

## Instructions for Completing the Donation Spreadsheet

The sheet is an Excel file.

Note for Apple users: You can use Apple Numbers to enter your information into the attached Microsoft Excel (xls) spreadsheet. In that case, please try to save the result as an Excel spreadsheet. Do a Save As ...and then select Save Copy as an Excel Spreadsheet. If you run into any problems with the Save As, just save your spreadsheet in the usual manner as an Apple Numbers file and email that instead; we can do the conversion at the receiving end.

**Before you enter the information regarding your donation into the spreadsheet, review the following instructions. Submissions which do not follow the standard format require considerable editing which delays publication of the Seedex.**

### Columns on the Donation Form

**A.** Item number.

**B. Genus** – enter the genus on its own in this column and enter the species or hybrid separately in the next column.

**C. Species or Hybrid** – the species or hybrid name should be separate from the genus and should not repeat the genus.

**D. W** – stands for wild collected seed; enter a W if this is the case.

**E. Col** – stands for colour i.e. pink is pink, white is whit; the colour should be abbreviated using the first 4 letters and should be typed in lower case. In case of 2 color flowers i.e. pink and red pi/re

**F. Tp** – stands for type i.e. perennial (PE), bulb (BU), shrub (SH), vine (VI), annual (AN) etc. both letters in upper case.

**G. Ht** – stands for height; the height should be in centimetres but should be entered as a number only, without including the “cm”.

**H. Description** – this is an opportunity to give your view of the plant along with growing tips; the description should not exceed 95 characters in length (punctuation and spaces between words count as characters); descriptions longer than 95 characters will need to be edited (descriptions under 95 characters should be ok assuming the widths of the characters are randomly distributed). You may find that your description spans the full width of the column, and continues onto a second line, well before you reach 95 characters in length, and that’s acceptable.

**I. Donor** – usually the first 4 characters of your surname, all in upper case.