



+ CREATE A NEW MAP

Google My Maps Facilitators Guide

Authors: Jonathan Adam, Alexi Echevarria, Tai Le, Humberto Torres
May 2023

Sponsor: Corporacion La Fondita de Jesus

Liaison: Lourdes Diaz Pabón, Equity and Social Justice Coordinator

Advisors: Professor Leslie Dodson and Professor Scott Jiusto

For more information: <https://wp.wpi.edu/puertorico/projects/2023-mar-may-2/fondita/>

This work was produced by undergraduate students in the Worcester Polytechnic Institute (WPI) Global Projects Program. For more information: <http://www.wpi.edu/academics/ugradstudies/project-learning.html>



Preface

This document is to be used as a reference for how to use Google My Maps, as a part of our project centered around Community Mapping in a community in Old San Juan, Puerto Rico, named La Perla. Some think of La Perla in a negative light, our team has introduced mapping into the community to aid in the fight to break the stigma and extend a hand to visitors to enter and experience the amazing culture and history La Perla offers. Google My Maps is a free software that allows users to reference Google Maps to create and share custom maps. The functionality of Google My Maps and the process of creating a map is outlined throughout this guide. It was created for those who have been through a training session on Google My Maps for this project and is intended to be used when steps or functions are forgotten. Also, this can be used for future training sessions, as it follows each process step by step.

For more information on Google My Maps, visit this URL:

<https://www.google.com/maps/about/mymaps/>

This guide was outlined using a similar format found in a previous mapping project's deliverable, a Technical Manual created by Sarah Hildreth, Jack Gomes, Nicole Logrecco, and Thomas (Cole) Varney in December 2021. We used the outline of a section within their Technical Manual that was called "4.4.2 Adding data from Google Sheets to My Maps", however, we added new information and pictures that are project specific. For more information of the previous project:

<https://wp.wpi.edu/puertorico/projects/2021-fall/pinones-mapping/>

This document is shared in the spirit of open source for others to use and revise for non-commercial purposes. We ask that users and revisers 1) contact us to let us know of your interest; 2) maintain all authorship and other acknowledgements in any revised versions; 3) share the revised version with us.



The team conducting a Training Session with residents of La Perla

Table of Contents

Login to Google Account.....	2
Accessing My Maps to Create New Map.....	3
Basic Functions	4
Basic Knowledge	4
Search Bar	4
Give the Map a Title.....	5
Base Map Function	6
The Taskbar.....	7
Markers.....	8
Markers – Manual Placement.....	8
Upload Pictures/Video.....	8
Style	9
Edit.....	10
Directions.....	11
Delete place	11
Draw a line	11
Drawing a Shape	11
Drawing a Line	12
Adding Driving/Biking/Walking Route	12
Other Features.....	12
Directions.....	12
Measuring distances and areas - distances	13
Measuring distances and areas - areas	13
Important Knowledge	13
Addresses.....	13
Latitude & Longitude	14
Layers.....	14
Using Google Sheets	15
Importing Google Sheets to My Maps.....	17
Sharing Maps	18
Sharing Maps – Option 1 (Gmail).....	18

Sharing Maps – Option 2 (Copying link)18

Results of Our Mapping20

Login to Google Account

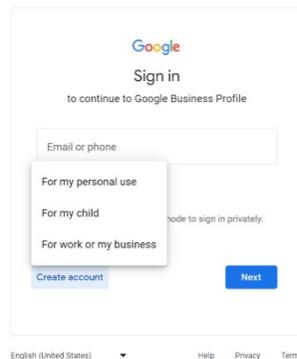
You need a Google account to access Google My Maps. If you have a Gmail address, you have a google account, you can log in on your browser and skip this step. If you do NOT have a Google Account, follow the directions below

The steps below were outlined by creating a test account using a tablet, if using a computer or smartphone, the layout may differ. Use this link provided above and scroll down for guidance, if needed*

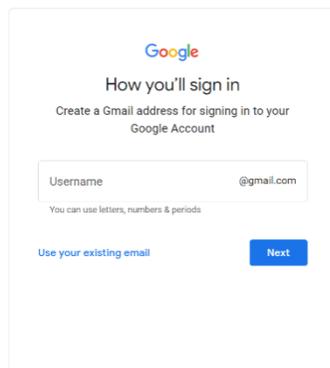
To begin, search this URL:

<https://support.google.com/business/answer/2911778?hl=en&co=GENIE.Platform%3DDesktop>.

1. After using the URL above, click where it says “Get Business Profile” it will redirect to a new page.
2. Click “Create Account”, and select the option that says “For work or my business”



3. Enter your first and last name. Enter date of birth and gender. Click “Next”
4. When entering a username for your email make sure you click the prompt that says “Get a Gmail address instead” Screen should look like this:

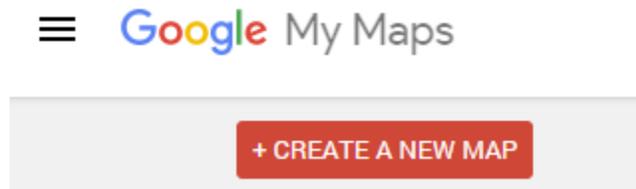


5. Create a Gmail address and click “Next”

6. After creating a password, click “Next”
7. Entering a recovery email is optional, if you WOULD like to then add the second email address and click “Next”. If you WOULD NOT like to add a recovery email click “skip”
8. Enter a phone number, make sure your phone is close by to enter a code that will be texted to the number given
9. When the phone number is verified, click “next”
10. Read the “Privacy and Terms”
11. Click “I Agree”

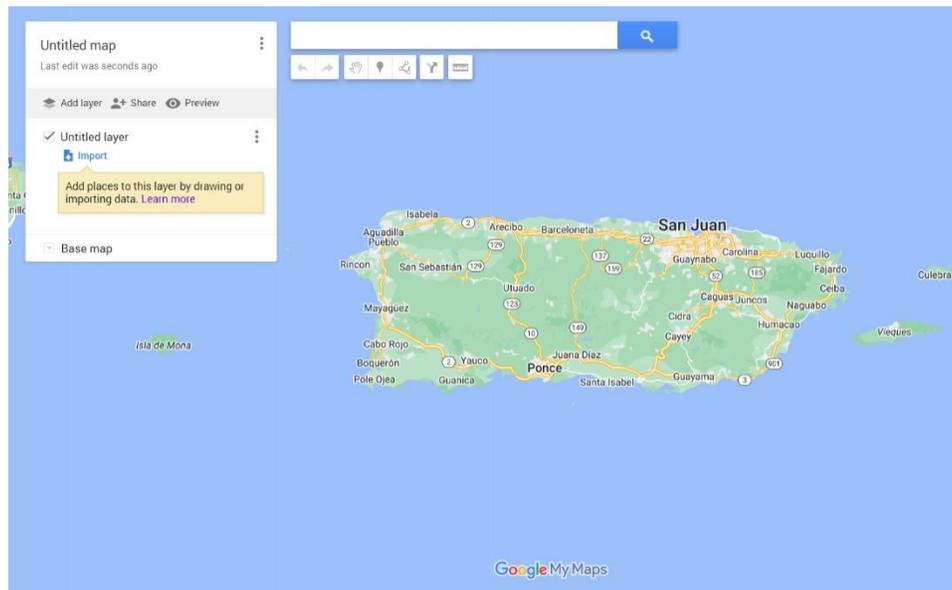
Accessing My Maps to Create New Map

1. Search “google my maps” on your web browser or search the URL: <https://mymaps.google.com/>
2. Select the “Create a new map button” in the upper left corner.



3. If the “Create a new map’ button is not appearing, click the three lines in the upper left corner.
4. Then, select “Create a new map” button.

You should have a new map pop up that will look similar to what is shown in the image below. This new map is not published online and only you will be able to see and edit the map. Sharing and allowing collaboration is outlined further in this document.



Basic Functions

Basic Knowledge

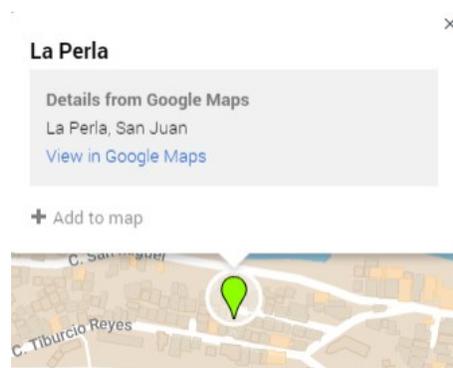
Begin using Google My Maps by learning how to navigate around the software.

Helpful tips are listed below:

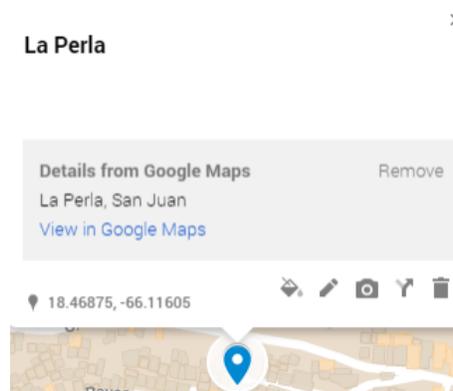
- You can click and hold to drag around the screen
- If you are using a mouse, scroll to zoom in and out
- If you are using touchpad, use two fingers to pinch and zoom out, or move your fingers outward to zoom in
- You can also double click to slowly zoom in on your desired location

Search Bar

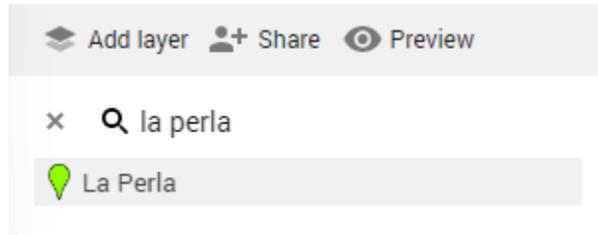
The search bar allows a user to search a city, business, landmark, town, body of water, and many more attractions. When you search for something, a temporary pinpoint will be labeled in the dropdown menu of the rectangle in the top left corner. If you search for something else, that same pinpoint will move to the most recently searched place. At any point, you can click on what you have searched and add the location to your map. Below the user searched for La Perla and saved it as a marker by “adding it to the map.”



This will create a marker which will be explained in the “Markers” section below. You know a marker has been created when it turns blue like the picture below.

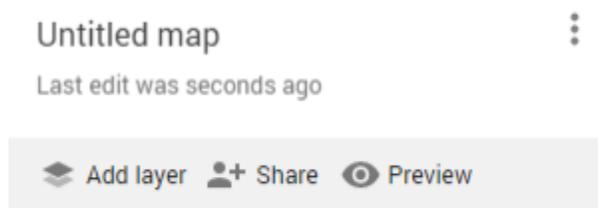


If you do NOT want what you are searching for to appear on the map, just simply click out of the search bar and click the “X” button to the left of what you have most recently searched in the upper right rectangle.

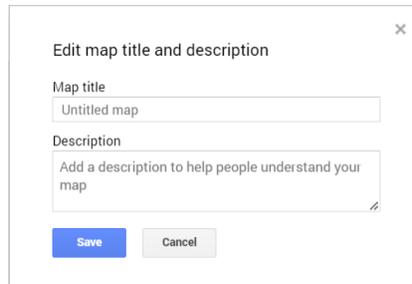


Give the Map a Title

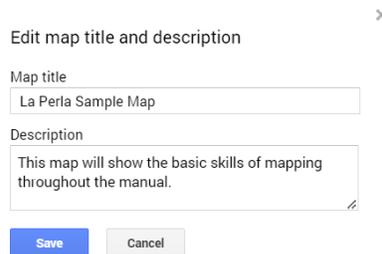
1. In the top left corner, you should see the “Untitled map”



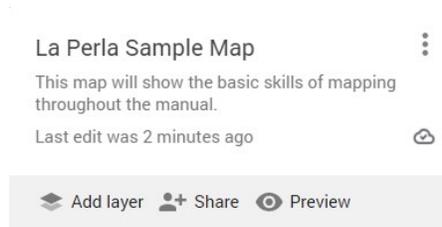
2. Click the words and a window should pop up: “Edit map title and description”



3. Give your map a title and a description of what the map may be used for. An example can be seen below.



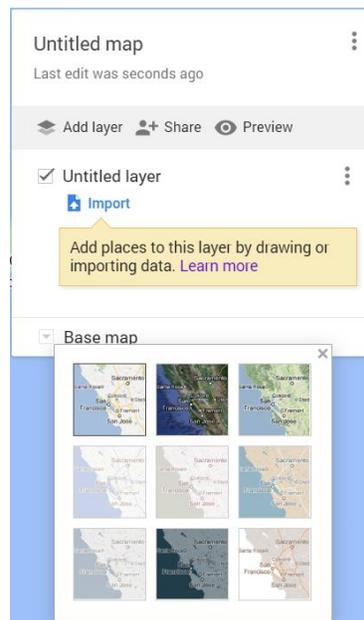
4. Click the save button, and the title should be in the top left corner.



Base Map Function

Before beginning to edit your map, choose a theme and color for the map. Begin by clicking the “Base Map” button in the top left under the title and the “Untitled Layer”. Play around with the nine (9) mapping themes. Some helpful tips are listed below.

- The “Base Map” button and mapping themes



- The “Satellite” option allows the user to more clearly see exactly where and how the terrain looks



- The three maps in the 2nd row allow for easy functions to be labeled, and no businesses or icons are in your way. The picture below is an example of the “Mono city” base map.

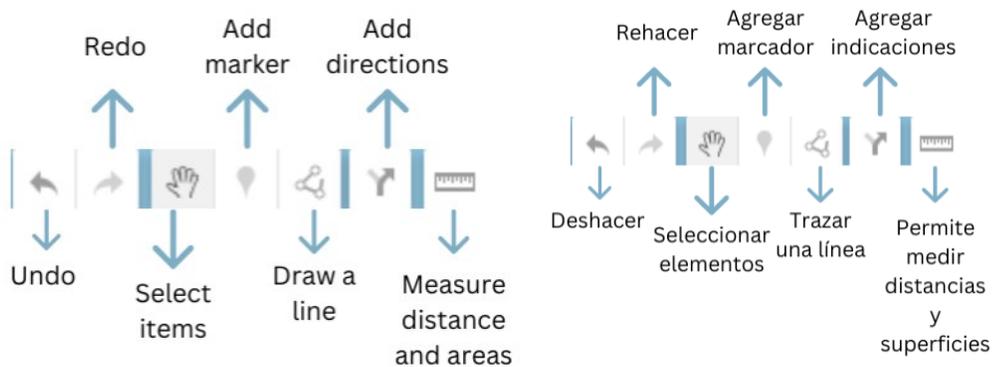


- The “Simple Atlas” theme allows for a basic look and still has the street names labeled.



Note: At any point throughout your mapping process, you can switch between these 9 themes, and everything will be saved. Different base maps can be helpful when completing different tasks.

The Taskbar



Markers

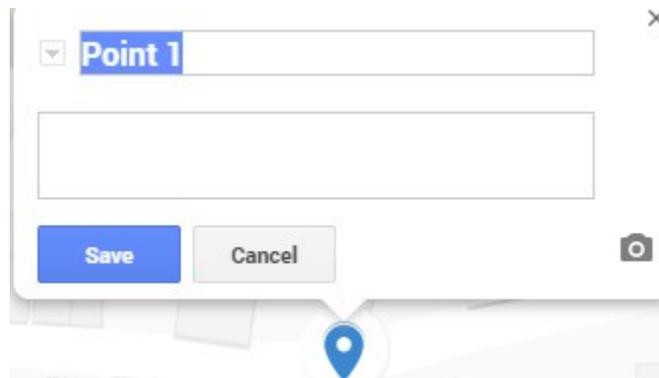
Markers can be used to help label almost anything within a community on a map. Some examples are as follows: where residents live, tourist attractions, art/murals, community areas, trash pickup, sign locations, evacuation hubs, etc.

Markers – Manual Placement

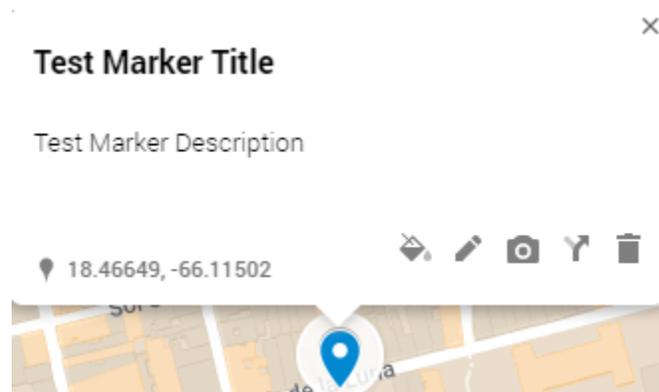
1. Add a marker by clicking the “Add marker” button in the taskbar.



2. Then, in your desired location, click to add a marker.
3. Label the Title of the marker, and you can add a description as well in the box below.



4. When done with the above steps, click the “save” button to save the marker to your map.
5. At any point, you can delete markers by clicking on them, and then selecting the trash can in the lower right corner of the marker box.

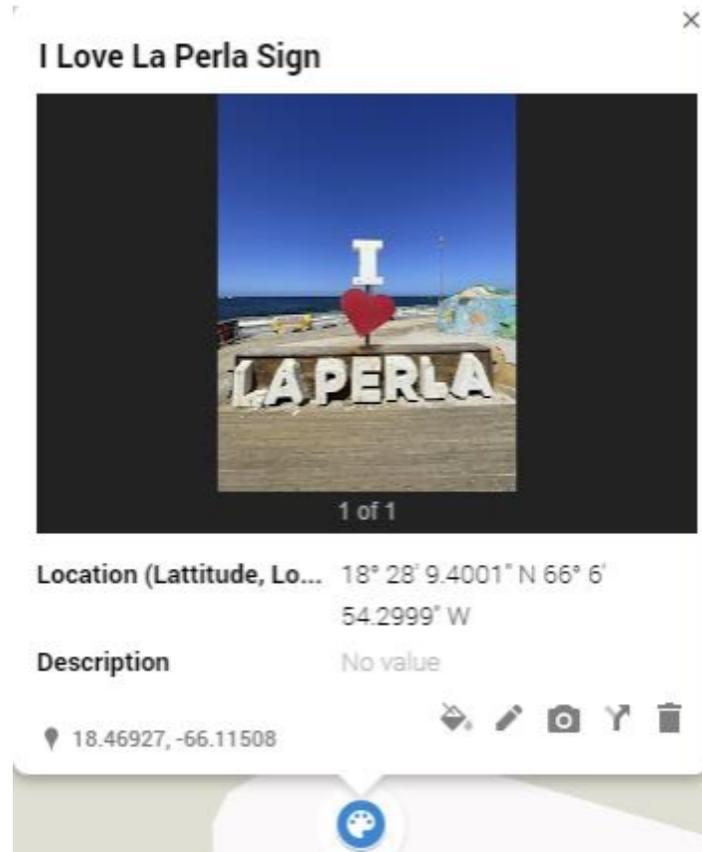


Once a marker is created, there are different features you can add to it, as seen in the picture above.

Upload Pictures/Video - if your marker requires visuals, this is the way to add them to each marker

- i. Select your saved marker.

- ii. Click the “Add image or video” button (camera icon) in the middle of the lower right corner of the marker box.
- iii. Choose the image you want to add to your marker. This image can be from your saved photos, google drive, google images, or various other places.



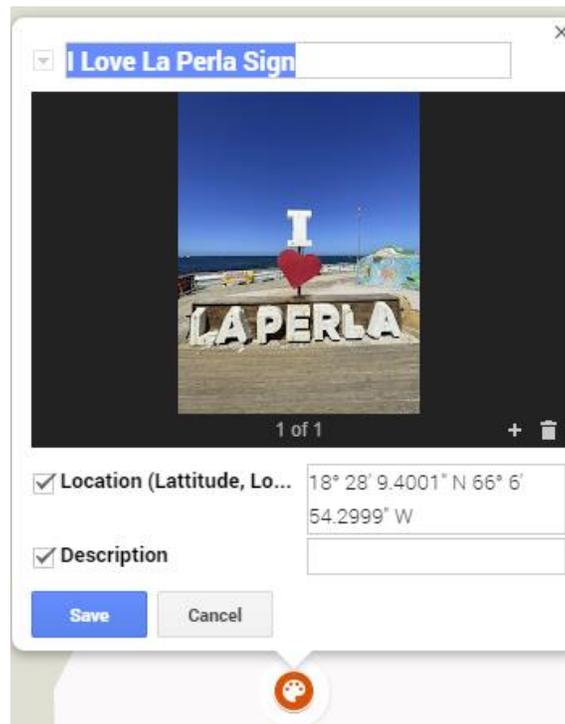
Style - change the icons appearance (emblem & color)

- i. Select your saved marker.
- ii. Click the “Style” button in the bottom right corner of the marker box.
- iii. A menu will open that allows for much more personalization of each marker. You can change the color of your marker as well as your icon based off of what the marker represents.
- iv. If you cannot find the icon that your marker represents, then click the “More icons” button to complete a more extensive search.
- v. You can also create your own custom icon by using an image you have saved to your computer. You can do this by clicking on the “Custom icon” button in the bottom left corner.



Edit – reediting your saved marker's title & description

- i. Select your saved marker.
- ii. Click the “Edit” button in the bottom right corner of the marker box.
- iii. This selection will allow you to edit the title and description of your currently saved marker.

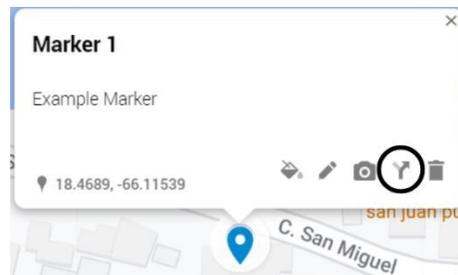


- iv. Once you are done with any changes to your marker, click the “save” button.

Directions – directions from saved marker to a place or another saved marker. These directions are similar to Google Maps directions. The directions feature will be explained further in this guide, this section will describe shortcut to use the feature by using a marker placed on your map.

**** If looking for walking or biking routes, these directions do not consider the possibility of alleys, smaller walking paths or other features within a community, instead the directions rely on the information given by Google Maps which do not always show shortcuts.****

- i. Select your saved marker.
- ii. Click the “Directions to here” button (arrow icon) in the lower right corner of the marker box.



- iii. Two options present itself:
 - a. Select another marker that you want to get directions too.
 - b. Search for a place under the newly created layer that you are working under. Select an option after searching.
- iv. Directions should automatically appear once you have completed one of the two options above.
- v. You can add a destination by clicking the “Add Destination” button.
- vi. Complete step iii again and an additional destination will be created.

Delete place – delete marker

- i. Select your saved marker.
- ii. Click the “delete place” button.
- iii. Your marker will be deleted.

Draw a line

The “Draw a line” feature can be used to highlight areas within a community (making a shape) & label different evacuation routes (lines). Some examples of how you can use this feature are as follows: outlines of sectors, evacuation routes, outlines of gardens, trash areas, & walking/bike/car routes.

Drawing a Shape

- i. Click the “draw a line button.”
- ii. From the dropdown menu, select “Add line or shape.”
- iii. Every click you make from here will begin creating your shape.
- iv. The shape will continue to be made with every click until the shape is completely closed.

- v. After the shape is created, colors, titles, descriptions, & pictures/videos can be added by selecting the created shape.

Drawing a Line

- i. Click the “draw a line” button.
- ii. From the dropdown menu, select “Add line or shape.”
- iii. Every click you make from here will begin creating your line.
- iv. When you are ready to finish the line, press the enter button on your computer and the line will be complete.
- v. After the line is created, colors, titles, descriptions, & pictures/videos can be added by selecting the created line.

Note: Drawing a line is very useful when implementing an evacuation route plan. Reference the example below regarding evacuation routes.

Adding Driving/Biking/Walking Route **(Evacuation/Travel Route Tool)**

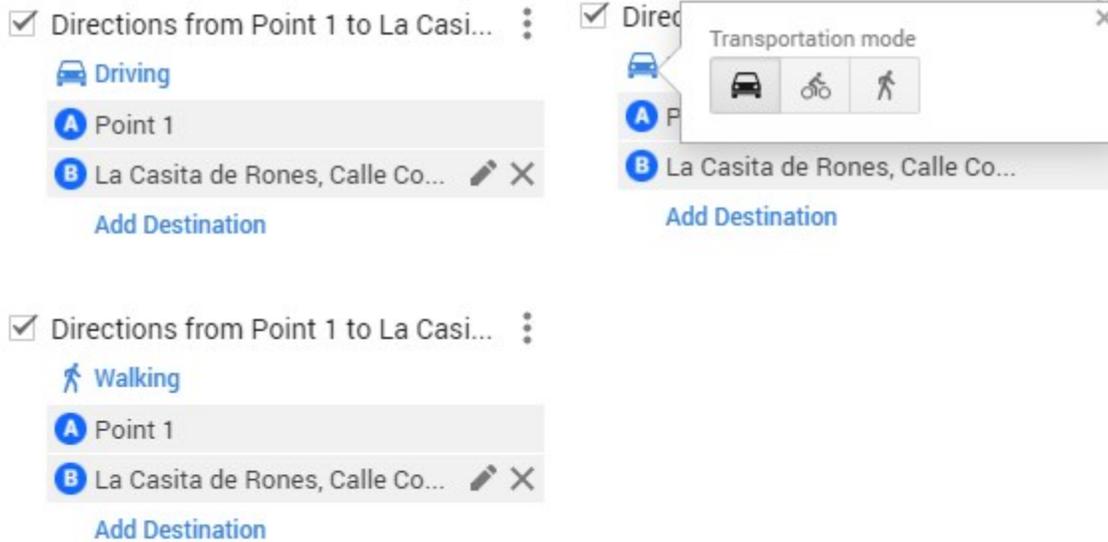
- i. Click the “draw a line” button.
- ii. From the dropdown menu, select “Add driving/biking/walking route.”
- iii. Select the desired start location of the route you are creating.
- iv. Continue to select the route you want to travel until you have reached your destination.
- v. Once complete hit the “enter” button on your keyboard and the route will be labeled starting at “A” and ending at “B.”

Other Features

Some other features include the “directions” button and the “measuring distance and areas” button. The “directions” button allows you to select how to get from one place to another. You can also select from one saved marker to another. The “measuring distances and areas” button does exactly what it says; it measures the distance selected on the map or the area outlined.

Directions

- i. Click the “Add directions” button.
- ii. A new layer will be created with a point A and point B blank box.
- iii. Use point A and B boxes to label your desired start and end location. 2 markers can be selected, one marker and one place, or two places can be selected.
- iv. Once the route is given, you can select which type of transportation method (walking/biking/driving directions) by clicking the blue text as seen below.



**** If looking for walking or biking routes, these directions do not consider the possibility of alleys, smaller walking paths or other features within a community, instead the directions rely on the information given by Google Maps which do not always show shortcuts.*****

Measuring distances and areas - distances

- i. Click the “Measuring distances and areas” button.
- ii. Click where you desire to start measuring.
- iii. Continue to click to extend your measuring tool until you are satisfied.
- iv. The final number is your total distance measured (in meters).
- v. If at any point you want to start over, click the escape button, and repeat these steps.

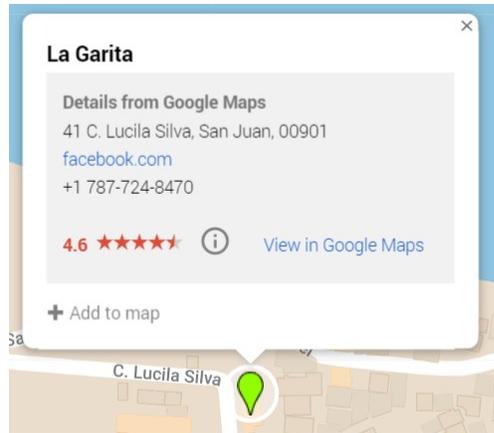
Measuring distances and areas - areas

- vi. Click the “Measuring distances and areas” button.
- vii. Click where you desire to start measuring.
- viii. Continue to click the area you want to measure until you close the shape.
- ix. Your final click should create a newly shaded area in blue that will have your total distance measured (in meters), and your area (in hectares = 100 acres or 10,000 square meters).

Important Knowledge

Addresses

Addresses can be used to place markers at exact locations. In Google My Maps you can search the name or address of a location and a marker will appear on the map and all you must do is press the “Add to map” button, shown below. The main drawback appears when an area does not have established addresses, the use of Latitude and Longitude is needed.

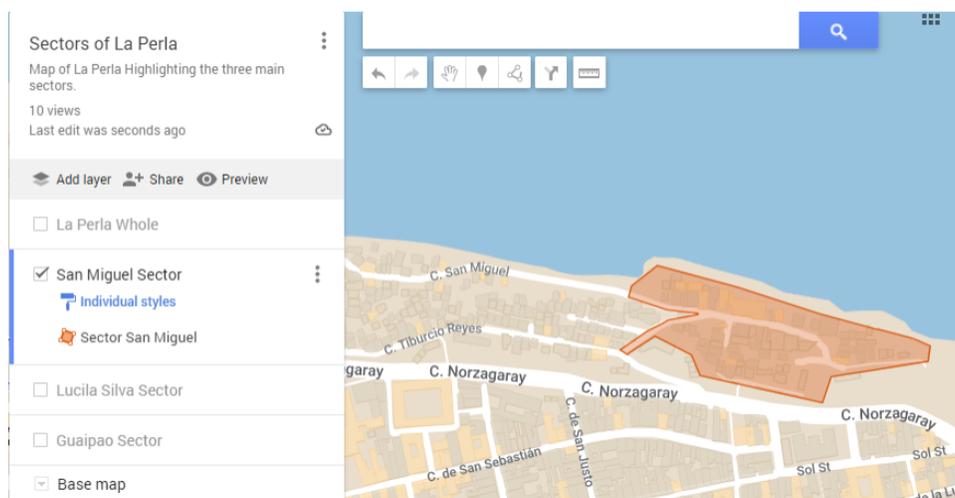


Latitude & Longitude

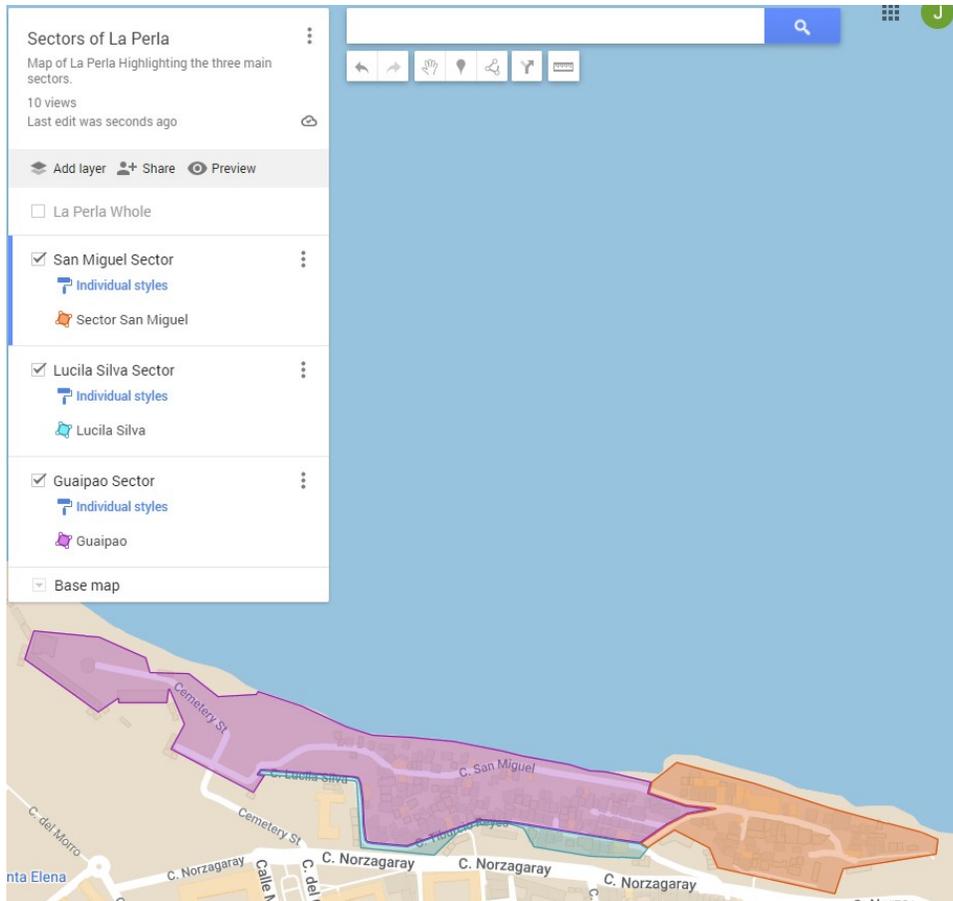
Latitude and longitude are a common way of finding an exact position of someone or something on a map. Especially, when there are no official addresses. Every position on earth has an exact latitude and longitude, and you can find where that is by using the compass on your phone. This feature will be helpful when adding markers to locations that you may not know exactly where they are located (refer to “Using Google Sheets” section below). You can also search with latitude and longitude coordinates as seen below.

Layers

Layers are a collection of data that is on the map and are used to organize information by categories. Layers allow for more flexibility within Google My Maps. Assigning different objectives to different layers lets a map begin to grow. Refer to our sectors map below.



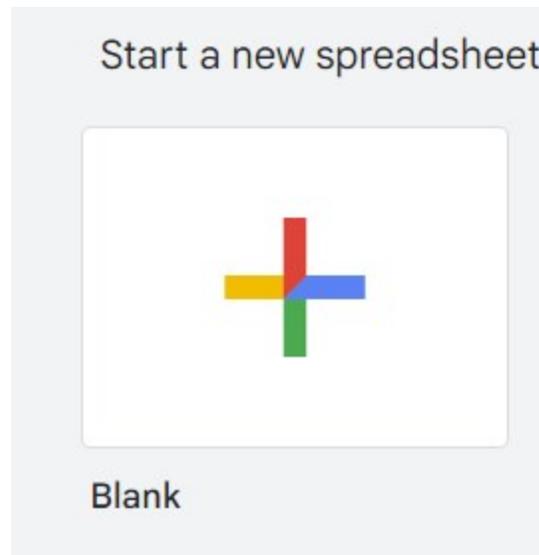
The San Miguel sector is the only selected layer, so this map highlights that sector only. If we want to see all sectors, we select all the layers, and then all 3 sectors will be seen (see below).



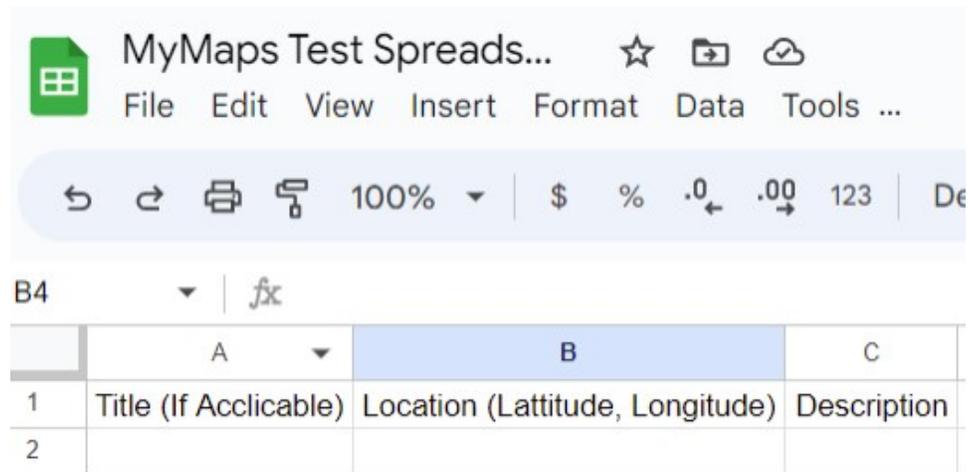
Using Google Sheets

Google Sheets is a free web-based spreadsheet application offered by Google; a Google account is required to use it. Each spreadsheet created is private and not accessible to the public. Spreadsheets can be shared for collaboration; collaborators must also have a Google account to access Sheets. For mapping, Google Sheets can be used to collect information digitally and can be imported into Google My Maps. With the use of addresses or latitude and longitude, markers will automatically be created rather than manually entering the markers and any additional information wishing to be shown.

- i. Access Google Sheets by searching: "Google Sheets" on your web browser. Or access by using the link: <https://docs.google.com/spreadsheets/u/0/>
- ii. A Google account is needed to access Google Sheets. Please refer to the section "Login to Google Account."
- iii. If there is a spreadsheet that already exists, you can ask the owner to share it with you and skip to the next section "**Importing Google Sheets to My Maps**". The following steps will outline how to create your own spreadsheet.
- iv. Select a new blank sheet.



- v. Title the sheet as you wish by clicking on “Untitled spreadsheet” in the upper left corner.
- vi. Create columns based on the information you are trying to organize. One example is if you are keeping track of artwork/murals in La Perla you may have titles similar to the picture below.



Note: The most necessary information is a title and latitude & longitude or an address. Once these topics/columns are labeled the other columns are completely up to you.

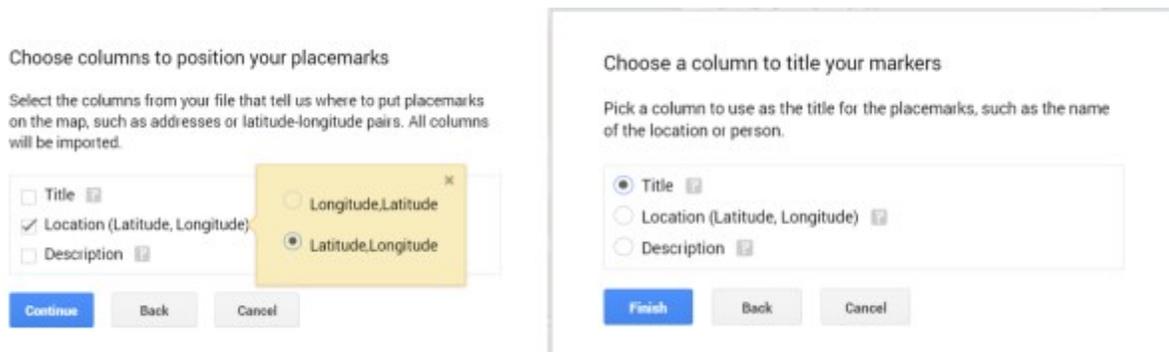
- vii. Organize the information. Each row is going to be a new marker.

Title	Location (Latitude, Longitude)	Description
El Bowl & Artwork	18.46919364297407,-66.11489301553566	Camera
Concha San Miguel	18°28'6" N 66°6'49" W	Art
Slaughterhouse	18°28'7" N 66°6'51" W	Tourist Area
Future Painted by Them	18°28'6" N 66°6'52" W	Mural
Vaca Iguana	18°28'9" N 66°6'53" W	El Bowl Painting
Salsa Artists Wall	18°28'9" N 66°6'52" W	Mural
Ismael Rivera Hood	18°28'9" N 66°6'52" W	Car Hood Painting
Slaughterhouse Coqui	18°28'8" N 66°6'51" W	Painting on back of Slaughterhouse

viii. Refer to the next section to import the Google Sheets into your my Map.

Importing Google Sheets to My Maps

- i. To add data to the Map, you need to first create a new layer, to do so click on the button “add layer” in the left-hand side dialogue box.
- ii. Once a new layer is created, to add the data from the spreadsheet, you will click the button that says import and a dialogue box will appear with 3 options, “Upload”, “Google Drive”, “Photo Album”.
- iii. Click on the Google Drive box which will bring up all the Sheets within your google drive, select the sheet with the data that you wish to map.
- iv. Once the sheet is selected the box below will appear. It is important to make sure that the box for Latitude and Longitude or addresses are selected because that is how My Maps will know where to place the markers.



- v. Hit continue once you have the addresses and/or latitude and longitude selected. The next box that will appear will ask you which column from your data set you would like the title of the markers to be. Choose the column that will best describe the data being mapped.

Choose a column to title your markers

Pick a column to use as the title for the placemarks, such as the name of the location or person.

Title ?

Location (Latitude, Longitude) ?

Description ?

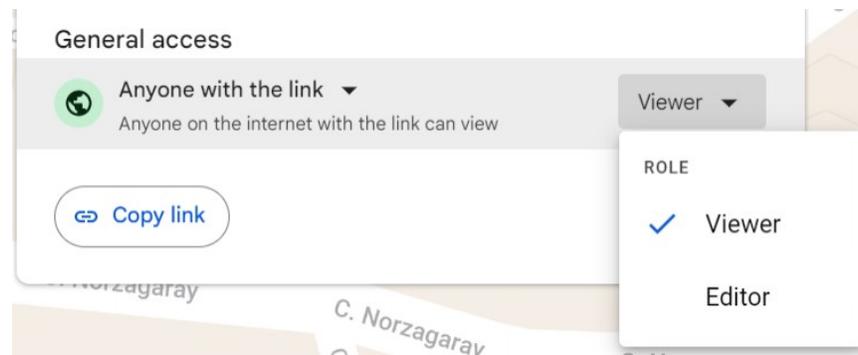
Finish Back Cancel

Note: The question marks will show you what data you are selecting. In this example the question marks indeed show the titles of the markers, so that is what we want to select for this step.

- vi. Once you select “finish”, the points will be added to the map.

Sharing Maps

You can share your map at any time. Some choose to wait until the map is finished to share and allow more people to have access, while others can collaborate and work together on the same map. You can share a map to be viewed only and not edited or an editable map open for collaboration.



There are at least 2 ways you can share your map, through Google and by using a link, both ways are detailed below.

Sharing Maps – Option 1 (Gmail)

1. Click the share button in the upper left corner.
2. If you would like to share your map via Google Drive, click the share on Drive button.
3. The person/people you share this map with must have a Gmail address.
4. Once you type in Gmail address, click “done” & your map should be shared.

Sharing Maps – Option 2 (Copying link)

1. Click the share button in the upper left corner.
2. Set settings so they match the picture below.

Share map

- Anyone with this link can view
- Let others search for and find this map on the internet
- Let others see your name and photo on this map

Note: If you want the public to be able to access your map, you can select the option to “Let others search for and find this map on the internet”.

- To share your map by copying the link, click the copy button as seen below (2 rectangles in upper right corner of screenshot).

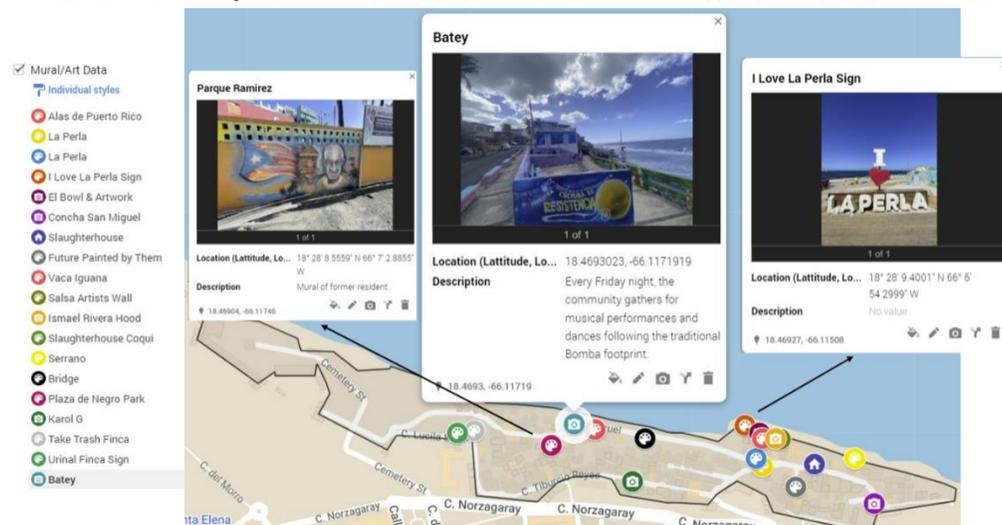


- Once the link is copied, you can text, email, WhatsApp message, and share this link as you please. This link goes right to the map that you have created.

Results of Our Mapping

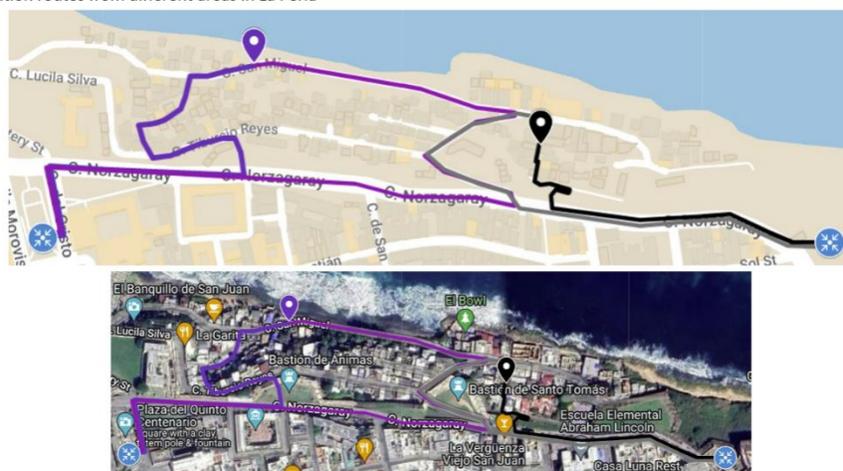
Our Team has been able to produce mapping templates and give training sessions on Google My Maps for our sponsor, La Fondita de Jesus, and the community of La Perla. In both training sessions, the introduction to creating maps and learning about free and easy-to-use software, talk began about how mapping can be beneficial and how they may start to implement it into their community enhancement missions. Our training sessions followed this guide, and all the information talked about during these sessions are written down to help remind those who attended on the functions and options of Google My Maps. It is our recommendation that those who attended the training sessions still read through this guide before every future training session to make sure functions and steps are not missed.

Art & Mural Map - Interactive map that highlights the beauty of La Perla through art, murals, and tourist attractions



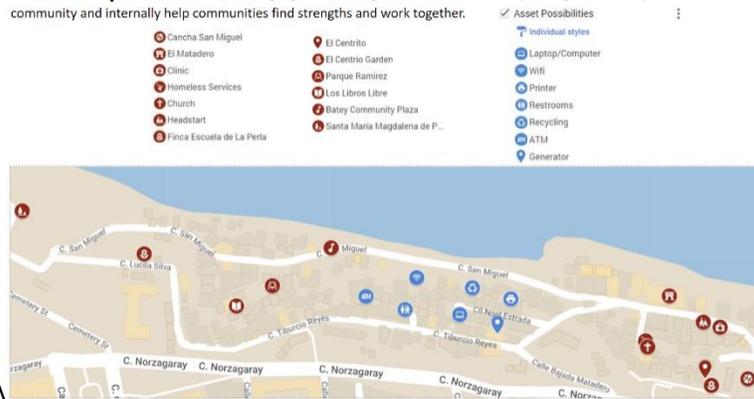
Art and Mural Map of La Perla highlights the powerful and inviting artwork around the community

Evacuation Route Map - Interactive map that begins to organize possible driving and walking evacuation routes from different areas in La Perla



The La Perla Community Board expressed a need for evacuation routes, this is an example created by the Team to show how they can fulfill their need.

Asset Map – Interactive map that highlights the strengths of La Perla. Asset maps change outside impressions of a community and internally help communities find strengths and work together.



The Asset Map of La Perla



The team gives a final presentation to our sponsor, La Fondita de Jesus, followed by a training session.