How to set up Google 'My Maps' on a Desktop/Laptop

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.

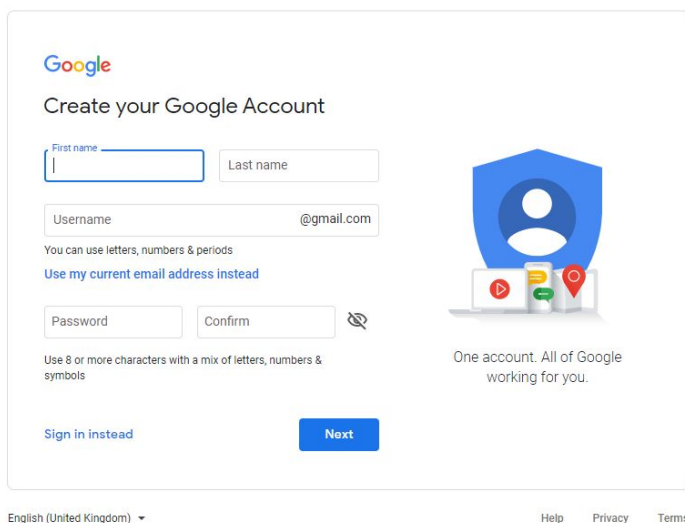**Access to a Google account**

Do you have a Google account?

        a. Yes

        b. No

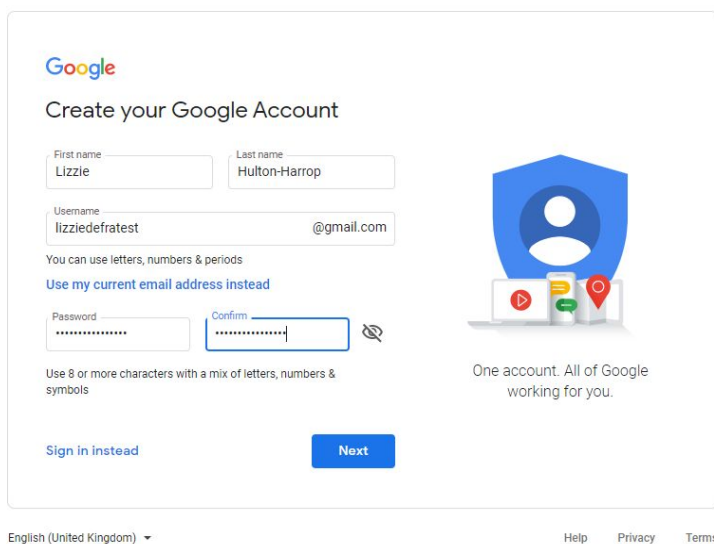If 'yes', please go to page 6. If 'no', follow the steps below.

Open a web browser (Google Chrome, Internet Explorer/Edge, Mozilla Firefox) and go to https://accounts.google.com/signup The screenshots for this guidance were taken in Google Chrome.

You will see a screen that looks like this:

Complete the fields and then click 'Next'. Please see below for an example:

Don't worry about creating a new email address. 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 and 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 that 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 such as write a message in Gmail or comment on a YouTube video, we store the information that 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 such as the video that you watched, device IDs, IP addresses, cookie data and location.
- We also process the kind of information described above when you use apps or sites that use Google services such as ads, Analytics and the YouTube video player.

Why we process it

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

- Help our services deliver more useful, customised content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalised 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

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

☐ 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'.
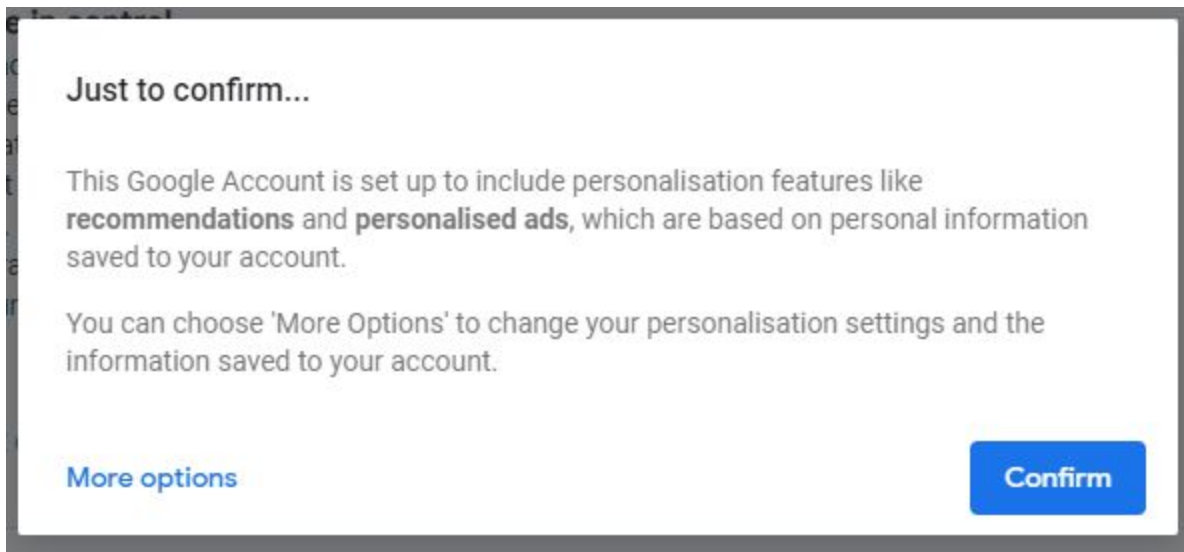
When your Google account has been created, you will see this screen:
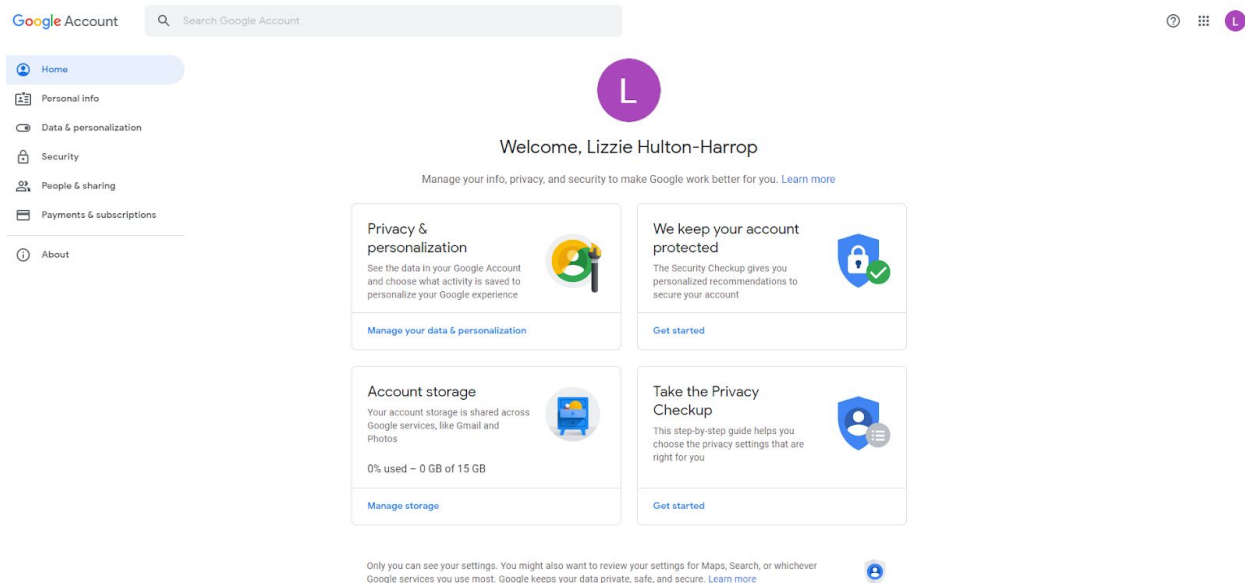
Congratulations! You now have a Google account and can create a Google Map.

Logging into your Google account
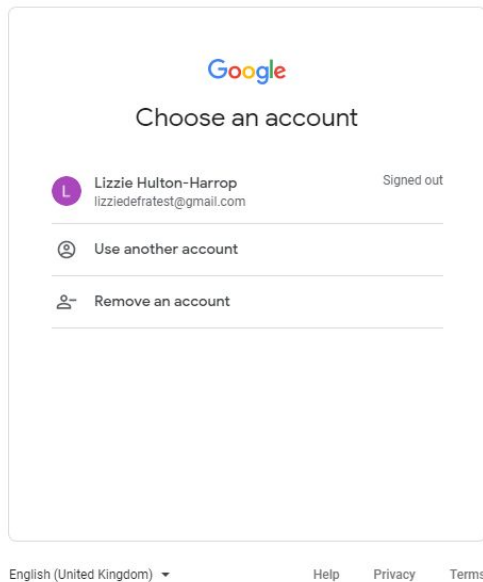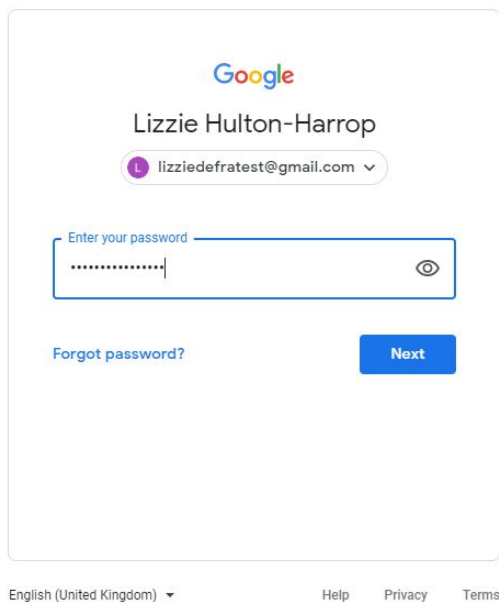
If you have just created an account and are logged in, please go to page 7.

If you are not yet logged into your Google account, please go to https://accounts.google.com/ and select your account to sign in.
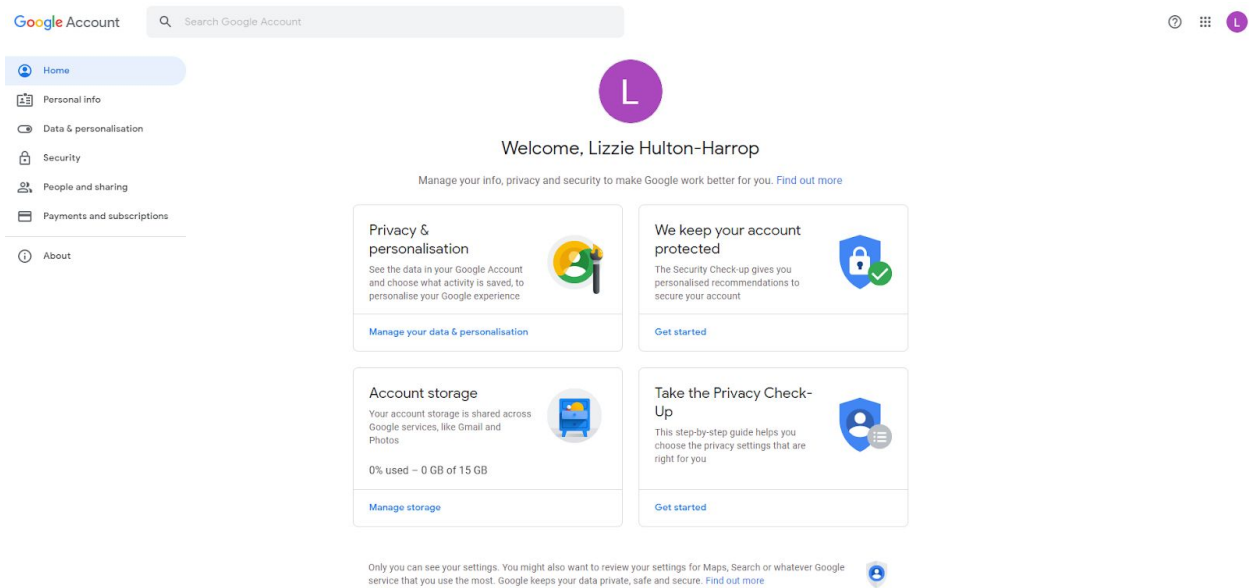
This is what you will see before you are signed in:

Click on the account you wish to sign in with and then enter your password, as shown below:
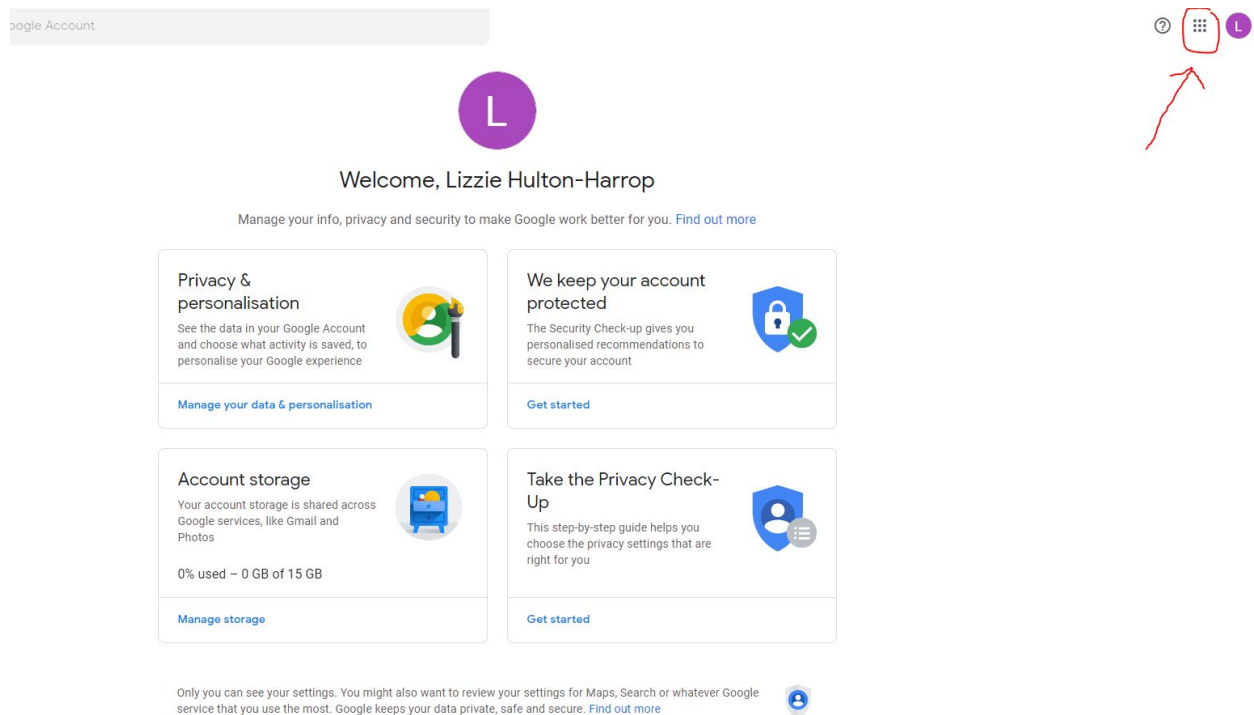
When you are logged in you will see this screen:

Getting to Google Drive
Navigate to the top right-hand corner where you will see a square of 9 dots (as shown in red below):

Click on the dots. You will then see a menu open with a number of apps. Click on the square labelled 'Drive' as shown below:

This will open in a new tab and look like this:
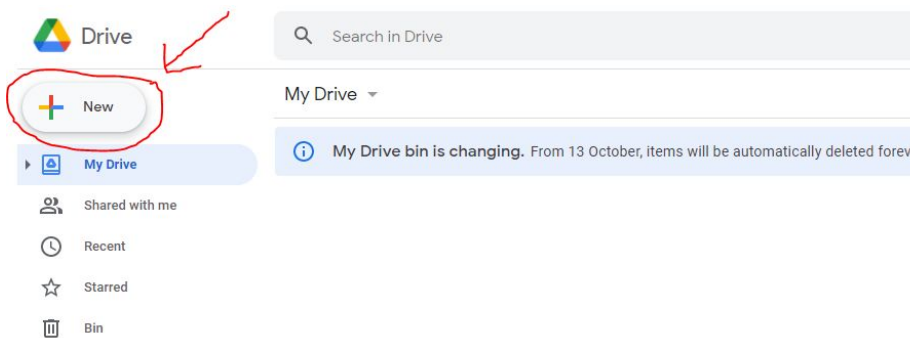
Creating a new Google 'My Map'

Go to the left-hand-side of the page and click 'New':

This will open a menu with a number of options. Go down to the last option 'More'. By hovering over or clicking on 'More', you will see another menu open with the 'Google My Maps' option. Click on this.
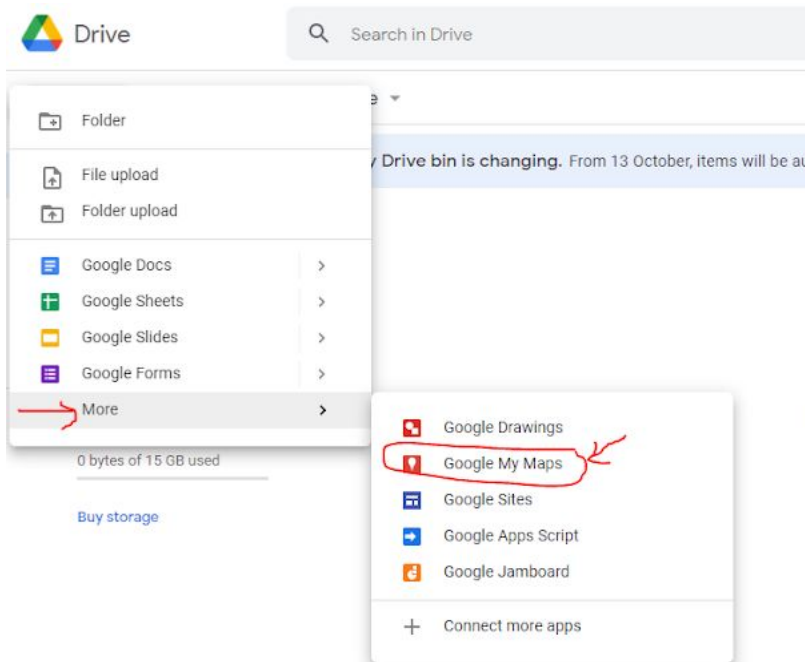
Clicking on 'Google My Maps' will open a new tab. This is what you will see:
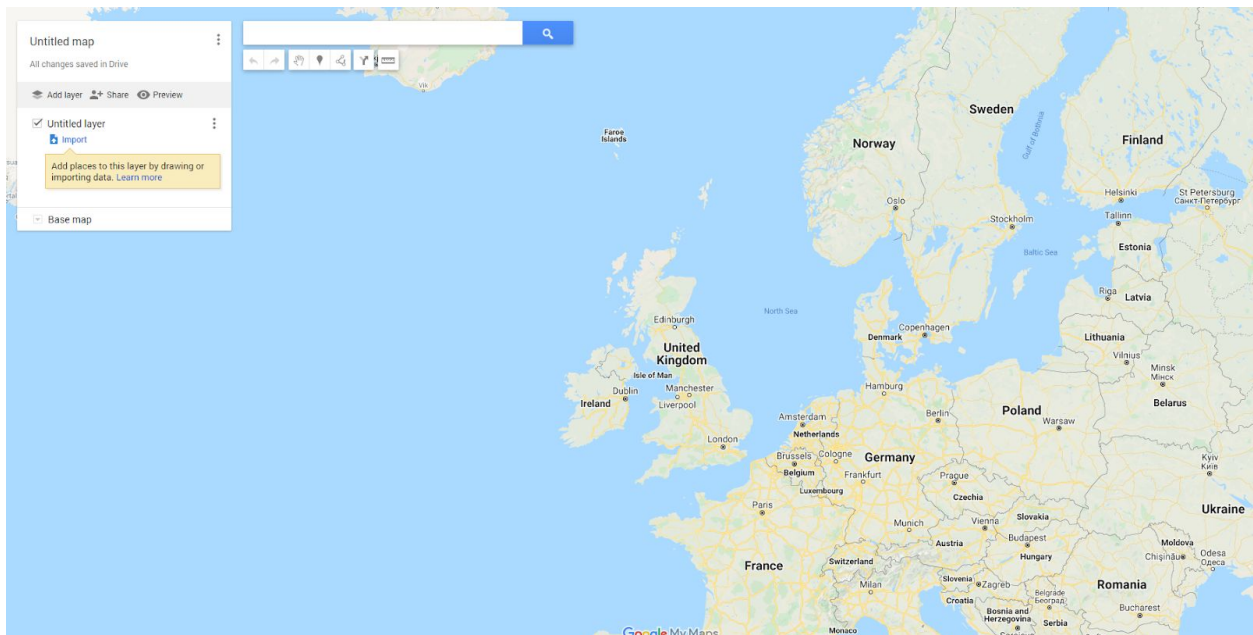
Editing the map title and description

Navigate to the top left-hand side of the page and click on 'Untitled map'.
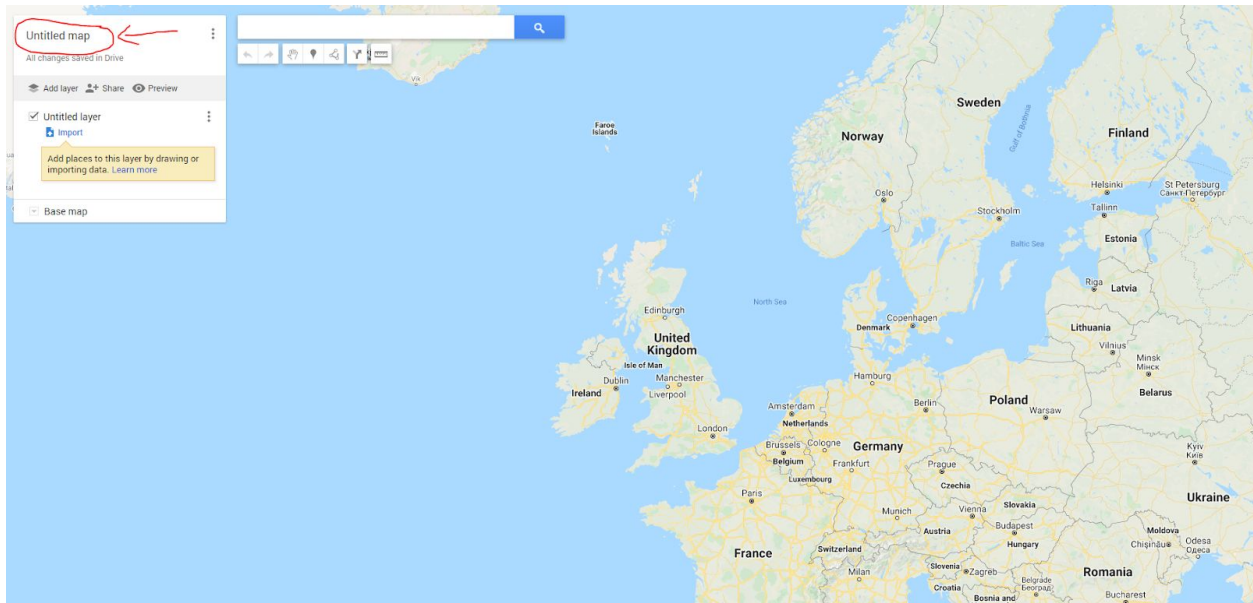
This will bring up a pop-up that allows you to give your map a title and description. See the screenshot below as an example:
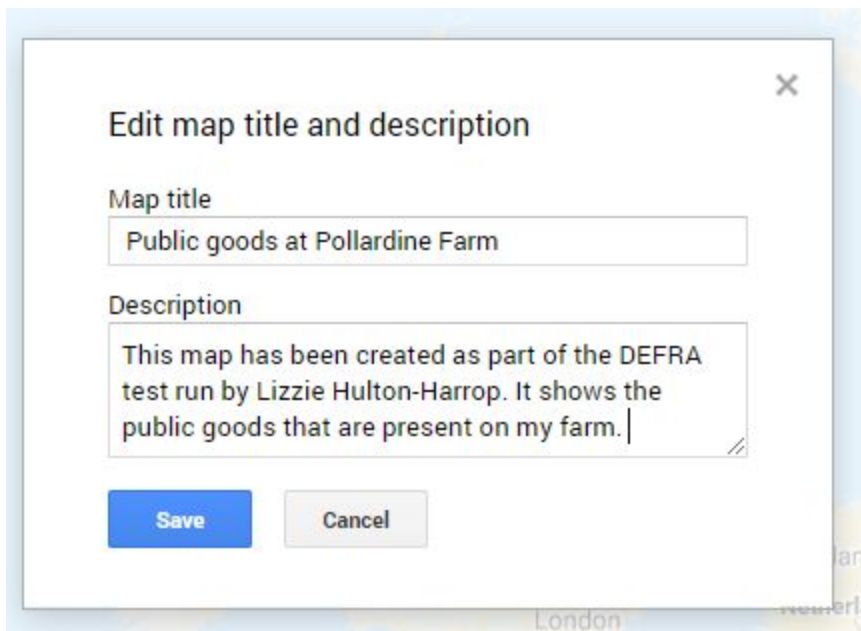
Click 'Save' and you will see the map title and description update in the top left-hand corner. See the screenshot on the next page as an example.
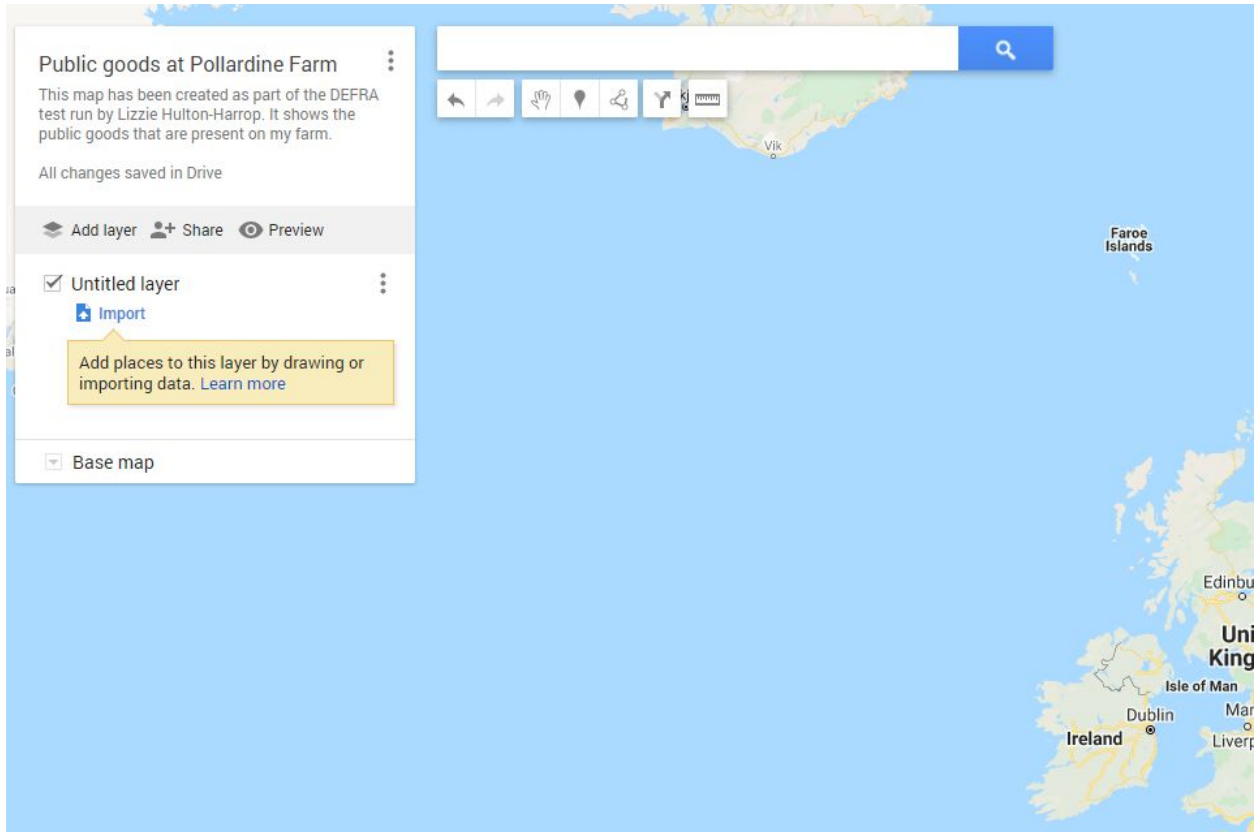
Renaming a layer

Click on 'Untitled layer' to give your first layer a name.
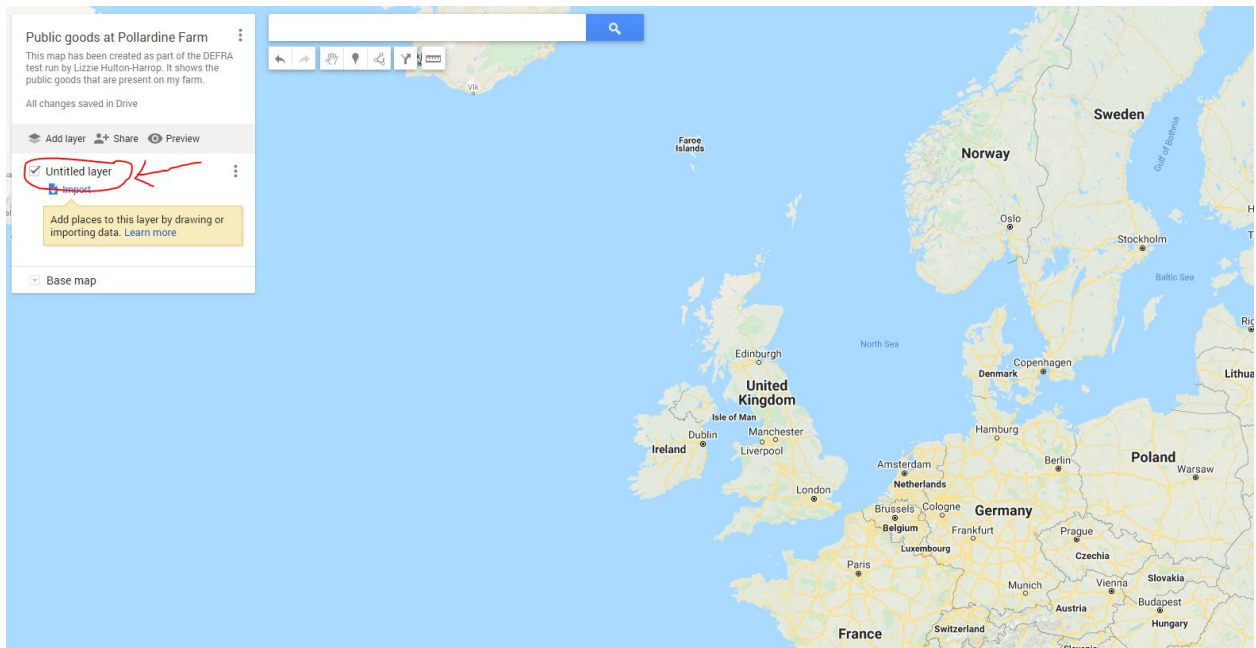
One of the limitations of Google Maps is that you cannot change the order of the layers once they have been created. You can drag and drop items between layers, but you cannot move a

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 on 'Untitled layer', it will bring up a pop-up as shown below:
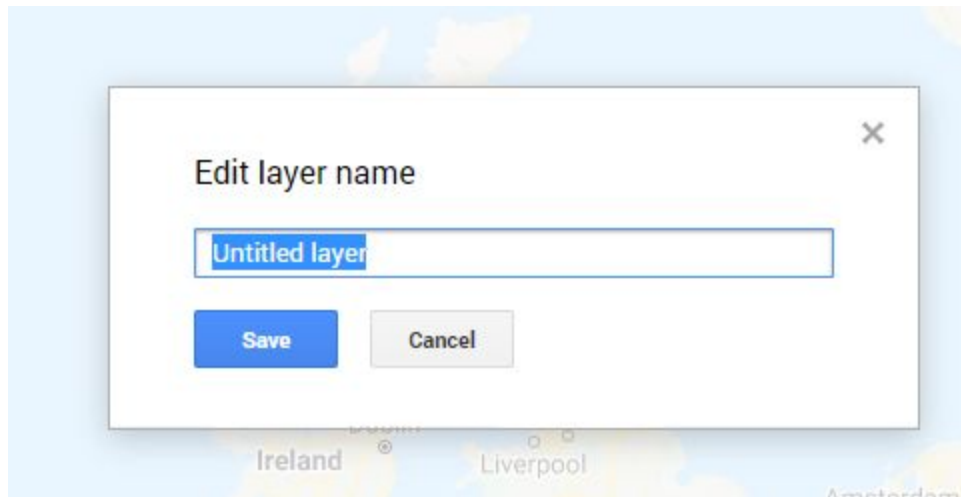
Enter a name for your boundary. For example,
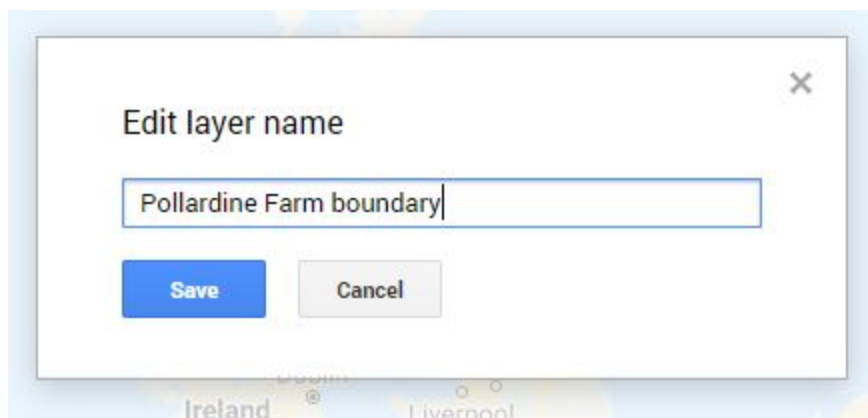
Click 'Save'. You will see this update in the left-hand side menu as shown below:
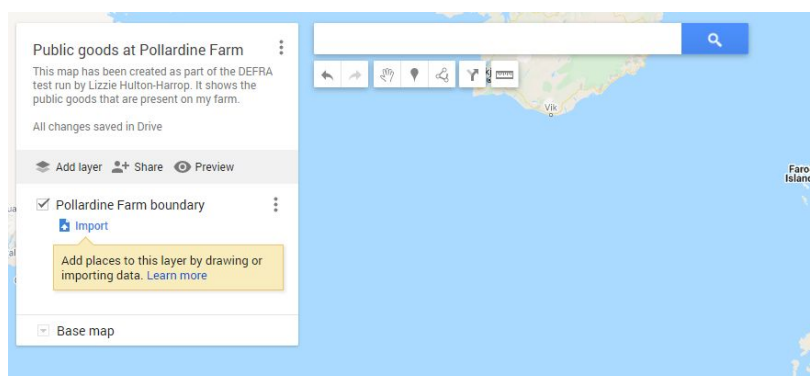
Changing the base map
Before we start adding the boundary, we are going to change the base map to the Satellite image. This makes it easier to draw the boundary as you can see the field shapes.

Click on the down arrow next to 'Base map':
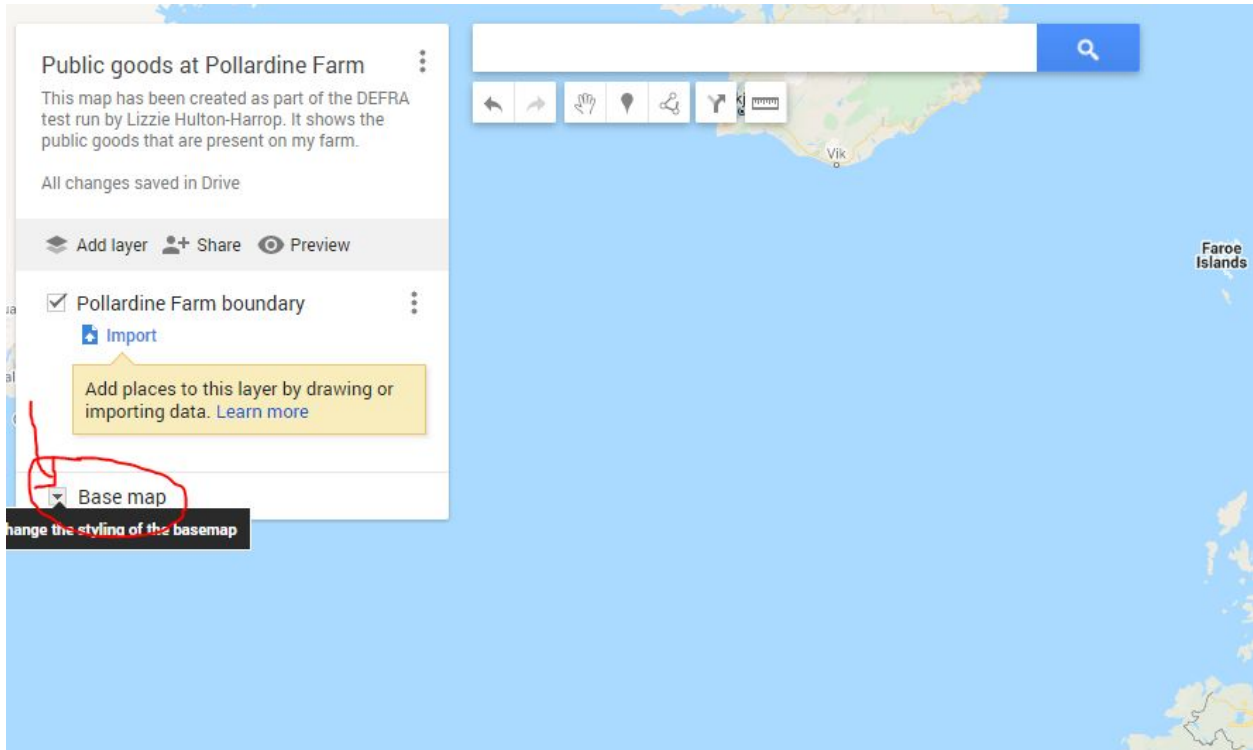
Click on the 'Satellite' option (middle of the top row):
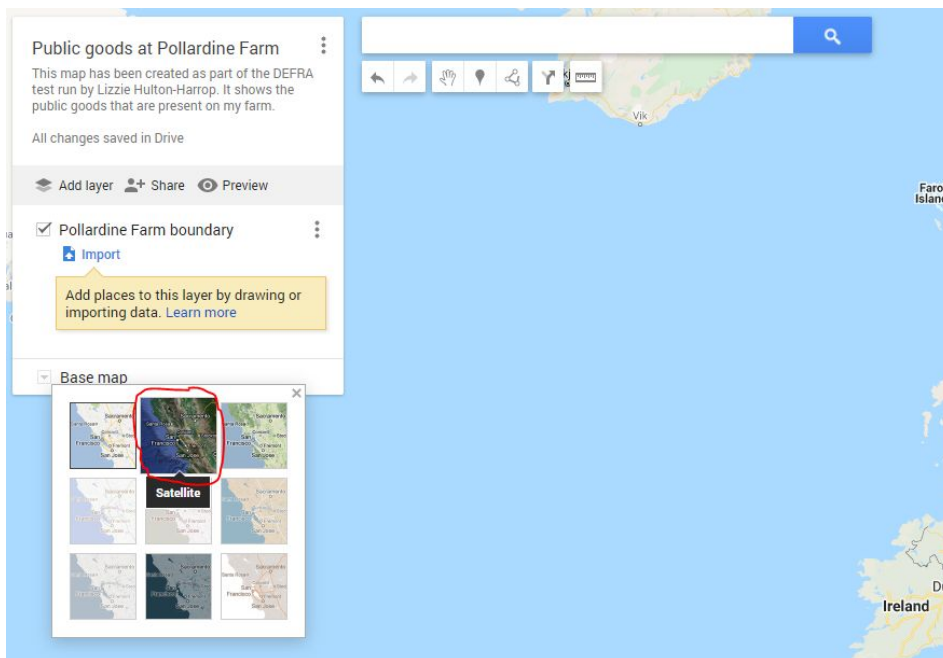
You will see the background change to this:
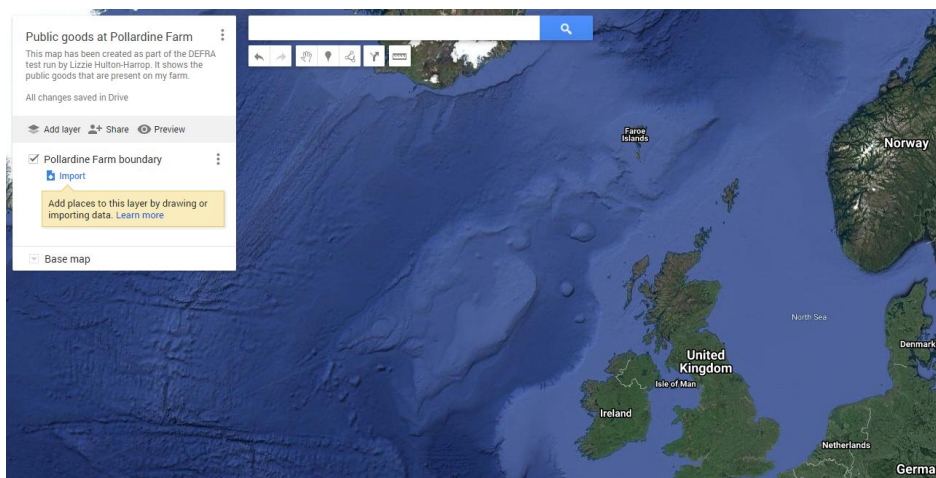
Once you have created the boundary, feel free to try out the other 'Base maps' offered by Google. Some of them are helpful for showing the water courses/roads more clearly.

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).
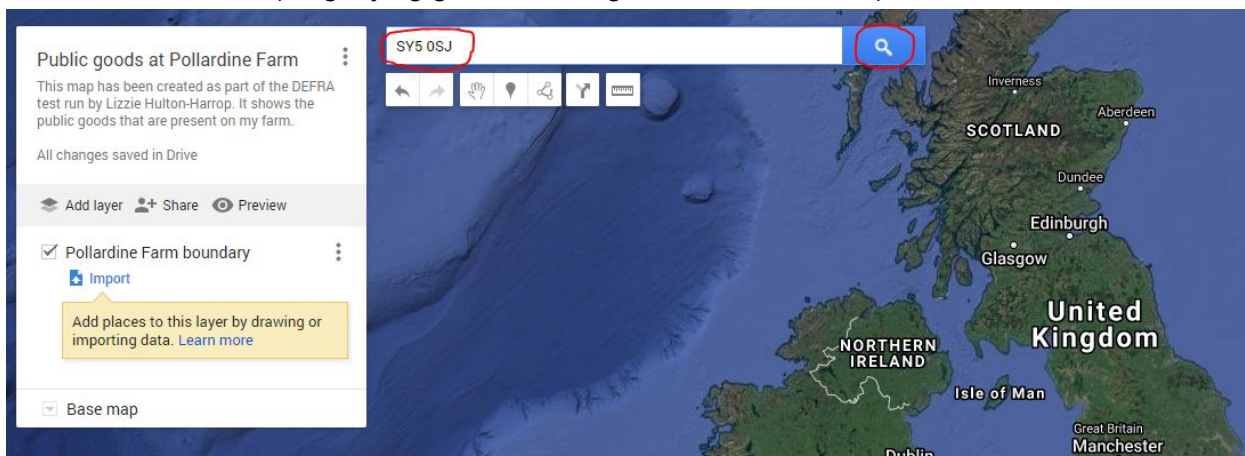
You will see something that looks like this, depending on the postcode you entered:
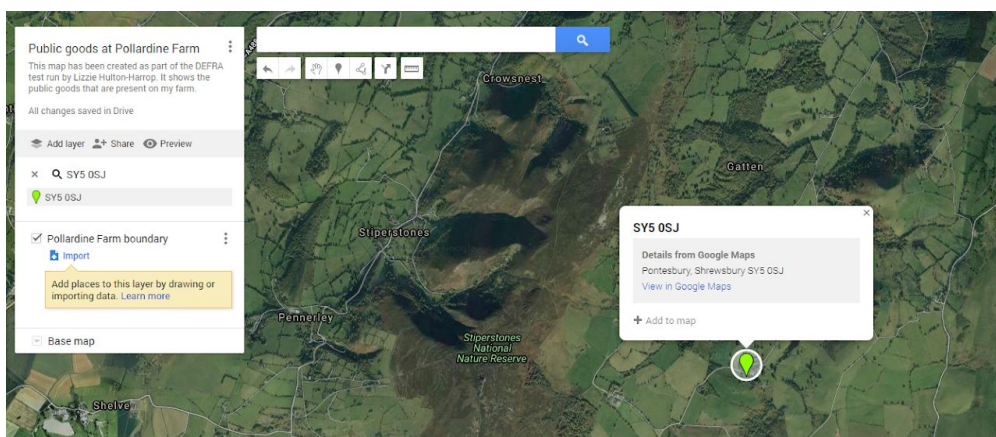
You don't need this green marking, so you can close it by clicking the cross in the top right-hand corner of the pop-up. You can remove the green marker from the map by clicking on the cross shown next to the postcode in the left-hand menu.

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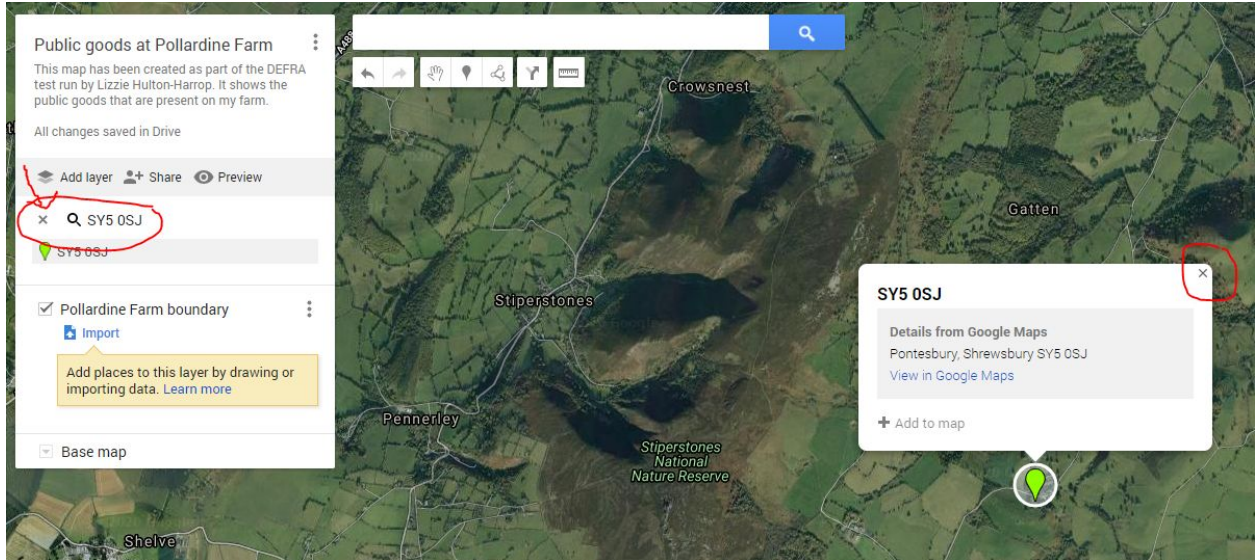
Zooming in and out

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):
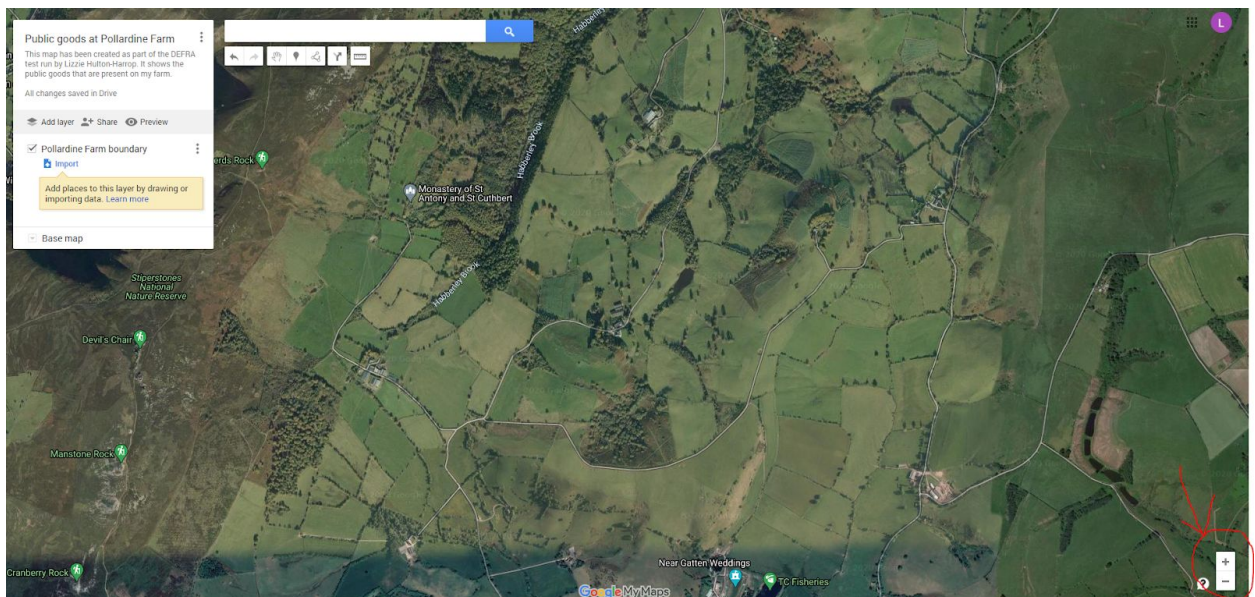
Or you can use the wheel on your mouse. To move the map around, hold down the left mouse button and drag the map to reposition it.

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:
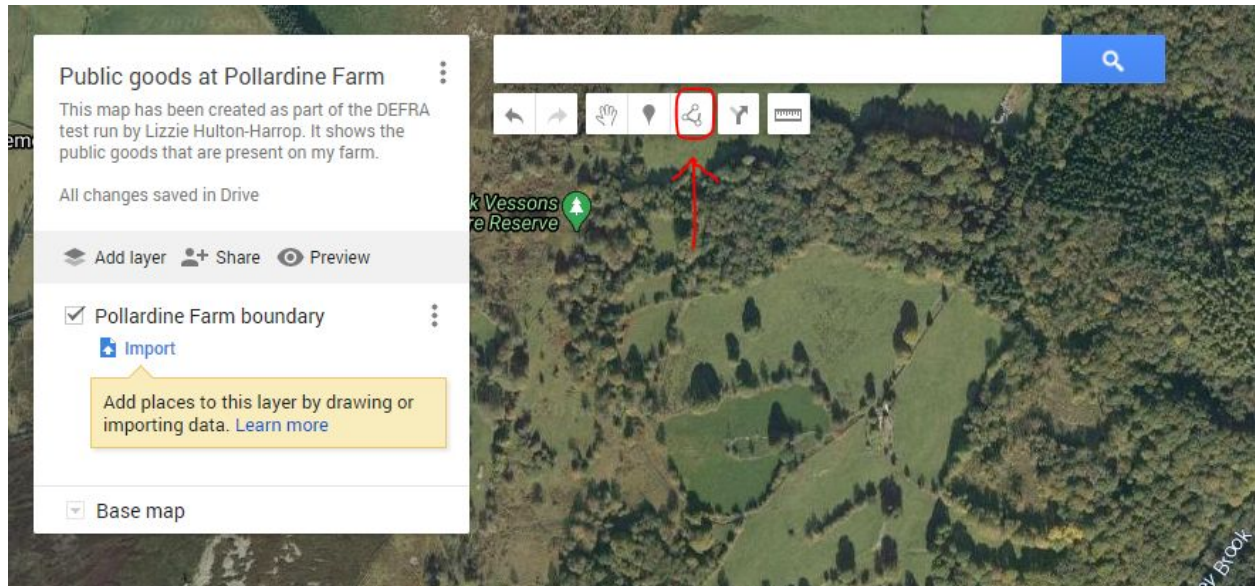
This button allows you to draw a line. When you click on it, you will see a dropdown menu appear with four options:
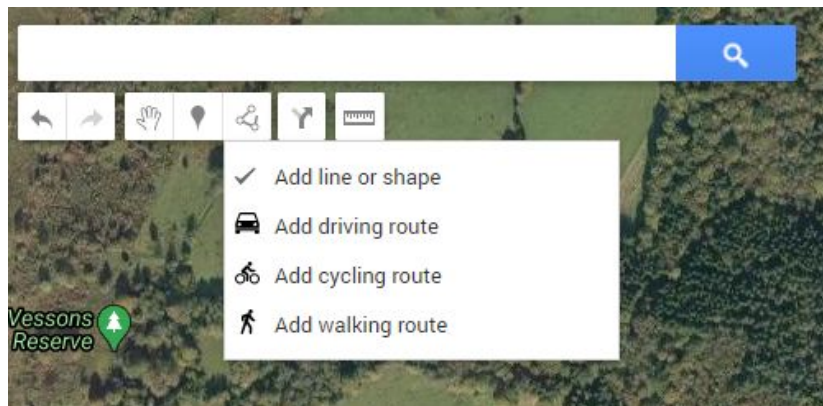
Click the first option 'Add line or shape'. You will then see your cursor change to a crosshair (+) instead of a hand. This means that when you click on the map you will start to draw a line.
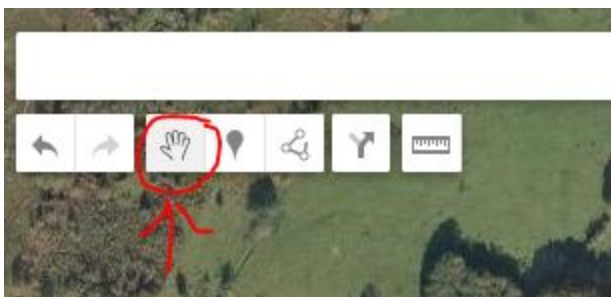
If you want to get back to the hand to be able to move the map around again, click the hand icon in the top menu.

When you are ready to start drawing your line, make sure you can see the crosshair. Then find the point where you want to start and click.

You will see a white circle appear on the point that you clicked and when you move the mouse away from this point you will see a black line appear (as shown in the screenshot below in the red circle):
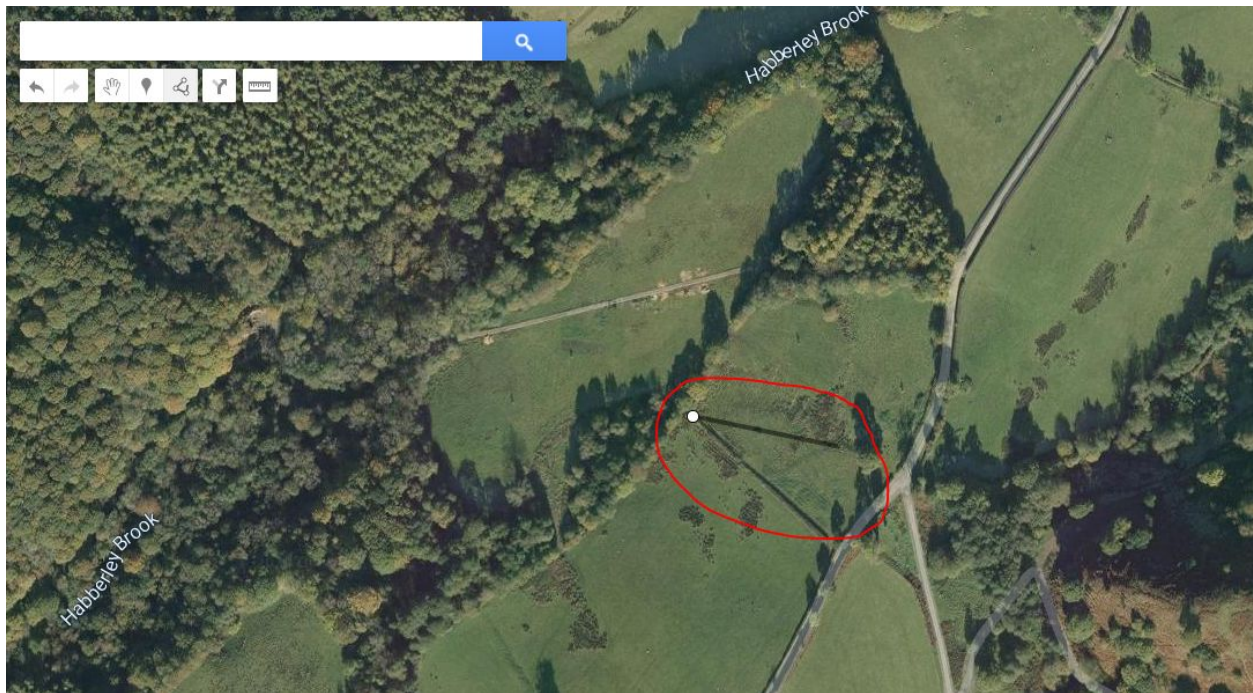
Don't click again until you get to the next point you want to mark. For example, the next point I want to mark on this map is the end of the hedgerow near the road (to create a straight line from the white dot). This is what it will look like:

Now I have two white dots and a lighter dot in the middle. The dot in the middle has been added automatically. We can ignore this for now (we will revisit it later - see 2nd paragraph, page 19).

To increase the accuracy, you can click multiple times along a line (instead of only aiming for the corners), so it might look something like this:
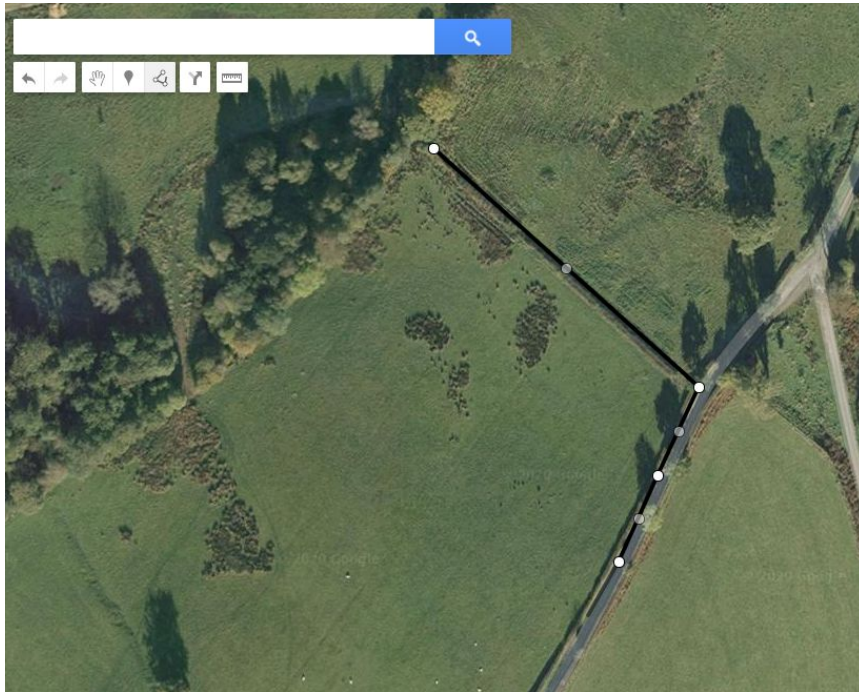
The idea now is for you to continue this pattern until you have marked out a section of the boundary of your land/farm.

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 click on the last point to exit from the 'Draw a line' function. When you double click, 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 change and you will also see the line appear in the left-hand menu in your boundary layer. See the screenshot below as an example:
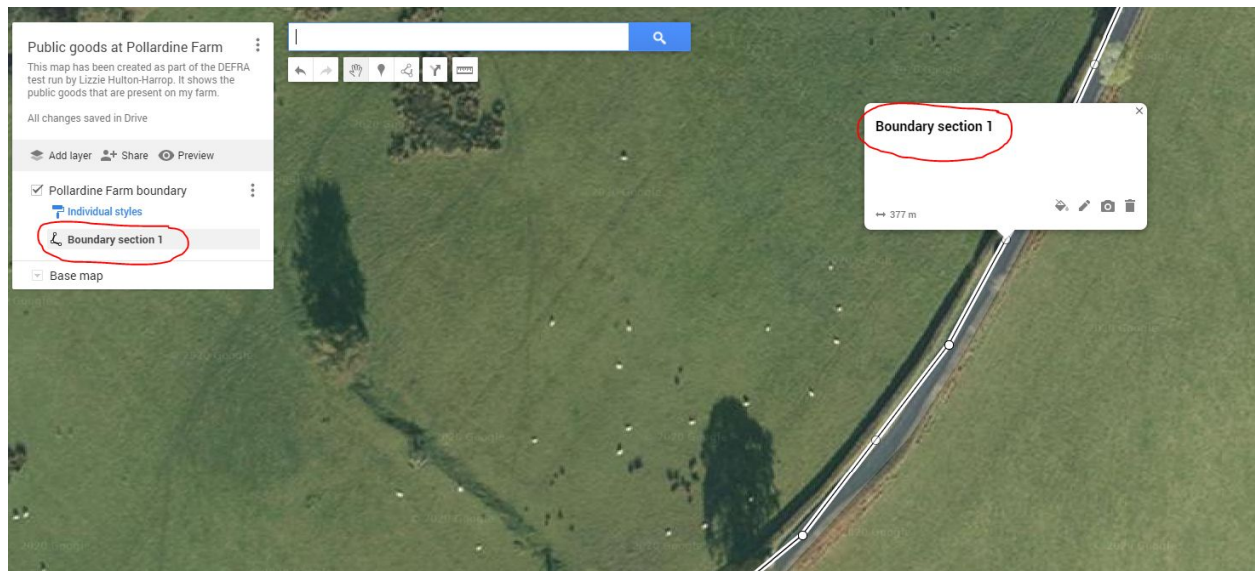
If you need to make some small adjustments to where your line is placed on the map, you can do this by clicking on any of the white dots, holding your left mouse button down, moving it to where you want it and then releasing the mouse button. If you make a mistake and need to undo, click on the back arrow in the top menu:
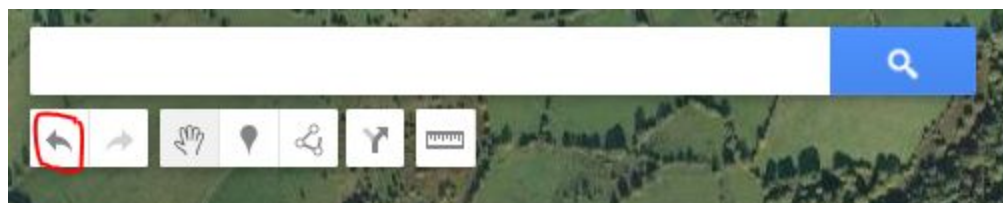
How to customize your line

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 in the left-hand menu and it will appear again on the main map:
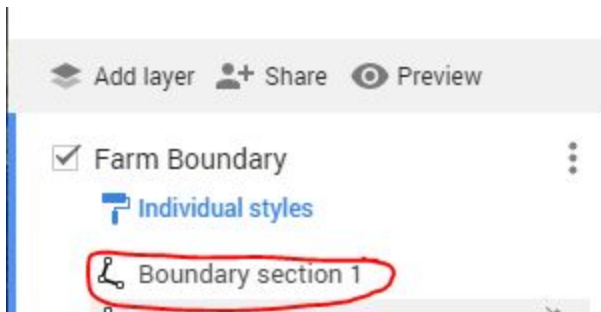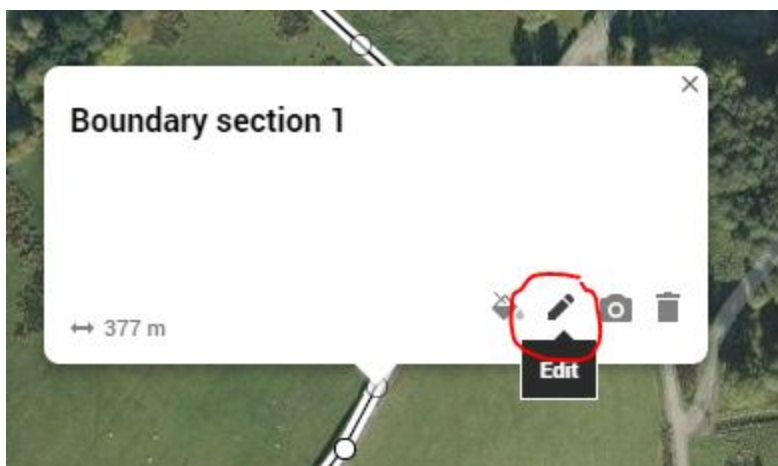

Click on the paint pot to change the line colour and line width:
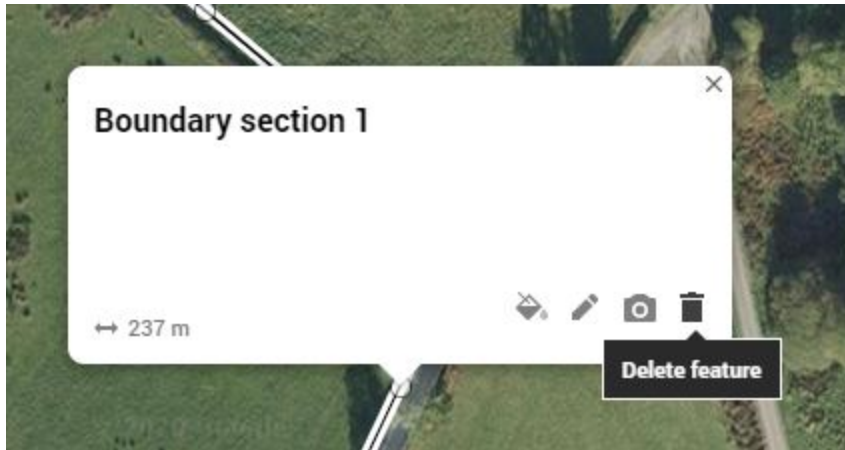

If you want to change the name of the line and/or its description, click on the pencil icon:

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 - see page 23).

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):
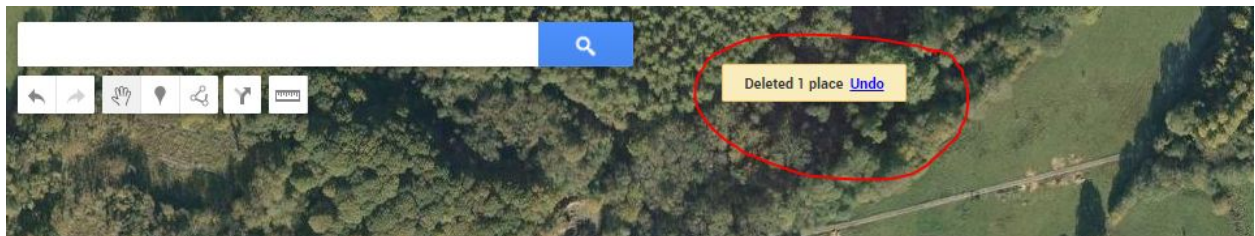
When you have finished customizing your line and you click away from it on the map, the white circles along the line will disappear. Below is an example of a boundary using two lines. They have been coloured red and made thicker to make them easier to see:
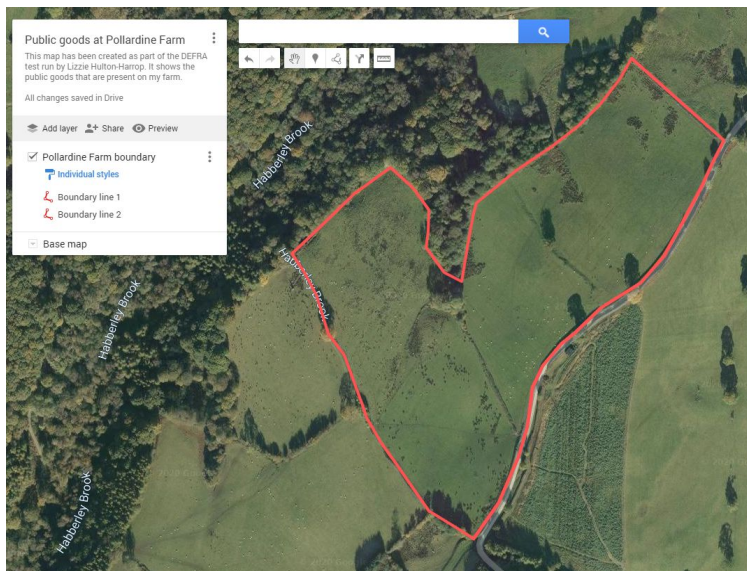
Creating a polygon

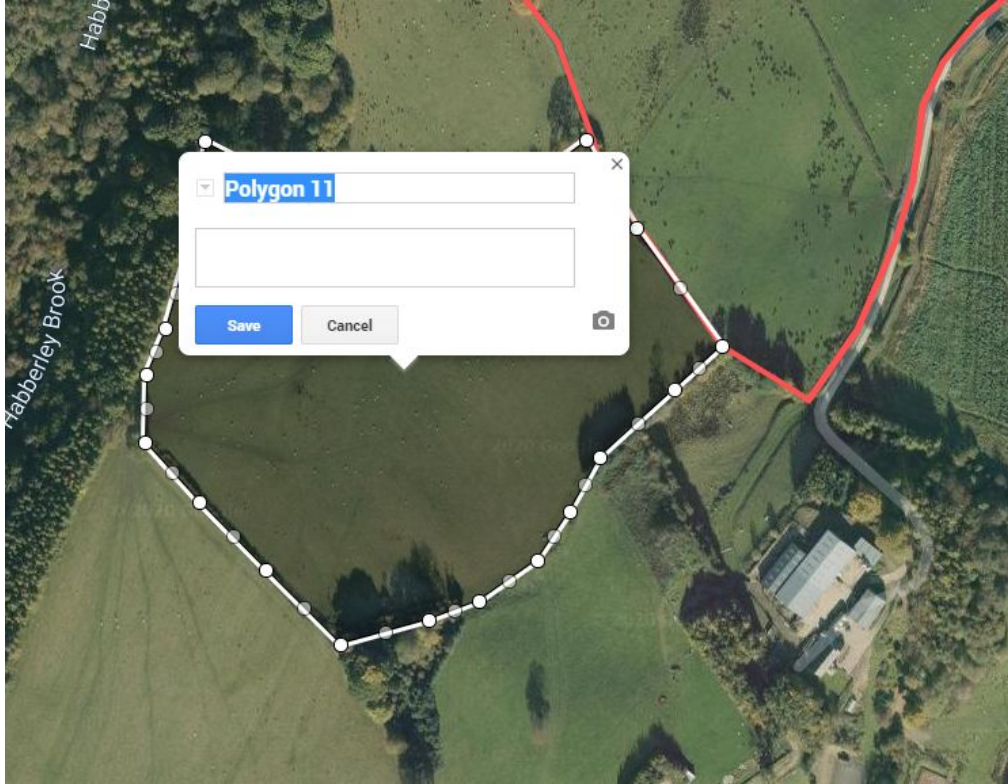If you are able to draw the boundary in one go (i.e. you do not need to stop one line, move the map and start another) Google Maps will automatically create a polygon when you join up one single line. See the screenshot below as an example:

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 colour and the width.
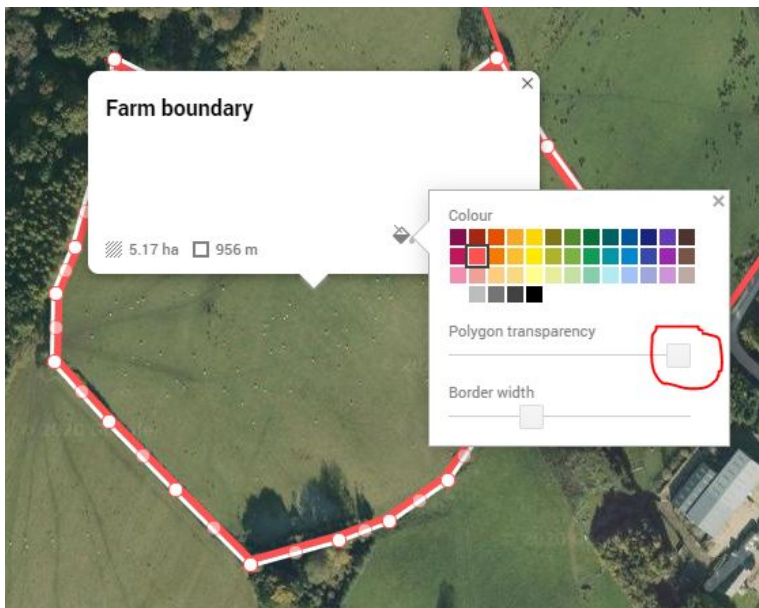
When you have finished marking your boundary, you will be able to see the outline of your land on the Google Map.

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/or what you would like to do in the 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.

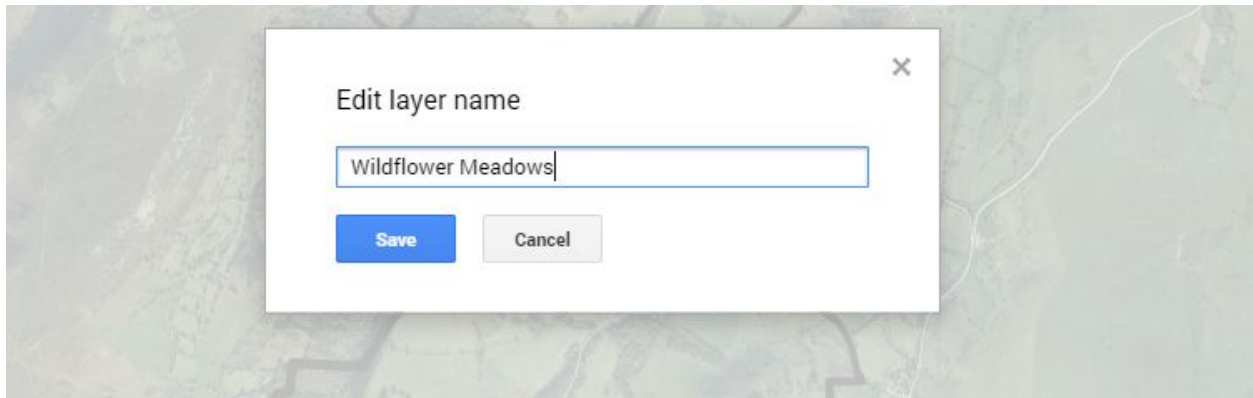**Example of adding a public good**
Add a new layer called 'Wildflower Meadows'. To do this, start by clicking 'Add layer' as shown in the screenshot on the left below:
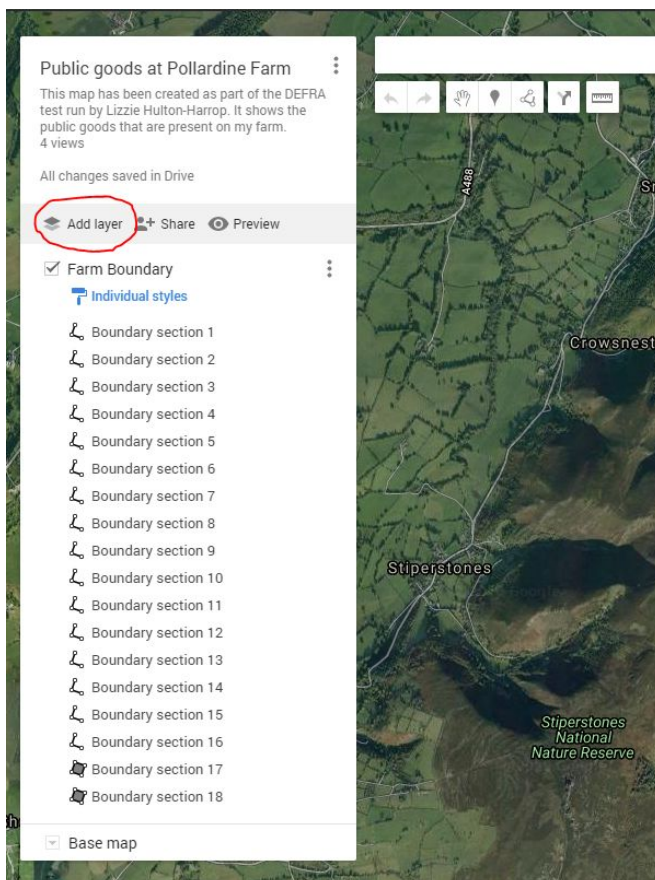
A new layer will appear in the left-hand menu.
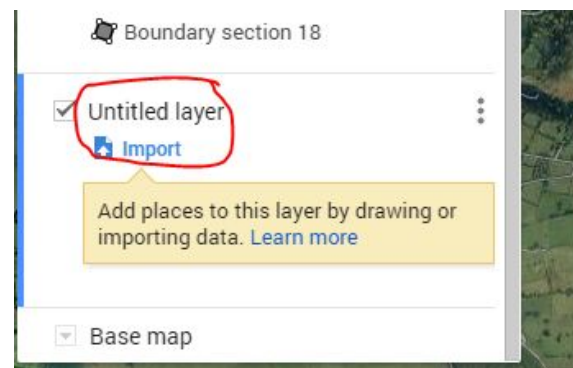
Click on the title 'Untitled layer' to rename it to 'Wildflower Meadows'.

Click 'Save'.

Zoom in using the +/- signs in the bottom right-hand corner or your mouse wheel, as explained earlier in the guide, to locate the areas that are being managed as wildflower meadows.

Navigate to the menu at the top of the screen and click on this icon [icon] (circled in red below):
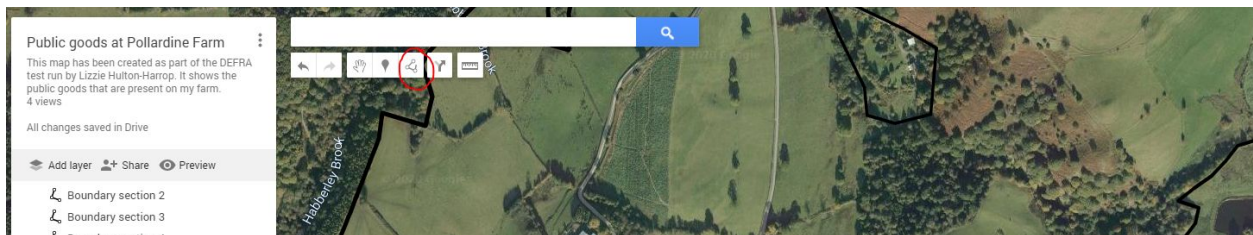
Select the option 'Add line or shape'
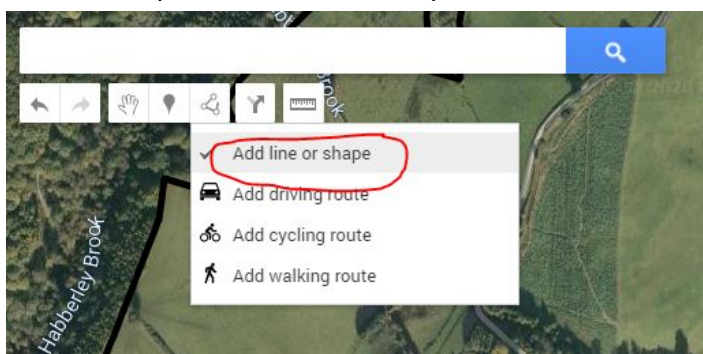
This will change the cursor from the hand to the crosshair (+) so you can start to draw your area.

Click on the point where you want to start drawing the field boundary. As you click to add more points and sketch around the field, your line will look something like this (see next page):

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:
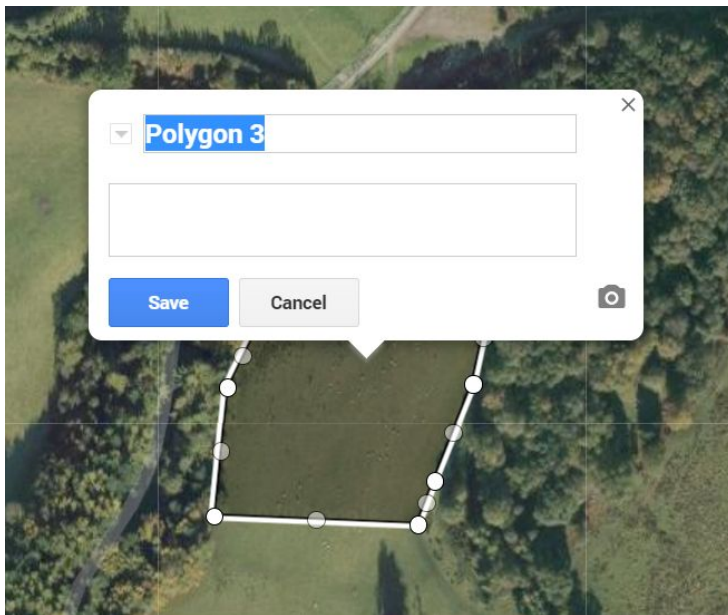
As an example, I'm going to call this 'Wildflower Meadow 1'. Click 'Save'. Once you have clicked 'Save' you'll see the area in hectares, the circumference in metres/kilometres, and will also have the editing options in case you'd like to change the boundary colour or shade of the polygon (see screenshot below):

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:
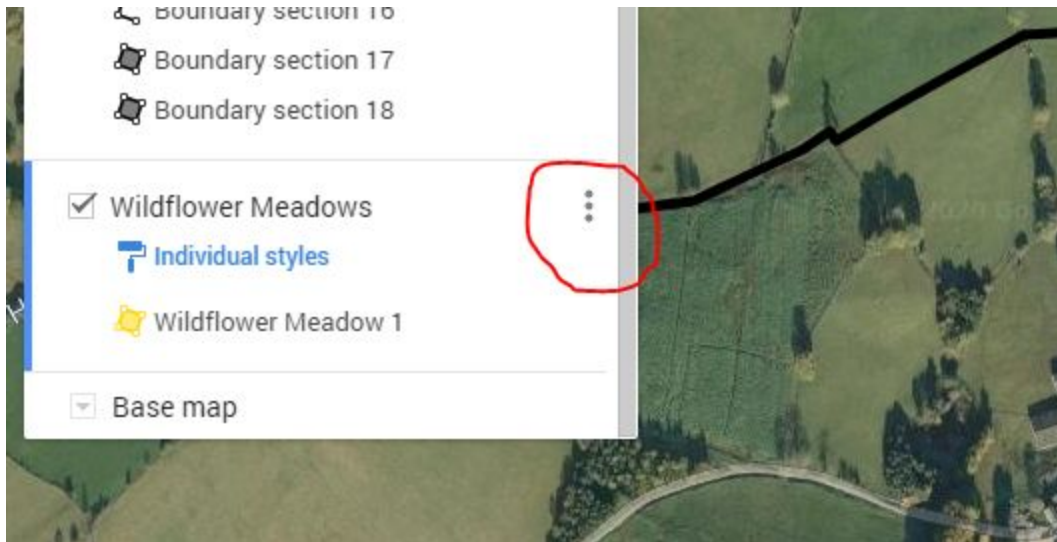

Now I would like to add some information about this field. I'm going to add the following:
- What management has been done
- When the management was done
- Which species have been recorded
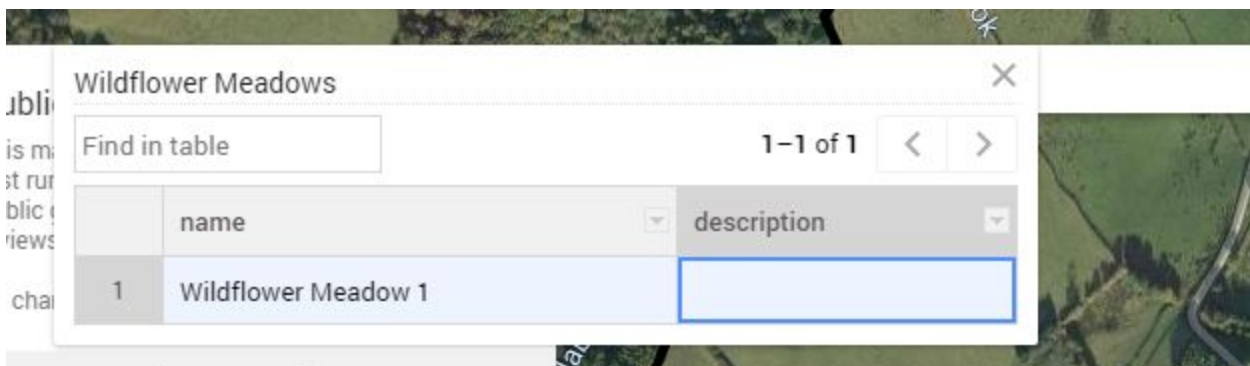
How to add information to an item on your map
To do this, navigate to the left-hand side of the screen and click on the three vertical dots next to your layer title:

When you click on the dots, you will see a menu open (as below). Click on 'Open data table'.
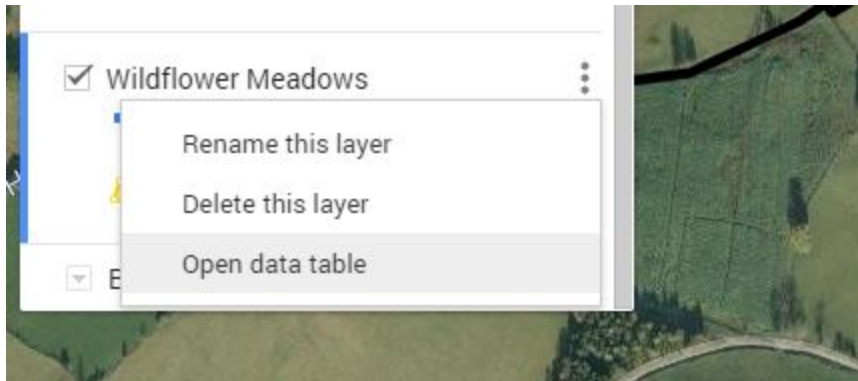

The data table looks like this and it will appear in the top left-hand corner of your screen:
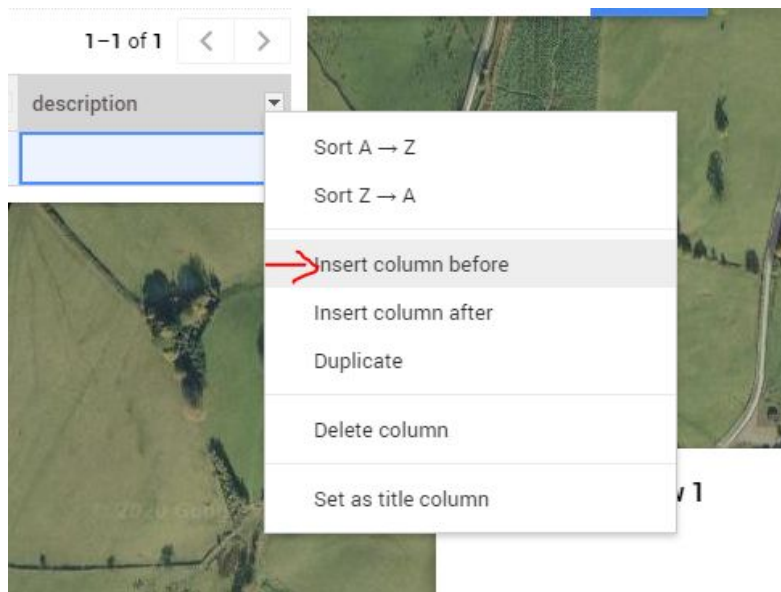
At the moment, there is only the name and the description columns where we can add information about the field. I want to add further columns to record the management practices undertaken and species that have been recorded.
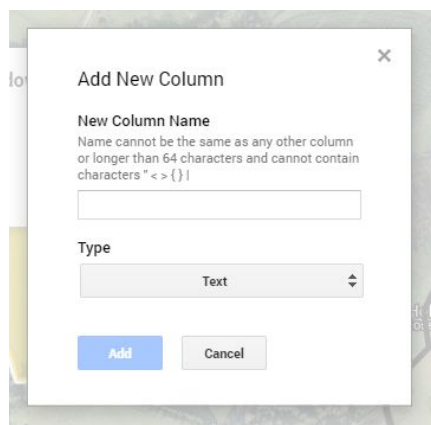
To do this, click on the down arrow in the description column:
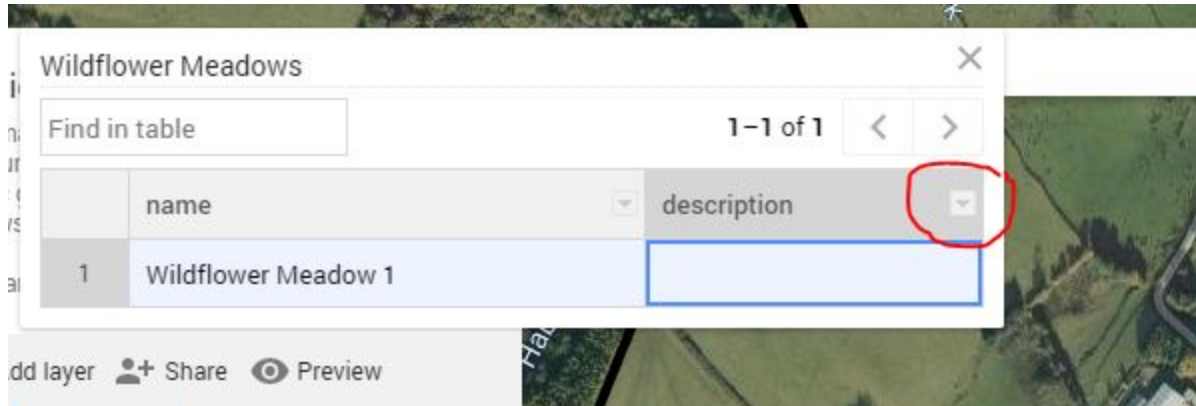
A menu will open. Click on 'Insert column before':

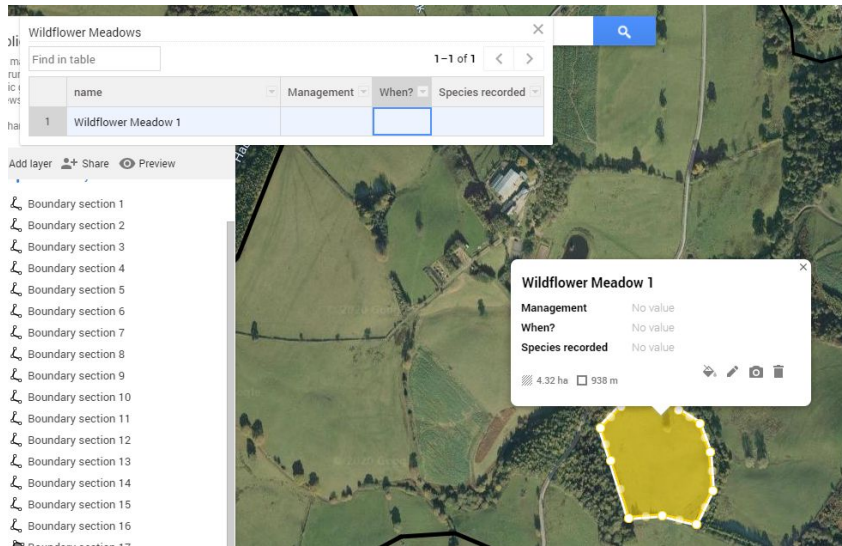You will then be prompted to give the new column a name:

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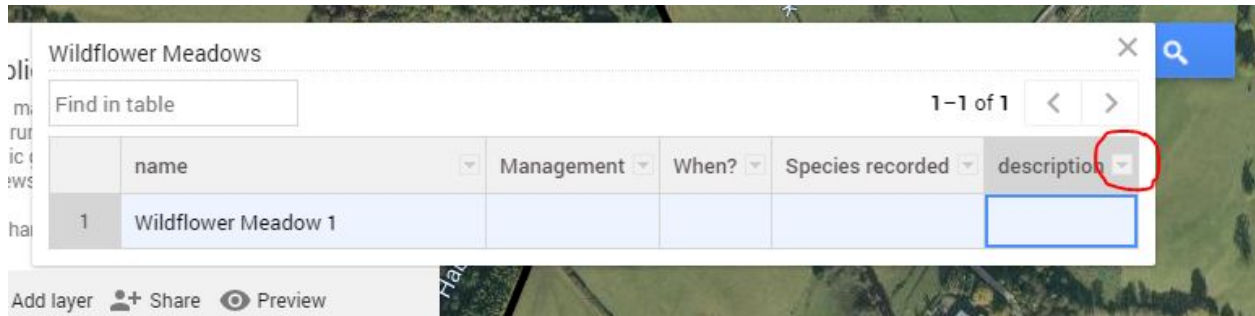- Management
- When?
- Species recorded

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

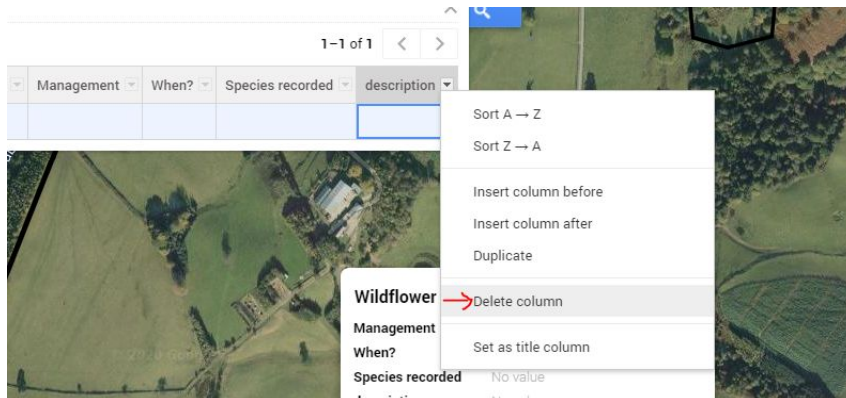Now I have something that looks like this:

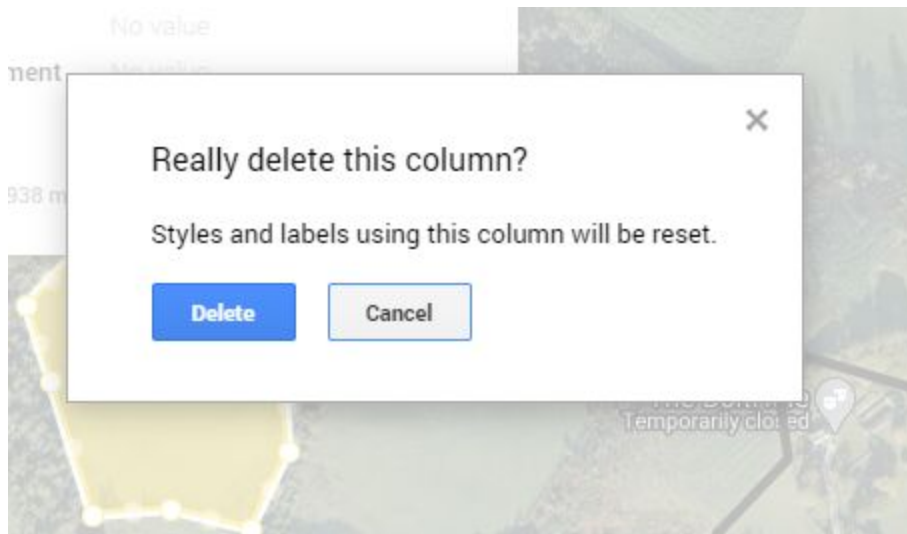I don't need the 'Description' column anymore so I'm going to delete that.
Click on the down arrow in the description column:

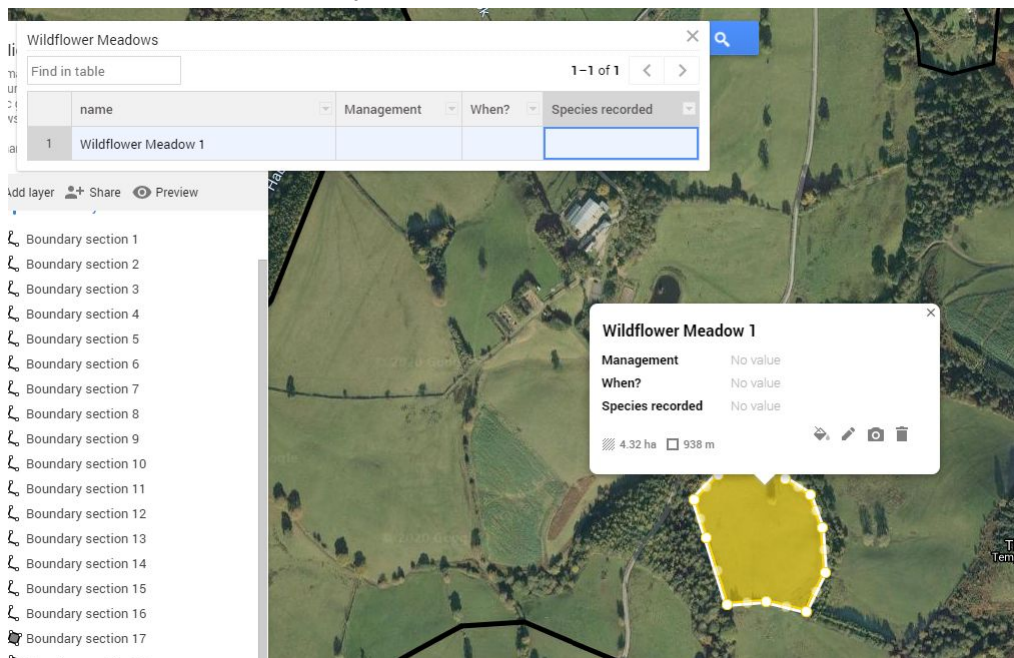A menu will open. Select 'Delete column':

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:
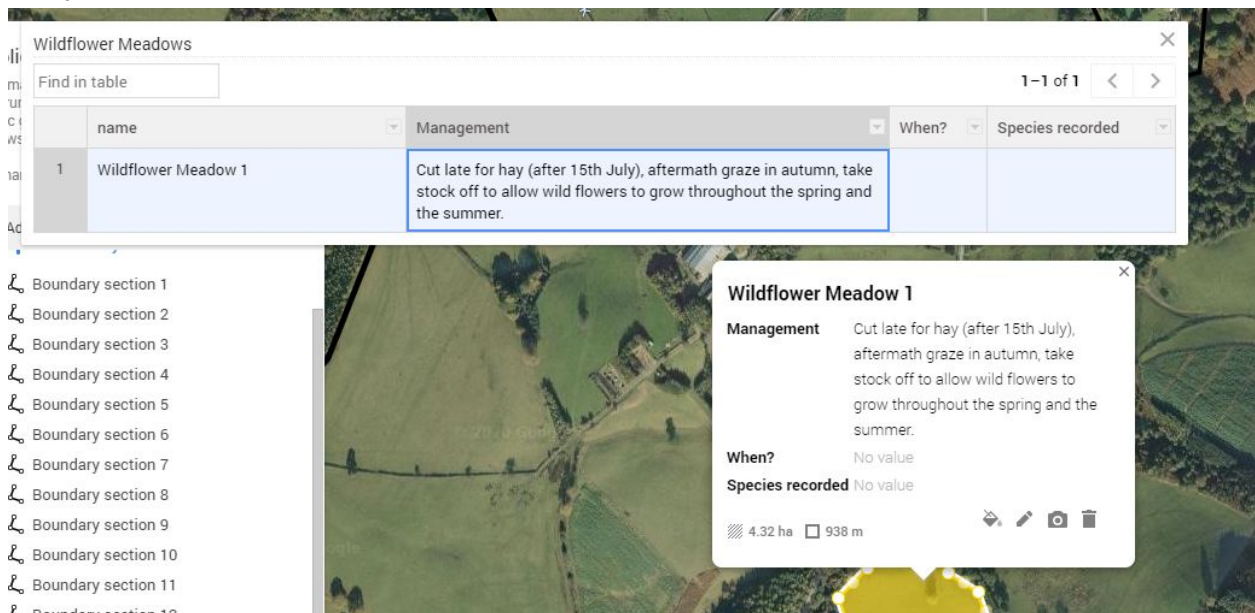

I am going to add in the management practices we undertake. To do this, click in the management column to highlight it. You will see a darker blue border appear:
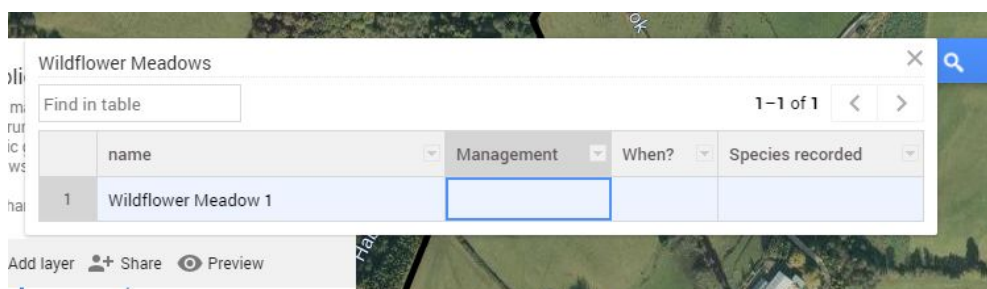
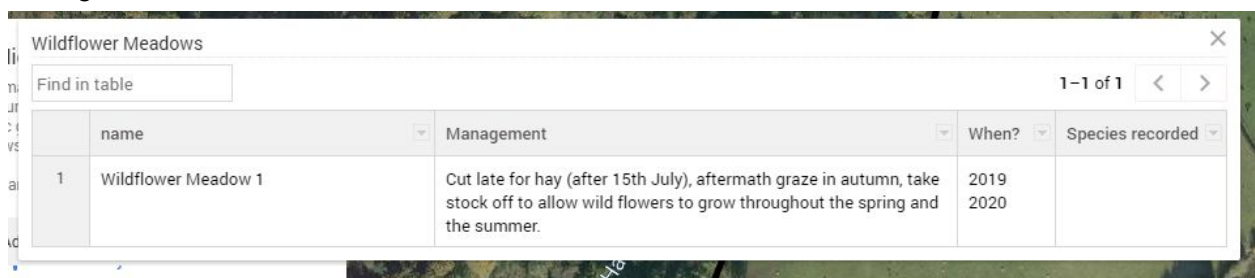Double click with your mouse so that you see the flashing cursor:
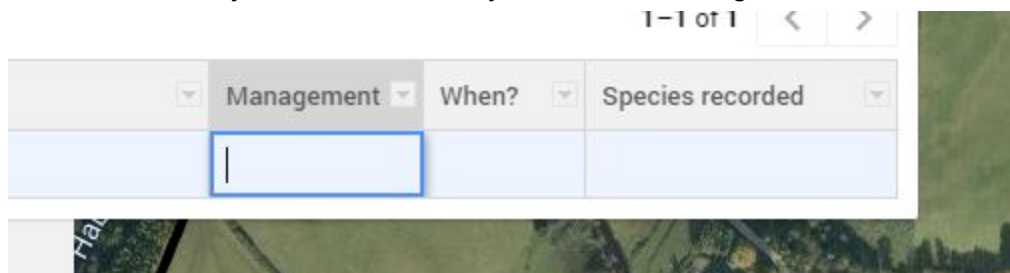
Add your text:

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

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

Go to https://drive.google.com/drive/u/0/my-drive (you may need to sign in again if you have been logged out). You will see something like this:
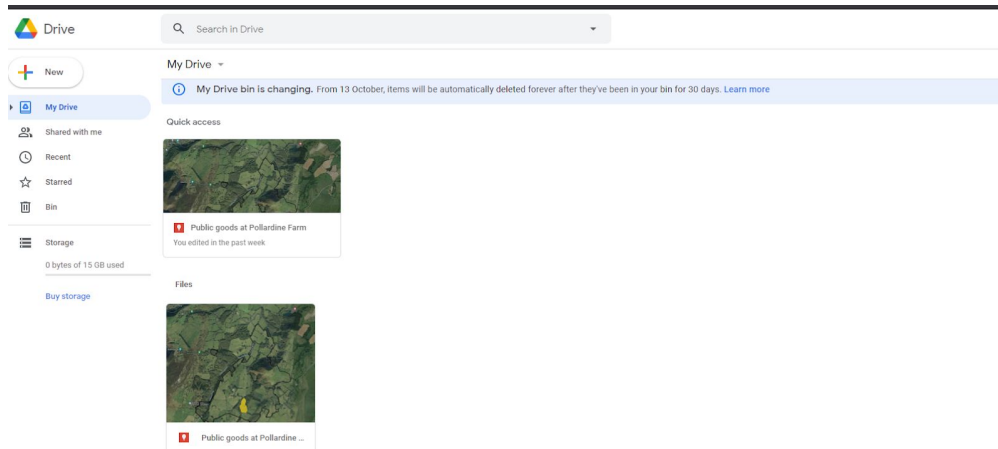

In the lower half of the screen, right click and select the 'Upload files' option:
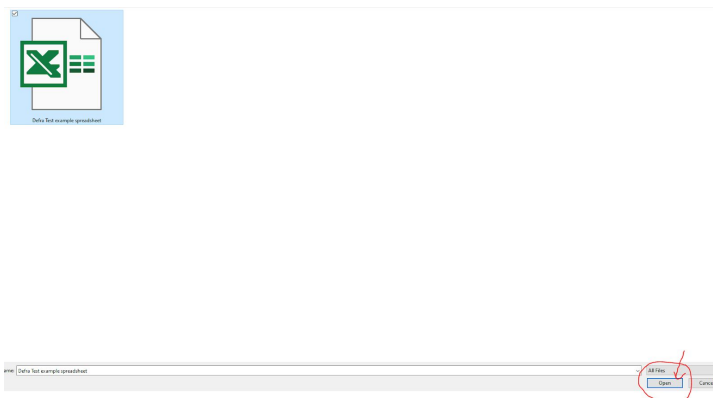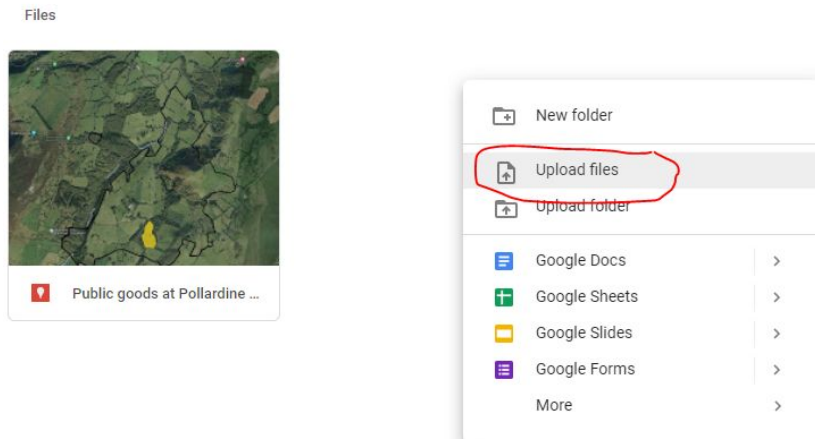
This will then open up a folder on your computer (e.g. Downloads, My Documents etc.) and you can navigate to where your saved spreadsheet is. I have saved an example spreadsheet on my Desktop (see screenshot on left). Click on the file you want to upload and click 'Open' in the bottom right-hand corner.

Once the file has successfully uploaded, you will see it next to your map in Google Drive:
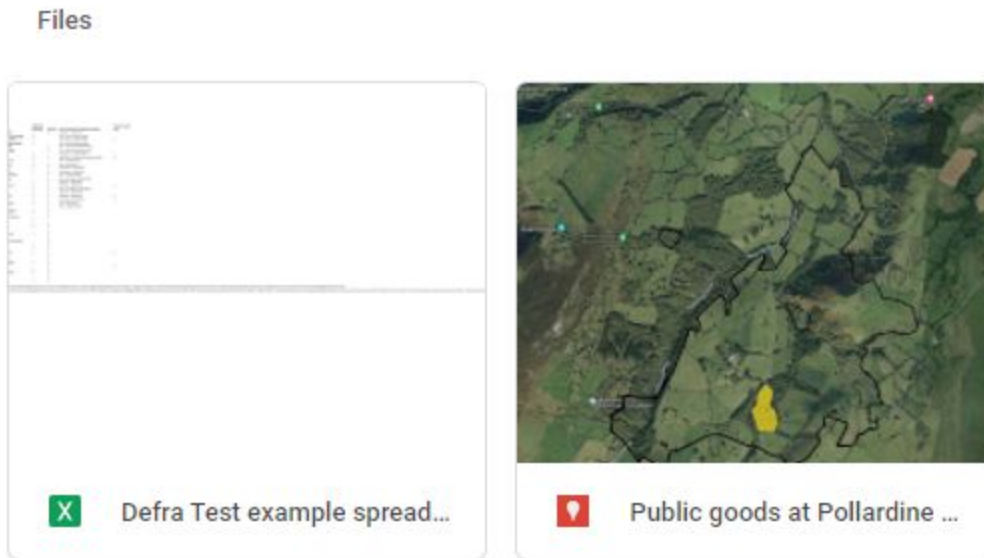
To turn this spreadsheet into a link, double click on it, and then click 'Open with Google Sheets' in the top centre of the screen:

A new tab will open automatically with all the data from your spreadsheet now showing in a Google Sheet. This is Google's version of Excel. It is cloud-based, so instead of being a file on your computer, you now have a web link to this information.

The web link for the example spreadsheet is shown below in the red circle:

To add this to the Google Map, you need to click in the bar where the link is (in the red circle above) and highlight the whole link (it will show up in blue). A quick way to highlight the link is to press Ctrl + A at the same time.
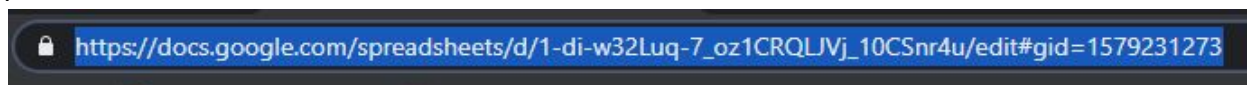
Copy this link, either by right clicking and selecting 'Copy' or pressing Ctrl + C at the same time.

Navigate back to your Google Map, click on the item that you were previously working on, and click the pencil icon to edit:

Click in the box next to the 'Species recorded' title and paste the link in. You can either do this by right clicking and selecting the 'paste' option or by pressing Ctrl + V at the same time.

Click 'Save'. After saving, you will see the link turn blue. If you click it, it will open in a new tab. This is a great way to access information quickly about your land/farm if it is set up like this in the Google Map.

If you don't already have a spreadsheet on your computer that you want to upload, you can either create one in Excel and follow the steps above or you can create a Google Sheet from scratch.

How to create a Google Sheet

1. Go to https://drive.google.com/drive/u/0/my-drive (you may need to sign in again if you have been logged out).
2. Go to the left-hand side of the screen and click 'New':
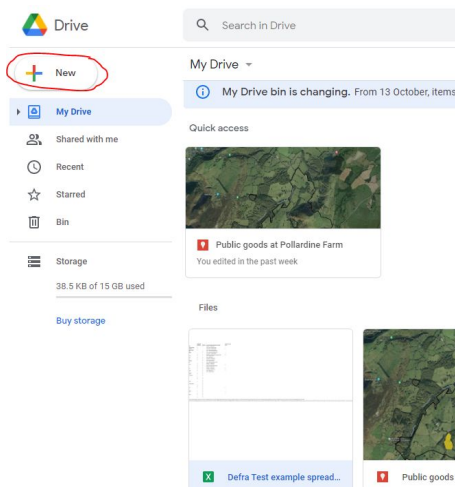
Scroll down to the Google Sheets option and click:
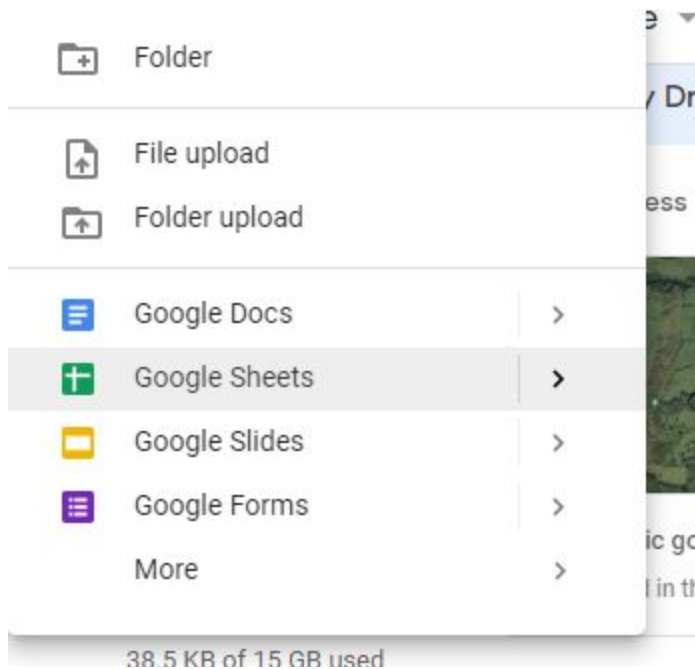
This will automatically open a new Google Sheet in a new tab.

Give your spreadsheet a name by clicking on 'Untitled spreadsheet' and then start entering your data. When you're ready to link this Google Sheet to your map, you can get the link in exactly the same way as we did for the Excel spreadsheet (follow steps from page 34).

The steps for linking to a spreadsheet from your Google Map work in exactly the same way for other documents. So if you want to link to a Word document, Powerpoint presentation, PDF, etc., you can do so by following the steps above.

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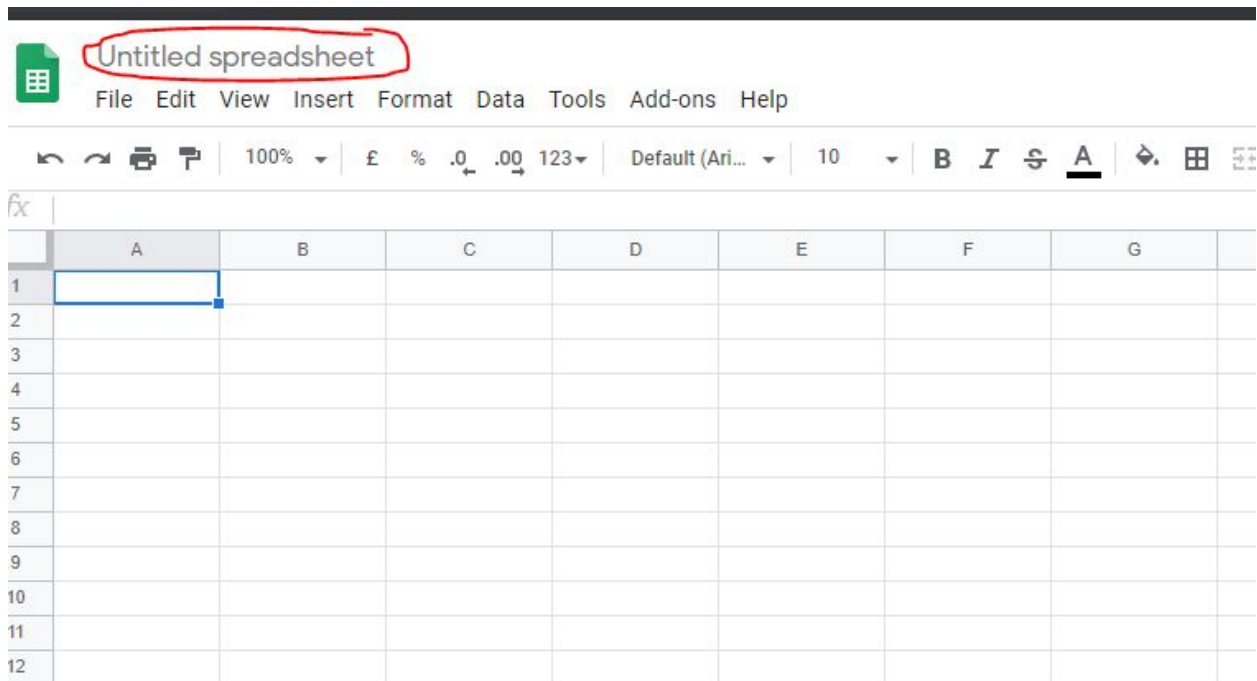You may wish to add an icon to your map instead of drawing a line/creating a polygon to show a particular public good on your land/farm.

To do this, click on the marker icon (shown below in red) in the toolbar at the top of the screen.

This will change your cursor from the hand to the crosshair (+) and when you click somewhere on your map, you will see the following:
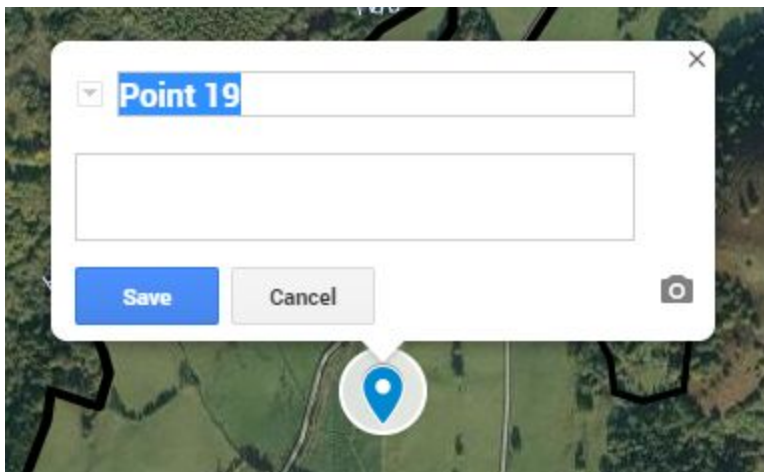
Give your point a name and click 'Save'.

In the example below, I have named my point 'Pond 1':
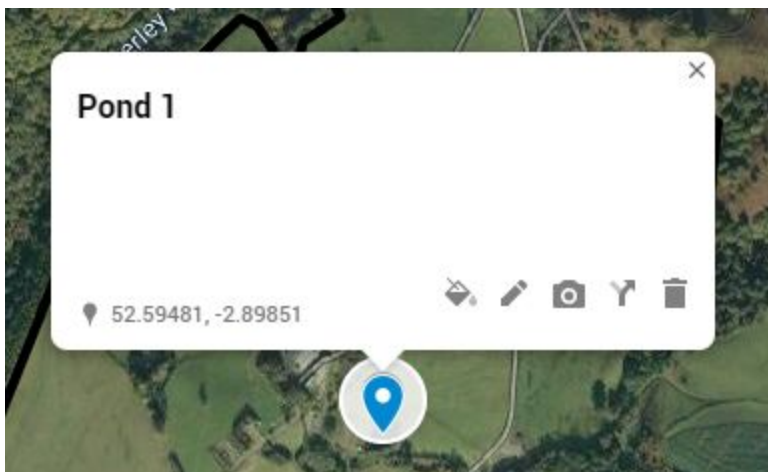
To change the style of the marker and the colour, click on the paint pot icon:

It will show you the Popular Icons, but if you click 'More icons', you will see a much wider selection. I am going to stick with the blue colour, but choose the following as my icon:

There is also the option to add Custom icons if you wish.

Adding a photo/video to an item on your map

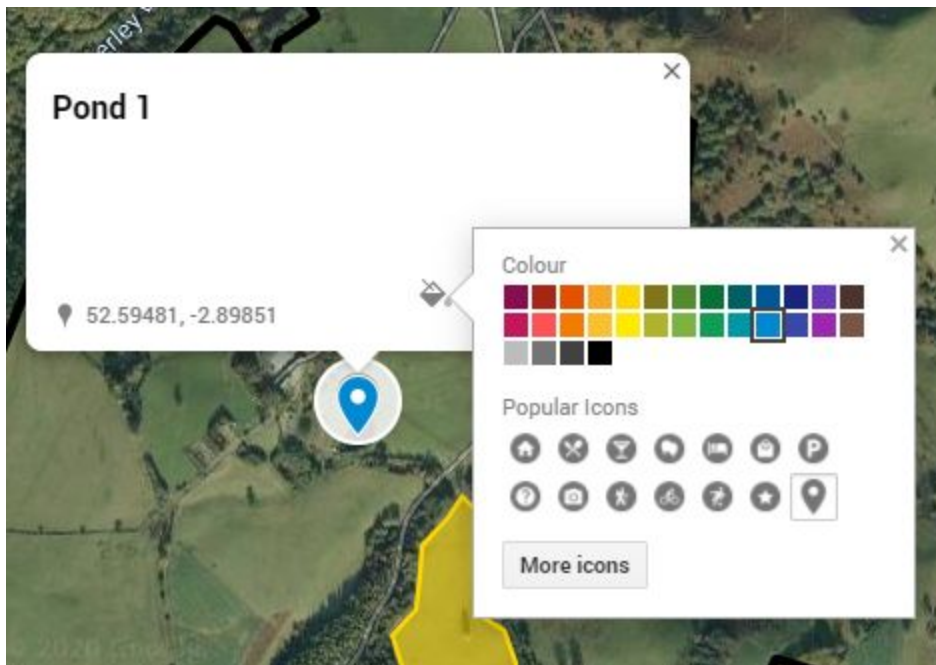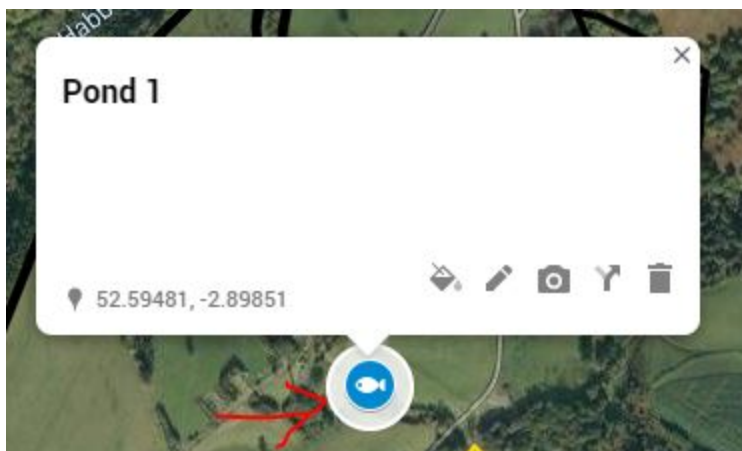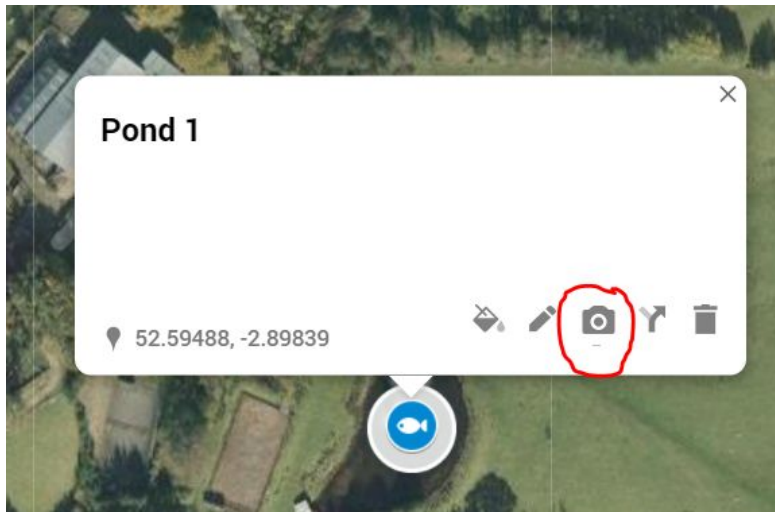As mentioned earlier in the guide, it may be helpful to add a photo/video to points like this. To do this, click on the camera icon.

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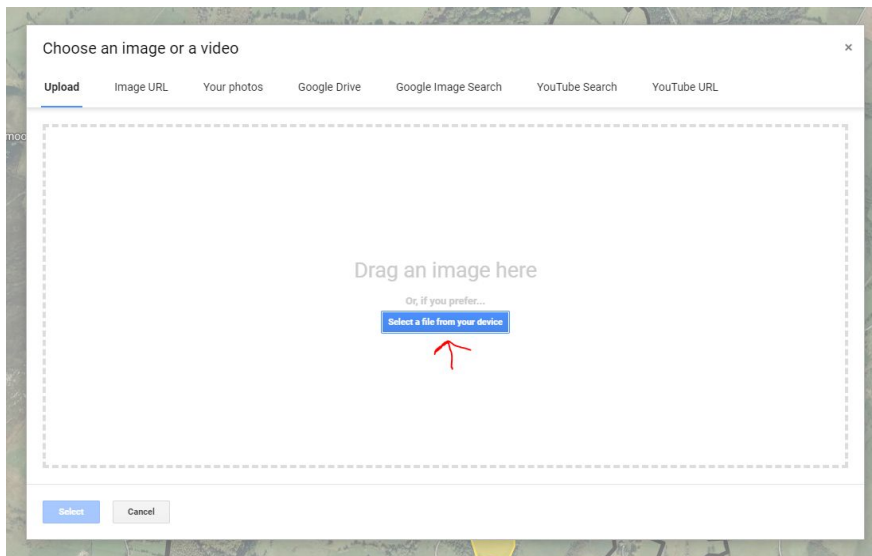
Unless you have photos saved in Google Drive already, you will want to click on the blue button in the middle of the screen to upload a photo/video to your map.

When you click the blue button, you will be taken to a folder on your computer where you can navigate to find the file you want to upload. Once found, click on the file and then click 'Open' in the bottom right-hand corner of the screen.

NB: This is the same process as uploading the spreadsheet file from your computer as explained above (see last step on page 32).
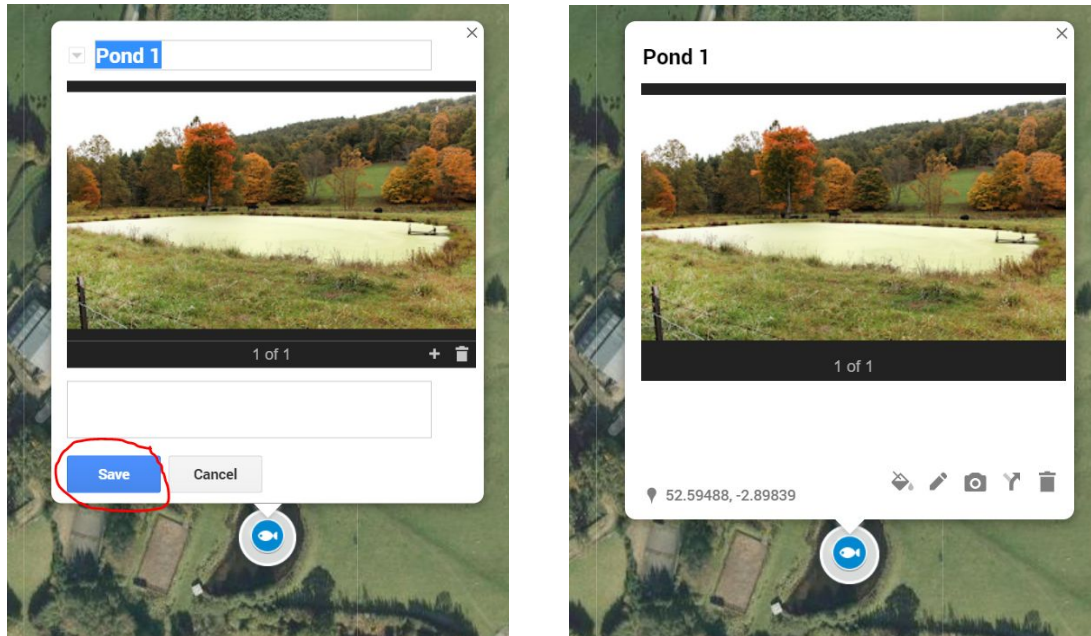
When you have uploaded it, click 'Save'. You will then have something that looks like this:

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.
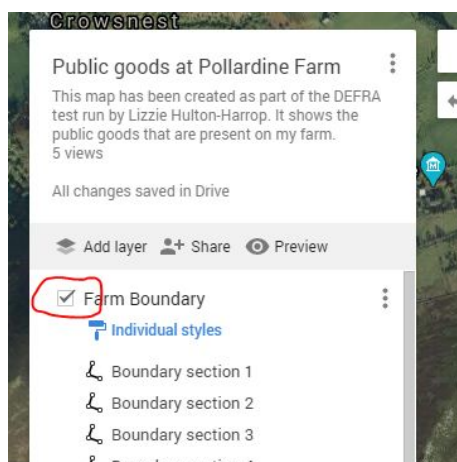
Handy tips

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.)
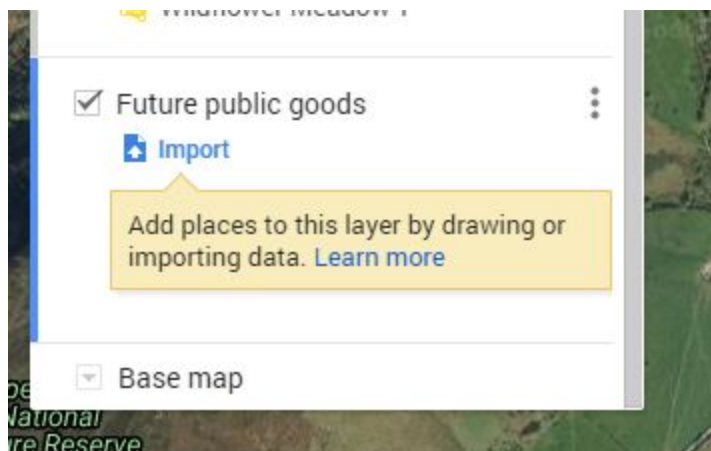
Once these become a reality, you could then move the item(s) from the 'Future public goods' layer to the *real* layer.

To move items between layers, simply click on the item you want to move, click and hold down the left mouse button, drag it to the correct layer and then release the left mouse button to drop the item there.

The blue line on the left-hand side of the layer indicates the layer you are currently working in:
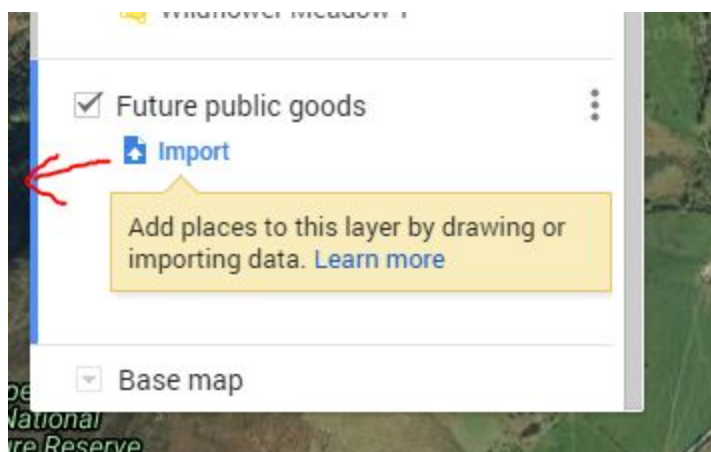
Good luck and if you have any questions, please don't hesitate to contact me!

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I look forward to seeing your Google Map!