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CDQAP – North Coast
Reference Binder
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Mapmaking with Microsoft Bing and Google Earth

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The purpose of this document is to provide step-by-step instructions for creating a facility map using free tools available on the internet.

Microsoft Bing

Bing is a mapping program, primarily designed to provide driving directions and to locate businesses and residential addresses. You can look at aerial maps and it's easy to capture an image for editing in a program with drawing tools.

Step 1. Point your browser (ie: Internet Explorer) to http://maps.live.com/

The initial screen contains 3 panes: the top pane is the search pane. The left pane contains information about what you're looking at, and the pane to the right is the map. Click the "<" in the middle of the information pane to close it and get the widest possible view of the map.

Step 2. Find your facility

1. In the text box between the Bing logo and the magnifying glass, type the physical address of your facility.
2. Click on the magnifying glass or hit the "Enter" key on your keyboard. The map will move to the location and a marker will be tagged to the address.
3. Near the top left of the map pane, click "Aerial" to switch to the satellite view.
4. Zoom in to make the image larger using the "+"icon located on the upper left edge of the map pane. The "-"icon makes the image smaller.
5. Center your facility in the map pane by moving the map to the right, left, up or down using the arrows near the zoom icons.
6. Maximize the Window that shows the map, then press the "Print Screen" key on your keyboard (near the upper right corner of the keyboard or the number pad, if you have one). This will copy the entire screen to your clipboard.

Step 3. Make your map.

7. Open a program with drawing tools (Microsoft Word or Excel, for example) with a new, blank document.
8. Use the "Paste" command for the program you've chosen to paste the image into your new document.
9. Click on the image and use the drawing tools to crop, re-size, and identify the features required. Note: when cropping, make sure you don't crop away the part of the map that identifies the source – this is one of the requirements of the Orders.
10. Alternatively, you may print the map with no identifying features and draw them in by hand.
11. Save your documents frequently – the images require a lot of memory and may tend to crash the program.

Google Earth

Google Earth is a free program that has simple tools to zoom to an Address or known Place Name. It also has functions for printing the area of interest, and for drawing. The ability to save a map in jpeg image format can be a powerful tool.

Step 1. Download the software
1. Point your browser (ie: Internet Explorer) to http://earth.google.com/
2. Click on the "Free Download" button.
3. Your computer may begin downloading and installing the software automatically, depending on your security settings. If automatic downloading does not seem to happen, follow the instructions on the new window to download manually.
4. Close your browser and you should have a "Google Earth" icon on your desktop.
5. Double-click the icon to launch the program.

Step 2. Find your facility
1. In the "Fly to" tab in the upper left corner of the Google Earth window, type the physical address of your facility and click the magnifying glass.
2. This should zoom you to an aerial image of your facility.
3. Check the image to be sure it is recent. If it's not a recent image, you may want to use Microsoft Bing (see previous section).

Step 3. Make your map.
1. Add a Scale Bar
   a. In the View menu, select "Scale Legend" to toggle this feature on and off.
   b. You can also add a grid, if you wish, in the same way.
2. Save map as an image file (JPEG) for later use.
   a. Click on the File menu.
   b. Select Save.
   c. Move the mouse to the right to highlight Image and click again.
   d. Type a file name and location, then click the Save button.
   e. You now have a JPEG file of the aerial image on your computer!
   f. You can use this image in other applications where you can add icons and graphics to meet the map requirements of the Orders.
3. Other things you can do:
   a. Draw geometric shapes (lines/polygons) to identify features
   b. Make labels to identify features
   c. Obtain Latitude/Longitude references