

How to Use Google Spreadsheet Insect Labels:

First, you need to make a copy of the Insect Label Template Sheet to use for your own labels. To do this:

1. Open up the Google Spreadsheet Template.
2. Click on the word "File" in the upper left hand corner of the page.
3. In the drop down box, click on "Make a copy..."
4. In the box that pops up, there will be a box below the words "**Enter a new document name:**". In that box **put a title for your insect label spreadsheet**. This spreadsheet will be what you type your labels on, so title it something you will remember such as your child's name - Insect Labels (Example: Vicky Wallace - Insect Labels). **Make sure to rename your new spreadsheet. If you do not rename it, you will not be able to type your own information in the cells of the spreadsheet.**
5. Click on the blue "OK" box.
6. You now have your google spreadsheet to type your labels on.
7. You can keep the same label sizes or change to fit your needs.
8. Columns A thru H are examples of the common name label size bigger than the date/locality label size.
9. Columns I and J are examples of the common name label size and the date/locality label size being equal.
10. Either way is acceptable. If you need to resize label size, directions are next.

Directions for sizing cells on Insect Labels (Common Name label larger than Date/Locality label)

1. Click on the cell that has the A in it at the top of the column. This should highlight the entire column in blue.
2. Move your cursor in the A cell until the box with the down arrow appears on the right side of the A cell.
3. Click on the down arrow box.
4. In the drop down box, click on Resize column ...
5. The circle beside "Enter new column width in pixels. (Default: 100)" should have a black dot in it. If it does not, click on the circle. In the box below type in 100 if it is not already printed in the box.
6. Click on the blue box with OK in it.
7. Click on the cell that has the B in it at the top of the column. This

- should highlight the entire column in blue.
8. Move your cursor in the B cell until the box with the down arrow appears on the right side of the B cell.
 9. Click on the down arrow box.
 10. In the drop down box, click on Resize column ...
 11. The circle beside "Enter new column width in pixels. (Default: 100)" should have a black dot in it. If it does not, click on the circle. In the box below type in 75.
 12. Click on the blue box with OK in it.
 13. For columns C, E, G, and I repeat steps 1 thru 6.
 14. For columns D, F, H, and J repeat steps 7 thru 12.
 15. Click on Untitled Document at the top of the page.
 16. Type in the Title "Insect Labels" (or whatever you want to title this page so you will know what it is).
 17. Click on "File" just under the Title you just created.
 18. In the drop down box, click on Print.
 19. Under Options on this page, make sure the box beside "No Gridlines" is not checked. Under Layout, the circles above "Fit to Width" and "Landscape" should be checked.
 20. If you create more than one sheet of labels, the box under Options beside "All Sheets" should be checked.

Directions for sizing cells on Insect Labels (Common Name label same size as Date/Locality label)

1. Click on the cell that has the A in it at the top of the column. This should highlight the entire column in blue.
2. Move your cursor in the A cell until the box with the down arrow appears on the right side of the A cell.
3. Click on the down arrow box.
4. In the drop down box, click on Resize column ...
5. The circle beside "Enter new column width in pixels. (Default: 100)" should have a black dot in it. If it does not, click on the circle. In the box below type in 100 if it is not already printed in the box.
6. Click on the blue box with OK in it.
7. Repeat above 6 steps for columns B, C, D, E, F, G, H, I, & J.

The full name of the county and State abbreviation must now be on the Date/Locality label. The collector's name on the Date/Locality label is now optional. It is recommended that all labels be changed by the 2015-2016 4-H year.

To get the Common Names of the insects to fit in the cell, you will need to make the "text" wrap within the cell. To do this, click on the letters at the top of the columns that you want the text to wrap in, for example click on the A, B, C, D. This should make the entire column highlight in blue. Then click on the word "Format" at the top of the page. In the drop down box, click on the words "Text Wrapping" and hold your mouse key down. Slide your cursor to the right and down to the word "Wrap". Click on the word "Wrap". A check mark should appear in front of the word "Wrap". Your words should now wrap to fit the cells of your spreadsheet.

To put in the male sign (♂), press down the "Alt" key and then type in the number 11. Release the "Alt" key.

To put in the female sign (♀), press down the "Alt" key and then type in the number 12. Release the "Alt" key.

Google documents save changes as you go. Example sheet uses "Arial" style font. Common name labels are size 10 font and Date/Locality labels are size 8 font where the labels are different sizes. In columns I and J where the labels are the same size, Common name labels are size 10 font and Date/Locality labels are size 9 font.

You must be logged in to your computer and the Internet as yourself to be able to enter or change information in the spreadsheet cells

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