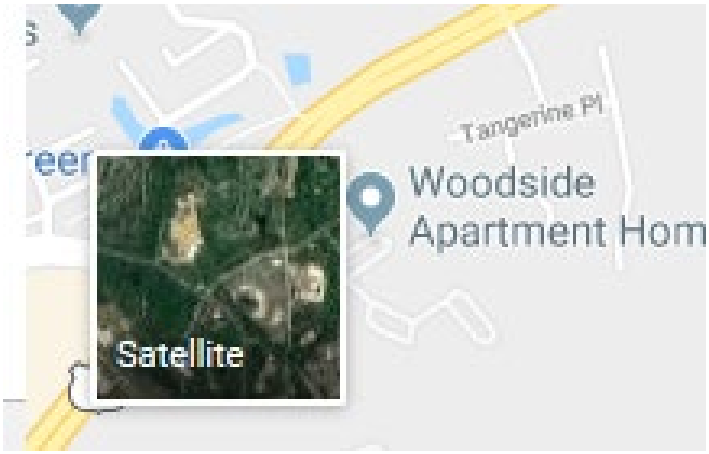
Map Coordinates

Step 1:

Open Google Maps at https://www.google.com/maps/.

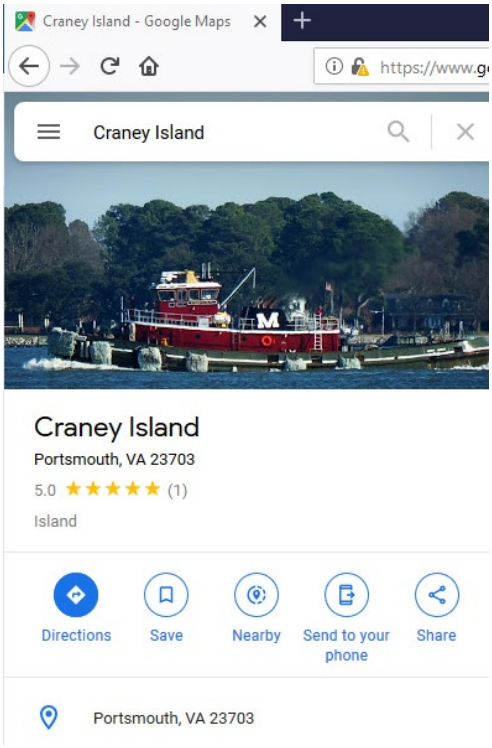
Step 2:

Select satellite view by clicking on the satellite square located at the bottom left corner of the webpage.



Step 3:

Type in the name or general location of your offered shipping point. As an example we will use DFSP Craney Island, Portsmouth, VA, USA.



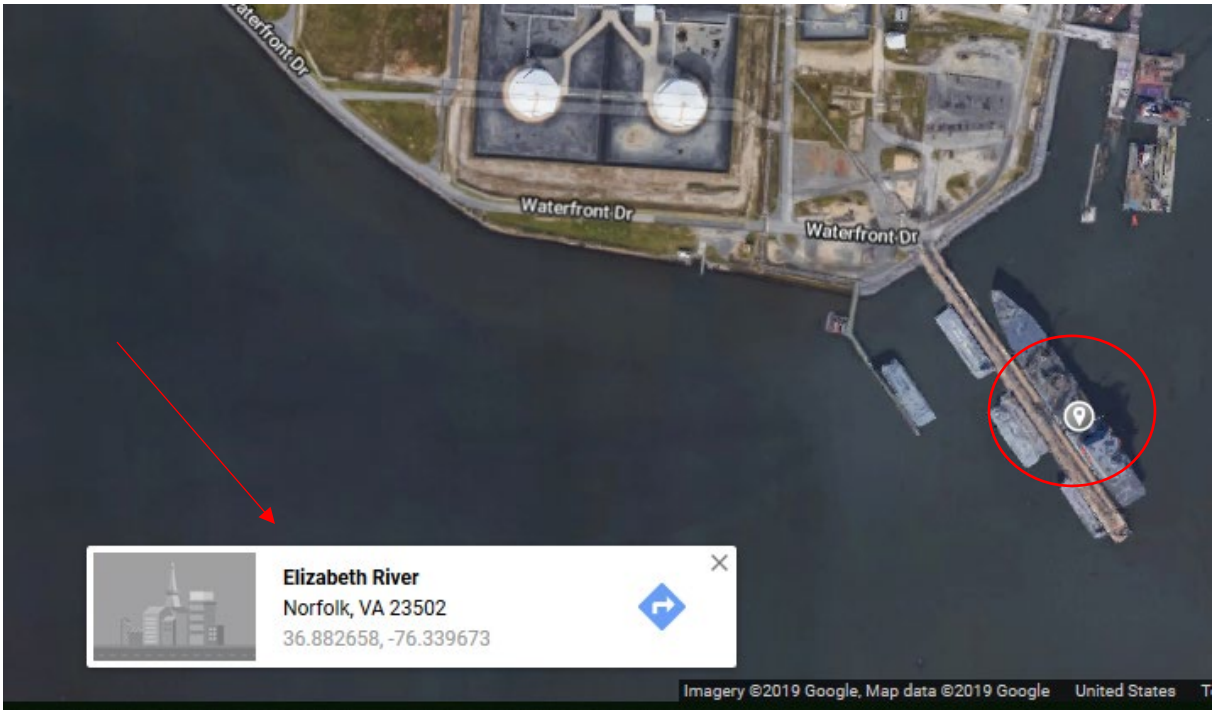
This will bring you to a satellite view with a red pin identifying the area.

Step 4:

Identify the pier for the applicable shipping point and double click this location to select pier side coordinates.

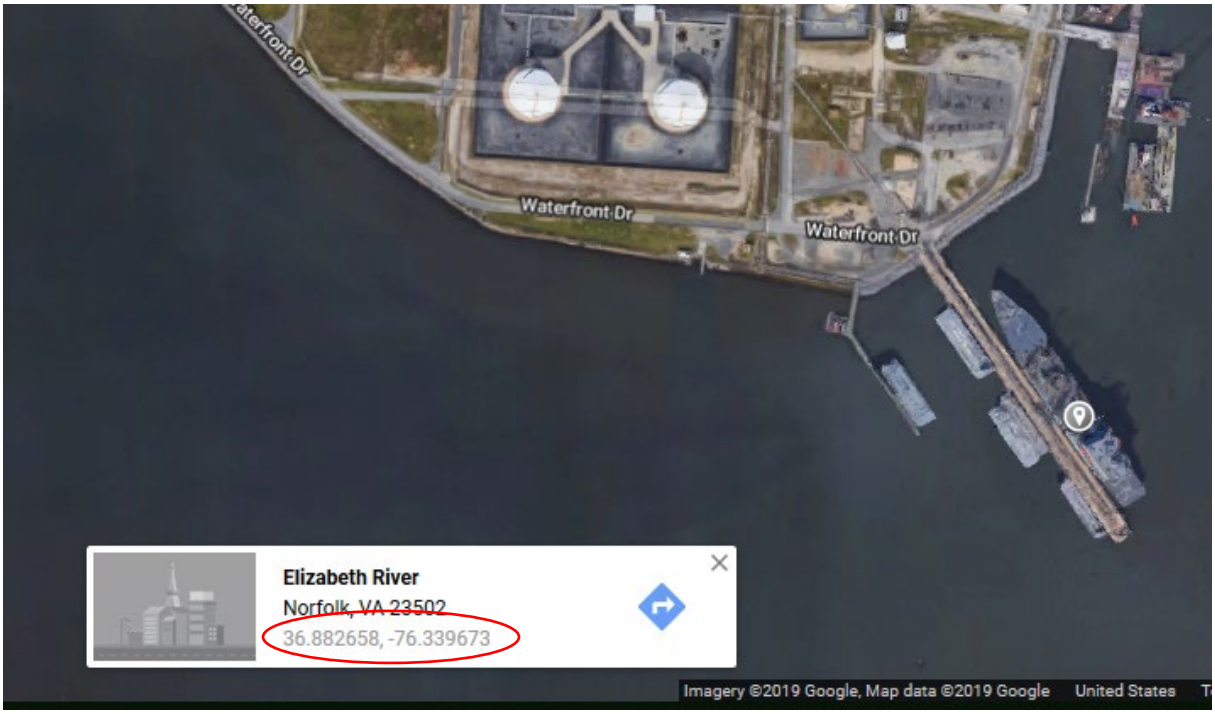
Step 5:

Once double clicked, a white box with latitude and longitude of the specific point (identified by a grey pin) will be presented at the bottom of the screen.



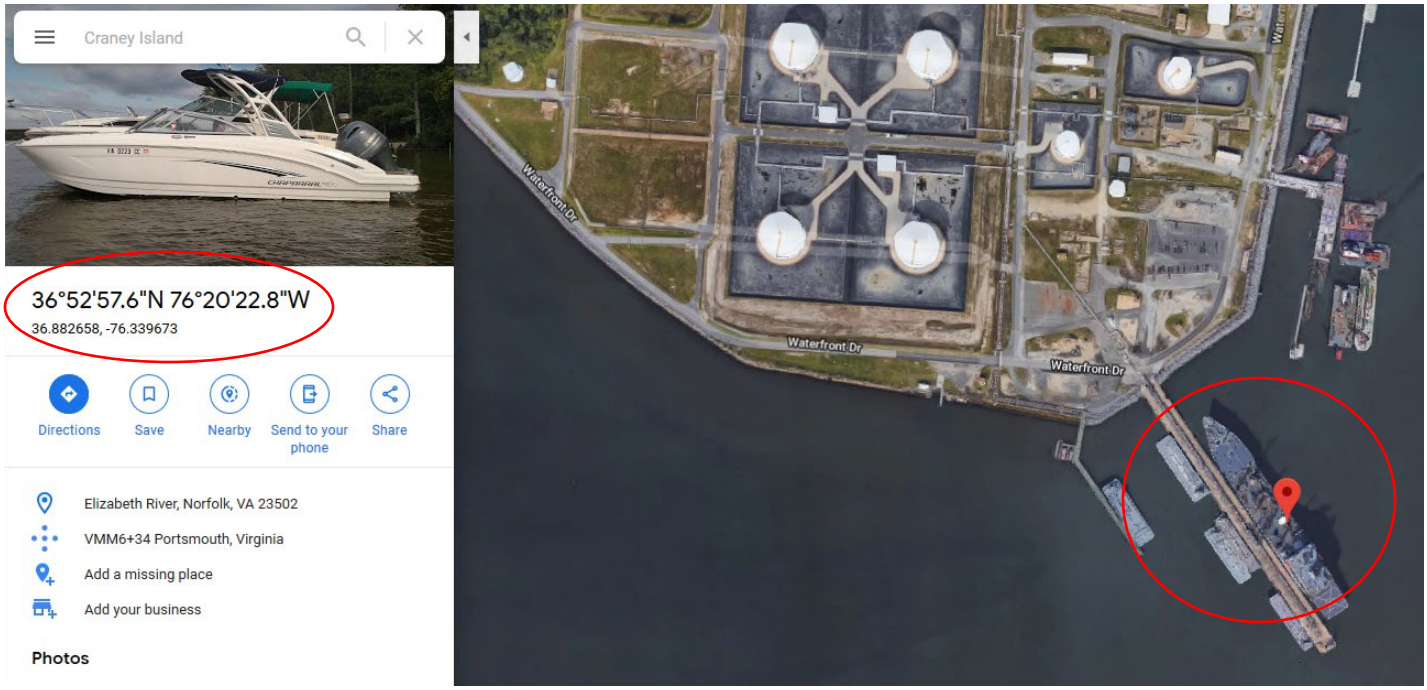
Step 6:

To convert coordinates to correct format for submission to OET, click on the coordinates within the white box.



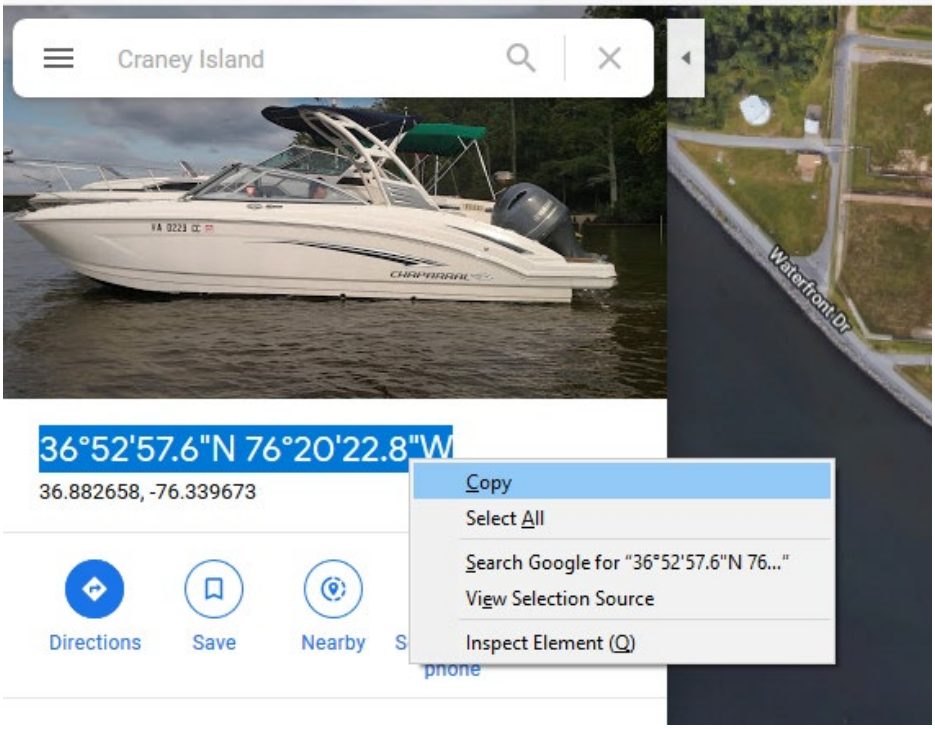
Step 7:

Coordinates in degrees, minutes, seconds will populate on the left side of the screen in the white box, creating a red pin on the satellite view, showing the pier side location.



Step 8:

Copy the coordinates from the screen and remove the decimal points for submission to OET.



Step 9:

Decimals will not be accepted for evaluation. For this example coordinates for submission are as follows:

36°52'57"N 76°20'22"W

Degree Symbol

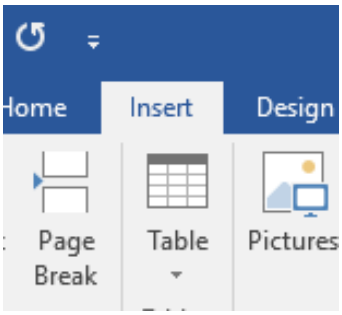
If needed, instructions to create a degree symbol as follows:

Step 1:

Open Word.

Step 2:

Select the Insert tab on the ribbon at the top left.

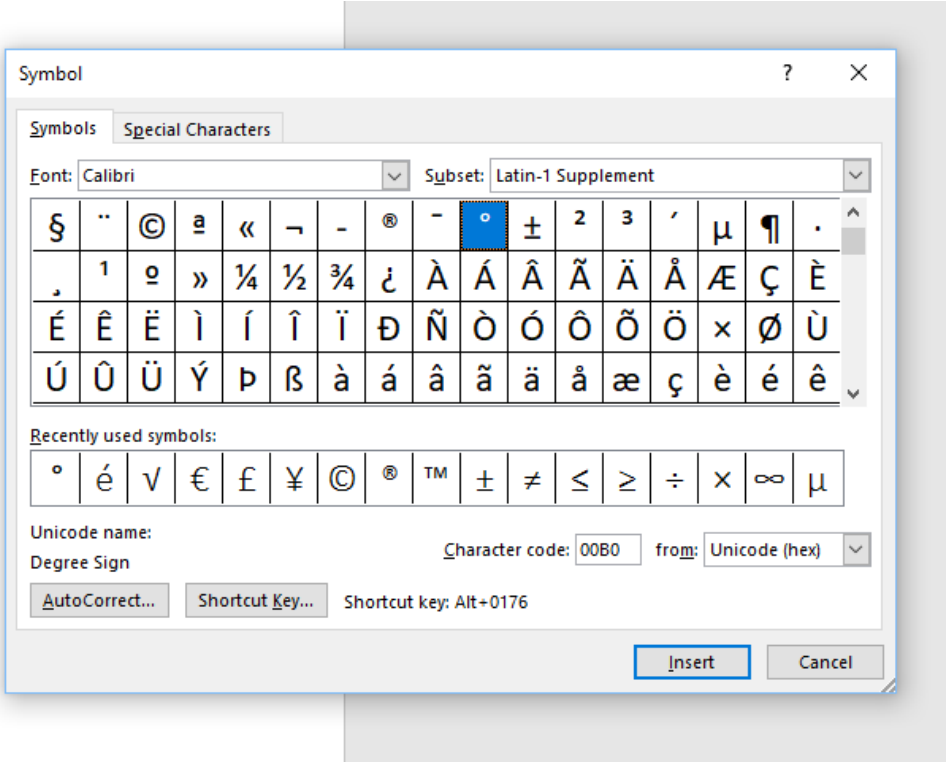


Step 3:

Select the Symbol drop down from the Insert ribbon, then select ‘More Symbols..’.

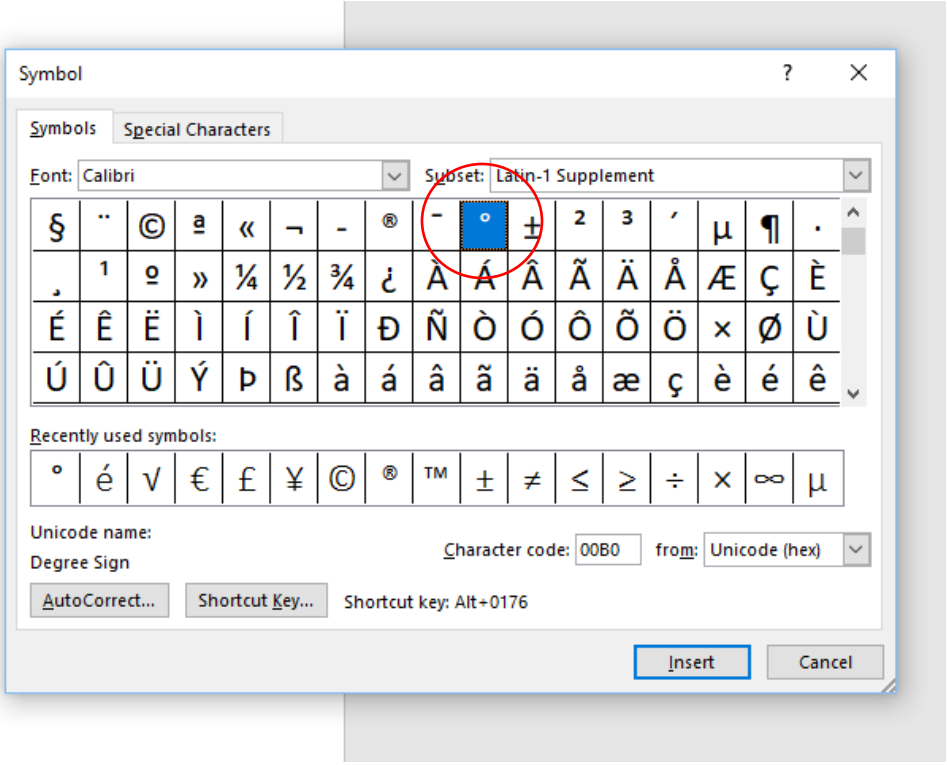
Step 4:

This will open the Symbol selection box.



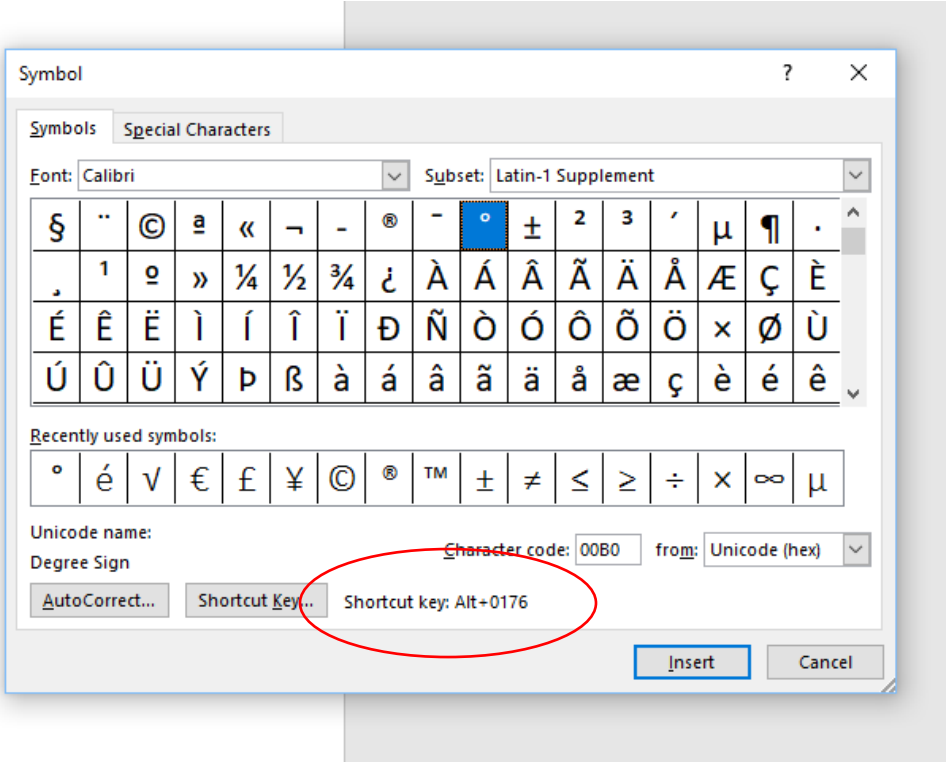
Step 5:

Select the degree symbol.



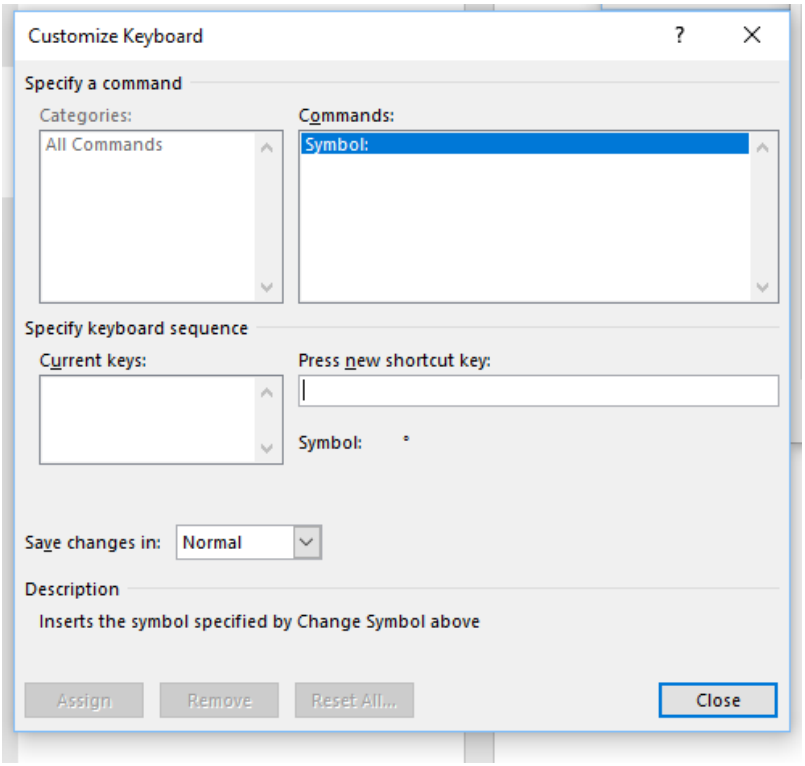
Step 6:

For future use, note the keyboard short cut. This can be used to create degree symbols in programs other than word.



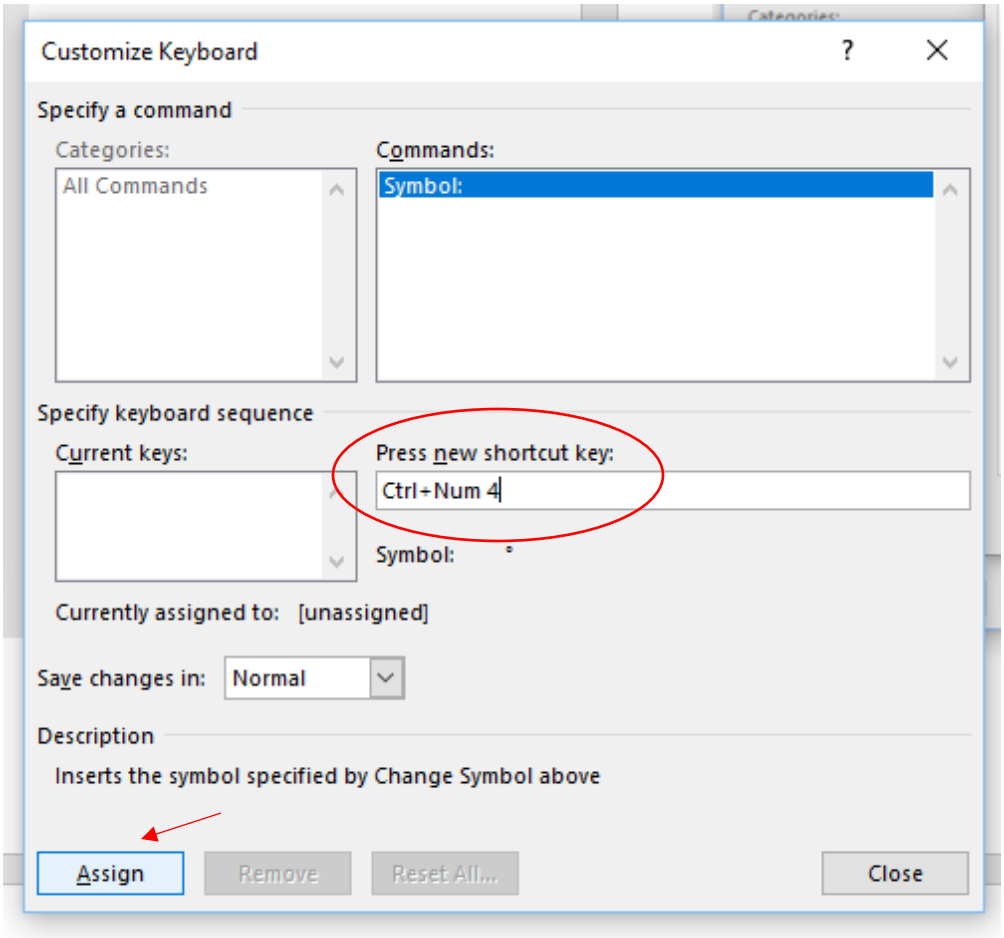
Step 7:

If the shortcut key provided is hard to remember you can create your own shortcut key by selecting the degree symbol and then selecting the 'Shortcut Key…' This will open the following dialog box:



Step 8:

From here you can create your own shortcut by typing a combination of keys into the 'Press new shortcut key:' box to associate it with the Symbol below. For this example I have used 'CTRL+Num 4' as the new shortcut. Then press the 'Assign' button to complete creation of the keyboard shortcut.



Step 9:

You have now set up a keyboard shortcut that can be used in word to create a degree symbol. This symbol can be copy and pasted into other programs.