Western Cape Government
Department of the Premier

Free Geocoding using Awesome Tables in Google: Guidelines

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Department of the Premier
Provincial Spatial Information

Foreword

The purpose of this document is to communicate and inform the WCG GIS practitioners about a free online geocoding tool known as Geocode by Awesome Tables. The tool is an alternative to the inbuilt ESRI Geocoding in ArcGIS, and can be used by anyone with a Google account.

The tool uses the Google Maps names and address database to determine a latitude and longitude (in decimal degrees) of your entries. A **maximum of 1000** records can be processed in 24 hours.
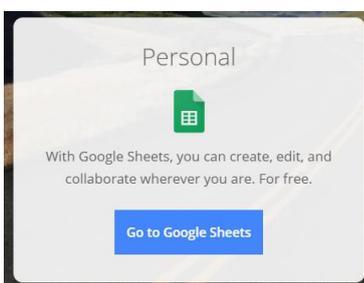
The steps below highlight the process to geocode in Awesome Tables.
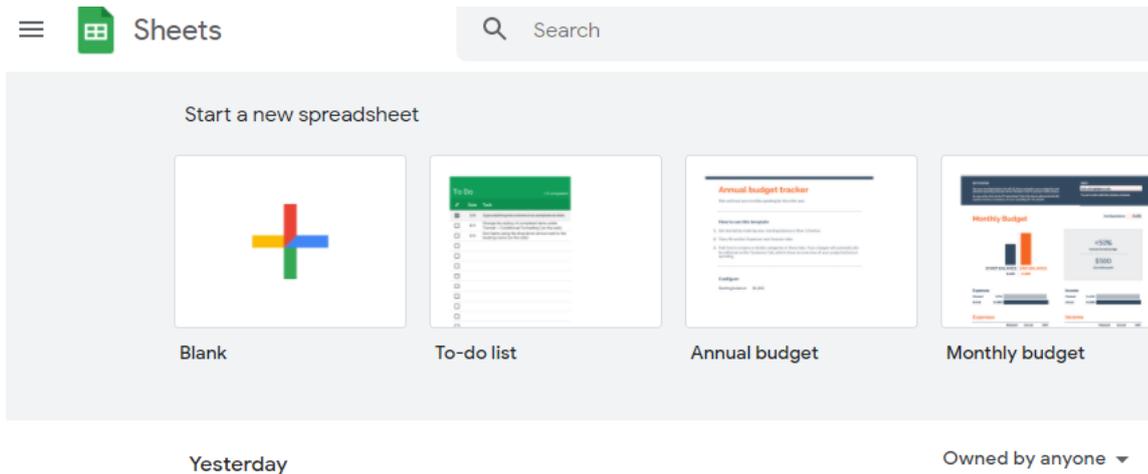
1. Prepare the excel spreadsheet

In an Excel spreadsheet, ensure that the names and address are all in one column. Use the '*concatenate*' function if necessary. Include the terms "*Western Cape*" or "*South Africa*" as Google will search the whole world.

2. Prepare the online spreadsheet

In Chrome, search for '*Google Sheets: Free Online Spreadsheets for Personal Use*' and select the *Personal Google sheets*.

Log in to your Google account (similar to logging in to your Gmail account), then this screen will appear:

Click on the plus button to start a new blank spreadsheet in Google

Copy the data (only the column with addresses to be geocoded) from the excel spreadsheet into the online google spreadsheet (Ctrl-c, ctrl-v). It may take a minute if it's a large dataset. **Make sure to keep the headers.** It is suggested you only copy a maximum of 1000 records at a time.

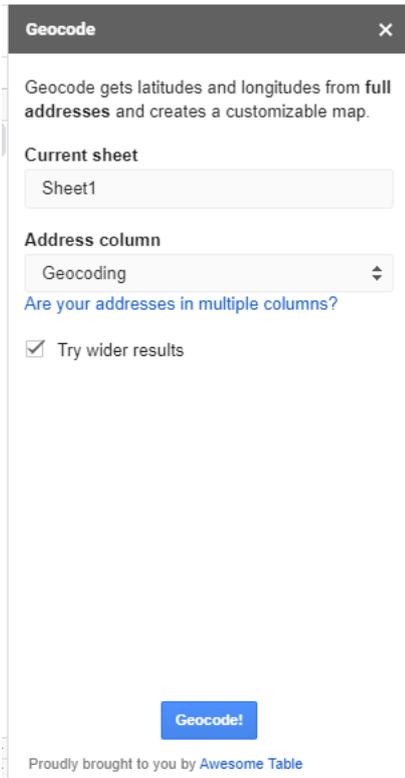## 3. Install Geocode by Awesome Tables

Click on *Add-ons, Get add-ons,* and search for *Geocode by Awesome Table* and install it

4. Begin Geocoding

Click on *Add-ons*, and select the recently installed Geocode by Awesome tables, click on '*Start Geocoding*'

In the table that pops up, select the correct sheet name and column name for the addresses.

Start Geocoding by clicking on 'Geocode!' The software will automatically create a Latitude and Longitude column at the end of the document and begin populating it.

Q	R	S	T	
Geocoding	Full Address	Latitude	Longitude	
	Wheatfield Bowls Club, Belthorn Estate; Orange Avenue, A1	-33.9825403	18.5143071	
	Cape Town Softball Association, TURFHALL SPORTS STA	-33.9870208	18.5268071	
	THE ADDRESS, Cine 400 Building; College Road; Rylands	-33.9739975	18.5286615	
	Club Joy and Sports Bar, Kizmet Plaza; Old Klipfontein Roa	-33.9615203	18.5060182	
	CAPAIA, PORTION 2 OF FARM DE HOOP 74; BOTTERBE	-33.7044751	18.5681452	
	SEVEN ELEVEN ATLANTIS III, Cnr CHARL UYS & BRUTL	-33.5062662	18.4869555	
	Buffalo Inn, Buffelsnekhof 7; Sherwoodpark;, ATLANTIS, 73	-33.5575	18.498226	
	West Coast Ostrich Ranch, Van Schoorsdrift Road, PHILAD	-33.7442489	18.5561467	
	Die Meul, C/O Main & Muel Street;, PHILADELPHIA, 7439	39.9525839	-75.1652215	
	Mariellas, Remainder of Portion 2 of the Farm De Hoop No	39.9525839	-75.1652215	
	C & J Liquor Traders, 71 Sacramento Street;, ATLANTIS, 7:	37.7945926	-122.396664	
	De Malle Meul, C/o Main & Meul street, PHILADELPHIA, 74	-33.6671795	18.5817115	
	Pick 'n Pay Family Supermarket, Shop 1; Westfleur Circle; A	-33.562898	18.493001	

Don't close the Geocoding box, or your internet tab while the process is running. Once it has completed, the results can be copied and re-paste it in the original spreadsheet. The software will highlight any incomplete data or errors in red.

5. More information

The following links provide some more information about the Geocoding processes.

Install
https://support.awesome-table.com/hc/en-us/articles/360000111369--Part-1-Install-the-add-on

Geocoding
https://support.awesome-table.com/hc/en-us/articles/360000112449

FAQ
https://support.awesome-table.com/hc/en-us/articles/360000146725-FAQs-and-Known-Issues