

Two Birds with One Stone: Using Microsoft Excel[®] and Mail Merge[®] to Create Specimen Labels in Word[®] and Populate a Specify Database

The 75th Annual Meeting of the Association of Southeastern
Biologists, Spartanburg, South Carolina
April 2–5, 2014

Phillip Lowe and Richard Carter
Herbarium (VSC)
Biology Department
Valdosta State University
Valdosta, Georgia



Label Merge

- Label Merge enables pivoting between Specify 6 and Word[®], from collection data in an Excel[®] spreadsheet.

Excel spreadsheet with
specimen label data

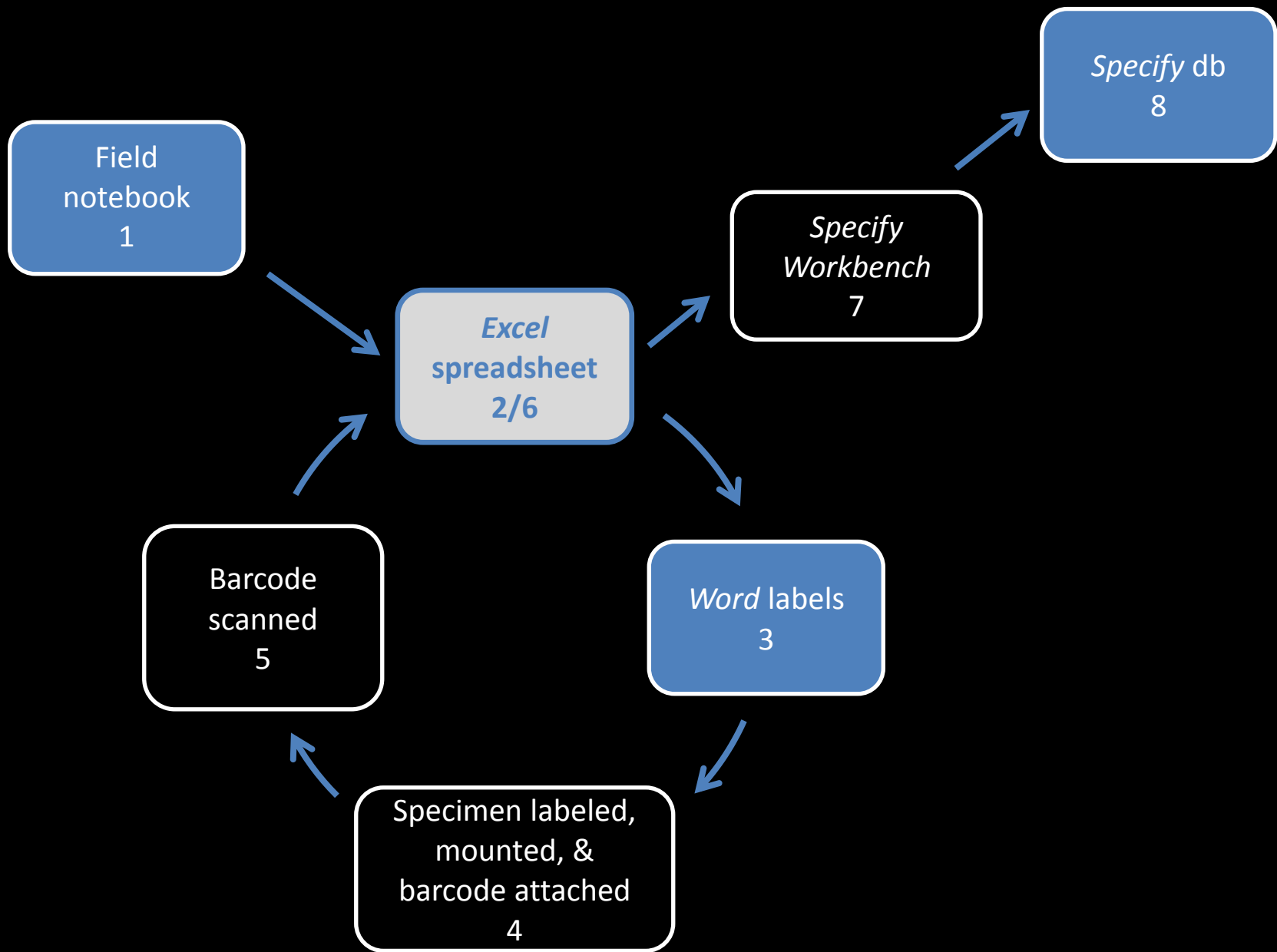


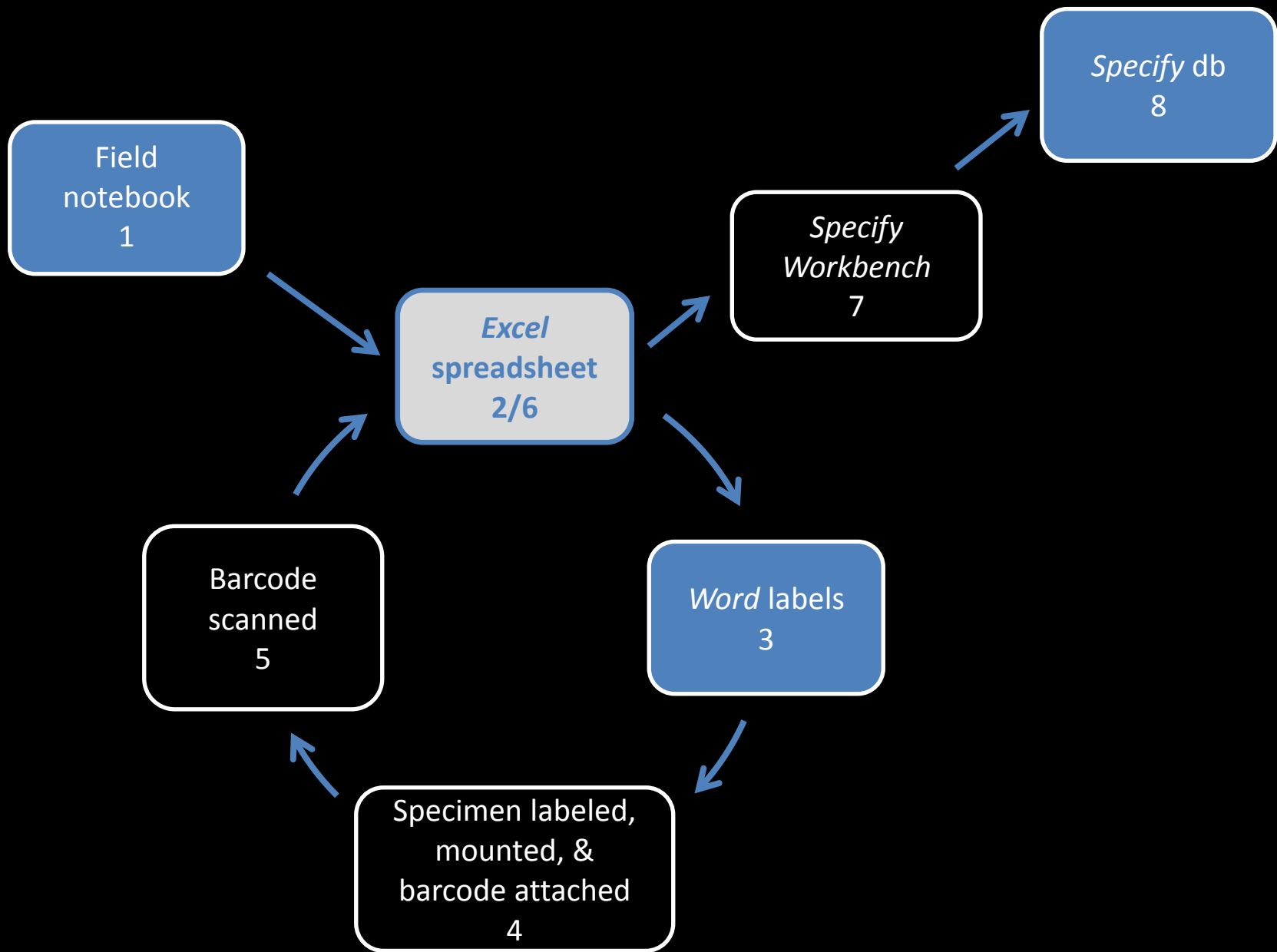
MS Word: efficient and easy
specimen label production

Specify 6 Workbench: efficient
and easy uploading of data

Label Merge

- Label Merge is an application of Microsoft Word Mail Merge[®] that produces customized herbarium specimen labels in Word[®] format, from data in an Excel[®] spreadsheet.
- Once the specimens are labeled, mounted, and barcode labels attached, a barcode reader is used to beep the numbers into a designated field in an Excel[®] spreadsheet.
- Using the Specify Workbench, the fields in the Excel[®] spreadsheet are easily mapped with corresponding fields in the Specify database and the data uploaded into the database.





Excel spreadsheet with 43 columns

- #Labels Needed
- Catalog#
- Collection Date
- FirstName1
- MiddleName1
- LastName1
- Collection#
- Family
- Genus
- Species
- Authority
- Subsp
- SubspAuth
- Var
- VarAuth
- SynFamily
- SynGenus
- SynSpecies
- SynAuthority
- SynSubsp
- SynSubspAuth
- SynVar
- SynVarAuth
- Det. Note
- Country
- State
- County
- Latitude
- Longitude
- Locality
- Habitat
- AssociatedSpecies
- Comment
- FirstName2
- MiddleName2
- LastName2
- FirstName3
- MiddleName3
- LastName3
- DetFirstName
- DetMiddleName
- DetLastName
- DetDate

Flexible formatting of specimen labels

SIMAROUBACEAE
[incl. Leitneriaceae]

Leitneria floridana Chapman

U.S.A. GEORGIA. Dougherty County: N31.47369° W84.37551°; Chickasawhatchee WMA, open pond and adjacent swamp forest; with *Taxodium ascendens*, *Gleditsia aquatica*, *Cephalanthus occidentalis*, *Rhynchospora careyana*, *Panicum hemitomom*, *Pontederia cordata*, *Nymphaea odorata*, *Nyssa aquatica*, *Quercus laurifolia*, *Acer rubrum*, *Styrax americana*, *Leucothoe racemosa*, *Rosa palustris*; shrub 1-2 (-3) m tall, locally common in standing water 7.5 dm deep (water temp. 38°F).

Richard Carter 19671
with W.W. Baker & P. Spivey
det. R. Carter

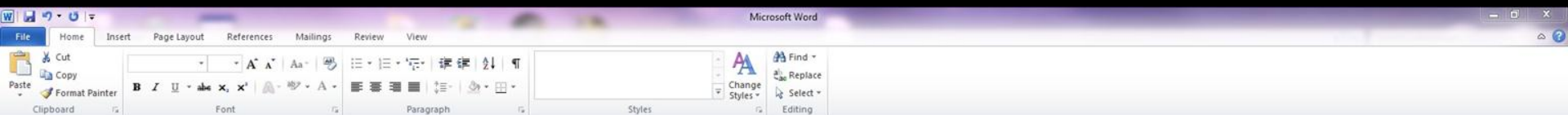
19 Feb 2010

Valdosta State University Herbarium (VSC)

- ★ Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Computer
 - Local Disk (C:)
 - Removable Disks
- Network
 - IT04995
 - IT06569
 - IT06806
 - IT07181
 - IT07189
 - IT07572
 - IT08161
 - IT08202
 - IT09077
 - IT09078
 - IT09115
 - IT09171
 - IT09476


Name	Date modified	Type	Size
Label Merge Single	12/6/2013 3:49 PM	Microsoft Word Do...	68 KB
label template	10/4/2013 1:52 PM	Microsoft Excel Wor...	10 KB
label test	10/4/2013 1:50 PM	Microsoft Excel Wor...	16 KB
Protocol for coding label	10/4/2013 1:35 PM	Microsoft Word Do...	88 KB

Open the Label Merge Word document.



Microsoft Word

Opening this document will run the following SQL command:

 `SELECT * FROM `Determinations``

Data from your database will be placed in the document. Do you want to continue?

[Show Help >>](#)

[Was this information helpful?](#)

Select "No" on the prompt window.



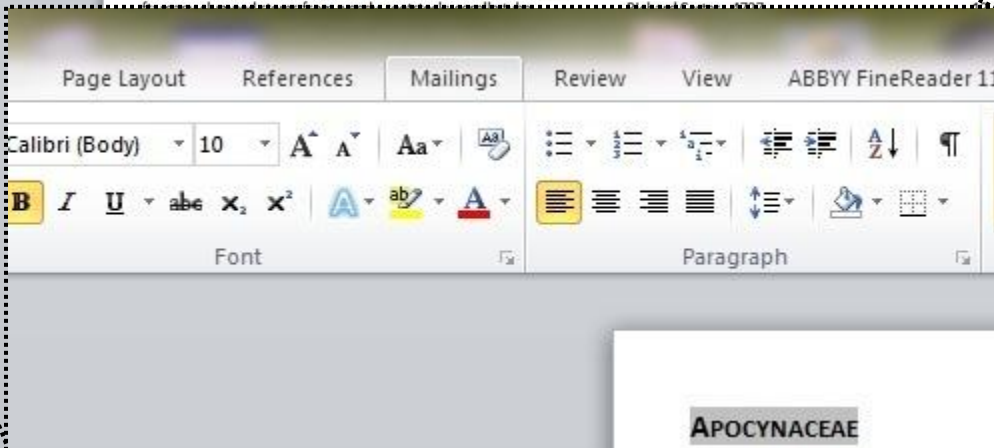


APOCYNACEAE

Amsonia ciliata Walt.

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986
Valdosta State University Herbarium (VSC)



APOCYNACEAE

Amsonia ciliata Walt.

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986
Valdosta State University Herbarium (VSC)

Move to the "Mailings" tab.



APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter
det. R. Carter, 1986

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

12 Apr 1986

Valdosta State University Herbarium (VSC)

1986

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

12 Apr 1986

Valdosta State University Herbarium (VSC)

Press the "Select Recipients" button.



APOCYNACEAE

Amsonia ciliata Walt.

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter
det. R. Carter

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727
det. R. Carter, 1986

12 Apr 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

Amsonia ciliata

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter
det. R. Carter

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

12 Apr 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

Amsonia ciliata

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727
det. R. Carter, 1986

12 Apr 1986

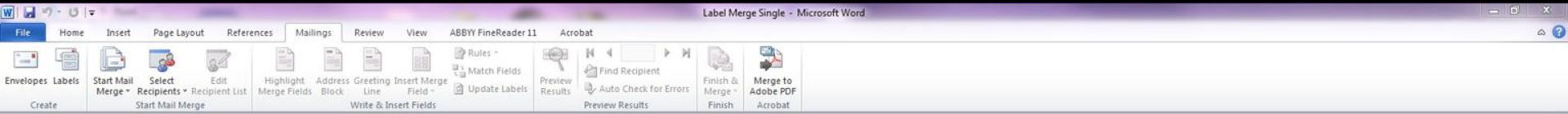
Valdosta State University Herbarium (VSC)

APOCYNACEAE

Amsonia ciliata Walt.

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Select "Use Existing List..." from the drop down list.



APOCYNACEAE

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245
la tube
reenish,
12 Apr 1986

; 1.1 mi N
lev. ca. 245
la tube
reenish,
12 Apr 1986

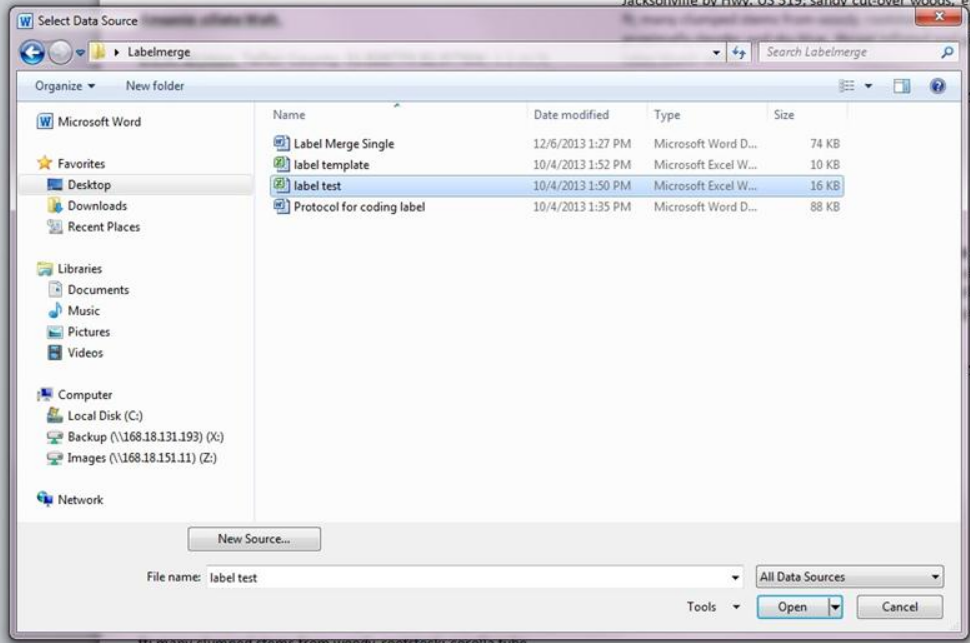
rt; many clumped stems from woody rootstock; corolla tube
proximally slender and sky-blue, throat inflated and greenish,
lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986
Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA, Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245



Select the Excel document that contains your data.

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA. Telfair County: Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

12 Apr 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245 ft; many clumped stems from woody rootstock; corolla tube proximally slender and sky-blue, throat inflated and greenish, lobes bluish white.

Richard Carter 4727 12 Apr 1986
det. R. Carter, 1986

Valdosta State University Herbarium (VSC)

APOCYNACEAE

***Amsonia ciliata* Walt.**

U.S.A. GEORGIA. Telfair County: 31.82877N 82.9776W; 1.1 mi N Jacksonville by Hwy. US 319; sandy cut-over woods, elev. ca. 245

Select Table

Name	Description	Modified	Created	Type
Determinations		10/4/2013 12:52:24 PM	10/4/2013 12:52:24 PM	TABLE

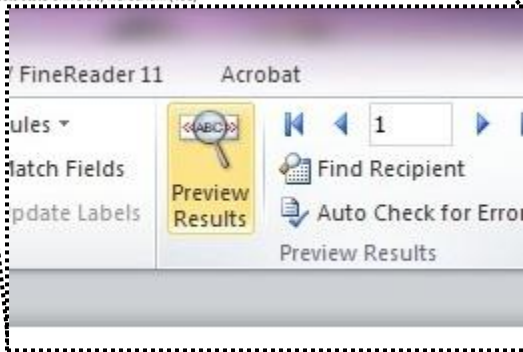
First row of data contains column headers

OK Cancel

Select the Excel page with your data.



«FAMILY_»
«Genus» «Species» «Authority»
«Country» «STATE». «County» County: 30.88072N 83.14938W;
«Locality»; «Habitat»; «Comment».
«FirstName1» «LastName1» «Collection» «Collection_Date»
det. R. Carter
Valdosta State University Herbarium (VSC)



Select "Preview Results" under the Mailings tab.

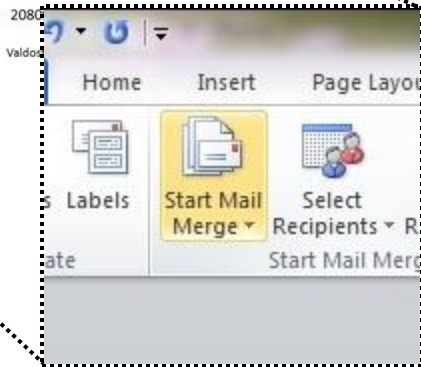


ASTERACEAE

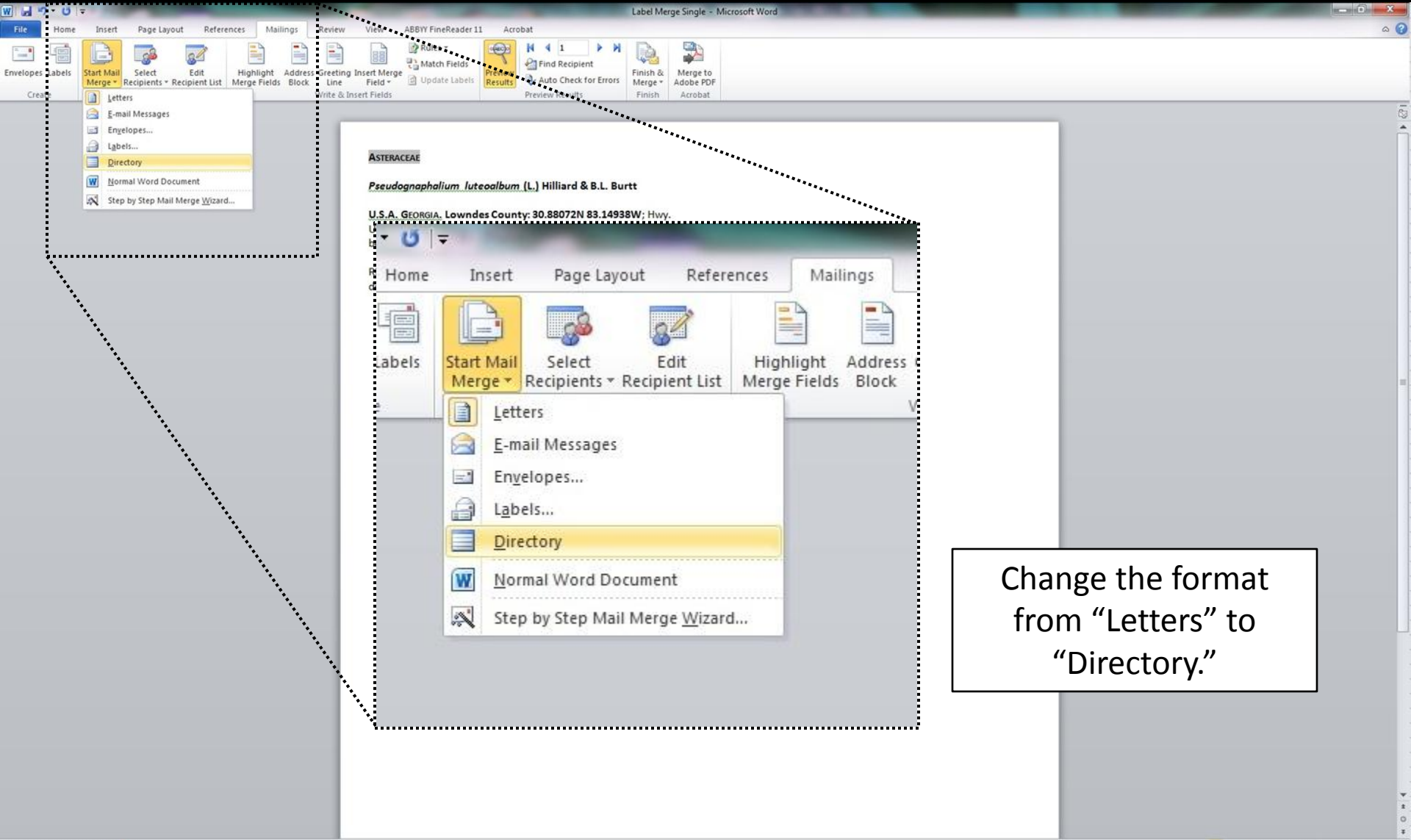
Pseudognaphalium luteoalbum (L.) Hilliard & B.L. Burt

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14939W; Hwy.
US 84 east of Valdosta, 0.4 mi E jct. Hwy. US 84 and CCC Rd.,
between milemarkers 19-20; hwy. median; locally abundant.

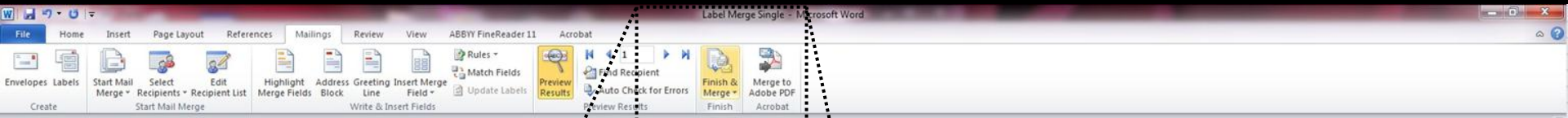
Richard Carter 2080
det. R. Carter



Select the "Start Mail Merge" button.



Change the format from "Letters" to "Directory."

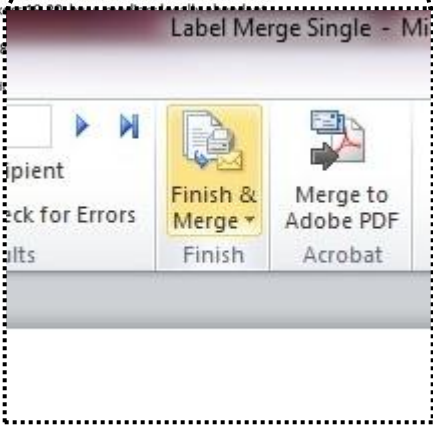


ASTERACEAE

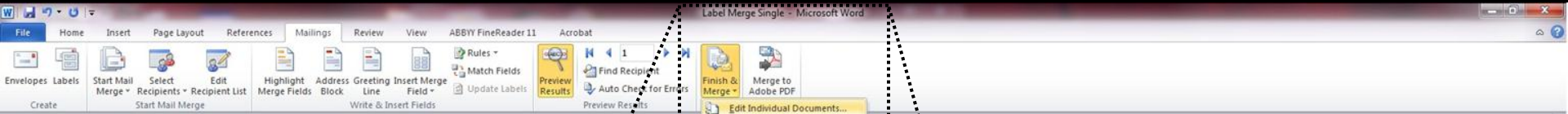
Pseudognaphalium luteoalbum (L.) Hilliard & B.L. Burt

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14938W; Hwy.
US 84 east of Valdosta, 0.4 mi E jct. Hwy. US 84 and CCC Rd.,
between milemark

Richard Carter 206
det. R. Carter
Vald



Select the "Finish & Merge" button.

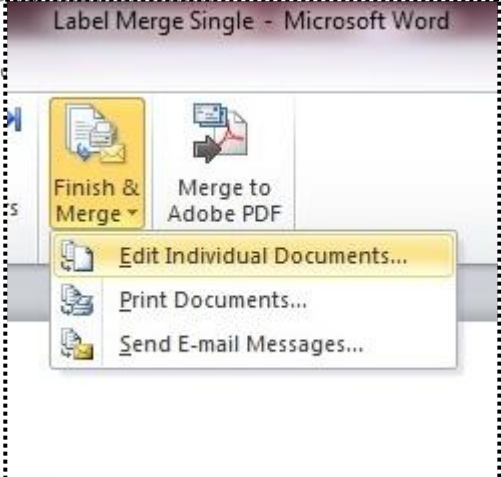


ASTERACEAE

Pseudognaphalium luteoalbum (L.) Hilliard & B.L. Burt

U.S.A. GEORGIA, Lowndes County; 30.88072N 83.14938W; Hwy.
US 84 east of Valdosta, 0.4 mi. E jct. Hwy. US 84 and CCC Rd.,
between milemarkers 19-20. Sw. median; locally abundant.

Richard Carter 20809
det. R. Carter
Valdosta State



Select "Edit Individual Documents" from the drop down list.

ASTERACEAE

***Pseudognaphalium luteoalbum* (L.) Hilliard & B.L. Burt**

U.S.A. GEORGIA, Lowndes County; 30.88072N 83.14938W; Hwy.
US 84 east of Valdosta, 0.4 mi E jct. Hwy. US 84 and CCC Rd.,
between milemarkers 19-20; hwy. median; locally abundant.

Richard Carter 20809 15 May 2013
det. R. Carter
Valdosta State University Herbarium (VSC)



Press OK on the prompt window.

ASTERACEAE

Pseudognaphalium luteoalbum (L.) Hilliard & B.L. Burt

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14938W; Hwy. US 84 east of Valdosta, 0.4 mi E jct. Hwy. US 84 and CCC Rd., between milemarkers 19-20; hwy. median; locally abundant.

Richard Carter 20809 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

POACEAE

Polypogon viridis (Gouan) Breistr.

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14938W; Hwy. US 84 east side of Naylor, along south side of hwy; ditch; locally common.

Richard Carter 20810 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

CYPERACEAE

Eleocharis montevidensis Kunth

Perianth bristles present!

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14938W; Hwy. US 84 east side of Naylor, along south side of hwy; ditch; locally common.

Richard Carter 20811 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

CYPERACEAE

Carex fissa Mack. var. *aristata* Herm.

U.S.A. GEORGIA, Lowndes County: 30.88072N 83.14938W; Hwy. US 84 east side of Naylor, along south side of hwy; ditch; local, occasional, cespitose.

Richard Carter 20812 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

ASTERACEAE

Gamochoaeta chionesthes G.L. Nesom

U.S.A. GEORGIA, Lanier County: 30.93686N 83.009W; Stockton, jct. Hwy. US 84 and Hwy. US 129; poorly kept area adjacent to convenience store parking lot; locally common.

Richard Carter 20814 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

ASTERACEAE

Hypochaeris glabra L.

U.S.A. GEORGIA, Lanier County: 30.93686N 83.009W; Stockton, jct. Hwy. US 84 and Hwy. US 129; poorly kept area adjacent to convenience store parking lot; locally common.

Richard Carter 20815 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

ASTERACEAE

Hypochaeris glabra L.

U.S.A. GEORGIA, Lanier County: 30.93686N 83.009W; Stockton, jct. Hwy. US 84 and Hwy. US 129; poorly kept area adjacent to convenience store parking lot; locally common.

Richard Carter 20816 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

ASTERACEAE

Facelis retusa (Lam.) Sch. Bip.

U.S.A. GEORGIA, Lanier County: 30.93686N 83.009W; Stockton, jct. Hwy. US 84 and Hwy. US 129; poorly kept area adjacent to convenience store parking lot; occasional, stems

Richard Carter 20817 15 May 2013
det. R. Carter

Valdosta State University Herbarium (VSC)

This will bring up a new window that has converted all of your data from the Excel document to auto-formatted text.

Misc.

- Sort mounted specimens by collector and serial collection number to ensure seamless scanning of barcode numbers into the Excel spreadsheet.
- The Specify Names Table includes nomenclatural authorities: To avoid conflicts with the Specify Names Table, ignore nomenclatural authorities when mapping the Excel spreadsheet with the Specify Workbench.

The Label Merge protocol was developed by Phillip D. Lowe, Undergraduate Herbarium Assistant, Valdosta State University Herbarium (VSC), under the direction of Richard Carter, with support from the National Science Foundation (DBI 1054366, J.R. Carter, PI).

