Making a Map with Google My Maps

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27th September 2018
Finding location information

The book includes a written description of where the tree is together with a photograph of the tree.

Use www.google.com/maps to find the locations of these trees.

With Street View you can see the tree and get the latitudes and longitudes for the site and then enter this data into your spreadsheet.

by Aubrey Fennell / foreword by Thomas Pakenham
Type location into the search box: Tarbert House Kerry & left click the magnifying glass symbol

A marker will appear on the map to show the address

The tree is located near the road junction. Right click on the junction, then left click on What's here? You will see the co-ordinates displayed, hover over these and when the link becomes blue left click on them.

The co-ordinates will display in address box and you can copy these to paste into a spreadsheet.

Latitude is: 52.578093 and Longitude is: -9.366966
The Estuary Oak, Kerry *in Google Street View*

From the map left click on the yellow peg figure and drag it into the map to see Street View.

You can also copy the co-ordinates from here

52.578084,-9.3668389

Left click on white x in top right corner to get back to the map.
Information must include a column with location details - so that your data will be correctly placed on a map.

You can use latitude-longitude information, addresses or place names.

**latitude and longitude co-ordinates are useful if you have rural locations**

If you are using Irish street addresses or place names you will need to add the city name or county so that it doesn’t find the same address in the USA or UK.

**TIP:** It is critical that the co-ordinate information is entered 100% correctly in the spreadsheet.
If there an empty row, or a misplaced comma or a symbol such as * or “ or % in the columns with lat / long details, the data will NOT display correctly.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Place</td>
<td>County</td>
<td>Species</td>
<td>Latin Name</td>
<td>Height in Meters</td>
<td>Latitude</td>
<td>Longitude</td>
</tr>
<tr>
<td>2</td>
<td>The King Oak</td>
<td>Charleville Estate, Tullamore</td>
<td>Offaly</td>
<td>Pedunculate Oak</td>
<td>Quercus robur</td>
<td>19</td>
<td>53.26502</td>
</tr>
<tr>
<td>3</td>
<td>Oldest Oak in Ireland</td>
<td>Abbey Leix Estate, Abbeyleix</td>
<td>Laois</td>
<td>Pedunculate Oak</td>
<td>Quercus robur</td>
<td>17</td>
<td>52.8973448</td>
</tr>
<tr>
<td>4</td>
<td>Harley Park Oak</td>
<td>Harley Park, Ballingarry</td>
<td>Tipperary</td>
<td>Pedunculate Oak</td>
<td>Quercus robur</td>
<td>13</td>
<td>52.5687076</td>
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<tr>
<td>5</td>
<td>Mountshannon Oak</td>
<td>Oak House, Mountshannon</td>
<td>Clare</td>
<td>Pedunculate Oak</td>
<td>Quercus robur</td>
<td>32</td>
<td>52.9328078</td>
</tr>
<tr>
<td>6</td>
<td>Estuary Oak</td>
<td>Tarbert</td>
<td>Kerry</td>
<td>Pedunculate Oak</td>
<td>Quercus robur</td>
<td>6</td>
<td>52.5780866</td>
</tr>
</tbody>
</table>
Google My Maps is free, and lets you make custom maps to visualise information – you need to have a Google e-mail address to use it:

- Import data from a spreadsheet or csv file, or sheets from Google Drive with up to 2,000 rows of data
- Import a max of 10 spreadsheets (i.e. 10 layers of data per map - each with up to 2,000 rows of data)
- Add photos, images, YouTube clips to the map
- Add points of interest, lines and shapes and style these as you wish
- You can choose from nine base map styles
- Print your map or share with colleagues or embed it on your website
- Add symbols or markers to indicate places of interest

For this exercise use the Chrome browser and a Google e-mail address.
Go to Google My Maps at:

http://mapsengine.google.com/map

Sign into your Google account with your e-mail address

Left click on **Create a New Map** (any previous maps created by you will be shown)
Add your map title and description

Left click on the text **Untitled map** and a new box will pop up

Type your map title and a description into the box as shown below, then left click on **Save**

* As you create the map it is automatically saved in your Google Drive.

If you wished to, you could upload the Spreadsheet into your Google Drive too - otherwise the Spreadsheet you are working with is not stored in Google Drive.
Import your spreadsheet with data

Left click on **Import**. You can import data from a CSV file or a spreadsheet to create a layer.

A layer combines both location and theme information, e.g. quarries, battle sites, rare plant species, traffic accidents, protected structures, folklore traditions, places in a book, etc.

Next left click on **Select a file from your computer**

Drag a CSV, XLSX, KML or GPX file here

Or, if you prefer

Select a file from your computer
Import your data

Navigate to the Excel spreadsheet named **Oak Trees of Ireland** – this is on the PC desktop in a folder.  
This Excel spreadsheet is the data we are importing. **Left click** to highlight this file and left click on **Open**. 
The **Oak Trees of Ireland** spreadsheet will start to upload.
Choose columns to position your placemarks

When the data has uploaded you select the column(s) which will ensure that the markers appear in the correct places on the map.

For this map **left click** in both the **latitude** checkbox and the **longitude** checkbox.

**Left click** on **Continue**.
Choose the column for the marker names

The next box asks you to **Choose a column to title your markers**

This is the information which will display as the main title when you click on the marker on the map.

If you aren’t sure which to choose, click on the question mark next to the column title.

**Left click** in the radio button next to **Description** then **left click** on **Finish**.
Data is shown as layer in the contents menu

Your map will now display with markers shown

The layer name is the name of the spreadsheet – to change the name of your layer left click on the layer title

Rename your layer and left click Save
Add another layer to your map

To upload a second set of data to display on the same map **left click** on **Add Layer**

*(you can add up to 10 layers per map)*

A new **Untitled Layer** pops up

**Left click** on **Import**

Then upload your next spreadsheet – it’s named **Sacred Trees** and is in the same desktop folder as Oak Trees

Drag a CSV, XLSX, KML or GPX file here
Choose **Place** instead of latitude / longitude. This is to demonstrate that Google MyMaps can place markers using placenames / county....not 100% accurate though!

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>place</strong></td>
<td><strong>species</strong></td>
<td><strong>latin name</strong></td>
</tr>
<tr>
<td>St Kieran’s Bush</td>
<td>Clareen, Offaly</td>
<td>Hawthorn</td>
<td>Crataegus Monogyna</td>
</tr>
<tr>
<td>Fairy Tree at Tara</td>
<td>Hill of Tara, Navan, Meath</td>
<td>Hawthorn</td>
<td>Crataegus Monogyna</td>
</tr>
<tr>
<td>Fairy Thorn at Rubble</td>
<td>Killasser, Swinford, Mayo</td>
<td>Hawthorn</td>
<td>Crataegus Monogyna</td>
</tr>
<tr>
<td>St Flannan’s Well</td>
<td>Inagh, Clare</td>
<td>Ash</td>
<td>Fraxinus Excelsior</td>
</tr>
</tbody>
</table>

Choose a column to title your markers

Pick a column to use as the title for the placemarks, such as the name of the location or person.

- Description
- place
- county
- species
- latin name
- height in metres
- latitude
- longitude

Choose columns to position your placemarks

Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.
Now two layers of data in the same map

You now have two data layers – **Heritage Oak Trees of Ireland** and **Sacred Trees**

However, both sets of data are symbolised in the same way – so we need to change this
Give each layer an icon

1. **Left click** at the left edge of Sacred Trees so that the blue line appears – this indicates that this is the active layer.

2. To change the default icon, **left click** on **individual styles**.

3. **Left click** on the down arrow next to Individual styles.

4. **Left click** on **Uniform style** to select it.
**In Uniform style there is one colour and one icon for the entire layer, i.e. all items are identical**

5. Hover over **All items** (7)

6. **Left click** on the paint can icon which appears

7. **Left click** on a colour of your choice

8. **Left click** on More icons if none of the Popular icons suit

9. **Left click** on the icon of your choice - you can select an icon from different categories e.g. Sports and Recreation

10. **Left click** on **OK** button at the bottom of the screen.
10. This brings you back to the previous screen. **Left click** on the x to close the box. The map will have updated to show the new icon.

Your map will now be displayed with two different markers / icons – one to represent **Oak Trees** and the other to represent **Sacred Trees**

Zoom in using the + symbol in the bottom right hand corner of the map to see your icons / markers more clearly

**Left click** on any marker to read the data – the main title in the marker is from the **Description column** which was selected when the spreadsheet was imported
Display different species of trees with different markers

Left click at the left edge of *Heritage Oak Trees* so that the blue line indicating that this is the active layer appears.

Left click on Uniform Style

Under the Group Places By box, left click on the down arrow.

Under Style by data column choose your preferred option, e.g. left click on Species.

On the map each oak tree species now has a different marker.
To add labels, **left click** on the down arrow.

**Left click** to choose the label, e.g. Latin name.

The labels will appear instantly on the map.
Change the colours / icons

Hover over the icon and tree species

**Left click** on the paint can to change the colour and icon

**Left click** on any colour and **left click** on one of the popular icons, or **left click** on **More icons** and select an icon there, **left click** **OK**.

When back at previous screen **left click** on the **x** to close the box.
### Fix or edit your data within the map

**Left click** on the 3 vertical dots next to the name of the data layer which you wish to amend

*(if you clicked on **Delete this layer** you will be asked if you are sure prior to the layer being deleted)*

**Left click** on **Open data table**

You can make changes by **left clicking** on any cell / field in the table view – then type in the new text or number. If location details are changed the marker will update to show the corrected location on the map.

You can also add new rows or delete rows – just **left click** anywhere in the row then **right click** to select **add row** or **delete row**

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<table>
<thead>
<tr>
<th>Description</th>
<th>place</th>
<th>county</th>
<th>species</th>
<th>latin name</th>
<th>height in metres</th>
<th>latitude</th>
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<td>Meath</td>
<td>Hawthorn</td>
<td>Crataegus Monogyma</td>
<td>4</td>
<td>53.5779265</td>
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<tr>
<td>St Bernard's Well</td>
<td>Rathkeale</td>
<td>Limerick</td>
<td>Ash</td>
<td>Fraxinus Excelsior</td>
<td>12</td>
<td>52.4857313</td>
<td>-8.9566924</td>
</tr>
<tr>
<td>St Benin's Well</td>
<td>Kilbannon, Tuam</td>
<td>Galway</td>
<td>Ash</td>
<td>Fraxinus Excelsior</td>
<td>13</td>
<td>53.5387071</td>
<td>-8.8916448</td>
</tr>
<tr>
<td>St Fintan's Money Tree</td>
<td>Clonagh, Mountrath</td>
<td>Laois</td>
<td>Sycamore</td>
<td>Acer Pseudoplatanus</td>
<td>5</td>
<td>53.0108724</td>
<td>-7.4198573</td>
</tr>
</tbody>
</table>
Another way to fix or edit your data

Left click on your marker on the map, then left click on the pencil icon.

You can edit details in the box which opens – left click in any field to type in new text and left click Save.
Add a YouTube video to your map

On your map **left click** on the marker for the tree where the YouTube video will be added.

**Left click** on the camera icon.

**Left click** on More and left click on YouTube Search.

Type your search query: **oak trees Ireland** and **left click** on the magnifying glass.

**Left click** on the video of your choice – a **blue frame** will appear around it.

**Left click** on the Select button to import the video into your map.
See the video in the record

**Left click** on **Save** to ensure it remains as part of the record

To add or delete a photo **left click** on the pencil

To delete the video you would **left click** on the bin symbol

To add an image to this record **left click** on the + symbol
Add a JPEG / PNG to your map

Choose an image or a video

- [Upload]
- Web camera
- Image URL
- Your photos

Drag an image here

Or if you prefer...

- [Select a file from your computer]

Left click on [Upload]

Left click on [Select a file from your computer]

In Safe folder left click on the JPEG named [Killeshin Church Carlow_10 foot_1873] and then left click on [Open]

The image will instantly upload and appear in the record.

Left click on [Save] to retain the image there

To add another image left click on [+ symbol] or if it’s not visible left click on the pencil icon (it will appear after [Save] has been clicked)
Add an image with an URL to your map

This image of a gallows tree at Newcastle in Dublin is from the UCD Digital Library http://digital.ucd.ie/

Left click on Image URL BEFORE you paste the URL into the box. Next, left click on Select, the image will upload instantly into the record – left click on Save

You now have 3 viewable items relating to your marker
Create a new layer with sites / places of interest

1. Left click on Add Layer

   Heritage Oak Trees of Ireland
   These trees are the oldest, tallest, greatest oaks as featured in the book by Aubrey Fennell. 5 views
   All changes saved in Drive

   ![Add layer icon]

2. To name this layer you can either:
   - Left click on text Untitled layer
   - OR
   - Left click on the 3 vertical dots and left click on Rename this layer

3. Name the layer Places of Interest and left click Save
Add a marker to the new layer

Type a building name or address into the search box

Left click on the building or address from the list displayed

A new pin / marker will display in your layers menu and on the map
Your new marked item is shown here as a temporary feature.

To add it as a permanent feature in the Places of Interest layer:
*(left edge of this layer should be blue, indicating that it is the active layer)*

In the pop-up window left click on Add to map

National Gallery of Ireland is now listed in the Places of Interest layer with new colour marker.
Change the style of your base map

Left click on the down arrow next to **Base map** to open map styles

Hover over the nine thumbnail images to see each map type

**Left click** on any of these images to choose a new base for your map – the map will change instantly

The **Simple Atlas** map base is less cluttered than the default **Map**

*When your map is live online the map background can be changed by the person viewing it*
Open your map in Google Earth

First you have to ensure that Google Earth is installed on your PC / laptop [https://www.google.com/earth/](https://www.google.com/earth/)

On the same line as main map title **left click** on the 3 vertical dots

**Left click** on Export to KML / KMZ – this allows you to view your data in Google Earth

**Left click** on the down arrow next to Entire map

Select one layer of data to display on Google Earth by **left clicking** on it, e.g. Heritage Oak Trees of Ireland
Open your map in Google Earth

Left click in the Export to a KML file checkbox

Left click on Download

The download file will appear along the bottom of your screen. Left click on this.

Google Earth will open instantly with the data displaying on the map.

If you minimise the Google Earth website it should bring you back to Google MyMaps
Share your map

Left click on Share

All maps are private by default

However, don’t need to change the Private setting if you are inviting specific people to view or edit the map - enter their e-mail addresses here
Enter your own e-mail address to send the map to yourself – you can add message if you choose

**Add message** changes to **Discard message** when message has been entered

You can copy this link and select who to share the link with – we will look at this next

Left click on **Change...** to see these other sharing options

**Tip:** Sharing your map with a person who has a non-Google account? Copy the map URL and change the word “edit” in the URL to “view” before sending
You can choose to put the map on the web or instead choose who to share with and whether they can view or edit the map.

When you left click on a radio button you will be prompted to choose ‘edit’ or ‘view’.

**Public on the web** - *if you want to put your map on a website you will need to choose this option*

**On - Anyone with the link** or
**On - Anyone at UCD with the link** – *if you choose these options you will need to e-mail the link to the relevant group of people*

**Off – Specific people** – *this radio button will be displayed if you leave the default setting on Private (as per previous screen)*

Make sure the radio button for **On Public on the Web** is selected

Left click on **Save** then on next screen left click on **Done**
Click this link to see an embedded map

On the same line as main map title **left click** on the 3 vertical dots

**Left click** on **Embed on my site**

This will then show you the html code to copy and paste into your website.

The code is already highlighted just **left click** on **OK** to copy it

*If this isn’t working for you check that your map is set to **Public on the Web***
Printing a map

Your printed map includes the description and a legend.

To print a map with just one legend visible, e.g. *Heritage Oak Trees of Ireland*, make sure the other layers have no tick in their checkboxes.

It is a bit fiddly getting the map you need to display correctly within the frame – trial and error to get it right!
Open new map

On the same line as main map title **left click** on the 3 vertical dots

**Left click on New map**

**Left click on Untitled map**

Type in a Map title and Description **left click on Save**
Add lines or shapes to your map

Rename Untitled layer as Dublin Squares

Type Dartmouth Square into the map search box. Left click on one address to select it. This will zoom you into the map.

On the map and the left side of the screen a green marker for Dartmouth Square will appear.
Add lines or shapes to your map

**Left click** on the **Draw a line icon**

**Left click** on **Add Line or Shape**

Cursor will change to a +

**Left click** on map to begin drawing your line or shape.

Move the mouse to continue drawing – **left click** on each corner to create your shape.

*If you make a mistake press Esc to start again.*
Add lines or shapes to your map

When you left click back on the point where you started a box will pop up – you can name the polygon and add some descriptive text.

Left click on Save

When you left click on Save, the dimensions of the shape will be displayed.

Left click on the x to remove this marker from the contents and the map.

Dartmouth Square is shown in the Dublin Squares layer.
Change border and transparency

Left click on the paint can icon for Dartmouth Square

Left click on a coloured square – use the sliders to change the Polygon Transparency and its Border Width
When you left click on the x in the top right corner the new colour / border width / transparency will be saved.
Measure a line or shape

With the hand / pan icon, move the cursor to a different part of the map, then left click on the ruler icon.

Point and **left click** on a corner to start measuring. **Left click** on the next corner to measure one side of the square.

**TIP:** Take a screen grab while the information is displayed – because as soon as you click elsewhere on the map the measurement details vanish.

To continue on, **left click** on the next corner.

When you click back on your starting point or double click to finish drawing, the measurement of the shape will appear.

**If you click on the ruler to measure another site this information disappears.**
Add a point of interest

**Left click on marker icon** to add a new point on your map.

**Left click** on Fitzwilliam Square (or any site / place / location on the map) where you would like the marker to be shown.

In the box which pops up type in the details **Left click on Save**.

Both sites are now shown in the layer name – one is a polygon the other a point. If you click on either of these it will bring you to that place on the map.
Next time you log into Google My Maps you will see the map(s) you have previously created [http://mapsengine.google.com/map](http://mapsengine.google.com/map).

**Left click** on the 3 vertical dots on any map to see options to **Open / Copy / Move to Bin**

This map is shared and available to view on the Web, but this map is not

[Google Maps Help](https://support.google.com/mymaps/#topic=3188329)

[http://www.google.com/earth/outreach/tutorials/all.html](http://www.google.com/earth/outreach/tutorials/all.html)
Need more help?

Contact me by e-mail:

jane.nolan@ucd.ie

Have a look at our Maps and GIS guides:

GIS

libguides.ucd.ie/gisguide

MAPS
libguides.ucd.ie/findingmaps/intro

BOOK A CONSULTATION FOR HELP WITH YOUR MAPPING PROJECTS