**GBIF Instructions**

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| 1. Navigate to the GBIF website @ <https://www.gbif.org>   Create a user account if you don’t already have one. |  |

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| 1. Click on the “Get Data” pull-down menu and select “species”. | Screen%20Shot%202017-10-17%20at%207.03.11%20PM.png |

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| 1. Enter the name of your species in the search box. Watch out for autocorrect! | Screen%20Shot%202017-10-17%20at%207.05.54%20PM.png |

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| 1. Search results will appear to the right. Click on the one that best matches what you are looking for.   Check the number of occurrences to see which result has the most data. | Screen%20Shot%202017-10-17%20at%207.07.34%20PM.png |

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| 1. The results page will indicate the number of occurrences located and how many records have associated images.   The page will also show representative images.  Dots will appear on a map showing the location of occurrences. Higher densities of occurrences in an area will be represented by darker (more orange) dots.  Typical map features (e.g. zoom and move) are available. | Screen%20Shot%202017-10-17%20at%207.15.36%20PM.png |

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| 1. Click on the green box that shows the number of occurrences (pictured above). This will take you to the table of individual records. Double click on a record to review the details for individual records.   Screen%20Shot%202017-10-17%20at%207.23.30%20PM.png |

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| 1. To download all records, click on the “Download” tab.   If you aren’t logged in, you’ll need to now.  Select the CSV download option. | Screen%20Shot%202017-10-17%20at%207.22.23%20PM.png |