

[Lowe, Phillip D.](#) [1], [Carter, J. Richard](#) [1].

Two Birds with One Stone: Using Excel and Mail Merge to Create Herbarium Specimen Labels in Word and Populate a Specify Database.

We describe a method that uses Microsoft Excel to pivot between Microsoft Word and Specify 6. Field data are digitized from the field notebook into a formatted Excel document, then the Mail Merge feature of Word is used to format the digitized field data to produce customized herbarium specimen labels. Once the labels are generated, the specimens mounted, and their barcode labels attached, the barcode catalog numbers are scanned into the designated field in the Excel spreadsheet, providing the unique identifier required by the Specify database for each record. Subsequently, the data in the Excel spreadsheet are uploaded to the database through the Specify 6 Workbench. This system is flexible, efficient, and easy to use. It allows for customized formatting of herbarium specimen labels and eliminates keystroking of data into the database.

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