

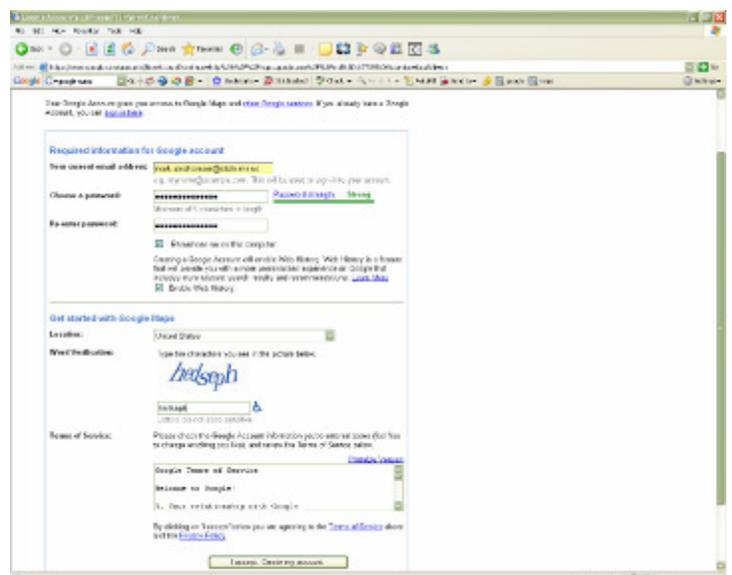
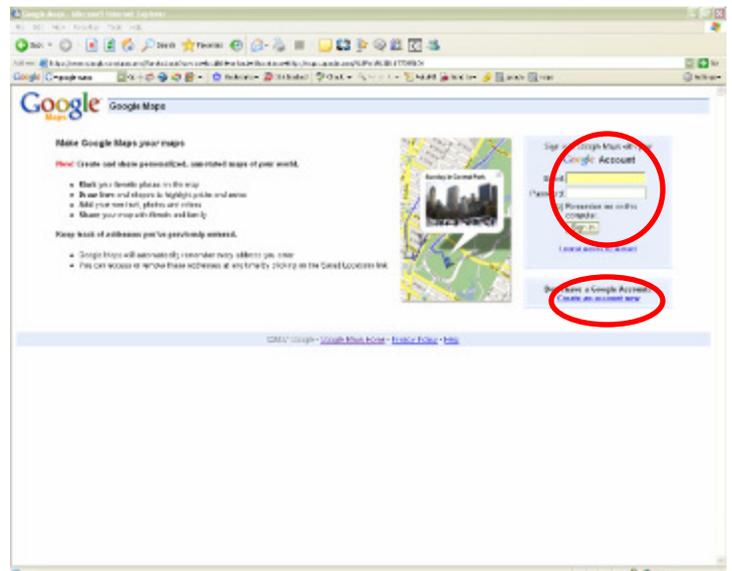
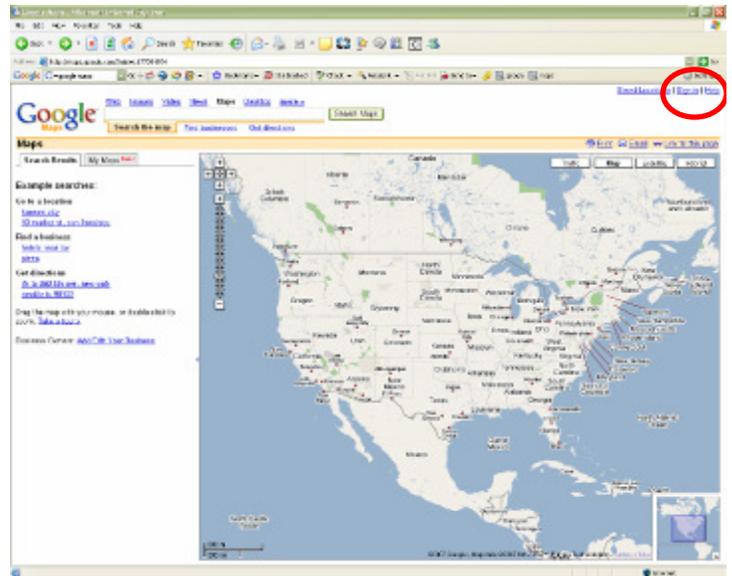
Submitting Location Information to Minnesota Department of Agriculture Using Google Maps (1 of 4)

1) Go to Google Maps
www.maps.google.com

2) Click on “Sign In” to sign in to your Google Account.

3) Enter your username/password for your Google Account or click on “Create An Account Now.”

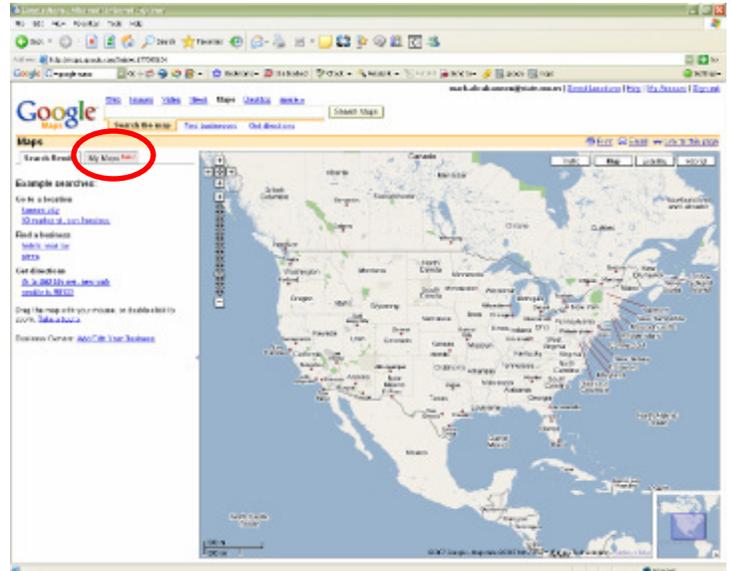
4) Creating and using a Google Account is free. If you use Gmail or other Google services you already have an account. You will only need to do this once; after that you can just sign in.



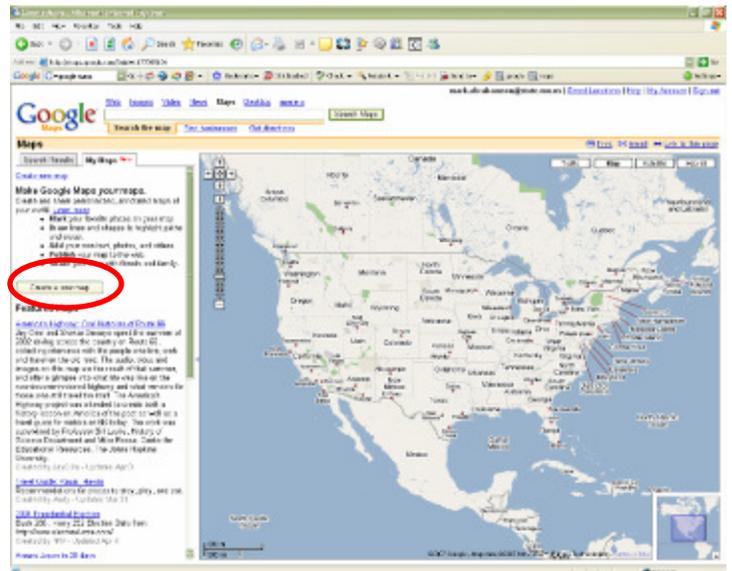
Submitting Location Information to Minnesota Department of Agriculture Using Google Maps (2 of 4)

5) After you finish creating your account, you will be returned to Google Maps.

6) Click on the “My Maps” tab to create a map.



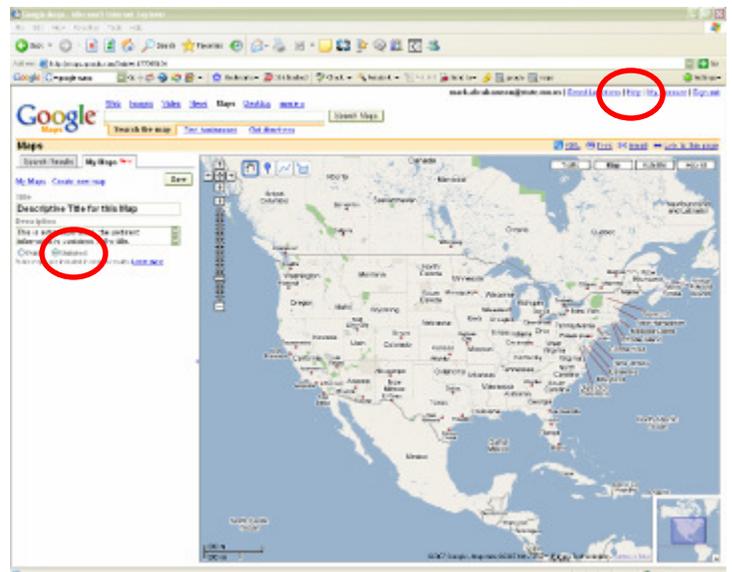
7) Click on “Create a New Map” to begin the map. After a map is created, it can be returned to and revised through this interface.



8) First you will need to enter a map title and description. The title should always contain the most critical information and the description extraneous information.

9) You can also decide whether to make the map public or unlisted. Unlisted is the preferred option for maps meant for MDA.

10) After your map has been named, you can navigate to the area you want to map using the Google Maps tools. See Google’s Help if needed.



Submitting Location Information to Minnesota Department of Agriculture Using Google Maps (3 of 4)

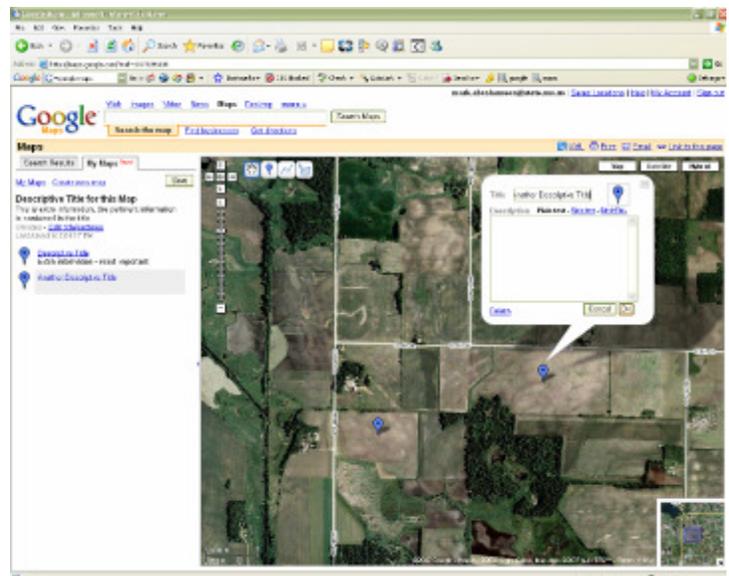
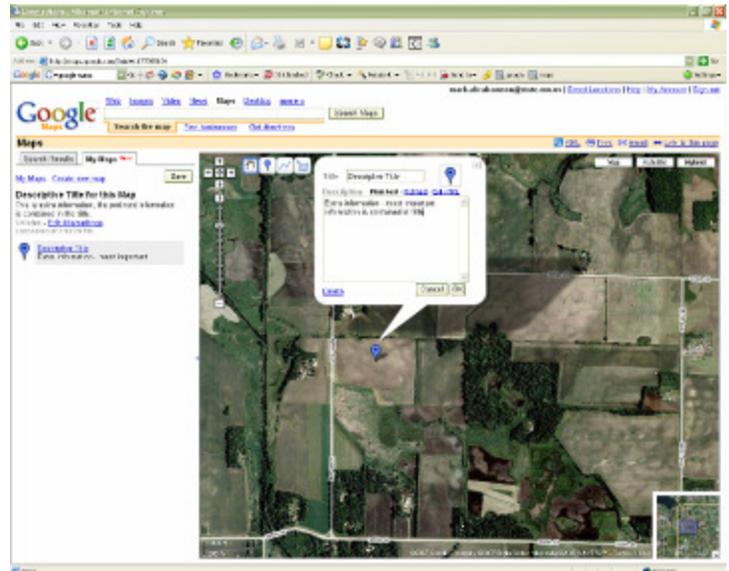
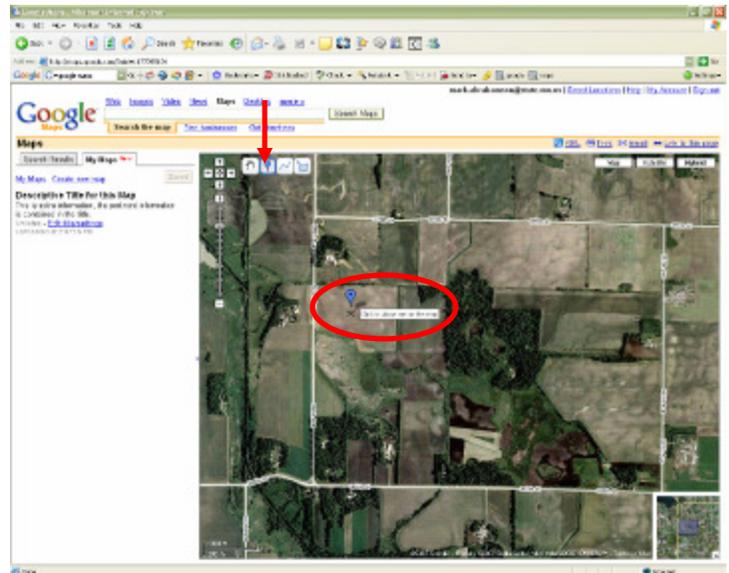
11) When you have the area displayed that you want to map, you can add placemarks to denote areas of interest.

12) Any feature that you want to map should receive a placemark. Placemarks are easily translated into a Geographic Information System (GIS) at MDA. Other features (shapes, lines) are more difficult to reliably translate.

13) The title of the placemark should receive the critical information for understanding that placemark. Extraneous information can be entered in the description.

14) As many placemarks can be entered in a map as desired, though it is preferred that they all share a common theme. If unrelated placemarks will be entered, it is preferable to create separate maps.

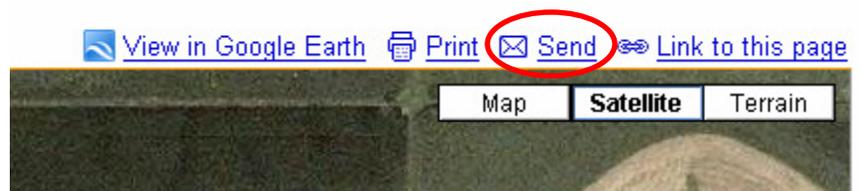
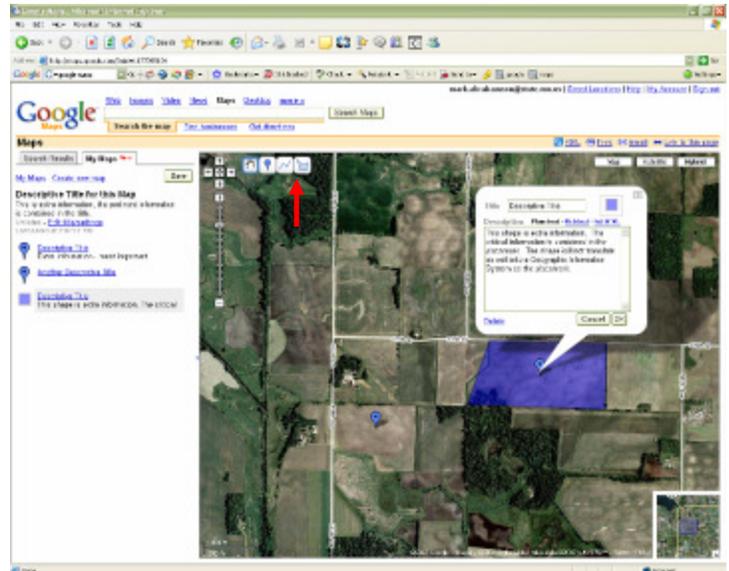
15) Placemarks can be edited as needed.



Submitting Location Information to Minnesota Department of Agriculture Using Google Maps (4 of 4)

16) In addition to placemarks, shapes (polygons) and lines can also be created. These other features can be used if all of the necessary information cannot be communicated through the placemark (for instance, boundaries). However, these features should always be created in addition to a placemark (they are more difficult to work with in a GIS). Like with placemarks, titles and descriptions are entered for these features.

17) When a map is ready to be submitted, click on "Send".



18) An e-mail dialog box will launch with a link to the map in the body. This e-mail should be addressed to the person(s) at MDA who you would like to submit the map to. You can also copy the link from the message dialog or the dialog launched from "Link to this page" into the e-mail program of your choice.

19) That is it. The map is submitted. Your map will remain in your Google Account unless you delete it.

