

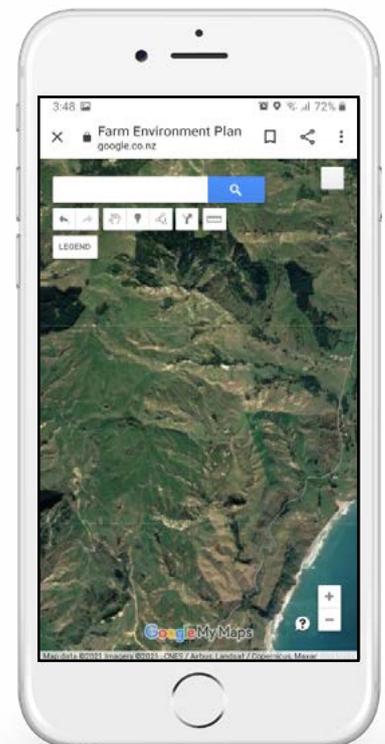


USE GOOGLE MY MAPS TO MAP YOUR FARM

Google My Maps is an easy to use free tool for creating maps for your farm plan and measuring distances and areas. You can also use the tool to record work done on the property and plans for the future.

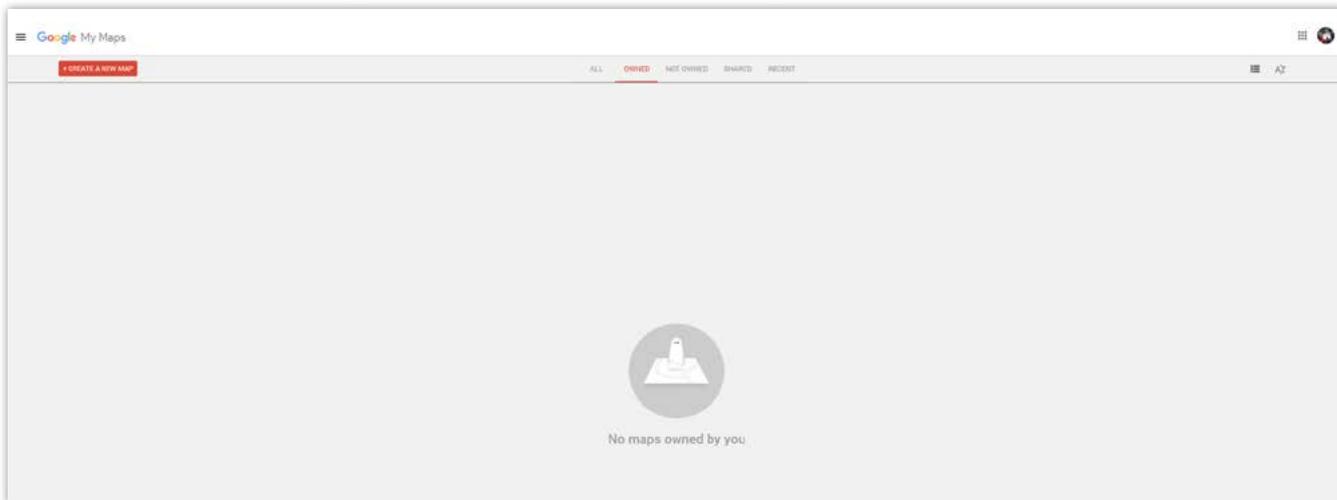
Follow the instructions below to learn the basics of Google My Maps.

For a demonstration of Google My Maps and more tips check out the NZ Landcare Trust video at www.landcare.org.nz/resource-item/mapping

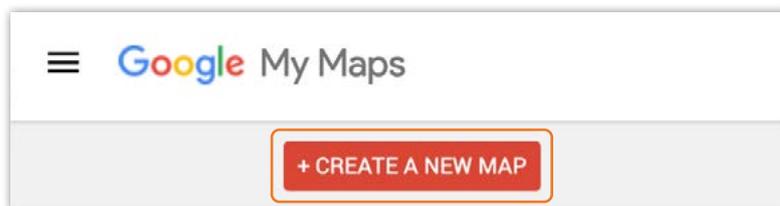


GOOGLE MY MAPS BASICS.

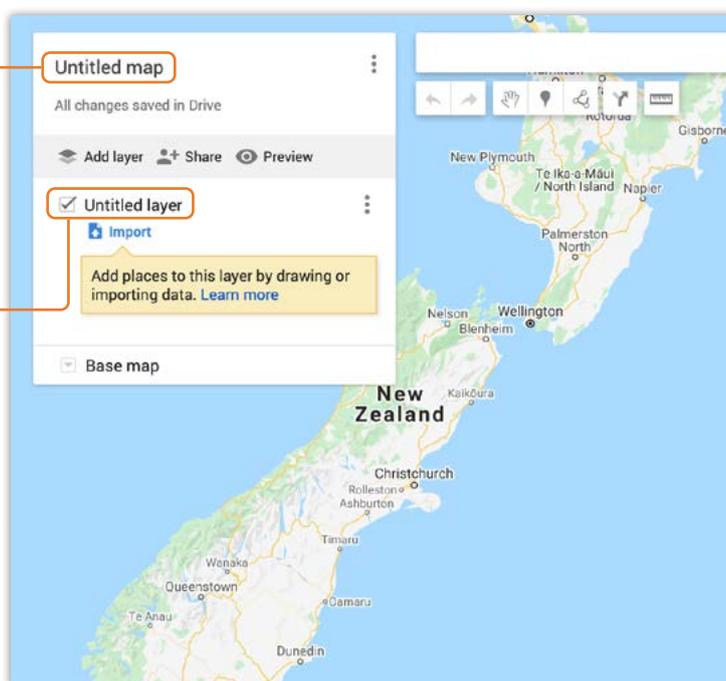
- 1 To find Google My Maps, go to **www.google.co.nz/mymaps** and sign in to your google account. If you do not have an account then you'll need to go ahead and create one.



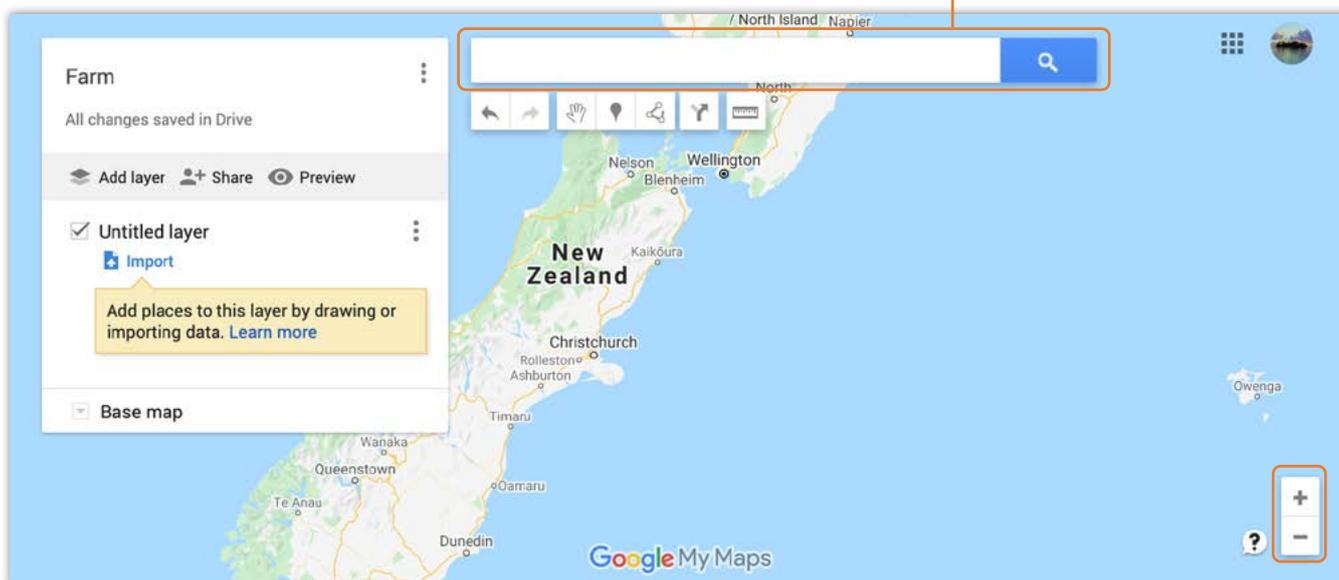
- 2 Once you are signed in, click **“Create a new map”**



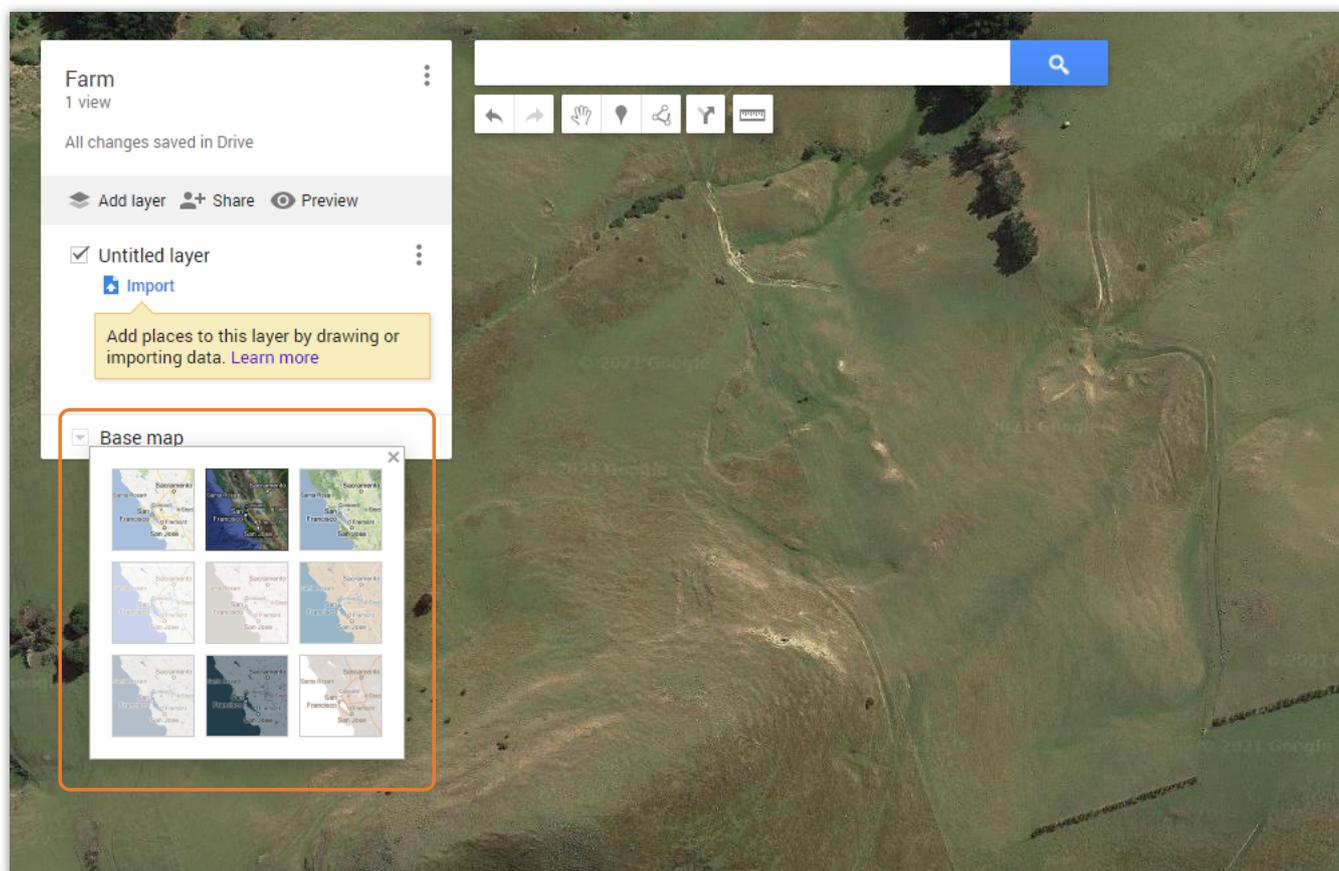
- 3 Now you can give your map a title by clicking on **“Untitled Map”**. The map will be organised using layers. Use the first layer to create your existing farm features including paddocks, dams, fencing etc. Title the layer by clicking on **“Untitled layer”**. Create additional layers to show proposed work like new riparian fencing or planting, new stock water reticulation etc. You can make as many layers as you wish. You can turn any of the layers on and off using the check box beside the layer name.



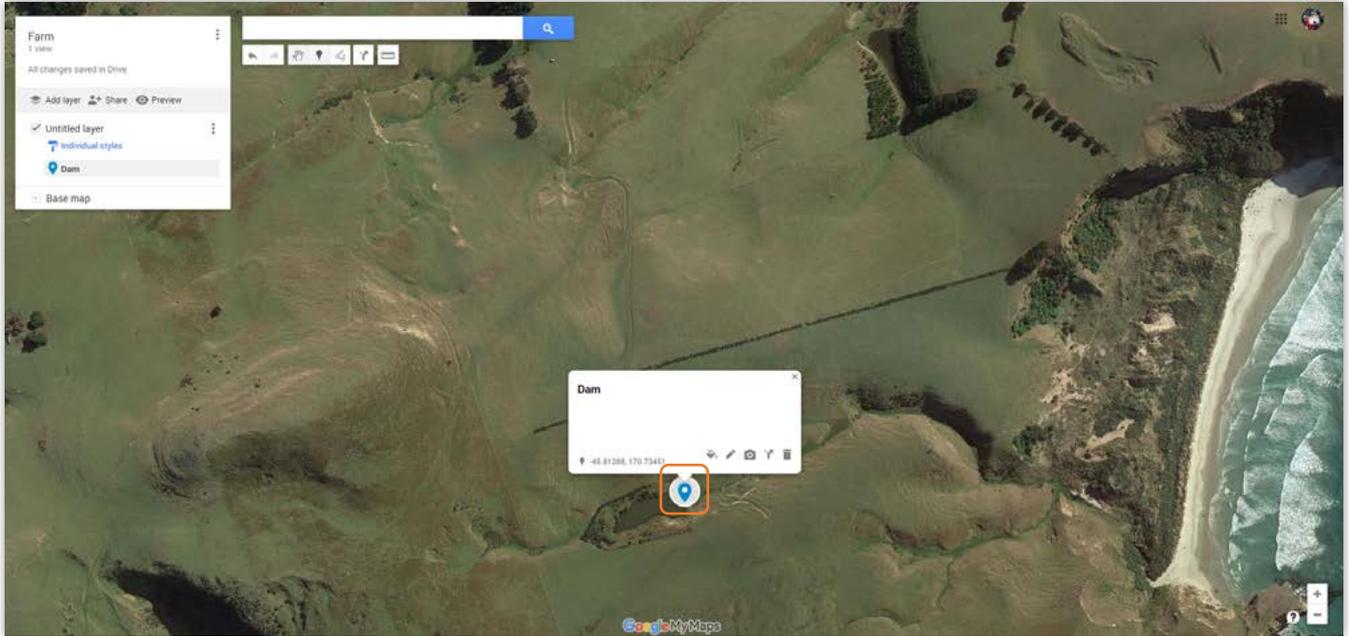
- 4 Use the mouse **scroll wheel** or the “+” and “-” icons in the bottom right corner to zoom into your property. Or you can **type your address** into the search bar.



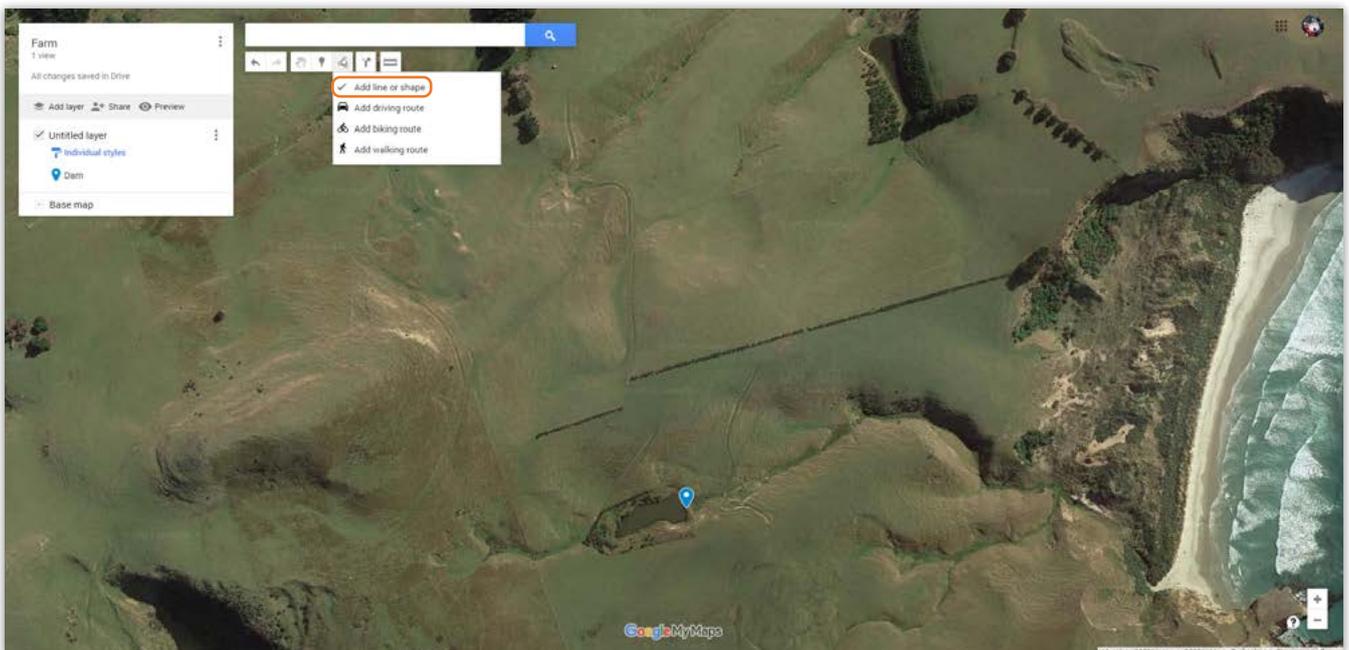
- 5 Click the down arrow next to “Base Map” in the top left panel to choose your map style, the **Satellite style** is recommended for mapping your farm.



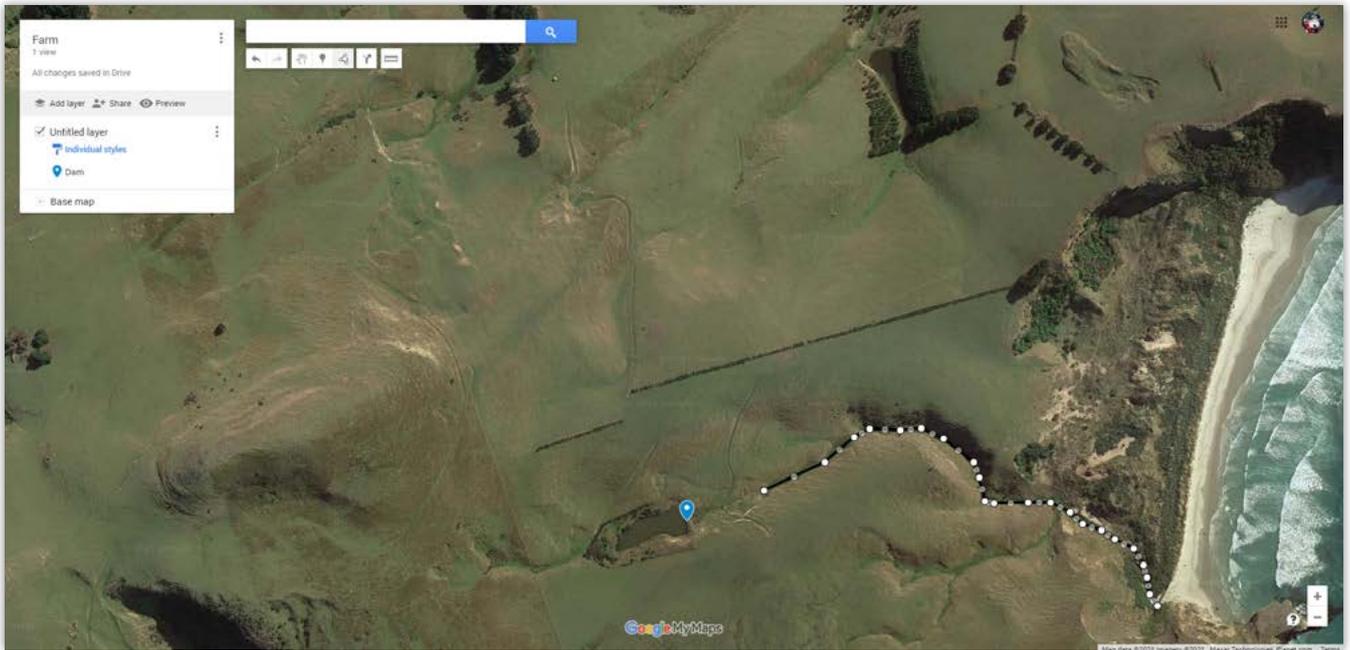
- 6 Before you start drawing, make sure you have the right **layer activated** (untick the layers you don't want to draw on). To add a marker for things such as water tanks, dams, sheds etc, **click on the marker icon** in the toolbar below the search bar. Then click on the screen where you want to place your marker.



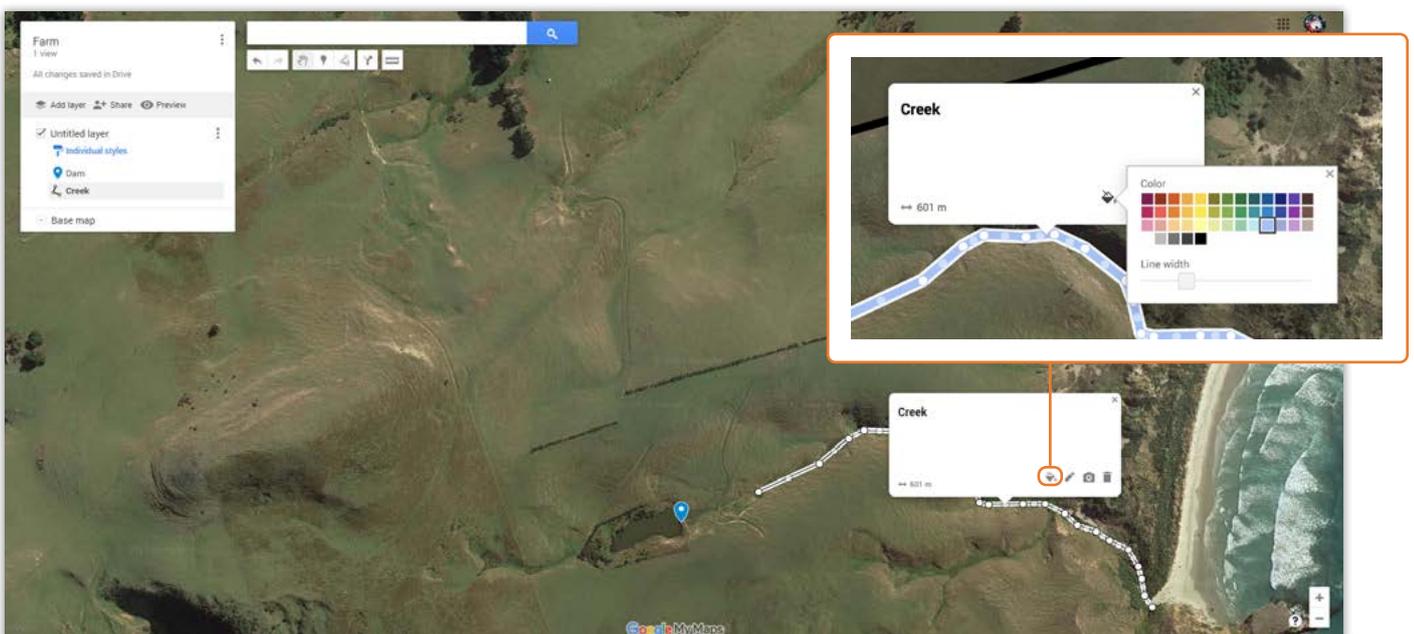
- 7 To draw shapes or lines, click the line icon that is to the right of the marker icon. You will get a dropdown of options, click **“add line or shape”**.



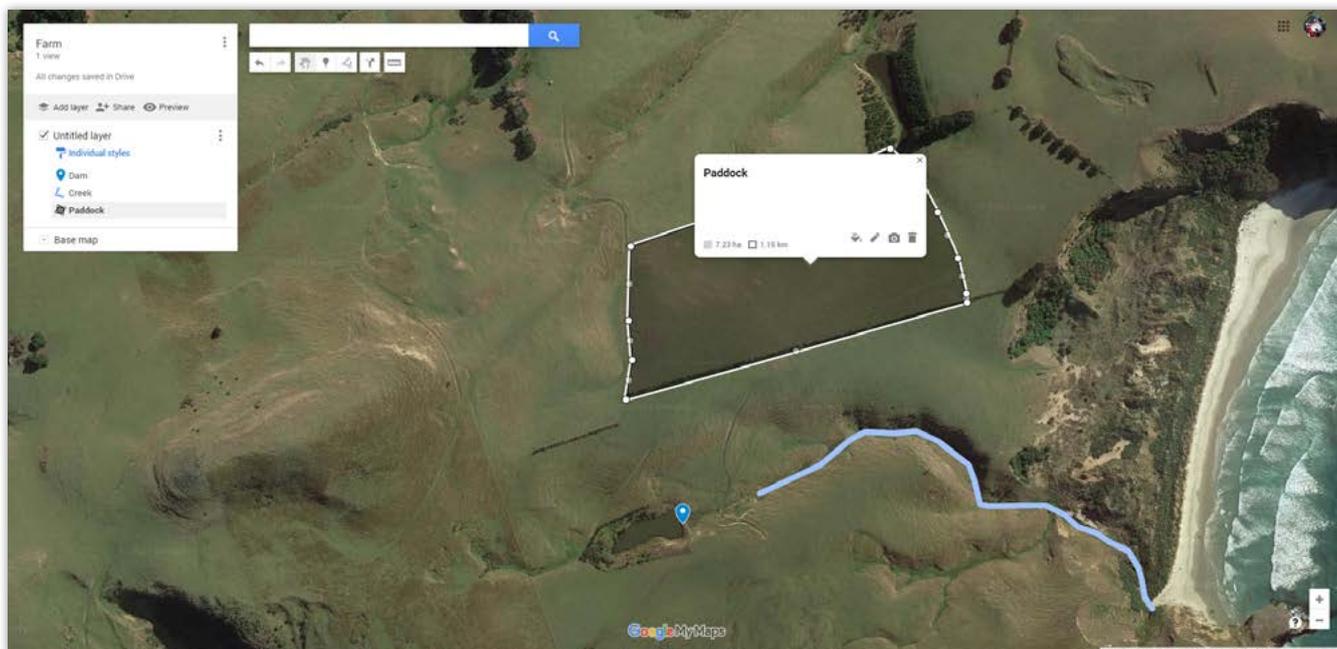
- 8 To **draw a line**, for things such as waterways, or fences etc., simply choose a starting point on your map and keep choosing points until you are happy with your selected line. To shift part of a line click on one of the points and drag it into position. To end the line and give it a title, press the “enter” key on your keyboard.



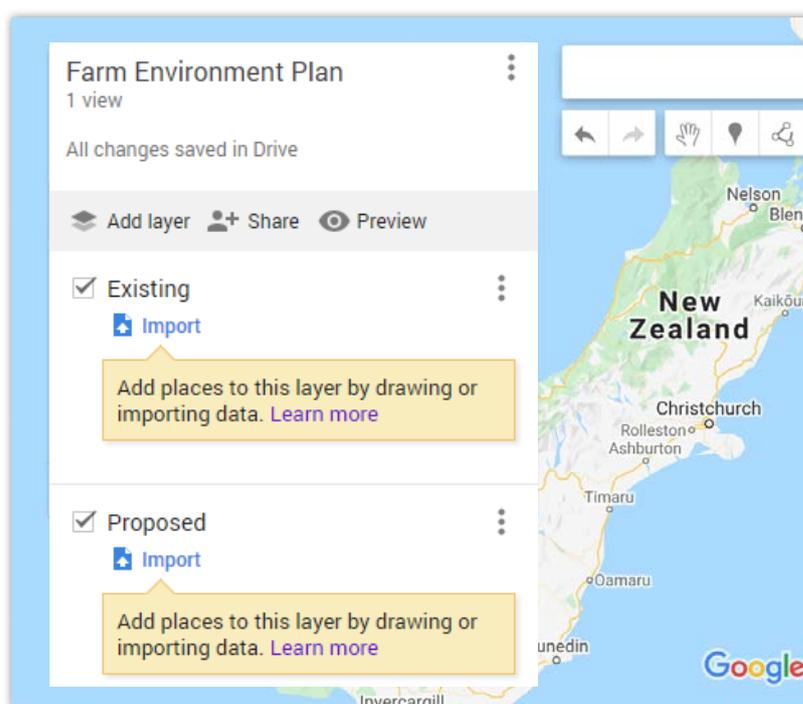
- 9 Once you have given your line a title and saved it you will get a pop up showing some **editing options**. You will have the option to edit your line and give it things such as a different color, line width, a description, and upload a corresponding photo to go along with the feature. If you aren't happy with your line, you can click the trash bin icon in the bottom right of the pop up to delete it.



- 10 If you want to **draw a shape** to mark a paddock or area on your property, you will need to follow the same process as drawing a line in step 7. However, this time instead of pressing “Enter” to end the line, you simply need to loop the points back around and click on the starting point of your line to close the shape. Again, once you have given it a title and saved it, you will be able to change the colour, line width, shape transparency, description, attach a corresponding photo, or delete it.

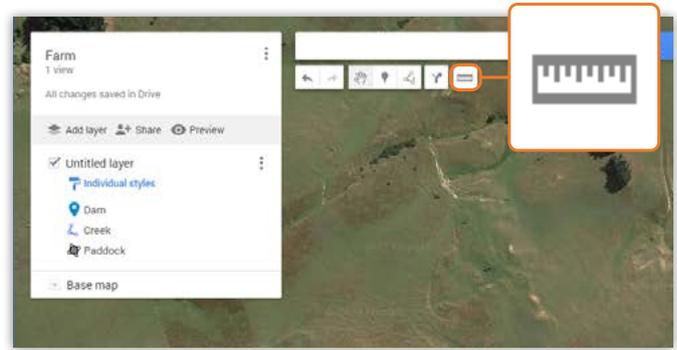


- 11 Remember to create a new layer for any proposed work you plan and record it against that layer. For example you might have layers for “Existing” including features and completed work, a layer for work in the coming year, and then a layer for future works.



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An interesting feature you can use if needed is the **measurement tool**. This is the ruler icon at the far right side of the tool bar. If you click on the map to select a starting point, it will show you the distance between your mouse cursor and that starting point. Like the line tool, you can select multiple points if you want to measure something that isn't a straight line. When measuring a polygon like a paddock or area of bush the measuring tool will provide both the distance around it and the area in hectares. You can also measure a straight line by pressing the "enter" key on your keyboard once you are happy with your selected points.



To **deactivate the measurement tool** simply click the hand icon or, if you have a complete line or shape, click anywhere on your screen.



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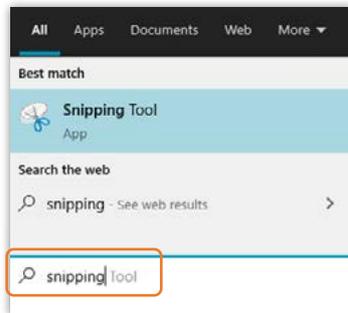
If you want to **print your map**, you have two options: Snipping tool (or the in-built tool for Mac computers), or using the built-in setting for printing in Google My Maps. The snipping tool gives you more control over the area of your map that you want printed, but the built-in print tool can be a little more straightforward and easy to use.

Make sure you have the layers you want to print ticked and the layers you don't want to print unticked.

1. Screenshot using snipping tool

Non-Mac computer:

1. Type "snipping tool" into the search magnifying glass in the bottom left hand corner of the task bar.
2. Click on "new" in the snipping tool, then click and drag your mouse across the screen in order to choose the area you want to print out.
3. Once this is done, a snipping window will appear, click on "file" and then "print" to send to your printer.



Mac computer:

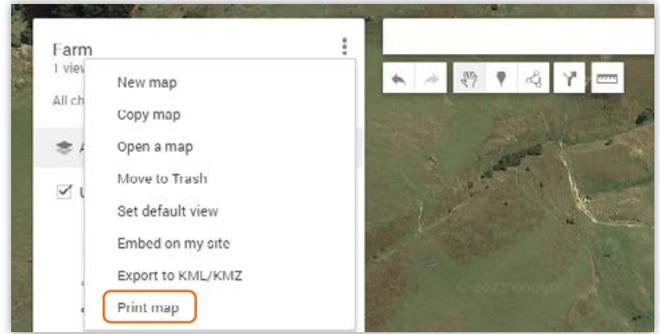
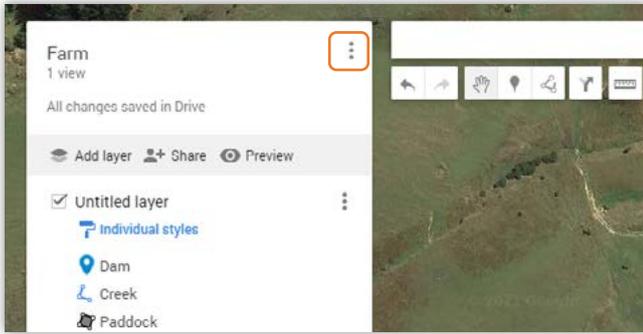
1. Press and hold these three keys together: Shift, Command, and 4.



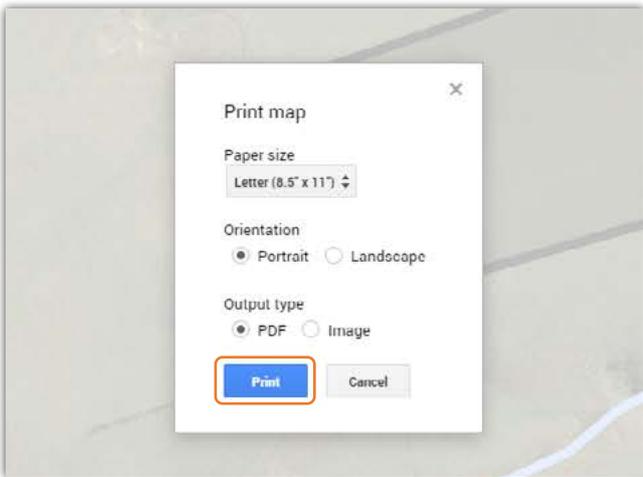
2. Drag the crosshair that appears in place of your mouse in order to take a screenshot of the portion of the screen you want shown. This should save to your main desktop screen. From there just put the screenshot into a word document and follow the word printing steps from there.

2. Print using My Maps built-in setting for printing

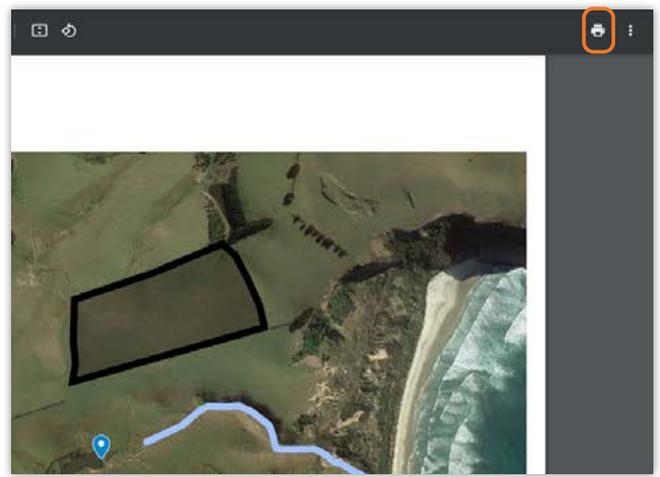
1. Click the **three vertical dots** in the top right of the main panel next to the name of your project
2. You will get a dropdown tab with a few different options, click **"Print Map"**.



3. A popup will appear giving you the option to change the paper size, the orientation and the output type of the image. Once happy with the settings, click **"Print"**.



4. This will open up a new PDF tab in your browser showing a preview of what you are about to print. If you are happy with how it looks, click the **Print icon** in the top right corner of the screen.



Other useful links

Google's support website:
www.support.google.com/mymaps

There are also many YouTube videos available from different parties.

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