



Submitting records to the county recorder

Below are detailed instructions for submitting records. If anyone has any technical problems with MapMate or spreadsheets please let me know at an early stage, so that I can try and help to resolve them. I shall probably have not thought of all potential problems, so if in doubt please ask.

Recorders can be divided into 3 groups:

A. Those with MapMate – please follow the instructions below – note they are slightly different from previous instructions when Roy was recorder.

B. Those with a computer without MapMate – please submit records on a spreadsheet. Please follow the instructions below concerning construction of spreadsheets. NB We have created a standard spreadsheet that you can use, so that you don't have to create your own if you do not wish to. Please email barry.henwood@btinternet.com for a copy.

C. Those with no computer – you will have to submit paper records.

A. Those with MapMate

Only if the instructions below are followed will the file be able to be imported into MapMate without significant editing. (If you are not a current subscriber to MapMate such that you cannot download patch 398, you will have to produce the report from MapMate in a different way, export to a spreadsheet and manipulate it to conform with the requirements as detailed in **B** below.)

1. If you are running an up-to-date copy of MapMate with all patches and software upgrades applied, then you will have implemented patch 398, covered by MapMate Newsletter 75 in June 2009. If you have not applied this patch you will need to do so to continue with this process. I recommend downloading all MapMate patches
2. Open MapMate and click the 'Analysis' toolbar button.
3. Double-click to open the 'User Queries' section
4. Double-click on the 'Export my records for a <vice county> in <year>' query.
5. Click the little grey button marked '...' in the top right corner of the Chose a Vice-County window
6. Tick boxes for both South Devon (VC3) and North Devon (VC4) and click OK
7. Enter a year e.g. 2012
8. Click the 'Select All' button from the toolbar above the display of your records. This is shown as a triangle and a tick.
9. Click the 'Copy' button
10. Open a blank spreadsheet, right click in the first cell and then select paste

11. You will need to make the columns appropriate widths which will also enable the date to become visible. To do this rest the cursor in the line separating 2 columns at the very top, above the first row of the text – the cursor will then change to 2 arrows pointing in opposite directions – double click here and the column width will adjust automatically.
12. Save your file in a suitable folder, giving it a suitable name.
13. e-mail the file to barry.henwood@btinternet.com
14. Barry will then examine the file, make any amendments that may be necessary and then save it as a tab text file ready for import into the county database on MapMate.

B. Spreadsheet format for submitting records

I need records submitted on a spreadsheet to be able to import them into the Devon County database on MapMate. If you have Microsoft Office you will have the Excel spreadsheet programme. If you do not have a spreadsheet programme you can obtain one by downloading Open Office free. It can be downloaded from <http://www.openoffice.org/download/>

Remember – we have created a standard Excel spreadsheet for you to use if you wish. Email barry.henwood@btinternet.com for a copy.

Creating a spreadsheet for MapMate import (the Devon database is in MapMate)

THERE MUST ONLY BE ONE RECORD PER ROW.

The words and numbers highlighted in red below indicate exactly what to enter, but obviously they do not need to be in red.

Need column headings in order:

Taxon (scientific name) If you find it easier to use the common name then that is fine for the macro-moths – I can easily translate them automatically via a smart spreadsheet. HOWEVER THE SPELLING OF COMMON NAMES MUST BE PRECISE FOR THE TRANSLATION TO WORK AND THE SPELLING OF SCIENTIFIC NAMES MUST BE PRECISE FOR MAPMATE IMPORT WITHOUT ME HAVING TO CORRECT THEM.

Site up to 64 characters

Gridref The Ordnance Survey map grid reference for the site where you made your records. Ideally at least a 1km grid square reference should be given (i.e. two letters followed by four digits). These are the small squares marked on all 1:50,000 or 1:25,000 OS maps. Ideally you should give a 100m grid reference (i.e. two letters followed by six digits) as this gives much better precision.

VC enter 3 or 4 as appropriate, if you don't know enter 0 and MapMate will work it out.

Recorder the person who saw the moth

Determiner the person who identified the moth, usually you but it may be someone else

Date must be in the form of dd/mm/yyyy

Quantity (a number if you have one otherwise type **present** (if you want to say a few, several, abundant etc then enter **present** in quantity and those other descriptions in the comment column).

Method You can enter what you like e.g. mv light, actinic light, field observation. It is possible to enter not recorded, but some reference to use of light or field observation is preferable.

Sex e.g. **male**, **female**, **pair**. If you don't know enter **u**

Stage - e.g. **egg**, **larval**, **larval feeding signs**, **pupal**, **cocoon**, **adult**, **dead**. You can enter **not recorded** but this would be unusual

Status - usually type **not recorded**

Comment – If you want to enter a comment you can write what you like

Please note that every cell must have an entry in it except the comment column where blanks are fine.

How to use a spreadsheet (Excel and Open Office – but other spreadsheets are likely to be similar)

These instructions are meant for anyone who has never used a spreadsheet to construct one from scratch. Those of you who have used spreadsheets may not be familiar with all that is described below. Those of you who are exporting data from a database onto a spreadsheet may need to manipulate it as described below.

- Open spreadsheet, save it by clicking on the save icon or via file-save, giving it a suitably descriptive file name and saving it in a suitable folder. Make that entire row bold by right clicking on the number on the far left of the row to highlight the row and then click on the **B** on the toolbar. Remember to save at regular intervals while working on the spreadsheet.
- Start entering the data. The width of each column can be adjusted to fit the longest entry in any cell in that column – to do this move the cursor so that it rests exactly on the division line between 2 of the cells on the very top line (the line above the first row you have typed), the cursor should change to a black line with an arrows pointing in both directions, when you see this double left click and the column width adjusts.
- Often the Site, Recorder, Determiner, Gridref will be the same for many if not all the rows in a column. There are 2 ways to deal with this: a) (Excel only **not Open Office**) left click the first cell, while holding down shift key left click on last cell, type what you want e.g. Barnstaple then while holding down the Ctrl key press the return key – all those cells will now be filled. b) Type what you want in 1 cell, move the cursor to the bottom right hand corner of that cell and when the cursor changes to a thin cross hold the left mouse button down and drag it down to cover all the cells you want filled, release the mouse button and all the cells will be filled. **Beware** doing this latter process with cells containing numbers is fraught with hazards – the spreadsheet may increase the numbers so e.g. quantity, grid ref, vice county and date will become wrong. This problem can be overcome by entering the **same** number or **same** date in 2 successive cells in a column – highlight both by left clicking the first then while holding the shift key down left click the second – you can

then drag as described above from the bottom right hand corner of the lower cell and the numbers will not get changed. **However**, be very careful if you are doing this and check the numbers are not getting changed. **Please note that this does not work for dates in the dd/mm/yyyy format in Open Office but it does work for dd mm yyyy format which is acceptable to MapMate import.**

- To move columns Excel (**Open Office is different see below**): right clicking on the letter at the top of each column highlights the entire column and gives a drop down menu – select cut, then right click on the letter at the top of the column to the left of which you want the cut cells to be inserted, select insert cut cells from drop down menu – **do not** select paste as this will overwrite the highlighted column. **To move columns Open Office: right click on the letter at the top of the column to the left of which you want to insert a column and select insert column, then right click on the letter at the top of the column you want to move, this highlights the entire column select cut, then right click at the top of the inserted column highlighting it and select paste.**
- If you make a mistake at any stage (since you last clicked save) and want to undo what you have just done click on the undo icon on the toolbar.
- You should now have enough instruction to produce the spreadsheet required by me for import into the county database on MapMate. You may wish to enter extra columns for your own benefit e.g. a code number such as the Bradley checklist number. That is fine, I can simply delete it before import. **Importantly please remember the spelling of common and scientific names must be accurate.**
- Save the spreadsheet as you close it and create a backup on an external medium e.g. memory stick or external hard drive.

Extra spreadsheet features

Having constructed your spreadsheet there are some other features which you may find useful for your own use.

- You can sort the spreadsheet by any of the columns and even by a hierarchy of columns. You **must have the entire spreadsheet highlighted** to do this otherwise you risk part of the spreadsheet being sorted not others resulting in the data being jumbled up and useless. To highlight the entire spreadsheet left click on the small square at the far top left hand corner of the spreadsheet (above the first number of the numbers in the column and to the left of the first letter in the row) – the entire spreadsheet will then turn blue. Now on the toolbar click on data then sort, choose the column or columns for sorting, click ok and it is done. You can thus have all the records for a site, or all the records for a date or a species etc.
- To find a particular site or species on the spreadsheet use the edit – find option from the toolbar. You either need the whole or none of the spreadsheet

highlighted. If you have part of the spreadsheet highlighted it will only search in that area.

- Edit-find then selecting find and replace can be useful if for example you find you have made a spelling mistake then you can find and replace all occurrences easily. You do need to be a bit careful that those sequence of letters are not found within any other name.
- There are plenty more features of spreadsheets you can learn about – try the help screen. I hope I have covered enough points, but if you have problems just ask.

C. Those without a computer

You will have to send paper records. Please provide enough information to allow me to enter records directly onto MapMate or for an assistant county recorder to create a spreadsheet with the columns as shown in **B** above.

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