Creating Herbarium Labels with Mail Merge in Word

Mobilizing Small Herbaria for Digitization
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Label Merge

- Label Merge enables pivoting between Specify 6 and MS Word™ from collection data in an Excel™ spreadsheet.
Label Merge

- Label Merge is an application of Microsoft Word Mail Merge™ that produces customized herbarium specimen labels in MS Word™ format, from data in an Excel spreadsheet.
- Once the specimens are labeled, mounted, and barcode labels attached, a barcode reader is used to beep the numbers into a designated field in an Excel spreadsheet.
- Using the Specify Workbench, the fields in the Excel spreadsheet are easily mapped with corresponding fields in the Specify database and the data uploaded into the database.
Excel spreadsheet with 43 columns

- #Labels Needed
- Catalog#
- Collection Date
- FirstName1
- MiddleName1
- LastName1
- Collection#
- Family
- Genus
- Species
- Authority
- Subsp
- SubspAuth
- Var
- VarAuth
- SynFamily
- SynGenus
- SynSpecies
- SynAuthority
- SynSubsp
- SynSubspAuth
- SynVar
- SynVarAuth
- Det. Note
- Country
- State
- County
- Latitude
- Longitude
- Locality
- Habitat
- AssociatedSpecies
- Comment
- FirstName2
- MiddleName2
- LastName2
- FirstName3
- MiddleName3
- LastName3
- DetFirstName
- DetMiddleName
- DetLastName
- DetDate
SIMAROUBACEAE

Leitneria floridana Chapman

U.S.A. GEORGIA. Dougherty County: N31.47369 W84.37551; Chickasawwhatchee WMA, open pond and adjacent swamp forest; with Taxodium ascendens, Gleditsia aquatica, Cephalanthus occidentalis, Rhynchospora careyana, Panicum hemitomon, Pontederia cordata, Nymphaea odorata, Nyssa aquatica, Quercus laurifolia, Acer rubrum, Styrax americana, Leucothoe racemosa, Rosa palustris; shrub 1-2 (-3) m tall, locally common in standing water 7.5 dm deep (water temp. 38°F).

Richard Carter 19671 19 Feb 2010
with W.W. Baker & P. Spivey
det. R. Carter

Valdosta State University Herbarium (VSC)
Open the Label Merge Word document.
Select “No” on the prompt window.
Move to the “Mailings” tab.
Press the "Select Recipients" button.
Select "Use Existing List..." from the drop down list.
Select the Excel document that contains your data.
Select the Excel page with your data.
Select “Preview Results” under the Mailings tab.
Select the “Start Mail Merge” button.
Change the format from "Letters" to "Directory."
Select the “Finish & Merge” button.
Select “Edit Individual Documents” from the drop down list.
Press OK on the prompt window.
This will bring up a new window that has converted all of your data from the Excel document to auto-formatted text.
Excel spreadsheet columns are easily mapped to Specify fields through the Workbench.

- #Labels Needed
- Catalog#
- Collection Date
- FirstName1
- MiddleName1
- LastName1
- Collection#
- Family
- Genus
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- Authority
- Subsp
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- Var
- VarAuth
- SynFamily
- SynGenus
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- SynSubsp
- SynSubspAuth
- SynVar
- SynVarAuth
- Det. Note
- Country
- State
- County
- Latitude
- Longitude
- Locality
- Habitat
- AssociatedSpecies
- Comment
- FirstName2
- MiddleName2
- LastName2
- FirstName3
- MiddleName3
- LastName3
- DetFirstName
- DetMiddleName
- DetLastName
- DetDate
Misc.

• Sort mounted specimens by collector and serial collection number to ensure seamless scanning of barcode numbers into the Excel spreadsheet.

• The Specify Names Table includes nomenclatural authorities: To avoid conflicts with the Specify Names Table, ignore nomenclatural authorities when mapping the Excel spreadsheet with the Specify Workbench.
The Label Merge protocol was developed by Phillip D. Lowe, Undergraduate Herbarium Assistant, Valdosta State University Herbarium (VSC), under the direction of Richard Carter, with support from the National Science Foundation (DBI 1054366, J.R. Carter, PI).