

Geocoding by Street Address in BatchGeo

A shapefile includes a .dbf (database) file. You can create your own Shapefile in a GIS program by simply adding your table and converting it into a Shapefile. However, to do so, you must have the latitude and longitude coordinates supplied in the table. Most of us don't know this information, therefore we need to use a geocoding program that will take geographical information and supply it with its corresponding coordinates. There are several programs that will do this. Many are costly, but one in particular is a free, user-friendly online tool called BatchGeo. It is important to note that the updated version of BatchGeo only supplies the user with their locations' coordinates embedded into a KML file.

In order to successfully and accurately geocode a record by street address or postal code in *BatchGeo*, the record must include geographic information such as the street name and number, the city, province or postal codes in separate columns.

BatchGeo will take a copy of your table created in a database program such as Excel or Access, process the information, and export a Google Map with place markers indicating the locations. The latitude and longitude turns a simple table into a geospatial record and in a GIS program will display each row as a point.

1. Open the following web page: <http://batchgeo.com/>



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Example Address	City	State	Zip	Name	Phone Number	Group	URL
1 Crossgates Mall Road	Albany	NY	12203	Apple Store Cross Gates	(518) 869-3192	Example Group 1	http://www.apple.com/retail/cro...
Duke Rd & Walden Ave	Buffalo	NY	14225	Apple Store Walden Galleria	(716) 685-2762	Example Group 2	http://www.apple.com/retail/wal...
630 Old Country Rd	Garden City	NY	11734	Apple Store Garden City	(516) 361-1300	Example Group 3	http://www.apple.com/retail/gar...
180 West Whittman Rd	Huntington Station	NY	11746	Apple Store West Whittman	(631) 425-1553	Example Group 3	http://www.apple.com/retail/wh...
3550 Conquest Court Drive	Syracuse	NY	13215	Apple Store Conquest	(315) 452-8488	Example Group 3	http://www.apple.com/retail/con...

Copy & Paste or Drag Your File Here

Don't forget to include header columns. Download our [Excel spreadsheet template](#), or try it out with our [sample data](#)

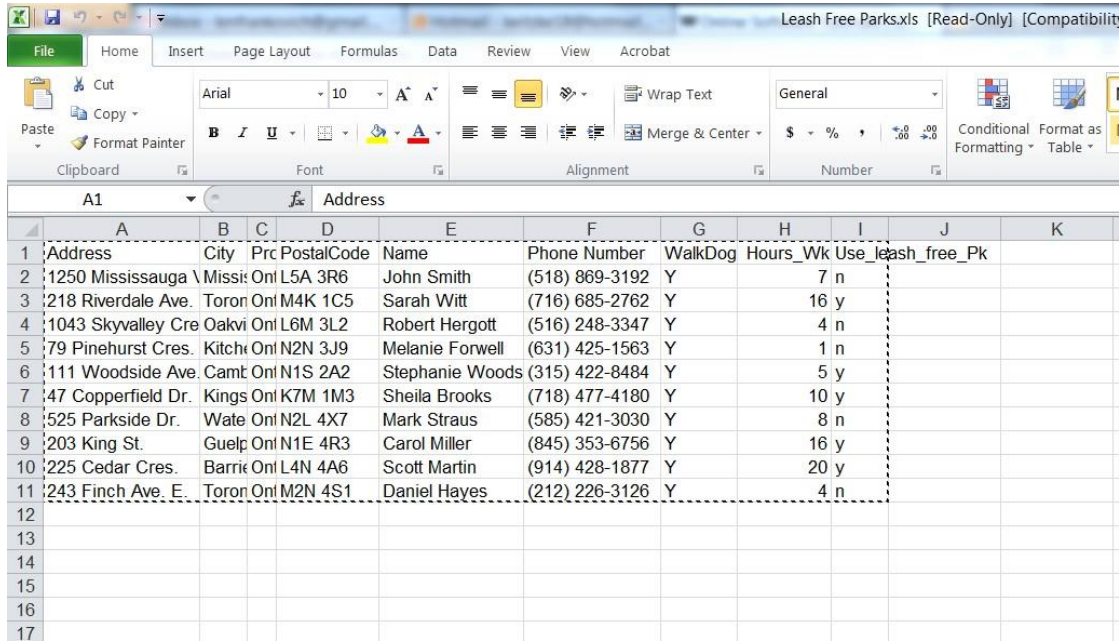
[Set Options](#)

[Map Your Data](#)

From spreadsheet to map

2. Open Your Tutorial Package

There is a .xls file in your tutorial package called 'Leash Free Parks'. It is the imaginary results of a survey taken by dog owners. Plotting the locations of the dog owners will show us whether they are in close proximity to leash-free parks. This information may help explain some of the survey results. Open the folder (it should open by default in Excel).



	A	B	C	D	E	F	G	H	I	J	K
	Address	City	Prc	PostalCode	Name	Phone Number	WalkDog	Hours_Wk	Use_leash	free_Pk	
1	1250 Mississauga	Missi	Ont	L5A 3R6	John Smith	(518) 869-3192	Y	7	n		
2	218 Riverdale Ave.	Toron	Ont	M4K 1C5	Sarah Witt	(716) 685-2762	Y	16	y		
3	1043 Skyvalley Cre	Oakvi	Ont	L6M 3L2	Robert Hergott	(516) 248-3347	Y	4	n		
4	79 Pinehurst Cres.	Kitchi	Ont	N2N 3J9	Melanie Forwell	(631) 425-1563	Y	1	n		
5	111 Woodside Ave.	Camt	Ont	N1S 2A2	Stephanie Woods	(315) 422-8484	Y	5	y		
6	47 Copperfield Dr.	Kings	Ont	K7M 1M3	Sheila Brooks	(718) 477-4180	Y	10	y		
7	525 Parkside Dr.	Wate	Ont	N2L 4X7	Mark Straus	(585) 421-3030	Y	8	n		
8	203 King St.	Guelp	Ont	N1E 4R3	Carol Miller	(845) 353-6756	Y	16	y		
9	225 Cedar Cres.	Barri	Ont	L4N 4A6	Scott Martin	(914) 428-1877	Y	20	y		
10	243 Finch Ave. E.	Toron	Ont	M2N 4S1	Daniel Hayes	(212) 226-3126	Y	4	n		
11											
12											
13											
14											
15											
16											
17											

3. Validate the Source

Select and Copy the records in your table and paste them into the empty space in the batchgeo. Click on *Validate and Set Options*.

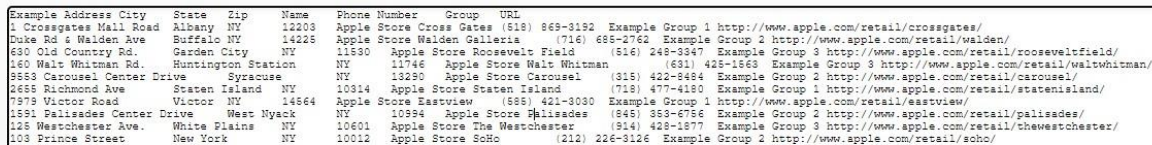


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Example Address	City	State	Zip	Name	Phone Number	Group	URL
1 Crossgates Mall Road	Albany	NY	12203	Apple Store Crossgates	(518) 869-3192	Example Group 1	http://www.apple.com/retail/crossgates/
Duke Rd & Walden Ave	Buffalo	NY	14225	Apple Store Walden Galleria	(716) 685-2762	Example Group 2	http://www.apple.com/retail/walden/
630 Old Country Rd.	Garden City	NY	11530	Apple Store Roosevelt Field	(516) 248-3347	Example Group 3	http://www.apple.com/retail/rooseveltfield/
160 Walt Whitman Rd.	Huntington Station	NY	11746	Apple Store Walt Whitman	(631) 425-1563	Example Group 3	http://www.apple.com/retail/waltwhitman/
9655 Carousel Center Drive	Syracuse	NY	13250	Apple Store Carousel	(315) 422-8484	Example Group 2	http://www.apple.com/retail/carousel/
2685 Richmond Ave	Staten Island	NY	10314	Apple Store Staten Island	(718) 477-4180	Example Group 1	http://www.apple.com/retail/statenisland/
7979 Victor Road	Victor	NY	14564	Apple Store Eastview	(585) 421-3030	Example Group 1	http://www.apple.com/retail/eastview/
1591 Palisades Center Drive	West Nyack	NY	10994	Apple Store Palisades	(845) 353-6756	Example Group 2	http://www.apple.com/retail/palisades/
125 Westchester Ave.	White Plains	NY	10601	Apple Store The Westchester	(914) 428-1877	Example Group 3	http://www.apple.com/retail/thewestchester/
103 Prince Street	New York	NY	10012	Apple Store SoHo	(212) 226-3126	Example Group 2	http://www.apple.com/retail/soho/

Don't forget to include header columns. Download our [Excel spreadsheet template](#), or try it out with our [sample data](#)

[Set Options](#)

[Map Your Data](#)

From spreadsheet to map

4. Make Your Map

Once the data has been validated and all options are finalized, *Map Your Data* which will generate a finalized map of the addresses. Scroll down to view the Validate & Set Options section, then click on *Make Map*. Next, click on *Save & Continue*, fill in the Map title, description, and your email. After click Save Map, a URL link will send to your email.

✓ Done: 8 columns, 10 rows - scroll down to Validate & Set Options

We have made our best guess at your data, but if anything seems off you can modify your header mapping or other settings below.

Validate & Set Options

Basic options

Region

Canada

Location / Address

Example Address

City / County

City

State / Province / Postcode

State

Zip / Postcode / Country

Zip

Group By / Thematic Value

Group

Marker box preview


Apple Store Cross Gates
1 Crossgates Mall Road
Albany, NY 12203
Phone Number: (518) 869-3192
Group: Example Group 1

[Show Advanced Options](#)

Make Map

Geocoded 10 records

See your map below. If you find any markers out of place - just drag and drop them to the correct location.



Save & Continue

View Pricing

Geocoded 10 records

See your map below. If you find any markers out of place - just drag and drop them to the correct location.

Title

Enter a short title for your map, what is it?

Description

Email

example@example.com


Privacy

☐ Public ☒ Unlisted ☐ Password Protect (Pro Only)


If you select "Unlisted" your map will be saved to a unique URL that will be kept private to you. It will not be listed anywhere on the site. You can read up on map privacy in our [privacy section](#)

Map Mode

☒ Data View ☐ Store Locator



Displays data below your map with filtering tools



Displays locations in a list next to your map for easy scanning

☒ I have read and agree to the [BatchGeo Terms of Service](#)

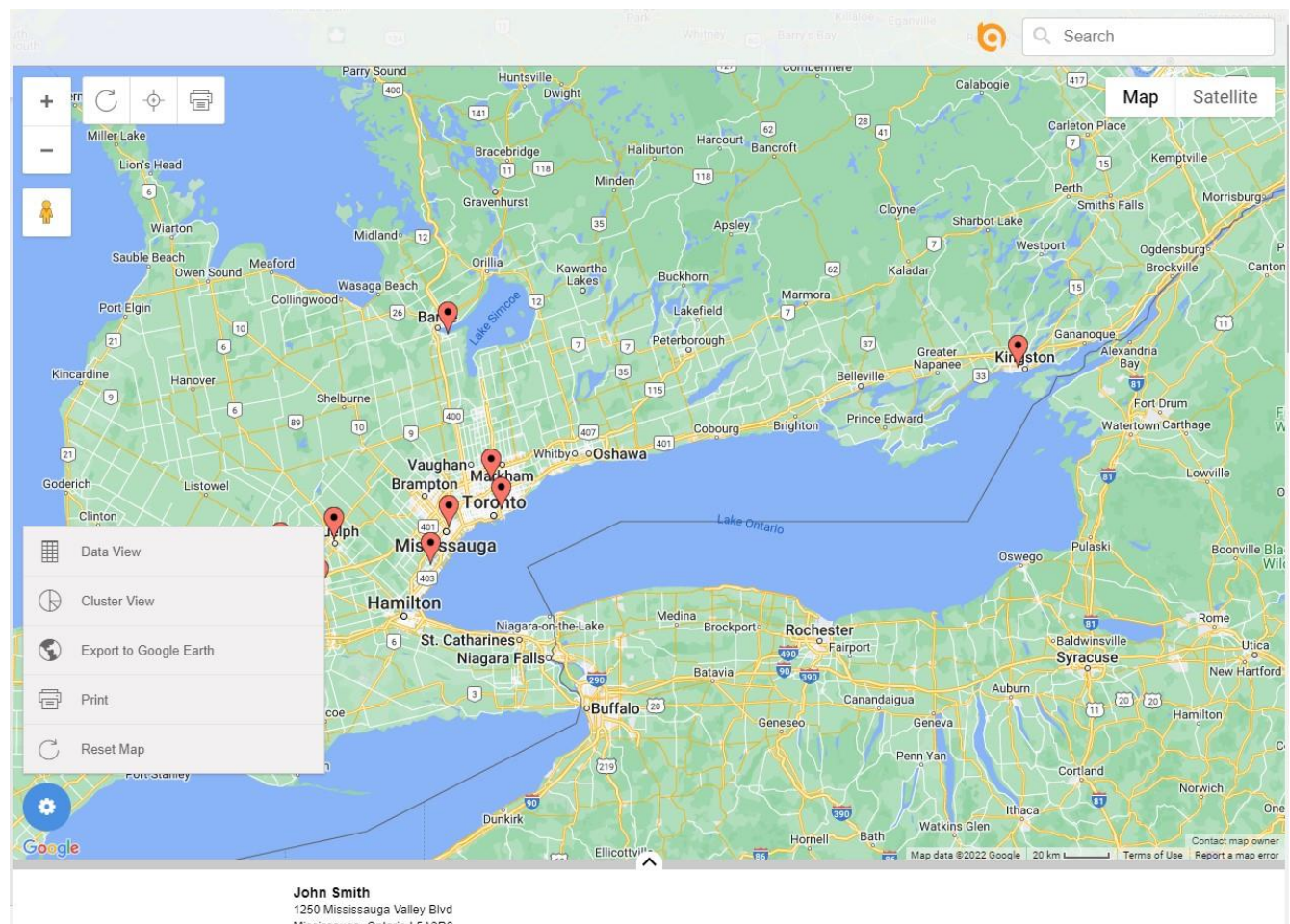
Save Map

For Google Earth Use

5. Downloading KML Files

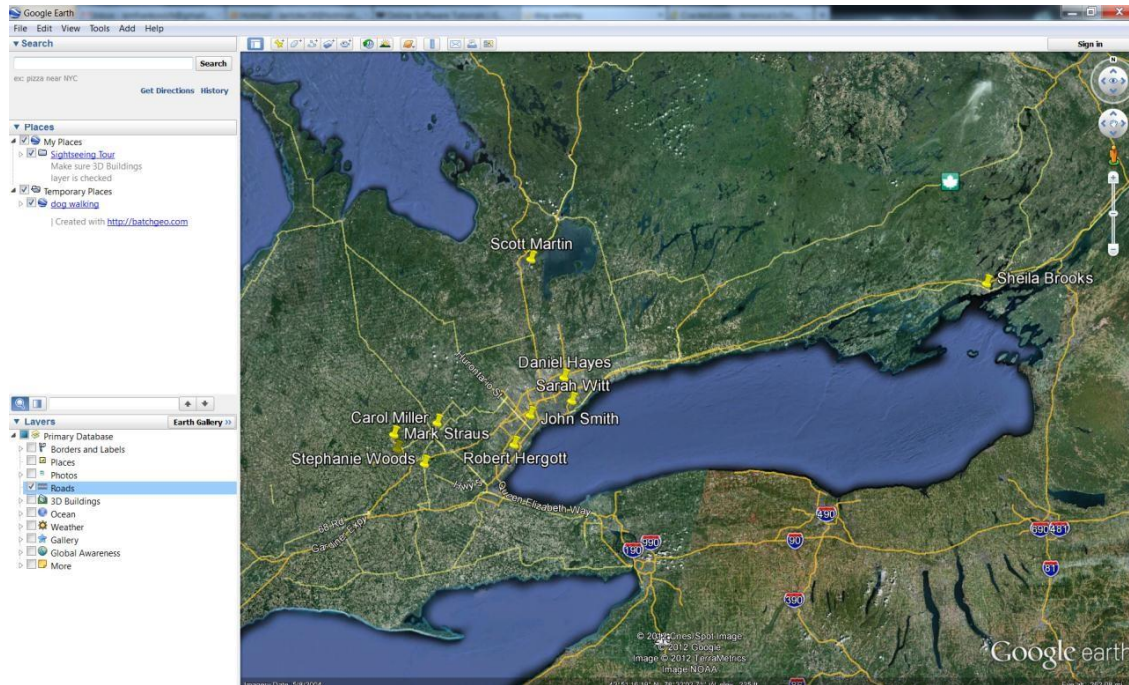
In order to use this information, you may generate a file that is read by Google Earth. To generate a .kml file, you must click on the URL link in the email sent to you, which you can view the google map with locations displayed below.

To download the .kml file, click on the tool icon on the left side of the map and choose to *Export to Google Earth*.



6. Viewing in Google Earth

To view your file in Google Earth, simply open the .kml from the File menu in Google Earth. You will immediately see your table displayed as points, georeferenced correctly and overlaid with Google's imagery.



Katherine Frankovich
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