

HOW TO PLOT YOUR SERVICE USERS ON A MAP



**Requires: Excel, Google Account (Gmail)
and Google Maps**

➔ Open a new Excel spreadsheet and type 'Location' in A1

➔ Copy and paste all of your service users' postcodes into column A under 'Location' then save the document

➔ Go to accounts.google.com/signin ➔ Log in

➔ Go to maps.google.com ➔ Click on 'Menu'

➔ Click on 'Your Places'

➔ Click on 'Maps'

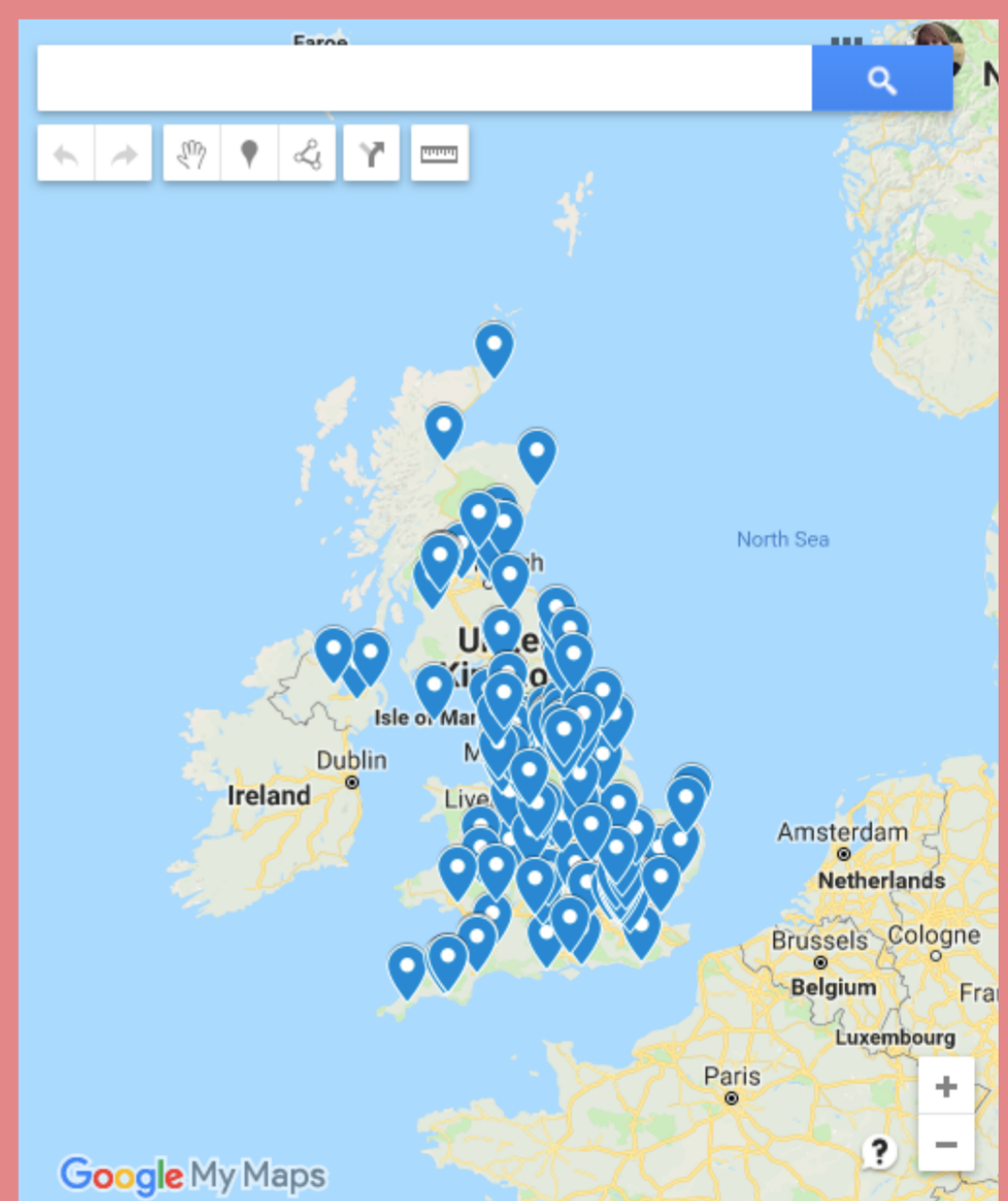
➔ Click on 'Create Map'

➔ Click on 'Import'

➔ Under 'Upload' select your file from where you saved it

➔ Under 'Choose columns' select 'Location'

➔ Click on 'Finish'



**Every postcode
should now be located
with a marker.**

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