How to Report Your Coqui Control Efforts

1. Open Google Earth

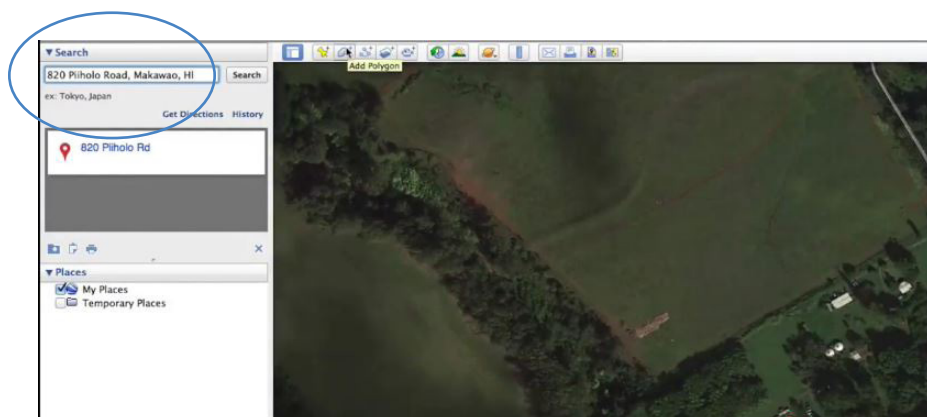   Google Earth:

        https://www.google.com/earth/
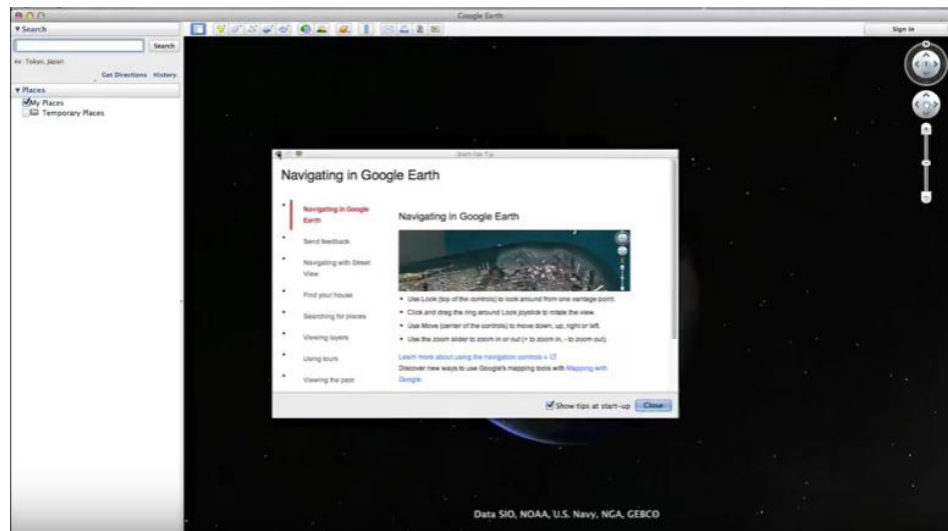
2. Zoom to Site
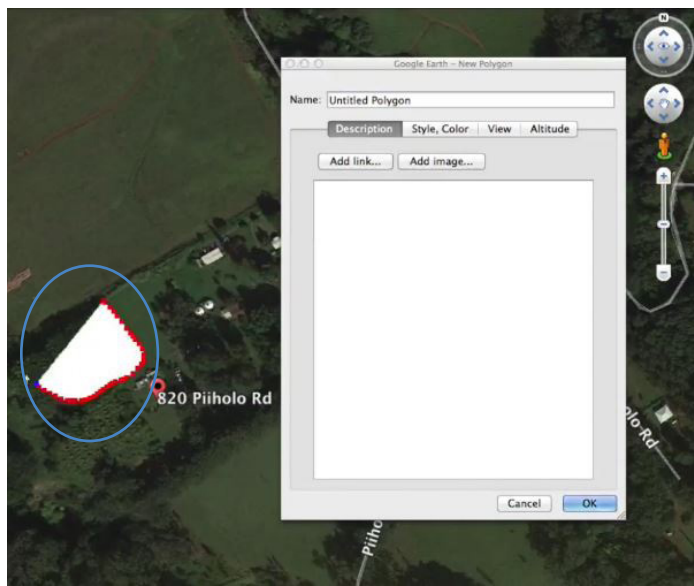
        a. Manually Zoom

        b. Enter Desired Address in Search

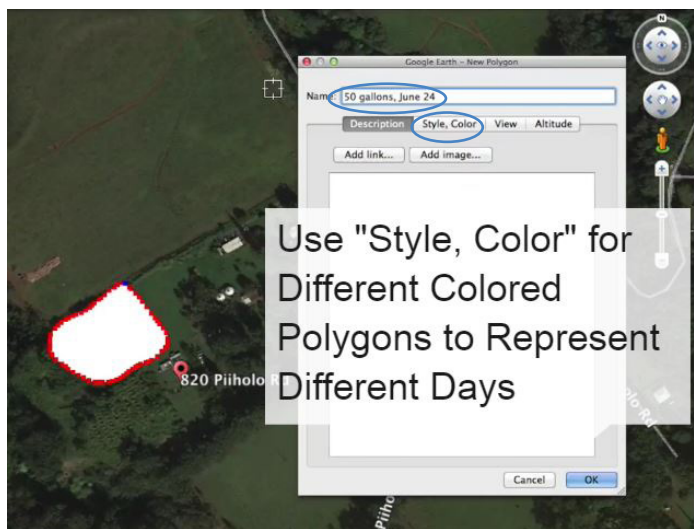**3. Click "Add Polygon" located in the Tool bar**

4. Click, Hold, and Drag to create a polygon representing where you sprayed

5. Type spray area's Gallons and Date into the New Polygon's pop-up window
      a. Optional: change a polygon's color (choose ("Style, Color")
          if drawing multiple date's spray areas
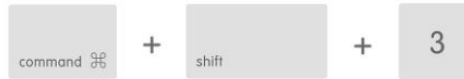
How to take a screenshot on your Mac

You can take screenshots of your whole screen or just part of it.
Screenshots are saved automatically as .png files on your desktop.

Take a screenshot of your whole screen

1. Press Command (⌘)-Shift-3.
2. Find the screenshot as a .png file on your desktop.

6. Take a Screenshot

    a. on Mac

```
command ⌘  +  shift  +  3
```

Take a screenshot of part of your screen

1. Press Command-Shift-4. The pointer changes to a crosshair pointer.
2. Move the crosshair pointer to where you want to start the screenshot.
3. Drag to select an area. While dragging, you can hold the Shift key, Option key, or Space bar to change the way the selection moves.

4. When you've selected the area you want, release your mouse or trackpad button. To cancel, press the Escape (esc) key before you release the button.
5. Find the screenshot as a .png file on your desktop.

Use Snipping Tool to capture screenshots

Open Snipping Tool

b. on Windows

For Windows 10	Type **Snipping Tool** in the search box on the taskbar, and then select **Snipping Tool**.

Capture a snip

In Snipping Tool, select the arrow next to the **New** button, choose the kind of snip you want, and then pick the area of your capture.

Save a snip

1. After you capture a snip, select the **Save Snip** button.

2. In the **Save As** box, enter a file name, location, and type, and then select **Save**.

7. Email to MISC
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Questions?

Thanks!