Creating an import file for Aleph from an Excel Spreadsheet

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From the Excel spreadsheet:

Arrange the columns of the spreadsheet left to right in the order of the MARC record. Title each column with the appropriate MARC field number. Enter data as appropriate.

Add a new column at the start (ie: new column A) containing incremented system numbers. Start from 000000001 (use an initial single quote mark – '000000001). Each line gets a new number.

Add a new sheet, dated in the format Year-Month eg: 2012-03. Each column of this sheet will get a structured title as follows:

a) space
b) appropriate MARC tag
c) indicators (or spaces if non-defined)
d) space
e) L
f) Space
g) Subfield preceeded by $$

Click in cell A2. From the formula menus, under Text, select Concatenate. Fill in the box so that the formula reads as follows:

=CONCATENATE(Sheet1!A2,A1,Sheet1!B2)

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Copy the formula down by dragging the black cross down.

Repeat for cell B2 with =CONCATENATE(Sheet1!A2;B1;Sheet1!C2)

Save the sheet as .txt – click "yes" when pop-up box appears.

Open the file in Word. Use find and replace – under More/Special… replace 'Tab Character' with 'Paragraph mark'

Delete the first "junk" lines of the text and any leading " marks.

Save as text – select the MS-DOS option.

Open Aleph Cataloguing:

From the first tab on the left, select 'Import'. For the Import file, select the text file as just saved. From the convert option select 'Aleph sequential'. Click 'Convert'. The catalogue records should appear. Enter each one (click Edit) and alter and save as appropriate.