CLICK2MAP™

Tips on Excel

Your business partners or retailers are **listed in an Excel file** and you want to put them on an interactive map? It's simple with the Click2map's Editor. A simple import process exists to add several markers in one single operation.

Discover **some tips to organize and lay out your Excel file and convert it** into a CSV or PDF file.

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1. Shortcuts

The following shortcuts are the most common and useful to update and edit an Excel file.

- × Create a new workbook: **Ctrl + N**
- × Copy: **Ctrl + C**
- × Paste: **Ctrl + V**
- × Cut: **Ctrl + X**
- × Cancel: **Ctrl + Z**
- × Select the entire worksheet: **Ctrl + A**
- × Save: **Ctrl + S**
- × Save as: **F12**
- × Close Excel: **Alt + F4**

- × Select an entire column in a worksheet: **Ctrl + Spacebar**
- × Select an entire row in a worksheet: **Shift + Spacebar**
- × Insert blank cells: **Ctrl + Plus (+)**
- × Delete the selected cells: **Ctrl + Minus (−)**
- × Close the selected workbook window: **Ctrl + F4**

- × Move to the beginning of a worksheet: **Ctrl + Home**
- × Select the cells to the first cell on the worksheet: **Ctrl + Shift + Home**
- × Move to the last cell on a worksheet: **Ctrl + End**
- × Select the cells to the last used cell on the worksheet: **Ctrl + Shift + End**

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2. Useful functions

These functions will be useful to format your information.

► Combine the contents of multiple cells

You can use the **ampersand (&) operator** in a formula to combine text from multiple cells into one cell. This function is necessary when you need to merge two addresses fields in one cell for instance.

	A	B	C
1	Street	Zip Code	City
2	700 Fifth Avenue	10021	New York

In the D2 cell, you enter **=A2&" - "&B2&" "&C2**

	A	B	C	D
1	Street	Zip Code	City	
2	700 Fifth Avenue	10021	New York	700 Fifth Avenue - 10021 New York
3				

Using quotation marks " - " allows you to insert a space, a comma or any special character between the two addresses.

► Format your text

The list of your contacts is mixed up in your Excel file. Use the following functions to format them.

- × Uppercase the first letter of the text: **=proper(text or cell)**
- × Uppercase the content of the cell: **=upper(text or cell)**
- × Lowercase the content of the cell: **=lower(text or cell)**

Let's take an example:

	A	B	
1	**First Name**	**Name**	
2	cynthia	sara	C
3	john	SMITH	J
4	Patricia	malo	P

In the C2 cell, **=proper(A2)&" "&upper(A2)**. It suffices to extend the formula to the next cells.

	A	B	C
1	**First Name**	**Name**	
2	cynthia	sara	Cynthia SARA
3	john	SMITH	John SMITH
4	Patricia	malo	Patricia MALO
5			

Tips: If you need to delete some columns and avoid the error message #REF!, select first the new column, copy (**Ctrl + C**). Place your mouse on a new column, in the **Home tab**, click on the arrow under the **Paste** button, and choose **Paste the Values**. You will notice the formula is gone. You can remove safely the old columns.

3. Convert your Excel file into a CSV or PDF file

► What is a CSV file?

CSV is the acronym for **Comma Separated Values** which is a standard text file format used to exchange data between different applications. CSV files are easy to edit in standard spreadsheet applications such as MS Excel, OpenOffice or Google Spreadsheet.

CSV files are text files that can be opened in almost any text editor such as Notepad, SimpleText... They however **differ from standard text files in that they are used to store organized data** and have a specific structure:

- × **The first line** provides the general structure of the file.
- × **A specific character** is used to separate different elements. This character can be a comma, a semicolon or tabulation. The standard American delimiter is the comma, for example.

► Convert your Excel file

Export your data in a CSV file by following this tutorial.

× In Excel, open to the **File** menu and choose **Save as**
× In the **Save as** dialog box, go to the **Type** drop down menu and select **CSV comma separated**.
× Specify the file name and location. Click on **Save**.

To **convert your file into a PDF file**, follow the same tutorial but choose the PDF format in the **Type** drop down menu.

4. Make your CSV file readable

When you use a **CSV comma separated file**, it's usual that the file is formatted as the following layout.

As a result of being simplified, the layout of the CSV files is often brief and makes the file unreadable in MS Excel.

► Convert text to columns

A feature exists in order **to transfer all the data into several columns** like the example below.

- × Click on the **A letter** to select all the A column
- × Go to the **Data** tab
- × Click on the **Text to Columns** menu
- × Check the **Delimited** box. Click on Next.
- × Select the **Comma** delimiter. Click on Next.
- × If you need to change the Destination column, please choose another one by clicking on the **Destination** field.
- × Click on **Finish**.

N.B.: If your file is delimited by semicolon, choose another delimiter in the second step.

► Filter your columns

To enlighten your file, it's possible to **filter your data by column**. Then, you will display the information linked to a specific filter.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Title	Title_in_li	Name	Latitude	Longitude	Descriptic	Address	Icon_uri	IconSizeW	IconSizeH	Url_text	Url	Email_tex	Email	Group
2	The Andaman Archipelag	The Andama	11.7400867	92.6586401	 	Andaman Ar	https://www	32	32					Best Travel Photos
3	The lower Ruth Glacier	The lower Ru	62.765278	-150.628333	 	Ruth Glacier,	https://www	32	32					Best Travel Photos
4	Rwanda's Volcanoes Nati	Rwanda's Vo	-1.5098554	29.4875668	 	Volcanoes N	https://www	32	32					Best Travel Photos
5	New Zealand's Waitomo (	New Zealanc	-38.4635983	175.023346	 	Waitomo Ca	https://www	32	32					Best Travel Photos
6	Haiwaii's Volcanoes Natic	Haiwaii's Vol	19.4193697	-155.2884965	 	Volcanoes N	https://www	32	32					Best Travel Photos
7	Raohe Street Night Marke	Raohe Stree	25.0541591	121.5638621	 	Songshan Di:	https://www	32	32					Best Travel Photos
8	The lush Kancamagus Higl	The lush Kan	44.1486193	-71.4530066	 	White Moun	https://www	32	32					Best Travel Photos
9	Breiðamerkurjökull ice ca	Breiðamerku	64.421969	-16.7902035	 	Vatnajökull (	https://www	32	32					Best Travel Photos
10	Nighttime Carnivalgoers	Nighttime Ca	-14.83094	-64.8987	 	Trinidad	https://www	32	32					Best Travel Photos
11	Street Scene in Milpa Alta	Street Scene	19.43196	-99.13313	 	Mexico	https://www	32	32					Best Travel Photos
12	Jimmy Chin climbs Half Do	Jimmy Chin (	37.8651011	-119.5383294	 	Yosemite Na	https://www	32	32					Best Travel Photos

- × Click on the first cell of the first row
- × Go to the **Data** tab
- × Click on **Filter**

Then, it suffices to click on a drop down arrow to select a filter.

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5. Ideal structure of a CSV file for Click2Map

The **first line of a Click2Map CSV file** should contain the following elements:

Name,Title,Title_in_list,Latitude,Longitude,Description,Address,Street,City,State,Zip,Country,Url_text,Url,Email_text,Email,Group,Icon_uri,IconSizeW,IconSizeH

All elements are not mandatory - some can be ignored, in which case Click2Map will consider them to be empty or fill them with default values.

- × **Name/ID**: The name of each marker should be unique. It is the primary information used to identify a specific marker. You can use this field to store a name in clear or a unique identification number.
- × **Title**: The title field can be used to provide information about a marker. Titles do not have to be unique and can be used to create categories, for example.
- × **Title_in_list**: you can fill in a different title for your markers on the map and in the list of the map caption.

- × **Description**: This field can be used to associate a longer description with a marker. This field can contain HTML content.

- × **Address**: This field is designed to contain full street addresses: if your addresses are made of separate street, zip code and city fields, use the appropriate fields described below. Any street address entered in this field is automatically geocoded during the import process. This means that you do not need to know the geographical coordinates of a place to locate it on a map: Click2Map does the conversion for you.
  If the Address field is empty, please fill in the following elements. They need to be associated with the other address fields (Street, City, State, Zip, Country) if you want Click2Map to be able to geocode their content.
    - - **Street**: This field can contain the number, type and name of a location in street address form, for example: "1428 Elm Street".
    - - **City**: This field contains the name of the city in which the Street is located.
    - - **State**: This field contains the name of the state in which the Street is located.
    - - **ZIP**: This field contains the ZIP code corresponding to the specified Street.
    - - **Country**: This field contains the name of the country in which the Street is located.

- × **Latitude**: If you know the geographical coordinates of a place, use this field to enter its latitude.

×   **Longitude**: If you know the geographical coordinates of a place, use this field to enter its longitude.

×   **Url_text**: If you wish to provide your visitors with a direct link to your website, use this field to store the visible hyperlink text. For example: 'Click2Map Website'. If this field is left empty, any link stored in the following URL field will appear in its original form.

×   **Url**: Use this field to store the desired Internet web address. For example: http://www.click2map.com

×   **Email_text**: If you wish to provide your visitors with a contact e-mail link, use this field to store the visible e-mail text. For example: 'Contact us'. If this field is left empty, any e-mail link stored in the following Email field will appear in its original form.

×   **Email**: Use this field to store the desired e-mail address. For example: info@click2map.com

×   **Group**: This field contains a marker's group/subgroup information. If this field is left empty, the corresponding marker will be placed at the root of the target map. If you wish to place a marker in a specific group, simply enter the corresponding group name in the 'Groupname' form. Groups can also contain subgroups: to place a marker in a specific subgroup, simply enter the corresponding subgroup name in the 'Groupname/Subgroupname' form.

×   **Icon_uri**: The complete Internet address of the icon associated with a marker. If this field is left blank, the target map's default icon will be used.

×   **IconSizeW**: Width of a marker's icon in pixels. Do not fill in this field unless you wish to deform the original image. When this field is left empty, Click2Map automatically resizes the image to the correct size, preserving its width/height ratio.

×   **IconSizeH**: Height of a marker's icon in pixels. Do not fill in this field unless you wish to deform the original image. When this field is left empty, Click2Map automatically resizes the image to the correct size, preserving its width/height ratio.

Now, it suffices to **use the previous tips** and format your CSV file. Fill in each cell properly.

Then, you will be able to easily **import this file in the Click2Map editor** in a few clicks.