

This guide to basic data entry in Transect Walker 2 was adapted from a guide to Transect Walker 1.3 originally prepared by Brian Denham, Transect Co-ordinator for North-east England. More detailed information is also available in the Transect Walker 'Help' files, accessible from within the program itself.

**TO CREATE A NEW FILE WITH BASIC SITE DATA:**

1. Double click on the Transect Walker 2 icon to open the program, or select Transect Walker 2 from your start menu.
2. Once the Transect Walker window has appeared, click FILE, then NEW.
3. Enter the name of your site.
4. Enter the number of sections (this cannot be changed once saved so make sure it is correct at the outset).
5. You will receive warnings about section number and Lowland/Upland classification. Read these then click OK.

**The next stage is to describe your site as a whole and section by section:**

1. From bottom of page click RECORDERS AND CONTACT DETAILS, click ADD NEW RECORDER, enter all the details and then click OK. Repeat as necessary for other recorders, and then click on the OWNERS or CONTACTS buttons to enter details of landowners or other transect contacts.
2. Click SITE DETAILS 1 and fill the boxes. (note that "Map no." refers to O.S Landranger maps and grid reference must be six figure prefixed by 100km square identity letters e.g. NZ234123).
3. Click SITE DETAILS 2 and fill the boxes. Use drop down lists to select primary and secondary habitat types.
4. Click SECTION DETAILS, click in the "GRID REFERENCE" box for the section you want to edit, then click EDIT SECTION. Complete for each section using drop down habitat lists. If there is only one habitat type it is only necessary to complete habitat description 1.

**If you want to stop working at any stage, be sure to click FILE, then SAVE (or click on the save button) before closing the program.**

**ENTERING WEEKLY DATA:**

1. Open Transect Walker (if not already open). Click FILE, then OPEN, locate your site data file and click OPEN.
2. Click CREATE YEAR, then NEW YEAR – FULL WEEKLY VISIT DATA
3. Type the year, then click OK, and OK again to return to the main screen.
4. Click DATA INPUT, then FULL WEEKLY VISIT DATA.
5. From left hand column click the week you want to enter data for.
6. Click on the exact day using the SELECT DAY calendar box.
7. Enter START TIME, and FINISH TIME
8. If the % sunshine was the same in all sections, click SET SUN FOR ALL and enter the value.
9. Click TEMPERATURE from drop down list.
10. Click WIND SPEED and WIND DIRECTION from drop down lists.
11. Click OK. You will now enter another window.
12. Enter butterflies seen and sunshine data for each section if relevant. Click NEW WALK to enter more data, or FINISH.
13. Click FILE, then SAVE. (If you try to close the file or program without saving you will receive the message "This year's data has changed – do you want to save?". Click YES and the file/program will then close.)
14. To add data for more than one visit for a recording week, click on an additional day in the SELECT DAY box and repeat steps 7-12 above. When calculating annual abundance indices, the program takes an average of the counts and weather values for multiple visits within a week.

**IDENTIFICATION OF DATA PROBLEMS/ISSUES:**

Transect Walker 2 automatically detects missing site information and other missing data in your site files. If any basic site or section details are missing, on opening a file you will receive a warning message: "Problems have been found with the data. Please run Data Issues from the File menu". Click FILE, then DATA ISSUES to see the list of missing data. All of these must be resolved in order to prevent the warning message from appearing each time you open the site file.

For further information, visit the UK Butterfly Monitoring Scheme website ([www.ukbms.org](http://www.ukbms.org)) or the Butterfly Conservation website ([www.butterfly-conservation.org](http://www.butterfly-conservation.org)).

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Join the transect walking e-group by visiting <http://groups.yahoo.com/group/UKTransect>