

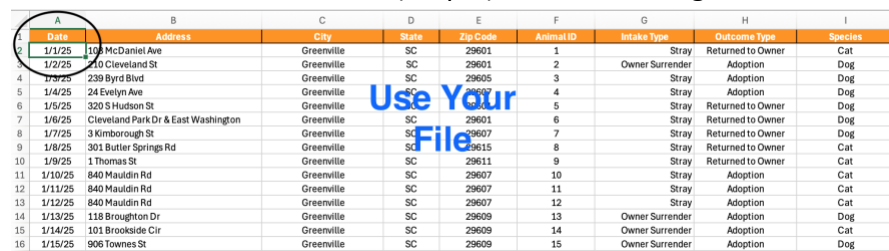
Google My Maps Guide for Mapping Stray Animals

Requirements

- 1) Greenville Animals Sample Excel file (GreenvilleAnimalsSample.xlsx)
 - a. Note: This file is composed of real places around Greenville, SC (for the purpose of being able to create a demonstration map), but all data should be considered mock data and only be used to aid you in mapping your data.
- 2) If you want to try Mapping Method 2, you will also need:
 - a. GreenvilleAnimalsSample_Dogs.xlsx
 - b. GreenvilleAnimalsSample_Cats.xlsx
- 3) We will use Google My Maps (<https://www.google.com/maps/d/>) to map our data.
- 4) You must have a Google account to use Google My Maps. If you need to create an account, please learn how to do so here: <https://www.google.com/account/about/>

Add Your Data to GreenvilleAnimalsSample.xlsx

- 1) **Complete this section BEFORE continuing to either Mapping Method.**
- 2) Open GreenvilleAnimalsSample.xlsx
- 3) Open the file that contains your animal data that you want to map.
- 4) You will need to select and paste your data over the sample data in GreenvilleAnimalsSample.xlsx by following Step a or b.
 - a. **Paste in All Your Data Together** (your file's columns **must** match the columns and their order in GreenvilleAnimalsSample.xlsx)
 - i. In **your file**, click on the top left cell that contains your data (you do not need to include the headers (such as Date)) and drag your cursor over to include the right most cell with your data. As an alternative method, you could use the shortcut below (Step 1), but use the Right Arrow.



	A	B	C	D	E	F	G	H	I
	Date	Address	City	State	Zip Code	Animal ID	Intake Type	Outcome Type	Species
2	1/1/25	108 McDaniel Ave	Greenville	SC	29601	1	Stray	Returned to Owner	Cat
3	1/2/25	210 Cleveland St	Greenville	SC	29601	2	Owner Surrender	Adoption	Dog
4	1/3/25	239 Byrd Blvd	Greenville	SC	29605	3	Stray	Adoption	Dog
5	1/4/25	24 Evelyn Ave	Greenville	SC	29607	4	Stray	Adoption	Dog
6	1/5/25	320 S Hudson St	Greenville	SC	29601	5	Stray	Returned to Owner	Dog
7	1/6/25	Cleveland Park Dr & East Washington	Greenville	SC	29601	6	Stray	Returned to Owner	Dog
8	1/7/25	3 Kimborough St	Greenville	SC	29607	7	Stray	Returned to Owner	Dog
9	1/8/25	301 Butler Springs Rd	Greenville	SC	29615	8	Stray	Returned to Owner	Cat
10	1/9/25	1 Thomas St	Greenville	SC	29611	9	Stray	Returned to Owner	Cat
11	1/10/25	840 Mauldin Rd	Greenville	SC	29607	10	Stray	Adoption	Cat
12	1/11/25	840 Mauldin Rd	Greenville	SC	29607	11	Stray	Adoption	Cat
13	1/12/25	840 Mauldin Rd	Greenville	SC	29607	12	Stray	Adoption	Cat
14	1/13/25	118 Broughton Dr	Greenville	SC	29609	13	Owner Surrender	Adoption	Dog
15	1/14/25	101 Brookside Cir	Greenville	SC	29609	14	Owner Surrender	Adoption	Cat
16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption	Dog

ii. You will see the top row of your data as selected.

	A	B	C	D	E	F	G	H	I
1	Date	Address	City	State	Zip Code	Animal ID	Intake Type	Outcome Type	Species
2	1/1/25	103 McDaniel Ave	Greenville	SC	29601	1	Stray	Returned to Owner	Cat
3	1/2/25	210 Cleveland St	Greenville	SC	29601	2	Owner Surrender	Adoption	Dog
4	1/3/25	239 Byrd Blvd	Greenville	SC	29605	3	Stray	Adoption	Dog
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9	1/8/25	301 Butler Springs Rd	Greenville	SC	29615	8	Stray	Returned to Owner	Cat
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13	1/12/25	840 Mauldin Rd	Greenville	SC	29607	12	Stray	Adoption	Cat
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15	1/14/25	101 Brookside Cir	Greenville	SC	29609	14	Owner Surrender	Adoption	Cat
16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption	Dog

iii. Select the rest of your data:

1. Press and hold the Shift and CTRL (Control or Command on Mac) buttons on your keyboard. Then, press the Down Arrow button.
2. You will see all your data as selected.

	A	B	C	D	E	F	G	H	I
1	Date	Address	City	State	Zip Code	Animal ID	Intake Type	Outcome Type	Species
2	1/1/25	103 McDaniel Ave	Greenville	SC	29601	1	Stray	Returned to Owner	Cat
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7	1/6/25	Cleveland Park Dr & East Washington	Greenville	SC	29601	6	Stray	Returned to Owner	Dog
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16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption	Dog

iv. Press the Copy button to copy your data.

Home Insert Draw Page Layout Formulas Data Review View Developer

Clipboard: Paste, Copy, Cut, Undo, Redo, Format Painter, Fill, Clear All, Conditional Formatting, Data Validation, Insert, Delete, Cell Styles, Editing

Font: Aptos Narrow (Body), 12, Bold, Italic, Underline, Text Color, Background Color, Paragraph: Bullets, Numbering, Indentation, Alignment, Styles: Default, Paragraph, List Group, Table, Cell Styles

	A	B	C	D	E	F	G	H	I
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16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption	Dog

v. In the **GreenvilleAnimalsSample.xlsx** file, click on the top left cell below the header.

AutoSave: On

GreenvilleAnimalsSample

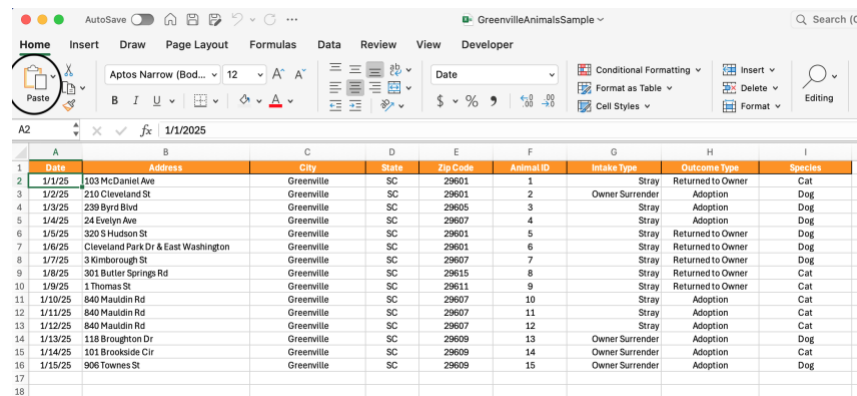
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16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption	Dog

vi. Press the Paste button to paste in all your data.



vii. Save the file using File > Save As

1. You can name your saved file something to represent your data/location. You can now move on to either Mapping Method.

b. Paste in Your Data Column by Column

- i. In **your file**, click on the topmost cell (containing data) in the column you'd like to paste in. If you'd like to select multiple columns, click and drag over to include the topmost cells of the columns that you want to include (make sure that the data you will paste in aligns with the headers in the sample file)

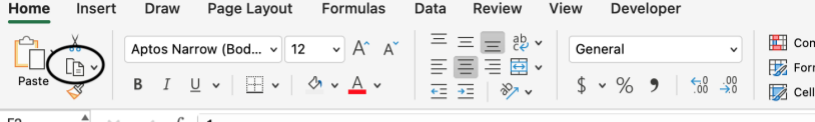
	D	E	F	G	H
	State	Zip Code	Animal ID	Intake Type	Outcome Type
	SC	29601	1	Stray	Returned to Owner
	SC	29601	2	Owner Surrender	Adoption
	SC	29605	3	Stray	Adoption
	SC	29607	4	Stray	Adoption
	SC	29601	5	Stray	Returned to Owner
	SC	29601	6	Stray	Returned to Owner
	SC	29607	7	Stray	Returned to Owner
	SC	29615	8	Stray	Returned to Owner
	SC	29611	9	Stray	Returned to Owner
	SC	29607	10	Stray	Adoption
	SC	29607	11	Stray	Adoption
	SC	29607	12	Stray	Adoption
	SC	29609	13	Owner Surrender	Adoption
	SC	29609	14	Owner Surrender	Adoption
	SC	29609	15	Owner Surrender	Adoption

ii. Select the rest of your data:

1. Press and hold Shift and CTRL (Control or Command on Mac) buttons on your keyboard. Then press the Down Arrow button. You will see your column's data as selected.

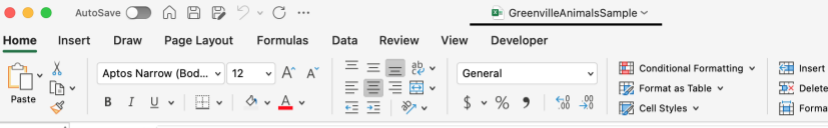
	D	E	F	G	H
	State	Zip Code	Animal ID	Intake Type	Outcome Type
	SC	29601	1	Stray	Returned to Owner
	SC	29601	2	Owner Surrender	Adoption
	SC	29605	3	Stray	Adoption
	SC	29607	4	Stray	Adoption
	SC	29601	5	Stray	Returned to Owner
	SC	29601	6	Stray	Returned to Owner
	SC	29607	7	Stray	Returned to Owner
	SC	29615	8	Stray	Returned to Owner
	SC	29611	9	Stray	Returned to Owner
	SC	29607	10	Stray	Adoption
	SC	29607	11	Stray	Adoption
	SC	29607	12	Stray	Adoption
	SC	29609	13	Owner Surrender	Adoption
	SC	29609	14	Owner Surrender	Adoption
	SC	29609	15	Owner Surrender	Adoption

iii. Press the Copy button to copy your data.



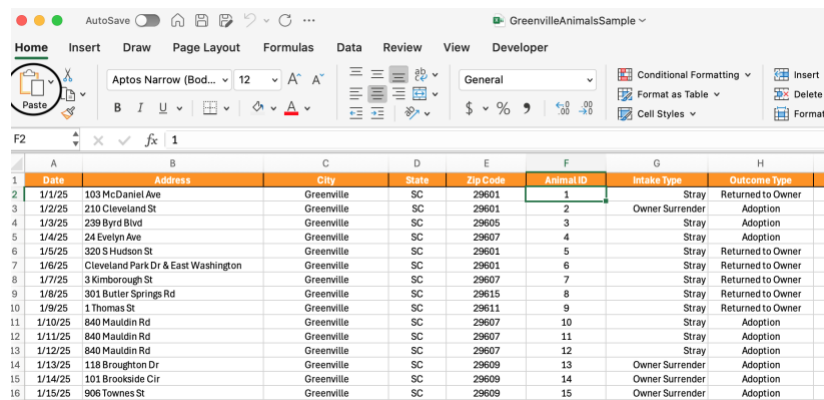
	A	B	C	D	E	F	G
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14	1/14/25	101 Brookside Cir	Greenville	SC	29609	14	Owner Surrender
15	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender

iv. In the **GreenvilleAnimalsSample.xlsx** file, click the topmost cell (containing data) of the column you want to paste into (replacing the sample data with your data).



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	Date	Address	City	State	Zip Code	Animal ID	Intake Type	Outcome Type
1	1/1/25	103 McDaniel Ave	Greenville	SC	29601	1	Stray	Returned to Owner
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14	1/14/25	101 Brookside Cir	Greenville	SC	29609	14	Owner Surrender	Adoption
15	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption

- v. Press the Paste button to paste in your data.

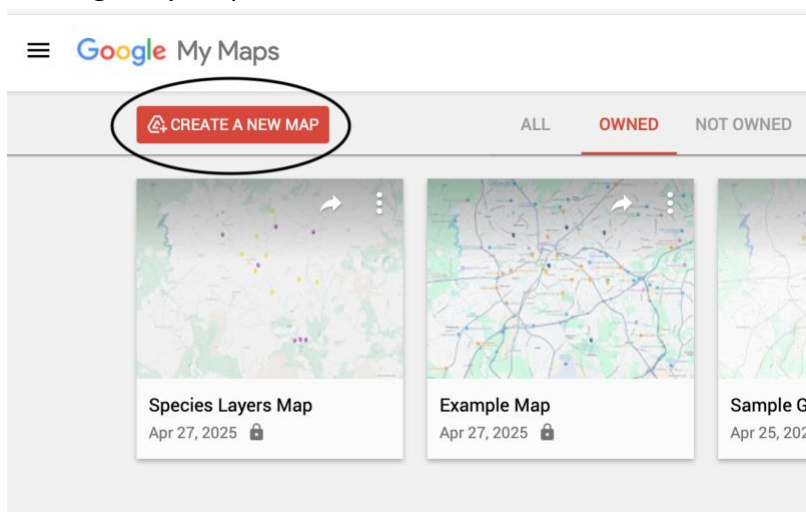


	A	B	C	D	E	F	G	H
	Date	Address	City	State	Zip Code	Animal ID	Intake Type	Outcome Type
2	1/1/25	103 McDaniel Ave	Greenville	SC	29601	1	Stray	Returned to Owner
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16	1/15/25	906 Townes St	Greenville	SC	29609	15	Owner Surrender	Adoption

- vi. Repeat these steps to replace the data in the columns of the sample file with your data.
- vii. Once you have pasted in all your data, save the file using File > Save As
1. You can name your saved file something to represent your data/location. You can now move on to either Mapping Method.

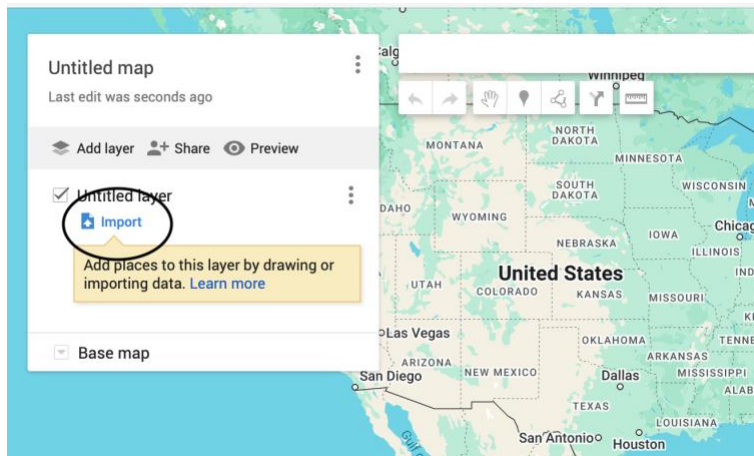
Mapping Method 1 (All Species Data)

- 1) In Google My Maps, click on the CREATE A NEW MAP button.

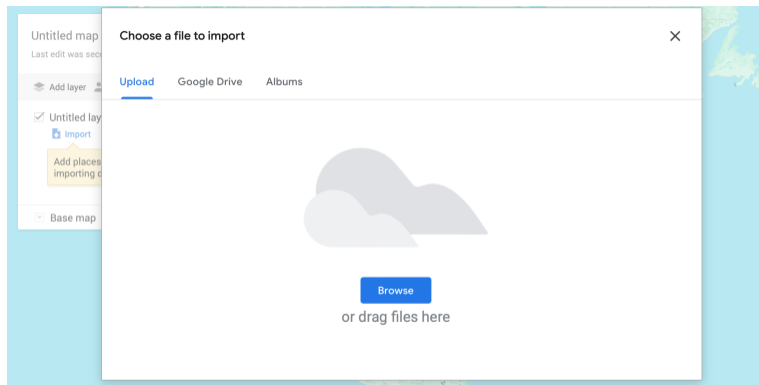


- 2) Select CREATE

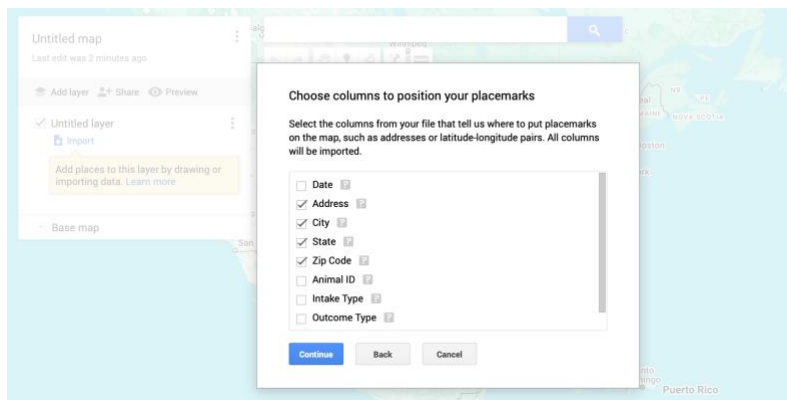
3) Select Import



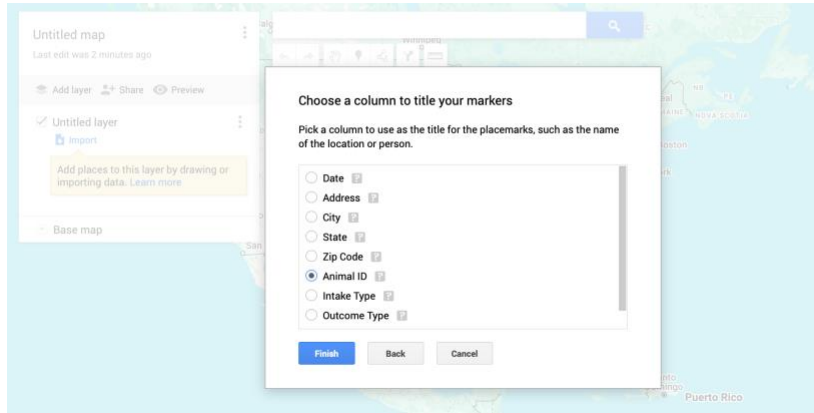
- 4) Drag your saved Excel file to the Choose a file to import window or click Browse.
- If you clicked Browse, select your Excel file and press Upload.



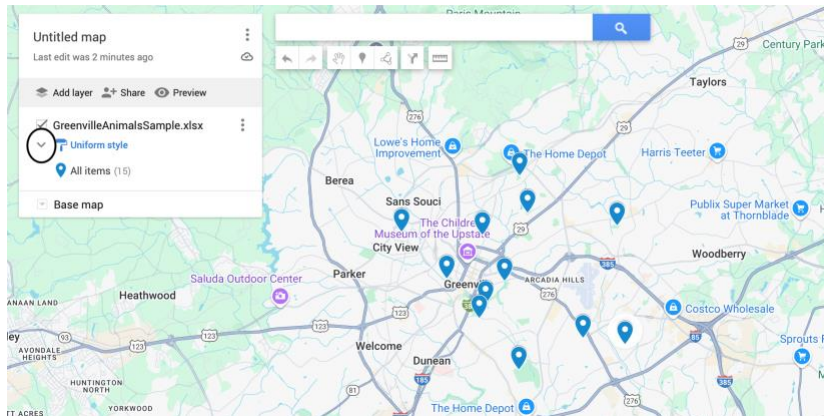
- 5) Choose columns to position your placemarks
- The columns selected here correspond to the animal's location. Google My Maps will use the information provided to map the location.
 - We will select Address, City, State, and Zip Code. Click on each box to select the columns.
 - Click "Continue"



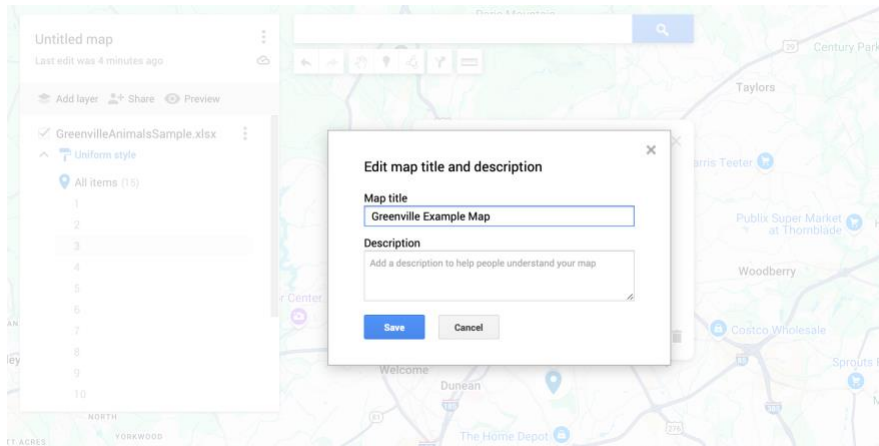
- 6) Choose a column to title your markers
 - a. From your columns, choose which one you would like to use as the title for your datapoints. Here, we are using Animal ID, so each datapoint (a found animal) will be shown on the map with a title of its Animal ID when selected.
 - b. Once you have made your selection, press “Finish”



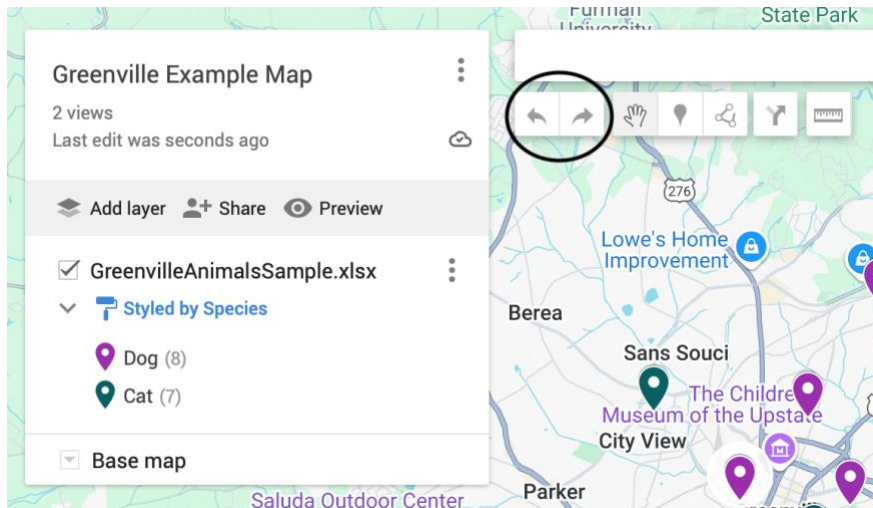
- 7) You will now see your map with placemarks (All items).
- 8) Click on a placemark (a found animal or datapoint) to view its information. You can click a placemark on the map. You can also click on placemarks by expanding the “v” next to the Paint Roller icon and then clicking on the Animal IDs (or whichever column you are using as the title) below.



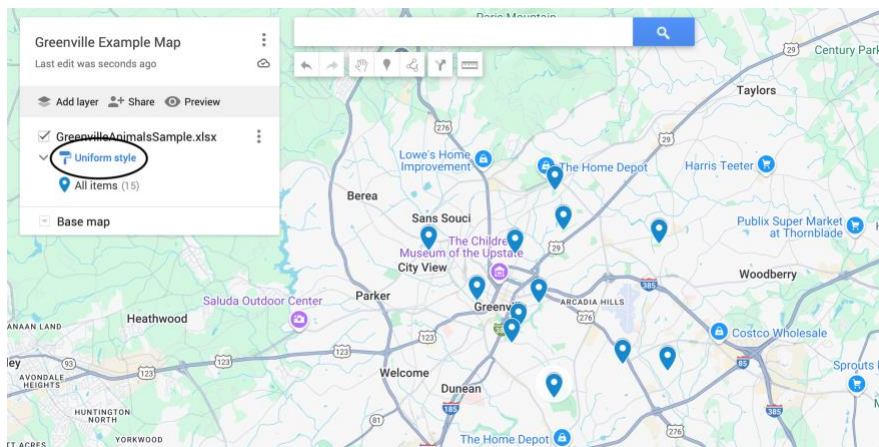
9) Give your map a name by clicking on Untitled map and saving your map's new name.



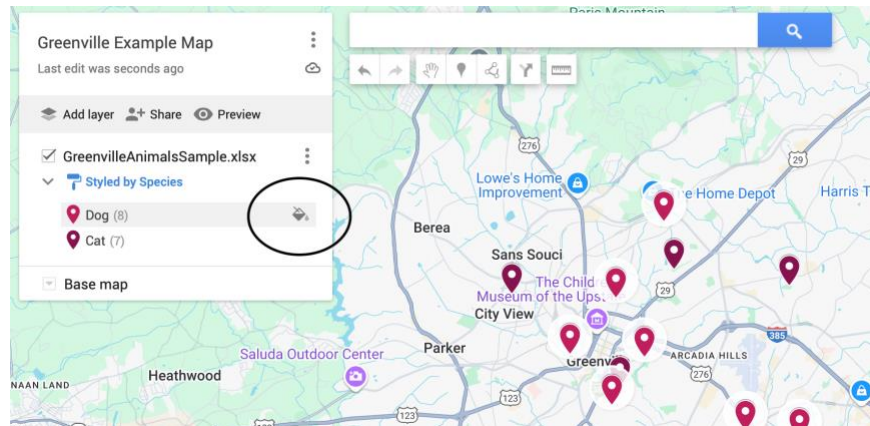
10) You can use the Undo or Redo features if you need to undo or redo changes you've made to your map.



11) To distinguish between Cats and Dogs by color, click Uniform style. Under Group places by, click Uniform style and change it to Style by data column > Species.

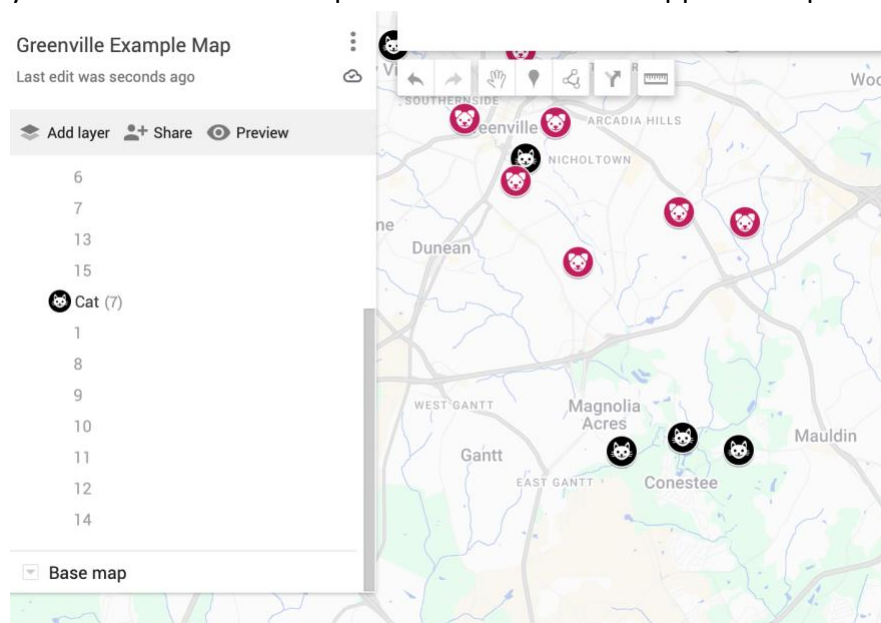


- a. Now, Cats and Dogs will be a different color.
- b. To change the colors, click on the right paint can icon for Dog and/or Cat. You can change the Category name, color, and icon. In More icons, you can find a dog icon by entering “dog” in the filter at the top right. Press OK to enact your changes. Repeat these steps to make changes to Cat (but enter “cat” in the filter if you wish to use the cat icon.)



12) If animals are found at exactly the same location, they will be plotted on top of one another. If you would like to be able to see the multiple points in a group instead of stacked on top of one another, you will need to move these datapoints.

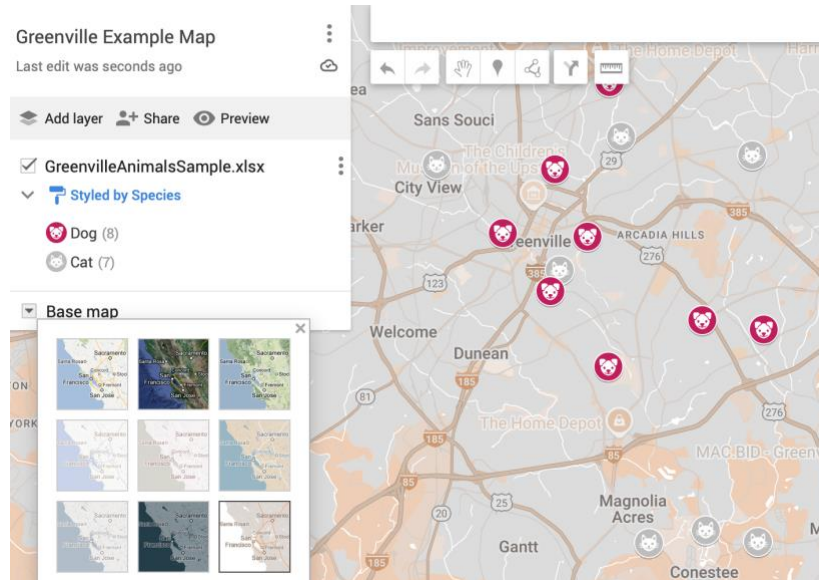
- a. To move a datapoint, click on the datapoint (you'll see information pop up). Click on it again and hold, then move the datapoint and release. By using this method, you'll be able to see datapoints that have been mapped on top of another.



- b. Note: Moving the datapoint does NOT change the address information. In this case, it just helps to be able to see all your data.

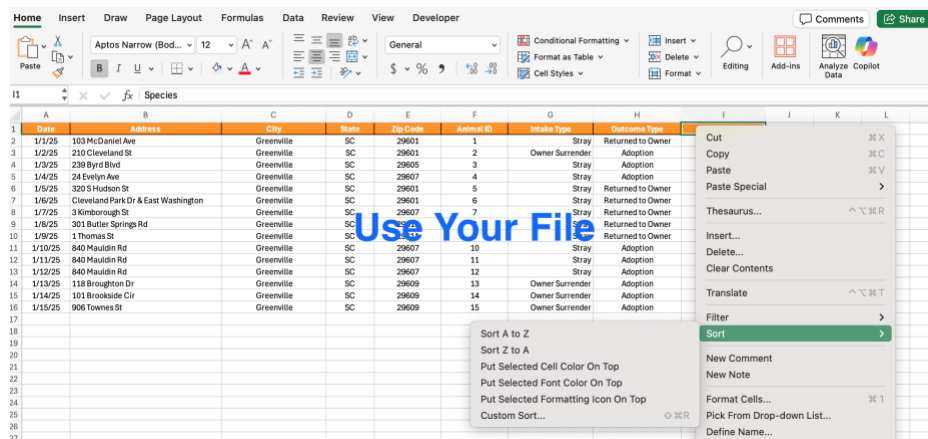
13) Use the Base map to change the look of your map.

- a. Tip: If you want to concentrate more on dogs instead of cats, or vice versa, (but don't want to follow Mapping Method 2), color Cat a light grey, but Dog a more vibrant color. Then, switch to a lighter Base map (like Whitewater). Cats (or Dogs) should fade into the background.



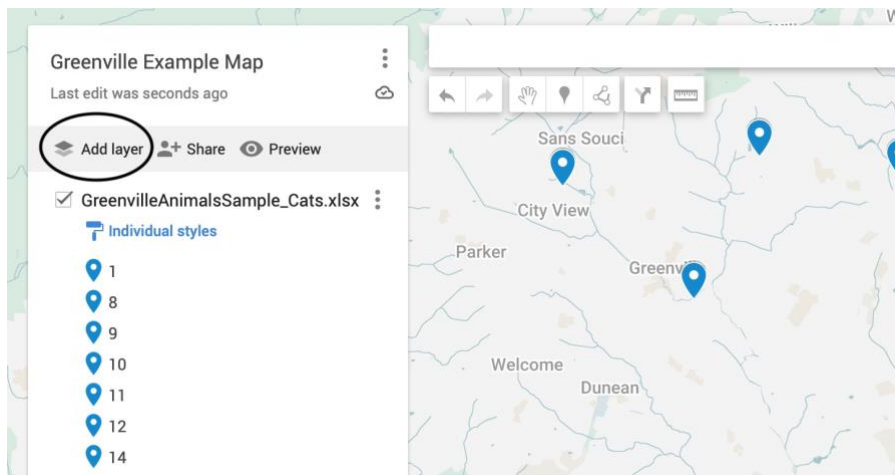
Mapping Method 2 (Able to Turn Off Cat vs. Dog Data)

- 1) We must create separate Excel files (one for Cats and one for Dogs) in order to be able to turn off the other Species' data.
- 2) Open your Excel file that contains the data you wish to map.
- 3) Right click the column header "Species" and go to Sort.

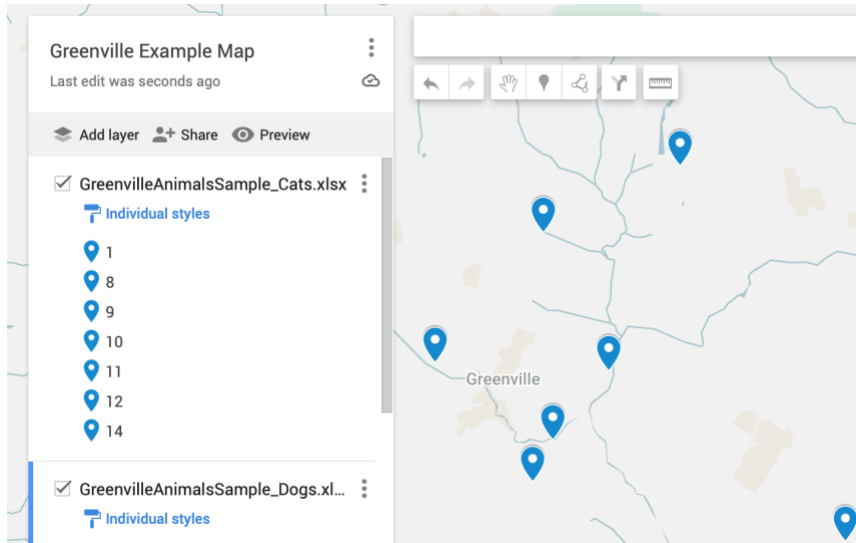


- 4) Choose Sort A to Z. Now your data is organized with Cats first, followed by Dogs.
- 5) Open the GreenvilleAnimalsSample_Cats.xlsx and GreenvilleAnimalsSample_Dogs.xlsx files

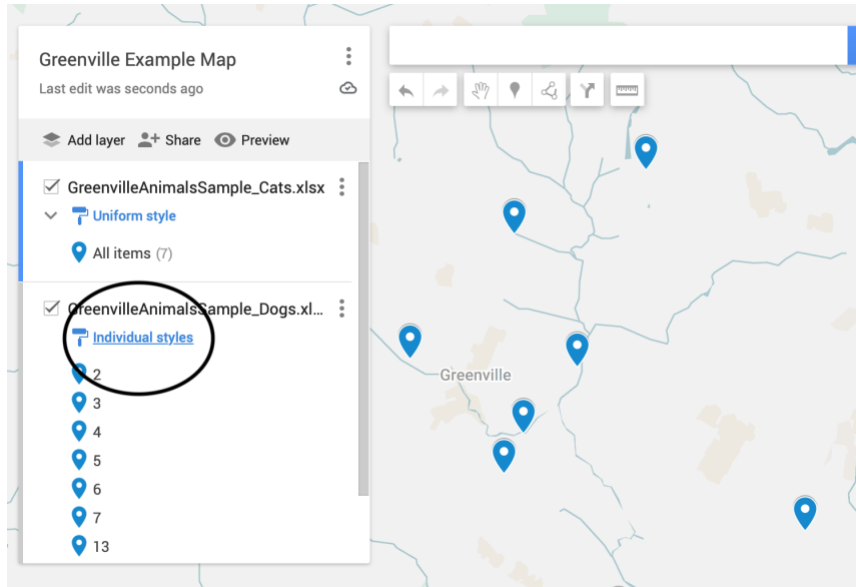
- 6) Follow the pasting steps above in **“Add Your Data to GreenvilleAnimalsSample.xlsx”** (beginning with Step 4) but paste your Cat data into GreenvilleAnimalsSample_Cats.xlsx and paste your Dog data into GreenvilleAnimalsSample_Dogs.xlsx. Note: For your Cat data, you will need to click and drag (instead of using the shortcut with the Down Arrow key) to select the data you want to paste into GreenvilleAnimalsSample_Cats.xlsx because you don’t want to select the Dog data below.
- 7) Once you have pasted in your Cat and Dog data into the files, click File > Save As to save each file. You could name one YourFileName_Cats and the other YourFileName_Dogs to help distinguish them.
- 8) Now, we can upload both files to Google My Maps.
- 9) Follow the steps in Mapping Method 1 through Step 7 to first add either the Cats or the Dogs file.
- 10) To add the other file, click Add layer.



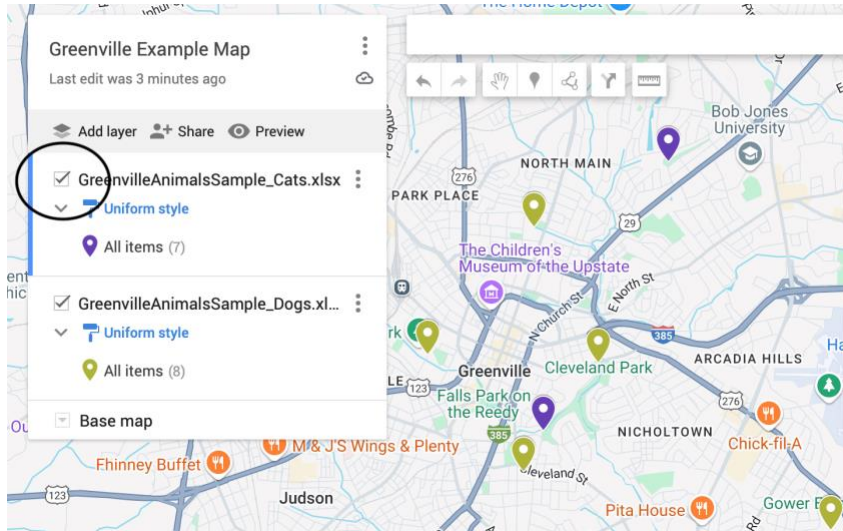
11) Follow Steps 3-7 to add your second file as another layer. The end result will look like this:



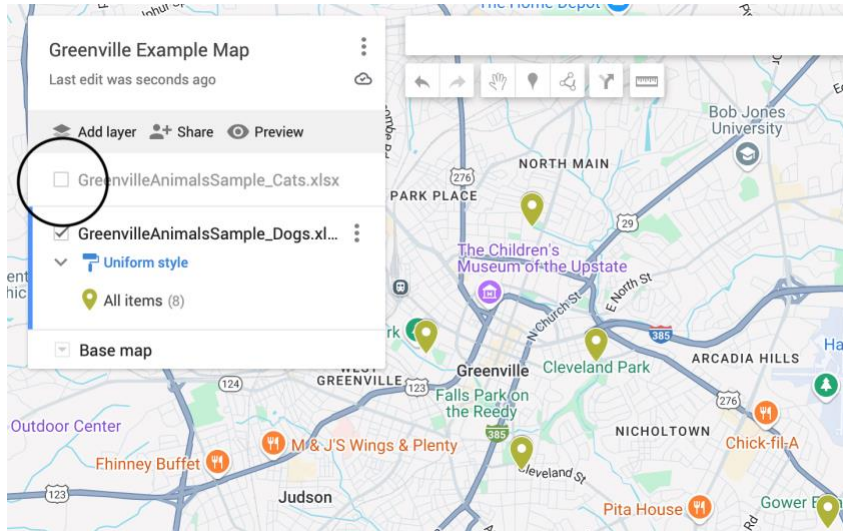
12) Once you've added your files, you can follow any of the styling steps (8-13) above to customize your map, but to style by species in this Mapping Method change each Individual styles to Uniform style (Click Individual styles. Under Group places by, choose Uniform style). Now, you can choose the colors and icons for each layer.



- 13) With both files added, you can completely remove Cat or Dog data from your map.
- To remove Cat (or Dog) data, click the checkbox next to your file name. The checkmark will disappear.



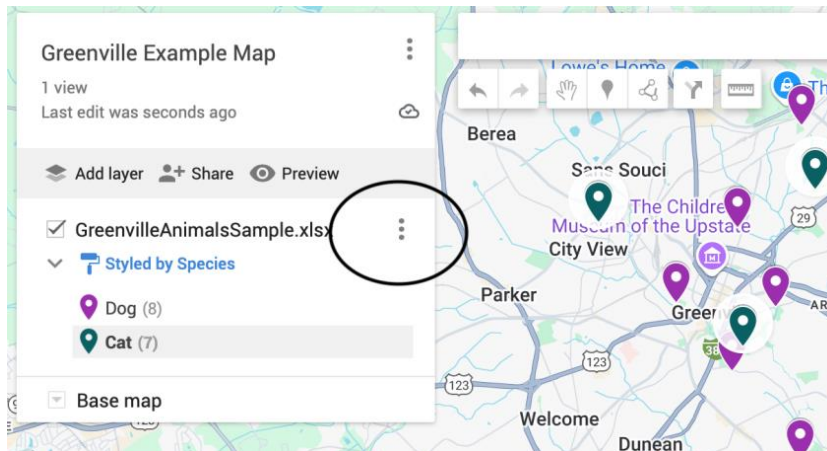
- 14) To add it back in, click the checkbox. It will now show as checked and will bring the Cat datapoints back to your map.



How to Update or Replace Your Data

Replace Your Entire File (replaces *all* the data in your map)

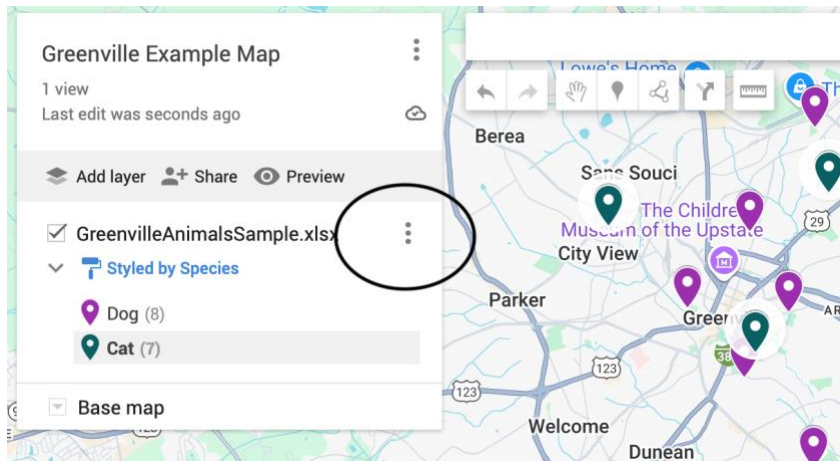
- 1) With your map open in Google My Maps, select the three stacked dots (Layer options) next to your file name.



- 2) Choose Reimport and merge.
- 3) Choose Reimport.
- 4) Finally, click Replace all items.
- 5) Similar to when you first created your map, follow the steps to replace your currently mapped file with another one (for example, an updated version with more data to map). If you need a refresher on these steps, follow Mapping Method 1's Steps 4-7.

Add A File with New Datapoints to Your Map (ONLY works if the file ONLY contains new datapoints; if you have any datapoints in your file that are also on your map or in your data, it will **double** plot them. This step would work well if you have already mapped data from one neighborhood of a city and want to add data from a different neighborhood that does not overlap with your existing map's data. Similarly, it would work well if you have a file with data from February and now want to add it to January's mapped data.)

- 1) With your map open in Google My Maps, select the three stacked dots (Layer options) next to your file name.

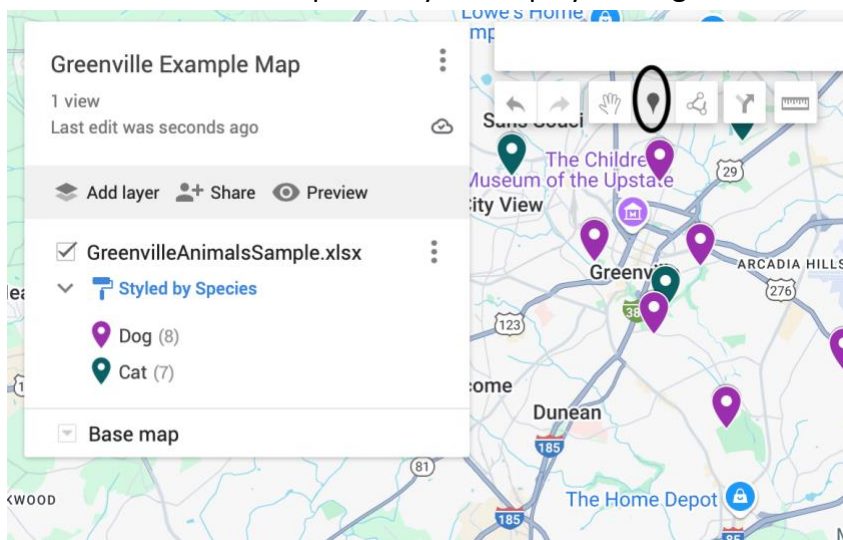


- 2) Choose Reimport and merge.
- 3) Click Add more items.
- 4) Choose the file you'd like to add.

Check out the following link for more information about how to update or replace your map data: https://support.google.com/mymaps/answer/3024836?visit_id=638813856380711198-2945985689&p=lite_import&rd=1

Add An Animal to Your Map (one at a time)

- 1) You can add a new datapoint to your map by clicking on Add marker.



- 2) You will now see a black plus sign. Move it to the location where you want to add the datapoint and click. Don't worry about being too precise because you can add information (including an exact address) once you've placed the datapoint.

3) Fill out the information for your datapoint.

The screenshot shows a mobile application interface with a map of Greenville, SC, in the background. A form overlay is visible, titled '10'. The form contains the following fields and values:

Field	Value
Date	1/10/2025
Address	840 Mauldin Rd
City	Greenville
State	SC
Zip Code	29607
Intake Type	Stray
Outcome Type	Adoption
Species	Cat

At the bottom of the form are 'Save' and 'Cancel' buttons. The map shows various locations including 'The Ch...', 'Museum of the...', 'Dunean', 'Magnolia Acres', and 'Mauldin'.

4) Uncheck anything that you do not want to include (the Column Name will not appear).

5) You can leave a field blank if you do not have data for it (keeping it checked, but blank will show the Column Name and 'no value').

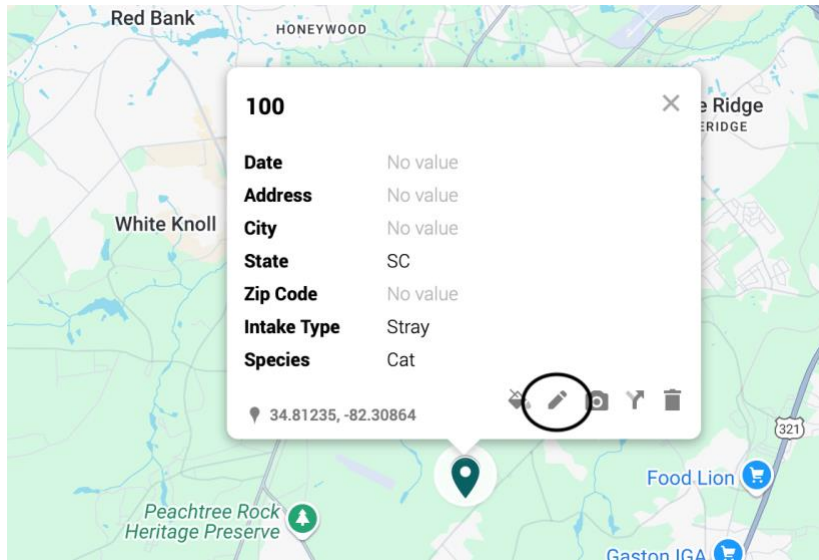
6) Press Save to save your new datapoint.

The screenshot shows the same mobile application interface with the map of Greenville, SC, in the background. The form overlay is now titled '100'. The form contains the following fields and values:

Field	Value
Date	No value
Address	No value
City	No value
State	SC
Zip Code	No value
Intake Type	Stray
Species	Cat

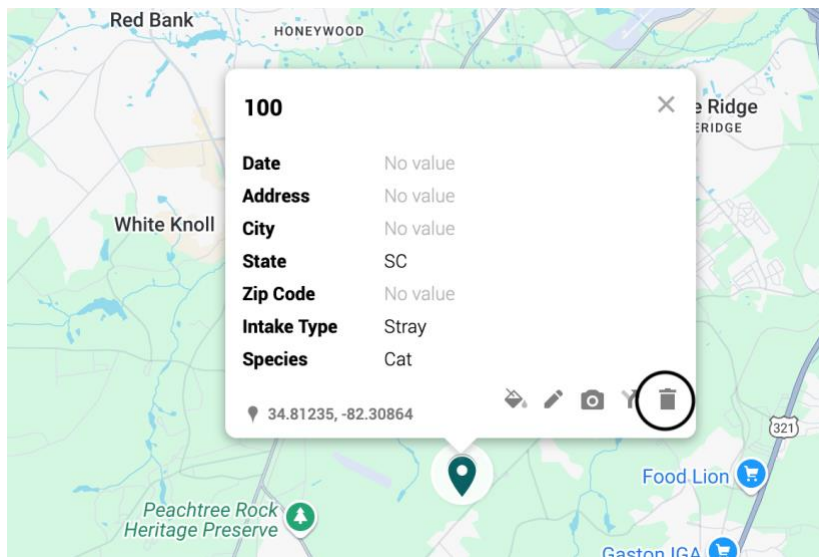
At the bottom of the form are icons for deleting, editing, adding a photo, adding a location, and deleting. The map shows various locations including 'Red Bank', 'HONEYWOOD', 'White Knoll', 'Peachtree Rock Heritage Preserve', 'Food Lion', and 'Gaston IGA'.

- 7) If you need to change your datapoint's information, click on it and choose Edit (a pencil).



Delete An Animal from Your Map (one at a time)

- 1) Click on the datapoint you wish to remove. You will see its information appear.
- 2) On the right, click on the Trashcan icon (Delete place).



Note: You can also right-click on a datapoint and select delete to remove it, but be sure to carefully choose which point you want to delete.