

Google My Maps

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For additional resources and tutorials, visit www.usmcdh.org

Overview

Space is critical to storytelling and how we think about the importance of places (e.g. major events, borders, landmarks, memorials). Maps can help us visualize geographically-driven data by plotting points, polygons, lines, networks, and other representations onto space. Data maps allow us to explore new questions about spatial data:

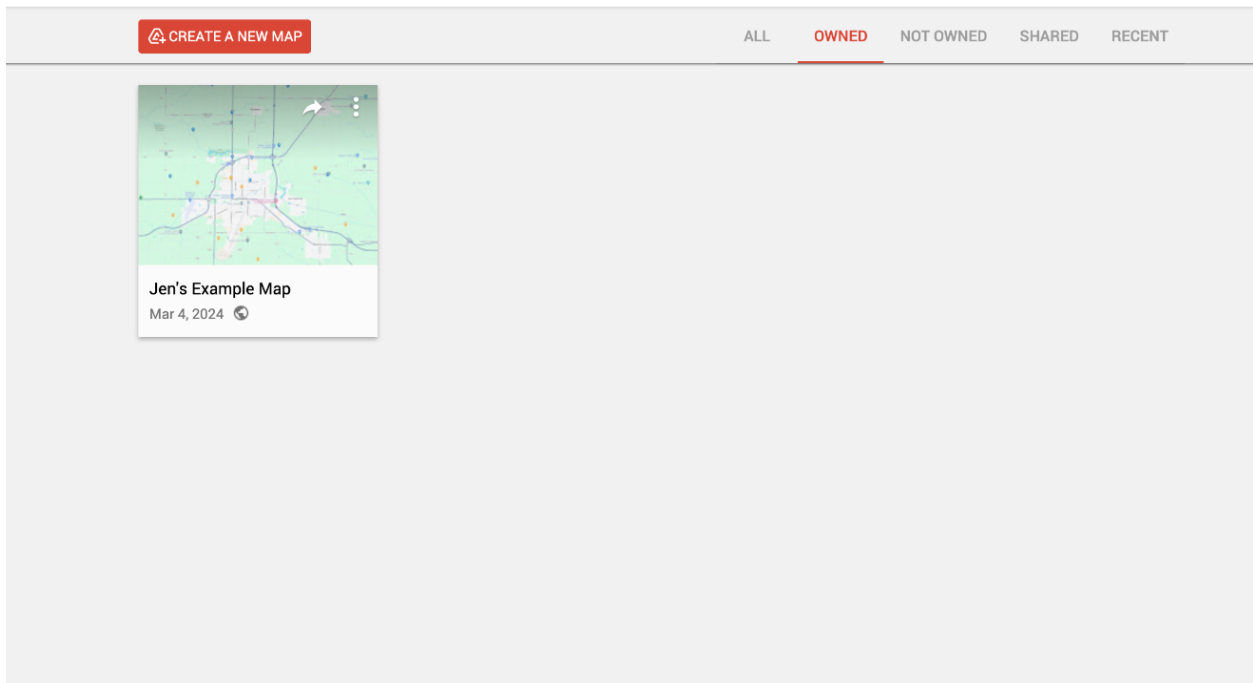
1. How do maps chart the movement of people, experiences, and ideas?
2. What do maps reveal about themes like social relations, political economy, power, and change?
3. How do maps allow us to visualize the relationship between people and their experiences “on the ground”?

Space is something that is created and recreated by humans. We embed meaning into space to make it significant to us, and that significance can shift over time (or carry different meanings to different people). Techniques like story mapping offer a medium for visualizing narratives across space by pairing written text/media with representations of space through maps. This tutorial will walk through how to create a basic map using Google My Maps.

Accessing the Google My Map Dashboard

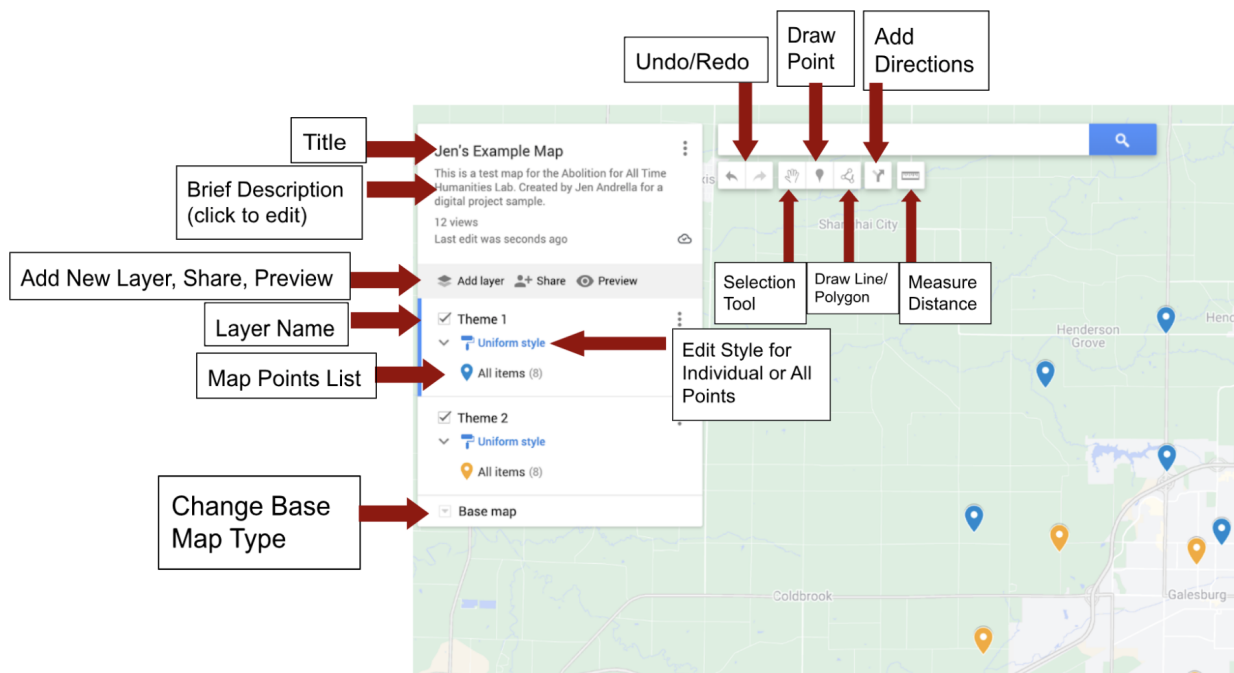
1. Note: Google My Maps requires a Google Account to use the platform.
2. Go to: www.google.com/mymaps
 - a. **Log in** to Google using your Google Account.
3. You will be directed to the **dashboard** where you can create a new map, edit existing maps, and edit maps that have been shared with you.

Google My Maps



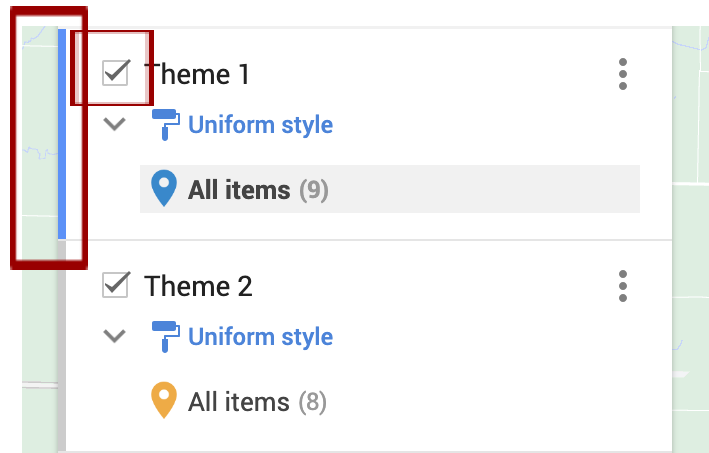
Creating/Editing a Map

1. Once you select whether you'd like to edit an existing map or create a new one, a new window will open where you can begin editing your map. ***Please note that if multiple people are editing the map at the same time, periodically refresh the page to see changes reflected. Google will automatically save your work.***

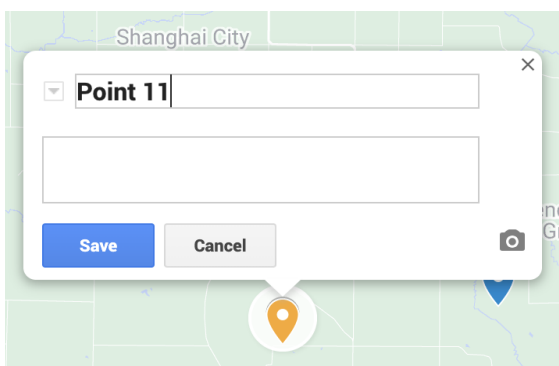


- **Title:** Click on the title to add a title to your map
- **Brief Description:** Click on the description area to add a brief description about your map. This will be publicly viewable.
- **Add New Layer, Share Preview:** Points/lines/polygons can be organized into layers that a viewer can toggle between. You can title each layer and add drawn elements *only while editing that layer*. If multiple layers are selected, drawings will appear for all selected layers.
- **Layer Name:** Can be a topic or theme for categorizing each layer.
- **Map Points List:** List of all added points, lines, and polygons added to the map.
- **Change Base Map Type:** Google maps offers several base map types such as a satellite view or options without borders/roads.
- **Undo/Redo:** Undo and redo changes made to your map.
- **Draw Point:** Add and edit a pin on your map.
- **Add Directions:** Add directions between places on your map.
- **Selection Tool:** Select and drag points, lines, and polygons already added to your map.
- **Draw Line/Polygon:** Draw a line or multi-sided polygon to your map. To close the polygon, overlap the end point with the start point.
- **Measure Distance:** measure the distance between two points on the map.

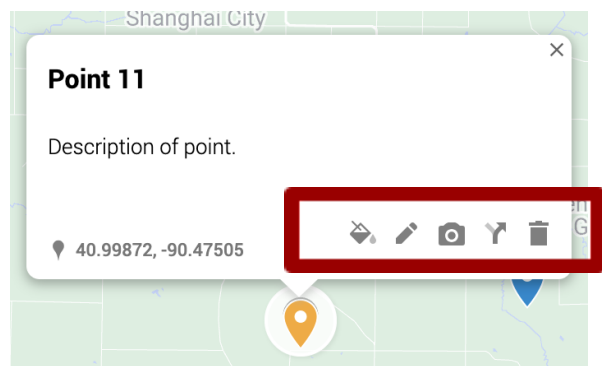
2. Click on the **Title/Description** area of your map to add these elements; they will be publicly displayed for anyone viewing the map.
3. You may start adding drawn elements (points, lines, polygons) to your map, but note that these will *only* be attached to the current **map layer**. A blue bar will appear on the left edge of the layer to show that you are currently editing that layer.
 - a. You can also toggle between layers appearing on your map by checking/unchecking the box next to the layer title.



4. When adding drawn elements to your map, the pop-up will first appear as a simple **text box** with an **add image** option. You may add multiple images and videos to your map. This media can be uploaded from your computer or added by URL link.
5. After clicking **Save**, more options will appear in the bottom right corner of the pop-up. The **paint can icon** allows you to change the style (color, icon) of the pin, line, or polygon.

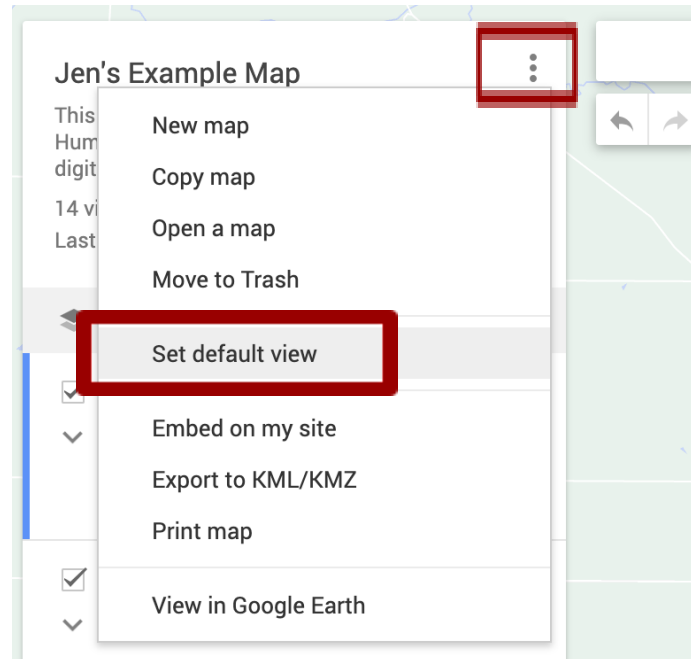


Initial pop-up



After **Saving**, more options appear

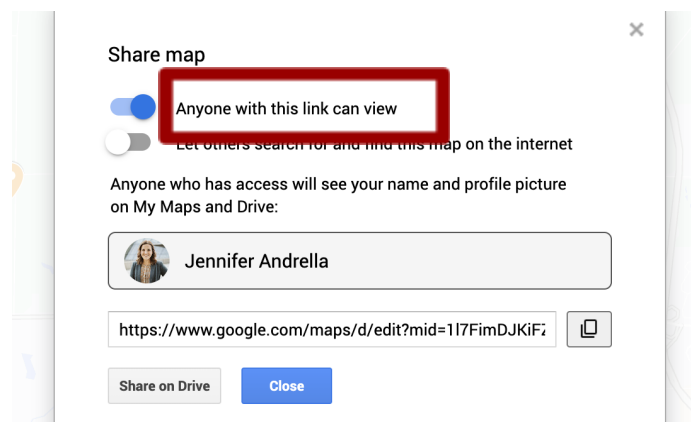
6. Drawn elements can be edited and adjusted around the map. Click on the **selection tool** first before selecting a pin/line/polygon to drag it to a new location on the map.
7. Lastly, be sure to set the **zoom level** to a setting that you like. Click on the **three dots** next to your title and then **Set default view**. This is how your map will appear to public viewers (they can also change their own zoom levels).



8. Preview your map at any time by selecting the **preview** option below your map description. A new tab will appear and show a public version of your map.

Sharing your Map and Adding Collaborators

1. To share your map, select the **Share** option below your map description to view options for sharing.



2. Your map is automatically set to share a link for *viewing only*. To share a link to **edit** or to **add collaborators**, select **Share on Drive** at the bottom left. A new pop-up will show new ways to share with others. Either add collaborators **by name**, or change **General access** to **Anyone with the link- Editor**. Copy the link and share with others!
 - a. **REMEMBER:** this link for editing is different from the public viewing link. The link generated in the preview step is a *viewable only* link.

