

# **How to open Sustainable Saratoga's maps (.kmz format) in Google Earth**

## **FOR APPLE USERS:**

iPhone or iPad:

1. Click on email attachment (or website link).
2. Tap screen. Don't wait for it to finish loading. It probably never will.
3. Tap on "share" button in top-right corner.
4. A list of actions will appear, including 'Message,' 'Mail,' 'Add to Notes,' etc. Scroll across the row and select 'Copy to Google Earth.'
5. The KMZ will open in Google Earth.

Mac:

1. Click on the email attachment (or website link).
2. Click the 'Download' button.
3. Open Google Earth application.
4. Select 'File' (on the top bar) and then 'Open.'
5. A Finder window will appear; on the right-hand side, select 'Downloads' and then the KMZ file (your most recent download, at the top of the list). Once the file is selected, click 'Open' at the bottom-right of the window.
6. The KMZ will open in Google Earth

## **FOR WINDOWS or ANDROID USERS:**

Android phone

1. In the email attachment, click on the Google Drive icon (triangle). This will save it to Drive.
2. Open the Google Drive app. If you don't see the map file, click on the menu icon (three vertical dots) in the upper right hand corner of your screen.
3. Click on "Sort By" and then "Last Modified." The file name should appear in your list.
4. Click on the file name.
5. The KMZ will open in Google Earth.
6. If at any time, you open Google Earth and the tree map does not populate, tap on the menu icon (three horizontal lines) in the upper left hand corner and tap "Layers." The trees should appear.

Windows Computer:

1. Hover over the email attachment. You will have the option to choose whether to download the map file (you can choose where to store it on your computer) or to save it to Google Drive (triangle icon).
2. Once saved, open Google Earth and then click on "Open file"
3. Find the file where you stored it, click on it, and it should open in Google Earth.