Google Maps

1) Open up Google Maps

- Open a web browser such as Internet Explorer, Edge, Firefox, or Chrome on a PC, or Safari on a Mac.

- Click into the long address bar across the top, type in maps.google.com and hit the Enter key.

2) Layout of Google Maps

- Google Maps hides its controls around the edge of the window so you can focus.
- The search box is in the upper left corner. The three lines button opens up a menu of extra/advanced options. Single click << to exit out of that advanced options menu if you pulled it up. The → button starts Directions. Single click the X to stop finding directions. Search suggestions and lists of results will appear below this menu in what Maps calls the side panel. The side panel is always on the left side. We’ll see this side panel later.

- The Earth button in the lower left corner takes you into a satellite view. While you’re in the satellite view, this button changes to a Maps button to take you back to the default non-satellite view.

  (If you clicked into the Earth view, click back to Maps for section 3)

- View controls are in the lower right corner. In the Earth satellite view, 3D controls appear for changing the angle and cardinal direction the map points at. The person icon is for Street view.

  (The yellow person icon changes every once in a while to commemorate occasions, for example the 100th anniversary of the National Park Service.)
Google Maps

3) Using Google Maps

Exercise 1 – randomly explore Google Maps

- To move around, click and hold and drag in the opposite direction you want to move the map. Don’t drag beyond the edge of the window. If you run out of space to move your mouse, release the left click button and click and drag over again repeatedly until you reach your destination.

- Double click to zoom in, or use the + / — buttons, or the scroll wheel on your mouse. As you zoom in and out, notice that the map updates with more or fewer details.

- Generally: white, yellow, and orange lines are roads, blue is for water features, and green is various parks. See 19) Google Maps Legend for more information.

4) Search for a specific address

Exercise 2 – search for your home address

- Find the Google Maps search box in the upper left corner.
- Click on the faint text Search Google Maps.
- Type in your home address. Capitalization and punctuation do not matter. “96 foxfire dr lake zurich il 60047” is the same as “96 Foxfire Drive, Lake Zurich, IL 60047”.

- As you type, look up on the screen. Google Maps is really smart and suggests potential places and even specific addresses as you’re typing.

- If the address you’re looking for is listed, single click it to search for that location. Or you can type the whole address and hit enter on your keyboard or click the magnifying glass.
- The map will zoom in to the location you searched for and display information about it in the left side panel.

- To hide this extended information side panel, click the black < icon. To display the side panel again, hit the > icon.

- To exit out of this or any other location you access in Google Maps, click the X at the left side of the Maps search box.
Google Maps

5) Search for a place by its name

Exercise 3 – search for the Ela Area Public Library

- Click into the Maps search bar and if necessary delete your previous search if it’s still there using the backspace or delete keys.

- Now type Ela Area Public Library and either click one of the suggestions, hit enter on your keyboard, or click the magnifying glass.
- Again it should zoom in and highlight information in the left side panel.

- Scroll up and down to view everything in the side panel.

- Since the library is a place Google knows specific information about, that information will be listed on the left side panel. Information about places, organizations, and businesses may include: physical address, web address, phone number, hours open, popular times, ratings and reviews, and photos.

6) Search nearby an address or place

Exercise 4 – search nearby the Ela Library

- Click the Nearby button, which should always be there once you’ve searched for any place or specific address.
- Google suggests searches for Restaurants, Hotels, and Bars and pubs nearby the library, but we can search for anything nearby the library.
- Type post office and click one of the suggested searches, hit the enter key, or click the magnifying glass.

- It will zoom out and show a list of results on the left and those results on the map to the right.
- The location you searched nearby will have a gray place icon and the map will be centered on it.

- Hover over locations in the list to highlight them with red pace icons on the map.
- Click on the Telser Rd location to see more information.

- If you need to see the other results, click Back to results.
- To get out of search centered on a location, click the X button at the right of the search box. Click one more X in the search box to exit out of our search for the Library.
Google Maps

7) Browse using place icons

Exercise 5 – downtown Lake Zurich

- A great way to discover restaurants and attractions is browsing places in Google Maps.
- So far we’ve typed in locations manually, but we can also click on place names and icons that appear as we zoom in on an area.
- Let’s look at downtown Lake Zurich at the intersection of Main St. and Old Rand Rd. Zoom pretty far in.
- While not every business is listed, a good selection are.
- Hover over the circular icon or the name of a place to see a preview of it. Click to see more information.
- This is most useful when you’re searching for ideas of places to go in a general location. Click the X to exit out of a place.

8) View photos nearby

Exercise 6 – Cuba Marsh Forest preserve pictures

- Zoom out, and navigate south and west to the Cuba Marsh Forest Preserve.
- In the lower right corner, single click the double up arrow icon.
- A menu of photos appears from the bottom. This is the Explore menu. These photos were uploaded by members of the general public for free viewing.
- Drag the scroll bar left and right to browse through the photos.
- Hover over photos to reveal their exact location.
- Click on a photo to be taken out of the map to see it.
- To exit out of the photo, click the ← in the upper left corner.
- Click the double down arrow icon to dismiss the Explore menu.
Google Maps

9) Get directions

Exercise 7 – directions from Lake Zurich to Millennium Park

- Click the ➔ button in the search box to start planning directions. The search box changes to give you two text fields to type where you’re starting and your destination.
- Click above the first line to enter our starting point.
- Let’s go from Lake Zurich, IL to Millennium Park, Chicago, IL. Hit enter, the magnifying glass, or click a suggestion in the destination line to finish your request for directions.
- After you enter in the end point, suggested routes will be listed in the side panel and also on the map.

10) Direction types: driving, transit, walking, biking, flight directions

Exercise 7 (continued)

- Above your start point are icons. These are for types of directions that Google offers: driving, transit, walking, biking, and flights.

- Click on the car icon to confirm you want driving directions. Sometimes this will change suggested routes. The car icon will be highlighted in dark blue and white.

11) Confirm your route from the suggestions

Exercise 7 (continued)

- From the list of suggested locations in the left side panel, click the one you want to use. (Probably via I-290 E.)
- This confirms the route and shows an overview of turn by turn directions. Click the > arrows to see more detailed directions.

12) Analyze traffic

Exercise 7 (continued)

- Asking for directions adds traffic speed labels at the bottom of the screen. Blue/green for clear/fast to orange/red for slow traffic/jams.
- You may also see circular yellow icons such as diggers indicating construction zones and ! indicating unconfirmed incidents or red crashed cars for confirmed crashes.
- Browse around the colored path of the route we picked to see how traffic looks now. Click the switch to see traffic on other roads.
Google Maps

13) Print directions

Exercise 7 (continued)

- As soon as we confirmed our route earlier, a **print** button appeared.
- Click it to see options to **Print including maps** or **Print text only**.
- After selecting one of those options, click **Print** one more time to pull up a standard print menu. Click **Cancel** to go back. Hit the ← arrow by the **from** and **to** locations to exit out of our confirmed route.

14) Return directions

Exercise 7 (continued)

- You've got directions to your destination, but it may be a bit different going back.
- To easily get return directions, click the ^/v button to reverse starting point and destination.

15) Multiple destinations / waypoints

Exercise 7 (continued)

- Below your destination is a + button. Use this to add additional stops if you're planning a road trip.
- Let's hit the plus and say after we're returning to Lake Zurich, IL we're going to do something in Barrington, IL. Type in Barrington, IL and either click one of the search suggestions, hit **enter**, or click the **magnifying glass**.
- To remove a destination, hover to the right of that destination and click the X to the left of that text field.
- Click the X to the right of the direction types to exit out of the directions mode.

16) Street view

Exercise 8 – digital Main St. lake walk

- Google has cars drive around with roof-mounted cameras taking 360° pictures.
- Navigate to **Main St.** between **Lake St.** and **Mionske Dr.** south and west of downtown Lake Zurich.
- Zoom in for precision once you get into the general Lake Zurich area.
- From the lower right corner controls click on the **person icon**, and drag it into the map. DON'T LET GO YET!
- Any street with a **blue line** on it has Street view imagery available.
- Release the **person icon** somewhere between **Lake St.** and **Mionske Dr.**
Google Maps

- You enter a street view at the location you dropped at.
- You may not initially be facing the lake. Click and drag around to rotate the 3D view. Don’t go past the edge of the screen. Repeatedly click&drag.
- Click the ← arrow in the upper left corner to exit street view.

17) Earth view

Exercise 9 – view satellite imagery

- Click the Earth button in the lower left corner.
- This takes you into a hybrid view with satellite imagery and map labels.
- Click the 3D button to tilt the view to simulate a birds’ eye view or hold the ctrl key and click and drag.
- Click the red ^ arrow to go back to the default 3D view.
- Click the curved arrows next to the red ^ to rotate by 90°.
- Click the 2D button to exit out of this birds’ eye view.
- Hit the Map button to go back to the regular map.

18) Review exercise

- Use the search box to find the Willis Tower (you can search for Sears Tower too, Maps is smart).
- Or manually zoom out, move downtown, and zoom back in.
- Take a look at the information in the side panel, and browse around to see other nearby places.
- Switch from the Maps view to the Earth view.
- Use the view controls to rotate around to see the 3D buildings.
- Click Maps to exit the 3D view and close the side panel.
19) Google Maps Legend (as of late August 2016)

Unfortunately, Google Maps regularly updates its color schemes and icons. Sometimes these updates legitimately make Google Maps easier to read and more informative. Other times these updates serve Google’s interests, such as when they chose to highlight business districts in a higher color increasing the likelihood of ads being seen. Still, Google Maps is a great mapping service, even if you have to deal with occasional changes to its look and feel.
Google Maps

Film strip icon for movie theaters

Brown land for shopping centers

Blue transit station icons

Wine glass icon for bars

Bed sleeper icon for hotels

ATM icon for ATMs

Mail icon for post offices

Lecturing official icon for police and fire departments

Roman column icon for government buildings
Square icons for other uncategorized places

Some buildings (like the Lake Zurich Home Depot) put their floor plans into Google Maps, including if they have multiple floors. Try browsing around Soldier Field as another example.

Recommended Additional Resources:

Other technology classes
Go to [http://www.eapl.org/events](http://www.eapl.org/events) to view and signup for other computer classes.

Class handouts
Go to [http://eapl.org/events/computer-programs/class-handouts](http://eapl.org/events/computer-programs/class-handouts) to download copies of class handouts and exercise files.

Librarian and computer aide assistance
We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments
Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here [http://www.eapl.org/DMLhelp](http://www.eapl.org/DMLhelp) to sign up for a Digital Media Lab appointment.

Tech Tutoring
The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we’ll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to [http://www.eapl.org/events](http://www.eapl.org/events) to register for a session.

Databases
The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- [Gale Courses](http://www.eapl.org) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- [Lynda.com](http://www.eapl.org) offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. *Please remember to log out when you are finished.*

Access both of these databases from the library Research page: [http://www.eapl.org/resources](http://www.eapl.org/resources)

Books
- [Google maps hacks](http://www.eapl.org) by Rich Gibson Call Number: 004.678 GIB
- Many other technology-related books are located near that 004.678 call number

Keyboard shortcuts [http://www.computerhope.com/shortcut/word.htm](http://www.computerhope.com/shortcut/word.htm)

Free online tech training websites