Skin Tag Capture An Illustrated Guide

Brandi Coyner SNOMNH Mammal Collection 05/12/2015

Step 1: Take photos.

- 1. Get Mammal iPod
- 2. Open TurboScan app.
- 3. Click camera image on bottom left of screen.



4. Place a green sheet of paper under tag so that the front side of the tag is facing up. The front side of the tag has most of the data on it and no scientific name. The back side has the scientific name.

Take image of tag by clicking circle at bottom.



5. Adjust corners of red box to match the corners of the tag.



6. Click Done. Pod ♥ 2:33 PM



7. Make sure bottom right says "B/W" and click Next.



8. <u>Click "Add Image</u>" button on bottom of screen.



- 9. Repeat #4-8 for back side of tag.
- 10. Repeat #4-9 for all tags.
- 11. When finished with all sides of all tags, click Send button in bottom left.



- 12. Click Camera Roll button.
- 13. <u>Click Save when prompted.</u>



Step 2: Import images.

- 1. Go to computer.
- 2. Plug iPod into computer.
- 3. Open Image Viewer.



4. Select Google Drive as file location. Click "Import All" button.

Charles and the second	Name IMG_4780.JPG IMG_4781.JPG	∧ Date Sep 16, 2015, 2:53:45 PM Sep 16, 2015, 2:53:45 PM	File Size 158.8 KB 88 KB	Aperture	8	sRGB
	IMG_4780.JPG IMG_4781.JPG	Sep 16, 2015, 2:53:45 PM Sep 16, 2015, 2:53:45 PM	158.8 KB 88 KB		8	sRGB
The second secon	IMG_4781.JPG	Sep 16, 2015, 2:53:45 PM	88 KB		8	sRGB
A						2.100
A DESCRIPTION OF A DESC	IMG_4782.JPG	Sep 16, 2015, 2:53:46 PM	119.8 KB		8	sRGB
	IMG_4783.JPG	Sep 16, 2015, 2:53:46 PM	79.8 KB		8	sRGB
 Import To; 	Coogle Drive	e 🗘		Import	6	mport All
	A A A A A A A A A A A A A A A A A A A	MG, 4783.JPG	Import To: ImportT	Import To: Im Google Drive 9 Branch To: Im Google Drive 9 9 Import To: Im Google Drive 9	Import To: Import To: Import To: Import To: Import To: 9 Import To: Import To: Import To: Import To:	IMQ_4783_IPQ Sep 16, 2015, 2:53:46 PM 78.8 KB 8 Import To: Import To: Import To: Sep 16, 2015, 2:53:46 PM 78.8 KB 16 Sep 16, 2015, 2:54:40, 2:54:40, 2

5. Select all images by pressing CTRL-A. Click "Delete Button."

• • •			Ima	ge Capture				
EVICES			Namo	 Date 	File Size	Aperture	Depth	Color Space
Mammal iPo	d							
HARED	0							
		J of port	io: Google Driv	9		Impo	π In	Iport All
1			9	2 of 92 selected				

6. Go to Google Drive Folder in Finder. Select all of the images, then double click them to open in preview.



7. Correct the orientation of each photo by rotating left or right.



Move all of the image files to the "To be named" folder. 8.



Step 3: Name Images.

1. In the Finder window, make the preview window larger. Click on a file name twice (slowly – double clicking fast will open the image, double clicking slowly will allow you to rename).

Rename each file with the tags OMNH number (only the number part, don't include "OMNH" and "_front" or "_back"

*The back side of the tag has the scientific name written on it. The front side is the other side, most often the side with the bulk of the data.



Click the two lines and drag to the right to make the preview window larger.

2. When everything is named, select all of the documents in the "To be named" folder and move them to the "To import to database" folder.

\varTheta 🔿 😁 👘 📄 To import to database					
	33 E III Imi	ø	\$ -	٩	
▼ DEVICES	DONE DONE	P.	65667_back.jpg		_
Macintosh HD	ScannerPro	-	— 65667_front.jpg		
🖾 iDisk	To be named	P	101100_back.jpg		
V SHARED	To import to datab	1250 •	101100_front.jpg		
ADMIN667					
ADMIN704					
ARCH632					
ini chippewa					
COMP683					
CONS511					
DEV564					
C All.					
* PLACES					
A universes					
Annietien					
Decements					
Fil Cocola Drive					
En ovojne onne					
V SEARCH FOR					
(E) Today					
Yesterday					
Past Week					
All Images					
All Movies					
All Documents					
			1		
			4 items, 600 32 C8 available		1

Step 4: Import Tag Images into FileMaker.



2. Go to the "Locality Data" layout.

		M	ammal Database (ATHENA)	
Q #	5365 otal (Unsorted)	2 2	9. 🔮	Q
Records	Show All	New Record Delete Record	Find Sort	
ty Gata • V	fee As = 22 hevies			A4
New Record	ару	Find Multipl	e Find Omit Perform Find	
uplicela Record	asle Close Post S	Modily Find Rep	are Drow Al	
nstitutional Data Ta	axonomy Dat	pecimen Data Other	Information Conservation	
Pine	Recet + Previous Record Co		Last Record ++	
_			_	
	LOCALI	Y DATA		
OMNH 328	36	Microtus	pinetorum	
Continent	North America		Georeference Verification Status	
Country	United States		Verified by contributor	
State or Province	Arkansas		Georgianance Data	
County	Sebastian			
Specific Locality	LCTA plot 145, Fort Chaffee N	faneuver Training Center		
Elevation			No Skin Tag	
Tag Locality				
Locality Remarks				
2014 Inventory (Dupl	licate CheckBox) Yes No	skin, skeleton		
Skin Tag				
Pront				

- 3.
- Find the OMNH record you are looking for. Find is #f. Drag the images for the record into each "Skin Tag" box. 4.

OMNH 4	LOCALI	TY DATA		100			
	0001	Didelphis virgi	iniana				
Continent	North America	G	Secreference Verification Status				
Country	Mexico	L	Needs georeferencing				
tate or Province	Colima		Construction Data				
County			Georenerence Data		NR IN		WILL NE
Specific Locality	30 mi E Morelia				00		T
							• • • • • • • • • • • • • • • • • • •
Elevation			No Skin Tan		Macintosh HD	ScannerPro	= 40001_back.jp = 40001_front.jp
Tag Locality	30 mi. E Morelia		The own reg		Disk 🔁	To import to	e + - 40009_back.jp
	Colima, Mexico				SHARED ADMIN667		
noslity Domarke				100 A	ADMIN704		
Joanty Romarke					P r083		
					CONSS11		
2014 inventory (D	uplicate CheckBox) × Yes No	skin, skeleton					
					PLACES		
Skin Tao					Desktop		
Front					Applications		
	• *	4 .R. Sand	ars		Documents		
	I BO MALE JA	brain			SEARCH FOR		
	Colima , May				() Today		
	664-328-55	5- the Bo December	1974		the second se		
	664-328-55	5- the 30 December	M)4		Yesterday Past Week		
Back	6664-328-55	5- th 30 December	W)4	U	Yesterday Past Week All Images		
Back	Colima, May 6644-328-55	IA MUSEUM OF NATURAL HIST	474	L.	Yesterday Past Week All Images All Movies All Past		
Back	Calima , May Gen - 328-59 OKLAHOM	A MUSEUM OF NATURA HIST	W)4		Yesterday Past Week All Images All Movies All Documents		
Back	Culture, May Culture , Culture , May Culture , Culture , May Culture , Culture	A MUSEUM OF NATURA HIST S Virginians + Skeleton	- MUH		Yesterday Yesterday Past Week All Images All Movies All Documents		a 4 ite

Move the tag image files from the "To import to database" folder to the "DONE" 5. folder.

			To import to data
		•	
V DEVICES	DONE		0001 back ing
Macintosh HD	ScannerPro		0001 front.jpg
	To be named		
	import to database	e 🕨 📼 4	0009_front.jpg
▼ SHARED			
ADMIN667			
ADMIN704			
📼 chippewa			
COMP683			
CONS511			
DEV564			
🖳 Dev639			
🕘 All			
▼ PLACES			
💹 Desktop			
👚 volunteer			
Applications			
Documents			
🔯 Google Drive			
SEARCH FOR			
🕒 Today			
Yesterday			
Past Week			
All Images			
All Movies			
All Documents			
			2 of 4 colored 600 34 CP

Repeat Steps 3-5 for all files in the "To import to database." 6.