Structuring and Organizing Data in Google Earth
Google Earth allows us to create many different kinds of content - when working with large volumes of content, it makes sense to ORGANIZE this content. Organizing data is a double benefit in that it keeps it accessible and easy to understand, as well as makes sharing the data with users on other computers much easier down the line.

Much like how we may store regular files in our computers, Google Earth uses a simple file folder system to organize content. To effectively manage different types of data, we need to develop a “folder hierarchy.”

Just how that hierarchy ends up looking depends on the project - in this example, I am going to create three separate types of Google Earth data and separate them into folders such that I can easily keep track of them.
For my data structure, I want to have a MASTER folder which will contain all of my data - within that folder, I will have three additional SUB folders - one for each type of data. Each of those three SUB folders will house their respective data.

To create my first folder, I simply right click on “My Places” and select “Add/Folder”.

I will call this folder “My Project” and press “ok.”
You can see that the “My Project” folder appears underneath the “My Places”
Now I will be repeating the same process three more times - one for each type of data that I have -

To add the folders WITHIN the “My Project” folder, I right-click ON the “My Project” folder - then click on add/folder -

Remember that the **UNIVERSAL RULE** about creating data in Google Earth is as follows:

**The data are always created in the folder that is HIGHLIGHTED in the “Places” window pane.**

I have done this process three times - one folder each for Points, Lines, and Polygons.
Once my Folder Hierarchy is created, I can begin creating content.

To create my data, I HIGHLIGHT the folder that I’d like the data to be created IN (following the Universal Google Earth rule) and click add/”xyz”

Here is a finished example of three types of data, contained in three separate folders, which are finally contained in a single folder called “My Project”

Organization saves time in the long run when creating data and makes sharing the data much easier as you will read about in the “exporting” instructions.