Submitting your records in digital format

Most volunteers have submitted their data on the recording forms we provided at the beginning of the season *and that is fine*. However, a few people have been more ambitious and have entered their data onto their computers. We are happy to accept your data in this form, however it is important that you follow the recommended format otherwise you could be making more work rather than saving us time! We would also like to have a photocopy your field sheets for the archive. Linda will be loading the data into Recorder so it needs to be compatible for importing into that program and must also have all the relevant fields.

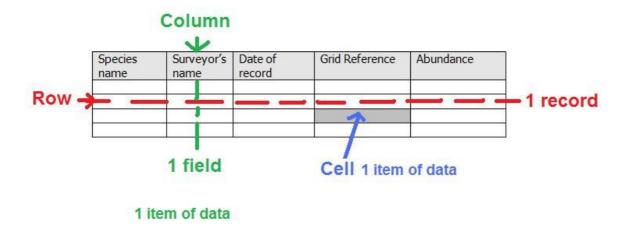
Data can be imported into Recorder in about 10 different formats so it is fairly flexible. Excel is the best programme to use if you are a Microsoft user. A 'rich text format' or 'text' file (file extension .rtf or .txt) with the columns delimited with tabs and each individual record separated with a line end character would be fine. You can also use Word but it is best not to use a Word table, much better to set up columns using Tabs. Another if a database file with the extension .dbf. If in doubt please ask Philippa.

Every record must have all its relevant data entered, which means a lot of repetition but avoids errors.

The order of the columns/fields is not essential and there is no problem if you insert additional columns/fields because Recorder can be told to ignore those when it is importing. The first row can have the headings for each field or column.

However, it **IS** essential that:

- ✓ each row contains only one individual record
- ✓ each column contains only one field, i.e. relates to one heading and
- ✓ each cell only contains one element of data.



The minimum requirement to load into Recorder are the following five fields:

- Species taxonomic name
- Surveyor's name
- · Date of record

- Grid reference
- Abundance

Optional additional fields that Recorder allows (to be automatically loaded) are:

- Surveyor's Ref
- Location name
- o Comments

Details as follows:

- **Species taxonomic name**: This must be correctly spelt! Avoid 'typos' but note Recorder does check the names are accurate before it loads them.
- **Your name:** This could be in the form 'B.D. & E.F. Greenwood' but two different surnames are impossible to load automatically so the second name would have to be added later by hand).
- **Date of record:** following the format day/month/year, '01/09/2009' or '22-Apr-05' or can be just month plus year 'Mar 09'. The month can be abbreviated to 3 letters.
- **Grid reference**: following the format, for example, 'SC456789', 'NX28' or 'SC2690583961'
- **Abundance:** generally for the tetrads use 'Present'. If for some records you have recorded abundance, you can use a number (nothing else).
- Surveyor's Ref: You may have used your own site number or code... this could go in here, it will not matter if some fields are filled in with a surveyor's ref and others are blank.
- Location name: The locality, we were not asked to record a name, but again you
 may have done, if so you can enter it here. It will not matter if some fields are filled
 in with a location name and others are blank.
- Comments: free text, any comment you have made about the individual record.

Although not required by Recorder, it will be useful if you add the following field:

Tetrad number and/or name: This is important to include if you have more than one tetrad in your list and is a useful double check against the grid reference.

Photographic Record

If you are taking many photographs, please include a list. This can be hand written or in a spreadsheet similar to the one described above, but it should be in the following format:

Your photo id no.	Date	Grid reference	Plant name (if known)	Habitat (optional)	Comments (optional)	Site name (optional)