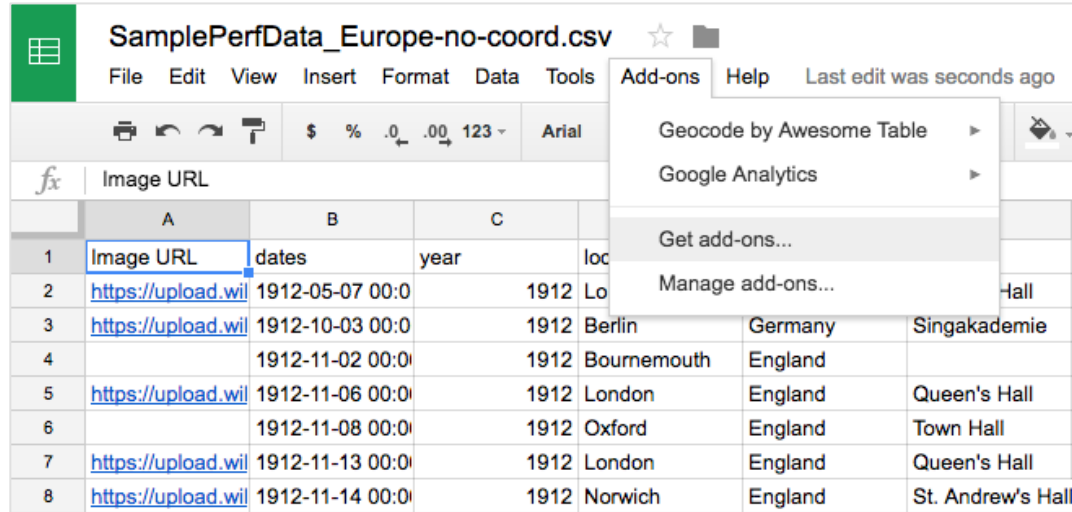


Quick Tutorial on using Geocode in Google Sheets

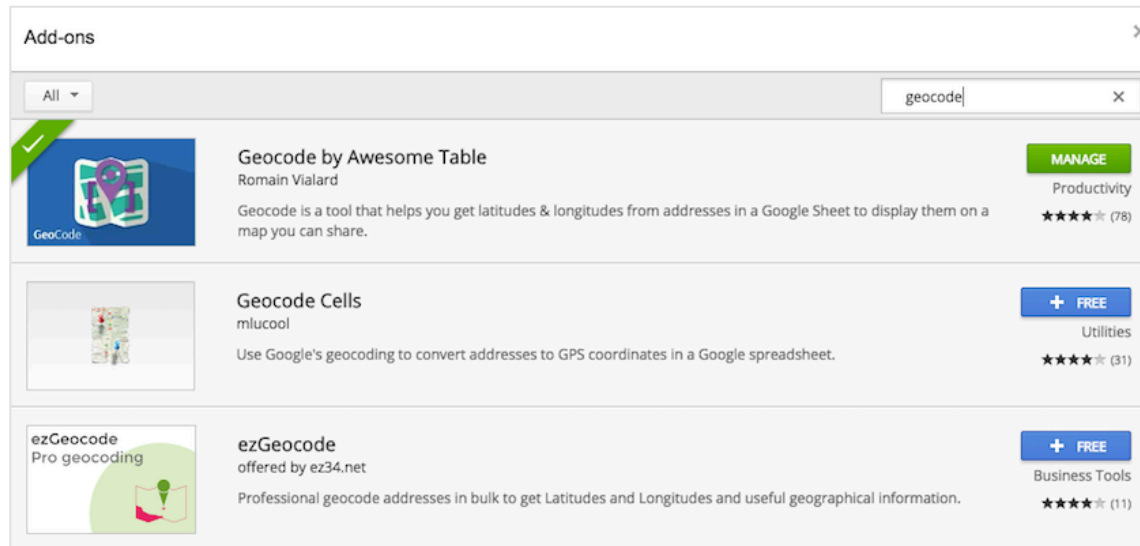
1. Upload the SamplePerfData_Europe-no-coord.csv file to Google Drive and open in Google Sheets
2. In your Google Sheets menu, go to "Add-ons" and select "Get add-ons"



The screenshot shows a Google Sheets document titled "SamplePerfData_Europe-no-coord.csv". The "Add-ons" menu is open, and "Get add-ons..." is selected. The spreadsheet data is as follows:

	A	B	C			
1	Image URL	dates	year	loc		
2	https://upload.wil	1912-05-07 00:0	1912	Lo		
3	https://upload.wil	1912-10-03 00:0	1912	Berlin	Germany	Singakademie
4		1912-11-02 00:0	1912	Bournemouth	England	
5	https://upload.wil	1912-11-06 00:0	1912	London	England	Queen's Hall
6		1912-11-08 00:0	1912	Oxford	England	Town Hall
7	https://upload.wil	1912-11-13 00:0	1912	London	England	Queen's Hall
8	https://upload.wil	1912-11-14 00:0	1912	Norwich	England	St. Andrew's Hall

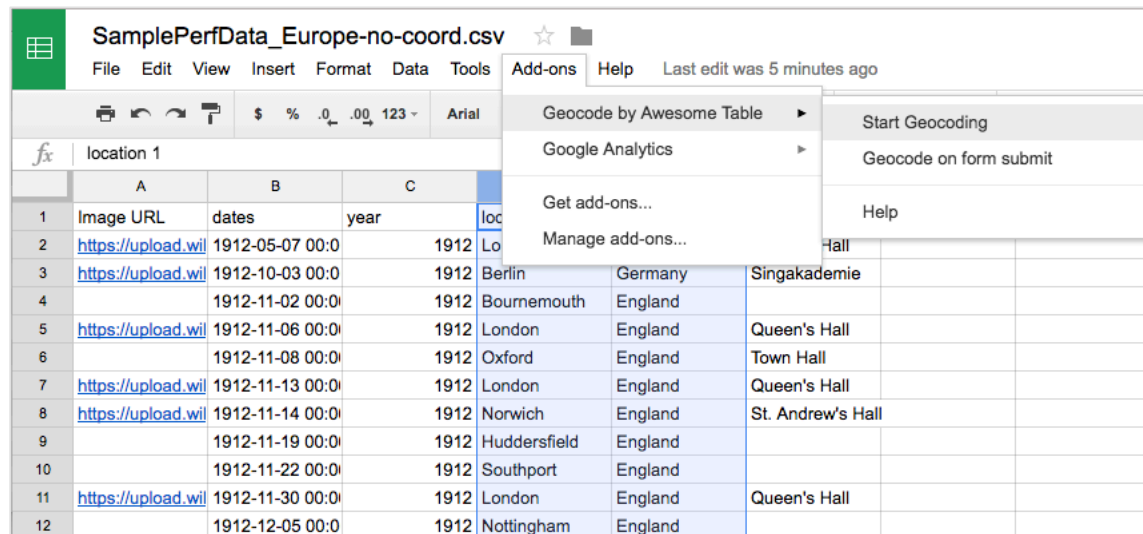
3. Type in "Geocode by Awesome Table" and add "Geocode" to your Add-ons and authorize it with your Google account (it will now be listed in your "Add-ons")



The screenshot shows the Google Add-ons marketplace search results for "geocode". The results are as follows:

Add-on	Developer	Category	Rating	Reviews
Geocode by Awesome Table	Romain Vialard	Productivity	★★★★★	(78)
Geocode Cells	mlucol	Utilities	★★★★★	(31)
ezGeocode Pro geocoding	offered by ez34.net	Business Tools	★★★★★	(11)

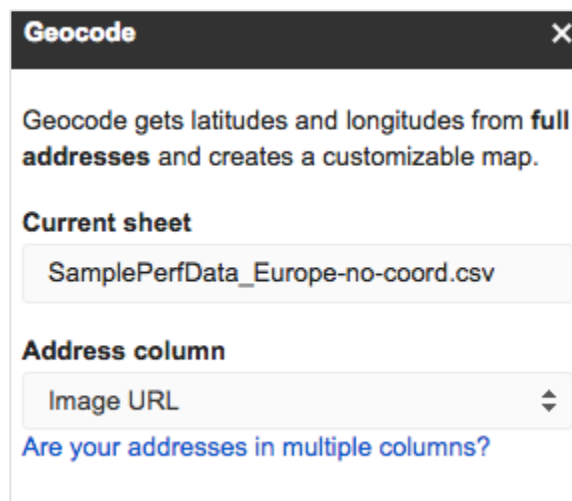
4. In your spreadsheet, highlight the columns: location 1 and location 2
5. Select "Geocode" in your "Add-ons" menu and then select "Start Geocoding"



The screenshot shows a Google Sheets interface with the file 'SamplePerfData_Europe-no-coord.csv'. The 'Add-ons' menu is open, and 'Geocode by Awesome Table' is selected. The spreadsheet data is as follows:

	A	B	C	D
1	Image URL	dates	year	location
2	https://upload.wi	1912-05-07 00:0	1912	Lo
3	https://upload.wi	1912-10-03 00:0	1912	Berlin
4	https://upload.wi	1912-11-02 00:0	1912	Bournemouth
5	https://upload.wi	1912-11-06 00:0	1912	London
6	https://upload.wi	1912-11-08 00:0	1912	Oxford
7	https://upload.wi	1912-11-13 00:0	1912	London
8	https://upload.wi	1912-11-14 00:0	1912	Norwich
9	https://upload.wi	1912-11-19 00:0	1912	Huddersfield
10	https://upload.wi	1912-11-22 00:0	1912	Southport
11	https://upload.wi	1912-11-30 00:0	1912	London
12	https://upload.wi	1912-12-05 00:0	1912	Nottingham

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



The screenshot shows the 'Geocode' sidebar in Google Sheets. It contains the following information:

- Geocode** (with a close button)
- Geocode gets latitudes and longitudes from **full addresses** and creates a customizable map.
- Current sheet**: SamplePerfData_Europe-no-coord.csv
- Address column**: Image URL
- [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"

Multiple Columns

Geocode needs to find addresses in only one column. This window helps you concatenate your addresses.

Column	Part of the address
year	<input type="checkbox"/>
location 1	<input checked="" type="checkbox"/>
location 2	<input checked="" type="checkbox"/>
venue	<input type="checkbox"/>

The concatenated addresses will look like :

Berlin Germany

This will insert a column with full addresses

[Insert 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 Englanc	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