

Instructions for creating a map

1. Log into your Google account. If you do not have one, create an account [here](#).¹
2. Go to the site [Google My Maps](#).²
3. At the top left, click on the “+ CREATE A NEW MAP” button.
4. At the top left, click on “Untitled map” and enter the title “I’m thirsty for health [name of municipality].” If you want, add a description. For example, “Here is a map of the places that offer free water from the municipal water supply to families and residents.” Click on the “Save” button.
5. Identify the locations where residents can find a water fountain. There are three ways to do this:
 - a. At the top left, enter the name of the public place or institution in the search bar.

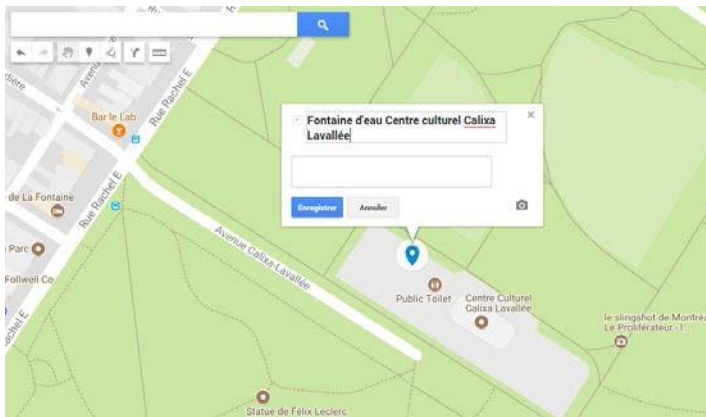
¹ If you use the printed version of the document, the full address is

<https://accounts.google.com/signup/v2/webcreateaccount?hl=fr&flowName=GlifWebSignIn&flowEntry=SignUp>. ²

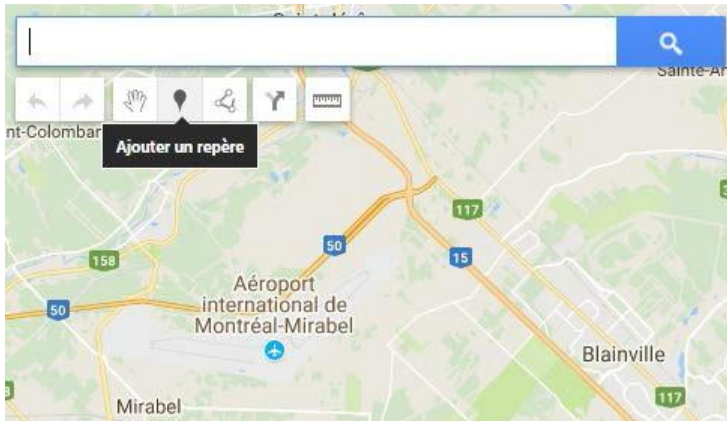
Address for printable version: <https://www.google.com/maps/d/>.



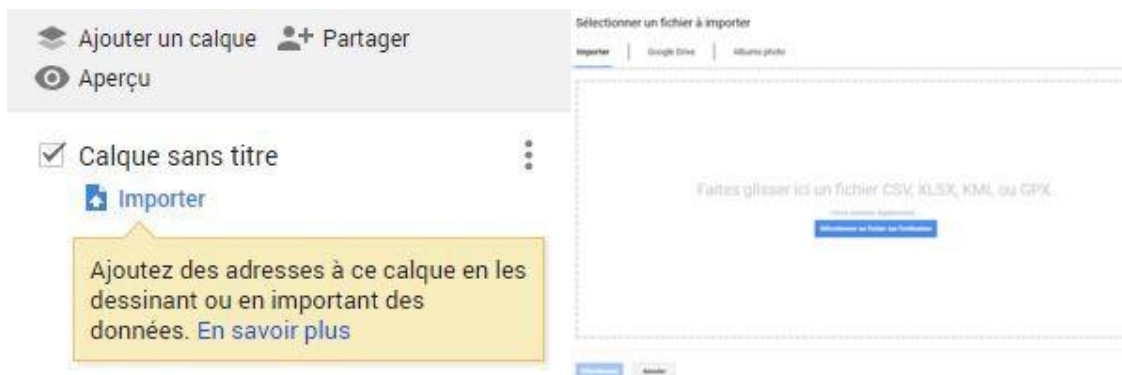
- b. Once the location is found, click on “+ Add to map” in the window. The location name appears in the list to the left. As needed, click on the location to edit the title or add a description under the titles to make it easier to find the fountain (i.e., go down the stairs).



- c. For some locations that do not correspond to a postal address or to identify several fountains within a single site (i.e., a park), use the “Add marker” icon located under the search bar and place it at the appropriate location on the map. Don’t forget to click “Save” to keep the marker and the information added.



- d. If you have an Excel file with all the information needed to identify the water fountains (name, address, postal code, etc.), it is possible to import it to Google My Maps.
- Under the title of your copy, click on “Import.” In the pop-up window, click on “Select a file from your device” and choose the Excel document that you want to convert into a map.
 - In the window “Choose columns to position your placemarks,” check the columns of the file you wish to use to identify the points on the map. Click on “Continue.”
 - In the next window that appears, “Choose a column to title your markers,” check the file column that allows you to name the water fountains on the map (e.g., name). Click on “Finish.”



Sélectionner les colonnes pour placer les repères

Sélectionnez les colonnes de votre fichier qui nous indiquent où placer les repères sur la carte. Il peut s'agir d'adresses ou de coordonnées de latitude et de longitude. Toutes les colonnes sont importées.

nom 

adresse 

ville 

code postal 

Sélectionner une colonne pour donner un titre à vos repères

Sélectionnez la colonne à utiliser comme titre pour les repères. Il peut s'agir du nom d'un lieu ou d'une personne.

nom 

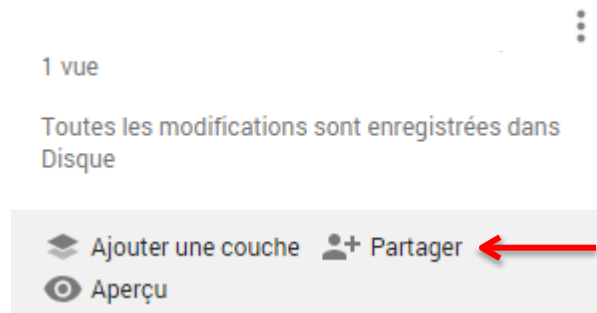
adresse 

ville 

code postal 

- When you have finished identifying the access points, make the water map visible to the public by changing the privacy settings. At the top left, click on the “Share” icon.

I'm thirsty for health [name municipality]



- In the window that appears click on “Change” to the right of “Private – only you can access.”
 - Select the option “On: public on the web” and save.
- Select the people who will be authorized to edit the map.
 - When you click on “Share” at the bottom of the “Sharing settings” window, enter the email addresses of the people you want to authorize to make changes in the “Invite people” bar. Next, make sure that the “Can edit” option is selected by clicking on the icon at the right of the bar. ***Note this will only work if the email is associated with a Google account!***



If you want your municipality's map to be posted on the thirstyforhealth.ca site, please contact Charlène Blanchette: 514-598-8058, Ext. 230 or cblanchette@cqpp.qc.ca.


Paramètres de partage


Lien de partage (accessible uniquement par les collaborateurs)

<https://drive.google.com/open?id=1lbP3Z88KPGc6lxkXCEbPwktswBLUVAlfa&usp=sh>

Partagez un lien via :    

Qui a accès

 Privé - Moi uniquement

 [Modifier...](#)