My DigitalGlobe User Guide

v. 6.0 Rev. A

Applies to My DigitalGlobe v. 2015.3

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1 Introduction

1.1 What is My DigitalGlobe?

My DigitalGlobe is a web-based application to quickly and easily view, analyze, and download DigitalGlobe data. Your subscription may contain DigitalGlobe satellite or aerial imagery, or even custom sources of geospatial data. My DigitalGlobe allows you to identify the best available image(s) for your area of interest and then view and download them in the format that integrates most efficiently into your workflow. You can watch a short introductory video about My DigitalGlobe by clicking the **View Video Now** button on the homepage.

> NOTE: If you are viewing MyDigitalGlobe via a mobile device, some features may not be available.

1.2 Overview of Main Screen Layout

The main screen of My DigitalGlobe is shown in (*Figure 1.1 My DigitalGlobe Main Screen*).

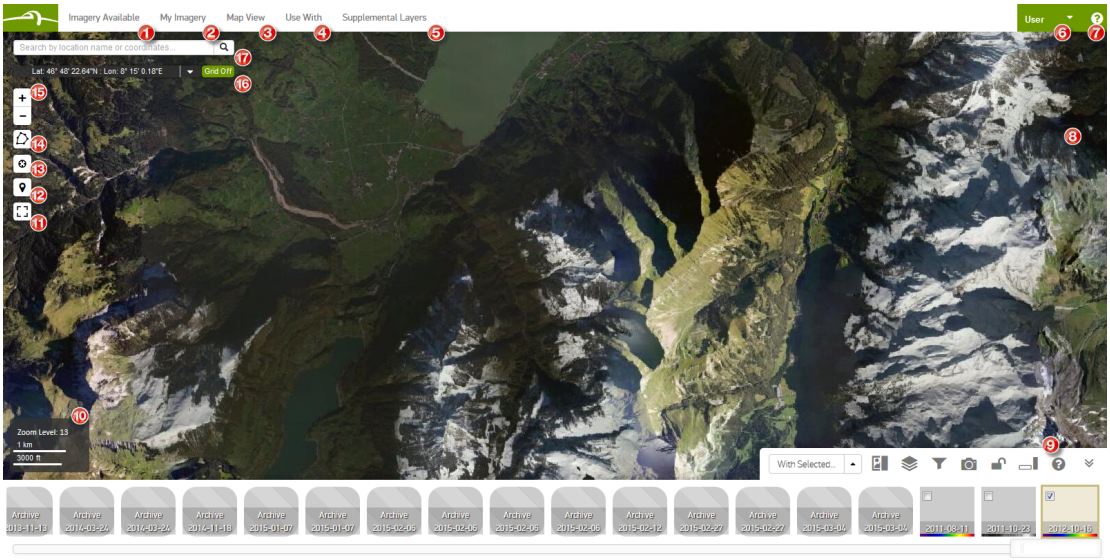

FIGURE 1.1 MY DIGITALGLOBE MAIN SCREEN

The areas of the main screen are:

1	**Imagery Available.** Filter images based on currency. This feature is available at zoom levels 3 through 12. Refer to *Finding Areas with Available Images on page 17*.
2	**My Imagery.** Manage your library of images, alerts, and bookmarks. Refer to *Saving and Downloading Your Imagery: Image Library on page 47*, *Creating and Managing Alerts on page 57*, and *Using Bookmarks on page 17* for details.
3	**Map View.** Show image boundaries, show image in mosaic, and reveal the basemap. Refer to *Viewing Imagery on page 19*, *Viewing Image in Mosaic on page 24*, *Viewing the Basemap on page 22* for details.
4	**Use With.** View with Google Earth™, ArcGIS™ 10.1+, or other Web Service. Refer to *Connecting to DigitalGlobe Cloud Services with a Third-Party Tool on page 62* for details.

5	**Supplemental Layers.** Add external WMS layers. Refer to *Working with Supplemental Layers on page 52* for details.
6	**<Username>.** Manage your user profile, change your account, change your password, and log out of My DigitalGlobe; refer to *Basics of My DigitalGlobe on page 10* and *Managing Your My DigitalGlobe Account on page 65*. Changing the basemap is also under this menu; see *Changing the Basemap on page 23*.
7	**(Help).** View getting started tooltips, keyboard shortcuts, user guides, and licenses, or send feedback. Refer to *Viewing Getting Started Tooltips on page 15*, *Keyboard Shortcuts on page 9*,and *Getting Support on page 67* for details.
8	**Vertical Carousel.** If you have your carousel orientation set to "vertical", the carousel tab displays here at zoom levels 13–20. Refer to *Viewing Imagery on page 19*.
9	**Horizontal Carousel.** If you have your default carousel preference set to "horizontal", the carousel tab displays here at zoom levels 13–20. Refer to *Viewing Imagery on page 19*.
10	**Current View Data.** Data about the current view, including current zoom level.
11	**(View Fullscreen).** Click to expand the map view to fullscreen to optimize your screen real estate.
12	**(Toggle markers).** Click to show and hide the markers for bookmarks and alerts.
13	**(Show me where I am).** My DigitalGlobe navigates to your current location. Note that you must share your geo-location information with My DigitalGlobe to use this feature.
14	**(Define your area of interest).** Click to define an area of interest by drawing a polygon, dragging a rectangle, entering a well-known text string, or uploading a shapefile. You can also measure the distance between two or more points on the map.
15	**Zoom Tool.** Use to zoom in and out on an area. Refer to *Zooming In and Out on page 19* for details.
16	**Coordinates.** Click to switch between Lat/Lon degrees/minutes/seconds, Lat/Lon decimal degrees and Military Grid Reference System (MGRS). Depending on the option you choose, the coordinates of the area that you last hovered over with the mouse display to the right. **Grid Off/On.** Click to turn on the reference grid. Note that when the MGRS grid is on, it only displays at zoom levels 9 through 20. Refer to *Viewing the Coordinates Reference Grid on page 25* for details.
17	**Search Box.** Enter search criteria in various formats. Refer to *Searching for a Location on page 16* for details.

1.3 Keyboard Shortcuts

To view keyboard shortcuts, click the ("help") button and select **Keyboard Shortcuts**.

2 Basics of My DigitalGlobe

2.1 Logging In

My DigitalGlobe is a web-based application accessible via these browser versions (or later): Internet Explorer 8, Chrome 40, Firefox 34, and Safari 7. A minimum screen resolution of 1280 x 720 is also required.

1. Open an Internet browser and go to: https://<domain>.digitalglobe.com/myDigitalGlobe/. The *Login* screen opens (*Figure 2.1 Login Screen*).

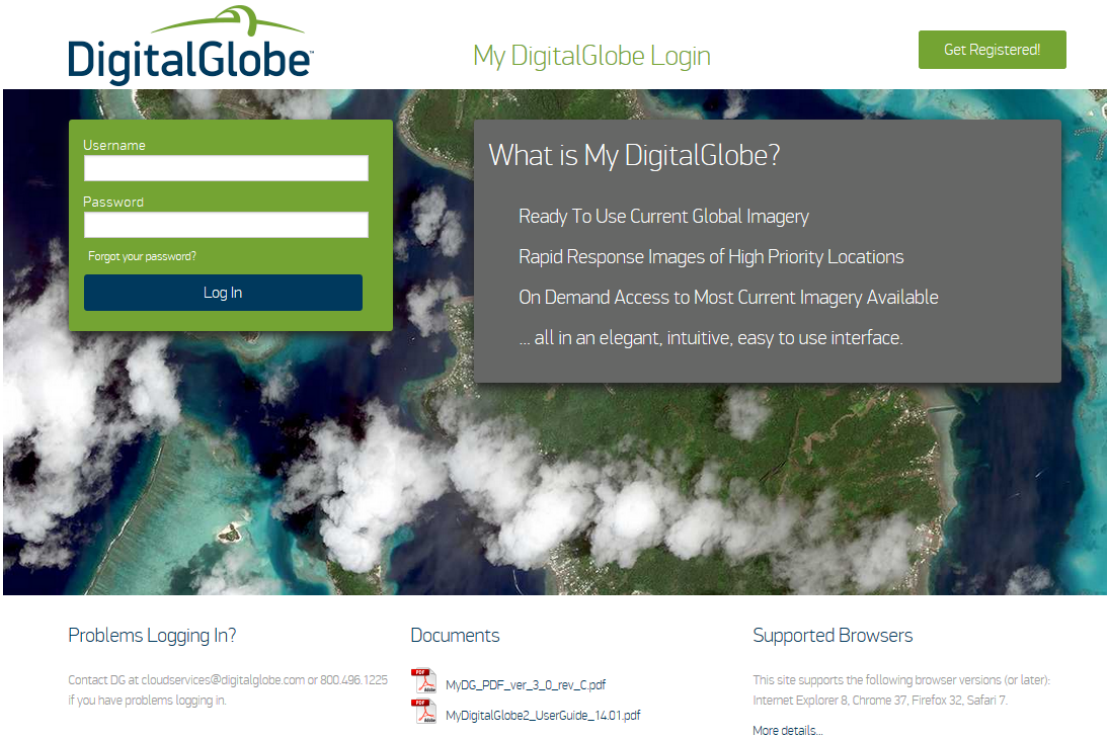

FIGURE 2.1 LOGIN SCREEN

2. In the **Username** field, type your username.
3. In the **Password** field, type your password.
4. Click **Log In**.

> NOTE: Concurrent sessions are not allowed. If a concurrent session is started, the first log in is terminated. Also, My DigitalGlobe logs you out after some period of inactivity.

2.2 Troubleshooting Firefox Issues

Some Firefox browser users may encounter issues due to security settings, pop-up blocks, or certification problems. Use the instructions in the following sections to solve these issues.

2.2.1 Changing Security Settings And Pop-Up Blocker In Firefox

If you encounter errors using Firefox, it may be due to security settings. To change your settings:

1. look for the gray shield on the Firefox address bar (*Figure 2.2 Icon Signifying Content Blocked in Firefox*). Click the icon.

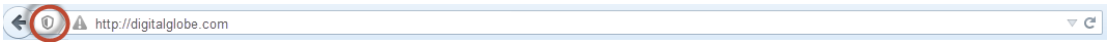

FIGURE 2.2 ICON SIGNIFYING CONTENT BLOCKED IN FIREFOX

2. Click the **Options** button and select **Disable Protection for Now**.
3. Be sure your pop-up blocker is deactivated. From the Firefox main menu, click **Tools**, then **Options**. The *Options* dialog box opens (*Figure 2.3 Firefox Options Dialog Box*).

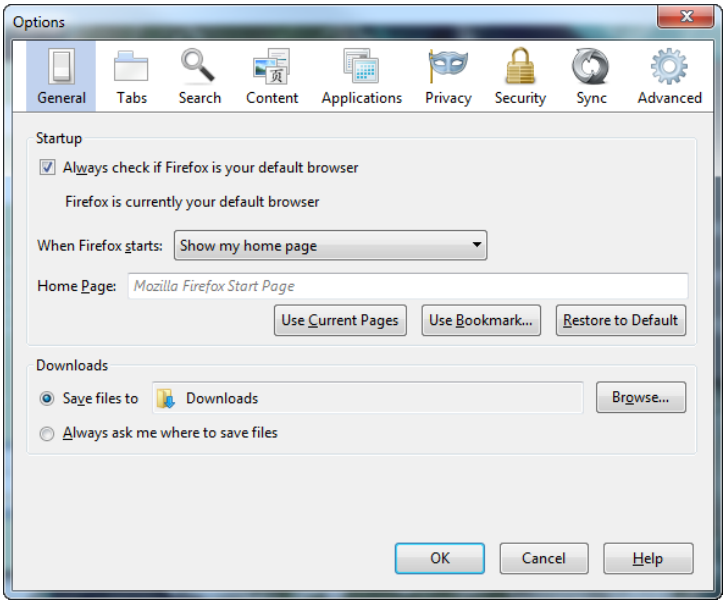

FIGURE 2.3 FIREFOX OPTIONS DIALOG BOX

4. Click the **Content** tab. The *Content* page opens (*Figure 2.4 Options Dialog Box, Content Page*).

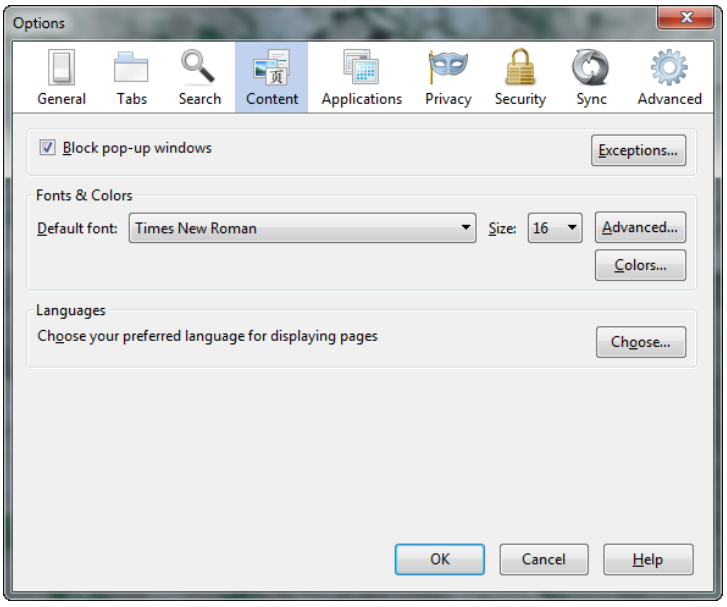

FIGURE 2.4 OPTIONS DIALOG BOX, CONTENT PAGE

5. If you want to allow all websites to open pop-up windows, deselect the **Block pop-up windows** option. To allow only this, website, leave the option checked, click the **Exceptions** button and specify this URL in the next screen.
6. Save your changes.
7. If you still encounter problems, consider using another browser, such as Google Chrome.

2.2.2 Fixing Issues With PKI Certification And CAC In Firefox

You may encounter pki certification issues when using the Firefox browser; if you do, follow these steps:

1. In Firefox, select the **Tools** menu and then **Options**. The *Options* dialog box opens (*Figure 2.3 Firefox Options Dialog Box*).
2. Click the **Advanced** tab. The *Advanced* page opens (*Figure 2.5 Firefox Options Dialog Box, Advanced Page*).

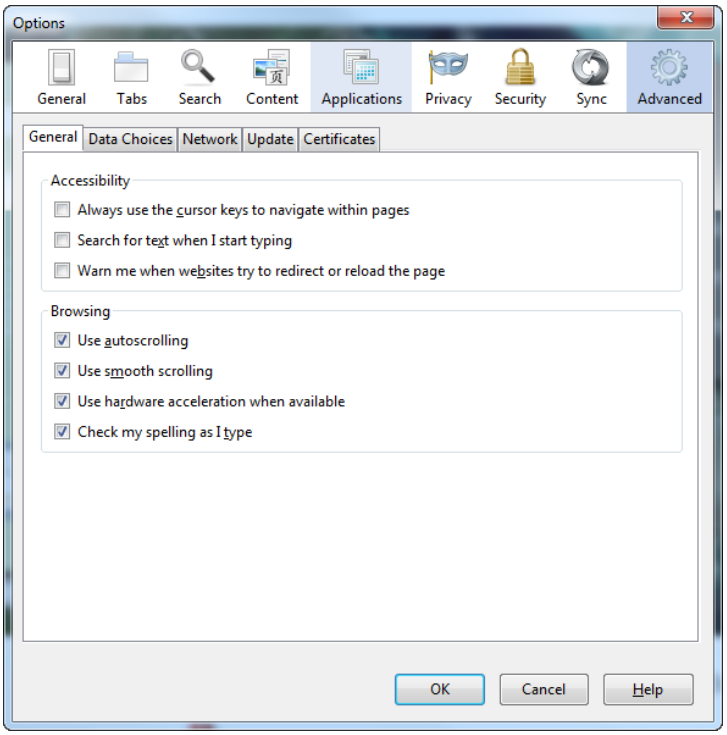

FIGURE 2.5 FIREFOX OPTIONS DIALOG BOX, ADVANCED PAGE

3. Click the **Certificates** tab. The *Certificates* page opens (*Figure 2.6 Firefox Options Dialog Box, Certificates Page*).

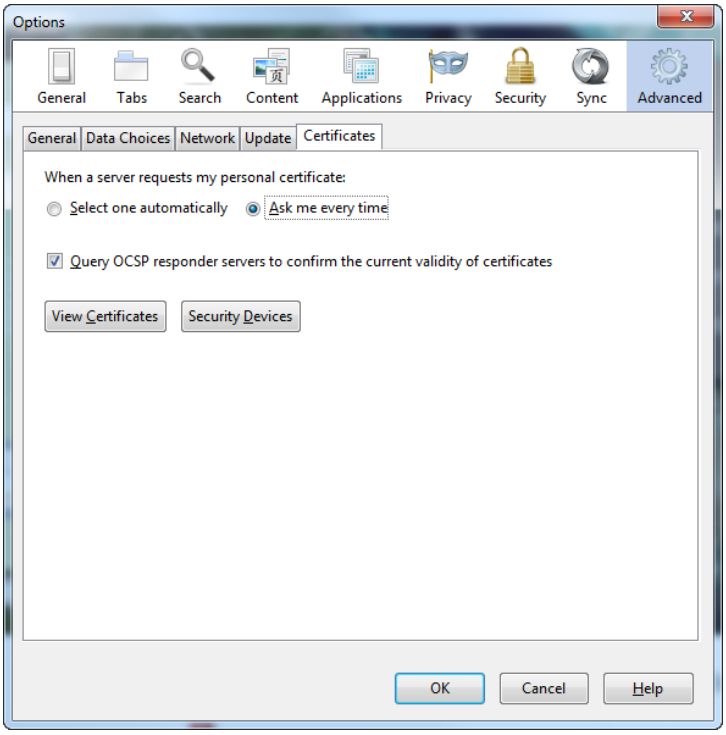

FIGURE 2.6 FIREFOX OPTIONS DIALOG BOX, CERTIFICATES PAGE

4. Click the **Security Devices** button. The *Device Manager* dialog box opens (*Figure 2.7 Firefox Device Manager Dialog Box*).

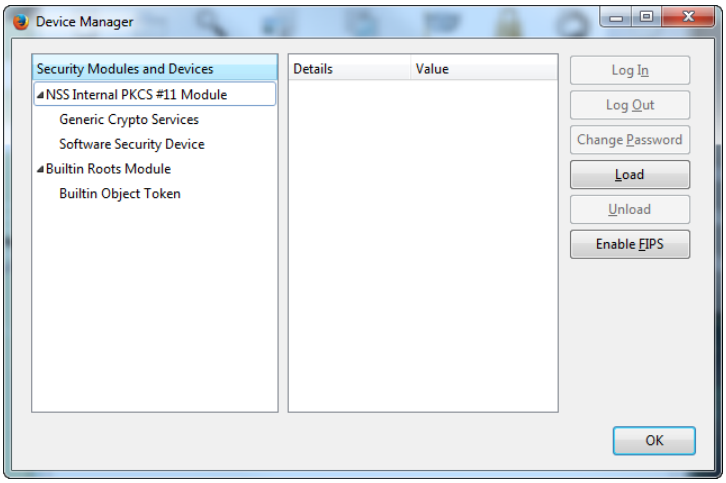

FIGURE 2.7 FIREFOX DEVICE MANAGER DIALOG BOX

5. Click **Load**. The *Load Device* dialog box opens (*Figure 2.8 Firefox Load Device Dialog Box*).

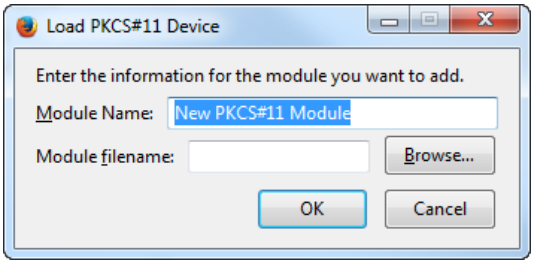

FIGURE 2.8 FIREFOX LOAD DEVICE DIALOG BOX

6. Click **Browse**. The *Choose a Device to Load* dialog box opens (*Figure 2.9 Choose a Device to Load Dialog Box*).

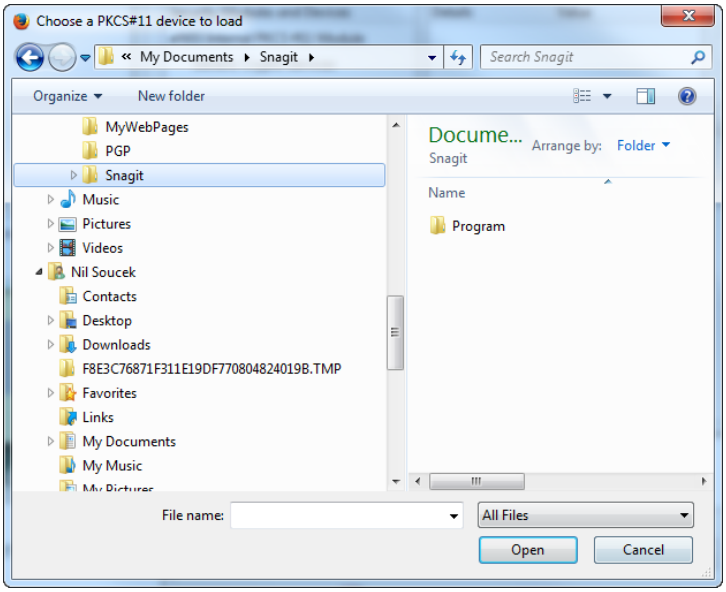

FIGURE 2.9 CHOOSE A DEVICE TO LOAD DIALOG BOX

7. Navigate to C:\Program Files (x86)\ActivIdentity\ActivClient\.
8. Select “acpkcs211.dll" and click **Open**.
9. Click **OK** twice. Certificates should now be visible in the browser. To verify, repeat steps 1 through 3.

2.3 Resetting Your Password

If you have forgotten your password, you can manually reset it yourself.

1. On the *Login* screen, click the **Forgot your password?** link. The *Forgot Your Password* dialog box opens (*Figure 2.10 Forgot Your Password Dialog Box*).

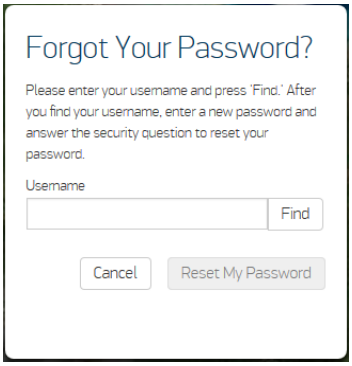

FIGURE 2.10 FORGOT YOUR PASSWORD DIALOG BOX

2. In the **Username** field, type your username.
3. Click **Find**. The dialog box expands to show a **New Password** field and an area with a security question (*Figure 2.11 Forgot Your Password Dialog Box, with Security Question*).

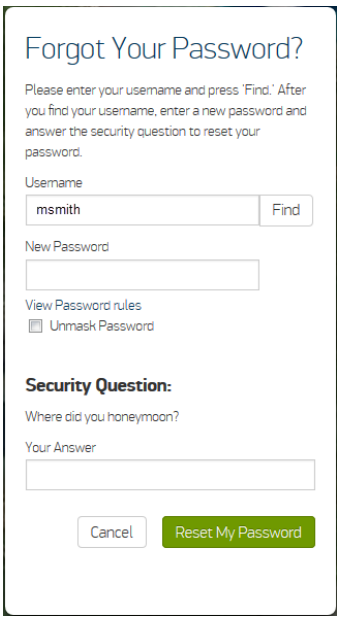

FIGURE 2.11 FORGOT YOUR PASSWORD DIALOG BOX, WITH SECURITY QUESTION

4. In the **New Password** field, type your new password.
5. Under **Security Question**, enter the answer to the security question on your account.
6. Click **Reset My Password**. A confirmation opens.
7. Return to the *Login* screen and log in with your new password.

2.4 Reinstating Your Account After Suspension

If your account gets suspended for non-use or password expiration, you can reinstate it using the instructions in *Resetting Your Password on page 14*.

2.5 Viewing Getting Started Tooltips

View tooltips to get a quick overview of the user interface.

1. At the top right corner of the main screen, click and select **Getting Started**. Various tooltips overlay the map window (*Figure 2.12 Tooltips*).

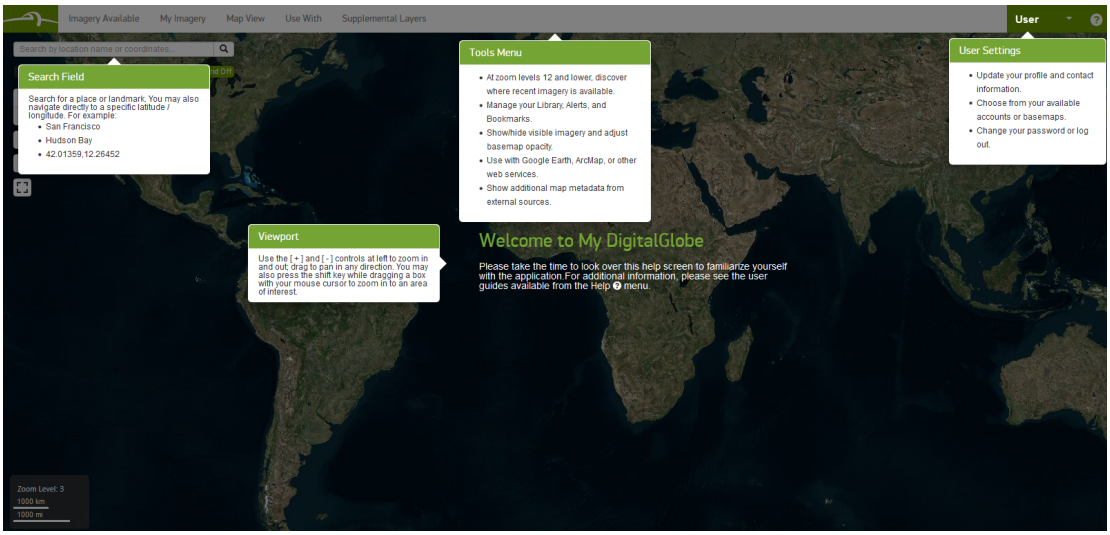

FIGURE 2.12 TOOLTIPS

2. Click anywhere on the window to close the tooltips.

2.6 Searching for a Location

You can search for a location by partial address, full address, name (for example, landmark name), feature ID, or latitude/longitude.

1. In the search toolbar (*Figure 2.13 Search Toolbar*), type a partial address, latitude/longitude (in format 41.7453, 71.3181 or 41, 71), MGRS grid reference, full address, , 16-digit (archive) or 32-digit (online) feature ID, or name (e.g. landmark name). Note that search is case-sensitive only for feature ID searches.

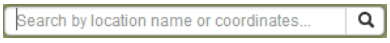

FIGURE 2.13 SEARCH TOOLBAR

> NOTE: When you search using the 16-digit (archive) feature ID, the system retrieves the image from archive, even when the image is also online.

2. Press the ENTER key or click .
    a. If there is only one result, the view zooms in to that location.
    b. For feature ID searches, the view zooms to show the full extent of the image. The carousel is locked with only the single image selected.
    c. If multiple results are available, possible matches are listed just under the search box.
    d. If a match is not available, the system displays a "No results" message. If that happens, try generalizing your search. For example, if *1234 Main San Francisco CA* doesn't return results, try just *San Francisco, CA*.

2.7 Finding Areas with Available Images

Depending on your subscription, imagery may not be available everywhere. To locate areas with available images, select a time frame from the **Imagery Available** menu. On the map view, areas that have available images within the selected time frame are highlighted in orange (at levels 3–8). Starting at level 9, the footprint display changes to a color-coded polygon with image date displayed. Note that you can change the opacity of the basemap for additional context. Refer to *Viewing the Basemap on page 22* for more instructions.

2.8 Using Bookmarks

2.8.1 Adding A Bookmark

Bookmarks are a great navigational tool to zoom to locations or desired imagery quickly. They are an easy way to save your favorite AOIs for future reference.

1. Find the area you want to view. Refer to *Searching for a Location on page 16* and *Finding Areas with Available Images on page 17* for instructions.
2. From the **My Imagery** menu, select **Bookmarks**. The *Bookmarks* dialog box opens (*Figure 2.14 Bookmarks Dialog Box*).

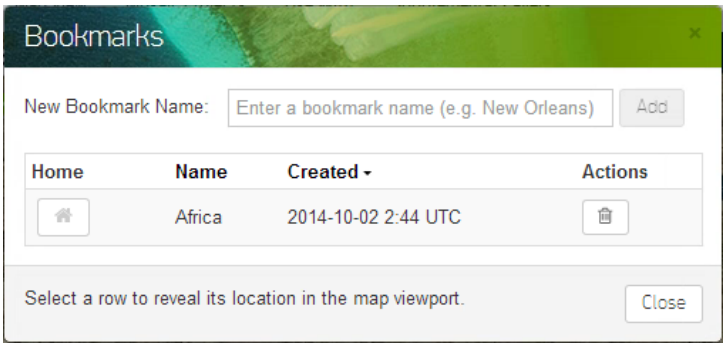

FIGURE 2.14 BOOKMARKS DIALOG BOX

3. In the **New Bookmark Name** field, type a name for the bookmark.
4. Click **Add**.
5. Click **Close**. The new bookmark is added.

2.8.2 Jumping To A Bookmarked Location

You can easily jump to a bookmarked location, saving you time searching for an AOI. To jump to a bookmarked location:

1. From the **My Imagery** menu, select **Bookmarks**. The *Bookmarks* dialog box opens (*Figure 2.14 Bookmarks Dialog Box*).
2. Click the bookmark you want to open. The map view zooms to your selected AOI.

2.8.3 Opening A Specific Bookmark Upon Next Log In

You can set a bookmarked location to open the next time you log in.

1. From the **My Imagery** menu, select **Bookmarks**. The *Bookmarks* dialog box opens (*Figure 2.14 Bookmarks Dialog Box*).
2. Click the (“Go to this bookmark when I log in”) button next to a bookmark.
3. Click **Close**. Upon your next log in, the map view opens to your selected bookmark.

2.8.4 Viewing Areas That Are Bookmarked

You can easily view all of the locations that you have bookmarked by using the toggle markers tool. At the top left corner of the map view window, click the ("toggle markers") button to show and hide the bookmarked locations ( ). Locations that are set for alerts also show, designated with a red marker ( ). See *Overview of Main Screen Layout on page 8* for the location of the button on the main screen.

2.8.5 Deleting A Bookmark

You can clean up old or unwanted bookmarks by deleting them.

1. From the **My Imagery** menu, select **Bookmarks**. The *Bookmarks* dialog box opens (*Figure 2.14 Bookmarks Dialog Box*).
2. To delete a bookmark, click the ("delete") button associated with the bookmark. A confirmation window opens (*Figure 2.15 Confirm Bookmark Delete Window*).

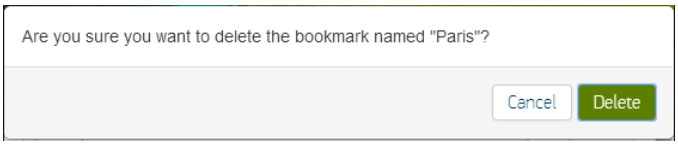

FIGURE 2.15 CONFIRM BOOKMARK DELETE WINDOW

> NOTE: You cannot undo this action; be sure you want to delete before proceeding.

3. Click **Close** on the *Bookmarks* dialog box.

3 Viewing Imagery

3.1 Zooming In and Out

Zoom in to see more detail or zoom out for more context using one of these methods:

- At the top left corner of the map view window, click the + button to zoom in one level or click the clicking the - button to zoom out one level. See *Overview of Main Screen Layout on page 8* for the location of the toolbar on the main screen.
- Double click anywhere in the map view window to zoom in one level. The map view window recenters on the point you double clicked.
- Press **z** then enter the desired zoom level. For example, **z** then 1 then 3 zooms to level 13.
- While pressing the SHIFT key, click and drag a rectangle; releasing the mouse zooms to the enclosed area.
- Press the **+** and **–** keys on the keyboard.
- Use the scroll wheel on your mouse, if applicable.

3.2 Panning in the Map View Window

To pan the map image, click and drag in the map view window or use your keyboard arrow keys.

3.3 Showing Your Location on the Map View

To zoom to your location, click the ("show me where I am") icon. Note that you must share your geolocation information with My DigitalGlobe to use this feature.

> NOTE: This feature is most useful on a mobile device; hardware connected to a LAN shows server or ISP locations.

3.4 Defining an Area of Interest

You can define an area of interest by drawing a polygon, dragging a rectangle, entering a WKT, or uploading a shapefile.

3.4.1 Defining An AOI By Dragging A Rectangle Or Drawing A Polygon

1. On the main screen, click the ("define an area of interest") icon and select the **Drag a Rectangle** or the **Draw a Polygon** option.
2. For the rectangle option, click and drag a rectangle on the map.
3. For the polygon option, click on the map to start drawing a polygon and click at each location where you want to place each vertex. Double click to close the polygon.

   The **With This Area of Interest...** window displays (*Figure 3.1 With This Area of Interest Window*).

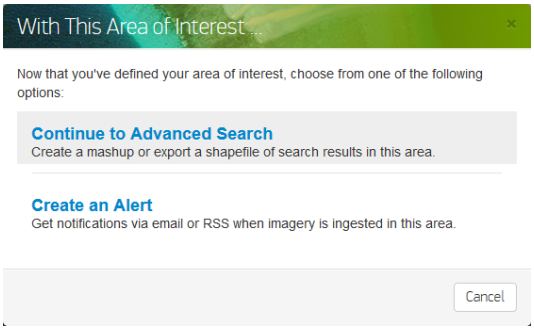

FIGURE 3.1 WITH THIS AREA OF INTEREST WINDOW

4. At this point, you can do one of the following:
   - **Advanced Search.** Refer to *Working with Advanced Search on page 35* for further instructions.
   - **Create an Alert.** For further instructions, follow step Creating and Managing Alerts Creating and Managing Alerts in *Creating an Alert by Drawing a Polygon on page 57*.

3.4.2 Defining An AOI By Entering A WKT

1. On the main screen, click the ("define an area of interest") button and select the **Enter a WKT** option. The *Enter WKT* dialog box displays (*Figure 3.2 Enter WKT Dialog Box*).

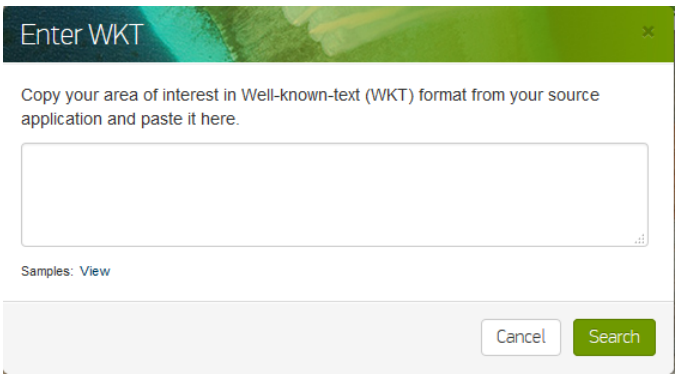

FIGURE 3.2 ENTER WKT DIALOG BOX

2. Copy well-known text from your source application and paste it in this dialog box.
3. Click **Search**.

3.4.3 Defining An AOI By Uploading A Shapefile

You can upload a shapefile to define your area of interest, subject to the following limitations:

- No self-intersecting polygons.
- Only individual polygons should be included in a shapefile.
- No shapes with fewer than 3 vertices (lines and single points).
- No projections other than EPSG:4326 (“WGS84”) and UTM (for every zone).
- Must be a zip file.

1. On the main screen, click the ("define an area of interest") button.
2. Select the **Upload a Shapefile** option. The *Upload Shapefile* dialog box opens (*Figure 3.3 Upload Shapefile Dialog Box*).

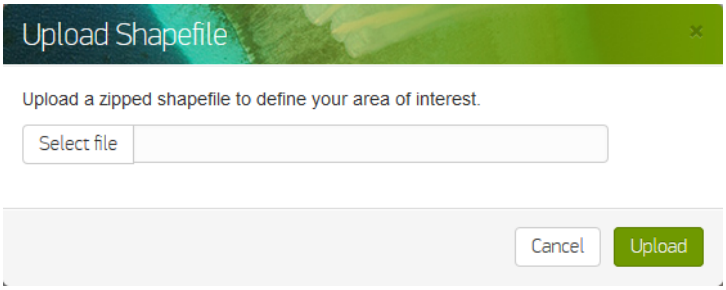

FIGURE 3.3 UPLOAD SHAPEFILE DIALOG BOX

3. Click **Select file** to browse for the desired zip shapefile.
4. Click **Upload** to begin the upload process. The **With This Area of Interest...** window displays (*Figure 3.1 With This Area of Interest Window*).
5. At this point, you can do one of the following:
   - **Advanced Search.** Refer to *Working with Advanced Search on page 35* for further instructions.
   - **Create an Alert.** For further instructions, follow step Creating and Managing Alerts Creating and Managing Alerts in *Creating an Alert by Drawing a Polygon on page 57*.

3.5 Measuring Distances Between Points on the Map

You can quickly and easily measure the distance between multiple points on the map view.

1. On the main screen, click the ("define an area of interest") button and select the **Measure Distance** option.
2. Click once on the map view at the point from which you want to begin measuring.
3. Double click again on the map view to end the measurement. If you'd prefer to continue measuring, click once to add a vertex. The distance for each leg displays in nautical miles (nm), kilometers (km), and miles (mi). If you have multiple legs, the cumulative distances display in black and the distance of each leg displays in gray as (+ x.x).

FIGURE 3.4 MEASURING DISTANCES

4. To clear the measurement, click the ("remove") button.

3.6 Changing Map Views

3.6.1 Viewing The Basemap

The basemap shows boundaries, location names, and features (including towns, roads, rivers, and so on). To view the basemap, from the **Map View** menu, adjust the slider under **Reveal Basemap**. To see only the basemap (*Figure 3.5 Viewing the Basemap*), set this option to 100%. Move the slider to any percentage between 0% and 100% to see more or less of the basemap. To view full imagery again, set the slider to 0%.

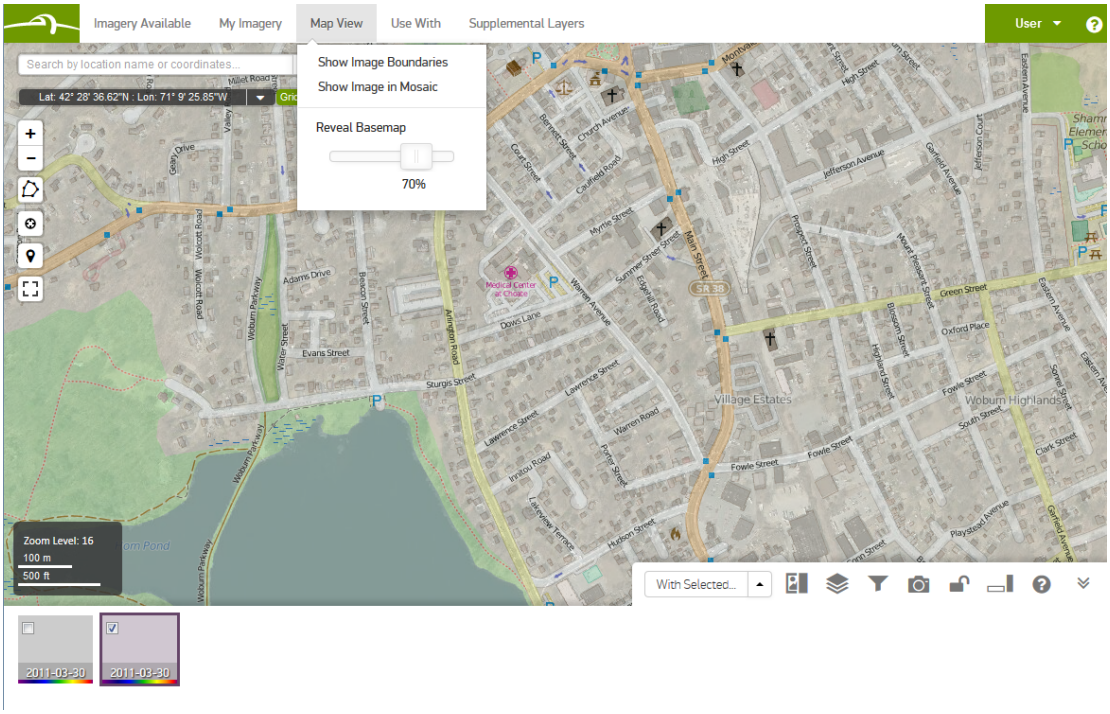

FIGURE 3.5 VIEWING THE BASEMAP

3.6.2 Changing The Basemap

You can set your basemap to Google Maps or OpenStreetMap.

1. At the top right corner of the main screen, click your username and then select **Change Basemap** from the menu. The *Change Basemap* dialog box opens (*Figure 3.6 Change Basemap Dialog Box*).

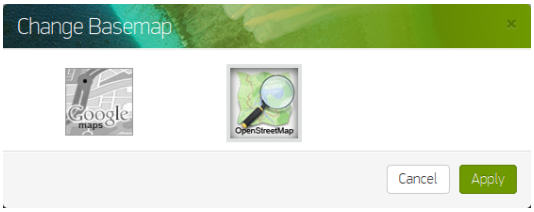

FIGURE 3.6 CHANGE BASEMAP DIALOG BOX

2. Click **Google Maps** or **OpenStreetMap**.
3. Click **Apply**.

3.6.3 Changing Coordinate Units

You can choose which coordinate units to display, either lat/long degrees/minutes/seconds, lat/long decimal degrees, or military grid reference system (MGRS). To change the setting:

1. Click the dropdown next to the coordinate box at the top left corner of the map view (*Figure 3.7 Changing Coordinate Units*).

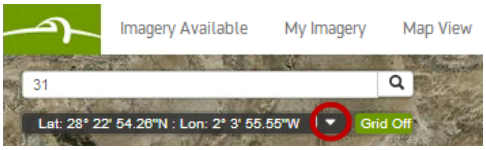

FIGURE 3.7 CHANGING COORDINATE UNITS

2. Select the desired coordinate units. The selected setting persists for the remainder of the current session or until you change it again. New sessions revert to the default, lat/long degrees/minutes/seconds.

3.6.4 Viewing Image Wireframes

1. Find the area you want to view. Refer to *Searching for a Location on page 16* and *Finding Areas with Available Images on page 17* for instructions.
2. Zoom to level 9–12. Refer to *Viewing Imagery on page 19* for details.
3. Choose an option from the **Imagery Available** menu. Notice that images are highlighted with colored borders (*Figure 3.8 Wireframes of Images on the Map View*).

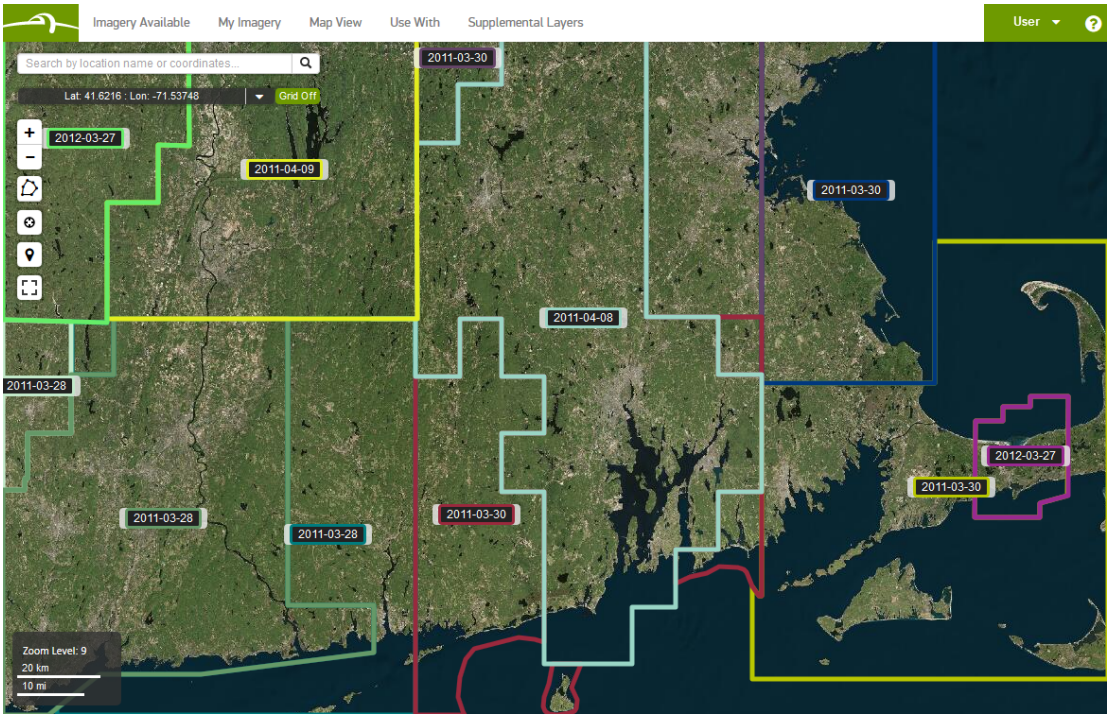

FIGURE 3.8 WIREFRAMES OF IMAGES ON THE MAP VIEW

3.6.5 Viewing Image In Mosaic

You can view an image in mosaic format to see where images begin and end by tiles or image strip boundaries. A mosaic project is available to all users within your account. To see an image in mosaic:

1. Find the area you want to view. Refer to *Searching for a Location on page 16* and *Finding Areas with Available Images on page 17* for instructions.
2. Zoom to level 13 or higher (mosaic only displays at zoom levels 13–20). Refer to *Viewing Imagery on page 19* for details.
3. From the **Map View** menu, select **Show Image in Mosaic**. Transparent rectangles overlay the map view window (*Figure 3.9 Show Image in Mosaic View*).

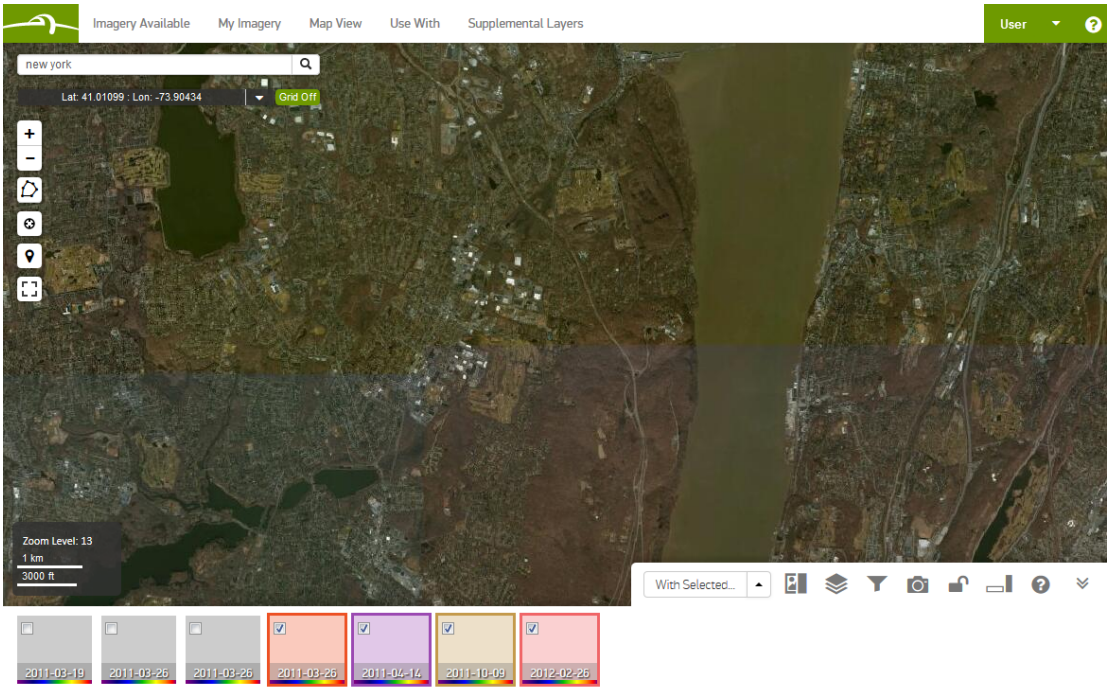

FIGURE 3.9 SHOW IMAGE IN MOSAIC VIEW

3.6.6 Viewing The Coordinates Reference Grid

You can view a reference grid showing the selected coordinate units in the map view window. To turn on the grid:

1. Find the area you want to view. Refer to *Searching for a Location on page 16* and *Finding Areas with Available Images on page 17* for instructions.
2. If your coordinates are set to MGRS, zoom to level 9 through 20 because the MGRS grid only displays at those zoom levels. Refer to *Viewing Imagery on page 19* for details.
3. Just under the search toolbar, toggle the **Grid Off/Grid On** button. Alternately, you can press the **G** keyboard shortcut. The grid displays (*Figure 3.10 Show Grid*). To turn the grid off, toggle the **Grid Off/Grid On** or press the **G** keyboard shortcut again.

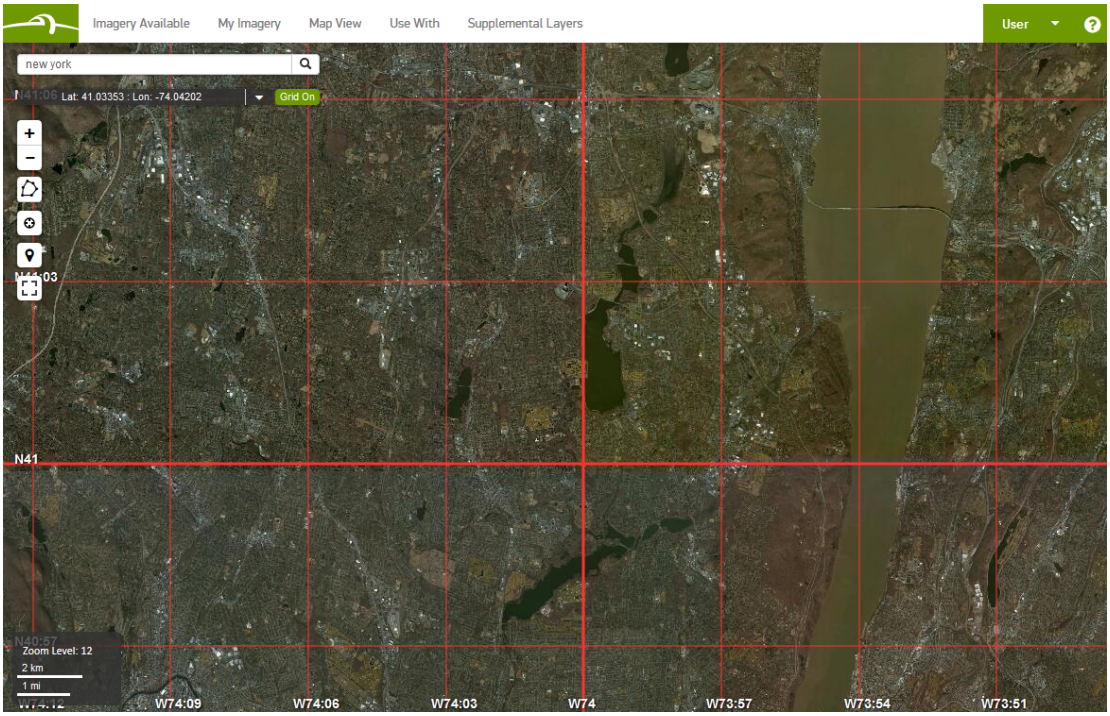

FIGURE 3.10 SHOW GRID

4 Working with the Carousel

The carousel is a powerful tool that lets you view images individually, view image metadata, filter images, create a custom collage of images (a "snapshot"), change the stacking profile of images, and compare images. You can change the orientation of the carousel to be either horizontal or vertical.

4.1 Carousel Basics

Follow these steps to use the carousel:

1. Find the area you want to view. Refer to *Searching for a Location on page 16* and *Finding Areas with Available Images on page 17* for instructions.
2. Zoom to level 13 or higher (the carousel only displays at zoom levels 13–20); refer to *Working with the Carousel on page 27*. The carousel opens, showing available images (*Figure 4.1 Carousel (in horizontal orientation)*) and (*Figure 4.2 Carousel (in Vertical orientation)*). The most recent images that are at least partially visible in the viewport are checked on; others are checked off.

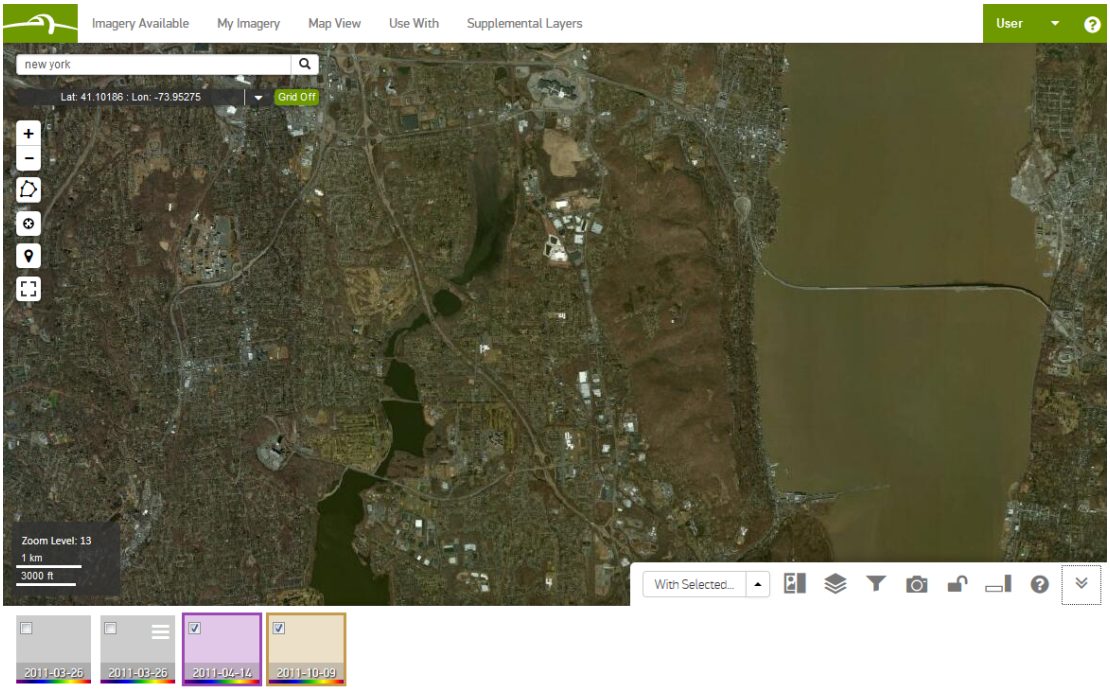

FIGURE 4.1 CAROUSEL (IN HORIZONTAL ORIENTATION)

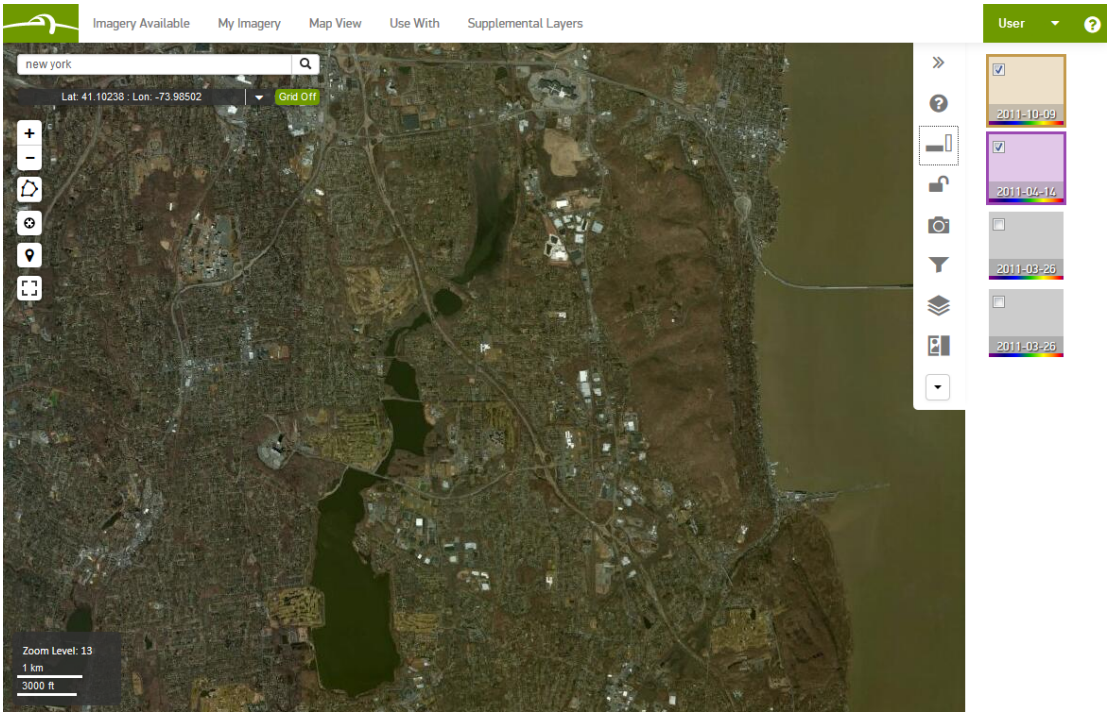

FIGURE 4.2 CAROUSEL (IN VERTICAL ORIENTATION)

3. Hover over the thumbnails to see the image footprint in the map view and to show the thumbnail menu icon ( ). Click the ("menu") to see the image menu items.
4. Select an image to show or hide in the viewport using the checkbox in the thumbnail (*Figure 4.3 Selecting an image*).

FIGURE 4.3 SELECTING AN IMAGE

5. To change the orientation of the carousel, click the ("switch orientation") button; your selected orientation persists across user sessions.

4.2 Viewing Image Boundaries

Image boundaries are the lines at which images overlap. These overlapping images can be blended along the boundaries to show a more uniform image. To show image boundaries, from the **Map View** menu, select **Show Image Boundaries**. Transparent rectangles in various colors overlay the map view window. Images that are visible in the map view window are outlined in the same color as in the carousel so that you can clearly identify each image (*Figure 4.4 Show Image Boundaries*).

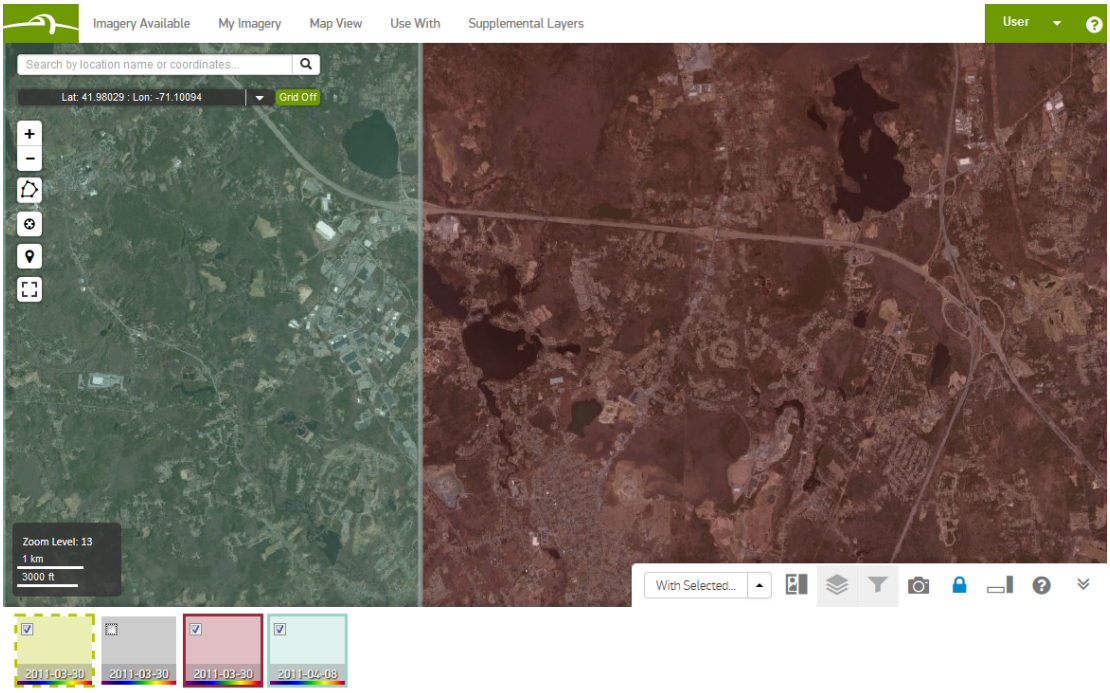

FIGURE 4.4 SHOW IMAGE BOUNDARIES

4.3 Specifying the Stacking Order

You can choose the order in which the images are stacked in the carousel.

1. Click the ("stacking profile") button on the carousel. The *Stacking Profile* dialog box opens (*Figure 4.5 Stacking Profile Dialog Box*).

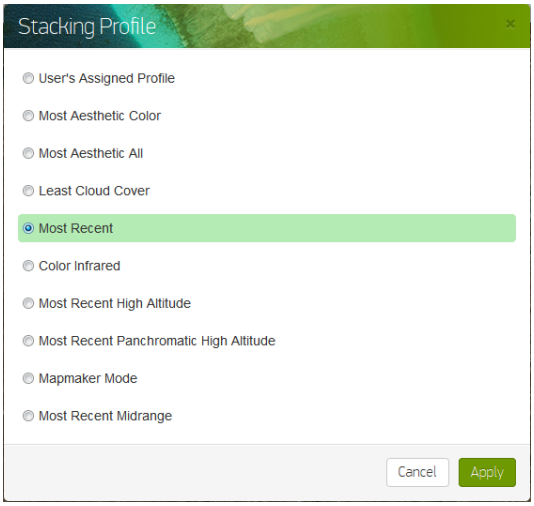

FIGURE 4.5 STACKING PROFILE DIALOG BOX

2. Select one of the following choices:
   - **User's Assigned Profile.**The stacking profile specified by DigitalGlobe.
   - **Most Aesthetic Color.** Stacks the images with the most aesthetic color on top.
   - **Most Aesthetic All.** Stacks the images with the most aesthetic image on top.
   - **Least Cloud Cover.**Stacks the images with the least cloud cover on top.

- **Most Recent.** Stacks the images with the most recent on top.
- **Color Infrared.**False color imagery.
- **Most Recent High Altitude.** Provides high resolution imagery up to zoom level 9.
- **Most Recent Panchromatic High Altitude.** Provides high resolution panchromatic imagery up to zoom level 9.
- **Mapmaker Mode.** Provides all high resolution imagery without restriction in provided order.
- **Most Recent Midrange.** Provides high resolution imagery only from level 9 through level 12.

5. Click **Apply**. The thumbnails are rearranged, displaying in the order selected.

4.4 Viewing Browse Images in the Thumbnails

By default, thumbnails in the carousel display blank, without an image (*Figure 4.6 Default Thumbnail in Carousel*).

FIGURE 4.6 DEFAULT THUMBNAIL IN CAROUSEL

To see the brows images in the thumbnails, click the (“show/hide thumbnails”) button on the carousel. Each image may not cover the extent of the map view window; the browse images in the thumbnails provide context on the coverage provided, with any white area indicating no coverage.

> NOTE: For better performance, thumbnail browse images are automatically turned off when panning in the viewport when the carousel is unlocked.

4.5 Viewing Image Metadata

An image’s metadata provides information about the image such as acquisition date, sensor type, sun elevation, and cloud cover percentage. To view image metadata, hover over the thumbnail and click the ("menu"), then select **View Metadata**. The *Metadata* window opens (*Figure 4.7 View Metadata Window*).

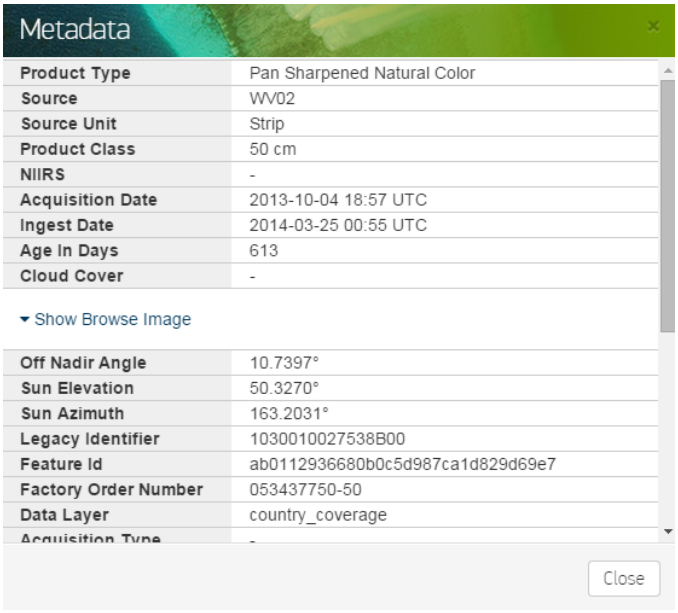

FIGURE 4.7 VIEW METADATA WINDOW

4.6 Selecting and Arranging Thumbnails in the Carousel

1. Use the check boxes in the thumbnails to select and deselect images.
2. Click and drag the thumbnail and drop it the desired place in the carousel to move it up or down in the stacking order.
3. You can also hover over the thumbnail and click the ("menu"), then select **Move Image to Top**. The image is moved all the way to the right or top of the carousel and on top in the map view.

> NOTE: Images that are totally covered by other selected images do not show in the map view. Visible images have a solid, colored outline that corresponds to the image boundaries overlay (see *Carousel Basics on page 27*); covered images have dashed outlines.

4.7 Saving a Snapshot to the Library

After selecting and stacking the imagery as needed, you can save a snapshot of the current viewport to the library.

1. Click the (“snapshot” button). The *New Snapshot* dialog box opens (*Figure 4.8 New Snapshot Dialog Box*).

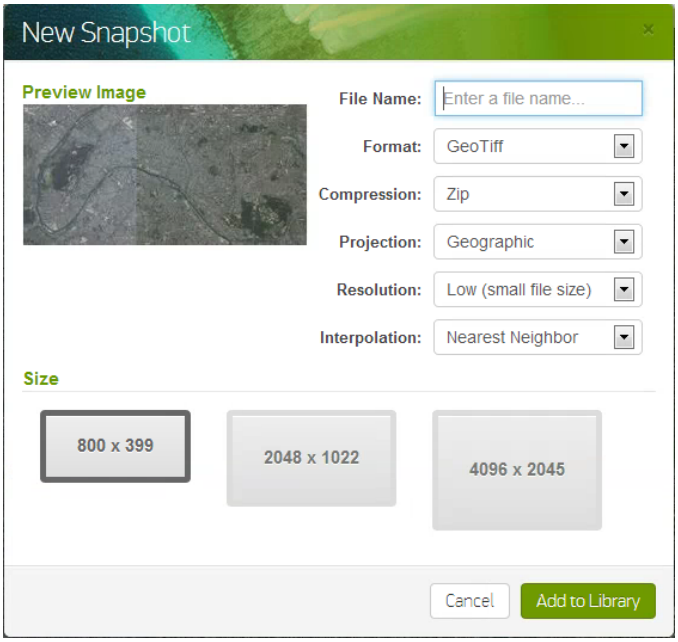

FIGURE 4.8 NEW SNAPSHOT DIALOG BOX

2. In the **File Name** field, type the name you want to assign the file.
3. From the **Format** dropdown, select a type. Depending on your account, these may include:
   - GeoTiff
   - JPEG2000
   - MrSid
   - GeoPDF
5. From the **Compression** dropdown, select **Tar** or **Zip**.
6. From the **Projection** dropdown, select **Geographic** or **UTM**.
7. From the **Resolution** dropdown, select **Low (small file size)** or **High (large file size)**.
8. From the **Interpolation** dropdown, select **Nearest Neighbor**, **Bilinear**, or **Bicubic**.
9. From the **Size** options, select a dimension.
10. Click the **Add to Library** button. Low resolution images are created by DigitalGlobe's Web Processing Service. Depending on the size of the image, this process may take several minutes or longer to complete. A message explains the process. Click **Go to Library** to view the status in the *Library* window. Once underway, the image creation process continues, even if you log out. If you log out, you can log in later and download the image. Once the image has been created, the file is listed in the Library, including its file name, creation timestamp, file size, and download links.

> NOTE: Snapshots are saved in the image library for two weeks; after that, they are deleted.

4.8 Zoom to Extent

To zoom to the full extent of an image, hover over the thumbnail and click the ☰ ("menu"), then select **Zoom To Extent**. The map window zooms to show the full image centered in the viewport.

4.9 Adding a Full Image to the Library

See *Saving and Downloading Your Imagery: Image Library on page 47*.

4.10 Comparing Images

1. On the carousel, select two or more thumbnails.
2. Click **With Selected** (on the horizontal carousel) or the dropdown arrow (on the vertical carousel) and select **Compare**. A slider displays next to the carousel toolbar.
3. Move the slider to see the differences between the images. The order of the thumbnails in the carousel corresponds to the slider. If you rearrange the thumbnails or toggle image visibility to change the order, the compare tool reinitializes.

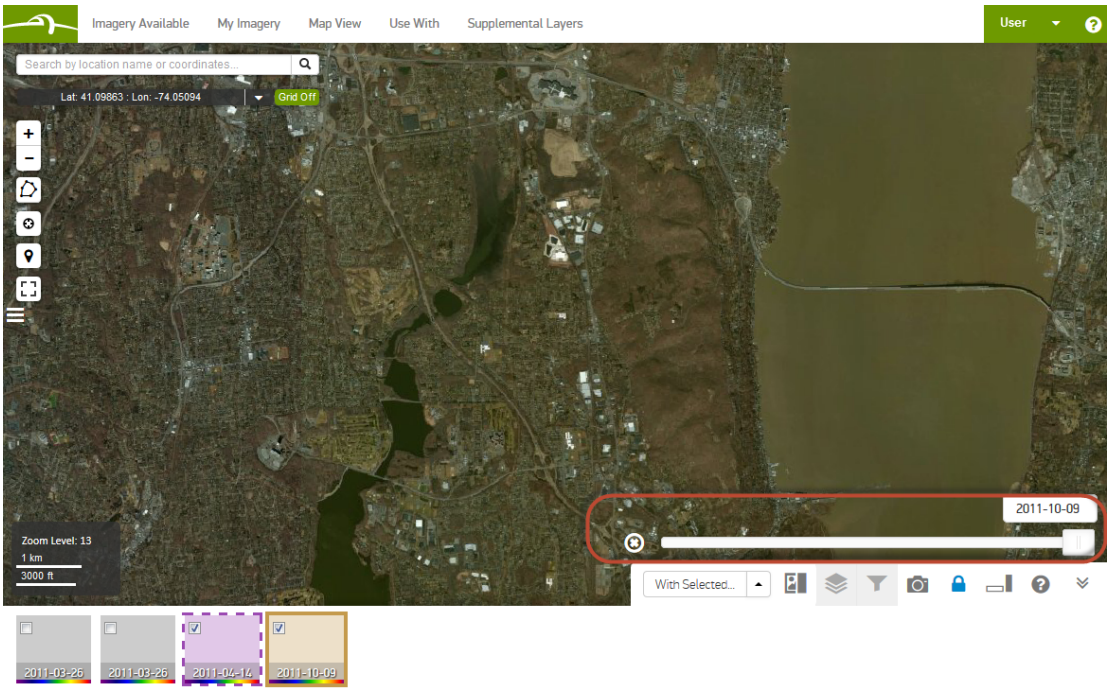

FIGURE 4.9 COMPARE SLIDER

4.11 Locking and Unlocking the Carousel

Lock the list of images in the carousel so you can rearrange and toggle the visibility of images. You won't lose your work if you pan or zoom in the map view. Keep in mind that sort and filter settings as well as image boundaries are disabled when the carousel is locked. When you log out or close the web browser, the lock resets to “unlocked”. In other words, the lock setting is not persisted across sessions. Note that the carousel automatically locks when you do any of the following:

- Select or deselect images in the carousel.
- Drag an image to change its relative position in the stack.
- Move an image to top from the thumbnail contextual menu.
- Open the compare tool.

The carousel automatically unlocks when you do any of the following, resetting the map view to your default settings:

- Navigate to an alert.
- Navigate to a bookmark.
- Navigate to a mosaic project.
- Search for a new location with the search toolbar.

To manually lock and unlock the carousel, click the “lock/unlock” button to the right of the carousel; the icon displays (“locked”) or (“unlocked”).

5 Working with Advanced Search

Advanced Search is a tool for selecting imagery and then creating mashups or shapefiles of areas up to 5,000 sqkm.

> NOTE: Redrawing the AOI re-initializes the advanced search workflow and resets the search results.

Advanced Search has two tabs:

- **Results**: Lists all of the images that intersect your AOI. On this tab you can filter images (see *Filtering Images on page 40*), use the ("menu") icon to work with a single image, and select images for other tasks.
- **Selected**: After selecting images on the **Results** tab, on the **Selected** tab you can work with a single image using the ("menu") icon, rearrange your results, create a mosaic from your selections, and export a shapefile of your selections.

> NOTE: The ("filter") icon shows on both tabs, but filters apply only to the **Results** tab. Once items are added to the **Selected** tab you can deselect them, but you cannnot use a further filter to narrow down those images.

5.1 Starting Advanced Search

You can start Advanced Search by either of these methods:

1. Define an area of interest as described in *Defining an Area of Interest on page 19*, then select **Continue to Advanced Search** in the **With This Area of Interest...** window.
2. Select **Advanced Search** under the **My Imagery** menu and then use one of the options in the ("define an area of interest") icon to create an area of interest in the same way you would from the main screen.
   The results are listed in the left pane and shown in the map view (*Figure 5.1 Advanced Search Results Window*).

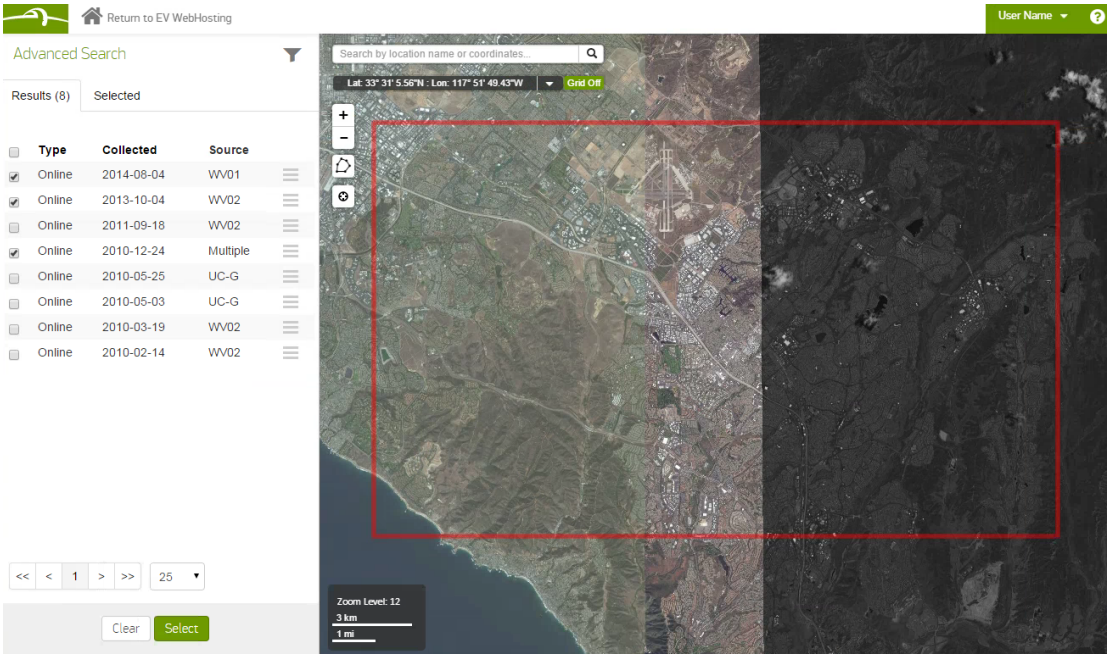

FIGURE 5.1 ADVANCED SEARCH RESULTS WINDOW

5.2 Showing and Hiding Images in Advanced Search

Select the checkboxes for the images you want to see in the map view. Deselect the checkboxes for the images that you want to hide.

5.3 Viewing Image Metadata

An image's metadata provides information about the image such as acquisition date, sensor type, sun elevation, and cloud cover percentage. To view image metadata, click the ("menu") icon next to the image, then select **View Metadata**. The *Metadata* window opens (*Figure 5.2 View Metadata Window*).

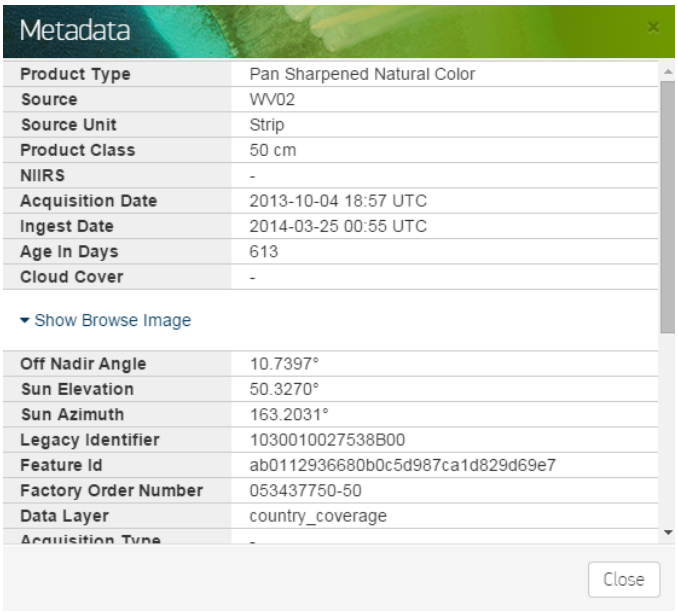

FIGURE 5.2 VIEW METADATA WINDOW

5.4 Rearranging Images

1. On either tab: to move an image to the top, click the ("menu") icon next to the image, then select *Move Image To Top*.
2. On the Selected tab only: click and drag an image up or down.

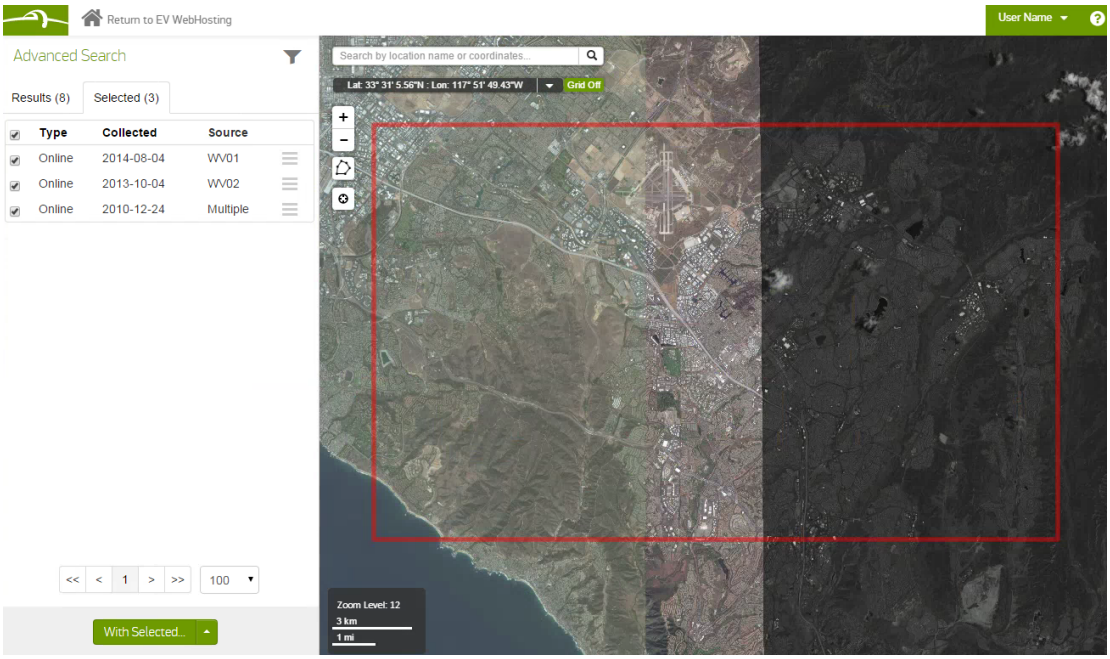

FIGURE 5.3 ADVANCED SEARCH, SELECTED TAB

5.5 Zoom to Extent

To see the full extent of an image, click the ("menu") icon next to the image, then select **Zoom To Extent**. The map window zooms to show the full image centered in the viewport.

5.6 Adding a Full Image to the Library

See *Saving and Downloading Your Imagery: Image Library on page 47*.

5.7 Creating a Mosaic of Images in Advanced Search

After selecting and arranging the imagery as needed, you can save a mashup to the library.

NOTE: The AOI must be smaller than 5,000 square kilometers.

1. On the **Results** tab of *Advanced Search*, select all the images with which you want to work.
2. Click the **Select** button. A list of those images displays on the **Selected** tab (*Figure 5.3 Advanced Search, Selected Tab*).
3. Select the images from which you want to create a mosaic.

4. Click the **With Selected** button and select **Create Mosaic** from the menu (*Figure 5.4 with Selected Menu*). NOTE: If the **With Selected** button is not enabled, make sure you have selected at least one image on the **Selected** tab. The *New Mosaic* dialog box opens (*Figure 5.5 New Mosaic Dialog Box*).

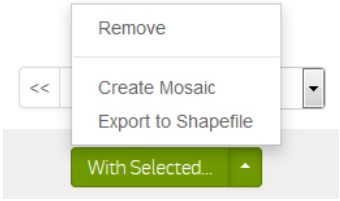

FIGURE 5.4 WITH SELECTED MENU

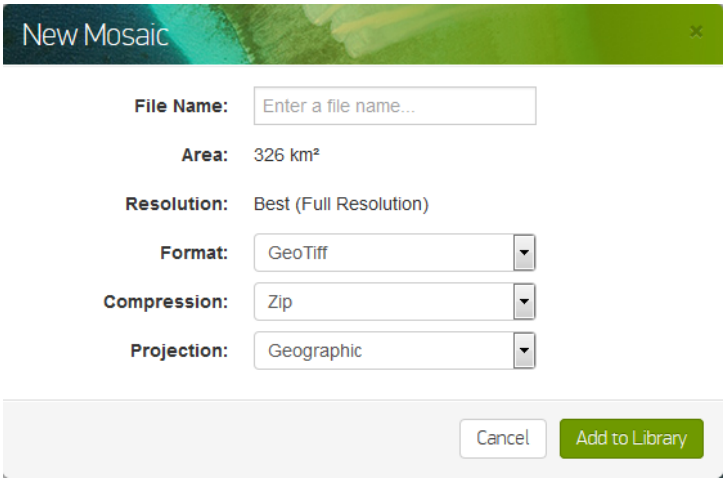

FIGURE 5.5 NEW MOSAIC DIALOG BOX

5. In the **File Name** field, type a file name for the mosaic (file names are automatically concatenated).
6. From the the **Format** dropdown, select the desired format. The options include:
   - GeoTiff, comprised of multiple JPEG-compressed tiles.
   - MrSid
   - NITF 2.1 (NPJE JP2 4:1)
7. From the **Compression** dropdown, select **Tar** or **Zip**.
8. From the **Projection** dropdown, select **Geographic** or **UTM**.
9. Click **Add to Library**. The system displays this message: "Your request is being processed and will soon be available to download from your Library."
10. To see the processed mosaic, click **Go to Library**. You can download the processed mosaic using instructions in *Downloading Images from the Library on page 48*. Otherwise, click **Close**.

5.8 Exporting Advanced Search Images to a Shapefile

1. On the **Results** tab of *Advanced Search*, select all the images with which you want to work.
2. Click the **Select** button. A list of those images displays on the **Selected** tab (*Figure 5.3 Advanced Search, Selected Tab*).
3. Select what you want to export to a shapefile.

4. Click the **With Selected** button and select **Export to Shapefile** from the menu that displays (*Figure 5.4 with Selected Menu*)

> NOTE: If the **With Selected** button is not enabled, make sure you have selected at least one image on the **Selected** tab.

The *Opening xxx.zip* dialog box displays (*Figure 5.6 Opening Zip File Dialog Box*).

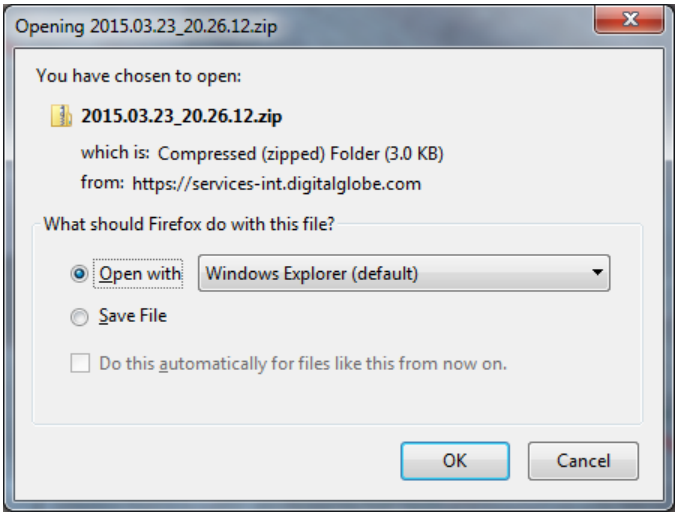

FIGURE 5.6 OPENING ZIP FILE DIALOG BOX

5. Select **Save File**. The file is downloaded to your computer.

6 Filtering Images

Filters help you customize the imagery shown in your map view, either in the carousel or advanced search. You can filter by image acquisition date, cloud cover, sensor type, content type, maximum ground sample distance, image band, off nadir angle, sun elevation, and target azimuth.

Follow these steps to open the filter dialog box and start filtering:

1. Zoom to levels 13–20 to open the carousel (*Viewing Imagery on page 19*) or use advanced search (*Working with Advanced Search on page 35*).
2. Click the ▼ ("filter" button). The *Filters* dialog box opens (*Figure 6.1 Filters Dialog Box*).
3. The subsections below describe each filter and how to set it. After selecting and setting a filter, click **Apply**. The images refresh to show only the images that fall within the filter settings, and the "filter" button shows in blue (▼), signifying that a filter is active.

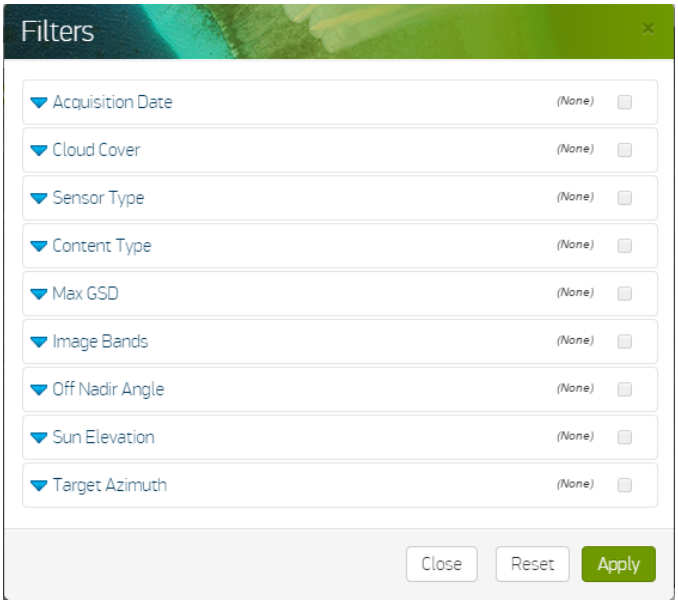

FIGURE 6.1 FILTERS DIALOG BOX

> NOTE: Filter settings remain in place until they are cleared. To see all possible images of an area, clear all filters as described in *Clearing Filters on page 46*.

6.1 Filtering by Image Acquisition Date

1. On the *Filters* dialog box, click the **Acquisition Date** dropdown. The acquisition date options open (*Figure 6.2 Filter by Acquisition Date Dialog Box*).

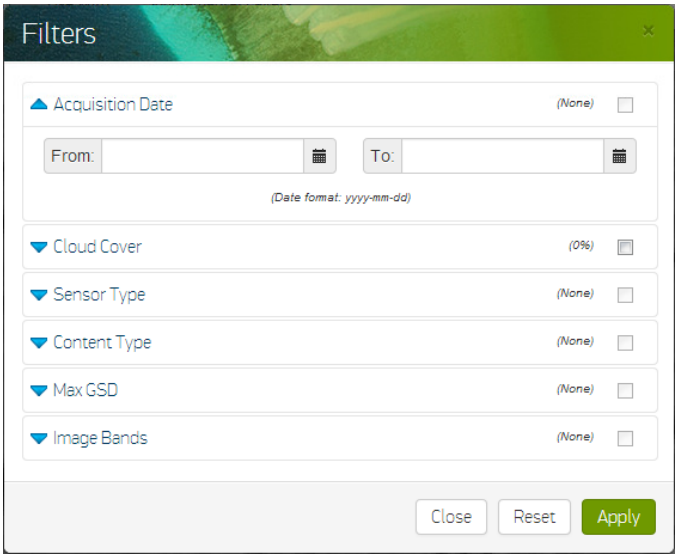

FIGURE 6.2 FILTER BY ACQUISITION DATE DIALOG BOX

2. In the **From** field, type the beginning date of the acquisition time frame (in yyyy-mm-dd format). You can also click the calendar button and select a date.
3. In the **To** field, type the end date of the acquisition time frame (in yyyy-mm-dd format). You can also click the calendar button and select a date.

6.2 Filtering by Cloud Cover

1. On the *Filters* dialog box, click the **Cloud Cover** dropdown. The cloud cover options open (*Figure 6.3 Filter by Cloud Cover Dialog Box*).

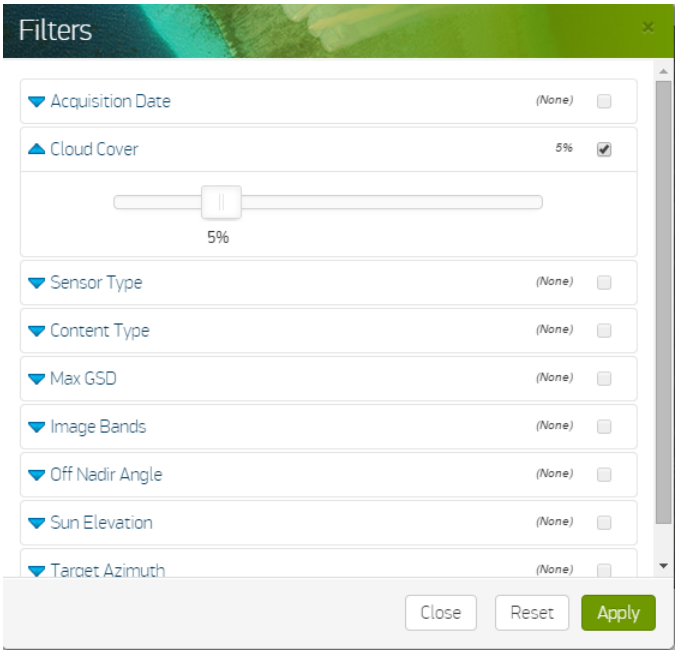

FIGURE 6.3 FILTER BY CLOUD COVER DIALOG BOX

2. Click and drag the slider to the desired cloud cover percentage.

6.3 Filtering by Sensor Type (Satellite, Aerial, or Radar)

1. On the *Filters* dialog box, click the **Sensor Type** dropdown. The sensor type options open (*Figure 6.4 Filter by Sensor Type Dialog Box*).

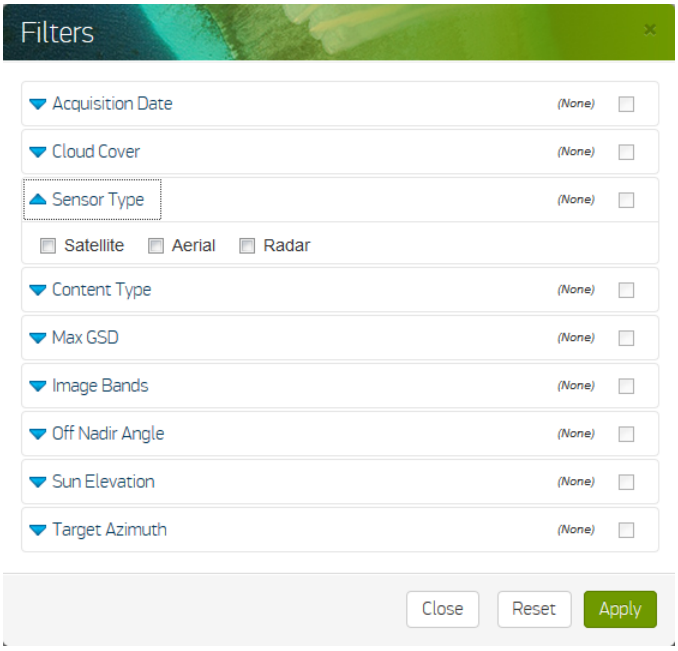

FIGURE 6.4 FILTER BY SENSOR TYPE DIALOG BOX

2. Select one or more sensor types.

6.4 Filtering by Content Type

You can set a filter to show only selected product types. The options are Mosaic, Image Strip,and Archive (when available per your subscription).

1. On the *Filters* dialog box, click the **Content Type** dropdown. The content type options open (*Figure 6.5 Filter by Content Type Dialog Box*).

> NOTE: Archive imagery may not be available depending on your subscription. Archive images are designated in the carousel by thumbnails with rounded corners and diagonal stripes.

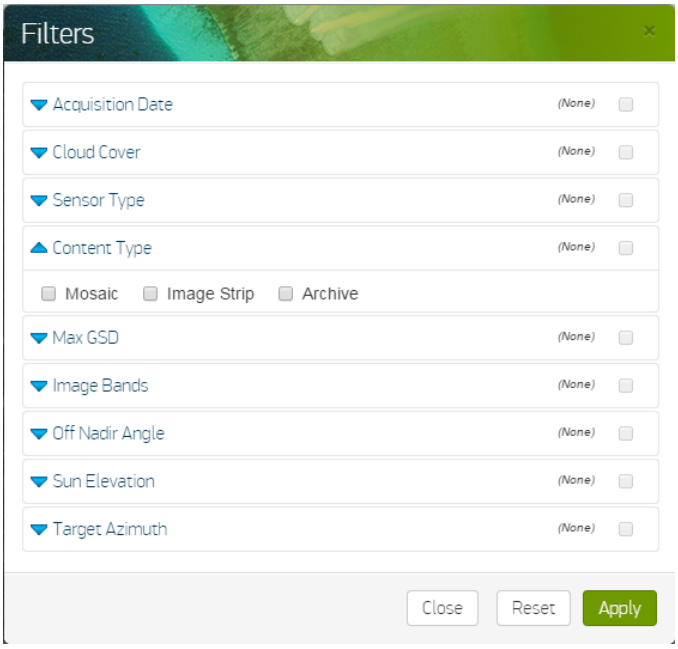

FIGURE 6.5 FILTER BY CONTENT TYPE DIALOG BOX

2. Select one or more content types.

6.5 Filtering by Maximum Ground Sample Distance

1. On the *Filters* dialog box, click the **Max GSD** dropdown. The max GSD slider opens (*Figure 6.6 Filter by Max GSD Dialog Box*).

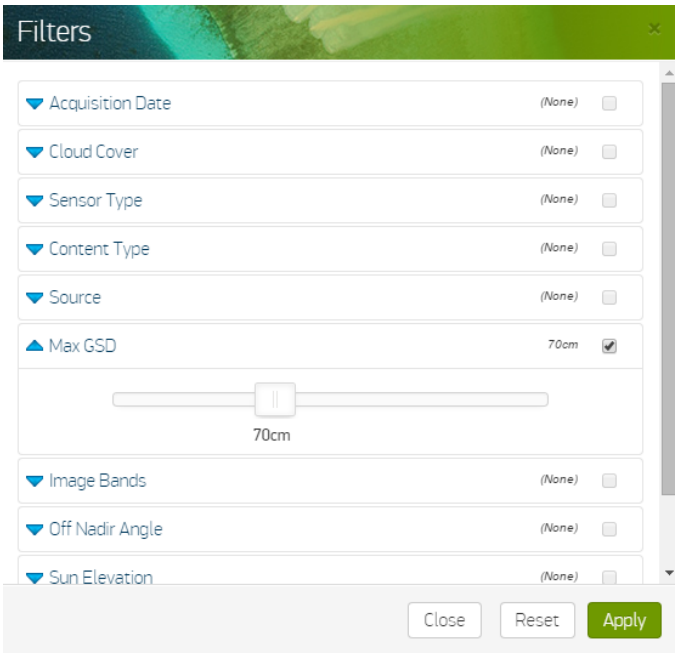

FIGURE 6.6 FILTER BY MAX GSD DIALOG BOX

2. Click and drag the slider to select the desired max GSD.

6.6 Filtering by Image Band

1. On the *Filters* dialog box, click the **Image Bands** dropdown. The image bands options open (*Figure 6.7 Filter by Image Band Dialog Box*).

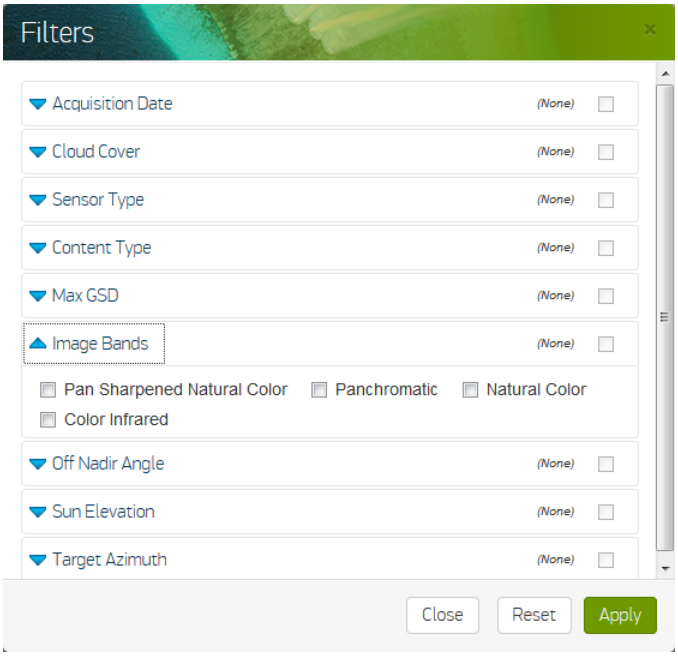

FIGURE 6.7 FILTER BY IMAGE BAND DIALOG BOX

2. Select one or more image band types.

6.7 Filtering by Off Nadir Angle

1. On the *Filters* dialog box, click the **Off Nadir Angle** dropdown. The off nadir slider opens (*Figure 6.8 Filter by Off Nadir Angle Dialog Box*).

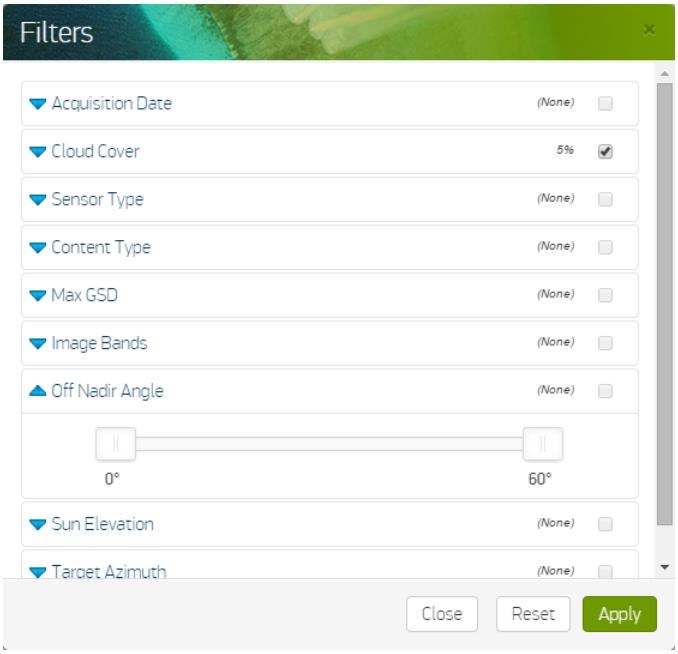

FIGURE 6.8 FILTER BY OFF NADIR ANGLE DIALOG BOX

2. Click and drag the slider to select the desired off nadir angle.

6.8 Filtering by Sun Elevation

1. On the *Filters* dialog box, click the **Sun Elevation** dropdown. The sun elevation slider opens (*Figure 6.9 Filter by sun Elevation Dialog Box*).

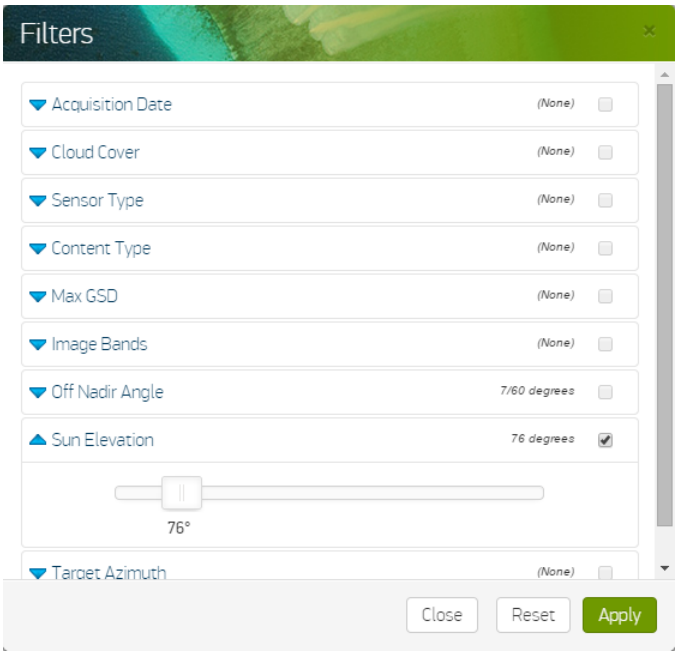

FIGURE 6.9 FILTER BY SUN ELEVATION DIALOG BOX

2. Click and drag the slider to select the desired sun elevation.

6.9 Filtering by Target Azimuth

1. On the *Filters* dialog box, click the **Target Azimuth** dropdown. The target azimuth options open (*Figure 6.10 Filter by Target Azimuth Dialog Box*).

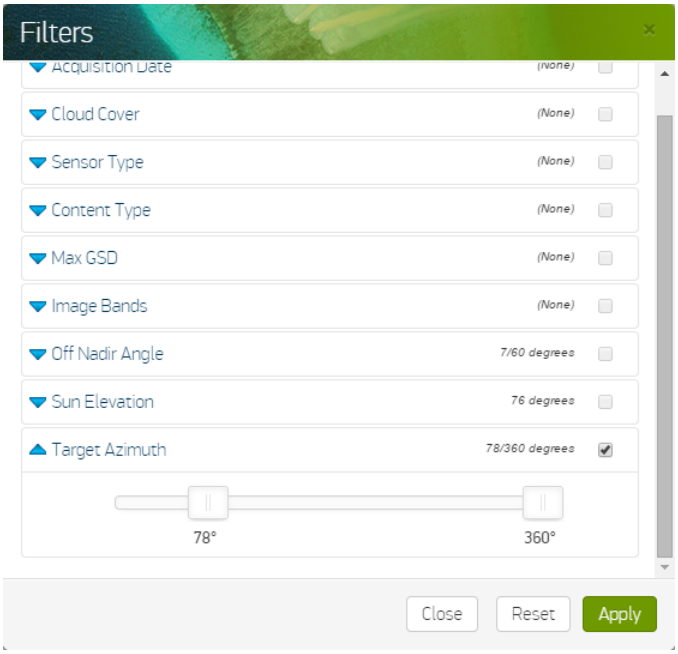

FIGURE 6.10 FILTER BY TARGET AZIMUTH DIALOG BOX

2. Click and drag the slider to select the desired target azimuth.

6.10 Clearing Filters

You can clear filters individually or completely.

1. Click the ▼ ("filter" button) on the carousel or in advanced search. The *Filters* dialog box opens (*Figure 6.1 Filters Dialog Box*).
2. Clear the checkbox(es) for the filter(s) you want to remove, or click **Reset** to remove all filters.
3. Click **Apply**. The map view refreshes. If any filters remain, filter button remains blue, signifying that a filter is active; if all filters are removed, the filter button returns to gray.

7 Saving and Downloading Your Imagery: Image Library

You can save large image files to your individual "library" and then download them for use offline. To view your saved files, open the **My Imagery** menu and select **Library**. The *Library* window opens, showing your saved imagery (*Figure 7.1 Library Window*).

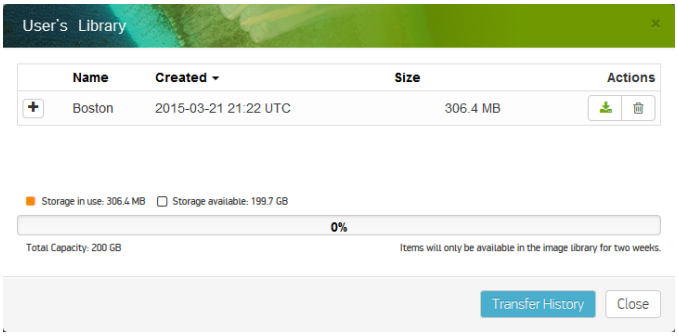

FIGURE 7.1 LIBRARY WINDOW

> NOTE: Images are available in the image library for one to two weeks and then are deleted.

7.1 Saving Imagery to the Library

You can save several types of images to your library: a full image, a mosaic (limited to 5,000 square kilometers), or a snapshot (level 13 or above).

When you save an image, the image creation process continues even if you log out; you can log in later and download the image. Once the image has been created, the file is listed in the Library, including its file name, creation timestamp, file size, and download links.

7.1.1 Saving A Full Image To The Library

You can add a full image to the library from either the Carousel or from Advanced Search; see *Working with the Carousel on page 27* or *Working with Advanced Search on page 35*.

1. Click the ("menu") icon on the thumbnail in the carousel or next to the image in advanced search , then select **Add Full Image To Library**. The *Add Full Image to Library* dialog box opens (*Figure 7.2 Add Full Image to Library Dialog Box*).

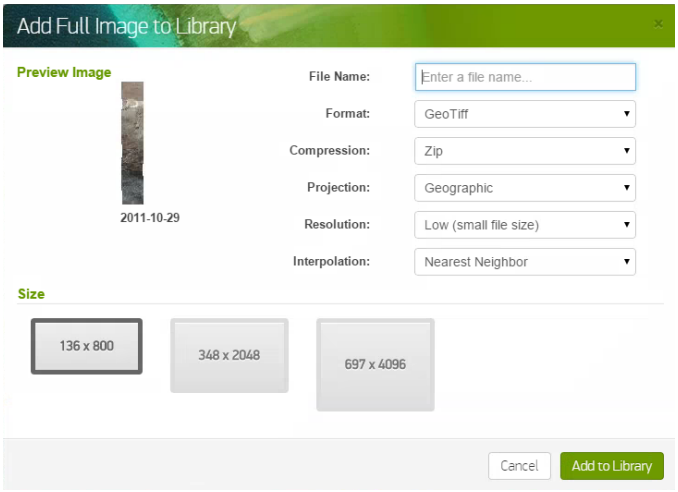

FIGURE 7.2 ADD FULL IMAGE TO LIBRARY DIALOG BOX

2. In the **File Name** field, type the name you want to assign the file.
3. From the **Format** dropdown, select a type. Depending on your account, these may include:
   - GeoTiff
   - JPEG2000
   - MrSid
   - GeoPDF
5. From the **Compression** dropdown, select **Tar** or **Zip**.
6. From the **Projection** dropdown, select **Geographic** or **UTM**.
7. From the **Resolution** dropdown, select **Low (small file size)** or **High (large file size)**.
8. From the **Interpolation** dropdown, select **Nearest Neighbor**, **Bilinear**, or **Bicubic**.
9. From the **Size** options, select a dimension.
10. Click the **Add to Library** button. The system displays this message: "Your request is being processed and will soon be available to download from your Library." Low resolution images are created by DigitalGlobe's Web Processing Service. Depending on the size of the image, this process may take several minutes or longer to complete.
11. Click **Go to Library** to view the status in the *Library* window; otherwise, click **Close**.

7.1.2 Generating A Tileset

7.1.3 Adding A Snapshot To The Library

See *Saving a Snapshot to the Library on page 31*

7.1.4 Adding A Mosaic To The Library

See *Creating a Mosaic of Images in Advanced Search on page 37*.

7.2 Downloading Images from the Library

The images added to your Library actually consist of many files, including the image file(s)[1], a 16m browse image[2], a tile map shapefile depicting the tile layout, and an seam line shapefile depicting the source images used in a collage[3]. You can download a .TAR (default) or a .ZIP file containing the entire set of files, or you can download files

[1]The number of files depends on size of image and tile size selected.
[2]This option is only available after you download a high resolution image.
[3]Metadata for each image is also included.

individually if you only have time to download a smaller file. You can even download the browse image, tile map shapefile, and/or seam line shapefile to determine the content and coverage of each tile, and then download only the desired tiles.

All users can download via HTTPS, similar to how you download other files from the Internet. For some accounts, an option to download via Turbo, FTP, or FTP Push may also be available. HTTPS takes a little longer to download, and in some cases the download might time out depending on your network speed and the size of the files you are trying to download. Turbo requires the Aspera Connect plugin to improve download time. Allow the plugin installation to proceed when prompted. Your browser will start downloading the file once the plugin is installed. FTP allows you to download large files via your FTP client; FTP Push allows you to push large files to a remote FTP Server.

7.2.1 Downloading Images Via HTTPS Or Turbo

You can either download the entire set of imagery or a specific tile. To see tiles, expand the list by clicking the ("view files") button. Individual tiles can only be downloaded via HTTPS. Once you've chosen what you want to download, click the ("download") button for the imagery (or expand the listing to see its related tiles).

- If you're downloading a set of imagery, you can choose from **HTTPS** or **Turbo**.
- If you selected **HTTPS**, a ZIP or TAR file is downloaded. If you selected **Turbo**, the download occurs through the Aspera Connect plugin. The downloaded file contains the following files:

`<filename>_RxCx.<format>`	These files represent the tiled imagery you created. The RxCx indicates the Row and Column number, as described in the <filename>TILE SHAPE.zip
`<filename>TILE SHAPE.zip`	This shapefile indicates the row and column number for each tile.
`<filename>SEAMLINES_SHAPE.zip`	This shapefile indicates the detailed metadata for your files. If multiple images were used to create your file, this shapefile describes the attributes by location.
BROWSE file	Your library may also include a browse file. This is a low resolution overview image of all the tiles. These are included when “High” Resolution is selected.

7.2.2 Downloading Images Via FTP

NOTE: FTP downloads are not available for all accounts.

1. Click the ("download") button for the imagery you want to download and select **FTP**. The *FTP Access* dialog box opens (*Figure 7.3 FTP Access Dialog Box*).

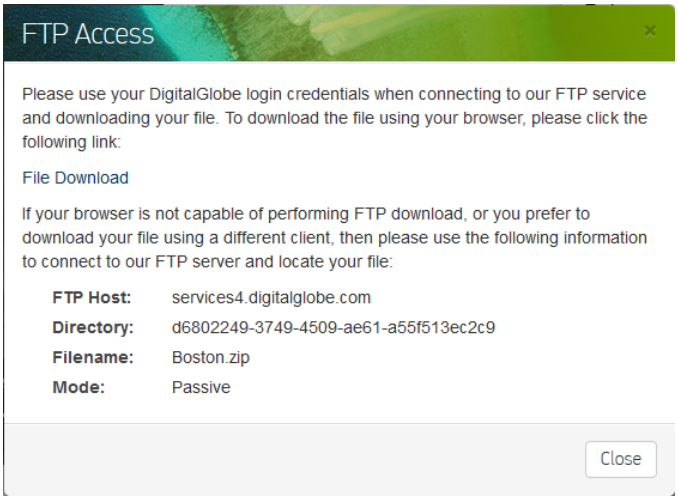

FIGURE 7.3 FTP ACCESS DIALOG BOX

2. Click the **File Download** link. The file is downloaded to your computer.

> NOTE: If you encounter problems, you can also connect to the DigitalGlobe FTP server using an FTP client and the credentials provided on the *FTP Access* dialog box.

3. Click **Close**.

7.2.3 Downloading Images Via FTP Push

> NOTE: FTP push is not available for all accounts.

1. Click the ("download") button for the imagery you want to download and select **FTP Push**. The *FTP Push Settings* dialog box opens (*Figure 7.3 FTP Access Dialog Box*).

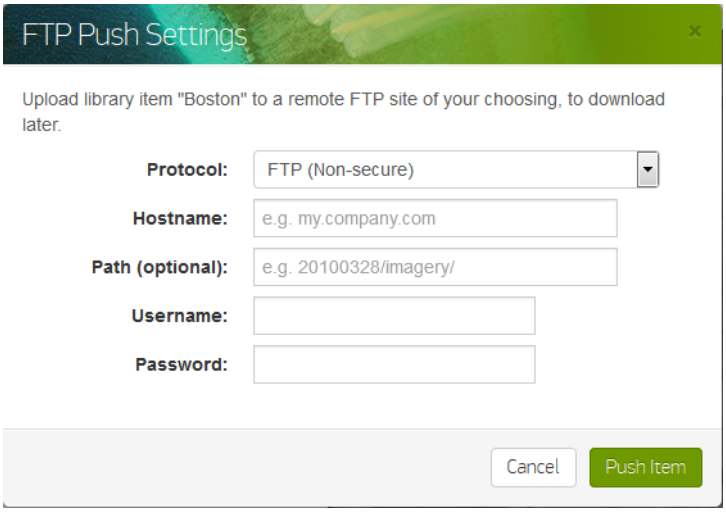

FIGURE 7.4 FTP PUSH SETTINGS DIALOG BOX

2. From the **Protocol** dropdown, select either **FTP (Non-secure)** or **SFTP (Secure, server must support SSL2)**.
3. In the **Hostname** field, type the hostname of your FTP server.

4. (Optional) In the **Path** field, type the path to which you want to push the file.
5. In the **Username** and **Password** fields, enter your FTP credentials.
6. Click **Push Item**. The file is pushed to your FTP server. Depending on the size of the file, the transfer may take several hours or longer to complete.
7. To monitor the progress of FTP push transfers, from the **My Imagery** menu, select **Library**. The *Library* window opens (*7.4 Determining Available Space in the Library*).
8. Click **Transfer History** to view details.

7.3 Sorting Images in the Library

By default, items in the library are sorted by creation date, with the most recent being first. To sort another way, click the column headings by which you want to sort: **Name**, **Created**, or **Size**. Click the column again to sort in the opposite order.

7.4 Determining Available Space in the Library

For planning purposes, it might be helpful to know how much available storage you have in your library. To view space data, from the **My Imagery** menu, select **Library**. The *<User's Name> Library* window opens (*Figure 7.5 Determining Available Space in Your Library*). The space information displays at the bottom of the window (shown highlighted in red). The storage size is determined based on your account's configuration.

> NOTE: You cannot add an image to your Library if it exceeds your available storage capacity.

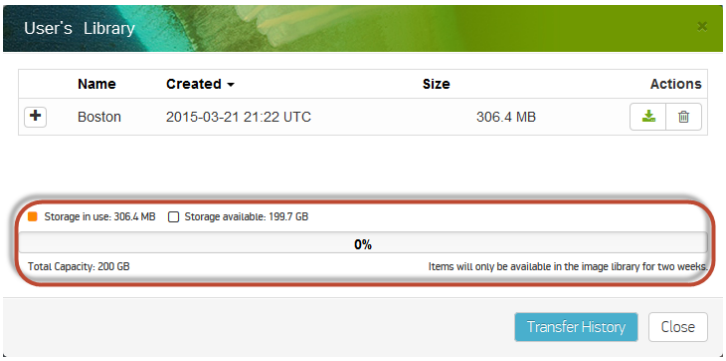

FIGURE 7.5 DETERMINING AVAILABLE SPACE IN YOUR LIBRARY

7.5 Deleting Images from the Library

1. To delete images from the library, click the ("delete") button next to the entry you want to delete. A confirmation window opens (*Figure 7.6 Confirm File Delete Window*).

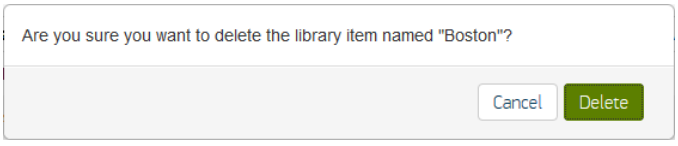

FIGURE 7.6 CONFIRM FILE DELETE WINDOW

2. Click **Delete**. The file is removed from the library.

8 Working with Supplemental Layers

You can add two types of supplemental layers: WMS and ESRI. WMS layers follow OGC standards whereas ESRI layers fit the ESRI standards.

8.1 Adding a Custom WMS Layer

1. Click the **Supplemental Layers** menu option. The *Supplemental Layers* dialog box opens (*Figure 8.1 Supplemental Layers Dialog Box*).

   NOTE: Layers named "Sublayers: XX, YY, ZZ" are composite layers.

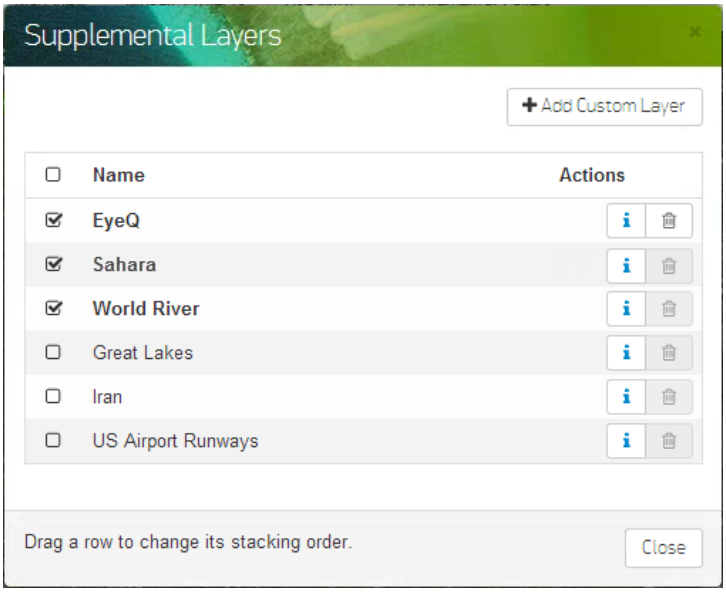

FIGURE 8.1 SUPPLEMENTAL LAYERS DIALOG BOX

2. Click **Add Custom Layer**. The *New Layer Settings* dialog box opens (*Figure 8.2 New Layer Settings Dialog Box*).

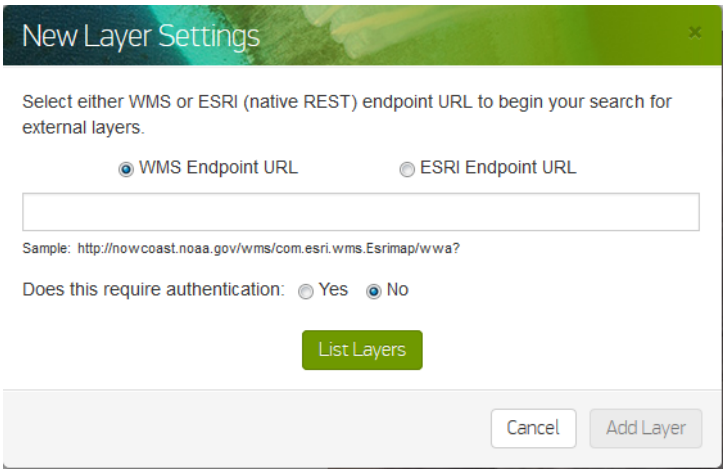

FIGURE 8.2 NEW LAYER SETTINGS DIALOG BOX

3. Ensure that the**WMS Endpoint URL** option is selected.
4. In the text field, enter a URL. If you'd like to use the sample provided, copy the URL, including the "?" into the field.
5. If authentication is required, select **Yes**. Otherwise, select **No**.
6. Click **List Layers**. An **Available Third Party Layers** dropdown opens (*Figure 8.3 New Layer Settings Dialog Box – With Available WMS Layers*).

> NOTE: If you receive an error message, click **Cancel** on the *New Layer Settings* dialog box and **Close** on the *Supplemental Layers* dialog box. Then refer to *Changing Security Settings and Pop-Up Blocker in Firefox on page 10* for further instructions.

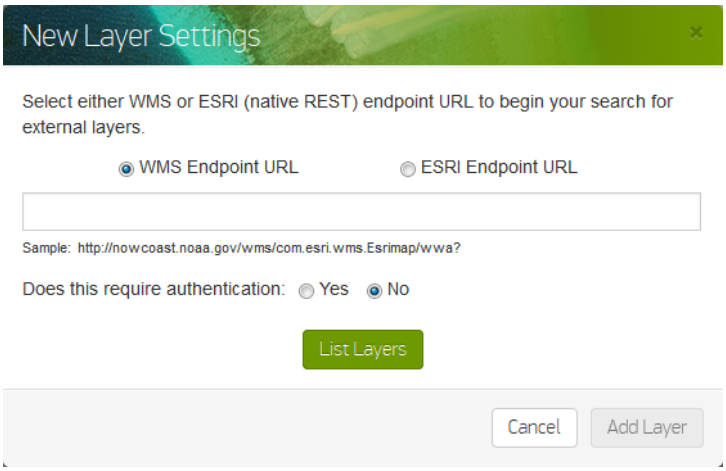

FIGURE 8.3 NEW LAYER SETTINGS DIALOG BOX – WITH AVAILABLE WMS LAYERS

7. Select one of the layers from the **Available Third Party Layers** dropdown.
8. In the **Name** field, enter a name for the layer.
9. In the **Description** field, enter a description for the layer.
10. Click **Add Layer**. The new layer is automatically selected and displayed as the top layer (*Figure 8.4 Supplemental Layers*).

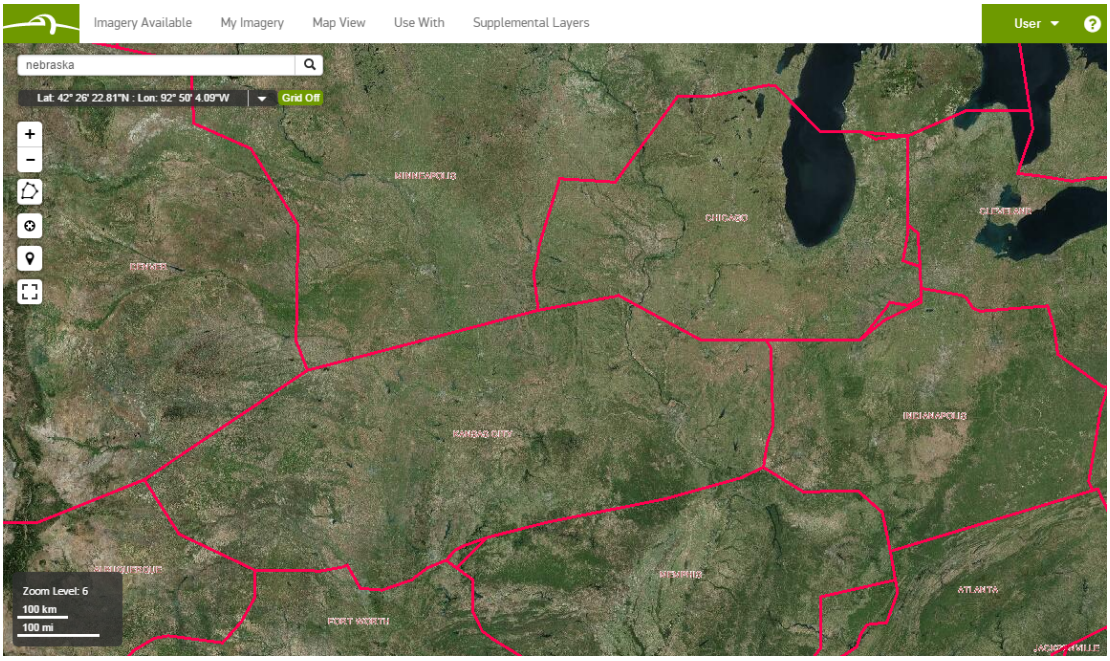

FIGURE 8.4 SUPPLEMENTAL LAYERS

8.2 Adding a Custom ESRI Layer

By adding an ESRI layer, you can see two types of data: imagery or vector data, such as metadata. If the ESRI endpoint layer you add includes metadata, click on the map view to see the related data. Some ESRI endpoints are publicly available and do not require authentication.

1. Click the **Supplemental Layers** menu option. The *Supplemental Layers* dialog box opens (*Figure 8.1 Supplemental Layers Dialog Box*).
2. Click **Add Custom Layer**. The *New Layer Settings* dialog box opens (*Figure 8.2 New Layer Settings Dialog Box*).
3. Select the **ESRI Endpoint URL** option.

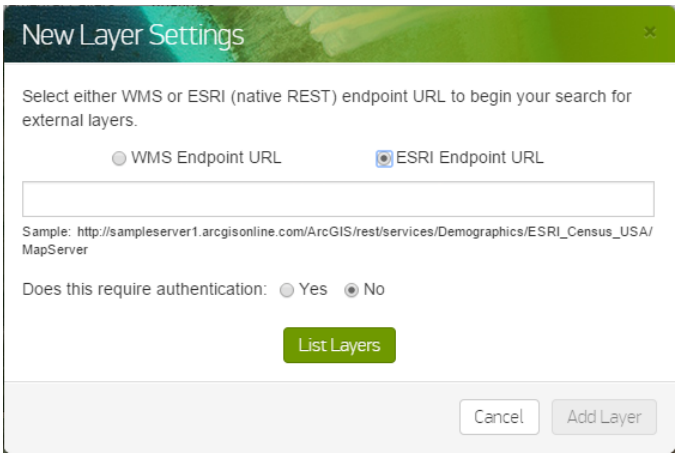

FIGURE 8.5 NEW LAYER SETTINGS DIALOG BOX – WITH ESRI OPTION SELECTED

3. In the text field, enter the URL.
4. If authentication is required, select **Yes**; otherwise, select **No**.
5. Click **List Layers**. An **Available Third Party Layers** dropdown opens (*Figure 8.6 New Layer Settings Dialog Box – With Available ESRI Layers*).

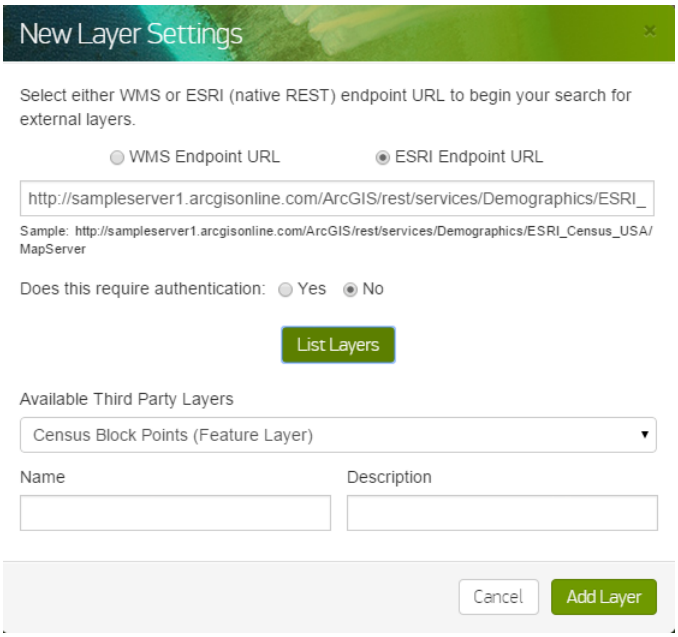

FIGURE 8.6 NEW LAYER SETTINGS DIALOG BOX – WITH AVAILABLE ESRI LAYERS

> NOTE: When adding an authenticated ESRI supplemental layer, My DigitalGlobe attempts to securely transmit your authentication credentials to the third-party server using Cross-Origin Resource Sharing (CORS), a mechanism that enables secure cross-site data transfers. If the third-party server does not allow access from DigitalGlobe domains (or if CORS fails for any other reason), a fallback mechanism is used to proxy the authentication request. If this fallback strategy fails, the layer cannot be viewed from within My DigitalGlobe.

6. Select one of the layers from the **Available Third Party Layers** dropdown.
7. In the **Name** field, enter a name for the layer.
8. In the **Description** field, enter a description for the layer.
9. Click **Add Layer**. The new layer is automatically selected and displayed as the top layer in the map view (*Figure 8.4 Supplemental Layers*).

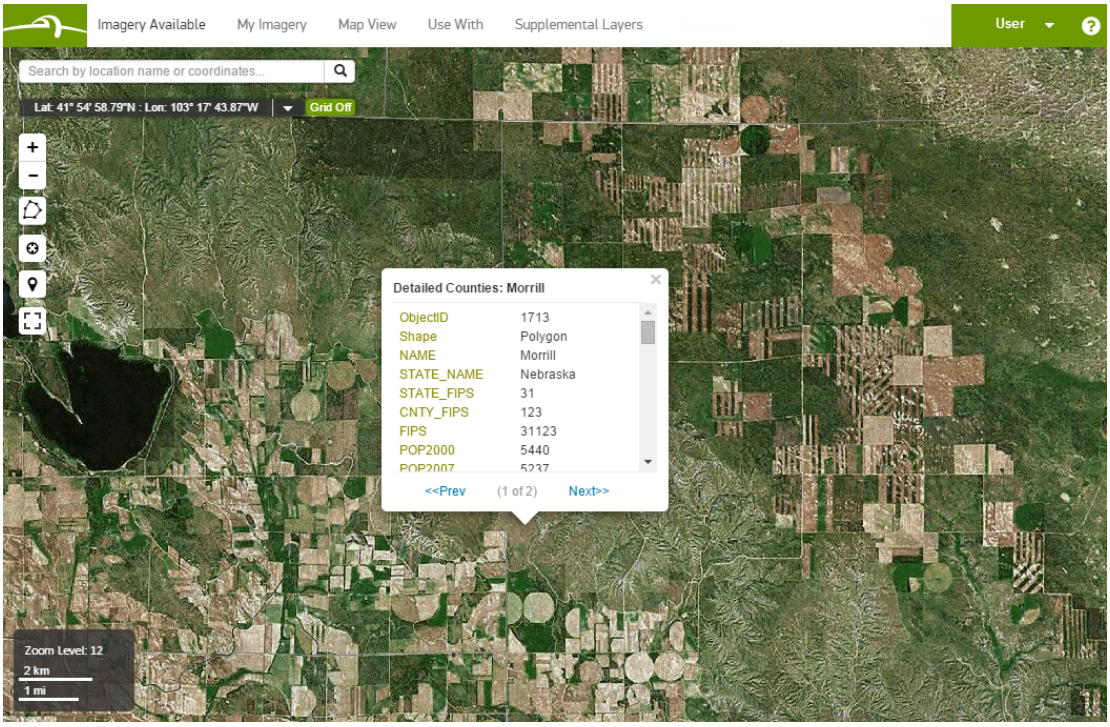

FIGURE 8.7 SUPPLEMENTAL LAYERS

8.3 Changing the Stacking Order of Supplemental Layers

1. Click the **Supplemental Layers** menu option. The *Supplemental Layers* dialog box opens (*Figure 8.1 Supplemental Layers Dialog Box*).
2. Click and drag the layers to change the order.
3. Click **Close**.

9 Creating and Managing Alerts

You can create alerts to be notified of changes to an area of interest. Alerts are linked to user accounts and are limited to 50 alerts per account. Alert emails are sent whenever an image for your AOI is brought into the system, whether the image is new or from archive.

NOTE: E-mail alerts are not supported in secure domains.

9.1 Creating an Alert by Drawing a Polygon

You can create an alert by drawing a polygon around a specific area.

1. From the **My Imagery** menu, select **Alerts**. The *Alerts* dialog box opens (*Figure 9.1 Alerts Dialog Box*).

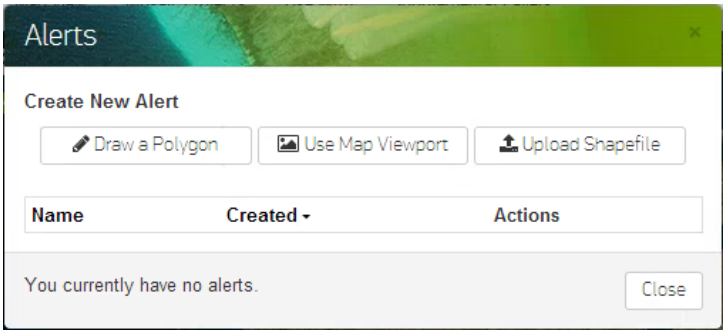

FIGURE 9.1 ALERTS DIALOG BOX

2. Click the **Draw a Polygon** button. The map view opens.
3. Click the map to add vertices. When finished, double click the map to close the polygon. Note that only simple, single polygons are supported. Note that an alert polygon must be less than 1,000,000 square kilometers and must be drawn within the account's coverage area. The *New Alert Settings* dialog box opens.

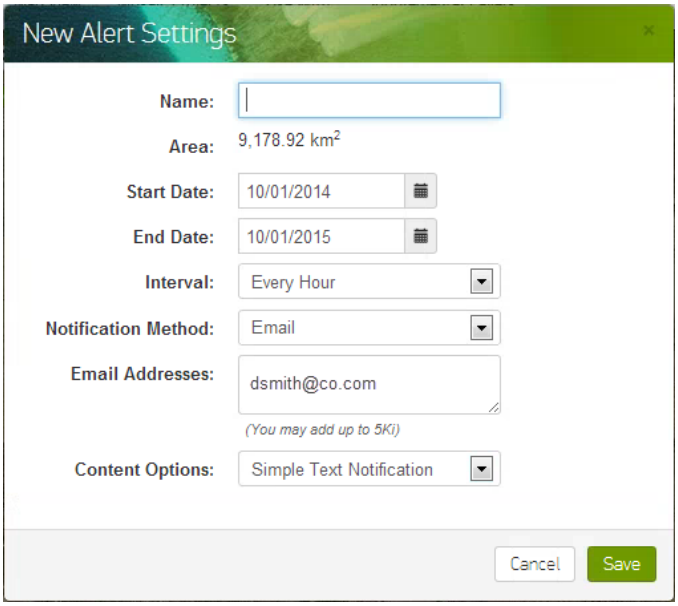

FIGURE 9.2 NEW ALERT SETTINGS DIALOG BOX

4. Enter a name for the alert in the **Name** field.

5. The **Area** field displays the size of the polygon you specified.
6. In the **Start Date** and **End Date** fields, enter start and end dates for your notifications.
7. From the **Interval** dropdown, select the interval at which you want to receive notifications.
8. From the **Notification Method** dropdown, select how you want to receive notifications: by email, RSS, or both.
9. If you chose email notification, an **Email Addresses** field displays. Add one or more email addresses, one per line.

> NOTE: If you chose **RSS**, the URL will be available after you save the alert.

10. From the **Content Options** dropdown, select from the following:
    - **Simple Text Notification**. Select this option to receive an e-mail with a basic message stating how many new images are available and over what time period.
    - **Include Browse and Metadata**. Select this option to receive image sampling and an XML file with related metadata. Due to e-mail size limitations (often 2MB), more recent images may be given preference. You may be able to specify or change these restrictions at the domain level.
11. Click **Save**.

9.2 Creating an Alert for the Current Map View

You can create an alert to be notified when an image changes.

1. Zoom to level 13 or higher (image boundaries only display at zoom levels 13–20). Refer to *Viewing Imagery on page 19* for details.
2. From the **My Imagery** menu, select **Alerts**. The *Alerts* dialog box opens (*Figure 9.1 Alerts Dialog Box*).
3. Click the **Use Map Viewport** button. The *New Alert Settings* dialog box opens. Note that the area of interest must be less than 1,000,000 square kilometers and must be drawn within the account's coverage area.

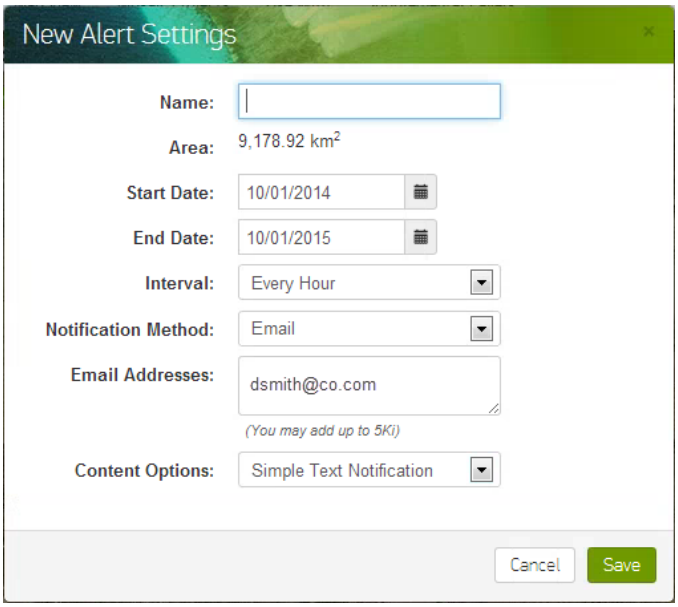

FIGURE 9.3 NEW ALERT SETTINGS DIALOG BOX

4. Enter a name for the alert in the **Name** field.
5. The **Area** field displays the size of the polygon you specified.
6. In the **Start Date** and **End Date** fields, enter start and end dates for your notifications.

7. From the **Interval** dropdown, select the interval at which you want to receive notifications.
8. From the **Notification Method** dropdown, select how you want to receive notifications: by email, RSS, or both.
9. If you chose email notification, an **Email Addresses** field displays. Add one or more email addresses, one per line.

> NOTE: If you chose **RSS**, the URL will be available after you save the alert.

10. From the **Content Options** dropdown, select from the following:
    - **Simple Text Notification**. Select this option to receive an e-mail with a basic message stating how many new images are available and over what time period.
    - **Include Browse and Metadata**. Select this option to receive image sampling and an XML file with related metadata. Due to e-mail size limitations (often 2MB), more recent images may be given preference. You may be able to specify or change these restrictions at the domain level.
11. Click **Save**.

9.3 Creating an Alert by Uploading a ShapeFile

You can upload a shapefile in order to use it to define an alert geometry. However, keep in mind that the shapefile must meet these requirements:

- No self-intersecting polygons.
- No shapes with less than 3 vertices (lines and single points).
- No polygons with more than 1000 vertices.
- No polygons larger than 1,000,000 square kilometers.
- No projections other than EPSG:4326 ("WGS84") and UTM (for every zone).
- Must be a zipped file.

1. From the **My Imagery** menu, select **Alerts**. The *Alerts* dialog box opens (*Figure 9.1 Alerts Dialog Box*)
2. Click the **Upload Shapefile** button. The *Upload Shapefile* dialog box opens (*Figure 9.4 Upload Shapefile Dialog Box*).

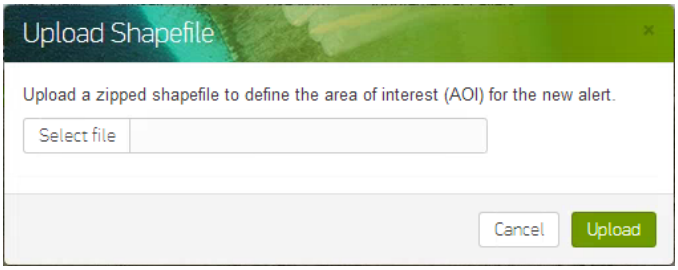

FIGURE 9.4 UPLOAD SHAPEFILE DIALOG BOX

3. Click the **Select file** button to find the desired shapefile (must be a zip file).
4. Click the **Upload** button to begin the upload process.

9.4 Viewing Alert Settings

To view an alert's settings:

1. From the **My Imagery** menu, select **Alerts**. The *Alerts* dialog box opens with all configured alerts (*Figure 9.5 Alerts Dialog Box (with Configured Alerts)*).

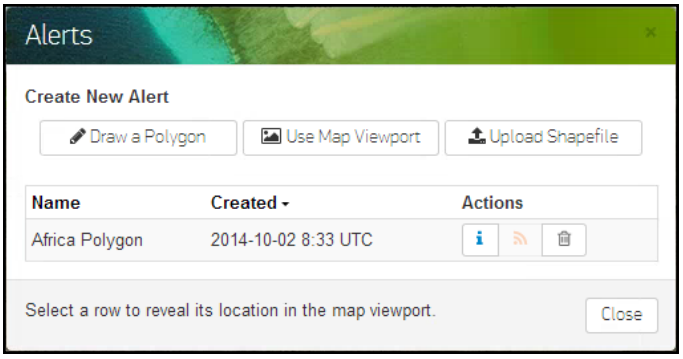

FIGURE 9.5 ALERTS DIALOG BOX (WITH CONFIGURED ALERTS)

2. Click the button ("View Alert Settings") associated with the alert you want to view. The *Alert Settings* window opens (*Figure 9.6 Alert Settings Window*).

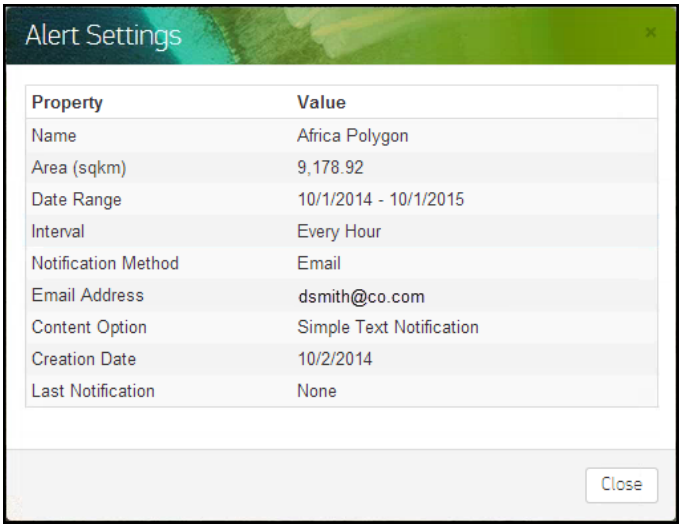

FIGURE 9.6 ALERT SETTINGS WINDOW

3. Review the details of the alert and click **Close** when finished.

9.5 Viewing Areas with Alerts

You can easily view locations for which you have set alerts by using the toggle markers tool. At the top left corner of the map view window, click the ("toggle markers") button to show and hide the alert markers ( ). Hover over an alert marker to view its name and created date. Click on an alert marker to zoom to the extent of the alert AOI. Bookmarked locations also show, designated with a blue marker ( ). See *Introduction on page 8* for the location of the toggle markers button on the main screen.

9.6 Deleting an Alert

If you determine that you no longer want to receive notifications for an alert, you can delete it.

1. From the **My Imagery** menu, select **Alerts**. The *Alerts* window opens with all configured alerts (*Figure 9.5 Alerts Dialog Box (with Configured Alerts)*).
2. To delete an alert, click the delete button ( ) associated with the alert. A confirmation window opens (*Figure 9.7 Confirm Alert Delete Window*).

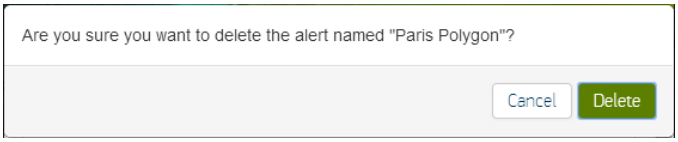

FIGURE 9.7 CONFIRM ALERT DELETE WINDOW

NOTE: You cannot undo this action. Be sure you want to delete before proceeding.

3. Click **Delete**. The alert is removed from the list.
4. Click **Close** on the *Alerts* window.

10 Connecting to DigitalGlobe Cloud Services with a Third-Party Tool

You can use ArcMap, Google Earth, or ArcGIS Online to work with DigitalGlobe imagery, or connect to other applications using web services.

10.1 Connecting via ArcMap (Desktop Version)

My DigitalGlobe creates a downloadable file containing all of the connection information for DigitalGlobe Cloud Services that you can open in ArcGIS to access DigitalGlobe imagery.

> NOTE: ArcGIS versions later than 10.1 do not support a connection to DigitalGlobe Cloud Services. Also, although the WMTS and the WMS layers function as expected in Arc 10.1, the feature service only displays feature polygons and not their metadata. DigitalGlobe is working with ESRI to fix these issues.

1. From the **Use With** menu, select **ArcGIS**. The file downloads.
2. Open ArcGIS.
3. Open the downloaded file.
4. Enter your DigitalGlobe Cloud Services credentials at the prompt.

10.2 Connecting via Google Earth

My DigitalGlobe creates a downloadable file containing all of the connection information for DigitalGlobe Cloud Services that you can open in Google Earth to access DigitalGlobe imagery.

1. From the **Use With** menu, select **Google Earth**. The KMZ file downloads.
2. Open Google Earth.
3. Open the downloaded KMZ file.
4. Enter your DigitalGlobe Cloud Services credentials at the prompt.

10.3 Connecting via ArcGIS Online

My DigitalGlobe creates a URL containing all of the connection information for DigitalGlobe Cloud Services that you can use in ArcGIS Online to access DigitalGlobe imagery.

1. From the **Use With** menu, select **ESRI REST Services**. The *ESRI REST Services* window opens (*Figure 10.1 ESRI REST Services Window*)

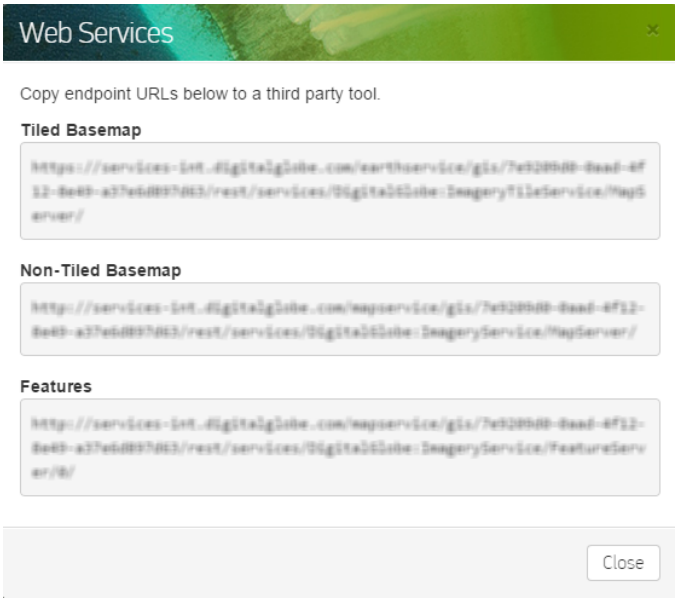

FIGURE 10.1 ESRI REST SERVICES WINDOW

2. Click the URL for the service you want. The entire URL is highlighted.
3. Right click the selected text and choose **Copy**.
4. Open the ArcGIS web map viewer (maps.arcgis.com/home/webmap/viewer.html) and log in to your account.
5. Click **Add**, then **Add Layer from Web**.
6. Paste the URL you copied and click **Add Layer**.
7. Enter your DigitalGlobe Cloud Services credentials at the prompt.

> NOTE: 3857 is the default projection.
> For the tiled basemap URL only, you have the option to use the 4326 projection instead. To do that, insert "/4326" between "services" and "/<layer name>" in the URL, for example:
> `https://services.digitalglobe.com/earthservice/gis/<connect ID>/rest/services/`
> **4326**`/DigitalGlobe:ImageryTileService/MapServer/`

10.4 Using DigitalGlobe Web Services with Other Third-Party Tools

Use this feature to access the OGC URLs available to your selected account. These URLs can be added to geospatial applications that support the corresponding service. This enables on-demand integration of that service's content with the application. WMS (images), WMTS (tiled images), WFS (metadata), and WCS (downloads), if subscribed to your account, can be integrated into applications that utilize these standards. For more information, please refer to the appropriate user guide or application documentation.

1. From the **Use With** menu, select **Web Services**. The *Web Services* window displays (*Figure 10.2 Web Services Window*).

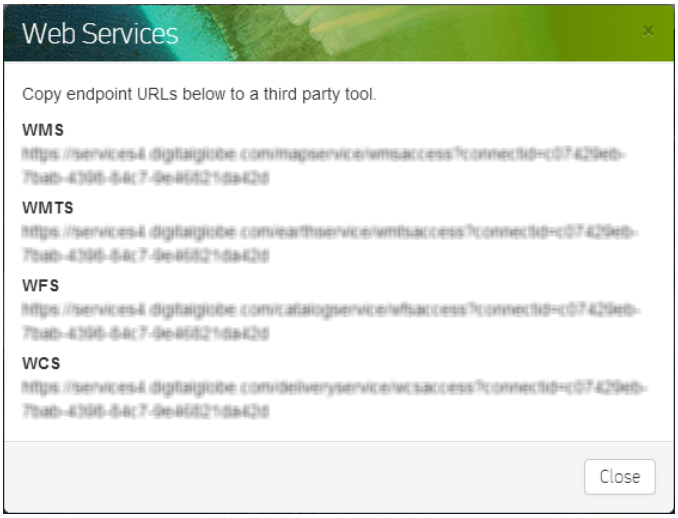

FIGURE 10.2 WEB SERVICES WINDOW

2. Click the URL for the service you want. The entire URL is highlighted.
3. Right click the selected text and choose **Copy** or **Go to…**.
4. Open a Web browser or compatible geospatial application and either paste the URL to the address bar or add it according to the application's instructions, often referred to as "adding a service, layer, data source", and so forth.
5. Enter your DigitalGlobe Cloud Services credentials in the appropriate fields or when prompted.

11 Managing Your My DigitalGlobe Account

11.1 Configuring User Information

1. At the top right corner of the main screen, click your user name and select **View Profile**. The *User Profile* screen opens (*Figure 11.1 User Profile Dialog Box*).

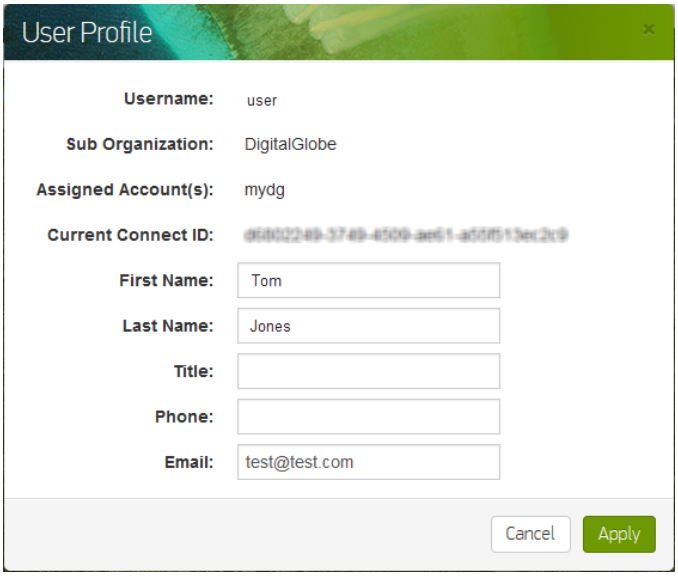

FIGURE 11.1 USER PROFILE DIALOG BOX

2. The **Username**, **Sub Organization**, **Assigned Account(s)**, and **Current Connect ID** fields cannot be edited. However, you may edit the **First Name**, **Last Name**, **Title**, **Phone**, or **Email** fields associated with the profile.
3. After you make changes, click **Apply**.

11.2 Changing Accounts

Access to accounts is controlled by the system administrator. You may have access to multiple accounts; if so, you can change the account you are using by following these instructions:

1. Click your username at the top right corner of the main screen and select **Change Account**. The *My Accounts* dialog box opens (*Figure 11.2 My Accounts Dialog Box*).

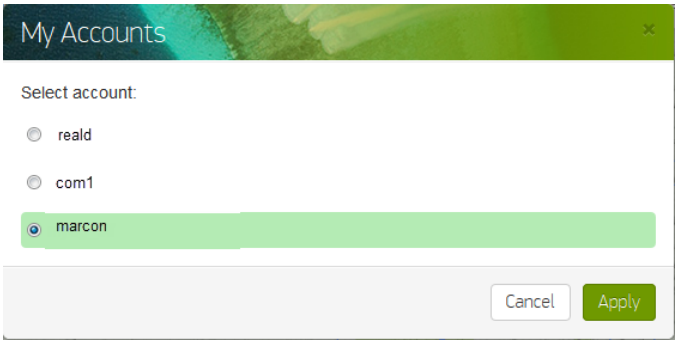

FIGURE 11.2 MY ACCOUNTS DIALOG BOX

2. Select the account you want to use.
3. Click **Apply**. Your session changes to the selected account.

11.3 Changing Your Password

You can change your password at any time. To change your password:

1. At the top right corner of the main screen, click your username and select **Change Password**. The *Change Password* dialog box opens (*Figure 11.3 Change Password Dialog Box*).

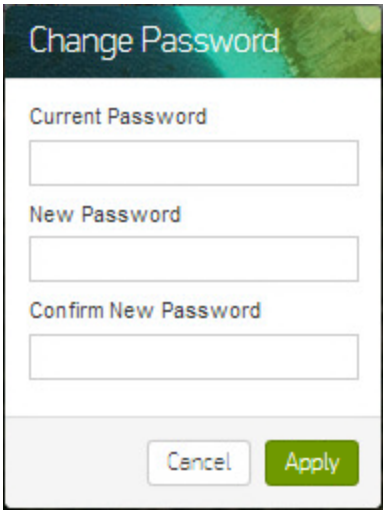

FIGURE 11.3 CHANGE PASSWORD DIALOG BOX

2. In the **Current Password** field, type your current password.
3. In the **New Password** and **Confirm New Password** fields, type the new password you want to use.
4. Click **Apply**. Your password is changed.

11.4 Logging Out

At the top right corner of the main screen, click your username and select **Log Out**.

12 Getting Support

12.1 Accessing User Guides

1. At the top right corner of the main screen, click and select **User Guides + Licenses**. The *User Guides + Licenses* window opens (*Figure 12.1 User Guides + Licenses Window*).

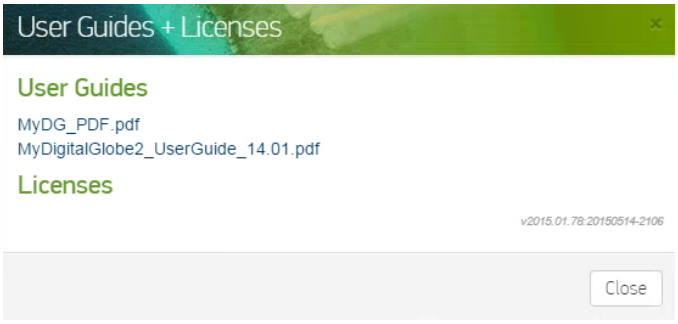

FIGURE 12.1 USER GUIDES + LICENSES WINDOW

2. Click the hyperlink for the user guide you want to view. The file download process begins.
3. Open the downloaded file to read the user guide.
4. Click **Close** to return to the main screen.

12.2 Viewing License Information

1. At the top right corner of the main screen, click **?** and select **User Guides + Licenses**. The *User Guides + Licenses* window opens (*Figure 12.1 User Guides + Licenses Window*).
2. Click the hyperlink for the license you want to view. The file download process begins.
3. Open the downloaded file to view details about the license.
4. Click **Close** to return to the main screen.

12.3 Sending Feedback

We would like to hear your comments about My DigitalGlobe. To provide your feedback:

1. At the top right corner of the main screen, click **?** and select **Send Feedback**. The *Feedback* dialog box opens (*Figure 12.2 Feedback Dialog Box*)

> NOTE: Although every effort is made to keep this documentation up to date, information does change between revisions. Therefore, the contact information shown (*Figure 12.2 Feedback Dialog Box*) may be out of date. Refer to the contact information listed on your *Feedback* dialog box.

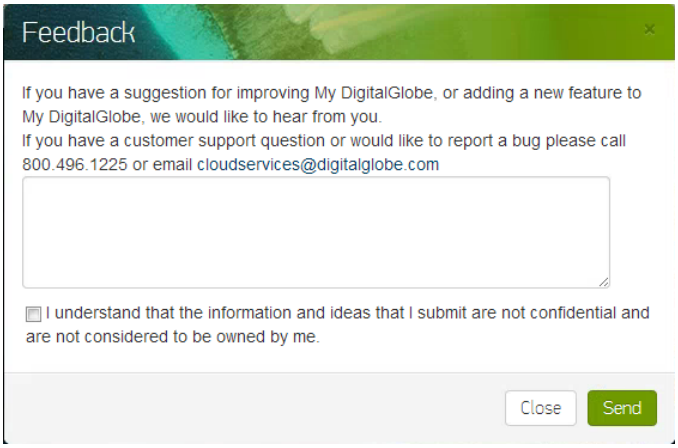

FIGURE 12.2 FEEDBACK DIALOG BOX

2. Complete the form, select the checkbox and click **Send**. Alternately, you may contact DigitalGlobe through the contact information at www.DigitalGlobe.com.

Glossary

AOI

Area of Interest. The area on the Earth that you want to view.

BE Number

Provides a mechanism to search for a location by a unique identifier within the NSG; only available in secure domains.

Bicubic Interpolation

Bicubic interpolation combines data points on a two-dimensional grid. This method outputs the smoothest surface of all interpolation methods.

Bilinear Interpolation

Bilinear interpolation uses the value of the four nearest cell centers to determine the value on the output raster. The new value is a weighted average of these four values, adjusted to account for their distance from the center of the output cell. The result is a smoother-looking surface than provided by "nearest neighbor".

Black and White

Single band, black-and-white imagery. Also referred to as panchromatic.

CAC

See Common Access Card.

Catalog ID

See Feature ID.

CATID

See Feature ID.

CE

Circular Error.

CE90

Circular Error at 90% confidence. Indicates that the actual location of an object is represented on the image within the stated accuracy for 90% of the points.

CIR

Color Infrared.

Common Access Card

The Common Access Card (CAC) is a smart card about the size of a credit card, and is the standard identification for active duty military personnel, Selected Reserve, United States Department of Defense civilian employees, and eligible contractors. The CAC is designed to provide two-factor authentication: what you have (the physical card) and what you know (the PIN).

COTS

Commercial-Off-The-Shelf.

DEM

See Digital Elevation Model.

Digital Elevation Model (DEM)

A digital model of terrain relief usually derived from stereo imagery. A DEM is used to remove terrain distortions from Orthorectified Imagery products.

DRA

Dynamic Range Adjustment. An optional post-processing feature that enhances the visual interpretability of the image.

DTED

Digital Terrain Elevation Data.

ECF

Earth Centered Fixed.

False Color

Viewing multispectral or color imagery in a specific combination of bands (near infrared, red, green). When viewing false color imagery, colors appear "abnormal" (e.g., healthy, green vegetation appears in red on a false color image). False color imagery is commonly used in vegetation analysis. Also known as Color Infrared.

Feature ID

The 30-digit unique identifier for images in the online catalog OR the 16-digit unique identifier for images in the DigitalGlobe archive that are not online; also known as the catalog ID or CATID. For online images, the CATID is reflected in the Legacy ID field.

FG

Foundation GEOINT.

FTP

File Transfer Protocol.

GCP

See Ground Control Point.

GE01

GeoEye-1 Satellite.

Geographic Projection

Maps longitudes as straight vertical lines and latitudes as straight horizontal lines all spaced out consistently for constant intervals.

GeoTIFF format

Georeferenced tagged image file format. A GeoTIFF file is a TIFF file that is embedded with geographic data tags.

GML

Geography Markup Language. GML is XML code used to express geographical features.

GPS

Global Positioning System.

Ground Control Point (GCP)

A known geographic coordinate location on the ground. A GCP can be collected from ground survey or maps (Primary GCP), or derived via triangulation of primary GCPs (Secondary GCP). GCPs can be planimetric (x, y; latitude, longitude) or vertical (x, y, z; latitude, longitude, elevation).

Ground Sample Distance (GSD)

The size of a single pixel as measured on the ground. This is also referred to as “resolution”.

GSD

See Ground Sample Distance.

Image Support Data (ISD)

A set of files which contain all the necessary data necessary to use and process Imagery Products. These files can be viewed as a collection point for all ancillary data that is expected to be useful to a customer.

ISD

See Image Support Data.

JPEG2000 format

The JPEG2000 format is a JPEG format that was introduced in the year 2000. It has considerable advantages over basic JPEG format including error resilience and progressive transmission.

LE

Linear Error.

LE90

Linear Error at 90 percent confidence. Indicates that the actual elevation of an object is represented within the stated accuracy for at least 90% of elevation posts.

Legacy ID

See Feature ID.

MBR

Minimum-bounding rectangle.

Metadata

Ancillary data that describes and defines the imagery product. DigitalGlobe provides metadata in a set of Image Support Data files.

Monoscopic

The collection of a single image, as opposed to a stereo collection.

Mosaic

The process of digitally-assembling images to create contiguous large-area coverage.

MrSid format

Multi-Resolution Seamless Image Database. This format compresses large raster images while maintaining the image quality.

MS

See Multispectral.

Multispectral

Imagery with data recorded in multiple discrete spectral bands. Imagery collected in four or eight ranges of wavelengths in the electromagnetic spectrum.

Nadir

The point on the ground vertically beneath the sensor.

National Imagery Transmission Format

See NITF format.

Nearest Neighbor Interpolation

Uses the value of the closest point and disregards all other values, yielding a piecewise-constant interpolant.

NED

National Elevation Dataset DEM. NED DEM is available in the United States. Accuracy in Alaska is not as high as in the contiguous United States.

NIIRS

National Image Interpretability Rating Scale.

NIR1

Near Infrared 1.

NIR2

Near Infrared 2.

NITF format

National Imagery Transmission Format. A United States Department of Defense standard for transmitting and storing digital imagery.

NMAS

United States National Map Accuracy Standards.

NRG

Near-Infrared, Red, Green.

Off-Nadir Angle

The angle between nadir and the point on the ground that the sensor is pointing. Off-nadir angle can be measured in the along-track (forward) direction or across-track (sideways) direction.

OGC

Open Geospatial Consortium. An international standards organization comprised of commercial, governmental, nonprofit and research organizations. They support geospatial content development as well as data processing and sharing.

Orthorectification

The process of removing image distortions introduced by the collection geometry and variable terrain, and re-sampling the imagery to a specified map projection. Also referred to as ortho-correction or terrain correction.

OWS

OGC Web Service Common.

Pan/Panchromatic

A wide spectral band which is comprised of reflected light in the visible spectrum (blue, green, red and NIR). It is displayed as a black and white image.

Pan-Sharpened

rocessed used to colorize imagery by fusing multispectral and panchromatic bands.

Partition

The unit of measure based on the tile zoom level grid for tar file creation for imagery tiles. All tiles and associated metadata for a partition will be tar-compressed into a single file.

PD

Principal Distance.

Photogrammetry

The art, science, and technology of obtaining reliable information about physical objects and the environment through the process of recording, measuring, and interpreting photographic images and patterns of electromagnetic radiant imagery.

Pixel

Picture element. The smallest element comprising a digital image.

PNIIRS

Predicted National Image Interpretability Rating Scale.

Product Framing

The manner in which Imagery Products are delivered. Products are either Scene-based or Area-based.

PVL

Physical Volume Library.

QB02

QuickBird satellite.

Radiometric Correction

The correction of variations in data that are not caused by the object or scene being scanned, such as non-responsive detectors, scanner inconsistencies, and atmospheric interference.

Remote Sensing

The measurement or acquisition of data about an object by an instrument not in contact with the object. Satellite imagery, aerial photography, and radar are all types of remote sensing.

Resolution

The resampled image pixel size derived from GSD.

RGB

Red, Green, Blue.

RMSE

Root Mean Square Error.

RPC

Rational Polynomial Coefficient camera model. RPCs provide the camera geometry obtained at the time of the image collection.

RRO

Rapid Response Orthomosaic.

Scale

The ratio of distance on a map as related to the true distance on the ground. Products with a larger scale have higher geometric accuracies than products with a smaller scale.

Seamlines

Seamlines are the lines at which two separate images overlap. These overlapping images can be blended along the seamline to show a more uniform image.

Sensor Correction

The correction of variations in data that are caused by variations in sensor geometry, attitude, and ephemeris.

Spatial Mosaic

The assembly of multiple scenes, each of which shows a portion of the order polygon, into a single image. Usually involves edge matching adjacent scenes.

SRTM

Shuttle Radar Topography Mission digital elevation models.

Stereo

The collection of two or more images of the same Area of Interest (AOI) from different viewing angles.

Sun Azimuth

The azimuth of the sun as seen by an observer sitting on the target measured in a clockwise direction from north.

Sun Elevation

The angle of the sun above the horizon.

Sun-Synchronous

An orbit which rotates around the Earth at the same rate as the Earth rotates on its axis.

Swath Width

The width of an image.

Target Azimuth

The azimuth of the target as seen by an observer sitting on the spacecraft measured in a clockwise direction from north.

TDI

Time Delay Integration.

Terrain Correction

The correction for variations in data caused by terrain displacement due to off-nadir viewing.

TLC

Time-lagged Line Count.

True color

Viewing multispectral or color imagery in a specific band combination (red, green, blue). When viewing true color imagery, colors appear “normal” (e.g., vegetation is green). Also known as Natural Color.

Universal Transverse Mercator Geographic Coordinate System (UTM)

See UTM.

UTM

Universal Transverse Mercator Geographic Coordinate System. UTM utilizes a two-dimensional Cartesian system to specify locations on the Earth’s surface.

WCS
Web Coverage Service.

WebCGM
Web Computer Graphics Metafile.

WFS
Web Feature Service.

WMS
Web Map Service.

WMTS
Web Map Tile Service.

WV01
WorldView-1 satellite.

WV02
WorldView-2 satellite.

WV03
WorldView-3 satellite.

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