

OCLC Borrower Resources Sharing Stats Report Excel Macro to Clean-up Spreadsheet

The OCLC *Borrower Resource Sharing Stats Report* contains a great deal of useful information. Unfortunately, it is hard to read and manipulate. A set of Excel macros can be written so that the report can be easily formatted with a touch (or two) of a button.

Before:

- columns not wide enough to display information
- 34 fields, many you are not interested in
- Serial information included
- Sorted by ILL record number
- Print setup needs to be configured before printing spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Borrower Resource Sharing Stats Report													
2	Reporting Period	Jun-07												
3	Institution	SUNY COL AT OSWEGO												
4	Symbol	YOM												
5														
6	Lender Symbol	Lender Full Name	Lender State	ILL Record Number	Title	Author	Date 1	Imprint	OCLC Number	Call Number	Call Number	Call Number	Language	ISBN
7	UAB	UNIV OF ALABAMA		30234308	ANNE SEBASTIAN SCALAPIN		1999	1999	43715349	PS3537.E915	Z843	1999	ENG	
8	ZVM	MOHAWK VALLEY STATE UNIV	NY	30405446	OLD ELEC SHAPIRO		1998	NEW YORK	38055921	TK3271.S621	319/24/0288		ENG	70578796
9	RRR	UNIV OF FRY		30573510	JOURNAL OF HISTORICAL		1988	OXFORD	18102209	HM104.J6	301		ENG	
10	HDC	CLAREMONT COLLEGE	CA	30578374	LI, FA, SHZHANG, R		2001	TIANJIN SI	49213186	KNN440.Z43	2001		CHI	7.81E+09
11	GZM	UNIV OF WISCONSIN		30578388	GOSHA BAKKIN /		1999	TOKYO	43691308	AE3.C48	1999 V. 1-2		JPN	4.76E+09
12	ZGM	CUNY GRADUATE CENTER	NY	30578512	INTERNATIONAL JOURNAL OF		1999	LONDON	60627162		659.1042		ENG	
13	RRR	UNIV OF FRY		30599916	CAHIERS VICTORIENS		1978	MONTPELIER	4636595	PR463.C3	820/.9/008		ENG	
14	LEY	LESLEY COLLEGE	MA	30687075	INTERCULTURAL EDUCATION		2000	LONDON	44432470	HN1.E97			ENG	

After:

- Columns are widened appropriately and all data is easily visible in cells
- 8 fields are displayed
- Serial information is not included – just monographs
- Sorted by call number
- Ready to print in an attractive, easy-to-read format

	A	B	C	D	E	F	G	H
1	Borrower Resource Sharing Stats Report							
2	Reporting Period	Jun-07						
3	Institution	SUNY COL AT OSWEGO						
4	Symbol	YOM						
5								
6	ILL Record Number	Title	Author	Date 1	Imprint	OCLC Number	Call Number Congress / Other	ISBN
7	30578388	GOSHA BAKKIN /		1999	TOKYO : KYUKO SHOIN, HEISEI 11 1999 880-04	43691308	AE3.C48 1999 V. 1-2	4762912018
8	31313256	LITTLE BIG MINDS : SHARING PHILOSOPHY WITH KIDS /	MCCARTY, MARIETTA, 1947-	2006	NEW YORK : PENGUIN GROUP, C2006.	71506823	E105.C45 M39 2006	9781585425150
9	31445219	DEATH, HOPE, AND SEX : STEPS TO AN EVOLUTIONARY ECOLOGY OF MIND AND	CHISHOLM, JAMES S.	1999	CAMBRIDGE, U.K. : CAMBRIDGE UNIVERSITY	40298375	BF701.C55 1999	052159281X
10	31209167	DEEP PLAY /	ACKERMAN, DIANE.	2000	NEW YORK : VINTAGE BOOKS, 2000.	45069797	BF717.A23 2000	679771352
11	31023130	ART OF GOD : THE HEAVENS & THE EARTH /	ERGENBRIGHT, RIC.	1999	WHEATON, ILL. : TYNDALE HOUSE PUBLISHERS, C1999.	41026562	BS651.E74 1999	842318984
12	31051757	HISTORY OF THE HAMLIN FAMILY WITH GENEALOGIES OF EARLY SETTLERS OF THE STATE/CULTURE : STATE-FORMATION AFTER THE CULTURAL TURF /	ANDREWS, H. FRANKLIN 1844-1919. (HENRY FRANKLIN).	1844	EXIRA, IA. G.W. GUERNSEY, 1894	1857382	CS71.H223	
13	31257507	STATE/CULTURE : STATE-FORMATION AFTER THE CULTURAL TURF /		1999	ITHACA, N.Y. : CORNELL UNIVERSITY PRESS, 1999.	39538899	D217.S83 1999	801436737
14	31803003	SHAPING LOSSES : CULTURAL MEMORY AND THE WOLFGANGS		2001	URBANA : UNIVERSITY OF ILLINOIS PRESS, C2001.	44627264	D804.I95 .S47 2001	252024389

Staff Workflow

1. Open the *Borrower Resource Sharing Stats Report* in Excel
2. Click the button (macro) "OCLC_rpt_1"
3. When the macro is complete, the spreadsheet will be sorted by ISSN number.
 - o Highlight the rows with ISSN numbers and delete them
4. Click the button (macro) "OCLC_rpt_2"
5. You can now save and/or print the file

Macros

You will find the text of 2 Excel macros on the following pages. You will need to set these up in Excel.

- o OCLC_rpt_1
- o OCLC_rpt_2

One method is to record a new macro, move the cursor a few cells, then stop the recording. Open (edit) the macro you just created, remove all the text, and copy and paste one of the macros below.

To record a new macro:

- o Tools / Macro / Record New Macro

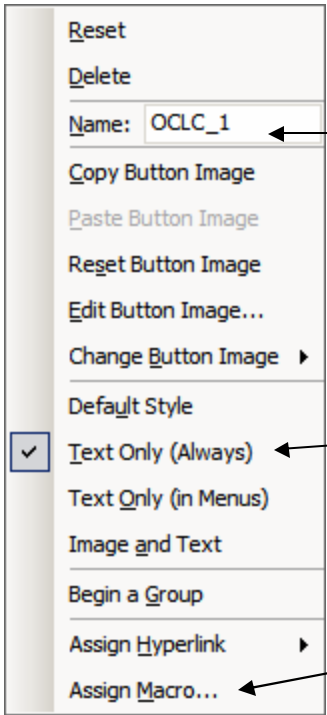
To open/edit a macro:

- o Tools / Macro / Macros...
- o Highlight the macro name and click *Edit*

To Add a Macro to a Toolbar

1. Right-click toolbar and select Customize
2. On the *Commands* tab, select:
Categories: *Tools*
Command: *Macro*
3. Click *Macro* (a button icon should appear under the mouse pointer) and drag it to the toolbar

4. While the Customize window is open, *right-click* on the new macro icon on the Toolbar



The screenshot shows the 'Customize' dialog box with the 'Text Only (Always)' option selected under the 'Default Style' section. The 'Name' field contains 'OCLC_1'. The 'Assign Macro...' option is highlighted at the bottom of the dialog.

- Change to name to: OCLC_rpt_1 or OCLC_rpt_2
 - Remove the '&' so there is no shortcut or underscore
- Select text-only (be sure it is checked)
- Assign a macro to the button
 - Click *Assign Macro*
 - Select OCLC_rpt_1 or OCLC_rpt_2

* Directions are written for Excel 2003. The process should be similar in other versions

OCLC_rpt_1

```
Sub OCLC_rpt_1()  
'  
' OCLC_rpt_1 Macro  
'  
' Move B2:B4 to A2:A4  
'  
    Range("B2:B4").Select  
    Selection.Cut  
    Range("A2").Select  
    ActiveSheet.Paste  
    With Selection  
        .HorizontalAlignment = xlLeft  
        .VerticalAlignment = xlBottom  
        .WrapText = False  
        .Orientation = 0  
        .AddIndent = False  
        .IndentLevel = 0  
        .ShrinkToFit = False  
        .ReadingOrder = xlContext  
        .MergeCells = False  
    End With  
  
' Delete columns  
'  
    Columns("P:AQ").Select  
    Selection.Delete Shift:=xlToLeft  
    Columns("K:M").Select  
    Selection.Delete Shift:=xlToLeft  
    Columns("B:C").Select  
    Selection.Delete Shift:=xlToLeft  
  
' Sort by ISSN number  
    Rows("7:7").Select  
    Range(Selection, ActiveCell.SpecialCells(xlLastCell)).Select  
    Selection.Sort Key1:=Range("J7"), Order1:=xlDescending,  
Header:=xlGuess, _  
        OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom, _  
        DataOption1:=xlSortNormal  
  
End Sub
```

OCLC_rpt_2

```
Sub OCLC_rpt_2()  
'  
' OCLC_rpt_2 Macro  
  
' Move header in col A to col B  
' Remove col A  
'  
    Range("A1:A4").Select  
    Selection.Cut  
    Range("B1").Select  
    ActiveSheet.Paste  
    Columns("A:A").Select  
    Selection.Delete Shift:=xlToLeft  
  
' Sort by call number  
'  
    Rows("7:7").Select  
    Range(Selection, ActiveCell.SpecialCells(xlLastCell)).Select  
    Selection.Sort Key1:=Range("G7"), Order1:=xlAscending,  
Header:=xlGuess, _  
        OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom, _  
        DataOption1:=xlSortNormal  
  
'  
' Widen and format columns  
'  
'  
    Columns("A:A").ColumnWidth = 12  
    Columns("B:B").ColumnWidth = 40  
    Columns("C:C").ColumnWidth = 25  
    Columns("E:E").ColumnWidth = 23.57  
    Columns("F:F").ColumnWidth = 27  
    Columns("F:F").ColumnWidth = 14  
    Columns("G:G").ColumnWidth = 22  
    Columns("H:H").ColumnWidth = 14  
  
    Columns("I:I").Select  
    Selection.Delete Shift:=xlToLeft  
  
    Rows("6:6").Select  
    Range("D6").Activate  
    With Selection  
        .HorizontalAlignment = xlCenter  
        .VerticalAlignment = xlBottom  
        .WrapText = False  
        .Orientation = 0  
        .AddIndent = False  
        .IndentLevel = 0  
        .ShrinkToFit = False  
        .ReadingOrder = xlContext  
        .MergeCells = False  
    End With
```

```

Columns("B:E").Select
With Selection
    .VerticalAlignment = xlTop
    .WrapText = True
    .Orientation = 0
    .AddIndent = False
    .ShrinkToFit = False
    .ReadingOrder = xlContext
    .MergeCells = False
End With
Cells.Select
With Selection
    .VerticalAlignment = xlTop
    .Orientation = 0
    .AddIndent = False
    .ShrinkToFit = False
    .ReadingOrder = xlContext
    .MergeCells = False
End With
Selection.Rows.AutoFit
Range("A1").Select

' More formatting
,

Rows("6:6").Select
Range("B6").Activate
Selection.RowHeight = 26.25
Selection.Font.Bold = True
With Selection
    .HorizontalAlignment = xlCenter
    .VerticalAlignment = xlBottom
    .WrapText = True
    .Orientation = 0
    .AddIndent = False
    .IndentLevel = 0
    .ShrinkToFit = False
    .ReadingOrder = xlContext
    .MergeCells = False
End With

Columns("H:H").Select
With Selection
    .HorizontalAlignment = xlCenter
    .Orientation = 0
    .AddIndent = False
    .IndentLevel = 0
    .ShrinkToFit = False
    .ReadingOrder = xlContext
    .MergeCells = False
End With

Columns("D:D").Select
With Selection
    .HorizontalAlignment = xlCenter
    .Orientation = 0
    .AddIndent = False
    .IndentLevel = 0

```

```

        .ShrinkToFit = False
        .ReadingOrder = xlContext
        .MergeCells = False
    End With

    Columns("F:F").Select
    With Selection
        .HorizontalAlignment = xlCenter
        .Orientation = 0
        .AddIndent = False
        .IndentLevel = 0
        .ShrinkToFit = False
        .ReadingOrder = xlContext
        .MergeCells = False
    End With

    Rows("1:4").Select
    Selection.Font.Bold = True

' Setup print formatting
'
    Cells.Select
    With Selection.Font
        .Name = "Arial"
        .Size = 8
        .Strikethrough = False
        .Superscript = False
        .Subscript = False
        .OutlineFont = False
        .Shadow = False
        .Underline = xlUnderlineStyleNone
        .ColorIndex = xlAutomatic
    End With
    With ActiveSheet.PageSetup
        .PrintTitleRows = "$6:$6"
        .PrintTitleColumns = ""
    End With
    ActiveSheet.PageSetup.PrintArea = ""
    With ActiveSheet.PageSetup
        .LeftHeader = ""
        .CenterHeader = ""
        .RightHeader = ""
        .LeftFooter = ""
        .CenterFooter = ""
        .RightFooter = ""
        .LeftMargin = Application.InchesToPoints(0.5)
        .RightMargin = Application.InchesToPoints(0.5)
        .TopMargin = Application.InchesToPoints(0.5)
        .BottomMargin = Application.InchesToPoints(0.5)
        .HeaderMargin = Application.InchesToPoints(0.5)
        .FooterMargin = Application.InchesToPoints(0.5)
        .PrintHeadings = False
        .PrintGridlines = True
        .PrintComments = xlPrintNoComments
        .PrintQuality = 600
        .CenterHorizontally = False
    End With

```

```
.CenterVertically = False
.Orientation = xlLandscape
.Draft = False
.PaperSize = xlPaperLetter
.FirstPageNumber = xlAutomatic
.Order = xlDownThenOver
.BlackAndWhite = False
.Zoom = False
.FitToPagesWide = 1
.FitToPagesTall = 500
.PrintErrors = xlPrintErrorsDisplayed
End With

Range("A1").Select

End Sub
```