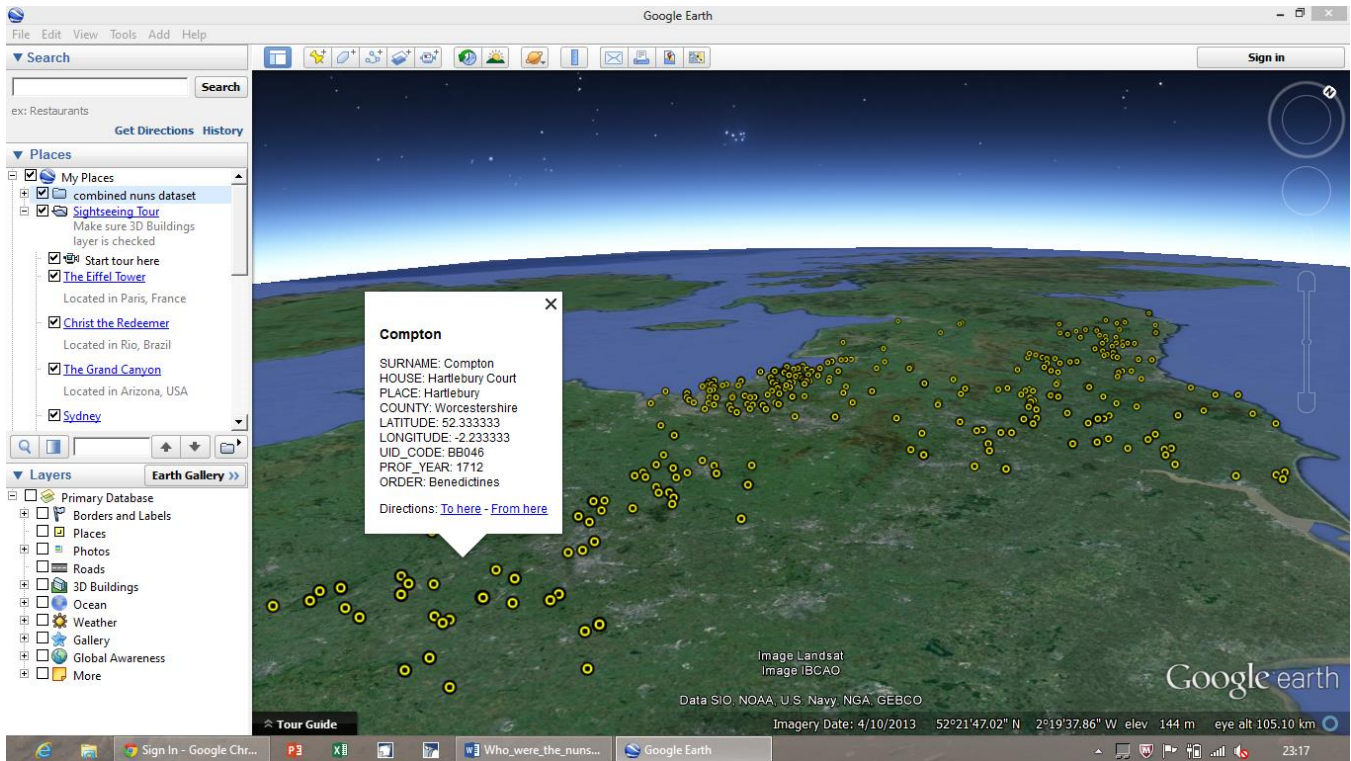# Who were the nuns?
A prosopographical study of the English Convents in exile 1600–1800

USING THE KMZ FILE IN GOOGLE EARTH
INSTRUCTION MANUAL

by

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What you need before you start

You must have a laptop or pc with internet access, with Google Earth installed.

You must have a copy of the *Who were the nuns?* .kmz file, downloaded from the project website; you can put it in a folder or simply copy it onto the desktop screen of your pc / laptop.

Getting started

Open Google Earth. Make the Google Earth window small enough so that you can also see the open folder or part of your desktop where you put the .kmz file.

Click and drag the .kmz file onto the Google Earth globe.
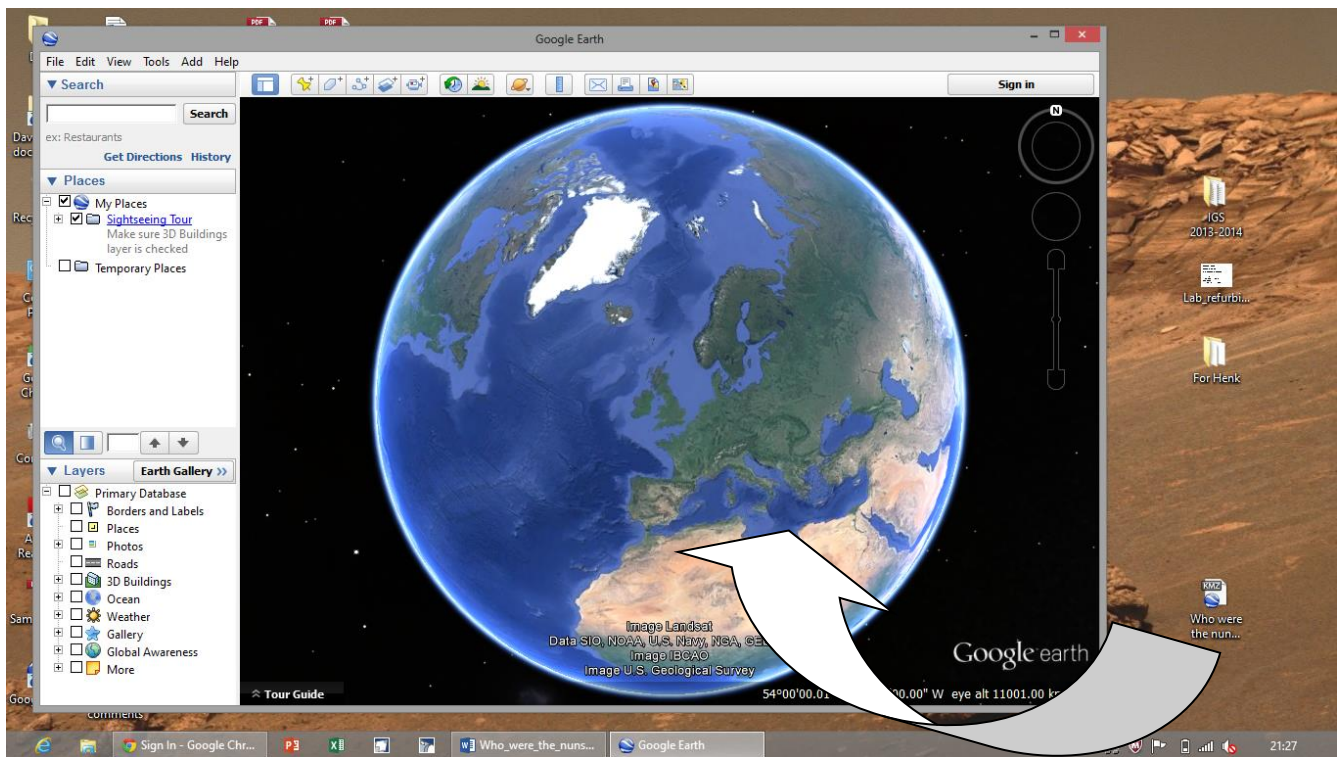
Symbols will appear on the globe and Google Earth will zoom in to the area they cover; depending on the size and colour that they appear initially, they may not be very clearly visible. At the same time, in the "Places" panel on the left, you will also see a file name added to "Temporary Places".
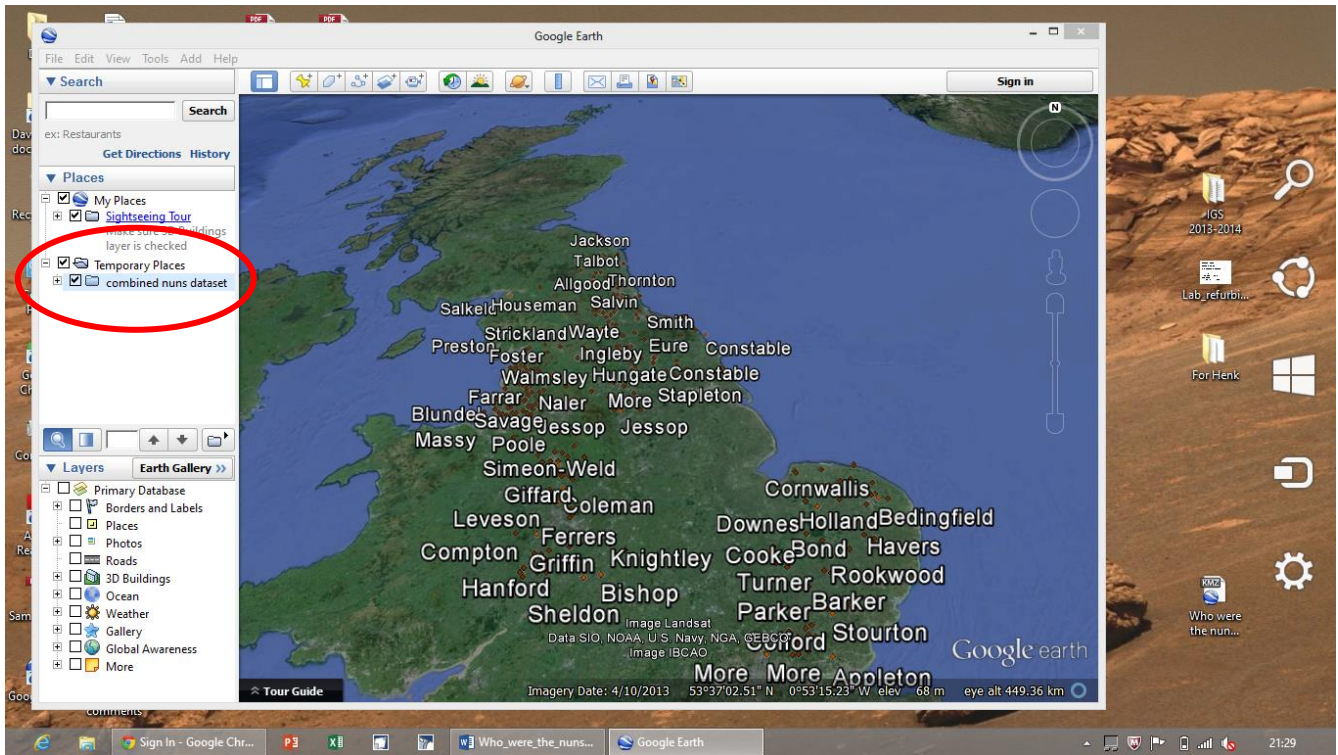
Right-click on the file name under "Temporary Places" and left-click on "Properties" to open the "edit folder" window.
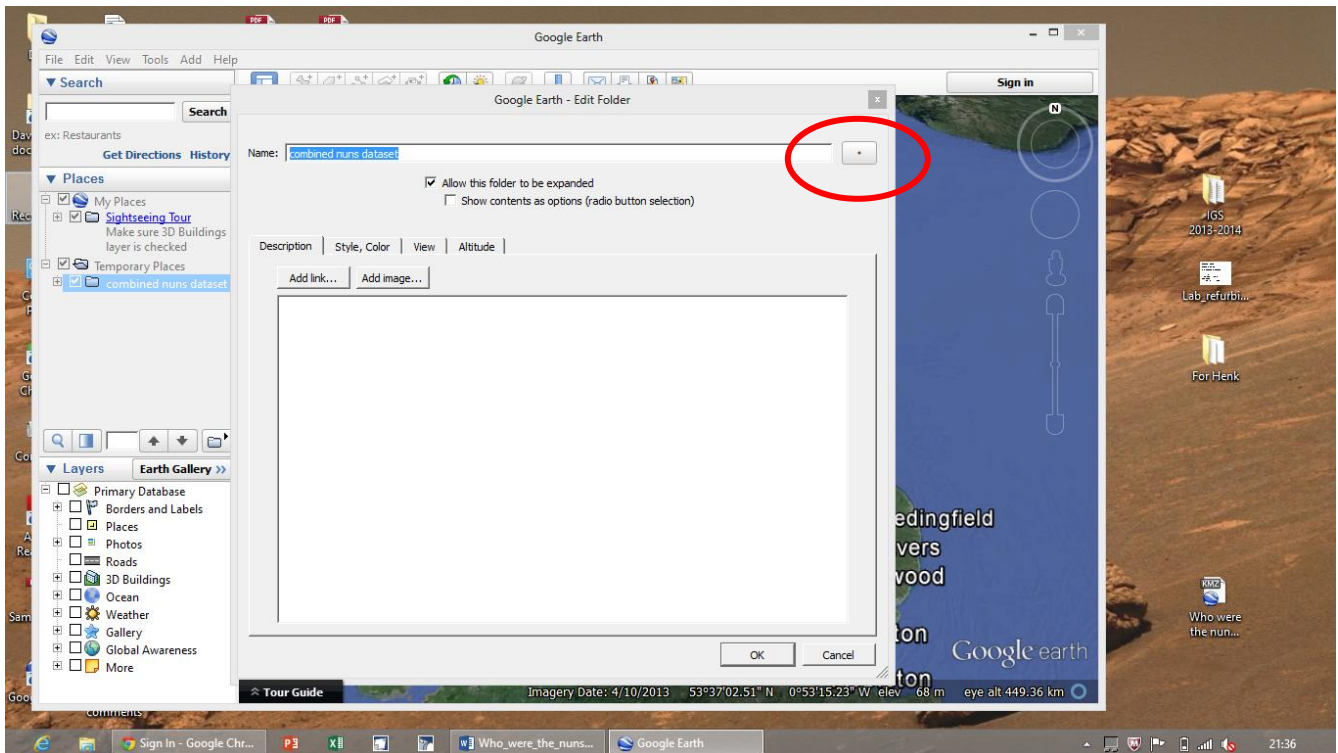
To the right of the "Name" line near the top of the "edit folder" window you will see a button with a dot in the middle. Left-click on the button and you will see a window full of symbol options from which you can select what you want to use.
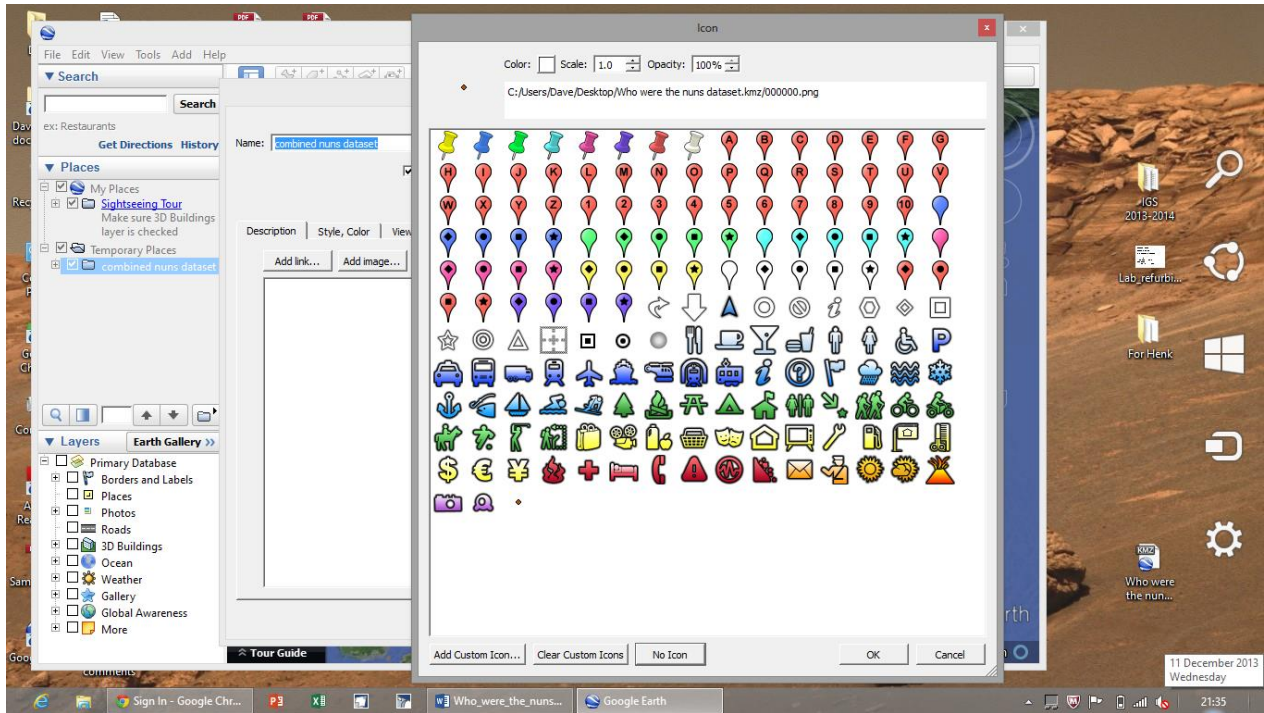

Choose a symbol and a colour; it is best to use a simple circular symbol and a bright colour (click on the "color" button to get a window showing a choice of colours); set the scale to 0.8 and the opacity to 100% (you can change these later if you wish). Click the "OK" button.
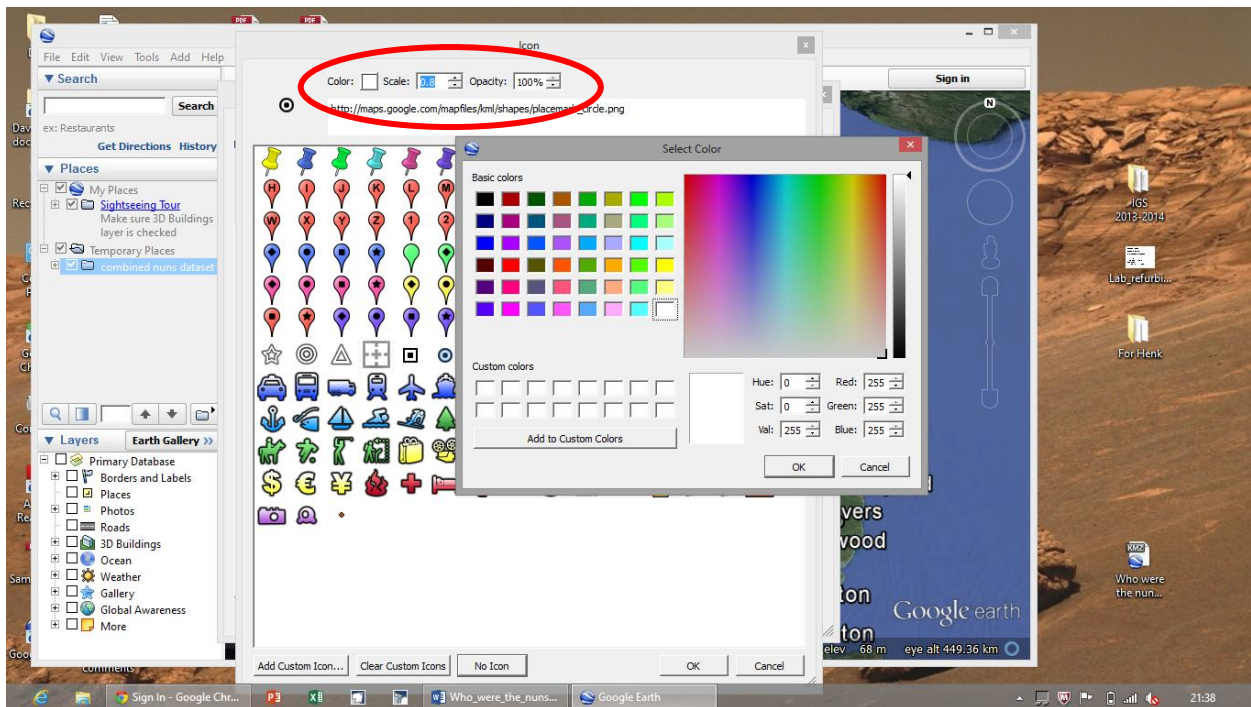
Now in the "Edit folder" window, click on the "Style, colour" tab.
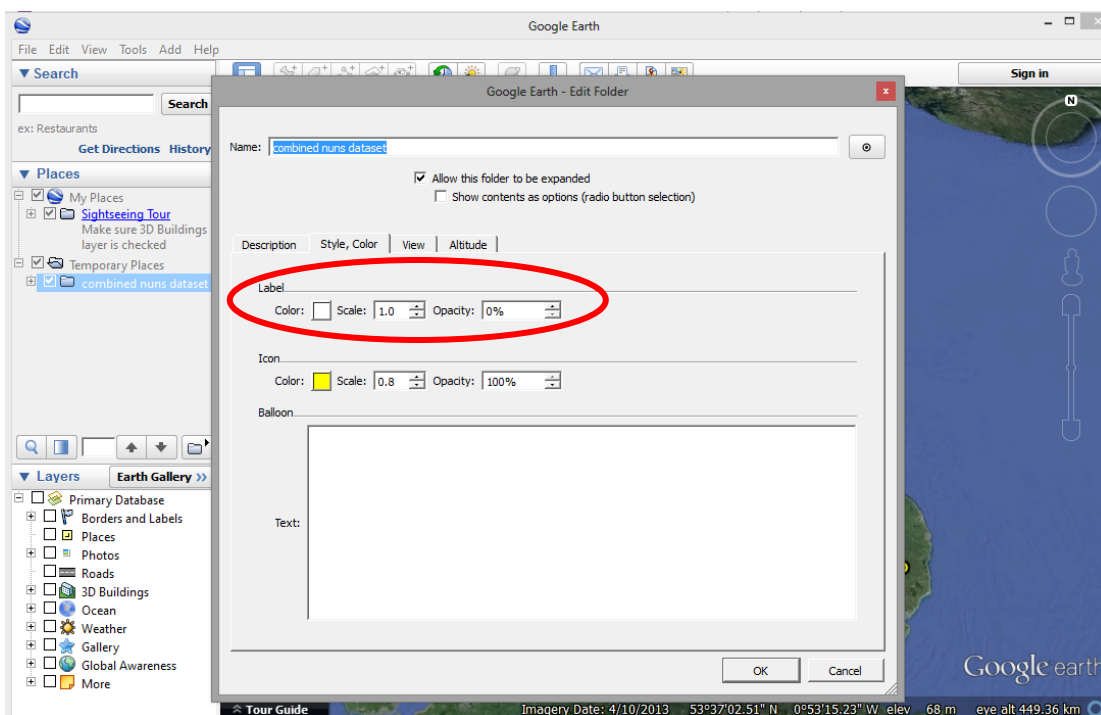
Change the opacity of "Label" to zero. Click on the "Altitude" tab and ensure that the altitude is set to 0 - i.e. that the symbols are on the ground, not hovering at a height above it. Click OK.
To ensure that you keep the file in Google Earth for future use, click and hold on it and slide it up into "My Places" (the symbols may disappear; if so, click in both the check box against the file name and the one at the top against "My Places" to put ticks in them and switch the display back on).
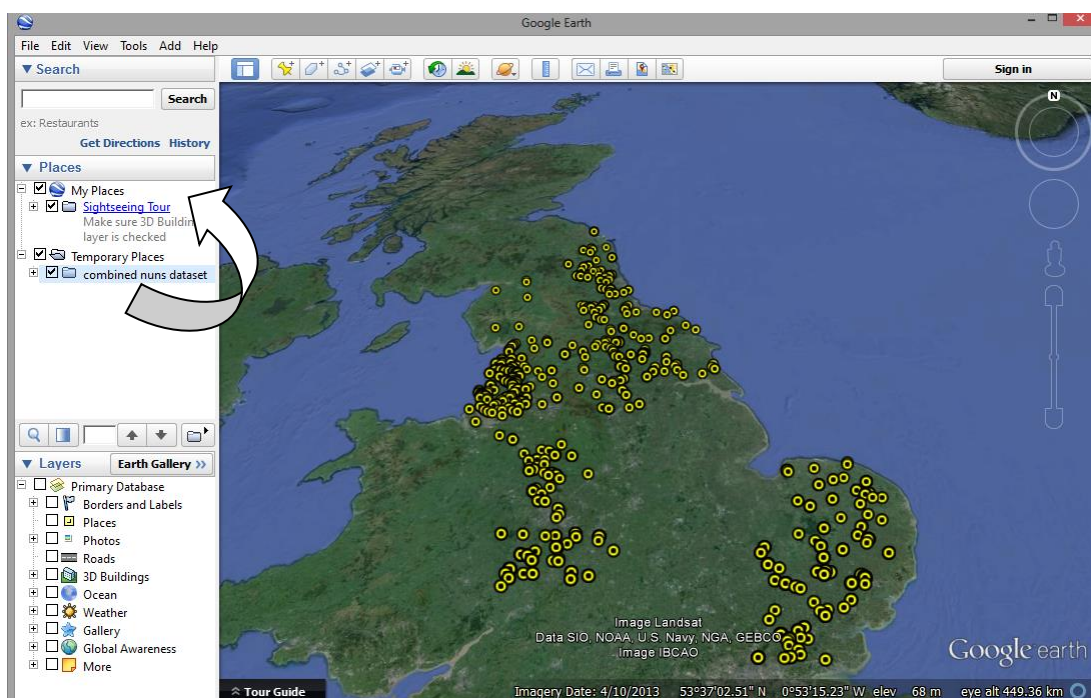
If you are not already familiar with Google Earth, start by playing with the controls on the upper right of the screen to get familiar with moving around, orientation, zooming in and out and so on (note that if you rest the mouse pointer over these controls for a few seconds a helpful explanatory message will appear). You may have started with an oblique view; if so, it is a good idea to adjust it so that you are looking vertically down, like viewing a map (go to the upper circular control and then click and hold the lower arrowhead, circled in red on the image below).
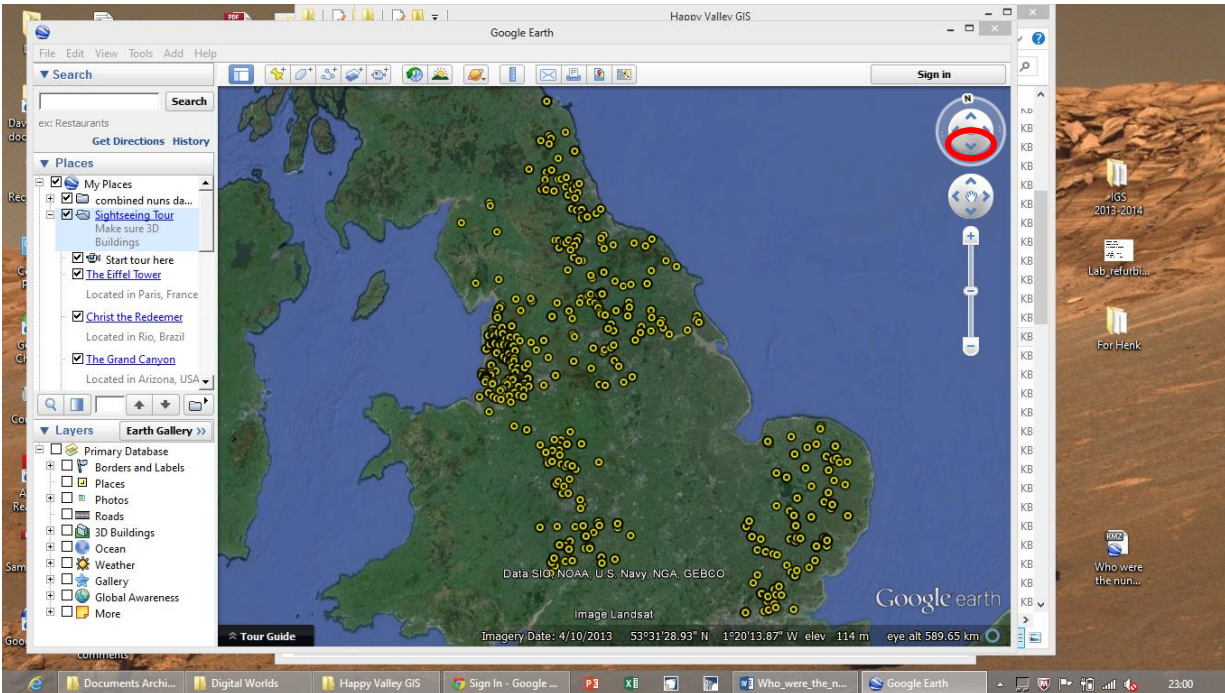

Now you can click on any symbol to get an information panel.
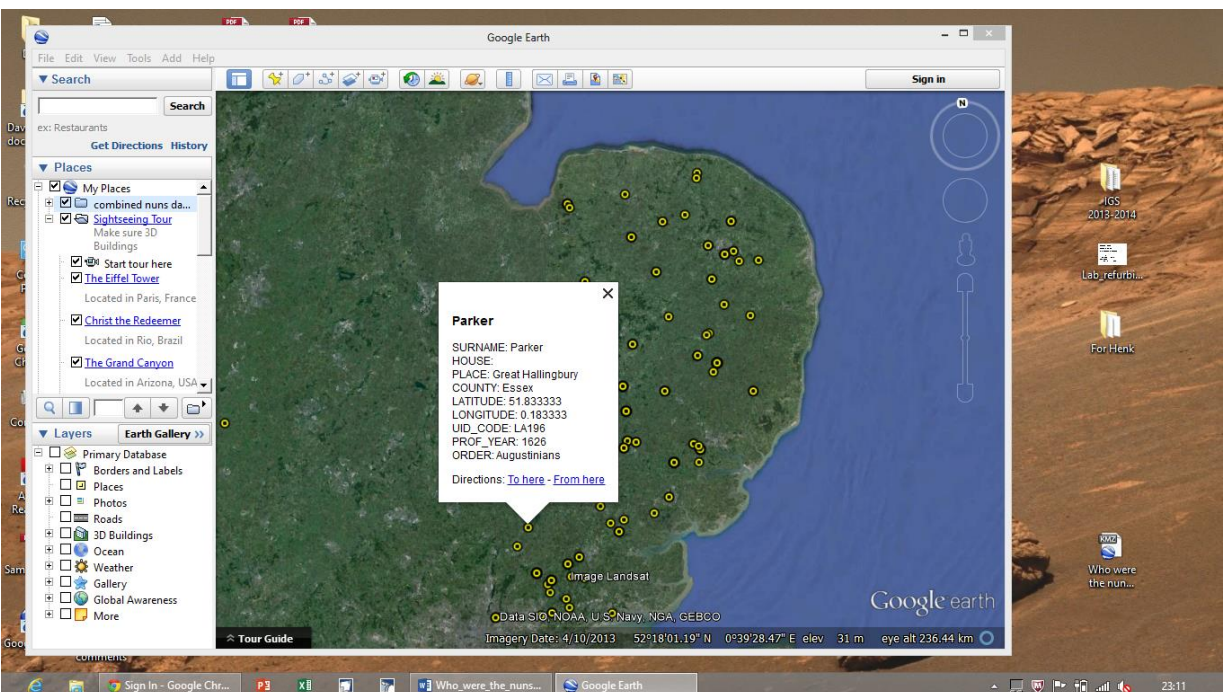
Zoom in closer to separate symbols if they are clustered together or overlapping. If there are multiple records at the same locality, clicking on the symbol will cause it to sprout multiple symbols linked to the original, each of which can be clicked on to get an information panel in the same way.
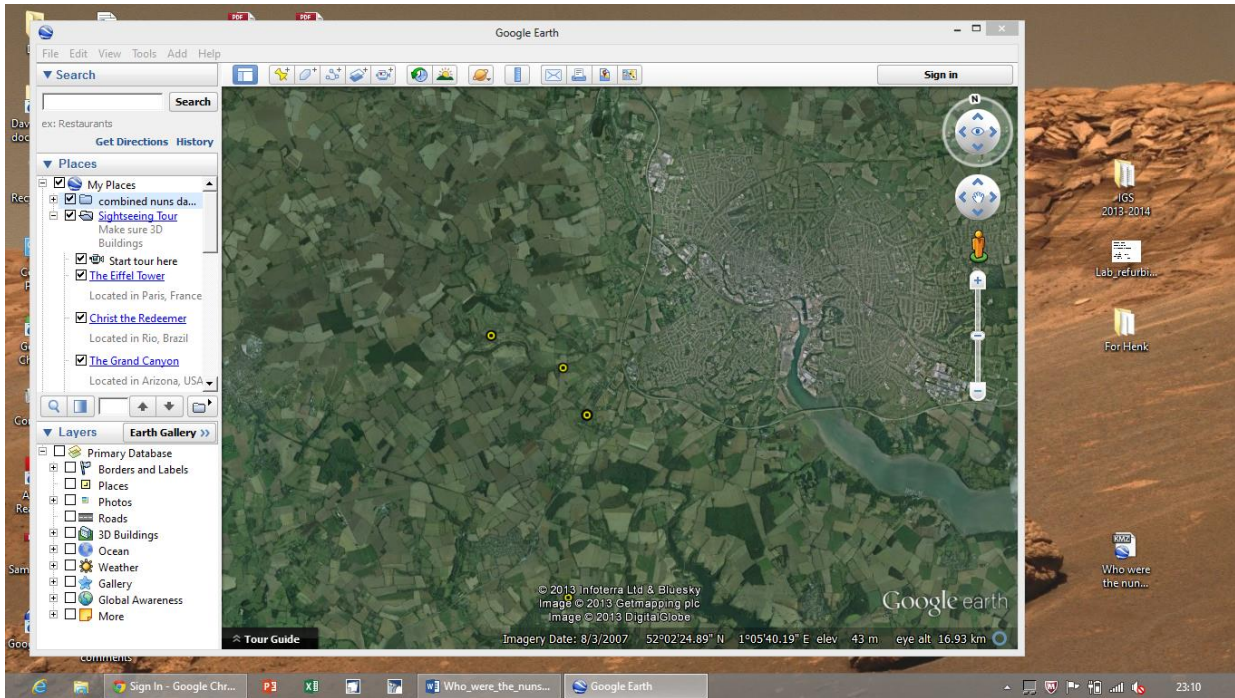
Expand the Google Earth window to full screen. Explore the dataset using Google Earth, just to get familiar with it. If you like, try changing the direction and/or angle of view.
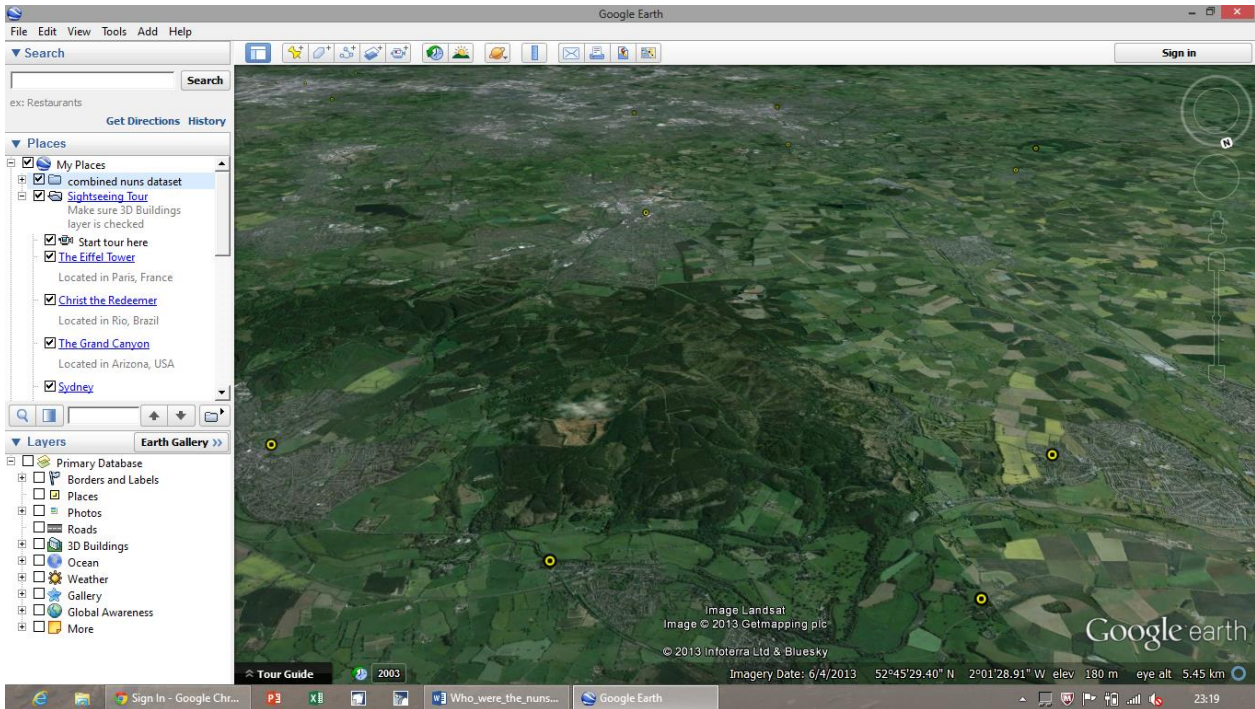
We have tried hard to find the correct coordinates for the named locations in the dataset, but inevitably some are only approximate. If you can help us to correct errors and improve the overall accuracy of the locations, we would be glad to hear from you.
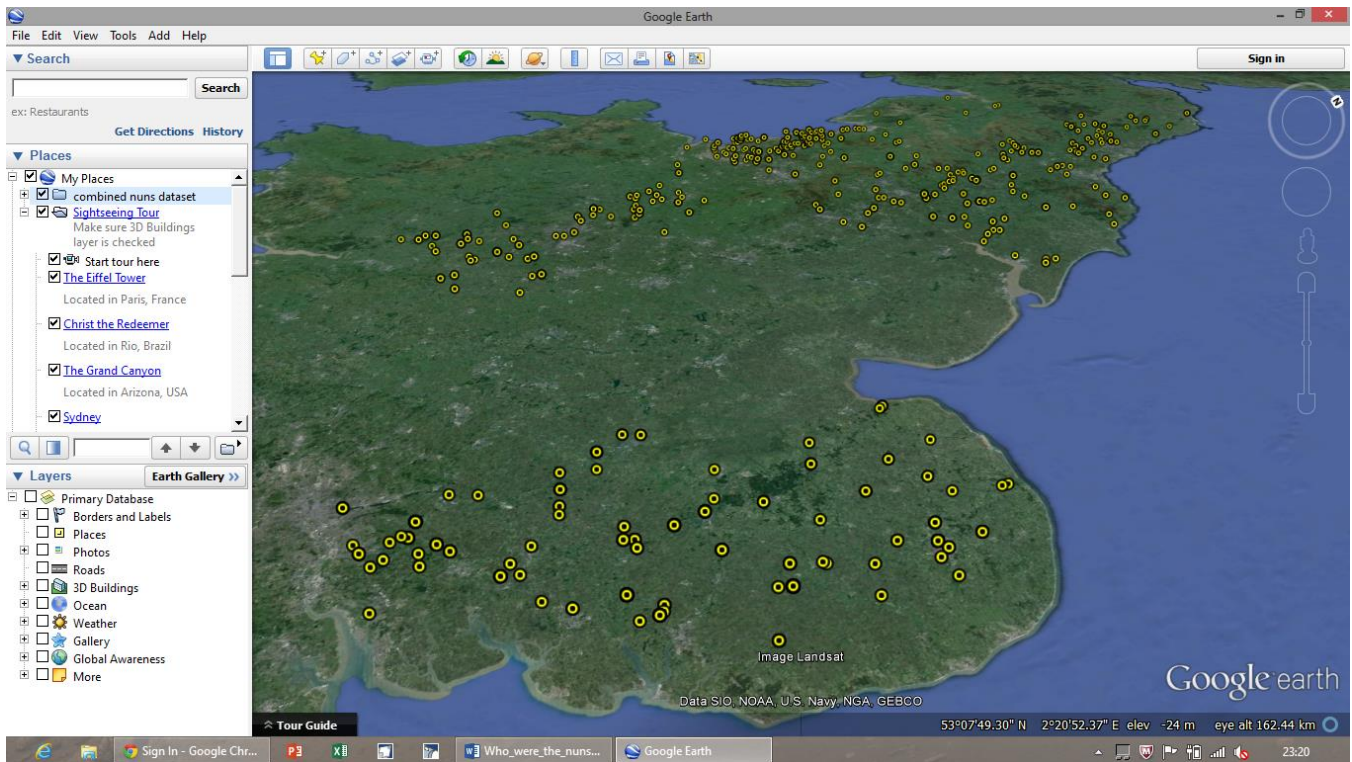
Acknowledgements

The dataset for use in Google Earth was prepared using the *Who were the nuns?* database in conjunction with DIVA-GIS; the kmz file was produced using ArcGIS version 9.2.