

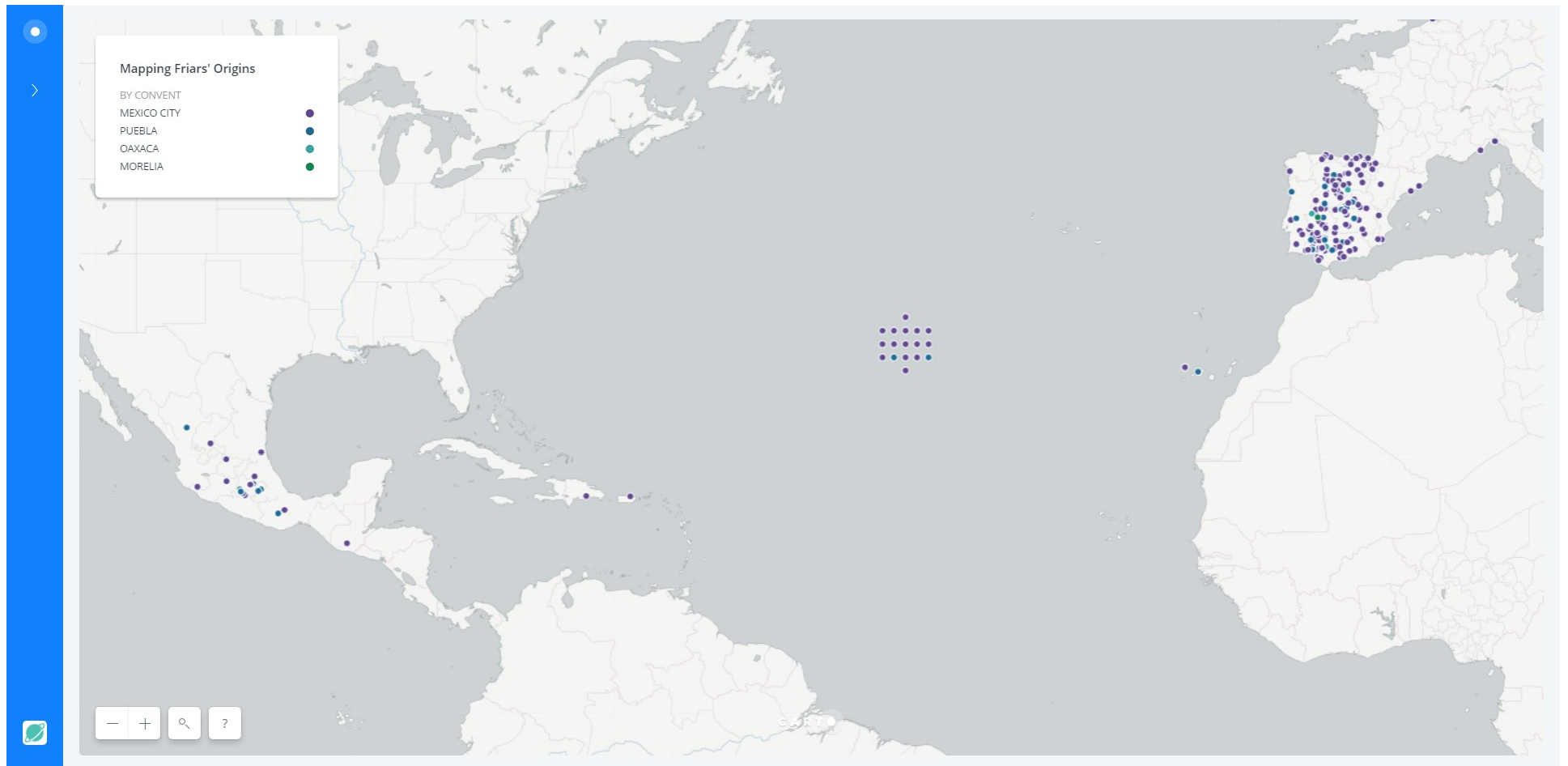
Mapping with Carto

This guide will require a:

- [Gmail](#) account
- [Carto](#) account

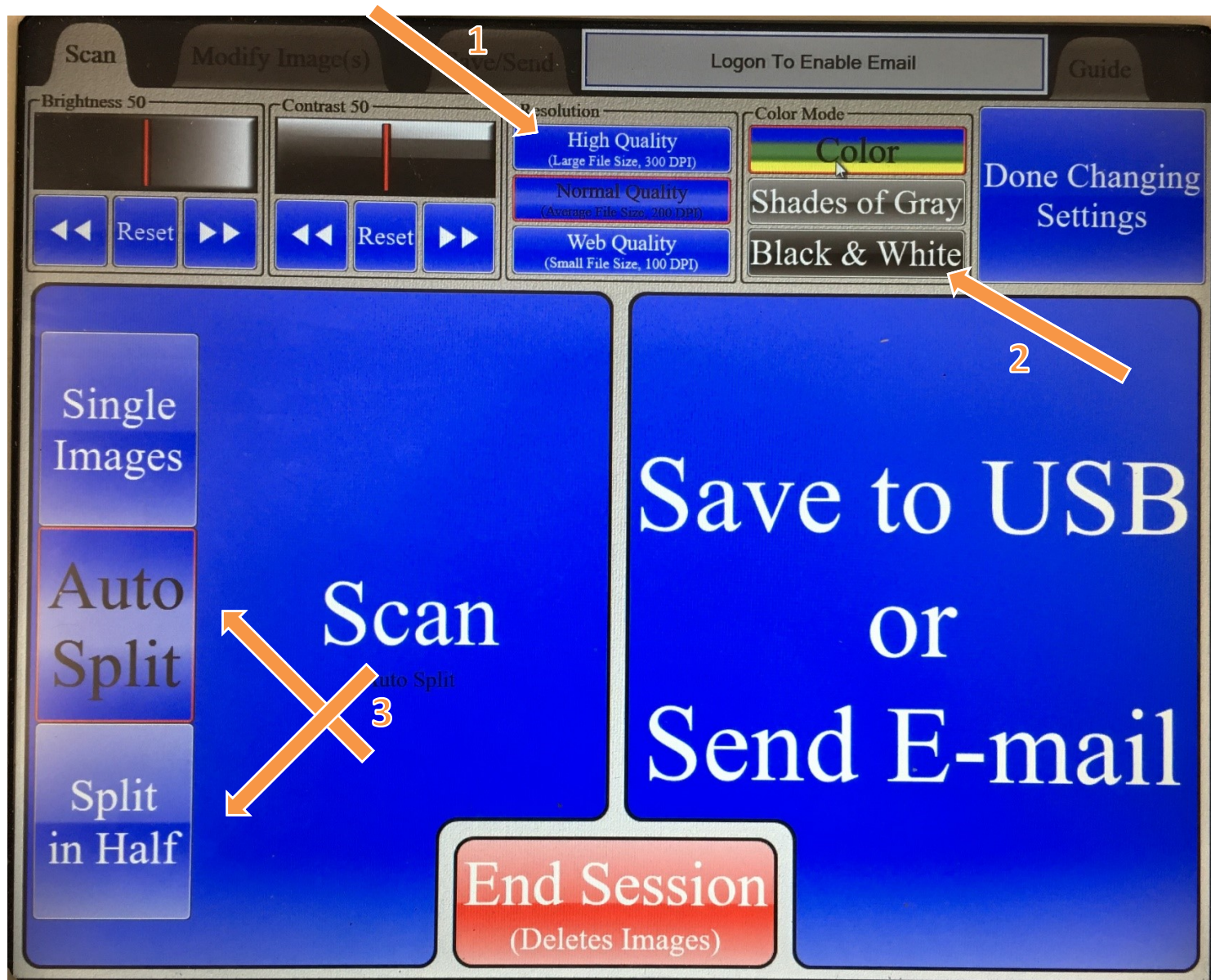
This guide uses the following sources:

- Primary Source:
“Book of professions from the Order of St. Augustine Convent of Mexico City, 1537-1653,”
Benson Latin American Collection, Genaro García Collection, G21
- Secondary Source:
Ennis, Arthur J. *Augustinian religious professions in sixteenth century Mexico* (Villanova, Pa.: Augustinian Historical Institute, 1986).



Scanning Published Data for OCR (Optical Character Recognition) Software

- For UT Libraries' KIC Scanning Stations, select:
 - **Resolution: High Quality**
 - **Color Mode: Black & White** (for high contrast)
 - **Scan:** either **Auto Split** or **Split in Half**
- Smart phone scanning apps with OCR capabilities:
 - Scanner Pro (iPhone, \$4-5)
 - Text Fairy (Android)
 - Google Keep (Android)



Applying OCR (Optical Character Recognition) Software on PDFs using Google

- **Note:** Google Drive will only run its OCR software on 25-35 page PDFs (it depends on file size). If your file is larger than this, you might consider breaking up the PDF into 20-page chunks using [PDFtk](#) or [Smallpdf](#).
- Log into your Gmail account
- Click on the **Google apps** icon and select **Google Drive** (it will open in a new tab)

The image shows a screenshot of a Gmail inbox in a web browser. The browser address bar shows the URL <https://mail.google.com/mail/u/0/#inbox>. The Gmail interface includes a search bar, a navigation menu on the left with options like 'Compose', 'Inbox (1)', 'Starred', 'Sent Mail', 'Drafts', and 'More', and a main inbox area with several emails. An orange arrow labeled '1' points to the Google apps icon (a 3x3 grid) in the top right corner of the browser. A second orange arrow labeled '2' points to the 'Drive' icon in the Google apps menu, which is highlighted with a white border. The Google apps menu also includes icons for My Account, Search, Maps, YouTube, Play, News, Gmail, Calendar, Google+, Translate, and Photos. At the bottom of the browser window, a new tab is visible with the URL <https://drive.google.com/?tab=mo&authuser=0>.

- Select **New**, then **File upload** to upload the black & white PDF scan of the document you want to OCR

The screenshot shows the Google Drive interface. The 'NEW' button is highlighted, and the 'File upload' option is selected. An orange arrow points from this option to a preview of a document titled 'PROFESSION LIST'.

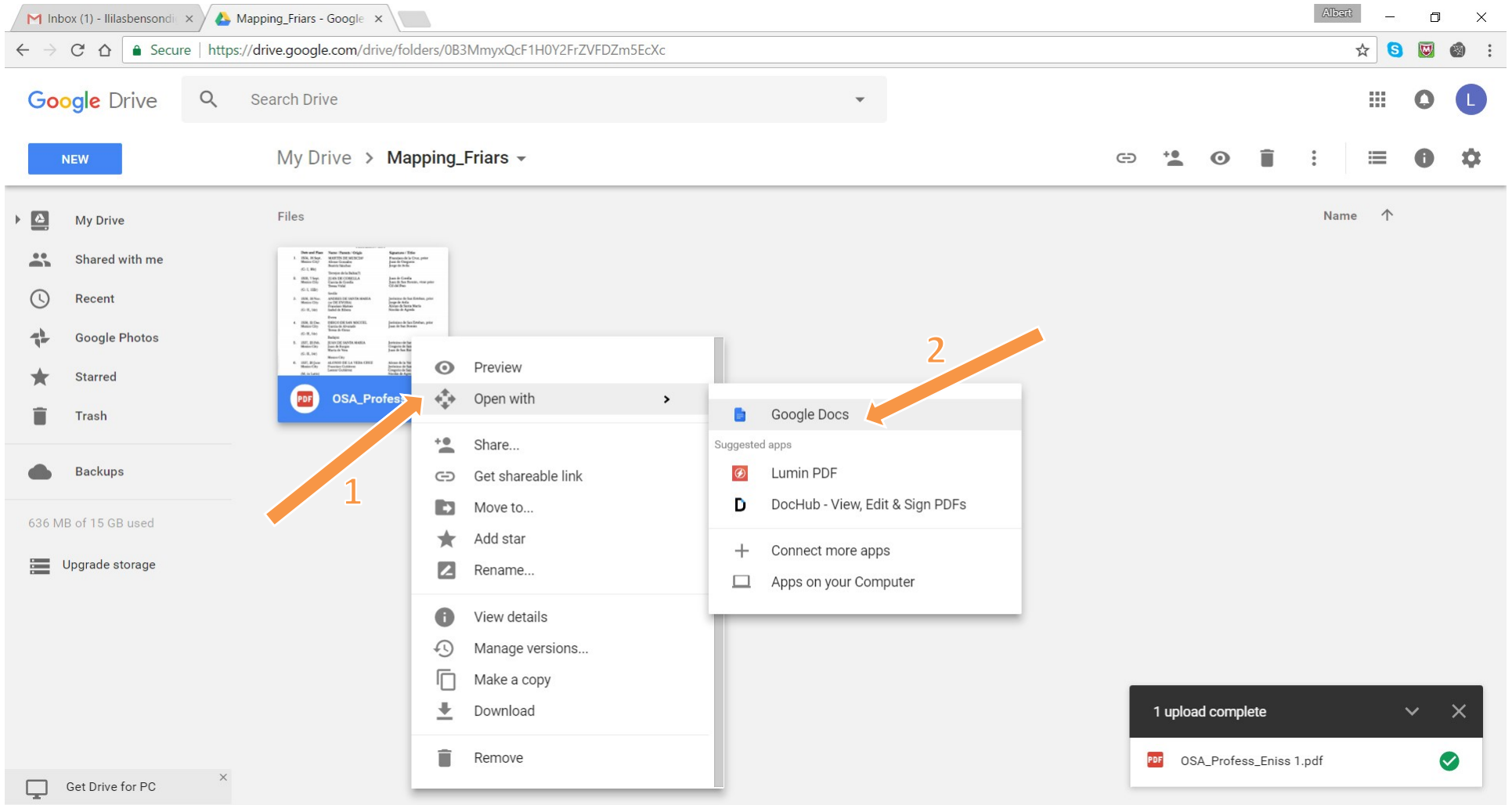
PROFESSION LIST

Date and Place	Name / Parents / Origin	Signatures / Titles
14. 1539, 25 May Mexico City (M)	JUAN DE UTRERA Francisco Ximénez Maria de Veaz Utrera (Seville)	Juan de Utrera Jorge de Avila, prior Nicolás de Tolentino
15. 1539, 15 June Mexico City (M)	BARTOLOME DE CORDOBA Bartolomé de Espejo Constanza López Seville	Bartolomé de Córdoba Jorge de Avila, prior Nicolás de Tolentino
16. 1539, 12 Sept. Mexico City (M)	ALONSO DE TOLENTINO ⁵ García de Alvarado Doña Elvira de Figueroa Badajoz	Alonso de Tolentino Jorge de Avila, prior Nicolás de Tolentino
17. 1540, 27 Jan. Mexico City (M)	MARCOS DE ALBURQUERQUE (or DE MEDELLIN) Francisco Rodríguez Leonor Baez Medellin (Badajoz)	Marcos de Medellín Jorge de Avila, prior Nicolás de Tolentino
18. 1540, 4 April Mexico City (M)	MIGUEL DE SAN AGUSTIN (or DE ALVARADO) ⁶ García de Alvarado Doña Elvira de Figueroa Badajoz	Miguel de San Agustín Jorge de Avila, prior Diego de Vertavillo
19. 1540, 7 Feb. Mexico City (M) ⁷	JORGE ANTON Jorge Alfonso Catalina Inés Pazo(?)	Jorge Antón Jorge de Avila, prior Diego de Vertavillo

⁵ He and Miguel de San Agustín, no. 18 below, are brothers.
⁶ See note 5 above. A later marginal notation adds that Miguel de San Agustín ⁶ was Vicar General of this province around the year 1504.
⁷ For no apparent reason this profession is not in chronological sequence.

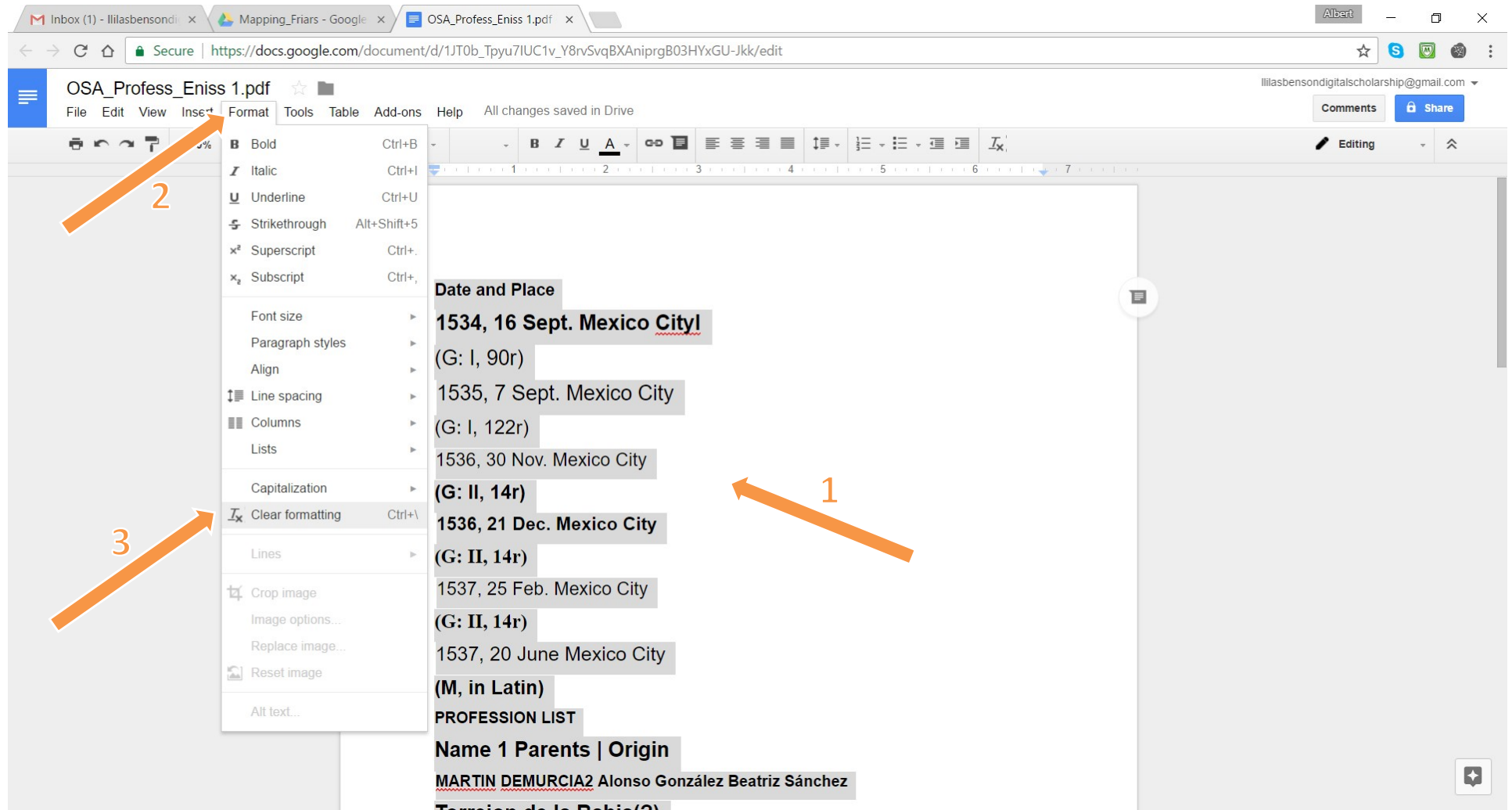
16

- When the PDF file uploads, right-click on the file thumbnail, select **Open with**, then **Google Docs**.
- This will initiate Google's OCR software. The PDF will open with Google Docs in a new tab.



Cleaning Up Extracted Text

- In this section, you will be structuring the extracted/OCR'd text to convert it into a table.
- To simplify the data visually, select all the text, click on **Format** in the main menu, then click on **Clear formatting**.



The screenshot shows a Google Docs document titled "OSA_Profess_Eniss 1.pdf". The "Format" menu is open, and the "Clear formatting" option is highlighted. The document content includes a list of dates and places, such as "1534, 16 Sept. Mexico Cityl", "1535, 7 Sept. Mexico City", "1536, 30 Nov. Mexico City", "1536, 21 Dec. Mexico City", "1537, 25 Feb. Mexico City", and "1537, 20 June Mexico City". The text is currently formatted with bold and underline. Orange arrows indicate the steps: 1 points to the text area, 2 points to the "Format" menu, and 3 points to the "Clear formatting" option.

Date and Place

1534, 16 Sept. Mexico Cityl
(G: I, 90r)

1535, 7 Sept. Mexico City
(G: I, 122r)

1536, 30 Nov. Mexico City
(G: II, 14r)

1536, 21 Dec. Mexico City
(G: II, 14r)

1537, 25 Feb. Mexico City
(G: II, 14r)

1537, 20 June Mexico City
(M, in Latin)

PROFESSION LIST

Name 1 Parents | Origin

MARTIN DEMURCIA2 Alonso González Beatriz Sánchez

Tercion de la Bahia(2)

- At the top of the document, list the headings of the table columns you want to create and separate them with either a semicolon or | (no spaces in between text and ;/|). Think of the ; or | as the vertical gridline separating out columns.
- Re-orient and resize the document to help visualize the table rows. In other words, we want to limit the data that will go in one table row on one text line in Google Docs. Click on **File**, then select **Page setup...**.

The screenshot shows a Google Docs document titled "OSA_Profess_Eniss 1.pdf". The "File" menu is open, and "Page setup..." is highlighted. The document content is as follows:

Year;Date;Convent;Primary Source;Friar;Father;Mother;Parent's Place of Residence;Friar's Signature;Authority #1;Authority #2;Authority #3;Authority#4;_Image Link

1534, 16 Sept. Mexico City
(G: I, 90r)
1535, 7 Sept. Mexico City
(G: I, 122r)
1536, 30 Nov. Mexico City
(G: II, 14r)
1536, 21 Dec. Mexico City
(G: II, 14r)
1537, 25 Feb. Mexico City
(G: II, 14r)
1537, 20 June Mexico City
(M, in Latin)

PROFESSION LIST

Name 1 Parents | Origin
MARTIN DEMURCIA2 Alonso González Beatriz Sánchez
Torrejon de la Bahía(?)
JUAN DE CORELLA García de Corella Teresa Vidal
Seville
ANDRES DE SANTA MARIA (or DE EVORA)
Francisco Matoso Isabel de Ribera
Evora
DIEGO DE SAN MIGUEL García de Alvarado Teresa de Osma
Badajoz
JUAN DE SANTA MARIA Juan de Burgos María de Vera

- In the **Page setup** window, change:
 - **Orientation: Landscape**
 - **Paper size: Tabloid (11" x 17")**
 - Click **OK**

The screenshot shows the Google Docs interface with the 'Page setup' dialog box open. The dialog box has two main sections: 'Orientation' and 'Paper size'. In the 'Orientation' section, the 'Landscape' radio button is selected. In the 'Paper size' section, a dropdown menu is open, and 'Tabloid (11" x 17")' is highlighted. An orange arrow labeled '1' points to the 'Landscape' radio button, and another orange arrow labeled '2' points to the 'Tabloid (11" x 17")' option in the dropdown menu. The background document text is partially visible, showing a list of names and dates.

Year;Date;Conve
Signature;Author

1534, 16 Sept. M
(G: I, 90r)
1535, 7 Sept. Me
(G: I, 122r)
1536, 30 Nov. M
(G: II, 14r)
1536, 21 Dec. M
(G: II, 14r)
1537, 25 Feb. M
(G: II, 14r)
1537, 20
(M, Ir
PROFESSION L
Name 1 Parents
MARTIN DEMURCIA?
Torrejon de la Bahia(?)
JUAN DE CORELLA G
Seville
ANDRES DE SANTA M
Francisco Matoso Isabe
Evora
DIEGO DE SAN MIGUEL Garcia de Alvarado Teresa de Osm
Badajoz
JUAN DE SANTA MARIA Juan de Burgos Maria de Vera

Page setup

Orientation

Portrait Landscape

Paper size

Letter (8.5" x 11")
Tabloid (11" x 17")
Legal (8.5" x 14")
Statement (5.5" x 8.5")
Executive (7.25" x 10.5")
Folio (8.5" x 13")
A3 (11.69" x 16.54")
A4 (8.27" x 11.69")
A5 (5.83" x 8.27")
B4 (9.84" x 13.90")
B5 (6.93" x 9.84")

Margins (inches)

Top 1
Bottom 1
1
1

Set as default

- We will use Google Docs' "Find and replace" functionality to start cleaning up the data.
- Select **Edit**, then **Find and replace...**

The screenshot shows a Google Docs document titled "OSA_Profess Enis" with the "Edit" menu open. The "Find and replace..." option is highlighted, and an orange arrow points to it. Another orange arrow points to the "Edit" menu. The document content is visible in the background.

OSA_Profess Enis

File Edit Insert Format Tools Table Add-ons Help All changes saved in Drive

Undo Ctrl+Z

Redo Ctrl+Y

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste without formatting Ctrl+Shift+V

Web clipboard

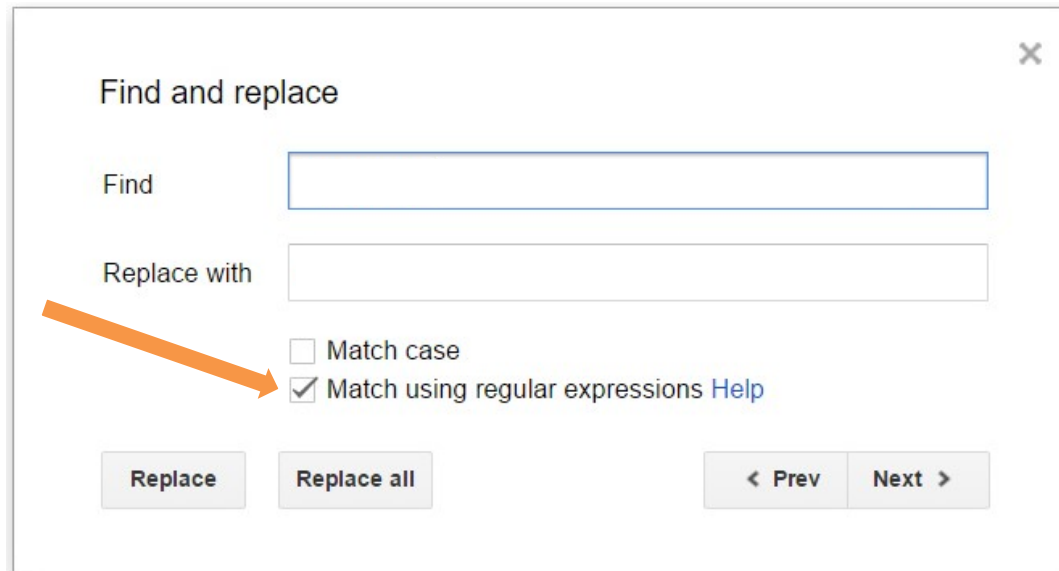
Select all Ctrl+A

Select none Ctrl+Shift+A

Find and replace... Ctrl+H

1537, 20 June Mexico City
(M, in Latin)
PROFESSION LIST
Name 1 Parents | Origin
MARTIN DEMURCIA2 Alonso González Beatriz Sánchez
Torrejon de la Bahia(?)
JUAN DE CORELLA García de Corella Teresa Vidal
Seville
ANDRES DE SANTA MARIA (or DE EVORA)
Francisco Matoso Isabel de Ribera
Evora
DIEGO DE SAN MIGUEL García de Alvarado Teresa de Osma
Badajoz
JUAN DE SANTA MARIA Juan de Burgos María de Vera
Mexico City
ALONSO DE LAVERA CRUZ Francisco Gutiérrez Leonor Gutiérrez
(no place given):

- In the **Find and replace** window, check the **Match using regular expressions** box.



Functions

Replace line breaks [\n] with semicolons:

Find: City[\n]

Replace with: City;

1534, 16 Sept. Mexico City
(G: I, 90r)
1535, 7 Sept. Mexico City
(G: I, 122r)
1536, 30 Nov. Mexico City
(G: II, 14r)
1536, 21 Dec. Mexico City
(G: II, 14r)
1537, 25 Feb. Mexico City
(G: II, 14r)
1537, 20 June Mexico City
(M, in Latin)

Replace common abbreviations and insert semicolons:

Find: Sept. M

Replace with: September;M

1534, 16 Sept. Mexico City;(G: I, 90r)
1535, 7 Sept. Mexico City;(G: I, 122r)
1536, 30 Nov. Mexico City;(G: II, 14r)
1536, 21 Dec. Mexico City;(G: II, 14r)
1537, 25 Feb. Mexico City;(G: II, 14r)
1537, 20 June Mexico City;(M, in Latin)

Replace parentheses with semicolons:

Find: City;\(

Replace with: City;

1534, 16 September;Mexico City;(G: I, 90r)
1535, 7 September;Mexico City;(G: I, 122r)
1536, 30 November;Mexico City;(G: II, 14r)
1536, 21 December;Mexico City;(G: II, 14r)
1537, 25 February;Mexico City;(G: II, 14r)
1537, 20 June;Mexico City;(M, in Latin)

Find: \)

Replace with: ;

1534, 16 September;Mexico City;G: I, 90r)
1535, 7 September;Mexico City;G: I, 122r)
1536, 30 November;Mexico City;G: II, 14r)
1536, 21 December;Mexico City;G: II, 14r)
1537, 25 February;Mexico City;G: II, 14r)
1537, 20 June;Mexico City;M, in Latin)

- In this example, Google extracted the data from the PDF column by column, instead of row/profession by row/profession.
- Our goal is to have all the data for one record (in this case, a friar's profession) in one line of text so that it will transform into a table row.
- In this example, the data from column A, C, & D corresponding to each record/profession is in a single line of text. Data from column B is not. We will consolidate the data related to each friar's profession in a line of text. **Remember to separate the data values with a semicolon or |.**
- Example:

MARTIN DEMURCIA2 Alonso González Beatriz Sánchez
Torrejon de la Bahia(?;
JUAN DE CORELLA García de Corella Teresa Vidal
Seville

MARTIN DEMURCIA2;Alonso González;Beatriz Sánchez;Torrejon de la Bahia(?;
JUAN DE CORELLA;García de Corella;Teresa Vidal;Seville

001_OSA_Professions_Ennis.pdf

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

1534, 16 Sept. Mexico City;G: I, 90r;
1535, 7 Sept. Mexico City;G: I, 122r;
1536, 30 Nov. Mexico City;G: II, 14r;
1536, 21 Dec. Mexico City;G: II, 14r;
1537, 25 Feb. Mexico City;G: II, 14r;
1537, 20 June Mexico City;M, in Latin;

PROFESSION LIST
Name | Parents | Origin
MARTIN DEMURCIA2 Alonso González Beatriz Sánchez
Torrejon de la Bahia(?;
JUAN DE CORELLA García de Corella Teresa Vidal
Seville
ANDRES DE SANTA MARIA (or DE EVORA;
Francisco Matoso Isabel de Ribera
Evora
DIEGO DE SAN MIGUEL García de Alvarado Teresa de Osma
Badajoz
JUAN DE SANTA MARIA Juan de Burgos María de Vera
Mexico City;ALONSO DE LAVERA CRUZ Francisco Gutiérrez Leonor Gutiérrez
(no place given::

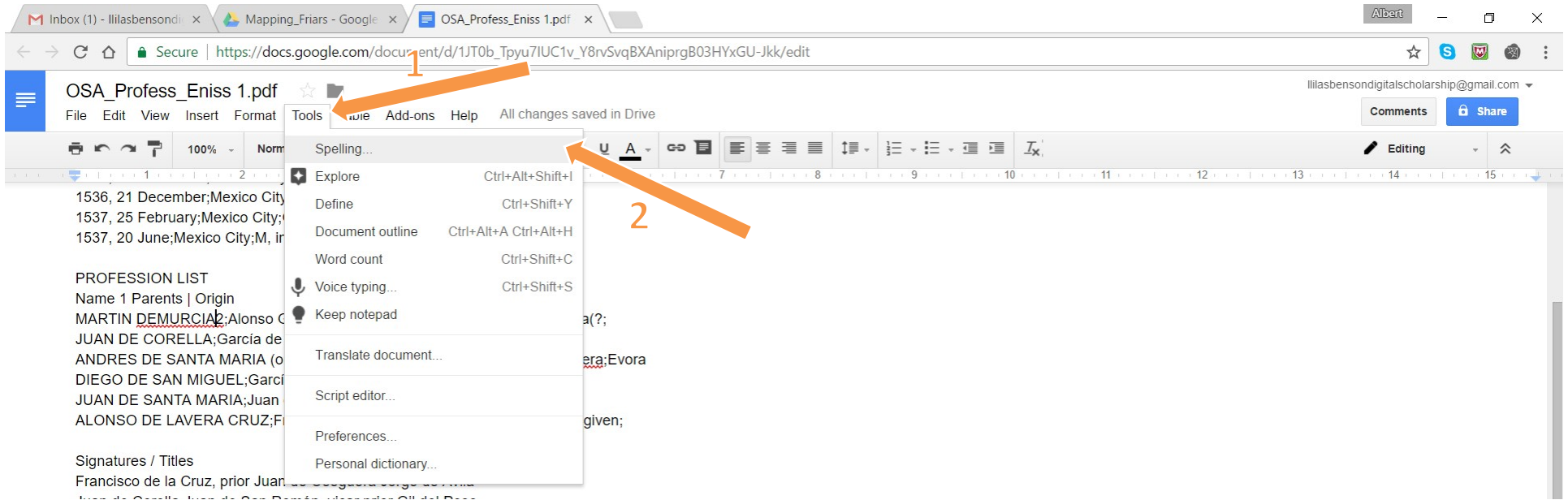
Signatures / Titles
Francisco de la Cruz, prior Juan de Oseguera Jorge de Avila
Juan de Corella Juan de San Román, vicar prior Gil del Peso
Jerónimo de San Esteban, prior Jorge de Avila Alonso de Santa María Nicolás de Agreda
Jerónimo de San Esteban, prior Juan de San Román
Jerónimo de San Esteban, prior Gregorio de San Agustín Juan de San Román
Alonso de la Vera Cruz Jerónimo de San Esteban, prior Gregorio de San Agustín Nicolás de Agreda

1 Religious professions in Mexico City took place at the principal house, which was the monastery of San Agustín. In the earliest years, however, monastery was usually called Holy Name of Jesus, the title subsequently given to the new province of Mexico.

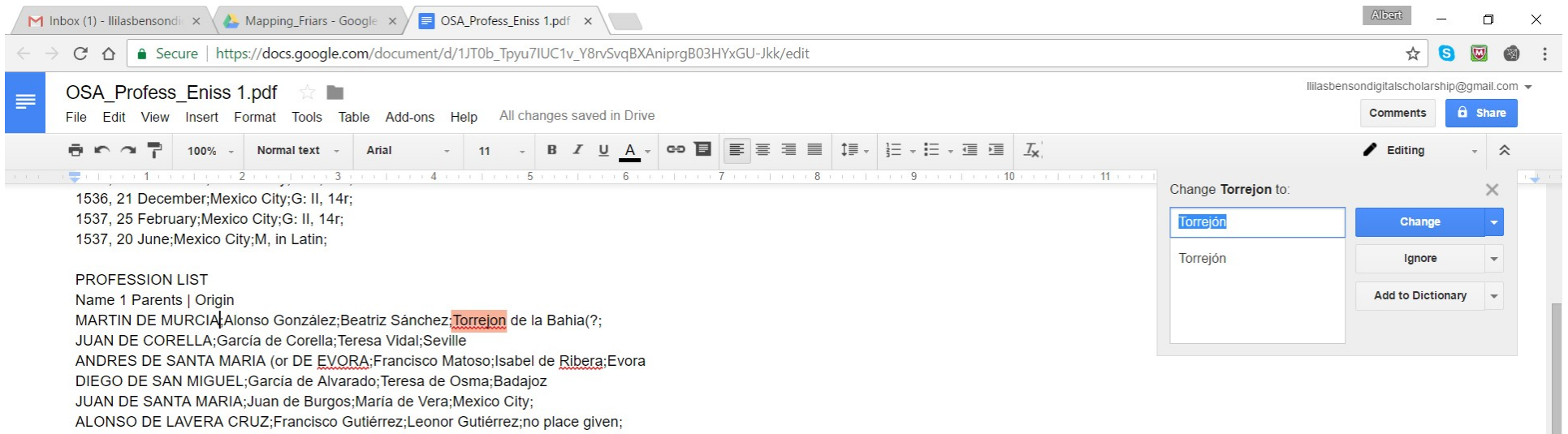
PROFESSION LIST		
Date and Place	Name / Parents / Origin	Signatures / Titles
14. 1539, 25 May Mexico City (M)	JUAN DE UTRERA Francisco Ximénez María de Veas Utrera (Seville)	Juan de Utrera Jorge de Avila, prior Nicolás de Tolentino
15. 1539, 15 June Mexico City (M)	BARTOLOME DE CORDOBA Bartolomé de Espejo Constanza López Seville	Bartolomé de Córdoba Jorge de Avila, prior Nicolás de Tolentino
16. 1539, 12 Sept. Mexico City (M)	ALONSO DE TOLENTINO ⁶ García de Alvarado Doña Elvira de Figueroa Badajoz	Alonso de Tolentino Jorge de Avila, prior Nicolás de Tolentino
17. 1540, 27 Jan. Mexico City (M)	MARCOS DE ALBUQUERQUE (or DE MEDELLIN) Francisco Rodríguez Leonor Baez Medellin (Badajoz)	Marcos de Medellín Jorge de Avila, prior Nicolás de Tolentino
18. 1540, 4 April Mexico City (M)	MIGUEL DE SAN AGUSTIN (or DE ALVARADO) ⁶ García de Alvarado Doña Elvira de Figueroa Badajoz	Miguel de San Agustín Jorge de Avila, prior Diego de Vertavillo
19. 1540, 7 Feb. Mexico City (M) ⁷	JORGE ANTON Jorge Alfonso Catalina Inés Pazo(?)	Jorge Antón Jorge de Avila, prior Diego de Vertavillo

⁶ He and Miguel de San Agustín, no. 18 below, are brothers.
⁶ See note 5 above. A later marginal notation adds that Miguel de San Agustín was Vicar General of this province around the year 1564.
⁷ For no apparent reason this profession is not in chronological sequence.

- Check spelling by selecting **Tools**, then **Spelling....**



- Google autodetects language in your document to help spellcheck.



- Insert semicolons between data values to signal table column changes.

Note: Do not enter spaces between data values and semicolons.

PROFESSION LIST

Name 1 Parents | Origin

MARTÍN DE MURCIA;Alonso González;Beatriz Sánchez;Torrejón de la Bahía(?);

JUAN DE CORELLA;García de Corella;Teresa Vidal;Seville

ANDRÉS DE SANTA MARIA (or DE ÉVORA);Francisco Matoso;Isabel de Rivera;Évora

DIEGO DE SAN MIGUEL;García de Alvarado;Teresa de Osma;Badajoz

JUAN DE SANTA MARIA;Juan de Burgos;María de Vera;Mexico City;

ALONSO DE LAVERA CRUZ;Francisco Gutiérrez;Leonor Gutiérrez;no place given;

- Use Google Docs' **Find and replace** functionality to automate these semicolon insertions. In this example, "prior" is commonly the last word in a data value.

The screenshot shows a Google Docs interface with a document titled "OSA_Profess_Eniss 1.pdf". The document content includes a "PROFESSION LIST" and a "Signatures / Titles" section. The "Find and replace" dialog box is open, showing the search term "prior's" and the replacement text "prior;". The dialog box also includes options for "Match case" and "Match using regular expressions", and buttons for "Replace", "Replace all", "Prev", and "Next".

1536, 21 December;Mexico City;G: II, 14r;
 1537, 25 February;Mexico City;G: II, 14r;
 1537, 20 June;Mexico City;M, in Latin;

PROFESSION LIST
 Name 1 Parents | Origin
 MARTÍN DE MURCIA;Alonso González;Beatriz Sánchez;Torrejón de la Bahía(?);
 JUAN DE CORELLA;García de Corella;Teresa Vidal;Seville
 ANDRÉS DE SANTA MARIA (or DE ÉVORA);Francisco Matoso;Isabel de Rivera;Évora
 DIEGO DE SAN MIGUEL;García de Alvarado;Teresa de Osma;Badajoz
 JUAN DE SANTA MARIA;Juan de Burgos;María de Vera;Mexico City;
 ALONSO DE LAVERA CRUZ;Francisco Gutiérrez;Leonor Gutiérrez;no place given;

Signatures / Titles
 Francisco de la Cruz, prior Juan de Oseguera Jorge de Avila
 Juan de Corella Juan de San Román, vicar prior Gil del Peso
 Jerónimo de San Esteban, prior Jorge de Avila Alonso de Santa María Nicolás de Agreda
 Jerónimo de San Esteban, prior Juan de San Román
 Jerónimo de San Esteban, prior Gregorio de San Agustín Juan de San Román
 Alonso de la Vera Cruz Jerónimo de San Esteban, prior Gregorio de San Agustín Nicolás de Agreda

- Delete the section titles (ex. “Date and Place”, “PROFESSION LIST Name 1 Parents | Origin”, and “Signatures / Titles”) to complete the data clean up.

Year;Date;Convent;Primary Source;Friar;Father;Mother;Parent's Place of Residence;Friar's Signature;Authority #1;Authority #2;Authority #3;Authority#4;_Image Link

1534, 16 September;Mexico City;G: I, 90r;
 1535, 7 September;Mexico City;G: I, 122r;
 1536, 30 November;Mexico City;G: II, 14r;
 1536, 21 December;Mexico City;G: II, 14r;
 1537, 25 February;Mexico City;G: I, 4r;
 1537, 20 June;Mexico City;M, 14r;

PROFESSION LIST
Name 1 Parents | Origin
 MARTÍN DE MURCIA;Alonso González;Beatriz Sánchez;Torrejón de la Bahía(?);
 JUAN DE CORELLA;García de Corella;Teresa Vidal;Seville
 ANDRÉS DE SANTA MARIA (or DE ÉVORA);Francisco Matoso;Isabel de Rivera;Évora
 DIEGO DE SAN MIGUEL;García de Alvarado;Teresa de Osma;Badajoz
 JUAN DE SANTA MARIA;Juan de Burgos;María de Vera;Mexico City;
 ALONSO DE LAVERA CRUZ;Francisco Gutiérrez;Leonor Gutiérrez;no place given;

Signatures / Titles
 Francisco de la Cruz, prior; Juan de Oseguera;Jorge de Avila
 Juan de Corella;Juan de San Román; vicar prior;Gil del Peso
 Jerónimo de San Esteban, prior;Jorge de Corella;Alonso de Santa María;Nicolás de Agreda
 Jerónimo de San Esteban, prior;Juan de San Román;
 Jerónimo de San Esteban, prior;Gregorio de San Agustín;Juan de San Román;
 Alonso de la Vera Cruz;Jerónimo de San Esteban, prior;Gregorio de San Agustín;Nicolás de Agreda

1 Religious professions in Mexico City took place at the principal house, which was the monastery of San Agustín. In the earliest years, however, this place was identified by the title Our Lady of Grace. From 1541 on the monastery was usually called Holy Name of Jesus, the title subsequently given to the new province of Mexico.
 2 Martín de Murcia was a lay brother. Since lay brothers as a rule did not know how to write, it was customary for them to ask someone else to sign in their place. Hence, in those instances where the name of the professed friar does not appear in the list of signatures, this is indicative that the friar in question was a lay brother.
 3 Alonso de la Vera Cruz was born in 1507 in a place called Caspuenas, in the Archdiocese of Toledo.

Transforming the Google Doc into a Google Sheet

- Click on **File**, hover over **New**, and select **Spreadsheet**.
- Google Spreadsheets will open in a new tab.

The screenshot shows a Google Docs document titled "OSA_Profess_Eniss 1.pdf" in a browser window. The "File" menu is open, and the "New" option is selected, which has opened a sub-menu. In this sub-menu, the "Spreadsheet" option is highlighted. Three orange arrows are overlaid on the image: one points to the "File" menu, another points to the "New" option, and a third points to the "Spreadsheet" option. The document content includes a list of names and a footnote. The browser tabs show "Inbox (1) - llliasbensond...", "Mapping_Friars - Google...", "OSA_Profess_Eniss 1.pdf", and "Untitled spreadsheet - G...".

OSA_Profess_Eniss 1.pdf

File Edit View Insert Format Tools Table Add-ons Help Last edit was 16 minutes ago

Share...

New

Open... Ctrl+O

Rename...

Make a copy... 2

Move to...

Move to trash

See revision history Ctrl+Alt+Shift+H

Language

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

Page setup...

Print Ctrl+P

Document

Spreadsheet 3

Presentation

Form

Drawing

From template...

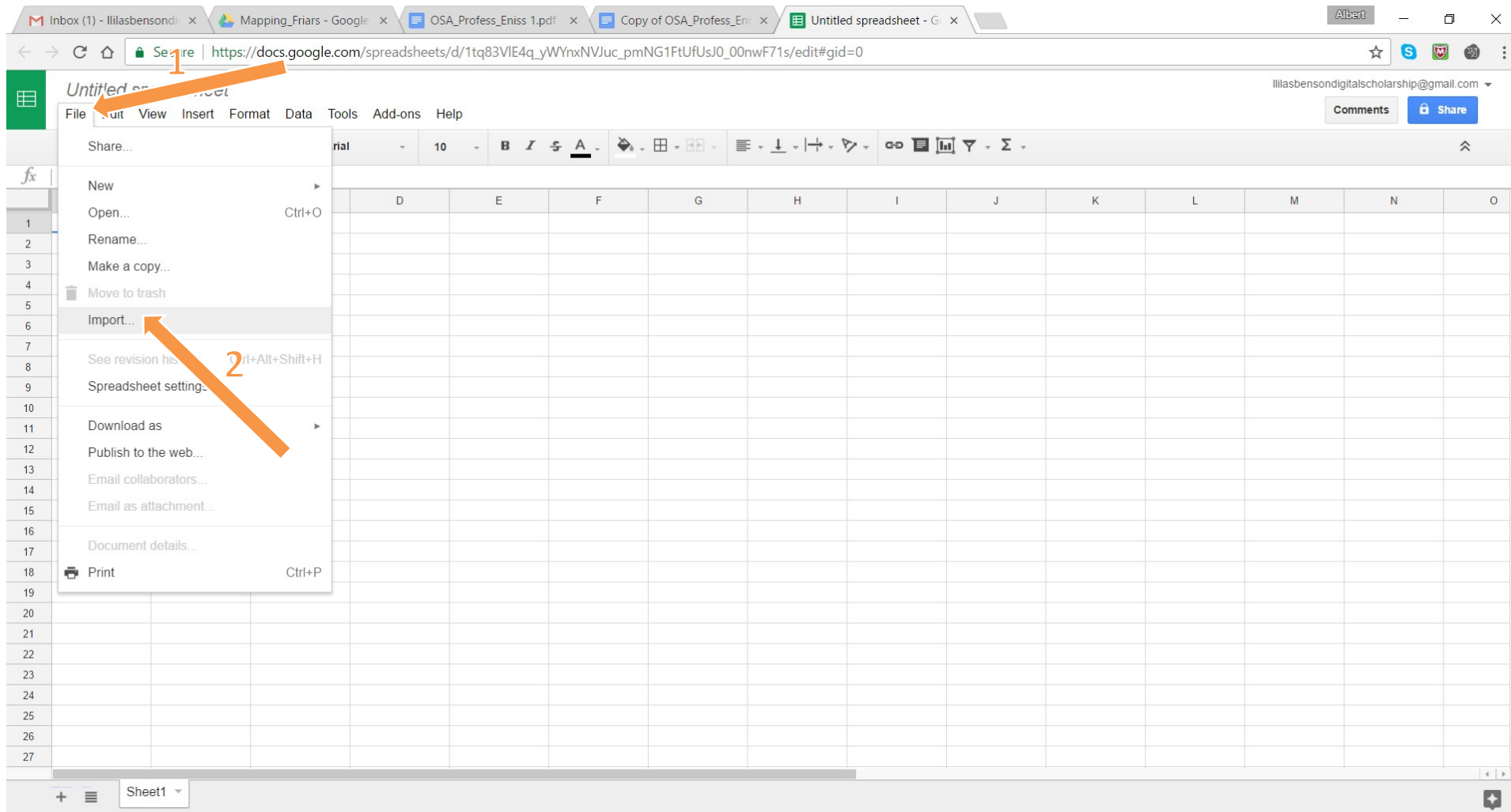
Beatriz Sánchez;Torrejón de la Bahía(?);
Teresa Vidal;Seville
ORA);Francisco Matoso;Isabel de Rivera;Évora
arado;Teresa de Osma;Badajoz
os;María de Vera;Mexico City;
Gutiérrez;Leonor Gutiérrez;no place given;
guera;Jorge de Avila
Juan de Corella;Juan de San Román, vicar prior;Gil del Peso
Jerónimo de San Esteban, prior;Jorge de Avila;Alonso de Santa María;Nicolás de Agreda
Jerónimo de San Esteban, prior;Juan de San Román;
Jerónimo de San Esteban, prior;Gregorio de San Agustín;Juan de San Román;
Alonso de la Vera Cruz;Jerónimo de San Esteban, prior;Gregorio de San Agustín;Nicolás de Agreda

1 Religious professions in Mexico City took place at the principal house, which was the monastery of San Agustin. In the earliest years, however, this place was identified by the title Our Lady of Grace. From 1541 on the

OSA_Profess_Eniss1....txt

Show all

- In Google Spreadsheets, click on **File**, then select **Import...**



- In the **Import file** window, search for and select the Google Doc with the data you just cleaned up. Click on **Select**.

The screenshot shows a Google Docs spreadsheet interface with an "Import file" dialog box open. The dialog box has tabs for "My Drive", "Shared with me", "Recent", and "Upload". Under "My Drive", there are several folders and a "Files" section. In the "Files" section, a document titled "OSA_Profess_Eniss..." is highlighted. An orange arrow labeled "1" points to this document. At the bottom of the dialog box, there are "Select" and "Cancel" buttons. An orange arrow labeled "2" points to the "Select" button. The background shows a spreadsheet with columns A and B, and rows 1 through 25. The browser address bar shows the URL: https://docs.google.com/spreadsheets/d/1UcdGadCSTjhP0ABs4AMTINRa9_P2J17IAPEbdg47bgQ/edit#gid=0.

- In the **Import file** window, select:
 - **Import action:** Replace spreadsheet
 - **Separator character:** Custom: [depending on which symbol you chose to separate your column values, enter a semicolon or |]
 - **Convert text to numbers and dates:** No
- Click on **Import**.

The screenshot shows a Google Sheets interface with an 'Import file' dialog box open. The dialog box is titled 'Import file' and contains the following options:

- Importing:** OSA_Profess_Eniss1.pdf.txt
- Import action:**
 - Create new spreadsheet
 - Insert new sheet(s)
 - Replace spreadsheet
 - Replace current sheet
 - Append rows to current sheet
 - Replace data starting at selected cell
- Separator character:**
 - Detect automatically
 - Tab
 - Comma
 - Custom: ;
- Convert text to numbers and dates:**
 - Yes
 - No
- Buttons:** Import (blue), Cancel (grey)

Four orange arrows point to the following elements in the dialog box:

- Arrow 1: Points to the 'Replace spreadsheet' radio button under 'Import action'.
- Arrow 2: Points to the 'Custom: ;' option under 'Separator character'.
- Arrow 3: Points to the 'No' radio button under 'Convert text to numbers and dates'.
- Arrow 4: Points to the 'Import' button.

- Select and move the sections of cell values so that it aligns with the corresponding column.
- Remember, the goal is to have all the data relating to a record (in this example, a friar's profession) in a single table row.
- For this example, we will delete the footnotes at the bottom of the spreadsheet.

The screenshot shows a Google Sheets spreadsheet on the left and a PDF document on the right. The spreadsheet is titled 'Untitled spreadsheet' and contains a table with the following data:

	C	D	E	F	G	H	I	J	K	L
1	Convent	Primary Source	Friar	Father	Mother	Parent's Place	Friar's Signature	Authority #1	Authority #2	Authority #3
2										
3										
4	Mexico City	G: I, 90r	MARTÍN DE MURCIA ¹	Alonso González	Beatriz Sánchez	Torrejón de la Bahía(?)				
5	Mexico City	G: I, 122r	JUAN DE CORELLA	García de Corella	Teresa Vidal	Seville				
6	Mexico City	G: II, 14r	ANDRÉS DE SANTA MARIA (or DE EVORA)	Francisco Matos	Isabel de Rivera	Évora				
7	Mexico City	G: II, 14r	DIEGO DE SAN MIGUEL	García de Alvarado	Teresa de Osma	Badajoz				
8	Mexico City	G: II, 14r	JUAN DE SANTA MARIA	Juan de Burgos	María de Vera	Mexico City				
9	Mexico City	M, in Latin	ALONSO DE LA VERA CRUZ	Francisco Gutiérrez	Leonor Gutiérrez	no place given				
10										
11							Francisco de la Cruz	Juan de Oseguela	Jorge de Avila	
12							Juan de Corella	Juan de San Román	Gil del Peso	
13							Jerónimo de San	Jorge de Avila	Alonso de Santa	Nicolás de Agreda
14							Jerónimo de San	Juan de San Román		
15							Jerónimo de San	Gregorio de San	Juan de San Román	
16							Alonso de la Vera	Jerónimo de San	Gregorio de San	Nicolás de Agreda
17										
18										
19										
20										
21										
22										
23										

The PDF document on the right is titled 'PROFESSION LIST' and contains a table with the following data:

Date and Place	Name / Parents / Origin	Signatures / Titles
1. 1534, 16 Sept. Mexico City ¹ (G: I, 90r)	MARTIN DE MURCIA ² Alonso González Beatriz Sánchez Torrejón de la Bahía(?)	Francisco de la Cruz, prior Juan de Oseguela Jorge de Avila
2. 1535, 7 Sept. Mexico City (G: I, 122r)	JUAN DE CORELLA García de Corella Teresa Vidal Seville	Juan de Corella Juan de San Román, vicar prior Gil del Peso
3. 1536, 30 Nov. Mexico City (G: II, 14r)	ANDRES DE SANTA MARIA (or DE EVORA) Francisco Matos Isabel de Rivera Evora	Jerónimo de San Esteban, prior Jorge de Avila Alonso de Santa Maria Nicolás de Agreda
4. 1536, 21 Dec. Mexico City (G: II, 14r)	DIEGO DE SAN MIGUEL García de Alvarado Teresa de Osma Badajoz	Jerónimo de San Esteban, prior Juan de San Román
5. 1537, 25 Feb. Mexico City (G: II, 14r)	JUAN DE SANTA MARIA Juan de Burgos María de Vera Mexico City	Jerónimo de San Esteban, prior Gregorio de San Agustín Juan de San Román
6. 1537, 20 June Mexico City (M, in Latin)	ALONSO DE LA VERA CRUZ Francisco Gutiérrez Leonor Gutiérrez (no place given) ³	Alonso de la Vera Cruz Jerónimo de San Esteban, prior Gregorio de San Agustín Nicolás de Agreda

Footnotes from the PDF:

¹ Religious professions in Mexico City took place at the principal house, which was the monastery of San Agustín. In the earliest years, however, this place was identified by the title Our Lady of Grace. From 1541 on the monastery was usually called Holy Name of Jesus, the title subsequently given to the new province of Mexico.

² Martin de Murcia was a lay brother. Since lay brothers as a rule did not know how to write, it was customary for them to ask someone else to sign in their place. Hence, in those instances where the name of the professed friar does not appear in the list of signatures, this is indicative that the friar in question was a lay brother.

³ Alonso de la Vera Cruz was born in 1507 in a place called Caspuenas, in the Archdiocese of Toledo.

Result

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Year	Date	Convent	Primary Source	Friar	Father	Mother	Parent's Place	Friar's Signature	Authority #1	Authority #2	Authority #3	Authority#
2	1534	16 September	Mexico City	G: I, 90r	MARTÍN DE MURCIA	Alonso González	Beatriz Sánchez	Torrejón de la Bahía(?)		Francisco de la Cruz	Juan de Oseguela	Jorge de Avila	
3	1535	7 September	Mexico City	G: I, 122r	JUAN DE CORELLA	García de Corella	Teresa Vidal	Seville	Juan de Corella	Juan de San Román	Gil del Peso		
4	1536	30 November	Mexico City	G: II, 14r	ANDRÉS DE SANTA MARIA (or DE EVORA)	Francisco Matos	Isabel de Rivera	Évora		Jerónimo de San Esteban	Jorge de Avila	Alonso de Santa Maria	
5	1536	21 December	Mexico City	G: II, 14r	DIEGO DE SAN MIGUEL	García de Alvarado	Teresa de Osma	Badajoz		Jerónimo de San Esteban	Juan de San Román		
6	1537	25 February	Mexico City	G: II, 14r	JUAN DE SANTA MARIA	Juan de Burgos	María de Vera	Mexico City		Jerónimo de San Esteban	Gregorio de San Agustín	Juan de San Román	
7	1537	20 June	Mexico City	M, in Latin	ALONSO DE LA VERA CRUZ	Francisco Gutiérrez	Leonor Gutiérrez	no place given	Alonso de la Vera Cruz	Jerónimo de San Esteban	Gregorio de San Agustín	Nicolás de Agreda	

- To separate out the year from the date, select/highlight the cells containing dates, click on **Data**, then click on **Split text to columns...**

The screenshot shows a Google Sheets interface with a spreadsheet containing columns for Year, Date, and various personal details. The 'Data' menu is open, and the 'Split text to columns...' option is highlighted. Three orange arrows indicate the steps: 1 points to the 'Data' menu, 2 points to the selected date cells in the 'Date' column, and 3 points to the 'Split text to columns...' option in the menu.

- Google Spreadsheets should detect the comma as the separating character and move the day and month over to the next column. If not, set **Separator to Comma**.

The screenshot shows the same Google Sheets interface, but now the 'Date' column has been split into 'Year' and 'Date' columns. The 'Date' column contains the day and month separated by a comma. A dropdown menu is open over the 'Date' column, showing the 'Separator' set to 'Comma'.

Year	Date	Convent	Primary Source	Friar	Father	Mother	Parent's Place of Birth	Friar's Signature	Authority #1	Authority #2	Authority #3	Authority #4	_Image Link
1534	16 September	Mexico City	G: I, 90r	MARTÍN DE MUI	Alonso González	Beatriz Sánchez	Torrejón de la Bahía(?)	Francisco de la (Juan de Oseguel	Jorge de Avila				
1535	7 September	Mexico City	G: I, 122r	JUAN DE CORE	García de Corell	Teresa Vidal	Seville	Juan de Corella	Juan de San Ror	Gil del Peso			
1536	30 November	Mexico City	G: II, 14r	ANDRÉS DE SA	Francisco Matos	Isabel de Rivera	Évora	Jerónimo de San Jorge de Avila	Alonso de Santa	Nicolás de Agreda			
1536	21 December	Mexico City	G: II, 14r	DIEGO DE SAN	García de Alvara	Teresa de Osma	Badajoz	Jerónimo de San Juan de San Román					
1537	25 February	Mexico City	G: II, 14r	JUAN DE SANT	Juan de Burgos	María de Vera	Mexico City	Jerónimo de San Gregorio de San	Juan de San Román				
1537	20 June	Mexico City	M, in Latin	ALONSO DE LA'	Francisco Gutiérrez	Leonor Gutiérrez	no place given	Alonso de la Ver	Jerónimo de San Gregorio de San	Nicolás de Agreda			

Adding GIS Coordinates to Map Records

- GIS coordinates (latitude and longitude values) of the places in your profession records/rows are needed to map the information.
- For this example, we will be mapping the “Parent’s Place of Origin” values.

The screenshot shows a Google Sheets spreadsheet with the following data:

Year	Date	Convent	Primary Source	Friar	Father	Mother	Parent's Place of Origin	Friar's Signature	Authority #1	Authority #2	Authority #3	Authority #4	_Image Link
1534	16 September	Mexico City	G: I, 90r	MARTÍN DE MU	Alonso González	Beatriz Sánchez	Torrejón de la Bahía(?)		Francisco de la C	Juan de Oseguel	Jorge de Avila		
1535	7 September	Mexico City	G: I, 122r	JUAN DE CORE	García de Corell	Teresa Vidal	Seville	Juan de Corella	Juan de San Ror	Gil del Peso			
1536	30 November	Mexico City	G: II, 14r	ANDRÉS DE SA	Francisco Matos	Isabel de Rivera	Évora		Jerónimo de San Jorge de Avila	Alonso de Santa	Nicolás de Agreda		
1536	21 December	Mexico City	G: II, 14r	DIEGO DE SAN	García de Alvara	Teresa de Osma	Badajoz		Jerónimo de San	Juan de San Román			
1537	25 February	Mexico City	G: II, 14r	JUAN DE SANT	Juan de Burgos	María de Vera	Mexico City		Jerónimo de San Gregorio de San	Juan de San Román			
1537	20 June	Mexico City	M, in Latin	ALONSO DE LA'	Francisco Gutiér	Leonor Gutiérrez	no place given	Alonso de la Ver	Jerónimo de San Gregorio de San	Nicolás de Agreda			

- Navigate to <https://mydasdata.larc.nasa.gov/latitudelongitude-finder/>
- Enter the place name you wish to find GIS coordinates for in the **Search** entry box. This will provide you the general coordinates for this city/town/neighborhood.

Activities Project Ideas Science Practices Radiation & Energy Weather and Climate More...

MY NASA DATA Explore NASA Data Lessons Data Tools MND Missions People

Badajoz, Spain Search

Latitude
38.879449

Longitude
-6.970654

Results from your location search:
38.879449, -6.970654

Latitude and Longitude of your current mouse position:
0,0

Map Satellite

38.879449, -6.970654

Content

- Using Mathematics and Computational Thinking
- Constructing Explanations and Designing Solutions
- Engaging Argument from Evidence
- Obtaining, Evaluating and Communicating Information
- Scientific Method
- Engineering Design
- Understanding Scientific Units
- The Metric System
- Data Volume Units
- Radiation & Energy
 - Electromagnetic Spectrum Diagram
 - Energy Budget Parameter

OSA_Profess_Eniss1....txt Show all

- If you wish to find the coordinates of a much more specific place, zoom in and move the map/satellite image under the coordinate information and click on the area you wish to get latitude and longitude values.

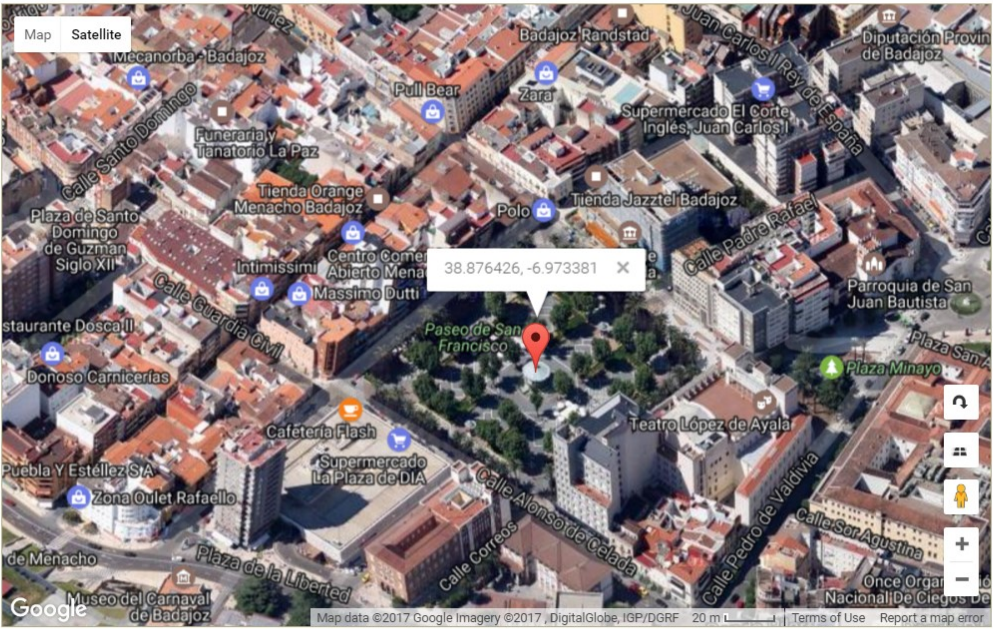
Inbox (1) - Illiasbensondi x My Drive - Google Drive x Mapping Friars - Google x OSA_Profess_Eniss 1.pdf x Mapping_Friars_subset1 x Latitude/Longitude Finder x Albert

https://mynasadata.larc.nasa.gov/latitudelongitude-finder/

Activities Project Ideas Science Practices Radiation & Energy Weather and Climate More...

MY NASA DATA Explore NASA Data Lessons Data Tools MND Missions People

Latitude and Longitude of your current mouse position:
38.876036, -6.971439



Map Satellite

Badajoz Randstad

38.876426, -6.973381

and Communicating Information

Scientific Method

Engineering Design

Understanding Scientific Units

The Metric System

Data Volume Units

Radiation & Energy

Electromagnetic Spectrum Diagram

Energy Budget Parameter Explanations

Radiation & Energy Transfer

Radiation Budget Parameters

The NASA Earth's Energy Budget Poster

Weather and Climate

Weather and Climate

OSA_Profess_Eniss1....txt ^ Show all x

- Create a **Latitude** and **Longitude** column in your Google Spreadsheet.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Convent	Primary Source	Friar	Father	Mother	Parent's Place or Friar's Signature	Authority #1	Authority #2	Authority #3	Authority #4	_Image Link	Latitude	Longitude		
2	Mexico City	G: I, 90r	MARTÍN DE MUI	Alonso González	Beatriz Sánchez	Torrejón de la Bahía(?)	Francisco de la (Juan de Oseguel	Jorge de Avila						
3	Mexico City	G: I, 122r	JUAN DE CORE	García de Corell	Teresa Vidal	Seville	Juan de Corella	Juan de San Ror	Gil del Peso						
4	Mexico City	G: II, 14r	ANDRÉS DE SA	Francisco Matos	Isabel de Rivera	Évora		Jerónimo de San Jorge	de Avila	Alonso de Santa	Nicolás de Agreda				
5	Mexico City	G: II, 14r	DIEGO DE SAN	García de Alvara	Teresa de Osma	Badajoz		Jerónimo de San Juan	de San Román			38.876426	-6.973381		
6	Mexico City	G: II, 14r	JUAN DE SANT	Juan de Burgos	María de Vera	Mexico City		Jerónimo de San Gregorio	de San Juan	de San Román					
7	Mexico City	M, in Latin	ALONSO DE LA	Francisco Gutiérrez	Leonor Gutiérrez	no place given	Alonso de la Ver	Jerónimo de San Gregorio	de San Nicolás	de Agreda					
8															

- Copy the latitude and longitude values from *MyNASAData+* and paste them into the corresponding row in your Google Spreadsheet.

accurate your results will be.
Address, City, Country or Location Name (i.e. Statue of Liberty)

Badajoz, Spain

Latitude
38.876379

Longitude
-6.973381

Analyzing and Interpreting Data Content
Using Mathematics and Computational Thinking
Constructing Explanations and Designing Solutions

- You can also find GIS coordinates using Google Maps. Search for the city/town/place.

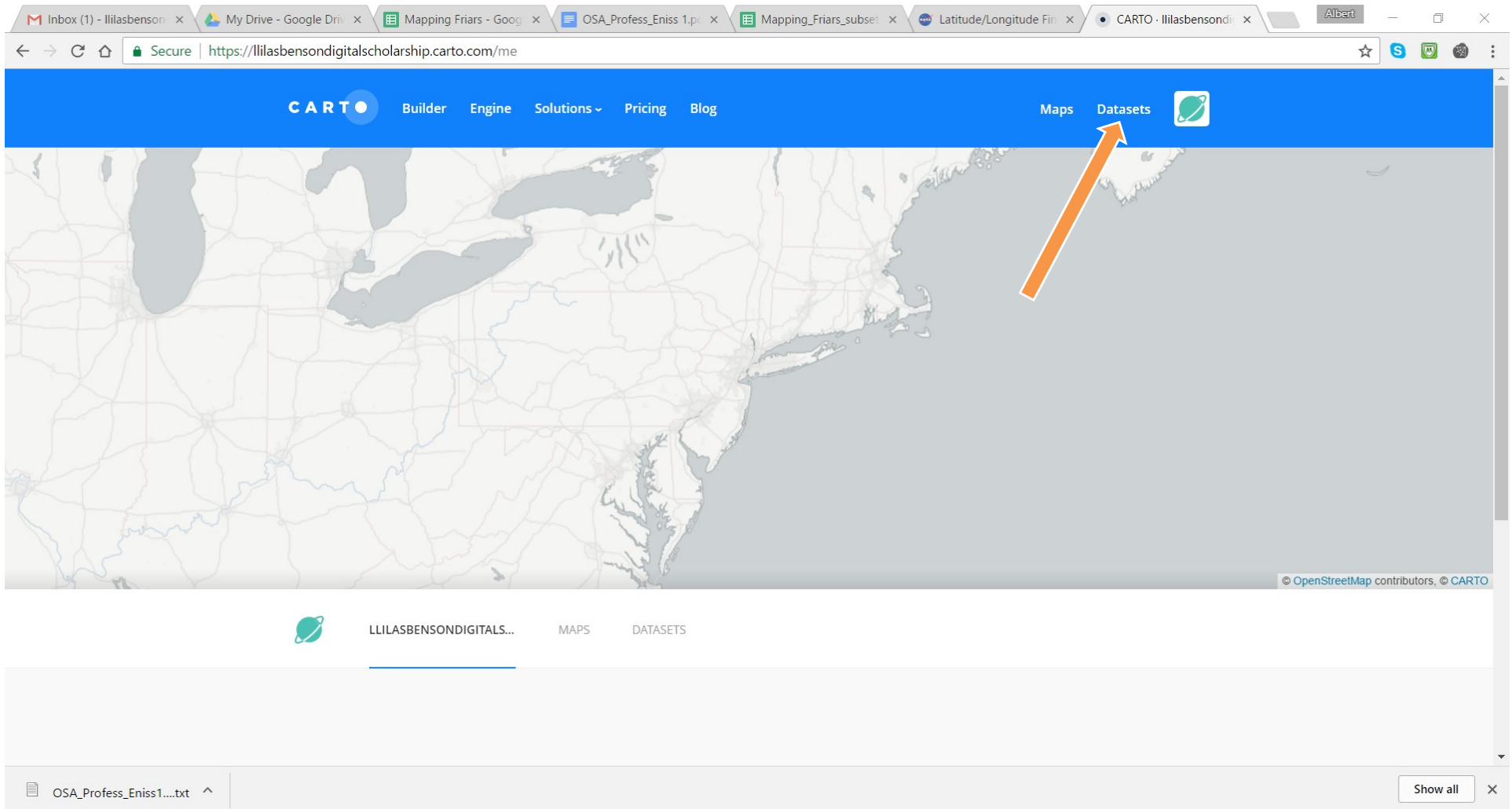
The screenshot shows a Google Maps interface with the search bar at the top left containing the text "Badajoz, Spain". An orange arrow points to this search bar. Below the search bar is a thumbnail image of a large, ornate building. The main map area displays a satellite-style view of Badajoz, Spain, with the Guadiana river flowing through it. Various roads and landmarks are labeled, including "Polígono Industrial el Nèvero", "Centro Comercial El Faro", "AQUA Badajoz", "Bótoa", "Las Vaguadas", "Cuartel de Sancha Brava", and "Urb. Las Rozas". The left sidebar contains a blue header with "Badajoz Spain" and "Directions". Below this is weather information: "Mostly Sunny · 69°F 11:55 AM". Further down are icons for "SAVE", "NEARBY", "SEND TO YOUR PHONE", and "SHARE". At the bottom of the sidebar, there are "Photos" and "Quick facts" sections. The "Quick facts" section states: "Badajoz is the capital of the Province of Badajoz in the autonomous community of Extremadura, Spain. It is situated close to the Portuguese border, on the left bank of the river Guadiana. The population in 2011 was 151,565. [Wikipedia](#)". Below this, it lists "Province: Province of Badajoz" and "Population: 150,517 (2014)". The bottom of the page shows a browser tab for "OSA_Profess_Eniss1....txt" and a "Show all" button.

- If you click on a specific place, latitude and longitude coordinates will appear at the bottom of the screen.

The screenshot displays a Google Maps interface for Badajoz, Spain. The browser's address bar shows the URL: <https://www.google.com/maps/place/Badajoz,+Spain/@38.8764245,-6.9736164,19.25z/data=!4m5!3m4!1s0xd16e43eac5f354d0:0x688c7e359714a4a9!8m2!3d38.8794495!4d-6.9706535>. The map shows a central green area with a location pin. An information popup is visible for 'Plaza San Francisco, 1' with the address '06002 Badajoz, Spain' and coordinates '[38.876477,-6.973371](#)'. An orange arrow points from the popup to the location on the map. The left sidebar contains a search bar with 'Badajoz, Spain', a weather widget for 'Badajoz, Spain' showing 'Mostly Sunny · 69°F' at '12:00 PM', and a 'Quick facts' section. The 'Quick facts' section states: 'Badajoz is the capital of the Province of Badajoz in the autonomous community of Extremadura, Spain. It is situated close to the Portuguese border, on the left bank of the river Guadiana. The population in 2011 was 151,565. [Wikipedia](#)'. Below this, it lists 'Province: Province of Badajoz' and 'Population: 150,517 (2014)'. The bottom of the screen shows a taskbar with an open file named 'OSA_Profess_Eniss1....txt' and a 'Show all' button.

Importing Data Set into Carto

- Log into [Carto](#). It is recommended that you login using your Gmail account so that Carto can directly access your Google Spreadsheet.
- On your dashboard, click on **Datasets**.



- Click on **New Dataset**.

The screenshot shows the CART Datasets library page. The navigation bar at the top includes the CART logo, the user's name 'lilasbensondigital...', and the 'Datasets' dropdown menu. The main navigation bar contains 'SEARCH', 'DATASETS', 'LIKED', and 'DATA LIBRARY' tabs, along with icons for a clock, a waveform, a heart, a folder, and a 'NEW DATASET' button. An orange arrow points to the 'NEW DATASET' button. Below the navigation bar, a message states: 'You have not connected any datasets yet. You can connect datasets or search in all our data library.' Below this message is a search bar and a list of datasets:

Dataset Name	Description	Rows	Size	Source	Category
Portland	Portland building footprints.	632.6K	217 MB	Portland Open Data	BUILDING FOOTPRINTS
US Census Tracts	US Census Tracts.	73.9K	645 MB	US Census	US CENSUS
Chicago	Chicago building footprints.	820.9K	242 MB	Chicago Open Data	BUILDING FOOTPRINTS
Storm events 2014	Storm event locations in the U.S. 2014.	53.0K	8 MB	NOAA's NCDC	PHYSICAL DATASETS

- Click on **Google Drive**.
- If you did not use Google Spreadsheet to create your dataset or you did not link up your Gmail account to Carto, click on **Browse** to upload your dataset.

The screenshot shows the Carto dashboard at the URL <https://lilasbensondigitalscholarship.carto.com/dashboard/datasets/library>. The main heading is "Connect dataset" with the subtext "Connect datasets from external services or upload your data files." Below this, there are navigation tabs: "SEARCH", "CONNECT DATASET" (active), "DATA LIBRARY", and "CREATE EMPTY DATASET". A row of service icons includes "Data file", "Google Drive" (highlighted with an orange arrow), "Dropbox", "Box", and "ArcGIS Server". Below the icons, the section "Upload a file or a URL" is visible, with instructions to "Paste a URL or select a file like CSV, XLS, ZIP, KML, GPX, see all formats." There is a "Drag & drop your file" area with a "BROWSE" button (highlighted with an orange arrow) and a "SUBMIT" button next to a URL input field containing "https://www.carto.com/data-library". At the bottom, there is a checkbox "Let CARTO automatically guess data types and content on import." which is checked, and a "CONNECT DATASET" button. The browser's address bar shows the current URL, and the taskbar at the bottom shows an open file named "OSA_Profess_Eniss1....txt".

- Click on **Connect**.
- Grant Carto permission to access your Google Drive files by clicking on **Allow**.

The image shows a browser window with the Carto dashboard and a Google permission dialog. The dashboard is titled "Connect dataset" and has a "CONNECT DATASET" button highlighted with an orange arrow labeled "1". The dialog is titled "Request for Permission - Google Chrome" and asks to "Connect your Google Drive data with CartoDB". It has "Deny" and "Allow" buttons, with the "Allow" button highlighted by an orange arrow labeled "2".

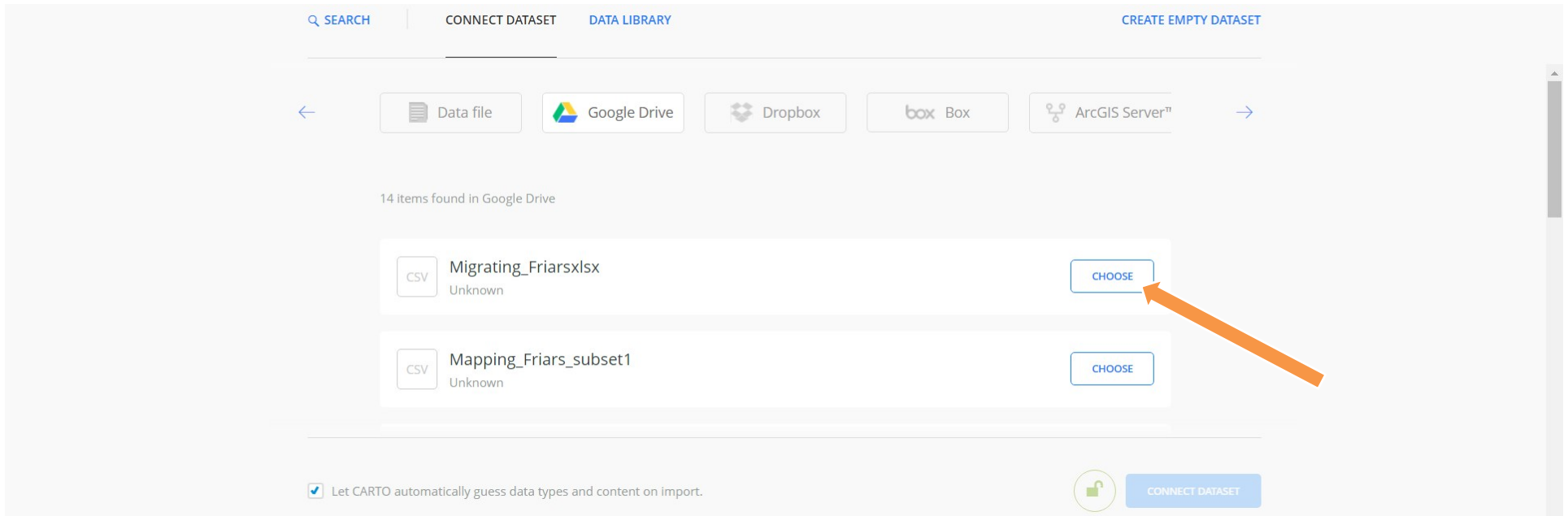
Carto Dashboard:

- URL: <https://liliasbensondigitalscholarship.carto.com/dashboard/datasets/library>
- Page Title: Connect dataset
- Sub-headers: SEARCH, CONNECT DATASET, DATA LIBRARY
- Options: Data file, Google Drive, Dropbox, box B
- Section: Connect with Google Drive (Google Spreadsheet, CSV supported.)
- Button: CONNECT (highlighted with orange arrow 1)
- Checkbox: Let CARTO automatically guess data types and content on import.
- Button: CONNECT DATASET

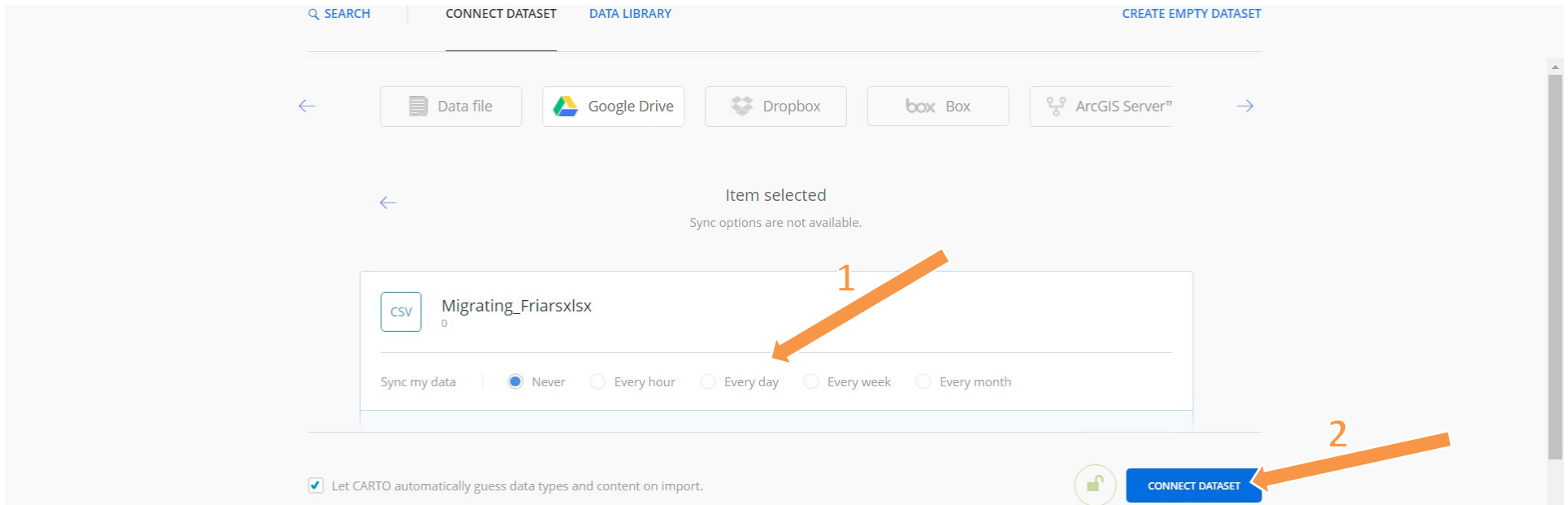
Google Permission Dialog:

- Page Title: Request for Permission - Google Chrome
- URL: https://accounts.google.com/o/oauth2/auth?access_type=offline&client_id=820734
- Header: Google, liliasbensondigitalscholarship@gmail.com
- Text: Connect your Google Drive data with CartoDB would like to:
- Option: View and manage the files in your Google Drive
- Text: By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.
- Buttons: Deny, Allow (highlighted with orange arrow 2)

- Carto will automatically identify file types it can import. Click on **Choose** to select the one you wish to import.



- Select how often you want Carto to update the dataset from Google Drive, then click on **Connect Dataset**.



- After Carto imports your dataset, click on **Create Map**.

The screenshot shows the Carto web interface for a dataset named 'migrating_friarsxlsx'. The dataset is public and was updated a few seconds ago. The table below contains 10 rows of data with columns for cartodb_id, the_geom, _image_link, authority_4, authority_3, authority_2, authority_1, friar_s_signature, and parent_s_p.

cartodb_id	the_geom	_image_link	authority_4	authority_3	authority_2	authority_1	friar_s_signature	parent_s_p
1	-3.475497, 40.456755			Jorge de Avila	Juan de Oseguera	Francisco de la Cruz, pr...	no signature	Torreon de
2	-5.984459, 37.389092				Gil del Peso	Juan de San Román, vic...	Juan de Corella	Seville
3	-7.913502, 38.571431		Nicolás de Agreda	Alonso de Santa María	Jorge de Avila	Jerónimo de San Esteba...	no signature	Evora
4	-6.970654, 38.879449				Juan de San Román	Jerónimo de San Esteba...	no signature	Badajoz
5	-2.934985, 43.263013					Agustín de Santa María,...	Nicolás de San Pedro	Bilbao
6	-99.133208, 19.432608			Juan de San Román	Gregorio de San Agustín	Jerónimo de San Esteba...	no signature	Mexico City
7	-42.1875, 30.463826			Nicolás de Agreda	Gregorio de San Agustín	Jerónimo de San Esteba...	Alonso de la Vera Cruz	no place giv
8	-42.1875, 31.463826			Gregorio de San Agustín	Nicolás de Agreda	Jerónimo de San Esteba...	Sebastián de Santa Mar...	no place giv
9	-2.934985, 43.263013			Alonso de la Vera Cruz	Nicolás de Agreda	Jerónimo de San Esteba...	no signature	Bilbao
10	-17.905781, 28.713383			Alonso de la Vera Cruz	Nicolás de Agreda	Jerónimo de San Esteba...	Luis de San Miguel	La P...

At the bottom right of the interface, there are two buttons: 'PREVIEW' and 'CREATE MAP'. An orange arrow points from the 'CREATE MAP' button towards the right side of the page.

Customizing Carto Map

- **Note:** The remainder of this guide will be using a full dataset derived from the Ennis publication. You can find this dataset [here](#).
- To change the style of the background map, click on **Positron: Basemap**.

The screenshot shows the CartoBuilder web interface. The browser address bar displays the URL: <https://liliasbensondigitalscholarship.carto.com/builder/180ba88a-1ea2-11e7-8783-0ecd1babd5/>. The map shows a world view with several orange data points clustered in North America, Europe, and the North Atlantic. The left sidebar contains a layer list with the following items:

- Positron Labels (Labels)
- migrating_friarsxlsx (0 ANALYSES 0 WIDGETS)
- migrating_friarsxlsx
- Positron Basemap

An orange arrow points from the 'Positron Basemap' layer in the list to the map area. At the bottom of the map, there are navigation controls (minus, 2, plus, search, help) and the 'CARTO' logo. A 'SHARE' button is visible at the bottom left of the interface.

- Here you can select the **Source** and **Style**.
- Click on the **←** to apply the style and return to the previous menu.

The screenshot shows the CARTO Builder interface. On the left, a blue sidebar contains navigation icons. The main panel is titled "Basemap" and shows "Positron by CARTO" as the selected basemap. Below this, there are two sections: "1 Source" and "2 Style".

The "1 Source" section is labeled "SELECT SOURCE" and shows three thumbnail options. An orange arrow labeled "1" points to the "Source" section. The "2 Style" section is labeled "SELECT STYLE" and shows a grid of ten style thumbnails. An orange arrow labeled "2" points to the "Style" section.

The main map area displays a world map with a grid. Several orange data points are scattered across the map, primarily in Europe, Africa, and Asia. At the bottom left of the map, there is a notification: "Basemap saved successfully." with a close button (X). At the bottom center of the map, there are navigation controls: a minus sign, a "2" (likely zoom level), a plus sign, a search icon, and a help icon.

- Click on the layer with the dataset you imported to start manipulating the data.

The screenshot displays the CARTO Builder interface in a web browser. The browser's address bar shows the URL: <https://liliasbensondigitalscholarship.carto.com/builder/a3f0f45a-1f82-11e7-8120-0e3ebc282e83>. The interface is titled "Untitled Map" and indicates it is "PUBLIC" and "Map not published yet".

On the left side, there is a vertical blue navigation bar with icons for home, edit, and layers. The "LAYERS" panel is active, showing a list of layers:

- migrating_friarsxlsx**: 0 ANALYSES 0 WIDGETS. This layer is highlighted with an orange arrow pointing to the eye icon, indicating it is the selected layer.
- migrating_friarsxlsx**: A sub-layer or widget associated with the first layer.
- CARTO World Antique Basemap**: The base map layer.

The main map area shows a world map with a grid. Orange dots representing data points are plotted on the map, primarily concentrated in Europe and the Mediterranean region, with a few scattered points in North America and the Middle East. At the bottom of the map, there are navigation controls including zoom in (+), zoom out (-), and a search icon.

- The layer opens with the **Style** tab selected.
- Under **Aggregation**, you can choose to aggregate the data points and how you would like the aggregations rendered.
- For this example, we will not aggregate the data so that each point on the map represents records with that specific GIS coordinate.
- To differentiate the points on the map with color, click on the color bar next to **Fill**.

Secure | <https://lilasbensondigitalscholarship.carto.com/builder/180ba88a-1ea2-11e7-8783-0ecd1babbde5/>

migrating_fria1...
migrating_friarsxlsx

DATA ANALYSIS **STYLE** POP-UP LEGEND

1 Aggregation
NONE

2 Style
CHANGE THE VISUALIZATION

FILL 7

STROKE 1

BLENDING none

LABELS

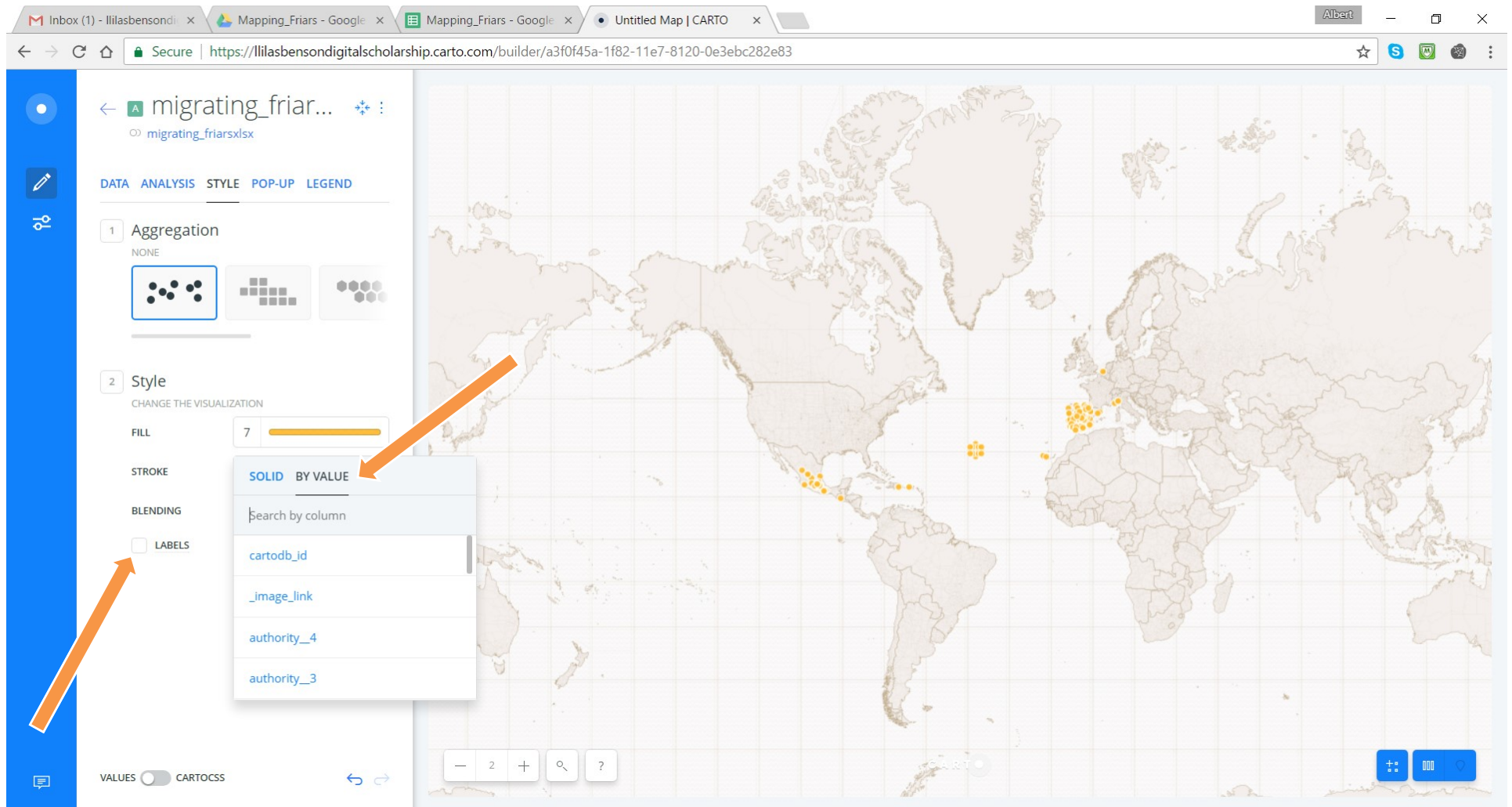
VALUES CARTOCS

Style this map!
Apply aggregation styling to maps and define options by geometry attributes or by a column value.

TAKE THE TOUR STYLE LAYER

Don't show me this again.

- If you click on **By Value**, you can differentiate the points with color based on the column values.
- For this example, we will select the “Convent” column. Once you select a column name, Carto will give you the option to change the colors for each unique data value under the “Convent” column.
- Once you have selected a column and applied your color scheme, click outside the menu box to apply it.
- You also have the option to add labels and customize them by checking the **Label** box.



- To enable the “pop-up” feature when a point is hovered over or clicked on by the user, click on the **Pop-Up** tab.
- Under the main tabs, you can select if you want a pop-up to come up when the user hovers over or clicks on the data point.
- Select the **Style** of the pop-up window and the **Window Size**.
- Select the data values you would like to show in the pop-up by checking the boxes under **Show Items**. You can rearrange the order of the displayed data by clicking and dragging the column names up or down. If you selected **Image** under **Style**, the “_image_link” column heading should come first. You can also edit the data descriptor in the entry text boxes next to each column name.
- We will modify how this information is displayed a bit more by switching from the **Values** to the **HTML** screen.
- **Note:** once you start modifying the HTML code, Carto will not allow you to modify the data values and their order in the **Values** view.

The screenshot shows the Carto Builder interface for a map layer named "migrating_friars". The interface is divided into several sections:

- Navigation:** A blue sidebar on the left contains icons for home, edit, and layers. The top navigation bar includes tabs for DATA, ANALYSIS, STYLE, POP-UP, and LEGEND. The POP-UP tab is currently selected.
- Pop-up Configuration:** Under the POP-UP tab, there are options for "CLICK" (IMAGE) and "HOVER" (NONE). The "Style" section shows a pop-up window style (IMAGE) and a "WINDOW SIZE" slider set to 280.
- Show Items:** A list of 8 selected items is shown, including "_image_link", "latitude", "authority_3", "authority_2", "friar", "authority_1", and "friar_1".
- VALUES/HTML Toggle:** At the bottom left, there is a toggle switch for "VALUES" and "HTML", with "HTML" currently selected.
- Map:** The main map area shows a world map with colored points representing friars. A pop-up window is displayed over a point in Europe, showing details for "Gonzalo de la Asunción (or Del Rincón)", including "PARENT_S_PLACE_OF_RESIDENCE: San Juan de Puerto Rico", "DATE: 5 August", "YEAR: 1553", and "MOTHER: Francisca de Peñalosa".

- First, we will bring the “Date” and “Year” data together to tidy up the information in the pop-up.
- Scroll down on the HTML code until you find the piece that brings up the “Date” and “Year” data. This is the relevant code for the “Date” field (apply the highlighted changes):

Before

```
<div class="CDB-infowindow-listItem CDB-infowindow-listItem--order3">
  <h5 class="CDB-infowindow-subtitle">date</h5>
  <h4 class="CDB-infowindow-title">{{date}}</h4>
</div>
```

After

```
<div class="CDB-infowindow-listItem CDB-infowindow-listItem--order3">
  <h5 class="CDB-infowindow-subtitle">date</h5>
  <h4 class="CDB-infowindow-title">{{date}} {{year}}</h4>
</div>
```

- Delete the code that brings up the “Year” and click on **Apply**.

The screenshot shows the CARTO Builder interface. On the left, the HTML code editor displays the following code:

```

19 <div class="CDB-infowindow-listItem CDB-infowindow-listItem--order2">
20   <h5 class="CDB-infowindow-subtitle">Parents' Place of Residence</h5>
21   <h4 class="CDB-infowindow-title">{{parent_s_place_of_residence}}</h4>
22 </div>
23 <div class="CDB-infowindow-listItem CDB-infowindow-listItem--order3">
24   <h5 class="CDB-infowindow-subtitle">date</h5>
25   <h4 class="CDB-infowindow-title">{{date}}</h4>
26 </div>
27 <div class="CDB-infowindow-listItem CDB-infowindow-listItem--order4">
28   <h5 class="CDB-infowindow-subtitle">year</h5>
29   <h4 class="CDB-infowindow-title">{{year}}</h4>
30 </div>
31 <div class="CDB-infowindow-listItem CDB-infowindow-listItem--order5">
32   <h5 class="CDB-infowindow-subtitle">mother</h5>
33   <h4 class="CDB-infowindow-title">{{mother}}</h4>
34 </div>
35 <div class="CDB-infowindow-listItem CDB-infowindow-listItem--order6">
36   <h5 class="CDB-infowindow-subtitle">father</h5>
37   <h4 class="CDB-infowindow-title">{{father}}</h4>
38 </div>

```

Annotations on the screenshot include:

- Arrow 1: Points to the 'date' field code in the HTML editor.
- Arrow 2 (Delete): Points to the 'year' field code in the HTML editor, which is enclosed in an orange box.
- Arrow 3: Points to the 'APPLY' button at the bottom of the interface.

The map shows a legend for 'migrating_friarsxlsx' with categories: MEXICO CITY (purple), PUEBLA (orange), OAXACA (green), MORELIA (blue), and GUADALAJARA (yellow). A pop-up window for 'San Juan de Puerto Rico' displays the following information:

- Parents' Place of Residence: San Juan de Puerto Rico
- Date: 5 August
- Year: 1553
- Mother: Francisca de Peñalosa

- To hyperlink the "Primary Source" data to a full image of the document (also being used as the pop-up header image), scroll down to the relevant code for the "Primary Source" data.

Before

```
<div class="CDB-infowindow-listItem CDB-infowindow-listItem--order7">
  <h5 class="CDB-infowindow-subtitle">primary source</h5>
  <h4 class="CDB-infowindow-title">{{primary_source}}</h4>
</div>
```

After

```
<div class="CDB-infowindow-listItem CDB-infowindow-listItem--order7">
  <h5 class="CDB-infowindow-subtitle">primary source</h5>
  <h4 class="CDB-infowindow-title"><a href="{{_image_link}}"
  target="_blank">{{primary_source}}</a></h4>
</div>
```

- To change the name of the layer (which is reflected on the Legend), click on the vertical ellipsis icon next to the name and select **Rename**.
- Enter the name in the entry field that comes up and hit the **Enter** key.

The screenshot displays the CARTO mapping interface. On the left, a blue sidebar contains navigation and editing tools. The main map area shows a world map with data points. A legend for the layer 'migrating_friarsxlsx' is visible, listing locations: MEXICO CITY, PUEBLA, OAXACA, MORELIA, and GUADALAJARA. A pop-up window for 'Gonzalo de la Asunción (or Del Rincón)' provides details: DATE (5 August 1553), MOTHER (Francisca de Peñalosa), FATHER (Gonzalo del Rincón), and PRIMARY SOURCE (M). An orange arrow labeled '1' points to the vertical ellipsis icon next to the layer name 'migrating_friar...'. Another orange arrow labeled '2' points to the 'Rename' option in the context menu that appears.

Publishing the Map

- Click on the icon below the pencil icon to the far left.
- To name your map, click on the vertical ellipsis icon next to “Untitled Map” and select **Rename**. Enter the name in the entry field that comes up and hit the **Enter** key.
- Select the **Map Options** you would like for your audience.
- Click on **Share**.

The screenshot shows the CARTO web interface for an 'Untitled Map'. The map displays the 'Origins of Augustinian Friars' with colored dots in Mexico and Europe. A legend lists: MEXICO CITY (purple), PUEBLA (orange), OAXACA (green), MORELIA (blue), and GUADALAJARA (light green). A pop-up for 'Gonzalo de la Asunción (or Del Rincón)' shows a handwritten document image and details: DATE: 5 August 1553, MOTHER: Francisca de Peñalosa, FATHER: Gonzalo del Rincón, PRIMARY SOURCE: M.

Numbered callouts indicate the following steps:

- 1: A vertical ellipsis menu icon next to the map title.
- 2: A share icon in the left-hand navigation bar.
- 3: The 'Map Options' panel on the left, which includes checkboxes for SEARCH BOX, ZOOM CONTROLS, CARTO LOGO, LEGENDS, LAYER SELECTOR, SHOW TOOLBAR, and SCROLL WHEEL ZOOM.
- 4: A blue 'SHARE' button at the bottom left of the map area.

- Click on **Publish**, and share the link Carto provide

Origins of 16th-Century Augustinian Friars

PUBLIC PUBLISH never published.

1

Get the link
Send to your friends, coworkers, or post it in your social networks.

Embed it
Insert your map into your blog, website, or simple application.
[Get a simple URL.](#)

From the

Get the link
Send to your friends, coworkers, or post it in your social networks.

2

<https://lilasbensondigitalscholarship.carto.com/builder/a3f0f45a-1f82-11e7-8120-0e3ebc282e83> COPY

Embed it
Insert your map into your blog, website, or simple application.
[Get a simple URL.](#)

<iframe width="100%" height="520" frameborder="0" src="http... COPY

Interested in sharing within your organization?
[Contact us](#) to try one of our Enterprise plans

DONE