

For simplicity species you are unlikely to see can be deleted. Add extra lines where and when required. Add grid ref or tetrad if known. To insert a new line left click the mouse beside the required species but to the left of the table to select a whole line. Then right click the mouse and a box will appear. Move the cursor to 'Insert' and another box appears giving the option of inserting the line above or below the selected line. Drag and drop is a quick way of copying information. Other wise copy and paste.

Species	Site	Grid Ref	No	Date	Comments	Observer
	Example below.					
	New Malden (Queens Rd)	TQ26E	10	12/9/10	Pair	Smith A
Mute Swan						
Canada Goose						
Barnacle Goose						
Brent Goose						
Egyptian Goose						
Shelduck						
Mandarin						
Wigeon						
Gadwall						
Teal						
Mallard						
Pintail						
Garganey						
Shoveler						
Red-crested Pochard						
Goldeneye						
Smew						
Ruddy Duck						
Pheasant						
Great Northern Diver						
Little Grebe						
Great Crested Grebe						
Cormorant						
Bittern						
Little Egret						
Grey Heron						
Honey Buzzard						
Red Kite						

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Species	Site	Grid Ref	No	Date	Comments	Observer
Sparrowhawk						
Buzzard						
Osprey						
Kestrel						
Merlin						
Hobby						
Peregrine						
Moorhen						
Coot						
Oystercatcher						
Little Ringed Plover						
Ringed Plover						
Golden Plover						
Lapwing						
Dunlin						
Ruff						
Jack Snipe						
Whimbrel						
Curlew						
Redshank						
Greenshank						
Green Sandpiper						
Wood Sandpiper						
Common Sandpiper						
Black-headed Gull						
Little Gull						
Mediterranean Gull						
Common Gull						
Lesser Black-backed Gull						
Herring Gull						

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Species	Site	Grid Ref	No	Date	Comments	Observer
Yellow-legged Gull						
Great Black-backed Gull						
Little Tern						
Black Tern						
Sandwich Tern						
Common Tern						
Arctic Tern						
Feral Rock Dove						
Stock Dove						
Woodpigeon						
Collared dove						
Turtle Dove						
Ring-necked Parakeet						
Cuckoo						
Barn Owl						
Little Owl						
Tawny Owl						
Nightjar						
Swift						
Kingfisher						
Green Woodpecker						
Lesser Spotted Woodpecker						
Skylark						
Sand Martin						
Swallow						
House Martin						
Tree Pipit						
Meadow Pipit						
Yellow Wagtail						
Grey Wagtail						

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Species	Site	Grid Ref	No	Date	Comments	Observer
Pied Wagtail						
White Wagtail						
Waxwing						
Wren						
Dunnock						
Robin						
Nightingale						
Black Redstart						
Redstart						
Whinchat						
Stonechat						
Wheatear						
Blackbird						
Fieldfare						
Song Thrush						
Mistle Thrush						
Grasshopper Warbler						
Sedge Warbler						
Reed Warbler						
Blackcap						
Garden Warbler						
Lesser Whitethroat						
Whitethroat						
Dartford Warbler						
Chiffchaff						
Willow Warbler						
Goldcrest						
Firecrest						
Spotted Flycatcher						
Bearded Tit						

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Species	Site	Grid Ref	No	Date	Comments	Observer
Long-tailed Tit						
Blue Tit						
Great Tit						
Coal Tit						
Marsh Tit						
Nuthatch						
Treecreeper						
Red-backed Shrike						
Jay						
Magpie						
Jackdaw						
Carrion Crow						
Starling						
House Sparrow						
Tree Sparrow						
Chaffinch						
Brambling						
Greenfinch						
Goldfinch						
Siskin						
Linnet						
Lesser Redpoll						
Common (Mealy) Redpoll						
Crossbill						
Bullfinch						
Yellowhammer						
Reed Bunting						

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