Downloading Individual fields from WinIBW

This guide will walk you through how to download a whole record, a specific field or a set of fields from the results of a search of the WinIBW system, in either the Marc21 or Pica encodings. It will then explain how to import this data into Microsoft Excel to produce a spreadsheet on which further work can then be done, without the need to copy out large amounts of data manually.

Searching WinIBW

Before you download anything, you need something to download. Use the WinIBW interface to do whatever search you need to download the results from. Further information on searching can be found in the British Library ISNI Guide in Chapter 2 and Appendix 3.

As an example, I am searching for all records that have at least two sources, one of which is Scholar Universe:

Search	History	Index	Help	
fin src:11? SC	:HU?			

Make a note of the <u>set</u> of your search; you can find this by navigating to the History tab at the bottom of the screen. The set of my search is **S1**:

P	ADI_REC *; MTC *; SPL *; YOB *; ST *; CC *; (CR ';		
	Set	Size	Command	ADI
	81		Search src:11? SCHU?	

Setting your download location

Before telling WinIBW to download anything, you must specify where it will be downloaded to. To do this, click the <u>Options</u> menu at the top of the screen, and choose <u>Preferences</u>:

🔰 WinIBW 3.5 - [CBS	/ISNI/ISNI, user=JASPE	R JACKSON (ja	asper), ISNI (0	002)]	
Eile Edit View	Options Transliterationfur	nctions <u>S</u> cript	<u>M</u> ail <u>W</u> indow	Help 😫 🔿	
	Preferences	0 0	-		
	<u>C</u> ustomize CTF	RL+SHIFT+P		-	
Xisni	Edit <u>T</u> ables				
ADI REC *; MTC *;	SPL *; YOB *; ST *; CC *; (CR *;			
Set		Size			Command
S1		92757			Search src:11? SCHU?

This will bring up the Preferences window. Ensure that the top tab, <u>General 1</u>, is selected on the left-hand side. The window you now see contains the options for specifying download location. Under <u>File Location</u>, ensure that the upper selection box says 'Download'. The <u>Location</u> box may contain text; this will be a previous or default (and quite hard to find!) download location. You will enter your own download location shortly. For now, excepting the <u>Location</u> box, the window should look like this:

C)ptions				×	Hi
PL		General				
	General1	Start Page				
		Location:	http://isni.oclc.nl:8080/isni/winibw/start_ISNI.htm			
	General2			Browse		
	Fonts and Colors	File Location —				
		File <u>Typ</u> e: Location:	Download			
	Messages	L <u>o</u> cation.	Print Brow	se <u>S</u> ave As		
		Edit Screen				
		Execute co	nmands in separate window when editing.			
	1			OK Cancel		

The WinIBW download function **appends** the download selection to an existing text file; if the file already contains data, the WinIBW download will appear **after** this information. There are two ways to select a file to download into. You can either click <u>Browse</u>, and select a file that already exists on your system or you can click <u>Save As</u> to create a new file in a location of your choosing. Here, I choose <u>Save As</u> to create the new text document "Download 1 26-11-12.txt". I have chosen to create the download file in the <u>My Documents</u> folder on my computer:

My Documents My Computer	i Outlook Personal docs			
My Network Places	File name: Save as type:	Download 1 26-11-12	Save Cancel	

WinIBW will only download into a text file such as "Test Download 1.txt", NOT a Microsoft Word file. Even if you do find another format that you can download into, other formats are harder to export into Microsoft Excel.

After selecting your download location, you should see the <u>Preferences</u> window looking something like this:

AVE	File Location			
Fonts and Colors	File <u>T</u> ype:	Download	•	
	Location:	file:////w2k3-bsp2/users/JAJACK50/Download%201%2026-11-12.txt		
Messages		Print	Browse	

Now click <u>Ok</u>, and you are ready to download! Don't forget to change the location you are downloading to between downloads if you don't want to attach your separate downloads together!

The Download Command

The general form of the download command is:

Dow <set> <records> <format>

<**set**> refers to the set number of the search you want to download from. In the example given here, that is <u>S1</u>.

<**records**> refers to the numbered results in the search; if you wanted to download everything from the second record to the tenth record, this would be 2-10.

<format> refers to the format in which the records will be downloaded; Marc21, Pica or Key formats are available. Format is also where you specify which fields you would like to download. You can download a subset of fields in either Marc21 or Pica encoding. The different format options are shown in the table below:

Command	Explanation
m21	Download whole records in Marc21 format
km21: X :Y	Download fields ${f X}$ and ${f Y}$ of records in Mark21 format.
Р	Download whole records in Pica format
kp: X : Y	Download fields ${f X}$ and ${f Y}$ of records in Pica format.
key	Download in WinIBW Key format

Note the **k** in the cases where individual fields are desired. It is possible to download any number of individual fields in this way, not just one or two; downloaded fields are separated by a semicolon. If there are multiple copies of a field (i.e. several 700 fields in Marc21 encoding corresponding to names from different sources) these will also be separated by a semicolon.

These commands are case-sensitive! Downloading may not work correctly if you use, for example, M21, or 77a (should be m21, 77A).

Typical fields you may want to download include, in Marc21 (and Pica) encoding:

PPN: 000 (003@)

Downloading individual fields from WinIBW Last modified: 16/01/2015 (J. Jackson) Personal Name: 700 (028C) Potential matches: 77A (038L)

Other fields can be seen within the records and in Appendix 1 of the British Library ISNI Guide; please note they must be entered exactly as they appear within the record.

So, to download the PPN and Personal Name fields from records 2-10 found by my search in Marc21 format, I would type:

910 ##\$aA @comme	nt: Mackav Ravs snimr	ner que to accommoda	mon chandes.\$2SCHC	,
History	Index	Delete	Insert	U
dow S1 2-10 I	(m21:000:700			

When you press enter, the download will occur and the message "End of download will appear at the top left of your screen:



If this doesn't happen, something has gone wrong!

Importing downloads into Excel

Now you have downloaded the records, you can use My Computer or Windows Explorer to navigate to the location you picked to save it in earlier and open the file you created. It should look something like the screenshot below (unless your data is very different):

٩	End	l of download.	Back - 🕑 - 🏂 🔎 Search 🎼 Folders 🛄 -
			Address E My Documents
Se	t [Download 1 26-11-12.t	xt - Notepad
F	1	File Edit Format View H	telp de
ľ	2 3 4	3 000 372280641 4 000 37211346× 5 000 372112536 6 000 37134283×	; 700 1#\$aA]]an, \$\$2JNAM; 700 ##\$aA]]an, Stuart\$d1962\$3public\$2VIAF\$2BNF be ; 700 1#\$aCar]son, Toby N.\$2SCHU; 700 1#\$aCar]son, Toby N.\$2BOWKER; ; 700 1#\$aCar]son, Toby N.\$2SCHU; 700 1#\$aCar]son, Toby N.\$2BOWKER; ; 700 1#\$aWe]]ing, Sarah Newcomb\$2SCHU; 700 1#\$aCaRR, ROBIN\$2IPDA; 700 1#\$aC ; 700 1#\$aSQur]. 700 1#\$aCaRR, ROBIN\$2IPDA; 700 1#\$aCar ; 700 1#\$aSpurr. John\$2SCHU; 700 1#\$aCa. 2. H. 20. Jh 1. H.
	5 6	8 000 371083702 9 000 370120884	; 700 1#\$asacerdoti, Earl D.\$25CHU; 700 1#\$asacerdoti, Earl D.\$3public\$2VIAF ; 700 1#\$aArnold, Michael\$25CHU; 700 1#\$aArnold, Michael\$d1964-\$3public\$2VIA ; 700 1#\$aMarti, Felix\$25CHU; 700 1#\$aMarti, Felix\$3public\$2VIAF\$2DNB\$013402
	7 8		de

You can see the record numbers on the far left, followed by the field name and its content, then after a semicolon, the next field name and its content, and so on. Note that the 700 fields from different sources appear as separate fields here.

Now, open Microsoft Excel (In this guide I will describe the procedure using Excel 2003; other versions may differ slightly but the essentials are the same).

In Excel, go to <u>File</u> \rightarrow <u>Open</u>, then in the window that opens, choose `All Files (*.*)' from the drop-down menu at the bottom:

My Computer My Network Places	File <u>n</u> ame: Files of <u>t</u> ype:	All Microsoft Office Excel Files (*.xl*; *.xls; *.xlt; *.htm; * 🗸	Open Cancel
		All Files (*.*) All Microsoft Office Excel Files (*.xl*; *.xls; *.xlt; *.htm; * Microsoft Office Excel Files (*.xl*; *.xls; *.xls; *.xlt; *.xlm All Web Pages (*.htm; *.html; *.mht; *.mhtml) XML Files (*.xm) Text Files (*.prn; *.txt; *.csv)	

Then navigate to your results text file and click Open.

This will bring up a new window:

			has determined choose Next, oi					escribes yo	our data.		
Orig	jinal dat	ta ty	pe								
Cho	iose the	e file	type that best (descri	bes your dat	ta:					
6	Delim	nited	- Charact	ers su	ich as comm	as or tab:	s separa	ate each fie	eld.		
0) Fixed	l <u>w</u> id	th - Fields ar	re alig	ned in colum	nns with s	paces b	etween ea	ch field.		
	Start	t imp	ort at <u>r</u> ow:	1	÷ F	ile origin:	Win	idows (ANS	5I)		-
Prev	/iew of	file \	\w2k3-bsp2\use	ers\Ja	Jackso\Dow	nload 1 2	6-11-12	.txt.			
Prev				<u> </u>					(a)]]av	Stua	•
l	2 (000	37228776X;	700	l#\$aAll:	an, S\$2	JNAM;	700 ##:		· .	-
Prev	2 (000 000	37228776X; 372280641;	700 700	1#\$aAll: 1#\$a0'B:	an, S\$2 rien, T	JNAM; 'homas	700 ##: V.\$2SCI	HU; 700) 1#\$a0	
1 2	2 (3 (4 (000 000 000	37228776X;	700 700 700	1#\$aAll: 1#\$a0'B: 1#\$aCar:	an, S\$2 rien, T lson, T	JNAM; homas oby N	700 ##: V.\$2SCI .\$2SCHU	HU; 700 ; 700]) 1#\$a0 .#\$aCar.	
1 2	2 (3 (4 (5 (000 000 000 000	37228776X; 372280641; 37211346X;	700 700 700 700	1#\$aAll: 1#\$a0'B: 1#\$aCar: 1#\$aWel:	an, S\$2 rien, T lson, T ling, S	JNAM; Thomas Toby N Sarah	700 ##: V.\$2SCI .\$2SCHU Newcomb:	HU; 700 ; 700] \$2SCHU;) 1#\$a0 .#\$aCar. : 700 1;	
1 2 3 4	2 (3 (4 (5 (000 000 000 000	37228776X; 372280641; 37211346X; 372112536;	700 700 700 700	1#\$aAll: 1#\$a0'B: 1#\$aCar: 1#\$aWel:	an, S\$2 rien, T lson, T ling, S	JNAM; Thomas Toby N Sarah	700 ##: V.\$2SCI .\$2SCHU Newcomb:	HU; 700 ; 700] \$2SCHU;) 1#\$a0 .#\$aCar. : 700 1;	

This is the Text Import Wizard, which will convert text files into a spreadsheet-compatible form. At the top are several options, and at the bottom is a preview of the file you have selected to import (useful to check that you picked the right one!).

Make sure that the <u>Delimited</u> radio button is selected in the <u>Original</u> <u>data type</u> section at the top of the window. Look at the preview of your file in the bottom half, and if the data you want to import does not start on the first row, change the <u>Start import at row</u> box in the middle of the window to select the first row of data you wish to import. You can ignore the <u>File Origin</u> box, as the correct type should be picked for you by default (this may vary based on your system). Ensure that your window matches the example above (though you may be starting import on a different row or have a different file origin), then click <u>Next ></u>.

This page (step 2 of 3) lets you tell Excel how the different columns in your spreadsheet will be separated. In the <u>Delimiters</u> box at the upper left of the window, ensure that the <u>Comma</u>, <u>Semicolon</u> and <u>Other:</u> boxes are selected, and enter a dollar sign (**\$**) in the box to the right of <u>Other:</u>

I	Delimiters	☑ Semicol ☑ Other:	_	⊆omma	Treat consecutiv	e delimite	ers as one		
		37228776X 372280641		aàllan a0'Brien	S Thomas V.	2JNAM 2SCHU	700 ## 700 1#		
	5 000 3	37211346X 372112536 37134283X	700 1#	aCarlson aWelling aClark	Toby N. Sarah Newcomb Russell G.	2SCHU 2SCHU cJr	700 1# 700 1# 2SCHU	-	
	_ •			Cancel	Seck	vext >	<u>F</u> inish		

This will result in a series of vertical lines appearing in the <u>Data</u> <u>preview</u> in the bottom half of the window, separating your data into columns. You can scroll down and right to see more of how your data is separated. Make sure that <u>Treat consecutive delimiters as</u> <u>one</u> is selected, and then press <u>Next ></u>.

Choosing different delimiter options will change how your data is split up. Look at the preview, and if data is split in a way that you will not find useful, change the choice of delimiters to suit your needs.

This window (step 3 of 3) allows you to select which columns are imported and choose the format of each column. It is **important** to make sure that any column containing ISNIs, PPNs, etc. is set to a data format of <u>Text</u> by selecting the column in the bottom half of the window and then choosing a format in the <u>Column data format</u> section in the upper right. If you don't do this, any zeros at the beginning of PPNs, ISNIs or any other numerical data will be deleted, making it very hard to search for them in WinIBW.

It is often a good idea to select **all** the columns (by clicking the leftmost column, scrolling all the way right, and then clicking the rightmost column while holding the <u>Shift</u> key on the keyboard) and then change them **all** to text-format, as it is the most useful.

If there are any columns that you do **not** want to use or import, you can choose not to include them at this stage by selecting them in the bottom half of the window and then choosing the <u>Do not import</u> <u>column (skip)</u> radio button towards the top right of the window.

Text Import Wizard - Step	p 3 of 3					<u>? ×</u>	
This screen lets you select e the Data Format. 'General' converts numeric values to dates, and all re	values to n	umbers, date	Column data format C General (Text) C Date: DMY				
<u>A</u> dvanced			C Do not import	column (skip)	_	
-Data preview							
Text	Text	Text	Text	Text	Text		
Text 2 000 37228776X	Text 700 1#			Text 2JNAM	<u>Text</u> 700 ##		
	700 1#		s				
2 000 37228776X	700 1# 700 1#	aAllan	s	2JNAM	700 ##		
2 000 37228776X 3 000 372280641	700 1# 700 1# 700 1#	aAllan aO'Brien	S Thomas V. Toby N.	2JNAM 2SCHU	700 ## 700 1#		
2 000 37228776X 3 000 372280641 4 000 37211346X	700 1# 700 1# 700 1#	aAllan aO'Brien aCarlson aWelling	S Thomas V. Toby N. Sarah Newcomb	2JNAM 2SCHU 2SCHU	700 ## 700 1# 700 1#		
2 000 37228776X 3 000 372280641 4 000 37211346X 5 000 372112536	700 1# 700 1# 700 1# 700 1#	aAllan aO'Brien aCarlson aWelling	S Thomas V. Toby N. Sarah Newcomb	2JNAM 2SCHU 2SCHU 2SCHU 2SCHU	700 ## 700 1# 700 1# 700 1#		
2 000 37228776X 3 000 372280641 4 000 37211346X 5 000 372112536	700 1# 700 1# 700 1# 700 1#	aAllan aO'Brien aCarlson aWelling	S Thomas V. Toby N. Sarah Newcomb	2JNAM 2SCHU 2SCHU 2SCHU 2SCHU	700 ## 700 1# 700 1# 700 1# 2SCHU		

Important note: There are often different numbers of delimiters, and therefore different numbers of columns, in each row of your data. This can mean that a column containing primarily data of one type can include data that would usually be in another column – **see Row 6, Column 5 in the screenshot above**. Therefore, be very careful, when choosing not to include columns, that you do not need the data they contain lower down the spreadsheet. You can always delete unnecessary columns or cells later if you need to! When you have checked that your import is correct, click <u>Finish</u>.

You will now see all of your data in the spreadsheet as in the screenshot below. Click on the small square in the top left hand corner between the Row and Column headings to select every cell, and then double-click on one of the lines between the column headings to change their width to fit the content automatically:

🔤 M	licrosoft l	Excel - Downl	oad 1 26	-11-12.txt							
	<u>File E</u> d	lit <u>V</u> iew <u>I</u> n	sert F <u>o</u> r	mat <u>T</u> ools	<u>D</u> ata <u>W</u> indow <u>H</u>	elp					
:	💕 🔒	🔒 i 🖨 🛕	🕰 🖣	🖹 🔁 - 🛛 🌖	• 😫 Σ • 🛓	1	Ç A	vrial	- 10	- B I U	
	C11	-	fx.								
		А	В	С	D	E	F	G	Н		
1	2 000 :	37228776X	700 1#	aAllan	S	2JNAM	700 ##	aAllan	Stuart	d1962	
2	3 000 3	372280641	700 1#	aO'Brien	Thomas V.	2SCHU	700 1#	aO'Brien	Thomas V.	2BOWKER	
3	4 000 1	37211346X	700 1#	aCarlson	Toby N.	2SCHU	700 1#	aCarlson	Toby N.	2BOWKER	
4	5 000 1	372112536	700 1#	aWelling	Sarah Newcomb	2SCHU	700 1#	aWelling	Sarah N.	2BOWKER	
5	6 000 3	37134283X	700 1#	aClark	Russell G.	cJr	2SCHU	700 1#	aCLARK	ROBIN	
6	7 000 1	371161843	700 1#	aSpurr	John	2SCHU	700 1#	aSpurr	John	dca. 2. H. 20. (Jh 1. H.
7	8 000 3	371083702	700 1#	aSacerdoti	Earl D.	2SCHU	700 1#	aSacerdoti	Earl D.	3public	
8	9 000 3	370120884	700 1#	aArnold	Michael	2SCHU	700 1#	aArnold	Michael	d1964-	
9	10 000	369370953	700 1#	aMarti	Felix	2SCHU	700 1#	aMarti	Felix	3public	
10											
11											
12											
13											
1.4											

This is also a good opportunity to delete any columns you do not need; typically many of the columns on the right hand side will include only a few cells of useless information. To do this, first select the columns to delete by clicking on their headings. Then right-click on any heading, and chose <u>Delete</u> from the context menu that appears.

M	icroso	oft Exc	el - Do	wnload	1 26	-11-1	2.txt											
:	Eile	<u>E</u> dit	<u>V</u> iew	Insert	For	mat	<u>T</u> ools	<u>D</u> ata	<u>W</u> indow	υН	elp							
1	2		13		L E	a 🛍	+ 10	- 🧕	Σ-	<u></u> 4↓	1	1	A	rial		-	10	- B .
	B1		•	f _x	700	1#												
		A			В		С		D		E	F	-		G	Н		
1	20	00 37:	228778	6X [70	D 1#	aAlla	an	S			2JNAM	700) ##	аA	*	Cu <u>t</u>		d1962
2			228064			aO'B			ias V.		2SCHU) 1#			⊆ору		2BOWKI
3			211348			aCar		Toby			2SCHU) 1#	aQ	120			2BOWKI
4			211253			aWe			n Newco	mb	2SCHU) 1#	a∖	2	Paste		2BOWKI
5			134283			aCla		Russ	ell G.		cJr	280		71		Paste <u>S</u> pecial	•	ROBIN
6			116184			aSpu		John	_		2SCHU) 1#			Insert		dca. 2. H
7			108370				cerdoti	Earl [2SCHU) 1#			-		3public
8			012088			aArn		Micha	ael		2SCHU) 1#			<u>D</u> elete		d1964-
9 10	10 0	JOO 36	93709	53 70] 1#	aMa	rti	Felix			2SCHU	700) 1#	a١		Clear Co <u>n</u> tents	;	Bpublic
11											•				1	Eormat Cells		
12											-					<u>C</u> olumn Width.		
13																– Hide		
14																-		
15																<u>U</u> nhide		
16																		
17																		

N.B. To select more than one column at once, select the first column, and then select subsequent columns while holding the **Ctrl** key on the keyboard; to select a range select the other end of the range of columns you want while holding **Shift**.

Tidying up the data

You should now see the remaining columns arranged as below. This is the data you need, but it still needs cleaning up; columns <u>A</u> and <u>B</u> have information we do not need at the beginning of each cell:

)x							
		В	С	D	E	F	G	Н	
1	2 000 37 2 2877 6 X	aAllan	S						
2	3 000 372280641	aO'Brien	Thomas V.						
3	4 000 37211346X	aCarlson	Toby N.						
4	5 000 372112536	aWelling	Sarah Newcomb						
5	6 000 37134283X	aClark	Russell G.						
6	7 000 371161843	aSpurr	John						
7	8 000 371083702	aSacerdoti	Earl D.						
8	9 000 370120884	aArnold	Michael						
9	10 000 369370953	aMarti	Felix						
10									
11									

You may want to change A1 from " 2 000 37228776X" to "37228776X", which can be easily copied and pasted into WinIBW. To accomplish this, you can use a pair of Excel functions. The <u>=RIGHT(<source>,<number>)</u> function displays a specified number of characters from the right-hand side of the selected source cell. Looking at cell <u>A1</u>, you can see that the PPN you wish to display is 9 digits long. Therefore, I will enter <u>=RIGHT(A1,9)</u> in cell <u>E1</u>, as below:

: [: 🗋 🗁 🔄 🔄 🔍 📫 🖏 + 🎔 + 🍔 Σ + Ż↓ 📖 🎱 📑 (Aria)										
	sum → 🗙 🗸 🏂 =RIGHT(A1,9)										
	A	В	С	D	E	F	G				
1	2 000 37228776X	aAllan	S		=RIGHT (A	1,9)					
2	3 000 372280641	aO'Brien	Thomas V.		RIGHT(te:	ct, [num_ch	ars])				
3	4 000 37211346X	aCarlson	Toby N.								
1	5 000 270110520	allalling	Carob Nouroomb								

To remove the "a" from the beginning of cells in column <u>B</u>, you can use <u>=RIGHT()</u> again, but you need to know how many digits you need. Here you want **one character less** than the total number of characters in the cell. You can use <u>=LEN()</u> to find out the 'length' of a piece of data in a cell, so in column <u>F</u> I will enter <u>=RIGHT(B1,LEN(B1)-1)</u>:

		👪 43 🕻	🖻 • •/ • 📚 2	Z↓IЩ				¥ 10			
	SUM										
	A	В	С	D	E	F	G	H			
1	2 000 37228776X	aAllan	S		37228776>	=RIGHT (B'	1,LEN(<mark>B1</mark>)-	1)			
2	3 000 372280641	aO'Brien	Thomas V.	F	RIGHT(text, [num_chars]	D				
3	4 000 37211346X	aCarlson	Toby N.								

You can see that this has resulted in the PPN and the Surname, without additional characters, being displayed next to each other further across the spreadsheet. I will also enter =C1 into the cell <u>G1</u> to make a copy of column <u>C</u> next to my 'cleaned up' data:

, 📫 📇 τ 🗉 τ 😸 Σ τ Ž↓ 🛄 🎱 🍟 Arial 🛛 τ 10 τ 🖪 .											
fx =C1											
В	С	D	E	F	G	Н					
aAllan	S		37228776×	Allan	S						
aO'Brien	Thomas V.										
oCorleon	Toby N										

N.B. the <u>=LEFT()</u> command works in exactly the same way as the <u>=RIGHT()</u> command for removing characters from the end of a cell, if necessary.

Once I have these cells filled, I can select all 3 new cells and, clicking and holding down the mouse button on the bottom-right corner of my selection, drag down the spreadsheet to copy equivalent values in for every cell in my data set:

	E1 🔻		<i>f</i> ∗ =RIGHT	(A1,9)					
	A		В	С	D	E	F	G	H
1	2 000 37228	776X	aAllan	S		37228776×	Allan	S	
2	3 000 37228	0641	aO'Brien	Thomas V.		372280641	O'Brien	Thomas \	
3	4 000 37211	346X	aCarlson	Toby N.		37211346×	Carlson	Toby N.	
4	5 000 37211	2536	aWelling	Sarah Newcomb		372112536	Welling	Sarah Ne	vcomb
5	6 000 37134	283X	aClark	Russell G.		37134283×	Clark	Russell G	
6	7 000 37116	1843	aSpurr	John		371161843	Spurr	John	
7	8 000 37108	3702	aSacerdoti	Earl D.		371083702	Sacerdoti	Earl D.	
8	9 000 37012	0884	aArnold	Michael		370120884	Arnold	Michael	
9	10 000 36937	70953	aMarti	Felix		369370953	Marti	Felix	
10									-
11									

Now you can hide (but **not** delete) your original columns by highlighting the column headings (here, I highlighted <u>A,B,C</u>, and <u>D</u>) and then right-clicking and selecting <u>Hide</u> from the context menu:

	А	В	С		D E		F	(
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After inserting a new row for column titles I am left with the spreadsheet below, ready for me to enter data. Now use <u>File</u> \rightarrow <u>Save As</u> to save in an Excel file format such as *.xls or *.xlsx!

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