

HT02 - How to Create a Google Map of Your State

AARP Foundation Tax-Aide National Technology & Security Committee

Revised 09/04/2023

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Summary

This document explains how to create a Google Map representation of the sites in your state. This is much like the Locator Tool used by the AARP Tax-Aide Session Management System. The result can be used in many ways, including Websites, Flyers, etc.

Acknowledgment

NTSC would like to acknowledge **Thomas Noller**, AARP Great Lakes Regional Coordinator, as the contributor of this process. We're very appreciative of his contribution to making our tasks easier.

From Tom: If you want to get into the more complex, let me know and we can do a Google Meet.

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Overview of Process

There are a number of steps necessary to create and customize the map. Below is a brief explanation of each step. Each links to detailed instructions on the “how to’s”.

[Create a spreadsheet of Sites in Your State](#)

The first step in the process is to obtain address information which is critical to the creation of the Split State Site Map in Google Maps.

This information is easily obtained from a report within the AARP Foundation Portal - no need to cut and paste!

Once this information is extracted into a spreadsheet it can be modified and imported into the Google Maps generation tool.

[Add District Information](#)

By modifying the spreadsheet to contain District numbers, you can customize the map to easily show the Districts each site on the map are in.

[Create Google Map from the spreadsheet](#)

Creating the map from the spreadsheet is quite simple. You just need to import the spreadsheet you created into the Google Maps generation tool. It does the work for you!

[Customizing your Map](#)

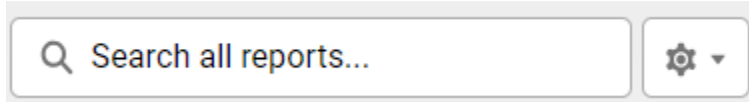
Google Maps allows you to customize your settings in order to make the map more meaningful to the whatever application you may be using if for.

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Create a Spreadsheet of Sites in Your State

1. Login to portal
2. Select reports tab and then ALL REPORTS from menu on the left
3. Type in your state e.g., TA – R05 – OH1 – Sites in the Search all reports box on top right (Be careful of spaces and dashes)



4. Then click on the report name

Home Dashboards **Reports** Contacts Manage Reimbursements Orders Libraries Training Volunteer Hours Program Volunteer More

Reports
All Reports Q ta - r05 - oh1 - sites

1 item

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	TA - R05 - OH1 - Sites	A list of all active sites in OH1.	Tax-Aide: Sites	Robin Murphy	10/8/2015, 3:17 PM	
Created by Me						
Private Reports						
All Reports						

5. On the displayed report screen, click EXPORT (top right button)

Report: Locations with Program Locations and Programs
TA - R05 - OH1 - Sites Enable Field Editing Q Add Chart Export

A list of all active sites in OH1.

Total Records
84

Program: Parent Program	Program Location: Program Location Name	Program: SIDN	Program: Program	Program: National ID	Program: Status	Open Date	Close Date	Open to Public	Oper
TA-R05-OH1-D01 (7)	Ashtabula County Board of Developmental Disabilities	S44050111	TA-R05-OH1-D01-S44050111	N10081650	Active	2/1/2023	4/18/2023	Yes	<input type="checkbox"/>
	COUNTRY NEIGHBOR PROGRAM, INC	S44050108	TA-R05-OH1-D01-S44050108	4407600	Active	2/1/2023	4/18/2023	No	<input type="checkbox"/>

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6. You want to create a spreadsheet so click on the **Details Only** option and then the **EXPORT** button that appears. Next click on the **Format** dropdown and select **Excel Format .xlsx** option if it is not showing. **Details only** removes all the extraneous headings, subtotals and totals from the report.

The screenshot shows a dialog box titled "Export". It contains two main sections. The first is "Export View", which has two selectable options: "Formatted Report" and "Details Only". The "Details Only" option is currently selected, highlighted with a blue border and a checkmark icon. Below these options is a "Format" dropdown menu, which is currently set to "Excel Format .xlsx". At the bottom right of the dialog are two buttons: "Cancel" and "Export".

7. The export process is slightly different based on what type of software you are running:
 - a. Chromebook:
 - i. A pop-up download box will appear in the bottom right of the screen indicating that the file is being downloaded.
 - ii. Once it completes the download, you will see a blue link which says "Open in folder", click on it. It will open the file (which was placed in the Google Drive > My Drive folder).
 - iii. Click Yes to the Security Question if prompted
 - iv. You can rename or move the file

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b. Windows:

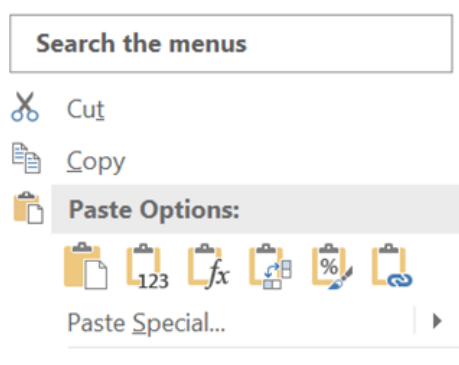
- i. A pop-up download box will appear for you to choose a location where you want to put the spreadsheet and allow you to alter its name
- ii. Click Save
- iii. Navigate to the location where the file was saved and open the file by clicking on it
- iv. Click Yes to the Security Question to allow editing of a file from the internet if prompted

8. You now have your spreadsheet of sites

Add District Information

Now you need to add District to your spreadsheet so that it can be used to display the District on the map.

1. Edit your spreadsheet. Insert a column at the far left (new column A)
2. Add title in first row column A as DISTRICT
3. In Cell A2 insert formula =right(AX2,3)
4. Copy this cell (CTRL-C) and then paste from Cell A3 to the last row (e.g., A85 in this example)
5. Now we have the district but the district column is a formula. You cannot import a formula into google maps, so we have to convert the formula to the text value.
6. This is very easy. Go to the top of the spreadsheet and click on the A for column A. This will highlight the entire column
7. Click CTRL-C (copy)
8. Right Click on cell A1 and select PASTE VALUE option. It will look like a clipboard symbol with the numbers 123 on it.



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- 9. After pressing that, all the formulas will have been changed to the actual values.**
- 10. Now save and exit the spreadsheet.**
- 11. You may have to explicitly save it as a workbook.**

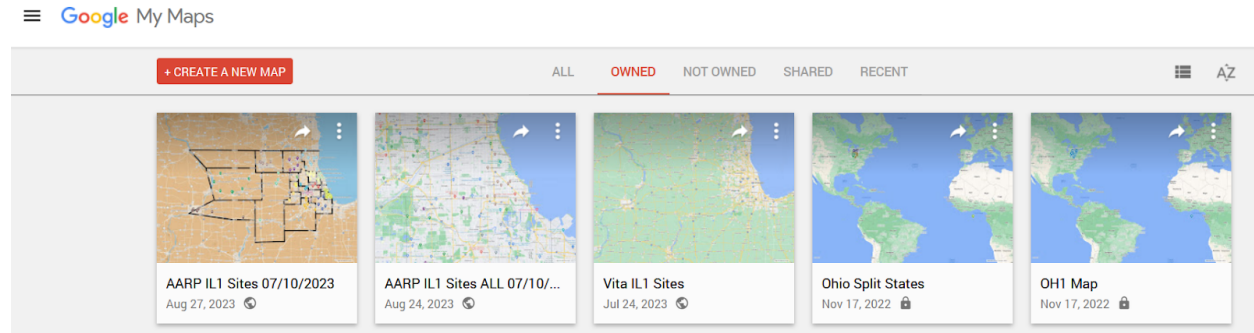
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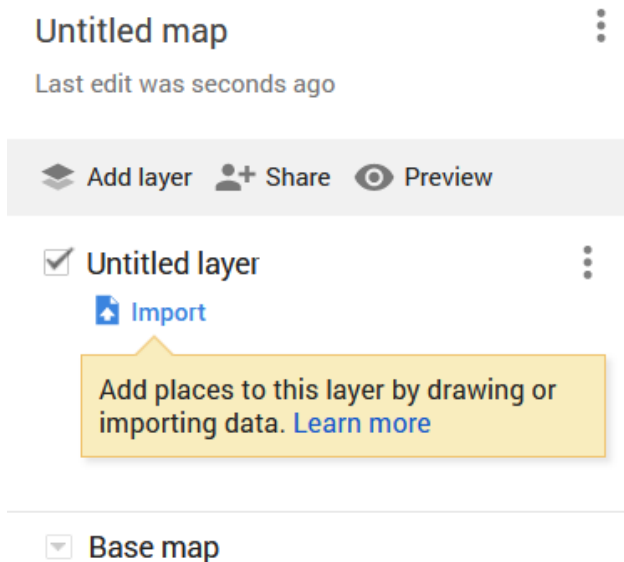
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Create a Google Map From the Spreadsheet

1. Logon to your chrome browser. You must be in Chrome.
2. Log into in the chrome account you want to use: the map will end up on that account's Google Drive.
3. Go to <http://mymaps.google.com>
4. Click on CREATE A NEW MAP



5. Import your spreadsheet by clicking IMPORT



6. Browse to select your file and import file
7. When prompted, select Address, city, state and Zip as your fields to locate on the map










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Choose columns to position your placemarks

Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.

- Open to Public 
- Appointment Required 
- Address Line 1 
- City 
- State/Territory 
- Postal Code 
- Program: Split State 
- County 
- Monday Opening Time 

8. Hit continue

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9. Select field you want for the titles of your map fields

Choose a column to title your markers

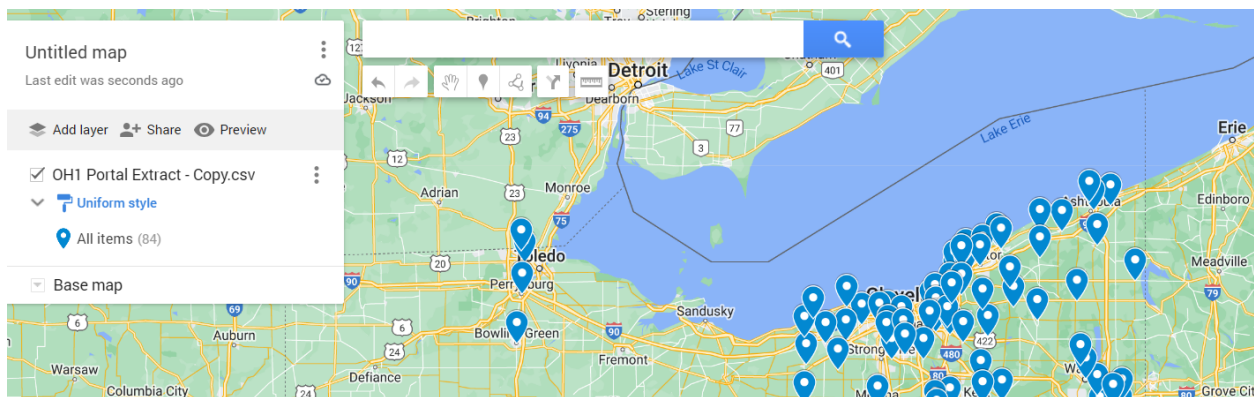
Pick a column to use as the title for the placemarks, such as the name of the location or person.

- District ?
- Program Location: Program Location Name ?
- Program: SIDN ?
- Open Date ?
- Close Date ?
- Open to Public ?
- Appointment Required ?
- Address Line 1 ?

Finish Back Cancel

10. Click Finish

You now have a map of all your sites!




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Note: If there are records that can not be imported, you will see a message indicating that 'x' rows couldn't be shown on the map. You can click on Open the data table to discover which items could not be imported and correct them. There may be zip code problems in which case remove the plus 4 of the zip code.



****In this case, these sites are virtual only and therefore have no physical address on the portal. You can Dismiss this issue so that the warning does not appear again.**

North Carolina Tax Aide Sites 


2 views
Last edit was seconds ago 

 Add layer  Share  Preview

report1693243919584.xls.xlsx 

  Uniform style

2 rows couldn't be shown on the map.
Fix errors highlighted red in the data table. [Open data table](#) [Dismiss](#)

 All items (90)

Base map

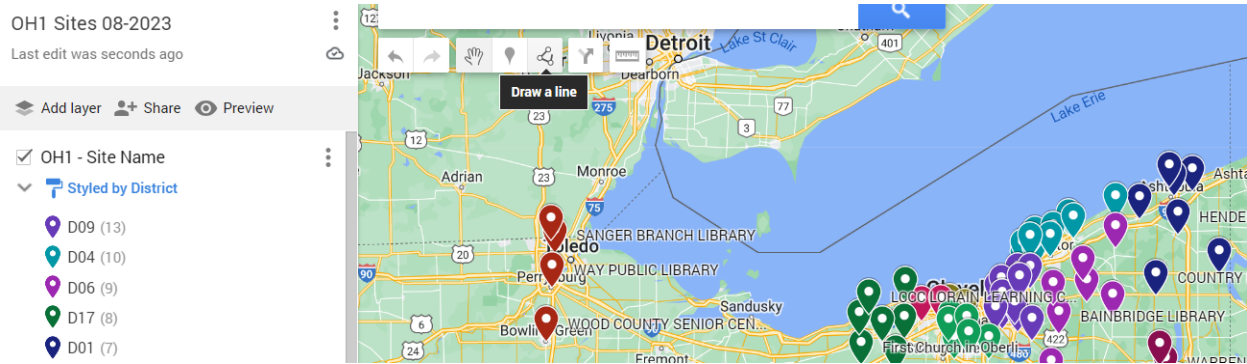
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Customizing Your Map

1. At the top left you can click on the map title and change the title
2. You can click on the Layer title to change the layer name
3. Click On Uniform Style
 - a. Under SET LABELS, select Program Name
 - b. Under Group by, select District
4. You will now have a map of all your sites, color coded by District.



5. To see specific information about a location, just click on a bubble. You will see all the fields from the spreadsheet.

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MIDDLEBURG HEIGHTS LIBRARY

District	D15
Program: SIDN	S44051510
Open Date	2/6/2023
Close Date	4/11/2023
Open to Public	Yes
Appointment Required	Yes
Address Line 1	16699 BAGLEY RD
City	MIDDLEBURG HEIGHTS
State/Territory	OH
Postal Code	44130-2537
Program: Split State	OH1
County	Cuyahoga County
Monday Opening Time	09:30 AM
Monday Closing Time	12:30 PM

 41.37109, -81.81615



6. To find a site nearest you, enter an address in the search bar at the top of the map and hit enter.
7. A new light green bubble will appear and you can use the map to see where the nearest site is.

Other Nifty Things You Should Know!

1. All the map data resides on your google drive under my drive – file is the same name as your map. If you delete this file, your map goes away.
2. Set the sharing to anyone with the link can view so you can disseminate the map.
3. Save the url of your map! Bookmark it. That allows you to jump to it any time or give that url to other people.

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4. If you have a new spreadsheet to update, click the 3 dots to the right of the LAYER name, and select REIMPORT AND MERGE
5. You can draw boundary lines on your map - example: District/Split State boundaries
6. Check out: <https://support.google.com/mymaps> for more information on things you can do to customize your map.

What else can you do?

- You can download report "IL1 EFILE REPORT CURRENT YEAR" (using IL1 as example) and extract the EFIN number from the site to add to the Maps Spreadsheet using formulas
- You can download the all active employee report for your state and through some rather complex formulas, extract the local coordinator and email as well as the district coordinator and email and add this to the map spreadsheet.
- You can create a customized field which merges only the open days for a site and display that as a field instead of showing all 7 days
- You can create a Tinyurl account, and map your long Google URL to a Tinyurl
- For an sample of a very sophisticated map, See <http://tinyurl.com/aarp-il1-sites-all>
- I have another version which I can give to the public without all the AARP personnel information <HTTP://tinyurl.com/aarp-il1-sites>
- Another tip – If you want to make updating your map easier, create another spreadsheet. That spreadsheet uses formulas to import the data from the Portal downloaded spreadsheet. In this other spreadsheet you can have lots of customized formulas and that spreadsheet never changes. Makes everything more dynamic.

Revision History

Version #	Date	Initials	Comments
1	8/29/2023	JB	Converted PPTX from Tom Noller to NTSC Standard document format and added more context . Minor improvements by KO