


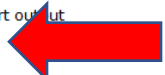
- Click on the box for Download report output--

Download report output 
 Save report parameters for later use
 Create item record set from report results

Preview limited to 1000 rows. There were 6360 results, to download the full report use the checkbox (above).

ItemBarcode	BrowseTitle
3622000020604	Life on earth : a natural history
36220000171514	National Audubon Society field guide to North American insects and spiders
36220000217820	Scary stories to tell in the dark

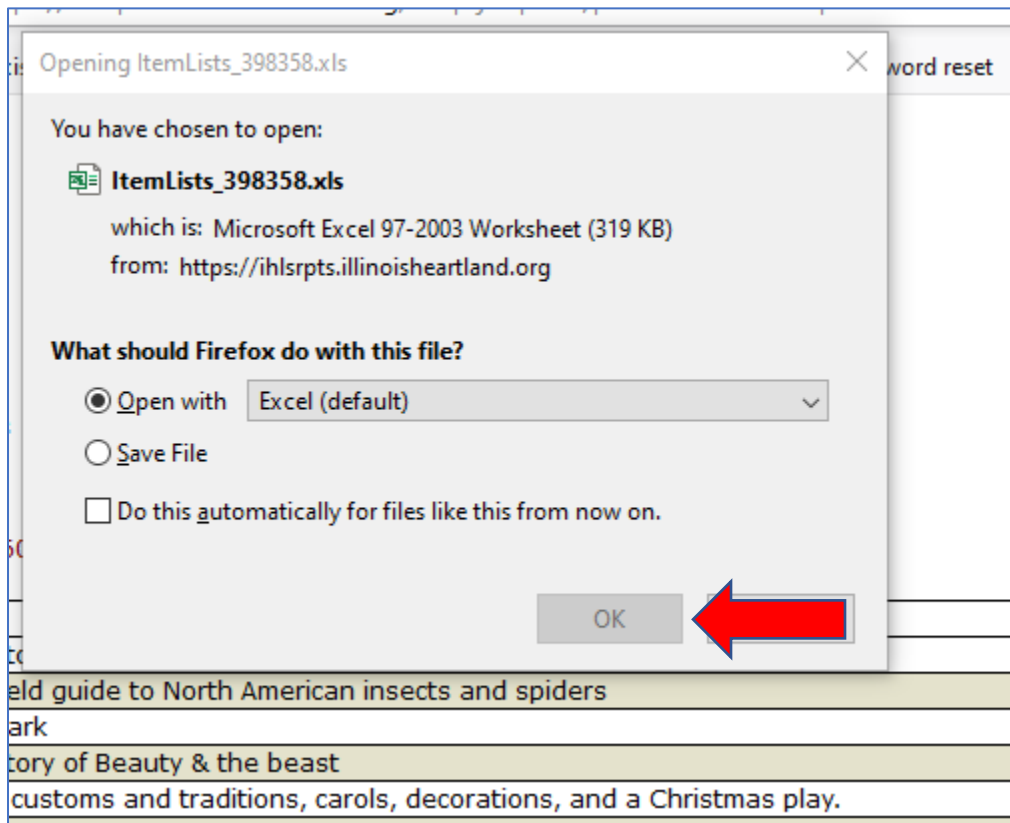
- After your click on the box, the download icon appears below it--

Download report output
 Download 
 Save report parameters for later use
 Create item record set from report results

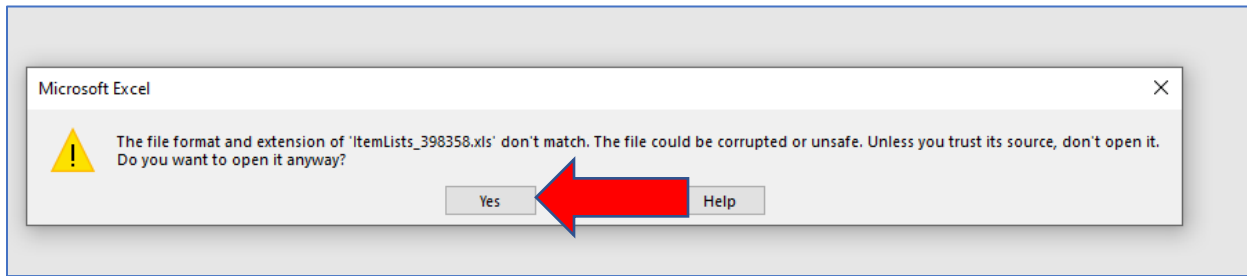
Preview limited to 1000 rows. There were 6360 results, to download the full report use the checkbox (above).

ItemBarcode	BrowseTitle
3622000020604	Life on earth : a natural history
36220000171514	National Audubon Society field guide to North American insects and spiders
36220000217820	Scary stories to tell in the dark
36220000218034	Beauty : a retelling of the story of Beauty & the beast

- You will get a pop-up window to open the report in Excel, click on OK—



- When the report opens in Excel you will get this message, click on Yes—



- When the report opens in Excel it looks like this—

	Clipboard	Font	Alignment	Number							
A1	ItemBarcode										
	A	B	C	D	E	F	G	H	I	J	K
1	ItemBarcc	BrowseTit	ItemPrice								
2	3.62E+13	Life on earth : a natural history									
3	3.62E+13	National Audubon Society field guide to North American insects and spiders									
4	3.62E+13	Scary stor	15								
5	3.62E+13	Beauty : a	15								
6	3.62E+13	Treasured Polish Christmas customs and traditions, carols, decorations, and a Christmas play.									
7	3.62E+13	Different seasons									
8	3.62E+13	Killing Mr. Griffin									
9	3.62E+13	American Heritage history of the Indian wars									
10	3.62E+13	Day by da	75								
11	3.62E+13	Day by da	75								
12	3.62E+13	Brian Piccolo : a short season									
13	3.62E+13	The great	6.95								
14	3.62E+13	Edgar Cay	3.95								
15	3.62E+13	Are you in the house alone?									
16	3.62E+13	The world of Picasso (1881-)									
17	3.62E+13	Flowers in the attic									
18	3.62E+13	Best plays									
19	3.62E+13	Brian's sor	3.99								
20	3.62E+13	Statistical abstract of the United States									
21	3.62E+13	The lionhe	5.25								
22	3.62E+13	The light of western stars									

- To get rid of the extra zeroes at the end click on decrease decimal button two times.

The screenshot shows the Microsoft Excel interface with the Home ribbon selected. The ribbon includes groups for Clipboard, Font, Alignment, and Number. A red arrow points to the 'Decrease Decimal' button (represented by a left-pointing arrow) in the Number group. Below the ribbon, the formula bar shows 'ItemBarcode' and the active cell is A1. The spreadsheet contains a table with 21 rows of data, including item barcodes, titles, and prices.

	A	B	C	D	E	F	G	H	I	J
1	ItemBarcode	BrowseTit	ItemPrice							
2	36220000020604.00	Life on earth : a natural history								
3	36220000171514.00	National Audubon Society field guide to North American insects and spiders								
4	36220000217820.00	Scary stori	15							
5	36220000218034.00	Beauty : a	15							
6	36220000176091.00	Treasured Polish Christmas customs and traditions, carols, decorations, and a Christmas play.								
7	36220000009599.00	Different seasons								
8	36220000039786.00	Killing Mr. Griffin								
9	36220000031916.00	American Heritage history of the Indian wars								
10	36220000184335.00	Day by day	75							
11	36220000184327.00	Day by day	75							
12	36220000176000.00	Brian Piccolo : a short season								
13	36220000001547.00	The great	6.95							
14	36220000149403.00	Edgar Cayl	3.95							
15	36220000011868.00	Are you in the house alone?								
16	36220000087488.00	The world of Picasso (1881-)								
17	36220000003816.00	Flowers in the attic								
18	36220000027674.00	Best plays								
19	36220000004467.00	Brian's soi	3.99							
20	36220000094468.00	Statistical abstract of the United States								
21	36220000173262.00	The lionhe	5.25							

- The barcodes will now be correct. If you have the Item Price as a column you will need to format that as well. Click on whatever column the Item Price is in to highlight it. Once you have it highlighted you will need to click on the drop-down menu that says “General” and choose Currency/Item Price.

	A	B	C	D	E	F	G	H	I
1	ItemBarcode	BrowseTit	ItemPrice						
2	36220000020604	Life on earth : a natural history							
3	36220000171514	National Audubon Society field guide to North American insects and spiders							
4	36220000217820	Scary stori	\$15.00						
5	36220000218034	Beauty : a	\$15.00						
6	36220000176091	Treasured Polish Christmas customs and traditions, carols, decorations, and a Christ							
7	36220000009599	Different seasons							
8	36220000039786	Killing Mr. Griffin							
9	36220000031916	American Heritage history of the Indian wars							
10	36220000184335	Day by da	\$75.00						
11	36220000184327	Day by da	\$75.00						
12	36220000176000	Brian Piccolo : a short season							
13	36220000001547	The great	\$6.95						
14	36220000149403	Edgar Cayi	\$3.95						
15	36220000011868	Are you in the house alone?							
16	36220000087488	The world of Picasso (1881-)							
17	36220000003816	Flowers in the attic							
18	36220000027674	Best plays							
19	36220000004467	Brian's soi	\$3.99						
20	36220000094468	Statistical abstract of the United States							
21	36220000173262	The lionh	\$5.25						
22	36220000007759	The light of western stars							
23	36220000008294	The Nick Adams stories							

- From here you can adjust the column font size for what works best for you.