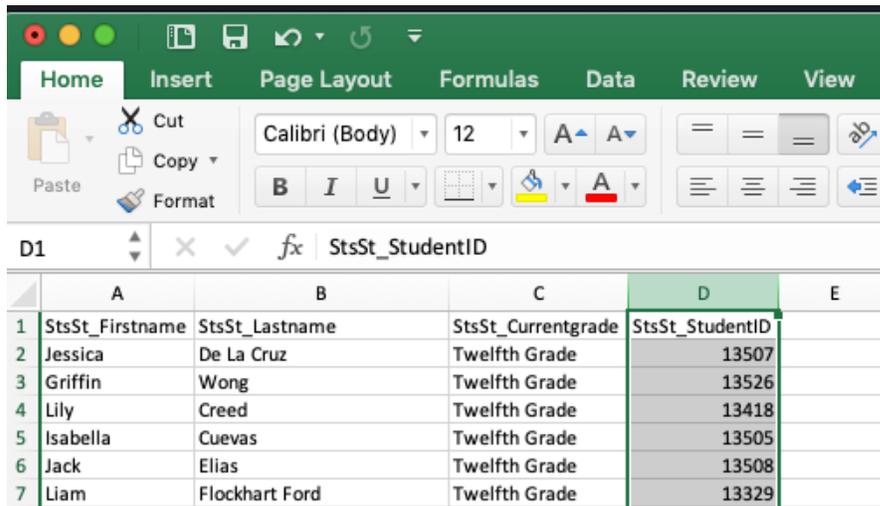


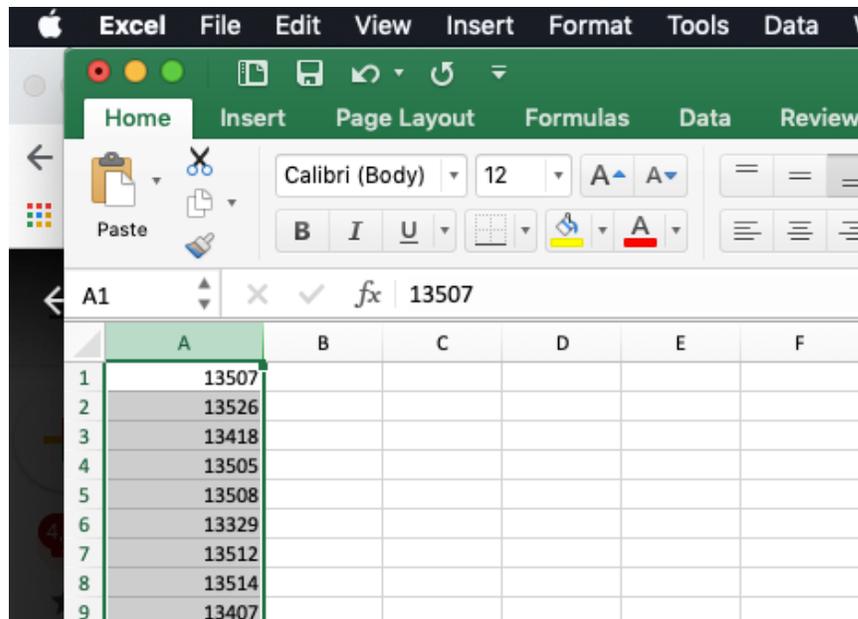
Creating Patron Photo Import File:

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



A screenshot of the Microsoft Excel interface. The ribbon shows 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The 'Home' ribbon is active, showing options for Paste, Cut, Copy, and Format. The font is set to Calibri (Body) size 12. The active cell is D1, containing the formula =StsSt_StudentID. The spreadsheet contains the following data:

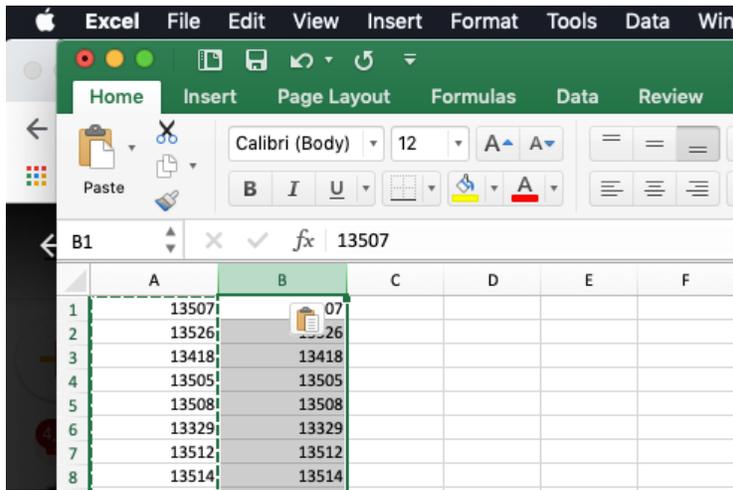
	A	B	C	D	E
1	StsSt_Firstname	StsSt_Lastname	StsSt_Currentgrade	StsSt_StudentID	
2	Jessica	De La Cruz	Twelfth Grade	13507	
3	Griffin	Wong	Twelfth Grade	13526	
4	Lily	Creed	Twelfth Grade	13418	
5	Isabella	Cuevas	Twelfth Grade	13505	
6	Jack	Elias	Twelfth Grade	13508	
7	Liam	Flockhart Ford	Twelfth Grade	13329	



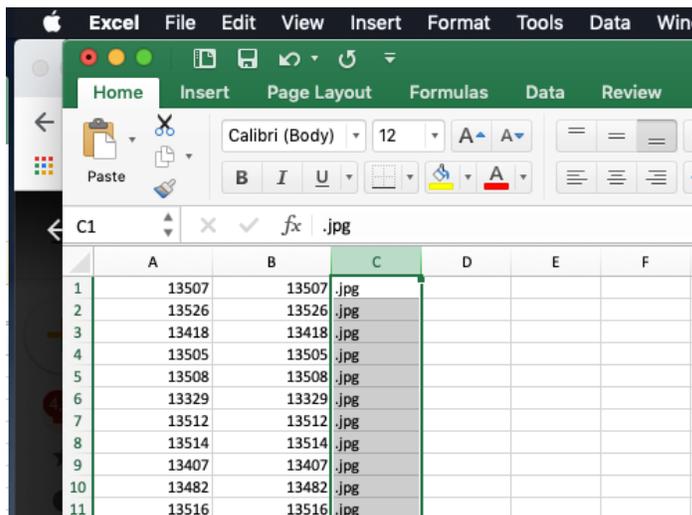
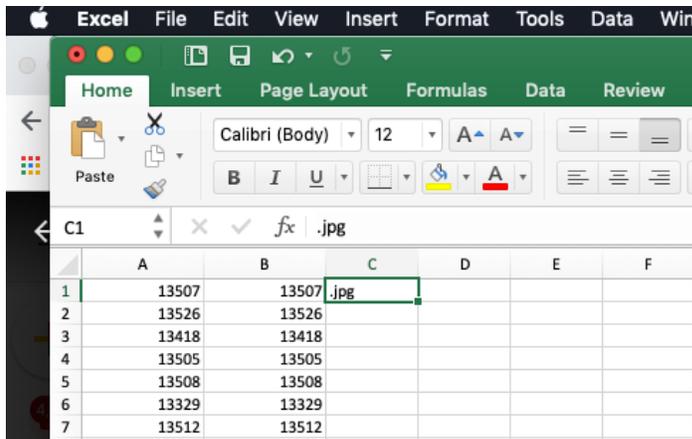
A screenshot of the Microsoft Excel interface. The ribbon shows 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', and 'Review'. The 'Home' ribbon is active, showing options for Paste and Format. The font is set to Calibri (Body) size 12. The active cell is A1, containing the value 13507. The spreadsheet contains the following data:

	A	B	C	D	E	F
1	13507					
2	13526					
3	13418					
4	13505					
5	13508					
6	13329					
7	13512					
8	13514					
9	13407					

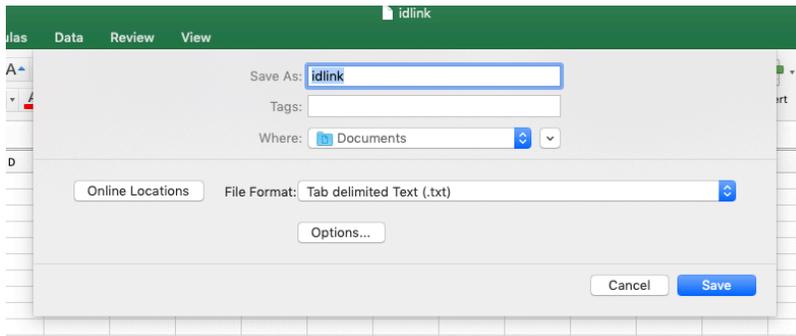
2. Copy that column to a second column



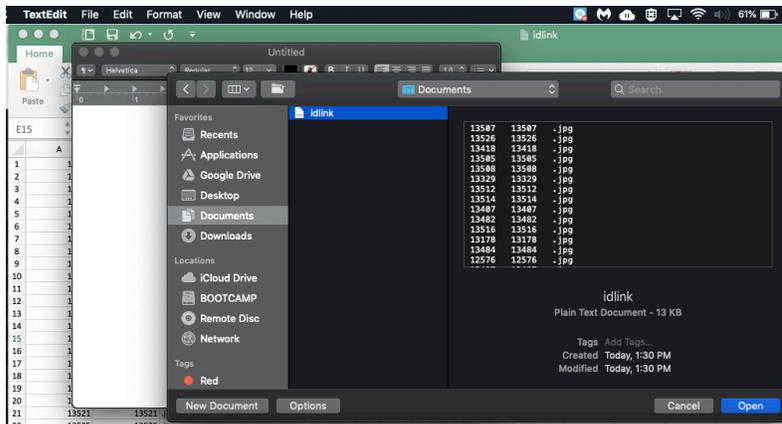
3. In a third column add .jpg to a cell and copy down



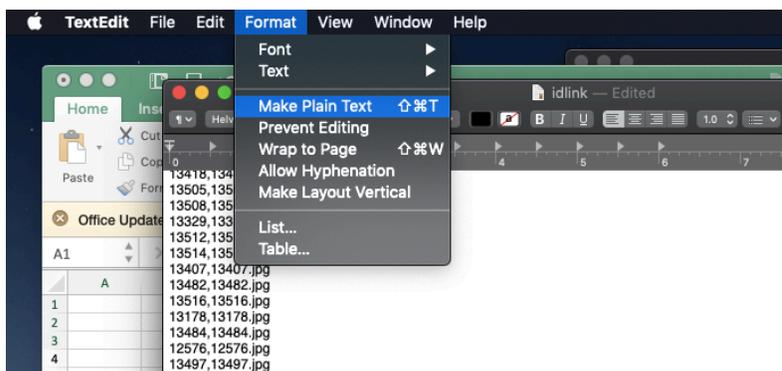
4. Save as text file and close



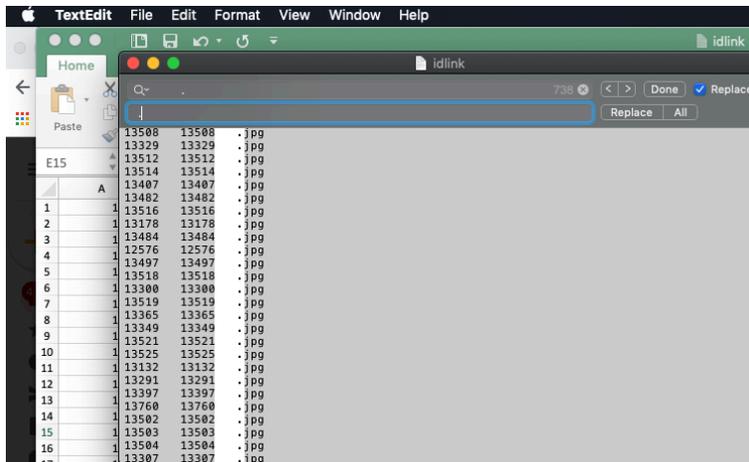
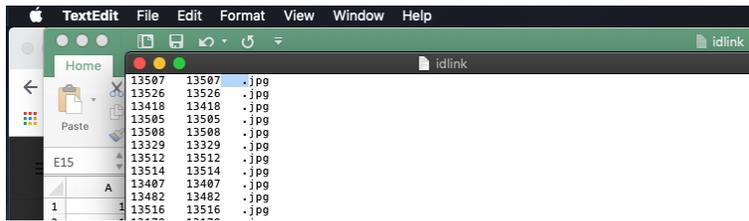
5. Open text file in a text editor



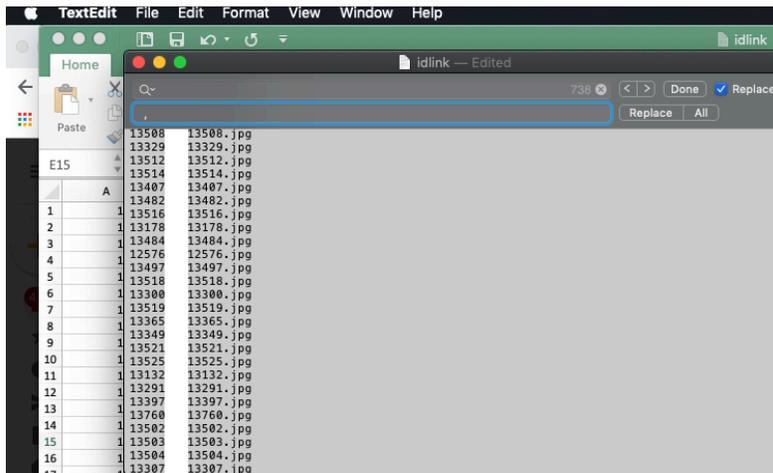
6. Make/Convert to Plain Text



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



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



9. Save file as "idlink.txt"

