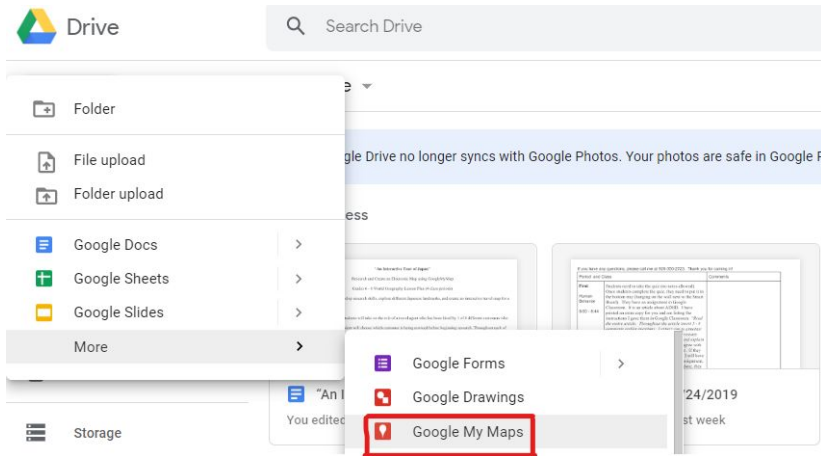


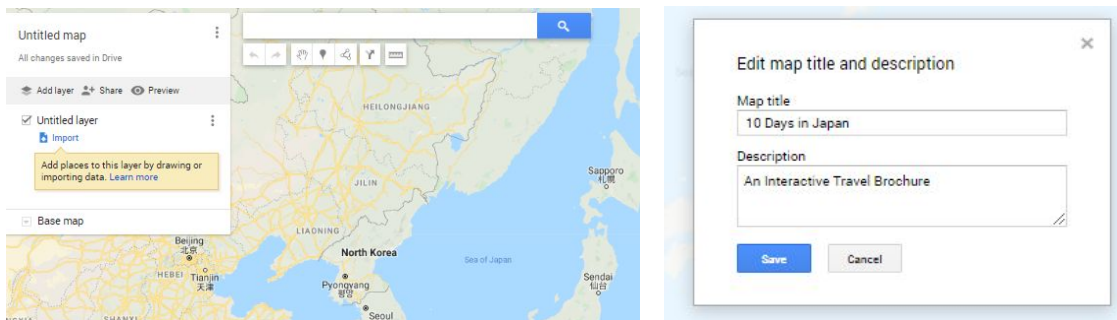
# Task #2

Now that your template is complete, you are ready to create a Google My Map. Here are tips for making your map. This is a step by step process; however, there are some online tutorials that are also helpful.

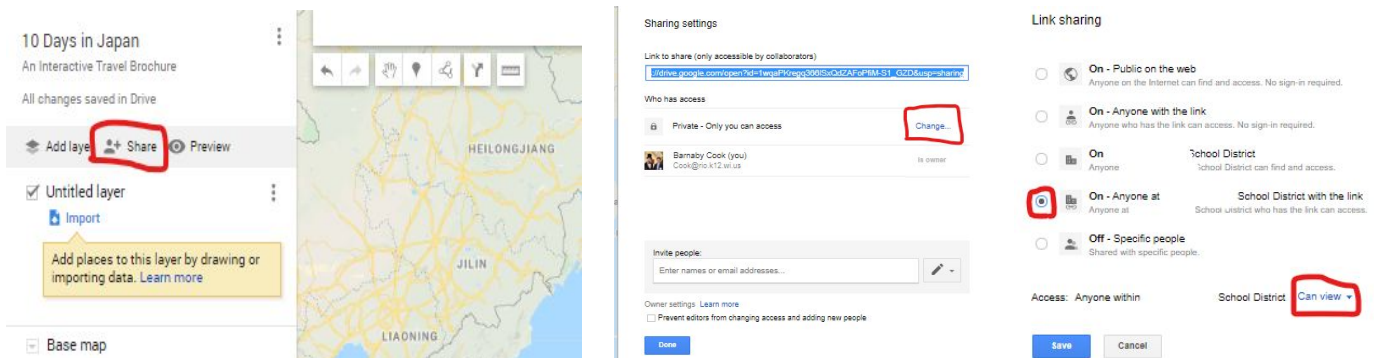
1. Go into My Google Drive and select New. At the bottom of the list it will say “more,” once the icon hovers over “more,” “Google My Maps” will appear. Select “Google My Maps.”



2. After the map opens, give the map a title, which is done by clicking “Untitled Map.” Create a name relevant to Japan or travel. *In order to share a map, a map needs a name associated to it. Throughout the project, you may change the name and add to or edit your description. The name you enter is not permanent.*

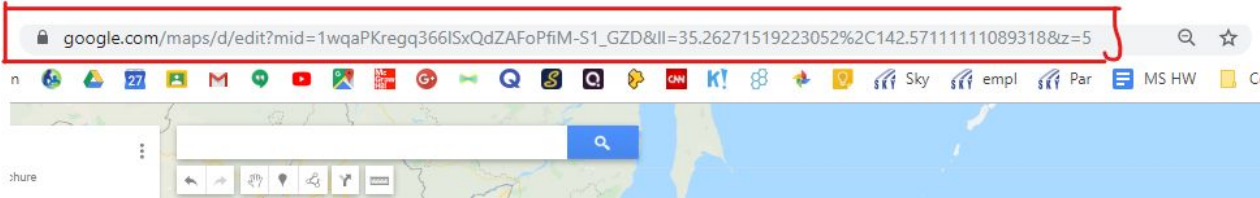


3. You will now share your map. *Although your map only has a title, this step is important because I want to monitor your progress and setup the Online Gallery for the final day.*
  - a. Click on the share button.
  - b. Select the Change Icon.
  - c. Select both “Anyone at \_\_\_\_\_ school district with the link” and “view only.”



**-ONLY SHARE YOUR MAP WITHIN OUR SCHOOL DISTRICT.  
-I WILL NOT ALLOW STUDENTS TO ACCESS YOUR MAP UNTIL THE DAY OF THE GALLERY.**

4. Now you need to share the URL with me. You will need to go to Google Classroom and click on the survey I shared with you. Here are the steps you will need to follow:
  - a. Fill out your first and last name in the first question
  - b. List which customer you are servicing: 1-Taylor Slow 2-Bob Ruth 3-Wayne Bruce 4-Julia Offspring
  - c. Copy (Control + C) the URL from your Google My Map.



- d. In the 3rd questions, you will paste (Control + D) the URL. Click Done/Submit.

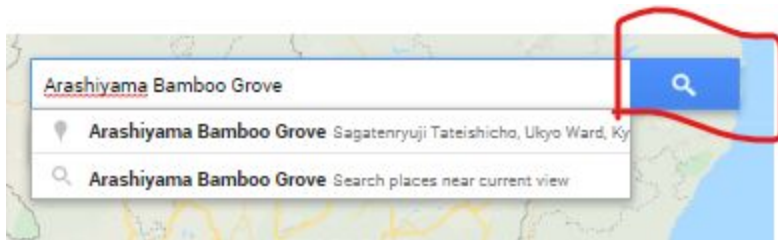
Now you will add details to your map. Have your Template (Task #1) open in addition to the Google My Map tab.

### Adding Details to Google My Map

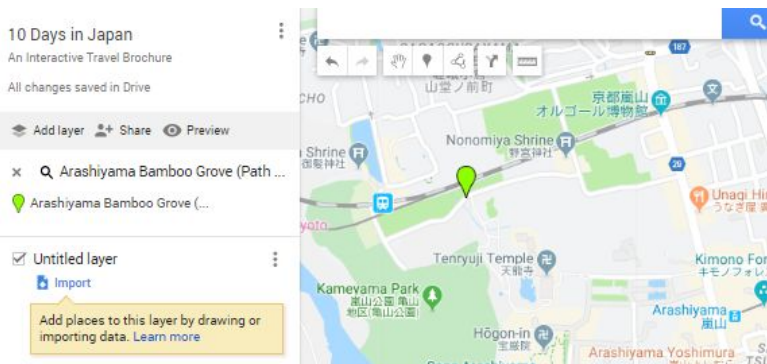
1. Select a place you wish to recommend. You can search for the place within Google My Map. If you included a proper noun in the first box of your template, highlight the word and click Control+C.

<p>Example:  <u>Arashiyama Bamboo Grove</u></p>	<p>Arashiyama Bamboo Grove is very unique and can only be found in Kyoto. The grove's natural beauty is unforgettable and will leave you with a new and unique perspective of forests. It is important that you are respectful while visiting the forest - many Japanese people treat places of natural beauty with reverence. Make sure to take photographs as you will want to share this experience with others.</p>	<p><a href="#">Image</a>  <a href="#">Video</a></p>
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In Google My Map, select Control + V in the search bar.

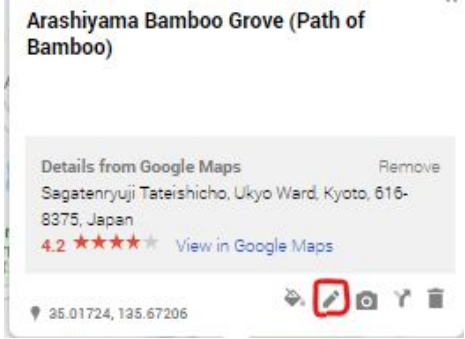
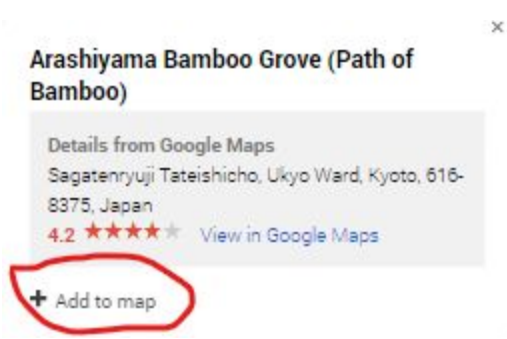


Make sure the place Google recommends is the correct location.



If it is correct, select + Add to map.

Select edit.

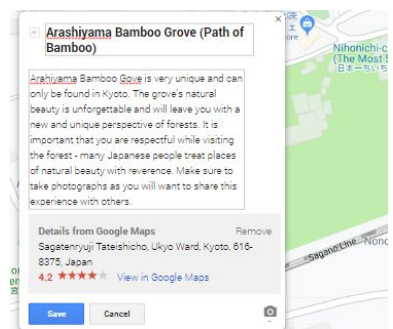


2. Now you will copy and paste the information (you researched and wrote in your original language) from the template within the 2nd column.

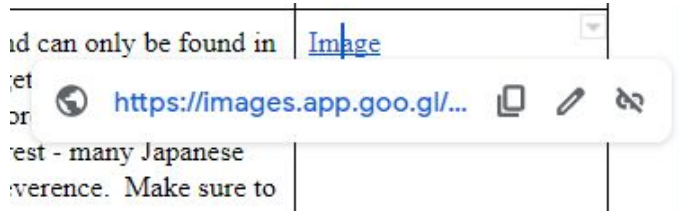
Control + C

Control + V

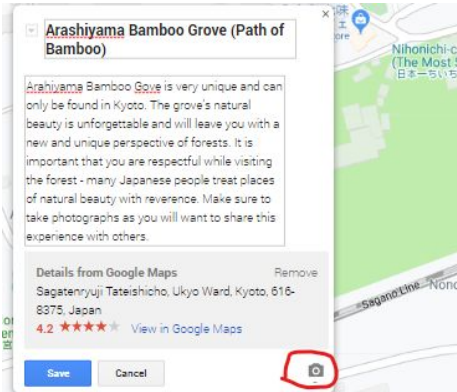
<p>Example: <a href="#">Arashiyama Bamboo Grove</a></p>	<p>Arashiyama Bamboo Grove is very unique and can only be found in Kyoto. The grove's natural beauty is unforgettable and will leave you with a new and unique perspective of forests. It is important that you are respectful while visiting the forest - many Japanese people treat places of natural beauty with reverence. Make sure to take photographs as you will want to share this experience with others.</p>	<p><a href="#">Image</a> <a href="#">Video</a></p>
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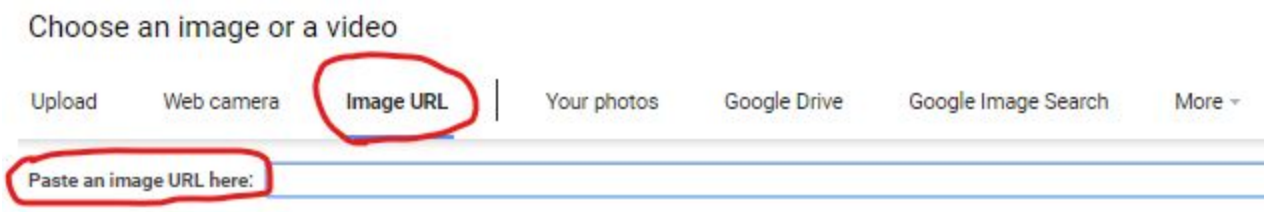
3. Now you will copy the image or video URL listed in the 3rd column.



Select the camera



If it is an image, select Image URL and paste it in the bar.



If your image is protected by a copyright and you cannot add the image; do the following:

Select "Google Image Search"

Select the image you want (it will have a blue check mark on it)

Click on the "Select" button

Choose an image or a video

The screenshot shows the Google Image Search interface. At the top, there are navigation tabs: "Upload", "Web camera", "Image URL", "Your photos", "Google Drive", "Google Image Search" (highlighted with a red circle), and "More". Below the tabs is a search bar containing the text "Arashiyama Bamboo Grove" and a search icon. Under the search bar, there is a "Any type" dropdown menu and a color palette. The main area displays a grid of search results, all showing bamboo groves. The first image in the top-left corner has a blue checkmark in its top-left corner, which is circled in red. Below the grid, there is a small text box that reads: "The image you highlighted was found by Google Image Search on this page: <https://www.insidekyoto.com/arashiyama>". At the bottom, there are two buttons: "Select" (highlighted with a red circle) and "Cancel". To the right of the "Select" button, there is a note: "Only select images that you have confirmed that you have the license to use."

If it is a video, you may add the URL or search for the video here.

This screenshot shows the same Google Image Search interface as above, but with the "More" dropdown menu open. The "More" tab is highlighted with a red circle. The dropdown menu contains two options: "YouTube Search" and "YouTube URL". Below the dropdown menu, the search results grid is partially visible, showing several bamboo grove images.

4. Do this for each of the 8 sites/regions you are recommending for your customer.