

SAFARIS Brief Tutorial

[Southern African Friends and Researchers Indexing Specimens](#)



Index all information from the image

Index all the information on each record of the collecting register as highlighted in Figure 2. Enter the text in the box 'Index all text'. Hover over the field help to see key combinations to add special characters. **Please index all of the information as it was written.**

- We suggest that you **not** expand on abbreviations.
- Simply record what is written (or what it appears that Acocks intended as his edited end-result).
- Additional items under the species name such as ♂ (alt-11) and ♀ (alt-12) would get in the way of matching names to the checklist, so please record them under Subtext.
- It is not necessary to expand on names. We shall use a control checklist for translating names to valid species names.
- Please add an **Altitude** heading before the **F [Frequency]** heading for recording elevation [altitude] if recorded, e.g. c. 3200'.
- It seems reasonable that if the Habitat is the same as a preceding record (it has a **Do.** for 'ditto') then, if there is an **altitude**, it can be **repeated** for the same habitat, although Acocks does not repeat the altitude.
- Repeat the text from the line above instead of typing **Do.** for 'ditto'. The spreadsheet template generally does this automatically.
- Use the | (vertical bar) to separate the information under each column heading.
- Symbols such as ✓ [ticks] (or v alt-251 can work) and • [dots] (alt-7) should be included.
- If a herbarium name is included at the top of the Herb column, it should be captured in the herbarium number column as shown. This is accommodated as a separate column in the

data-entry spreadsheet to facilitate the default automatic sequential numbering.

Herb No.	Herb Name	Herb Number	Date	CheckFlag	Collector	No	HerbName
2021 16	Estcourt	2021	16/10/'43		Estcourt	2021 16/10/'43	Senecio
2022 21	Estcourt	2022	21/10/'43		Estcourt	2022 21/10/'43	Maerua (=

- Text appearing between lines refers to the line above. This is the smaller text slightly below the main text and should be indexed as Subtext in a field following the **F [Frequency]** heading as a separate entry following a | (vertical bar).
- Use the | (vertical bar) to separate the information under each column heading.
- Note it is not necessary to expand abbreviations, e.g. **no.** and **R.**
 - no. |
 - Swart R.
- Use the colon (:) to separate information when it is under the same column heading,
 - |George|Kaaimans - Swart R. gorges: F. Fynbos: seepages|
- A character crossed out such as ~~Aughrabies~~ should not be typed, e.g. Augrabies.
- Text crossed out such as ~~Doryalis rotundifolia Ham. tristic~~ would be transcribed as Doryalis tristis (Sond.)Sim.
- Indecipherable text can be typed as [???].
- Smudges, or what do not appear to be written information, can be typed as [xxx].
- If dates or numbers are out of sequence, simply record them in the sequence as written.
- Comments made by the transcriber for a particular record can be added between [] in the Sub text column.
- A sketch can be recorded as [sketch].
- Some functions of the Field notes template are not relevant to the collecting register tasks. For example, '2. Where a species or common name appears in the text please enter any relevant information into the fields below' is not active for this project.
- A [spreadsheet template](#) simplifies data capture, especially for information repeated from record to record. Type the information into the green cells and then paste the formatted data from the red cells into the transcription window.
- It may be useful to keep this tutorial or a document open with symbols such as ✓ [ticks] (or √ alt-251 can work) and • [dots] (alt-7), ♀ (alt-12 using the numeric keypad) and ♂ (alt-11 using the numeric keypad) that can be copied and pasted into the box where you are transcribing as they are not presently available in the transcription template. Half (½)
- In Excel you can type ctrl-' (ctrl-apostrophe) to copy the information from the cell above. It may help, if not using the spreadsheet, to use the copy (ctrl-c) and paste (ctrl-v) keystrokes to copy text from the previous line, e.g. where Acocks wrote Do. (ditto) for the **District and Locality, habitat, etc.**
- Please read off a map latitude and longitude coordinates (in decimal degrees) and a precision (radius in metres) for the locality, and type these into three columns

LatDD|LongDD|Prec(m)|GeorefBy|. Maps and gazetteer are available for use in GIS (ArcGIS, QuantumGIS, DIVA GIS or other) that will be of great value in georeferencing Acocks collections. Acocks collecting and sampling record also help to indicate where he was likely to have been at a given time.

We continue to learn in this indexing work and will try to use observations from indexers to improve the SAFARIS tutorial. The ultimate aim of this project is to index the information in these images so that the images are searchable online, and so that the information is available for various applications such as species modelling and vegetation classification.

Locality information is particularly useful to researchers, so please be sure to record it as accurately as possible. Names, places and routes would best be found on Acocks' field maps rather than using current maps. These are *Topographical map of the Union of South Africa* 1:500 000 map series of 1936 with marks made by him. You can refer to these maps on BGIS.SANBI.ORG.ZA together with maps for southern Africa.

We recommend using the following column headings.

Book|Task|LHPage|RHPage|Collector|CheckFlag|Collector No|HerbName|Herb No|Date|Name|Det
by|District|Locality|Habitat 1|Habitat 2|Habitat 3|Altitude|F|Sub
text|LatDD|LongDD|Prec(m)|GeorefBy|LatDDAudit|LongDDAudit|PrecAudit|GeorefAuditBy

Type text continuing across from left to right pages as single entries for each record.

Keep indexing each record into a new row until all the records on the page have been entered. Copy the formatted text in the red cells of the spreadsheet if you use that, and paste it into the **Verbatim Text** box of the web browser.

Once all the rows have been completed, type additional comments in the Notes box at the bottom that may assist with the validation of the task.

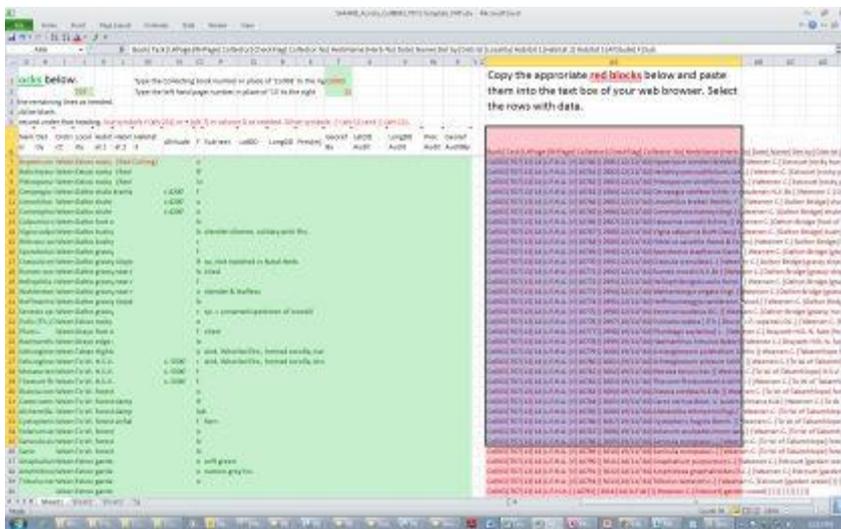
Using the spreadsheet, one types the information into the green cells.

Collector	Collection No	Herb No	Date	Name	District
J.P.H.A.	10760	2081		<i>Hypericum Sonderi</i> Bradl.	Western C. Eastcourt
	10761	2082		<i>Helichrysum nataliflorum</i> Less.	do. do.
	10762	2083		<i>Pittosporum viridiflorum</i> Sims.	do. do.
	10763	2084		<i>Ceropegia setigera</i> Schltr. v. <i>natalensis</i> N.E.S.	do. Dalton
	10764	2085		<i>Entolophus Lissochilus Kretschii</i> Reichb.f.	do. do.
	10765	2086		<i>Commiphora Harveyi</i> Engl.	do. do.
	10766	2087		<i>Calpurnia Woodii</i> Schinz.	do. do.
	10767	2088		<i>Vigna Galpinii</i> Burt & Dreyer	do. do.
	10768	2089		<i>Hibiscus saxatilis</i> Wood & Ewart.	do. do.

The image to be indexed.

Collector	Check Flag	Collector's No	Herb Name	Herb Number	Date	Name	Det by	Distri	Local	Habit at 1	Habit at 2	Habit at 3	Altitude	F	Su
J.P.H.A.	V	10760		2981	12/11/44	Hypericum	Weenen	Estcourt	rocky	(Red Cutting)			o		
J.P.H.A.	V	10761		2982	12/11/44	Helichrysum	Weenen	Estcourt	rocky	(Red			ff		
J.P.H.A.	V	10762		2983	12/11/44	Pittosporum	Weenen	Estcourt	rocky	(Red			lo		
J.P.H.A.	V	10763		2984	12/11/44	Ceropegia	Weenen	Dalton	shale	krantz		c 4200'	f		
J.P.H.A.	V	10764		2985	12/11/44	Lissochilus	Weenen	Dalton	shale			c 4200'	o		
J.P.H.A.	V	10765		2986	12/11/44	Commiphora	Weenen	Dalton	shale			c 4200'	o		
J.P.H.A.	V	10766		2987	12/11/44	Calpurnia	Weenen	Dalton	foot	o			lc		
J.P.H.A.	V	10767		2988	12/11/44	Vigna calpurnia	Weenen	Dalton	bushy				lc	slk	
J.P.H.A.	V	10768		2989	12/11/44	Hibiscus	Weenen	Dalton	bushy				r		
J.P.H.A.	V	10769		2990	12/11/44	Sporobolus	Weenen	Dalton	grassy				f		
J.P.H.A.	V	10770		2991	12/11/44	Crassula	Weenen	Dalton	grassy slope				lf	sp	
J.P.H.A.	V	10771		2992	12/11/44	Rumex	Weenen	Dalton	grassy near r				lc	cit	
J.P.H.A.	V	10772		2993	12/11/44	Heliophila	Weenen	Dalton	grassy near r				f		
J.P.H.A.	V	10773		2994	12/11/44	Wahlenbergia	Weenen	Dalton	grassy near r				o	slk	
J.P.H.A.	V	10774		2995	12/11/44	Hoffmanns	Weenen	Dalton	grassy slope				lc		
J.P.H.A.	V	10775		2996	12/11/44	Senecio	Weenen	Dalton	grassy				r	sp	
J.P.H.A.	V	10776		2997	18/11/44	Pulic (Th.)	Weenen	Estcourt	rocky				o		
J.P.H.A.	V	10777		2998	19/11/44	Plum L.	Weenen	Drayco	foot	o			f	cit	
J.P.H.A.	V	10778		2999	19/11/44	Haemanthus	Weenen	Drayco	edge				lc		

Information transcribed form the image.



Green cells with transcribed text and red cells with formatted text.

Book	Task	LHPage	RHPage	Collector	CheckFlag	Collector No	HerbName	Herb No	Date	Name	Det by	D
Coll03	T07	13	14	J.P.H.A.	V	10760	Hypericum sonderi Bredell.		2981 12/11/44	Weenen C. Estcourt	roc	
Coll03	T07	13	14	J.P.H.A.	V	10761	Helichrysum nudifolium, Less.		2982 12/11/44	Weenen C. Estcourt		
Coll03	T07	13	14	J.P.H.A.	V	10762	Pittosporum viridiflorum Sims.		2983 12/11/44	Weenen C. Estcourt		
Coll03	T07	13	14	J.P.H.A.	V	10763	Ceropegia setifera Schltr, V. natalensis N.E.Br.		2984 12/11/44	Weenen C. Dalton Brid		
Coll03	T07	13	14	J.P.H.A.	V	10764	Lissochilus krebsii Reichb. F.		2985 12/11/44	Weenen C. Dalton Brid		
Coll03	T07	13	14	J.P.H.A.	V	10765	Commiphora harveyi Engl.		2986 12/11/44	Weenen C. Dalton Bridge		
Coll03	T07	13	14	J.P.H.A.	V	10766	Calpurnia woodii Schinz.		2987 12/11/44	Weenen C. Dalton Bridge		
Coll03	T07	13	14	J.P.H.A.	V	10767	Vigna calpurnia Burt Davy		2988 12/11/44	Weenen C. Dalton Bridge		
Coll03	T07	13	14	J.P.H.A.	V	10768	Hibiscus saxatilis Wood & Evans		2989 12/11/44	Weenen C. Dalton B		
Coll03	T07	13	14	J.P.H.A.	V	10769	Sporobolus stapfianus Gand.		2990 12/11/44	Weenen C. Dalton Brid		
Coll03	T07	13	14	J.P.H.A.	V	10770	Crassula crenulata L.		2991 12/11/44	Weenen C. Dalton Bridge	gras	
Coll03	T07	13	14	J.P.H.A.	V	10771	Rumex woodii N.E.Br.		2992 12/11/44	Weenen C. Dalton Bridge	gra	
Coll03	T07	13	14	J.P.H.A.	V	10772	Heliophila rigiduscula Sond.		2993 12/11/44	Weenen C. Dalton Brid		
Coll03	T07	13	14	J.P.H.A.	V	10773	Wahlenbergia virgata Engl.		2994 12/11/44	Weenen C. Dalton Bridge		
Coll03	T07	13	14	J.P.H.A.	V	10774	Hoffmannsseggia sandersoni Wood.		2995 12/11/44	Weenen C. Daltc		

Formatted text that is to be highlighted and copied.

Collector	Collection No.	Herb No.	Date	Name	District
J.P.H.A.	10760	2981	12/11/44	<i>Hypericum Sonderi</i> Bredell	Weenen C. Estcourt
	10761	2982	12/11/44	<i>Helichrysum nudifolium</i> Less.	Do do
	10762	2983	12/11/44	<i>Ptilosporum viridiflorum</i> Sims.	Do do
	10763	2984	12/11/44	<i>Ceropegia setifera</i> Schtr. v. <i>natalensis</i> N.E.Br.	Do Dalton
	10764	2985	12/11/44	<i>Enteophris Lissochilus</i> Krebsii Reichb. f.	Do do
	10765	2986	12/11/44	<i>Commiphora Harveyi</i> Engl.	Do do
	10766	2987	12/11/44	<i>Calpurnia Woodii</i> Schinz.	Do do
	10767	2988	12/11/44	<i>Vigna Galpinii</i> Burti Dasy	Do do
	10768	2990	12/11/44	<i>Hibiscus saxatilis</i> Wood & Ewars.	Do do

1. Verbatim Text

Book	Task	LHPage	RHPage	Collector	CheckFlag	Collector No	HerbName	Herb No	Date	Name	Det by	District	Locality	Hab
Col103	T07	13	14	J.P.H.A.	✓	10760	Hypericum sonderi Bredell	2981	12/11/44	Hypericum sonderi Bredell	W	Weenen C.	Estcourt	rocky bank by roadside
Col103	T07	13	14	J.P.H.A.	✓	10761	Helichrysum nudifolium Less.	2982	12/11/44	Helichrysum nudifolium Less.	W	Weenen C.	Estcourt	rocky places at edge
Col103	T07	13	14	J.P.H.A.	✓	10762	Ptilosporum viridiflorum Sims.	2983	12/11/44	Ptilosporum viridiflorum Sims.	W	Weenen C.	Estcourt	rocky places at edge
Col103	T07	13	14	J.P.H.A.	✓	10763	Ceropegia setifera Schtr. v. natalensis N.E.Br.	2984	12/11/44	Ceropegia setifera Schtr. v. natalensis N.E.Br.	W	Weenen C.	Dalton Brid	
Col103	T07	13	14	J.P.H.A.	✓	10764	Lissochilus krebsii Reichb. F.	2985	12/11/44	Lissochilus krebsii Reichb. F.	W	Weenen C.	Dalton Bridge	shale krantz
Col103	T07	13	14	J.P.H.A.	✓	10765	Commiphora harveyi Engl.	2986	12/11/44	Commiphora harveyi Engl.	W	Weenen C.	Dalton Bridge	shale krantz

Formatted text pasted into the **Verbatim Text** block in the web browser.