

Intro to Google Maps

Google Maps - Intro to Google Maps - Computer Lab Class

Google Maps allows you to make personalized maps which are multi-layered and editable. You could, for instance, create a map where one layer has your favorite Apache Junction restaurants, one layer has sights you want to see while here, one layer has your favorite shopping places, etc. Each layer can be turned on or off at will and the map will allow you to have multiple layers and any combination of layers showing at the same time. The outline for the class is as follows:

- Beginning a personalized map
- Add directions to your map
- Active vs visible layers
- Create individual map layers
- Show a specific layer or layers on your map
- Color code each individual layer
- Add and delete items or locations in a layer
- Step-by-step directions
- Delete entire layer
- Add comments to a specific location
- View comments or location names on the map
- Save your map for further editing, additions or use
- Print your map.
- Share your map with others
- Delete entire map

Class Content

Google Account Setup

- [Open your web browser and type “Google account”](#) in the address bar then press “enter”.
- Scroll down to find the page titled “Create your Google account” and open it.
- Follow the prompts to create your account.
- **STORE YOUR PASSWORD AND USER NAME IN A SAFE PLACE WHERE YOU CAN ACCESS IT.**

Beginning a personalized map

- Open your web browser and type “Google” in the address bar
- Sign in to your Google account with your password and user name.
- Type “Google Maps” in the address bar then press “enter”
- Scroll down to find the page titled “Google Maps” and open it.
- You should see a map of the US on your screen and a text entry box in the upper left hand corner with a blinking cursor followed by the words “search Google maps”. To the left of the cursor are three horizontal lines. This is your menu button. Click the menu button and your Google maps menu appears.
- Click on “Your Places” and the Your Places menu box appears.
- You will see four tabs on the Your Places menu box.
- Labeled - Click on this tab to reveal all the locations you have saved with a special label.
- Saved - Click on this tab to reveal all the locations you have saved without a special label.
- Visited - Click on this tab to reveal all the locations you have physically been to with your device.
- Maps - Click on this tab to reveal all your saved maps and to start a new map.
- Click on the “Maps” tab, then click on “Create Map” at the bottom of the Maps menu. You now have a map sheet of the US with a text entry search box, several buttons below the search box and a map control box on the left to control map title and map entries and layers.
- Currently your map is untitled. Click on “Untitled Map” and give your map a name. Now click in the box under description and give your map a description, now click “Save”. The map control box appears with your maps new name and description.
- Click on “Untitled Layer” in the map control box and give your layer a name, now click “Save”.
- Choose a location to add to your map by typing the location name into the search box. Click on “add to map” to add a pin at that location on your current layer.
- Choose another location by typing the location name into the search box. Click on “add to map” to add a pin at that location to your current layer.

Add directions

- Click the “Add Directions” icon to create a directions layer.
- Make the directions layer active by clicking somewhere in the directions layer box
- Click on the map pins to order the locations

Active vs visible layers

- To make a layer visible put a check mark in the small box to the left of the layers name.

-To make a layer the active click in an unoccupied area of the layers box. The active layer is the only layer that is editable and is designated by a vertical blue line to the left of the layer information.

Note: All layers or any combination of layers can be visible but only one layer can be active at any one time.

Create Individual Map Layers

- Click on the “Add Layer” button
- Your new layer appears under the existing layers as an untitled layer.
- Change the layer name and description as before.
- Add locations and directions as before

Showing a specific layer or layers on your map

- Remove check mark from the small box to the left of the layer name to hide the layer.
- Insert check mark in the small box to the left of the layer name to reveal the layer.

Note: you can hide or reveal any layer or combination of layers you wish

Color coding and customizing location pins

- You can change the color and appearance of the pin by either hovering your mouse pointer to the right of the location name in the map control box and clicking on the paint can that appears or clicking on the map pin and clicking on the paint can that appears at the bottom of the pins information box.

Add and delete items or locations in a layer

- To add a location to a location layer first make that layer the active layer, then type the name of the location in the search box as before, or place a pin at that location on the map. If you place the pin directly, don't forget to name it and save it.
- To add a direction leg to a direction layer, click on “Add Destination” in the map control box as before, then click on the new locations pin on the map.
- To delete a location from a location layer right click on the locations pin on the map and click on “delete”, or left click on the locations name in the map control box to open the locations information box and click on the garbage can in the lower right corner. Both the pin on the map and the location in the location layer go away.
- To delete a direction leg from a direction layer make sure the layer is active, then hover over the direction leg in the map control box and click on the X that appears to the left of the direction leg, or right click on the map marker for that location and click on “delete waypoint”. To delete the whole route click on “delete route”.

Step-by-step directions

- Left click on the three small dots to the right of the direction layer and click on “Step-by-step directions”

Delete an entire layer

- Make the layer you want to delete active
- Left click over the three dots to the right of the layers name and click on “delete this layer”

Add comments to a specific location in a layer

- Click on the location name in the location layer or click on the locations pin on the map.
- Click on the small pencil icon in the lower right side of the locations information window. The empty box below the locations name is the comments box. Click anywhere in the box to place a cursor for typing. Type the comment, click save and click the X in the upper right corner to close the edit box. You can also change the name of the location from here.

Viewing comments or location names on the map

- Make sure the location layer is active
- Click on the small paint roller icon labeled “Individual Styles” below the name of the layer.
- Click on the double sided arrow in the box below the “Set Labels” option
- Choose either “No Labels”, “Name”, or “Description”
- Click the X in the upper right corner to close the option box.

Save your map for further editing, additions or use -

Your map is automatically saved as you create it.

Print your map

- Unfortunately the print function is very poorly designed and only allows a screen shot of the current map.

Share your map with others

- Click on the “Share” option next to the “Add layer” option
- Click the “change” button on the “who has access” option:
 - ”off-specific people”
 - Type the names or email addresses of the people you want to receive your map in the “invite people” text box and choose whether they can view the map or edit the map.
 - ”on-anyone with the link” - Send or give the link to the map to whomever you want to be able to view it.

Deleting a map

- Left click on the three small dots to the right of the maps current name and click on “delete this map”.