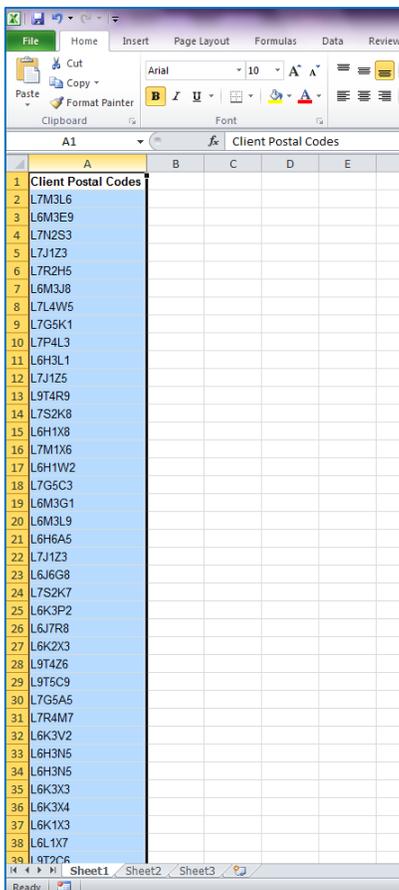


Map my Data – Excel spreadsheet tips

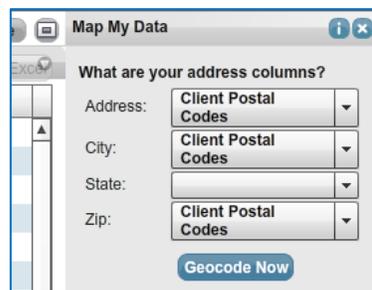
Organize your data in Excel so that each row represents one listing, one client or one location. You may want to remove any names from this file in order to ensure confidentiality and ensure compliance with your organization’s privacy and confidentiality policies.

Postal Codes are the only information I have to map:

The Map my Data feature requires at least a postal code to work properly. If you only have postal codes and no other address information, simply create a spreadsheet with one column in which each postal code appears separately in one row. Give the column a header title (e.g., ‘Client Postal Codes’).



Copy this data into the program and assign ‘Client Postal Codes’ into each of the address columns (address, city, zip). Click Geocode Now and you’re done!



I have more detailed information than just postal codes to map:

Remember to organize your data so that each row represents one case (i.e., one client, one listing, one location). For each row, create one column for: the street address, the city, and the postal code. Give each column a header title.

	A	B	C	D
1	Name	Address	City	Postal
2	Acme Child Care	344 Guelph Line	Burlington	L7R3L4
3	123456 Child Care	74 Florence Drive	Oakville	L6H1V2
4	Ola's Child Care	2160 Headon Road	Burlington	L7M3W7
5	Oakville Child Care	3180 New Street	Burlington	L7M1M8
6	Have Fun Child Care	2225 New Street	Burlington	L7R1J2
7	Be Happy Child Care	2489 Lakeshore Rd West	Oakville	L6L1H9
8	I Love This Place Child Care	410 Bronte Street	Milton	L9T0H8
9	Taber Child Care	126 East Street	Oakville	L6L3K8
10	London Child Care	2330 Lakeshore Road W.	Oakville	L6L1H3
11	Lethbridge Child Care	12274 Guelph Line	Campbellville	L0P1B0
12				

Map My Data

What are your address columns?

Address:

City:

State:

Zip:

Do any columns represent a ...

Title:

Group/Category:

Icon:

URL:

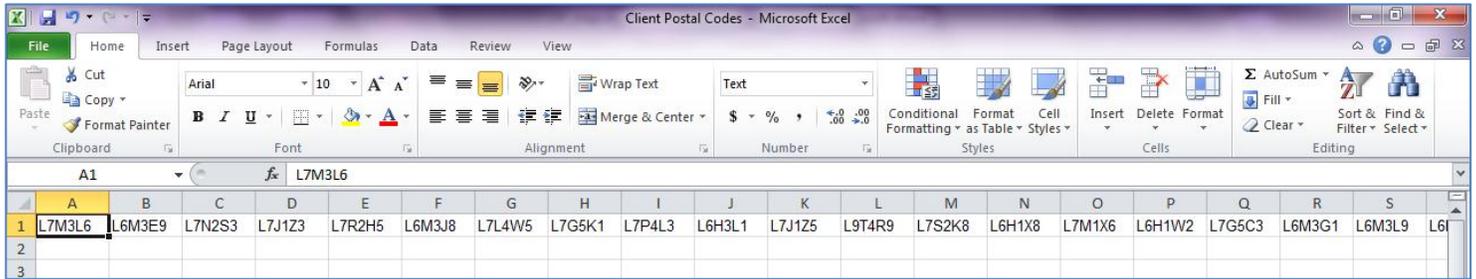
Notes:

If you want to further **categorize your data** and use the group/category feature of Map my Data, add extra columns.

For example, perhaps you have addresses for all your program sites. You might also have further information about the sites that differentiate them, such as main or satellite locations, hours of operation, or size. Just add this information as another column in your spreadsheet. **Each piece of information needs a separate column.** You will now be able to see these categories on your map.

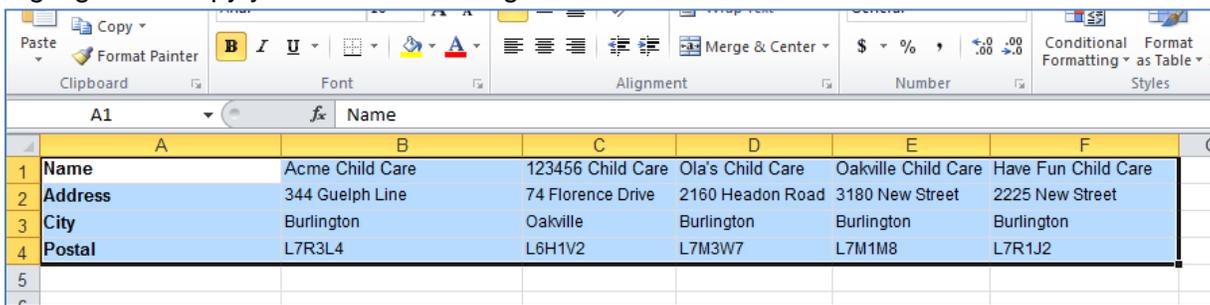
	A	B	C	D	E	F	G
1	Name	Address	City	Postal	Wait List	Licensed Capacity	
2	Acme Child Care	344 Guelph Line	Burlington	L7R3L4	25 or less	LT 75 Spaces	
3	123456 Child Care	74 Florence Drive	Oakville	L6H1V2	More than 150	LT 75 Spaces	
4	Ola's Child Care	2160 Headon Road	Burlington	L7M3W7	100 - 150	GT 75 spaces	
5	Oakville Child Care	3180 New Street	Burlington	L7M1M8	100 - 150	GT 75 spaces	
6	Have Fun Child Care	2225 New Street	Burlington	L7R1J2	50 - 100	LT 75 Spaces	
7	Be Happy Child Care	2489 Lakeshore Rd West	Oakville	L6L1H9	50 - 100	LT 75 Spaces	
8	I Love This Place Child Care	410 Bronte Street	Milton	L9T0H8	More than 150	GT 75 spaces	
9	Taber Child Care	126 East Street	Oakville	L6L3K8	More than 150	GT 75 spaces	
10	London Child Care	2330 Lakeshore Road W.	Oakville	L6L1H3	More than 150	GT 75 spaces	
11	Lethbridge Child Care	12274 Guelph Line	Campbellville	L0P1B0	More than 150	GT 75 spaces	
12							

My postal codes are in a row rather than one column. Is there a quick and easy way to reformat my data?

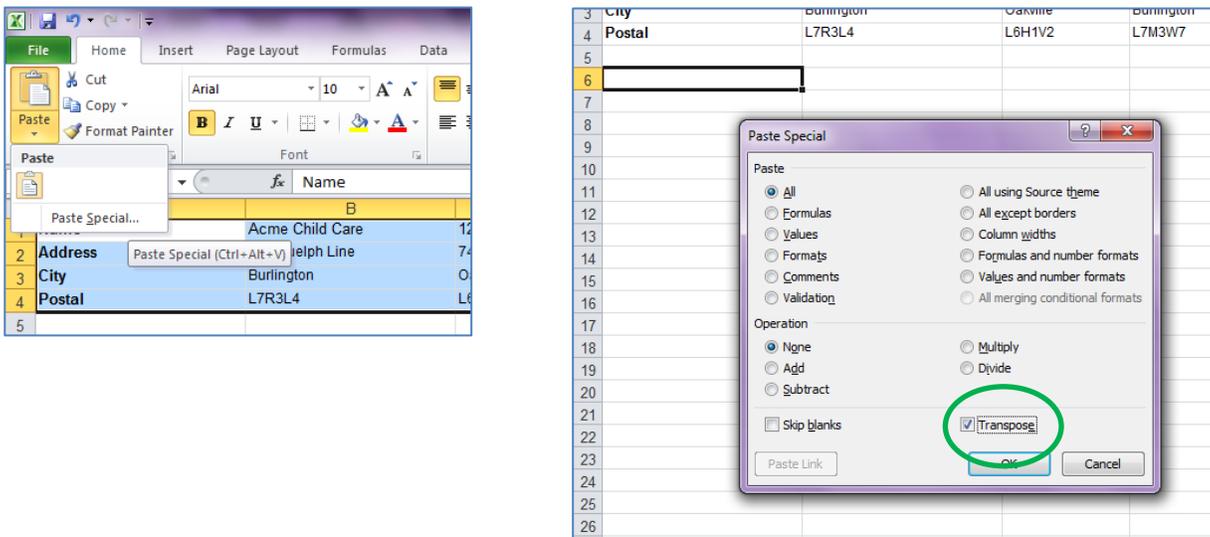


Yes! Excel has a function that lets you quickly re-organize your data from rows to columns or vice-versa. You don't need to do it manually! This feature is called **transpose** and it is found in the paste menu.

Highlight and copy your entire data range.



Now click on a new location in your sheet and then click **Paste Special** and select **Transpose**.



Click OK to paste your transposed data. Now you're ready to Map your Data!

