Exporting IW Search Results

Example: Results of a search for Bombacoideae.

Check the "Select All Description Results" if you want to send yourself a file with all 48 descriptions or you can check boxes to get some subset of the results



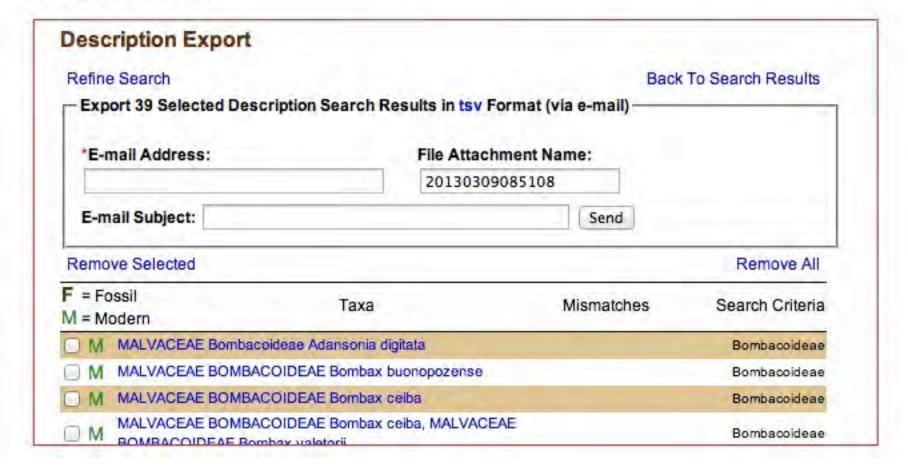
After you've checked the "Select all..." you'll see checks in the boxes by individual species. At this stage, if you decide you don't want all, you can deselect descriptions.

To proceed with sending yourself a file with all descriptions, click on "View / Export 39"

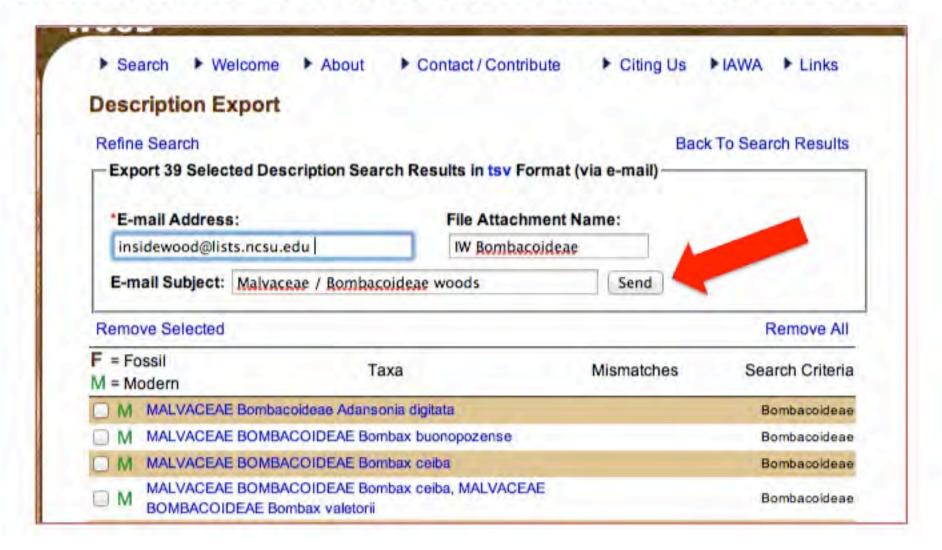


You'll next see this screen. The tsv file is automatically assigned a name based on the date and time the file was generated.

The tsv file will not include the references used to create the description or any images, you'll only get the names and IAWA feature codes.



Next – type in your e-mail address and a subject. Also, I think it helps to rename the file to better reflect its contents. Here I changed "file attachment name" to IW Bombacoideae. Then click the Send box.



After you've clicked send, you'll see this screen. I recommend clicking on "Remove All" before you opt for "Back To Search Results" to clear out the results of this search. If you don't clear out these results and do another search, these results will be included in the export file along with the next search's results

Refine Search Export 39 Selected Description Search Results in tsv Format (via e-mail)			Back To Search Results	
- Export 39 Selected Desc	ription Search Results in tsv	Format (via e-mail)		
*E-mail Address:	File Attac	File Attachment Name:		
E-mail Subject:		Send		
Remove Selected			Remove All	
= Fossil 1 = Modern	Таха	Mismatches	Search Criteria	
MALVACEAE Bombacoideae Adansonia digitata			Bombacoideae	
M MALVACEAE BOMBACOIDEAE Bombax ceiba			Bombacoideae	
MALVACEAE BOMBACOIDEAE Bombax ceiba, MALVACEAE BOMBACOIDEAE Bombax valetorii			Bombacoideae	
		M MALVACEAE BOMBACOIDEAE Bombax insigne		

After I check my e-mail and download the tsv file, I find it easiest to change the file name extension from

.tsv to .xls

And then use Excel to open the file and then save it as an excel file.

Then you can reopen and reformat the sheet – may be change column widths and row heights. I always widen the name column and format it for wrapped text.

NOTE: If you have fewer than 5 descriptions to compare, it probably is easier to just print out the results.

The excel files help with comparing relatively large numbers of descriptions as you can sort by different features to group descriptions by shared features.