

Session Summary:

Software solutions: from Millennium Create List to custom new-titles web lists

1. Create a Review File to reflect new acquisitions for the desired timeframe.
 - + Decide on your search parameters
 - + For repeat searches, create the Boolean search once and save for re-use
 - + See a detailed example in slide show no.1 – click on the link below

[1. Millennium Create List](#) (12 slides)

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2. Export the review file you just made in Create List

- + Click the "Export" tab in Millennium Create List
- + Choose the fields to be exported
- + Change any text field delimiters as needed
- + Choose location for the output file
- + See a detailed example in slide show no.2 – click on the link below

[2. Export Created List](#) (11 slides)

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3. Create a “cheat-sheet” for data bulk-editing.

- + Some of the data brought up with Excel will need minor editing.
- + Make a list of recurring phrases and use it during Excel data editing.
- + See a detailed example in slide show no.3 – click on the link below

[3. Clean-up with easy cheat-sheet \(6 slides\)](#)

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4. Manipulate the data and generate unique hyperlinks in Excel.

- + Open Excel and call up the just-exported delimited text file.
- + In the Text Import Wizard, specify the field delimiters.
- + Edit the data to the extent you want to "beautify" them.
- + Concatenate title, search, and call number fields for unique hotlinks.
- + See a detailed example in slide show no.4 – click on the link below

[4. Excel manipulation](#) (79 slides)

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5. Bring the finished Excel spreadsheet into Access.

- + Copy the table.
- + Delete the work fields that formed the basis for Excel concatenation.
- + Create a query for each academic area to be showcased with new titles.
- + Create reports for all academic areas.
 - + Each discipline-specific report pulls from its own data query.
- + You only need to design the queries & reports once; they're ready for re-use whenever you update & export the data.
- + See a detailed example in slide show no.5 – click on the link below

[5. Access programming](#) (42 slides)

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6. Export the Access Reports through a custom html template.
 - + Decide on the look of the page.
 - + Decide on functional elements such as e.g.
 - + page titles
 - + headers to reflect what the patron will be looking at, automatically inserted during the Access-to-html pass-through.
 - + last update date/time stamp
 - + hit counter
 - + Create the html template (as .txt file), based on these preferences.
 - + one way is to create a blank webpage with a WYSIWYG editor and saving the html code as a text file.
 - + See a detailed example in slide show no.6 – click on the link below

[6. Web template and Web-page output](#) (14 slides)