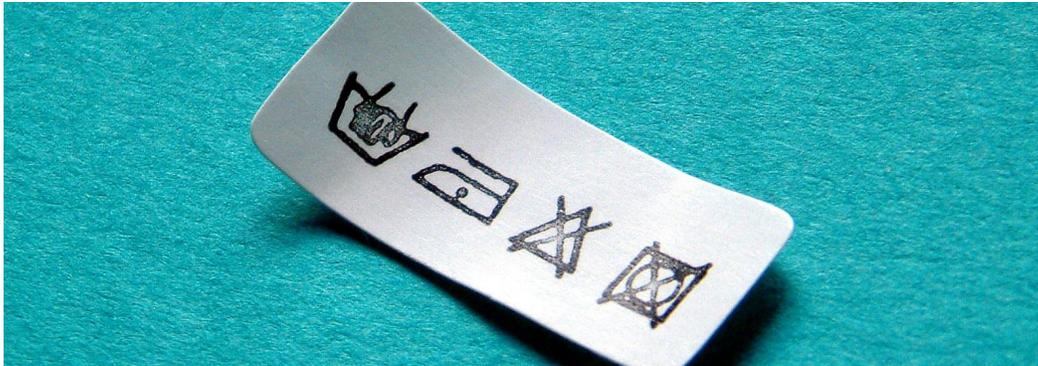


# Excel Tips

## Biodiversity Data Mobilization - Data Cleaning Exercise



Picture from Marcel Hol, obtained via <http://www.freeimages.com/photo/laundry-1522596>

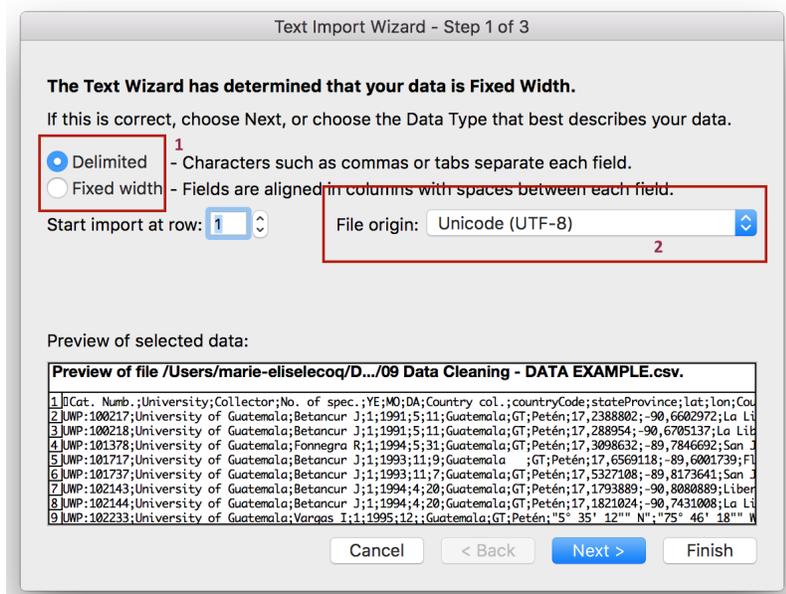
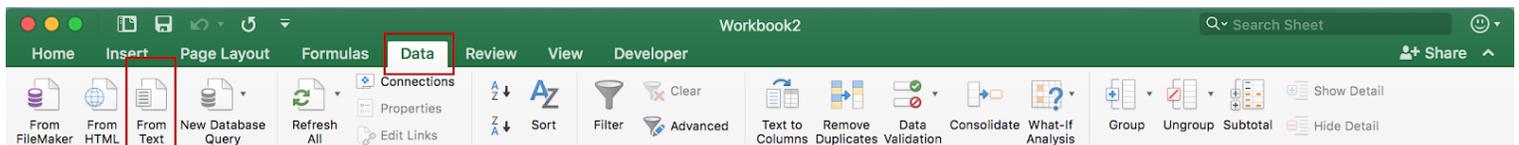
### Mac instructions

#### 1. Open a text file

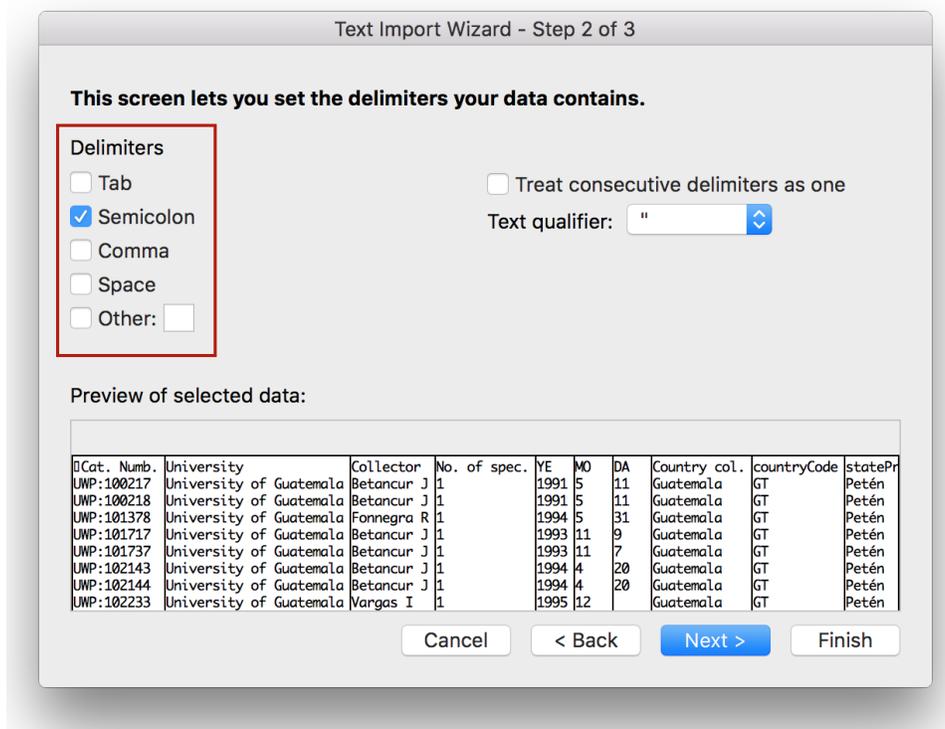
##### 1.1. Solution 1 : with Excel tools

Open Excel with Mac

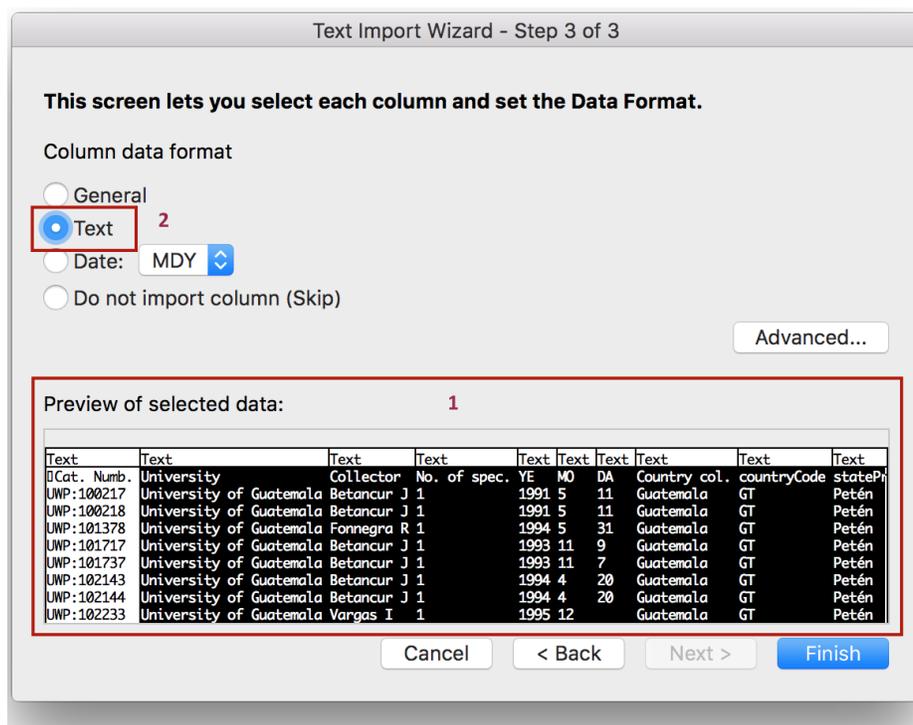
On the tab **Data**, then choose **From text**.



On the Text Import Wizard - Step 1 of 3, select **Delimited (1)**, and choose **Unicode (UTF-8) (2)** as File origin encoding then click **Next**



On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click **Next**

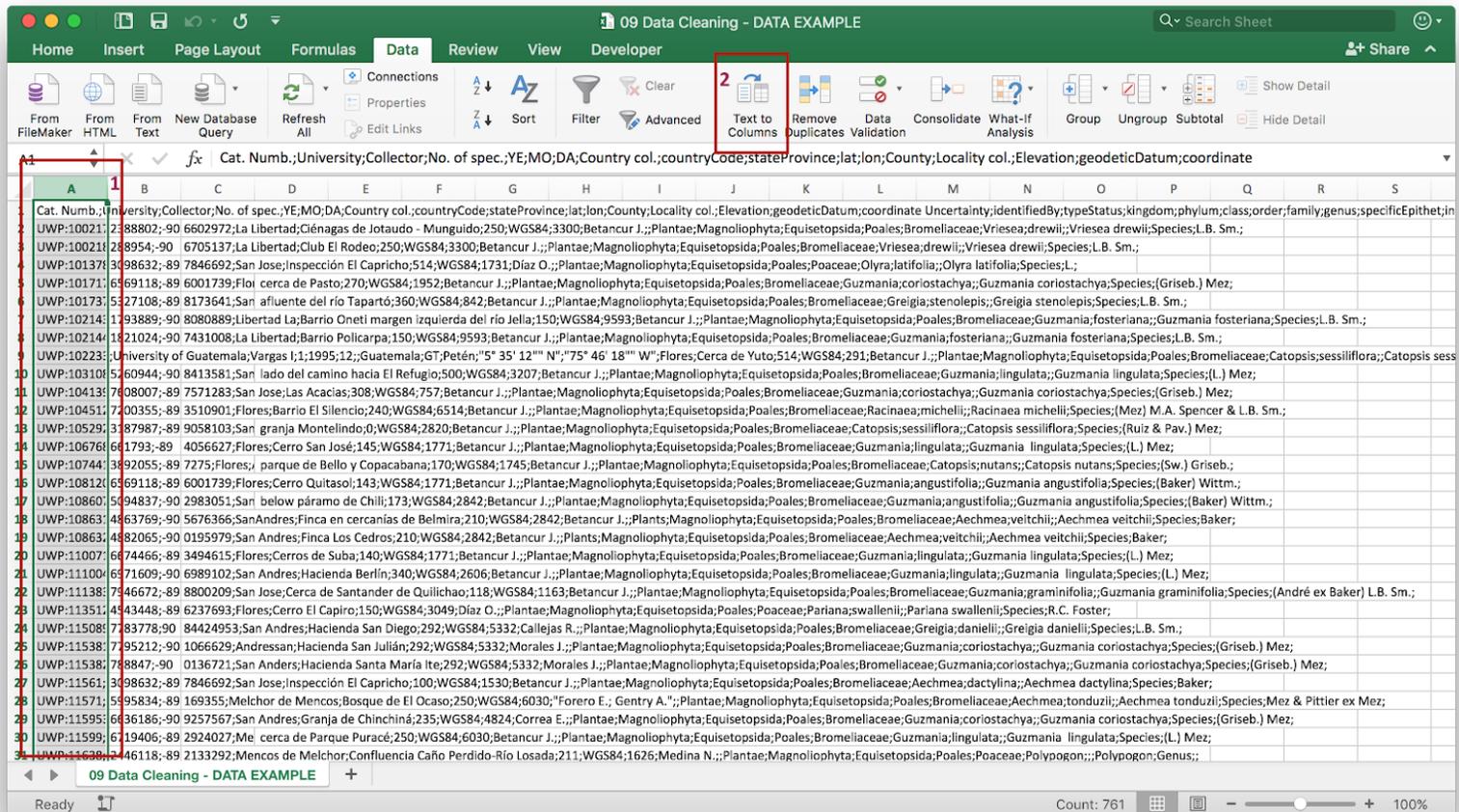


On the Text Import Wizard - Step 3 of 3, select all the column (1) (by click on shift and slide the cursor to the right) and put them as **Text** to avoid any format errors due to Excel.

On the Import Data last window, choose **Existing sheet** and click on **Ok**

## 1.2. Solution 1 : after opening a Text file (.txt, .csv, .etc) or on Excel

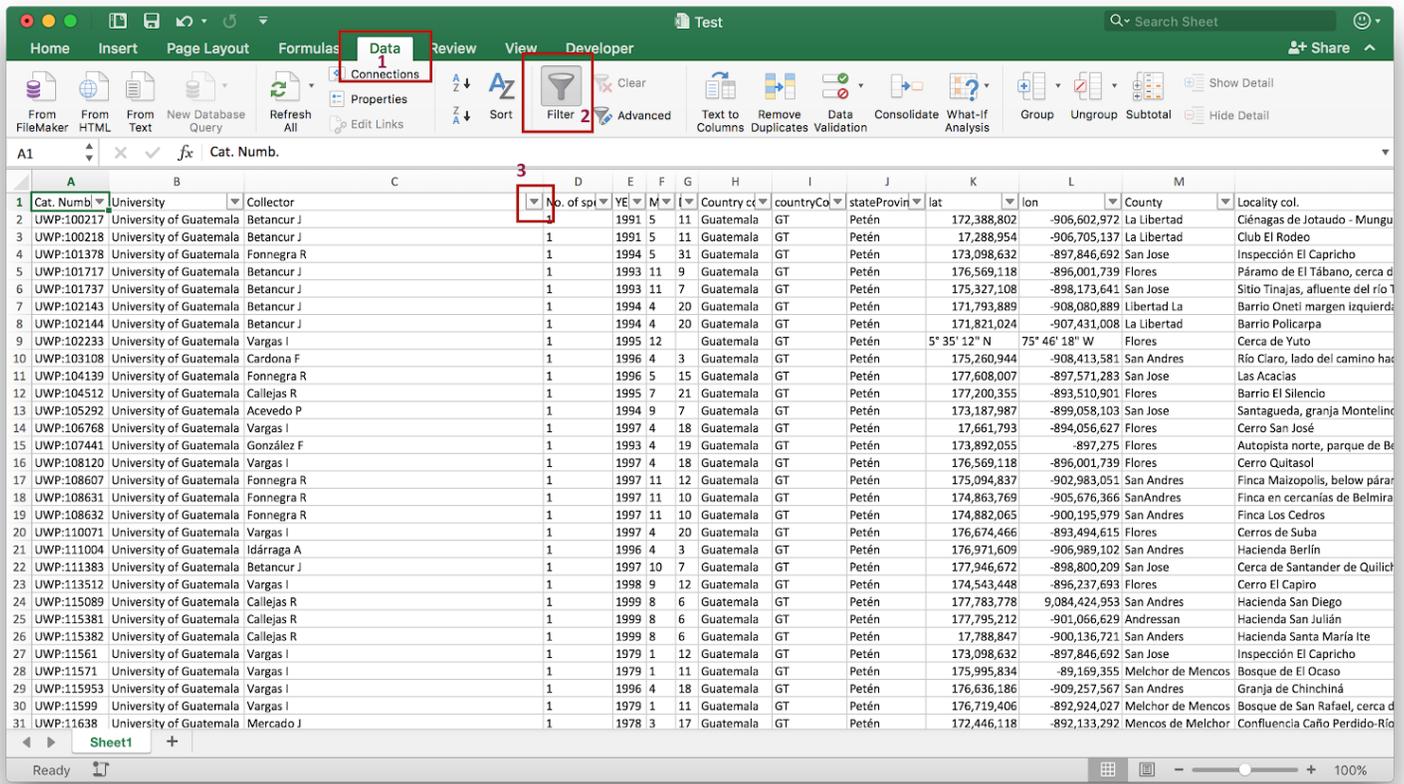
Double click on the CSV file (.csv).



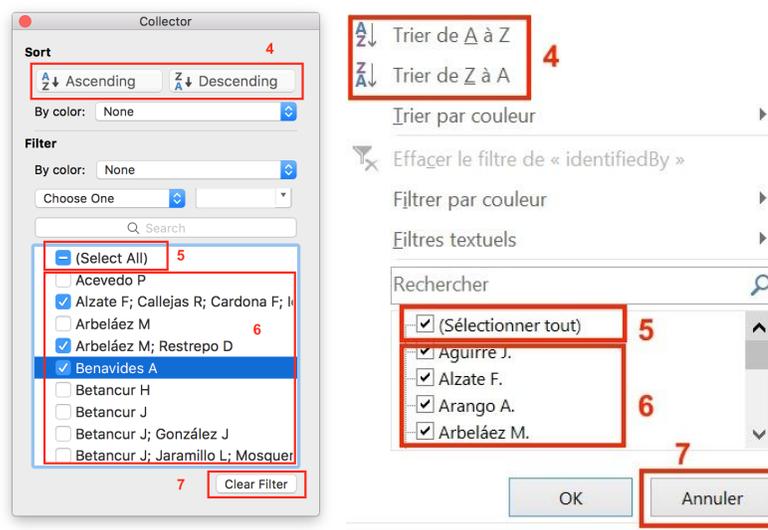
Select the entire first column, then on the tab **Data**, choose **Text to Columns** and follow the **Import Text Wizard** (like solution 1.1).

## 2. Add a filter

Open the Excel spreadsheet.



On the tab **Data (1)**, choose **Filter (2)**. You can click on the small down arrow (3) of the column you want to filter. On the filter menu, you will be able to make **ascending or descending sorting (4)**, **select or deselect all filters (5)**, choose **specific data to filter (6)** and **clear your filters (7)**.

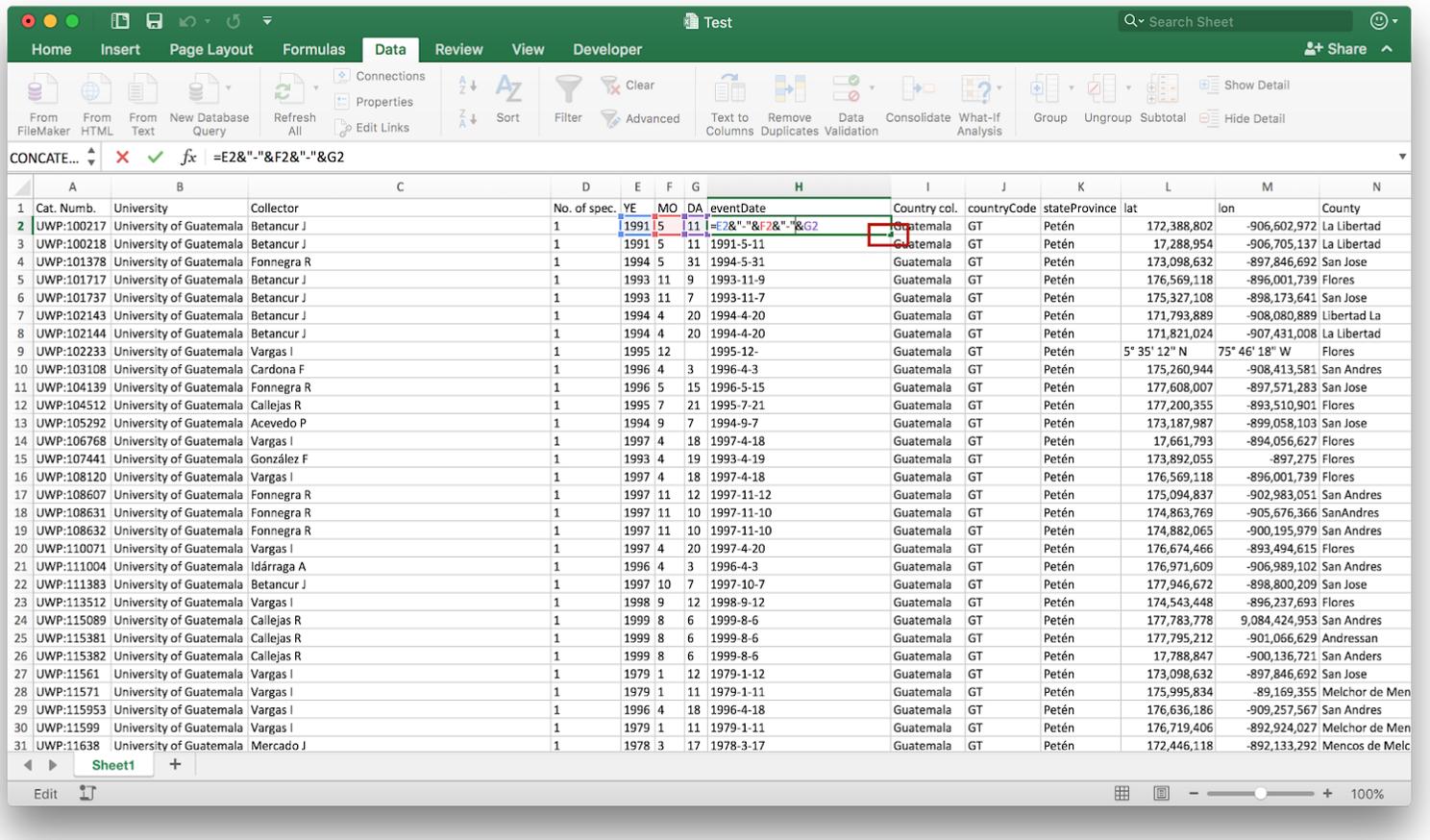


With Mac (left) and Windows (right)

### 3. Merge column

Open the Excel spreadsheet. The new column **eventDate** will be the result of the merging of column **YE** (column E), **MO** (column F) and **DA** (column G).

Create the **eventDate** on the right of **DA** (right click on the column then insert). The new column will be column H.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	=E2&"-"&F2&"-"&G2	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	172,888,954	-906,705,137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
7	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
9	UWP:102233	University of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose
12	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores
13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	177,661,793	-894,056,627	Flores
15	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	173,892,055	-897,275	Flores
16	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
17	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	175,094,837	-902,983,051	San Andres
18	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,863,769	-905,676,366	SanAndres
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	176,674,466	-893,494,615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	177,783,778	9,084,424,953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788,847	-900,136,721	San Andres
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	175,995,834	-89,169,355	Melchor de Men
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	176,636,186	-909,257,567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	176,719,406	-892,924,027	Melchor de Men
31	UWP:11638	University of Guatemala	Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	172,446,118	-892,133,292	Mencos de Melc

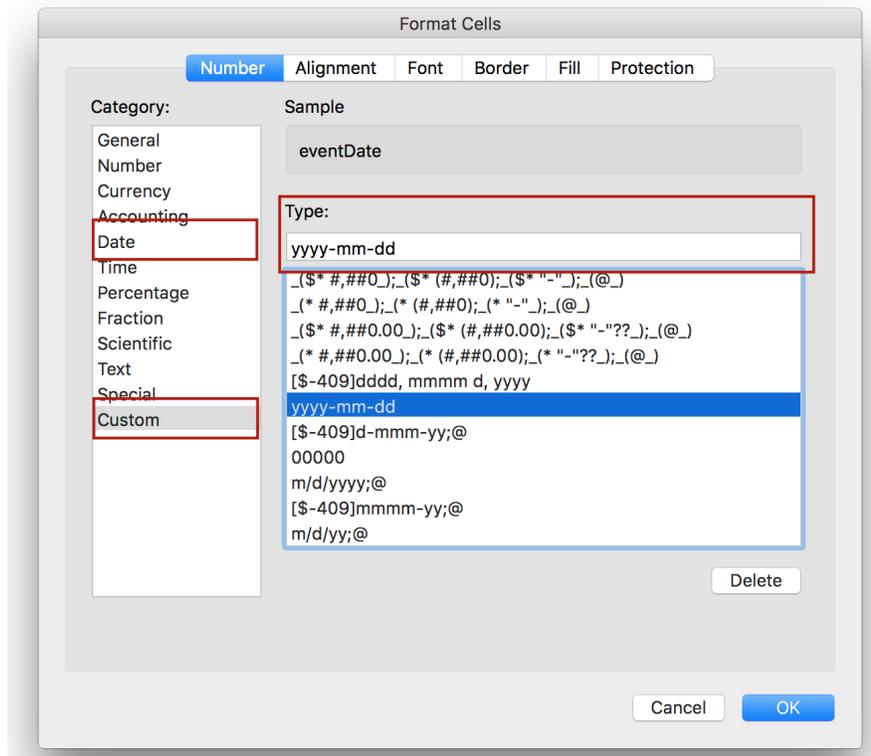
On H2, add this formula `=E2&"-"&F2&"-"&G2`. Select the H2 right down corner, and a black cross will appear. While clicking on the cross, go down to the end of the column to fill H.

### 4. Split a column

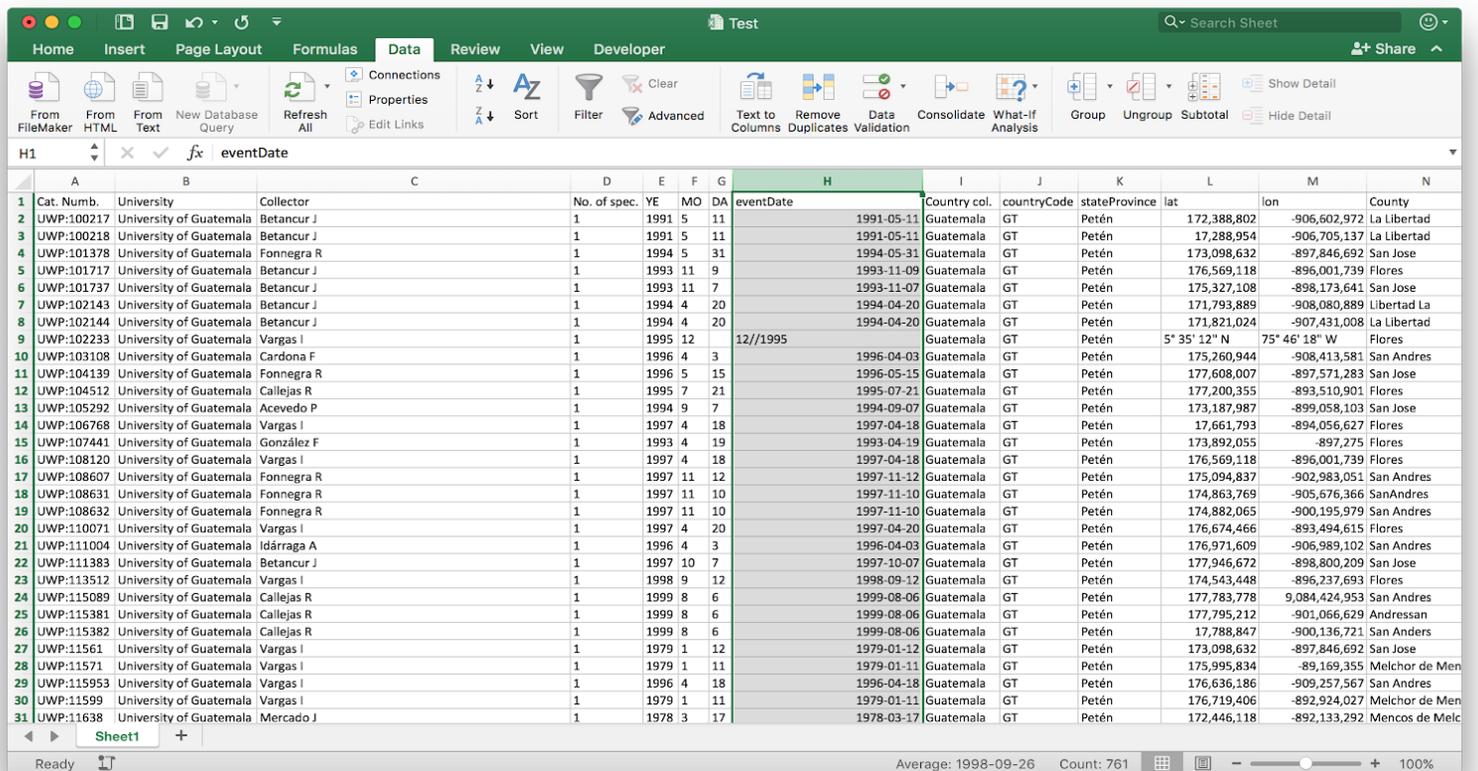
To split a column, use the same mechanism than 1.2 (Text to Columns).

### 5. Convert date format

Open the Excel spreadsheet. Select the column you want to modify, make a right click on it then choose **Format Cells**.



Look if your format exist on the **Date** category, if not select **Custom** Category. Confirm by clicking **OK**.



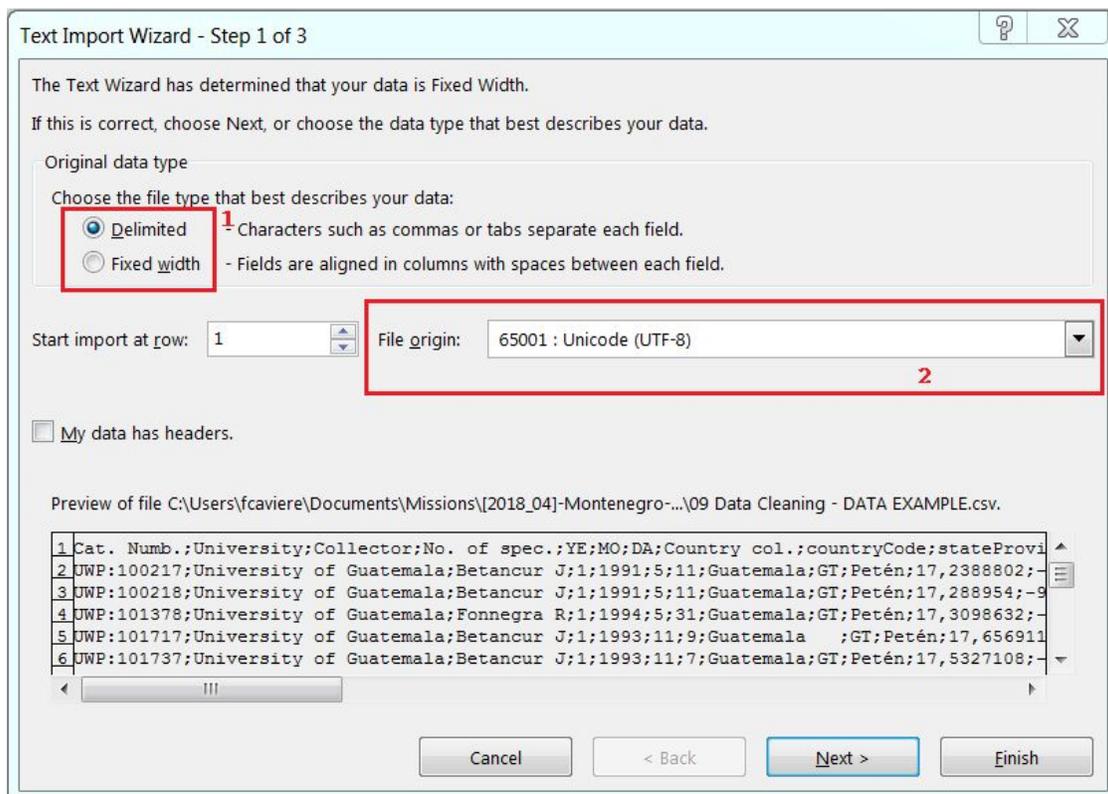
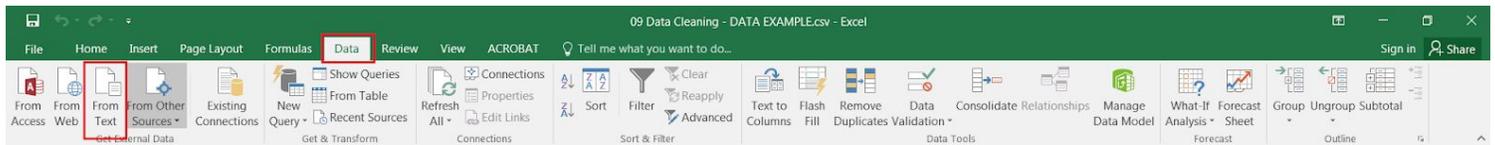
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	1991-05-11	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-05-11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-05-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-09	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-07	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
7	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-04-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-04-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
9	UWP:102233	University of Guatemala	Vargas I	1	1995	12		12/1995	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-04-03	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-05-15	Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose
12	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-07-21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores
13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-09-07	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-04-18	Guatemala	GT	Petén	176,674,793	-894,056,627	Flores
15	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-04-19	Guatemala	GT	Petén	173,892,055	-897,275	Flores
16	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-04-18	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
17	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	175,094,837	-902,983,051	San Andres
18	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,863,769	-905,576,366	SanAndres
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-04-20	Guatemala	GT	Petén	176,674,466	-893,494,615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-04-03	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-07	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-09-12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	177,783,778	9,084,424,953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	177,888,847	-900,136,721	San Andres
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-01-12	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-01-11	Guatemala	GT	Petén	175,995,834	-89,169,352	Melchor de Men
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-04-18	Guatemala	GT	Petén	176,636,186	-909,257,567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-01-11	Guatemala	GT	Petén	176,719,406	-892,924,027	Melchor de Men
31	UWP:11638	University of Guatemala	Mercado J	1	1978	3	17	1978-03-17	Guatemala	GT	Petén	172,446,118	-892,133,292	Mencos de Melc

## Windows instructions

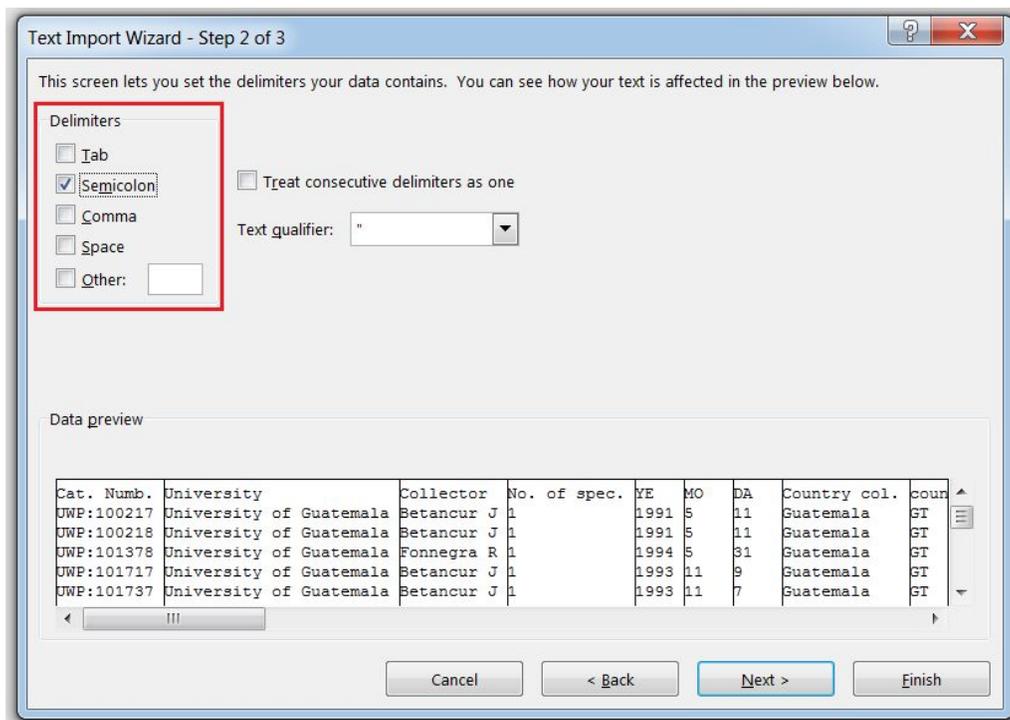
### 1. Open a text file

#### 1.1. Solution 1 : with Excel tools

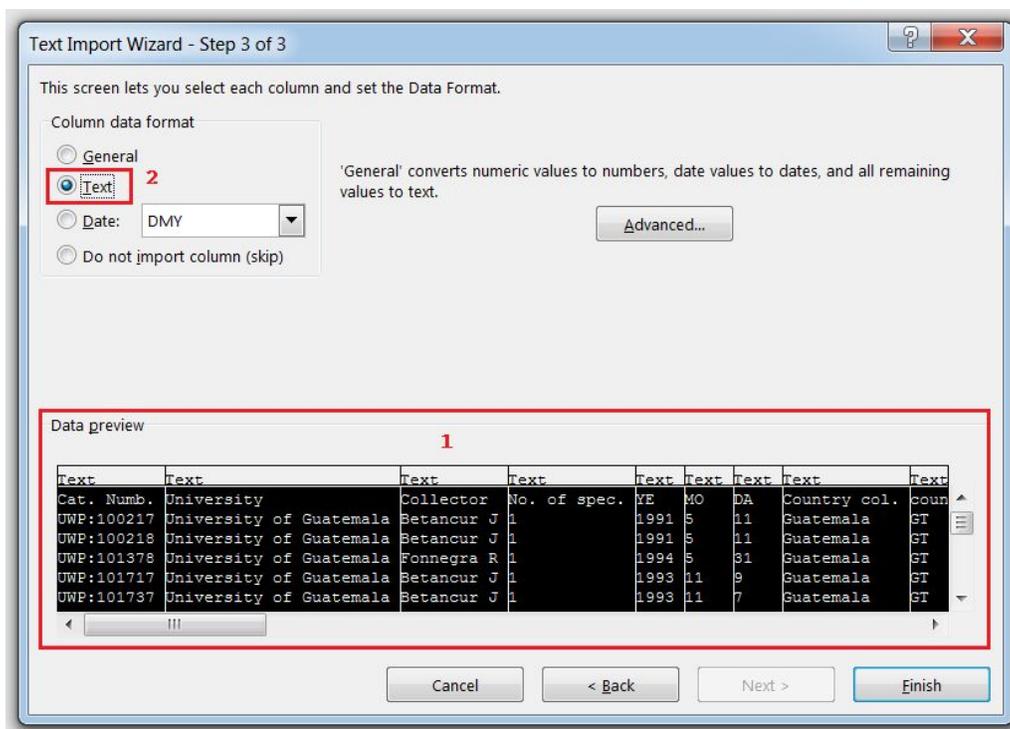
Open Excel. On the tab **Data**, then choose **From text**.



On the Text Import Wizard - Step 1 of 3, select **Delimited (1)**, and choose **Unicode (UTF-8) (2)** as File origin encoding then click **Next**



On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click **Next**



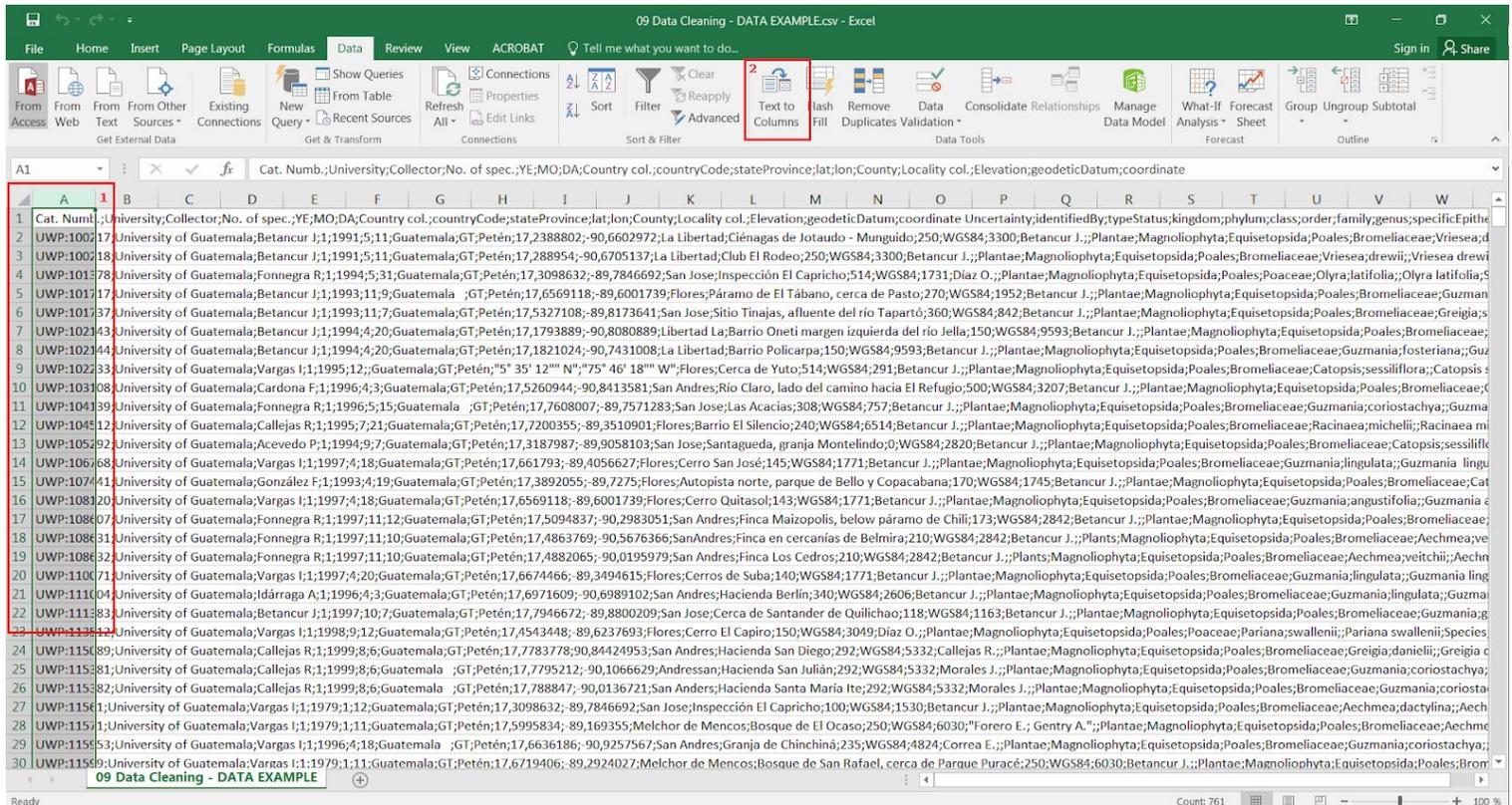
On the Text Import Wizard - Step 3 of 3, select all the columns (1) (by clicking on shift and sliding the cursor to the right) and put them as **Text** to avoid any format errors due to Excel.

On the Import Data last window, choose **Existing sheet** and click on **Ok**.



## 1.2. Solution 2 : after opening a txt or csv file on Excel

Double click on the TXT (.txt) or CSV file (.csv).



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Text to Columns' button in the 'Data Tools' group is highlighted with a red box. Below the ribbon, the spreadsheet is visible with columns labeled A through W. The first column (A) contains a list of identifiers, and the subsequent columns contain detailed text data. The status bar at the bottom indicates 'Count: 761'.

Select the entire first column, then on the tab **Data**, choose **Text to Columns** and follow the **Import Text Wizard** (like solution 1.1).

## 2. Add a filter

Open the Excel spreadsheet.

On the tab **Data (1)**, choose **Filter (2)**. You can click on the small down arrow (3) of the column you want to filter.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the ribbon is highlighted with a red box and labeled '2'. A small dropdown arrow in the 'No. of specimens' column header is highlighted with a red box and labeled '3'. The spreadsheet contains a table with columns for specimen ID, collector, date, and location.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
Cat. Nu	University	Collector	No. of specimens	YE	MO	DA	Country col.	country	statePri	lat	lon	County	Locality	Elevatic	geodetic	coordin	idei																		
UWP:1002	University of Guatemala	Betancur J	1	1991	5	11	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad	Ciénagas de	250	WGS84	3300	Bet																		
UWP:1003	University of Guatemala	Betancur J	1	1991	5	11	Guatemala	GT	Petén	17,289954	-90,6705137	La Libertad	Club El Ro	250	WGS84	3300	Bet																		
UWP:1013	University of Guatemala	Fonnegra R	1	1994	5	31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose	Inspección	514	WGS84	1731	Dia																		
UWP:1017	University of Guatemala	Betancur J	1	1993	11	9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores	Páramo de	270	WGS84	1952	Bet																		
UWP:1017	University of Guatemala	Betancur J	1	1993	11	7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose	Sitio Tinajá	360	WGS84	842	Bet																		
UWP:1021	University of Guatemala	Betancur J	1	1994	4	20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad	Li Barrio Onc	150	WGS84	9593	Bet																		
UWP:1021	University of Guatemala	Betancur J	1	1994	4	20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad	Barrio Poli	150	WGS84	9593	Bet																		
UWP:1022	University of Guatemala	Vargas I	1	1995	12		Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	Cerca de Y	514	WGS84	291	Bet																		
UWP:1031	University of Guatemala	Cardona F	1	1996	4	3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andre	Río Claro,	500	WGS84	3207	Bet																		
UWP:1041	University of Guatemala	Fonnegra R	1	1996	5	15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose	Las Acacia	308	WGS84	757	Bet																		
UWP:1045	University of Guatemala	Callejas R	1	1995	7	21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores	Barrio El S	240	WGS84	6514	Bet																		
UWP:1052	University of Guatemala	Acevedo P	1	1994	9	7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose	Santagueo	0	WGS84	2820	Bet																		
UWP:1067	University of Guatemala	Vargas I	1	1997	4	18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores	Cerro San	145	WGS84	1771	Bet																		
UWP:1074	University of Guatemala	González F	1	1993	4	19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores	Autopista	170	WGS84	1745	Bet																		
UWP:1081	University of Guatemala	Vargas I	1	1997	4	18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores	Cerro Quit	143	WGS84	1771	Bet																		
UWP:1086	University of Guatemala	Fonnegra R	1	1997	11	12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andre	Finca Mai	173	WGS84	2842	Bet																		
UWP:1086	University of Guatemala	Fonnegra R	1	1997	11	10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres	Finca en c	210	WGS84	2842	Bet																		
UWP:1086	University of Guatemala	Fonnegra R	1	1997	11	10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andre	Finca Los	210	WGS84	2842	Bet																		
UWP:110C	University of Guatemala	Vargas I	1	1997	4	20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores	Cerro de	140	WGS84	1771	Bet																		
UWP:111C	University of Guatemala	Idárraga A	1	1996	4	3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andre	Hacienda	340	WGS84	2606	Bet																		
UWP:1113	University of Guatemala	Betancur J	1	1997	10	7	Guatemala	GT	Petén	17,7946672	-89,8802029	San Jose	Cerca de S	118	WGS84	1163	Bet																		
UWP:1135	University of Guatemala	Vargas I	1	1998	9	12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores	Cerro El C	150	WGS84	3049	Dia																		
UWP:115C	University of Guatemala	Callejas R	1	1999	8	6	Guatemala	GT	Petén	17,7783778	-90,84424953	San Andre	Hacienda	292	WGS84	5332	Call																		
UWP:1153	University of Guatemala	Callejas R	1	1999	8	6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan	Hacienda	292	WGS84	5332	Mo																		
UWP:1153	University of Guatemala	Callejas R	1	1999	8	6	Guatemala	GT	Petén	17,788847	-90,0136721	San Jose	Hacienda	292	WGS84	5332	Mo																		
UWP:1156	University of Guatemala	Vargas I	1	1979	1	12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose	Inspección	100	WGS84	1530	Bet																		
UWP:1157	University of Guatemala	Vargas I	1	1979	1	11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor d	Bosque de	250	WGS84	6030	For																		
UWP:1159	University of Guatemala	Vargas I	1	1996	4	18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andre	Granja de	235	WGS84	4824	Cor																		
UWP:1159	University of Guatemala	Vargas I	1	1979	1	11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor d	Bosque de	250	WGS84	6030	Bet																		

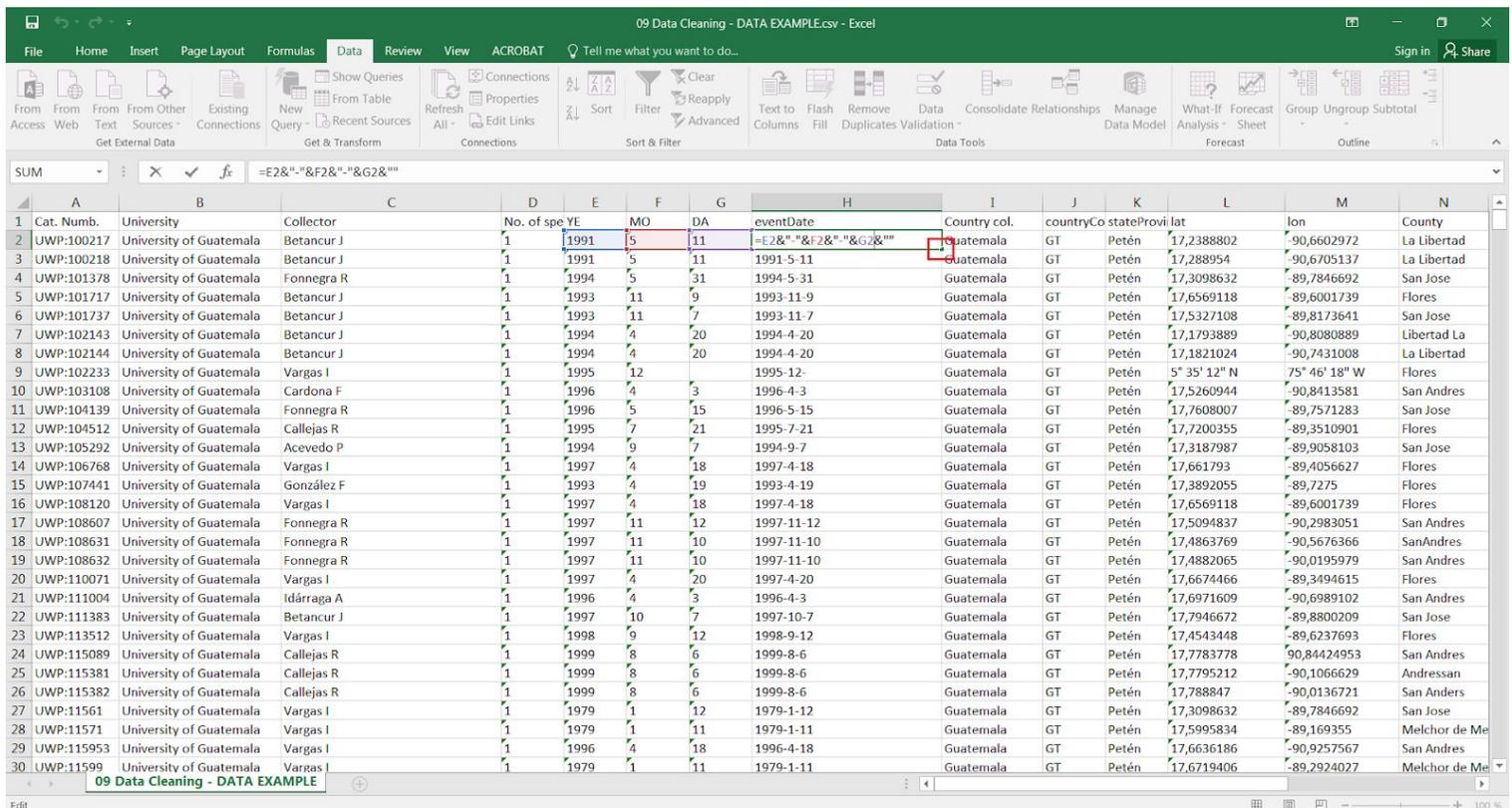
On the filter menu, you will be able to make **ascending or descending sorting (4)**, **select or unselect all filters (5)**, choose **specific data to filter (6)** and **clear your filters (7)**.

The screenshot shows the Excel Filter menu. At the top, there are two sorting options: 'Sort A to Z' (labeled 4) and 'Sort Z to A'. Below these are options for 'Sort by Color', 'Clear Filter From "Collector"', and 'Filter by Color'. Under 'Text Filters', there is a search box and a list of filter items. The first item is '(Select All)' (labeled 5), which is checked. Below it are several names: 'Acevedo P', 'Alzate F; Callejas R; Cardona F; Idárraga' (labeled 6), 'Arbeláez M', 'Arbeláez M; Restrepo D', 'Benavides A', and 'Betancur H'. At the bottom of the menu are 'OK' and 'Cancel' buttons (labeled 7).

### 3. Merge columns

Open the Excel spreadsheet. The new column **eventDate** will be the result of the merging of column **YE** (column E), **MO** (column F) and **DA** (column G).

Create the **eventDate** on the right of **DA** (right click on the column then insert). The new column will be column H.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Cat. Numb.	University	Collector	No. of spe	YE	MO	DA	eventDate	Country col.	countryCo	state/provi	lat	lon	County	
1	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	=E2&"	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
2	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
3	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
4	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
5	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
6	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
7	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
8	UWP:102233	University of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
9	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
10	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
11	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
12	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
13	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
14	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
15	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
16	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
17	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
18	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
19	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
20	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
21	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
22	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
23	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
24	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
25	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
26	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
27	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de Me
28	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
29	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de Me

On H2, add this formula **=E2&"**

Select the **H2** right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H.

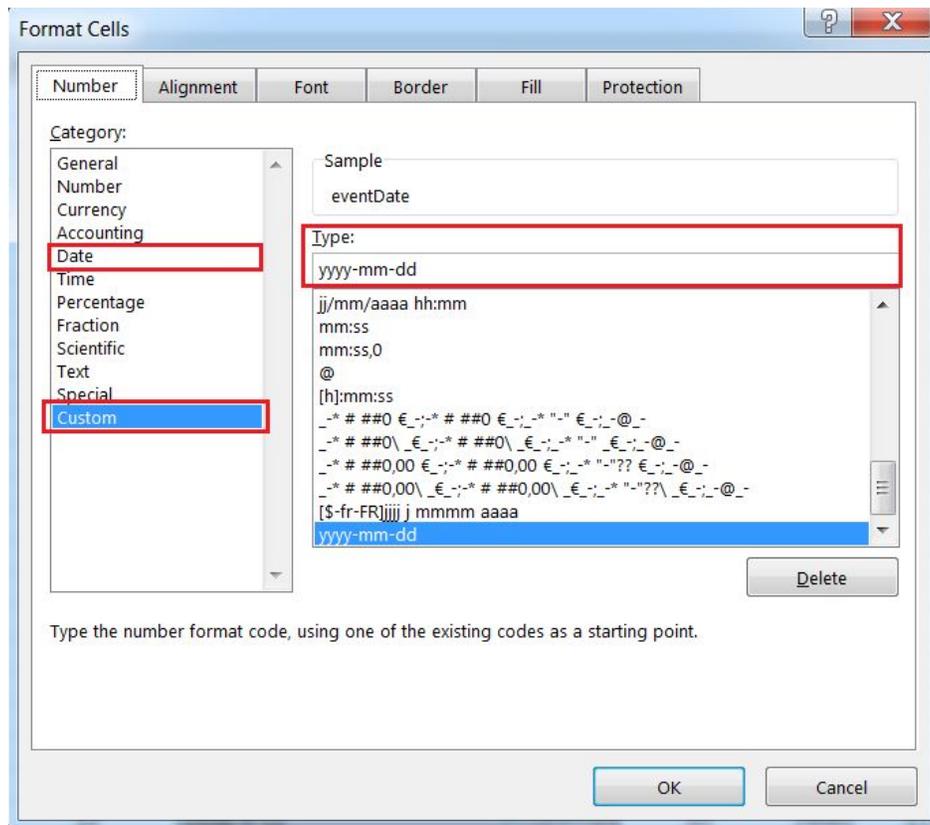
### 4. Split a column

To split a column, use the same mechanism than 1.2 (Text to Columns).

### 5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose **Format Cells**.



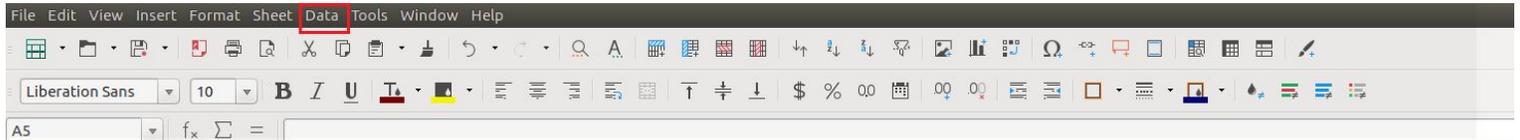
Look if your format exists on the **Date** category, if not select the **Custom** Category. Confirm by clicking **OK**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	Cat. Numb.	University	Collector	No. of spe	YE	MO	DA	eventDate	Country col.	countryCo	state	Prov	lat	lon	County
2	UWP-100217	University of Guatemala	Betancur J	1	1991	5	11		1991-5-11 Guatemala	GT	Petén		17,2388802	-90,6602972	La Libertad
3	UWP-100218	University of Guatemala	Betancur J	1	1991	5	11		1991-5-11 Guatemala	GT	Petén		17,288954	-90,6705137	La Libertad
4	UWP-101378	University of Guatemala	Fonnegra R	1	1994	5	31		1994-5-31 Guatemala	GT	Petén		17,3098632	-89,7846692	San Jose
5	UWP-101717	University of Guatemala	Betancur J	1	1993	11	9		1993-11-9 Guatemala	GT	Petén		17,6569118	-89,6001739	Flores
6	UWP-101737	University of Guatemala	Betancur J	1	1993	11	7		1993-11-7 Guatemala	GT	Petén		17,5327108	-89,8173641	San Jose
7	UWP-102143	University of Guatemala	Betancur J	1	1994	4	20		1994-4-20 Guatemala	GT	Petén		17,1793889	-90,8080889	Libertad La
8	UWP-102144	University of Guatemala	Betancur J	1	1994	4	20		1994-4-20 Guatemala	GT	Petén		17,1821024	-90,7431008	La Libertad
9	UWP-102233	University of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W		Flores
10	UWP-103108	University of Guatemala	Cardona F	1	1996	4	3		1996-4-3 Guatemala	GT	Petén		17,5260944	-90,8413581	San Andres
11	UWP-104139	University of Guatemala	Fonnegra R	1	1996	5	15		1996-5-15 Guatemala	GT	Petén		17,7608007	-89,751283	San Jose
12	UWP-104512	University of Guatemala	Callejas R	1	1995	7	21		1995-7-21 Guatemala	GT	Petén		17,7200355	-89,3510901	Flores
13	UWP-105292	University of Guatemala	Acevedo P	1	1994	9	7		1994-9-7 Guatemala	GT	Petén		17,3187987	-89,9058103	San Jose
14	UWP-106768	University of Guatemala	Vargas I	1	1997	4	18		1997-4-18 Guatemala	GT	Petén		17,661793	-89,4056627	Flores
15	UWP-107441	University of Guatemala	González F	1	1993	4	19		1993-4-19 Guatemala	GT	Petén		17,3892055	-89,7275	Flores
16	UWP-108120	University of Guatemala	Vargas I	1	1997	4	18		1997-4-18 Guatemala	GT	Petén		17,6569118	-89,6001739	Flores
17	UWP-108607	University of Guatemala	Fonnegra R	1	1997	11	12		1997-11-12 Guatemala	GT	Petén		17,5094837	-90,2983051	San Andres
18	UWP-108631	University of Guatemala	Fonnegra R	1	1997	11	10		1997-11-10 Guatemala	GT	Petén		17,4863769	-90,5676366	San Andres
19	UWP-108632	University of Guatemala	Fonnegra R	1	1997	11	10		1997-11-10 Guatemala	GT	Petén		17,4882065	-90,0195979	San Andres
20	UWP-110071	University of Guatemala	Vargas I	1	1997	4	20		1997-4-20 Guatemala	GT	Petén		17,6674466	-89,3494615	Flores
21	UWP-111004	University of Guatemala	Idárraga A	1	1996	4	3		1996-4-3 Guatemala	GT	Petén		17,6971609	-90,6989102	San Andres
22	UWP-111383	University of Guatemala	Betancur J	1	1997	10	7		1997-10-7 Guatemala	GT	Petén		17,946672	-89,8800209	San Jose
23	UWP-113512	University of Guatemala	Vargas I	1	1998	9	12		1998-9-12 Guatemala	GT	Petén		17,4543448	-89,6237693	Flores
24	UWP-115089	University of Guatemala	Callejas R	1	1999	8	6		1999-8-6 Guatemala	GT	Petén		17,7783778	-90,84424953	San Andres
25	UWP-115381	University of Guatemala	Callejas R	1	1999	8	6		1999-8-6 Guatemala	GT	Petén		17,7795212	-90,1066629	Andressan
26	UWP-115382	University of Guatemala	Callejas R	1	1999	8	6		1999-8-6 Guatemala	GT	Petén		17,788847	-90,0136721	San Anders
27	UWP-11561	University of Guatemala	Vargas I	1	1979	1	12		1979-1-12 Guatemala	GT	Petén		17,3098632	-89,7846692	San Jose
28	UWP-11571	University of Guatemala	Vargas I	1	1979	1	11		1979-1-11 Guatemala	GT	Petén		17,5995834	-89,169355	Melchor de Me
29	UWP-115953	University of Guatemala	Vargas I	1	1996	4	18		1996-4-18 Guatemala	GT	Petén		17,6636186	-90,9257567	San Andres
30	UWP-11599	University of Guatemala	Vargas I	1	1979	1	11		1979-1-11 Guatemala	GT	Petén		17,6719406	-89,2924027	Melchor de Me

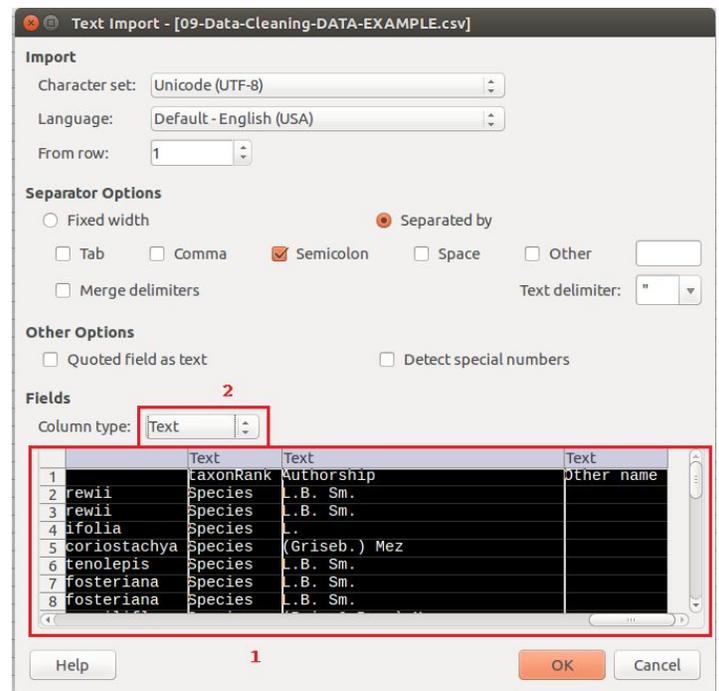
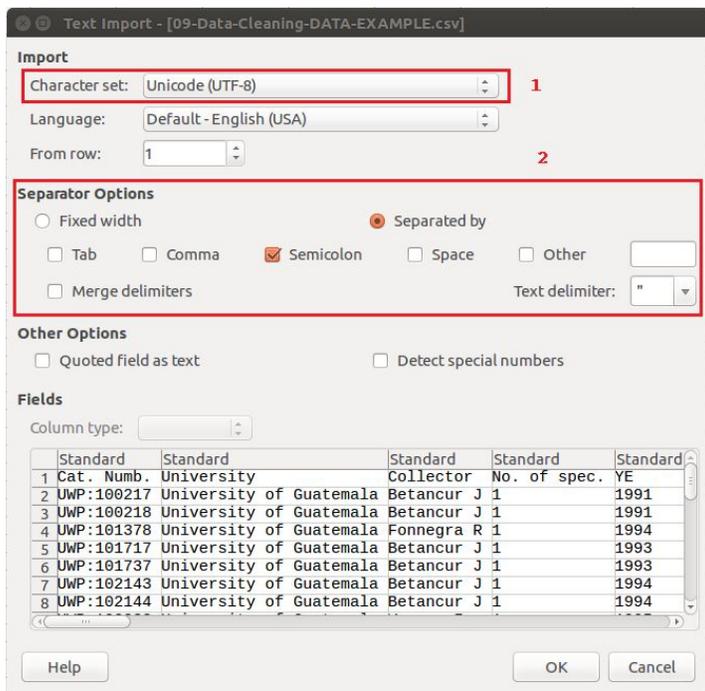
## Linux instructions for LibreOffice

### 1. Open a text file

With LibreOffice, you just have to double-click on a text or csv file for it to display the Text Import Wizard



Once you have opened a text file, click on Data > Text to column to display the LibreOffice Text Import Wizard



File Edit View Insert Format Sheet Data Tools Window Help

LibreOffice Calc

Sheet 1 of 1 | 09-Dat-Cleaning-DATA-EXAMPLE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z												
Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	Country	col.	CountryCode	State	Province	lat	lon	County	Locality	Elevation	geodeticDatum	uncertainty	identifier	type	status	kingdom	phylum	class	order	family	genus	specificEpithet	infraspecificEpithet	Full name	taxonRank	Authority					
1	UWP-100218	University of Guatemala	J	1991	5	11	Guatemala	GT	Peten			90.66029172	-90.66029172	La Libertad	Club El Rodeo	250	WGS84																				
2	UWP-100218	University of Guatemala	J	1991	5	11	Guatemala	GT	Peten			90.66029172	-90.66029172	La Libertad	Club El Rodeo	250	WGS84																				
3	UWP-101378	University of Guatemala	R	1994	5	3	Guatemala	GT	Peten			90.7288954	-90.6705137	La Libertad	Club El Rodeo	250	WGS84																				
4	UWP-101378	University of Guatemala	R	1994	5	3	Guatemala	GT	Peten			90.7288954	-90.6705137	La Libertad	Club El Rodeo	250	WGS84																				
5	UWP-101717	University of Guatemala	J	1993	11	9	Guatemala	GT	Peten			90.6569118	-89.6001739	Flores	Inspeccion El Capatzen	514	WGS84																				
6	UWP-101737	University of Guatemala	J	1993	11	7	Guatemala	GT	Peten			90.5327108	-89.8173641	San Jose	Sitio Tinajas	360	WGS84																				
7	UWP-102143	University of Guatemala	J	1994	4	20	Guatemala	GT	Peten			90.7193889	-90.8080889	La Libertad	Barrio Oneti	150	WGS84																				
8	UWP-102144	University of Guatemala	J	1994	4	20	Guatemala	GT	Peten			90.7182104	-90.7431008	La Libertad	Barrio Polcar	150	WGS84																				
9	UWP-102233	University of Guatemala	V	1996	12	3	Guatemala	GT	Peten			90.535121	-75.461818	W Flores	Cerca de Yut	514	WGS84																				
10	UWP-103108	University of Guatemala	F	1996	4	20	Guatemala	GT	Peten			90.7526094	-90.8413581	San Andres	Rio Claro	150	WGS84																				
11	UWP-104139	University of Guatemala	R	1996	5	21	Guatemala	GT	Peten			90.7680007	-89.751283	San Jose	Las Acacias	308	WGS84																				
12	UWP-104512	University of Guatemala	R	1996	5	7	Guatemala	GT	Peten			90.7203085	-89.3510901	Flores	Barrio El Siler	240	WGS84																				
13	UWP-105292	University of Guatemala	P	1997	4	18	Guatemala	GT	Peten			90.3187987	-89.9058103	San Jose	Santaequida	40	WGS84																				
14	UWP-106768	University of Guatemala	V	1997	11	10	Guatemala	GT	Peten			90.661793	-89.4056627	Flores	Cerro San Jos	145	WGS84																				
15	UWP-107441	University of Guatemala	I	1997	4	18	Guatemala	GT	Peten			90.6569118	-89.6001739	Flores	Finca Maizop	173	WGS84																				
16	UWP-108670	University of Guatemala	F	1997	11	10	Guatemala	GT	Peten			90.5697366	-90.0195979	San Andres	Finca Los Cer	210	WGS84																				
17	UWP-108631	University of Guatemala	F	1997	11	10	Guatemala	GT	Peten			90.4863769	-90.5676366	San Andres	Finca Los Cer	210	WGS84																				
18	UWP-108632	University of Guatemala	F	1997	11	10	Guatemala	GT	Peten			90.4863769	-90.5676366	San Andres	Finca Los Cer	210	WGS84																				
19	UWP-110071	University of Guatemala	V	1997	4	20	Guatemala	GT	Peten			90.6674466	-89.3494615	Flores	Cerro de San	140	WGS84																				
20	UWP-111004	University of Guatemala	A	1996	4	3	Guatemala	GT	Peten			90.6971609	-90.6989102	San Andres	Hacienda Ben	340	WGS84																				
21	UWP-111383	University of Guatemala	J	1997	10	7	Guatemala	GT	Peten			90.7946672	-89.8802039	San Jose	Cerca de Sant	113	WGS84																				
22	UWP-113512	University of Guatemala	V	1998	9	12	Guatemala	GT	Peten			90.4543448	-89.6237693	Flores	Cerro El Cap	150	WGS84																				
23	UWP-115089	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
24	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
25	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
26	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
27	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
28	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
29	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
30	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
31	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
32	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
33	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
34	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
35	UWP-115381	University of Guatemala	R	1999	8	6	Guatemala	GT	Peten			90.7783778	-90.8424953	San Andres	Hacienda San	292	WGS84																				
36	UWP-117325	University of Guatemala	V	1999	7	13	Guatemala	GT	Peten			90.6971609	-90.6989102	San Andres	Hacienda Ben	340	WGS84																				
37	UWP-117538	University of Guatemala	F	1999	OCT	22	Guatemala	GT	Peten			90.4666948	-89.9835948	San Andres	Region San D	200	WGS84																				
38	UWP-117539	University of Guatemala	F	1999	OCT	22	Guatemala	GT	Peten			90.4666948	-89.9835948	San Andres	Region San D	200	WGS84																				
39	UWP-117611	University of Guatemala	V	1999	10	20	Guatemala	GT	Peten			90.7216042	-90.0628988	San Andres	Roadside in	170	WGS84																				

## 2. Add a filter

The filter tool (AutoFiltre) is directly accessible on the main (and only) page of LibreOffice:

Sort Ascending  
Sort Descending  
Top 10  
Empty  
Not Empty  
Standard Filter...

Search items...

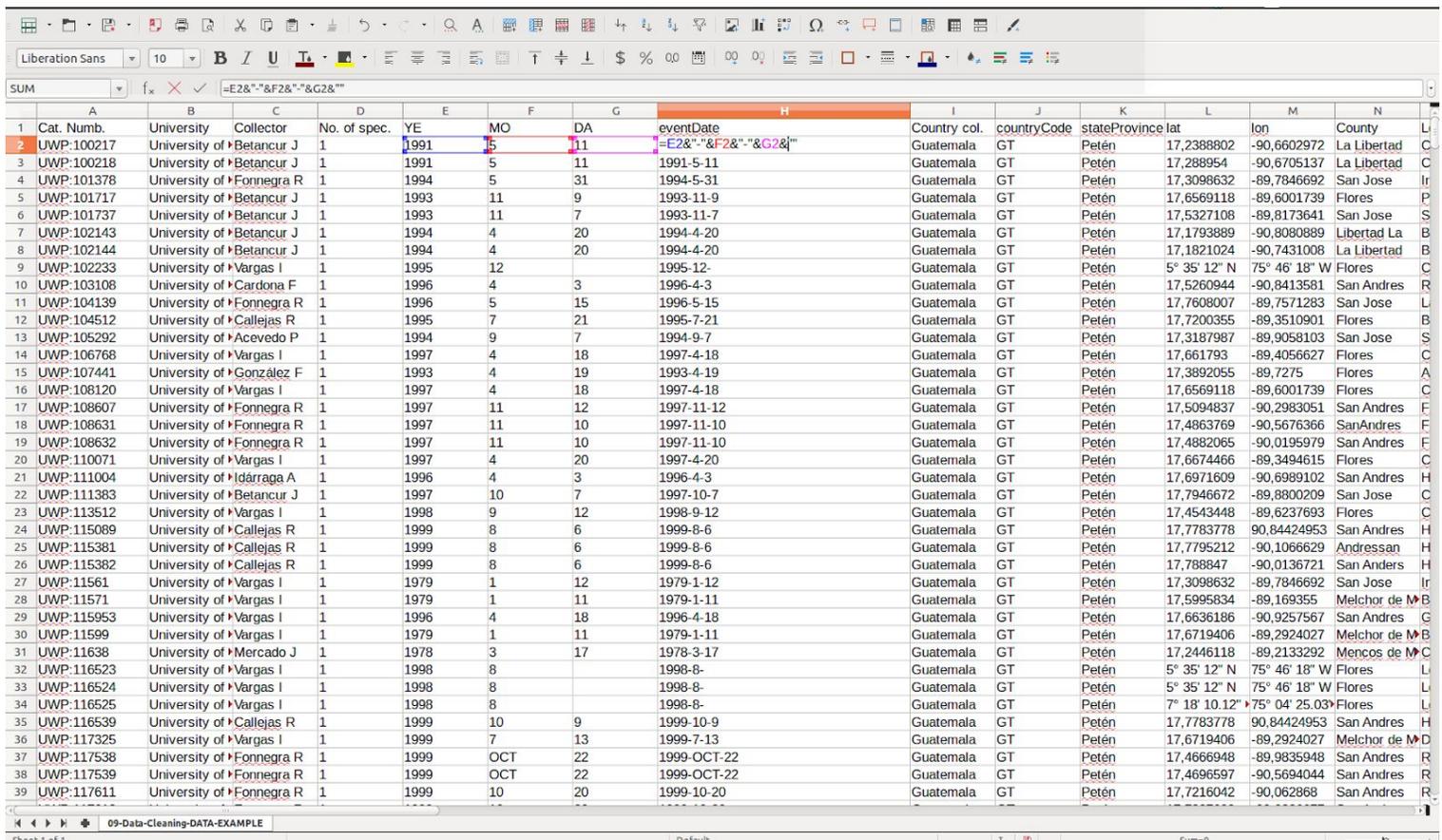
- Acedvedo P
- Alzate F; Callejas F
- Arbeláez M
- Arbeláez M; Restr
- Benavides A

OK Cancel

### 3. Merge columns

Open the Excel spreadsheet. The new column **eventDate** will be the result of the merging of column **YE** (column E), **MO** (column F) and **DA** (column G).

Create the **eventDate** on the right of **DA** (right click on the column then insert). The new column will be column H.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of	Betancur J	1	1991	5	11	=E2&"&F2&"&G2&""	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
3	UWP:100218	University of	Betancur J	1	1991	5	11		Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of	Fonnegra R	1	1994	5	31		Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
7	UWP:102143	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
8	UWP:102144	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
9	UWP:102233	University of	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7680007	-89,7571283	San Jose
12	UWP:104512	University of	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
19	UWP:108632	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Andres
27	UWP:11561	University of	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de M
29	UWP:115953	University of	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
31	UWP:11638	University of	Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17,2446118	-89,2133292	Mencos de M
32	UWP:116523	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
33	UWP:116524	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
34	UWP:116525	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12" N	75° 04' 25.03" W	Flores
35	UWP:116539	University of	Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
36	UWP:117325	University of	Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
37	UWP:117538	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4666948	-89,9835948	San Andres
38	UWP:117539	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4696597	-90,5694044	San Andres
39	UWP:117611	University of	Fonnegra R	1	1999	10	20	1999-10-20	Guatemala	GT	Petén	17,7216042	-90,062868	San Andres

On H2, add this formula =E2&"&F2&"&G2&"".

Select the H2 right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H

### 4. Split a column

To split a column, use the same mechanism than 1. (Text to Columns).

### 5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose **Format Cells**.

**Format Cells**

Numbers Font Font Effects Alignment Borders Background Cell Protection

**Category**

- Number
- Percent
- Currency
- Date**
- Time
- Scientific
- Fraction
- Boolean Value
- Text

**Format**

- Fri, Dec 31, 99
- Fri 31/Dec 99
- Fri, December 31, 1999
- Friday, December 31, 1999
- 12-31
- 99-12-31
- 1999-12-31**
- 12/99
- Dec 31
- December

**Language**

Default - English (USA)

eventDate

**Options**

Decimal places: 0  Negative numbers red

Leading zeroes: 0  Thousands separator

**Format code**

YYYY-MM-DD

ISO 8601

Help OK Cancel Reset

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County	Li
1	UWP:100217	University of Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17.2388802	-90.6602972	La Libertad	C	
2	UWP:100218	University of Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17.288954	-90.6705137	La Libertad	C	
3	UWP:101378	University of Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17.3098632	-89.7846692	San Jose	Ir	
4	UWP:101717	University of Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17.6569118	-89.6001739	Flores	P	
5	UWP:101737	University of Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17.5327108	-89.8173641	San Jose	S	
6	UWP:102143	University of Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1793889	-90.8080889	Libertad La	B	
7	UWP:102144	University of Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1821024	-90.7431008	La Libertad	B	
8	UWP:102233	University of Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	C	
9	UWP:103108	University of Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17.5260944	-90.8413581	San Andres	R	
10	UWP:104139	University of Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17.7608007	-89.7571283	San Jose	L	
11	UWP:104512	University of Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17.7200355	-89.3510901	Flores	B	
12	UWP:105292	University of Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17.3167987	-89.9058103	San Jose	S	
13	UWP:105768	University of Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.661793	-89.4056627	Flores	C	
14	UWP:107441	University of González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17.3892055	-89.7275	Flores	A	
15	UWP:108120	University of Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.6591118	-89.6001739	Flores	C	
16	UWP:108607	University of Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17.5094837	-90.2983051	San Andres	F	
17	UWP:108631	University of Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17.4863769	-90.5676366	San Andres	F	
18	UWP:108632	University of Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17.4882065	-90.0195979	San Andres	F	
19	UWP:110071	University of Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17.6674466	-89.3494615	Flores	C	
20	UWP:111004	University of Hdarraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17.6971609	-90.6989102	San Andres	H	
21	UWP:111383	University of Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17.7946672	-89.8800209	San Jose	C	
22	UWP:113512	University of Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17.4543448	-89.6237693	Flores	C	
23	UWP:115089	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.7783778	90.84424953	San Andres	H	
24	UWP:115381	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.7795212	-90.1066629	Andressan	H	
25	UWP:115382	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.788847	-90.0136721	San Andres	H	
26	UWP:11561	University of Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17.3098632	-89.7846692	San Jose	Ir	
27	UWP:11571	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17.5995834	-89.169355	Melchor de M B		
28	UWP:115953	University of Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17.6636186	-90.9257567	San Andres	G	
29	UWP:11599	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17.6719406	-89.2924027	Melchor de M B		
30	UWP:11638	University of Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17.2446118	-89.2133292	Mencos de M C		
31	UWP:116523	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	L	
32	UWP:116524	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	L	
33	UWP:116525	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12" N	75° 04' 25.03" W	Flores	L	
34	UWP:116539	University of Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT	Petén	17.7783778	90.84424953	San Andres	H	
35	UWP:117325	University of Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17.6719406	-89.2924027	Melchor de M D		
36	UWP:117538	University of Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17.4666948	-89.9835948	San Andres	R	
37	UWP:117539	University of Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17.4666948	-89.9835948	San Andres	R	
38	UWP:117611	University of Fonnegra R	1	1999	10	20	1999-10-20	Guatemala	GT	Petén	17.7216042	-90.062868	San Andres	R	