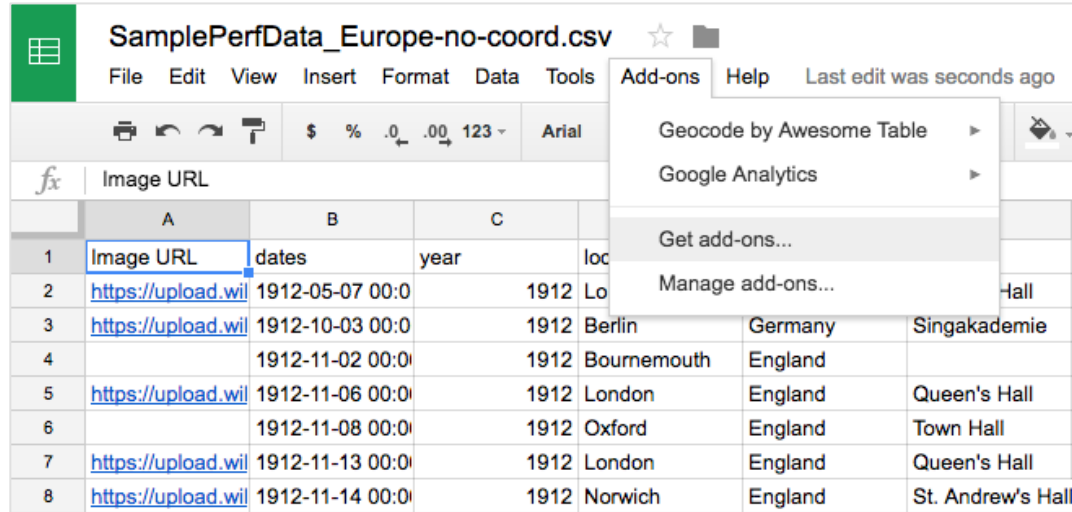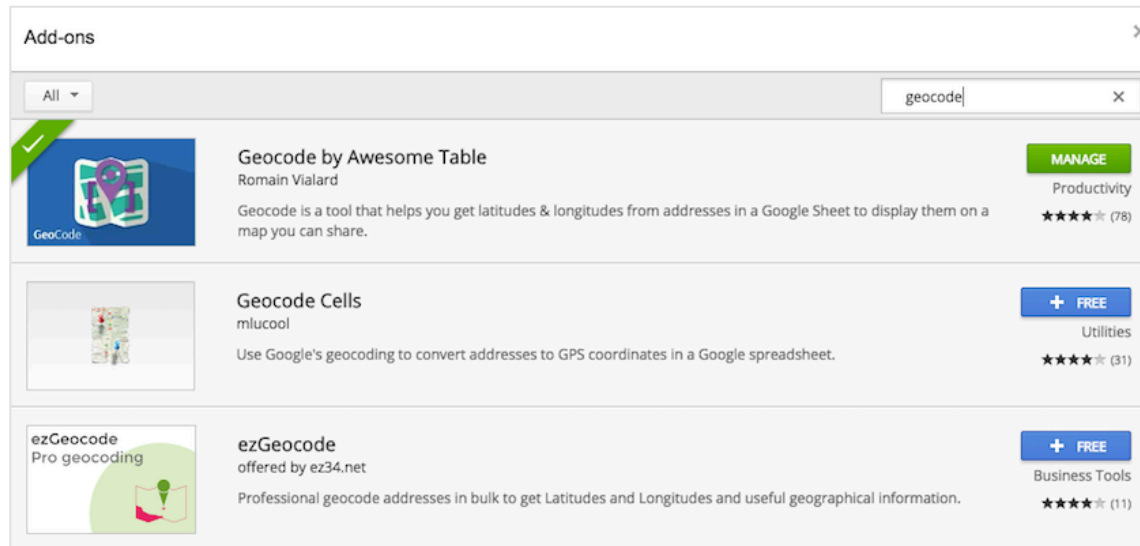# Quick Tutorial on using Geocode in Google Sheets

1. Upload the SamplePerfData_Europe-no-coord.csv file to Google Drive and open in Google Sheets
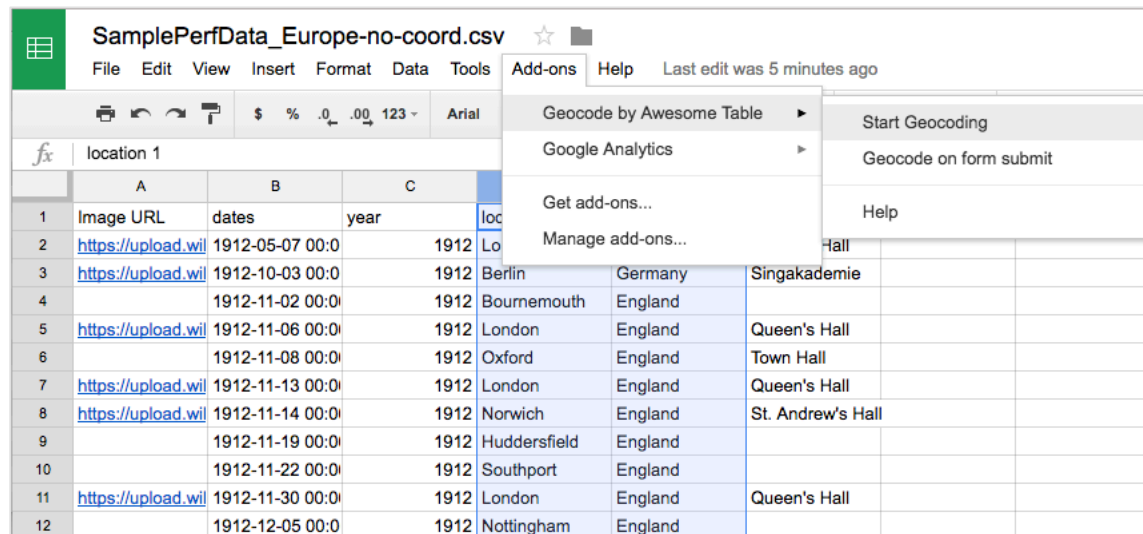2. In your Google Sheets menu, go to "Add-ons" and select "Get add-ons"

3. Type in "Geocode by Awesome Table" and add "Geocode"to your Add-ons and authorize it with your Google account (it will now be listed in your "Add-ons")
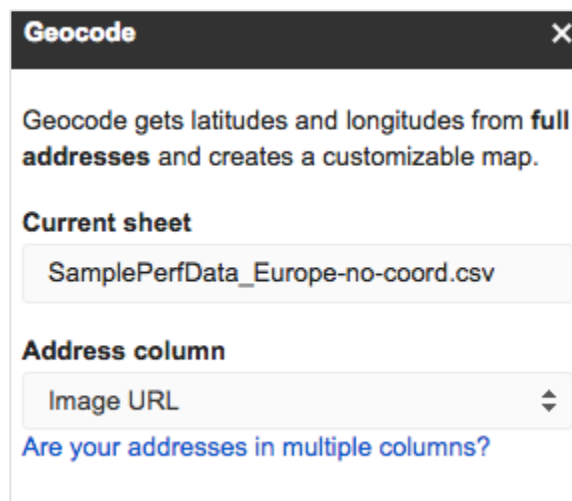
4. In your spreadsheet, highlight the columns: location 1 and location 2
5. Select "Geocode" in your "Add-ons" menu and then select "Start Geocoding"

6. A Geocode sidebar will appear - click on "Are your addresses in multiple columns?"

7. A Multiple Columns window will appear - check the boxes for each column that needs geocoding and then select "Select Column"

8. In the Geocode sidebar - click on "Geocode!"
9. Three new columns will appear: "Full Address," "Latitude," and "Longitude"

F	G	H
Full Address	Latitude	Longitude
London England	51.5073509	-0.1277583
Berlin Germany	52.5200066	13.404954
Bournemouth En	50.719164	-1.880769
London England	51.5073509	-0.1277583
Oxford England	51.7520209	-1.2577263
London England	51.5073509	-0.1277583
Norwich England	52.6308859	1.297355
Huddersfield Eng	53.645792	-1.785035
Southport Englar	53.645708	-3.010113
London England	51.5073509	-0.1277583
Nottingham Engl	52.9547832	-1.1581086
London England	51.5073509	-0.1277583
Berlin Germany	52.5200066	13.404954

10. Delete the "Full Address" column from your sheet
11. Go to "File" and select "Download as .csv" - you will use this file in CartoDB