Recommendations for Storing e-Yardstick Data

**File Organization**

In the shared drive, each Master Gardener should set up the following structure of folders:

e-Yardsticks

 FoodGarden

 Completed

 Landscape

 Completed

 SmallArea

 Completed

**Filename Convention**

As Yardsticks arrive, save the pdf file with the client’s name appended to the beginning of the default file name (for example: *Cook Fillable BW Yardstick for Landscapes with Application.pdf*)

When the site visit is complete and notes have been added to the file, add the visit date to the beginning of the file name as well in YYYYMMDD format (*20210507 Cook Fillable BW Yardstick for Landscapes with Application.pdf*)

**Saving Data**

Use the Acrobat DC application to add client files to the appropriate spreadsheet:

Open Acrobat DC

Select Tools from the gray bar on the top of the screen

Start typing "merge" into the search bar just below that gray bar -- two results will soon appear

Select the second result. "Merge data files into..." from the Forms menu

Click "Add Files" in the box that pops up.

Select all the files for which visits have been completed.

Click the “Export” button.

The data is stored in a .csv file that can be regarded as temporary. Open this file, select all rows, and copy. Then open the county spreadsheet in the same property folder and paste in the new records.

The .pdf files can now be moved to the “Completed” folder and the .csv file can be deleted.