Compleat Botanica - Plant names

Index to topics about plant names

Checklist of botanical names	Index to topics about the Checklist Hierarchy and Checklist View.
Spell-checker and formatting rules	Index to topics about the botanical spell-checker and botanical name formatting rules.
Vernacular names	Index to vernacular name topics.

Compleat Botanica - Checklist of botanical names

Index to Checklist topics

Compleat Botanica - Nomenclature used in The Compleat Botanica

The Compleat Botanica follows the nomenclatural assignments of Reveal for the classification of families into the higher ranks of family, order, class and division. Some genera are also assigned to sub-families, tribes, and sub-tribes, however the full research into this will take many more years to complete and thus the current hierarchy is only partially representative of these ranks.

The assignment of genera to families has followed the publication of the Royal Botanical Garden at Kew except where Reveal has superceded this.

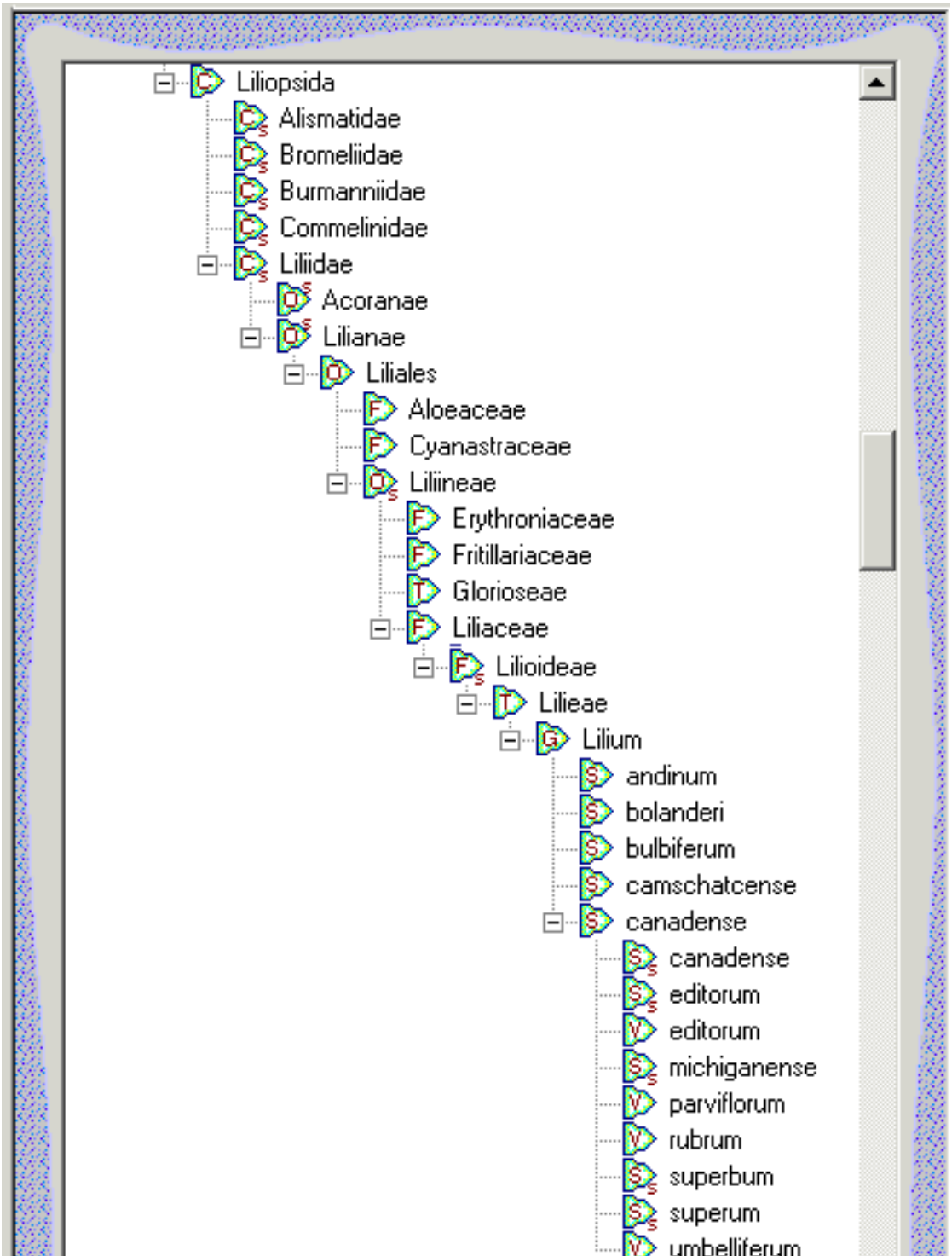
The assignment of species, sub-species, and varieties follows the publication by the USDA-NRCS.

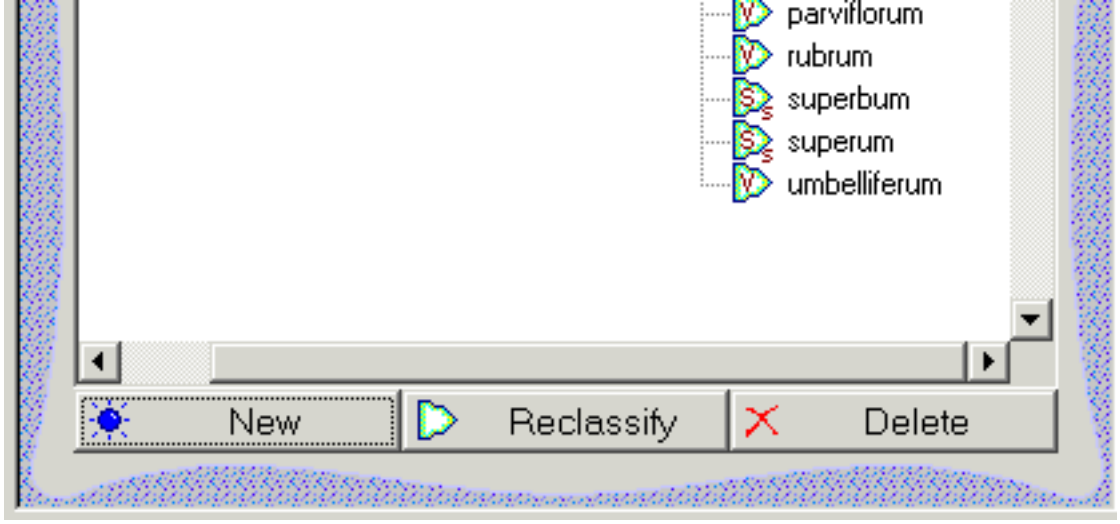
Numerous corrections to the taxonomy have been made since the Build 85 release of the Compleat Botanica. You can obtain these corrections and apply them to existing databases by following the instructions in Technical Bulletin #10.

Please see the full list of citations at Checklist of botanical names used in The Compleat Botanica.

Compleat Botanica - Checklist hierarchy

The Checklist hierarchy is a listing of all taxonomic names available in The Compleat Botanica. The hierarchy allows you to expand or collapse portions of the tree to see taxonomic names subordinate to the selected name. Simply double click on any name to see all related entries one rank below. To expand the entire tree below the selected name hold down the <CTRL> key while double-clicking. Use caution when doing this from the higher ranks since the retrieval and display of many thousands of lower entries may take a very long time.





New names may be added and obsolete or incorrect names may be deleted using the buttons at the bottom of the hierarchy. This is an advanced option for people working in the field of nomenclature and taxonomy.

At the time of this writing some entries are of uncertain parentage and have been placed under a parent named "<incertae>". If you are an expert in a particular field of botany you can correctly assign these entries to their proper parentage using the Reclassify feature.

Note that the additions, deletions, and reclassifications performed on the checklist is done on a per-database case. To copy the modified checklist to another database, use the export and import features.

Table of botanical ranks

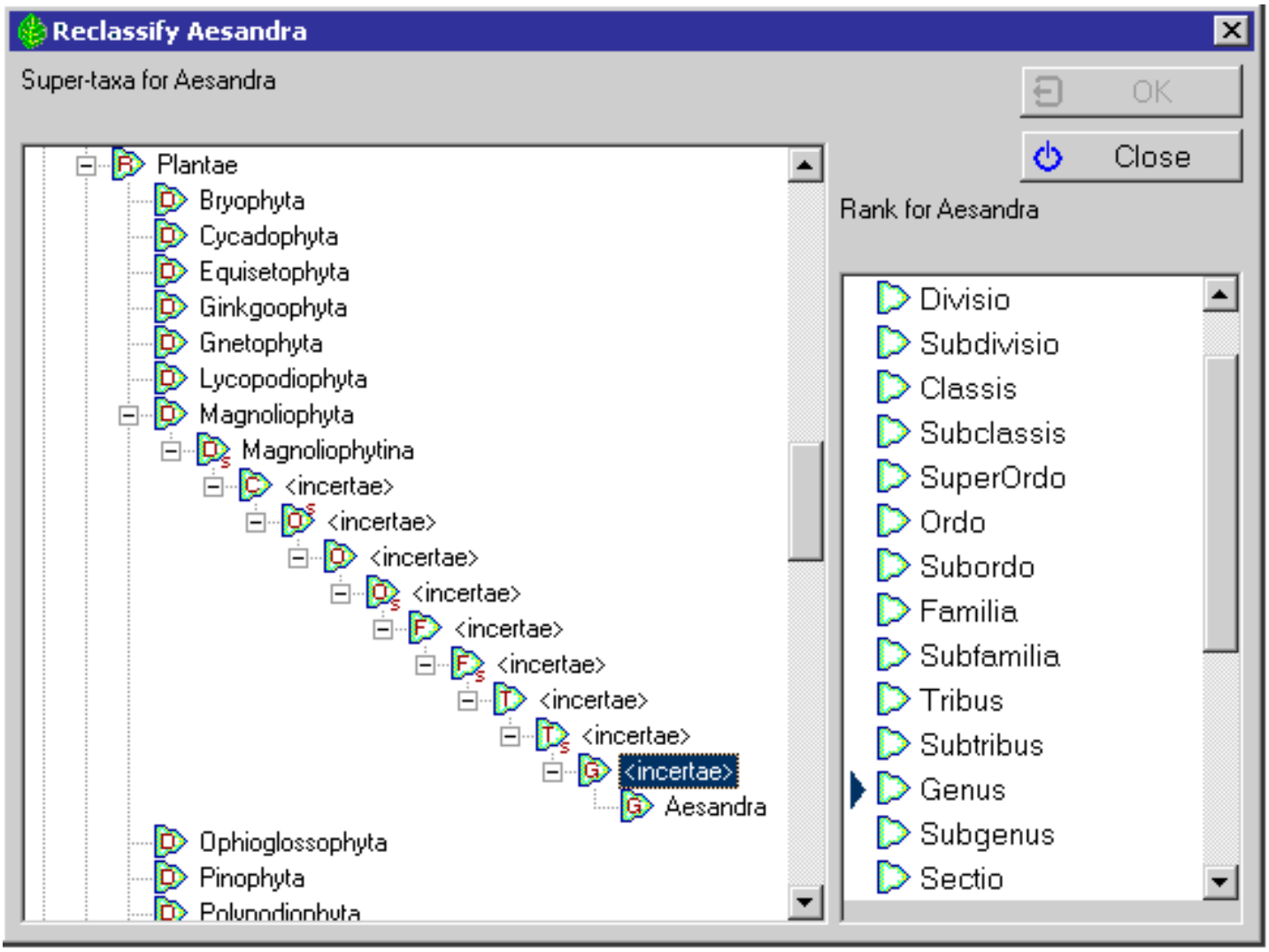
The rank of each entry is identified by the green icon to the left of the name. Here is a table of the codes used within the hierarchy:

Icon	Rank (English)	Rank (Latin)	Database value	Notes
R	kingdom	regnum	0	
R_s	sub-kingdom	subregnum	1	
D	division	divisio	2	also known as phylum in the plant kingdom
D_s	sub-division	subdivisio	3	also known as sub-phylum in the plant kingdom
C	class	classis	4	
C_s	sub-class	subclassis	5	

O_s	super-order	superordo	6	
O	order	ordo	7	
O_s	sub-order	subordo	8	
F	family	familia	9	
F_s	sub-family	subfamilia	10	
T	tribe	tribus	11	secondary rank
T_s	sub-tribe	subtribus	12	secondary rank
G	genus	genus	13	
G_s	sub-genus	subgenus	14	
Se	section	sectio	15	secondary rank
Se_s	sub-section	subsectio	16	secondary rank
Sr	series	series	17	secondary rank
Sr_s	sub-series	subseries	18	secondary rank
S	species	species	19	
S_s	sub-species	subspecies	20	
V	variety	varietas	21	secondary rank
V_s	sub-variety	subvarietas	22	secondary rank
F	form	forma	23	secondary rank
F_s	subform	subforma	24	secondary rank
C	cultivar		25	non-botanical name defined by the association for horticultural plant names.

Compleat Botanica - Reclassifying a plant taxon

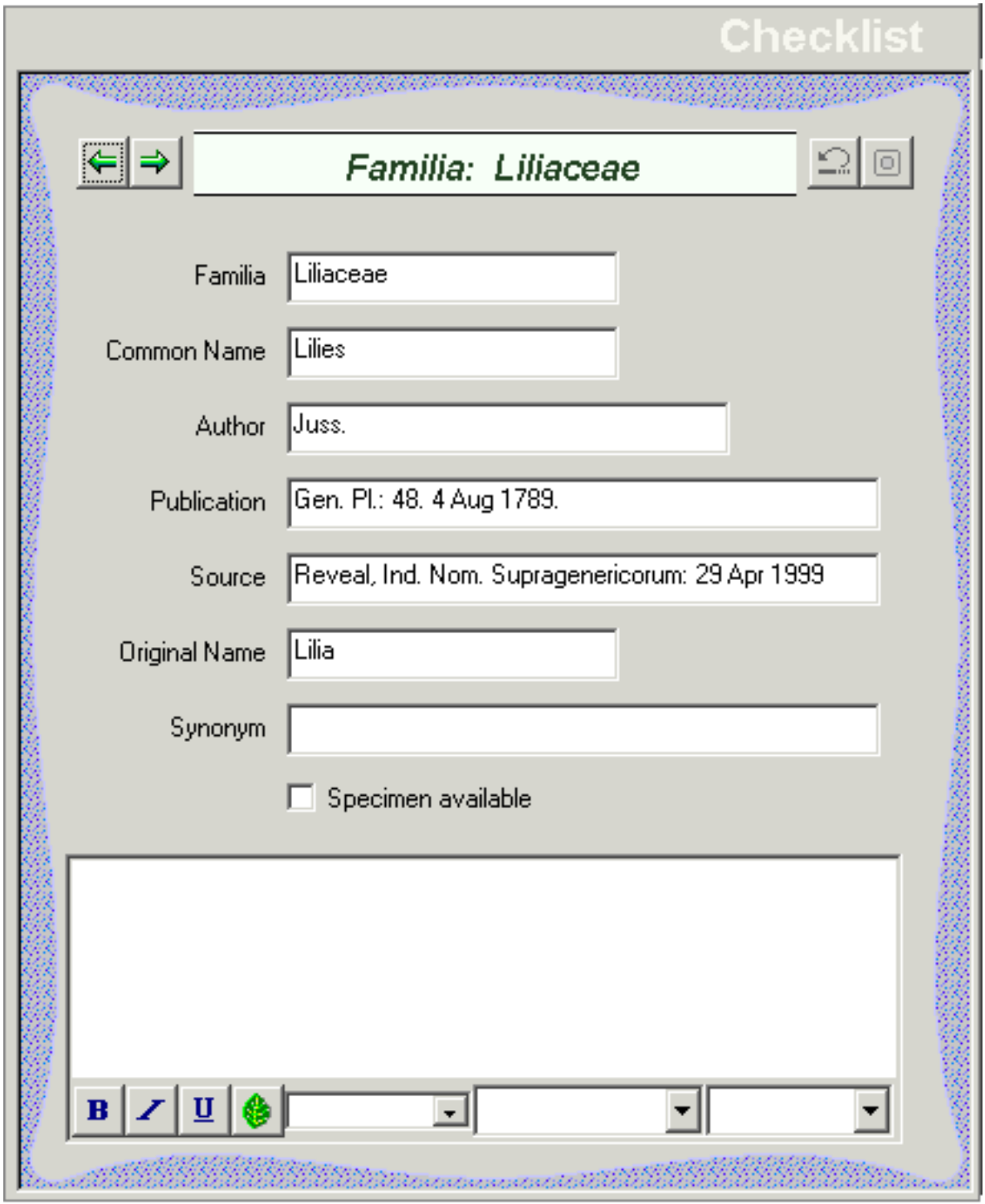
Although the need to reclassify botanical names is uncommon for the layman, it is necessary for professional taxonomist. The actual process of reclassifying a botanical name within the software is simple enough: select the name to be reclassified and press the button at the bottom of the checklist hierarchy.



On the left-hand half of the reclassify window, select the new parent for the name to be reclassified. On the right-hand half of the window, select the rank for the name.

Compleat Botanica - Checklist View

The **Checklist view** displays the details of an individual botanical name entry. Here is where you can find information about a plant name. These names may be at any level of the taxonomic hierarchy.



Item	Description
Rank	The rank within the hierarchy, for example, ordo, familia, genus, species, and so forth. This level is shown just to the left of the taxon name.
Taxon name	The name of the entity. All names at the rank of genus and above are unique. Names names below genus are non-unique.
Common name	One or more common names for this taxon name. You may want to add your own common names to this field.
Author	An abbreviation of the last name of the author of this plant name. The author is the person who first validly published a description of this plant name. This attribution is a required part of the botanical name for botanists and other scientists. It is not commonly applied to plant names vernacularly.
Publication	A citation of the first publication of this name.
Source	The Compleat Botanica's source of the author and publication data.
Original name	The name originally used for this item. Validly published names are sometimes changed to conform with the standards of the International Association of Plant Taxonomists code. These rules require plants at certain levels of the hierarchy to have certain name endings. For example, family names must end in -aceae.
Synonym	Other validly published names which synonymously refer to this item.
Specimen available	You may check this box to indicate that you have a specimen of this type in your collection. All higher-level names in the hierarchy are automatically checked for you. In this way you can see the diversity of your plant collection.
Notes	You may freely add notes about the plant name here. See What's possible with the notes area, Adding cross references to specimen in the notes area, and Limitations on the note fields.

Compleat Botanica - Corrected family assignments

Build 85 of the *Compleat Botanica* contained 88 genera that were incorrectly assigned to families. This table lists the entries that have been corrected. See Technical Bulletin #10 for more about this.

Genus	Incorrect family	Correct family
Anacampseros	Crassulaceae	Portulacaceae
Aplectrum	Melastomataceae	Orchidaceae
Bellevalia	Euphorbiaceae	Hyacinthaceae
Benthamia	Cornaceae	Orchidaceae
Blumenbachia	Gramineae	Loasaceae
Bowringia	Blechnaceae	Leguminosae
Brachylepis	Asclepiadaceae	Chenopodiaceae
Brachynema	Escalloniaceae	Olacaceae
Bridgesia	Cactaceae	Sapindaceae
Brugmansia	Rafflesiaceae	Solanaceae
Bruguiera	Combretaceae	Rhizophoraceae
Brya	Chrysobalanaceae	Leguminosae
Centranthera	Orchidaceae	Scrophulariaceae
Chamaeanthus	Commelinaceae	Orchidaceae
Clintonia	Campanulaceae	Convallariaceae

Cristaria	Combretaceae	Malvaceae
Cuviera	Gramineae	Rubiaceae
Dielsia	Labiatae	Restionaceae
Dipogon	Gramineae	Leguminosae
Donax	Gramineae	Marantaceae
Dryandra	Euphorbiaceae	Proteaceae
Dunalia	Rubiaceae	Solanaceae
Edgeworthia	Sapotaceae	Thymelaeaceae
Gonocarpus	Combretaceae	Haloragaceae
Grafia	Orchidaceae	Umbelliferae
Griffonia	Chrysobalanaceae	Leguminosae
Gymnotheca	Marattiaceae	Saururaceae
Helicia	Loranthaceae	Proteaceae
Henlea	Malpighiaceae	Rubiaceae
Hoffmannia	Psilotaceae	Rubiaceae
Horsfieldia	Araliaceae	Myristicaceae
Huanaca	Solanaceae	Umbelliferae
Kleinia	Combretaceae	Compositae
Krascheninnikovia	Caryophyllaceae	Chenopodiaceae
Lagotis	Rubiaceae	Scrophulariaceae
Lepidostemon	Convolvulaceae	Cruciferae

Leptomeria	Euphorbiaceae	Santalaceae
Leptopyrum	Gramineae	Ranunculaceae
Lichtensteinia	Loranthaceae	Umbelliferae
Lophiocarpus	Alismataceae	Phytolaccaceae
Macrostylis	Orchidaceae	Rutaceae
Malacocarpus	Cactaceae	Zygophyllaceae
Meeboldia	Capparaceae	Umbelliferae
Micranthus	Acanthaceae	Iridaceae
Microphysa	Melastomataceae	Rubiaceae
Miquelia	Gesneriaceae	Icacinaceae
Molinaea	Palmae	Sapindaceae
Molineria	Gramineae	Hypoxidaceae
Mollia	Myrtaceae	Tiliaceae
Niemeyera	Orchidaceae	Sapotaceae
Nymania	Euphorbiaceae	Meliaceae
Oreocallis	Ericaceae	Proteaceae
Pachyloma	Hymenophyllaceae	Melastomataceae
Petagnia	Solanaceae	Umbelliferae
Phacellanthus	Cyperaceae	Scrophulariaceae
Phacellaria	Gramineae	Santalaceae
Pierreodendron	Sapotaceae	Simaroubaceae

Platonia	Gramineae	Guttiferae
Platylepis	Cyperaceae	Orchidaceae
Rafinesquia	Bignoniaceae	Compositae
Rhopalostylis	Euphorbiaceae	Palmae
Riedelia	Gramineae	Zingiberaceae
Roemeria	Gramineae	Papaveraceae
Rostellaria	Acanthaceae	Sapotaceae
Rothia	Gramineae	Leguminosae
Roylea	Gramineae	Labiatae
Schizocalyx	Myrtaceae	Rubiaceae
Schizostigma	Cucurbitaceae	Rubiaceae
Schlumbergera	Bromeliaceae	Cactaceae
Schradera	Euphorbiaceae	Rubiaceae
Schultesia	Campanulaceae	Gentianaceae
Shortia	Cruciferae	Diapensiaceae
Shuteria	Convolvulaceae	Leguminosae
Silvaea	Euphorbiaceae	Portulacaceae
Spermolepis	Myrtaceae	Umbelliferae
Spiranthera	Convolvulaceae	Rutaceae
Spirostachys	Chenopodiaceae	Euphorbiaceae
Stilpnophyllum	Moraceae	Rubiaceae

Stipularia	Ranunculaceae	Rubiaceae
Talbotia	Acanthaceae	Velloziaceae
Tetradium	Crassulaceae	Rutaceae
Tetrastigma	Rubiaceae	Vitaceae
Todaroa	Orchidaceae	Umbelliferae
Tristania	Gramineae	Myrtaceae
Uncaria	Pedaliaceae	Rubiaceae
Wangenheimia	Araliaceae	Gramineae
Webera	Melastomataceae	Rubiaceae
Zenkeria	Bignoniaceae	Gramineae

Compleat Botanica - Spell-checker and formatting rules

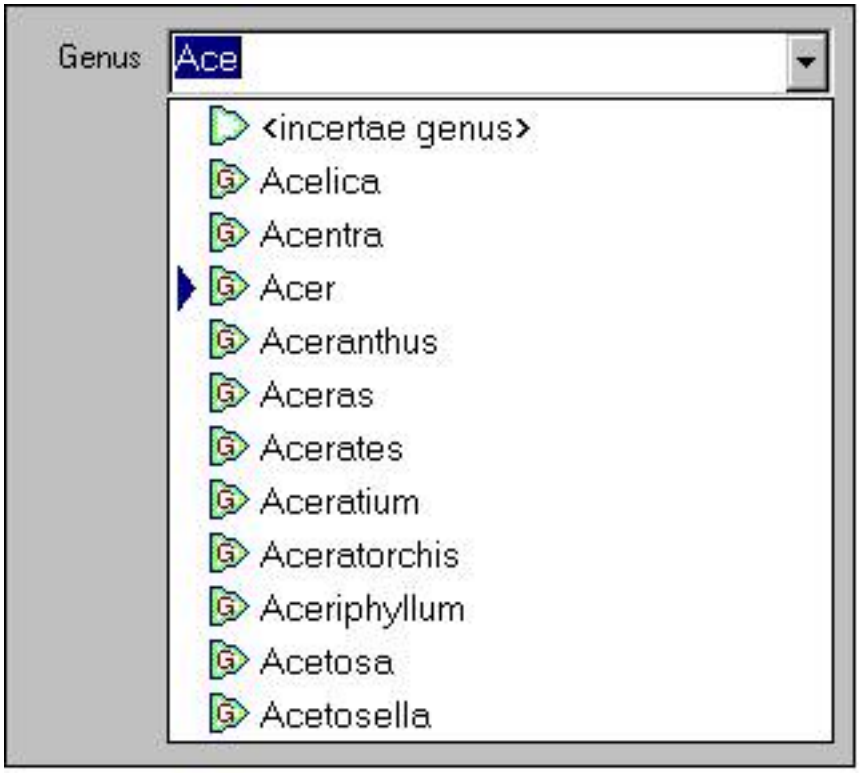
Index to spell-checker and formatting topics

Understanding how the botanical name spell-checker works	The Compleat Botanica contains a checklist of genus names, species epithets, sub-species and varieties. The overwhelming majority of these names are for vascular plants: angiosperms, gymnosperms, spore bearing ferns and their allies.
All about family names	Families exhibit common characteristics that in a subjective sense group them together.
Family name endings	The official taxonomic naming convention for families is that they end with -aceae. Only a few exceptions have survived.
Inter-generic hybrids	Inter-generic hybrids are formally identified with a cross symbol prefixing their name.
What are the rules for proper formatting of botanical names?	The genus name must begin with a capital letter and be followed by all lower case letters. Species epithets are to be all lower-case letters.
The Uncertain taxonomy checkbox	Sometimes the full genus, species, and variety is not known for a specimen.

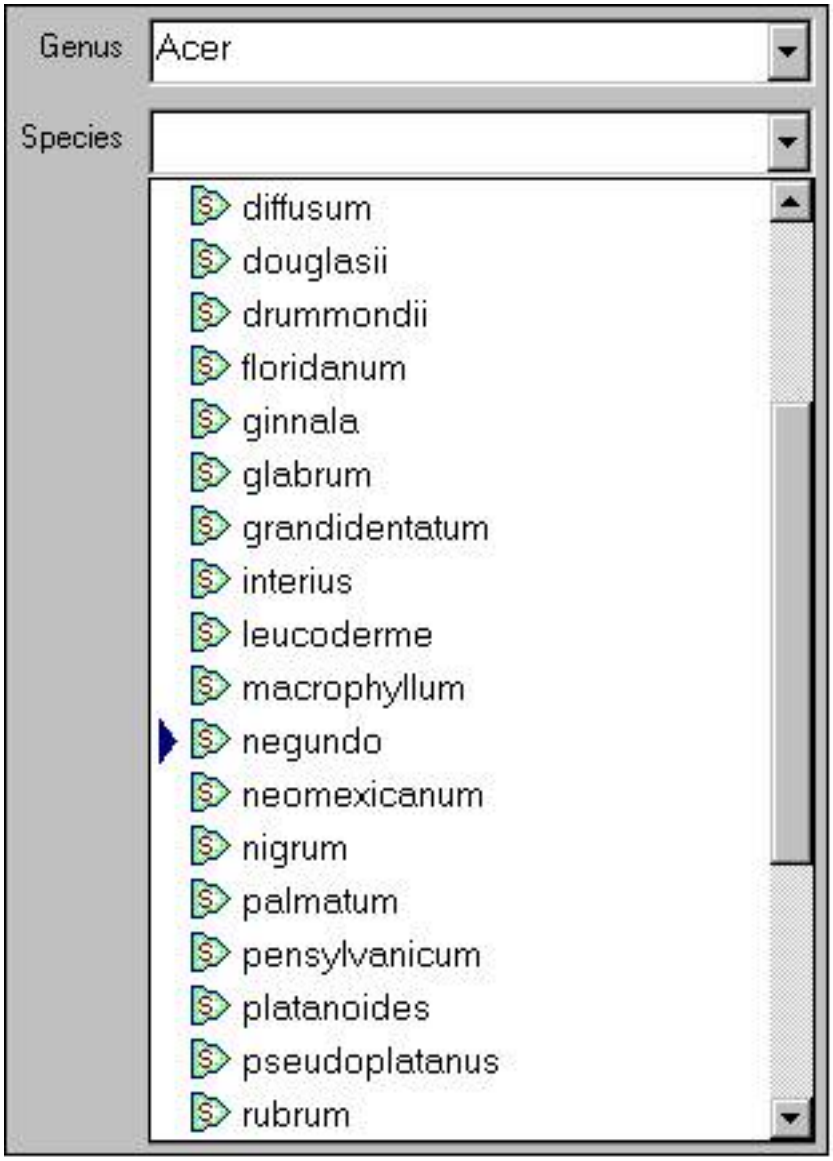
Compleat Botanica - Understanding how the botanical name spell-checker works

The Compleat Botanica contains a checklist of 26,334 genus names, 54,662 species epithets, 23,227 sub-species and varieties. The overwhelming majority of these names are for vascular plants: angiosperms, gymnosperms, spore bearing ferns and their allies.

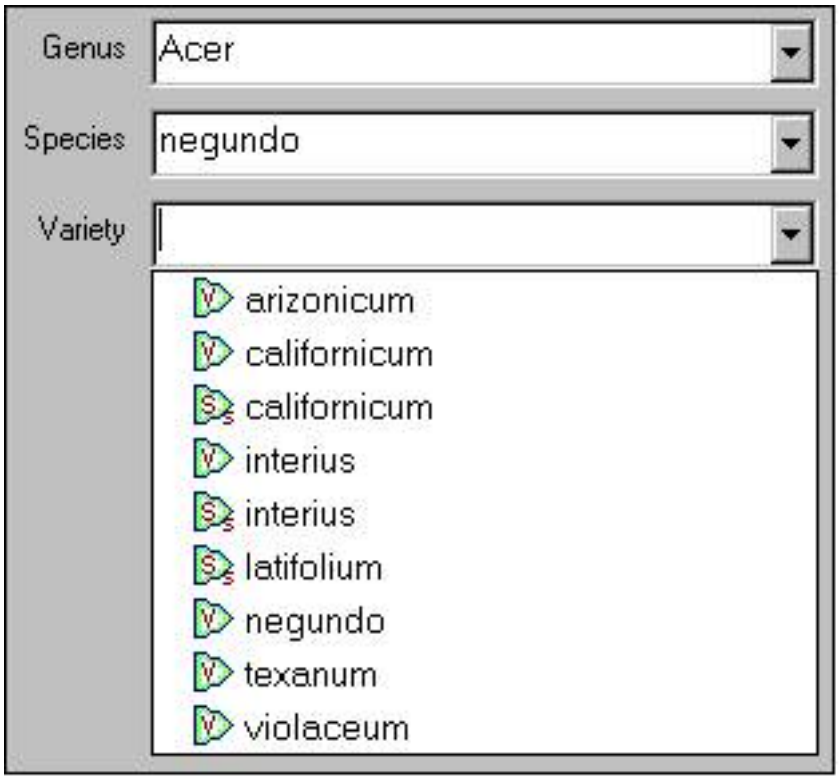
As you create a new specimen record, you'll want to begin by typing the genus. If there's a question about it's correct spelling, just type the first few letters of the name then click on the combo-box button to find the genus in the drop-down list.



The species name can be typed in or chosen from the drop-down list. Only species of the current genus are listed. In this example, the species names for the *Acer* genus are listed.



The same steps work for the variety. You can either type in the variety name or select from the drop-down list. In this example, the varieties and sub-species of *Acer negundo* are shown.



Note that the variety field is also used to enter the sub-species name if it exists. (The sub-species name is infrequently used and it's rare to have both a sub-species and a variety for an individual specimen.)

Compleat Botanica - All about family names

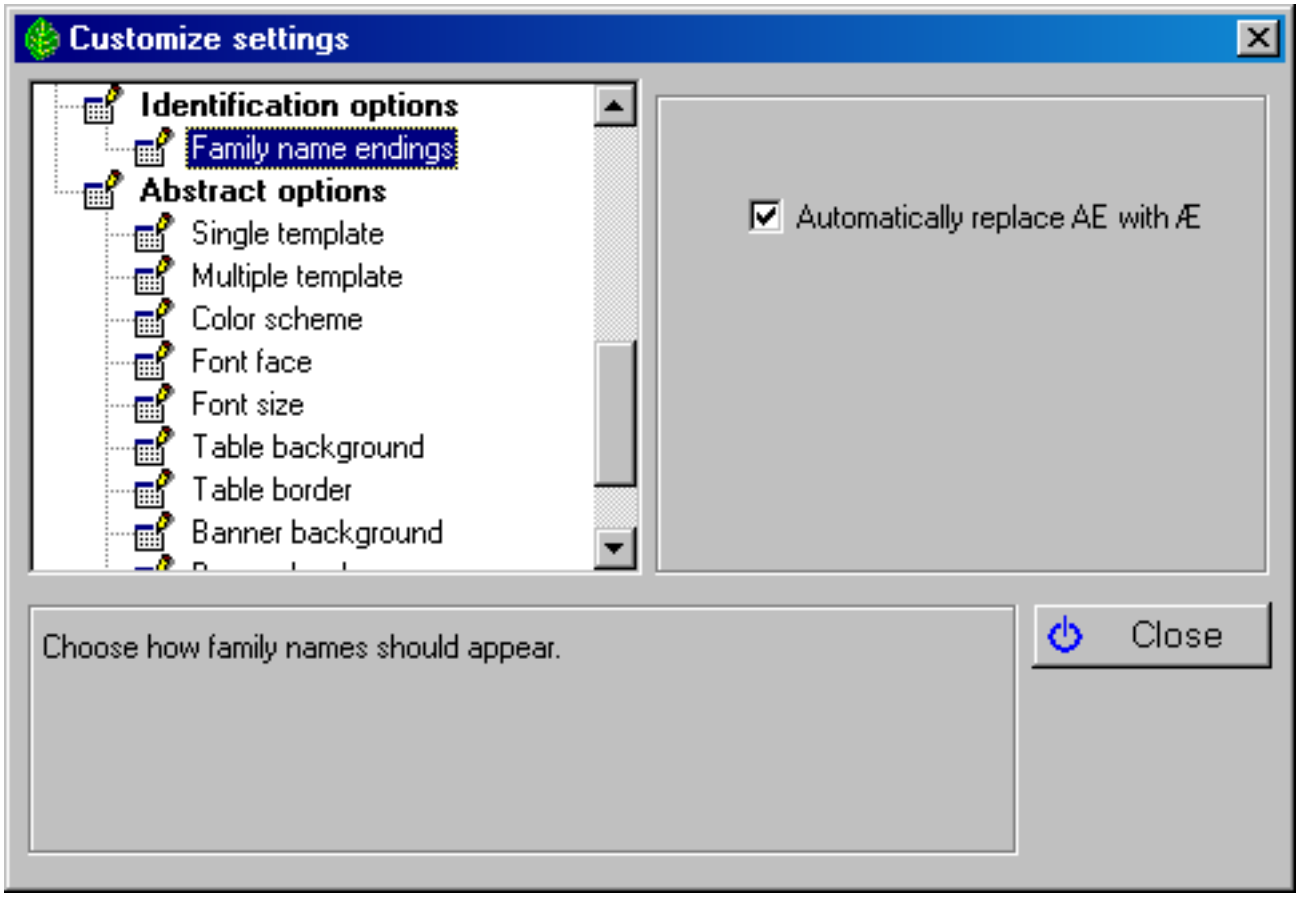
In the official taxonomic ordering of botanical names a family is a collection of tribes and a tribe is a collection of genera. For most of us, the tribe is not important and we like to conveniently assign a genus directly to a family. Families exhibit common characteristics that in a subjective sense group them together. For example, Juglandaceae (the walnut family) consists of 10 genera which bear nuts in a fleshy husk. Other characteristics such as their leaf shape and arrangement distinguish them in the minds of botanists from similar plants. Some families are quite large, such as Asteraceae (the sunflower family), which contains 1677 genera.

Subjective by their very nature, family names have recently become even more confusing with advancements in genetics. Genera are sometimes reassigned to different families and well-known families are renamed or disappear altogether. Making sense of this is the task of hard working researchers. The Compleat Botanica uses the family names of Walters & Keil who follow Cronquist in their general classification. This scheme is modified to show the validly published names above the rank of genus as identified by Reveal. The result is a taxonomic hierarchy of 1652 family names which give useful clues to the origin of the plant and its generic name.

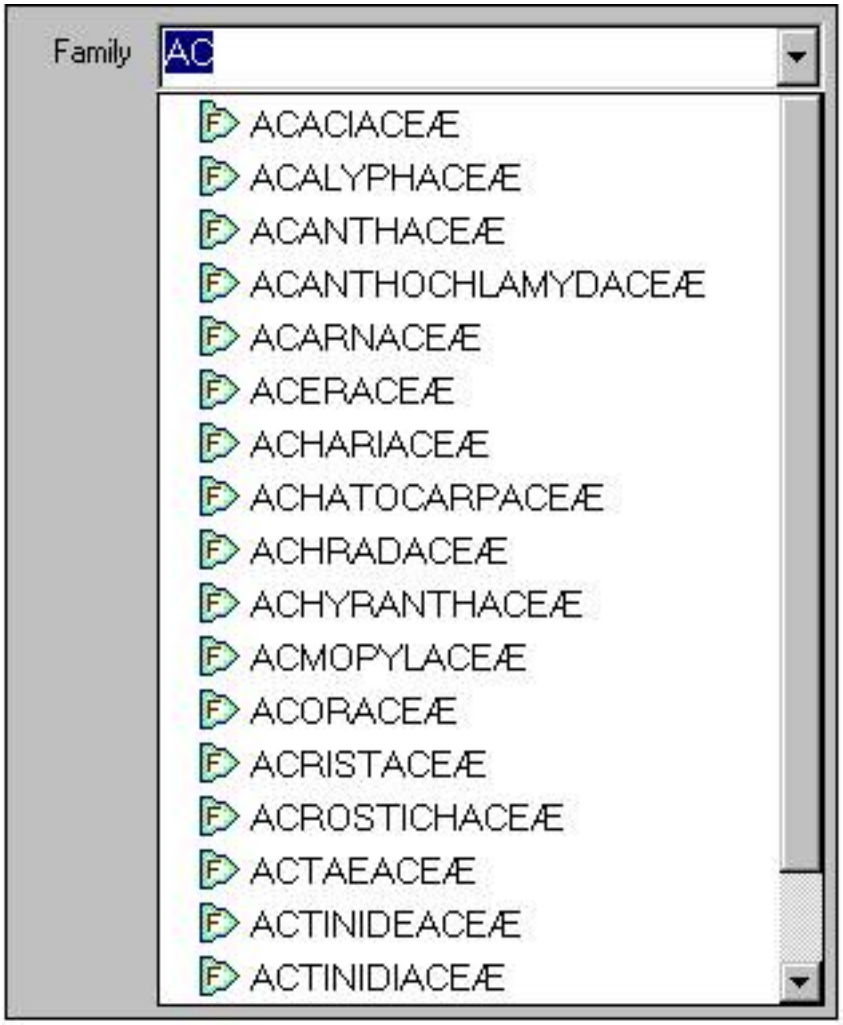
Compleat Botanica - Family name endings

The official taxonomic naming convention for families is that they end with -aceae. Only a few exceptions have survived: Palmae, Gramineae, Cruciferae, Leguminosae, Guttiferae, Umbelliferae, Labiatae, and Compositae. (See Section 2, Article 18.5 of the International Code of Botanical Nomenclature for details).

Before the age of computers, the ending was spelled with the special letter æ so that Fabaceae was spelled Fabaceæ. Recently, with the introduction of UNICODE, a return to this older style of spelling has become more commonplace. The Complete Botanica allows both methods to be used. To switch from one style ending to the other use the Customize settings window.



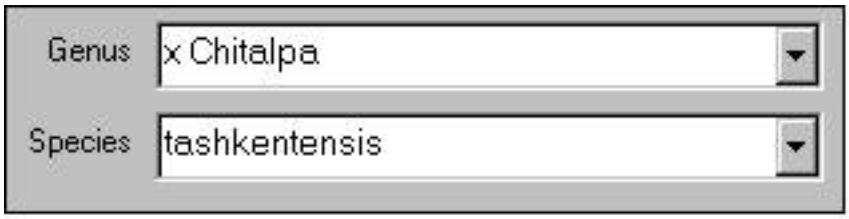
By convention, family names are usually shown in all upper case letters. Here is what the drop-down combo-box for all family names beginning with “AC” looks like:



Note that regardless of how the names are displayed, they are always stored in the database as “AE”.

Compleat Botanica - Inter-generic hybrids

Inter-generic hybrids are formally identified with a cross symbol prefixing their name. This symbol looks like a small letter “x”. Before the advent of UNICODE, this symbol was not present in most computer fonts, thus the common practice was to substitute the cross symbol for with the lower case letter “x”. This convention allows for easy entry of these names and has been adopted by The Compleat Botanica.



Note that the first letter of a species names is always capitalized (this is automatically done for you by the software). In the case of inter-generic hybrids the “x” is not considered to be the first letter.

Compleat Botanica - What are the rules for proper formatting of botanical names?

A botanical name consists of a **genus** name and a **species** epithet. The genus name must begin with a capital letter and be followed by all lower case letters. Species epithets are to be all lower-case letters. Both the genus and species should be italicized.

When a botanical name contains a **subspecies** component the abbreviation "ssp." or "subsp." is inserted before the subspecies in a non-italicized font.

When a botanical name contains a **variety** component the abbreviation "var." is inserted before the variety in a non-italicized font.

When a botanical name contains a **cultivar** component the name is surrounded by single quotes and is displayed in a non-italicized font.

The International Association for Plant Taxonomy has prescribed the following rules for formatting plant names:

Summary	International Code of Botanical Nomenclature (St. Louis Code)
Initial capital letter for genus	*20.1.* The name of a genus is a noun in the nominative singular, or a word treated as such, and is written with an initial capital letter. . . .
Species	*23.1.* The name of a species is a binary combination consisting of the name of the genus followed by a single specific epithet . . . . If an epithet consists of two or more words, these are to be united or hyphenated.
Species lower-case	*60F.1.* All specific and infraspecific epithets should be written with an initial lower-case letter, although authors desiring to use initial capital letters may do so when the epithets are directly derived from the names of persons (whether actual or mythical), or are vernacular (or non-Latin) names, or are former generic names
Cultivar epithets	*28 Note 5.* The *International code of nomenclature for cultivated plants* provides for the establishment of cultivar epithets differing markedly from epithets in Latin form.

Latin alphabet	*60.4.* The letters *w* and *y*, foreign to classical Latin, and *k*, rare in that language, are permissible in Latin plant names. Other letters and ligatures foreign to classical Latin that may appear in Latin plant names, such as the German *ß* (double *s*), are to be transcribed.

To be validly published, a botanical name must include its author. The Compleat Botanica's checklist of botanical names includes the author in most cases. Nevertheless the author's name is not shown on-screen or on reports because it is not of interest to the non-scientific community.

Compleat Botanica - The Uncertain taxonomy checkbox

Sometimes the full genus, species, and variety is not known for a specimen. In these cases, you can place a checkmark in the "Uncertain taxonomy" box to indicate this. The automatic botanical spell-checker does this for you if you mistype a name. If you are certain you've spelled the name correctly and it just isn't in the checklist, you can remove the checkmark.

This name is not in the checklist.

In some cases you may want to place "<incertae genus>", "<incertae species>", "<incertae varietas>", "<incertae familia>" in the fields that you are uncertain about. This serves as a reminder to do more research.

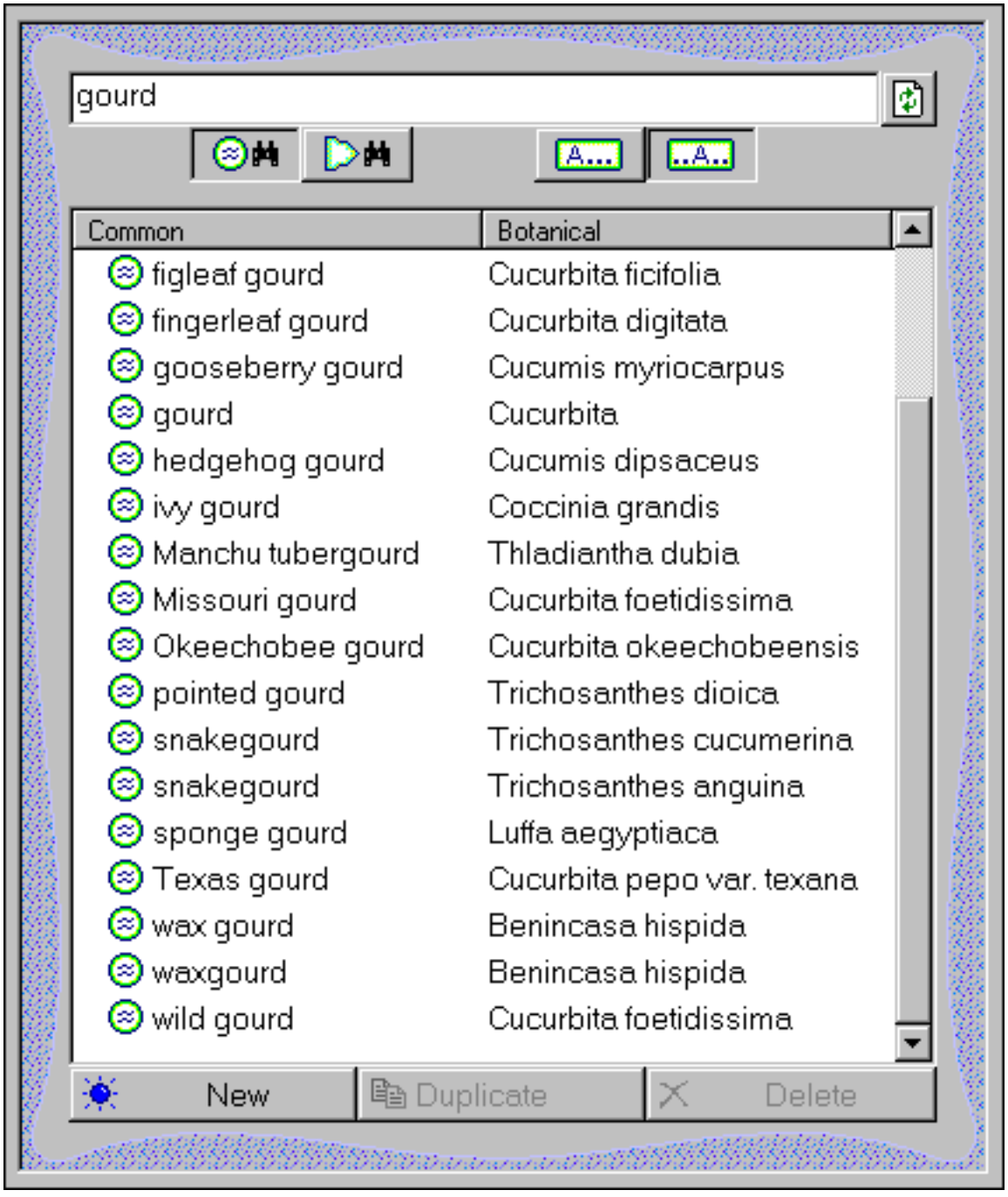
Compleat Botanica - Vernacular names

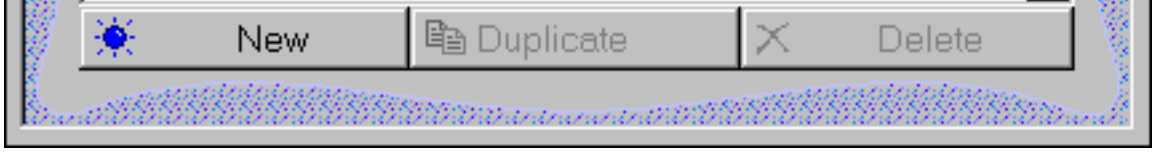
Index to vernacular name topics

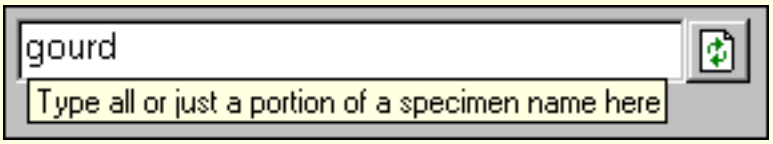
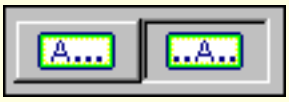
Vernacular name list	The vernacular name list is used to display common name equivalents to proper botanical names.
Vernacular name view	The Vernacular name view displays additional information about a common name such as its country of origin and whether or not it is a non-English language name.
Common name popup	Common names are associated with entries in the specimen list and can be seen when the Identification View is active.

Compleat Botanica - Vernacular name list

The **Vernacular name list** is used to display common name equivalents to proper botanical names. Using this window you can search for entries using just portions of a name and thus easily find obscure or hard to spell names. This window can be used to search for either botanical names or common names.

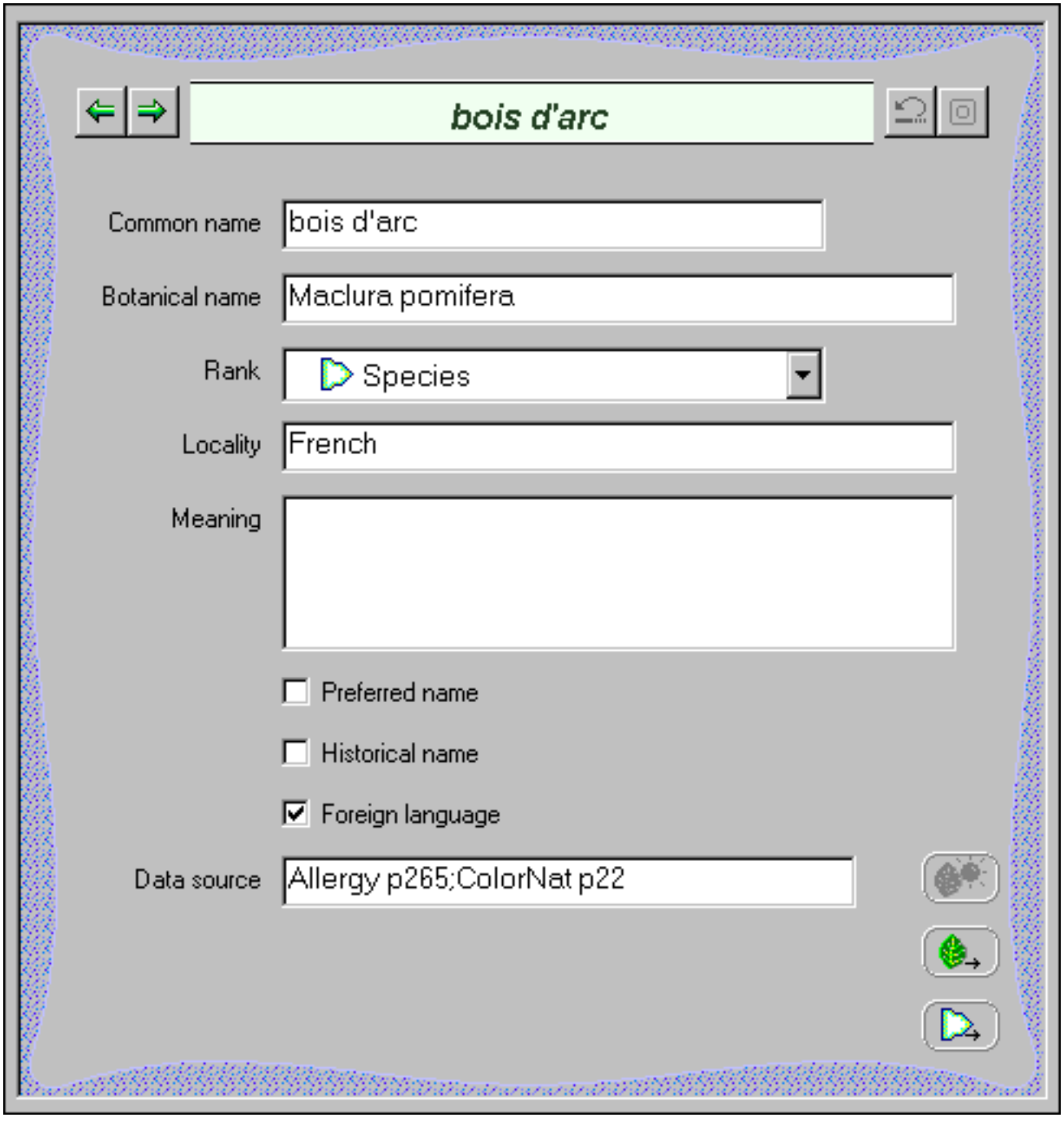




	Item	Notes
1		Use this area to enter part or all of a name to look up. Press the refresh button to display the list of matching entries.
2		Toggle these two buttons like this to search for *common names* matching your request.
3		Toggle these two buttons like this to search for *botanical names* matching your request.
4		Toggle these two buttons like this to search for entries that *begin with your typed text*.
5		Toggle these two buttons like this to search for entries that *contain your typed text anywhere in its name.*

Compleat Botanica - Vernacular name view

The **Vernacular name view** displays additional information about a common name such as its country of origin and whether or not it is a non-English language name.

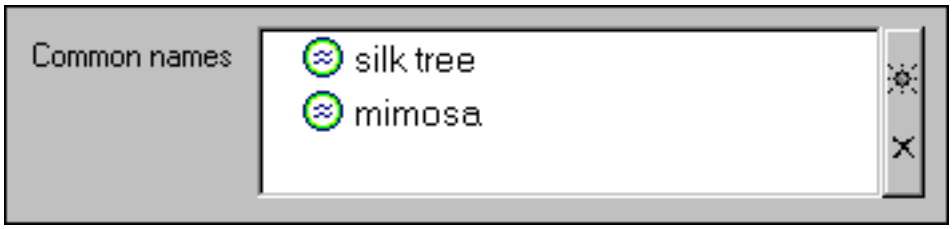


	Item	Notes
1	Common name	When a single common name applies to more than one botanical name, a separate vernacular name entry exists for each pair of names.
2	Botanical name	The formal botanical name that this common name refers to.
3	Rank	The taxonomic rank of the botanical name. This name is automatically supplied when you type a valid botanical name.
4	Locality	The country or other locality where this name is in common use.
5	Meaning	When this is an historical name or a foreign-language name, the translated meaning can be supplied here.
6	Preferred name	When more than one common name is used to refer to the same species, this is checked to indicate which is the one most often used.
7	Historical name	Checked when this is an older name that is used in historical writings but is not used in everyday speech.
8	Foreign language	Checked when this is not an English language name.
9	Data source	This is a reference to the source material where this common name can be found.
10		Press this button to create a new specimen record with this botanical name.
11		Go to the specimen record with this botanical name.

12		Go to the taxonomic details for the referenced botanical name.

Compleat Botanica - Common name popup

Common names are associated with entries in the specimen list and can be seen when the Identification View is active. This same list of common names is associated with taxonomic entries and can be seen in the Checklist View. In both cases you can quickly add, remove, and change these common names using the little popup window accessible by pressing the button just to the right of the list.



The three buttons along the top left of the popup window are for adding, removing, and saving changes made to a common name. The single button in the top right hand corner simply closes the popup window.

Changes made to this list will be visible in the Vernacular List where you can make additional changes to the name's detailed record.

Compleat Botanica - Things you can do with your pictures

Index to picture topics

Compleat Botanica - Recommendations for your picture files

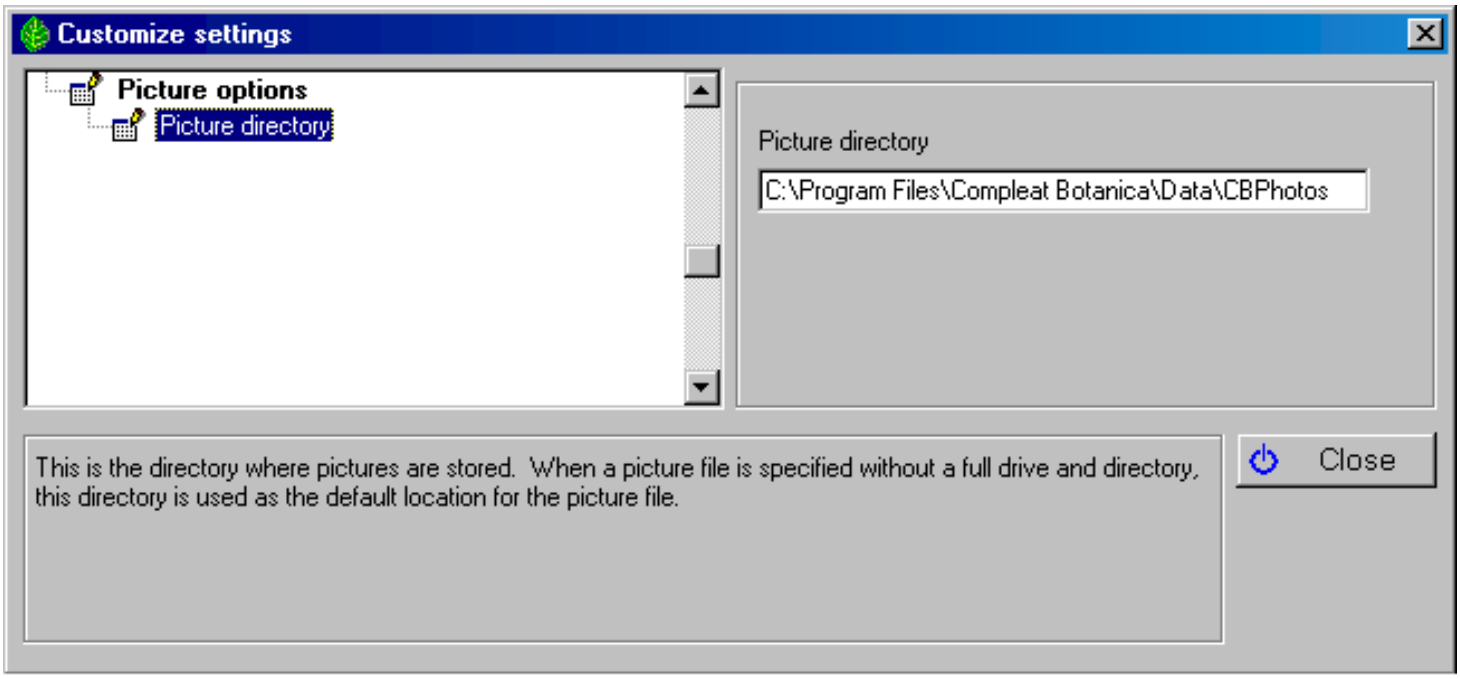
Your picture files are not stored in the database together with your specimen data; instead they are kept in their original location. The database only keeps the *location* of each picture file. The advantage to this is that these large picture files are only taking up space on your disk once. Your can organize your picture files in any way that makes sense to you.

To see your specimen pictures from within The Compleat Botanica program, enter the directory and filename in the space provided on the Sketch View.

Compleat Botanica - Setting the default picture directory

Picture files can be specified using the full drive and directory as part of the filename. This is called an absolute file path. Optionally, you can leave the drive letter and directory off the name of the picture file if it is located in the default directory. This option is useful when you anticipate moving your pictures or when more than one database shares the pictures.

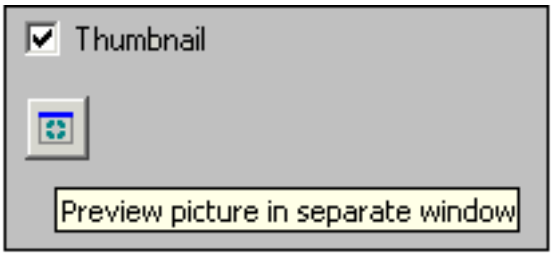
You can change the location of the default picture directory from the Customize settings window.



Compleat Botanica - Overview of picture files

Digital pictures captured with today's new cameras are easy to take and fun to have. Pictures of your specimen can be conveniently organized, displayed and printed using The Compleat Botanica.

Each specimen record has a special field designated for picture files. Use the file finder button to locate your picture file. Pictures stored in JPEG or GIF format can be accommodated. For more about how pictures are stored see the document Setting the default picture directory.



To see your pictures full-sized, use the picture preview button; this will display your pictures in a separate window. You can scroll through your pictures by keeping this window open and changing the currently selected specimen record. See the document Using the picture previewer for more about this.

Compleat Botanica - Using the picture previewer

The picture previewer is a separate window which can float on top of other windows or behave in the normal overlapping fashion. When kept in front, the preview window can be used to quickly look through all of your digital pictures. To do this, be sure the "Front" button is toggled on, then simply change the currently selected specimen record using the Specimen List. You can use the up and down arrow keys to scroll through your entire collection in this way.

The six buttons at the top of the window have the following use:

Button	Usage
Fit	Show the entire picture within the boundaries of the window. When you resize the window the picture will shrink or expand to fit entirely within the window
Full	Show the picture at full size. This is the pixel-for-pixel representation of the picture shown without any compression or expansion in size.
Front	Keep the picture preview window on top of all other windows. Use this option when scrolling through your specimen list.
Back	Place the picture preview window behind other windows when it isn't the active window. This is the normal behavior for windows.
Print	Print the full sized picture
Close	Close the picture preview window

Picture preview - The Compleat Botanica

Cotinus coggygria var. *purpureus*

Fit | 100% Full | Front | Back | Print | Close

Index to printing topics

Printing reports	Index to report generation topics.
Printing labels	Index to topics about printing labels.
Printing Pathfinder documents	Index to printing Pathfinder documents.
Printing Checklist reports	Index to printing Checklist reports.

Compleat Botanica - Printing reports

Index to printing reports topics

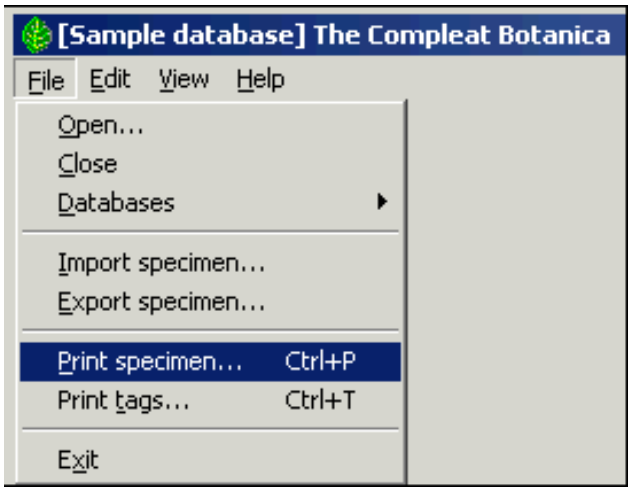
Compleat Botanica - Basic steps for printing specimen reports

Good default values are set up for you when install the software so that you can begin printing without any fuss. But when you want to customize the look of your reports, there are several things to know that may not be obvious at first glance. Read the Tips for printing great looking reports to understand how the printing process works.

Step 1: Select a filter

The filter you're using defines the columns of your report, the records to include, the sorting order, and the relative column widths of the report. Use any existing filter, or create your own, with just the items you want to include on your report.

Step 2: Print command



Begin the print process by choosing the **Print Specimen** command from the **File** menu.

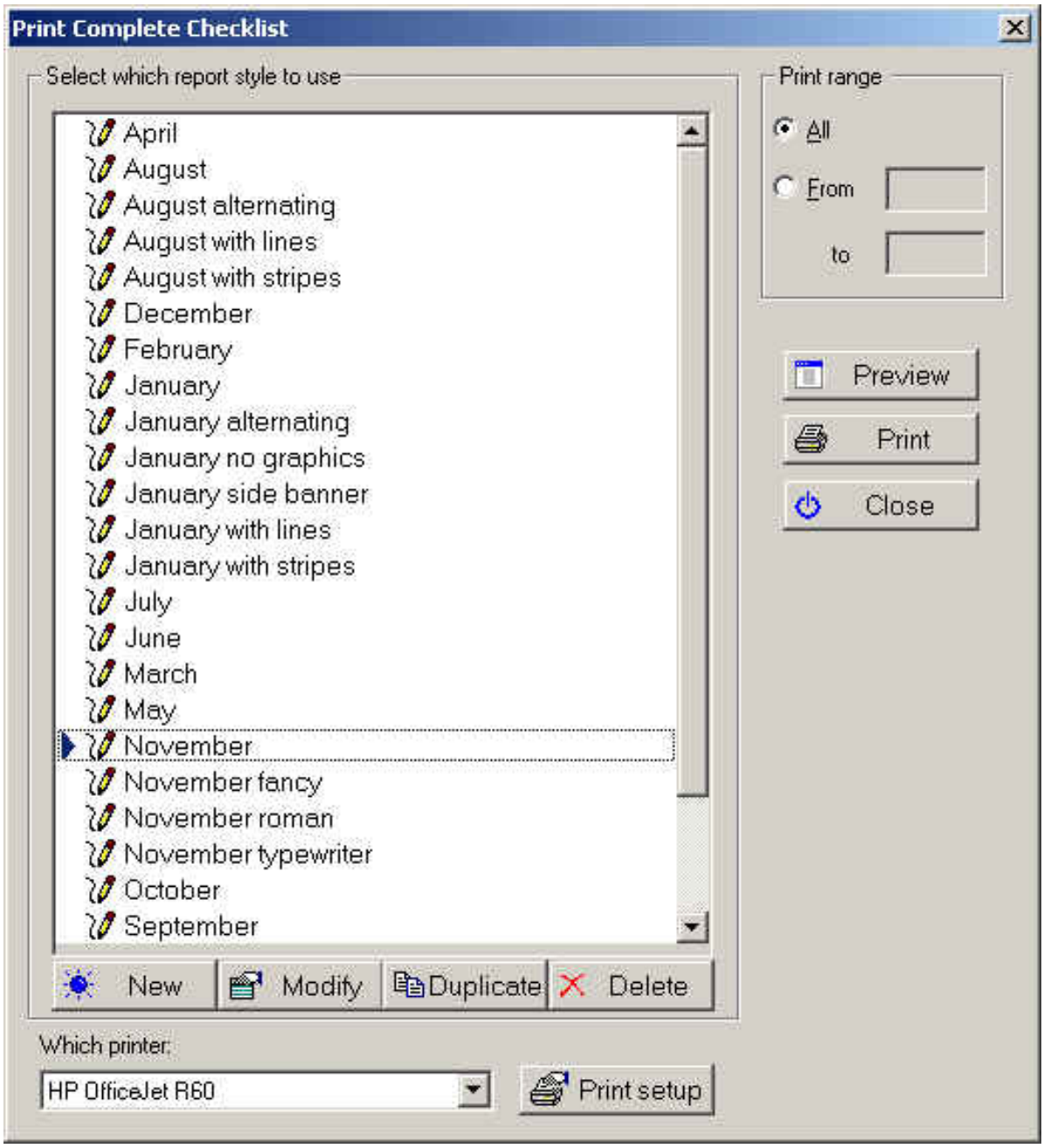
Step 3: Select a report style

Choose one of the predefined report styles, or create your own -- follow the instructions beginning with Defining report style fonts.

Choose whether to print all pages or a **From** and **To** range of pages.

If you have more than one printer, select which one to use. Use the **Print setup** button to change special printer characteristics.

Use the **Preview** button to switch between Landscape and Portrait orientations. See WYSIWYG print preview for more about this.

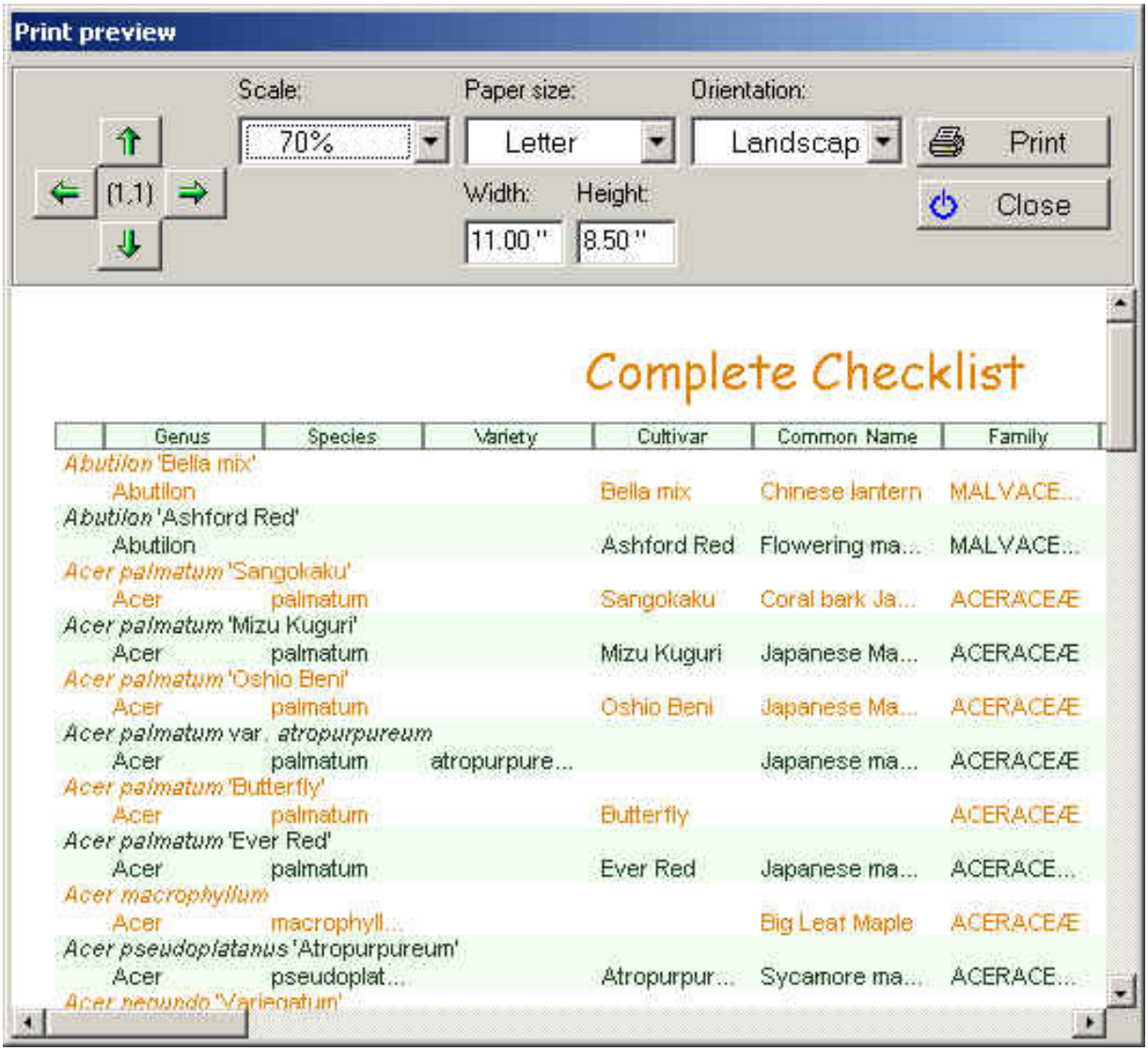


Step 4: Select portrait or landscape

On the Print preview window select the **Orientation** for your report. Select one of the standard paper sizes, or use the **Width** and **Height** items to print to custom sized paper.

Use the green arrows to scroll left and right, up and down to see how the report will look on paper.

The **Scaling** options allow you to zoom in on the report preview. Scaling does not affect how the report is printed.



Step 5: Press the Print button

Use the **Print** button from step 3 to print selected pages or the **Print** button from step 4 to print all pages.

Compleat Botanica - Tips for printing great looking reports

Here are some tips for printing specimen reports that may not be obvious at first glance:

1. The current filter specifies which records are included in the Specimen List. This same set of records will be included on your printed reports. To include all of your specimen records, choose a filter that doesn't exclude anything.

2. The current filter defines which items are included the Specimen List. This same set of items, in the same column-by-column ordering is included on your printed report. To create a report that doesn't span the width of two or more pages, define a simpler filter which includes fewer columns.

3. The sorted order of records in your printed report is the same as the sorted order in your Specimen List. To read more about sorting see the document Sorting the list of specimen.

4. The width of columns in your printed report is proportional to the width of columns in the Specimen List. To adjust the column widths in your report to better fit your selected fonts and paper layout, return to the Specimen List and follow the instructions for Adjusting the specimen list column width. Note that column widths are proportional, not exact. Changing the font size of the of the Specimen List or the font size of your report will automatically adjust the column widths of the report.

5. Portrait and Landscape are controlled by the Orientation item on the Print Preview, not by the settings of your printer.

6

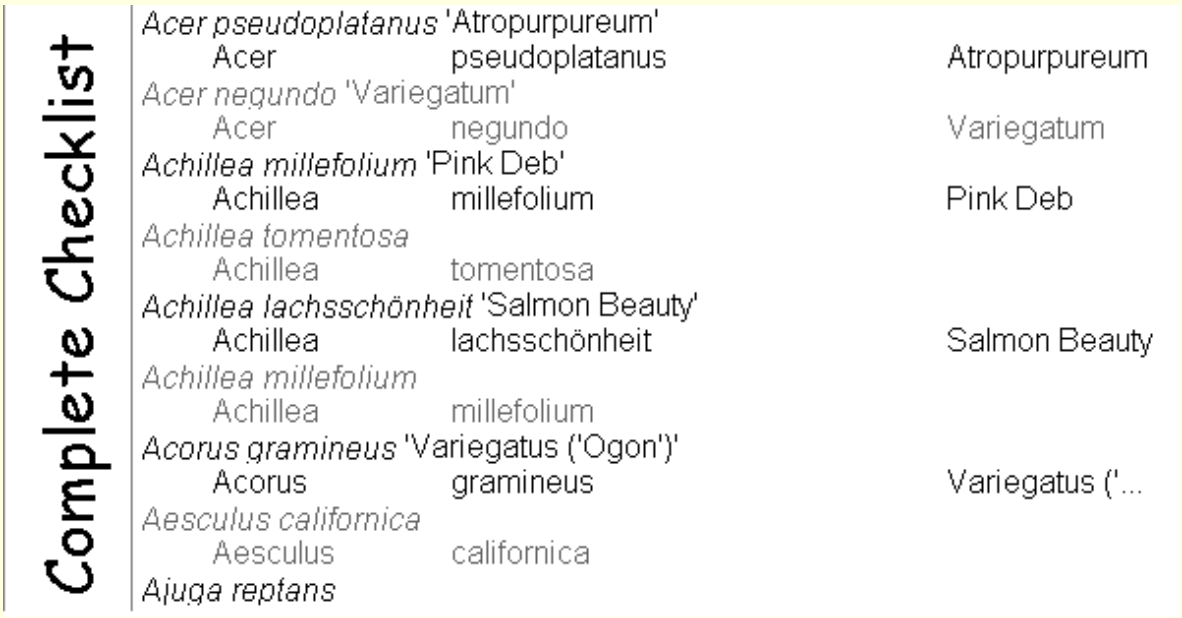
The list of fonts shown in the Report Style Definition are the fonts available for the selected printer. If the list of fonts seems too small, make sure you haven't selected a "Generic / Text Only" printer.

7

Each filtered set of records can be printed with any of the report styles. By default, the report will be printed with the report style previously used by the selected filter.

When The Compleat Botanica is installed, a variety of report styles are preloaded. These report styles are useful templates demonstrating color schemes, font styles and sizes, and the use of lines. The basic color schemes are represented with styles named for the months of the year. Additional features are demonstrated by modifying the twelve base color schemes.

Once you see how the predefined report styles have been constructed, you'll want to experiment with creating your own styles.

Report style	Sample
January	
January side banner	

February

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

March

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

April

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

May

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

June

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

July

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

August

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

August alternating

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

August with lines

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

August with stripes

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

September

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

September jumbo

Complete Checklist

	Genus	Species	Variety
Abutilon 'Bella mix'	Abutilon		
Abutilon 'Ashford Red'	Abutilon		
Acer palmatum 'Sangokaku'	Acer	palmatum	

September large

Complete Checklist

	Genus	Species	Variety	Cultivar	Common
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese la
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese

September small

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name	Family	Uncertain taxonomy	Specime
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern	MALVACEÆ	☐	751
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering ma...	MALVACEÆ	☑	613
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...	ACERACEÆ	☐	557
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple	ACERACEÆ	☐	513

September tiny

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name	Family	Uncertain taxonomy	Specimen Number
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern	MALVACEÆ	☐	751
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple	MALVACEÆ	☐	613
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Japane...	ACERACEÆ	☐	557
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple	ACERACEÆ	☐	513
Acer palmatum 'Oshio Beni'	Acer	palmatum		Oshio Beni	Japanese Maple	ACERACEÆ	☐	519
Acer palmatum var. *atropurpureum*	Acer	palmatum	atropurpureum		Japanese maple	ACERACEÆ	☐	603
Acer palmatum 'Butterfly'	Acer	palmatum		Butterfly		ACERACEÆ	☐	682

October

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

November

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

November fancy

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering ma...
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

November roman

Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'	Acer	palmatum		Sangokaku	Coral bark Japan...
Acer palmatum 'Mizu Kuguri'	Acer	palmatum		Mizu Kuguri	Japanese Maple

November typewriter

Complete Checklist

	Genus	Species	Variety	
Abutilon 'Bella mix'				
	Abutilon			Bella
Abutilon 'Ashford Red'				
	Abutilon			Ashfo
Acer palmatum 'Sangokaku'				
	Acer	palmatum		Sango
Acer palmatum 'Mizu Kuguri'				
	Acer	palmatum		Mizu

December

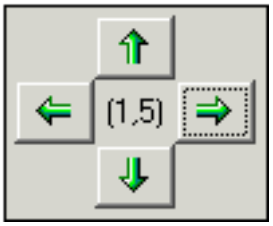
Complete Checklist

	Genus	Species	Variety	Cultivar	Common Name
Abutilon 'Bella mix'					
	Abutilon			Bella mix	Chinese lantern
Abutilon 'Ashford Red'					
	Abutilon			Ashford Red	Flowering maple
Acer palmatum 'Sangokaku'					
	Acer	palmatum		Sangokaku	Coral bark Jap...
Acer palmatum 'Mizu Kuguri'					
	Acer	palmatum		Mizu Kuguri	Japanese Maple

Compleat Botanica - WYSIWYG print preview

The Print Preview window is a "what you see is what you get" (WYSIWYG) display. Using the print preview helps you to decide whether you need to adjust column widths, font sizes, or other features, all without wasting ink cartridges or paper.

There are several features which make the print preview useful:

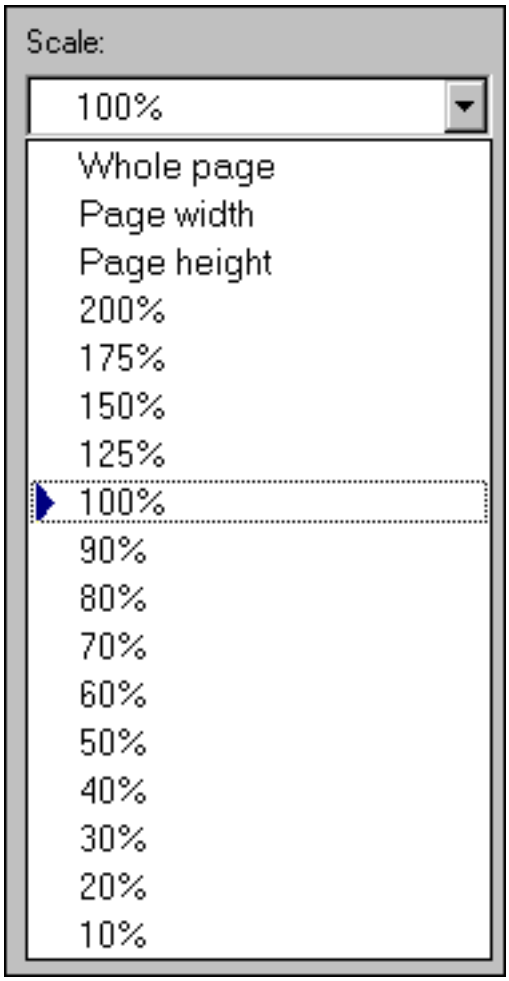


1

The left and right, up and down scrolling buttons allow you to see all pages of the report. The page numbers in the middle show the page down and page across numbers. This example is page one down and page five across.

Tip: To continuously scroll, press and hold the button down until you reach the desired page.

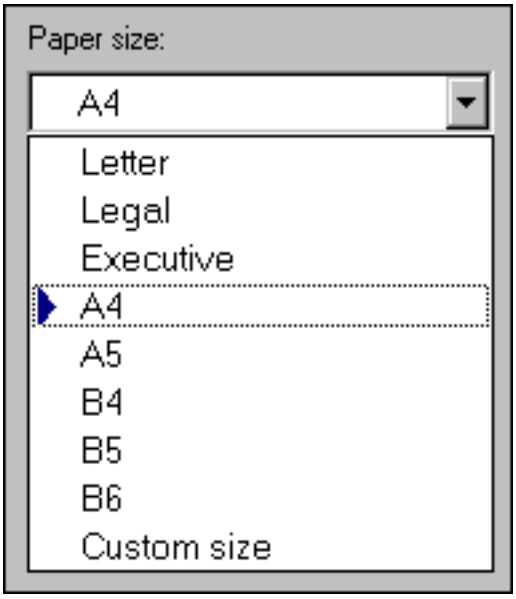
The page scale feature allows you to see more or less of the report on your screen. Remember also that the entire print preview window can be sized larger or smaller just like any



2

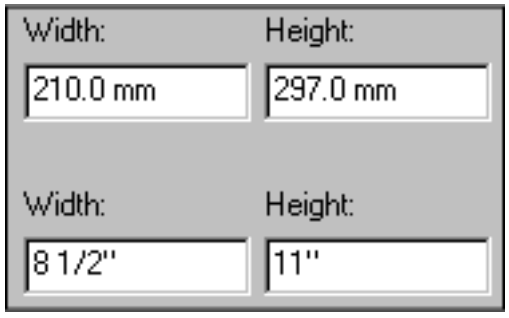
other sizable window.

The **whole page** option scales the preview so that you can see the complete page within the window. The **page width** option scales the preview so that you can see the entire width of the report within the window. The **page height** option scales the preview so that you can see the entire height of the report within the window.



3

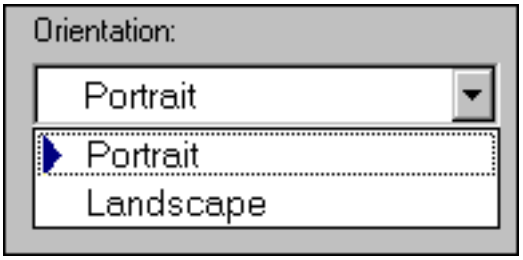
The paper size feature lets you match the size of paper in your printer to the size of the preview.



4

When using paper with a custom size, use the width and height items to match your paper's dimensions.

If you want to specify your dimensions in US Customary units (inches) or metric units (millimeters), you can use the Customize Setting window to change how units are specified. See the document Choosing measurement units for reports and labels.



5

Your report's orientation is set using this print preview feature; it is not set using the portrait/landscape option under printer settings.

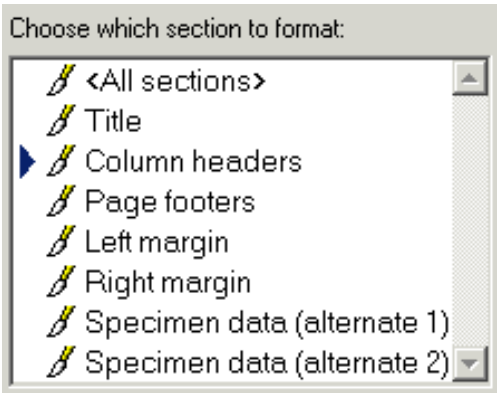
Compleat Botanica - Defining report style fonts

Using the **Fonts** tab of the Report Style Definition you can change the characteristics of the text shown in the report.

Seven different sections of the report's page layout can be customized in this manner: the four edges of the page (title, left margin, right margin, and page footers), the column headers, and the two alternating bands of data.

The two alternating bands of formatting for the specimen data is helpful for readers of your report to follow a row of text across the page. If you don't need this feature, you can simply apply the same characteristics to both bands.

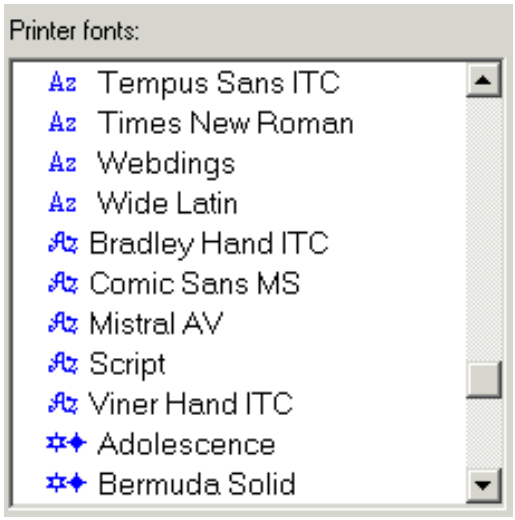
Here's an explanation of each item in the Fonts tab of the Report Style Definition:



*

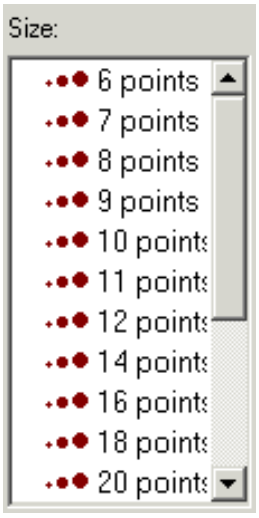
To change the font characteristics for one section, choose that section's name using the list shown here. To apply changes to two or more sections simultaneously, use the <Ctrl> key on your keyboard to select multiple sections. To apply changes to all seven sections, choose the <All sections> item.

* If you do not want one of the four edges or the column headers, you can disable that section of the report.

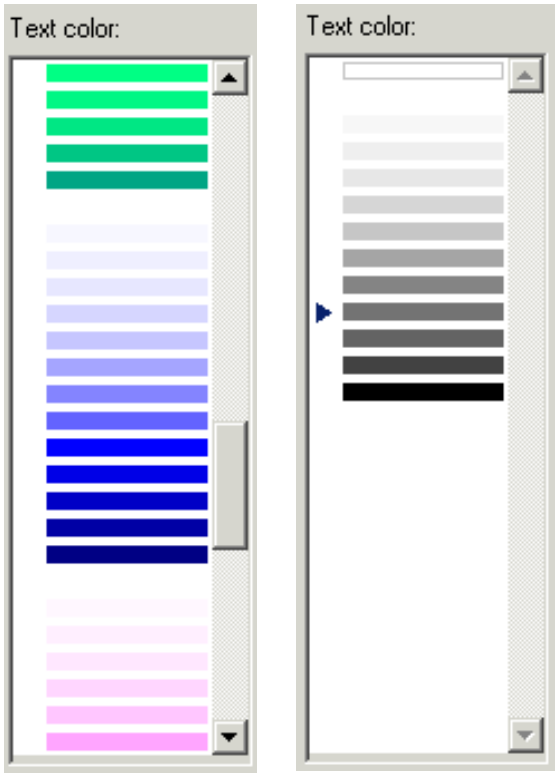


* The list of fonts is grouped into four font types: sans serif fonts, serif fonts, script fonts, and special fonts. The blue symbols in the list indicate the font type.

The font names shown in this list is based on which printer you've selected. If you don't see very many fonts, make sure you haven't selected "Generic / Text only" as your destination printer.



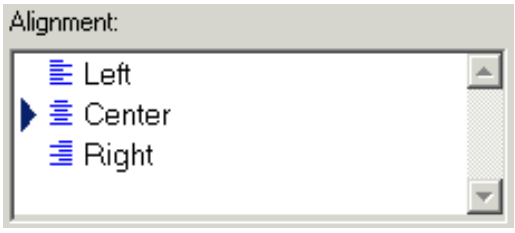
* Font sizes range from 6 points to 72 points.



When printing to color printers, use any of the standard text colors.

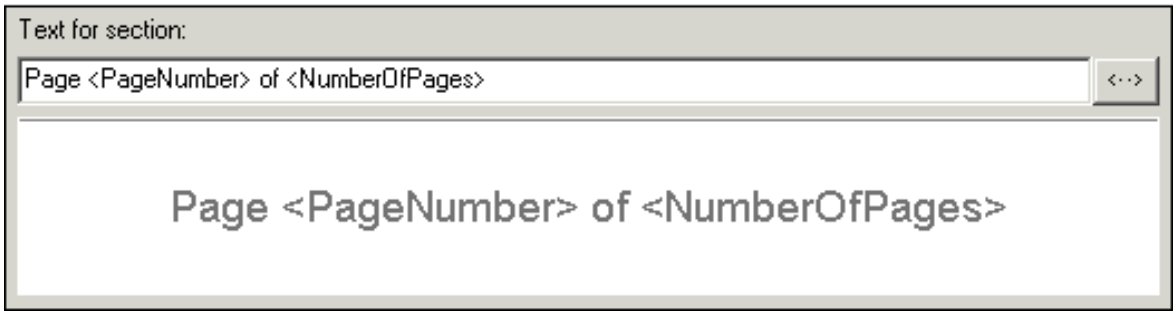
When printing to black and white printers, choose from the gray palette.

Note that not all fonts have bold and italic. Choose a font style available for your selected font.

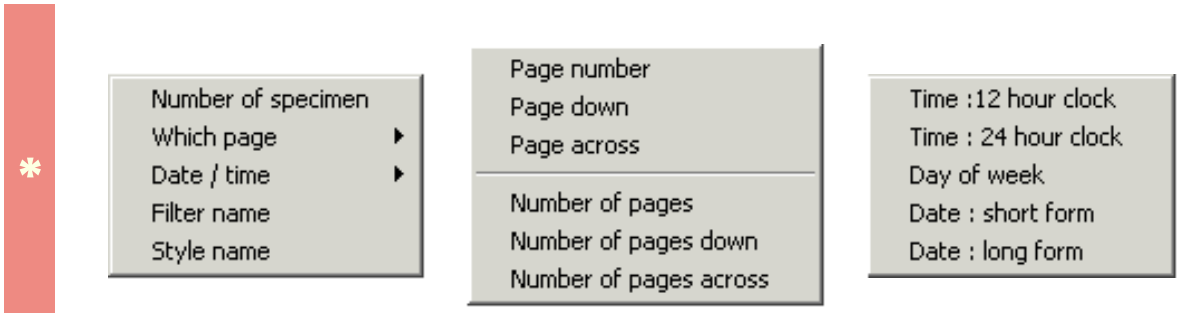


Text is normally center aligned for the four edge sections and left aligned for the specimen data sections. But a custom appearance is possible by choosing a different alignment.

Place any text in the four edge sections, or use one of the replacement tags.

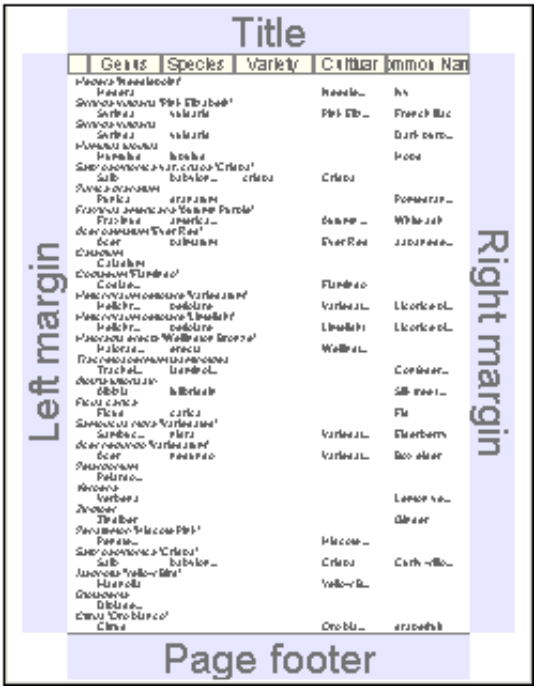


Replacement tags allow you to create a report style definition that's adaptive.



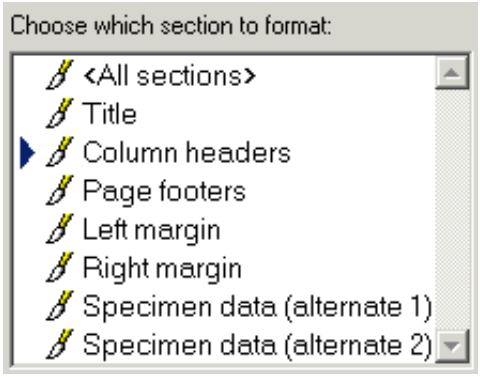
Compleat Botanica - Defining report style borders and shading

Using the **Borders** tab of the Report Style Definition you can change the borders and shading of the report.



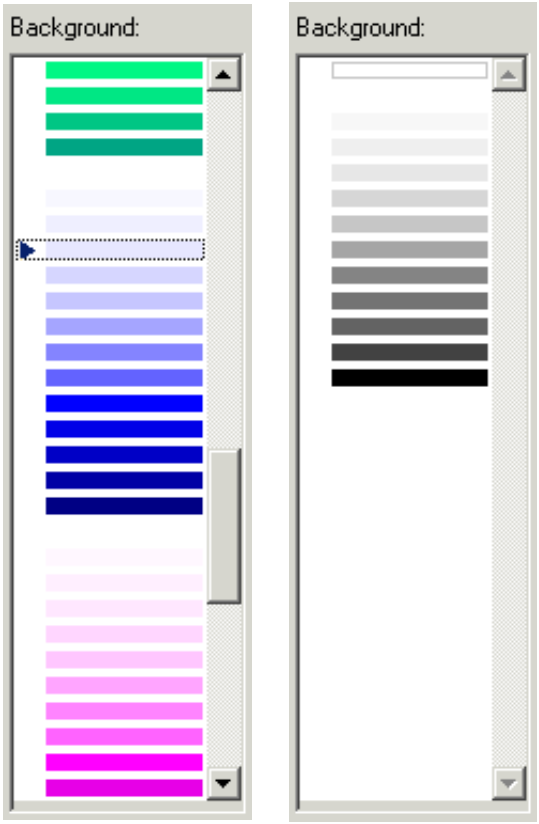
Each of the seven different sections of the report's page layout can have different background colors and border elements.

Here's an explanation of the items on the Borders tab:



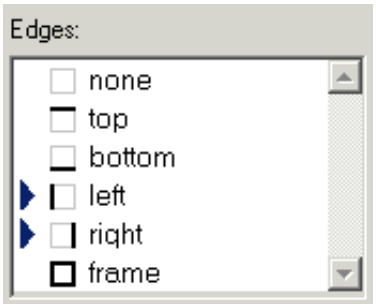
* To change the color and border characteristics for one section, choose that section's name using the list shown here. To apply changes to two or more sections simultaneously, use the <Ctrl> key on your keyboard to select multiple sections. To apply changes to all seven sections, choose the <All sections> item.

* If you do not want one of the four edges or the column headers, you can disable that section of the report.



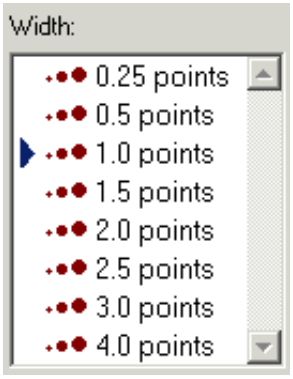
The background for each section can be a different color. Use the lightest hues to make subtle and pleasing backgrounds without using a lot of printer ink.

Only shades of gray are available when you select the black and white option.

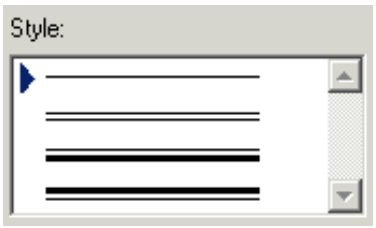


Choose which edge or edges of the currently selected section you want to modify, then use the **Width**, **Style**, and **Edge color** items to make your customizations. To select two or more edges, use the <Ctrl> key on your keyboard.

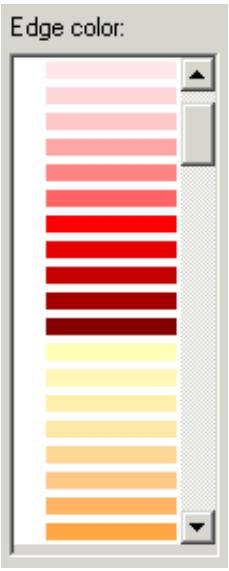
You'll find the print preview sample window to be a convenient tool when defining edges because the edges of adjacent sections do not overlap, they abut each other. Try various combinations of edges to find one that works right for you. Look at how the predefined report styles have been set up for some ideas.



The width of each edge can be adjusted from 0.25 font points to 4 font points. 0.25 is a hairline edge. 4.0 is a fat edge.



Choose simple edges or one of the double-line edges.



* Use darker colors for edges to make them more visible.

Only shades of gray are available when the black and white option is in effect.

See the sample at the bottom of the window to get a good idea of what the section will look like.

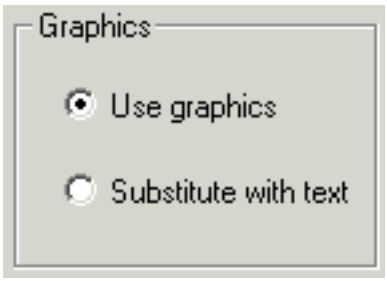
Compleat Botanica - Defining report style options

Using the **Options** tab of the Report Style Definition you can make changes to the overall appearance of the report.

Here are explanations for the items under the Options tab:

* Choose either color or black and white. When black and white is chosen, only shades of gray are available for fonts, backgrounds, and borders.

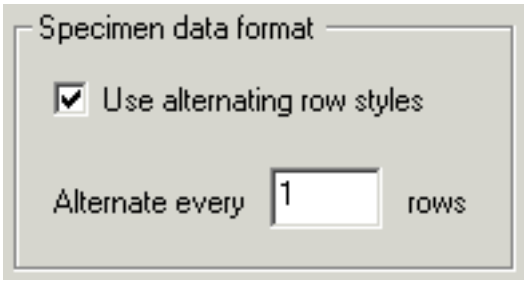
  Note that color icons, RHS color patches, and thumbnail pictures are still shown in color. If your printer does not automatically convert these to gray scale, you may want to use the **substitute with text** graphics option.



* Choose the **use graphics** option to show embedded date-range graphics, height and spread symbols, icons, and thumbnail pictures.

  Choose the **substitute with text** option to print without these graphical elements.

  See Graphics in printed reports for samples.

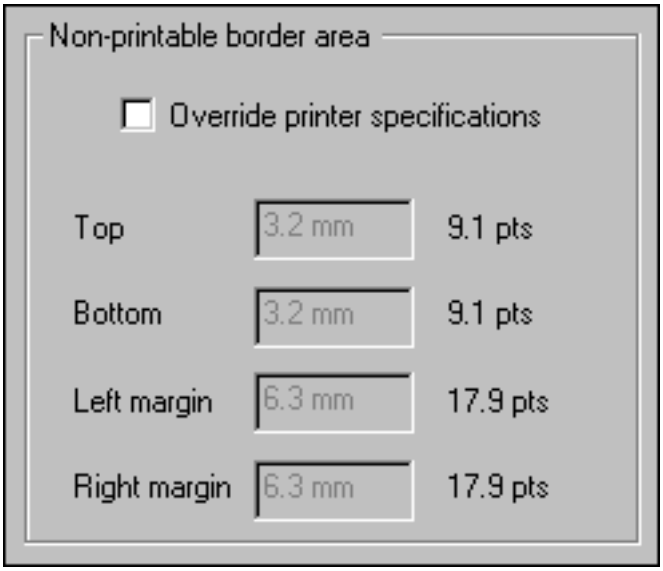


The specimen data can be be printed using a single scheme or alternating schemes. When the **alternating row styles** option is left unchecked, all specimen data is formatted using the "Specimen data (alternate 1)" section definitions.

When the **alternating row styles** option is turned on, you can choose how many rows are to be banded together in each of the two alternate schemes. Usually this value is 1, but for special effects you can use 2 or a higher number.

Compleat Botanica - Defining report style margins

Using the **Margins** tab of the Report Style Definition you can override the automatic settings for the non-printable border area and the text margins.



* The non-printable border area is the portion of each page that your printer uses for feeding, grasping, and ejecting the paper. This is different for each printer. Usually it is a very small portion of each edge. If you choose to override this setting be aware that your report may look great on one printer but may be clipped on another printer.

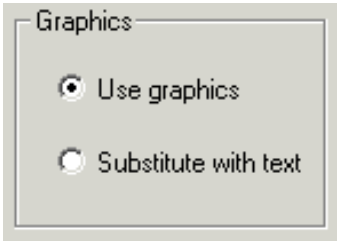
* The text margin areas are used by the four edge sections defined in the **Fonts** and **Borders** tabs. The minimum amount of space required for the selected font and border sizes are automatically calculated and adjusted as you make changes to each section of the report. You may find it more pleasing to increase these minimum values to allow for extra space between elements.

Tip: For best results, keep the **Override automatic settings** turned off while changing the font sizes and edge styles, then override the settings when you know what the minimum

values need to be.

Compleat Botanica - Graphics in printed reports

Printed reports can contain graphical icons, colors, pictures, and special symbols. When defining a new report style this feature can be kept or removed by specifying **Use graphics** or **Substitute with text**.



Here are examples demonstrating the types of graphical output available.

Report style	Sample
Checkboxes	

Uncertain taxonomy	Specimen Number	Tag needs printing	Nursery
☑	613	☐	Jack Frazer
☑	531	☐	Don's at Tuoli
☑	506	☐	Jack Frazer
☑	750	☐	Hiro's friend

Icons

Compost	Size	One of many	Garden	Propagule
☐	6 pack	1		
☐	6 pack	1	Driveway en	
☑	6 pack	6	Central trian	
☐	bare root	2	Front entryw	
☐	bare root	1	back yard	
☐	bare root	1	back yard	
☐	bare root	1	Fruit tree lin	
☐	bulb	40	Summerfielc	Tuber
☐	bulb	1	Summerfielc	Tuber

Date ranges and RHS colors

Blooming period	Principle color	Accent color
	33A	
	N66C	1C
	54D	
	41A	
	4A	
	192D	
	70A	
		
	N34A	177B
	98D	187A
	107A	6A
	1B	

Height and spread

Height	Spread
2' - 3'	5"
6"	6"
1' - 2'	7" - 2'
4" - 6"	8" - 1'
1'	8"
2' 4"	8"
1' 6" - 2'	10"
3" - 70'	11" - 40'

Climate zones

USDA Zones		Sunset Zones	
11	Above 40° F	16	Central and northern California
11	Above 40° F	16	Central and northern California
10a 11	Zones 10a-11	16	Central and northern California
10a 11	Zones 10a-11	16	Central and northern California
09a 11	Zones 09a-11	16	Central and northern California
07a	0° to 5° F	16	Central and northern California
06a 09b	Zones 06a-09b	16	Central and northern California
06a 09b	Zones 06a-09b	16	Central and northern California
06a 09b	Zones 06a-09b	16	Central and northern California
06a 08b	Zones 06a-08b	16	Central and northern California
05a 08b	Zones 05a-08b	16	Central and northern California
05a	-20° to -15° F	16	Central and northern California

Symbols

Sunshine	Water
Shade	Regular watering
Partial sun or shade	Regular watering
Morning sun	Well drained
Morning sun	Well drained
Full sun	Regular watering
Full or partial sun	Regular watering
Full sun	Regular watering

More icons

Life cycle	Stature	Best uses	Desirable qualities
Perennial	Vine	Fences and walls	withstands abuse
Deciduous	Shrub		Fragrant
Deciduous	Shrub		Fragrant
Perennial	Vine		Flowers good in dried arra
Perennial	Tree	Shade tree	Elegant habit
Deciduous	Shrub		Colorful berries and fruits
Deciduous	Tree		Autumn foliage
Deciduous	Tree		Autumn foliage
Perennial	Goundcover		

Thumbnail pictures

	Common Name	Specimen Number	Picture file
Tanacetum parthenium	Feverfew	876	
Abutilon 'Ashford Red'	Flowering maple	613	
Acer pseudoplatanus 'Atropurpureum'	Sycamore maple	843	
Achillea lachsschönheit 'Salmon Beauty'	Yarrow	510	
Achillea millefolium 'Pink Deb'	Yarrow	716	
Alchemilla mollis	Lady's mantle	755	
Alstroemeria	Peruvian lily	594	
Alyogyne huegelii	Blue Hibiscus	507	
Anemone x hybrida 'Luise Uhink'	Japanese Anem...	505	

Compleat Botanica - Printing labels

Index to topics about labels

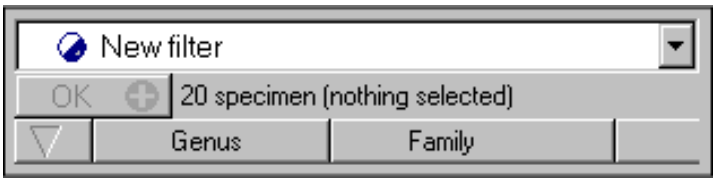
Compleat Botanica - Basic steps for printing labels

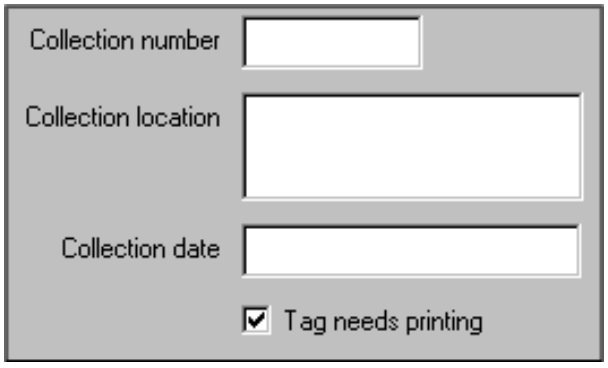
Here's an overview of what it takes to prepare and print labels.

Step 1: Selecting which labels to print

You can use two different methods to select which specimen to include on your labels. One method uses your currently selected filter, the other method uses the "Tag needs printing" column.

If you're comfortable creating and using filters, you'll find this to be a powerful way to select exactly which specimen to include. You can use any existing filter or you can create a new one just for the purpose of selecting which records to include on your labels. Use the normal methods for defining and selecting your filter, then proceed to Step 2.

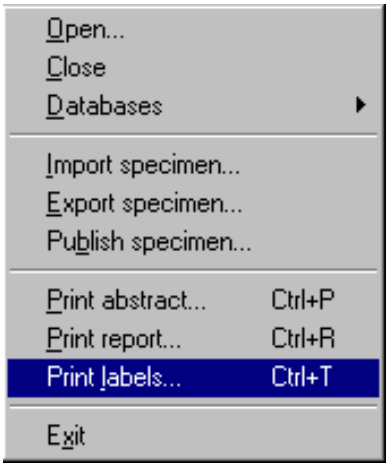




If you want to quickly print labels for just a few of your specimen, you'll find the second method to be fast and straightforward. Go to the Herbarium View and check the box named "Tag needs printing" for each specimen to be printed.

Note that each new specimen record that you create automatically has this box checked making it convenient for you to print labels for all your new entries.

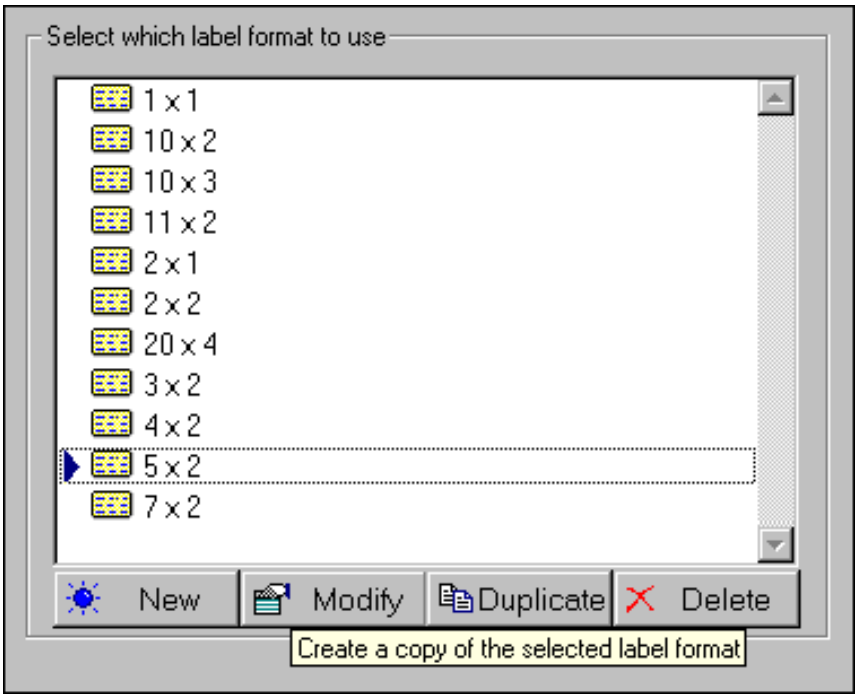
Step 2: Print command



Begin the print process by choosing the **Print Labels** command from the **File** menu.

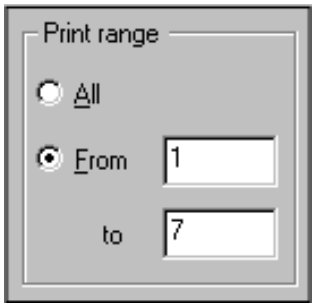
Step 3: Modify an existing label format

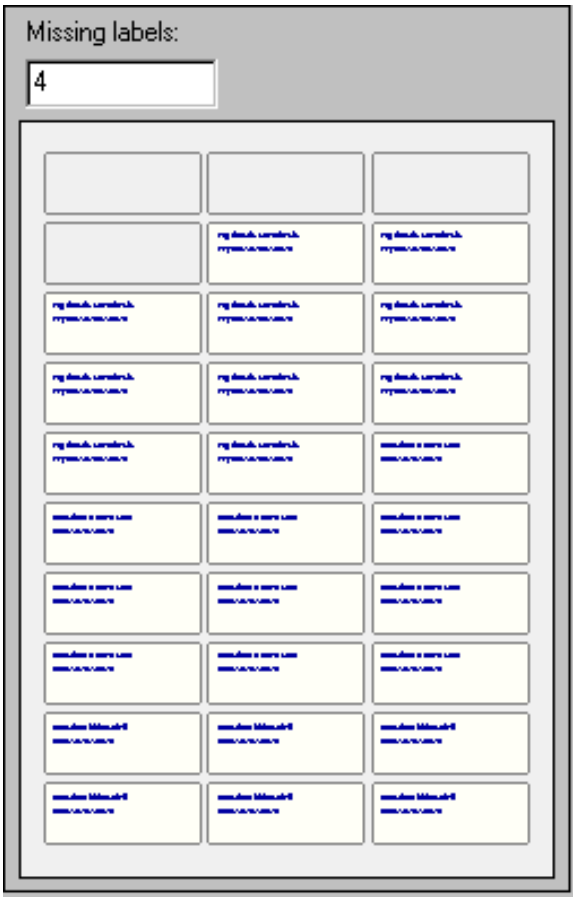
Choose one of the predefined label formats as a template for your own custom label layout. Double-click on the item to modify the layout, formatting, and printing options. See the document Choosing a label format for snapshots of a few of the pre-installed layouts.



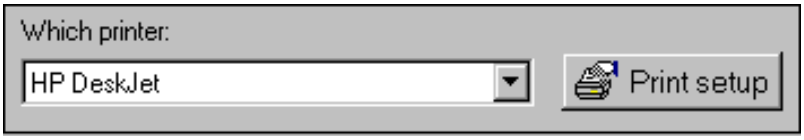
Step 4: Check your printing options

Choose whether to print all pages or a **From** and **To** range of pages.





Use the **Missing labels** option to re-use a sheet of labels that's already been partially been used. See WYSIWYG label preview for more about this.



If you have more than one printer, select which one to use. Use the **Print setup** button to change special printer characteristics.

Step 5: Press the Print button

Load the sheets of labels in your printer's tray and press the print button.

You'll also want to read the special Tips for setting up accurate label layouts.

Compleat Botanica - Tips for setting up accurate label layouts

At first glance everything looks straightforward, but there are a few things about printing labels that may not be so obvious. Here are some tips for setting up and printing labels.

1

The size and layout of each sheet of labels is determined by six things:

- *Paper size.* The overall dimensions of the sheet of labels. If you live in the USA this will most likely be "Letter size" or 8.5" by 11.0". If you live in any country which uses ISO paper sizes this will most likely be "A4" or 210mm x 297mm.
- *Orientation.* Whether the labels are laid out in portrait or landscape mode. Most sheets of labels are oriented as portrait.
- *Label layout.* The number of labels across the page and the number of labels down the page.
- *Page margins.* The amount of space reserved for your printer to grab the sheet and pull it through the device. This is unprintable space.
- *Label dimensions.* The width and height of each label.
- *Spacing between labels.* The amount of space between each row of labels and between each column of labels. Many sheets of labels are arranged so that each label is adjacent to its neighbors; you'll specify zero for these types of labels.

2

The "scale" affects only the on-screen print preview, not the actual paper printing size.

3

When printing labels using the "Selected specimen" option, the sorted order of labels is the same as the sorted order in your Specimen List. To read more about sorting see the document Sorting the list of specimen.

When printing labels using the "Tag needs printing" checkbox, the sorted order of labels is alphabetical by botanical name.

4

To add additional spacing between two lines of text on your labels you can add an extra line with no text. Simply use the "font size" to adjust the size of this blank line and thus the amount of blank spacing between your lines of text.

5

Portrait and Landscape are controlled by the Orientation item on the Print Preview, not by the settings of your printer.

6

The list of fonts shown in the Design Label window are the fonts available for the selected printer. If the list of fonts seems too small, make sure you haven't selected a "Generic / Text Only" printer.

7

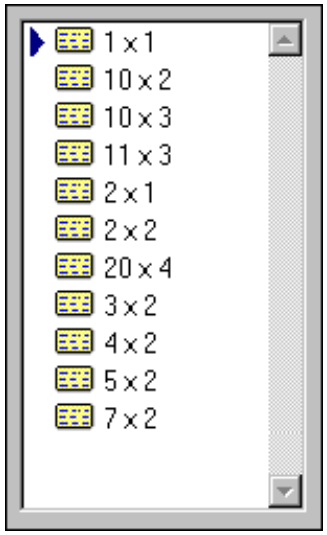
When using the "Tag needs printing" option, you can choose to automatically clear the checkbox when the labels have been satisfactorily printed.

Compleat Botanica - Choosing a label format

When *The Compleat Botanica* is installed, several sizes of label layouts are predefined. These layouts demonstrate a variety of different styling and formatting possibilities. Use them as templates to get started with your own custom labels.

Once you see how the predefined label layouts have been constructed, you'll want to experiment with fonts, colors, column values, and so forth. Remember, what you see is what you get, so prepare your labels first using the on-screen previewer, and there will be no suprises when the finished labels roll off the press.

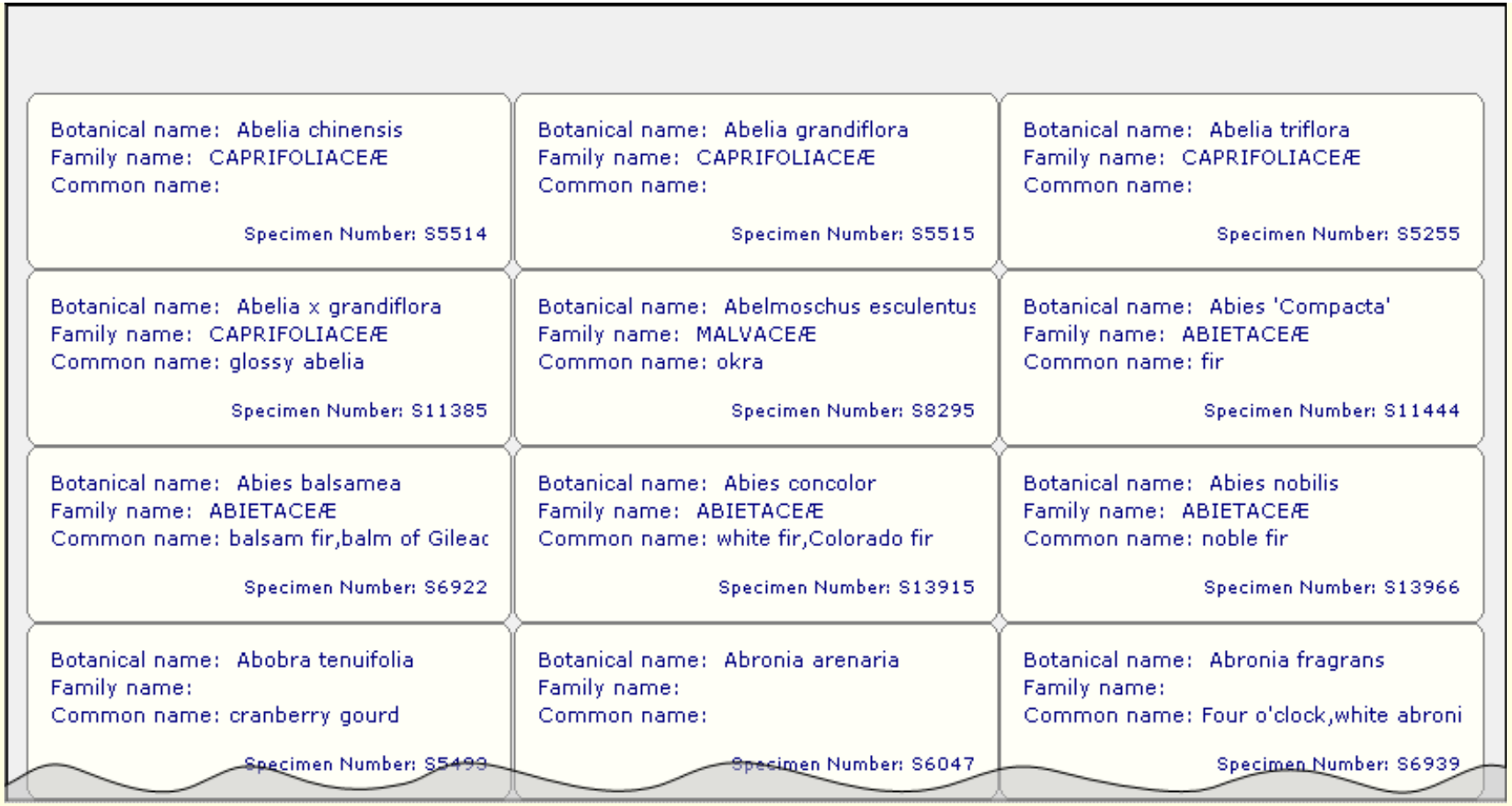
A few snapshots are shown here to help you visualize the possibilities. Each of these are shown at 100% scaling with the bottom half of the page clipped off.



Report style	Sample
20 x 4	


Abelia chinensis
Abelia grandiflora
Abelia triflora
Abelia x grandiflora
glossy abelia
Abelmoschus esculentus
okra
Abies 'Compacta'
fir
Abies balsamea
balsam fir,balm of Gilead
Abies concolor
white fir,Colorado fir
Abies nobilis
noble fir
Abobra tenuifolia
cranberry gourd
Abronia arenaria
Abronia fragrans
Four o'clock,white abronia
Abronia latifolia
:al sand verbena,yellow abı
Abronia maritima
red sand verbena
Abronia salsa
sand puffs
Abronia umbellata
prostrate sand verbena
Abronia villosa
pink sand verbena
Abrus precatorius
rosarypea,jequirity
Abutilon 'Ashford Red'
flowering maple
Abutilon 'Bella mix'
Chinese lantern
Abutilon hybridum
inese lantern,flowering maı
Abutilon indicum
ıkeybush,kanghi,Indian ma
Acacia acuminata
Raspberry jam tree
Acacia arabica
babul
Acacia baileyana
amundra wattle,Bailey's ac
Acacia cambagei
stinking wattle
Acacia catechu
cutch,gum catechu,black cɜ
Acacia constricta
acacia
Acacia dealbata
silver wattle
ıcacia dealbata 'Variegatus
silver wattle
Acacia decurrens
acacia
Acacia farnesiana
sweet acacia

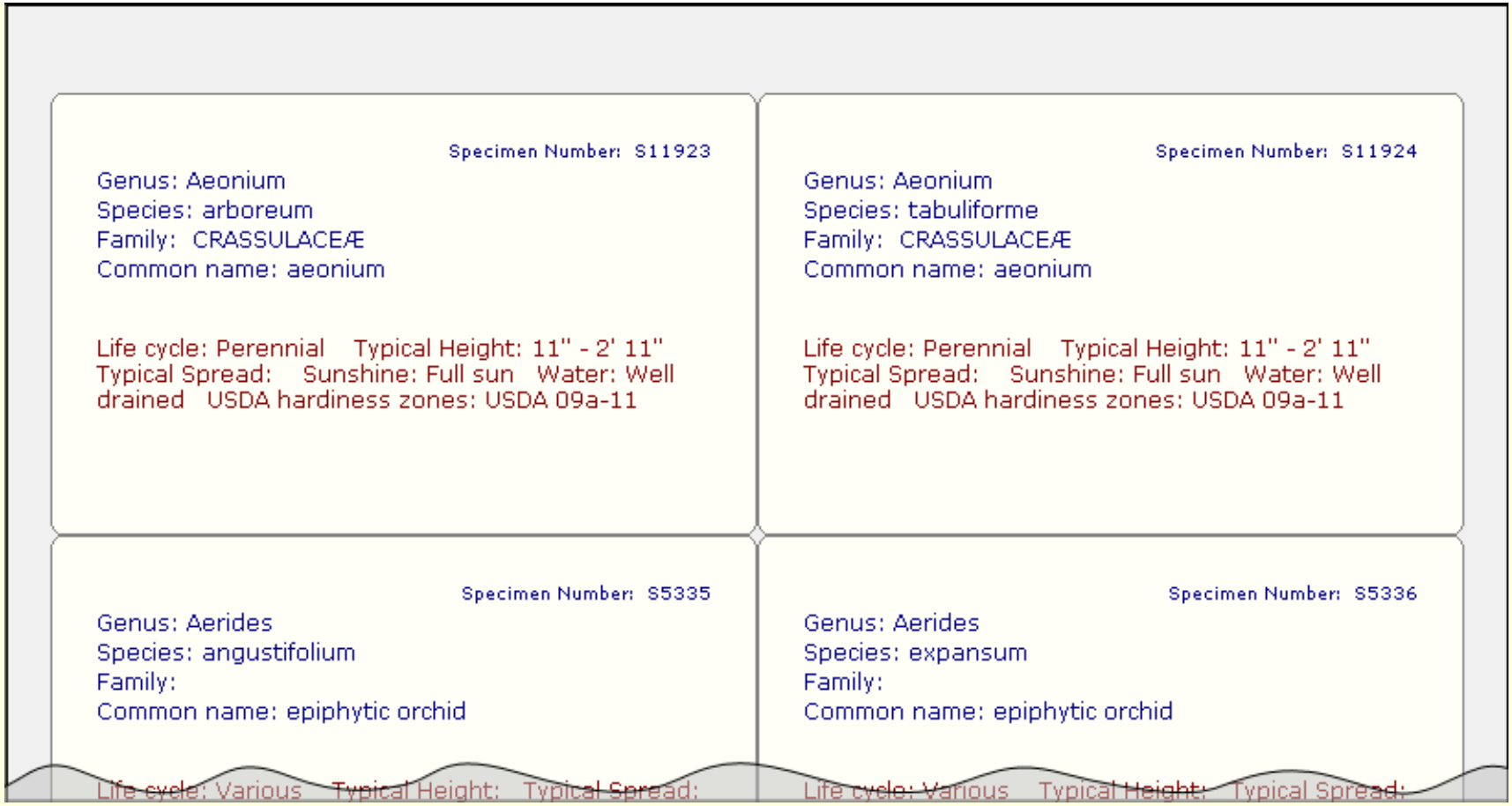
10 x 3


Botanical name: Abelia chinensis
Family name: CAPRIFOLIACEÆ
Common name:
Specimen Number: S5514
Botanical name: Abelia grandiflora
Family name: CAPRIFOLIACEÆ
Common name:
Specimen Number: S5515
Botanical name: Abelia triflora
Family name: CAPRIFOLIACEÆ
Common name:
Specimen Number: S5255
Botanical name: Abelia x grandiflora
Family name: CAPRIFOLIACEÆ
Common name: glossy abelia
Specimen Number: S11385
Botanical name: Abelmoschus esculentus
Family name: MALVACEÆ
Common name: okra
Specimen Number: S8295
Botanical name: Abies 'Compacta'
Family name: ABIETACEÆ
Common name: fir
Specimen Number: S11444
Botanical name: Abies balsamea
Family name: ABIETACEÆ
Common name: balsam fir,balm of Gilead
Specimen Number: S6922
Botanical name: Abies concolor
Family name: ABIETACEÆ
Common name: white fir,Colorado fir
Specimen Number: S13915
Botanical name: Abies nobilis
Family name: ABIETACEÆ
Common name: noble fir
Specimen Number: S13966
Botanical name: Abobra tenuifolia
Family name:
Common name: cranberry gourd
Specimen Number: S5499
Botanical name: Abronia arenaria
Family name:
Common name:
Specimen Number: S6047
Botanical name: Abronia fragrans
Family name:
Common name: Four o'clock,white abroni
Specimen Number: S6939

7 x 2

Botanical name: Abelia chinensis Common name: Life cycle: Woody perennial Typical Height: Typical Spread: Sunshine: Various Water: Various USDA hardiness zones: Not classified	Botanical name: Abelia grandiflora Common name: Life cycle: Woody perennial Typical Height: Typical Spread: Sunshine: Various Water: Various USDA hardiness zones: Not classified
Botanical name: Abelia triflora Common name: Life cycle: Woody perennial Typical Height: Typical Spread: Sunshine: Various Water: Various USDA hardiness zones: Not classified	Botanical name: Abelia x grandiflora Common name: glossy abelia Life cycle: Woody perennial Typical Height: 4' 11" Typical Spread: 2' 11" - 5' 11" Sunshine: Various Water: Dry USDA hardiness zones: USDA 05a-10b
Botanical name: Abelmoschus esculentus Common name: okra Life cycle: Annual Typical Height: 1' 11" - 5' 11" Typical Spread: Sunshine: Various Water: Moist USDA	Botanical name: Abies 'Compacta' Common name: fir Life cycle: Woody perennial Typical Height: 2' Typical Spread: 3' - 4' Sunshine: Full sun Water: Dry to moist

4 x 2



Specimen Number: S11923

Genus: Aeonium
Species: arboreum
Family: CRASSULACEÆ
Common name: aeonium

Life cycle: Perennial Typical Height: 11" - 2' 11"
Typical Spread: Sunshine: Full sun Water: Well drained USDA hardiness zones: USDA 09a-11

Specimen Number: S11924

Genus: Aeonium
Species: tabuliforme
Family: CRASSULACEÆ
Common name: aeonium

Life cycle: Perennial Typical Height: 11" - 2' 11"
Typical Spread: Sunshine: Full sun Water: Well drained USDA hardiness zones: USDA 09a-11

Specimen Number: S5335

Genus: Aerides
Species: angustifolium
Family:
Common name: epiphytic orchid

Life cycle: Various Typical Height: Typical Spread:

Specimen Number: S5336

Genus: Aerides
Species: expansum
Family:
Common name: epiphytic orchid

Life cycle: Various Typical Height: Typical Spread:

2 x 1

Specimen Number: S5514

Genus: Abelia
Species: chinensis
Family: CAPRIFOLIACEÆ
Common name:

Life cycle

Life cycle: Woody perennial Life span: 5 - 20 years Annual cycle: Depends on climate Stature: Shrub Growth Form: Various Growth Habit: Not applicable Typical Height: Typical Spread:

Climate

Sunshine: Various Water: Various Soil Texture: Various Optimal soil pH: Various Optimal USDA hardiness zones: Not classified Recommended AHS Heat zones: Not classified

Special qualities

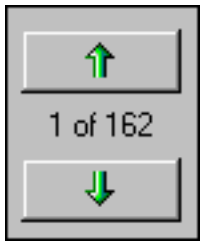
Tolerates drought: No Tolerates high humidity: No Tolerates seaside conditions: No Deer resistant: No Attracts butterflies: No Attracts hummingbirds: No Colorful autumn foliage: No Colorful berries in winter: No

Medicinal properties

Compleat Botanica - WYSIWYG label preview

The Label Preview window is a "what you see is what you get" (WYSIWYG) display. Using the label preview enables you to precisely see how each sheet of labels will look when printed.

There are several features which make the label preview useful:



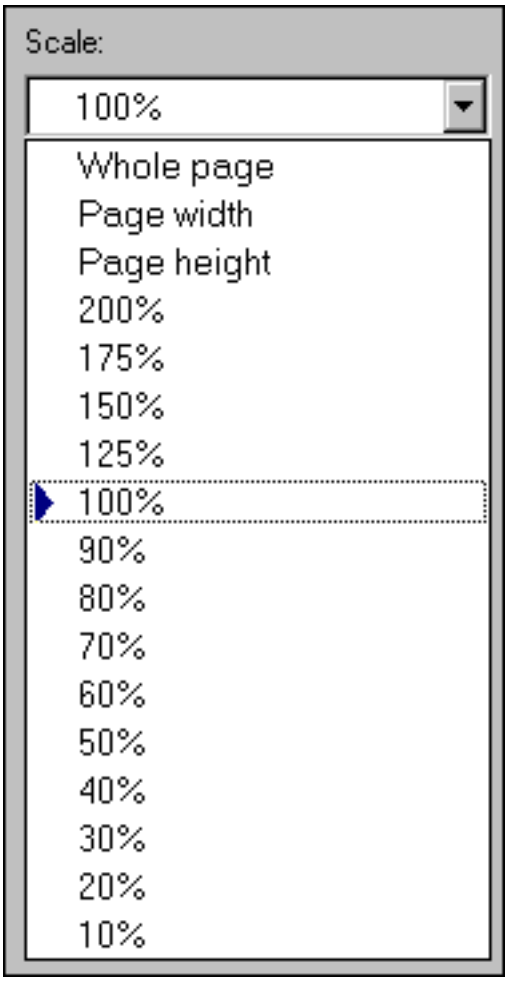
1

The up and down scrolling buttons allow you to see each of the label sheets to be printed.

Tip: To continuously scroll, press and hold the button down until you reach the desired page.

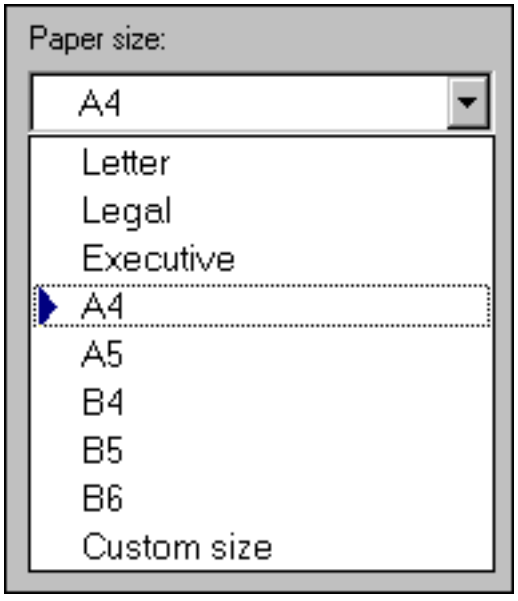
The page scale feature allows you to see more or less of the sample layout on your screen. Remember also that the entire label preview window can be sized larger or smaller just like any other sizable window.

The **whole page** option scales the preview so that



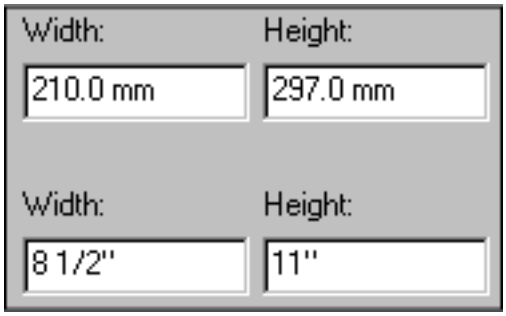
2

you can see the complete page within the window. The **page width** option scales the preview so that you can see the entire width of the sheet of labels within the window. The **page height** option scales the preview so that you can see the entire height of the sheet of labels within the window.



3

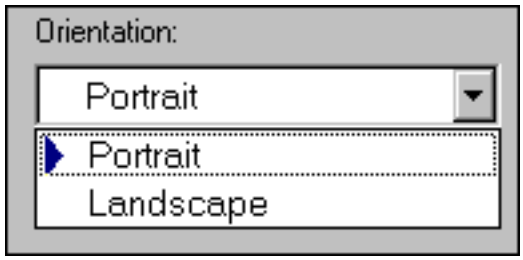
The paper size selector lets you choose the size of the label sheets that are in your printer. You should make this selection before setting up the dimensions of each label because adjusting the paper size will automatically adjust the size of the labels to fit on the page.



4

When using paper with a custom size, use the width and height items to match your paper's dimensions.

If you want to specify your dimensions in US Customary units (inches) or metric units (millimeters), you can use the Customize Setting window to change how units are specified. See the document Choosing measurement units for reports and labels.

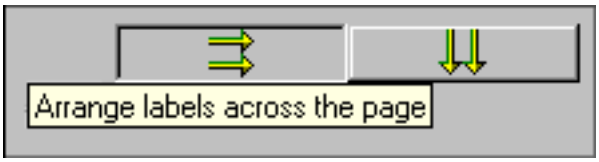


5

Your report's orientation is set using this print preview feature; it is not set using the portrait/ landscape option under printer settings. Most sheets of labels are portrait. Note that changing this selection will automatically adjust the size of the labels to fit the page, so you'll want to make this selection before specifying your label layout options.

6

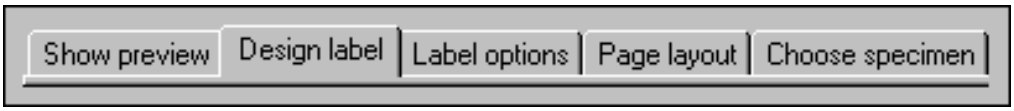
You can reuse a sheet of labels that has already been partially used by specifying how many labels are missing. Missing labels are shown with a light gray outline in the preview window.



7

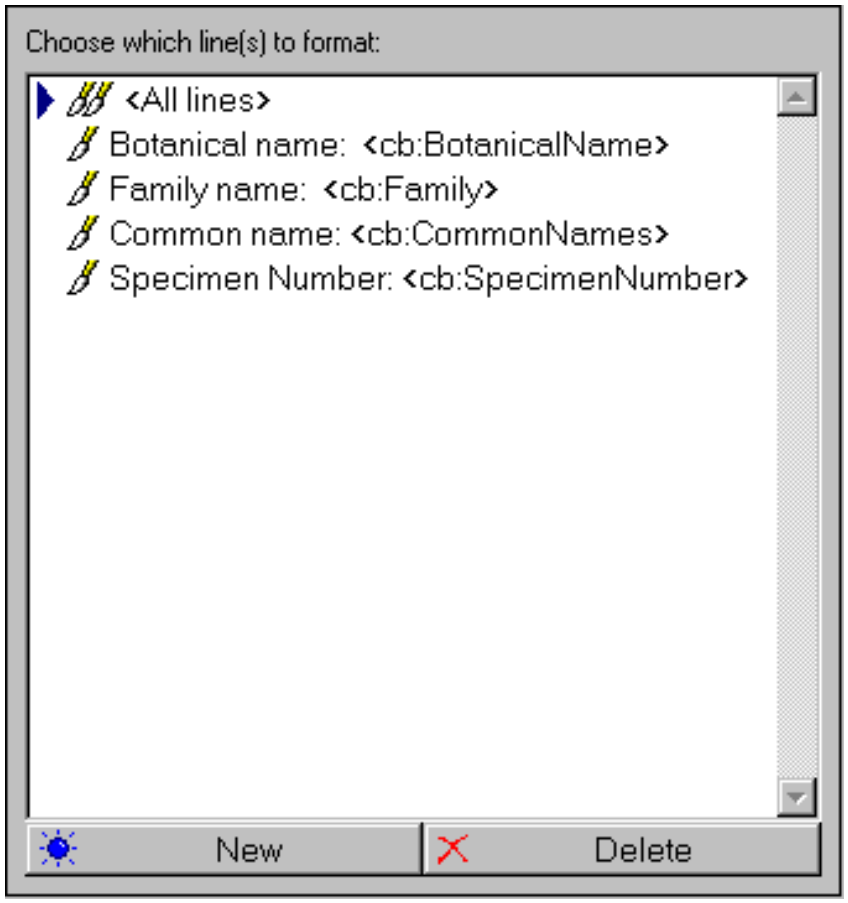
Labels can be arranged to go across the page or down the page.

Compleat Botanica - Defining label text and data values



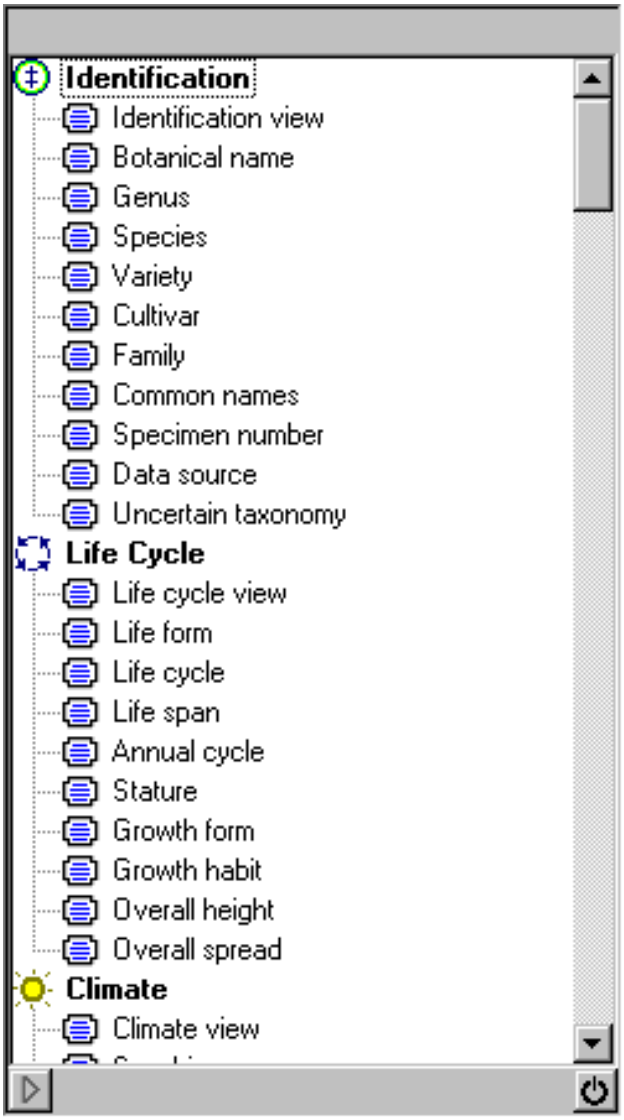
Use the **Design label** window to specify text and data values to include on your labels. You can specify text that appears on each label exactly as typed, or you can specify data values that are separately pulled from your specimen list for each label. Data values are specified by entering one of the replacement tags that follow the form: <cb:xxxxx>. See the Alphabetical index to column specifications for the names used in these replacement tags.

1



Each line of the label is specified with a separate format line.

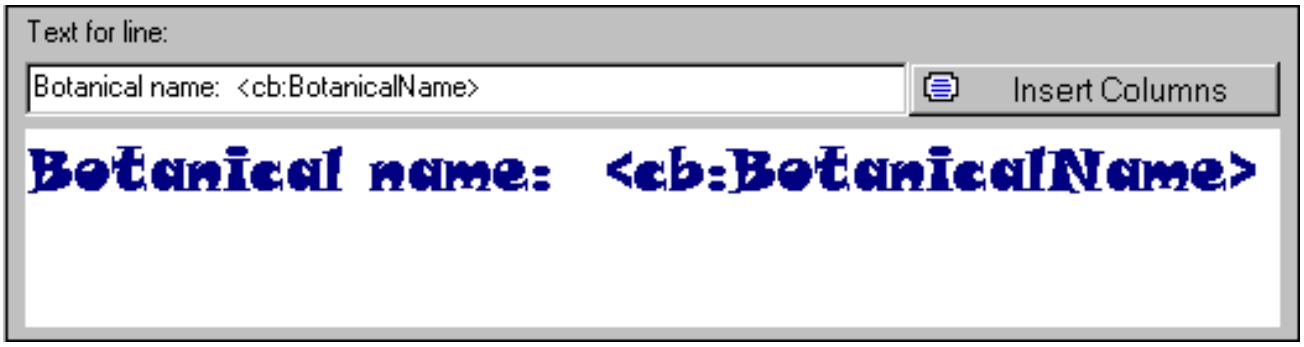
2



To show the list of data values that can be added to the label, press the **Insert Columns** button. Double-click an item in the list to add it's special replacement tag to the label.

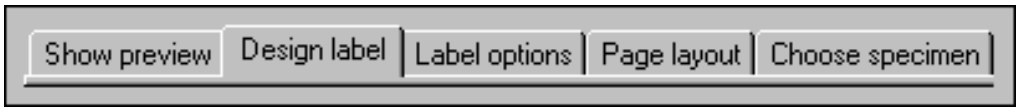
3

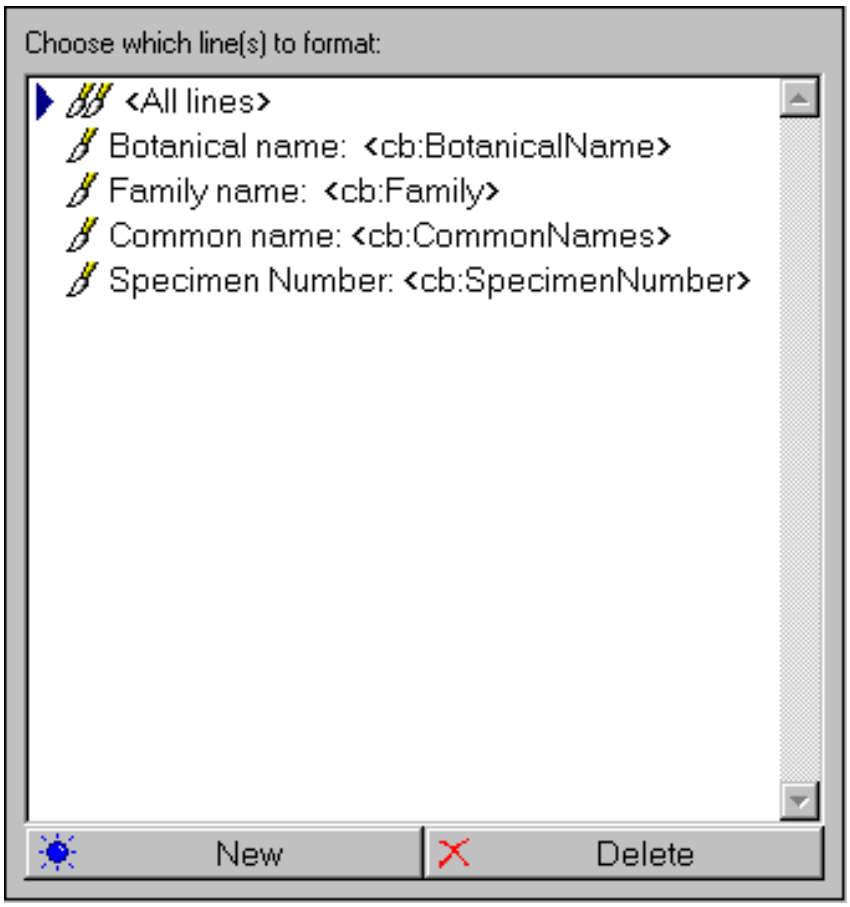
Enter both the replacement tags and your special text in this part of the window. Note that a single line can contain a mixture of text and data, including multiple data items. A sample of how the line will appear on the label is shown at the very bottom.



Compleat Botanica - Defining label fonts and colors

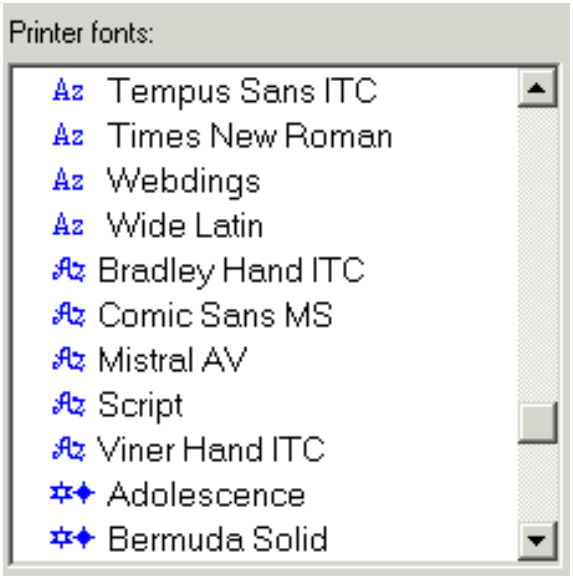
Using the **Design label** window you can change the fonts and colors used on each line of the label. Here's an explanation of the options available.





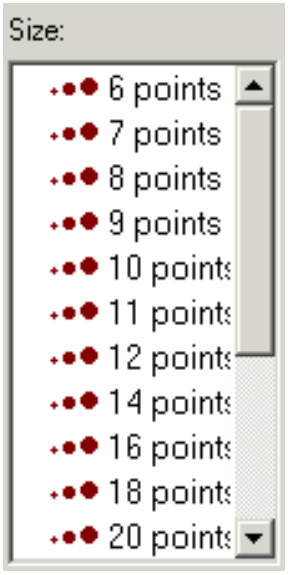
To change the font characteristics for one line, choose that line using the list shown here. To apply changes to two or more lines simultaneously, use the <Ctrl> key on your keyboard to select multiple lines. To apply changes to all lines, choose the <All lines> item.

You can add as many lines as you want to each label.

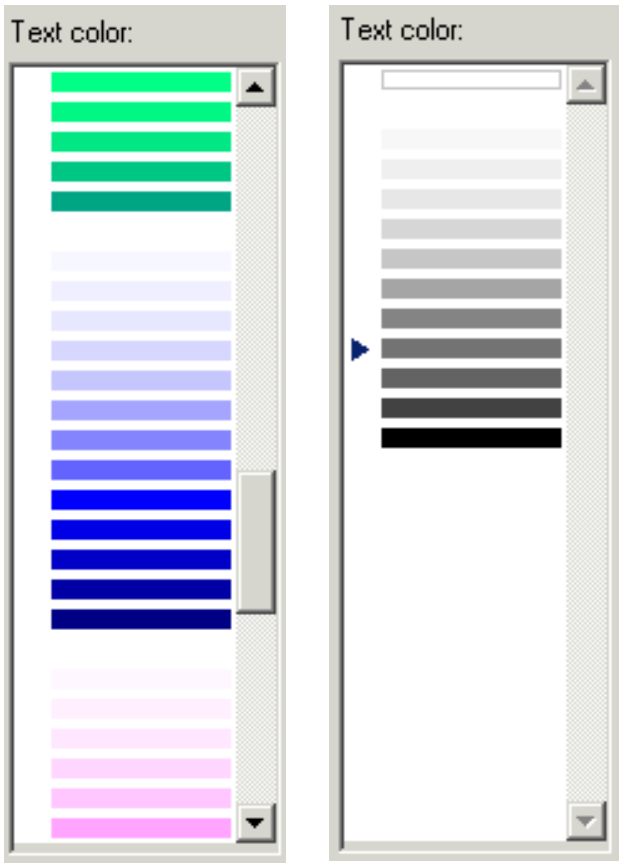


The list of fonts is grouped into four font types: sans serif fonts, serif fonts, script fonts, and special fonts. The blue symbols in the list indicate the font type.

The font names shown in this list is based on which printer you've selected. If you don't see very many fonts, make sure you haven't selected "Generic / Text only" as your destination printer.



Font sizes range from 6 points to 72 points.

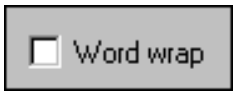


When printing to color printers, use any of the standard text colors.

When printing to black and white printers, choose from the gray palette.

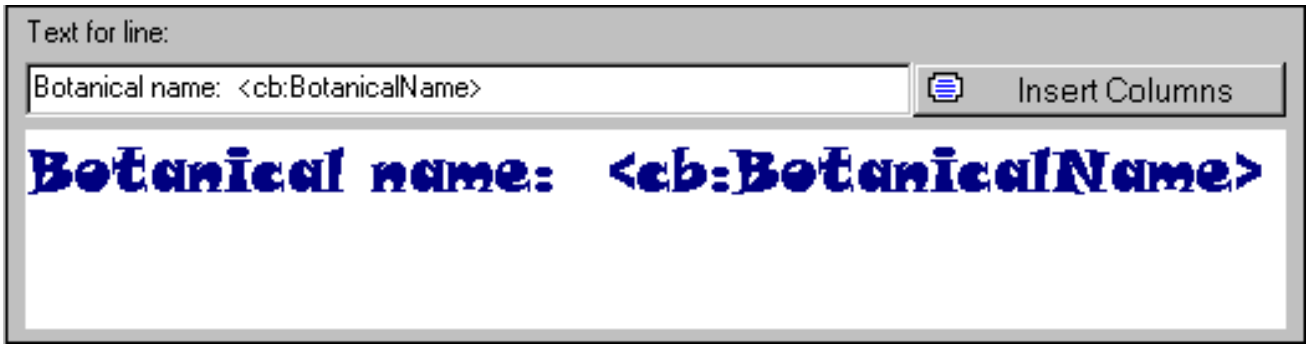
Note that not all fonts have bold and italic. Choose a font style available for your selected font.

Align the text within the label.



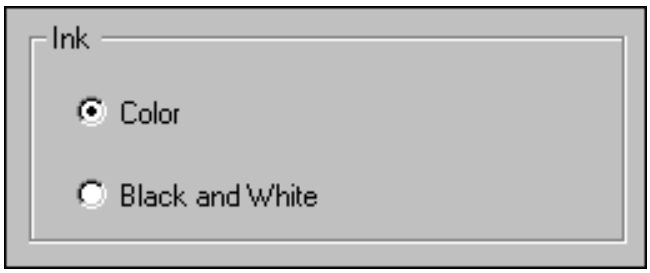
Use the word wrap option when a single line item is allowed to span multiple lines on the label. This is also useful when you specify more than one data value on the same line and you want to have the appearance of a paragraph.

See Defining label text and data values for an overview of the options available for text entry.

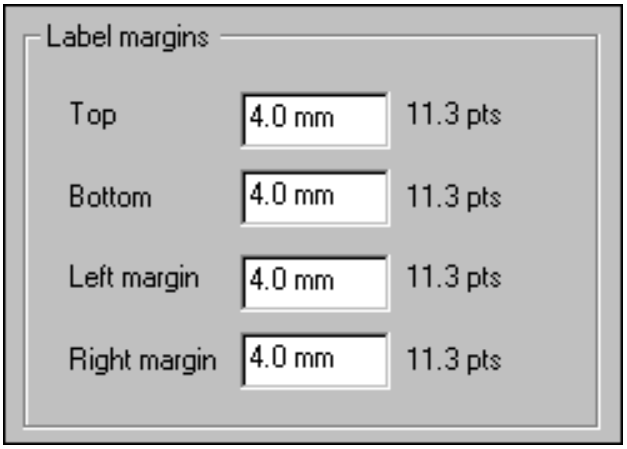


Compleat Botanica - Choosing label options

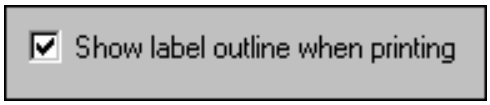
By using the **Label options** tab in the label format editor you can make changes to the overall appearance of your labels. Here's what you can do:



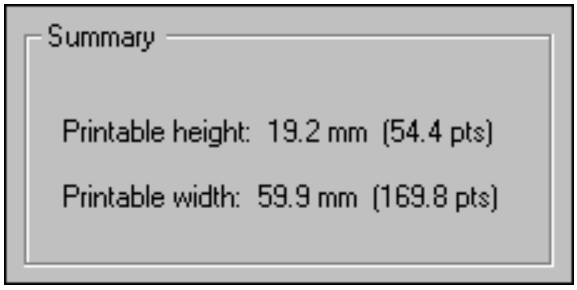
* Choose either color or black and white. When black and white is chosen, only shades of gray are available in the **Design label** window.



* Label margins are the non-printing portion of each label. You can specify these values using US Customary units (inches) or metric units (millimeters) by making your choice in the Customize Setting window. See the document Choosing measurement units for reports and labels.



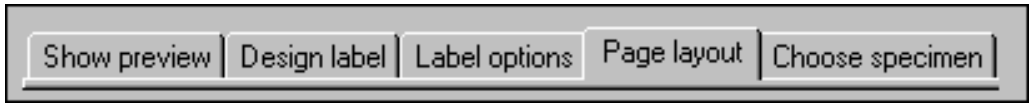
* When printing to plain paper instead of to actual labels, you may want to check the **Show label outline when printing** checkbox. This will print the background shading and outline of the simulated label. This is especially useful when printing placards that are intended to be laminated.



*

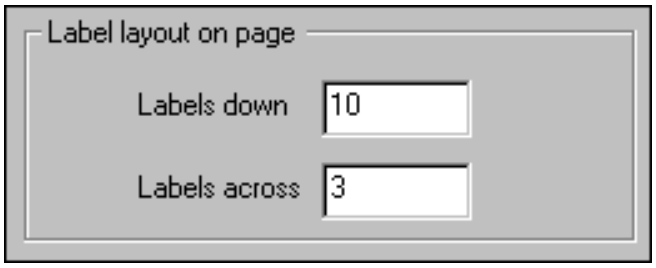
This summary area shows the amount of space available for each label. This is calculated by taking into consideration the label's dimensions less the non-printable margins.

Compleat Botanica - Using the page layout editor

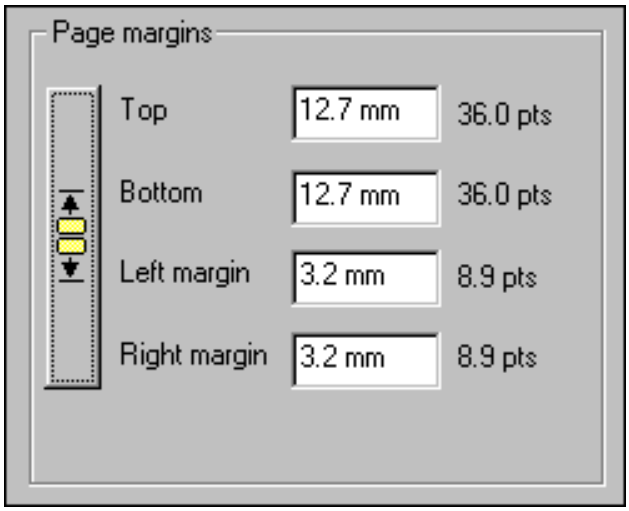


The **Page layout** editor is where you specify label dimensions, label gaps, page margins, and overall column/row layout criteria. Before making changes here, be sure to set your paper size and orientation in the **Show preview** window because they control the total amount of space available for printing. To obtain accurate label layouts, a ruler is helpful in determining precise dimensions.

Note that dimensions are stored internally using points. A point is defined as 1/72 of an inch. Points are further divided into 20 units called *twips*. When values are specified in the page layout editor they are coverted from millimeters or inches into twips and stored with a precision of 1440 twips per inch or approximately 567 twips per millimeter.

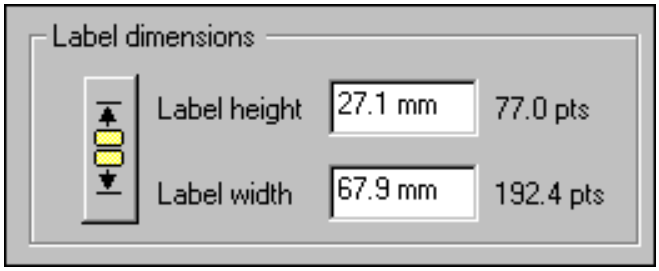


Begin by entering the number of labels that each sheet contains.



The outer portion of each sheet of labels is reserved for the printer to use in grabbing the sheet and pulling it through the device. Specify each of these values here.

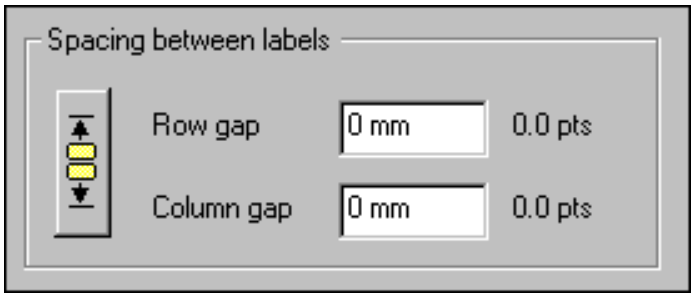
The **auto-adjust** button is useful in determining these values if you've already specified both the label dimensions and the label spacing.



When you purchase your labels, the manufacturer will supply you with the dimensions for each label. Enter the width and height of a single label here.

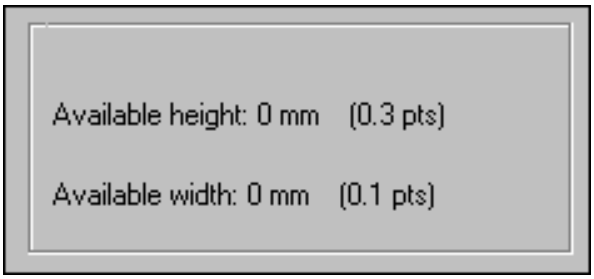
Most label dimensions can easily be entered here, but some labels are specified with widths or heights that are irrational numbers (numbers whose precision goes on forever such as 0.3333). For these types of dimensions, enter the nearest rational number. If you are using metric units the nearest value will be to a precision of 1/10 of a millimeter. If you are using US Customary units the nearest value will be 1/32 of an inch. For example, a label dimension of 2 1/3" can be entered as 2 11/32".

The **auto-adjust** button can be used if you've already specified both the page margins and the label spacing.



The amount of space between labels is the gap between adjacent columns or adjacent rows of labels. Many sheets have labels that are placed directly adjacent to each other; you'll enter zero in this area for those types of labels.

The **auto-adjust** button can be used if you've already specified both the page margins and the label dimensions.



The amount of available space is the remaining space on the page that needs to be accounted for somehow. Press one of the **autoadjust** buttons to evenly divide this unaccounted for space. When everything is in order these values should both be zero. If a value is negative, then you've probably specified label dimensions that are too large for the page or you've indicated an incorrect number of labels per column / labels per row.

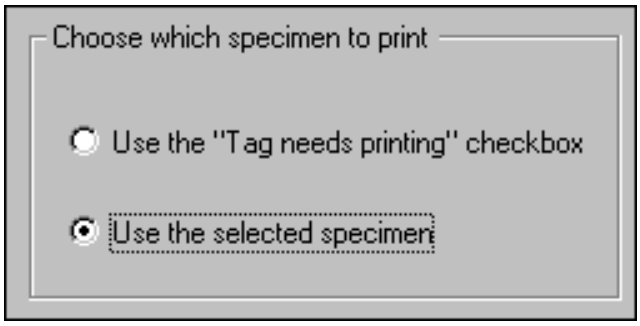
Occasionally there will be a tiny fraction of unaccounted for space remaining. This sometimes happens when the number of labels across or down is an odd number instead of an even number. Test print a single sheet of these labels to be sure that

the layout is close enough to be acceptable.

Compleat Botanica - Choosing which labels to print

The **Choose specimen** tab is where you'll choose which specimen to include with your labels. There are two methods for making your choice -- one method uses the current filter, the other method uses the "Tag needs printing" checkbox.

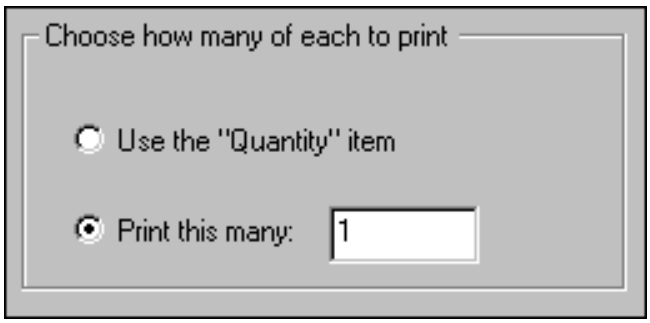
This is also where you'll make your selection of how many labels to print for each specimen included in the layout.



For a general discussion on selecting which labels to print refer to the Basic steps for printing labels document.

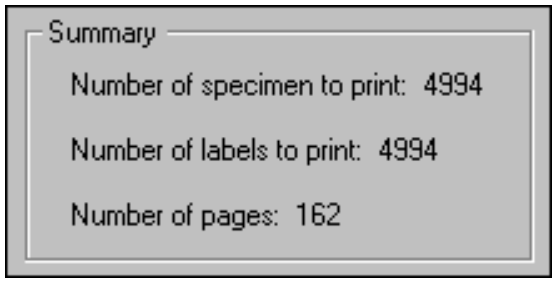
If you choose the **Tag needs printing** method, your labels will include only those specimen with that box checked. See the Herbarium View for a snapshot showing where to find this checkbox.

If you choose to **use the selected specimen** method, your labels will include only those specimen that meet the criteria of the currently selected filter. (These are the items shown in the Specimen List when you started the Print Labels operation.)



There are two ways to specify how many labels to print for each specimen. One way is to use the **Quantity** item. See the Garden View for a snapshot showing where to find this item. If you use this item, each specimen will have a different number of labels printed. Note that no labels will be printed for any specimen whose **Quantity** item is blank.

The second way to specify how many labels to print is to enter a number in the **Print this many** item. Using this option, each specimen will have the same number of labels printed.



*

The summary area gives you some feedback on the number of labels to be printed. The **Number of labels to print** will be an even multiple of the **Number of specimen to print** when you use the second option for specifying quantities. If you use the first option, either of these two quantities could be much greater or much less than the other.

It's especially important to check this summary area when using the **Tag needs printing** or **Quantity** options since you'll often find surprises with these options.

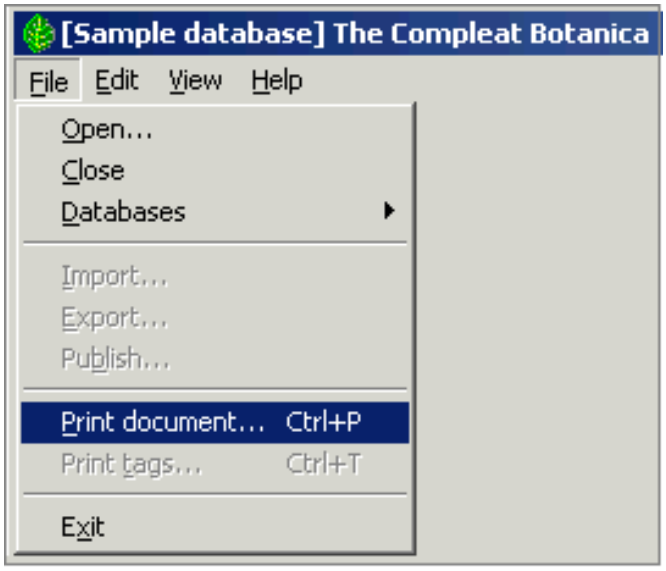
Compleat Botanica - Printing Pathfinder documents

Index to printing Pathfinder topics

Printing documents from within the Pathfinder View is easy. Just select the Print document option from the File menu.

Compleat Botanica - General instructions for printing Pathfinder documents

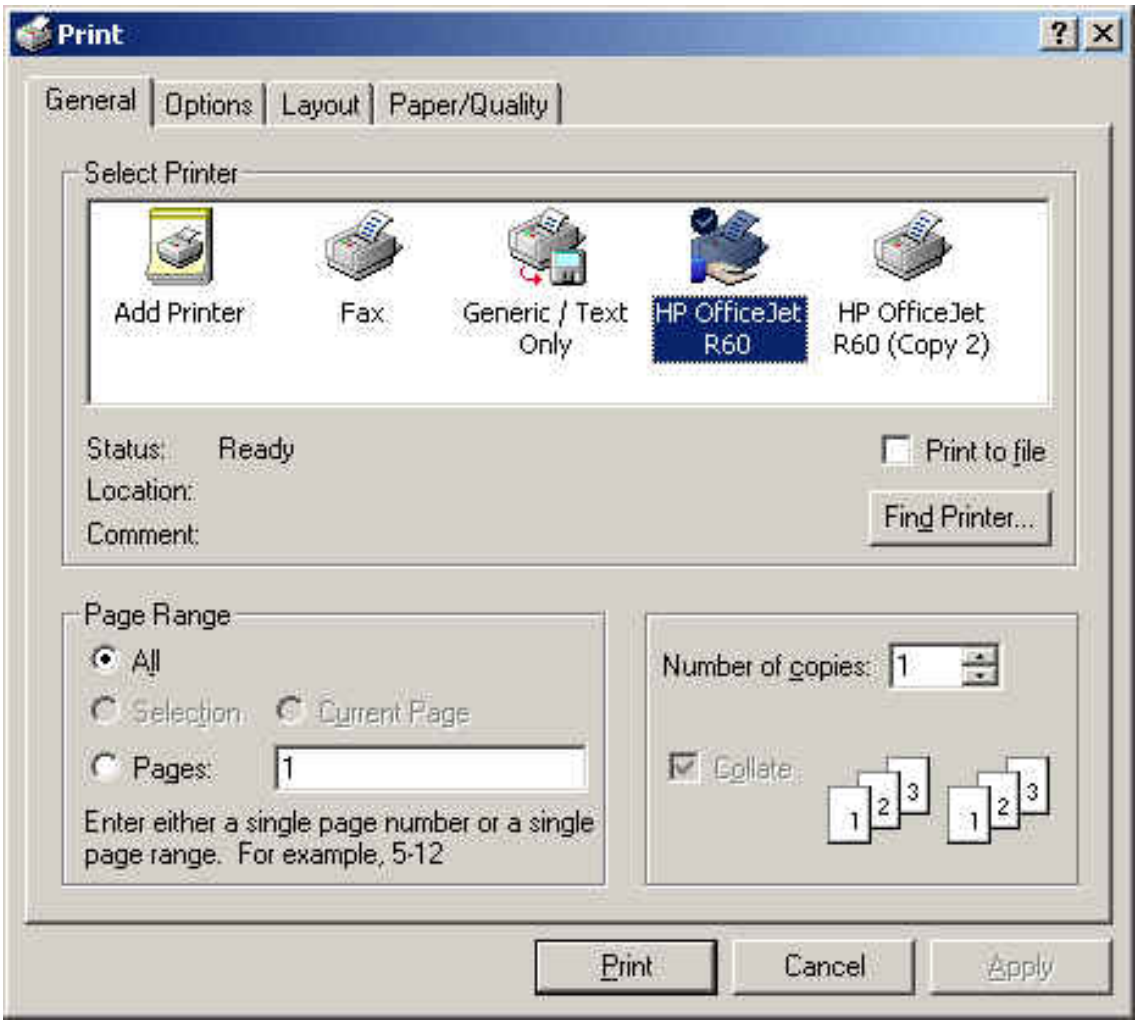
Printing documents from within the Pathfinder View is easy. Just select the **Print document** option from the **File** menu.



Only one document at a time can be printed. Pathfinder documents make extensive use of hyperlinks to allow easy navigation from one topic to another. Printing the entire set of Pathfinder documents with a single command is not supported.

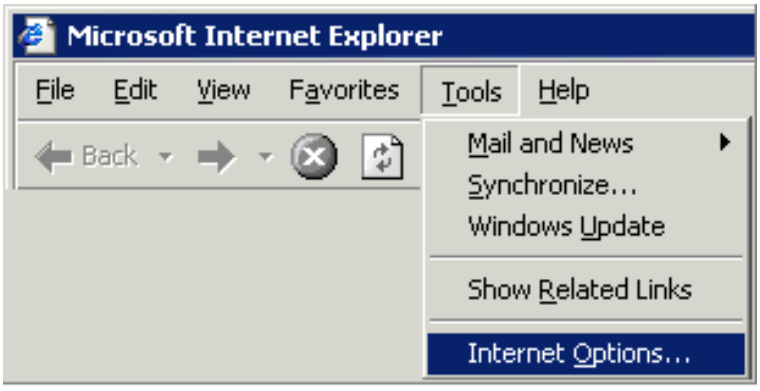
The options and layout of this Print window will vary depending on which operating system and which version

of Microsoft Internet Explorer is installed on your computer.



Printing options are controlled by Microsoft Internet Explorer

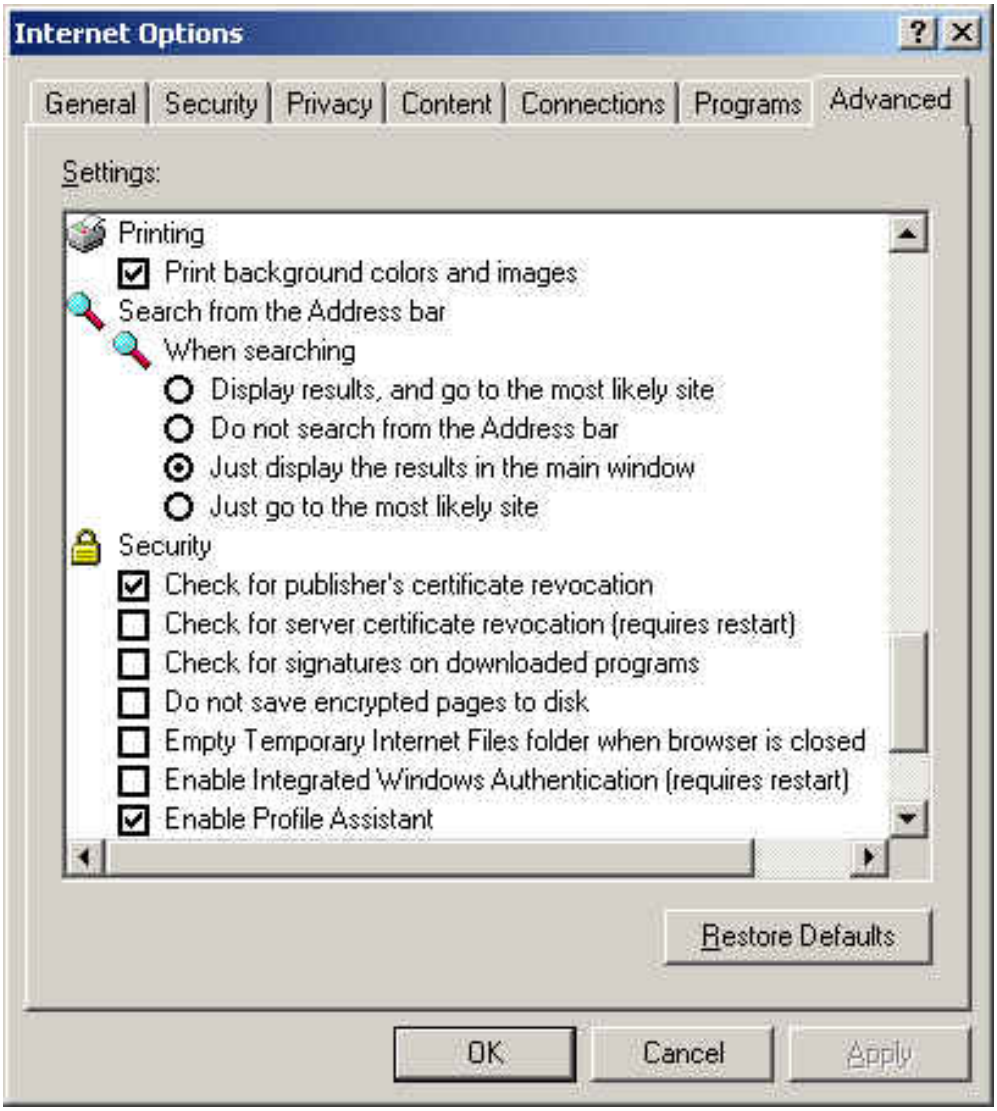
To change printing options, start Microsoft Internet Explorer and go to the **Internet Options** menuitem under the **Tools** menu.



Here's where you can change the option to print background colors and images.

The Pathfinder documents use background colors to make reading documents online easier, but printing background colors can use a lot of color ink cartridges.

Printing background colors may be necessary in order to see white text (such as titles) on a white sheet of paper.



Compleat Botanica - Printing Checklist reports

Index to printing Checklist reports

General instructions for printing checklist reports	Checklist reports are a simple alternative to the more sophisticated specimen reports.
Preparing checklist reports	Checklist reports provide a simple way for you to look at hierarchical listings of plant names.
Previewing checklist reports	The checklist report generator and previewer is simple and straightforward.

Compleat Botanica - General instructions for printing checklist reports

Overview

Checklist reports are a simple alternative to the more sophisticated specimen reports. Although simple, they can provide an interesting snapshot of both your collection and the Plant Kingdom at large.

Restrictive or General

Checklist reports can be prepared in a restrictive way or in a general purpose way. Restrictive reports include only names for which you have specimen entries. This type of report is useful for seeing the diversity or the concentration of your collection. The report shows a colored checkmark symbol for each name that is in your specimen collection.

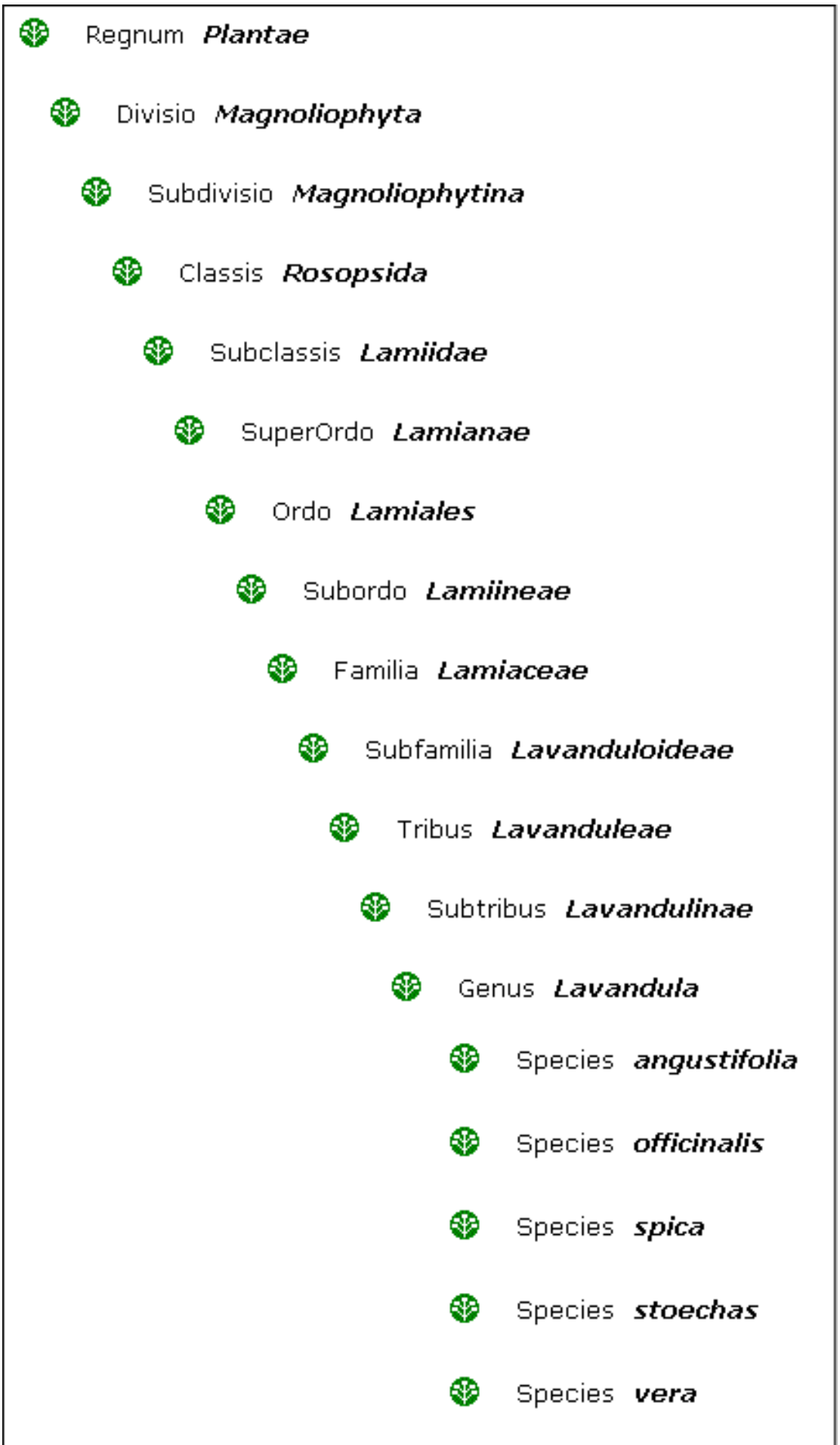
On the other hand, general purpose reports include *all* of the taxonomic names found in the checklist without regard to your specimen collection. This type of report is useful for seeing your collection in the shadow of the Plant Kingdom.

Hierarchical or Flat

Checklist reports can also be printed in two different fashions: hierarchical or flat. Hierarchical reports begin with the supra-ranks of a given name and proceed down the hierarchy to a particular level. For example a hierarchical report for the genus *Lavandula* would show Magnoliophyta > Rosopsida > Lamiales > Lamiaceae (and the intermediate sub-taxa) before listing the species of the genus.

Flat reports list the named members of a rank without including any supra-ranks. This type of report can be useful in preparing a list of all family names, or all names of some other rank.

A combination report can also be created. These show all names of a given rank and further include



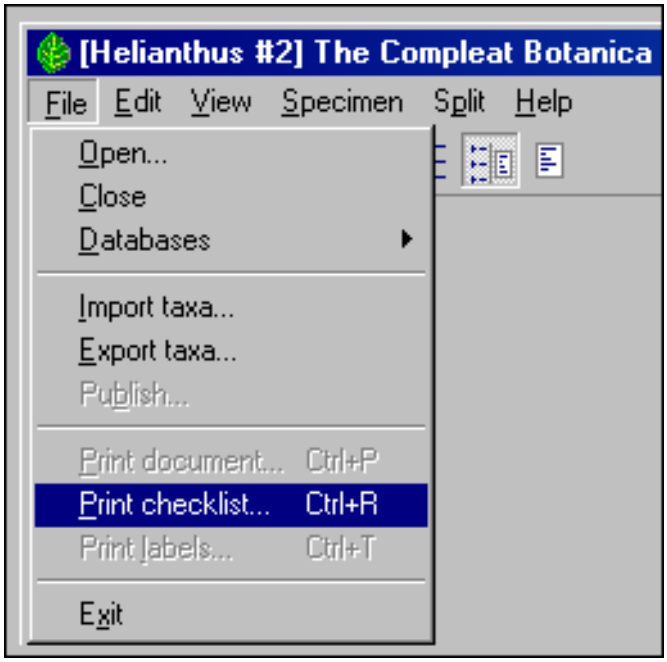
names of sub-ranks down to a particular level.

By choosing restrictive or general and hierarchical or flat, you can produce a variety of simple reports that are informative and useful.

Getting started

Begin by displaying the Checklist View, then select the **Print checklist** option from the **File** menu.

Follow the detailed instructions in Preparing checklist reports.

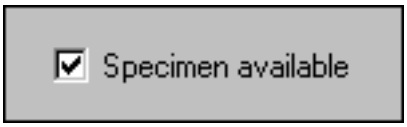


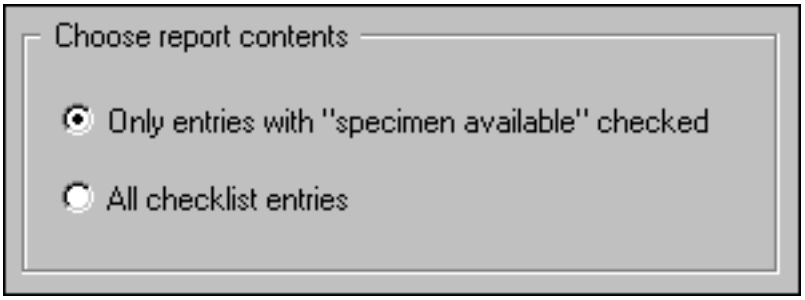
Compleat Botanica - Preparing checklist reports

Checklist reports provide a simple way for you to look at hierarchical listings of plant names. These are not a replacement for the more powerful specimen reports, but they do provide printed information in a useful layout. Checklist reports are based on the data which is stored in the Checklist View, and because of this provide no individual specimen details.

Here's how the features of the **Print checklist** window are interpreted and used by the software:

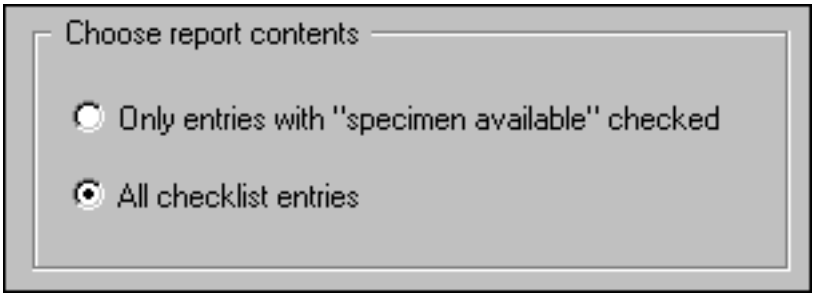
* By choosing the option to print **Only entries with "specimen available"** you're instructing the report generator to produce a restrictive report. This type of report is useful for seeing the diversity or the concentration of your collection.





The "specimen available" checkbox of the Checklist View is automatically updated for each entry you add to your collection.

By choosing the **All checklist entries** option, you're instructing the report generator to include taxonomic names for everything in the Checklist View, even if your personal collection has no corresponding entries. This type of report is useful for seeing your collection in relationship to the entire Plant Kingdom.



By choosing the **Print hierarchy starting at X** option you're instructing the report generator to begin with the supra-ranks of a given name and proceed down the hierarchy to a particular level. To use this option, you must select which item in the Checklist you want to create the report for before showing this print window. The name shown in place of the "X" is the starting point for the report.

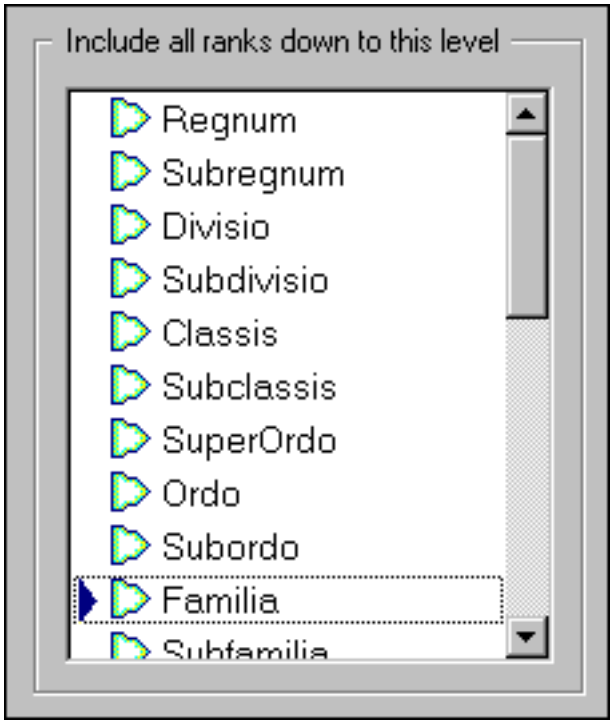
By choosing the **All members starting with rank** option you're instructing the report generator to list the named members of a rank without including any supra-ranks. This type of report can be useful in preparing a list of all family names, or all names of some other rank. Choose which rank to list in the report using the adjacent droplist.

When using this option, be sure to carefully choose the **Include all ranks to this level** option (see next item below for a description). Usually, you'll want to choose the same rank here and in the droplist above.

It's possible though to produce meaningful reports using various combinations of these two.

In the list to **Include all ranks down to this level** you're instructing the report generator where to stop its listing. Choose the lowest rank in the hierarchy to include. When producing lists of your own collection you might like to set this at species or sub-species -- this will produce a good list of your specimen.

When producing lists of the entire taxonomic checklist, you should carefully set this. Setting it too low can easily produce a report that is hundreds of pages long!



Include outline numbers. Turns on the numbering of each item. Each sub-rank in the hierarchy starts all over again with the number "1".

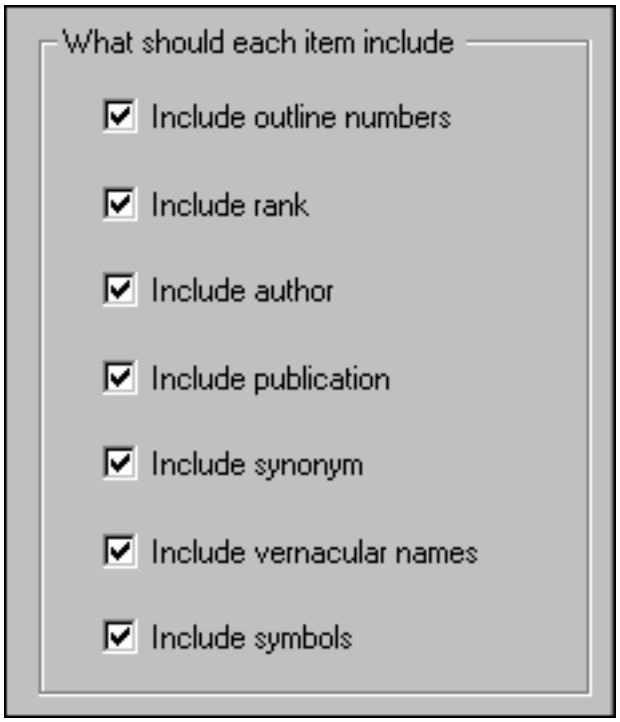
Include rank. Prints the rank for each name (something like "classis", "ordo", "familia", "genus", "species", etc.)

Include author. Prints the name of the person who wrote the official description of the plant.

Include publication. Prints the name of the book or journal where the official description of the plant was first published.

Include synonym. Prints the true name of the item if this item is a synonym.

Include vernacular names. Prints the common name as well as the botanical name.



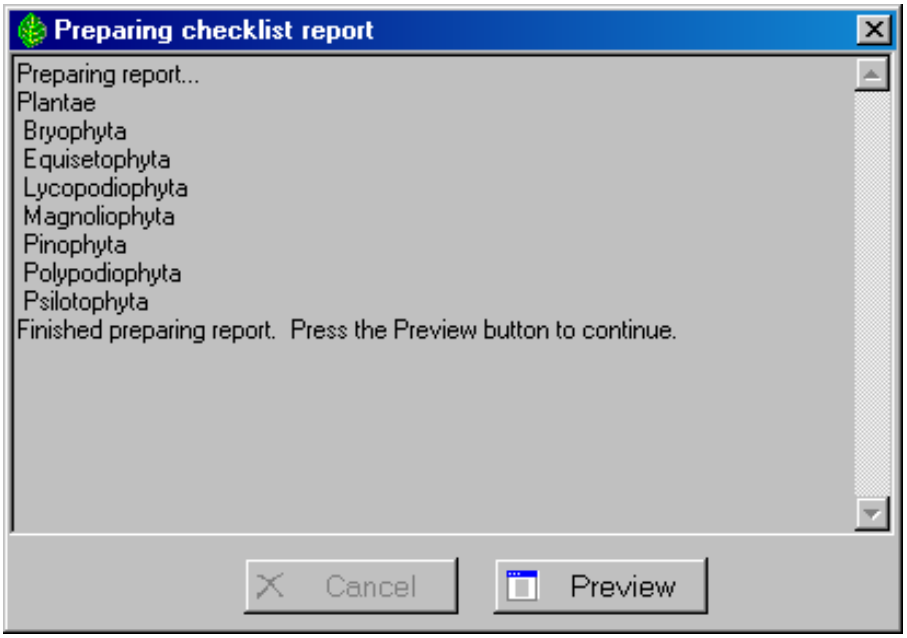
Include symbols. Prints a red checkmark for any name which has the "specimen available" box checked. Prints a blue checkmark if the name is of rank *species*.

After choosing which options you want for the report, you can generate a preview of it by pressing the **Preview** button. See Previewing the checklist report for more about this.

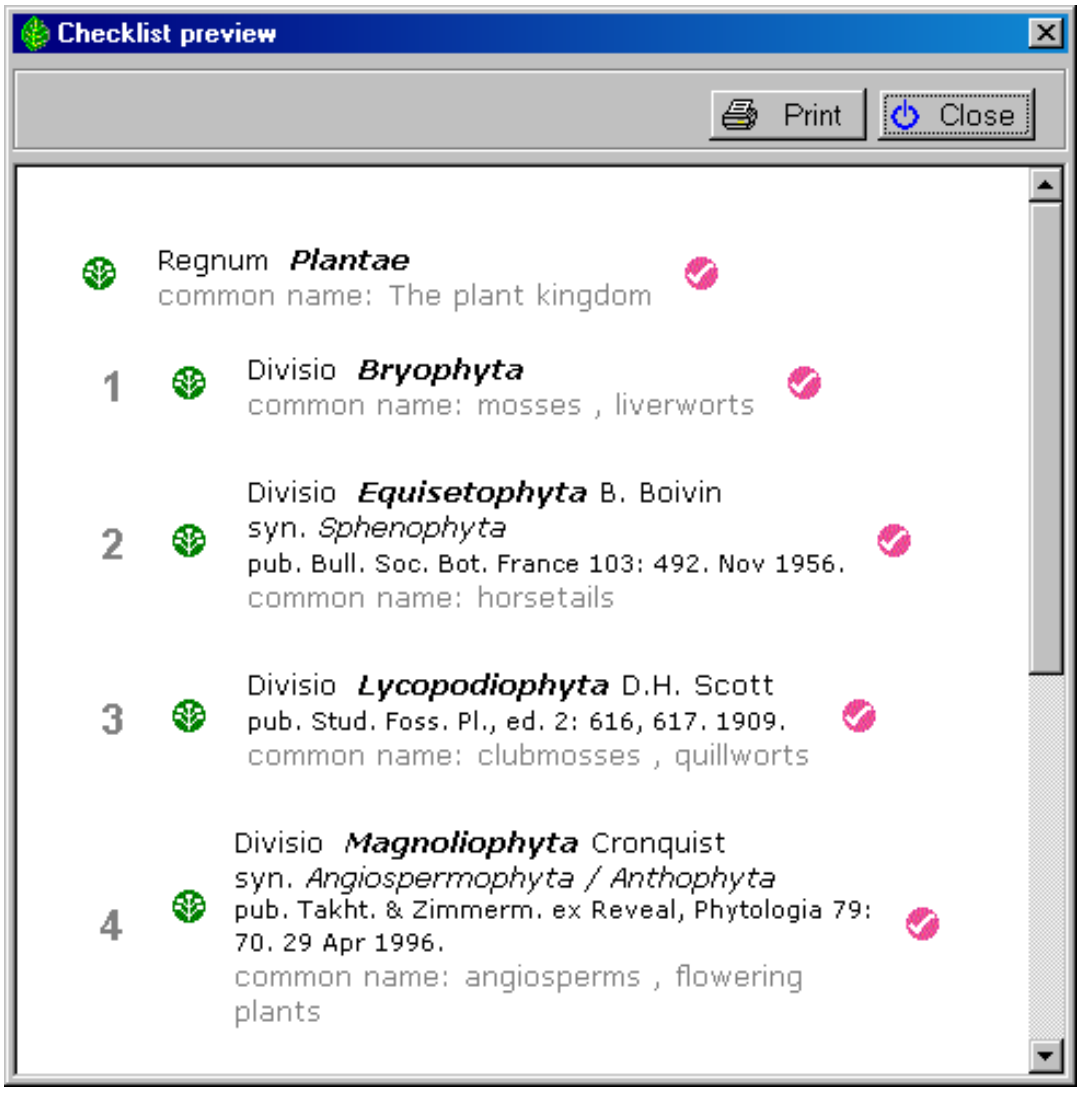
Compleat Botanica - Previewing checklist reports

The checklist report generator and previewer is simple and straightforward.

* After choosing your options and pressing the **Preview** button (on the previous window), you'll see a window like this one that monitors the progress of the report generation. Simple reports can be produced quickly. More complicated reports can take a long time to produce. Wait for the message that indicates the report is finished being prepared, then press the **Preview** button to continue.



* Use the preview window to decide if this is the report as you want to see it. If not, close the window and change your options.



The actual printing operation is handled by the built-in Internet Explorer browser. This means that page breaks and final page layout may be slightly different from what you see in the preview window.

Index to import/export topics

Importing from other applications	Index to topics about how to import data from other applications.
Exporting data to other applications	Index to topics about how to export data to other applications.
Data validation and import/export rules	Index to topics on data validation and import/export rules.

Compleat Botanica - Importing from other applications

Index to importing topics

Compleat Botanica - Overview of how to import specimen

Specimen records may be added to your database by importing data from another Compleat Botanica database or from a general purpose database that supports delimited files. A delimited file is sometimes referred to in general terms as an ASCII file. Delimited files follow these three rules: 1) they have one line of text per specimen record, 2) each line of text is broken into columns where either a tab or a comma separates each column, and 3) the first line of text contains the names of the columns and subsequent lines contain the records.

The import process can check for duplicate entries in the database and can proceed in one of four ways: duplicates can be merged with the existing record, they can be skipped entirely, they can be replaced entirely, or they can be created without regard to the existing record. Duplicates are determined by matching import records to existing records based on either the botanical name or the specimen number.

To understand how the data files are processed, what the column names are, and what special formatting rules apply to each column, refer to the documents for each individual column. See the Alphabetical index to column specifications.

To see snapshots of the screens you will encounter during the import process, see the documents:

- Steps for importing specimen from XML files
- Steps for importing specimen from delimited files

Compleat Botanica - Steps for importing specimen from XML files

To begin the import process for Specimen, be sure your current view is one of the specimen views. From the File menu select the Import command.

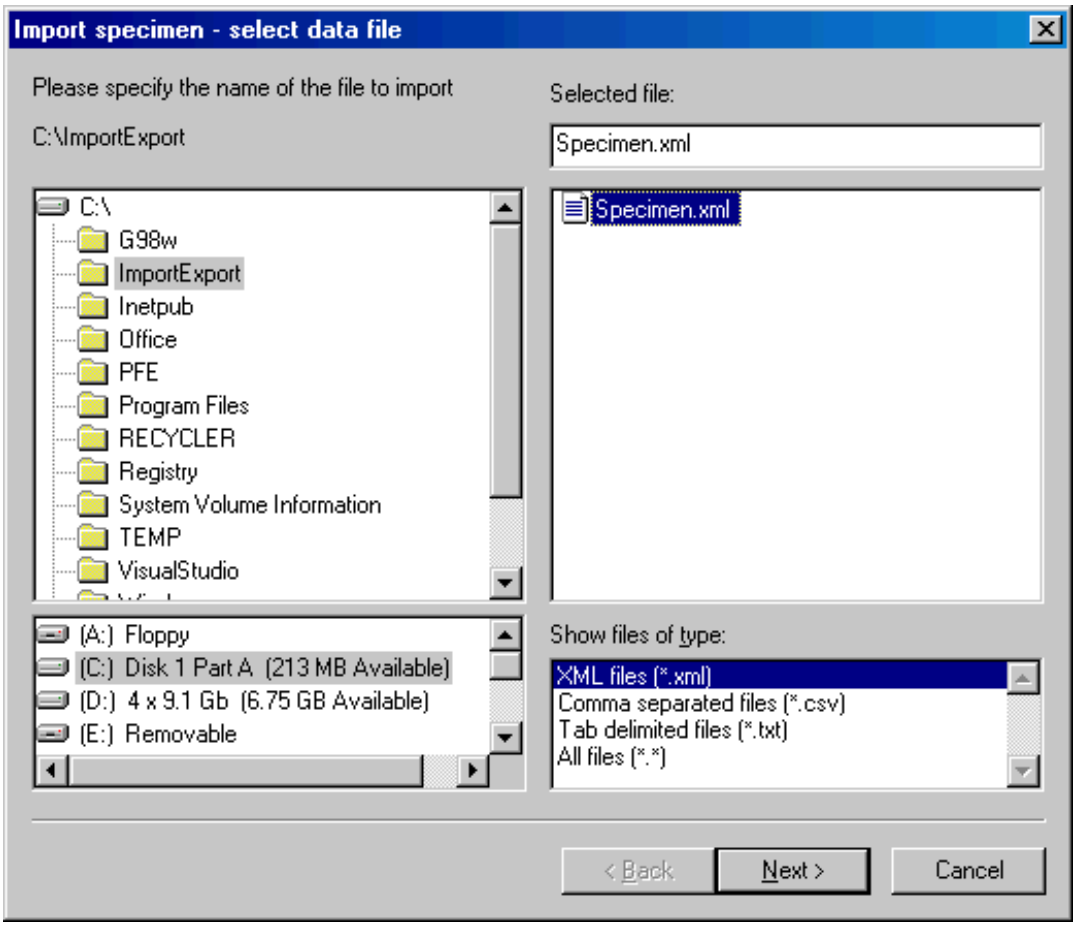
1

Use the "Select data file" window to choose the XML file containing specimen records to be imported. See the file Specimen.xml for a sample of a valid XML file.

For a complete list of tagged values that can be used in the XML file see the document type definition contained in CompleatBotanicaSchema.xml.

For validation rules used by the XML import parser see the documents referenced in the Alphabetical index to column specifications.

Press the **Next** button.

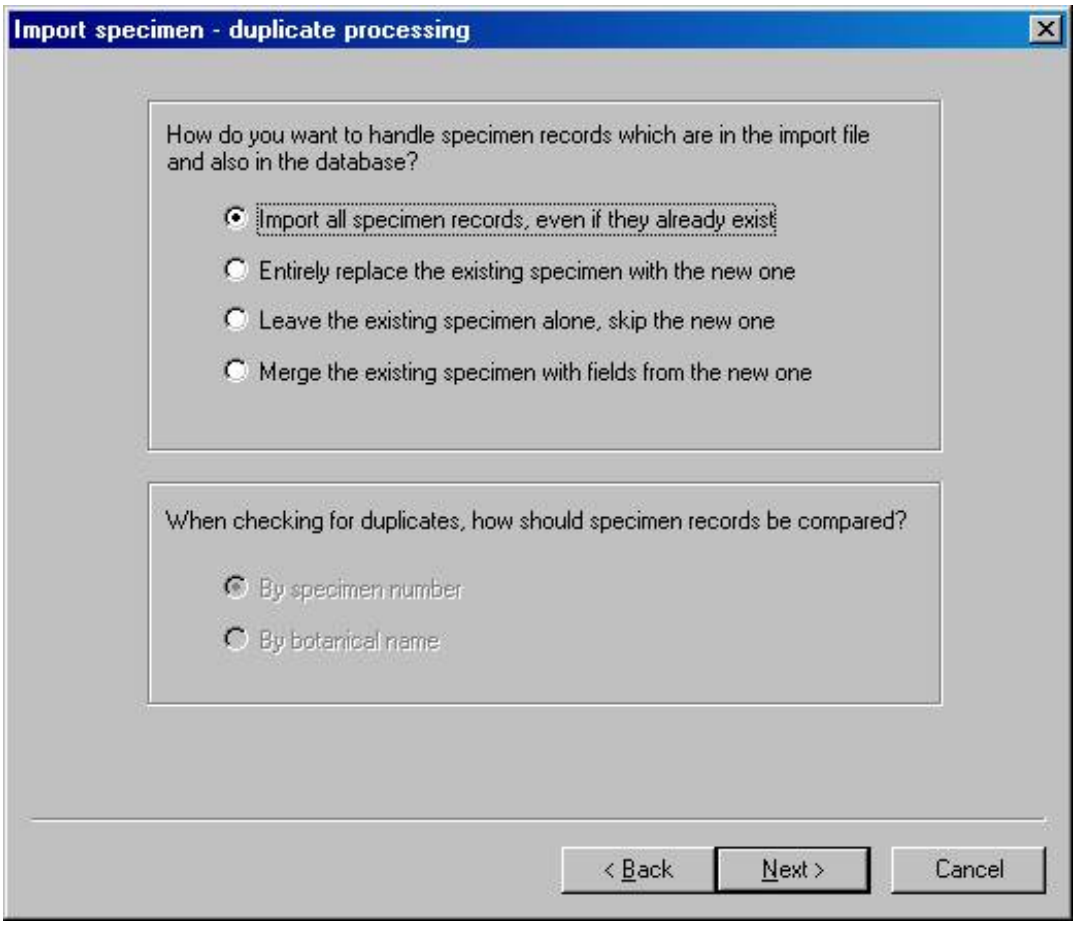


2

Select one of the four possibilities for dealing with records that are both in the XML file and in your database.

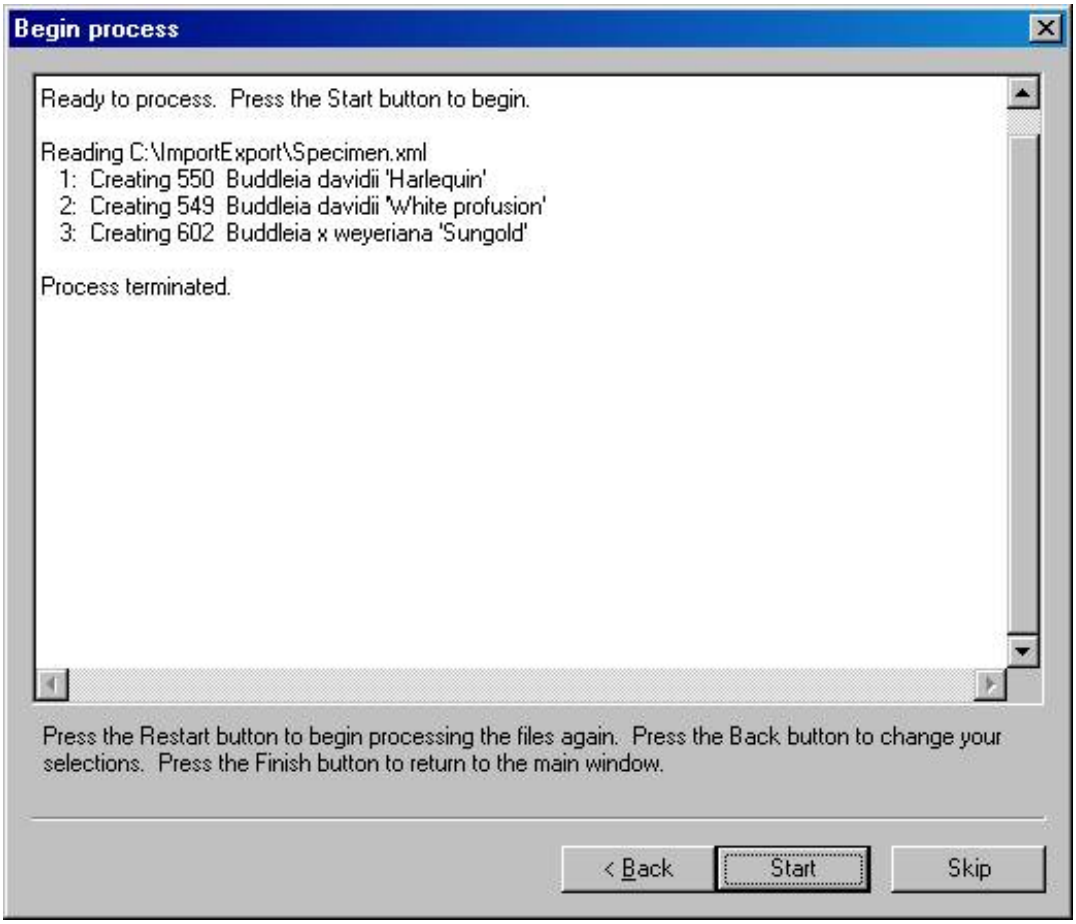
For the bottom three possibilities, you will also need to select how records in the database are compared with records in the XML file.

Press the **Next** button.



3

Press the **Start** button to import the records.



Compleat Botanica - Steps for importing specimen from delimited files

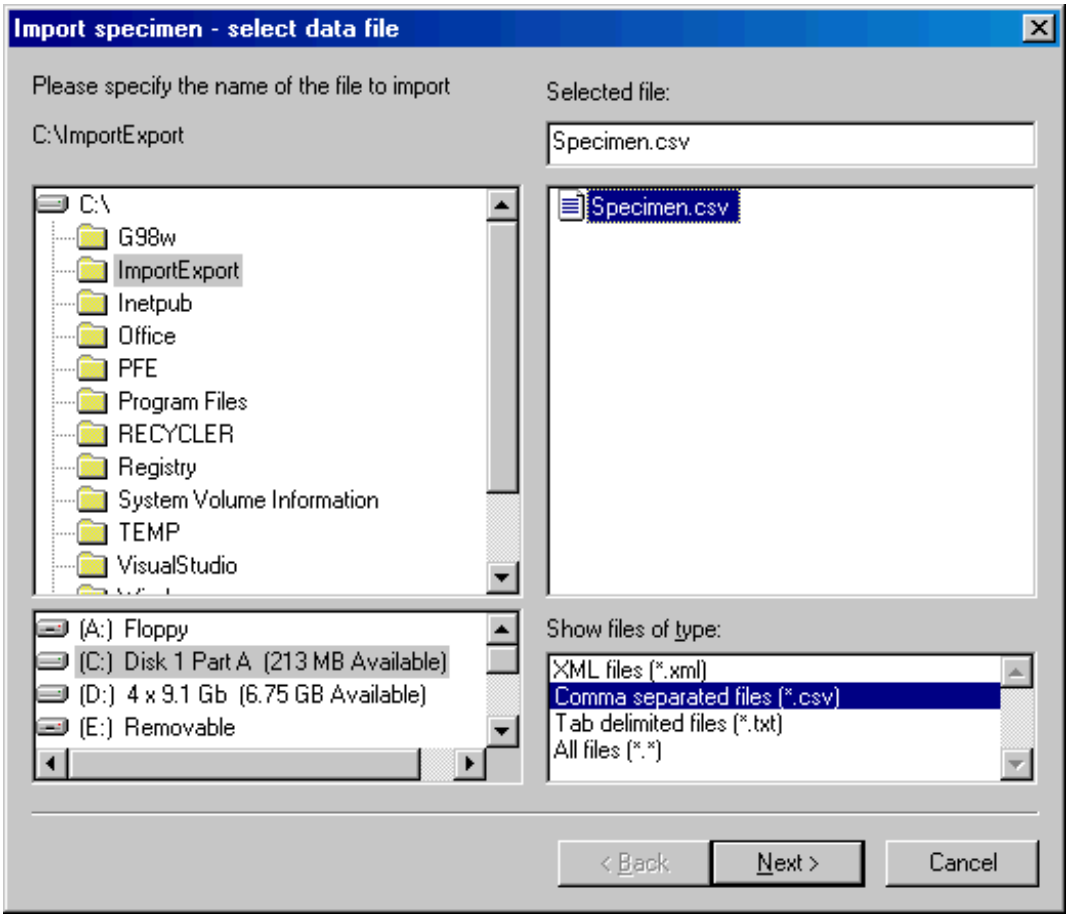
To begin the import process for Specimen, be sure your current view is one of the specimen views. From the File menu select the Import command.

1

Use the "Select data file" window to choose the comma separated file or the tab delimited file containing specimen records to be imported. See the files Specimen.csv and Specimen.txt for samples of valid delimited files.

For a complete list of column names and their validation rules see the documents referenced in the Alphabetical index to column specifications.

Press the **Next** button.

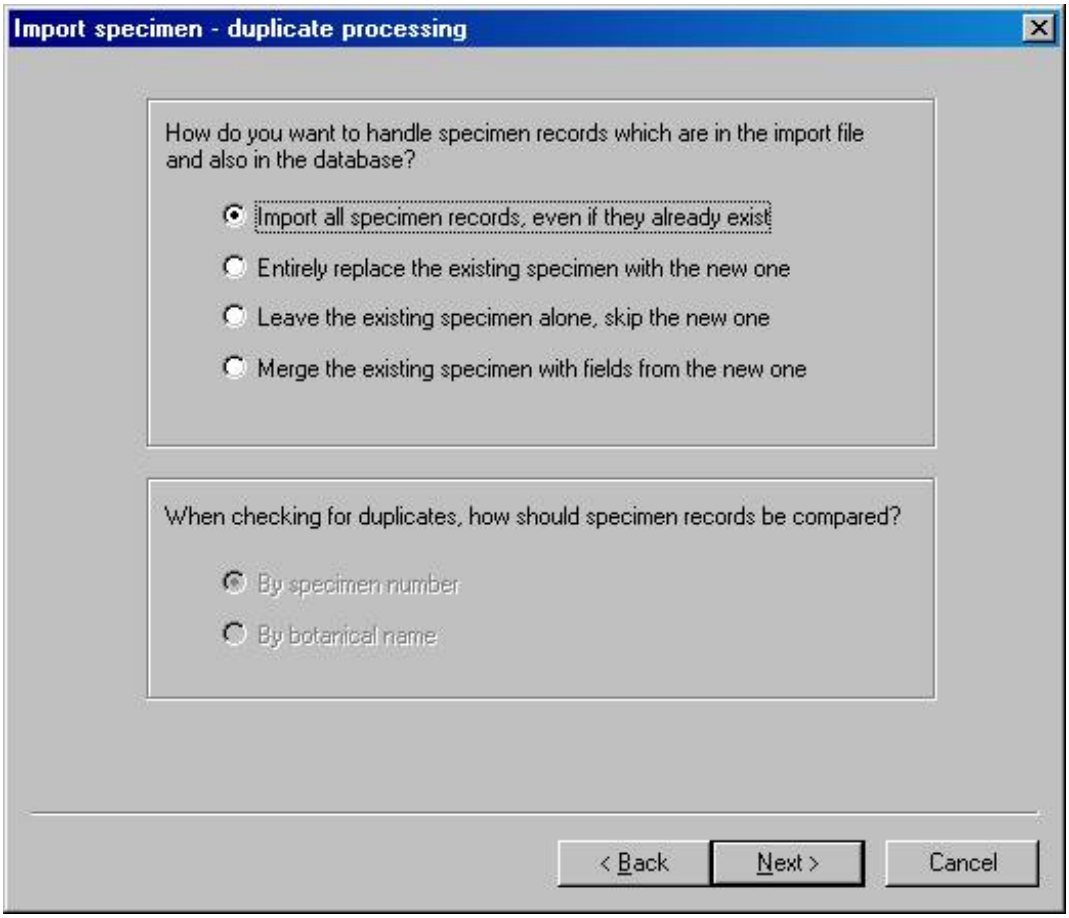


2

Select one of the four possibilities for dealing with records that are both in the delimited file and in your database.

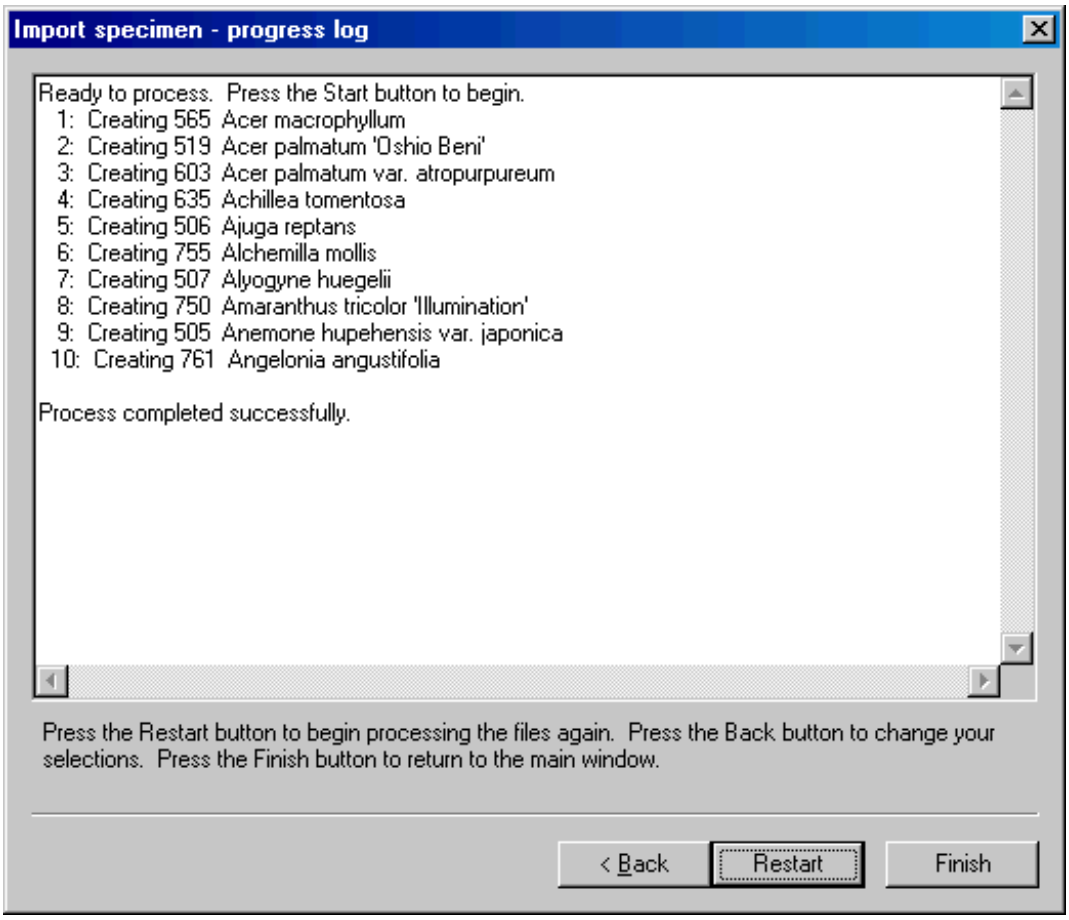
For the bottom three possibilities, you will also need to select how records in the database are compared with records in the delimited file.

Press the **Next** button.



3

Press the **Start** button to import the records.

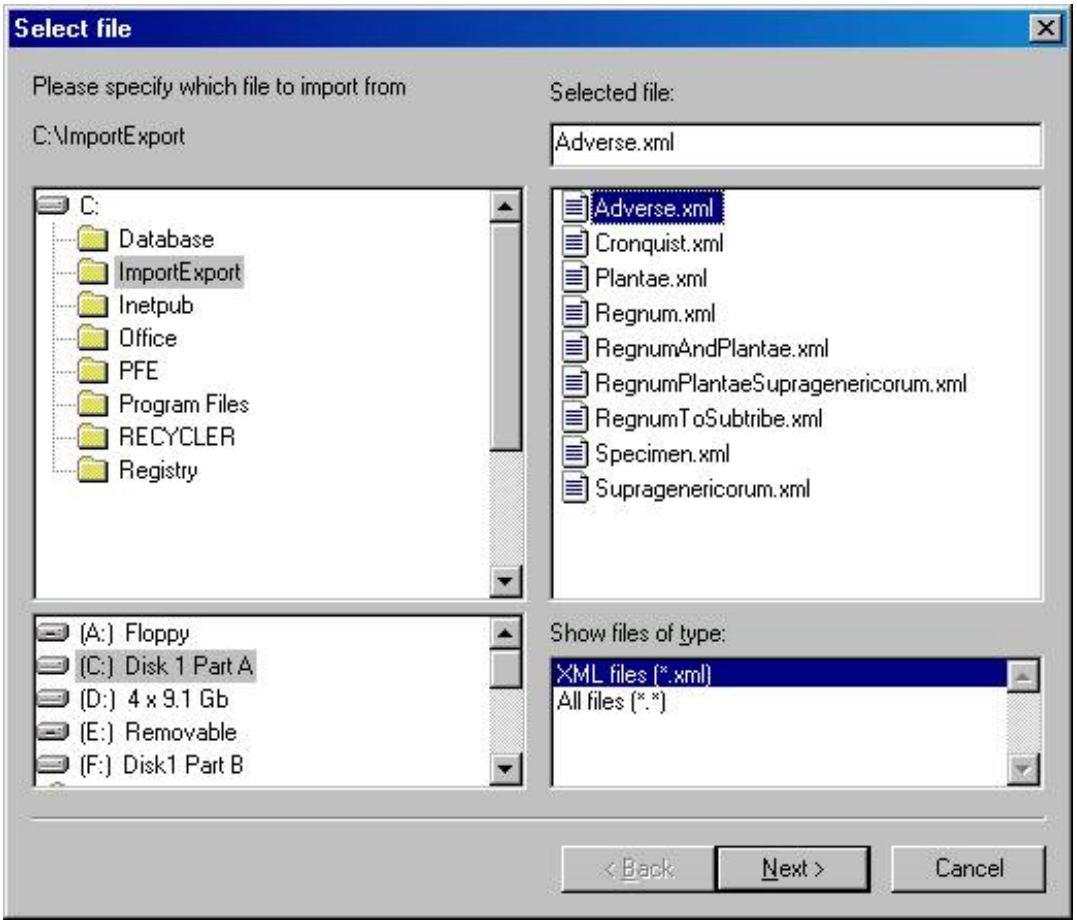


Importing category records is handy if you've created a collection of categories in one database and you want to copy them into a new database. To begin the import process for Categories, be sure your current view is the Category View. From the File menu select the Import command.

1

Use the "Select file" window to choose the XML file containing category records to be imported. See the file Category.xml for a sample of a valid XML file.

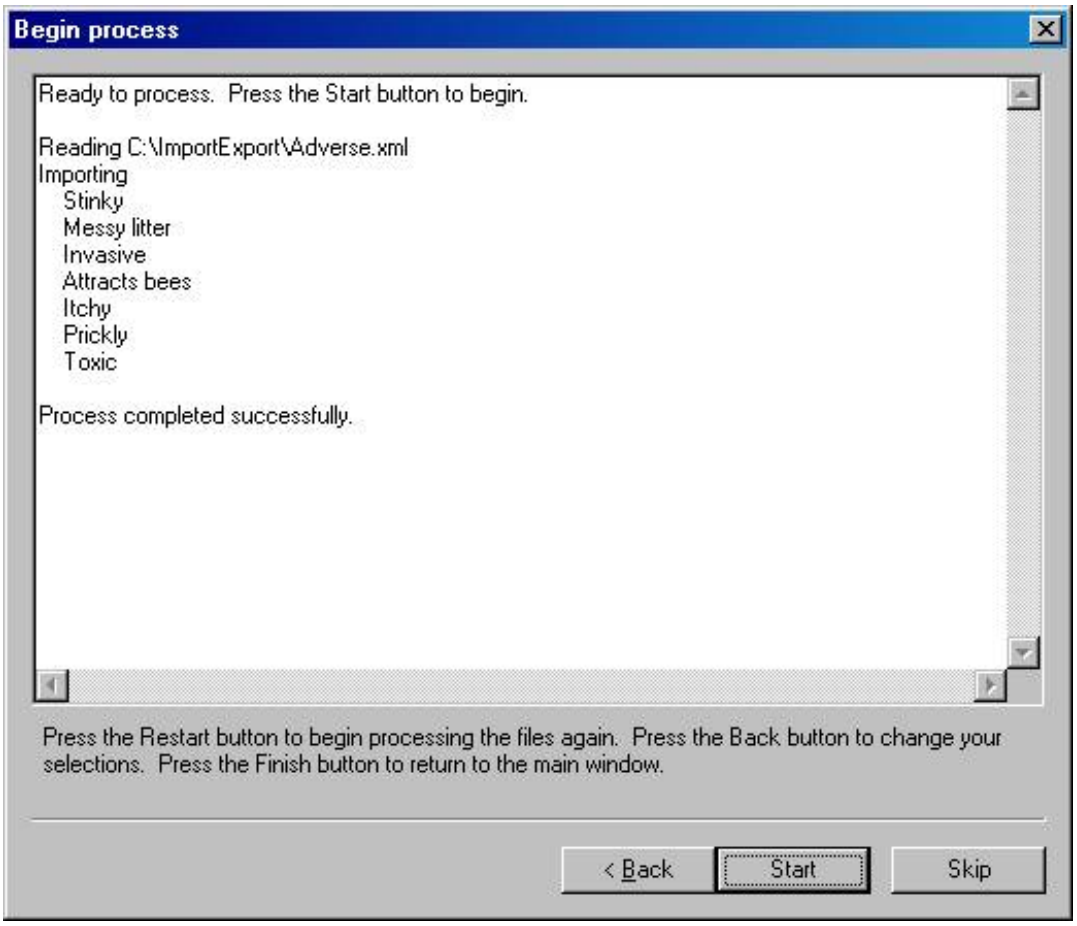
For a complete list of tagged values that can be used in the XML file see the document type definition contained in CompleatBotanicaSchema.xml.



Press the **Next** button.

2

Press the **Start** button to import the records.

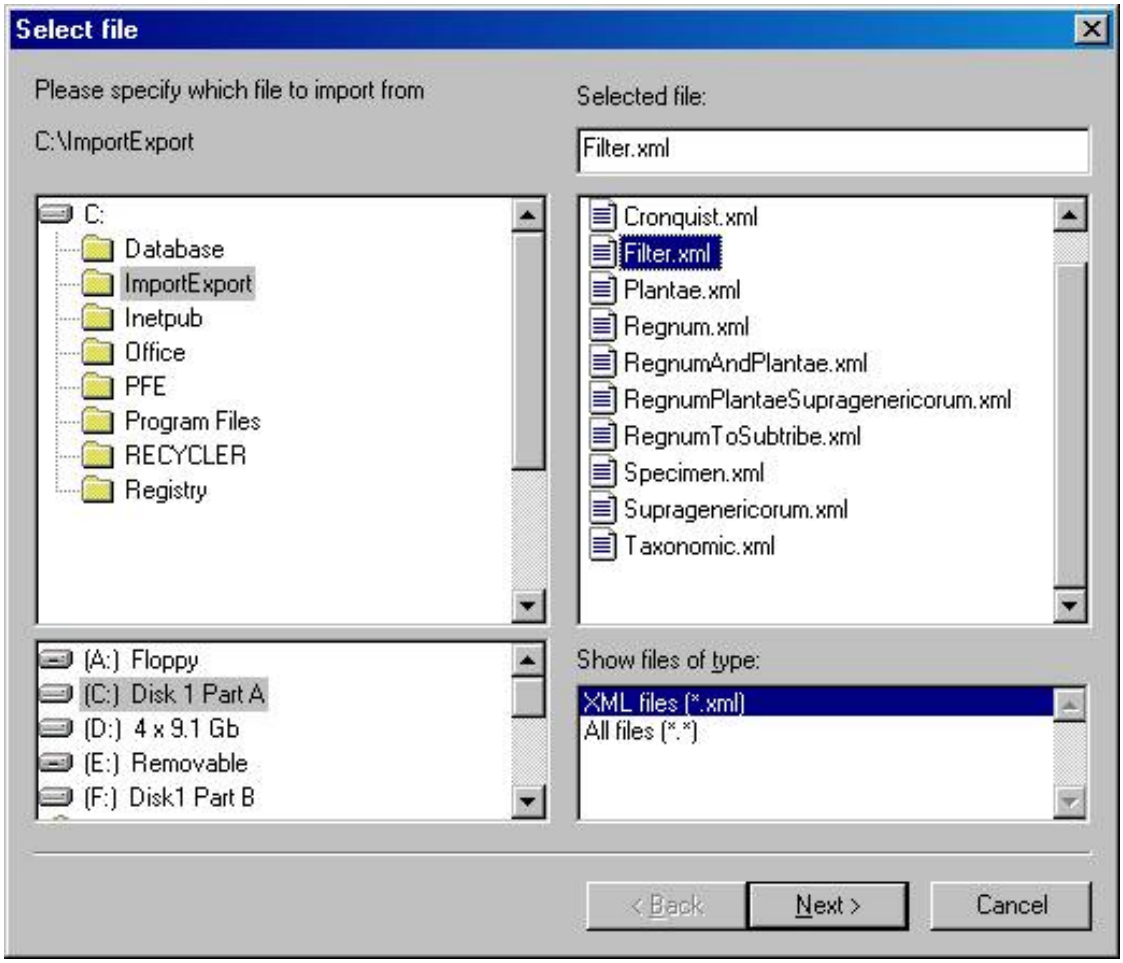


Unlike the Import Specimen operation, the Import Category operation always deals with duplicates the same way. Categories in the database and in the XML file are matched by **category code**. If they are the same, the values in the XML file are merged with the values in the database. On the other hand, if the XML file contains a category that does not exist in the database, it is added.

You may want to import a filter from another computer rather than re-entering it manually. To begin the import process for filters, be sure your current view is the Filter View.

1

Use the “Select file” window to choose the XML file containing filter to be imported. See the file Filter.xml for a sample of a valid XML file.

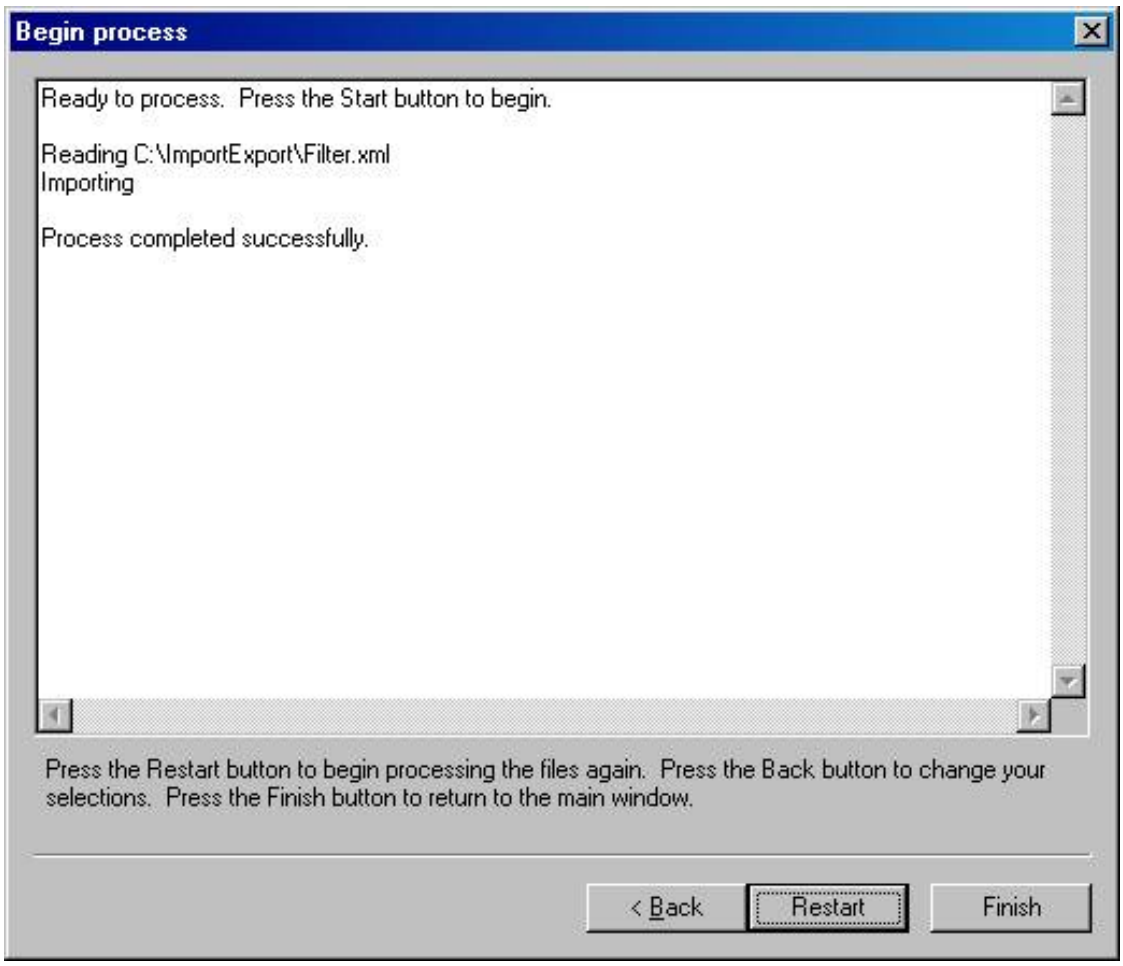


Press the **Next** button.

Press the **Start** button to import

the records.

2



Compleat Botanica - Importing Taxonomic records

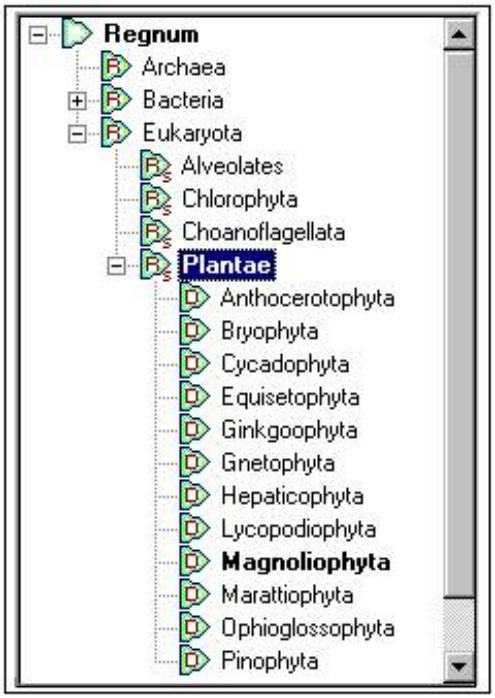
Importing taxonomic records is an advanced feature for those whose want to use a different family / order / class hierarchy system. The system employed by The Compleat Botanica is somewhat different from the recognized systems of Cronquist, Walters & Keil, or others. For more about this see All about family names.

To begin the import process for taxonomic records, be sure your current view is the Checklist View.

1

Before starting, select the record in the taxonomic hierarchy that will become the parent of the imported records.

After selecting the parent record, begin the import process by choosing the Import command from the File menu.

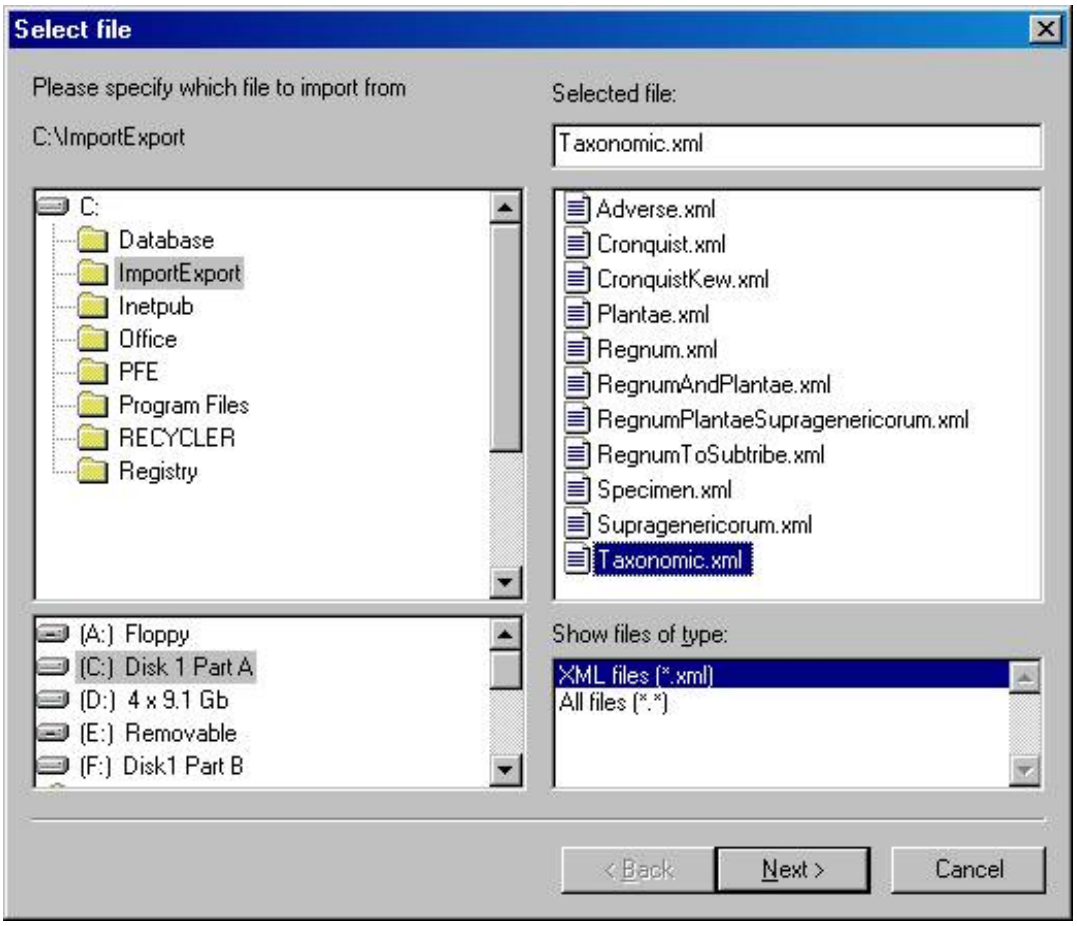


2

Use the “Select file” window to choose the XML file containing taxonomic records to be imported. See the file Taxonomic.xml for a sample of a valid XML file.

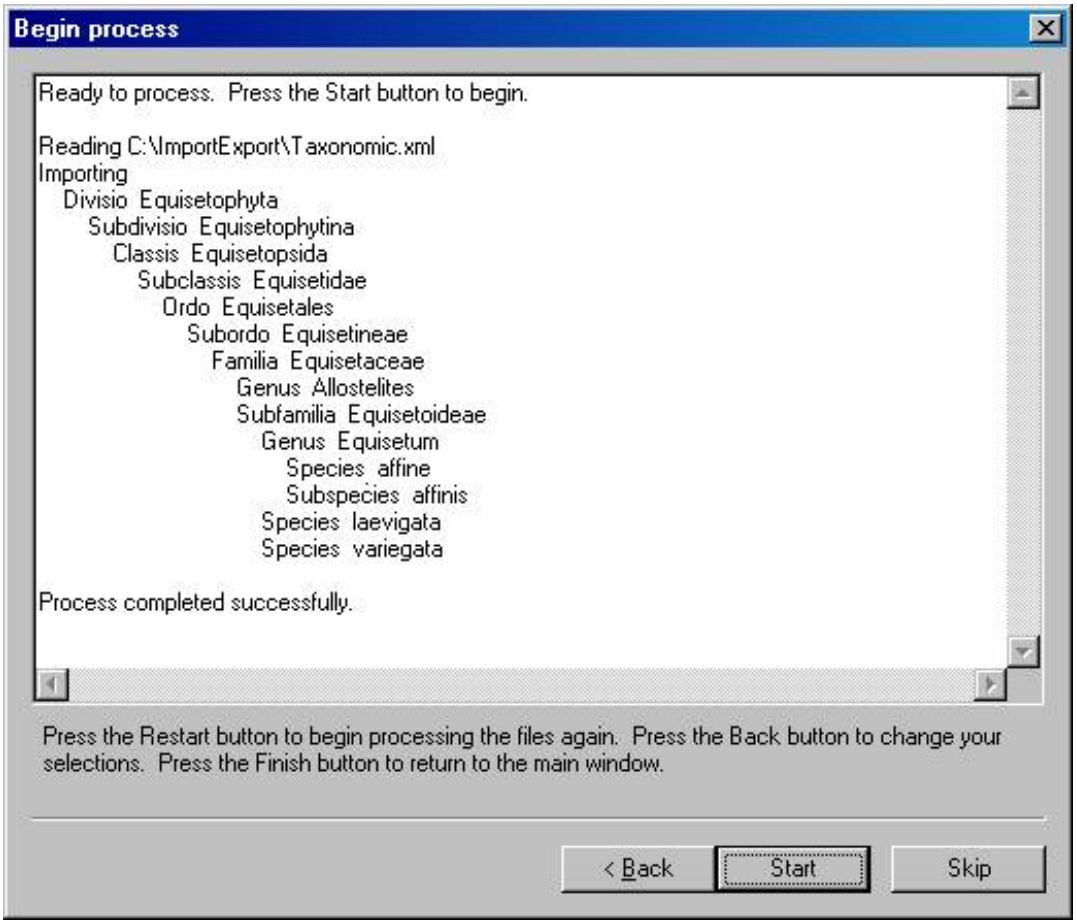
For a complete list of tagged values that can be used in the XML file see the document type definition contained in CompleatBotanicaSchema.xml.

Press the **Next** button.



3

Press the **Start** button to import the records.



No checking is done for duplicate records; thus everything in the XML file is guaranteed to be imported. If you need to merge selected data into existing taxonomic records, you should first export the hierarchy, then make your changes to the XML file, and finally import the modified XML file.

Compleat Botanica - Exporting data to other applications

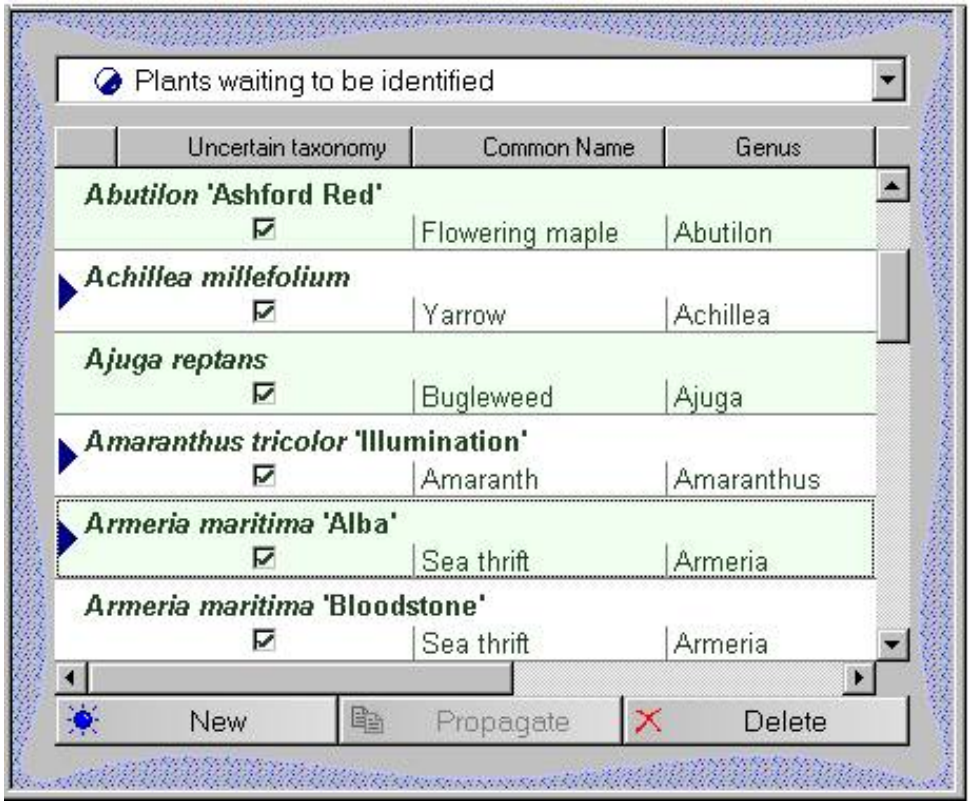
Index to exporting topics

Compleat Botanica - Exporting Specimen records

To export specimen records be sure your current view is one of the specimen record views. Select which filter you want to apply to your data before you begin the export process.

1

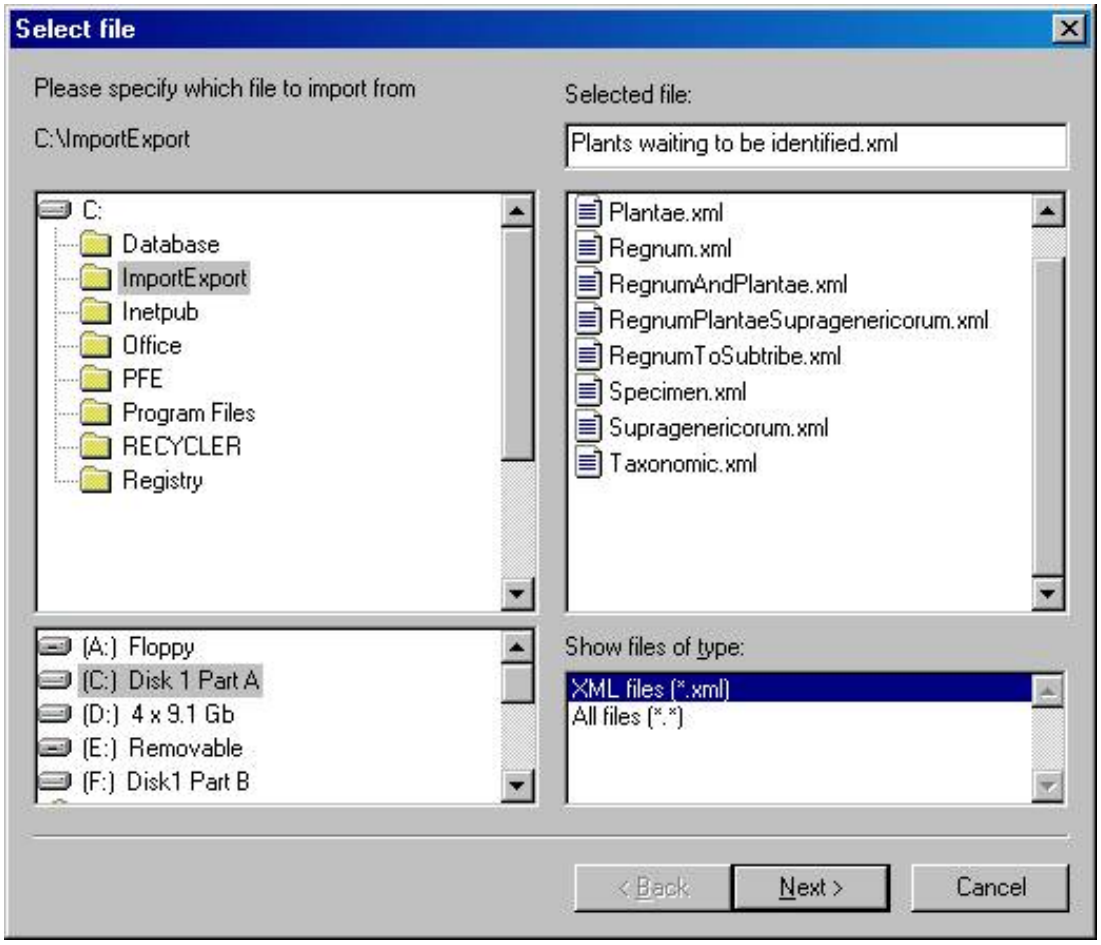
If you only want to export some of the records in the current filter, select them (using the <Ctrl> key and the mouse) before starting the export process.



2

Use the “Select file” window to enter the filename where you want the exported records to be placed.

Press the **Next** button.

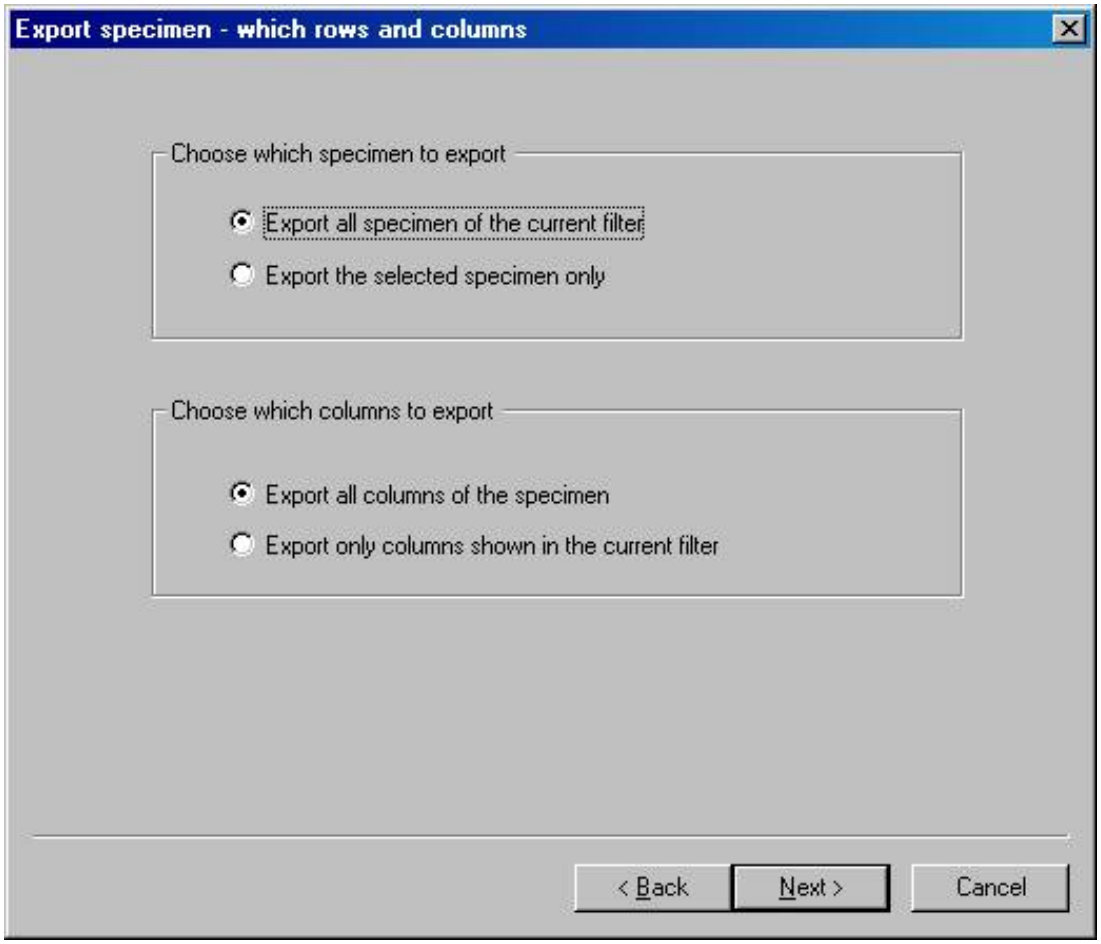


3

Answer two questions on this window:

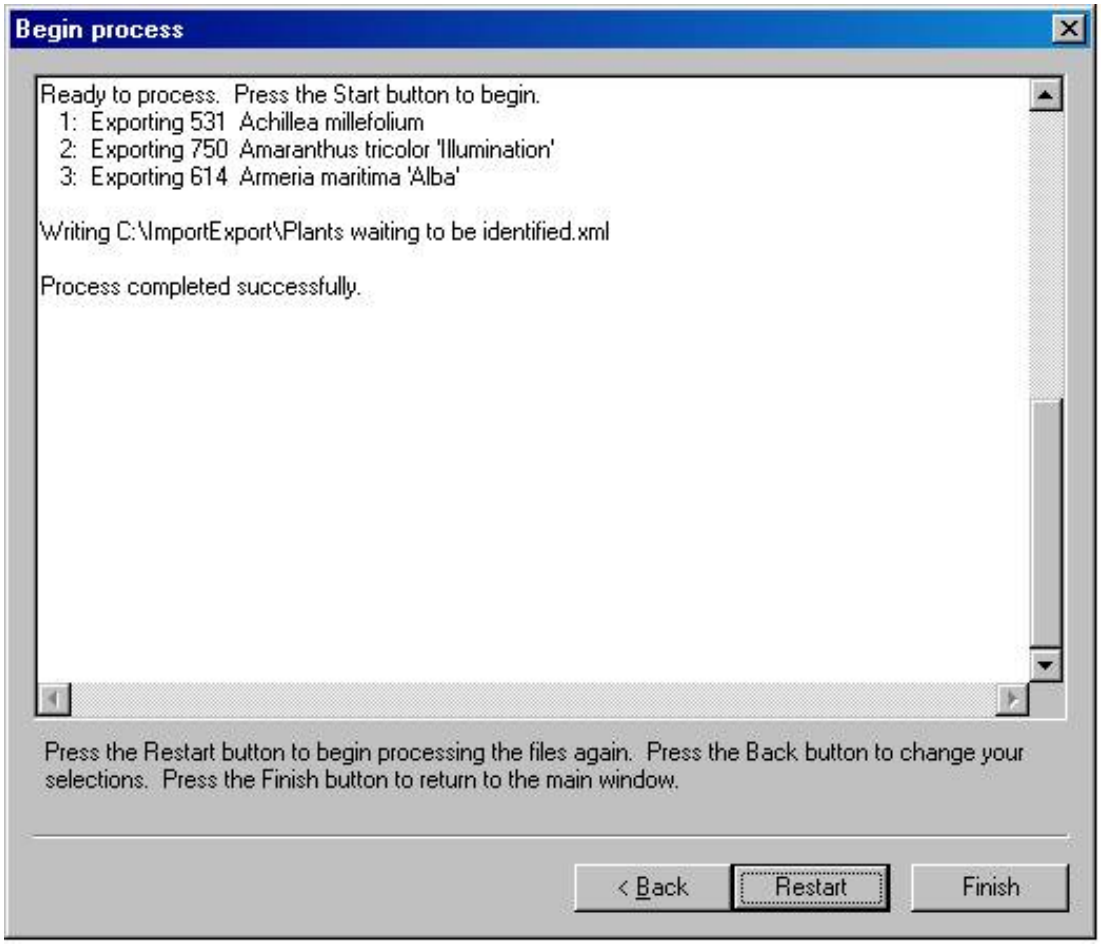
1. Do you want to export all records of the current filter or just the ones selected (as shown in the first step above)?

2. Do you want to export the columns as specified in the current filter, or all columns in the database?



4

Press the **Start** button to export the records.



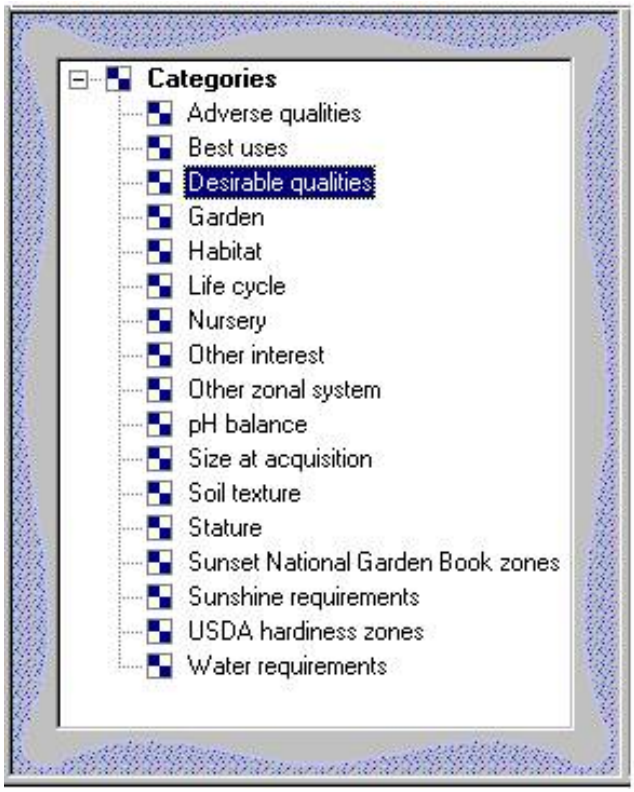
Compleat Botanica - Exporting Category records

Exporting category records is most useful in conjunction with its twin, “importing category records”. You'll want to use this pair of functions when moving data from one computer to another. To begin the export process for categories, be sure your current view is the Category View. From the File menu select the Export command.

1

First select which group of category records you want to export.

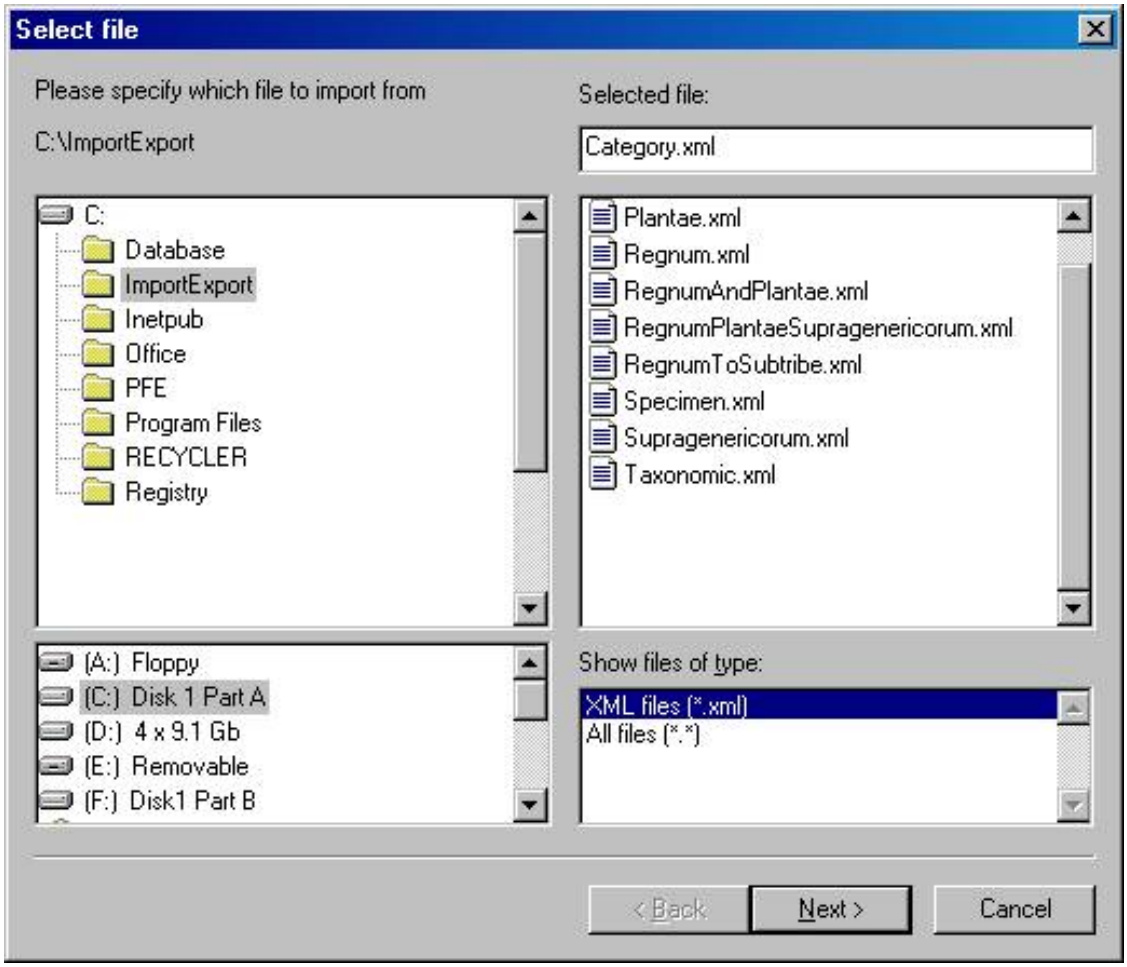
Select the root of the hierarchy to export all categories.



2

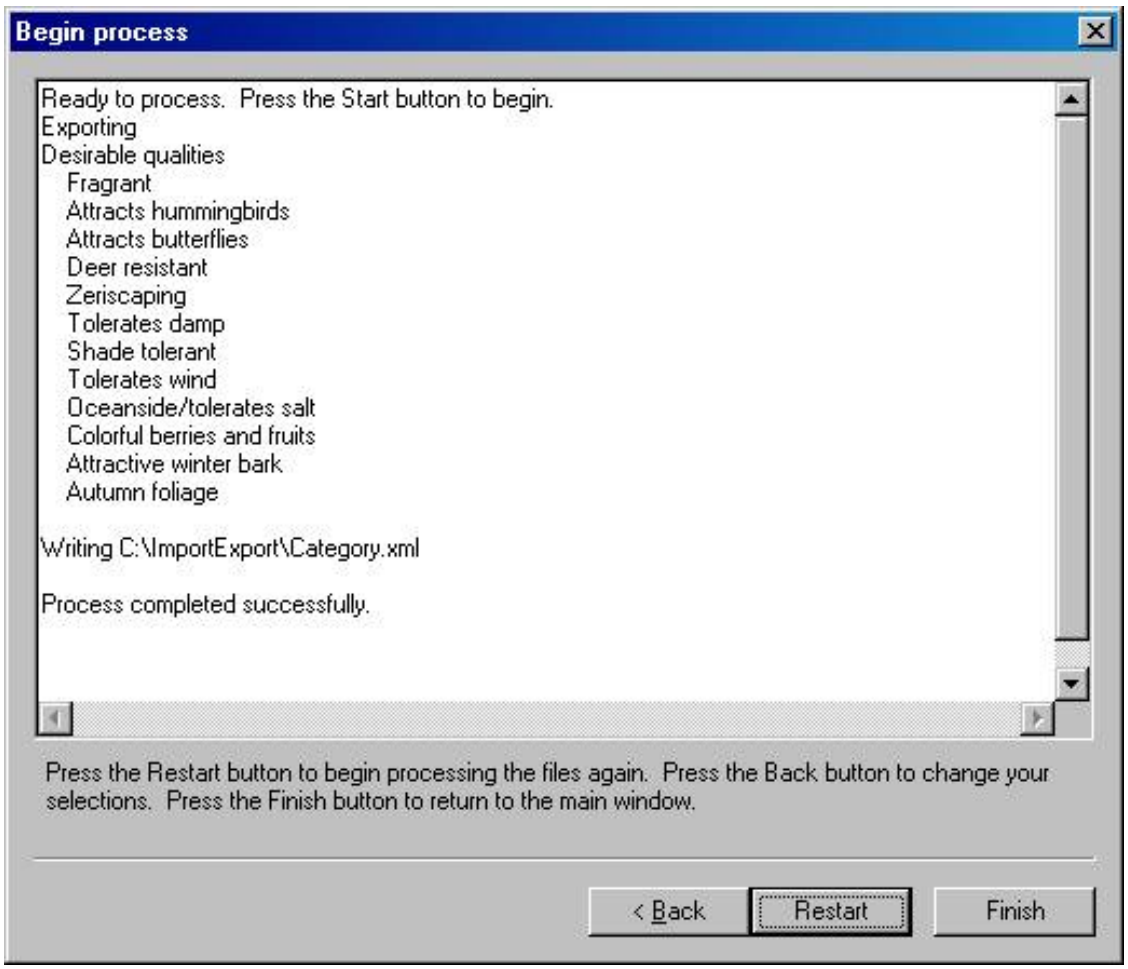
Use the “Select file” window to type in the name of the file where you want to put the category records. All output files are in XML format.

Press the **Next** button.



3

Press the **Start** button to Export the records.


Begin process
Ready to process. Press the Start button to begin.
Exporting
Desirable qualities
Fragrant
Attracts hummingbirds
Attracts butterflies
Deer resistant
Zeriscaping
Tolerates damp
Shade tolerant
Tolerates wind
Oceanside/tolerates salt
Colorful berries and fruits
Attractive winter bark
Autumn foliage
Writing C:\ImportExport\Category.xml
Process completed successfully.
Press the Restart button to begin processing the files again. Press the Back button to change your selections. Press the Finish button to return to the main window.
< Back
Restart
Finish

Compleat Botanica - Exporting Taxonomic records

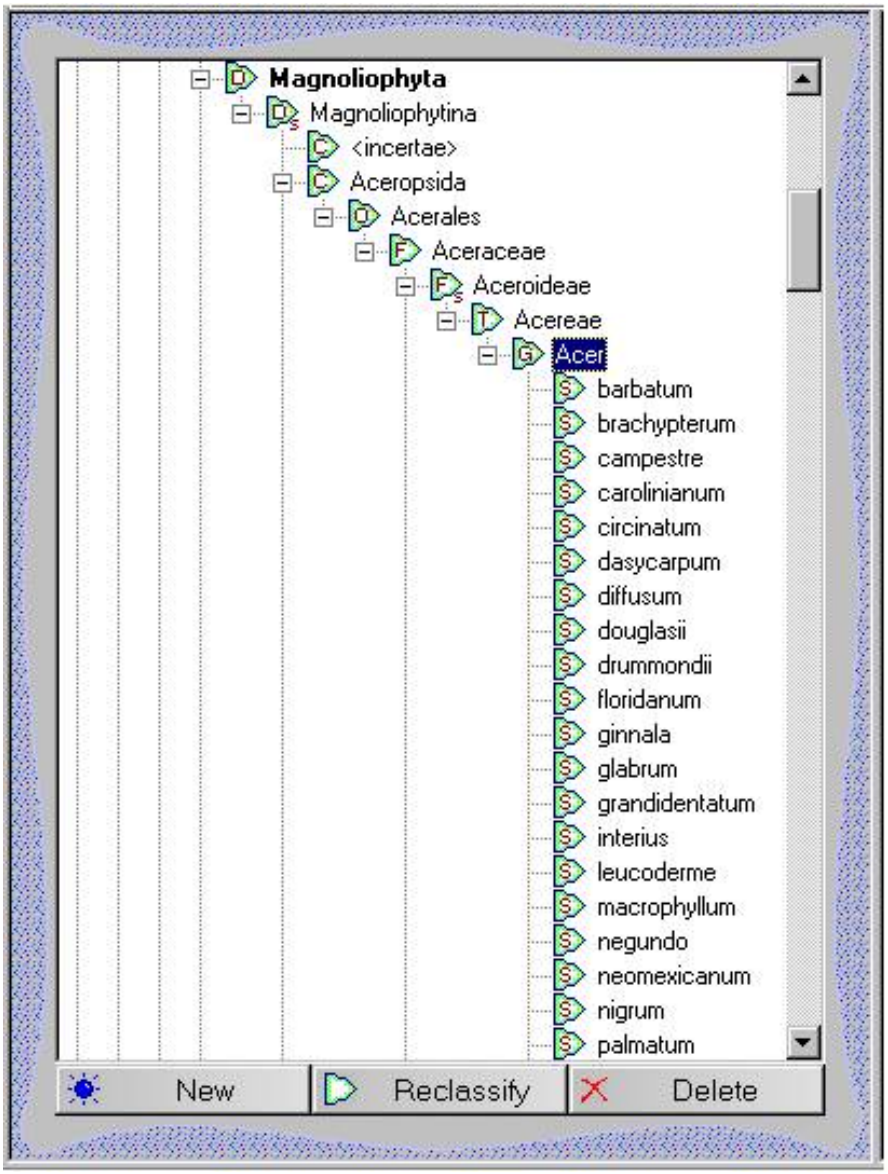
Exporting taxonomic records is useful if you want to make large-scale changes to the family / order / class hierarchy system. If this is what you need to do you can export all or part of the Checklist to an XML file. After exporting you can use a file editor to make global changes to the individual records. Finally, you can use the import command to bring the changed records back into the database.

To begin the Export process for taxonomic records, be sure your current view is the Checklist View.

1

Before starting, select the highest record in the taxonomic hierarchy that you want to export.

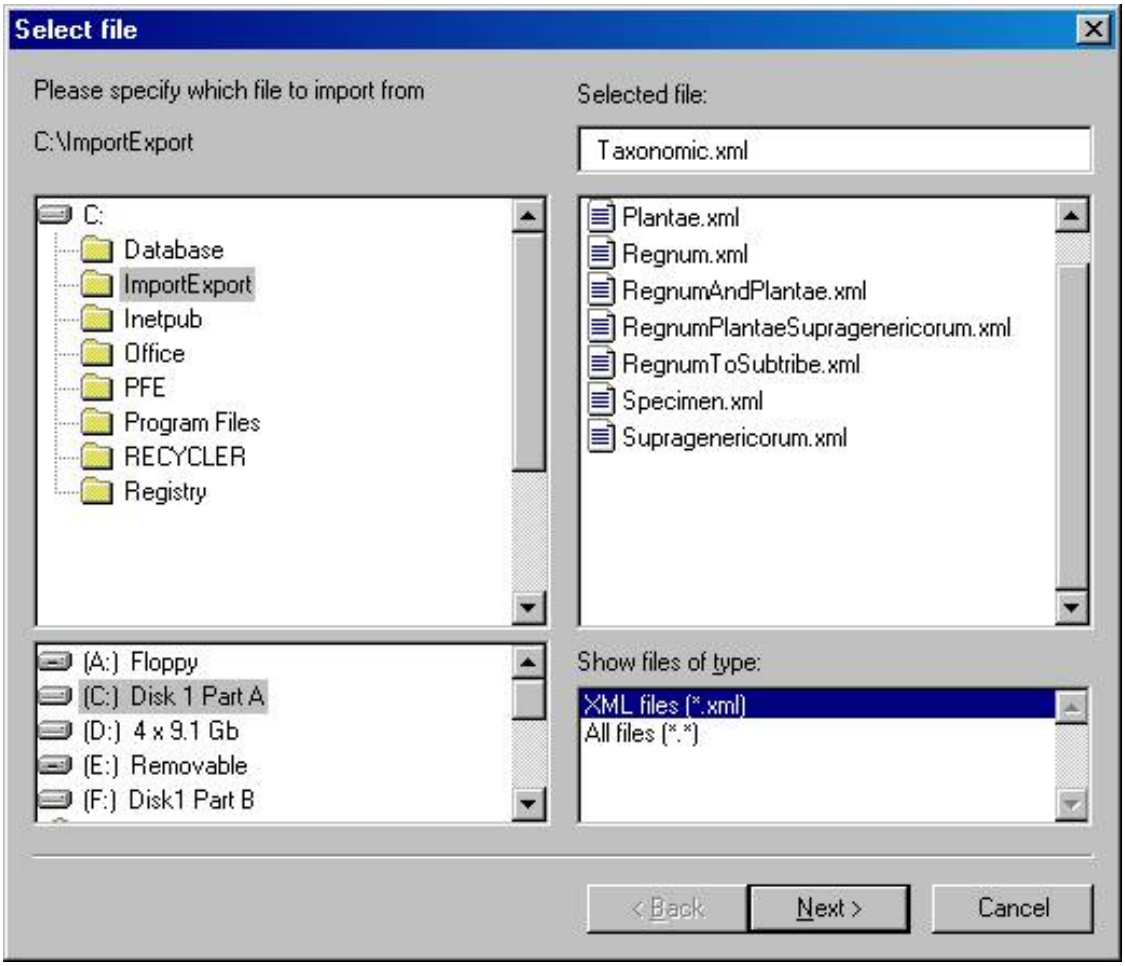
After selecting the highest record, begin the Export process by choosing the Export command from the File menu.



2

Use the “Select file” window to specify the name of the file to be used for the exported records.

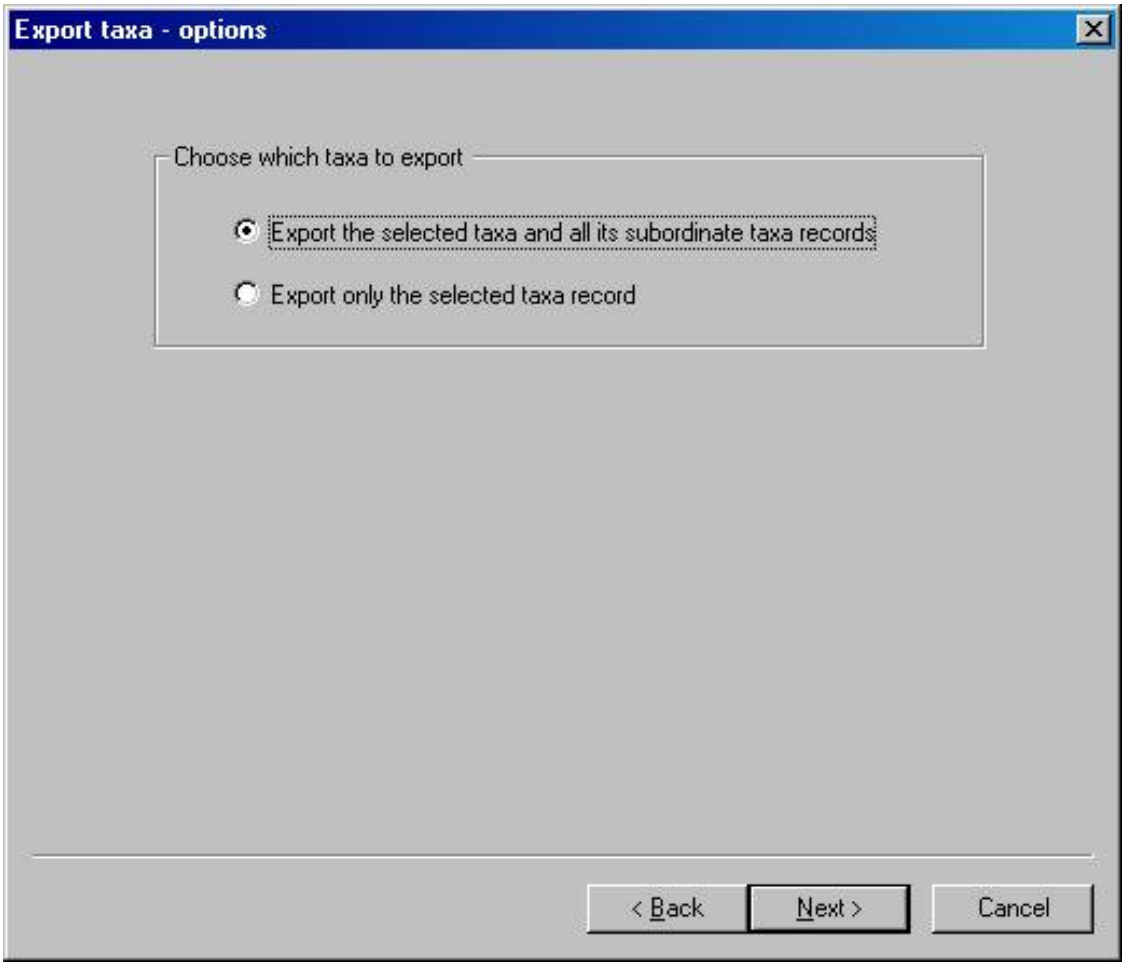
Press the **Next** button.



3

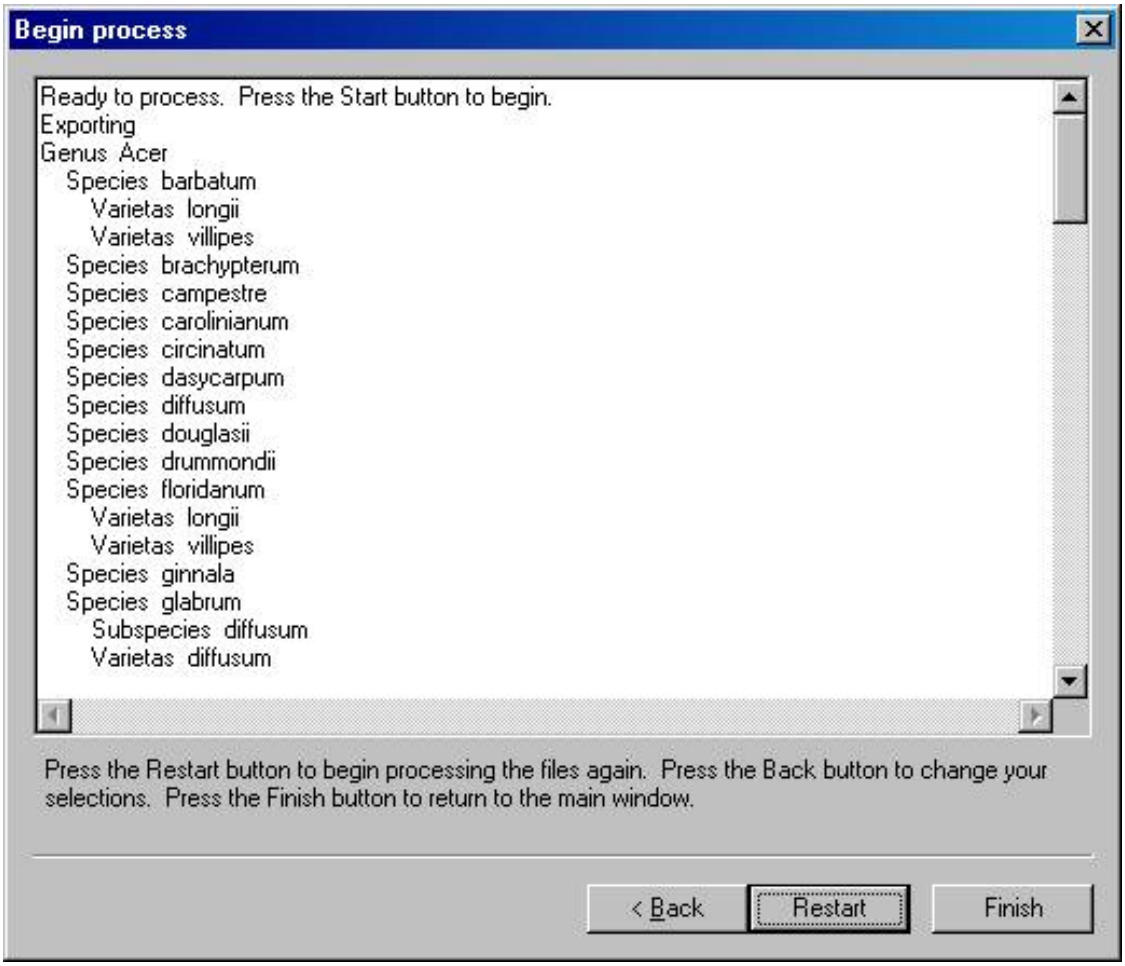
Decide whether you want to export a single record or the entire hierarchy of subordinate taxa.

Press the **Next** button.



Press the **Start** button to Export the records.

4


Begin process
Ready to process. Press the Start button to begin.
Exporting
Genus Acer
Species barbatum
Varietas longii
Varietas villipes
Species brachypterum
Species campestre
Species carolinianum
Species circinatum
Species dasycarpum
Species diffusum
Species douglasii
Species drummondii
Species floridanum
Varietas longii
Varietas villipes
Species ginnala
Species glabrum
Subspecies diffusum
Varietas diffusum
Press the Restart button to begin processing the files again. Press the Back button to change your selections. Press the Finish button to return to the main window.
< Back
Restart
Finish

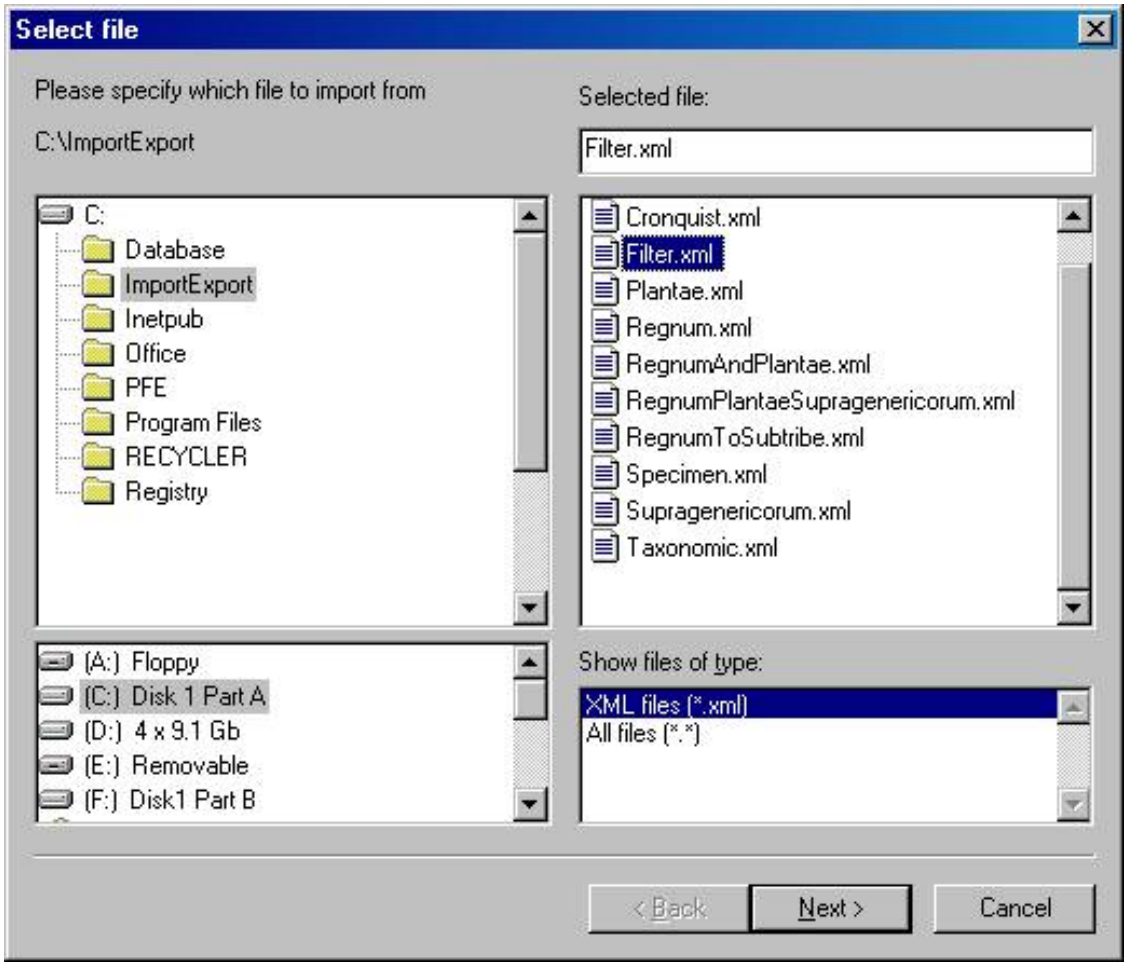
You may want to export a filter so that it can be used on another computer, or as a preparatory step to upgrading your software. To begin the Export process for filters, be sure your current view is the Filter View.

1

Use the “Select file” window to specify the name of the file to use for the exported filter. This file will be in XML format.

Note that this XML file cannot be used directly from within the “Filters” subdirectory, you must use the Import command to bring it into the new computer.

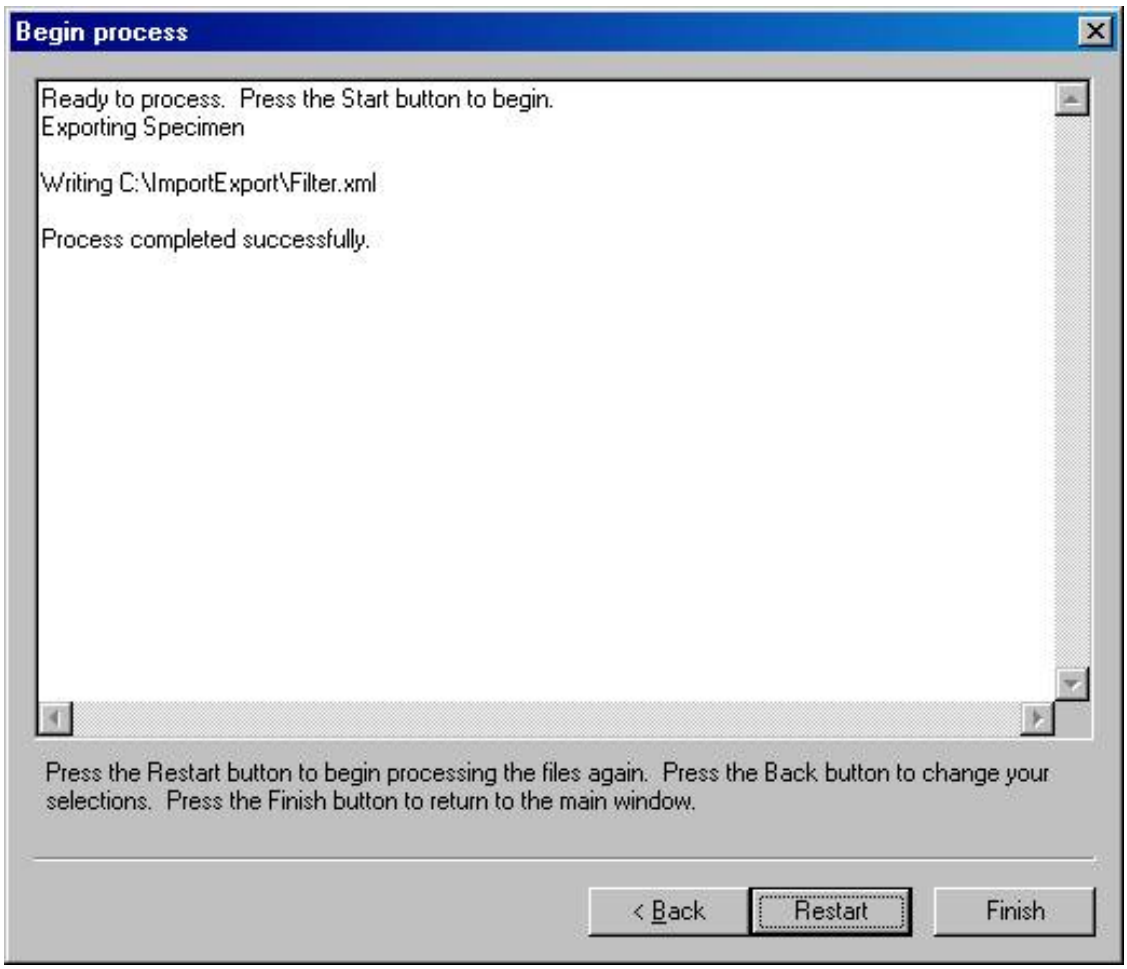
Press the **Next** button.



Press the **Start** button to Export

the filter.

2

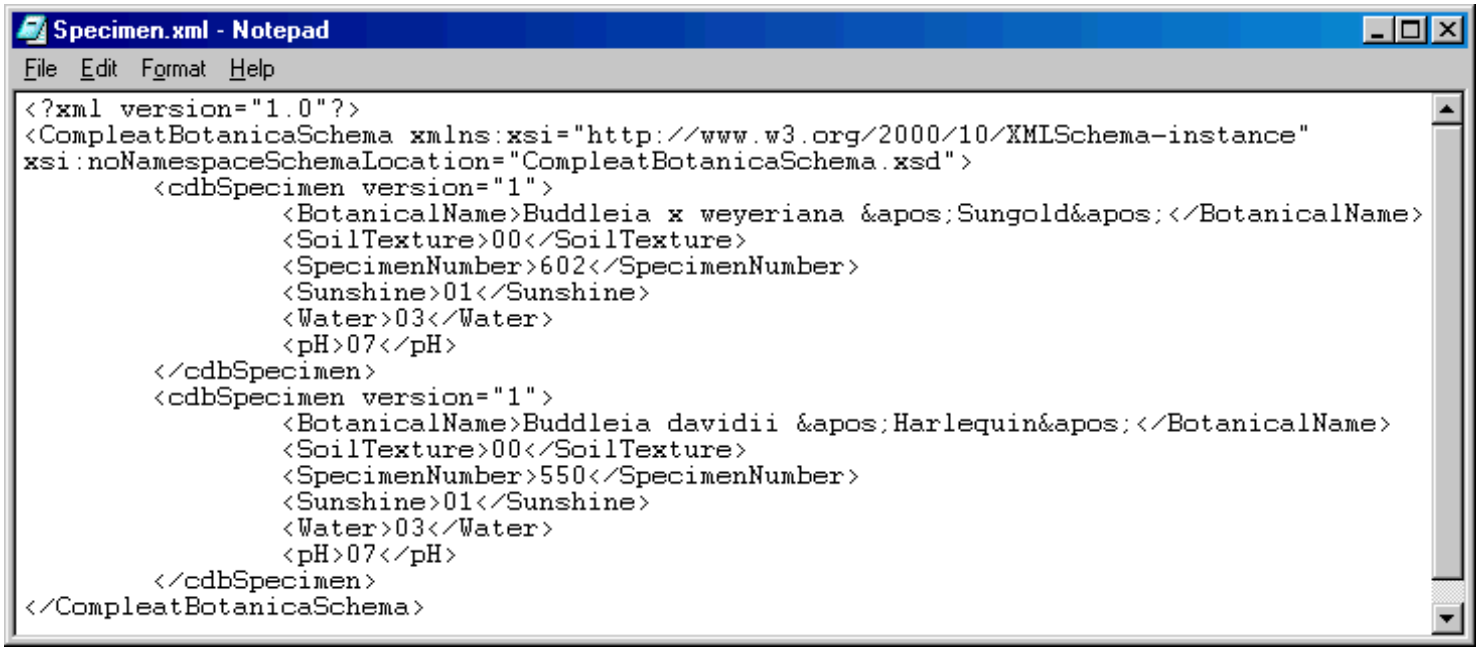

Begin process
Ready to process. Press the Start button to begin.
Exporting Specimen
Writing C:\ImportExport\Filter.xml
Process completed successfully.
Press the Restart button to begin processing the files again. Press the Back button to change your selections. Press the Finish button to return to the main window.
< Back
Restart
Finish

Compleat Botanica - Data validation and import/export rules

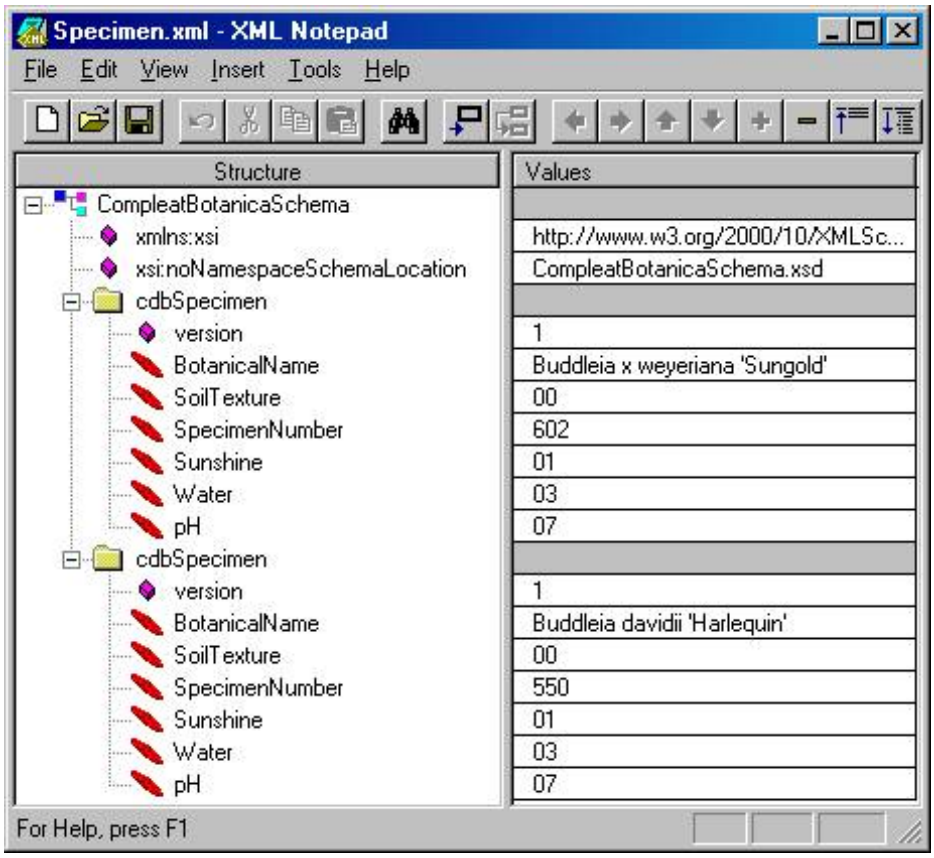
Index to validation topics

The Import and Export commands use XML files to transfer data into and out of The Compleat Botanica.

The Import and Export commands use XML files to transfer data into and out of The Compleat Botanica. Although most newer applications can use this file format directly, there may be times when you'll want to edit XML files yourself. This can be done using any simple editor like Notepad. Here's what an XML file looks like when viewed with Notepad.



For a more sophisticated tool you may want to get a special XML editor. One such tool is Microsoft's XML Notepad. Here's what it looks like when the Compleat Botanica file Specimen.xml is opened.


Specimen.xml - XML Notepad
File Edit View Insert Tools Help
Structure
Values
CompleatBotanicaSchema
xmlns:xsi
http://www.w3.org/2000/10/XMLSc...
xsi:noNamespaceSchemaLocation
CompleatBotanicaSchema.xsd
cdbSpecimen
version
1
BotanicalName
Buddleia x weyeriana 'Sungold'
SoilTexture
00
SpecimenNumber
602
Sunshine
01
Water
03
pH
07
cdbSpecimen
version
1
BotanicalName
Buddleia davidii 'Harlequin'
SoilTexture
00
SpecimenNumber
550
Sunshine
01
Water
03
pH
07
For Help, press F1

Compleat Botanica - Publishing your data

Index to publishing topics

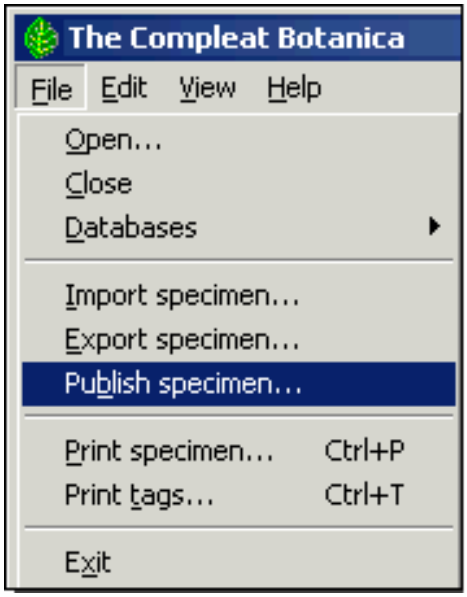
Step-by-step guide to publishing	Before you begin the publishing process, be sure to select the filter that you want to apply to your data. The selected filter will be used by the publish process to select which records to include.
The publish previewer	As you go through the step-by-step publishing process you can see what your finished publication will look like by using the Publish Preview feature.
How the publishing parser works	The step-by-step publishing process is all you need to know in order to produce great looking labels, abstracts, Web pages, pre-press books, and more.
Publication style sheets	Each published document references three style sheets: cbs-colorscheme.css, cbs-fontface.css, and cbs-pointsize.css.
Publication template replacement tags	Replacement tags inside publishing templates take the form <cb:TagName>.

Compleat Botanica - Step-by-step guide to publishing

Step 1: Select a filter

Before you begin the publishing process, be sure to select the filter that you want to apply to your data. (See All about filters). The selected filter will be used by the publish process to select which records to include. Many of the templates also make use of the selected filter to decide which columns to publish. For example, all of the publishing templates described as "Columns of the current filter", will publish only the columns of specimen data which are part of the selected filter.

Step 2: The publish command

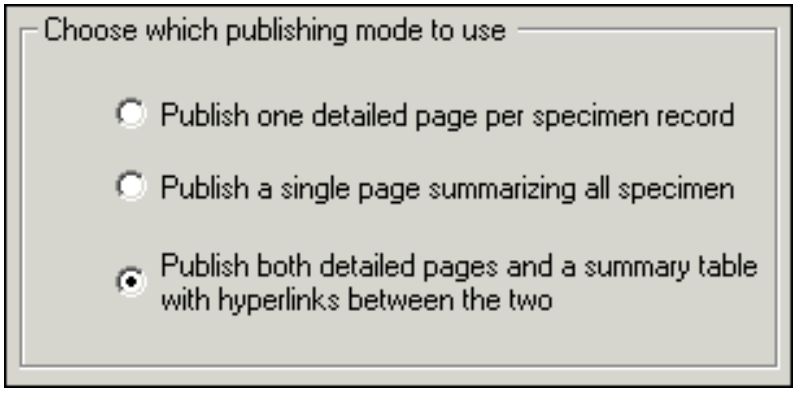


From the File menu, select the **Publish specimen** command. Note that this menu item is only available when one of the Specimen Views is active.

Step 3: Choose the publishing mode

There are two basic types of documents that can be created using the publish tool: detailed pages and summary pages. Both can use any of the specimen data fields, and both use any combination of style sheets to produce sophisticated layouts with colors, fonts, and graphics. Detailed pages contain the data for exactly one specimen record, whereas summary pages contain the data for all specimen.

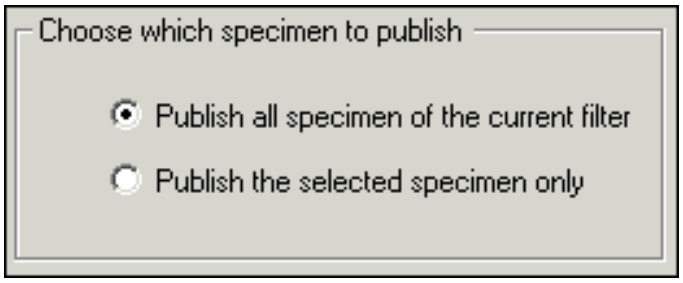
Detailed pages are useful for creating nursery placards, web pages, and book layouts. Summary pages are useful for creating indexes, table of contents, photo proof sheets, labels, and abstracts.



When choosing which publishing mode to use, remember that the summary page mode will produce exactly one document, while the detailed page mode will produce multiple documents.

If you want to produce an index or table of contents together with hyperlinks to more detailed pages, choose the third publishing mode.

Step 4: Choose which specimen to publish

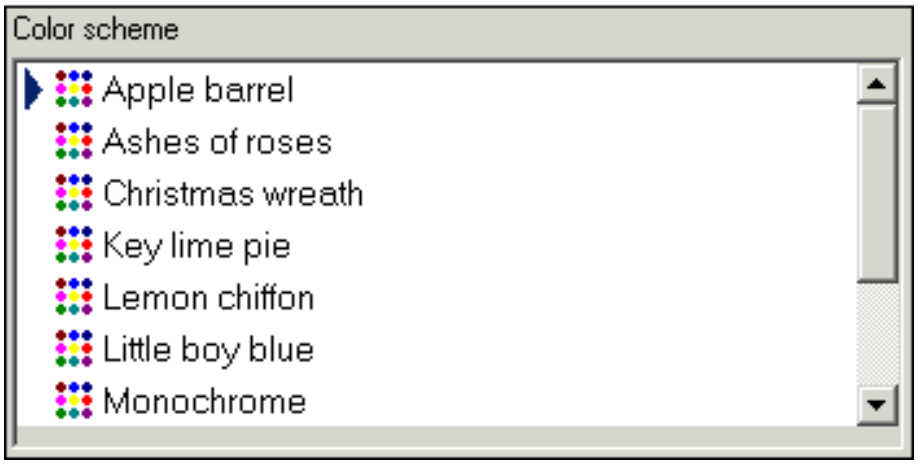


If you want to publish only a few of your specimen records, you can use the multiple-selection feature of the Specimen List together with the "Publish the selected specimen only" option. This is also useful when you simply want to print or publish a single specimen record.

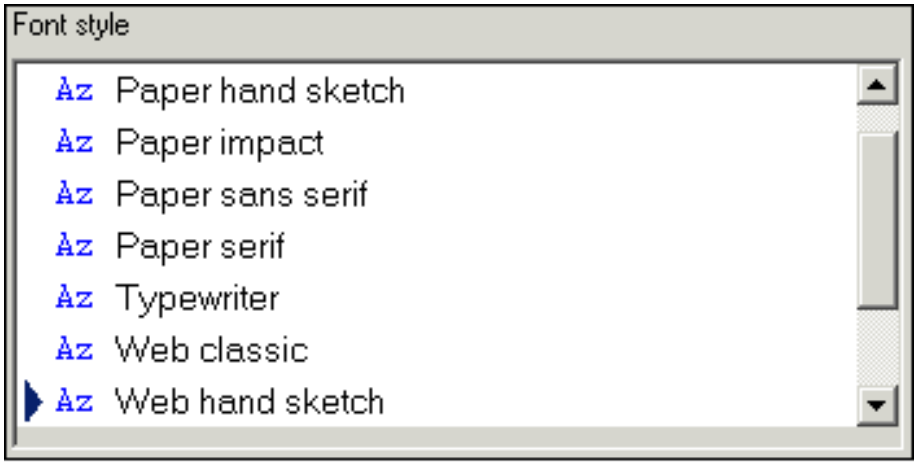
Typically though, you'll want to "Publish all specimen of the current filter". Remember to select the proper filter before you begin the publish process.

Step 5: Choose styles to use

Four different types of styling can be applied to your published documents: color schemes, font styles, font sizes, and logos.

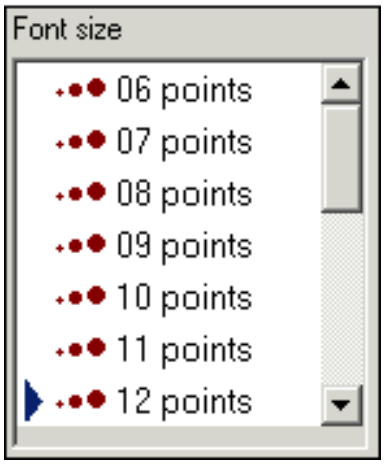


The color scheme applies a combination of two or three basic colors to your published document. Each scheme sets the font colors, background colors for tables, and line-break colors.



The font style defines which combination of fonts will be applied to your documents. Some styles apply the same font throughout. Some apply one font for labels and another for data values. Others set specific fonts for titles.

When publishing to the Web, it's best to use the Web compatible font styles. When your publishing results are intended to be printed it's better to use the "Paper" styles.



Choose any available font size. Note that most of your document will use this font size but some will be slightly larger (titles) or smaller (footers).

Choose any of the pre-supplied logos. To add you own logo to this list, simply copy a GIF format picture file to the directory `"C:/Program Files/CompleatBotanica/Programs/Publish Templates/Style Sheets/Logos"` and it will appear in this list.

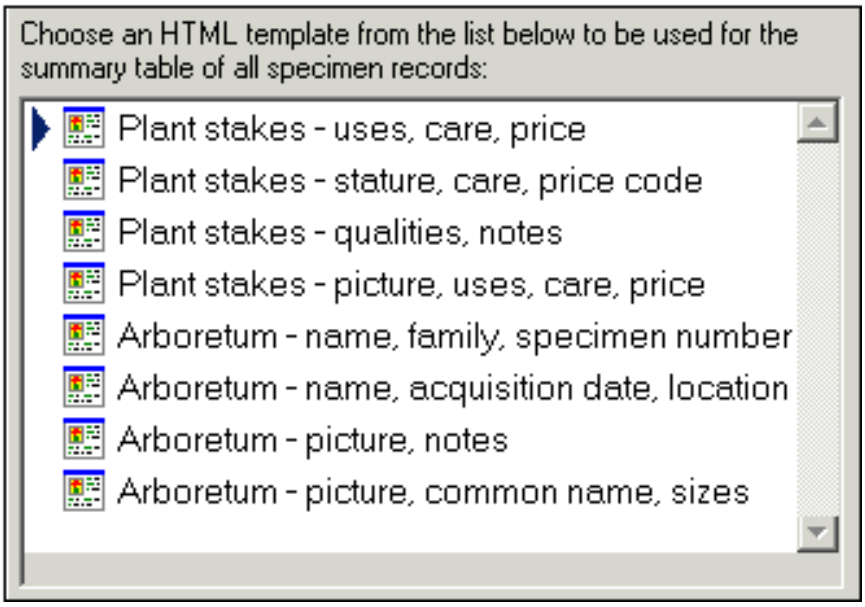
To see a sample of your selected styles, press the Show Sample button. You can keep this publish preview window open as you proceed through the remaining steps of the publish process.

Step 6: Choose summary table template

Note: The "Choose summary table template" step is not shown if you picked "Publish one detailed page per specimen record" in step 3.

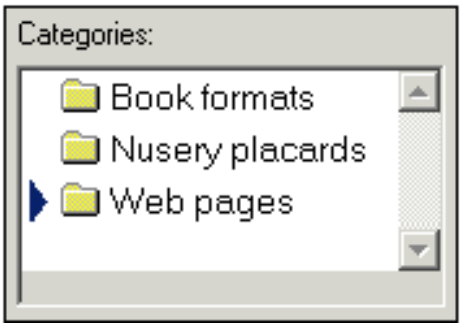
There are several categories of summary table templates. Select a category on the left hand side to see the associated templates on the right-hand side.

When publishing to the Web, be sure to use a summary table template that has hyperlinks, since those templates are specifically customized for creating links to the detailed documents. See the templates under "Table of Contents" and "Web site indexes".



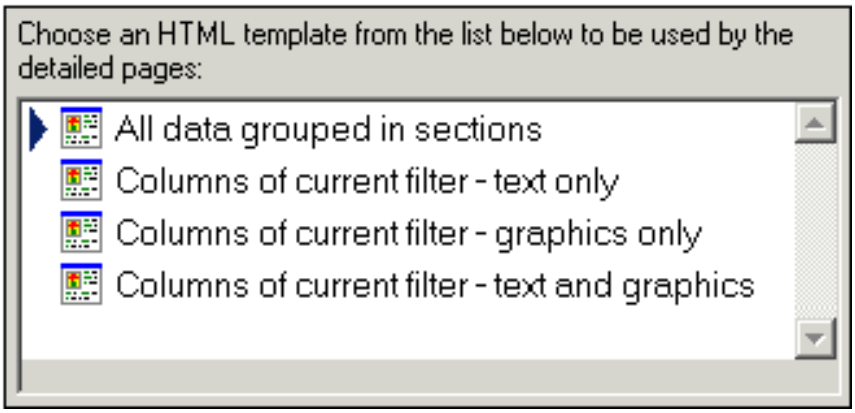
Step 7: Choose detailed page template

Note: The "Choose detailed page template" step is not shown if you picked "Publish a single page summarizing all specimen" in step 3.

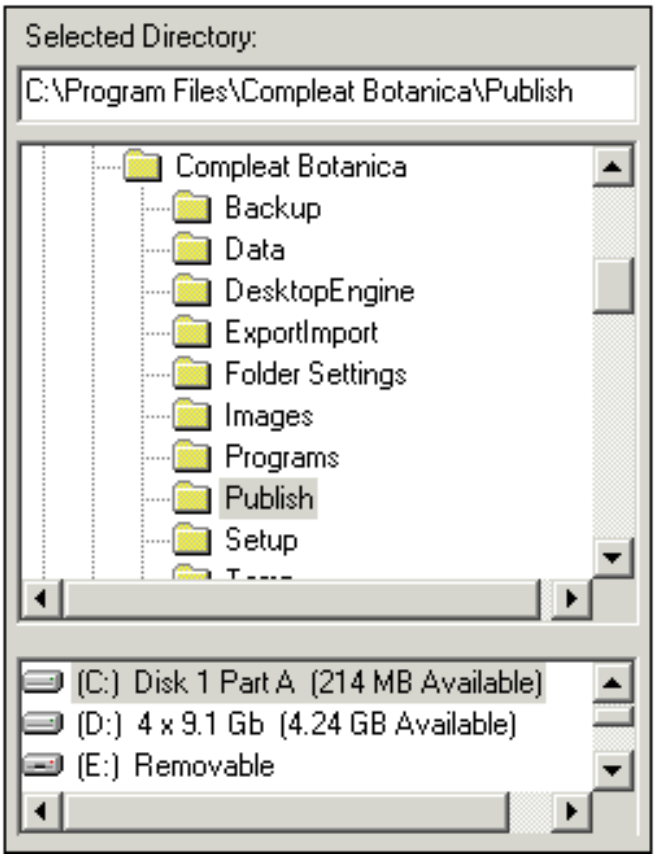


There are several categories of detailed page templates. Select a category on the left hand side to see the associated templates on the right-hand side.

When publishing to the Web, be sure to use one of the custom tailored templates that have hyperlinks for navigating to the previous and next pages (look under "Web pages").



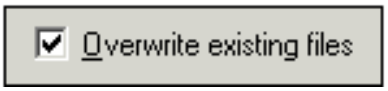
Step 8: Select output directory



Choose where you want the newly-created documents to be placed. If the selected directory already has documents from a previous publication process, you can choose whether to overwrite them or not.

Document files are given a filename corresponding to their "Specimen number". Thus a detailed page for specimen number `"S101"` would be published in the document `"S101.htm"` and any pictures and bitmaps would be copied to the sub-directory `"S101_files"`.

The document name for the summary table of all specimen is always `"index.htm"`

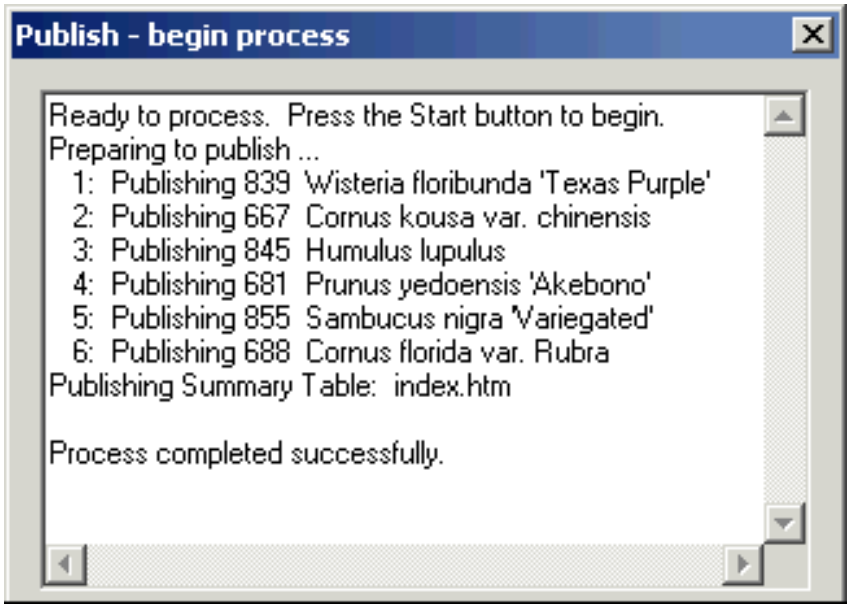


If you choose to overwrite existing documents from a previous publication process, the standard document names will be re-used (see above).

If you choose not to overwrite existing documents, the newly-created documents will be given artificial names like `"1.htm"`, `"2.htm"`, etc.

Step 9: Start the process

Simply press the start button to begin.



The progress of the publication process is shown in as each specimen document is created. (The "`index.htm`" file always takes longer than the individual detail pages.)

Use the **Show** button when the process is complete to see your published pages in the publish preview window.

Since your finished pages are standard HTML files, you can use any Web browser or Web publishing tool such as Front Page, to display and print your finished documents. You can also further edit them to create special effect or to touch-up the generated documents.

Compleat Botanica - The publish previewer

As you go through the step-by-step publishing process you can see what your finished publication will look like by using the Publish Preview feature. This button is available from steps 5, 6, 7, and 9 as described in the Step-by-step guide to publishing.

The six buttons at the top of the window have the following use:

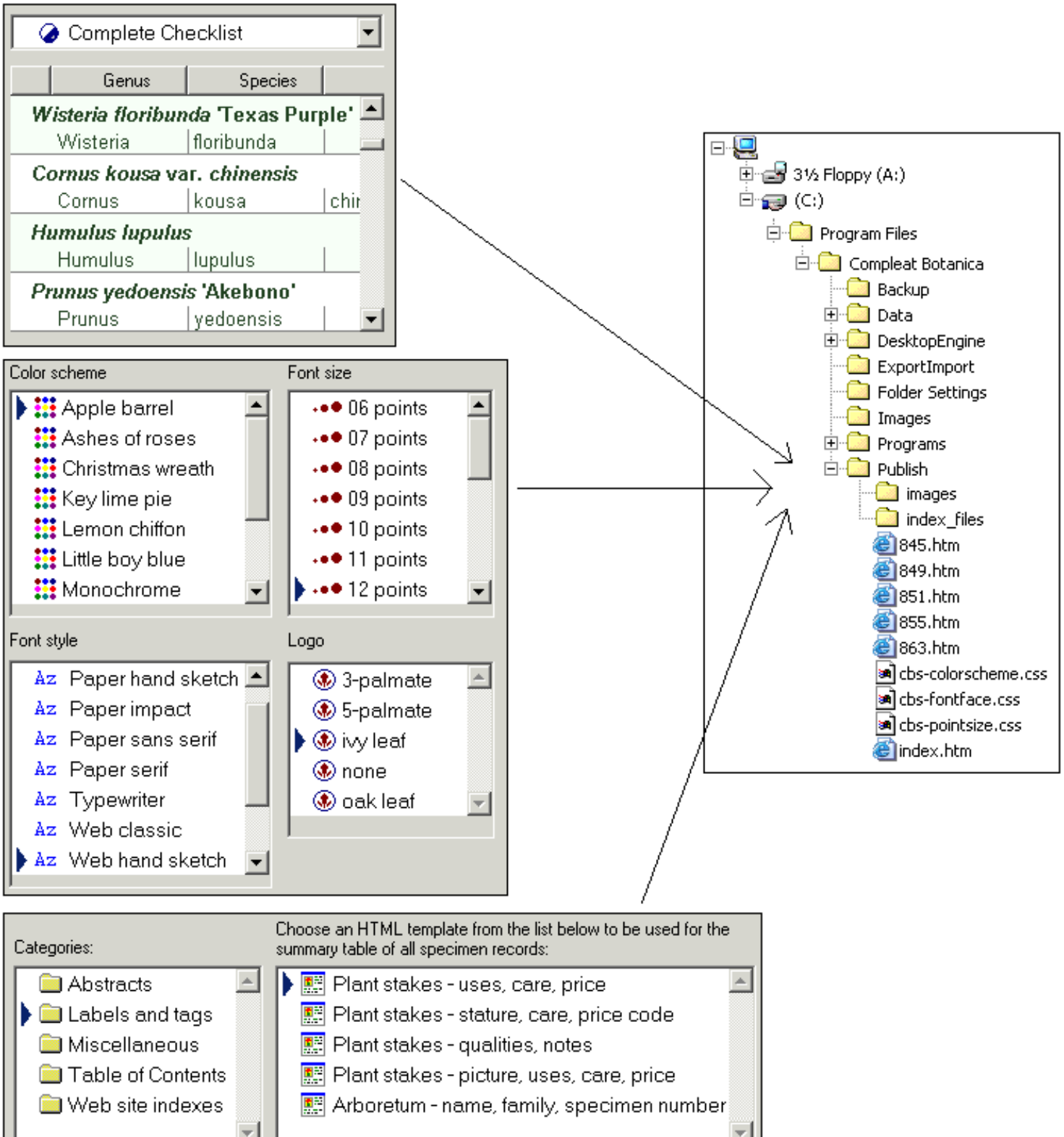
Button	Usage
Prev	Navigate to the previous HTML document. Note that this is only useful when viewing the finished publication as produced by step 9.
Next	Navigate to the next HTML document. Note that this is only useful when viewing the finished publication as produced by step 9.
Front	Keep the publish preview window on top of all other windows.
Back	Place the publish preview window behind other windows when it isn't the active window. This is the normal behavior for windows.
Print	Print the currently displayed document
Close	Close the publish preview window

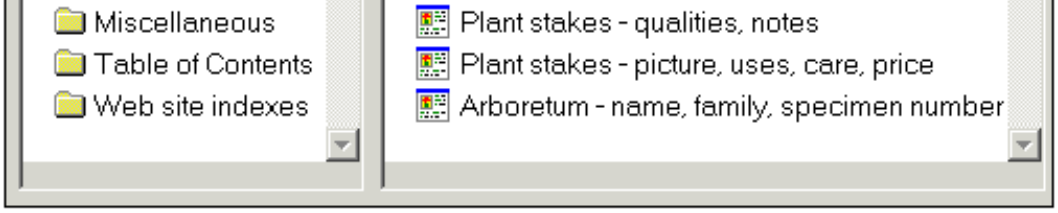

Publish preview - The Compleat Botanica
Prev
Next
Front
Back
Print
Close
Web site index of Complete Checklist
Details
Botanical Name
Genus
Species
Variet
Details 1
Wisteria floribunda 'Texas Purple'
Wisteria
floribunda
Details 2
Cornus kousa var. chinensis
Cornus
kousa
chinens

Compleat Botanica - How the publishing parser works

The step-by-step publishing process is all you need to know in order to produce great looking labels, abstracts, Web pages, pre-press books, and more. But if you're familiar with HTML you can customize every aspect of your final publication. This page describes how.

At the heart of The Compleat Botanica publishing process is the parser. The parser's role is to take HTML templates, to replace special keyword tags with data from the database, and to create new HTML documents with the user's selected style sheets. Conceptually there are three inputs and one output to the process. It looks like this:





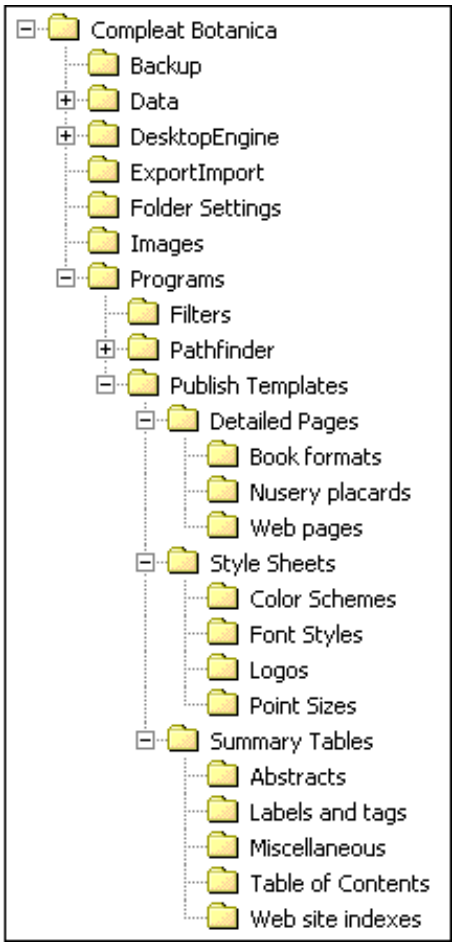
Input 1: Current filter

The first of the three inputs to the parser is the currently selected filter. This determines which records to publish and in some cases also determines which columns to publish. Use the usual process for defining and selecting a filter to show only the records and columns that you want to publish.

Input 2: Style sheets

The second of the three inputs are the style sheets. Each published document references three style sheets: `cbs-colorscheme.css`, `cbs-fontface.css`, and `cbs-pointsize.css`. When the user selects a color scheme using the step-by-step process, the publish parser copies the selected scheme to the well-known filename `"cbs-colorscheme.css"` in the publication directory. Similarly, the selected font style is copied to `"cbs-fontface.css"` and the selected point size is copied to `"cbs-pointsize.css"`.

Although it is not actually a style sheet, the selected logo is pre-processed the same way as the other three style sheets: the selected logo file is copied to the well-known name `"images/logo.gif"` in the publication directory.



The source files for the three types of style sheets and the logo files can be found under the "Publish Templates" directory. By modifying any of the pre-defined style sheets you can customize the overall appearance of the documents created. See the document on Publication style sheets for more about this.

You can also create your own style sheets by copying an existing one and saving it to one of the three style sheet subdirectories. New style sheets created by you are dynamically added to the step-by-step user-interface the next time you start a publish process.

Adding a logo file to the "Logos" directory is just a simple. Logo files must be in GIF format and have a GIF filename extension. For best results pay attention to the transparency settings of your logo file to prevent mismatched backgrounds. Logo files can have any dimensions. The standard templates will automatically shrink or expand your logo in some cases. If you are creating your own template files, there are no artificial restrictions placed on the size of your logo.

Input 3: Templates

The last of the three inputs to the parser are the two template files: one each from the "Detailed Pages" directory and the "Summary Tables" directory. These templates contain embedded keyword tags that are replaced with data from the database. For example, for the sample diagram shown above, the tag `<cb:BotanicalName>` would be replaced with "Wisteria floribunda 'Texas Purple'" for the first document, then "Cornus kousa var. chinensis" for the second document, and so on. In addition to replacement tags for data fields, there are special processing tags like `<cb:Prev>` and `<cb:Next>` which are replaced with hyperlinks to the previous and next documents in the publication list. For details about these replacement tags see Publication template replacement

tags.

All other aspects of a template file may be freely modified. For example, to insert header and footer information that you want to appear on each page, simply edit the template file using your favorite HTML editor.

Compleat Botanica - Publication style sheets

Each published document references three style sheets: `cbs-colorscheme.css`, `cbs-fontface.css`, and `cbs-pointsize.css`. These files are copied to the publication directory by the *publish parser* from the user-selected style sheets. You can change any of the predefined style sheets or create your own. Here's what three typical style sheets look like

```
.cbs-pagetitle { color: #204020 }
.cbs-textlabel { color: #808080 }
.cbs-textvalue { color: #204020 }
.cbs-pagefooter { color: #808080 }
.cbs-table { }
.cbs-tableheader { background-color: #F0F0F0; color: #204020 }
.cbs-tablevalue { background-color: #FFFFE0; color: #204020 }
.cbs-break { color: #FFFFE0}
```

"Lemon chiffon.css" defines a color scheme

```
.cbs-pagetitle { font-family: Comic Sans MS; text-align: Center }
.cbs-textlabel { font-family: Verdana }
.cbs-textvalue { font-family: Georgia }
.cbs-pagefooter { font-family: Verdana }
.cbs-table { }
.cbs-tableheader { font-family: Verdana }
.cbs-tablevalue { font-family: Georgia }
.cbs-break { }
```

"Web classic.css" defines a font style

```
.cbs-pagetitle { font-size: 18pt; }
.cbs-textlabel { font-size: 12pt; }
.cbs-textvalue { font-size: 12pt; }
.cbs-pagefooter { font-size: 12pt }
.cbs-table { }
.cbs-tableheader { font-size: 12pt }
.cbs-tablevalue { font-size: 12pt; }
.cbs-break { }
```

"12 points.css" defines font point sizes

Each of the three style sheet defines different aspects of the same eight styles. These eight styles are used as follows:

style	description
cbs-pagetitle	Used for the document title.
cbs-textlabel	Used for labels that describe a data field when not inside a table.
cbs-textvalue	Used for data fields when not inside a table.
cbs-pagefooter	Used for text at the bottom of a document.
cbs-table	Used to define overall attributes of a table
cbs-tableheader	Used for the first row of a multi-row table or the first column of a multi-column table.
cbs-tablevalue	Used for data fields when they are part of a table
cbs-break	Used to define the color of line breaks.

Compleat Botanica - Publication template replacement tags

Replacement tags

Replacement tags inside publishing templates take the form <cb:TagName>. As the publication parser encounters a replacement tag, it looks up the current value for the tag and inserts it into the output file. For example, if the current specimen record being processed is number "S101" and the genus and species are "Alchemilla", and "mollis" the parser would make these substitutions:

```
<html>
  <body>
    Specimen Number <cb:SpecimenNumber>
    Specimen Name <cb:Genus> <cb:
Species>
  </body>
</html>
```

Template with replacement tags

```
<html>
  <body>
    Specimen Number S101
    Specimen Name Alchemilla mollis
  </body>
</html>
```

Output file

Attributes

Replacement tags can accept attributes. Attributes are paired values that take the form <cb:TagName attribute="value">. Each replacement tag recognizes certain attributes, and ignores all others. For example, many tags understand the attributes "text" and "graphics", both of which can take the values "on" or "off". Thus the replacement tag <cb:Propagule> might take several forms in the template as shown in the table below (where the current specimen's value for propagule is "Gemmate").

Template file	Output file	Browser
<cb:Propagule text="on" graphics="on">	<img src="./images/6313.jpg"> Gemmate	Gemmate

`<cb:Propagule text="on" graphics="off">`	`Gemmate`	Gemmate
`<cb:Propagule text="off" graphics="on">`	`<img src="./images/6313.jpg">`	
`<cb:Propagule text="off" graphics="off">`		

Table of replacement tags

By default, each replacement tag assumes that certain attributes are "on" even when they are not explicitly specified. For a listing of these defaults see the Alphabetical index to column specifications.

Table of attributes

The meaning of **on** and **off** for each attribute is explained in this table.

Attribute	on	off
text	Display the data field in text form.	Do not display the data field in text form.
graphics	For RHS colors and fields which use colors to represent codes, such as the climate fields, display a rectangular color patch. For fields which have an iconic representation, display the icon. For fields which are represented by a checkbox, display a checked or unchecked graphic of a checkbox. For the Picture field, display the picture.	Do not display any embedded graphics for this field. For checkboxes, display the value as "yes" or "no". For the picture field, display the picture filename.
code	For fields which use colors to represent codes, display the color patch with the code on top.	Do not display the code on the color patch.
plaintext	For the BotanicalName field only, display the field without italics.	For the BotanicalName field only, display the field in proper botanical name format.

richtext	For the notes fields, display the text using the fonts and colors as they were applied by the user in the notes editors.	For the notes fields, display the text string using the fonts and colors as specified in the publication template and style sheets.
thumbnail	For the picture field, make a copy of the picture file compressing its filesize to match the display size of the picture. This option is best for Web pages.	For the picture field, make a full sized copy of the picture file retaining its original composition quality. This option will increase Web page display times.

The picture field can also accept optional width and height attributes. If one of the width or height attributes is present the picture will be scaled to the specified width or height. If both are present, the picture will loose its aspect ratio. If neither are specified and the thumbnail attribute is on, the picture is displayed with a height of 60.

Additional replacement tags

In addition to the replacement tags which directly correspond to database fields, there are replacement tags which allow the template designer to embed hyperlinks and special values as well as replacement tags which are used to control repetition and accumulation.

Hyperlink replacement tag	Description
<cb:PrevPage>	This tag is replaced with a hyperlink to the previous document in the publication.
<cb:NextPage>	This tag is replaced with a hyperlink to the next document in the publication.
<cb:IndexPage>	This tag is replaced with a hyperlink from the current detail page to the summary table of all specimen.
<cb:DetailPage>	This tag is replaced with a hyperlink from the summary table of all specimen to a particular detail page.

Each of these hyperlink replacement tags can accept the **linktext** attribute. This attribute is used to define what text to display for the hyperlink. For example to display the botanical name in the hyperlink from a summary table to a detail page you would code the tag as: `<cb:DetailPage linktext="cb:BotanicalName">`

Special value replacement tag	Description
<cb:CurrentFilter>	Replaced with the name of the current filter used for the publication.
<cb:PageNumber>	Replaced with the current page number for detail page templates, and the current item in the specimen list for summary table templates.
<cb:PageCount>	Replaced with the total number of specimen records published.

Repetition replacement tag	Description
<cb:Specimen> </cb:Specimen>	Everything between the opening and closing tags is repeated for each specimen in the publication.
<cb:Column> </cb:Column>	Everything between the opening and closing tags is repeated for each data field in the current filter. This replacement pair is usually placed within a <cb:Specimen></cb:Specimen> pair.

<cb:HeaderValue>	Replaced with the name of the current column.
	
	For example, to create a list of all data field names in the current filter, the template would look like this:
	
	`<cb:Column>`
	`  <cb:HeaderValue>`
	`  <p>`
	`</cb:Column>`
	
	This replacement tag only has meaning when placed within a <cb:Column></cb:Column> pair.

<cb:ColumnValue>	Replaced with the value of the current column. For example, to create a table of all data field values in the current filter, the template would look like this: `<table>   <tr>   <td>   <cb:Column>   <cb:ColumnValue>   </cb:Column>   </td>   </tr> </table>` This replacement tag only has meaning when placed within a <cb:Column></cb:Column> pair.

Accumulation replacement tag	Description
<cb:Repeat> </cb:Repeat>	The text between these two tags is inserted when the requested number of specimen has been reached. Use the **every** attribute to request how often to trigger this insertion. For example, to insert a paragraph break after every fourth specimen the template would look like: `<cb:Specimen>   . . .   . . .   <cb:Repeat every="4"><p></cb:Repeat> </cb:Specimen>` This replacement pair only has meaning when placed within a <cb:Specimen></cb:Specimen> pair.

<cb:Store> </cb:Store>	Everything between the opening and closing tags is accumulated, but not copied to the output file, until the next <cb:Release> tag is encountered.

<cb:Release>	Everything accumulated by the <cb:Store></cb:Store> pair is copied to the output file.
	
	For example, to copy the botanical names to the output file in groups of 5, with a line break every 5th specimen, the template would look like:
	
	`<cb:Specimen>`
	
	`  <cb:Store>`
	`  <cb:BotanicalName>`
	`  </cb:Store>`
	
	`  <cb:Repeat every="5">`
	`  <cb:Release>`
	`  <hr>`
	`  </cb:Repeat>`
	
	`</cb:Specimen>`

Compleat Botanica - Finding

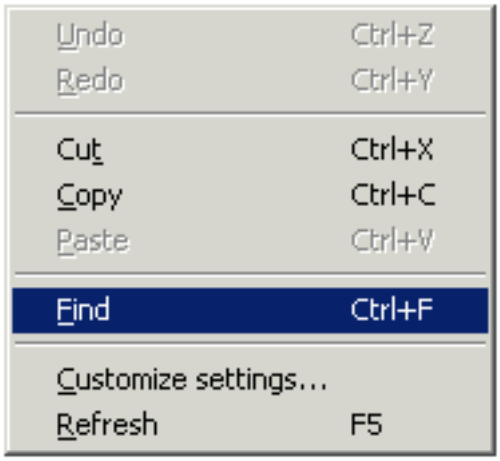
Index to "finding" topics

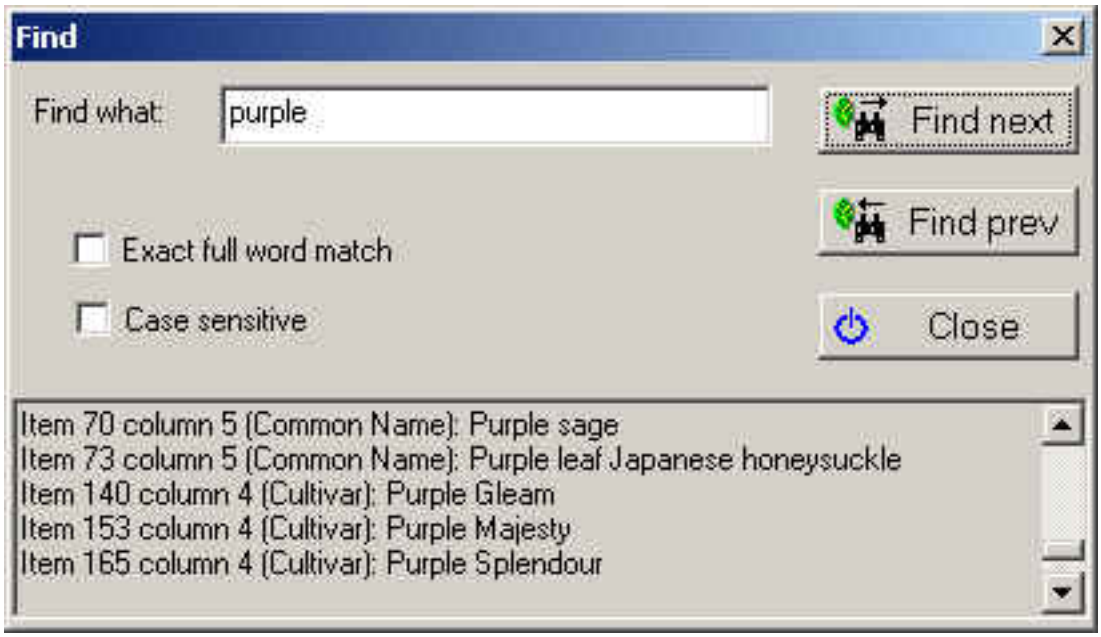
Finding specimen records	To begin the search for specimen records be sure that your current view is one of the five specimen views. In addition, the Find command only works when the "current focus" is the List View.
Finding taxonomic entries	To begin the search for taxonomic entries be sure that your current view is the Checklist View. In addition, the Find command only works when the "current focus" is the List View.

Compleat Botanica - Finding specimen records

The Find command takes two forms: one for finding specimen records and one for finding taxonomic entries. See the document Finding taxonomic entries for more about that.

To begin the search for specimen records be sure that your current view is one of the five specimen views. In addition, the **Find** command only works when the "current focus" is the List View. See What is the significance of the fancy borders? for more about this.





Here are some details about the Find window:

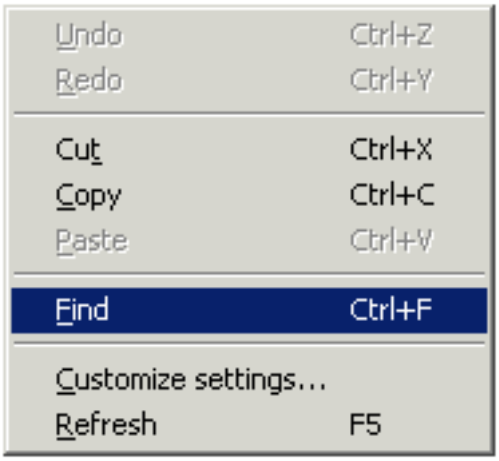
Item	Description

Find what	Type a word or the first few letters of a word that you are searching for.
Exact full word match	When this is checked, partial word matches are not considered. For example, searching for "palm" will not return entries for "palmatum".
Case sensitive	When this is checked, only words with the same capitalization are considered. For example, searching for "Purp", will return entries for "Purple", but not for "purpurea".
Find next	Searches forward through the current set of filtered specimen to find the next match. Automatically scrolls the specimen list to the record matching the request.
Find prev	Searches backward through the current set of filtered specimen to find the previous match. Automatically scrolls the specimen list to the record matching the request.
	The bottom portion of this window shows the item (the index position from the top of the list) matching your search request and the name of the column where it was found.

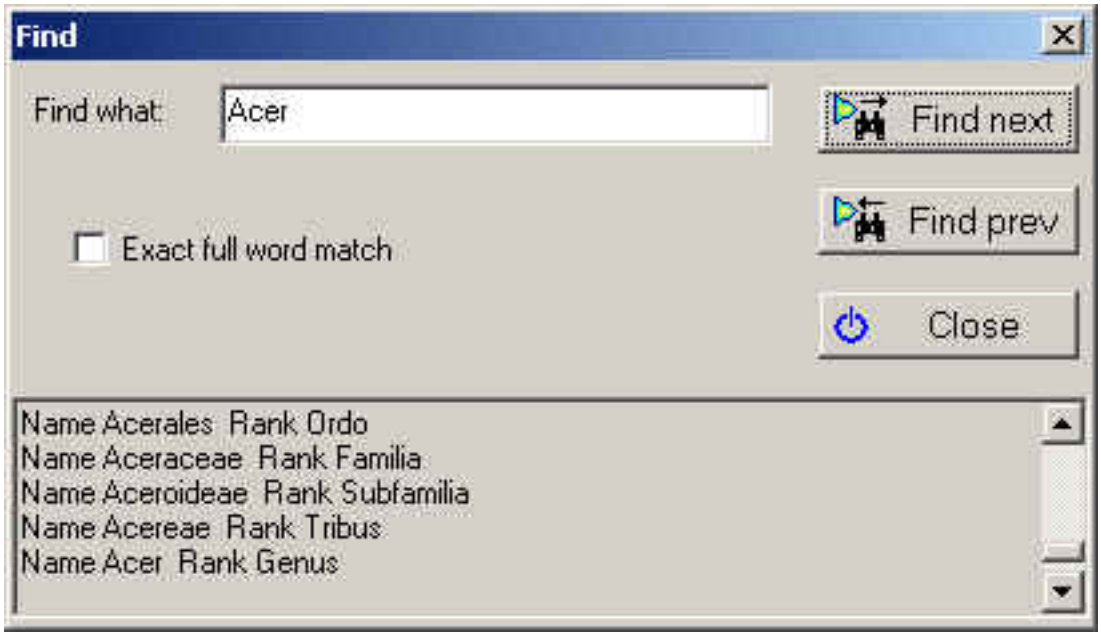
Note: The Find command searches through the records and columns of the currently defined filter. To search your entire collection, be sure to set the current filter to something like "Complete checklist" so that all records, and all columns are searched.

Compleat Botanica - Finding taxonomic entries

The Find command takes two forms: one for finding specimen records and one for finding taxonomic entries. See the document Finding specimen records for more about that.



To begin the search for taxonomic entries be sure that your current view is the Checklist View. In addition, the **Find** command only works when the "current focus" is the List View. See What is the significance of the fancy borders? for more about this.



Here are some details about the Find window:

Item	Description
Find what	Type a taxonomic entry or the first few letters of an entry that you are searching for.
Exact full word match	When this is checked, partial matches are not considered. For example, searching for "Acer" will not return entries for "Aceraceae".
Find next	Searches forward through the Checklist to find the next match. Automatically opens the taxonomic tree to the entry matching the request.
Find prev	Searches backward through the Checklist to find the previous match. Automatically opens the taxonomic tree to the entry matching the request.
	The bottom portion of this window shows the name(s) found and their rank.