

## How to Create and Publish A Zeemap

ZeeMaps (<http://www.zeemaps.com>) is a free mapping service which gives users a fast and simple way to create and share interactive maps. All maps are kept on Zeemaps' servers, and can be instantly accessed anytime, anywhere from any standard Web browser.

You are going to create a Zeemap showing Dairy Queen (DQ) store locations in the Waterloo Region in the tutorial. The multiple store locations are stored in an Excel spreadsheet.

### Sign-In/Register

1. You will need to sign in or as a first time user, register a new account with Zeemaps. At the ZeeMaps homepage (<http://www.zeemaps.com/>), click 'Sign-In/Register.' Sign in with your email and password, or click 'Not Registered'. If this is your first time using ZeeMaps. Once you've clicked 'Register' or 'Sign-In,' ZeeMaps will take you to the maps you own or have recently visited.

My Maps Explore **Sign-in/Register**

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*We map your lists*

Sign-in/Register

Email:

Password:

[Forgot Password?](#)

2. Now you will click ZeeMaps icon at the top of the page. After clicking, you'll find you're back to the ZeeMaps homepage.

**ZeeMaps**  
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My Maps

Maps Owned Maps Visited


Counters From: 07-17-2011 To: 08-17-2011

<input type="checkbox"/>	Name	Subscription	Created	Entries	Visits	Published
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## Create and configure a map

3. You can start to create a new map by clicking 'Create a free map'. As soon as you click, a 'Create a new map' bubble pops up.

[My Maps](#) [Explore](#) [u](#)



### Create a free map.

#### What can I do with ZeeMaps?

- Create a free customized, interactive map
- Publish the map on a blog or website
- Add markers manually, from Google Spreadsheet, or CSV file
- Customize marker fields for geo search
- Highlight regions like states or countries
- Create PDF or JPEG images
- Create wiki-maps for crowdsourcing

Create a new map ✕

Configure

Help

Map Name

(defaults to Map-#)

Map Type

General ▾

☐ Wiki Map

Admin Password

(Recommended)

Starting Location

Most fields optional. Admin key required for Wiki Map.

Create

Close

4. Configure a new map. You will assign a name for the map - **DQ locations in Waterloo**, Admin Password as **1234**. Click **Create** when you finish.

Create a new map

Configure

Help

Map Name

DQ locations in Waterloo Region

(defaults to Map-#)

Map Type

General

☐ Wiki Map

Admin Password

1234

(Recommended)

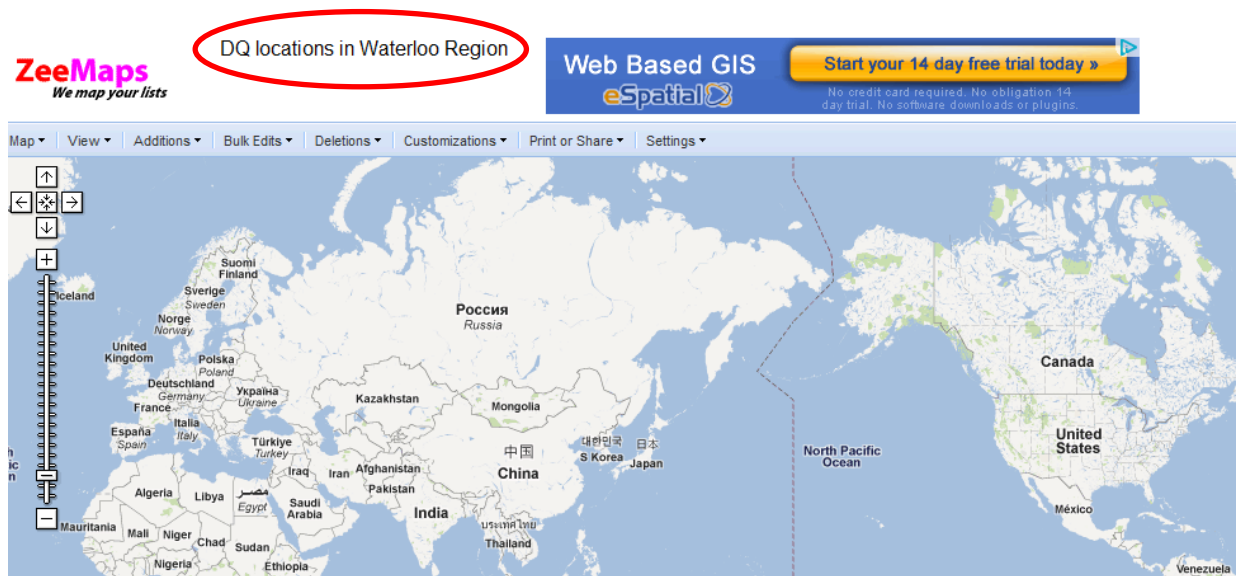
Starting Location

Most fields optional. Admin key required for Wiki Map.

Create

Close

- Since there is no data on it yet, a new blank world map will appear with the name you've given at the top.



## Format Excel spreadsheet

Zeemaps allows user to import multiple locations stored in an Excel spreadsheet. However, the spreadsheet needs to follow a format as shown below.

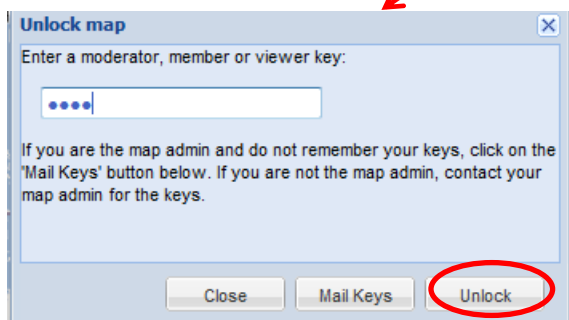
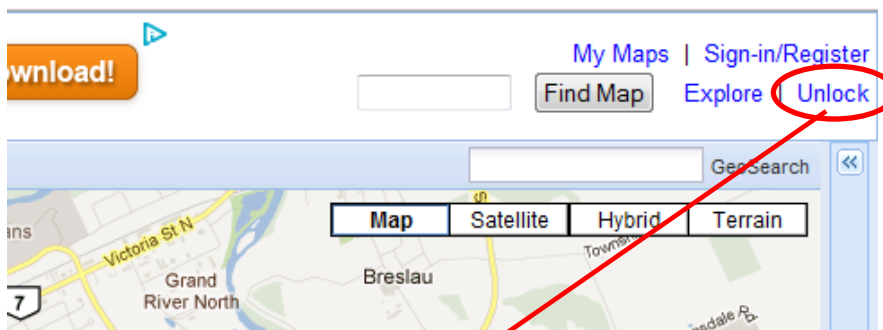
1	Name	Street	City	Province	Country	Color
2	Dairy Queen Brazier	258 Water Street North	Cambridge	Ontario	Canada	Green
3	Dairy Queen LTD Brazier	328 King Street East	Cambridge	Ontario	Canada	Green
4	Dairy Queen Brazier	123 Pioneer Drive	Kitchener	Ontario	Canada	Blue
5	Dairy Queen Grill and Chill Restaurant	720 Westmount Road East	Kitchener	Ontario	Canada	Blue

- Five location fields are required. They are all location-based: name, street, city, province and country.
- It's also recommended you include a field called 'Color' which is used to assign a color to its map markers.
- If you have additional information, including photos or videos that you want to show up in each map entry, you should include them in your Excel file (please see reference one for more details).

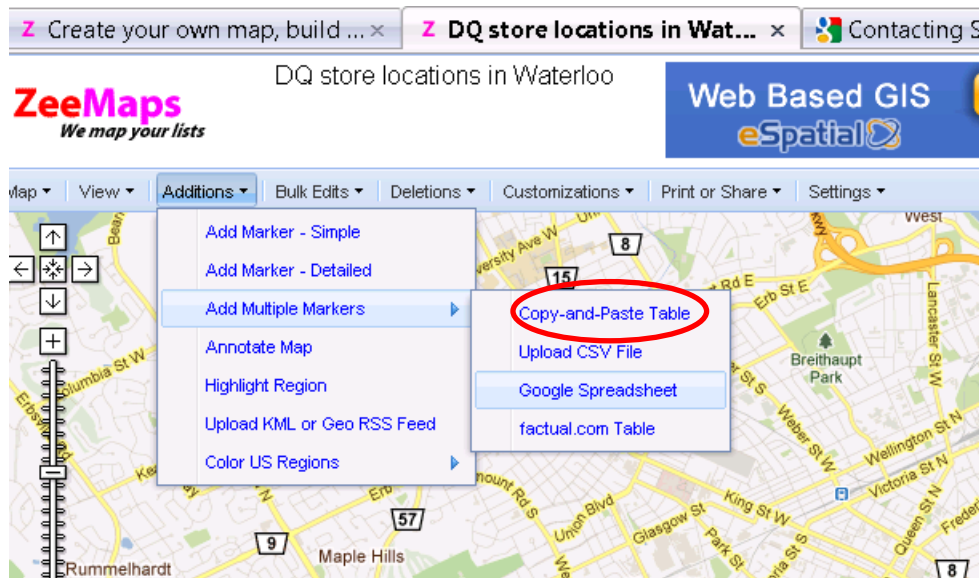
## Import the Excel Spreadsheet

Next section will cover how to get an Excel file ready to import into Zeemaps.

- You will need to unlock the map with admin password. In the top left of the browser, click **Unlock**. In the popup window, enter the key 1234 and click **Unlock**



10. Now you can import the Excel spreadsheet data into Zeemaps. Click on the **Additions** menu tab on the upper left-hand corner of the map, select **Add Multiple Markers** and then click **Copy-and-Paste Table**.



11. Browse your computer to open the Excel spreadsheet containing DQ locations in Waterloo Region. Copy and paste all rows (including header) to the **Add multiple marker** popup window below. Enter an email address to receive import results. Click **Submit** when finish.

**Add multiple markers**

**Copy-and-Paste** | CSV File | Google Spreadsheet | factual.com Table | Instructions | Sample

Copy and paste rows from your spreadsheet or table

Name	Street	City	Province	Country	Color
Dairy Queen Brazier	258 Water Street North	Cambridge	Ontario		
Dairy Queen LTD Brazier	328 King Street East	Cambridge	Ontario		
Dairy Queen Brazier	123 Pioneer Drive	Kitchener	Ontario	Canada	
"Dairy Queen Grill and Chill Restaurant"	720 Westmount Road East	Kitchener	Ontario	Canada	
Dairy Queen Brazier	120 Ottawa Street North	Kitchener	Ontario		

Email address to receive import results:

**Submit** | Cancel

- Make sure you have a header row in your table
- For any questions, please do not hesitate to contact us at [support at zeessource dot net](mailto:support@zeesource.net).

Step 1 of 2

12. Now you need to confirm the details of the table. The default country will be changed to Canada. Click **Submit** again when finish.

**Add multiple markers**

Copy-and-Paste | CSV File | Google Spreadsheet | factual.com Table | **Confirm Upload** | Instructions | Sample

Please confirm the details of your table  
Total rows: 12

Default country: United States ▼

Column Header	Field (double-click to change)
Name	Name
Street	Street
City	City
Province	Custom Field
Country	Country
Color	Color

☐ Overwrite entries with same name, latitude and longitude

[Submit](#) | [Cancel](#)

Step 2 of 2

**Add multiple markers**

Copy-and-Paste | CSV File | Google Spreadsheet | factual.com Table | **Confirm Upload** | Instructions | Sample

Please confirm the details of your table  
Total rows: 12

Default country: Canada ▼

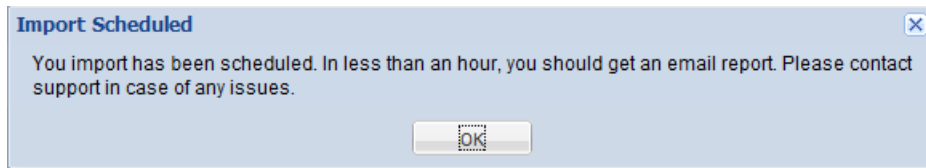
Column Header	Field (double-click to change)
Name	Name
Street	Street
City	City
Province	Custom Field
Country	Country
Color	Color

☐ Overwrite entries with same name, latitude and longitude

[Submit](#) | [Cancel](#)

Step 2 of 2

13. You will get a notice below. Please wait for one or two minutes for the table imported into ZeeMaps' server.



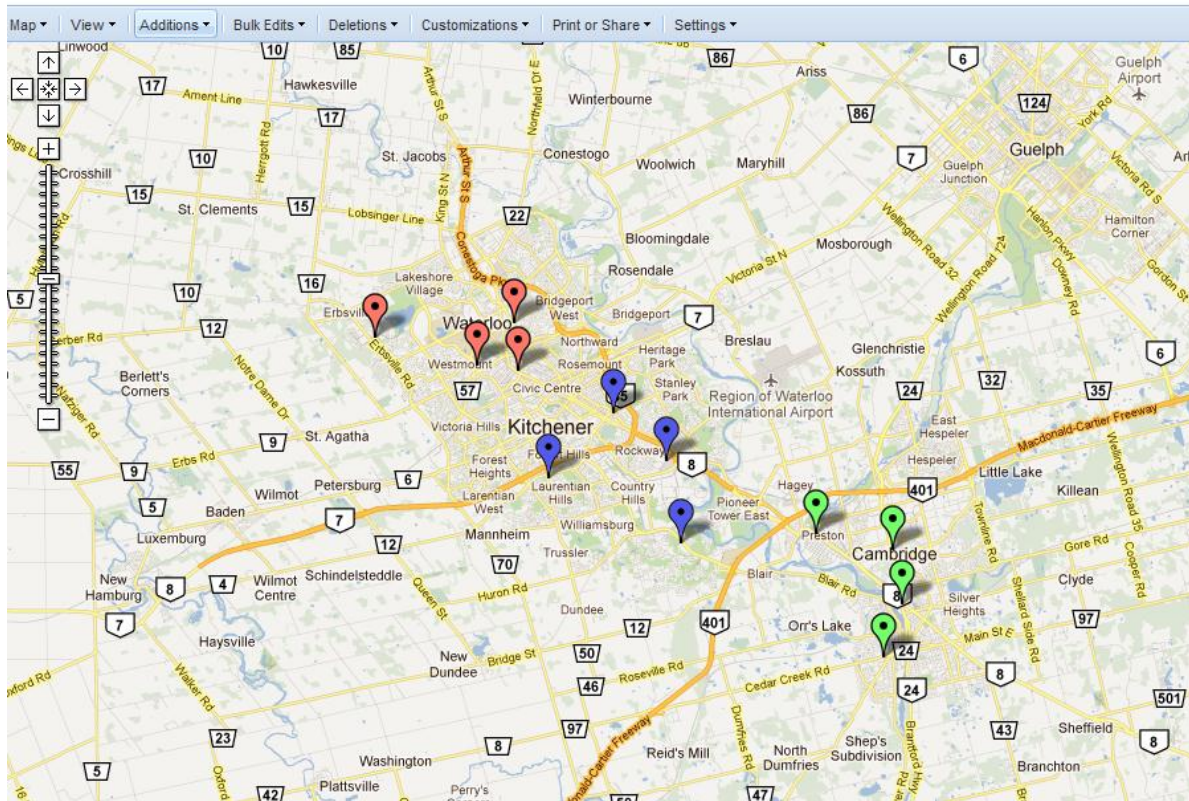
## View and Edit the Map

14. Now you can view all DQ locations in the map. Go to the **View** menu and click **Refresh**

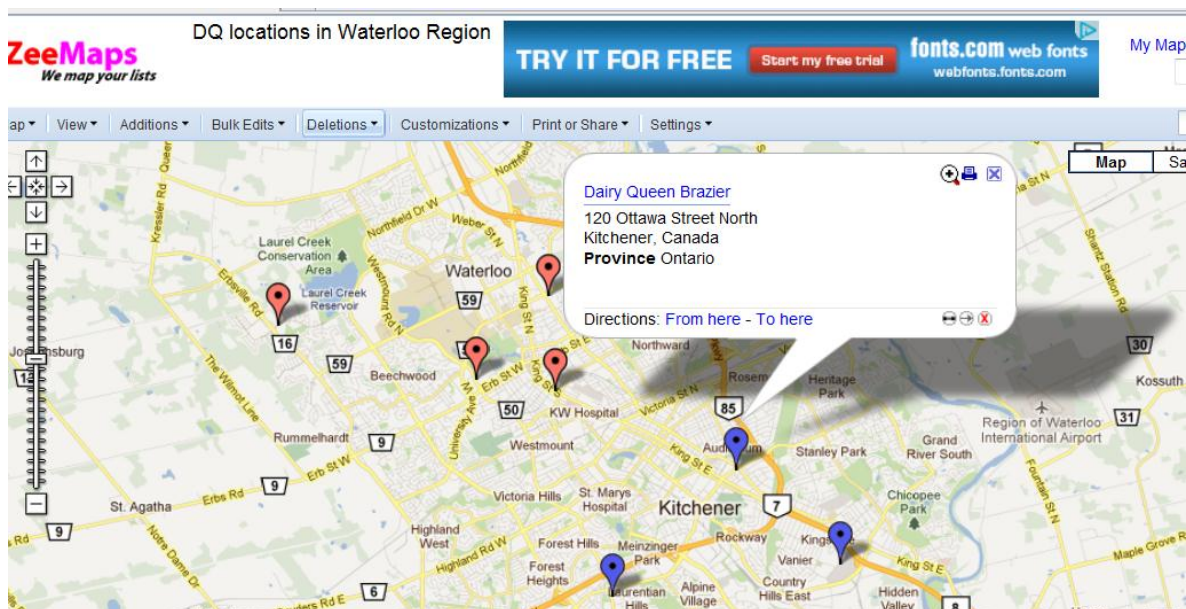


15. All DQ locations in the Waterloo Region are shown in the map. You can see all map makers are displayed in the three colors as defined in the color field of Excel spreadsheet. (Green – City of Cambridge, Blue – City of Kitchener, Red – City of Waterloo).





16. Click any of the markers in the map and an info bubble will show up.



17. You can change how the info bubble looks. Go to the **Customizations** menu and select **Info Bubble**.

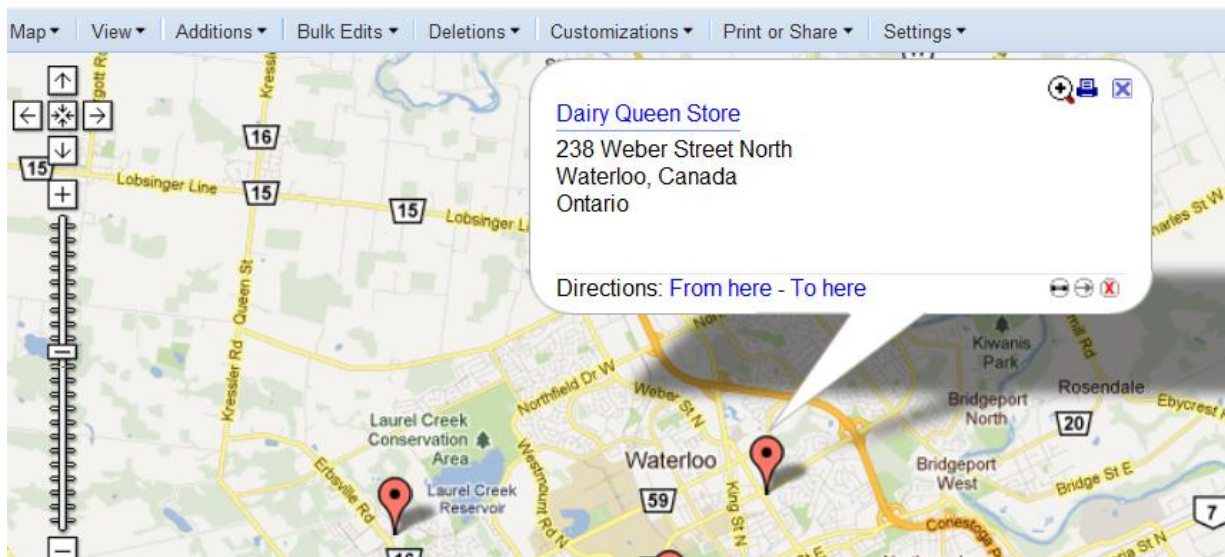



The top part of the image shows the 'Customizations' dropdown menu in Google Maps, with options: 'Change Add Marker Form', 'Info Bubble', 'List View', 'Marker Icons', 'Marker Fields', and 'Reserved Groups'. The bottom part shows the 'Information bubble' settings dialog. It has fields for 'Width: 325' and 'height: 400'. There are two columns of checkboxes: 'Include direction links' (checked), 'Include location header' (checked), 'Do not show street address' (unchecked), 'Do not show private information (email, phone)' (unchecked), 'Do not automatically start audio' (unchecked), 'Include print icon' (checked), and 'Include field names' (checked). Below these are photo and video dimensions: 'Photo width 75 height 75' and 'Video width 150 height 150'. At the bottom is a checkbox 'Put video below text' (unchecked). Buttons at the bottom are 'Close', 'Reset', and 'Submit'.

18. You want to remove the heading ‘Province’ from the bubble. Unselect **Include field names**. You can adjust the width and height of the information bubble. Click **Submit** when finish.

This is a second view of the 'Information bubble' settings dialog. The settings are identical to the first image, but the 'Include field names' checkbox is circled in red to indicate it should be unselected. The 'Submit' button is highlighted in the original image.

19. Now click any of the markers and you will see a change of the info bubble ('province' is gone).



20. Now you can expand the side bar to show a tabular view of all DQ locations. Click the icon  and expand the side bar.

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Find Map

GeoSearch

Map Satellite Hybrid Terrain

**ZeeMaps** We map your lists

DQ locations in Waterloo Region

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
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Map View Additions Bulk Edits Deletions Customizations Print or Share Settings GeoSearch

#	Name
1	Dairy Queen & Frozen Cakes
2	Dairy Queen Brazier
3	Dairy Queen Brazier
4	Dairy Queen Brazier
5	Dairy Queen Brazier
6	Dairy Queen Cakes and Frozen Treats
7	Dairy Queen Grill and Chill Restaurant
8	Dairy Queen LTD Brazier
9	Dairy Queen LTD Brazier
10	Dairy Queen Store
11	Dairy Queen/Orange Julius
12	Dairy Queen/Orange Julius Treat CTR

Back To College?

21. You can click any of the DQ locations in the table and see where the location is and additional information. The example below is No. 6.



DQ locations in Waterloo Region

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webfonts.fontz.com

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Find Map

Map View Additions Bulk Edits Deletions Customizations Print or Share Settings GeoSearch

Map Satellite Hybrid Terrain

Dairy Queen Cakes and Frozen Treats  
50 Westmount Road North  
Waterloo, Canada  
Ontario

Directions: From here - To here

#	Name
1	Dairy Queen & Frozen Cakes
2	Dairy Queen Brazier
3	Dairy Queen Brazier
4	Dairy Queen Brazier
5	Dairy Queen Brazier
6	Dairy Queen Cakes and Frozen Treats
7	Dairy Queen Grill and Chill Restaurant
8	Dairy Queen LTD Brazier
9	Dairy Queen LTD Brazier
10	Dairy Queen Store
11	Dairy Queen/Orange Julius
12	Dairy Queen/Orange Julius Treat CTR

## Export the data and share the map

22. You can export out the DQ locations. They will come additional latitude and longitude information. To do that, go to **Map** menu and click **Save as CSV**.

**ZeeMaps**  
*We map your lists*

DQ locations in

Map ▾ View ▾ Additions ▾ Bulk Edits ▾ Del ▾

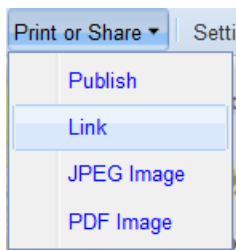
- Contact Email
- Clone Map
- Create New
- Describe
- Legend
- Name
- Save as CSV
- Subscribe
- Vanity URL

Map showing Bamberg, Germany. Key features include Moser Young Rd, Highway 10, and the Bamberg Ring Line.

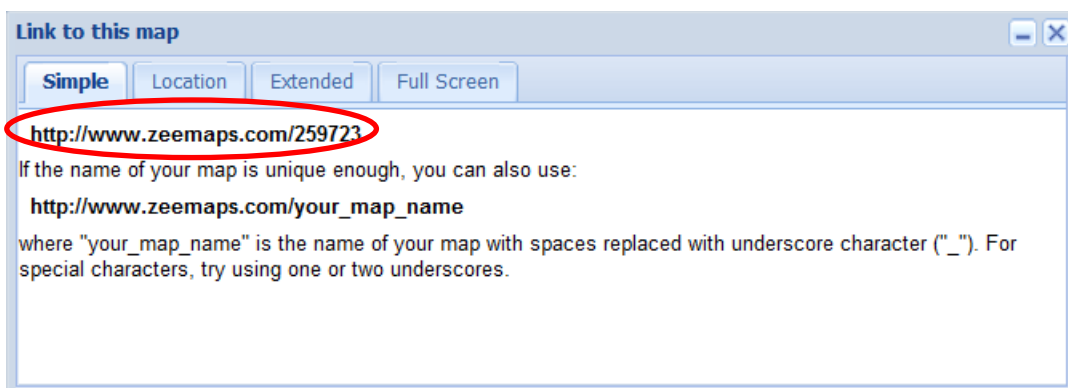
The output CSV file is shown below.

	A	B	C	D	E	F	G	H	I
	Name	Latitude	Longitude	Street	City	Country	Color	Province	
1	Name	Latitude	Longitude	Street	City	Country	Color	Province	
2	Dairy Queen Brazier	43.394421	-80.433241	123 Pioneer D	Kitchener	Canada	blue	Ontario	
3	Dairy Queen/Orange Julius	43.392043	-80.322869	355 Hespeler	Cambridge	Canada	green	Ontario	
4	Dairy Queen Brazier	43.371565	-80.317991	258 Water Str	Cambridge	Canada	green	Ontario	
5	Dairy Queen & Frozen Cak	43.459168	-80.517197	212 King Stree	Waterloo	Canada	red	Ontario	
6	Dairy Queen Brazier	43.443667	-80.468241	120 Ottawa St	Kitchener	Canada	blue	Ontario	
7	Dairy Queen/Orange Julius	43.425252	-80.440226	2960 Kingsway	Kitchener	Canada	blue	Ontario	
8	Dairy Queen LTD Brazier	43.471916	-80.591806	600 Laurelwo	Waterloo	Canada	red	Ontario	
9	Dairy Queen Cakes and Frc	43.461421	-80.538524	50 Westmoun	Waterloo	Canada	red	Ontario	
10	Dairy Queen Brazier	43.351677	-80.328253	130 Cedar Str	Cambridge	Canada	green	Ontario	
11	Dairy Queen Store	43.477508	-80.519302	238 Weber Str	Waterloo	Canada	red	Ontario	
12	Dairy Queen Grill and Chill	43.418947	-80.501543	720 Westmou	Kitchener	Canada	blue	Ontario	
13	Dairy Queen LTD Brazier	43.398171	-80.362872	328 King Stree	Cambridge	Canada	green	Ontario	
14									
15									
16									

23. You can share the link to your Zeemap online free. To do that, go to **Print and Share** and then click **Link**. Copy and paste the link to your website or e-mail.

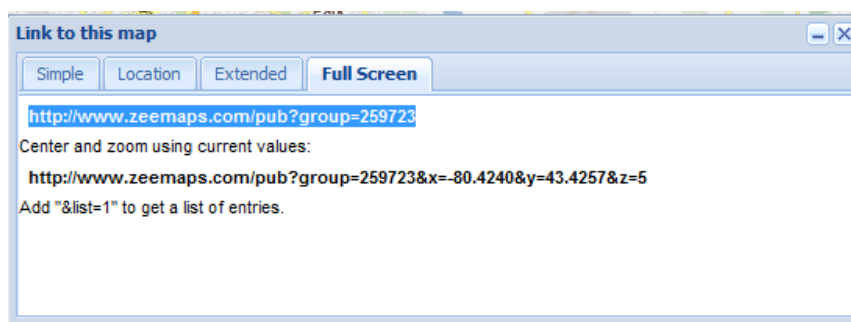


The default setting for the **Link to this Map** popup windows is **Simple**.

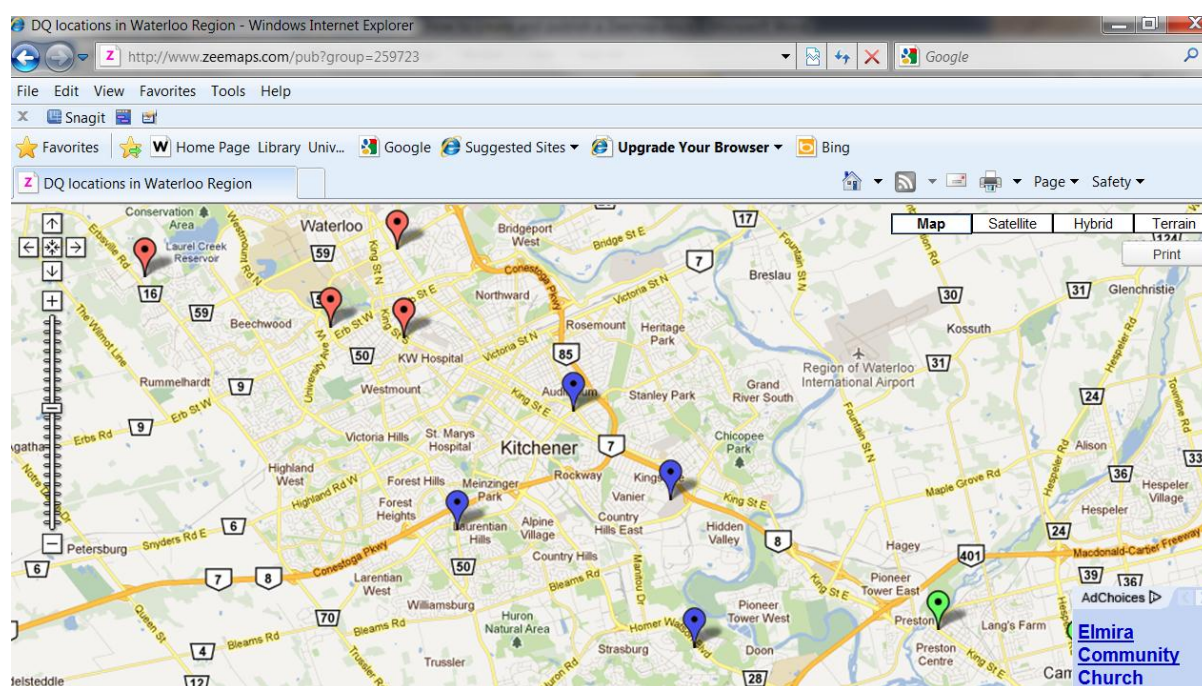




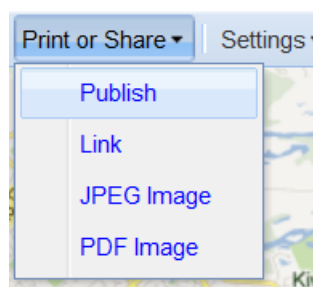
You have the option of exporting the link out with a full screen version. Click the **Full Screen** Tab and this will bring out a slightly different link to the Zeemap.



If you copy and paste the full screen link to a browser, it will look like one below.

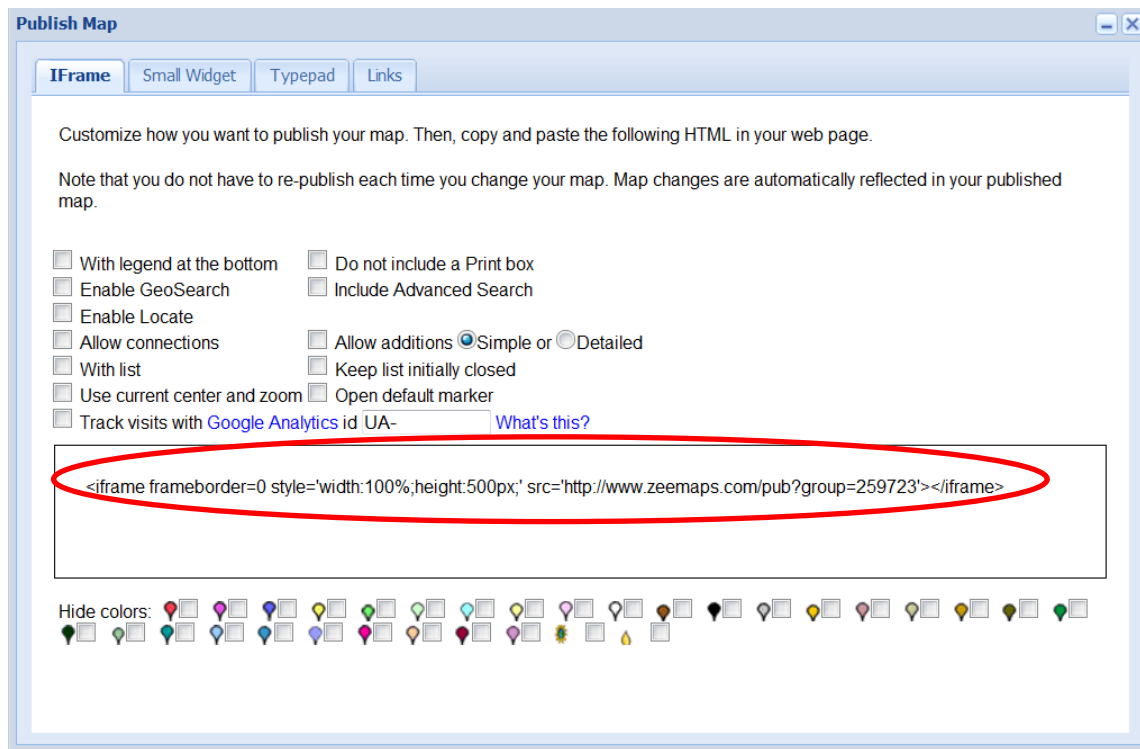


24. You can also embed the Zeemap in your website. Go to **Print and Share** and click **Publish**.



There are lots of options for how you can publish your map. Make a selection, and copy the code that appears. This is the code you'll embed in your blog post or in your webpage.





Reference :

1. How to Create A ZeeMap.  
<http://multimedia.journalism.berkeley.edu/tutorials/zeemaps/Create/>
2. Zeemaps Help: <http://www.zeemaps.com/help>