

# Using the Inselect Program

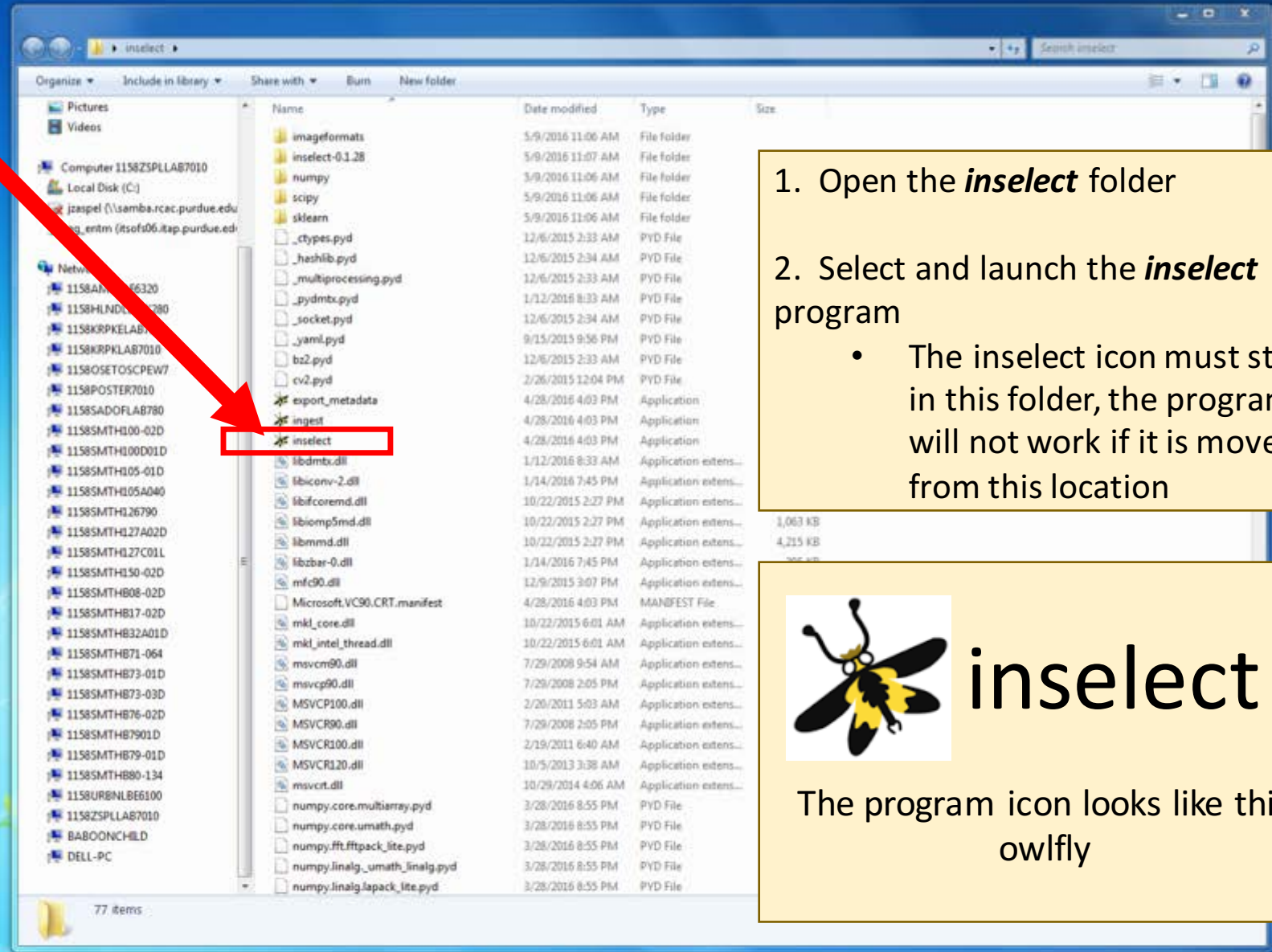


Draft trouble shooting guide developed by T.J. Anderson & J.M. Zaspel

- The first part of this document (pages 2-18) shows you how to input slide data from slide images into the data capture program Inselect
- At the end of the document (pages 19-22) there are some examples of error messages that occasionally happen, with instructions on how to fix them

#2

#1



1. Open the *inselect* folder

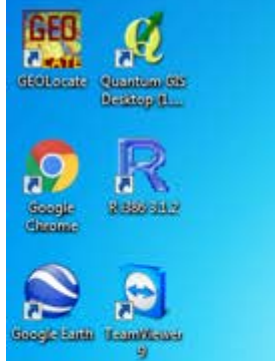
2. Select and launch the *inselect* program

- The inselect icon must stay in this folder, the program will not work if it is moved from this location



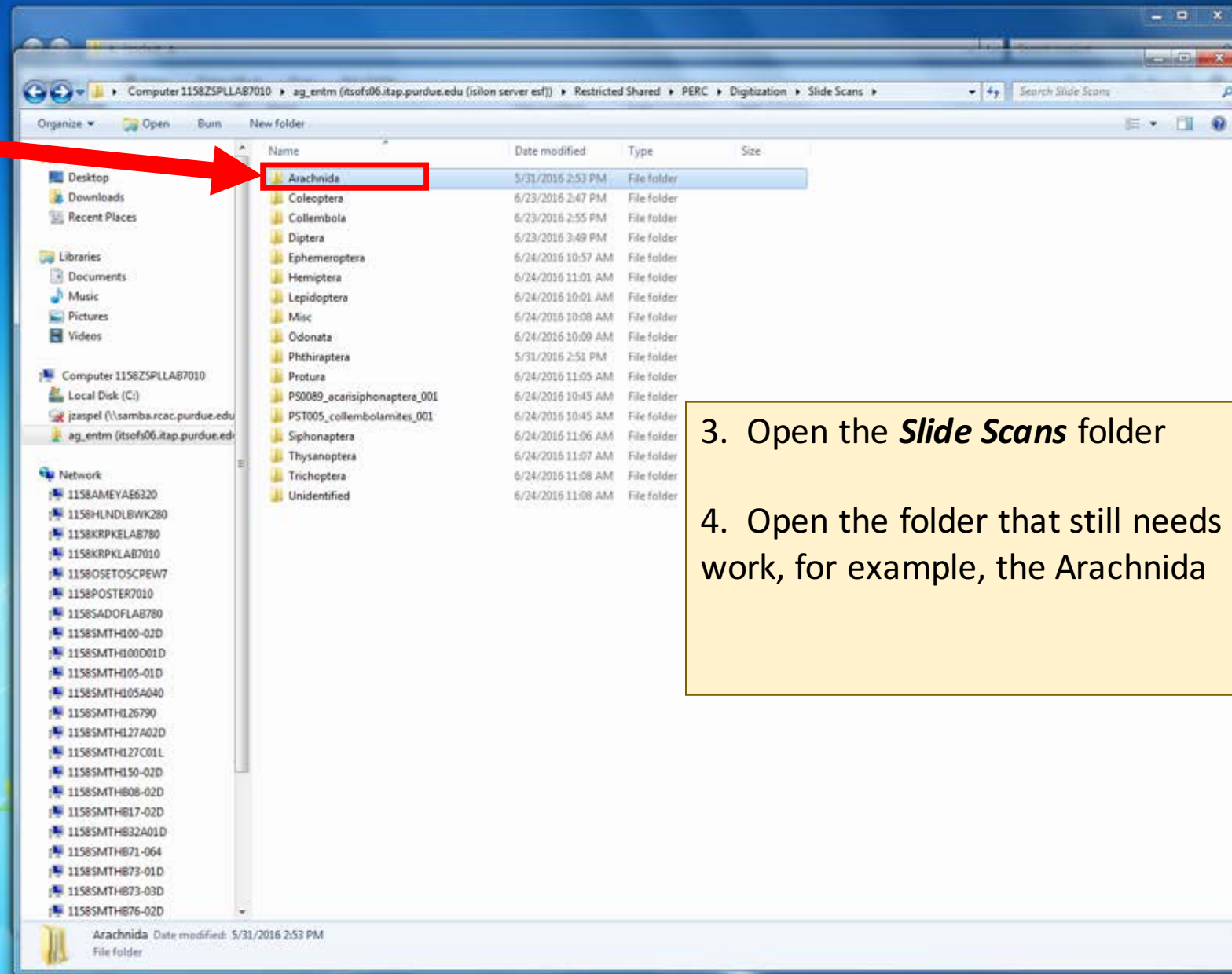
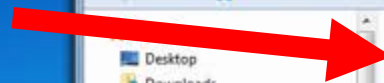
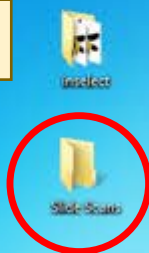
# inselect

The program icon looks like this owlfly



#4

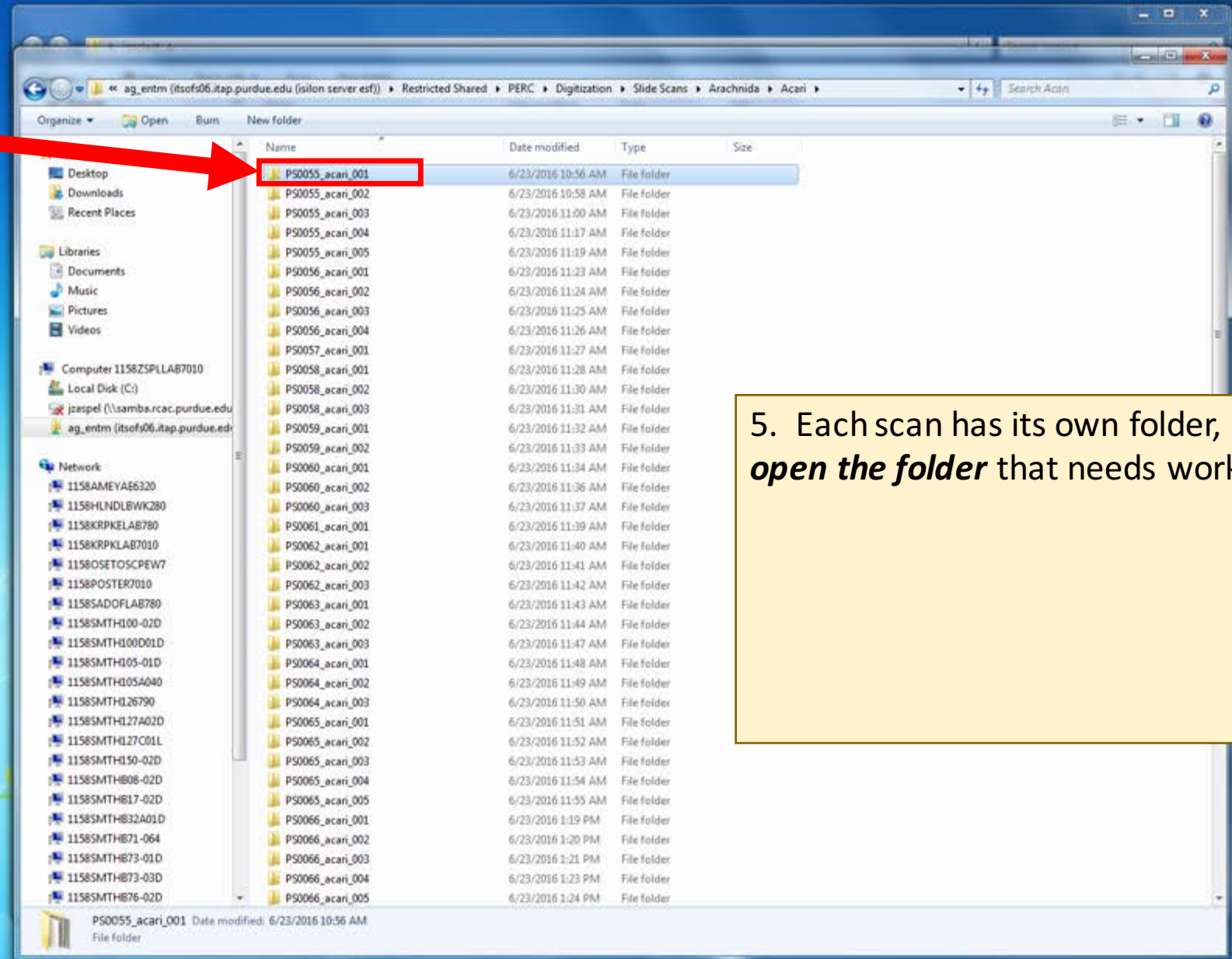
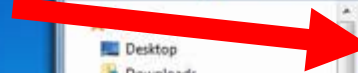
#3



3. Open the *Slide Scans* folder
4. Open the folder that still needs more work, for example, the Arachnida



#5



5. Each scan has its own folder,  
*open the folder* that needs work

Computer  
1158ZSPLL...

OSGeo4W

Esperiana\_f...

Recycle Bin

Outlook 2013

Insect  
Workflo...

Adobe  
Conte...

Perfection  
V33\_V33...

DIVA-GS

Perfection  
V37\_V37...

EPSON Scan

Quantum GIS  
Browser (I...

Specity

GEO

Quantum GIS  
Desktop (I...

Google  
Chrome

R 366 S11z

Google Earth

TeamViewer

GRASS GIS  
6.4.0-64bit

scdm

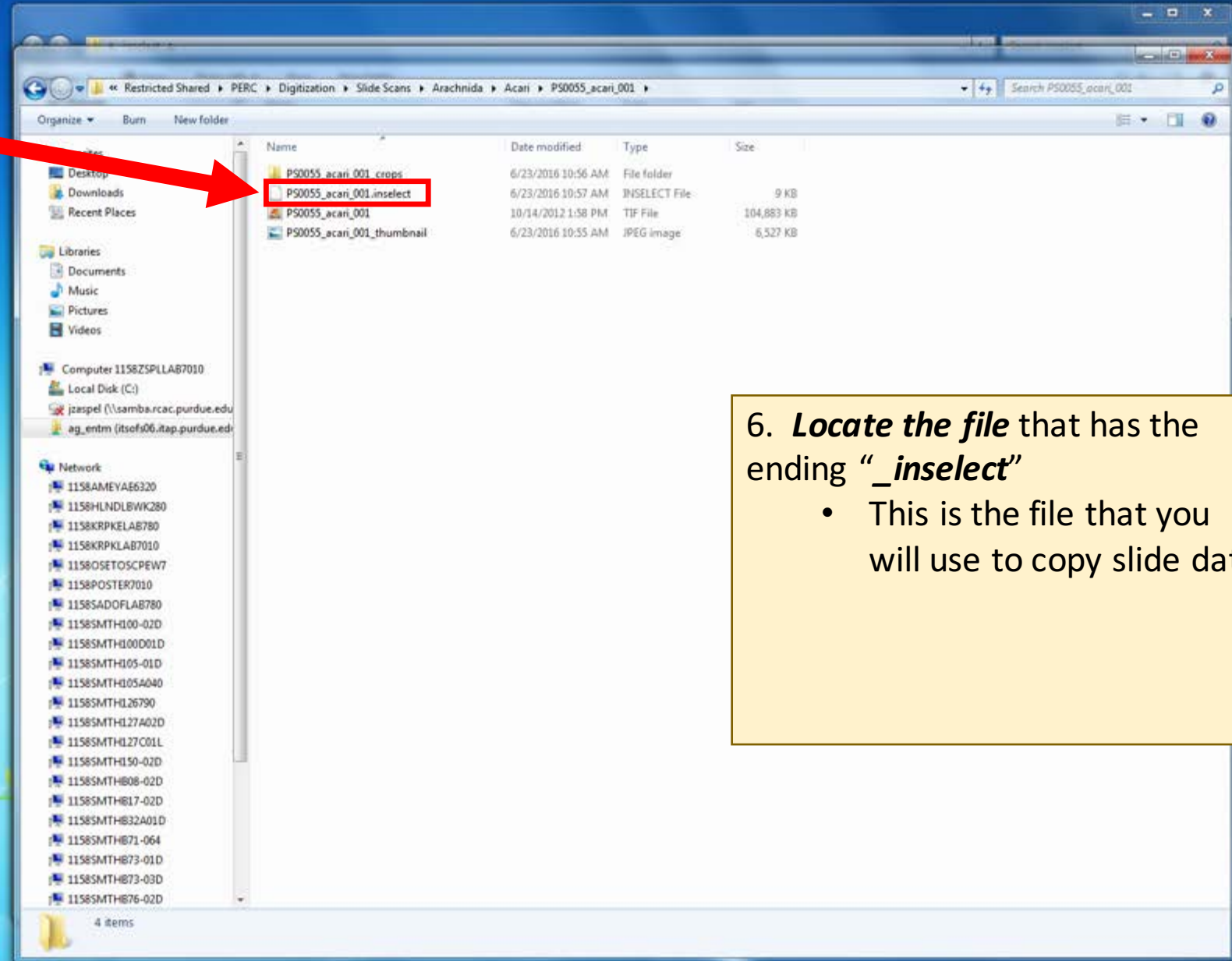
Mozilla  
Firefox

...insect  
Workflo...

MSVS

Specity  
Database

#6



6. **Locate the file** that has the ending “**\_inselect**”
- This is the file that you will use to copy slide data

The screenshot shows the Insect software interface with a Windows File Explorer window open. A red arrow points from the File Explorer to the Insect workspace, labeled #8. Another red arrow points from the File Explorer to the Insect Navigator, labeled #7. The File Explorer shows a list of files, with 'P50055\_acari\_001\_inselect' highlighted. The Insect interface shows a metadata form and a workspace area.

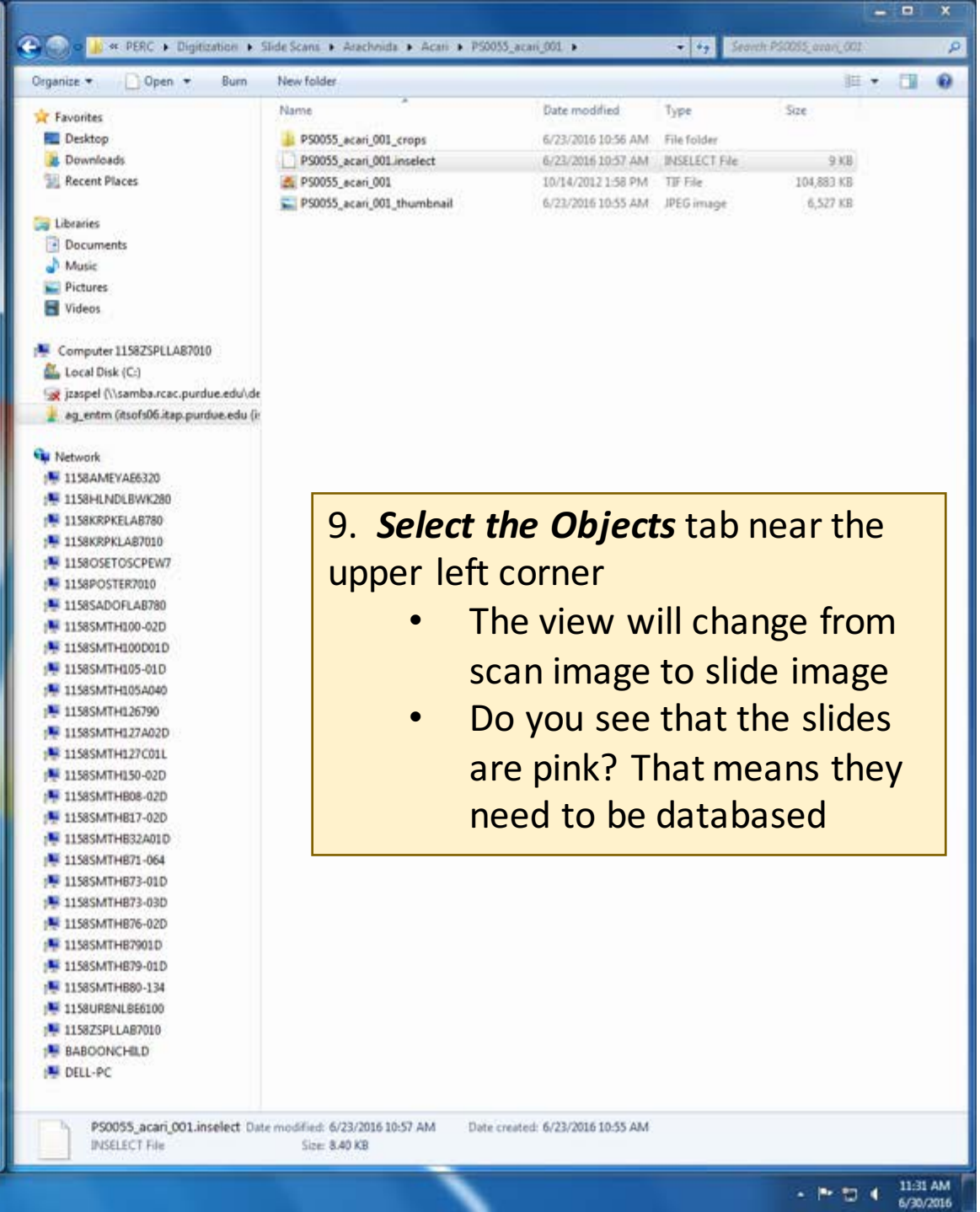
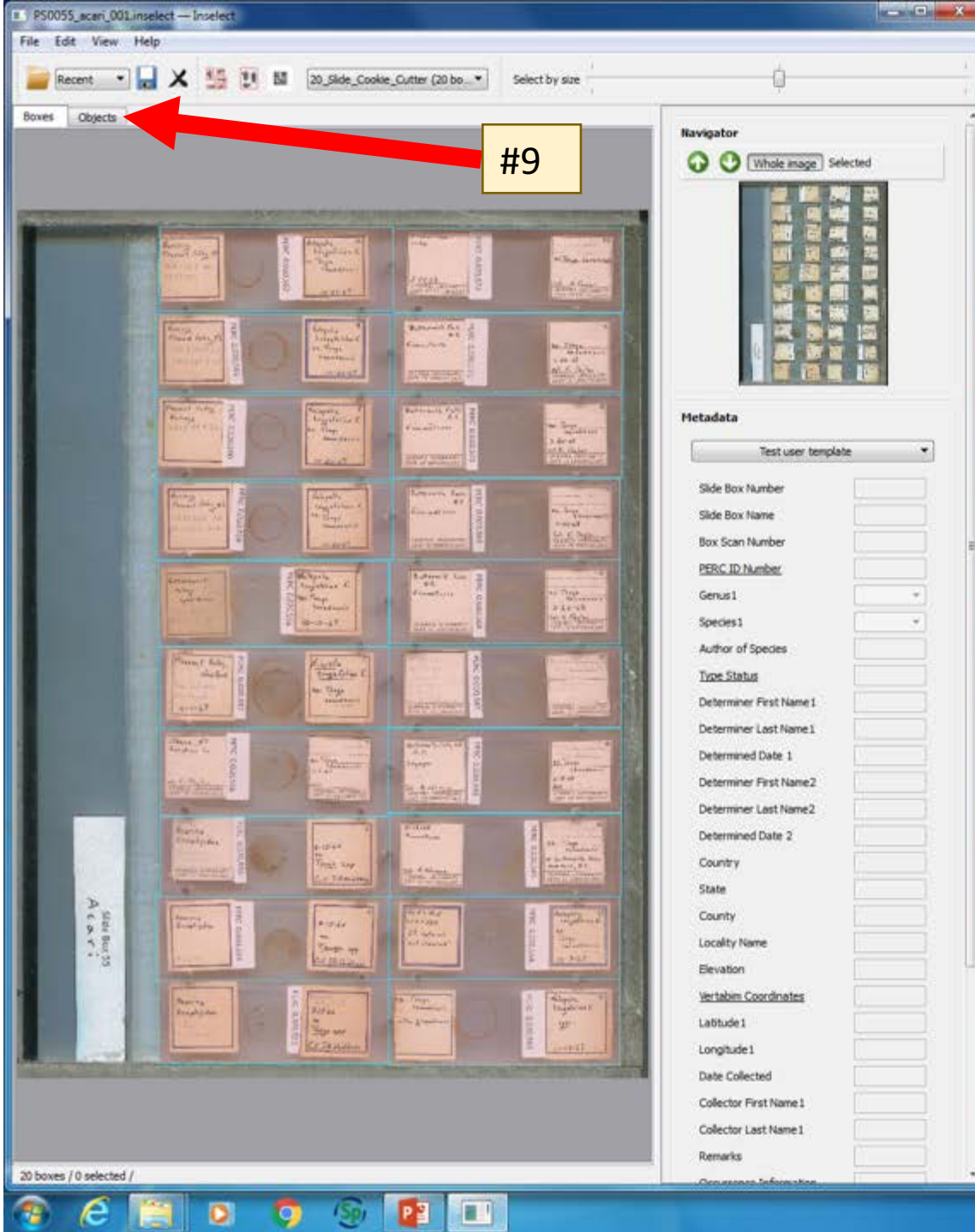
**#7**

**#8**

7. Once you have the “\_inselect” file highlighted, **left click and drag the \_inselect** file over to the gray area in the Insect program

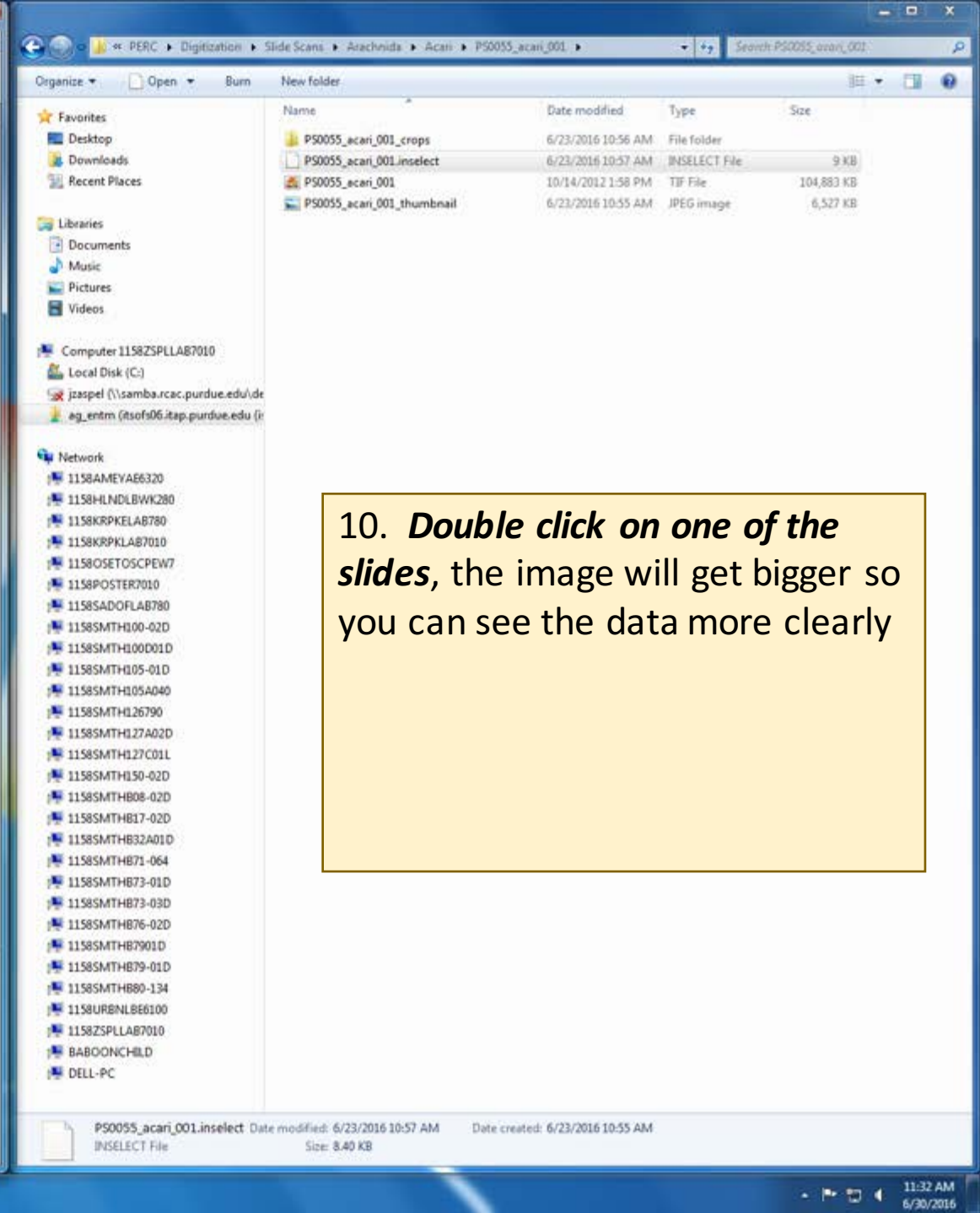
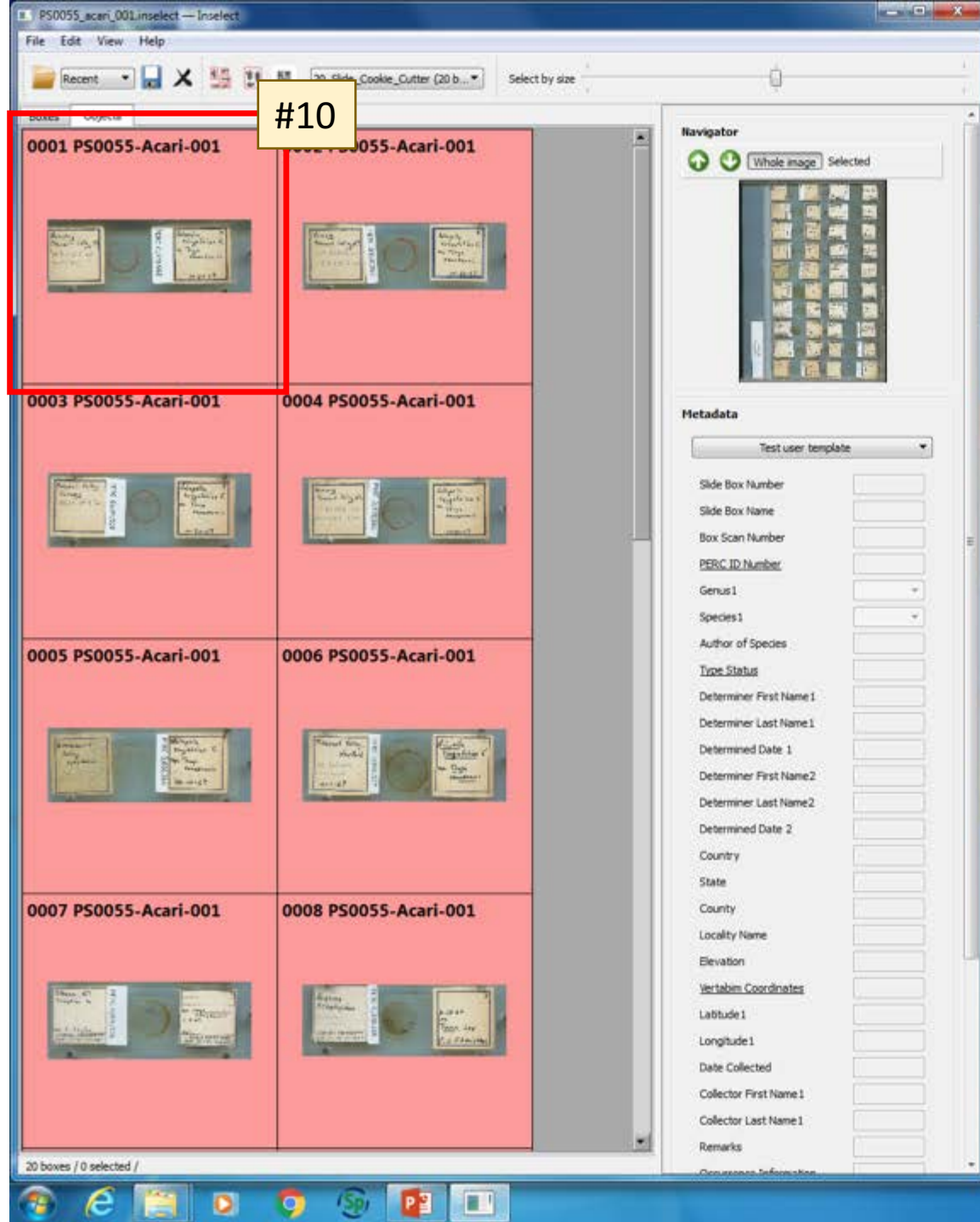
8. **Release left click** to load the file





## 9. *Select the Objects* tab near the upper left corner

- The view will change from scan image to slide image
- Do you see that the slides are pink? That means they need to be databased





PS0055\_acari\_001inselect — Inselect

File Edit View Help

Recent X 20\_Slide\_Cookie\_Cutter (20) Select by size

Boxes Objects

0001 PS0055-Acari-001

Pink Boxes

Navigator

Whole image Selected

Metadata

Test user template

Box Number PS0055

Slide Box Acari

Box Scan Number 001

PERC ID Number

Genus1

Species1

Author of Species

Type Status

Determiner First Name1

Determiner Last Name1

Determined Date 1

Determiner First Name2

Determiner Last Name2

Determined Date 2

Country

State

County

Locality Name

Elevation

Vertebral Coordinates

Latitude1

Longitude1

Date Collected

Collector First Name1

Collector Last Name1

Remarks

Organize Open Burn New folder

Search PS0055\_acari\_001

Name	Date modified	Type	Size
PS0055_acari_001_crops	6/23/2016 10:56 AM	File folder	
PS0055_acari_001_inselect	6/23/2016 10:57 AM	INSELECT File	9 KB
PS0055_acari_001	10/14/2012 1:58 PM	TIF File	104,883 KB
PS0055_acari_001_thumbnail	6/23/2016 10:55 AM	JPEG image	6,527 KB

Network

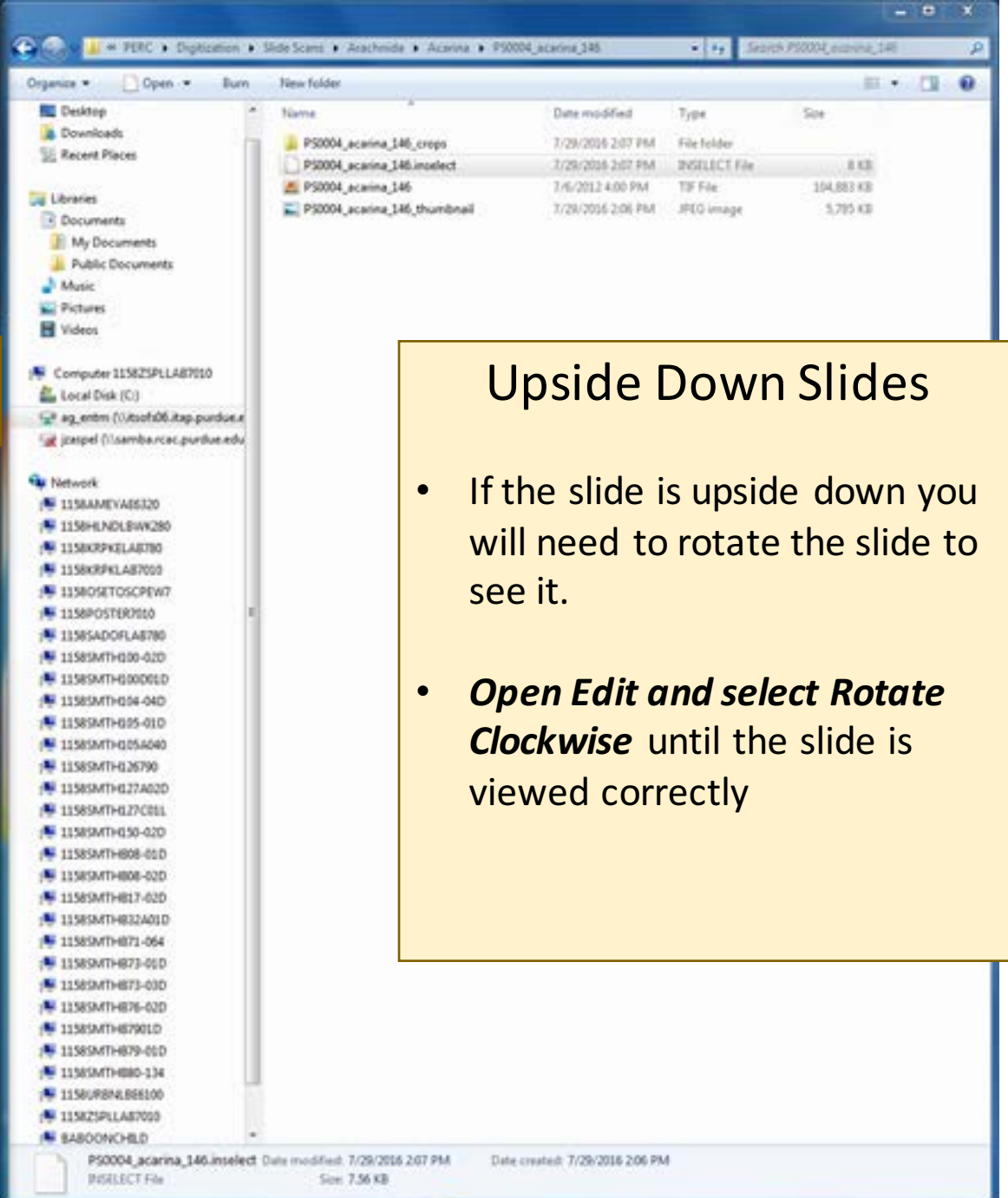
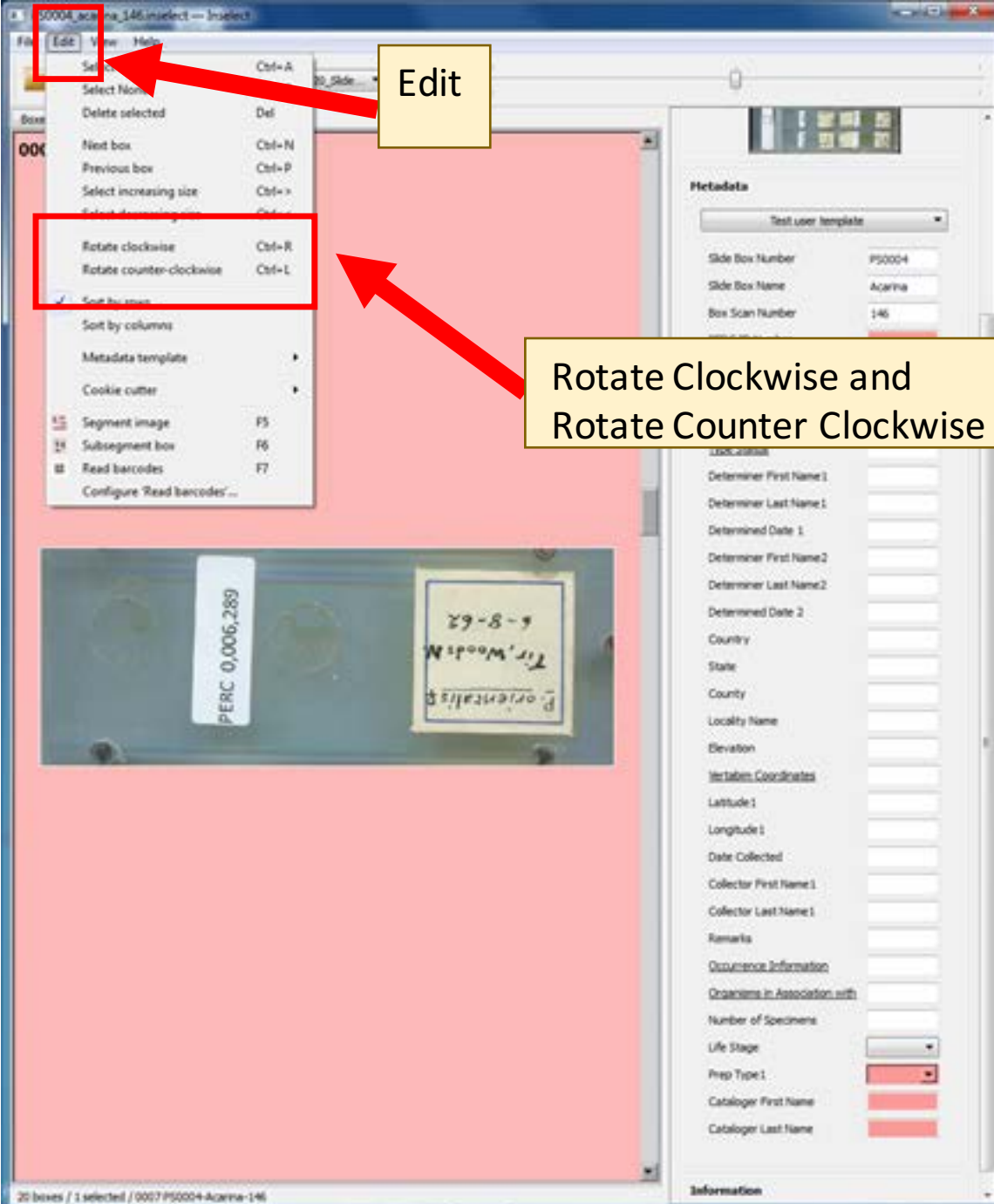
- 1158AMEYAE6320
- 1158HLNDLBWK280
- 1158KRPKLAB780
- 1158KRPKLAB7010
- 1158OSETOSCPEW7
- 1158POSTER7010
- 1158SADOFLAB780
- 1158SMTH100-02D
- 1158SMTH100D01D
- 1158SMTH105-01D
- 1158SMTH105A040
- 1158SMTH126790
- 1158SMTH127A02D
- 1158SMTH127C01L
- 1158SMTH150-02D
- 1158SMTHB08-02D
- 1158SMTHB17-02D
- 1158SMTHB32A01D
- 1158SMTHB71-064
- 1158SMTHB73-01D
- 1158SMTHB73-03D
- 1158SMTHB76-02D
- 1158SMTHB7901D
- 1158SMTHB79-01D
- 1158SMTHB80-134
- 1158URBNLB6100
- 1158ZSPLLAB7010
- BABOONCHILD
- DELL-PC

PS0055\_acari\_001.inselect Date modified: 6/23/2016 10:57 AM Date created: 6/23/2016 10:55 AM  
INSELECT File Size: 8.40 KB

20 boxes / 1 selected / 0001 PS0055-Acari-001

9

- On the right column of the Inselect program you will see some ***pink boxes***.
- Pink boxes must have slide data*** entered into them before you can move on to the next slide
- Not all data goes in a pink box, it depends on what kind of data is on the slide



## Upside Down Slides

- If the slide is upside down you will need to rotate the slide to see it.
- ***Open Edit and select Rotate Clockwise*** until the slide is viewed correctly

# Example on how to Copy Data from Slides to Inselect

The screenshot shows the Inselect software interface. On the left, a slide image is displayed with handwritten data. On the right, a metadata form is shown. Red arrows indicate the flow of data from the slide to the form.

**Slide Data:**

- Tippe. Co. IND.
- Hort. Park.
- West Laf.
- Litter
- D. Morihara
- PERC 0,026,027
- Mesostigmata

**Form Fields:**

- Slide Box Number: P50156
- Slide Box Name: Camisidae
- Box Scan Number: 001
- PERC ID Number: (Red box)
- Genus: (Red box)
- Species: (Red box)
- Author of Species: (Red box)
- Type Status: (Red box)
- Determiner First Name1: (Red box)
- Determiner Last Name1: (Red box)
- Determined Date 1: (Red box)
- Determiner First Name2: (Red box)
- Determiner Last Name2: (Red box)
- Determined Date 2: (Red box)
- Country: (Red box)
- State: (Red box)
- County: (Red box)
- Locality Name: (Red box)
- Elevation: (Red box)
- Vertebrate Coordinates: (Red box)
- Latitude1: (Red box)
- Longitude1: (Red box)
- Date Collected: (Red box)
- Collector First Name1: (Red box)
- Collector Last Name1: (Red box)
- Number of Specimens: (Red box)
- Life Stage: (Red box)
- Prep Type1: (Red box)
- Cataloger First Name: (Red box)
- Cataloger Last Name: (Red box)

**Annotations:**

- Locality data
- PERC ID#
- Genus, species
- Collector name
- Occurrence data
- Enter your name here
- Select "slide"

## Example #1

- In this example we do not know the genus or species. Enter what name is there.
- We also are not given the date the bug was caught
- If the bug is not identified write "NA" in both Genus and Species fields



# Example on how to Copy Data from Slides to Inselect

The screenshot shows the InSelect software interface. On the left, a slide image is displayed with a red background. On the right, a metadata form is visible. Red and green arrows point from text boxes to specific fields in the form.

**Genus, species** (points to Genus 1 and Species 1 fields)

**PERC ID#** (points to PERC ID Number field)

**Date collected** (points to Date Collected field)

**Locality data** (points to Locality Name field)

**Locality Name** (points to Locality Name field)

**Select "slide" from "Prep Type1" and enter your name in the "Cataloger" field.** (points to Prep Type 1, Cataloger First Name, and Cataloger Last Name fields)

## Example #2

- Not much data here
- Enter the required information
- The locality data is very bad. It is hard to know what the locality data means, so enter what is on the slide under the "Locality Name" field

# Example on how to Copy Data from Slides to Inselect

## Example #3

- Lots of data here
- There are 2 species listed here. If the name is by itself put that data in the “Genus” and “Species” fields
  - If there are 2 species names and 1 is near the locality data, that info goes in “Organisms in Association with”

The screenshot shows the Inselect software interface with a slide image on the left and a data entry form on the right. The slide image contains handwritten text: "PURDUE UNIVERSITY ENTOMOLOGY DEPT", "Hexomus leucopus", "Indy Harrison Co, Mauckport", "N. Wilson", "9 March R58", "No. EH913a-2", "PERC 0,005,208", "Haemolaelaps glasgowi (Ewing)", and "N. Wilson R58". The data entry form has fields for Metadata, Determiner, Date, Locality, Collector, and Remarks. Colored boxes and arrows link specific data points on the slide to fields in the form:

- PERC ID#**: Points to the "PERC ID Number" field.
- Genus, species, and author of species**: Points to the "Species 1" field.
- Locality data**: Points to the "Locality Name" field.
- Collector name**: Points to the "Collector First Name 1" field.
- Occurrence data**: Points to the "Date Collected" field.
- Enter your name here**: Points to the "Cataloger First Name" field.
- Determiner name and date**: Points to the "Determiner First Name 1" and "Determiner Date 1" fields.
- There is other info here, put into "Remarks"**: Points to the "Remarks" field.
- Select "slide"**: Points to the "Slide Box Number" field.


PS0055\_acari\_001.inselect\* — Inselect

File Edit View Help

Recent X 20\_Slide... Select by size

Boves Objects

0001 PS0055-Acari-001



**Metadata**

Test user template

Slide Box Number PS0055

Slide Box Name Acari

Box Scan Number 001

PERC ID Number 0020562

Genus1 Nalepella

Species1 trugafolia

Author of Species K.

Type Status

Determiner First Name1

Determiner Last Name1

Determined Date 1

Determiner First Name2

Determiner Last Name2

Determined Date 2

Country United States

State New York

County

Locality Name Nursery, Pleasant

Elevation

Vertebral Coordinates \*110.8x132.8

Latitude 1

Longitude 1

Date Collected 10-20-67

Collector First Name1

Collector Last Name1

Remarks

Occurrence Information

Organisms in Association with ex. Tsuga can

Number of Specimens

Life Stage N/A

Prep Type1 Glass Slide

Cataloger First Name Tim

Cataloger Last Name Anderson

**Information**

20 boxes / 1 selected / 0001 PS0055-Acari-001

PERC > Digitization > Slide Scans > Arachnids > Acari > PS0055\_acari\_001

Search PS0055\_acari\_001

Organize Open Burn New folder

Name	Date modified	Type	Size
PS0055_acari_001_crops	6/23/2016 10:56 AM	File folder	
PS0055_acari_001.inselect	6/23/2016 10:57 AM	INSELECT File	9 KB
PS0055_acari_001	10/14/2012 1:58 PM	TIF File	104,883 KB
PS0055_acari_001_thumbnail	6/23/2016 10:55 AM	JPEG image	6,527 KB

**Favorites**

- Desktop
- Downloads
- Recent Places

**Libraries**

- Documents
- Music
- Pictures
- Videos

Computer 1158ZSPLA87010

Local Disk (C:)

\\jaspel (\samba.rcac.purdue.edu)\de

eg\_entrm (tsos06.itap.purdue.edu)\ir

**Network**

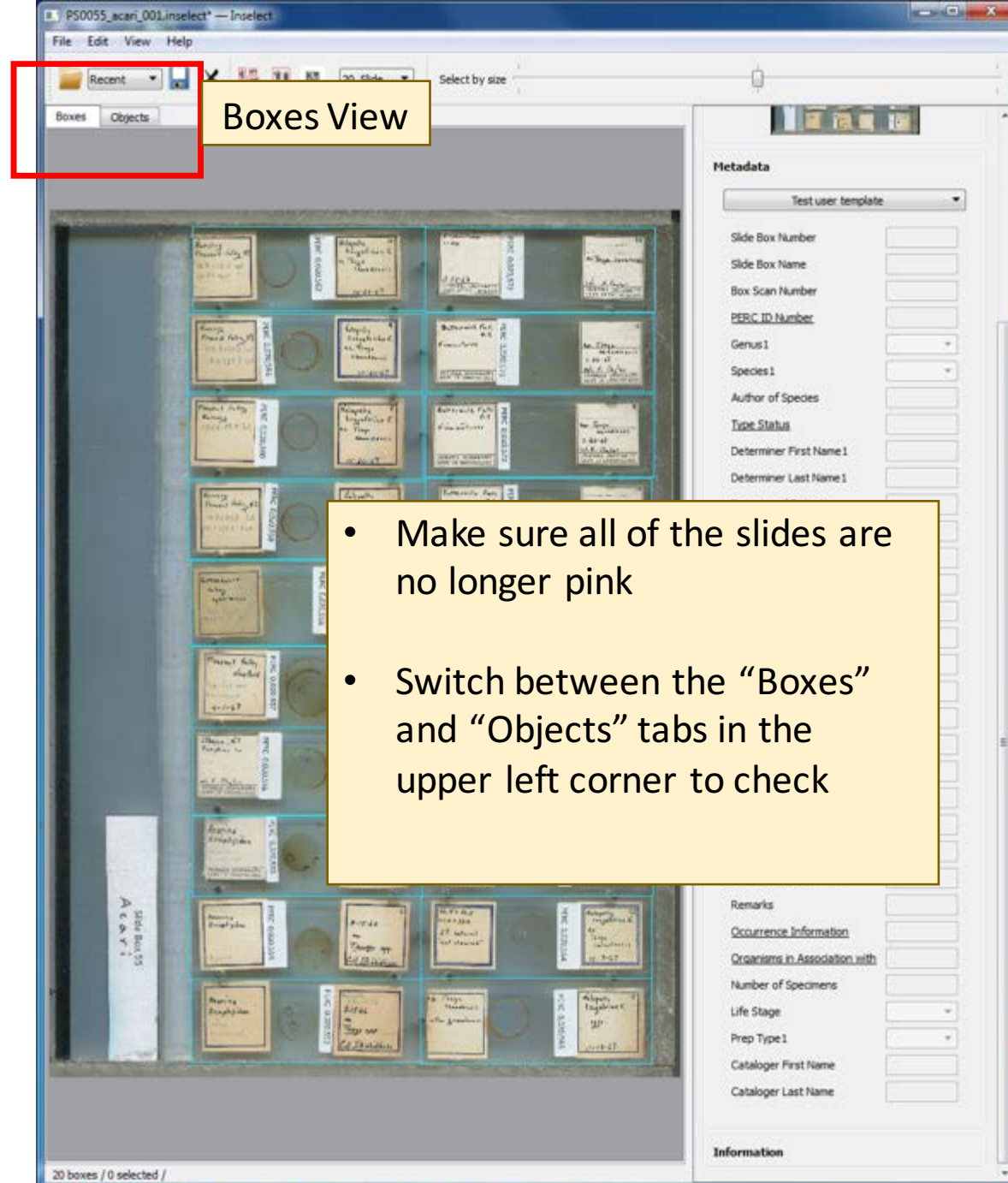
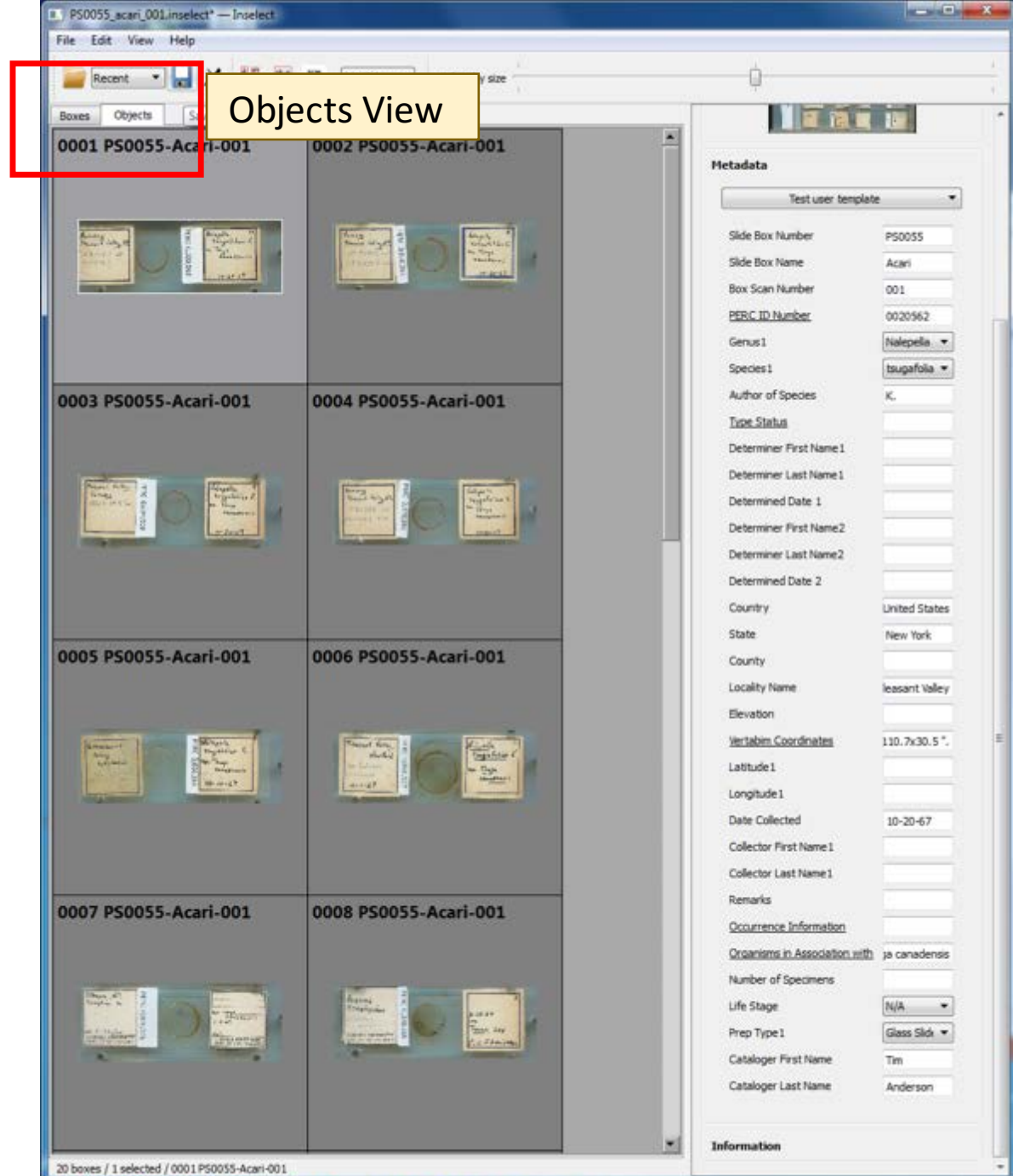
- 1158AMEYAE6320
- 1158HLNDLBWK280
- 1158KRPKLAB780
- 1158KRPKLAB7010
- 1158OSETOSCPW7
- 1158POSTER7010
- 1158SADOFLAB780
- 1158SMTH100-02D
- 1158SMTH100D01D
- 1158SMTH105-01D
- 1158SMTH105A040
- 1158SMTH126790
- 1158SMTH127A02D
- 1158SMTH127C01L
- 1158SMTH150-02D
- 1158SMTHB08-02D
- 1158SMTHB17-02D
- 1158SMTHB32A01D
- 1158SMTHB71-064
- 1158SMTHB73-01D
- 1158SMTHB73-03D
- 1158SMTHB76-02D
- 1158SMTHB7901D
- 1158SMTHB79-01D
- 1158SMTHB80-134
- 1158URBNLB60100
- 1158ZSPLA87010
- BABOONCHILD
- DELL-PC

PS0055\_acari\_001.inselect Date modified: 6/23/2016 10:57 AM Date created: 6/23/2016 10:55 AM  
INSELECT File Size: 8.40 KB

11. Once you enter the minimum required data, the slide will lose its pink color

12. Once all of the data is entered, you can move on to the next slide, **use the arrow keys on the keyboard to move to the next slide**





#13

#14

13. Once all data is entered for each slide **click File**

14. **Select Export CSV**



PS0055\_acari\_001.inselect — Inselect

File Edit View Help

Recent X 20\_Slide... Select by size

Boxes Objects

0001 PS0055-Acari-001

Metadata

Test user template

Slide Box Number PS0055

Slide Box Name Acari

Box Scan Number 001

PERC ID Number 0020562

Genus1 Nalepella

Species1 tsugafolia

Author of Species K.

Type Status

Determiner First Name1

Determiner Last Name1

Determined Date 1

First Name2

Last Name2

Date 2

United States

New York

Locality Name Pleasant Valley

Elevation

Vertical Coordinates 110.7x30.5 "

Latitude 1

Longitude 1

Date Collected 10-20-67

Collector First Name1

Collector Last Name1

Remarks

Occurrence Information

Organisms in Association with ja canadensis

Number of Specimens

Life Stage N/A

Prep Type1 Glass Slide

Cataloger First Name Tim

Cataloger Last Name Anderson

Information

CSV saved

Data for 20 boxes written to \\itsofs06.itap.purdue.edu\ag\_entrm\Restricted Shared\PERC\Digitization\Slide Scans\Arachnida\Acari\PS0055\_acari\_001\PS0055\_acari\_001.csv

OK

#15

Organize Open Burn New folder

Search PS0055\_acari\_001

Name	Date modified	Type	Size
PS0055_acari_001_crops	6/30/2016 2:51 PM	File folder	
PS0055_acari_001	6/30/2016 2:58 PM	Microsoft Excel C...	6 KB
PS0055_acari_001.inselect	6/30/2016 2:57 PM	INSELECT File	14 KB
PS0055_acari_001	10/14/2012 1:58 PM	TIF File	104,883 KB
PS0055_acari_001_thumbnail	6/23/2016 10:55 AM	JPEG image	6,527 KB

15. You will get a message saying that it completed making the file, **select OK** to move on to the next slide scan file

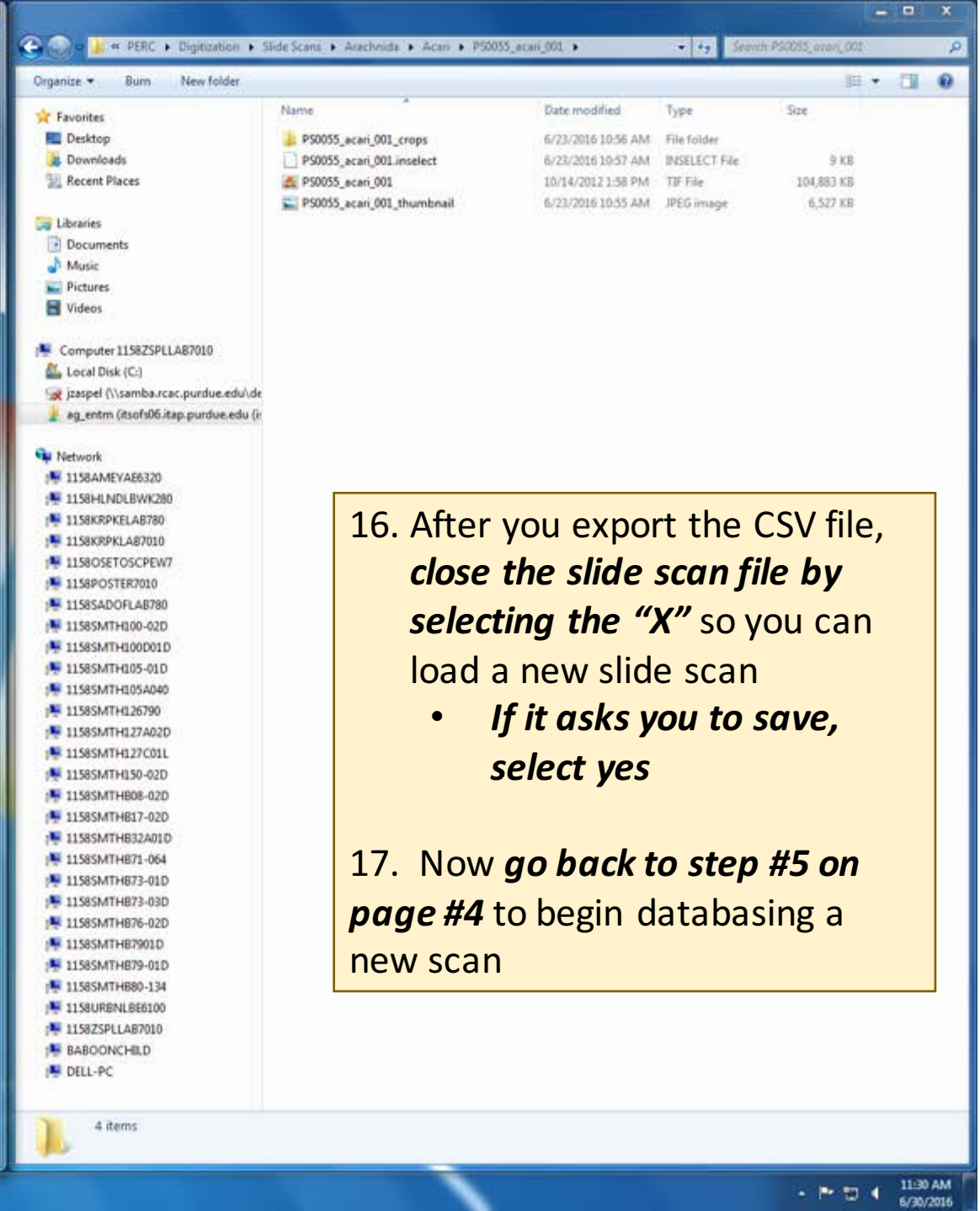
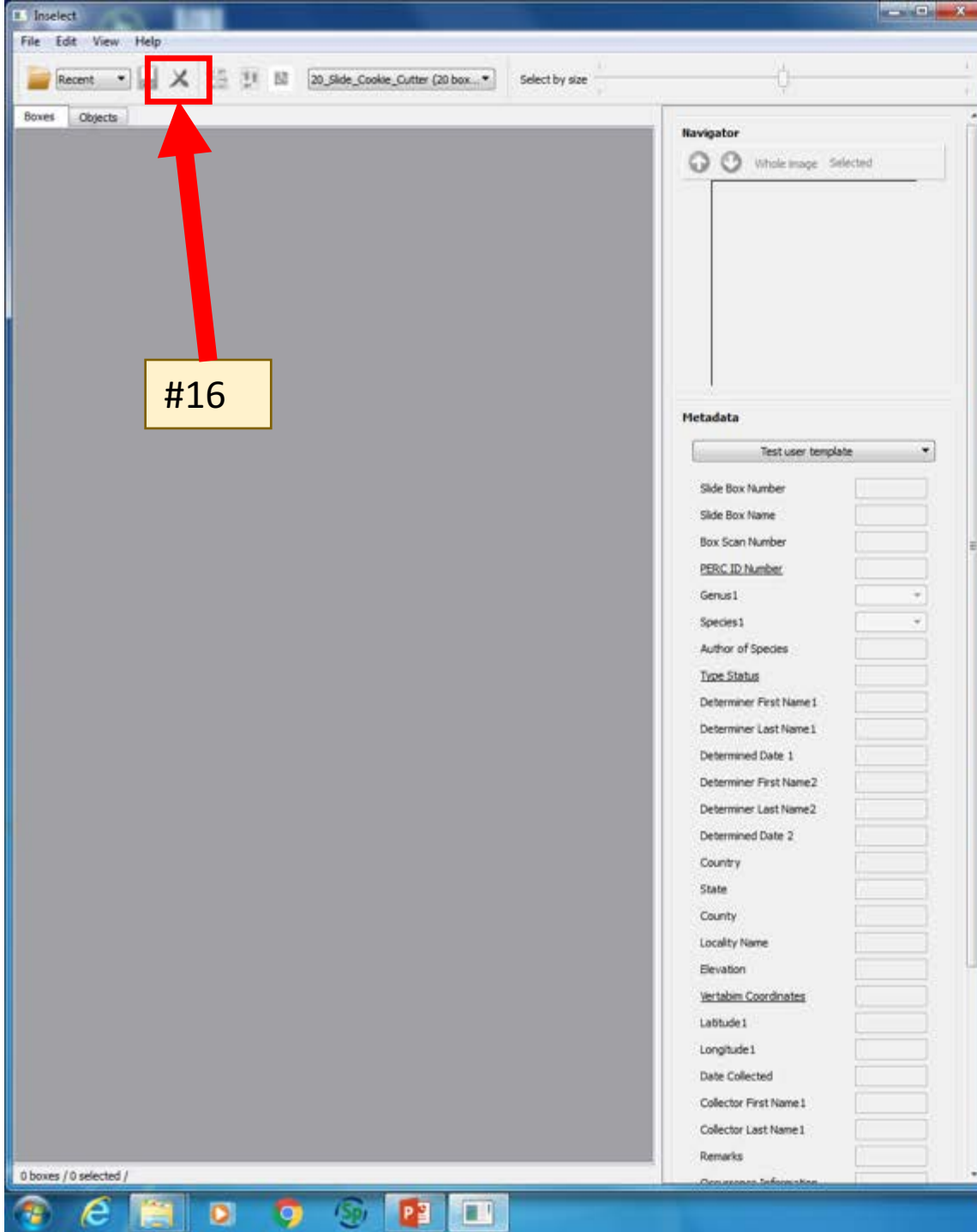
- If it asks you to save, select yes**

PS0055\_acari\_001.inselect Date modified: 6/30/2016 2:57 PM Date created: 6/23/2016 10:55 AM  
INSELECT File Size: 13.0 KB

20 boxes / 1 selected / 0001 PS0055-Acari-001

2:59 PM 6/30/2016





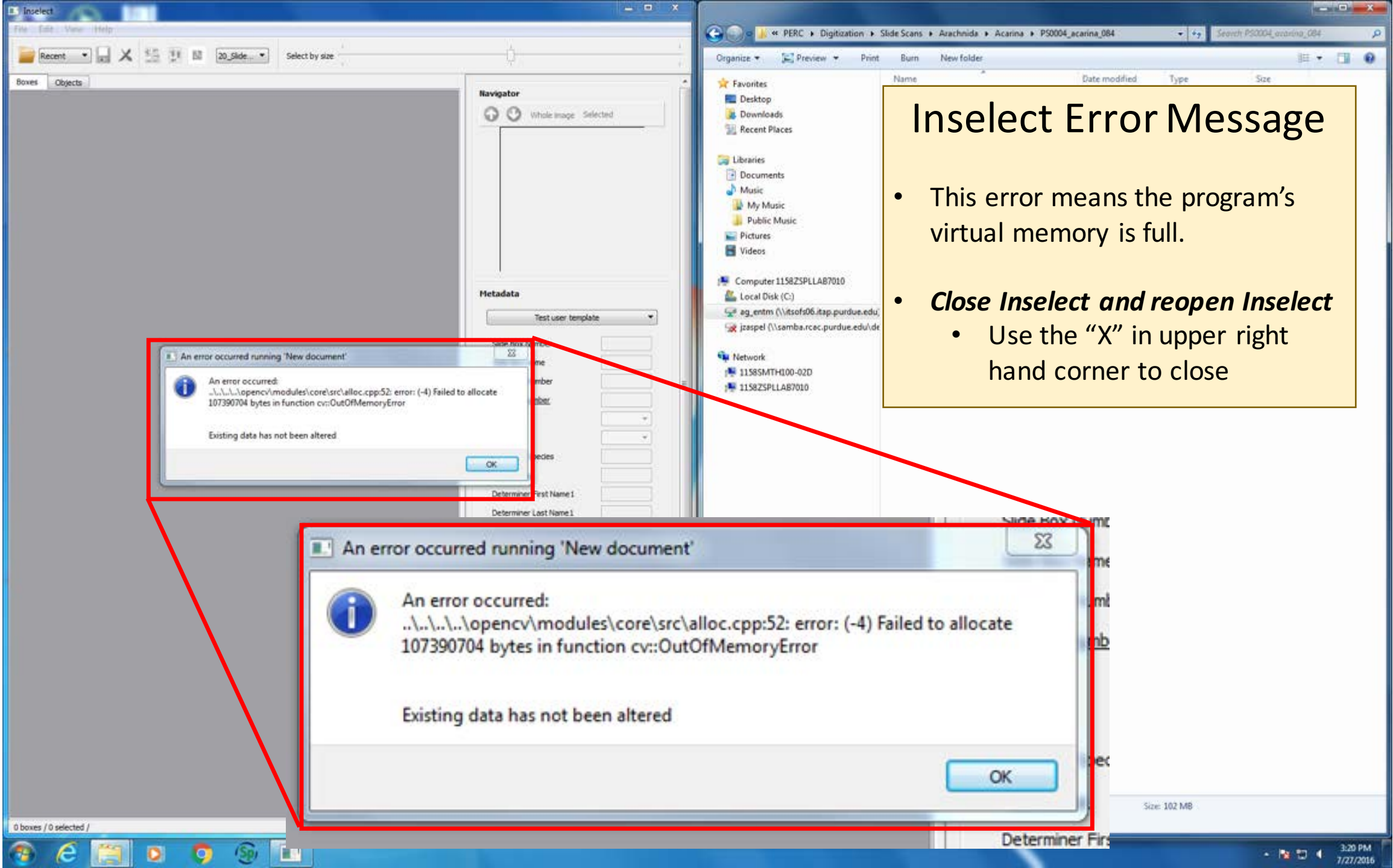
16. After you export the CSV file, **close the slide scan file by selecting the “X”** so you can load a new slide scan

- **If it asks you to save, select yes**

17. Now **go back to step #5 on page #4** to begin databasing a new scan

# Error Messages and Trouble Shooting

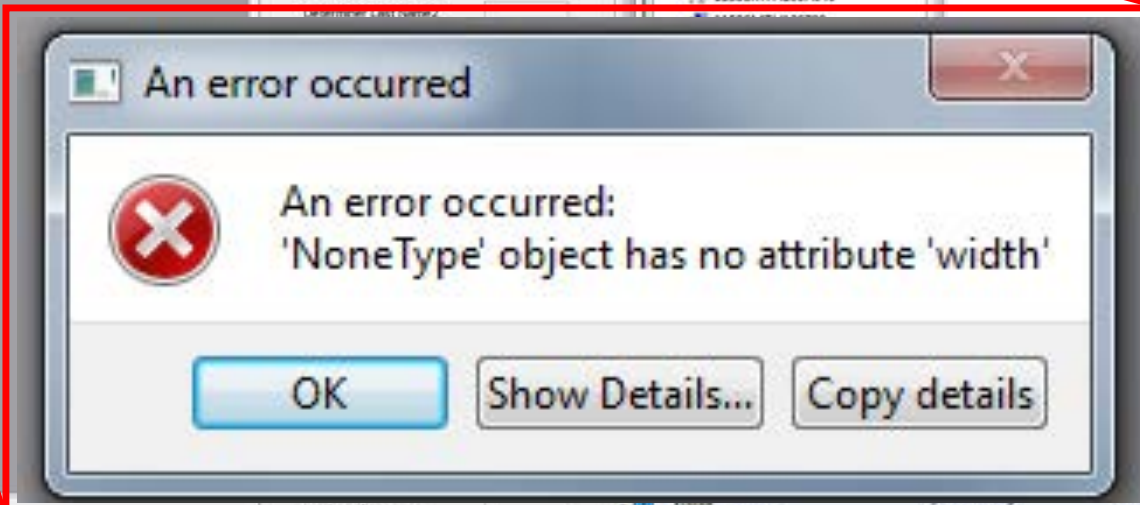
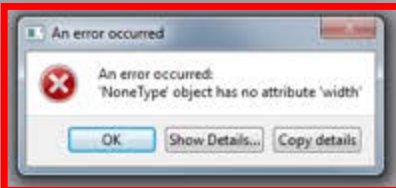
- There are a few known errors that pop up when you are working
- Most errors are fixed by closing Inselect and reopening the program
- The error messages listed here are only the ones we know about
- If you encounter some error messages that are not listed here, please write down what you were doing when the error message occurred and restart the Inselect program





# Inselect Error Message

- This error means the program did not load the image correctly
- **Select OK, close and reopen Inselect**
  - Use the "X" in upper right hand corner to close



**Export CSV file?**

The document contains 1 validation problems:  
Duplicated object label [PS0055-Acari-001]

Would you like to export a CSV file?

Yes No

**Export CSV file?**

The document contains 1 validation problems:  
Duplicated object label [PS0055-Acari-001]

Would you like to export a CSV file?

Yes No

**Metadata**

Test user template

Slide Box Number: PS0055  
Slide Box Name: Acari  
Box Scan Number: 001  
PERC ID Number: 0020562  
Genus1: Nalepella  
Species1: tsugafolia  
Author of Species: K.  
Line Status:  
Determiner First Name1:  
Determiner Last Name1:  
Determined Date 1:  
Determiner First Name2:  
Determiner Last Name2:  
Determined Date 2:  
Country: United States  
State: New York  
County:  
Locality Name: Pleasant Valley  
Elevation:

**File Explorer**

PERC > Digitization > Slide Scans > Arachnida > Acari > PS0055\_acari\_001

Name	Date modified	Type	Size
PS0055_acari_001_crops	6/30/2016 2:51 PM	File folder	
PS0055_acari_001.inselect	6/30/2016 2:57 PM	INSELECT File	14 KB
PS0055_acari_001	10/14/2012 1:58 PM	TIF File	104,883 KB
PS0055_acari_001_thumbnail	6/23/2016 10:55 AM	JPEG image	6,527 KB

## Inselect Error Message

- This error means the program has a naming issue when you tried to export a “.CSV” file
- **Select Yes** to save the data.
  - You do not need to close the program for this error.
- **After export, return to step #16 on page 18**