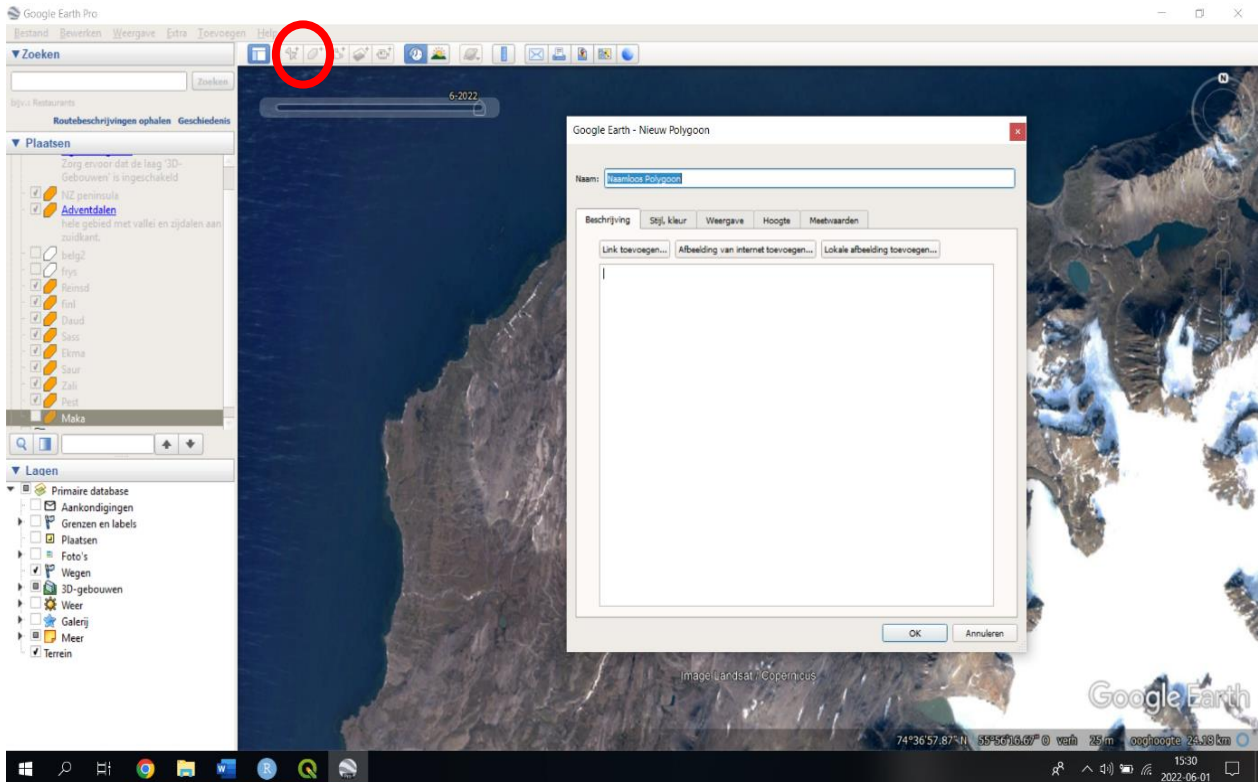


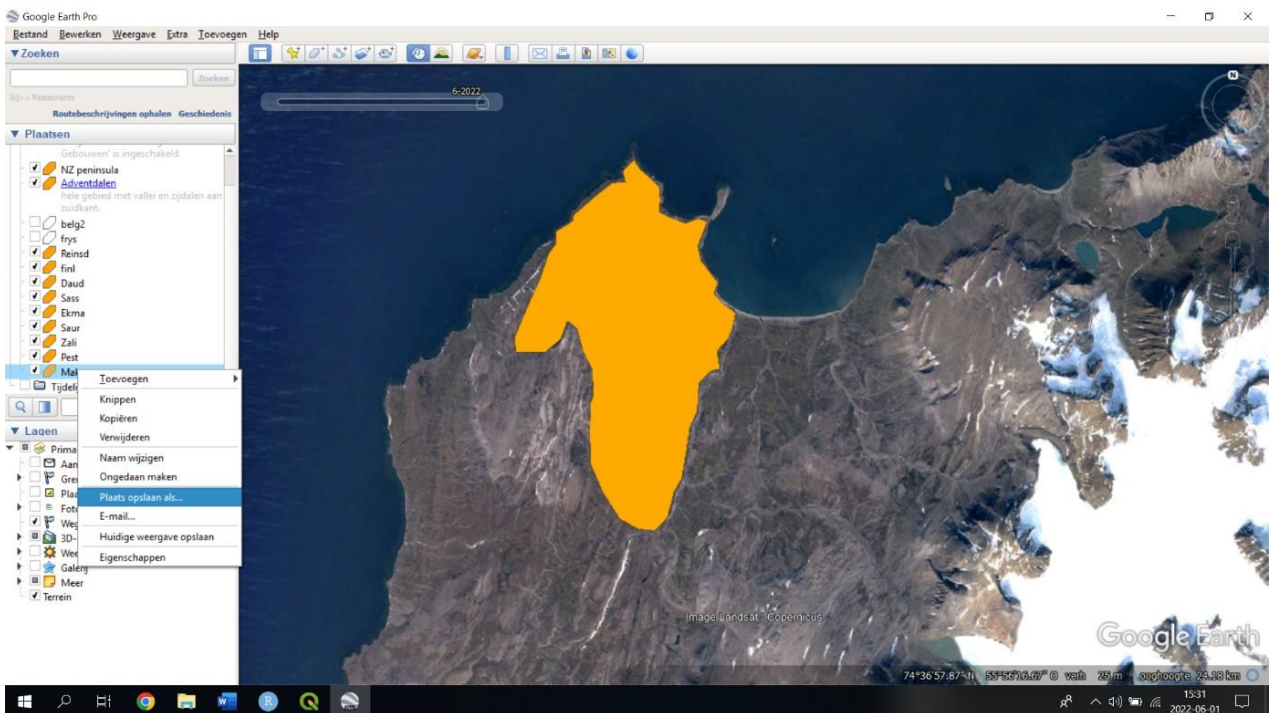
# Manual to create shapefile polygons ('.shp' files) for RGE

Use Google Earth Pro to draw the polygon and import into QGIS

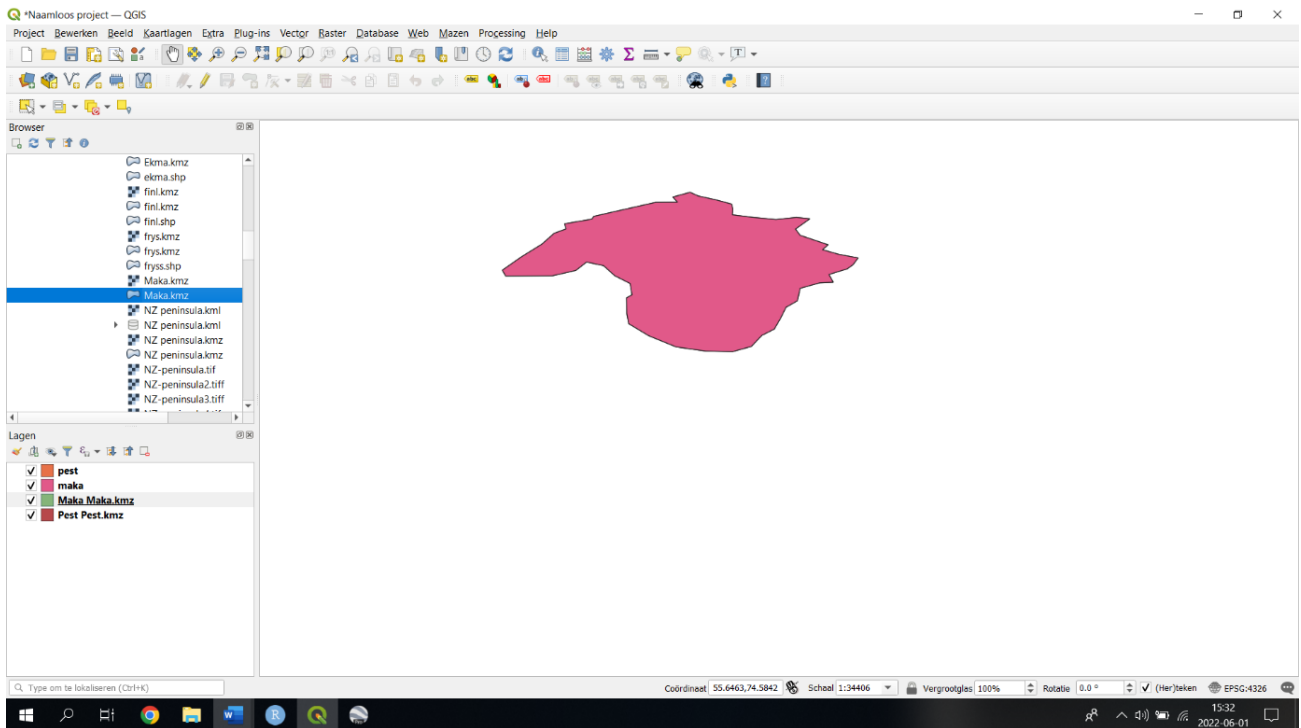
1. Make polygon outline by left clicking (to move map: don't click and drag, but use scrolling).



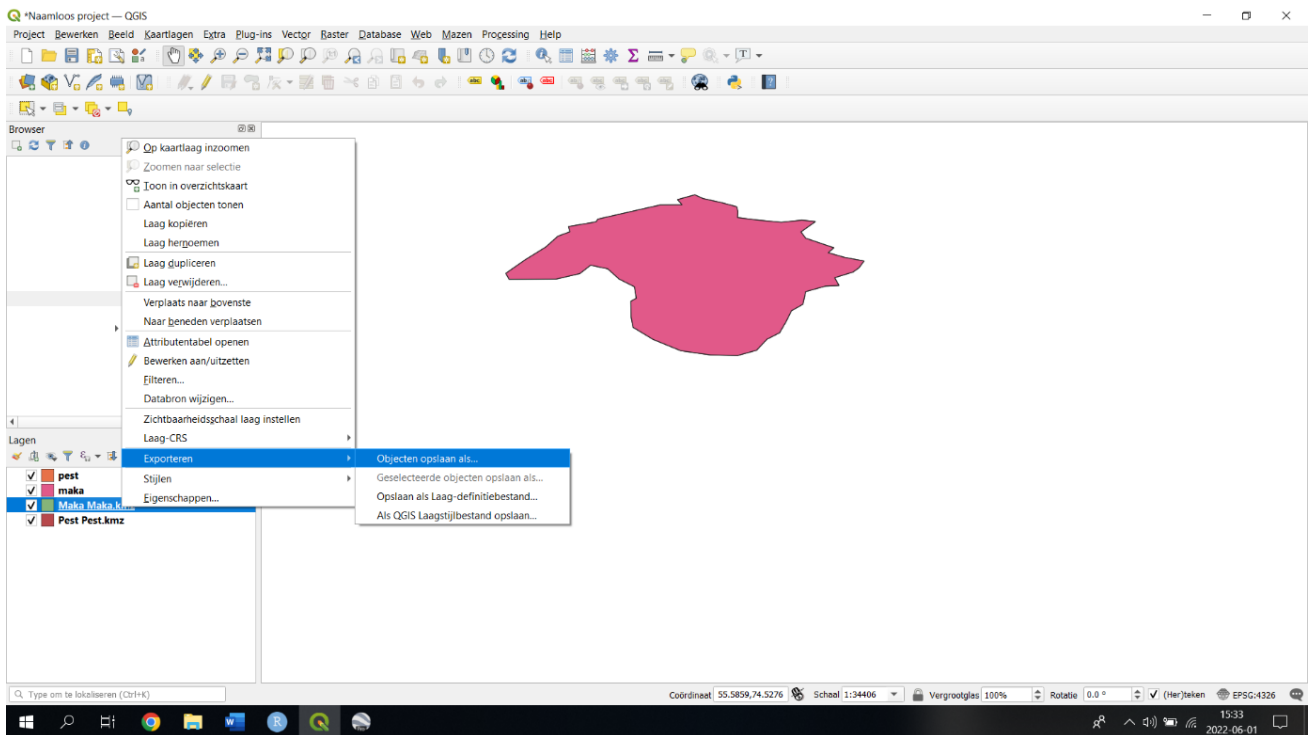
2. Save as .kmz file.



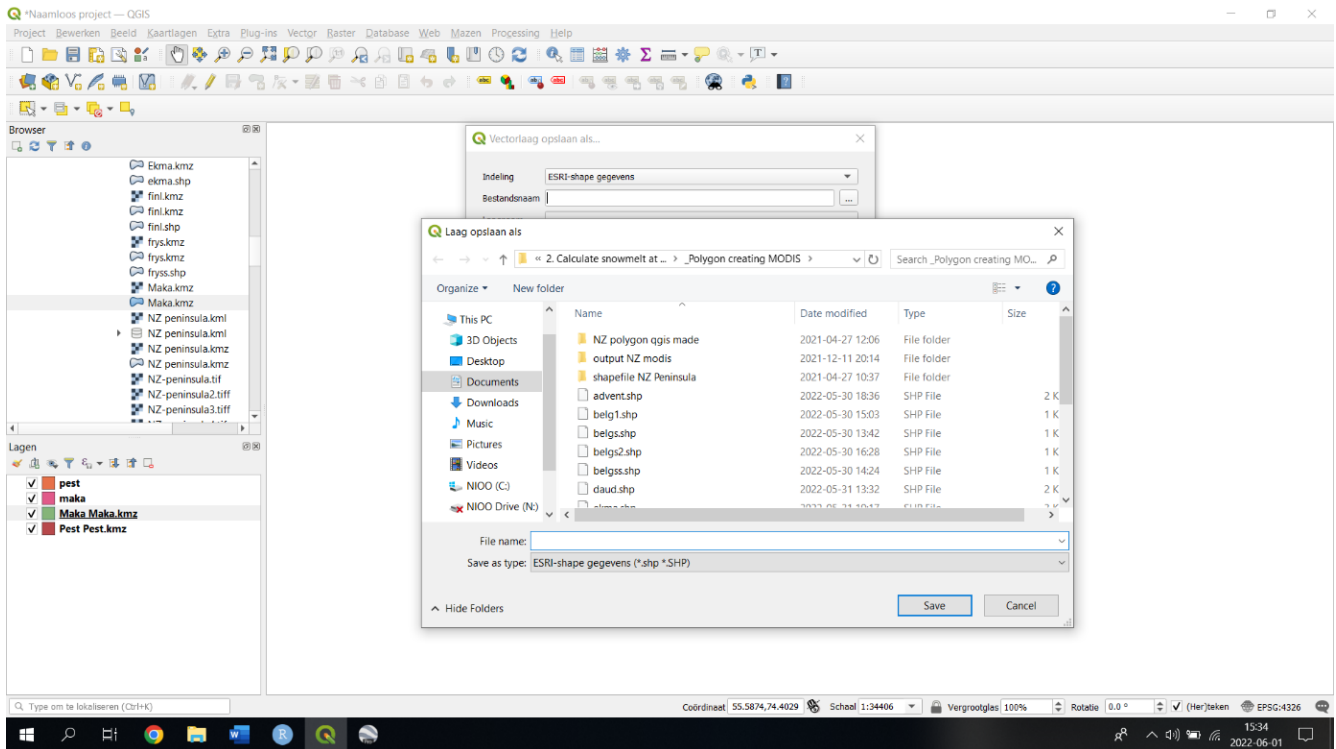
3. Import the polygon into QGIS by dragging the .kmz file into the Layers panel.



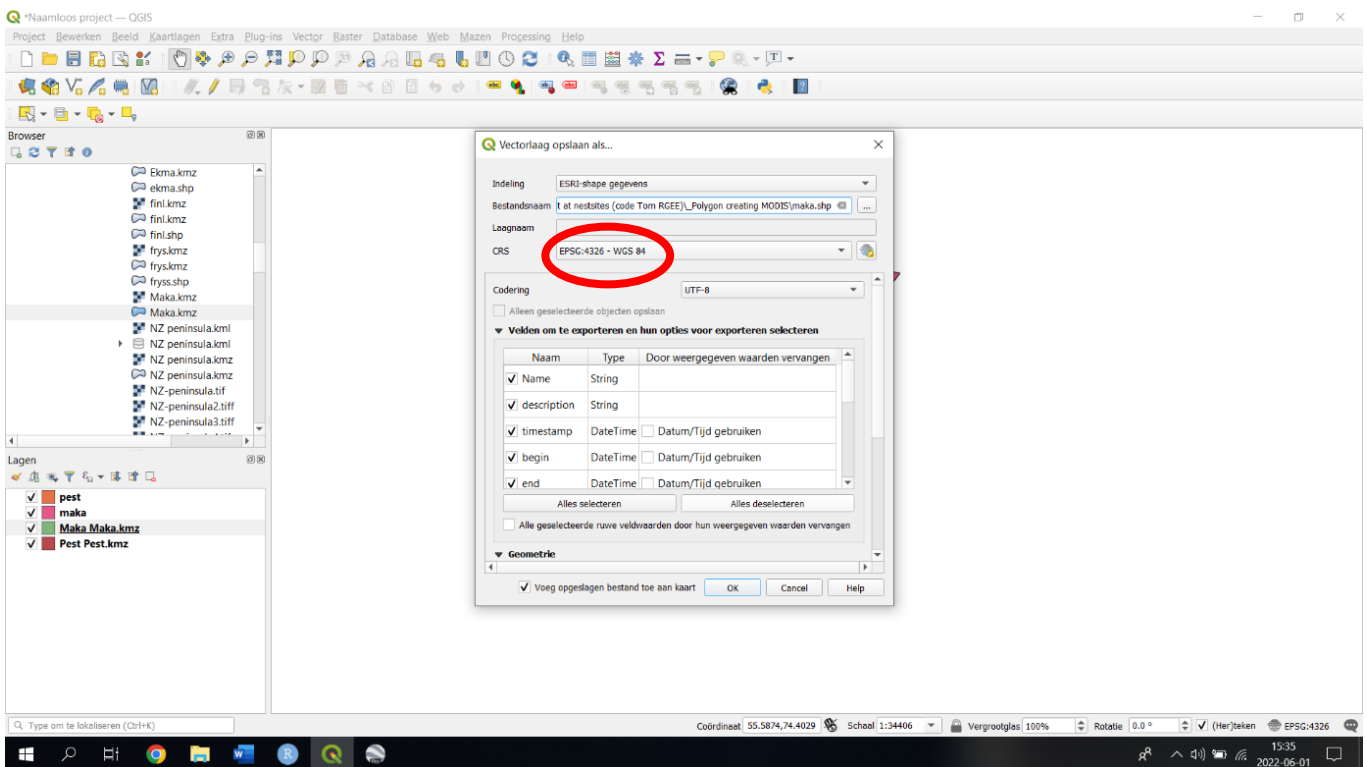
4. Right click .kmz file in list of layers (see bottom left) to export it as .shp file.



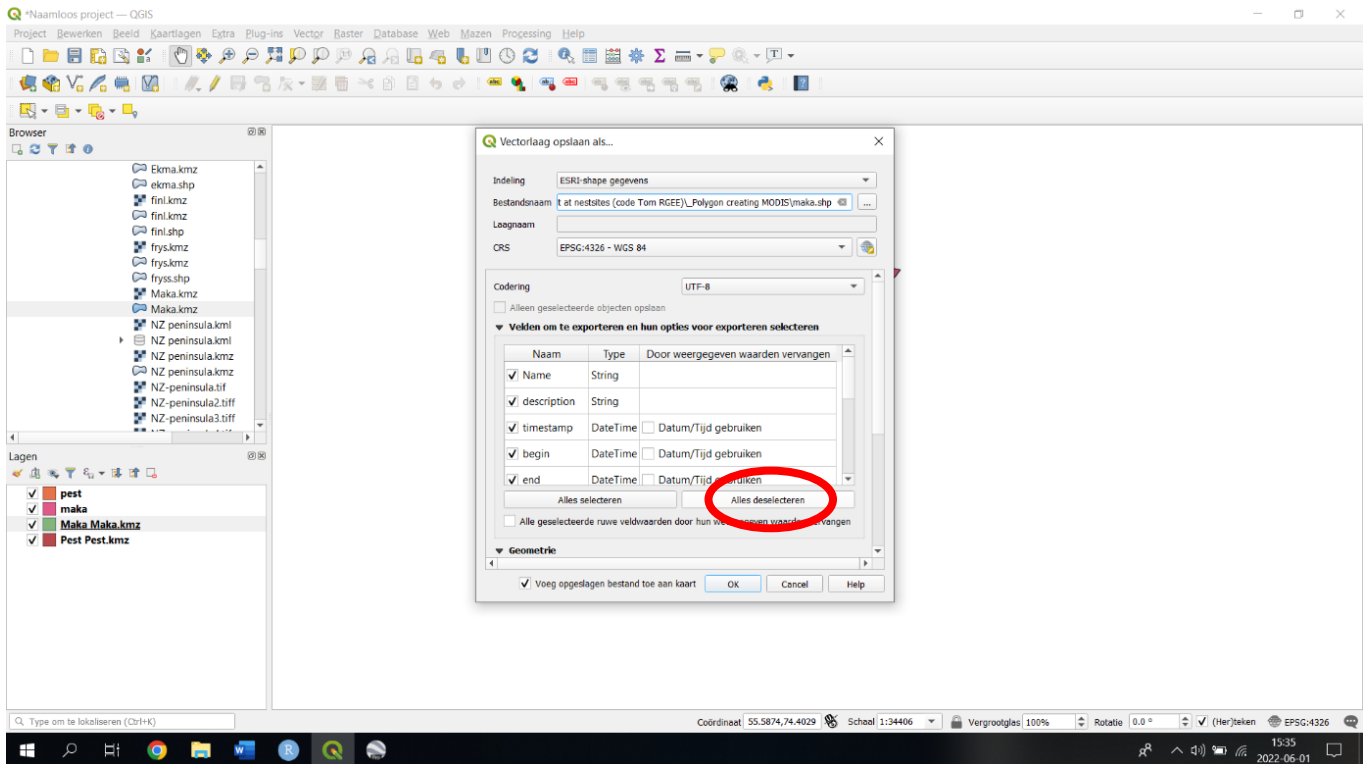
## 5. Specify location and filename where to save the shp file:



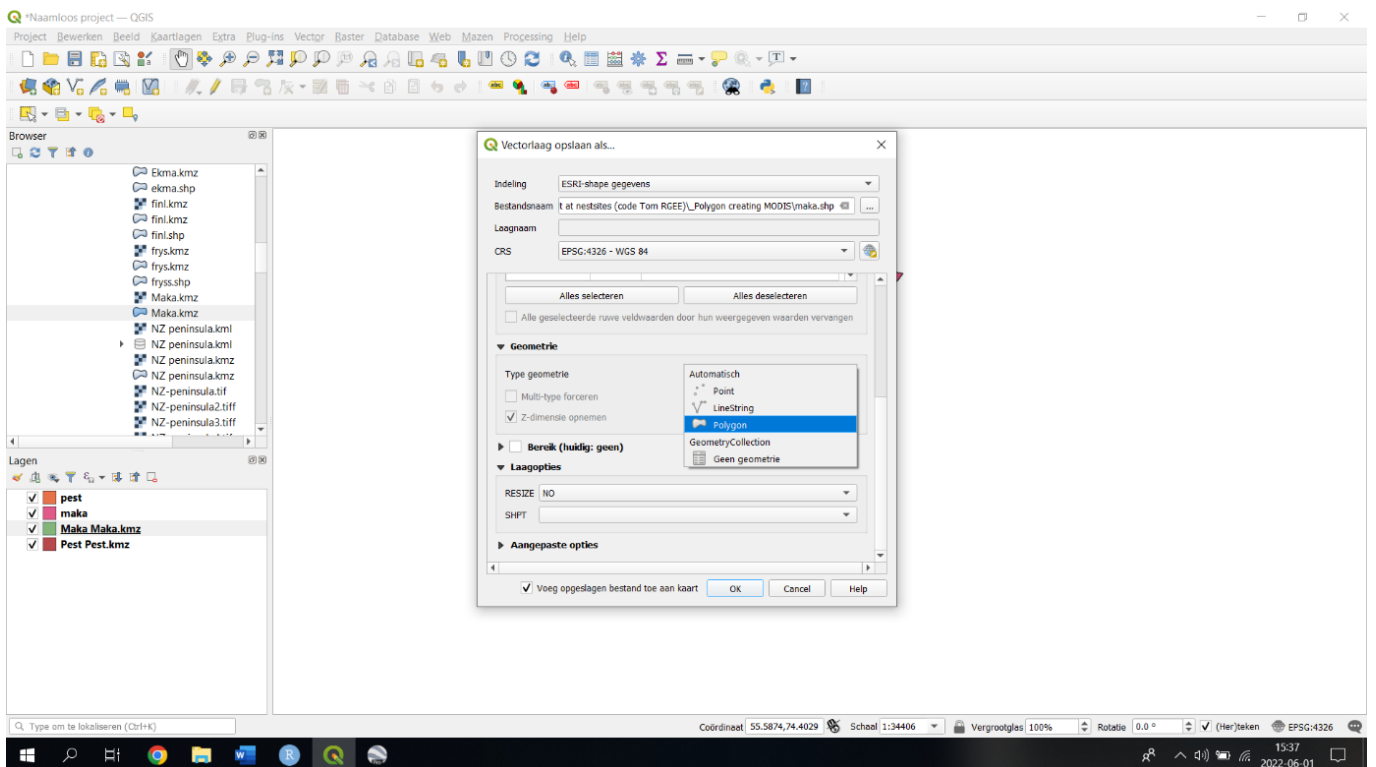
## 6. Reproject the shapefile by setting the Coordinate Reference System to EPSG:4326 (WGS 84).



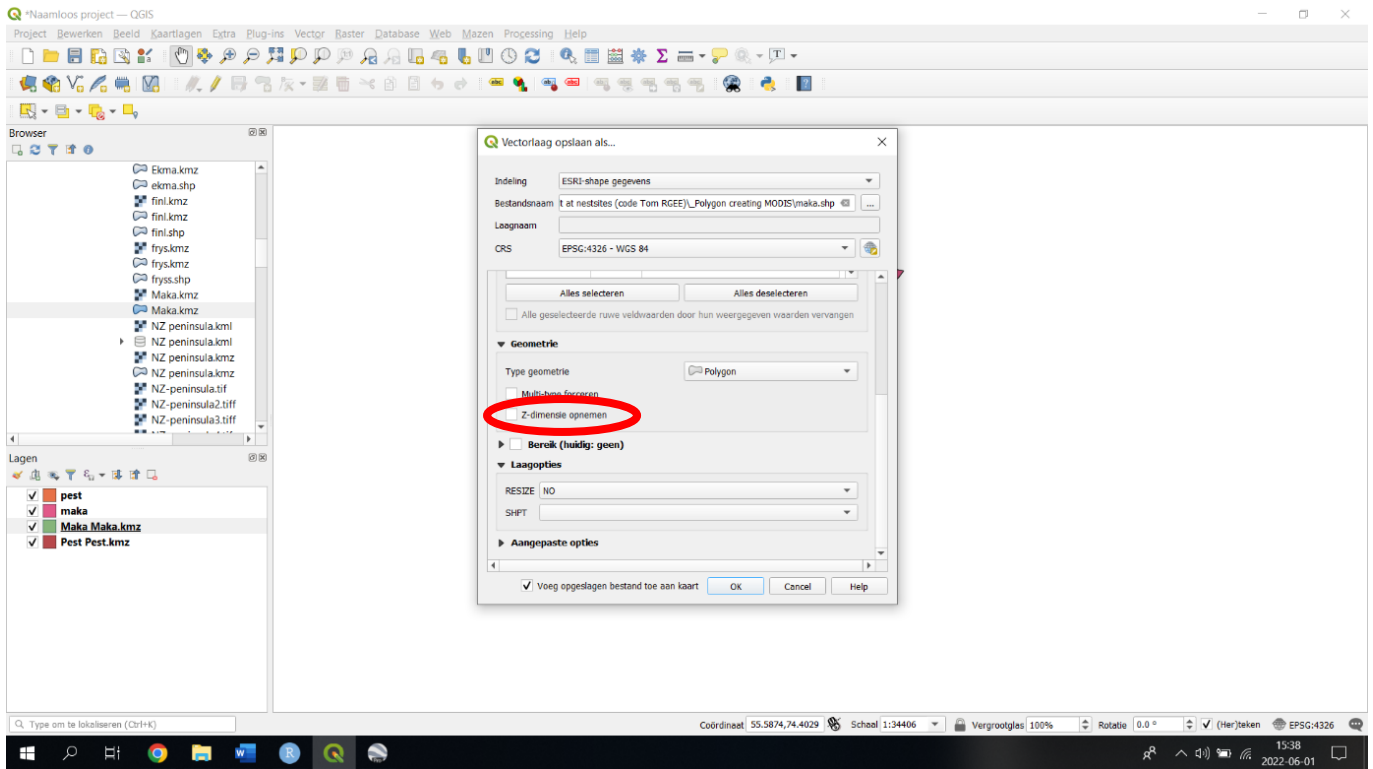
## 7. Unselect all attributes



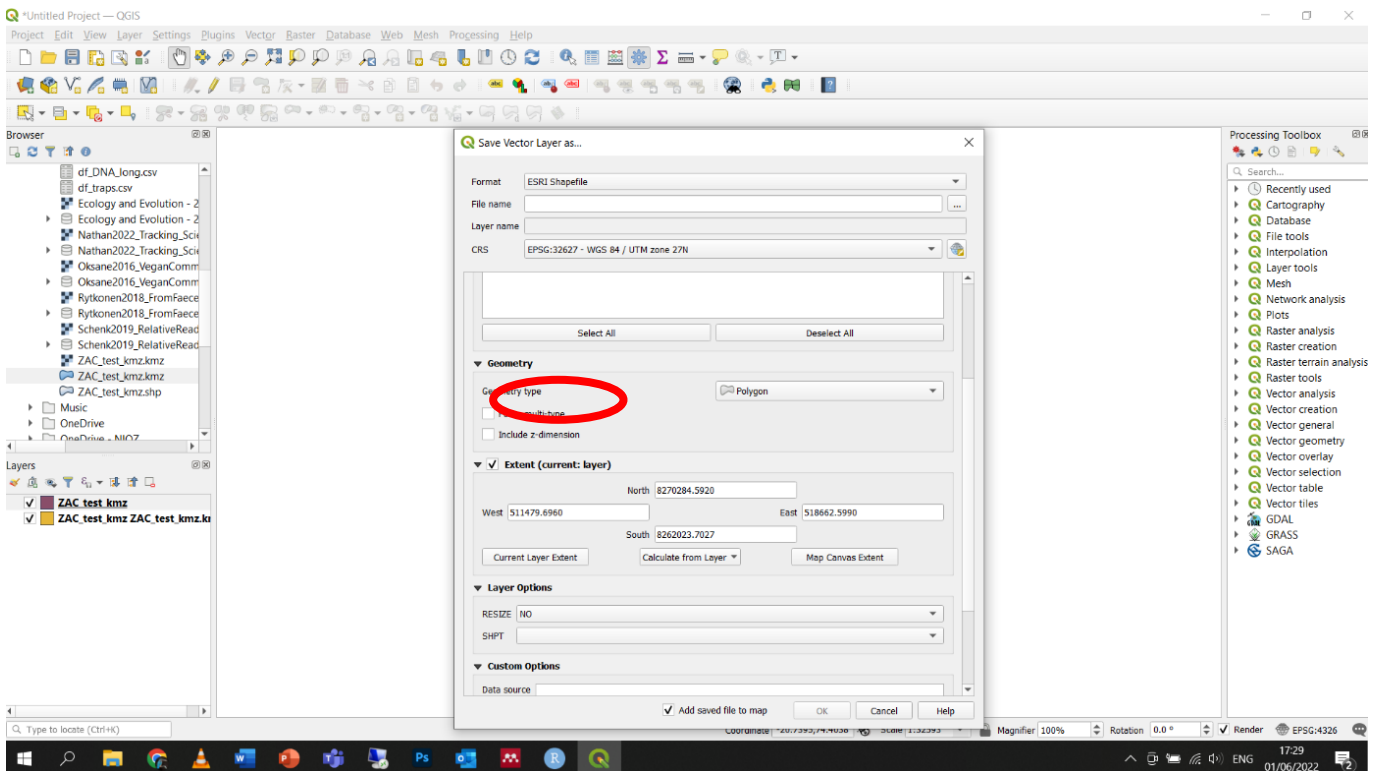
## 8. Select geometry = polygon.



## 9. Unselect “z-dimension”

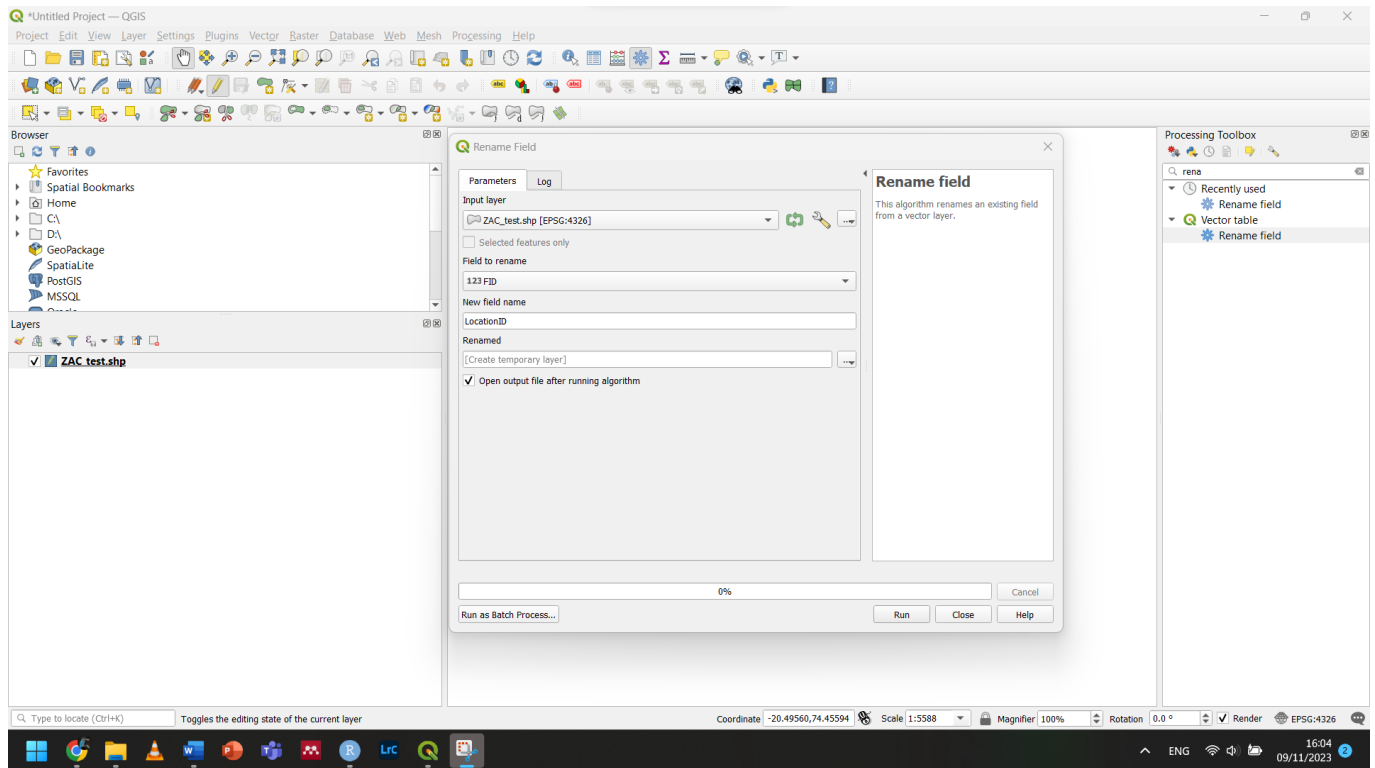


## 10. Check 'Extent' box



## 11. Now it is ready to save. Check 'Add saved file to map' and click OK.

12. Rename the attribute field 'FID' to 'LocationID'. Open the processing Toolbox under the tab 'Processing'. Search for 'Rename field' and provide the new field name 'LocationID'. Check the 'Open output file after running algorithm' option. Right click the layer 'Renamed' to give it another name.



13. Remove the old layer from before renaming ('Right click/Remove layer...'). Then repeat steps 4 – 11 on the renamed layer, with the only difference to keep the attribute 'LocationID' at step 7 selected.

14. The .shp file is now ready to be imported into RGEE.

**Optional:** Multiple polygons can be merged using the function '...Vector/Data Management Tools/Merge Vector Layers...'. Always make sure to only retain a single attribute 'LocationID' that contains a unique code for the polygon.