

Visual map Manual

0) What you need?

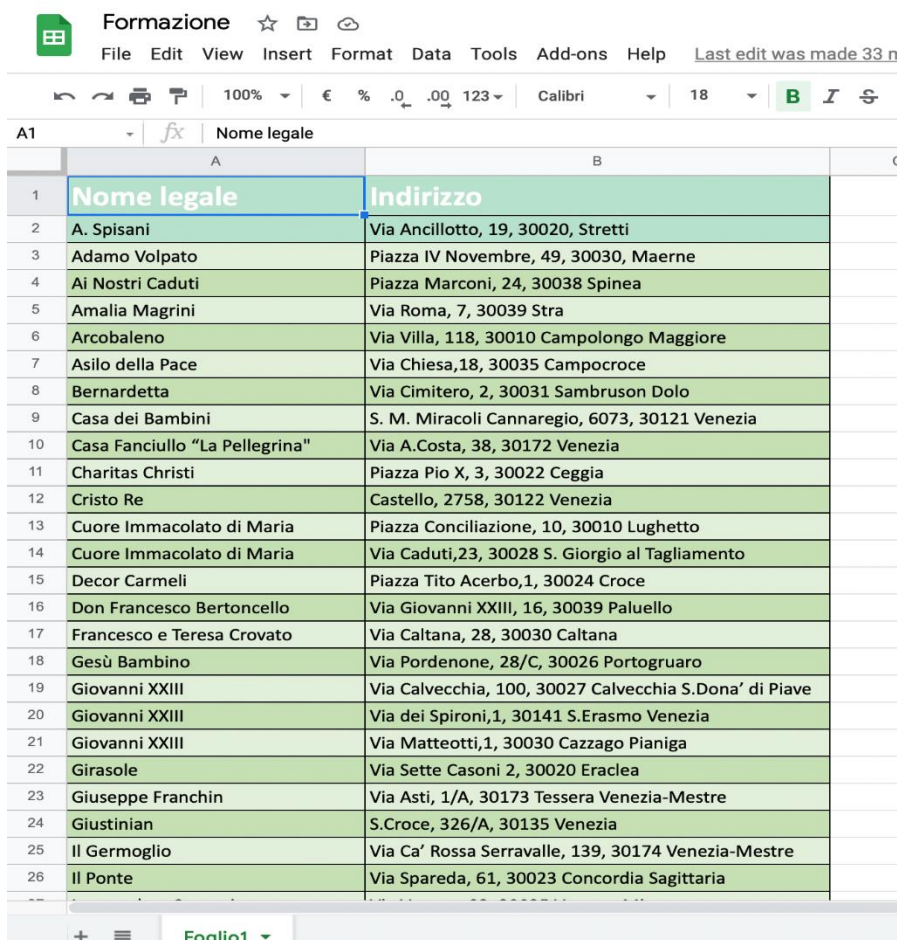
- A Google Account
- The excel-map

1) Filter your excel map by Macro-Area

Start by filtering your map in different Macro-Area

2) Copy the columns in a Google Sheet

Once you have selected the Macro-Area you want to add, copy the column Legal Name in a Google Sheet than copy the column of the Address in the same Google Sheet as you see in the picture below.



The screenshot shows a Google Sheet titled "Formazione" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar. The sheet contains a table with two columns: "Nome legale" and "Indirizzo". The table lists various entities and their addresses.

	A	B
	Nome legale	Indirizzo
1	A. Spisani	Via Ancillotto, 19, 30020, Stretti
2	Adamo Volpato	Piazza IV Novembre, 49, 30030, Maerne
3	Ai Nostri Caduti	Piazza Marconi, 24, 30038 Spinea
4	Amalia Magrini	Via Roma, 7, 30039 Stra
5	Arcobaleno	Via Villa, 118, 30010 Campolongo Maggiore
6	Asilo della Pace	Via Chiesa, 18, 30035 Campocroce
7	Bernardetta	Via Cimitero, 2, 30031 Sambruson Dolo
8	Casa dei Bambini	S. M. Miracoli Cannaregio, 6073, 30121 Venezia
9	Casa Fanciullo "La Pellegrina"	Via A.Costa, 38, 30172 Venezia
10	Charitas Christi	Piazza Pio X, 3, 30022 Ceggia
11	Cristo Re	Castello, 2758, 30122 Venezia
12	Cuore Immacolato di Maria	Piazza Conciliazione, 10, 30010 Lughetto
13	Cuore Immacolato di Maria	Via Caduti, 23, 30028 S. Giorgio al Tagliamento
14	Decor Carmeli	Piazza Tito Acerbo, 1, 30024 Croce
15	Don Francesco Bertoncetto	Via Giovanni XXIII, 16, 30039 Paluello
16	Francesco e Teresa Crovato	Via Caltana, 28, 30030 Caltana
17	Gesù Bambino	Via Pordenone, 28/C, 30026 Portogruaro
18	Giovanni XXIII	Via Calvecchia, 100, 30027 Calvecchia S.Dona' di Piave
19	Giovanni XXIII	Via dei Spironi, 1, 30141 S.Erasmo Venezia
20	Giovanni XXIII	Via Matteotti, 1, 30030 Cazzago Pianiga
21	Girasole	Via Sette Casoni 2, 30020 Eraclea
22	Giuseppe Franchin	Via Asti, 1/A, 30173 Tessera Venezia-Mestre
23	Giustinian	S.Croce, 326/A, 30135 Venezia
24	Il Germoglio	Via Ca' Rossa Serravalle, 139, 30174 Venezia-Mestre
25	Il Ponte	Via Spareda, 61, 30023 Concordia Sagittaria

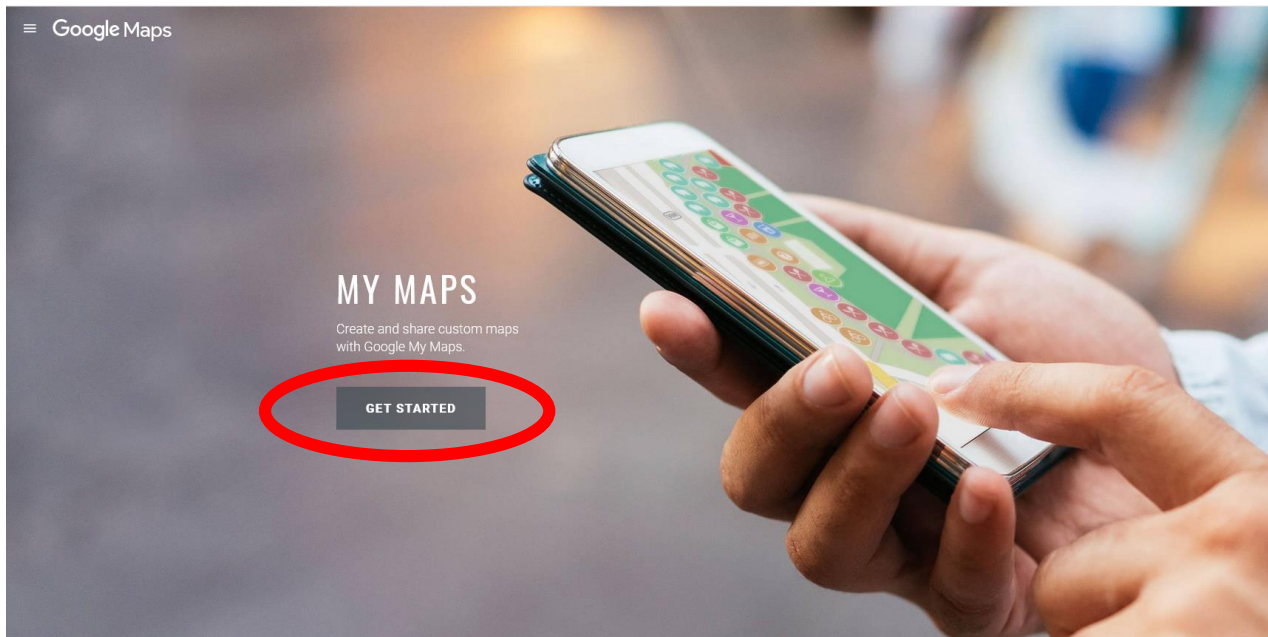
Proceed in the same way for all the Marco-Area. **NB. You need to create a Google Sheet for every single Macro-Area.**

3) Create a map with My Maps

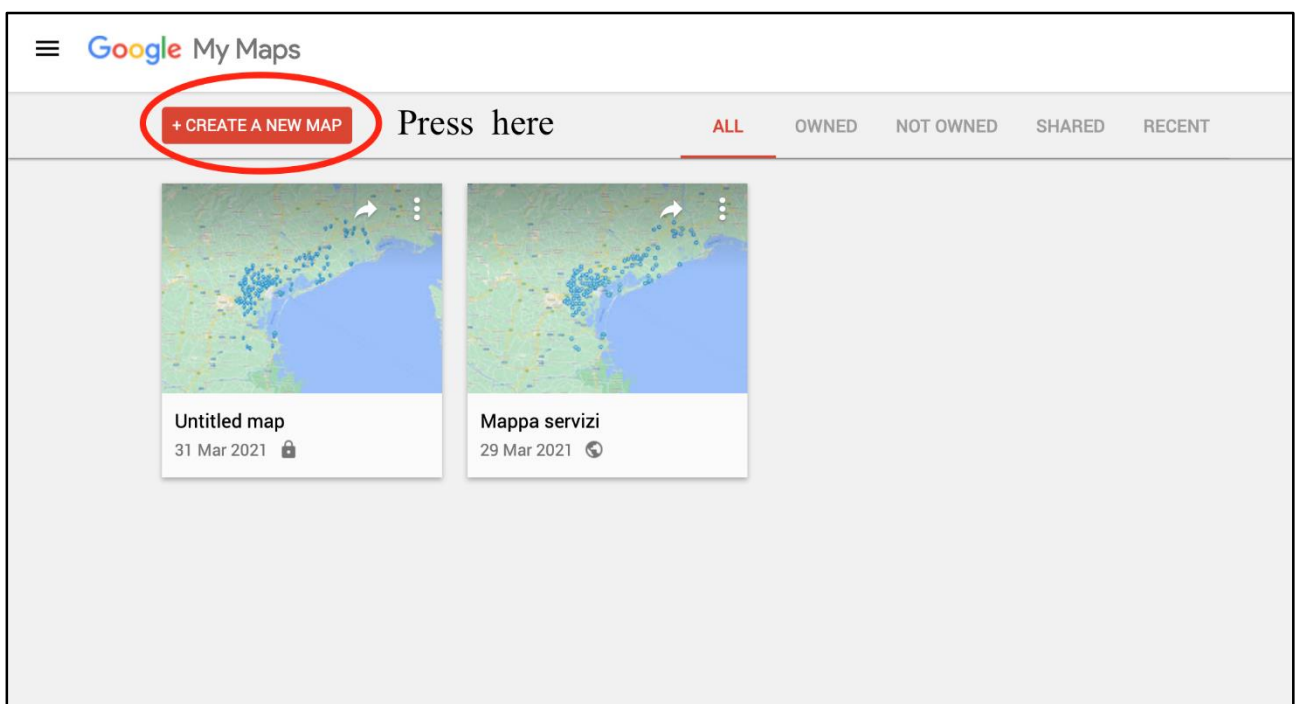
Search for My Maps in Google or go to this link:

<https://www.google.com/intl/en/maps/about/mymaps/>

Press the button “Get Started”

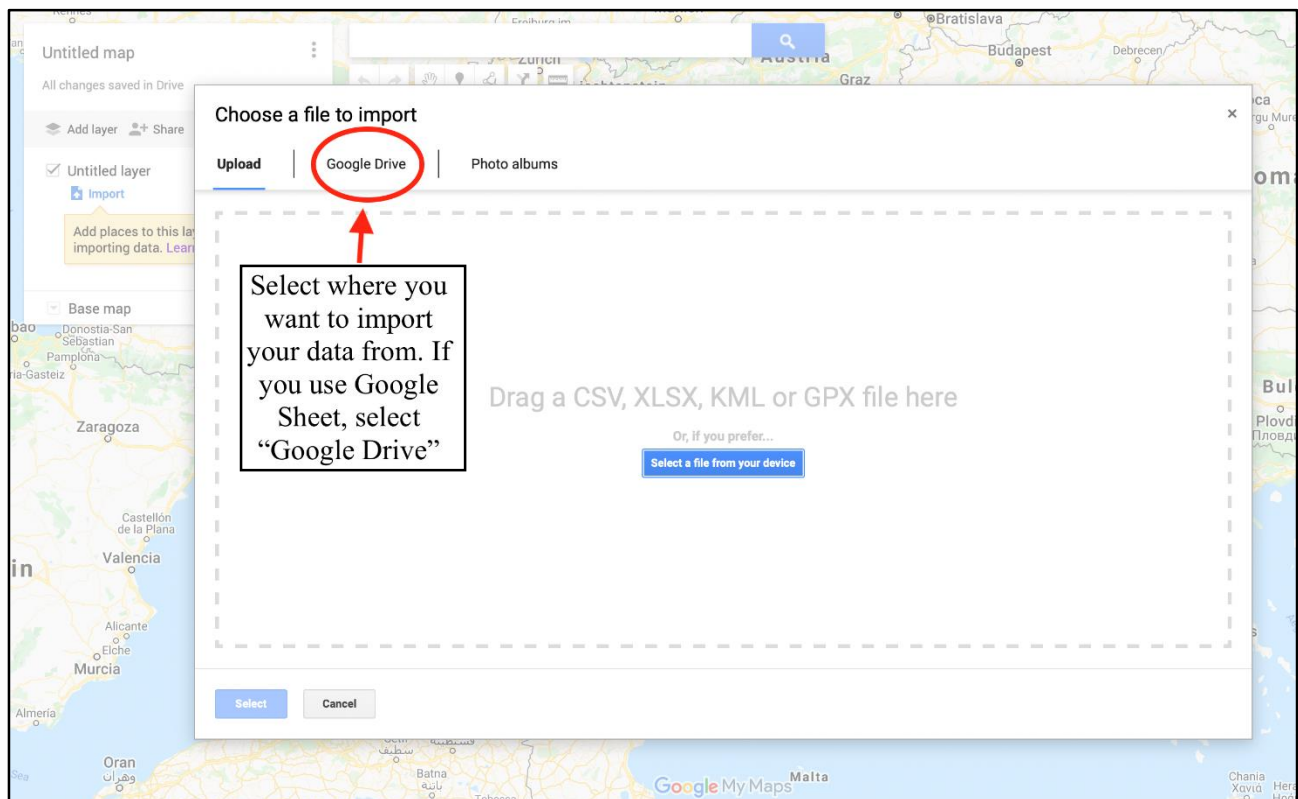
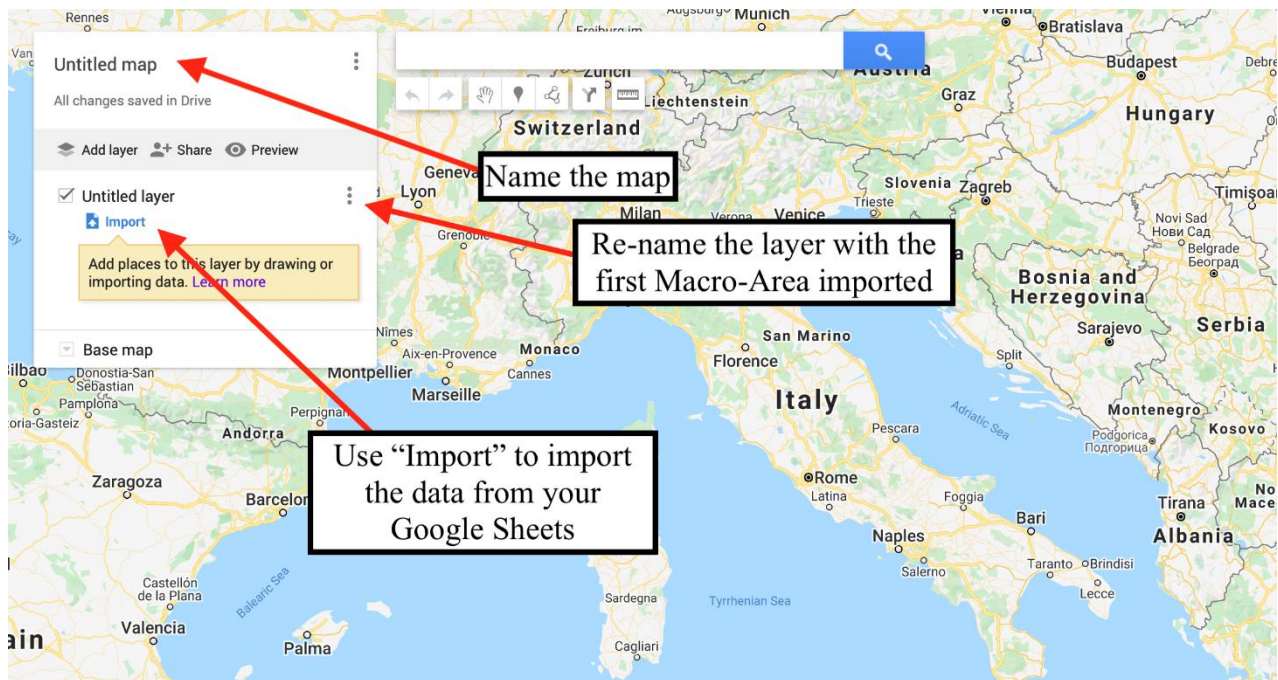


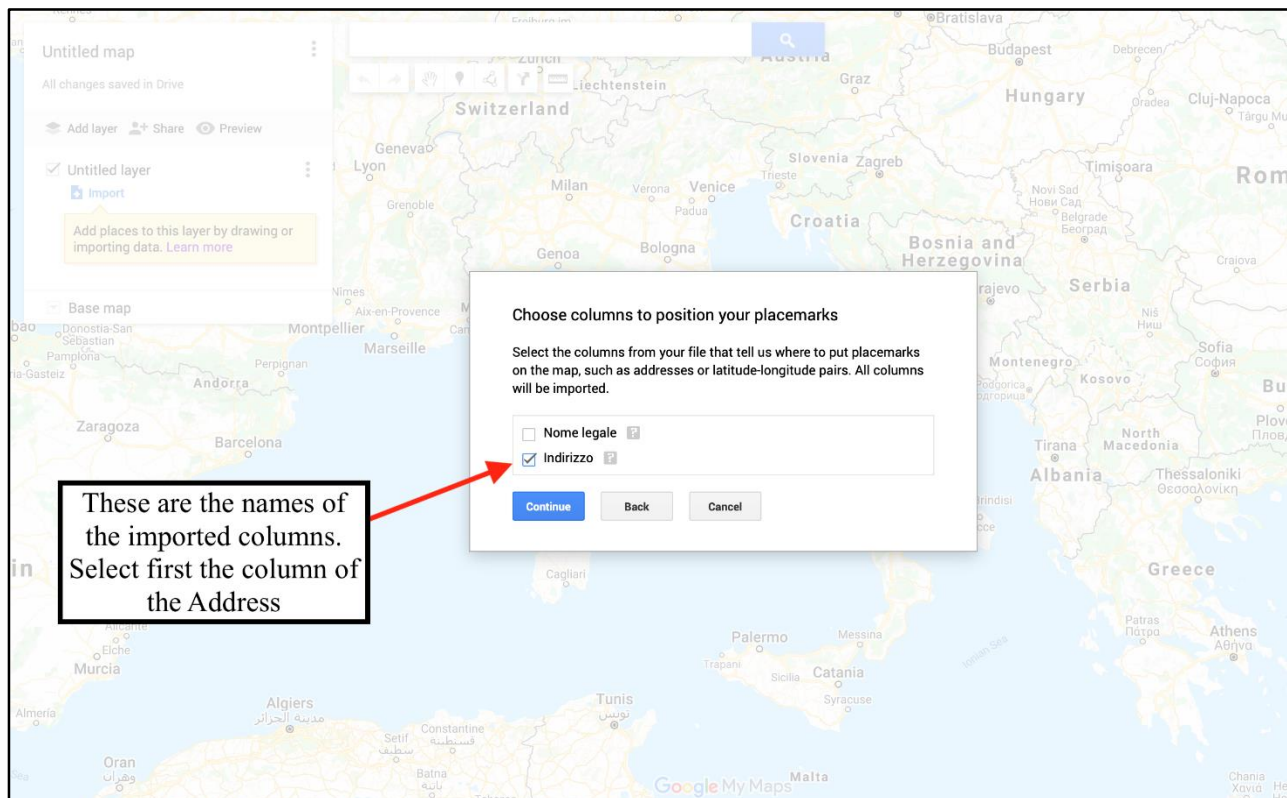
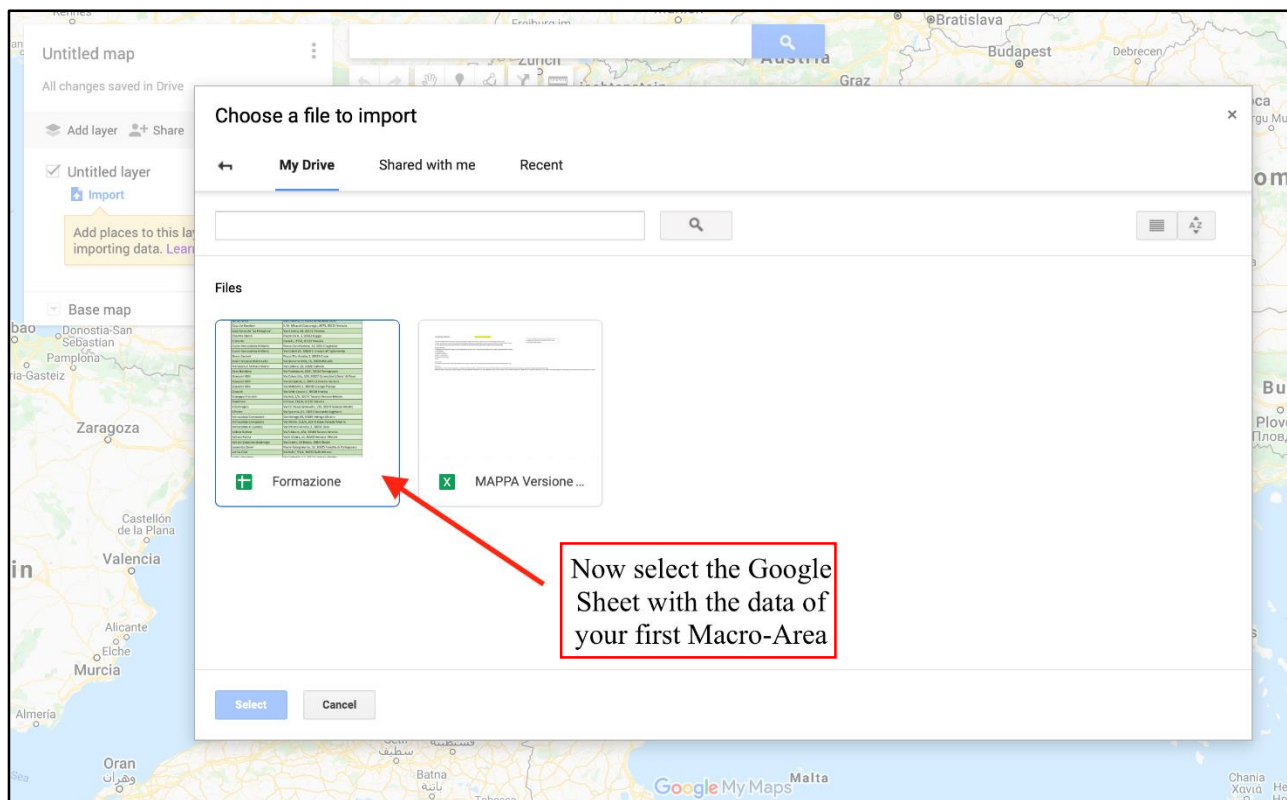
Than press “Create a new map” in follow page.



4) Managing your map – Importing the data

Follow the steps to import your services in the Google Map





Formazione

Find in table

1-156 of 156

	Nome legale	Indirizzo
1	Istituto Girolamo Gradenigo	Via Centro, 24 Briana, 30033 Noale
2	Madonna dei Pescatori	P.le Falcetta, 4, 30021 Caorle
3	S. Domenico Savio	Via Dei 100 Anni, 8, 30039 Stra
4	A. Spisani	Via Ancillotto, 19, 30020, Stretti
5	Adamo Volpato	Piazza IV Novembre, 49, 30030, Maerne
6	Ai Nostri Caduti	Piazza Marconi, 24, 30038 Spinea
7	Amalia Magrini	Via Roma, 7, 30039 Stra
8	Arcobaleno	Via Villa, 118, 30010 Campolongo Maggiore
9	Asilo della Pace	Via Chiesa, 18, 30035 Campocroce
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17	Decor Carmeli	Piazza Tito Acerbo, 1, 30024 Croce

For instance, this 3 addresses are wrong. You need to correct them to make them visible on the map.

To be sure the address is correct search for the service on Google and copy the address found.

Untitled map

2 views

All changes saved in Drive

Add layer Share Preview

Formazione

Uniform style

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

All items in layer (156 items)

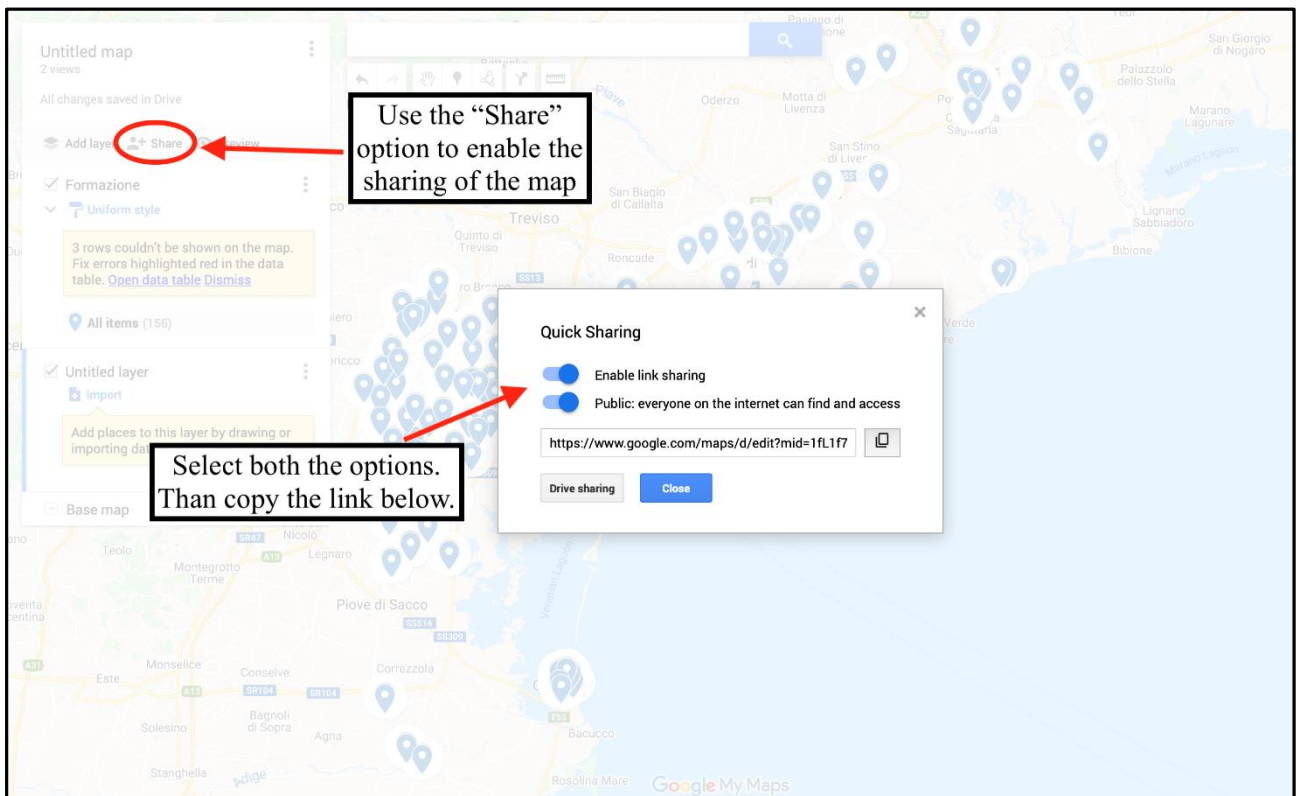
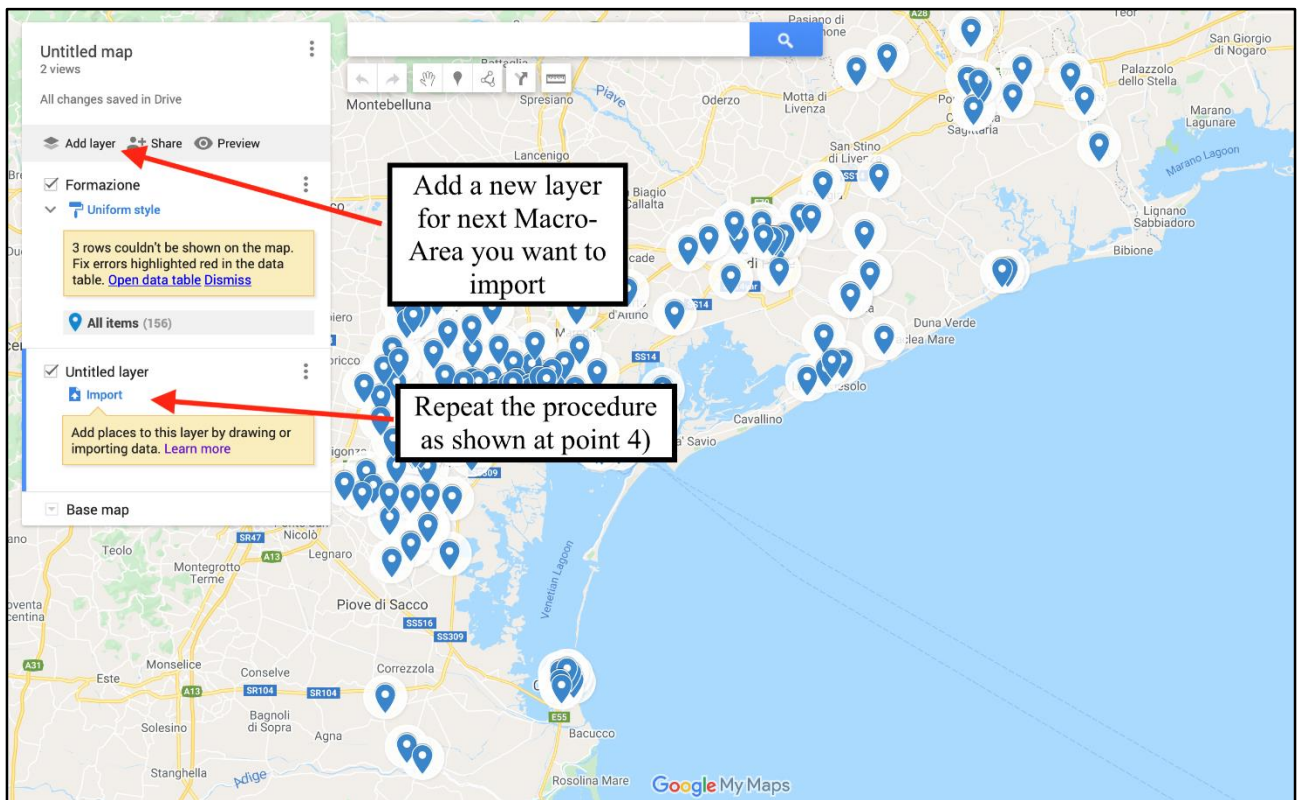
All items

Colour

Popular icons

More icons

You can change the colour and the icons as you like



6) Create a QR Code for your link

In order to create a QR Code you have different options. Internet is plenty of sites in which you can create one and customize it as you like. Most of them provide a less customization but they are free. I used this one: <https://www.qr-code-generator.com/> that provides a free service but it also allows you to create a more customize Code with a paid upgrade.

