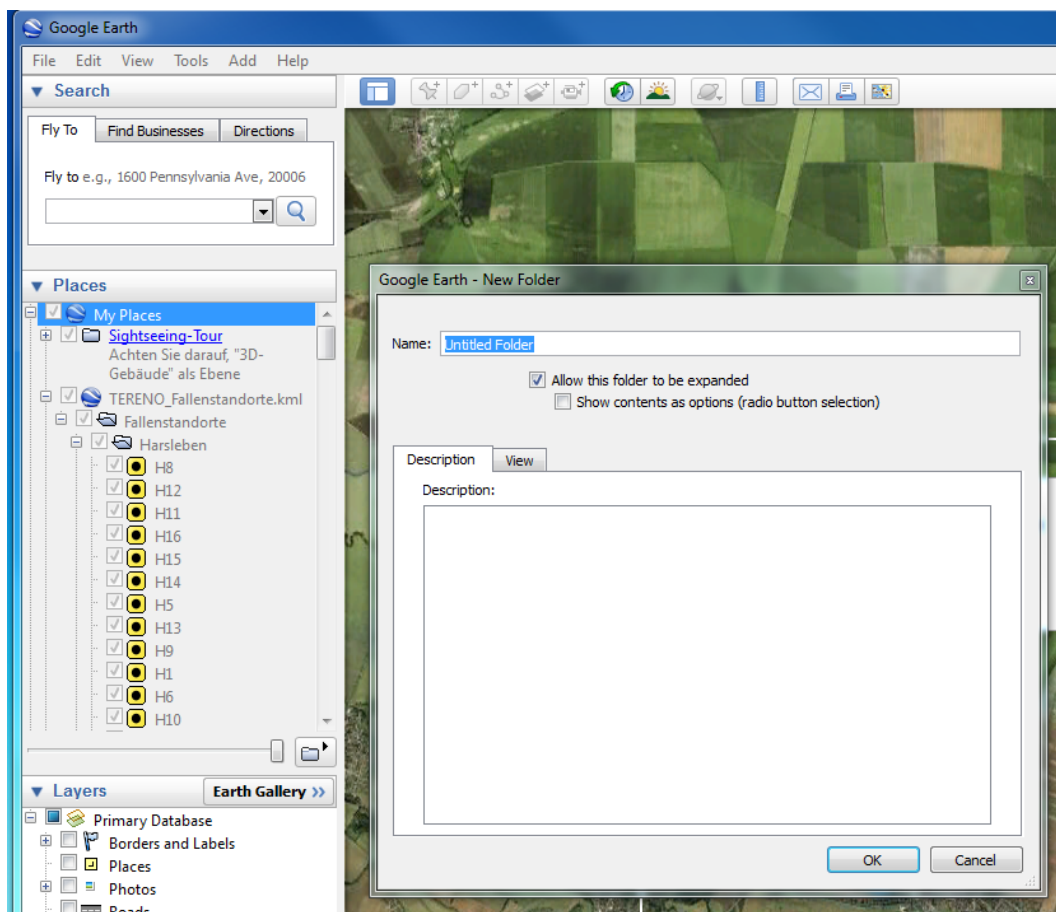
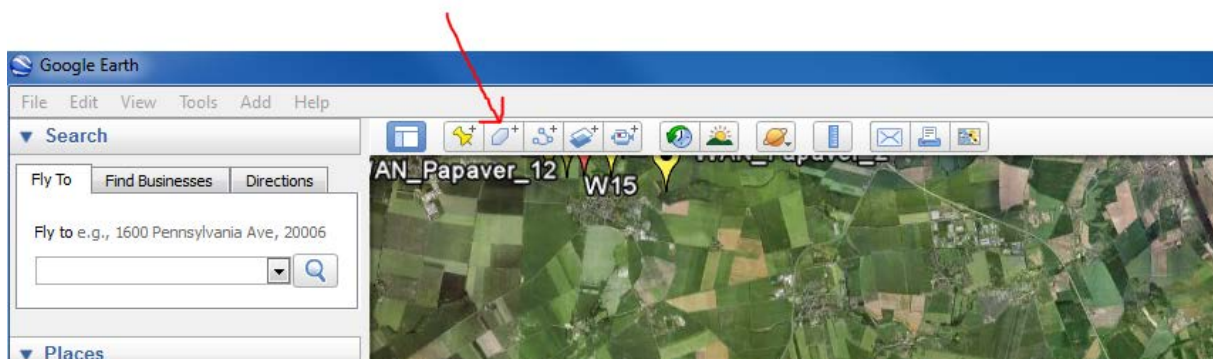


Quick user guide for creating boundary files in Google Earth (WGS84)

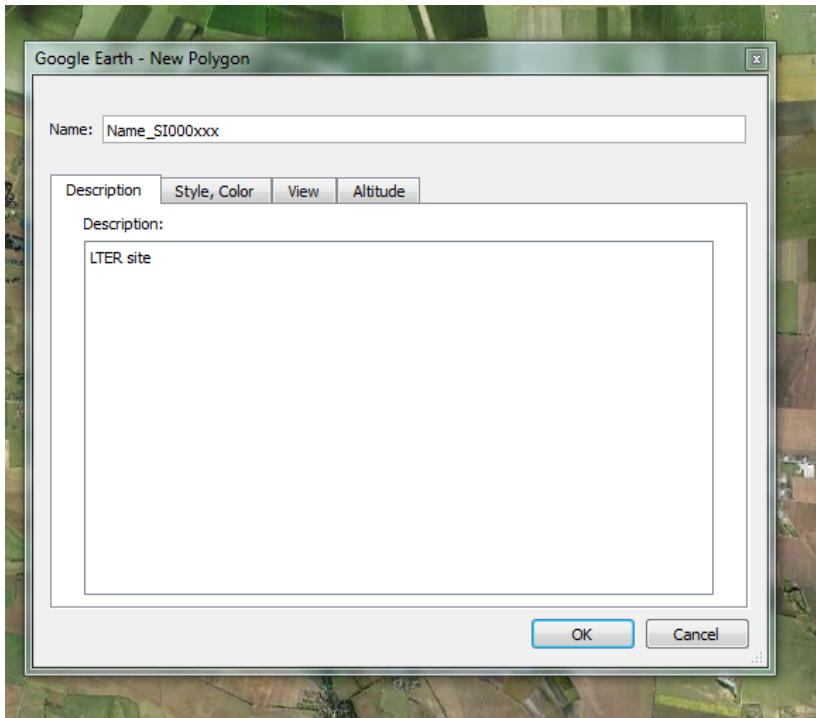
1. Open Google Earth and create a new folder in the sidebar menu "Places" by right click on "My Places" and choose Add => Folder. Give it a meaningful name it, e.g. "LTER sites UFZ"



2. Click on the polygon symbol in the menu bar



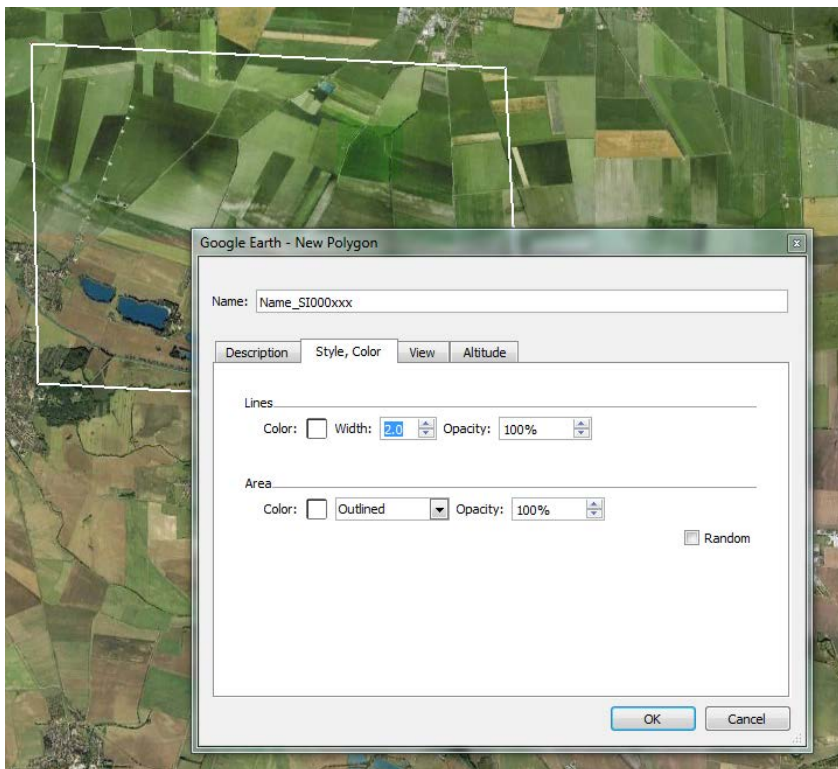
The New Polygon window opens. Give it a name (according to the scheme e.g. => **DE_SI001294_Friedeburg**) and a description if you like and leave the window open!



3. If you now move the mouse across on the image, you see a cross-hair symbol. Left-click on the edge points of your site one after another. After the third point you see the area which is changing with each added point. The example below has a simple delineation of just four points.



4. As you just want to have visible borders, you need to make some changes at the tab "Style, Color" in the New polygon window (see below => line => color = white; area => outlined!).



5. **If you still need to correct some points of the polygon, you can change their position using your mouse.**
6. Clicking on OK saves the new polygon. You still can change the properties of the polygon (right mouse click on the name of the new place in the side bar), but not the shape.
7. Export of the single polygon or the folder with the polygons by right-click on the item and "Save place as".
 - a. **Naming convention for folders:** Country_Institution_your name (e.g. => **DE_UFZ_frenzel**);
 - b. for **files:** Country_SI00xxxx (identifier – see appendix)_name, e.g. **DE_SI001294_Friedeburg**.
 - c. You can either use the kml or kmz format. Kmz is just the zipped version.