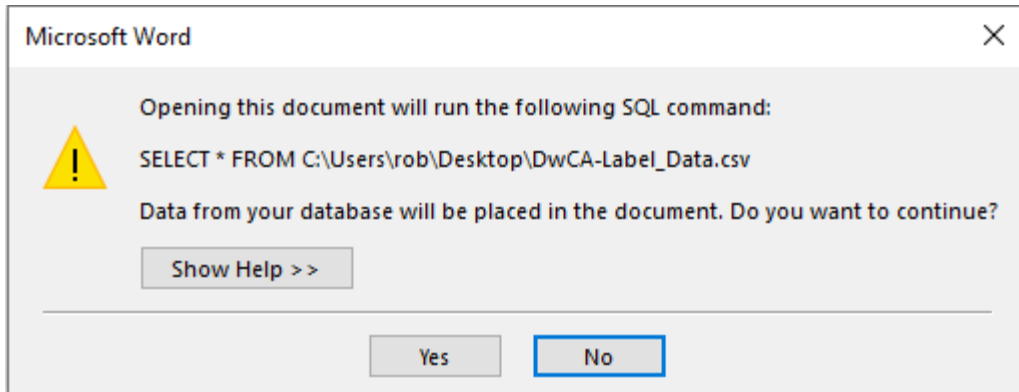
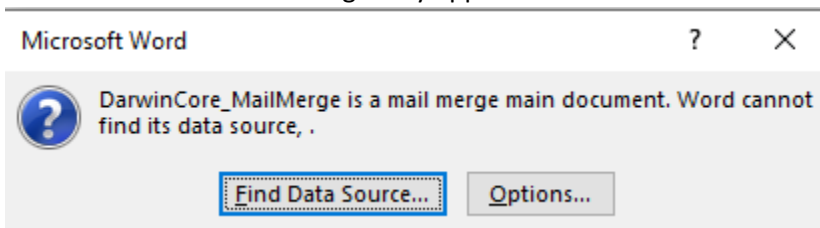


1. Enter all collector's journal information into the Darwin Core Excel Template (http://herbariumdb.eku.edu/templates/DwCA_Workbook.xlsm).
2. Save the Darwin Core Excel Template as a CSV file.
3. Open the DwCA Mail Merge Form (http://herbariumdb.eku.edu/templates/DarwinCore_MailMerge.docx)
4. The following message may appear if this is the first time running the Mail Merge:



5. Click "Yes" and a new message may appear:



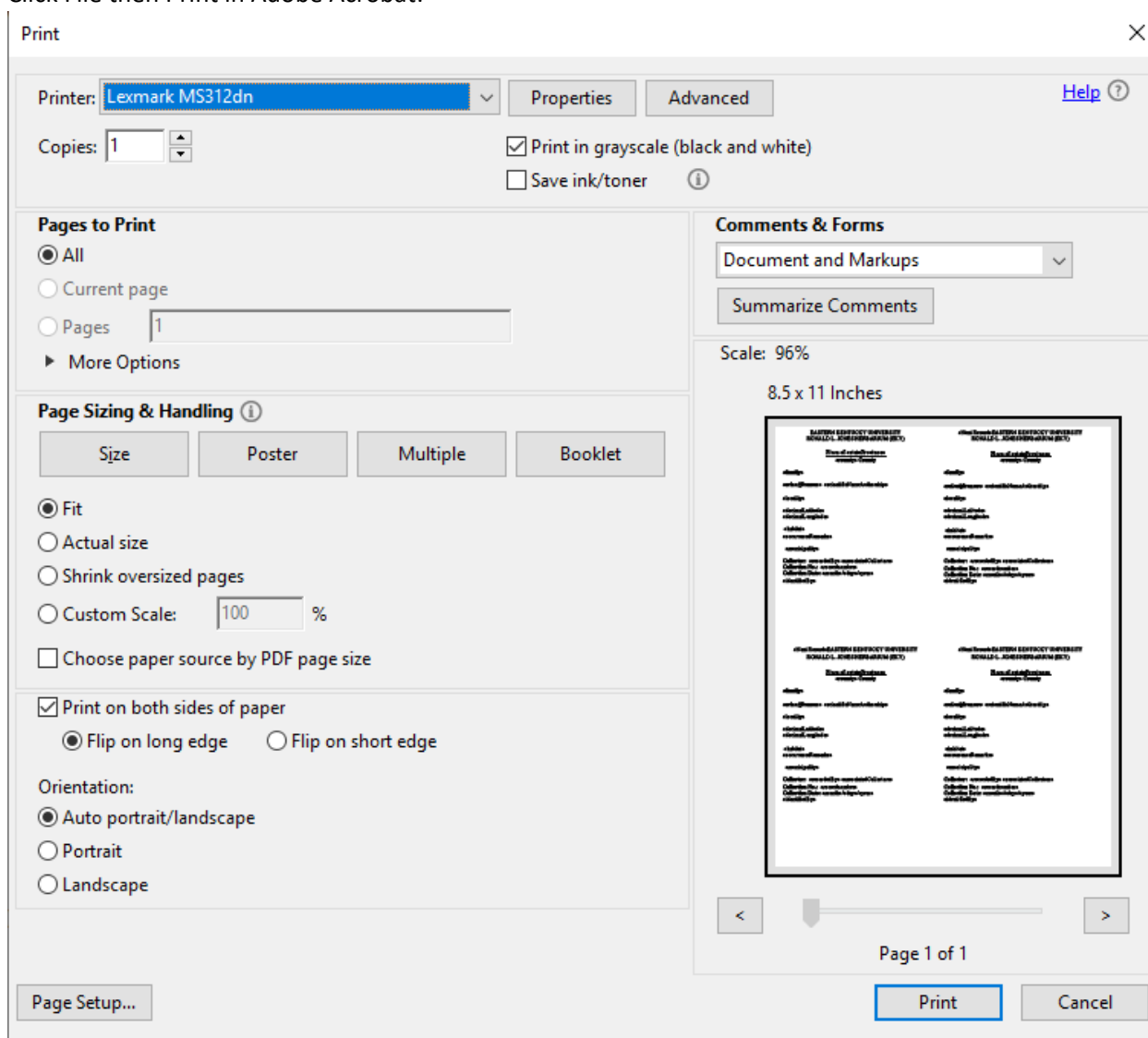
6. Click "Find Data Source..." and browse to the CSV file you saved in step 2.

7. The following screen should be displayed:

EASTERN KENTUCKY UNIVERSITY RONALD L. JONES HERBARIUM (EKY) <u>Flora of «stateProvince»</u> «county» County «family» «scientificname» «scientificNameAuthorship» «locality» «decimalLatitude» «decimalLongitude» «habitat» «occurrenceRemarks» «municipality» Collector: «recordedBy» «associatedCollectors» Collection No.: «recordnumber» Collection Date: «month»/«day»/«year» «identifiedBy»	«Next Record»EASTERN KENTUCKY UNIVERSITY RONALD L. JONES HERBARIUM (EKY) <u>Flora of «stateProvince»</u> «county» County «family» «scientificname» «scientificNameAuthorship» «locality» «decimalLatitude» «decimalLongitude» «habitat» «occurrenceRemarks» «municipality» Collector: «recordedBy» «associatedCollectors» Collection No.: «recordnumber» Collection Date: «month»/«day»/«year» «identifiedBy»
«Next Record»EASTERN KENTUCKY UNIVERSITY RONALD L. JONES HERBARIUM (EKY) <u>Flora of «stateProvince»</u> «county» County «family» «scientificname» «scientificNameAuthorship» «locality» «decimalLatitude» «decimalLongitude» «habitat» «occurrenceRemarks» «municipality» Collector: «recordedBy» «associatedCollectors» Collection No.: «recordnumber» Collection Date: «month»/«day»/«year» «identifiedBy»	«Next Record»EASTERN KENTUCKY UNIVERSITY RONALD L. JONES HERBARIUM (EKY) <u>Flora of «stateProvince»</u> «county» County «family» «scientificname» «scientificNameAuthorship» «locality» «decimalLatitude» «decimalLongitude» «habitat» «occurrenceRemarks» «municipality» Collector: «recordedBy» «associatedCollectors» Collection No.: «recordnumber» Collection Date: «month»/«day»/«year» «identifiedBy»

- Click on the Mailings Tab and choose "Preview".
- If the label data appears correct select Mailings Tab and choose "Finish & Merge" pull down and then on "Edit Individual Documents".
- Inspect this document for any errors and correct anything that requires it.
- Save this new document.

12. In MS Word click File Tab and choose “Save as PDF”, choose the filename and location for the file.
13. I highly suggest the labels are printed with Adobe Acrobat.
14. To print using Adobe Acrobat open the pdf created in step 12.
15. Click File then Print in Adobe Acrobat:



16. Make sure the correct Printer is selected and that the radio button in front of “Fit” is selected.
17. I highly recommend that the labels are printed on archival quality bond paper (eg. Strathmore, etc.)