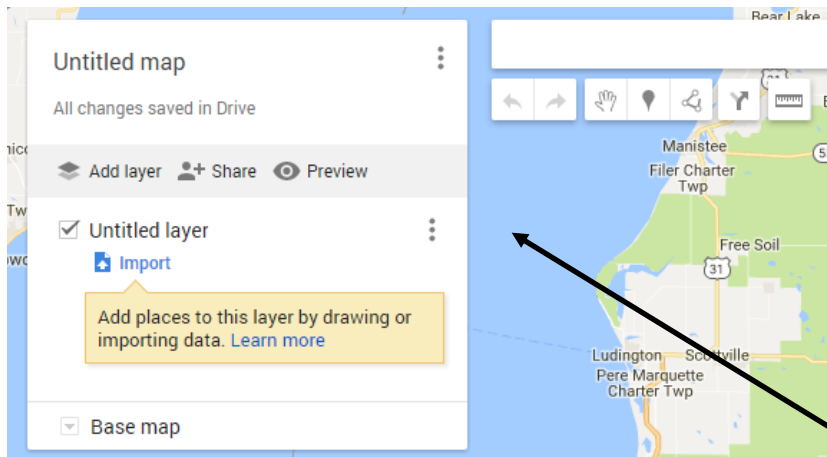
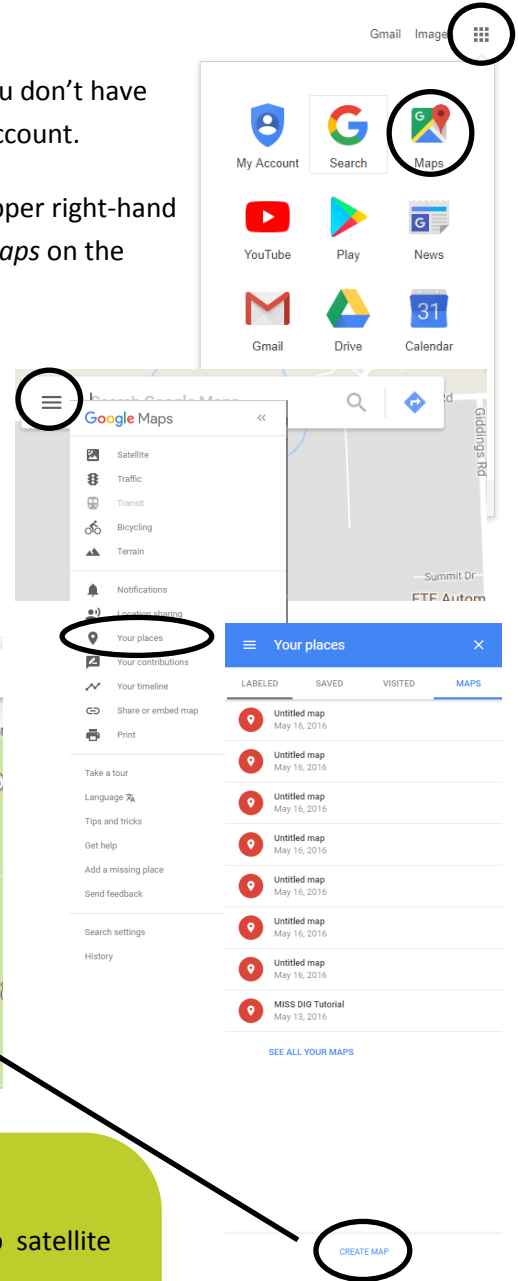




# Google Map Layer User Guide

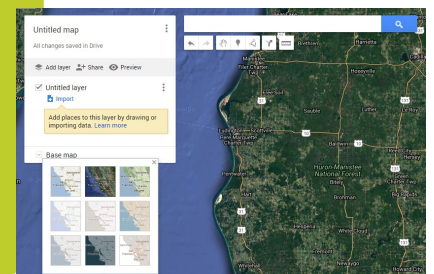
Using Google Maps to create a map layer (.KML or .KMZ) is an option members have to map their databases. Members can submit these files for import and MISS DIG 811 will convert them to shape files.

- 1 To begin, sign into a Google account at [www.google.com](http://www.google.com). If you don't have one, use the link provided on the homepage to create a free account.
- 2 Once you are logged in, click on the apps icon located in the upper right-hand corner of the screen. It looks like a checkerboard. Then click *Maps* on the pop-up menu.
- 3 Click the menu icon in the upper left-hand corner of the next screen. Then click *Your Places* in the *Google Maps* menu that appears.
- 4 Click *Maps* on the *Your Places* menu that appears on the next screen. Then click *Create Map*, located at the bottom of your map list.



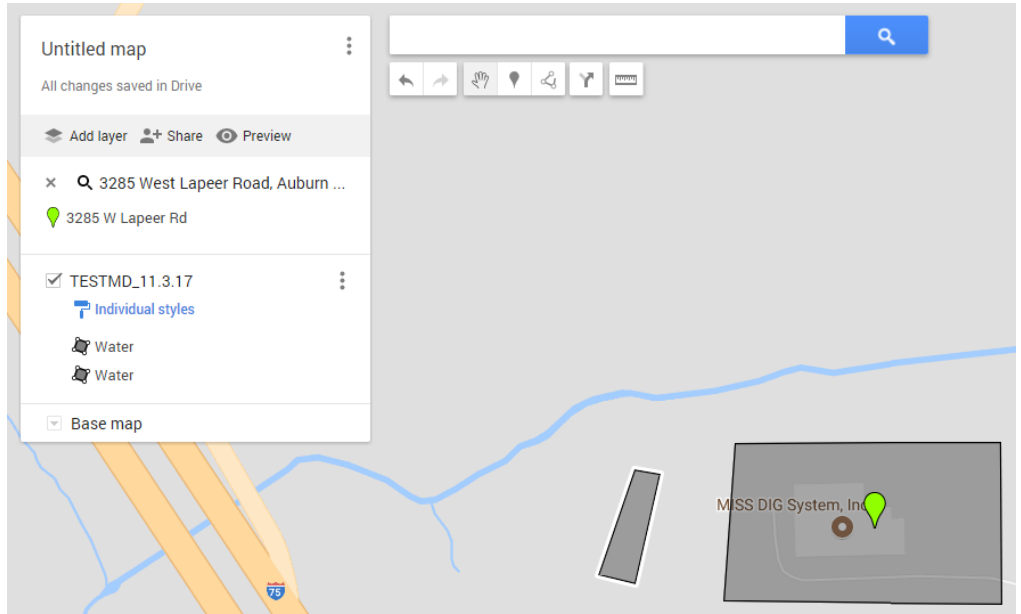
## Helpful Tips:

- Click the Base Map drop-down menu to change the base map to satellite view.
- Add places to a map layer by drawing or importing data. You can import CSV, TSV, KML, KMZ, or XLSX files.
- Use the search bar to navigate to any place, street, address, or intersection. Use your cursor wheel to zoom into to your work area or double-click. Once you've positioned the map, you're ready to draw.



5

To create a shape, click the *Draw a Line* tool located under the search bar. Then click *Add Line or Shape*.



6

To draw a shape, left-click and drag the cursor. Click to change direction and double-click to terminate your shape at its origin.

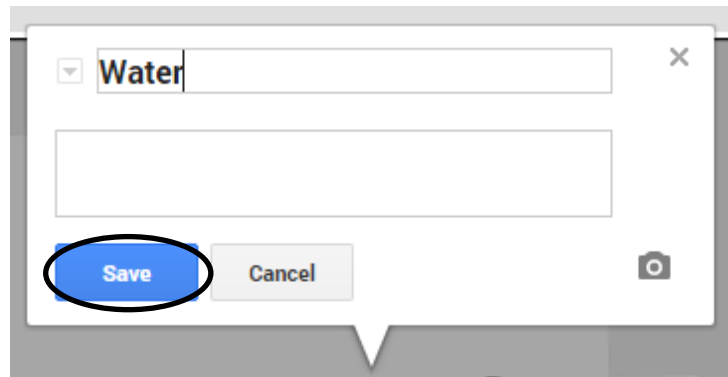
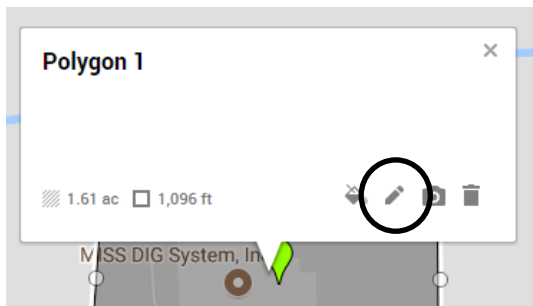
Upon import, MISS DIG 811 will add a 250-ft. buffer to line data. No buffer will be added to shapes/polygons.

**Helpful Tip:**

It's OK to add more than one shape or line to your map layer, but please limit each layer you create to one facility type. You can click *Add Layer* to add for each facility type.

7

To name your shape, click on the shape. Then click the *Pencil* tool to edit. Click *Save* when complete.



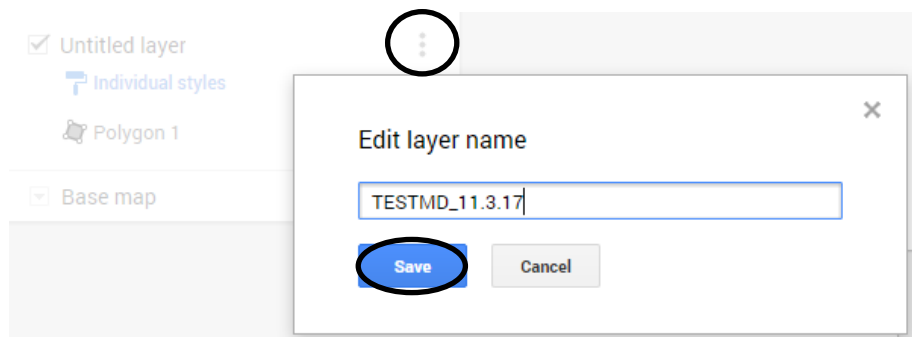
8

To name your map layer, click the *3-Dot* icon. Three options are available: *Rename This Layer*, *Delete This Layer*, and *Open Data Table*.

Click *Rename This Layer*. To name this layer, use the following format:  
[Facility Code]\_[Date Created]

**Example: MITEC2\_2.6.15**

Click *Save* when complete.



9

To export the file, click the 3-Dot icon. Then click *Export to KML*.

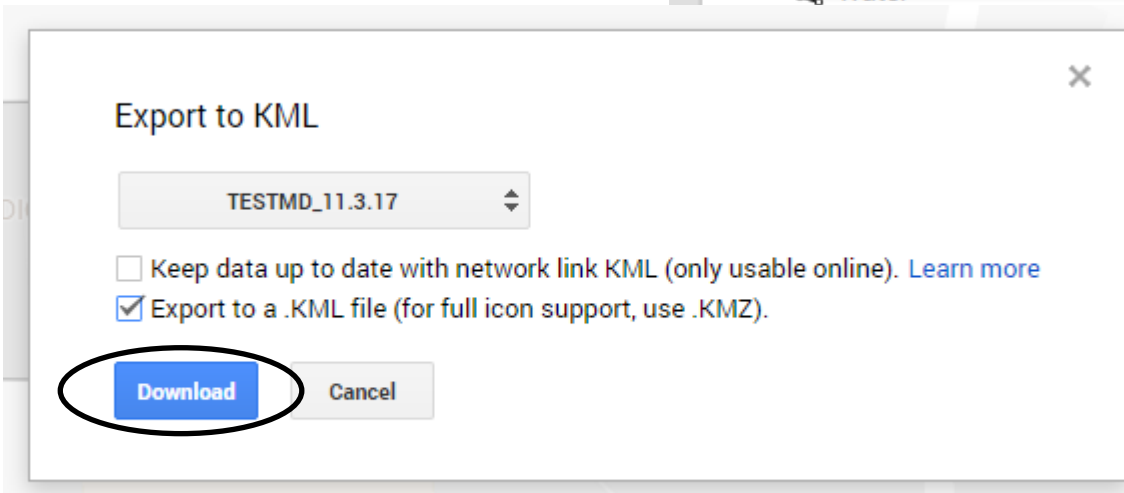
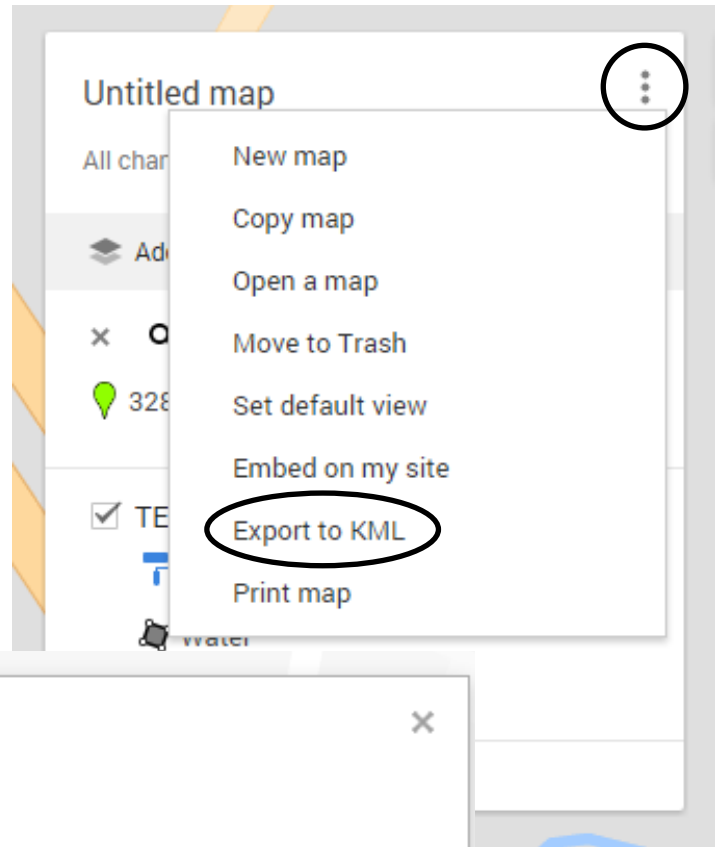
10

Click the drop-down menu to see each layer you created.

Select the layer you would like to export.

Click *Download* to export your file to the *Downloads* folder of your computer.

Note that if the file is large, it may be converted to a .KMZ (zip).



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Use the Member Service Support form located on the MISS DIG 811 website at <http://www.missdig.org/members.html> to submit your file(s) for upload. It is important to use this form so that MISS DIG 811 receives all the information needed.

