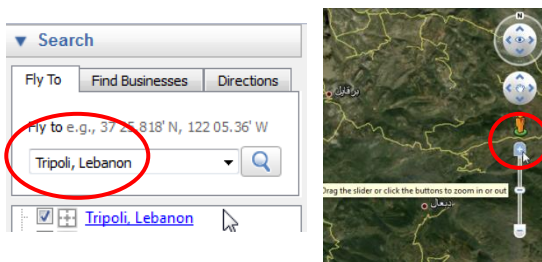


### A. Find your Location

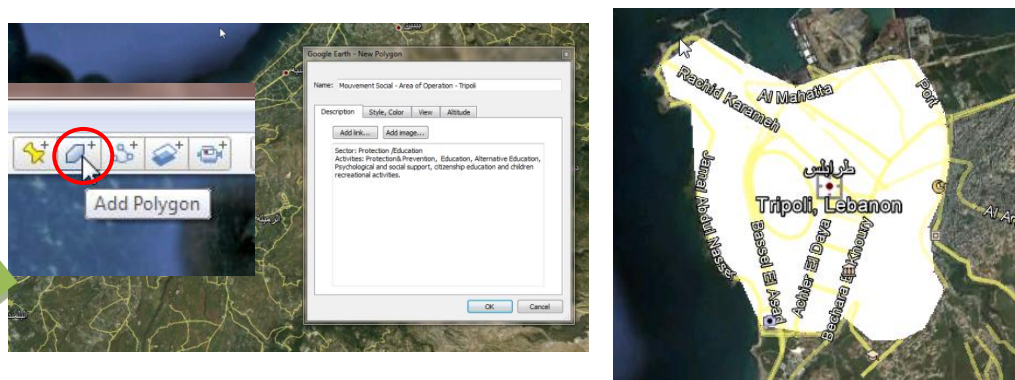
Use the **Zoom-In Tools** or the **Google Search** window and type in the name of the area you work in.

*Note: If Google can't find it, try alternative spellings.*



### B. Start Drawing Your Area of Intervention

Click on the blue “Add Polygon” button. Add Name; include **Name of your organization, Area of Operation or Area of Assessment**, whatever applies, and the **name of the location**. In the body you can then detail the activities or the topic of the assessment. Click for each corner of your area.



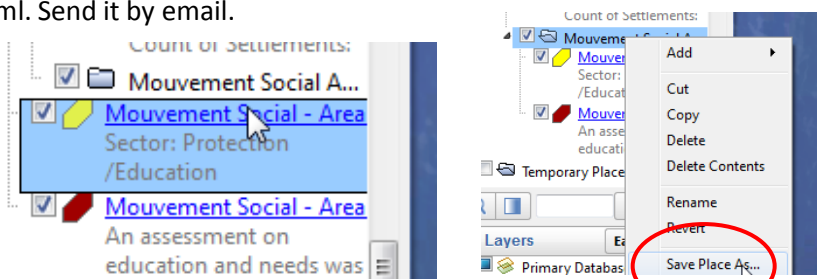
### C. Change Colors and Opacity

You can change the color and the opacity of your areas. Go to Tab **Style/Color**. Change areas of **operation to yellow** and set **opacity to 40%**. Choose **red** for areas of **assessments**.



### D. Organize your data in a folder and save it

You should organize your areas in folders as a best practice. To create a folder, **Right-click/ Add/Folder**; name it after your organization. If you have many different areas of interventions and assessments, you might want to create two folder within the main folder, one for assessments, one for interventions. **Drag** the areas (polygons) into the **respective folders**. **Right-click/Save Place As** and save it as kml. Send it by email.



*Tips: Right-click/Properties to be able to edit the area and add descriptions.*