

## CREATING AOI FILES THROUGH GOOGLE MAPS

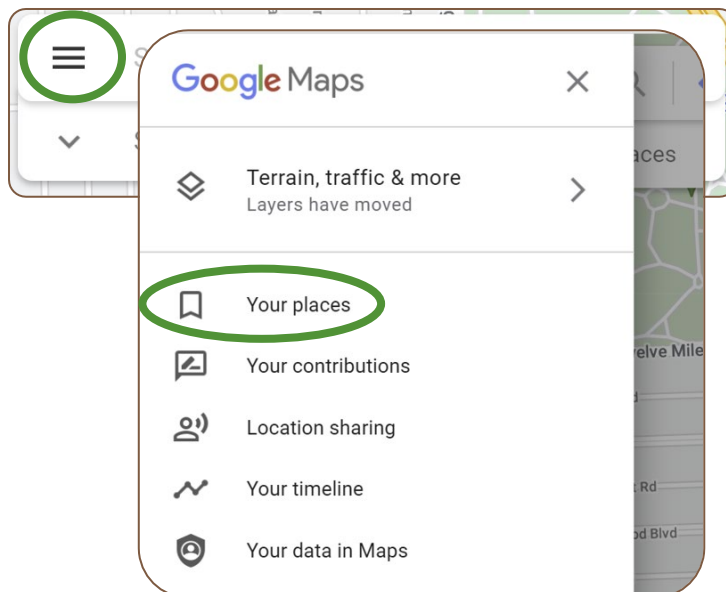
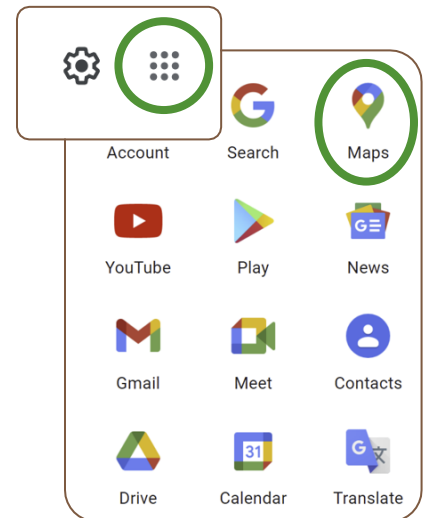
Google Maps is a great tool for creating area of interest (AOI) files for upload into station codes. As a reminder, these files represent the locations of underground facilities and are what triggers delivery of MISS DIG 811 tickets to a station code.

Google Maps can replace the previously used Newtin Member Polygon Maintenance software and is a great choice for membership without access to GIS software of their own. It is also a great way to create files that are additions to an existing AOI for the station code. At this time, members can submit these files to the Member Services Department for conversion into SHP files and then upload into AuthorityViewer.

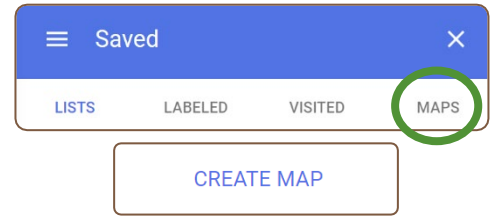
To begin, sign into a Google account at [www.google.com](http://www.google.com). If you don't have one, use the link provided on the homepage to create a free account.

Once you are logged in, click on the **Apps** icon located in the upper right-hand corner of the screen. Then click **Maps** on the pop-up menu.

Click the **Menu** icon in the upper left-hand corner of the map screen. Then click **Your Places** in the **Google Maps** menu that appears.



Click **Maps** on the blue **Your Places** menu that appears on the next screen. Then click **Create Map**, located at the bottom of your map list.



Use the search bar to find the desired location.

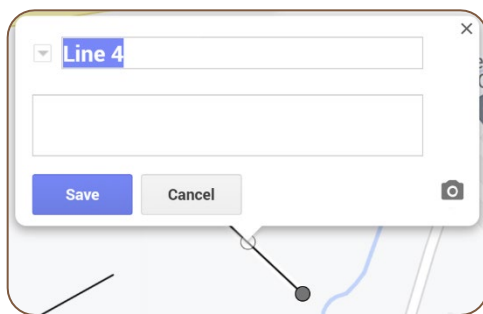
To create a shape, click the **Draw a Line** tool located under the search bar. Then select **Add Line or Shape** from the menu.



To draw lines, left click and drag cursor; double-click to finalize. To draw a polygon, left click and drag the cursor; double-click at the shape's origin point to finalize.



Upon finalizing the line or shape, users will be asked to label. To edit the labels, click on the line or shape. Then click the **Pencil** tool to edit. Click **Save** when complete.

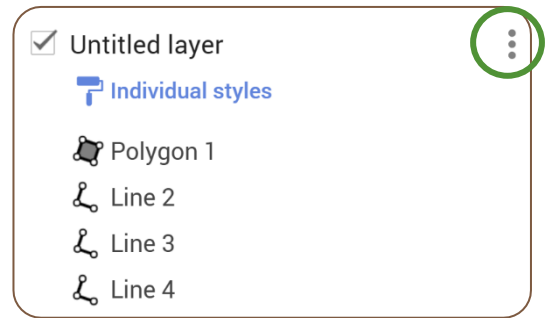


Users are welcome to add more than one line or shape to the map layer, but please limit each layer created to a single station code at a time.

To name the completed map layer, click the **3-Dot** icon.

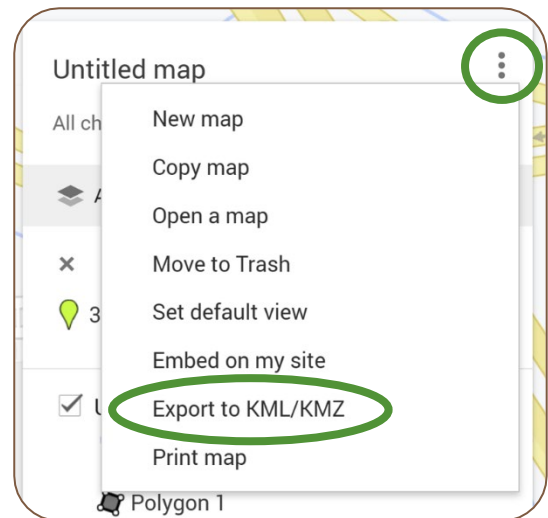
Click **Rename This Layer** and then click Save once complete.

This can also be done with the map title itself.



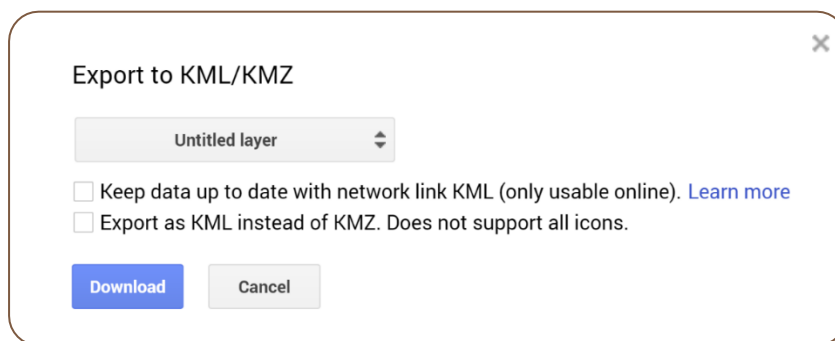
To export the file, click the **3-Dot** icon. Then click **Export to KML**.

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).



**At this time the DamagePreventionPortal tool AuthorityViewer does not accept uploads of KML or KMZ files. If a user cannot convert their files into SHP files, they can submit these files for conversion and upload into AuthorityViewer. Use the Member Service Support form located on the Members Utility page of MISS DIG 811 website at [missdig811.org](https://missdig811.org) to submit the file(s). Use of this form is required.**