

Safe Route to Schools

GOOGLE MAP CREATION INSTRUCTIONS

Nate Rogers | nathanial.rogers@state.co.us | July 2022



COLORADO
Department of Transportation

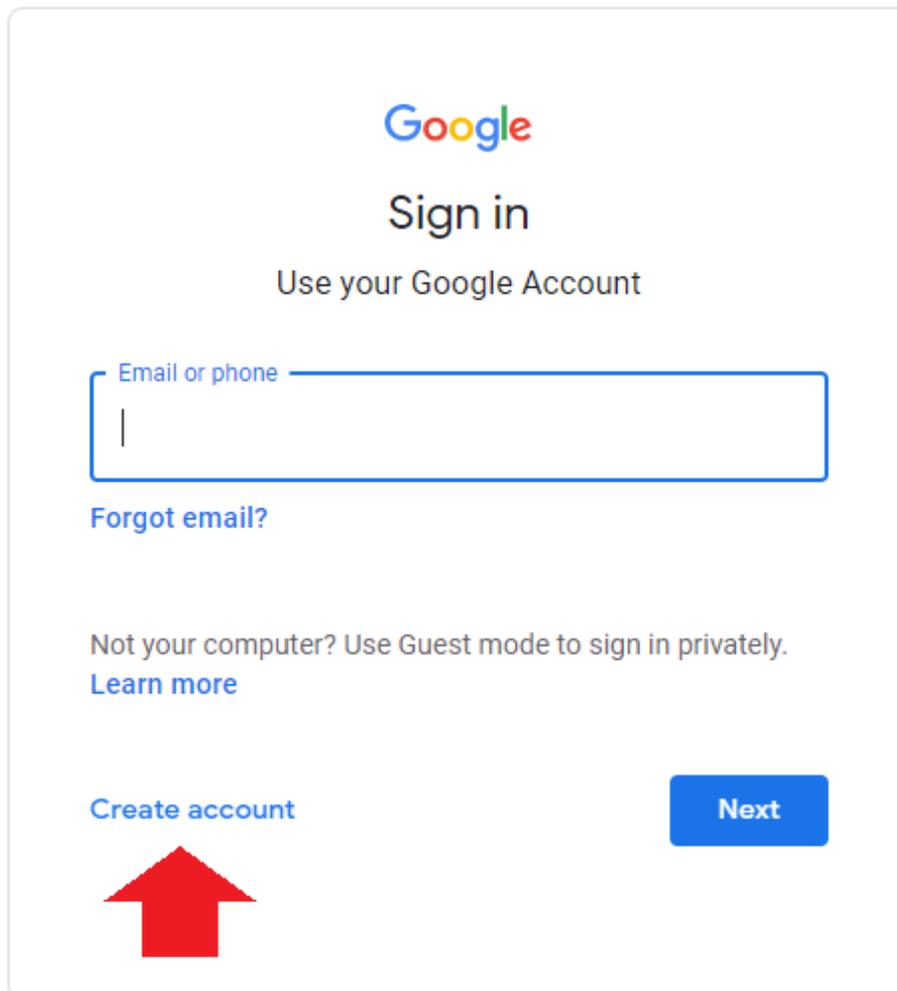
Google Account

A google account is required to access the editing capabilities and map creation within Google Maps

- Go to google.com and clicking on sign in in the upper right-hand corner

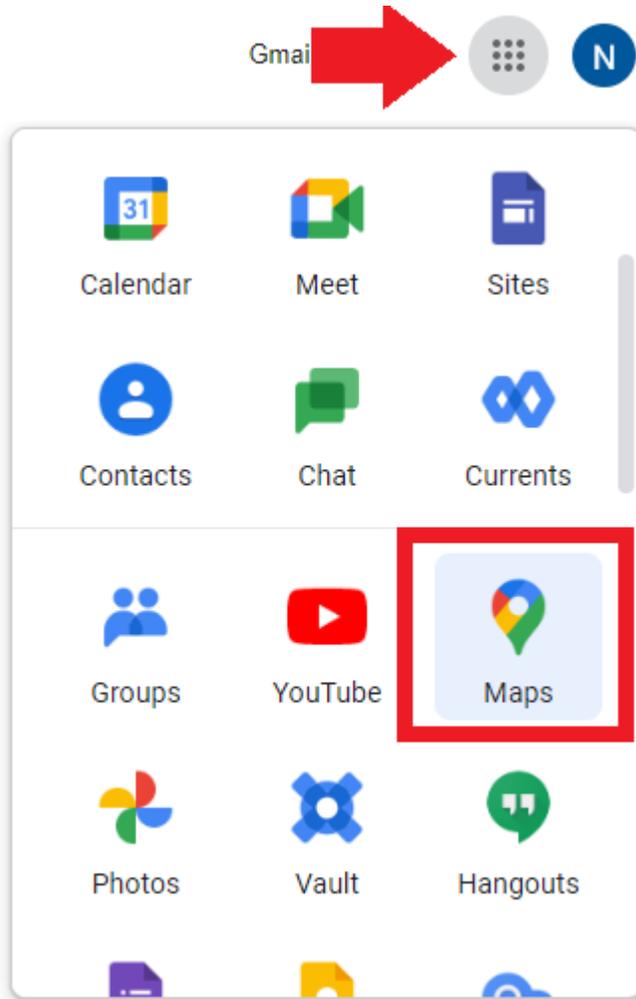


- If you already have a google account, sign in as normal. If you do not, click on Create Account and complete the steps

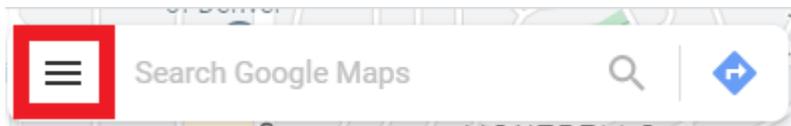
A screenshot of the Google Sign in page. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field with the placeholder text 'Email or phone' and a vertical cursor. Underneath the input field is a blue link that says 'Forgot email?'. Further down is the text 'Not your computer? Use Guest mode to sign in privately.' followed by a blue link 'Learn more'. At the bottom left is a blue link 'Create account' with a red arrow pointing upwards towards it. At the bottom right is a blue button with the text 'Next'.

ACCESSING GOOGLE MAPS

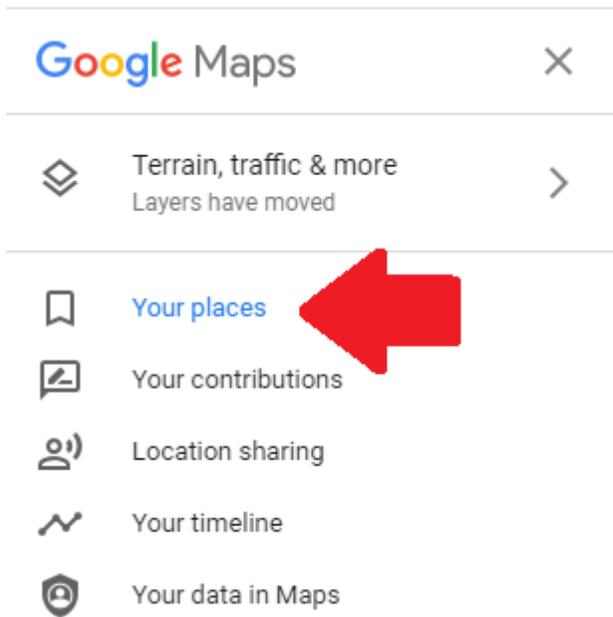
- Once signed into your Google Account, click on the 9 dots in the upper right-hand corner and select Maps



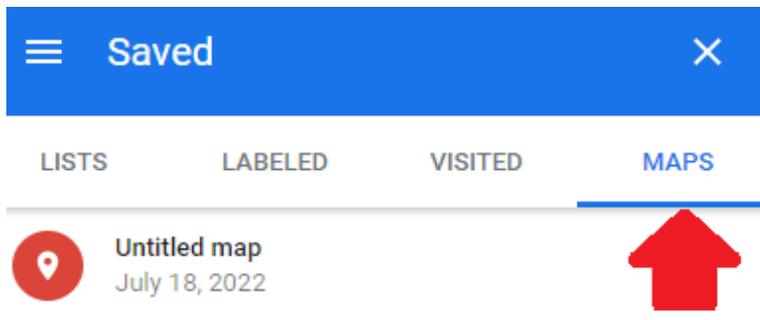
- As Google Maps opens, in the upper left-hand corner of the screen, click on the three lines



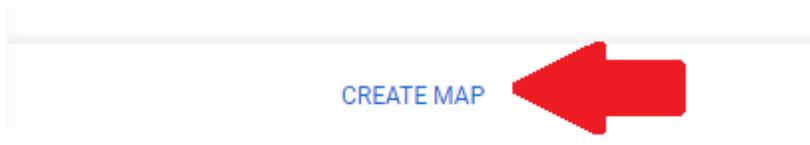
- When the drop down opens, select Your Places



- The select Maps from the top tabs



- At the bottom of the MAPS tab, click on CREATE MAP

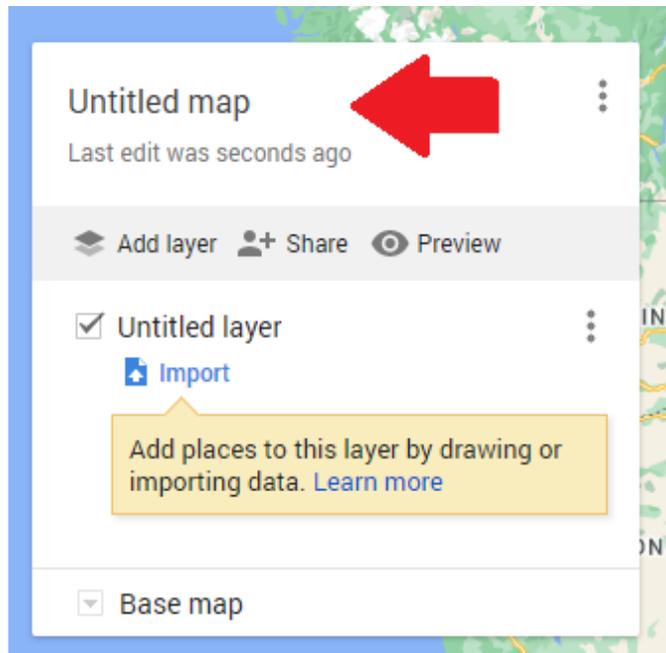


CREATING A MAP

Now that you have entered a blank Google Map, you can start creating your project map

TITLING THE MAP

- Give the project a title, by clicking on Untitled Map in the upper left corner



Edit map title and description

Map title

Untitled map

Description

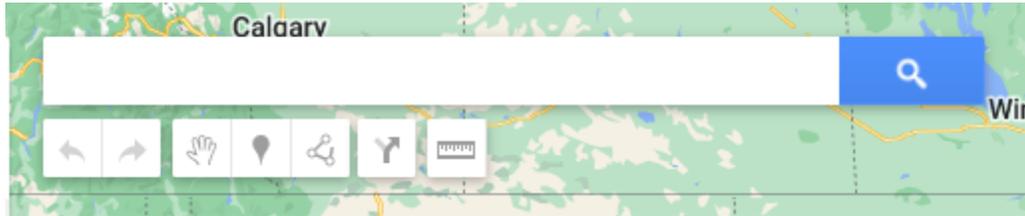
Add a description to help people understand your map

Save

Cancel

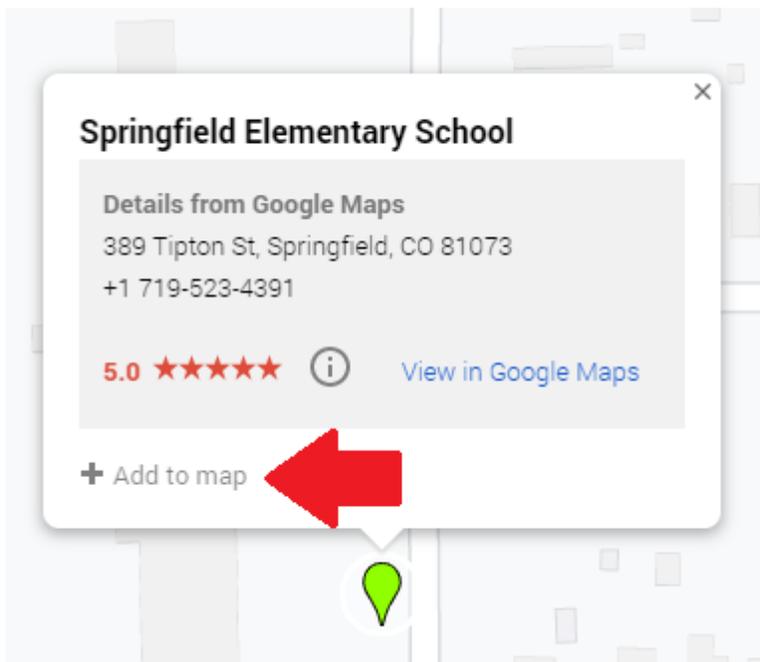
SEARCH BAR

- Use the search bar if the name of the building and/or address is known

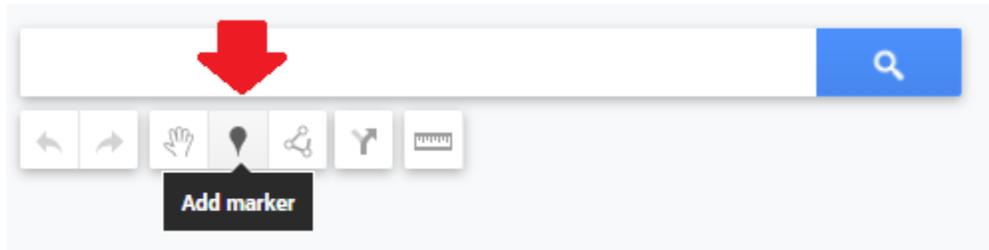


CREATING POINTS

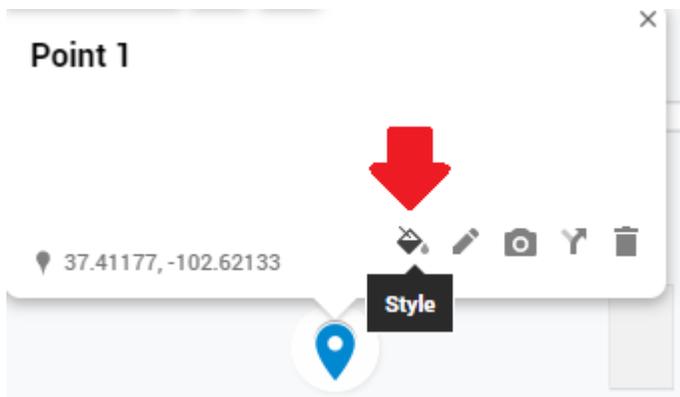
- If the search bar is used, you can add that point to the map by clicking + Add to map



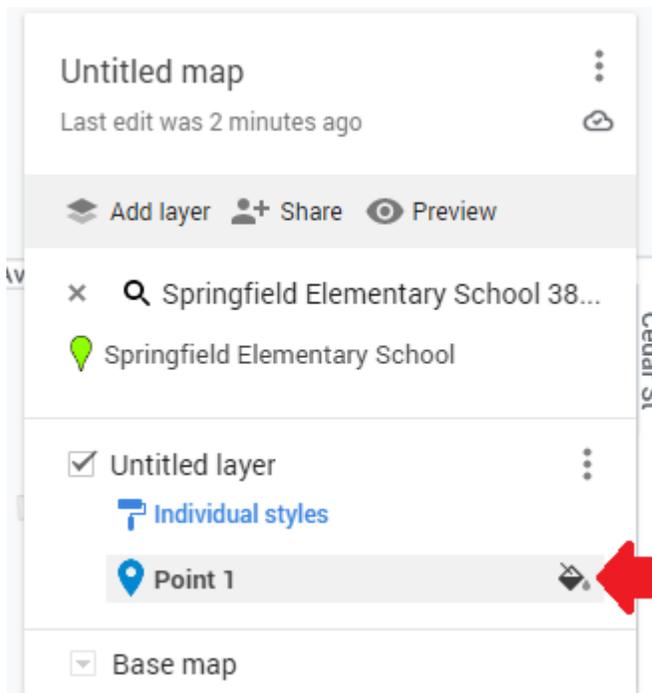
- In addition, you can add points to the map by clicking on the Add marker button



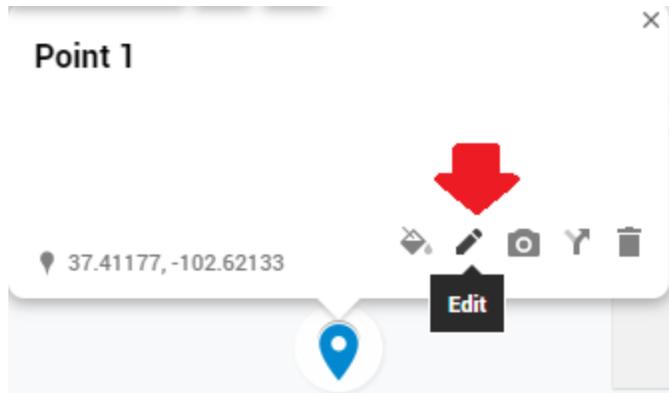
- After placing your points, you can change the styles and colors by either clicking on the points individually and clicking on the style button



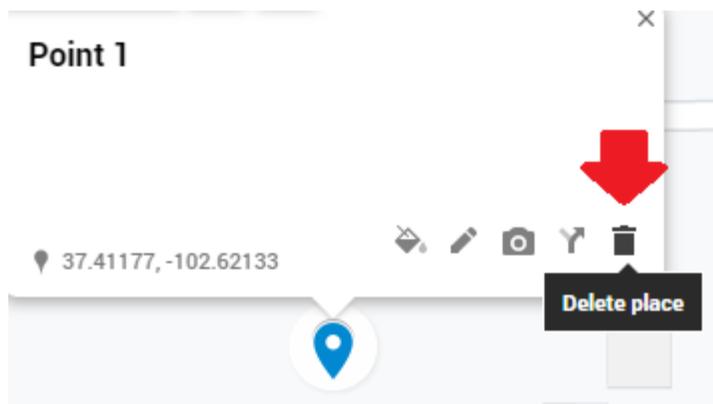
- Or by clicking on the style button from the layer list



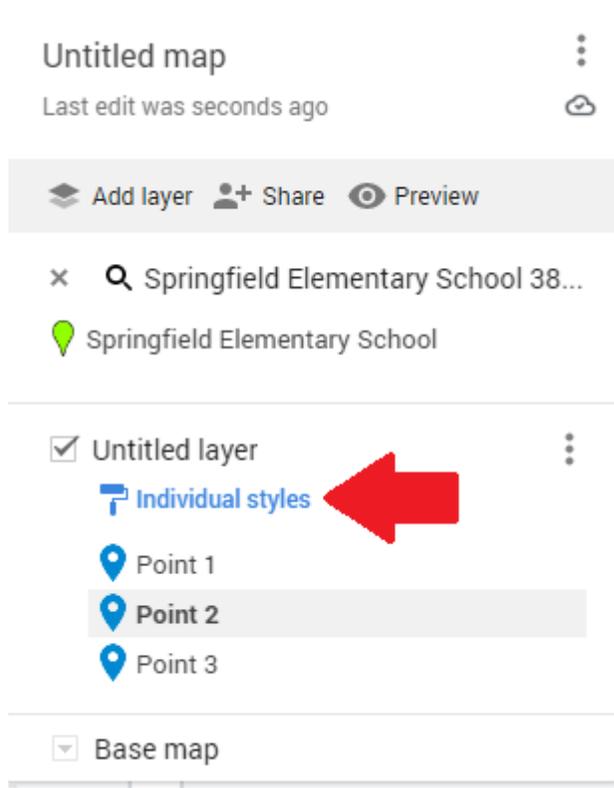
- In addition, you can change the name of the point in the legend by clicking on the point and clicking on the Edit button



- If you placed the point in the wrong location, you can click on the point, then click and drag the point to the desired location
- You can delete the point by clicking on the Delete place button

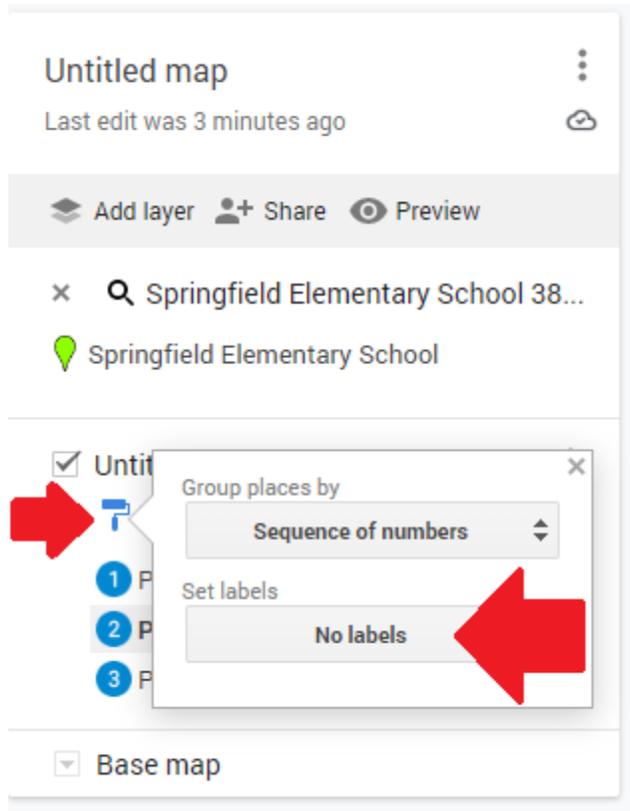


- The points can also be displayed in some other formats by clicking on the styles option in the layer



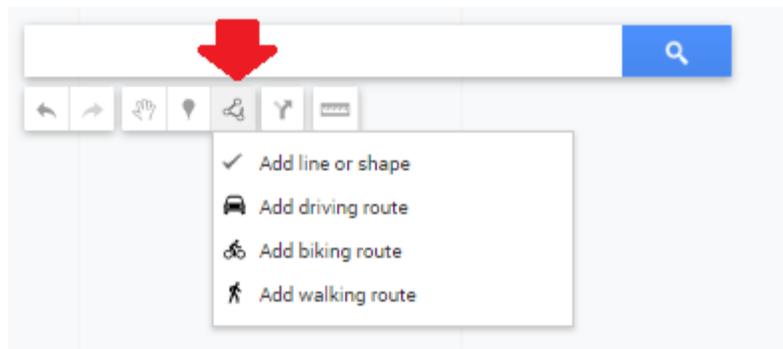
- Style 1: Uniform Style in which all points look the same
- Style 2: Sequence of Numbers in which the points will be numbered in the order they are placed
- Style 3: Individual Style in which each point can be edited to have its own color and style theme

- You can also turn on labels in the same options Styles box in the set labels option



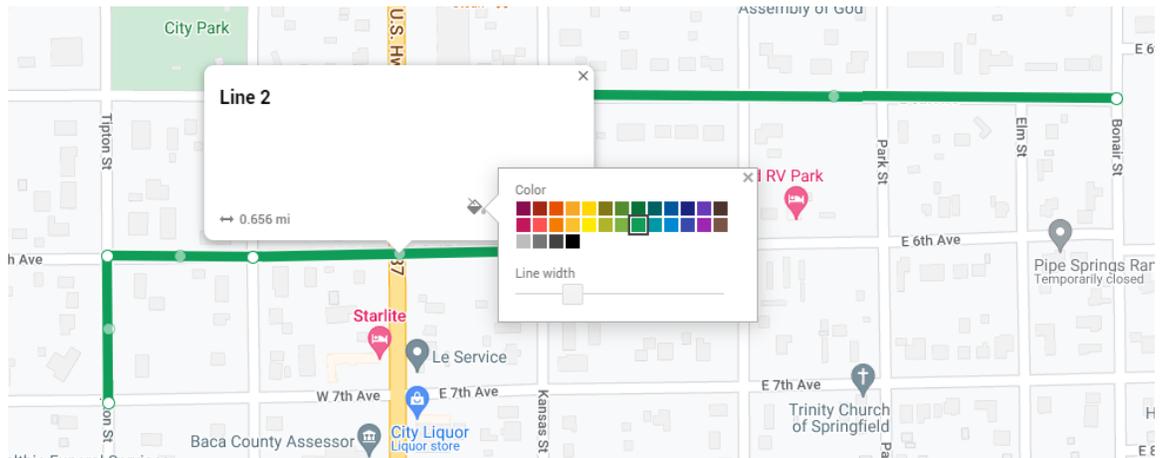
CREATING LINES

- To create lines, click on the Draw a line button



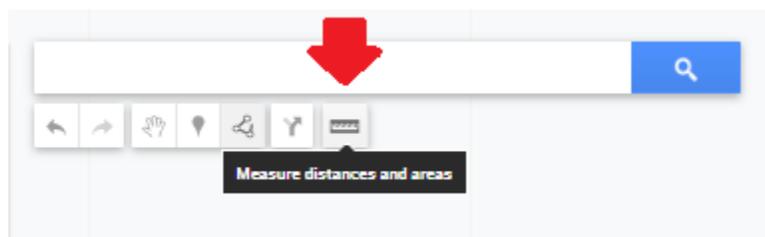
- Add line or shape will allow free hand drawing of lines
- Add driving route will allow you to trace existing road networks found in Google Maps

- Add biking route will allow you to trace existing biking networks found in Google Maps
- Add walking route will allow you to trace existing walking networks found in Google Maps
- After drawing your desired lines, double click the mouse the end the line
- You can edit the style of the lines by doing the same steps as editing the styles of points as mentioned above

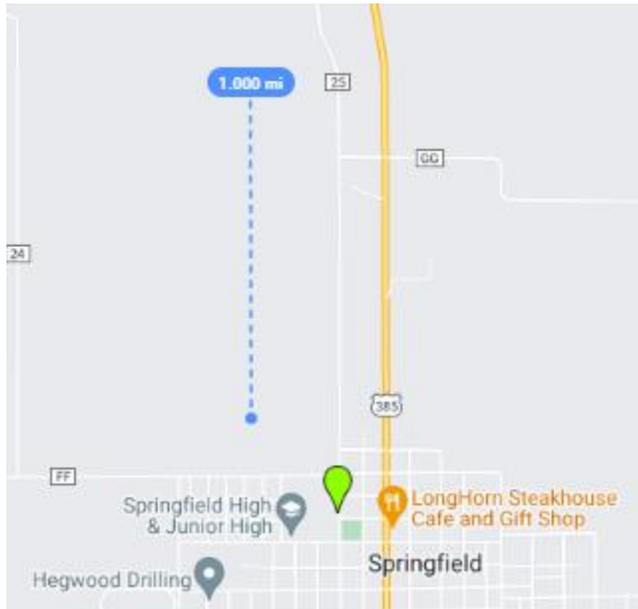


MEASURE TOOL

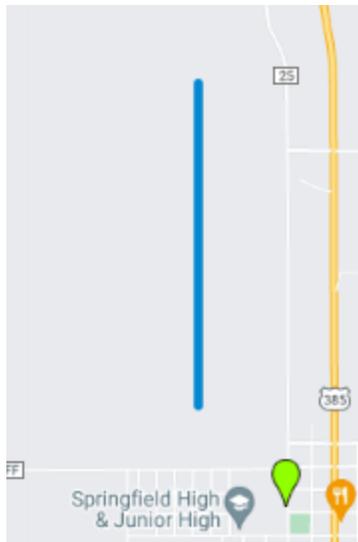
- To active the measure tool to determine distance, click on the Measure distances and areas tool



- Click on the starting point on the map and move your mouse in the direction you wish to go. Once you have gone your desired distance, double click the mouse to end the measurement

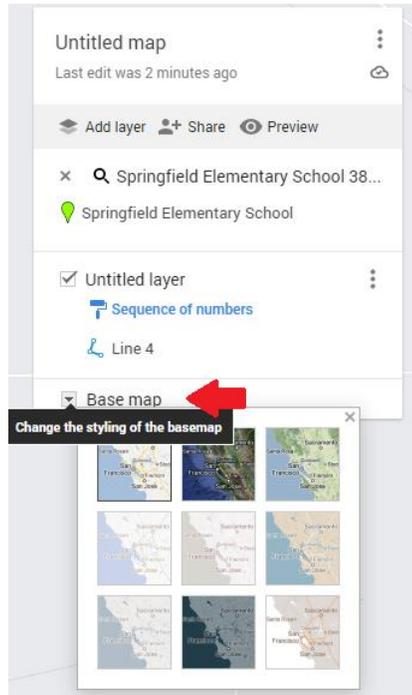


- Please note that once you click on the map again with the tool, the previous measure line will be erased so if you wish to keep that line permanent, select the Draw a line tool as described above and draw on top of the measured line



CHANGING BASEMAPS

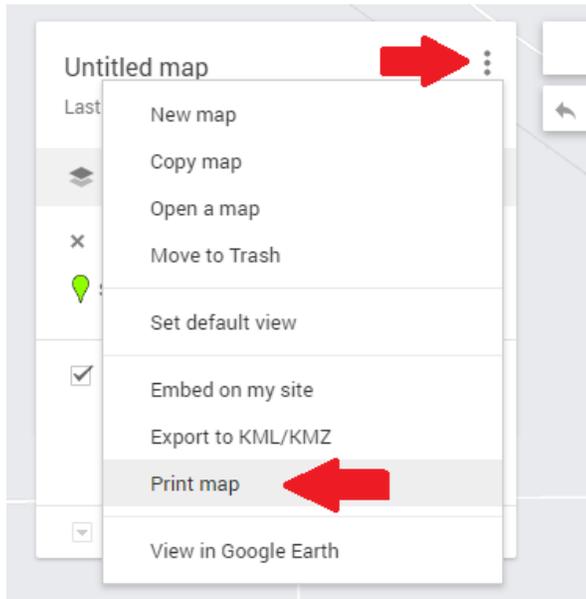
- To change the background base map, simply click on the Base map drop down from the layers list and select desired background, such as imagery



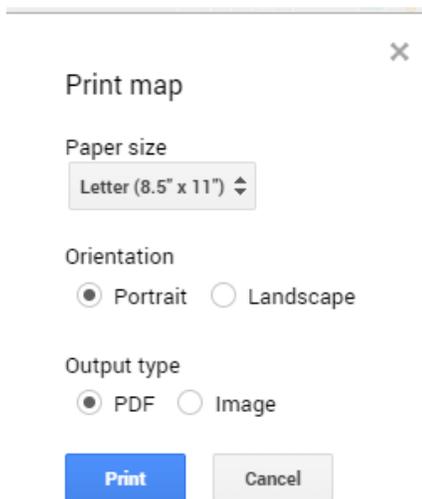
PRINTING/DOWNLOADING MAP

- Before you save your map, make sure you have included the following elements:
 - 1 and 2-mile radii of your project
 - Location of the target school, clearly labeled with address
 - Major buildings or landmarks
 - Major streets/intersections
 - Identification of proposed engineering strategies
 - Note, you will need to upload the map to your application in PDF format

- To print a map, click the 3 dots in the layer list, and select Print map



- Select desired option

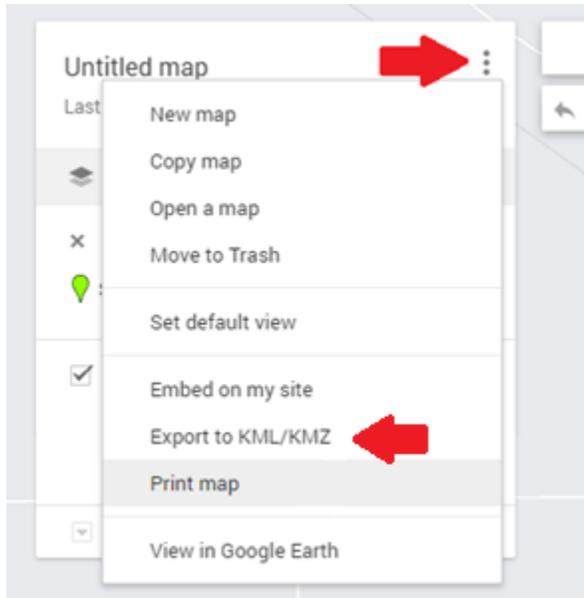


- You can now download and save your map as a PDF to your computer, uploading to your SRTS application where prompted when ready.

SHARING KMLS/KMZS

- If you wish and/or have access to a GIS analyst or programs, you can export the data into a format which can be brought into Google Earth or other mapping programs such as ArcGIS

- To export the data in this format, click on the 3 dots in the layer list and select Export to KML/KMZ



REVISITING THE MAP AT LATER DATE

- All the edits are automatically saved, if the map is left for any reason, to revisit it, just repeat the steps as described above in Accessing Google Maps and you will see the project name saved under the Maps Tab in your Google Maps Account

