Creating Patron Photo Import File:

1. From the export file, Copy ID numbers to a column in a new workbook

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3	Griffin	Wong	Twelfth Grade	13526								
4	Lily	Creed	Twelfth Grade	13418								
5	Isabella	Cuevas	Twelfth Grade	13505								
6	Jack	Elias	Twelfth Grade	13508								
7	Liam	Flockhart Ford	Twelfth Grade	13329								

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2. Copy that column to a second column

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3. In a third column add .jpg to a cell and copy down



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4. Save as text file and close

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5. Open text file in a text editor

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6. Make/Convert to Plain Text



7. Use Find and Replace to replace "[space]." With "."

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8. Use Find and Replace to replace "[space] " with ","

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9. Save file as "idlink.txt"

