

# Loft Locations using Google Earth

A step-by-step guide to obtaining a loft location using Google Earth under RPRA Rule 187

## For Windows

1. Open Google Earth
2. In the "Fly to" box (top left) type the postcode (or nearest) of the location to be obtained
3. Click on the magnifying glass to begin the search
4. The search will begin and you will be taken to the area required
5. Use the mouse roller or vertical slider on the right of the screen to zoom in until you find the required location. If the map has moved use the left mouse button to drag it back.
6. Click on the "Add place mark" pin at the top of the screen (Yellow Pin)
7. A "New place mark" dialogue box and a pin in a flashing box will appear on screen
8. Click on the pin and drag it to the required loft location.
9. Type the name and loft number of the member in the top of the "New placement" dialogue box. DO NOT CLICK 'OK'.
10. Take a snapshot of the screen by holding down the shift key and pressing the Print Screen key (usually found to the right of the F12 key). [Note: this does not physically print the snapshot.]
11. Open a new Word document and paste (Ctrl V) the screen snapshot of the Google print here.
12. Choose a location such as a folder and click "Save".
13. Print the Google map on landscape paper (to show as much detail as possible).
14. The print MUST be signed by the club secretary and sent to Racing Support at The Reddings for conversion to Ordnance Survey, together with a payment of £3.11 and a stamped addressed envelope.

## For Macintosh

Follow steps 1-9 as for Windows

10. PRESS CMD SHIFT & 3: this puts a screen shot directly onto Desktop
11. Close Google Earth
12. Open screen Shot from Desktop
13. From File menu click on Take Screenshot, Click from Selection, Drag + over and highlight full map and box with lat/long
14. From File Menu click Print (use landscape paper to show as much detail as possible)
15. You then can save if required
16. The print MUST be signed by the club secretary and sent to Racing Support at The Reddings for conversion to Ordnance Survey, together with a payment of £3.11 and a stamped addressed envelope

## IMPORTANT:

- Google Earth lats/longs may not be used until they are converted to Ordnance Survey (OS) by RPRA Headquarters.
- This method may be used in addition to OS maps and is not a replacement system.
- Prints from any websites or programs other than Google Earth are not acceptable.

(A downloadable copy of this procedure is also available on the RPRA website: [www.rpra.org](http://www.rpra.org))