

Instructions for using:

# Botany Everywhere

## Woods, Field, Home & Garden Plants of NE USA

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### “Installation”

**Step 1.** Installation is not necessary, just place disc in any drive and it should open up. . . . but if not:

**Step 2.** place cursor on BotanyEverywhere.PDF and click or double-click it. Now it pops up. . . . but if not:

**Step 3.** You have an older computer, without Adobe Reader on it. But since it is free, you can quickly get it from the Internet for your Operating System. You only have to do this once.

**Step 4.** Click on [GetReader.htm](#) and follow download instructions.

**Step 5.** When it is installed, restart your computer and go back to step 1.

### Getting Started

First, find out what version of Adobe Reader you have. Unfortunately for all of us, instead of fixing what is wrong with Adobe Reader from Version 4 up to Version 8, the programmers at Adobe feel the need to add features and flexibility, making it harder and harder with each new version to figure out why it behaves differently from the last version and what to do about it so you can use it comfortably. At least it is free and hasn't otherwise gotten any worse over the last 6 years! At MIST, we have been tracking this sad corporate behavior and we can simplify your getting running, but to best use our directions and simplifications, you need to follow these steps.

**Step 1** first decide the version number. If you just installed it, it is 8.0 or 8.1. Once it is running, click **Help -> About** Acrobat Reader. and the version number pops up. To help, we have made some notes in the following Table:

**Version 5**, logo icon is gray with a red border and red twisted-triangle in the middle

**Version 6**, logo icon is gray with a red border and red twisted-triangle in the middle

**Version 7**, logo icon is pale gray with weird red curving stripes running through it.

**Version 8**, logo icon is red, grading bright red to dark, a white twisted-triangle in the middle

**Step 2.** Click open the PDF file that will most help using **Botany Everywhere** with your version of the Reader: **V5Help.pdf**, **V6Help.pdf**, **V7Help.pdf** or **V8Help.pdf**

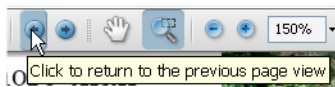
Follow the suggestions in your version help file. The goal is to have ready a few important functions you might not use for reading of most files. This is because **Botany Everywhere** has many high resolution photos: you will want to zoom in or out and to move them to better views. For this best to use the Grabby Hand tool

and the Zoom buttons.



Our book also has lots of [hyperlinks](#), blue-underlined, which click you to new parts of the book, just like web pages (but without the typical time delays).

Unlike your net browser software, you might have a hard time finding the “**Previous View**” Button in some versions of Reader. In fact, Adobe has made this function look different in each version!



The help files make sure you can easily navigate back from the hyperlink jumps, by knowing where all the control tools are located and what each looks like. For Version 8 you likely will have to PLACE some on the toolbar, as explained in **V8Help.pdf**.

## Book Structure

The book is set up less like a paper book and more like a series of web sites (but of course not “online”). This has several consequences:

- you can quickly go from a group index to the species page by clicking on any [hyperlink](#). It also serves to jump between look-alike plants.
- page numbers are almost of no value.
- you will often click to a page, only to find you want to see a different plant, and so need the “Previous View” button, to return to the previous page or zoom level.
- there are many links to [internet web sites](#) if your computer is online, for additional reading.
- there is a long appendix chapter on toxicology and nutrition, where links are by [chemical names](#), which can be accessed by a click for additional information of the physiological effects of plants.

Practice using the hyperlinks, and be sure you know which of Adobe’s many kinds of arrow icons returns you to exactly what you were just seeing, rather than just a page before.

The book also has no real complete alphabetical index. Several reviewers chided me for this omission, but quickly admitted they were still thinking along paper-book guidelines. They forgot the Search or **Find Function**, available in all text editors and readers. On a PC, this is begun with **[Ctrl]-F** keystroke, or by clicking in the box next to the **Find** submenu. Type in part of the name you are looking for and press **[Enter]** or click the Find Next icon beside the box. The first time in a session the Reader gets this command it takes a few seconds to index the text in the file. Since the book exceeds 1100 pages, this is about 30-50 seconds. It then begins, page by page, to search for



the text to match. Unfortunately, if you search for “rose” it will find extra examples including not only: Rose, rOSe, and rosE, but also Rosette, Droseraceae, rosea, Rockrose, Primrose, Petroselenium, etc. You get the point. With most search engines you can specify to ignore or to match the presented case, or you can place a space before rose, as “ rose” to eliminate most of these false finds, but none of Adobe’s products do as well in searches as Microsoft’s free WordPad in 1990. Adobe also does not provide the option when compiling a PDF file to store a text index IN THE FILE, which would cut short the 30 second wait while the Reader “thinks” before the real search begins.

The book section structure is like this:

| Section | From page | To page | What  |
|---------|-----------|---------|---|
| 1       | 1         | 1       | Frontispiece & general links                          |
| 2       | 2         | 2       | Intro. to purpose, goals.                             |
| 3       | 3         | 4       | How it works, suggestions                             |
| 4       | 5         | 45      | Table of Contents, Phylogenetic order                 |
| 5       | 47        | 51      | Functional Indexes                                    |
| 6       | 52        | 53      | Family Table, Alphabetical                            |
| 7       | 54        | 56      | Intro. to Plant Naming                                |
| 8       | 57        | 1061    | Species Pages, Family by Family, species alphabetical |
| 9       | 1062      | 1067    | Field Work, Comfort & Ticks (Lyme Disease)            |

| Section | From page | To page | What                                 |
|---------|-----------|---------|--------------------------------------|
| 10      | 1068      | 1069    | Morphology, name-that-part.          |
| 11      | 1070      | 1096    | Toxicology & Nutrition               |
| 12      | 1097      | 1101    | Acknowledgements of Great Assistance |
| 13      | 1102      | 1107    | Recipes, using spices for health.    |
| 14      | 1108      | 1109    | Bibliography                         |

I repeat, the order of sections and the actual page numbers are unimportant—all can be reached by Table-of-Contents hyperlinks and from many other links targeting specific information within these larger sections.



Identifying Blue Spruce from the book, on p. 100

## Finding Plants

To use this guide requires that you know at least a FEW plant names. It is not a comprehensive key—many such books are available and require an analytical sense, the knowledge of more terms for plant parts, and much time and patience.

Its flaws are the same as its strengths: It covers 1200 plus species, not the 25,000 required just for the native and escaped plants of this region, and not only the 50 commonest trees. It is too long just to thumb through, but short enough to pour through when you are really determined.

Knowing or noticing what other plants something resembles, in a family way (“It has five of everything”; or “It has opposite leaves, in pairs”) will be most helpful in narrowing down a group, which is why plants are listed, grouped in their natural families. The worst keys to use are generally those to Family, because they rely on very technical observations (embryo turgid) during a very specific phase of a plant’s life.

For really common species, use Functional Groups set of menus, alphabetical by English Names. This is reached by clicking text in the left-most box on page 1. Then choose which group you wish to see.

It is also possible to go from crop to crop among the species pages, by searching on “cf”, the code for Crop, Food.

The best way to identify the vast array of thousands of plants is to ask someone you know. I usually ask my daughter. “For science”, I tell her, “what price pride?”

## Example

Finding a shrub in your yard and identifying it are tough for anyone, but having accurate photos for many seasons, combined with simple diagnostics will provide a reference anyone can master. Start by choosing a link, at the bottom of Page 1.



Choose [Plants by Functional Group](#), which jumps to a three-page list of links. You see immediately it has no needles and is not evergreen, so you scroll to the second page, to try the alphabetical listing. Among the “A”s you try **Arrowwood**, and the click sends



you to a page of photos. Looking carefully you note both plants have leaves in **opposite pairs**, but your shrub’s leaves are oval and fine toothed, not lobed as in the photo. You click the **Previous View** button to return to the list, but there are three columns on

two pages—many plants—very discouraging! Then you have an idea: Since the plants are arranged in the book by family, close relatives are on adjacent pages. Likely they also all have opposite leaves. You click **Next View** button to return again to the Arrowwood, and you begin paging down, looking at many shrubs with opposite leaves. The fifth page following your first guess appears to be a match. Choosing the photo with a date closest today, you can see a close similarity. But what are the real diagnostic clues? In red type, under **Distinguishing Characteristics**, it reads: **The naked end buds and tall shrub unique; leaves fine-toothed oval**. Now you notice the



photos of naked buds and look again at your shrub, a **Wayfaring Tree**—the match is unquestionable in color, texture. Some examples will be harder, some likely easier.