

# GeoPlat™

User Guide



**This guide is a step-by-step tutorial of how to use your GeoPlat™ within [Google Earth®](#).**



## Import and Open File

1. Download and install [Google Earth](#) for Desktop.
2. Once installed, open your digital download email and download the GeoPlat (.kmz file) to your desktop. You may now open the file in Google Earth. Upon opening, the file will import and automatically place itself in the “Temporary Places” folder. To save to your device, simply drag and drop the layer into the “My Places” folder.

*If you encounter any issues importing the file, please call us at (800) 321-1627 ex. 217 for help. Larger counties will take longer to import. Trying to turn map layers on and off during this time could affect the import results—so it is best to sit tight!*



## Navigating the Map

To navigate the map, simply click and drag where you want to go. The upper right-hand corner of the application offers tools to help you navigate. You can zoom in and out, as well as change the angle of how you are viewing the map. In the bottom right-hand corner you will see latitude/longitude and elevation. These numbers are directly correlated to where your cursor is located on the map.

*\*Terrain layer must be turned on to see elevation. See “Layers” section on page 3.*



## Search

The search function is located in the upper left-hand corner. This will allow you to search different address variables: city/state, township, street name, specific address, zip or postal code, longitude/latitude, and general places. You can also “Get Directions” by clicking on the link within the search tab dropdown.

For download help call us at (800) 321-1627 ex. 217 | For features help see [Google Earth Help](#)

**Must have Google Earth for Desktop installed.**

System requirements: PC - Windows 7 or newer, Mac - Mac OS X 10.8 or later.



## Places

Under the search function is a tab titled “Places”. Consider this tab your own personal server where you can import maps and data. There are two folders located here where you can place data: My Places and Temporary Places.

### *My Places*

Any data placed in this folder will save to the hard drive of your device.

### *Temporary Places*

As the name implies, this is a temporary folder. Any data in this folder will not be accessible once you close the application. In order to make sure any changes are saved, you must move your files into the “My Places” folder.



## Index

GeoPlat provides a few, useful index tools located within the dropdown of the data layer.

### *Town & Range*

This will provide you with Town & Range numbers for the entire county. Double-click on one of the Town & Range numbers and Google Earth will zoom to that area of the map. Single click on the map and Town & Range will also appear.

### *Owner Index*

The Owner Index is a spreadsheet that contains all labeled parcels that are indexed on the map. To search the Owner Index, download the spreadsheet and open in Excel.

### *Map Overlay*

**It is important to leave this layer alone.** This layer is the image overlay of the county plat map. Any changes could alter the orientation of your map and require you to re-import from the original file.

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## Layers

This tab is located under the “Places” tab. These are free data layers that Google provides for you to turn on/off and incorporate with other data that you import. Borders and Labels, Roads, and 3D Buildings are some of the more helpful data layers to layer over your maps.

*\*It should be noted that 3D Buildings are not available in all areas and you must also have “Terrain” turned on to utilize the 3D Buildings layer.*



## Importing and Layering other GIS Datasets

You can import and layer additional GIS data over the map (i.e. soil data, watershed data, CLU boundaries, etc.). Visit this link to learn what file types are accepted by Google Earth: <https://support.google.com/earth/answer/176685?hl=en>



## Add Placemarks, Polygons, and Folders

The great thing about using GeoPlat in Google Earth is the ability to add custom data points and polygons. Once placed, you can attribute and customize these data points and polygons.

### *Placemark*

To add a placemark, click “Add” and then “Placemark”. You can then move the placemark to the desired location by clicking and dragging the placemark. You can customize and attribute placemarks by right clicking on the layer and selecting “Get Info” or “Properties”.

### *Polygon*

To add a polygon, click “Add” and then “Polygon”. Use your cursor to add points and create a polygon. You can customize and attribute the polygon by right clicking on the layer and selecting “Get Info” or “Properties”. Try adjusting the outline and fill to highlight specific parcels!

### *Folder*

To add a folder, click “Add” and then “Folder”. This will add a folder layer to your dataset. You can put multiple placemarks and polygons into a folder to organize the data.

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## Historical Aerial Imagery

Google Earth contains a wealth of historical aerial imagery. This can be helpful if you want to see how the land has changed over the years. To view this imagery, simply click “View” and then “Historical Imagery”. This will open up a slider tool, which will allow you to choose a specific time period to view.



## Measure

The ruler tool will allow you to measure the distance between two points or the area of a shape. To use this tool, click “Tools” and then click on “Ruler”.



## Email

You can email a screenshot of the map or the entire map file. Click “File” and then “Email”, and then choose what you would like to send. The bundled Lifetime Site License allows you to share this data with others from your site location. **However, this data is intended for your site location only. All other offices must apply for a separate license. Please [contact our Licensing Manager](#) for details.**



## Print

Google Earth gives you the ability to print based off your current map view. Click “File” and then “Print” to bring up printing options. You may modify and print unlimited copies of the Data for internal purposes for the location stated on your order. Data used on the Internet MUST be trimmed so that no more than 50% of a single township map is displayed as originally delivered by Licensor unless otherwise provided for under an exclusive agreement with Licensor. **If you have questions, please [contact our Licensing Manager](#).**

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