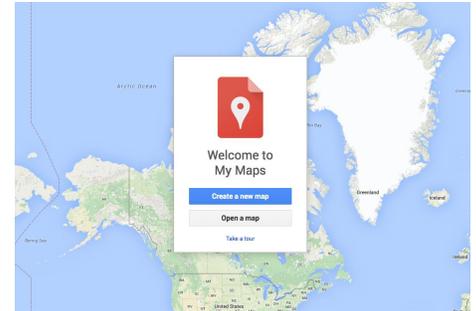


# Quickstart Guide to Google MyMaps

## THE MCGRAW CENTER FOR TEACHING AND LEARNING

Google MyMaps is an online tool that takes advantage of the Google Maps engine to support the creation of personal digital maps. Similar to the very familiar Google Maps, Google MyMaps allows you to choose between different base maps, add points, lines and regions, and add narrative text, audio, and video. Google MyMaps are stored in your personal Google account and can be kept private, exported as KML data files for import into other software such as Google Earth, or embedded on a website or blog.



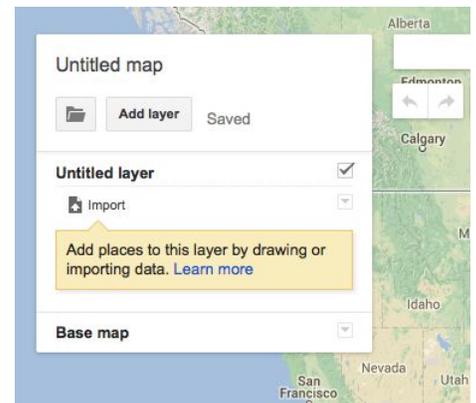
## Getting Started

Open a web browser and go to <https://www.google.com/mymaps>.

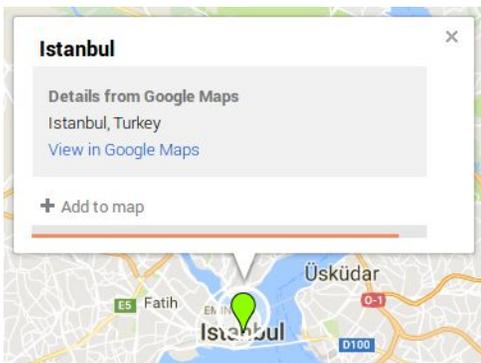
If you have not already done so, **log into your Google account**.

Click the **Create a New Map** button.

In the resulting screen, in the upper left corner, a menu box appears, titled **'Untitled Map'**. Click on this title to rename your map.



At the bottom of this box, click the arrow to the left of **Base map** if you would like to change the appearance of the underlying map.



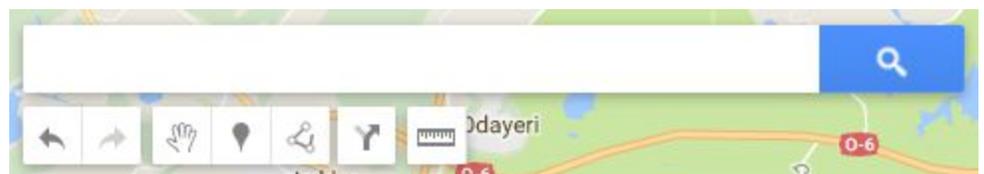
## Adding locations to your map

To the right of this menu, you will find a search bar identical to the one used in the normal Google Maps. Search for a location that interests you.

A marker should appear at the location you searched for and a popup bubble should appear above the marker.

Click the **+ Add to map** link. The marker will change color and an item is added to the left-hand menu.

Another way to add markers / locations to your map is to use the tool bar located just below the search box. This menu offers the following tools: Undo, Redo, Drag



(for manually moving the map), Add marker, Draw a line, Add directions, and Ruler tool for measuring distances.

Click the **Add marker** button to drop a marker down on your map. This location will also be added to the menu open the left and a popup window will appear allowing you to add a title and description to this point.

To remove or edit an existing point, either click the item in the left-hand menu or the marker itself and use the tools in the lower right-hand corner of the resulting popup window.

## Organizing locations

### Colors and Icons

The left-most icon in the popup window toolbar opens the Style editor for this marker. You can change the color of the marker and choose from a wide variety of icons and shapes.

### Layers

Google MyMaps, like other mapping software, organizes information in layers. In the left-hand menu, above your locations, it most likely says **Untitled layer**. Click this to change the title of this layer to something more appropriate. Organizing locations into layers allows you to both group them together and to turn the visibility of groups of markers on and off in your map. New layers can be added to your map by clicking the **Add layer** button. Markers can then be dragged to resequence them or to move them to other layers. You may add up to 10 layers to your map.

## Saving and Sharing

Your map is automatically saved to your Google account and can be edited again the next time you visit Google MyMaps. The map is not, however, made public by default.

The map can be shared in several ways. Clicking the **Share** button just above the list of layers allows you to set the availability of this map, including making the map public on the web, and to add collaborators. Click **Change...** to set the availability of your map. The link provided can then be used to share a non-editable version of your map.

Your map can also be embedded on external websites such as a course blog or exported as a data file. Click the three vertical dots to the right of the main title of your map and select **Embed on my site**. This will provide you with the HTML code for embedding this map on another website.

Notice also the link entitled Export to KML. KML is a Google data file format for geographic information. The resulting file can be opening in Google Earth and imported into many other GIS software packages.

