

Meet Your Neighbors (MYN)

How to Make a Map of Your Neighborhood

Covered in this document are:

1. Map Making
2. Computer Screenshots
3. Neighbor's Contact Info Forms

1. How to Make a Map

Making your own neighborhood map has several advantages:

- you can best guarantee it's accuracy.
- by viewing the houses and utility access locations you become familiar with them when an emergency hits.

We suggest that for any map you create, do not include resident information such as names, phone numbers, etc. on the map itself. Rather, attach a 2nd sheet that matches personal info to the street address. You can identify houses by their street address or any numbering scheme that works best for you. Record personal resident-specific information on a separate, attached sheet (see section 3 below) which will avoid the need to create a new map whenever there is a residency change in the neighborhood.

Here are some options for creating different types of maps. How you create, and what it looks like isn't important; what IS important is that it is legible and accurate, and that everyone in the neighborhood has a copy.

Option 1: A simple map

Use the mapping grid in the MYN Booklet (or any piece of paper).

See page 12 of the MYN Booklet for the grid. You can hand draw your street, the homes, and the utility markings. This may be the most basic method, but it works just fine.

Option 2: If you know how to use Excel, you can use its gridlines feature to "draw" houses in a spreadsheet. This would allow you to enter text as well (e.g.,

addresses.) Experienced Word and PowerPoint users can also use the drawing tools in those apps to “draw” houses.

Option 3: Use **Google Maps** tools to create a simple digital map. If you are a reasonably savvy computer user, you may find the process simple and straightforward. Want to give it a try? If so, follow these steps:

- a. Open your browser and go to www.google.com/maps/
- b. In the Maps window that opens, type your house address in the search field (upper left corner); a map will open showing a portion of Oakmont that includes your house number and surrounding neighborhood
- c. Using your mouse and the + and – symbols in the lower right of the display, you can zoom in and position the map to show just your neighborhood.
- d. At this point, you can either print the map through your browser or make a screenshot of the map and print it out. (The next section describes the process of capturing a screenshot.) You can then make hand annotations of addresses and utility locations or use the **Google’s My Map** feature to create and save custom map (Option 4.)

Option 4: Create a custom map using **Google’s My Map** tools. These tools for creating and saving custom personalized maps are extensive and don’t lend themselves to an overview tutorial. To get started with creating a custom map, use your browser to go to www.google.com/mymaps. The process isn’t quite as intuitive as other Google apps, but there are excellent videos and text tutorials available on the internet. One good tutorial was created by UC Berkeley: multimedia.journalism.berkeley.edu/tutorials/create-custom-maps-in-google-maps

The data that you use to create a custom map can be entered manually or via an Excel spreadsheet. The tutorial covers both approaches.

2. How to Take a Screenshot?

There are a couple of ways:

On a Mac:

- Method 1: There is an app called “**Screenshot**” in the Utilities folder (‘Utilities’ can be found in the ‘Applications’ folder.) When you run the program, it will display a rectangular box that you can size to fit the area you want to capture, Once you’ve sized it to what you want, click on the **Capture** button. A file with that image will be stored on your Desktop; the file name will start with “Screenshot”.
- Method 2: You can click and drag to select the area you wish to capture/copy by pressing **Shift-Command-4** (all at the same time). A crosshair cursor/pointer will appear; move it to where you want to start the screenshot. Press the mouse or trackpad button, drag over the area you want to capture, then release the mouse or trackpad button. When you release the mouse button, you can paste the screen shot to another application.

On a PC:

- Press **Windows logo key + Shift + S** and the Snippet app opens. The desktop will darken while you select an area for your screenshot. Default mode is a rectangle shape. You can change the shape of your snip by choosing one of the following options in the toolbar: rectangular mode, Window mode, full-screen mode, and free-form mode. Once you let go of the cursor after choosing the snippet, the screenshot is copied to the clipboard, and you can paste it into another program by clicking **Edit > Paste** or pressing **Ctrl+V**.

3. Create Neighbor Contact Information

As mentioned earlier, we recommend using a separate sheet for personal information relating mapped street addresses to the individuals and their personal information. It is far easier to update a resident information sheet than recreate a neighborhood map when there are changes.

This summary form (“Neighbor Contacts Summary”) should not be confused with the “Meet Your Neighbors Contacts Form” below. The personal info sheet is designed to be shared with your neighbors only as each person feels comfortable with. MYN does not collect these forms nor any of the personal information. It should be reviewed during neighborhood meetings and shared as agreed upon.

The form that is designed to be attached as a page 2 to the map might look like this. The address column should match the map.

The form below contains personal information to be shared among neighbors. You can find these forms in the Support Materials at oakmontvillage.com/myn.

Neighbor Contacts Summary
(to match your map)

You can create a group text for with cell-its You can create a group email for with everyones email Pet types and names

Address	Names	Phones	Emails	Pets	Special Needs
1 489 Oak Vista Lane	Joe Blow	1 (707) 123-4567	1 joeb@gmail.com	1 Dog: Fido	Joe - hearing aids, can't drive at night Mary - diabetic, uses walker
	Mary Blow	2 (707) 987-6543	2 maryb@gmail.com	1 Cat: Huffy	
2 490 Oak Vista Lane	1 John Smith	1 (707) 123-4567	1 johns@yahoo.com	2 Dogs: Rover & Max	John - none
	2 Nancy Smith	2 (707) 987-6543	2 nancys@mac.com	1 Bird: Tweetie	Nancy - none
3 501 Oak Vista Lane	1	1	1		
	2	2	2		
4 502 Oak Vista Lane	1	1	1		
	2	2	2		
5 503 Oak Vista Lane	1	1	1		
	2	2	2		
6	1	1	1		
	2	2	2		
7	1	1	1		
	2	2	2		
8	1	1	1		
	2	2	2		
9	1	1	1		
	2	2	2		
10	1	1	1		
	2	2	2		

MEET YOUR NEIGHBORS (MYN) CONTACT FORM

(Who are your neighbors?)

Address: 490 Oak Vista Lane			
Name1	Joe Blow	Name2	Mary Blow
Email	joeblow@gmail.com	Email	maryblow@yahoo.com
Cell Phone	(707) 123-4567	Cell Phone	(707) 987-6543
Any specific needs? (e.g. meds)	Hearing aids, walker, diabetes meds	Any specific needs? (e.g. meds)	none
Special Knowledge & Skills? (medical, communications, construction, etc)	Retired trauma dept. nurse (first aid); Zone Coordinator; crisis counselor	Special Knowledge & Skills? (medical, communications, construction, etc)	retired ortho doctor; good common sense; good organizer; basic plumbing & electrical skills
Can you manually open your garage door if no power?	no, I need help	Can you manually open your garage door if no power?	no, too short to reach red handle
Utility Shut-off Locations <small>(left, right, front, side facing house)</small>		<small>Write in Utility letter in actual location</small>	
Gas: left front _____			<small>G = Gas</small>
Electrical: left side _____			<small>E = Electric Panel</small>
Water: left front _____			<small>W = Water turnoff</small>
Do you have a Shut-off Wrench at Gas Meter? Yes ___ No ___		<small>G W Front of House</small>	
Do you have any special equipment? (generator, chain saw, pry bar, other)	We have lots of first aid supplies; walkie talkie; flashlights and spare batteries; ladder; rope; generator; fire extinguishers; solar chargers		
Pets? Names & Descriptions			
1 Dog "Tifi" - Pit Poodle (very friendly) 2 Cats - Huffy & Muffy			
Emergency Contacts - Names		Phone	Relationship
Jack & Jill Smith - son and daughter			
Any other essential info? Medications, medical devices, conditions, don't drive etc.			
Neither of us can drive after dark; Joe uses a walker and is deaf as a door nail.			

Use reverse side if you need more space to write.