



Basics of the use of computer and ICT

# Google Maps



## Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

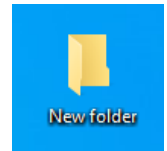
## All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



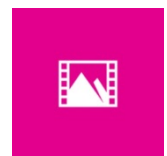
4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



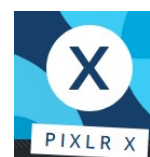
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



**The series of booklets has been written by experts  
from 7 organizations.**

**The 7 organizations are:**

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"  
from Lithuania



Centro Social e Paroquial Santos Martires  
from Portugal



Tallinna Tugikeskus JUKS from Estonia



IES El Greco from Spain



I.E.S. EL GRECO

Towarzystwo Wspierania Inicjatyw  
Społecznych Alpi from Poland



Università Degli Studi Di Catania from Italy



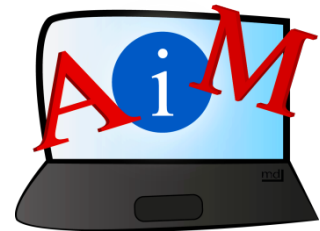
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



## VOCABULARY

**Erasmus+** is a programme of the European Union that funds different kinds of projects.



# How to use Google Maps for directions

## Introduction

**Google Maps is a map tool.**

It helps you to find the way or route for your desired destination.

You can use Google Maps on your phone, tablet or computer.

You can also choose how you want to take your journey.

You can take it by foot or by transport.

This is its symbol:



In our text we use the word **device**.

**Device** can be your phone, tablet or computer,  
what you are using.

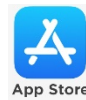
## Using Google Maps on phone or tablet

When you want use Google Maps on your phone or tablet, you can use **Google Maps App**.

If you do not have Google Maps on your device you have to download it.

You can download Google Maps for free from:

- The App store on iPhone or iPad



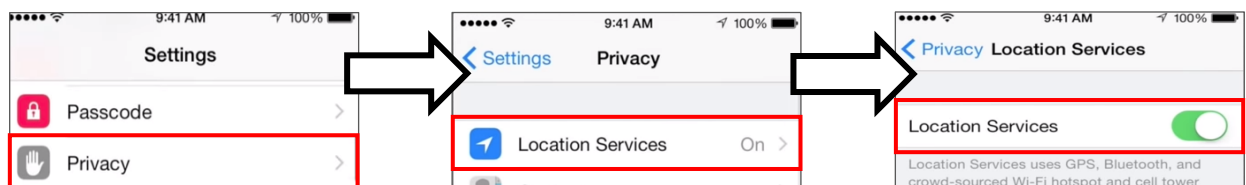
- The Google Play Store on Android devices



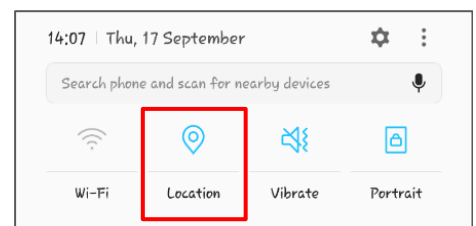
## Getting directions on your mobile device

### 1. Turn on location for better use.

On iPhone and iPad you can turn on location in the Settings menu.




On Android devices you have to swipe down the menu from top of the screen and tap the Location icon.





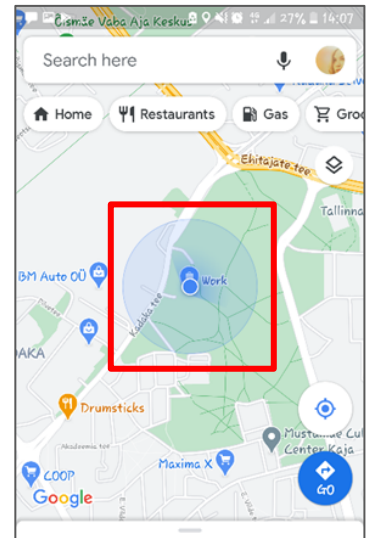
## 2. Open Google Maps app.

It looks like this 

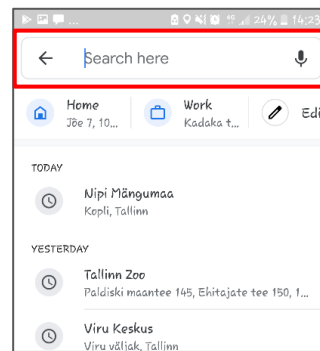
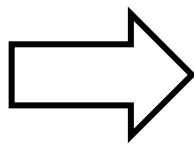
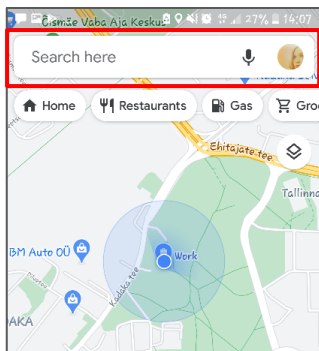
Tap the icon on your phone or tablet.

Now you have a map  
with your current location.

Your current location is marked  
as a blue dot.



## 3. Tap the search bar to activate search.

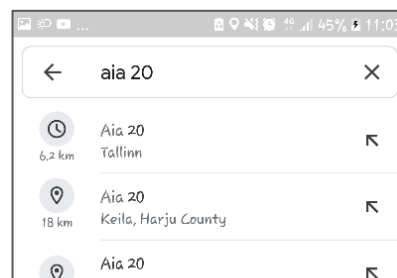
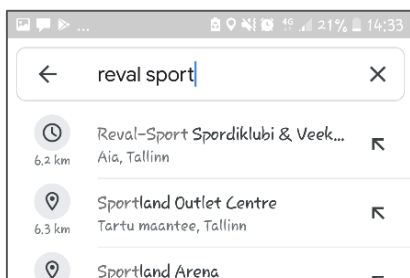


You can now search the route.

You have to know the address or the name of your destination.

## 4. Type the address or the name of your destination.

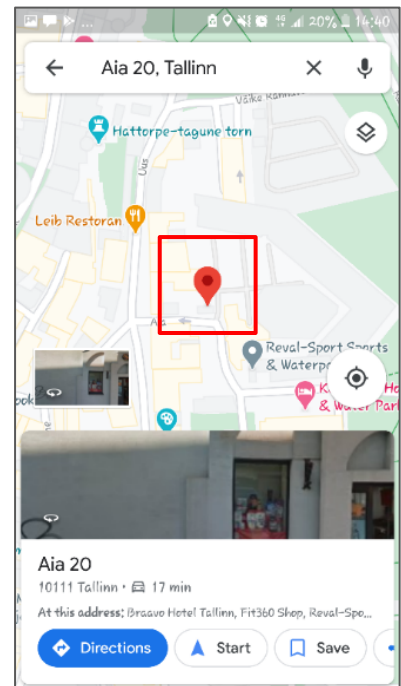
You can see the list of search results under the search bar.



## 5. Tap your desired place or address in the search results.

You can see your destination on your map.

Your destination is marked with a red pin on the map.



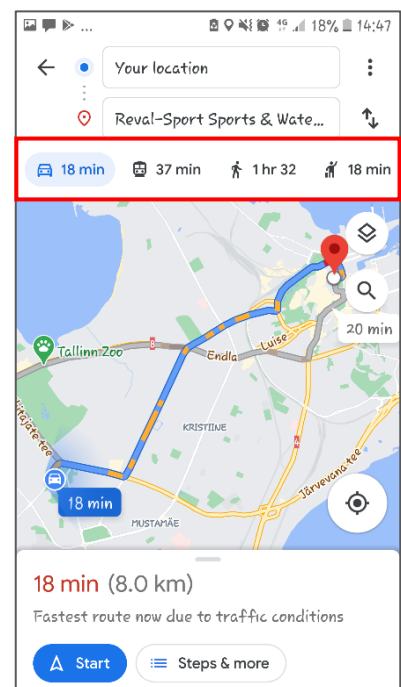
## 6. Tap the blue directions button



at the bottom of your screen.

You can see now on the map how to get to your destination.

You see above the map different ways to get your destination.



## 7. Choose your way of movement.

You can choose:

- a car 🚗
- a public transport 🚆
- walking 🚶
- a taxi 🚖

Below you can learn how Google Maps works, when you want to walk or use public transport to get your destination.

### Directions for walking

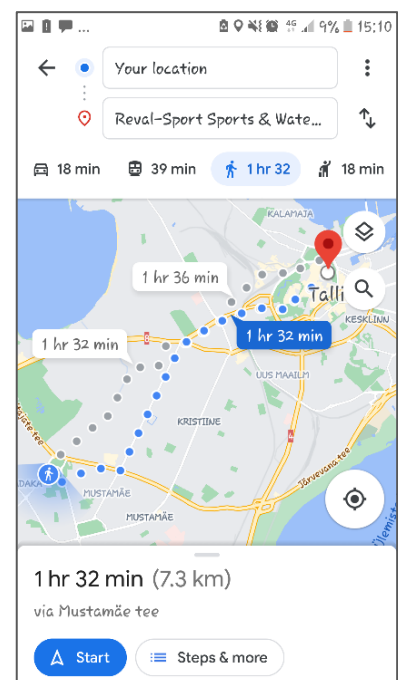
#### 1. Tap walking icon 🚶 to see routes for walking.

Google Maps recommends you the best and shortest route.

The best and shortest route is shown as a blue dotted line.

Google Maps also offers other routes.

These are shown as grey dotted lines.



## 2. Choose the route that you want to take.

If you want to choose another route,

then tap the chosen grey line.

It will activate and turn blue.

## 3. Tap the blue Start button

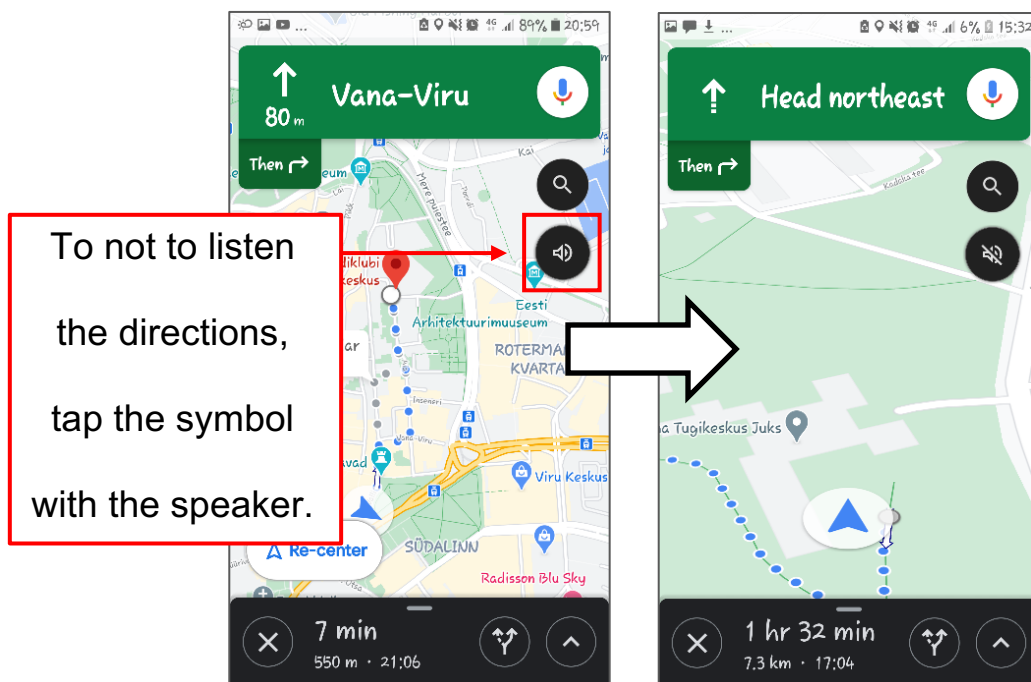


at the bottom of the screen

You have a map now.

You can:

- See and hear the directions.
- See how you have to walk to reach your destination.



## Directions for public transport

### 1. Tap public transport icon

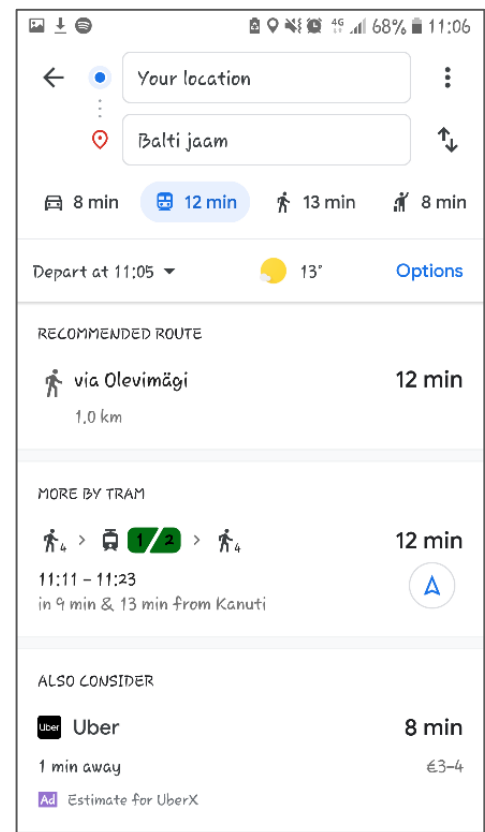
to see routes for public transport.

Google Maps recommends you the quickest route and offers alternative routes.

You can see how long each route takes.

You can see how long you have to walk.

You can see what transport you have to use on this route.

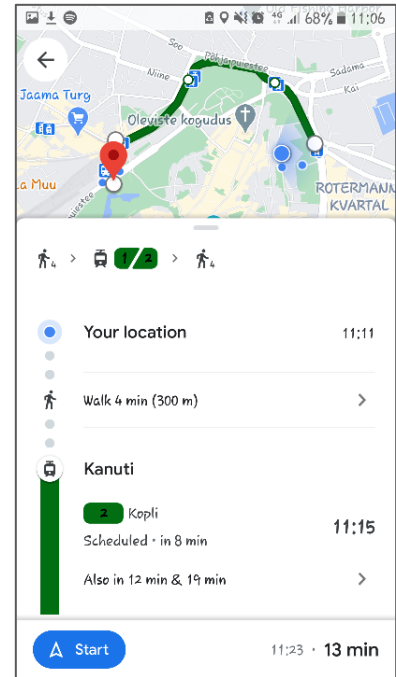


### 2. Choose the route that you want to take.

### 3. Tap the blue arrow button next to the chosen route.

Now you have the exact directions:

- How to go to the right bus stop.
- What are the names of the bus stops.
- How many stops you have to take.
- How to get your destination after leaving transport.



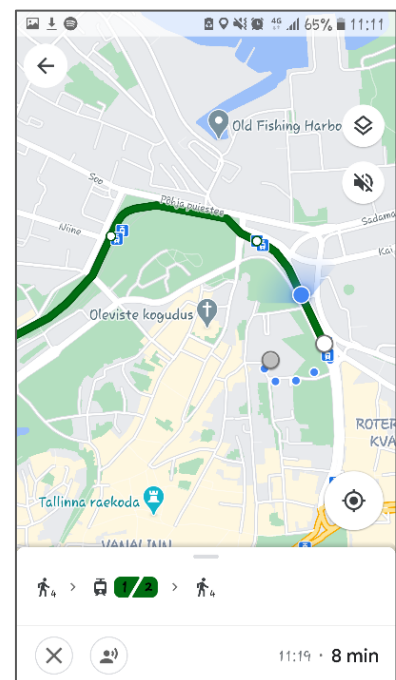
#### 4. Tap the blue Start button

Start

at the bottom of the screen.

Now you have a map for your route.

You can also track your journey.



## Using Google Maps on your computer

You can use Google Maps on your computer's web browser.

Using Google Maps on computer is very similar to using it on mobile devices.

Be aware that using Google Maps in web browser it can not:

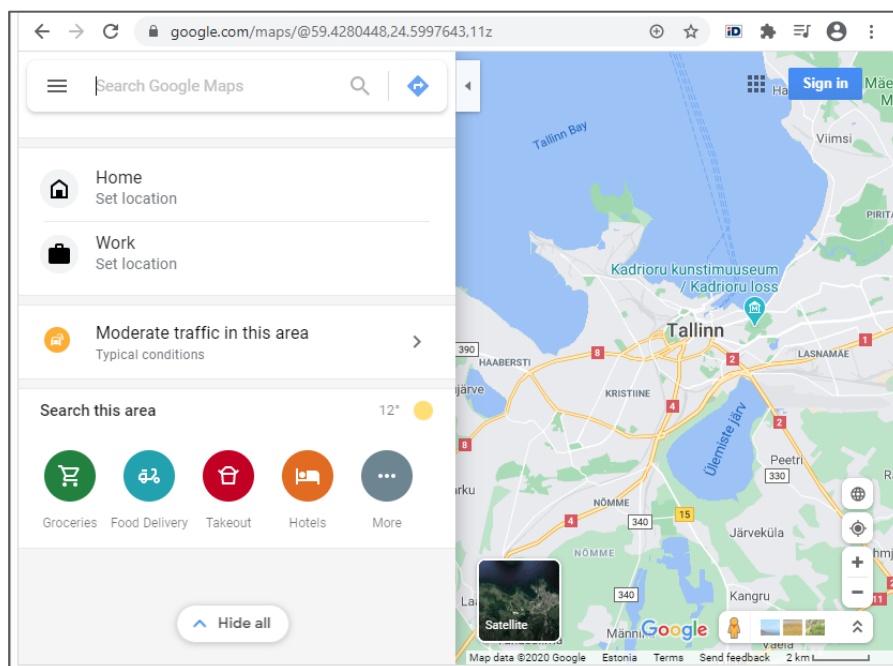
- Track your location.
- Give you turn-by-turn directions.

## Getting directions on your computer

Go to the Google maps homepage.

The homepage address is <https://www.google.com/maps>.

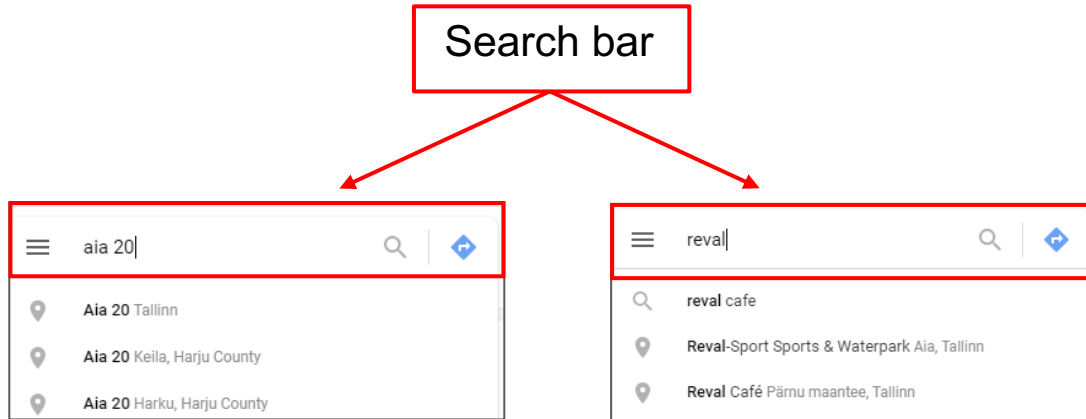
It looks like this:



- To start looking for directions, use the search bar.

## Using the search bar for directions

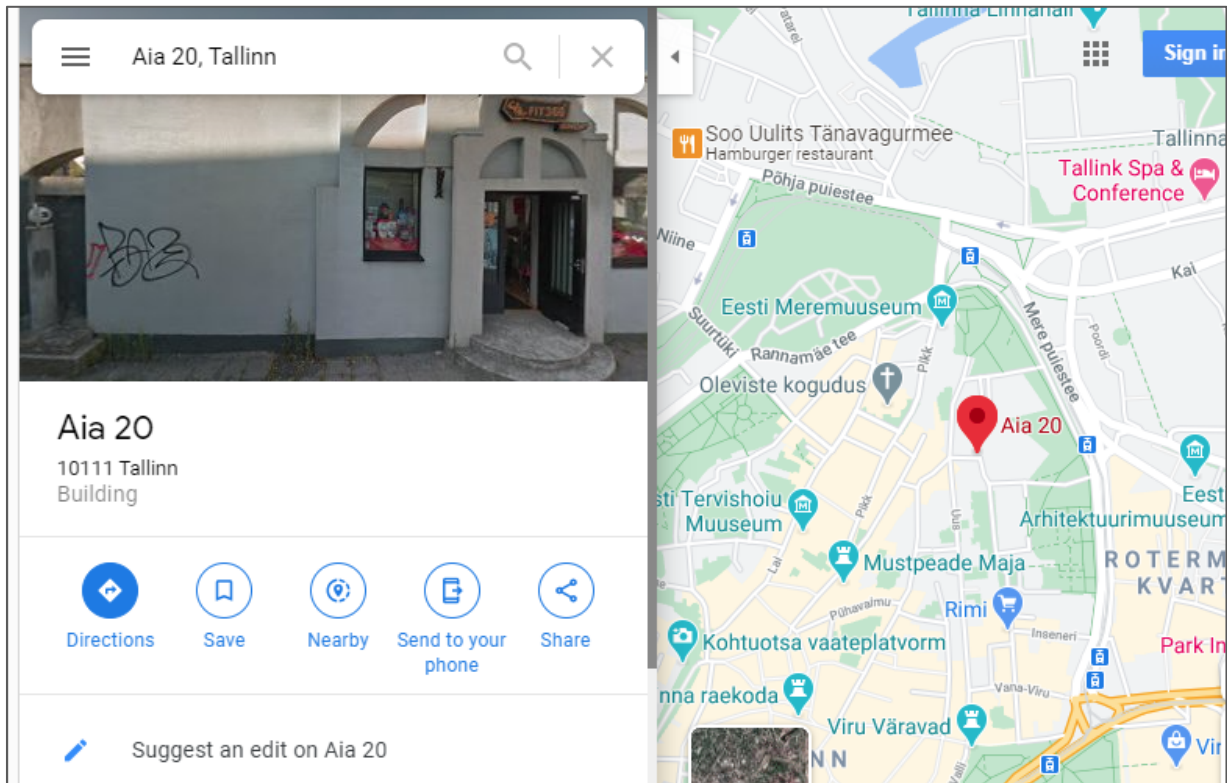
1. Type the address or the name of your destination in the search bar.



You can see similar addresses or names below the search bar.

2. Select the right address or name.

Now you have the map of your destination nearby.

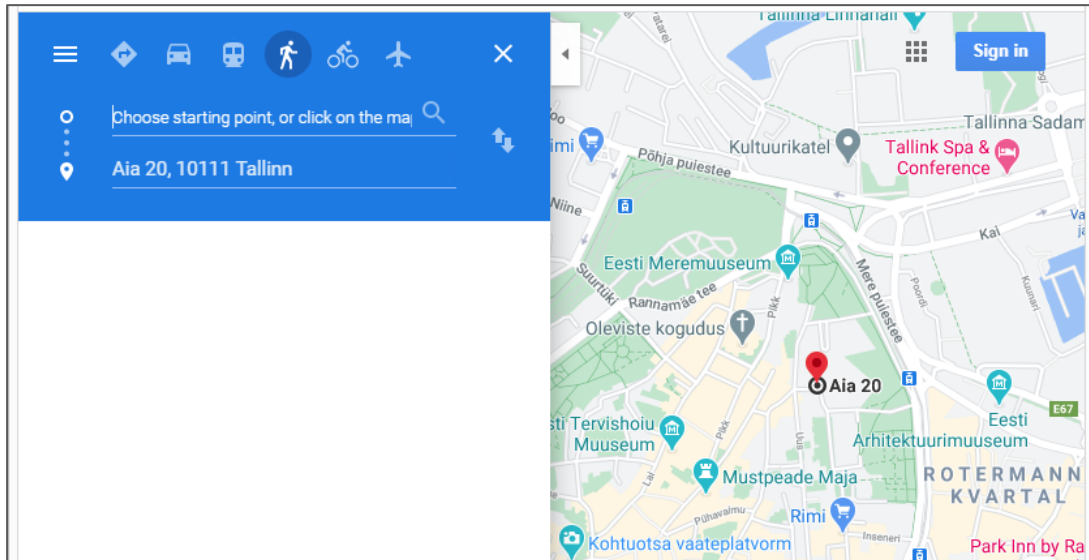




### 3. Click the blue Directions button



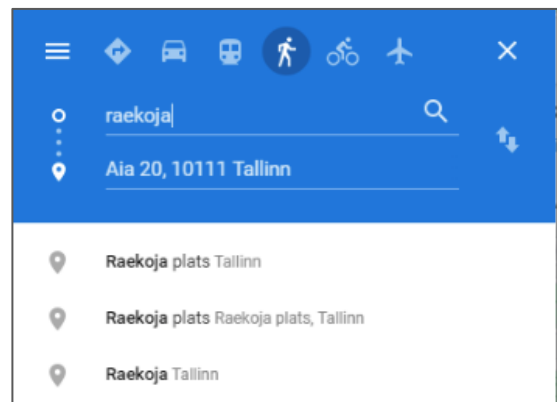
Now you have the map of your destination,  
and a blue box for the directions.



### 4. In the blue space you have to choose:

- Your way of movement.
- Type your starting point.

The starting point can be an  
address or the name of a place.

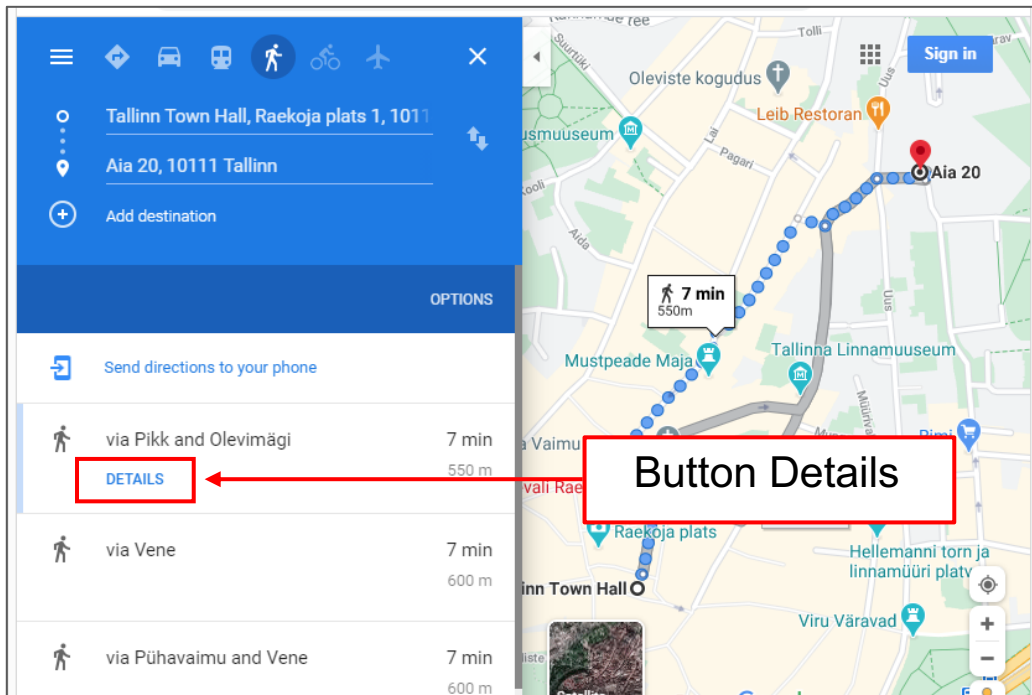


Now you have a map with routes.

Google Maps recommends the best route.

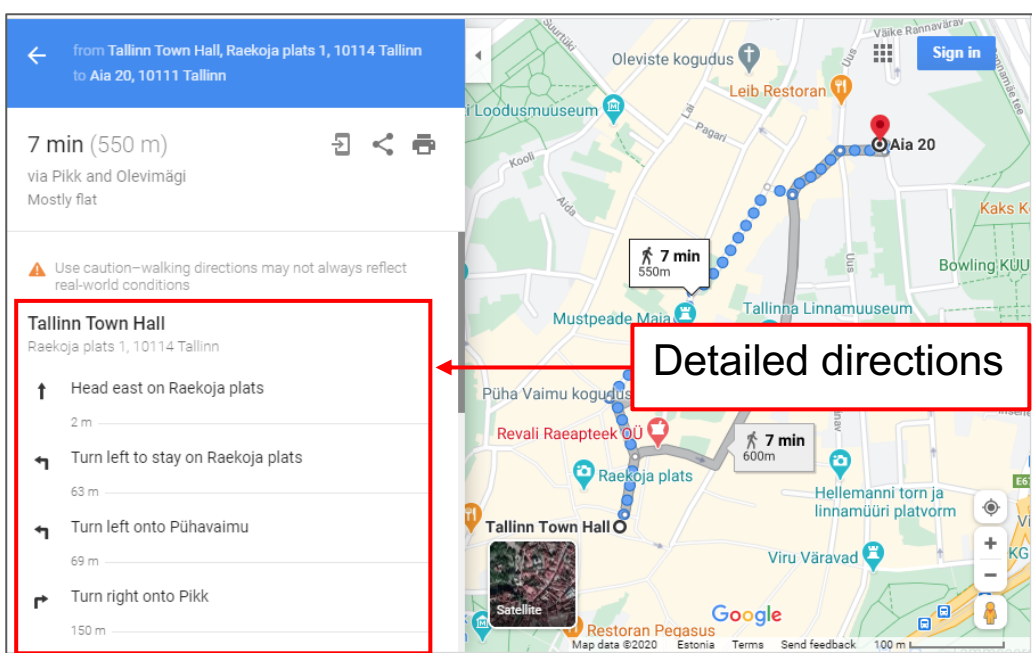
The best route is shown as a blue dotted line.

The other routes are shown as grey lines.



You can click on the **button Details** to get more information about that route.

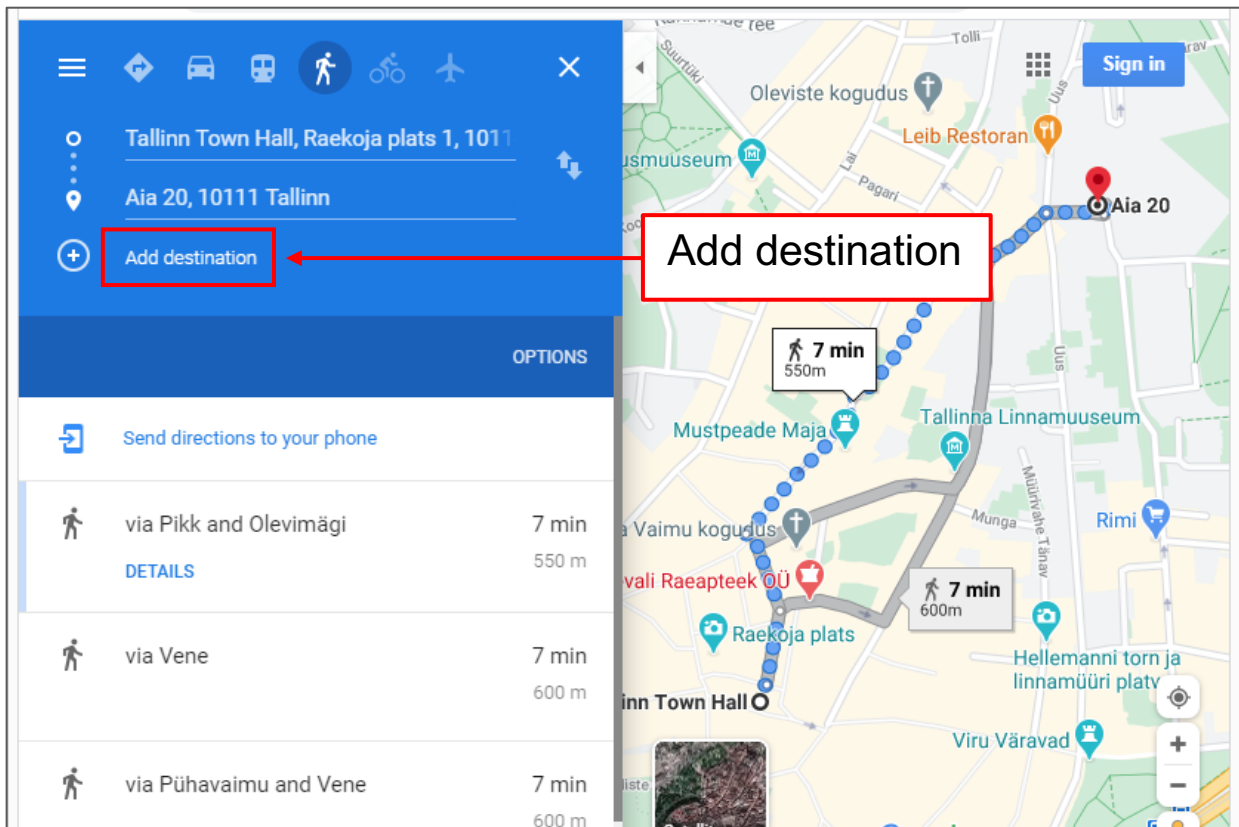
You can see now detailed directions about how to get to your destination.



You can also add an additional destination.

Tap in the blue box **Add destination** and type the address or the name of the place into the search bar.

Now you can see on the map your extended journey.



# Basics of the use of computer and ICT

**Easy to read authors:** Eleonora Di Liberto, Cátia Brôco, Julián Antonio Díaz-Toledo Gómez, M<sup>a</sup> Sagrario López Sánchez, M<sup>a</sup> Rosa Sánchez López Guerrero, Veronika Juknevičienė, Živilė Paulauskaitė, Roberta Piazza, Valentina Perciavalle, Simona Rizzari, Anna Krasnowska, Malle Oberpal, Kaja Vaabel.

**Easy to read Graphic technicians:** Martina Di Liberto, Sandra Belchior, Julián Antonio Díaz-Toledo Gómez, Tomáš Karnecki, Simona Rizzari, Piotr Grzegorz Bendiuk, Malle Oberpal, Kaja Vaabel.

**The proofreading** of this easy to read text has been done by F. Ortiz Martinez.

Illustrations in the introduction from <https://pixabay.com>



<https://accessibleinformationmaterial.blogspot.com>



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

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."