

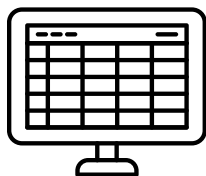


Perinatal Resource Mapping: How to Guide



Contents

Step 1



Create a Resource Spreadsheet

Utilize a Google template provided to organize your resources into a single, consolidated spreadsheet, including essential details like name, address, and contact information.

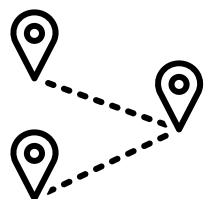
Step 2



Add/Edit Your Resources in Google MyMaps

Learn how to import your resource data into Google MyMaps, add resources manually, and edit your resources on the map to ensure all information is accurate and up-to-date.

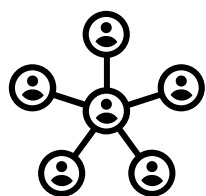
Step 3



Organize Your Google MyMaps

Customize your map by creating layers and organizing resources within them. Personalize the appearance of your map with icons and colors for better clarity and visual appeal.

Step 4



Share Your Google MyMaps

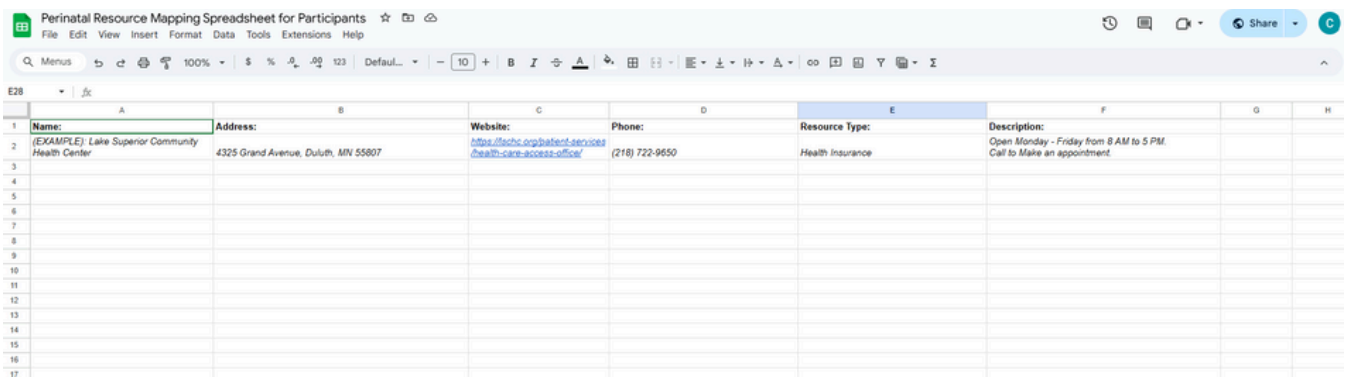
Share your map easily via a direct link or by embedding it on your website. Adjust sharing settings to ensure the map is accessible to your intended audience.

Step 1: Create a Resource Spreadsheet

To add your resources to Google MyMaps, it's helpful to first organize them into a single, consolidated Google spreadsheet. Provided below is a Google spreadsheet template for resource mapping.

Instructions

1. Make a copy of the [Resource Mapping Google Spreadsheet](#).
2. Rename your spreadsheet
3. Add your resources to the spreadsheet
 - a. Sections that need to be included (Columns A-D):
 - i. Name
 - ii. Address
 - iii. Contact information (website link or phone number)
 - b. Optional sections that could be included (Columns E-F):
 - i. Categorizing your resources (ex. Transportation, health insurance, etc)
 - ii. Description of services



	A	B	C	D	E	F	G	H
1	Name:	Address:	Website:	Phone:	Resource Type:	Description:		
2	(EXAMPLE) Lake Superior Community Health Center	4325 Grand Avenue, Duluth, MN 55807	http://lscch.org/patient-services/health-care-access-office/	(218) 722-9650	Health Insurance	Open Monday - Friday from 8 AM to 5 PM. Call to Make an appointment.		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								



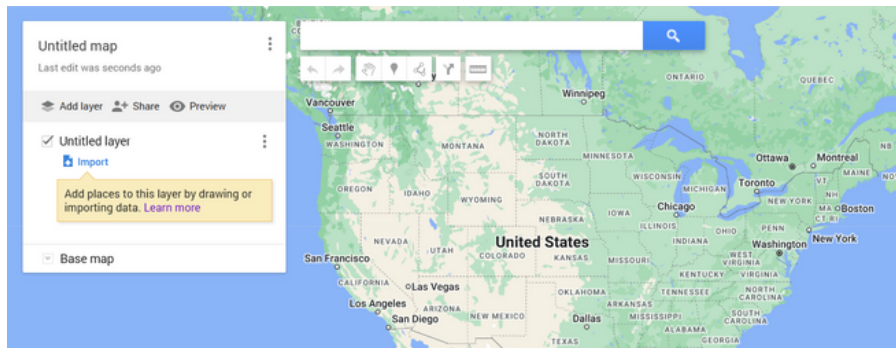
Tip: Make sure to create only one sheet in your spreadsheet, as Google MyMaps will only import the first sheet from the file.

Step 2: Add/Edit Your Resources in Google MyMaps

Before starting this step, make sure you have access to a Google account. In Google MyMaps, you can add resources manually or by importing them from a spreadsheet. Below you will find directions for both methods and how to edit the resources once in Google Maps.

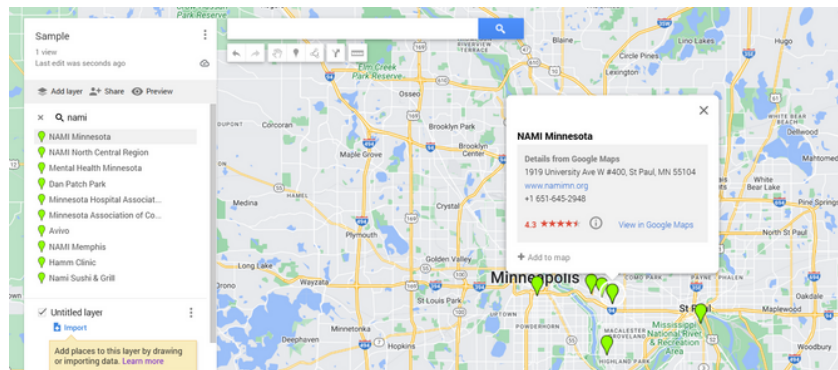
Instructions

1. Go to <https://www.google.com/maps/d/>
2. Press the 'Create a Map' button
3. Click on the words 'Untitled map'
 - a. Add a Map Title and Description then click 'Save'



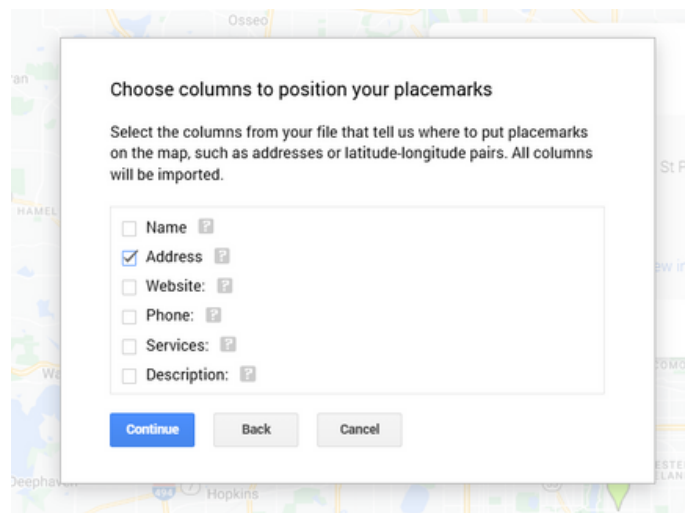
Adding Resources Manually

1. Use the search bar to look up the name of an organization or an address
2. Press the search button
3. If there are multiple locations, they will appear on the map and side panel
4. Click '+ Add to map' if you want it on your map

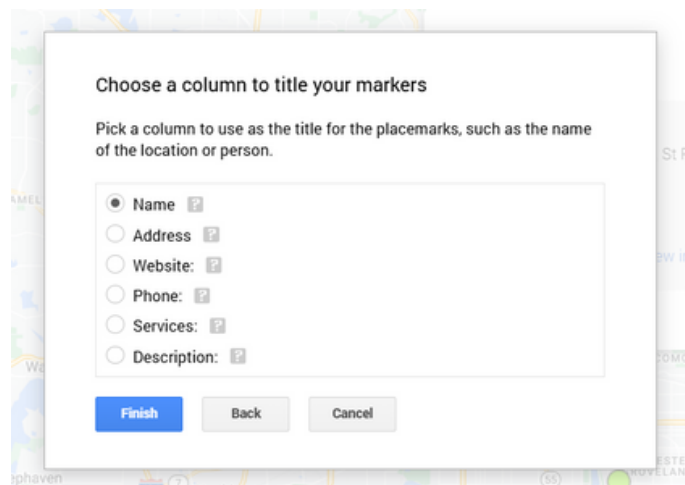


Importing from a Spreadsheet

1. Click 'Import' in the panel
2. Click Google Drive
3. Click on your spreadsheet document
4. Click on the 'Insert' button
5. A pop-up titled Choose columns to position your placemarks will appear, check the 'address' box and click the 'Continue' button

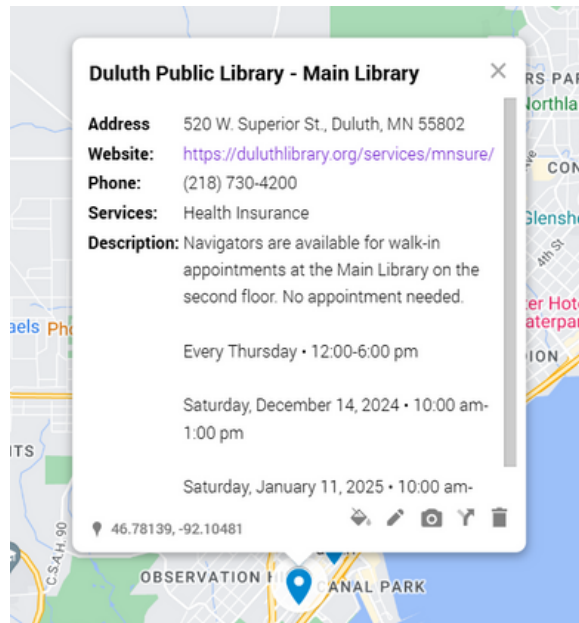


6. Another pop-up titled Choose a column to title your markers, click the Name option and click the 'Finish' button



Editing your resources

1. Once you have your resources added, click on a resource on the panel
2. Click the pencil icon to edit the contents of the resource



Tip: Use a Google account associated with your organization or project, rather than a personal account. In Step 5: Sharing Your Google My Maps, the name and icon image linked to the account that created the map will be displayed.

Step 3: Organize Your Google MyMaps

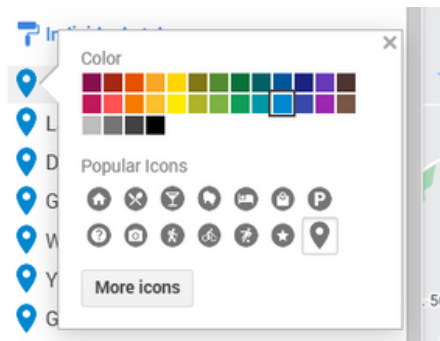
All the contents from your spreadsheet will populate into one layer with the same look. If you want to change this, you have a few different options.

Layers

1. Create a Layer
 - a. Click 'Add layer'
 - b. A New layer will appear at the bottom of the panel
 - c. Click 'Untitled Layer' to change the name of the layer
 - d. Once renamed, click 'Save'
2. To move resources to different layers
 - a. Click on a resource, then click, hold down, and drag to a new layer
 - i. The resource name might disappear, make sure to edit the resource and add the name again if this occurs.

Icons

1. Hover over a resource on the side panel.
2. Click on the paint can icon
3. Change the color or the icon for that resource



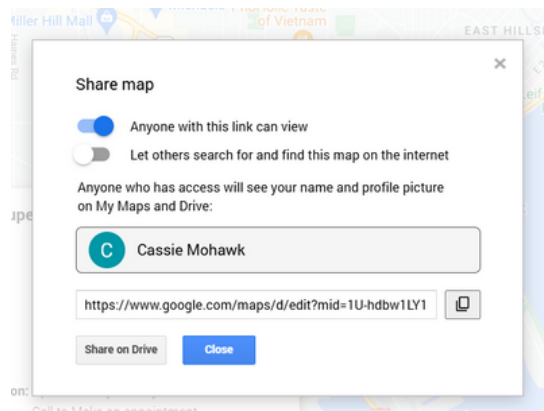
Tip: To see how your map will appear to viewers, click the 'Preview' button. This allows you to ensure that the map is user-friendly and functions as intended.

Step 4: Share Your Google MyMaps

Share your map by providing a direct link to the map or embed on a website.

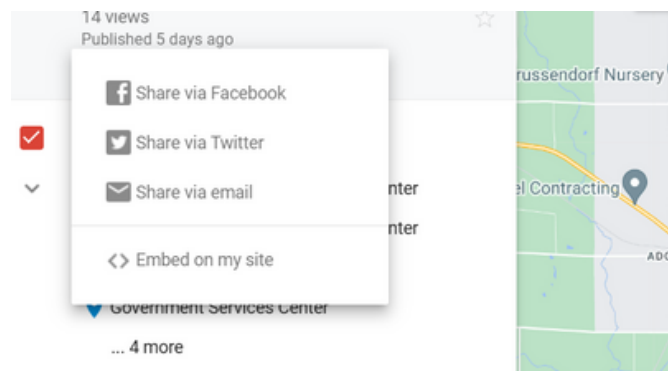
When editing the map,

1. Click the 'Share' button on the panel.
2. The pop-up titled Share map will appear, click the slider so anyone with the link can view
3. Copy the link from the bottom to share via a link



When previewing the map,

1. Click share to get options of other ways to share your map including embedding on a site



Tip: The process of embedding a map on your site may vary depending on the website platform you use. It's recommended to collaborate with your organization's communications team to add the map to your webpage.



Learn more at mnpqc.org