Updating the Maria Mitchell Association Google My Map

Manual

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1. Usage of the MMA Google My Map:

This Google My Map has been created to provide visitors with an interactive map of the Maria Mitchell Association. The map includes all MMA locations and whether they are open or under renovation. Each location has been given a pinpoint with an icon that helps describe what the focus of the location is. The locations that are on the Properties Pass have been given icons with colors and symbols that relate to their color and symbol on the pass. Details for each location are provided, including an address, photos, and a description of the location, including whether it is open or closed for the season and operating hours, if applicable. In addition to each location, the map provides directions to and from the three main sets of buildings the MMA owns: the Aquarium and Washington St. Facility, the Vestal St. Campus, and Loines Observatory. These directions currently are for those walking to and from each location, although it is simple enough for those using the map to click on a location and get directions to it from wherever they are.

The MMA is constantly changing the status of its buildings. Some stay open year round while others are seasonally open, and the Google My Map should reflect this. The purpose of this manual is to help staff members at the MMA update the Google My Map so that it is always relaying visitors with accurate information. This means having current operating hours, building descriptions, building photos, and directions. This manual provides step by step instructions with pictures for the MMA staff to update the My Map with just about any information they want to include.

2. Accessing the Google My Map

The owner of the Google My Map is mariamassociation@gmail.com. This means they can edit and share the map's permissions.

The Google My Map can be accessed using the link below:
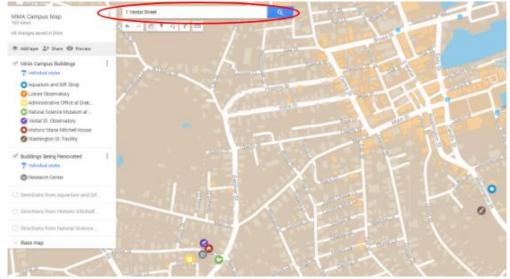https://drive.google.com/open?id=13ot3R-LILAvEwaUE32R7UZzH0yg&usp=sharing
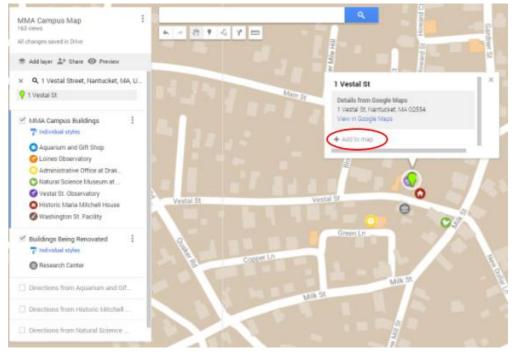
3. Add or Remove Pinpoints

3.1 To add a pinpoint:

A pinpoint can be added two different ways: by address or by dropping a pinpoint at the exact location.
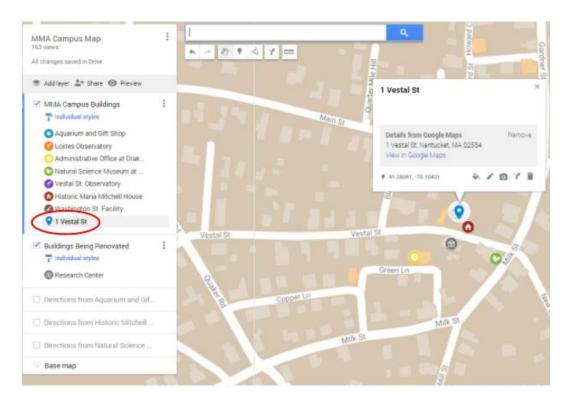
3.1.1 By Address:

1. Type the address into the search bar at the top of the map then hit Enter on the keyboard or select one of the addresses that appears below the search bar

2. A green pinpoint will appear at the address. Click "Add to map" to add the pinpoint. If this pinpoint is not in the right location click the "x" in the top right corner of the pop-up to remove it

3. When you click "add to map" the pinpoint changes to blue and gets added to the list of locations on the left side menu
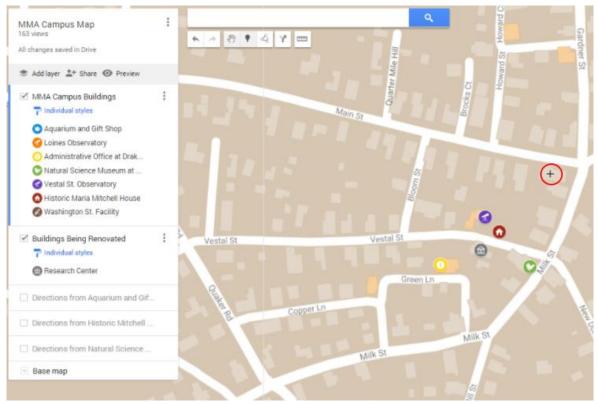

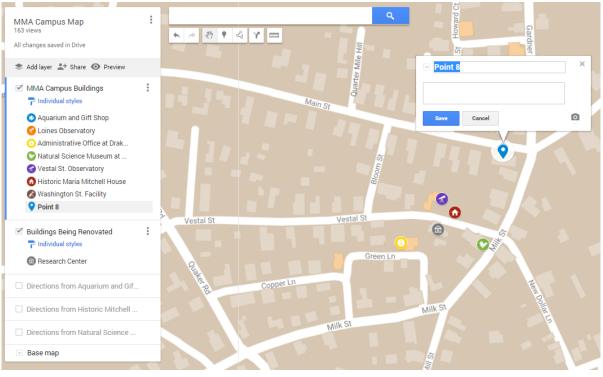3.1.2 Dropping a pinpoint at the exact location:
   1. Select the pinpoint icon located under the search bar on the map. When selected the background of the icon will change from white to a light grey and the cursor will change to a plus sign
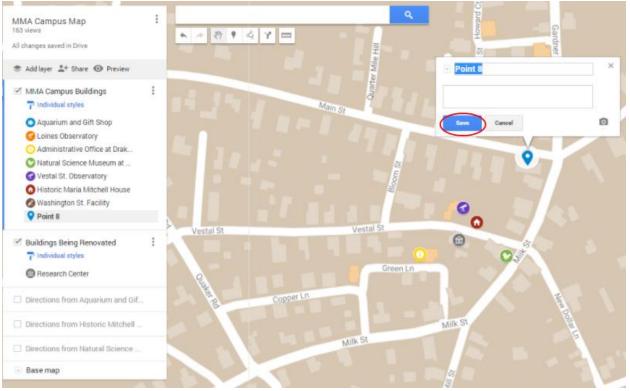

   2. Move the cursor to where you want to drop the pinpoint and then click on that spot
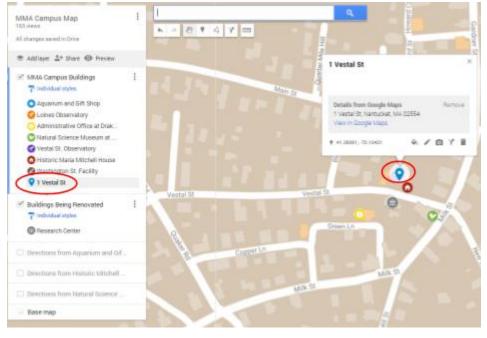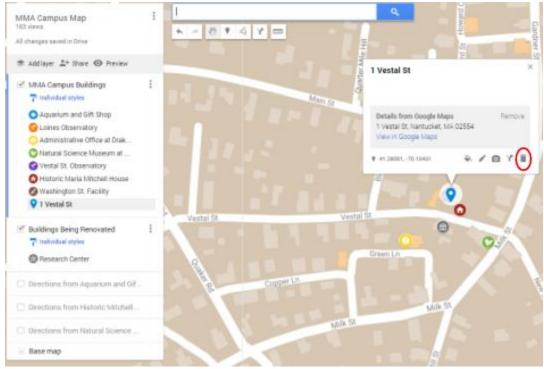
3. A pinpoint will appear on that spot

4. Then click save

3.2 To remove a pinpoint:
1. Select the pinpoint you wish to remove by clicking on it in the left side menu or by clicking on the pinpoint directly on the map

2. Click the trash can icon in the bottom right corner of the pop-up to remove the pinpoint from the map

4. Change Pinpoint Appearance

To change the color and icon of a pinpoint:

1. Select the pinpoint with the icon you wish to change by either clicking the pinpoint itself or on the menu on the left side
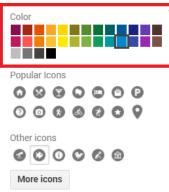
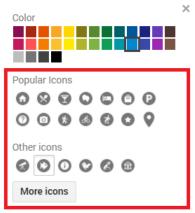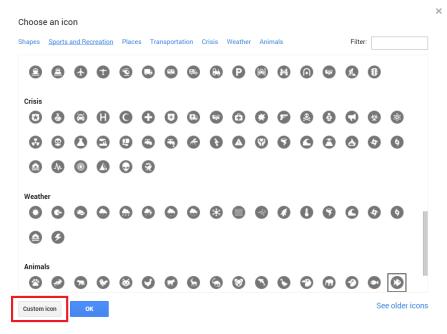2. Click on the paint bucket icon on the bottom right of the pop-up

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CLOSED FOR THE SEASON. In season, displays local Nantucket species and is an excellent place to learn about the amazing sealife around the island. Displays include anything from seahorses to octopus to sharks! There is also a touch tank!

📍 41.28188, -70.09584

3. Choose a new color for the icon

Color

Popular Icons

Other icons

More icons

4. Choose a new symbol for the icon

a. Click "More icons" if you don't see the one you want in the suggested icons
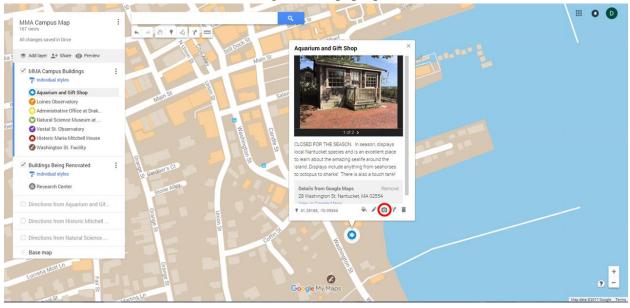b. You may also upload a small picture as an icon by clicking "More icons" → "Custom icon"

5. Add or Remove Pictures

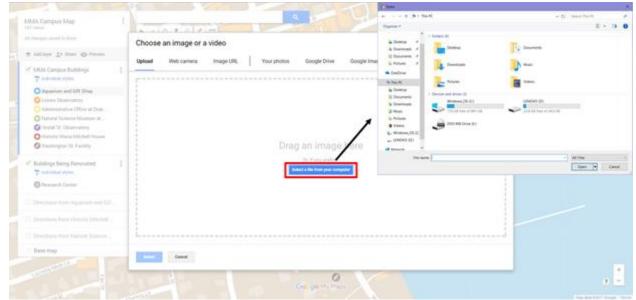5.1 To add a picture to a pinpoint:

1. Select the pinpoint the picture will be added to by either clicking the pinpoint itself or on the menu on the left side.
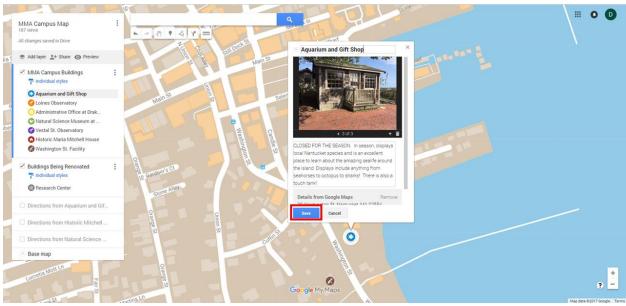

2. Click on the camera icon on the bottom right of the pop-up.

3. Select the location where the picture is being stored or drag the picture into the box in the pop-up window.
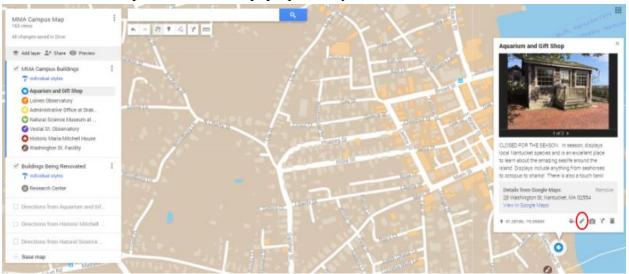

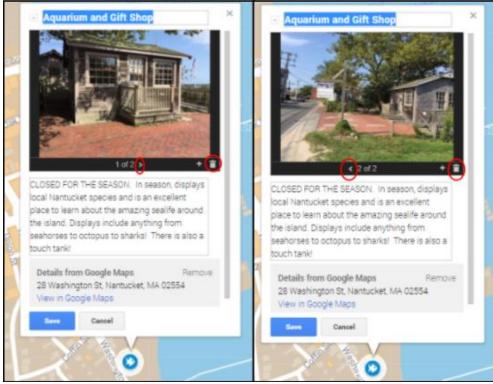4. Then click Save.

5.2 To remove a picture from a pinpoint:
1. Select the pinpoint with the picture you wish to delete by either clicking the pinpoint itself or on the menu on the left side
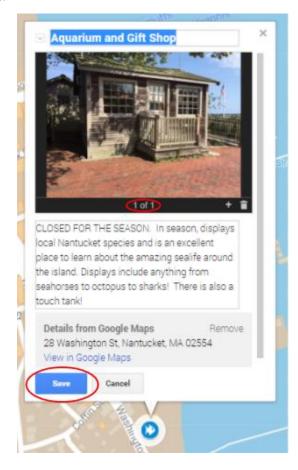

2. Click on the pencil icon on the pop-up that says "Edit" when the mouse hovers over it.

3. In the black square around the picture in the pop-up, there is a trash can icon. If there is more than one picture for the pinpoint, click to the picture that will be removed by using the arrows then click the trash can and the picture will be removed.

4. Then click "Save"

6. Edit Descriptions

To edit the description of a location:

1. Select the pinpoint with the description you wish to edit by either clicking the pinpoint itself or on the menu on the left side

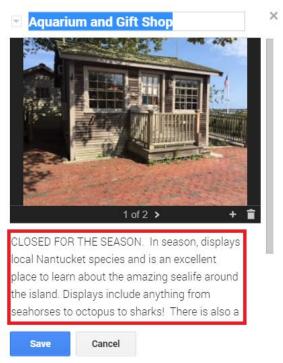2. Click on the pencil icon on the bottom right of the pop-up

3. Edit the text window as is appropriate

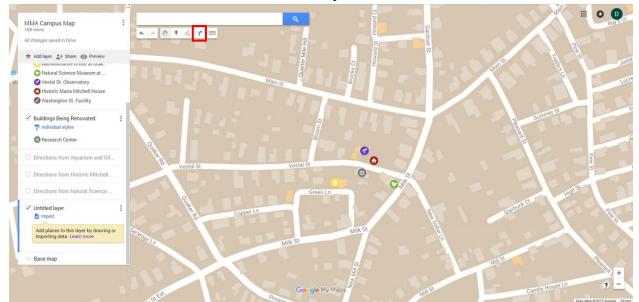4. Click "Save" to update the text or "Cancel" to discard the new changes
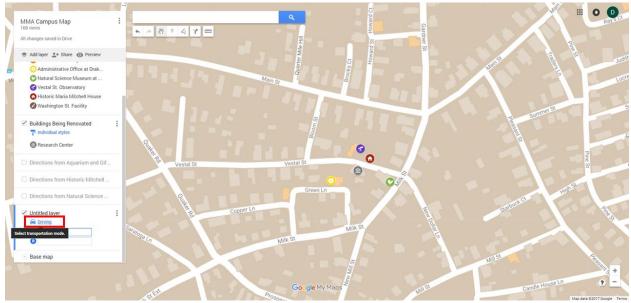
7. Add or Edit Walking Routes
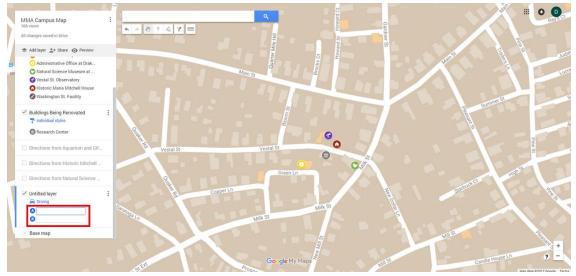
To add or edit a walking route:

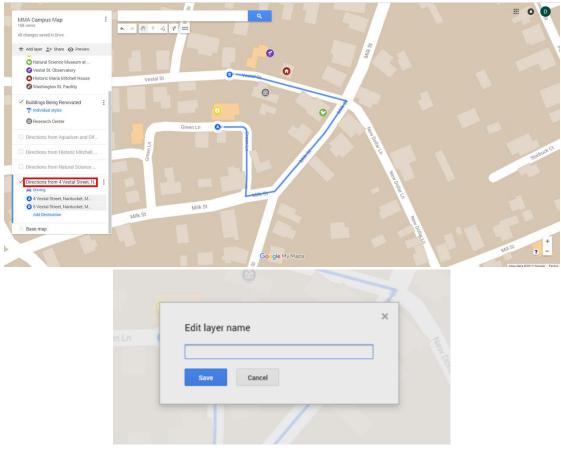1. Click the "Add directions" button on the top menu bar.

2. If desired, change the type of directions between driving, biking and walking (this does change the estimated time and in some cases impacts the route).

3. Type in the starting address into the box for point A and the endpoint address into the box for point B.

4. This will automatically change the layer name to "Directions from point A to point B." This can be changed by either clicking where the layer name appears or clicking the three vertical dots next to the layer name and then clicking "Rename this layer."
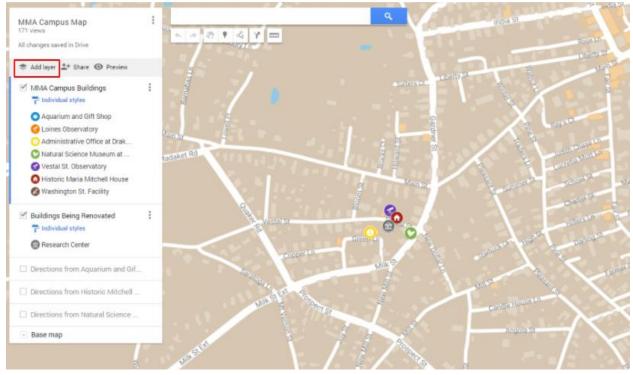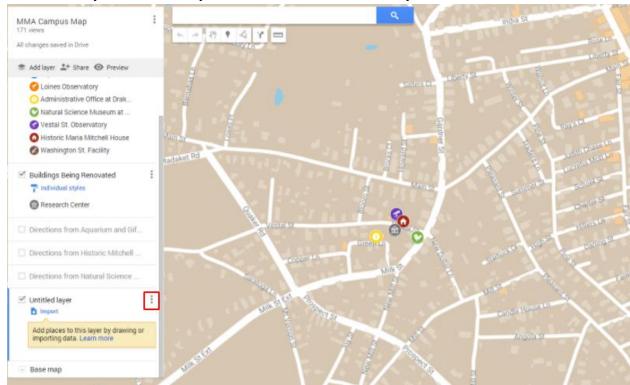
8. Add or Remove Layers

Layers can be used to separate information on a Google My Map. This can be if you want certain locations to be grouped together or directions between locations. By using layers, the user can control the information they want to see by selecting certain layers.
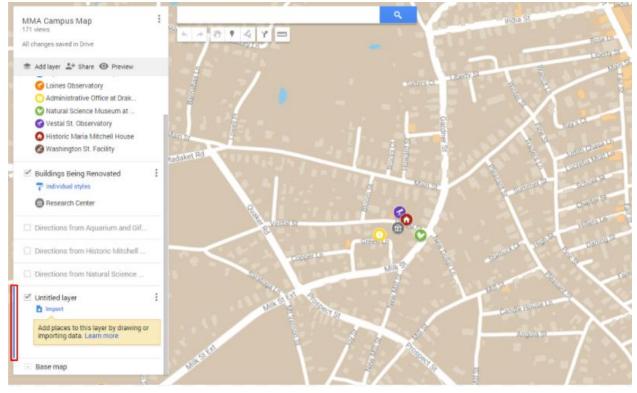
8.1 To add a layer:
1. Select "add layer" on the left side menu

2. By selecting the three vertical dots next to the layer on the left side menu, you can rename the layer, delete the layer and add a data table to the layer
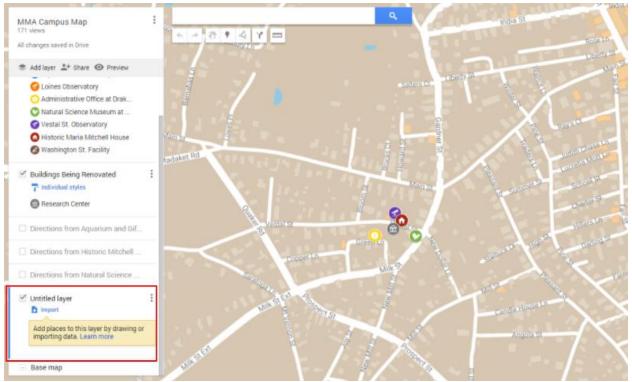

3. With the layer selected (indicated by the blue line on the left side of the menu, you can add points, directions, lines, etc.
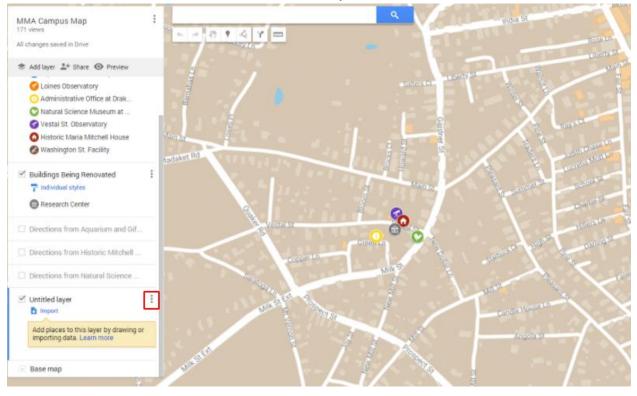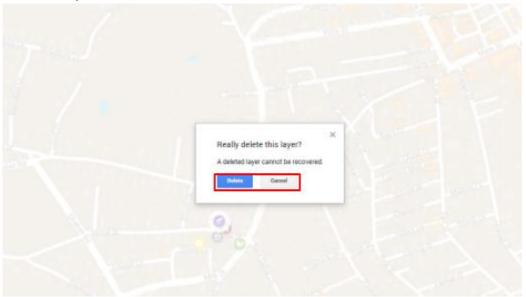
8.2 To remove a layer:
1. Select the layer you wish to remove by clicking within the layer box on the left hand

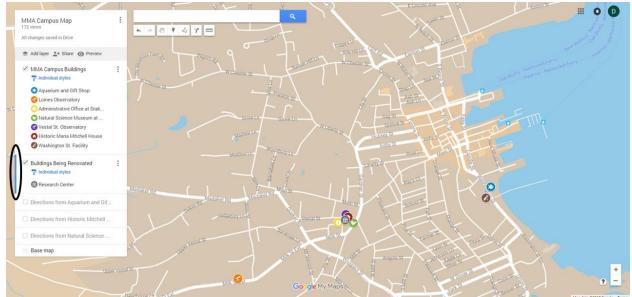2. Click on the three vertical dots next to the layer's name

3. Click "delete this layer" and a pop-up will appear asking if you want to delete the layer. Select "Delete" if you still wish to delete the layer. Select "Cancel" if you do not want to delete the layer
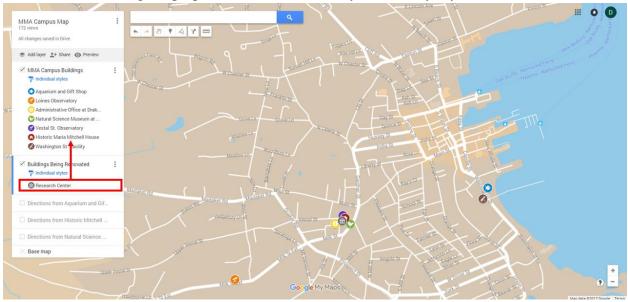
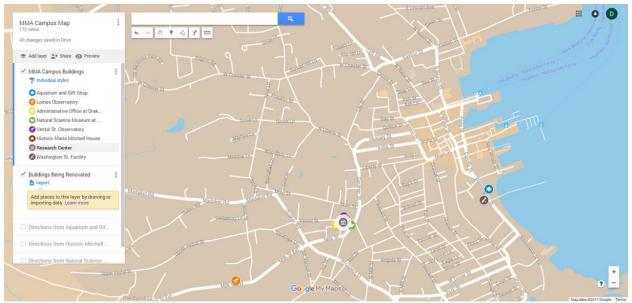## 9. Moving Points to Different Layers or Within A Layer

1. If necessary, create the new layer where you would like the new pinpoint to be placed (see adding or removing a layer section)
2. First click into the layer where the pinpoint currently is by clicking on the name of the layer or within the layer box. The side of the panel will be blue to denote that the layer is selected.
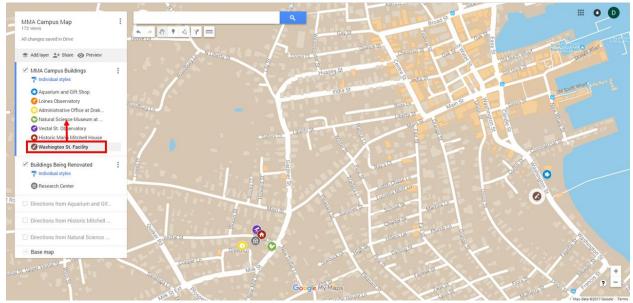

3. Click and drag the pinpoint from the current layer to the layer you want it to be in
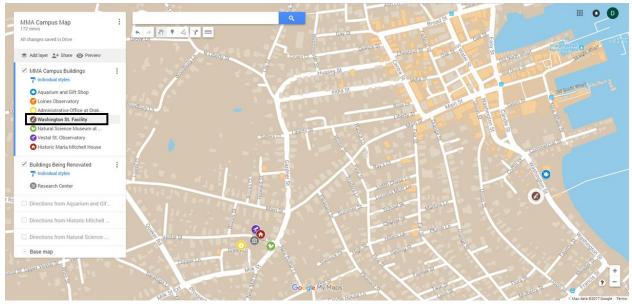
Which will result in this:

4. If you want to reorder the points within the same layer, you can drag the points in a similar way just not between the layers. (again, make sure you have the correct layer selected like in step 1.)
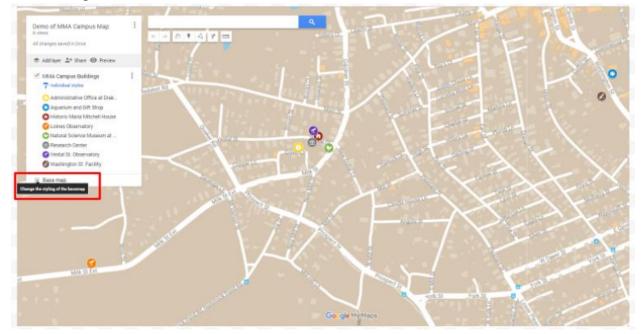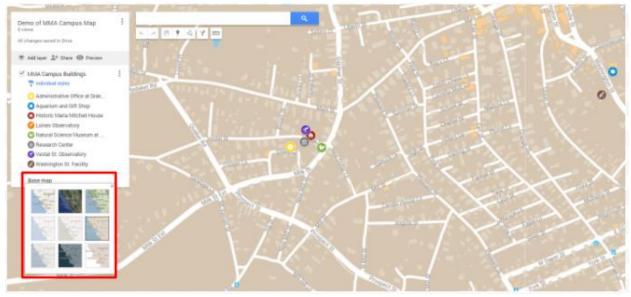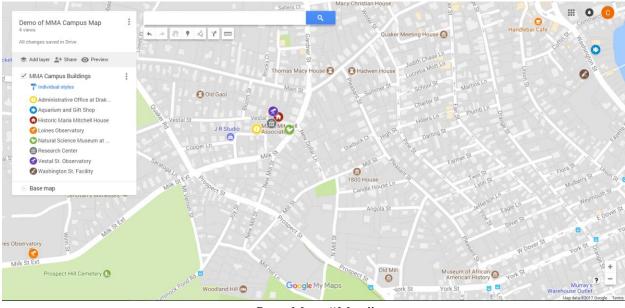
Which will result in this:

10. Change the Base Map

The Base Map determines how much detail is shown on the map by default. There are nine base layers to choose from: Map; Satellite; Terrain; Light Political; Mono City; Simple Atlas; Light Landmass; Dark Landmass; and Whitewater. They can be found by clicking the down arrow next to Base Map on the left side menu.
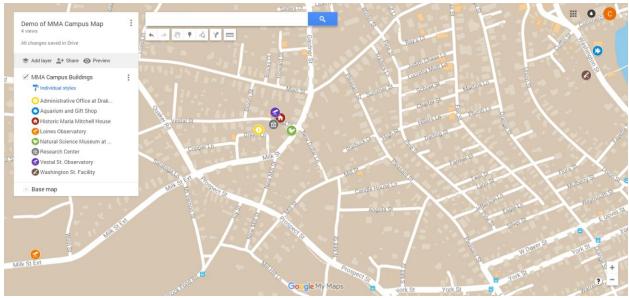
Below are two examples of Base Map styles. The "Map" style provides more landmarks; however, the Maria Mitchell Association buildings are not labelled on the correct spot which confuse users with the map's added icons.

Base Map, "Map"

The "Simple Atlas" style highlights the added icons, as there are no landmarks included in this style.

Base Map, "Simple Atlas"