

# Utilizing Google Maps to Enhance ID&R Efforts



## Step 1. Creating Spreadsheet




Your spreadsheet must include the following:

- **Address, City, State, and Zip Code information in Header.** Google Maps will use this information to determine the location of the markers.
- **Valid Google Addresses.** If Google Maps does not recognize the address, your markers/pins will not appear on your map.
- **No blank columns, No blank rows, No merged cells**





## Step 2. Creating a GOOGLE My Map

1. Go to your search engine and type in [maps.google.com](https://maps.google.com)
2. Sign into Google (top right hand corner) using your *district email*.
3. Click on the **drop down icon** ☰ to show menu.
4. Click on **Your Places** (9<sup>th</sup> icon down).
5. Click **Maps** then click **Create Map** at the bottom.
6. Click **Import**.  [Import](#)
7. Click Select **File from Your Computer** (OR upload from Google Drive).
8. Choose **Columns** (information that you want to import into your map) to position your markers.
9. Choose the **Title of your marker** and click **Finish**.
10. **Title your map** (top left hand corner).






## Step 3. Adding layers

1. Click the **Add Layer** icon  (below the name of your map).
2. Click **Import**.  [Import](#)
3. Click Select **File from Your Computer** (OR upload from Google Drive).
4. Choose **Columns** to position your markers.
5. Choose the **Title of your marker** and click **Finish**.





## Step 4. Adding custom markers

1. Select desired layer or marker (for individual marker- Click *Uniform style*)
2. Click on the **paint bucket** icon 
3. Click on **More icons** 
4. Click on **Custom icon** 
5. Click on **Google Image Search**
6. Search for custom marker
7. Choose the desired marker
8. Click **OK**



## Using GOOGLE Maps on a mobile device

1. Download the free Google Map app
2. Sign into Google using your *district email*.
3. Click on the **drop down icon**  to show menu.
4. Click on  **Your Places**
5. Click on **Maps**
6. Select desired map
7. Tap on markers to access the information



## Things to REMEMBER:

- Make sure you are signing in with the correct email address
- Verify addresses are correct on spreadsheet before importing to map
- Understand any changes made to your map will reflect automatically
- Avoid adding Personally Identifiable Information (PII)
- Have fun with Google Maps!

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2019 AMET Conference – San Antonio, TX