



**Anthology, Inc.**

## **Using Baker & Taylor Title Source with Visual Anthology**

This document covers setting up an export format for your Titlesource program. This will allow you to save a file from Tsource to your harddrive, and then import the file into Visual Anthology using the "Import External" feature (formerly known as CD Import).

To install the Baker & Taylor Title Source software, please refer to the installation instructions provided with the Title Source CD-ROM.

### **Setting up Title Source Export Formatter**

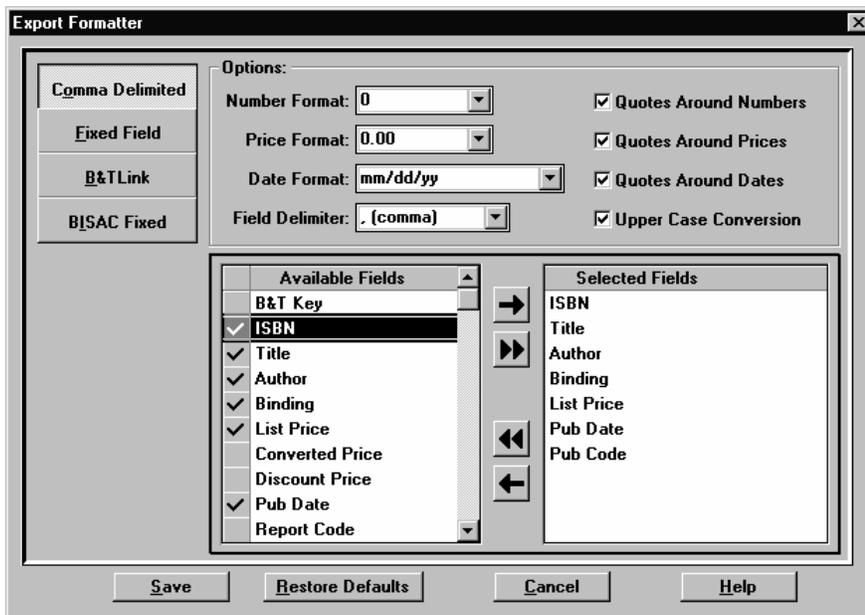
With Title Source properly installed and running on your system select Setup/Export Formatter from the menu. Select the Comma Delimited button. In the Options group, make sure the following are entered or selected:

Number Format:	0
Price Format:	0.00
Date Format:	mm/dd/yy
Field Delimiter:	, (comma)
Quotes Around Numbers	√
Quotes Around Prices	√
Quotes Around Dates	√
Upper Case Conversion	√

By default all fields are selected. This will need to be modified before creating an export file. In the window titled Selected Fields, highlight the fields to remove and click the left pointing arrow on the form. Please refer to Figure 2 below. You will remove all fields except the following:

- ISBN
- TITLE
- AUTHOR
- BINDING
- LIST PRICE
- PUB DATE
- PUB CODE

**Note:** You can select (highlight) multiple fields at a time by holding the <SHIFT> key and clicking the items with the mouse.



When complete, select the Save button to save the changes made to this form.

Figure 2

## Selecting and marking titles

Line	Title	Author	Publisher	Date	Bind	Price	Source	Code	ISBN
1	How to Talk to Your Cat	George, Jean Cra	HARJU	11/99	TRD	20.01	USA	WR	0060279680
2	How to Talk to Your Cat	George, Jean Cra	HARJU	11/99	LIB	13.01	USA	WR	0060279699
3	Cat and Mouse in the Snow	Bogacki, Tomasz	FARRJ	10/99	TRD	20.01	USA	WR	0374311927
4	Carpaccio's Cat	Lovric, Michelle/		09/99	TRD	0.00	USA	WR	1579651372
5	The Cat in the Hat : Mini Book and	Seuss	RANDJ	09/99	TRD	12.99	USA	WR	0679892672
6	Never Let Your Cat Make Lunch for	Harris, Lee/ Tilley		08/99	TRD	0.00	USA	WR	1883672805
7	Now, Where Is That Cat	Greene, Carol/ Ki	HYPEN	07/99	TRD	20.01	USA	WR	0786804572
8	Felinstein : Pampering the Genius	Delzio, Suzanne/		07/99	TRD	0.00	USA	WR	0062736302
9	Textbook of Veterinary Internal Med	Ettinger, Stephen	SNDRW	05/99	TRD	201.00	USA	WR	0721672566
10	Hard Evidence : A Cat Marsala Mys	D'Amato, Barbara	SCRIB	05/99	TRD	22.00	USA	WR	0684833549
11	The Cookie-Store Cat	Rylant, Cynthia	BLUSY	05/99	TRD	15.95	USA	UL	0590543296
12	Hi, Cat	Keats, Ezra Jack	VIKIN	05/99	TRD	15.99	USA	WR	0670885460
13	A Color Handbook of Skin Diseases	McKeever, Patric	UIOWT	04/99	TRD	59.95	USA		0813829836
14	Natural Cat Care	Fogle, Bruce	DORKI	04/99	TRD	24.95	USA	WR	0789441233
15	Ragdoll Cats : Everything About Pu	Davis, Karen Leig	BARRN	04/99	TRD	22.01	USA	WR	0764107321
16	Black Cat	Myers, Christophe	SCHDH	04/99	TRD	16.95	USA	WR	0590033751
17	Have You Ever Heard a Cat Purr (R	Roche, Hannah/		04/99	TRD	0.00	USA	WR	1840891599
18	Cat on the Scent	Brown, Rita Mae/	BANTT	04/99	TRD	23.95	USA	WR	055309971X
19	Cat in an Indigo Mood	Douglas, Carole F	FORGE	04/99	TRD	24.95	USA	WR	0312866356
20	The Cat Barked	Monks, Lydia/ Mc	DIAL	04/99	TRD	13.99	USA	WR	0803723385
21	Paris Cat	Baker, Leslie/ Ba	LITLC	04/99	TRD	15.95	USA	WR	0316073091
22	Calico's Cousins : Cats from Around	Tildes, Phyllis Lin	CHABD	04/99	LIB	16.01	USA	WR	0881066486
23	Calico's Cousins : Cats from Around	Tildes, Phyllis Lin	CHABD	04/99	PAP	6.95	USA	WR	0881066494
24	Cat Nap	Potter, Keith R. /	CHRNJ	04/99	TRD	20.01	USA	WR	0811820696
25	Cat Hiss-Tory : A Feline Tour Throu	Bell, Bill/ Temple		04/99	TRD	0.00	USA	WR	0765110520

Figure 3

Select the criteria you wish to search for. As shown in Figure 3 below, the search returns only those books that match the criteria you entered. You may make your searches as broad or narrow as you like.

**Note:** For complete instructions on searching the Title Source CD-ROM, please refer to the online documentation provided on the CD.

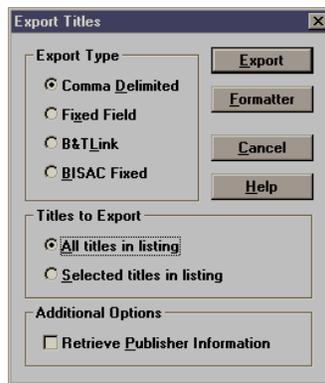
Once the Titles Found window returns the desired books, you will need to further narrow your selection by selecting which titles you want to export. This is done in one of three ways.

1. With the selected title highlighted, choose Mark/Mark Selected Titles from the menu.
2. You can also press the (+) key on each selected title to mark it for export.
3. Or, you can click on the large check mark icon (4) on the toolbar with the selected title highlighted to mark it for import.

**Note:** Pressing (-) will deselect.

Once you have made your selections, you must then create a marked list. This is done by selecting the Mark/Create Marked List option from the menu. The Titles Found screen will be replaced with the currently selected titles. Choose Title/Export from the menu, and the following screen will appear allowing you to select the Export Type, Titles to export, and Additional Options.

As noted the Export Type should default to Comma Delimited. This corresponds to the settings you selected during the setup of Export Formatter.



In the Titles to Export section you will need to select the All titles in listing option. This will export all the titles you have chosen.

Selecting the Export button will bring up a standard Windows Dialog Box. This is where you tell the system WHERE to save the file. You can save it anywhere, since from Visual Anthology you will have the opportunity to look for the file. The file will already be named tsource.csv. Make any necessary changes to the path and click OK to continue. See example in Figure 5.

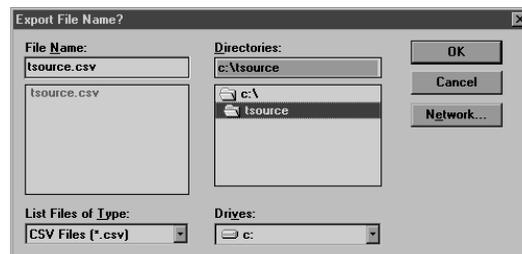
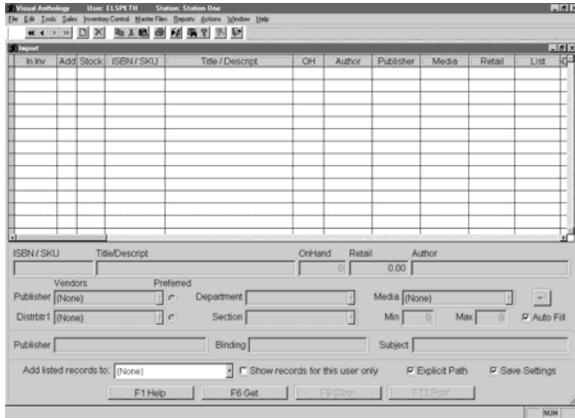


Figure 5

A message box may appear that asks if you want to overwrite the existing file. If so, select **YES**.

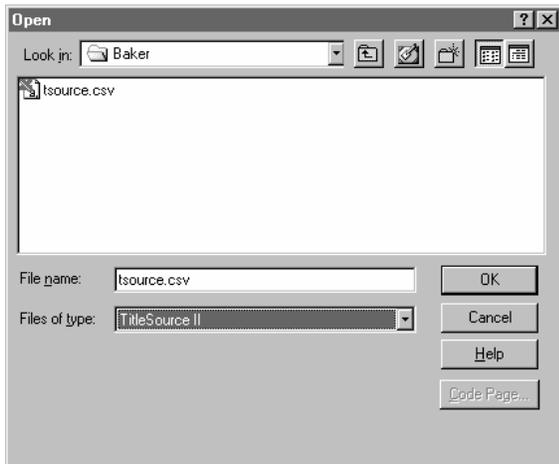
## Importing into Anthology

Once you have created the format and saved the file you can begin the process of importing into Visual Anthology.



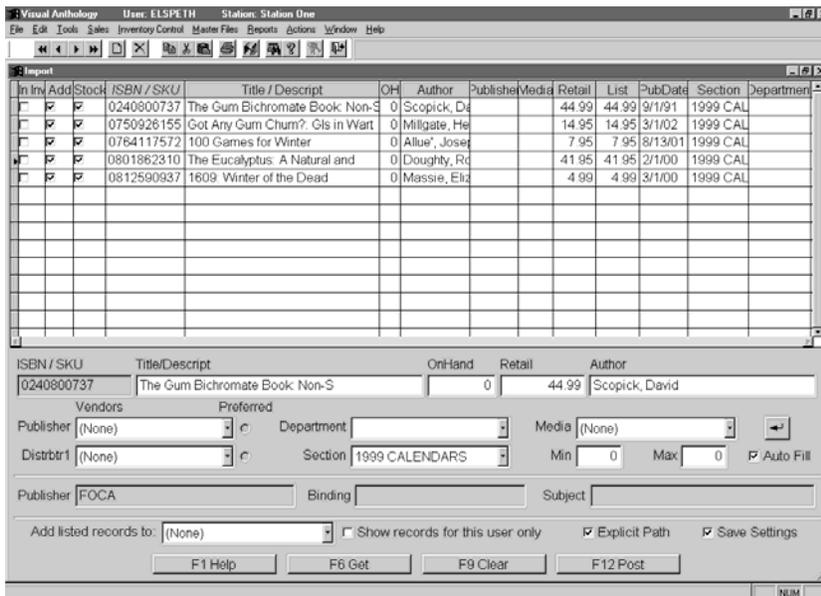
Go to **TOOLS | IMPORT EXTERNAL**

On the new screen press “F6 Get” to begin browsing for your file. You must browse to find the file you saved from Ingram Companion.



You must select the appropriate “Files Of Type” of “Titlesource I” or “Titlesource II” for the import to work.

When you select OK on the file you will be back on the CD Import screen, and seeing the titles you have selected to import.



You must select a department for every title. You have the option of selecting the Publisher, Distributor, Section, Media, and Min/Max information for each title.

The Auto Fill option if left on will flood the selected Publisher, Distributor, Section, Media, and Min/Max information to the next title.

The CD Import screen will display what Publisher, Binding, and Subject information is related to the title. You can use this information in determining the best settings for the record.

If you wish to add these records to an existing order or memo, use the field marked "Add Listed Records To:" to choose purchase order, receiving memo, customer order, etc.. As you post the records you will be asked to select the memo/order from a list. You may need to create the PO or Receiving Memo just before starting the import.

When you have made all the needed modifications press "F12 Post" to begin adding the items to your inventory.

If you have chosen to add listed records to a PO or Receiving Memo you will be asked to "Select" the item from a list. Select the item, you will be then asked to add the items or cancel, choose OK. The importing process will begin. If you are adding a large amount of records please wait for the processing to complete before continuing on.