

Downloading & Formatting the Reports

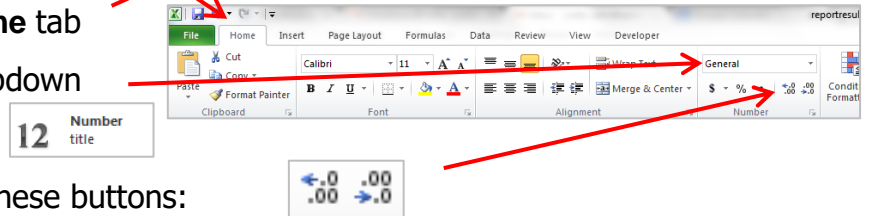
Step 1: Download a report from Koha

1. Login to Koha
2. Go to **More** ▼ then **Reports**
3. Click **Use Saved**
4. Find a report to run using the different tabs and filters
5. On the right, click **Actions** ▼ then ► **Run**
6. Scroll down, click **Download**
7. Choose **Open with:** Microsoft Excel (default)
8. Click **OK**, your report should open in Excel



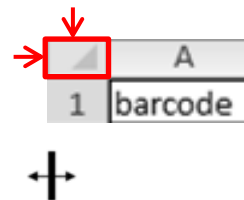
Step 2: Formatting barcodes (*because they look funny*)

1. Find the column with the barcode in it, they'll probably look like this: 3.43E+13
2. Select all cells in a column by clicking the letter at the top of the column. Your cursor should look like this: ↓
3. Make sure the ribbon is on the **Home** tab
4. Click ▼ next to **General** in this dropdown
5. Change the dropdown to **Number**
6. Directly below the dropdown, find these buttons:
7. Click the button on the right *twice* to get rid of the decimal ↑



Step 3: Auto-sizing columns (*so you can see everything*)

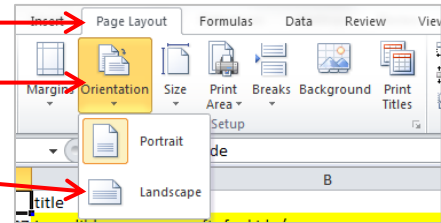
1. Select all cells by clicking the empty space above the 1 and to the left of the A
2. Hover over the line between A and B. Your cursor should look like this:
3. **Double click** on the line between A and B.



Formatting to Print

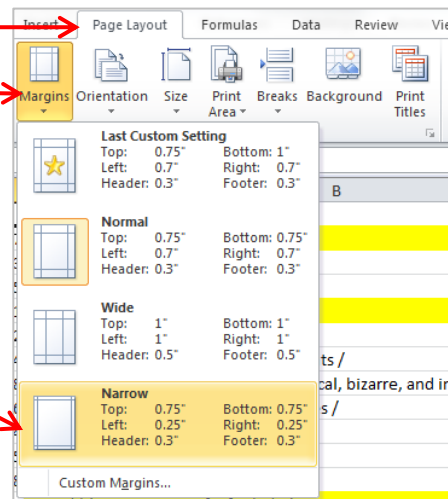
Step 1: Change the paper orientation (*to get more on one page*)

1. Select the **Page Layout** tab at the top of the ribbon
2. Click **Orientation**
3. Choose **Landscape**



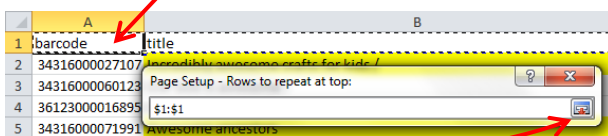
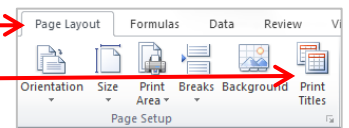
Step 2: Change the margins (*to get even more on one page*)

1. Make sure the **Page Layout** tab is selected
2. Click **Margins**
3. Choose **Narrow**

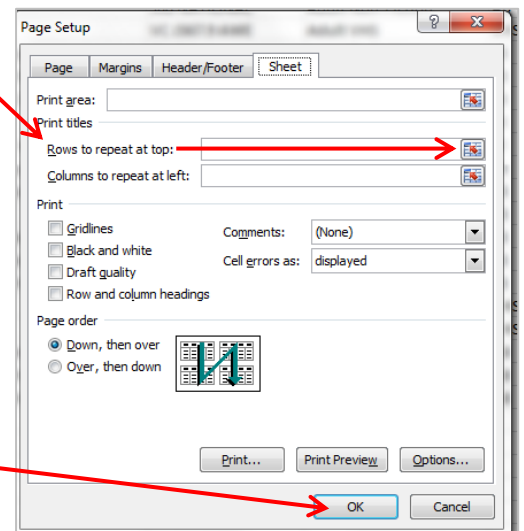


Step 3: Add the header row to each page (*to make it easier to read*)

1. Make sure the **Page Layout** tab is selected
2. Click **Print Titles**
3. In the popup, find **Rows to repeat at the top**
4. Click the button at the end
5. Your cursor will change to this: ➡
6. Click cell A1

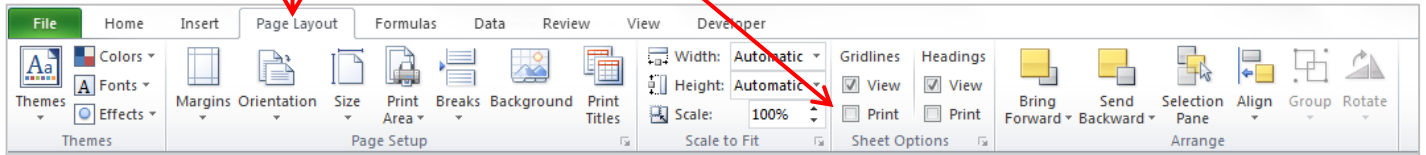


7. Click this button
8. Click **OK**



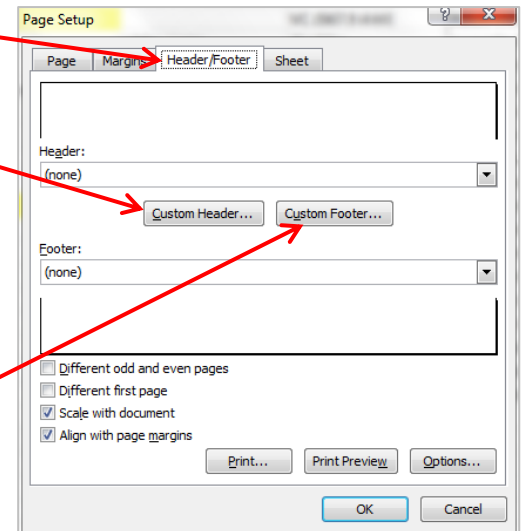
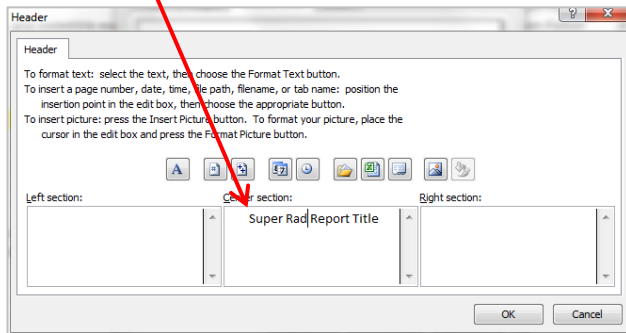
Step 4: Add gridlines to your printout (*makes everything easier to read*)

1. Make sure the **Page Layout** tab is selected
2. Check the **Print** box under **Gridlines**



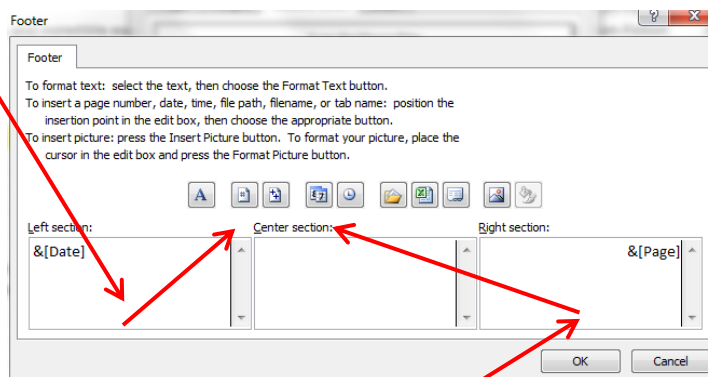
Step 5: Add a header and footer (*so your printed report has a title, date, etc.*)

1. Click the **Header/Footer** tab
2. Click **Custom Header...**
3. Type a title in the middle box



4. Click **OK**
5. Click **Custom Footer...**
6. Add the date & page number:

- a. Click the right box > Click the **page number** button



- b. Click the left box > Click the **date** button



7. Click **OK** to close the Footer box
8. Click **OK** to close the Page Setup box

Step 7: Print (*marvel of the beauty of your creation*)

1. Click **File**
2. Click **Print**
3. Click **Print**

The screenshot shows the Microsoft Excel interface with the 'Print' dialog box open. The 'Print' button is highlighted with a red arrow. The 'Printer' dropdown is set to 'SHARP DX-C401 PCL6'. The 'Settings' section is expanded, showing options for 'Print Active Sheets', 'Print One Sided', 'Collated', 'Landscape Orientation', 'Letter', 'Narrow Margins', and 'No Scaling'. The main content area displays a report titled 'Super Rad Report Title' with a table of data. The table has four columns: 'title', 'author', 'itemcallnumber', and 'barcode'. The data is as follows:

title	author	itemcallnumber	barcode
Incredibly awesome crafts for kids /		745.59	34316000027107
Our God is awesome :	Evans, Anthony T.	296.7 EVA	34316000060123
Our awesome earth :		508 NATIONAL	36123000016895
Awesome ancestors		VC_J567.9 AWE	34316000071991
Someone awesome	Libby, Larry	JF Libby	34317000127082
Slimy science and awesome experiments /	Martineau, Susan.	J 507.8 MAR	34316000083284
Janice VanCleave's 201 awesome, magical, bizarre, and incredible experiments /	VanCleave, Janice.	J 507.8 VAN	34316000086058
The encyclopedia of awesome machines /		J 629.04 ENC	34316000076316
Awesome jokes /	Keller, Charles.	J 793.735 KEL	34316000069684
Someone awesome	Libby, Larry	J231 L	38670100592605
Awesome Animals	Packard, Mary	J636	35302000011178
Incredibly awesome crafts for kids /		J702.4 Art Trei	35304000563333
Awesome jokes /	Keller, Charles.	J793.735 Keller	34318000025045
Baseball's Awesome Hitters	Arneson, D. J.	J796.35	35302000028628
The new totally awesome business book for kids :	Bochner, Arthur Berg.	JUV 658.04 BOCHNER	36123001538550
Awesome road construction		VHS Child Awesome	34318000014536
Awesome big rigs		VHS Child Awesome	34318000014247
Anybody can be cool- but awesome takes practice /	Peterson, Lorraine.	YA 242.63 PET	34316000036793
The new totally awesome money book for kids (and their parents) /	Bochner, Arthur Berg.	YA 332.02 BOCHNER	36123010222022
The new totally awesome business book for kids :	Bochner, Arthur Berg.	YA 658 BOCHNER	36123010222493

The report footer shows the date '11/6/2014' and the page number '1'.

Keyboard Shortcuts

- Ctrl+C** Copy the contents of the selected cells to Clipboard.
- Ctrl+X** Cut the contents of the selected cells to Clipboard.
- Ctrl+V** Insert the contents of the Clipboard into the selected cell(s).
- Ctrl+Z** Undo.
- Ctrl+Y** Redo.
- Ctrl+P** Open the "Print" dialog.