

To get to your file:

1. Open EXCEL
2. Open L:\serials lists
3. Make sure that the box for "files of type" is set to: All Files (*.*) This will bring up all the .lst files. If it is not set to All Files (*.*) chances are you will only see files with xls extension.
4. Select the file that corresponds to your guideline
5. Double click on the file and you should get Text import wizard window. Chose "Delimited", Click on NEXT, Click on NEXT again, Click on Finish.
6. Save to your C or M Drive as an EXCEL File. Make sure you chose the extension .xls.

You will have to do some formatting of you file. Click on the first row. Click on insert rows. Add a row at the top. Label the columns

Column A is the Order number

Column B is amount invoiced in previous FY

Column C is amount invoiced in current FY

Column D is the Acquisition Method, the value is almost always P (purchase)

Column E is the Acquisition Material Type

Here is a list of values

Acquisition Materials type	Code
Book	BK
Serial (print)	S
Serial, digital not remote	SE
Serial, digital remote	SR
Serial, print with digital	SD
Serial, digital free w print	SF
Periodical backfile	PB
One-time serials purchases	1X
Mono series	MS
Looseleaf	LF
Dissertation/Thesis	DS
Map, hardcopy	MP
Map, digital	MD
Remote-sensing image, hardcopy	RH
Remote-sensing image, digital	RD
Archive (Collection)	AR
Manuscript (Piece)	MA
Score	SC
Microfilm	FL
Microfiche	FC
Digital	IN
CD-ROMs	CR
Visual (and AV)	VI
Audio (Spoken)	AU
Audio (Music)	MU
Realia/3-D, kits	RE

Column F is the Title

Column G is the Call number

Adjust the columns to fit the data.

Unfortunately there are some problems with character conversion, I've put some of the common ones below. If you want to make the titles easier to read, you can do a find and replace on column F.

Ã± = ñ

Ã³ = ó

Ã¡ = á

Ã- = í

Ã© = é

Ã§ = ç

Ã¨ = è

Ã% = É

Ã¼ = ü

Ã¶ = ö

Ãæ = ä

Ã£ = ã

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