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GOLDENGATE IMAGINE STRUCTURE

Getting used to GGI and its
tools and functions

Julia Giora
Donat Agosti

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► Download GGI


- JAVA is required in your computer. You need to download the Imagine (PDF based) version at:
<https://tb.plazi.org/GgServer/Downloads/GgImagine-Default.imagine.zip>
- Then you need to unzip it directly where you want to have the software installed. For example, the root folder of the C: or D: drives














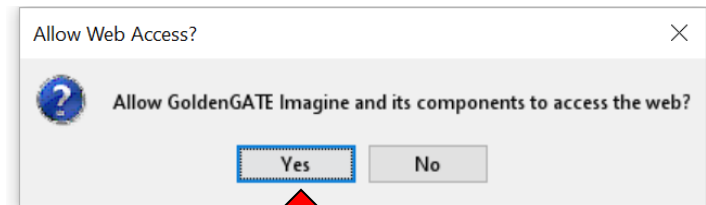
► Installing and opening GGI

- After that you need to update the software by opening it once, because the version on the website is not the latest version.

Open “GgImagine” application and allow its acces to the web

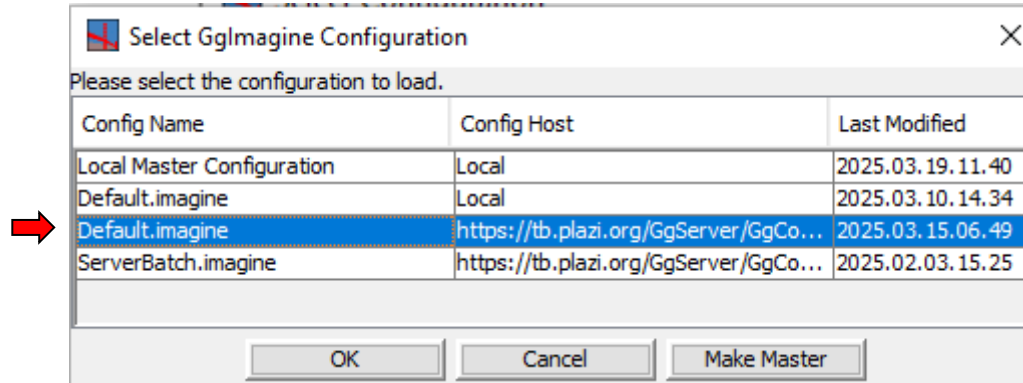


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	GgImagine	2/4/2020 5:58 AM	Windows Batch File	1 KB
	GgImagine.cnfg	4/13/2023 5:31 PM	CNFG File	50 KB
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	GgImagine.contextMenu.cnfg	2/4/2020 5:58 AM	CNFG File	1 KB
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	GgImagine	3/27/2023 4:47 AM	Executable Jar File	662 KB
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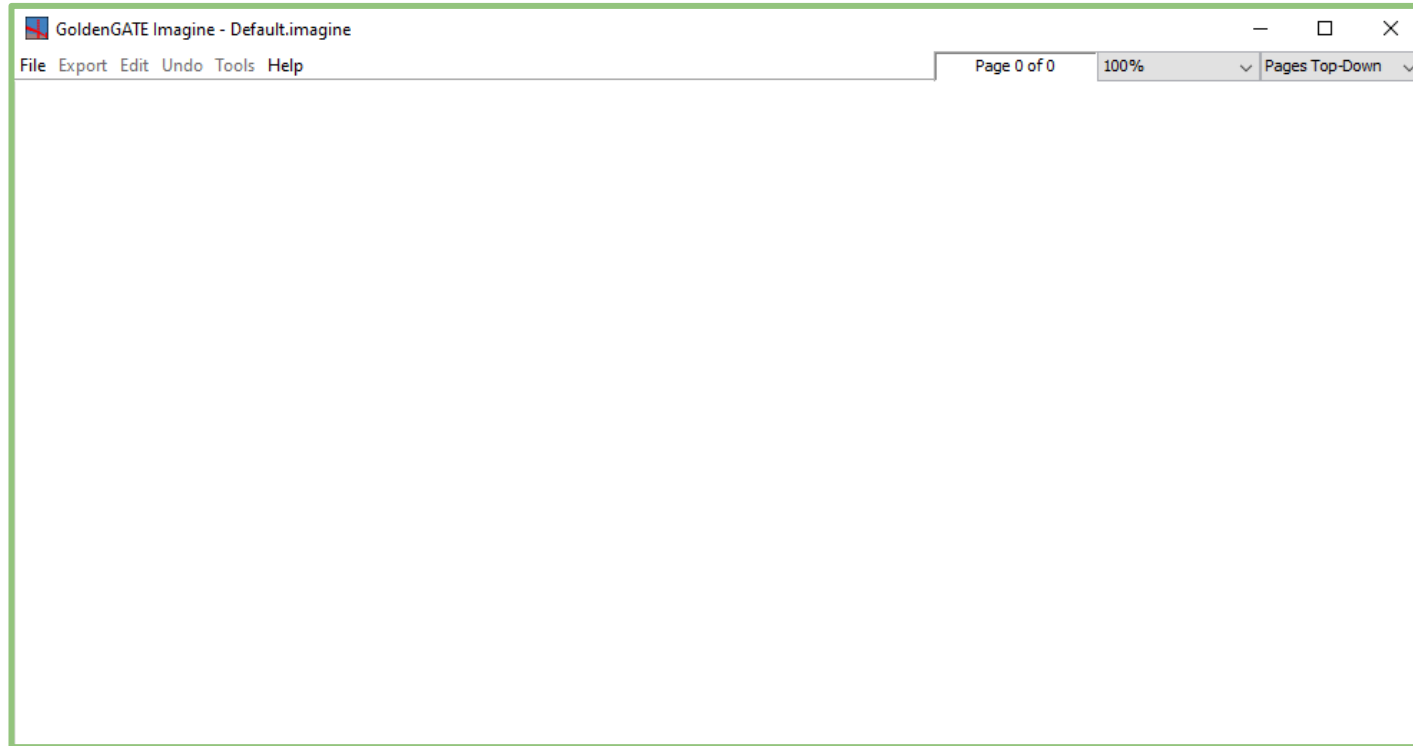
► Installing and opening GGI

- Select “Default.imagine” with the Plazi server option



► Installing and opening GGI

- You should get to this screen



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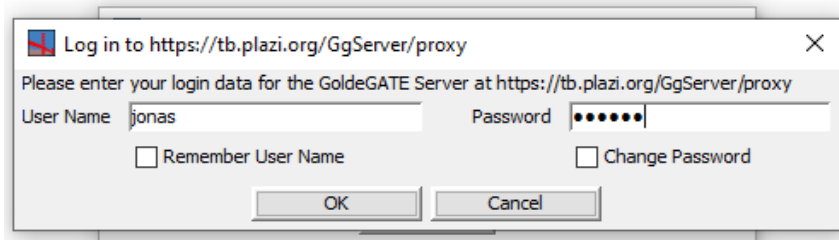
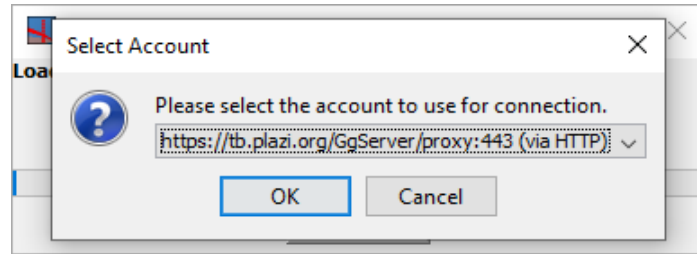
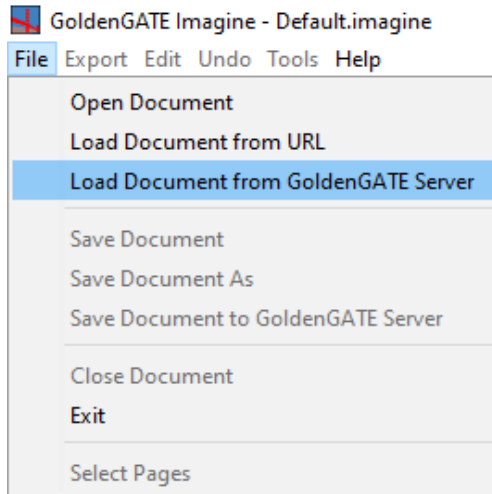
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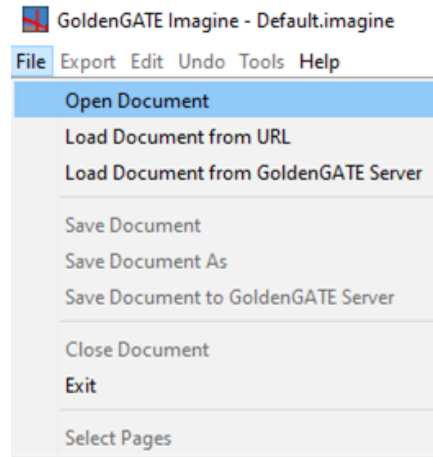
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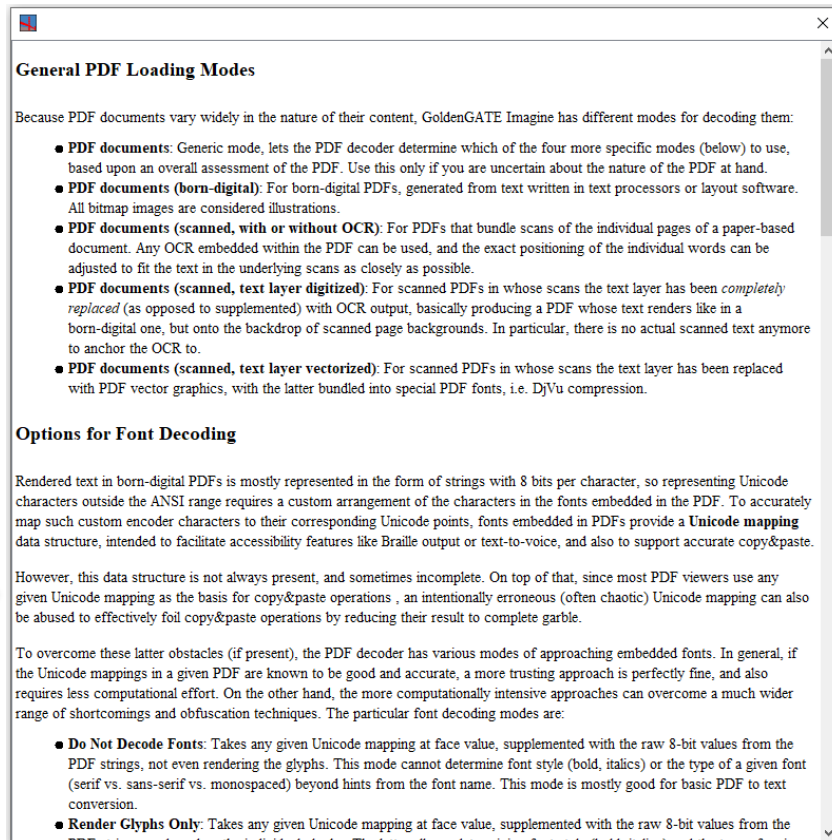
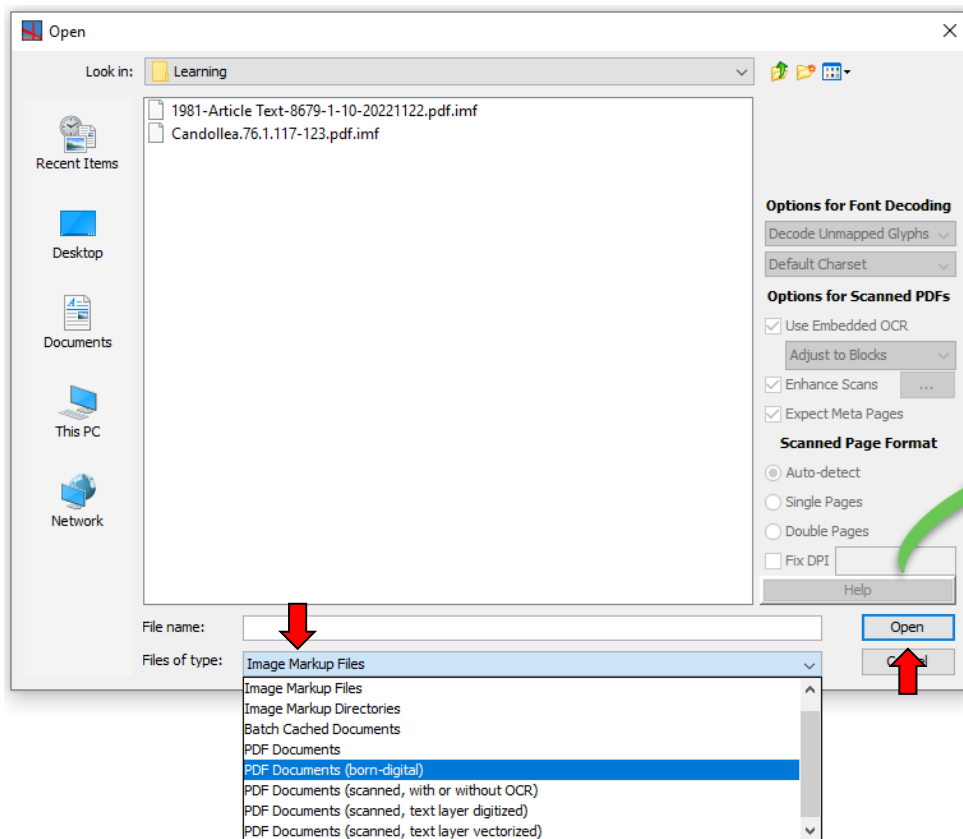
► Opening a document

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Choose between opening a PDF (born-digital or scanned) or an IMF file



➤ Opening a document

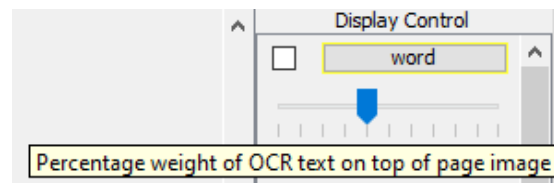


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- Depending on the quality of the scan, the OCR will be better or worst
- Remember to select “PDF Documents (scanned)” when you open the file in GGI
- Move the “weight of OCR” bar (close to the “word” box in the Display Control) to the right to be able to fix OCR



► Scanned documents



croisement de la ligne médiane avec le bord antérieur de l'aire frontale externe. Les quatre taches triangulaires du mésonotum sont équivalentes et l'on retrouve quatre macules rondes également très semblables entre elles en avant de l'élévation cruciforme. Dessous du thorax couleur noisette, de même que les pattes. Opércules jointifs, le rostre dépassant de peu le point de jonction postérieur. Abdomen bistre, légèrement plus clair sur les cymbacalyptes. Maculature apicale des homélytres plus déliée que chez *I. giovanninae*; coloris moins contrastés sur l'aire apicale des ailes postérieures dont une teinte brique occupe principalement l'aire basale.

Dimensions Longueur du corps = 32 mm ; envergure = 98 mm ; largeur de la
Dimensions Longueur du corps = 32 mm ; envergure = 98 mm ; largeur de
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Dimensions Longueur du corps = 32 mm ; envergure = 98 mm ; largeur de
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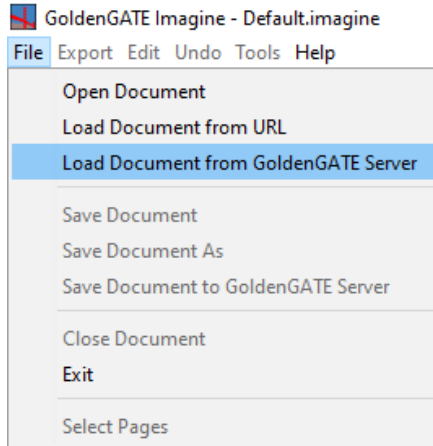
- To open IMF file from Plazi server, using UUID found in the TreatmentBank publication page

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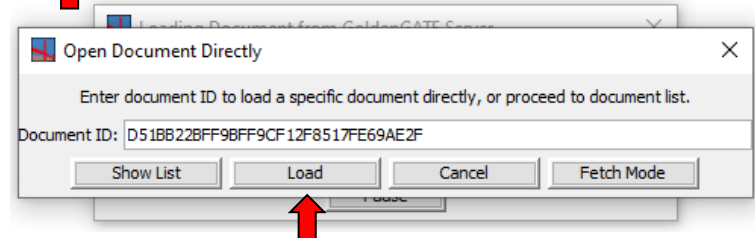
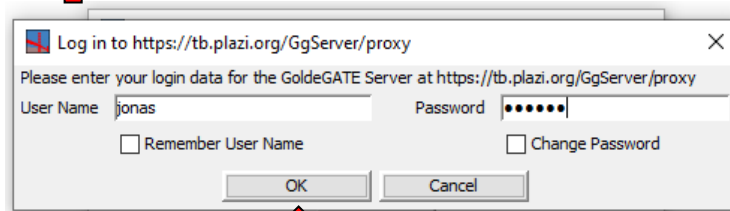
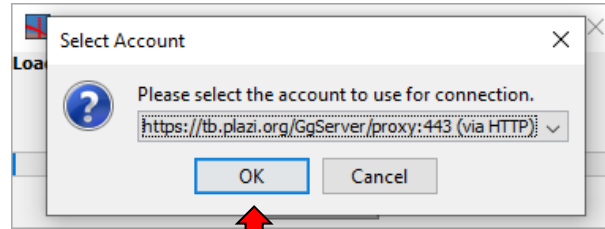


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UUID



► Annotations in GGI

- As we use the tools for individual extraction, new annotations are added to our “Display Control” (at the right side of your view)
- In order to work with them, they need to be ticked

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► After detecting document structure

Kalanchoe darainensis (Crassulaceae), a new species from northeastern Madagascar

David-Paul Klein, Ronen Shtein, Louis Nusbaumer & Martin W. Callmander

Abstract

KLEIN, D. P. & R. SHITLIN & J. NUSBAUMER & M. W. CALLMENDER (2021) Kalafchoe darnifetis (Crassulaceae): a few species from northeastern Madagascar. *Condalia* 76: 117–123. <https://doi.org/10.15553/2021076117>. English and English in French abstracts. DOI: <https://doi.org/10.15553/2021076117>.

A few species of small rosulate and upright-flowered *Kalanchoe* Adaf's (*Cruscaceae*) from (northeastern) Madagascar is described and illustrated *Kalanchoe darwinensis* D.P. Kiehl & Calme Morphologically, *Kalanchoe darwinensis* is most similar to *Kalanchoe boisseliana* Poelln. and *Kalanchoe glaucoflora* P. H. Perrier which are known from the northwestern Tsaratanà at a distance of 100 km southwest of Daraf. Detailed notes of the habitat and ecology of *Kalanchoe darwinensis* are provided as well as short taxonomical overview of allied species of the *Kalanchoe*-subg. *Kalanchoe* from Madagascar including of identification key to these species Despite its restricted distribution in the protected Afitanah massifs the few species is preliminary assessed as "Least concern" (LC) using the IUCN Red List Criteria.

Résumé

KLING, D. & R. SHTIEN & J. NUSBAUMER & M.W. CALLMANDLER (2021) *Kulalchoe durafensis* (Crassulaceae): une nouvelle espèce du nord-est de Madagascar. *Combustia* 76: 117–123. En français, résumé en anglais et en français. DOI: <http://dx.doi.org/10.15553/2021.76.117.123>

Une nouvelle espèce de *Kalanchoe* Adans. (*Kalanchoe*) petite rosulée et à fleurs dressées du nord-est de Madagascar est décrite et illustrée (*Kalanchoe darainensis*). D^{re} Klef et Callim Morphogueméti (*Kalanchoe darainensis*) est plus proche de *Kalanchoe bledfordii* Poelln et *Kalanchoe globiflora* H.Perrier qui sont coiffees du nord-ouest du massif de Tsaratatana et 100 km au sud-ouest de Daraini à Des foies détaillées sur l'habitat et l'écologie de *Kalanchoe darainensis* sont fournies afin qu'il ne fût aperçu taxonomique des espèces affiliés de *Kalanchoe* subg. *Kalanchoe* de Madagascar, y compris une clé d'identification de ces espèces. Malgré sa distribution restreinte dans le massif protégé d'Aïssabaka la nouvelle espèce est préablement évaluée comme «Préoccupant mineure» (LC) et utilisait les critères de la Liste Rouge de l'UICN.

Keywords

CRASSULACEAE – *Kalanchoe* – Madagascar – Daraïfa – Loky-Mafambato – New species

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118 A new species of *Kalanchoe* (Crassulaceae) from Madagascar

Candollea 76: 2021

Introduction

The genus *Kalanchoe* Adafs (*Crusaceae* *Kalanchoideae*) comprises more than 150 species known to date and occurs in Madagascar-Africa, Arabia and tropical Asia. Currently 80 species and four subspecies are recognized in Madagascar but all but one of which are endemic to the Great Island (MADAGASCAR CATALOGUE 2021). The genus of *Kalanchoe* consists of three subgenera: the automorphic *Kalanchoe* subgenus *Kalanchoe* which is known from Madagascar-Africa, Arabia and Asia as well as *Kalanchoe* subgenus *Bryophyllus* (Salisbury) Koorders and *Kalanchoe* subgenus *Kitchingia* (Baker) Gideon. I. Smi & Figueiredo described two endemic to Madagascar (SMITH & FIGUEIREDO 2018):

Kalanchoe subg. **Kalanchoe** includes species that share the following characters: plant acaul or perianth herbaceous or woody; arborescent calyx divided for most of its length with short to distinct but not sepal segments often fused; usually adpressed to the corolla tube; filaments inserted \pm above the middle of the corolla tube; rarely below; flowers typically \geq 5-merous; unidirectional or perianth leaves all florescent; fewer bulbiferous scales; convergent; usually much longer than the style; scales elongated to linear with a length/width ratio usually > 2 ; anthers included in corolla tube or very slightly exserted; often fused with a spherical connective gland of the anthers (BOITARD & ALL-ORGE-BOITARD 1995; DESCOMBES 2003; SMITH & FIGI 2006; BOITARD 2018).

Among the Malagasy representatives of *Kalanchoe* subgenus *Kalanchoe*, several morphologically similar species have historically placed if 'Group I' of RAYMOND-HAMET [1907] so to emphasize the morphological similarities they share with species indigenous to mainland Africa; if contrast to similarities shared with other species from Madagascar. These species are: *K. boissii* Raym.-Hamet & H. Perrier, *K. briquetii* Raym.-Hamet & H. Perrier, *K. coccinea* Hamet & Perrier, *K. globularifera* de Poelln., *K. alboglobulifera* de Poelln., *K. bosciana* de Poelln., *K. latic. BOITEAU & ALLORGE-BOITEAU* [1995] and *ALLORGE-BOITEAU* [1996]. Proposed to further subdivide these species into two informal groups 'Occidentales' and 'Globuliferes' & along with *K. uromacra* & H. Perrier, *K. bauretii* Raym.-Hamet & H. Perrier and *K. lanceolata* (Forssk.) Pers. The group 'Globuliferes' was defined based on the spherical collective glabrous 'globules' of the inflorescence whereas species placed if 'Occidentales' have terminal inflorescences; are glabrous pilose except *K. bosciana* ad do fo have the aforementioned collective glabrous lobes. However, they added that the latter group 'se présente par beaucoup d'homogénéité' due to its high homogeneity. BOITEAU & ALLORGE-BOITEAU [1995: 878] The authors of the monograph affirmity of both groups to some coiffertal African species as opposed to other Malagasy representatives of *Kalanchoe* subgenus *Kalanchoe*, such as the species they placed if the informal 'Latiferae' group.

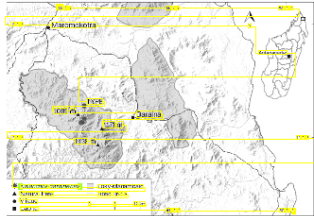


Fig. 10. Distribution map of *Kalanchoe pinnatifida*. D. F. Klein & Collin. Map derived from open data sources: <https://earthdata.nasa.gov/>, OpenStreetMap, and MOAT & SMITH, 2007.

Excluding *Kalanche arnottiana* and *K. brevifolia* that have omnidirectional or zygomorphic flowers and distinct corolla lobes we consider the species to both inform groups "Occidentals" and "Globulariflorae" to form 8 common species groups. These are small-statured shrubs to medium sized herbs usually at least partially covered with glabrous to densely tomentose hairs; erect or scandent; mostly highly reduced to almost absent leaves; acute to acuminate; all linear to filiform leafy lectyls; 1-2 flower furtherly described species: *K. antonii*, *arnottii*, *Desse* and *K. parviflora*. Desse & Lavratos can also be placed if this species group based on their morphology. *Kalanche antonii* (erect) originates from the vicinity of Atsahava (in the Tsilavy de Bemahara in western Madagascar; Malagasy: *tsimamika*) pers. comm. The precise type locality was unknown to DESCONGES (2004), who stated "Africa" if the protologue. Moreover despite its occurrence in Arabakia virtually across continental Africa and in the Arabian Peninsula it is not native to the island of Madagascar. *K. lanceolata* remains left to conjecture. *Kalanche lanceolata* rather shares character expressivity with species of the genus *Suaeda* [Kalanche] from beyond Madagascar and accordingly we refrain from placing it if this otherwise Madagasy group.

During inventories of the Darafra region of the now called Loko-Malambo sector see PHILLIPSON et al. 2018) four specimens of small, rosulate, glabrous pilose succulent plants were collected in the massif of Aïtsahab (Fig. 1). These specimens have erect flowerless filar to filiform, fleshy scales, typically inserted filaments and reduced leafy tubers that are found in representatives of *Kalanchoe* subg. *Kalanchoe*, and were all originally determined as representing *K. pumila* Baker. However, *K. pumila* differs from the collected specimens by being taller (20–30 cm), and floury-pubescent by lacking a firm filamentous and by having larger pink-coloured campanulate corolla tubes (BAKER 1948; BOITEAU & ALGORRE 2016; LOKO-

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David-Paul Klein, Ronen Shtein, Louis Nusbaumer & Martin W. Callmander

Abstract

KLEIN, D-P & R. Shtein & L. Nusbaumer & M.W. Callmander (2021) *Kalanchoe darainensis* (Crassulaceae) is a new species from northeastern Madagascar. *Conservation Biology* 76: 117–125. <https://doi.org/10.1111/cobi.13553>

A few species of small, rosette and upright-flowered *Kalanchoe* Adaf's (*Crassulaceae*) from northeastern Madagascar is described and illustrated: *Kalanchoe darainensis* D-P Klein & Callm. Morphologically, *Kalanchoe darainensis* is most similar to *Kalanchoe blossfeldiana* Poelln. and *Kalanchoe globifera* H. Perrier which are known from the northwestern, Tsaratanana and Masila, c. 100 km southwest of Darain. Detailed notes on the habitat and ecology of *Kalanchoe darainensis* are provided, as well as a short taxonomic overview of allied species of the *Kalanchoe* subgenus *Kalanchoe* from Madagascar, including a key to those species. Despite its restricted distribution in the protected Aït-Sahabé massif, the few species is preliminarily assessed as 'Least concern' (LC) using the IUCN Red List Criteria.

Résumé

KLEIN, D-P & R. Shtein & L. Nusbaumer & M.W. Callmander (2021) *Kalanchoe darainensis* (Crassulaceae) est une nouvelle espèce de l'est de Madagascar. *Conservation Biology* 76: 117–125. <https://doi.org/10.1111/cobi.13553>

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Keywords

CRASSULACEAE • *Kalanchoe* • Madagascar • Darain • Loky-Mafambato • New species

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ORCID: <https://orcid.org/0000-0001-9100-0000> Epithet: D-P Klein, Ronen Shtein, Louis Nusbaumer & Martin W. Callmander

ISSN: <https://doi.org/10.1111/cobi.13553> (C) 2021 The Authors. *Conservation Biology* © 2021 British Ecological Society

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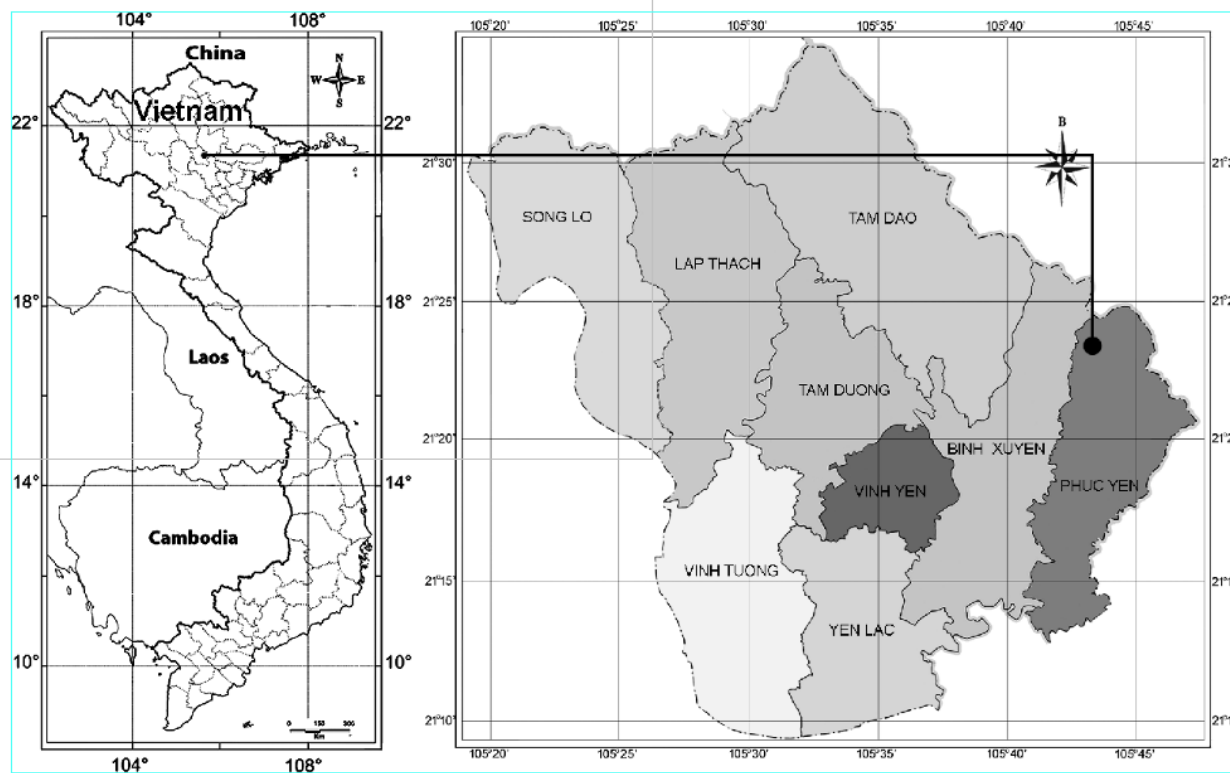


FIGURE 1. Map showing the type locality of *Cosmianthmemum melinhense*

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caption FIGURE 1. Map showing the ... *Cosmianthmemum melinhense*

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► Tables

TABLE 1. Comparison of *Cosmianthemum melinhense* with its morphologically allied species

Morphological characters	<i>Cosmianthemum melinhense</i>	<i>Cosmianthemum guangxiense</i>	<i>Cosmianthemum knoxiiifolium</i>	<i>Cosmianthemum viriduliflorum</i>
Habit	herbs, 0.3–0.6 m tall	herbs, up to 70 cm tall	shrub, 60 cm tall	herbs, up to 60 cm tall
Stem	subterete, pubescent when young, soon glabrous	4-angled to subterete, sulcate, sparsely pubescent	terete, puberulent	terete, glabrous
Leaf size	12–16 × 4–6 cm	2–13.5 × 1.4–4 cm	8–20 × 1.8–7.3 cm	7–15 × 4–9 cm
Leaf shape	elliptic to ovate, lanceolate	ovate-elliptic to oblong-lanceolate	elliptic-lanceolate to lanceolate	ovate to broadly ovate
Petiole length	12–15 mm, pubescent	5–10 mm, pilose	6–32 mm, glabrous	10–25 mm, pubescent
Leaf surface	adaxially glabrous, abaxially pubescent along the veins	adaxially pilose toward base or along veins, abaxially glabrous	adaxially glabrous, abaxially puberulent along veins and margin	both surfaces glabrous
Lateral leaf veins	7–10 pairs	5–7 pairs	8–10 pairs	5–7 pairs
Inflorescence	compound dichasia in terminal or axillary axis, glandular, 7–10 cm	thyrses terminal, 3–10 cm long	thyrses terminal, thyrsoid, interrupted, 20–60 cm long	thyrses terminal, 4–10 cm long

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caption TABLE 1. Comparison of *Cosmianthemum* ... morphologically allied...

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► Wordflow

- Fixing wordflow

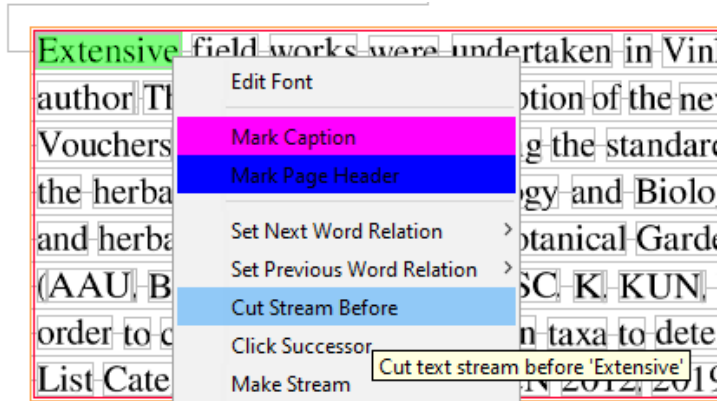
Check the “word” box (mandatory). Cut the stream when needed and make the correct links.

You can use two combination of functions:

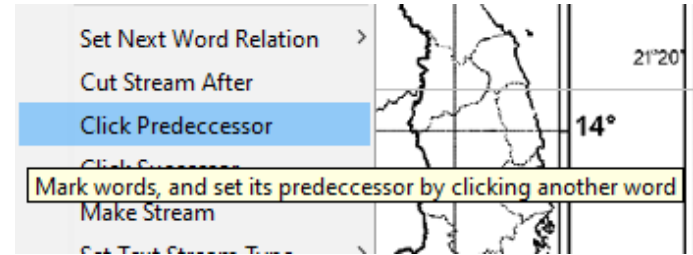
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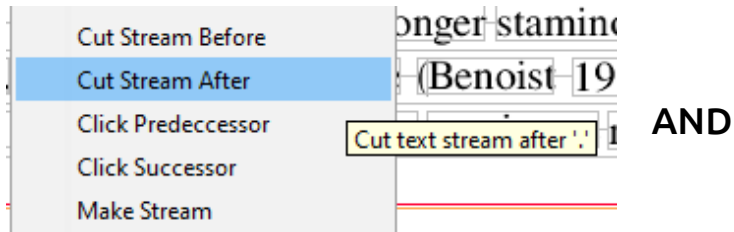
► Wordflow



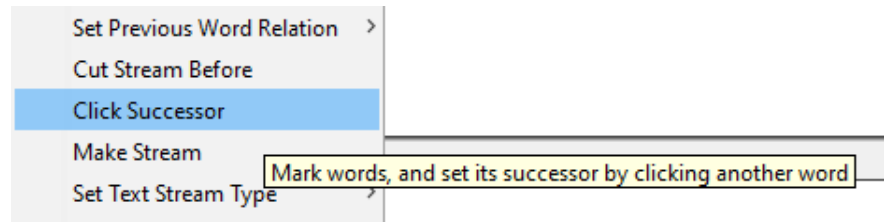
AND



OR



AND



► Set Word Relation

- Set word relation between two words

Click in one of them and choose “Set Next Word Relation” or “Set Previous Word Relation” and select the appropriate option

P.S:

- Hyphenated word: syllables of the same word on different lines
- Line-broken word: compound words separated by hyphen, with each word on a different line



► Set Word Relation

The Me Linh Station for Biodiversity was established in 1999 under the Vietnam Academy of Science and Technology to facilitate the study of the flora of the northeastern region of the country (Fig. 1). The station is home to numerous Vietnamese endemics and has received several new species were discovered (Kim *et al.* 2015, Hai *et al.* 2011). The genus *Cosmianthemum* Bremekamp (1960: 66) comprises diversity center in Borneo (Hansen 1985, Hu *et al.* 2011, Mabbert terminal, thyrsoid inflorescence, glandular-pubescent calyx, with corolla with its lower lip having purple spot at base, slightly curved, glabrous anthers with thecae parallel. (Hansen 1985, Scotland 1960, Hansen 1985, Scotland 2000). Molecular studies implied that it belongs to subtribe Odontoneminae (Deng *et al.* 2011, Deng & Gao, 2020). Previously, only one species, *C. knoxiforme* (Deng & Gao, 2020) was recorded from the area.

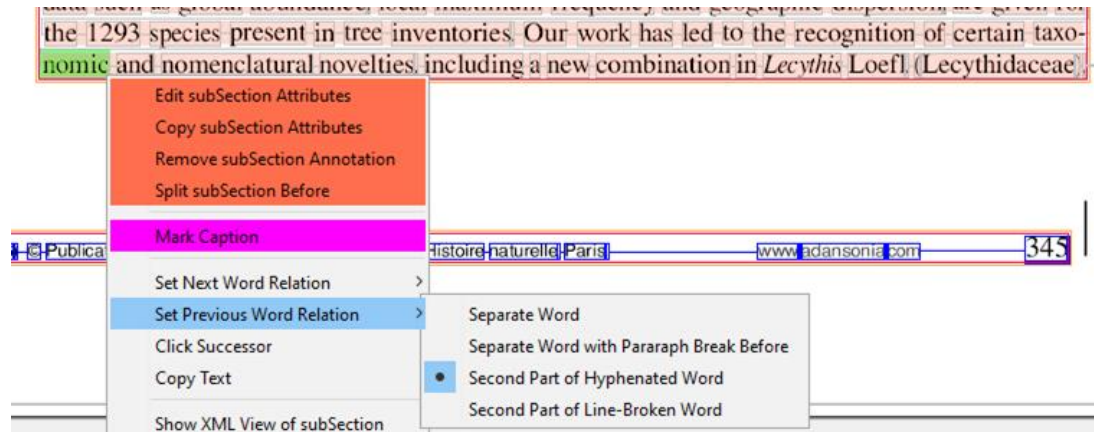
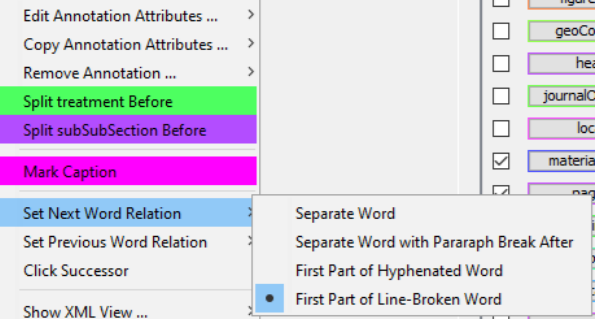
The genus *Cosmianthemum* Bremekamp (1960: 66) comprises diversity center in Borneo (Hansen 1985, Hu *et al.* 2011, Mabbert terminal, thyrsoid inflorescence, glandular-pubescent calyx, with corolla with its lower lip having purple spot at base, slightly curved, glabrous anthers with thecae parallel. (Hansen 1985, Scotland 1960, Hansen 1985, Scotland 2000). Molecular studies implied that it belongs to subtribe Odontoneminae (Deng *et al.* 2011, Deng & Gao, 2020). Previously, only one species, *C. knoxiforme* (Deng & Gao, 2020) was recorded from the area.



► Set Word Relation

mm long, 5-lobed; lobes linear-lanceolate, ca 4 × 0.5–0.8 mm, subequal, apex acuminate, outside sparsely gland-tipped pubescent; inside densely gland-tipped pubescent. Corolla green-purple, 1.4–1.5 cm long, outside gland-tipped pubescent; tube basally cylindric and 1.5–2 mm wide for 4.5–5 mm long; limb strongly 2-lipped, lower lip violet dotted, 5–5.5 mm broad, 3-lobed, middle lobes bigger than laterals, middle ovate, ca 2.5 mm long, laterals oblong, 1–1.5 × 2 mm; upper lip violet blotched, triangular, ca 6 × 6 mm, 2-cleft. Stamens 2, exserted; filaments ca 6 mm long, glabrous; anthers bithecal, thecae oblong, ca 2.5 mm long, superposed, mucous at base; staminodes 2, linear, 2–2.5 mm long, glabrous. Ovary glabrous, green, fusiform with nectary flower disc bowl-shaped at base; style 9–10 mm long, glabrous, stigma slightly 2-lobed. Capsule clavate, 2.5–2.8 cm long, sterile portion 1.2–1.6 cm long, puberulent. Seeds 4, ca 3.5 × 5 mm, ovate, scarcely compressed, pale brown, rugulose-alveolate.

Etymology:—The species is named after the type locality, Me Linh Station for Biodiversity in Vinh Phuc Province



► **Select regions or word strings**

- There are two ways to select regions or word strings
 - Click near a word (but outside it) and drag your cursor around the word string to select it (region)
 - Click in a word and drag your cursor over the words until the end of the word string to select it (word string)

This is useful in several ways, like make new annotations, and/or merge paragraphs, as you will see in this course



► Select regions or word strings

Selecting region

Taxonomic treatment

Cosmianthemum melinhense D.V.Hai, Z.L.Lin & Y.F.Deng *sp. nov.* (Figs. 2–4)

Type: VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21 October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN, isotypes HN, IBSC).

Selecting word string

Taxonomic treatment

Cosmianthemum melinhense D.V.Hai, Z.L.Lin & Y.F.Deng *sp. nov.* (Figs. 2–4)

Type: VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21 October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN, isotypes HN, IBSC).



➤ Merge/split regions

- Merge paragraphs/blocks

Select the regions (or just a part of them) and choose “Merge ‘paragraph’ Regions” and/or “Merge Blocks”

- Split paragraphs/blocks

Select just the region you want to split from the rest and click on “Split ‘paragraph’ Region” or “Split Block”



➤ Merge/split regions

Taxonomic treatment

Cosmianthemum melinhense D.V.Hai, Z.L.Lin & Y.F.Deng *sp. nov.* (Figs. 2–4)

Type—VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21°23'51.3"N, 105°42'56.8"E, 21 October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN, isotypes HN, IBSC).

- Mark Region
- Remove Region ...
- Merge 'paragraph' Regions
- Revise Block Paragraphs

Taxonomic treatment

Cosmianthemum melinhense D.V.Hai, Z.L.Lin & Y.F.Deng *sp. nov.* (Figs. 2–4)

Type—VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21°23'51.3"N, 105°42'56.8"E, 21 October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN, isotypes HN, IBSC).

- Mark Region
- Remove Region ...
- Split 'paragraph' Region
- Revise Block Paragraphs
- Split Block



➤ Merge/split annotations

- Merge annotations

Select parts of the annotations and choose to merge them. For example, “Merge materialsCitations”

- Split annotations

Decide where the desired boundary will be, click on the first word of the desired second annotation and choose to split them before. For example, “Split materialsCitation Before”



► Merge/split regions

Cosmianthemum melinhense D.V.Hai, Z.L.Lin & Y.F.Deng, *sp. nov.* (Figs. 2–4)

Type:—VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21°23'51.3"N, 105°42'56.8"E, 21

October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN; isotypes HN, IBSC)

Merge materialsCitations

Find Next '51.3 ... 2016'

Type:—VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21°23'51.3"N, 105°42'56.8"E, 21

October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN; isotypes HN, IBSC)

Edit Annotation Attributes ...

Copy Annotation Attributes ...

Remove Annotation ...

Split treatment Before

Split subSubSection Before

Split materialsCitation Before

A NEW SPECIES OF COSMIANTHEMUM MELINHENSE

Phyto

olia Press 125



► **Extend boundaries**

- **Extend annotation boundaries**

Select a part of the annotation and drag the cursor until the desired new boundary, then select to extend it. For example, “Extend bibRef”



► Extend boundaries

Hai, D.V., Oanh, P.T., Deng, Y.F., Lin, Z.L., Choudhary, R.K. & Lee, J.K. (2018) *Rungia kholi* (Acanthaceae), a new species from northern Vietnam *Annales Botanici Fennici* 55 (4–6): 333–337.

<https://doi.org/10.5735/085.055.0417>

Hansen, B. (1985) *Cosmianthemum knoxii* (C. B. Clarke) B. Hansen comb. nov. (Acanthaceae) *Nordic Journal of Botany* 5: 195–197.



Hai, D.V., Oanh, P.T., Deng, Y.F., Lin, Z.L., Choudhary, R.K. & Lee, J.K. (2018) *Rungia kholi* (Acanthaceae), a new species from northern Vietnam *Annales Botanici Fennici* 55 (4–6): 333–337.

<https://doi.org/10.5735/085.055.0417>

Hansen, B. (1985) *Cosmianthemum knoxii* (C. B. Clarke) B. Hansen comb. nov. (Acanthaceae) *Nordic Journal of Botany* 5: 195–197.

Edit subSection Attributes
Remove subSection Annotation
Extend bibRef
Mark Caption
Mark Page Header
Mark Remarks

(Acanthaceae), a new species from northern

(Acanthaceae) *Nordic Journal of Botany* 5:



► Set text stream type

- Select the string, click on “Set Text Stream Type” and choose the correct one. The main types are:
 - mainText: all the main parts of the document, as head, abstract, introduction, materials, results, discussion...
 - pageTitle: page headers and/or footers, containing journal name, volume, year, publisher, page number...
 - footnote: page footers containing information about something in the main text
 - caption: caption of tables or images
 - label: text inside images or graphics
 - table: text inside tables



► Set text stream type

The screenshot displays a text editor with several text elements highlighted by red boxes:

- FIGURE 1.** Map showing the type locality of *Cosmianthemum melinhense* D.V.Hai, Z.L.
- Taxonomic treatment**
- Cosmianthemum melinhense* D.V.Hai, Z.L.
- Type:**—VIETNAM, Vinh Phuc Province, Phuc Yoc, October 2016, Do Van Hai, Trinh Xuan Thanh
- A NEW SPECIES OF COSMIANTHEMUM**

A context menu is open over the text, listing various actions:

- Mark Caption
- Mark In-Line Caption
- Mark Footnote
- Mark Table Note
- Mark Page Header
- Mark Parenthesis
- Mark Artifact
- Set Next Word Relation
- Set Previous Word Relation
- Cut Stream Before
- Cut Stream After
- Click Predecessor
- Click Successor
- Make Stream
- Set Text Stream Type
- Set Text Direction

A secondary menu is open next to the 'Set Text Stream Type' option, showing a list of stream types with radio buttons:

- artifact
- ☒ caption
- deleted
- footnote
- label
- mainText
- pageTitle
- table
- tableNote



➤ **Mark captions and other annotations**

- **Mark captions**

If they are not already marked, select the entire region for the caption and click on “Mark Caption”

- **For page headers or footers -> Select “Mark Page Header”**
- **For footnotes -> Select “Mark Footnote”**
- **For tables -> Select “Mark Table”**
- **For table notes -> Select “Mark Table Note”**

P.S: This tool adds the annotation but also fix text stream types automatically



► Mark captions and other annotations

The image shows a document editor interface with two text blocks and their corresponding annotation menus.

Top Text Block:

- Text: **FIGURE 1.** Map showing the type locality of *Cosmianthemum melinhense*
- Text: **Taxonomic treatment**
- Text: *Cosmianthemum melinhense* D.V.Hai, Z.L.Lin & Y.F.Deng *sp. nov.*

Annotation Menu (Top):

- Mark Region >
- Remove Region ... >
- Split Block
- Mark Table
- Mark In-Line Table
- Mark Caption
- Mark Page Header

Annotation Legend (Top Right):

- Mark Caption (Pink)
- Mark In-Line Caption (Green)
- Mark Footnote (Yellow)
- Mark Table Note (Cyan)
- Mark Page Header (Blue)

Bottom Text Block:

- Text: 132 • *Phytotaxa* 538 (2) © 2022 Magnolia Press
- Text: HAI ET AL.

Annotation Menu (Bottom):

- Split Block
- Mark Table
- Mark In-Line Table
- Mark Caption
- Mark Page Header
- Make Stream
- Set Text Stream Type >
- Copy Text

Red arrows indicate the application of the 'Mark Caption' tool to the top text block and the 'Mark Page Header' tool to the bottom text block.



► New Annotation

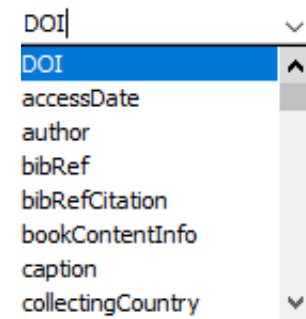
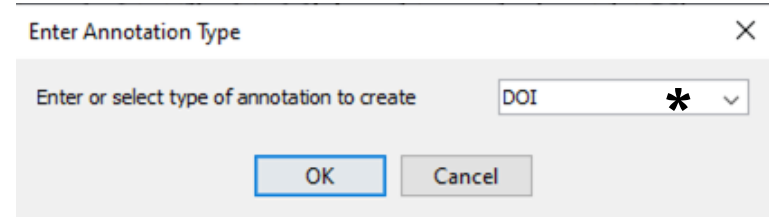
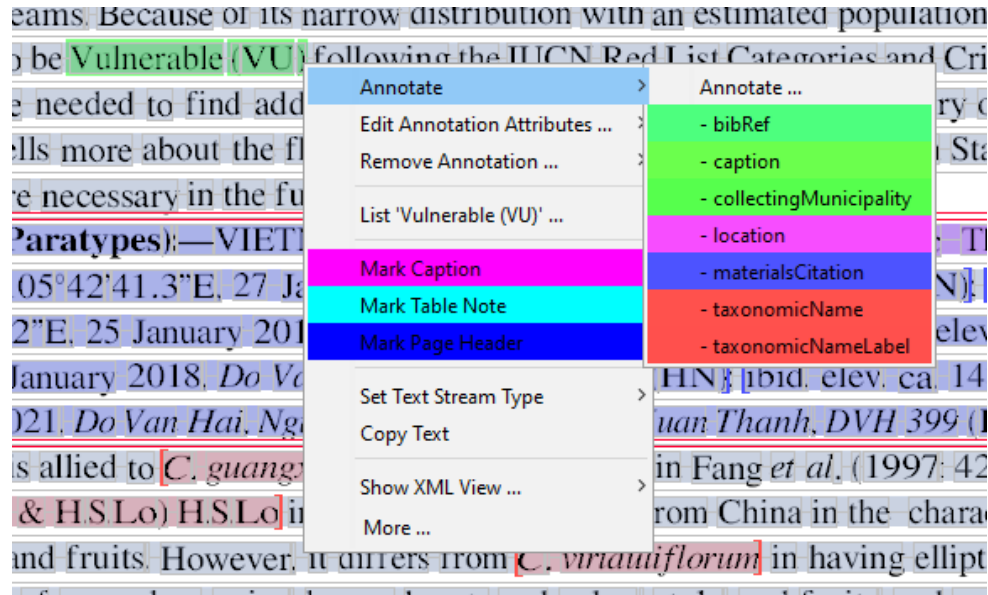
- To create a new annotation, simply select the whole text that you want to annotate and click on “Annotate”

If the annotation already exists and is checked in the display control you can just select it in the list that appears

If not, select “Annotate” again and manually add the new annotation (check if the spelling of the word is correct)



► New Annotation



***Make sure there are no typos**



➤ **Annotation attributes**

- You can always “Edit Annotation Attributes”

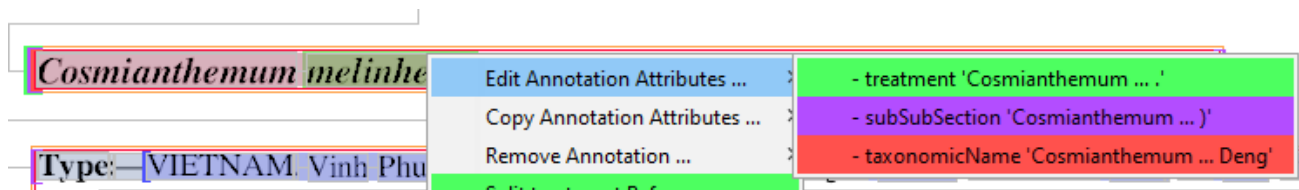
Select the type of annotation you want to edit. Only those that are toggled on in the display control will be available to edit

- Option to copy attributes

You can copy the attributes from an annotation of the same type and edit it afterwards



► Annotation attributes



Edit Attributes

taxonomicName Cosmianthemum melinhense ... Hai, Z.L.Lin & Y.F.Deng

<input checked="" type="checkbox"/>	_evidence: statusLabel
<input type="checkbox"/>	_step: newLabel1
<input checked="" type="checkbox"/>	authority: D.V.Hai, Z.L.Lin & Y.F.Deng
<input checked="" type="checkbox"/>	authorityName: D. V. Hai, Z. L. Lin & Y. F. Deng
<input checked="" type="checkbox"/>	authorityYear: 2022
<input checked="" type="checkbox"/>	class: Magnoliopsida
<input checked="" type="checkbox"/>	family: Acanthaceae
<input checked="" type="checkbox"/>	genus: Cosmianthemum
<input checked="" type="checkbox"/>	kingdom: Plantae
<input checked="" type="checkbox"/>	order: Lamiales
<input checked="" type="checkbox"/>	phylum: Tracheophyta
<input checked="" type="checkbox"/>	rank: species
<input checked="" type="checkbox"/>	species: melinhense
<input checked="" type="checkbox"/>	status: sp. nov.

Attribute Name Add / Set Attribute

Attribute Value

Previous OK Cancel Next

Edit Attributes

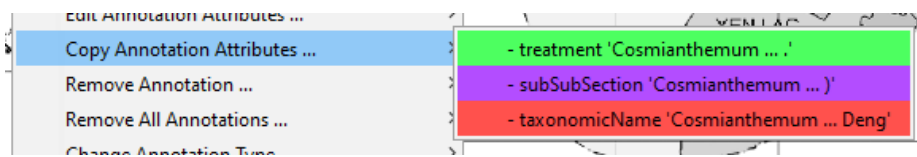
subSubSection Cosmianthemum melinhense ... Deng, sp. nov...

<input checked="" type="checkbox"/>	_generate: added
<input checked="" type="checkbox"/>	type: nomenclature

Attribute Name Add / Set Attribute

Attribute Value

OK Cancel Next



➤ **Annotation boundaries**

- **Make sure the annotation boundaries are correctly delimited**

Expand, split or merge annotations

Always check if paragraphs are correct

Attributes may also be erroneously assigned depending on the way the boundaries were set



► Annotation boundaries

Type: VIETNAM, Vinh Phuc Province, Phuc Yen Town, Ngoc Thanh commune, elev. ca. 152 m, 21°23'51.3"N, 105°42'56.8"E, 21 October 2016, Do Van Hai, Trinh Xuan Thanh, DVH 149 (holotype HN: isotypes HN: IBSC)

A NEW SPECIES OF COSMIANTHEMUM MELINHENSE Phytolia Press 125

- Edit Annotation Attributes ...
- Copy Annotation Attributes ...
- Remove Annotation ...
- Split treatment Before
- Split subSubSection Before
- Split materialsCitation Before

Herbs 0.3–0.6 m tall. Stems subterete, swollen at nodes, pubescent. Petiole elliptic to ovate, lanceolate, along the veins, densely punctate. One pair of veins near base, middle to subsinuate, with marginal glandular, the axis glandular, 7–9-flowered, bracts subulate. Small subulate, tipped. Gland-tipped pubescent. Corona

- Edit Annotation Attributes ...
- Copy Annotation Attributes ...
- Remove Annotation ...
- Split treatment Before
- Split subSubSection Before
- Structure Treatment (treatment)
- Set Next Word Relation
- Set Previous Word Relation
- Click Successor
- Show XML View ...
- More ...

- Separate Word
- Separate Word with Paragraph Break Before
- Second Part of Hyphenated Word
- Second Part of Line-Broken Word

Edit Attributes

materialsCitation isotypes HN!, IBSC!

X	latitude:	21.397583
X	location:	Ngoc Thanh
X	longLatPrecision:	1
X	longitude:	105.715775
X	municipality:	Phuc Yen Town
X	specimenCount:	1
X	stateProvince:	Vinh Phuc
X	typeStatus:	holotype

Attribute Name Add / Set Attribute

Attribute Value

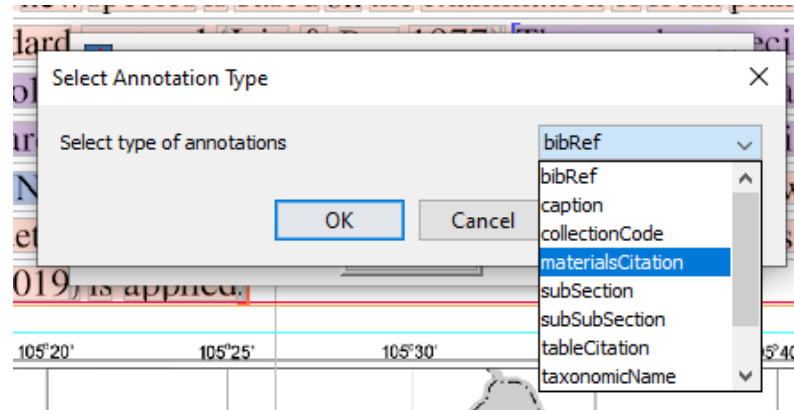
Previous OK Cancel Next



➤ Remove annotations

- Select “Edit -> Remove Annotations” and choose which one you want to remove from the document

It will remove all the annotations of that type present in the document



► Naming documents

- Use abbreviated names of journals, followed by volume, issue and pagination.

It depends on each journal

PapAvZool.60.e20206039.pdf

RafflesBZool.68.369-378.pdf

FarEastEntomol.402.1-36.pdf

PersJourAcarology.9.1.67-81.pdf

Candollea.75.2.241-244.pdf

TheColeopBull.74.4.367-646.pdf

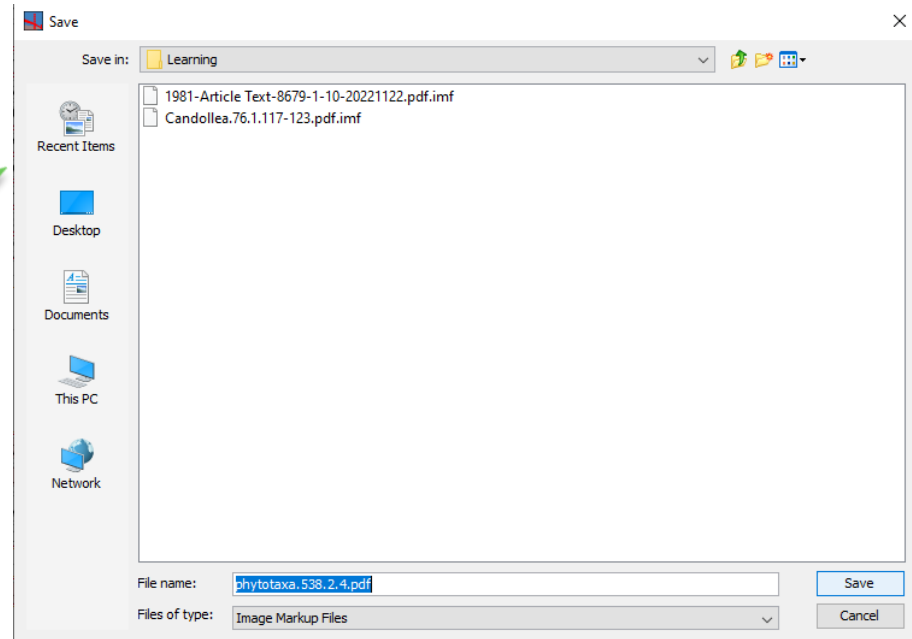
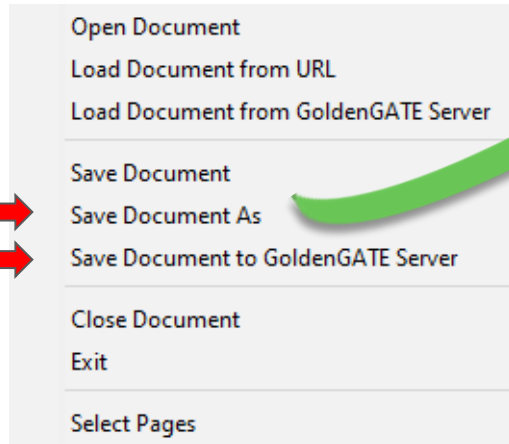
ActaZoolAcadSciH.66.1.23-33.pdf



► Saving a file

- “File” -> “Save Document As” to save as IMF file
- “File” -> “Save Document to GoldenGATE server” to save straight to Plazi server

OR





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