

# Langerhans Lab Protocols

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## Checklist for Adding a Collection to the DRILL

### Photos

#### Images:

1. Take dorsal and lateral photos.
2. Sort images into folders labeled “dorsal” and “lateral” within the collection folder.
3. Use FileZilla to upload images in their collection folder into the specific file in Images Ready For DRILL folder on the FTP server.
4. Transfer the images from the Images Ready for DRILL folder to the web server specific collection folder (lab manager can do this).
5. Move images from your Not Uploaded folder to your Uploaded folder.

#### Photo Spreadsheet data:

1. Make Excel file from DRILL Photo Template.xlsx, using the template available on lab Protocols page.
2. Make 2 rows for each individual: one dorsal and one lateral image.
3. Fill in as much of the spreadsheet as you can.
4. Check that dates are all formatted correctly with 4 digit year (ex. 1-Jan-2011) in all 4 date columns.
5. Check that collection number was entered as just digits (ex. 315) but column has been formatted as C00000.
6. If x-rays have already been done for this Collection, use the sex determination from the x-rays to fill in the photo spreadsheet.
7. Make sure columns have been filled correctly, so that Fill Series has not been used in place of Fill Down.
8. Save as .xlsx file, then delete header row and save as .csv (Comma delimited).
9. Open .csv file in Notepad and look for extraneous commas.
10. Append to DRILL through DRILL Admin site.
11. After uploading images and appending data, check entries in DRILL for correct date format and working link to each image.
12. Move .csv and .xlsx files to your Uploaded folder.

### X-Rays

#### Images:

1. Take x-rays (.raws and .jpgs).
2. Move x-rays from x-ray laptop (which isn't on line) to another lab computer using a flash drive.

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3. Crop the .jpg images using MS Office Picture Manager or other program.
4. Put images into a folder named xray\_lateral within a folder labeled with the collection number.
5. Use FileZilla to upload images in their collection folder into the specific file in Images Ready For DRILL folder on the FTP server.
6. Transfer the images from the Images Ready for DRILL folder to the web server specific collection folder (lab manager can do this).
7. Move images from your Not Uploaded folder to your Uploaded folder.

## **X-ray Spreadsheet data:**

1. Make Excel file from DRILL Xray Template.xlsx, using the template available on lab Protocols page.
2. Make 2 rows for each individual: one .raw and one .jpg.
3. Compare image names with spreadsheet entries to make sure level is correct on spreadsheet.
4. Fill in as much of the spreadsheet as you can. If you didn't collect the mass readings yourself, get them from the Photo spreadsheet for that collection.
5. Check that dates are all formatted correctly with 4 digit year (ex. 1-Jan-2011) in all 4 date columns.
6. Check that collection number was entered as just digits (ex. 315) but column has been formatted as C00000.
7. Make sure columns have been filled correctly, so that Fill Series has not been used in place of Fill Down.
8. Save as .xlsx file, then delete header row and save as .csv (Comma separated).
9. Open .csv file in Notepad and look for extraneous commas.
10. Append to DRILL through DRILL Admin site.
11. After uploading images and appending data, check entries in DRILL for correct date format and working link to each image.
12. Move .csv and .xlsx files to your Uploaded folder.

## **Gonopodium Photos:**

### **Images:**

1. Take gonopodium photo on the Leica Application Suite (LAS V3.7).
2. Composite photos together using Helicon Focus and save photo as a .tif.
3. Convert the photo (currently a .tif file) into a .jpg .
4. Open FileZilla and find the file "Images Ready for Drill".
5. Create a file inside the Images Ready file and name it with the collection number of the photos, ex. 00123.

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6. Inside this new file create another file and name it “gonopodium\_lateral”.
7. Select both the .tif and .jpg and drag them into the “gonopodium\_lateral” folder.
8. Transfer the images from the Images Ready for DRILL folder to the web server specific collection folder (lab manager can do this).
9. Move images from your Not Uploaded folder to your Uploaded folder.

## Gonopodium Spreadsheet data:

1. Make Excel file from DRILL Photo Template.xlsx, using the template available on lab Protocols page.
2. Only one row is needed for an individual.
3. Fill in all possible information for each individual.
  - a. Under Image\_Perspective type Gonopodium-Lateral exactly as shown.
  - b. Under Specimen\_Notes enter “composite photo, scale = 128x”
  - c. Under Image\_Filename type in the name of the individual’s .jpg file (ex. 1232-01232.jpg). Check that the correct .jpg is in the same row as the individual.
  - d. In Image\_Folder, delete the last part of the pre-filled entry: “&AM3” and replace it with “Gonopodium\_Lateral”.
4. Check over format of data:
  - a. Check that dates are all formatted correctly with 4 digit year (ex. 1-Jan-2011) in all 4 date columns.
  - b. Check that collection number was entered as just digits (ex. 315) but column has been formatted as C00000.
  - c. Check that the columns Specimen\_ID and Tissue\_ID are formatted with 5 zeros, 00000, (ex. 02342). If the collection number is only one or two numbers (ex. 8 or 24), add the necessary number of zeros to the two zeros under the column Image\_Folder.
  - d. Make sure columns have been filled correctly, so that Fill Series has not been used in place of Fill Down.
5. Save .xlsx file. Delete header row and any example rows that were present when the file was opened. Save as .csv (Comma separated).
6. Open .csv file and delete any extra commas at the bottom of the columns and at the end of the rows, then save.
7. Log onto the DRILL Administration and Append the file.
8. After the photos put in FileZilla have been uploaded onto the Drill, then open up a new widow and do a DRILL search for the collection of that uploaded .csv file. For each individual, click on Photograph in Image Type to open up the .jpg. The photo of the gonopodium should open. If the gonopodium photos cannot be found, check the format of the collection number and Image\_Folder in the .xlsx. The photos will also not appear if the photos have not been uploaded from FileZilla or the .csv appended.
9. Move .csv and .xlsx files to your Uploaded folder.

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## photos

collection #	have dorsal & lateral rows for each ID	checked date format	checked filled columns	sex verified by xrays	saved as .csv	checked .csv in Notepad	Appended	sorted images into Dorsal & Lateral folders	moved images to FTP server	moved images to web server	checked in DRILL	moved images & data to Uploaded

## x-rays

collection #	have .raw & .jpg rows for each	checked x-ray level	checked date format	checked filled columns	masses entered	saved as .csv	checked .csv in Notepad	Appended	images moved to FTP server	images moved to web server	checked in DRILL	images & data moved to Uploaded

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## gonopodium composite photos

collection #	checked data formats	checked filled columns	saved as .csv	checked .csv in Notepad	Appended	images moved to FTP server	images moved to web server	checked in DRILL	images & data moved to Uploaded

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## x-rays

collection #	have .raw & .jpg rows for each ID	checked x-ray level	checked date format	checked filled columns	masses entered	saved as .csv	checked .csv in Notepad	Appended	*.raws in xray_lat folder	renamed existing multi-fish .jpgs in DRILL	images moved to FTP server	images moved to web server	checked in DRILL	images & data moved to Uploaded

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### photos

collection #	have dorsal & lateral rows for each ID	checked date format	checked filled columns	sex verified by xrays	saved as .csv	checked .csv in Notepad	Appended	sorted images into Dorsal & Lateral folders	moved images to FTP server	moved images to web server	checked in DRILL	moved images & data to Uploaded