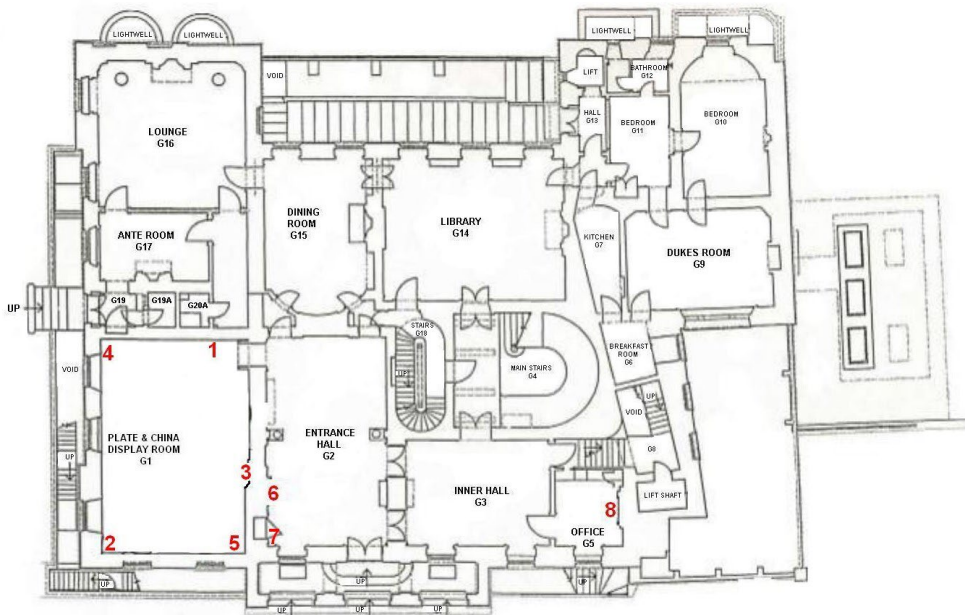# GUIDELINE FOR PLOTTING INSECT PEST COLOURED SYMBOLS ONTO FLOOR PLANS.

Open up the floor plan.

Using the mouse cursor, left click anywhere inside the inserted floor plan image. A box will line around the image. You are now ready to add the 'Callout' box for the symbols to be inserted into. If you forget to click on the image, the document may go blank but don't worry just click on the 'Undo Clear' command, that's the 3rd arrow symbol left hand side at the very top of the screen or type 'Ctrl+Z', and the floor plan image will re-appear.
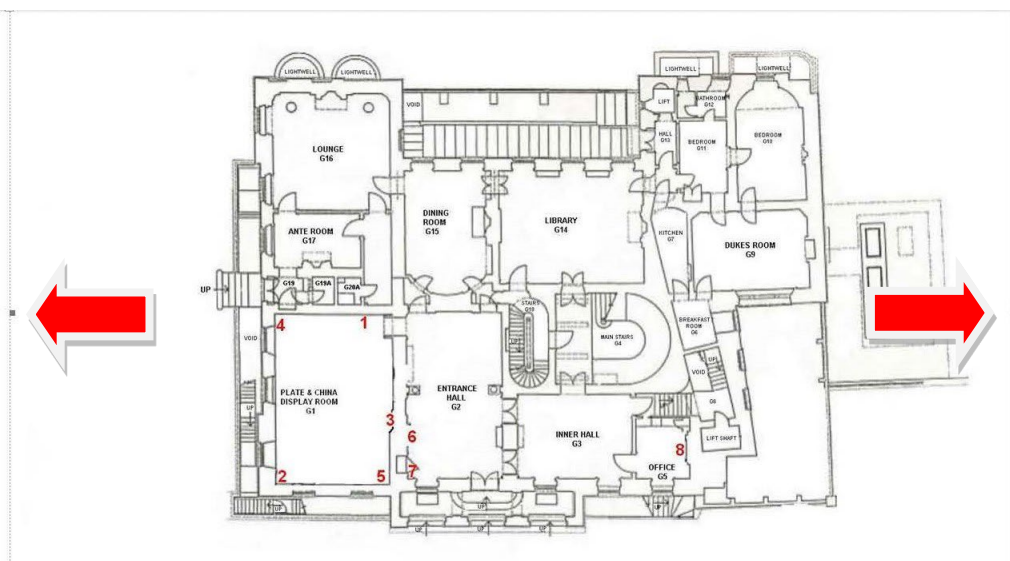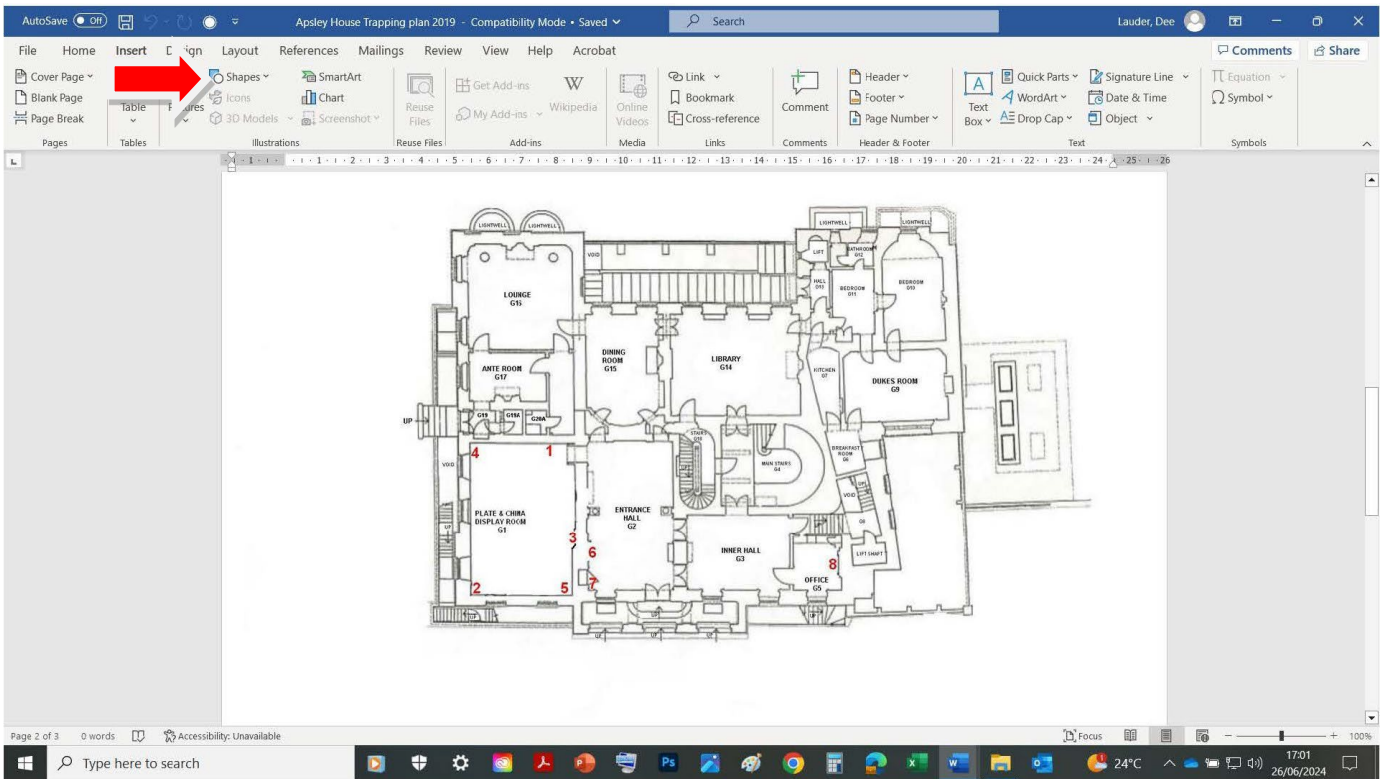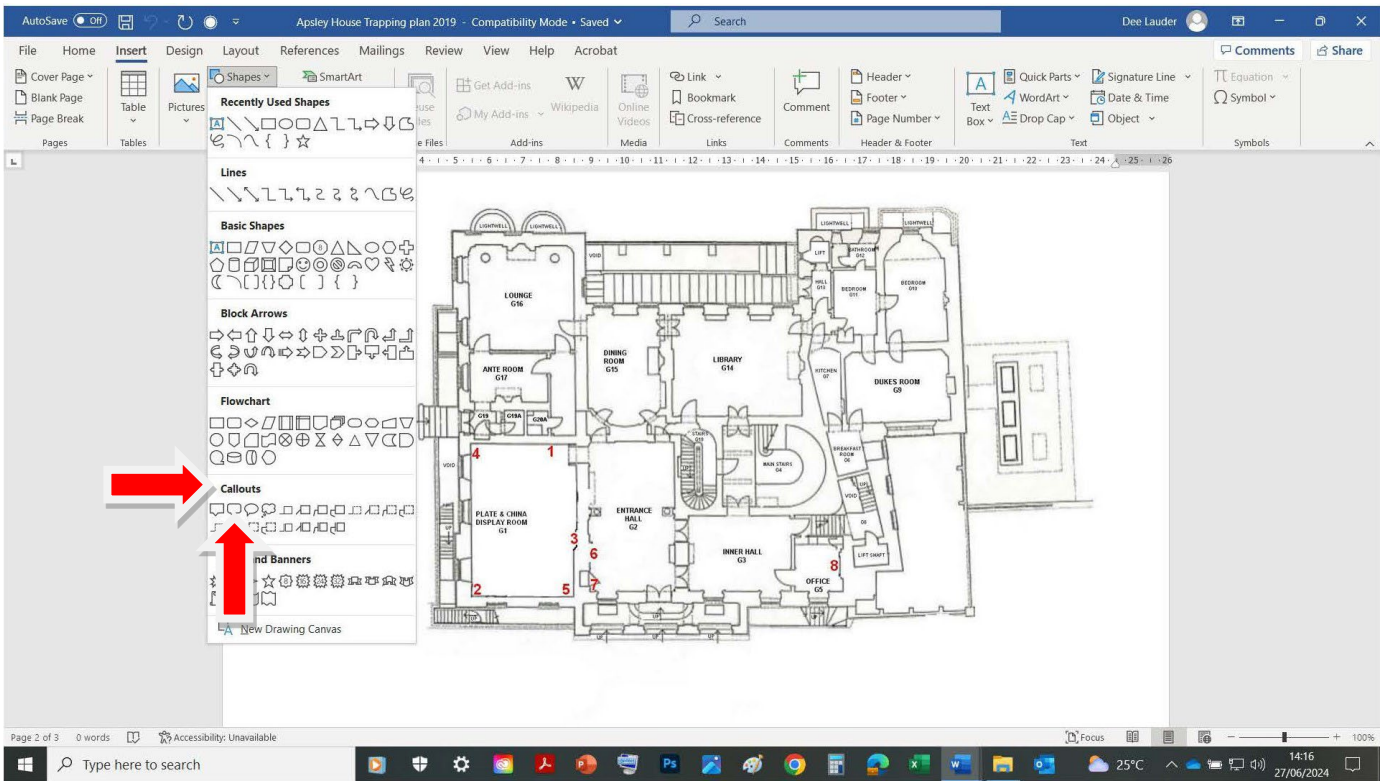

ADDING CALLOUTS

At the top of the screen, on the left-hand side of the toolbar, click on 'Insert'.
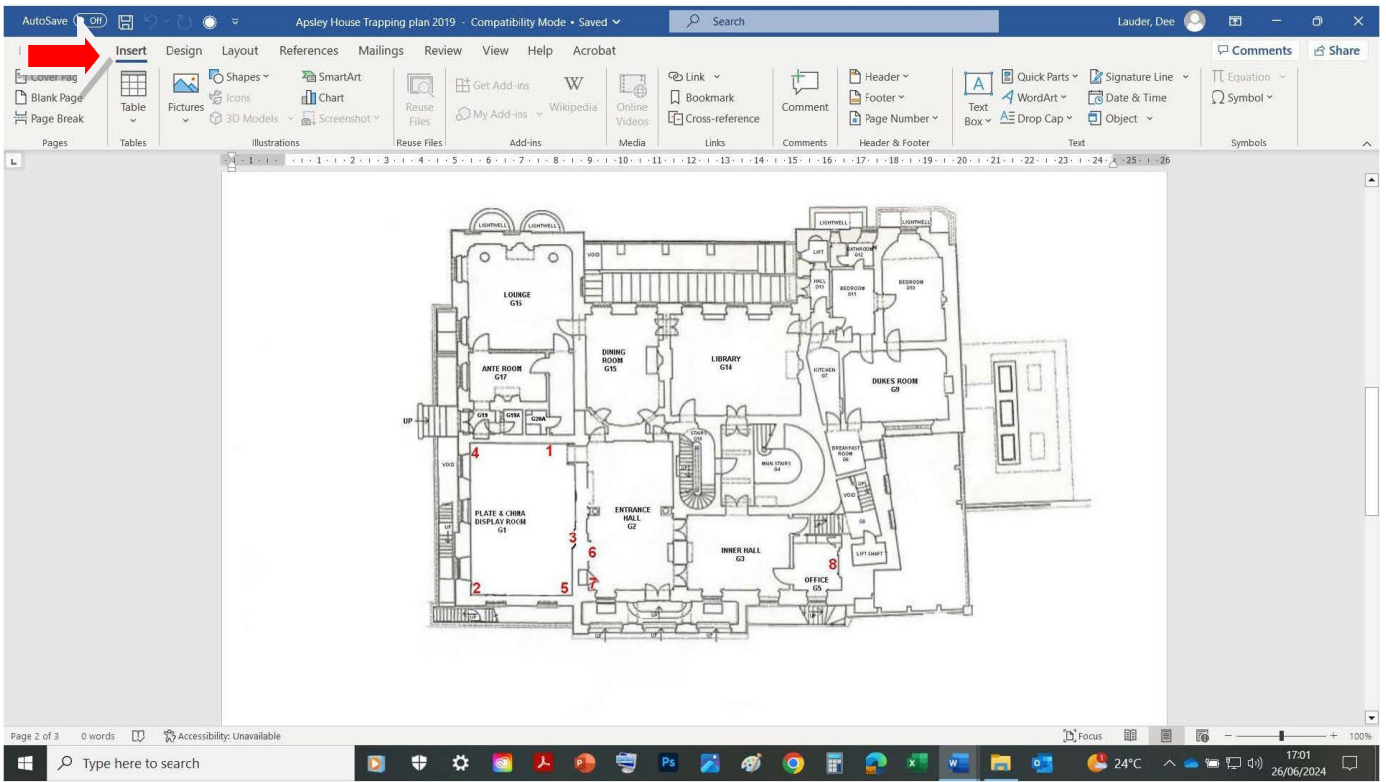
Then click on 'Shapes' and a drop-down box will appear.

Click on the 'Callouts' section which is second from the bottom in the drop-down box and click on the second callout box which is called the 'Rounded Rectangular Callout'.

If you hold your mouse cursor over the symbol, the title appears so you'll know you have selected the right one.
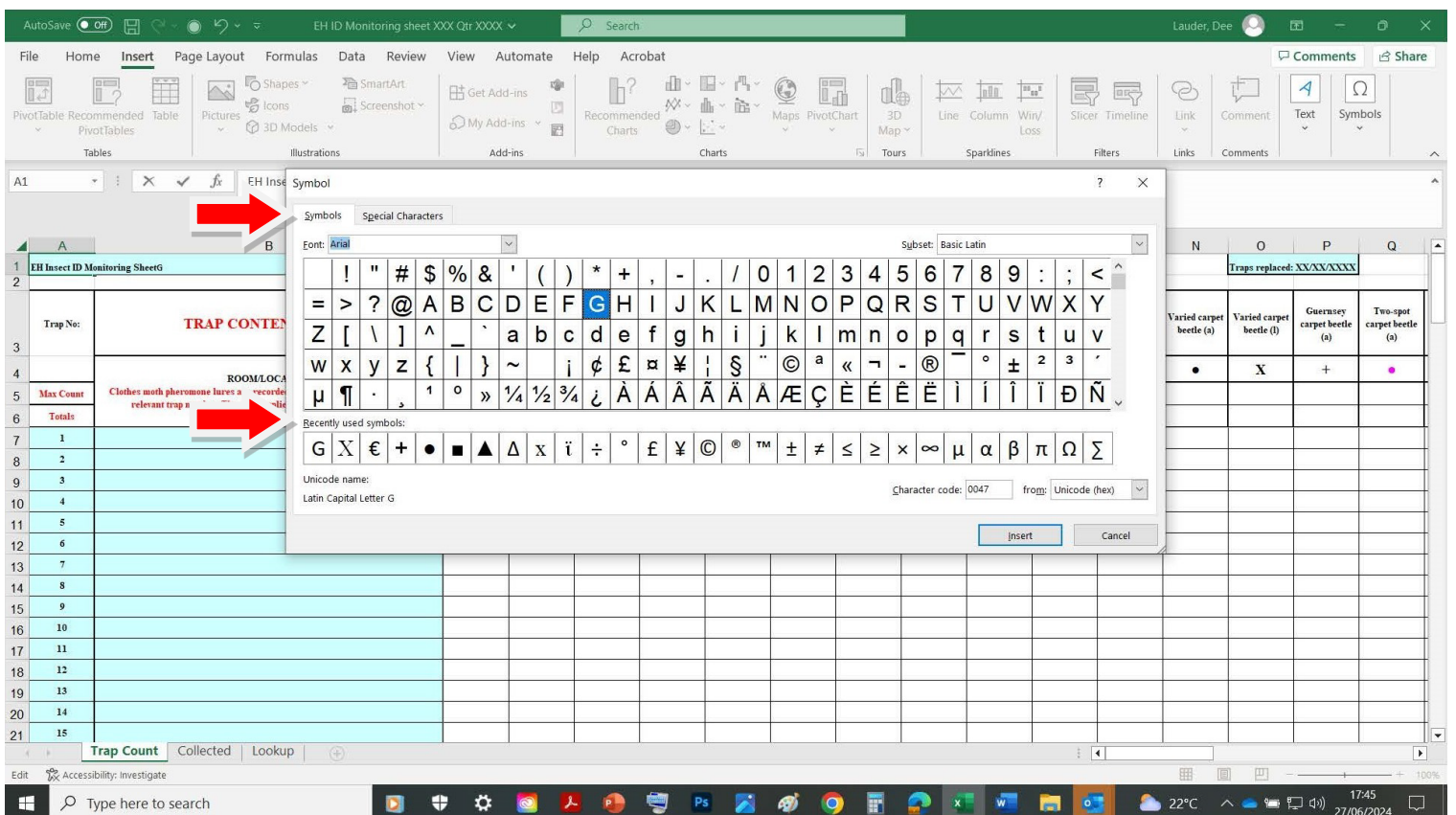
SYMBOLS

All symbols can be accessed via the 'Insert' menu and then clicking on the 'Symbol' icon.
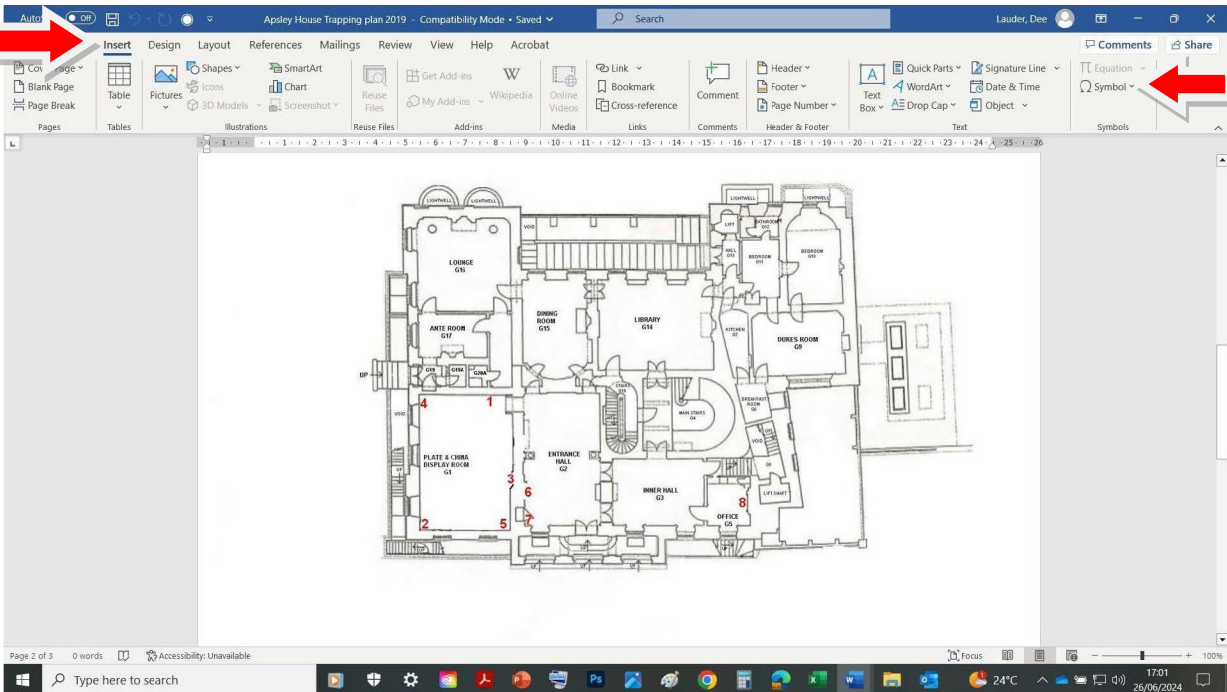
This brings up the following 'More Symbols' dialogue box. Click on the 'more symbols' option at the bottom of the menu where you will see the following drop down 'Symbol' box.
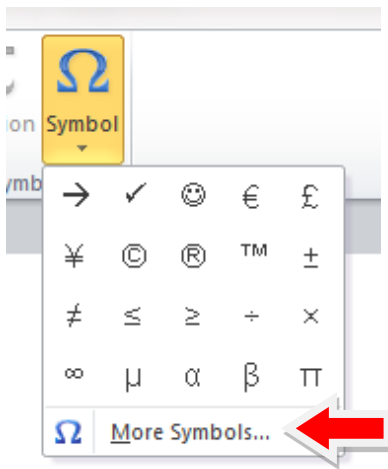
In the 'Font' section, change to 'Arial. Any symbols that have been used previously, or will be used this time by you, are automatically saved and will continue to appear in the 'Recently used symbols' section for future use.

Remember when adding insect pest symbols to the floor plans, you need to insert them inside the 'Callout' box in the order they appear in on the monitoring sheet. For example, brown house moth ●, followed by case-bearing clothes moth ●, then case-bearing clothes moth larva X and so on. Use the image below or your site monitoring sheet for guidance.

Any pest numbers which exceed 5 or more should show like this X 5 and below 5, for example 3, should appear as XXX. Remember to add a space between the symbol and the number X 7 and that they are shown in the correct insect pest colour (examples given here show case-bearing clothes moth larvae). The number should always be in Arial font for example X 7.
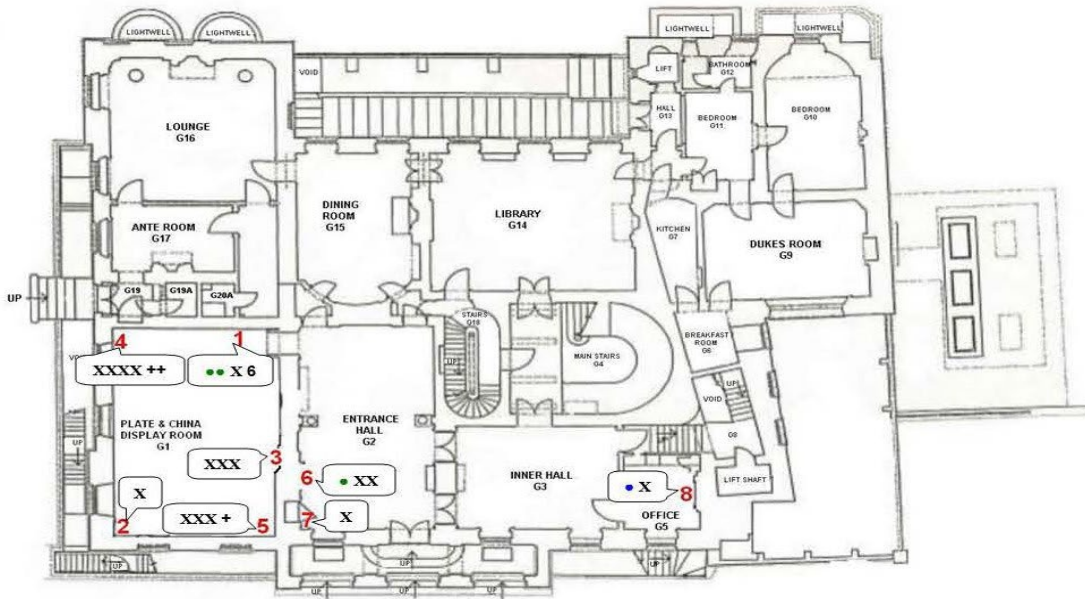
FONTS AND SIZES

Always use 'Arial' font for adult insect pest symbols ● and 'Times New Roman' for larva(e) X.
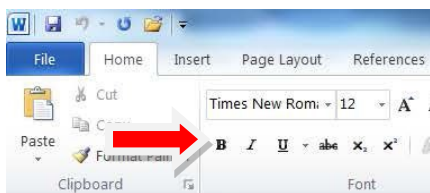
Click on 'Bold' on the toolbar so that symbols and numbers are highlighted.

Suggested font sizes are generally between numbers 8 - 10. This is depending on which size is more fitting for your sites' floor plans so that you can position the Callout box with the symbols as close to the relevant trap number as possible.

To do this, when you have finished logging the symbols inside the Callout box, click anywhere on the black line around the box. Click on the green coloured dot which appears at the top of the box, place your mouse cursor on this and a circle will appear around it, you will then see a yellow dot appear from the pointer on the box (refer to the image below).
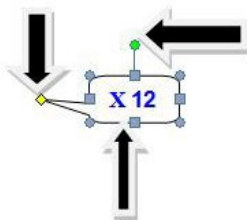
Move the Callout box as close to the trap number as possible and position the yellow dotted pointer against the relevant trap number on the floor plan. Refer to the image below, see the traps on the floor plan for guidance.
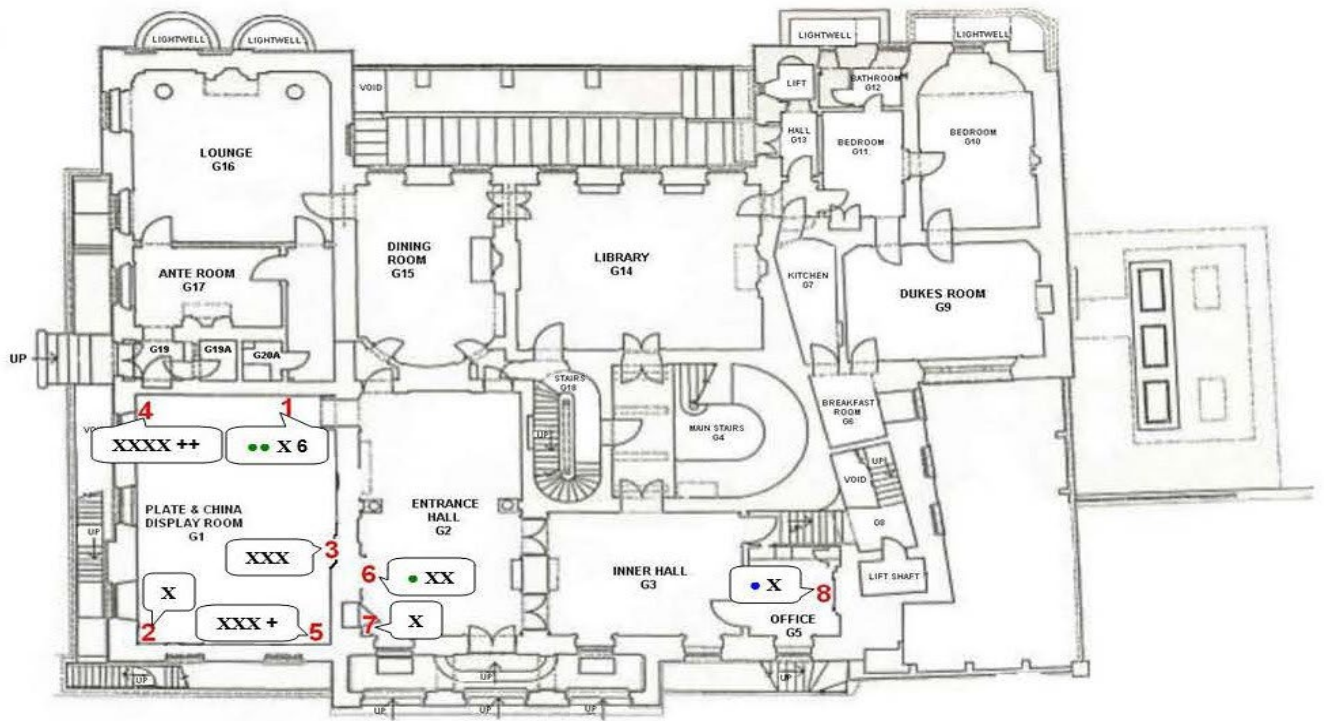
COLOURS

All colours can be found when using the 'Font colour' button, click on the drop-down symbol next to the 'Font' symbol to access the dialogue boxes:

In the 'Automatic' box, you can select the colour you require.
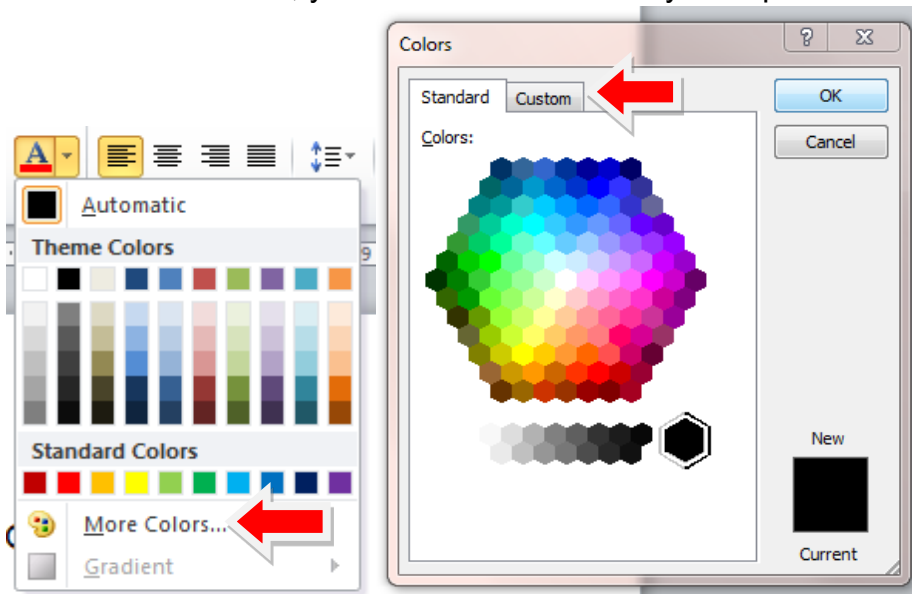
You can select either a standard colour listed or by clicking on 'more colours' and the 'custom' tab, this will open up the colour palette.

Enter the relevant RGB numbers for the colour you require (see the RGB colour chart further down).
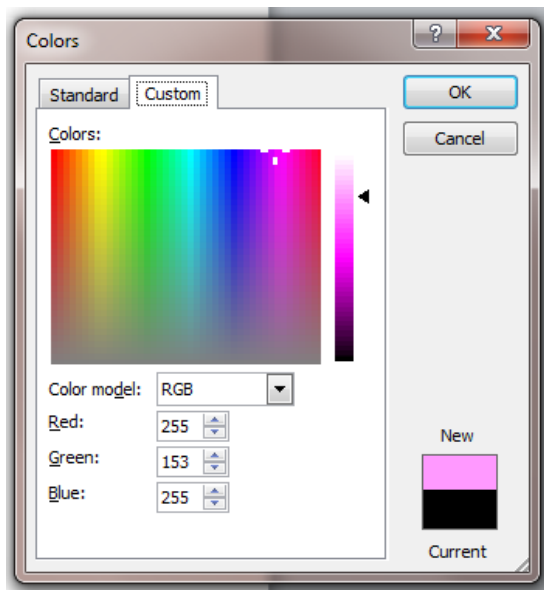
Once you have used the colours required, you will be able to find them again whilst working on the floor plan. They can be found in the 'Automatic' box, below the 'Standard Colours' row, under a heading called 'Recent Colours'. All the colours you use are automatically saved here but only while you are working on this document, see example given below:
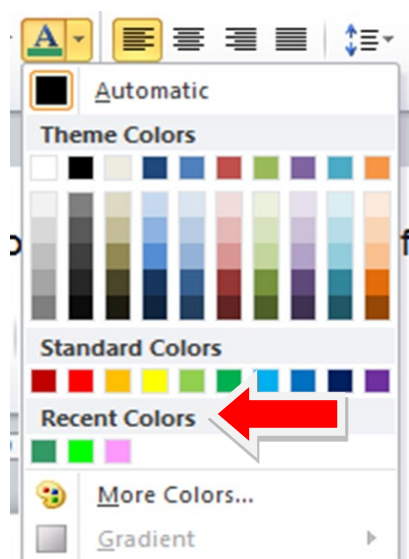
RGB COLOUR NUMBERS TO USE FOR THE INSECT PEST SYMBOLS

Use the appropriate RGB colour numbers as listed in the chart below in line with the coloured symbols used on the monitoring sheet.

COLOUR	R	G	B
Black	0	0	0
Grey 50%	128	128	128
Red	255	0	0
Dark Red	192	0	0
Pink	255	0	255
Blue	0	0	255
Dark Blue, Text 2	31	73	125

Sky Blue	0	204	255
Green	0	128	0
Olive Green	155	187	89
Bright Green	0	255	0
Brown	153	51	0
Light Orange	255	153	0
Yellow	250	244	0
Purple	112	48	160
Lavender	204	153	255

MAJOR INSECT PESTS

These are the current insect pests, and their coloured symbols, listed below:

Brown house moth ● **(red)**
Case-bearing clothes moth (a) ● **(blue)**
Case-bearing clothes moth (l) X **(blue)**
Monopis **sp. (a)** ● **(purple)**
Webbing clothes moth (a) ● **(green)**
Webbing clothes moth (l) X **(green)**
White-shouldered house moth ● **(bright green)**
Death watch beetle ● **(sky blue)**
Furniture beetle ● **(brown)**
Dark carpet beetle ● **(olive green)**
Varied carpet beetle (a) ● **(black)**
Woolly bear larva* (l) X **(black)** *(Varied carpet beetle larva)
Guernsey carpet beetle + **(black)**
Two-spot carpet or fur beetle (a) ● **(pink)**
Two-spot carpet or fur beetle (l) X **(pink)**
Vodka beetle Δ **(dark red)**
Attagenus **sp.*** X **(yellow)** *(Two-spot or vodka beetle larva if difficult to identify)
Biscuit beetle ■ **(blue)**
Larder beetle ■ **(gray-50%)**
Dermestes **sp.*** X **(gray-50%)** *(Larder, hide or leather beetle larva if difficult to identify)
Plaster beetle ■ **(brown)**
Australian spider beetle ■ **(red)**
Golden spider beetle ● **(light orange)**
White-marked spider beetle ■ **(sky blue)**
Wood weevil ▲ **(green)**
Booklice ● **(lavender)**
Silverfish ● **(gray-50%)**
Mealworm ▲ **(dark blue, text 2)**

When you 'point' the mouse over the coloured symbol inserted on the floor plans, the colour description will appear so you will know you have used the correct one.

OTHER INSECT PESTS AND NON-INSECT PESTS TO RECORD IN THE 'OTHER TRAP CONTENTS' COLUMN

Other *Anthrenus* species which do not have a specific column on the monitoring sheet include *Reesa vespulae*, *Anthrenocerus australis* and *Anthrenus flavipes*.

Also, refer to your non-insect pest hand out or list to record this type of species found on traps, here are some examples that EH staff record:

Black Ground beetles
Bird mites
Centipedes
Fungus beetles
Hide or leather beetles
Lacewings
Millipedes
Powder post beetles
Pseudo scorpions
Rove beetles
Springtails
Thrips
Winged booklice
Woodlice.

It is generally considered appropriate by heritage organisations to have copies of this hand out, the EH 'Bugs' poster and the EH 'Pests in Houses: Great and Small' book to refer to when recording the insect pest data from the traps.

Any other 'non-insect' pests which are not listed here but are also found on traps in large quantities, for example 10 or more, should also be recorded in this column. Examples are flies, spiders, ladybirds, bees and wasps particularly as these can provide a potential food source to the insect pests.

If there are too many insects on a trap, try to make an approximate count by volume, for example 15, 50, 75 or 100.

You can also use this column to record signs or sightings of rodents and other vertebrates in the locations listed.

INSECT PESTS FOUND AND COLLECTED UP

Any insect pests which are found and collected up, for example from floors or on window ledges, should also be listed giving the location, quantities and dates when found on the 'Collected' work sheet.

At the bottom left-hand side of the monitoring sheet, you will see 3 tabs, after 'Trap Count' is the 'Collected' tab. Click on this and it will open up for you to use. To go back to the 'Trap Count' data sheet, just click back on the 'Trap Count' tab. Insect pest frass should also be recorded if found but quantity is not required!

Try to record any insect pests and their numbers collected in the relevant species column by the nearest relevant trap number and room location if possible. Otherwise, you can add them on the 'Collected' sheet after the 'Trap location' section but remember to give details of the location and the date when found in the 'Other Trap Content' column. The same applies with any quarantined objects.

VERY IMPORTANT

Always remember to include the date when you changed the traps on the monitoring sheet as this is extremely important, not just for the record, but for when the Yearly Site reports are produced.

Always save the data you have just recorded from each trap or pheromone lure board to avoid any possible loss of information as computer problems can suddenly occur, for example electrical power cuts.

On the monitoring sheet, clothes moth pheromone lures are recorded as 'CBCM' (Case-bearing clothes moth) and 'WCM' (Webbing clothes moth) against the appropriate trap number, for example 'CBCM 10' or 'WCM 20'. 'Bat friendly' traps are recorded as well, for example 'BT 10'.

Dee Lauder,
June 2024.