



- i. Scroll to the lower portion of the page where you will see the section on “Exports and Down Loads.” See example below.

**EXPORTS AND DOWNLOADS: Note:**

To create excel exports filtered by depository number, enter depository number at SESSION CONFIGURATION above.

**Definitions:**

CSV extensions may be loaded directly into excel or saved as a file

CSV extensions are exported from the database in realtime

Zip extensions are smaller and faster (if you have a slow modem).

Zip's are are static files and may not reflect weekly changes (check the date).

Zip's contain the same data as the csv's and can be loaded into excel or access.

**[NEWExport 0480](#) selected Item/Sudoc List as CSV text [Export 0480](#)**

**selected Agency Counts List as CSV Text text**

**[NEWExport 0480](#) Selected & not Selected Item/sudoc List as CSV text**

**[NEWExport 0480](#) Non-Selected Item/Sudoc List as CSV text**

- ii. Click on “**[NEWExport](#) “**Depository Number**” e.g. **0480 Selected & not Selected Item/sudoc List as CSV text**”**
- iii. This will open a dialog box. Choose to open the file in Excel. If it does follow all steps in section “iv” below. If not, skip to “iv-4”
- iv. At this point you may find that Excel will want to open it as a text delimited file. If it does use the following parameters in the dialog boxes.
  1. Dialog box 1.
    - a. Start import at row 5.
    - b. File is delimited
    - c. Click next
  2. Dialog box 2
    - a. Select space for the delimiter
    - b. All other delimiters should be unselected.
    - c. No text qualifiers needed
    - d. Click next
  3. Dialog Box 3
    - a. Change “Data Column format” to Text for all columns
    - b. Click Finish
  4. Save file as an Excel file with the name or depository number of the library of interest. E.g. 0480.xlsx or Denison.xlsx.

- e. After the down load return to your browser. You will be on the DDM Tools page simply scroll up to repeat the steps starting at 4-c above for each library in the group.
  - f. It is a good idea to check each file for the number of rows. All files should have the same number of rows. This is very important as a discrepancy in the number of rows will indicate problems:
    - i. You may have inadvertently down loaded the wrong file. E.g. “Selected” instead of “Selected and non-selected”
    - ii. There may be a glitch in the program.
5. Using one of your Excel files as the Master Create a file for the consortia. I would recommend either the first alphabetically or the first numerically for ease of use.
- a. Rename the file using the group or consortia name eg. CONSORT.xlsx
  - b. Rename the column titled selected by adding the name or depository number of the library. Eg. “selected – Denison”
  - c. Remove unnecessary columns from the master file.
    - i. Select columns to be deleted. Click on the top of the column to highlight it. To highlight multiple columns hold down the control (PC) or Command (Apple) key and click on each column selected for deletion.
    - ii. Suggested columns to delete
      - 1. Dnumber – You have renamed the column titled selected this number is now redundant.
      - 2. nsudoc – If you wish to sort by sudoc number you may wish to retain this column
      - 3. active & gpostatus – every line in these fields contains a Y so this column isn’t needed
      - 4. adate & udate – These two columns would be useful if they reflected when a library selected the item number. They seem instead to indicate when the item number was added to the database at GPO and when it was updated. You should delete these columns.
      - 5. agency code – Redundant information with agencyname and sudocstem and therefore not needed.
      - 6. agency Name – This might be useful if analysis by agency was primary. Delete or keep according to your needs.
    - iii. Columns to keep: Id, item, selected, sudocstem, title, frequency and format. Others may be kept if useful for your project.
  - d. Merging selections for all depositories in the group or consortia.
    - i. Insert two columns before the sudoc stem column in the group/consortia file.
    - ii. Either alphabetically or by depository number open the file for the next library in your group/consortia
    - iii. Rename the column labeled selected by adding the name or depository number of the library represented by the file.

- iv. Copy the item and selected columns and paste them into the group/consortia file in the inserted columns.
    - e. Repeat all portions of step D for each library in the group/consortia. When finished you should:
      - i. Have two columns for each library in the group/consortia. One for the item number and one indicating selected (Y) or not selected (U) status.
      - ii. Several columns containing common information. Suggested Common columns were titled ID, sudocstem, title, frequency and format. You may have retained other related to your specific project.
    - f. Check to see that all columns have the same number of rows and spot check to see that item numbers are the same on each row for all libraries.
      - i. If that checks out, great, you are almost done
      - ii. If item numbers vary from library to library, there is something wrong.
        - 1. You may have inadvertently down loaded the wrong file. E.g. "Selected" instead of "Selected and non-selected"
        - 2. There may be a glitch in the DDM program.
    - g. If all checks are OK, delete all Item number columns except the first, usually column "B."
  - 6. Be sure to save.

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