

We can  
help you start  
your creative  
business

We can  
help you make  
your community  
more creative

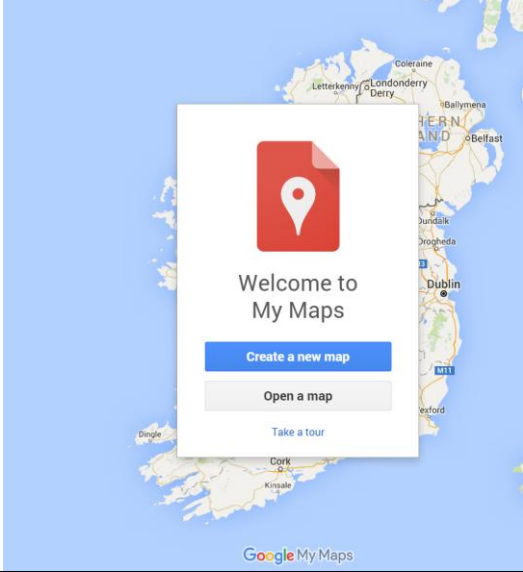
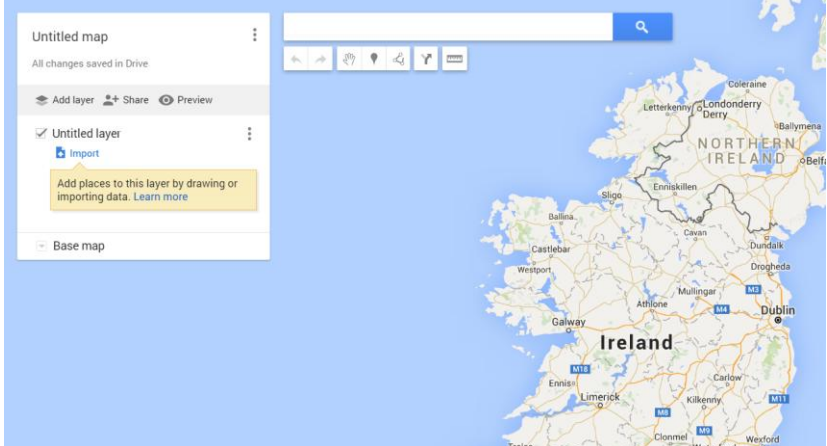
We are CCIC  
Creative Communities  
Igniting Change

## IO2 CCIC Mapping Exercise Guide - How to create CCIC Google Maps



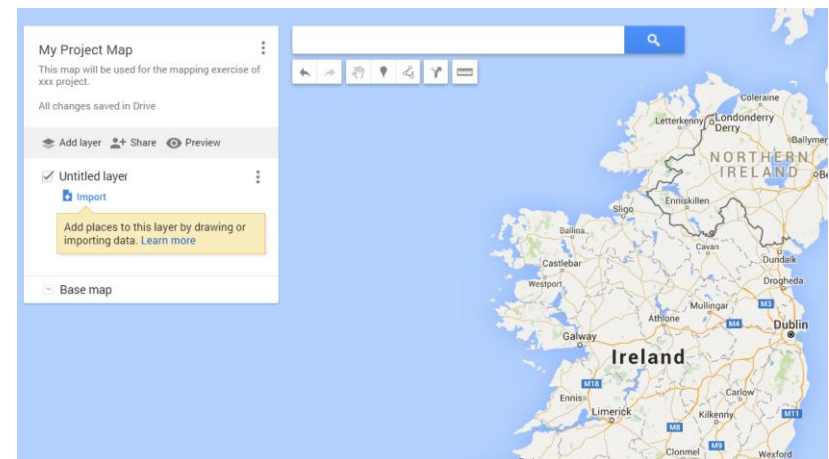
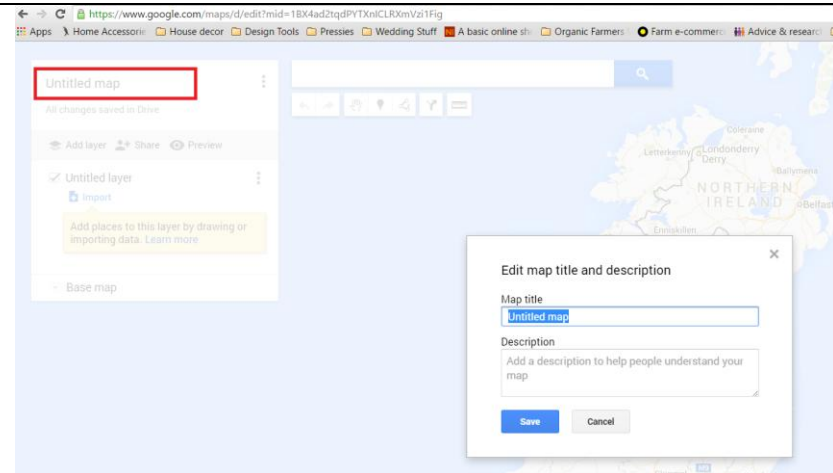
Erasmus+

## Create a new map

1.	Sign into Google with your Google Account	– you must create one if you do not have one – <a href="http://www.google.com">www.google.com</a>	
2.	Open <a href="#">Google My Maps</a> .		
3.	Click <b>Create a new map</b> , this will open up a new Google Map		

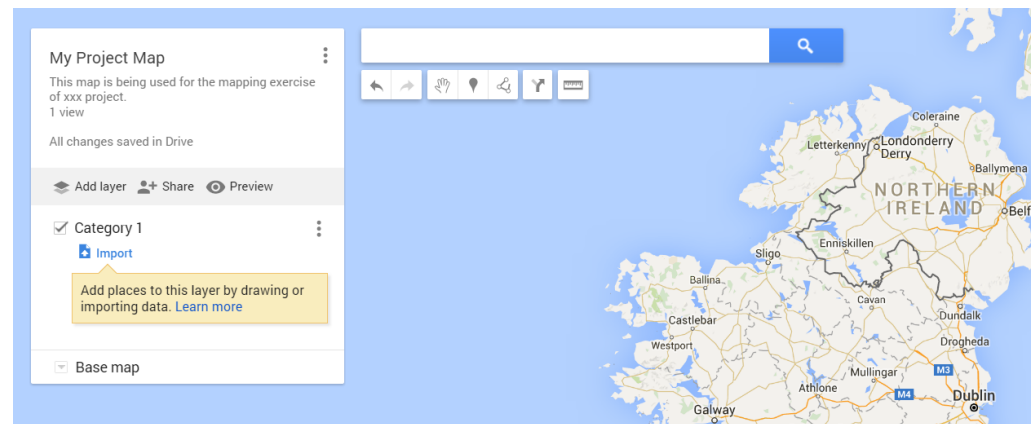
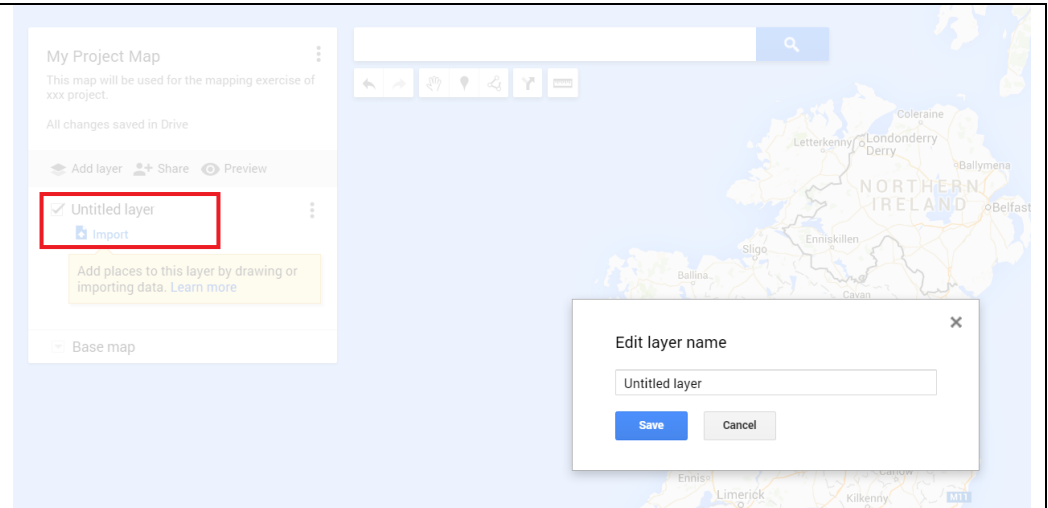
4. Name your map - click on the Untitled map text on the box on the left(see red) and edit your maps name.

Give your map a description and hit save

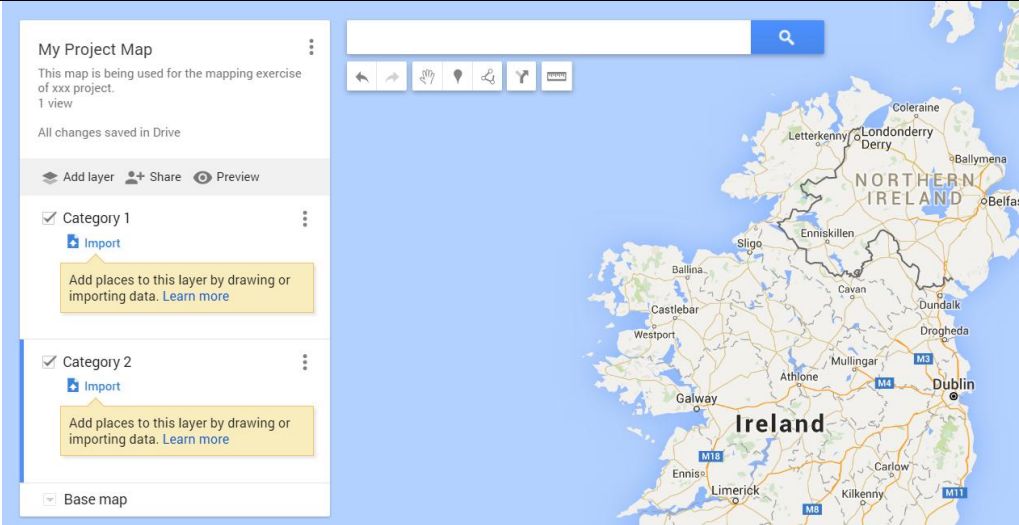
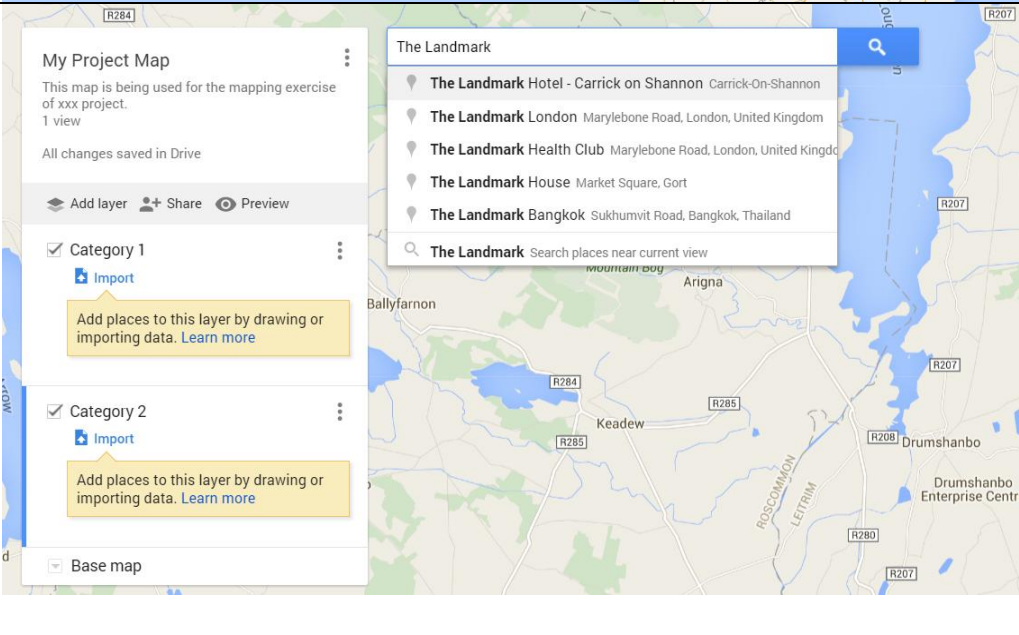


Eg. Map with new project name and description.

5. Add your Map Categories - Edit and add layers. Click on the Untitled Layer and edit the name to suit your map categories. Rename the layer and click save.

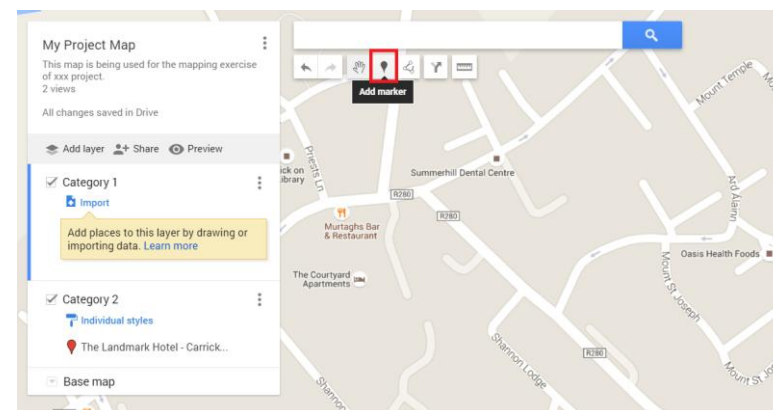
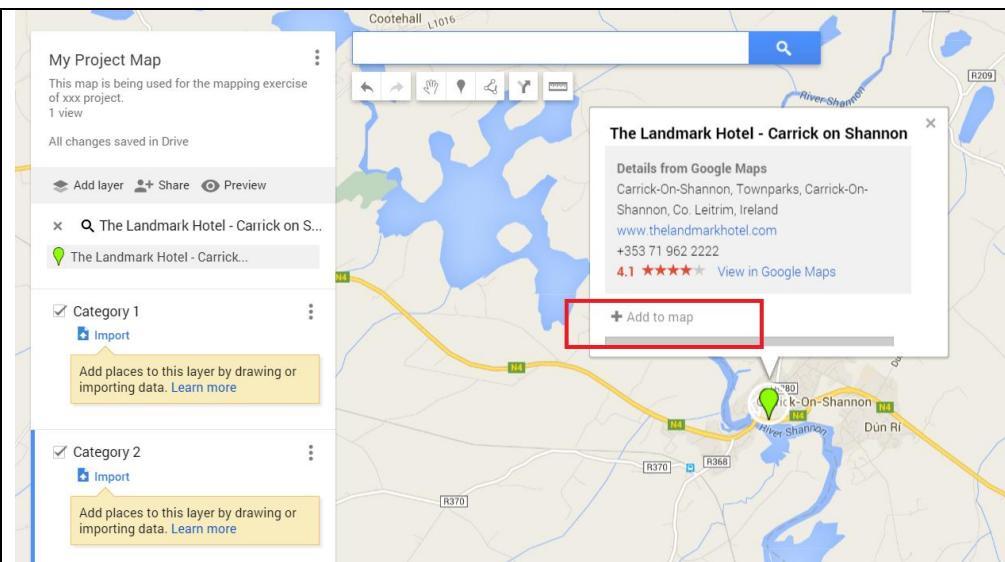


Map with new category name

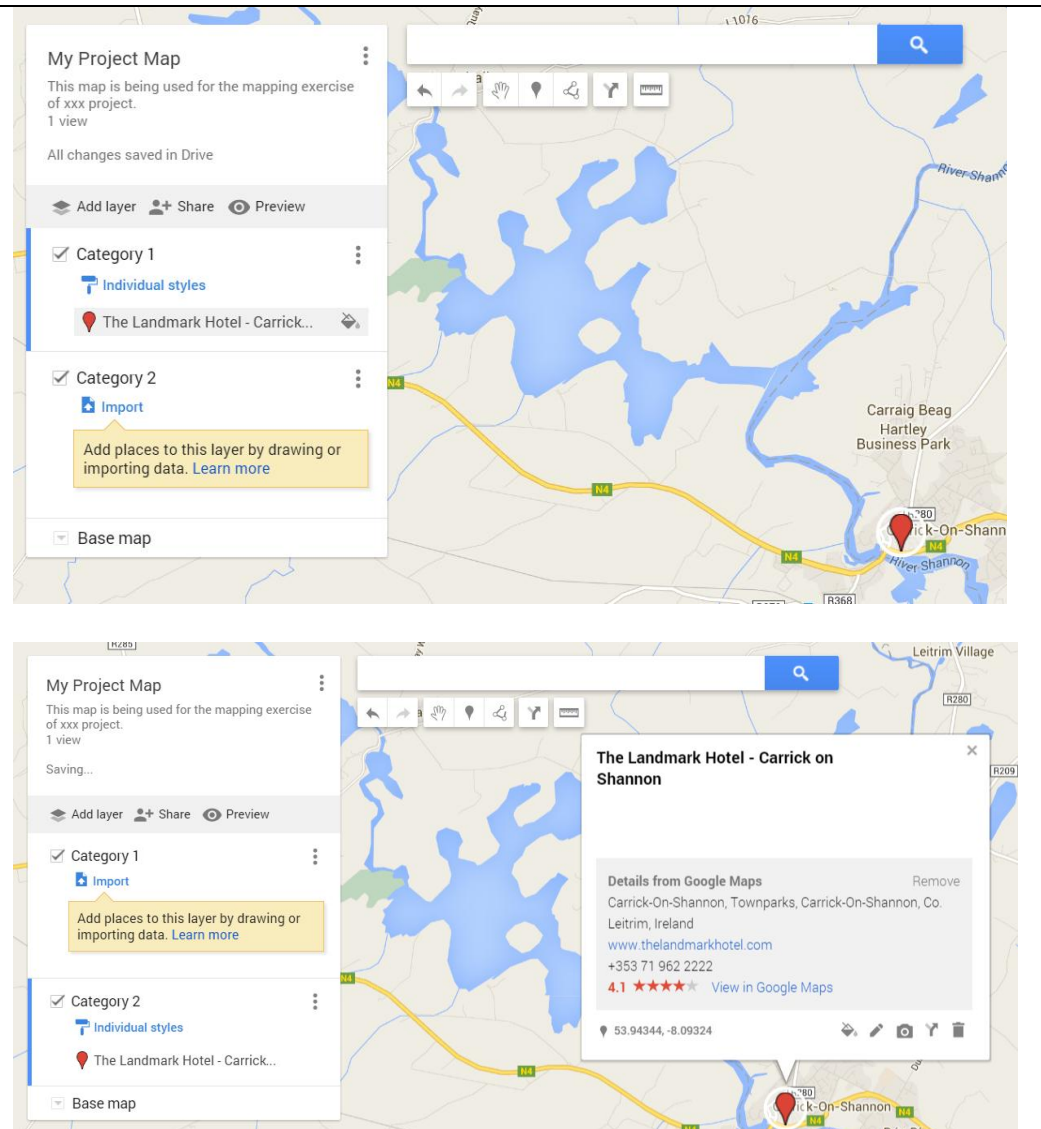
6.	<p>To add a new layer or category, click add layer and repeat step 5 to rename and save layer.</p>	
7.	<p>Add a location to the map. Search for the name of the business or organisation eg The Landmark Hotel, Carrick on Shannon. Select chosen business from the drop down menu and click add to map.</p>	

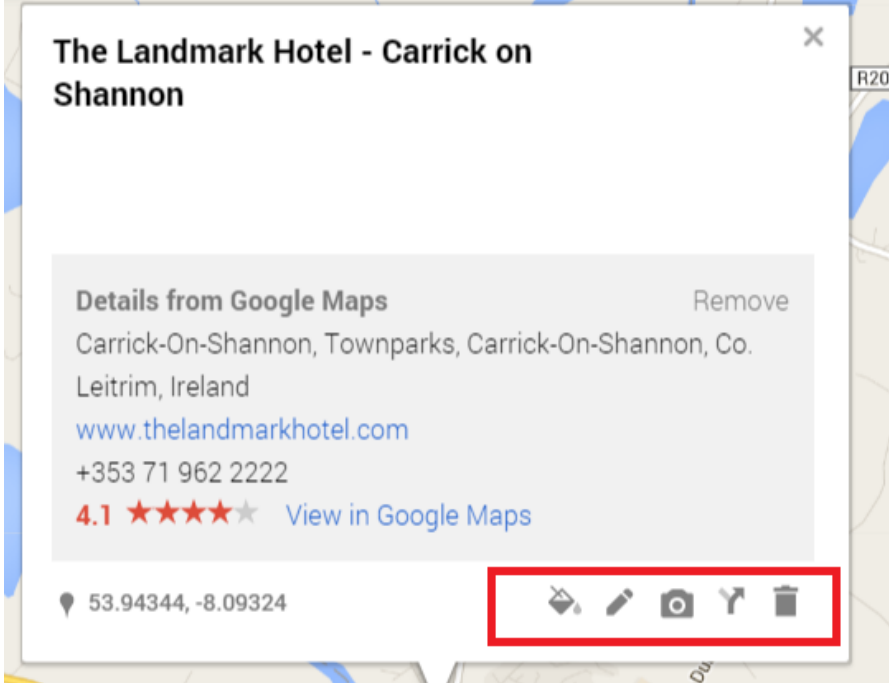


Note: if the business is not listed you can search by address/location and manually add a listing by clicking on the add marker icon and dropping in place.



8. Business has been added to the map. Drag and drop functionality allows you to move the location it up and down in the category listing.



<p>9. Now that you location is added, you can edit the listing - click on the icons to change the pin colours (use a different colour for different categorisations), add more text, add an image etc.</p>	 <p>The screenshot shows a Google Maps information card for 'The Landmark Hotel - Carrick on Shannon'. The card includes the title, a close button (X), and a 'Details from Google Maps' section. This section contains the address 'Carrick-On-Shannon, Townparks, Carrick-On-Shannon, Co. Leitrim, Ireland', the website 'www.thelandmarkhotel.com', the phone number '+353 71 962 2222', and a rating of '4.1' stars. A 'Remove' link is also present. At the bottom of the card, the coordinates '53.94344, -8.09324' are displayed. A red rectangular box highlights a row of five icons: a location pin, an edit icon (pencil), a camera, a share icon, and a trash can icon.</p>
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## Sample CCIC Maps to use as a guide:

Mapping exercise in Ireland.

### Hubs & infrastructure

<https://goo.gl/hHUa2K>

Categories:

Creative Hubs

Technology Hubs

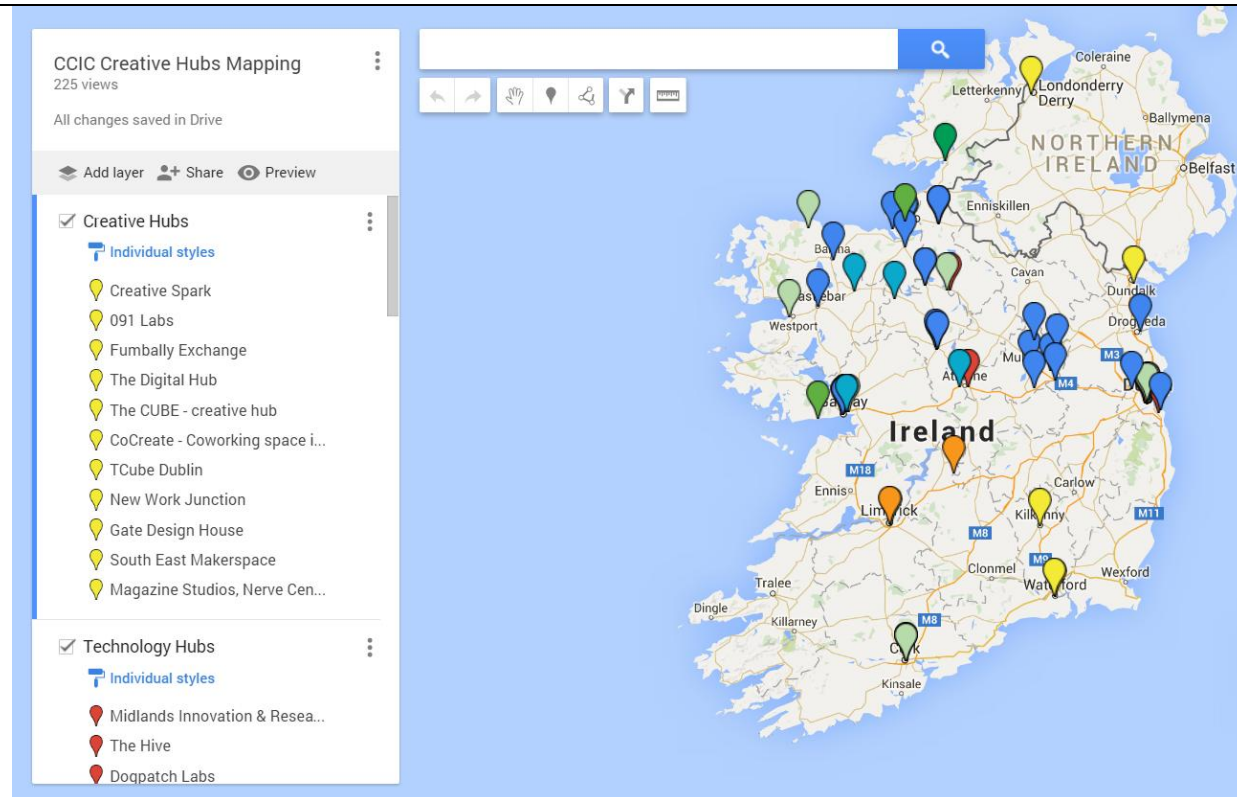
Artist Studios

Fab Labs

Hot Desking

Emerging Work Spaces

Craft Centres including Enterprise Units



## Training & supports

<https://goo.gl/pEbK9m>

Categories:

Training

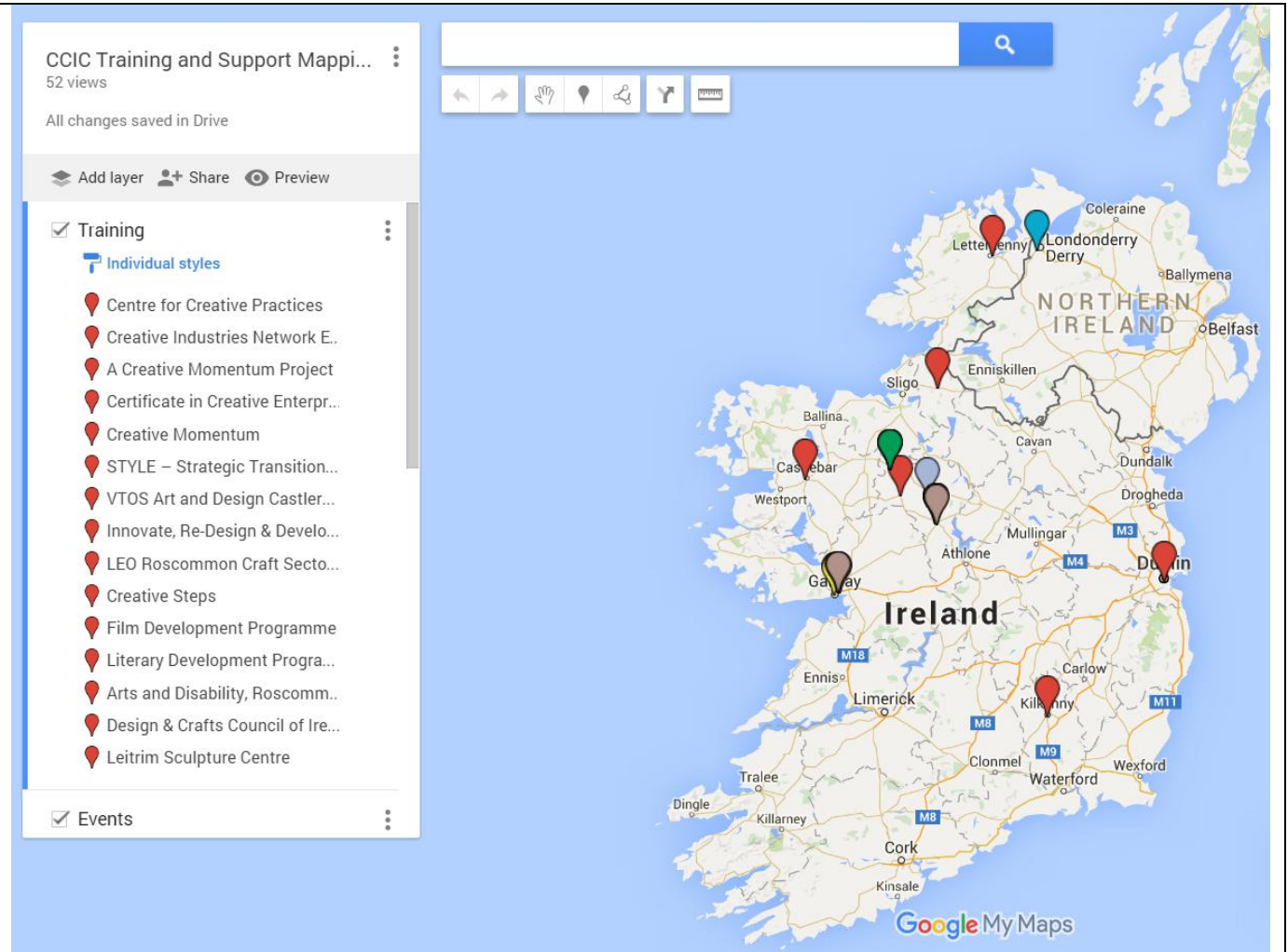
Events

Supports

Creative Youth

Policy

Agencies



**Networks** <https://goo.gl/IWjSD9>

Categories:

Networks

