


Step by Step Guide to Notes from Nature

1. Navigate to the Notes From Nature website: <http://www.notesfromnature.org/>
2. Click “login” in the top right-hand corner of your screen
3. Select “sign-up” (Hint: the button is right next to the big blue “sign-in” button)
4. Complete the sign-up process
 - a. You can use an existing Facebook or Google account to sign up by choosing the icons in the lower left-hand corner
 - b. Choose an appropriate username and password that you can remember
 - c. Read the Privacy Policy and select the box
 - d. Click the blue “Sign-up” button
5. On the main page, select the round, green “Plants” button in the middle of the page
6. You will be presented with a list of current expeditions. These represent collections all over the south eastern United States and are carefully selected by individual herbarium curators. Notice, each expedition has a photo, name, and percentage showing progress towards completion.
7. If you are part of a group or a class, your group leader or teacher may direct you to a specific expedition. Otherwise, choose whichever one you like.
8. A set of instructions will appear on your screen. Please read each one carefully and click “continue” to the next instruction. You may also use the arrow bar at the bottom of the box to move back and forth among the instruction panels.
9. When you are satisfied that you have read and understood all instructions, click the green “Let’s go!” button on the final panel.
10. Now you are ready to transcribe specimens. Select the pan tool () and move the large image until you can see the label information
11. You should be able to see the label information (usually in the bottom right-hand corner, but it could be located elsewhere), the “location” box and the “habitat & description” box all on one screen.
12. For certain expeditions, some data have already been entered. Therefore, some fields such as country, state, county, and scientific name may not be open for transcribing.
13. Type the location information into the “Location” box on the left-hand side of your screen. Do the same for “Habitat & Description”. If you are unsure of what to enter in these boxes, click the “Need some help with this task?” box below the white rectangle box. Labels should be transcribed exactly as they appear, although it is up to the student to determine which information may be describing the location and which information may be describing the habitat, description of the site, and description of the plant.
14. Choose “Next”
15. Continue to fill in the collector, collector number, and date.
16. Use the “Back” key if additional information needs to be recorded that was missed. Otherwise, click “Done” when the label data are completely recorded. If there is a problem with a particular specimen or something of interest, you may click “Done & Talk” which will open the comment threads used by the volunteer transcription community and the researchers.

- 17.** Your teacher or group leader may ask you to complete a certain number of transcriptions. To view your completed transcriptions, choose “Field Book” in the top middle of the page. The field book will show you your total number of completed records, any badges you have earned, which expeditions you have been working in, and your most recently completed specimens. If you hover over the expedition you will see the name of the expedition and the number of specimens you have transcribed in that expedition. If you hover over one of the images of your Recent Transcriptions you will see the Expedition that specimen is from and the date and time you transcribed it.
- 18.** Make sure you ask your teacher if you have any questions about fields or what to enter.