How to set up Google 'My Maps' on a tablet (iOS)

Please read the whole of this guide before starting to create your Google Map as it contains information that may be useful for you to know at the beginning of the process.

Logging in to your Google Account
Go to https://mymaps.google.com

If you are already signed into your Google Account, you will be taken straight through to the My Maps dashboard. If not, you will see this screen:
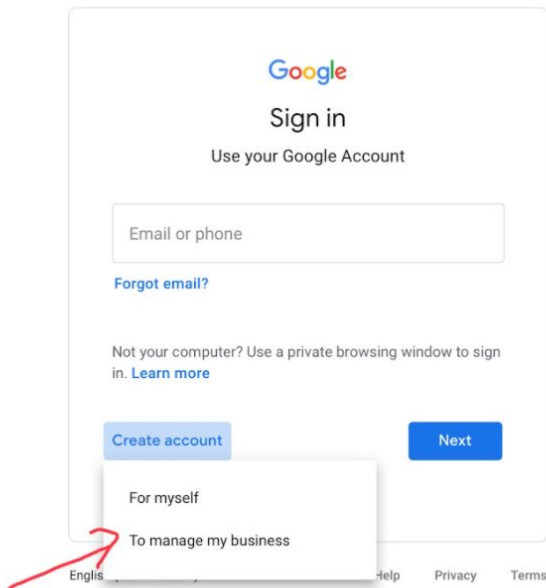

If you have a Google Account, enter your email in the box and click 'Next'. You will then be asked to enter your password. Once you have done this, click 'Next'. You will then be taken through to the My Maps dashboard.

Creating a Google Account
If you don't have a Google Account, click the 'Create account' option.

You will see two options appear. Click on 'To manage my business'.

On the next screen, you will see this. Complete the fields and then click 'Next'. Please see the screenshot on the right as an example.

Don't worry about creating a new email. This will not affect your current email address. It is just so you can create a Google Account.

Next you will see this screen:

The first two fields are optional, but you need to enter your date of birth and select an option from the dropdown menu for Gender. You can select 'Prefer not to say' if you're not comfortable giving this information. To find out why Google asks for this information, please click the blue link.

Then click 'Next'.

If you entered your phone number, the next screen will ask you to verify that it is your number by sending you a 6-digit verification code. To receive the code, click 'Send'. Enter the code on the next page and then click 'Verify'. On the next page, you may see options to 'Get more from your number'. This is for you to decide whether to opt-in or not. It is not necessary for the creation of a Google account.

Read the Privacy & Terms and when you're happy with them, tick the boxes at the bottom of the page to proceed. Screenshots of what you will see are below:

Google

Privacy and Terms

To create a Google Account, you'll need to agree to the Terms of Service below.
In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

You're in control of the data we collect & how it's used

Why we process it

We process this data for the purposes described in our policy, including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. Learn more about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ∨

☐ I agree to the Google Terms of Service

☐ I agree to the processing of my information as described above and further explained in the Privacy Policy
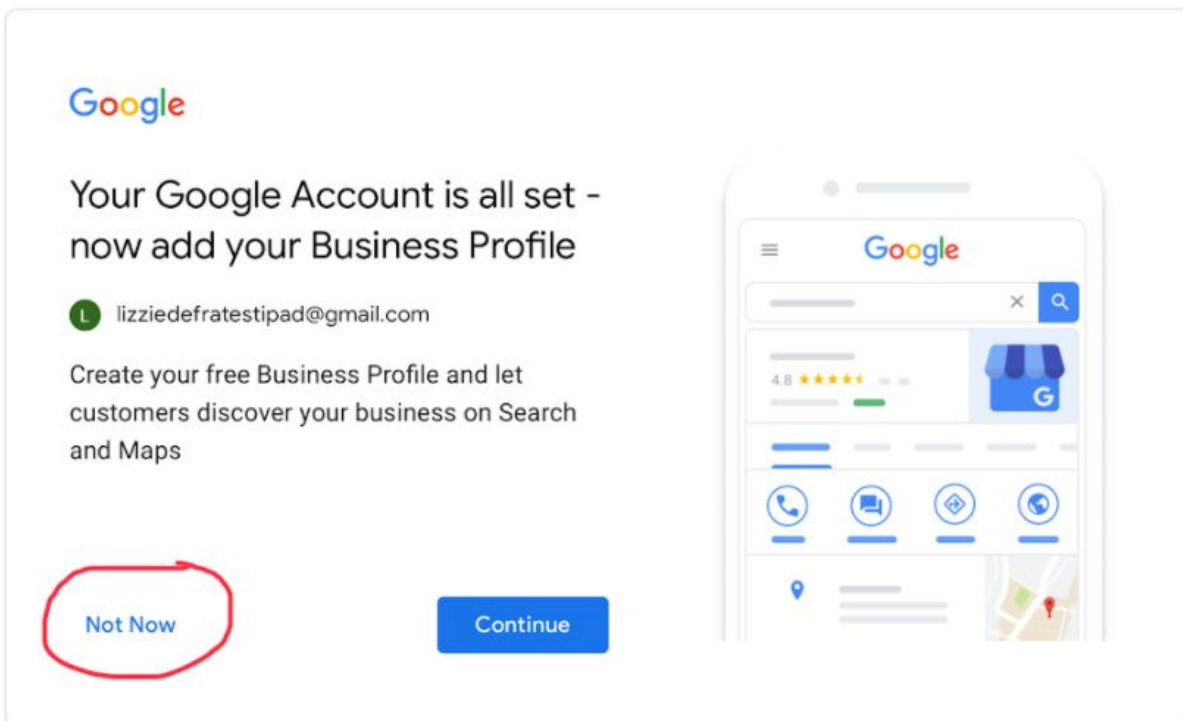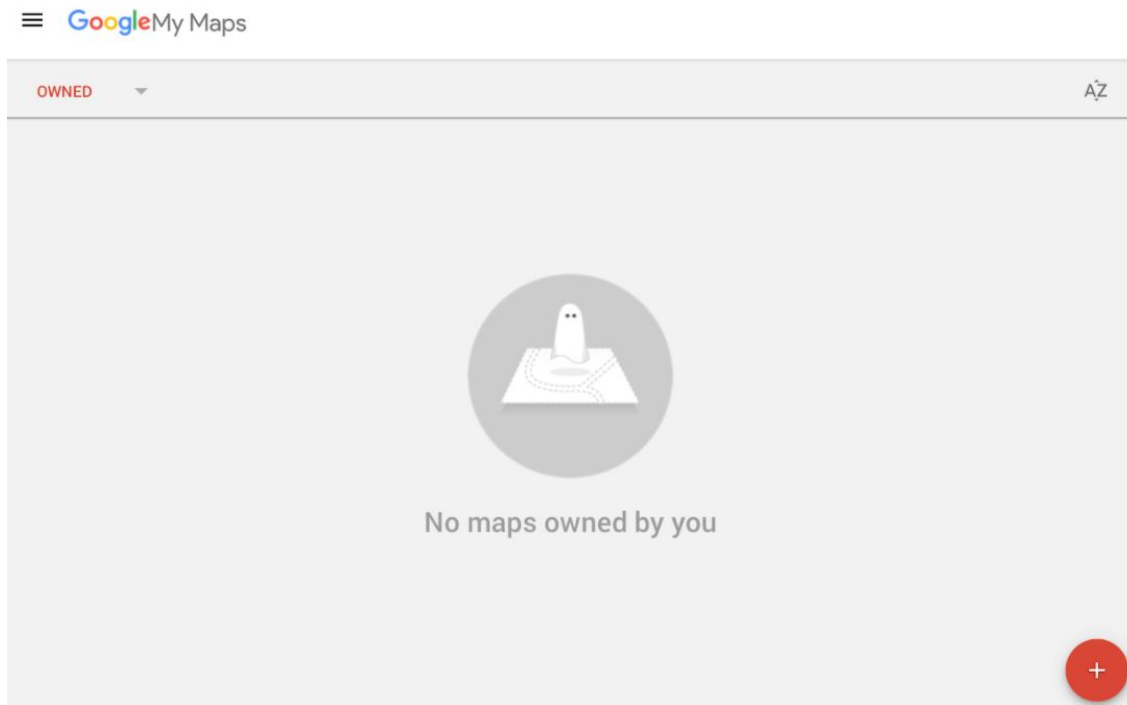
Cancel   Create Account

You may see the pop-up below after clicking 'Create Account'. If you do not want to be shown recommendations and personalised ads, click 'More options' in the bottom left-hand corner to change the settings. Otherwise, click 'Confirm'.
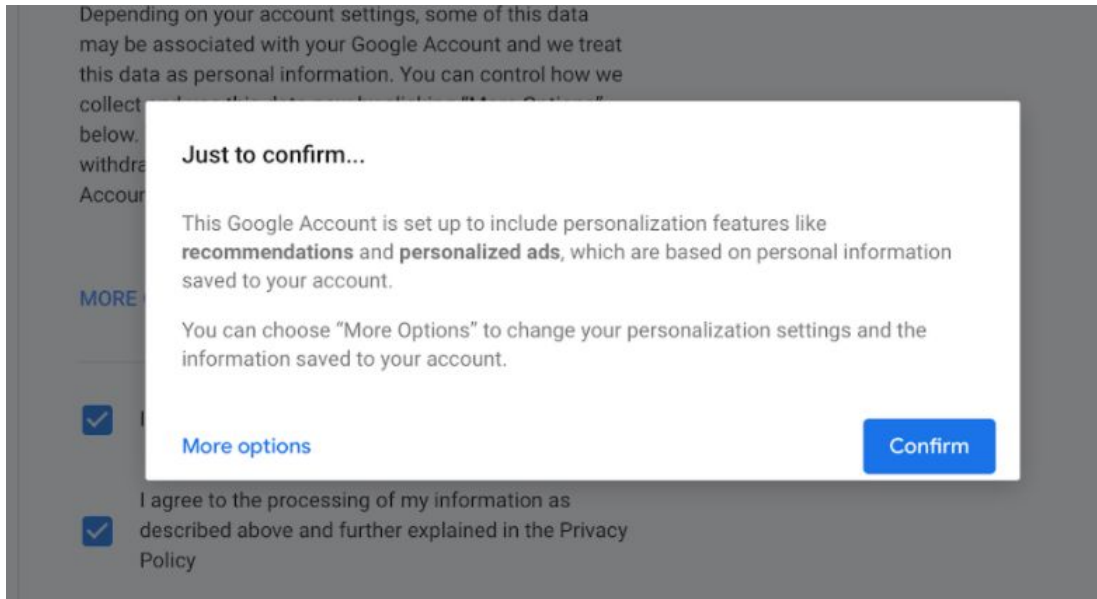
This guidance will not cover how to set up a Business profile. For the purpose of this Test, please click 'Not Now' when shown the screen below:
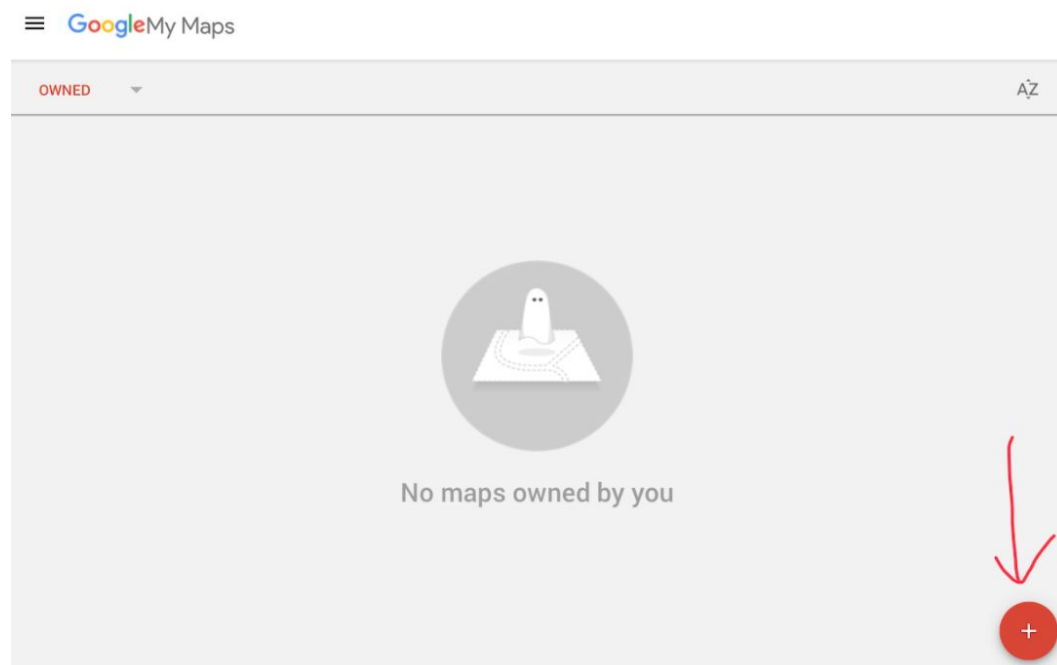
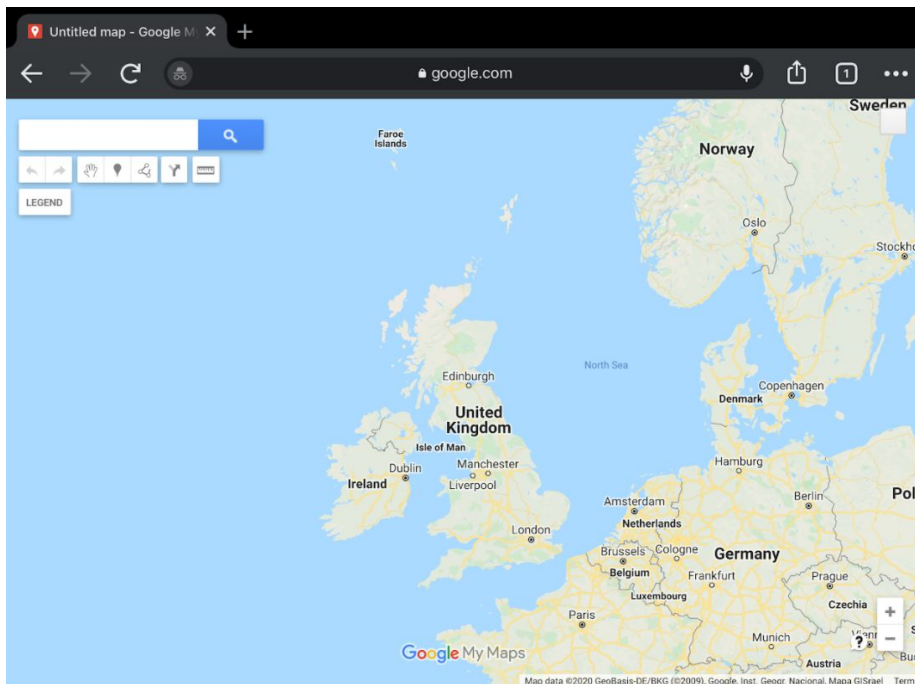After clicking 'Not Now', you will be taken through to the My Maps dashboard.

Congratulations! You now have a Google account and can create a Google Map.

Creating a new Google 'My Map'
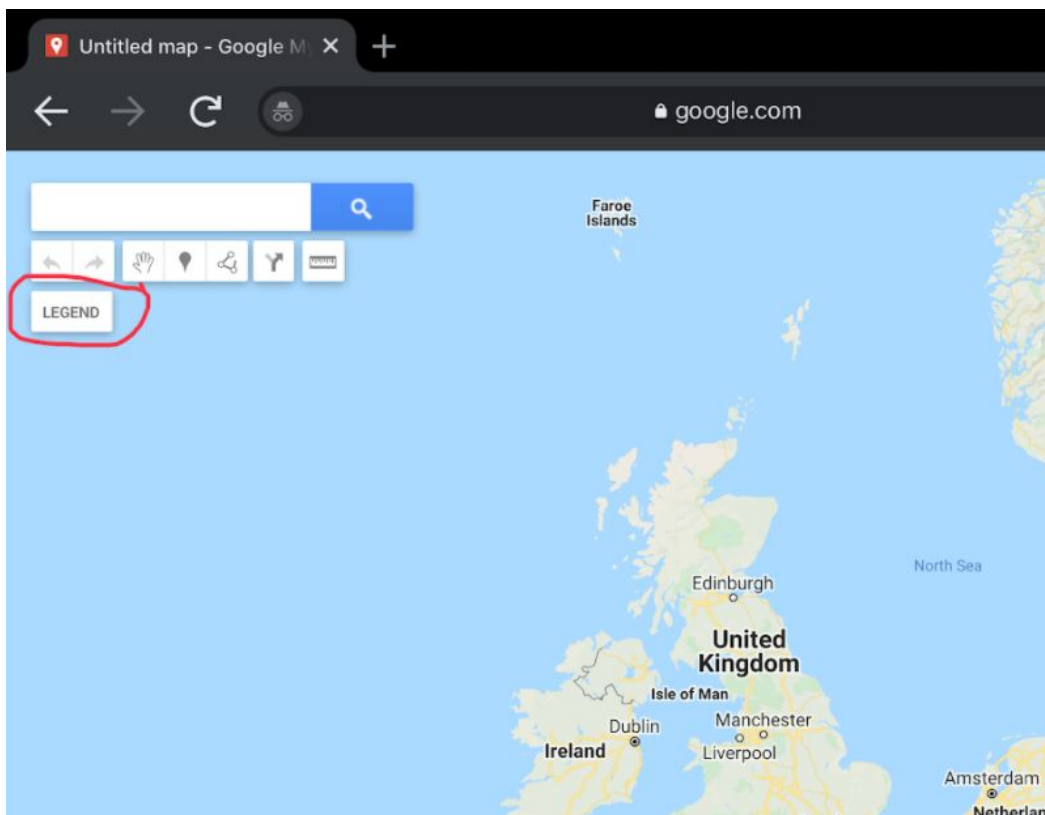To create a new map, click on the + in the red circle in the bottom right-hand corner.
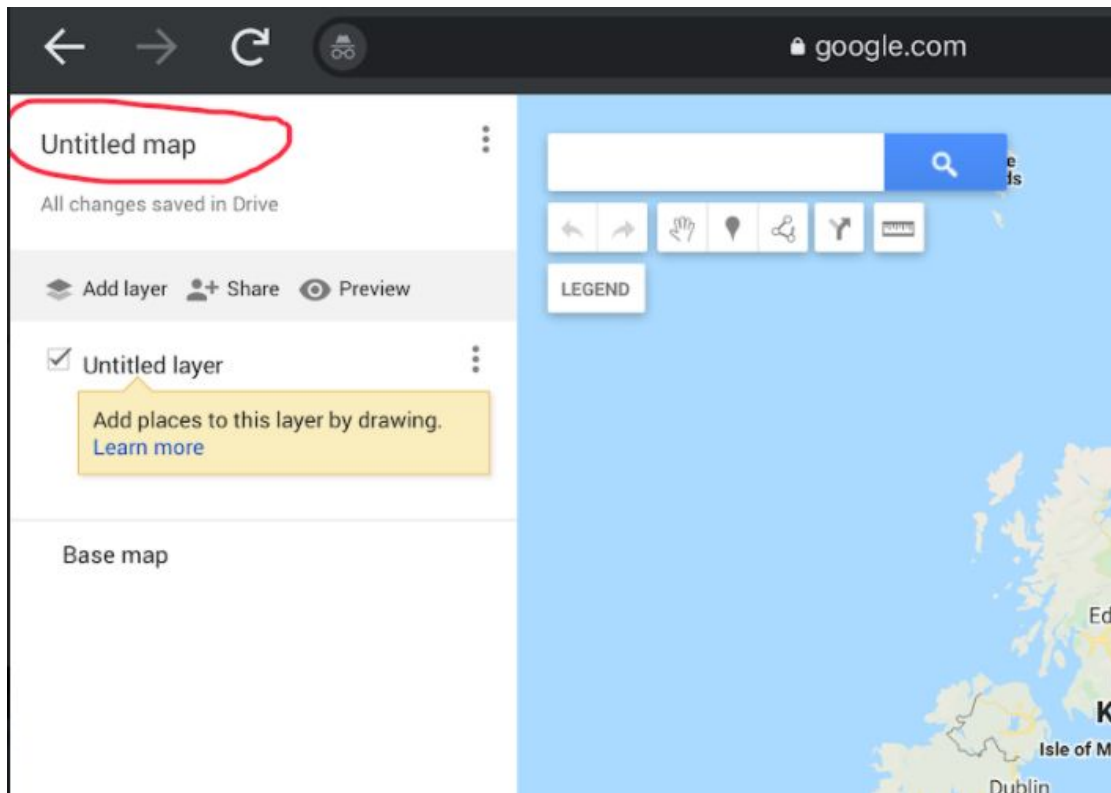
This is what you will see:
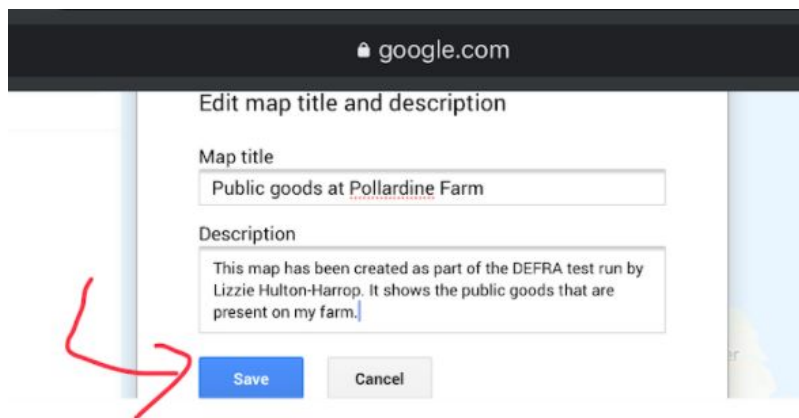

Editing the map title and description

Navigate to the top, left-hand side of the page and click on 'Legend'. This will open a panel on the left of the page.

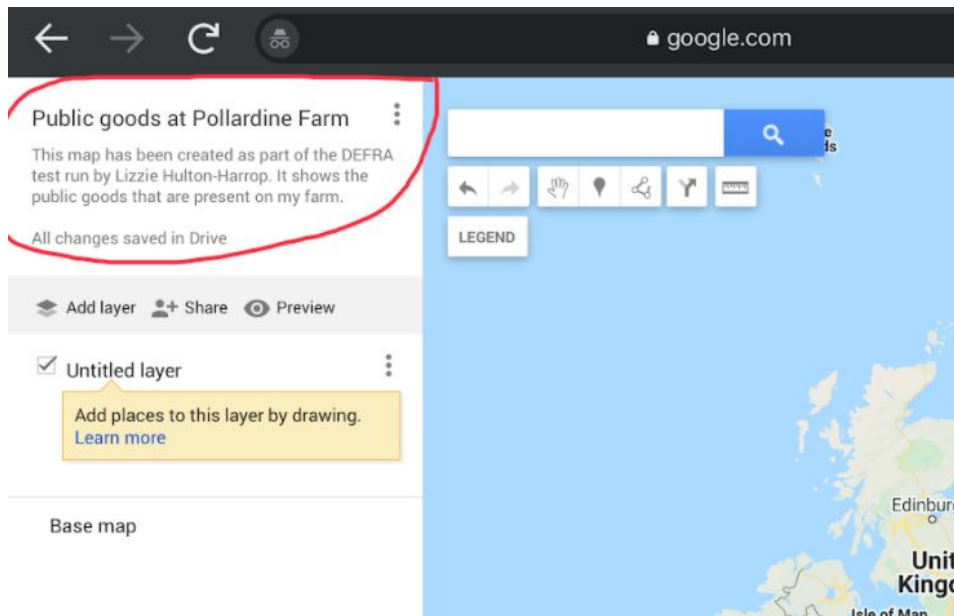Click on 'Untitled map' at the top of the Legend:

This will bring up a pop-up that allows you to give your map a title and description. See the screenshot below as an example:
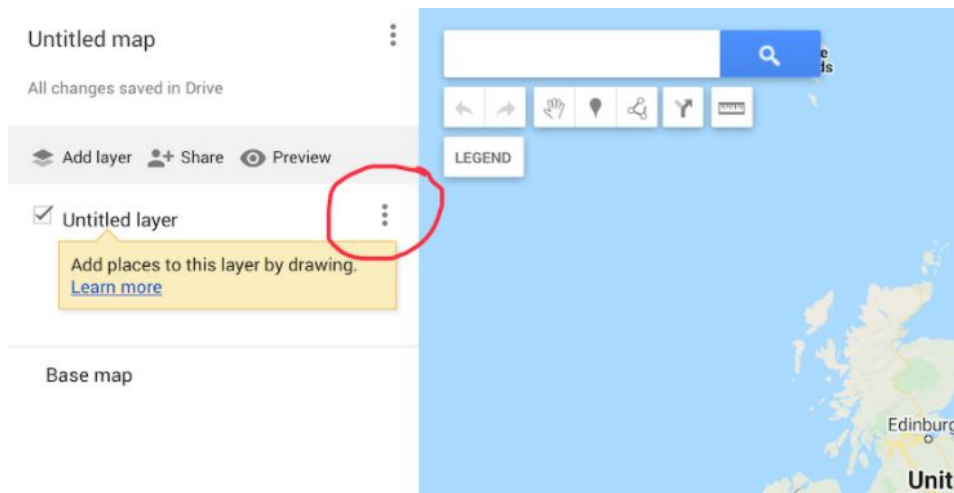

Click 'Save' and you will see the map title and description update in the top left-hand corner. See the screenshot on the next page as an example.
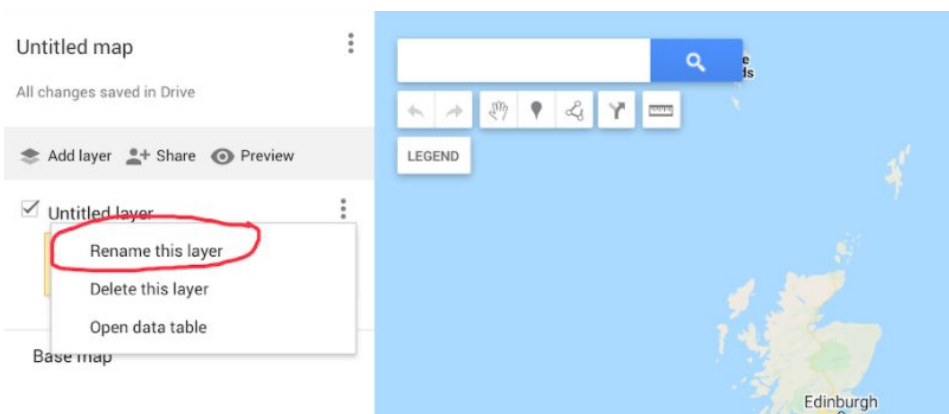
Renaming a layer

Click on the three vertical dots next to 'Untitled layer' to give your first layer a name.


Click on 'Rename this layer':

One of the limitations of Google Maps is that you cannot change the order of the layers once they have been created. You can drag and drop items between layers, but you cannot move a whole layer. It is worth thinking about this before creating multiple layers to make sure they are in the order you want from the start.
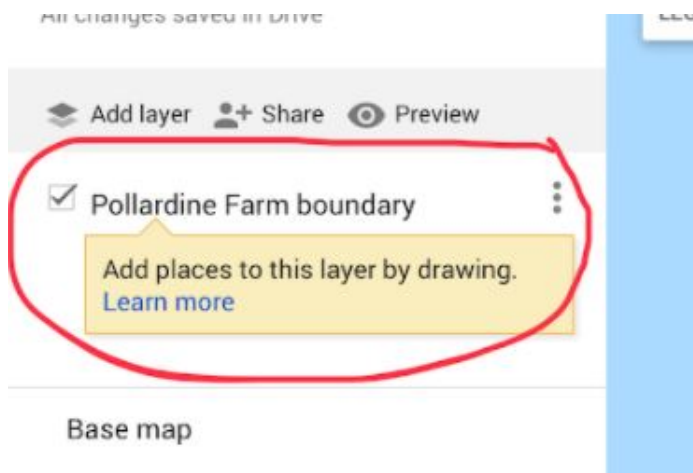
The first layer we will create is the boundary. When you click 'Rename this layer', it will bring up a pop-up as shown below:
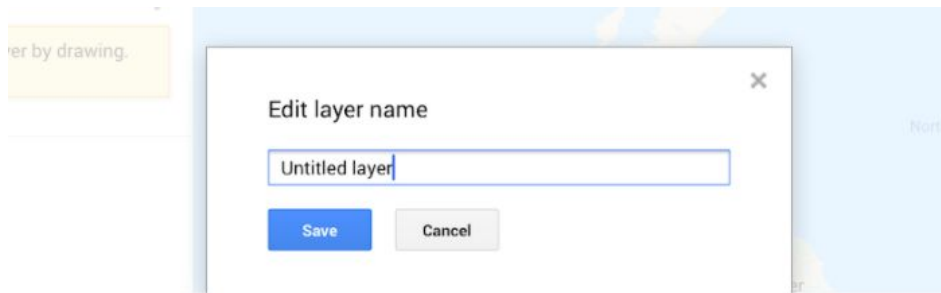
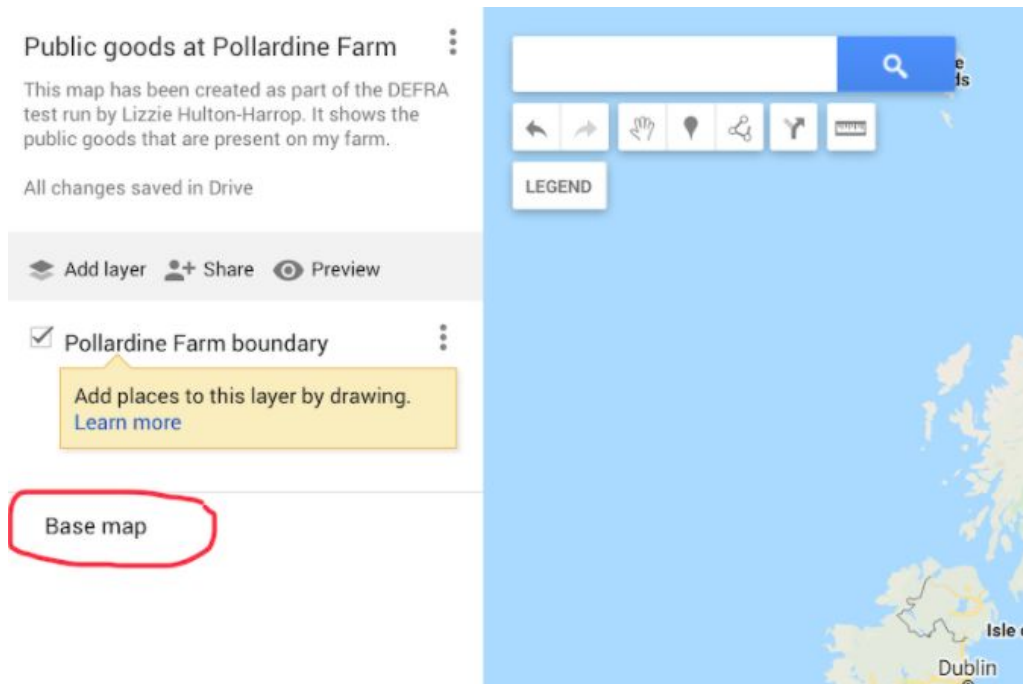

Enter a name for your boundary. For example,

Click 'Save'. You will see this update in the left-hand panel as shown below:
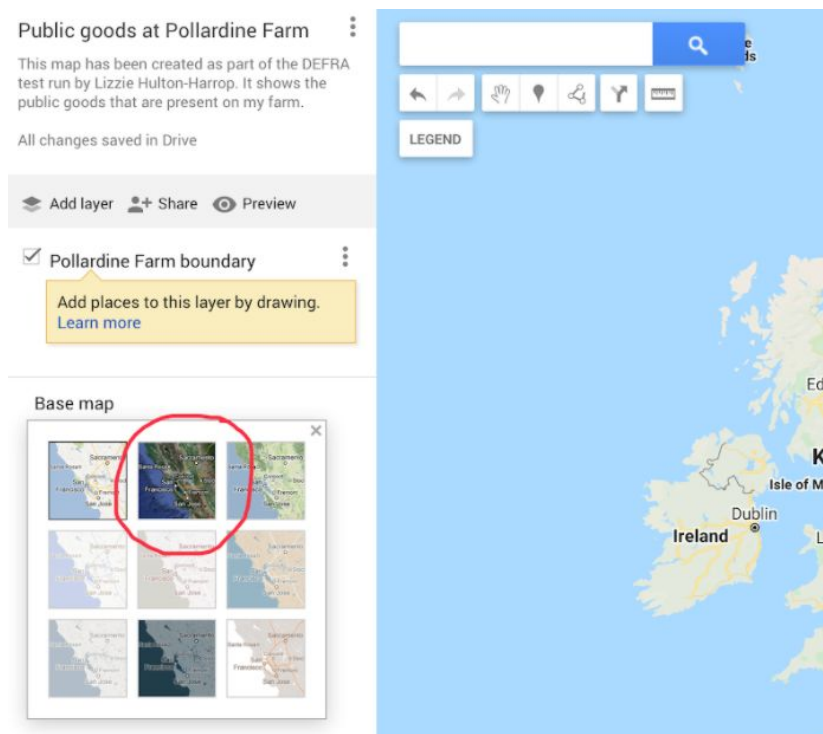
Changing the base map
Before we start adding the boundary, we are going to change the base map to the Satellite image. This makes it easier to draw the boundary as you can see the field shapes.
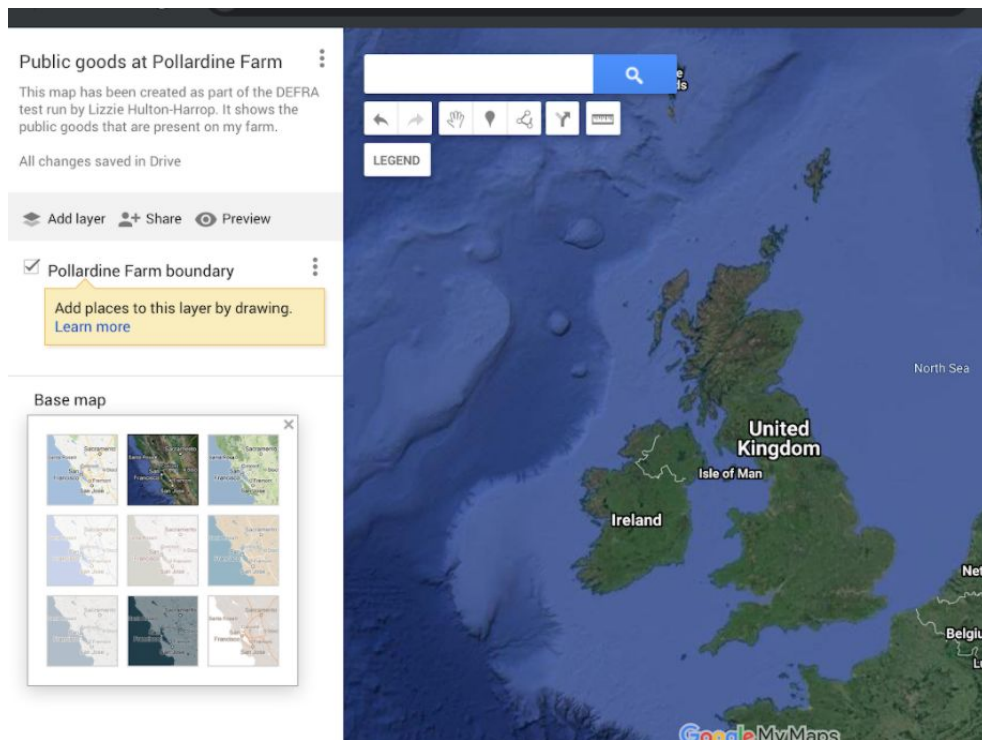
Make sure you still have the 'Legend' open. Click on 'Base map':

Click on the 'Satellite' option (middle of the top row):

You will see the background change to this:

Once you have created the boundary, feel free to try out the other 'Base maps' offered by Google. Some of them are helpful for showing the water courses/roads more clearly.

Finding your land/farm
In the white search box at the top of the page, enter your postcode. Then press enter or click the blue search icon (magnifying glass to the right of the search bar).
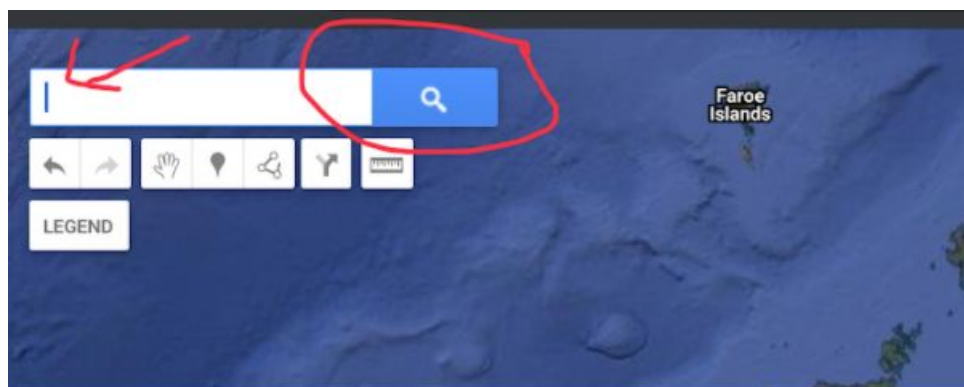
You will something that looks like this, depending on the postcode you entered:
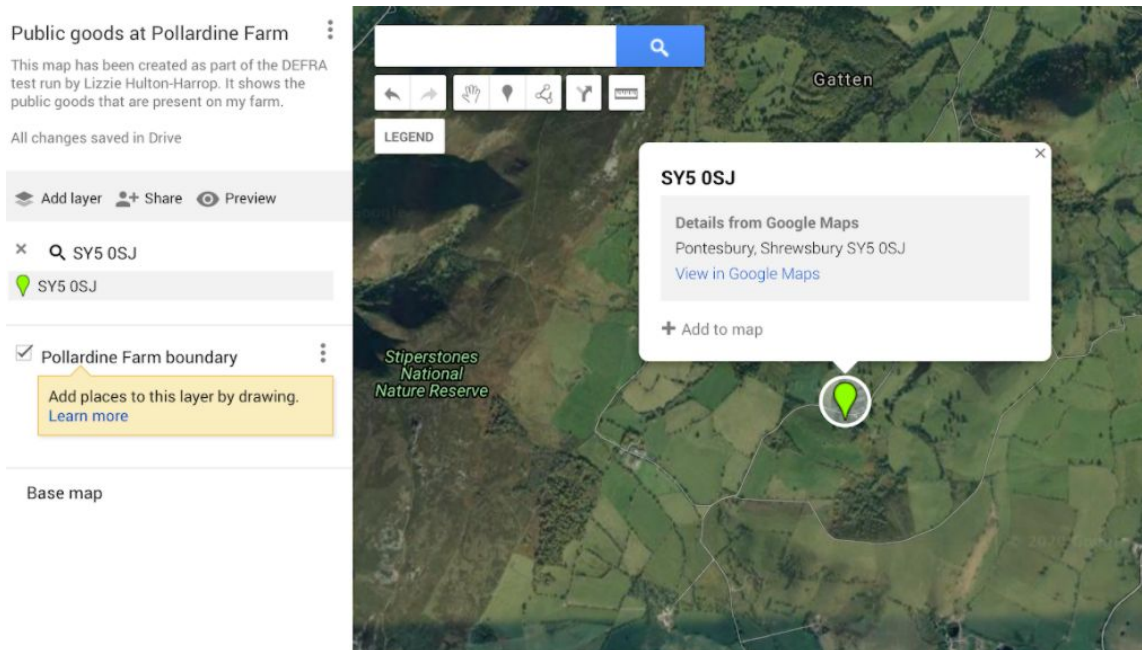

You don't need this green marking, so you can close it by clicking the cross in the top right-hand corner of the pop-up. You can remove the green marker from the map by clicking on the cross shown next to the postcode in the left-hand panel.

Both these crosses are circled in red in the screenshot below:
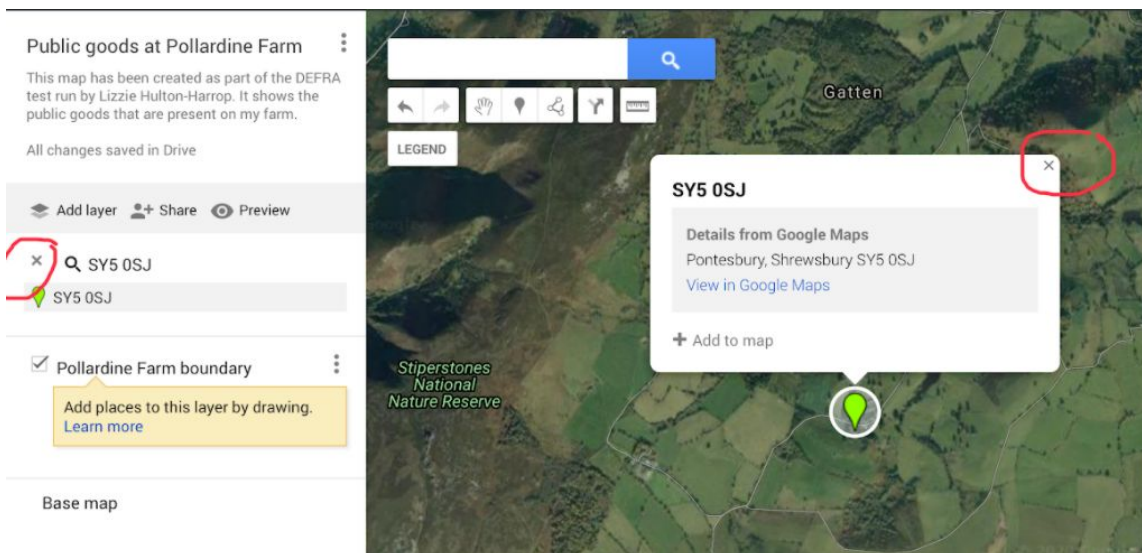
Zooming in and out

If you need to zoom in or out, you can do this by clicking on the plus or minus buttons in the bottom right-hand corner of the screen (circled in red below):
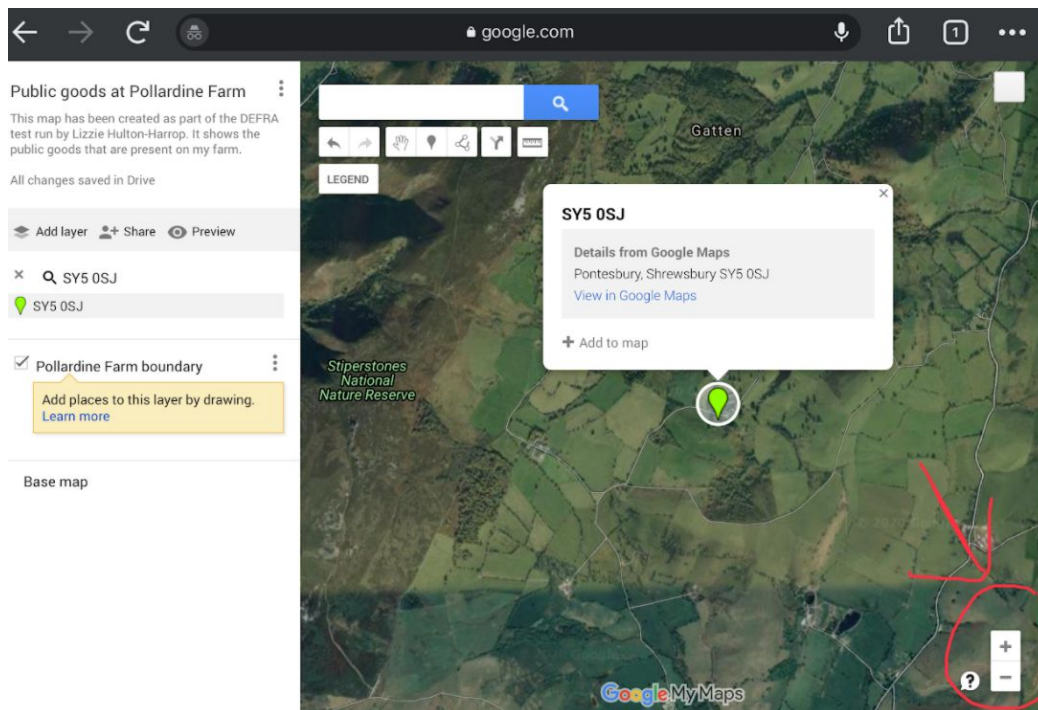

Or you can pinch the screen with two fingers. To move the map around, hold one finger down on the screen and drag to reposition.

Marking your boundary

Now you have found your land/farm on the map and have created the 'Boundary' layer, we are going to start marking your boundary on the map.

Find a place you're happy to start your boundary from and then navigate to the top of the page.

Click on this icon [icon] in the top menu under the search bar as shown in the screenshot below:
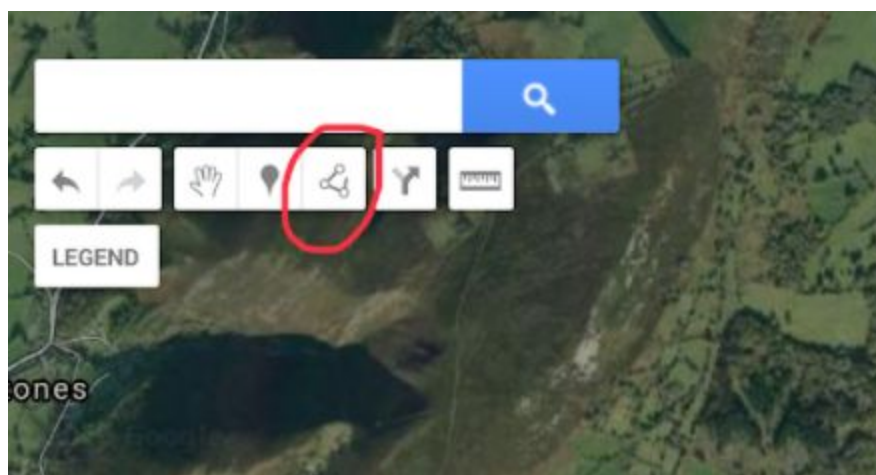
This button allows you to draw a line. When you click on it, you will see a dropdown menu appear with four options. Click the first option 'Add line or shape':
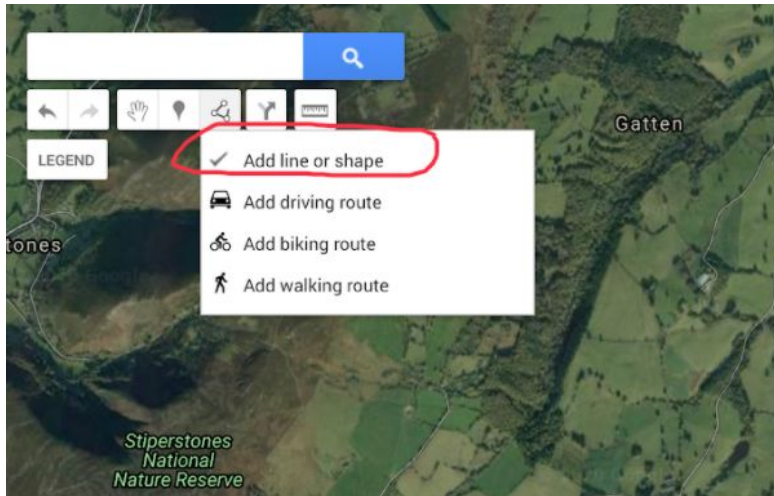
IMPORTANT: The next place you click on the map will be the point from which you start drawing your line, so make sure you are in the right place on the map and zoomed in enough.

If you've already clicked on 'Add line or shape' and you're not in the right place, click the hand icon to enable you to move the map around again.
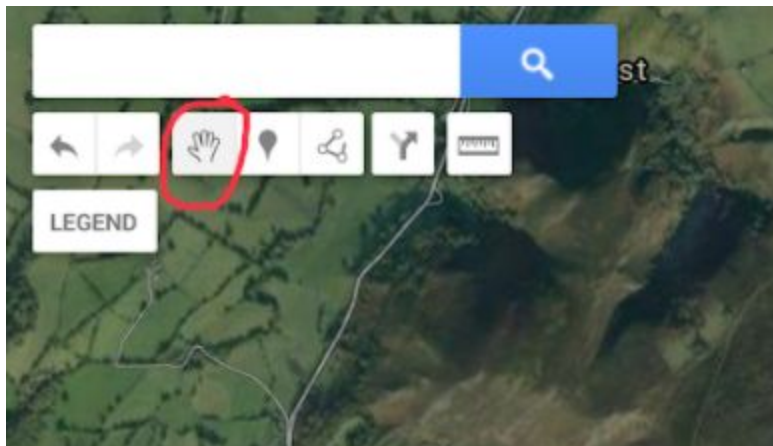
When you are ready to start drawing your line, make sure you have clicked [icon] and selected 'Add line or shape'. The next time you click on the map, you will see a white dot appear. Make sure you are not zoomed in too closely or the white dot will not appear.

Keep tapping along the line you want to draw with your finger and you will see the black line extend with more white dots along it. The transparent white dots appear automatically and are there to help you edit the line in future.


The idea now is for you to continue this pattern until you have marked out a section of the boundary of your land/farm.

IMPORTANT: I would advise doing it in sections in case you make a mistake (so you don't have to start from the beginning again). Also once you are using the 'Draw a line' function, you cannot get back to the 'Hand' function to move the map around.

Once you have finished a section of your boundary and cannot go any further, you need to double-tap on the last point to exit from the 'Draw a line' function. When you double-tap, you will see a pop-up like the one below appear:

Give the line a name, for example, 'Boundary section 1'. You can also give it a description in the box below if you like. Then click 'Save'.
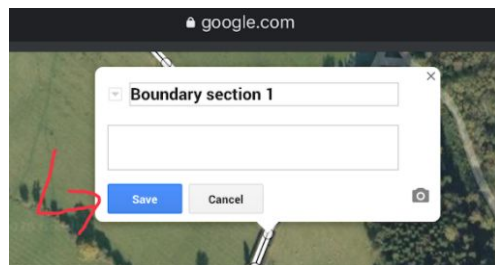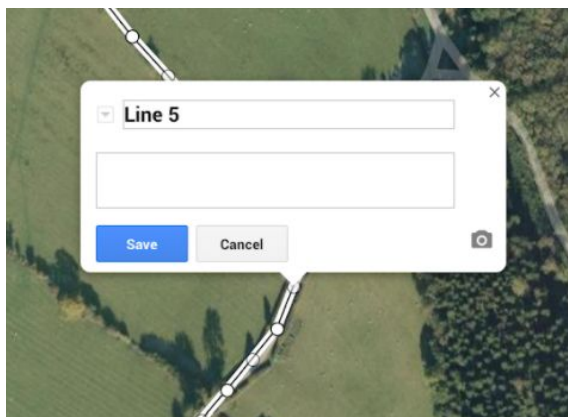
When you have clicked 'Save', you will see the title in the pop-up update and it will automatically give you the length of the line in metres or kilometres. See the screenshot below as an example:
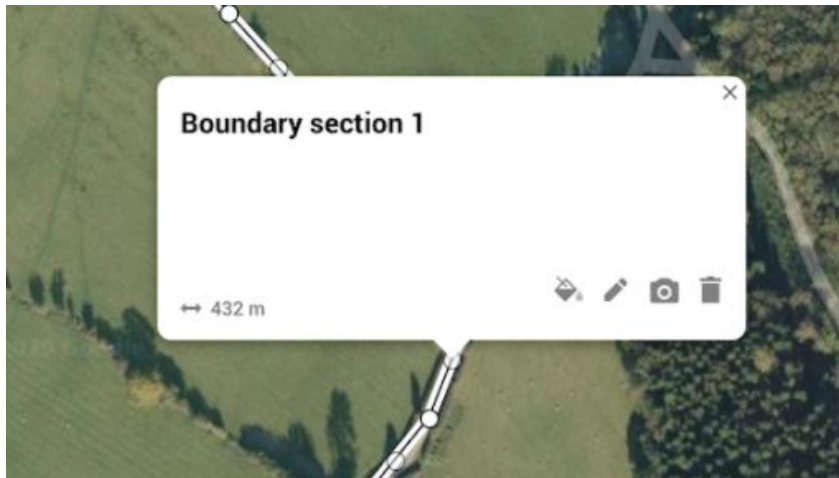

If you need to make some small adjustments to where your line is placed on the map, you can do this by holding your finger down on any of the white dots and dragging it to where you want it to be. If you make a mistake and need to undo, tap the back arrow in the top menu:
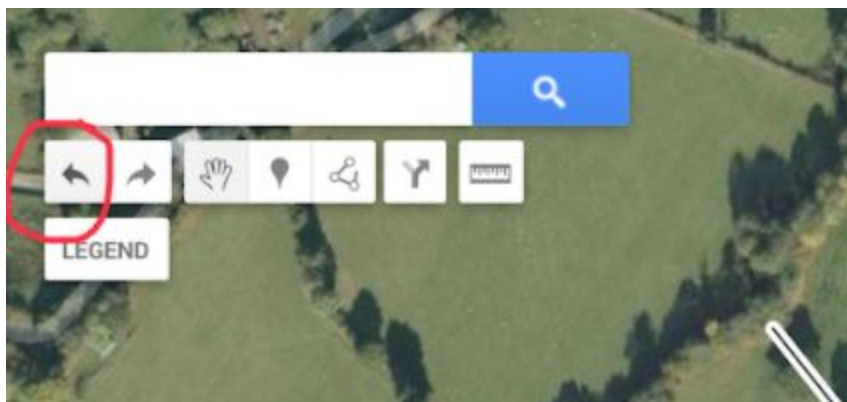

How to customize your line
There are some options you can use to customize the appearance of your line. If you can no longer see the white box with these options on your map, simply click on the item you want to edit on your map and it will appear again.

Click on the paint pot to change the line colour and line width:
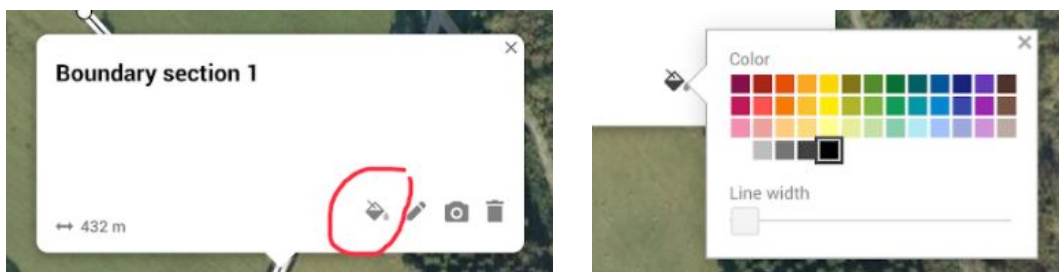
If you want to change the name of the line and/or its description, click on the pencil icon:
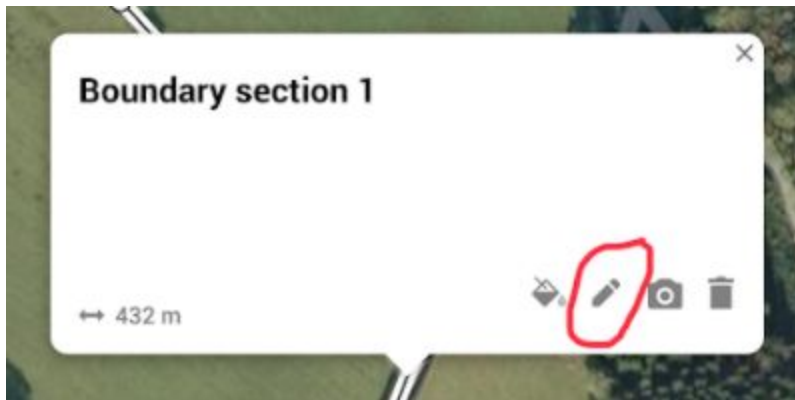

You can add a photo or video by clicking the camera icon (this probably isn't necessary for the boundary, but will be useful when we add public goods later on).

Deleting an item
If you've made a mistake and want to delete the line, click the dustbin icon (see below).
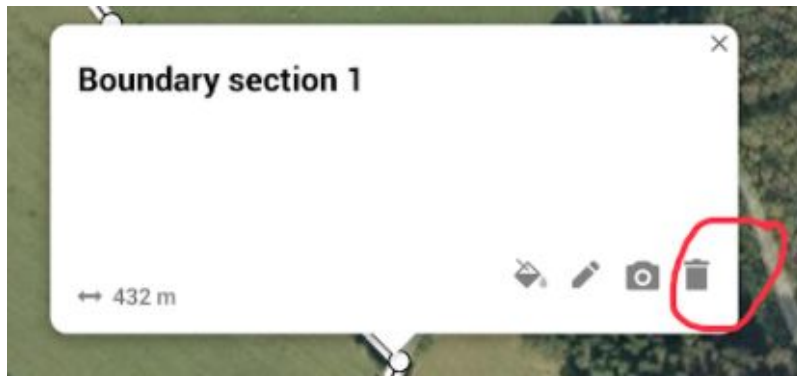
This will immediately remove the line from the map. If you delete something by mistake, you can undo it by clicking on the blue link that appears at the top of the screen (see screenshot below):
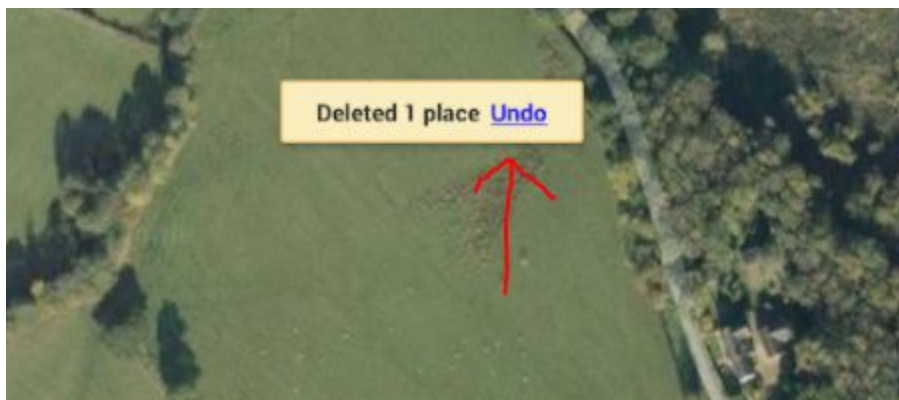
When you have finished customizing your line and you click away from it on the map, the white circles along the line will disappear. Below is an example of a boundary using two lines. They have been coloured red and made thicker to make them easier to see:
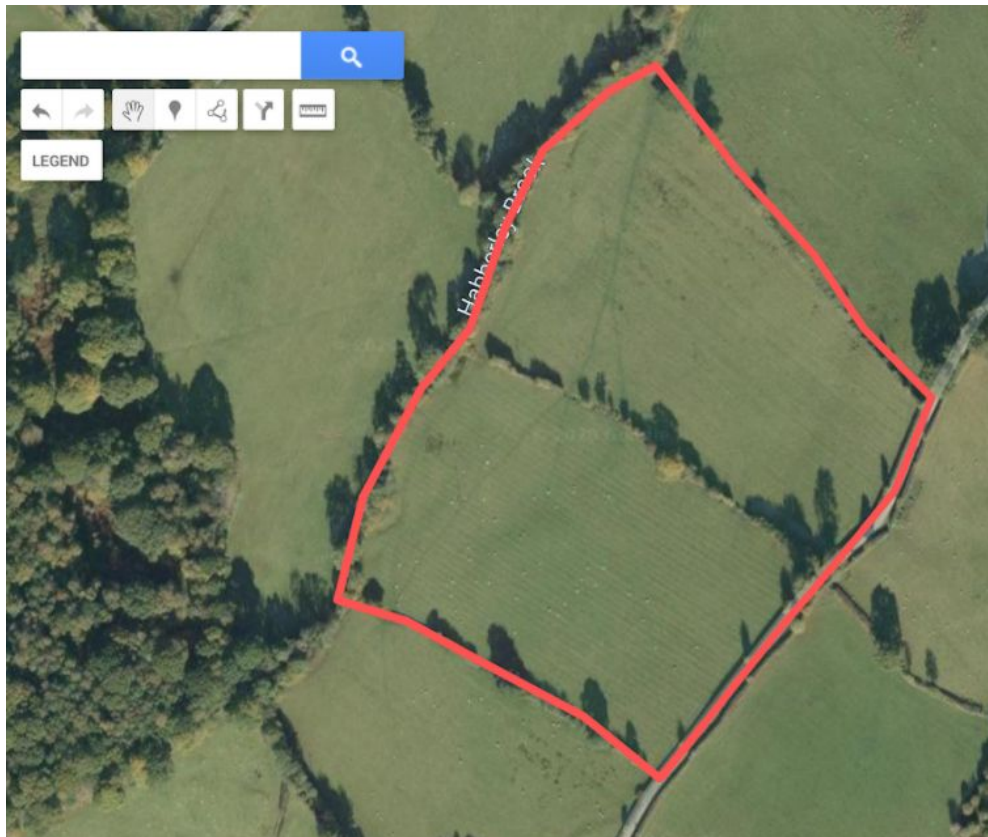

Creating a polygon

If you are able to draw the boundary in one go (i.e. you do not need to stop one line, move the map and start another) Google Maps will automatically create a polygon when you join up one single line. See the screenshot below as an example:

This is fine to do to create your boundary. Give it a title and click 'Save'. If you don't want it to be coloured in, go to the paint pot icon and move the polygon transparency all the way to the right. Just as we did for the line customization above, you can also change the border colour and the width.
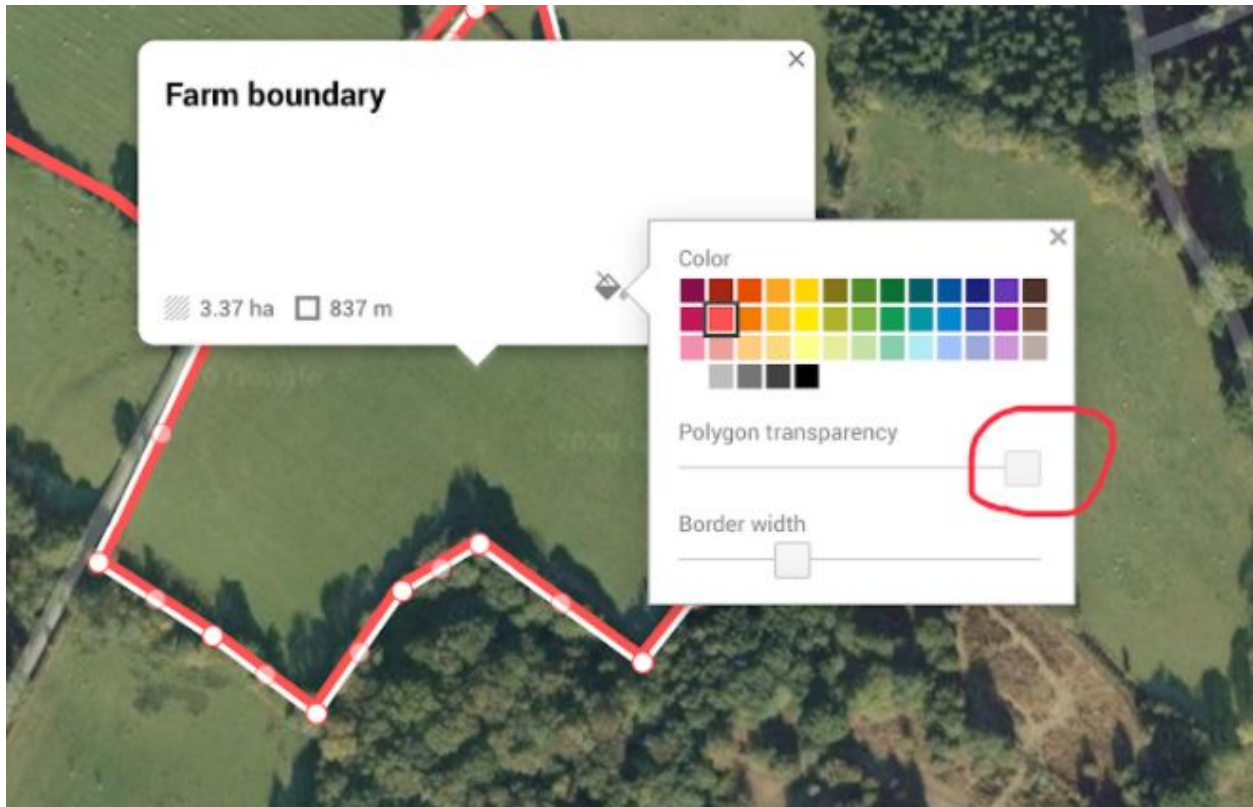
When you have finished marking your boundary, you will be able to see the outline of your land/farm on the Google Map.

Adding public goods to your map

Public goods are goods and services that are of value to society but do not have a market. For example, clean air and clean water. The following are some examples of what a landowner/farmer could do on their holding to contribute towards the delivery of public goods: planting trees and hedgerows, creating and/or restoring habitats such as ponds, scrapes, areas of scrub, wildflower meadows, etc. These are the sorts of things you will be adding to your Google Map.

You can add both what you have now and what you would like to do in future, provided this is clear on your map.

In the next steps, I will show you an example of a public good that could be added to a Google Map. Please follow these steps as an example only. Feel free to use them as a guide to create a layer for a public good that you are delivering.
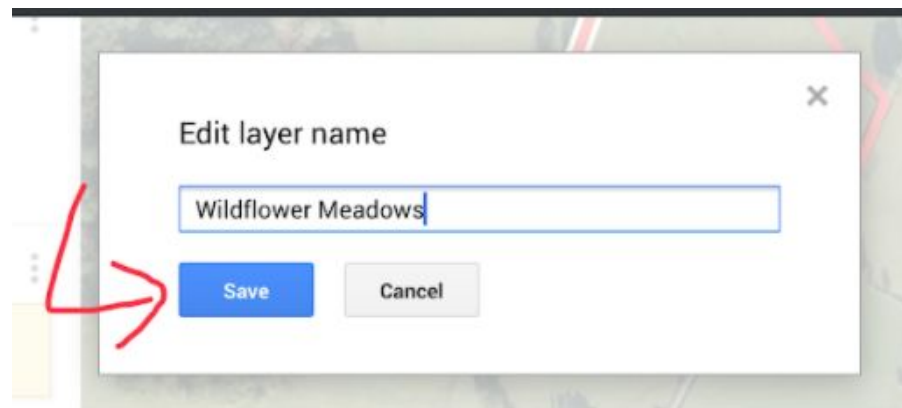
Example

To add a new layer called 'Wildflower Meadows', start by clicking 'Legend' and then 'Add layer' as shown in the screenshots below:
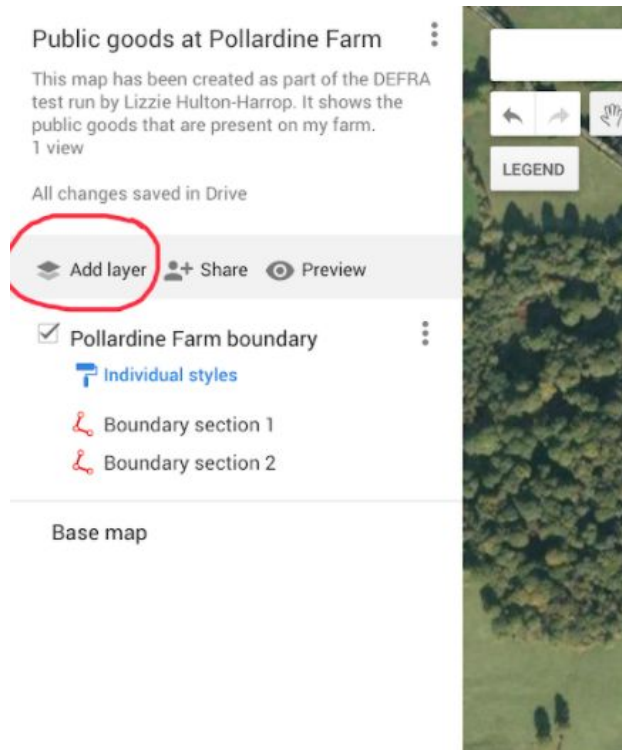
A new layer will appear in the left-hand panel. Click on the three vertical dots and then 'Rename this layer'.
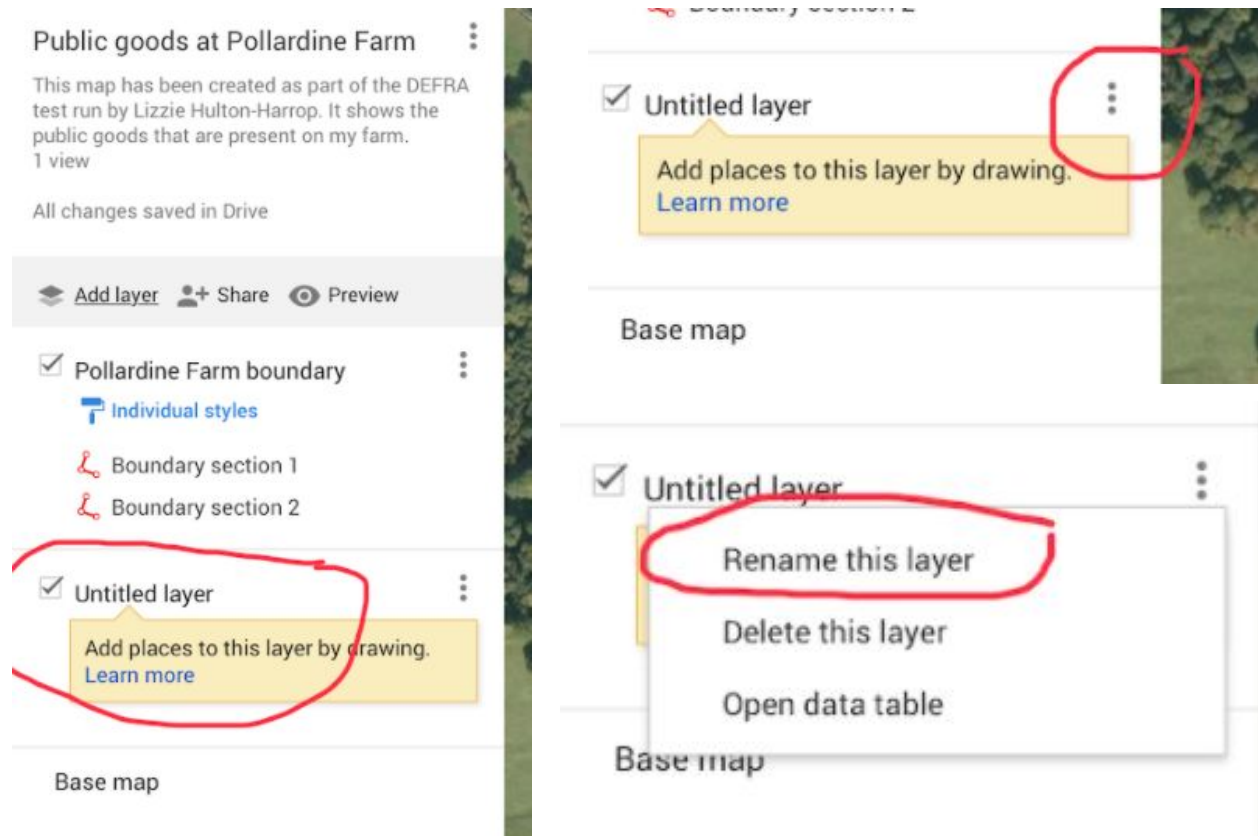
Rename it to 'Wildflower Meadows' and click 'Save'.

If needed, zoom in by pinching the screen or use the +/- signs in the bottom right-hand corner to locate the areas that are being managed as wildflower meadows. Or simply move the map around by pressing and holding with one finger and dragging to reposition.

Navigate to the menu at the top of the screen and click on this icon (circled in red below):

Select the option 'Add line or shape':
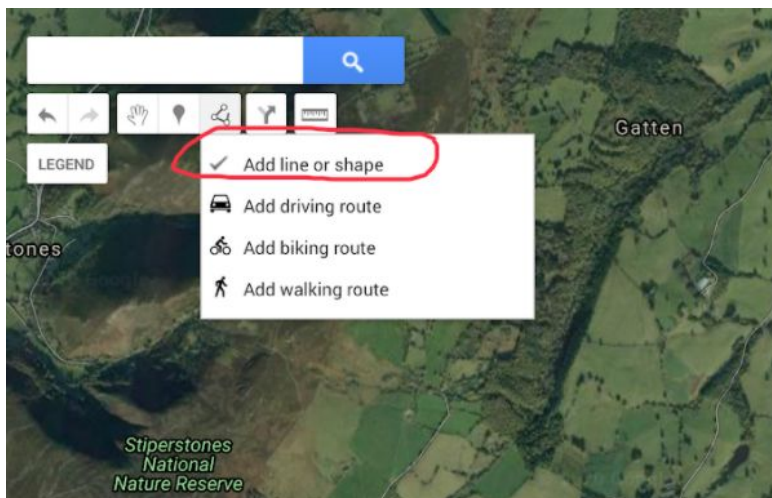
Tap the point where you want to start drawing the boundary of the wildflower meadow. As you click to add more points and sketch around the field, your line will look something like this:
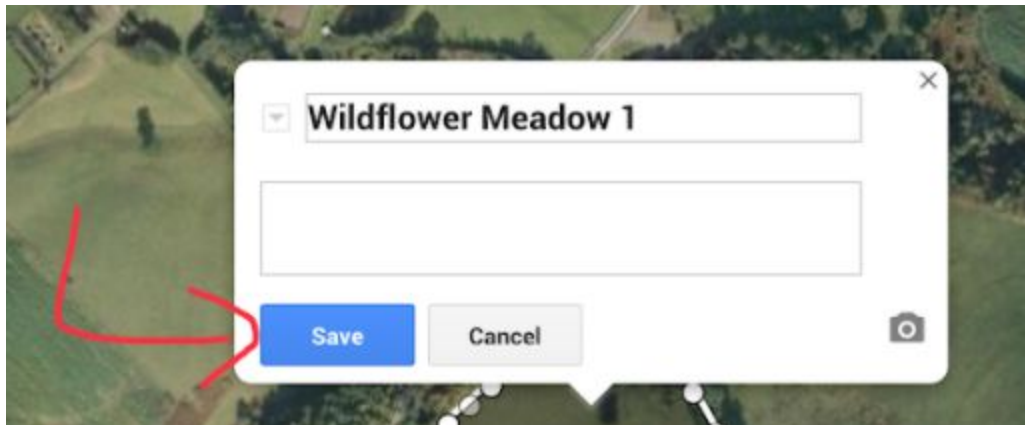

If a pop-up appears that says 'Create new point', ignore this and continue drawing your line.

Once you have completed the field boundary and connected the last point back to the first, a polygon will be automatically created and it will ask you to give it a name:

As an example, I'm going to call this 'Wildflower Meadow 1'. Click 'Save'.

Once you have clicked 'Save' you'll see the area in hectares, the circumference in metres/kilometres, and will also have the editing options in case you'd like to change the boundary colour or shade of the polygon.
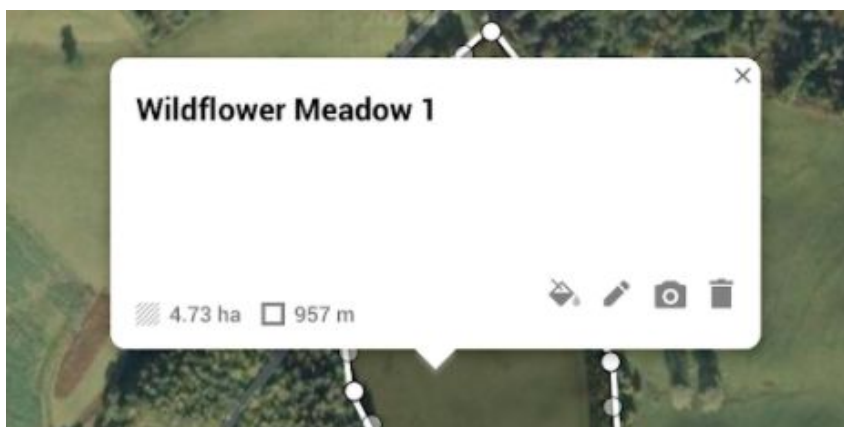
I'm going to colour this area yellow so I can easily see by looking at the map which of the fields are being managed as a wildflower meadow. It looks like this:
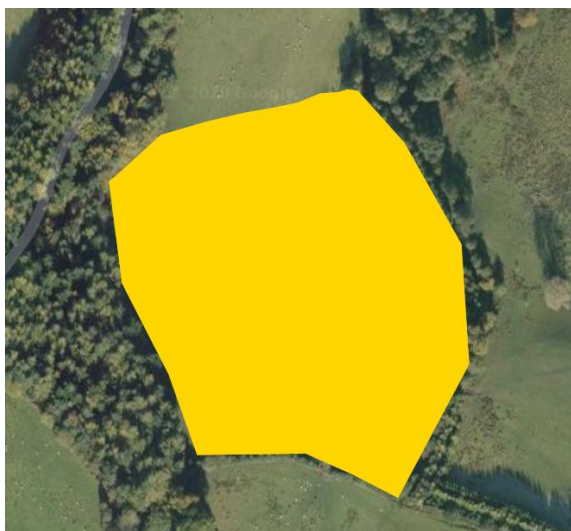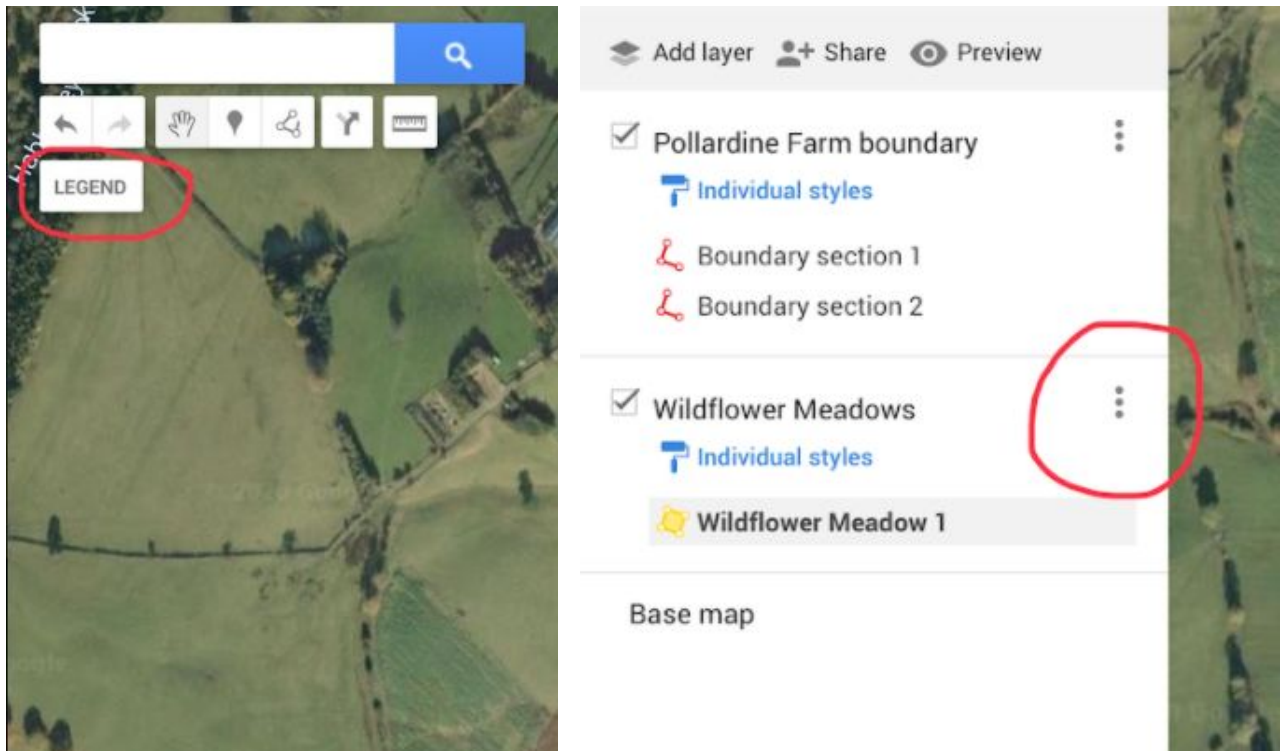

Now I would like to add some information about this field. I'm going to add the following:
- What management has been done
- When the management was done
- Which species have been recorded

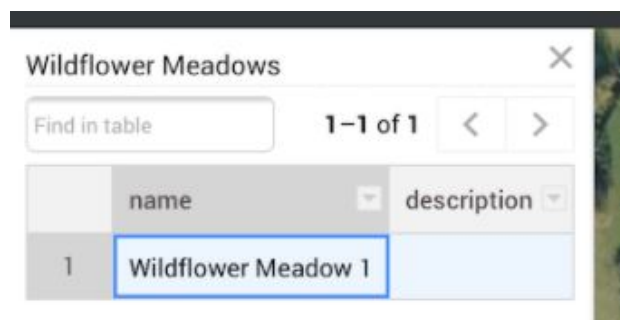**How to add information to an item on your map**
Start by clicking 'Legend' and then the three vertical dots next to the 'Wildflower Meadows' layer:

This will open a menu with three options. Select 'Open data table':
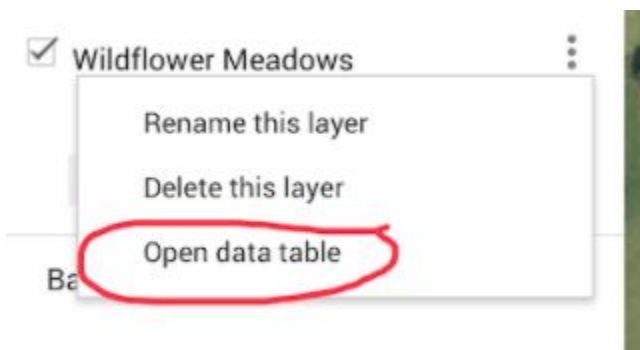
The data table looks like this and will appear in the top left of the screen (replacing the 'Legend'):
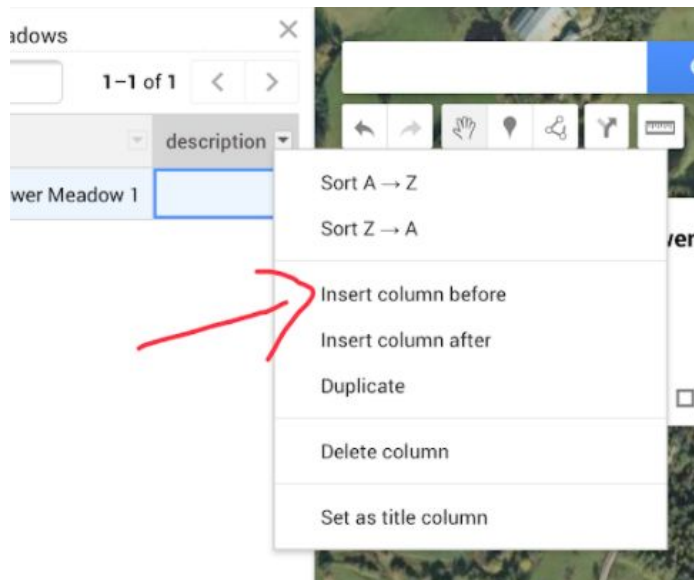
At the moment, there are only the name and the description columns where we can add information about the field. I want to add further columns to record the management practices undertaken and species that have been recorded.
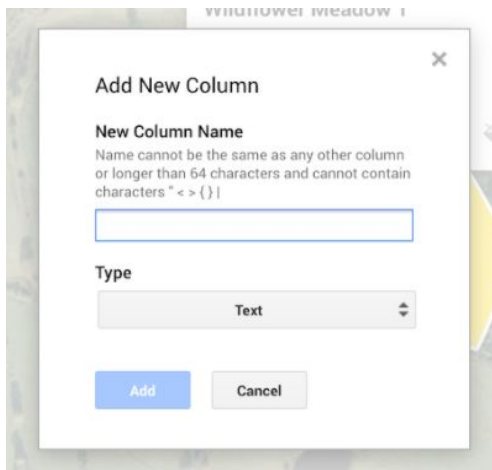
To do this, click on the down arrow in the description column:
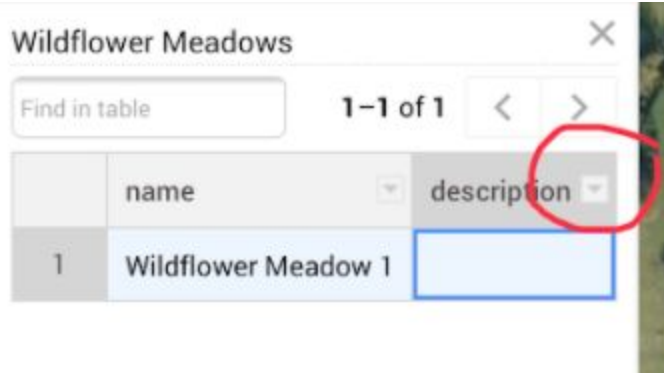
A menu will open. Click on 'Insert column before':

You will then be prompted to give the new column a name:

For this example, I am going to create the following three columns:
- Management
- When?
- Species recorded

I will leave the 'Type' as 'text' for all of them.

IMPORTANT: If you are having trouble navigating to the description column to add more columns, turn your iPad to portrait mode and then back to landscape. That should allow you to see the full data table.
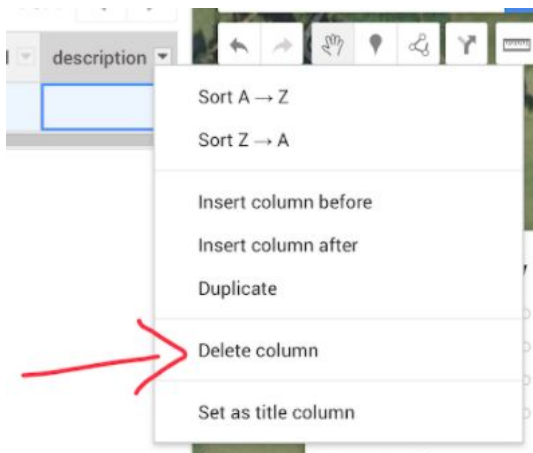
Now I have something that looks like this:

I don't need the 'Description' column anymore so I'm going to delete that. Hold your finger down anywhere in the data table and move it left to be able to get to the description column. Then click on the down arrow in the description column:
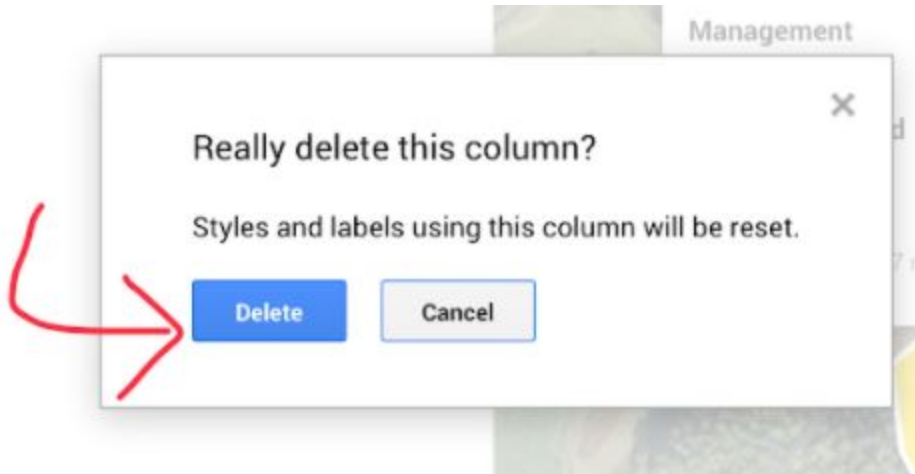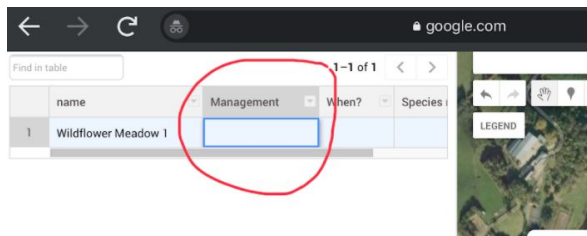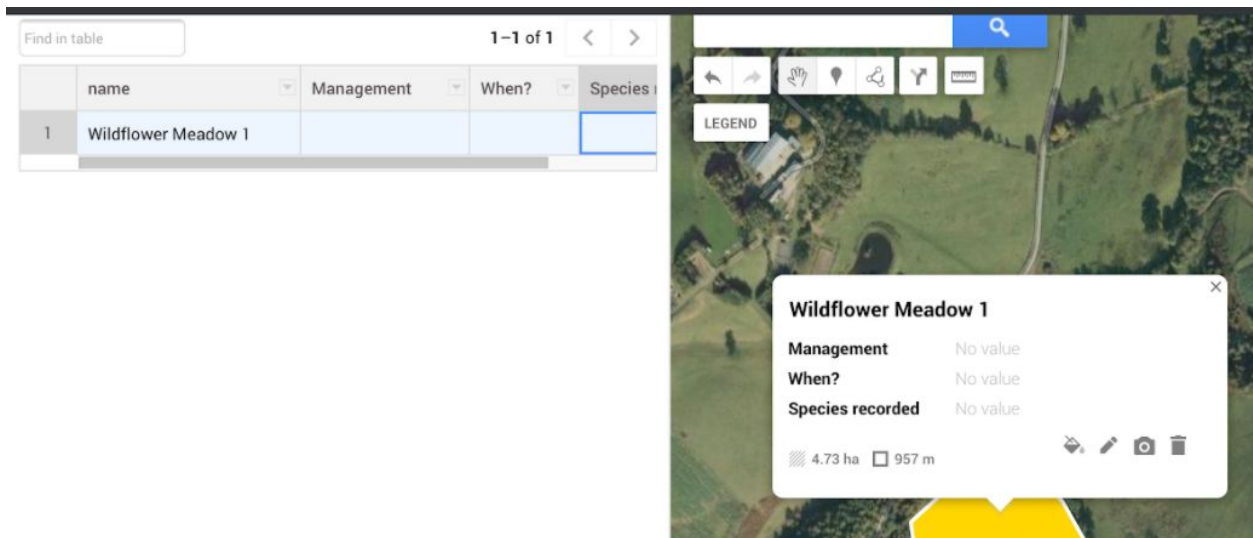

A menu will open. Select 'Delete column':

You will get a prompt before it's deleted in case you have made a mistake. If you're sure you don't need this column anymore, click 'Delete'.

Now I have my table with the three new columns. You can see how the columns translate across to the white box on your map as well:
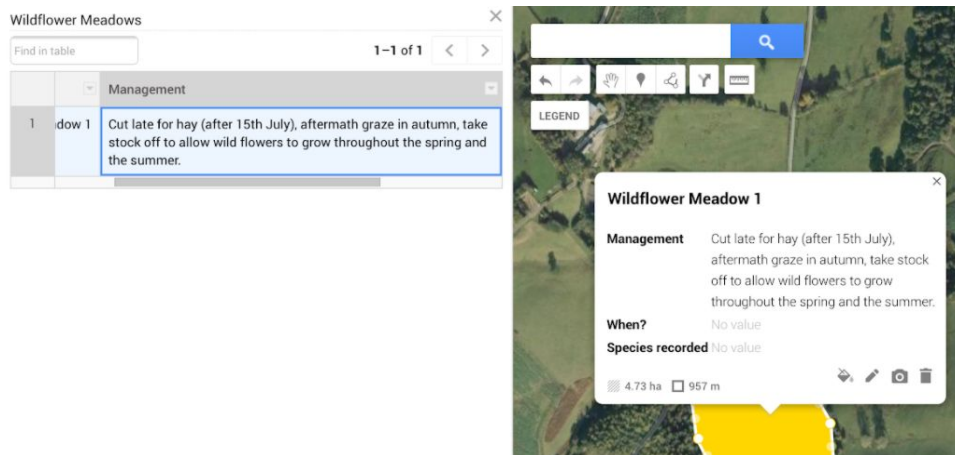

I am going to add in the management practices we undertake.

To do this, click in the management column to highlight it. You will see a darker blue border appear, your keyboard will come up and there will be a flashing cursor:
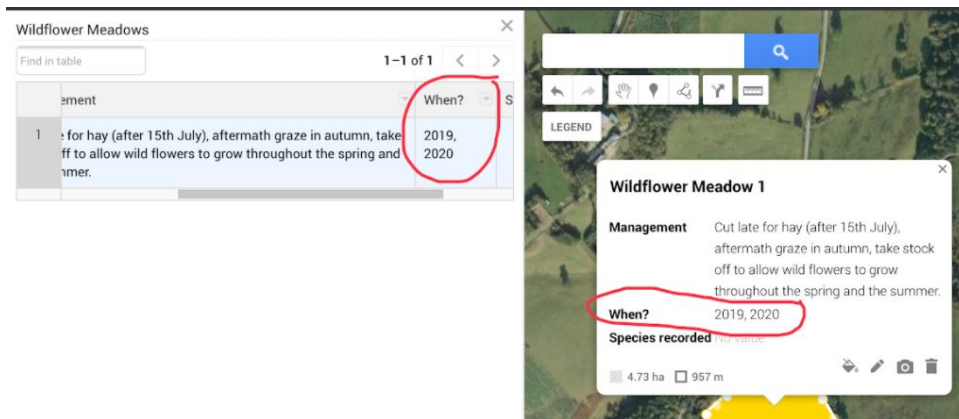
29

Add your text:

You will see the text appear both in the table and in the white box on the map.

I will do the same for the 'When' column - in this column I will add the years during which the management was undertaken.


For the 'Species recorded' column, I am going to do something slightly different. I would like to link this to a spreadsheet instead of having a long list of species in this column as this would be difficult to read and digest quickly. The following steps will show you how to add a link for both an existing spreadsheet and for a new one.

Linking a spreadsheet to your map
Open a new tab on your iPad and type in the following URL:
https://drive.google.com/drive/u/0/my-drive (you may need to sign in again if you have been logged out). It will prompt you to open the Google Drive app. Click 'Try it' in the bottom right (see next page for screenshot).
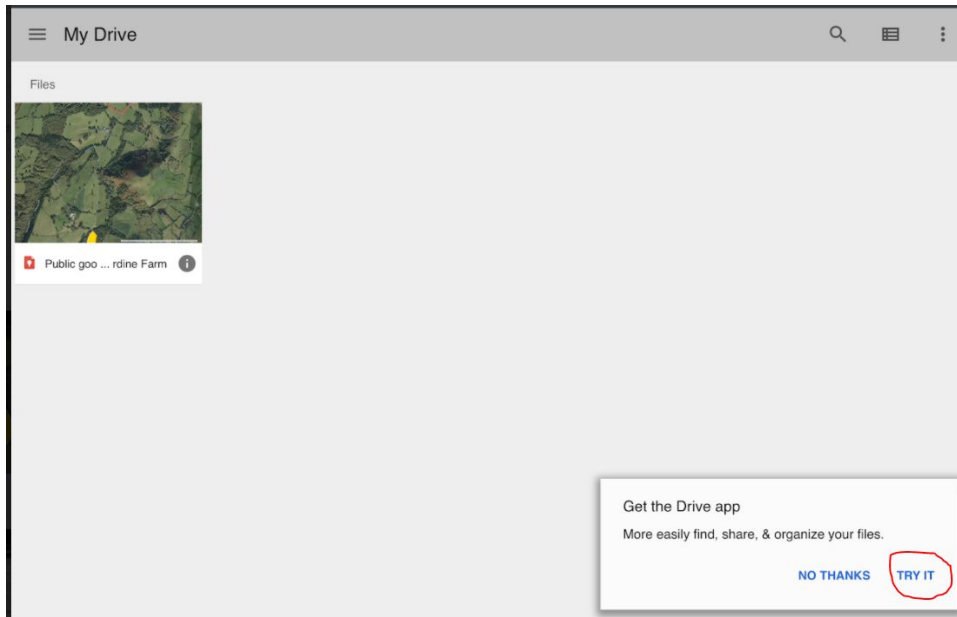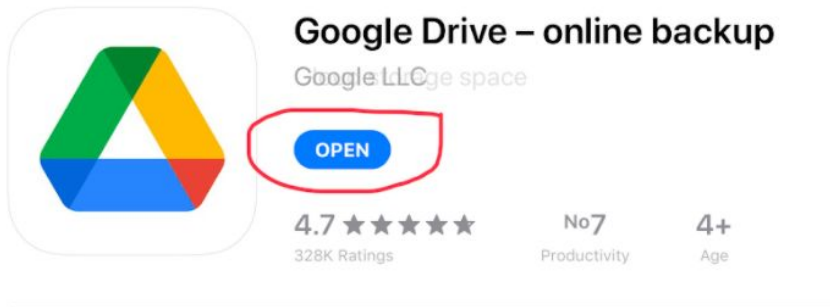
If you don't see the prompt, click the hamburger icon in the top left and select the 'Get the Google Drive app' option at the bottom of the screen.
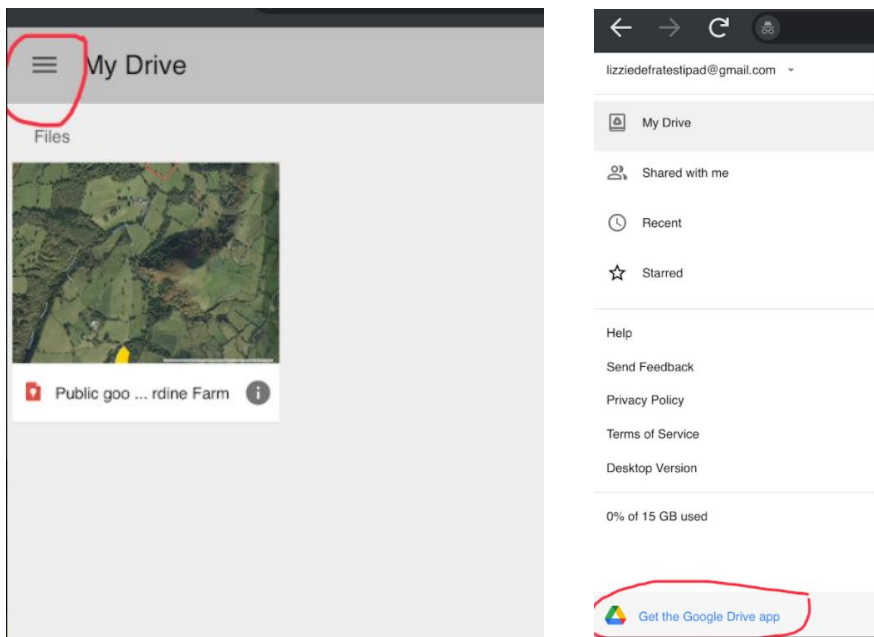
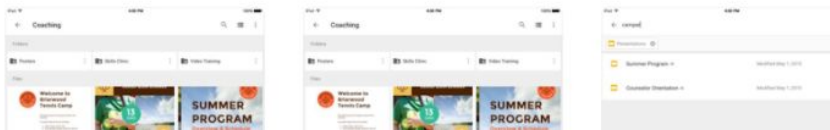You will then be shown a pop-up, click 'Open'.
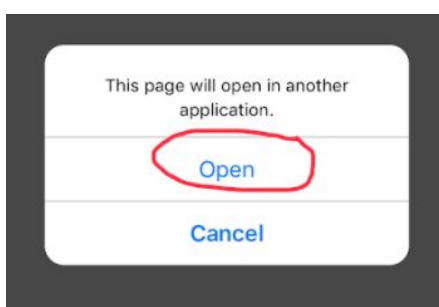
If you already have Google Drive, click 'Open'. If you don't, you will be able to install it from this page:

IMPORTANT: You must use the Google Drive app to be able to add cloud-based documents to your map. If you only use the browser version of Google Drive, you will not be able to create or upload any documents.

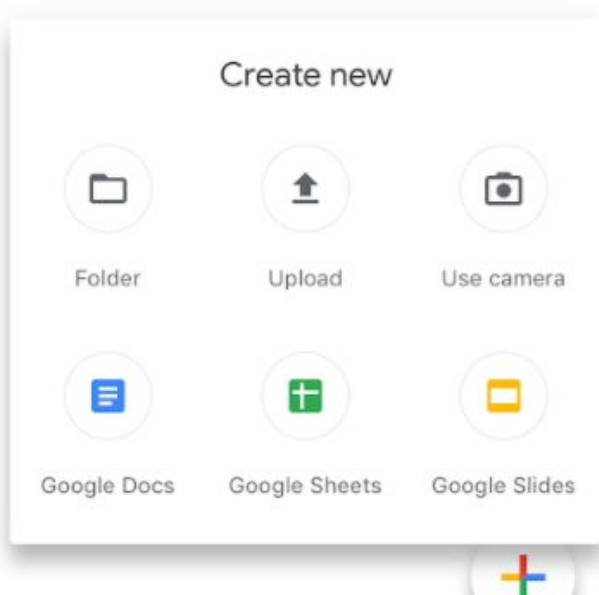When you have opened or installed Google Drive. You will see something like this:
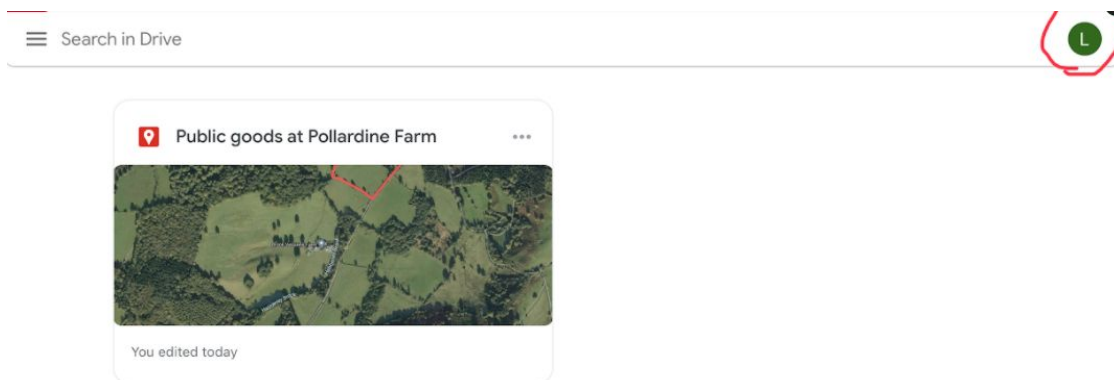
Make sure you are signed in with the right Google account (if you have multiple) by clicking on the circle icon in the top right.

To add a new document or upload one from your iPad, click on the plus icon in the bottom right.


That will bring up this menu:

If you have a file on your iPad, for example a PDF that you've downloaded from an email, click on the 'Upload' button, locate the file on your device and click on it. It will then automatically upload to your Drive.

If you have notes on a piece of paper you'd like to add to Drive, click on 'Use camera' and this will allow you to take a photo and save it as a JPEG (image) file.

If you're starting from scratch, click on one of the three options at the bottom. Google Docs is Google's version of Word, Google Sheets is Google's version of Excel, and Google Slides is Google's version of Powerpoint.

In this example, I will upload a spreadsheet I have on my iPad (downloaded from an email) showing the species recorded in the wildflower meadow at Pollardine in 2020.
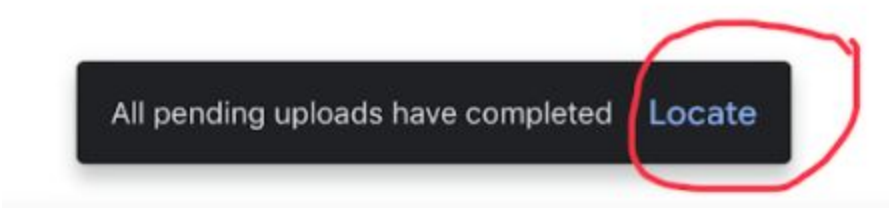
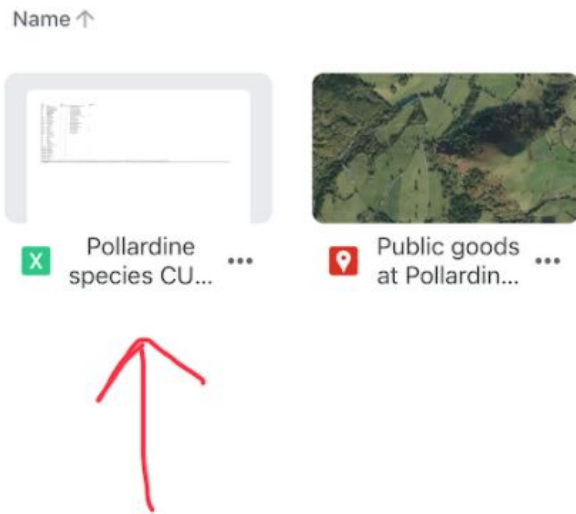From the 'Create new' menu, select 'Upload':
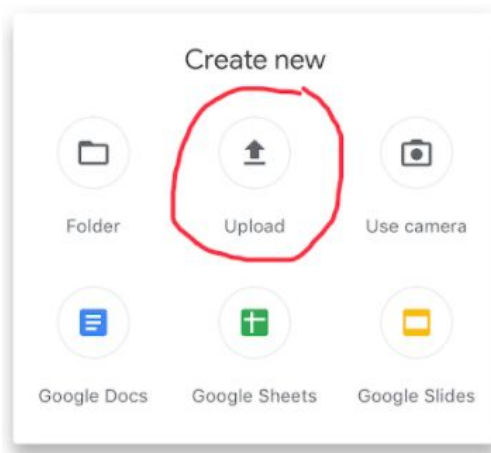
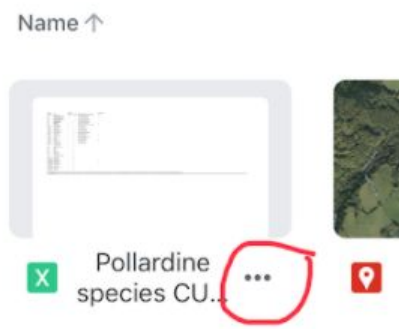Select 'Browse'. Then locate the file on your device and click on it to upload.
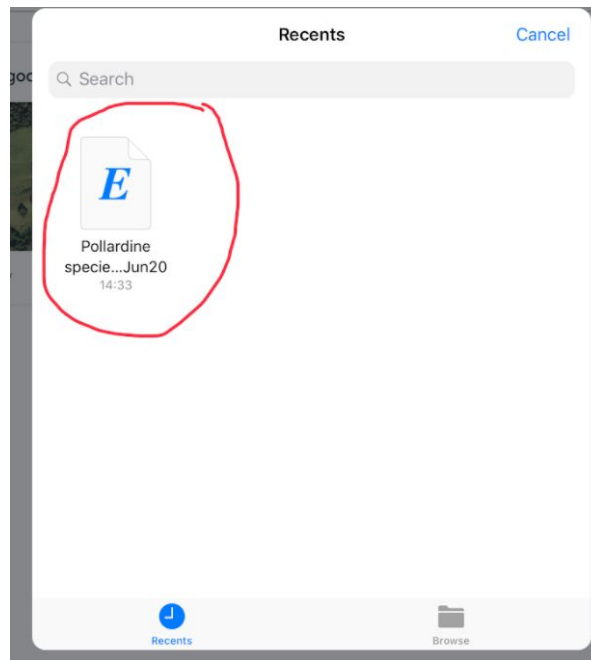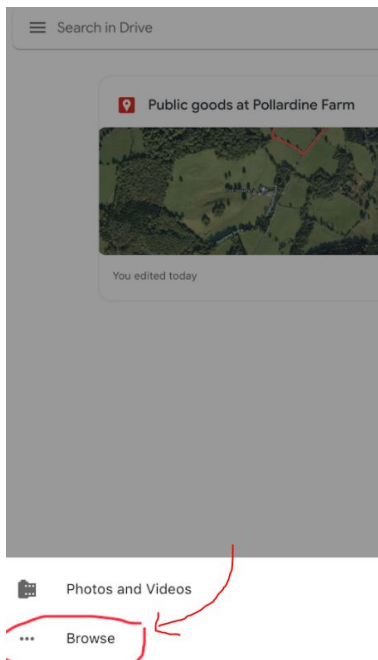
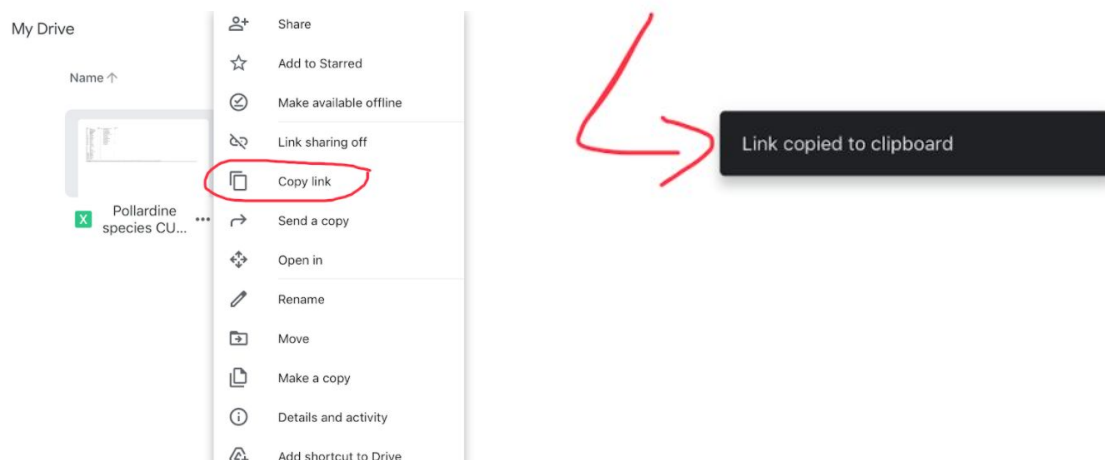You will then see the following message appear at the bottom of the screen. Click 'Locate'.

You will then see the file in your Drive (see screenshot on next page).

Click the three horizontal dots next to the file:

Select 'Copy link'. Then you will see it says 'Link copied to clipboard' at the bottom of the screen.

Click the home button on your device to exit the Google Drive app. Click on the browser you were using to reopen your map. In this example, I was using Google Chrome:
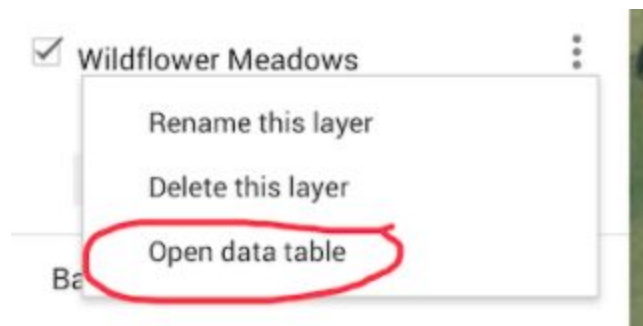

You may be required to sign-in again. If this is the case, enter your email address, click 'Next', enter your password, click 'Next' and you will be taken through to your map.
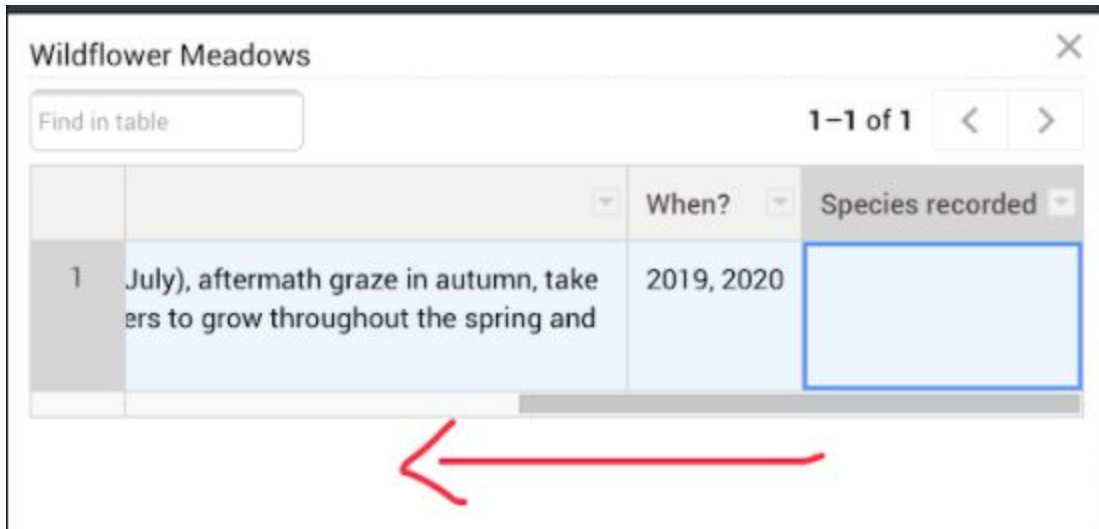
Click on 'Legend' and then on the three vertical dots next to the 'Wildflower Meadows' layer:
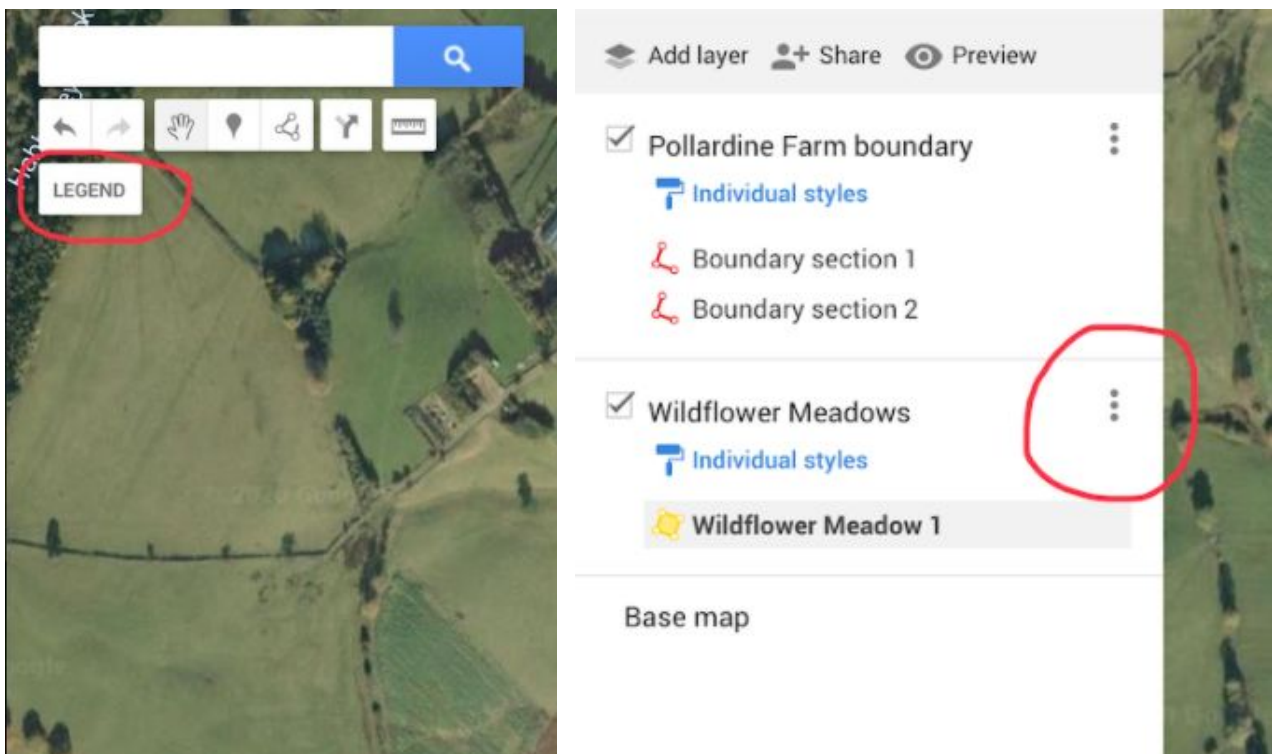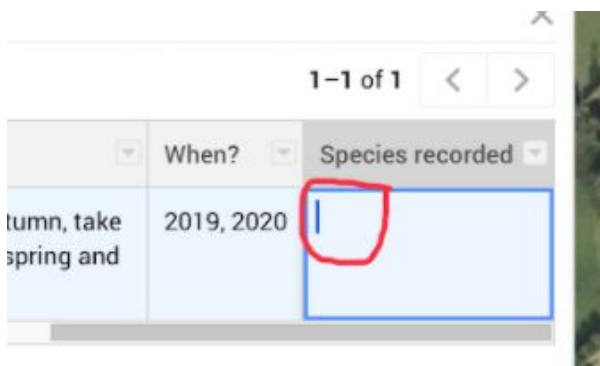

Select 'Open data table':

Put your finger anywhere in the table, hold it down and drag it to the left to move the table across. When you can see the 'Species recorded' column, tap in the first row. You'll see a darker blue border appear.


Double tap in the box with the darker blue border until you see a flashing cursor.

Hold your finger down until you see a black menu appear. Click 'Paste' and the link will appear in the box.
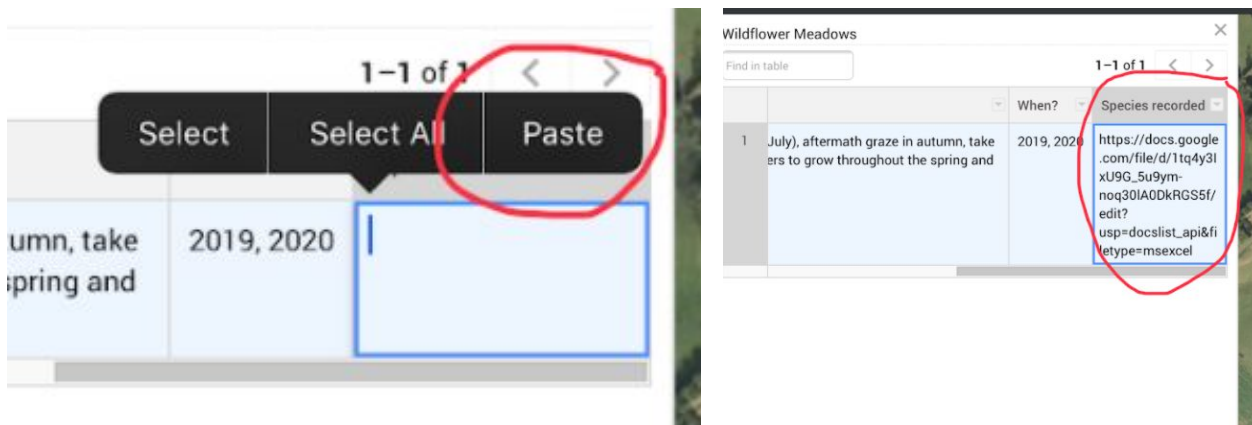
Click anywhere on the map to exit the data table. Click on your item to see the white box with the management description, years and link to species recorded. Click on the link to test it out. You will be taken to the file you uploaded to Drive.
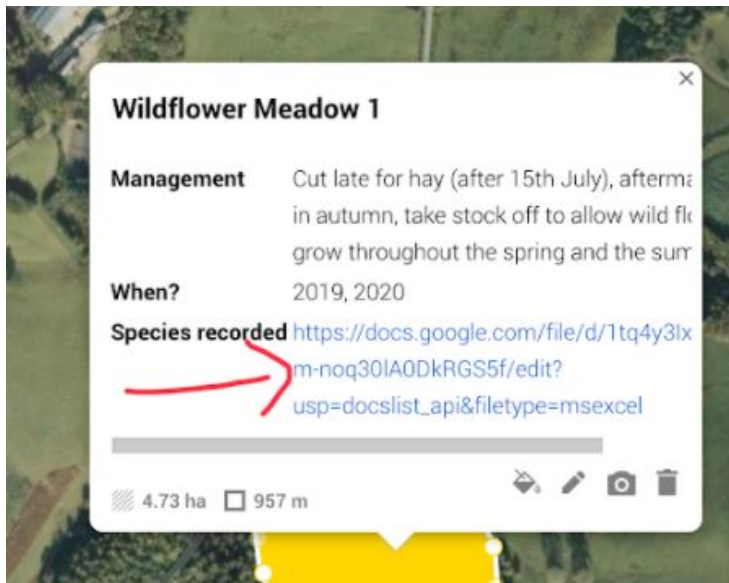

If you are starting from scratch (instead of uploading a file from your iPad) and you need help creating a Google Doc, Sheet or Slide, please contact the Facilitator, Lizzie Hulton-Harrop.

**Adding an icon to your map (instead of a polygon)**
You may wish to add an icon to your map instead of drawing a line/creating a polygon to show a particular public good on your land/farm.

Before we do this, I am going to create a new layer called 'Water', so it is separate from the Wildflower Meadows layer and the boundary layer. If you need guidance on creating a new layer, please go back to page 22.
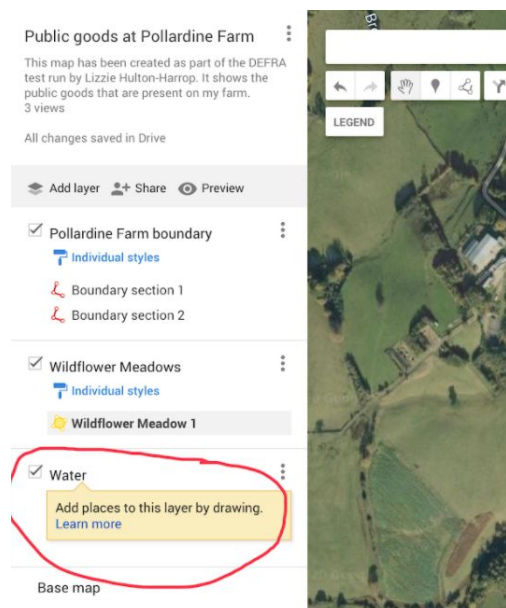
Once the new layer has been created, click onto your map to close the 'Legend' and reposition it until you find the point where you want to add the marker.

Then, click on the icon circled in red below:
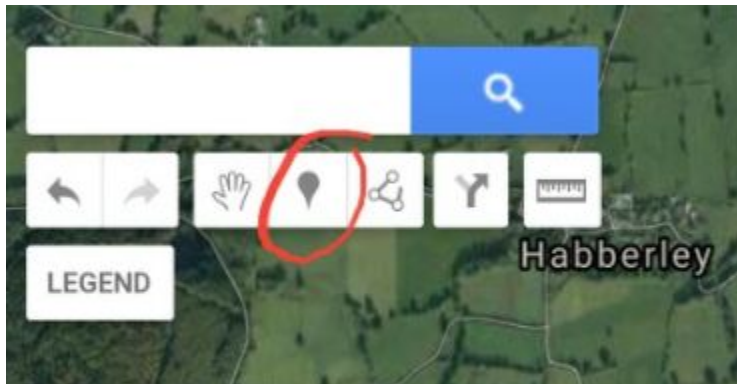
IMPORTANT: The next place you click on the map will be the point you add your marker to, so make sure you are in the right place on the map and zoomed in enough. If you're aren't in the right place, click on the hand icon (one to the left of the marker icon) to reposition your map.

As an example, I am going to add an icon to a pond. When the marker feature is enabled and you have clicked on the map, a white box will pop up and you will be able to give your marker a title. Once you have given it a title you're happy with, click 'Save':
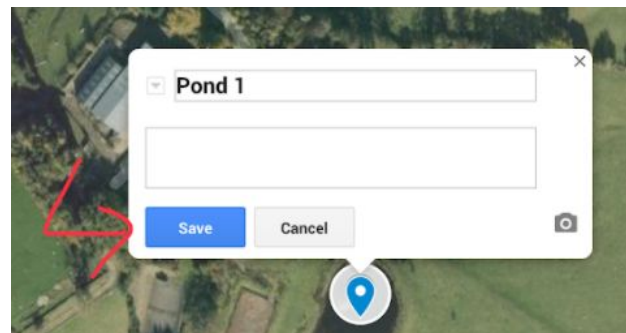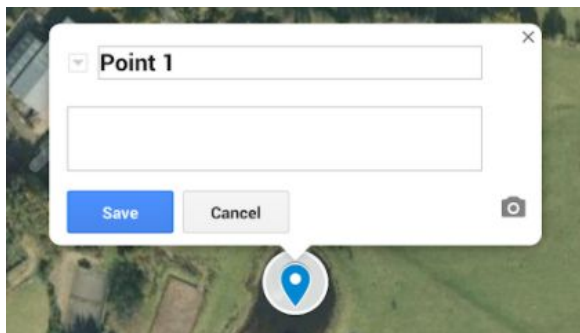
To change the style of the marker and the colour, click on the paint pot icon:
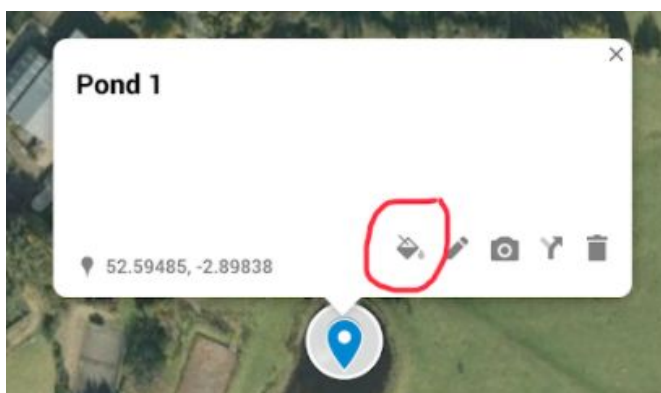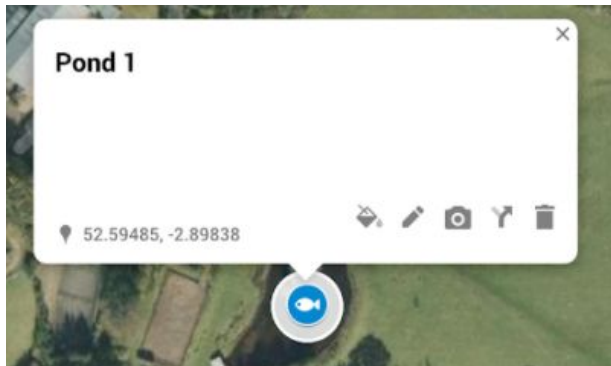
It will show you the Popular Icons, but if you click 'More icons', you will see a much wider selection. If you choose an icon from the wider selection, click 'OK' to save. For this example, I am going to stick with the blue colour, but choose the fish as my icon.
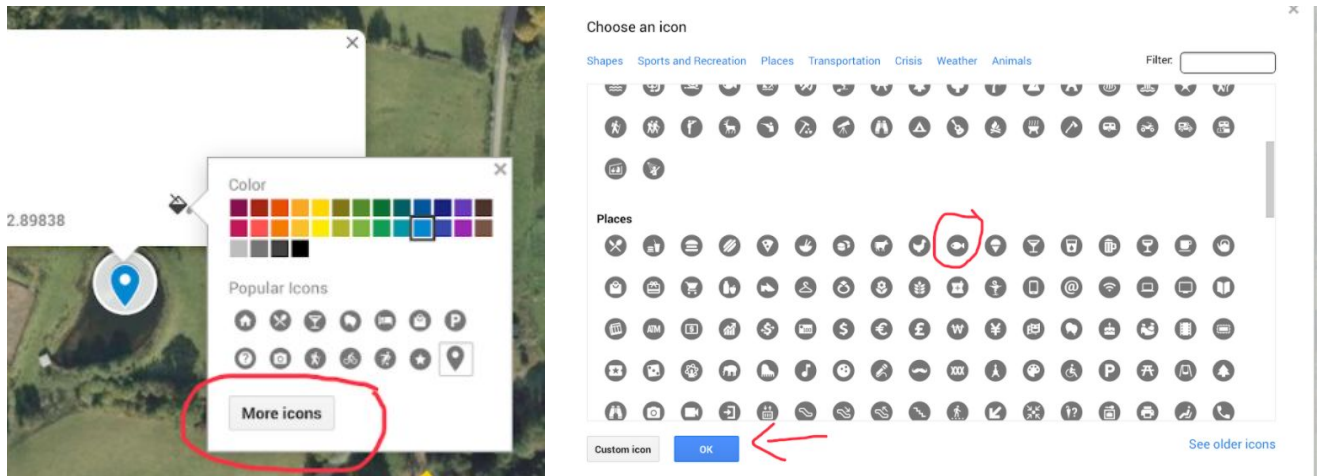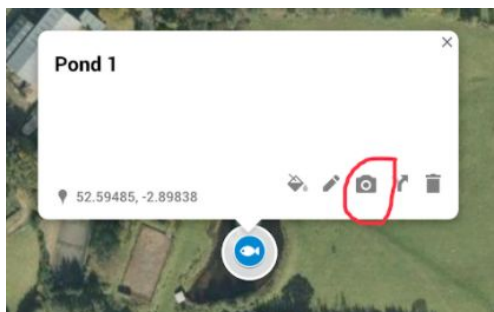

There is also the option to add Custom icons if you wish.
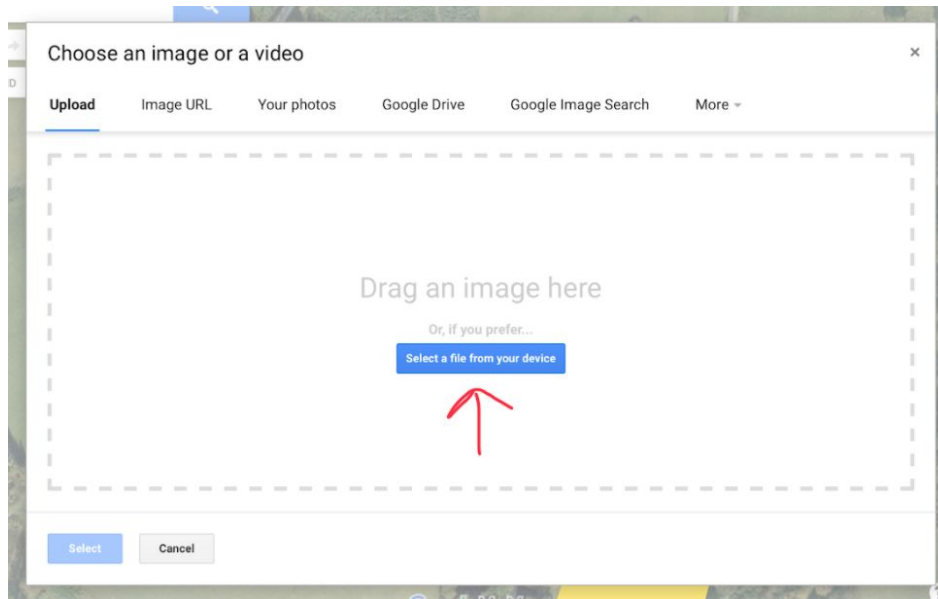
It now looks like this:

Adding a photo/video to an item
As mentioned earlier in the guide, it may be helpful to add a photo/video to points like this. To do this, click on the camera icon. You will see this screen:

Unless you have photos saved in Google Drive already, you will want to click on the blue button in the middle of the screen to upload a photo/video to your map.

When you click the blue button, you will be able to 'Take a Photo or Video' with your iPad, upload a photo from your 'Photo Library' or 'Browse' your other files.
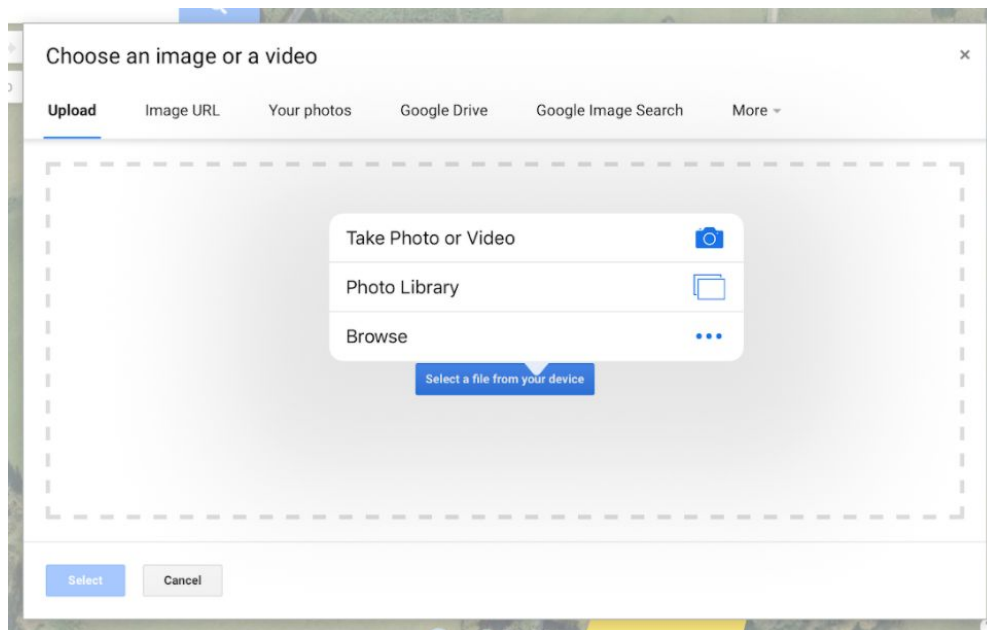
Once you have found the file you want to use, click on it and it will automatically be added to your Google Map. If you are taking a photo/video with your device, you will need to allow Chrome to access your camera/microphone (a pop-up will appear to request this). Once you

have taken the photo/video, click 'Use Photo' in the bottom right-hand corner if you're happy with it, or 'Retake' in the bottom left-hand corner if you'd like to take another one.

Then click 'Save'.
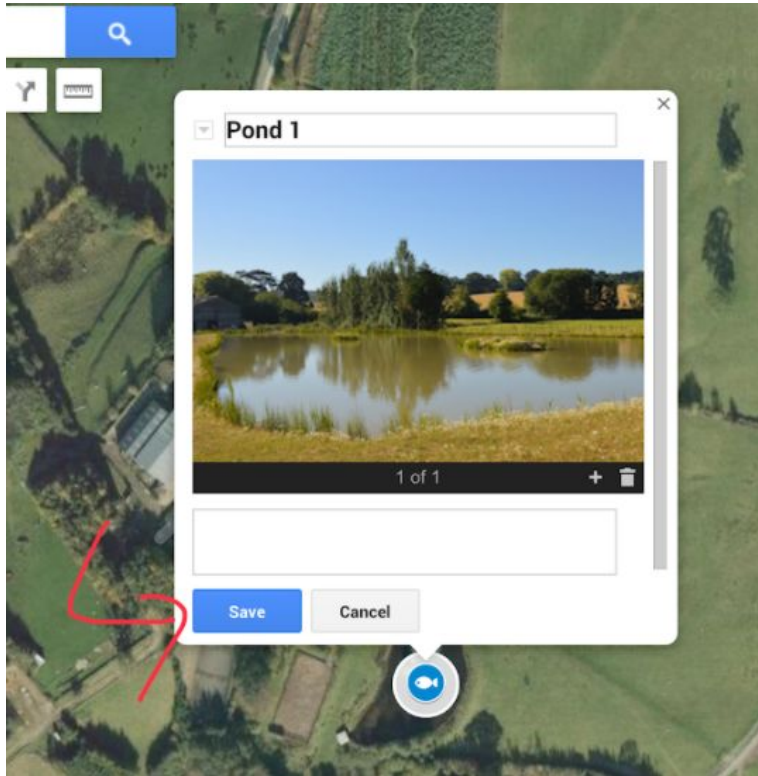
Are you ready?
You should now have enough information to add multiple public goods to your map. This might include things like hedgerows and woodland areas, ponds, streams, public access areas etc.
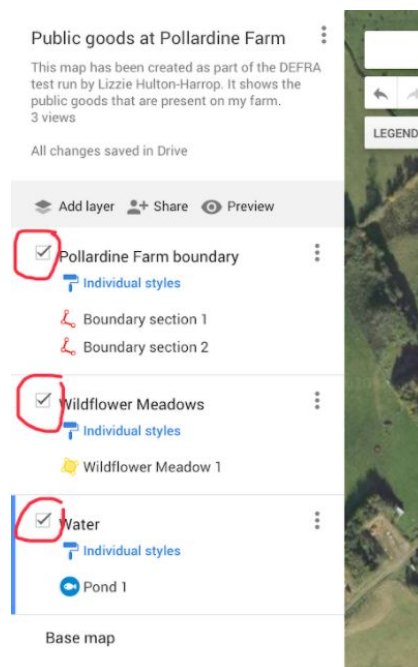
I would recommend starting a new layer for each 'public good' you add to the map so it's easy in future to look at them in isolation as well as all together. To turn layers on and off on your map, use the tick boxes next to the layer title. When they're ticked, the layer is showing on the map.

The blue line on the left-hand side of the layer indicates the layer you are currently working in:
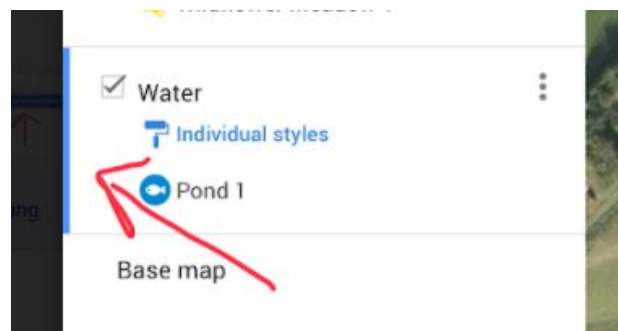
Handy tips

Google Maps has a maximum of 10 layers, so you will be limited in what you can add to the map. It is a good idea to plan your layers before you create them.

If you would like to add public goods that you want to deliver in the future to your map, I would make that a separate layer. For example, you could add a layer called 'Future public goods' and that layer would contain a mixture of public goods (a new pond, a new area of tree planting, etc.)
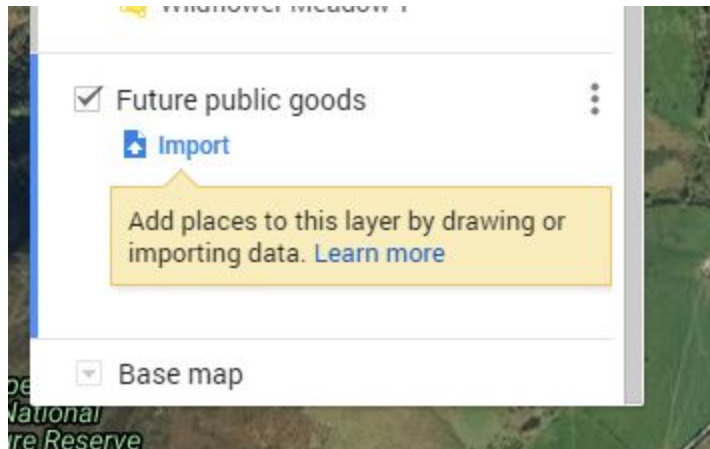
Once these become a reality, you could then move the item(s) from the 'Future public goods' layer to the *real* layer.

To move items between layers, open the 'Legend', tap on the item you want to move and hold it down. Then drag it to the layer you want to move it to.

Good luck and if you have any questions, please don't hesitate to contact me!

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I look forward to seeing your Google Map!