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

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
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.
   - 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.
- OCLC_rpt_1
- 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:
- Tools / Macro / Record New Macro

To open/edit a macro:
- Tools / Macro / Macros…
- 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
   - 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
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
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
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
  .PrintHeadings = False
  .PrintGridlines = True
  .PrintComments = xlPrintNoComments
  .PrintQuality = 600
  .CenterHorizontally = False
    .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