Cemetery Mapping/Record
Keeping with Excel

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- I sat on the Des Moines, Citizen Cemetery Advisory Committee
- Past 2\textsuperscript{nd} VP of Iowa Genealogical Society
- Volunteer of the Year for Warren County Historical Society
- Teach Internet Genealogy
- Teach Photo Restoration with Microsoft Paint
- Rebuilt Elm Grove Cemetery for the city of Des Moines, finding 150 extra bodies
- Sexton of Avon Cemetery Des Moines, Iowa
- Mapped Allen Township Cemetery, Carlisle, Iowa
Why Mapping with Excel?

- Much less expensive than a true cemetery software program.
- More people are already familiar with it.
- Easily passed on to others.
- Old

![Old Map]

![New Map]
Your Map

- You first need to understand your map.
  - Grave size
  - Lot size
  - Space between Rows
  - Space between Graves
  - Space between Lots
  - Roads, Trees, Fences, etc.
Building New Map
• Click in the top left corner where the two headers converge. This will highlight the entire grid box.

• Between Column A and B there is a dividing line, click and hold left mouse button, drag line to the left until the gridlines make squares instead of rectangles. Set both columns and rows to 17 pixel.

• Depending upon your needs, this will be your scale. If you are using a newer Excel, 6 inch scale is good, if not use a 1 foot per square.

• With a newer Excel, 2007 or newer, you can go 8,192 feet wide and millions of feet deep with a 6 inch box.

• Next you need to pick a corner to work with. I have found that if you use the orientation as you walk in the cemetery. The back left corner of the cemetery will be the top left corner of the spreadsheet grid.

• Leave the top row and the left column blank, this will give you a border for your cemetery.
Building a Grave
• You will begin in box B2. If you wish to add a header, we can do that later. You first have to determine the width of your grave, or the length if your graves will lay from left to right. We will assume your graves go from top to bottom. If your grave is 4 feet wide, you will highlight 8 cells, click on B2 and drag to I2 then let go.

• Right click inside the highlighted cells, and click on merge cells or left click on format cell.

• Next click on the alignment tab, find the merge cells and left click. You have just merged the cells for 4 feet wide by 6 inches long.
Format Cell

- So, let’s move on to formatting it in other ways.
- Right click inside the cell again. We will go through the tabs just for a reminder of what they can do for you. We will stop along the way and change a few things.
- The number tab will allow you to format the cell for things such as general numbers, decimal spaces, currency, accounting, dates, text, and more. This is an easy way to make things flow and look clean.
- The next tab is Alignment. This allows you to manipulate the position and rotation of text with in the cell, this is most effective for merged cells.
General format cells have no specific number format.
Format Cell

- Since we are on this tab, let’s change a little on the cell we just created. We will change the horizontal position to center and the vertical position to center. In the orientation box on the right, we can either grab the red dot and move it from the 3 o’clock position to the 12 o’clock position or we can type in 90. If you did want to go the other direction, you can move to the 6 o’clock position or type in -90. This will also allow you to wrap text if you need to wrap it within the cell or you can shrink text to fit within the cell in a single line.
Format Cell

- The next tab will be the font specifics. You can change the style, the size, the effects and more.
- The 4th tab is one in which you can highlight the edges of your cells, you can pick bold or light, solid, dashed or others.
This is a TrueType font. The same font will be used on both your printer and your screen.
The 5th tab is fill, this is where you will have to color your graves after they have been filled or purchased or any other color coding you have decided.

The last tab is protection, this will allow you to protect your cell so you do not accidentally delete some of your work. We will do more with this later.
Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Changes group, Protect Sheet button).
Build Cemetery

• Either right click on the merged cells, your grave, and left click copy Or left click on cell then CTRL C
  • These are the common ways to copy
• Next we will position in correct cell and paste next grave
  • Right click on cell and paste or CTRL V
    – Continue this, Pasting, leaving green space between graves if required
    – Also create empty graves
Build Cemetery

• Besides graves
  • What more is there that you can create?
    – Create paths
    – Alleys
    – Roads
    – Groves or trees or even just a tree
      » Remember, merges are even, but you can merge groups next to each other

• While building these, think of a color code for all your objects.
Beyond Mapping

• Other ideas
  – Interred Record
    • Any information you want
      – Name, birth, death, burial, age, father, mother, lot
        » Any information you collect now, you can put it on there
  – Document
    • Deed
      – Purchase agreement