

# Workshop CANATHIST Virtual Collection

Collection Department – 2024

April 2024 – Huye, Rwanda

AFRICA  
museum

Welcome to Virtual collections!

You can browse through our digital collections and find detailed pictures, 3D models, sounds and videos of our collection items.

# Introduction to Virtual Collection



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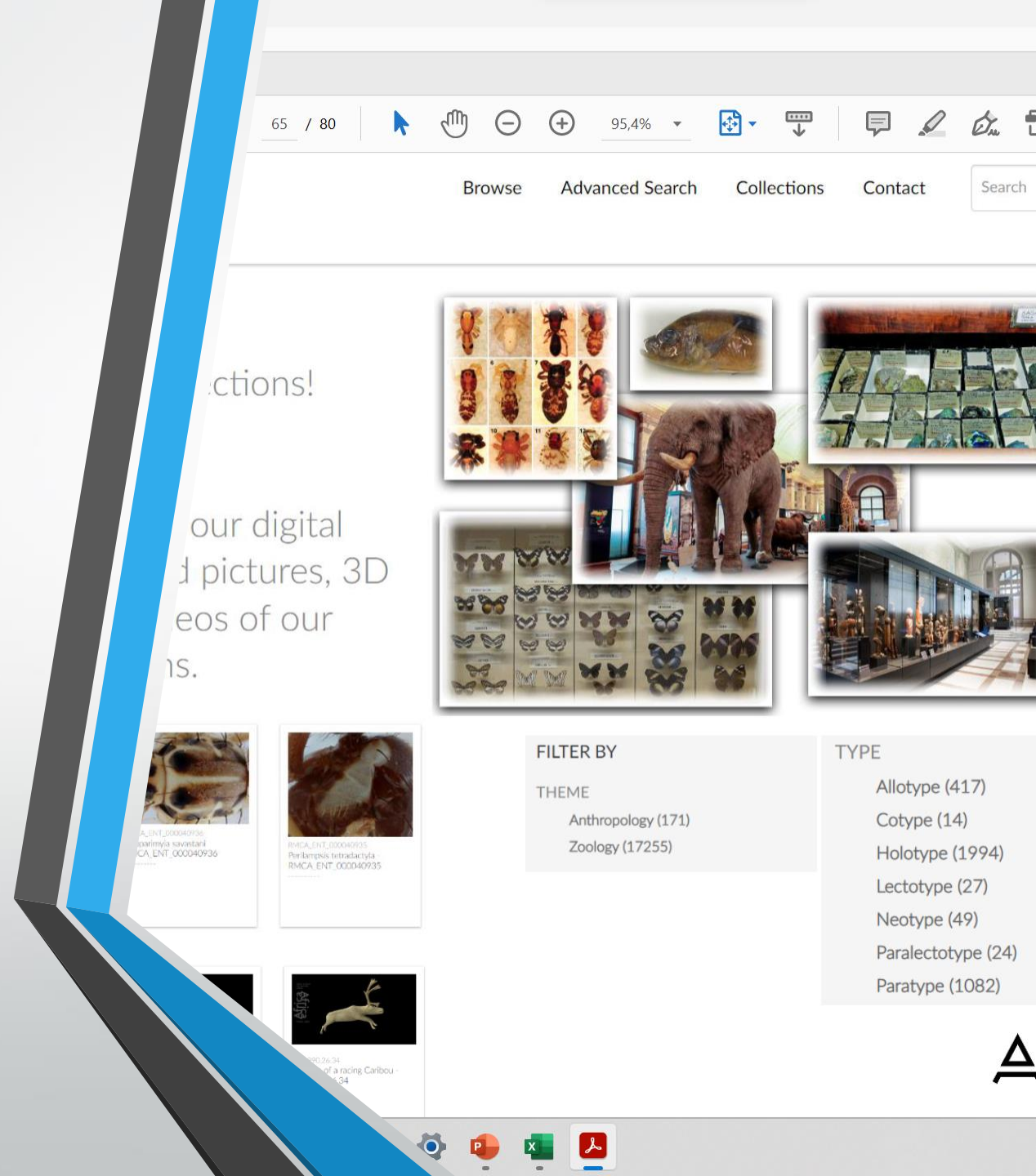
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# Virtual Collection

- **Important:** appropriate file naming conventions
  - for accessibility both online in the Virtual Collection
  - for secure long term storage on the NAS (and subsequently the LTP server).



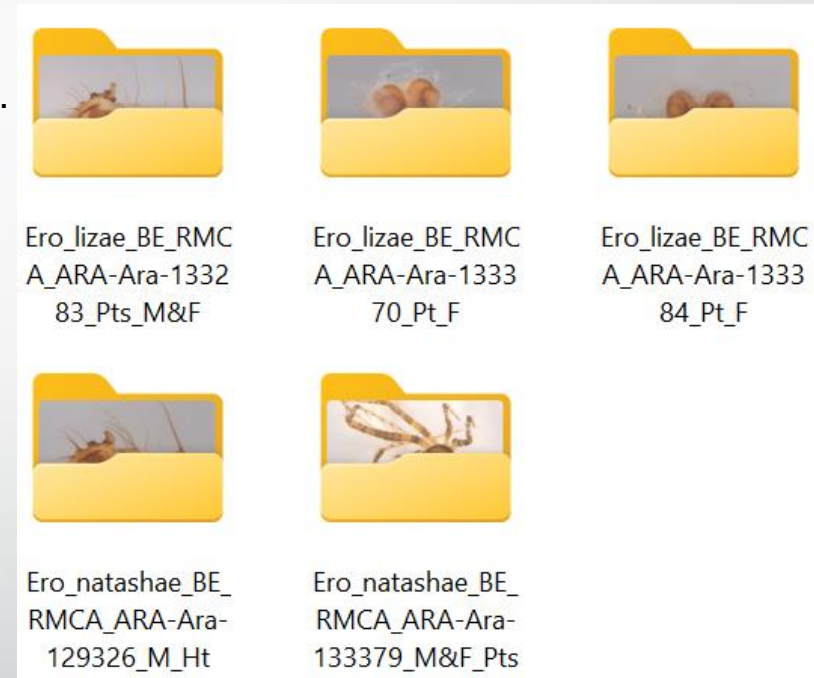
# Files preparation

- Appropriate file naming conventions for accessibility both online in the Virtual Collection and for secure storage on the NAS (and subsequently the LTP server).
- The name of a folder may contains sections following this order:

"Species\_name"\_BE\_RMCA\_"collection reference"\_"type specimen"\_"sex/stage"

- Species name: Genus\_species(\_subspecies)\_
- Collection reference: BE\_RMCA\_COL-XXX-###\_

**Remark: Darwin codes contain periods within the collection acronym: BE\_RMCA\_COL.XXX.###. But to avoid periods in the middle of image or folder names, replace them by hyphens**



# Excel Template « Add media from Darwin to VC.xlsm »

The screenshot shows the Microsoft Excel interface with the following elements:

- Title Bar:** "Enregistrement automatique" (AutoSave) is on, and the file name is "Add media from Darwin to VC\_v1...".
- Menu Bar:** Fichier, Accueil, Insertion, Mise en page, Formules, Données, Révision, Affichage, Automate, Aide.
- Ribbon:** The "Accueil" ribbon is active, showing options for Font (Calibri, size 11), Paragraph (bullets, indent), Numbers (Standard, percentage), Styles (Mise en forme conditionnelle, Styles de cellules), Cells (Insérer, Supprimer, Format), Editing (Σ, Z, magnifying glass), Confidentiality (Niveau de confidentialité), and Add-ins (Compléments, Analyse de données).
- Spreadsheet Content:**

	A	B	C	D	E	F	G
1	1. Export data from Darwin : pin specimens, save search and create a report with "Tab-delimited (Virtual collections)"						
2							
3	2. Import file exported from Darwin :						
4							
5	3. Verify data on sheet "temp" (pay attention to Date format MM/DD/YYYY, view and view order). Add description if you have and change media info if you want.						
6							
7	4. Save data in a new file for Virtual Collections:						
8							
9	5. Send photos to V.C. Server:						
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11	6. Import data in V.C.:						
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- Taskbar:** Shows the "ImportDarwin" tab is active, along with "temp", "Generate photo filename", and "Lists".
- Status Bar:** "Prêt", "Arrêt défil.", "Accessibilité : vérification terminée", and "100%" zoom.

# Thank you !

