HOW TO: DROP A PIN
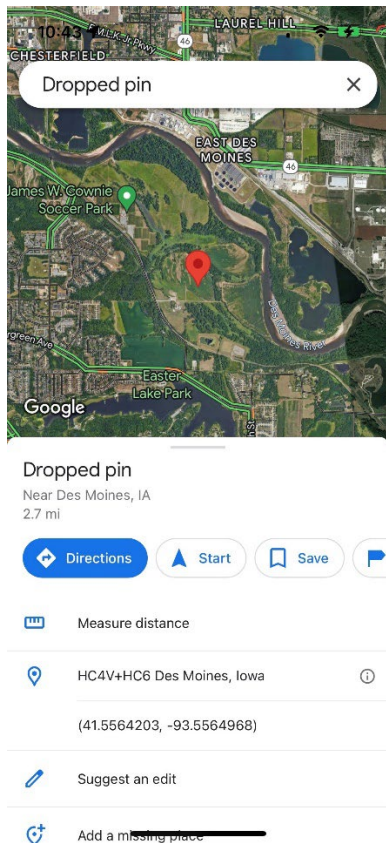
WHAT IS A 'PIN'

Pins are map markers to help in determining specific locations. This is specifically handy when marking places that do not have an address or may be difficult to find and will allow you and users you share the pin with others, and to have longitudinal (long) and latitudinal (lat) location specifics.
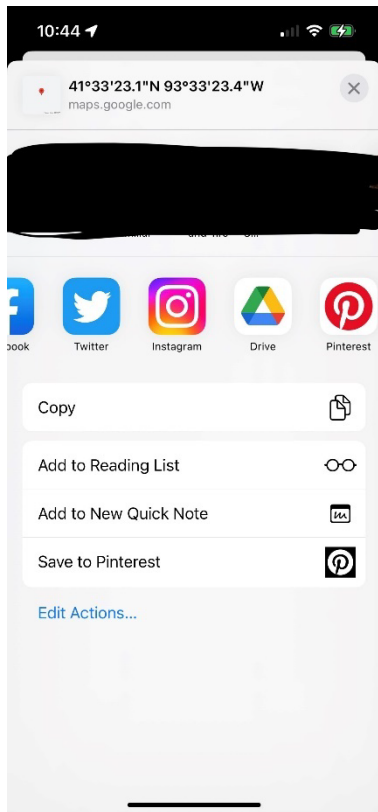
APPLE (IPHONE IOS)

GOOGLE MAPS

- Open Google Maps
    - o If in the location you are needing to pin, do not scroll anywhere else. If you are looking for a location, scroll to the approximate location or enter an address.
- Long-press on the screen – this will drop your pin
    - o When you take a screenshot this will also generate an option at the bottom to share the pin right away (sometimes this is easy to miss or can disappear quickly).
- The address or latitude and longitude will appear at the bottom of the screen.
- To share, tap on the location.
    - o You can also save the location, label it, or get directions to this specific location.
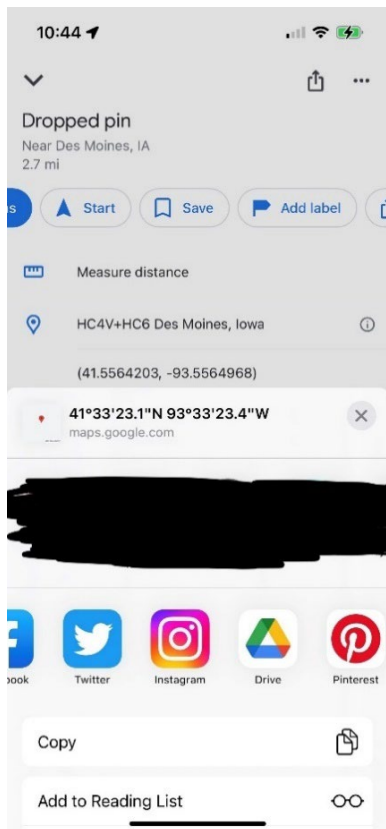

Image 1.

The screenshot to the left shows a dropped pin on Google Maps. This can be accomplished by scrolling to your desired point or entering an address and long pressing the screen. Below, a pop up screen will generate with more specific information including latitude and longitude, directions, and options to save the pin.

Image 2.

The pop up screen that is generated will have coordinates listed at the top followed by options to send to contacts (blacked out for privacy) and send to other apps.
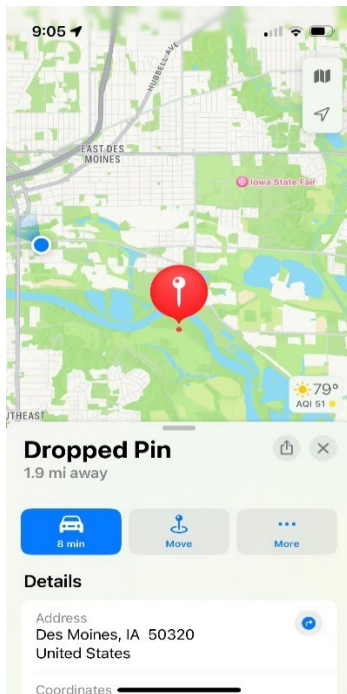

Image 3.

To share the pin, similar in Apple Maps, click the box with the arrow in it on the upper right hand side next to the three dots (hamburger). This will give you options to share if they are not listed in your most recent contacts (blacked out area on image).
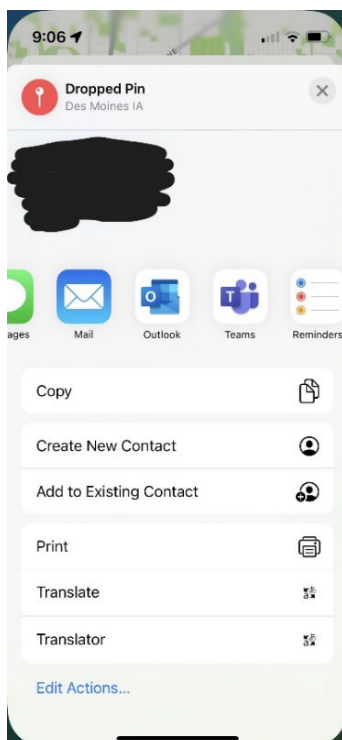
APPLE MAPS

- Open Apple Maps
  - Refine your location by tap move and then dragging the map around. Otherwise, if the location is where you want to place your pin, do not move it.
- Tap and hold and a pin will appear.
  - You can also tap and move the pin to achieve a more specific location.
- To save the location to favorites or to a guide that you created, tap the menu icon (three dots, also called 'hamburger button'), next to the directions button on the place card. Tap and add to Favorites or Guides.
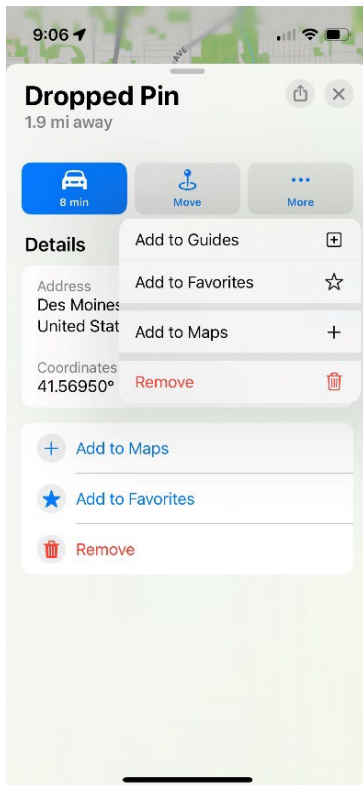- To close, tap X

Image 1.

The screenshot to the left depicts what it looks like after opening Apple Maps after tapping and holding the place you would like to place your pin on the map. A box will be generated below with the title 'Dropped Pin'.

Image 2.

The screenshot on the left shows options after scrolling down to view the entire box that pops up after. There are three options listed at the top. Clicking 'More' (three dots) gives you more options as pictured.
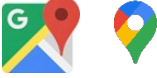
The rest of the pop up shows an estimated address, coordinated, add to maps, map to favorites, or remove the pin.

Image 3.

To share your pin, tap the open box with an arrow (see Image 2.) next to the 'X'. This will give you options to text your most recent contacts, email, and other options as well.

ANDROID (GOOGLE MAPS)

- Open Google Maps
  - o If in the location you are needing to pin, do not scroll anywhere else. If you are looking for a location, scroll to the approximate location or enter an address.
- Long-press on the screen – this will drop your pin.
- The address or latitude and longitude will appear at the bottom of the screen.
- To share, tap on the location.
  - o You can also save the location, label it, or get directions to this specific location.

GOOGLE (DESKTOP)

- Open your browser and visit google.com/maps
- Find the location or estimated location on the map.
- Long left-click the spot of your choosing
  - o A grey pin icon will appear as well as a pop up box at the bottom of the screen
- Click the coordinates in the box – a new panel will show on the left-hand side of the screen
- You are now able to share, save, get direction, or send the pin to your phone

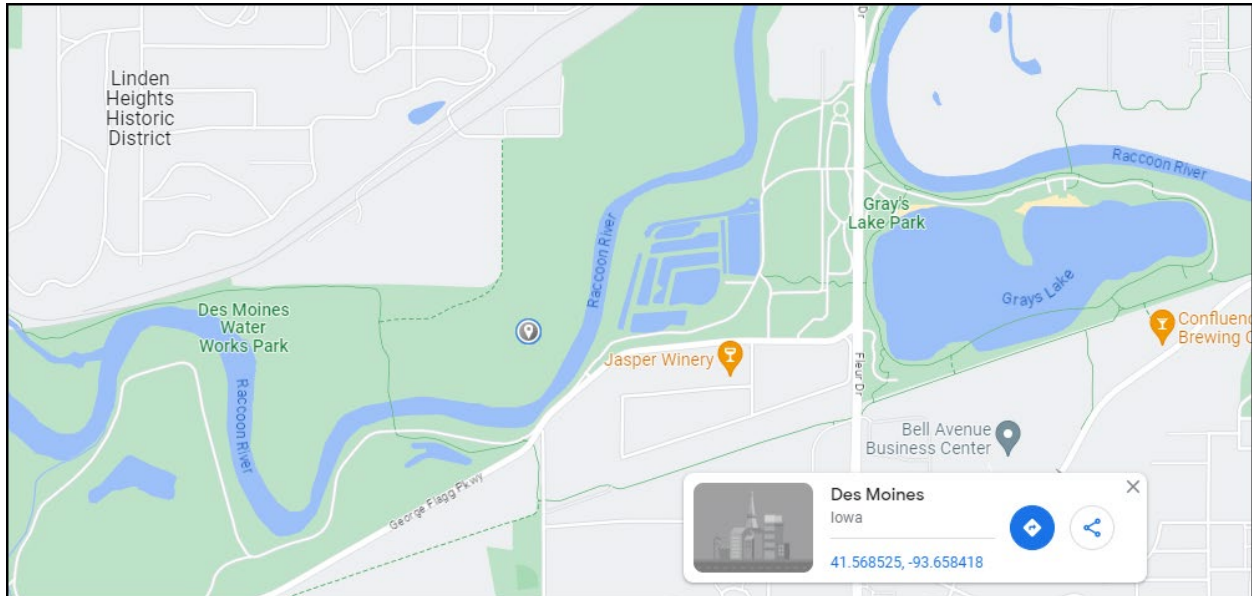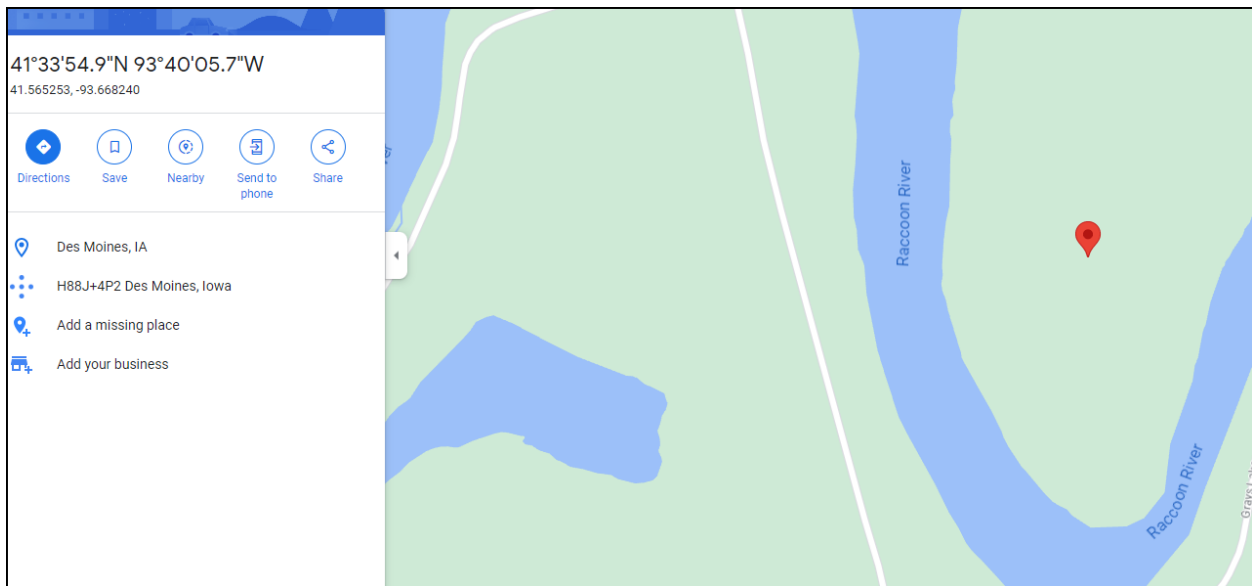*Image 1. Initial left click to determine pin location*

Image 2. After clicking coordinate in bottom box (blue text) left side bar will appear with options.
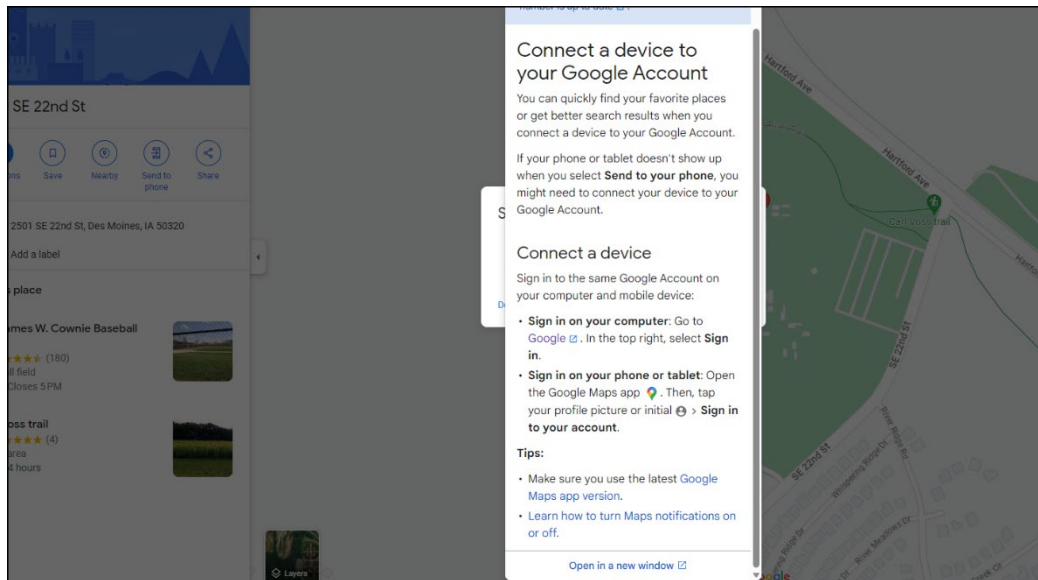
TEXT:

- On the left-hand side panel (see directions above) there is an option to send to your phone through Google (see Image A)

Image A.

EMAIL:

- On the left-hand side panel (see directions above) there is an option to send to your phone through email by clicking 'Share'. This will give you an option to copy a link to send to parksvolunteer@dmgov.org

Image B.