

# Google Maps: My Maps Tutorial

*Please Note: registration is required.*

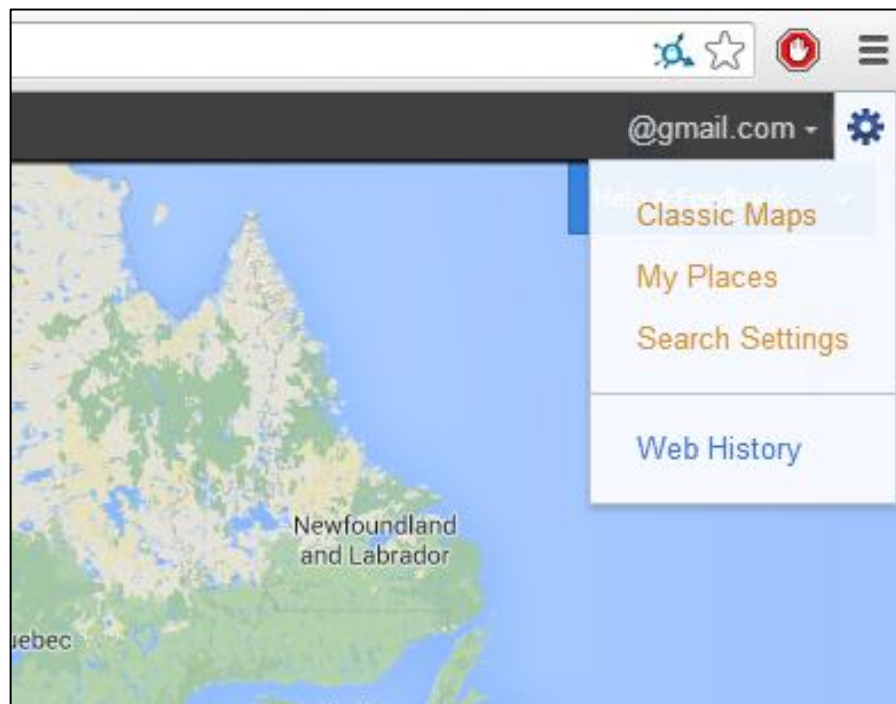
Google Maps' My Maps is an online application that offers the creation of personalized maps. Its most popular tool is the placemark feature, utilized by millions of people to create map mashups, or maps of points of interests. Additionally, Google Maps allows users to also mark their maps with lines, and shapes, as well as text, photos, and videos. In many ways it is similar to some of the map making features that Google Earth offers, however it is more conveniently accessible because it doesn't require a software download. Google Maps does however require free registration.

In this tutorial, we will take a brief look at the map making features in Google Maps' My Maps application. Although this is a fairly straight forwarded program, and without too many features, it is the most popular customizable map making application used by library staff and their users. The San Diego Library (<http://www.sandiego.gov/public-library/locations/>), is an example of one that had created a map of its locations and embedded into their webpage.

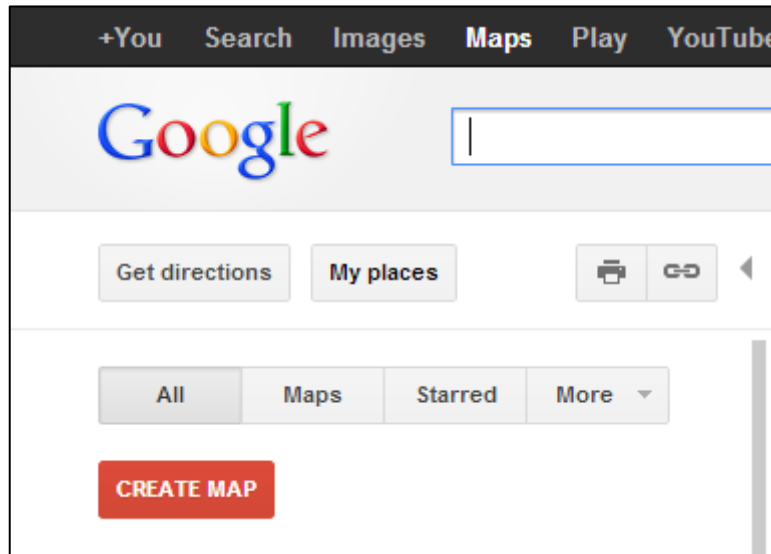
## Getting Started

### 1. Google Maps

Visit the Google Maps webpage at <http://maps.google.com/>. Click on the top left **My Places** link. If you haven't logged in yet, do so now.

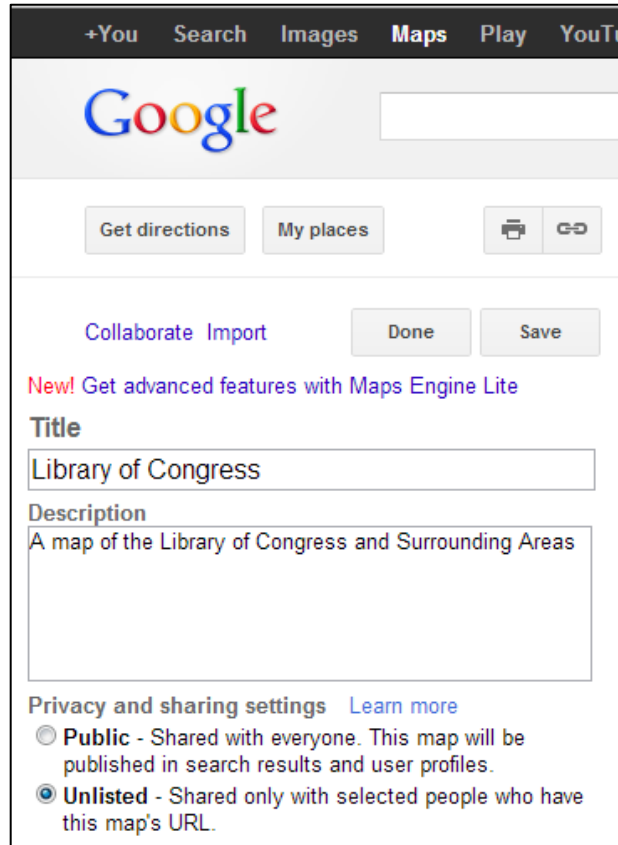


2. Click 'Create Map' to create a new map.



3. Create a Title

Provide a title for your new map (Library of Congress), add a description (A map of the Library of Congress and Surrounding Areas), make the map unlisted and then select 'Done'.



4. Now we will edit the map and add our personalized features to it. Click on the Edit button.

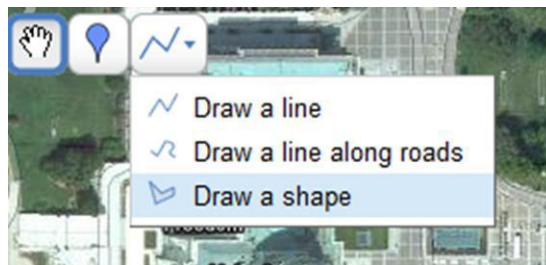
#### 5. Create the Map's Scope

We need to zoom into the Library of Congress district. In the search box type: Library of Congress, Washington. Click on Search Maps and zoom into the library buildings.



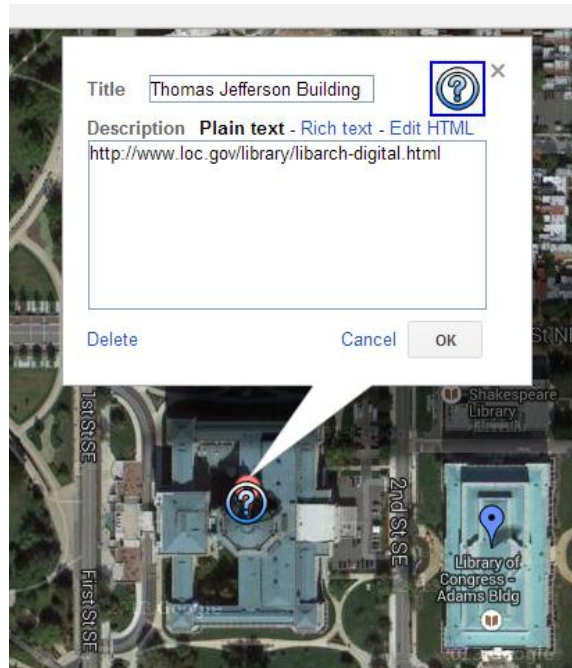
#### 6. Tool Options

In your map view, there are three tools at the top of the map: pan, placemark and drawing. Click on the placemark tool and add a placemark for each library building with appropriate titles for each of them: **Thomas Jefferson Building** (1st Street SE, between Independence Avenue and East Capitol Street). **James Madison Memorial Library** (First and Second Streets on Independence Avenue SE). **John Adams Building** (between Independence Avenue and East Capitol Street on 2nd Street SE).



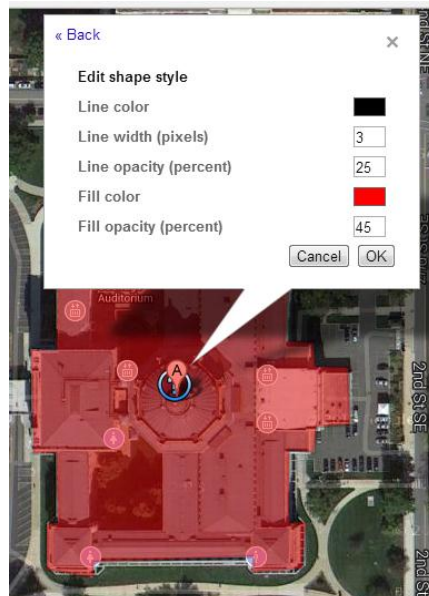
## 7. Editing Placemarks

Now we're going to edit the Thomas Jefferson placemark. Double click on the Thomas Jefferson placemark that you created and in the description box, add a link to the Library of Congress Digital Collection: <http://www.loc.gov/library/libarch-digital.html>. Also, change the placemark icon to a question mark (click on the icon to open a selection of symbols). *Note that you are able to import your own symbols as well.*



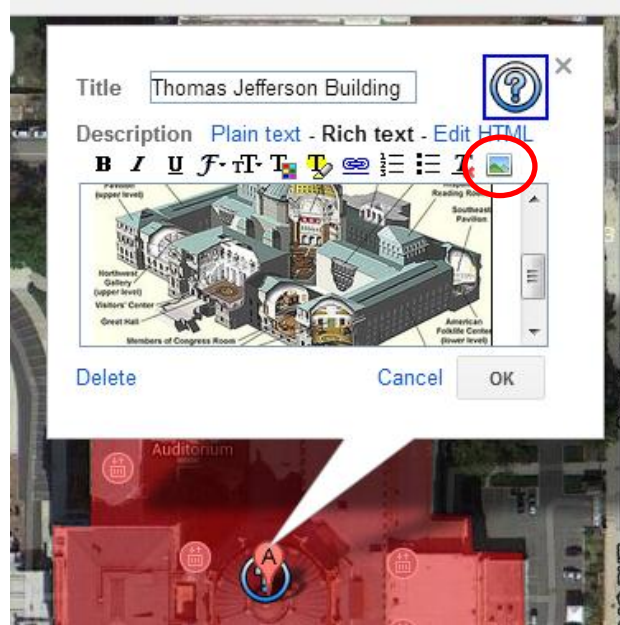
## 8. Creating Shapes

Next we're going to highlight the Thomas Jefferson building by clicking on the draw tool and following the building outline with it. Select a color you wish, and leave the title blank.



## 9. Insert Image

From this window, we can also insert an image. Click on the **Insert Image** icon. Type in the following URL image: <http://blog.law.cornell.edu/files/2011/01/20050904-100-library-of-congress.jpg>. When a user clicks on the building, the image will pop up.

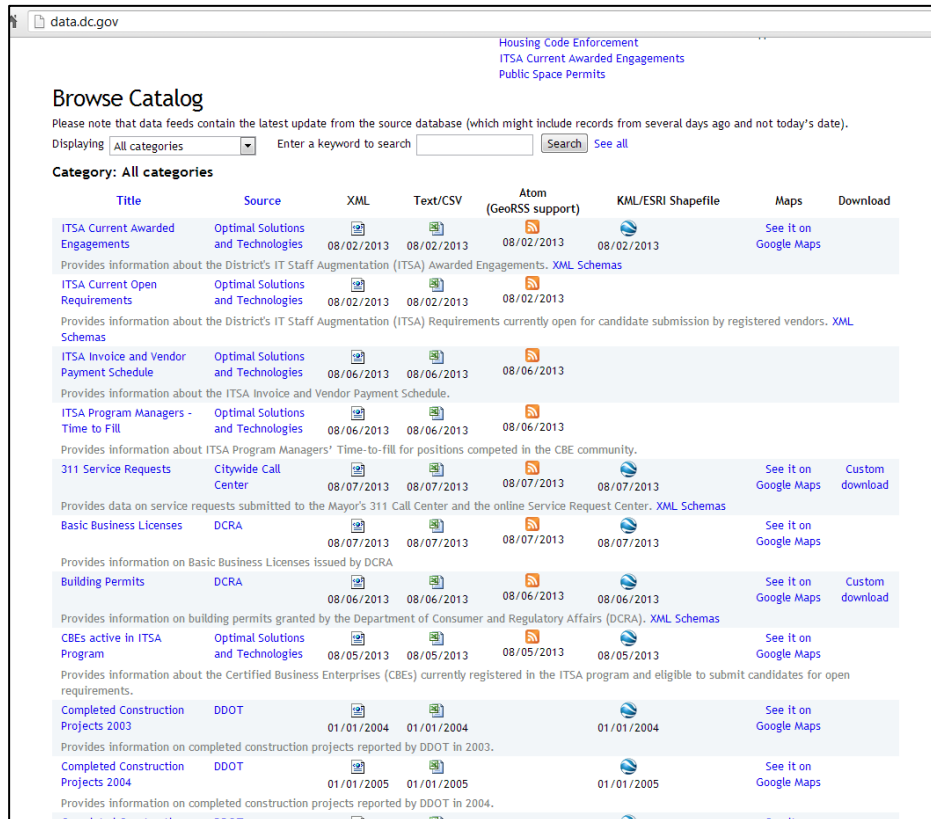


## Adding External Files

We're going to add some external resources to our map. We can import KML, and KMZ files under 10 megabytes in size. This is an extremely valuable feature. Any application that supports KML imports is essentially providing users with a blank canvas to build an original masterpiece. With so many KML files available online, the user can build customized maps to meet their personal needs. To add KML files to our map, we are going to first download a few files onto our local computer. By downloading them first, we will know whether the size of the file falls under Google's 10 megabyte limitation.

### 10. Browsing the Data Catalog

The District of Columbia has an excellent Data Catalog, available at <http://data.dc.gov/>. Visit this page, and scroll to the bottom of the screen. You will see a list of features available in KML format.



The screenshot shows the 'Browse Catalog' page on data.dc.gov. It features a search bar and a table of data items. The table columns are: Title, Source, XML, Text/CSV, Atom (GeoRSS support), KML/ESRI Shapefile, Maps, and Download. The items listed include ITSA Current Awarded Engagements, ITSA Current Open Requirements, ITSA Invoice and Vendor Payment Schedule, ITSA Program Managers - Time to Fill, 311 Service Requests, Basic Business Licenses, Building Permits, CBEs active in ITSA Program, Completed Construction Projects 2003, and Completed Construction Projects 2004.

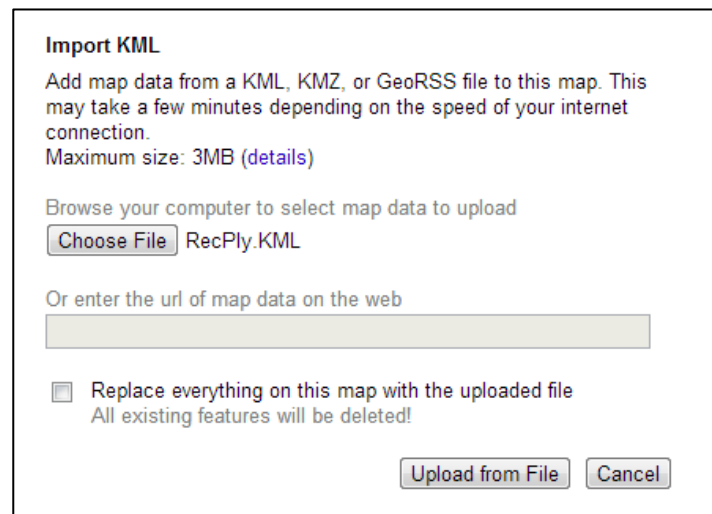
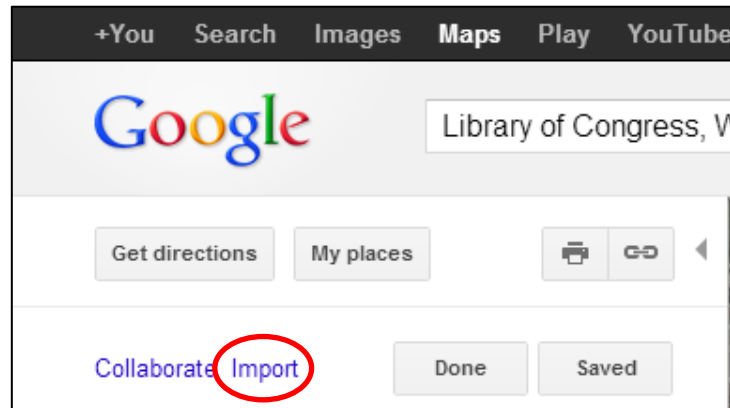
Title	Source	XML	Text/CSV	Atom (GeoRSS support)	KML/ESRI Shapefile	Maps	Download
ITSA Current Awarded Engagements	Optimal Solutions and Technologies	08/02/2013	08/02/2013	08/02/2013	08/02/2013		See it on Google Maps
ITSA Current Open Requirements	Optimal Solutions and Technologies	08/02/2013	08/02/2013	08/02/2013			
ITSA Invoice and Vendor Payment Schedule	Optimal Solutions and Technologies	08/06/2013	08/06/2013	08/06/2013			
ITSA Program Managers - Time to Fill	Optimal Solutions and Technologies	08/06/2013	08/06/2013	08/06/2013			
311 Service Requests	Citywide Call Center	08/07/2013	08/07/2013	08/07/2013	08/07/2013		See it on Google Maps Custom download
Basic Business Licenses	DCRA	08/07/2013	08/07/2013	08/07/2013	08/07/2013		See it on Google Maps
Building Permits	DCRA	08/06/2013	08/06/2013	08/06/2013	08/06/2013		See it on Google Maps Custom download
CBEs active in ITSA Program	Optimal Solutions and Technologies	08/05/2013	08/05/2013	08/05/2013	08/05/2013		See it on Google Maps
Completed Construction Projects 2003	DDOT	01/01/2004	01/01/2004		01/01/2004		See it on Google Maps
Completed Construction Projects 2004	DDOT	01/01/2005	01/01/2005		01/01/2005		See it on Google Maps

### 11. Download KML Files

We will download Parks, Libraries, and another file of your choice. Locate each feature, and right click on its corresponding KML file (blue and white sphere). Select Save Target As and save the files to your computer.

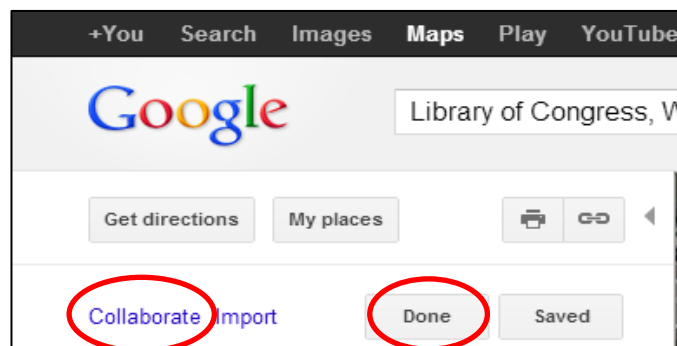
## 12. Importing KML Files

Go back to your Google Map, and click on the **Import** link. In the **Import** window, browse to where you have saved your KML files. Import each one. You will have a combination of polygons and placemarks visible on your map. If you like, you can change the placemark icons to other symbols so you can differentiate between them.



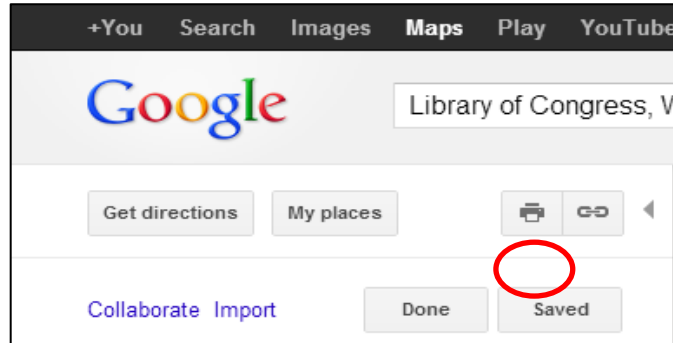
## 13. Finish the Map

When you have completed your map, you can click on Done, on the left side of the page. Clicking on Collaborate will allow you to share or edit the map with others.



## 14. Print Map

Lastly, you can print your map. The print menu is available by the My Places.

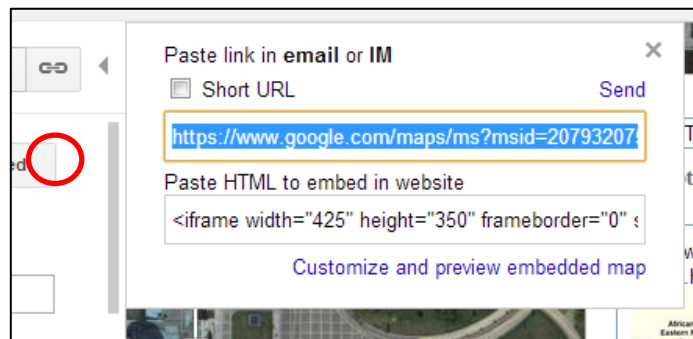


## Embed Maps into a Website

In this tutorial, we have learned how to draw shapes, how to add placemarks and KML files into Google Maps. List of addresses can also be converted into KML files. To end this tutorial, we'll learn how to embed Google Maps into a website.

## 15. Embed the Map

Once you have finalized all of your map details, zoom into your map to the level that you would like it to appear on your website. Clicking on the Link tool (by the Print Menu) will provide you with the html code that you will need to copy and paste into your website's HTML code.



You also have the option to customize the map. By clicking on the Customize and Preview Embedded Map, a window opens up with sizing options. From there, you can select the size of your map, change your zoom level if you need to, and then finally copy the html code. You will need to paste this code into your website's own source code. You have just seen for yourself how easy it is to create a customized Google Map!