

**This tutorial has been developed by our staff through their work with farm seekers looking to find and assess properties for acreage, boundaries, lease maps, and more.**

Google My Maps is a free map creator offered by Google. It is different from Google Maps. My Maps lets you easily make custom maps and calculate acreage. You will need a Google account to login to My Maps. Go to My Maps: [www.google.com/mymaps](http://www.google.com/mymaps).

### How to look up a property using Google My Maps

- To begin, create a new map by clicking the red button “Create a New Map.”
- To title the map, in the top-left find “Untitled Map” then click & rename using the property name as the subject. Maps save automatically.
- To find or search the property, use the “Search Bar” to type in the property address.
- To view as a map, in the left-hand dialog box at bottom, find “Base Map” then click “Satellite.”

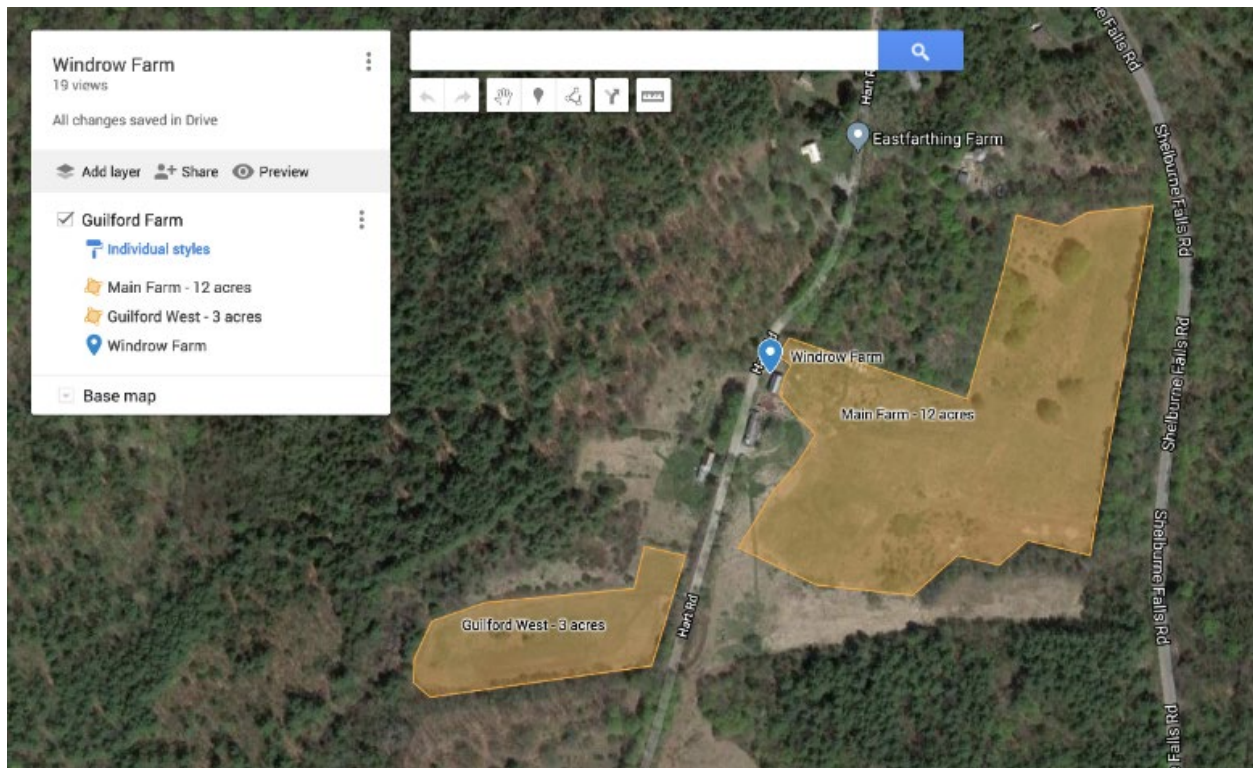
### How to navigate Google My Maps

- To Zoom in/out, use track pad or mouse.
- Navigate by clicking & dragging to move map.
- Tools can help you measure distances & areas. Ruler icon can be used to measure a length, it also follows contours.
- To calculate acreage, select the Line segment tool and use a repeating click-drag method to draw a shape to designate areas of use such as fields, pastures, etc. **In the description box, the program calculates total acreage.** Note, the accuracy of objects drawn this way might be impacted by topography, following tree-line, shading, etc.
  - To save a shape, close the shape or hit “Enter.”
  - Each field can be outlined.
  - To delete a shape, use the trash can icon.
  - To name a shape, use Field Name + Acreage. *(see example)*
  - To change the color, border width or transparency, click into the shape & choose the Paint can icon. It may be helpful to color code & differentiate fields, residence, parking areas, etc.
  - To populate the name of the shape on the map, find under each layer “Individual Styles” → Set labels to “Name” in order that the name of the shape appears.

- To add to the map's key, you can name each layer & "Individual style."
- To draw a roadway or right-of-way, use the line tool; double click to change color, width of line, etc.
- Uncheck a layer if you do not want to see it/make visible/print it.
- To print or make a PDF, go to the top set of dots (top left), choose Print map.
  - Output type PDF or Image.
  - Print the PDF to view & share as a hardcopy.
  - If necessary, zoom in or out to get the right frame to print & at the right scale.
- To share online, go to the navigation menu below the map title, choose "Share." Note, although you can add directions as part of your map, a user viewing the shared My Maps cannot get directions.
- Edits can be made & saved remotely.

**We recommend that you double check maps with landowners and/or farmer either by sharing or printing and visiting the property.**

*My Maps Example:*



*Tutorial reflects current program updates as of 6/2/2021.*