

# Green Map System Tutorial : How to Make a Green Map on Google My Maps



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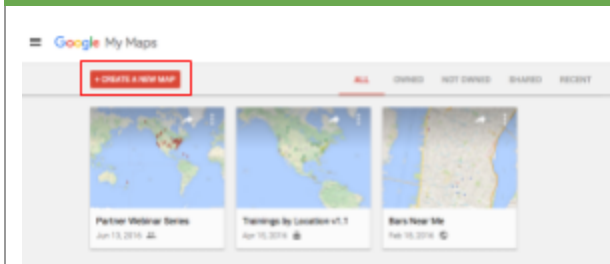
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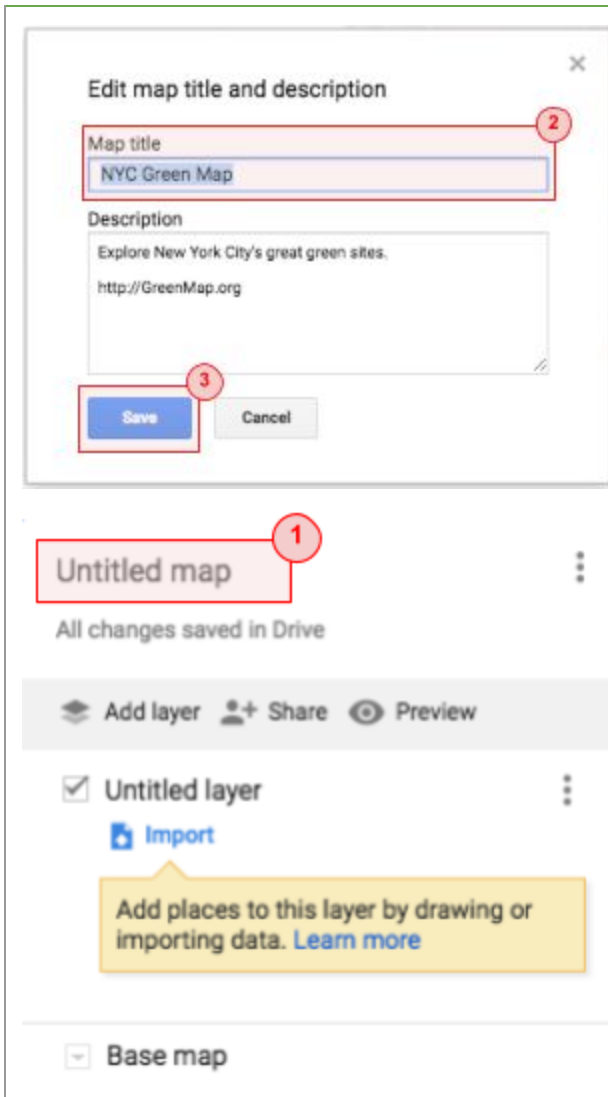
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## Step 1 - Create your Map



1. Open Google My Maps at:  
<https://www.google.com/mymaps>
2. Sign into your Google Account.
3. Click 'Create a new map'.

## Step 2 - Title your map

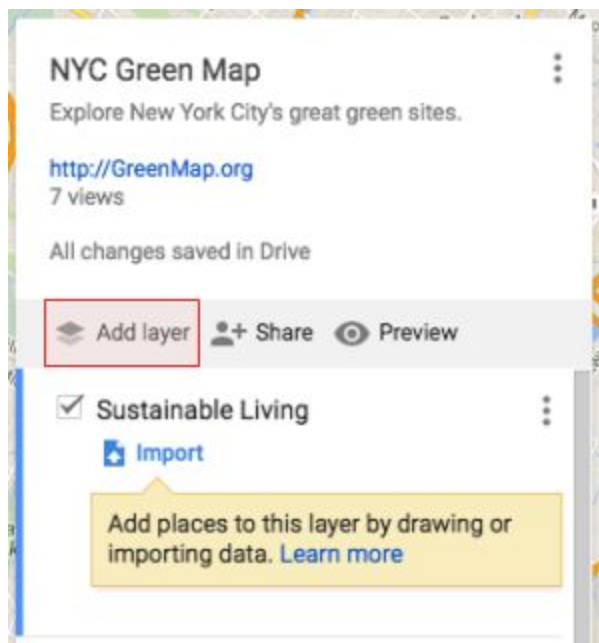


To find your map more easily, give it a title and description. You can include your city & country for global viewers.

1. Click "Untitled map" at the top of the left panel. A pop up will show as follows:
2. Add a map title and description.
3. Click on the 'Save' button.

These details will appear when you open the map again or share it with others.

## Step 3 - Create Layers for your Map



You can use layers to organize your Green Map (max 10 layers).

You can use [Green Map Icons categories](#):

- Sustainable Living, Nature, Culture & Society

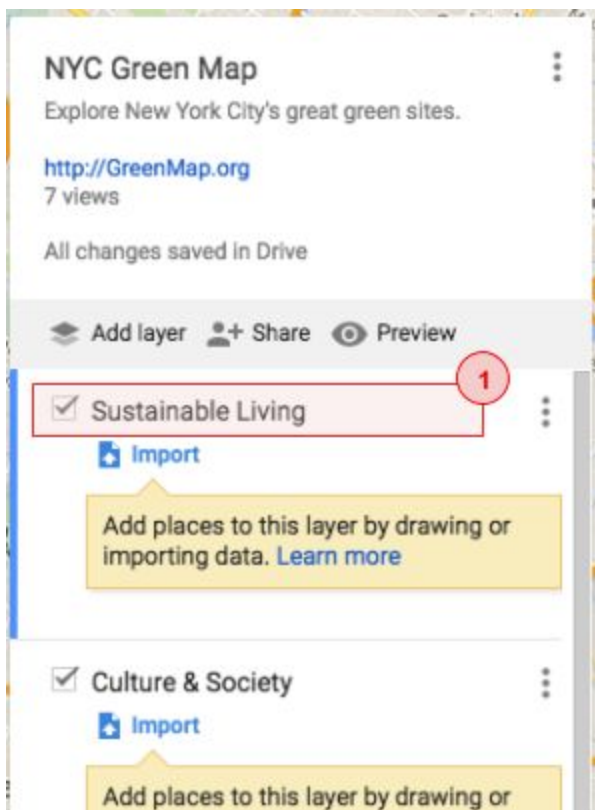
Or sub-categories:

- Green Economy, Mobility, Fauna, Flora, Cultural Character, Outdoor Activities etc.

Or you can also define your own layers to organize your Green Map, such as Youth, Tourists, Food, etc.

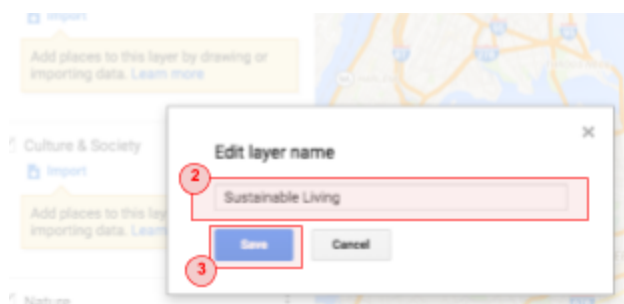
Each green site should only be to one layer, but it's easy to change the layer it is on. All the layers can viewed together, or toggled by map users.

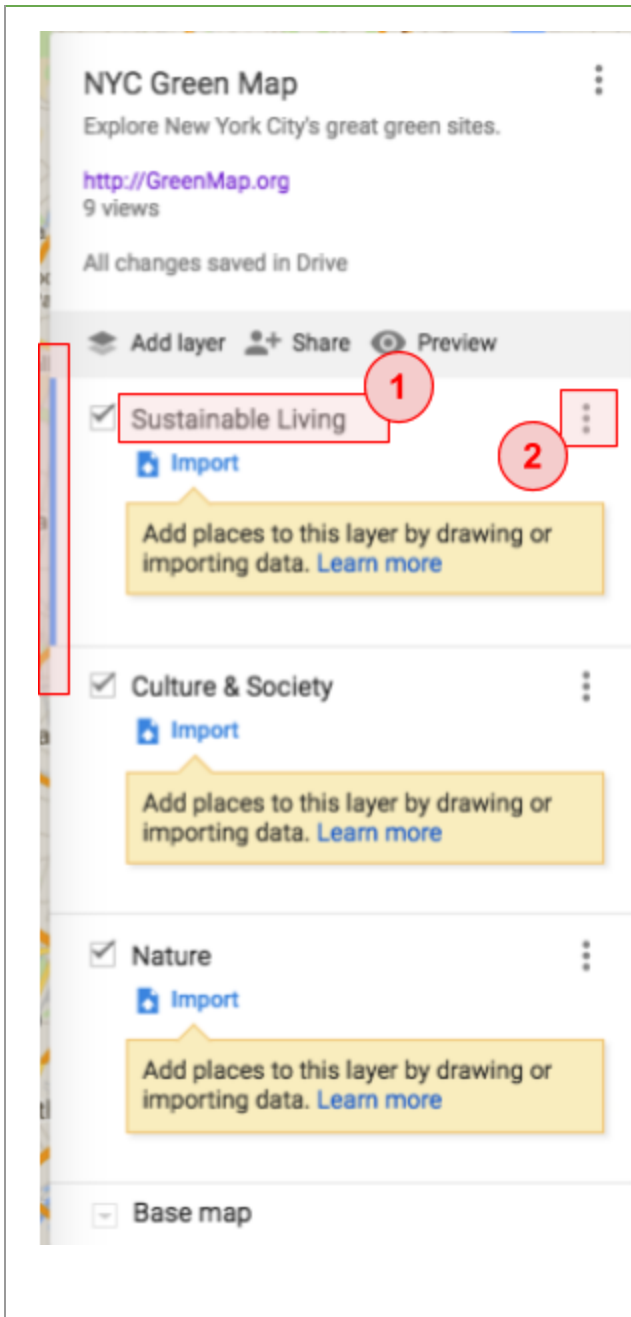
**To add a layer**, click the Add layer button. By default, you begin with one layer. You can have up to 10 layers. If you added Directions to your map, it counts as a layer.



By default a newly created layer will be called "Untitled layer". **To edit the name of a layer**:

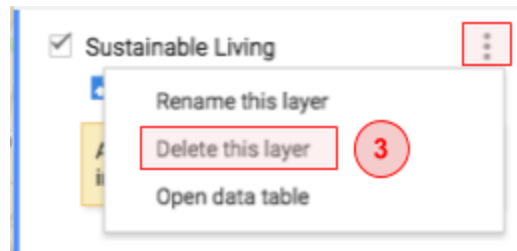
1. Click on the layer itself.
2. A popup window will show to allow you to edit the name. Type in the name of the layer.
3. Click on 'Save' button.





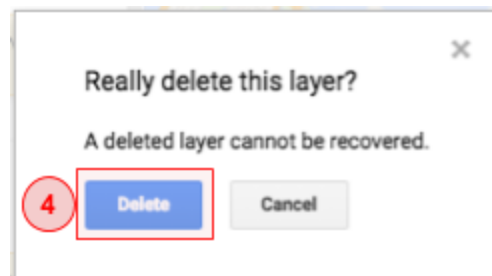
### To delete a layer:

1. Make sure you have the correct layer selected. The selected layer will be blue on the left edge.
2. Click the drop-down layer options menu button on the right.

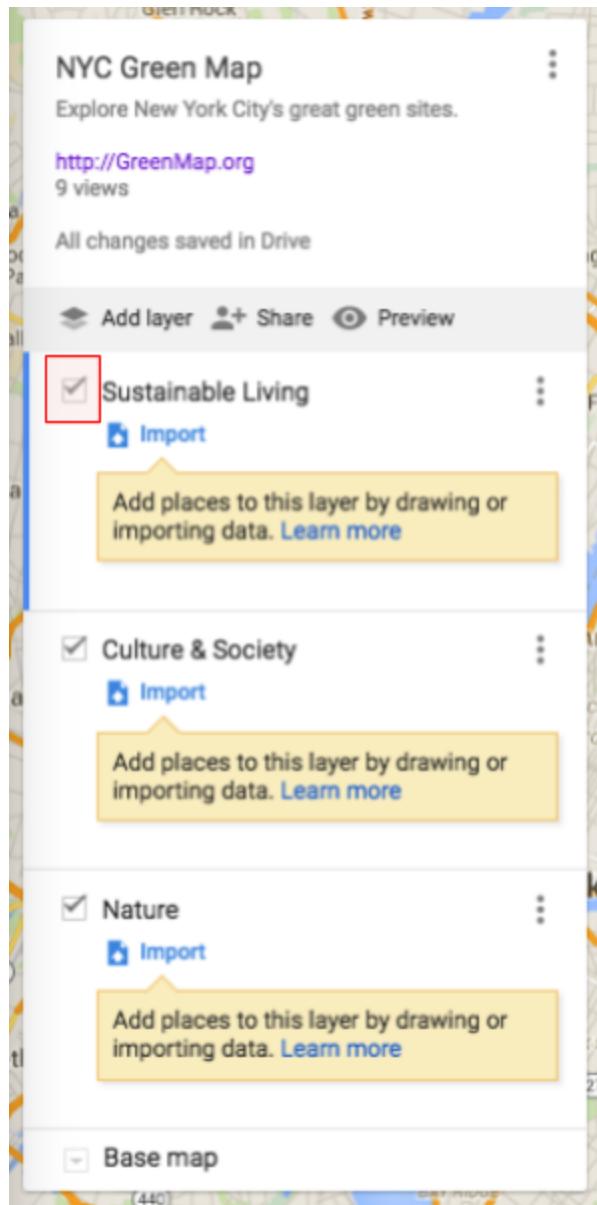


3. Then click Delete this layer. **Note:** Deleted layers cannot be recovered.

A pop up will show as follows:



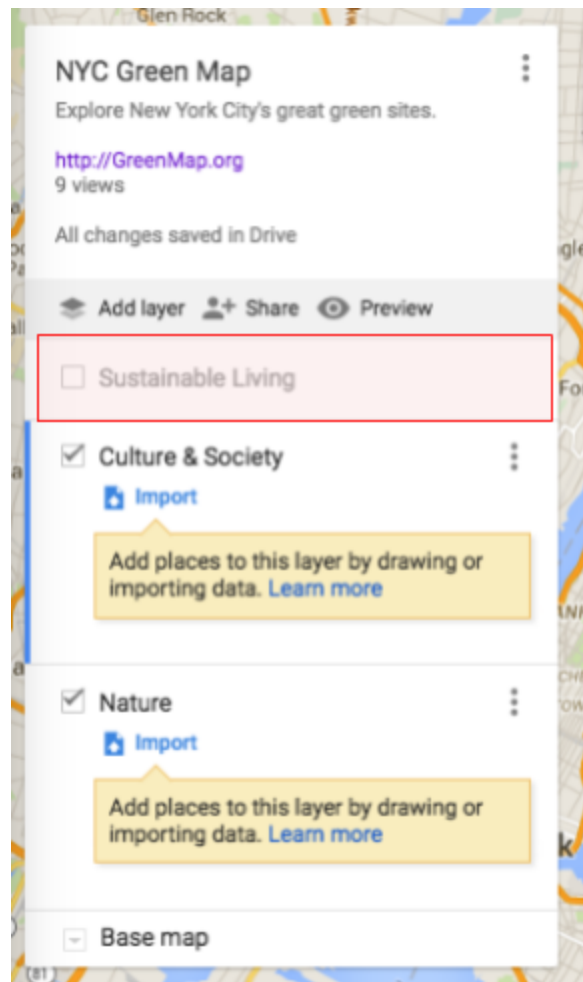
4. Click on the delete button to delete your layer.



**To hide or unhide a layer:**

1. Click the checkbox on the left side of the layer.
2. The title of your hidden layer will turn gray, and all places, lines, and shapes under the layer will be hidden.

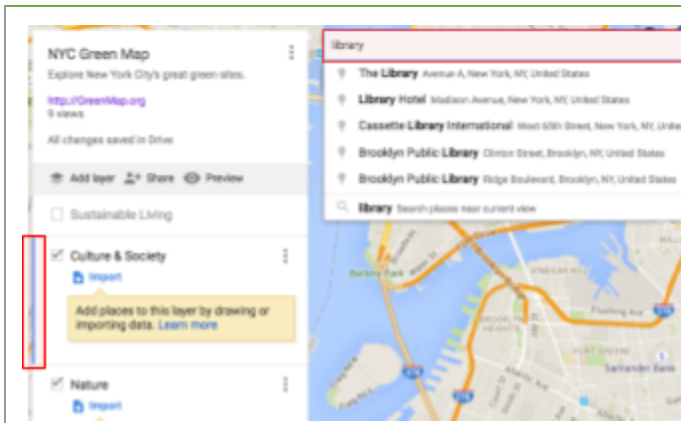
This is an example of a hidden layer:



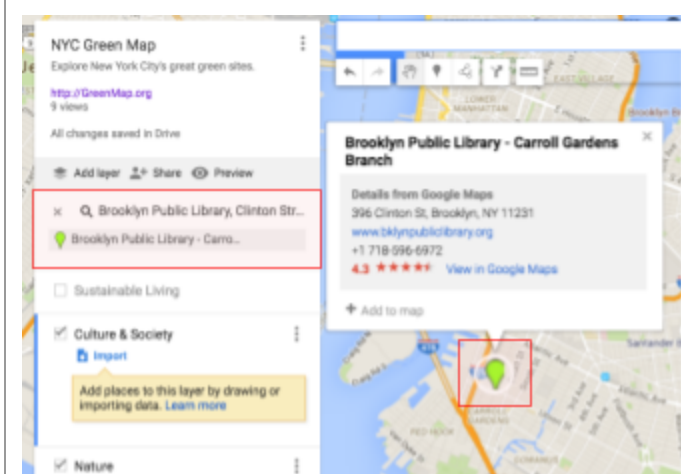
**To unhide a layer:**

1. Click the checkbox again or click the layer's title.

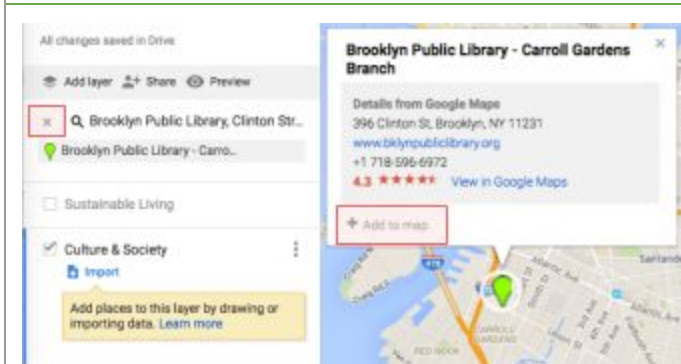
Step 4 - Use Search to add a place to your map



1. In the left panel, click the layer you want to use. The selected layer will be blue on the left edge.
2. Search for the business, address, or point of interest that you want to add.
3. Select from the dropdown list of options or hit enter to add the exact search term to your map.

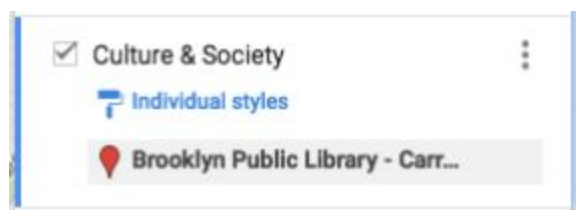


4. A new, non-permanent layer will automatically appear in the left panel and your chosen search result will show as green pin marker on the map.



5. To **add** that pin marker to your selected map layer, click on "Add to map".

In this example: The map of the Brooklyn Public Library is now added to the Culture & Society layer of your map.



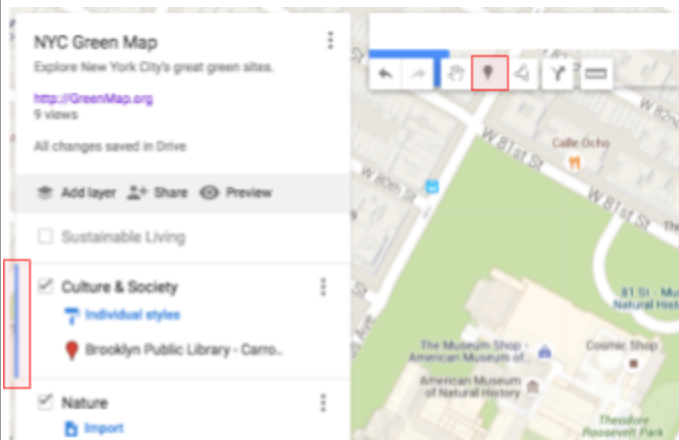
**To edit the text**, click Remove. However, it's convenient to copy paste the address, phone, URL into your description. Save.

**To clear the search results:**

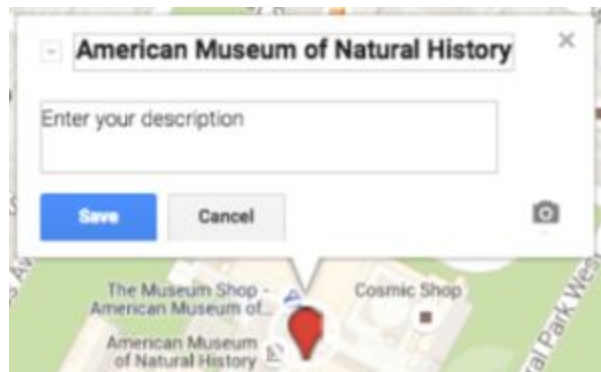
1. Click the **X** above the results in the left panel.

**Note:** You can add up to 2,000 map features (points, lines, areas) per layer.

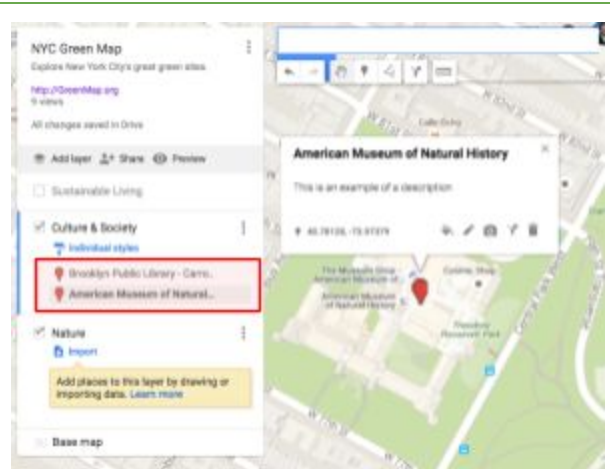
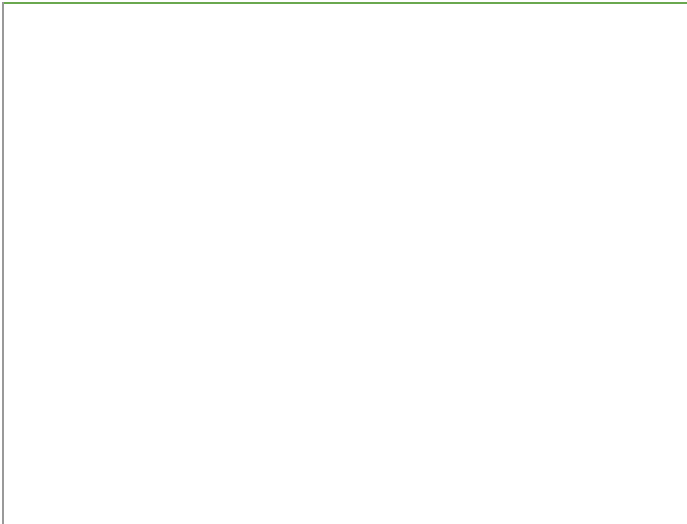
## Step 5 - Use Placemarks to add a place to your map



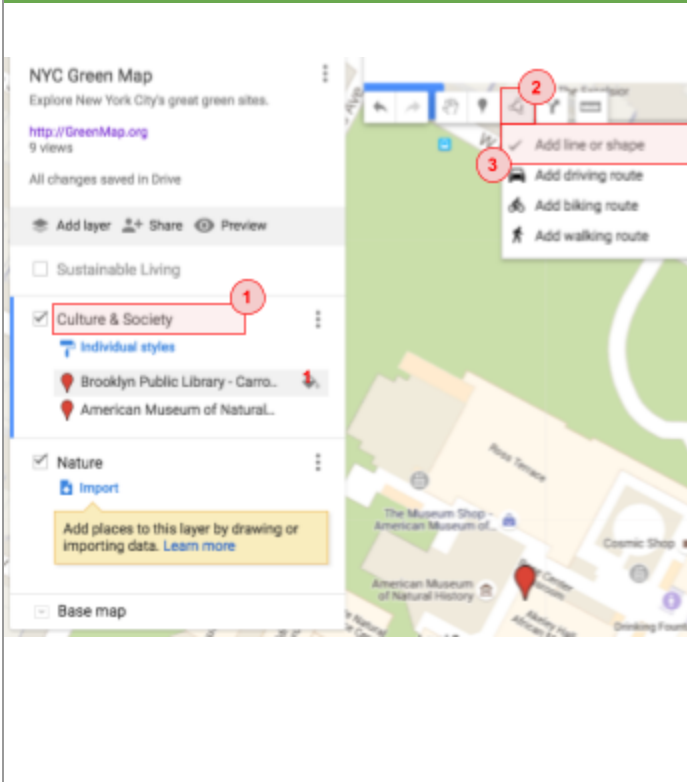
1. In the left panel, click the layer you want to use to add your place. The selected layer will be blue on the left edge.
2. In the toolbar, click the placemark icon “add a placemark”. Your cursor changes into a “+” that will allow you to drop the placemark on your map.
3. Move the cursor to the location of your choice (in this example it’s the American Museum of Natural History), then click once to drop your placemark.
4. Add a title and description in the info window that appears.
5. Click on the “Save” button to save your new location to your map.



The American Museum of Natural History is now added to the Culture & Society layer of your map.



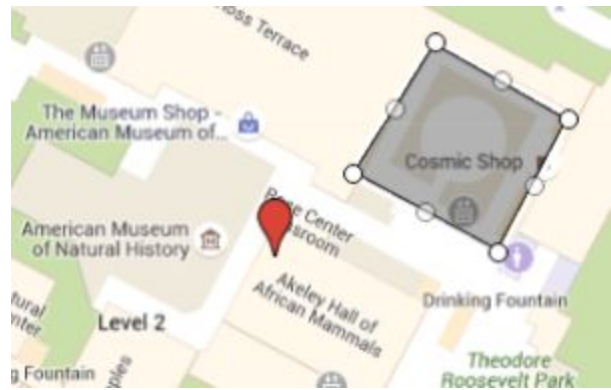
## Step 6 - Add lines and shapes to your Map



1. In the left panel, click the layer you want to use. The selected layer will be blue on the left edge.
2. In the toolbar, click the line or shape tool to draw a line (such as bike route) or shape (such as map border).
3. Your cursor changes to a "+". Move the cursor to where you want to start drawing, then click once.
4. Click at each point of your line or shape. The more you click, the more precise your line or shape will be.
5. To finish drawing your line, double click on the last point.
6. To finish drawing your shape, click on the starting point.

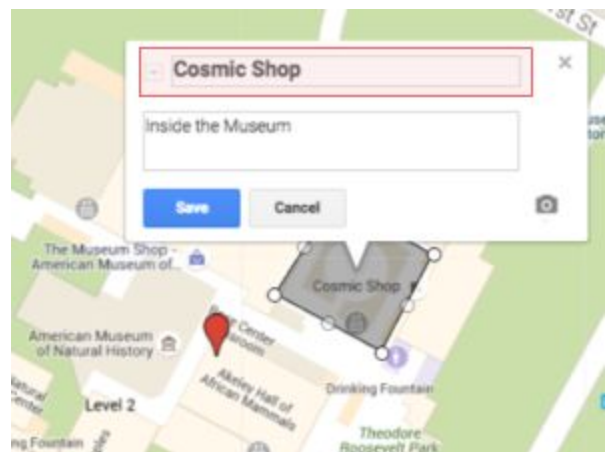
Example:



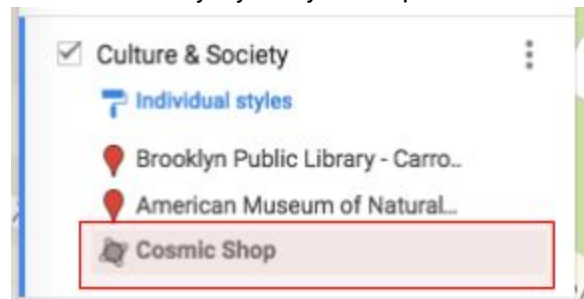


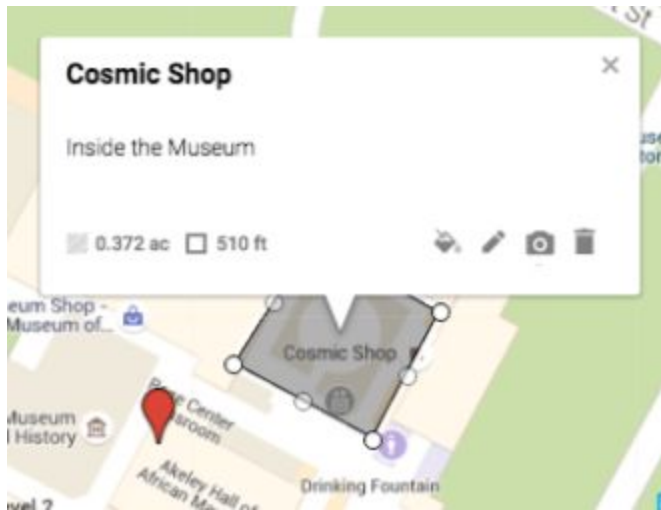
Once you have finalised your drawing of a line or shape, a window will pop up for you to name your line or shape.

1. Click on the "Save" button to save your new line or shape to your selected layer.





The Cosmic Shop shape is now added to the Culture & Society layer in your map.

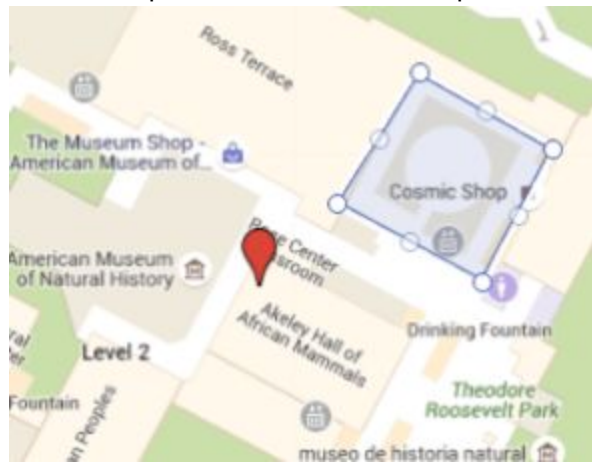




### To edit your shape:

1. Click on the shape or line.
2. On the toolbar select the **edit** icon  and edit the details.
3. If you want to change the color of your shape or line click on the color palette icon  and select your color of preference.

In this example we have made our shape color blue:




Note: It's difficult to add a ferry route.

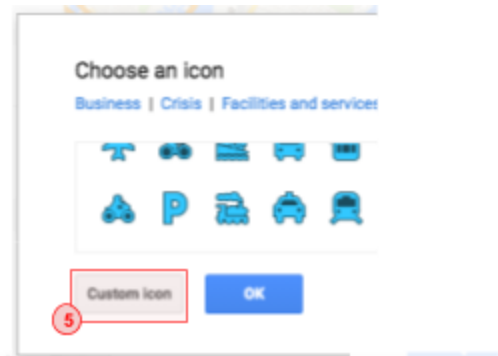
Choose add line, rather a cycling, driving, walking route. My Map assists and guesses where you are going. Easy to edit after saving. Suggestion: put on its own layer in case you need to delete. You cannot add an icon to a line or route.

## Step 7 - Add custom icons - Specifically, Green Map icons



1. Follow the [Google Drive URL](#) and click on **Add to Drive** to add Green Map Icons to your Google Drive.
2. Open an existing map in [My Maps](#). Click on the 'Add marker' button.
3. In the left panel, hover over the placemark and click the color icon .
4. Click **More icons**.

5. Click on **Custom Icons**.

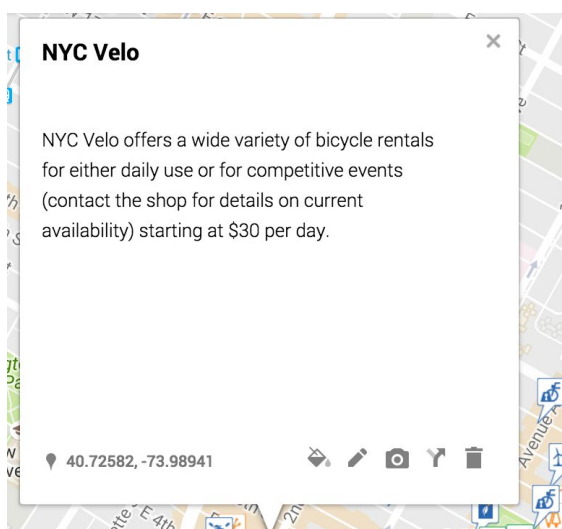


Choose a file to import

Upload   Web camera   Image URL   **Google Drive**

6. Click on **Google Drive** and find the 'My Maps Folder' in your Google Drive. Select one of the sub-folders (culture, nature or sustainability) and search through the folder to add the relevant Green Map Icons. You can [download the Poster](#) and review related resources at [GreenMap.org/icons](http://GreenMap.org/icons).
7. Click **Select** and **Ok**.

## Step 8 - Add images



### To Add Photos

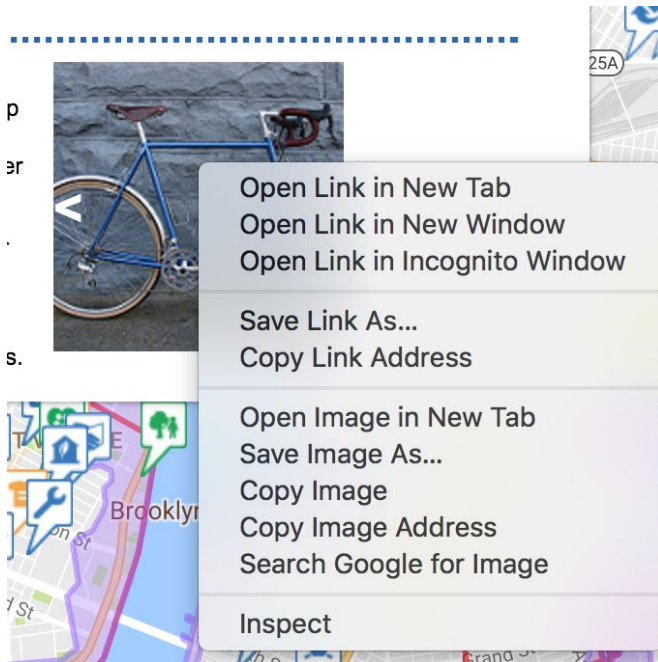
Photos or videos must be online. We suggest using images less than 200 kb. Photos and Videos must be set for public viewing.

To add an image to a site on the map:

Click on your My Map site, click the camera.

Choose the appropriate item and place link into the URL space in the photo window. You should be able to see the preview and then, Save.

This will let the image or video appear on both embedded and shared My Maps.

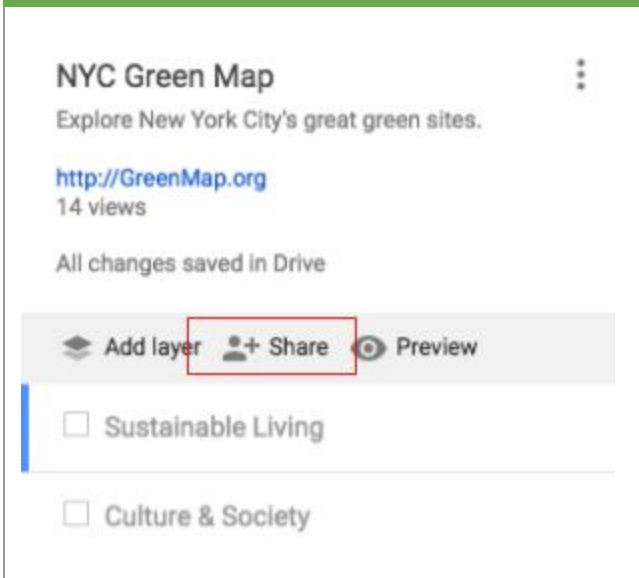


The search option is easy to use. Consider adding a photo credit to the site's description.

How do you get the link from an image otherwise? Right click (on a Mac, hold down Control key and click) on the image, then choose Copy Image Address.

**CAUTION:** when you want to delete an image, click the Pencil to edit, then use the trash can in the black band directly below the image. If you use the trash can next to the camera, you will delete the site permanently!

## Step 9 - Share your map



Click on the "Share" option in the left pane

### Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/a/google.com/open?id=1msYOn4X2mUOVwoRh5wLX2IM8z>

Who has access

 Private - Only you can access

[Change...](#)

Click on “Change” next to Private - Only you can access

### Link sharing

1

**On - Google.com**  
Anyone at Google.com can find and access.

**On - Anyone at Google.com with the link**  
Anyone at Google.com who has the link can access.

**Off - Specific people**  
Shared with specific people.

2

Save

Cancel

Select “On - Google.com” if you’d like to share this with anyone on the internet

See the [tutorial for Sharing and Embedding](#) next!