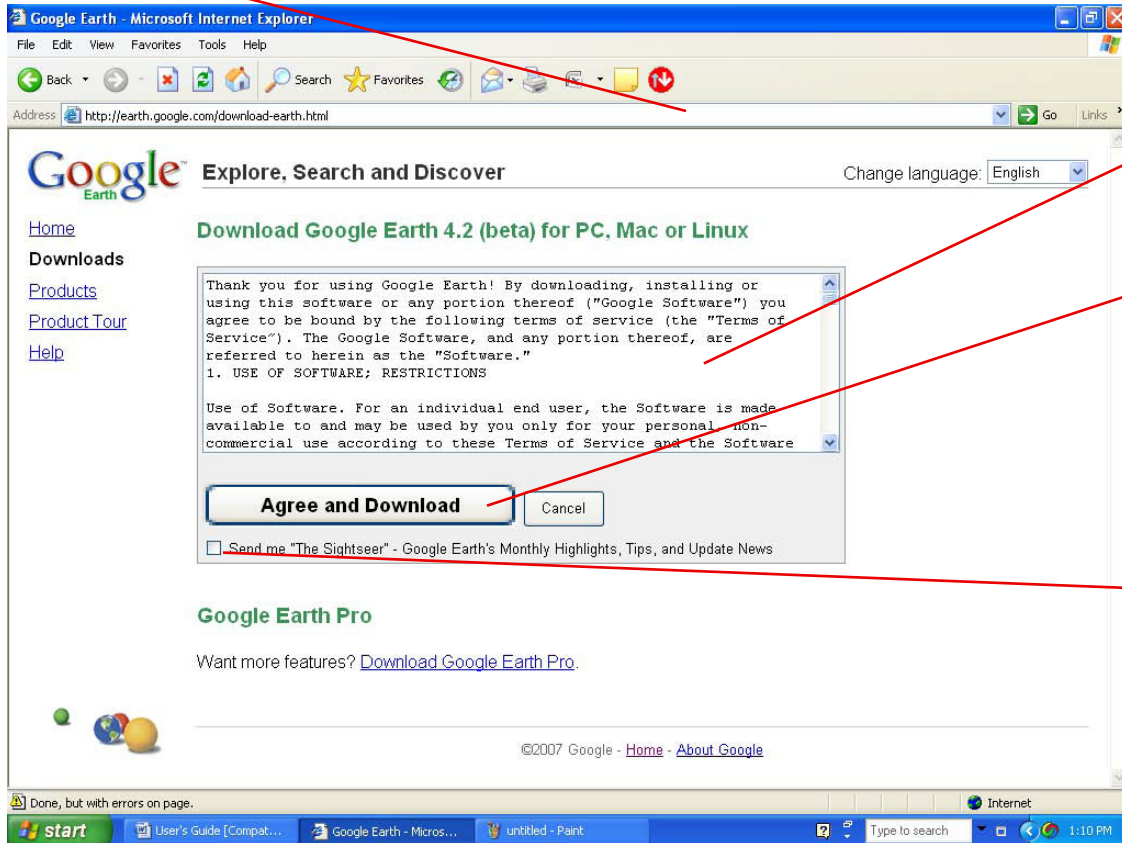


# User's Guide to Northwest Alabama Asset Inventory

## STEP 1: DOWNLOAD GOOGLE™ EARTH INSTALLATION SOFTWARE

Before a user can view the inventory in Google™ Earth, one must download and install the software, which is free and available online.

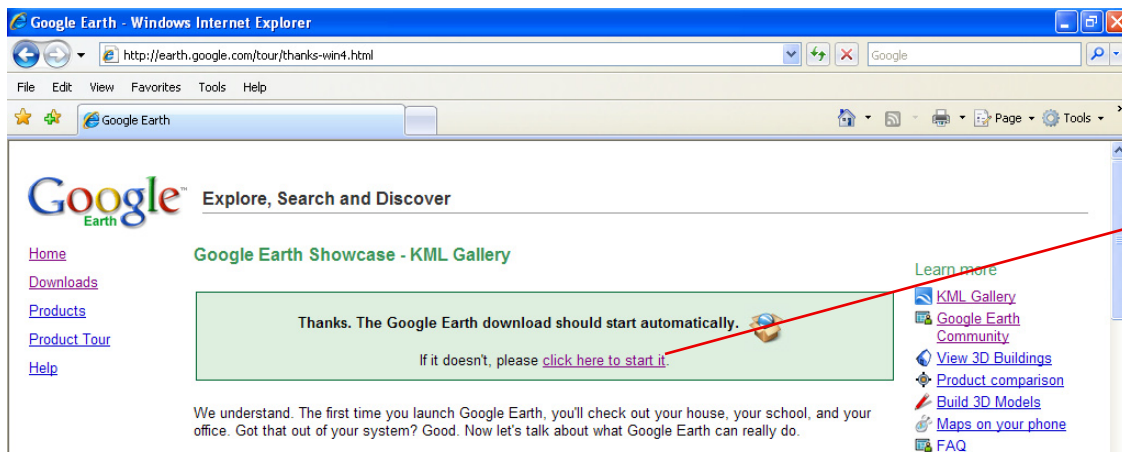
**STEP 1.1** Point your web browser to <http://earth.google.com/download-earth.html>.



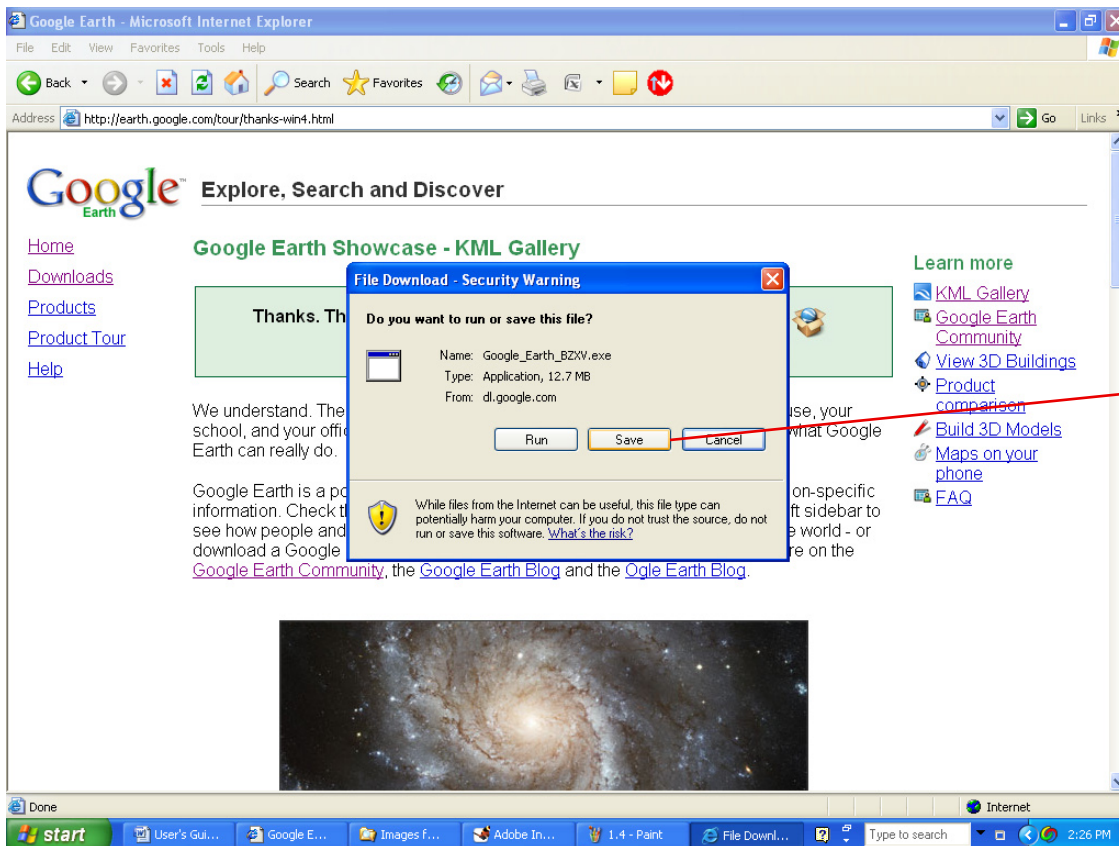
**STEP 1.2** Review Google's "Terms of Service"

**STEP 1.3** Click "Agree and Download".

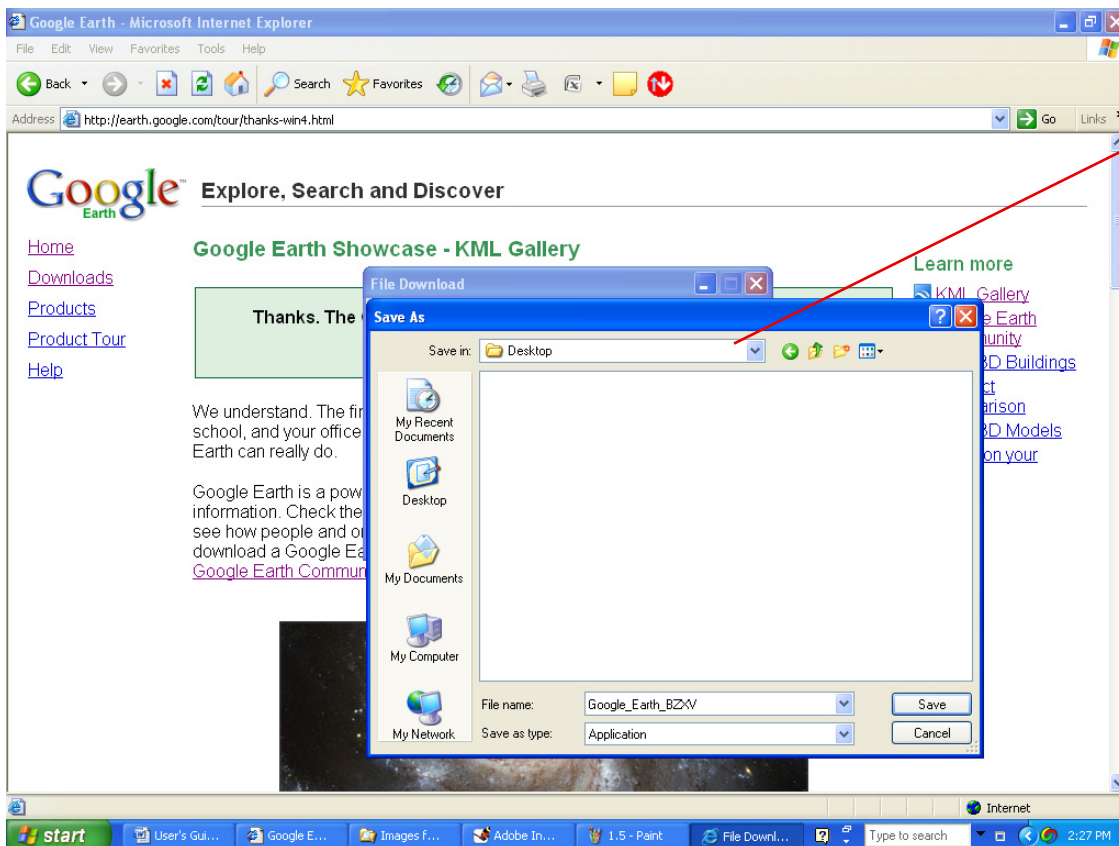
Check here if you wish to receive Google's newsletter.



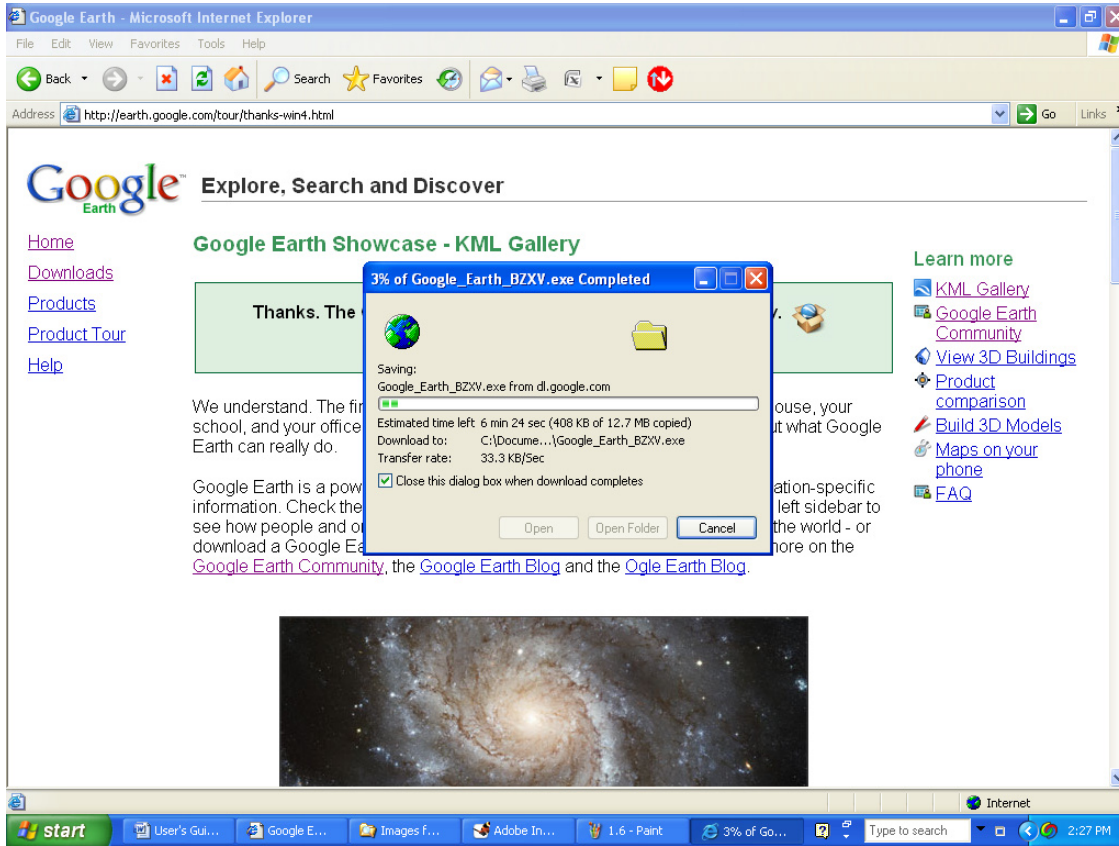
**STEP 1.4** The download should begin automatically. If it does not, click the link provided.



**STEP 1.5**  
When asked “Do you want to save or run this file?” select “Save”.



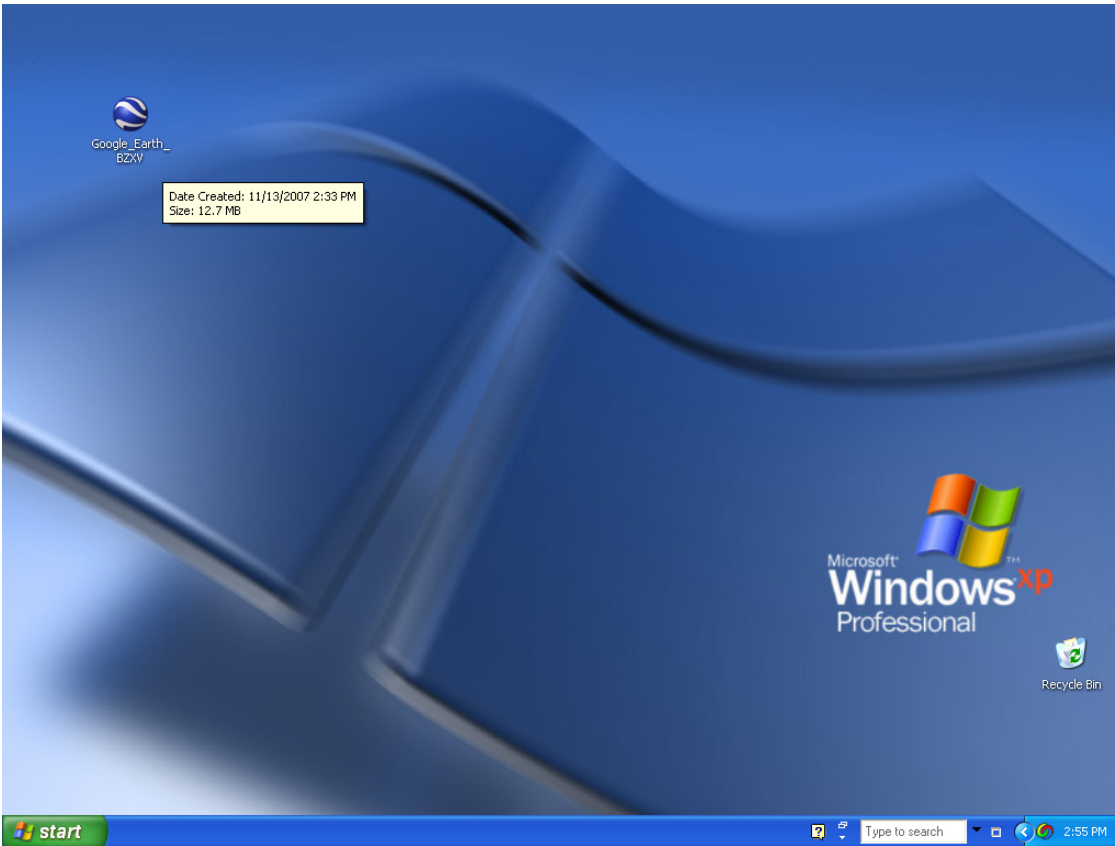
**STEP 1.6**  
Select a directory in which to save this file, which contains the Google Earth 4.2 installation software.



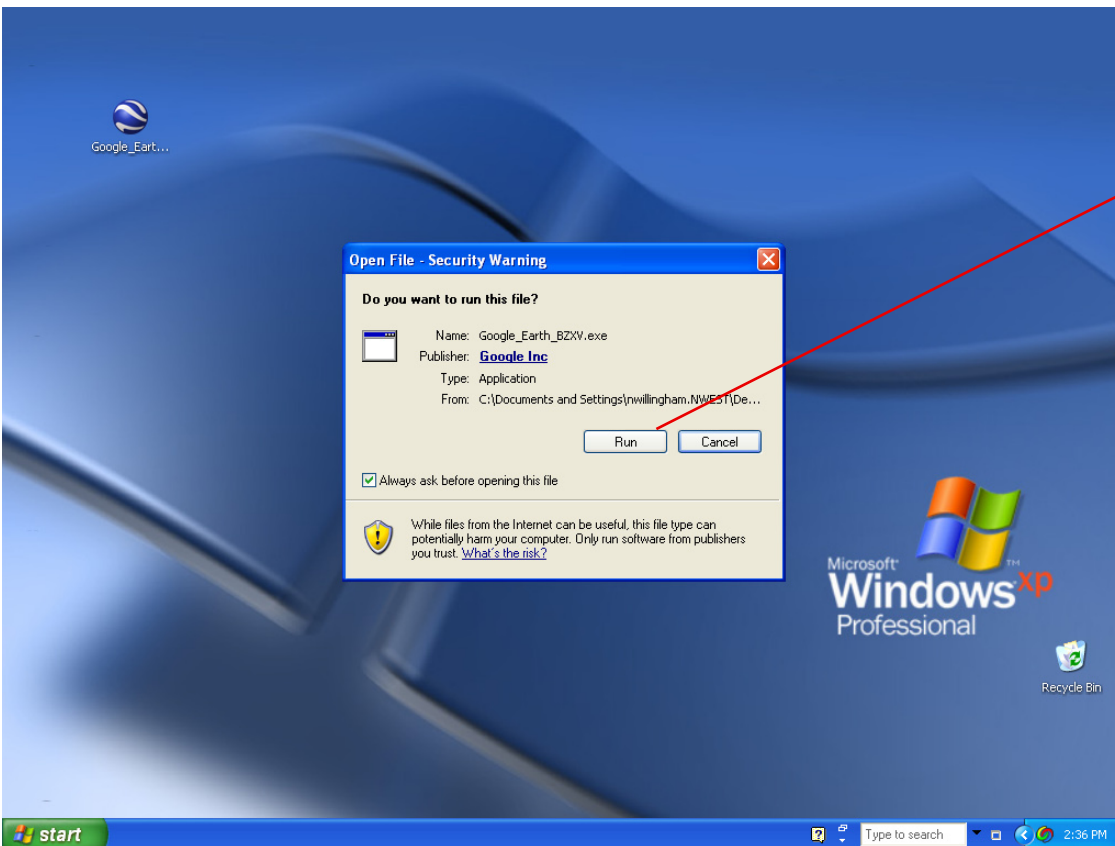
**STEP 1.7** Wait for download to complete. When complete, close this window if it does not close automatically.

# User's Guide to Northwest Alabama Asset Inventory

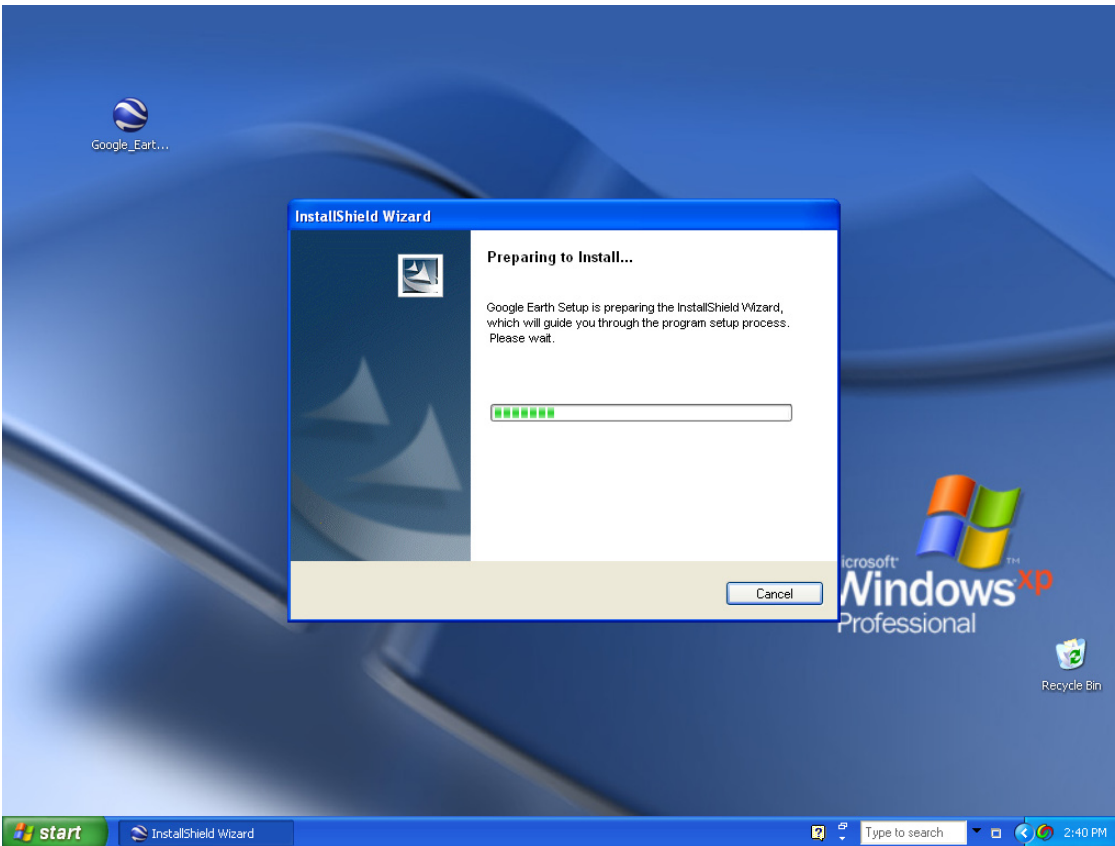
## STEP 2: INSTALL GOOGLE™ EARTH 4.2



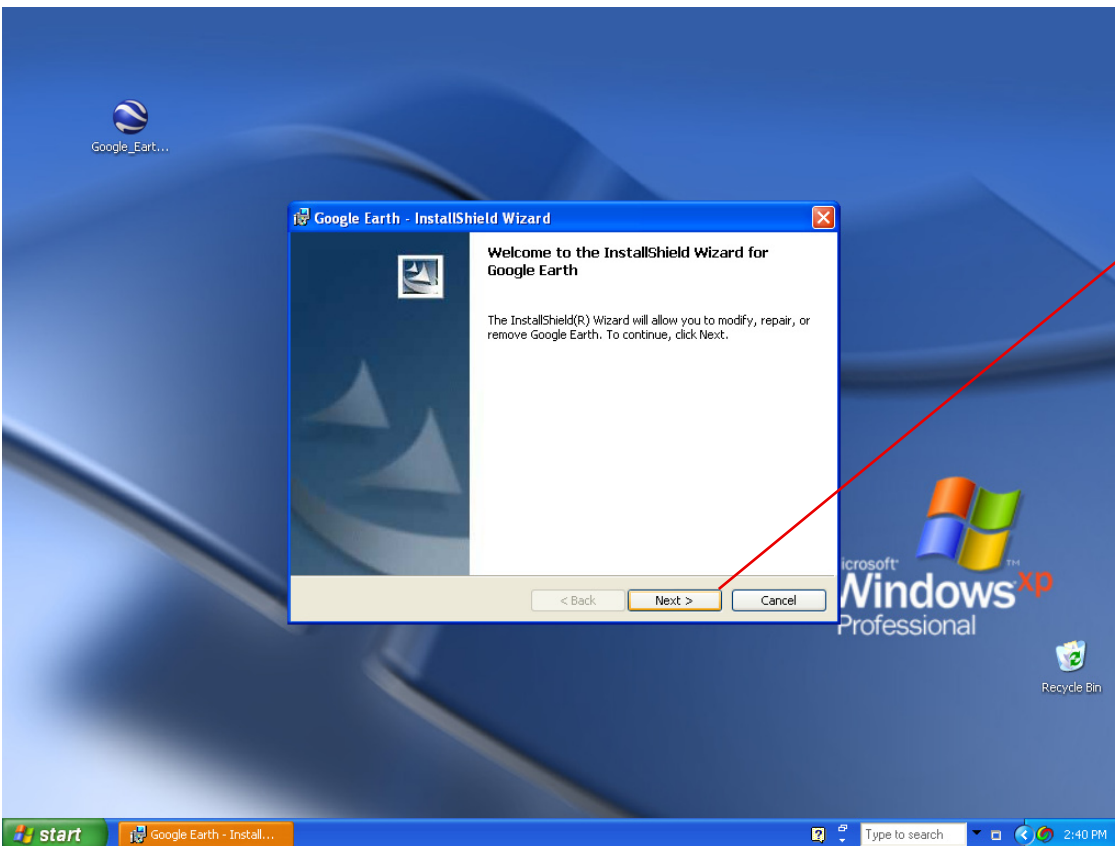
**STEP 2.1** Open the file Google\_Earth\_BZXV, which is the file saved in STEP 1 above.



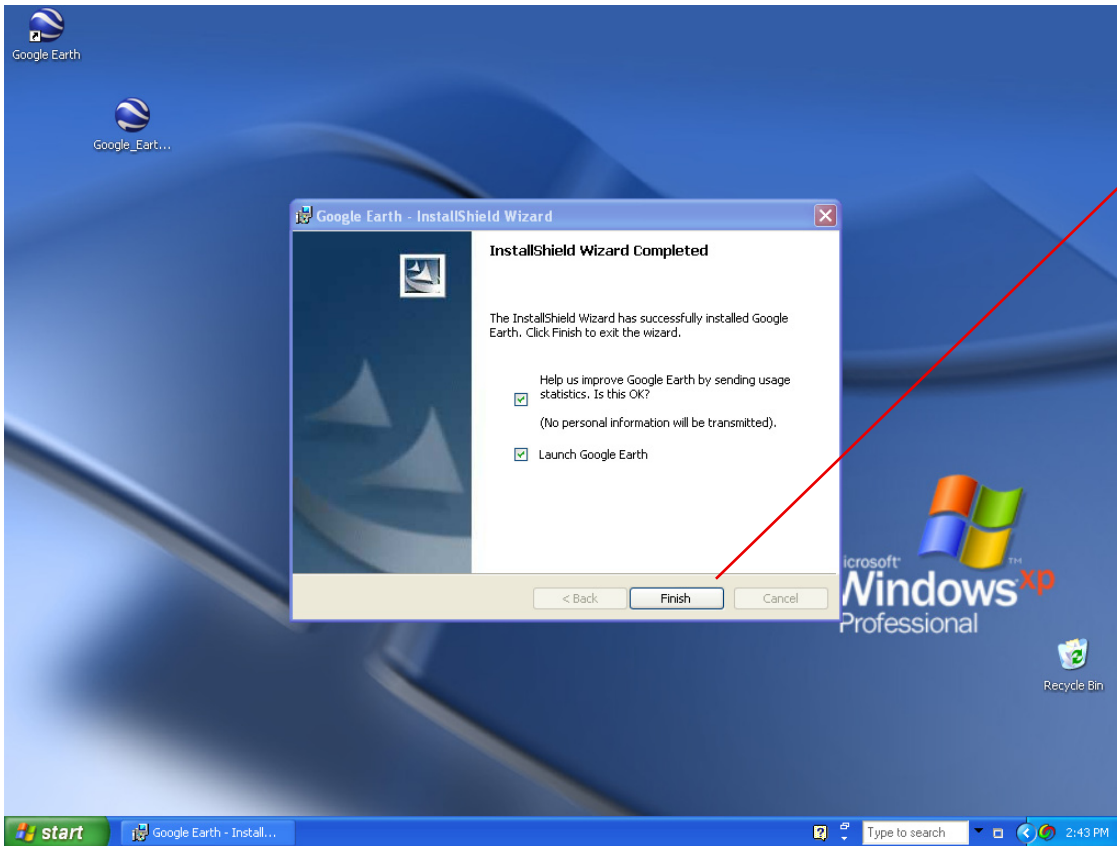
**STEP 2.2** Click "Run".



**STEP 2.3** Allow the InstallShield Wizard to prepare the file. This may take a few moments.



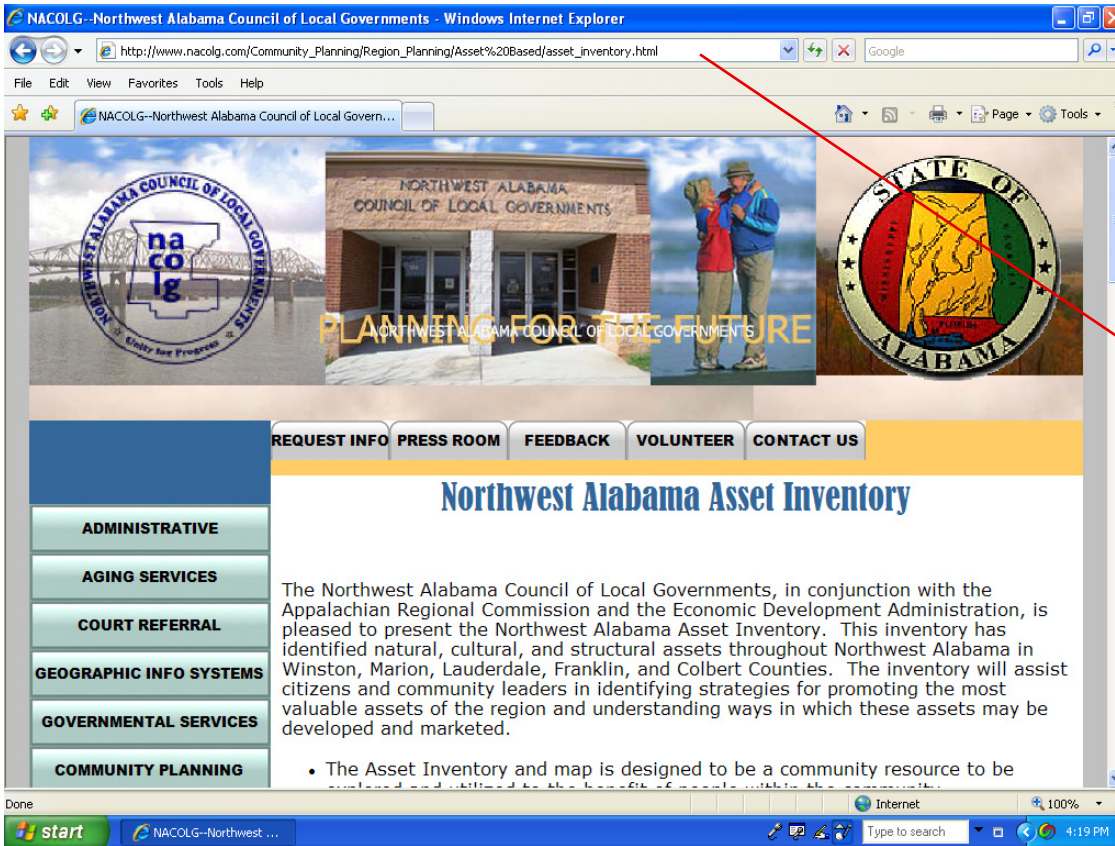
**STEP 2.4** Follow the instructions, selecting "Next" to continue the installation.



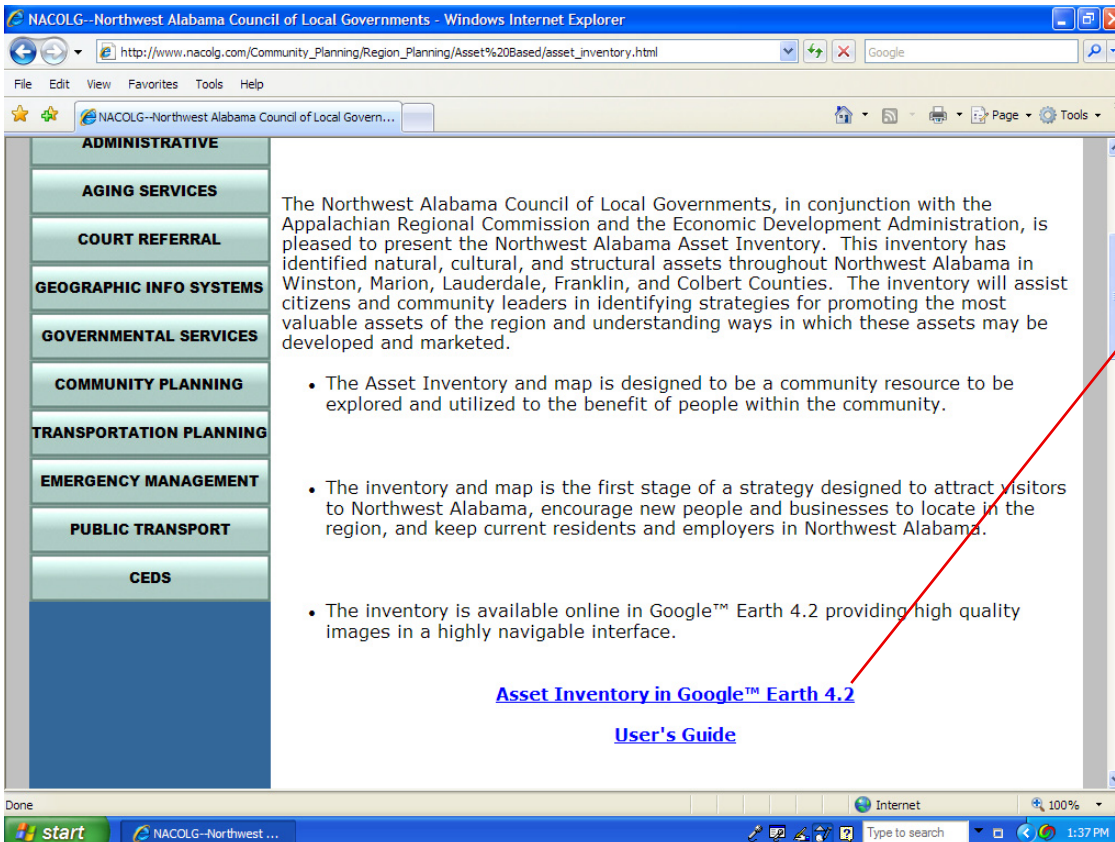
**STEP 2.5** When installation is complete, click “Finish”. If you wish to launch Google Earth immediately, make sure the “Launch Google Earth” button is selected.

# User's Guide to Northwest Alabama Asset Inventory

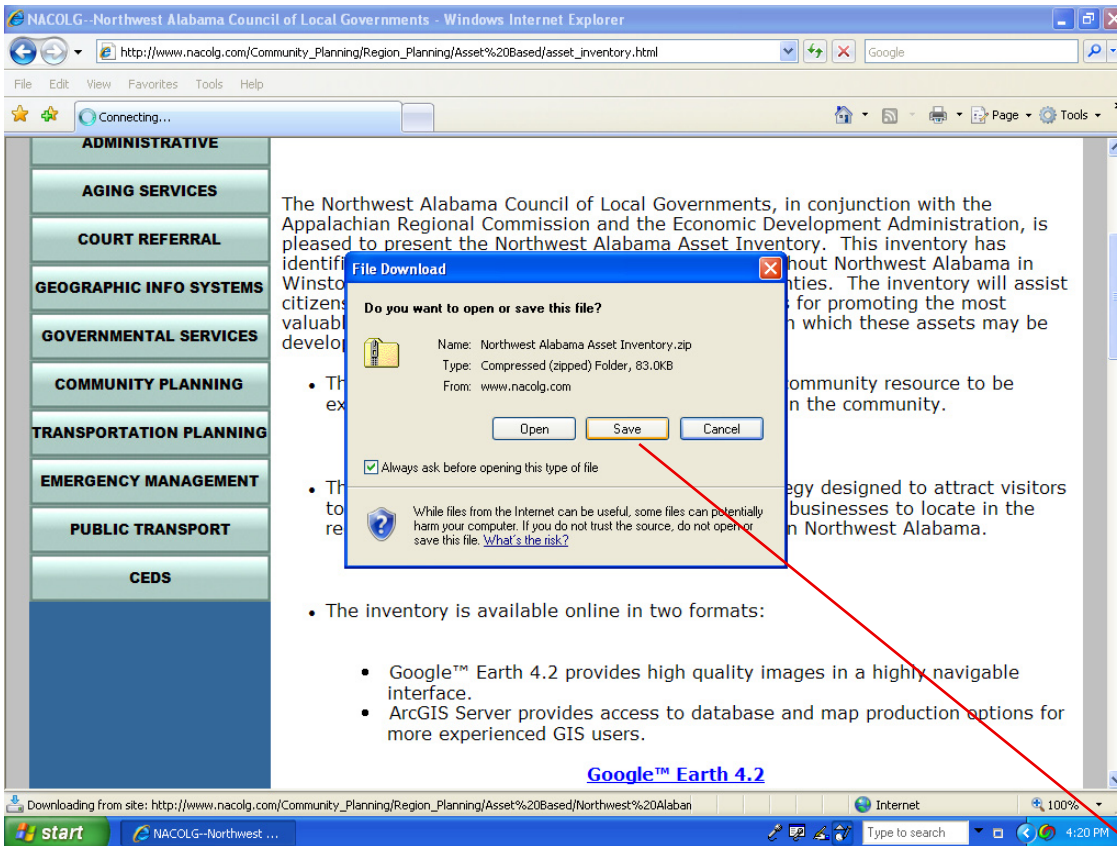
## STEP 3: DOWNLOAD THE NORTHWEST ALABAMA ASSET INVENTORY



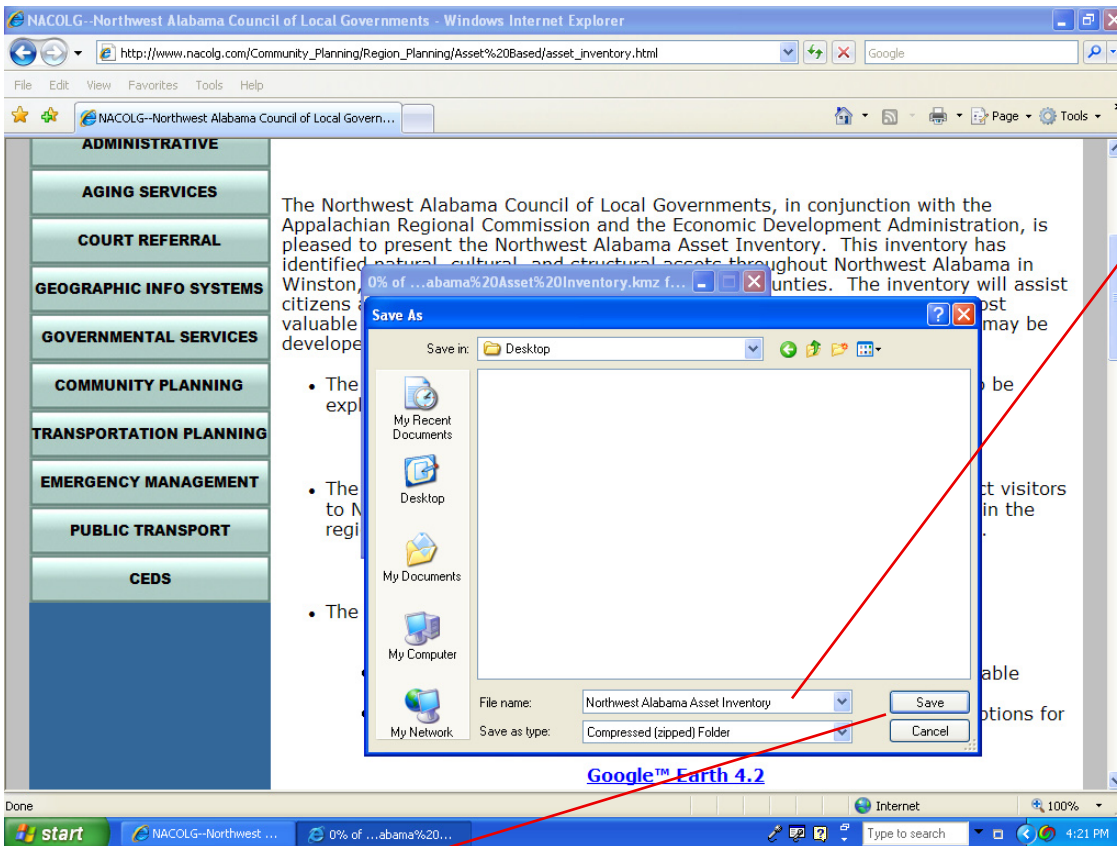
**STEP 3.1** Point your web browser to the Northwest Alabama Asset Inventory and Mapping website [http://www.nacolg.com/Community\\_Planning/Region\\_Planning/Asset](http://www.nacolg.com/Community_Planning/Region_Planning/Asset).



**STEP 3.2** Scroll down and select the link labeled “Asset Inventory in Google™ Earth 4.2”.



**STEP 3.3**  
Select "Save" and select a directory in which to store the Inventory.

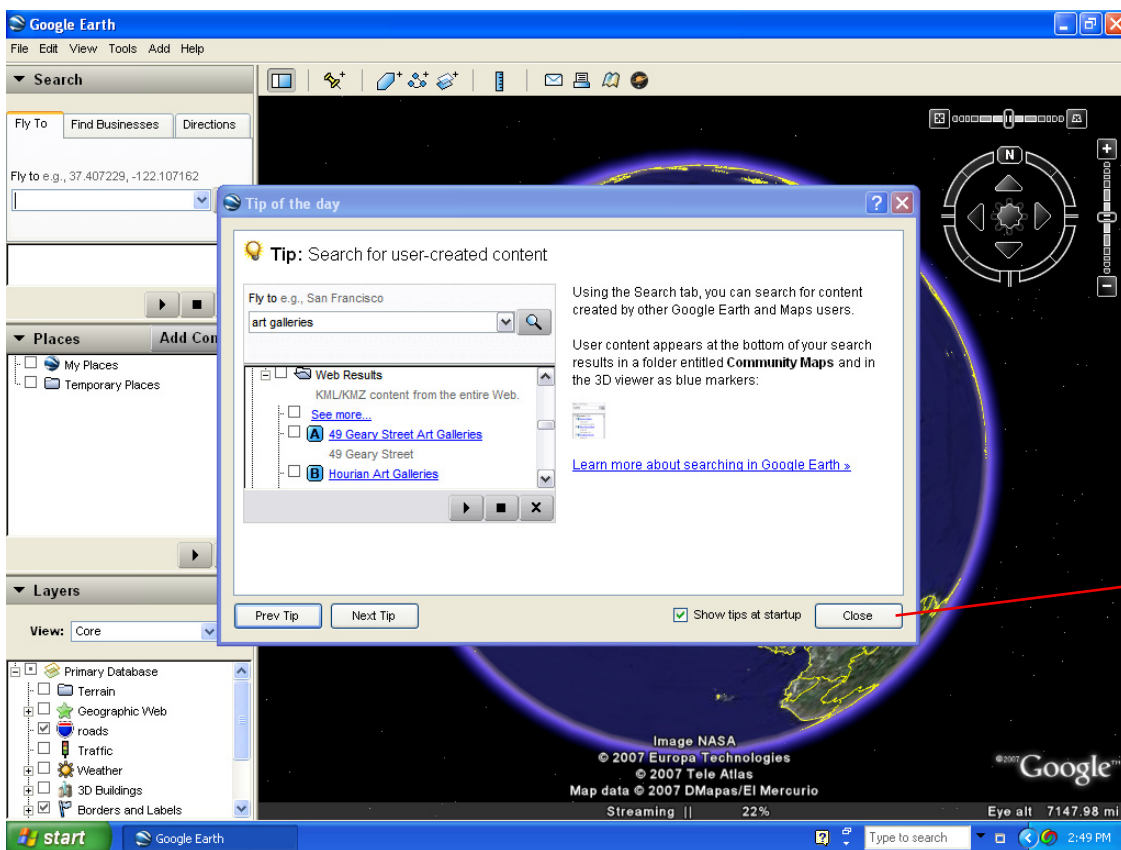


**STEP 3.4** Select "Save" and wait for download to complete



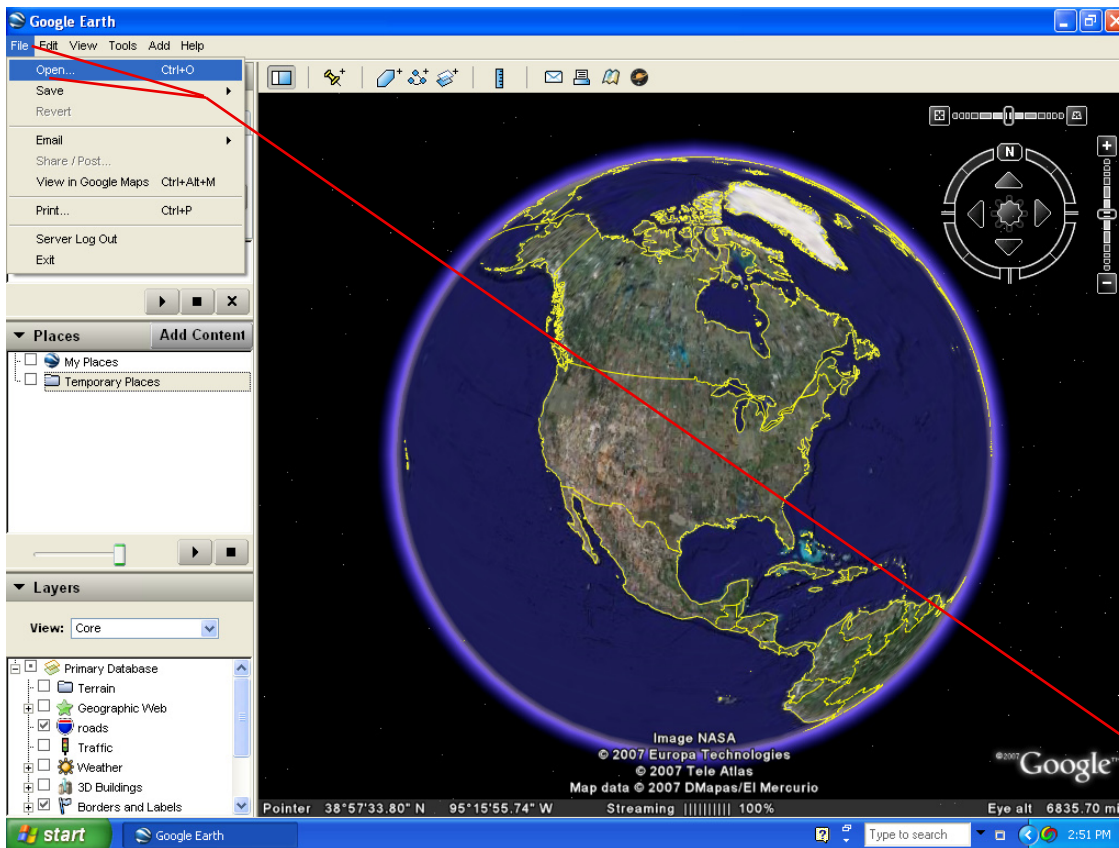
## User's Guide to Northwest Alabama Asset Inventory

### STEP 4: OPENING THE NORTHWEST ALABAMA ASSET INVENTORY IN GOOGLE™ EARTH 4.2

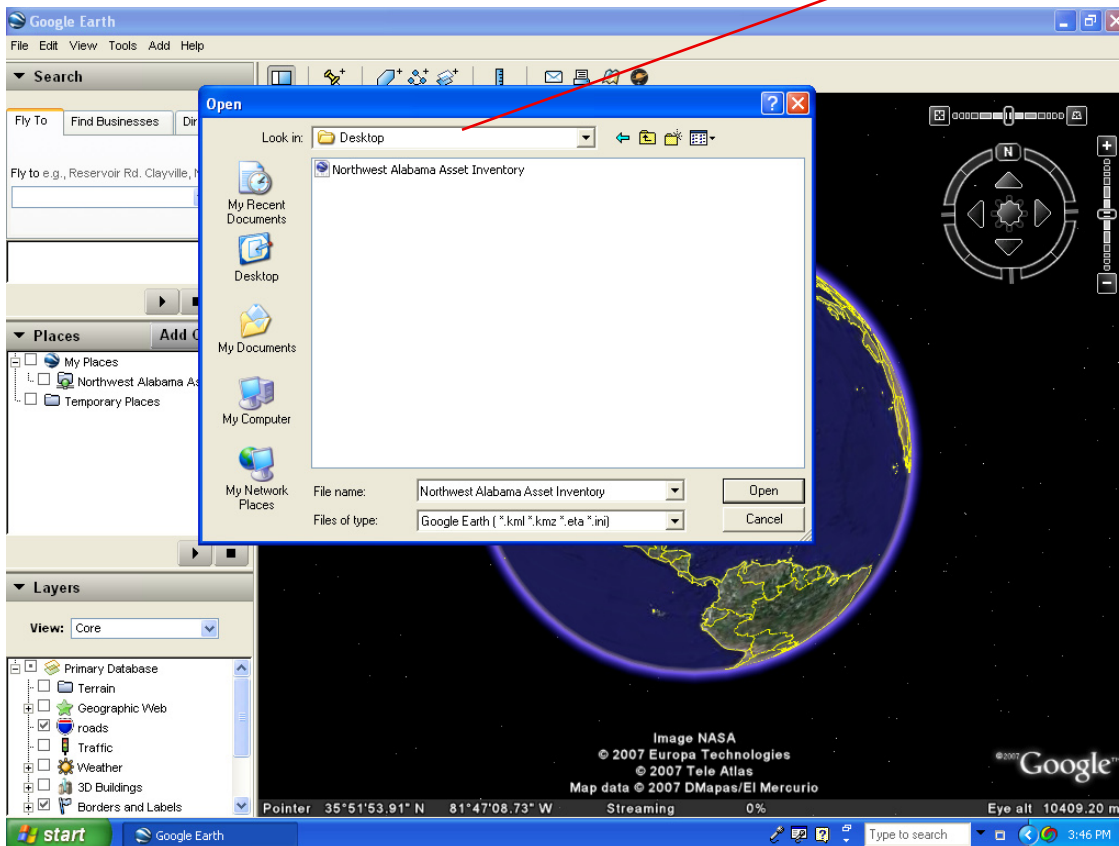


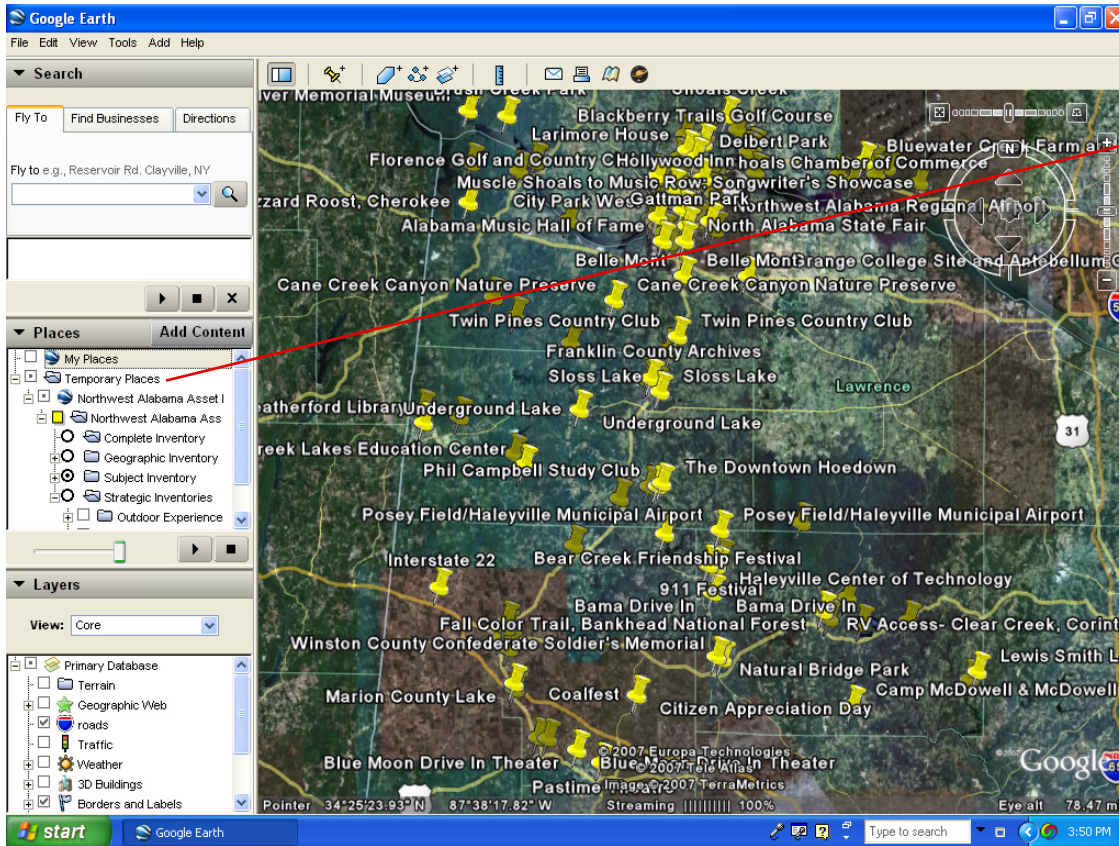
**STEP 4.1** Open Google™ Earth, which is saved in the directory chosen in STEP 2 above.

**STEP 4.2** Click the “Close” button in the “Tip of the Day”



**STEP 4.3** Click "File" → "Open" and select "Northwest Alabama Asset Inventory" from the directory chosen in STEP 3.3.





#### STEP 4.4

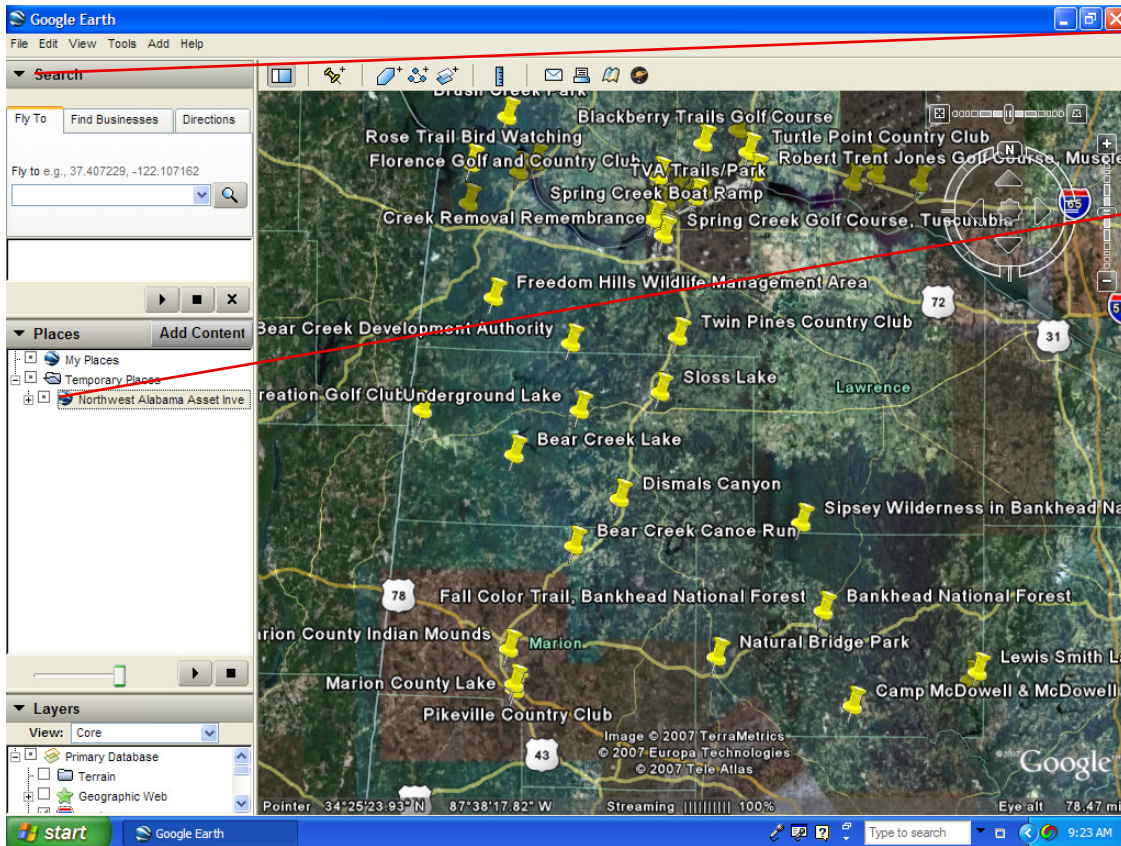
The asset inventory should open in the “Temporary Places” folder in Google™ Earth. To have the inventory available when Google™ Earth is next opened, drag the folder labeled “Northwest Alabama Asset Inventory” from “Temporary Places” to “My Places”.

# User's Guide to Northwest Alabama Asset Inventory

## Introduction to the Northwest Alabama Asset Inventory,

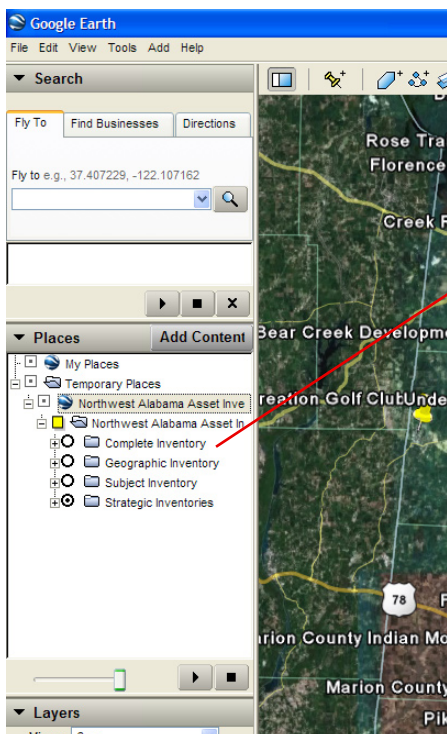
### Google™ Earth Version<sup>1</sup>

This version of the inventory contains individual assets identified as Places<sup>2</sup> on a Google™ Earth map. When accessed, the Northwest Alabama Asset Inventory is found beneath the Places tab and divides assets into four categories.



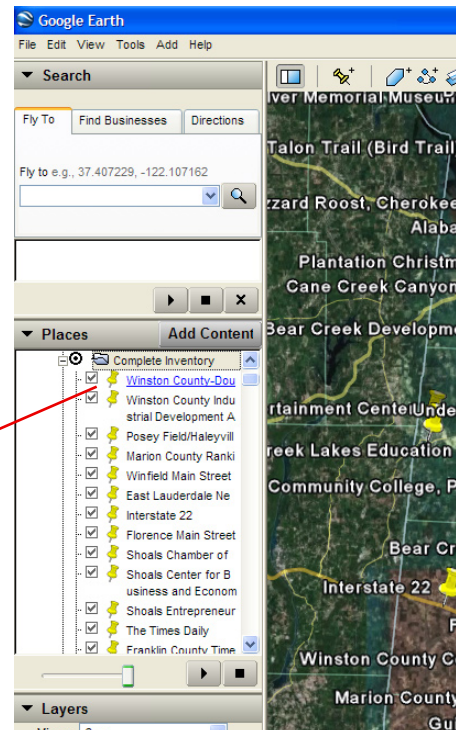
The ► beside Search, Places, and Layers controls the display of these menus.

Clicking the + beside any category will expand or collapse that category. Checking the  beside a category or asset will display the associated features.

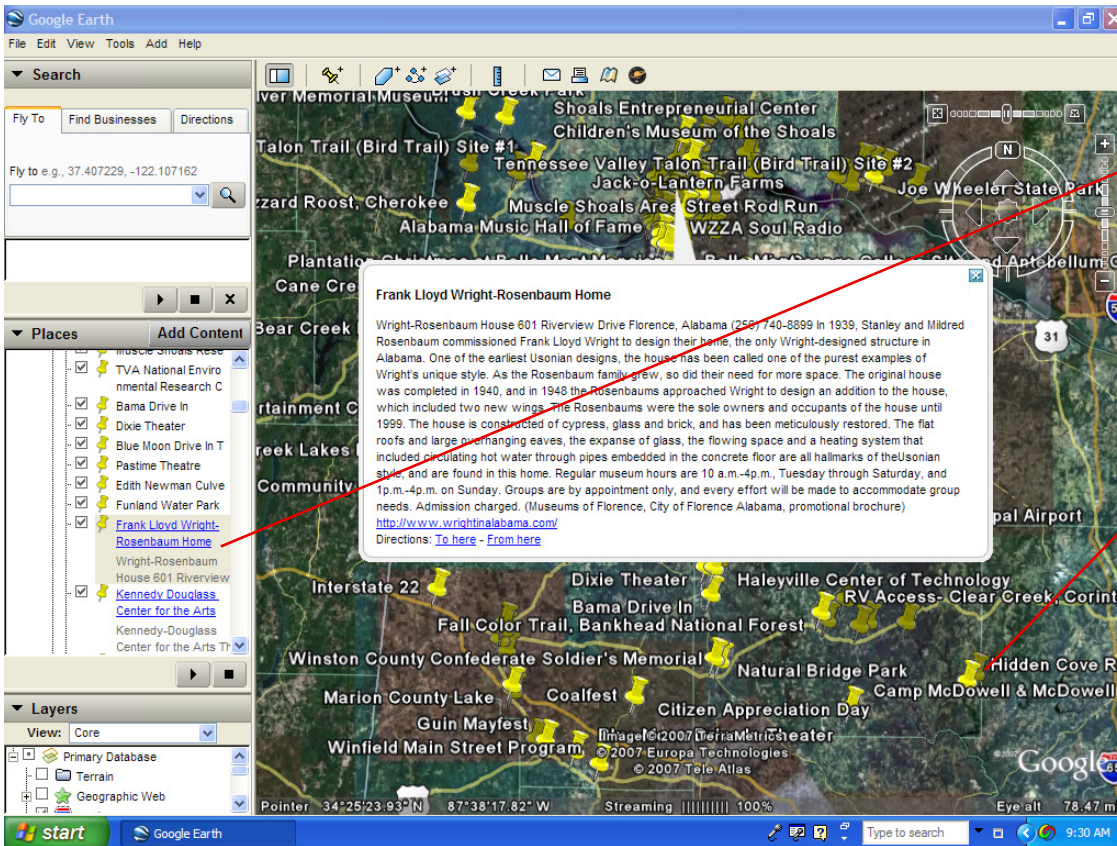


The first is the *Complete Inventory*, which shows each asset's location. The inventory can be expanded or collapsed to view the complete list of assets.

The  beside an asset controls whether it appears on the map.

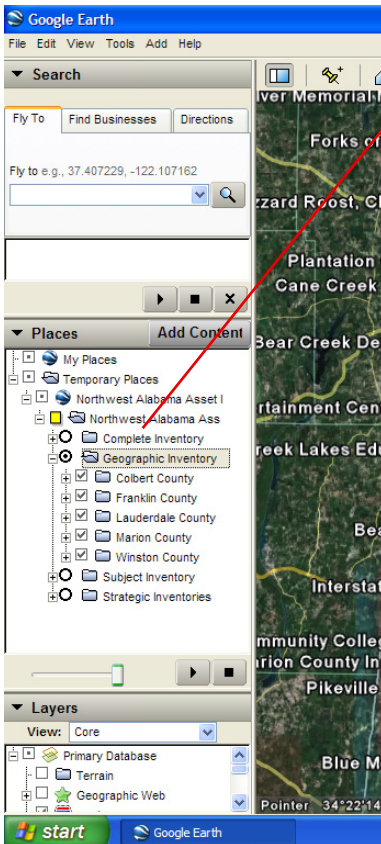


<sup>1</sup> A complete user's guide to Google™ Earth is available online at <http://earth.google.com/intl/en/userguide/v4/> or by clicking Help  User guide. A review of this guide provides a basic understanding of the tools, menus and navigation features available in Google™ Earth.



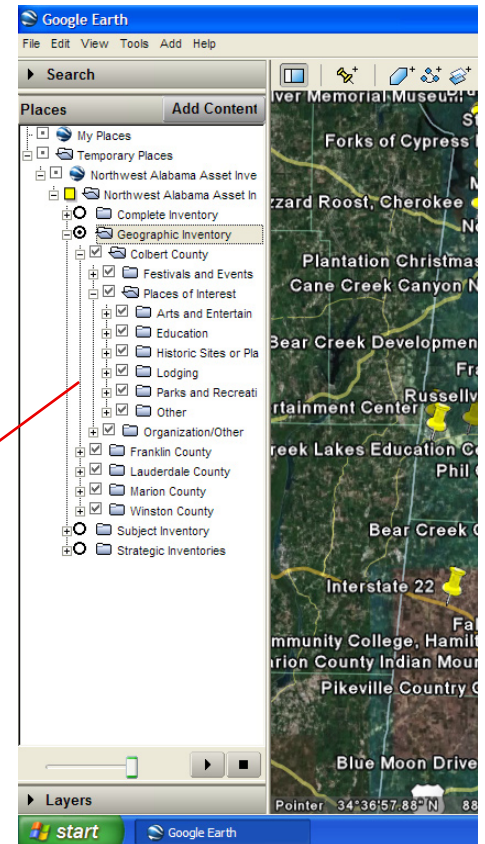
Clicking on an asset will center the view over that particular asset. Assets with names containing **blue text** will display additional information such as background, history, or hours of operation when selected. Assets may also be selected by clicking on the map-marker (yellow push pin icon).

When assets are clustered too tightly together to display all selections individually, selecting a map-marker will expand selections within the map view.



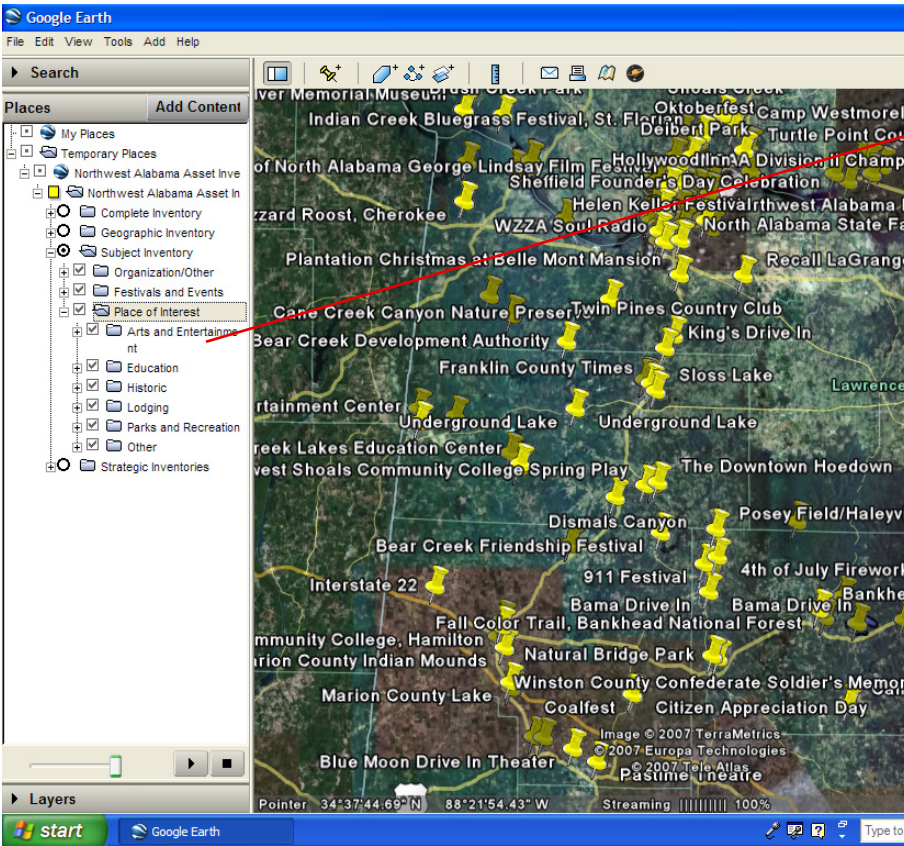
Selecting the **Geographic Inventory** will display assets by county- **Colbert, Lauderdale, Franklin, Marion and Winston**. Selecting the  beside a county will control the display of the assets in that county. The + will expand or collapse certain subject features of assets in the county such as

- Festivals and Events**
- Places of Interest** divided into subcategories
  - Arts and Entertainment**
  - Education**
  - Historic**
  - Lodging**
  - Parks and Recreation**
  - Other**



and  
**Organization/Other.**

<sup>2</sup> See <http://earth.google.com/intl/userguide/v4/places.html> for information and instructions on using places.



The *Subject Inventory* includes all assets, regardless of county location, divided into the categories

**Festivals and Events**

**Places of Interest** divided into subcategories

**Arts and Entertainment**

**Education**

**Historic**

**Lodging**

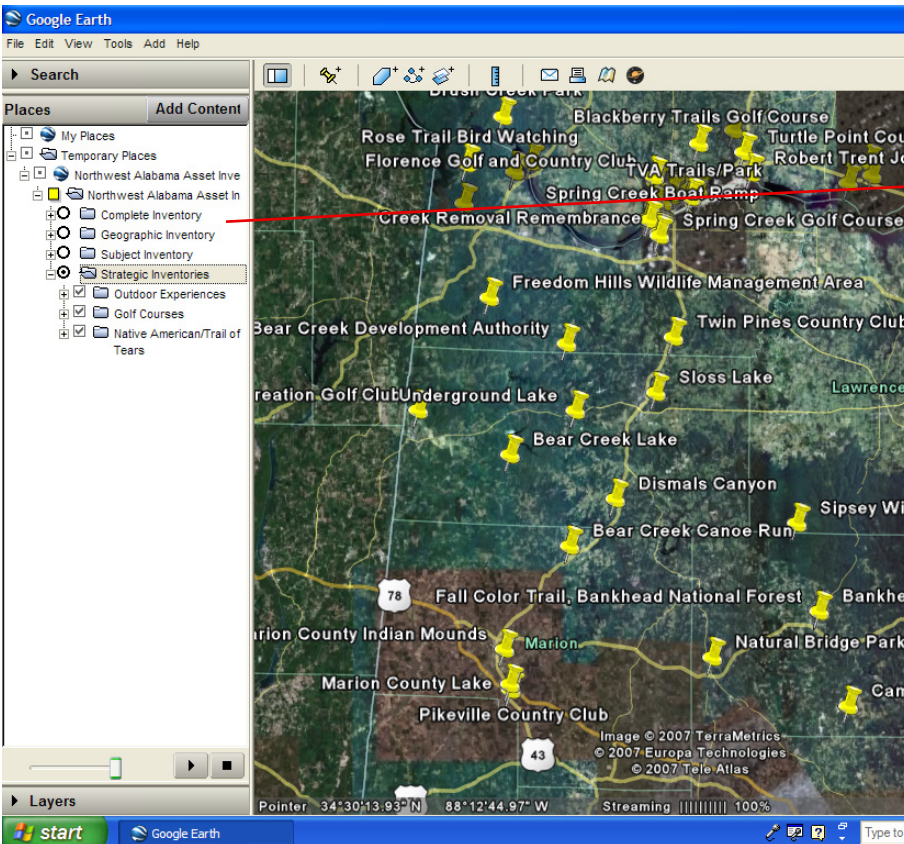
**Parks and Recreation**

**Other**

and

**Organization/Other.** Selecting

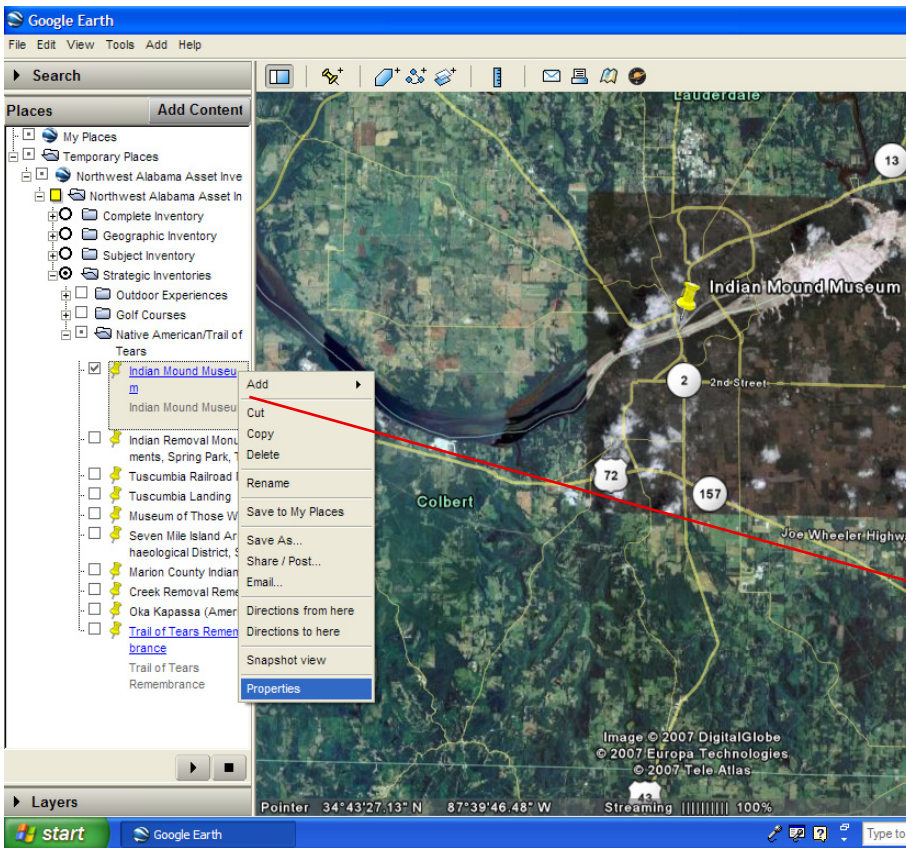
one of these categories allows you to review assets with similar characteristics.



Of course other classifications are possible, as demonstrated by the *Strategic Inventory*, which provides an example of ways to more narrowly define categories. In the example provided, all assets relating to **Outdoor Experiences, Golf Courses, and Native American Heritage** are grouped.

## Customizing Places

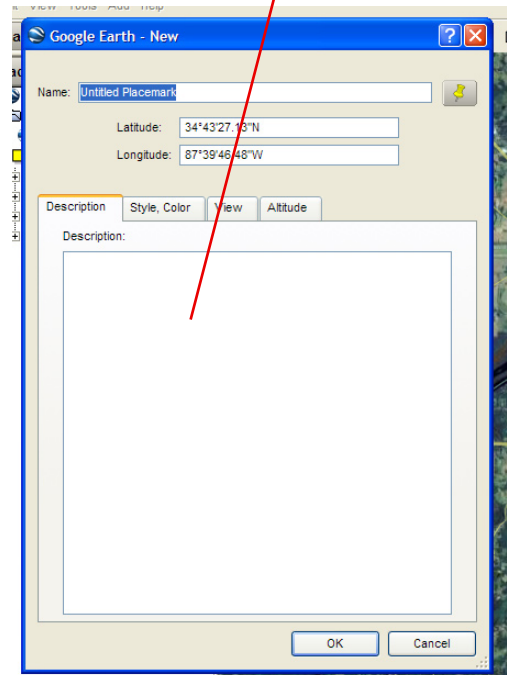
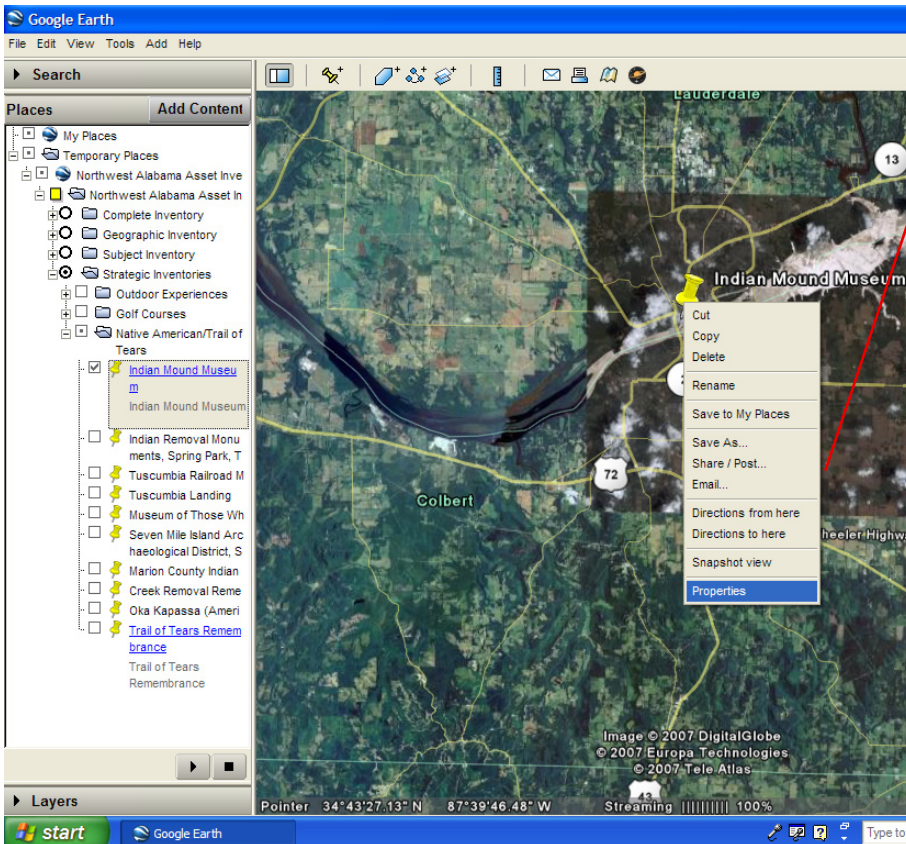
Places data can be customized very quickly and easily by any user. The data can then be stored on a local computer or shared with another user by email.

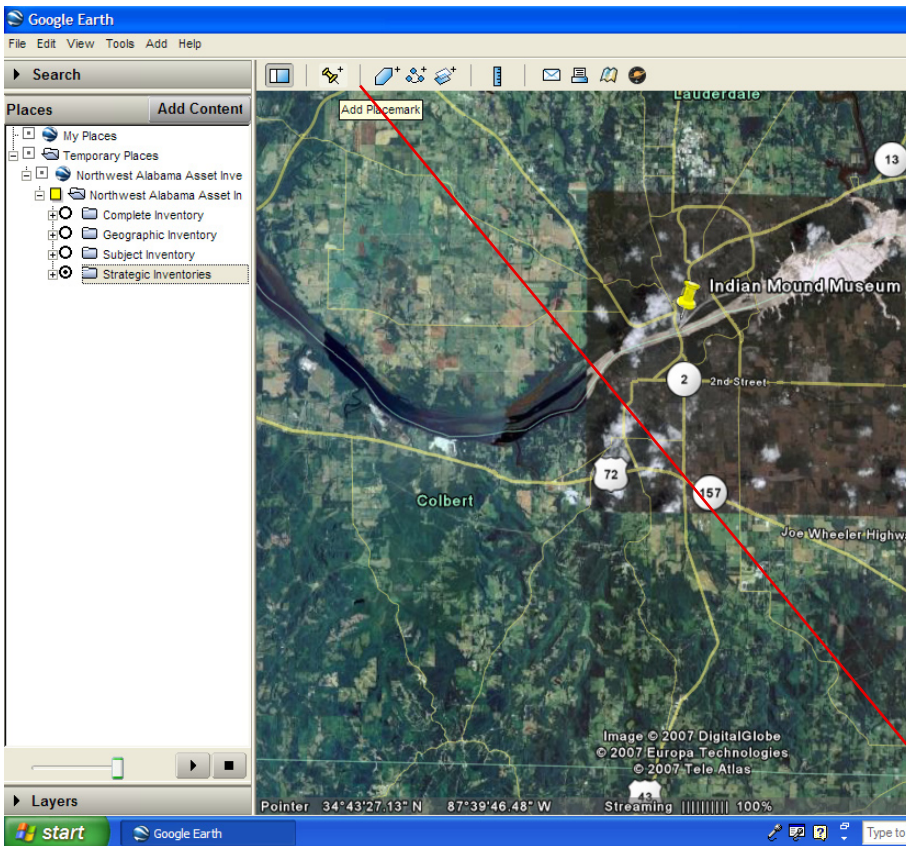


To update existing information, simply locate the Place, right-click the map icon or Places-label, scroll down and select Properties.

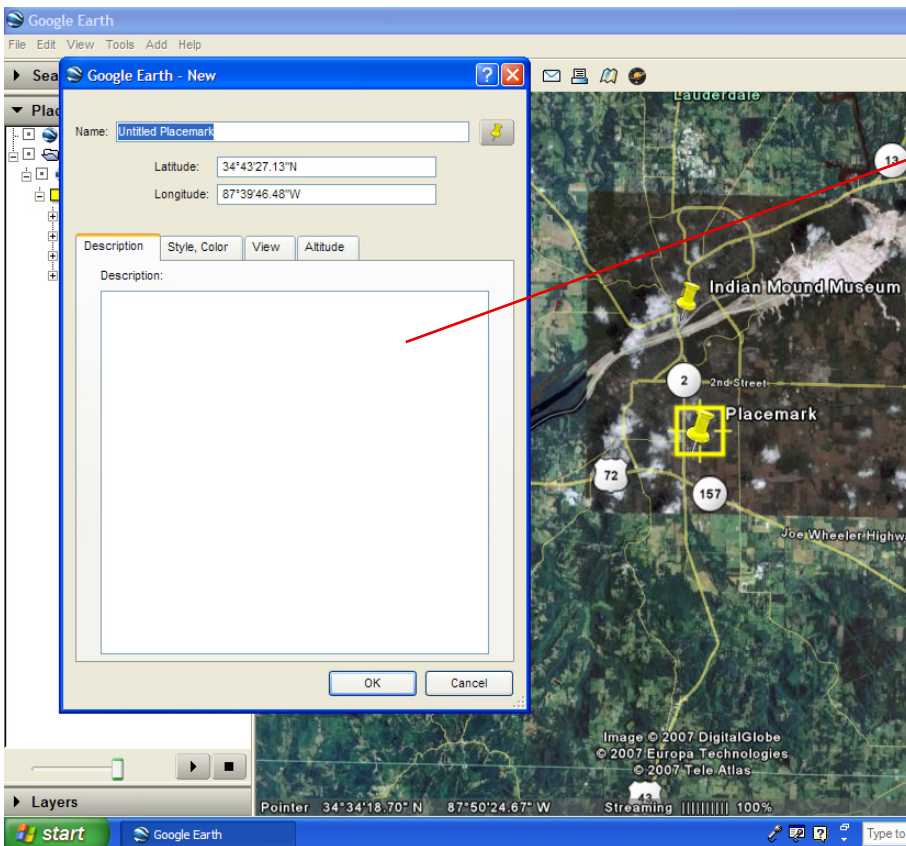
To relocate the Place on the map, use the mouse to select (left-click) and move the map icon, or enter coordinates for the new location.

To add information regarding the Place, type new information (or cut and paste from an existing document) into the Description space.

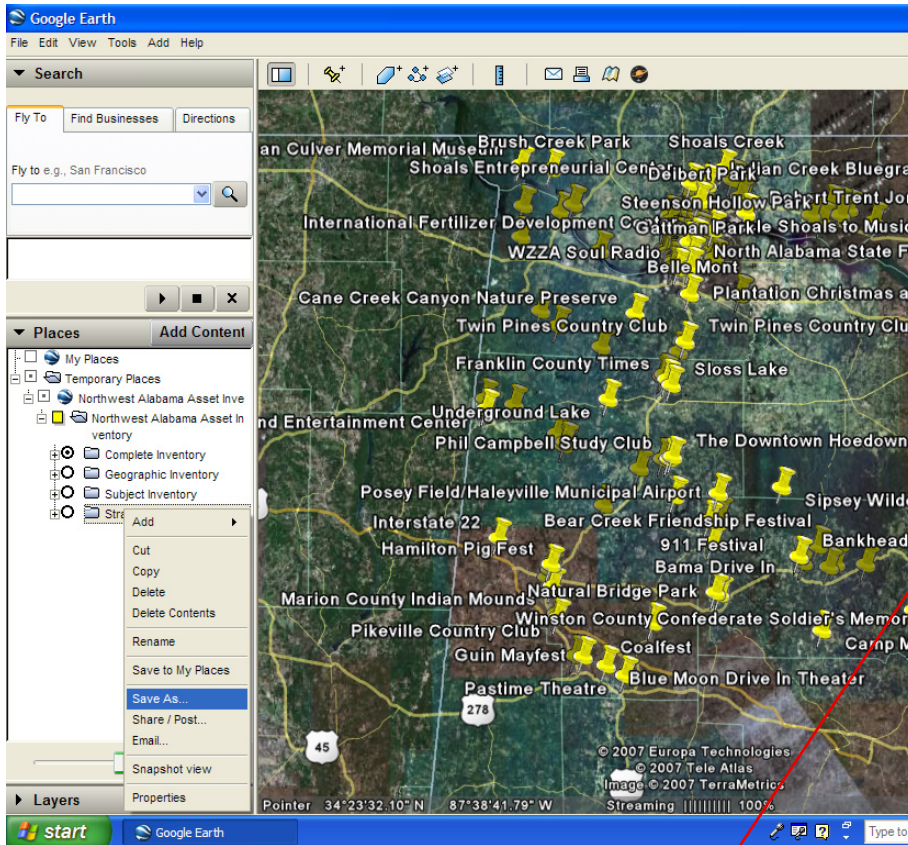




To add a new Place, select Add Placemark from the top menu. With the properties menu open, move the new placemark with the mouse or locate it by entering coordinates; then enter any available data concerning the Place, including its name.





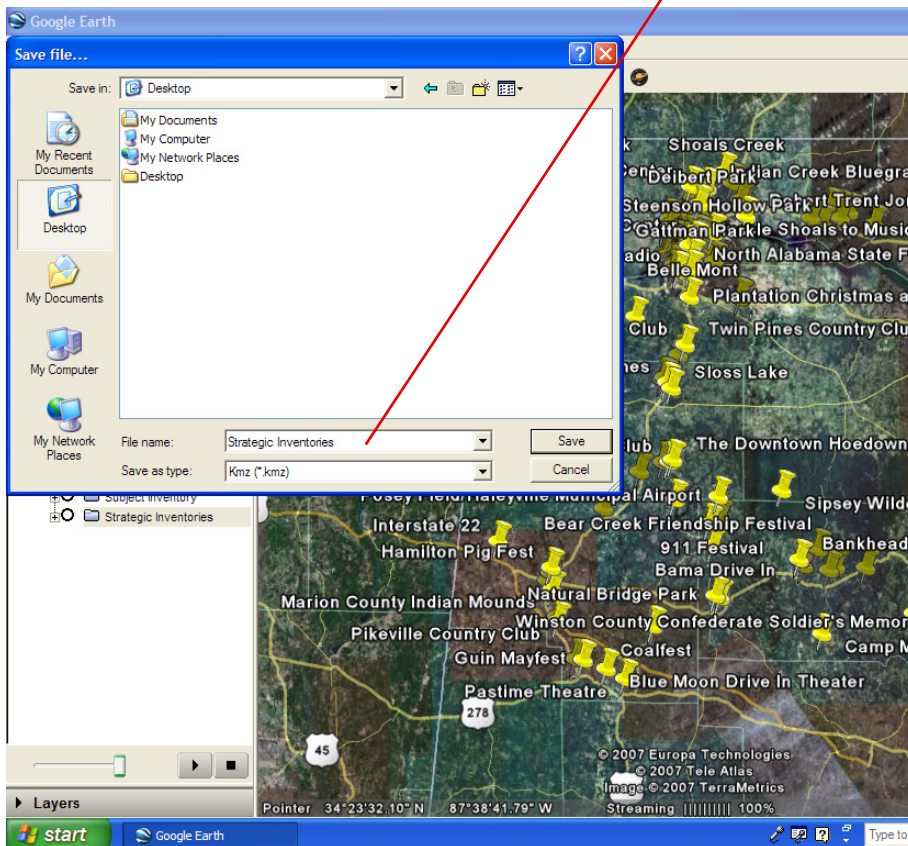


## Saving Places Data

To save Places data, right-click the individual Place label, map-marker, or Places directory and select **Save as**.

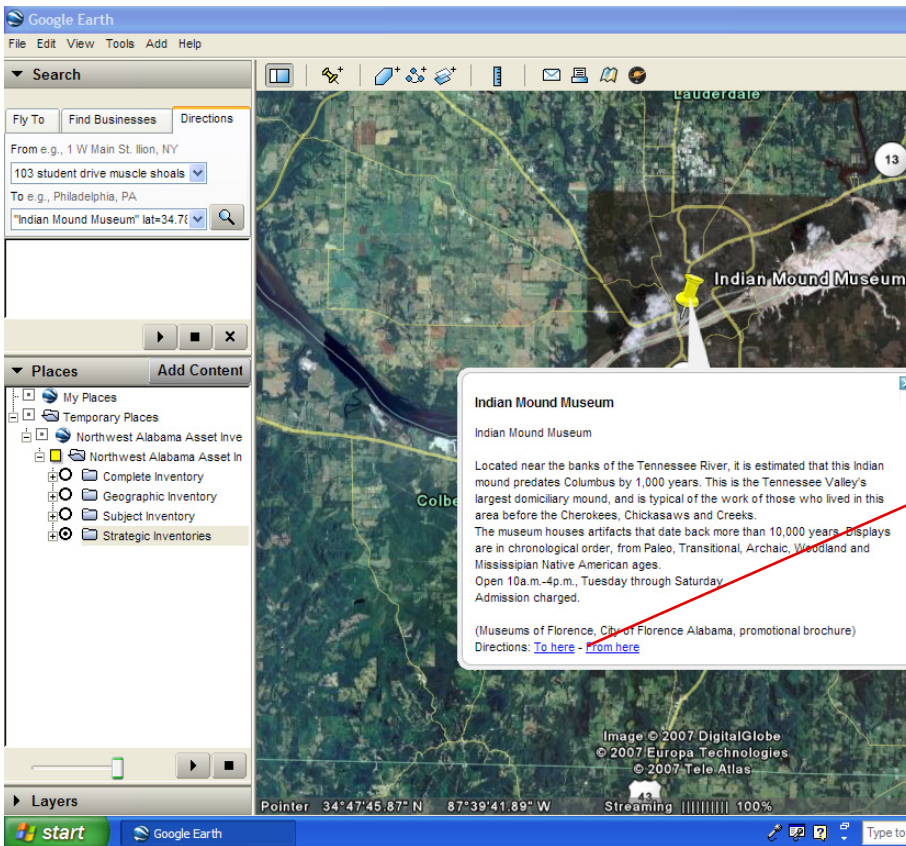
Select a directory in which to save the Place and select **Save**.

The Place is now stored locally in the selected directory and can be opened or emailed from your computer.



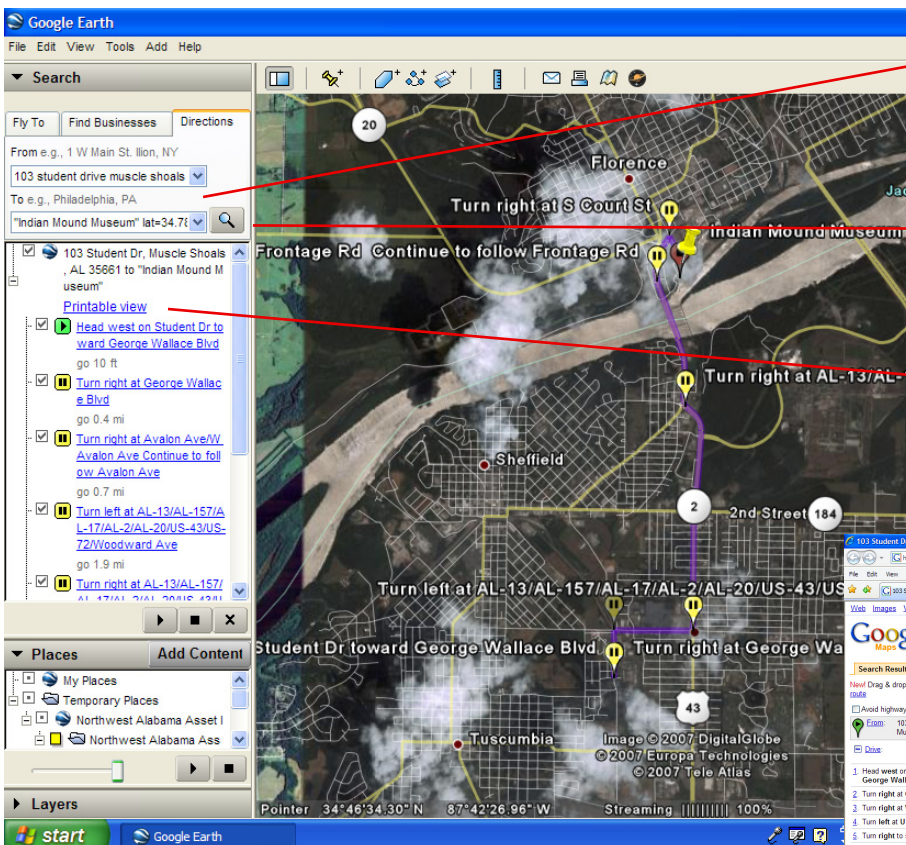
Updated or new created Place data can then be stored locally or shared through email. Instructions on sharing Places by email are available at [http://earth.google.com/intl/en/userguide/v4/ug\\_sharingplacedata.html#emailplace](http://earth.google.com/intl/en/userguide/v4/ug_sharingplacedata.html#emailplace).

Updated Places can be emailed to [nwillingham@nwscc.edu](mailto:nwillingham@nwscc.edu) and they will be made available through the Asset Inventory website.



### Get Driving Directions<sup>3</sup>

An additional useful feature of Google™ Earth is the Driving Directions feature. To get driving directions, click on a Place marker and select **To here** or **From here**.



This automatically updates the appropriate selection under the **Directions** tab of the **Search** menu. Then, enter the missing point of departure or destination.

Click the magnifying glass icon and the appropriate route will be shown on the map along with directions in the Search menu.

Clicking **Printable View** will open your web browser and display information in Google™ Maps.

<sup>3</sup> See [http://earth.google.com/intl/en/userguide/v4/ug\\_findplaces.html#directions](http://earth.google.com/intl/en/userguide/v4/ug_findplaces.html#directions) for additional information on how to get directions in Google™ Earth

