

# Creating a Delivery Area Using Google Maps

1. Open a web browser (Chrome, Firefox, IE)
2. Type in this web address: <https://mapsengine.google.com/map/>
3. You will see an area in the middle of the page with a Create a new map button... click this button
4. Enter your business address in to search bar then click the search icon
5. You should see an icon for your address. Make sure you can view your entire delivery area. If you cannot then use the plus or minus (+ -) icons in the lower right to zoom out.
6. Click on icon below search bar (looks like incomplete triangle). You will use this to draw your map.
7. Click on the map with this tool and draw the borders of your delivery area. If you make a mistake you can correct it after you have completed the map drawing simply by clicking on the dots and moving them.
8. Once you finish your map and the lines are connected you will see a popup box saying Polygon 1. Change this to whatever you want to call this mapped area then click Save.
9. When you are done with your delivery area map then look to the white boxed area in the upper left. Click the three vertical dot icon to the right of Add layer / Share. Then check the box that says Export to KML file instead of .KMZ. Then select Download.

