

*These are the steps I used to get you the adoption list. This will require a report to be set up within Textbook Partner that gives Author, Title, and ISBN for the upcoming term. Plus, I use Excel and Access to clean up the list.*

- 1.) Connect to Textbook Partner
- 2.) Go to Reports, Definitions
- 3.) Page down to fbooklist2 (this is a Term-Course-Book report that was set up previously that includes at least Author, Title, and ISBN for the upcoming term)
- 4.) Double-click and make sure Export is selected
- 5.) Double-click on Term Code and change if necessary
- 6.) File, Exit
- 7.) Make sure fbooklist2 is highlighted and select File, Run
- 8.) Connect through WinSCP to /usr/lib/textbook/rept/fbooklist2
- 9.) Copy file from today to local PC
- 10.) Import into Excel as fixed-width
- 11.) Fix column breaks to be left of the first character of each column
- 12.) Skip importing all columns except Author, Title, and ISBN
- 13.) Select text for all columns (otherwise ISBN will be off)
- 14.) Expand width of all columns
- 15.) Highlight all of the data rows and Insert, Table
- 16.) Select that there is a header row
- 17.) Highlight A1 – A3 and click Data, Filter
- 18.) For the Author column, exclude the dashes, Author, and Blanks
- 19.) For the Title column, exclude 'No Order Received...' and 'No Textbook Used...'
- 20.) Highlight all of the remaining data rows and copy/paste to a new sheet
- 21.) Save the Excel file

Extra Steps that help save us time, but are not mandatory!

- 22.) Import the Excel file into Access
- 23.) Select the newest Excel sheet to import
- 24.) Check 'First Row Contains Column Headings'
- 25.) Make sure all columns are Text
- 26.) Let Access add primary key
- 27.) Query the new table and Group By all three columns to remove duplicates
- 28.) Export to Excel and email to RedShelf for matching