

Green Map System Tutorial : Importing Open Green Map Data into Google My Maps



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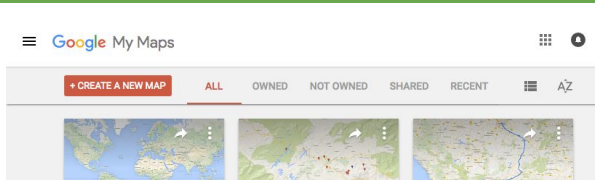
This document will walk you through the steps to import your Green Map into Google My Maps. If you do not already have a Green Map on the Open Green Map platform, go here for steps to [create a new Green Map](#)

Before you import

Before you import into [Google My Maps](#), you will need your map data as a KML file with icon labels. You can find detailed [instructions](#) in this document.

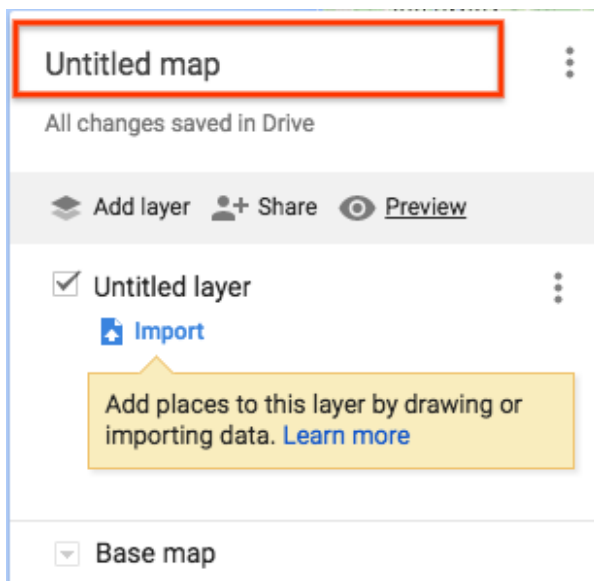
[exclamation icon?] Make sure you select **KML file with icon labels** while exporting your map data

Create a Map

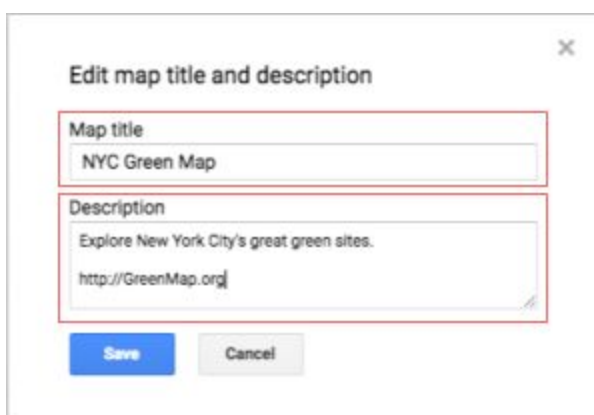


- Open [My Maps](#)
- Click on **“Create a New Map”** to start a new map (If you already have a map you'd like to use, you can open that one too)

Rename the map

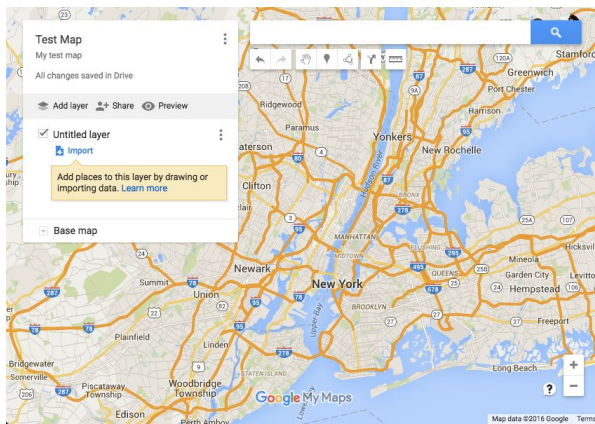


- Click on “Untitled map” to rename your map and add a description

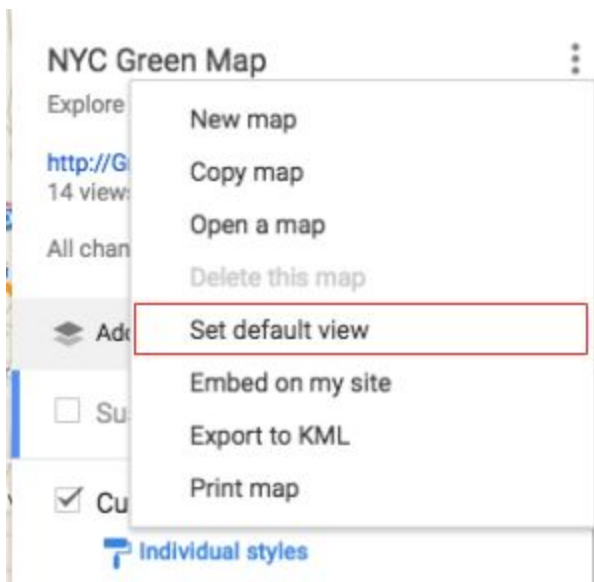



- Make sure the map name reflects the focus & location of your map
- Add a description that includes a link to <http://GreenMap.org>

Set Default View

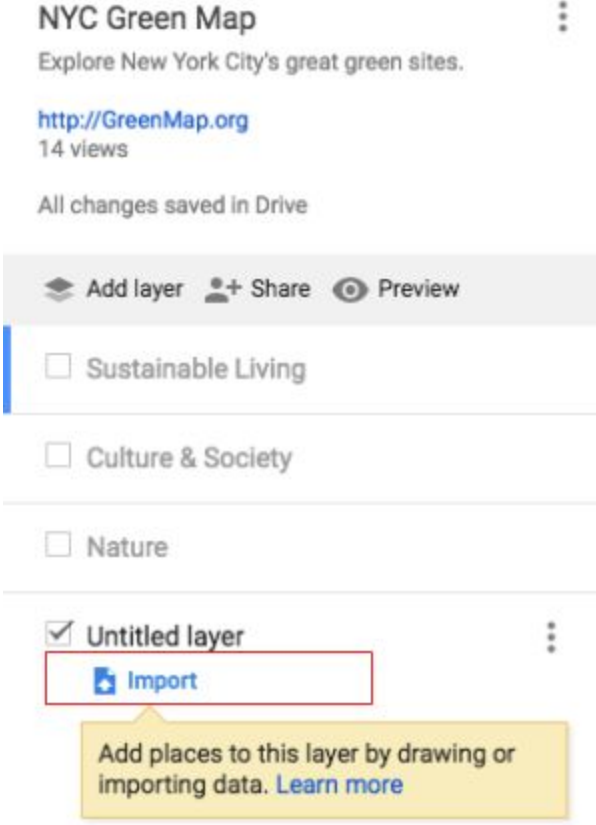
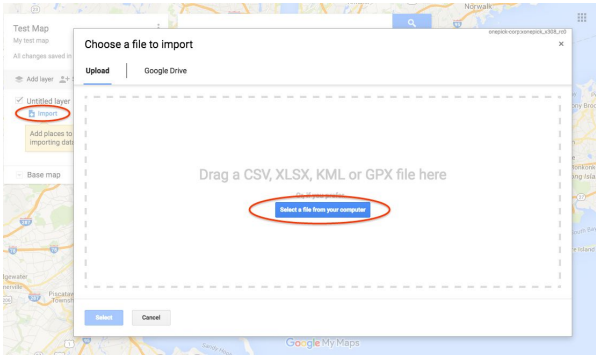


Search for your location and adjust the zoom level using the icons on the bottom right corner



Click on the three vertical dots () next to your map name and select "Set default view"

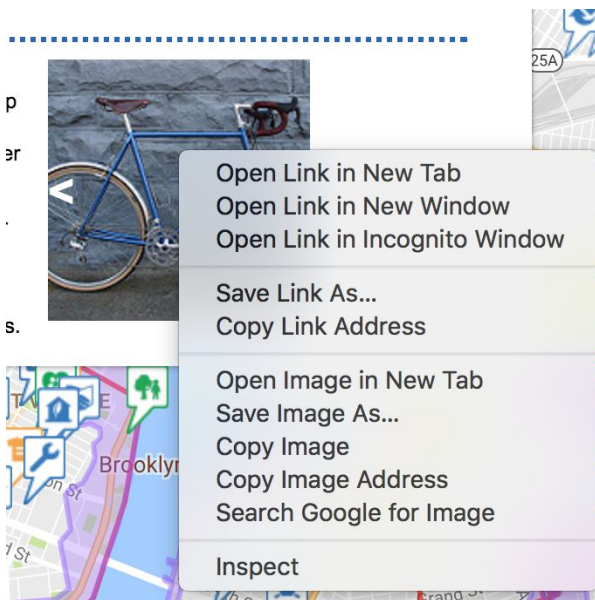
Import your Green Map data

 <p>NYC Green Map Explore New York City's great green sites. http://GreenMap.org 14 views All changes saved in Drive</p> <p>Add layer Share Preview</p> <p><input type="checkbox"/> Sustainable Living</p> <p><input type="checkbox"/> Culture & Society</p> <p><input type="checkbox"/> Nature</p> <p><input checked="" type="checkbox"/> Untitled layer</p> <p><input type="button" value="Import"/></p> <p>Add places to this layer by drawing or importing data. Learn more</p>	<p>Click on "import" under "Untitled layer"</p>
 <p>Test Map My test map All changes saved in Drive</p> <p>Choose a file to import</p> <p>Upload Google Drive</p> <p>Drag a CSV, XLSX, KML or GPX file here</p> <p>Select a file from your computer</p> <p>Select Cancel</p>	<p>In the next screen, select your KML file with the icon labels</p> <p>Only the point data is imported. Next, add images.</p>
<p>Once the file is uploaded, the layer will refresh with all the icons from your KML file. You have now successfully imported your Green Map data into Google My Maps.</p>	

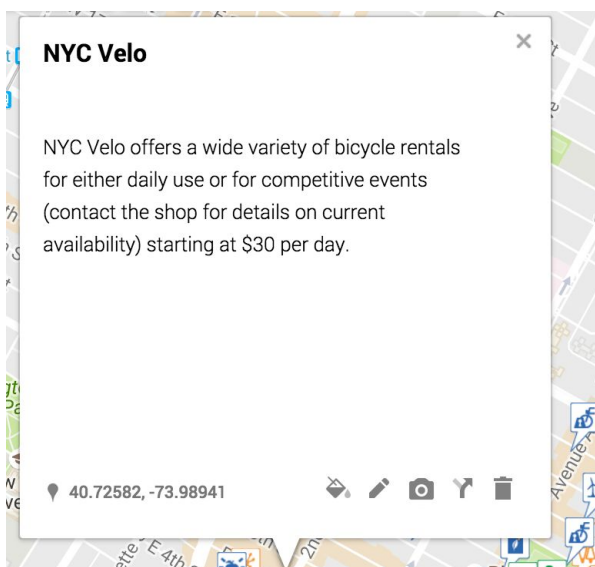
Add images



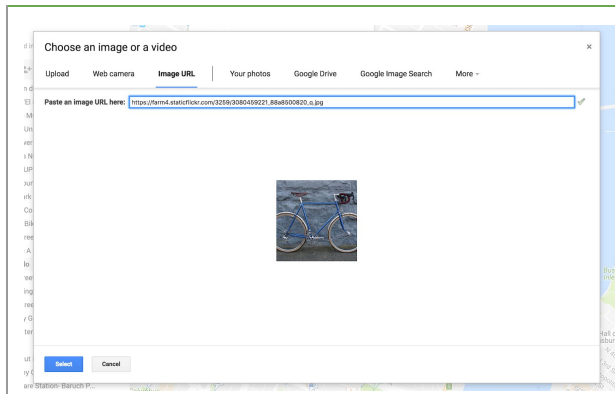
Select one of the sites on Open Green Map



Right click (or control click on Mac) on the photo and copy the image address.



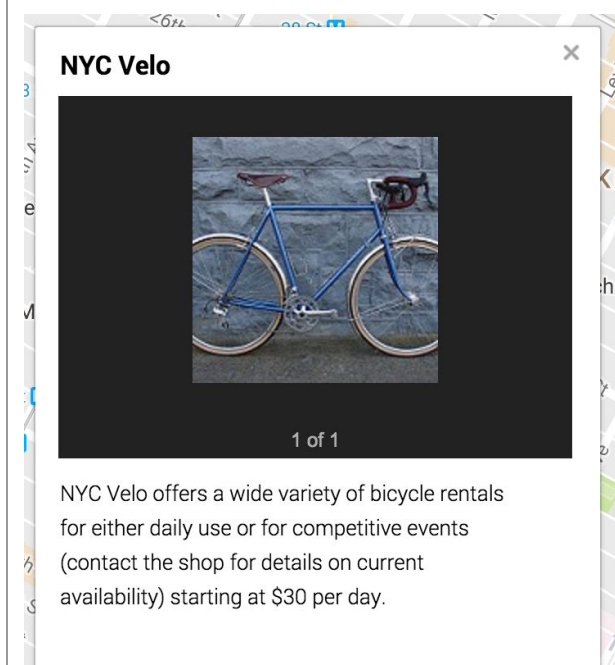
Then, click the site on My Map, and the camera icon on lower right.



Add the URL there. Save by clicking Select.

You can choose another image in the same manner if you prefer

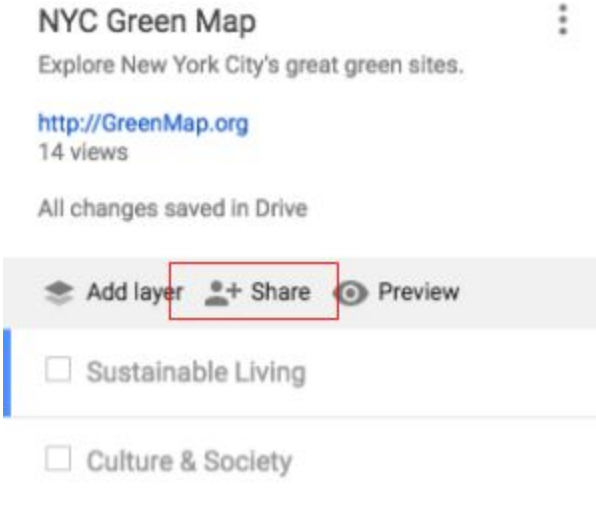
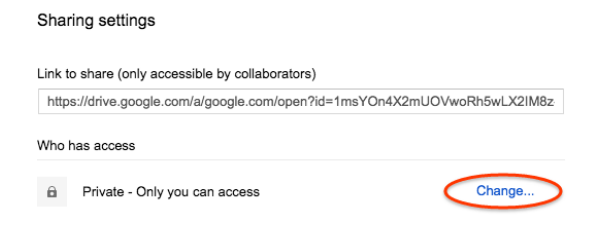

Consider adding related icons directly to the image using <https://www.befunky.com/> or other photo editing software.



Your image is on your MyMap.

CAUTION: when you want to delete an image, click the Pencil to edit, then use the Trash Can in the black band directly below the image. If you use the Trash Can next to the Camera, you will delete the site permanently!

Share your map

 <p>NYC Green Map Explore New York City's great green sites. http://GreenMap.org 14 views All changes saved in Drive</p> <p>Add layer Share Preview</p> <p><input type="checkbox"/> Sustainable Living</p> <p><input type="checkbox"/> Culture & Society</p>	<p>Click on the “Share” option in the left pane</p>
 <p>Sharing settings</p> <p>Link to share (only accessible by collaborators) https://drive.google.com/a/google.com/open?id=1msYOn4X2mUOVwoRh5wLX2IM6z</p> <p>Who has access</p> <p><input type="radio"/> Private - Only you can access Change...</p>	<p>Click on “Change” next to Private - Only you can access</p>
 <p>Link sharing</p> <p>1 <input checked="" type="radio"/> On - Google.com Anyone at Google.com can find and access.</p> <p><input type="radio"/> On - Anyone at Google.com with the link Anyone at Google.com who has the link can access.</p> <p><input type="radio"/> Off - Specific people Shared with specific people.</p> <p>2 <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p>Select “On - Google.com” if you’d like to share this with anyone on the internet</p> <p>See the tutorial for Sharing and Embedding next!</p>