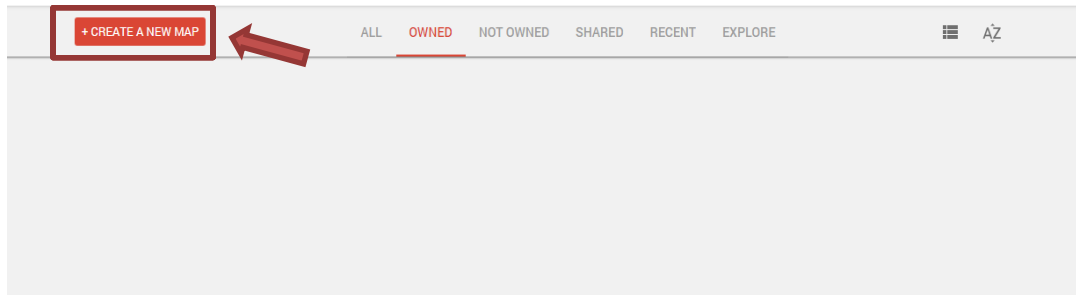


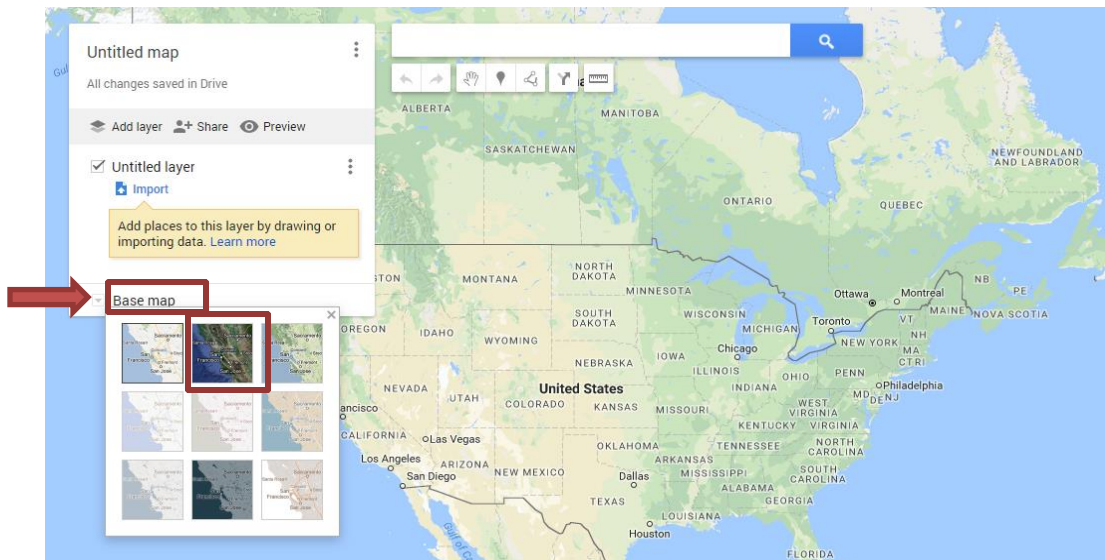
## How to Trace an Outline on a Map

The easiest way to trace an outline on a map is to create a google account and use My Maps. Other maps with similar results are also acceptable. The instructions for using My Maps are as follows;

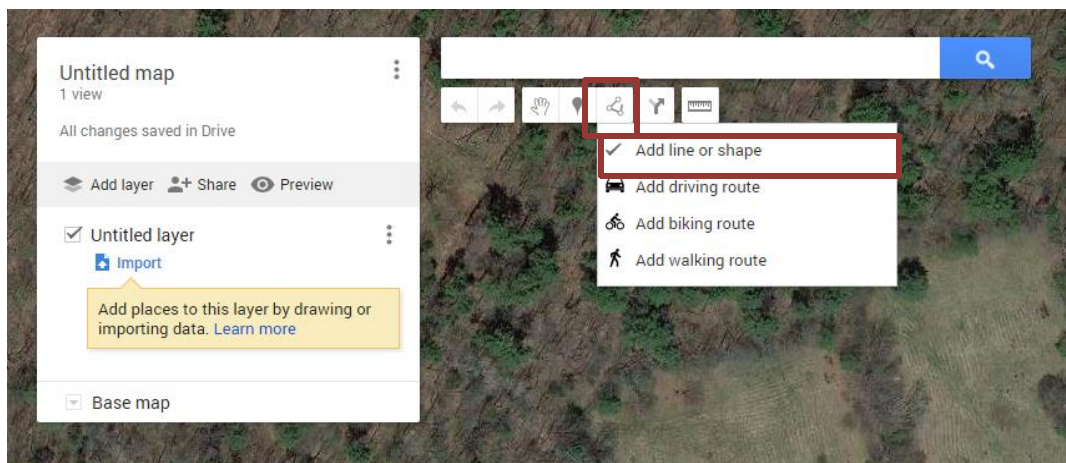
1. Open a web browser and go to [www.google.com/mymaps](http://www.google.com/mymaps). If you are not signed into your google account, you will be prompted to sign into your account.
2. Maps that have already been created will appear on this screen. On the top left of the screen select + Create A New Map.



3. A text box will appear on the top left corner of the screen. Select base map, and then select the satellite view.



4. Enter the address and zoom into the location where the fields, buildings, and processing areas will be.
5. Select Draw a Line option underneath the search bar, and then select Add Line or Shape



6. Your cursor will turn into a plus sign. Click the map to start tracing the area. A white dot will appear on the map and a black line will remain attached to the cursor.



7. Continue clicking around the perimeter of the area until you get back to the starting point. A white circle will appear in each location you click. This circle can be used to adjust the perimeter if needed.





8. When you click back on the starting point a text box will appear. In this text box name that area.

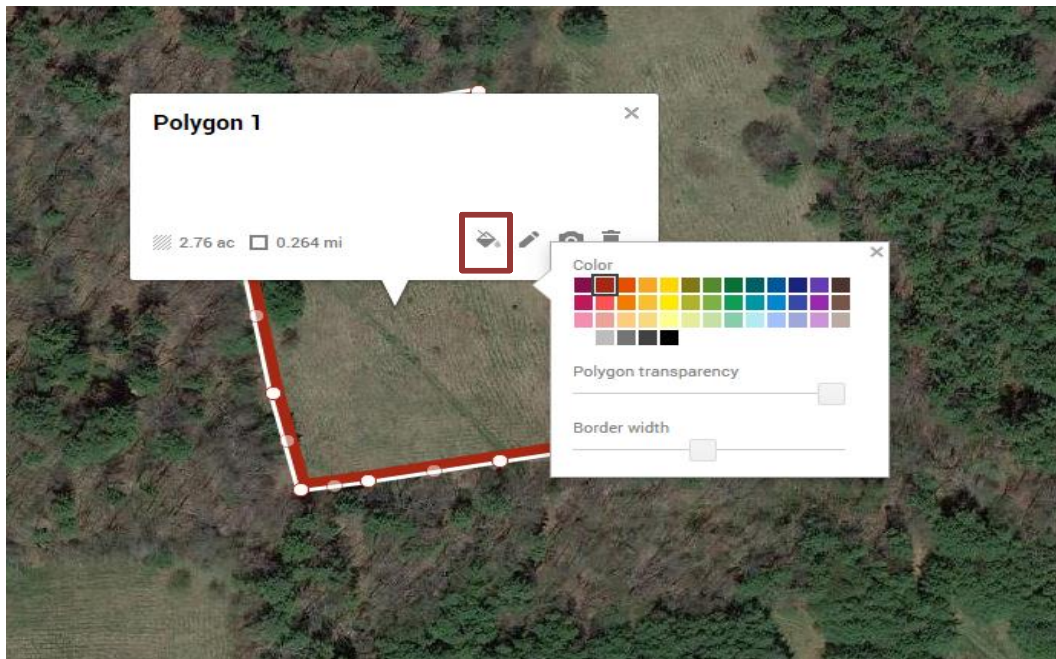


9. Click Save after you have named the area. The acreage and perimeter of the area will appear in the text box.





10. Select Style and chose the color and width of the border to outline the field. Moving the polygon transparency slide all the way to the right will prevent the area from being colored.

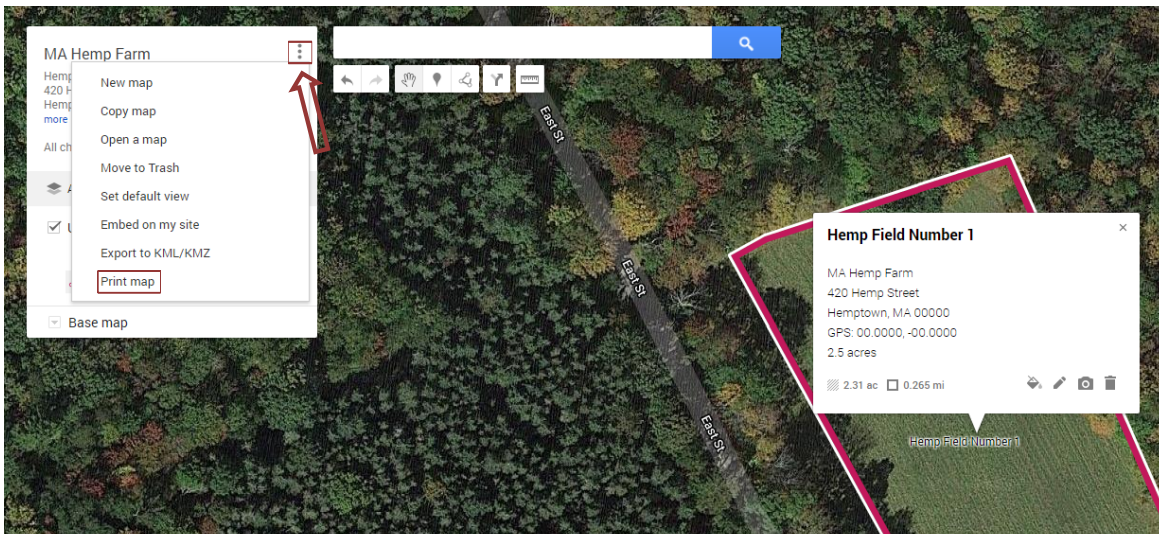


11. Click on the pencil icon to label the site. Be sure to include the site name, field name, site address, GPS coordinates, and site size.





12. On the right side of the dialog box, click the 3 dots to bring up a menu. Select "Print Map" to complete



13. Your completed map should look like this:

## MA Hemp Farm

