

SharePoint Training Manual – Map

Map

Add a Map to a Page

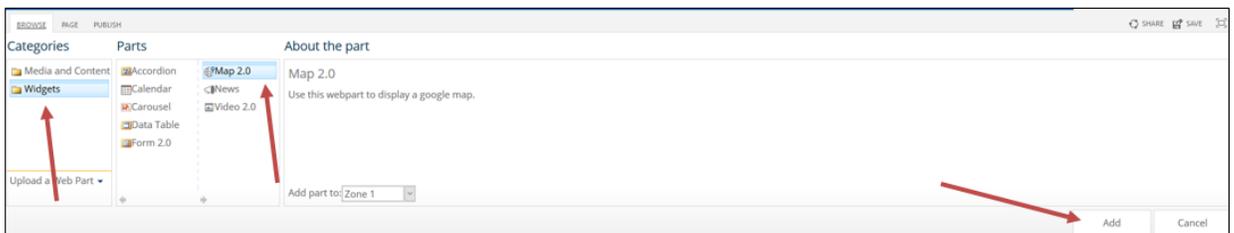
1. Navigate to the page on which the Map will be placed.
2. Click on the Gear Button drop-down menu located at the top right hand side of the page.



3. Edit the page by clicking **Edit** in the ribbon bar. Once the page is in edit mode, locate one web part zone where the Map will be located. Within the zone, click **Add a Web Part**. A web part section will display at the top of the page.



4. Click on the following and then click **Add** in the lower right hand corner of this display.
 - Categories: Widgets
 - Parts: Map 2.0

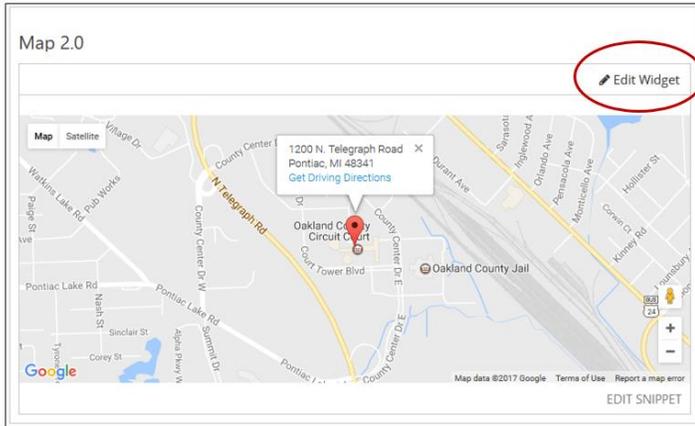


➤ Note: If the **Add** button is not visible, click on the **Browse** tab in the ribbon at the top left .

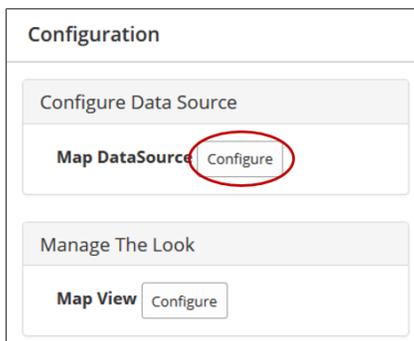
5. The page will be refreshed and the Map will be added to the page.
The default pinned address is set to 1200 N. Telegraph Road, Pontiac, MI 48341.

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6. Be sure to be in Edit mode and click on the **Edit Widget** button in the toolbar of the new Map app to configure the details for the map.



7. The Configuration popup will appear.
To update the pinned address on the map, click Map Datasource: Configure.

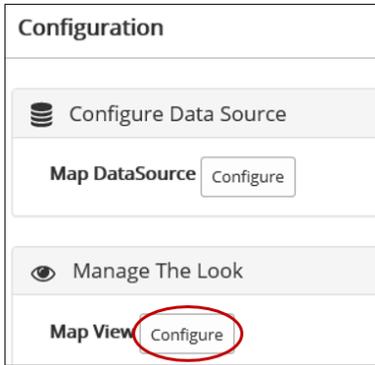


The Map Datasource popup will appear. Enter the full address (number, street name, city, state, zip) in the **Address:** box and click **OK**. Do not enter additional information in this field. The address entered will appear in the box above the Pin.

- Note: The Advanced features should only be used when an address will not show properly AND the EXACT Latitude and Longitude are known. If a Latitude and Longitude are needed, check **Custom pin location** to enable the fields. The Pin will appear at that exact location while the address entered under **Address:** will appear in the box above the Pin location.

8. Return to the Configuration popup.

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To update the look of the map, click **Map View: Configure**.

Under Options, there are four map styles available:

<p>Road Map View (Default)</p>	<p>This option is the default and displays the map with a road view (street names).</p>	<p>A standard road map showing street names like 'Telegraph Rd', 'County Center Dr', and 'Oakland County Jail'.</p>
<p>Google Earth Satellite Images</p>	<p>This options displays the map with an earth satellite view.</p>	<p>A satellite-style aerial view of the same location, showing buildings and terrain.</p>
<p>Mixture of Normal and Satellite views</p>	<p>This option displays the map with a mixture of the road (street names) and earth satellite views.</p>	<p>A hybrid view showing street names overlaid on a satellite background.</p>
<p>Physical Map based on Terrain Information</p>	<p>This option displays the map with a mixture of the map (street names) and terrain views.</p>	<p>A physical map style showing topographical features and street names.</p>

Click **OK** to save selections made or **Cancel** to remove any selections.

- **Note:** 'Connections' is an advanced section that will configure data elements and should only be touched by the power user that has had advanced instruction.