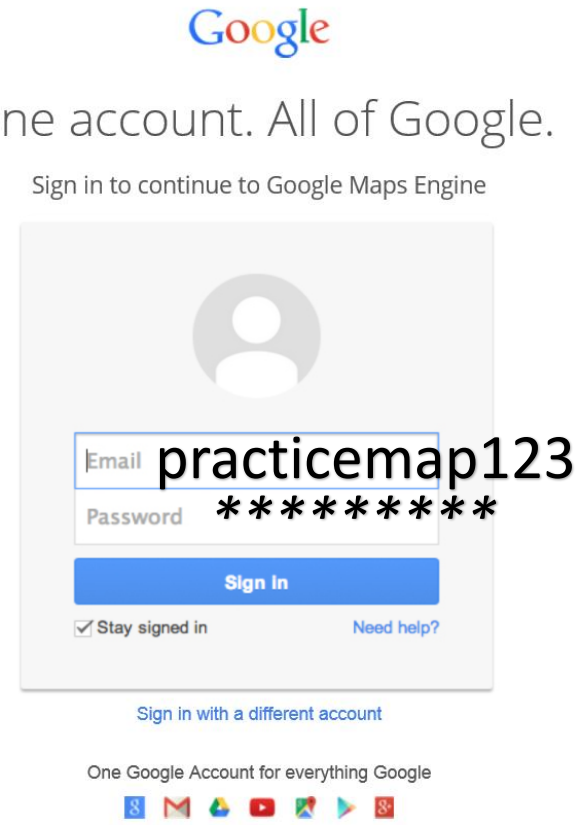
Creating Google Maps
Wright-Patterson AFB
Spring
ROBERT P ROWER JR
Sweeney
Carl Tooill Farm
Sharp
Foxwood Farm, LLC
BREWERY 33 HOCKING HIL...
Murray City
Gross
Davis
H-2A
Flower Bed
CHARLES D MCINTOSH
Bret Unger
Haywood
RENASCENT VINEYARDS LLC
Lucasville
Gilliland
Richards Brothers Fru...
MERRY FAMILY WI
Jindra Vineyards
McLaufhlins Orchard
GEAUGA MEDICAL BREWING...
KENNETH L MOYER
Maysville
Rome
Vanceburg
Rexton
Ironton
Ackley
Montgomery
TWISTED VINE FAMILY VI...
Ashland
Pratt
Milton
Flemingsburg

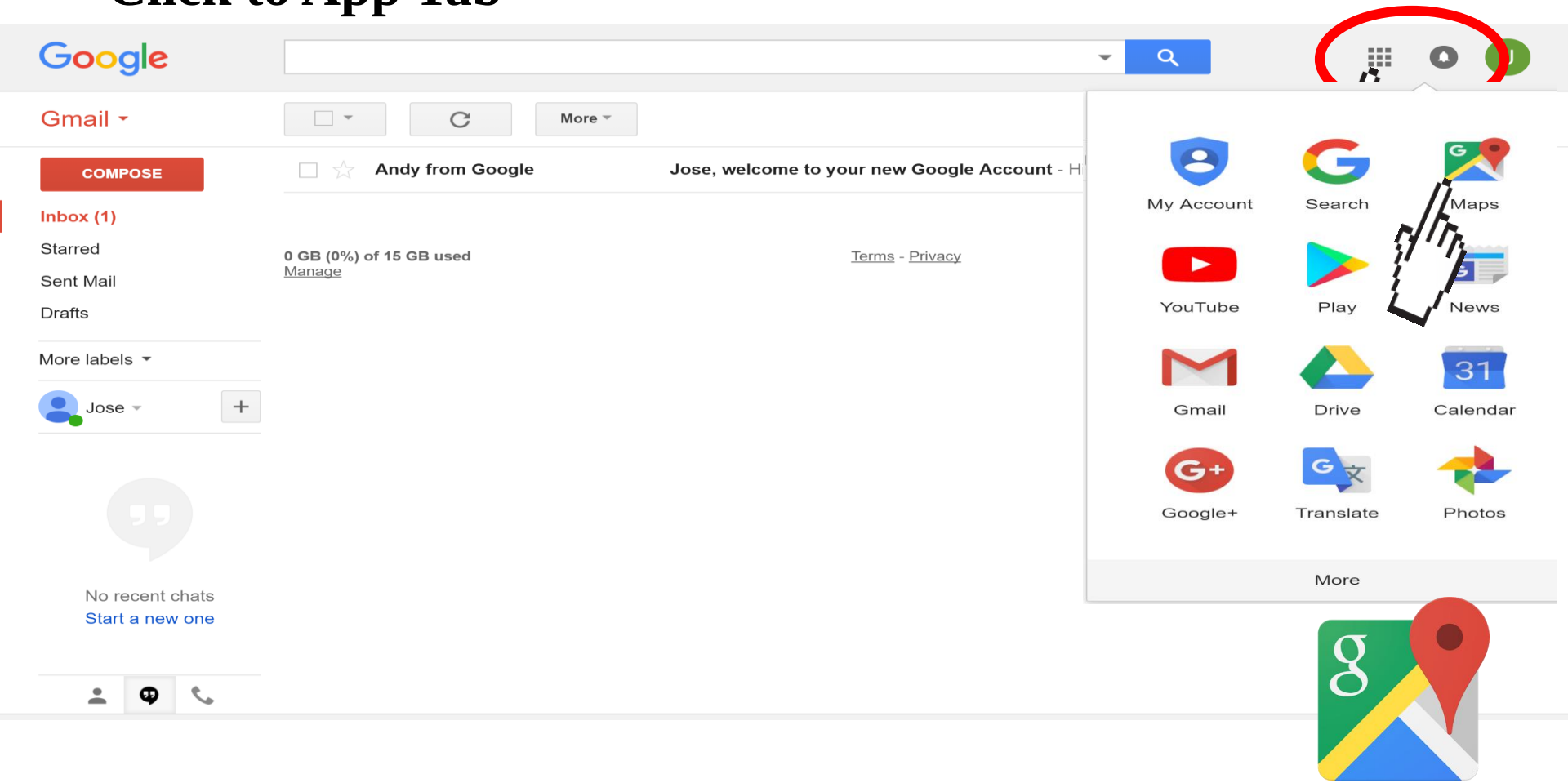
Sign into Google using a gmail email account

Example: jcastaneda&gmail.com

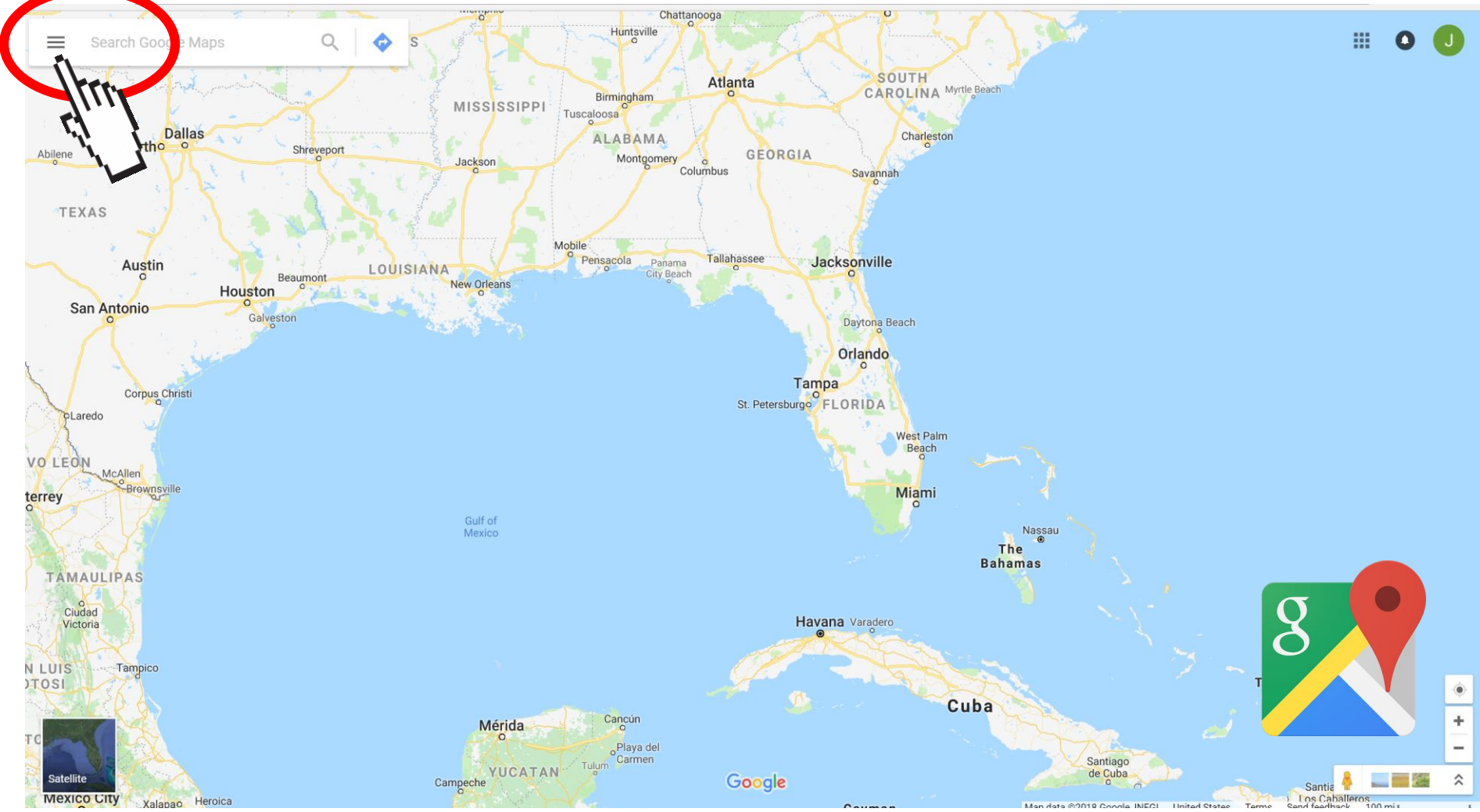


Spark Innovations

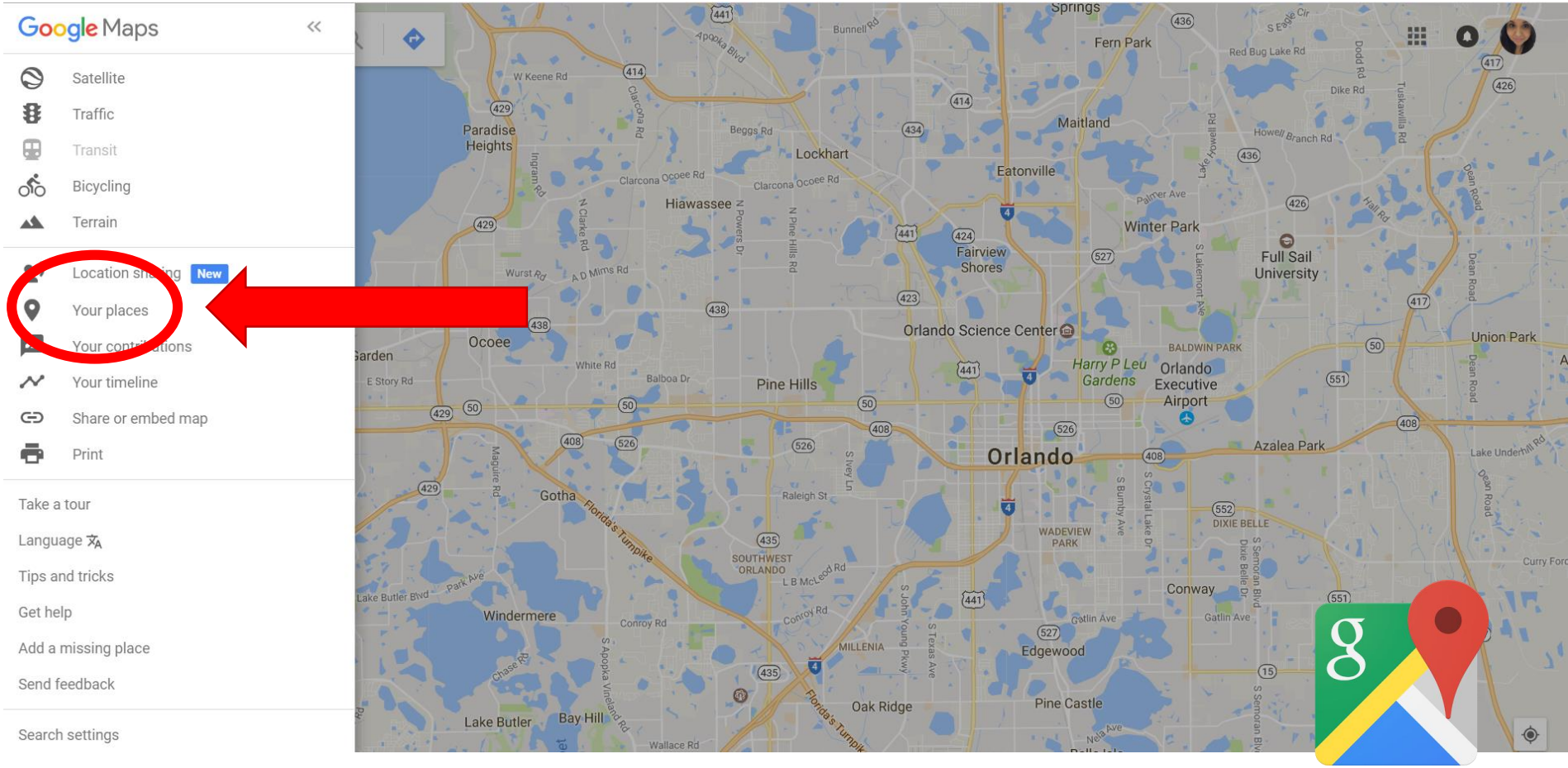
- **Click to App Tab**



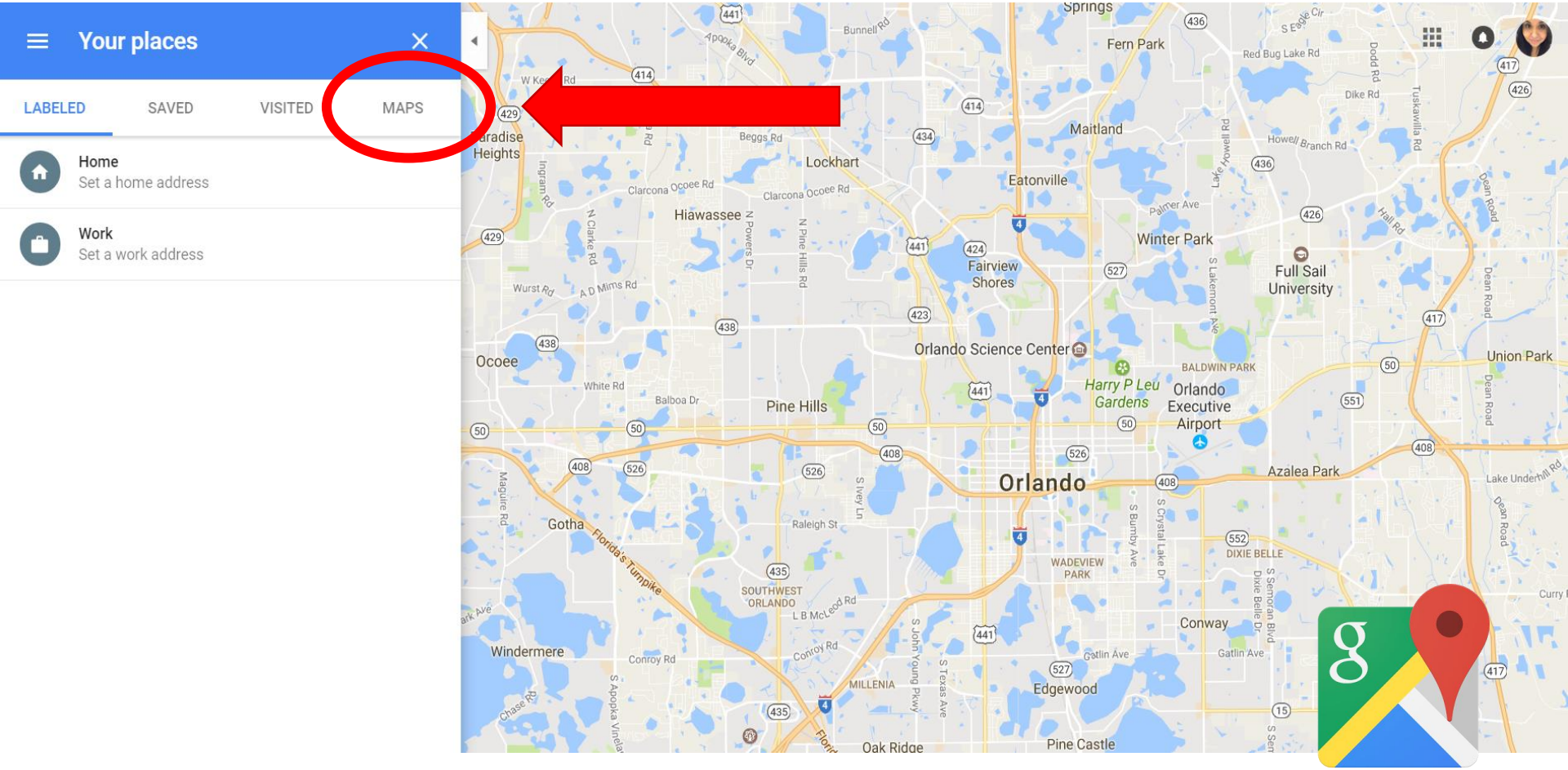
- **Check the MENU TAB on the search bar**



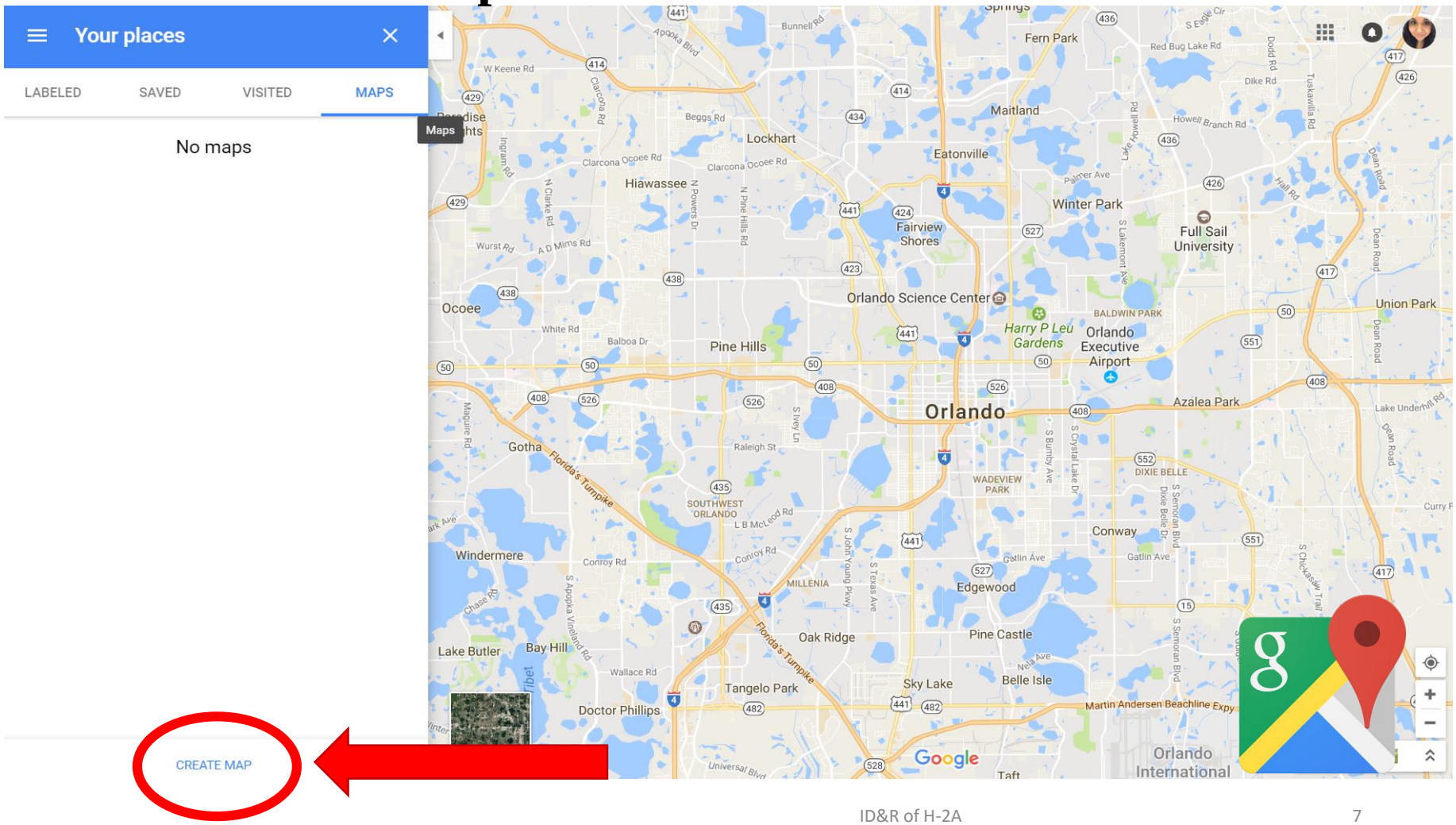
- **Click on Your Places**



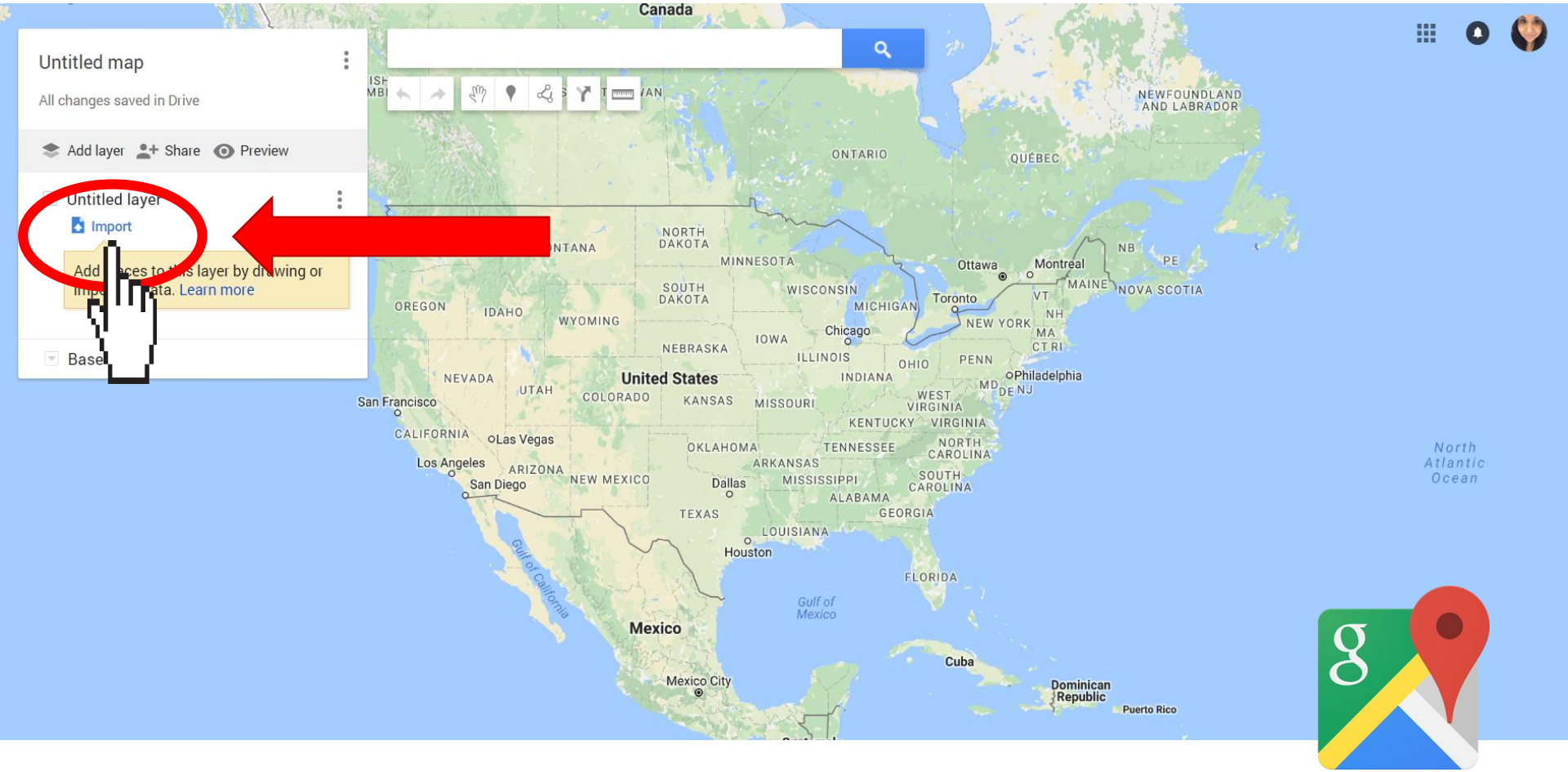
- **Click MAPS**


Your places
LABELED
SAVED
VISITED
MAPS
Home
Set a home address
Work
Set a work address
Springs
Fern Park
Maitland
Eatonville
Winter Park
Full Sail University
Lockhart
Hiawassee
Fairview Shores
Orlando Science Center
Harry P Leu Gardens
Orlando Executive Airport
Pine Hills
Orlando
Azalea Park
Ocoee
Union Park
Gotha
Windermere
Conway
Edgewood
Oak Ridge
Pine Castle
Florida's Turnpike

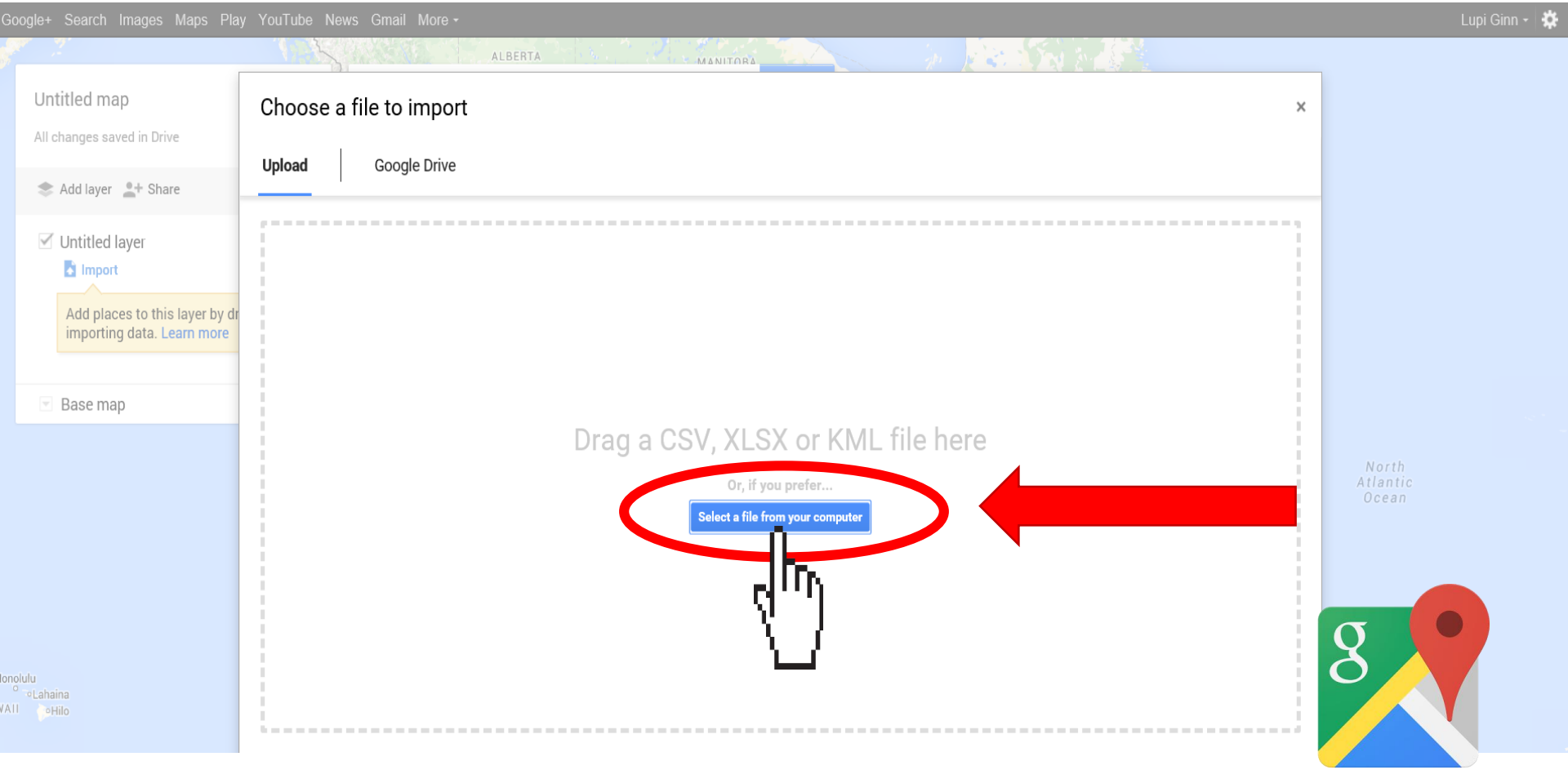
- **Click CREATE map**



- **Click IMPORT** *(your spreadsheet should be finished)*



- **Select your desired Excel spreadsheet from your computer**



Total Cases	Total Workers	ETA Case Number	Job Posting Date	Case Type	Employer Name	Anticipated Start Date	Anticipated End Date	Job Title	Crop / Activities	Number of Workers Requested	Worksite Address	Worksite City, State, and Zip	Worksite County
1	136	H-300-17138-474752	5/25/2017	H-2A	MARGIRIC FARM, LLC	7/17/2017	5/17/2018	Farm Worker	Cucumber, Cantaloupe, Bell Pepper, Broccoli, and melon harvest and packing.	136	16001 Indrio Road	Ft. Pierce, FL 34945	St. Lucie
									Cucumber, Cantaloupe,				

Spark Innovations

- **Select your desired Excel spreadsheet from your computer**

Your spreadsheet must include the data you need to show up on the map.

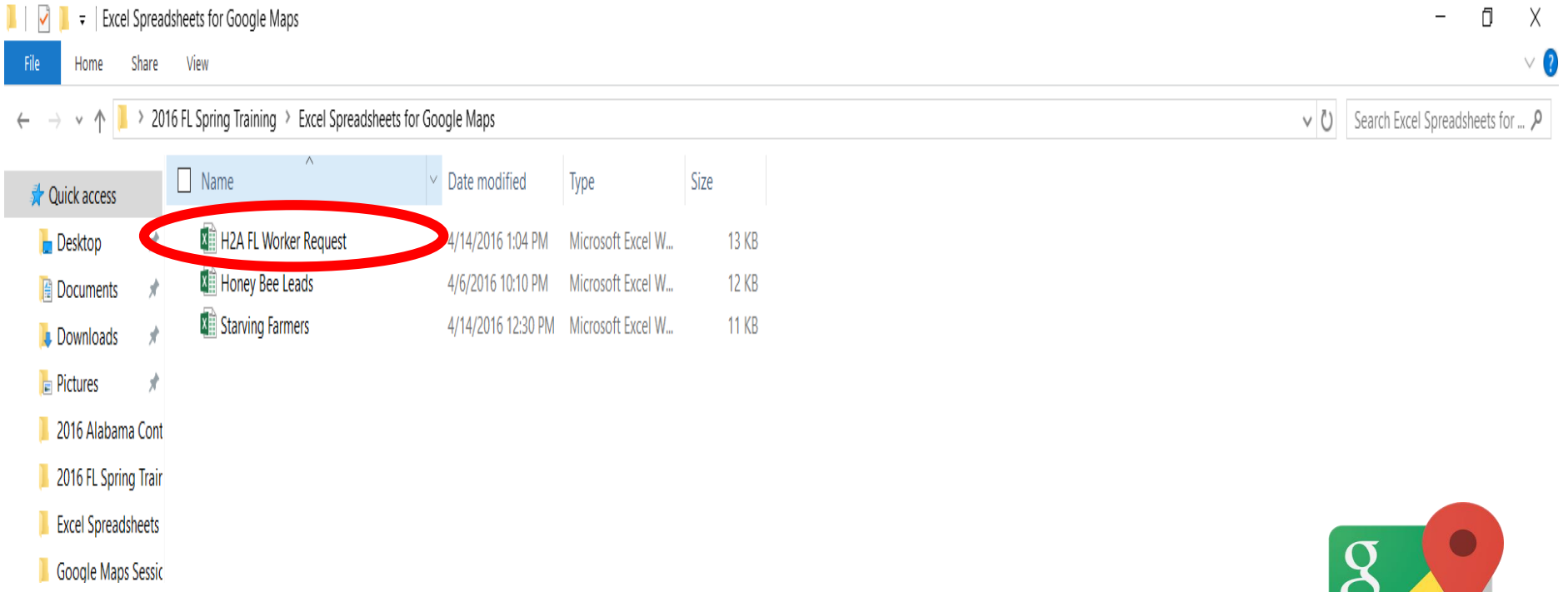
It should have clear columns and headers that include, address, city, state and zip. They should all follow the same format.

Google maps has to have the address and city, state, zip to put the marker on the map.

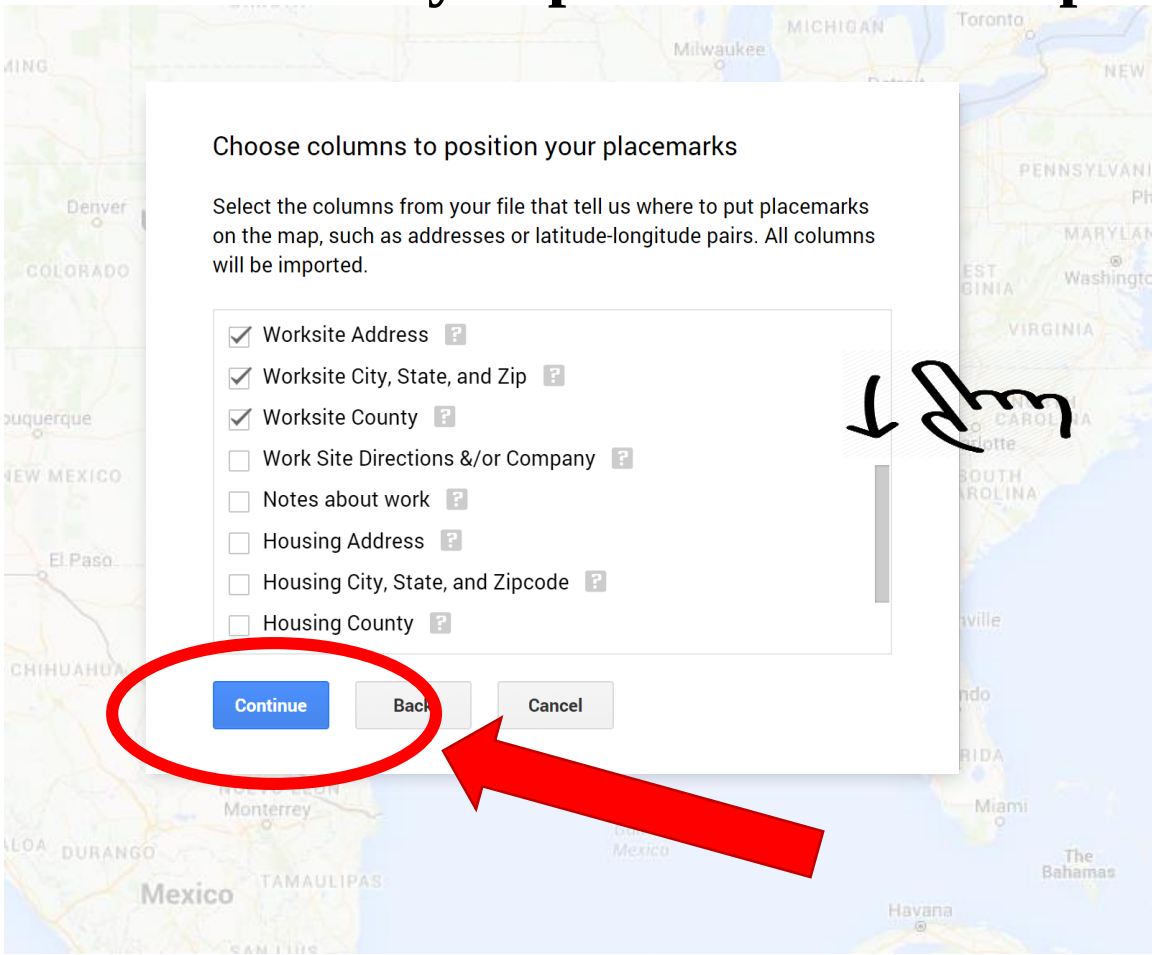
We often like to add in county because you can easily filter lists in excel by county which can be helpful when using spreadsheets.

- **Select your desired Excel spreadsheet from your computer**

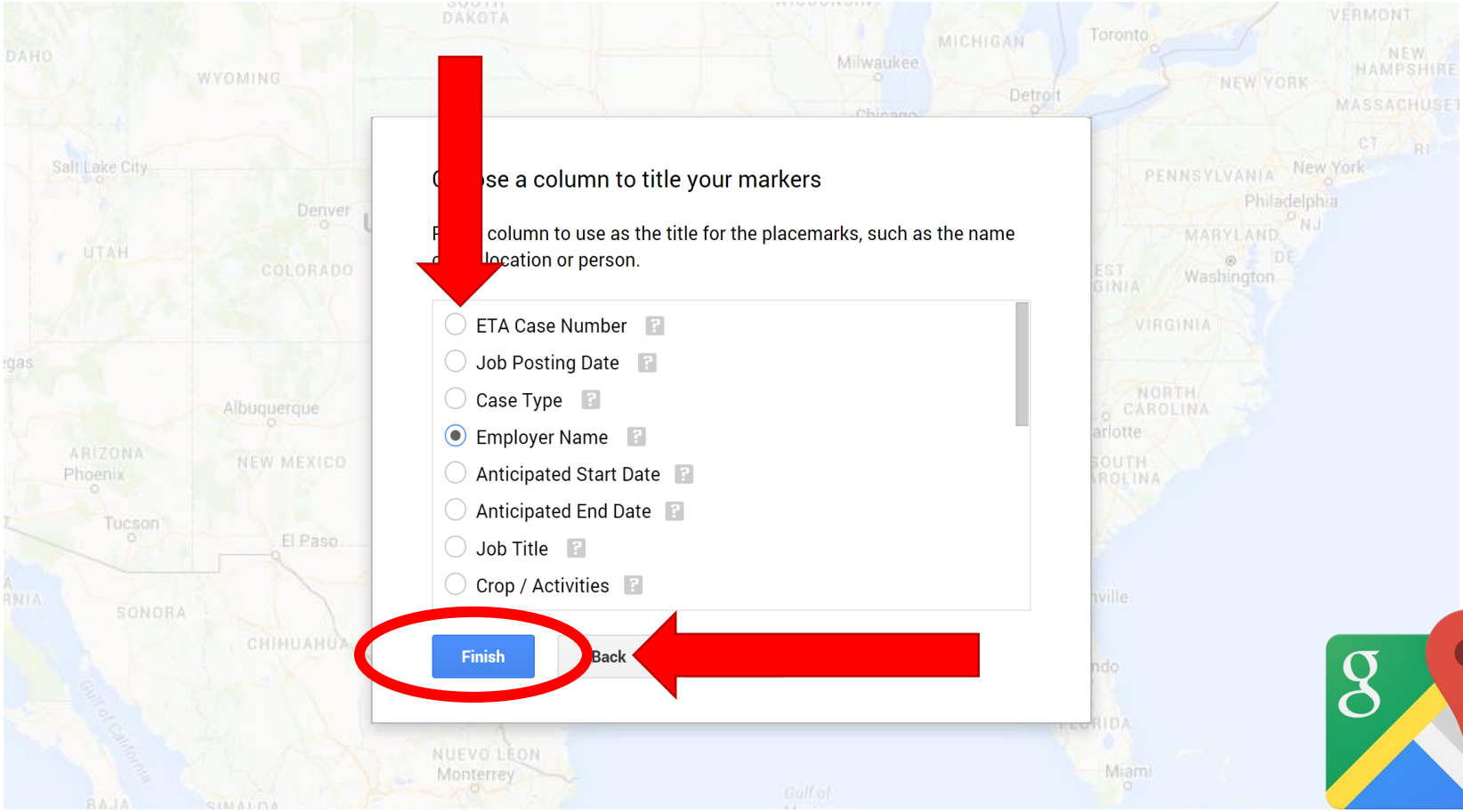
(*Tip:* Keep all files on a separate folder for easy access)



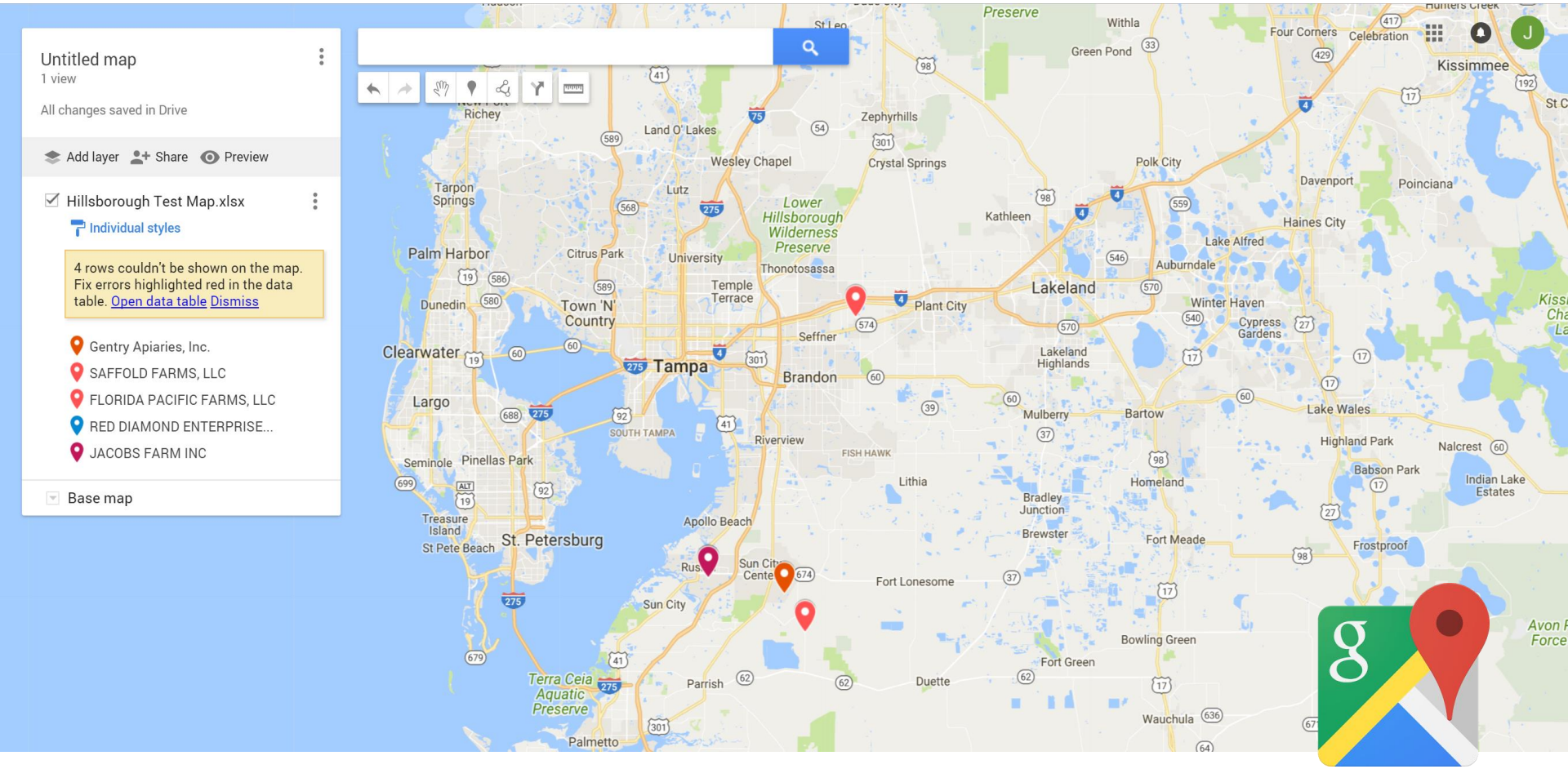
- **Select the columns for you placements on map**



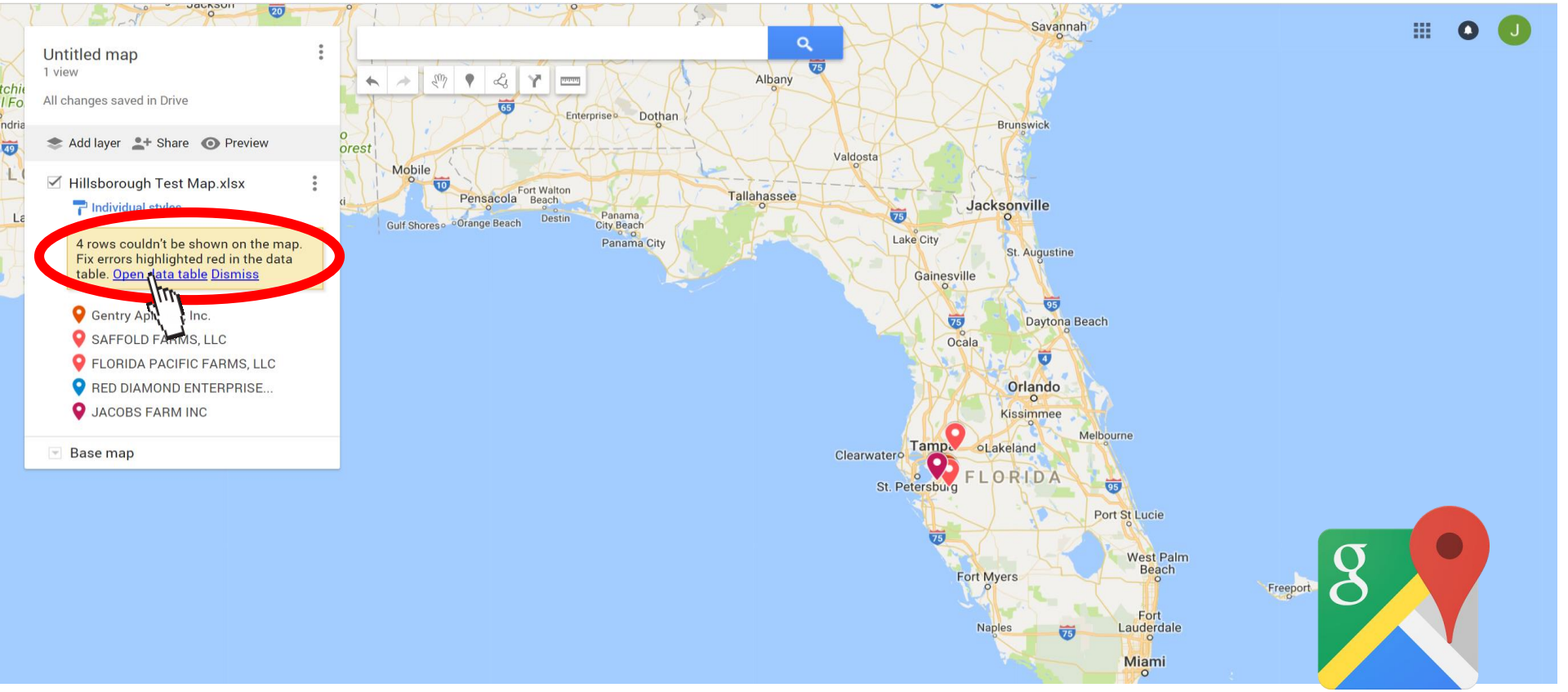
- **Choose the title of your marker**
- **Click FINISH**



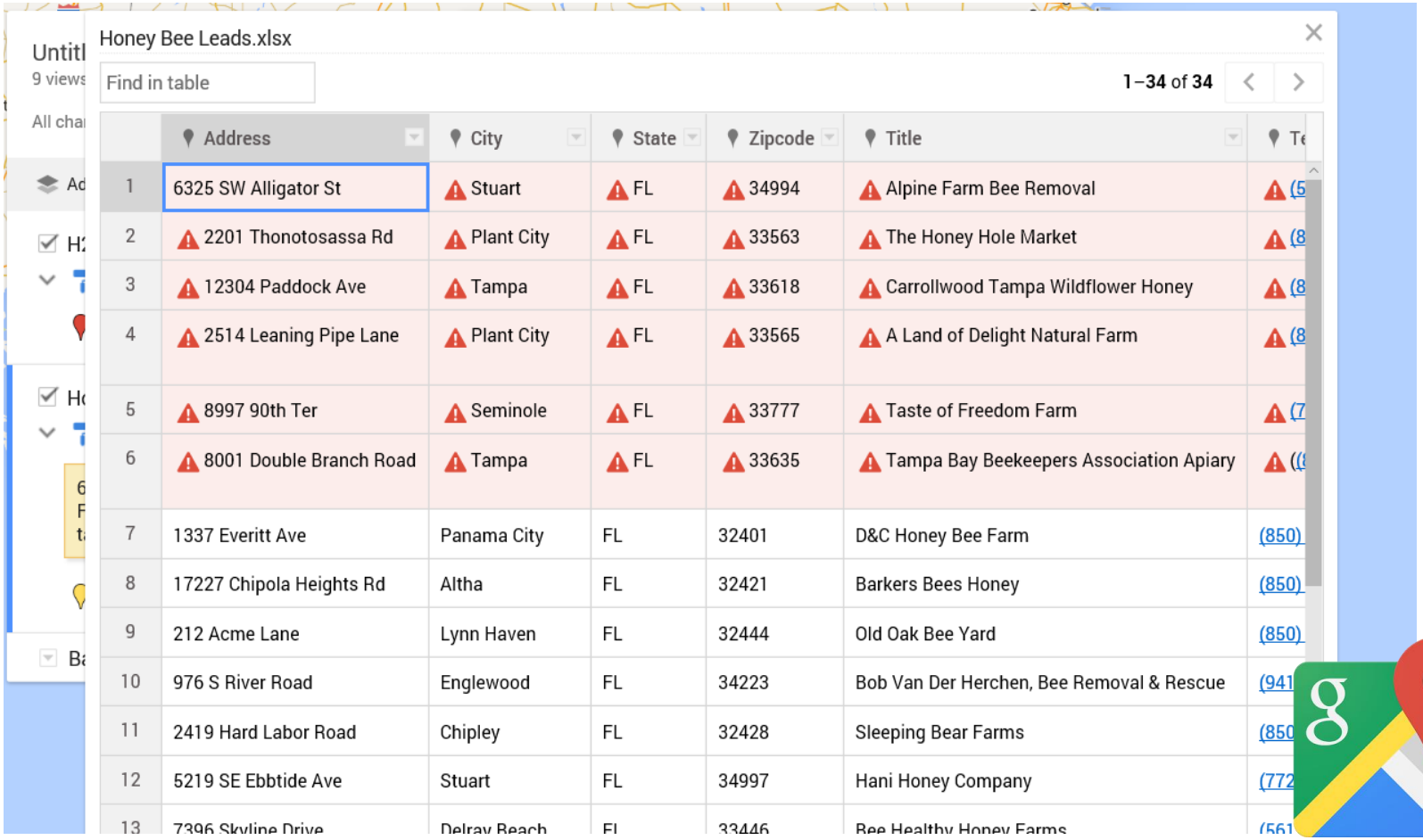
Your map will look like this…



- **Google will detect any incorrect addresses, these will appear on your data table but NOT on your map**

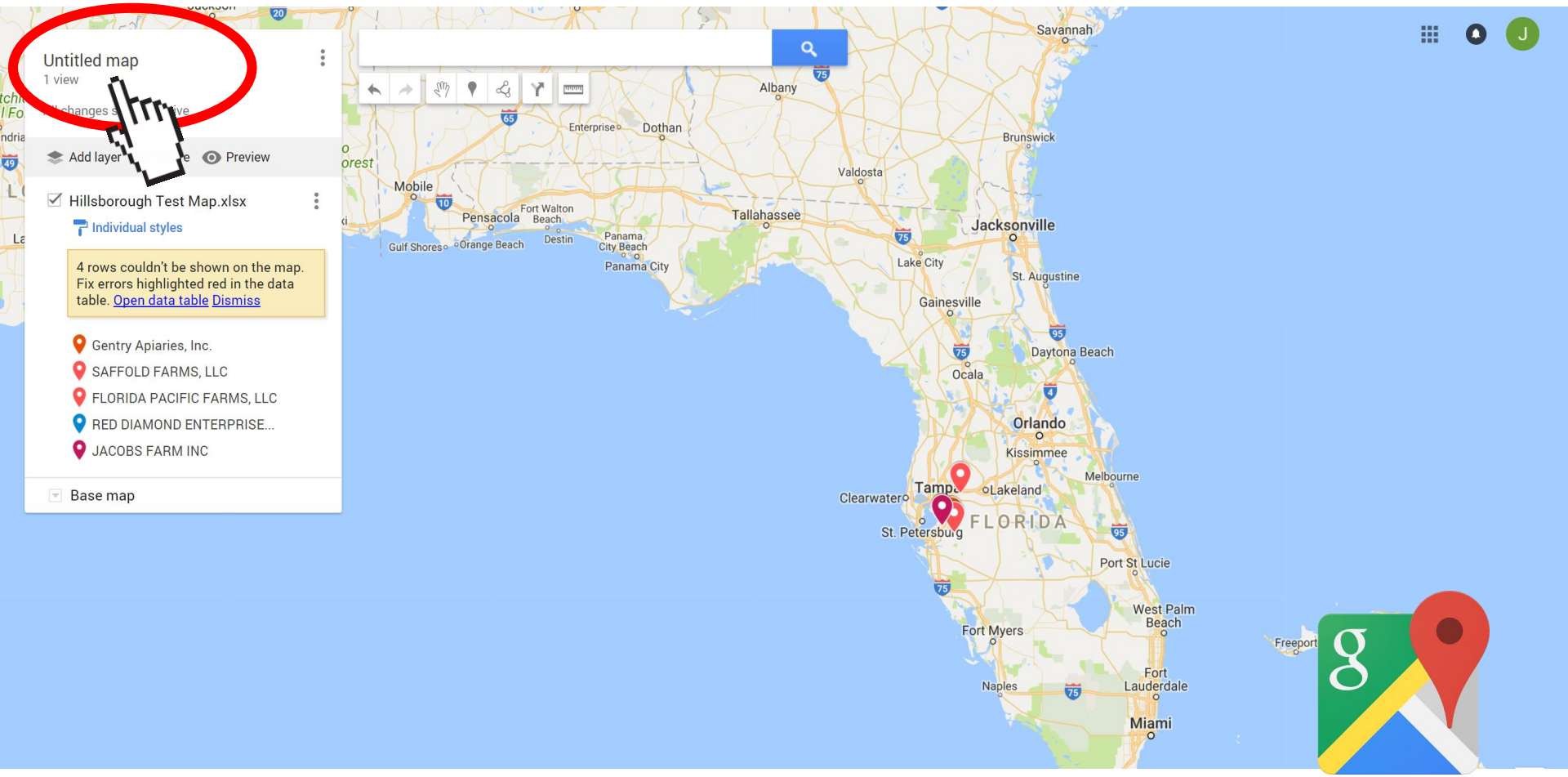


- **Click on open table to edit information**

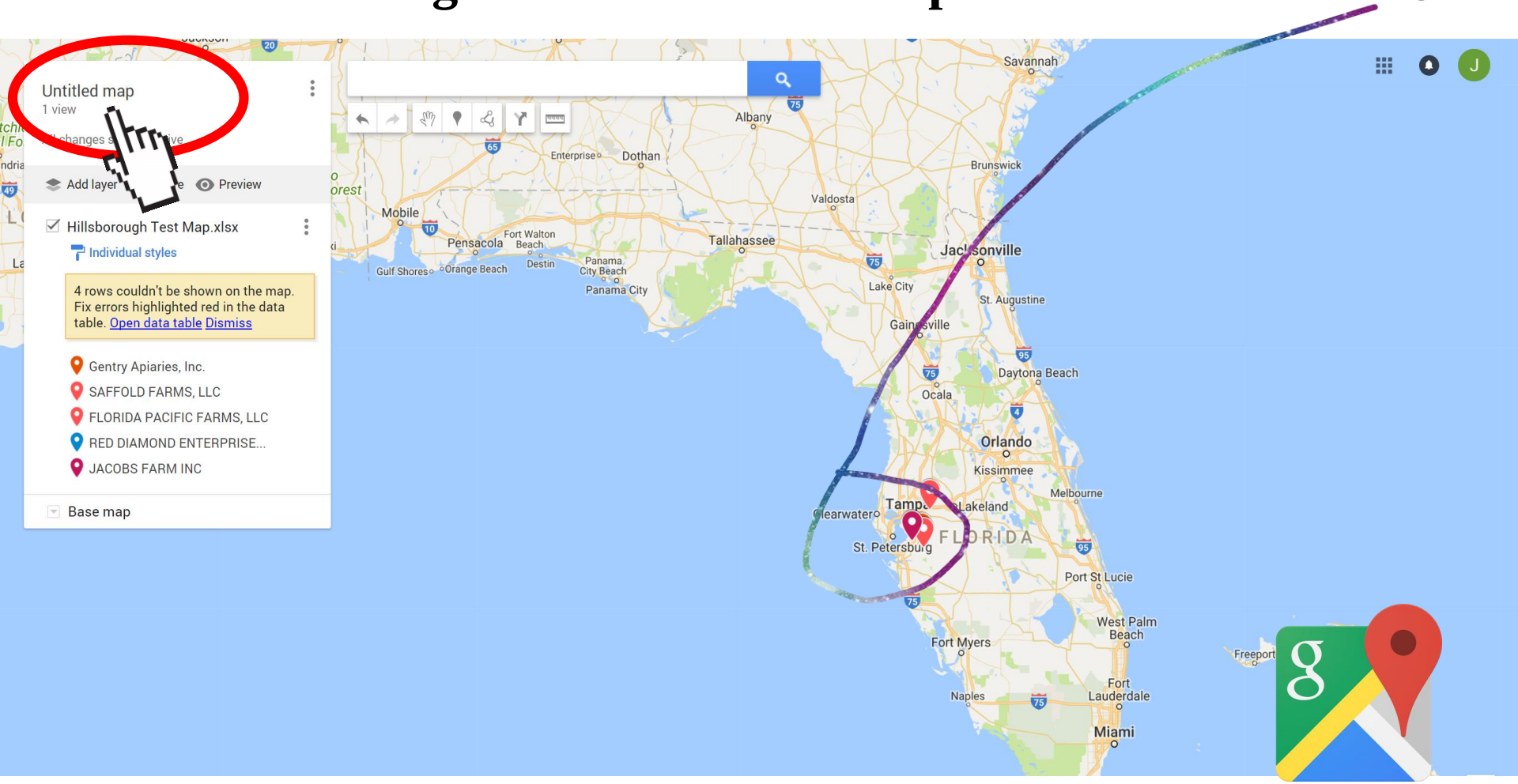


	Address	City	State	Zipcode	Title	Te
1	6325 SW Alligator St	Stuart	FL	34994	Alpine Farm Bee Removal	(5
2	2201 Thonotosassa Rd	Plant City	FL	33563	The Honey Hole Market	(8
3	12304 Paddock Ave	Tampa	FL	33618	Carrollwood Tampa Wildflower Honey	(8
4	2514 Leaning Pipe Lane	Plant City	FL	33565	A Land of Delight Natural Farm	(8
5	8997 90th Ter	Seminole	FL	33777	Taste of Freedom Farm	(7
6	8001 Double Branch Road	Tampa	FL	33635	Tampa Bay Beekeepers Association Apiary	((8
7	1337 Everitt Ave	Panama City	FL	32401	D&C Honey Bee Farm	(850)
8	17227 Chipola Heights Rd	Altha	FL	32421	Barkers Bees Honey	(850)
9	212 Acme Lane	Lynn Haven	FL	32444	Old Oak Bee Yard	(850)
10	976 S River Road	Englewood	FL	34223	Bob Van Der Herchen, Bee Removal & Rescue	(941
11	2419 Hard Labor Road	Chipley	FL	32428	Sleeping Bear Farms	(850
12	5219 SE Ebbtide Ave	Stuart	FL	34997	Hani Honey Company	(772
13	7396 Skyline Drive	Delray Beach	FL	33446	Bee Healthy Honey Farms	(561

- **Click and add a title your map**

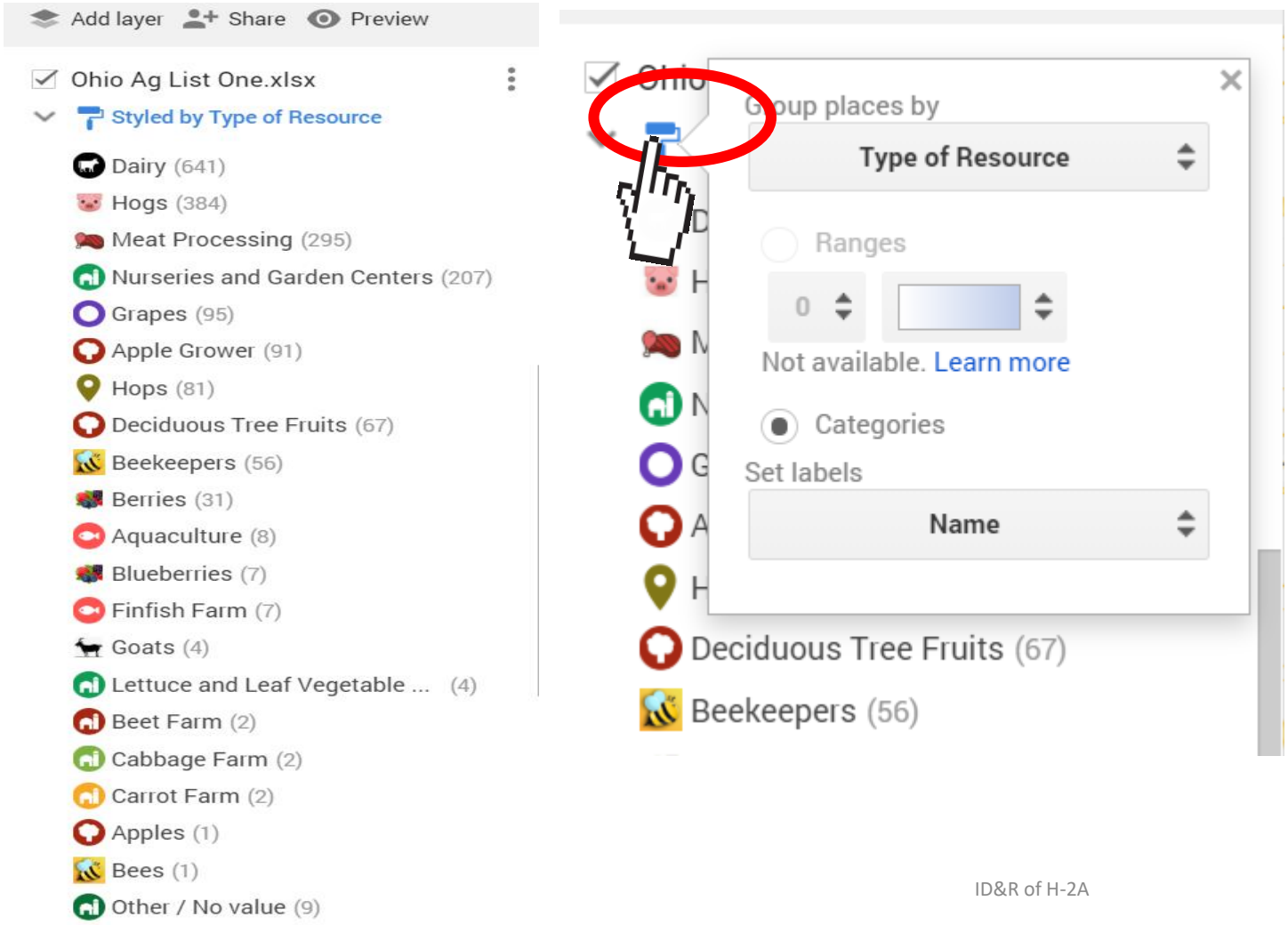


- **We like to change the icons on the map. These are too dull ☺.**

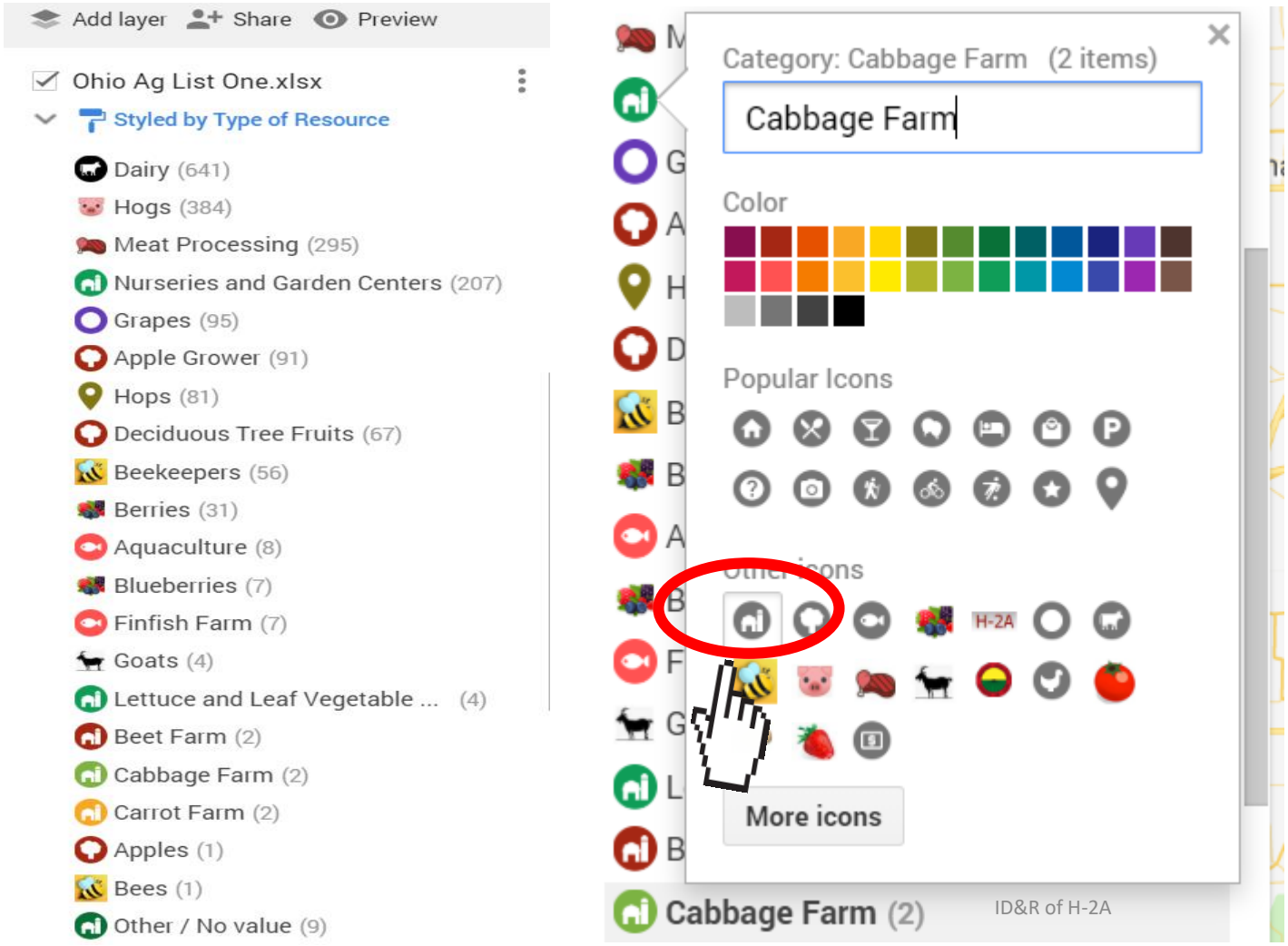


Fort Wayne
Wilhelm
Roehm
Henry
Cloyd
Yeazel
Roell
Florence
Heslep
Charleston
WEST VIRGINIA
Pittsburgh
Morgantow
Lexington
Monongahela National Fo
275
79
80
69
70
71
64
64

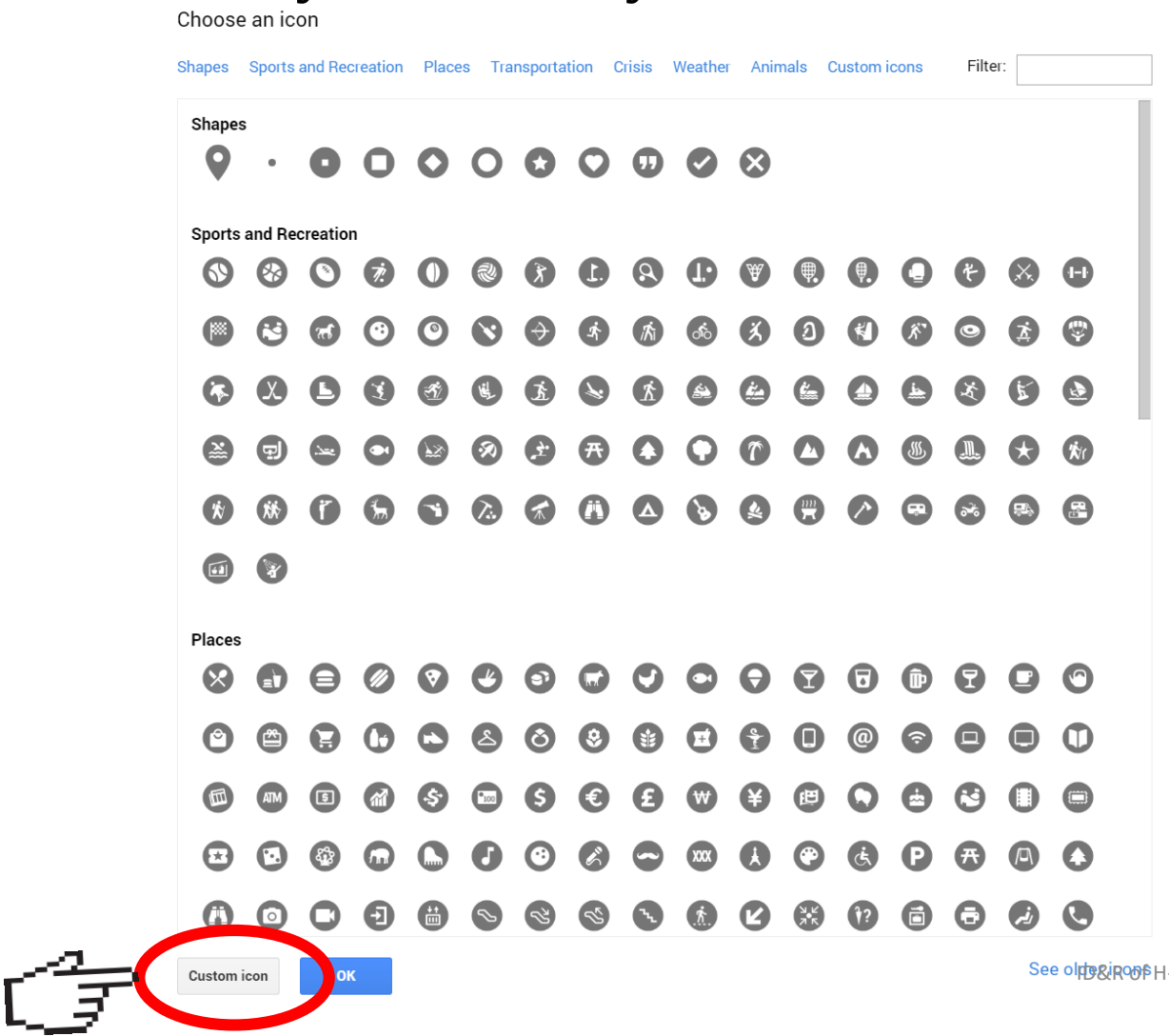
- **When you add a layer can also chose the icon you want.**



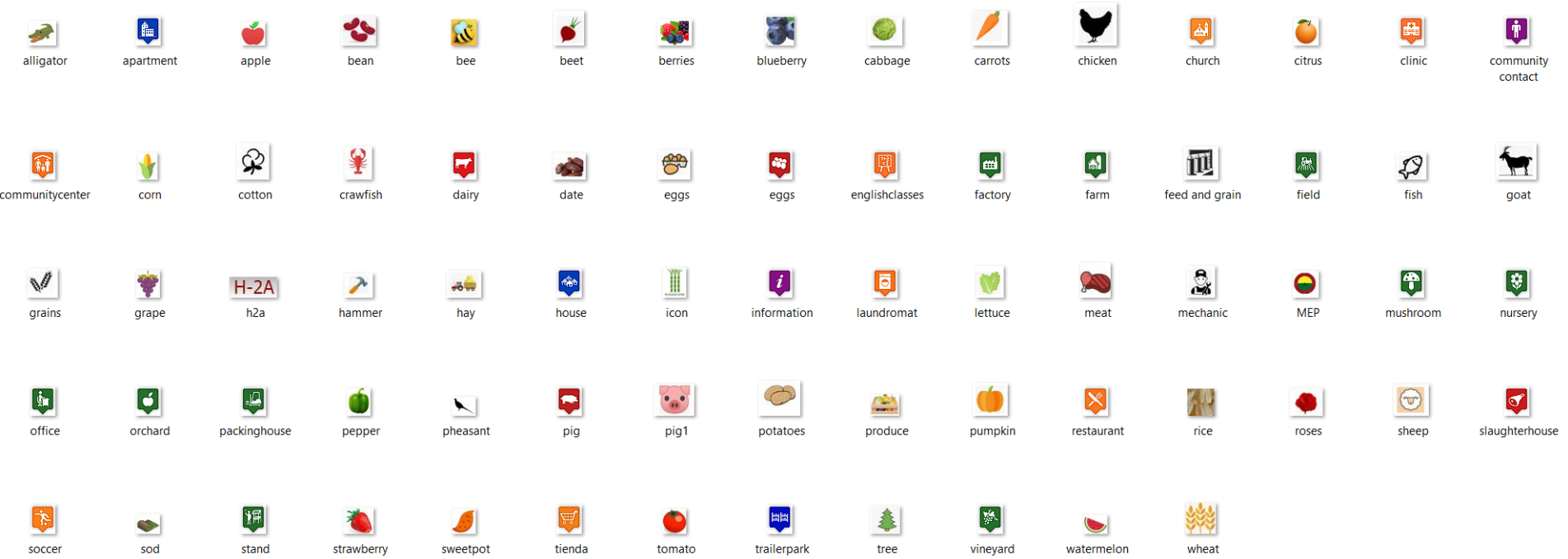
- **When you add a layer can also chose the icon you want.**



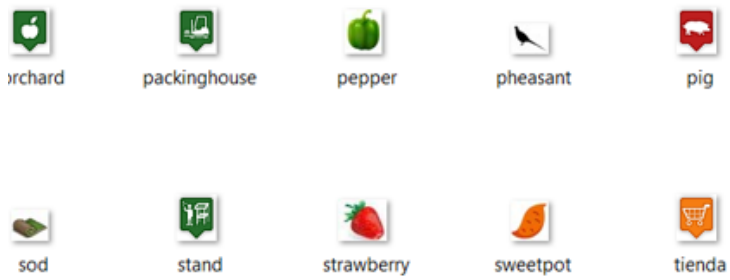
- **When you add a layer can also chose the icon you want.**



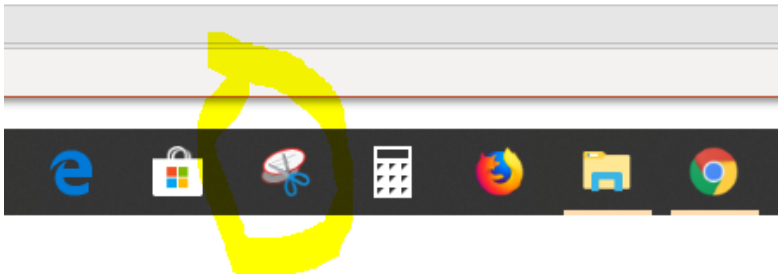
- **We make our own to add on.**



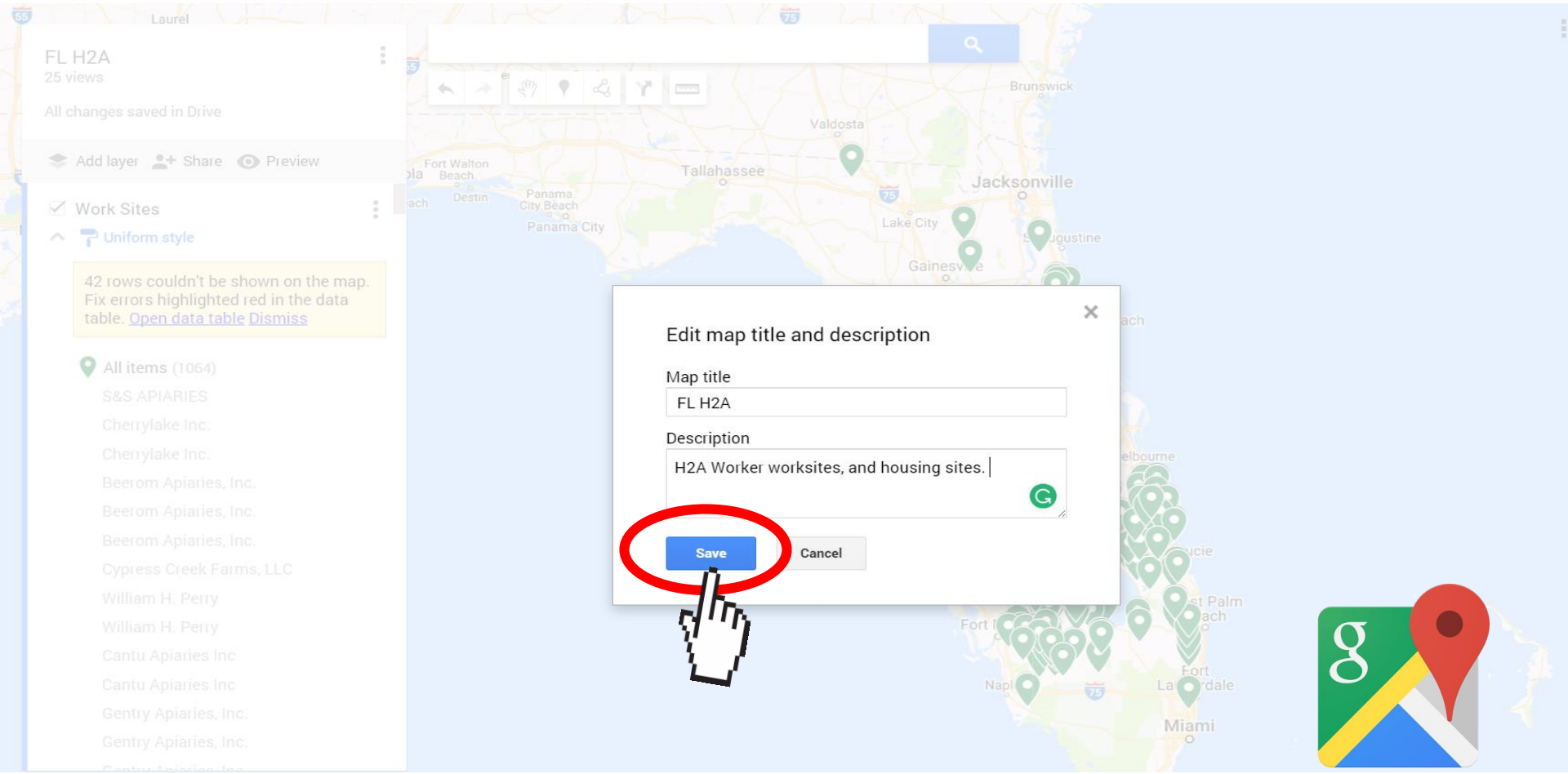
- **We use the snipping tool for this process. Most PCs have it**



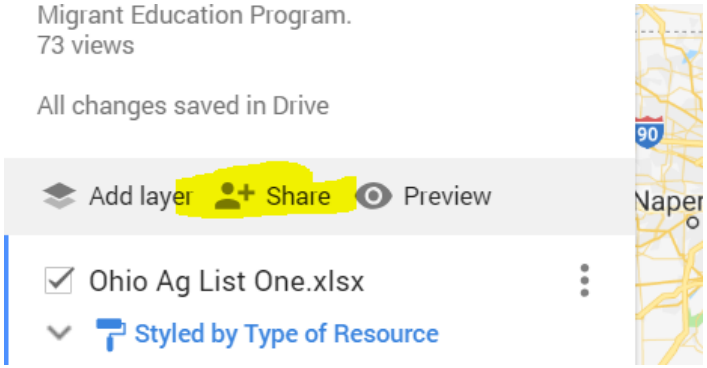
It lets you take snips and save them as images. We often snip an image and then in word make it smaller and then snip it again when it is icon size. We can show you!

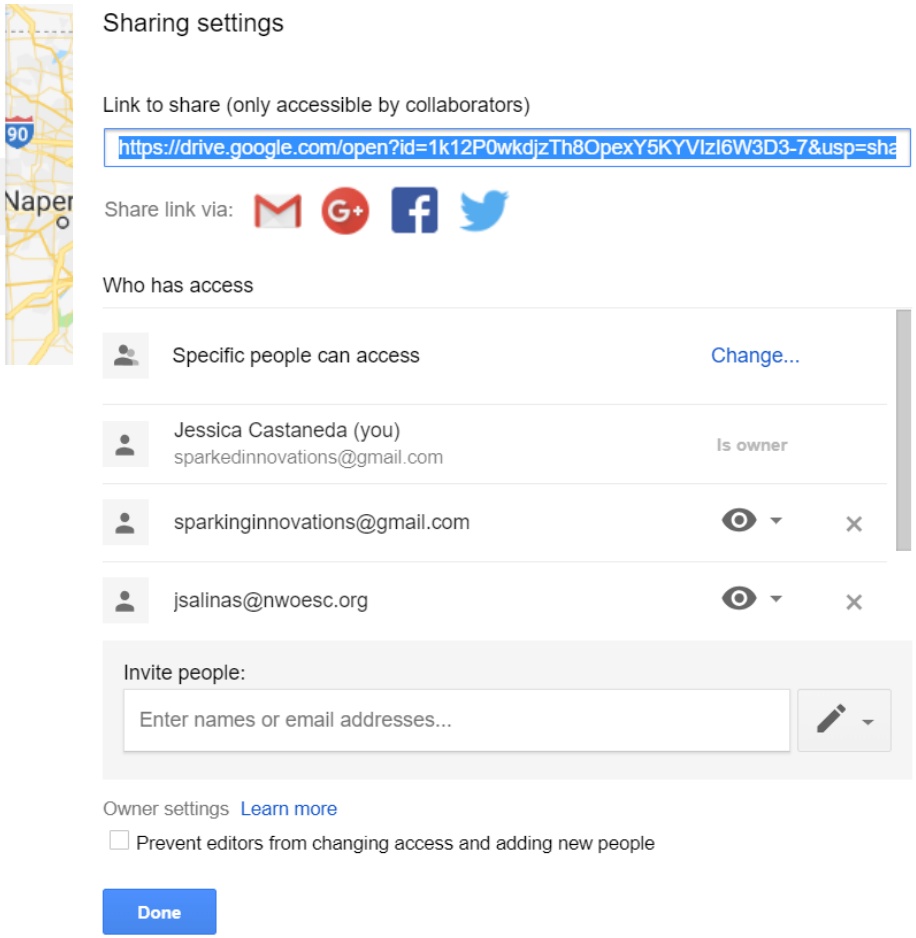
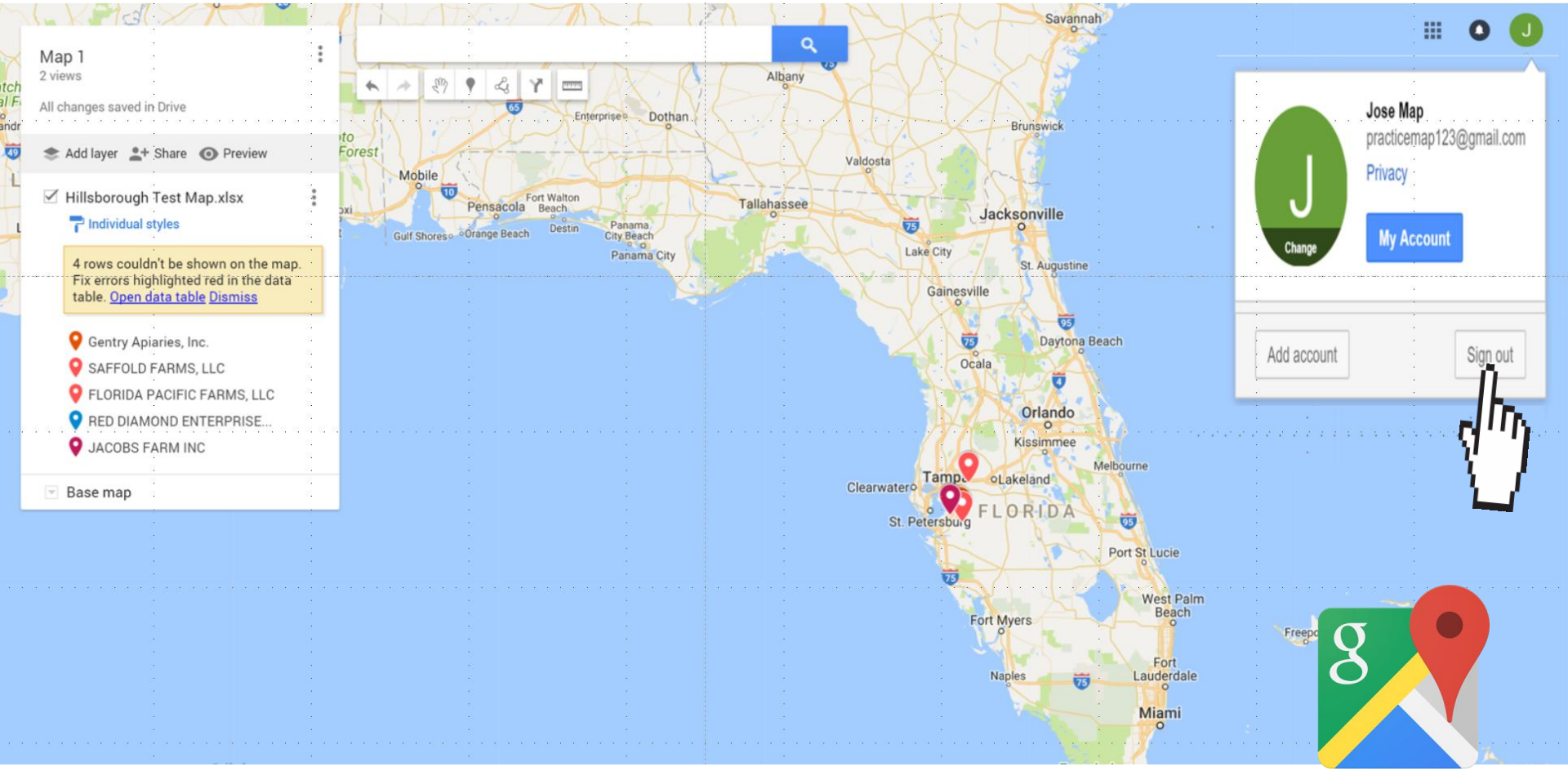


- **Save once you have your map how you want it.**



- **Share it once you are ready with the right settings**





- **Sign Out when you finish**