

A FILM BY KEN BURNS
THE NATIONAL PARKS
America's Best Idea

**Quick Guide to
MAKING A COLLECTIVE MAP USING GOOGLE MAPS**

This quick guide should be used in conjunction with the educast *Making a Collective Map Using Google Maps*. These materials show you how to make, collaborate on and share with others your own collective map using the free web mapping service Google Maps.

URL: www.maps.google.com

Step 1: Getting Started Mapping

- 1a) Sign in or create an account
- 1b) Click "My Maps"
- 1c) Click "Create New Map"
- 1d) Enter information in "Title" and "Description" text boxes
- 1e) If you know the address or name of your place, enter it in Search Maps box
- 1f) Click "Search Maps"
- 1g) Click "Save to My Maps"
- 1h) When placemark opens, select correct map; click "OK"

Step 2: Adding Content in "Rich Text" Editing Mode

- 2a) Confirm you're in editing mode (three editing icons next to navigation tools); if not, click "Edit" button
- 2b) Drag and drop placemark icon onto map
- 2c) Title placemark
- 2c) Click "Rich Text" (second link on the top) to get text formatting options
- 2d) Add text in Placemark window and choose appropriate formatting
- 2e) Add image by (i) clicking image icon, (ii) adding URL of photo in dialog box and (iii) clicking "OK"
Note: Only images that have been uploaded to a server have a URL. All images on Flickr, Picassa and your own server have a URL.
- 2f) Optional: Adjust positioning and/or rewrite caption
- 2g) Click "OK" on placemark
- 2h) Click "Save" and "Done" to exit editing mode
- 2i) Click and open placemark to see content formatted

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Step 3: Adding Video Using “Edit HTML” Mode
(Video has to be uploaded to YouTube)

- 3a) Click “Edit” button to activate editing mode
- 3b) Drag and drop placemark icon onto map
- 3c) Click “Edit HTML” link on right
- 3d) Title placemark
- 3e) Find desired video on YouTube and copy the embed code
- 3f) Return to your Google Map
- 3g) Paste copied embed code into the Placemark window
- 3h) Click “OK” on placemark
- 3i) Click “Save” and “Done” to exit editing mode
- 3j) Click and open placemark and play video

Step 4: Customizing Your Icons

- 4a) Click “Edit” button to activate editing mode
- 4b) Click and open placemark of your choice
- 4c) Click on balloon icon in top right of placemark
- 4d) Click “OK” on placemark

Step 5: Embedding an Outside Link

- 5a) Drag and drop new placemark onto map
- 5b) Title placemark
- 5c) Click “Rich Text” (second link on the top) to get text formatting options
- 5d) Create linking text in Placemark window and highlight
- 5e) Embed link by (i) selecting the linking icon, (ii) adding URL of link in dialog box and (iii) clicking “OK”
- 5f) Click “OK” on placemark
- 5g) Click “Save” and “Done” to exit editing mode
- 5h) Check link

Step 6: Inviting Others to Collaborate on a Collective Map

- 6a) Click “Collaborate” link
- 6b) Grant editing privileges
- 6c) Add email address and message; click “Send invitations”
- 6d) Click “OK” on placemark

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Step 7: Publish and Share Your Map

- 7a) To print, click "Print"
- 7b) To email link, click "Send"
- 7c) To paste a fully functioning map into your site, click "Link" and copy either URL or HTML embed code to link

Please let us know if you create a "National Parks" collective map. We'd love to see how your community uses new media tools and geo-apps to connect to place.

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