Index of "how to" articles

|		
How to find answers using Pathfinder	You can use the Pathfinder facility to find answers to questions about the software.	
How to create new specimen records	There are three ways to add new specimen records to your collection.	
How to add a new category	Here's a step-by-step guide to adding a new category.	
How to create a filter	Here's a step-by-step procedure for creating a new filter.	
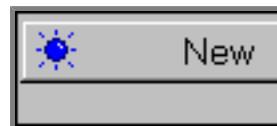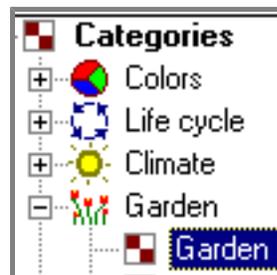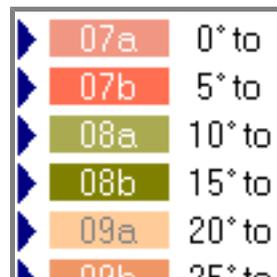
ℹ️ **How to find plant names**	The software provides several ways to search for names, each useful for different searching problems.	calabazilla wild gourd pumpkin crookneck sc Okeechobee
ℹ️ **How do I import data from other applications?**	If you have a large number of specimen records that you want to add to your database, you can use the Import command.	
ℹ️ **How do I export data from the software?**	Sometimes you'll want to share the specimen data that you've collected with others in your professional circle.	
ℹ️ **How do I create a report layout?**	Report layouts define how a specimen listing will look when printed. A report layout specifies font faces, point sizes, and colors to be used with your printout.	Report style Description: Sample	Fonts
ℹ️ **How do I publish to the Web?**	The publish tool combines the best parts of the report generator, the export facility, and the print tags feature into one powerful tool which allows you to create HTML documents.	
ℹ️ **How do I create, delete, backup, and restore databases?**	Managing your databases can be done from within The Compleat Botanica or using the Data Manager utility.	
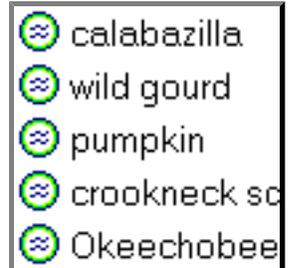
How do I customize the Abstract View?

You can change the way the abstract is formatted by using the Customize settings . . . area.

Abstract options
- Single template
- Multiple template
- Color scheme
- Font face
- Font size

Compleat Botanica - How to find answers using Pathfinder

"How to" articles # 1 [**Next**]

You can use the Pathfinder facility to find answers to questions about the software. There are two basic approaches to using Pathfinder. If you simply want to browse through the available topics, use the tree-like table of contents in the left-hand window pane. Double-clicking any item with the special index symbol ✚ will display a list of related informational documents -- these are the items prefaced with the blue info symbol ⓘ.

If you prefer to search for answers using the familiar search engine approach, you can type short phrases, questions, or keywords into the search box. Documents containing one or more of your keywords are listed in the results page inside the Pathfinder window.
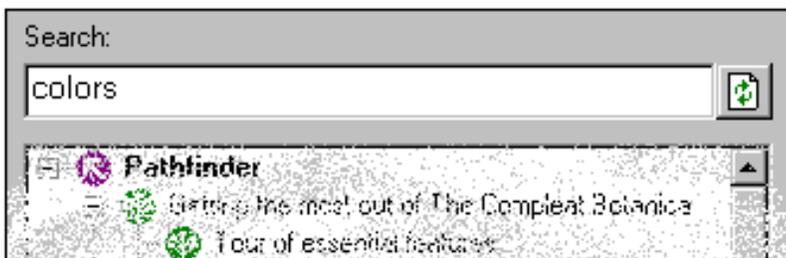
When perusing the search results page remember that documents whose title or description closely match your question will be listed towards the top of the result list. Documents which contain one or more of your keywords anywhere else on the page will round out the remaining portion of the result list.

Search results for
colors.

Found 42 matches.

⊖ See also: colorscheme   color   colorado   colornat

1 - 20 21 - 40

Ranking	Document description
1 coverage 100% emphasis 6 content 9	ℹ️ **Precise colors** The Compleat Botanica uses the 884 colors of the Royal Horticultural Society's Colour Chart to record principal and accent colors of blossoms and plant colors. *keywords:* software precise RHS Colour Chart Royal Horticultural Society hues saturations names botanists horticulturists blossoms leaf colors specimen records Compleat Botanica
2 coverage 100% emphasis 1 content 5	ℹ️ **Colors used in The Compleat Botanica** The beauty in plants is often brought to its peak by color. *keywords:* citations color Maerz and Paul Royal Horticultural Society RHS US National Bureau of Standards NBS

To learn more about the Pathfinder facility, see the How to use the Pathfinder facility.

Compleat Botanica - How to create new specimen records

There are three ways to add new specimen records to your collection.

▷	The first way is to find the appropriate botanical name in the taxonomic checklist and press the create new specimen button located in the bottom right-hand corner of the view. This works best if you know the true botanical name.	
◉	The second way is to search the vernacular list for the common name of the plant, then press the create new specimen button. This works well if you're unsure of the proper spelling of the botanical name or if you only know the common name.	
🍃	The third way is to press the new specimen button at the bottom of the specimen list. This works best when you know the full botanical name of the specimen to be added.	

All three methods will switch to the Identification View where you can complete the proper identification of the

plant.

Genus	Agastache
Species	
Variety	
Cultivar	Tutti-Frutti
Common names	⊗ hummingbird's mint ⊗ giant hyssop
Family	LABIATÆ

For plants with common names, one or more common names will automatically appear in the common name list.

For well-defined botanical names, the family is automatically looked up and filled in.

Once the specimen is properly identified, you can proceed to any of the other data entry views to add supportive data about the new specimen. Which data you collect is of course dependant upon your interests and goals.

# *Compleat Botanica* - How to add a new category

Adding a new category to the list of pre-installed categories is simple. You'll most likely want to do this with some of the more flexible items such as Garden location and Nursery. These are typically the types of items that tend to be the most user-specific. By contrast, items such as USDA Zones, soil pH, and Sunset climate zones tend to be rarely, if ever, supplemented.

1   Begin by switching to the Category View.
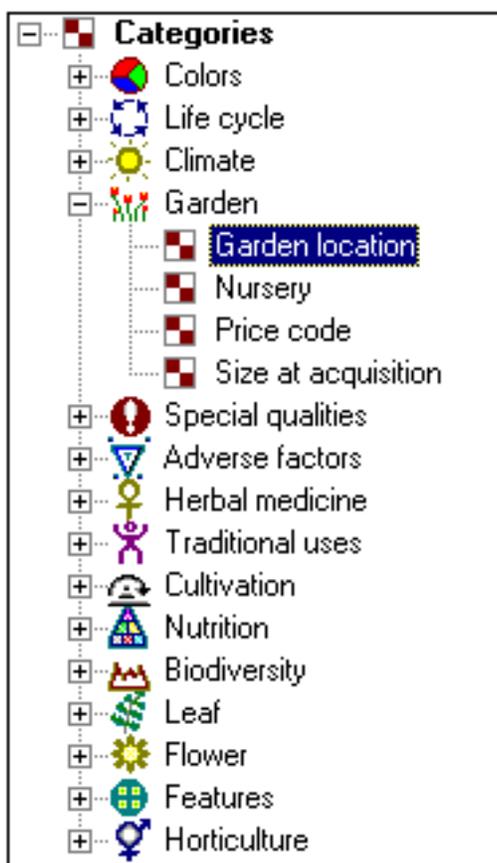
2

Next use the left-hand portion of the category view to select the type of category to be added.

The snapshot shows the `Garden location` selected.

New category

3 Then press the New category button.

4 Change the **Full text** to your own description, choose a suitable icon (or color), and supply a **Code** to be used as a shortcut during data entry.

TBD	<Enter your garden locations here>	
▶ [ ] ?	New Garden	

New category	Delete category

Color/Icon

▶ [ ]

Code [?]

Full text [New Garden]

☐ Default category for new specimen

Group [ ]

Translation [ ]

Definition [ ]

More ...

Compleat Botanica - How to create a filter

Filters allow you to see a partial listing of the specimen in your collection. This is useful when you have a large collection; but even if you have a small collection filters are still useful for choosing which columns to show in the list.

Here's a step-by-step procedure for creating a new filter. In this example we'll create a filter to show all evergreen shrubs and trees suitable for planting in climates with annual average winter lows of -10 degrees Fahrenheit.

1 Begin by switching to the Filter View.
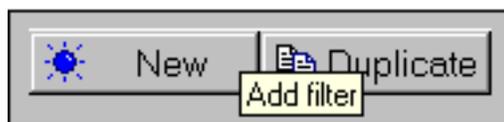
2 Then press the **New** button located in the lower left-hand corner of the view to create an empty filter definition.
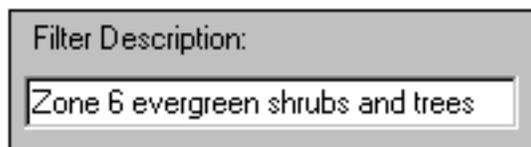
3 Now type a suitable name for the filter.
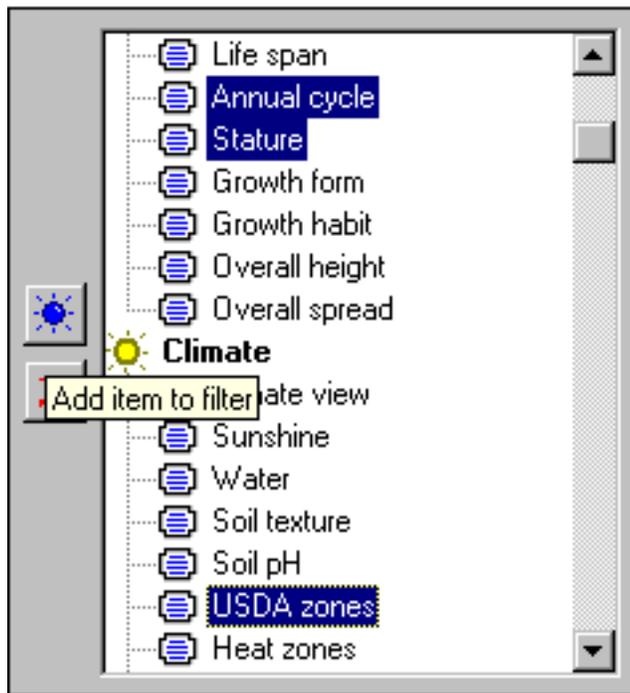
4

Using the right-hand portion of the Filter View select the three columns **Annual cycle**, **Stature**, and **USDA zones**.

Then press the blue `Add item to filter` button.
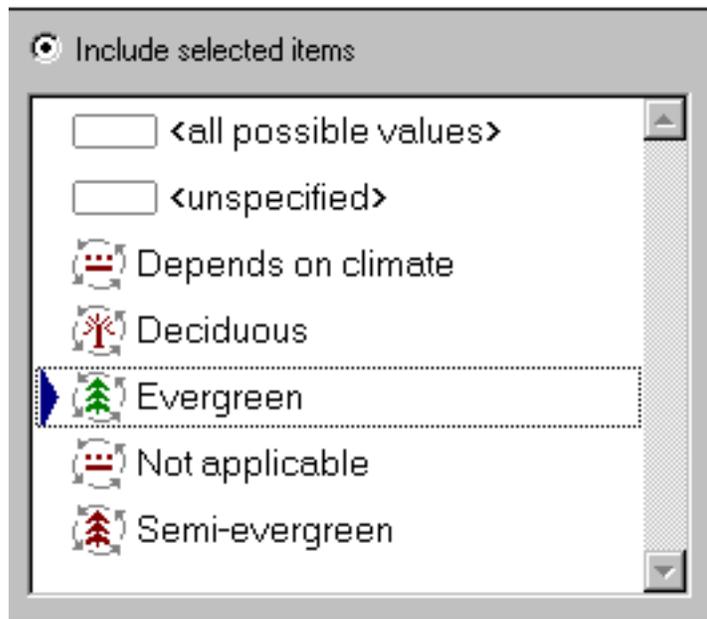
5

In the lower portion of the view, choose an **Annual cycle** of "Evergreen" . . .

Include selected items

☐	\<all possible values\>
☐	\<unspecified\>
▬	Various
🌿	Grass
🌱	Groundcover
🌿	Fern
🌷	Flower
🌼	Herb
🌳	Shrub
🌲	Tree
🌿	Vine
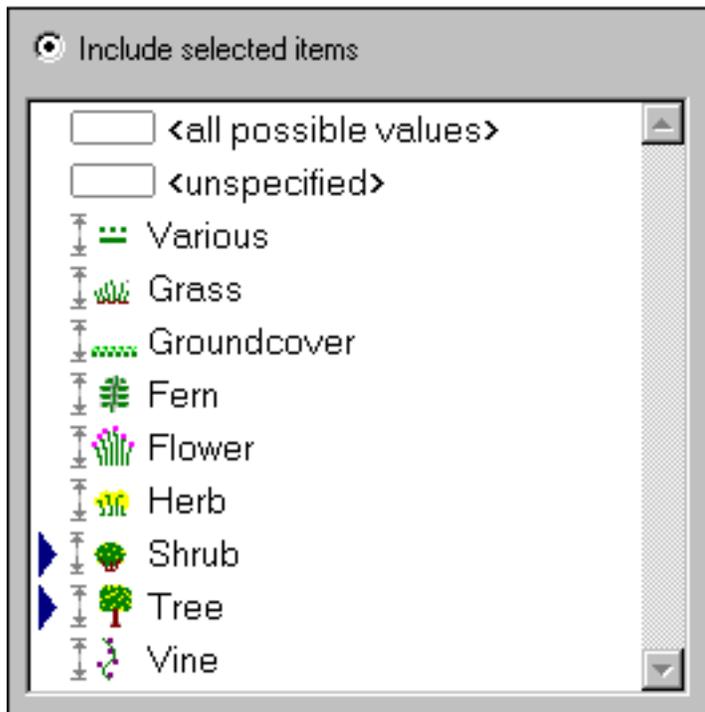
6 . . . and choose a **Stature** of "Shrub" and "Tree" . . .

Include selected items

	05b	-15° to -10° F
▶	06a	-10° to -5° F
▶	06b	-5° to 0° F
▶	07a	0° to 5° F
▶	07b	5° to 10° F
▶	08a	10° to 15° F
▶	08b	15° to 20° F
▶	09a	20° to 25° F
▶	09b	25° to 30° F
▶	10a	30° to 35° F
▶	10b	35° to 40° F
▶	11	Above 40° F
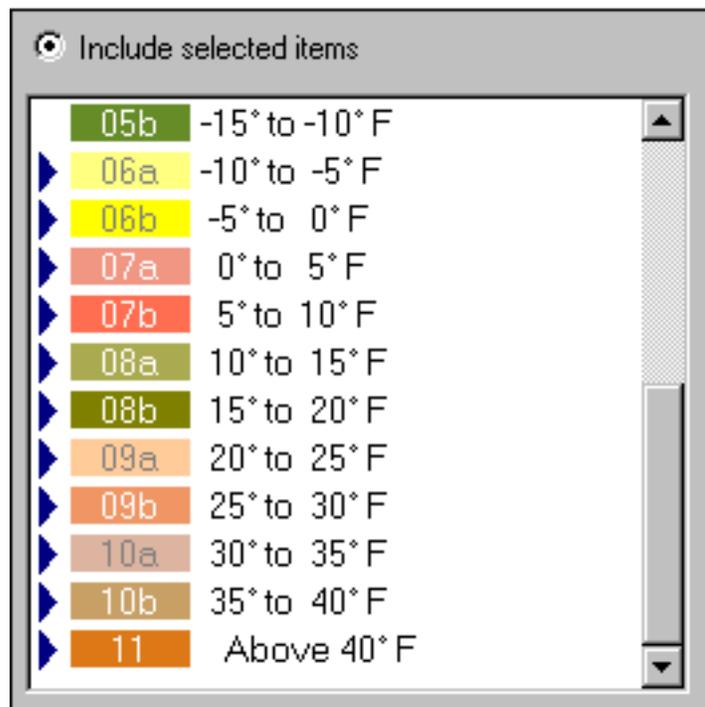
7 . . . and choose USDA zones 6 through 11.

Item	Filter
Botanical name	
Annual cycle	Evergreen
Stature	{Shrub, Tree}
USDA zones	{06a, 06b, 07a, 07b, ...}

8 The filter is finished and should look like this.

Zone 6 evergreen shrubs and trees

OK ⊕ | 85 specimen (nothing selected)

	Annual cycle	Stature	USDA zones

Olea europaea
Evergreen | Tree | 09a 10b USDA 09

Juniperus virginiana
Evergreen | Tree | 03a 09b USDA 03

Tsuga canadensis
Evergreen | Tree | 03a 08b USDA 03

Juniperus scopulorum
Evergreen | Tree | 04a 09b USDA 04

Myrica pensylvanica
Evergreen | Shrub | 02a 10b USDA 02

Juniperus communis
Evergreen | Shrub | 02a 10b USDA 02

Compleat Botanica - **How to find plant names**

Looking for a hard to remember name can be frustrating, especially when you're not an expert in botanical names. The software provides several ways to search for names, each useful for different searching problems. The first two methods return lists of matching items. The last two methods return a single matching item at a time.
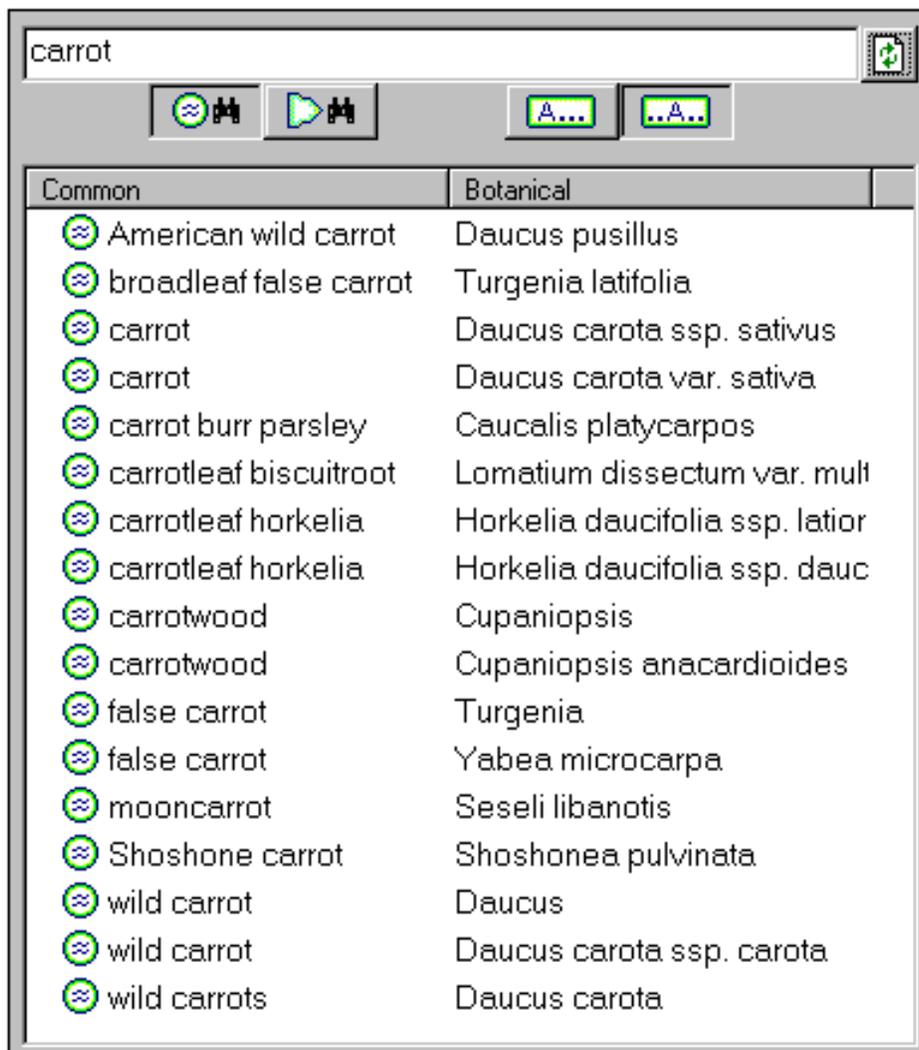
| Common	Botanical
carrot	
American wild carrot	Daucus pusillus
broadleaf false carrot	Turgenia latifolia
carrot	Daucus carota ssp. sativus
carrot	Daucus carota var. sativa
carrot burr parsley	Caucalis platycarpos
carrotleaf biscuitroot	Lomatium dissectum var. mult
carrotleaf horkelia	Horkelia daucifolia ssp. latior
carrotleaf horkelia	Horkelia daucifolia ssp. dauc
carrotwood	Cupaniopsis
carrotwood	Cupaniopsis anacardioides
false carrot	Turgenia
false carrot	Yabea microcarpa
mooncarrot	Seseli libanotis
Shoshone carrot	Shoshonea pulvinata
wild carrot	Daucus
wild carrot	Daucus carota ssp. carota
wild carrots	Daucus carota

If you know a plant by its common name, use the list of vernacular names. Type the common name in the search field and press the search button.

This is especially useful when there are many similar common names -- the results list will show them all.

cucurbita   🔄

[≈🔍] [▷🔍]   [A....] [...A...]
      Search for botanical names

Common	Botanical
≈ gourd	Cucurbita
≈ fingerleaf gourd	Cucurbita digitata
≈ figleaf gourd	Cucurbita ficifolia
≈ Missouri gourd	Cucurbita foetidissima
≈ calabazilla	Cucurbita foetidissima
≈ wild gourd	Cucurbita foetidissima
≈ pumpkin	Cucurbita mixta
≈ crookneck squash	Cucurbita moschata
≈ Okeechobee gourd	Cucurbita okeechobeensis
≈ coyote gourd	Cucurbita palmata
≈ pumpkin	Cucurbita pepo
≈ spaghetti squash	Cucurbita pepo
≈ Manchurian squash	Cucurbita pepo
≈ vegetable spaghetti	Cucurbita pepo
≈ field pumpkin	Cucurbita pepo var. melopep
≈ field pumpkin	Cucurbita pepo var. ovifera
≈ Ozark melon	Cucurbita pepo var. ozarkane

You can also use the list of vernacular names if you know part or all of the botanical name. Just toggle the search button to **Search for botanical names**.

This is useful for many botanical names but not all -- only those plants with common names will be found. If this search produces no results, be sure to also try the next method.

🍃 **Find**   ✕

Find what: Solanum   [▷🔍 Find next]

☐ Exact full word match   [▷🔍 Find prev]

                                        [⏻ Close]

Name Solanum Rank Genus
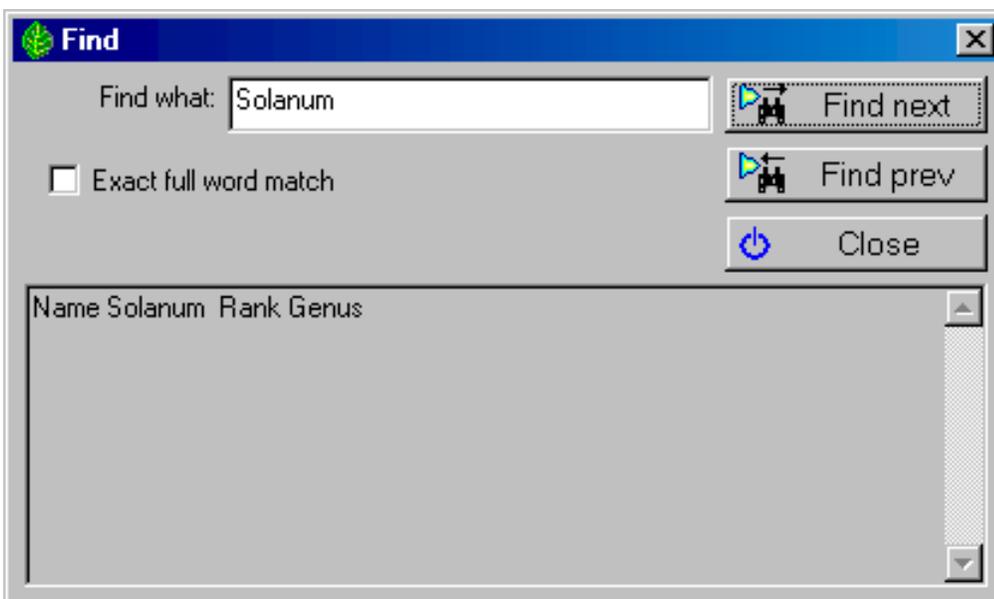
If you know part or all of the botanical name, you can use the **Find** facility of the taxonomic checklist.

This is the only way to find family names and other higher order names -- the other methods only work for the ranks of genus and species.

If you're certain that you have a specimen record for a particular name, you can use the **Find** facility of the specimen view.

Note that the specimen Find facility is also used for finding text values that are not plant names so searching for a name may find other types of values.

Once you've found the name you're looking for, it's easy to navigate to the corresponding entry in the related lists.

 Press this button to go to the corresponding vernacular name entry.

 Press this button to go to the corresponding taxonomic checklist entry.

 Press this button to go to the corresponding specimen list entry.

Compleat Botanica - How do I import data from other applications?

If you have a large number of specimen records that you want to add to your database, you can use the Import command. The Import command reads XML files which have tagged values that follow a rigorous yet flexible and easily understood format. In a sense, XML files are "self-descriptive", but formally they follow a standard adopted by the World Wide Web Consortium. The data type definition used by The Compleat Botanica is specified in the file CompleatBotanicaSchema.xml. Creating an XML file can be as simple as opening Notepad and typing in the tags and values. More commonly though, you'll use a special XML viewer like "Microsoft XML Notepad". Most newer applications use XML as a *lingua franca* so you'll find this a very convenient way to move data between The Compleat Botanica and other applications. For a simple example of what a Compleat Botanica XML file might look like see the file Specimen.xml.

In addition to XML files, The Compleat Botanica can read delimited files such as comma separated values (CSV) and tab-delimited values (TXT). Delimited files are exported from most common spreadsheet and database applications. See the files Specimen.csv and Specimen.txt for valid delimited file samples. Note that delimited files are available for importing and exporting specimen data; they are not used for filters, categories, or taxonomic records.

The Compleat Botanica stores data in four tables: one table contains your specimen records, another contains your customized categories, a third contains the taxonomic checklist and botanical spell-checker., and another one contains the vernacular list of common names. The Import command, which is available from the File menu, is coordinated with the current view. So to import new specimen records your current window must be one of the Specimen Views. Similarly, to import custom categories, your current view should be the Categories View; to import taxonomic records your current view should be the Checklist; and to import common names your current view should be the Vernacular Names View.

In addition to these four database record types, you can also import filters from another computer when your current view is the Filter View.

For step-by-step instructions see the document Index to importing data.

Compleat Botanica - How do I export data from the software?

Sometimes you'll want to share the specimen data that you've collected with others in your professional circle. Other times you may want to use your data in other applications such as charting, word processing, page layout, or statistical modeling tools. The export command is how you'll do that. When paired with the import process the export process is a great way to transfer records between databases or between computers.

The Export command writes files in XML format. XML is an acronym for eXtensible Markup Language. It is a standard adopted by the World Wide Web Consortium for writing files that are "self descriptive". The formal definition of an XML file is contained in a data type definition (DTD) file. The DTD used by The Compleat Botanica is specified in the file CompleatBotanicaSchema.xml.

The Compleat Botanica can write five types of XML files: specimen, filters, categories, vernacular names, and taxonomic records. The Export command for each of these five types is available from the File menu and is synchronized with the current view. So to export specimen records your current window should be one of the Specimen Views; to export filters your current view should be the Filter view; to export custom categories your current view should be the Categories View; to export common names your current view should be the Vernacular Names View; and finally, to export taxonomic records your current view should be the Checklist.

Each of the five Export operations is similar; see the details of each by following the the instructions in the Index to exporting data.

Compleat Botanica - **How do I create a report layout?**

Report layouts define how a specimen listing will look when printed. A report layout specifies font faces, point sizes, and colors to be used with your printout. The report layout does not specify what data to print, what columns to include, or what sorting to apply to the printed records -- these are all specified through the current filter. A single report layout can be applied to any filter; thus when you've created a layout with your own personal look-and-feel, you can use it repeatedly to produce a variety of different printouts.

To create a report layout, you can begin by pressing the **New** button or the **Duplicate** button from within the Print dialog box. Use the **Print report . . .** menu item of the **File** menu to get there.
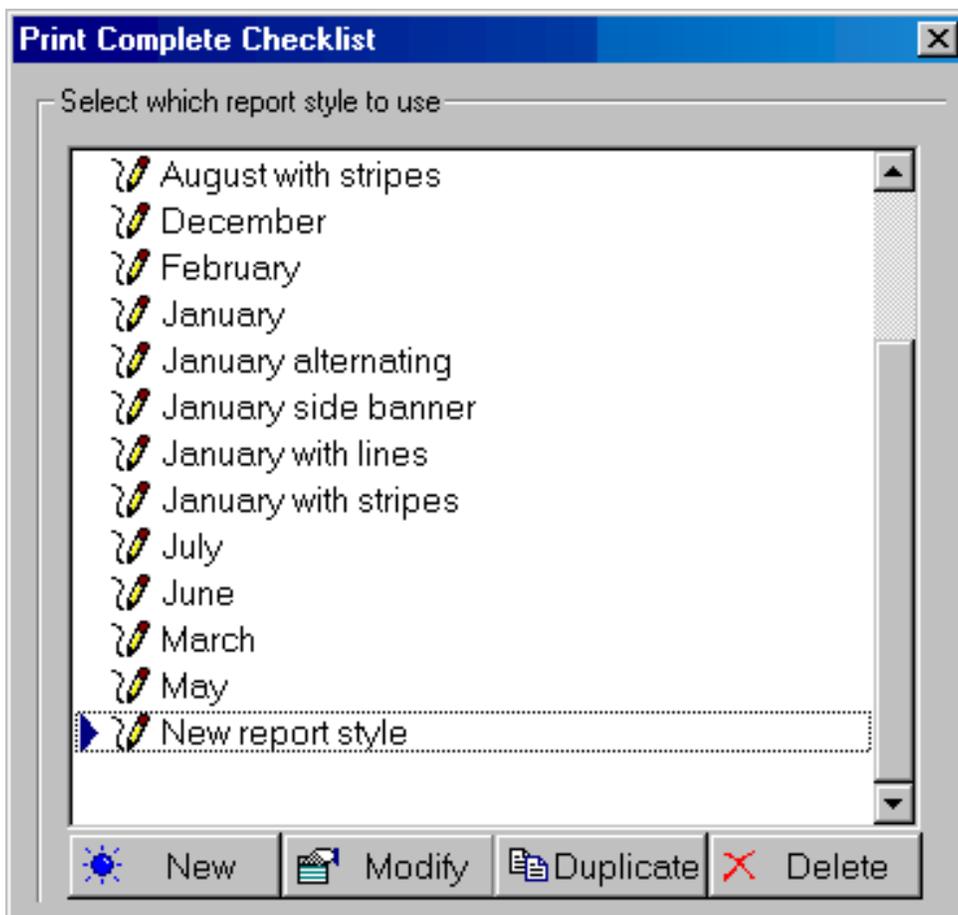
A new report layout contains everything needed for printing a reasonably good report. Use the five tabs along the top of the Report Style Definition window to see all of the formatting options available. Changes that you make can immediately be seen in the "sample" area.

Report style definition ✕

Description:	New report style	⏻ Close

Sample | Fonts | Borders | Options | Margins

⇧
⇦ (1,1) ⇨
⇩

Scale:
100% ▾

Paper size:
Letter ▾

Orientation:
Portrait ▾

🖨 Print

Width: Height:
8.50 "   11.00 "
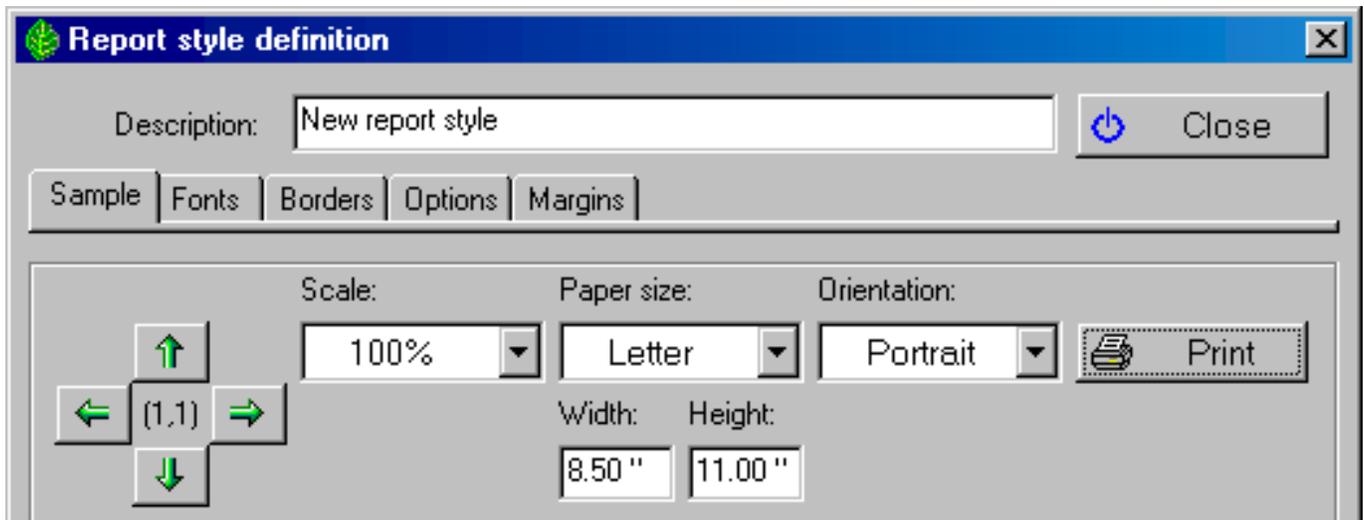
Modify the new report layout by making one change at a time to see how it affects the sample. When you're satisfied simply close the window and your new layout will be ready for printing.

When you're ready to learn more specific details of the printing process go to the **Index to printing reports**.

Compleat Botanica - How do I publish to the Web?

The publish tool combines the best parts of the report generator, the export facility, and the print tags feature into one powerful tool which allows you to create HTML documents. If you're interested in placing your specimen data on a Web site, whether for personal, professional, or commercial purposes, you'll find the publish tool is a fast and efficient way to do it. If you're preparing a printed manual or a book of your plant data, the publish tool is a great way to produce a printed version of your collection. If you're looking for alternative ways to print specimen tags, the publish tool has pre-defined templates for plant stakes, arboretum tags, and nursery placards.

The publishing tool uses a multi-step wizard to guide you through the process of creating Web pages, indexes, table of contents, labels, and much more. To learn the basic procedures for publishing see the notes beginning with the Step by step guide to publishing.

If you or a colleague knows how to use an HTML editor, you'll be able to customize the style sheets and the template files used by the publish tool. Sophisticated users can create their own HTML files to be used as templates. For an introduction to how the publish tool combines data from your collection with style sheets and templates see the document An overview of how the publishing parser works.

When you've finished creating the HTML pages, you can copy them to your Web server (or your Internet Service Provider) to make them available on the Internet. There are no hidden files or special rules to worry about. You can copy the entire "Publish" directory or just those files that you've modified. Note that if you've used any of the templates that contain navigational buttons (next, previous, detail, or summary), you'll want to be sure to copy the hyperlinked documents too so that there are no broken links.

Compleat Botanica - How do I create, delete, backup, and restore databases?

After you've explored the sample database, you'll want to create your own database for recording and storing data about your plant collection. Managing your databases can be done from within The Compleat Botanica or by using the Data Manager utility. Both methods work identically for the four basic operations: creating, deleting, backing up, and restoring. The Data Manager utility has several advanced operations that may be useful for moving data between computers, fixing ODBC problems, and restoring databases damaged by a power failure.

To see details for all of these operations, see the Index to database topics.

Compleat Botanica - How do I customize the Abstract View?

"How to" articles # 11 [Back]

The Abstract View provides a single point of reference for the currently selected specimen record. When you're actively making changes to your data you'll need to use one or more of the specimen data entry views, but when you want to see it all together, you can use the Abstract View.

You can change the way the abstract is formatted by using the **Customize settings . . .** area. This is where you can choose which template to use as a basis for your abstract. There are two types of templates -- detail pages and summary tables. The detail page template that you choose will be used whenever a single specimen is selected. By contrast, the summary table template that you choose will be used whenever multiple specimen are selected.

An artificial limit to the number of records that are shown in the multiple selection templates is employed. This artificial limit is enforced as a way to prevent extremely large and time consuming abstracts from being generated accidentally. You can change this limit if you want to increase or decrease the number of records that can be included in a summary table abstract.

In addition to these customizations, you can also choose how each abstract is formatted -- which font face, point size, and colors are used.

Compleat Botanica - The not so obvious . . .
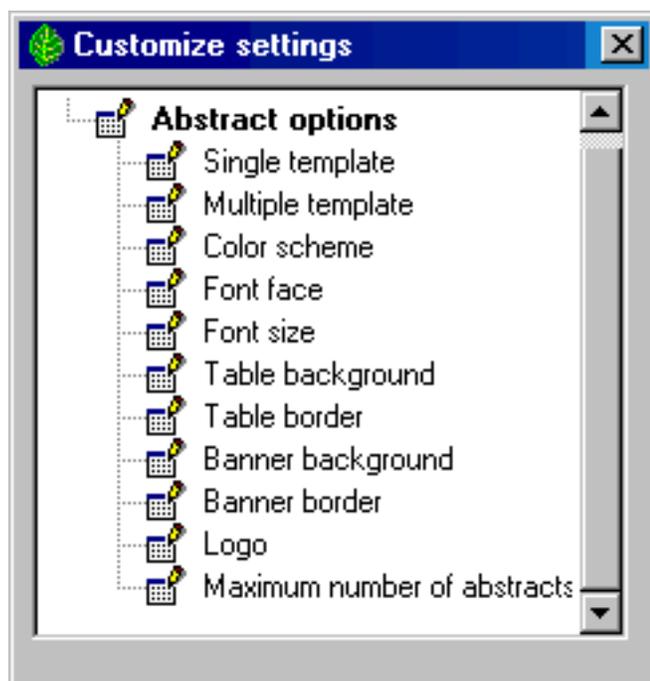
Index to some not so obvious features of the software

Data source field	What is the data source field used for?	1
Sorting your collection	I want to sort my collection. Is there an easy way to do that?	2
Column ordering	Is there a way to change the column order after I've created my filter?	3
Multiple selection	What can I do with the multiple selection feature?	4
Different looking first column	Does the botanical name have to be in every specimen list?	5
The autosave feature	Do I have to press the save button every time I change something?	6
Printing tags	How do I add items to the list of tags to print?	7
Hyperlinks in the Notes area	How do the specimen links inside the Notes area work?	8

The "specimen available" checkbox	What does the "specimen available" checkbox mean?	**9**
Printer fonts	Why does a different set of fonts show in the report layout?	**10**
Report layout column widths	How do I change the width of columns when I use the report layout tool?	**11**
Using color groups	How do I see all plants with flowers of a particular color?	**12**
Expanding the taxonomic checklist	Is there an easy way to expand the taxonomic checklist?	**13**
Suggested picture file location	Where are my pictures stored?	**14**
Picture previewer in front	How can I conveniently see my pictures full-sized?	**15**
Initial record limit	Why doesn't the entire list of specimen show up when I change filters?	**16**
Collection dependent customizations	I've noticed that some customizations apply to databases and others to the software in general.	**17**
Color spell-checker	How does the color spell-checker work?	**18**

Compleat Botanica - Data source field

1

Not so obvious # 1 [Next]

What is the data source field used for?	Use the "data source" field to acknowledge the source of your information about a particular specimen. When conflicting information is obtained at a later time, you can double-check the accuracy of both sources.

Sir Isaac Newton in a letter to Robert Hooke (February 5, 1675) wrote, "If I have seen further it is by standing on the shoulders of Giants".

Quercus rubra

Data source   Encylopedia of Trees

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Sorting your collection

2

Not so obvious # 2 [Previous] [Next]

I want to sort my collection. Is there an easy way to do that?

Yes, sorting is part of the filtering process. After you've created the filter in the Filter View, switch to the Specimen View to see the records that match your criteria. To sort, simply click on a column header. Sorting by two columns is possible by simply clicking on another column.

To sort by botanical name, click on the far left-hand portion of the header area just to the left of the first named column.

Example of sorting by a single column.

Here the list is ordered by **edible parts**.

Edible parts	Harvest season
Actinidia kolomikta — Fruit	J F M A M J J A S O N D
Actinidia arguta — Fruit	J F M A M J J A S O N D
Actinidia deliciosa — Fruit	J F M A M J J A S O N D
Amelanchier canadensis — Berries	J F M A M J J A S O N D
Amelanchier asiatica — Berries	J F M A M J J A S O N D
Amelanchier arborea — Berries	J F M A M J J A S O N D

Example of sorting by two columns.

Here the principal sort is **harvest season**. The secondary sort is **edible parts**.

Edible parts	Harvest season
Actinidia arguta — Fruit	J F M A M J J A S O N D
Actinidia chinensis — Fruit	
Actinidia coriacea — Fruit	
Actinidia deliciosa — Fruit	J F M A M J J A S O N D
Actinidia kolomikta — Fruit	J F M A M J J A S O N D
Actinidia purpurea — Fruit	

Example of sorting by **botanical name**.

Note the sorting symbol is shown in the far left-hand part of the header.

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

3

Not so obvious # 3 [Previous] [Next]

Is there a way to change the column order after I've created my filter?

Yes. When a filter is first created, the column order of the specimen list is dependant upon the order in which the items were added to the filter. To change this order later on, you can simply click and drag the column header of the specimen list. The ordering of columns will be retained and restored the next time you use the filter.

Use a "mouse-drag" operation to reorder columns. Position the mouse over the center of the column to be repositioned, press down on the mouse, move the entire column left or right, and release the mouse.

Here's what it looks like after the mouse-drag is completed.

Compleat Botanica - Multiple selection

4

Not so obvious # 4 [Previous] [Next]

What can I do with the multiple selection feature?

If you select more than one item in the specimen list, many things are disabled -- all of the data entry views are disabled, the gateway view is disabled, and the propagate button is disabled.

Nevertheless, several very important features are enabled which can help you to accomplish your work faster.

Delete   Pressing the Delete button during a multiple selection will delete all of the selected items.

Copy   Using the clipboard Copy command when you have multiple items selected will copy all of the selected items to the clipboard. You can then use the Paste command to copy them to another database.

Abstracts   The abstract view show the selected items. By changing the multiple selection template (in the customization settings area), you can see the selected items in a miniature report-like format. This is a quick way to produce simple report printouts.

Exporting   When exporting data you can choose to **export only the selected items**.

Compleat Botanica - Different looking first column

Does the botanical name have to be in every specimen list?

No. As a reasonable first guess, new filters start out with the botanical name as the first column of every filter. This is entirely optional.

If you choose a different item to replace it, you will have a surprisingly different looking specimen list. This is because the first item in the filter is always displayed in the prominent top-half of each specimen row. This position does not scroll left and right with the rest of the list, but stays fixed to the left-hand side of the list.

An example with **common names** shown first.

Common names	Botanical name	Hay fever pollen	Stature
spring birch			
	Betula fontinalis	02 Light	I ♣ Tree
western balsam,black cottonwood			
	Populus trichocarpa	02 Light	I ≕ Various
castor bean,castor-oil plant			
	Ricinus communis	04 Strong	I ≕ Various
sweet pea			
	Lathyrus odoratus	02 Light	I ⌁ Vine

The same list, but with **hay fever pollen** shown in the prominent top-half.

Hay fever pollen	Botanical name	Stature	Common names
02 **Light**			
	Betula fontinalis	I ♣ Tree	spring birch
02 **Light**			
	Populus trichocarpa	I ≕ Various	western balsam,black ...
04 **Strong**			
	Ricinus communis	I ≕ Various	castor bean,castor-oil ...
02 **Light**			
	Lathyrus odoratus	I ⌁ Vine	sweet pea

The same list a third time, with **stature** in the fixed position.

Stature	Common names	Hay fever pollen	Botanical name
I ♣ **Tree**			
	spring birch	02 Light	Betula fontinalis
I ≕ **Various**			
	western balsam,black ...	02 Light	Populus trichocarpa
I ≕ **Various**			
	castor bean,castor-oil ...	04 Strong	Ricinus communis
I ⌁ **Vine**			
	sweet pea	02 Light	Lathyrus odoratus

Compleat Botanica - The autosave feature

6

Do I have to press the save button every time I change something?

No. Changes to your collection are made automatically whenever you change to a new view and whenever you select a different item in the list. If you've inadvertently made a change, you can revert back to the original value by pressing the **Undo** button.

The save button
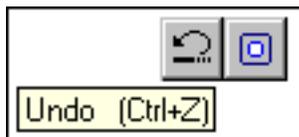
The undo button

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Printing tags

7

How do I add items to the list of tags to print?

Whenever you add a new specimen to your collection, the **Tag needs printing** box is checked. Later when you use the **Print labels . . .** command, those items that are checked will be included in the list of labels to print. When the labels have been printed, the **Tag needs printing** box has its check removed.

You re-include an item in the list by simply checking the box again.

Herbarium
☑ Tag needs printing

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Hyperlinks in the Notes area

8

Not so obvious # 8 [Previous] [Next]

How do the specimen links inside the Notes area work?

You can create hyperlinks from one specimen to another when you use the notes area. This is the area provided at the bottom of several of the specimen data entry views for typing word processing-like notes.

When a hyperlink has been created, you can double-click the item to jump to the referenced specimen.

Press the **Insert specimen link** button to create a hyperlink.
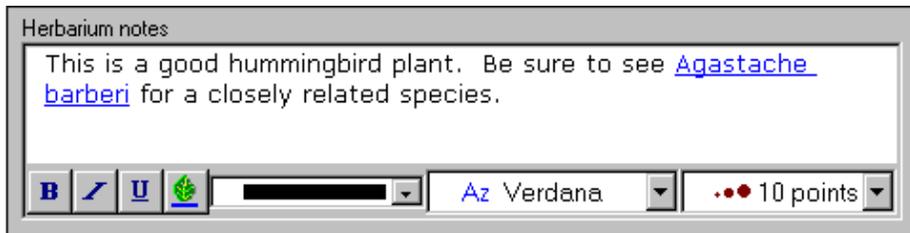
This snapshot shows an embedded hyperlink to another specimen record.

Double-clicking it will jump to the *Agastache barberi* record.
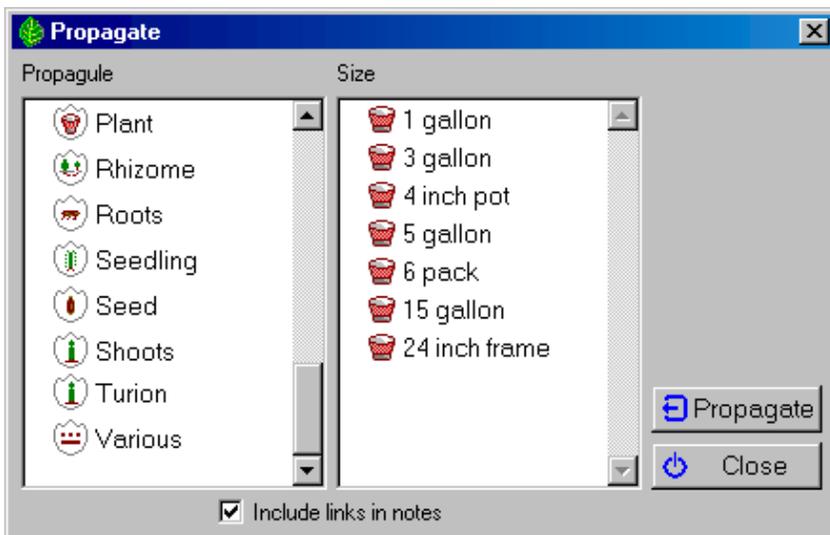
When making a duplicate specimen record using the propagate button, you can add hyperlinks between the old and new records by checking the **Include links in notes** box.

For more articles in the "The not so obvious . . ." series see

Compleat Botanica - The "specimen available" checkbox

What does the "specimen available" checkbox mean?

The taxonomic checklist has a checkbox which indicates whether a specimen of the given type exists in your collection. When a taxonomic name is checked, all higher ranking names are also checked. Checked items are also highlighted using a bold face font in the taxonomic hierarchy. This feature allows you to easily see the distribution and concentration of your specimen in relation to the whole plant kingdom.

This checkbox is automatically updated as you add new specimen to your collection.

Checklist
☑ Specimen available

The **Specimen available** checkbox

Here we can easily see that our collection contains three species under the class *Cistopsida* order
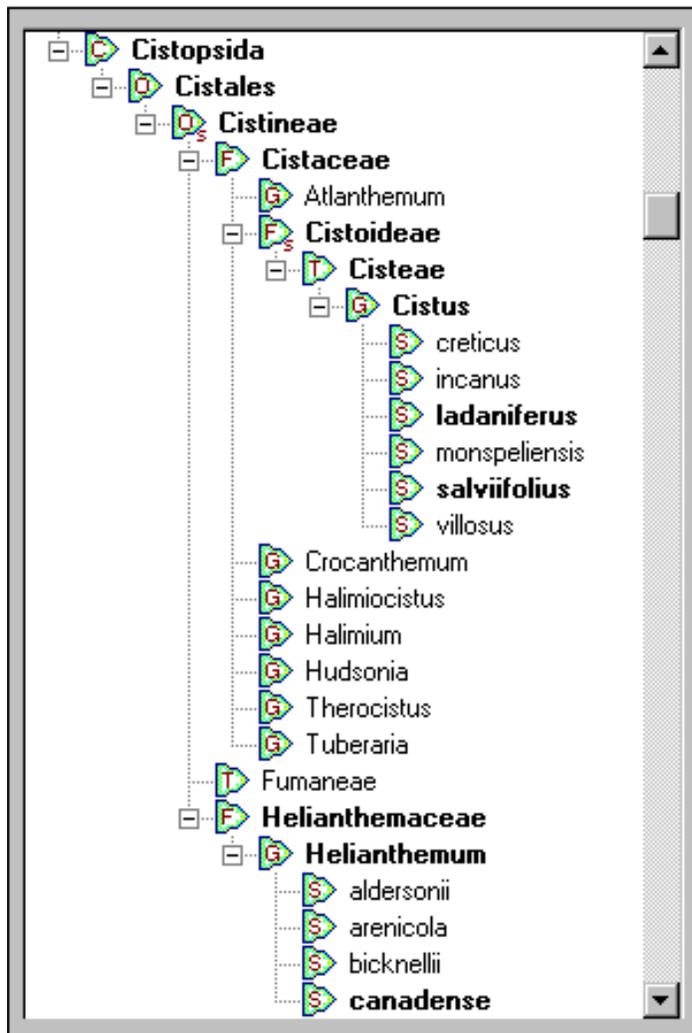
Cistales. They are split between two families: *Cistaceae* and *Helianthemaceae*.

The three specimen are:

Cistus ladaniferus (crimson spot rockrose)

Cistis salviifolius (sageleaf rockrose)

Helianthemum canadense (American sunrose)

For more articles in the "The not so obvious . . ." series see

 Index of "not so obvious" things you should know

Compleat Botanica - Printer fonts

Why does a different set of fonts show in the report layout?

The list of fonts that are available for use when printing reports is dependant upon the currently selected printer. If the list of fonts appears too short, be sure that you've selected a printer other than "generic / text only".
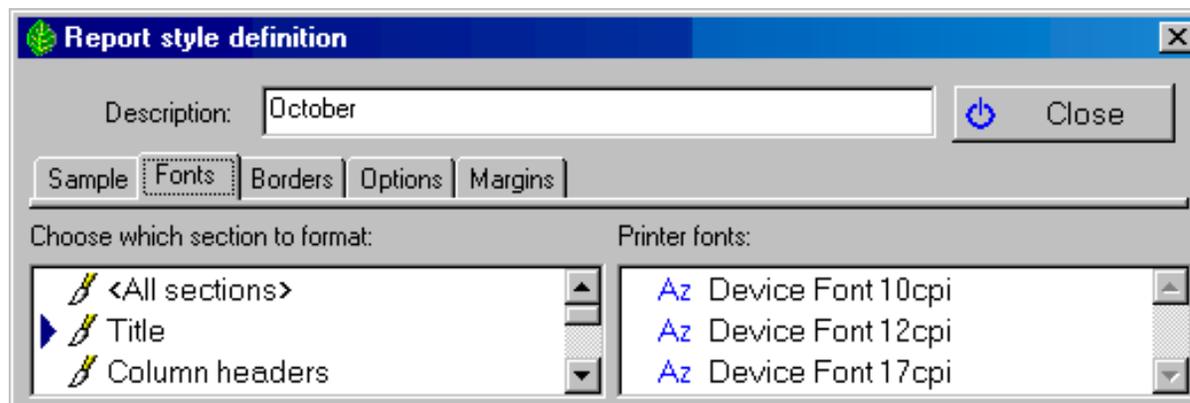
Your report style definition will look something like this if your selected printer is "generic / text only"

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Report layout column widths

11

How do I change the width of columns when I use the report layout tool?

The width of columns in a report layout is automatically calculated based on their widths in the specimen list. To change report layout widths, return to the specimen list and adjust the column width using the column header.

Remember that a report layout specifies font faces, point sizes, colors, and header & footer text. A printed report is dependant upon both the report layout and the current filter. The current filter specifies which items to print, which columns to print, their sort order, and the *relative widths of the columns*.

Here's a sample filter showing three columns.

Here's the same filtered data as seen in the report layout.

Note the relationship to the column widths above.

Hay fever pollen

	Stature	Common names	Hay fever pollen
Abies concolor			
	🌳 Tree	white fir,Colorado fir	02 Light
Abies nobilis			
	🌳 Tree	noble fir	02 Light
Acacia baileyana			
	🌳 Tree	cootamundra wattle,Bailey's acacia	02 Light
Acacia decurrens			
	🌳 Tree	acacia	02 Light

For more articles in the "The not so obvious . . ." series see

[Index of "not so obvious" things you should know](#)

11

12

Not so obvious # 12 [Previous] [Next]

How do I see all plants with flowers of a particular color?

Selecting plants by color is possible in two different ways. You can chose specific colors or you can choose color groups.

Color groups allow you to easily choose a range of colors. Each color is defined as belonging to a particular group. When you choose to include plants belonging to that color group, your resulting filter will include all plants whose color matches any of the members of that group.

Choosing specific colors is also possible. Just select which colors to include one by one.

All plants belonging to the blue group or the blue-green group will be
included.

All plants whose principal color is sapphire, blue, woad, teal, or royal-blue will be included.

Note: You can use the "<all possible values>" item located in either the left-hand color group list or the right-hand color list -- they both return identical results (that is, they both return all records in the collection with any color specified).

For more articles in the "The not so obvious . . ." series see

 [Index of "not so obvious" things you should know](#)

12

Compleat Botanica - **Expanding the taxonomic checklist**

13

Not so obvious # 13 [Previous] [Next]

Is there an easy way to expand the taxonomic checklist?

Yes. By double-clicking an item in the hierarchical checklist you can see all plant names one rank lower in the list.

If you double-click while holding down the <Ctrl> key, you can see all plant names two full ranks lower in the list. When sub-ranks are available (such as sub-class or sub-order or sub-family), the sub-ranks down two full ranks are also included. See the example below.
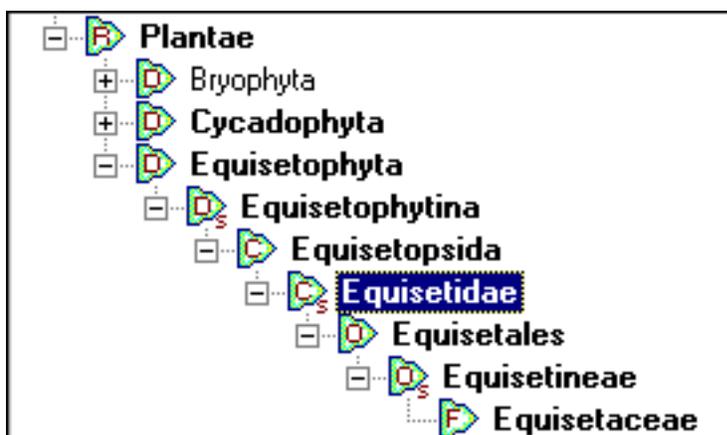
By double-clicking the sub-class *Equisetidae* while holding down the <Ctrl> key, all intermediate ranks down to family (*Equisetaceae*) are expanded.

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

14

Where are my pictures stored?

Pictures that you associate with your specimen are not stored in the database in the same way as all of your other data. Instead your pictures are kept in their original format (JPEG, GIF, and so forth), on your hard disk in their original location.

The suggested location for pictures is the folder "C:\Program Files\Compleat Botanica\Data\CBPhotos". If you place your pictures in this folder, the **Picture file** item will store the name of the photo file without the folder name (see the example for *Coreopsis* below). If you place your pictures in a different folder, the Picture file item will store the fully qualified photo name including the folder name (see the example for *Achillea* below).

You can change the suggested location for pictures using the **Customize setting . . .** area.

Use the Picture options of the Customize settings area to change the suggested location for pictures.
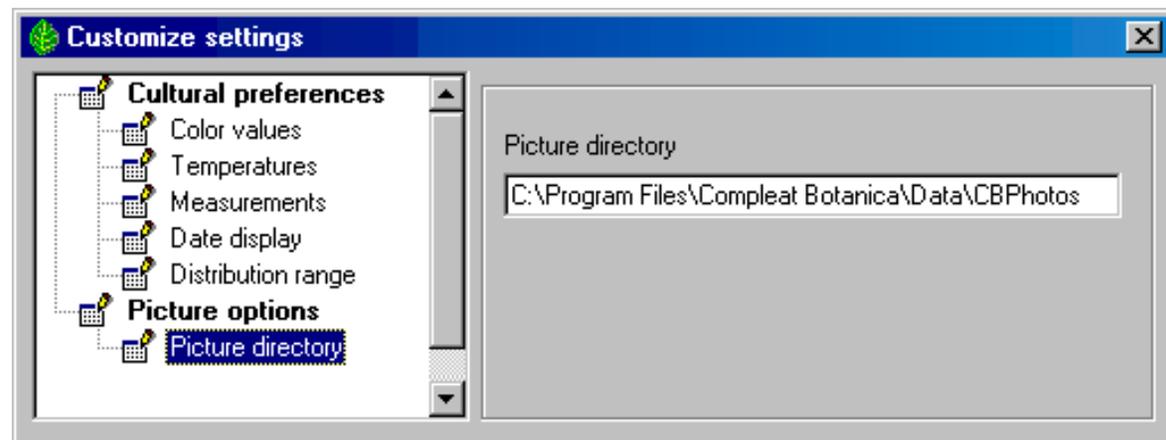
Coreopsis lanceolata 'Tequila Sunrise'

Picture file: Coreopsis #707.JPG

☑ Thumbnail

This example shows a picture file that has been place in the suggested location.

Achillea lachsschönheit 'Salmon Beauty'

Picture file: E:\Multimedia Files\Graphics\Achillea.JPG

☑ Thumbnail
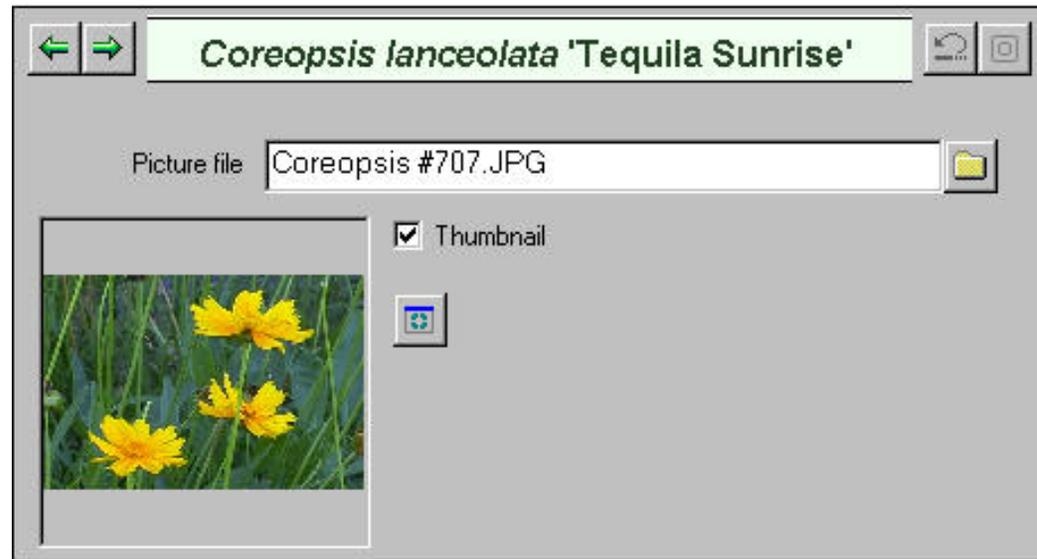
This example shows a picture file that has been placed in an alternate location.

Remember that your pictures are not backed up when you make a backup of your database. To make a safe copy of your pictures you should use the Windows Explorer to copy them to a CD or a removable disk.

15

How can I conveniently see my pictures full-sized?

The picture previewer has a button labeled "**Front**" that lets you keep the picture window on top of all other windows. Instead of closing and re-opening the previewer for each picture in your collection, you can keep this window open while changing the selected item in the specimen list. In this way you can poke through your picture collection seeing them full-sized.

Press the **picture previewer** button to open a separate window with full-sized photos.
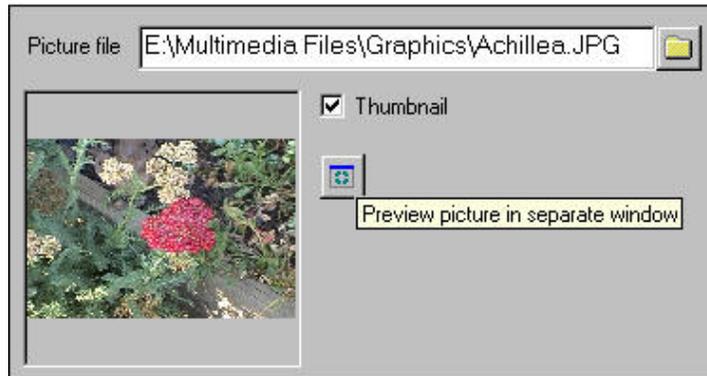
Toggle the Front / Back buttons to keep this picture previewer on top of all other windows.
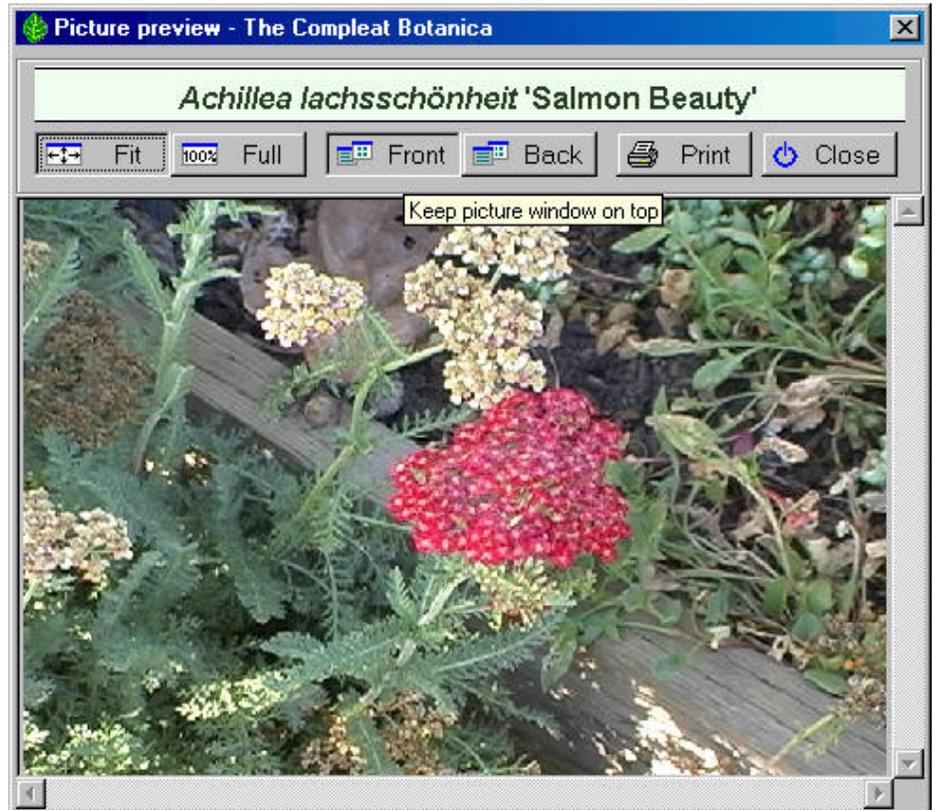
By changing the selected item in the specimen list, the already opened picture previewer will automatically stay synchronized with your current selection.

Most of today's high-resolution monitors are suited for this type of operation; however older monitors that only operate at 800 x 600 resolution will probably not find this operation very satisfying.

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

15

Compleat Botanica - Initial record limit
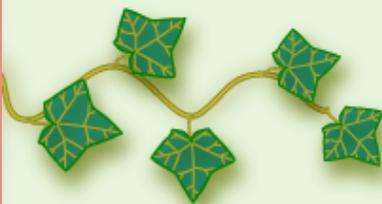
**Why doesn't the entire list of specimen show up when I change filters?**

The number of records that appear in the specimen list can be quite large. In order to reduce the time it takes to build and display the list, its size is artificially limited when you first display a new filter.

This artificial limit can be increased or removed all together by using the **Customize settings . . .** area.
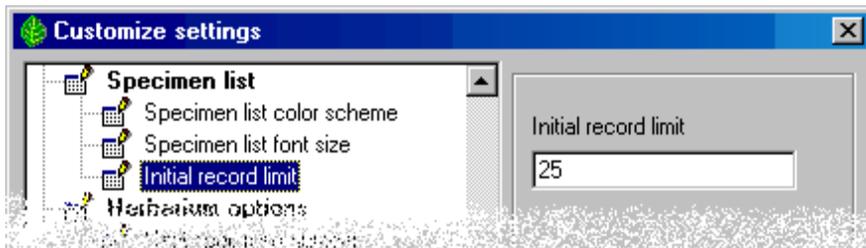
You can set the **initial record limit** to any value above 25.

To remove the limit entirely, use the special "unlimited" keyword.
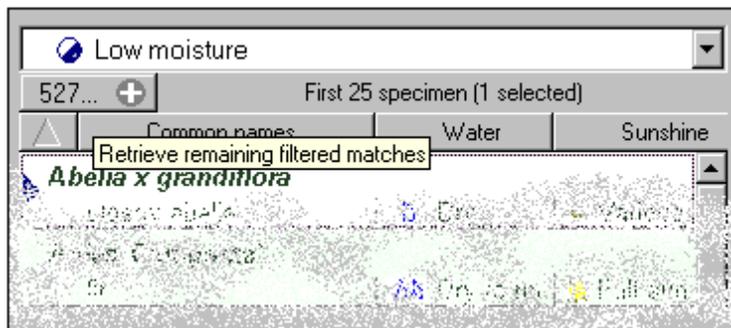
You can always get the full list of matching records by pressing the **Retrieve remaining filtered matches** button.

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Collection dependent customizations

17

I've noticed that some customizations apply to databases and others to the software in general.

Most of the customizations apply to the software in general. Such things as picture options, abstract options, and specimen list options are set once for the entire software.

There are a few exceptions to this rule. For the most part these are cultural preferences. They apply to the currently open database only.

The customizations that are database dependent are:

- Temperature scale: Fahrenheit or Celsius
- Measurement system: U.S. Customary units or metric units
- Color values: RHS Colour Chart numbers or popular color names
- Distribution range: Country codes, provinces, territories, states or counties
- Next specimen number: the next number to assign to a new specimen entry

For more articles in the "The not so obvious . . ." series see

Index of "not so obvious" things you should know

Compleat Botanica - Color spell-checker

18

How does the color spell-checker work?

There are several places where you can define colors for plants in your collection: flowers, leaves, bark, dyes and the all-purpose "other interest" item.

When specifying color values, you can choose a single color from the drop-down list or you can type in a list of possible colors. When you type a list of possible colors, the spell-checker is invoked to ensure that you haven't entered an invalid color name. This is important in order to allow you to search for items in your collection by color values.

Principal color	viole

As you type the red wavy line alerts you that the name is still incomplete.

Principal color	violet
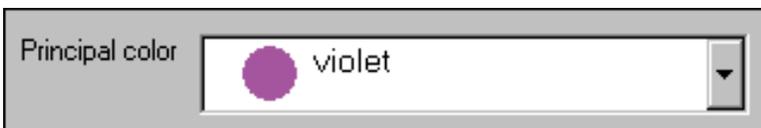
When a color name has been correctly typed, it's corresponding color value is displayed in the adjacent color patch.

Principal color	violet,yellow,blue
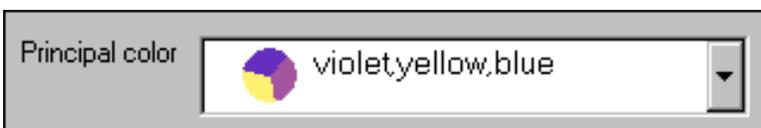
Multiple colors can be entered and the adjacent color patch will display the color values in pie shaped wedges.

Principal color	bright orange
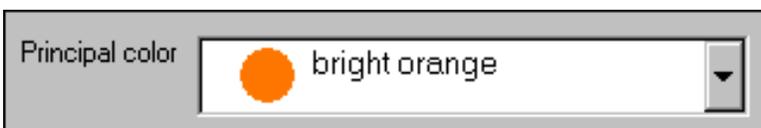
Adjectives like bright, brilliant, dark, very, and so forth can be applied arbitrarily. The adjacent color patch will show the approximate color.

Principal color | ● bright orange-red ▼
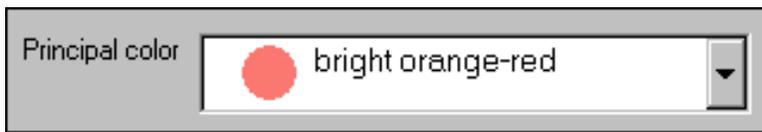
Compound-words composed of more than one valid color name will use the last half of the compound name as the color patch value.

For more articles in the "The not so obvious . . ." series see

✚ [Index of "not so obvious" things you should know](#)

18