Creating A Placemark in



Created by Mr. Biggs for St. Thomas School Technology Lab

Open the Map

1. Sign in.



123sts45



1. Click on **My Maps.**
2. Click on your class map.

Creating a Placemark

1. Click the Edit button.
2. Three tools will appear on your map.
3. Click on the balloon tool and drag the placemark out.
4. Click to drop the marker on the right place on the map. Remember, the X marks the spot!

Edit Your Placemark

1. Click the Edit button above the map name.
2. Click on the balloon on the map or in the list.
3. The placemarker balloon will open.
4. Type in the title. Your title should include your placemark and your name.
5. Click **RICH TEXT.** This makes it easier to edit.
6. Type in your sentence that explains why this landmark was important.



You can use the tools to format the text (make it bold, change size and color, etc.)

1. Click OK to save what you are typing!
2. Now find your picture and copy the SHORTCUT!
3. Click the Insert Image icon to put your picture in the balloon.
4. A small window opens up. Right-click and paste the shortcut (the URL to the picture).
5. Your picture will be on the top of the description. Drag it to the bottom (or CUT and PASTE).
6. Click OK to finish your placemark.
7. Click the DONE button above the map name.

Your finished placemark will look like this:



To see other student’s placemarks you might have to SIGNOUT and SIGN IN again.