

Downloading Lists from e-Catalog into Text or Excel Document

First, you must login to the Scholastic Reading Counts! e-Catalog by clicking on “Sign In” at the top right part of the screen. If you are an existing e-Catalog customer, enter in your user name and password in the “Existing e-Catalog Customer” box. If this is your first time signing on, fill in the appropriate information on the right side of the screen in the “New e-Catalog Customers” box. You can tell that you are signed on to the e-Catalog when you see “Order Subtotal” in the orange button at the top right part of the screen instead of “Sign In.”

Now you are ready to start your search.

After you search for titles or groups of titles in the e-Catalog, you can download your search results into a text file or an excel file at any time. To do this, you must be in the Title Search or Collection Search screens. Each time you do a new search, you would have a different list.

First, enter your search criteria to pull up titles. Then, simply click [text](#) or [excel](#) at the top of the page.

Your list will automatically convert to either a text or excel document. If you choose to download the list to excel, there are several ways to manipulate your list so that you have only the components you need. All criteria possible will be show up in your downloaded list, so you may want to delete or hide some columns or rows. The downloaded file will include quiz, paperback, rebound, and hard cover titles. You can distinguish them by the alfa-prefix before each item code:

Q=Quiz R=Rebound P=Paperback HC=Hardcover

To group your list by item type in an excel spread sheet:

Simply click any box within the search results below the header columns. Then from the data menu in the upper tool menu, choose “sort.” Within the “sort” box you can chose to sort your list from the drop down menu by Title, author, reading level, Lexile Level, price, format, etc.

Here are some quick tips to help you with hiding and/or deleting columns or rows in your in your excel list:

Deleting Columns or Rows in Excel—highlight the row(s) or column(s) you would like to delete by clicking once on the letter of the column or the number of the row. Once the entire column or row is highlighted, go to [Edit](#) on the toolbar then [Delete](#).

Hiding Columns or Rows in Excel—highlight the row(s) or column(s) you would like to hide by clicking once on the letter of the column or the number of the row. Once the entire column or row is highlighted, go to [Format](#), then either [Column or Row](#) (whichever you are hiding) and then [Hide](#).

