



# Quick Guide to Google Maps



## Quick Overview: Google Maps

Google Maps is a tool that allows us to view maps, generate directions, search for nearby establishments and more!

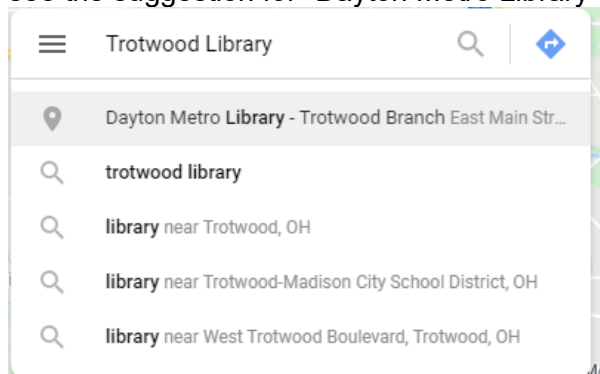
Simply open your internet browser and navigate to: [maps.google.com](https://maps.google.com)

## Looking up your Destination

Start by typing in your destination in the search box in the top right-hand side of the screen.

You do not need to know the exact street address! You have the option to enter a partial address, or the name of a business.

As you type, you may see suggestions appear. For example, if I type in “Trotwood Library,” I see the suggestion for “Dayton Metro Library- Trotwood Branch.”



You will see a large map that will have a destination marker on the destination.

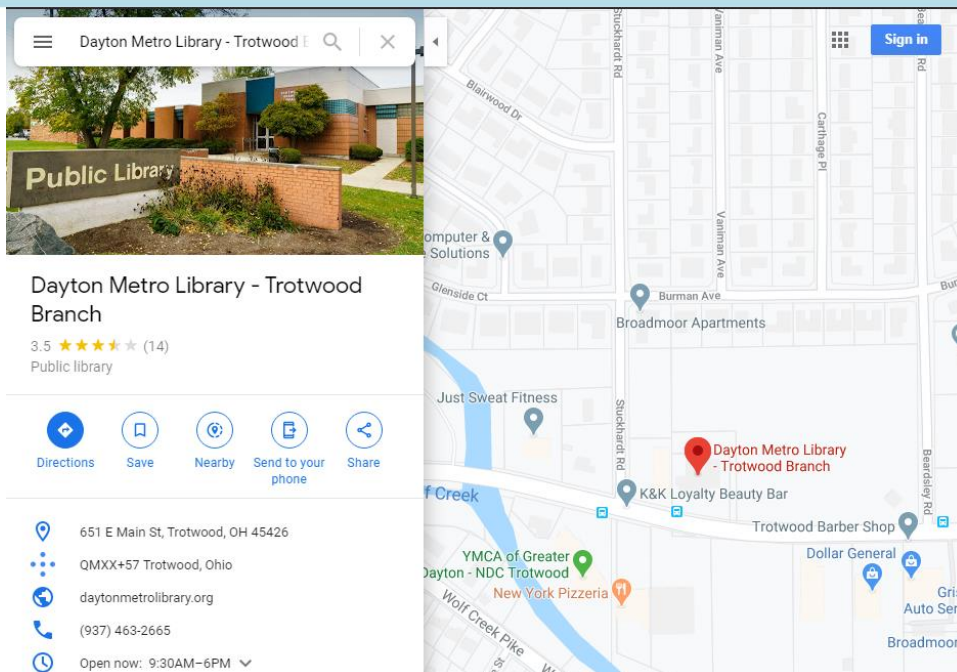
You will also see a business overview, including a full street address, a website, phone number, and operational hours.

You will also have access to a few options.

- **Nearby** will allow you to search for destinations that are close your ending destination (such as a gas station while traveling).
- **Share** will allow you to copy and send the link to the page you are currently viewing
- **Send to your phone** will send the info to the mobile phone associated with your Google Account (you must be logged in)



# Quick Guide to Google Maps



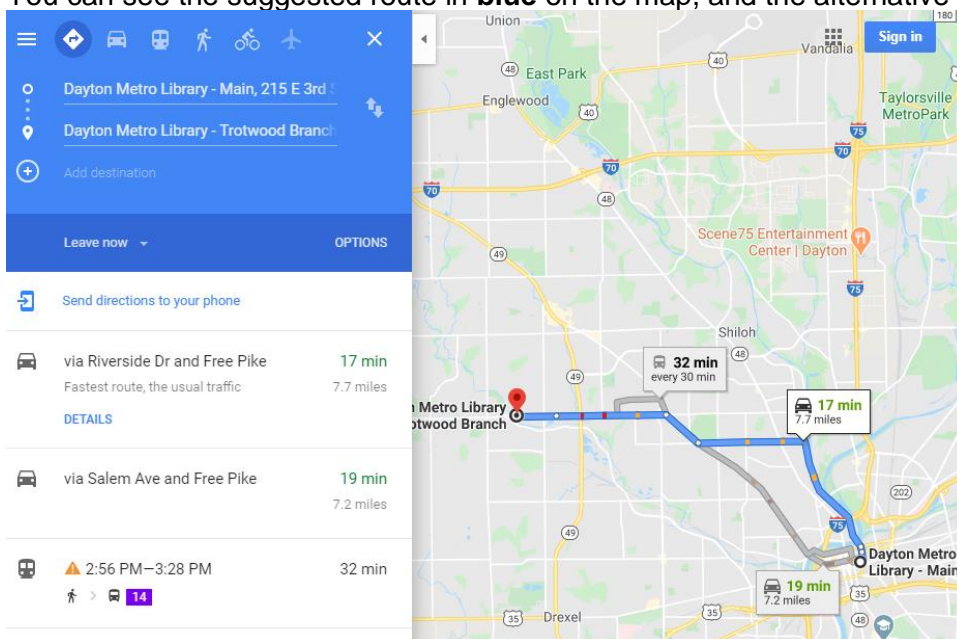
## Viewing Directions

To generate directions, click the blue button on the left that says **“Directions.”**

You'll need to enter your starting location. Just as before you can input a full or partial address or the name of a business. To continue, press the **enter** key.

You will be brought to a page which lists the available routes and the **time and distance** away from your starting location.

You can see the suggested route in **blue** on the map, and the alternative routes in **grey**.



Note that you can also select the option to **travel by car, bus, foot, or bike**. To toggle between these selections, you'll select the appropriate icon at the top of the blue box.



# Quick Guide to Google Maps



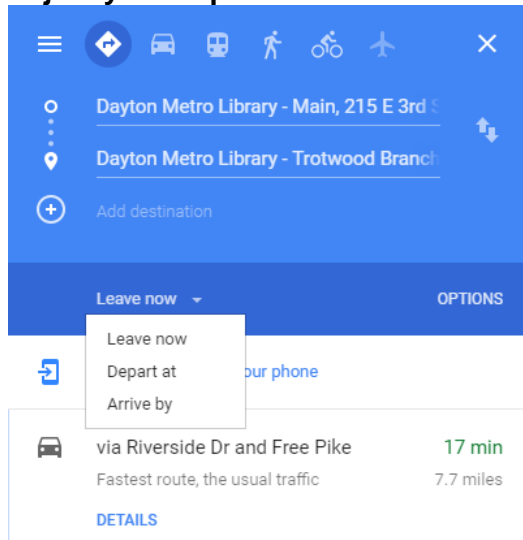
## Estimated Times

Note that the time estimation actually includes traffic! This is a very handy feature.

**Green** text indicates that there are no unusual delays.

**Yellow** text will indicate mild delays, and **red** will indicate a significant delay.

Note that these estimates are generated assuming you'll be leaving immediately. You can **adjust your departure time** for estimated traffic by clicking the arrow next to "leave now."



## Printing and Sending Directions

To get directions, double click on the route you would like in the left-hand menu.

**This will give you line by line instructions that can be shared, sent to your phone, or printed.**

To print, click on the **printer icon**. You'll need to select whether you would like to print just the text instructions or the text and the map.



# Quick Guide to Google Maps



← from Dayton Metro Library - Main, 215 E 3rd St, Dayto...  
to Dayton Metro Library - Trotwood Branch, 651 E Mai...

**17 min** (7.7 miles)  
via Riverside Dr and Free Pike  
Fastest route, the usual traffic

Print including maps  
Print text only

**Dayton Metro Library - Main**  
215 E 3rd St, Dayton, OH 45402

- ↑ Head north on N Patterson Blvd toward E 2nd St  
0.2 mi
- ↑ Continue straight to stay on N Patterson Blvd  
0.1 mi
- ↑ Continue onto Riverside Dr  
2.2 mi
- ↶ Turn left onto E Hillcrest Ave  
1.9 mi
- ↷ Turn right onto Salem Ave  
0.8 mi
- ↶ Turn left onto Free Pike  
1.9 mi
- ↑ Continue onto E Main St  
0.7 mi  
*Destination will be on the right*

**Dayton Metro Library - Trotwood Branch**  
651 E Main St, Trotwood, OH 45426

If you change your mind and would like to select or view another route, hit the **back arrow**.