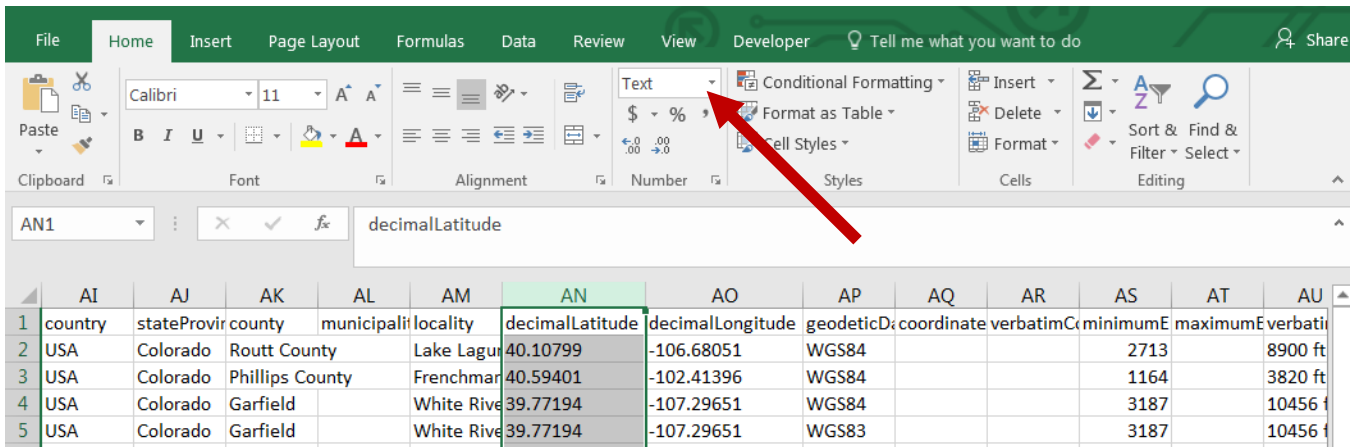


# KHD Creating and Printing Specimen Labels

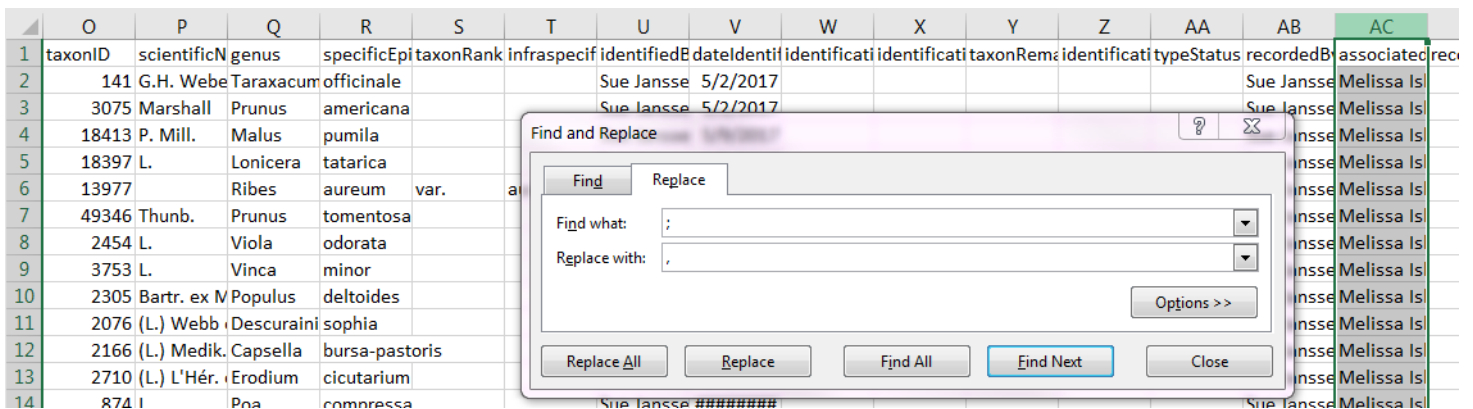
## Step 0: [Download the Data](#)

## Step 1: Check the Data

- Open the .csv data file containing the applicable data
- Check the following columns:
  - If they are **not** blank, consult with the Head Curator about how to include the information on the label
    - identificationReferences
    - identificationRemarks
    - taxonRemarks
    - identificationQualifier
    - typeStatus
- Look at the values under “ScientificNameAuthorship.” If there are any glaring typos (such as special characters, like a percent sign) it is likely because the name had an accent or umlaut on SEINet. Refer to the record on SEINet to correct the name
- Select the column “decimalLatitude” and change the formatting to *Text*. (On the *Home* tab select *Text* from the dropdown within the *Number* section.) Do the same for the column “decimalLongitude.”



- Select the column “associatedCollectors.” Do a “Find and Replace” to change all semicolons to commas. Do the same for the column “identifiedBy”.



- Sort the entire spreadsheet by Collector Number (smallest to largest)
- Save & close the data spreadsheet

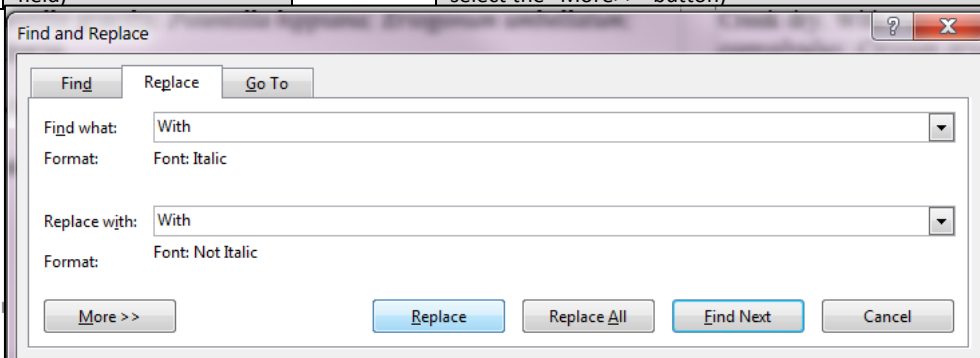
## Step 2: Create and Format the Label

- Open “[TEMPLATE Labels.docx](#)” in [Q:\Research\All\\_Herbaria\KHD\LABELS&TEMPLATE](#)  
Select "Yes" for "Opening this document will run the following SQL command..."
- Once the template is open save the document in the appropriate subfolder within [Q:\Research\All\\_Herbaria\KHD\LABELS&TEMPLATE](#) as **CollectorFirstInitialLastName\_YYYY\_ProjectName\_MailMerge**. The first three elements of the file name should match the data filename. The year should be the year the collections occurred.
- Go the Mailings tab.
  - Select “Select Recipients” then “Use an Existing List”
  - When the file explorer opens, find and select the data
  - Select "OK" under "Confirm Data Source". *Depending on the version word you’re using, you may just have to select the data file and press “Open.” If your data opens, you may not need the next step.*
  - If the data document is a .csv, it will prompt the user to "Select text separator". Select "Comma". It may ask you this twice, and select "Comma" both times
- Tip: View how the data looks in the final form by clicking “Preview Results” under the Mailings Tab.
- **If the template layout needs to be modified to accommodate additional details (such as fields listed in Check Data section), consult with the Research Coordinator or Head Curator. This is when any changes would be made.**
- **If the collecting event is associated with a specific project, or if it is uncertain if there is an associated project, consult with the Head Curator on how to include this information**
- Add numerical values to frequency field
- If the layout doesn’t need to be modified, select “Finish & Merge” then “Edit Individual Documents.”
  - Select “All” when the dialog box asks about “Merge Records”
- Save this new document, in the same folder at the other documents, as **CollectorFirstInitialLastName\_YYYY\_ProjectName\_Labels**. The first three elements of the file name should match the data filename. The year should be the year the collections occurred.

## Step 3: Identify and Correct Errors

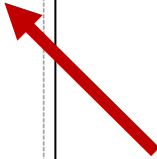
- Conduct a “Find and Replace” within the entire document
- Consult the table to search for and replace errors that commonly occur

Common Errors and their Corrections			
Find what	Find what (explained)	Replace with	Replace with (explained)
..	<b>two periods</b>	.	<b>one period</b> *you may want to do this one twice, once at the start of the editing process and once at the end, just in case
	<b>two spaces</b>		<b>one space</b> *you may want to do this one twice, once at the start of the editing process and once at the end, just in case
..	<b>period-space-period</b>	.	<b>period-space</b>
Det:	<b>unbolded “Det:”</b>	<b>Det:</b>	<b>bolded “Det:”</b> (ctrl + b while selecting the “Det:” in the Replace With box or selecting the “More>>” button)
<i>With</i>	<b>italicized “With”</b> (starts the associated species field)	With	<b>unitalicized “With”</b> (make sure it’s capitalized) (in the Find field, hit Ctrl + I; in the Replace field hit Ctrl + I <i>twice</i> or select the “More>>” button)



- Be sure to check that the negative sign, “-”, before the GPS coordinate isn’t on a different line from the coordinate. If it is, manually put an “enter” before the negative sign to ensure it’s on the same line as the coordinate.

<b>COLORADO, USA</b>	
Apiaceae	
<i>Ligusticum porteri</i> Coult. & Rose	
<b>GARFIELD:</b> White River National Forest, Deep Lake Campground, Forest Road 6003G, E of Deep Lake, approx. 16 air miles N or Glenwood Springs.; 39.77194 -107.29651. 39.77194, -107.29651, WGS83. Ca. 3187m elevation. Spruce/fir subalpine forest. <i>With Picea engelmannii; Ribes; Potentilla; grasses.</i>	
Scattered. Robust perennial with white flowers.	
<b>2015 July 2</b>	<b>Janet L. Wingate, 10410B</b>
	John F. Gay
Kathryn Kalmbach Herbarium ( <u>KHD</u> ), Denver Botanic Gardens	



- Double check that **scientific names are italicized**. Sometimes, a species name will be included in a field that isn’t automatically italicized in the mail merge—scan the labels carefully.
- Double check with the collector if their **GPS points are for an area or are exact for each plant**, same for **elevation**. The template currently has the GPS coordinates and elevation formatted with a preceding “Ca.” meaning the plants were collected close to that GPS point, and close to that elevation. (E.g. one GPS point and one elevation measurement is taken for a whole area, such as a large field.) If that is not the case, you’ll need to remove the Ca. preceding the GPS point and/or elevation.
- **Scan all the labels**. As mistakes are found, it’s best to do a Find & Replace (if possible) every time in case the same mistake is repeated throughout.
- Fix “**1 row per page**” issue
  - If some or all the labels are large, it may be the case that some pages only have 1 row. To save time and paper, this should be adjusted.
  - Click the **Show/Hide ¶** button on the Home tab
  - This will reveal where there are Section Breaks
  - Delete the section breaks below rows when there is only 1/page
- Save the document to keep all corrections and changes

#### Step 4: Print Labels

- **If this is your first time making cultivated or wild-collected labels, email them to the Head Curator for review before printing.**
- Make sure to print single-sided.
- Labels are printed on Acid-Free paper. Ask the Research Coordinator if you need assistance.