

## BG-BASE Users: Steps for creating a taxa list for the BGCI Plant Upload

Last Updated 03.21.13

A few notes about these instructions:

- a. These instructions are available as [PDF](#) and [TXT](#) files. It is best to COPY AND PASTE the TXT commands into S/List to avoid unintentional typing errors or line breaks. The PDF is just there so you can read everything easily.
- b. The S/List commands below include saving a file to the C:\ drive of your computer. Your network or computer settings may have specific requirements to successfully save the file. Feel free to edit the folder or drive as needed (ex: folder C:\TEMP\ or a shared drive specific to your local network).
- c. For those risk-takers: The two-part instructions further below are recommended for ease of use and accuracy. However, if you want to throw caution to the wind, the following one-step command can be used in most cases (but typically takes a very long time to process):  
LIST NAMES WITH ALIVE = 'A' JUSTLEN 25 GEN\_HYBR COLHEAD "Generic Hybrid Symbol" GENUS COLHEAD "Generic Epithet" SPEC\_HYBR COLHEAD "Specific Hybrid Symbol" SPECIES COLHEAD "Specific Epithet" INFRA\_RANK COLHEAD "Infraspecific Rank" INFRA\_EPI COLHEAD "Infraspecific Epithet" CULTIVAR COLHEAD "Cultivar Epithet" ID-SUPP CSV  
C:\USERS\PUBLIC\BGCI\_UPLOAD\_LIST.CSV ROWCOUNT " "

Now for the step-by-step process:

### I. Use BG-BASE to create a list of taxa currently living in your collection:

1. Open S/List, and in the Command Line, type or copy-and-paste these commands, each followed by hitting Enter:
  - a. SELECT PLANTS WITH ALIVE = 'A'
  - b. SL PLANTS\_ALIVE\_[insert current date in mm\_dd\_yy or similar non-space format]  
ex: SL PLANTS\_ALIVE\_03\_21\_13
2. On the main screen of BG-BASE, open the Tools menu, select Convert List, and convert the plant list to names by entering:
  - a. Name of first list: PLANTS\_ALIVE\_[date entered from Step 1b]  
ex: PLANTS\_ALIVE\_03\_21\_13
  - b. Name of second list: NAMES\_ALIVE\_[insert current date in mm\_dd\_yy or similar non-space format]  
ex: NAMES\_ALIVE\_03\_21\_13
  - c. In the Conversion Process drop-down list, select PLANTS TO NAMES
  - d. Click on Convert to finish the process

### II. Next, export your list of taxa from BG-BASE in the required .CSV format:

1. After creating a list of names as described in Part I, type or copy-and-paste these commands in S/List, each followed by hitting Enter:
  - a. GL NAMES\_ALIVE\_[date entered from Step 2b, Part I above]  
ex: GL NAMES\_ALIVE\_03\_21\_13
  - b. LIST NAMES JUSTLEN 25 GEN\_HYBR COLHEAD "Generic Hybrid Symbol" GENUS COLHEAD "Generic Epithet" SPEC\_HYBR COLHEAD "Specific Hybrid Symbol" SPECIES COLHEAD "Specific Epithet" INFRA\_RANK COLHEAD "Infraspecific Rank" INFRA\_EPI COLHEAD "Infraspecific Epithet" CULTIVAR COLHEAD "Cultivar Epithet" ID-SUPP CSV C:\USERS\PUBLIC\BGCI\_UPLOAD\_LIST.CSV ROWCOUNT " "
2. Locate the .CSV file created in Step 1 on your computer and move it to an appropriate folder if preferred. Remember the location that you save the .CSV file!  
Note: The S/List command in Step 1 includes saving a file to the C:\ drive of your computer. Your network or computer settings may have specific requirements to successfully save the file. Feel free to edit the folder or drive as needed (ex: folder C:\TEMP\ or a shared drive specific to your local network).
3. Follow the remaining Upload Instructions to upload your taxa list to PlantSearch:  
<http://www.bgci.org/resources/plantsearchuploadinstructions/> Thank you!