

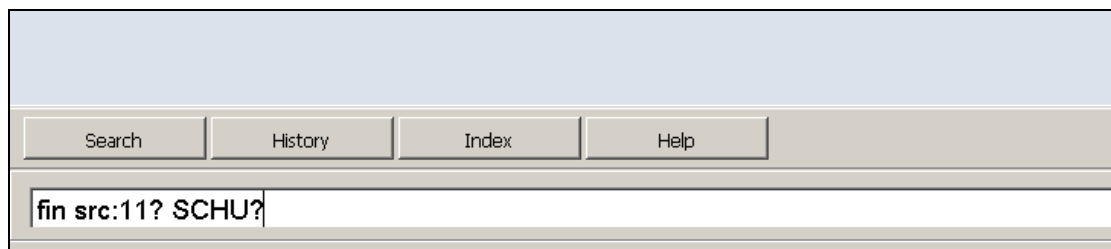
## Downloading Individual fields from WinIBW

This guide will walk you through how to download a whole record, a specific field or a set of fields from the results of a search of the WinIBW system, in either the Marc21 or Pica encodings. It will then explain how to import this data into Microsoft Excel to produce a spreadsheet on which further work can then be done, without the need to copy out large amounts of data manually.

### Searching WinIBW

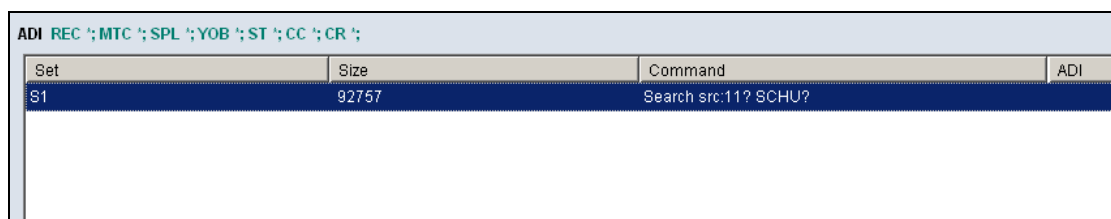
Before you download anything, you need something to download. Use the WinIBW interface to do whatever search you need to download the results from. Further information on searching can be found in the British Library ISNI Guide in Chapter 2 and Appendix 3.

As an example, I am searching for all records that have at least two sources, one of which is Scholar Universe:



The screenshot shows the WinIBW search interface. At the top, there are four tabs: Search, History, Index, and Help. Below the tabs is a search input field containing the query 'fin src:11? SCHU?'. The interface has a light blue header and a light beige background for the search area.

Make a note of the set of your search; you can find this by navigating to the History tab at the bottom of the screen. The set of my search is **S1**:

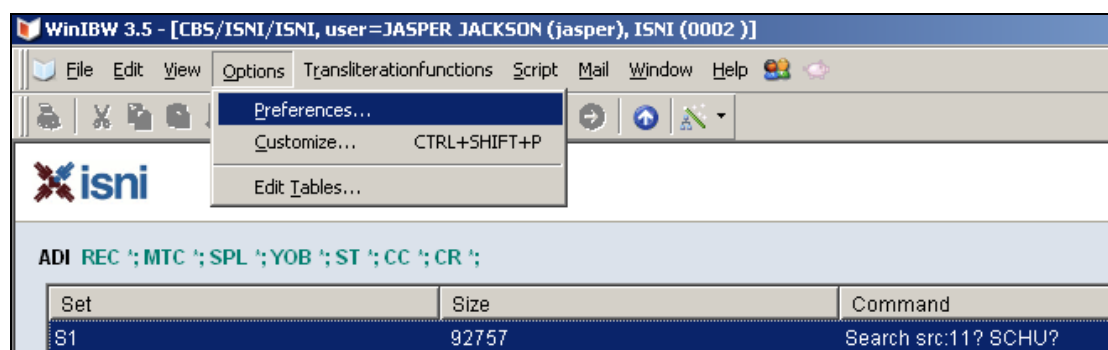


The screenshot shows the History tab in WinIBW. It displays a table with the following columns: Set, Size, Command, and ADI. The table contains one row with the following data:

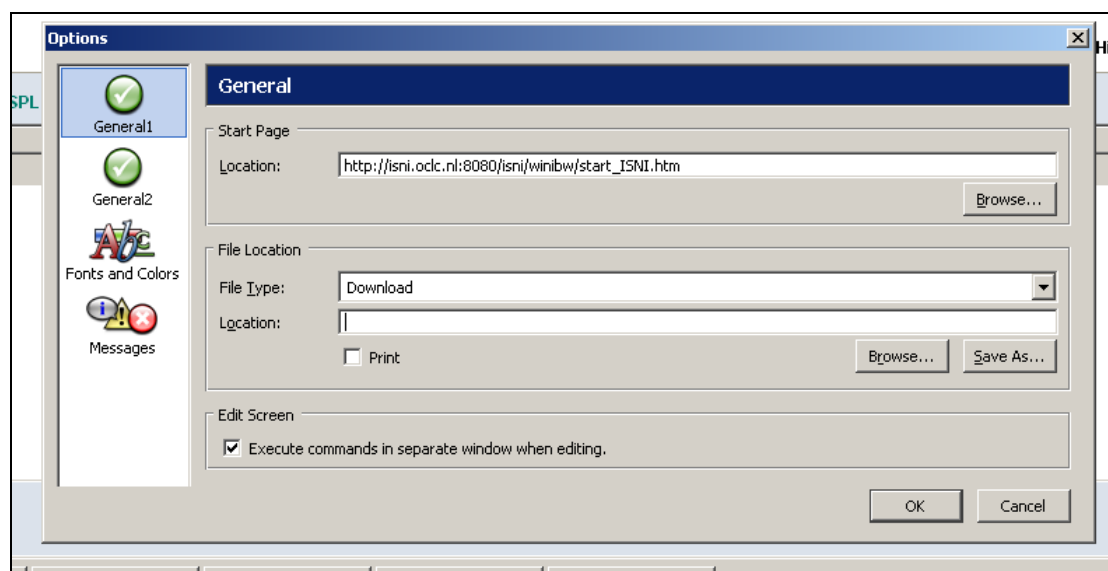
Set	Size	Command	ADI
S1	92757	Search src:11? SCHU?	

## Setting your download location

Before telling WinIBW to download anything, you must specify where it will be downloaded to. To do this, click the Options menu at the top of the screen, and choose Preferences:

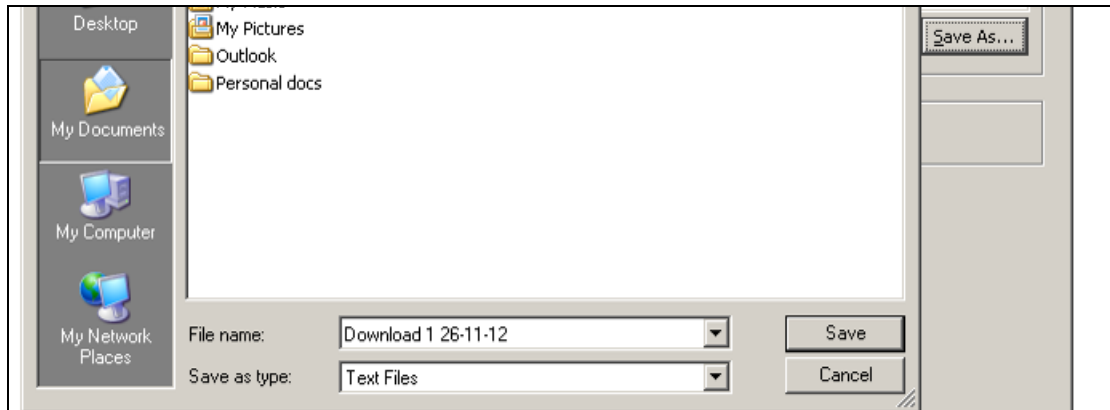


This will bring up the Preferences window. Ensure that the top tab, General 1, is selected on the left-hand side. The window you now see contains the options for specifying download location. Under File Location, ensure that the upper selection box says 'Download'. The Location box may contain text; this will be a previous or default (and quite hard to find!) download location. You will enter your own download location shortly. For now, excepting the Location box, the window should look like this:



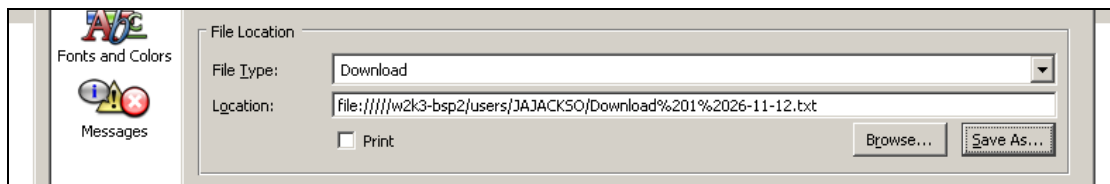
The WinIBW download function **appends** the download selection to an existing text file; if the file already contains data, the WinIBW download will appear **after** this information.

There are two ways to select a file to download into. You can either click Browse, and select a file that already exists on your system or you can click Save As to create a new file in a location of your choosing. Here, I choose Save As to create the new text document "Download 1 26-11-12.txt". I have chosen to create the download file in the My Documents folder on my computer:



**WinIBW will only download into a text file such as "Test Download 1.txt", NOT a Microsoft Word file.** Even if you do find another format that you can download into, other formats are harder to export into Microsoft Excel.

After selecting your download location, you should see the Preferences window looking something like this:



Now click Ok, and you are ready to download! Don't forget to change the location you are downloading to between downloads if you don't want to attach your separate downloads together!

## The Download Command

The general form of the download command is:

Dow **<set>** **<records>** **<format>**

**<set>** refers to the set number of the search you want to download from. In the example given here, that is S1.

**<records>** refers to the numbered results in the search; if you wanted to download everything from the second record to the tenth record, this would be 2-10.

**<format>** refers to the format in which the records will be downloaded; Marc21, Pica or Key formats are available. **Format is also where you specify which fields you would like to download.** You can download a subset of fields in either Marc21 or Pica encoding. The different format options are shown in the table below:

Command	Explanation
m21	Download whole records in Marc21 format
km21: <b>X</b> : <b>Y</b>	Download fields <b>X</b> and <b>Y</b> of records in Mark21 format.
P	Download whole records in Pica format
kp: <b>X</b> : <b>Y</b>	Download fields <b>X</b> and <b>Y</b> of records in Pica format.
key	Download in WinIBW Key format

Note the **k** in the cases where individual fields are desired. It is possible to download any number of individual fields in this way, not just one or two; downloaded fields are separated by a semicolon. If there are multiple copies of a field (i.e. several 700 fields in Marc21 encoding corresponding to names from different sources) these will also be separated by a semicolon.

**These commands are case-sensitive!** Downloading may not work correctly if you use, for example, M21, or 77a (should be m21, 77A).

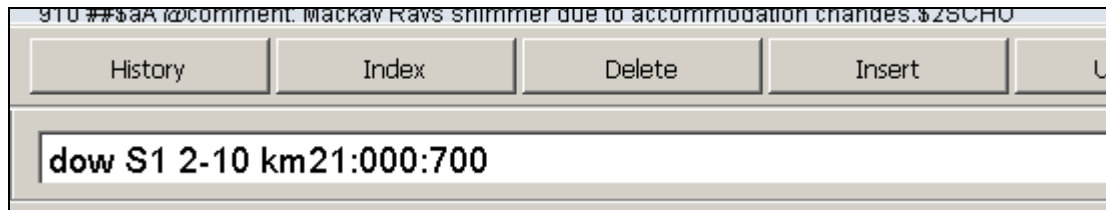
Typical fields you may want to download include, in Marc21 (and Pica) encoding:

PPN: 000 (003@)

Personal Name: 700 (028C)  
Potential matches: 77A (038L)

Other fields can be seen within the records and in Appendix 1 of the British Library ISNI Guide; please note they must be entered exactly as they appear within the record.

So, to download the PPN and Personal Name fields from records 2-10 found by my search in Marc21 format, I would type:



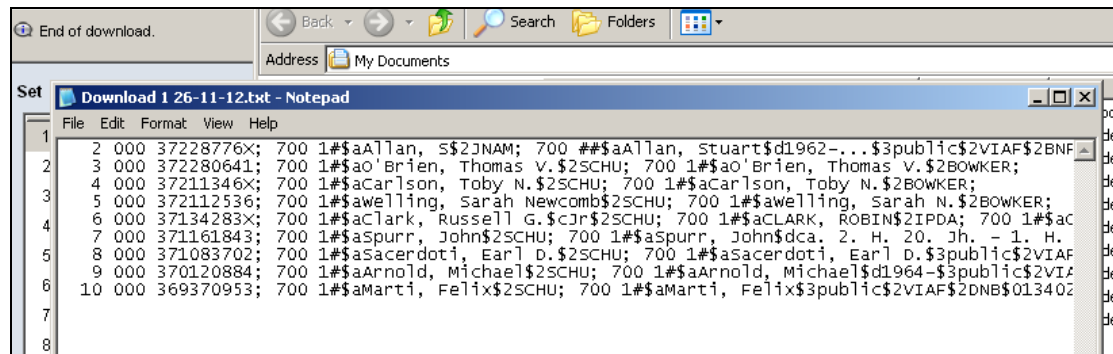
When you press enter, the download will occur and the message "End of download" will appear at the top left of your screen:



If this doesn't happen, something has gone wrong!

## Importing downloads into Excel

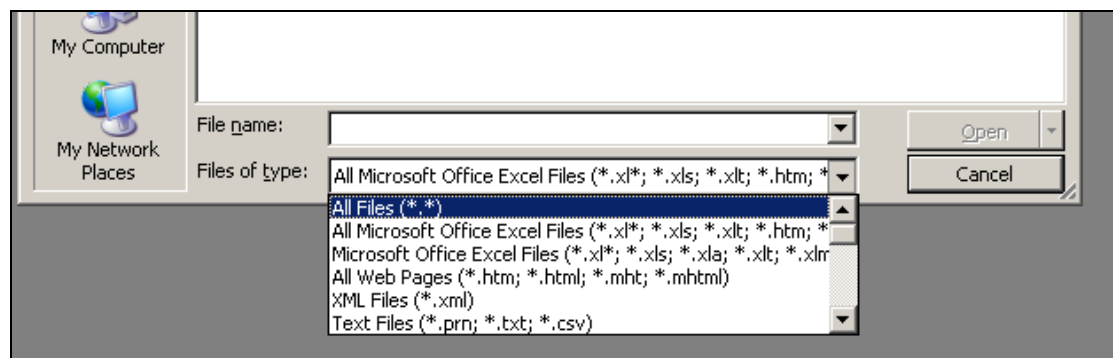
Now you have downloaded the records, you can use My Computer or Windows Explorer to navigate to the location you picked to save it in earlier and open the file you created. It should look something like the screenshot below (unless your data is very different):



You can see the record numbers on the far left, followed by the field name and its content, then after a semicolon, the next field name and its content, and so on. Note that the 700 fields from different sources appear as separate fields here.

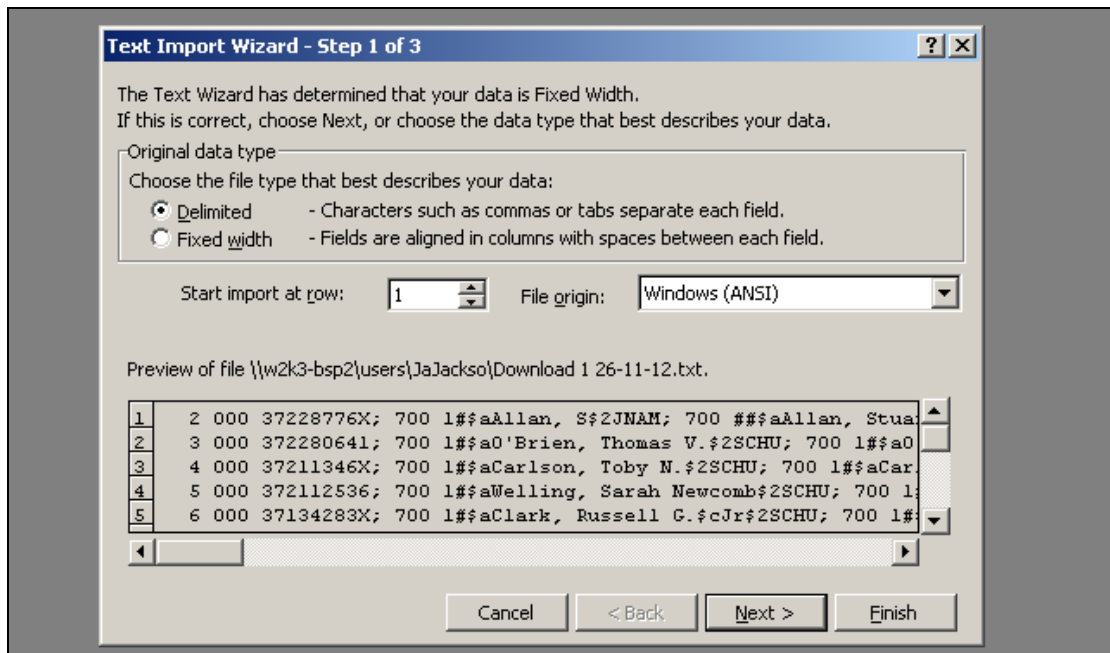
Now, open Microsoft Excel (In this guide I will describe the procedure using Excel 2003; other versions may differ slightly but the essentials are the same).

In Excel, go to File → Open, then in the window that opens, choose 'All Files (\*.\*)' from the drop-down menu at the bottom:



Then navigate to your results text file and click Open.

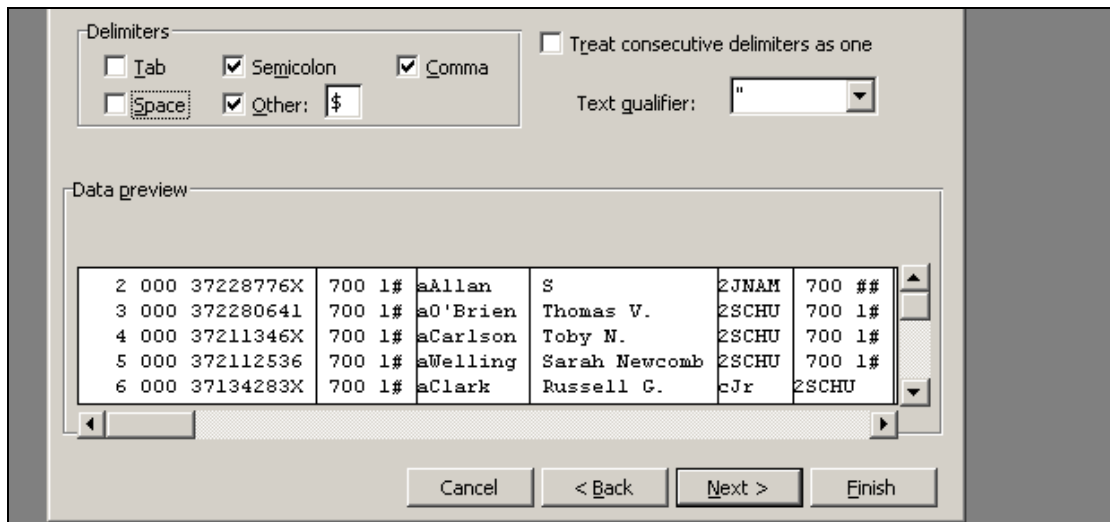
This will bring up a new window:



This is the Text Import Wizard, which will convert text files into a spreadsheet-compatible form. At the top are several options, and at the bottom is a preview of the file you have selected to import (useful to check that you picked the right one!).

Make sure that the Delimited radio button is selected in the Original data type section at the top of the window. Look at the preview of your file in the bottom half, and if the data you want to import does not start on the first row, change the Start import at row box in the middle of the window to select the first row of data you wish to import. You can ignore the File Origin box, as the correct type should be picked for you by default (this may vary based on your system). Ensure that your window matches the example above (though you may be starting import on a different row or have a different file origin), then click Next >.

This page (step 2 of 3) lets you tell Excel how the different columns in your spreadsheet will be separated. In the Delimiters box at the upper left of the window, ensure that the Comma, Semicolon and Other: boxes are selected, and enter a dollar sign (\$) in the box to the right of Other:



This will result in a series of vertical lines appearing in the Data preview in the bottom half of the window, separating your data into columns. You can scroll down and right to see more of how your data is separated. Make sure that Treat consecutive delimiters as one is selected, and then press Next >.

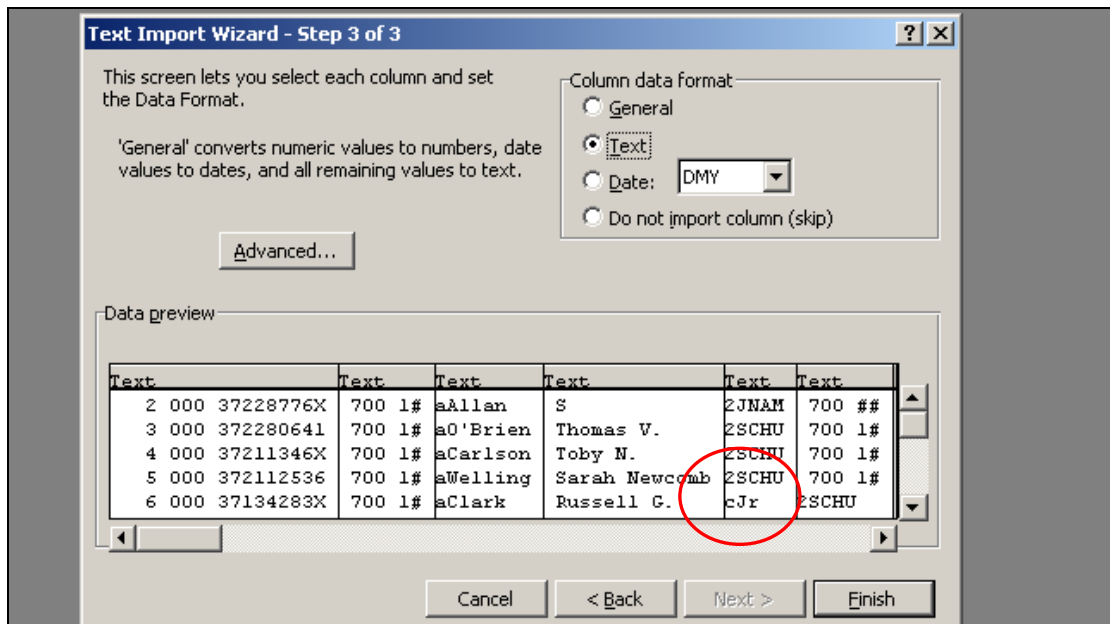
**Choosing different delimiter options will change how your data is split up. Look at the preview, and if data is split in a way that you will not find useful, change the choice of delimiters to suit your needs.**

This window (step 3 of 3) allows you to select which columns are imported and choose the format of each column. It is **important** to make sure that any column containing ISNIs, PPNs, etc. is set to a data format of Text by selecting the column in the bottom half of the window and then choosing a format in the Column data format section in the upper right. If you don't do this, any zeros at the beginning of PPNs, ISNIs or any other numerical data will be deleted, making it very hard to search for them in WinIBW.

It is often a good idea to select **all** the columns (by clicking the left-most column, scrolling all the way right, and then clicking the right-most column while holding the Shift key on the keyboard) and then change them **all** to text-format, as it is the most useful.

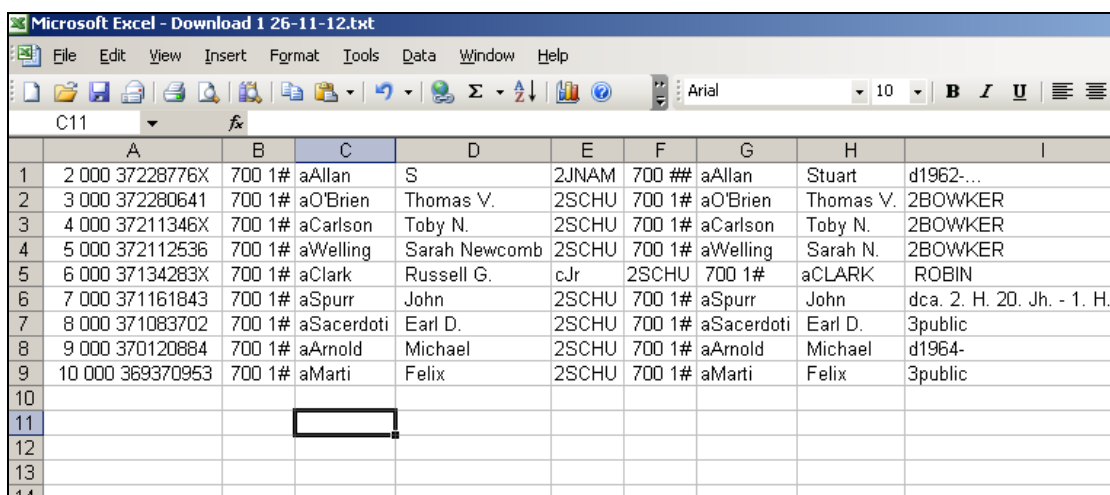
If there are any columns that you do **not** want to use or import, you can choose not to include them at this stage by selecting them in the bottom half of the window and then choosing the Do not import column (skip) radio button towards the top right of the window.



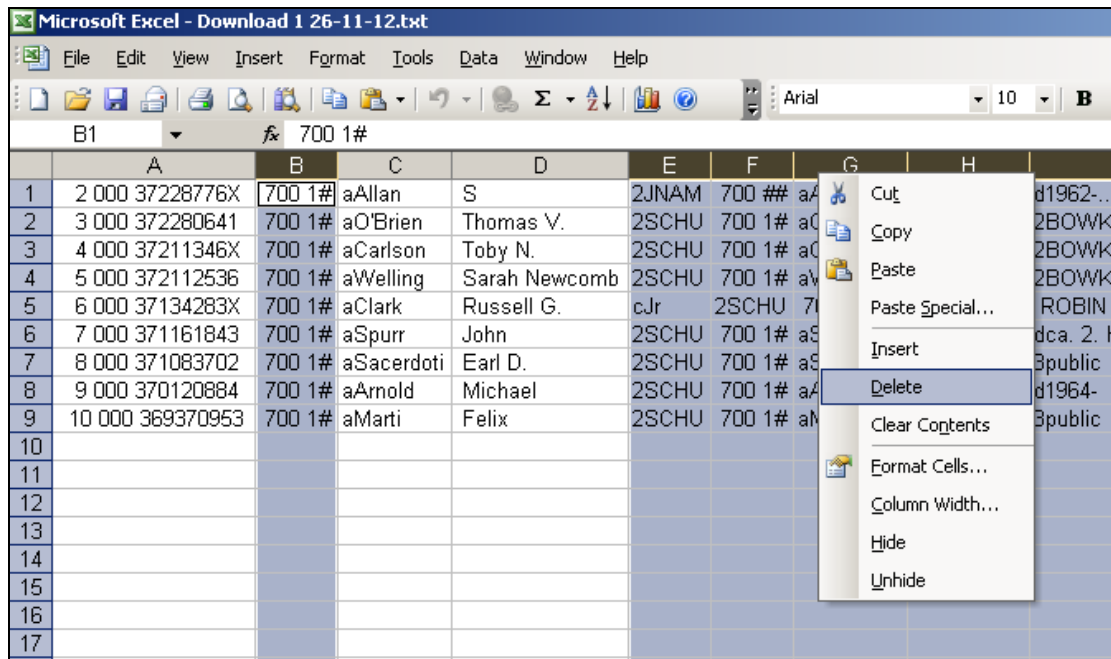


**Important note: There are often different numbers of delimiters, and therefore different numbers of columns, in each row of your data.** This can mean that a column containing primarily data of one type can include data that would usually be in another column – **see Row 6, Column 5 in the screenshot above**. Therefore, be very careful, when choosing not to include columns, that you do not need the data they contain lower down the spreadsheet. You can always delete unnecessary columns or cells later if you need to! When you have checked that your import is correct, click Finish.

You will now see all of your data in the spreadsheet as in the screenshot below. Click on the small square in the top left hand corner between the Row and Column headings to select every cell, and then double-click on one of the lines between the column headings to change their width to fit the content automatically:



This is also a good opportunity to delete any columns you do not need; typically many of the columns on the right hand side will include only a few cells of useless information. To do this, first select the columns to delete by clicking on their headings. Then right-click on any heading, and chose Delete from the context menu that appears.



N.B. To select more than one column at once, select the first column, and then select subsequent columns while holding the **Ctrl** key on the keyboard; to select a range select the other end of the range of columns you want while holding **Shift**.

## Tidying up the data

You should now see the remaining columns arranged as below. This is the data you need, but it still needs cleaning up; columns A and B have information we do not need at the beginning of each cell:

	A	B	C	D	E	F	G	H	I
1	2 000 37228776X	aAllan	S						
2	3 000 372280641	aO'Brien	Thomas V.						
3	4 000 37211346X	aCarlson	Toby N.						
4	5 000 372112536	aWelling	Sarah Newcomb						
5	6 000 37134283X	aClark	Russell G.						
6	7 000 371161843	aSpurr	John						
7	8 000 371083702	aSacerdoti	Earl D.						
8	9 000 370120884	aArnold	Michael						
9	10 000 369370953	aMarti	Felix						
10									

You may want to change A1 from " 2 000 37228776X" to "37228776X", which can be easily copied and pasted into WinIBW. To accomplish this, you can use a pair of Excel functions. The `=RIGHT(<source>,<number>)` function displays a specified number of characters from the right-hand side of the selected source cell. Looking at cell A1, you can see that the PPN you wish to display is 9 digits long. Therefore, I will enter `=RIGHT(A1,9)` in cell E1, as below:

	A	B	C	D	E	F	G
1	2 000 37228776X	aAllan	S		=RIGHT(A1,9)		
2	3 000 372280641	aO'Brien	Thomas V.				
3	4 000 37211346X	aCarlson	Toby N.				
4	5 000 372112536	aWelling	Sarah Newcomb				

To remove the "a" from the beginning of cells in column B, you can use `=RIGHT()` again, but you need to know how many digits you need. Here you want **one character less** than the total number of characters in the cell. You can use `=LEN()` to find out the 'length' of a piece of data in a cell, so in column F I will enter `=RIGHT(B1,LEN(B1)-1)`:

	A	B	C	D	E	F	G	H
1	2 000 37228776X	aAllan	S		37228776X	=RIGHT(B1,LEN(B1)-1)		
2	3 000 372280641	aO'Brien	Thomas V.					
3	4 000 37211346X	aCarlson	Toby N.					

You can see that this has resulted in the PPN and the Surname, without additional characters, being displayed next to each other further across the spreadsheet. I will also enter `=C1` into the cell G1 to make a copy of column C next to my 'cleaned up' data:

B	C	D	E	F	G	H
aAllan	S		37228776	xAllan	S	
aO'Brien	Thomas V.					
aCarlson	Toby N.					

**N.B. the =LEFT() command works in exactly the same way as the =RIGHT() command for removing characters from the end of a cell, if necessary.**

Once I have these cells filled, I can select all 3 new cells and, clicking and holding down the mouse button on the bottom-right corner of my selection, drag down the spreadsheet to copy equivalent values in for every cell in my data set:

E1	=RIGHT(A1,9)							
	A	B	C	D	E	F	G	H
1	2 000 37228776	aAllan	S		37228776	xAllan	S	
2	3 000 37228064	aO'Brien	Thomas V.		37228064	O'Brien	Thomas V.	
3	4 000 37211346	aCarlson	Toby N.		37211346	xCarlson	Toby N.	
4	5 000 37211253	aWelling	Sarah Newcomb		37211253	E Welling	Sarah Newcomb	
5	6 000 37134283	aClark	Russell G.		37134283	xClark	Russell G.	
6	7 000 37116184	aSpurr	John		37116184	E Spurr	John	
7	8 000 37108370	aSacerdoti	Earl D.		37108370	E Sacerdoti	Earl D.	
8	9 000 37012088	aArnold	Michael		37012088	Arnold	Michael	
9	10 000 36937095	aMarti	Felix		36937095	E Marti	Felix	
10								
11								

Now you can hide (but **not** delete) your original columns by highlighting the column headings (here, I highlighted A, B, C, and D) and then right-clicking and selecting Hide from the context menu:

	A	B	C	D	E	F	G	H
1	2 000 37228776	aAllan	S		37228776	xAllan	S	
2	3 000 37228064	aO'Brien	Thomas V.		37228064	O'Brien	Thomas V.	
3	4 000 37211346	aCarlson	Toby N.		37211346	xCarlson	Toby N.	
4	5 000 37211253	aWelling	Sarah Newcomb		37211253	E Welling	Sarah Newcomb	
5	6 000 37134283	aClark	Russell G.		37134283	xClark	Russell G.	
6	7 000 37116184	aSpurr	John		37116184	E Spurr	John	
7	8 000 37108370	aSacerdoti	Earl D.		37108370	E Sacerdoti	Earl D.	
8	9 000 37012088	aArnold	Michael		37012088	Arnold	Michael	
9	10 000 36937095	aMarti	Felix		36937095	E Marti	Felix	
10								
11								
12								
13								
14								

After inserting a new row for column titles I am left with the spreadsheet below, ready for me to enter data. **Now use File → Save As to save in an Excel file format such as \*.xls or \*.xlsx!**

