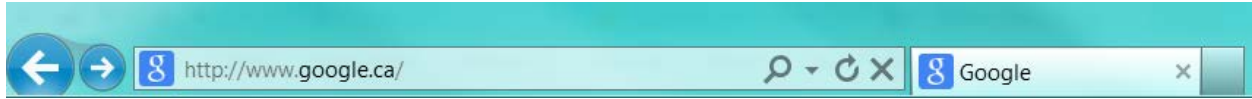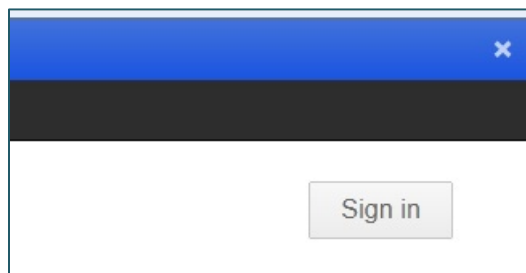## Google My Maps Introduction

1. Go to www.google.ca in any internet browser

2. To access the "my maps" portion of Google you need a Google account

3. In the top right hand corner there is a Sign In button. Click that button and from there you can log in with an existing Google account or create a new one.

4. You will be brought to another page with options, hit the "Sign Up" button if you don't already have an account.
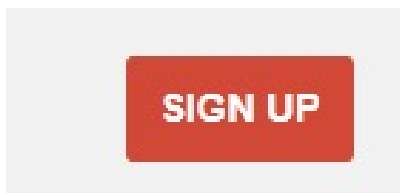
5. Fill out the basic information to create the account

Example for Step 5

Name

| First | Last |

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

| Month | Day | Year |

Gender

I am...

Mobile phone

Your current email address

Default homepage

6. Once completing the short fill in the blanks, you will have successfully created a Google account and will now have access to a Gmail email account as well.

Welcome!

Now you're ready to search, create, and collaborate across lots of Google products.

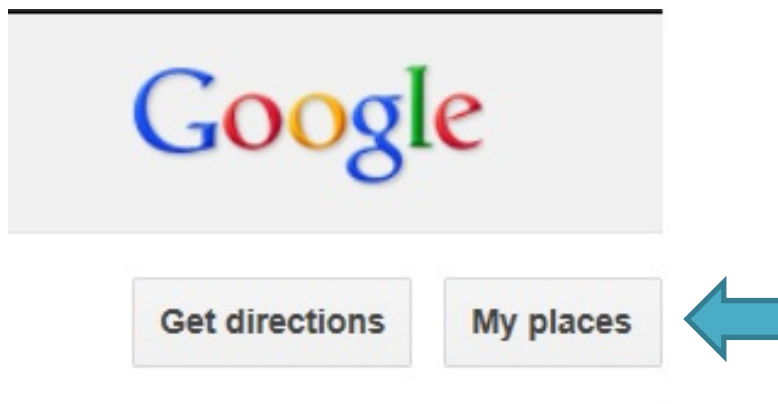Your new email address is communitygroup2013@gmail.com.

Thanks for creating an account. Have fun!

Get started

7. Click the "Get Started" button and it will take you back to the main Google page, from here you can now access "My Maps"
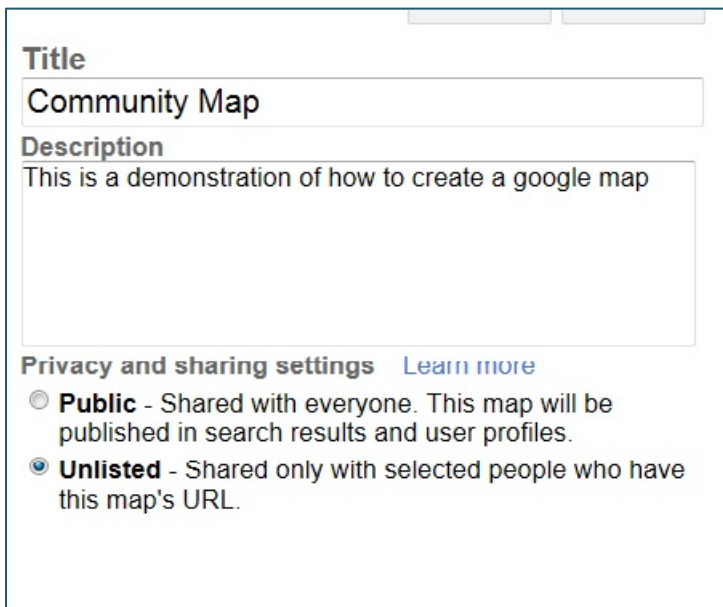
8. Click "Maps" located in the top menu bar

+You Search Images Maps Play YouTube News Gmail Drive Calendar More ·
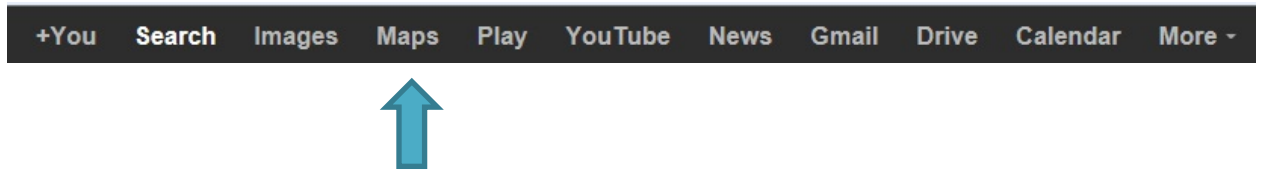
9. Choose the "My Places" button in the top left hand corner of the web page

Google

Get directions   My places

10. Click the Maps tab and then the "Create Map" button
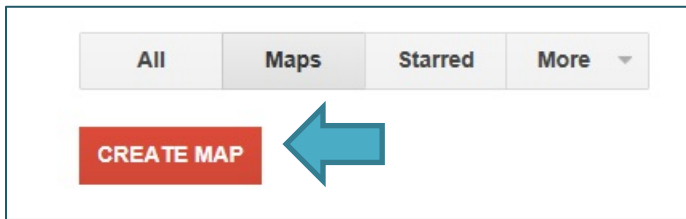
11. Choose an appropriate Title for the map, you can add a short description and choose the privacy and sharing settings. For selected people to be able to access the map, choose the "Unlisted option".

12. Choose Done after the title and description have been added. You can then hit the "Edit" button to start placing points of interest and line features.

13. While in an edit session you can place a point features, line, or polygon shape. The top menus bar on the map area is where you choose what feature you want to add.
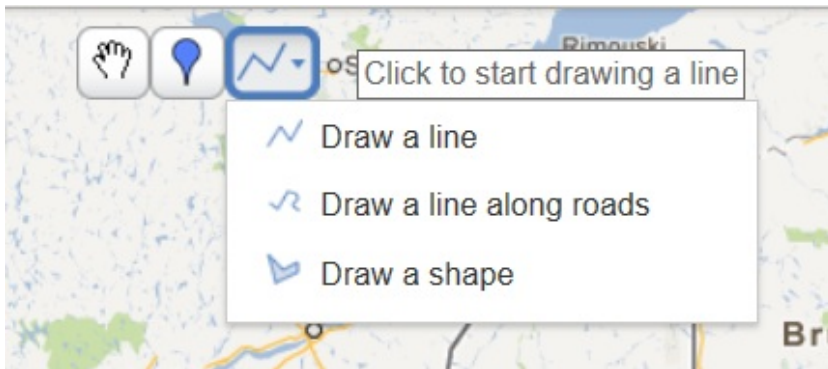
14. When you place a point, line or polygon shape, a dialogue box pops up where you can add a title and description.
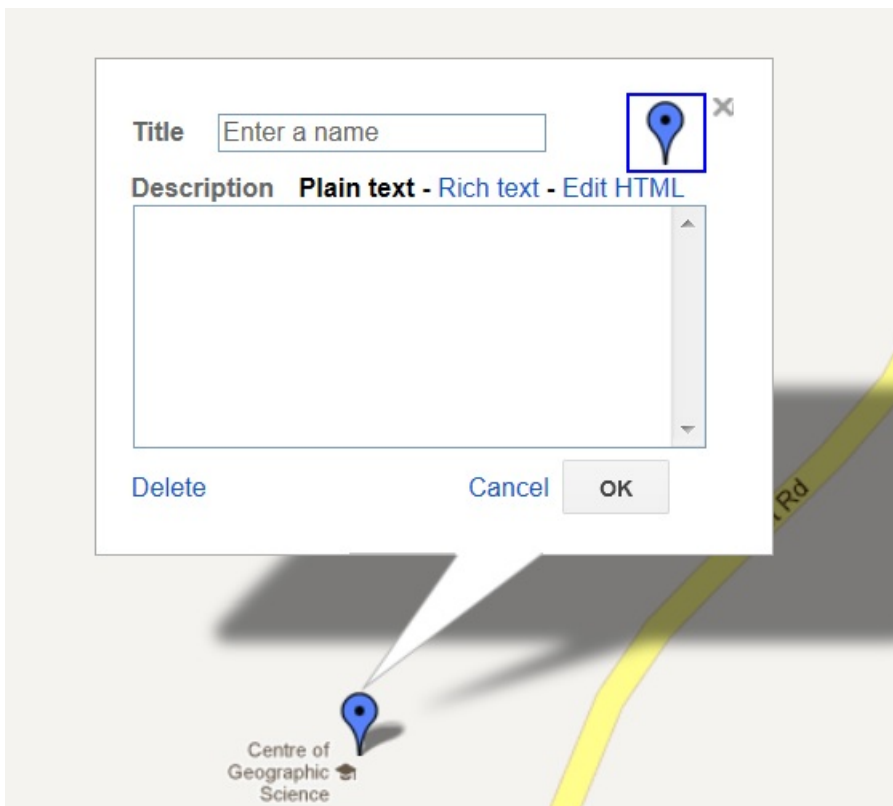
15. You can save changes to the map by clicking the save button by the title and description of the map.

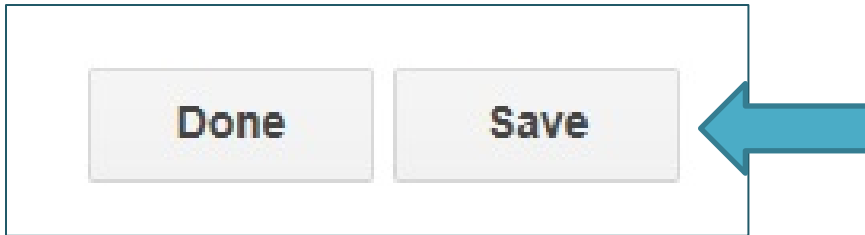16. To share the map with other members hit the collaborate button and it will prompt a easy to follow screen to invite collaborators. You can just enter email addresses in the box separated by commas. Warn the members your inviting that the email may go to their "Junk" folder so be aware of this potential issue.


17. By inviting multiple members, everyone can be adding and editing points at the same time on the same map. If you hit the browser refresh button, you will see updated changes.

18. To add pictures easily to a feature created, a photo bucked account is needed.

New to Photobucket?

Sign Up For Free

19. Go to http://beta.photobucket.com/ and either sign in with a facebook or twitter account, or sign up for a specific Photobucket account.

Don't want to remember another password?

f Sign In with Facebook

y Sign In with Twitter

or

Create your Photobucket Account

Username

Password

Re-type Password

Email

○ Male   ○ Female

Birth Date ❓

[Month] ▼   [Day] ▼   1999 ▼

ZIP Code

Slide the arrow so we know you're human!

→   →

Sign up

By clicking "Sign up", you agree to the Photobucket Terms of Use and Privacy Policy.

20. Fill in the information above and sign up for your free account. Then choose the "start uploading" button to add pictures to your account.

Welcome meganbfraser
You have no photos...

Start Uploading
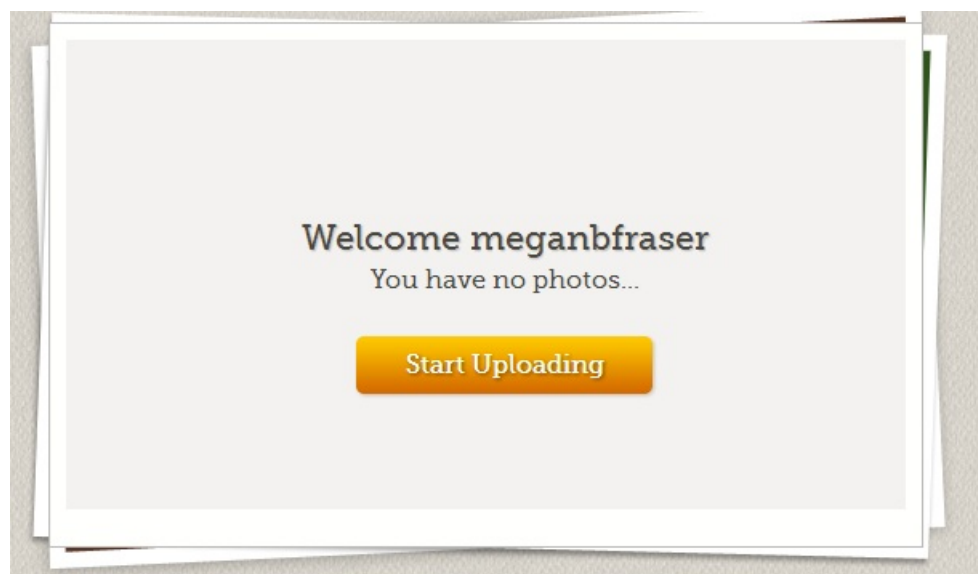
21. Browse for photos from your computer and upload them to your photobucket library. Once you have photos in your library, you can then add those to your Google point.

22. Double click the picture you are interested in and click the IMG code box. This will copy the code so you can paste it in the "rich text" part of the place marks dialogue box.
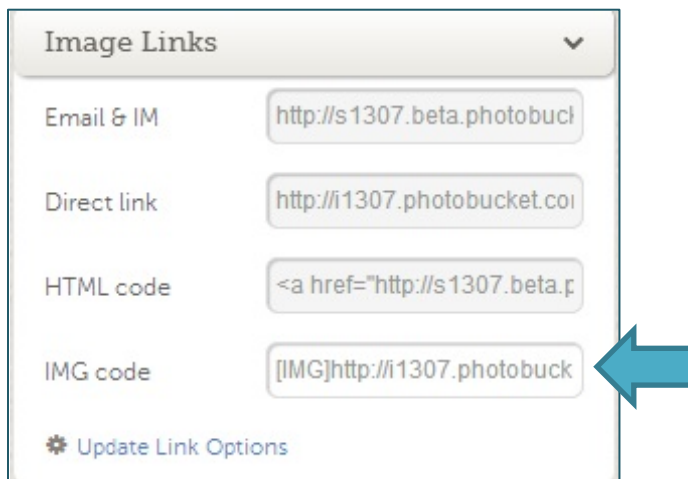
23. In an edit session, click on the place mark you want to add a picture to. Click the Rich text and then the picture icon. Then paste the IMG code from the step above. Remove the "[IMG]" from the end of the code and the very beginning, and click ok. You will now have a picture added to your place mark