

# ForamSampler Help

Creating A New Count Sheet Adding Species Names Sample Identification Entering Specimen Counts Saving and Managing Your Data Contacting ForamSampler.org

# **Creating A New Count Sheet**

When ForamSampler starts, you will see a blank count sheet. Enter the titles of the Workbook and count sheet. From the pull-down menu, enter the size of the count sheet desired by choosing the number of columns (1-12) and rows (from 1-8), which is patterned after the multi-square cardboard slides used by most researchers. To create a new Workbook, open an existing Workbook, duplicate a Workbook, or delete a Workbook, use the File tab.

# **Adding Species Names**

Species names are customizable by dropping a .txt or .csv file into the names column on the left hand side of the count sheet or typing them into the individual squares, making this software adaptable to any microfossil group, geologic time period, or geographic region.

## **Sample Identification**

Click on the arrow below the count sheet and enter the investigator, date, location, sample number, sample interval, split, size fraction (pull down menu with several options), floated (yes/no), and stained (yes/no). Also included is a customizable checklist of other constituents present in the sample, which is dropped into the constituents box as a .txt or .csv file. Suggestions include diatoms, radiolarians, ostracods, micro mollusks, shell fragments, echinoid spines, sponge spicules, fish, plant, and minerals or lithic fragments (e.g., glauconite, mica, pyrite, glass shards, and volcanic debris). A brief comments section is also provided.

# **Entering Specimen Counts**

Specimen counts may be entered for each species in the squares on the count sheet by a clicker count feature or typed in. Separate counts are possible for living (upper) and dead (lower) specimens. A running total of the number of specimens entered on the entire sheet is tabulated by the program.

### **Saving and Managing Your Data**

The census data may be downloaded as a standard comma-separated values (.csv) file that can be imported into any spreadsheet program, such as MS-Excel, for compilation, archiving and/or statistical analysis. To accomplish this, go to "Download as Spreadsheet" under the File tab.

### **Contacting ForamSampler.org**

Additional questions should be directed to foramsampler@usgs.gov