ANNEX I

User Guide

System and software requirements

PC 486 or higher; CD-ROM drive.

Win 9x; WinNT or higher; MS Access 7 or higher (included in MS Office Professional);

for Macintosh and Linux: VMware (see: www.vmware.com)

HTML-Browser, ArcExplorer, Acrobat Reader (all included on this CD)

recommended display resolution 1024x768 pixels

Note: If database forms differ considerably from the screenshots below, displayed information can be truncated or incomplete! Please adjust your display resolution to 1024x768 pixels.

Before first usage

Some features of the database require additional programs. You will find them on the GROMS-CD. They are freely available and do not require a license for private use.

- Acrobat Reader (to read textfiles with the ending .pdf, e.g. user guides)
  Installation: Switch to the directory on the CD-ROM, ‚Software\AcrobatReader'. Double-click with the left mouse button on the file *arce405eng.exe* and follow the instructions on the screen.
- ArcExplorer (to display maps)
  Installation: Switch to the directory on the CD-ROM, ‚Software\ArcExplorer'. Double-click with the left mouse button on the file *ae2setup.exe* and follow the instructions on the screen.
- HTML-Browser (to open HTML-files or Internet-files)
  Installation: Switch to the directory on the CD-ROM ‚Software\Browser\netscape' or ‚..\ie6'. Double-click with the left mouse button on the file *n32d408.exe* (Netscape) or *ie6setup.exe* (MS Internet Explorer) and follow the instructions on the screen.

Start

1. Insert the CD into your CD-ROM drive.
2. A start page pops up, informing about copyright. Clicking on the ‚Accept'-link leads you to the next pages with background information about GROMS.
3. Open the Windows Explorer by clicking with the right mouse button on ‚Start' (in the lower left corner of the screen). In the following pop-up-menu, click with the left mouse button on 'Explorer'. Click with the left mouse button on the letter of your CD-ROM drive.
   Start the file *gromsaccess97.mdb* (or *gromsaccess2000.mdb*, if you have the Access2000-version) by double-clicking with the left mouse button.

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Note: If the start page does not open automatically, or if you cannot open the database, open the file „readme.txt" on the CD.

This is the main form of the GROMS database. It starts automatically when you open the database and can be reached from other forms via the Home - buttons. In the following we will only explain the functions of the **View zone**. The **Edit zone** is meant for experienced users who have the database installed on their computer and want to enter own data. It will not be explained here.

Clicking on any one of these buttons will open a form with which you can search the database. Each from will later be explained in detail. You get species-specific information via the species lists .

Literature

Click here to search the literature.

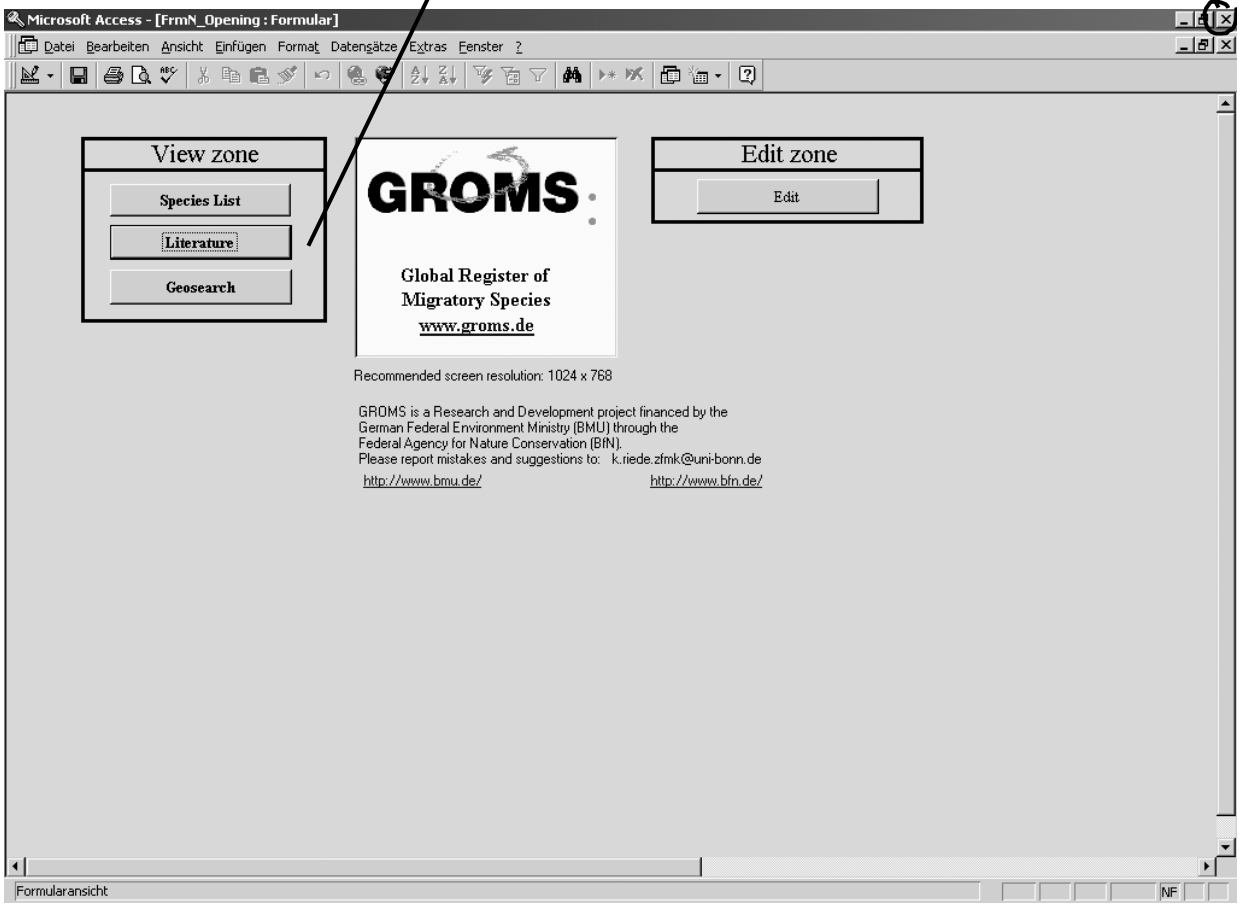
Species List

Click here for a species list according to different criteria you can select.

Geosearch

Click here for a species list according to geographic distribution.

Clicking here will close Access and with it the database.

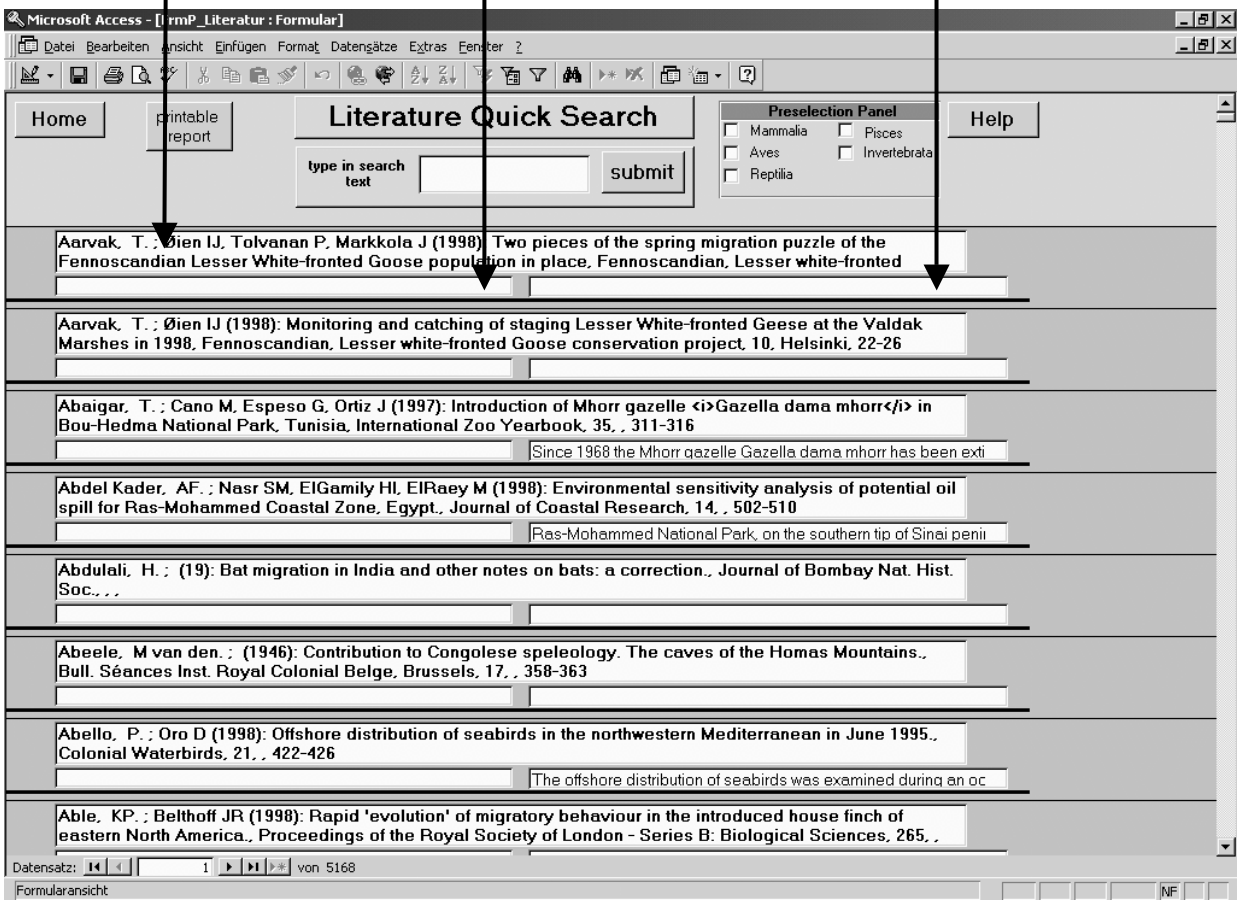


With this form you can search the literature of the GROMS database with currently over 5000 entries. A lot of the literature is in English which is not marked separately. All other languages are indicated by giving their name in square brackets after the title. When this form opens it always gives a complete list of all the literature in the database.

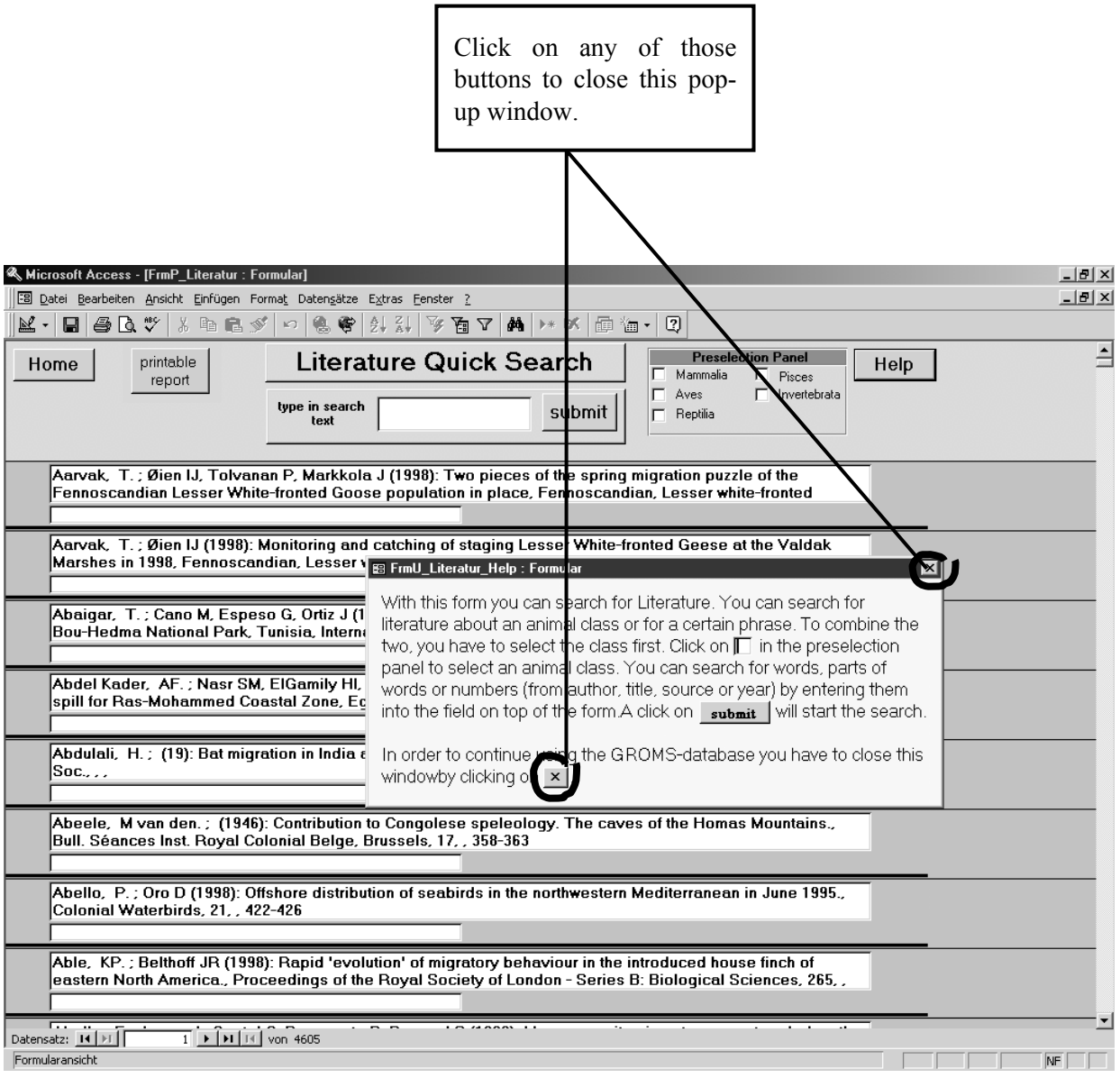
Each entry is quoted in the following way: Author(s) (Year): Title, Source. Depending on the entry, 'source' will give the journal, the book or the publisher.

If available, this field contains a link to a pdf-file on the CD (you need the Acrobat Reader for this) or to a website on the internet (you need internet access and a browser for this).

This field may contain further information. In order to zoom in, click into the field and then press Shift (⇧) and F2 at the same time.



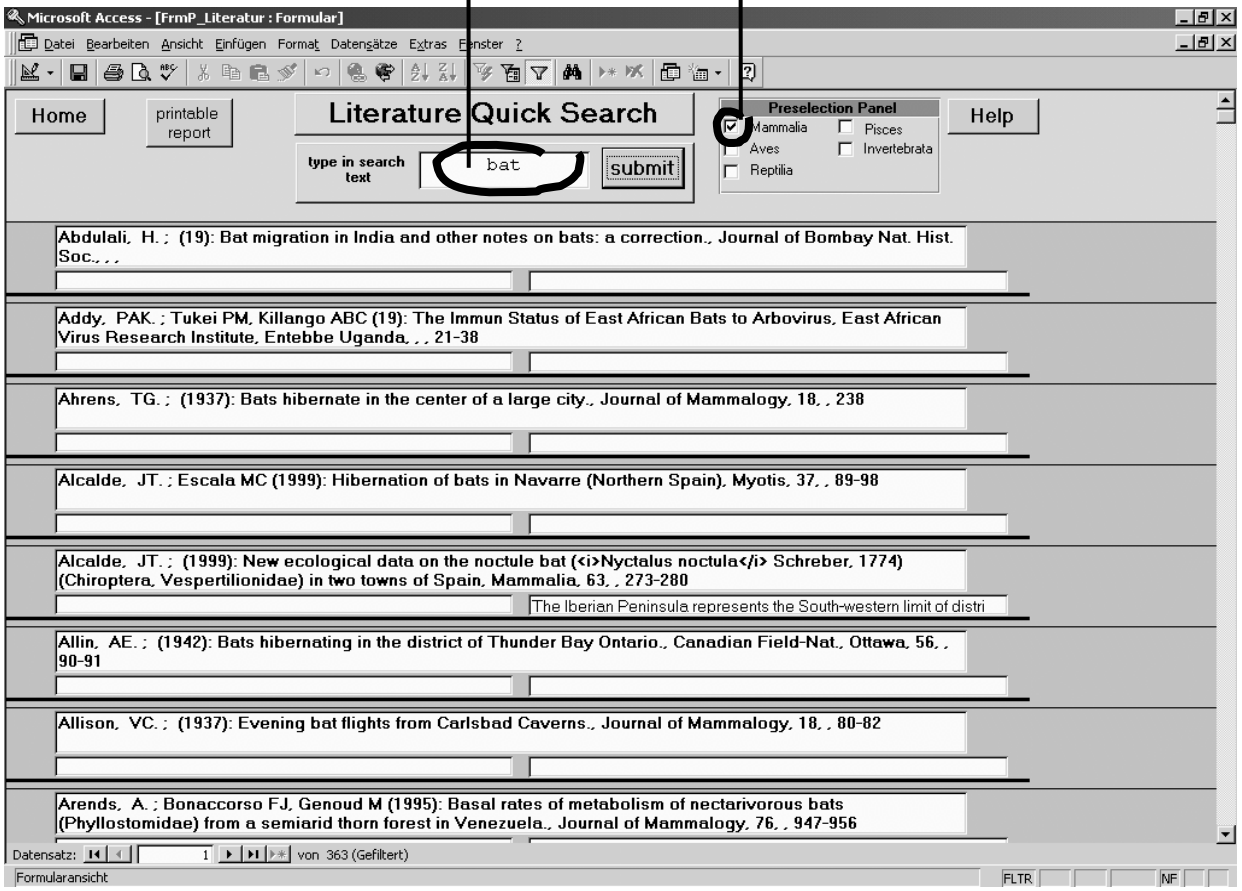
Like all the main forms, Literature Search contains a Help - button. Click on it to get a short description of the functions of the form. Note that you have to close that pop-up window before you c continue to use the database.



Type in a search text and/or select an animal class in the preselection panel. If you want to combine the two options, you have to select the animal class first. Search text and class selection will be combined by a logical 'and' (you will only get results where both class and search text match). Click on submit to start the search.

Enter a phrase, a word, part of a word or a number in this field. The database will search for the entered text in Author(s), Year, Title and Source, for whole words as well as parts of words. So you might get unexpected results.

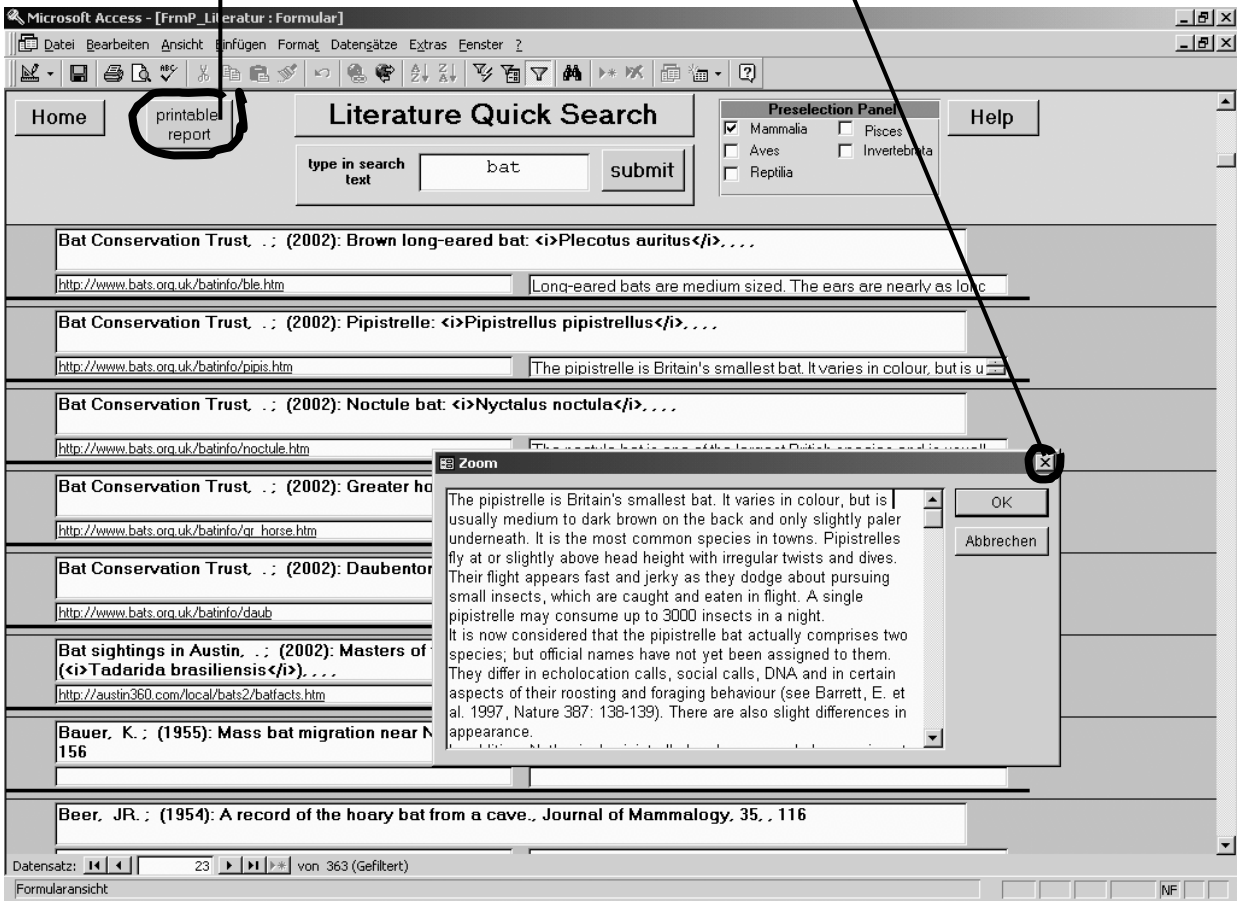
Click on one of the tickboxes to get literature about that animal class. This will only work for literature that deals with a single animal class. It is only possible to select one class at a time. To clear a tickbox, simply click on it again.



In order to see the whole contents of a field, zoom in by clicking on the field and then pressing Shift (⇧) and F2 at the same time.

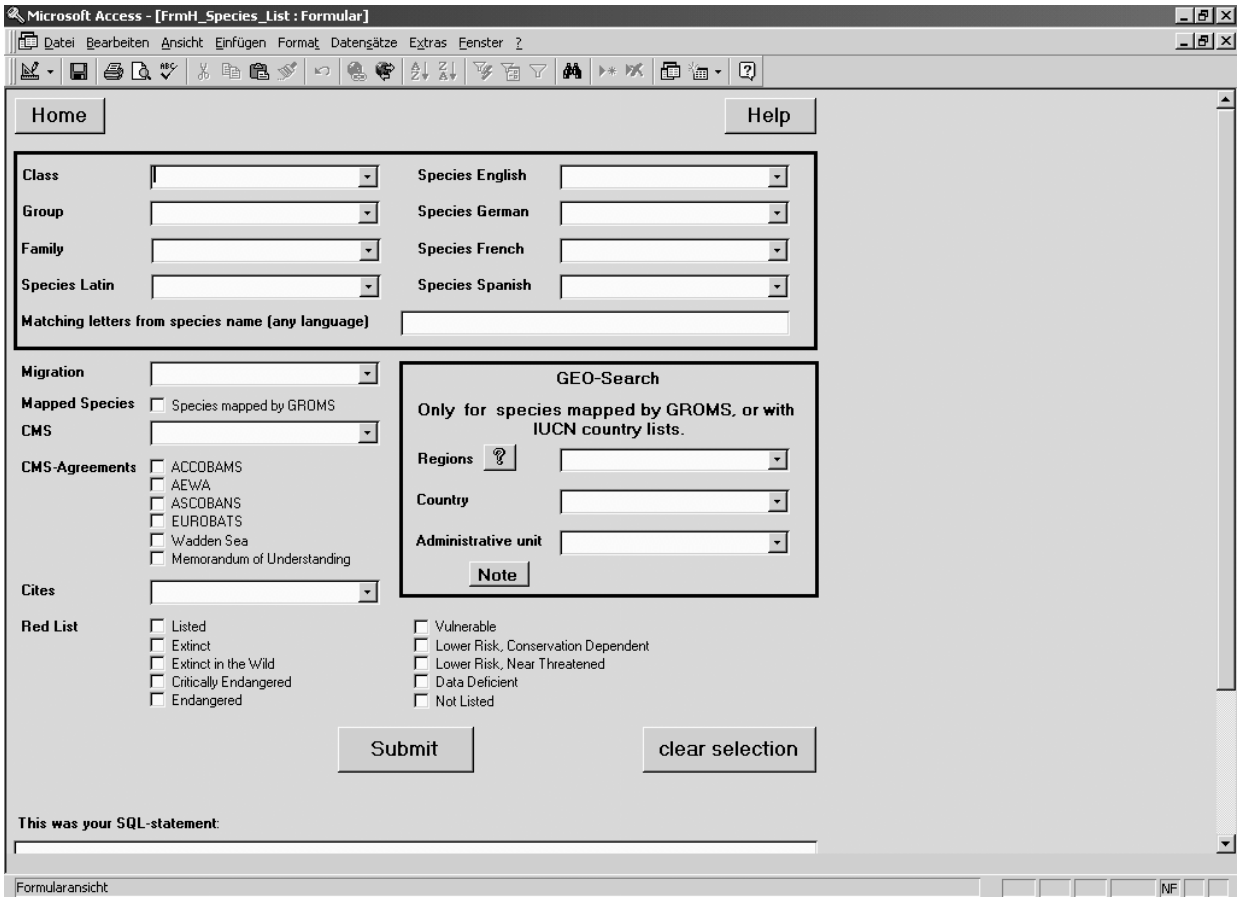
Clicking here will open report containing the results of you search in a printable form. Make sure to check the number of pages before starting to print! This feature will be explained in greater detail later.

In order to continue using the GROMS database you have to close the zoom window by clicking there.

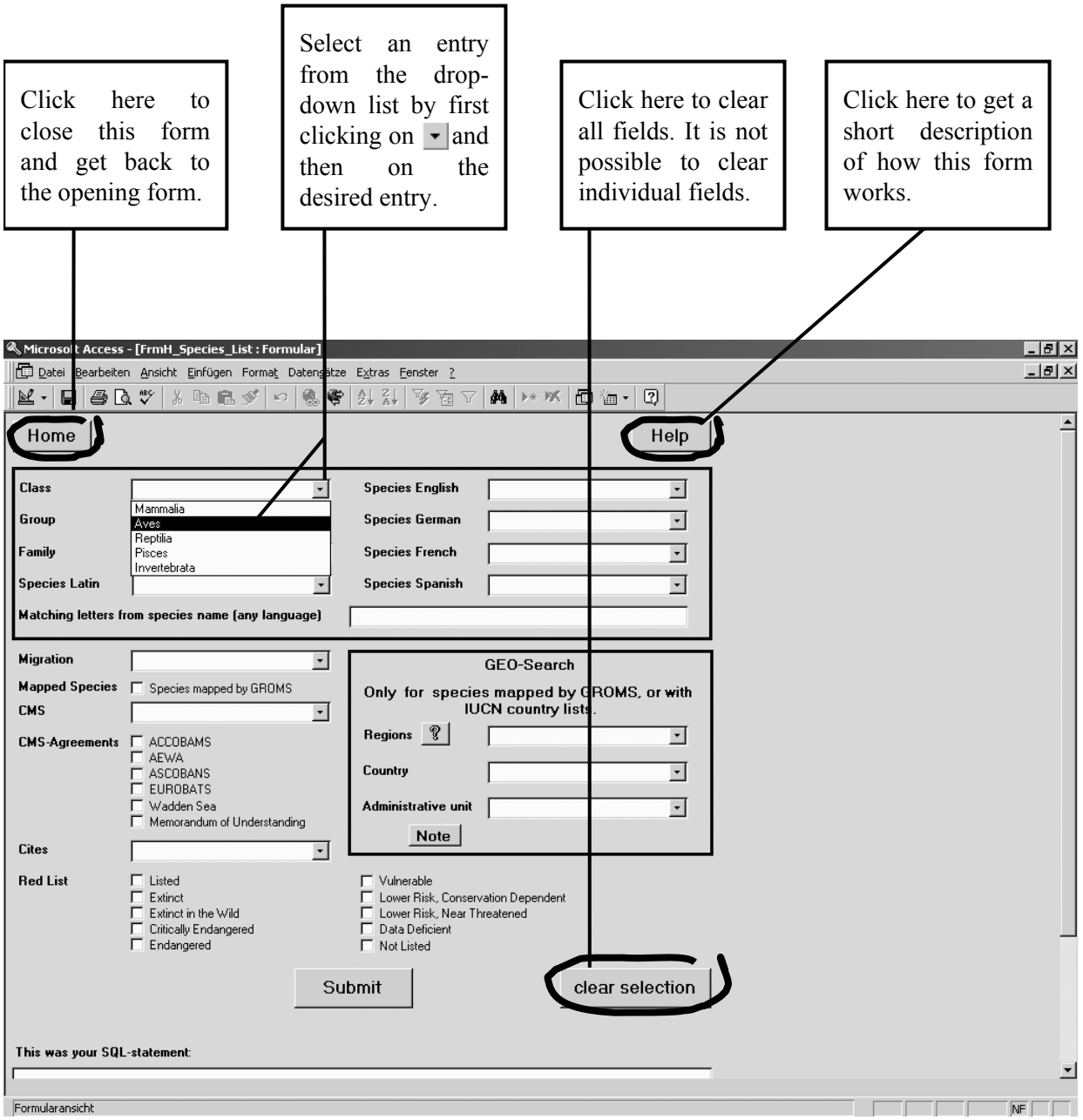


With this form you can create a species list according to several different criteria. You can search taxonomically (Class, 'Group', Family, Species), geographically (Geo-Search), or according to various stati (e.g. Migration, CMS, Red List). Select an entry from a drop-down list, or click on a tickbox. Leave fields blank to select all. For technical reasons it is not possible to clear a tickbox by clicking on it. You therefore have to use the clear selection -button, which will clear the **whole** form (and not just the tickbox). This form has some special features:

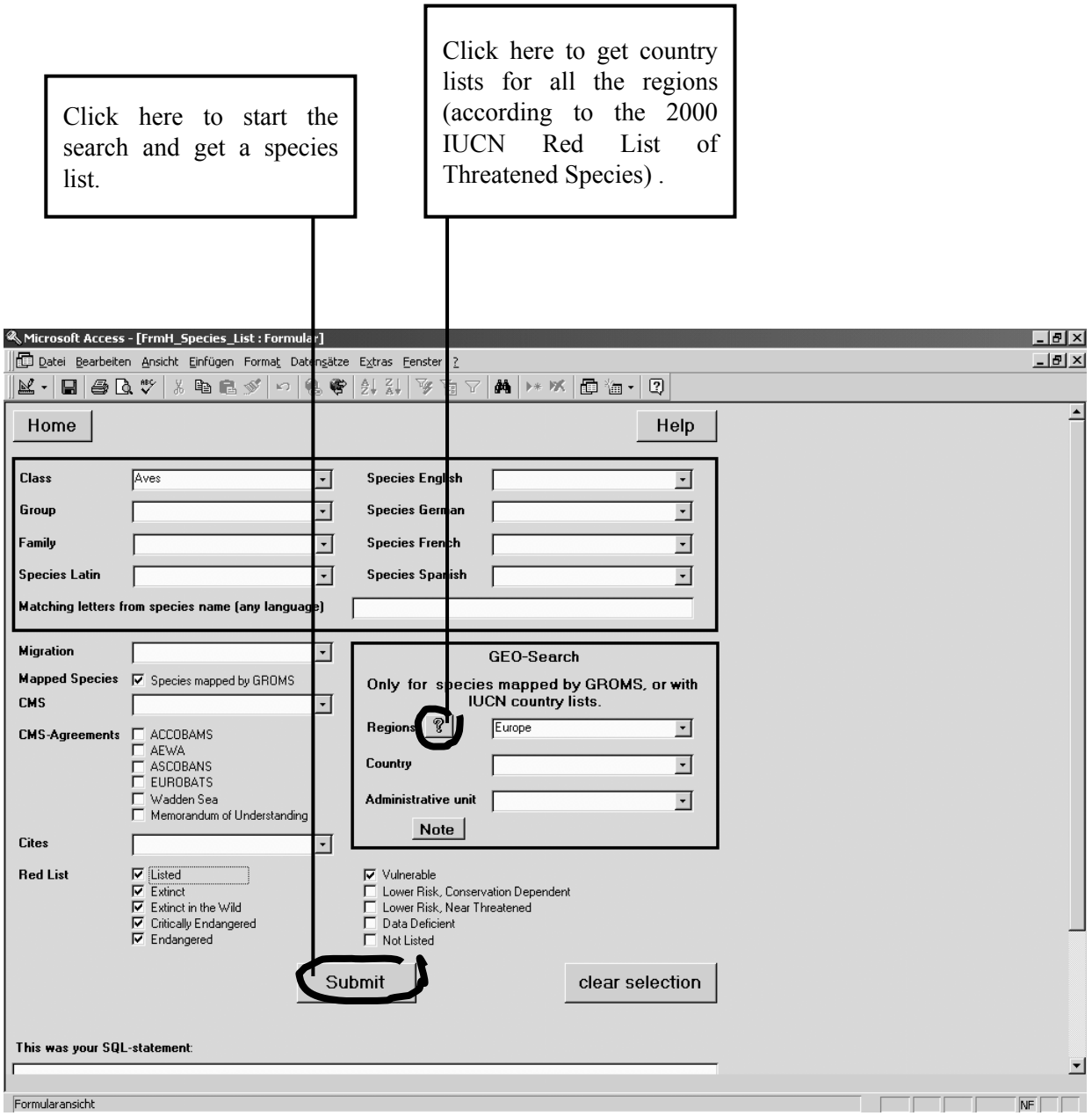
- After a class has been selected, only the appropriate groups, families and species will show in the drop-down lists and any already selected entries in these fields will disappear. The same applies to group (families and species) and family (species).
- If you select a species (in any language), the other names will appear automatically, provided they are in the database.
- It is only possible to look for a species by drop-down list **or** matching letters. Entries in one field (e.g. Latin) will clear the other (matching letters).
- Selecting a species (by drop-down or matching letters) will clear all fields in the lower part of the form (Stati and Geo-Search) and vice versa.



It is possible to combine most of the criteria in this form to build a query (for exception see above). All selected entries will be combined by a logical ‘and’, so that with certain combinations of criteria the query will yield no result. In that case, please try again with fewer arguments. Also note that mot all species have common names in all languages, and there might be several different names in a given language for the same species. It is best to search for a species by its Latin name.

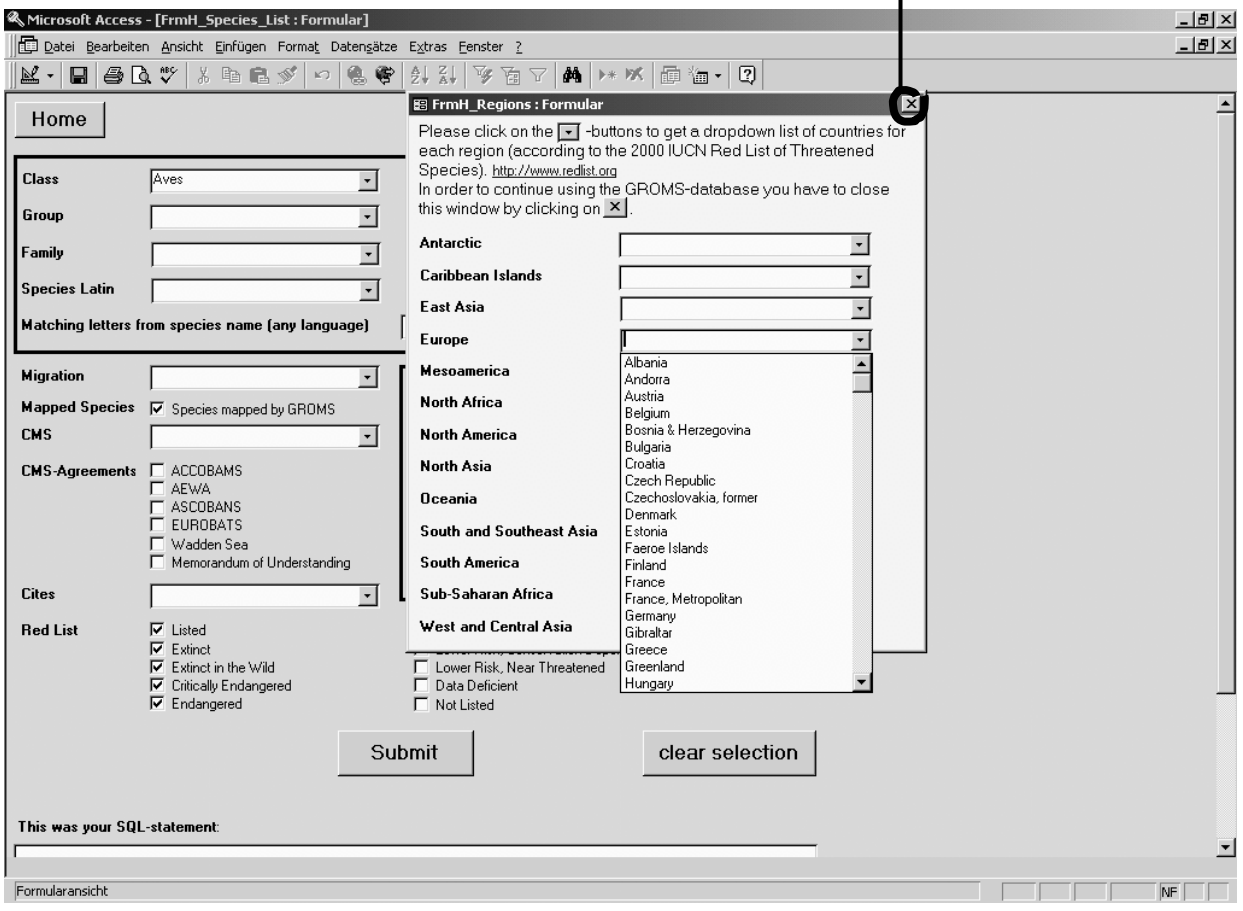


There are countless possibilities for a query. With the one shown below we are looking for all birds that are mapped by GROMS, listed on the 2000 IUCN Red List of Threatened Species (excluding lower risk and data deficient) and occur in Europe. When using geographical criteria, bear in mind that this kind of information is not available for all species. So the resulting list might be incomplete.



This pop-up window gives you a list of all regions, with a drop-down country list for each region.

You have to close this window by clicking here in order to continue to use the database.



Results

This form gives you the results of your search in form of a species list. The species are sorted alphabetically according to their scientific name. In order to get explanations of the abbreviations used (for CMS, Red List, SPEC and CITES), position the mouse pointer on top of a field and wait for a few seconds without moving it.

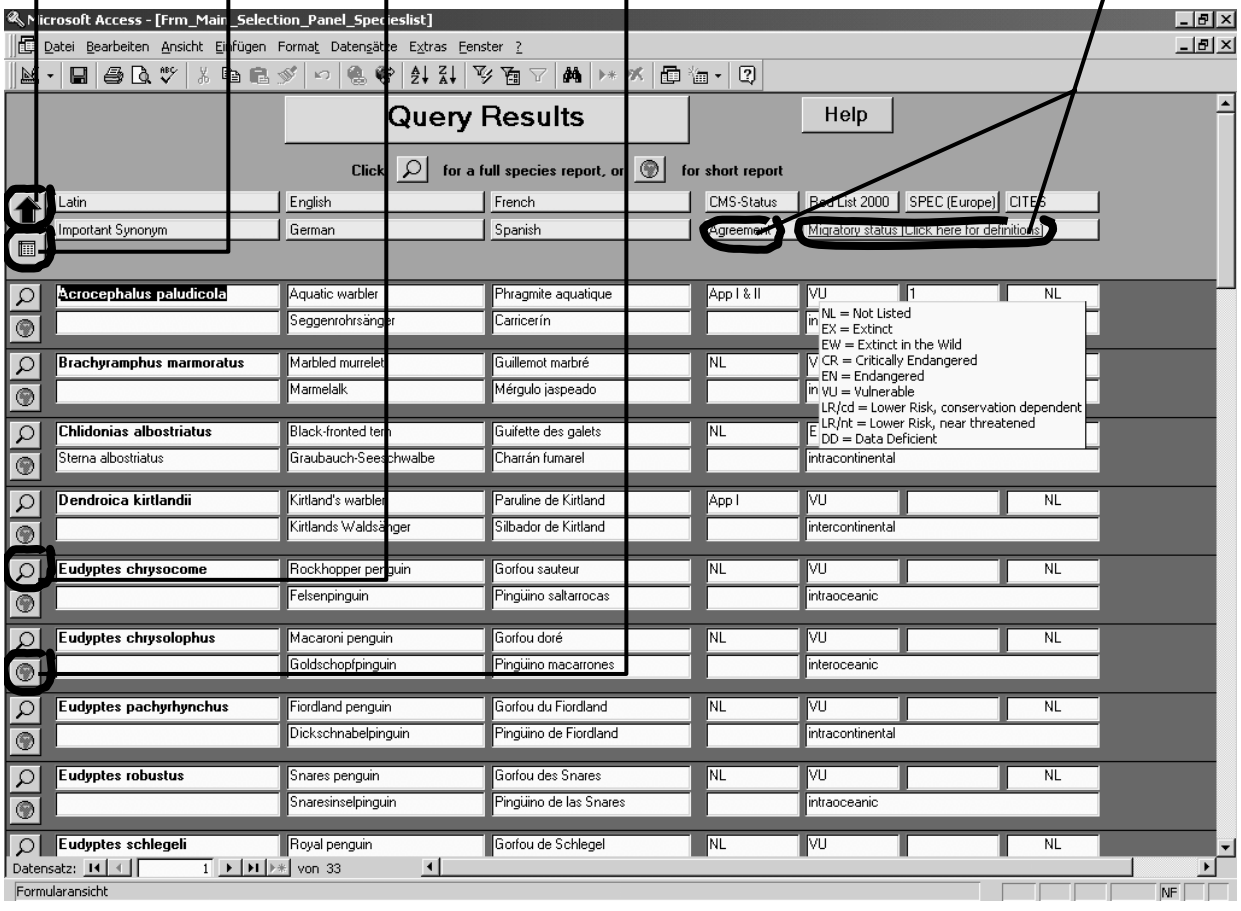
Click here to switch to table view.

Click here to go back to the Species List form.

In order to get to the full report for this species, you have to click here.

Clicking here will open a short report with some geographic information and links (if available) to the map, a website or some information on the GROMS CD.

For explanations on migratory status or CMS-agreements, click here.



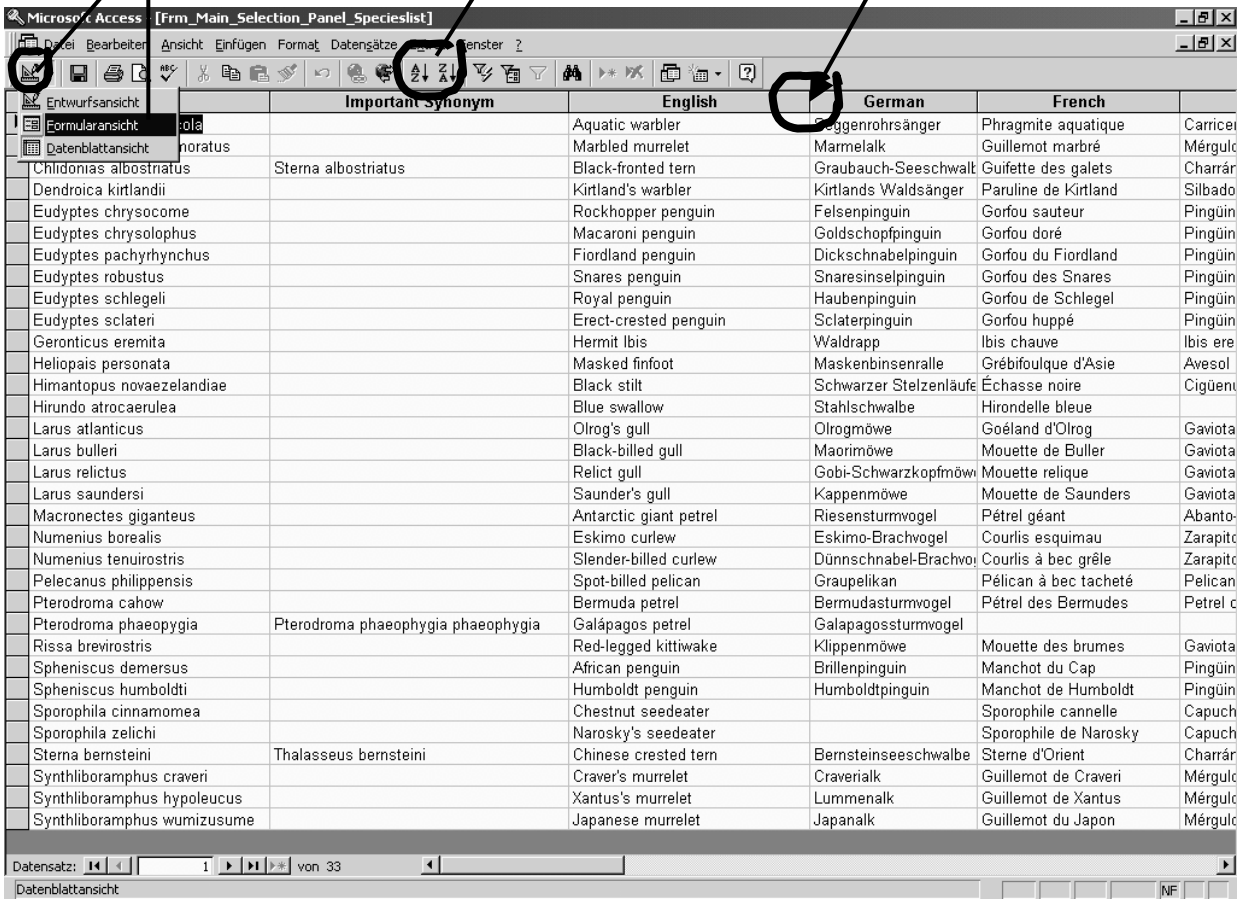
Results (Tableview)

This is the table view of the species list, which is better suited for printing than the form view. You can move the columns, sort them, adjust width (and height). Select a column by clicking on its name (the whole column will be highlighted). Move columns by drag-and-drop.

Click here and select 'form view' from the drop-down to get back to the form above.

Click here to sort column.

Click here to adjust the width of a column.



Species Data

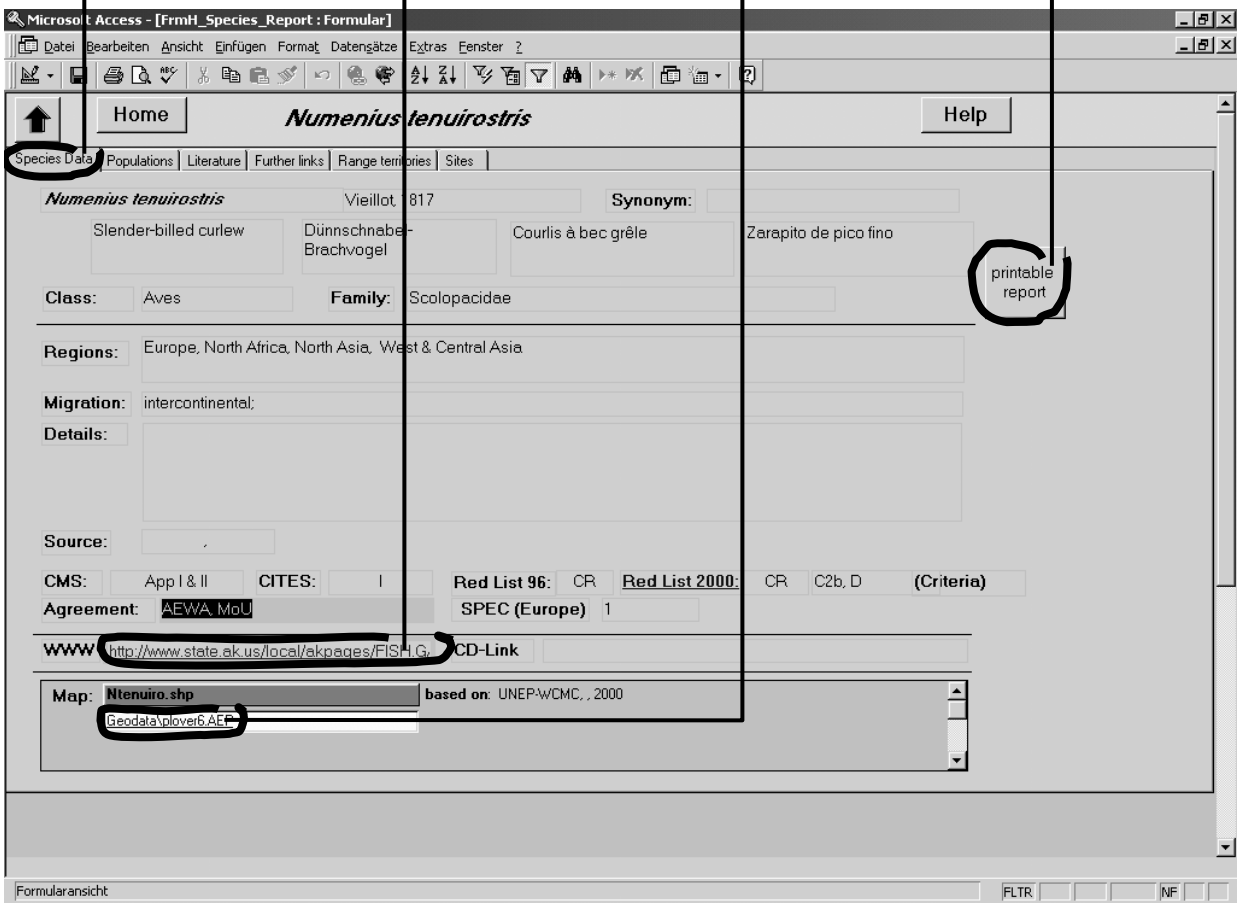
This form contains the main data for the species. The species report will automatically open in this way. If you have the database installed on your computer, make sure to put the directories ‘geodata’ and the ‘biblio’ into the same directory as the database, otherwise links will not work. The ‘link’-fields will only be filled out if a link is available.

In order to get back to this form, click here

Double-clicking here will open a website concerning this species. You need internet-access for this feature.

To see the map, click here. For explanations on the ArcExplorer see below.

For a printable report, click here.

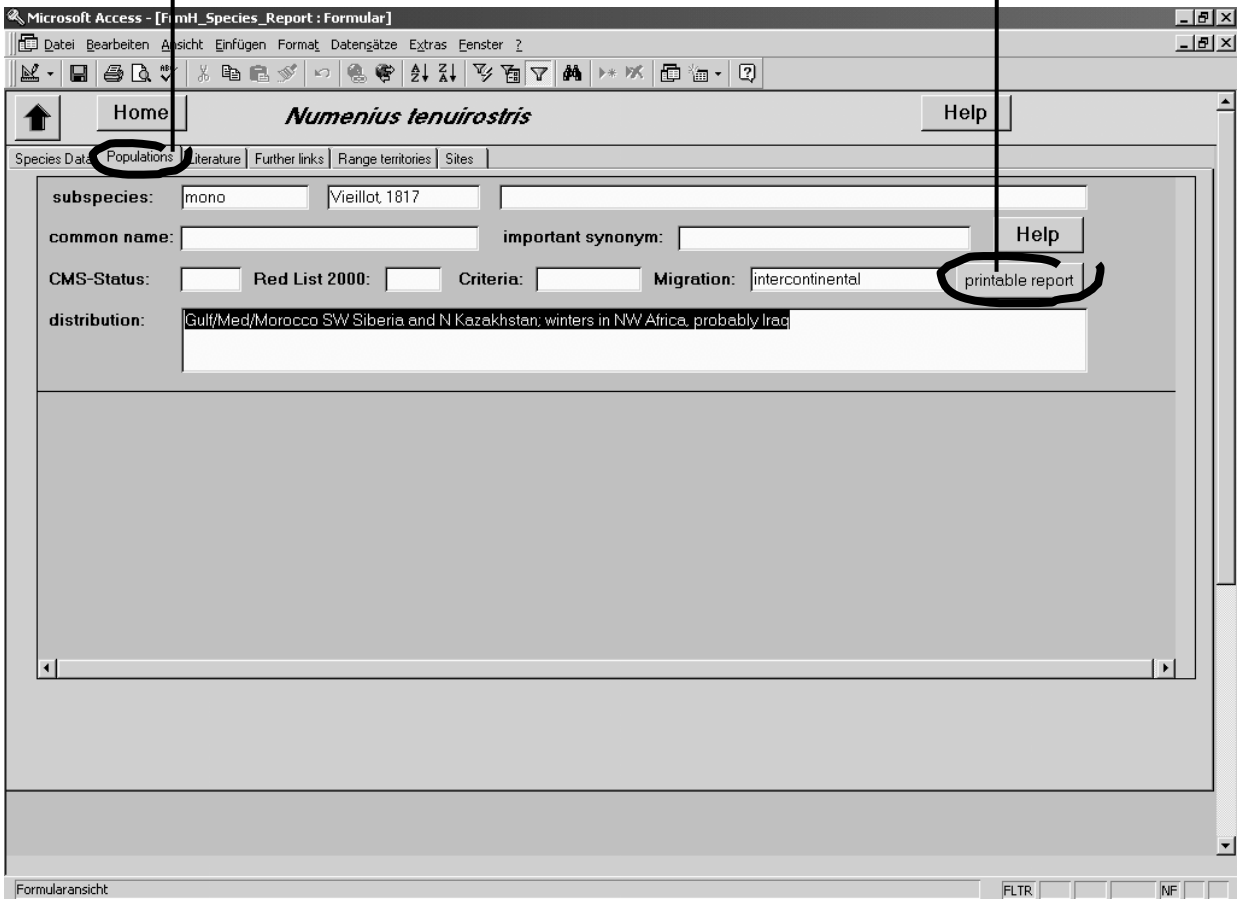


Populations

This form lists the populations of the species.

In order to get to this form, click here

For a printable report, click here.



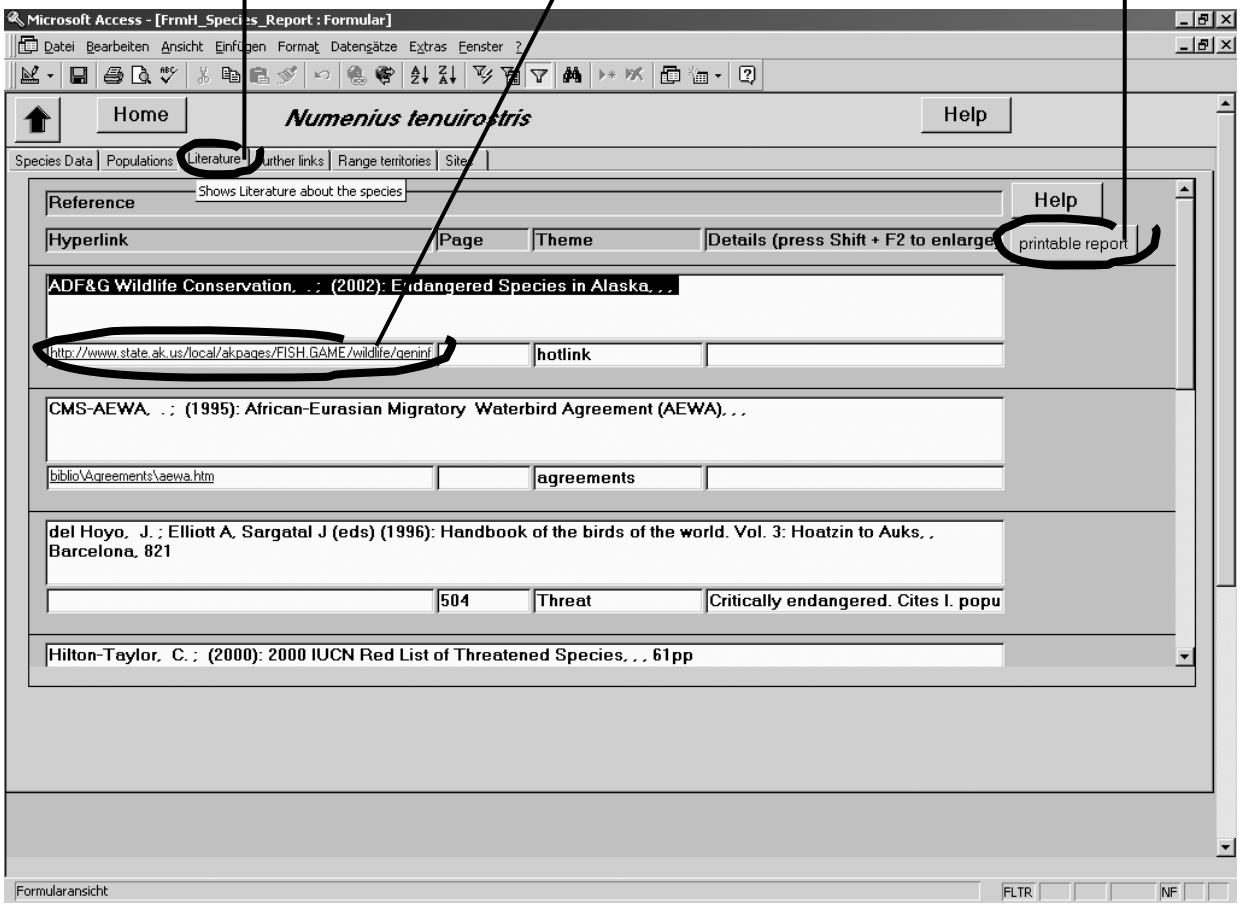
Literature

This form gives a list of literature about the species. If you have the CD installed on your computer, make sure that the the 'biblio' directory is put into the same directory as the database, otherwise links will not work.

In order to get to this form, click here

If available, this field contains a link to a pdf-file on the CD (you need the Acrobat Reader for this) or to a website on the internet (you need internet access and a browser for this).

For a printable report, click here.



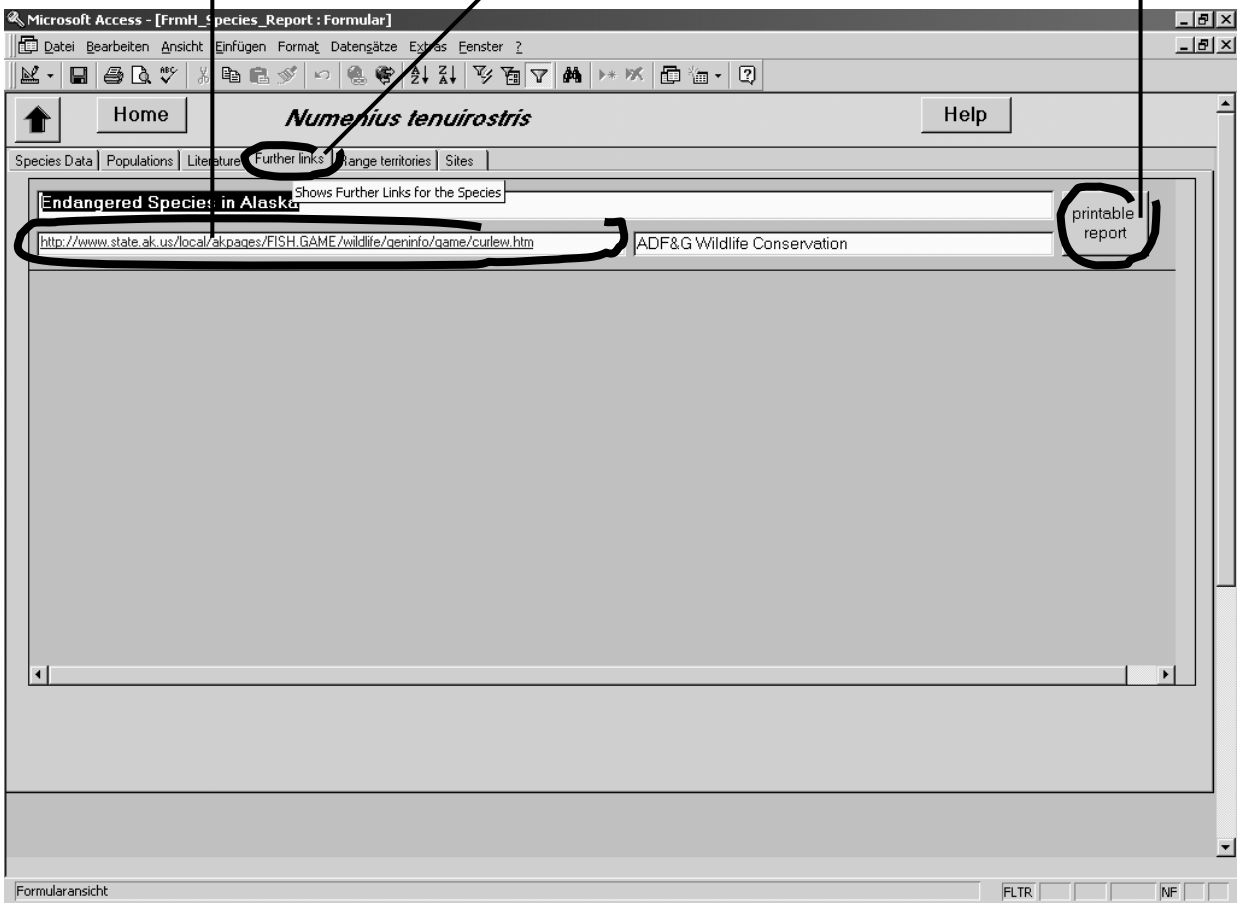
Further Links

This form lists further links for the species. GROMS are not responsible for the continued functionality of the links provided.

Double-clicking here will open a website concerning this species. You need internet-access for this feature.

In order to get to this form, click here

For a printable report, click here.

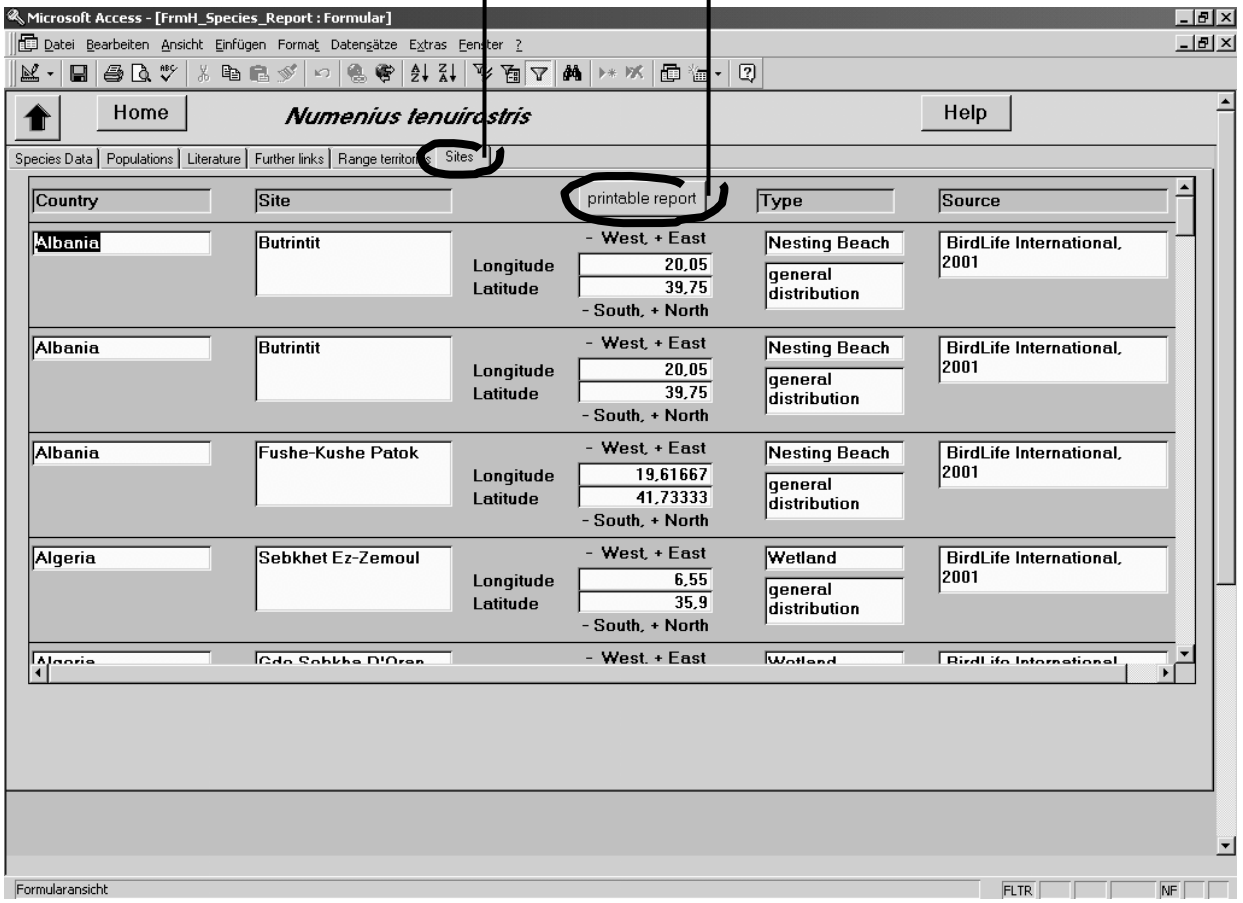


Sites

This form gives a list of sites for the species according to our sources. The list is sorted alphabetically by country.

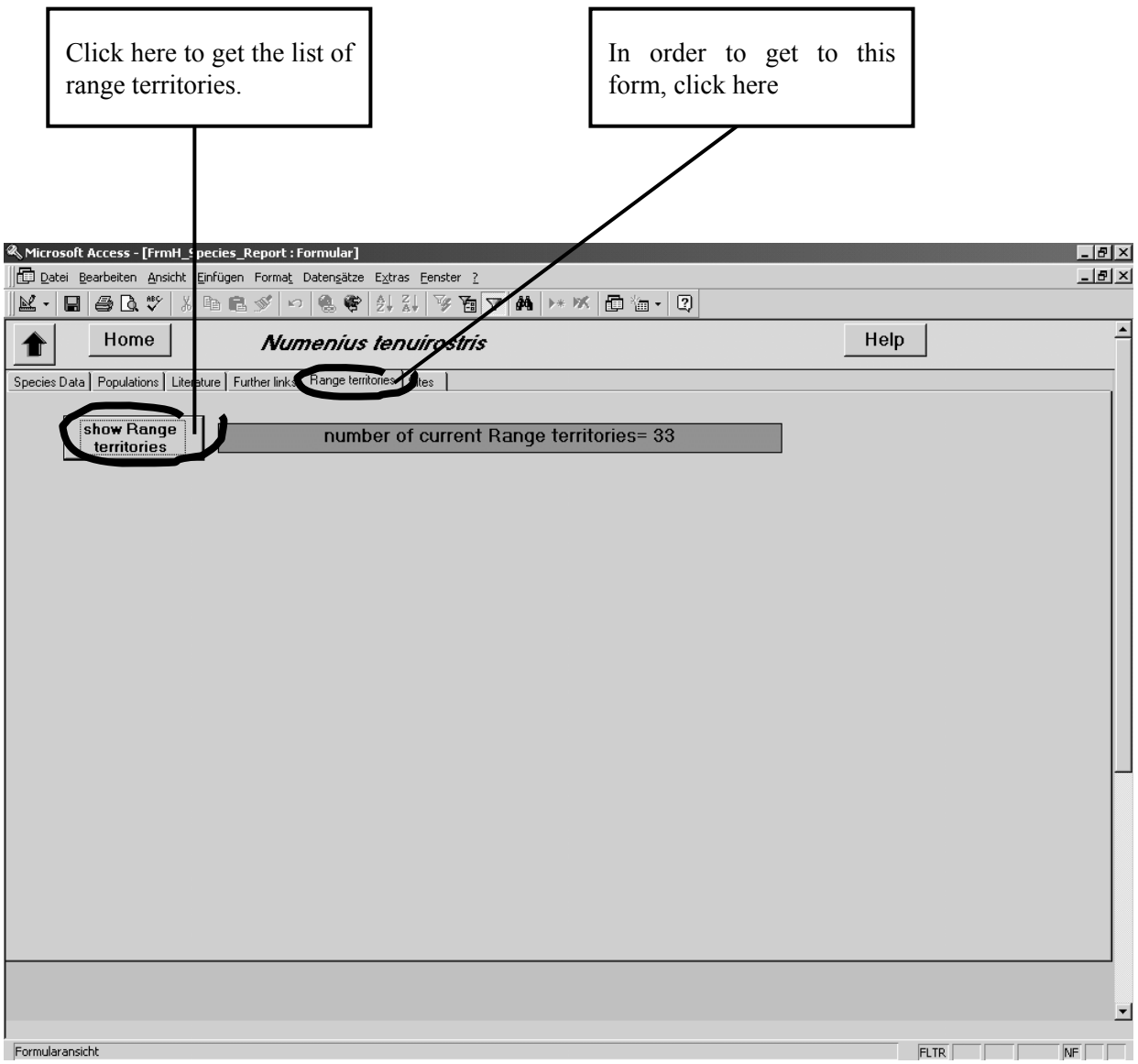
In order to get to this form, click here.

For a printable report, click here.



Range Territories

This form shows the number of range territories for the species. To get the list, click on the button. Depending on your computer, this might take a little while.

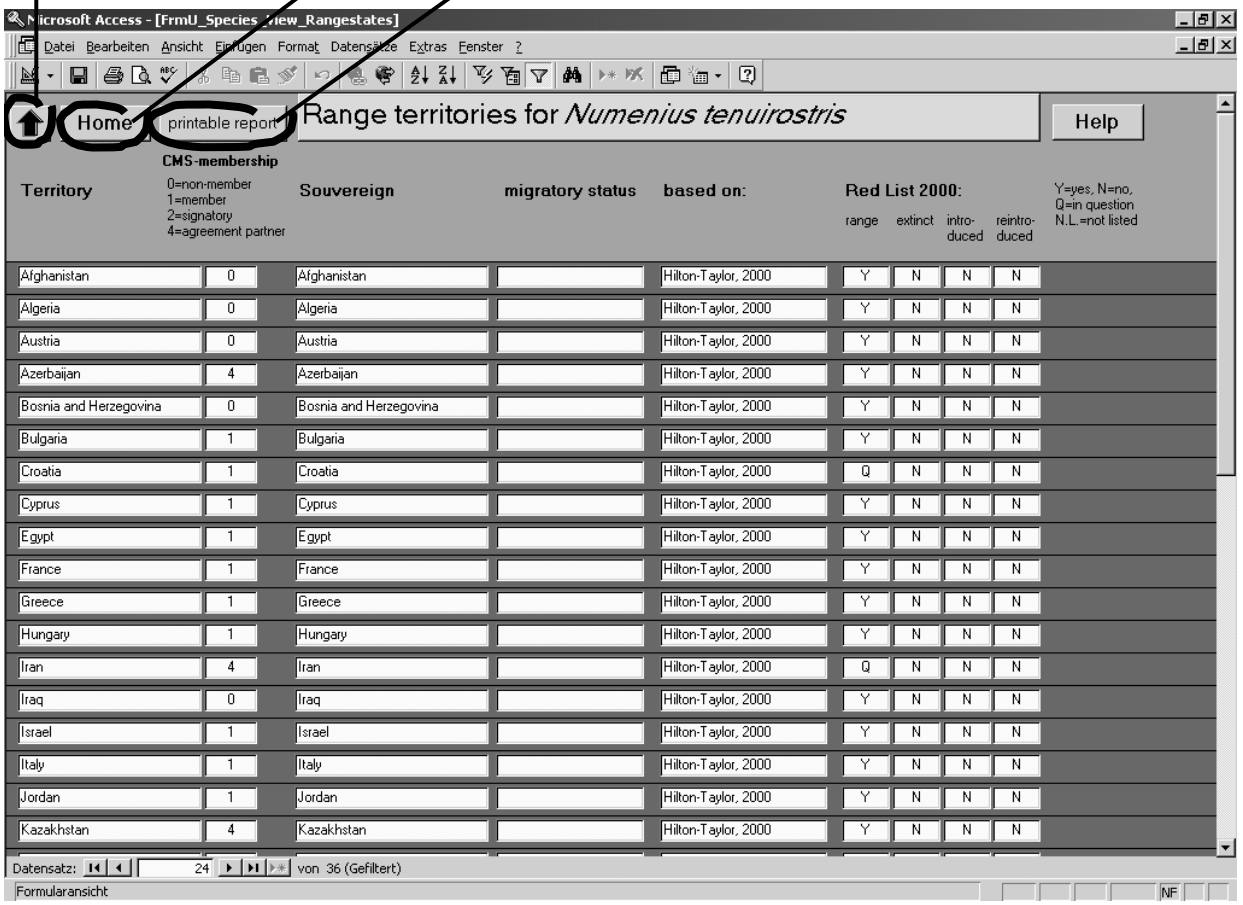


This form lists all range territories for the species, according to our sources (see 'based on'). The four last columns contain the information given in the 2000 IUCN Red List of Threatened Species about the occurrence of the species in that country.

Click here to get back to the species report.

Click here to get back to the opening form.

For a printable report of this list, click here.

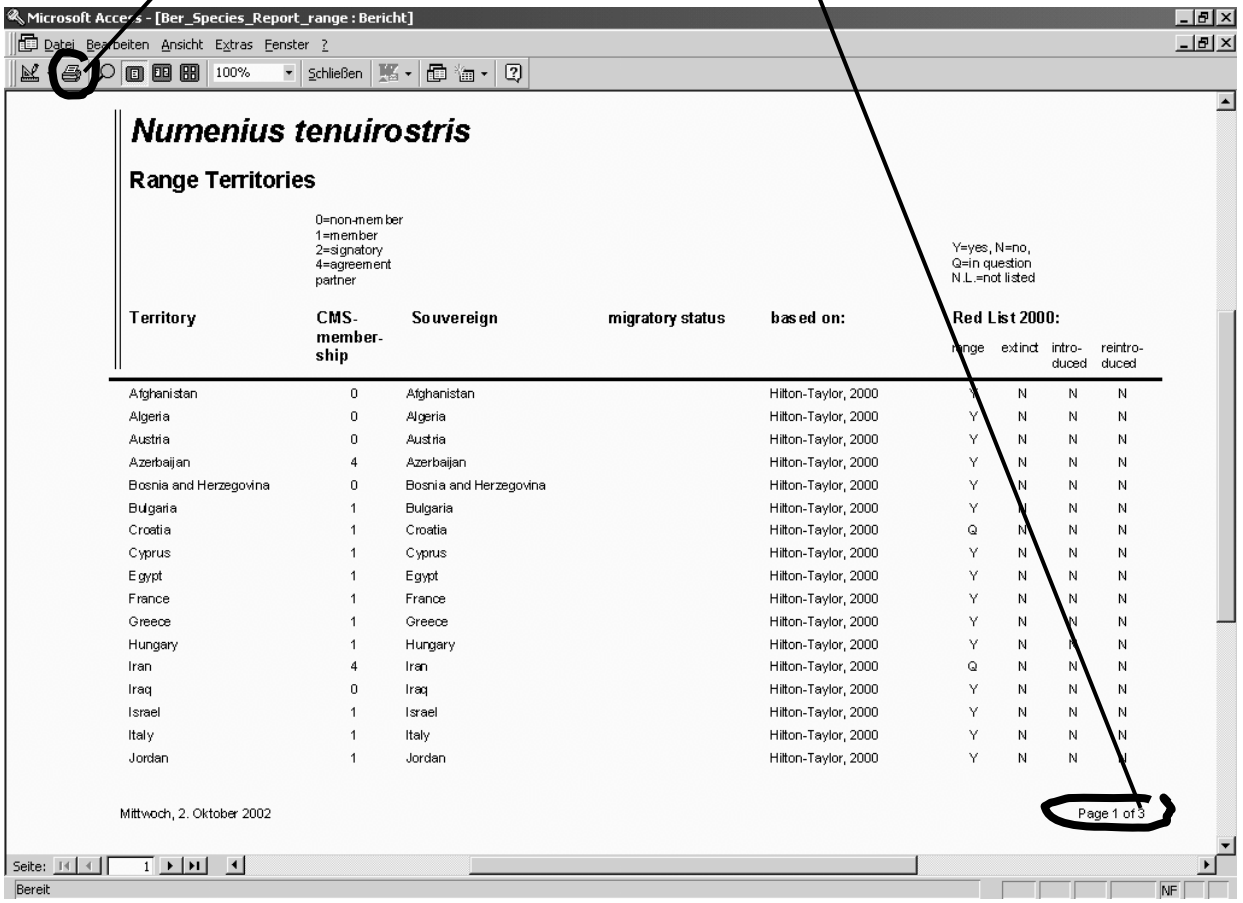


Printable Report

This is the printable report of the form above.

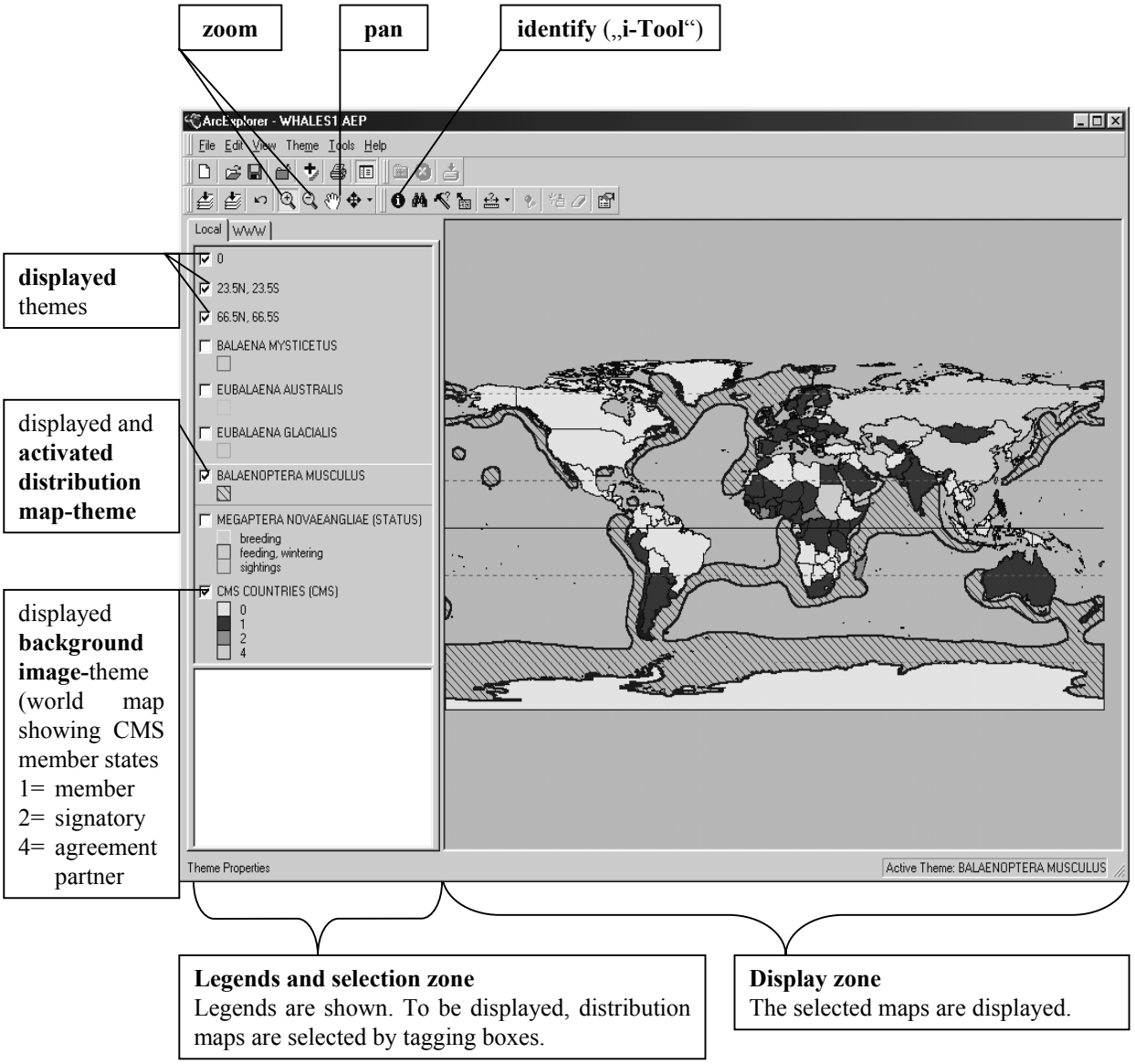
Click here to print.

Before printing, make sure to check the number of pages!



ESRI ArcExplorer is a free GIS map viewing software. GIS maps from the GROMS-CD or other sources can be viewed, formatted and printed. Only basic features are explained here, and the user should refer to the ArcExplorer User Guide (AEUG) on the GROMS-CD ([CD-drive]\software\arcexploreruser.pdf), in particular, the **Quick Start Tutorial** (AEUG, p. 5). The website www.esri.com/arcexplorer includes the latest information about ArcExplorer.

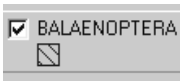
If properly installed, you can open maps directly from the GROMS database by activating the blue map hotlink in the Species reports-form. Several distribution maps („themes") and the background image (world map with CMS countries) together form a „project", which is saved in the directory [CD-drive]\geodata (e.g. whales1.aep). The themes are labelled in the legend.



The themes (e.g. a species) and legends of a map are displayed in the left corner of the Arc Explorer window. To select a theme, click in the little box next to the name of the theme. A tick mark appears in the box, and the distribution map is displayed on the world map. A further click hides the display of the selected theme. You can display additional species maps by ticking the boxes next to their names. The illustrated example shows the distribution of *Balaenoptera musculus*, which is part of the project whales1.aep. The last theme in the legends and selection zone is always the CMS country map.

The descending order of the themes in the legend determines how they are displayed in the world map. The first map will cover all maps below. Therefore, the world map appears at the bottom of the legend. You can change the order of the themes by „drag and drop“, clicking on a certain theme and dragging it to the wanted position with pressed mouse button.

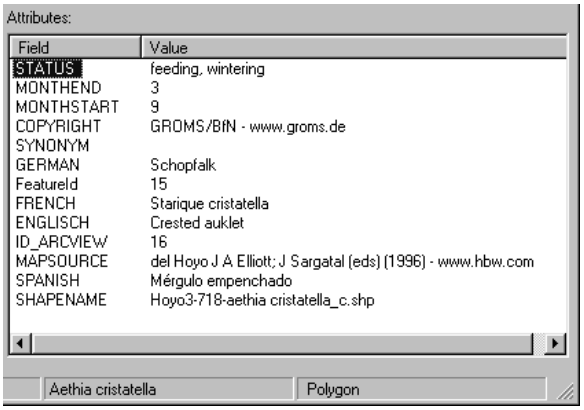
Activate a theme:



For modification or to get more information about a certain theme („identification“), it is necessary to **activate** it first. Click into the grey area beside the selected theme. A frame appears, and the „Active Theme“ name is displayed in the lower right corner of the display zone. By default, the world map is activated. When you draw the mouse over the map, the respective country names are displayed (map tip function). If you activate another theme, the map tip function for the country names is cancelled.

The „i-Tool“ (identification):

GIS maps contain additional information stored in an attribute table. They can be displayed by the „identification tool“. The map of interest must both be displayed and activated. It is also recommended to enlarge the area of interest with the zoom function before using the i-tool. The „i-tool“ appears after a mouse click on the i-button. Now click onto the map. The attribute table for the respective area appears. If necessary, enlarge the table. For GROMS species maps, it is organised as shown below. Field names are self-explaining; MONTHSTART and MONTHEND indicate the period of presence (in this example: March to September) .



the i-tool window

The zoom-function:

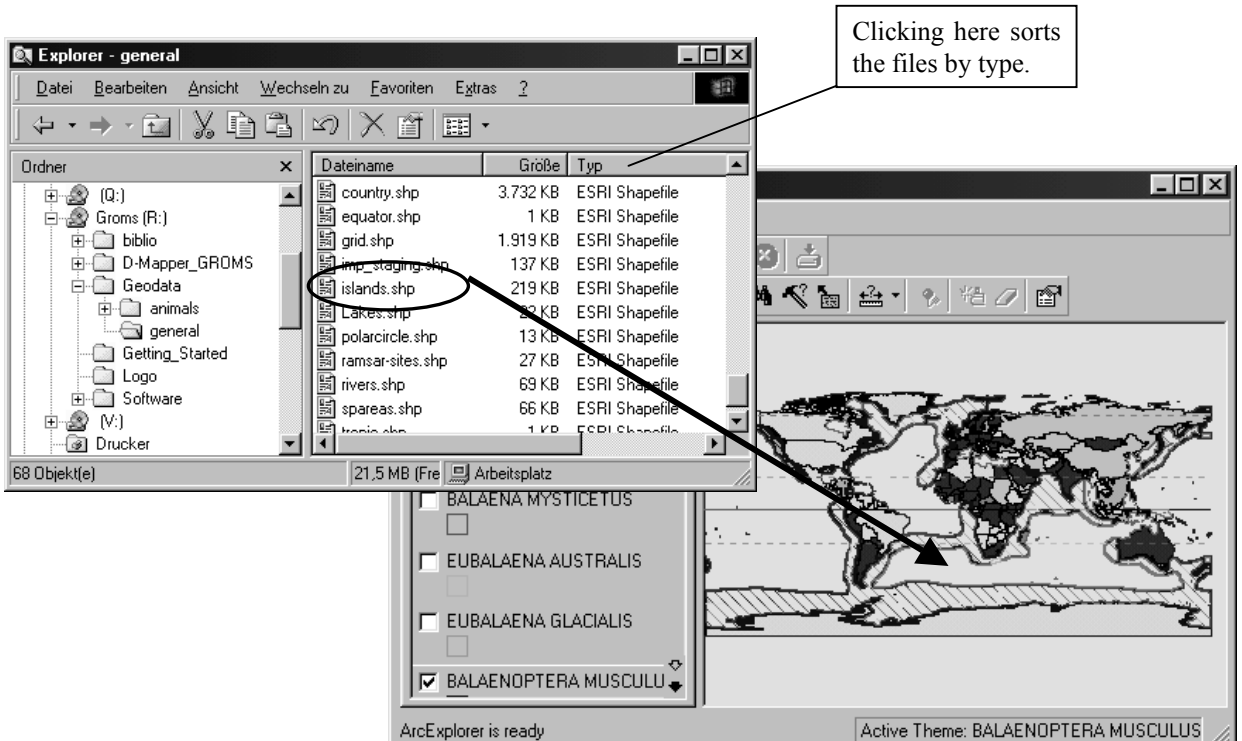
To zoom in a part of the map, click on the lens-icon +, to zoom out, click on the lens-icon -. The mouse pointer changes its appearance to a lens. Click on the favoured part of the map.

Individual designing of maps:

The theme must be activated. Then double-click on the highlighted field. A legend editor (‚theme properties') opens. The option ‚classification options' allows you e.g. to chose the colour of parts of the map. For detailed instructions, see the AEUG.

Combining different themes:

You can add further themes to your project. All additional GIS data files provided by the GROMS are stored within the directory [CD-drive]**geodata**\ as „shapes" (file-extension .shp). Species shapes can be found in the geodata subdirectory ..\animals. The subdirectory ..\general contains country shapes, geographic grids, rivers, islands and city shapes by ESRI. Additional layers provided by the GROMS are protected wetlands (Ramsar-sites, adapted from www.ramsar.org), Special Protection Areas (SPAs: spareas.shp) in Europe (areas classified under article 4 of Directive 79/409/EEC), and important staging areas for ducks, or oilspills (oilspill.shp).
All these shapes can easily be displayed by drag and drop, pulling the shape file into the map view (see AEUG, p. 18). They appear as a theme on the left, and the map is displayed by tagging the theme box. After individual coloration and zooming, a customised combination of themes can be stored as a project *.aep on your harddisk.

Example:
Inserting a detailed map of islands in the display of the distribution map of *Balaenoptera musculus*:

1. Switch to the Windows Explorer (if not already opened, right click on the Windows Start button, then click left on ‚Explorer'. Resize its view by clicking in the upper right corner on .
2. Go to the directory [CD-drive]\Geodata\general (you may have to scroll down to find it).
3. Left-click on the file islands.shp, keep the button pressed and move the mouse over the border of the Windows Explorer onto the Display zone of the ArcExplorer („drag") and release the mouse button („drop"). The theme „islands" appears in the Legend and selection zone and can be displayed.