

## Download a Title List

To download your title list, follow these steps:

- 1 Make sure you are on the **Collection Information, Title List** page:
  - Click the **Collection Information** tab, and make sure the **Title List** tab is selected.
  - Or, select **View/download ProQuest title lists** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired database(s) from which you want to retrieve titles.

To select multiple databases, Windows users should hold down the Ctrl key while clicking on databases. Macintosh users should hold down the Apple/Command key while clicking on databases.

- 4 Check **Full text titles only** if you want to limit the results to publications available in full text format.
- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 Select the **Delivery Format** you want.
  - **HTML** to download an HTML page.
  - **Microsoft Excel** to download and use in Microsoft Excel.
  - **Text-only ASCII** to download a text file.
  - **ProQuest** to download the title list in the format used to upload to ProQuest Library Holdings.
- 7 Click **Create Title List**.

How you proceed next depends on the format you selected:

### HTML

- 1 You see the list onscreen.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Click **Save**.

The file is now ready to edit or add to your site.

### Microsoft Excel

- 1 You see a spreadsheet in the browser window.
- 2 Select **Save As** from the File menu.
- 3 Change the **Save as type**: option:

If you have Excel installed on your computer, save as an Excel worksheet.

If you don't have Excel on your computer, save the file as a comma delimited text file and follow the directions below to import the information into Excel.

- 4 Click **Save**.

The file is now ready to edit.

### Text-only ASCII

- 1 You see the text file on your screen.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Change the **Save as Type** option to **Text**.
- 5 Click **Save**.

The file is now ready to edit.

### ProQuest

- 1 You see the title list in your browser.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Change the **Save as Type** option to **Text**.
- 5 Click **Save**.

The file is now ready to upload to ProQuest Library Holdings.

## Importing Data into an Excel Spreadsheet

Follow these steps to import the CSV file into Excel:

- 1 Download the desired title list.
- 2 Close your browser and open Excel.
- 3 Choose **Open** from the File Menu and select the comma delimited file you saved.
- 4 The Excel Wizard will ask a few questions for formatting. Choose these settings:
  - Data type: delimited
  - Delimiters: comma (deselect any other settings)
  - Column data format: general
- 5 Click **Finish**.

The spreadsheet will open in the Excel window. Adjust your column widths, fonts, etc., as necessary.

You can now sort titles by date, ISSN, title, or any other column by using the Sort function under the Data Menu.