



# GOOGLE MAPS USING GUIDE FOR BEGINNERS



PARTNERSHIP  
FOR DIGITAL  
COMPETENCES  
[univofgenerations.com](http://univofgenerations.com)

Co-funded by the  
Erasmus+ Programme  
of the European Union



## Content Plan:

How to use Google Maps?.....	2
Definition of Google Maps.....	2
What can you do using Google Maps?.....	2-6
How to get started on Google Maps?.....	6-7
How to open?.....	8
How to plan your future trip?.....	8
Learn about other helpful Maps features.....	8-9
Benefits of using maps in smartphones.....	9
Final thoughts.....	9
Video explanation.....	9
Links to the materials.....	9

## 1. How to use Google Maps?

When we were talking about travelling, one thing that might come to your mind is a travel map. An application that you should consider is Google Maps. Google Maps is an awesome map application that help us finding & exploring places, getting directions to a place we want, and preventing us to get lost. If you are new to Google Maps, in this article, I'll tell the things you can do with Google Maps.

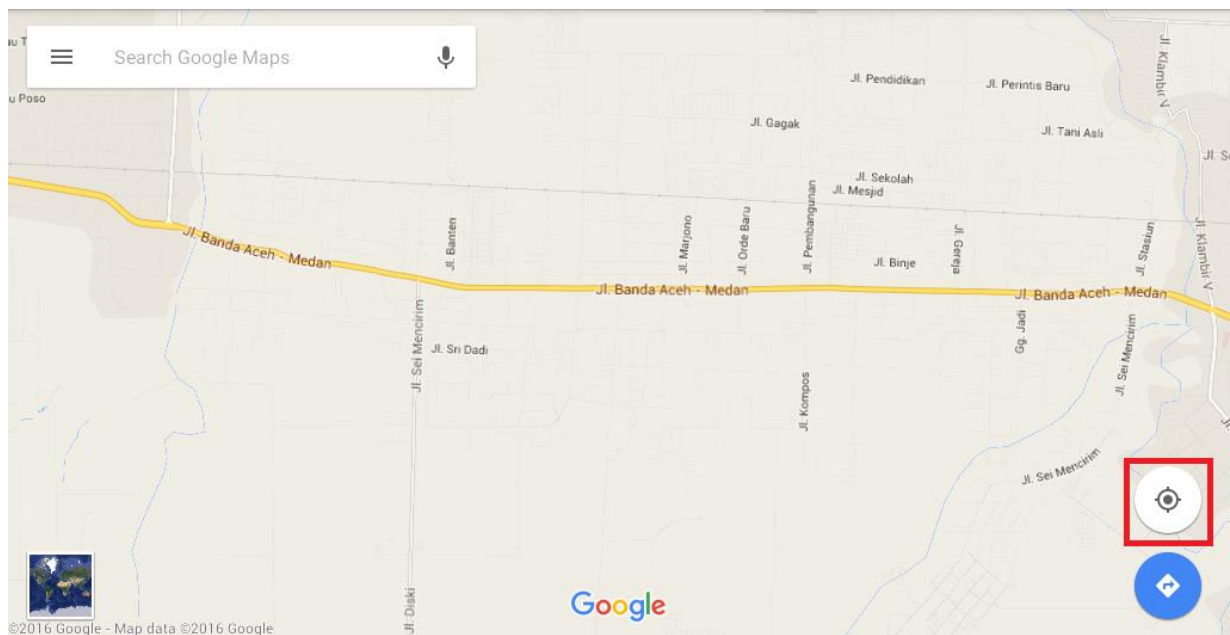
## 2. Definition of Google Maps

Google Maps is one of the most widely used services nowadays. It is an incredibly versatile tool which is quick and easy to handle. Starting from measuring the distance between any two locations to providing directions to the drivers, bikers, walkers, and users of public transportation it helps users in a variety of ways. Google Maps can be accessed via the web and phone devices. Its features on the web and phone devices are almost the same. If you are using a phone device, make sure you have Google Maps installed on your device.

## 3. What can you do using Google Maps?

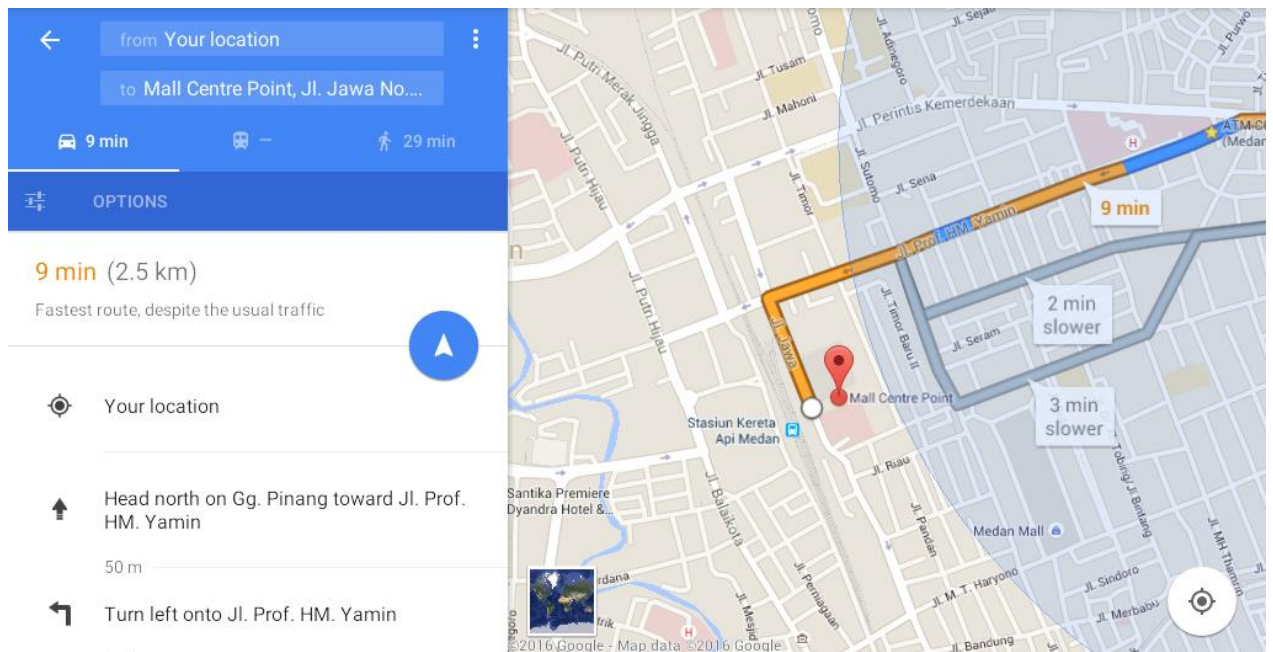
### Get your current location

If you want to go to a specific location, you should get your current location first. Make sure your device has GPS turned on. In the bottom-right corner, there is a GPS button. Tap that button and you will get your current location.

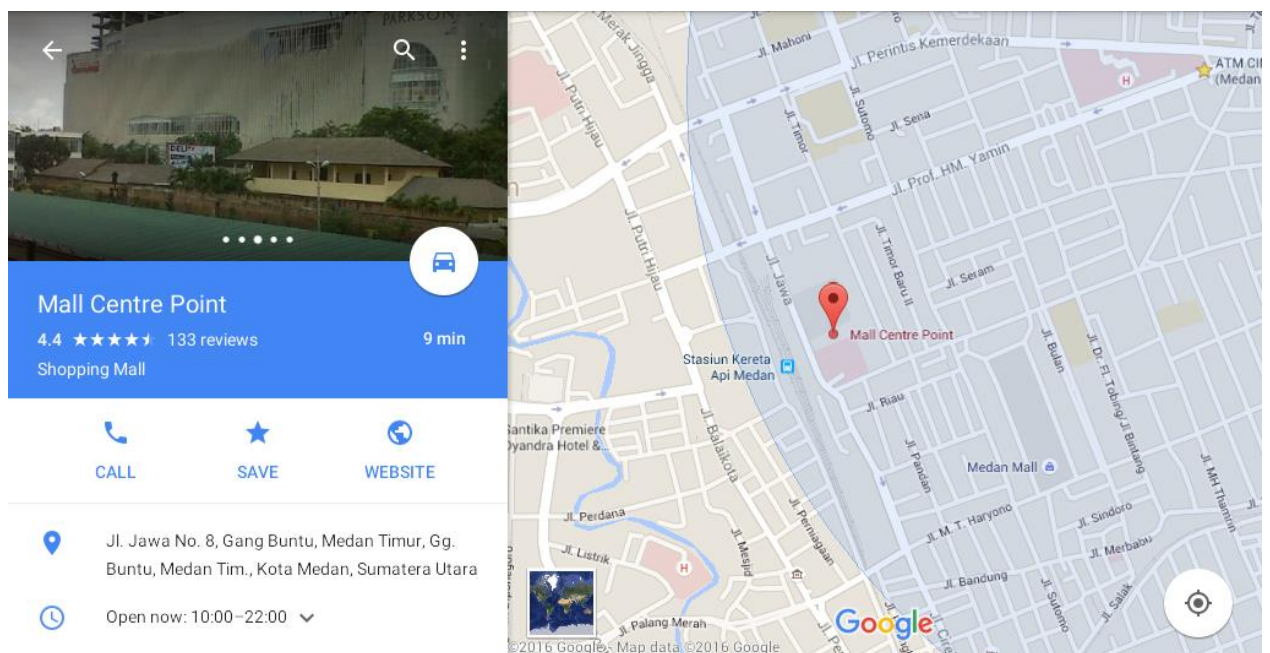


### Get directions to a place you want

After Google Maps has got your current location, then you can freely search for a place and get directions to that place. There are 2 ways to do it. The first way is by tapping a blue button in the bottom-right corner, below the GPS button. After you have specified your destination, Google Maps will show you the routes (the best and alternative routes) and duration (based on what transportation you take) directly to that destination.

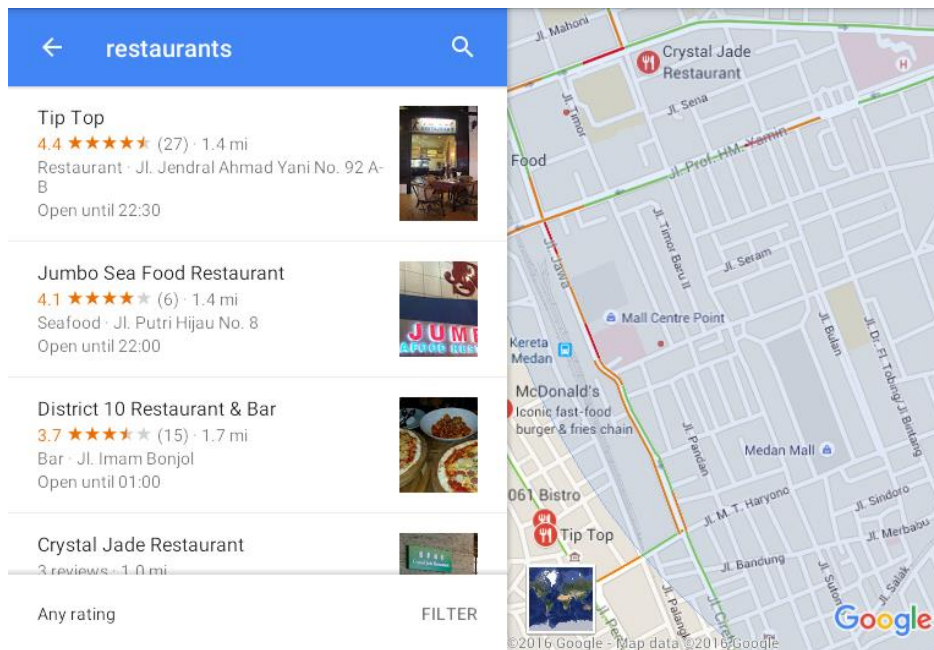


The second way is using a search box in the top-left corner. Search for a place and tap that place. This way will not show you the routes and duration directly instead of the place details (rating, reviews, exact address, working hours). If you are ready to get the directions, tap a blue transportation button above the place name.



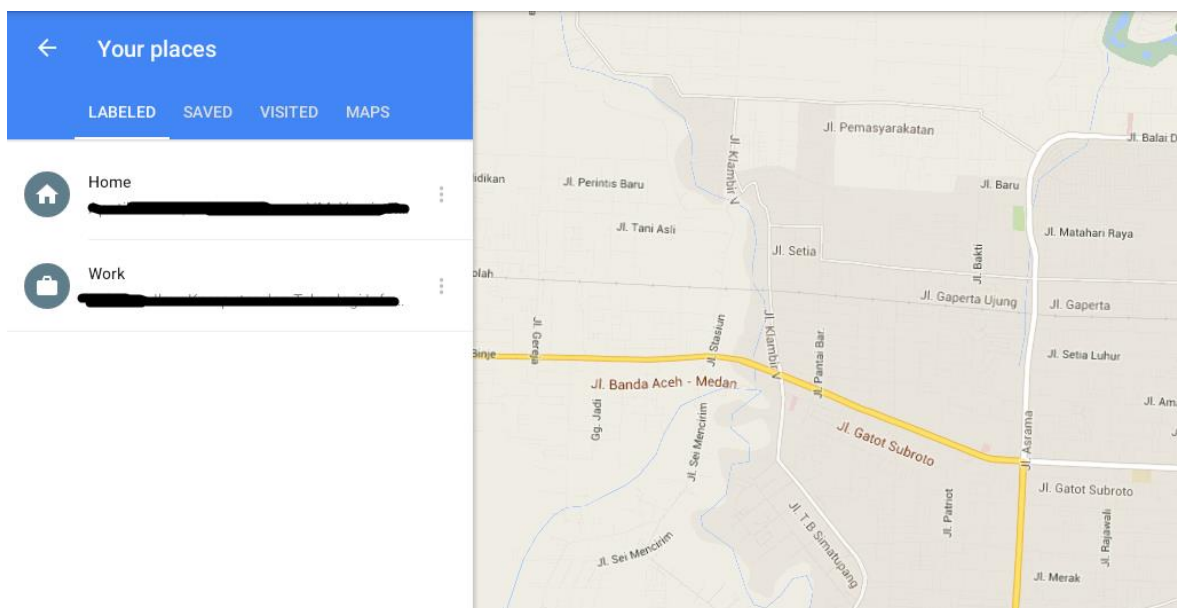
You can also use the search box to search for nearby places. For example, if you search restaurants then it will show a list of nearby restaurants.





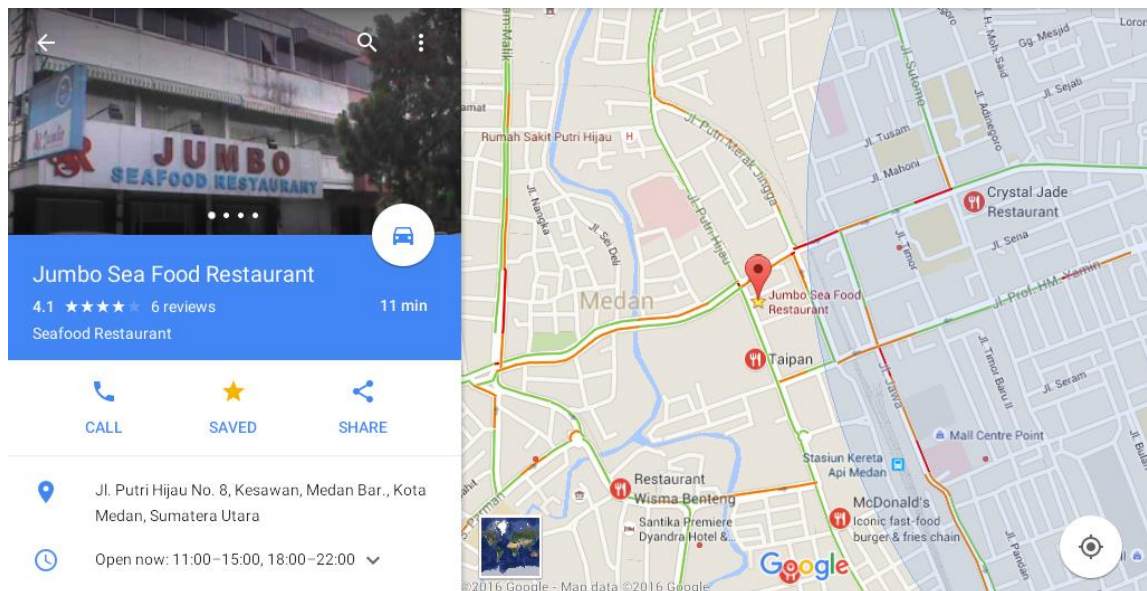
### Set your home and workplace location

Google Maps allow you to set your home and workplace location. So, if you want to go home or go to workplace, you don't have to type the address again to get the directions instead by tapping the Home or Work entry. You can set them by tapping the hamburger icon button in the top-left corner, tap Your places, then set the address to Home and Work entries. After setting the address for each entry, just tap the entry and the blue transportation button to get routes.



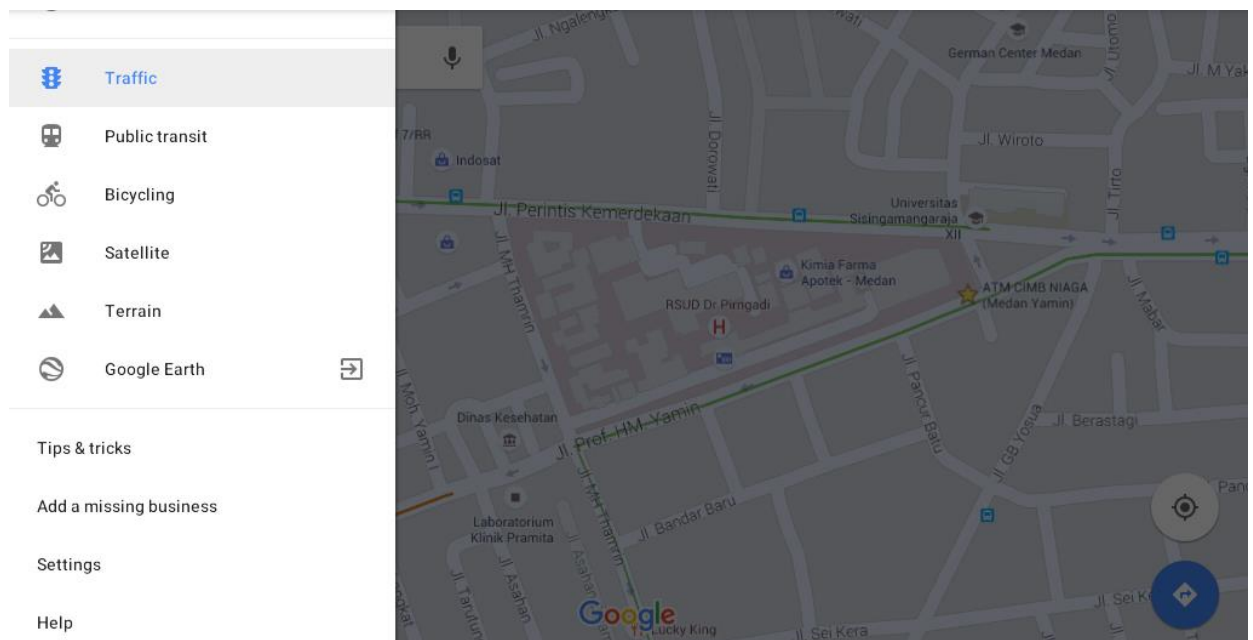
### Call, save, and share a location

There is a call, save, and share buttons in the place details. You can use the call button to call the place's customer service to get more information, for example. You can also save a location for easy access and share it to other people.



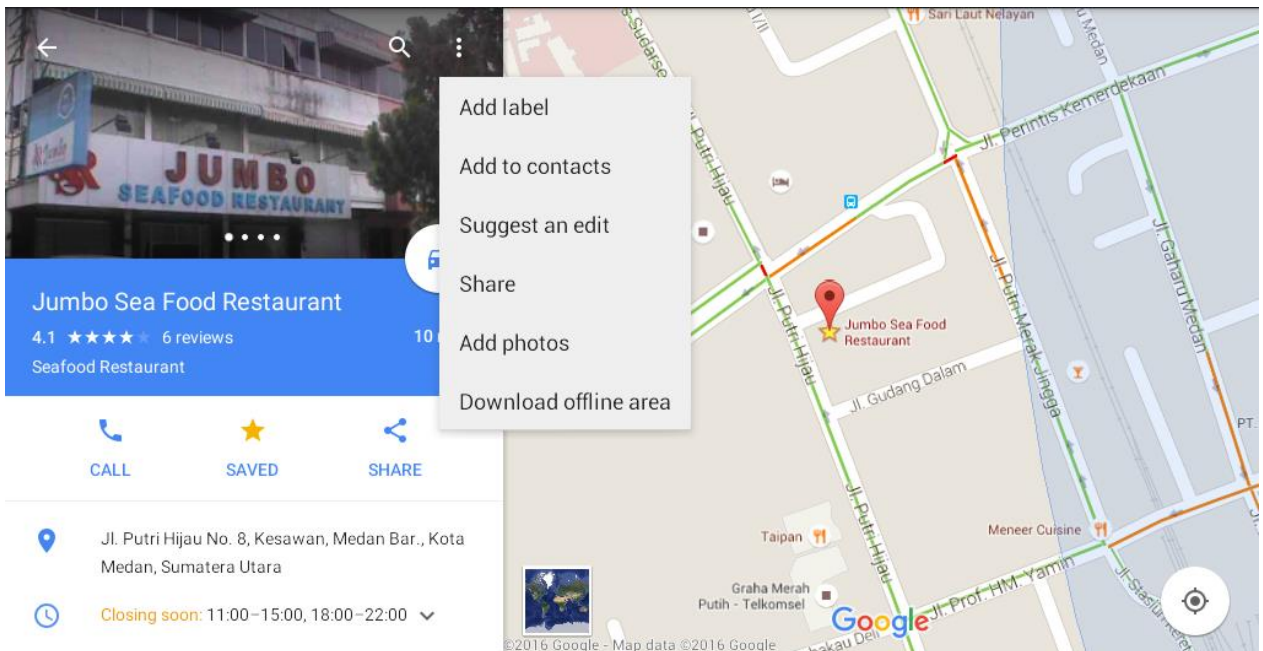
## Set Google Maps view mode

Google Maps has 6 modes of displaying its map. They are Traffic, Public transit, Bicycling, Satellite, Terrain, and Google Earth. The traffic mode shows you which streets have traffic jams (signed using the green, orange, red and lines) and traffic incidents. The public transit mode shows you which streets that are usually used for public transit (for example, buses). The bicycling mode show you which streets that are safe or specified for bicycling. The satellite mode shows you the streets along with the buildings around. The terrain mode shows you the elevation of landscape, like mountains and canyons. The Google Earth mode is the best mode. It allows you to explore the Earth by viewing satellite imagery, maps, terrain, 3D buildings, from galaxies in outer space to the canyons of the ocean. You must install Google Earth on your device in able to use it.



### View an area with offline mode

You can download an area and view it later in offline mode. Just select a place or location, click on the menu in the upper-right corner of the place details, then select Download offline area. It will download the area around that place.



## 4. How to get started on Google Maps?

Get set up and learn the basics of Google Maps with this guide. You can use Google Maps on your computer or use the Google Maps app Maps on your phone or tablet.

### Set your home or work addresses

Find directions from your home or work quicker when you set your home and work addresses. You can also find the fastest route to shorten your commute.

### Get info about a place

After you find a place on the map you can:

- Get directions to it.
- Get info like business hours and menus.
- Find Street View imagery.

### Get directions & start navigation

On a phone or tablet, at the bottom of your map, tap “Go”. Get travel times and directions to places you might go next, like your home, work, or calendar appointments.

### Understand Google Maps app features

To help you access features faster, Google Maps app has been updated.

When you open the Google Maps app, you can find 5 tabs at the bottom of the Home Screen:

**Explore:** Choose where to go.

You can find detailed reviews and descriptions of the most popular establishments and hotspots in the area. You can search for popular locations, local events, trendy restaurants, or things to do in Google Maps.

**Go:** What to expect along your frequent trips.

Find all of your frequent trips in one tap. You can get information about your ETA and the traffic reports and the accidents along the way.

**Saved:** Create lists and recall places.

You can use the Saved tab to find personalized content like:

[Recently saved places](#)

[Your lists](#)

[Timeline](#)

[My maps](#)

**Contribute:** Share experiences, add info and reviews, and fix problems.

To add places, write reviews, upload photos, or suggest an edit, at the bottom, tap **“Contribute”**.

You can also submit corrections to roads and places, manage your Maps profile, and find your contribution views and impact.

**Updates:** Get notifications for relevant information.

In Updates you can:

[Get recommendations](#) for places and things to do, and [find](#) what the people and merchants you follow have to say about places.

[Check your messages](#) in Google Maps.

Features like [Location sharing](#), [Timeline](#), and offline maps are available in the top right, in the [profile picture](#) or [initial](#).

## Manage your privacy settings

Tap your **“profile picture”** or **“initial”** to access and manage these privacy settings:

[Timeline](#): View and manage your Location History info.

[Location Sharing](#): Choose who can see your location and whose location you can see on Google Maps.

[Your data in Maps](#): Manage your privacy controls.

Tip: You can find and delete your Location history and download your Maps data.

## 5. How to open?

1. Install the app from Playstore (Android or IOS)
2. Open the app
3. Turn on GPS using the white button on the lower right side of your screen
4. You can tap the button to know where you are exactly
5. Enter your current location and the destination in the search bars provided above
6. You can also search for your nearby places like petrol pumps, restaurants, chemists, etc. There are various options you can select from. You can also simply type **“chemists near me”** to get a list of chemists near your location
7. Press **“Go”**. The map will show you the route to your destination



8. You can select your mode of transport from the list above – Car, Bike, Public Transport, By Walk, or By Cab
9. The lower bar shows you the distance and the time for travel depending on the traffic
10. Press “**Start**”
11. If you miss a turning, Google Maps automatically reroutes your trip
12. You can select audio guidance by pressing the audio button on the right of your screen. Select “**unmute**”

## 6. How to plan your future trip?

On your computer or mobile device, you can choose when you want to start driving or when you want to reach your destination. The travel time estimate for your trip is based on traffic and transit schedules for the planned travel time.

To schedule a trip:

On your mobile device, open the Google Maps app Maps.  
Set directions to a place.  
At the top, tap “**More**” and then Set depart or arrive time.  
Set a time under “**Depart at**” or “**Arrive by.**”

## 7. Learn about other helpful Maps features

**Improve Google Maps for others:** Earn points and recognition for sharing reviews, photos, and knowledge on Google Maps. Learn how to contribute to Google Maps - <https://support.google.com/maps/answer/6304221>

**Make a list of places to visit:** Create a list of saved places to organize and quickly access your most-used locations. Learn how to save places - <https://support.google.com/maps/answer/3184808>

**Send your location in real time:** Meet up with others or show them how to find you, let them find where you are. Learn how to share your location with others - <https://support.google.com/maps/answer/7326816>

**Save maps to your phone:** If you plan to travel where it’s hard to get the internet, download an area map ahead of time. Learn how to navigate offline - <https://support.google.com/maps/answer/6291838>

**Set route options:** When you use Google Maps to navigate to a place, you can pick your route preferences. Learn how to avoid tolls, ferries, and highways - <https://support.google.com/maps/answer/144339>

**Explore in Street View:** You can get photos of the places you visit and explore the area up close. Learn how to use Street View - <https://support.google.com/maps/answer/3093484>

**Measure distances:** Measure the distance between 2 or more points on the map. Learn how to set points and find distances - <https://support.google.com/maps/answer/1628031>

**Get or find coordinates:** Search for a place using its latitude and longitude coordinates, or get the coordinates of a place you've already found. Learn how to find coordinates in Maps - <https://support.google.com/maps/answer/18539>

## **8. Benefits of using maps in smartphones**

Unlike regular paper maps, maps on smartphones are updated in real-time.

This means that:

You can see the traffic on your route (indicated by the colors blue, yellow, orange and red for free-flowing traffic, medium traffic, slow-moving traffic, and congestion respectively.)

These maps show you the shortest routes to your destination and alternative routes with the time difference.

In case you are not sure where you exactly are, you can locate your exact position on the map.

There are apps in smartphones that you can use to find the correct route to your destination. The most common ones used are Google Maps, Apple Maps, MapQuest, Citymapper, and Waze.

## **9. Final thoughts**

Google Maps is a smart map application that has accurate navigations. When you want to visit a place, Google Maps doesn't show only one route. It will show more than one route based on traffic condition, transportation, and duration to that place. You are recommended to have Google Maps on your device.

## **10. Video Explanation**

<https://youtu.be/wtXFWU4r9FQ>

<https://youtu.be/XQUaQpoF8xE>

## **11. Links to the materials:**

<https://support.google.com/maps/answer/144349?hl=en&co=GENIE.Platform%3DiOS>

<https://support.google.com/maps/answer/6291839?hl=en&co=GENIE.Platform%3DiOS>

<https://www.digitaltrends.com/mobile/how-to-use-google-maps/>

<https://billyhalim.medium.com/6-tips-to-use-google-maps-for-beginners-4554ac711357>

<https://eldr.co/technology/smart-seniors/watch-how-to-use-google-maps/>