

# Data Entry with Excel

## Download data entry form from HF website

1. Open web browser
2. Go to: <http://harvardforest.fas.harvard.edu/museum/schoolyard.html>
3. Select your project
4. Select: Resources, Protocols, and Data
5. Right-click on Data Entry Form
6. Select: Save Link As and save file to your computer

## Rename data file for your project

1. Open Windows Explorer (Start/Programs/Accessories/Windows Explorer)
2. Go to directory (or desktop) where the file is stored
3. Right-click on the downloaded file (e.g., fall-phenology.xls)
4. Rename file to include school code, project name, teacher's last name, year
5. For example: **ARM-Fall Phenology-Miller-2009.xls**

## Enter field data

1. Set Caps-Lock key on
2. Open the renamed file in Excel
3. Use designated codes (e.g., tree species)
4. Use designated units (e.g., centimeters)
5. Enter numbers or codes but do **not** include unit labels such as "cm"
6. Fill in all rows and columns in the table
7. Use "NA" for missing values

## Sort data file to check for errors

1. Highlight data table (include row of variable names and all data columns)
2. Use Data / Sort command
3. Sort by Date. Check for invalid dates.
4. Sort by TreeID / Date. Check for invalid TreeIDs or species codes. Check for expected progression of values.

## Save data file

1. Use Save command to save file
2. Close Excel

**Please send the completed Excel file to Pam Snow ([psnow@fas.harvard.edu](mailto:psnow@fas.harvard.edu)) as an email attachment**