



# Personalized Google Map Tutorial

Destination Chattanooga

**This tutorial will teach you how to make a customized map of your favorite places that you can share with visitors, friends and family.**

# To complete this tutorial...



Complete the instructions in this document and create your map



Create a easy to share, short URL



Email your map to  
stephanie@chattanoogaatourism.com  
with the subject "My favorite places map"

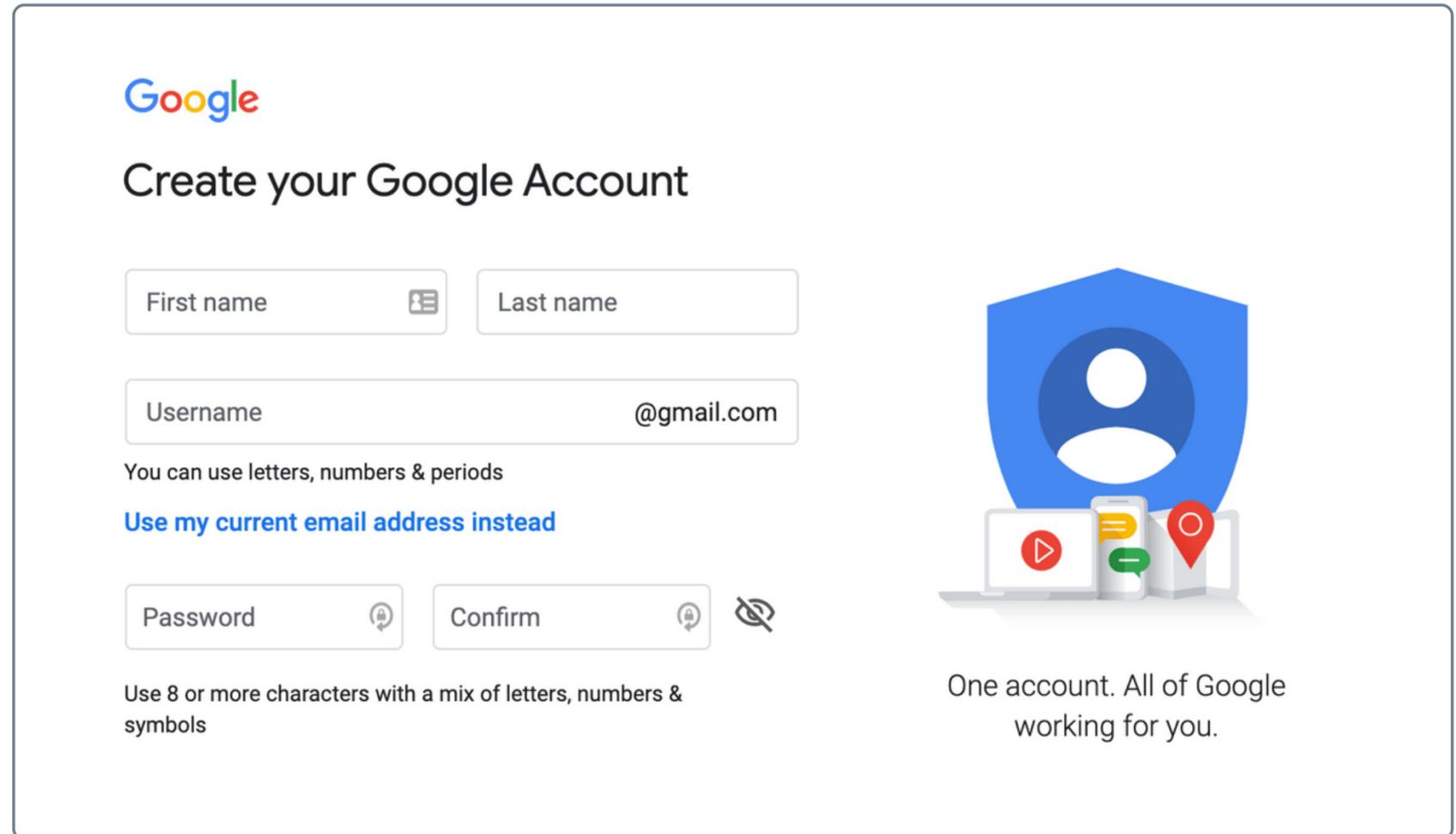
# 1

## To begin, you'll need a Google login.

If you don't have one, visit:

Follow the instructions to set up an account.



The screenshot shows the Google Account creation interface. At the top is the Google logo and the heading "Create your Google Account". Below this are input fields for "First name" and "Last name", followed by a "Username" field with "@gmail.com" as a placeholder. A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. At the bottom, there are "Password" and "Confirm" fields, each with a strength indicator icon and a "Show/Hide" eye icon. To the right of the form is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Messages, and Maps. The text "One account. All of Google working for you." is positioned at the bottom right of the screenshot.

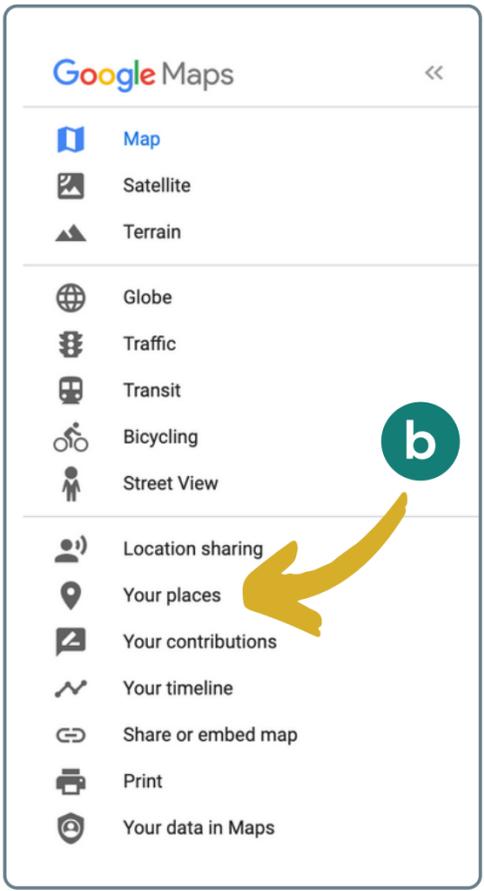
# 2

## While logged in, access Google Maps and navigate to "Your places."

To do this, visit:

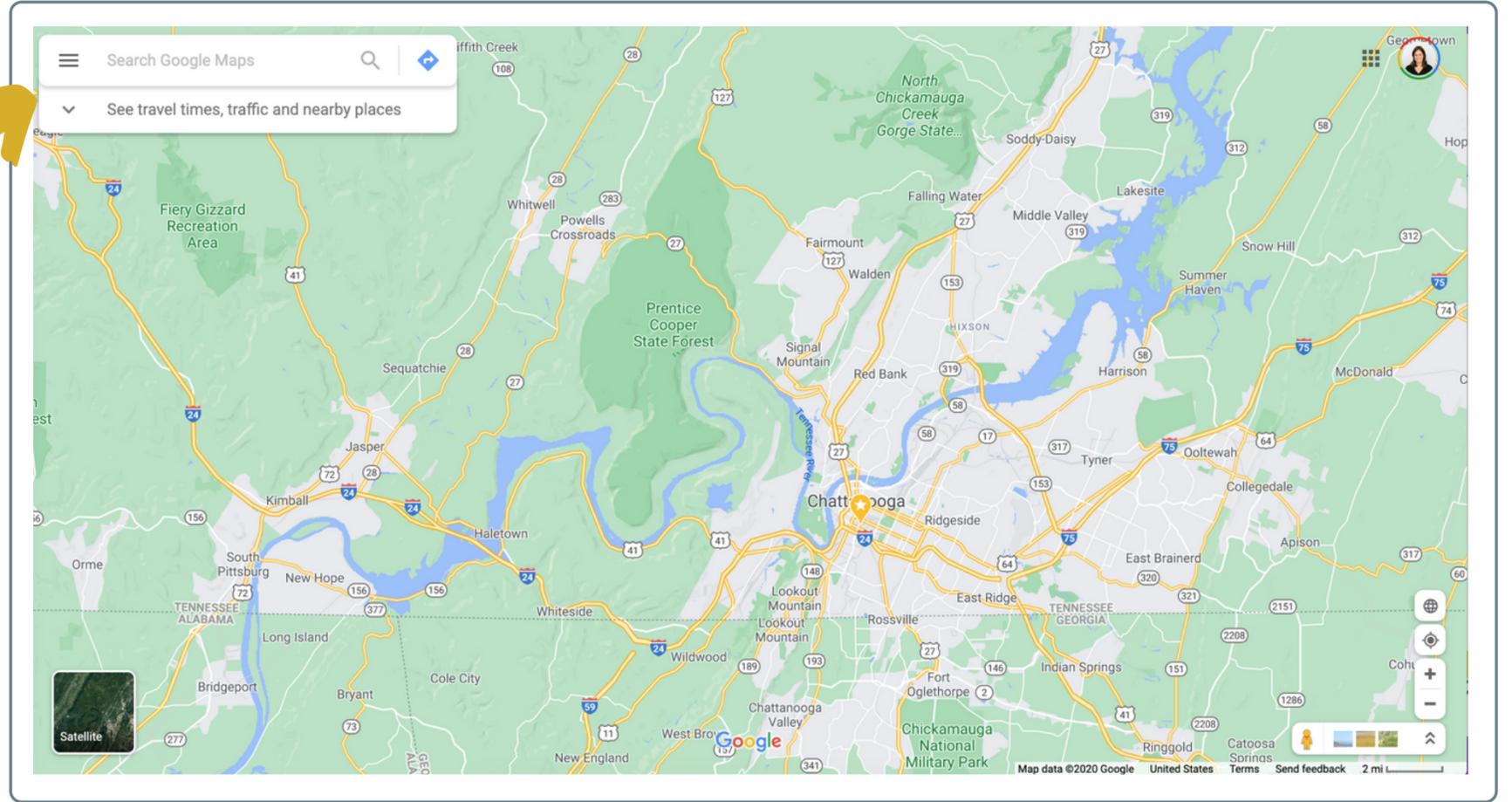


Click the three lines in the top left corner and scroll down to "Your places"



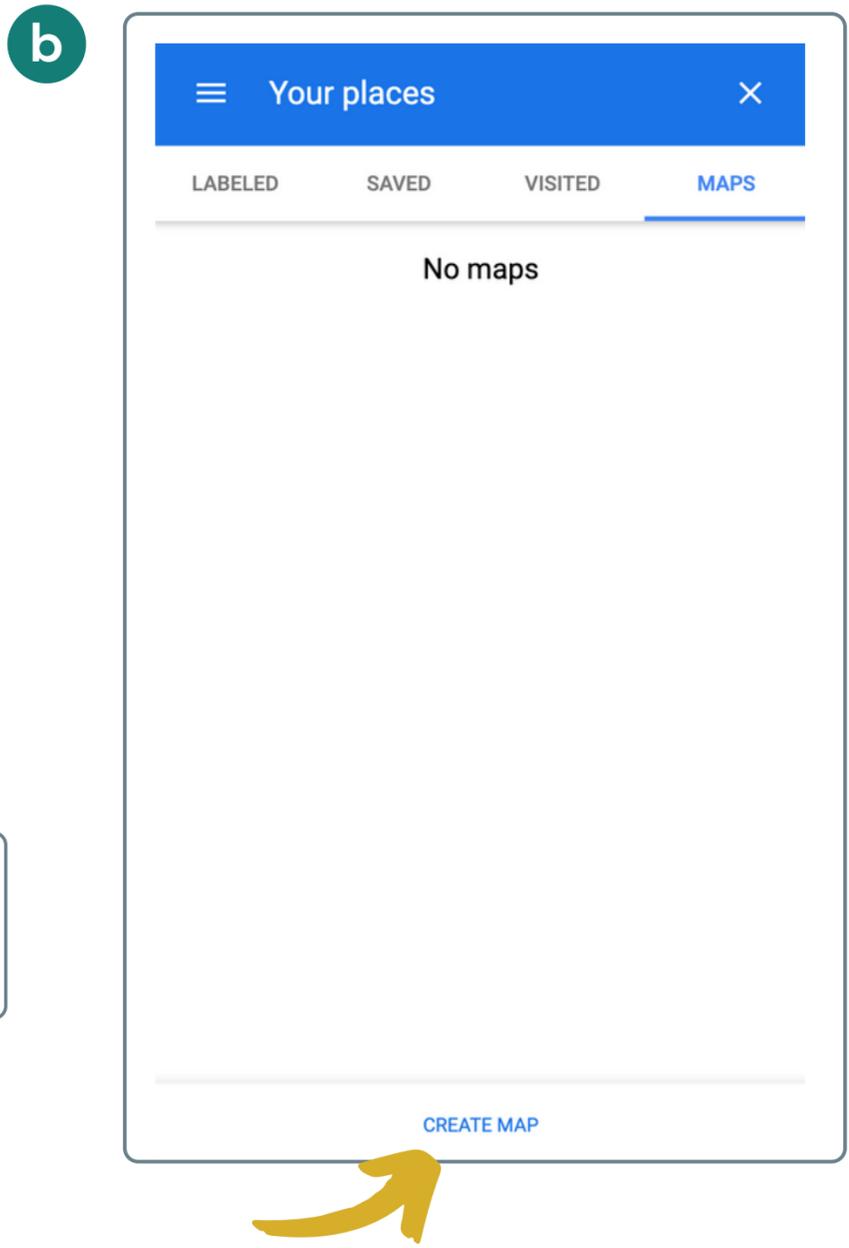
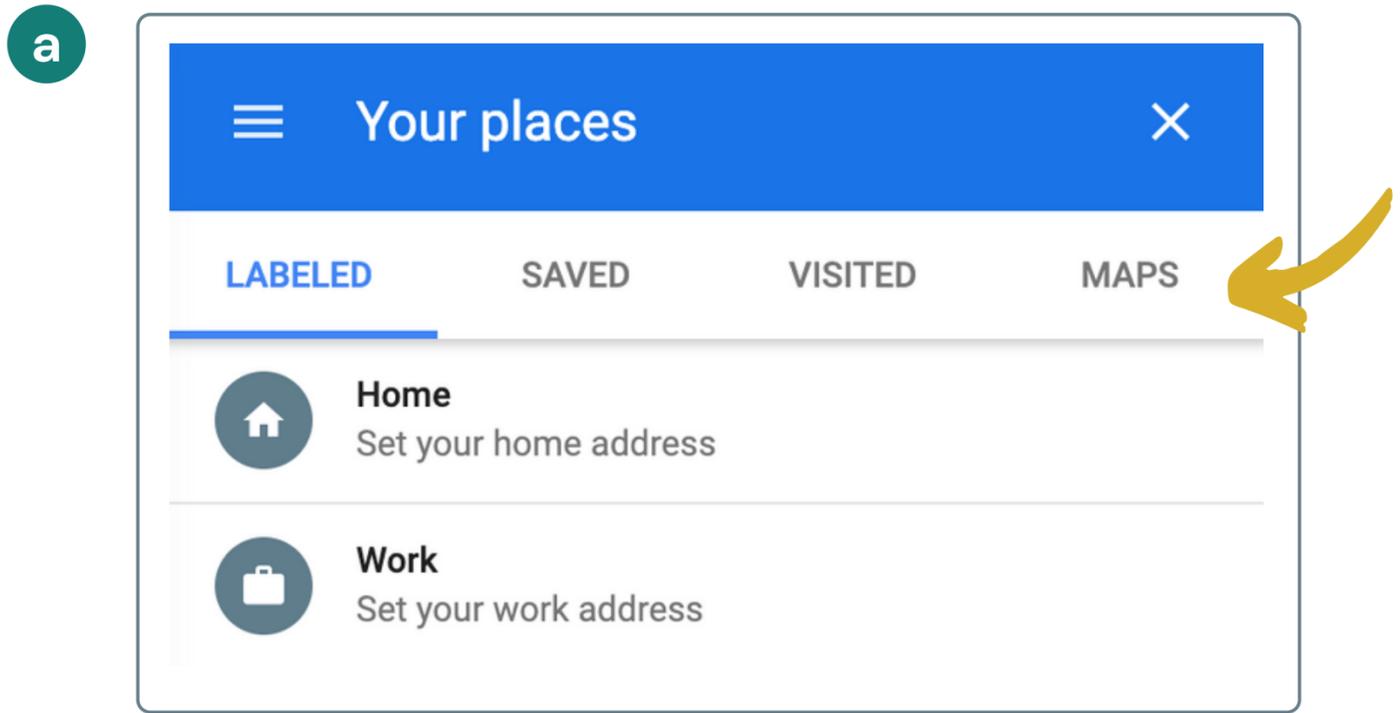
a

b



3

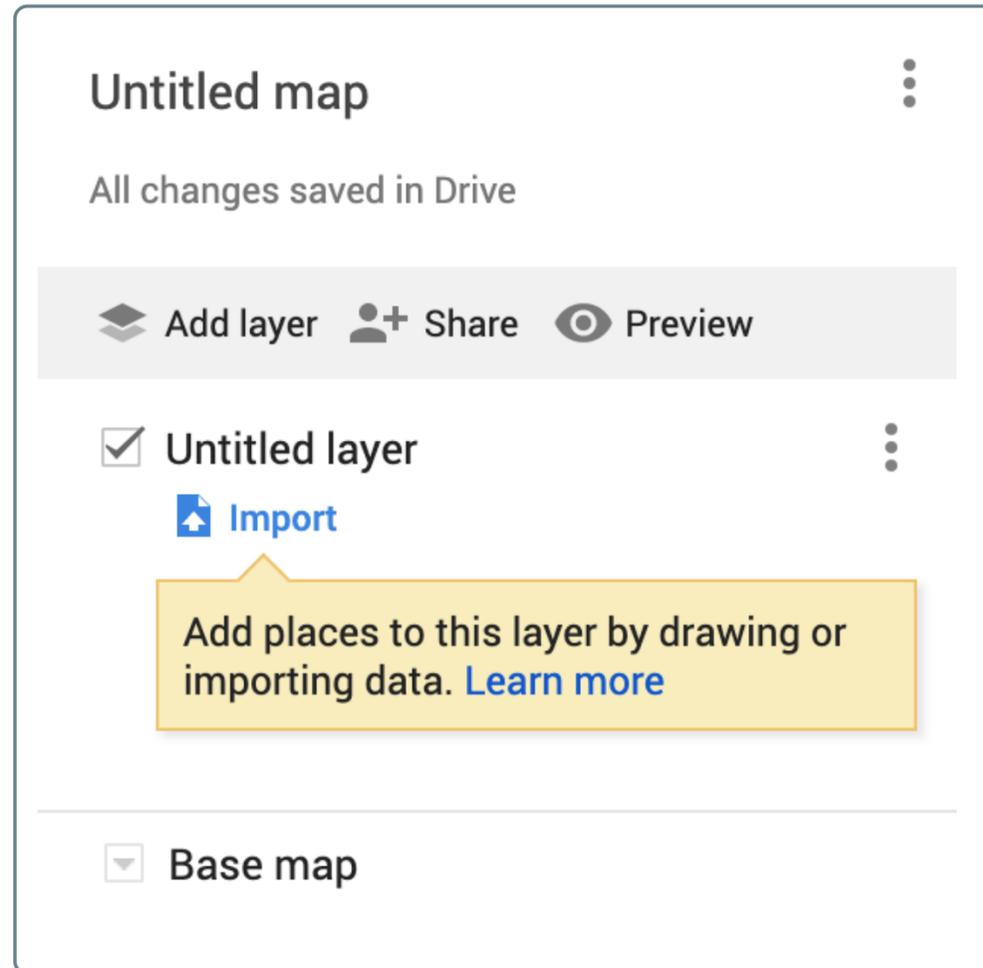
From "Your places" navigate to "MAPS" and click "CREATE MAP"



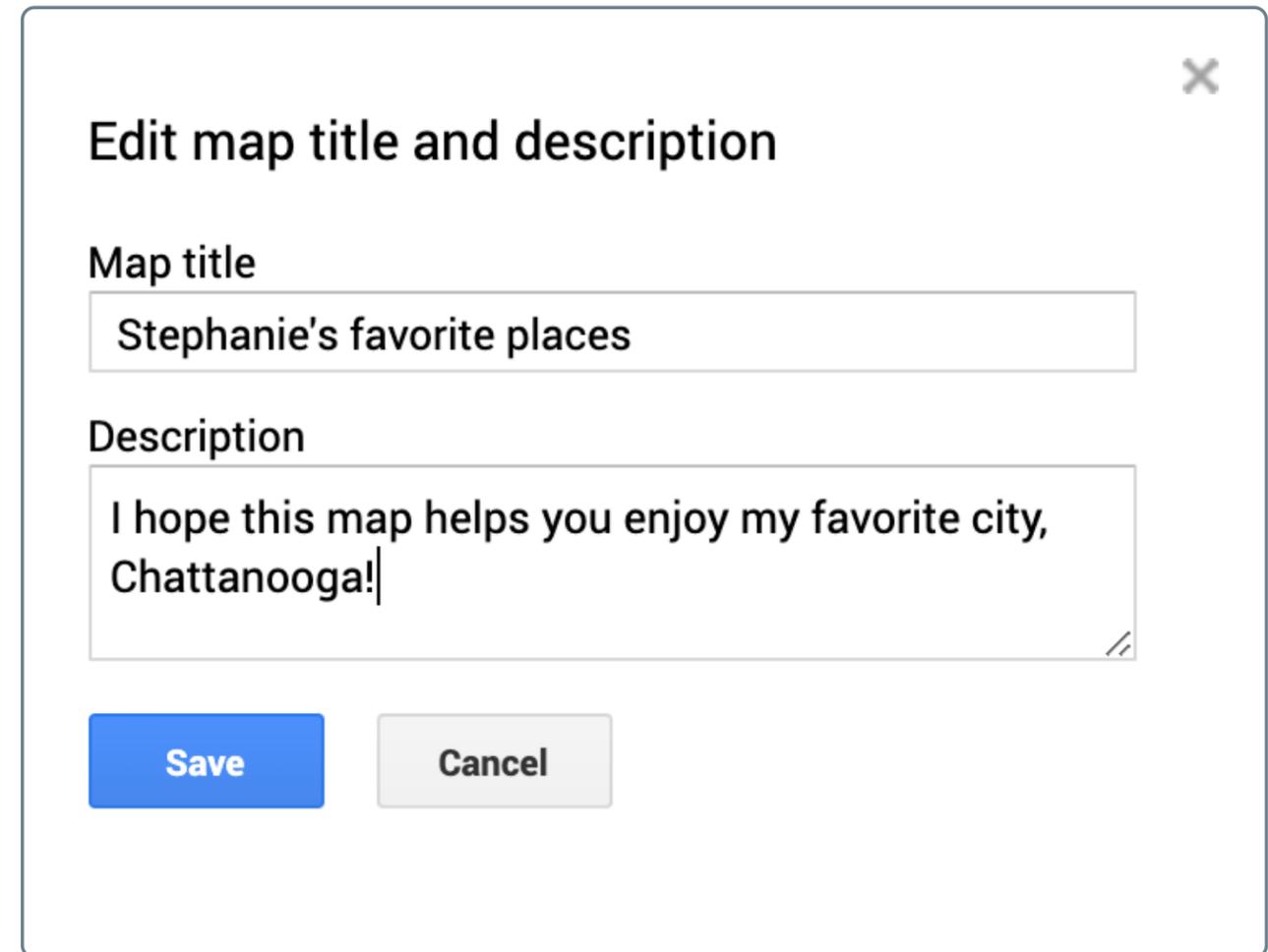
# 4

## Name your map and add a description.

**a** Click on the text where it says "Untitled map"



**b** Give the map a title and add a short description.



# 5

## Create layers for different types of recommendations.

Click on the text where it says "Untitled layer" to name the layer. I created one that's titled "Eating and drinking" and then clicked "Add layer" to add one more called "Exploring." Be as creative as you'd like. You could have a layer or outdoor opportunities, arts & music, shopping, and more.

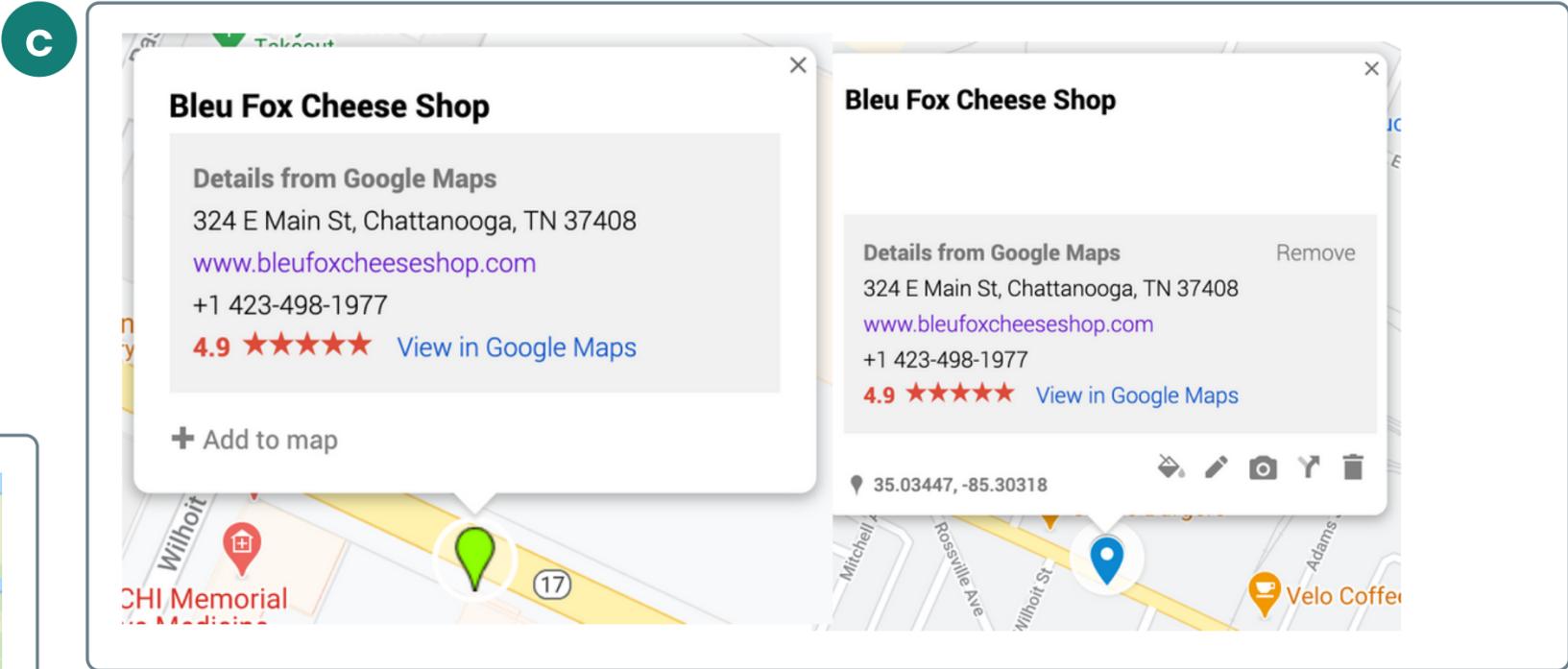
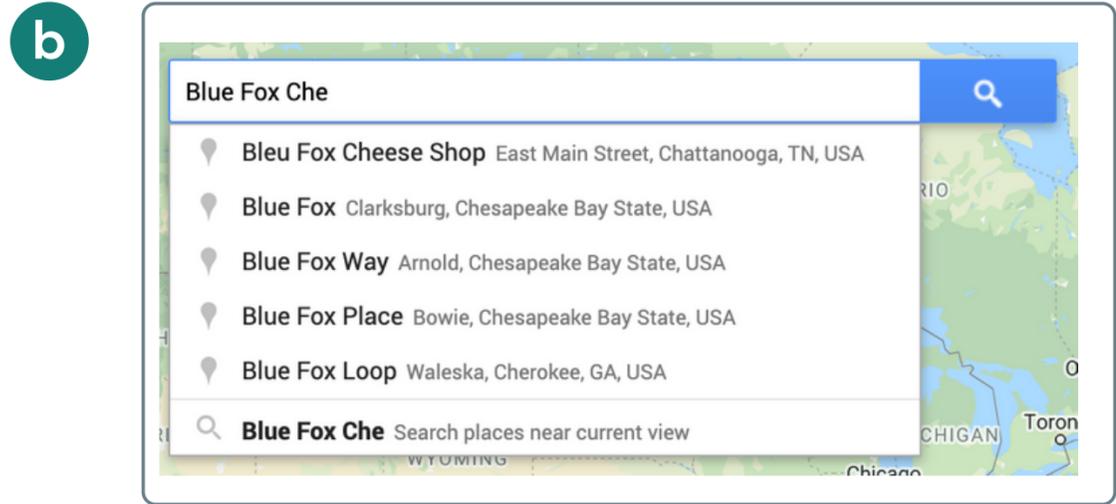
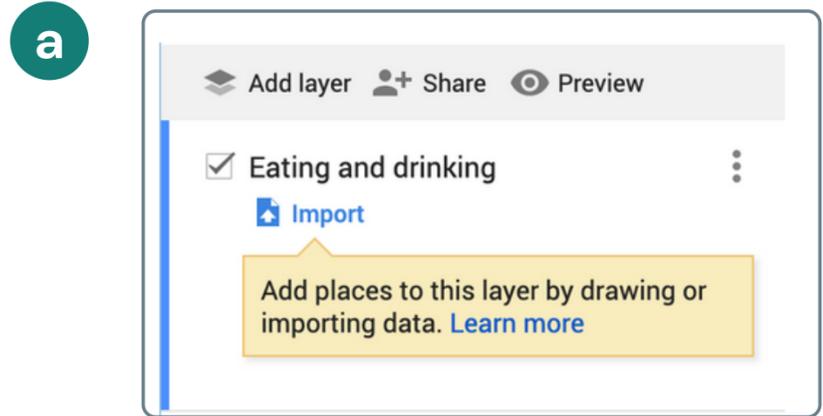
The image illustrates the steps to create and name map layers in Google Maps. It consists of four sequential screenshots:

- (a)** The 'Layers' panel for 'Stephanie's favorite places' is shown. The 'Untitled layer' is selected, and a yellow callout box says 'Add places to this layer by drawing or importing data. [Learn more](#)'. A yellow arrow points to the 'Untitled layer' text.
- (b)** The 'Edit layer name' dialog box is open, showing the text 'Eating and drinking' in the input field. A yellow arrow points to the dialog box.
- (c)** The 'Layers' panel is shown again, but now the 'Add layer' button is highlighted with a yellow arrow.
- (d)** The final 'Layers' panel is shown with two layers: 'Eating and drinking' and 'Exploring'. Both layers have a yellow callout box with the same text as in (a). A yellow arrow points to the 'Exploring' layer.

# 6

## Add places you like to the map.

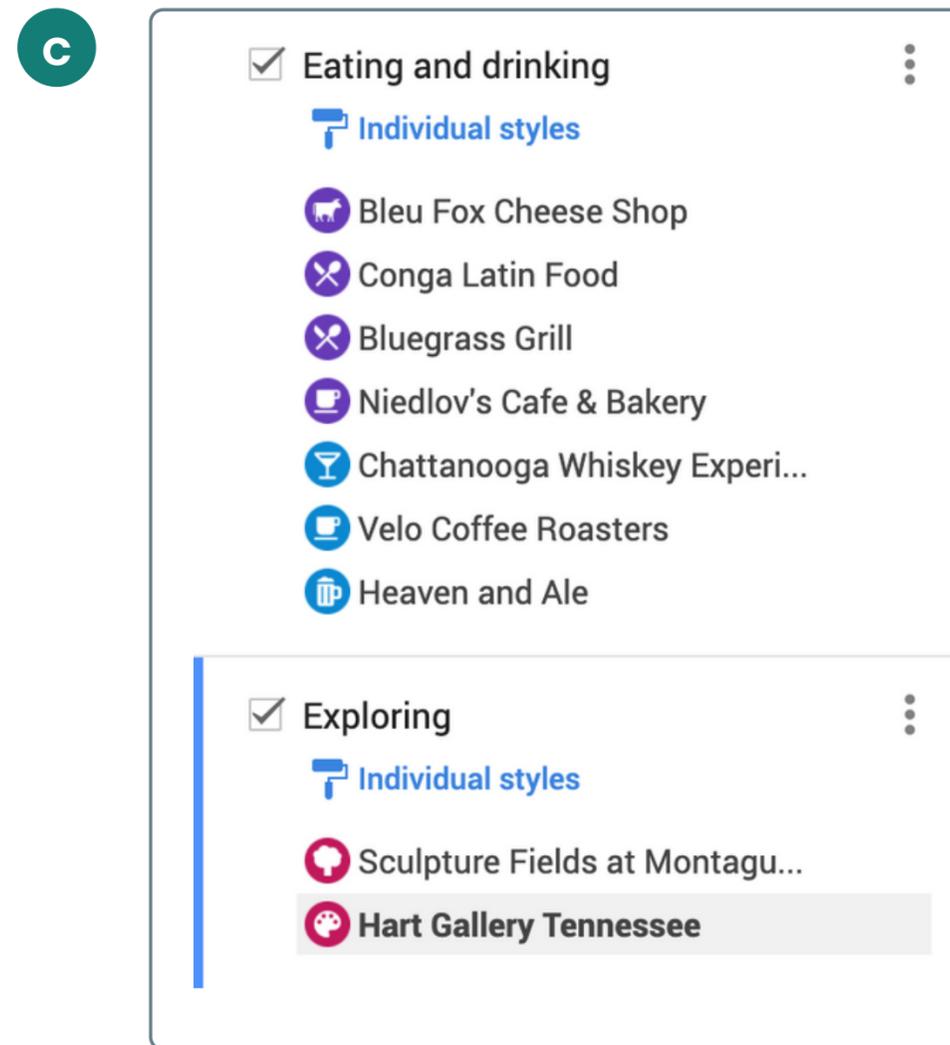
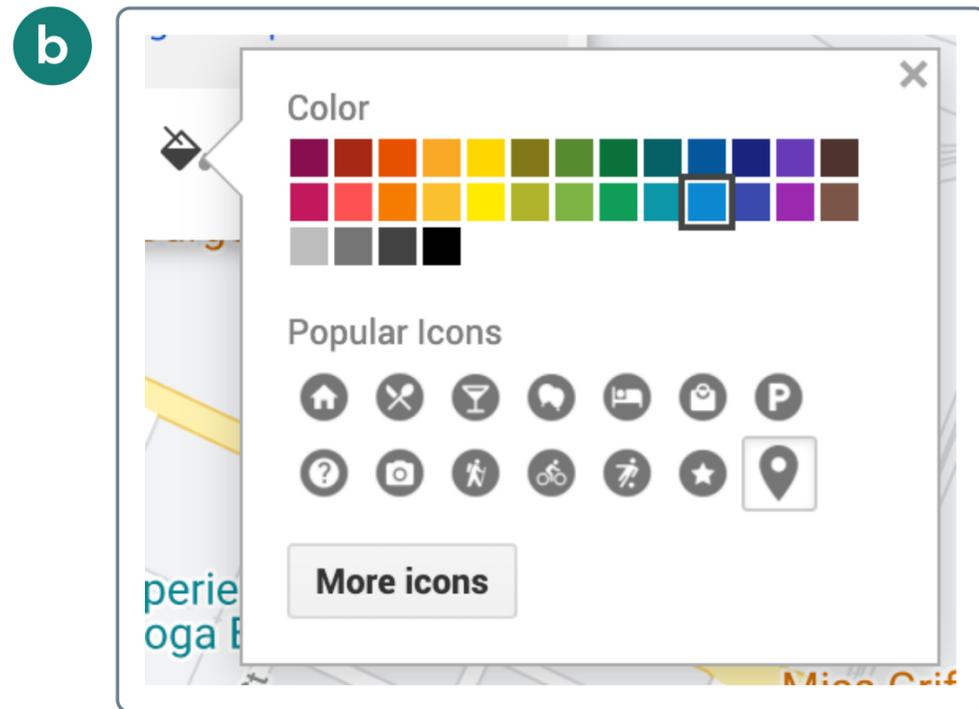
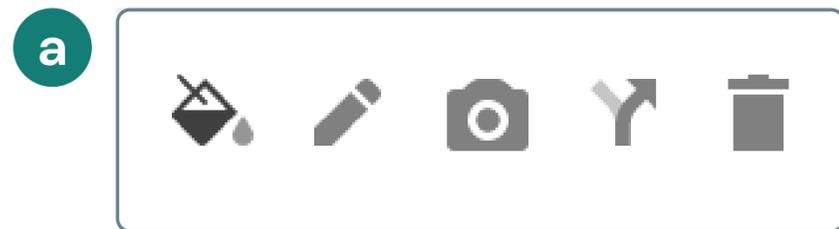
Make sure the layer that you want to add to is highlighted. The blue line on the left indicates the layer that is selected. Use the search bar to locate the place you'd like to add and select it from the list. Click "Add to map." This will change the location icon from green to blue, indicating that it has been added.



# 7

## Organize the places using icons and colors.

You can change both the color and the icon for each place you add by clicking the paint bucket icon. This way, you can both color code your listings, and add icons that reflect them. You'll see in my list of places, I've used layers, colors, and icons to organize. purple = eating, blue = drinking, pink = things to do.

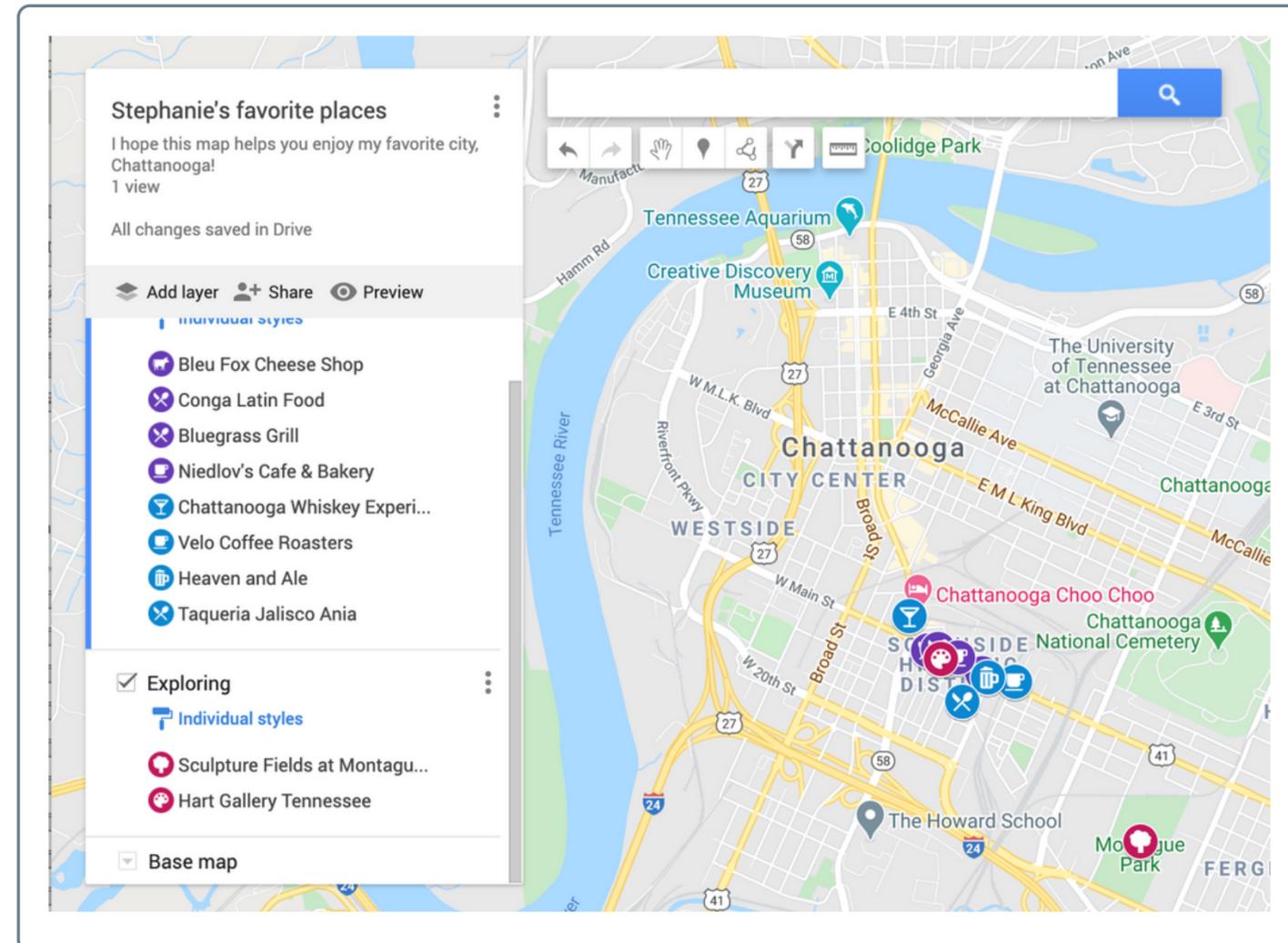


# 8

## Continue populating your map with places you enjoy.

Continue to add your favorite places to the map and change their colors and icons accordingly. When adding, make sure you're on the correct layer. If you need to move things around, you can click and drag the location name in the list view to change the order and move them between layers.

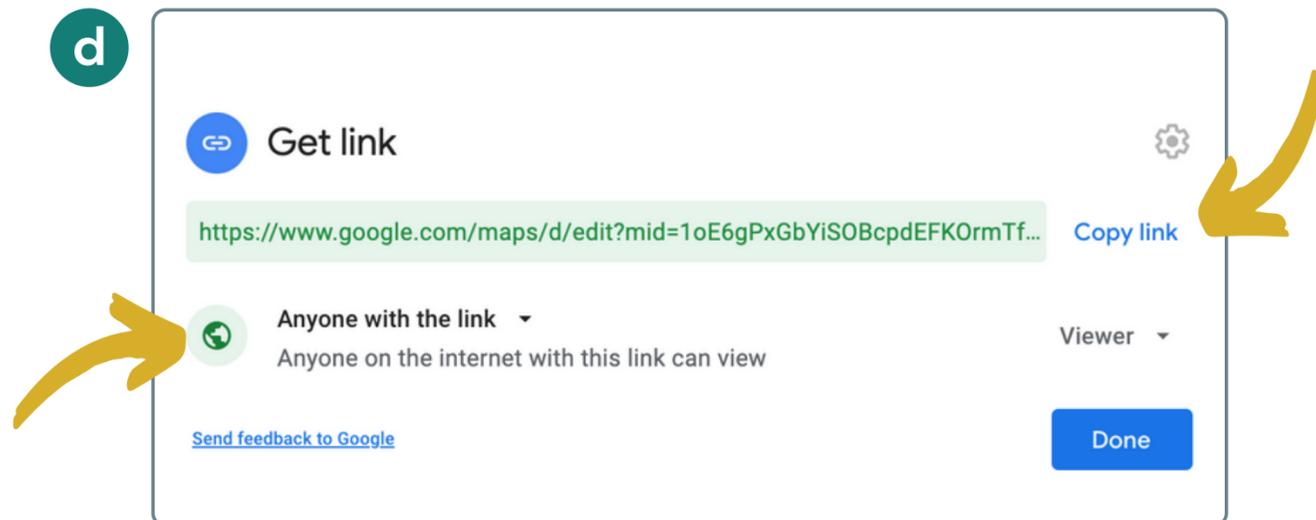
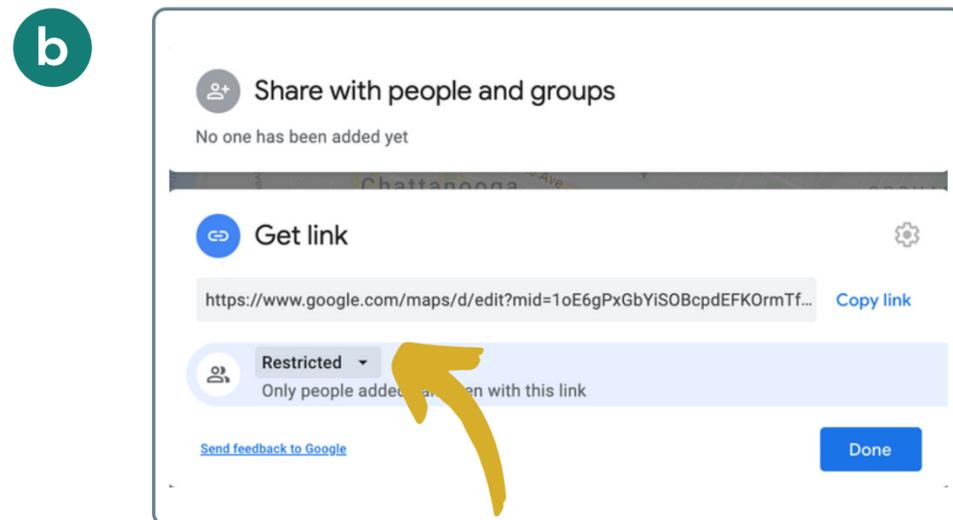
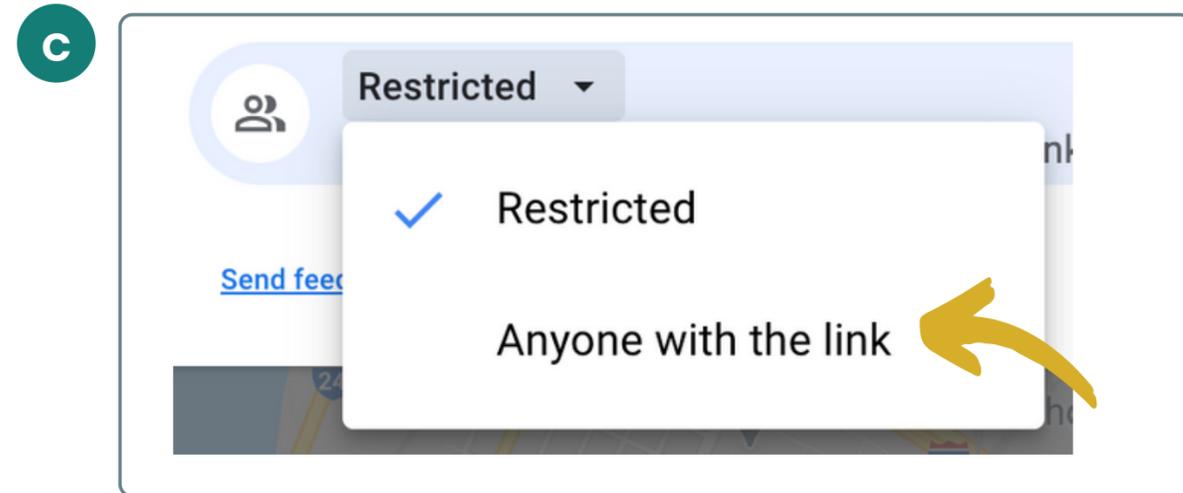
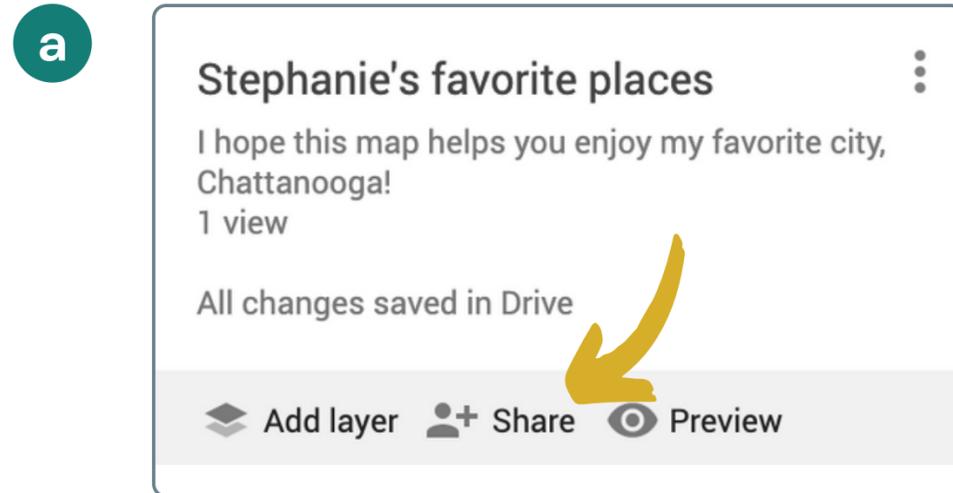
To receive credit for this activity, you should make a map with 3+ layers and at least 3 locations per layer.



# 9

## Change the settings so that your map is shareable.

Under your map's title and description, click "Share." By default, your map's title and description will be set to "Restricted." Click this, and then change it to "Anyone with the link." Finally, copy the link by clicking the "copy link" text.



10

## Create a short URL to make it easy to share your map.

Visit  and sign up for an account if you don't already have one.

Click "Create" to make a link. Then paste your map's link into the box that says "PASTE LONG URL" and click "Create" at the bottom. Give your link a title, and then give it a memorable name and type it into the "CUSTOMIZE BACK-HALF" box. You'll see that I named mine "stephloveschattanooga" so my link is now bit.ly/stephloveschattanooga-- easy to remember and give to visitors! Click copy.

a

The screenshot shows the Bitly 'CREATE LINK' interface. At the top, there is a search bar with the word 'SEARCH' and a magnifying glass icon, and a 'CREATE' button with a dropdown arrow. Below this is a 'CREATE LINK' header with a close button. Underneath, there is a dropdown menu showing 'bit.ly' and 'Default'. A large, light-colored box labeled 'PASTE LONG URL' is highlighted with a red border. At the bottom, there is a note: 'To create a Link from your dashboard, press 'b''.

b

The screenshot shows the Bitly 'EDIT LINK' interface. At the top, there is an 'EDIT LINK' header with a close button. Below this, the current link 'bit.ly/stephlovesch...' is displayed with 'COPY' and 'SHARE' buttons. Underneath, there is a 'CREATED SEP 3' label and a 'Hide Link' link. A 'TITLE' field contains 'Stephanie's Favorite Places'. A 'CUSTOMIZE BACK-HALF' field contains 'bit.ly/stephloveschattanooga'. At the bottom, there is a 'PRO TIP: Create Links from any webpage in one click. Get the Bitly extension →' and an 'Add or create tag' button.

# Congrats! That's it.

Email your map link to  
[stephanie@chattanoogaatourism.com](mailto:stephanie@chattanoogaatourism.com)  
with the subject line "My favorite places map"