



## PHASE I:

1. Create a Google account
2. Click "Create an account".
3. The signup form will appear....
4. Review Google's Terms of Service and Privacy Policy, click the checkbox, then click "Next Step".
5. The "Create Your Profile" page will appear.
6. Your account will be created, and the Google welcome page will appear.

## PHASE II:

1. Open a new Excel Spreadsheet.
2. Create columns: e.g. Title, Name, Description, Location, Video, Link(s), Year. [\[1\]](#)
3. For Location, provide the name of the city and province, state or country: e.g. Toronto, ON, New York, NY, Paris, France – OR – search Google for the Latitude and Longitude coordinates (e.g. "Boston long and lat"). Copy and paste these numbers – *without* directions (N, S, E, W) – into the Locations column for more precise pin placement.
4. For Video, provide the YouTube URL from the video's "Share", *not* the webpage URL.
5. Save your Excel Spreadsheet as a "CSV" file (CSV stands for "comma-separated values").

## PHASE III:

1. Sign-in to your Google Drive account.
2. Go to <https://google.com/mymaps>.
3. Select the red button labelled: "Create a new map".
4. Select: "Untitled map" and give your project a name.
5. Click on "Base map" to change the style of your project's map.
6. Click on "Import".
7. Select your CSV Excel Spreadsheet.
8. New Dialogue Box: "Choose columns to select your placemarks" – Select the box for "Location".
9. Click "Continue"
10. New Dialogue Box: "Choose a column to title your markers" – Select "Name".
11. Click "Finish".
12. Your map is now created with pins indicating the place of your Locations and the related data fields.

13. To add Video, copy the URL from each pin's dialogue box.
14. Select the "camera" icon
15. New Dialogue Box: "Choose an image or video".
16. Select pull-down menu: "YouTube URL".
17. Select "YouTube URL".
18. Paste your YouTube URL in the box titled "Paste YouTube URL here".
19. Click "Select" button.

#### **PHASE IV:**

1. To play video from a pin, click the video thumbnail.
2. Click the word "YouTube".
3. Enlarge video by selecting frame icon

#### **Bibliography:**

Terry, Mark. "Afterword", *The Geo-Doc: Geomedia, Documentary Film, and Social Change*. London: Palgrave Macmillan, 2020. Print, pp. 201 - 205.

#### **Note:**

Other columns may be added to enhance your project, but the ones listed in the guide are recommended as essential to the basic structure of the Geo-Doc.