



Creating Google Maps



Sign into Google using a gmail email account

Example: jcastaneda@gmail.com



One account. All of Google.

Sign in to continue to Google Maps Engine

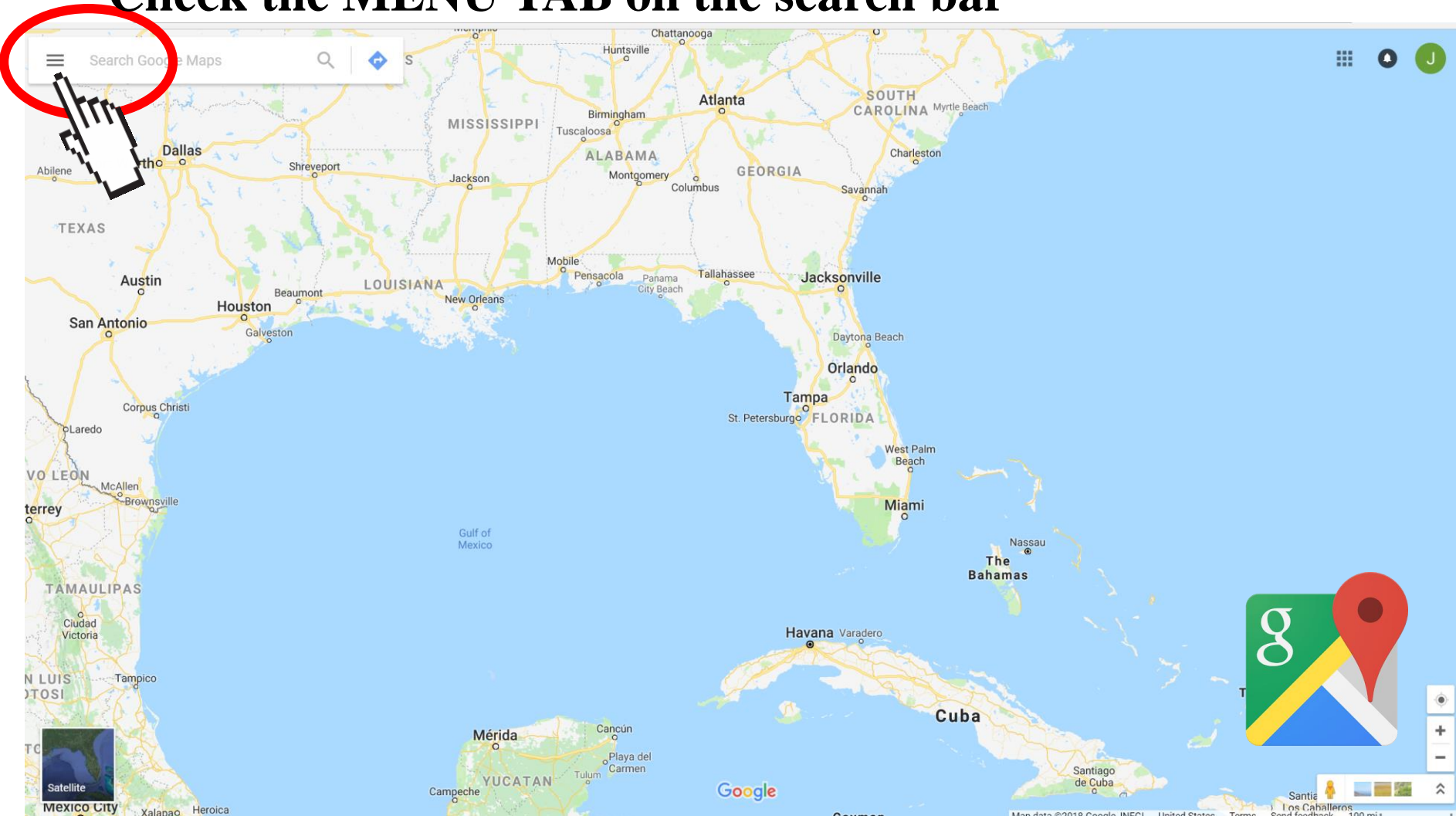
A screenshot of the Google sign-in form. At the top is a grey circle with a white person icon. Below it are two input fields: "Email" with the text "practicemap123" and "Password" with ten asterisks. A blue "Sign In" button is below the fields. At the bottom left is a checked checkbox for "Stay signed in" and a blue link for "Need help?".

[Sign in with a different account](#)

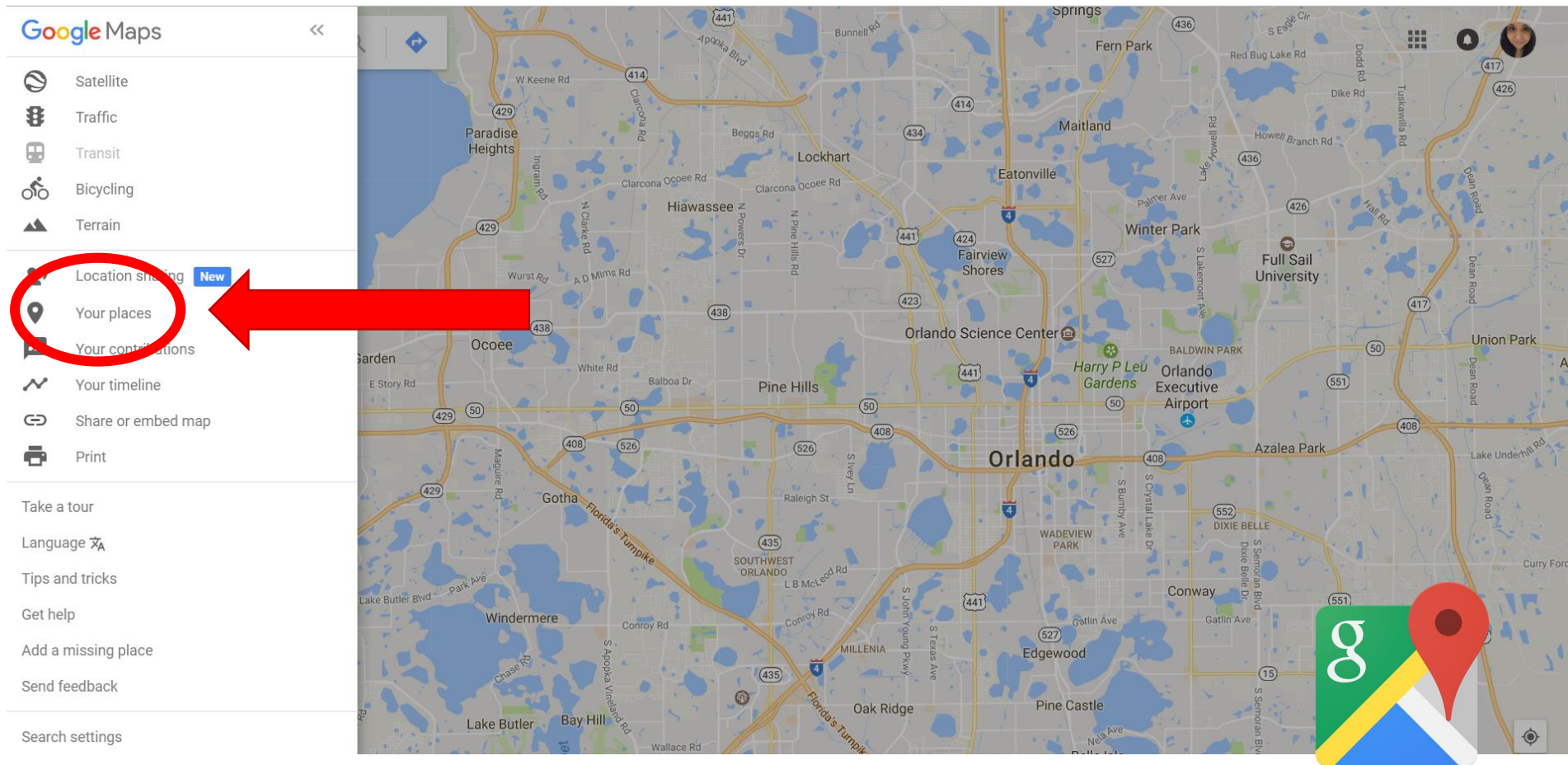
One Google Account for everything Google



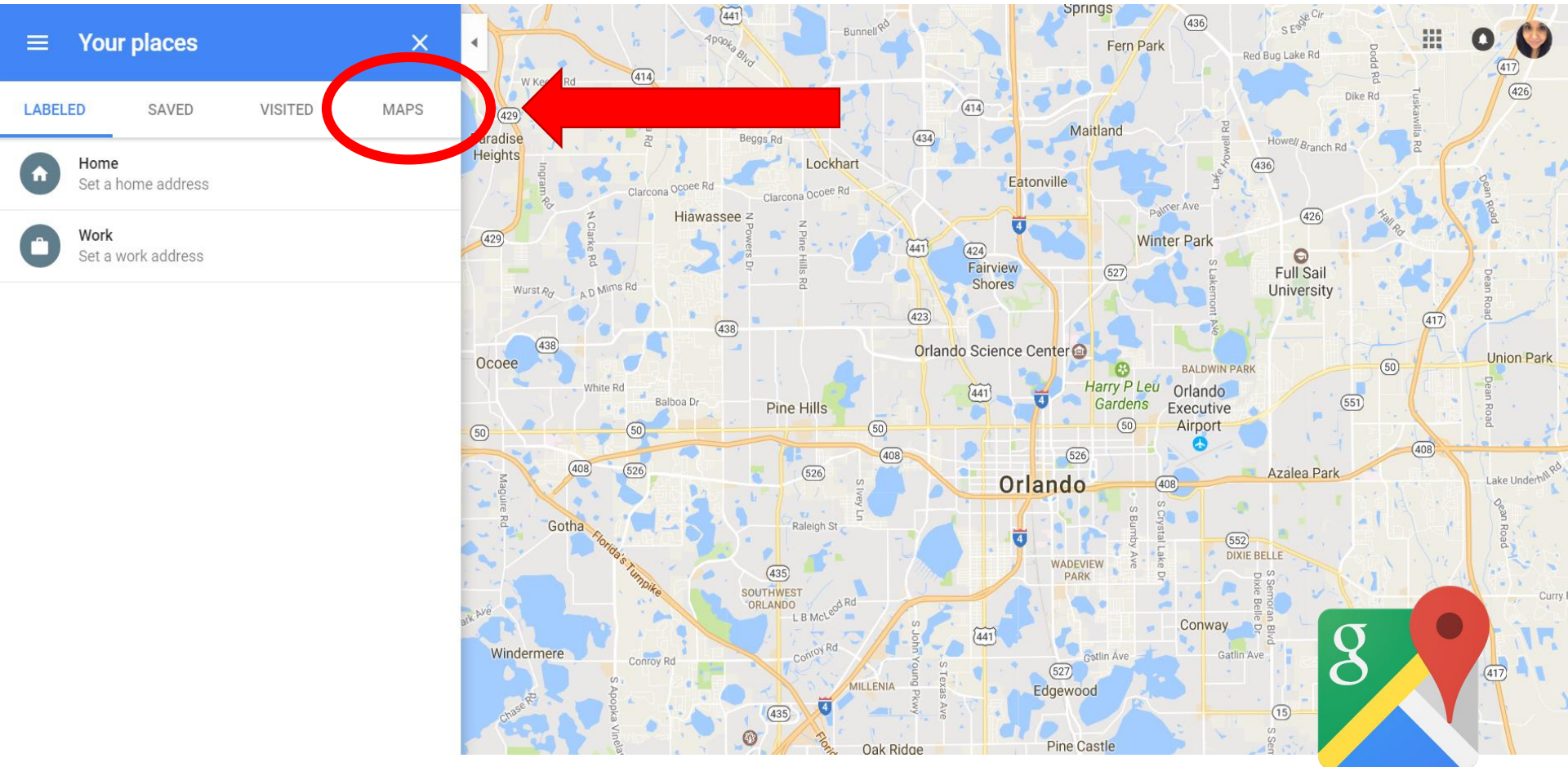
- Check the MENU TAB on the search bar



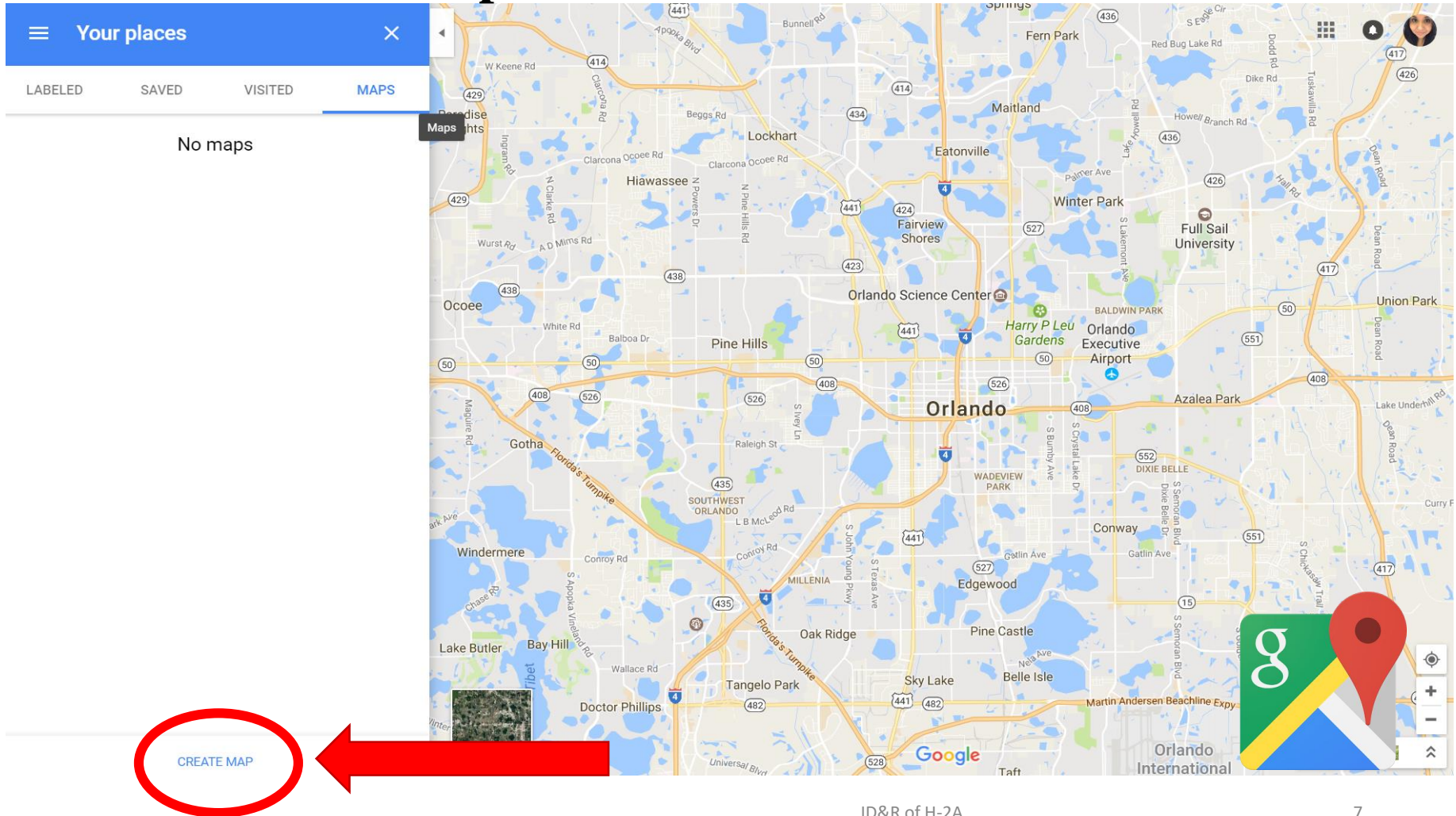
- **Click on Your Places**



- **Click MAPS**

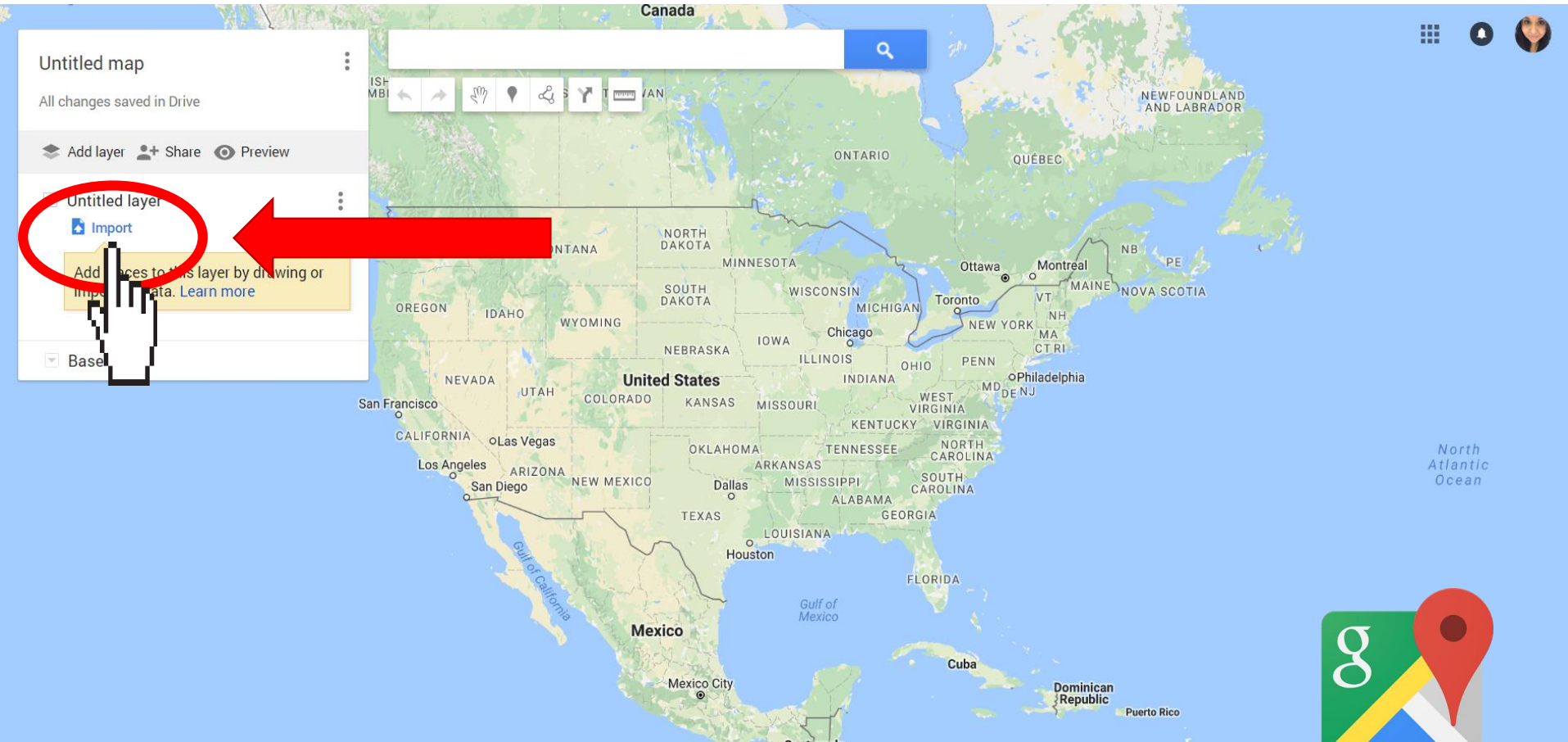


- Click **CREATE** map



The image shows a screenshot of the Google Maps web interface. At the top left, there is a blue navigation bar with a hamburger menu icon, the text "Your places", and a close icon. Below this bar, there are four tabs: "LABELED", "SAVED", "VISITED", and "MAPS". The "MAPS" tab is currently selected and highlighted in blue. Below the tabs, the text "No maps" is displayed. A red circle highlights a "CREATE MAP" button located at the bottom left of the map area. A large red arrow points from this button towards the "MAPS" tab. The main map area shows a satellite view of Orlando, Florida, with various landmarks and roads labeled. In the bottom right corner, there is a Google logo, a red location pin, and a vertical stack of map controls including a compass, zoom in (+) and zoom out (-) buttons, and a full-screen button.

- Click **IMPORT** (*your spreadsheet should be finished*)



- **Select your desired Excel spreadsheet from your computer**

Google+ Search Images Maps Play YouTube News Gmail More - Lupi Ginn - ⚙

Untitled map
All changes saved in Drive
Add layer Share
Untitled layer
Import
Add places to this layer by dr...
importing data. [Learn more](#)
Base map

Choose a file to import

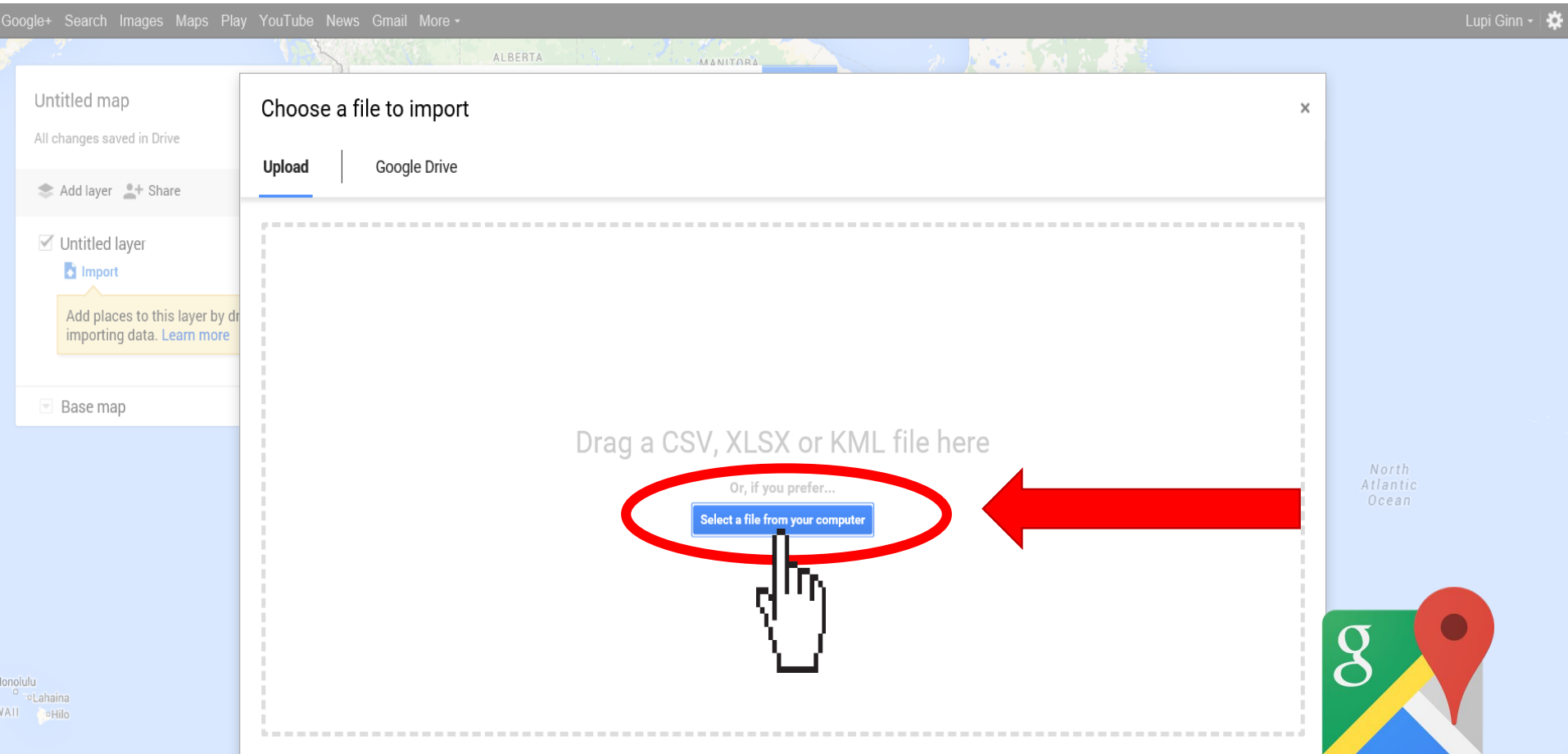
Upload | Google Drive

Drag a CSV, XLSX or KML file here

Or, if you prefer...

Select a file from your computer

North Atlantic Ocean



Total Cases	Total Workers	ETA Case Number	Job Posting Date	Case Type	Employer Name	Anticipated Start Date	Anticipated End Date	Job Title	Crop / Activities	Number of Workers Requested	Worksite Address	Worksite City, State, and Zip	Worksite County
1	136	H-300-17138-474752	5/25/2017	H-2A	MARGIRIC FARM, LLC	7/17/2017	5/17/2018	Farm Worker	Cucumber, Cantaloupe, Bell Pepper, Broccoli, and melon harvest and packing. Cucumber, Cantaloupe,	136	16001 Indrio Road	Ft. Pierce, FL 34945	St. Lucie



- Select your desired Excel spreadsheet from your computer**

Your spreadsheet must include the data you need to show up on the map.

It should have clear columns and headers that include, address, city, state and zip. They should all follow the same format.

Google maps has to have the address and city, state, zip to put the marker on the map.

We often like to add in county because you can easily filter lists in excel by county which can be helpful when using spreadsheets.





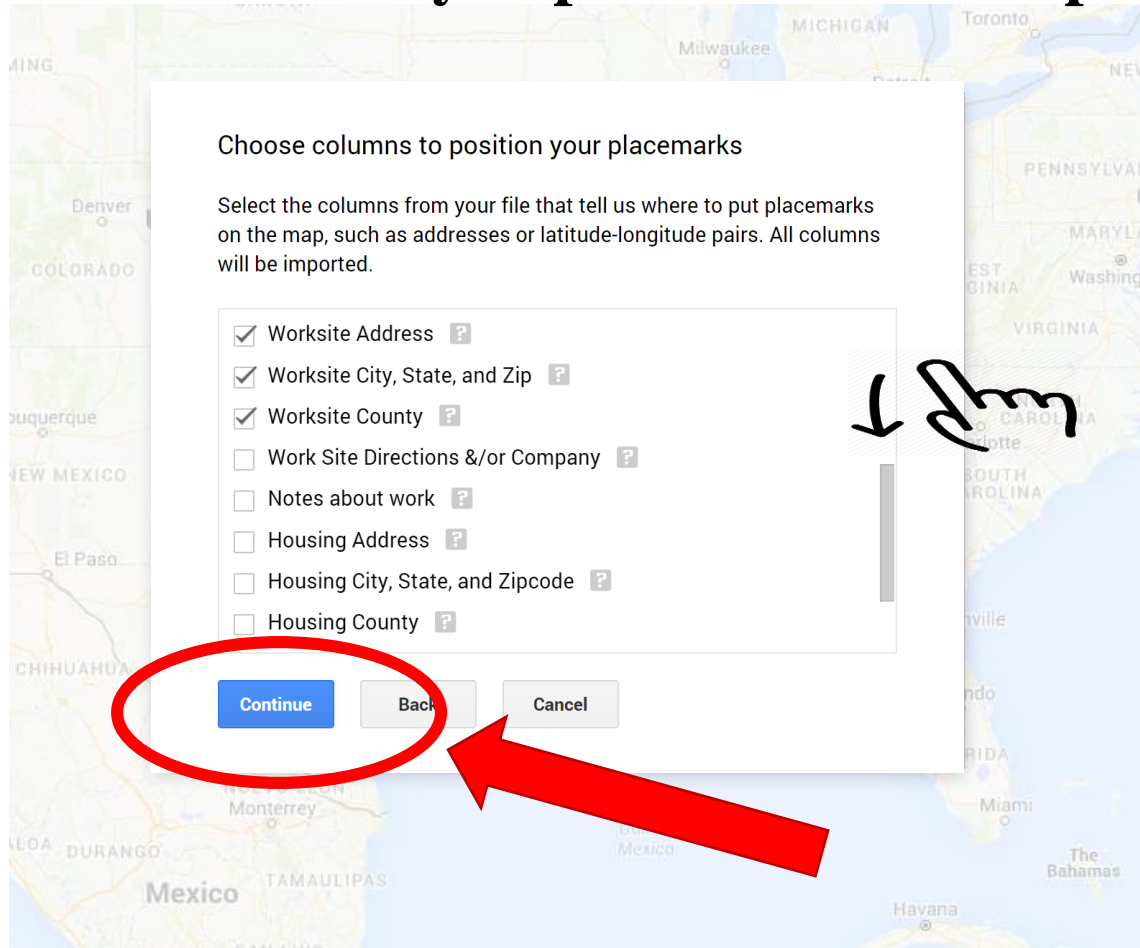
- **Select your desired Excel spreadsheet from your computer**
(*Tip: Keep all files on a separate folder for easy access*)

The screenshot shows a Windows File Explorer window titled "Excel Spreadsheets for Google Maps". The address bar shows the path: "2016 FL Spring Training > Excel Spreadsheets for Google Maps". The left sidebar shows "Quick access" with folders like Desktop, Documents, Downloads, Pictures, and a list of folders including "2016 Alabama Cont", "2016 FL Spring Trair", "Excel Spreadsheets", and "Google Maps Sessic". The main pane displays a table of files:

Name	Date modified	Type	Size
H2A FL Worker Request	4/14/2016 1:04 PM	Microsoft Excel W...	13 KB
Honey Bee Leads	4/6/2016 10:10 PM	Microsoft Excel W...	12 KB
Starving Farmers	4/14/2016 12:30 PM	Microsoft Excel W...	11 KB



- **Select the columns for you placements on map**



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.

- Worksite Address ?
- Worksite City, State, and Zip ?
- Worksite County ?
- Work Site Directions &/or Company ?
- Notes about work ?
- Housing Address ?
- Housing City, State, and Zipcode ?
- Housing County ?

Continue Back Cancel

A hand-drawn black arrow points to the 'Continue' button, and a red arrow points to the 'Continue' button from the bottom right. A hand-drawn black arrow also points to the 'Worksite City, State, and Zip' option.

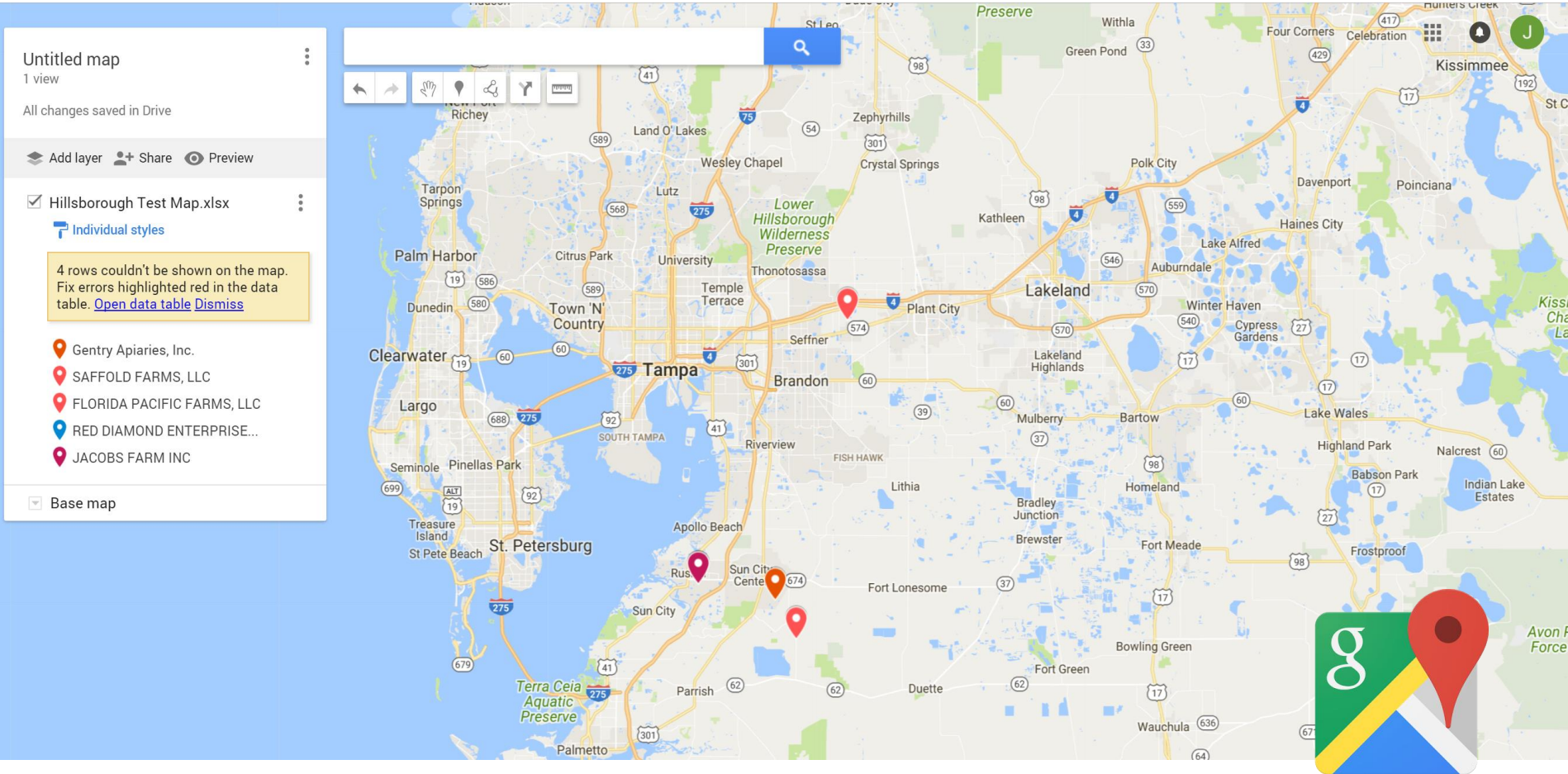




- **Choose the title of your marker**
- **Click FINISH**

A screenshot of a Google Maps interface. A dialog box is open in the center, titled "Choose a column to title your markers". Below the title, there is a subtitle: "Pick a column to use as the title for the placemarks, such as the name of the location or person." The dialog box contains a list of radio button options: "ETA Case Number", "Job Posting Date", "Case Type", "Employer Name" (which is selected), "Anticipated Start Date", "Anticipated End Date", "Job Title", and "Crop / Activities". At the bottom of the dialog box, there are two buttons: "Finish" and "Back". The "Finish" button is circled in red, and a red arrow points to it from the right. Another red arrow points down to the "Employer Name" option. In the bottom right corner of the map, there is a Google Maps logo with a red location pin icon overlaid on it.

Your map will look like this...



Untitled map
1 view
All changes saved in Drive

Add layer Share Preview

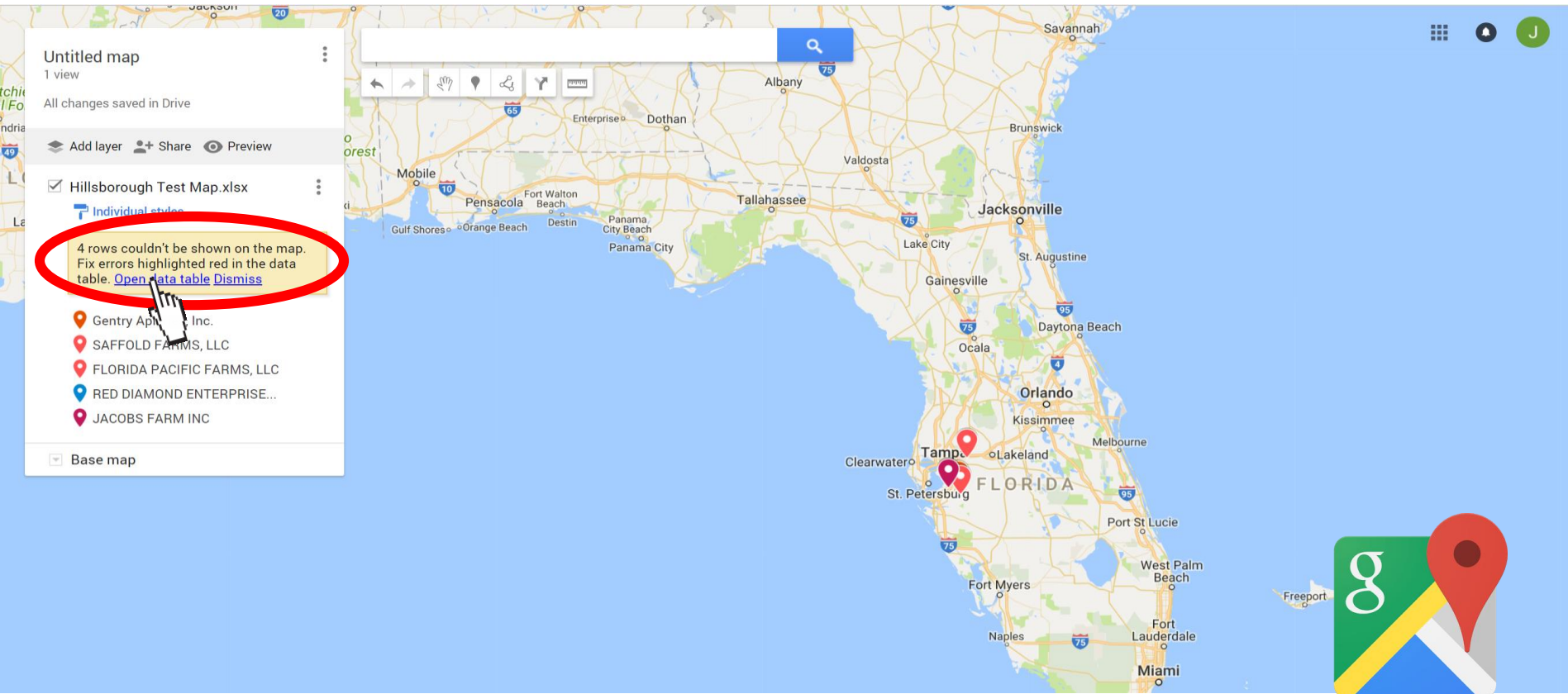
Hillsborough Test Map.xlsx
Individual styles

4 rows couldn't be shown on the map.
Fix errors highlighted red in the data table. [Open data table](#) [Dismiss](#)

- Gentry Apiaries, Inc.
- SAFFOLD FARMS, LLC
- FLORIDA PACIFIC FARMS, LLC
- RED DIAMOND ENTERPRISE...
- JACOBS FARM INC

Base map

- **Google will detect any incorrect addresses, these will appear on your data table but NOT on your map**




- Click on open table to edit information

Honey Bee Leads.xlsx

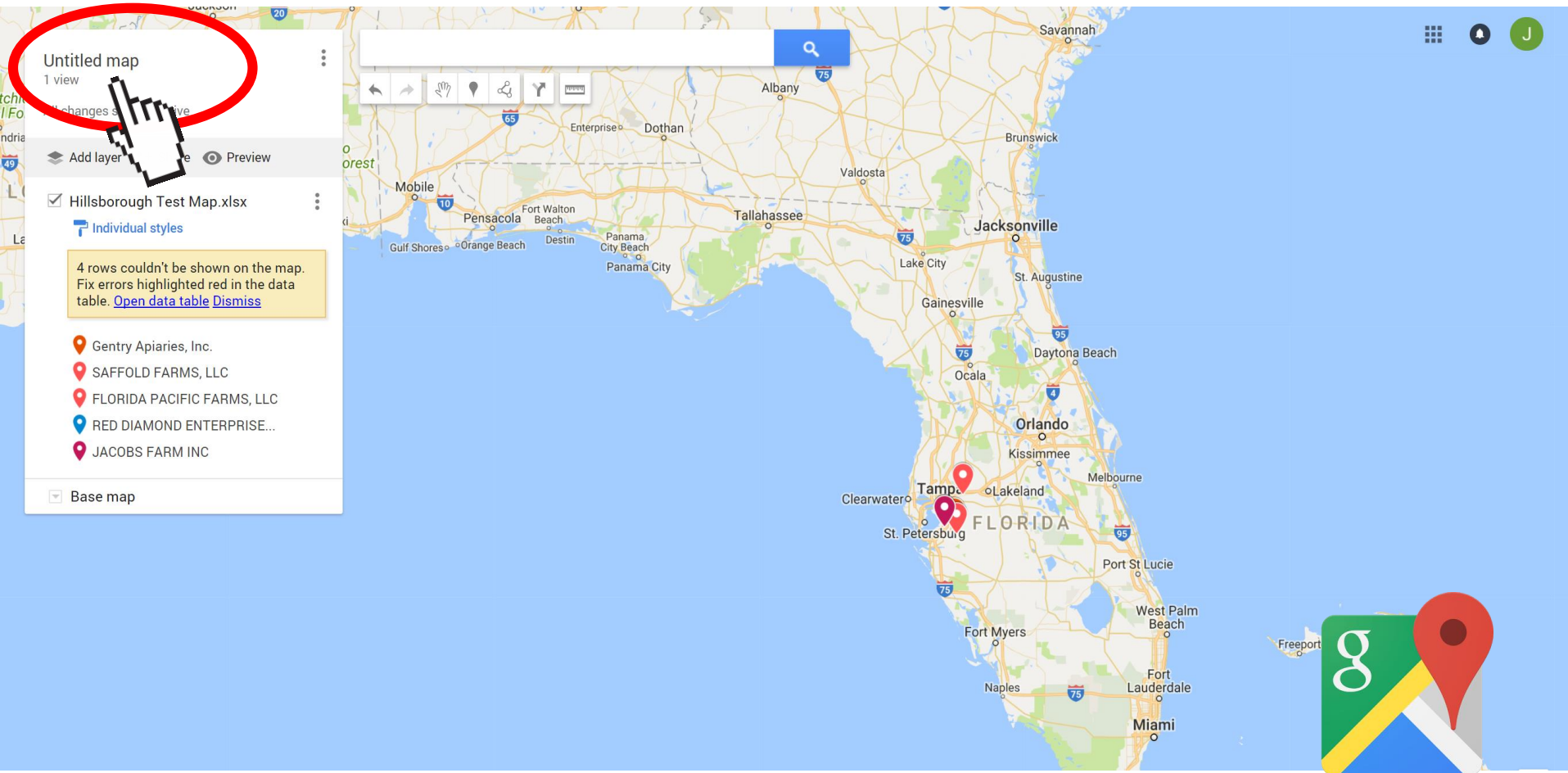
Find in table

1-34 of 34

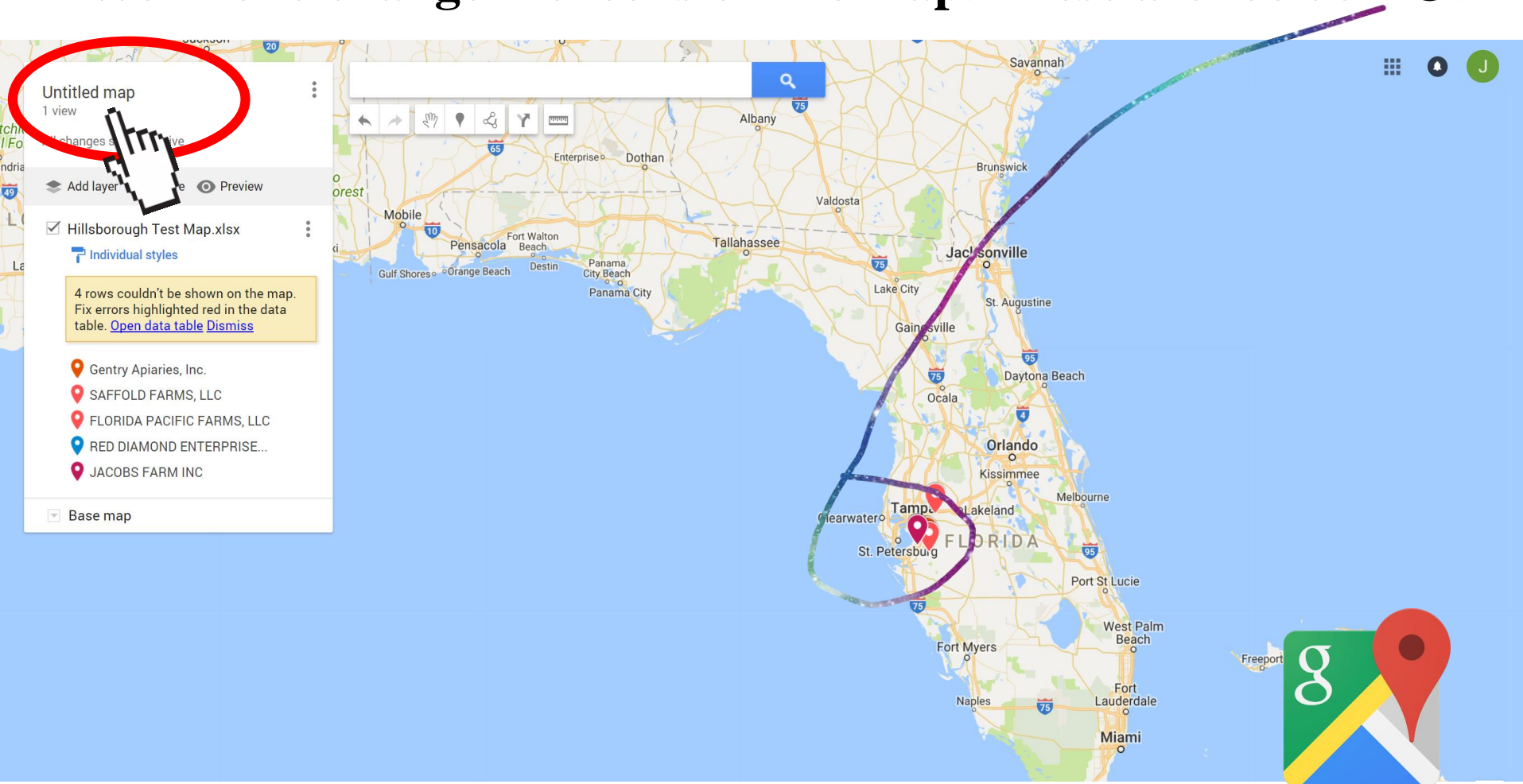
	Address	City	State	Zipcode	Title	Te
1	6325 SW Alligator St	Stuart	FL	34994	Alpine Farm Bee Removal	(5
2	2201 Thonotosassa Rd	Plant City	FL	33563	The Honey Hole Market	(8
3	12304 Paddock Ave	Tampa	FL	33618	Carrollwood Tampa Wildflower Honey	(8
4	2514 Leaning Pipe Lane	Plant City	FL	33565	A Land of Delight Natural Farm	(8
5	8997 90th Ter	Seminole	FL	33777	Taste of Freedom Farm	(7
6	8001 Double Branch Road	Tampa	FL	33635	Tampa Bay Beekeepers Association Apiary	((
7	1337 Everitt Ave	Panama City	FL	32401	D&C Honey Bee Farm	(850)
8	17227 Chipola Heights Rd	Altha	FL	32421	Barkers Bees Honey	(850)
9	212 Acme Lane	Lynn Haven	FL	32444	Old Oak Bee Yard	(850)
10	976 S River Road	Englewood	FL	34223	Bob Van Der Herchen, Bee Removal & Rescue	(941)
11	2419 Hard Labor Road	Chipley	FL	32428	Sleeping Bear Farms	(850)
12	5219 SE Ebbtide Ave	Stuart	FL	34997	Hani Honey Company	(772)
13	7396 Skylene Drive	Delray Beach	FL	33446	Bee Healthy Honey Farms	(561)



- **Click and add a title your map**

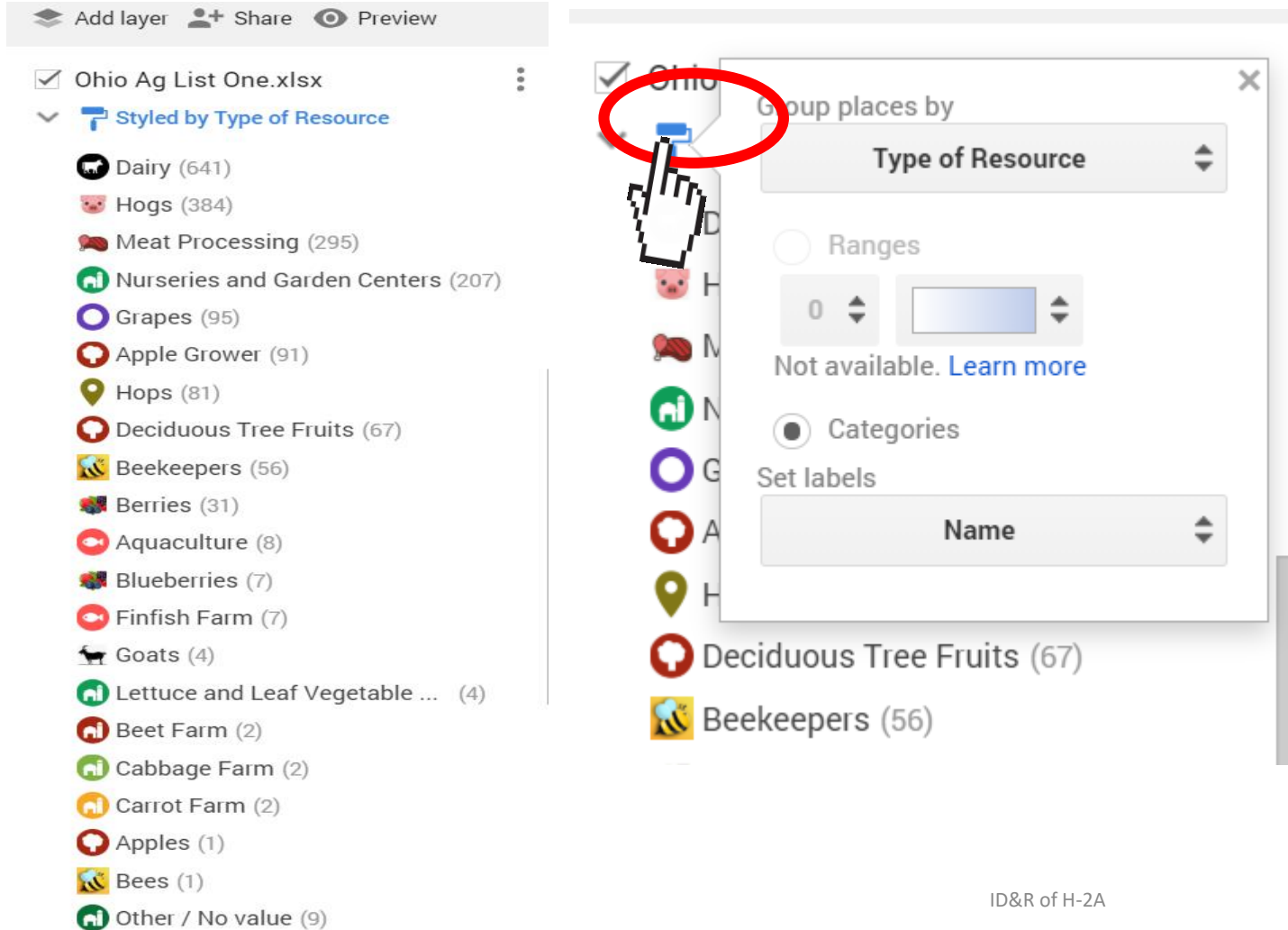


- We like to change the icons on the map. These are too dull 😊.





- **When you add a layer can also chose the icon you want.**



The screenshot shows a web application interface with a layer list on the left and a configuration dialog on the right. The layer list includes a search bar and a list of categories with their respective counts. The configuration dialog is titled "Group places by" and has a dropdown menu set to "Type of Resource". A red circle highlights the "Type of Resource" dropdown menu, and a hand cursor is pointing at it. The dialog also has a "Set labels" section with a dropdown menu set to "Name".

Layer List:

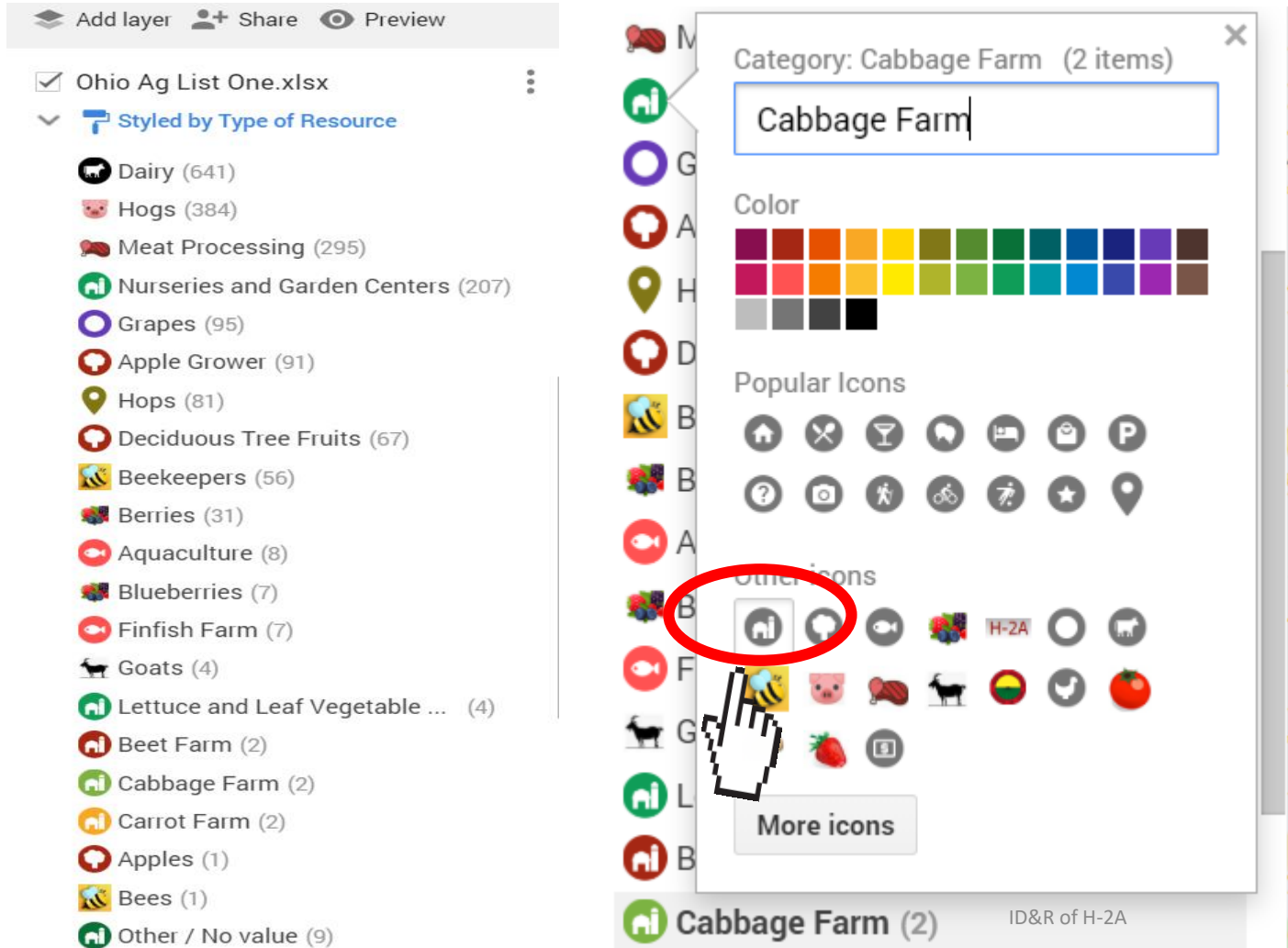
- Ohio Ag List One.xlsx
- Styled by Type of Resource
 - Dairy (641)
 - Hogs (384)
 - Meat Processing (295)
 - Nurseries and Garden Centers (207)
 - Grapes (95)
 - Apple Grower (91)
 - Hops (81)
 - Deciduous Tree Fruits (67)
 - Beekeepers (56)
 - Berries (31)
 - Aquaculture (8)
 - Blueberries (7)
 - Finfish Farm (7)
 - Goats (4)
 - Lettuce and Leaf Vegetable ... (4)
 - Beet Farm (2)
 - Cabbage Farm (2)
 - Carrot Farm (2)
 - Apples (1)
 - Bees (1)
 - Other / No value (9)

Configuration Dialog:

- Group places by: Type of Resource
- Not available. [Learn more](#)
- Categories: Categories
- Set labels: Name



- **When you add a layer can also chose the icon you want.**



The screenshot shows a mapping application interface. On the left, there is a list of layers under the heading "Styled by Type of Resource". The layers include "Ohio Ag List One.xlsx" and various agricultural categories with their respective counts: Dairy (641), Hogs (384), Meat Processing (295), Nurseries and Garden Centers (207), Grapes (95), Apple Grower (91), Hops (81), Deciduous Tree Fruits (67), Beekeepers (56), Berries (31), Aquaculture (8), Blueberries (7), Finfish Farm (7), Goats (4), Lettuce and Leaf Vegetable ... (4), Beet Farm (2), Cabbage Farm (2), Carrot Farm (2), Apples (1), Bees (1), and Other / No value (9). On the right, a dialog box is open for editing a layer. The dialog title is "Category: Cabbage Farm (2 items)". It features a search box containing "Cabbage Farm", a color palette with various colors, and two sections of icons: "Popular Icons" and "Other Icons". A red circle highlights the "ni" icon in the "Other Icons" section, and a hand cursor is pointing at it. Below the "Other Icons" section is a "More icons" button. At the bottom of the dialog, the layer name "Cabbage Farm (2)" and the ID "ID&R of H-2A" are visible.



- **When you add a layer can also chose the icon you want.**

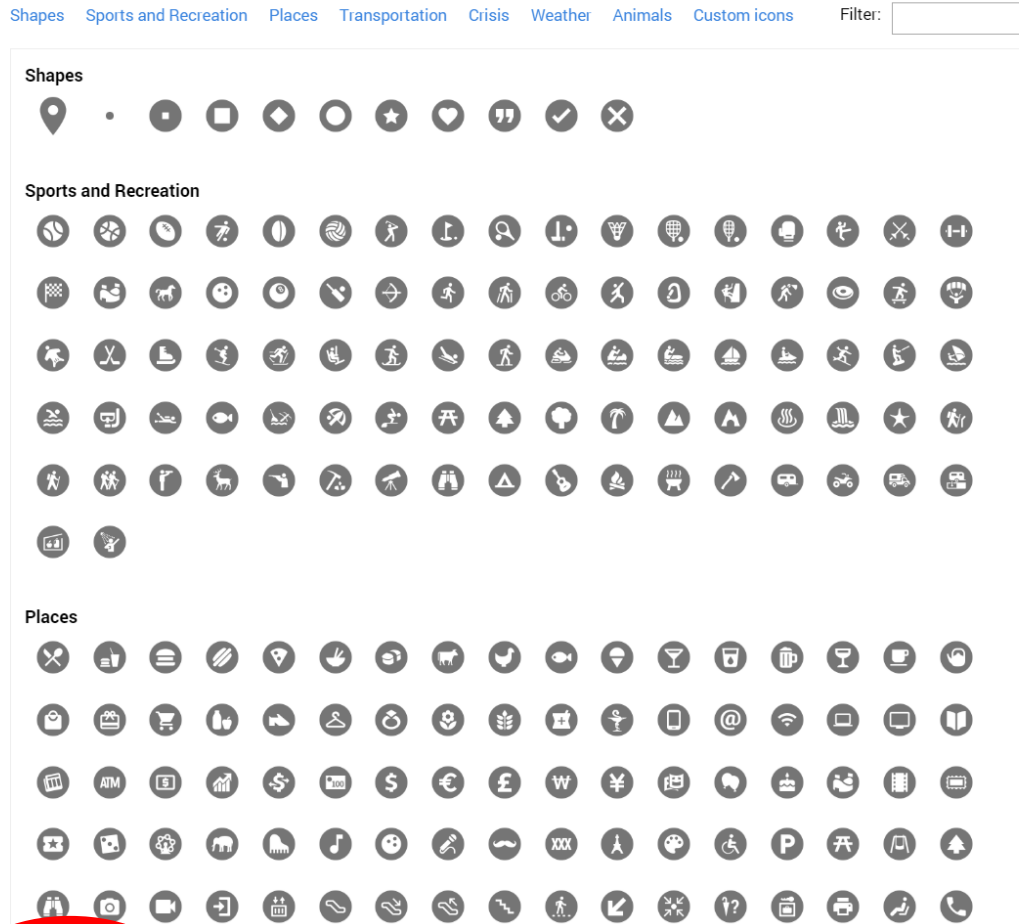
Choose an icon

Shapes Sports and Recreation Places Transportation Crisis Weather Animals Custom icons Filter:

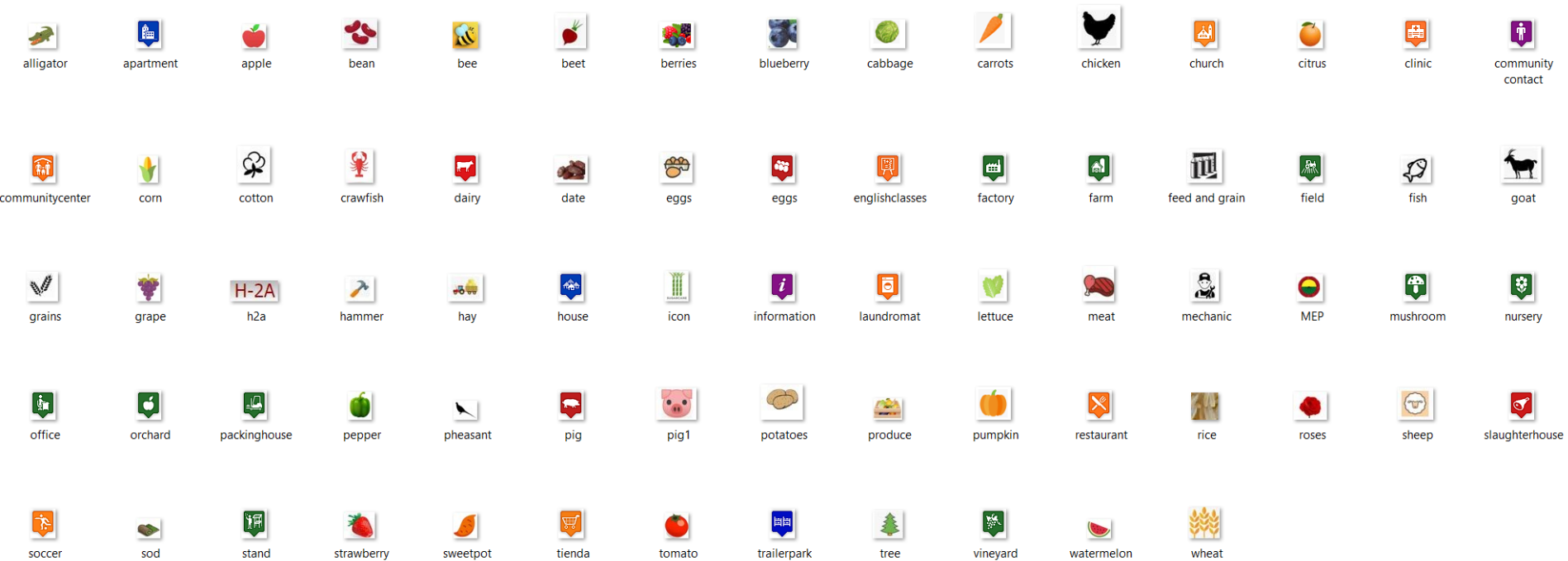
Shapes

Sports and Recreation

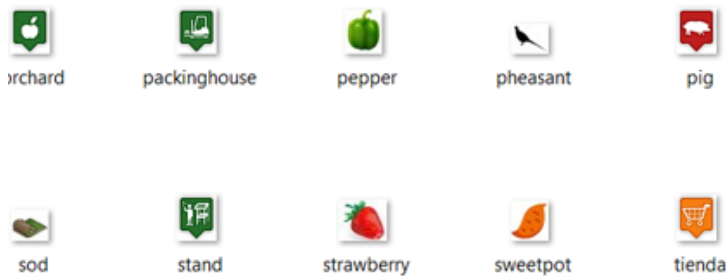
Places



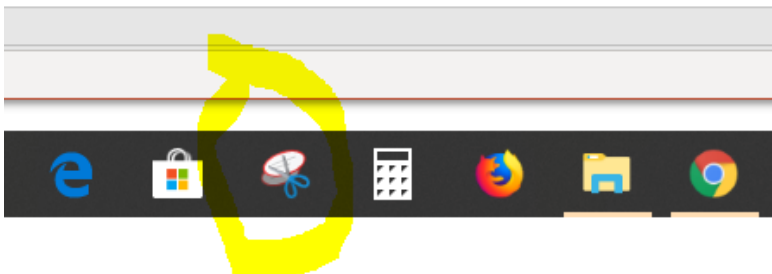
- We make our own to add on.



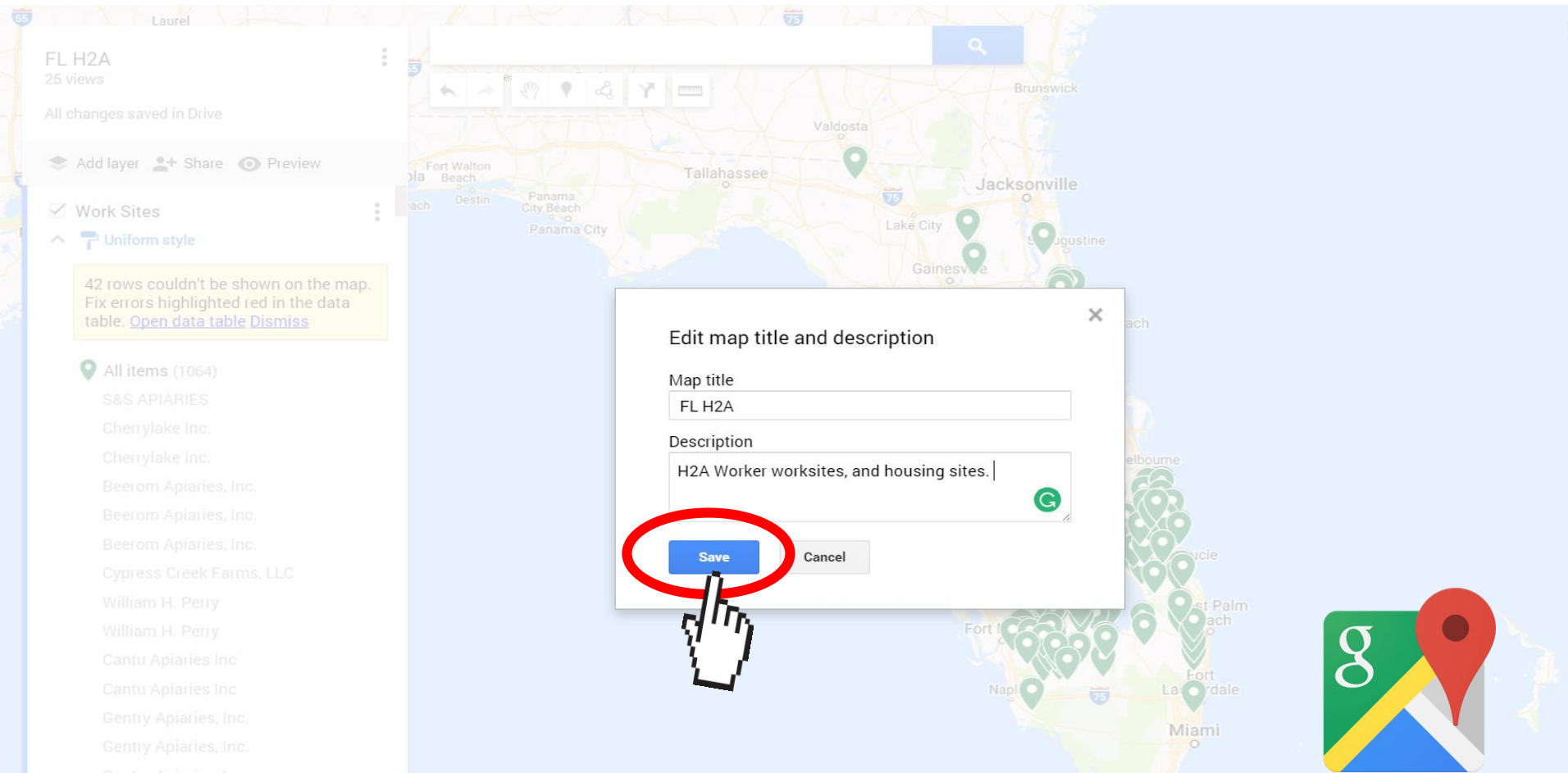
- **We use the snipping tool for this process. Most PCs have it**



It lets you take snips and save them as images. We often snip an image and then in word make it smaller and then snip it again when it is icon size. We can show you!



- **Save once you have your map how you want it.**



The screenshot displays the Google My Maps interface. On the left, a sidebar shows the map title 'FL H2A' with 25 views and a list of layers including 'Work Sites' and 'Uniform style'. A yellow warning box indicates that 42 rows couldn't be shown on the map. The main map area shows a map of Florida with several green location pins. A dialog box titled 'Edit map title and description' is open in the center, containing a 'Map title' field with 'FL H2A' and a 'Description' field with 'H2A Worker worksites, and housing sites.'. The 'Save' button is circled in red, and a hand cursor is pointing at it. A 'Cancel' button is also visible. In the bottom right corner, there is a Google Maps logo with a red location pin.



- **Share it once you are ready with the right settings**

Migrant Education Program.
73 views

All changes saved in Drive

Add layer **Share** Preview

Ohio Ag List One.xlsx
 Styled by Type of Resource

Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/open?id=1k12P0wkjzTh8OpexY5KYVizI6W3D3-7&usp=sh>

Share link via:

Who has access

	Specific people can access	Change...
	Jessica Castaneda (you) sparkedinnovations@gmail.com	Is owner
	sparkinginnovations@gmail.com	
	jsalinas@nwoesc.org	

Invite people:

Enter names or email addresses...

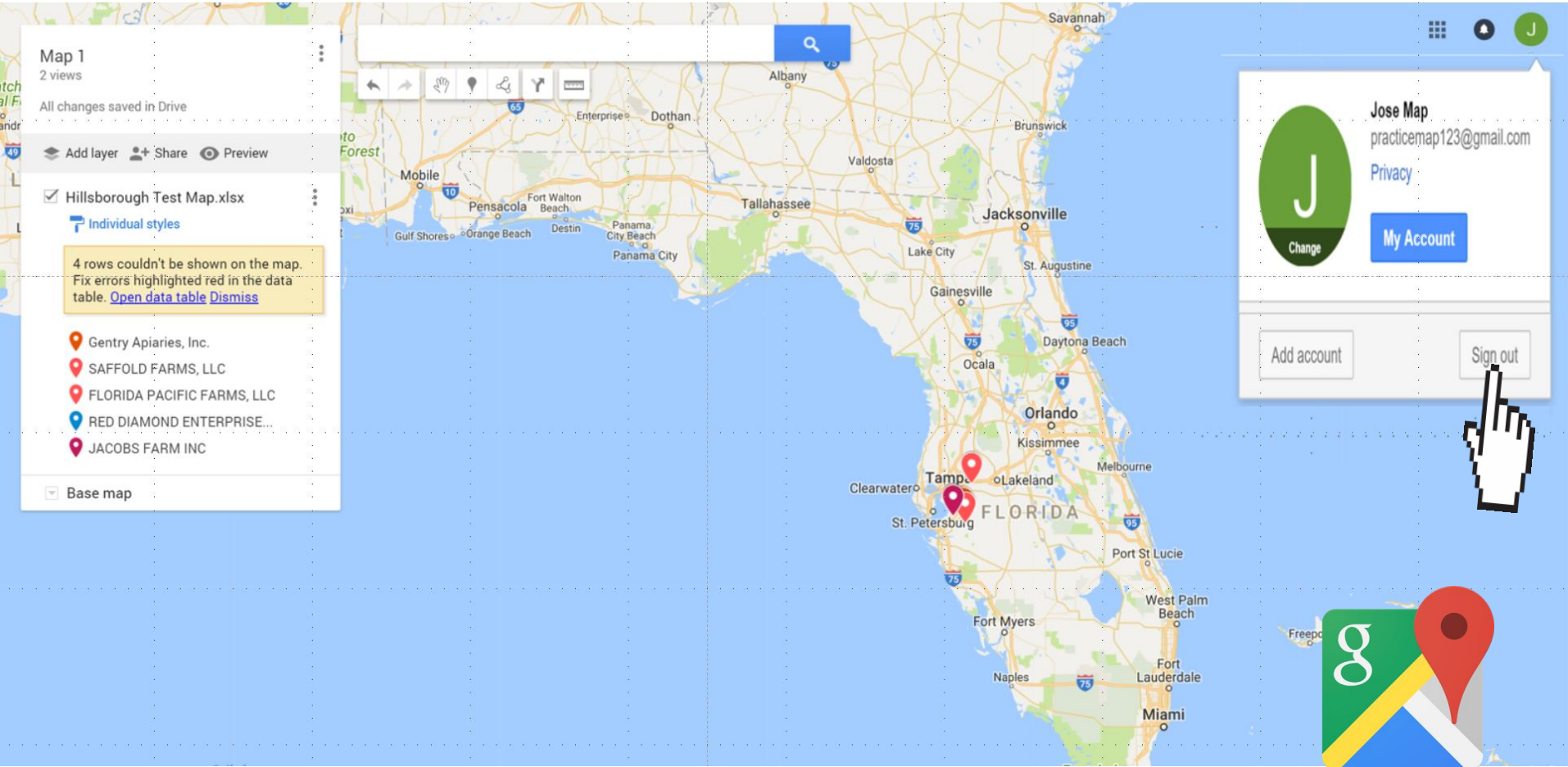
Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

[Done](#)



- **Sign Out when you finish**



The screenshot displays the Google Maps interface with a map of Florida. On the left, a 'Map 1' sidebar shows a data layer named 'Hillsborough Test Map.xlsx' with a warning: '4 rows couldn't be shown on the map. Fix errors highlighted red in the data table. [Open data table](#) [Dismiss](#)'. Below this, a list of location markers includes Gentry Apiaries, Inc., SAFFOLD FARMS, LLC, FLORIDA PACIFIC FARMS, LLC, RED DIAMOND ENTERPRISE..., and JACOBS FARM INC. On the right, a user profile overlay for 'Jose Map' (practicemap123@gmail.com) is visible, featuring a 'My Account' button and a 'Sign out' button being clicked by a hand cursor. A Google Maps logo with a red location pin is in the bottom right corner.