

Using the Plant Specimen Labels Form in Microsoft Word

You can use the herbarium's preformatted plant specimen labels to create label for your collections. This form is recommended as it can be done on any computer with Microsoft Word and a printer. When you first open the file "Plant Specimen Labels.doc" it will consist of 5 pages of 4 label blocks each for a total of 20 blocks. A properly labeled specimen requires that all of the fields in the form be filled out. The gray shaded areas of figure 2 illustrate which text components you can edit.

FLORA OF WISCONSIN
COUNTY NAME COUNTY
Family
<i>Specimen name and authority</i>
Habitat information
Location info; Town, Range, Section
Collector DD MMM YYYY
ROBERT W. FRECKMANN HERBARIUM (UWSP) University of Wisconsin-Stevens Point

Figure 1. Correct format for label block.

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Figure 2. Editable text components of label block.

Open the file and begin entering your information into the label blocks. You can cut and paste information from any field to any other, but unfortunately you cannot copy whole labels.

If you choose to print only a few labels, be sure to select only those pages you have the labels printed on. Also, if you are printing on campus or with a duplex printer: in the printer properties button on the Print dialog box, select print on one side (or uncheck print on both sides).

Please print out the first copy of your labels and any standard sheet of printing paper. I will review and return them to you. When I return them I will let you know if I want you to print out your labels on archival quality rag stock. This saves us money as cotton blend paper is costly.

When you save be sure to choose Save As and rename the file. This way, if something happens and labels become misaligned or corrupt you always have the original and can start again. The form will (soon) be available online at <http://wisplants.uwsp.edu> or by email from me at ejudziew@uwsp.edu.

REMEMBER:

All specimens must have either Lat/Long, UTM's, OR town-range-section information and distance from a populated area or mapped place... except if you collect in an urban area next to a house, in which case an exact street address and city is sufficient.

HAPPY COLLECTING !