

BEE TRACKER QUICK START

PDF Format

Instructions

Bee Tracker data system is designed to allow you, the beekeeper, to compile a data base for your hives. The .pdf format allows you to prepare and file electronic copies of your inspections. From those, you can make print-outs that you can take into the apiary, refer to your prior inspection data, and make notes that can be entered on the .pdf form when you are back at your computer. Of course, if weather permits, you can take your laptop into the apiary and record your notes directly.

Bee Tracker's recommended reader is Foxit .pdf Reader (a free download). Once installed, Bee Tracker data is always accessible on your computer, even if you are out of cell phone or Wi-Fi range.

Getting Started -----

- 1) In your Documents folder, make a master folder for your apiary. Open the master folder, and make folders for each of your hives, labeling them with the name, number or designation you have chosen for each hive.
- 2) Save the top bar or frame Bee Tracker .pdf file to the corresponding folder, using "save as" and changing the name of the Bee Tracker .pdf to the hive number or designation.
- 3) Open the Bee Tracker .pdf for the hive, and enter the hive number/designation, queen number/designation, source for the queen, her race, introduction date, the marker color, and the hive's location. If the hive is not located on your property, enter the owner or contact person's name and phone number. This will be your master .pdf for that hive. Make a print-out that you can use for your first inspection.

Repeat 1-3 for as many hives as you wish.

- 4) While inspecting a hive, make your field notes on the print-out, or directly to your laptop.
- 5) If you use a paper print-out, open the most current .pdf for the hive and enter the changes you noted in the apiary. When you have made the new entries, make a standard .pdf with your updated data, and save it to the corresponding folder. Including the inspection date as part of the new .pdf name will keep the files in order and will allow you to quickly find any past inspection report. Make a print-out for referral at the next inspection. Finally, save the master .pdf.

Over time, you will accumulate a series of field inspection sheets. The most recent inspection report will give you the most up-to-date data for your hives. Taken together, the inspection reports will develop a comprehensive history of your hives and colonies.