# Quickstart Guide to MapHub

## THE MCGRAW CENTER FOR TEACHING AND LEARNING

**MapHub** is a free, online mapping tool allows you to easily illustrate maps with markers and routes between points of interest. The tool allows these features to be grouped together in color-coded layers and offers large variety of custom icons and basemaps.
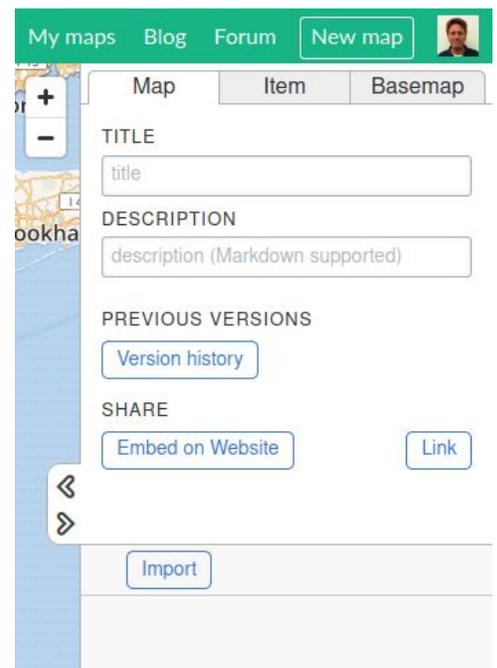
## Create an account

Although MapHub is completely free to use, it requires that each user have an account. You should find a **Sign-up** link in the main of the MapHub website at: https://maphub.net/

Once you have created an account, you may click **My maps** in the site menu to view any maps that you may have created previously or **New Map** to create a new map.

## Creating an interactive map

After creating a new map, you should be presented with a new blank map with a verical toolbar on the left and a sidebar configuration area on the right. Notice the three tabs at the top of the sidebar area:

- **Map** - Set the configuration options for the entire map, such as title and description.
- **Item** - After you have created some 'items', these will appear in a list here.
- **Basemap** - Select an underlying basemap onto which your markers and other features will appear.

To add 'items' to your map, find the **toolbar** on the left-hand side of the screen.

The toolbar consists of the following buttons:

**Multi-select** - Draw a box by clicking and dragging to select multiple items on the map
**Point** - Add a new point, or marker, to the map.
**Line** - Add a single line to the map, such as a line between two markers or points.
**Polygon** - Draw a series of lines that forms a polygon. This is useful for indicating areas on the map.
**Label** - A text label not associated with a marker/point, but that can be placed within a group.
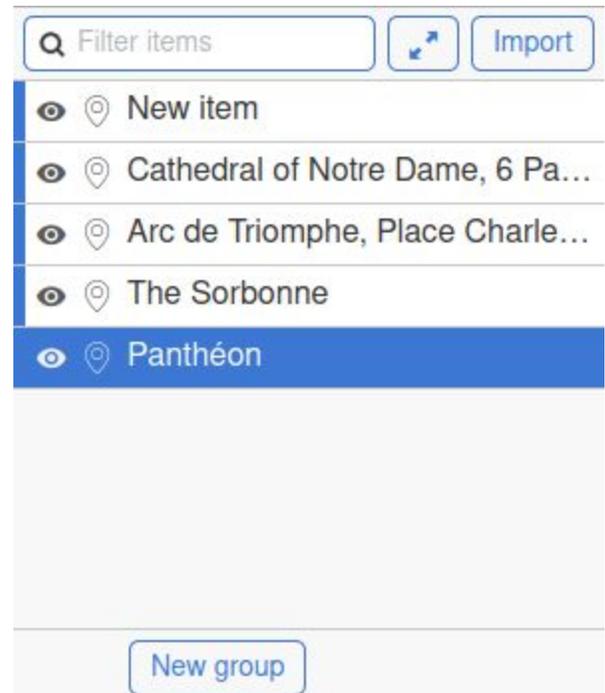
**Image** - Images may be uploaded and added to the map.  If the image contains GPS information, it will be placed at its proper location, otherwise, you will be prompted to locate the image on your map. Note that you may also add images to individual points on your map with the Point tool above.

Click the **Point** button to add a marker to your map. You may set the title and description for this point in the sidebar to the right, as well as upload an associated image. If you scroll the upper portion of the right-hand sidebar, you will find more options including options to change the icon, change the color, and to associated this point with a group.
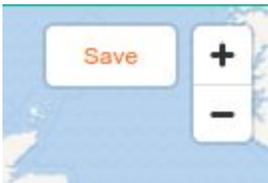
## Grouping items / Creating layers

As you add items (point, lines, labels, etc.) to your map, they will be listed in the lower section of the right-hand sidebar. Within this list, you may click an item to pan to zoom to that location, drag items to sequence them, and show or hide the item with the 'eye' icon.  You may also, importantly, group the items together into logical groupings, or layers.

Click the **New Group** button to create a new group, and then give your group a title. After the new group has been created, you can drag and indent items under the groups in your list to associate those items with the groups. Entire groups of items can now be toggled on and off using the 'eye' icon of the group.

## Saving your map

Each time you make changes to your map, you should save those changes. You will find a Save button in the upper-right hand corner of your map. If there are changes to be saved, this button will appear orange. If you close the browser without having saved, your changes will be lost.

## Collaborating and sharing your map

Sharing your map can refer to two different things: Collaborating with other users, and setting the visibility of your map so that others can view it.  After you have made your map public, you can generate an embed code to place your map in other websites, such a course blog, as well as get a permanent link to your map.

In the upper portion of the right-hand sidebar, select the **Map** tab. You may have to scroll down a bit, but you should see a section with buttons to **Set the visibility, Collaborate** (add additional users), **Embed on a website**, and **Link**.