

Notes on Using the spreadsheet

Starting

1. Please enter the first register number in place of the red number shown here (eg 15701)

Type your transcription in the green blocks below.	
Type the Task number in place of '15701' to the right	15701
Replace the example data given in the first line , then type in the remaining lines as needed.	
Delete the formula for entries that should not be copied from the line above if not blank.	
Hover over a column heading to view instructions for what to record under that heading.	

2. Please enter your name as the person transcribing the record in place of “John Pring”

O	P	Q	R	S	T	X	AAE
Type the Collecting book number in place of 'Rock Reg 2' to the right						Rock Reg 2	
Type the left hand page number in place of '' to the right							
Transcribed by		John Pring					
Refer to the sample image and example of transcription in the Sample image tab .							

Copying data into DIGIVOL

- At the end of a page copy the block of **red** cells of coded information (red section to the right of the spreadsheet) back into DIGIVOL. This is copied into the “Verbatim text” field

Hints for copying the text:

1. You just need to highlight the actual cell not all of the text that may spill over to the right of the red cells
2. Once highlighted the actual copying can be done by either pressing <CTRL>C or by right clicking and selecting “Copy”
3. Pasting the data into the Digivol “Verbatim text” field can then be done by selecting the field and then either pressing <CTRL>V or by right clicking and selecting “Paste”

Reg No.	Box No.	Country	State/Territory	Map Sheet	Locality Description	Photo	Rur
Rock Reg 2	15701	15709	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15710	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15711	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15712	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15713	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15714	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15715	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15716	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15717	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15718	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15719	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15720	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15721	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15722	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15723	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15724	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15725	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15726	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15727	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15728	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15729	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15730	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15731	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15732	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15733	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15734	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15735	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15736	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15737	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15738	Australia	Queensland	Townsville 4ML	10 M South of Tov	
Rock Reg 2	15701	15739	Australia	Queensland	Townsville 4ML	10 M South of Tov	