Preparing your KMZ for Diana

How to format the area file of your WWFF programme, so that every reserve shows up on the map with its own boundary.

Send your KMZ to the Diana team
wwffmembers@gmail.com

We do the upload, check the result with you and publish once you are happy with it.

1 What Diana needs

One KMZ file per WWFF programme (one country), exported from Google Earth, with **every reference area drawn as a polygon**. Points or waypoints alone are not enough: Diana needs the boundary to tell a user whether they are standing inside a reserve.

A reference without a polygon is not lost: Diana still shows it as a point, at the position the WWFF directory gives for it. It just cannot say whether you are inside it.

2 Name the file after the programme and the release date

`PROGRAMME_YYYYMMDD.kmz` for example `ONFF_20261025.kmz` or `PAFF_20261025.kmz`

The date in the file name is taken as the release date. A date in the file's description is only used when the name has none, so the name is the one to keep right.

3 Put the reference number in the name

This is the one rule that really matters. Diana does not read the number from a data field: it reads it from the **name** of the area, or of a folder around it.

`ONFF-0685 Hobokense Polder`

Programme code, a dash, **four digits**, then the name. A space instead of the dash also works (`ONFF 0685`).

- The number may stand on the polygon itself or on the folder or document it sits in. Diana looks from the polygon upwards and takes the nearest number it finds.
- Use one reference per area. If two levels disagree, Diana compares them with the official name in the WWFF directory and reports what it chose.
- The number is what counts. Small differences in spelling of the name are fine; Diana keeps the most common spelling.
- Only numbers of your own programme are used. A file full of another programme's numbers is refused, so the wrong country can never end up on the map.

4 Organise it the way you like

Three different structures already work, each taken from a real WWFF release:

By region

```
Document
└ Folder: province
  └ Document: area
    └ Placemark
```

One folder

```
Document
└ Folder: all areas
  └ Placemark
  └ Placemark
```

Flat

```
Folder
└ Document: area
  └ Placemark
```

When the file has **more than one** folder at the top, the folder names are shown as the region of each area (for example a province). A single folder is treated as just a container.

5 Draw the areas as polygons

IN THE FILE	WHAT DIANA DOES WITH IT
Polygon with an outer boundary	**Used.** This is the boundary of the area.
Holes (inner boundaries)	**Used.** A lake or enclave that is not part of the reserve stays outside it.
Several polygons, same number	**Merged** into one area made of several parcels. Ideal for reserves in pieces.
Points, lines, paths	**Ignored.** They do not describe an area.
A Maidenhead grid layer	**Ignored.** Diana computes the grid itself.

Coordinates are WGS84, the Google Earth default. Diana smooths the boundary very slightly (about 5 m) and rounds it to about 1 m, so there is no need to simplify anything yourself.

6 Extra information, if you have it

Optional. When an area carries these fields in its data (Google Earth "ExtendedData", as exported from protected-area databases such as WDPA), Diana shows them in the area panel:

FIELD	SHOWN AS
`DESIG` or `DESIG_ENG`	Designation, for example "Nature reserve"
`MANG_AUTH`	Managed by
`IUCN_CAT`	IUCN category
`STATUS_YR`	Designated since

The area in hectares, the locator and the CQ and ITU zones are calculated by Diana. Missing fields are simply left out.

7 What we check before anything goes live

- Every reference in the file against the WWFF directory: which ones are new, gone or changed since the previous release.
- References on the WWFF list that have no polygon in the file (they will show as a point).
- References whose position in the WWFF directory lies more than 2 km outside their boundary, so they can be corrected at the source.
- A preview of the map with your file, before anyone else sees it.

8 Checklist before you send

- [ ] One KMZ, one programme, named `PROGRAMME_YYYYMMDD.kmz`.
- [ ] Every area is a polygon, not a point.
- [ ] Every area, or the folder around it, is named `PROGRAMME-nnnn Name`.
- [ ] In your e-mail: your callsign, the programme and anything we should know about this release.