1. Check your table contents in Excel first. You will need to have two separate columns with latitude and longitude coordinates (sometimes written as X and Y coordinates). If you do not have these, you cannot turn your table into points! If feasible, you can look up locations using Google maps, right click on the location to see the latitude and longitude coordinates, and then copy these into your Excel file.

2. In Excel, make sure your table is formatted correctly. The first line should contain column names with NO spaces or special characters (underscores _ are fine) and should have roughly 15 characters or fewer (see example below). Make sure there are no empty rows at the beginning, and no randomly filled cells.

| NAME	ST_	ST_NAME	TOWN	TYPE	DESCRIP	CAPACITY	LOC_SRC	X_COORD	Y_COORD
JOSIAH BARTLETT ELEMENTARY SCHOOL	0	MAIN STR	BARTLETT	ELEMENTARY SCH		332	NH DEPT.	1085870.5	575217.3125
A. CROSBY KENNETT SR. HIGH SCHOOL	0	MAIN STR	CONWAY	HIGH SCHOOL		940	NH DEPT.	1126646.75	539614.75
A. CROSBY KENNETT JR. HIGH SCHOOL	176	MAIN STR	CONWAY	MIDDLE SCHOOL		396	NH DEPT.	1126736.125	539734.0625
CONWAY ELEMENTARY SCHOOL	160	MAIN STR	CONWAY	ELEMENTARY SCH		297	NH DEPT.	1127080.25	539906.125
PITTSBURG SCHOOL	12	SCHOOL S	PITTSBUR(	HIGH SCHOOL		76	NH DEPT.	1055646.125	930394.1875
PITTSBURG SCHOOL	12	SCHOOL S	PITTSBUR(	ELEMENTARY SCH		96	NH DEPT.	1055717.75	930575.375
PITTSBURG TOWN OFFICES	1526	MAIN STR	PITTSBUR(	MUNICIPAL OFFIC	TOWN HA	0	NCC MUN	1054241.625	930614.0625

3. Within Excel, go to File -> Save As -> Change file type to "CSV (Comma Delimited)". Make sure it is definitely this option and not any of the other CSV choices. If your Excel table has multiple sheets, this will only save the active sheet at the time. You will need to save multiple times into new files if wanting to use multiple sheets.

4. In ArcGIS Pro, click on the Add Data button in the upper ribbon
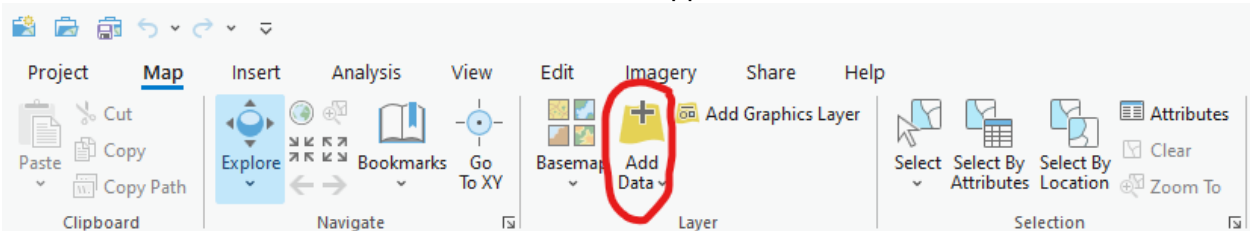
5. Navigate through your files to where you saved the CSV. It should add to the very bottom of your Contents pane, under the title 'Standalone Tables'.

6. Right-click the name of the CSV and select Display XY Data (or, depending on the software version, Create Points from Table -> XY Table to Point).

7. Set the input table as your CSV and click on the yellow folder icon next to Output Feature Class to save the output dataset somewhere where you will find it again with a reasonable name (no spaces or special characters, apart from underscores!).
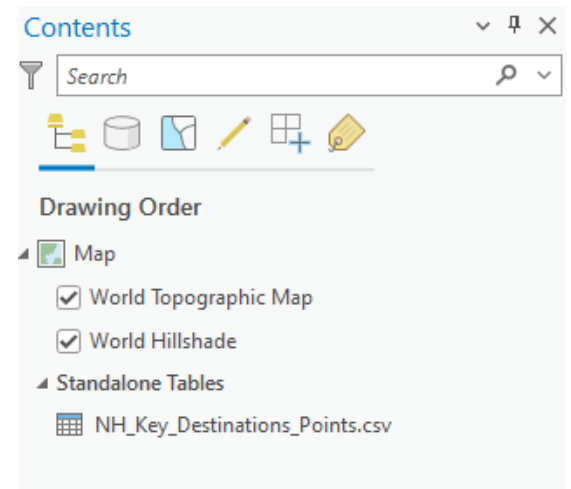
8. Set the X field to the column name with your longitude coordinates and the Y field to the column name with your latitude coordinates. Make sure the Coordinate System is set to GCS_WGS_1984 (if your points are in latitude and longitude- if they are in a different coordinate system like northing or easting, click on the gray globe and navigate to that system's name):
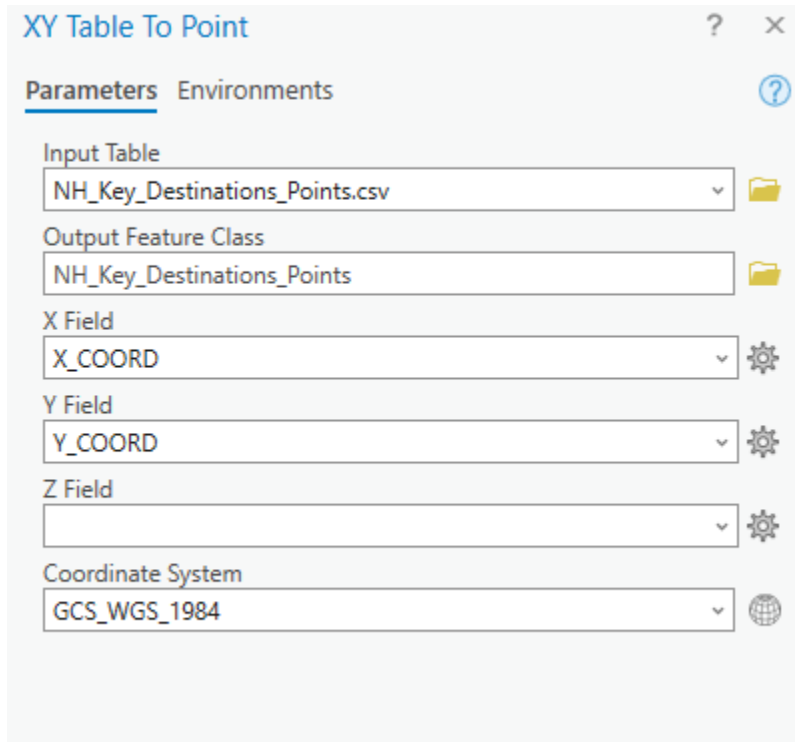
9. Click OK to run the tool. The new points layer should be added to your project.