BOLD Trace Submission Protocol - Jan-01-2006

1. Register Primer Codes :

Be sure that your primer codes are registered with BOLD before assembling the submission package. If the primer you used has already been registered under a different name, you will be provided with the registered code to be used in your submission. Primer codes are case sensitive and must be used exactly as registered or provided.

2. Assemble Package :

The submission package should consist of trace files(**.ab1**), corresponding phred files (**.phd.1**) and a spreadsheet that contains the file names and ancillary data. The submission spreadsheet should be named **data.xls** and contains the following columns:

> Trace File
> Score File – This field is currently optional but will become a requirement
> PCR Primer – Primer codes are case sensitive
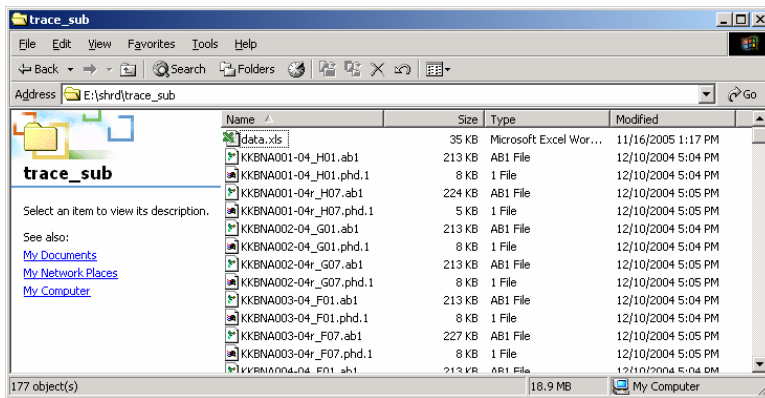> Seq Primers – This field is currently optional but will become a requirement
> Read Direction
> Processid

Trace File	Score File(opt)	PCR Primers		Seq Primer (opt)	Read Direction	Processid
		Fwd	Rev			
KKBNA001-04_H01.ab1	KKBNA001-04_H01.phd.1	BirdF1	BirdR1	BirdF1	Forward	KKBNA001-04
KKBNA001-04r_H07.ab1	KKBNA001-04r_H07.phd.1	BirdF1	BirdR1	BirdR1	Reverse	KKBNA001-04
KKBNA002-04_G01.ab1	KKBNA002-04_G01.phd.1	BirdF1	BirdR1	BirdF1	Forward	KKBNA002-04
KKBNA002-04r_G07.ab1	KKBNA002-04r_G07.phd.1	BirdF1	BirdR1	BirdR1	Reverse	KKBNA002-04
KKBNA003-04_F01.ab1	KKBNA003-04_F01.phd.1	BirdF1	BirdR1	BirdF1	Forward	KKBNA003-04
KKBNA003-04r_F07.ab1	KKBNA003-04r_F07.phd.1	BirdF1	BirdR1	BirdR1	Reverse	KKBNA003-04
KKBNA004-04_E01.ab1	KKBNA004-04_E01.phd.1	BirdF1	BirdR1	BirdF1	Forward	KKBNA004-04

Steps :

1. These three components (Trace files, Score files, and Spreadsheet) need to be placed in a single folder

2. File lists can be generated by opening a terminal window (run cmd in windows), moving to the folder where the trace files and score files have been placed(**cd** command in all OS's), and then running one of the following commands :

Windows - dir > list.txt
MacOS   - ls –l > list.txt
Linux/Unix - ls –l > list.txt

These commands will generate a list of all the files in the current folder and save it in list.txt. You can then open list.txt in any spreadsheet application.

To generate a list of the trace files use the follwing commands :

Windows - dir *.ab1 > list.txt
MacOS   - ls –l *.ab1 > list.txt
Linux/Unix - ls –l *.ab1 > list.txt

For score files use :
Windows - dir *.phd.1 > list.txt
MacOS   - ls –l *. phd.1 > list.txt
Linux/Unix - ls –l *. phd.1 > list.txt

3. Once the spreadsheet has been generated and placed in the same folder as the trace files and score file, compress them into a single file before submitting. The following free tools are available to provide this functionality :

WinZip   - http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=lst-0-1
WinRar   - http://www.download.com/WinRAR/3000-2250_4-10446177.html?tag=lst-0-1
MacZipIt - http://www.maczipit.com