

## Digital Imaging Objects List in ANCS+ 8.0

Digital Imaging Objects List.doc, November, 2007, 2 Pages

The Digital Imaging Project at Harpers Ferry Center requests parks to send a list of objects to be photographed. Ideally, the list will be in MS Excel spreadsheet format. These instructions explain how to select the records for the objects you want to be photographed, and export those records to an Excel file.

To complete this task, you'll need the following basic skills & tools:

- ANCS+ navigation. Review *ANCS+ User Manual*, Chapter 1: System Basics.
- Windows Explorer navigation techniques.
- E-mail access, preferably from your ANCS+ computer, and how to attach file to e-mail.

There are three basic steps to complete the Checklist Submission:

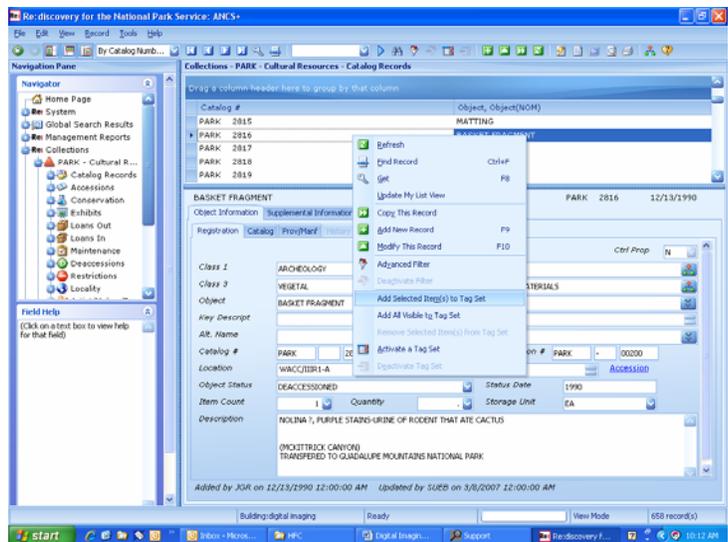
1. In ANCS+, select and tag the catalog records for the objects you want photographed.
2. In ANCS+, select the fields to be exported, and export the data to an Excel file.
3. E-mail the Excel file to the Digital Imaging Project.

Below are complete instructions for each step.

### 1. In ANCS+, select and tag the catalog records for the objects you want photographed.

There are several ways to select records and put them together in a tag. If you have a preferred method, use that method. The steps below are perhaps the easiest way to create a tag of records, when the records are not in any particular order in your database. You will need to repeat these steps in the Natural History directory, if you are submitting NH specimens to be photographed.

- a. In ANCS+, go to the Catalog Records in your Park – Cultural Resources directory (where “PARK” is your park acronym).
- b. From the Record menu, choose “Build a Tag Set”. Follow the prompts to “Create a new tag set” and click the Next button, then enter a Name for the tag such as “Digital Imaging” and click the Finish button. The Status Bar at the bottom of the screen will say “Building: Digital Imaging”, to let you know you are building a tag.
- c. Click in the List Pane, and scroll up or down, using the arrow keys on the keyboard or by clicking the scroll bar on the right, until you find a record you want to add to the tag. Single-click on that row of the list.
- d. From the Record menu, choose “Add Selected Item(s) to Tag Set”. The record will be added to your tag. You may also right-click the record in the List Pane, and choose “Add Selected Item(s) to Tag Set”. You may also select multiple records in the List Pane, using Shift-Click or Ctrl-Click, and then use the “Add Selected Item(s) to Tag Set” option from the right-click menu or from the Record menu.
- e. Repeat steps c & d until you have added all the records to your tag. From the Record menu, de-select the “Built a Tag Set” option.
- f. From the Record menu, choose “Activate a Tag Set”. Choose to “Show all Tag Sets”, and select your “Digital Imaging” tag. Click OK to activate the tag.



**2. In ANCS+, select the fields to be exported, and export the data to an Excel file.**

- a. From the View menu, choose "Update My List View".
- b. On the "View Columns" tab, select the following fields from the list on the left, and click the "Add Selected Item(s)" link to move the field to the list on the right. The fields you should choose are:

Catalog #

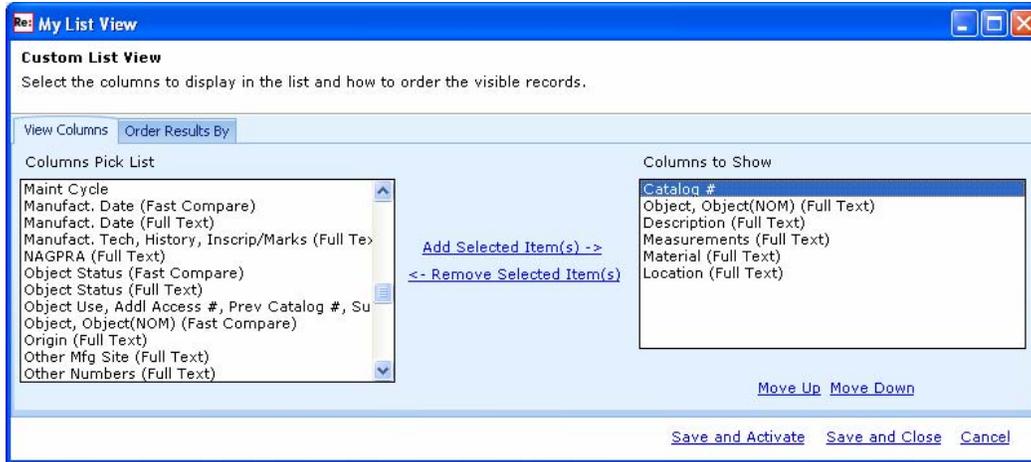
Object, Object(NOM) (Full Text); or Sci. Name for Natural History records.

Description (Full Text)

Measurements (Full Text); or Dimens/Weight for Natural History records.

Material (Full Text)

Location (Full Text)



- c. Click the "Save and Activate" link. The List Pane will now include all these fields.
- d. From the File menu, choose "Import/Export", then choose "Export List to Excel". In the "Save As" window, select a folder such as My Documents, and enter a file name such as "PARK Digital Imaging" (where "PARK" is your park acronym). Then click the Save button. The data will be exported to an Excel file, with the file name you entered, in the folder you selected. The Excel file will include all the fields you selected using Update My List View, for all the records in the Tag.

**3. E-mail the Excel file to the Digital Imaging Project.**

Use your e-mail program to create a new message. Address the message to [Alice\\_Newton@nps.gov](mailto:Alice_Newton@nps.gov). Attach the "PARK Digital Imaging.xls" file that you created above.