Pinning insects:

1. Hold the insects by its sides using your thumb & forefinger and firmly push the insect pin through the dorsal or top surface of the insect. The pin should be at a right angle to the insect's body.

- Beetles are pinned near the front margin of the right wing near the midline
- Grasshoppers are pinned to the right of the prothorax
- True bugs are pinned to the right of the scutellum
- Butterflies, moths, dragonflies, & damselflies are pinned through the middle of the thorax
- Most other insects are pinned through the thorax to the right of the midline

2. Place insects on insect pins so their body is horizontal to the pinning surface or Styrofoam.
3. Gently push the insect within at least 25mm from the top of the pin so that you can pick up the pin without touching the insect. Make sure all pinned and card pointed insects in your collection are at the same height on the pin. Two labels will be added below the insect's body later.
4. If the abdomen sags, place a small piece of index card below the body on the pin until the insect's body dries and then remove the card.
5. Insects with extremely long legs like crane flies or curved antenna & abdomens like ichneumon wasps should be placed on their left side and pinned through the right side of their body in the area of the thorax.
It is always wise to pin insects the same day that you collect them because if they dry completely, then they must be relaxed before pinning.