



## November 2005 Monthly News- *GOM<sup>3</sup> Notes Function*

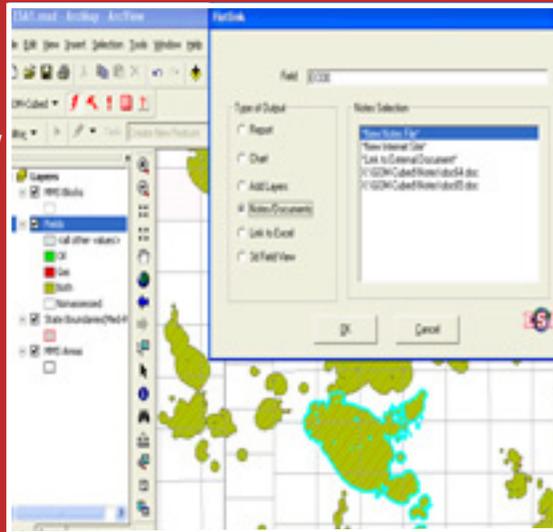
We have created several functions in *GOM<sup>3</sup>* to ease importing and exporting information. One of them is the Notes function, available by clicking on a feature in a map with ESA's Hot Link Tool (the red lightning bolt). The Notes function has two parts. One inserts the current map on the screen into a Microsoft *Word* document; the second allows you to create a data base of various types of documents tied to individual features in maps made with *GOM<sup>3</sup>*.

If you have created a map that tells an important story, you may want to insert the map into a *Word* document and add text to it, explaining the map. If you make a layer active (e.g., fields) and click on a specific field with the Hot Link Tool, it will open a dialog box (see picture on right). One of the choices on the left is Notes/Documents. By clicking that radio button, choices will appear in the right window; the top one is \*New Notes Document\*.

Click OK and you will be asked for a document name and a location for saving it. After that, *Word* will open. The system will write some identifying data (e.g., the field name) at the top of the page then insert a picture of your map. You may add text, figures or whatever other material you like. It is a normal *Word* document, which can be saved, printed or emailed.

However, the second feature of the Notes function is much more powerful than simply inserting a picture of your map into a *Word* document. When you close the *Word* document you created, a link to it is automatically associated with the feature you originally clicked

in the map. As a result, if you clicked on EI330 and called you *Word* document, "Development Strategy," by clicking on EI330 again with the Hot Link Tool and choosing Notes/Documents – the "Development Strategy" document appears in the right window. We have stored the path to your document and associated it with the map feature.



**Click on a specific field with the Hot Link Tool, it will open a dialog box as above. Choose Notes/Documents.**

This way, all of the *Word* documents that you create associated with a map feature (e.g., a field, well, lease, pipeline) are accessible by clicking on that feature in the map. Moreover, this key function is not limited to *Word* documents created using *GOM<sup>3</sup>*.

In addition to adding new *Word* documents, there are two additional choices under Notes/Documents. The first is \*New Internet Site\*. It allows you to tie any URL to a map feature. This could be a link to a page on the web, or it could be the location of a document on an intranet within your company. The last choice is \*Link to External Document\*. Clicking this allows you to tie any existing document to the map feature: an *Excel* workbook, a JPEG of a core photo, a PDF of an AFE or even an entire *Power Point* presentation.

By providing an easy way to tie external documents of any type, you can build an entire database of internal and external information around features mapped in *GOM<sup>3</sup>*. It also permits all users of common projects to share access and add to the document data bases.

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