

## INSTRUCTIONS FOR USING GOOGLE MAPS

1. Go to [www.google.com/maps](http://www.google.com/maps)
2. Log-in to Google by clicking on “sign in” in the top right corner, then sign in using your Google Account. If you do not have a Google account, please see me.
3. Click on “My Maps”
4. Click “create a new map”
5. Give your map a title and keep the privacy and sharing settings at “public”
6. Search for your first location. Once you find it, click the placemark button and drag the placemark icon to the location on the map. Give the placemark a title and a brief description.
7. Click OK when you are done with your placemark.
8. Repeat steps 7 & 8 for each location for your map.
9. When finished, click SAVE in the My Maps frame.
10. Next, click the “Send” tab in the right hand corner of the map and send your map to me ([historyclass@broachweb.com](mailto:historyclass@broachweb.com)). **PLEASE INCLUDE THE NAMES OF PEOPLE IN YOUR GROUP IN THE MESSAGE BOX.**

The screenshot shows the Google Maps interface with a map of Cuba. A search bar at the top contains the word "Cuba". On the left side, the "My Maps" panel is visible, showing a list of maps: "Untitled", "US in World Affairs, 1865-1917", and "Local Colonial Settlements". The "US in World Affairs, 1865-1917" map is selected. Below the list, there are fields for "Title" (containing "US in World Affairs, 1865-1917") and "Description". There are also "Privacy and sharing settings" and a "Placemark 2" button. On the right side, a map of Cuba is displayed with various cities labeled. A "Placemark" dialog box is open over the map, with a blue pin icon. The dialog box has fields for "Title" and "Description", and buttons for "Delete", "Cancel", and "OK". Three blue boxes with black arrows point to specific elements: "My Maps Frame" points to the left sidebar, "Placemark button (click and drag to place on map)" points to the blue pin icon in the map toolbar, and "Send button when finished with all locations" points to the "Send" button in the top right corner of the map area.