**iDigBio Instructions**

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| 1. Navigate to the iDigBio website @ <https://www.idigbio.org> |  |
| 1. Click on “Search the Portal” |  |

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| 1. To search, you could use the “search all fields” search box, but we recommend using the filters tab.   The “add a field” drop-down menu includes over 50 options for filters, including various taxonomic levels, collection events, and locations options. | Screen%20Shot%202017-10-16%20at%208.23.22%20AM.png |

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| 1. Enter your search criteria.   You can specify multiple search criteria for each search. For example, a species within certain dates or from specific locations/ranges (or both).  You can also search for multiple species at the same time. | Screen%20Shot%202017-10-16%20at%208.37.13%20AM.png |

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| 1. A dot will appear on the map for each record that has a map point.   Typical map features (e.g. zoom and move) are available.  You can use the camera button to download the image, but the text is clearer in a screen shot. | Screen%20Shot%202017-10-16%20at%208.38.58%20AM.png |

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| 1. Below the map, each record will be listed individually and the total number of records located will be indicated.      * Click on “view” to review the details for individual records. * You can change the columns displayed using the “columns” button. * You can sort the records by column by clicking on the column header. |
| Screen%20Shot%202017-10-16%20at%2012.32.54%20PM.png |

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| 1. To limit your search to records containing media (e.g. photographs) or with an associated map point, use the buttons to select these options. | Screen%20Shot%202017-10-16%20at%2011.49.48%20AM.png |

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| 1. To download all records, click on the “Download” tab. Enter your email address and hit the “down” arrow. | Screen%20Shot%202017-10-16%20at%2011.53.06%20AM.png |