

How to set up Google 'My Maps' on a mobile device (Android)

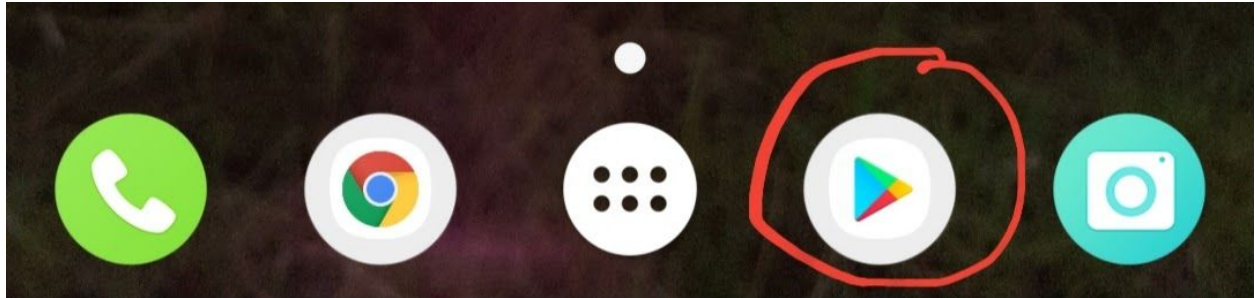
Please read the whole of this guide before starting to create your Google Map as it contains information that may be useful for you to know at the beginning of the process.

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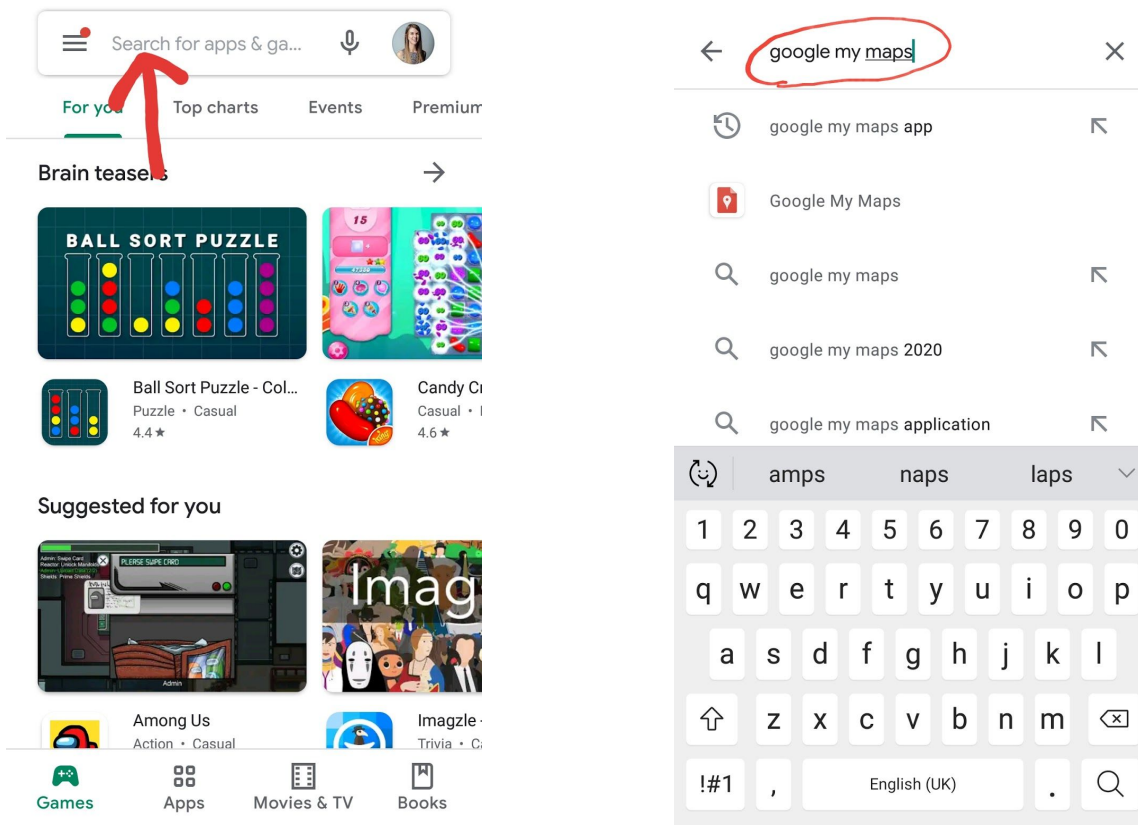
Downloading the Google 'My Maps' app

These instructions are for using Google Maps on an Android device. If you have an iPhone, the steps will be slightly different. It may be helpful to refer to the guidance for tablets, which uses an iPad as the demo device. If you would like a copy of this guidance, please ask the Facilitator, Lizzie Hulton-Harrop.

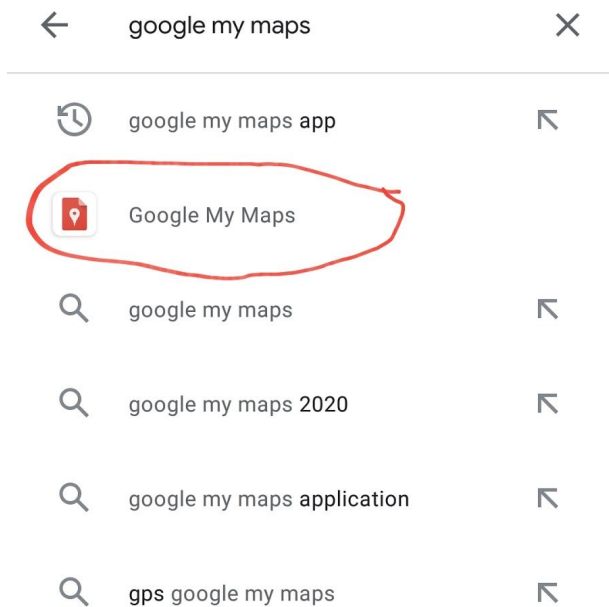
On Android, go to the Play Store, as indicated in the screenshot below, to search for the Google 'My Maps' app.



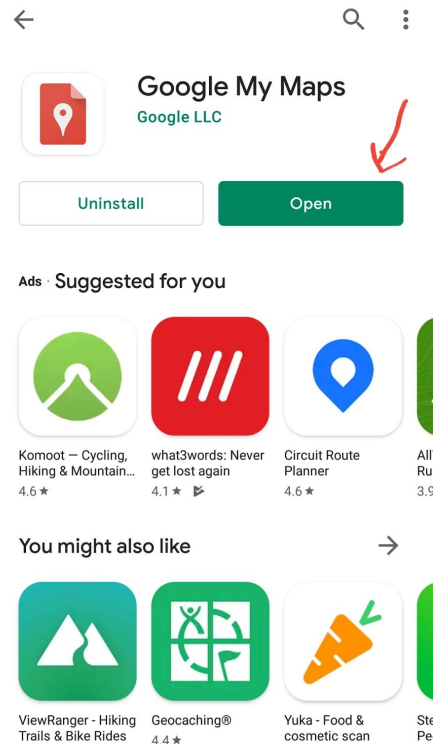
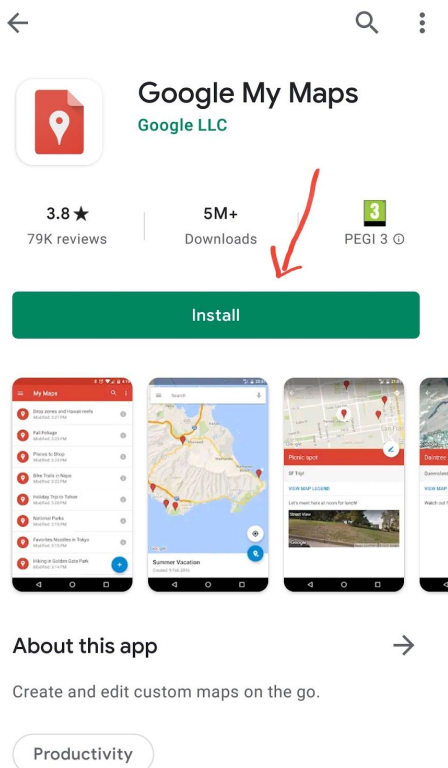
Click into the search bar and type 'google my maps':



Click on 'Google My Maps' as shown in the screenshot below:



You will then be taken to the app and shown a screen that looks like the image on the left. Click 'Install'. Once the app has installed, you will see the green button change to 'Open'. Click on this to open the app.



You will then be shown this screen and will need to read the Terms of Service and Privacy Policy to check you are happy to use the app. Once you have read the Terms and Privacy Policy and if you are happy to proceed, click the 'Accept & Continue' button.



Welcome to Google My Maps

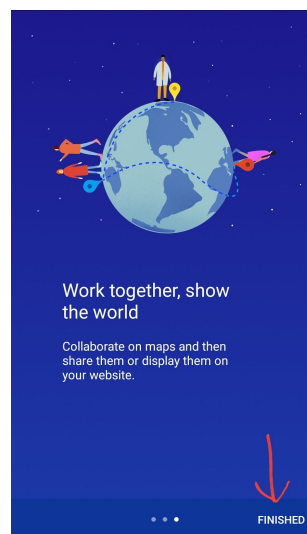
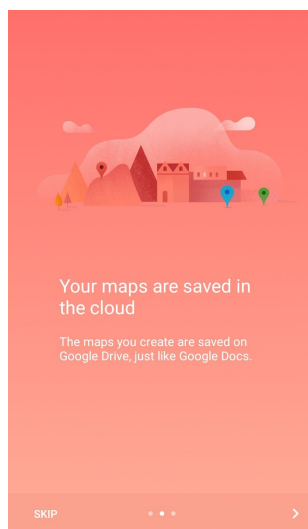
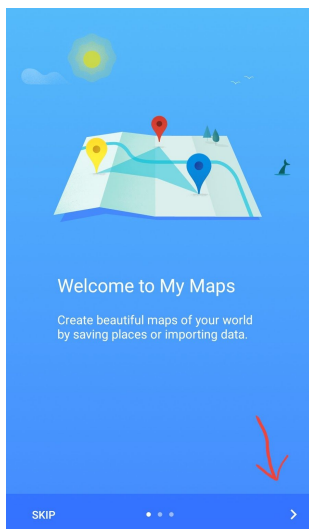
By using this application, you agree to our [Terms of Service](#) and [Privacy Policy](#)

ACCEPT & CONTINUE

CLOSE

[Learn more](#) about Google My Maps

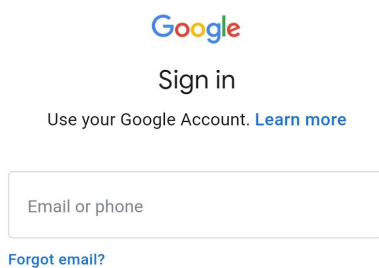
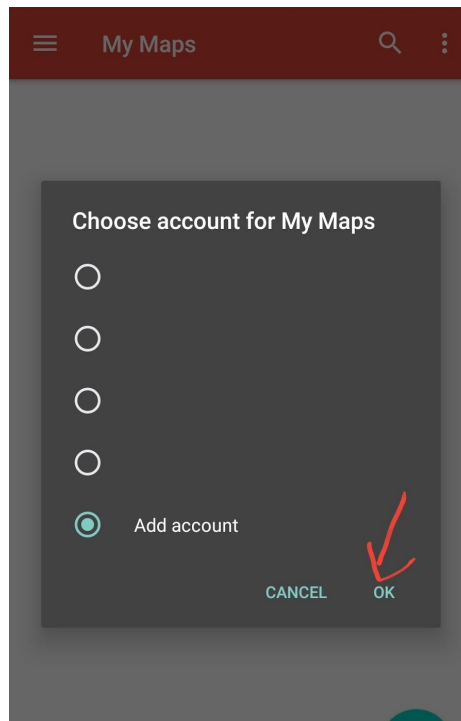
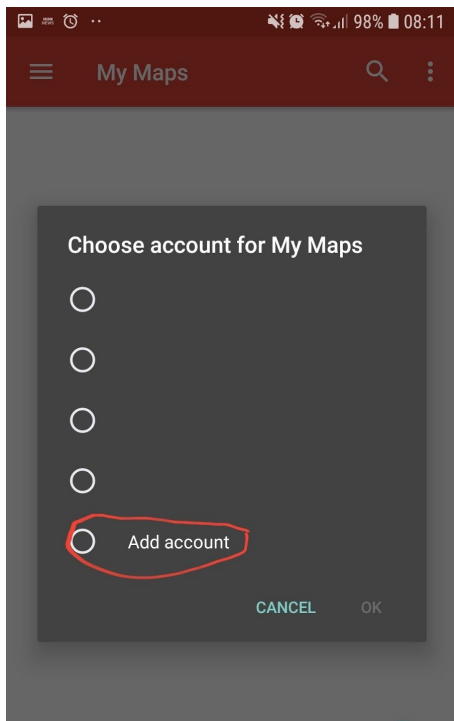
You will then be taken through three screens to introduce you to Google Maps. If you have not used the app before, I would recommend going through these by clicking the > icon in the bottom right-hand corner. If you have used the app before, you can click 'Skip' (bottom left-hand corner). On the third screen, the > will change to 'Finished'. Click this to complete the introduction.



You will then be prompted to choose an account for My Maps. If you already have a Google account, you will see it in the list. Select the account you wish to use and click OK. If you are already signed in, it will take you straight through to the app. If this is the case for you, please go to page 10.

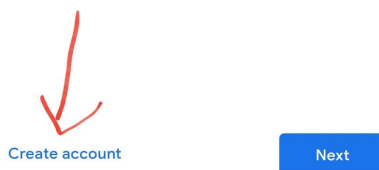
Creating a Google Account

If you don't have an account, please select the 'Add account' option and click 'OK'.



If you have an account but are not signed in, you can enter your email address and click 'Next' on this screen. You will then be asked to enter your password to complete the sign-in process.

If you don't have an account, click the 'Create an account' option shown by the red arrow.



You will see two options appear. Click on 'To manage my business'. On the next screen, enter your First name and Last name and click 'Next'.

The image shows two side-by-side screenshots of the Google account creation process. The left screenshot is the 'Sign in' page, featuring the Google logo, the text 'Sign in', and the instruction 'Use your Google Account. [Learn more](#)'. There is a text input field for 'Email or phone' and a link for 'Forgot email?'. Below this is a selection box with two options: 'For myself' and 'To manage my business'. A red checkmark is drawn over the 'To manage my business' option. A blue 'Next' button is positioned to the right of this selection box. The right screenshot is the 'Create a Google Account' page, featuring the Google logo, the text 'Create a Google Account', and the instruction 'Enter your name'. It has two text input fields: 'First name' and 'Last name'. A blue 'Next' button is positioned to the right of the 'Last name' field.

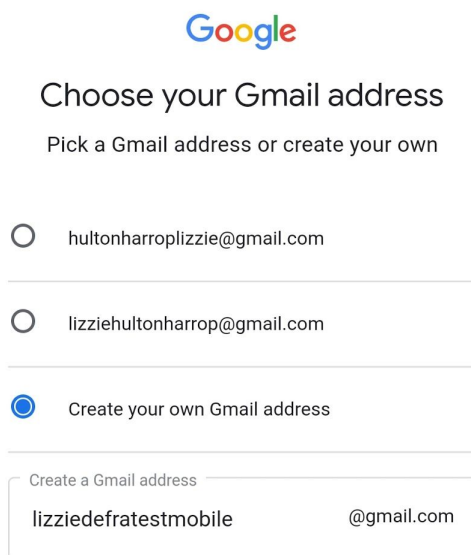
Then you will be asked for your birthday and gender. To find out why Google asks for this information, please follow this link: <https://support.google.com/accounts/answer/1733224?hl=en> If you are not comfortable stating your gender, you can select 'Prefer not to say'.

The image shows a screenshot of the 'Basic information' page. At the top is the Google logo, followed by the text 'Basic information' and 'Enter your birthday and gender'. There are three input fields for the birthday: 'Day', 'Month' (with a dropdown arrow), and 'Year'. Below these is a 'Gender' dropdown menu. A blue 'Next' button is located at the bottom center of the page.

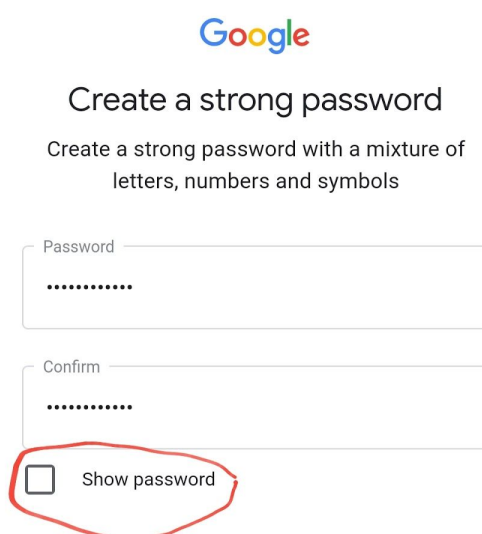
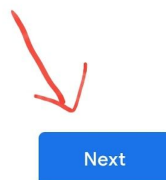
You will be required to choose a Gmail address for your Google account. Don't worry about creating an email address, you don't have to use it for any email purposes, it will just act as your log in for your Google account.

It gives some suggestions based on your name or you can create your own. When you are happy with your chosen email address, click 'Next'.

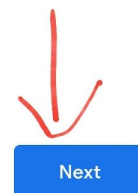
Then you need to create a password. It is best if this contains letters (both upper and lower case), numbers and symbols to keep it secure. I would recommend ticking the 'Show password' box so you can be sure you have entered the password correctly and can record it somewhere else to remember it. Then click 'Next'.



The screenshot shows the 'Choose your Gmail address' screen. At the top is the Google logo. Below it, the heading 'Choose your Gmail address' is followed by the instruction 'Pick a Gmail address or create your own'. There are three radio button options: 'hultonharroplizzie@gmail.com', 'lizziehultonharrop@gmail.com', and 'Create your own Gmail address'. The third option is selected. Below these options is a text input field for creating a new address, with the example 'lizziedefratestmobile@gmail.com' shown.



The screenshot shows the 'Create a strong password' screen. At the top is the Google logo. Below it, the heading 'Create a strong password' is followed by the instruction 'Create a strong password with a mixture of letters, numbers and symbols'. There are two password input fields labeled 'Password' and 'Confirm', both containing masked characters. Below these fields is a checkbox labeled 'Show password', which is circled in red.






You will then see the option to add your phone number. It explains what it will be used for and how it works. For this example, I am not going to add a phone number, so I will click 'Skip' in the bottom left-hand corner. See the next page for screenshots.





Add phone number?

If you like, you can add this phone's number to your account for use across Google services. [Learn more](#)



For example, your number will be used to

-  Reset your password if you forget it
-  Receive video calls & messages
-  Make Google services, including ads, more relevant to you

How it works

-  Google will occasionally verify your number by exchanging your device info with your operator or via SMS (charges may apply)
-  Any number verified on this device will be added to your Google Account

You're in control

-  This won't make your number public
-  You can always change your number, control how it's used or remove it in your Google Account (account.google.com/phone)

[More options](#)

[Skip](#)

[Yes, I'm in](#)

You will be given a chance to review your account info i.e. to make sure you're happy with the Gmail address you have just created. If you are happy to proceed, click 'Next'.



Review your account info

You can use this Gmail address to sign in later

 Lizzie Hulton-Harrop
lizziedefrarestmobile@gmail.com



[Next](#)

The final step of creating your Google account is to agree to the Terms of Service, Google Play Terms of Service and Privacy Policy. Make sure you read these carefully before proceeding.



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

You are also agreeing to the [Google Play Terms of Service](#) to enable discovery and management of apps. 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
- 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 

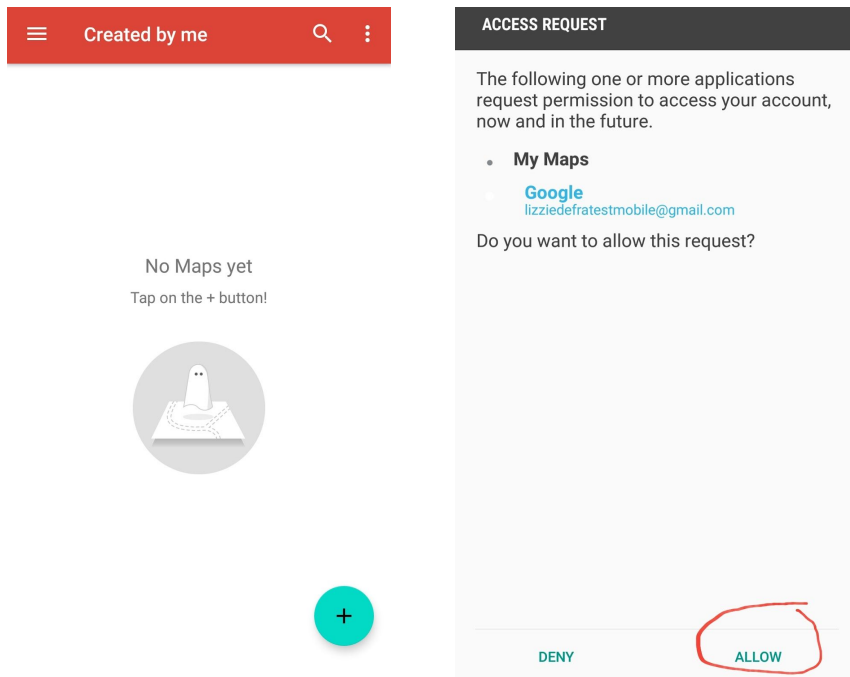
- I agree to the Google Terms of Service and the Google Play Terms of Service
- I agree to the processing of my information as described above and further explained in the Privacy Policy

Create Account

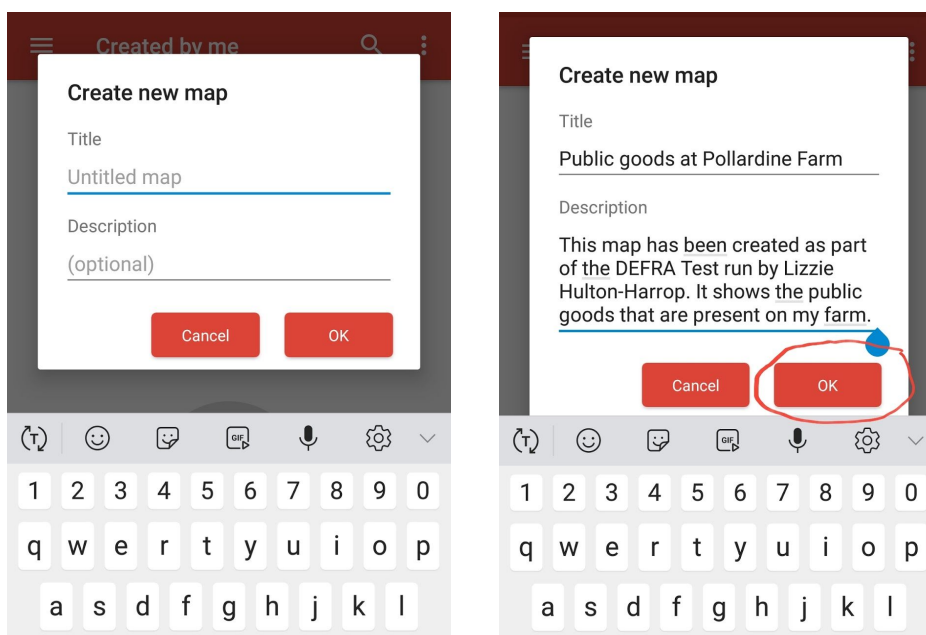
Only when you have read and are comfortable to agree to the Terms of Service, Google Play Terms of Service and Privacy Policy, tick the boxes at the bottom of the page and click 'Create Account'.

Creating your first Google 'My Map'

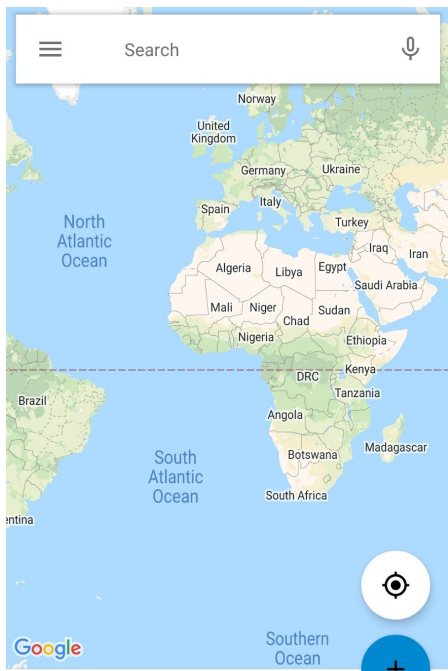
Now you can start using Google My Maps! Unless you have already created a Google 'My Map' in your Google account, you will see this screen (left screenshot). You may get a notification on your phone from Google My Maps (right screenshot) requesting access to your Google account. If you are happy to allow access, click 'Allow'.



Navigate back to the app home screen (left screenshot above) and click on the blue/green + circle in the bottom right-hand corner. This will bring up the pop-up shown below where you can enter your map title and description (see below as an example). When you have done this, click 'OK'.



Then you will see this screen. Click into the Search box and type in your postcode so we can start to work on a map of your land.



Public goods at Pollardine Farm

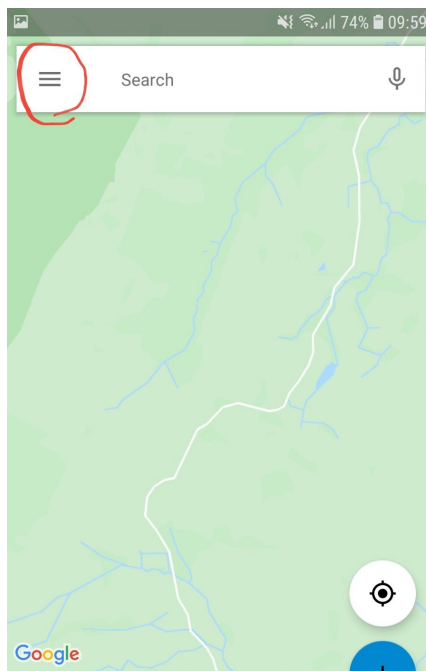
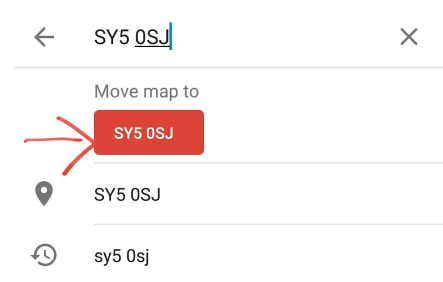
Created: 7 Nov 2020



Public goods at Pollardine Farm

Created: 7 Nov 2020

As you type in your postcode, you will see a suggestion appear with 'Move map to' and your postcode. Click on the red button. You will see the map zoom in.



Public goods at Pollardine Farm

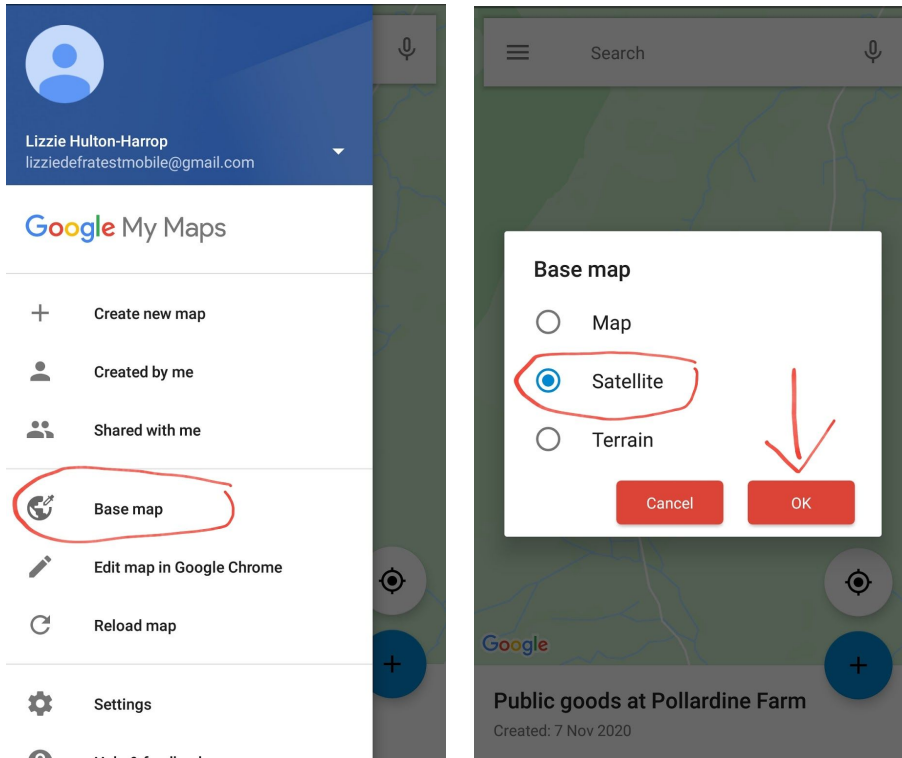
Created: 7 Nov 2020

Changing the base map

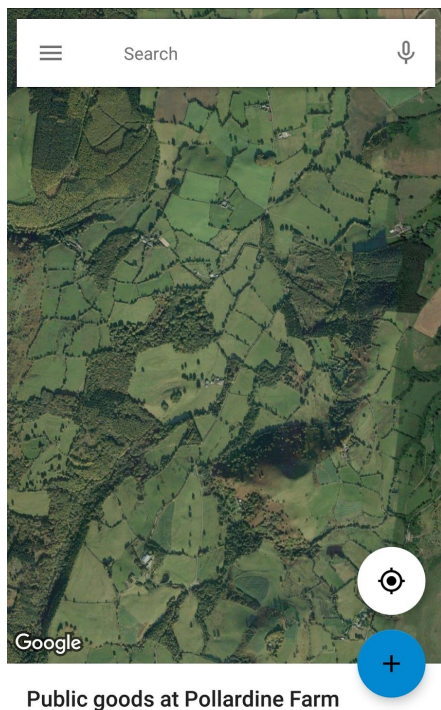
Click on the three horizontal lines in the top left-hand corner (hamburger menu).

You will see a menu appear. Click on 'Base map' and then select the 'Satellite' option. This will make it easier to draw the boundary of your land as you will be able to see the field shapes.

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.



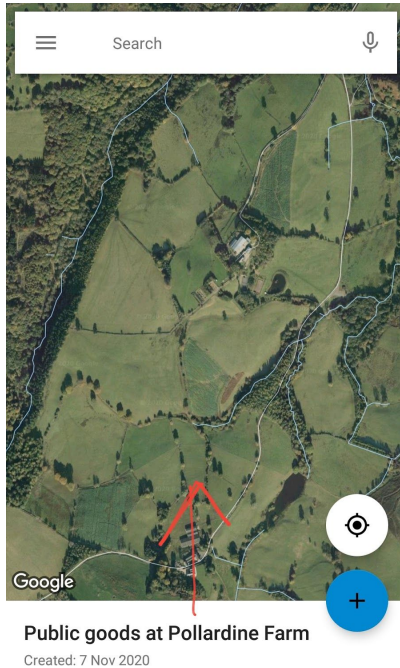
You will see the background change to something like this, depending on the postcode you entered.



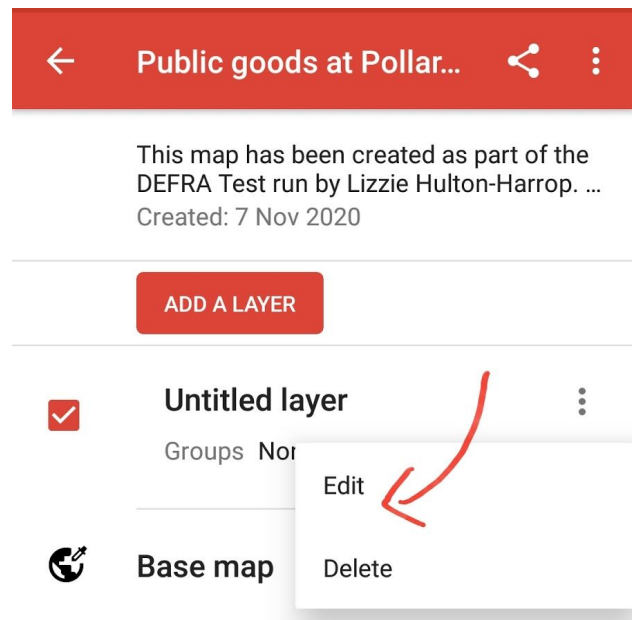
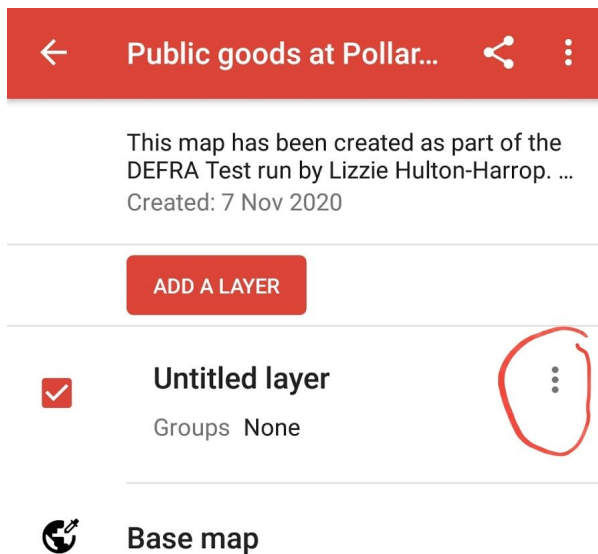
Adding a layer

Before starting to mark out your boundary, we need to create a layer to be able to organise the information we're adding to the map.

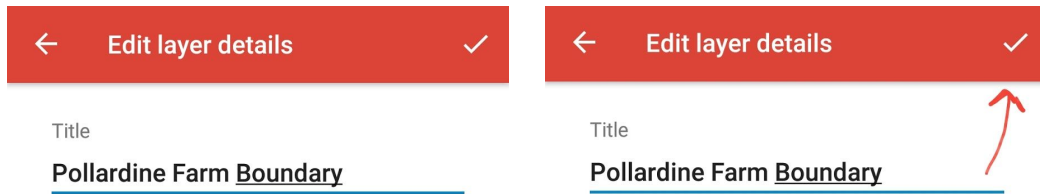
Hold your finger down on your map title and swipe up.



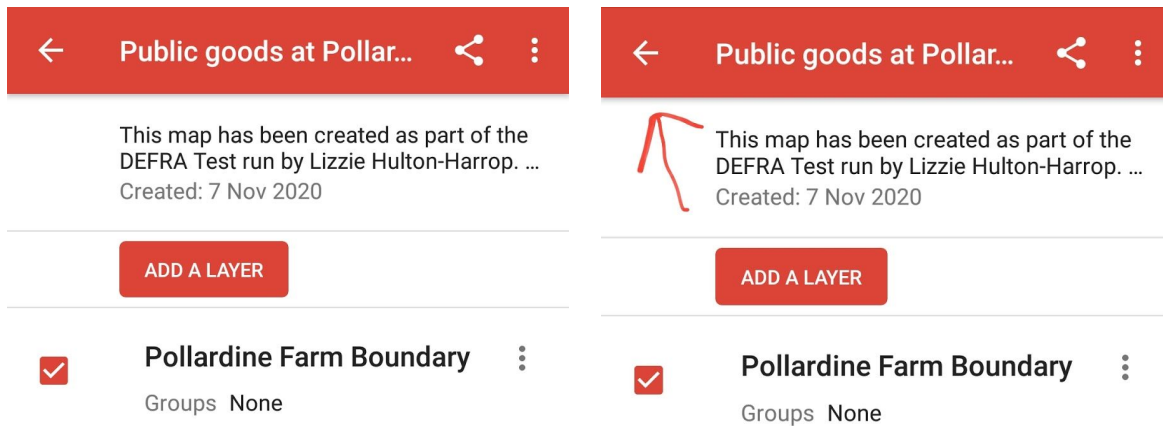
Click on the three vertical dots next to 'Untitled layer' and click 'edit'.



Delete 'Untitled boundary' and enter your own layer title. See below as an example. Click the white tick in the top right to save. You will then see it renamed in the layer list.



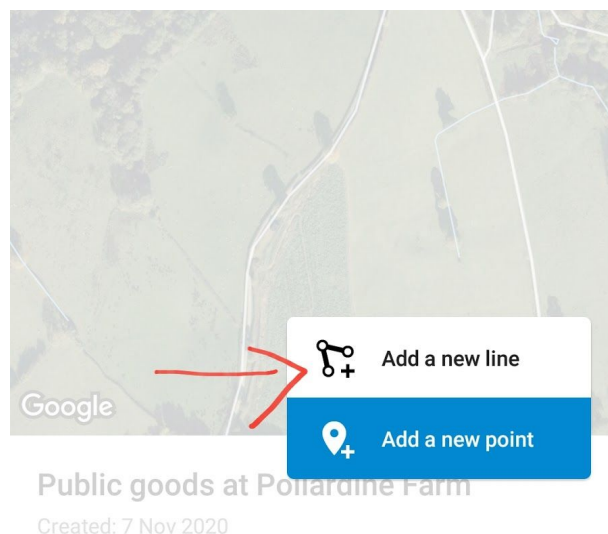
Click the back button in the top left to return to your map.



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.

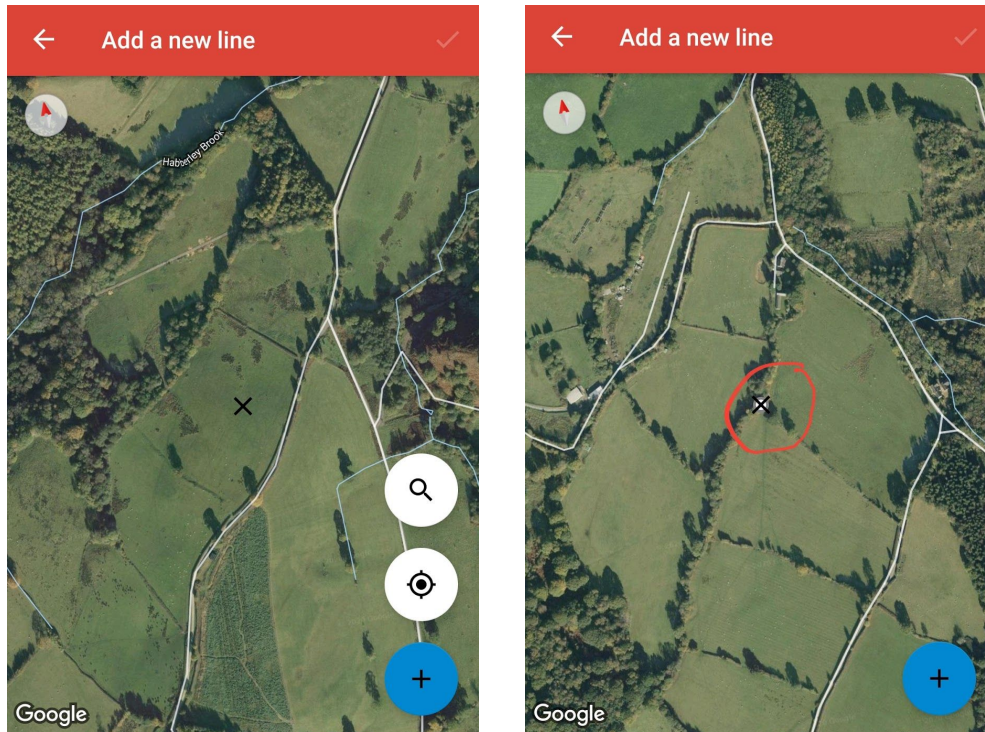
Marking your boundary

Click on the blue circle icon in the bottom right of the screen with the + and select 'Add a new line'.



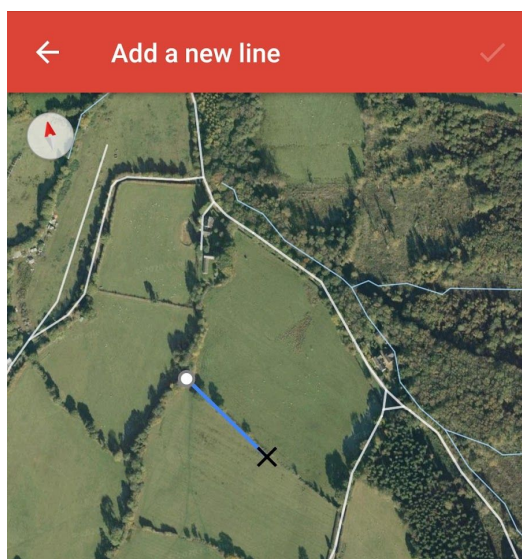
You will then see a black cross appear on the screen.

Zoom in (as you would normally on your phone, pinching the screen) and line the black cross up with the point where you want to start marking your boundary.




When you are happy it is in the correct place, click the + again (blue circle icon) and you will see a white spot appear behind the black cross. This means you are ready to start drawing your line.

Move the screen around with one of your fingers and you will see a blue line appear.



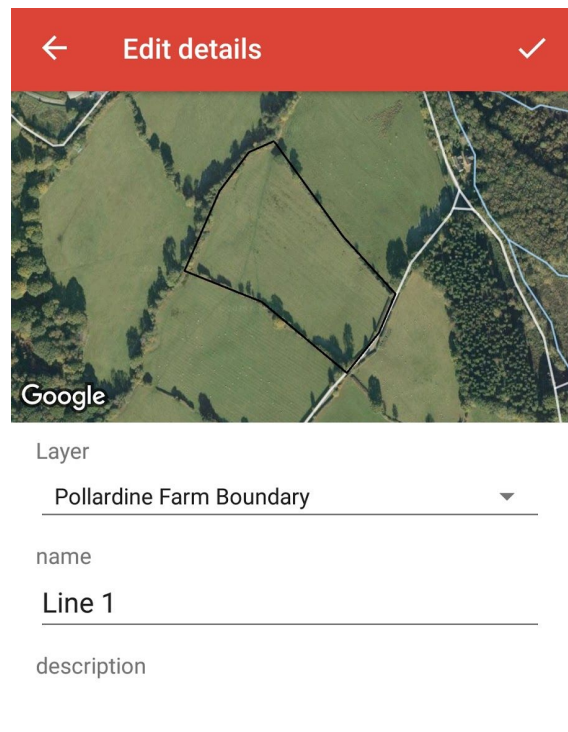
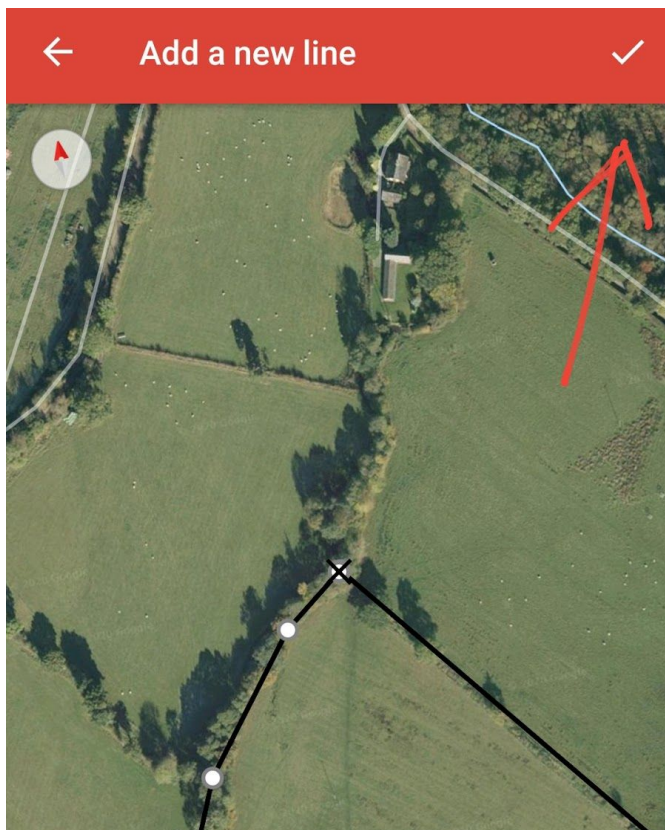
Once you have lined it up with the next point you want to mark as your boundary, click the + again.



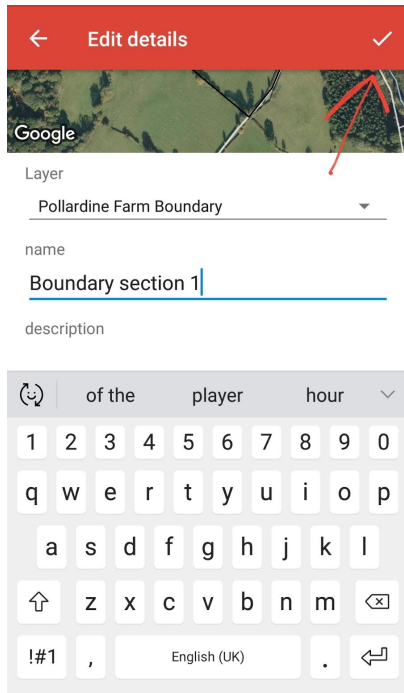
Continue doing this until you can join up the last dot with the first. You can add as many points as you like. To go back a step, tap Backspace  in the bottom right of the screen.



When you have finished your boundary or when you want to stop drawing your line, click on the tick in the top right of the screen. A section will then pop up asking you to select the layer, enter a name and a description (see screenshot on right).



Give your line/boundary a name. The description is optional. To save, click the white tick in the top right.



You will then be able to see your line/boundary on the base map. Below is an example:



Editing a line

If you need to edit the line/boundary at a later stage, all you need to do is make sure the line is selected (so you can see the line title at the bottom of the screen) and then click the blue circle icon with the pencil in the bottom right. This will allow you to edit the name/description and the line points.

How to customize a line

It is slightly more complicated to customize a line on mobile than on desktop as you need to edit the item in a web browser (e.g. Chrome) rather than in the Google My Maps app. However, the good thing is, any changes you make in Google Chrome are automatically added to your map in the My Maps app.

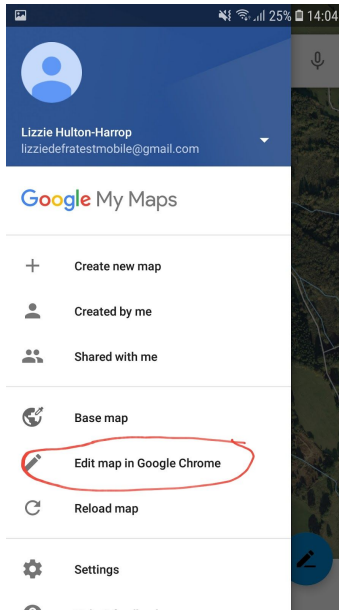
Please see some examples on the following page.

Editing your line in the Google Chrome browser

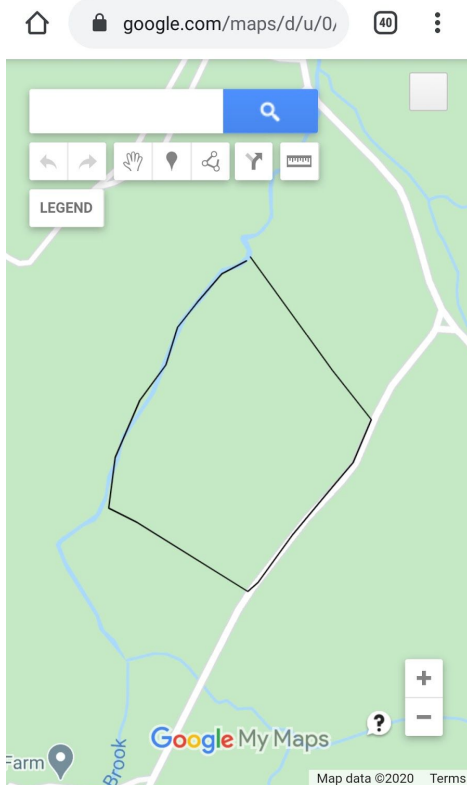
Click on the hamburger menu (top left) and select 'Edit map in Google Chrome':



Boundary section 1



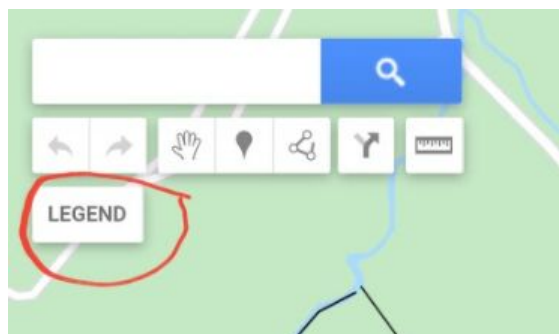
You will then see something that looks like this:

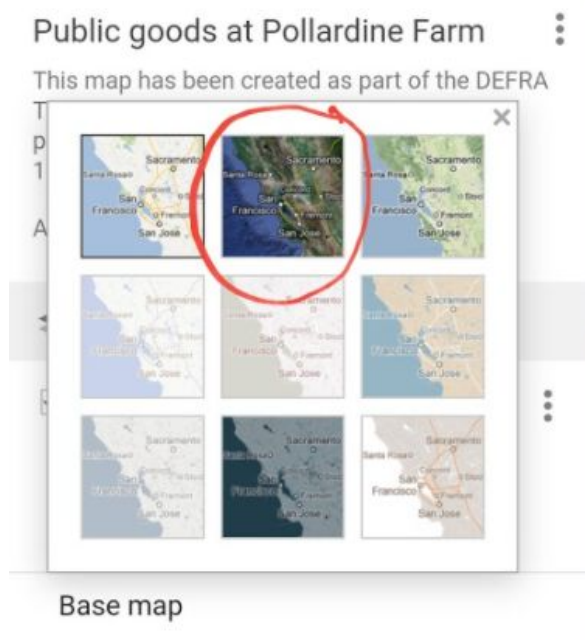
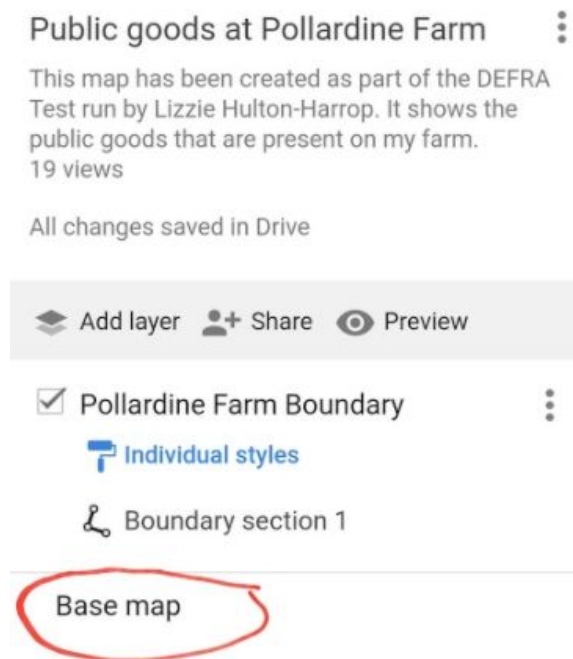


This is what you would see if you were editing your map on a desktop computer/laptop. It is slightly trickier to use on a mobile as it is not optimized.

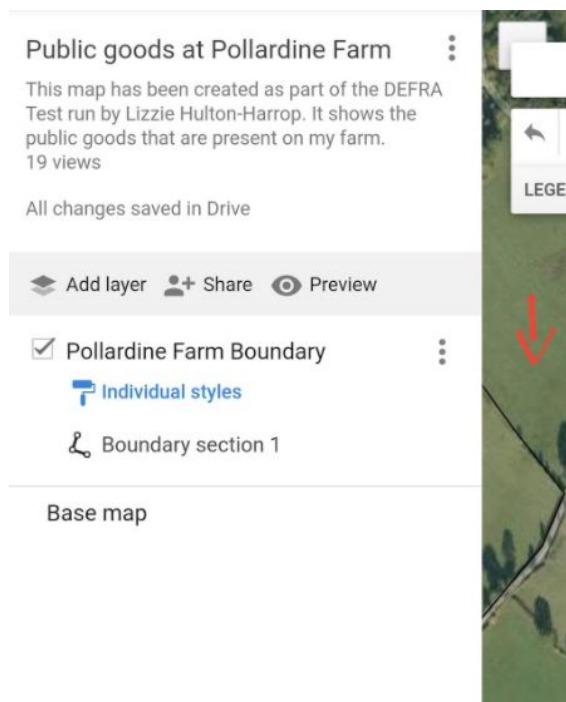
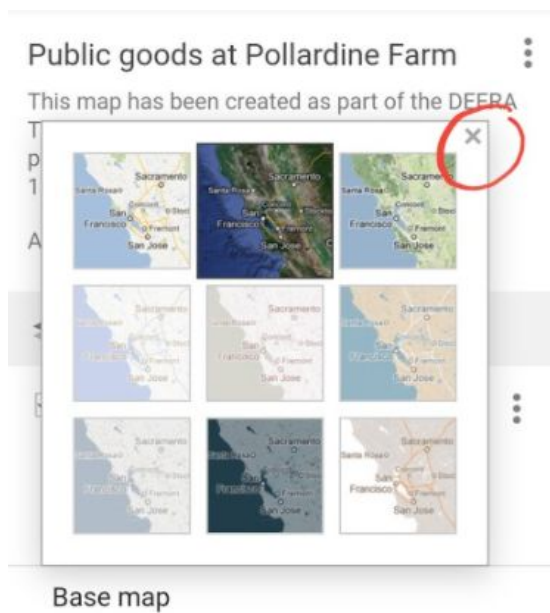
To change the base map to the satellite image (as it was on the app), follow these steps:

- Click on the 'Legend' button
- Click on Base Map (screenshot on next page)
- Select the image with the Satellite background (screenshot on next page)

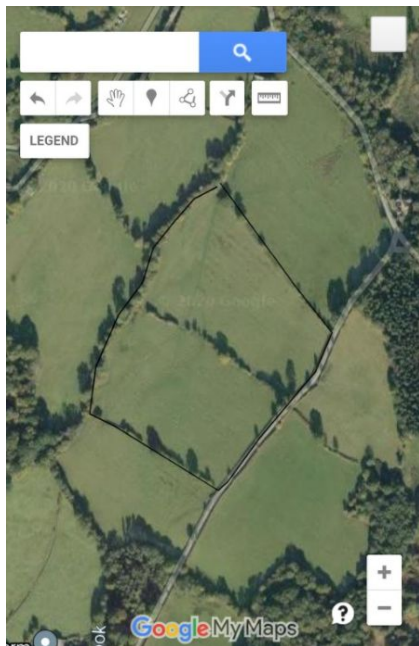




Once you have changed the base map, click the cross in the top right of the base map options and then click on your map (anywhere where the red arrow is pointing in the image on the right) to minimize the legend.

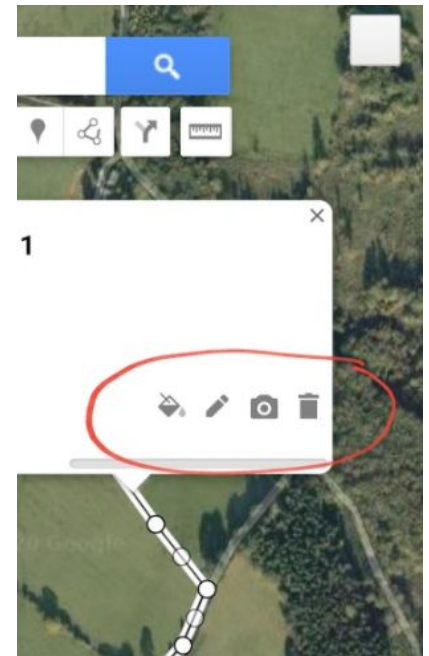
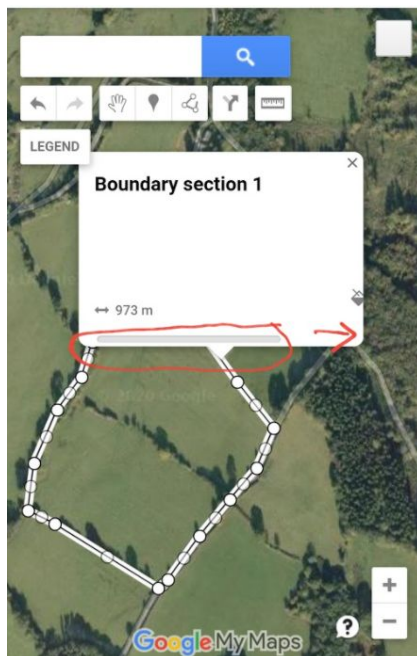


You will now be able to see your map in a similar style to the app:

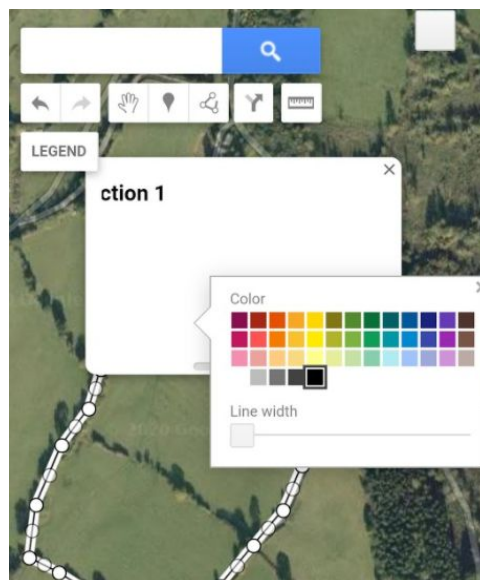


There are some options you can use to customize the appearance of your line. You may want to increase the line width or change the colour to make it easier to see.

To see these options, click on your line. This will highlight it and a white box will appear with the line title in, as shown below. Slide the grey bar at the bottom along until you can see the options to customize the line:



Click on the paint pot icon 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:



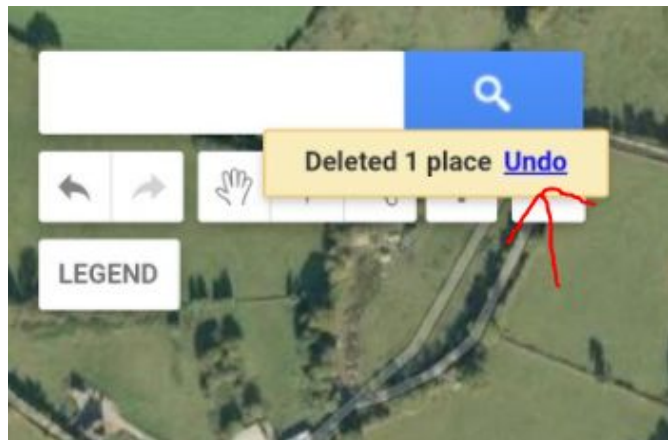
You can add a photo or video by clicking the camera icon (this probably isn't necessary for the boundary, but will be useful when we add public goods later on).

Deleting an item

If you've made a mistake and want to delete the line, click the dustbin icon.



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.


Here is the example boundary from earlier where the width of the line has been increased.

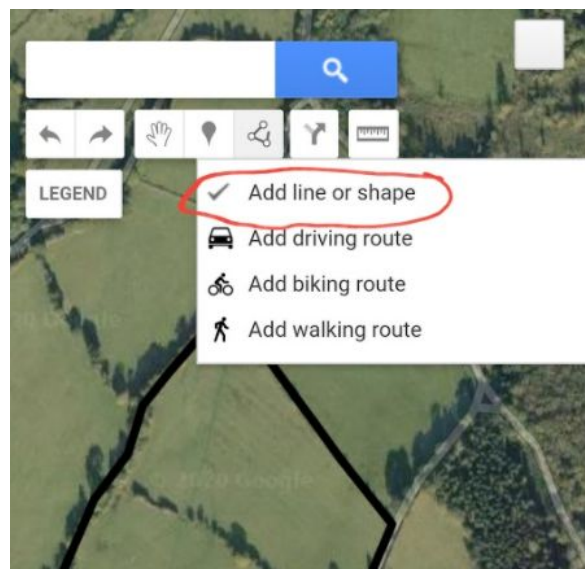
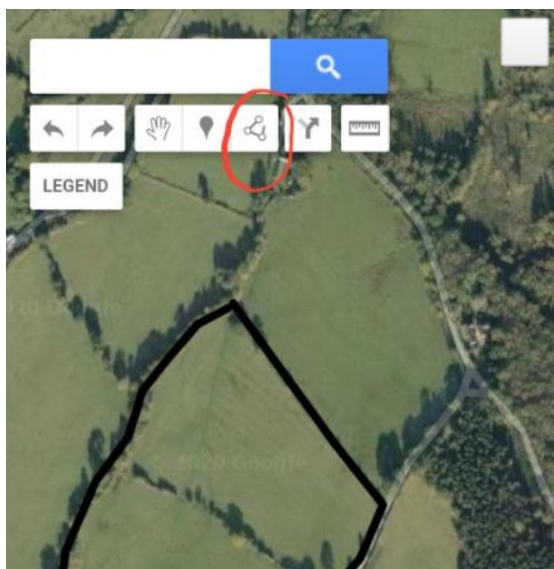


Creating a polygon

If you draw a line on your map in the Chrome browser and join up the dots to form a polygon, it will automatically shade itself in. Please note, this will not happen in the Google 'My Maps' app.

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

Click on this icon  in the top menu under the search bar and then click 'Add line or shape':

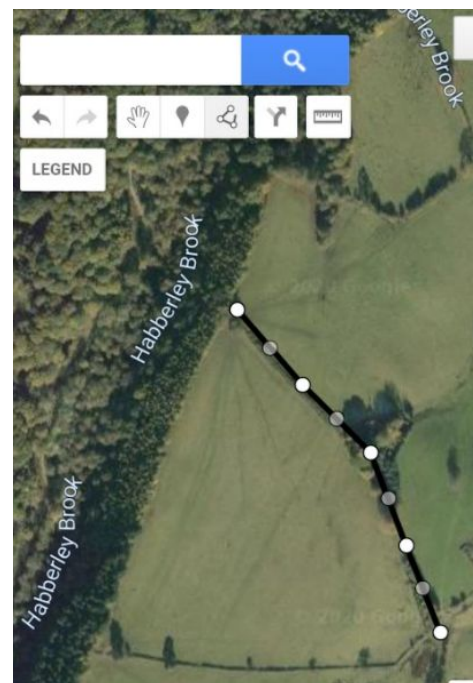
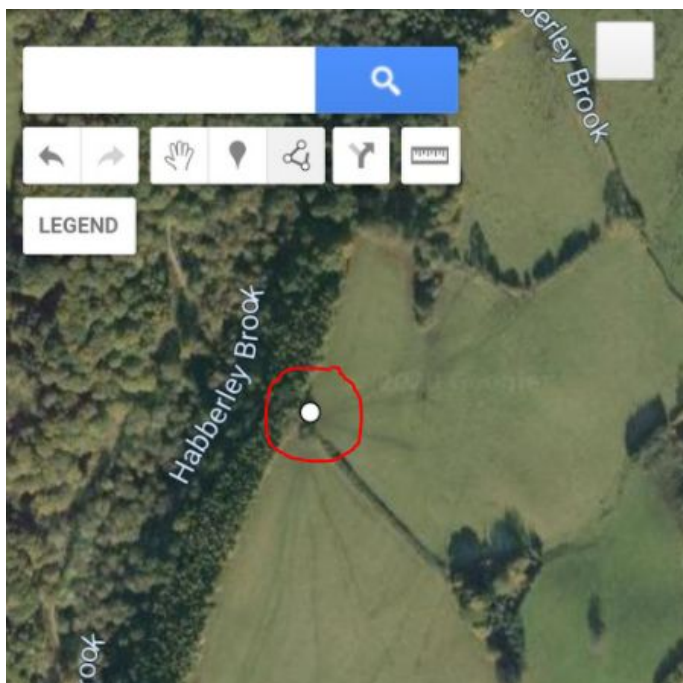


IMPORTANT: The next place you click on the map will be the point from which you start drawing your line, so make sure you are in the right place on the map and zoomed in enough.

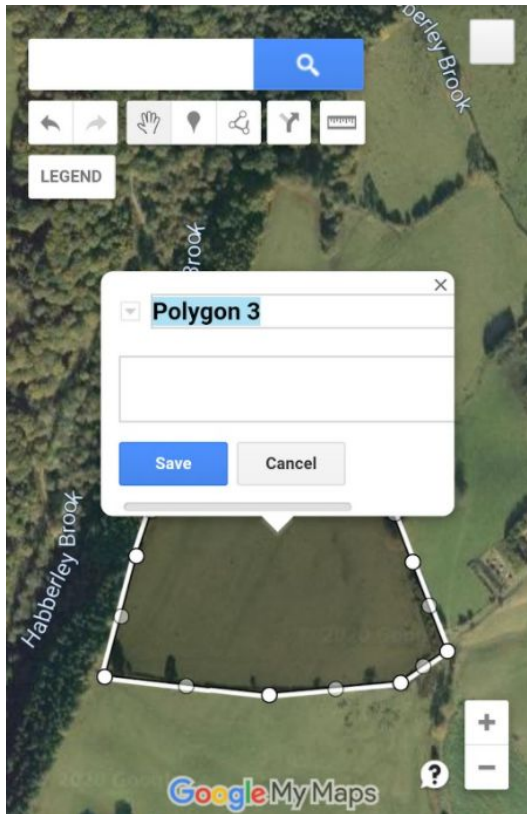
If you've already clicked on 'Add line or shape' and you're not in the right place, click the hand icon to enable you to move the map around again.



When you click with the 'Add line or shape' feature enabled, you will see a white circle appear on the point that you clicked. 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 see-through white dots appear automatically and are there to help you edit the line in future.

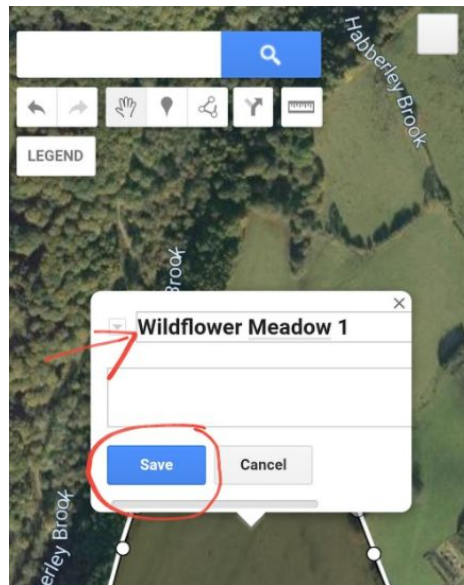


When you join the last point of your line to the first, Google Maps will automatically create a polygon and a white box will pop up so you can give it a name.

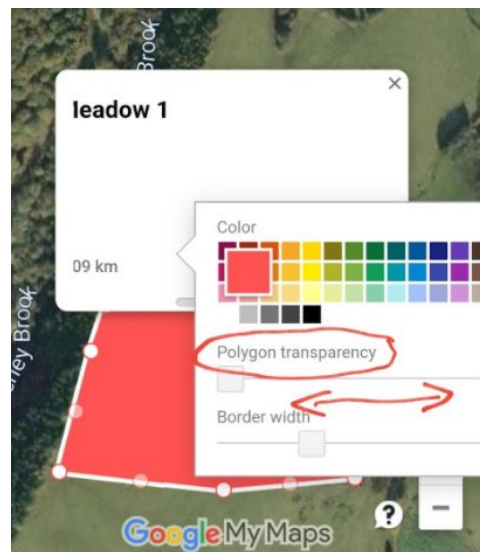


I'm going to use this polygon as an example of a public good I want to add to my map, so I will name it 'Wildflower Meadow 1'.

Once you have entered a name, 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 (or all the way to the left if you do want it to be coloured in). Just as we did for the line customization above, you can also change the border colour and the width.



You may also have noticed that when you create a polygon, it automatically gives you the area in hectares and the circumference in metres/kilometres.

Adding public goods to your map

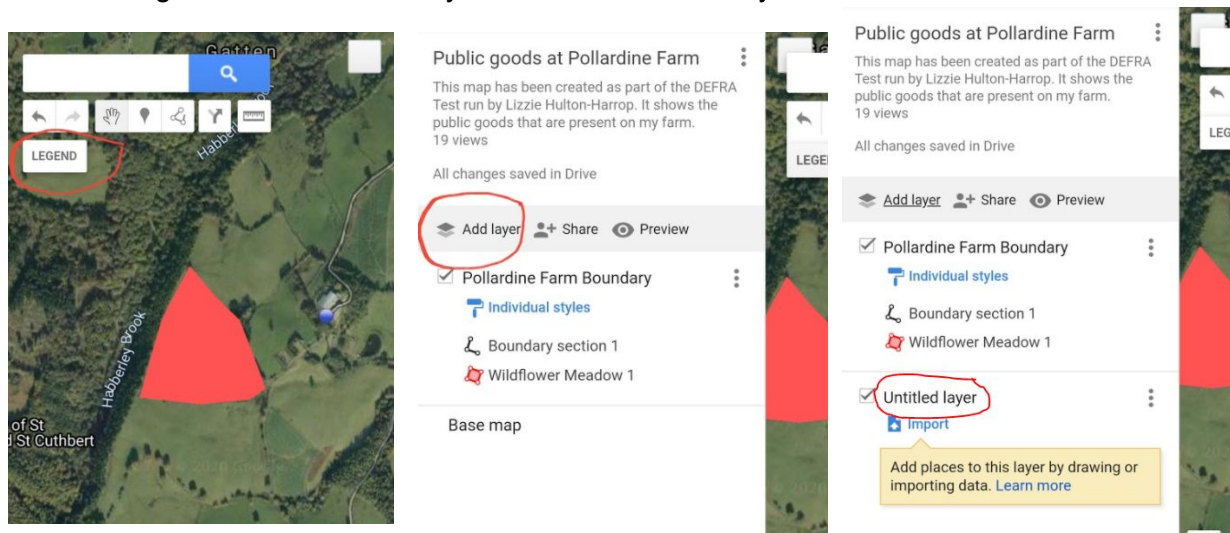
Public goods are goods and services that are of value to society but do not have a market. For example, clean air and clean water. The following are some examples of what a farmer/landowner could do on their holding to contribute towards the delivery of public goods: planting trees and hedgerows, creating 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.

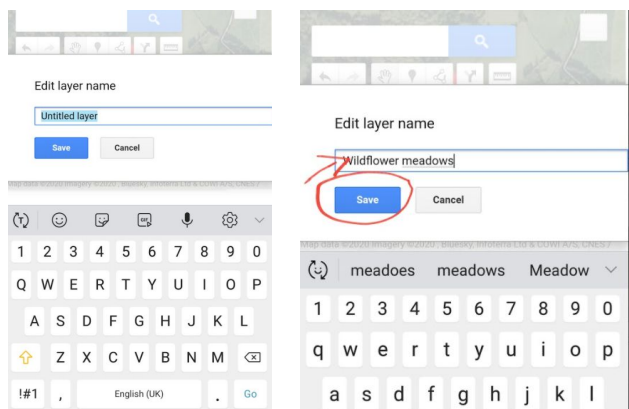
In the previous example, we looked at how to mark a polygon on the map to show an area being managed as a wildflower meadow. We are now going to move this into a new layer and add some information to it.

Adding a new layer in the Google Chrome browser

Click on 'Legend'. Click on 'Add layer'. Click on 'Untitled layer'.

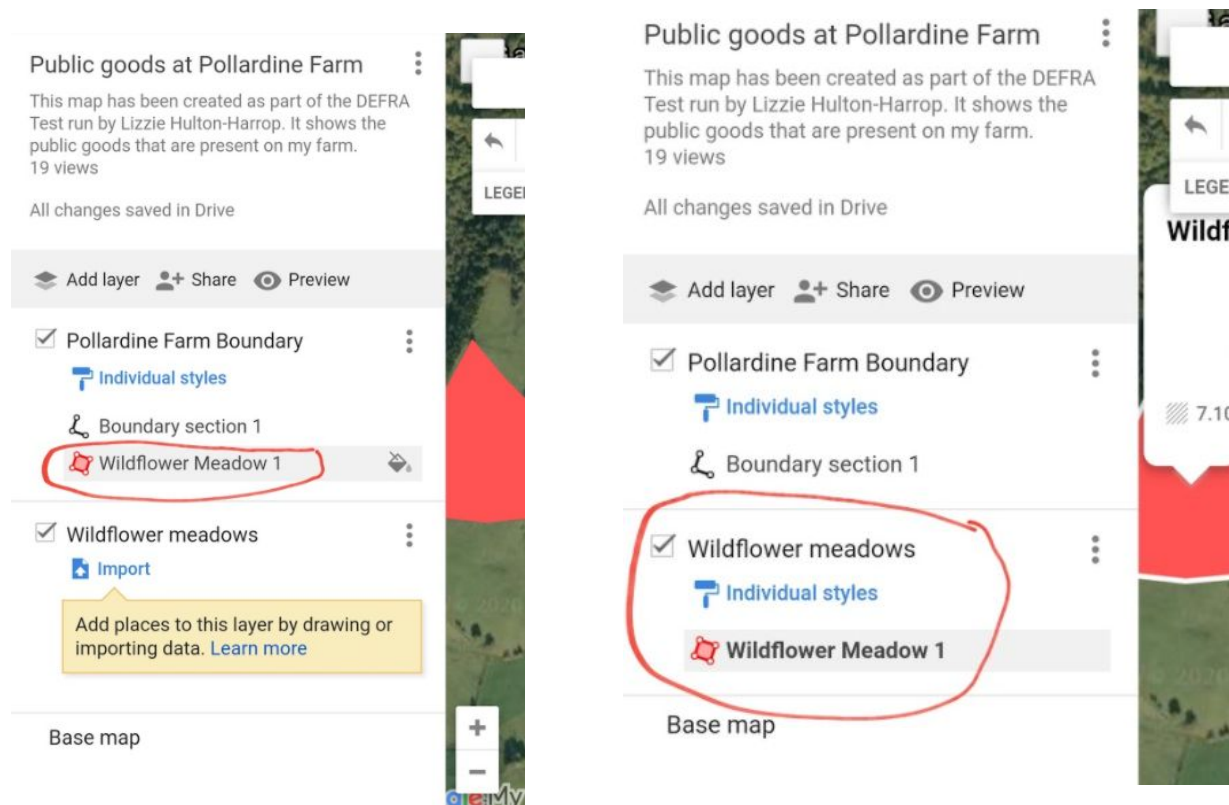


A box will pop up for you to give the layer a title. Type in your title and click 'Save'.



Moving items between layers

After clicking 'Save', you will be taken back to the Legend where you will see your layers. At the moment, 'Wildflower Meadow 1' is in the wrong layer. Click on it to highlight it and then drag it down to the 'Wildflower meadows' layer. Again, this can be tricky on mobile, but it does work!



Now you've added a public good to your map, it would be useful to add some information on what the public good is, how it is managed, how long it has been managed like that for, and any records you have on it.

It is difficult to write this directly in the description box on mobile, so we are going to link to this information instead.

Linking to information outside of your map

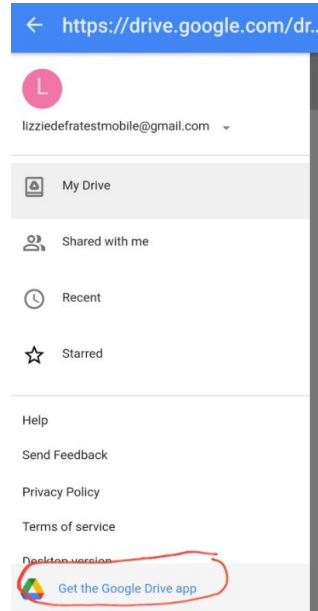
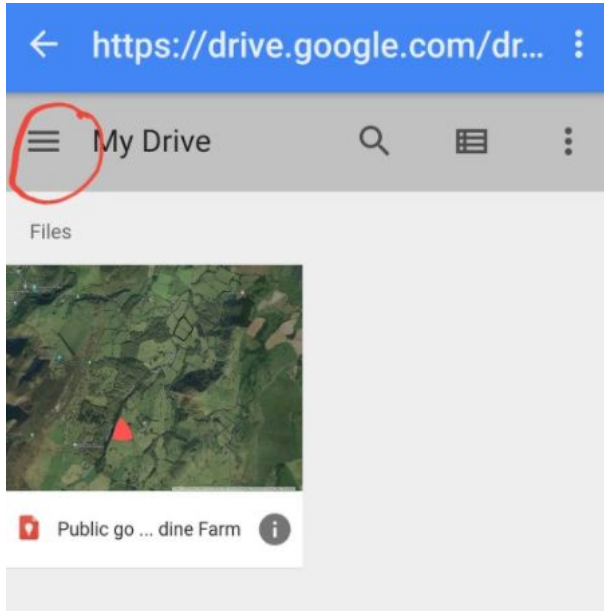
Open a new tab on your phone and type in the following URL:

<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'. 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 (see next page for further screenshots).

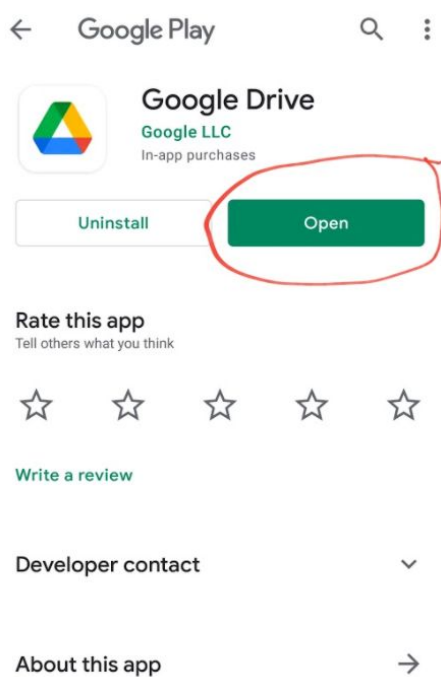
<https://drive.google.com/drive/u/0/my-drive>

<https://drive.google.com/drive/u/0/my-drive>
<https://drive.google.com/drive/u/0/my-drive>

<https://drive.google.com/drive/u/0/my-drive>

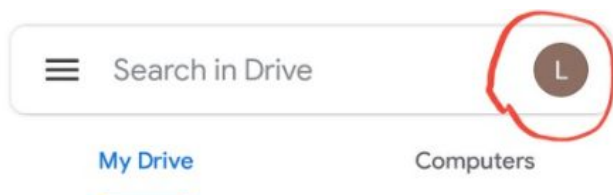


If you don't have it, click 'Install'. If you do, you'll see the option to 'Open' it.

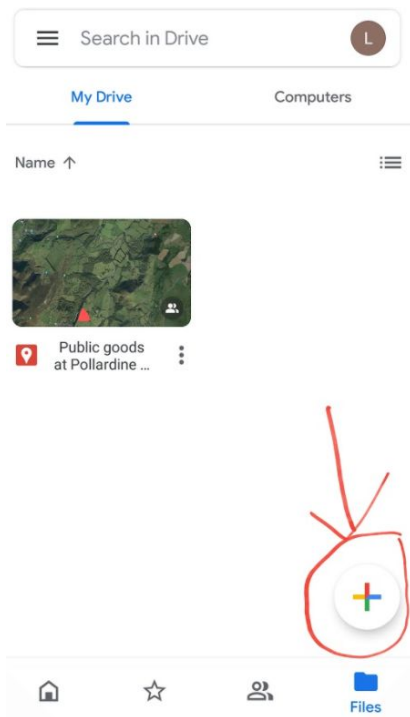


If you don't want to use the Google Drive app, you can stay in the web browser, but it is a better user experience to use the app.

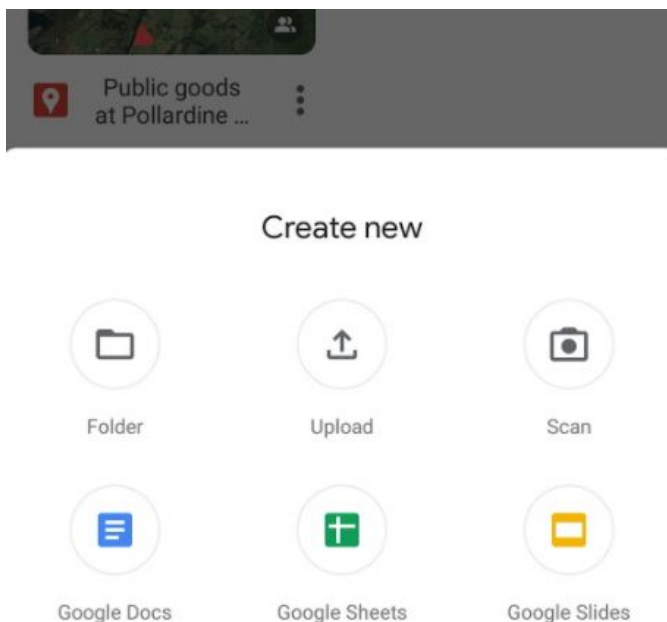
Make sure you are signed in with the right Google account (if you have multiple) by clicking on the circle icon in the top right.



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



That will bring up this menu:

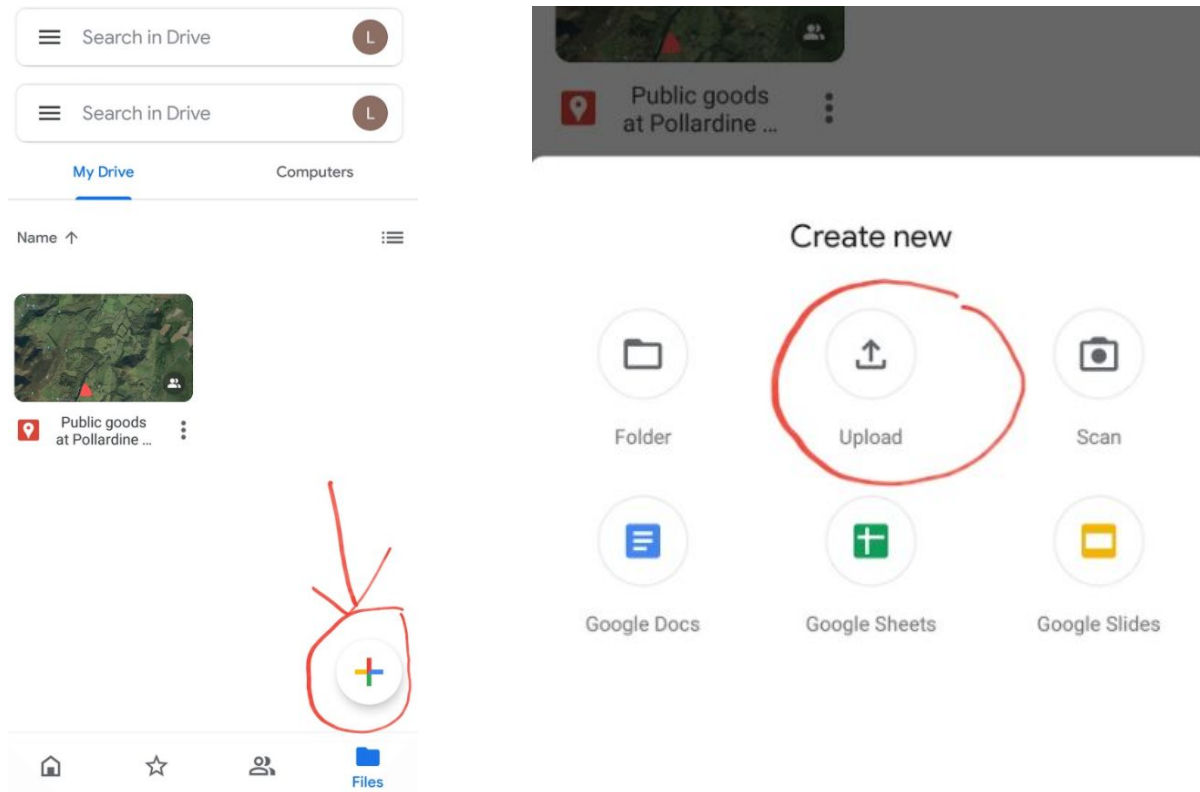


If you have a file on your phone, for example a PDF that you've downloaded from an email, click on the 'Upload' button, locate the file on your device and click on it. It will then automatically upload to your Drive.

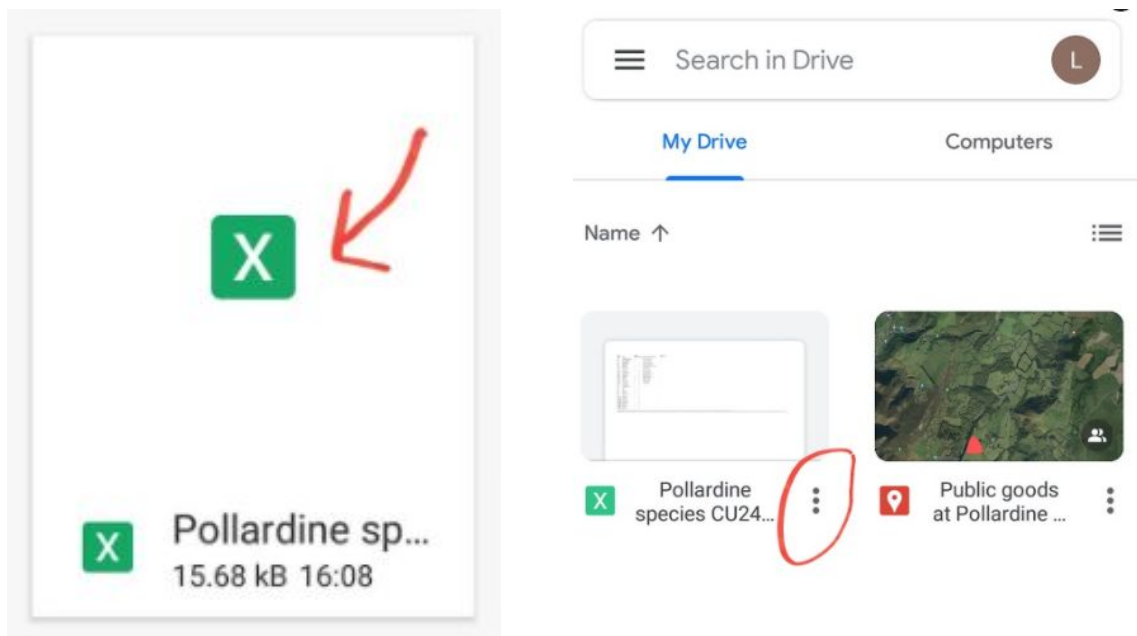
If you have notes on a piece of paper you'd like to add to Drive, click on 'Scan' and this will allow you to take a photo and save it as a PDF.

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.

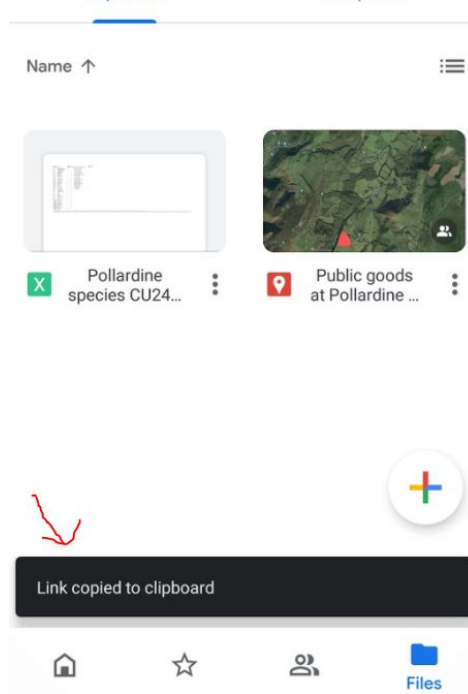
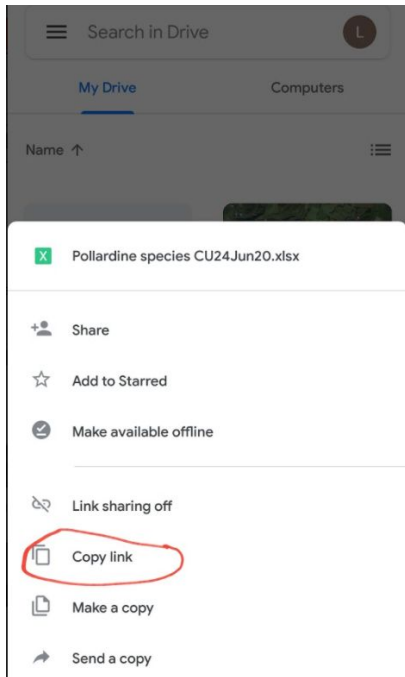
In this example, I will upload a spreadsheet I have on my phone showing the species recorded in the wildflower meadow at Pollardine in 2020.



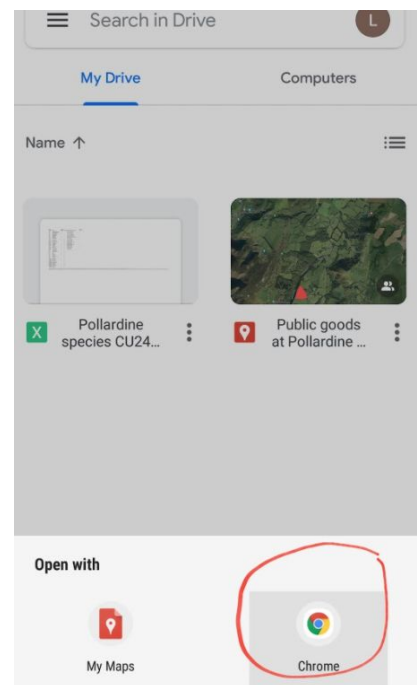
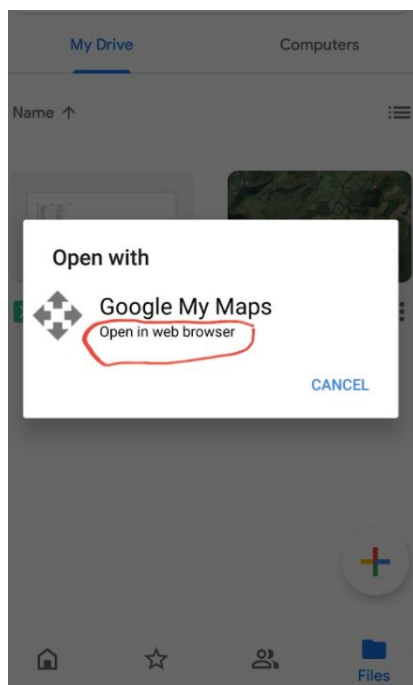
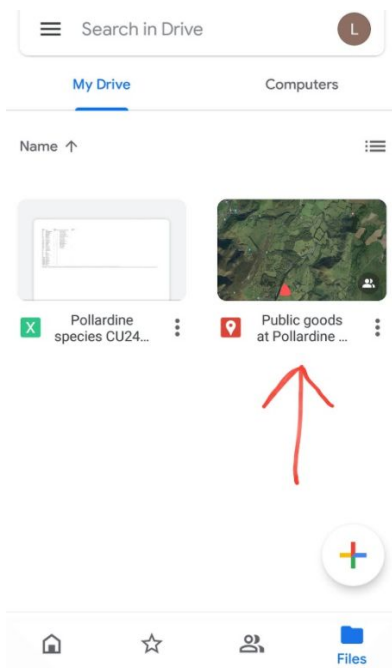
After clicking upload, the Downloads folder on your phone will automatically open. Select the file you wish to upload. Then you will see it automatically added to your Drive (as shown in the screenshot on the right below). Click the three vertical dots next to the file:



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



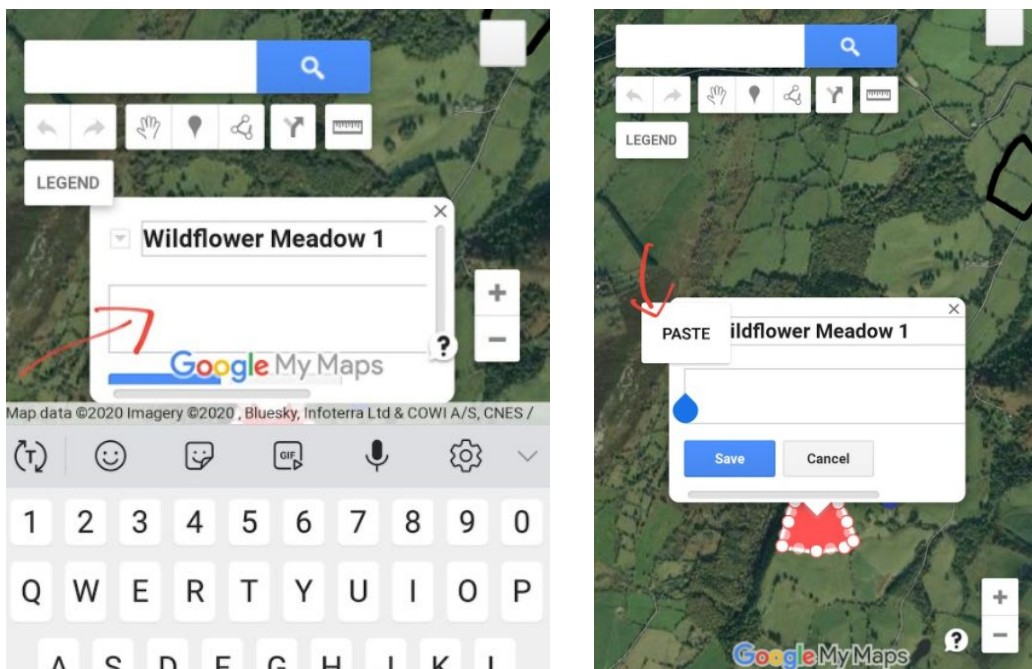
Click on your map to reopen it. Select the 'Open in web browser' option and open with Chrome.



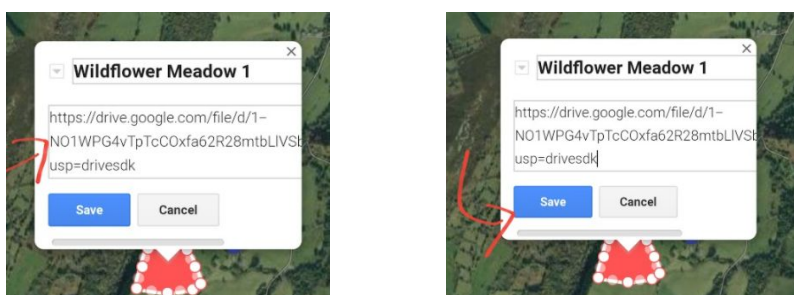
Click on the item where you want to add the link and then click on the edit button:



Click in the description box. You will then see the cursor flashing. Hold your finger down until you see 'Paste' appear.



Click 'Paste' and the link will appear in the description box. Then click 'Save'.



You will see the link turn blue, which means it has created a hyperlink. Click it to test it out. You will be taken to the file you uploaded to Drive.

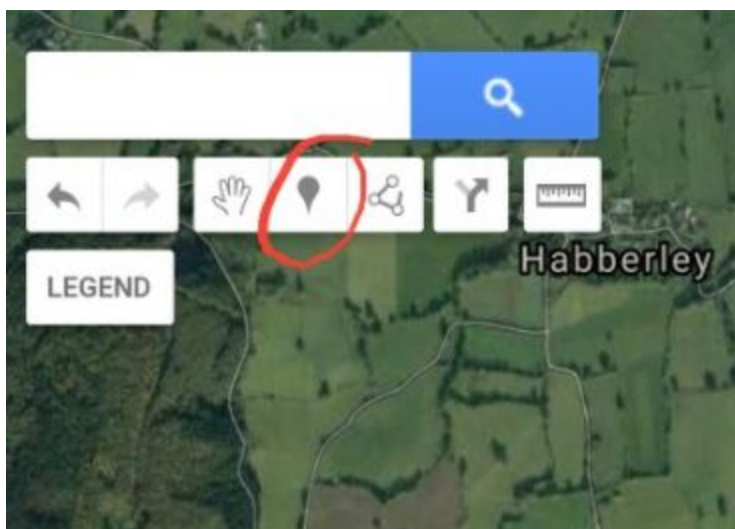


If you are starting from scratch (instead of uploading a file from your phone) and you need help creating a Google Doc, Sheet or Slide, please contact the Facilitator, Lizzie Hulton-Harrop.

Adding an icon to your map (instead of a polygon)

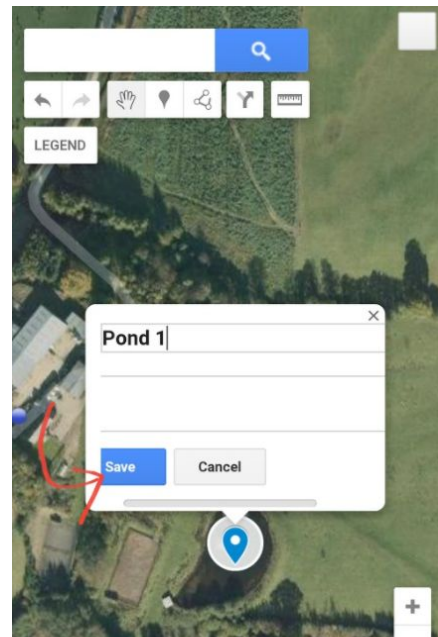
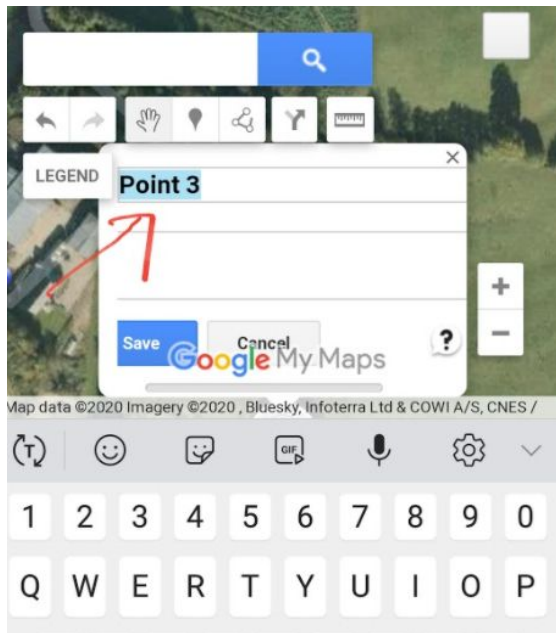
You may wish to add an icon to your map instead of drawing a line/creating a polygon to show a particular public good on your land/farm.

To do this, click on the marker icon shown below:

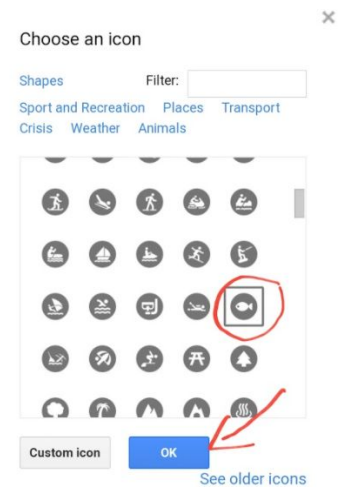
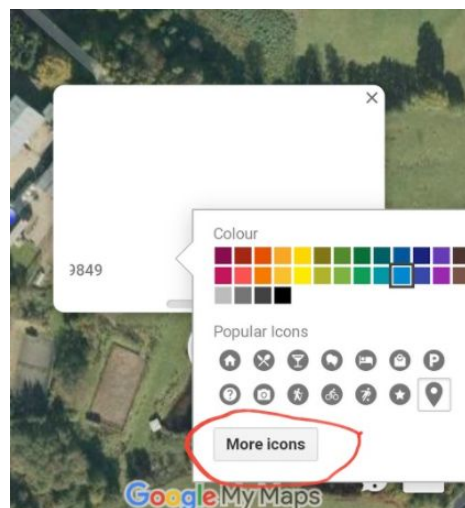
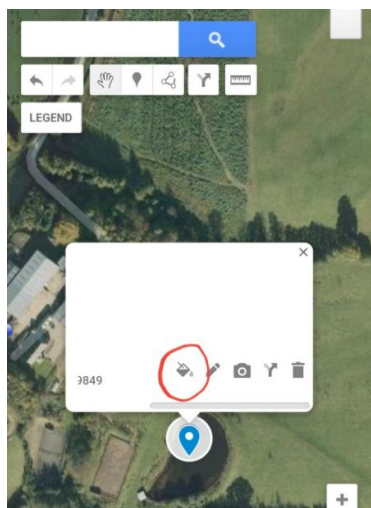


IMPORTANT: The next place you click on the map will be the point you add your marker to, so make sure you are in the right place on the map and zoomed in enough. If you're aren't in the right place, click on the hand icon (one to the left of the marker icon) to reposition your map.

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':



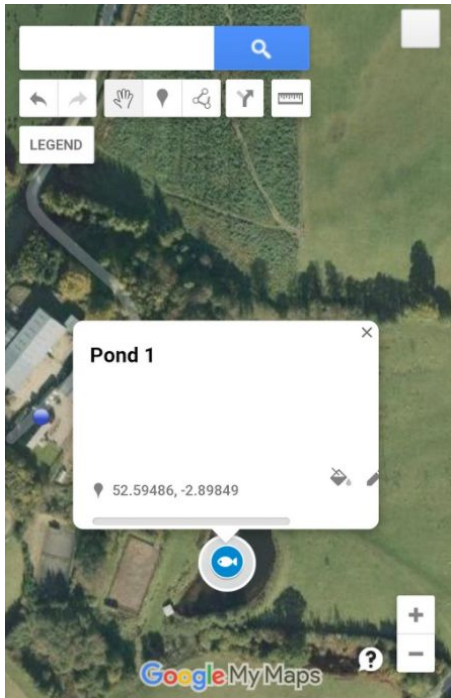
To change the style of the marker and the colour, click on the paint pot icon:



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.

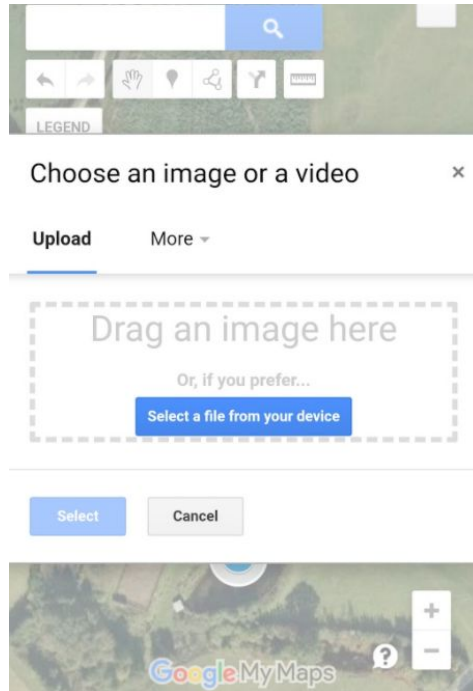
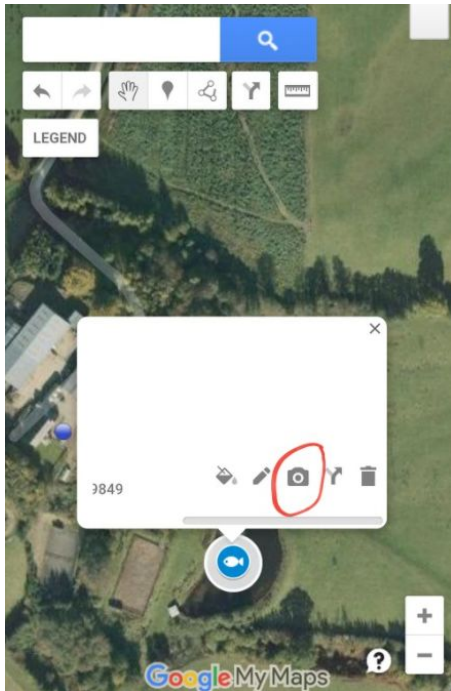
There is also the option to add Custom icons if you wish.

It now looks like this:

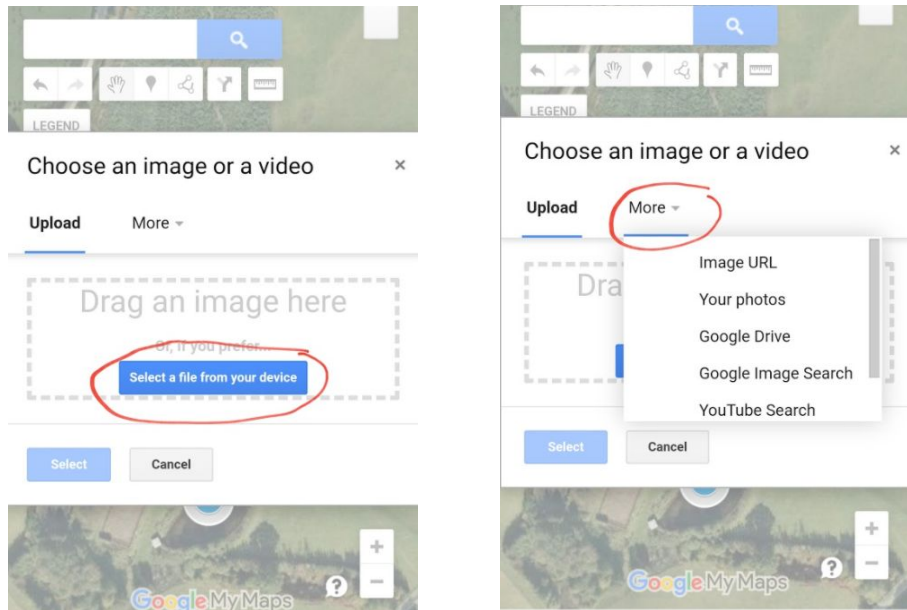


Adding a photo/video to an item

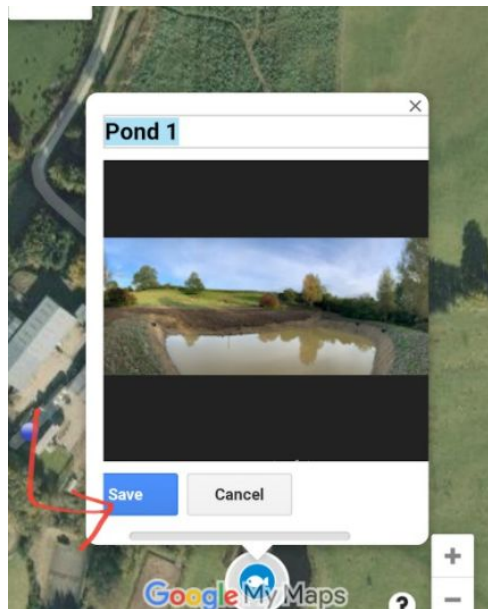
As mentioned earlier in the guide, it may be helpful to add a photo/video to points like this. To do this, click on the camera icon. You will see this screen:



You can either select a file from your device by clicking the blue button in the middle of the screen or for other options click 'More'.



Once you have found the file you want to use, click on it and it will automatically be added to your Google Map. Then click 'Save'.

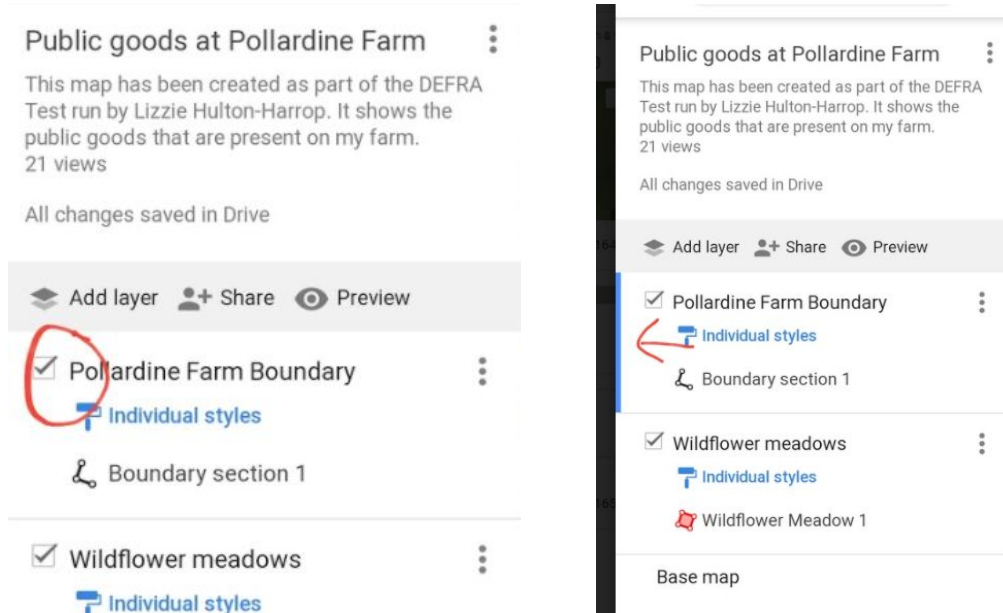


Are you ready?

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.

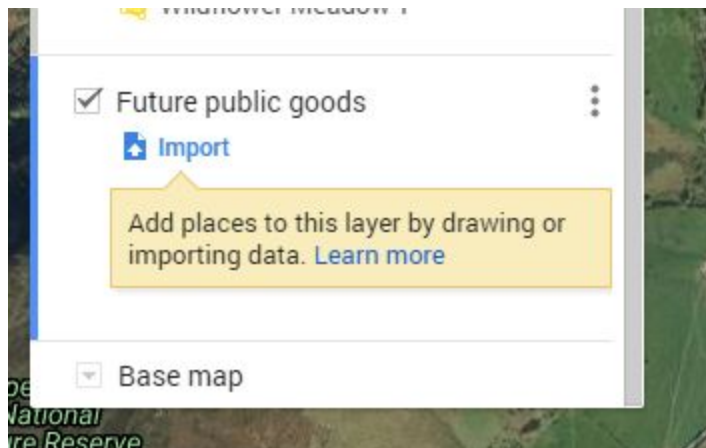
The blue line on the left-hand side of the layer indicates the layer you are currently working in:



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.

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

Lizzie Hulton-Harrop contact details

Mobile: 07799127066

Email: liz.hultonharrop@gmail.com

I look forward to seeing your Google Map!