Tutorial: Google Map Basics

*Adapted from **Knight Digital Media Center Multimedia Training***

(Google Maps also has a good interactive tutorial and there are lots of video tutorials on YouTube as well.)

Step 1: Getting there

Go to Google.com and sign in. It works best to use Google Chrome for your web browser.

Step 2

Log in with your Google account.

Step 3

Click **Maps** in the top navigation. (or just go to: maps.google.com)
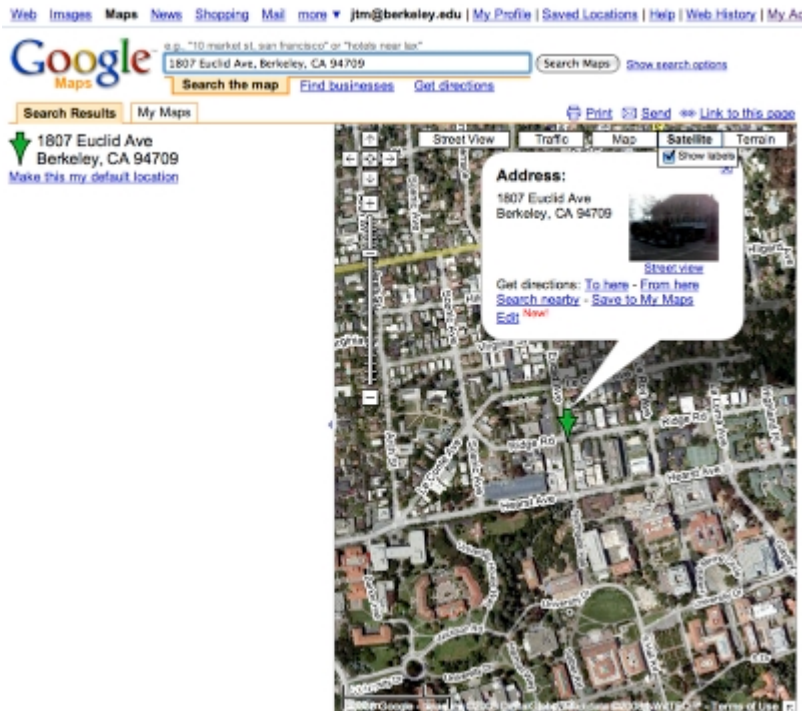
Step 4: Create your own map

At the top left under the GOOGLE icon, select "**MY PLACES**".

Then select: "**CREATE MAP**"

Name it and write a short description. Then click "**Save**" and "**Done**".

Step 5: Bring up a location

Enter the name or address of a location you want to map and then click the search maps button (for this exercise, choose a coffee shop, bar, or school).
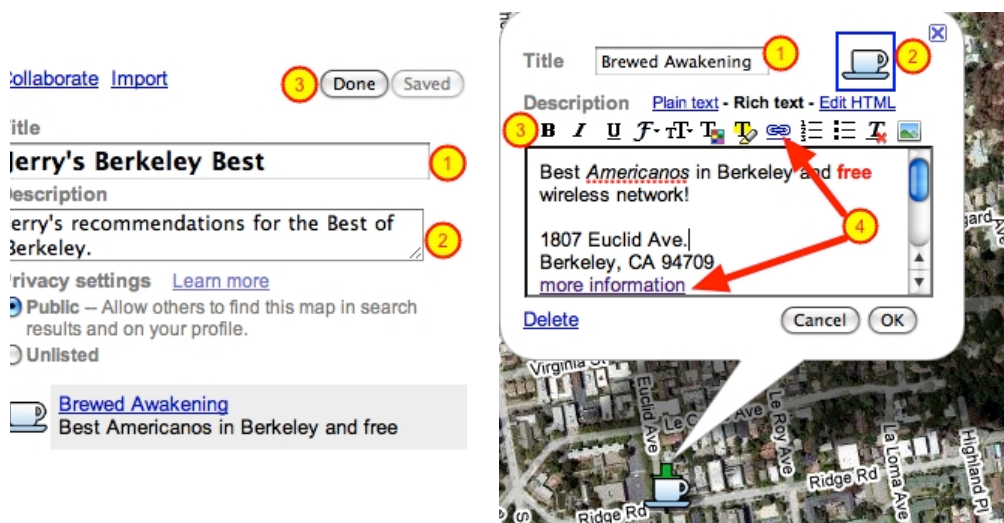

Step 6: Save it

Click on the location icon. In the location balloon click **Save to My Maps**. Select the name of the map you just created.

Step 7: **Formatting the pop-up window**

Now it's time to customize the information in the pop-up windows. For each place marker pop-up window in your map, you can add text, images, and video. You can also change the title and the icon symbol.

Click on your first icon.

- Select **Rich Text**

- Change the Title of the location if you want to (1),

- Click the icon and make a selection (2),

- Type something into the description box and use the text formatting tools (3) to change the appearance of the text.

- Use the link tool (4) to create a link to the Web site of your choice

- You can choose to leave or keep the **Place Details** info at the bottom of the window by clicking **Edit** and **Hide**. You can also get rid of just the photo by unchecking the **Show Photo** box.

Step 8: Adding photos

- Go online to find a photo to include in your pop-up window

- Right-click on the photo (for macs: command – click) and select: **Copy Image Location**

- On right of the pop-up window menu, select the photo icon and paste the image location in the window. Then click OK.
  (If you want to use your own photos, you need to upload them to a photo sharing account like flickr and then copy the image location URL.)

- Click OK, and then on the left click **Save** and **Done**

- Click **My Places** to take a look at your map

- Click on the **Edit** button to go back in and change anything

Step 9: Adding videos

(this can be buggy, but let's try it!):

- Search on YouTube for a good video to go with your location

- In the options under the video, click: **Share**; then select: **Embed**

- Under **Video Size**, select **Custom size** and type in 300 x 220 (you can enter whatever size you want)

- Copy the embed code

- Go back to your map (for the sake of this exercise, delete your photo so you have more space).

- Select **Edit HTML**

- Either underneath or above your text, paste the html embed code

- Go back to the rich text view to see if it worked.

Step 10: Find more locations!

Now, in the same map, find two more similar locations and create a pop-up window with text and either a photo or video (follow steps 5 – 10)

Step 11: Collaborate with others

Once you have created our map, you can invite others to collaborate on editing it. To do this:

a) Select your desired map name under **My Places** and click **Collaborate** (in blue) in the left panel. A dialogue box appears.

b) Enter or choose the following:
- **Invite persons as collaborators** - Enter the email address(s) of anyone you want to collaborate on your map.
- **Message** - Type the message you want to appear in the invitation to your collaborators
- **Collaborators may invite others** - Check this to allow your collaborators to allow other collaborators
- **Allow anyone to edit this map** - Check this to allow any Google Maps users to edit your map
- **Collaborators** - You can remove any or all collaborators

Click **Send Invitations**. Google Maps sends an invitation to any collaborators you specified.

And finally, Step 12

- Zoom in or out until you see the size view you want

- At the top left (next to **My Places**), select the link button.

- Select: [Customize and preview embedded map](#)

- Choose the dimensions you want (I'd go with large)

- Copy the code (you'll then paste it into your blog)