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.

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

<mark>WHICHEVER GROUP YOU BELONG TO THE TEXT RELATING TO ENTRIES, HIGHLIGHTED WITH YELLOW BELOW IS RELEVANT AND IMPORTANT</mark>

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 barryhenwood@gmail.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/

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

There are two ways of doing this:
B1 (preferable) using the Devon Moth Lookup Table.
B2 constructing your own.

B1 Devon Moth Lookup Table
This can be downloaded from the Devon Moth Group website under the recording moths tab. It has a user guide tab where instructions for use can be found. Data is entered via the Lookup tab. This generates the spreadsheet needed, it ensures you get the spelling of the taxon name correct and provides you with other useful information. Once you have finished entering the records you could e-mail the whole lookup table to me or you could go to the MapMate tab where you will see exactly what I actually need. To send just this you need to copy it by left clicking in cell A2 then hold the shift key down and left click in the cell in column M corresponding to the last record. You can now copy this and paste it into a blank spreadsheet – but when pasting you need to PASTE VALUES not just paste.

B2 constructing your own spreadsheet
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.

ENTRIES. Need column headings in order:

Taxon using the nomenclature of *A Checklist of the Lepidoptera of the British Isles* 2013 Agassiz, D.J.L., Beavan, S.D. & Heckford, R.J. Only enter if you are certain of the identification – IF IN DOUBT LEAVE IT OUT. Scientific name – do not use trinomials ie subspecies. 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 the Lookup Table. 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. Use only scientific or common name in each cell, not both, but you do not have to be consistent which you use throughout the column. Avoid full stops and trailing spaces after names other than a full stop after agg if recording an aggregate.

Site up to 64 characters, avoid precise addresses. If the site name includes a smaller area within a larger area, name the larger area first e.g. Newton Abbot, South Road. Avoid precise addresses such as including house numbers or names.

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 – eastings then northings). 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. Global Positioning System devices (GPS) enable eight figure grid reference ie 10M square. There is no point in quoting a ten figure grid reference as that refers to a 1M square which is beyond the accuracy of your device. Estimating a grid reference from a map on the coast can cause problems if your estimate turns out to be just out at sea. The automated record cleaning system rejects it and mapping would put a dot out at sea. So, on the coast please use an online resource such as gridrefencefinder.com

VC enter 3 or 4 as appropriate, if you don't know http://herbariaunited.org/gridrefVC/ will work it out for you from the grid reference

Recorder the person who saw the moth. Please use the format Barry Henwood or B.P.Henwood, not surname first

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 For a trap run overnight use the date it was turned on. You can use a date range e.g. dd/mm/yyyy to dd/mm/yyyy but a date range is very much more preferable. Ensure your spreadsheet is set up in English United Kingdom format not English United States – otherwise you may think you are entering 2nd June but the computer will store it as 6 February and will never be persuaded otherwise. In excel CTRL 1 choose date and look at the box locale (location): make sure it is set up for English United Kingdom

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. It is possible to enter + after a number e.g. 10+

Method You can enter what you like e.g. mv light, actinic light, type of trap can be added, field observation., daytime observation, beating tray, indoors, pheromone lure, sweeping. 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. If you want to record e.g. 2 male, 3 female enter u and the precise details in comments

Stage - e.g. egg; egg-batch; egg, dead; larval; larval feeding signs; larval spinning; larval tube; case; larval tube; larval web; larval, dead; gall; mine; mine (vacated); pupal; pupal, dead; pupal exuviae; cocoon; emergence hole; adult; dead. You can enter not recorded but this would be unusual. When recording mines it is tempting to enter just that. However this is not very useful with regard to the phenology. If it is known that live larvae are present then "Larval" should be entered and if pupae are present enter "Pupal" or "Cocoon". If contents of the mine are unknown just enter "Mine". Details of the mine can then be given in comments – see below in that section

Status - usually type not recorded

Comment – If you want to enter a comment you can write what you like. It is useful for verification purposes to state if a photograph of the specimen/s concerned have

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 cells 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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