**Uploading patron pictures**

To upload multiple patron pictures at one time:

Create a zip file that contains the following:

* All the image files you want to upload
* A picture-to-patron \*map file named idlink.txt that associates each image with the corresponding patron. Note: All of the files must be at the root of the Zip file, not in subfolders.

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To create idlink text file with picture file names separate by a comma, use the following directions:

Open Excel.

Highlight columns A, B, C and D. Format Cells as *Text* instead of *General*.

Copy and paste picture file numbers from Notepad/Wordpad.

Insert blank column after column A.

If you have, say, "Bloggs" in cell A1, and type =B1 & “, “ & C1 in C1 (or any blank column) it will result in "Bloggs," and you can copy this formula down as far as necessary. If you want to overwrite the original column A entries, you can select the column C entries, copy them and paste special - values over column A.

[**If you need to**, do the following:

In cell A1 you have your first name (in your case it's Abadie)

Type in cell B1 =A1&","

This will result in Abadie,

Then copy cell B1 and paste it all the way down to Bx (where x is the last cells corresponding to entries in column A

Then copy all of column B, select edit>paste special and select 'values'...click OK]

 Now that you have the formula in cell C1, you need a fast way to copy it down to all cells. Excel has a great shortcut for this. Put the cellpointer on C1. In the lower right corner of the cellpointer box is a small square. Double click this square with your mouse and the formula will copy down to as many rows as you have data in column C.

There is one last important step. If you would now delete columns A and B, all of those lovely numbers in C would turn into #REF!. You need to convert the cells from a formula to values. Here is how to do that. Highlight all of the cells containing numbers in column C. Hit Ctrl+C (or Edit - Copy) to copy those cells. Now, without unhighlighting the cells, immediately do an Edit - Paste Special. Click the radio button for Values and click OK. The formulas will now be changed to values and you can delete columns A & B.

Copy new text into Wordpad and save as idlink.txt

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Once you have created the Zip file, click Browse to locate and select it.

Important: The file must not be larger than 500 MB.

Click *Upload* to start the process.

Remain on the Upload Patron Pictures page until the message, The Upload Patron Pictures you requested has been submitted, appears.

Once it appears, you may continue to use Destiny as normal.

**To add a picture to one patron record**

Open Manage Patrons in the Back Office.

Search for the patron record.

In the list that appears, click *Edit* next to the correct patron.

On the Picture tab, click *Browse* to locate and select the image file.

Click *Save*.

# \*About the map file

The picture-to-patron map file links each image file to the appropriate patron record. This file may be provided by a photography service, such as Lifetouch National School Studios or Herff Jones, or you can create it yourself.

In any case, it is important to verify that the map file is formatted and named correctly:

* The map file must be named **idlink.txt**.
* Each patron's information takes up one line of the map file.

|  |
| --- |
| "639465","00002.jpg" "688692","00003.jpg" "859228","00004.jpg" "971657","00005.jpg" "752899","00006.jpg" |

* Each line in the map file must contain
"patron barcode","picture file name"
(The quotes are optional but the comma is critical.)
* Each line in the map file must end with a carriage return.
* The map file does not contain a header line.
* All pictures must be .gif, .jpg, .jpeg, or .png files.

***Note:*** For optimal uploading, we recommend that the size of each picture file be approximately 20 KB.

See the sample of a picture-to-patron map file on right:

Suppose you have two or more columns of data that you want to combine in a single column, such as the name and phone number of a person. To combine two or more columns, use the **CONCATENATE** function in a formula in a nearby cell (typically to the right of the last column of data that you want to combine), and then drag that formula down through the rows that contain the data. When you create your formula, you can add a space or comma to cleanly separate names and addresses in the new column by enclosing them in quotation marks. You can also use the **CHAR** function and an ASCII code to insert a special character, such as a line break, when you're combining the data so that names are on a separate line from street addresses and city, state, and postal codes.

Example

The example may be easier to understand if you copy it to a blank worksheet.

1. Select the text in the example, starting with “First name” and ending with the phone number in the last row.
2. Press CTRL+C to copy the text.
3. In the worksheet, select cell A1, and press CTRL+V.

To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

 Note   To see the result in the worksheet without breaking the lines of the name or address, expand the width of the columns.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Last name** | **Phone** | **Function** |
| Steve | Riley | 555-1875 ext. 2007 | =CONCATENATE(A2," ",B2," ",C2) |
| Terry | Adams | 555-2306 |  |
| Jim | Hance | 555-1896 |  |
| Wendy | Wheeler | 555-2307 ext. 705 |  |
|  |  |  |  |

The formula in the **FUNCTION** column of the preceding example table uses the **CONCATENATE** function to combine the contents of three cells in columns A, B, and C. In the function, you separate the strings that you want combined by commas. To add a space between the strings, include a space enclosed in quotation marks (" "). If you look closely at the **CONCATENATE** function in the formula, you’ll see that the contents of A2 are combined with a space, the contents of B2, another space, and the contents of C2.After you paste the example into your worksheet, drag the formula in D2 down to cells D3:D5 to combine the contents of those cells.Here’s a similar example that uses the **CHAR** function to insert a new line. These results are better suited for a mailing label. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name** | **Last name** | **Street address** | **City** | **State** | **Zip code** |
| Steve | Riley | 4567 Main St. | Buffalo | NY | 98052 |
| **Function** | **Description** |  |  |  |  |
|  |  |  |  |  |  |
| =CONCATENATE("The ", B2, " Family", CHAR(10), C2, CHAR(10), D2, ", ", E2, " ", F2) | Combines the last name with the words "The" and "Family" and then combines the address with it. CHAR(10) is used to insert a new line.Result:The Riley Family4567 Main St.Buffalo, NY 98052 |  |  |  |  |

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The preceding example uses the **CHAR** function inside the **CONCATENATE** function to insert a character that can be difficult to type in a formula (such as a comma or a space character, because either one might make the formula hard to read), or some other non-alphanumeric character, such as a line break or symbol. In the example, CHAR(10) is used to enter line breaks in the cell.

The **CHAR** function requires a number value between a pair of parentheses. The function passes this number to Excel, which returns the character that corresponds to that number. The line break character is represented by the number 10.

For more information about these functions, see [CONCATENATE function](http://office.microsoft.com/client/helppreview14.aspx?AssetId=HP010342288&lcid=1033&NS=EXCEL&Version=14&tl=2&CTT=5&origin=HP010342284) and [CHAR function](http://office.microsoft.com/client/helppreview14.aspx?AssetId=HP010342259&lcid=1033&NS=EXCEL&Version=14&tl=2&CTT=5&origin=HP010342284).

CONCATENATE function

Show All

Hide All

This article describes the formula syntax and usage of the **CONCATENATE** function (function: A prewritten formula that takes a value or values, performs an operation, and returns a value or values. Use functions to simplify and shorten formulas on a worksheet, especially those that perform lengthy or complex calculations.) in Microsoft Excel.

Description

The **CONCATENATE** function joins up to 255 text strings into one text string. The joined items can be text, numbers, cell references, or a combination of those items. For example, if your worksheet contains a person's first name in cell A1 and the person's last name in cell B1, you can combine the two values in another cell by using the following formula:

=CONCATENATE(A1," ",B1)

The second argument in this example (**" "**) is a space character. You must specify any spaces or punctuation that you want to appear in the results as an argument that is enclosed in quotation marks.

Syntax

CONCATENATE(text1, [text2], ...)

The CONCATENATE function syntax has the following arguments (argument: A value that provides information to an action, an event, a method, a property, a function, or a procedure.):

* **Text1**    Required. The first text item to be concatenated.
* **Text2, ...**    Optional. Additional text items, up to a maximum of 255 items. The items must be separated by commas.

 Note   You can also use the ampersand (**&**) calculation operator instead of the **CONCATENATE** function to join text items. For example,=A1 & B1 returns the same value as=CONCATENATE(A1, B1)

Example

Use the embedded workbook shown here to work with examples of this function. You can inspect and change existing formulas, enter your own formulas, and read further information about how the function works.

The formulas in this example use the CONCATENATE function to help create phrases and sentences from data in cells.