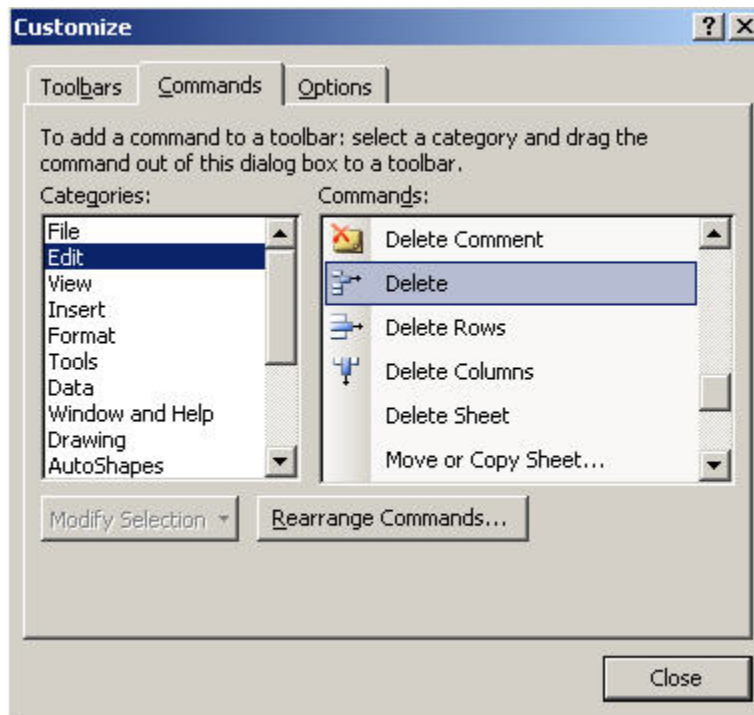


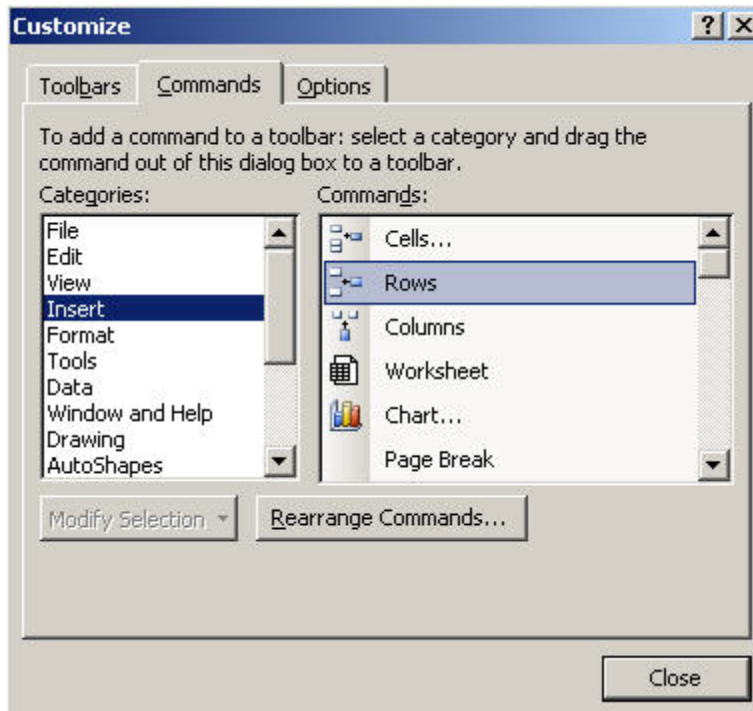
## Appendix C—Formatting Data in Excel

After choosing a format for your files, either “eBird Checklist” or “eBird Record,” you’ll almost certainly need to restructure your data. In excel you can do this easily by shifting columns around, and by adding/deleting columns. Open Excel and do the following:

1. Adding Delete and Insert Rows Buttons to the toolbar—it’s important to have these two buttons on your Excel toolbar. They will quickly allow you to shift the position of entire columns of data, as well as to delete extra columns and insert blank columns. To add these to your Excel toolbar choose “Tools” from the menu options at the top of your screen and then click “Customize.” In the resulting window select “Commands” from the three main tabs. Next you’ll want to choose “Edit” on the left hand list and then highlight “Delete” from the right hand list (see below). You can then “drag and drop” this new button onto the toolbar at the top of your screen.




Next do the same to add the “Insert Rows” button to your toolbar (see below).



Once these two buttons are available in your toolbar you'll have an easier time rearranging your data.

2. Shifting columns.—You'll no doubt need to shift some of your data columns to meet the arrangement required for the eBird import files. To do this you can use the following method:

Highlight the column that you wish to move by clicking the letter at the top of the column name and then press "Control+X" to activate that column (see below). A marquee should now highlight the column you wish to move.



	A	B	C	D	E
1	<b>Common Name</b>	<b>Date</b>	<b>Number</b>	<b>Species Comments</b>	<b>Location Name</b>
2	Blue-gray Gnatcatcher	2/8/2007 15:00	2		Assateague Island
3	Carolina Wren	2/8/2007 15:00	3		Assateague Island
4	Tufted Titmouse	2/8/2007 15:00	5		Assateague Island
5	European Starling	2/8/2007 15:00	5		Assateague Island
6	Canada Goose	2/8/2007 15:00	6		Assateague Island
7	Purple Martin	2/8/2007 15:00	7		Assateague Island
8	American Robin	2/8/2007 15:00	15		Assateague Island
9	Bufflehead	2/8/2007 15:00	25		Assateague Island
10	Brant	2/8/2007 15:00	150		Assateague Island
11	Great Blue Heron	2/4/2007 13:30	1		Ferry Neck
12	Black Vulture	2/4/2007 13:30	2		Ferry Neck
13	Tufted Titmouse	2/4/2007 13:30	2		Ferry Neck
14	Yellow-rumped Warbler	2/4/2007 13:30	2	One male, one fem	Ferry Neck
15	Mallard	2/4/2007 13:30	3		Ferry Neck
16	Osprey	2/4/2007 13:30	3		Ferry Neck
17	Common Loon	2/4/2007 13:30	4	Juvenile	Ferry Neck
18	Pine Warbler	2/4/2007 13:30	5		Ferry Neck
19	Horned Grebe	2/4/2007 13:30	6		Ferry Neck
20	Double-crested Cormorant	2/4/2007 13:30	8		Ferry Neck
21	Turkey Vulture	2/4/2007 13:30	8	Soaring overhead	Ferry Neck

Next, highlight the column that sits to the *right* of where you'd like to insert your highlighted column. In this example, we want to move the date column from Column B to Column E, so we'll select Column F to insert the desired column into the Column E position, and everything else will automatically shift to the left (see below). Once you've highlighted Column F click the "Insert Rows" button you just added to your toolbar (see below).

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - eBird\_Birding\_Software\_Export\_Sample.xls". The ribbon includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. A red arrow points to the "End Review..." button in the ribbon. The spreadsheet has columns labeled A through G and rows numbered 1 through 22. The data is as follows:

	A	B	C	D	E	F	G
	Common Name	Date	Number	Species Comments	Location Name	State/Province	Country Code
2	Blue-gray Gnatcatcher	2/8/2007 15:00	2		Assateague Island	MD	US
3	Carolina Wren	2/8/2007 15:00	3		Assateague Island	MD	US
4	Tufted Titmouse	2/8/2007 15:00	5		Assateague Island	MD	US
5	European Starling	2/8/2007 15:00	5		Assateague Island	MD	US
6	Canada Goose	2/8/2007 15:00	6		Assateague Island	MD	US
7	Purple Martin	2/8/2007 15:00	7		Assateague Island	MD	US
8	American Robin	2/8/2007 15:00	15		Assateague Island	MD	US
9	Bufflehead	2/8/2007 15:00	25		Assateague Island	MD	US
10	Brant	2/8/2007 15:00	150		Assateague Island	MD	US
11	Great Blue Heron	2/4/2007 13:30	1		Ferry Neck	MD	US
12	Black Vulture	2/4/2007 13:30	2		Ferry Neck	MD	US
13	Tufted Titmouse	2/4/2007 13:30	2		Ferry Neck	MD	US
14	Yellow-rumped Warbler	2/4/2007 13:30	2	One male, one female	Ferry Neck	MD	US
15	Mallard	2/4/2007 13:30	3		Ferry Neck	MD	US
16	Osprey	2/4/2007 13:30	3		Ferry Neck	MD	US
17	Common Loon	2/4/2007 13:30	4	Juvenile	Ferry Neck	MD	US
18	Pine Warbler	2/4/2007 13:30	5		Ferry Neck	MD	US
19	Horned Grebe	2/4/2007 13:30	6		Ferry Neck	MD	US
20	Double-crested Cormorant	2/4/2007 13:30	8		Ferry Neck	MD	US
21	Turkey Vulture	2/4/2007 13:30	8	Soaring overhead	Ferry Neck	MD	US
22	European Starling	2/4/2007 13:30	25		Ferry Neck	MD	US

The resulting spreadsheet should now have the date column residing in Column E (see below). Click any cell in the spreadsheet to deselect the active column.

	A	B	C	D	E	F
1	Common Name	Number	Species Comments	Location Name	Date	State/Province
2	Blue-gray Gnatcatcher	2		Assateague Island	2/8/2007 15:00	MD
3	Carolina Wren	3		Assateague Island	2/8/2007 15:00	MD
4	Tufted Titmouse	5		Assateague Island	2/8/2007 15:00	MD
5	European Starling	5		Assateague Island	2/8/2007 15:00	MD
6	Canada Goose	6		Assateague Island	2/8/2007 15:00	MD
7	Purple Martin	7		Assateague Island	2/8/2007 15:00	MD
8	American Robin	15		Assateague Island	2/8/2007 15:00	MD
9	Bufflehead	25		Assateague Island	2/8/2007 15:00	MD
10	Brant	150		Assateague Island	2/8/2007 15:00	MD
11	Great Blue Heron	1		Ferry Neck	2/4/2007 13:30	MD
12	Black Vulture	2		Ferry Neck	2/4/2007 13:30	MD
13	Tufted Titmouse	2		Ferry Neck	2/4/2007 13:30	MD
14	Yellow-rumped Warbler	2	One male, one ferr	Ferry Neck	2/4/2007 13:30	MD
15	Mallard	3		Ferry Neck	2/4/2007 13:30	MD
16	Osprey	3		Ferry Neck	2/4/2007 13:30	MD
17	Common Loon	4	Juvenile	Ferry Neck	2/4/2007 13:30	MD
18	Pine Warbler	5		Ferry Neck	2/4/2007 13:30	MD
19	Horned Grebe	6		Ferry Neck	2/4/2007 13:30	MD
20	Double-crested Cormorant	8		Ferry Neck	2/4/2007 13:30	MD
21	Turkey Vulture	8	Soaring overhead	Ferry Neck	2/4/2007 13:30	MD
22	European Starling	25		Ferry Neck	2/4/2007 13:30	MD
23	Northern Gannet	40	Flying around bay	Ferry Neck	2/4/2007 13:30	MD

3. Inserting Blank Columns.—In order to format your data to meet our requirements you might need to add columns of blank data which correspond to some fields in our database that were not originally included in your data. For example, you might have location name, but not columns for latitude and longitude. Nevertheless, you'll need to make sure that these columns are present, even though they won't contain data. To insert a column of blank data highlight the entire column to the *right* of where you wish the blank column to appear. Click "Insert rows" and a blank column will appear.

4. Deleting columns or rows.—In some cases you'll need to delete extraneous columns of data to comply with our standards. For example, if you have columns that contain weather variables (which we don't collect) you'll need to cut those out before the file is appropriate for import. To do this highlight the column you wish to delete and then click the "Delete" button that you added to your toolbar. The column you've chosen should disappear and everything else should shift left.

5. Finalizing your file—Try to match you file with the examples provided for each file type. After you're sure that your file matches the format specified, delete the header row if you've chose "eBird report format" as your file type and then save your file as a CSV file using the "Save As" option from the "File" menu.