**Plantfile 2020**

- Use Chrome as your browser, if Plantfile opens in IE than copy & paste the url to Chrome

- Plantfile is a subscription database and must be accessed through the links provided through the Library Homepage. Go to Plantfile via your Libguide OR via the Library Homepage - Digital Resources - Database tab and select Plantfile in the top box on the page.

- On the first occasion of visiting Plantfile, unless doing a casual search click on “Subscribe” and set up an account in Plantfile. Setting up an account allows for the storing of plant information; the creation of profile sheets and doing quizzes

Follow the steps to subscribe, including an email of verification (so make sure you use an email you can access i.e. one that you know the password for)

- Once subscribed there will be additional access points: Personal Storage; Selected Plants and User Data Input
**How to search Plantfile**

Use the "Search Plant" field to type in the name of the plant, in the drop down menu select one of the options appropriate to the word you have typed in the search plant field. Click the orange search button.

Results will display in the Visual Plant browser e.g. results for Acacia/botanical name:

When you have completed a search and wish to begin another select the green recycle button to reset the search options.

Note before starting a search, at the Visual Browser screen make sure the “All Plants” button is green and there are “3807 Plant Species Available”. Each time the green recycle button is clicked the database should reset to this.
**Using Directory Searching in Plantfile.**

Plantfile has aggregated some of the plants in the database under plant categories e.g.

- Annual
- Climber
- Fern
- Grass
- Palm/Cycad
- Perennial
- Bulbs/Corms
- Shrub
- Cacti/Succulents
- Tree

Should you want to view all the plants in one of the categories then select the appropriate one and they will display. Once finished with that category reset the visual plant browser by selecting the All Plants button.

**Simple and Advanced Search**

Simple search enables plant searches by selecting plant uses, types, conditions, colours and so forth in order to determine an appropriate plant for a predetermined use.

Advanced search provides for plant searches by Plant, Leaf, Flower or Fruit and then refining the search through further options provided. It also has a display pane for listing the results along with picture to aid identification.
Once you have a list that suits click on

And the plants will display in the visual plant browser. These plants may be added to personal storage.

**Personal Storage** (only available to those who have registered/subscribed) - is where Lists of Plants can be saved and later those same lists may be shared or downloaded.

**How to Save a list of plants:**
Search for plants either using the search techniques as outlined previously.

E.g. Category “Ferns”

There are 112 ferns in the database - either refine search or use the arrows on the side of the Visual Plant Browse to navigate through the group.

By running the mouse over an individual plant some basic information about that plant displays (Plant ID, Botanical Name, Growth type, Origin etc). To view the full details select “VIEW DETAILS”
The complete information about the individual plant will display in a new screen along with tabs which when chosen lead to greater detail about the plant, including photos. This information can be downloaded or printed.

Once a plant has been found that the user wishes to add to a list – right click on the plant picture. A small group of options will appear – choose – “Add This Plant to Selected plant list”

Once all plants have been selected for this list, go to Selected Plants and Save Selected. This screen will display –

Note if you are using a Mac device you will need to click on the small arrow on the rhs of the top green bar of the plant to access the options to save to Personal storage.
Click on the line of the list just created and a naming bar will become accessible at the top of the new screen. Name your list and save.

**User Data Input**

Allows the user to create their own profile sheets.

**Hints**

If you get lost in the database select Home and you will be returned and reset to the Visual Plant Browser.

From the plant detail screen to return to the visual plant browser use the Visual Plant Browser button rather than the browser BACK arrow.

Ensure after each search the Visual Plant Browser is reset by selecting ALL PLANTS or using the green recycle button.