



# Importing data- Stage 1

## Steps



OPEN a new document using Spreadsheet software EG Excel



Before entering data SAVE your file as a .CSV (Comma Separated Value)



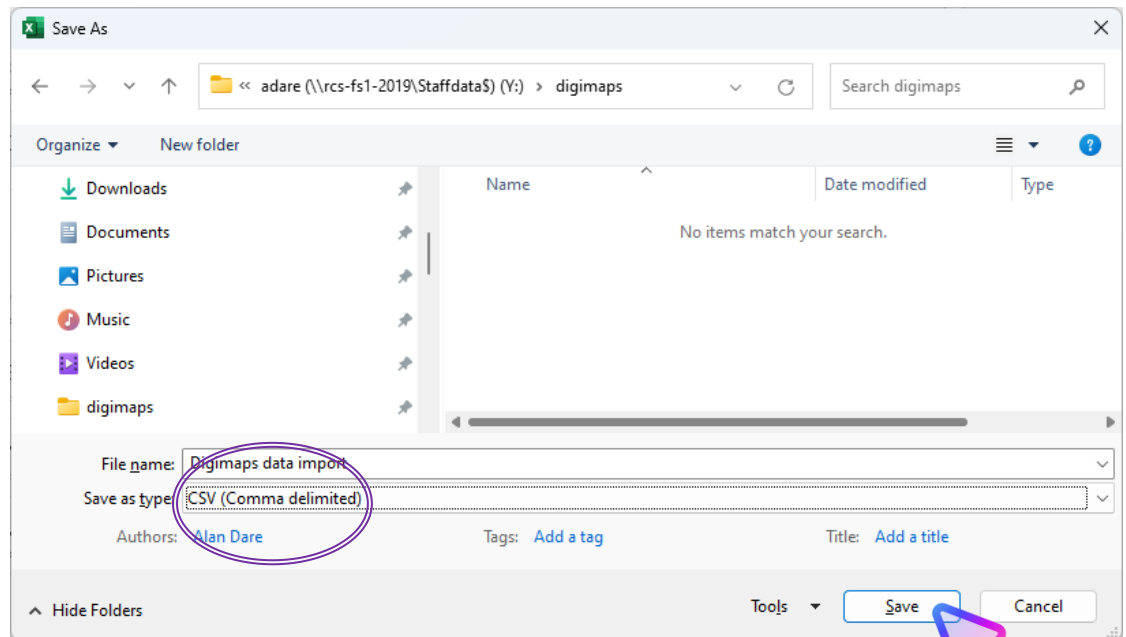
SAVE file to your computer



## Hot Tip



Always use appropriate file names when saving documents. EG 'Land Use Survey' and save in a safe place on your computer.





# Importing data- Stage 2


## Steps




ENTER 'gridref' (all lowercase no spaces) into the first cell of the spreadsheet (A1) to label the column.



ENTER your grid reference data in the cells underneath the 'gridref' label. this using this format

	A
1	gridref 
2	SU4106706791
3	SU4107606866
4	SU4115106847
5	SU4111206782
6	SU4105606721
7	

## Hot Tip

When entering your data use the format shown above! EG Upper Case Letter SU 



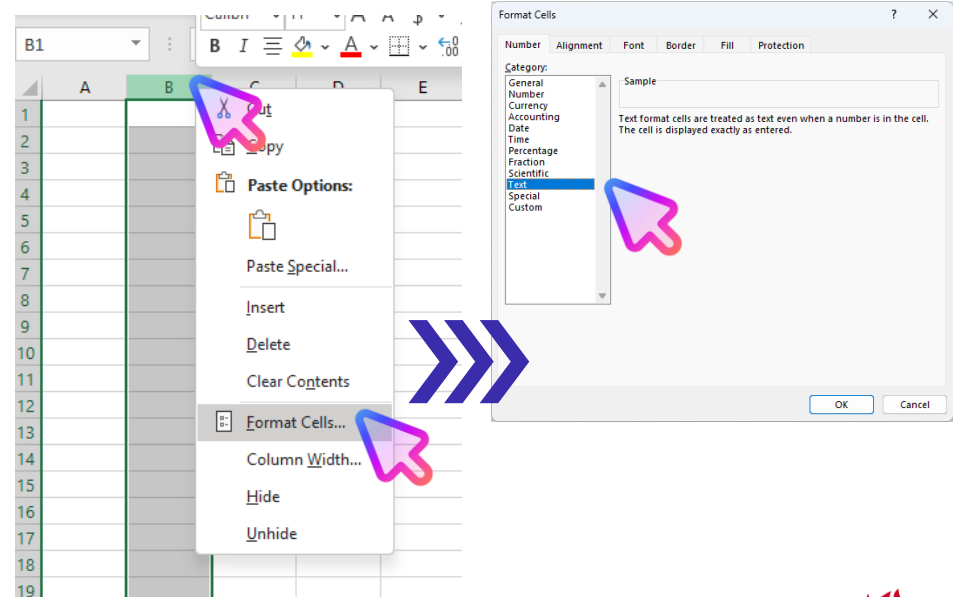
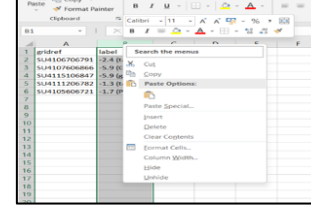
# Importing data

## Steps

- ✓ Before entering any data into column B, right-click on the letter B and select 'format cells' from the drop-down.
- ✓ In the format cells options SELECT 'Text' from the category list.
- ✓ SELECT 'OK' to apply this format of the cell and prevent it from trying to create formulas.

## Hot Tip

To format cells within a whole column you MUST right SELECT the column header highlighted above before applying formatting. This way all cells within the column will formatted.





# Importing data- Stage 3

## Steps



In the first cell of the B column (B1) ENTER the word label.



In the cells underneath (in the B column) input your data e.g. surface temperature, wind speed, and decibel reading.



SAVE your file!



	A	B	C
1	gridref	label	
2	SU4106706791	-2.4 (tarmac)	
3	SU4107606866	-5.9 (Grass)	
4	SU4115106847	-5.9 (grass)	
5	SU4111206782	-1.3 (tarmac)	
6	SU4105606721	-1.7 (Paving stones)	
7			

## Did You Know?

Adding titles above your data is called labelling. The words 'gridref' and 'label' are examples of labels!





# Importing data- Stage 4

## Steps



Once all the data and grid references have been entered, go to the digimaps website and login.

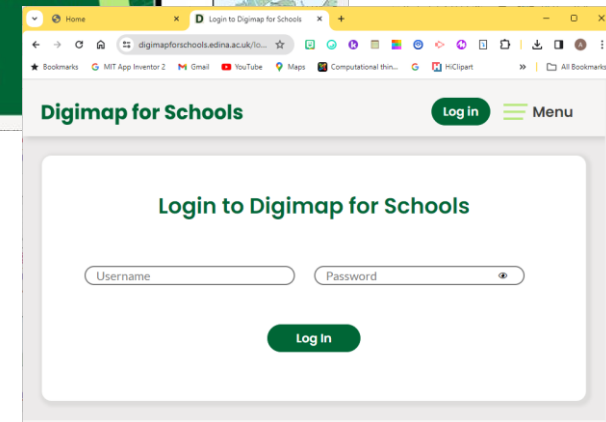
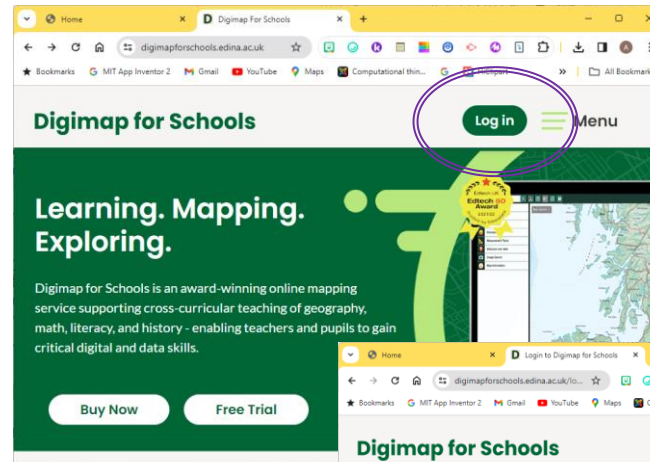
## Website



<https://digimapforschools.edina.ac.uk>



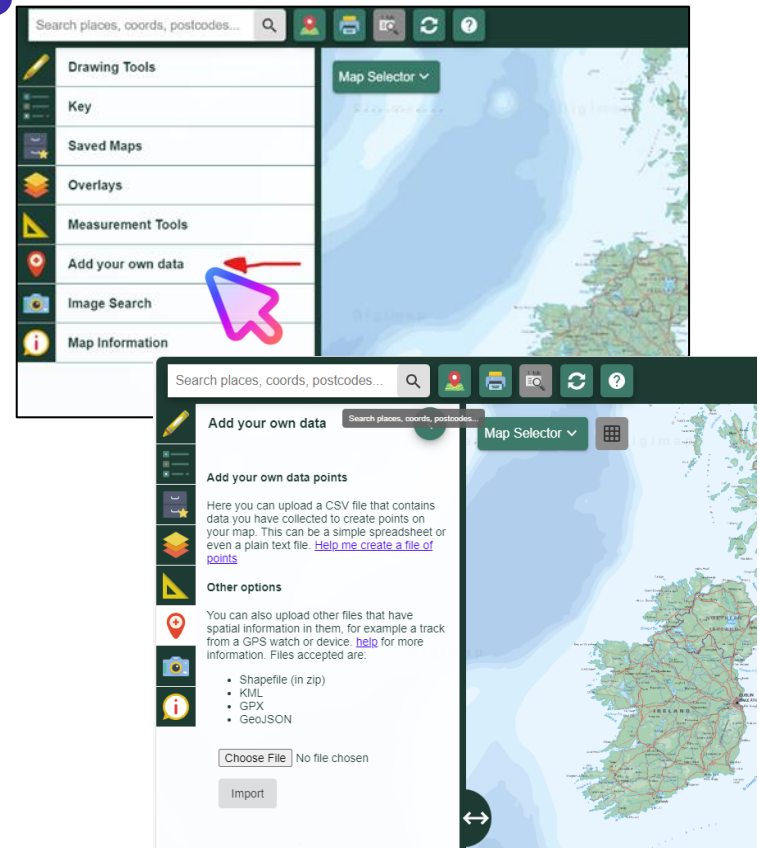
Enter your login details:  
username: xxxxx  
password: xxxxxx



# Importing data- Stage 5

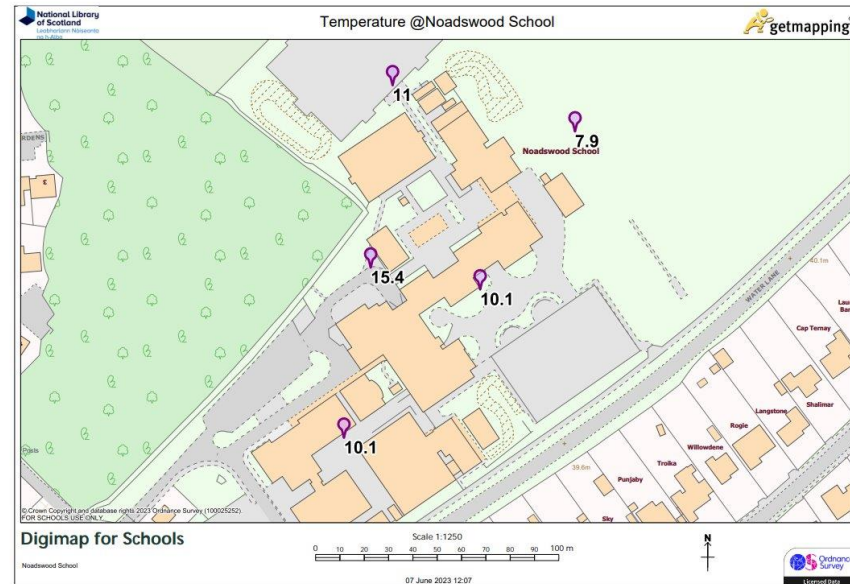
## Steps

- ✓ SELECT the 'Add your own data option' from the options menu in Digimaps
- ✓ SELECT 'Choose file' to bring up a file browser.
- ✓ SELECT the CSV excel spreadsheet you have used to log your data. This will be saved to your area.
- ✓ Once you have selected the correct Excel spreadsheet, SELECT the import button underneath.



# Importing data- Stage 6

Once imported Digimaps will create the map from the data provided.



## Hot Tip

Did you know that you can fine-tune the results of your map using the integrated tools on Digimaps. E.g. Moving points into better locations, changing the font colour and size, or adding new labels to points.

