



Traverse des Sioux Library System

1400 Madison Ave., Suite 622
Mankato, MN 56001-5488

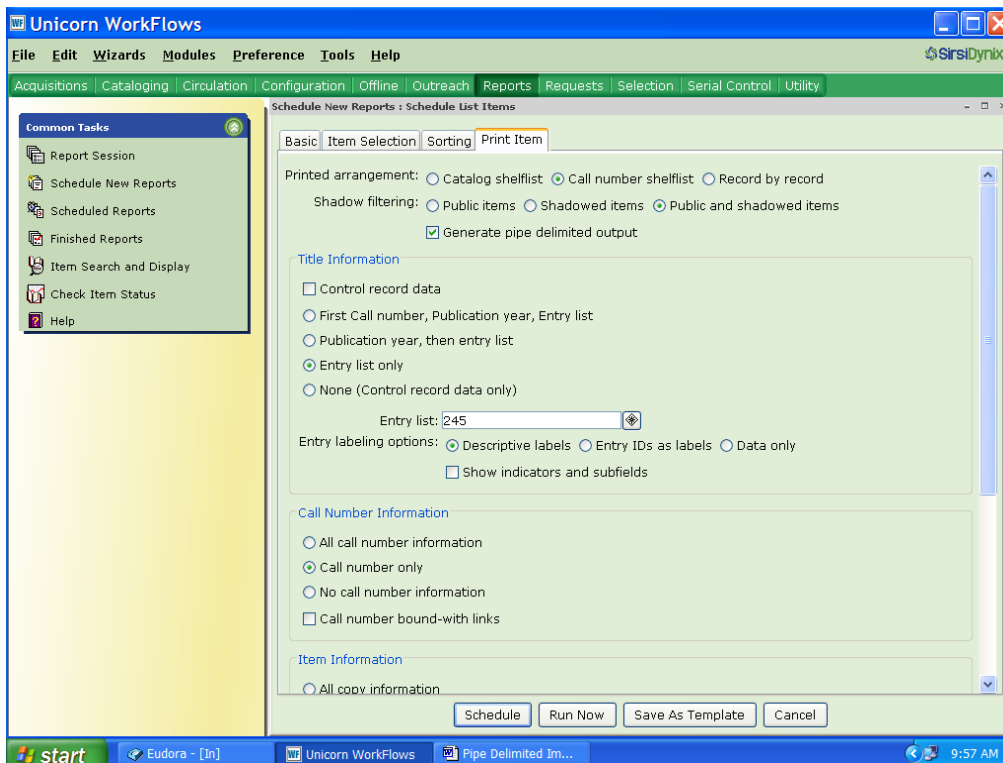
PHONE 507-625-6169
Toll-Free 800-450-6169
FAX 507-625-4049
www.tds.lib.mn.us

12/28/06jd

Pipe Delimited Reports

Step 1: VIEWING AND SAVING THE REPORT

- ❖ Set up and run the report, selecting *Generate pipe delimited output*. For title information, make sure you select only the 245 field.



- ❖ From the finished reports, highlight your report and click *View*.
- ❖ When the "view finished reports dialog appears **uncheck View log and Format report**.
- ❖ Click OK.
- ❖ Notepad will open the report for viewing, as shown on the next page.

view_wbdh18533.txt - WordPad

```

..folddata
CATALOG>|MARC>|<cat_usmarc_245w1>|An inconvenient truth [videorecording] / [presented by] Paramount Classics and Participa
CATALOG>|MARC>|<cat_usmarc_245w1>|The adventures of Indiana Jones [videorecording] / Paramount Pictures and Lucasfilm Ltd.
CATALOG>|MARC>|<cat_usmarc_245w1>|Ambulance girl [videorecording] / Lifetime ; directed by Kathy Bates.|<MARC|CALLNUM>|DVD
CATALOG>|MARC>|<cat_usmarc_245w1>|Another woman's husband [videorecording].|<MARC|CALLNUM>|DVD FICTION Another|ITEM>|<cop
CATALOG>|MARC>|<cat_usmarc_245w1>|The Christmas shoes [videorecording] / FremantleMedia presents a Craig Anderson Productio
CATALOG>|MARC>|<cat_usmarc_245w1>|Comfort and joy [videorecording] / Lifetime Television and Paramount Pictures in associat
CATALOG>|MARC>|<cat_usmarc_245w1>|Confessions of an American bride [videorecording] / Lifetime Television and First Light
CATALOG>|MARC>|<cat_usmarc_245w1>|Cowboy [videorecording] / Columbia Pictures ; produced by Julian Blaustein ; directed by
CATALOG>|MARC>|<cat_usmarc_245w1>|The Da Vinci Code [videorecording] / Columbia Pictures ; Imagine Entertainment ; Brian G
CATALOG>|MARC>|<cat_usmarc_245w1>|The dead zone [videorecording] / Dino De Laurentiis presents a David Cronenberg film ; p
CATALOG>|MARC>|<cat_usmarc_245w1>|Family. The complete first & second seasons [videorecording] / a Mick Nichols production
CATALOG>|MARC>|<cat_usmarc_245w1>|Flower drum song [videorecording] / Universal-International presents a Ross Hunter produ
CATALOG>|MARC>|<cat_usmarc_245w1>|The gambler returns [videorecording] ; the luck of the draw / produced by Dick Lowry, An
CATALOG>|MARC>|<cat_usmarc_245w1>|Gracie's choice [videorecording] / Lifetime Television and Von Zerneck/Serfner Films ; p
CATALOG>|MARC>|<cat_usmarc_245w1>|Grease [videorecording] / Paramount Pictures presents a Robert Stigwood/Allan Carr produ
CATALOG>|MARC>|<cat_usmarc_245w1>|Homeless to Harvard [videorecording] : the Liz Murray story / Barnet Bain Films ; Metafi
CATALOG>|MARC>|<cat_usmarc_245w1>|I do (but I don't) [videorecording] / Lifetime Home Entertainment ; Ira Pincus Films in
CATALOG>|MARC>|<cat_usmarc_245w1>|Jubal [videorecording] / Sony Pictures Home Entertainment ; produced by William Fadiman
CATALOG>|MARC>|<cat_usmarc_245w1>|Keeping up with the Steins [videorecording] / Miramax Films presents a Road Picture/Wins
CATALOG>|MARC>|<cat_usmarc_245w1>|The adventures of Indiana Jones [videorecording] / Paramount Pictures and Lucasfilm Ltd.
CATALOG>|MARC>|<cat_usmarc_245w1>|The librarian [videorecording] : quest for the spear / TNT presents an Electric Entertain
CATALOG>|MARC>|<cat_usmarc_245w1>|The librarian [videorecording] : Return to King Solomon's mines / produced by Michael S.
CATALOG>|MARC>|<cat_usmarc_245w1>|The man from Colorado [videorecording] / Columbia Pictures Corporation ; screen play by I
CATALOG>|MARC>|<cat_usmarc_245w1>|Murder in the Hamptons [videorecording] / Muse Entertainment Enterprises ; produced by W
CATALOG>|MARC>|<cat_usmarc_245w1>|Pirates of the Caribbean [videorecording] : Dead man's chest / Walt Disney Pictures pres
CATALOG>|MARC>|<cat_usmarc_245w1>|Pirates of the Caribbean [videorecording] : Dead man's chest / Walt Disney Pictures pres
CATALOG>|MARC>|<cat_usmarc_245w1>|The adventures of Indiana Jones [videorecording] / Paramount Pictures and Lucasfilm Ltd.
CATALOG>|MARC>|<cat_usmarc_245w1>|The adventures of Indiana Jones [videorecording] / Paramount Pictures and Lucasfilm Ltd.
CATALOG>|MARC>|<cat_usmarc_245w1>|The Sacketts. The complete miniseries on two discs [videorecording] / a Douglas Netter/M
CATALOG>|MARC>|<cat_usmarc_245w1>|She's too young [videorecording] / Jaffe/Braunstein Films, Ltd. ; produced by Michael Mal
CATALOG>|MARC>|<cat_usmarc_245w1>|The Sopranos. Season 6, part 1 [videorecording] / Home Box Office, Brad Grey Television,
CATALOG>|MARC>|<cat_usmarc_245w1>|Talladega nights [videorecording] : the ballad of Ricky Bobby / Apatow Productions ; Hig
CATALOG>|MARC>|<cat_usmarc_245w1>|The adventures of Indiana Jones [videorecording] / Paramount Pictures and Lucasfilm Ltd.
CATALOG>|MARC>|<cat_usmarc_245w1>|Texas [videorecording] / Sony Pictures Home Entertainment ; Columbia Pictures presents ;
CATALOG>|MARC>|<cat_usmarc_245w1>|The violent men [videorecording] / Columbia Pictures.|<MARC|CALLNUM>|DVD FICTION Violent
CATALOG>|MARC>|<cat_usmarc_245w1>|You, me and Dupree [videorecording] / Universal Pictures ; produced by Mary Parent, Scott
CATALOG>|MARC>|<cat_usmarc_245w1>|Air buddies [videorecording] / Key Pix Productions, Inc. ; produced by Anna McRoberts, R
CATALOG>|MARC>|<cat_usmarc_245w1>|All about John Deere for kids. The music DVD [videorecording].|<MARC|CALLNUM>|DVD Junior

```

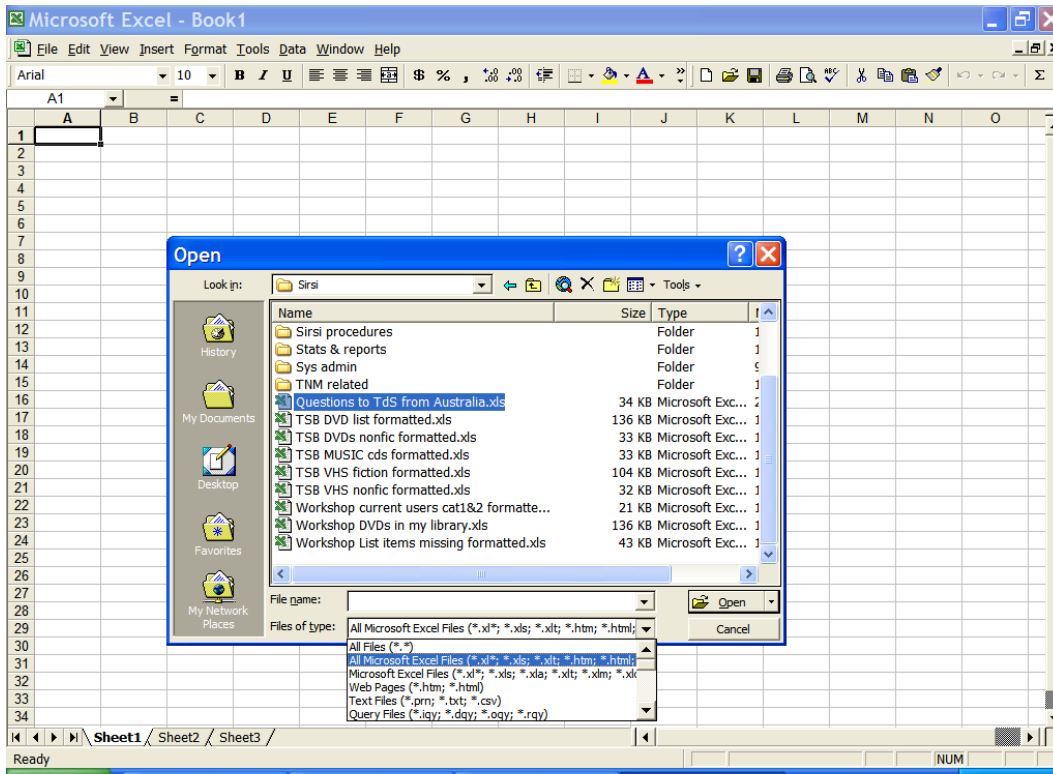
For Help, press F1

start Eudora - [In] Unicorn Workflows Pipe Delimited An... view_wbdh18533... 10:04 AM

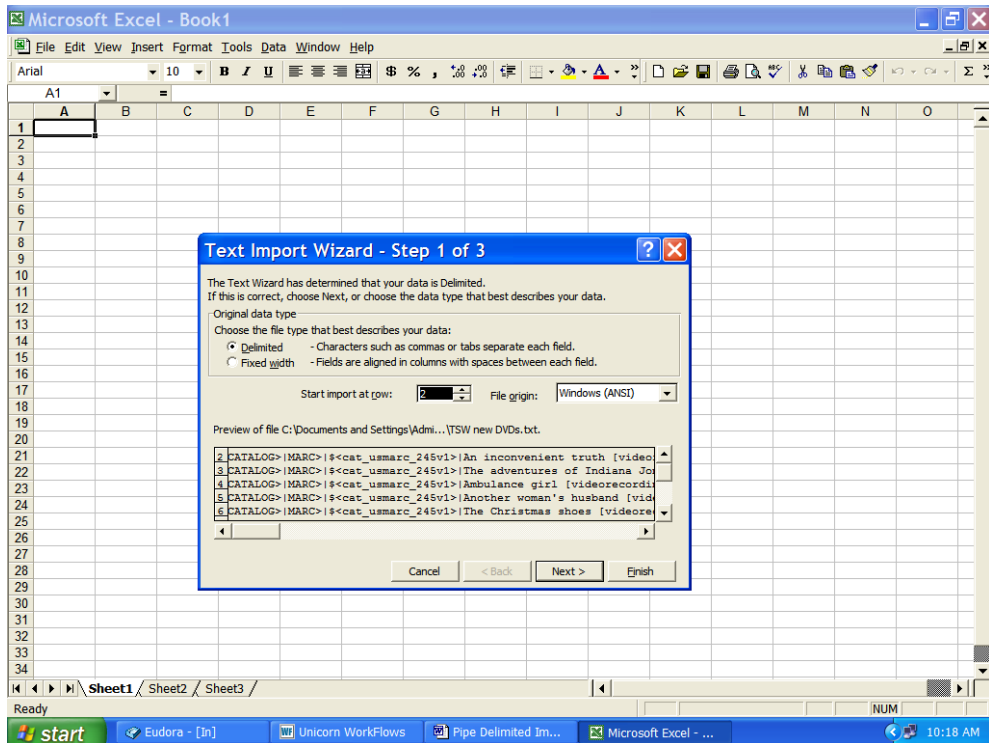
- ❖ From *File* menu, choose *Save As*. Name and save the report to *My Documents* folder.
- ❖ Close Notepad and open Excel

Step 2: IMPORTING THE REPORT INTO EXCEL

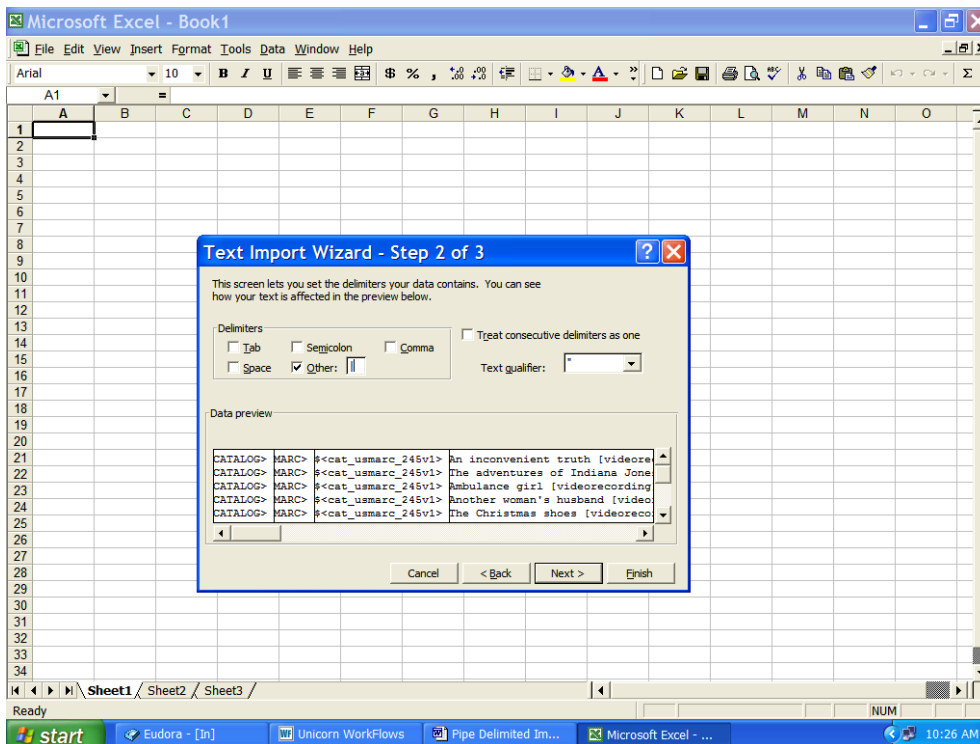
- ❖ In Excel go to *File* menu and choose *Open*.
- ❖ Find and open the report you just saved in My Documents
NOTE: In order to get Excel to “see” the report you will need to change the files of type list to Text Files or All Files (.*)*.



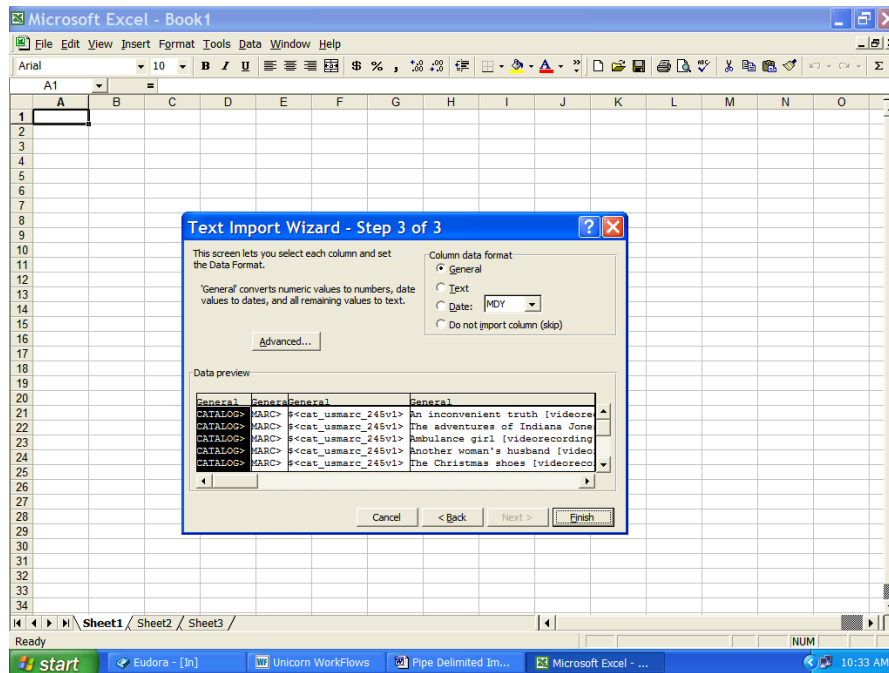
- ❖ Choose the report from the list and click *Open*.
- ❖ The “Text Import Wizard” will appear. Make sure “Delimited” is selected. In the “Start import at” box, select the line where the import should begin. Often there is extraneous text in the first few lines. In the instance shown on the next page, the import begins at line 2.



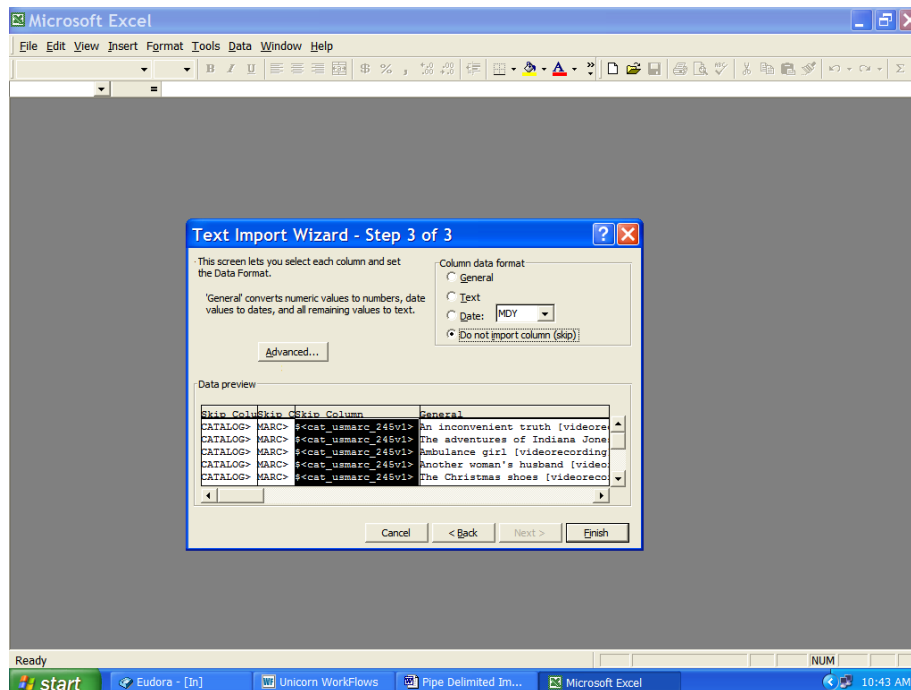
- ❖ Click *Next* to proceed to the step in the import wizard process.
- ❖ Uncheck *tab* and select *other*. Enter the *pipe* in the box next to other. (On the keyboard, the pipe is located above the <Enter> key.)



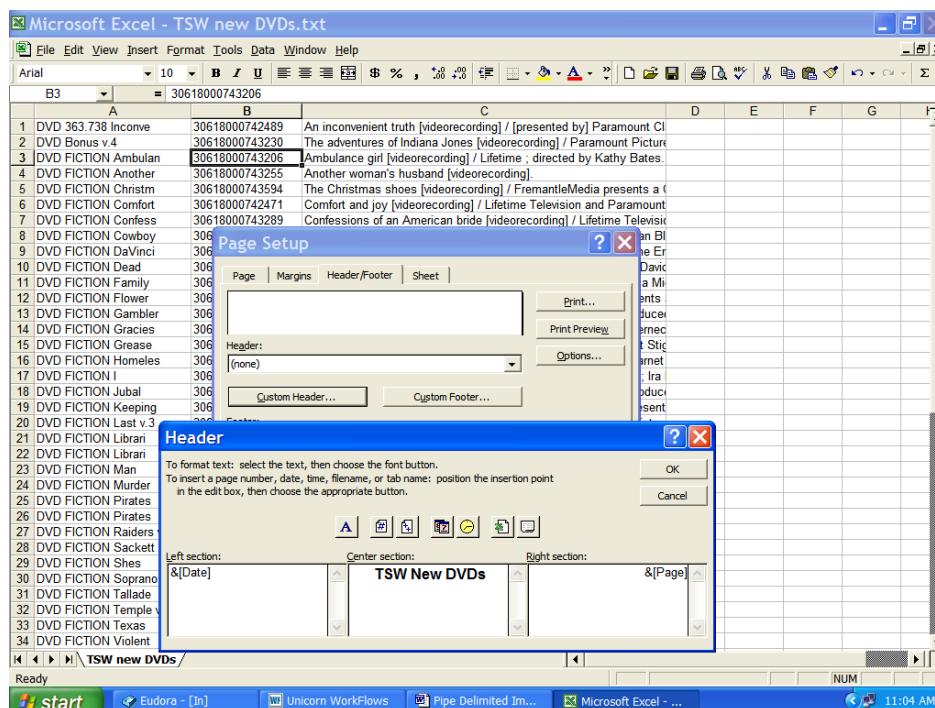
- ❖ Click *Next* to proceed to the final step in the import process.
- ❖ This step allows you to eliminate many of the extra fields that you won't need and is a sneak preview of your data.



- ❖ Columns are defaulted to *General*. Highlight each column, and select the *Column Data Format*. If you don't want to import a particular column, select, *Do Not Import*. The column will then be labeled as *Skip*". For columns containing barcode data, select *Text*. For most other information *General* will be fine. Make sure you slide the right-left scroll bar to mark each column.



- ❖ From *File*, select *Page Setup*. Change page to *Landscape*. On the *Margins* tab, reduce the left and right margins. On the *Header/Footer* tab, click the button for *Custom Header*. Fill in your custom info. Click OK.



- ❖ Adjust column C to the edge of the page. (More room, now that we have set the page to landscape.) Adjust other columns as needed.
- ❖ From *File*, select *Print Preview*. Adjust columns as wanted. Check a few more pages to make sure everything is as expected, then *Print*.

