

Copy and edit a Google My Map

[Vimeo Screencast](#) | [Youtube Screencast](#) (3 min. 30 secs.)

1. In this short video (see links above) I'll show you how to find a Google My Map to copy, then edit and save under existing markers. Next we'll edit the map title and description, Then, finally, I'll show you how to make your document public and copy the link to paste on LRNG or within a discussion post on Youth Vocies.
2. To start either click on a link to go to the map, or click on the "View larger map" icon in the right corner of an embedded map.
3. Once you are on the map that you want to copy, click on the three vertical dots to the right of the title, then click "Copy map."
4. Before you click OK on the dialogue box that pops up, change the title by putting your first name at the beginning with an apostophre and the letter "s" to show that this is your copy of the map.
5. Now you are ready to explore and find what's behind each of the markers on the map. You can click on the titles or on each individual marker to open the information under that marker.
6. Click on the edit icon, the pencil in the lower right corner of the box, and you will see that you can add text to a box on the top and at the bottom. Notice that you can also change the style of the box, or add images or videos as well.
7. When you are finished editing, be sure to hit save.
8. That's it for editing markers. You can go to each one, hit the pencil icon, and add text or hit the camera icon and add images or videos to your map.
9. Next, let's edit the title and description. All you have to do is double-click on the title or description and a box will come up for you to edit. Make changes or add text, then hit save.
10. Now you are ready to share this map. Click the share icon in the center under your description.
11. Click "Change..." under "Who has access"
12. Then under "Link sharing" choose the top option: "On - Public on the web," and remember to Save.
13. When the "Sharing settings" box comes up, highlight the "Link to share" and press Control-C or Command-C to copy that URL. Click Done.
14. Paste (Control-V or Command-V) the URL you just copied as a Web link on LRNG or put it into the body of your text in a discussion post on Youth Voices.