

## Transcribe All Text



PSCU\_FEM  
00076303

*Sympetrum (?) 2 ♀*  
*rubicundulum*  
*(look more like internum)*  
*near Gilmore Br.*  
*Preston, N.Y.*  
*7/27/47*

3/Colo

+ - < > TIPPEN Color Control Patches © The Tiffen

**Specimen Information**

**Institution:**  
**Project:** Odonata of the Eastern United States  
**Catalogue No.:**  
**Taxa:**

**1. Transcribe All Text** – Record exactly what appears in the labels so we have a searchable reference for them

Copy text from previous task ?

PSCU\_FEM 00076303  
Sympetrum rubicundulum (?) 2 ♀  
(look more like internum)  
near Gilmore Br.  
Preston, N.Y.  
7/27/47

° ' " ♂ ♀

Transcribe the catalog label, and all information on the specimen label here. Enter down to create a space between separate labels. If the specimen you are transcribing is the same species and from the same locality as the last specimen you transcribed, you can push the “Copy text from previous task” button. If you do this, just be sure to change the catalog number and double-check to make sure everything else is correct.

## Collection Event



**2. Collection Event** – This records information directly from the label about when, where and by whom the specimen was collected. Only fill in fields for which information appears in the labels

Event Date  [YYYY-MM-DD] ?

Verbatim Locality  ?

### Event Date

Enter the event date in YYYY-MM-DD format. If there is a range, enter it in YYYY-MM-DD/YYYY-MM/DD format.

### Verbatim Locality

Transcribe the exact locality description.

## Interpreted Location



PSUC FEM  
000076303

3/Color

*Symphetrum (?) 2♀*  
*rubricaudatum*  
*(look more like lister-nova)*

*Preston Brook*  
*Palmer Park*  
*7/27/47*

TIFFEN Color Control Patches

3. Interpreted Location **Use mapping tool** – Use the mapping tool before attempting to enter values manually

Locality  State

Country  Coordinate Uncertainty   In Meters

Decimal Latitude  Decimal Longitude

See the [Transcribing Specimen Labels](#) tutorial for a description of how to use the mapping tool. Once you have chosen a locality and coordinate uncertainty that you feel is accurate, hit the “Copy values to main form” button and it will auto-fill the fields in this section.

## Identification



4. Identification – If a label contains information on the name of the organism then record the name and associated information in this section

Catalog Number	<input type="text" value="PSUC_FEM 000076303"/>	?	Taxon	<input type="text" value="Sympetrum rubicundulum"/>	?
Sex	<input type="text" value="2 females"/>	?	Individual Count	<input type="text" value="2"/>	
Miscellaneous	<input type="text" value="look more like internum"/>	?			

### Catalog Number

Enter the catalog number as “PSUC\_FEM #####”.

### Taxon

This is the species name (or just genus, if that’s all that’s listed, as in some cases). Sometimes, there is a question mark afterward or brackets surrounding it. Do not include these here. Include them in the “Transcribe All Text” box.

### Sex

This is not always included in the label. If it is, type out the sex (i.e. “male”, “female”) and the number of each, if listed. If the sex is not on the label, leave this field blank.

### Individual Count

This is the number of specimens in the envelope.

### Miscellaneous

Transcribe any notes here that do not fit into any other category (e.g. "Listed by LKG 1966").

### **Notes**

In this section, record any notes that will help us in validating the specimen. If you were unsure of the handwriting, indicate that here.