**Protocol for creating site and section KML area files**

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This document provides the steps to follow to create KML files identifying the area covered by sites of interest for habitat suitability models. Steps are also provided for creating sections within the sites to help process larger areas. This process uses Google Earth, but other applications can be used if the final output is the same.

1. Navigate to the Google Earth home page. Once logged in, click the “+ New” button and create a new project.
2. In the top left corner of the screen, rename the project using the two-letter site code followed by an underscore, and “all” (i.e., TB\_all).
3. Use the search tool to navigate to the general area of interest. Once the desired area is in view, move the map and zoom in or out as necessary until the entire area for the site of interest is visible in the view window.
4. From the tool selection bar, select the “Add path or polygon tool”.
5. Click on the map to add points around the site of interest, following roads, shorelines, or landmarks as needed.
   1. Click on an existing point and press “Delete” to remove points.
   2. Complete the polygon by placing the last point on top of the first point created.
   3. Click on a point to highlight it and drag to move its location.
   4. To add a point, click on the smaller, faded points located between two existing points.
6. Once the polygon is completed, click “Save to project”. Rename the polygon using the two-letter site code designation.
7. A list of polygons should appear on the lefthand side of the screen after the creation of the new polygon. If the list does not show, navigate to the correct project where the site polygon was saved.
8. Right-click on the newly created site area polygon, or click on the three vertical dots next to the polygon on the list. Select “Copy feature”. Right-click somewhere on the map view screen and select “Paste feature from clipboard”.
9. Right-click on the newly created polygon and select “Edit”. Rename the polygon using the two-letter site code followed by a dash then the name of the section to be created. (i.e. TB-North). Make sure there are no spaces in the name. Change the outline color to help distinguish between the different polygons created.
10. Move, remove, and add points as needed to create a border around the area of the site’s section. Make sure the final outside border still lines up with the original whole site area.
11. For each additional section, copy and paste the original whole site area polygon, rename with the site code, dash, and section name, and modify points as necessary making sure edge points still line up with the original polygon and internal edges line up among sections. Zoom in and out as needed to prevent section overlap.
12. Once all sections have been created, the polygons will be exported as a single file. Click on the vertical three dots at the top of the project list. Select “Export as KML file”.
13. Navigate to the local location where the download was saved and check that the file name is the two-letter site code, an underscore, and “all” (i.e., “TB\_all”). If only one polygon was created, leave the file name as just the two-letter site code.
14. After running the first chunk of the “1\_SetUp\_Folders” R code, copy the KML file into the appropriate site\_version folder in the “Reference files/KML” folder. If multiple polygons were created, run the second chunk of code found in the “1\_SetUp\_Folders” R file to separate the polygons.